

Author Instructions

Current as of May 2017

People who present papers at the annual Florida State Horticultural Society (FSHS) meeting have two publication options: (1) have their manuscript published as a non-refereed paper in the Proceedings of the FSHS or (2) submit their manuscript to one of the three (3) American Society for Horticultural Science (ASHS) journals, and if accepted for publication, to have that paper subsequently published, as a reprint, in the Proceedings of the Florida State Horticultural Society.

Option 1: Papers to be published only in the Proceedings of the Florida State Horticultural Society (FSHS)

Papers to be published only in the Proceedings of the Florida State Horticultural Society (FSHS) must be received by the Editors no later than the last day of the annual meeting. They may be submitted prior to the meeting. If there are any problems with this deadline, authors should contact the editors (editors@fshs.org) no later than the last day of the meeting.

FSHS presenters who would like to publish their presented paper **only** in the Proceedings of the Florida State Horticultural Society should:

- ❑ Save their paper as a Word document using both the paper number from the conference and their last name as the title (e.g., V30-Lamberts);
- ❑ email their paper, as a Word document, to the FSHS editors, [using editors@fshs.org](mailto:editors@fshs.org), and copying their sectional Vice President;
- ❑ use the formatting listed on the ASHS website for [HortTechnology](#) style, measurements, references, and any other editorial matters as well as the Literature Cited, Sample Table and Sample Figure (can be found on FSHS website).
- ❑ use 12 point Times New Roman font and double spacing throughout the manuscript; Extension authors should limit their total paper to no more than 10 to 12 double-spaced pages (12 point Times New Roman font), including all tables and figures.
- ❑ Extension authors who choose to not follow the page limits should be prepared to pay page charges for each additional page above the 3 free printed pages allotted.

FSHS authors who give poster presentations should:

- ❑ Follow the instructions to poster authors and also
 - reference any figure, image, etc. in the body of the extended abstract using Fig. 1, Fig. 1a or whatever is appropriate;
 - put all figures, images, etc. at the end of the abstract rather than in the body;
 - include a caption below each figure which should include the figure number (Figure 1 or Figure 1a, etc.) and a brief description of the contents of the figure, image, etc.
 - reference any table in the body of the extended abstract using Table 1;

- include the title of each table at the top of the table, including the number, Table 1, etc. followed by a descriptive title;
- ❑ email a copy of the extended abstract to the editors using editors@fshs.org, copying the poster session coordinator, Taylor Clem, at taylorclem87@ufl.edu.
- ❑ if an author would like to have the poster itself included in the online publication of the Proceedings, they should email a copy of the PowerPoint used to print their poster or a high quality photo of the poster to the editors at editors@fshs.org later than the last day of the meeting unless prior arrangements have been made with the editors;
- ❑ Actual poster presentations (pdf files of the poster itself) will be published only in the online edition of the Proceedings, with extended abstracts published in printed versions of the Proceedings.

Option 2: Authors who would like to submit the paper they presented at the FSHS meeting to an ASHS journal should:

- ❑ indicate on the FSHS Author's Agreement that they intend to publish their manuscript in (1) HortTechnology, (2) HortScience or (3) the Journal of the American Society for Horticultural Science;
- ❑ submit the manuscript directly to ASHS using the publishing guidelines for the journal in which their article will be considered (<http://www.ashs.org>) no later than the end of the annual FSHS conference or contact the FSHS Editors (editors@fshs.org) if there is a problem with this deadline;
- ❑ keep both the FSHS Editors (editors@fshs.org) and the FSHS sectional Vice President informed of the progress of the paper through the ASHS review process by copying them on correspondence with ASHS, including the publication number assigned by ASHS;
- ❑ indicate in a footnote and in a cover letter to the editor that the paper was originally an oral presentation at the Annual Meeting of the Florida State Horticultural Society;
- ❑ papers which are not accepted by ASHS will be published as non-refereed papers in the Proceedings of the Florida State Horticultural Society;
- ❑ if a paper is declined by ASHS with an invitation to resubmit – please inform the FSHS Editors of your intent to either 1) resubmit to an ASHS journal or 2) publish as a non-refereed paper in the Proceedings. A resubmission to an ASHS journal will travel through the review process as a new submission. It will be included in the Proceedings of the Florida State Horticultural Society in the year when it is ready for publication.