

Guidelines to Authors

The **Community Forest Bulletin** is yearly publication of the Community Forest Study Center, Babarmahal, and publishes articles on the forestry sector mainly focused on community forest's activities, programs, information, statics, analysis, and all other community-based forest management related finding, scientific research-based, research-based, statistical-based, articles/composition, Poems, policy-related analysis, and other community forest related reports on management, planning, utilization, socio-economic, forest industries/entrepreneurs, ecotourism, ethnobotany, plant physiology, climate change, biotechnology, wetlands, invasive species, plant ecology, biodiversity, wildlife, soil conservation, medicinal plant, environment and conservation biology. The Editorial Board reserves all the rights for acceptance or rejection of the submitted papers. It may alter or modify the style of presentation wherever necessary. The manuscript submitted should not be previously submitted for publication elsewhere. The Community Forest Bulletin will accept the following contributions:

- I. **Original research articles:** It should include Title, Abstract, Keywords, Introduction, Objectives, Materials and Methods, Results and Discussion, Conclusion and References. Paper submitted for publication should not exceed 10 printed pages (except table and figures).
- II. **Review paper:** It should include Title, Abstract, Keywords, Introduction, Objectives, Author Defined Sections/Subsections, Conclusion, Author Contributions, Acknowledgements and References. The titles and contents of the Author Defined Sections/Sub-sections between Introduction and Conclusion may vary as per the authors requirement(s). Paper submitted for publication should not exceed 10 printed pages (except tables and figures).
- III. **Short communication:** It should include main body and references. The main body should not have any titles/subtitles and should not be subdivided into sections. The length of the paper should not exceed 10 printed pages including the references.
- IV. **All other article/paper/reports/analysis/poem:** All other general type of article/paper/reports/analysis/poem received will be selected by the editorial board and placed for publication. The length of the paper should not exceed 10 printed pages including the references.

The authors are requested to prepare their manuscripts in Times New Roman following the guidelines using the provided template (Template File Name: *Cf.Bull.. Template 2023*) and submit manuscripts in word 2003-2007 in electronic version to the managing editor via

cfbulletinpublication@gmail.com and **along with the digital versions (PDF or JPEG) of the following filled and signed forms: i. Declaration letter, ii. Authorship letter** (the forms have been provided as **declaration.docx** and **authorship.docx**). These documents must be CCed to all the coauthor(s).

1. **Language:** The journal language is American English.
2. **Title of paper (first heading)** should be informative and concise, and in title case (Capitalize the first character of each word except common stop words like 'and', 'at', 'of', 'in etc), all letters bold, with 14 font size, center alignment, paragraph spacing zero point before and 12 points after, line spacing single.

The title should include:

- The name(s) of the author(s), font size 11, bold, center alignment, paragraph spacing both before and after zero, line spacing single. The names should be separated by comma. Each author name should be followed by number in superscript indicating the affiliation and address of the author.
 - The affiliation(s) and address(es) of the author(s), should give full address, font size 10, bold, center alignment, line spacing single, paragraph spacing both before and after zero. Each address should start in a new line and should be preceded by a number in superscript linking it to relevant author.
 - The email address of the corresponding author font size 10, email heading bold with semicolon, normal and center alignment, line spacing single, paragraph spacing before zero after 12 points.
 - Asterisk (*) should be given to the name of corresponding author at the end of the name.
 - Email address of the corresponding author should be marked with asterisk (*) in front of email heading.
3. **Abstract:** Heading font size 10, bold, center alignment, paragraph spacing before 6 points and after 12 points. Text font size 10, normal, with line spacing 1, justified. Word count for abstract should not exceed 250 words. The abstract should not contain any undefined abbreviations or references.
 4. **Keywords:** Heading font size 10, bold with semicolon, normal, left alignment, paragraph spacing before 12 points and after 12 points. Four to six key words should be provided arranged in alphabetical order. The keywords should not be from title. First letter should be capital while the remaining letters should be small. Text normal with font size 10, botanical names should be in

italics.

