DOUGLASIA INSTRUCTIONS TO CONTRIBUTORS

Updated Fall 2017

Members of the Washington Native Plant Society and others are welcome and encouraged to submit articles, book reviews, and/or photographs for publication in *Douglasia*. These instructions are intended to increase the uniformity of articles and will speed the editorial and review process. Before submitting your manuscript (that is, previously unpublished content), we strongly recommend that contributors first send the editor an inquiry email with a brief (one to two paragraph) description of the proposed article.

Shorter announcements or time-sensitive items should be submitted to the society's business manager (wnps@wnps.org) for possible publication in other society media options.

All submitted articles should be original content related to the study of Washington's flora and habitats, and should be experiential or based on scientific observations. Acceptance will be based on suitability but is not guaranteed. Articles dealing with formal nomenclatural proposals or of a highly technical nature may not be suitable for publication in *Douglasia*.

Douglasia is intended for a wide readership, both amateur and professional. For this reason, it is critical that all *Douglasia* content be accessible to as broad an audience as possible. The goal of *Douglasia* is to communicate correct, unbiased, and interesting information about native plants and the people who study and protect them.

TIPS ON WRITING, ORGANIZATION, AND PHOTOS/CAPTIONS

In discussing your topic or the issues involved, tell 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. If appropriate use examples where people interact with plants and environments.

Combine information-rich photographs or other graphics with short, 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

Generally, articles should follow the format of those in recent issues of *Douglasia*.

Feature articles should be 1,500–2,500 words. Book reviews should be 500–650 words. (Each published page has space for roughly 650 words plus a photo, headline, and author info.)

Each contributor is expected to meet editorial deadlines and to be flexible in accepting revisions to a manuscript that are consistent with *Douglasia*'s style and readership.

Photos, tables, figures, or other images must not 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 their captions. We attempt to position photos as close to the relevant material in the article as possible.

All articles must be carefully edited and spell-checked, and scientific and common plant names double-checked for accuracy BEFORE submission. Scientific names should be consistent with the Washington Flora Checklist (biology.burke.washington.edu/herbarium/waflora/checklist.php).

Submit your article (in Microsoft Word format) and any sidebars, tables, photos, and figures by email douglasia@wnps.org. Send each accompanying photo, map, or other graphics as separate files. Place photo captions in a separate Word document and reference the photo number and the name of each photo file, i.e. Photo 1: Turner_0708962.jpg. Photo credit must be included with the caption.

Each image must be submitted as a separate digital file, sized at least 5" x 7" at 300 dpi (1500 x 2100 pixels) in JPEG or TIF format. Always submit the largest file size available. High quality and resolution are of utmost importance. *Do not embed images in the text of the manuscript*. See preferred file naming conventions later in this guide. Do not send original slides, photos, or artwork. Neither the editor nor WNPS is liable for their loss or damage.

Authors, photographers, and illustrators retain copyright to their work but must grant a non-exclusive, no-fee license to WNPS for publication in *Douglasia*. Authors are responsible for securing publication permission for any material which they did not create themselves. Please complete the WNPS Publication Permission form and include it with your photos and text. Note on the permission form whether WNPS can use your photos and/or text in additional ways beyond publication in *Douglasia*.

OTHER FORMATTING/STYLE SPECIFICATIONS:

Manuscript Formatting
Do not include an abstract. Do NOT apply fancy formatting to your manuscript. *Douglasia*'s layout editor will take care of making your article look good in print, consistent with all other content in the publication. Use the following format rules:
- Font: Times New Roman, 12 point.
- Use *italics* as called for in the Style section that follows.
- Use **bold** for headings and subheadings.

