



# Information for Authors

Version 2: Last reviewed and adopted by the Committee on 22 December 2025.

The current version of this document is available at <https://www.exoticferngroup.org/submissions>.

A shortened version of this guidance is also printed in the back of *The Glasshouse*.

## Editorial policy

*The Glasshouse* is the journal of the Exotic Fern Group (EFG). The EFG publishes articles at intervals throughout the year on its website, which are freely available to its members. Articles are compiled annually in printed format as *The Glasshouse*. Copies are for sale, with any profits being invested directly towards the EFG's mission.

*The Glasshouse* publishes articles on all topics related to ferns and their allies, including horticulture, conservation, taxonomy and science. We are interested in book reviews and reports on visits to publicly accessible fern collections. The focus of the EFG leans towards ferns and their allies that originate from tropical and subtropical regions of the world, but *The Glasshouse* will consider any appropriate article. Our readership comprises hobby gardeners, professional horticulturists and botanists, beginners and experts. Submissions should be accessible and interesting to that readership. This can include unpublished research by the author or the possible direction of future research. They should be aimed at the general reader who may not be an expert in the chosen topic.

*The Glasshouse* accepts submissions on a rolling basis. Contributions are subject to review. The editors' decision on publication is final. The editors will work with authors to ensure a consistent tone and quality is maintained throughout the journal.

## Submission of manuscripts

All manuscripts should be submitted to the editors via email to [editor@exoticferngroup.org](mailto:editor@exoticferngroup.org). Initially, submissions should be in a format accessible to the editors, and tables, photographs and figures may be included in the same document as the text. The senior author should supply an email address to facilitate correspondence.

## Submission guidelines

The following guidance is to help you prepare a submission. It will also give you insight into how we edit texts in order to make articles consistent for our readership but also maintain your voice and help clearly articulate your opinions. You don't have to be an experienced author, so please don't be overwhelmed by this document. We will be on hand to help at any stage of the process.

Manuscripts should be submitted in English (British) in electronic format. We recommend using rich text, Microsoft Word, Apple Pages or unencrypted PDF files. All manuscripts will be proofread and copyedited only in line with the guidance below. You will be consulted if substantial edits are needed.

1. **Title:** the article title should reflect the content of the article. It should use upper and lowercase, with only proper nouns capitalised. Generic and specific names should be in italics, however not all our publishing platforms will support italics.
2. **Length:** articles are normally between 1,000 and 3,000 words in length. Longer or shorter articles will be considered. EFG Pteridology Prize entries should be no less than 2,000 words. Longer articles may be serialised. All submissions should be in a digital format. Article length may be shortened, up to a point, to allow for more texts in *The Glasshouse*. We will work with you on this, if there are any issues.
3. **Author name, biography and headshot:** include an appropriate headshot image and a 50–100 word biography of each author. Please refer to previous articles for examples.

4. **Abstract and keywords:** if you are submitting an academic article, please include an abstract between 150 and 200 words. This should reflect the content of the paper. You should also include up to ten 'keywords' to help optimise search results. EFG Pteridology Prize submissions must include a summary of your work or an abstract.
5. **Botanic and scientific terms:** if your article contains botanic or scientific language, consider including a glossary or explanations of the more complex terms in your body text.
6. **Taxonomy and names:** at the time of publication, botanical names will be checked as current against the synonymic checklist *World Ferns* website (Hassler, 2025). If the author uses a name that isn't current according to this source, and it is a valid synonym, it will be modified as follows.

- a. *Parablechnum chilense* (syn. *Blechnum*)
- b. *Drynaria baronii* (syn. *D. sinica*)
- c. *Oceaniopteris gibba* (syn. *Blechnum gibbum*)

The exception is when articles are specifically challenging taxonomy, or have clearly set out an alternative and specific differing approach to taxonomy that is consistently applied and referenced. Depending on context, the alternative *World Ferns* name will be given in parentheses after the name.

The *World Ferns* website is the EFG's reference for taxonomic authority names and their corresponding abbreviations.

7. **Subheadings:** longer articles should be organised into titled sections. Use upper and lower case, only capitalise proper nouns. Use bold or underline these in your text to indicate what text is a heading. We will format these as appropriate.
8. **Tables:** tables can only be displayed and printed in portrait orientation, as articles are typically initially published online in HTML format. Tables cannot be image files.
9. **Images:** authors are encouraged to illustrate their text with full-colour images, photographs and diagrams. Supply the best quality image files you can. If there is a quality issue, we will let you know. The resolution should be appropriate for print publication. A rough rule of thumb is that images should have a resolution of at least 300 dpi at their final size. Do not compress any photographs. All images submitted in colour will be published in colour unless the author specifically requests that their figures be in black and white. Colour images are also included in the print issue. If the image requires cropping, please provide clear instructions.

