

# Author Instructions

The ASHS Publications Manual is the primary style guide for authors, editors, and reviewers of articles submitted for publication in the *Journal of the American Society for Horticultural Science* (*Journal*), *HortScience*, and *HortTechnology*. If you do not find the answer to a grammatical or style question in this manual, please refer to *The Chicago Manual of Style*.

## Publication Policies

### MANUSCRIPT SUBMISSION

Submit papers online through the ASHS website ([ashs.org](http://ashs.org)).

- *HortScience*: <http://hortsci.msubmit.net>
- *Journal*: <http://jashs.msubmit.net>
- *HortTechnology*: <http://horttech.msubmit.net>

Scroll down to the bottom of the page, and click on the link at bottom left: “New authors should register for an account.” Provide the required information on the following screens to set up an account. Then give information about the files for your paper. Upload the files for the paper, which will be converted to a PDF file. After the file is converted, you will be asked to view the PDF and approve it, and then submit the paper. More information about submitting online is available on the ASHS website under “Author Resources.”

### SUBJECT MATTER (MISSION STATEMENT)

The *Journal* is a bi-monthly publication containing papers on results of original research on horticultural plants and their products or directly related research areas. Its prime function is communication of mission-oriented, fundamental research to other researchers.

*HortScience* is a monthly publication containing applied horticultural information of interest to a broad array of horticulturists. Its goals are to apprise horticultural scientists and others interested in horticulture of scientific and industry developments and of significant research, education, and extension findings or methods.

*HortTechnology* is a bi-monthly publication designed to serve as the Society’s primary outreach publication; provide science-based information to professional horticulturists, practitioners, and educators; promote and encourage the interchange of ideas among scientists, educators, and professionals working in horticulture; and provide an opportunity for peer review of practical horticultural information.

### PRIOR PUBLICATION

Any information that is already in the public domain in a scientific context will be considered published and will not be published again by the Society. Submission of a manuscript to ASHS implies no concurrent submission elsewhere. Manuscripts submitted to the *Journal* and *HortScience* should be substantially different from industry-oriented publications and locally published progress or extension reports. For *HortTechnology*, if a question exists about previous publication, send copies of the previously published material to the Editor. If industry-oriented publications will appear before the scientific article, make sure

the industry report describes the take-home lesson and does not place the supporting data and graphs in a scientific context, as is customary in scientific articles. ASHS expects, but does not require, “first right” for publication of research reports presented at ASHS annual conferences.

### COPYRIGHT

ASHS retains copyright for all Society publications. Permission to reprint, republish, or reproduce individual contributions or parts of contributions must be obtained from ASHS in writing. Send requests directly to the ASHS Executive Director via email. ASHS requires that credit be given by indicating the volume number, pagination, and date of publication.

### REVIEW POLICY AND PROCEDURE

Before submission, manuscripts must be reviewed by two colleagues and revised appropriately, with the names of the internal reviewers entered into the “Manuscript Comment” text box in the online manuscript submission form. The author must also provide the names, institutions, and email addresses of five potential reviewers for external peer review. Do not list colleagues who are close associates, collaborators, or family members. Note that co-authors may not be listed as either internal reviewers or as potential reviewers for external peer review.

All manuscripts must be submitted in standard English. Authors whose primary language is not English should obtain editorial assistance before submitting the manuscript.

Manuscripts must be in ASHS style to be considered for publication. Submitted manuscripts that do not conform to ASHS standards will be returned to authors for correction. The purpose of the reviews is to assure readers that competent, independent professionals have found the published papers acceptable. Some revision is usually necessary after the reviews, and final acceptance generally depends on satisfactory revision. An appeal of a declined submission may be made to the Editor-in-chief if the author does not agree with the final decision. A manuscript is considered withdrawn if the author has not responded within 2 months to a request for revision.

## Procedure after Acceptance

### HORTSCIENCE

After acceptance of the manuscript, authors will receive an email message from the Editor-in-Chief instructing them to send an email with the final version of the manuscript and figures as attached files. Send text in Microsoft Word. If you have nonstandard word processing software, submit a Rich Text Format or ASCII file. Preferred formats for graphics are EPS, TIFF, JPG, or PDF. GIF files are not suitable for publication.

### JOURNAL AND HORTTECHNOLOGY

Page proofs are sent in PDF format via email to the corresponding author. Look for an email message from “ashrproofs@dartmouthjournals.com” with your manuscript number and

eProof in the subject line. Authors are charged for more than five alterations made on the page proofs (at \$10 per correction) that are not editor errors.

