For general style, the journal follows the Chicago Manual of Style.

**General submission deadlines**
Winter - Nov 15  
Spring - Feb 15  
Summer - May 15  
Fall - Aug 15

**Reviews**  
Please suggest two potential reviewers for your article, including name, title, and affiliation, as well as professional email address.

**Length**  
Manuscript should be approximately 1500 words or less. Original research articles be up to 3000 words, when necessary. Longer pieces may be split across issues, if appropriate and feasible.

**Font**  
Times New Roman, 12 pt.

**Spacing**  
Double-spaced lines.  
Single periods after sentences.  
One single spaces between sentences.

**Paragraph formatting**  
No paragraph formatting.

**Numbers, Units, Measurement**  
Spell out non-measurement numbers from one to nine and use numerals for 10 and above. Use numerals for measurements and abbreviate units when reported with a number (e.g., 3 g, 11 ft/lbs) whether under or over 10. Units of time do not need to be abbreviated when used in the flow of a sentence (e.g., “We studied the site for eight weeks,” or “The plants were surveyed 21 days after planting.”)

**Case**  
All titles, headings, and other text in upper/lower case (no all uppercase lettering).

**Authors**  
Include a byline with author name(s), title(s), and affiliation(s).  
Also include biographical information (one or two sentences) for each author.

**Species and Common Names**  
- Include the species name in parentheses at the first mention, and use the common name thereafter.
• Botanical nomenclature: For species and common names, follow the latest edition of the Jepson Manual at http://ucjeps.berkeley.edu/interchange.html.

Figures, Graphs, Illustrations, Tables
Please send all figures or graphics to be included with the document as .jpg or .tif attachments.
• Photos: Grasslands requires a minimum of 300 dpi photo quality. This generally requires photos of 3 megapixels (for a half page or smaller) or 6 megapixels (for full page cover). Megapixel settings are changed on your camera. For information about photos that are not taken with a digital camera, please email us at grasslands@cnga.org.
• Figures and tables: All figures must be clear in black and white.
• Captions: All figures or graphics to be included with the document must be accompanied by a caption and appropriate attribution to the author(s).

In-text Citations
• For in-text citations of works by one author, use the author’s last name followed by the year (Jones 2004).
• For in-text citations of works by two authors, use “and” to separate the authors’ last names (Doe and Johnson 2005).
• For in-text citations of works by three or more authors, use the first author’s last name followed by “et al.” (Smith et al. 2007).
• For multiple citations, separate citations with a comma, and list citations in date order beginning with the oldest (Jones 2004, Doe and Johnson 2005, Smith et al. 2007).

References
• Include a References Cited section if you are citing the works of others.
• Include all author names there unless there are more than eight co-authors; otherwise, use the “et al.” format (Smith et al.) and follow the format below for the remainder of the reference.
• List the full name of journals with no abbreviations.

Book

Edited Book

Chapter or section in an edited book

Journal article

**Thesis or Dissertation**
M.S. Thesis, San Jose State University, San Jose, CA.

Ph.D. Dissertation, University of California Davis, Davis, CA

**Presentation**

**Report or Bulletin**
The Xerces Society for Invertebrate Conservation, Portland Oregon, in collaboration with USDA-NRCS. Technical Note No. CA-21.


**Website**