

Ottawa Horticultural Society

Submission and Style Guide for Contributors

(This style guide is based on the guide created by Theresa Wallace for the Old Ottawa East community newspaper, The Mainstreeter)

INTRODUCTION

Thank you for contributing to the Ottawa Horticultural Society's newsletter. We rely on the contributions of volunteers to inform and entertain members about gardening topics and activities of interest in the Ottawa community. We are interested in articles covering all aspects of gardening, including topics of a technical nature or personal experiences with gardening or gardens. This guide provides suggestions on submitting text and photos, along with some style and grammar advice to help you in writing your article.

Editing of articles tends to be light and authors will generally be contacted about editorial changes only if the changes are substantial or require clarification.

Please note that the newsletter is posted to the OHS website, initially available only to OHS members but later to the general public. Authors retain copyright of their material.

GENERAL SUBMISSION GUIDELINES

Length of stories

To ensure adequate space for a variety of stories, aim to keep your story to between 500-1000 words.

Longer articles can be accommodated at the editor's discretion. If a longer word count is required, you might consider if appropriate, splitting the story into sections to be included in a series of newsletters. This would be discussed with the editor prior to writing.

Consider adding sub-headings to visually break up large sections of text and provide a guide to the reader about the content.

Formatting Your story

Use only one font within a story, preferably Arial 12 point.

Use one space only after periods at the end of a sentence.

Listing sources and referring to titles in your article

Indicate at the end of your article any sources you used for research.

In both the body of your article and in your list of sources:

- Italicize titles of books, periodicals, newspapers, databases and websites;
- Use quotation marks for sources that are part of larger works – articles, essays, poems, chapters, web pages.

Submitting Your Content (story and photos) to the Editor

Please send your story and the accompanying photo(s) to the Editor, Tuula Talvila (tuula@ncf.ca), as separate attachments in the same email if possible. Text files should be in Word format (.docx) or Rich Text Format (.rtf).

Images can be inserted into your text document at the appropriate places to guide layout of the article (to keep the file size manageable, please resize those images to a smaller file size). However, we request that you also send us the image files themselves so that the newsletter designer does not have to extract them from the text document.

In addition, please do the following with your images:

- give your image files suitable names (e.g. rename IMG0001.jpg to MockOrange.jpg);
- provide captions for your images, either in your article or as the file names;
- ensure that any people appearing in your images have given their consent to have their image used;
- provide the name of the photographer so we can include appropriate credit.

Images from the internet:

If you are including images sourced from the internet, please restrict your search to images that are not protected under copyright. For example, you can do a Google image search with the “usage rights” set to “Creative Commons licences.” This will bring up images from Wikimedia Commons, Flickr, and other sources of images that are available for use and not protected by copyright.

With any image sourced from the web, the following information needs to be included:

- photographer’s name;
- name of image;
- link to the original image;
- the licence under which you are permitted to use it.

For example, this image of a mock orange was found on Wikimedia Commons:



The attribution information required is:

Kurt Stüber [1], https://commons.wikimedia.org/wiki/File:Philadelphus_virginialis0.jpg CC BY-SA 3.0, via Wikimedia Commons (this information is all provided on the download page).

Another great source of freely available images is the Walter's Gardens website (<https://www.waltersgardens.com/>), which requires an account to log in, and credit must be attributed to Walters Gardens. Inc.

Another online source of images is the Cornell University Library eCommons website: <https://ecommons.cornell.edu/>. If you are looking for a specific plant, just do a search using the search box on the site. Any photos they have will come up in the search results. Photos should be attributed to "Cornell Plantations" and a link provided to the page with the photo.

If you can find only images that are protected under copyright (as is sometimes the case with particular varieties of plants), it is often worth contacting the owner to ask if you can have permission to use it.

Please contact us if you are unsure of how to do this and we can either locate suitable images for your article or help you find some.

PROPER FORMATTING OF PLANT NAMES

Please ensure you have the correct name and spelling for any plants you refer to and use the following conventions for plant names:

- If you use Latin/botanical names of plants, italicize the names, and capitalize the genus name but not the specific epithet, e.g. *Philadelphus coronarius*
- When the same species is referred to again it can be written *P. coronarius*, i.e. without repeating the full genus name
- If the genus is known but not the species, it's written *Philadelphus* sp., e.g. 'On our outing we identified: *Syringa vulgaris*, *Crataegus monogyna*, and *Philadelphus* sp.'
- When referring to many different species in the same genus, it is written *Philadelphus* spp. or just the genus name alone, e.g. '*Philadelphus* make fragrant additions to the shrub garden'
- If a cultivar name is also given, the cultivar name is capitalized, not italicized, and put in single quotation marks, e.g. *Philadelphus coronarius* 'Aurea'

- Common names are not capitalized or italicized, e.g. mock orange, unless it contains a proper noun in the name, e.g. Stokes' aster, New England aster, in which case only the proper noun is capitalized
- In cases where the Latin name has come to be used as a common name, it does not have to be capitalized or italicized, e.g. scilla, narcissus
- Plant family names are capitalized but not italicized, e.g. The mock oranges, or *Philadelphus* spp., are in the family Hydrangeaceae.

ACRONYMS

If you mention the name of an organization more than once, spell it out the first time, followed by the abbreviation or acronym in parentheses. Use the abbreviated form for all other mentions. Example: Friends of the Central Experimental Farm (FCEF).

PUNCTUATION

Periods and commas with quotation marks

All periods and commas should be placed inside quotation marks. This applies to single and double quotation marks.

Hyphens

Do not use a hyphen after an adverb ending in “ly.” Example: This is a privately owned garden.

Hyphenate compound words that precede a noun, but do not hyphenate if they follow the noun. Example: The garden centre offers by-the-hour equipment rentals BUT The garden centre offers equipment rentals by the hour.

Use a hyphen in compound adjectives that begin with a number. Example: two-day event, 10-day project.

WORD USE

“That” and “Which” – when to use each:

“That” is restrictive, meaning the words following it are integral to understanding the sentence. Example: The tulips that she planted last fall are now blooming.

“Which” is non-restrictive, meaning that the words in the phrase beginning with “which” are merely adding information and can therefore be removed without impacting the understanding of the sentence. A non-restrictive clause is surrounded by commas. Example: The multi-coloured tulips, which she planted late last fall, are now blooming.

Helpful hint: if you can put a comma before it in the sentence, the word you are looking for is “which.”

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