

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 Papers not presented at the meeting will not be published.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. Acceptances of abstracts for presentation at the meeting does not imply acceptance of manuscripts for publication in the Proceedings.
- C. Completed manuscripts in final form, including any figures and tables, hard copy and disk are due at the time of the presentation. Completed manuscripts may be sent in the mail to the Editor or may be given to the Editor at the time of the meeting. There will be a container at the registration desk for submission of manuscripts.

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.
- B. Papers discouraged:
 1. General reviews.
 2. Trip reports unless a unique insight of a relevant subject.
 3. Research with no direct bearing on Florida horticulture.
 4. Papers promoting a commercial product.
 5. Popular articles with information largely available elsewhere.
 6. 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 The Society places preference and publication priority on original, unpublished material.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.
- E. Guide for growers, industry, Extension authors.
 1. Papers detailing grower experiences are encouraged. You do not need to follow the procedure for technical research papers. Simply give your paper title, your 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.

III. Manuscript Review and Publication Costs

- A. Review

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. 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

Two printed 8.5" by 11" pages including tables and figures will be published without charge if the senior author is a paid-up member and has paid the registration fee at the respective annual meeting. Additional pages will be allowed at a charge of \$100.00 per printed page. About 4 pages of double-spaced typing will equal about one printed page in the Proceedings. Excessively long papers will be returned for shortening.

INSTRUCTIONS TO AUTHORS

- a) Check a recent edition of FSHS Proceedings for format and style of papers similar to yours.
- b) Submit one clear, legible, typed manuscript with disk, at time of oral presentation of paper or prior to presentation, by mail to the Editor. If the paper is being submitted for consideration for publication as a peer-reviewed paper, submit 3 copies of the manuscript, with disk, to the Editor.
- c) Use 8.5" x 11" standard weight bond, no printer borders or line numbers.
- d) Leave 1 inch margins around text for editorial comments.
- e) Double-space throughout, including legends, footnotes, tables, and abstracts.
- f) Number all pages upper right corners.
- g) Put figures and tables after Literature Cited.
- h) No hyphenated words on line endings.
- i) IFAS authors must obtain a Journal Series Number from office of Dean for Research, Gainesville. Send two paper copies with transmittal form (from Department Chairman's office) BEFORE PAPER IS PRESENTED. (Journal Series Number is in footnote on first manuscript page).
- j) Manuscript should be reviewed by 2 or more peers before submission.

Top of First Page

Proc. Fla. State Hort. Soc. 20 _____ Paper No. _____
 Business phone _____ Program section _____

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) names should be capitalized but not bold face, and institutional affiliation and address should be in italics:

JOHN D. DOE
*Tropical Research and Education Center
 University of Florida
 Homestead, FL 33031*

- a. No academic titles (such as Assistant Professor, etc.) are to be used.
- b. Authors may be grouped within the same department and institution.
- c. Other authors are listed individually with address.
- d. Institutional affiliation and address in italics.

Additional Index Words

Additional index words in italics. Do not indent. Use key words not listed in title. If none, ignore. Examples: fruit volatiles, rootstocks. No caps unless proper noun. Include scientific names (in italics) of organisms (without naming authority) not in title.

Abstract

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 should separate the abstract from the manuscript text.

Footnotes

Footnotes that are referred to from the title or authors name should be placed at the bottom of the first page even if the Abstract (of IFAS origin) is continued to the second page. The first footnote should not be numbered. It should include, when applicable, the Experiment Station Journal Series Number, acknowledgments, and disclaimers. Other footnotes are referred to by raised Arabic numerals in sequence. Typical Footnotes would be:

(18 space line to separate text from footnotes)

Florida Agricultural Experiment Station Journal Series No. _____. This project was supported by the ABC Foundation.

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, which is a centered main bold face heading.

Materials and Methods

This is a main heading, centered, and will be printed in bold face. Describe in general terms the methods, equipment, 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, centered, bold face.

Citations are given at the end of the text, listed by author alphabetically with multiple senior authors listed chronologically in smaller types.

Use the Harvard system within the manuscript: (Jones, 1992) or (Jones and Brown, 1992). For research previously reported, cite the original paper.

For each citation: List author(s), date published, title, publication, volume, page numbers.

List senior authors in alphabetical order, then secondary authors also alphabetical.

For multiple citations same author, list chronologically. Repeat author names, do not use underlines.

If no author, use Anonymous or the publishing agency.

Use In press at end of citation if manuscript has been accepted for publication.

Do not italicize bulletins, circulars, or journals.

Cite only published materials. Mimeographed reports, letters, personal communications should be included in parentheses in the text, as (J. Jones. University of Florida, personal communication). Some examples follow.

Periodical

Ones, 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. pp. 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. 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, FL.

Extension Circular

Hochmuth, G. J. 1996. Commercial vegetable fertilization guide. *Fl. Coop. Ext. Serv. Cir.* 225D, 32 pp.

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

Agr.	Agriculture	Entomol.	Entomology
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Amer. Anal.	American Analysis	Expt. Ext.	Experiment Extension
Ann.	Annals	Hort.	Horticulture
Annu.	Annual	Inst.	Institute
Austral.	Australian	Intern.	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

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).

Secondary headings are hclc (high-case low-case) bold face and centered. Most paragraph headings may be italicized, or for more emphasis, bold face. Indent as for a normal paragraph.

Tables

Tables are typeset, not photographed and should be double spaced 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 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 borderlines 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.

