

JAHG AUTHOR GUIDELINES

GENERAL

The *Journal of the American Herbalists Guild* (JAHG) 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 backgrounds and persuasions to write. It is vital that our clinical traditions, skills, and knowledge are broadcast with a strong and effective voice. We encourage herbalists without prior experience of writing for publication to request JAHG editorial assistance in getting their manuscripts to publishable standards.

Articles can be academic/scientific or “traditional approach” to allow for the heterogeneity of herbal traditions in our community. Literature reviews and research-oriented papers are expected to meet academic standards, with authenticated claims and adequate referencing. Traditional approaches should be scholarly and referenced to the informing traditional clinical sources. All papers must be written to the highest standard and incorporate clear presentation of information, argument(s), and data.

Those wishing to write or with ideas for articles or nominations of potential authors are warmly encouraged to contact the Editor with proposals or for assistance. All AHG members are invited to submit brief case histories on an ongoing basis.

Issue Themes

The JAHG will regularly adopt a theme approach for an issue. Calls for papers will be shared through social media. Prospective authors may be approached for contributions in a specific subject area. Relevant contributions are welcomed from anyone. If your article idea does not fit the current theme, we would be pleased to hold the article for future publication.

JAHG Departments

The JAHG has a departmental structure, described below. The word counts provided here are for general guidance. Excessive length without prior agreement may lead to articles being dropped, or extensive copy editing at the Editor’s discretion. Longer articles will only be considered by prior editorial agreement. Dividing major articles into two parts over two issues is possible.

Therapeutics 500-4000 words, peer-reviewed

- Longer articles (3000-4000 words) either on a condition or a treatment approach with extensive details including case histories, formulae, outcomes etc. Original articles or literature reviews. Can include materia medica as it relates to the condition or treatment approach, but lengthy materia medica articles should not be included here.
- Case Report (500-1000 words) should clearly illustrate or exemplify principles of relevance and should include details of all therapies and remedies recommended, along with follow-up and outcome reports. No personal details should be included.

Materia Medica 2000-4000 words, peer-reviewed

Single herb monographs, extensive materia medica for a single condition, literature reviews, and original research, including phytochemistry, pharmacognosy, and pharmacology.

Nutritional Herbalism 2000-4000 words, peer-reviewed

Single food/recipe monographs, healing foods for a single condition, literature reviews, and original research, including nutritional analysis, molecular nutrition, and other research into healing foods.

Ethnobotany 2500-3000 words, peer-reviewed

Articles on native/indigenous medicine, herbs, original research, and/or general ethnobotanical topics. Western herbal medicine may also be ethnobotanically considered.

Culture of Herbalism 2500-3000 words, peer-reviewed

Articles of interest to practitioners on how we navigate in a multicultural world, including issues of race, gender, ability, original research, and/or related topics.

History / Philosophy 2500-3000 words, peer-reviewed

Articles of demonstrable relevance to the JAHG reader base, including history, philosophy, original research, and/or “Classics” articles devoted to the historical literature.

Apothecary / Business 500-2500 words, possible photo essay

Detailing herbal business practices, herbal preparation(s), or apothecary practices in words and/or pictures.

Student Paper 2500-3000 words

The Editor will send suggestions for editorial and literary corrections to the author of an accepted paper.

Safety / Regulatory / Political 1500-2000 words

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

Book or Technology Review 400-700 words

Provide a practitioner’s view of the value and utility of the book. Editor will provide copy of book to reviewer as needed. Longer reviews may be accepted from time to time. Books received for review will be listed in the JAHG.

JAHG EDITORIAL PROCESS

Review, Copyright, and Fair Use

Articles intended for departments will be peer-reviewed as noted above, and otherwise will be reviewed by the Editor. The Editor and Editorial Committee reserve the right to refuse any material. The Editor reserves the right to make editorial and literary corrections to all material submitted. The work must not be simultaneously submitted elsewhere.

Authors retain copyright to articles and materials submitted to the JAHG. By submitting an article to the JAHG, you give the AHG full license to publish, reproduce, and utilize the article in any way.

