

MANUSCRIPT PREPARATION GUIDE FOR THE PROCEEDINGS OF THE FLORIDA STATE HORTICULTURAL SOCIETY

This GUIDE TO AUTHORS will be revised and published every year in the back section of the Proceedings of the Florida State Horticultural Society. If in doubt about the guide, check a paper similar to yours in the most recent Proceedings. **Please do not follow guidelines in older issues.**

INTRODUCTION

The purpose of the Proceedings of the Florida State Horticultural Society is to communicate the results of applied and technical research and teaching relevant to the needs of Florida horticulture and presented at the annual meeting. The following policies have been developed by the Editors of the Proceedings and approved by the Society's Board of Directors.

I. SUBMISSION AND ACCEPTANCE OF MANUSCRIPT

- A. Manuscripts can be submitted at anytime throughout the year prior to the meetings. Early submissions are encouraged and should be sent directly to the Editorial Board (fshsproc@ashs.org). Completed manuscripts in final electronic form, including any figures and tables, **are due at the time of the presentation**. No paper will be accepted 30 days after the meeting.
- B. The SENIOR AUTHOR must be a member of the Society, and the person presenting the paper must be registered at the annual meeting (except for invited papers) for papers to be accepted for the Proceedings. Papers not presented at the meeting will not be published.
- C. Acceptances of abstracts for presentation at the meeting does not imply acceptance of manuscripts for publication in the Proceedings.
- D. Complete electronic submissions are encouraged and preferred. Please see below for figure requirements.
- E. Papers to be entered in the Student Best Paper Award competition must state it clearly on the cover page or submission message.

II. SUBJECT MATTER ENCOURAGED AND PRIOR SUBMISSION POLICY

- A. Papers encouraged:
 - 1. Results of applied research directly applicable to Florida horticulture.
 - 2. Results of observation, experience, or research by growers, industry or extension workers that present something of interest to Florida horticulture.
 - 3. General Reviews of Florida Horticulture
- B. Papers discouraged:
 - 1. Trip reports unless a unique insight of a relevant subject.
 - 2. Research with no direct bearing on Florida horticulture.
 - 3. Papers promoting a commercial product.
 - 4. Popular articles with information largely available elsewhere.
 - 5. Technical papers presenting one's beliefs or opinions without scientific support.

- C. Publication of previously released information:
 - 1. The Society places preference and publication priority on original, unpublished material. However, information published elsewhere and/or submitted to other journals, or news media may be published in the Proceedings provided (a) the subject matter is Florida-oriented; and (b) the manuscript is not a verbatim copy.
- D. Paper republished elsewhere:
 - 1. A paper may be reproduced in another publication only after presentation of the paper at the FSHS meetings. Credit should be given to the Society with the date and place of presentation at the bottom of the first page.

III. MANUSCRIPT REVIEW AND PUBLICATION COSTS

- A. **Review.** Papers presented for publication in the Proceedings are generally published with some editorial changes. However, editors may request revisions if manuscripts are verbose, unclear, not in the proper style, or contain extraneous or improperly documented statements. The Society reserves the right to reject papers or to publish them as abstracts only as determined by the Section Associate Editor with concurrence of the Editor. In a case where the Editor does not concur with the Associate Editor, he shall notify the Associate Editor of his reason in writing.
- B. **Publication costs, length limitations.** At least one author must be a member of the FSHS. Authors with research appointments will be charged \$ 60.00 for one printed 8 x 11 inch page including figures and tables. Extension agents, growers and other industry members can publish up to 3 pages free of charge. Each page published over this limit will be assessed a \$60.00 fee. About four pages of double-spaced typing will equal approximately one printed page.

INSTRUCTIONS FOR GROWER, INDUSTRY AND EXTENSION AUTHORS (Non Technical papers)

These papers are highly encouraged. **You do not need to follow the procedure for technical research papers.** Simply give your paper title, your full name(s) and address(es), an abstract or summary of your paper, an introduction, a discussion (broken into headings if desirable) and cite any references you may wish. Try to limit your paper to about 8 to 10 double-spaced typed manuscript pages plus any graph(s) or photograph(s). Papers promoting a commercial product or company cannot be accepted.

