

FORESTRY 497 and 499, CONS 498, WOOD 493

SUPPLEMENTARY INSTRUCTIONS FOR PREPARATION OF ESSAYS AND THESES

Tables may be numbered in Arabic numerals and this is preferable if there are more than ten.

Tables, illustrations, and plates should appear within the text as close as possible to the position in which they are discussed, but in such a way that the text is not disrupted. They should be included as appendices only if they do not contribute directly to the main body of the thesis. Remember, this material is supplementary to the text, which must be able to stand on its own merits.

The author-date system of referencing as described in "Form and methods of literature citation" and "Presentation of bibliographies" must be followed. Use of this system provides a maximum of flexibility for revision and addition of entries, and gives information of value in its own right as an indication of the source, utility, and pertinence of the reference. Systems other than "author-date" may be required in preparing articles for certain journals. However, the author-date entries can be converted easily, both after writing, to the author-number or number systems of referencing favoured by some journals. All entries must follow a consistent style. Students should be precise in their documentation of statements. If the publication exceeds 10 pages in length, the exact page or table number should be given within the text.

The procedure used in abbreviation must be as recommended in the "CBE Style Manual (5th ed.)" which gives e.g., board feet as fbm, and diameter at breast height as dbh. It states percentages as twenty per cent or 20%. Generally applicable procedures for use of abbreviations and symbols are given on pages 244-255.

All references cited should be included under the heading "Literature cited." Additional material may be listed separately as "Other reports consulted" or "Bibliography."

Table headings should be, e.g.:

TABLE 5. The effect of thinning on growth and yield.

Vertical and horizontal ruling within the body of the table is not required. All units must be stated and tables must be able to stand by themselves. The heading should be given at the top of the table.

Figure headings should be, e.g.:

FIGURE 5. The effect of thinning on number of trees per acre for ages 10-100.

The caption should appear on the figure near the top, if lettered, or at the bottom, if typed.

Spelling, and punctuation must be consistent and should follow the approach given in the style manual.

FORESTRY 497, 498 and 499

PRESENTATION OF BIBLIOGRAPHIES AND REFERENCES CITED

Bibliographies or lists of references cited may be presented in several styles, which often vary widely in detail. For this reason, it is easy to overlook the common objectives of all good bibliographies and to do this part of your work in an ineffective fashion. Whether you write for an organization, for publication, or for a course paper, the value of your bibliography will be seriously reduced if it is poorly presented.

The test of a well-prepared bibliography is whether a reader, here or elsewhere, can readily identify and locate the material you cite. Regardless of style, therefore, completeness and accuracy are essential. The best way to achieve these goals is to check every citation directly with the original material. Special bibliographies, abstracting journals, library catalogue cards, and other reference tools frequently contain errors whose perpetuation helps no one. If for any reason you are unable to refer to the original publication, your citation should include a note to that effect.

The essential elements of a good citation are (1) authorship; (2) year of publication; (3) title of the publication; and (4) medium of publication.

- (1) Authorship. Ordinarily, the citation should include the names of all authors exactly as they appear in the original. If many persons have contributed to a book, the name of the editor is sufficient. Avoid crediting "anonymous" where the name of an individual or organization may be used. When possible, use names of individuals in preference to the name of an organization. Names must be correctly spelled.
- (2) Years of publication. This should never be omitted; if no printed date appears, you can usually find an approximate date in brackets, furnished by the librarian. Annual reports for one year are often published during the following year. In such cases the year of publication is the date that should appear first; the period covered by the report is commonly a part of the title.
- (3) Title of the publication. Titles should not be abbreviated or changed in any other way, except that omissions of non-essential parts of very long titles may be indicated by In scientific practice, it is customary to lower-case all words in English titles, except for the first word and generic names and other proper nouns.
- (4) Medium of publication. The form in which this is indicated will vary with the nature of the medium.
 - (a) Book citations usually include the edition (if more than one edition has been printed), the name of the publisher, the place of publication, and the number of pages.
 - (b) Periodical articles require the name of the journal, the volume number, and the pages on which the article appeared. Well known periodical titles may be abbreviated, preferably according to a standard form, provided that no ambiguity will result; if in doubt, don't abbreviate. Questions about abbreviations, especially for publications in foreign languages, may be settled by reference to:

Whitlock, Carolyn. 1939. Abbreviations used in the Department of Agriculture for titles and publications. U.S.D.A., Misc. Pub. 337. 278 pp.

