

Field Guide Requirements

Supra-Title ¹

Main Title ²

Credits and Copyright ⁴

Photos ⁵

Vertical - 375 x 500

Horizontal - 400 x 600

Square - 300 x 300

(measurements can be found on the template)

Save all photos at:

Resolution: 72-250 ppi (For resolution below 250 ppi, be sure the photo is clear at 100% screen view.)

Quality must be at 8-10, if applicable on your photo-editing software.

Photo file size must be 150-250 kB

Photos Order

Number all photos and Alphabetize by FAMILY name.

Chicago, Illinois, USA

Selected Native Plants of Soto Woods Forest Preserves

Iza Redlinski^{1,2} and Ellen Woodward^{2,3}

¹Soto Family Foundation, ²University of Natural History, and ³Field Museum

Photos: Iza Redlinski | IzaRed@nmail.com | Laura Milkert, and Ellen Woodward. Produced by: John Doe with assistance by Alicia Diaz, Field Museum. Special Acknowledgment: Juliana Philipp, John Doe, Jane Doe. Support provided by: Soto Family Foundation Grant, Field Museum International Grant, and Chicago Nature Grant. Identification assistance: Abigail Derby Lewis, Jane Doe, and John Doe.
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[fieldguides.fieldmuseum.org]
[0000] version 1 8/2021

Field Guide Example. Do not use for plant identification.

1

Page Number

Authors & Institutions ³

Date, Version, Website & Guide Number (Guide Number provided upon approval)

Taxonomy ⁶
Genus species
FAMILY

Optional Information ⁷
Common names, Habitat, Gender symbols, photographers' initials, if applicable.

Field Guide Requirements Check list

Materials:

1. High Quality Photos: Your guide is more likely to be accepted if a) your photos are of high quality, b) the species are recognizable in this small format (the characteristics that define a species should be easy to see in a small photo), and c) you follow our advice on choosing, optimizing, and cropping photographs.
2. Accurate Scientific Identification: Authors are responsible for having an expert review identifications and information.
3. Authors may use other visual assets such as diagrams, maps, infographics, environment /landscape images, keys for identification, tables, and text that explains your guide, research or location.

Formatting and Layout:

1. Use an 8 1/2 by 11 inches size document.
2. Keep the layout in a vertical orientation. (i.e. 8 1/2 by 11 inches, not 11 by 8 1/2 inches)
3. Apply only one font to your field guide. Please choose one from the following: Arial, Times New Roman, or Times.
4. Apply even spacing between photos.

Supra-Title: This should include broader location information pertaining to your field guide. This may include city, state, and country.
Example: City, State, USA -- Chicago, Illinois, USA

Required Formatting: 13-15 point font size, bold.

Chicago, Illinois, USA **1**

More Examples:

Meseta del Somuncura, Provincia Río Negro, Patagonia, ARGENTINA
Reserva Ecológica Cotacachi-Cayapas, Imbabura, ECUADOR

Main Title: This text should be short and describe the subject of the guide -- key words can be emphasized in all caps, if applicable. Italicize scientific names if used in the title. The title should include the most specific location pertaining to your field guide. Please use a title that specifies the content, i.e., not 'Araceae of the Upper Amazon' or 'Araceae of Brazil' when it is really 'Araceae of Reserva Bruja'

Example: (Organisms) of (specific locality or region), Selected Native Plants of Soto Woods Forest Preserves

Required Formatting: 18-20 point font size, bold.

Chicago, Illinois, USA
Selected Native Plants of Soto Woods Forest Preserves
Iza Redlinski^{1,2} and Ellen Woodward^{2,3}

More Examples:

Plantas Representativas del Bosque Protector Tanlahua
SELECTED VASCULAR EPIPHYTES of Western Paraná
Common BUTTERFLIES of the Chicago Region

Authors & Institutions: Give serious consideration to including a photographer or a taxonomist as an author if they have made a significant contribution to the guide. Guides with multiple authors/institutions will need numbers to associate the author with the corresponding Institution - use superscript.

