

GUIDELINES FOR CONTRIBUTORS
to
***CROSSOSOMA*: Journal of The Southern California Botanists, Inc.**

CROSSOSOMA is published twice per year to disseminate information of interest to professional and amateur botanists in Southern California. We are interested in articles and short notes on all regional botanical topics, including floristic compilations, plant ecology, horticulture, natural history, anatomy, physiology, revegetation, rare plants, invasive plants, noteworthy collections, book reviews, and historical notes. Our focus is on both vascular and non-vascular plants of southern California and adjacent, floristically related regions. We encourage submissions of studies, informal notes, observations, and opinion pieces, from academic, professional, and amateur authors. We sincerely believe that everyone interested in this field has some meaningful botanical observation or insight that warrants sharing in these pages. This information is invaluable, yet is at risk of permanent loss if it goes unrecorded. We offer *CROSSOSOMA* as a venue to pass it along. Please contact the editors to submit pieces for publication or to share ideas for possible articles (contact information below).

SUBMISSION OF ORIGINAL MANUSCRIPTS

Manuscripts intended for inclusion in *CROSSOSOMA* may be submitted directly to the editor (address below). Please do not submit material that has been simultaneously submitted elsewhere. The contents of a manuscript should have its origin with the author(s). Complete and appropriate citations should be provided for any information that is not original.

Formal articles and lengthier contributions will be circulated for peer review. Authors may wish to suggest appropriate or qualified peers, especially for manuscripts concerning specialized or technical subjects. Noteworthy collections, field notes, letters to the editor, book reviews, and similar short items are usually reviewed by the editors without external peer review. Depending on recommendations of the peer reviewers and editors, manuscripts will generally be returned to the contributor for at least one revision prior to inclusion in *CROSSOSOMA*.

All articles should be in English (some common botanical Latin or Greek terminology is to be expected). The editors suggest that manuscripts dealing with taxa that occur in Mexico include a Spanish translation of the abstract or, for shorter pieces, a Spanish translation of the entire manuscript. Correct Latin, Greek, or Spanish are the responsibilities of the author(s).

PAGE CHARGES

CROSSOSOMA is printed in black-and-white on matte paper; for this format, there are no page charges assessed for contributors. Paper reprints generally are provided only on arrangement with the editors. We will consider publishing color images on a case by case basis, based on publication budget, quality of the submitted images, and added scientific value of color vs. black and white images. Authors may wish to contribute toward publication of color images. The cover of each *CROSSOSOMA* issue is printed in color; the editors invite authors to submit color photographs or illustrations for the cover of the issue in which their contributions appear.

FORMAT

Software.

Manuscripts should be submitted electronically as Microsoft Word documents. Tables, figures, or appendices should be submitted as separate files in appropriate formats (e.g., .pdf, .xls, .jpg, .tif). Other paper or electronic formats may be accepted by arrangement with the editors. Please avoid specialized line spacing, text blocking, heading or subheading commands, and other formatting or styles.

Page, line, and typeface format.

Please use Times New Roman, 12 pt., or a similar font; double space throughout; leave the right-hand margin unjustified; and minimize formatting complexity throughout the manuscript, including tables and figures. Use only a single space at the end of each sentence. Include a header on each page with the author's name(s) and an abbreviated manuscript title. Please include page numbers in a header or footer. A general format guide for manuscripts is shown in Figure 1 (next page).

Tables and figures.

Place tables and figures on separate pages at the end of the manuscript (following Literature Cited) or in separate files. Table and figure captions may be on the page with their respective table or figure, or may be on a separate caption page. Tables, appendices, and illustrations must be designed for a print area of approximately 11 x 16 cm (4½ x 6½") per page, with symbols and other details legible when printed at this size. Maps must include scale bars so that scale will remain accurate if the map is reduced for printing. Maps must provide some geographic context such as latitude/longitude, well known landmarks, or an inset map at smaller scale

MANUSCRIPT TITLE

(double spaced, all caps, bold, centered)

Authors Name(s)

(bold, centered)

Author's affiliation(s) and contact information

(double spaced, centered)

ABSTRACT: (all caps, bold): Text double spaced, begins on same line.

KEYWORDS: (all caps, bold): Keywords themselves double spaced, begins on same line.

