



NPSO Editorial Policy and Guidelines

Approved by NPSO Board 3/17/2007

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A. General Guidelines for NPSO Publications including the website:

1. Content of our publications shall reflect the policy that NPSO does not endorse the harvesting of native plants for gardening, food, or medicinal purposes.
2. NPSO publications will cite sources of quotes or other similar statements unless the source is obvious from the content.
3. NPSO publications will include contact information for editors and authors (email or mail address, and/or phone).
4. Publications will include contact information for the Society (mailing and email addresses).
5. Publications will include information about NPSO membership.
6. NPSO items for sale will be featured in the Bulletin, on the Website, and, when requested, in Kalmiopsis, and Occasional Papers.
7. NPSO publications will carry the NPSO trillium logo and the Earth Share Oregon logo.
8. NPSO publications will carry the NPSO mission statement: "Dedicated to the enjoyment, conservation and study of Oregon's native plants and habitats."
9. NPSO publications will carry a disclaimer statement to the effect that opinions expressed in articles are those of the authors.

10. Plant names, common and scientific, in NPSO publications will follow those in use by the Oregon Flora Project.

11. If in doubt about submitted material, the editor or webmaster will confer with the Publications Committee and/or officers of NPSO.

B. NPSO Bulletin

12. The NPSO Bulletin will carry announcements, articles, photographs, etc. of timely interest to NPSO members such as coming Chapter activities (meetings, field trips, etc.), and reports of recent activities.

13. The Bulletin may reprint articles of interest to NPSO members from other venues, with acknowledgement of original sources.

14. Deadline for submission of material to the Bulletin will be the 10th of each month. (July 24 for Aug-Sept issue.)

15. The NPSO Bulletin will be mailed to each NPSO member 12 (or 11) times per year, near the beginning of each month.

16. Bulletins will be posted on the NPSO website near the time of publication. Archived Bulletins will be available on the website.

C. Kalmiopsis

17. Kalmiopsis, the NPSO journal, will be published once a year at the discretion of the Editor.

18. Kalmiopsis will carry original articles, book reviews, artwork, and photographs. Acceptance of material will be at the discretion of the Editor and the Kalmiopsis Editorial Board.

19. Kalmiopsis issues will be archived on the NPSO web site.

D. Special Guidelines for NPSO Occasional Papers

20. Occasional Papers will be on a topic related to Oregon botany.

21. Authors of Occasional Papers will be members of NPSO.

22. Author(s) of a proposed NPSO Occasional Paper will present a detailed proposal at an NPSO board meeting. The Board and Publications Committee will decide if the topic is suitable for publication by NPSO.

23. If the decision of the Board is to proceed with publication of the proposed paper, the author(s) will report to the Board the approximate cost of publication of the paper and approximate date when the paper will go to press.

24. Authors will bear all the expenses of research, writing, acquiring graphics, assistance with layout, etc.

25. NPSO will bear the expense of the initial printing of the paper. Price of the paper will be set so that NPSO will be reimbursed for printing expenses when half the print run has been sold.

26. Authors will arrange for published reviews, advertising, sales venues, etc. with regular reports to the Board.

27. The Occasional Paper can be advertised in the Bulletin, on the NPSO Website and in Kalmiopsis. Authors will be responsible for placing these ads and providing graphics.

28. Mail orders of Occasional Papers will be via the NPSO Post Office Box in Eugene. A member of Emerald Chapter will forward orders to the authors who will be responsible for filling orders and keeping all financial accounts.

29. Cost of postage and envelopes can be reimbursed to authors from the NPSO State Treasury.

30. Monies from sales (in the form of checks) will be remitted to the NPSO State Treasurer monthly, with a sales report stating number sold in that month, total sold to date, monthly income, and total income to date.

31. A quarterly report will be made to the NPSO Board reporting totals sold and total income received