

Guidelines for Contributors

CROSSOSOMA: Journal of the Southern California Botanists

CROSSOSOMA is published digitally twice a year and disseminates information of interest to professional and amateur botanists in Southern California. The journal's primary focus is the vascular and nonvascular flora of Southern California and adjacent, floristically related regions.

We welcome articles and short notes on regional botanical topics, including floristic compilations, plant ecology, taxonomy and nomenclature, horticulture, natural history, anatomy, physiology, revegetation, rare and invasive plants, noteworthy collections, book reviews, and historical notes. We encourage studies, informal notes, observations, and opinion pieces from academic, professional, and amateur authors. Botanical observations and insights are valuable and can be lost if they go unrecorded; *CROSSOSOMA* provides a venue for sharing them. Contact the editors at editor@socalbot.org to submit a piece or ask whether a manuscript is suitable.

Submission of Original Manuscripts

Email manuscripts to editor@socalbot.org. Do not submit material that is under simultaneous consideration elsewhere. Manuscripts must be original to the author(s), and all information that is not original must be appropriately cited.

Formal articles and longer contributions are generally sent for peer review. Authors may suggest at least two qualified reviewers, particularly for specialized or technical subjects. Noteworthy collections, field notes, letters to the editor, book reviews, and similar short items are usually reviewed by the editors without external peer review. Depending on reviewer and editor recommendations, manuscripts will generally be returned for at least one revision before publication.

Articles should be written in English. Standard botanical Latin and Greek terminology is expected. For manuscripts about taxa that occur in Mexico, the editors encourage a Spanish translation of the abstract or, for shorter pieces, a Spanish translation of the entire manuscript. Authors are responsible for correct Latin, Greek, and Spanish.

Page Charges

There are no page charges for electronic publication in the electronic version of Crossosoma.

File and Manuscript Format

Submit manuscripts electronically as Microsoft Word documents. Submit tables, figures, and appendices as separate files in appropriate formats (e.g., .pdf, .docx, .xls, .jpg, or .tif). Other paper or electronic formats may be accepted by arrangement with the editors.

Keep manuscript, table, and figure formatting simple. Avoid embedded commands, specialized line spacing, text boxes, and unnecessary styles. In Word, set paragraph spacing after to 0 pt; Word may otherwise add extra spacing between paragraphs by default.

Page, Line, and Typeface Format

Use Times New Roman, 12 pt, or a similar font, and double-space the manuscript throughout. Leave the right margin unjustified. Use a single space after each sentence. Include a header on each page with the author name(s) and an abbreviated manuscript title, and add page numbers in a header or footer.

CROSSOSOMA generally follows the format of *Madroño*. Templates for full manuscripts and noteworthy collections appear at the end of this document.

Tables and Figures

Place tables and figures on separate pages at the end of the manuscript, after Literature Cited, or submit them as separate files. Captions may appear with their table or figure or on a separate caption page.

Design tables, appendices, and illustrations to fit a print area of approximately 8.5 × 11 inches per page. Ensure that symbols and other details remain legible at that size. Maps must include scale bars that remain accurate if the map is reduced, and provide geographic context through coordinates, recognizable landmarks, or an inset map.

Submit photographs at full size as .jpg or .tif files at 300 dpi. Authors may also submit a separate PDF mock-up to suggest placement and appearance of illustrations, charts, or specialized design elements.

Writing Style

General

Write simply and directly. Make articles as long and complex as the subject requires, but no longer. Organize the text with appropriate headings and subheadings, and state each piece of information once in its most appropriate section.

Prefer active voice and first-person pronouns (e.g., “We selected four study sites” or “I observed the populations over six growing seasons”). Use passive voice when the emphasis is on the object of the action or the actor is unimportant (e.g., “The data were compiled”).

Avoid wordy phrases. For example, “this species” can often be replaced with “it,” and “is known to” can usually be removed without loss of meaning. “Now” can generally be omitted unless needed to distinguish the present from the past or future; avoid replacing it with longer phrases such as “at the present juncture.”

Write precisely. Use potentially ambiguous terms such as “population” carefully, especially when referring to plants of a taxon at a particular location. We recommend Strunk and White (1999) as a general style guide. Many other scientific and general writing guides are also available.