When periodicals are not paged continuously throughout an entire volume (as is commonly the case with non-technical journals), indicate the number of the issue in parentheses following the volume number. Some periodicals do not show a volume or issue number; these must be cited by complete date of issue.

- (c) Serial publications (bulletins, circulars, research notes, etc.) should always be listed as such. In most libraries, serials are catalogued only under the series name.
- (d) Republished materials should be cited from the original source if possible. Additional media of publication may be given, especially if they were more widely circulated than the original.
- (e) Unpublished materials (manuscripts, theses, dissertations, etc.) often pose special problems. The important thing is to indicate clearly the nature of the material and its location.

In preparing citations, bear in mind that the scantier the available bibliographic data for a given publication, the more important it is to include any potentially useful information.

Beyond these basic rules, it is difficult to generalize. Consistency in style within a bibliography is, of course, essential. If you write for publication, you will naturally follow the style used by the publisher. The current style of any journal may usually be checked by examining a few recent issues. For further detailed information, you may wish to consult:

Riker, A.J., et al. 1952. Preparing literature citations. Amer. Inst. Biol. Sci., Bull. 2(2):21-23.

and:

CBE Style Manual. 1983. 5th ed. Bethesda, Maryland: Council of Biology Editors. 324 pp.

For general use, citations in the bibliography which follows are suggested as models. Note that entries are arranged alphabetically by author; several publications by a single author are arranged chronologically. Information enclosed in brackets () is that which is supplied purely on the basis of the judgement or knowledge of the person preparing the citation; in other words, information which is not supplied by the publication in question.

SPECIMEN BIBLIOGRAPHY

- Ahlgren, Clifford E. 1952. A wilderness laboratory in northern Minnesota. *J. For.* 50:668-670.
- Anonymous. 1953a. St. Regis Paper Company reforests idle acres. Northeast. *Logger* 2(3):23.
- _____. 1953b. Half million seedlings are planted free. *For. Echoes* (Crossett Lumber Co., Crossett, Ark.) 13(3):2-3.
- Burk, A.H., and D.W. Gray. 1947. Towing pulpwood on Lake Agnew. *Can. Pulp Pap. Assoc., Woodlands Sect. Index* 878. 7 pp.
- Duerr, William A., and Henry J. Vaux, eds. 1953. *Research in the economics of forestry*. Charles Lathrop Pack Forestry Foundation, Washington. xviii + 437 pp.
- Elpatievsky, M.P., S.P. Rumiantsev, and B.B. Yarmolovich. 1934. Sposobyochistski lesosek primenitelno k tipam lesa. (Methods of slash disposal adapted to forest types.) Tsentralny Naouchno-Issledovatel'skiy Institut Lesnogo Khoziaistva. 100 pp. (Original not seen; cited from U.S. Forest Service, Transl. 289).
- Fritz, Emanuel. 1949. California redwood. In A.E. Wackerman, *Harvesting Timber Crops*. McGraw-Hill, New York. pp. 399-413.
- Hafner, Franz. 1952. *Die Praxis des neuzeitlichen Holztransportes*. Georg Fromme & Co., Vienna. viii + 320 pp.
- Hess, E. 1929. Le sol et la forêt. Études pédologiques, appliqués aux sols forestiers. *Mitt. Schweiz. Centralanstalt forstl. Versuchswesen* 15:5-50.
- Hohf, J.P. 1951. Board materials from sawdust and shavings. *U.S. For. Prod. Lab. Rep.* R 1666-21. 2 pp.
- Mehaffay, Robert E. 1947. Who's wasting what waste? *South. Lumberman* 175 (2200):36, 38.
- Nyholm, I. 1951. Bøgeoldens spiringsforhold. (Germination of beech mast.) *Dan Skovforen. Tidsskr.* 36:634-644. (Original not seen; abstracted in *For. Abstr.* 14:272).
- Putscher. 1928. (Untitled note on soil deterioration.) *Jahresber deutsch Forestvereins*, 1928:389-392.
- Roosevelt, F.D. 1944. (Veto message on H.R. 3687, the 1943 Revenue Act.) *Cong. Rec.* 90:1958-1959. (Also in *N.Y. Times*, Feb. 23, 1944, p. 14).
- Union Wire Rope Corporation. (1948?) *Correct handling of wire rope*. Kansas City, Mo. 14 pp.
- Vaartaja, Olli. 1951. Alikasvosasemasta vapautettujen männyn taimistojen toipumisesta ja merkityeestä metsänhoidossa. (On the recovery of released pine advance growth and its silvicultural importance.) *Acta For. Fen.* 58(3):1-1323. (English summary, pp. 116-133).
- Watson, Clarence Wilford. 1930. *Studies of the decomposition of forest organic matter as related to its composition*. Unpubl. doctoral dissertation, Yale Univ. Library. 46 pp.
- Weyerhaeuser Timber Company. 1953. *Annual Report for 1952*. (Tacoma, Washington) 22 pp.
- Wilson, Robert W., Jr. 1953. How second-growth northern hardwoods develop after thinning. Northeast. *For. Expt. Sta., Sta. Paper* 62. 12 pp.
- Zumwalt, Eugene V. 1953. *Taxation and other factors affecting private forestry in Connecticut*. Yale Univ., Sch. of For., Bull. 58. 134 pp.