The only limitation is that we ask authors to refrain from publicly sharing (e.g., on social media) their article published in the JAHG until one (1) year after date of first publication. If you wish to share the work before the designated date, please consult with the JAHG Editor. The most appropriate way to let your followers know about your article is to share a link to the AHG website or Facebook page instead of sharing your article's text. In the days and months after publication, we appreciate any attention that drives traffic and potential subscribers to the JAHG. The author may share the article privately at any time, with the caveat that it no be shared publicly until [date].

Cost to Author(s)

There is no cost for authors to publish their articles in the JAHG. The JAHG is a service provided to members of the American Herbalists Guild, funded partly through annual Symposium attendance and membership fees.

Editorial Process

- Editorial deadlines are September 1st for the Autumn edition and March 1st for the Spring edition.
- Upon initial receipt, articles are checked for general guidelines, citation/reference style, word count, etc. Non-compliant articles will be returned to authors for correction. Use the checklist below to avoid unnecessary time spent adjusting your submission.
- Peer-reviewed articles will be reviewed by the Editor and one or more JAHG Editorial Committee members, and in some cases by specialty reviewers should the subject matter be beyond the scope of the editorial team.
- Reviewers' comments are anonymous and will be compiled by the Editor and communicated to the author(s) if amendments are suggested. For non-peer-reviewed articles, the Editor will make suggested corrections and share a marked-up copy with the author for approval.
- Editing and review takes place in the six weeks following submission; authors should be available during this time or provide travel contact information. It is essential that turnaround times are followed at this stage, because production schedules are already in place.

Article Preparation Checklist

- Electronic files are prepared and submitted in MSWord (.doc or .docx). If you do not have MSWord, save in RTF (rich text format) from WordPerfect or other software.
- Use a double-line-spaced serif font (e.g., Times New Roman)
- Use 1" margins all round on US letter size (8.5" x 11") pages
- Double-line-space everything, including references
- Use single spaces between words and sentences
- Use left justification with ragged right margin
- Indent first lines of paragraphs
- Turn off auto-hyphenation
- Use hard return ("Enter" key) only after paragraphs and headings

- Do not use the footnotes (see citations and references style below)
- Format text (e.g., italics, bold) as you normally would
- Do not italicize terms such as *in vitro*, *in vivo*, etc.
- Do not capitalize diseases or syndromes unless they are proper nouns
- Avoid “he/she” or “he or she” by using plural pronouns (except in case studies)
- Spell out Greek letters because symbols may not survive file transfer
- Spell out numbers from one to nine; use numerals for numbers 10 and over
- Use a comma with four-figure numbers and higher (e.g., 5,000)
- Prefix numbers less than one with a zero (e.g., 0.5mg)
- Words with abbreviations or acronyms should be written out the first time they appear with the abbreviation or acronym in parentheses [e.g., chronic fatigue syndrome (CFS)]; use acronym thereafter throughout article; do not provide acronyms if they are not needed
- Abbreviate common medical terms in lowercase (e.g., t.i.d.)
- Provide in-text citations and a list of references at the end of the article (see below)

Botanical Naming

- Use italics for Latin binomials with common name in parentheses for first mention of a plant: *Taraxacum officinale* (dandelion); use common name thereafter
- Where necessary, specify the part used: *Taraxacum officinale* (dandelion) root
- Where appropriate, use pinyin names in lowercase: *Angelica sinensis* (dang gui)
- Do not use pharmacopoeial names (e.g., ~~Taraxaci Radix~~)
- Do not include the botanical naming authority: *Silybum marianum* (L.) Gaertner (milk thistle)
- Use the names of herbs in commerce as in the AHPA Botanical Identity Reference Compendium: http://www.botanicalauthentication.org/index.php/Main_Page

Herbal Formulas

- Provide a list of ingredients by botanical binomial with common name in parentheses and amounts (metric) in descending order of quantity in the formula, each ingredient on one line
- Liquid extracts should state the herb:menstruum ratio (e.g., 1:5)
- Include label (dosing) instructions in metric below the formula (avoid using droppers/drops); explanations of an herb’s role in the formula should be incorporated in the main text

Units of Measure

- All units of measure and dosing should be metric; standard units should be abbreviated (i.e., gram: g; kilogram: kg; milligram: mg; liter: L; milliliter: ml) and written with a space between the number and unit (e.g., 100 ml)
- Historic formulas originally written in apothecary measures must be converted to metric in parentheses; see “Apothecaries' system” on Wikipedia for conversion information

Citations and References

The JAHG uses a style based on the Council of Science Editors (CSE) name-year format. A guide to this system is here: http://writing.wisc.edu/Handbook/DocCSE_NameYear.html

An in-text citation is required any time the author quotes, paraphrases, summarizes, or restates another person's thoughts or ideas. Citations also are required for any facts, information, or data that are provided. At the end of the article, a list of references is created to provide detailed sources for the citations in the text.

