Guidelines for Writing *BotSoc News* Field Trip Reports

* Feel free to be concise! No one expects you to write a term paper. Field trip reports should typically range from 300 to 700 words in length. We want to leave room for pictures from the trip!
* Photographs are important, and most field trip participants love taking them. Talk to the field trip leader so that you can decide together how photographs will be collected and submitted following the trip and who will collect and submit them.
* Shoot to collect at least eight-10 photographs from which to choose. (And feel free to send more!) We typically have room for up to half a dozen. Group photos are always welcome because they give us a chance to get member/participant faces in the newsletter.
* Reports should include the location and date of the trip and the reporter’s name and contact information. Reports might also include notes about the day’s weather, the number of people present and names. (It’s fun for BotSoc members to see their names and the names of their friends in print, so please do include names of other participants when you can.) You might also include an interesting story, observation, or noteworthy fact. Write about what *you* liked. Write about what other people did. Write about relationships—between the plants seen on the trip, between the plants and their habitats, or between plants and people. Have a fellow field trip participant help with note-taking if you need assistance with botanical names.
* Include both common names and scientific names for plants mentioned in the report. Ask the trip leader’s help with adding the scientific names if you are unsure. List the plant’s common name first and then, in italics and in parentheses with the genus capitalized and the species in lower case, the botanical name. (Note that *BotSoc News* style does not capitalize any part of common plant names unless it’s a proper noun, and then only the proper noun is capitalized. Examples: white oak (*Quercus alba*), Georgia oak (*Quercus georgiana*).
* When naming multiple species within a single genus, write the scientific name of the first species indicated above, then abbreviate the genus in the following citations, as in *Quercus rubra*, *Q. velutina* and *Q. phellos*.
* Finally, have fun and know that your work in putting together a trip report is greatly appreciated! Field trips are a wonderful part of being a member of the Georgia Botanical Society. When you submit a field trip report, you share the experience of your trip with hundreds of other members!