PRIMARY HEADINGS (e.g., **INTRODUCTION, METHODS, RESULTS, DISCUSSION, CONCLUSIONS, LITERATURE CITED**) (all caps, bold)

Text double spaced; begins on new line.

Secondary Headings (e.g., **Study Area, Experimental Design, Data Analysis**) (bold)

Text double spaced; begins on new line.

Tertiary Headings (bold, italics). Text double spaced; begins on same line.

Quaternary Headings (underline). Text double spaced; begins on same line.

ACKNOWLEDGEMENTS (all caps, bold): Text double spaced; begins on same line.

LITERATURE CITED (double spaced; do not indent)

APPENDIX (e.g., **CHECKLIST**)

(all caps, bold, centered, double spaced)

Figure 1: General formatting for *CROSSOSOMA* manuscripts.

to indicate general location. Photographs should be submitted full size in either .jpg or .tif formats, at 300 dpi resolution. Authors may wish to submit a separate “mock-up” version of the manuscript in .pdf format to recommend placement and appearance of illustrations, charts, or specialized design or formatting requirements.

WRITING STYLE

General

Writing should be simple and direct. Articles should be as long and complex as necessary for the subject matter, but no longer. Please organize the text carefully using headings and subheadings. Try to be certain that each piece of information is stated only once, as clearly as possible, in the most appropriate section. Please use active voice and first-person pronouns (“we selected four study sites; I observed the populations over the course of six growing seasons”). Limit the passive voice to statements emphasizing the object acted upon, or where the actor is unimportant to the action (“the data were compiled”). Please avoid wordy phrases that may be shortened or eliminated. For example, the words “this species” can usually be replaced with “it”; the phrase “is known to” can almost always be deleted with no information lost. “Now” can usually be omitted, except when there is likelihood of confusion with the past or future. Where clarification is needed, “now” should not be replaced with wordy alternatives (e.g., “at the present juncture”). Please write as precisely as possible. Take special care with potentially ambiguous terms such as “population,” which implies reproductive isolation from other populations, and may be confusing where referring to the plants of a given taxon growing at a particular location. We suggest Strunk and White (1999) as a general guide. There also are numerous style guides for scientific and general writing available online and in more formal publications. A few are listed as examples of Literature Cited, below.

Vouchers, Voucher Citations, and Floristic Documentation

Floras and checklists should be based on voucher specimens, cited in the manuscript or in an appendix, indicating the collector, number or date of collection, and the herbarium where each specimen is housed (e.g., *J. Wood 657 RSA* or *S. White s.n. 12 Jul 1998 UCR*). Standardized herbarium acronyms may be found in Thiers (online; see Literature Cited, below). Floristic studies not supported by vouchers, or based on vouchers not yet accessioned into a recognized herbarium, may be considered on a case by case basis, but generally will be discouraged.

Nomenclature

Please use the Latin names of plant taxa throughout the manuscript. The taxonomic authority for each taxon should follow the taxon name the first time that it appears in the main body of the text (but not the abstract). In manuscripts containing detailed appendices (e.g., checklists), authorities need not be provided in main text but should appear in each entry of the appendix. The first use of the Latin name in any paragraph should be spelled out (*Genus species* subsp. *subspecies*). Additional appearances of the name in the same paragraph may be abbreviated (*G. species* subsp. *subspecies* or *G. s.* subsp. *subspecies*) except at the beginning of a sentence or where the abbreviation would cause ambiguity. Use the abbreviations “subsp.” for subspecies and “var.” for variety. Taxonomy and nomenclature should generally conform to a widely available reference such as Hickman (ed., 1993). If other nomenclature is used, please also provide more familiar synonyms. At their option, authors may also provide common names for selected taxa (e.g., in an introductory section or in a checklist) but common names should not stand alone anywhere in the manuscript. Common names should be in lower case, except when they include proper nouns (e.g., coast live oak, Engelmann oak). Where a Latin name also serves as a common name, it should not be capitalized (e.g., Charlotte’s phacelia).

Abbreviations

Words or phrases that have fairly standard and widely recognized abbreviations may be used, e.g., “mi” (mile), “ft” (feet), “m” (meter), “cm” (centimeter). Spell out the numbers one through ten and any number at the beginning of a sentence. Acronyms should be defined on first appearance.