Supply a list of captions at the end of your manuscript for all pictures and diagrams. Supply images as individual files (JPEG, PNG or SVG formats preferred). Please do not insert images directly into your submission text. Please supply images as individual files, which are labelled clearly in the file name. Include captions and 'alt text' at the bottom of your article.

*The Glasshouse* has a usable page size of 234mm × 156mm. The pages will be laid out in portrait orientation. Any supplied images should take this into consideration.

All copyright permissions must be cleared and, if necessary, paid for by the author. It is also the author's responsibility to include acknowledgements as stipulated by copyright owners.

10. **Image captions:** must be suitably worded to apply to both the print and online versions of the article. You do not need to number your images. However, if you need to refer to a specific picture or diagram, use figure numbers (Figure 1, Figure 2, and so on). If you use figure numbers in your text, apply this approach consistently throughout the text. Please note there is no distinction between photographs and line drawings in numbering.

As a general rule, copyright notices will not be included in the captions unless specified and unless different to the author's name.

11. **Image accessibility and alt text:** include 'alt text' (alternative text) describing the content of all images, photographs and diagrams in order to aid accessibility. Good alt text ensures that individuals with visual impairments or those using screen readers can comprehend the content and context of your images. The aim of alt text is to provide concise, informative descriptions of images so that all readers have access to the same level of information and understanding, and can engage with and benefit from the visual elements integral to scholarly content. Including alt

text demonstrates a commitment to accessibility and enhances the overall impact and reach of your work.

Alt text applies to all images, photographs and diagrams. Alt text is only accessible in electronic formats and won't appear as part of the printed article. If alt text is not provided, the figure captions will be used instead.

12. **References:** references to books, articles, websites and other source material should be made following the Harvard system, with the citation given in parentheses within the text and the full source given in a 'References' section at the end of your work. For example:

a. **Page in a book**

In-text citation: (Jones, 1992, p. 64)

Reference list: Jones, D.L. (1992) *Encyclopaedia of Ferns*. London: Methuen.

b. **Chapter in a book with chapter authors and editors**

In-text citation: (Kessler, 2010)

Reference list: Kessler, M. (2010) 'Biogeography of ferns', in K. Mehltreter, L.R. Walker, and J.M. Sharpe (eds), *Fern Ecology*. Cambridge: Cambridge University Press, pp. 22–60. Available at: <https://doi.org/10.1017/CBO9780511844898>

c. **Journal article**

In-text citation: (Blake, 2020)

Reference list: Blake, P. (2020) '*Pityrogramma austro-americana* and *calamelanos*', *Pteridologist*, 7(1), pp. 20–21. Available at: <https://www.biodiversitylibrary.org/page/63094997> (Accessed: 19 December 2025).

d. **Webpage**

In-text citation: (Leoni, 2025)

Reference list: Leoni, L. (2025) *Stenochlaena tenuifolia* at Cambridge University Botanic Garden. Available at: <https://www.exoticferngroup.org/post/stenochlaena-tenuifolia-at-cambridge-university-botanic-garden> (Accessed: 19 December 2025).

If the author is included in the narrative of your text, there is no need to include the author within the parentheses for the in-text citation. For example, 'David Jones (1992, p. 87) described *Dipteris* as...'.

If you are citing two or more different publications with the same authors published in the same year, then distinguish between them by allocating a lower-case letter, in alphabetical order, after the publication date in the order you cite the sources. For example:

Fraser-Jenkins, C.R. (1980a) '*Dryopteris affinis*: a new treatment for a complex species in the European Pteridophyte Flora', *Willdenowia*, 10(1), pp. 107–115. Available at: <http://www.jstor.org/stable/3995903>

Fraser-Jenkins, C.R. (1980b) 'Nomenclatural notes on *Dryopteris*: 4', *Taxon*, 29(5-6), pp. 607–612. Available at: <https://doi.org/10.2307/1220332>

Journal abbreviations are not used in references. If a work has four or more authors, abbreviate by giving the first named author followed by '*et al.*' in italic. Use trans., and intro. as abbreviations followed by name: ed. or eds for editor or editors, edn for edition. Do not use op. cit., *ibid.*, etc.

Botanical names in article titles should follow general style rules. The proper nouns in article titles should be capitalised.

Use Arabic numerals, not Roman, for volume numbers (for example, '20' not 'XX'). Do not elide page numbers (for example, use 'pp. 70–77' not 'pp. 70–7'). Leave a space between p. or pp. and the page numbers, and also after vol. and no.