Required Formatting: Author, 10 point font size with bold font. Institution names, 8-10 in regular font (not bold).

Example:

Authors, Iza Redlinski^{1,2} and Ellen Woodward^{2,3}

Institutions, ¹Soto Family Foundation, ²University of Natural History, and ³Field Museum

SELECTED NATIVE PLANTS OF SOTO WOODS FOREST PRESERVES
Iza Redlinski^{1,2} and Ellen Woodward^{2,3}
¹Soto Family Foundation, ²University of Natural History, and ³Field Museum
Photos: Iza Redlinski, Laura Milkert, and Ellen Woodward. Produced by: John Doe and with assistance by Alicia Diaz, Field Museum. Special Acknowledgement:

Here are examples of how to display authors names:

a. One author, one institution (Note that superscript numbers are not necessary in this case):

Juliana Livian Lima de Abreu

Museu Paraense Emílio Goeldi, Coordenação de Botânica, Belém, PA.

b. Multiple institutions:

Ana Kelly Koch^{1,2}

¹Instituto de Botânica, Núcleo de Pesquisa Orquidário do Estado, São Paulo, SP, ²Museu Paraense Emílio Goeldi, Coordenação de Botânica, Belém, PA.

c. Multiple authors, multiple institutions:

Juliana Livian Lima de Abreu^{1,3}, Vinícius Martins Barbacena¹, Bruno Martins De Mello¹, Ana Kelly Koch^{2,3}, Jocasta Prado¹, Maria de Queros Carneiro-Silva³, André Luiz de Rezende Cardoso³ & Anna Luiza Ilkiu-Borges³

¹BIOTA Projetos e Consultoria Ambiental Ltda, Goiânia, GO, ²Instituto de Botânica, Núcleo de Pesquisa Orquidário do Estado, São Paulo, SP, ³Museu Paraense Emílio Goeldi, Coordenação de Botânica, Belém, PA.

d. Multiple authors, same institution (No need to add superscript numbers)

Ana Kelly Koch, Juliana Guimarães, Rayane Ribeiro

Instituto de Botânica, Núcleo de Pesquisa Orquidário do Estado, São Paulo, SP

Credits & Copyright: This may include acknowledgments and assistance, recognition of photographers and copyright. Copyright options are chosen in Submittable. Visit our Photo Permissions Page to learn about our Copyright options.

Please include:

1. Appropriate acknowledgment of funding sources and other assistance

2. A permanent email address of the author(s) so that people who want to suggest corrections or make comments can contact the author first.

3. A key or legend for any abbreviations or symbols used in the text under the photos, preferably in bold.

4. Add your copyright options. Standard text is provided in the template.

Required Formatting: 8 point font size, regular (not bold).

Use the following section titles:

Photo:

Produced by:

Support:

Acknowledgement:

Legend: (If applicable)

Example:

