

FREMONTIA INSTRUCTIONS TO CONTRIBUTORS — Updated Spring 2016

Members of the California Native Plant Society and others are welcome to submit articles, book reviews, and/or photographs for publication in *Fremontia*. Before submitting materials, it is recommended that contributors first send to the editor an inquiry email with a brief (one to two paragraph) description of the proposed article.

All materials submitted should relate to the study of California's native vegetation and flora and should be of a non-editorial nature (i.e., experiential or based on scientific observations). Acceptance will be based on suitability. Articles dealing with formal nomenclatural proposals or of a highly technical nature are not suitable for publication in *Fremontia*.

The readers of *Fremontia* are people with diverse educational backgrounds. For this reason, it is very important that all articles be accessible to as broad an audience as possible. The goal of *Fremontia* is to spread correct, unbiased information about native plants. If our audience doesn't read an article because it is too dry or too technical, the valuable information contained within isn't distributed or dispersed.

TIPS ON WRITING, ORGANIZATION, AND PHOTOS/CAPTIONS

In discussing your topic or the issues involved, think in terms of telling a story rather than simply presenting facts and findings. Be certain your article addresses the question, “Why does this matter?”

Summarize data into small but potent packages, using short subheadings. Where appropriate, partition some information into sidebars. Use examples where people interact with plants and environments.

Combine great photographs or other images with short, engaging captions of one or two sentences in length. Captions should be used wherever possible to reinforce key ideas from the text or to extend them, and not just describe what is in a photo. Provide at least one photo/image for every 500 words of text.

SUBMISSION REQUIREMENTS

Length of submission should not be less than 750 words nor exceed 2,500 words without prior editor approval. Optimal length is 1,500–2,500 words, including sidebars, tables, and references. Each contributor is expected to meet editorial deadlines and to be flexible in accepting revisions to a manuscript that are consistent with *Fremontia*'s style and readership, and that clearly communicate its content, or their article will not be published.

The manuscript should be in Times New Roman, 12 point font, single-spaced, with only one space between sentences. Each paragraph should be indented ¼ (.25) inch. No photos, tables, figures, or other images should be embedded in the article. Also note that we do not usually refer to photos in the article, nor do we label them as figures. They need to stand on their own through the caption descriptions. We attempt to position photos as close to the relevant material in the article as possible.

All materials must be carefully edited and spell-checked, and botanical and common plant names double checked for accuracy BEFORE submission. Botanical names should be consistent with the new

Jepson Manual, 2nd edition.

Contributors should submit their article, along with any sidebars, tables, or figures, as *separate* Microsoft Word documents. Also submitted should be all other materials, carefully labeled (photos, maps, and other images). All photo captions should be placed in one Word document. Above each should be the photo number.

Do not send original slides, photos, or artwork. Neither the editor nor CNPS is liable for their loss or damage. All electronic images must be 300 dpi at the scale (100%) that the image is to be reproduced at, and submitted as separate files (tif format preferred). Always submit the largest file size available. High quality and resolution are of utmost importance. Do not embed images in the text of the article.

If an article contains more than one author, one person is designed as the lead author, and only that person communicates directly with the editor. The lead author then solicits input from the other authors.

OTHER FORMATTING/STYLE SPECIFICATIONS:

Formatting

- Font: Times-New Roman, 12 point.
- Single-space the text.
- Indent all paragraphs ¼” (not ½”).
- Leave only one space between sentences (at the end of each period).
- Leave no space between paragraphs, and keep relatively short.
- Leave a blank line above and below each subheading.
- Apostrophes and quotation marks should be of the “curly” variety.
- Section headings: Do *not* indent.

Style

- **Serial comma:** Use in all instances. Ex: You are welcome to submit articles, book reviews, and photographs. (In a series, always place a comma after the last word preceding “and.”)
- **Em-dash:** Use to set off a phrase in the middle of a sentence (for emphasis or to signify an interruption in a thought)—but use it sparingly! When you type two hyphens, they are often automatically converted to em-dashes.
- **En-dash:** Use to connect two items that indicate a range. Ex: 1999–2004; *Science*: 296–315.
- **Footnotes:** Do *not* use footnotes. Instead, incorporate the information into the text if it is important.
- **Title and subheads:** Place in caps.
- **Book and report titles** are italicized. Article titles are not.
- **Academic degrees:** PhD, MA, BA, etc. **Other:** US (not U.S.), UC as in UC Berkeley (not U.C.).
- **Acronyms:** Only include when the name they stand for is used more than once in an article. Ex: California Department of Fish and Wildlife (CDFW).
- **Plant names:** Always include the common plant name along with the botanical plant name, as follows: California goldfields (*Lasthenia californica*); red-flowered buckwheat (*Eriogonum grande* var. *rubescens*). Note that the parentheses, botanical name, and any punctuation that

- follows are all placed in italics, but abbreviations such as var., spp., and subsp. are written in nonitalics.
- Subsp. is now being used in place of ssp.
- **References:** Use format from past issues of *Fremontia*. Do not use term “Literature Cited.” In addition: Do not leave spaces between author initials for first and middle names. Ex: Alexander, P.J., M.D. Windham. Always italicize journal names. Include state abbreviations for publishers (e.g., Berkeley, CA.). Use “en” dash for a range of pages: 38–56.
- Use “such as” rather than “like.” Ex: “Many desert species, such as the Mojave aster...”
- **Figures and Tables:** Maps, diagrams, and other figures and tables must contain a title above them, in caps, ending in a period followed by one blank line, and a source below them (not in caps) preceded by one blank line. Submit *both* a Word doc showing exactly how it should look when printed, and also a large, 300 dpi .tif file containing only the image.
- Ex: TABLE 1. SPECIES BLOOM TIMES ON THE PALOS VERDES PENINSULA.
- Source: C.M. Rodrigue, June 2012 based on...(etc.)
- **Urls:** Urls should be kept as short as possible, and combined with parenthetical navigation instructions so readers can find the web page easily. Do not include either “http://” or “www.” in your url unless you cannot access the web page without it.
- Ex: dfg.ca.gov (go to Conservation/Public Lands/Ecological Reserves).
- **Photo captions:** Caption should end with “Photograph by Xxx.”

