

# The Herb Society of America, Inc. Style Manual



2013 Edition

The Herb Society of America (HSA) is devoted to the dissemination of knowledge about herbs. To best serve our community of writers, The Society has developed its own style guide. We have used the following major references with modification: *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*, 16th Edition, 2010 and Council of Science Editors, *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers* 7th ed., 2006. This manual presents a concise format of the accepted usage of terms that are often found in all official HSA publications

This guide 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*. The general editorial rules that apply today favor fewer 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. In addition, we request that authors use active voice rather than passive voice.

If you have questions which are not answered by this guide, please contact HSA Headquarters at 440-256-0514. Authors submitting articles for a specific publication, e.g., *The Herbarist*, quarterly newsletters or *Herbal Bytes*, should consult the specific Guidelines for Authors under the submissions tab on the publications section of the website. ([Insert link here.](#))

## FORMATTING GUIDELINES

For consistency and ease of editing and processing, HSA requests that authors format their contributions utilizing the guidelines below. While manuscripts submitted to *The Herbarist* will benefit from all the guidelines, book reviews, newsletter articles and brief notes may not use the entire list. When in doubt, check with HSA headquarters.

***Title.*** When appropriate, please provide HSA with a title of your publication. The title page is counted as page one, although a number does not appear.

***Pagination.*** Number the first page of the text as page two. Place the number in the top right corner of the page.

***Margins, spacing, and indentation.*** Leave margins of at least one inch on all sides of the page, and double-space throughout the text. Indent the first line of each paragraph one-half inch.

***Headings or sections.*** HSA encourages the use of headings or sections to help readers follow the organization of a manuscript or article.

***Visuals.*** Place visuals or images as close as possible to the text that discusses it. Digital images should be of high resolution (at least 300 dpi and a minimum of 5 x 7”).

***Nomenclature.*** Provide correct scientific names for plants mentioned in the text (see pages seven-nine).

***Sources or references.*** Please cite works to which one has made specific reference using the author-date system (see pages four-six).

***Literature Cited List.*** At the end of the text, a list of references provides full publication information for each source. Entries in the reference list are alphabetized by author surname and are not numbered (see pages four-six).

***Bibliography.*** At the end of the text, list the material you used in preparing your essay whether or not you included specific citations from the work. Entries in the bibliography are listed alphabetically and are not numbered (see page six).

## Documentation

HSA uses the author-date method for documenting sources. Each in-text citation is placed in parentheses and includes the author's name and year of publication. 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 (Rose, 2008), and according to Sanders (2009) sales volume is increasing.”

At the end of the work, a list of references provides full publication information for each source. Entries in the literature cited list are alphabetical by last names of the authors (then initials if last names are the same) and chronologically if duplicate author names appear. Verify all entries against original sources. Double check that all citations in the manuscript text are in the literature cited list and vice-versa. Below are tables with examples of sources and sample citations. You may also consult *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*, 16th Edition, 2010. *The Chicago-Style Citation Quick Guide* can be found at [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html). Note that HSA has modified these style references to suit our organization's needs.

### *General principles for formatting literature cited and literature cited list*

#### Books

##### Important Elements:

- Author (last name, first and middle initial, or as noted in the cited publication. For multi-authored works, list the first seven authors and then “et al” – unless there are eight authors and then list all eight.)
- Year of publication
- Title (capitalize only the first word of title and proper nouns)
- Place of publication (city, state – state name may be omitted for major cities)
- Publisher (short form permissible)
- Page numbers of chapter

#### Citing Books

Source	Sample Citation
Book by a single author	Rose, J. 1987. <i>Jeanne Rose's modern herbal</i> . New York: Putnam.
Book by two or more authors	Jones, B.F., Z.C. Wesson, and J.E. Smith. 1998. <i>Hollies</i> . New York: Wiley.
Book chapter	Brown, A.G. 1995. Apples, p. 3-37. In: J. Janick and J.N. Moore (eds.). <i>Advances in fruit breeding</i> . West Lafayette, Ind.:Purdue Univ. Press.
Dissertation	Reeder, J.D. 2001. Nitrogen transformations in revegetated coal spoils. PhD diss., Colo. State Univ.
Encyclopedia	Do not include in reference list. Citation is made in the text as shown below. According to the eleventh edition of <i>World Book</i> , there are only 30 California Condors in existence, and those are in captivity.

