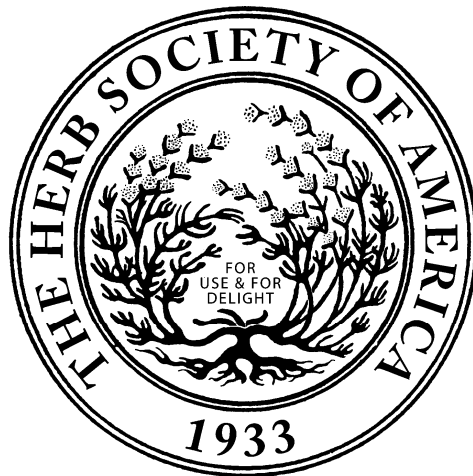


The Herb Society of America

Style Manual

A Guide for Authors



THE HERB SOCIETY OF AMERICA, INC. STYLE MANUAL

Many organizations produce style manuals for authors who write for their publications. This manual is a way to spell out in a concise format the accepted usage of terms that are often found in our publications.

The major references we have used are *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*, 14th Edition, 1993 and *Scientific Style and Format: The CBE Manual for Writers and Editors*, 1994. These are the references you should use if you encounter situations not covered here.

This will be a work in progress. If you have questions, let us know at headquarters and we will address them in future updates.

The general editorial rules that apply today favor less of many things than applied in the past. That means punctuation only when necessary to avoid misreading, and capitalization in many fewer instances than in the past.

CAPITALIZATION AND USAGE

These are correct usages of some of the commonly used nouns in our publications. Only proper nouns should be capitalized. Bold text in these examples is simply for emphasis and does not imply proper usage.

- The **unit** held a plant sale.
- The Herb Society of America, Connecticut **Unit** *or* the Connecticut **Unit** *are correct*.
- It is *incorrect* to reverse the order as in: Central Ohio **Unit**, The Herb Society of America.
- It is also *incorrect* to refer to a unit as: the Central Ohio Herb Society or the Sangre de Cristo Herb Society
- The only exception to the rule of capitalizing proper nouns: it is *correct* to say **The Society** simply because early members of The Society asked that this tradition be maintained.
 - Notice that the article **The** is capitalized when used with **The** Herb Society or **The Society**. When used with or without the word ‘The’, Herb Society should be capitalized. The abbreviation “**THSA**” is *not correct* – use “HSA” only.
- **The article “the” is not capitalized when used with a unit name.** Therefore, the Chatahoochee Unit is correct.
- District names are correctly written as **the** West District, or **the** Mid-Atlantic District.
- She is representing the **district** at the symposium.
- She is the Central **District** Member Delegate.
- The **board** is meeting in two weeks.
- The **Board** of Directors meets three times a year.

THE HERB SOCIETY OF AMERICA, INC.
STYLE MANUAL

- I went to the district **symposium** and learned so much.
- The South Central District **Symposium** will be in Little Rock, AR.

- She will give a program on **rosemaries**.
- There will be programs on such topics as: **beneficial native plants, xeriscaping, and alternatives to the traditional lawn.**
- The West District Symposium will be titled “**Basils and Peppers.**” *Notice quotation marks on the program title.*

- Mary Cartwright, a former **chairman** of the Nashville Unit has a tree planted in her honor.
- **Chairman** Ann Rea will conduct the meeting.

- I got a notice from **headquarters** about that.
- The Herb Society **Headquarters** is in Kirtland, Ohio.

- There are thousands of species planted in the **arboretum**.
- Plan to visit the Holden **Arboretum** while you are at headquarters.
- We visited several herb gardens and **arboreta**.

- We have a schedule of district and **annual** meetings where we can network.
- The **Annual** Educational Conference will be in Baltimore in 2000.

- Come and enjoy a visit to the **library** at headquarters.
- Michele Meyers is the librarian in The Herb Society of America **Library**.

- The **garden** reopened in April of 1999.
- The National Herb **Garden** has over 300,000 visitors each year.

- Ginny Miller is the new **chairman** of the seed exchange.
- Former **Seed Exchange Chairman** Jane Thompson served for many years.

Member at large is not hyphenated in any usage and is capitalized only when part of a proper name.

- Our new secretary is a **member at large** from Ohio.
- **Member at Large** Ann Crane lives in Iowa.

A usage to avoid: the abbreviation MAL is not to be used simply because some members at large object to that usage.