FORM AND METHODS OF LITERATURE CITATION

A. JOURNAL PAPERS

General Form:

No.* Surname, given initials. Year. Title. Name of Journal Volume (No.): inclusive pages.

Examples:

1. McCallum, A.W. 1946. The occurrence of Dutch elm disease in Canada. For. Chron. 22(2):203-209.
2. Zivuska, J.A. 1957. Forestry education in northern Europe. J. For. 55(2):105-114.
3. Marian, J.E., and K. Suchsland. 1957. Experimental investigation of gluing and finishing problems through application of fluorescence microscopy in incident light. For. Prod. J. 7(2):74-77.
4. Trendelenburg, R. 1940. Uber die Abkürzung der Zeitdauer von Pilzversuchen an Holz mit Hilfe der Schlagbieprüfung. Holz Roh-u. Werkstoff 3:397-407.

Notes: If the paper has been written by more than one author, put the surname of the first author at the beginning of the citation, and list all other authors by initials, followed by surname (example 3).

All words in titles are in lower-case lettering, **except** the first word and proper nouns (example 1).

All German nouns are capitalized (example 4).

Abbreviations should be consistent. Avoid use of "J." in one case and "Jour." in another.

For standard abbreviations of journal titles consult "Serial Sources for the BIOSIS Data Base", 1983 or "Chemical Abstract Service Source Index", 1907-1979. 2 v. in the MacMillan Forestry/Agriculture Library, Carrel 1.

Do not abbreviate titles.

If two consecutive references are by the same author, the second is indicated by a solid underline, e.g.:

4. Jones, A.A. 1947. The ---.
5. 1955. A -----.

* See section F.

B. REPORTS

General Form:

No. Surname, given initials. Year. Title. Name of country, province or state department. Specific agency. Rept. No. No. of pages.

Examples:

5. Per, J.C. 1947. A flavanone from Douglas-fir heartwood. U.S. For. Serv. Prod. Lab. Rept. No. R1692. 6 pp.
6. Chen, W.C. 1956. Experiments on transplantation of beef wood. Taiwan For. Res. Inst. Bull. No. 51. 12 pp. (in Chinese).
7. Bramble, W.C. 1958. Effect of time of initiating shearing on form of Scotch pine grown for Christmas trees. Penn. State For. School. Res. Pap. No. 25. 4 pp.
8. Grosenbaugh, L.R. 1958. The elusive formula of best fit: a comprehensive new machine program. U.S. For. Serv. South. For. Expt. Sta. Occas. Pap. 158. 9 pp.
9. British Columbia. Dept. of Lands and Forests. 1954. Report of the Forest Service, year ended Dec. 31, 1953. 402 pp.
10. DaCosta, E.W.B. 1957. The comparative resistance to decay of eight Australian timbers under different conditions of testing. Aust. C.S.I. Res. Org., Div. For. Prod. Prog. Rept. 1, Proj. P13-5. 25 pp.
11. Michigan, Dept. of Conservation. 1957. State parks of Michigan; a report of the past, a look to the future. 80 pp.

