



Orchid Digest Guidelines for Papers with Botanical Content

These guidelines are intended for authors writing papers with botanical content. This could be the historical introduction to a paper that largely focuses on horticulture; it could be the description of new species; it could be a discussion about a group of existing species or hybrids. If your paper contains Latin names, at least some of this document will apply. Not all of these guidelines will be applicable to every paper. The *Phytotaxa* information for authors (<http://www.mapress.com/phytotaxa/author.htm>) provides a wealth of information for writers. For the most part, we follow these instructions, with the exceptions and extensions noted in this document. If in doubt, please correspond with our editor (orchiddigesteditor@gmail.com).

In the *Phytotaxa* instructions, the most useful information is under the headings General, Taxonomy, and References, found under the section entitled "Preparation of Manuscripts." While we want a well-structured paper, we do not require all of the parts required for *Phytotaxa*, and while we do want, for example, introductory material, there is no requirement to label it as such. Consult a recent issue of the *Orchid Digest* to see the sort of articles we publish.

Latin names

The first appearance of a name is qualified with the author(s), in the standard format (use ipni.org or Brummitt & Powell for this), e.g., *Phalaenopsis lindenii* Loker. (We depart from these sources in that we use spaces after the periods in initials, for example, not "P.M.Br." but "P. M. Br.") If the name is the first appearance in a paragraph, or if it begins a sentence, the generic name is spelled out. In other instances, the name may be abbreviated to the first letter of the genus followed by the species name, for example, *P. lindenii* for subsequent appearances of *Phalaenopsis lindenii*, if this is unambiguous.

Measurements

Measurements are in metric units. Use the standard abbreviations "mm," "cm," "ca.," etc. If the measurement is less than a whole unit, for example half a millimeter, use a zero and a period before the number. Use the en-dash to separate numbers in a range. Length measurements are provided first, followed by width. Length and width may be expressed as "2 mm long, 1 mm wide" or as "2 × 1 mm," but the two formats are not mixed. Note that "×" is the multiplication sign, not the letter.

Sample measurements: leaf 1-2 cm long, 0.5-1 cm wide; leaf 1-2 × 0.5-1 cm; leaf 1 cm long, 2 cm wide; leaf 1-2 × 0.5-1 cm; peduncle ca. 1 cm long.

Descriptions of new taxa

A diagnosis written in English accompanies the description of new taxa. This diagnosis compares the taxon with those that are most similar.

Descriptions of new species are accompanied by drawings or photographs that fully illustrate the plant, the inflorescence, and the flowers, including a representation of a dissection showing the components of the flower. The illustration must be from a vouchered specimen, preferably with a known relationship to a type. Additional photographs may not be, but it is preferable if they are.

The description includes all of the parts in a standard orchid description, presented in the standard order. Stearn's *Botanical Latin* provides an orchid description that informs most of the versions used today. The *Phytotaxa* instructions provide a simple roadmap: "Taxonomic descriptions should be organised describing the plants from below to above and from outside towards the inner parts."

Specimen lists include the original collection data of the specimen, if known, and the provenance otherwise. If the specimen is from a cultivated plant, provide information on who cultivated it, where it was cultivated, and the date of collection of the specimen.

Keys

Keys are not required, but if you are discussing a number of similar taxa they can be a very useful tool. Keys are indented, with entries in a couplet distinguished by "a" and "b." Within an entry, present the characteristics in the order of the standard description.

Tables

A table is often a convenient way to present comparisons between multiple taxa. The items in the table are listed in the same order as the description. The contents of the cells are consistent vertically and horizontally to enable comparisons.

References

Use references in the author-date format in the text. We prefer the Chicago Manual of Style format but another style is permissible as long as it is used consistently, and all of the information is provided. The reference section in the *Phytotaxa* information for authors is also a good model, but we do not want references for every taxonomic citation (if that is the only appearance of the reference, that alone is considered adequate). Use the full names for books and journals, not the standard abbreviations. Include only references that are cited in the text; include a reference for every citation except as noted above.

Digital Images

Digital images must be as high resolution as possible. The dpi must be 350 at the printed size of 4.5" for the width of the image. That means if we have a printed image at 4 x 5 in, the dpi must be 350 at that size. (A 2 x 3 in image at 350 dpi

would not work at 4 x 5 in, because it would become pixilated when it gets enlarged.)

- For each image include:
- The image file name including the subject/topic,
- A caption for each image giving the subject/plant's name and pertinent details such as origin of plant, location, growers' name,
- The name of the photographer. It is the responsibility of the author to get permission from the photographer for each image submitted.

Preparation of Manuscripts

Please submit electronic manuscripts in a WORD document, **typed single-spaced**, with pages numbered. Please **indent paragraphs**. Please use Times Roman size 12 font.

Please use a single space between the paragraphs.

The lengths of features vary and depend on the topic. We are not concerned about length, and we advise authors to take as much space as the subject demands. Articles in the Orchid Digest vary in length, some are 1900 words and others range from 6000 to 9000 words; one single paced type page with 1-inch margins contains about 500 words.

At the time you submit your manuscript, please provide a **brief biography** of the author(s). Include author(s) e-mail addresses, mailing address (and website address if applicable) after the short biography. **Attach a digital photo (a headshot) of author(s).**

Submissions

Contact the Orchid Digest Editor-in-Chief at odeditor@cox.net. Outline your proposal including the topic, number and type of illustrations, and anticipated length (word count). Once received, the article is evaluated by the editorial staff, and a reply as to acceptance or rejection is then sent to the author within four to six weeks. *Orchid Digest* accepts submissions for features of any length.