

INSTRUCTIONS FOR THE SUBMISSION OF MANUSCRIPTS TO THE *GEOGRAPHICAL REVIEW*

The Geographical Review welcomes authoritative, original, ably illustrated, and well-written manuscripts on any topic of geographical importance. Prose and graphic materials should be straightforward and intelligible to both specialists and nonspecialists. Manuscripts that mesh with the journal's purposes and follow these submission instructions undergo blind peer review. In the event that an author is or becomes a colleague or student of one of the *Geographical Review* editors, we place the review in the hands of an unaffiliated editor and sequester the editor with ties to the author from the review and decision-making process.

“Geographical Record Notes” and “Geographical Reviews,” whether reviews of individual volumes, review essays, or review forums, generally are solicited by the editors. “Geographical Field Notes” may be submitted by researchers currently engaged in a field or archival project, particularly advanced graduate students in the fieldwork phase of their doctoral research. Field Notes should provide brief observations on the practical and theoretical complexities and implications of a particular research project, as the researcher is pursuing interim results. They are not meant to be reduced substitutes for full-length research articles and should not exceed 3,500 words.

PREPARATION DETAILS

Potential authors need to pay close attention to these instructions and to examine carefully recent issues of the journal. A *Geographical Review* submission should follow the general guidelines in *The Chicago Manual of Style*, 15th edition. It is an author's responsibility to provide a manuscript that is accurate in both content and format.

The total manuscript of an article should be fewer than thirty-five pages and no more than 7,500 words long, including all components: abstract, text, endnotes, references, illustrations, and tables. Except on rare occasions, appendixes are not acceptable. Acknowledgments and identification of the author(s), including current position(s) and shipping and e-mail addresses, must be on a separate page at the end of the manuscript. Each illustration and table must also be on a separate page and in a separate electronic file. Use 12-point type and double space the entire manuscript, including the references. Margins should be 1.5 inches left and right, to give the referees and the editors room for comments. Number each page at the bottom right. Do not embed any material in the manuscript. For guidance in titling, prose style, headings, subheadings, and measurements, consult published examples in the *Geographical Review* from recent years.

The article title should be clear and pointed—the shorter the better, to a maximum of nine words. Avoid subtitles. An abstract of fewer than 150 words, including

four or five keywords (which should be in alphabetical order and may include place-names) at the end, should precede the main text.

A limited number of discursive endnotes is permissible. Do not embed notes in the text using the note function of word-processing software. Indicate endnotes with simple, incremental superscript numbers in the text, and include a numbered list of notes between the end of the text and the beginning of the “References” section. Use notes solely to explicate the text, not to serve in place of in-text citations for crediting sources. Not all authors will need or want to use endnotes.

The *Geographical Review* uses the in-text, author-date system of documentation described in *The Chicago Manual of Style*. Locate the citations discreetly in the text, preferably at the end of a sentence, so that prose flow is uninterrupted (Smith 1989, 13–14). Specify the page numbers on which direct quotations or statistics appear. If a citation contains more than one reference, list the oldest first and the most recent last (Taft 1934; Hart 1984, 1990; Smith 1989). The first time someone is named in the text, use the full name; thereafter, use only the surname.

In the “References” section, include only works cited in the text, endnotes, captions, and notes pertaining to illustrations and tables. Conversely, make sure that all cited works have entries in the “References” section. Arrange entries alphabetically by author; list works by the same author in chronological order, with the oldest first and the most recent last.

EXAMPLES OF REFERENCES

Book by a single author (include the subtitle):

Zelinsky, W. 2001. *The Enigma of Ethnicity: Another American Dilemma*. Iowa City: University of Iowa Press.

Book by multiple authors (include every author, as well as the subtitle):

Moore, A. M. T., G. C. Hillman, and A. J. Legge. 2000. *Village on the Euphrates: From Foraging to Farming at Abu Hureyra*. London: Oxford University Press.

Edited book (include the subtitle):

Nostrand, R. L., and L. E. Estaville, eds. 2001. *Homelands: A Geography of Culture and Place across America*. Baltimore, Md.: Johns Hopkins University Press.

Chapter in an edited book (always include the page numbers):

Sheridan, T. E. 2000. Human Ecology of the Sonoran Desert. In *A Natural History of the Sonoran Desert*, edited by S. J. Phillips and P. W. Comus, 105–118. Tucson: Arizona–Sonora Desert Museum Press; Berkeley: University of California Press.

Translation:

Nora, P., ed. 1996–1998. *Realms of Memory: Rethinking the French Past*. Translated by A. Goldhammer. Edited by L. D. Kritzman. 3 vols. New York: Columbia University Press.

Journal article (include the issue number, if any):

Mills, A. 2005. Narratives in City Landscapes: Cultural Identity in Istanbul. *Geographical Review* 95 (3): 441–462.

Newspaper article (if no author, cite the name of the newspaper; for example, Economist):

Thompson, G. 2001. An Exodus of Migrant Families Is Bleeding Mexico’s Heartland. *New York Times* (National Edition), 17 June, §1, 1, 8.

Dissertation or thesis:

Skop, E. H. 2002. *Saffron Suburbs: Indian Immigrant Community Formation in Phoenix*. Ph.D. diss., Arizona State University.

Interview:

Marsh, S. 2001. Interview with the author. Amarillo, Tex., 13 June.

Web page URL (use only publicly accessible Web sites; do not force a break in the URL at the end of a line; and if the Web site no longer exists, insert “Formerly at” before the URL):

PRC [People’s Republic of China]. 2000. The Bai Ethnic Minority. Washington, D.C.: Ministry of Foreign Affairs, People’s Republic of China. [www.fmprc.gov.cn/eng/5255.html].

