Southern Appalachian Botanical Society

INSTRUCTIONS FOR CONTRIBUTORS

Editorial Policy:
CASTANEA, The Journal of the Southern Appalachian Botanical Society, publishes papers relating to the botany of the Eastern United States. Manuscripts must be original work, not previously published or currently submitted to any other journal.

Manuscripts
Authors are requested to follow the style of papers in the most recent issues of CASTANEA, for Regular Papers, Scientific Notes, and Noteworthy Collections; if you have any questions regarding format, contact the Editor-in-Chief, Chris Randle at: randle@shsu.edu. Papers should no longer be submitted by regular mail or email to the Managing Editor or the Editor-in-Chief. Each manuscript, including figures, should be submitted electronically to the CASTANEA webpage at AllenTrack, at: http://castanea.allentrack2.net/cgi-bin/main.plex. At that webpage, you will be directed to login if you have previously registered with AllenTrack. If you have not previously registered, you will be directed to a webpage where you will register by giving your contact information. Manuscript files should be submitted in Word, WordPerfect, or Rich Text formats. Figures (including images) should be submitted in TIFF, EPS, PDF, or JPG formats. If using Word, do not use the footnote feature for the email address of the corresponding author.

Manuscripts should be written in 12 point Times New Roman or the Arial font, throughout (with the exception of text within Tables or Figures). Manuscripts should have 1-inch margins and be double-spaced throughout. It is not necessary to number pages or number lines; this will be done automatically by the software at AllenTrack. The sequence of material in a Regular Paper should be: Title Page with Title, Author’s(s’) name(s) and address(es), and the email address of the corresponding Author at the bottom of the page; Abstract; five key words in alphabetical order, the body of the manuscript; Acknowledgments; Literature Cited; Tables; Figure Legends; and Figures. Scientific Notes and Noteworthy Collections papers will vary from this format; consult a recent issue of CASTANEA for specific differences. The software at AllenTrack will assemble the manuscript (including Figures and Tables), into a single PDF file.

Abstract: The abstract should comprise no more than 250 words. It should be concise and descriptive of the information contained in the paper, and should be complete in itself without reference to the body of the paper. No literature should be cited in the abstract. Scientific names appearing in the abstract should be given without authority.

The Body of the Manuscript: The Body of the Manuscript, depending upon the nature of the paper, may include the following sections: Introduction; Materials and Methods; Results; Discussion; Acknowledgments; and, Literature Cited. All Tables, Figures, and References must be cited in the text. Each section heading should be bold and aligned to the left on the line before the section. Subsection headings may be used as well. These should appear in italic font, followed by a period, two spaces and the body of the subsection.
A. Citations: In the body of the manuscript, references are to be cited parenthetically by Author(s) surname(s) and year of publication. There should be no comma or other punctuation mark separating surnames and year of publication. For references with two authors, include both names, e.g. (Schilling and Schilling 2015). For references with more than two authors, include only the first author’s surname followed by “et al.” in Roman typeface, e.g. (Ratliff et al. 2015). When citing multiple papers, papers should be cited in the order of publication. Websites should be cited sparingly, and only when the information cited does not appear in any other published material. Appropriate web citations may include colored illustrations, extensive databases, or similar topics relevant to the manuscript. Information essential for the paper must be included in the manuscript, not just referred to at a website. For example, the description of a species range must be described in text, alongside a citation to the USDA or BONAP website.

B. Bibliographic entries: All references in the Literature Cited section must be arranged alphabetically by the first Author’s surname. If two or more entries have the same first author, arrange them in alphabetical order of the second author’s surname. If two or more entries have the same set of authors, list these in chronological order. If two or more entries have the same set of authors and were published in the same year, include a lower case letter after the year (e.g. 2015a, 2015b) in the order that citations appear in the text. Include the year and letter designation in both the literature cited section and in-text citation. In text citations should match this system.

**In-text citation examples**

James, J, 2015.
Jonsey, F. 1990.


Examples of the correct format for the different types of references in the Literature Cited appear at the end of this document.

C. Scientific Names: The first time the scientific name of a plant or other organism is given in the body of the text, the full generic name should be used and the authority should be given. Authorities may be omitted if the name and authority are given subsequently in a species list. If a scientific name is used in the ABSTRACT, omit the authority. Abbreviations for authorities should follow *Authors of Plant Names* (Brummitt
and Powell, 1992; Kew, Royal Botanical Gardens). Authority abbreviations are available at: http://www.ipni.org/index.html. Following the first use of a species name, the generic name should be abbreviated elsewhere, except when it appears at the beginning of a sentence. If two scientific names used in a manuscript are from different genera beginning with the same letter, two letter abbreviations may be used to distinguish the genera, at the discretion of the author. For example, a paper including both *Liriodendron tulipifera* and *Liquidambar styraciflua*, may abbreviate these as *Lr.* *tulipifera*, and *Lq.* *styraciflua*.

D. **Numbers and Units of Measure:** Unless followed by a unit of measure (e.g. 5 cm), integers less than or equal to 10 should be spelled. S.I. units of measurement should be used throughout. When reporting a measurement, include a space between the number and the unit. Numbers greater than 999 should include commas (e.g. 2,394 rather than 2394). The number of decimal places in a reported measurement or analytical result is the author’s discretion; however, authors should try to maintain consistency throughout. Standard unit abbreviations can be found here: [http://physics.nist.gov/cuu/Units/units.html](http://physics.nist.gov/cuu/Units/units.html)

E. **Table and Figure Citations:** Tables and figures should be cited sequentially in the text, and numbered in the order in which they are cited. For example, the first figure to be cited in the text should always be “(Figure 1)”, and the first Table cited in the text should always be “(Table 1)” Table and figure citations are always capitalized.