5. Typeface and font size

- Second headings (Introduction, Materials and Methods, Results and Discussion, Conclusion, Author Contributions, Acknowledgements and References) should be with font size 12, bold, left alignment, paragraph spacing 12 point before and 6 point after.
- Third heading should be with font size 12, bold, italics, left alignment, paragraph spacing 12 point before and 6 point after.
- Fourth heading should be with font size 12, bold, with colon and then text, paragraph spacing 6 point before and 6 point after.
- Fifth heading should be with font size 12, normal, with left indentation 0.25 inch, with colon and then text, paragraph spacing 6 point before and 6 point after.
- For References, the text should be with font size 12, normal, with hanging indent of 0.25 inches, paragraph spacing 6 point before and 6 point after.
- The remaining text should be with font size 12 throughout the text including page numbers. The text paragraphs should be justified, with paragraph spacing 6 point before and 6 point after. The page numbers should have central alignment.
- The scientific names should be in italics with author citation in normal.
- Each first mention of scientific name should in the article should include complete author citation. In the following text, in each paragraph, the first mention of the scientific name should not be abbreviated.
- Use tab stops or other commands for indents, not the space bar.
- Equations and formulae should be preferably typed in 12 point font size.

6. Tables and Figures:

- Should be placed at the end of the section (heading or sub-heading text) where it is discussed.
- The table number and caption should be placed above the body of the table.
- The figure number and the caption should be placed below the figure.
- The table or figure caption should be with font size 10, first letter capital and remaining letters small, left alignment, line spacing single, paragraph spacing 6 points before and 6 points after.

Example: **Figure 1: (Bold):** (Title/caption: Not bold)

Table 1: (Bold): (Title/caption: Not bold)

- Figure and table numbering must be continuous throughout the manuscript.

- The text in tables and charts should be Times New Roman, font size 10.
- Charts and tables should be editable and should not be provided as images. Chart legends should have font size 10.
- Charts should also be provided as separate excel files containing base data.
- Images/Maps should be provided separately as TIFF, JPG or PNG files having resolution of at least 300 dpi.

7. Spacing:

- Spacing in heading: Line spacing single; for spacing before and after paragraph, refer to clause 5
- Spacing throughout body of text: Line spacing single; for spacing before and after paragraph, refer to clause 5
- Spacing for references: Line spacing single; for spacing before and after paragraph, refer to clause 5 .
- Spacing for contents of tables: single spacing.

8. **Scientific names:** should follow the **Catalogue of Life Annual Checklist's** latest version.

9. In text citation and references:

The list of references should only include works that are cited in the text. Citation of a reference as "in press" implies that the work has been accepted for publication. The references should be arranged in alphabetical with chronological order by last name of the first author of each work. In case of in text citation, the the chronological order should be used separated by semi-colon. American Psychological Association (APA) 7th edition format should be followed for references and in text citation.

Some examples of references and in text citations in APA format are given below.

Sources	In Text Citation		In the Reference List
	Parenthetical Citation	Narrative Citation	
Books (In the references list and in-text citation for books, use copyright date. Do not use reprint date)			
One author(Manandhar, 2002)	Manandhar (2002) explained.....	Manandhar, N. P. (2002). <i>Plants and people of Nepal</i> . Timber Press.
Two authors(Michaels & Balling, 2000)	According to Michaels and Balling (2000).....	Michaels, P. J., & Balling, R. C. (2000). <i>The satanic gases: Clearing the air about global warming</i> . Cato Institute.
Three or more author(Press et al., 2000)	According to Press et al. (2000)	Press, J. R., Shrestha, K. K., & Sutton, D. A. (2000). <i>Annotated checklist of the flowering plants of Nepal</i> . The Natural History Museum.
Books and ebooks with DOI(Ewert et al., 2014)	According to Ewert et al. (2014)	Ewert, E. W., Mitten, D. S., & Overholt, J. R. (2014). <i>Natural environments and human health</i> . CAB International. https://doi.org/10.1079/9781845939199.0000
ebook - free online, no DOI(Lessig, 2011)	According to Lessig (2011)	Lessig, L. (2011). <i>Republic, lost: How money corrupts – and a plan to stop it</i> . Twelve. https://lesterland.lessig.org/pdf/republic-lost.pdf