Notes: Avoid the use of "Anonymous". If the author of a government publication is lacking, substitute the government (country, province or state) and the specific agency for the author (examples 9 and 11).

Foreign-language titles are usually given in their native spelling if the title is in the Roman alphabet (example 4). Russian and Chinese titles may be translated in order to be typed, but this should be so stated (example 6).

C. BOOKS

General Form:

No. Surname, given initials. Year. Title. Vol. No. Edition no. (if more than one). Publishing firm, City of Publication. No. of pages.

Examples:

12. Brown, H.P., A.J. Panshin, and C.C. Forsaith. 1949. Textbook of Wood Technology. Vol. 1. McGraw-Hill Book Co., Inc., New York. 652 pp.
13. Cartwright, K. St. G., and W.P.K. Findlay. 1946. Decay of Timber and Its Prevention. H.M.S.O., London. 253 pp.

14. Wise, L.E., and E.C. Jahn. 1952. Wood Chemistry. Vols. I and IX. Reinhold Publ. Corp., New York. 1347 pp.

D. PERSONAL CORRESPONDENCE

No. Surname of correspondent, initials, affiliation, address. Day, month, year. Personal correspondence.

Example:

15. Reenerfelt, E., Head, Wood pathology section, Forest Products Laboratory, Stockholm, Sweden. 2 March, 1955. Personal correspondence.

Notes: Obtain permission from your correspondent if you want to quote him in a paper intended for publication.

Personal correspondence can either be listed in the Literature Cited, or may be footnoted in the text itself.

E. UNPUBLISHED REPORTS

General Form:

No. Surname, initials. Year. Title. Unpublished report, Agency or In press, Name of Journal.

Example:

16. Jones, J.R. 1958. The silviculture of white pine. Unpublished thesis, University of Toronto.

F. GENERAL METHODS OF MAKING CITATIONS IN TEXT

Two generally accepted methods are used. The preferred author/date method cites the literature by a number of brackets, however the author/number system also is used.

Examples:

"Marian and Suchsland (3) showed that . . . , whereas the results of Chen (6) indicated that . . ."

"Of all lumber manufactured in the Province in 1952, 47 per cent was Douglas-fir (9)."

The other standard form incorporates the year into the text citation.

Examples:

"Marian and Suchsland (1957) showed that . . . , whereas the results of Chen (1956) indicated that . . ."

"Of all the lumber manufactured in the Province in 1952, 47 per cent was Douglas-fir (B.C. Dept. of Lands and Forests, 1954)."

If literature is cited in this way, it is unnecessary to number each reference in the list of Literature Cited.

If more than one article is cited for a given author in a given year, lower case letters are appended to the date, e.g.:

Jones, A.A. 1955a. The
Jones, A.A. 1955b. A

This method permits addition and deletion of articles at any time without changing the system of numbers used throughout the whole report. It also conveys a clue as to what specific article is involved - something that is often lacking in the number system. However, it is unwieldy when more than two citations are required for a specific statement, or when the "author" is an agency rather than an individual.

The most precise method of quoting a book source in a report requires that the pages be listed.

Example:

". . . results agree with those reported by Wise and Jahn (14:1178-1188)".

or

". . . results agree with those of other workers (Wise and Jahn, 1952:1178-1180)."

or

". . . results agree with those reported by Wise and Jahn (1952:1178-1180)."

An alternate method is to list in the citation only those pages actually read.

Example:

". . . results agree with those reported by Wise and Jahn (1952)."