F. Specimens used in phylogenetic or population genetic studies must be properly vouchered. Voucher specimens must be deposited in a public herbarium by the time of publication. Collector name, number, date and location of the collection, and herbarium should be reported for each voucher. Herbarium acronyms should follow those in *Index Herbariorum*, available at: [http://www.nybg.org/bsci/ih/ih.html](http://www.nybg.org/bsci/ih/ih.html). To the extent possible, GIS coordinates should be provided for all vouchered specimens and sample populations. It is recommended that voucher information is extensive, it is provided in the form of a table in the body of the manuscript or a species list following the Discussion for floristic treatments.

**Tables:** Each table, together with its heading, should be double-spaced, numbered in Arabic numerals, and set on a separate page. Table headings should appear above the table and should begin with the word “Table” followed by the number of the table cited in text and a period. Headings should be fully descriptive of the information in the table; in other words, the table heading should describe the information in the table without reference to the body of the text. Internal lines should be used sparingly, for example, to set off the header row, or a bottom row in which entries represent sums. Shading should not be used. Fonts used in tables should be the same as the one used in the body of the text. Fonts smaller than 12 may be used in tables, so long as the table remains legible. As a rule, table fonts should be no smaller than 8-points.
Figures: Figures should be of sufficient resolution that reviewers can clearly distinguish relevant elements. Figures/images should be submitted in TIF, EPS, PDF, or JPG formats which are at least 300 dpi for line drawings and black and white figures, and at least 600 dpi for grayscale and color figures. Manuscripts for which figures are insufficiently clear may be sent back without review. Figures may be submitted in color if necessary. Figure legends should be numbered in Arabic numerals, and should be grouped on (a) separate page(s) preceding the Figures. Figure legends should be fully descriptive of each figure; in other words, figure legends should describe the information in the figure without reference to the text.

Data Curation
To the extent possible, authors must deposit data sets onto publically accessible databases before publication. Because publically accessible databases are developing rapidly with new databasing options becoming available each year, the choice in database will be left to the authors discretion with the approval of the subject editor. However, we suggest the following databases for different types of data.

A. Many forms of ecological data can be deposited on the DRYAD database:
   http://datadryad.org

B. DNA sequence data should be deposited in the NCBI Genbank database:

C. Phylogenetic trees and data matrices can be deposited in TreeBase:
   http://treebase.org/treebase-web/home.html

D. Morphological and anatomical data can be deposited in Morphobank:
   http://www.morphobank.org

The site of data deposition must be presented clearly in the results section.

Page Charges
Authors are charged $40 per printed page. Charts, photographs, color figures, and tables may incur extra charges. Authors will receive the Castanea Page Charge form when the typeset author page proofs are completed and sent to the corresponding author of an accepted article. These forms and any questions about arrangements for payment of charges may be made by contacting castanea@allenpress.com. Seniors authors who are members of the Southern Appalachian Botanical Society may request 12 free pages (per year) if they do not have grant or full institutional support.
Review Policy
Submitted manuscripts should be accompanied by a cover letter describing the study and indicating that the manuscript in question represents the original work of the authors and is not under review by any other publication. Authors are invited to recommend reviewers. This practice has been shown to greatly hasten the rate at which reviewers are successfully solicited and ultimately the review process. Every manuscript submitted will be reviewed by at least two referees and a member of the Editorial Board. Decision of acceptance or rejection of the manuscript is the responsibility of the Editor-in-Chief.

Revisions:
Revised manuscripts should be returned promptly. A manuscript not returned within 90 days will be considered as a new submission. Corresponding Authors should contact the appropriate Subject Editor for their manuscript if they expect revisions to require more than six months.

Proof and Reprints:
Page proofs will be sent to the Corresponding Author with an order blank for reprints. The page proofs must be returned to the Managing Editor within 48 hours of their receipt. The reprint order is sent by the Corresponding Author to the printer, Allen Press Inc., Lawrence, Kansas. Alterations in the proofs are expensive; changes made by the Corresponding Author in proof, other than those due to printer's error, will be charged to the Corresponding Author at cost. Proofs not returned by the Corresponding Author or Author-designated intermediary will be edited by the Managing Editor and printed in the slated issue.

Formatting Examples for Cited Literature
Most, if not all, references will fall under one of the following formats, respectively. Use the examples below, as well as the most current issue of Castanea to guide formatting of bibliographic entries. If in doubt, contact the Editor-in-Chief.

A) Journal paper, journal not abbreviated:

B) Journal paper, journal abbreviated (abbreviations should follow Botanico-Periodicum-Huntianum), see:
http://www.herbaria.harvard.edu/Data/Publications/publications.html
http://asaweb.huh.harvard.edu:8080/databases/publication_index.html
C) Book:


D) Book, edition:


E) Book, volume:

F) Book, reprint of earlier work:


G) Thesis or dissertation:


H) Chapter in edited book:


I) Taxon treatment in Flora of North America:


J) Paper in edited proceedings:


K) Webpage (general):

L) Webpage (USDA, NRCS PLANTS Database):


Updated: 13 June 2016, Christopher P. Randle, Editor-in-Chief, CASTANEA