



Paper for an Edited Collection

This abridged guideline is for preparing a paper manuscript for an edited collection. If you require further assistance, contact your volume editor or refer to the [Guidelines](#) on SISP's website.

1. Before you submit your manuscript, evaluate it for third-party images or other materials (e.g., poetry or literary quotes) that can be claimed by another party. Authors are responsible for obtaining permission (or "license") and paying any required fees to reproduce these materials. Permissions must be submitted to SISP with your final manuscript, after peer review. It is typical for permissions documentation to take several months to come through, so authors should send permission requests for all third-party materials as early as possible. SISP will provide an image license template upon request.
2. Required software = MS Word
3. Manuscript page formatting:
 - All margins measure 1 inch.
 - All text is double spaced.
 - Regular text is 12 pt.
 - Use Times font (e.g., Times New Roman)
4. Maximum page length and figure count will be determined by SISP and the volume editor.
5. Required Elements
 - Title page (include title, subtitle, all authors' names, affiliations, physical addresses, and emails)
 - Main text
 - References
6. Headings should be styled consistently so organization is clear.
7. Callouts must appear in the main text for each figure and table.
8. Number all figures sequentially (1, 2, 3, etc.) in the order they are called out in the text.
9. FIGURES: Low-resolution figures should be embedded in your paper (with captions below each) for peer review. Final figure files in required format and resolutions will be submitted with your revised paper, and captions grouped at end of paper.
10. When preparing your *final* figure files, refer to SISP's "[Digital Art Prep Guide](#)."
 - Each figure's "print size" should measure at least 6" wide (for landscape-orientation figures) or 8" tall (for portrait-orientation figures).
 - Line art must have resolution of 1200 dpi.
 - Images that are black-and-white should be saved in Grayscale mode, 300 dpi.
 - Images that are color should be saved in CMYK mode, 300 dpi.
 - Combination halftones (shading/color + text) should be 600–900 dpi.
11. Tables should be numbered (1, 2, 3, etc.) in the order they are called out in the text. Each table can be submitted as a separate MS Word doc or embedded in the main text in its proper position.
12. SISP accepts three reference systems (Au-Date, Notes + Bibliography, Botany), depending on discipline convention. SISP guidelines to all three reference systems are available on the [Guidelines](#) tab at SISP's website. Each includes examples of common citations.
13. Compile notes as endnotes in a separate document or manually keyed (not embedded) at the end of the paper.
14. SISP's house style is based on *Chicago Manual of Style* and standard American English spellings in *Merriam Webster's Dictionary*.