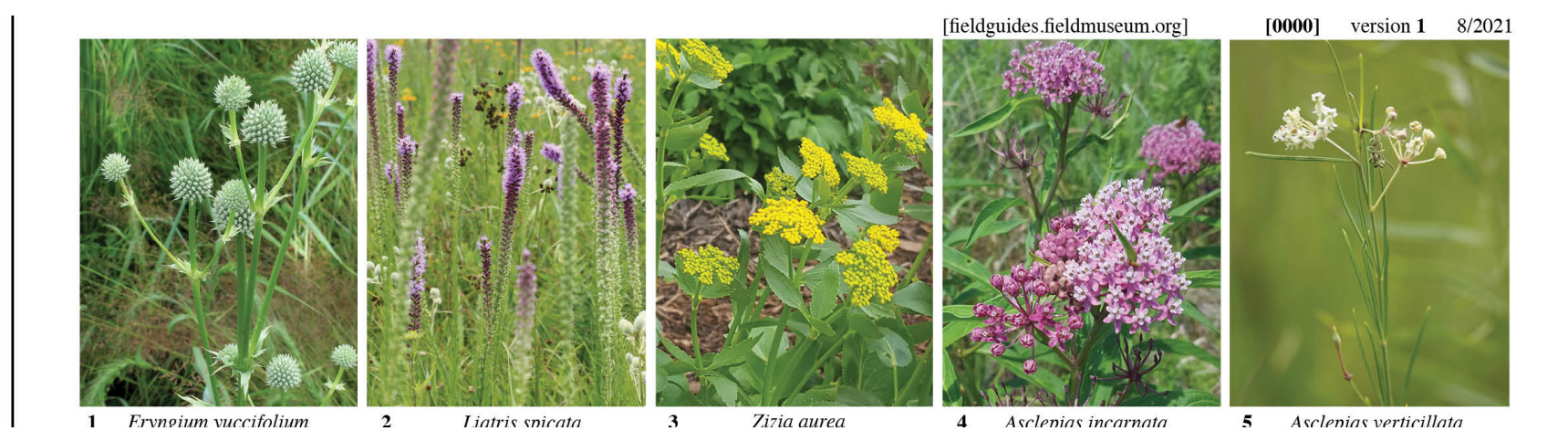
Photos: Iza Redlinski [IzaRed@nomail.com], Laura Milkert, and Ellen Woodward. Produced by: John Doe and with assistance by Alicia Diaz, Field Museum. Special Acknowledgement: Juliana Philipp, John Doe, Jane Doe. Support provided by: Soto Family Foundation Grant, Field Museum International Grant, and Chicago Nature Grant. Identification assistance: Abigail Derby Lewis, Jane Doe, and John Doe.
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Photos: If you're using our Word templates, crop your photos before inserting them into the template. InDesign users can crop their photos within the program to fit the template. All images should be saved as "high-quality level 8 or 10". If applicable on your photo-editing software. To do so, crop your image and then click "save as." A JPEG Options box will pop up on your screen with quality options. A single PDF page is normally 2-4 MB in size.

Vertical Template - 375 pixels wide x 500 pixels height
Horizontal Template - 400 pixels wide x 600 pixels height
Square Template - 300 pixels wide x 300 pixels height
(measurements can be found on the template)

Save all photos at: Resolution: 72-250 ppi (For resolution below 250 ppi, be sure the photo is clear at 100% screen view.)
Photo file size must be 150-250 kB

Your guide is more likely to be accepted if a) your photos are of high quality, b) the species are recognizable in this small format (the characteristics that define a specific specie should be easy to see in a small photo), and c) you follow our advice on choosing, optimizing, and cropping photographs.



Taxonomy: This text occupies a tiny space and must be very brief. It may include one or more of the following: species name, higher taxa names, common name and habit. We recommend that species names be more conspicuous than other information in this field and sort into major taxonomic groups, and within these groups sort alphabetically by FAMILY, Genus, and Species.

Please ensure that taxonomic information is free of typographic errors and follows international rules of nomenclature.

Scientific names [or Species names] are constructed as follows:

1. Biological names are in Latin and are written in italics.
2. The first word in the name indicates the genus, while the second word denotes its specific epithet.
3. The first letter of the first word is always written in capital, while the first letter of the specific epithet, i.e., the second word, is a small letter.

Required Formatting: 8 or 9 point font size, regular (not bold).

Example:

Eryngium yuccifolium
APIACEAE



Optional Information: In addition to scientific information you can add common names, photo credit, habitat, gender symbols. If you are using symbols, initials, or abbreviations, please provide a key or legend in the credits.

Required Formatting: 8 point font size, regular (not bold).

Examples: Ex.1 Photo Credit with Photographers initials, Ex. 2 Common Names, Ex 3. Gender (Gender came be represented as a symbol or letter)

EX.1



11 *Penstemon digitalis*
PLANTAGINACEAE
IR

EX.2



11 *Asclepias verticillata*
APOCYNACEAE
Whorled Milkweed

EX.3



11 *Brycon melanopterus* (M)
BRYCONIDAE