

*Castanea, The Journal of the Southern Appalachian Botanical Society*  
**INSTRUCTIONS FOR CONTRIBUTORS**

**Editorial Policy**

*Castanea*, The Journal of the Southern Appalachian Botanical Society, publishes papers relating to the botany of the Eastern United States. Only original material will be accepted for publication. Submissions should represent original work not published or considered for publication elsewhere. Submission of material that is not original will result in rejection without review. Authors submitting non-original material may be further subject to penalties including an embargo against future publication to be decided by the editor-in-chief.

**Manuscripts**

Authors are requested to follow the style of papers in the most recent issues of *CASTANEA*, for Regular Papers, Scientific Notes, and Noteworthy Collections; if you have any questions regarding format, contact the Editor-in-Chief, Chris Randle at: [randle@shsu.edu](mailto:randle@shsu.edu). *Papers should no longer be submitted by regular mail or email to the Managing Editor or the Editor-in-Chief.* Each manuscript, including figures, should be submitted electronically to the *CASTANEA* Scholastica webpage at <https://castanea.scholasticahq.com/for-authors>. Manuscript files should be submitted in Microsoft Word (Microsoft Word being preferred). Figures should be submitted in TIFF, EPS, PDF, or JPG formats.

Manuscripts should be written in 12-point Times New Roman or the Arial font, throughout (with the exception of text within Tables or Figures). Manuscripts should have 1-inch margins and be double-spaced throughout. Line numbers are not automatically added upon submission, and so submitting articles with line numbers in the margins is likely to expedite review. The sequence of material in a Regular Paper should be: Title Page with Title, Author's(s') name(s) and address(es), and the email address of the corresponding Author at the bottom of the page; Abstract; five key words in alphabetical order, the body of the manuscript; Acknowledgments; Literature Cited; Tables; Figure Legends; and Figures. Scientific Notes and Noteworthy Collections papers will vary from this format; consult a recent issue of *CASTANEA* for specific differences.

**Abstract:** The abstract should comprise no more than 250 words. It should be concise and descriptive of the information contained in the paper. No literature should be cited in the abstract. Scientific names appearing in the abstract should be given without authority.

**The Body of the Manuscript:** The Body of the Manuscript, depending upon the nature of the paper, may include the following sections: Introduction; Materials and Methods; Results; Discussion; Acknowledgments; and, Literature Cited. All Tables, Figures, and References must be cited in the text. Each section heading should be bold, capitalized and center-aligned. Subsection headings may be used as well. These should appear in bold font with subsequent text appearing on the following line.

A. **Citations:** In the body of the manuscript, references are to be cited parenthetically by Author(s) surname(s) and year of publication. There should be no comma or other punctuation mark separating surnames and year of publication. For references with two authors, include both names, e.g. (Schilling and Schilling 2015). For references with more than two authors, include only the first author's surname followed by "et al." in Roman typeface, e.g. (Ratliff et al. 2015). When citing multiple papers, papers should be cited in chronological order of publication separated from each other by a semicolon. Websites should be cited sparingly, and only when the information cited does not appear in any other published material. Appropriate web citations may include colored illustrations, extensive databases, or similar topics relevant to the manuscript. Information essential for the paper must be included in the manuscript, not just referred to at a website. For example, a species range must be described in text, alongside a citation to the USDA or BONAP website.

B. **Bibliographic entries:** All references in the Literature Cited section must be arranged alphabetically by the first Author's surname. If two or more entries have the same first author, arrange them in alphabetical order of the second author's surname. If two or more entries have the same set of authors, list these in chronological order. If two or more entries have the same set of authors and were published in the same year, include a lower case letter after the year (e.g. 2015a, 2015b) in the order that citations appear in the text. Include the year and letter designation in both the literature cited section and in-text citation. In text citations should match this system.