End of Article

At the end of the article, include the following:

- author contact information, *in italics* (author name, preferred mailing address, email address).
- a brief statement about each contributor (20–25 words).
- an engaging Table of Contents blurb (up to 25 words).

See past issues of *Fremontia* for examples.

Contact the editor via email (fremontia@cnpns.org) if you have further questions about whether an article is suitable for publication in this journal, or have questions about the submission specifications. See the checklist that appears later in this document.

STYLE REFERENCES

General: *Chicago Manual of Style*

Plant Names: *The Jepson Manual* (2nd edition, also available online) for botanical names. CalFlora for common names (www.calflora.org).

Include common and scientific names, using the following style: Common names are followed by botanical name in italics within parentheses. Ex: Guadalupe cypress (*Hesperocyparis guadalupensis*); redwood (*Sequoia semperivens*).

If there are numerous common and scientific names you wish to list, consider placing them in a table.

Plant Name Authorities: R. K. Burmmitt and C. E. Powell. 1992. Authors of Plant Names: Royal Botanic Gardens, Kew OR as they appear in *The Jepson Manual*.

References: See recent issue of *Fremontia*; limit of 12. Cite in manuscript as (Author Date). No comma between author + date. Ex: (Cohen and Wilson 1995).

Word Spellings: Merriam-Webster's Collegiate Dictionary, 11th Edition. Use to decide when to separate two words, hyphenate, or write as a compound word.

SUBMISSIONS

Due to advances in technology, we are no longer requesting that submissions be burned to a CD or DVD and mailed. Instead we are using Dropbox, a free file hosting service using a "cloud-based" Internet storage system. Dropbox allows each contributor and *Fremontia*'s editor to view a shared folder on their computers that contains all materials for the article.

When you are ready to submit all materials, create your own Dropbox account by going to www.dropbox.com. Then notify the editor, who will email you an invitation with instructions on how to access and use the folder. The maximum free storage using Dropbox is 2GB.

FILE-NAMING PROTOCOL

Start each filename with the author's last name, or in the case of more than one author, the lead author's last name. Examples: Smith_Manzanita; Smith_Sidebar1; Smith3 (for photo #3).

Photos should be numbered in priority order of importance. Example: Smith1, Smith 2, Smith 3, etc.

MANUSCRIPT SUBMISSION CHECKLIST

- ___ When all materials are ready, create your own free Dropbox account.
- ___ Send an email to *Fremontia* editor requesting a Dropbox invitation.
- ___ Once you receive the invitation via email, accept it. Make *copies* of all your article files, and drag the *copies* into the Dropbox folder. The originals should remain on your computer. (Do not make aliases.)
- ___ Copy of letter(s) of permission for use of any items not owned by author(s).
- ___ At end of article include: 1) Author contact information, in italics (*author name, preferred mailing address, email address*) for each contributor; 2) a brief statement about each contributor (20–25 words); and 3) a Table of Contents blurb (up to 25 words).
- ___ Include a cover letter with contact information for each contributor (name, email, phone).

DEADLINES

All materials are due on the dates under column labeled “MS Due” in order to be considered for that issue of *Fremontia*. Submission does not guarantee acceptance or publication. If your manuscript is accepted, it will be published based on where it fits in the queue of articles already “in the pipeline.”

FREMONTIA SCHEDULE AND DEADLINES

CNPS endeavors to deliver *Fremontia* three times a year, although some volumes may have more or fewer issues. The publication schedule is posted on the CNPS website at <http://cnps.org/cnps/publications/fremontia/>.

PRODUCTION FLOW SHEET FOR FREMONTIA

Your submission will either be:

- accepted and routed through the editorial process.
- returned to you for requested changes before being accepted.
- not be accepted due to inappropriate content or insufficient space.

Editorial Process:

- Considered by two reviewers and the editor (~3-week turn-around)
- Sent to author for requested changes/revisions (with queries and edits)
- Returned by author with revisions
- Reviewed by editor and sent back for additional revisions
- Returned by author with revisions
- Sent to author for final approval

Production Process: (subject to change depending on circumstances)

This process occurs the two months prior to publication. For example, the May issue is distributed in May, but it is designed in March, and printed and mailed in April. Authors get to see the designed version of the issue before it goes to press.

Month 1

- Editor sends all materials to designer.
- Designer sends first proof to Editor.
- Editor reviews preliminary designer proof, sends changes to designer.
- Designer sends revised proof to editor.
- If ok, editor sends designer proof to authors, proofreaders, and CNPS Communications Manager
- who send suggested changes back to editor.
- Editor sends additional changes to designer.
- Designer sends new proof to Editor.
- Editor reviews it, sends any further changes to designer.
- Designer makes final changes, Editor oks, and then designer sends files to printer.

Month 2

- CNPS Communications Manager sends Job Order to printer.
- Printer sends proofs to editor, designer.
- Editor and designer review proofs, process continues until agree on all needed changes and printer has finalized proofs.
- CNPS Communications Manager sends mailing list to printer.
- Issue is printed and mailed at nonprofit rate.
- Fremontia is delivered within 1–2 weeks time.