ORCHID DIGEST Guidelines for Authors
(Checklist at End of Document)

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

Orchid Digest follows the *Chicago Manual of Style* and uses the *Webster's Encyclopedic Unabridged Dictionary* for spelling, grammar, and punctuation. Text in British English will be modified by the editor to conform to standard American English usage.

Submissions

Contact the Orchid Digest Editor-in-Chief at odeditor@cox.net. Outline your proposal including the topic, number and type of illustrations, and anticipated length (word count). Once received, the article is evaluated by the editorial staff, 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 five months prior to scheduled publication date.
- The waiting period for publication is typically six months.

Preparation of Manuscripts

- Please submit electronic manuscripts in a WORD document, typed single-spaced, with pages numbered. Please indent paragraphs. The lengths of features vary, although most are between 1500 and 2500 words; one single paced type 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 author(s) e-mail addresses, mailing address (and website address if applicable) after the short biography. **Attach a digital photo a headshot) of 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, Address, and Photo**

- o Provide a brief biography for all authors.
- o Include mailing and e-mail addresses (and website address if applicable) for all authors
- 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 choose 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 placed 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 by 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 not available 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 lower case.

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:
  - o cm   centimeter(s)
  - o dm   decimeter(s)
  - o diam.   diameter(s)
  - o m   meter(s)
  - o mm   millimeter(s)
  - o µm   micrometer(s)
- • Separate a number and unit by one space (e.g., 35 cm, 1200 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, which are 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 capitalized headline-style.
  - Author's last name, first name (if available).
  - the 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.
    Examples:
    1. Lightning injures four at music festival. Devitt, Terry. *The Why? Files*. 2 Aug. 2001. 23 Jan. 2002 <http://whyfiles.org/137lightning/index.html>.
    2. Lady Freedom among Us. Dove, Rita. *The Electronic Text Center*. Ed. David Seaman. 1998. Alderman Lib., U of Virginia. 19 June 1998 <http://etext.lib.virginia.edu/subjects/afam.html>.
    3. Homepage. Lancashire, Ian. 28 Mar. 2002. 15 May 2002 <http://www.chass.utoronto.ca:8080/~ian/>.
    4. Great Minds, Great Ideas. Levy, Steven. *Newsweek* 27 May 2002. 10 June 2002 <http://www.msnbc.com/news/754336.asp>.

Photography and Illustrations

Digital Images

Digital images must be as high resolution as possible. The dpi must be 350 at the printed size of 4.5" for the width of the image. That means 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.)

- o For each image include:
  - o The image file name including the subject/topic;
  - o A caption for each image giving the subject/plant's name and pertinent details such as origin of plant, location, growers' name;
  - o The name of the photographer. It is the <u>responsibility of the author</u> to get permission from the photographer for each image submitted.

Delivery of Electronic media:

- DropBox may be used to transmit materials. Instructions for loading and sharing files is found at the end of this document.
- Contact us at odeditor@cox.net for instruction on uploading images to our server.
- If you are working with slides or other materials, contact the editor: odeditor@cox.net

Mailing the material:

- Place a disk/CD containing the manuscript and any sample illustrations in its own envelope.
- Slip the envelope containing the disk/CD between pieces of heavy cardboard and secure with tape, paper clips or rubber bands. A layer of bubble-wrap provides additional protection.
- Place in a padded envelope.
- Label the package with the Editor's address (**Orchid Digest, c/o Sandra Svoboda, 231 Middle Rd., Santa Barbara, CA 93108-2449, Phone 805-969-4536**) and your return address, and seal.
- Write "Do Not Bend" on the outside of the envelope.
- Mail the package First Class or, for non-US residents, Airmail. Authors may wish to send packages containing slides and artwork via Registered Mail.

Author Check List:

1. Prepare manuscript in WORD

    a. The WORD document must be typed single-spaced, with pages numbered.
    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 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 choose to use that source.

3. When indicating the parents of a hybrid – it must match the **International Orchid Register**. If not, you must 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, growers' name;
        iii. The name of the photographer. It is the <u>responsibility of the author</u> to get permission from the photographer for each image submitted.

Submit WORD document and images electronically to <u>odeditor@cox.net</u>. Contact editor for other arrangements.

Dropbox Quick Start

What is Dropbox?

Dropbox is a free service that lets you bring all your photos, docs, and videos anywhere. Any file you save to your Dropbox will also automatically save to all your computers, phones, and even the Dropbox website. This means that you can start working on your computer at school or the office, and finish on your home computer. Never email yourself a file again!