**Example order for bibliographic entries by author name(s)**

James, J. 2015.  
Jones, S. 2001.  
Jones, T. 2000.  
Jones, T.S. 1998.  
Jones, S. and T. Jones. 1970.  
Jones, S. and T. Jones, T. 1975.  
Jones, S., T. Jones, W. Chen, and M. Miller. 2016a.  
Jones, S., T. Jones, M. Miller, and W. Chen. 2016b.  
Jones, S., T. Jones, M. Miller, and W. Chen. 2016c  
Jonsey, F. 1990.

Journal abbreviations in the Literature Cited section should follow *Botanico-Periodicum-Huntianum* available at: <http://www.huntbotanical.org/publications/show.php?=92>.

Examples of the correct format for the different types of references in the Literature Cited appear at the end of this document.

C. **Scientific Names:** The first time the scientific name of a plant or other organism is given in the body of the text, the full generic name should be used and the authority should be given. Authorities may be omitted if the name and authority are given subsequently in a species list. If a scientific name is used in the Abstract, omit the

authority. Abbreviations for authorities should follow *Authors of Plant Names* (Brummitt and Powell, 1992; Kew, Royal Botanical Gardens). Authority abbreviations are available at: <http://www.ipni.org/index.html>. Species names should appear in full the first time they appear in a paragraph. Subsequently, the generic name may be abbreviated, except when it appears at the beginning of a sentence. If two scientific names used in a manuscript are from different genera beginning with the same letter, two letter abbreviations may be used to distinguish the genera, at the discretion of the author. For example, a paper including both *Liriodendron tulipifera* and *Liquidambar styraciflua*, may abbreviate these as *Lr. tulipifera*, and *Lq. styraciflua*.

D. Numbers and Units of Measure: Unless followed by a unit of measure (e.g. 5 cm), integers less than or equal to 10 should be spelled. S.I. units of measurement should be used throughout. When reporting a measurement, include a space between the number and the unit. Numbers greater than 999 should include commas (e.g. 2,394 rather than 2394). The number of decimal places in a reported measurement or analytical result is the author's discretion; however, authors should try to maintain consistency throughout. When reporting p-values, "p" should be italicized, and followed by its value without spaces (e.g.  $p < 0.05$ ). Standard unit abbreviations can be found here: <http://physics.nist.gov/cuu/Units/units.html>

E. Table and Figure Citations: Tables and figures should be cited sequentially in the text, and numbered in the order in which they are cited. For example, the first figure to be cited in the text should always be "(Figure 1)", and the first Table cited in the text should always be "(Table 1)". Table and figure citations are always capitalized.

F. Specimens used in phylogenetic or population genetic studies must be properly vouchered. Voucher specimens must be deposited in a public herbarium by the time of publication. Collector name, number, date and location of the collection, and herbarium should be reported for each voucher. Herbarium acronyms should follow those in *Index Herbariorum*, available at: <http://www.nybg.org/bsci/ih/ih.html>. To the extent possible, GIS coordinates should be provided for all vouchered specimens and sample populations in degrees-minutes-seconds format. It is recommended that voucher information is extensive, it is provided in the form of a table in the body of the manuscript or a species list following the Discussion for floristic treatments.

**Tables:** Each table, together with its heading, should be double-spaced, numbered in Arabic numerals, and set on a separate page. Table headings should appear above the table and should begin with the word "Table" followed by the number of the table cited in text and a period. Headings should be fully descriptive of the information in the table; in other words, the table heading should describe the information in the table without reference to the body of the text. Internal lines should be used sparingly, for example, to set off the header row, or a bottom row in which entries represent sums. Shading should not be used. Fonts used in tables should be the same as the one used in the body of the text. Fonts smaller than 12 may be used in tables, so long as the table remains legible. As a rule, table fonts should be no smaller than 8-points.