Whole edited books(Miller & Smith, 1996)	Miller and Smith (1996) stated that.....	Miller, J., & Smith, T. (Eds.). (1996). <i>Cape Cod stories: Tales from Cape Cod, Nantucket, and Martha's Vineyard</i> . Chronicle Books. For a single editor, use "(Ed.)".
Book chapter in an edited book(Dangol, 2015)	Dangol (2015) found that.....	Dangol, D. R. (2015). Status of weed science in Nepal. In V. S. Rao, N. T. Yaduraja, N. R. Chandrasena, G. Hasan, & A. R. Sharma (Eds.), <i>Weed science in Asian Pacific Region</i> (pp. 305-322). Asian Pacific Weed Science Society; Indian Weed Science Society.
Book edition(Aspinall 2014)	Aspinall (2014) showed that....	Aspinall, V. (Ed.) (2014). <i>Clinical procedure in veterinary nursing</i> (3rd ed.). Elsevier.
Single volume of multivolume work(Fraser-Jenkins et al., 2015)	Fraser-Jenkins et al. (2015) stated that	Fraser-Jenkins, C. R., Kandel, D. R., & Pariyar, S. (2015). <i>Ferns and fern-allies of Nepal</i> (Vol. 1). Department of Plant Resources.
Several volumes of multivolume work (Grierson & Long, 1983-2000)	According to Grierson and Long (1983-2000)	Grierson, A. J. C., & Long, D. G. (1983-2000). <i>Flora of Bhutan</i> (Vols. 1-3). Royal Botanic Garden Edinburgh.
Book chapter without an author("Is abortion immoral?", 2012)	In "Is abortion immoral" (2012),	Is abortion immoral? (2012). In C. Levine(Ed.). <i>Taking sides: Clashing views on bioethical issues</i> (14 th ed.) (pp. 132-133). McGraw Hill.
Journal articles			
One author(Khanal, 2011)	Khanal (2011) highlighted	Khanal, S. P. (2011). Achievements, challenges and opportunities of statistics for the twenty-first century. <i>Management Dynamics</i> , 15(1), 15-21.
Two authors(Vetaas & Grytnes, 2002)	According to Vetaas and Grytnes (2002)	Vetaas, O. R., & Grytnes, J. A. (2002). Distribution of vascular plants species richness and endemic richness along the Himalayan elevation gradient in Nepal. <i>Global Ecology and Biogeography</i> , 11, 291-301.
Three or more authors(Joshi et al., 2013)	Joshi et al. (2013) found that.....	Joshi, N., Siwakoti, M., & Kehlenbeck, K. (2013). Developing a priority setting approach for domestication of indigenous fruit and nut species in Makawanpur district, Nepal. <i>Acta Horticulturae</i> , 979, 97-106.
Internet article based on a point source with doi assigned(Stultz, 2006).	According to Stultz (2006).....	Stultz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. <i>American Journal of Orthopsychiatry</i> , 76(4), 482-488. doi:10.1037/0002-9432.76.4.482.
Internet article (e-journal) with no doi assigned(Sillick & Schulte, 2006)	Sillick and Schulte (2006) examined	Sillick, T. J., & Schulte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. <i>E-Journal of Applied Psychology</i> , 2(2), 38-48. http://ojs.lib.swin.edu.au/index.php/ejap/article/view/71/100
Journal Article in press	(Ruiza et al., in press)	Ruiza et al. (in press)	Ruiza, L. A., Serrano, L., España, P. P., Martínez-Indart, L., Gómez, A., Urangab, A., Castro, S., Artarazb, A., & Zalacaina, R. (in press). Factors influencing long-term survival after hospitalization with pneumococcal pneumonia. <i>Journal of Infection</i> .
Proceedings			
Conference articles in regularly published conference proceedings(Herculano-Houzel et al., 2008)	Herculano-Houzel et al. (2008) found that.....	Herculano-Houzel, S., Collins, C. E., Wong, P., Kaas, J. H., & Lent, R. (2008). The basic nonuniformity of the cerebral cortex. <i>Proceedings of the National Academy of Sciences of the United States of America</i> , 105(34), 12593-12598. https://doi.org/10.1073/pnas.0805417105