If in doubt, follow the Harvard system guidance in Pears and Shields (2025).

13. **Footnotes and Endnotes:** do not use footnotes. If necessary, use notes in parentheses in the body text or endnotes.

14. **General Style:** for general guidance see *New Oxford Style Manual* (Oxford University Press, 2016) and *New Oxford Dictionary for Writers and Editors* (Oxford Languages, 2014).
- Spelling:** please use British English spelling. For example, colourised not colorized.
  - Measurements:** follow the metric system. If imperial measurements are being quoted, then metric equivalents should be given in parentheses immediately after.
  - Quotations:** use single quotation marks throughout; for quotations within quotations use double quotation marks. Longer quotations should appear as an indented block without quotation marks. All quotations must include a reference.
  - Foreign words:** keep in roman as much as possible; italicise only if unfamiliar or in an inaccessible language. Do not italicise foreign words in quotations of text in a foreign language. In the main text, unless the foreign quotation is short and obvious, give an English translation in the text and the original (unitalicised) in the body text.
  - Capitalisation:** be consistent, especially with terms such as Cubist, Cubism, Surrealist, Surrealism and especially with Modernist.
  - Punctuation:** do not use full points with contractions and acronyms (Dr, Mrs, St, RIBA, MOMA). Do not use apostrophes with 1880s, 1900s and so on.
  - Dates:** the nineteenth century, not 19th; 9 May 1962; BC or AD, no points.
  - Numbers:** generally written in full for one to twelve, use numerals for 13 onwards, but use numerals for consistency if necessary within the same paragraph.
  - Hyphens:** hyphenate adjectives: art-historical methodology, nineteenth-century France, middle-class values; do not hyphenate nouns: the nineteenth century, the middle class.
  - Botanical names:** Generic and specific names should be in italics. This includes subspecies and botanical varieties. Cultivar names in title case and in single inverted commas. Family names should be kept in roman. Common names in roman and title case. Abbreviations such as subsp. and var. should be in roman and use a period. Where an unknown species uses the abbreviation sp. and should be italicised. Do not pluralise generic names.
  - Ellipsis:** signal breaks in the text thus: ... (where the set of three points [ellipsis] marks a break in the text, leave a space before and after); do not use an ellipsis at the beginning of quotations.
  - Oxford comma:** the serial comma, Oxford comma, in a list is not used unless necessary for meaning.

### Proofing

Once an article has been accepted for publication in The Glasshouse, it will be checked carefully to ensure it is consistent with the style conventions listed below. You should treat your manuscript as if it were a final proof in order to eliminate errors and inconsistencies as far as possible. We do not normally return article proofs unless specifically requested. Occasionally, we may need to issue a proof if technical details require clarification. Proofs are expected to be returned with corrections and answers to any queries within one week.

### Publication, access and gratis copies

Articles are initially published online at [exoticferngroup.org/articles](http://exoticferngroup.org/articles) and are freely available to EFG members. Members need to log in to the website to view the articles. Membership of the EFG is free. If you notice any errors or have corrections to the online version, please let us know so we can rectify them promptly. In the year following online publication, articles are included in the print edition of The Glasshouse. A copy of The Glasshouse volume featuring your article will be provided free to the senior author. All authors have the option to purchase extra copies of the issue in which they publish at a 25% discount. Orders must be made within 12 months of the online publication date. We kindly ask that you do not submit your article elsewhere.

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Authors should also include a statement in the relevant caption or reference to indicate that permission has been obtained and provide the EFG with copies of any relevant paperwork.

### **Copyright**

Upon receipt of accepted manuscripts, authors will be invited to complete a 'licence to publish form'. Please note that by submitting an article for publication, you confirm that you are the author. The EFG will retain your email address for the purpose of communicating with you about the article. You agree to notify the EFG immediately if your details change. If your article is accepted for publication, the EFG will contact you using the email address. Please note that the EFG does not retain copies of rejected articles.

### **References**

Hassler, M. (2025) *World Ferns. Synonymic Checklist and Distribution of Ferns and Lycophytes of the World*. Available at [www.worldplants.de/ferns/](http://www.worldplants.de/ferns/)

Oxford Languages (2014) *New Oxford Dictionary for Writers and Editors*. Oxford University Press.

Oxford University Press (2016) *New Oxford Style Manual*. 3rd edn. Oxford University Press.

Pears, R. and Shields, G. (2025) *Cite Them Right: The Essential Referencing Guide*. 13th edn. Bloomsbury Academic.

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