



California Native Grassland Association
Style Sheet for *Grasslands Journal* (Updated July 2018)

For general style, the journal follows the Chicago Manual of Style.

General submission deadlines

Winter - Nov 15

Spring - Feb 15

Summer - May 15

Fall - Aug 15

Reviews

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

Length

Manuscript should be approximately 1500 words or less. Original research articles be up to 3000 words, when necessary. Longer pieces may be split across issues, if appropriate and feasible.

Font

Times New Roman, 12 pt.

Spacing

Double-spaced lines.

Single periods after sentences.

One single spaces between sentences.

Paragraph formatting

No paragraph formatting.

Numbers, Units, Measurement

Spell out non-measurement numbers from one to nine and use numerals for 10 and above. Use numerals for measurements and abbreviate units when reported with a number (e.g., 3 g, 11 ft/lbs) whether under or over 10. Units of time do not need to be abbreviated when used in the flow of a sentence (e.g., “We studied the site for eight weeks,” or “The plants were surveyed 21 days after planting.”)

Case

All titles, headings, and other text in upper/lower case (no all uppercase lettering).

Authors

Include a byline with author name(s), title(s), and affiliation(s).

Also include biographical information (one or two sentences) for each author.

Species and Common Names

- Include the species name in parentheses at the first mention, and use the common name thereafter.

- Botanical nomenclature: For species and common names, follow the latest edition of the Jepson Manual at <http://ucjeps.berkeley.edu/interchange.html>.

Figures, Graphs, Illustrations, Tables

Please send all figures or graphics to be included with the document as .jpg or .tif attachments.

- **Photos:** Grasslands requires a minimum of 300 dpi photo quality. This generally requires photos of 3 megapixels (for a half page or smaller) or 6 megapixels (for full page cover). Megapixel settings are changed on your camera. For information about photos that are not taken with a digital camera, please email us at grasslands@cnga.org.
- **Figures and tables:** All figures must be clear in black and white.
- **Captions:** All figures or graphics to be included with the document must be accompanied by a caption and appropriate attribution to the author(s).

In-text Citations

- For in-text citations of works by one author, use the author's last name followed by the year (Jones 2004).
- For in-text citations of works by two authors, use "and" to separate the authors' last names (Doe and Johnson 2005).
- For in-text citations of works by three or more authors, use the first author's last name followed by "et al." (Smith et al. 2007).
- For multiple citations, separate citations with a comma, and list citations in date order beginning with the oldest (Jones 2004, Doe and Johnson 2005, Smith et al. 2007).

References

- Include a References Cited section if you are citing the works of others.
- Include all author names there unless there are more than eight co-authors; otherwise, use the "et al." format (Smith et al.) and follow the format below for the remainder of the reference.
- List the full name of journals with no abbreviations.

Book

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.

Edited Book

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.

Chapter or section in an edited book

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.

Journal article

Jones, A.B., C.D. Smith, E.F. Doe, and G.H. Roe. 2002. "Prehistoric grassland habitats." *Grasslands* 18(4):13–20.

Catling, P.M., A.R. McElroy, and K.W. Spicer. 1994. "Potential forage value of some eastern Canadian sedges (*Cyperaceae: Carex*)." *Journal of Range Management* 47:226–230.

Thesis or Dissertation

Riesefeld, R. 2014. "Using Vegetation to Reduce Nitrogen Runoff in California Caneberries." M.S. Thesis, San Jose State University, San Jose, CA.

Doe, J. 2015. "Plant Biodiversity and Climate Change – the Future of California Grasslands." Ph.D. Dissertation, University of California Davis, Davis, CA

Presentation

Tilley, D. 2010. "Investigations of Wetland Seed Establishment." Presentation at the National Native Seed Conference, Snowbird, UT, May 2010.

Report or Bulletin

Borders, B., and E. Mader. 2012. "California Pollinator Plants: Native Milkweeds (*Asclepias* sp.)." The Xerces Society for Invertebrate Conservation, Portland Oregon, in collaboration with USDA-NRCS. Technical Note No. CA-21.

Commission for Environmental Cooperation. 2008. "North American Monarch Conservation Plan." Montreal: CEC Office of the Secretariat.

Phillips, S.E., L.P. Hamilton, and P.A. Kelly. 2005. "Assessment of Habitat Conditions for the Riparian Brush Rabbit on the San Joaquin River National Wildlife Refuge, California." Prepared for the U.S. Fish and Wildlife Service Endangered Species Program, Sacramento, California. Turlock: Endangered Species Recovery Program, California State University.

Sampson, A.W., A. Chase, and D.W. Hedrick. 1951. "California Grasslands and Range Forage Grasses." Bull. 724. Berkeley: University of California College of Agriculture, California Agricultural Experiment Station. 125 pp.

Orr, R.T. 1940. "The Rabbits of California." Occasional Papers of the California Academy of Sciences, No. 14. San Francisco: California Academy of Sciences. 227 pp.

USFWS (US Fish and Wildlife Service). 2000. "Endangered and threatened wildlife and plants; final rule to list the riparian brush rabbit and the riparian, or San Joaquin Valley, woodrat as endangered." *Federal Register* 65:8881–8890.

Williams, D.F., P.A. Kelly, and L.P. Hamilton. 2002. "Controlled Propagation and Reintroduction Plan for the Riparian Brush Rabbit." Turlock: Endangered Species Recovery Program, California State University. 75 pp. www.esrp.org/csus/publications/pdf/rbr_prop_plan_finalofficial.pdf

Website

Calflora. 2014. "Information on California Plants for Education, Research and Conservation." The Calflora Database. Accessed February 15, 2015. www.calflora.org