

## **FREMONTIA INSTRUCTIONS TO CONTRIBUTORS — UPDATED DECEMBER 2011**

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, 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. Partition some information into sidebars. Use examples where people interact with plants and environments, and tell stories to get a point across.

Combine great photographs or other images with engaging captions. 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 1,000 words nor exceed 4,000 words. Optimal length is 1,500–2,500 words. The manuscript should be in Times New Roman, 12 point font, single-spaced, with only one space between sentences. Each paragraph should be indented  $\frac{1}{4}$  (.25) inch. No photos or images should be embedded in the article. Also note that we do not usually refer to figures or photos in the articles. They need to stand on their own through the caption descriptions.

All materials must be carefully edited and spell-checked, and botanical and common plant names double checked for accuracy BEFORE submission.

Contributors of articles should submit one hardcopy of a single-spaced manuscript, accompanied by a CD or DVD containing an electronic copy of the file (PC or MAC), along with any sidebars and tables as *separate* Word documents. Also on the disk should be all other materials, carefully labeled (photos, figures, and other images).

A list of captions with photo credits as a *separate* Word document must accompany all photos, figures, and other images that are submitted. Do not send original slides, photos, or artwork. Neither the Editor nor CNPS is liable for their loss or damage. All electronic images should be 300 dpi at the scale (100%) that the image is to be reproduced at. High quality and resolution are of utmost importance. No embedded images accepted.

**Finally, at the end of the article, please include:**

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

See past issues of *Fremontia* for examples.

Contact the editor via email ([fremontia@cnps.org](mailto:fremontia@cnps.org)) if you have further questions about whether an article is suitable for publication in this journal, for submission specifications, or for permission to submit all materials electronically. See the checklist that appears later in this document. Thank you.

**STYLE REFERENCES**

**General:** *Chicago Manual of Style*

**Plant Names:** *The Jepson Manual* (latest edition, also available online) for botanical names. CalFlora for common names ([www.calflora.org](http://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. Burmmit 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 MS as (Author Date). No comma between author + date. Ex: (Cohen and Wilson 1995)

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

**SEND ALL SUBMISSIONS TO:**

Bob Hass, *Fremontia* Editor, 801 Loma Vista Dr. NE, Albuquerque, NM 87106. Or email the editor ([fremontia@cnps.org](mailto:fremontia@cnps.org)) to request permission for electronic submission.

## **IMPORTANT:**

Make sure to identify all materials sent with AUTHOR'S LAST NAME and CURRENT DATE. Do this for electronic files:

- on the CD or DVD.
- within the file name, including a key word for the article, or for the type of file. (Examples: Smith\_Manzanita.doc; Smith\_Sidebar1; Smith\_Photo3)
- on the first page of the file.

## **MANUSCRIPT SUBMISSION CHECKLIST**

- \_\_\_ Manuscript hard copy and accompanying electronic file, labeled with date and contributor name. If more than one author, list lead author on files (whoever is coordinating with editor).
- \_\_\_ Labeled and numbered photos, figures, other images, with at least 1 photo/image for every 500 words in your manuscript. Slides/photographs must be in electronic format (CD or DVD).
- \_\_\_ Corresponding list of photos, sidebars, figures, and other images with captions and credits ("Photograph by"...) as a Word file on CD or DVD.
- \_\_\_ Letter(s) of permission for use of any items not owned by author(s).
- \_\_\_ Author contact information, in italics (*author name, preferred mailing address, email address*) at end of manuscript for each contributor.
- \_\_\_ A brief statement about each contributor (20–25 words).
- \_\_\_ A Table of Contents blurb (up to 25 words).
- \_\_\_ Cover letter with contact information for each contributor.

## 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; Updated December 2011**

Note: *Fremontia* fell behind its publication schedule in 2009, and starting in 2011 began being published three (rather than four) times a year, due to rising costs. During the current transition period, some double issues are being published, and issue dates and publication dates will not coincide. Publication dates are approximate. All manuscripts, supporting materials, ads, etc. are due on the dates under “MS Due.”

<b>Year</b>	<b>Volume</b>	<b>Number</b>	<b>Topic</b>	<b>Issue Date</b>	<b>Pub. Date</b>	<b>MSDue</b>
2011	Vol. 38 Vol. 39	No. 4 No. 1	Mixed	Oct 2010 Jan 2011	April 2012	In Production
2012	Vol. 39 Vol. 39	No. 2 No. 3	Prairies/ Grasslands	May 2011 Sep 2011	Aug 2012	Apr 2012
2012	Vol. 40 Vol. 40	No. 1 No. 2	Mixed	Jan 2012 May 2012	Dec 2012	Jun 2012
2013	Vol. 40 Vol. 41	No. 3 No. 1	Horticulture	Sep 2012 Jan 2013	Jan 2013	Jul 2012
2013	Vol. 41	No. 2	TBA	May 2013	May 2013	Sep 2012
2013	Vol. 41	No. 3	TBA	Sep 2013	Sep 2013	Nov 2012

## **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:**

- Reviewed by Editor
- Sent to Editorial Advisory Board (~3-week turn-around)
- Returned from Editorial Advisory Board Members
- Sent to Author for requested changes/revisions (with queries and edits)
- Returned from Author
- Reviewed by Editor and sent back for additional revisions
- Returned from Author with revisions
- Sent to Author for approval/discussion of requested changes; any additional text/figures/captions, or other materials requested
- Changes implemented
- Final proofread of manuscript

### **Production Process: (subject to change depending on circumstances)**

This process occurs the three months prior to publication. For example, the April issue is distributed in April, but it is designed in February, and printed in March. Authors' involvement in production occurs during the design stage only.

#### **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.
- Authors, Proofreaders send suggested changes 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.
- Printer sends laser copy to Editor, Designer.
- Editor and designer review laser proofs, process continues until agree on all needed changes and printer has finalized proofs.

#### **Month 2**

- Issue is printed.

#### **Month 3**

- Issued is distributed.