

Guidelines for Authors

EDITORIAL NEEDS

Style: Informative, friendly, clean, and concise. Readers are primarily gardeners, both amateur and professional. The author's gardening experience or information, presented clearly, is the objective for each article.

Subjects: General gardening topics include prairie landscaping, plant propagation and care, varieties of trees, shrubs, fruits, vegetables, ornamentals, perennials and annuals. Personal gardening experience, prairie gardens, projects and gardeners are often highlighted.

Submission of material: Please submit articles in digital form by [e-mail](mailto:editor@theprairiegarden.ca) to the editor (editor@theprairiegarden.ca). Documents should be in either Word or Rich Text Format (RTF). No Acrobat PDFs, please.

Plant names: When naming a plant, use the common name first, followed if you wish by the botanical name in parentheses, e.g. slender white prairieclover (*Dalea candida*).

Common names should always be in lower case, unless they are at the beginning of a sentence or there is a proper noun in the name.

Latin names should be in italics. Cultivar names and English abbreviations such as "ssp." (subspecies) or "var." should not be in italics. Cultivar names should be capitalized and placed in single quotation marks. Example: 'Blue Prince' creeping juniper (*Juniperus horizontalis* 'Blue Prince').

Measurements: Give metric measurements, followed if you wish by imperial in parentheses, e.g. 35 cm (14 in.). Round off measurements. Metric has no period (cm, m); imperial has a period (in., ft.).

Numbers: When used in a sentence, one to nine should be spelled out (one to nine, not 1 to 9). Numbers over nine (10 and up) may be numbers, e.g. five years or 11 years. Used as a measurement, numbers are fine (see above). A range of numbers should have an EN dash between them (2–5, not "2 to 5").

Language: Set your dictionary to Canadian English in your word processing program before running a spell check. This will help improve consistency across articles and reduce the amount of editing required. Note these common Canadian spellings: colour, flavour, favour, metre, litre, centre.

The Prairie Garden is not a scientific publication, although many of our contributors are scientists. We ask that you please limit your references to a maximum of six. Three or four are suitable when cited within an article to substantiate information presented or when given as suggestions for further reading.

Please send digital pictures and diagrams with every item when possible. When using a digital camera, please ensure that you are using a minimum of a 6 megapixel camera and each file name reflects exactly what the image is. Drawings, charts, tables, clip-art and cartoons

are especially helpful to illustrate articles. Please include them if you can. See the [image guidelines](#) for more detail.

Titles: Suggested titles for articles are helpful, but the committee decides on the final title.

Author notes: A completed copy of **The Prairie Garden** "[author notes](#)" form should be sent along with your materials to the editor (mailto:editor@theprairiegarden.ca). The "author notes" form asks for information about you, including your name, mailing address, email and telephone number, as well as for some personal information, mainly about your interest in gardening. We use this information to create the small bios that accompany each article or for photo credits.

The Prairie Garden Committee welcomes submissions from interested prairie gardeners. We reserve the right to refuse or edit material if it is deemed inappropriate to our objectives. If you are submitting material that has been published previously in another publication, please submit the item with a letter granting permission to **The Prairie Garden** to re-publish the work.

All submitted material becomes the property of **The Prairie Garden**.

This brief style guide is meant as a loose guideline. Questions and topic proposals can be directed to [the editor](#). **The Little Penguin Handbook**, Canadian Edition, by Lester Faigley and Roger and Heather Graves (Toronto: Pearson, 2011) or a similar Canadian guidebook is suggested for questions relating to punctuation, grammar and reference lists in articles.

Deadline for Articles

Each year the deadline may vary depending on how quickly articles come in and the quantity received. Generally speaking, **articles, author notes, and photos should be submitted before July 1** of any calendar year to be considered for inclusion in the upcoming issue (e.g., July 1, 2017 for the 2018 edition). The issue goes to the printer in January, so this allows for time to select, edit and prepare the materials for publication. Often articles will be held over as more suitable for the aims of a following issue, and/or to facilitate the editing process.

We welcome submissions at any time of the year, and your questions too.