Wise, L.E., and E.C. Jahn. 1952. Wood chemistry. Vol. II. Reinhold Publ. Corp., New York. p. 1178-1180.

This alternate method, however, is ambiguous if a book is cited in more than one place in the report.

G. ARRANGEMENT OF REFERENCES IN LITERATURE CITED

All references should be listed alphabetically by author.

If there is more than one reference by the same author, these references should be listed chronologically. If there is more than one in one year, they should be listed and cited e.g. as Kennedy 1984a, Kennedy 1984b.

THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Forestry

INSTRUCTIONS FOR THE PREPARATION OF GRADUATING THESES AND ESSAYS

THESIS FORMAT

Preliminary Pages: Parts 1-3 listed below must be included; parts 4-5 only if appropriate; part 6 is optional. Those parts which are included must be in the order given, 1-6.

1. *Title Page:* The form and contents of the title page must follow the sample shown (see page 4). All the information shown on the sample - from the title to the copyright statement - is required. Scientific formulas and abbreviations should be avoided in titles whenever possible since the Library has difficulty in expressing and filing these in the microcatalogue.
2. *Abstract:* This should be a summary or condensation of the thesis - state the problem, the methods of investigation, and the general conclusions. Abstracts intended for the library copies should not exceed 350 words.
3. *Table of Contents:* This must include the abstract, list of tables and or figures, if applicable, and acknowledgement as well as all the main divisions of the thesis, subdivisions, the bibliography, the appendix and index. Page numbers must be given. A sample table of contents is provided on page 5.
4. *List of Tables:* Provide a list of table numbers, full title, and page numbers beginning on a separate page. The tables must be numbered consecutively in order of appearance.
5. *List of Figures:* Figures - graphs, photographs, and other illustrative material are to be listed on a page separate from that containing the tables. Number, title, and page are to be given. Figures must be numbered in Arabic numerals consecutively [Figure (or Fig.) 1,2,3, etc. or 2.1, 2.2 etc.] in order of appearance and captioned.
6. *Acknowledgement:* This should not be more than one page.

Although not required, some candidates wish to insert a brief dedication or foreword. This must be placed at the end of the preliminary section and must be numbered and noted in the Table of Contents.

TEXT:

While not all parts of the text listed here are required in all theses, those present are to be in the following order: Introduction, main body, nomenclature, bibliography, appendices, index.

NOTES:

The footnotes or notes may be numbered consecutively throughout the thesis, or throughout each chapter. They may be at the bottom of pages, at the end of chapters, or at the end of the main body of the text immediately preceding the bibliography. Candidates are reminded that a consistent and established style must be followed in the footnotes, note and bibliography (see *Style Manuals*).

SPECIFICATIONS

PRINTOUTS:

One type face and one size of type throughout the thesis is preferred. Bold face print must not be used within the text but may be used in headings. A high standard, letter quality print is expected; poor print and inferior grades of paper will not be approved. Dot-matrix characters are generally unacceptable. *If uncertain of the acceptability of print or paper, bring samples to Special Collections before starting the final printout.*

The Computing Centre at UBC uses an acceptable grade of paper and attempts to ensure high quality printout of theses. The Centre also has available a word-processing program formatted for thesis production.

TYPING:

A laser printer or an electric typewriter with carbon ribbons are strongly recommended. If cloth ribbons are used, they must be clean and changed frequently. A medium-sized, clear type face - e.g. pica or elite is advised; either 10 or 12 pitch is acceptable. One type face and one size must be used throughout; each page must be typed on one side only. For further instructions, see appropriate sections below.

PAPER:

High quality bond paper, 8 1/2 x 11 inches (21.5 x 28 cm), must be used; 20-24 pound (75-90 gm²) stock for typescripts and computer printouts and 20 pound (75 gm²) stock for photocopies. Paper must be white, not cream, grayish, nor coloured. Erasable paper must not be used. Recycled paper must be white (not off-white) and the candidate must provide proof (i.e., the package label) that it is acid-free. Pages with holes, such as those made by binder rings, are not acceptable for the Library's copies; the tear-off on computer printouts must be removed before these are presented to the Library.