THE HERB SOCIETY OF AMERICA, INC.
STYLE MANUAL

SINGULAR/PLURAL

- **Singular** – symposium, arboretum, genus
- **Plural** – symposia, arboreta, genera

TITLES

Book and magazine titles are italicized (or underlined in typed text). Titles of articles or presentations are enclosed in double quotes.

Example: Jane Smith, author of *Herbs for Pleasure*, presented “The Fragrance of Herbs” at the symposium. Smith is editor of *Herb Weekly*.

NOMENCLATURE

There are strict rules regarding botanical nomenclature that must be followed. The primary reference for nomenclature is the *Royal Horticultural Society Dictionary of Gardening*, but other well-regarded references and experts will be consulted as the need arises. The numerous changes in botanical names since the 1976 publication of *Hortus III* limit its usefulness as a reference. Rules – refer to Figure 1. for clarification.

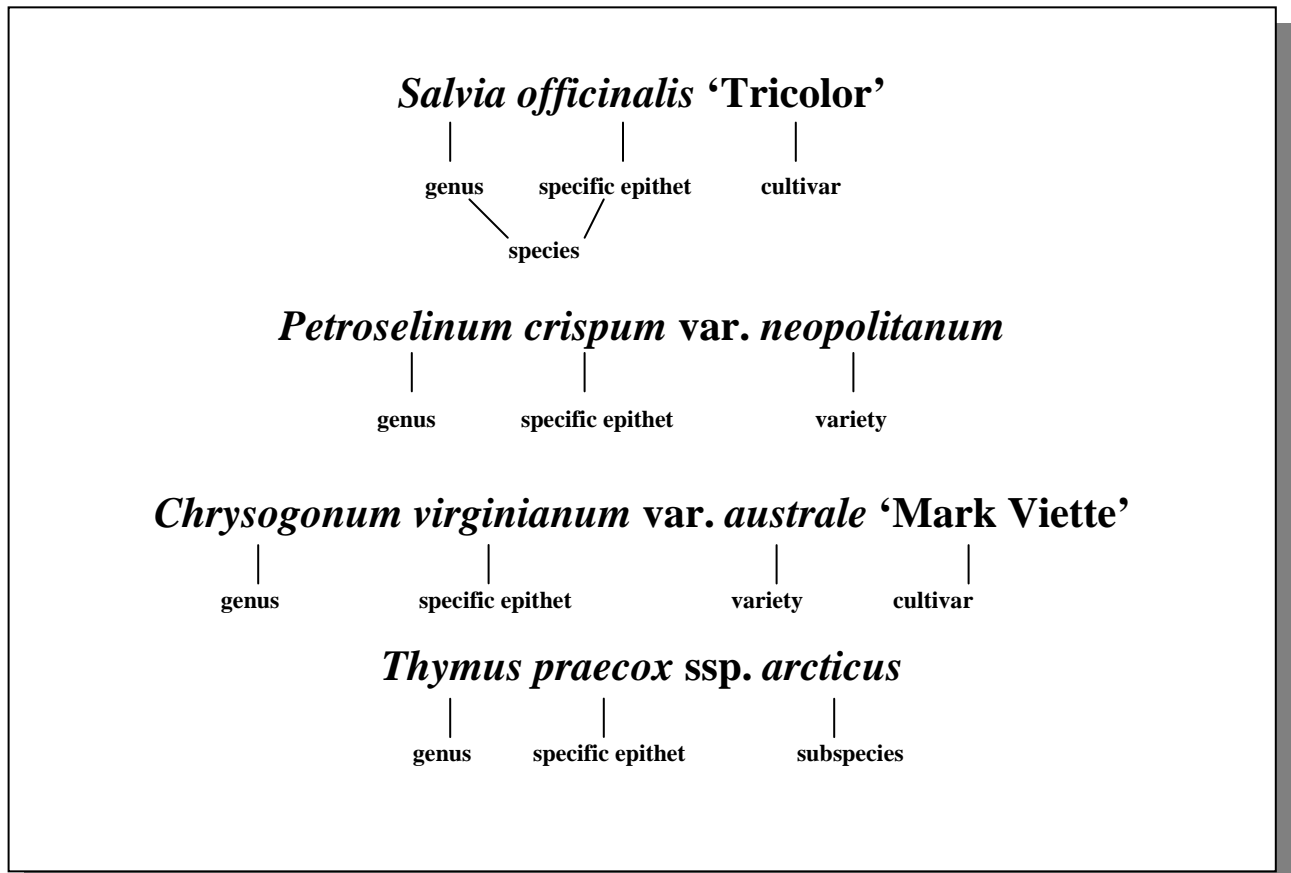


Figure 1.

