

# CNGA Grasslands Production Schedule and Guidelines

## In a nutshell..

### Submission deadlines:

Winter Issue	November 15
Spring Issue	February 15
Summer Issue	May 15
Fall Issue	August 15

**Submissions:** Please submit articles and any e-mail attachments to the *Grasslands* Editorial Chair at [grasslands@cnga.org](mailto:grasslands@cnga.org).

### Submission Guidelines: The Basics

**Formatting:** Times New Roman, 12 pt font; double-spaced with no paragraph formatting; ALL text in upper/lower case (no all upper case lettering please). Send Microsoft Word files. Spell out non-measurement numbers from one to nine and use numerals for 10 and above. Use numerals for measurements (e.g., 3 inches/feet/years) whether under or over 10.

**Be sure to include:** A byline with author name(s), title(s), affiliation(s), and biographical information (one or two sentences) for each author.

**Photos, tables, figures, art:** For photos, we require at least 300 dpi; everything we print is in black and white except covers (so format graphs and tables accordingly). Send all items as email attachments (not imbedded within Word document). Include captions and appropriate credits.

**Reviewers:** Please suggest two potential reviewers for your article, including name, title, and affiliation, as well as professional email address.

Detailed Schedule:	Winter	Spring	Summer	Fall
Submission Deadline (5 weeks before print)	Nov 15	Feb 15	May 15	Aug 15
Reviews Complete	Dec 4	Mar 4	Jun 3	Sep 3
Deliver to Printer	Dec 25	Mar 25	Jun 24	Sep 24
In Reader's Mailbox	Jan 15	Apr 15	Jul 15	Oct 15

**References:** For in-text citations use, e.g., (Jones 2004), (Doe and Johnson 2005), (Smith et al. 2007); for multiple citations, separate with a comma, and list by date starting with oldest (Jones 2004, Doe and Johnson 2005, Smith et al. 2007). Include all names unless there are more than eight co-authors; otherwise, use "et al." format (Smith et al.) and follow the format below for the remainder.

**Note:** We follow the Chicago Manual of Style. See below for more information on style, and more info [HERE](#).

### **Reference (citation) style, examples:**

- Wilson, B.L., R. Brainerd, D. Lytjen, B. Newhouse, and N. Otting. 2014. *Field Guide to the Sedges of the Pacific Northwest*, 3rd ed. Corvallis: Oregon State University Press.
- Baldwin, B.G., D.H. Goldman, D.J. Keil, R. Patterson, T.J. Rosatti, and D.H. Wilken, eds. 2012. *The Jepson Manual: Vascular Plants of California*, 2nd ed. Berkeley: UC Press.
- Corbin, J.D., A.R. Dyer, and E.W. Seabloom. 2007. "Competition interactions." Pp. 156–168 in *California Grasslands: Ecology and Management*, M.R. Stromberg, J.D. Corbin, and C.M. D'Antonio, eds. Berkeley: UC Press.
- Jones, A.B., C.D. Smith, E.F. Doe, and G.H. Roe. 2002. "Prehistoric grassland habitats." *Grasslands* 18(4):13–20.
- Calflora. 2014. "Information on California Plants for Education, Research and Conservation." The Calflora Database. Accessed June 15, 2015. [www.calflora.org](http://www.calflora.org)

### **What types of articles does CNGA print?**

We accept a wide variety of submission types, including short reports on recent events, field reports, book reviews, photographs, updates on research or restoration projects, conservation highlights and species spotlights, opinions, research overviews and original research reports. We like to have a variety of material of varying length (from a photo with a short caption on up to 3,500 words) so lay people and academics alike can find something of interest. See additional descriptions [HERE](#).

All submissions are peer-reviewed and are not guaranteed publication.

**Botanical nomenclature:** Follow the latest edition of the Jepson Manual at <http://ucjeps.berkeley.edu/interchange.html>.

**Ready to submit?**

**Have questions? Email us:**  
[grasslands@cnga.org](mailto:grasslands@cnga.org)