INSTRUCTIONS TO AUTHORS

Proceedings of the Florida State Horticultural Society (FSHS)

Page Charges

- Research authors and/or industry professionals pay for all pages.
- Lead authors on all papers are responsible for the page charges at $60.00 per page.
- Extension agents, whether in state or out of state, will receive two (2) free pages for one (1) paper only.

Publication Options

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.
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.

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.

Papers 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.

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

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

- Save the 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 the paper, as a Word document, directly to the FSHS editors, using **editors@fshs.org**, and copy the sectional Vice President.
- Use the formatting listed on the ASHS website for ASHS journals <https://cdn.ymaws.com/ashs.org/resource/resmgr/files/style_manual.pdf>, 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 10–12 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 two 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, Table1, etc. followed by a descriptive title.
- Email a copy of the extended abstract to the editors using **editors@fshs.org**, and cc the poster session coordinator.

If an author would like to have the poster itself included in the online publication of the Proccedings, 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** no 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*

Checklist for Organizing a Paper

A paper should be organized as follows:

- Manuscript Title
- Author Names—(use full names, not initials; list names in the order that they should be published). Note the corresponding author with an astrisk(*).
- Author Affiliations
- Current contact information (email, phone#) for the corresponding author.
- Acknowledgements (including funding statements).
- Additional index words: include 3-5 "keywords" for indexing
- Abstract
- Introduction
- Materials and Methods
- Results
- Discussion
- Literature Cited—list citations in alphabetic order, not in the order cited
- Tables—Start each table on a new page (use page breaks)—double space all parts of the table—place no more than one table per page.
- Figures—Start each figure on a new page (use page breaks) —include the figure caption on the page (Fig. 1, Fig. 2, etc. place no more than one figure per page).

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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 that are <u>not</u> accepted by ASHS will be published as non-refereed papers in the Proceedings of the Florida State Horticultural Society.

- If a paper is <u>declined</u> by ASHS with an invitation to resubmit – you must notify the FSHS Editors of your intent to either:

    a) resubmit to an ASHS journal or

    b) publish as a non-refereed paper in the Proceedings.

A resubmission to an ASHS journal will travel through the review process as a <u>new</u> submission. It will be included in the Proceedings of the Florida State Horticultural Society in the year when it is ready for publication.

Common Abbreviations Used in Proceedings Papers

about (≈)	use approximation symbol	miles per hour	mph
		milliequivalent	meq
acre	spell out	milligram(s)	mg
active ingredient	a.i.	milliliter(s)	mL
afternoon	PM (small caps)	millimeter(s)	mm
and others	et al. (no underline)	minimum	min (table only)
approximate	approx. (table only)	minute(s)	min
atmosphere	atm (table only)	month	spell out
average	avg (table only)	number	no.
before noon	AM (small caps)	ounce	oz
bushels per acre	bu/acre	page(s)	p.
centimeter(s)	cm	parts per million	ppm
concentrated	concd (table only)	percent	% (with numerals only)
concentration	concn (table only)	pound(s)	lb
cultivar	cv. (formal use only)	pounds per square inch	psi
day(s)	d	relative humidity	RH (with numerals only)
diameter	diam (table only)	second(s) (time)	s
dry weight	dry wt (table only)	solution	soln (table only)
experiment	expt. (table only); Expt. 1	standard deviation	SD
(text)		states	Use postal abbreviation
feet	ft		(FL, not Fla.) when
figures(s)	Fig.		used with a city or
for example	e.g.,		county; spell out when
gallons(s)	gal		used alone
gram	g	temperature	temp (table only)
hectare	ha	that is	i.e.,
height	ht (table only)	ton	spell out
hour(s)	h	versus	vs.
inch(es)	spell out	volume	vol (table only)
kilogram(s)	kg	week(s)	wk (table only)
liter	L	weight	wt (table only)
maximum	max (table only)	year(s)	yr (table only)
meter(s)	m		
metric ton	t (with numerals only)		