THE HERB SOCIETY OF AMERICA, INC.
STYLE MANUAL

1. **The genus name is capitalized, the specific epithet is not** (even when it is a proper adjective, as was done in older references such as *Hortus III*). **Both the genus and specific epithet are italicized (or underlined in typed copy).**
2. A cultivar refers to a cultivated variety and may be the result of hybridization, random mutation or plant selection. For our purposes, a cultivar differs from a variety in that the definable factors that make a cultivar unique are not passed from generation to generation by seed. **All primary words within a cultivar name begin with an upper case letter and the whole name is enclosed in single quotes.** Since 1959, all new cultivars are given names in the vernacular (i.e. English, German, etc.) *not* in Latin. Prior to 1959, cultivars could be given Latin names (i.e. ‘Picta’, ‘Variegata’, ‘Flore-Plena’).
3. A variety is a naturally occurring plant. The definable factors that make a variety unique can be passed on to succeeding generations via asexual *and* sexual reproduction. **A variety name is not capitalized, but is always italicized (or underlined in typed copy). The abbreviation “var.” is not italicized.** The variety name is always in Latin form.
4. **Interspecific crosses (crosses between two species within a genus) are denoted by a “×” immediately preceding the specific epithet.** Until recently, there was a space between the “×” and the succeeding word, but the new practice, which HSA will follow, eliminates the space. In cases where the parentage of the hybrid is known, it is optional to list the names in parentheses after the hybrid name to provide more information. Often this is not done in popular literature, unless it is important to the article, but parentage, if known, is usually listed upon first usage in scientific articles and reference books. Parentage is listed only upon first reference. **When typeset in final printing, the “×” is set as a multiplication symbol.**
5. **Intergeneric crosses (crosses between members of different genera) are denoted by an “X” immediately preceding the genus.** As with interspecific crosses, parentage is optional, but it is usually included with scientific articles and reference books.

X*Heucherella alba* (*Heuchera brizoides* × *Tiarella wherryi*)
(intergeneric cross)

***Lavandula* ×*intermedia* (*L.angustifolia* × *L. latifolia*)**
(interspecific cross)

THE HERB SOCIETY OF AMERICA, INC.
STYLE MANUAL

Correct: *Salvia* ‘Raspberry Royale’ (*S. greggii* × *S. microphylla*) bears magenta flowers in late summer and fall.

Salvia ‘Raspberry Royale’ bears magenta flowers in late summer and fall.

Incorrect: *Salvia greggii* × *Salvia microphylla* ‘Raspberry Royale’ bears magenta flowers in late summer and fall.

Salvia (*S. greggii* × *S. microphylla*) ‘Raspberry Royale’ bears magenta flowers in late summer and fall.

6. When a plant is first mentioned, the entire botanical name must be listed. For instance, *Lavandula angustifolia* ‘Munstead’ can be shortened to *L. angustifolia* ‘Munstead’ after the first mention, or even just to ‘Munstead’. In the same article, another cultivar of *Lavandula angustifolia* can be referred to as *L. angustifolia* ‘Hidcote’ upon first mention and after that as just ‘Hidcote.’

Correct: *Lavandula angustifolia* ‘Hidcote’ is taller than *L. angustifolia* ‘Jean Davis.’ The pink-flowered ‘Jean Davis’ is 10-15” tall, while ‘Hidcote’ reaches 18” in height. *L. angustifolia* ‘Twickel Purple’ has lighter purple flowers than ‘Hidcote.’

Incorrect: *L. angustifolia* ‘Hidcote’ is taller than ‘Jean Davis.’ The pink-flowered *Lavandula angustifolia* ‘Jean Davis’ is 10-15” tall while ‘Hidcote reaches 18” in height. ‘Twickel Purple’ has lighter purple flowers than *Lavandula angustifolia* ‘Hidcote.’

Correct: *Salvia leucantha* blooms late in the summer, while *Salvia* × *superba* ‘Blue Hill’ blooms in June. *Salvia azurea* var. *grandiflora*, like *S. leucantha*, also blooms in the fall. The flowers of ‘Blue Hill’ are lighter blue than those of *S. leucantha* and *S. azurea* var. *grandiflora*.

7. While a cultivar name can stand alone after first reference, a variety name or specific epithet must never stand alone.

Correct: *Salvia leucantha* blooms late in the summer, and so does *Salvia elegans*. The flowers of *S. leucantha* are vivid purple while those of *S. elegans* are red.

