

FREMONTIA INSTRUCTIONS TO CONTRIBUTORS—UPDATED OCTOBER 2010

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 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*.

Do consider that the readers of *Fremontia* are people with diverse educational backgrounds. For this reason, it is **very** important that all articles be approachable 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.
- 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.

SUBMISSION REQUIREMENTS

Contributors of articles should submit one copy of a double-spaced manuscript accompanied by an electronic copy of the file (PC or MAC) as a Word document. All materials must be carefully edited and spell-checked BEFORE submission. Both common and botanical plant names should be double checked for accuracy.

Contact the editor via email (fremontia@cnps.org) if you have further questions about submission specifications, or for permission to submit all materials electronically.

Please submit electronic file in Times New Roman, 12 point font, double-spaced. Length of submission should not be less than 4 pages (~1,000 words) nor exceed 16 pages (~4,000 words).

Figures that accompany manuscripts should be sent at the time of submission; make sure all are labeled carefully. All images and artwork should be sent as electronic files on a CD or DVE, with accompanying labeled photocopies indicating Figure Number for each image. A list of captions must accompany all figures 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.

Finally, please submit a brief statement of 30-50 words about each contributor, and a 50-75 word blurb for the Table of Contents. See past issues of *Fremontia* for examples.

Please feel free to contact the *Fremontia* Editor for further information, or to inquire if an article is suitable for publication in this journal. See checklist that appears later in this document.

Thank you.

The Editor

STYLE REFERENCES:

General: Chicago Manual of Style

Plant Names: *The Jepson Manual* (latest edition, also available online)

Include common and scientific names, using the following style

Common name are followed by botanical name in italics within parentheses. The parentheses must also be in italics. Exs: 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 to 6-12 references. Cite in MS as (Author Date). No comma between author + date.

Word Spellings: Merrian-Webster's Collegiate Dictionary, 11th 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** *Fremontia* Editor (fremontia@cnps.org) to request permission for electronic submission.

IMPORTANT:

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

1. On the diskette or CD ROM,
2. Within the file name, and
3. On the first page of the file.

CHECKLIST:

- ___ Manuscript hard copy and accompanying electronic file, labeled with date and contributor name. If more than one author, on file list lead author (whoever is coordinating with editor).
- ___ Labeled and numbered figures (electronic files only) with at least 1 or 2 figures/sidebars/ photographs/tables for every 500 words in your manuscript. Slides and photographs must be in electronic format (on CD or DVD).
- ___ Labeled and numbered photocopies of figures (may be thumbnails or full-size).
- ___ Corresponding list of figures with captions and credits (“Photograph by” ...), both hard copy and as a Word file on CD or DVD.
- ___ Letter(s) of permission for use of any items not owned by author(s).
- ___ A 50 word teaser for Table of Contents (summary blurb that invites readers to read article, on CD or DVD).
- ___ A 30-50-word bio about each contributor (on CD or DVD).
- ___ At end of article, names of each contributor, followed by their contact information. See past issues of *Fremontia* for format. Information needed: name, place of work, mailing address (work or home), and email address.
- ___ 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.

***Fremontia* Quarterly Schedule and deadlines; Updated October 2010**

Note: *Fremontia* fell behind its publication schedule in 2009, and starting in 2011 will begin being published three times a year, rather than four, due to rising costs. During this transition period, issue dates and publication dates will not coincide.

Year	Volume	Number	Issue Date	Pub. Date	MS Due
2010	Vol. 37	No. 3	April 2009	April 2010	--
2010	Vol. 37 Vol. 38	No. 4 No. 1	Oct 2009 Jan 2010	Oct. 2010	--
2011	Vol. 38 Vol. 38	No. 2 No. 3	Apr 2010 July 2010	Jan/Feb 2011	Sep 1, 2010
2011	Vol. 38 Vol. 39	No. 4 No. 1	Oct 2010 Jan 2011	May 2011	Nov. 1, 2010
2011	Vol. 39 Vol. 39	No. 2 No. 3	May 2011 Sept 2011	Oct 2011	Apr 1, 2011

2012	Vol. 40	No. 1	Jan 2012	Jan. 2012	July 1, 2011
2012	Vol. 40	No. 2	May 2012	May 2012	Dec 1, 2011
2012	Vol. 40	No. 3	Sept. 2012	Sept 2012	Mar 1, 2012

Please refer to following page for Production Flow Sheet.

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:

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

Production Process:

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

Date: _____ Editor sends all materials to designer
Date: _____ Designer sends first proof to Editor
Date: _____ Editor reviews preliminary designer proof, sends changes to designer
Date: _____ Designer sends revised proof to editor.
Date: _____ If ok, Editor sends designer proof to **Authors**, Proofreaders
Date: _____ Authors, Proofreaders send suggested changes to Editor.
Date: _____ Editor sends additional changes to Designer
Date: _____ Designer sends new proof to Editor
Date: _____ Editor reviews it, sends any further changes to Designer
Date: _____ Designer makes final changes, sends files to printer
Date: _____ Printer sends laser copy to Editor, Designer
Date: _____ Editor and designer review laser proofs, process continues until agree on all needed changes and printer has finalized proofs

Month 2

Date: _____ Issue is printed

Month 3

Date: _____ Issued is distributed