



American Botanical Council Guidelines for Submitting Articles to *HerbalGram*

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Submitting Articles to *HerbalGram*

HerbalGram is a publication of the American Botanical Council, a non-profit, educational and research organization that focuses upon herb and medical plant research, regulatory issues, market conditions, native plant conservation, and other general interest aspects of herb use. This document contains information that will help you prepare your manuscript for submission to *HerbalGram*.

Purpose, Audience and Content

Because of the greatly expanded interest in the use of medicinal plants during the past 25 years, accurate and responsible information has become increasingly essential. For this reason, the American Botanical Council publishes *HerbalGram* as a reliable and authoritative source of herb information.

Our readership represents a broad spectrum of people interested in herbs. The *HerbalGram* audience is diverse, including interested lay people, health professionals, academics, industry personnel, and government officials.

We focus mainly on medicinal plant research, regulatory issues, market conditions, native plant conservation, and other general interest aspects of herb use. Although chiefly concerned with the use of plants in health care, we occasionally present information on uses of plants for other purposes. Modalities of health care are often associated with divergent philosophies on the nature of health and disease. Each of these healing modalities can claim some successes, yet none can claim perfection. *HerbalGram* does not adhere to, nor advocate any single medicinal modality. We publish information about botanicals used in many of them. Because most of our audience is Western, we have a special interest in Western scientific evidence that confirms empirical knowledge from use in traditional historical systems of medicine. Both types of information contribute to a deeper understanding of the effects and appropriate uses of herbs, and each can confirm the validity of the other's observations.

We publish primarily on those herbs available commercially and used in self-care and/or professional clinical practice. We believe that herbs can be used safely and responsibly in both ways. Self-care and traditional medicine are practiced worldwide, usually appropriately, and are part of the public domain.

According to the World Health Organization (WHO), 80% of the world's population in developing countries uses traditional medicine because they are unable or unwilling to use modern medicine. Experience indicates that the general public can use herbs both safely and effectively for treating minor illnesses; however, more serious conditions have also been treated by health professionals using herbs or herbal medicines. We do not believe that herbs or health are somehow too complex for anyone but a physician or herbalist to understand. We believe that our readers can decide when professional help is needed. *HerbalGram* presents information from sources we consider reputable, to inform the consumer and professionals alike. We do this with considerable effort and meticulous fact-checking, although occasionally we, too, may be guilty of oversight or error. However, the professionals who peer-review *HerbalGram* are some of the most knowledgeable people available in the areas of herbal science, and they help to ensure accuracy and credibility.

HerbalGram neither advocates nor discourages self-medication, but urges responsibility and caution in all decisions affecting health. *HerbalGram* is not a "how-to" magazine about self-

medication. With some possible exceptions, serious health problems are rarely appropriate for self-diagnosis or self-treatment with folk or traditional medicines, and qualified health professionals should be consulted in such cases.

HerbalGram strives to report on the best available information, drawing from many sources, usually in the published literature. We often include information on novel and interesting uses of plants outside of their health benefits (e.g., insect repellent, energy, or wild food uses). We normally eschew information on gardening or culinary aspects of herbs, leaving such topics to other publications. We do not discriminate on the basis of the authors' nationality, scientific or philosophical beliefs, sect, or preference of medicinal system. We choose material based on our evaluation of its quality, relevance, and interest to our readers.

We encourage a rational model of healthcare, which considers aspects of a person's health, including diet and exercise, mental attitude, and other lifestyle influences on health. All of these are important to maintaining and improving a healthy lifestyle; however, *HerbalGram* is not about diet and exercise, nor health philosophy. It is about herbs and their potential and actual use in health care. We hope you enjoy reading it as much as we enjoy producing it. We appreciate your continued support.

Writer Guidelines

All articles published in *HerbalGram* are peer reviewed by leading authorities in the field of phytopharmaceutical research, including

- James A. Duke, Ph.D., U.S. Department of Agriculture, retired;
- Norman Farnsworth, Ph.D., Professor of Pharmacognosy, University of Illinois Medical School;
- Michael Balick, Ph.D., Director of the Institute of Economic Botany, the New York Botanical Garden, Bronx, New York.

