

AUTHOR GUIDELINES FOR *THE VASCULUM*

THE SOCIETY OF HERBARIUM CURATORS

AIMS AND SCOPE

The Vasculum newsletter was established in 2006 as a means to advance and publicize the mission of The Society of Herbarium Curators “to promote and expand the role of herbaria in botanical research, teaching, and service to the community at large; to provide a forum for discussion and action on all issues confronting herbaria; and to extend its efforts and interject its influence toward the protection and preservation of endangered herbaria.”

The newsletter seeks to further these goals by covering topics such as featured herbaria, floristic studies and other research projects, funding announcements and reports, comings and goings in the herbarium community, herbaria in need of assistance, memorable collecting trips or other anecdotes of interest, and interviews with prominent botanists in the discipline.

SUBMISSION

Submissions of original articles should be emailed to *The Vasculum*'s Editor-in-Chief:

Dr. Melanie Link-Perez
E-mail: melanie.link-perez@eku.edu
Mailing address:
Department of Biological Sciences
Eastern Kentucky University
521 Lancaster Avenue
Richmond, Kentucky 40475 USA

MANUSCRIPT PREPARATION

Articles should represent original work that is not published elsewhere in part or in whole.

Articles can vary in length from a single paragraph (e.g., Announcements) to a full article. Full articles are limited to 4,000 words. For longer articles please contact the Editor-in-Chief.

Files must be in Microsoft Word (.doc or .docx) format.

Include a separate title page in your submission that contains the title (in title case), full name of author(s), position/job title, affiliation(s) (including herbarium name), and email address.

The main text can be in any format that is clear and appropriate for the article. Articles can be submitted with or without an abstract or acknowledgements.

Paragraphs should be separated by a single blank line and not indented.

When referencing locations, include the country upon first mention (e.g., “Statesboro, Georgia, U.S.A.”; “Bogotá, Colombia”).

Metric units should be used.

Contractions are permitted in the body of the text.

The Society of Herbarium Curators should be referred to as “The Society of Herbarium Curators,” “SHC,” or “The Society.”

When referencing a specific herbarium, capitalize the word “Herbarium.” Herbarium codes should follow the *Index Herbariorum* (<http://sweetgum.nybg.org/science/ih/>).

Upon first mention of any taxonomic name, include the authority. Authorities should be formatted according to the International Plant Names Index (IPNI; <https://ipni.org/>).

Punctuation should be placed within quotes.

Use an en dash (–) between the ranges of two numbers.

Please apply the Oxford comma.

Footnotes are not permitted.

Figures should be abbreviated as “Fig.” or “Figs.” (e.g., “Fig. 3” or “Figs. 4–6”).

Please write out all numbers zero through nine.

Data accessibility is incumbent upon the author; *The Vasculum* does not archive data.

In-text citations

Use the author’s surnames when citation is single- or double-authored; use “et al.” for three or more authors.

Use “and” when separating surnames of articles published by two authors.

Separate multiple in-text citations with a comma.

Use “a” and “b” for multiple citations from the same author in same year.

Examples of in-text citations: Darlington (1934) or (Darlington 1934); Schenk and Hufford (2011) or (Schenk and Hufford 2011); Moore et al. (2017) or (Moore et al. 2017); Killip (1936, 1938); Gray and Watson (1881a, 1881b).

Tables

Tables should be cited in order in the manuscript.

Tables should be submitted embedded within the document, without vertical lines.

Include a table legend above the table within the document.

Figures

Figures should be cited in order in the manuscript.

Please list figure legends in numerical order at the end of the manuscript. Include the name of the photographer, when possible.

Example: Fig. 2. The first WTU Herbarium Foray in 1996 to Hart Mountain in southern Oregon. Photo: Richard Olmstead.

Figures must be sent as separate, high-quality image files, preferably in TIF or JPG format. Color photographs should be saved at 300 pixels per inch (ppi) minimum. Line drawings or other illustrations should be saved at 1200 ppi. Lower-quality images cannot be accepted.

Literature Cited

All in-text citations must be properly cited in the Literature Cited section at the end of the manuscript, in alphabetical order.

Surnames of the authors cited should be capitalized in regular font, using the initials followed by a period and no space for given names. List secondary authors with initials preceding surname.

Do not abbreviate titles in the Literature Cited. Use hanging indentation for each citation.

If including DOIs or stable hyperlinks, please place at the end of citations.

Use an en dash (–) between ranges of page numbers.

Please use the following format for citations:

Journals:

Author name(s). Year. Article title. Journal Name [not abbreviated] volume number: page range.

Examples:

Darlington, J. 1934. A monograph of the genus *Mentzelia*. *Annals of the Missouri Botanical Garden* 21: 103–226. <https://doi.org/10.2307/2394228>.

Cervi, A.C. and W.A. Rodrigues. 2010. Nomenclatural and taxonomic review of Passifloraceae species illustrated and described by Vellozo in *Flora Fluminensis*. *Acta Botanica Brasilica* 24: 1109–1111. <https://doi.org/10.1590/S0102-33062010000400029>.

Marsico, T.D., E.R. Krimmel, J.R. Carter, E.L. Gillespie, P.D. Lowe, R. McCauley, A.B. Morris, G. Nelson, M. Smith, D.L. Soteropoulos, and A.K. Monfils. 2020. Small herbaria contribute unique biogeographic records to county, locality, and temporal scales. *American Journal of Botany* 107: 1577–1587.
<https://doi.org/10.1002/ajb2.1563>.

Books:

Author name(s). Year. *Book Title*. City: Publisher.

Example: Schluter, D. 2000. *The Ecology of Adaptive Radiation*. Oxford: Oxford University Press.

Chapter in edited books:

Author name(s). Year. Chapter title. Pp. page range in Editor name(s) (eds.), *Book Title*, volume or edition. City: Publisher.

Example: Garcillán, P.P., C. González-Abraham, and E. Ezcurra. 2012. Phytogeography, vegetation, and ecological regions. Pp. 23–34 in J.P. Rebman and N.C. Roberts (eds.), *Baja California Plant Field Guide*, 3rd ed. San Diego: Sunbelt Publications.

Websites:

Example: International Plant Names Index. 2020. A collaboration of the Royal Botanic Gardens, Kew, Harvard University Herbaria, and Australian National Herbarium. Available from <https://www.ipni.org> (accessed 16 September 2020).

FEES

There are no page or color fees associated with publishing in *The Vasculum*.

REVIEW PROCESS

The Vasculum typically does not send articles out to peer review. Instead, articles are reviewed by the Editorial team, then returned to the author for corrections (only if more than “light editing” is required). Please allow time for the review process to occur upon submission.