**Figures:** Figures should be of sufficient resolution that reviewers can clearly distinguish relevant elements. Figures/images should be submitted in TIF or JPG formats which are at least 300 dpi for line drawings and black and white figures, and at least 600 dpi for grayscale and color figures. Manuscripts for which figures are insufficiently clear may be sent back without review. Figures may be submitted in color if necessary. Figure legends should be numbered in Arabic numerals, and should be grouped on (a) separate page(s). Figure legends should be fully descriptive of each figure; in other words, figure legends should describe the information in the figure without reference to the text.

### **Data Curation**

To the extent possible, authors must deposit data sets onto publically accessible databases before publication. Because publically accessible databases are developing rapidly with new databasing options becoming available each year, the choice in database will be left to the authors discretion with the approval of the subject editor. However, we suggest the following databases for different types of data.

- A. Many forms of ecological data can be deposited on the DRYAD database:  
<http://datadryad.org>
- B. DNA sequence data should be deposited in the NCBI Genbank database:  
<http://www.ncbi.nlm.nih.gov/genbank/>
- C. Phylogenetic trees and data matrices can be deposited in TreeBase:  
<http://treebase.org/treebase-web/home.html>
- D. Morphological and anatomical data can be deposited in Morphobank:  
<http://www.morphobank.org>

The site of data deposition must be presented clearly in the results section.

### **Page Charges**

Authors are charged \$40 per printed page. Color images will incur an additional charge of \$8 per image. SABS members receive 12 free pages per calendar year, and a color figure counts as 0.2 pages. Authors will receive the *Castanea* invoice when the typeset author page proofs are completed and sent to the corresponding author of an accepted article. These forms and any questions about arrangements for payment of charges may be made by contacting [randle@shsu.edu](mailto:randle@shsu.edu).

### **Review Policy**

Submitted manuscripts should be accompanied by a cover letter describing the study and indicating that the manuscript in question represents the original work of the authors and is not under review by any other publication. Authors are invited to recommend reviewers. This practice has been shown to greatly hasten the rate at which reviewers are successfully solicited and ultimately the review process. Every manuscript submitted will be reviewed by at least two referees and a member of the Editorial Board. Decision of acceptance or rejection of the manuscript is the responsibility of the Editor-in-Chief.

### **Revisions:**

Revised manuscripts should be returned promptly. A manuscript not returned within 90 days will be considered as a new submission. Corresponding Authors should contact the appropriate Subject Editor for their manuscript if they expect revisions to require more than six months.

### Formatting Examples for Cited Literature

Most, if not all, references will fall under one of the following formats, respectively. Use the examples below, as well as the most current issue of *Castanea* to guide formatting of bibliographic entries. If in doubt, contact the Editor-in-Chief.

#### A) Journal paper, journal not abbreviated:

Barden, L.S. 1977. Self-maintaining populations of *Pinus pungens* Lam. in the southern Appalachian Mountains. *Castanea* 42:316-323.

#### B) Journal paper, journal abbreviated (abbreviations should follow *Botanico-Periodicum-Huntianum*), see:

<http://www.herbaria.harvard.edu/Data/Publications/publications.html>[http://asaweb.huh.harvard.edu:8080/databases/publication\\_index.html](http://asaweb.huh.harvard.edu:8080/databases/publication_index.html)

Menges, E.S. and N. Kohfeldt. 1995. Life history strategies of Florida scrub plants in relation to fire. *Bull. Torrey Bot. Club* 122:282-297.

#### C) Book:

Gauch, H.G. 1982. *Multivariate analysis in community ecology*. Cambridge University Press, New York, New York.

Radford, A.E., H. Ahles, and C.R. Bell. 1968. *Manual of the vascular flora of the Carolinas*. The University of North Carolina Press, Chapel Hill, North Carolina.

Braun, E.L. 1943. *An annotated catalogue of spermatophytes of Kentucky*. John F. Swift Co., Cincinnati, Ohio.

#### D) Book, edition:

Gleason, H.A. and A. Cronquist. 1991. *Manual of vascular plants of northeastern North America and adjacent Canada*, 2nd ed. New York Botanical Garden, Bronx, New York.