GENERAL INSTRUCTIONS TO AUTHORS OF TECHNICAL RESEARCH MANUSCRIPTS

- A. Check a recent edition of FSHS Proceedings for format and style of papers similar to yours. For questions not covered in these instructions or that are not clear after consulting previous Proceedings, refer to American Society for Horticultural Sciences Publications Style manual (www.ashs.org).

- B. Submit an electronic copy of the manuscript through e-mail or to the Editor (fshsproc@ashs.org) prior to or at the time of oral presentation of paper. If the paper is being submitted for consideration for publication as a refereed manuscript, we recommend an earlier submission to the Editor (fshsproc@ashs.org).
- C. Use 8.5" X 11" standard page.
- D. Leave 1 inch margins around text for editorial comments and use line numbering.
- E. Double-space throughout, including legends, footnotes, tables, and abstracts.
- F. Number all pages upper right corners, except First Page.
- G. Put figures and tables after Literature Cited.
- H. No hyphenated words on line endings.
- I. Manuscript should be reviewed by two or more peers before submission.
- J. Specifically for refereed manuscript. Measurements should be given in both metric and English, with the metric measurement first (English in parentheses). An example paragraph is given below:

“...collection trays were fabricated from 0.101 cm (0.040 inch, 20 gauge) galvanized sheet metal with overall dimensions of 30.5 x 30.5 x 5.1 cm (12 x 12 x 2 inches) high. A 0.318 cm (0.125 inch) thin pyramid surface rubber mat (Garro Corp, Akron, Ohio) was inserted to cover the bottom of each tray. Dividers were added to make each sub-compartment 10.2 cm x 10.2 cm (4 inches x 4 inches). Slightly larger trays, with one corner cut out, were fabricated to collect discharged material by inverting the collecting trays. Material from individual trays was collected in a small Ziploc™ bag [16.5 x 8.3 cm (6.5 x 3.3 inches); mass = 2.4 g (5.3 x 10⁻² lb)] and weighed to 0.1 g accuracy.”

SPECIFIC PAGE/SECTION INSTRUCTIONS

Top of First Page must contain the following:

Proc. Fla. State Hort. Soc. _____

Paper No. _____

Business phone: _____

Program section: _____

email: _____

Refereed Manuscript (use only in refereed papers)

TITLE

[Capitalize and bold face each word in the title. Make title as short as possible but inclusive of key information. Botanical names should be in italic caps. **Author(s) full names** should be in **small-caps** but not bold face, and institutional affiliation and **full mailing address** should be in italics (example below). No academic titles (such as Assistant Professor, etc.) are to be used. **Corresponding author denoted with an asterisk.** (Galley will be mailed to the corresponding author's address). Corresponding author is the group leader and not necessarily the senior author.

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Additional Index Words.

Additional index words are in italics. Do not indent. Use key words **not listed in the title**. Examples: fruit volatiles, mango rootstocks. Do not use meaningless words such as humidity, heat, fruit, color, etc. as key words. First, include scientific names (in italics) of organisms (without naming authority), that **are not** included in the title, followed by the remaining index words listed alphabetically. Always include as first index word the scientific name of the main species in the study. Do not use caps except first index word and proper nouns.

Example:

Additional index words. Citrus sinensis, biological control, root weevil feeding, rootstock improvement

Abstract. In Bold. Do not indent. The word Abstract should be in italics. Text of abstract is in bold face. First sentence on same line. Make it clear and concise, approximately 150-200 words or less. Use scientific names (in italics) with the naming authority for living organisms. A double line space should separate the abstract from the manuscript text. No abbreviations should be used in the abstract (e.g., hour not h; minute not min, day not d, Citrus sinensis not C. sinensis).

Title Page Footnote

Additional information referred to from the title or authors name should be placed at the bottom of the first page even if the Abstract is continued to the second page. Please identify the corresponding author with an asterisk (*). It should include email, and when applicable, acknowledgments and disclaimers.

Example:

_____ (space line to separate text from notes)

We would like to thank Mr. John Smith for providing the grove land necessary for this experiment.

*Corresponding author

Footnotes after title page should be typed at the bottom of the respective manuscript page, should be kept to an absolute minimum, and are permissible for explanatory material not appropriate for inclusion in the text or tables.

Footnotes after title page should be typed at the bottom of the respective manuscript page. Footnotes should be kept to an absolute minimum and are permissible for explanatory material not appropriate for inclusion in the text or tables.