## Articles from print periodicals: scholarly journals, abstracts, magazines and newspapers

### Important Elements:

- Author (last name, first and middle initial, or as noted in the cited publication. For multi-authored works, list the first seven authors and then “et al” – unless there are eight authors and then list all eight.)
- Date of publication of article
- Title of article (capitalize only the first word of title and proper nouns)
- Title of publication (abbreviation is permitted and should follow standard usage)
- Volume followed by issue number in parenthesis if appropriate
- Page numbers of article

Citing Articles from Print Periodicals	
Source	Sample Citation
Article in a scholarly journal	Goldberg, D., B. Cornat, and Y. Bar. 1991. The distribution of roots, water, and minerals as a result of trickle irrigation. <i>J. Amer. Soc. Hort. Sci.</i> 96:645-648.
Abstracts	Newmith, W.C. and W.M. Dowler. 1973. Cold hardiness of peach trees as affected by certain cultural practices. <i>HortScience</i> 8(3):267 (abstr.).
Periodical	Blumenthal, M. 2000. Interactions between herbs and conventional drugs: introductory considerations. <i>Herbalgram</i> . 49:52-63.
Article in a daily newspaper	Do not include in reference list. Citation is made in the text as shown below. Example: In an article in <i>The Plain Dealer</i> , 21 April 1999, Dick Feagler stated...

### Internet Resources

The basic rules for citing do not differ for internet items from what is required for print. Simply listing a URL is not sufficient; all the publication information should also be listed. Springerlink is one of several sites which aggregate journal articles in the sciences and make them available online. Just as you list page numbers in a book so that readers can go directly to the information you are referencing, it is important to include the entire link to the article you are referencing.

### Online articles and books

#### Important Elements:

- All of the publication information (see print information, above)
- Add date accessed
- Add Available from: url

Citing Internet Resources	
Source	Sample Citation
Online article	Koutsos, T.V., P.S.Chatzopoulou, and S.T. Katiotis. 2009. Effects of individual selection on agronomical and morphological traits and essential oil of a “Greek basil” population. <i>Euphytica</i> 170:365-370. Accessed January 13, 2013. Available from: <a href="http://link.springer.com/search?query=Basil&amp;search-within=Journal&amp;facet-journal-id=%2210681%22">http://link.springer.com/search?query=Basil&amp;search-within=Journal&amp;facet-journal-id=%2210681%22</a>
Online book	Griffiths, A.J.F., J.H. Miller, D.T. Suzuki, R.C. Lewontin, and W.M. Gelbart. Introduction to genetic analysis. 7th ed. New York: W. H. Freeman & Co. Accessed May 31, 2005. Available from: <a href="http://www.ncbi.nlm.nih.gov/bookshelf/br.fcgi?book=iga">http://www.ncbi.nlm.nih.gov/bookshelf/br.fcgi?book=iga</a>

## Websites

### Important Elements:

- Title of website
- Place of publication and publisher
- Date of publication and date of last update (if relevant)
- Date you accessed the information
- Available from: url

Citing Web Sites	
Source	Sample Citation
Homepage	APSnet: plant pathology online (Internet). St Paul (MN): American Phytopathological Association. Accessed June 20, 2005. Available from: <a href="http://www.apsnet.org/">http://www.apsnet.org/</a>
Database	PLANTS Database (Internet). 2012. PLANTS Profile for <i>Monarda fistulosa</i> (wild bergamot) USDA PLANTS. United States Department of Agriculture Natural Resources Conservation Service. Accessed December 19, 2012. Available from: <a href="http://plants.usda.gov/java/profile?symbol+MOFI">http://plants.usda.gov/java/profile?symbol+MOFI</a>

## *General principles for formatting bibliographies*

A bibliography contains titles for additional reading (particularly germane to the article's topic) or works that were general sources for the article. This is in contrast to the list of works cited which includes source documents that are specifically cited within the article. Generally, an article with many citations, i.e., a long reference list, would not have a lengthy bibliography.

### Bibliography List

#### Important Elements:

- Arrange in a single alphabetical list by authors last names
- Do not number list entries. Multiple listings by the same author are in chronological order.
- The order of publication information includes the title in italics, city (and state) followed by a colon, publisher name, and date

#### Sample Bibliography

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.

## NOMENCLATURE

There are strict rules regarding botanical nomenclature that must be followed. HSA's reference of choice is the USDA GRIN Taxonomy for Plants database <http://www.arsgrin.gov/cgi-bin/npgs/html/taxgenform.pl>, but other well-regarded references and experts may be consulted. The numerous changes in botanical names since the 1976 publication of *Hortus III* limit its usefulness as a reference. Please refer to Figure 1, Figure 2 and the 10 common practices we have listed for clarification on pages 7-9.