Incorrect: *Salvia leucantha* blooms late in the summer, and so does *Salvia elegans*. The flowers of *leucantha* are vivid purple while those of *elegans* are red.

SP. VS. SPP. VS. HYB.

8. The abbreviations sp., spp., and hyb. are never italicized or underlined.

- “sp.” means the specific epithet of a particular species is unknown or unspecified.
- “spp.” refers to more than one species within a genus, known or unknown. It does not refer to more than one plant of a single species.

**THE HERB SOCIETY OF AMERICA, INC.
STYLE MANUAL**

- “**hyb**” is used the same way as “sp.,” but for a plant of hybrid origin for which the cultivar is unknown.

Correct: Mint (*Mentha* spp.) is used to flavor iced tea.
The iced tea was flavored with several sprigs of mint (*Mentha* sp.)

The plate was garnished with a rosemary sprig (*Rosmarinus* sp.)
I could tell the plant was a hosta (*Hosta* hyb.), but did not know which one.

COMMON NAMES

9. Common names are not capitalized unless they contain a proper noun.

Correct: rosemary, flax, agrimony, Queen Anne’s lace, black-eyed Susan

10. The use of botanical names as common names or the mixing of the two should be avoided.

Correct: The subjects of the fine arts contest are *Salvias* and *Rosmarinus*.
The subjects are sages and rosemaries.

Incorrect: The subjects are *salvias* and *rosemaries*.

For better clarity, HSA will use scented *Pelargoniums* instead of scented geraniums.

Note that the “s” that makes *Salvias* and *Pelargoniums* plural is not in italics.

INFORMATION FOR AUTHORS

Purpose of this information

This is not intended to be an exhaustive reference for HSA authors, but it is hoped the information here will answer most questions for those writing for HSA publications, particularly *The Herbarist*. If you have questions which are not answered by this information, please contact Robin Siktberg at 440-256-0514 or rsiktberg@herbsociety.org.

**THE HERB SOCIETY OF AMERICA, INC.
STYLE MANUAL**

Medicinal Disclaimer for Authors and Speakers

The Herb Society of America is a non-profit, educational organization dedicated to promoting the knowledge, use and delight of herbs through educational programs, research, and sharing the experience of members with the community.

It is the policy of The Herb Society of America not to advise or recommend herbs for medicinal or health use.

In accordance with the First Amendment of the U.S. Constitution, authors or speakers may quote scientific literature, ethnic or historic literature and may cite how they personally use herbs. However, none of the information published/presented may serve as a recommendation or an endorsement of any particular medical or health treatment. The Herb Society of America is not liable for any decision made or actions taken or not taken due to use of materials published and/ or presented. Electronic links are provided as an educational service only.

Disclaimer to Be Read Prior to a Presentation or to Be Included on the Handouts

It is the policy of The Herb Society of America not to advise or recommend herbs for medicinal or health use. The information in this presentation is intended for educational purposes only and should not be considered as a recommendation or an endorsement of any particular medical or health treatment.

Differences between bibliographies and reference lists

References for additional reading or not specifically referred to in the article should be listed in a bibliography that distinguishes these documents from source documents. References are source documents that are referred to specifically in the article and should be listed as literature cited. There is seldom need to include both literature citations and bibliography with an article.

The basic style for HSA publications is the author-date style rather than the humanities style.

Literature cited

The HSA style for listing literature citations is to use the number system with references alphabetized rather than in the order mentioned in the text.

Note citations in the text by using Arabic numerals in parentheses; e.g., (21). Do not use superscript numerals for citations. Insert citations in a sentence immediately following an author's name or the statement supported by the author, not at the end of the sentence. Example: "Research shows that herbs are becoming more popular (5) and sales volume is increasing (6)."

THE HERB SOCIETY OF AMERICA, INC. STYLE MANUAL

List citations alphabetically by last name of authors. Number them consecutively followed by a period and a tab. List authors, last name first, then first (and middle) name(s) as listed in the cited publication, a comma, then additional authors (initial or first name first). End author names with a period and a tab. If more than one title by an author or group of authors is cited, list in chronological order. This is a departure from the usual scientific style that uses initials only for all author names. The year of publication is followed by a period and a tab.

Book titles are lower case except the first word and any proper nouns. Italicize, but do not enclose in quotation marks. Follow titles with a period and a tab. Book titles are followed by publisher name (short form permissible), a comma, followed by publisher city, comma, and state (standard US Postal Service abbreviation) and a period. State name may be omitted for major cities.