Text of the Paper

The introduction and review of literature should be combined without headings following the abstract. Firstly, state clearly purpose of work. Keep literature brief. When appropriate, cite published papers with more detailed reviews. Use the Harvard system (Brown, 1999). See also *Literature Cited* section of these instructions.

Materials and Methods

This is a main heading, centered, and will be printed in bold face. Describe in general terms the methods, equipment, and materials used. Avoid repeating highly technical procedures and terms previously printed. Describe specific experimental design used where appropriate.

Results and Discussion

A main heading, printed in bold face, centered. Clarity and brevity are paramount in text, tables, graphs, charts, and photographs. Use either table or graph, not both for the same data. Graphs preferred. Try to avoid long detailed tables, or break them into two or more tables. Avoid unsupported theories and speculations.

Literature Cited

A main heading, printed in bold face, centered. Citations are given at the end of the text, listed by authors alphabetically. For citations with the same name, list senior authors (one author only) in alphabetical order, then secondary authors (two authors only) also in alphabetical order by second author. For multiple authors (three or more) with the same senior author, list chronologically. Repeat author names, do not use underlines. (For citations with the same names and years, please differentiate with a letter following the year, e.g., 1999a, 1999b, etc.)

Jones, A. B. 1967.....

Jones, A. B. 2001.....

Jones, A. B. and T. M. Brown. 1983.....

Jones, A. B. and C. D. Smith. 1981.....

Jones, A. B., C. D. Smith, and T. M. Brown. 1968.....

Jones, A. B., T. M. Brown, and C. D. Smith. 1972.....

Jones, A. B., T. M. Brown, and C. D. Smith. 1998.....

Use the Harvard system within the manuscript: (Jones, 1992) or (Jones et al., 1992). For research previously reported, cite the original paper. Multiple citations within the manuscript should be listed alphabetically, then chronologically: (Jones, 1992; Koo, 1985; Koo et al., 1986; Smith, 1968, 1970).

Supply issue number (in parentheses) only if page numbers for each issue begin at '1'. For each citation, list author(s), date published, title, publication, volume, and page numbers. If no author, use the publishing agency. Use (In press) at the end of citation if manuscript has been accepted for publication. Do not italicize bulletins, circulars, or journals. Cite only published materials. Letters, mimeographed reports, personal communications, and unpublished data should be included in parentheses in the text as (J. Jones, University of Florida, personal communication). Some examples follow:

Examples for Literature Cited:

Periodical

Jones, J. P., J. W. Scott, and J. P. Crill. 1989. Fusarium wilt of tomato in Florida before and after an overseasoning period. Proc. Fla. State Hort. Soc. 102:358-360.

Abstract

Verkade, S. D. and G. E. Fitzpatrick. 1990. Efficacy of solid waste compost as a propagation medium. HortScience 25(9):1107 (Abstr.).

Book

Jackson, L. K. and Fred Davies. 1999. Citrus growing in Florida. 6th ed. Univ. of Fla. Press, Gainesville.

Book Chapter

Locascio, S. J., W. J. Wiltbank, D. D. Gull, and D. N. Maynard. 1984. Fruit and vegetable quality as affected by nitrogen nutrition. p. 617-626. In: R. D. Hauck (ed.). Nitrogen in crop production. Amer. Soc. Agron. Madison, Wisc.

Bulletin

Koo, R. C., C. A. Anderson, I. Stewart, D. P. Tucker, D. V. Calvert, and H. K. Wutscher. 1986. Recommended fertilizers and nutritional sprays for citrus. Fla. Agr. Expt. Sta. Bul. 536D.

Thesis

Wernett, H. C. 1990. Genetics and breeding of postharvest longevity in cut flowers of Gerbera - hybrida Hort. PhD Diss., Univ. of Fla., Gainesville.

Extension Circular

Hochmuth, G. J. 1996. Commercial vegetable fertilization guide. Fla. Coop. Ext. Serv. Cir. 225D.