Calendar Dates

Please report dates in the format day month year, with the name of the month abbreviated in three letters (e.g., 10 Feb 2010). Date formats using numbers for months are inherently ambiguous (10-2-2010 vs. 2-10-2010).

Units of Measure

We recommend metric units for most purposes, excluding latitude/longitude. However, due to the ubiquity of USGS topographic maps and data derived from them, we recommend reporting elevations in both feet and meters. Please report latitude and longitude using degrees and minutes. Minutes may be reported in decimal format (e.g., 34° 06.70’ N) or more traditional degrees/minutes/seconds

(34° 06' 42" N). At their option, authors may also provide UTM location data. GPS data should specify its datum reference (generally NAD 83). Please avoid reporting false precision in elevation, latitude, longitude, or other data. For instance, hand held GPS units commonly report latitude and longitude to five places past the decimal (e.g., 34.00412° N), though only the first three of those are meaningful within the units' typical margins of error. Authors should bear in mind that 0.001° of latitude in southern California is a distance of about 11 m (36 ft) and that 0.00001° of latitude is about 1 dm. Similarly, generalized elevation data should be reported to the same number of significant figures when converted to other units. Thus, 900 m, reported to one significant figure, is about 3,000 ft, rather than 2,952 ft. Definitions and correct use of significant figures are covered in most Introductory college chemistry textbooks and online sources.

Errata

The editors encourage readers and authors to point out errata they may encounter in *CROSSOSOMA* for publication and correction in a subsequent issue.

Citations

Within text. With the exception of “common knowledge,” any information that is not original to the author should be supported by one or more citations, by author and date. Within text, these may take the form “Smith (2009) reported that the flowers are yellow” or “The flowers are yellow (Smith 2009).” Cite works by two authors as: (Smith and Jones 2010). If there are three or more authors, use the form: (Smith et al. 2010). Where two or more citations appear together, list them chronologically, separated by a semicolon, as: (Smith 2009; Jones 2010). If there is no publication date on a paper report, cite it as: Smith (no date). Where appropriate, replace the publication date with the words “in review” or “in press.” Where personal communications or unpublished notes are cited, provide affiliation or other information to identify the person (e.g., “pers. comm., G. Wallace, US Fish and Wildlife Service, Carlsbad, California” or “unpublished data, J. M. Porter, Rancho Santa Ana Botanic Garden”). For online publications, cite the date if one is provided by the site. If no date is provided, do not use the access date as a citation. Instead, cite it as: Smith (online).

Literature Cited. Please be certain that every work cited in the text is included in the literature cited section, and *vice versa*. Citations should be in order alphabetically by 1st author, then grouped by number of authors (one, two, or more), alphabetically and then chronologically within each group. In general, use the format seen in most biological sciences journals. Please double space the

Literature Cited section and avoid indentation or other formatting commands. Do not use italics or boldface for the titles or volumes of articles, books, or journals. Capitalize book titles but not article, chapter, report, or web site titles; do not abbreviate book or journal titles. Do not use postal codes to identify states. Some examples are provided below.

Books. Provide the name(s) of the author(s) or editor(s), year of publication, title, publisher, location (city and state; exclude state if part of publisher's name; include country if outside the US). Number of pages is optional. Indicate "eds." if it is an edited volume. Authors may wish to omit the words "a" or "the" if either one is the first word of the title.

University of Chicago Press Staff. 2003. *Chicago Manual of Style, 15th ed.* University of Chicago Press, Chicago, Illinois.

DiTomaso, J.M. and E.A. Healy. 2007. *Weeds of California and Other Western States, Vols. 1 and 2*. Publication 3488, University of California Agriculture and Natural Resources, Oakland.

Garner, B.A. 2009. *Garner's Modern American Usage*. Oxford University Press, Oxford, UK.

Hickman, J.C. (ed.) 1993. *Jepson Manual: Higher Plants of California*. University of California Press, Berkeley.

Holland, V.L. and D.J. Keil. 1995. *California Vegetation*. Kendall/Hunt, Dubuque, Iowa.

Lincoln, R., G. Boxshall, and P. Clark. 1998. *Dictionary of Ecology, Evolution and Systematics, 2nd ed.* Cambridge University Press, Cambridge, UK.

Strunk, W. and E.B. White. 1999. *The Elements of Style, 4th ed.* Allyn and Bacon, Boston, Massachusetts.