- Single-space the text.
- Indent all paragraphs with a single tab.
- Use only one space between sentences (after each period).
- Use a single return between paragraphs, and keep paragraphs 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. *Example: You are welcome to submit articles, book reviews, and photographs.* (In a series, always place a comma after the last word preceding "and" and "or.")
- **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. (On Windows computers, type an em dash by holding down the Alt key and typing 0151 on your numeric keypad. On Macs, it's Shift-Option-Minus.)
- **En dash:** Use to connect two items that indicate a range. *Example: 1999–2004; Science: 296–315.* (Windows Alt-0150, Mac Option-Minus)
- **Footnotes:** Do not use footnotes. Instead, incorporate the information into the text if it is important.
- **Title and subheads:** Use **bold type**, with a blank line above and below.
- **Book and report titles** are *italicized*. Article titles are not.
- **Academic degrees:** PhD, MA, BA, and so on.
- **Other:** US (not U.S.), WA (not Wash.), UW (not U.W.), WSU (not W.S.U.)
- **Acronyms:** Only include when the name they stand for is used more than once in a manuscript. *Example: Department of Natural Resources (DNR).*
- **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 only the botanical name is in italics (not parentheses or punctuation), but abbreviations such as var. and spp.. are written in nonitalics. Use ssp. for subspecies.
- **Use "such as"** rather than "like." *Example: "Many desert species, such as the Mojave aster..."*
- **Figures and tables:** Maps, diagrams, and other figures and tables must contain a title. Submit tables as separate Word documents with minimal formatting. Treat maps and diagrams the same as photos.
- **URLs:** URLs should be kept as short as possible, and combined with parenthetical navigation instructions (if needed) 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. *Example: dfg.ca.gov (go to Conservation/Public Lands/Ecological Reserves).* The layout editor will format URLs during the layout process.
- **Photo credits:** Captions should end with "PHOTO: PHOTOGRAPHER NAME" in all caps as shown.

End of Article
At the end of the article, include the following:

- Author contact information (author name, preferred mailing address, email address).
- A brief statement about the author or each contributor (20–25 words).

Contact the editor via email douglasia@wnps.org if you have further questions about whether a manuscript is suitable for publication in this journal or have questions about the submission specifications.

STYLE REFERENCES

General: *Chicago Manual of Style*

Plant names: Washington Flora Checklist (*biology.burke.washington.edu/herbarium/waflora/checklist.php*) for both scientific and common names.

Include common and scientific names, using the following style: Common names are followed by botanical name in italics within parentheses. *Example:* Guadalupe cypress (*Hesperocyparis guadalupensis*); redwood (*Sequoia semperivens*). Subsequent mentions of that plant in the manuscript should use only the common name or the scientific name with the genus abbreviated (*H. guadalupensis*). If there are numerous common and scientific names you want 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, Tropicos (tropicos.org), OR as they appear in Washington Flora Checklist.

Reference style:
- Use author-date citation style (Levine and D'Antonio 1999) in the main text, with no comma between last author and date.
- Use hanging indent in a list of works at the end of an article.
- Do not put a space between initials:
  - Allen, J.E., and S.C. Sargent. 1986. *Cataclysms on the Columbia.* Portland, OR: Timber Press.
- References from *Douglasia* should include volume and number as well as quarter and year: *Douglasia* 25(3-4): 20-21, Summer-Fall 2001.
- List up to 6 authors' names; if more than 6, list first 3 followed by et al. (see CMS14.76, p. 696)
- In text: "Pierson et al. (1990) state that..."; NOT "Pierson and others (1990) state that..."
- All references in the "Literature Cited" section should be cited in the text.

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

All submissions should be by email to douglasia@wnps.org.

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. Photo and other graphic file names should begin with the author's last name.

DOUGLASIA SCHEDULE AND DEADLINES

Submission does not guarantee acceptance or publication. If your article is accepted, it will be published based on where it fits in the queue of manuscripts already "in the pipeline."

WNPS endeavors to deliver *Douglasia* three times a year, although some volumes may have more or fewer issues. The publication schedule is posted on the WNPS website at wnps.org/publications/douglasia/douglasia_contributors.html, along with the production timeline.