Conference proceedings published as a book (Entire Proceeding)(Zegwaard & Hoskyn, 2008)	Zegwaard & Hoskyn (2008) reported that.....	Zegwaard, K. E., & Hoskyn, K. (Eds.). (2015). <i>New Zealand Association for Cooperative Education 2015 conference proceedings: Refereed proceedings of the 18th New Zealand Association for Cooperative Education conference</i> . New Zealand Association for Cooperative Education. https://www.nzace.ac.nz/wp-content/uploads/2016/06/2015-wellington.pdf
Sources	In Text Citation		In the Reference List
	Parenthetical Citation	Narrative Citation	
Paper in a proceeding (Gummer, 2015)	Gummer (2015) has reported that.....	Gummer, P. (2015). The value of students entering industry-driven competitions and awards. In K. E. Zegwaard, & K. Hoskyn (Eds.), <i>New Zealand Association for Cooperative Education 2015 conference proceedings: Refereed proceedings of the 18th New Zealand Association for Cooperative Education conference</i> . New Zealand Association for Cooperative Education. https://www.nzace.ac.nz/wp-content/uploads/2016/06/2015-wellington.pdf
Theses and Dissertations			
Unpublished theses and dissertations(Das, 1998)	Das (1998) found that	Das, A.N. (1998). <i>Socioeconomics of bamboos in eastern Nepal</i> . (Unpublished Doctoral dissertation), University of Aberdeen, UK.
Theses or dissertation published online (Miller, 2019)	Miller (2019) suggested that.....	Miller, T. (2019). <i>Enhancing readiness: An exploration of the New Zealand Qualified Firefighter Programme</i> [Master's thesis, Auckland University of Technology]. Tuwhera. https://openrepository.aut.ac.nz/handle/10292/12338
Websites and webpages:			
This category should be used only if there is no other suitable reference category , and the work has no parent or overarching publication (e.g. journals, reports, social media, conference papers, etc) other than the website itself.			
Citing an entire website (http://www.kidspsyche.org)		Not included in reference list.
Webpage on a website with an individual author (Sparks, 2019)	According to Sparks (2019)	Sparks, D. (2019). Women's wellness: Lifestyle strategies ease some bladder control problems. Mayo Clinic. https://newsnetwork.mayoclinic.org/discussion/womens-wellness-lifestyle-strategies-ease-some-bladder-control-problems/
Webpage on a website with a government agency group author (Ministry of Health, 2018, August 2)	According to Ministry of Health (2018, August 2)	Ministry of Health. (2018, August 2). <i>Maori disability support services</i> . https://www.health.govt.nz/our-work/disability-services/maori-disability-support-services When the author and site name are the same, omit the site name Or New Zealand Medicines and Medical Devices Safety Authority. (2014, May 28). <i>Important changes to the definition of medicines and medical devices effective 1 July 2014</i> . Ministry of Health. https://www.medsafe.govt.nz/Medicines/policy-statements/definition-of-med.asp Include the names of parent agencies in the source element
Webpage on a website with no date(Athletics New Zealand, n.d.)	Athletics New Zealand (n.d.) has mentioned	Athletics New Zealand. (n.d.). Form a new club. http://www.athletics.org.nz/Clubs/Starting-a-New-Club