Vouchers, Voucher Citations, and Floristic Documentation

Floras and checklists should be based on voucher specimens. Cite vouchers in the manuscript or an appendix, including the collector, collection number or collection date, and herbarium. Herbarium accession numbers are optional. Italicize the collector’s name and collection number; give the herbarium code and accession number in regular type in parentheses. Examples: *J. Wood 657* (RSA 01256789) or *S. White s.n. 12 Jul 1998* (UCR). Standard herbarium acronyms are available from Thiers (online; see Literature Cited).

Floristic studies without vouchers, or with vouchers not yet accessioned into a recognized herbarium, may be considered case by case but are generally discouraged. Taxa without vouchers may be listed in a separate appendix. iNaturalist observations without physical vouchers are not accepted as vouchers, but may document broader distributions within the study area or illustrate aspects of an article. If citing an iNaturalist observation, provide the individual observation URL (for example, <<https://www.inaturalist.org/observations/331230021>>). We strongly recommend pairing cited iNaturalist observations with vouchered specimens.

Nomenclature

Use Latin names for plant taxa throughout the manuscript. Give the taxonomic authority after the first occurrence of each taxon in the main text, but not in the abstract. In manuscripts with detailed appendices, such as checklists or floras, authorities may be omitted from the main text but should appear in each appendix entry.

Spell out the Latin name at its first use in each paragraph (e.g., *Genus species* subsp. *subspecies*). Later occurrences in the same paragraph may be abbreviated (e.g., *G. species* subsp. *subspecies* or *G. s.* subsp. *subspecies*), except at the beginning of a sentence or when the abbreviation could be ambiguous. Use “subsp.” for subspecies and “var.” for variety.

Taxonomy and nomenclature should generally follow a widely available reference, such as the Jepson eFlora. When using a recently adopted name, provide the older, more familiar synonym at its first occurrence in the manuscript and

in appendices. Authors may include common names for selected taxa, such as in an introduction or checklist, but common names must not stand alone. Use lowercase common names except when they contain proper nouns (e.g., coast live oak, Engelmann oak). Common names may also be set in small caps. When a Latin name is also used as a common name, do not capitalize or italicize it (e.g., Charlotte's phacelia).

Abbreviations and Numbers

Use widely recognized abbreviations for units and terms (e.g., mi, ft, m, cm). Spell out the numbers one through ten and any number that begins a sentence. Define acronyms at first use.

Calendar Dates

Give dates as day, abbreviated month, and year (e.g., 10 Feb 2010). This avoids ambiguity in numeric date formats.

Units of Measure and Geographic Coordinates

Use metric units for most purposes, except for latitude and longitude. Because USGS topographic maps and related data commonly use feet, report elevations in both meters and feet. Report latitude and longitude in degrees and minutes; minutes may be decimal (e.g., 34° 06.70' N) or in degrees, minutes, and seconds (e.g., 34° 06' 42" N). Authors may also provide UTM coordinates. Specify the datum for GPS data, generally WGS 84 or NAD 83.

Avoid false precision in elevation, coordinates, and other measurements. Handheld GPS units commonly report coordinates to five decimal places (e.g., 34.00412° N), although their typical error may make only the first three decimal places meaningful. In southern California, 0.001° of latitude is about 11 m (36 ft), while 0.00001° is about 1 m. Report converted elevation values with the same number of significant figures as the original. For example, 900 m, reported to one significant figure, is about 3,000 ft rather than 2,952 ft. Introductory chemistry textbooks and online references discuss significant figures.

Errata

The editors encourage readers and authors to report errors in *CROSSOSOMA* for correction in a subsequent issue.

Citations

In-Text Citations

Support information that is not common knowledge or original to the author with one or more author–date citations. Examples: “Smith (2009) reported that the flowers are yellow” and “The flowers are yellow (Smith 2009).”

Cite works by two authors as “(Smith and Jones 2010)” and works by three or more authors as “(Smith et al. 2010).” List multiple citations chronologically and separate them with semicolons (e.g., “Smith 2009; Jones 2010”). If a work has no publication date, cite it as “no date.” Where appropriate, use “in review” or “in press” in place of the publication year.

For personal communications or unpublished notes, provide the affiliation or other information needed to identify the source (e.g., “pers. comm., G. Wallace, US Fish and Wildlife Service, Carlsbad, California” or “unpublished data, J. M. Porter, Rancho Santa Ana California Botanic Garden”). For online publications, cite a date provided by the site. If no date is given, cite the work as “online”; do not use the access date as the in-text citation.