The Dropbox Folder

After you install Dropbox on your computer, a Dropbox folder is created. If you're reading this guide, then that means you had no problems finding your Dropbox folder :). This folder is just like any other folder on your computer, but with a twist. Any file you save to your Dropbox folder is also saved to all your other computers, phones, and the Dropbox website.

On top of your Dropbox is a green icon that lets you know how your Dropbox is doing:

Green circle and check: All the files in your Dropbox are up to date.

Blue circle and arrows: Files in your Dropbox are currently being updated.

Adding files to your Dropbox

Step 1 Drag and drop a file into your Dropbox folder.

Step 2 The blue icon means your file's syncing with Dropbox.

That's it! The green icon means that your file has finished saving to your other computers and the Dropbox website. Now that your file's in Dropbox, any changes made to it will be automatically detected and updated to your other computers.

The Dropbox Tray/Menu bar icon

The Dropbox tray or menu bar icon is located on the bottom (Windows) or top (Mac/Linux) of your screen, and lets you check the status and settings of your Dropbox. The same green, blue, and red icons that appear on the files and folders in your Dropbox also appear over this icon to let you know the status of your Dropbox.

Right-clicking this icon gives you a few options:

• Open your Dropbox folder, the Dropbox website, or the Dropbox help center.

• See which files were recently changed.

• View an estimate of how long it will take Dropbox to finish updating files.

• Change preferences for your connection, Dropbox folder location, and more.

What do I do now?

Try dragging some photos or docs into your Dropbox. Then visit the Dropbox website at https:// www.dropbox.com. When you log in, your files will be waiting for you!

To learn more about Dropbox, take our tour at
http://www.dropbox.com/tour or visit the help center at
http://www.dropbox.com/help.

How do I share folders with other people?

Dropbox offers easy ways to share files or folders. *Shared folders* are ideal for groups of people who work on the same files together. When you create a shared folder and add other people to it, its files will appear in their Dropbox just as they do in yours. Any member of the folder can add, delete, or change files within that folder.

Share a folder from the Dropbox website

Share a folder or invite more people to one you've already shared.

1. Sign in to the Dropbox website.
2. Go to your list of files and folders and select the folder you want to share by clicking on the empty space to the right of the folder's name. (Clicking on the folder name or icon will open the folder instead.)
3. If the folder is currently unshared, click **Invite to folder** in the toolbar:

   Click **Invite to folder** to share a folder the first time

   If the folder is already being shared, click **Shared folder options**:

   Click **Shared folder options** to invite more people

4. Enter the email addresses of the people you want to invite.
5. Add a personal message if you'd like and click **Share folder**.

You can also invite people to folders from the [Sharing](#) page. To create a new shared folder, click the **New shared folder** button at the top of the page. To invite more people to an existing shared folder, find it in the list and click its **Options** link.

Share a folder on Windows

You can share a folder right from your computer if you've installed the [Dropbox desktop application](#).

1. Open your Dropbox folder.
2. Right-click on the folder you want to share to bring up a menu.
3. Select **Dropbox > Share This Folder...**. This will open the **Sharing** page on the Dropbox website.

        Select **Share This Folder...** from the contextual menu

4. Enter the email addresses of the people you want to invite.
5. Add a personal message if you'd like and click **Share folder**.

Once someone accepts your invitation, the folder will appear in the person's Dropbox account.

Frequently Asked Questions

How much does Dropbox cost?
Dropbox is free! If you run out of space, visit https://www.dropbox.com/plans to view our available subscriptions.

How much space does my Dropbox have?
Free accounts come with 2GB of space (deleted files and revisions won't count against your limit). You can always check your usage by visiting your account settings page at [https://www. dropbox.com/account.](https://www.dropbox.com/account)

How long until my files are fully synced?
Dropbox will download as fast or as slow as your network allows, and will try its best to not hog your connection. If you'd like to limit your upload or

download rates, you can change them in Dropbox's preferences. For step by step instructions, visit the help article at [https://www.drop-box.com/help/26.](https://www.dropbox.com/help/26)

How secure is Dropbox?

We take the utmost care to ensure Dropbox is secure. All transport of file data and file metadata occurs over SSL. All files are encrypted with AES-256 before being stored. These are the same standards that banks and the military use to protect their data!

Can I access Dropbox on my mobile device?

The Dropbox App is available for iPhone, iPad, Android, and Blackberry. To install Dropbox on your mobile device, visit http://www.dropbox.com/anywhere. You can also get to your Dropbox at any time by visiting http://www.dropbox.com from your phone.