

JAHG AUTHOR GUIDELINES

GENERAL

The *Journal of the American Herbalists Guild* invites authors to contribute manuscripts on all aspects of herbalism with an emphasis on the clinical and professional application of botanical medicines. The journal is organized into departments and the features required for each department are explained below.

JAHG encourages herbalists of all persuasions to write. It is vital that our clinical traditions, skills, and knowledge are broadcast with a strong and effective voice. Herbalists without prior experience of presenting for publication should request JAHG editorial assistance in getting their manuscripts to publishable standards.

Theme Articles:

The JAHG will regularly adopt a theme approach for an issue. Calls for papers will be announced in advance. Prospective authors may be approached for a contribution in a specific subject. Relevant contributions from those other than professional herbalists are welcomed.

Article Bank

The JAHG editorial team is keen to build a pool of articles for future publication. Those wishing to write in the near future, or with ideas for articles or contacts for potential authors are warmly encouraged to contact the Editor with proposals or for assistance. All AHG professional members are invited to submit brief case histories on an ongoing basis.

JAHG Departments

The JAHG has a departmental structure, described below.

Therapeutics 500-4000 words

- Longer articles 3000 – 4000 words. Either on a condition or treatment approach with extensive details including case histories, formulae, outcomes etc. Original articles or literature reviews. (Note that lengthy materia medica should not be included in therapeutics).
- Case Report 500-1000 words. Brief case histories should clearly illustrate or exemplify a principle of relevance and should include clear outcome report with details of all prescriptions.

Materia Medica 3000-4000 words

Single herb monographs, literature reviews, and original research, including phytochemistry, pharmacognosy, and pharmacology.

These are the two main departments: Articles can be academic/scientific or “traditional approach” to allow for the heterogeneity of herbal traditions and differing standards that may apply. Literature reviews and research-oriented papers are expected to be of highest academic standards, with authenticated claims and adequate referencing. Traditional approaches should be scholarly, and referenced to the informing traditional clinical sources. Both must be written to the highest standard, and incorporate clear presentation of information, data, and argument.

Ethnobotany 3000 words

Articles on native/indigenous medicine, herbs, general ethnobotanical topics. (Western herbal medicine can also be considered ethnobotanically).

History and Philosophy 3000 words

Articles in this category must be of demonstrable relevance to the JAHG reader base. Includes historical articles. There is also regular “Classics’ department usually devoted to Eclectic literature.

Student Papers 2500-3000 words

Articles in this category are not peer-reviewed. The editors will send suggestions for editorial and literary corrections to the author of an accepted paper.

Book Reviews 500-750 words

Longer reviews may be accepted from time to time. Please include all publisher details (ISBN, price etc). Books received for review will be listed.

Regulatory, political, industry 1500 words

These should be confined to relevant current issues, and reflect a practitioner rather than industry perspective.

Correspondence 200-500 words

Letters to the Editor are welcomed.

JAHG EDITORIAL PROCESS

Review and Copyright

Articles intended for departments listed above will be peer-reviewed. The Editors reserve the right to make editorial and literary corrections to all material submitted. The Editors also reserve the right to refuse any material. The work must not be simultaneously submitted elsewhere. Accepted articles become the property of the *Journal of the American Herbalists Guild*. Authors retain electronic rights.

- Upon initial receipt, articles are checked for citation style, general guidelines, word count etc. Non-compliant articles will be returned to authors for amendment (although the checklist is designed to avoid loss of time at this stage).
- Articles will be reviewed by two or more JAHG editorial team reviewers, and in some cases by specialty-qualified reviewers should the subject matter be beyond the scope of the regular team.
- Reviewers comments are anonymous and will be compiled by the Editors and communicated to authors if amendments are suggested. It is essential that turnaround times are followed at this stage, because production schedules will already be in place

Length of articles

The above word counts are for general guidance. Over matter will only be considered by prior editorial agreement. Dividing major articles into two parts over two issues is possible. Excessive over matter without prior agreement may lead to articles being dropped, or extensive copy editing at the Editors' discretion.

Format

Electronic files prepared in MS Word are required. If you do not have MSWord, save in RTF (rich text format) from Word Perfect or equivalent.

Typing

- Double space courier with 1" margins all round on US letter size pages.
- Double-space everything, including references.
- Use single spaces between words and sentences.
- Indent first line of paragraph.
- Turn off auto-hyphenation.
- Do not justify, set ragged right margin.
- Do not key returns except at paragraph end and headings.
- Do not use the footnote feature of your word processor.

