

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 horticulture in the state. 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. 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 Papers not presented at the meeting will not be published.
- B. Acceptance of abstracts for presentation at the meeting does not imply acceptance of manuscripts for publication in the Proceedings.
- C. Manuscripts can be submitted at any time throughout the year prior to the meetings. Early submissions are encouraged and should be submitted to the email address posted on the FSHS website. 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.
- 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 be submitted to the Editor 3 weeks before the Annual Meeting.

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 related to 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 bottom of first page.

III. MANUSCRIPT REVIEW AND PUBLICATION COSTS

- A. **Review.** Non-refereed papers presented for publication in the Proceedings are generally published with minor editorial changes. However, editors may request revisions if manuscripts are verbose, unclear, not in the proper style, or contain extraneous or improperly documented statements. Refereed manuscripts are handled separately by the Editorial Board. Manuscripts are reviewed by a minimum of two out-of-state reviewers, preferably. No more than one in-state reviewer is acceptable. 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/she shall notify the Associate Editor of his reason in writing.
- B. **Publication costs, length limitations.** At least one author must be a member of FSHS. Authors with research appointments will be charged \$60.00 for each printed 8½ × 11 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 fee. About four pages of double-spaced typing will equal approximately one printed page. Excessively long papers will be returned for shortening.

INSTRUCTIONS FOR GROWER, INDUSTRY, AND EXTENSION AUTHORS

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 4 to 6 double-spaced typed manuscript pages with any graph(s) or photograph(s). Papers promoting a commercial product or company cannot be accepted.

INSTRUCTIONS TO AUTHORS OF TECHNICAL RESEARCH MANUSCRIPTS

1. 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).
2. Submit an electronic copy of the manuscript to the email address posted on the FSHS website. If the paper is being submitted for consideration for publication as a peer-reviewed paper, we recommend an earlier submission.
3. Leave 1-inch margins around text for editorial comments and use line numbering.
4. Double-space throughout, including legends, footnotes, tables, and abstracts.
5. Number all pages in upper right corner.
6. Put tables and figures after Literature Cited.
7. No hyphenated words on line endings.
8. Manuscript should be reviewed by 2 or more peers before submission.
9. Specifically for peer-reviewed (refereed) papers: Measurements should be given in both metric and English units, 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 × 30.5 × 5.1 cm (12 × 12 × 2 inches) high. A 0.3 × 18 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 × 10.2 cm (4 inches × 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 × 8.3 cm (6.5 × 3.3 inches); mass = 2.4 g (5.3 × 10⁻² lb)] and weighed to 0.1 g accuracy.

TOP OF FIRST PAGE

Proc. Fla. State Hort. Soc. 20 ____ Paper No.

E-mail: Program section

Business phone Refereed Manuscript (use only in refereed papers)

TITLE

Center and boldface the title. Do **NOT** use all caps. Make title as short as possible but inclusive of key information. Botanical names should be in italics.

Give author(s) full names, and institutional affiliation and full mailing address (page proofs will be sent to the corresponding author via e-mail). Corresponding author is denoted with an asterisk. No academic titles (such as Assistant Professor, etc.) are to be used.

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ADDITIONAL INDEX WORDS

Do not indent. Use key words not listed in the title. Examples: fruit volatiles, 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. 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

Do not indent. 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 linespace 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*).

FOOTNOTES

Additional information referred to from the title or author's 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 (*) and include the corresponding author's e-mail address in the footnotes. When applicable, the footnote should include the Experiment Station Journal Series Number (an example below), acknowledgments, and disclaimers.

Example:

This research was supported by the Florida Agricultural Experiment Station and (a) grant(s) from . . . [list supporter(s)] . . . We would like to thank Mr. John Smith for providing the grove land necessary for this experiment.

*Corresponding author; e-mail: donostia@euskadi.com

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.

TEXT OF THE PAPER

The introduction and review of literature should be combined without headings following the abstract. State clearly the 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.

MATERIALS AND METHODS

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

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

LITERATURE CITED

Citations are given at the end of the text, listed by authors alphabetically. No spaces between author initials. 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. 1998a . . .

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

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:

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 25:1107 (Abstr.).

BOOK

Jackson, L.K. and F. 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, WI.

BULLETIN

Koo, R.C., C.A. Anderson, I. Stewart, D.P.H. 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. Circ. 225D.

ABBREVIATIONS

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

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

HEADINGS

Paper title centered and bold. First level headings are upper and lower case (initial capped), boldface, and centered, e.g., **Materials and Methods**. Secondary headings are upper and lower case (initial capped), boldface (e.g., **Experiment 1—Orange and Grapefruit**), and flush left with paragraph beginning on the next line, indented. Third level heading is indented, small caps, first word only is capitalized, and the heading is run into the text of the paragraph.

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 (300 dpi preferred). Figures should be supplied as separate files in JPG, TIFF, PDF, or EPS file formats.

Photos from the less expensive digital cameras tend to be fuzzy (70 dpi). The printer needs no less than 300 dpi.

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	use approximation symbol (≈)
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
figures(s)	Fig.
for example	e.g.,
gallons(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	meq
milligram(s)	mg
milliliter(s)	mL
millimeter(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 only)
second(s) (time)	s
solution	soln (table only)
standard deviation	SD
states	Use postal abbreviation (FL, not Fla.) when used with a city or county; spell out when used alone
temperature	temp (table only)
that is	i.e.,
ton	spell out
versus	vs.
volume	vol (table only)
week(s)	wk (table only)
weight	wt (table only)
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 or text but not in both. 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 mention, 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 Science (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 month and year). Spell out 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 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 via email to the address posted on the FSHS website. 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. Figures must be submitted as separate files. 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 (photographs, figures, graphs) in electronic form must have an appropriate resolution and file format for printing and be in a **separate file (do NOT embed figures in the word processing file)**. Line art/figures should be 600–800 dpi, and photographs no less than 300 dpi at 3.66 inches wide. File formats for graphics can be TIF, EPS, JPG, or PDF. Use a higher dpi if there is any question and only compress files if necessary. Any compressed files must be self-extracting.

PAGE PROOFS AND REPRINTS

As soon as available, galley proofs will be sent by the printer to the corresponding author via e-mail. Mark corrections on a printed-out copy of the file and fax to the production staff; or list corrections in an e-mail message, citing page, column, and line number. If there is any chance you will be away, please make arrangements for someone else to check your proof. If the senior author is changing addresses, indicate on the first page of the manuscript to whom the printer should e-mail the proof, e.g., Send Page Proof to: noted in the title page footnote.

REPRINTS

Reprints are available upon request. If a journal series number has been issued, the cost of reprints for IFAS faculty will be paid by the office of the Dean for Research, Gainesville.

REFEREED MANUSCRIPTS

Some authors may request their papers to be peer reviewed. The Society voted to do this at its annual business meeting in Nov. 1997. All manuscripts submitted for consideration for publication as peer-reviewed papers must be received by the production staff by the time of the FSHS annual meeting. "Peer reviewed" must be indicated in the top right corner of the first page (see example of title page).

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