

Workshops and Special Topic Session Publication Guidelines

Papers should be submitted **within 6 months** of the date of the Conference where they were presented.

Although published together, papers are submitted and travel individually through the peer review system, and are subject to publishing fees.

The manuscripts will be peer-reviewed and must meet the same standards for publication as any manuscript submitted to either **HortTechnology** or **HortScience**.

Because these will be published together as a Workshop, we ask that there be a "Coordinator" who will be responsible for ensuring that the authors submit their papers (and later revisions) in a timely manner, select the order in which the papers should appear in the section, and generally keep things moving collectively.

The Coordinator should send an email the Editor in Chief in advance indicating intent to submit a Workshop for publication.

Send email to:

For HortTechnology: email horttech@ashs.org

For HortScience: email hortsience@ashs.org

In the email please include:

- Title of Workshop
- Workshop Coordinator - this person serves as overall point of contact for the Workshop.
- Titles of all papers that are expected to be included in the published Workshop.
- Author Name(s) for each paper - this person is our direct point of contact for questions concerning the individual paper (i.e. Corresponding Author)

The Coordinator may write a short (1-page) introduction to the Workshop or Special Section, background about the Workshop sessions held in conjunction with the ASHS Conference, the history and purpose, the presentations, etc.? This is optional (no charge), but preferred.

***** Information for authors *****

1. Papers should be submitted individually to the manuscript submission site

For HortTechnology: <<https://horttech.msubmit.net>>

For HortScience: <<https://hortsci.msubmit.net>>

All papers associated with the workshop must be submitted to the same journal.

Note that the Journal of ASHS does not publish workshops.

2. One author on each paper should be designated as the "Corresponding Author" to upload an individual paper.

The "Corresponding Author" will serve as our primary "point-of-contact" for his or her paper throughout the publication process and will be the person who will receive reviewer comments, accept/decline decisions, page proofs, and will be the person invoiced for his or her paper.

3. Each paper should carry the footnote "This paper is based on information presented during the ***** (insert name of Workshop or Special Topic Session), presented during the ***** (insert year and location)

ASHS Annual Conference." This information should be repeated in the cover letter.

4. Each paper should be uploaded individually as a "new manuscript." A unique tracking number will be issued for each paper -- please refer to the tracking number as the manuscript travels through the system.

Note that each paper travels independently through the peer review system and if accepted for publication is subject to publishing fees.

Accepted papers will post online "ahead of issue" as soon as ASHS receives payment in full. The paper will then be compiled into a Workshop section in the first available issue.

5. In the submission datafields, please remember the following:

For "Manuscript Type," please choose "Proceedings/Workshops."

In "Detailed information," please name 2 persons (not authors or possible reviewers) who read the paper before submission.

In "Author Information," please list all named co-authors and current email addresses.

In "Suggestions," please name 5 possible reviewers - they may not be from the same institution as the authors.

Authors should avoid suggesting other workshop authors as potential reviewers.

Please include a current email address for each suggested reviewer.

After everything is uploaded, please review and remember to click on "Submit Manuscript"

6. Papers will go through the same peer review process as any other journal submission.

7. Submissions should follow the updated 2022 Publications Style Guide that can found at <https://ashs.org/resource/resmgr/publications/ashspubsstylemanualweb.pdf>. The 2022 Guideline replaces all earlier versions.