## PUBLISHING FEES

Publishing fees (page charges) apply to all papers published. Colloquium papers are allocated three published pages free of charge. Any pages in excess of the three free pages will be charged to the author(s) at the normal rate.

Publishing fees for papers accepted to ASHS journals are \$100 per page for papers where one of the authors or co-authors is an ASHS member. If none of the authors are ASHS members, the publishing fees are \$190 per printed page. For the paper to be eligible for one of the Society's publication awards, at least one author of the paper must be an ASHS Member.

There are additional fees for printing any photographs or graphics in color. There are also options to have figures appear in color in only the online version of the paper.

A link to the PDF file of the published article will be emailed to the corresponding author.

## Manuscript Preparation

### FORMAT

Your paper must be in the correct format for submission. Double-space all text, and use line numbers (enable the line numbering feature in your word processing program). Line numbers help reviewers to refer to particular points in your paper.

All tables, figures, and figure captions should be placed at the very end of the paper, after the Literature Cited. Provide a figure caption page, with all captions together on one page, with the figures themselves labeled as Fig. 1, Fig. 2, etc. Place table heads with the tables.

Authors must provide the names, institutions, and email addresses of five potential reviewers for external peer review. The author is also asked to give the names of two colleagues (who are not co-authors) who provided an internal review of the paper prior to submission. Submissions will be returned if this information is not provided.

The Publications Dept. will assign a manuscript number to each new or resubmitted manuscript; refer to this number in all subsequent correspondence. Upon receipt of a manuscript, the author will be sent an acknowledgment email message indicating the date of receipt and the manuscript number.

### CATEGORY

Indicate in which category you wish your submission to appear. The Editor may change designation to meet editorial guidelines. Authors will be consulted.

### Journal

**FULL-LENGTH RESEARCH REPORTS**—Detailed reports of original research results on various aspects of horticultural science and directly related subjects constitute the major part of this publication. Choose from the following categories:

- Applied Genomics
- Developmental Physiology
- Environmental Stress Physiology

- Food Science
- Genetics and Breeding
- Molecular Biology–Biotechnology
- Photosynthesis, Source–Sink Physiology
- Postharvest Biology
- Reviews
- Seed Physiology
- Soil–Plant–Water Relationships

### HortScience

**BOOK REVIEWS**—Informative but critical reviews of books, monographs, and other communication media (computer programs, films, slide sets, web pages, etc.) are published. The Book Review Editor solicits book reviews. Authors, publishers, or distributors should submit books for review to the ASHS Publications Dept.

**COVER STORY**—(with color cover photograph) Send digital images of sufficient resolution to be enlarged. Vertical formats are preferred. Front covers can be used in conjunction with any article. Send inquiries via email directly to ASHS Headquarters ([hortsience@ashs.org](mailto:hortsience@ashs.org)).

**CULTIVAR AND GERmplasm RELEASES**—This section contains recent releases of new cultivars and germplasm and includes information on origin, description, availability, and comparative data. Releases have no abstracts. Inclusion of high-quality photographs is encouraged if the novel feature is clearly visible. Inclusion of a pedigree is expected, when feasible. Color photographs are encouraged, but incur extra charges.

**FEATURES, COLLOQUIA, AND WORKSHOPS**—Feature articles should emphasize and review specific problem areas or developments of horticultural interest. Features may be solicited by the Editor-in-chief, but any qualified author may contribute. Papers from Colloquia and Workshops arranged by ASHS will be published by the Society. Feature articles, including solicited manuscripts, and papers from Colloquia and Workshops are subject to review. New cultivar lists and similar material are also published.

**MISCELLANEOUS**—(formerly Notes). The subject matter might encompass investigations or observations for which statistical design and analysis might not apply. Emphasis is on concise presentation of novel information. Contributions may include the following:

- Articles of wide interest, including interpretive presentations of applied research findings, with emphasis on commercial applications.
- Short report of original research or of cooperative research among horticulturists and growers or industry representatives.
- Observations of particular value to those in research, extension, teaching, or industry.
- Computer software developments as applied to horticulture.

**REPORTED DEATHS**—Obituaries are published. Email news of a reported death of an ASHS member or other person of general interest to horticulturists, with a photo if available, to: [pubs@ashs.org](mailto:pubs@ashs.org).

