

# Editorial Policy & Submission guidelines

*Tyler Smith*

The goal of the Canadian Botanical Association Bulletin is to provide a forum for communication to and among members of the association. It contains articles about Association activities; plant research, education or employment opportunities; research and teaching articles; news and views of interest to Canadian botanists.

The Bulletin publishes texts in French and in English. The choice of language is up to the author. An author wishing to publish a short text in both languages may get help from the Editor in finding a translator. All that appears in the Bulletin must be approved by the editor who can modify or correct at will (with the consent of authors). However, authors are responsible for their opinions.

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## Submission guidelines

### ***1. Keep your formatting minimal***

I need to know basic things: what text should be a heading, a footnote, a caption; what text should be italicized; what data should be presented as a table. Any other formatting (changing fonts, spacing etc) will be removed when I apply the Bulletin formats. So make it easier for both of us, and keep your formatting as simple as possible.

### ***2. Don't use extra spaces, tabs or line-breaks to format your text***

One of the first things I do as editor is remove all empty lines, tabs, and extra spaces. This is important for consistent type-setting.

### ***3. Provide your images as separate files with informative names***

Images embedded in **pdf** or **doc** files are tricky to work with, and often end up with degraded quality. It is much easier for me to process separate files. If you want an image placed at a particular place in the text, indicate this with a tag (e.g., "— figure 1 here —"). Even better, actually refer to the image in your text (e.g. "as shown in Figure 1 ...").

It's also helpful if the files have descriptive names. "Fig1-stigma.jpg" is easier to keep track of than "DSC-00137.jpg".

### ***4. Use standard image formats, and send the highest quality image you have***

**jpg**, **tif** and **svg** files are the easiest for me to work with. **gif** and **png** are also good. **pdf** is ok if no other alternatives are available. Powerpoint (i.e., **ppt**) slides are not acceptable - they will not look the same on my computer as they do on yours, and the image quality is too low for clear reproduction.

Send the largest/highest quality version of your images. I can scale them down if necessary. Images below 300 dpi will not reproduce well, and images less than 125 dpi are unusable.

## Submissions or Questions

Send your submissions, or your questions, to the editor:

Tyler Smith

cba.abc.bulletin@gmail.com