We welcome article proposals and finished manuscripts via e-mail. We prefer MS Word. If this format is not possible, then please save your text in Rich Text Format (RTF), a universal style that retains any italics and other individual formatting. *Do not* send manuscripts in Word Perfect. If you have any questions about RTF, please contact the editorial office in Austin, Texas, at 512-926-4900. Please send your manuscripts to HerbalGram@herbalgram.org. Some general suggestions follow.

Please type your manuscript double-spaced, using a 12-point font, with at least one-inch margins all around. Send straight text, with little or no formatting except when necessary for presentation of charts or diagrams.

First mention of a plant species should include its standardized common name (SCN), followed in parentheses by its Latin binomial, the naming authority, and the family name. Second and subsequent mention of each species should use the common name. For SCN, we rely upon the second edition of Herbs of Commerce, which may be purchased through the ABC Herbal Education Catalog. The taxonomy databases maintained by ARS GRIN (<http://www.ars-grin.gov/npgs/tax/>) and ITIS (http://www.itis.usda.gov/itis_query.html) are excellent resources for current binomials and family information.

References must be complete, with the title of the article or book cited as well as author names, publication, pages, and dates. They should be numbered in the order in which they appear with a list of references placed at the end of the article. *HerbalGram* follows the reference standards established by the American Medical Association (AMA) Manual of Style, 9th Edition (1998). For examples on how to cite and document references, please refer to Guidelines for Citations on page 6 of this document. The AMA Manual of Style refers to the US National Library of Medicine's current Index Medicus as the standard for abbreviating journal titles. To determine the appropriate abbreviation, you can access the Index Medicus at <ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf>.

If your references or citations are incomplete or of a different style, we will return your manuscript for correction, which will delay the publication process.

For stylistic matters not covered by the AMA Manual of Style, our stylistic authority is the Chicago Manual of Style. We request, for consistency and ease of cross-platform transfer of text, that you spell out any Greek letters attached to scientific terminology (for example, alpha-quintone rather than a-quintone).

Please include a brief professional/academic biographical paragraph at the end of your article (before the references) to inform our readers of your background and how to contact you. We also require a statement of interest to identify the author(s) ties to the subject.

The process of editorial development includes a first round review for acceptance by HerbalGram editors. Any questions/suggestions will be sent to you for reply. The resulting second version will be sent for peer review, and any questions/suggestions from that review process will also be sent to you for reply.

If you have excellent quality graphics or photographs to illustrate your article, we would be very interested in seeing them. If possible, send us your images in high-resolution electronic format. Please include a proper description of such materials, and label your images with your name, the name of the subject, a description of the image for caption text, and the name of the graphic artist or photographer. We will assume that we have permission to reproduce images you submit; please be sure to have secured that permission from the original graphic artist or photographer if someone else created the images.

We do not pay for manuscripts or photographs, but will send you six copies of the issue in which your material appears. Upon publication in HerbalGram, the American Botanical Council assumes all permission and copyrights. In keeping with ABC's educational mission, we are happy to facilitate reprints of your work, and in all media and forms. If you find outlets for reprinting your article, or for its appearance in other formats, including electronic and Internet, we are happy to assist in that process.

We suggest that you obtain a sample copy of at least one of the latest issues of *HerbalGram* to familiarize yourself with our subject matter, journalistic style, and general focus. Please call us to order a copy.

If you have any questions, please contact the *HerbalGram* Managing Editor.

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Guidelines for Citations

Updated August 17, 2006

- 1) References cited in an article are indicated by a superscript number. (ABC no longer cites references by author's name and year of publication.) This number is assigned in the order in which the references are cited and will follow any punctuation.

Correct: Uncaria guianensis contains very low levels of alkaloids.^{1,2,3}

Incorrect: Uncaria guianensis contains very low levels of alkaloids (Sandoval et al, 2002; Miller et al, 2001; Lee et al, 1999).