ILLUSTRATIONS AND TABLES

Illustrations—photographs, drawings, maps, graphs, and diagrams—and tables should depict important themes in the text. Authors whose manuscripts are accepted for publication must supply illustrations that are of professional quality and of a size suited to the dimensions of a *Geographical Review* page: no larger than 5 inches by approximately 7.7 inches, including the caption. A callout for each illustration and each table must be placed in the text. Authors are responsible for providing written permissions and proper credits for any material they wish to reproduce from other sources.

Whenever possible, provide illustrations that are exactly text width. Do not forget to leave room for captions beneath full-page illustrations. Number all illustrations consecutively through the manuscript, using arabic numerals. Label each illustration with the name of the author(s) and the number, but please do not mount or write directly on photographs. If illustrations are submitted in digital format, include prints of the electronic files.

All photographs must have sharp focus and good contrast. Digital images, submitted as 300-ppi grayscale TIFF or JPEG files, are preferred, but black-and-white glossy paper prints are acceptable. Color digital images or prints may be acceptable if they are of sufficient quality; they will be converted to black-and-white images during production. All transparencies and slides must be converted to black-and-white prints or digital images prior to submission. A reputable custom photographic shop, as well as most university photographic or media services, can handle the conversion.

Maps, graphs, and diagrams must be submitted either as 300-ppi grayscale TIFF or JPEG files created in or converted to Adobe Photoshop or some other Photoshop-compatible program (not GIS or Adobe Illustrator, for example) or, if that is not possible, as black-and-white paper prints. Color prints and RGB, CMYK, or other types of color files are not acceptable because color distinctions are often lost in the conversion to black-and-white. Maps should contain no more than five gray shades with no less than 20 percent difference between each shade. Use an easily legible sans serif font such as Gill Sans, Lucida Sans, or Trebuchet MS. Surround each map, graph, and diagram with a 1-point border (3-pixel “stroke”) and include a title inside the border. Consultation of recent issues of the *Geographical Review* will provide helpful suggestions for type sizes and fonts, for layout, and for other aspects of design.

Captions for illustrations should not be placed in or on the figures but should instead be double spaced on a separate sheet. Include in the caption a brief descrip-

tion of the illustration and, if it is an adaptation or reproduction, its source. For a photograph, include the month or season and the year in which it was taken, as well as the name of the photographer, if known; for other types of illustrations, include the name of the artist or cartographer and, if appropriate, his or her institutional affiliation.

Tables should be included only when absolutely necessary to corroborate main points in the text. Each table must be on a separate page, with tabs between entries in a row. Do not use table-formatting software or include tables formatted as spreadsheets. If an essential table, including title and notes, does not fit on one *Geographical Review* page, either columns or rows—but not both—may extend over two pages. Please remember that the text area on a *Geographical Review* page is 5 inches by 7.7 inches and that the text and numerals in tables must remain legible. Manuscripts with improperly formatted or oversized tables will be returned to the author. Number tables consecutively through the manuscript, using roman numerals. If appropriate, cite the source of the data in a note immediately beneath the table.

REFEREEING AND OTHER PROCEDURES

To assure anonymous external evaluation, authors should be certain that their names do not appear anywhere on the manuscript or illustrations. Submit manuscripts as attachments to an e-mail to the editors in either Word or WordPerfect for Windows files. The digital attachments should be “blind”—lacking any information that would reveal the identity of the author(s)—and should include the abstract, keywords, text, endnotes, references, captions, tables, and illustrations. Include the full name of the author(s) and full contact information in the cover e-mail. Those who wish to submit by mail should send copies of all files on a CD to the editors. Include the abstract, keywords, text, endnotes, references, captions, tables, and illustrations. Please maintain a copy for your own records. The editors will not be able to return your CD.

Initial submissions must be accompanied by a written statement from the author(s) that: 1) the manuscript is not under review elsewhere; 2) it will not be submitted to any other publication while it is under consideration by the *Geographical Review*; 3) the contents have not been published elsewhere (including the Internet) in any form; and 4) the text is not under copyright. Manuscripts cannot be processed without this statement, which should be included in the cover letter.

In general, it is assumed that authors are supporters of the American Geographical Society, either as AGS Fellows or as subscribers to the *Geographical Review*. If that is not the case, please contact the editors; a subscription form will be provided upon request. Alternatively, a subscription form can be downloaded from the AGS Web site, [www.amergeog.org]. It is generally anticipated that authors will try to support all journals in which they seek to publish. Otherwise, contributors will be assessed a page charge of \$10 per printed page.

If questions remain about format or procedures, contact the editorial office, preferably by e-mail: Craig E. Colten, *Geographical Review*, Department of Geography and Anthropology, Louisiana State University, 227 Howe-Russell, Baton Rouge, Louisiana 70803 (e-mail, greditor@lsu.edu; telephone, 225-578-6245; fax, 225-578-4420).

SUBMISSION SUMMARY

Article format

Maximum length: 7,500 words
Author-date references: (Smith 2004)
Word or WordPerfect files

Illustrations

Maximum size: 5 x 7.7 inches (including caption)
Resolution: 300 ppi
Color: grayscale (no color)
Submit each figure as a separate TIFF or JPEG file

Captions

Submit as text, not in figure files

Tables

Submit as text files (not preformatted as table)

Elements in the submission

Abstract
Keywords
Text
Endnotes
References
Acknowledgments
Captions
Tables
Illustrations

Submit manuscripts and additional files to the editors as e-mail attachments or on a CD.