### RESEARCH REPORTS

- Breeding, Cultivars, Rootstocks, and Germplasm Resources: Fruits; or Vegetables and Ornamentals
- Crop Production: Floriculture; Grapes and Berries; Herbs, Spices, Medicinal, and Aromatic Plants; Nursery and Land-

scape Plants; Subtropical and Tropical Fruits; Temperate Fruit and Tree Nuts; or Vegetables

- Disease and Pest Management
- General Horticulture
- Growth Regulators (applications)
- Marketing and Economics
- Postharvest Biology and Technology: Ornamentals; Temperate Fruits; or Vegetables
- Propagation and Tissue Culture
- Soil Management, Fertilization, and Irrigation
- Statistics
- Turf Management

**VIEWPOINTS**—These articles serve as a forum for opinions of broad interest to horticulturists and the Society. Manuscripts may be solicited by the Editor-in-chief, but all Society Members are urged to submit their views at any time.

## ***HortTechnology***

Part of each issue of *HortTechnology* may be devoted to a “theme” of broad or current interest. Individuals and ASHS Working Groups are encouraged to suggest themes. Manuscripts are solicited for five peer-reviewed categories, which will be a part of each issue. Papers in all other categories are also peer-reviewed.

**EXTENSION EDUCATION METHODS**—Full-length articles covering innovative methods for dissemination of knowledge through the classroom or in extension programs.

**FEATURES**—Articles will discuss current status (from the scientific literature and/or experience) of a topic of interest to applied horticulturists. These may appear as a series and may be a part of the theme of a particular issue.

**NOTES**—Summary discussions of efficacy tests, demonstrations, and trials.

### **ORGANIC HORTICULTURE**

### **PRELIMINARY AND REGIONAL REPORTS**

**PRODUCTION AND MARKETING REPORTS**—Brief reviews of methods, economics, cost comparisons, and marketing of products.

**PUBLIC HORTICULTURE**—This section will serve to identify common ground, encourage discussion, and facilitate the exchange of peer-reviewed, research-based information between members of the horticultural science and public horticulture communities. Possible research areas for consideration can address the art and science of cultivating plants in spaces for public use and enrichment, including, but not limited to, botanical gardens, arboreta, municipal parks, nature centers, zoological parks, and museums with public landscapes. Studies that examine and analyze the

varied dimensions of how these public institutions enhance the quality of life for the public through plant displays, education and interpretation, conservation, and outreach are welcome and encouraged.

**RESEARCH REPORTS**—Brief research and development reports of interest to professional horticulturists or special groups of readers. They may be related to a theme of an issue.

**REVIEWS**—Articles that have an historical review of subject matter or cover a diverse topic.

**TECHNOLOGY AND PRODUCT REPORTS**—Brief treatments of innovative technologies, methodologies, or products. They are not to be promotional discussions.

**TEACHING METHODS**—Full-length articles covering innovative methods for dissemination of knowledge in the classroom in teaching programs.

### **VARIETY TRIALS**

**WORKSHOP AND COLLOQUIA PROCEEDINGS**—Appropriate papers presented in ASHS Working Group workshops at the ASHS Annual Conference. Papers should be submitted as soon after the Conference as feasible. Workshop and colloquium papers are subject to peer review.

## **UNITS IN HORTTECHNOLOGY**

Unlike the Journal and HortScience, HortTechnology authors are asked to report their data only in the original units of measurement. For each paper, editorial staff will prepare a custom table of conversion factors to assist readers in calculating SI and/or U.S. equivalents for the specific units reported in the manuscript.

In those cases when the original data were collected in U.S. units, authors should report in U.S. units. When SI units were used, authors should report SI units. Manuscripts often will contain a mixture of U.S. and SI units. Tables and figures should report original units with conversion factors reported in table footnotes and figure captions.

## **REFERENCES**

- Chicago Editorial Staff. 2010. The Chicago manual of style. 16<sup>th</sup> ed. University of Chicago Press, Chicago, IL. <<http://www.press.uchicago.edu>>.
- Council of Science Editors. 2006. Scientific style and format: The CSE manual for authors, editors, and publishers. 7<sup>th</sup> ed. Council of Science Editors, Reston, VA. 8<sup>th</sup> edition to be released Apr. 2014. <<http://www.councilscienceeditors.org>>.
- Liberty Hyde Bailey Hortorium. 1976. Hortus third: A concise dictionary of plants cultivated in the United States and Canada. 3<sup>rd</sup> ed. Macmillan, New York.