Indicate the Preferred location of tables and figures by marking location (pencil is ok) in the left hand margin of text.

Figures

Abbreviate Fig. 1, etc., followed by figure legend. All photographs, graphs, and charts are considered figures and are photographed for publication. Legends for figures are typed on a separate page on which the figure is mounted, not on the figure itself, since legends are typeset, not photographed. All figures should be photographs or original line drawings. Photocopies do not reproduce well. Do not glue figures to page as they must be separated. Use paper clips. Put manuscript number, author(s) name, and figure number on the back of each figure. Write lightly in ink or use a stick-on label. Pencils or ballpoint pen marks may show through. Where 2 or more photographs are to be combined in a composite illustration, this should be noted. Place figures after tables in the manuscript.

Make photocopies of figures with captions, then place this page properly in the manuscript. Attach original figures and legends in the manuscript. Thus, there will be no doubt about the figures orientation and captions in the manuscript.

Photos from the less expensive digital cameras tend to be fuzzy (70 DPI). Printer needs 300 DPI from the more expensive digital cameras. Regular camera 4" × 6" prints from 35 mm film in sharp color or black and white are preferred.

The printer can reproduce color prints. The author must arrange to pay separately at \$750 per half page, or \$815 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.

Abbreviations

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

about	ca.
acre	spell out
active ingredient	a.i.
afternoon	PM
and others	et al. (no underline)

approximate	approx. (table only)
atmosphere	atm (table only)
average	avg (table only)
before noon	AM
bushels per acre	bu/acre
centimeter(s)	cm
concentrated	concd (table only)
concentration	concn (table only)
cultivar	cv. (formal use only)
diameter	diam (table only)
dry weight	dry wt (table only)
experiment	expt. (table only); Expt. 1 (text)
feet	ft
figures(s)	Fig.
gallons(s)	gal
gram	g
hectare	ha
height	ht (table only)
hour(s)	hr
inch(es)	spell out
kilogram(s)	kg
liter	spell out
maximum	max (table only)
meter(s)	m
metric ton	MT (table 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 (May, June, July only)
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)	sec
solution	soln (table only)
standard deviation	SD
temperature	temp (table only)
that is	i.e.
ton	T (table only)
versus	vs.
volume	vol (table only)
week(s)	wk (table only)
weight	wt (table only)
year(s)	yr

General

1. Scientific names should be italicized when used as nouns but not when used as 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: 1. rootstocks; 2. when used in the body of a table, or 3. 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-triodobenzoic acid (TIBA).
3. Where possible, full versions and abbreviations should appear in the abstract which is often reproduced separately from the text. Avoid use of non-standard abbreviations in the manuscript.

4. Use the English or metric system of measures as deemed appropriate, but do not mix the 2 systems in the same paper.
5. Fertilizer analyses. Use elemental terms, not as oxides, as K, not K₂O; P, not P₂O₅.
6. Use dates as 18 Nov. or 18 Nov. 1999.

Delivery of Manuscripts after Oral Presentation

DO NOT FOLD. Whether mailed or hand delivered after your presentation, each manuscript should be in a large envelope. If photographs are used, include a stiffener and mark envelope clearly: PHOTOS: DO NOT FOLD. Submit your manuscript in FINAL form to the Editor no later than the time of presentation at the meeting.

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.

Disk Submission Requirements

Combine all text and tables into one file. Do not group two or more papers on a single disc. Label the physical disk with the text file name, (as it appears in the directory), publication name, paper number and the word processing format of the file. (ex: Peaches, FSHS, #101, wp 6.0) Graphics must be proportional to final printing size and allow for no more than 50% reduction. Avoid small screens, dots, and fine lines that will be lost in reductions. Label each figure with author name and figure number(s). Graphics submitted electronically should correspond with the appropriate figure number(s). Listing on the label should include name, generation software and file format. (ex: Fig. 1, illustrator, tiff). Submissions in electronic form (Macintosh preferred), must have an appropriate resolution and file format for printing. Line art should be 600-800 dpi, and photographs 300 dpi. File formats should be either TIFF or EPS. Use a higher dpi if there is any question and only compress files if necessary. Any compressed files must be self extracting. Include a hard copy of your article and graphics that represents the final editing of the electronic version. Include the final electronic version of your article on the diskette. Please remove any previous versions or erroneous files. All text submissions should be in IBM compatible word processing files. (ex: WordPerfect, Word etc.) If you use a proprietary based program or if there is a compatibility concern about your files, use an ASCII format. The FSHS printer, E. O. Painter Printing Company, accepts 3.5" high and low density diskettes, 44-88mb SyQuest, zip and 4mm DAT (Retrospect 2.0Bi) and (Deskape t2.0) and CDs. Diskettes will not be returned.

Galley Proofs and Reprints

As soon as available, galley proofs will be sent by the printer to the senior author. Correct all errors in red pencil and return immediately (with the original manuscript) to the Editor. If there is any chance you will be away, please indicate on the hard copy or make arrangements for someone else to proof read your galley. Foreign authors should make arrangements for a qualified person within the USA 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 address, indicate on the first page of the manuscript to whom the printer should send the galley proof, as, Send Galley Proof to:

Instructions for ordering reprints will accompany galley proofs. 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.

Peer Review of Papers

Some authors may request their papers to be peer reviewed. The Society voted to do this at its annual business meeting in November 1997. All manuscripts submitted for consideration for publication as peer reviewed papers 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.

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