Literature Cited

Ensure that every work cited in the text appears in Literature Cited and that every work in Literature Cited is cited in the text. Alphabetize entries by the first author's surname, then group by number of authors (one, two, or more); alphabetize and arrange chronologically within each group. In general, follow the style used by biological science journals.

Use initials for authors' first and middle names. Give the first author's surname followed by initials; list subsequent authors with initials before surnames. Double-space this section and do not indent entries. Do not italicize or bold

article, book, or journal titles or journal volumes. Capitalize book titles, but use sentence case for article, chapter, report, and website titles. Do not abbreviate book or journal titles. Do not use postal abbreviations for states.

Books

Give author(s) or editor(s), year, title, publisher, and place of publication (city and state; omit the state if it is part of the publisher's name; include the country for locations outside the United States). Page count is optional. Identify edited volumes with "eds." Authors may omit an initial "A" or "The" from a title.

Examples:

University of Chicago Press Staff. 2003. *Chicago Manual of Style*, 15th ed. University of Chicago Press, Chicago, Illinois.

DiTomaso, J. M., and E. A. Healy. 2007. *Weeds of California and Other Western States*, Vols. 1 and 2. Publication 3488, University of California Agriculture and Natural Resources, Oakland.

Garner, B. A. 2009. *Garner's Modern American Usage*. Oxford University Press, Oxford, UK.

Hickman, J. C. (ed.). 1993. *Jepson Manual: Higher Plants of California*. University of California Press, Berkeley.

Holland, V. L., and D. J. Keil. 1995. *California Vegetation*. Kendall/Hunt, Dubuque, Iowa.

Lincoln, R., G. Boxshall, and P. Clark. 1998. *Dictionary of Ecology, Evolution and Systematics*, 2nd ed. Cambridge University Press, Cambridge, UK.

Strunk, W., and E. B. White. 1999. *The Elements of Style*, 4th ed. Allyn and Bacon, Boston, Massachusetts.

Journal Articles

Give the author(s), year, article title, journal title, volume, and page numbers.

Examples:

Clifton, G. L., R. Buck, and S. R. Hill. 2009. A new *Sidalcea* (Malvaceae) from northeastern California. *Madroño* 56:285–292.

Scott, J. M., D. D. Goble, J. A. Wiens, D. S. Wilcove, M. Bean, and T. Male. 2005. Recovery of imperiled species under the Endangered Species Act: the need for a new approach. *Frontiers in Ecology and the Environment* 3:383–389.

Articles or Chapters in Books

Give the author(s), year, and title as for a journal article, followed by the page range, editor(s), book title, publisher, and place of publication.

Examples:

Barkworth, M. E. 2003. *Spartina*. Pages 240–250 in *Flora of North America* Editorial Committee (eds.), *Flora of North America*, Vol. 25. Oxford University Press, New York, New York.

Ferren, W. R., Jr. 1989. Recent research on and new management issues for southern California estuarine wetlands. Pages 55–79 in A. A. Schoenherr (ed.), *Endangered Plant Communities of Southern California*. Special Publication No. 3, Southern California Botanists, Claremont.

Grewell, B. J., J. C. Callaway, and W. R. Ferren, Jr. 2007. Estuarine wetlands. Pages 124–154 in M. G. Barbour, T. Keeler-Wolf, and A. A. Schoenherr (eds.), *Terrestrial Vegetation of California*, 3rd ed. University of California Press, Berkeley.

Unpublished Reports

Use the author's or publisher's recommended citation when available, adapting it as needed to conform to *CROSSOSOMA* style. Otherwise, provide the authors, report title, publishing agency or entity, and enough information for readers to locate the work. Use an individual's name as author when available. If an agency is the author, give its full name; include its acronym in parentheses if the acronym is used in the text. For an online report, give the URL in italics and the access date in parentheses.

Examples:

US Fish and Wildlife Service (USFWS). 1984. Recovery plan for salt marsh bird's-beak (*Cordylanthus maritimus* subsp. *maritimus*). US Fish and Wildlife Service, Portland, Oregon. 92 pp. Online: http://ecos.fws.gov/docs/recovery_plan/851206.pdf (accessed 11 Jan 2010).

