

ORCHID DIGEST Guidelines for Authors (Details Follow Checklist)

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

Orchid Digest follows the Chicago Manual of Style and the Webster's Encyclopedic Unabridged Dictionary for spelling, grammar, and punctuation. The editor will modify text in British English to conform to standard American English usage.

Submissions

Contact the Orchid Digest Editor-in-Chief at orchiddigesteditor@gmail.com. Outline your proposal, including the topic, number, and type of illustrations, and anticipated length (word count). Once received, the editorial staff evaluates the article, 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 before scheduled publication date.
- The waiting period for publication is typically six months.

Author Check List

1. Prepare the manuscript in WORD

- a. **The WORD document must be typed single-spaced.**
- b. **Indent paragraphs and single-space between the paragraphs.**
- c. Author(s) information to accompany manuscript
 - i. Brief biography of the author(s).
 - ii. E-mail address, mailing information, and website address if applicable
 - iii. Attach a digital photo (a headshot) of the author(s).

2. 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 chose to use that source.

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

4. 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.

5. Spell out a genus if it begins a sentence (do not use the abbreviation).
6. Spell out numbers from zero to nine. Any number that begins a sentence should be spelled out.
7. Include both metric and English equivalents.
8. 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:
 - i. The image file name, including the subject/topic;
 - ii. A caption for each image giving the subject/plant's name and pertinent details such as origin of plant, location, and the growers' name;
 - iii. The name of the photographer. The author is responsible for getting permission from the photographer for each image submitted.

Submit the WORD document and images electronically to orchiddigesteditor@gmail.com. Contact the editor for transfer arrangements.

Preparation of Manuscripts

- Please submit electronic manuscripts in a **WORD document, typed single-spaced. Please indent paragraphs and use Times Roman size 12 font.**
- The lengths of features vary and depend on the topic. We are not concerned about length and 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-spaced typed 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 the author(s) e-mail addresses, mailing address (and website address if applicable) after the short biography. Attach a digital photo (a headshot) of the 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 an article.
- **References:** We follow the Chicago Manual of Style format.
- **Author's Biography, E-mail Address, and Photo**

- o Provide a brief biography for all authors.
- o Include all authors' e-mail addresses.
- o 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.
 - o If you do not agree with the listings found there, you must cite in the text your source and why you chose to use that source.
- When indicating the parents of a hybrid, it must match the International Orchid Register.
 - o 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 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 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 unavailable 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 lowercase.

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)
 - dm decimeter(s)
 - ml millimeter(s)
 - µm micrometer(s)
 - diam. diameter(s)
- Separate a number and unit by one space (e.g., 35 cm, 1,200 ft).

Cultural Information

When writing an article on hybridizing a particular group of orchids, such as red phalaenopsis or compact cattleyas, 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

Editors will assist with manuscript format and style based on recent editions of The Chicago Manual of Style.

- 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 in a headline style.
Author's last name, first name (if available).
 - 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.

Digital Images and Illustrations

Digital images must have as high a resolution as possible. The dpi must be 350 at the printed size of 4.5" for the width of the image. 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. The author is responsible for getting permission from the photographer for each image submitted.

Delivery of Electronic media:

DropBox may be used to transmit materials.

- Contact us at orchiddigesteditor@gmail.com for instructions on uploading images to our server.