- 2) References will be listed in numerical order at the end of the article.
- 3) ABC will follow the *American Medical Association Manual of Style, 9th Edition*, for citing articles, with the variations listed in 6) below.
- 4) In keeping with *American Medical Association Manual of Style, 9th Edition*, ABC will abbreviate all journal titles per Index Medicus. The most current version can be found online at: <ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf>.
- 5) Below are highlighted some of the key points about *American Medical Association Manual of Style, 9th Edition*, that ABC has adopted:
 - a) List all authors up to a maximum of six. If there are more than six authors, designate those beyond the first three with "et al."
 - b) In titles that are not italicized (e.g., journal articles), italicize Latin binomials. When the title is italicized (e.g., books), Latin binomials within the title appear in regular (non-italicized) font.
 - c) Do not italicize "et al," "in vitro" or "in vivo" in the citation.
 - d) Italicize journal and book titles.
 - e) Insert a period after the journal or book title.
 - f) List page ranges so that the last number of the range is in its full form:
 - i) *Correct: 751–759*
Incorrect: 751–9
 - ii) *Correct: 217–230*
Incorrect: 217–30

- iii) *Correct:* 47, 51, 53, 62
 Incorrect: 47+
- 6) ABC will use the following stylistic variations to the *American Medical Association Manual of Style, 9th Edition*:
- a) Include the full date of the issue when available. Spell out the name of the month. Monthly journals have only a month and year. More frequent periodicals will include a specific day. For example:
- Fletcher RH, Fairfield KM. Vitamins for chronic disease prevention in adults. *JAMA*. June 19, 2002;287(23):3127-3129.
- Pobocik RS, Benavente JC, Boudreau NS, Spore CL. Pregnant adolescents in Guam consume diets low in calcium and other micronutrients. *J Am Diet Assoc*. May 2003;103(5):611-614.
- b) Include the issue number in parentheses after the volume number. For example:
- Fletcher RH, Fairfield KM. Vitamins for chronic disease prevention in adults. *JAMA*. June 19, 2002;287(23):3127-3129.
- 7) How to reference ABC's books:
- a) Blumenthal M, Hall T, Goldberg A, Kunz T, Dinda K, Brinckmann J, Wollschlaeger B. *The ABC Clinical Guide to Herbs*. Austin, TX: American Botanical Council; 2003.
- b) Blumenthal M, Busse WR, Goldberg A, Gruenwald J, Hall T, Riggins CW, Rister RS, eds. Klein S, Rister RS, trans. *The Complete German Commission E Monographs—Therapeutic Guide to Herbal Medicines*. Austin, TX: American Botanical Council; Boston: Integrative Medicine Communication; 1998.
- c) Blumenthal M, Goldberg A, Brinckmann J, eds. *Herbal Medicine: Expanded Commission E Monographs*. Austin, TX: American Botanical Council; Newton, MA: Integrative Medicine Communications; 2000.
- 8) How to reference *HerbalGram* articles:
- a) Format:
[Author]. [Title]. *HerbalGram*. [Year];No. [Issue]:[Pages].
- b) Example:
Jackson S. Classic herbal texts brought into the digital age. *HerbalGram*. 2003;No. 60:30-37.

9) How to reference HerbClip™ articles:

- a) Format:
[Authors]. [Title]. *HerbClip*. [Issue Month date and year] (No. [ID-bin number]). Austin, TX: American Botanical Council. Review of [title of original article] by [authors]. [Journal]. [Year] [Volume Date, if available];[Volume]([Issue]):[Pages].
- b) Example:
Schulman R. Green tea extract reduces body weight in obese adults—clinical trial. *HerbClip*. November 14, 2002 (No. 091122-220). Austin, TX: American Botanical Council. Review of Recent findings of green tea extract AR25 (Exolise) and its activity for the treatment of obesity by Chantre P, Lairon D. *Phytomedicine*. 2002;9(1):3-8.

10) How to reference *HerbalE*Gram:

- a) *HerbalE*Gram includes links to news releases, *HerbalGram* articles, and HerbClip summaries in addition to articles specific to *HerbalE*Gram and catalog and calendar listings. When citing *HerbalE*Gram use the formats below. However, if the item being cited is an *HerbalGram* article, HerbClip summary, or news release, use the appropriate format for that item as listed in this document.
- b) When the Author is Specified
- i) Format:
[Author], [Title]. *HerbalE*Gram. [volume & issue date];[volume]([issue no.]). [URL of article if accessed on the website]. Accessed [date accessed].
- ii) Example:
Blumenthal M. German government reconsiders Kava, *HerbalE*Gram, July 2005;2(3). [http://www.herbalgram.org/default.asp?c=kava_overturn]. Accessed September 13, 2005.
- c) When the Author is Not Specified
- i) Format:
American Botanical Council. [Title]. *HerbalE*Gram. [volume & issue date];[volume]([issue no.]). [URL of article if accessed on the website]. Accessed [date accessed].
- ii) Example:
American Botanical Council. Ethnobotanical tour: Botanical medicines from the Amazon and Machu Picchu. *HerbalE*Gram. July 2005;2(3).