In-text citations are presented in parentheses by author and year, separated by a space not a comma. Multiple entries are separated by a semi-colon. Multiple entries appear in chronological order. Here are some examples:

- One author: (Griggs 1997)
- Two authors: (Winston and Maimes 2007)
- More than two authors: (Stargrove et al. 2008)
- An organization: (AHPA 2013)
- Multiple citations: (Griggs 1997; Stargrove et al. 2008; AHPA 2013)
- Direct quotation requires page number at in-text citation only: (Hobbs 1986, 97)

In-text citations may also be inserted as a year date after the name of the source. Example:

- “Herbalist Rosemary Gladstar (2008) says that fire cider is a warming and health-promoting dressing for salads and cooked vegetables.”

Unpublished data and personal communications are not included in the references list, but should be cited in the text in this manner:

- Personal communication: (M. Bove, personal communication, July 1, 2010)
- Email communication: (J. Duke, e-mail message, September 23, 2015)
- Unpublished data: (A. McQuade Crawford, 2007, unpublished data)

The reference list appears at the end of the article in alphabetical order. Use commas to separate authors and use periods after the list of the authors, after the date, after the title, and at the end of the listing. Use full titles for journals (see Indexus Medicus or similar list). Capitalize journal titles and proper names (i.e., institutions), but not the titles of articles or books. Do not use italics. Provide page numbers only if you are citing a journal article or chapter within a book. References for online material should include an access date. Here are some pertinent examples:

Journal articles:

Yarnell E. 2015. Synergy in herbal medicines: part 1. *Journal of Restorative Medicine* 4(1):60-73.

Books:

Werbach M. 1988. *Nutritional influences on illness*. Boston (MA): Third Line Press.

Stargrove MB, Treasure J, McKee DL. 2008. *Herb, nutrient, and drug interactions: clinical implications and therapeutic strategies*. St. Louis (MO): Mosby Elsevier.

Online Documents:

Moore M. 1994. Specific indications for herbs in general use. Southwest School of Botanical Medicine. <http://www.swsbm.com/ManualsMM/SpecIndic3.pdf> Accessed 2013 Sep 12.

Bibliographic Software

If you use bibliographic software (e.g., EndNote or similar) please “unformat” the final file tags before presenting your manuscript (the tags will not allow normal text transfer to page layout).

Tables

Tables may be included in the text of the article and should be made with MSWord’s table function. Keep tables as simple as possible. Provide each table with a sequential label and title (e.g., Table 1. Differences between inflammation and infection).

Photographs and Audio/Video Content

Photographs may be provided by the author or the Editor will source and select photographs to accompany the article with guidance from the author(s). Photographs must be at least 300 dpi JPG or TIF format. Note that 72dpi JPGs from the web or other low resolution sources are not adequate. Acceptable Audio/Video Content file types are mp3, mp4, SoundCloud, FLV, YouTube, Dailymotion, or Vimeo. The file must be accessible online through a URL in the format “http://...” Note that audio or video is available to readers only when they click to play the content and not available to readers who print the Journal, so please maintain attention to the accompanying article. Please consult with the Editor in advance if you are intending to include audio/video content.

Illustrations

Illustrations must be appended at the end of the article text or as a separate file, with placement indicated in the text with an appropriate sequential label and title (e.g., Figure 2. Graphic timeline of paradigms in Western herbal history). If the illustration is borrowed, a full reference for the source along with a signed permission letter is required. If illustrations have been electronically prepared, please consult with JAHG editorial team concerning suitable file formats and resolution.

Author’s Bio

A high-resolution color photograph and a one-paragraph biography are required to accompany your article. Please indicate the preferred designation of your title/credentials.

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