ORCHID DIGEST Guidelines for Authors
(Checklist at End of Document)

Orchid Digest welcomes submissions of manuscripts, including full color images and other illustrations, relating to all aspects of orchids. Any author who submits a manuscript to the *Orchid Digest* agrees **not to publish on the same or closely related topics in other journals for a period of twelve months**.

Orchid Digest follows the *Chicago Manual of Style* and uses the *Webster's Encyclopedic Unabridged Dictionary* for spelling, grammar, and punctuation. Text in British English will be modified by the editor to conform to standard American English usage.

Submissions

Contact the Orchid Digest Editor-in-Chief at odeditor@orchiddigest.org. 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.

Deadlines

Manuscripts must be received at least four months prior to the scheduled publication date. The waiting period for publication is typically six months.

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, and website address if applicable after the short biography. **Attach a digital photo (a headshot) of author(s).**

Order and Elements of an Article

Title: Provide a title for the article; shorter is better. *Orchid Digest* staff may add a suitable subtitle to the article.

Article: Begin with an introduction, follow with the body of the article, and then provide a brief conclusion. Be concise, clear, and accurate.

Acknowledgments: Thank those who have contributed to the preparation of the article.

References: We follow the Chicago Manual of Style format.

Author's Biography, E-mail Address, and Photo

       Provide a brief biography for all authors.

       Include mailing and e-mail addresses (and website address if applicable)
          for all authors

       Provide a digital image (headshot) of all authors.

Orchid Names

We use the **World Checklist for Selected Plant Families** as the standard for genus and species names. If you do not agree with the listings found there, you must cite, in the text, your source and why you choose to use that source.

When indicating the parents of a hybrid - it must match the **International Orchid Register**. If you do not agree with the listings, you must cite your source and indicate why the listing differs from the Register.

Indicate botanical names in italics (e.g., *Encyclia citrina).* Common names and grex and cultivar names are placed in Roman type (e.g., spider orchid, coconut pie orchid, *Colmanara Wildcatt* 'Tigereye' HCC/AOS).

Designating epithet as a natural hybrid

Designate an epithet as a natural hybrid by using "×," **THE MULTIPLICATION SIGN** (unicode 00D7) and place it against the initial letter of the name or epithet.

From the ICBN:

H.3A.1. The multiplication sign in the name of a nothotaxon should be placed against the initial letter of the name or epithet. However, if the mathematical symbol is not available and the letter "x" is used instead, a single letter space may be left between it and the epithet if it helps avoid ambiguity. The letter "x" should be in lower case.

Numbers and Measurements
This does NOT apply to flower and plant descriptions.

• Spell out numbers from zero to nine (e.g., one, two, three).

• Write numbers 10 and higher as numbers (e.g., 10, 27, 38, 102);

• Spell out any number that begins a sentence.

• Measurements should include both metric and English measurements, followed by metric equivalents in parentheses.

Acceptable abbreviations:

cm	centimeter(s)	mm	millimeter(s)
dm	decimeter(s)	µm	micrometer(s)
diam.	diameter(s)		
m	meter(s)		

- Separate a number and unit by one space (e.g., 35 cm, 1200 ft).

Cultural Information

When writing an article on hybridizing a particular group of orchids, please also prepare a 250-word essay on how to grow the plants, including advice on necessary light, temperature, water, fertilizer, humidity, and any special care tips. Also include how to control pests and diseases, and how to encourage reluctant plants to flower. Cultural articles should include practical information on growing the orchids in the greenhouse and in the home (on windowsills and under lights).

References/Bibliography

References (contains only sources you have cited in-text) and Bibliographies (a list of sources you cite as well as all the sources you used to generate your article.

We follow *The Chicago Manual of Style:*
Book:
- Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
- Brian Grazer and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

Chapter or other part of an edited book
Henry David Thoreau. "Walking." in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 177–78.

Journal Article
Susan Satterfield. "Livy and the *Pax Deum.*" *Classical Philology* 111, no. 2 (April 2016): 170.

Online version of a book or journal: include the URL—or, if available, DOI—as part of the citation The URL or DOI should be the *last* part of a full citation.

Original Content website content
The title or a description of the page. Titles of websites are generally set in roman without quotation marks and capitalized headline-style.
- Author's last name, first name (if available).
- The owner or sponsor of the site,
- Editor (if available).
- Publication date or date of revision or modification
- Date of access
- Full URL

Note: If you cannot find some of this information, cite what is available.

Photography and Illustrations

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:
- Image file name including the subject/topic,
- Caption for each image giving the subject/plant's name and pertinent details such as origin of plant, location, growers' name,
- Name of the photographer. It is the <u>responsibility of the author</u> to get permission from the photographer for each image submitted.

Delivery of Electronic media

DropBox or other transfer service may be used to transmit materials. Contact us at odeditor@cox.net for instruction on uploading images to our server.

Author Check List:

Prepare manuscript in WORD, typed single-spaced, with pages numbered.

Indent paragraphs and single space between the paragraphs.
Author(s) information to accompany manuscript includes: a brief **biography** of the author(s), ii. E-mail address, and website address if applicable. Please attach a **digital photo** (a headshot) of author(s).

Use the **World Checklist for Selected Plant Families** as the standard for genus and species names. If you do not agree with the listings found there, you must cite, in the text, your source and why you choose to use that source.

When indicating the parents of a hybrid - it must match the **International Orchid Register**. If not, you must cite your source and indicate why the listing differs from the Register.

Designate an epithet as a natural hybrid by using "×" **THE MULTIPLICATION SIGN** (unicode 00D7) and place it against the initial letter of the name or epithet. The multiplication symbol can be found in WORD under INSERT, SYMBOL.

Spell out a genus if it begins a sentence (do not use the abbreviation).

Spell out numbers from zero to nine. Any number that begins a sentence should be spelled out.

Include both metric and English equivalents.

High resolution digital images are required.

  a. The dpi must be 350 at the printed size of 4.5 inches in width.

  b. For each image include:

  c. The image file name including the subject/topic;

  d. A caption for each image giving the subject/plant's name and pertinent details such as origin of plant, location, growers' name;

  e. The name of the photographer. It is the <u>responsibility of the author</u> to get permission from the photographer for each image submitted.

Submit WORD document and images electronically to odeditor@cox.net. Contact editor for transfer arrangements.

<div align="center">

We look forward to working with you!
Sandra Svoboda, Editor-in-Chief
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805.637.1100

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Orchid Digest