

contact Elton Smith, who is our program chairman for next year.

I will now turn the program over to the moderator for the morning session, Harrison Flint.

## **PRODUCTION OF THE *IPPS PROCEEDINGS* AND *THE PLANT PROPAGATOR***

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Publishing the *Proceedings* and *The Plant Propagator* constitutes the largest outlay of funds by the Society and these two publications are mainly what the members receive for their annual dues.

One of the problems we face is the ever-rising cost of publishing books. In any college bookstore it is common to find textbooks at prices ranging from \$30 to \$100 each. To avoid increases in our annual dues, we keep trying to hold our publishing costs down, principally of the *Proceedings*.

The primary controlling factor we have in avoiding cost increases is to hold down the book size. With material from our six Regions, it would be easy to allow the size of the book to greatly proliferate, becoming more and more expensive. So we have set a limit of 10-double-spaced typed pages including tables and figures, for manuscripts submitted for the *Proceedings*, which translates to about 5 printed pages. The length of the average article in the *Proceedings* has been less than this. We are trying to avoid those extremely long articles with large tables of raw data.

Another goal is to get the *Proceedings* mailed out to the membership as rapidly as possible. The main delay is waiting for manuscripts from the speakers. These are supposed to be handed to the Regional Editors at the time of the meetings — but there are always substantial numbers who do not and this can delay the *Proceedings* by weeks or months. We never receive some papers and the *Proceedings* is published without them.

Some important suggestions in preparing articles for publication in the *Proceedings* are:

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<sup>1</sup> International Editor

1. Study and follow the direction sheets mailed to all speakers by the Program Chairmen or Regional Editors.
2. Study articles in recent issues of the *Proceedings* to see the format and style used.
3. Keep within the 10-page *double-spaced* typewritten limitation. Never, never, type articles single-spaced! There is no room for editorial corrections.
4. Avoid lengthy tables of raw data. Condense data into concise tables. Lengthy, complicated tables are costly to typeset. Set up tables in a vertical rather than horizontal format. These fit the dimensions of the printed page better. Preferably, the data should be analyzed statistically. This gives more credence to the conclusions. Any list of plant names should always be in alphabetical order and by scientific names — not common names.
5. Use sharp, glossy, black and white photos to illustrate your message. These are relatively inexpensive to use and add to the appearance of the *Proceedings*. Often a photo will show what you cannot explain in words. Take outdoor photos in light shade rather than full sun, if possible. This avoids distracting shadows.
6. When graphs are used, include the original with your manuscript, not a photocopy, which is often fuzzy and difficult to read. Lettering is important. Remember, a reduction is usually made to fit the graph on to the printed page. If letters are too small, they will tend to disappear after reduction. Likewise very fine lines will disappear after reduction.
7. For *Literature Citations* at end of article use the format found in articles in the *Proceedings*. Use complete citations. Do not omit name or date of publication, volume, or page numbers, or the publisher, in case of books.
8. Use complete mailing address, including — in the U.S. — the zip code, under your name at the beginning of article. Galley proofs are sent to authors and this cannot be done without a proper address.
9. Have someone else read your manuscript for clarity and meaning before it is submitted. If HORTUS III is available, use this to check your plant names for accuracy.

It is a constant goal to maintain and improve the quality of the *Proceedings*. The Regional Editors first edit the papers, making sure they are not over the page limit and that all components — all pages, figures, graphs, literature citations — are properly included. The International Editor then receives

and further edits the papers, preparing them for the printer with notations as to type size, headings, placement of illustrations, etc. Our two botanical editors, Warren Roberts and Andy Leiser, then go over all papers for the correct botanical nomenclature. This is very important. Our Society should be a leader in using correct nomenclature. You may note that we use the modern term "cultivar", rather than the less precise term, "variety" in IPPS publications.

Manuscripts then go to the printer in Sacramento, California — Region by Region — for printing of the galleys.

Galley proofs are returned to the authors and Regional Editors for further checking. Authors should not try to rewrite their papers in the galley proof stage. This becomes very expensive and costs are billed to the authors. After return of all corrected galley proofs, the printer prepares the page proof which the International Editor checks over for any errors or problems. The corrected page proof, along with the Index — prepared by the International Editor — is then returned to the printer who prepares the final silver proof, which is again checked over for the final time by the International Editor, just before publication of the book.

*The Plant Propagator* is issued four times a year and goes to all members. Mailings are in December, March, June, and September. Preparation of these issues are finalized for the printer about six weeks ahead of these dates.

We welcome research papers or any news items of interest to propagators for publication in *The Plant Propagator*.

A recent trend toward the encouragement of our younger plant propagators in school has been the submission to *The Plant Propagator* by their major professor of joint papers describing results of research projects in their graduate studies. We also receive many papers from overseas IPPS members who are in countries with no IPPS Regions and cannot easily attend meetings.

Our constant goal is to improve quality and usefulness of the Society's two publications and suggestions to accomplish this are always welcome.