1. Rose, Jeanne. 1987. *Jeanne Rose's modern herbal*. Putnam: New York.
2. Rose, Jeanne. 1990. *Jeanne Rose's kitchen cosmetics*. North Atlantic Books: Berkeley, CA.
3. Tolley, Emelie, Chris Mead. 1991. *Gifts from the herb garden*. Clarkson Potter: New York.
4. Sanders, George S., Thomas R. Brice, Vince I. DeSantis, and Carole C. Ryder. 1989. *Prediction and prevention of famine*. Los Angeles: Timothy Peters.
5. Ohio State University. College of Administrative Science. Center for Human Resource Research. 1977. *The national longitudinal surveys handbook*. Rev. ed. Columbus.

Periodical article citations follow the format of article title with the first word and proper nouns only capitalized and followed by a period and tab. Next is the periodical title (abbreviation is permitted and should follow standard usage) followed by a period and a tab. Give volume number followed by issue number in parenthesis. A colon follows and then page numbers of the article. (No spaces.)

1. Blumenthal, Mark. 2000. Interactions between herbs and conventional drugs: introductory considerations. *Herbalgram*. 49:52-63.
2. Dunning, Judy. 1999. Harvesting your herb seeds. *The herbarist*. 65:11-13.
3. Shaw, Non. 2000. Echinacea. *Herbs*. 25(3):12-15.

Book chapter citations where multiple author chapters are edited to compose a book follow this form: Chapter author name. Year. Chapter title, page range. In: Editor(s) name(s) (ed.) Book title. Publisher name, City, State.

1. Alcorn, Janis B. 1995. The scope and aims of ethnobotany in a developing world, 23-39. In: Schultes, Richard Evans; Siri von Reis (ed). *Ethnobotany: evolution of a discipline*. Dioscorides Press: Portland, OR.
2. Plotkin, Mark J. 1995. The importance of ethnobotany for tropical forest conservation, 147-156. In: Schultes, Richard Evans; Siri von Reis (ed). *Ethnobotany: evolution of a discipline*. Dioscorides Press: Portland, OR.

Newspaper or Encyclopedia Article

**THE HERB SOCIETY OF AMERICA, INC.
STYLE MANUAL**

Do not include in reference list. Citation is made in the text as shown below.

In an article in *The Plain Dealer*, 21 April 1999, Dick Feagler stated...

According to the eleventh edition of *World Book*, there are only 30 California Condors in existence, and those are in captivity.

World Wide Web Site

1. Jewett, Sarah Orne. 1997. *The country of the pointed firs* [online]. New York:Columbia University, Academic Information Services, Bartlby Library, 1996. [cited 16 October 1997]. Available from World Wide Web (<http://www.Columbia.edu/acis/bartlby/jewett>)

Other types of citations

See section 16.32 and following sections in *Chicago Manual of Style* for other examples.

Bibliography

A list of books or other references used by an author or recommended for further reading.

The bibliography is arranged in a single alphabetical list by the last names of the authors. All sources to be included – books, articles, papers – are all alphabetically arranged.

Entries in a bibliography are not numbered.

A single author entry comes before a multi-author entry beginning with the same name.

Multiple listings by the same author are in chronological order.

The order of information is different than in literature citations. Author names are followed by title in italics, publisher city (and state), publisher name, and date.

- Adams, James. *Landscaping with Herbs*. Portland, Oregon: Timber Press, 1987.
- Clarke, Ethne. *Herb Garden Design*. New York: Macmillan, 1995.
- Damrosch, Barbara. *Theme Gardens*. New York: Workman, 1982.
- Heriteau, Jacqueline and H. Marc Cathey. *The National Arboretum Book of Outstanding Garden Plants*. New York: Simon and Schuster, 1990.
- Swanson, Faith H. and Virginia B. Rady. *Herb Garden Design*. Hanover, NH: University Press of New England, 1984.

See sections 15.58 and following sections in *Chicago Manual of Style* for additional examples.

**THE HERB SOCIETY OF AMERICA, INC.
STYLE MANUAL**

Notes

Notes will be printed as endnotes rather than footnotes.

Notes should be numbered consecutively throughout the text. These numbers should be set as superscript and should follow all punctuation marks in the sentence or section to which the note refers.

When more than one successive reference is made to a single work, all but the first, full reference may be shortened by the use of *ibid.* *Ibid.* is not italicized in the list of notes.

See sections 15.6-15.38 and Figure 15.3 in *Chicago Manual of Style* for examples. There is generally more flexibility with wording and formatting of notes than bibliographies and literature citations.