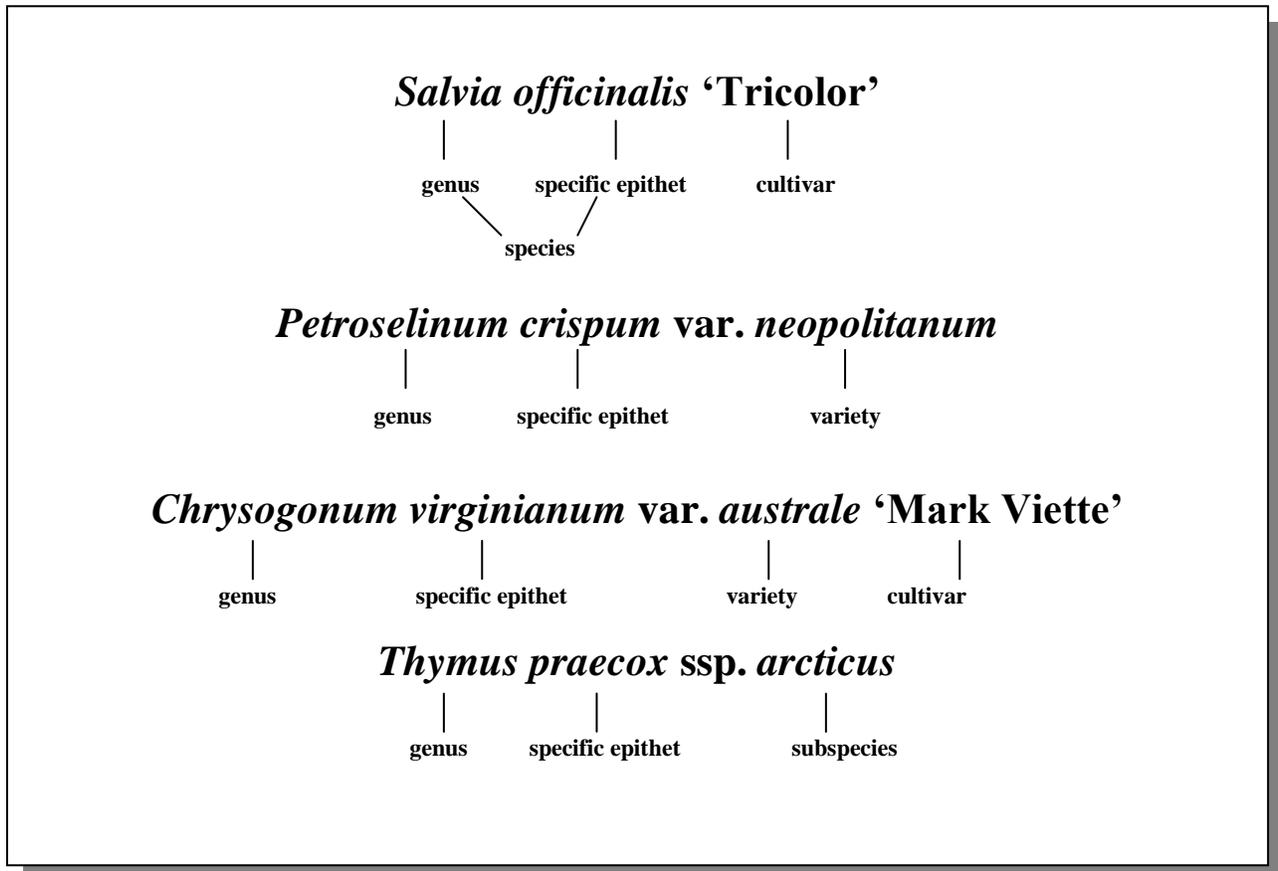


Figure 1.

- 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.**
- 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.

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

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

Figure 2.

4. **Interspecific crosses (crosses between two species within a genus) are denoted by an “×” immediately preceding the specific epithet.** Until recently there was a space between the “×” and the succeeding word, but the current practice 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.**

**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

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 (Figure 2).
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 as 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 as does *Salvia elegans*. The flowers of *leucantha* are vivid purple while those of *elegans* are red.

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

**Correct:** A popular use of mint (*Mentha* spp.) is to flavor iced tea.

Several sprigs of mint (*Mentha* sp.) flavored the iced tea.

She garnished the plate with a rosemary sprig (*Rosmarinus* sp.).

I could tell the plant was a hosta (*Hosta* hyb.) but did not know which one.

**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 italicized.

## CAPITALIZATION AND USAGE

Listed below are correct usages of some of the commonly used nouns in HSA 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**. 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 Chattahoochee 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.
- I got a notice from **headquarters** about that.
- The Herb Society **Headquarters** is in Kirtland, Ohio.
- 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 Citizen, a former **chairman** of the Nashville Unit has a tree planted in her honor.
- **Chairman** Suzy Officer will conduct the meeting.
- Sally Gardener is the new **chairman** of the seed exchange.
- Former **Seed Exchange Chairman** Gail Root served for many years.
- 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 **Educational Conference and Annual Meeting of Members** will be in Baltimore.
- Come and enjoy a visit to the **library** at headquarters.
- Jane Book 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.

Member at large is not hyphenated in any usage and is capitalized only when part of a proper name. A usage to avoid: do not use the abbreviation MAL as some members at large object to that usage.

- Our new secretary is a **member at large** from Ohio.
- **Member at Large** Ann Midwest lives in Iowa.
- There are many terms associated with the **internet** such as **online, pdf, PowerPoint, website and e-mail**.

#### SINGULAR/PLURAL

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

#### TITLES

Book and magazine titles are italicized. 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*.