


# Field Guide Requirements







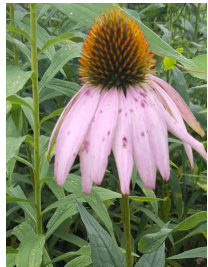
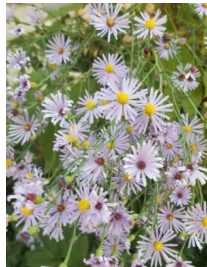







## Chicago, Illinois, USA Selected Native Plants of Soto Woods Forest Preserves

Iza Redlinski<sup>1,2</sup> and Ellen Woodward<sup>2,3</sup>

<sup>1</sup>Soto Family Foundation, <sup>2</sup>University of Natural History, and <sup>3</sup>Field Museum

Photos: Iza Redlinski [IzaRed@nomail.com], Laura Milkert, and Ellen Woodward. Produced by John Doe with assistance by Alicia Diaz, Field Museum.  
Acknowledgement: Juliana Philipp, John Doe, Jane Doe.

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[fieldguides.fieldmuseum.org]					[0000] version 1 8/2022				
									
1 <i>Eryngium yuccifolium</i> APIACEAE Rattlesnake master	2 <i>Liatis spicata</i> ASTERACEAE Blazing Star	3 <i>Zizia aurea</i> APIACEAE Golden Alexanders	4 <i>Asclepias incarnata</i> APOCYNACEAE Rose Milkweed	5 <i>Asclepias verticillata</i> APOCYNACEAE Whorled Milkweed					
									
6 <i>Coreopsis lanceolata</i> ASTERACEAE Sand coreopsis	7 <i>Echinacea purpurea</i> ASTERACEAE Purple Coneflower	8 <i>Symphyotrichum laeve</i> ASTERACEAE Smooth Blue Aster	9 <i>Symphyotrichum novae-angliae</i> ASTERACEAE Showy goldenrod	10 <i>Agastache foeniculum</i> LAMIACEAE Anise Hyssop					
									
11 <i>Penstemon digitalis</i> PLANTAGINACEAE Foxglove Beardtongue	12 <i>Andropogon gerardii</i> POACEAE Big Bluestem	13 <i>Bouteloua curtipendula</i> POACEAE Side Oats Grama	14 <i>Panicum virgatum</i> POACEAE Switch Grass	15 <i>Verbena hastata</i> VERBENACEAE Blue Vervain					

Field Guide Example. Do not use for plant identification.



Supra-Title 1

Main Title 2

Credits and Copyright 4

Photos 5

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 be150-250 kB

Photos Order

Chicago, Illinois, USA

Selected Native Plants of Soto Woods Forest Preserves


Iza Redlinski<sup>1,2</sup> and Ellen Woodward<sup>2,3</sup>

<sup>1</sup>Soto Family Foundation, <sup>2</sup>University of Natural History, and <sup>3</sup>Field Museum

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1




*Eryngium yuccifolium*  
APIACEAE  
Rattlesnake master

2



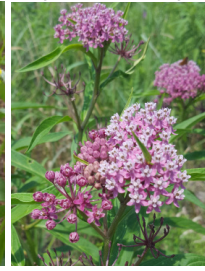
*Liatris spicata*  
ASTERACEAE  
Blazing Star

3




*Zizia aurea*  
APIACEAE  
Golden Alexanders

4



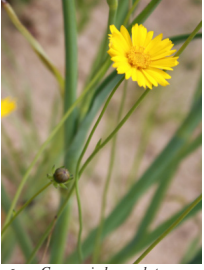
*Asclepias incarnata*  
APOCYNACEAE  
Rose Milkweed

5




*Asclepias verticillata*  
APOCYNACEAE  
Whorled Milkweed

6




*Coreopsis lanceolata*  
ASTERACEAE  
Sand coreopsis

7




*Echinacea purpurea*  
ASTERACEAE  
Purple Coneflower

8




*Symphyotrichum laeve*  
ASTERACEAE  
Smooth Blue Aster

9




*Symphoricarum novae-angliae*  
ASTERACEAE  
Showy goldenrod

10




*Agastache foeniculum*  
LAMIACEAE  
Anise Hyssop

11




*Penstemon digitalis*  
PLANTAGINACEAE  
Foxglove Beardtongue

12




*Andropogon gerardii*  
POACEAE  
Big Bluestem

13




*Bouteloua curtipendula*  
POACEAE  
Side Oats Grama

14



*Panicum virgatum*  
POACEAE  
Switch Grass

15



*Verbena hastata*  
VERBENACEAE  
Blue Vervain

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.

4. Authors must use one of the templates found on our website. Authors may modify our templates. If you need assistance or feedback about template modifications, please contact us.

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.

5. The headings and credits must be in the same language. Authors can have Common names in multiple languages.

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

Selected Native Plants of Soto Woods Forest Preserves

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<sup>1,2</sup> and Ellen Woodward<sup>2,3</sup>

1

**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<sup>1,2</sup> and Ellen Woodward<sup>2,3</sup>  
Institutions, <sup>1</sup>Soto Family Foundation, <sup>2</sup>University of Natural History, and <sup>3</sup>Field Museum

**SELECTED NATIVE PLANTS OF SOTO WOODS FOREST PRESERVES**

Iza Redlinski<sup>1,2</sup> and Ellen Woodward<sup>2,3</sup>

<sup>1</sup>Soto Family Foundation, <sup>2</sup>University of Natural History, and <sup>3</sup>Field Museum

- 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<sup>1,2</sup>  
<sup>1</sup>Instituto de Botânica, Núcleo de Pesquisa Orquidário do Estado, São Paulo, SP, <sup>2</sup>Museu Paraense Emílio Goeldi, Coordenação de Botânica, Belém, PA.
- c. Multiple authors, multiple institutions:  
Juliana Livian Lima de Abreu<sup>1,3</sup> , Vinícius Martins Barbacena<sup>1</sup>, Bruno Martins De Mello<sup>1</sup>, Ana Kelly Koch<sup>2,3</sup>, Jocasta Prado<sup>1</sup>, Maria de Queroz Carneiro-Silva<sup>3</sup>, André Luiz de Rezende Cardoso<sup>3</sup> & Anna Luiza Ilkiu-Borges<sup>3</sup>  
<sup>1</sup>BIOTA Projetos e Consultoria Ambiental Ltda, Goiânia, GO,<sup>2</sup>Instituto de Botânica, Núcleo de Pesquisa Orquidário do Estado, São Paulo, SP, <sup>3</sup>Museu 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

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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:**



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[0000] version 1 8/2022




**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.




1   *Eryngium yuccifolium*  
APIACEAE  
Rattlesnake master




2   *Liatris spicata*  
ASTERACEAE  
Blazing Star



3   *Zizia aurea*  
APIACEAE  
Golden Alexanders



4   *Asclepias incarnata*  
APOCYNACEAE  
Rose Milkweed



5   *Asclepias verticillata*  
APOCYNACEAE  
Whorled Milkweed

**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**. Starting 2022, bird guides should follow the alphabetical order. We no longer accept other bird classification. (Our experts will review the scientific names in your guide for adherence to the International Codes of Nomenclature for animals, algae, fungi, and plants, and may also suggest name changes in accordance with online indexes of currently accepted names.)

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



1   *Eryngium yuccifolium*  
APIACEAE  
Rattlesnake master

**Optional Information:** In additional 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, bold font for common names, regular font for gender, photo credits  
**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