Most accepted abbreviations can be found in the Literature Cited sections of papers published in the Proceedings. Following are common:

Agr.	Agriculture	Ext.	Extension
Amer.	American	FDACS	Florida Department of Agriculture and Consumer Services
Anal.	Analysis	FDOC	Florida Department of Citrus
	Analytical	Hort.	Horticulture
Ann.	Annals	IFAS	Institute of Food and Agricultural Services
Annu.	Annual	Inst.	Institute
Austral.	Australian	Intl.	International
Bot.	Botanical	J.	Journal
Bul.	Bulletin	Physiol.	Physiology
Cir.	Circular	Proc.	Proceedings
Conf.	Conference	Res.	Research
Congr.	Congress	Rpt.	Report
Coop.	Cooperative	Rptr.	Reporter
Dept.	Department	Sta.	Station
Dis.	Disease	Soc.	Society
Eng.	Engineering	Tech.	Technical
Entomol	Entomology	USDA	United States Department of Agriculture
Expt.	Experiment		

In the Literature Cited, names of institutions should use standard abbreviations, i.e. U.S. Dept. Agr. (not USDA); Inst. Food Agr. Sci. (not IFAS), and Agr. Res. Center (not ARC).

Headings

Paper title centered in ALL CAPS and bold. First level headings are h₁ (high-case low-case; initial capped), bold face, and centered, e.g., **Materials and Methods**. Secondary headings are italicized, h₂ (initial capped, e.g., *Experiment I - Orange and Grapefruit*), and flush left with paragraph beginning on the next line, indented. Third level heading is indented, italicized, first word is capitalized only, and the paragraph continues on the same line.

Tables

Tables should be created using a TABLE format, and not tabulated. Please double space throughout. Capitalize the first letter of the first word in column headings. Note: Statistical

significance is indicated by lower case letters from "a" onward at the 5% level and capital letters from "A" onward at the 1% level.

Raised lower case letters from "z" backwards are used for footnotes to tables. Put each table on a separate page at the end of the manuscript following Literature Cited section. Avoid cell border lines in body of table.

Mean separation tests should be cited in the following form: Mean separation (in rows, columns, etc.) by Duncan's multiple range test, 5% level.

Figures

Abbreviate figure to Fig. 1, etc., followed by figure legend. All photographs, graphs, and charts that are considered figures should be in digital format. All figures should be photographs, original line drawings, or laserjet printouts (**600 dpi**). Photocopies do not reproduce well. Place figures after tables in the manuscript.

Photos from the less expensive digital cameras tend to be fuzzy (70 DPI). **Printer needs no less than 300 DPI.** Unless graphs and pie charts are to be printed in color, patterns should be used to differentiate the results instead of color to avoid confusion of the data. **Color figures are free in the electronic version.** The printer can reproduce color prints in the hard copy if desired. However, the author must arrange to pay separately at \$750 per half page, or \$970 for a full page, cost of which may vary year to year.

Numbers

All numbers used in the text should be Arabic numbers except at the beginning of sentences or where the meaning would not be clear, and numbers below 10 should be spelled out when not used with a unit of measurement (e.g., four trees, seven plants, 9 inches, 10 h).

Abbreviations

When abbreviating, use the following: (Note presence or absence of period.)

about	ca.
acre	spell out
active ingredient	a.i.
afternoon	PM (SMALL CAPS)
and others	et al. (no underline)
approximate	approx. (table only)
atmosphere	atm (table only)
average	avg (table only)
before noon	AM (SMALL CAPS)
bushels per acre	bu/acre
centimeter(s)	cm
concentrated	concd (table only)
concentration	concn (table only)
cultivar	cv. (formal use only)
day(s)	d
diameter	diam (table only)
dry weight	dry wt (table only)
experiment	expt (table only); expt. 1 (text)

feet	ft
figure(s)	fig.
for example	e.g.
gallon(s)	gal.
gram	(g)
hectare	ha
height	ht (table only)
hour(s)	h
inch(es)	spell out
kilogram(s)	kg
liter	l
maximum	max (table only)
meter(s)	m
metric ton	t (with numerals only)
miles per hour	mph
milliequivalent	meg
milligram(s)	mg
milliliter(s)	mm
minimum	min (table only)
minute(s)	min
month	spell out
number	no.
ounce	oz
page(s)	p.
parts per million	ppm
percent	% (with numerals only)
pound(s)	lb
pounds per square inch	psi
relative humidity	rh (with numerals)
second(s) (time)	s
solution	soln (table only)
standard deviation	sd
states	standard (not postal) abbreviation (fla. not fl) when used with city or county, spell out when used alone (use postal abbreviations with zip codes only, e.g., Lake Alfred, FL 33850)
temperature	temp (table only)
that is	i.e.
ton	spell out
versus	vs.
volume	vol (table only)
week(s)	wk (table only)
weight	wk
weight	wt
year(s)	yr. table only