Webpage on a website with a retrieval date (Worldometer, n.d.)	Worldometer (n.d.) indicated that	Worldometer. (n.d.). <i>Current world population</i> . Retrieved January 16, 2020, from https://www.worldometers.info/ Stirling, J., Hamer, M., & Hughes, B. (2016, July 29). <i>Dopamine for use in paediatric cardiology</i> . Auckland District Health Board. Retrieved January 28, 2020, from https://www.starship.org.nz/guidelines/dopamine-for-use-in-paediatric-cardiology/ Note: Include a retrieval date when the content is designed to change over time and the page is not archived.
Wikipedia (Global warming, 2019, December 9)	Global warming (2019, December 9) has mentioned	Global warming. (2019, December 9). In <i>Wikipedia</i> . http://en.wikipedia.org/wiki/Global_warming Psychometric assessment. (n.d.). In <i>The psychology wiki</i> . Retrieved January 28, 2009, from http://psychology.wikia.com/wiki/Psychometric_assessment
Catalogue of Life (Roskov et al., 2019)	Roskov et al. (2019) indicated that	Roskov Y., Ower G., Orrell T., Nicolson D., Bailly N., Kirk P. M., Bourgoin T., DeWalt R. E., Decock W., Nieuwerkerken E. van, Zarucchi J., & Penev L. (Eds.). (2019). <i>Species 2000 & ITIS Catalogue of Life, 2019 Annual Checklist</i> . Species 2000. www.catalogueoflife.org/annual-checklist/2019 .
Data Sets			
Data set with author and version (Ministry for the Environment, 2016)	Ministry for the Environment (2016) has stated that	Ministry for the Environment. (2016). <i>Vulnerable catchments</i> (Version 17) [Data set]. https://data.mfe.govt.nz/layer/53523-vulnerable-catchments/
Data set with author but without version(Ministry of Education, 2015)	Ministry of Education (2015) showed that	Ministry of Education. (2015). <i>Transient students</i> [Data set]. https://catalogue.data.govt.nz/dataset/transient-students
Unpublished raw data(Klette, 2014)	According to Klette (2014).....	Klette, R. (2014). [Data for computer vision spatial value statistics] [Unpublished raw data]. Auckland University of Technology.
Author in secondary citationsshowed in the study (Seidenberg & McClelland, 1990, as cited in Coltheart et al., 1993)	Seidenberg & McClelland, (1990, as cited in Coltheart et al., 1993) showed.....	Coltheart, M., Curtis, B. Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. <i>Psychological Review</i> , 100, 589-608. Enter the reference list for the source you have read (secondary source).
Personal communications	Given all the political factors... (I. Tokugawa, personal communication, January 25, 2019).	I. Tokugawa (personal communication, January 25, 2019) suggested in an email that.....	No entry in the reference list is needed as personal communications are unable to be retrieved.
You Tube video or other streaming video(MSNBC, 2020)	MSNBC (2020)	MSNBC.(2020, January 7). <i>Julian Castro endorses Elizabeth Warren</i> [Video]. You Tube. https://www.youtube.com/watch?v=UK2Tzc8H5po
Newspaper article or magazine(Bangnall, 1998)	According to Bangnall (1998)	Eaqub, S. (2019, September/October). Generation rent revisited. <i>Metro</i> , 12(425), 64–77.

* Unpublished works and personal communications like email, interviews, telephone conversation and discussions are cited in the text only and are not included in the reference list.

Some specific conditions in In-text citations,

	Parenthetical Citation	Narrative Citation
Works with the same author and same date Add a, b, etc. to the year in the in-text citation and reference list.	(Smith, 2020a, 2020b)	In her papers Smith (2020a, 2020b) described ...
For authors with the same surname, include the initials and arrange names alphabetically	(A. Smith, 2020; B. Smith, 2019)	Alexandra Smith (2020) and Brian Smith (2019) provided ...

	Parenthetical Citation	Narrative Citation
Group author with abbreviation	First citation - full name with abbreviation: (National Institute of Water and Atmospheric Research [NIWA], 2020) Subsequent citations: (NIWA, 2020)	First citation - full name with abbreviation: National Institute of Water and Atmospheric Research (NIWA, 2020) reported ... Subsequent citations: NIWA (2020) provided ...
Group author without abbreviation	(Ports of Auckland, 2020)	Ports of Auckland (2020) reported ...
Citing multiple works Parenthetical citation: place citations in alphabetical order separated by a semi-colon. Narrative citation: citations can be presented in any order.	(Jones, 2020; Ports of Auckland, 2019; Smith et al., 2020)	Smith et al. (2020), Jones (2020), and Ports of Auckland (2019) examined ...
Work without a date If there is no date or the date cannot be determined, use "n.d."	(Flesch, n.d.)	Flesch (n.d.) described ...