THE SOCIETY FOR ECONOMIC BOTANY

ECONOMIC BOTANY — POLICIES AND PROCEDURES

1. Manuscript Requirements

As the official journal of the Society for Economic Botany, Economic Botany specializes in scientific articles dealing with past, present, and future uses of plants by people. Emphasis is on "uses" rather than growing of plant materials; purely agronomic or horticultural papers should be sent to other journals more appropriate for specialized plant production science and technology.

Papers to be considered for publication should be sent to the Editor, Professor Richard Evans Schultes, Botanical Museum, Harvard University, Cambridge, Massachusetts 02138. Manuscripts should be typed double-spaced on 8½ × 11-inch paper and submitted (except for illustrations) in duplicate. Authors are free to use any style of their choosing, but the style must be consistent within an article.

In general, manuscripts should not exceed 20 typed pages (approximately 5,000 words). Tables and illustrations must be submitted in a format (page proportion, clarity, etc.) suitable for direct reproduction. Footnotes in the text must be kept to an absolute minimum, and special linguistic markings will be published only in tables. The amount of tabular and/or bibliographic material must be in proper proportion to the length of the text. Papers consisting predominantly of tables and bibliographies will be rejected. However, short papers calling attention to availability of extensive tables and/or bibliographies from the author or other source are acceptable.

2. Page Charges

Authors working for institutions or under research grants providing funds for payment of page charges will be asked to do so. Such payment, however, will not be a condition of acceptance of papers for publication; this point will be emphasized in notices and correspondence concerning page charges by use of the following statement:

Since editorial policy of Economic Botany is separate from fiscal policy, the acceptance or rejection of articles for publication is in no way affected by acceptance or rejection of page charges by the institution in which the author is employed.

3. Editorial Board

Members of the Editorial Board shall serve three-year terms and shall be eligible for reappointment. An effort will be made to achieve geographic and scientific disciplinary balance in the Board membership.

Rather than serving an operational function, the Editorial Board comprises a prestigious group which lends stature to the journal. Board members volunteer or give on request advice on policy matters and encourage authors in their disciplines, institutions, or geographic areas to submit manuscripts to Economic Botany. This encouragement comes about either through overt action or as a result of the endorsement of Economic Botany by the well-known scientists implied by their membership on its Editorial Board. Their willingness to serve also indicates their tacit agreement with the journal's publication policies. At least some government agencies require the existence of such an Editorial Board before they will pay page charges for their employees' publications in the journal.
4. Cover Material, Legal Statement, and Acknowledgement of Special Members

It is recognized that the annual Statement of Ownership is a pro forma legal statement which must be published once a year in order to retain second-class mailing privileges and that the wording of it cannot be changed without risk of legal complications.

All other references to responsibility for Economic Botany will be consistent in referring to it as a publication of The Society for Economic Botany, published for SEB by and at The New York Botanical Garden.

Information given above under Manuscript Requirements and under Page Charges will be published inside the back cover. All Editors and members of the Editorial Board will be listed inside the front cover.

Honorary members, sustaining members, patrons, benefactors, and institutional members will be acknowledged on one of the cover pages or on a flyleaf.

5. Manuscript Handling Procedures

a) Authors will be notified promptly of receipt of their manuscripts by the Editor's office. A copy of this notification will be sent to the Associate Editor.

b) Editor and Associate Editor will meet at regular intervals to divide manuscripts on hand for further processing (and to assemble issues of the journal from manuscripts already processed and accepted).

c) For each manuscript received a control sheet will be prepared, and each step through which the paper progresses in the reviewing, editorial handling, and publication sequence will be recorded on this manuscript control sheet. Both Editor and Associate Editor will always be aware of the status of the manuscript, and either will be able to proceed with processing it in the absence of the other. In addition, the control sheet will serve as a record to document objective and expeditious processing of the manuscript, including evaluation by a qualified and impartial reviewer. Manuscript control sheets will be retained in the Managing Editor's office for at least a year after publication of corresponding articles.

d) Except for considerations pertaining to achievement of balance in Economic Botany issues (see below), papers will be handled in accordance with date of submission. That is, no paper of a given type (review vs. original research) and in a given science (history, pharmacognosy, ethnobotany, etc.) will be moved ahead of an earlier received one in the same category.

e) In addition to ascertaining quality of scientific substance and soundness, the Editor or Associate Editor handling the manuscript will expect the author to put it into good grammatical and organizational form. Achievement of correctness of grammar, punctuation, spelling, and consistency of format are not to be left to the Managing Editor. He should receive manuscripts in a condition favoring expeditious conversion to camera-ready copy so that he can keep journal publication on schedule.

f) When the Editor or Associate Editor handling the manuscript decides to accept it, he will notify the author. The notification will advise that information about page charges will accompany the galley proofs of the article.

6. Journal Issue Makeup

a) As indicated in item 5 b, the Editor and Associate Editor will work together in assembling papers for each issue of the journal. Whenever enough manuscripts have been accepted to make up an issue, they will be sent to the Managing Editor in a single package. Each manuscript will be accompanied by a control sheet and marked with a number to designate the order in which the Editor and Associate Editor believe that it should appear in publication. All packages representing enough manuscripts to make up a complete issue will be forwarded to the Managing Editor rather than being held by the Editor. This