

HortTechnology

Author Instructions

Authors should consult the *ASHS Publications Style Manual*, the primary style guide for authors, editors, and reviewers of articles submitted for publication, **before** they submit manuscripts. The author instructions presented below are part of the manual and are intended to acquaint the author with ASHS publication policies and general manuscript preparation. All detailed information on manuscript structure and ASHS style guidelines are presented in the *ASHS Publications Style Manual*, not here.

Publication policies

MANUSCRIPT SUBMISSION

Send all initial contributions and resubmissions (**four** typed, double-spaced copies) to the **ASHS Publications Dept., 113 South West Street, Suite 200, Alexandria, VA 22314**; phone 703.836.4606; fax 703.836.2024. Authors outside the United States should submit their manuscripts via airmail. ASHS membership is not a requirement for publication, but authors are urged to consider membership. For the paper to be eligible for one of ASHS's publication awards, at least one author of the paper must be an ASHS member. The Manuscript Submission Form **must** be completed properly and accompany each submission. Inclusion of names of colleagues who have reviewed the manuscript is **required** before the paper will be forwarded to the Associate Editor.

SUBJECT MATTER

HortTechnology is a quarterly publication designed to serve as ASHS'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.

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REVIEW POLICY AND PROCEDURE

Before submission, manuscripts must be reviewed by two colleagues and revised appropriately, with the names of the reviewers included on the manuscript submission form. All manuscripts must be submitted in English. When English is not the primary language, authors should obtain editorial assistance before submitting papers. A manuscript rejected by another journal must be redone in ASHS style to be considered for publication. Submitted manuscripts

that do not conform to ASHS standards will be returned to authors for correction. Manuscripts submitted for publication are reviewed by an associate editor who solicits at least two additional peer reviews. The purpose of the reviews is assure readers that the published papers have been found acceptable by competent, independent professionals. 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 Editorial Board if the author does not agree with the assessment of the Associate Editor and Editor. As a last resort, the author may make a final appeal to the Publications Committee Chair. Authors are invited to suggest names of potential reviewers, although the associate editor is not bound by these suggestions. A manuscript is considered withdrawn if the author has not responded within 2 months to a request for revision.

PROCEDURE AFTER ACCEPTANCE

Accepted manuscripts must be submitted on computer diskettes or via e-mail as an attached file to pubs@ashs.org. After acceptance of the manuscript, authors will receive a memo from the Science Editor (or Editor) instructing them to send a 3.5-inch diskette or an electronic file to the Publications Dept. **Do not send diskettes with the original manuscript submission.** Most word-processing formats are acceptable, although ASHS updates its software only once a year; if you have the newest version of WordPerfect or Microsoft Word, please save as a lower version or as text without line breaks. If you have nonstandard software, submit a Rich Text Format or an ASCII file. **Do not include graphics in the text file.** Also, most equations do not translate. **For tables, avoid using table-formatting options that place the entries into cells.** Instead, use one tab between each column and set the tabs to the desired column spacing.

Authors will receive a faxed copy of their page proofs, to which they must respond immediately or waive their right to comment.

PUBLISHING FEES

The ASHS Board of Directors has developed a publication financing policy that permits sponsors of research to share the publishing costs with subscribers and ASHS members. Publishing fees (page charges) apply to all papers published. Page charges may be waived for solicited articles. A colloquium paper is 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. Sponsors of research papers or authors are invoiced for publishing fees and reprints (if ordered) after publication.

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horticulturists and related to the horticultural industry or profession are published. Contact the ASHS Publications Dept. for more information.

Manuscript preparation

FORMAT

Submit **four** typed, **double-spaced** (everything must be double-spaced!) copies of the manuscript with a cover letter and manuscript submission form for the desired publication. Two of the copies are intended for “blind” review. These should contain no means of revealing the names or affiliations of the authors on either the title page or individual pages. Retain a fourth copy along with original figures and tables to ensure against loss. Allow adequate margins—at least 2.5 cm of free space on all sides—for editorial marking. Each consecutive page, including tables and figure captions, must be numbered in the upper right corner. Do not put the senior author’s name on each page.

The Publications Dept. assigns a manuscript number to each new or resubmitted manuscript; refer to this number in all subsequent correspondence. Upon receipt of a manuscript, the Publications Dept. will send an acknowledgment letter indicating the date of receipt; manuscript number; and name, address, and phone number of the Associate Editor to whom the manuscript was sent.

UNITS OF MEASUREMENT

Authors submitting papers to be published in *HortTechnology* should use U.S. units followed by their metric equivalents in parentheses. If the original measurements or observations were made in metric units, report metric units first followed by their U.S. equivalents in parentheses. Authors may not use metric units without reporting their equivalents in U.S. units.

Metric units should be reported in accordance with the Systeme International d’Unites (SI) version of the metric system (*ASHS Publications Style Manual*, 1997). In some cases it may be appropriate to mix U.S. and metric units (e.g., yield in tons/acre and berry weight in grams), or use specialized units common to a commodity or discipline (e.g. 3-gal container, bushel, 50-lb sack, hundredweight).

In papers that report large numbers of units in the text, it may be awkward to supply equivalents for every unit reported. The Associate Editor or Editor will advise authors in such cases. Equivalents for units in tables and figures may be reported as conversion factors in the titles and captions or as footnotes.

CATEGORY

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

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.

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.

WORKSHOP AND COLLOQUIA PROCEEDINGS

Appropriate papers presented in ASHS working group workshops at the ASHS annual conference.

REVIEWS

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

VARIETY TRIALS

Articles reporting the results of studies in which varieties or species are evaluated for comparative performance. Manuscripts should be oriented toward testing and differentiating varieties using traits of interest to growers and other professional horticulturists.

COMPREHENSIVE CROP REPORTS

In-depth, definitive “chapters” covering individual horticultural crops. Standard format and content guidelines are available upon request.

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.

TECHNOLOGY AND PRODUCT REPORTS

Brief treatments of innovative technologies, methodologies, or products. They are not to be promotional discussions.

PRODUCTION AND MARKETING REPORTS

Brief reviews of methods, economics, cost comparisons, and marketing of products.

EXTENSION EDUCATION METHODS

Full-length articles covering innovative methods for dissemination of knowledge through the classroom or in extension programs.

TEACHING METHODS

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

NOTES

Summary discussions (no more than 500 words) without tables or figures of efficacy tests, demonstrations, and trials. More detailed versions are made available by the author(s).

In addition to the above categories, the following departments may appear:

ASHS REPORTS—news applicable to *HortTechnology* readers, **BOOK REVIEWS**, **CALENDAR OF EVENTS**, **MEETING REVIEWS**—summaries of meetings attended by members, **QUESTIONS TO THE SPECIALIST**—fielded by editors and sent to appropriate experts for response, **READERS’ FORUM**—letters and brief reports of general interest, either in response to previous articles or commenting on controversial issues, **RESEARCH HIGHLIGHTS**—reviews of *Journal* and *HortScience* papers, as well as papers from non-ASHS publications, **RESOURCES AVAILABLE**—a listing of a wide variety of horticultural resources, including new products.

HortTechnology

American Society for Horticultural Science

Manuscript Submission Form

To: ASHS Publications Department
113 South West Street, Suite 200
Alexandria, VA 22314-2562

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Names of two colleagues (not authors) _____
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Names (address, phone, and e-mail) _____
of three to five qualified reviewers
(attach an additional sheet if needed): _____

Statement: I certify that the information presented in this manuscript has not been published elsewhere and is not under consideration for publication in other journals at this time. I will arrange for payment of the publishing fee (\$100 per printed page).

Date

Signature of corresponding author