PAGINATION:

The preliminary pages are to be numbered in small roman numerals (ii, iii, iv, etc.); the text in Arabic. The title page is "i" but not numbered; the signed authorization form placed immediately behind the title page in the Library's copies is uncounted; *numbering begins at "ii" on the first page of the abstract*. The first page of the text "1" and the numbering continues throughout including pages with tables and figures, the bibliography, appendices and index. The biographical form in the Library copies, placed at the end, is unnumbered. *Every page - other than the title page and library forms - must be numbered*. To avoid being trimmed away by the binder, the numbers should be placed at least 1/4 inch (7mm) from the edge of the page; they may be either in the centre (top or bottom) or on the right of the page. See also *Facing pages*.

MARGINS:

These must be at least 1 1/4 inches (32mm) on the left or binding edge, and 3/4 inch (19mm) on the three outer edges of every page in typescripts, printouts (excluding tear-off), and photocopies. For an acceptable variant to this rule, see *Photographs*.

SPACING:

Copy must be double spaced except the acknowledgement, block quotations, notes, footnotes, captions on tables and figures, appendices, and index; these may be single spaced. The bibliography should be single spaced but with double spacing between entries. Creative Writing theses consisting of poetry or drama may be single spaced. Novels and stories must be double spaced.

SYMBOLS, ACCENTS, ETC.:

Characters not available on standard keyboards or computer printers - e.g., those needed for mathematical equations, chemical formulas and accenting languages - should be neatly executed by hand in black ink. *Letraset or like adhesive prints must not be used*. Please note that French accents are available on many manual and electric typewriters and should be typed.

QUALITY OF TYPE, PRINT AND PHOTOCOPIES:

The quality of type, print, and photocopies must be high and this excellence maintained throughout; the letters should be sharp, black, unbroken, and unvarying in intensity from line to line and page to page.

DUPLICATING AND REDUCING CHARTS, GRAPHS, FIGURES AND TABLES:

Care must be taken in both duplicating and reducing figures (charts, drawings, graphs, photographs, maps, etc.). *These must not be reduced beyond easy legibility*. Reduction emphasizes the faults of the original; quality is further lessened on microfiche. See also *Illustrative Material*.

(Sample Title Page)

A NEW SYNTHETIC DYE

by

SANDRA MARIE SMITHERS

B.Sc., The University of British Columbia, 1985

M.Sc., The University of Toronto, 1987

A THESIS SUBMITTED IN PARTIAL FULFILLMENT OF
THE REQUIREMENTS FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY

in

THE FACULTY OF GRADUATE STUDIES

(Department of ...)

or

(School of ...)

or

(... Programme)

We accept this thesis as conforming
to the required standard

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THE UNIVERSITY OF BRITISH COLUMBIA

October 1992

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Sample Table of Contents

TABLE OF CONTENTS

Abstract		ii
Table of Contents		iv
List of Tables		vii
Acknowledgement		viii
INTRODUCTION		1
Chapter One	Labour Law and the New Industrial Relations Introduction and Overview	5
Chapter Two	The Innovations at Issue The United States Scene The Canadian Scene The Problems Faced by Organized Labour and Workers Dealing with the New Reality QWL and Committees Historical Background	36 38 46 48 52 56 60
Chapter Three	The Historical Root of Central Collective Bargaining Principles Freedom of Association Management Exclusion from Collective Bargaining	94 99 132
Chapter Four	Legal Implications in the United States Employer Domination Section 8(a)(2) Definition of "Labour Organization" Exclusivity Doctrine Conclusion	142 145 146 168 217 228
Chapter Five	Legal Implications in Canada Introduction Managerial Exclusion Employer Domination Potential Impact of Prohibition on Employer	230 230 234 274 285

	Employer Interference	291
	Introduced While Independent Union is Organizing	293
	Introduced After Independent Trade Union is Established in the Workplace	302
	Exclusive Bargaining Agent Status	306
	Summary	311
Chapter Six	Conclusions and Recommendations	313
Bibliography		319
Appendix 1	Contractual Agreement between Parties	327