General

1. Scientific names should be italicized when used as a noun but not when used as an adjective: e.g., The most common penicillium mold of citrus fruits is caused by *Penicillium digitatum* Sacc. **Scientific names of all organisms should include appropriate authorities when first referred to in the abstract and text.** Varietal or cultivar names should be in single quotes as 'Hamlin' except for: (a) rootstocks; (b) when used in the body of a table, or (c) when used with the scientific name, e.g., *Citrus sinensis* Osbeck cv. Hamlin.
2. Pesticides and other chemicals should be referred to by their accepted common chemical names. Use of trade names is discouraged unless there is no other, but can be included in parentheses when the chemical is first mentioned. The complete chemical composition is necessary only for materials without accepted common names such as numbered experimental compounds. Mixtures of materials or compounds with long names should be referred to in abbreviated form after first mentioned, e.g., 2,3,5-triiodobenzoic acid (TIBA).
3. No abbreviations should appear in the abstract, which is often reproduced separately from the text. Avoid use of non-standard abbreviations in the manuscript.
4. In non-refereed papers, use the English or metric system of measures as deemed appropriate. In refereed papers, both metric and English measurements must be used. Please check with the American Society for Horticultural Sciences (www.ashs.org) style guide or with the Editor for instructions.
5. Fertilizer analyses. Use elemental terms, not as oxides, as K, not K₂O; P, not P₂O₅.
6. Nothing should separate terms in ratios (N at 100 kg ha⁻¹, not 100 kg N ha⁻¹).
7. Write dates as 18 Nov. or 18 Nov. 2004 (no comma between the month and year). Spell out the names of the days (Sunday through Saturday) in all cases. Use Arabic numerals for all calendar dates. Abbreviate all months (except May, June, and July) when they are used with a number (e.g. year or date), but spell out the name of the month when it is used alone or at the beginning of a sentence. Abbreviations for months: Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., and Dec.

Delivery of Manuscripts after Oral Presentation

Submit your manuscript in FINAL electronic form to the Editorial Board (fshsproc@ashs.org).

Only under special conditions and request to the Editor can papers be sent to the Editor within a month after the paper is presented. If later, the paper will be returned to you and not be printed in this year's Proceedings. This must be done to discourage very late publication of Proceedings.

Electronic Submission Requirements

Combine all text and tables into one file. Avoid small print, dots, and fine lines that will be lost in reductions. Graphics submitted electronically should correspond with the appropriate figure number(s). Graphic submissions in electronic form must have an appropriate resolution and file format for printing and **be in a separate file**. Line art/figures should be **600-800 dpi**, and **photographs no less than 300 dpi** at 3.66 inches wide. File formats should be either **TIF, JPG, EPS or PDF**. Use a higher dpi if there is any question and only compress files if necessary. Any compressed files must be self extracting.

Galley Proofs and Reprints

As soon as available, galley proofs will be sent by the printer to the **corresponding author's mailing address**. Correct all errors in red and return immediately (with the original manuscript) to the Editor. If there is any chance you will be away, please make arrangements for someone else to proofread your galley. Foreign authors should make arrangements for a qualified person within the United States to check your galley proof; otherwise there could be considerable delay in the production of the Proceedings. Galley proofs will not be mailed outside the United States without the Editor's approval. If the senior author is changing addresses, indicate on the first page of the manuscript to whom the printer should send the galley proof, e.g., **Send Galley Proof to:** noted in the title page footnote.

Instructions for ordering reprints will accompany galley proofs.

Refereed Manuscripts

Some authors may request their papers to be a refereed manuscript. The Society voted to do this at its annual business meeting in November 1997. All manuscripts submitted for consideration for publication as refereed manuscript should be **sent to the Editor as soon as possible prior to the annual meeting**, and must be received by the Editor no later than the time of the meeting. **Refereed manuscript must be indicated in the top right corner of the first page (see example of title page).**

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