Style

- Format text (italic bold etc) as you would normally
- Do not italicize terms such as *in vitro*, *in vivo*, et al.
- Do not capitalize diseases or syndromes unless they are proper nouns
- Avoid "he/she" or "he or she" by using plurals.
- Spell Greek letters because symbols may not work on disc.
- Spell numbers from one to nine. Close up four figure numbers and space five figure numbers e.g. 5000 and 25 000. Prefix numbers less than one with zero e.g. 0.5mg. - Decimal points are typed on the line thus 1.2
- Abbreviations should be written out the first time they are used in parenthesis e.g. chronic fatigue syndrome (CFS). Abbreviate common medical terms in lowercase e.g. t.i.d.

Botanicals

Use italics for Latin binomials with common name in parenthesis. E.g. *Taraxacum officinale* (dandelion). Use the names of herbs in commerce (AHPA) where possible. Do not use pharmacopoeial names.

Astragalus membranaceus (Fisch.) Bunge
Silybum marianum (L.) Gaertner

Prescriptions and Formulae

Provide list of ingredients by botanical binomial, amounts stated metrically, in descending order of quantity in the formula, each ingredient on one line. Liquid extracts should state herb:menstruum ratio. Label instructions (sig) to be added at the end. Explanations of an herb's role or function in formula should NOT be part of the formula list, but incorporated in the main text.

Units

All units should be metric. Avoid using droppers/drops in formulae. (Historic formulae originally presented in apothecary's measure must be converted to metric in parenthesis). Standard units should be abbreviated. i.e. gram g, kilogram kg, milligram mg, liter L, milliliter mL, with a space between the number and unit e.g. 100 mL.

References

JAHG uses the Ciba author and year system. Please make sure your references are formatted correctly. Failure to do so results in delays and schedule problems.

- Text: References in text are presented by author and year separated by a space not a comma. Commas separate multiple entries.

E.g. (Python 1989) or (Milligan 1989, Sellars 1990)

Link two or more authors with an ampersand and use 'et al' for three or more authors i.e. (Morecamb & Wise 1999) or (Marx, Engels et al, 1848)

- Reference Lists: these appear at the end of the article in alphabetical order. Use minimum punctuation and full titles for journals (Medline or Indexus medicus) Use commas only for multiple authors. Use page numbers where applicable for books. Page numbers in full e.g. 133-140 not 133-40. Online refs should include an access date.

Journals:

Arpels J 1996, The female brain hypoestrogenic continuum from the premenstrual syndrome to menopause *Journal of Reproductive Medicine*. 41:633-639

Books:

Updated 8.26.13

Werbach M 1988, *Nutritional Influences on Illness*. Third Line Press, Boston, p 155

On Line

Moore M 2002, *Herbal Formulae*, Online. Available at <http://www.rt66.com/hrbmoore/HOMEPAGE/HomePage.html>

Accessed: November 27th 2002.

Bibliographic Software

If you use bibliographic software (e.g. EndNote or equivalent) please “unformat” the final file tags before presenting your manuscript (the tags will not allow normal text transfer into page makeup programs). A JAHG “style” file is available for EndNote users.

Illustrations

Each illustration should have a number and a caption. Number sequentially according to order of appearance in the text. If the illustration is borrowed, a full reference for the source along with a signed permission form must be included. Illustrations must be appended separately at the end of the text, not included in the copy. If special illustrations have been electronically prepared, or photographs are included, please consult with JAHG editorial team concerning suitable file formats and resolution.

Tables

Tables should be excluded from the main text and supplied as separate sheets at the end with accurate labeling i.e. Table 1, and captioning.

Author’s Bio

A high-resolution black and white photograph with a one paragraph brief bio is required to accompany your article. Photographs must be at least 300 dpi TIFF format (not 72dpi jpegs from the web or other low resolution source). Please indicate the your preferred designation of your title/credentials.

JAHG Contact Information

Mail

American Herbalists Guild
Attn: The Editor
Journal of the American Herbalists Guild
125 S. Lexington Ave
Suite 101
Asheville, NC 28801

Updated 8.26.13

Phone

617-520-4372

Fax

828-252-0388

Email: office@americanherbalistsguild.com

Director, American Herbalists Guild

anne.of.courtenay@gmail.com

Courtenay, JAHG Editor

Mimi Hernandez, MS, RH(AHG)

Anne de