Articles Published in Journals. Provide the name(s) of the author(s), year of publication, title, name of journal, volume number, and page numbers:

Clifton, G.L., R. Buck, and S.R. Hill. 2009. A new *Sidalcea* (Malvaceae) from northeastern California. *Madroño* 56:285-292.

Scott, J.M., D. D. Goble, J. A. Wiens, D. S. Wilcove, M. Bean, and T. Male. 2005.

Recovery of imperiled species under the Endangered Species Act: the need for a new approach. *Frontiers in Ecology and the Environment* 3:383–389.

Articles or Chapters Published in Books. Provide the author(s), year of publication, and title as above (for article citations). Following the title, provide the book reference as page numbers, editors, book title, publisher and location information as above (for book citations).

Barkworth, M.E. 2003. *Spartina*. Pages 240-250 in Flora of North America Editorial Committee (eds.), *Flora of North America*, Vol. 25. Oxford University Press, New York, New York.

Ferren, W.R. Jr. 1989. Recent research on and new management issues for southern California estuarine wetlands. Pages 55-79 in A.A. Schoenherr (ed.) *Endangered Plant Communities of Southern California*. Special Publication No. 3, Southern California Botanists, Claremont.

Grewell, B.J., J.C. Callaway, and W.R. Ferren, Jr. 2007. Estuarine wetlands. Pages 124-154 in M.G. Barbour, T. Keeler-Wolf, and A.A. Schoenherr (eds.), *Terrestrial Vegetation of California*, 3rd ed. University of California Press, Berkeley.

Unpublished Reports. Please use the author's or publisher's recommended citation if one is provided, with formatting changes as needed to conform to *CROSSOSOMA* style. Otherwise, please provide, to the extent possible, the authors, report title, name of the publishing agency or entity, and enough additional information to enable a reader to find the publication. Please use a person's name as author if one is available. If an agency is named as author, please use the full agency name and, if an acronym is used in the article's text, include it in parentheses. If the report is available online, please provide the URL (in italics) and access date.

US Fish and Wildlife Service (USFWS). 1984. Recovery plan for salt marsh bird's-beak (*Cordylanthus maritimus* subsp. *maritimus*). US Fish and Wildlife Service, Portland, Oregon. 92 pp. Online: http://ecos.fws.gov/docs/recovery_plan/851206.pdf (accessed 11 Jan 2010).

Zedler, J.B. 1982. The ecology of southern California coastal salt marshes: a community profile. FWS/OBS-81/54, USDI Fish and Wildlife Service, Washington, DC. 110 pp.

Web citations. For all citations to web sites, please provide URLs but remove the default MS Word hyperlink formatting and use italics, instead. Cite the URL as

follows. “Online: *http://URL* (accessed day-month-year).” For reports or articles not inherently web-based, such as the US Fish and Wildlife Service recovery plan cited above, please provide a standard citation and add the URL if the report can be downloaded from a stable online site. For reports or articles that are primarily web-based, please modify the formats described above for articles published in journals or for unpublished reports, with appropriate data from the web site. Do not cite the URLs of web pages generated by a specific search or query such as search results from CNPS or the Consortium of California Herbaria. Instead, please cite the URL of the search page. See examples below.

California Native Plant Society (CNPS). 2011. Inventory of Rare and Endangered Plants (online edition, v8-01a). California Native Plant Society, Sacramento, California. Online: *http://www.rareplants.cnps.org/* (accessed 10 Feb 2011).

Consortium of California Herbaria. 2010. Online: *http://ucjeps.berkeley.edu/consortium/* (accessed 22 Feb 2010).

May, M.R., M.C. Provance, A.C. Sanders, N.C. Ellstrand, and J. Ross-Ibarra. 2009. A Pleistocene clone of Palmer’s oak persisting in Southern California. PLoS ONE 4(12): e8346. Online: *http://www.plosone.org/article/info:doi/10.1371/journal.pone.0008346* (accessed 11 Jan 2010).

Thiers, B. Online. Index Herbariorum: A global directory of public herbaria and associated staff. New York Botanical Garden’s Virtual Herbarium. *http://sweetgum.nybg.org/ih/* (accessed 31 Mar 2010).

Tischler, M.E. Online. Scientific writing booklet. *http://www/biochem.arizona.edu/marc/Sci-Writing.pdf*. (accessed 29 Dec 2010).

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