Zedler, J. B. 1982. The ecology of southern California coastal salt marshes: a community profile. FWS/OBS-81/54, USDI Fish and Wildlife Service, Washington, DC. 110 pp.

Web Citations

For website citations, provide a URL and check that it leads to the intended source. Remove default hyperlink formatting in Word and italicize the URL. Use the format: "Online: *http://URL* (accessed day month year)." For works that are not inherently web-based, provide a standard citation and add a stable URL when available. For works primarily published online, adapt the journal article or unpublished report format as appropriate.

Do not cite URLs for pages generated by a particular search or query, such as individual CNPS or Consortium of California Herbaria search results. Cite the search page instead.

Examples:

California Native Plant Society (CNPS). 2011. Inventory of Rare and Endangered Plants (online edition, v8-01a). California Native Plant Society, Sacramento, California. Online: <http://www.rareplants.cnps.org/> (accessed 10 Feb 2011).

Consortium of California Herbaria. 2010. Online: <http://ucjeps.berkeley.edu/consortium/> (accessed 22 Feb 2010).

May, M. R., M. C. Provance, A. C. Sanders, N. C. Ellstrand, and J. Ross-Ibarra. 2009. A Pleistocene clone of Palmer's oak persisting in Southern California. PLoS ONE 4(12): e8346. Online: <http://www.plosone.org/article/info:doi/10.1371/journal.pone.0008346> (accessed 11 Jan 2010).

Thiers, B. Online. Index Herbariorum: A global directory of public herbaria and associated staff. New York Botanical Garden's Virtual Herbarium. <http://sweetgum.nybg.org/ih/> (accessed 31 Mar 2010).

Tischler, M. E. Online. Scientific writing booklet. <http://www.biochem.arizona.edu/marc/Sci-Writing.pdf> (accessed 29 Dec 2010).

Template for *CROSSOSOMA* Manuscripts

MANUSCRIPT TITLE

(All caps, bold, centered; double-spaced.)

Author Name(s)

(Bold, centered.)

Author affiliations and contact information

(Centered; double-spaced.)

ABSTRACT: Text begins on the same line; double-spaced.

KEYWORDS: Keywords begin on the same line; double-spaced.

PRIMARY HEADINGS (e.g., INTRODUCTION, METHODS, RESULTS, DISCUSSION, CONCLUSIONS, LITERATURE CITED)

(All caps, bold; text begins on a new line and is double-spaced.)

Secondary headings (e.g., Study Area, Experimental Design, Data Analysis)

(Bold; text begins on a new line and is double-spaced.)

Tertiary headings. Text follows on the same line. (Bold and italic.)

Quaternary headings. Text follows on the same line. (Underlined.)

ACKNOWLEDGMENTS: Text begins on the same line; double-spaced.

LITERATURE CITED

(All caps, bold; double-spaced, without indentation.)

APPENDIX (e.g., CHECKLIST)

(All caps, bold, centered, and double-spaced.)

Template for *CROSSOSOMA* Noteworthy Collections

Formatting of noteworthy collections generally follows *Madroño*. A separate title is not required because “Noteworthy Collections” is the title of the journal section.

Begin with the herbarium label information in this order and format:

GENUS SPECIES subsp./var. *subspecific/variatal epithet* Author. (FAMILY).—County Co., locality (including habitat information), associated taxa in alphabetical order, elevation in m (ft), day month year, *collector initials and surname*, *collection number*, with *secondary and tertiary collectors* (HERBARIUM CODE[S], accession number if available). If there is no collection number, use “s.n.” followed by the date.

Previous knowledge. Provide basic information and previous knowledge of the species. At first use in the text, give the full scientific name, including the author.

Significance. Explain why the collection is significant. For a range extension, include the approximate distance and direction to the nearest previously known occurrence in kilometers and miles.

Acknowledgments

Acknowledgments are optional for Noteworthy Collections.

Literature Cited

Ensure that every work in this section is cited in the submission and vice versa. Follow the citation guidelines above.

Author Information

—AUTHOR 1, mailing address. Corresponding author’s email address; AUTHOR 2, mailing address.

Figure 1. General formatting for CROSSOSOMA manuscripts.

Editors

Please contact the editors at editor@socalbot.org with questions. Thank you; we look forward to receiving your submissions.

- Kristen Hasenstab-Lehman
- Fred Roberts
- Michelle Cloud-Hughes

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