or, if accessed via ABC's website rather by receiving the e-mail newsletter:

American Botanical Council. Ethnobotanical tour: Botanical medicines from the Amazon and Machu Picchu. *HerbalEGram*. July 2005;2(3).
[http://www.herbalgram.org/files/e-newsletter/heg2_3a.html]. Accessed September 13, 2005.

11) How to reference ABC press releases:

- a) Format:
[Title] [press release]. Austin, TX: American Botanical Council; [date].
- b) Example:
Herbal Science Group Says Dosage Too Low in New Echinacea Trial [press release]. Austin, TX: American Botanical Council; July 27, 2005.

12) How to reference personal communication:

Personal communication can be oral (in-person or telephone interviews) or written (personal letters or in-house documents not accessible to researchers). If a personal communication is referred to twice in one article, the citation need not be repeated unless a different communication from the same person intervenes.

ABC will follow the *American Medical Association Manual of Style, 9th Edition*, by referencing personal communication within the text and NOT in the References list. However, ABC will use the following stylistic variations for in-text references:

- a) When an article has a single author, personal communications are presumed to be to the author.

- i) Format when text mentions the source:
The quotation or paraphrased material is followed immediately by (personal communication, [Month] [Day], [Year]).

Example:

Dr. Smith said, "This study cannot be considered conclusive" (personal communication, March 15, 2006).

- ii) Format when text does not mention the source:
The quotation or paraphrased material is followed immediately by ([source] personal communication, [Month] [Day], [Year]).

Example:

Several organizations have offered to fund such a study (T. Smith personal communication, March 19, 2006).

- b) When the personal communication was not received by the author or when the article has multiple authors, the recipient of the personal communication needs to be specified.
- i) Format when text mentions the source:
The quotation or paraphrased material is followed immediately by (personal communication to [interviewer], [Month] [Day], [Year]).
- Example:
Dr. Smith said, “This study cannot be considered conclusive” (personal communication to M. Finney, March 15, 2006).
- ii) Format when text does not mention the source:
The quotation or paraphrased material is followed immediately by ([source] personal communication to [interviewer], [Month] [Day], [Year]).
- Example:
Several organizations have offered to fund such a study (T. Smith personal communication to M. Finney, March 19, 2006).

13) E-mail Communications

If an e-mail is referred to twice in one article, the citation need not be repeated unless a different e-mail from the same person intervenes. ABC will follow the *American Medical Association Manual of Style, 9th Edition*, by referencing e-mail communication within the text and NOT in the References list. However, ABC will use the following stylistic variations for in-text references:

- a) When an article has a single author, e-mails are presumed to be addressed to the author.
- i) Format when text mentions the source:
The quotation or paraphrased material is followed immediately by (e-mail, [Month] [Day], [Year]).
- Example:
According to Dr. Smith, “This study cannot be considered conclusive” (e-mail, July 2, 2006).
- ii) Format when text does not mention the source:
The quotation or paraphrased material is followed immediately by ([source] e-mail, [Month] [Day], [Year]).

Example:

“Every month of delay increases the likelihood that this habitat will be lost” (T. Smith e-mail, July 27, 2006).

- b) When the e-mail was not received by the author or when the article has multiple authors, the recipient of the e-mail needs to be specified.

- i) Format when text mentions the source:

The quotation or paraphrased material is followed immediately by (e-mail to [recipient], [Month] [Day], [Year]).

Example:

According to Dr. Smith, “This study cannot be considered conclusive” (e-mail to M. Finney, July 2, 2006).

- ii) Format when text does not mention the source:

The quotation or paraphrased material is followed immediately by ([source] e-mail to [recipient], [Month] [Day], [Year])

Example:

“Every month of delay increases the likelihood that this habitat will be lost” (T. Smith e-mail to M. Finney, July 27, 2006).