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Use these instructions if you are preparing a manuscript to submit to *Bois et Forêts des Tropiques*. **Potential contributors are advised that careful attention to the details below will greatly assist the Editor and thus speed the processing of their manuscripts. Poorly prepared manuscripts will be returned to authors.**

Bois et Forêts des Tropiques publishes papers in the important and wide field of the Tropical and Mediterranean Forests. Papers devoted to the results of original research as well as those which form significant reviews will be considered. Research papers normally should not exceed 6000 words of main text and should have no more than 40 references. Reviews should not exceed 8000 words of main text and should have no more than 80 references.

A cover letter is needed, showing what was investigated, where and how it was done, why the results are important, what is their innovative nature and transferability, and why the author has chosen *Bois et Forêts des Tropiques* for his manuscript. Note that it is possible to suggest names for review but also provide names which are not preferred.

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The Editor will acknowledge receipt of the manuscript, provide it with a manuscript reference number and assign it to reviewers. The reference number of the manuscript should be quoted in all correspondence with *Bois et Forêts des Tropiques*.

Papers are first inspected for suitability by the Editor or an editorial board member. Those suitable papers are then critically reviewed by usually two or three expert persons. On their advice the Editor provisionally accepts, or rejects, the paper. If acceptance is indicated the manuscript is usually returned to the author for revision. In some cases a resubmission is invited and on receipt of the new version, the paper may be sent to a third referee. If the author does not return the revised or resubmitted version within 60 days the paper will be classified as rejected. Final acceptance is made when the manuscript has been satisfactorily revised.

1. General guidelines

Manuscripts are accepted in French or English. For English manuscripts, British English spelling and punctuation are preferred. Manuscripts should be prepared according to the following structure:

Page 1. **Title page.** This should contain (a) the full title, preferably of less than 15 words and usually containing the geographical location of the study; (b) a running title of not more than 48 letters and spaces; (c) a list of up to 8 key words, separated by commas, in alphabetical order suitable for international retrieval systems;

Page 2. **Authors page.** The page should contain full names, affiliations (department, university), postal addresses, telephone numbers and email addresses of each author. **Please provide an institutional email address for each author.** One author should be identified as the corresponding author.

Page 3. **Abstract.** This should be a single paragraph, in passive mode, no more than 275 words long, concise summary of the paper intelligible on its own in conjunction with the title, without abbreviations or references. The abstract is written in the same language used in the text.

Page 4. **et seq. Text.** The main body of the text may contain the following sections in the sequence indicated: (a) Introduction, (b) Methods, (c) Results, (d) Discussion, (e) Conclusion, (f) Acknowledgements, (g) Literature Cited, (h) Appendices (as appropriate), (i) Tables with caption(s), (j) figure caption(s) as a list, (k) photograph captions as a list.

Tables (preferably in MS Word, they must not be submitted as images) should be provided either at the end of the manuscript or as separate files. Tables should be numbered consecutively with Latin numerals (for example: table I) and every table should be cited at least once in the text, in consecutive order.

Figures should be submitted as separate files in TIF or EPS format but captions to figures should be supplied on a separate sheet at the end of the main manuscript. All figures must be cited in consecutive order and are numbered consecutively with Arabic numerals (for example: figure 1). The actual figures should be supplied in a separate file. Ensure you have permission to use any figures or photos you are reproducing from another source. In addition, provide in separate Excel files the source of the graphics, to enhance figures during the publication process.

Photos are strongly recommended. Their number should range from 3 to 6. They must be numbered, with Arabic numerals (for example: photo 1), in the order in which they appear in the text. Photograph files are in 10 cm x 15 cm format, with a minimal resolution of 300 dpi, and must be compressed into JPEG at maximum quality.

Tables, figures and photos: Indicate in the text where the tables and figures should appear, for example by inserting [Table I near here]. All the captions have to be informative and explicit.

Acknowledgements should be brief. Please supply all details required by any funding and grant-awarding bodies.

Notes should be avoided if at all possible; any notes will be printed as footnotes and not at the end of the paper.

Scientific names - The complete Latin name (genus, species and authority) must be given in full for every organism when first mentioned in the text unless a standard nomenclatural reference is available which can be cited. Authorities might alternatively appear in Tables where they are first used. Names of taxa at generic rank and below should be in italics.

2. Advice to authors on preparing a manuscript

Font: Times New Roman, 12 point. Double spacing must also be used throughout, allowing wide margins (about 3 cm) on all sides. Main text pages are numbered. All pages of text have line numbers.

Section headings should be concise.

The corresponding author must be authorized by all co-authors to act as an agent on their behalf in all matters pertaining to publication of the manuscript, and the order of names should be agreed by all authors.

Anonymity for peer review: Ensure your identity and that of your co-authors is not revealed in the text of your article or in your manuscript files when submitting the manuscript for review. Headings: Please indicate the level of the section headings in your article.

If your article is accepted for publication, it will be copy-edited and typeset in the correct style for the journal.

3. References style

In the text

One author: Smith (2014) or (Smith, 2014)

Two authors: Smith and Jones (2014) or (Smith and Jones, 2014)

Three or more authors: Dupond *et al.* (2014) or (Dupond *et al.*, 2015)

When several in-text references occur at the same point, give them in chronological order separated by semicolons.

Reference list

At the end of a document, list the references to sources that have been cited within the text, including those found in tables and figures, under the heading References.

To speed the processing of the manuscript, we strongly recommend the authors to check very carefully reference list vs references in the text and tables.

References with two or more authors should be arranged first alphabetically then chronologically. The names of cited journals should be given in full.

Book: Smith A. J., 2012. Forest ecosystems. Abingdon, Routledge, 498 p.

Chapter: Smith A. J., Jones B. D., 2014. Hawaii new forest ecosystems. *In: Tropical new forests*, Eds McKey D. M. and Willey E. M. Abingdon, Routledge, p. 229-244.

Journal: Smith A. J., Jones B. D., 2014. Reconsidering tropical forestry. *Forestry Journal*, 62, 4:112-117.

If six or more authors, list the first six followed by a comma and *et al.*

4. Figures

Please provide the highest quality figure format possible. Please be sure that all imported scanned material is scanned at the appropriate resolution: 1200 dpi for line art, 600 dpi for grayscale and 300 dpi for color.

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Files should be saved as one of the following formats: XLS (MS Excel file), TIFF (tagged image file format), PostScript or EPS (encapsulated PostScript).

All figures must be numbered in the order in which they appear in the manuscript (e. g. figure 1, figure 2). In multi-part figures, each part should be labelled (e. g. figure 1(a), figure 1(b)). Figure captions must be saved separately, as part of the file containing the complete text of the manuscript, and numbered correspondingly.

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