#### E) Book, volume:

Flora of North American Editorial Committee (eds.). 1993. *Flora of North America North of Mexico*. Volume 3. Pteridophytes and Gymnosperms. Oxford University Press, New York, New York.

#### F) Book, reprint of earlier work:

Small, J.K. 1933. *Manual of the southeastern flora*. Published by the author, New York. Reprinted in 1972 by Hafner Publishing Co., New York, New York.

#### G) Thesis or dissertation:

Gattis, J.T. 1992. *Landscape ecosystem classification on the Highlands Ranger District, Nantahala National Forest in North Carolina*. M.S. thesis, Clemson University, Clemson, South Carolina.

Losche, C.K. 1967. Soil genesis and forest growth on steeply sloping landscapes of the Southern Appalachians. Ph.D. dissertation, North Carolina State University, Raleigh, North Carolina.

**H) Chapter in edited book:**

Menges, E.S. 1999. Ecology and conservation of Florida scrub. p. 7-22. *In*: Anderson, R.C., J.S. Fralish, and J.M. Baskin (eds.). Savannas, barrens and rock outcrop plant communities of North America. Cambridge University Press, New York, New York.

**I) Taxon treatment in Flora of North America:**

Boufford, D.E. 1997. *Fumaria*. *In*: Flora of North America Editorial Committee, eds. 1993+. Flora of North America North of Mexico. 21+ vols. New York and Oxford. Vol. 3, pp. 356-357.

**J) Paper in edited proceedings:**

Fox, T.R. 1991. The role of ecological land classification systems in the silvicultural decision process. p. 96-101. *In*: Mengel, D.L. and D.T. Lew (eds.). Proceedings of the symposium: Ecological land classification: applications to identify the productive potential of southern forests. Gen. Tech. Rep SE-68. USDA Forest Service, Southeastern Forest Experimental Station, Asheville, North Carolina.

**K) Webpage (general). Note that the date in parentheses is the date last accessed.**

Peters, D. 1995. American chaffseed recovery plan. USFWS, Region 5, Hadley, MA. ([https://www.cals.ncsu.edu/plantbiology/ncsc/rare/Recovery\\_Schwalbea.pdf](https://www.cals.ncsu.edu/plantbiology/ncsc/rare/Recovery_Schwalbea.pdf), 11 August 2016).

**L) USDA, NRCS PLANTS Database. Note that the date in parentheses is the date last accessed.**

USDA, NRCS. 2020. The PLANTS Database (<https://plants.usda.gov>, 13 May 2020). National Plant Data Team, Greensboro, NC 27401-4901.

**M) Biota of North America Program. Note that the date in parentheses is the date last accessed:**

Kartesz, J.T. <date last accessed>. North American Plant Atlas. (<http://bonap.net/NAPA>, 9 February 2018). Biota of North America Program (BONAP). Chapel Hill, North Carolina.

**N) Weakley's Flora:**

Weakley, A.S. 2015. Flora of the southern and mid-Atlantic states, working draft of 21 May 2015. University of North Carolina Herbarium, Chapel Hill, North Carolina.

**O) Gray literature. Site as a webpage unless no web page is available. Then follow this format to the extent that publication information is available:**

Muzika, R-M, R. Hunsucker, and T. Demeo. 1996. Botanical reconnaissance of Big Run Bog Candidate Research Natural Area. USDA, Forest Service, Northeastern Forest Experiment Station, General Technical Report NE-223. Radnor, Pennsylvania.

**P) Online only publications without consecutive pagination. Many articles are distributed online, and these are often associated with a doi rather than a unique set of pages numbers, though mostly are associated with a volume.**

Bromham, L., P.F. Cowman, and R. Lanfear. 2013. Parasitic plants have increased rates of molecular evolution across all three genomes. *BMC Evol. Biol.* 13 (doi: 10.1186/1471-2148-13-126).

Updated: 4 February 2022, Christopher P. Randle, Editor-in-Chief, *CASTANEA*