Papers of the Applied Geography Conferences
Author Instructions

Please follow instructions carefully. If you do not, it will cause the editors excessive time (and irritation) to put your manuscript into publication style and quality (if it is accepted).

All manuscripts should be clearly linked to applied geography. Note that the AGC has had a long-standing policy of not accepting basic literature review papers.

Note that authors will need to be available for final revisions during the first half of August.

Please note:

- At the time of submitting your manuscript, at least one of the authors should be fully registered for the conference with paid registration fee.
- All submitted manuscripts will be sent out for double-blind peer reviewed. There will be no refund of registration fee for rejected manuscripts.
- All accepted manuscripts should be presented at the conference. Any accepted manuscripts that are not presented at the conference will be withdrawn from the final printing of the annual volume of the Papers of the Applied Geography Conferences.

Basic formatting

All papers must be submitted using either Word (preferably) or Rich Text Format (if using WordPerfect, save as .rtf). Papers 1mb and under can be submitted via e-mail; large files must be submitted on CD or jump drive.

The text of your paper should be single spaced using a 9 pt. Times New Roman typeface. Papers using other fonts, particularly true type fonts, will not be accepted.

In the page set up on Microsoft Word:

1) Change paper size to 6" by 9". Do this under "page setup" by defining a custom page size. In some versions of Word, you will have to give this a name and then choose it from the list of paper sizes. In other versions, it automatically changes to 6" x 9".
2) Set margins as follows: Top 0.5"; Bottom 0.7"; Left 0.7"; Right 0.5". There should be no headers or footers. Alignment should be full justified.
3) Leave all other categories at default values, including tabs and line height settings.

Manuscripts should not exceed 10 pages in total length. Page charges will be incurred for accepted papers that exceed 10 pages. Absolutely no papers in excess of 12 pages will be accepted.

Turn off auto-numbering.

On the first page, the title (in all caps) should be centered and start three lines from the top (at 0.9"). Skip one line and place the author's name, affiliation and mailing address (centered) directly under the title. Author information also should be centered. Do not include special titles after author name(s). Author affiliations should be centered and in lower case letters as shown on the example. The address should be minimal, but complete, including zip code information. The e-mail address of the first author also may be listed. When there are multiple authors with multiple addresses, each author should be shown with the relevant address information, skipping one line between entries. With multiple authors from the same address, combine those names in one listing; rather than having each author listed separately.

The text of the paper should begin three lines below the affiliation and mailing address.

All major paper divisions (section titles) should be numbered in sequence, in all caps, and centered within each column (e.g., 1. INTRODUCTION). Do NOT use automatic bullets/numbering feature in Word for major section numbers. Use two spaces between the number and the heading title in all numbered headings.

Primary headings within a major division are left justified and in all caps (e.g., 1.1 PROBLEM). Secondary headings (e.g., 2.2.1) have only the first letter of each major word in the heading capitalized (Title Case), followed immediately by text. Avoid a substantial number of minor headings.

Paragraphs are indented 0.5 inch, with single spacing between paragraphs. Double spacing is used only above and below major (centered) headings, and above secondary (left-justified) headings.

Where lists are used, each item should be numbered (with the number and a single parenthesis: 1) e.g.), with numbered items separated by double spacing. Bulleted lists also are acceptable. If an item in a list runs more than one line, it is double-indented. A period is placed at the end of an item in a list only if the item forms a complete sentence. Where numbered items are included as part of the text, remember that: 1) numbers
with a single parenthesis are used to indicate each item, 2) commas or semi-colons (as appropriate) separate each item, and 3) numbering within a sentence should be used only if the sentence can be kept relatively short. In some instances, lists are better shown as tables.
Stylistic notes

- Use American English spellings and punctuation style.
- Do not include an introduction that lists in detail everything that will follow in the manuscript. These are short papers, and such an ‘introductory summary’ is not require, or desirable.
- If describing methods used in one section, METHOD is preferred over METHODOLOGY, unless the paper is describing the study of the development of methods.
- When citing and describing prior work, this should be worded in the past tense—as something having been done or said. For example, “Smith said…” is more appropriate than “Smith says…”
- Short direct quotes must be indicated with quotation marks. Long quotes (three lines or longer) should be double-indented and single-spaced, without quotation marks. Generally, commas or periods should be given within quotation marks, rather than following a quotation mark.
- Avoid overuse of personal pronouns “I” and “we.” They may be used, but please minimize such use; manuscripts should emphasize what was done, rather than who did it. (Use of personal pronouns more than twice in a single paragraph is too much.)
- Sentences should not begin with numerals; a number beginning the sentence must be written out.
- A table or figure should follow, and be as near as possible to, the first text reference to that specific table or figure. (The editors may rearrange placement somewhat to keep white space to a minimum and to ensure that tables are not broken across pages for the final layout.)
- Avoid use of “But” or “And” to begin a sentence.
- Measurement units may be either metric or English, but be consistent throughout the paper.
- Type out percent in text (not %); you may use the % symbol in tables.
- Do not use ampersands (&) in the text or to separate author names in the reference list.
- State names should not be abbreviated in the title or the text, but such abbreviations may be used in tables.
- Latin terms and abbreviations (including et al., e.g., and i.e.) should be italicized; in most use, e.g. and i.e. should be followed by a comma.
- Periods should be followed by 2 spaces.
- Extensions should be given in lowercase letters, such as .pdf or .doc.
- Do not number pages. Page numbers will be added as the entire publication is compiled.

Illustrations

Illustrations, photographs and line drawings should be referenced in the text and serially numbered as FIGURE 1, 2, etc. All illustrations should be titled with the figure number and title centered below the figure and typed in upper case letters (no bold), as shown here:

FIGURE 1
PLEASE CENTER AND USE UPPER CASE LETTERS

Do not insert figure headings in the form of text boxes; figure headings should simply be centered text. Do not use excessively long figure titles. If detailed explanation is needed, do this in the text.

You may choose to use neatlines around figures, or to not use neatlines; in either case you must be consistent—use neatlines around ALL figures or around NO figures. Do NOT copy figures into the manuscript with large areas of blank space around them.

Maps, photographs, and other illustrations should be placed in the text and not at the end of the manuscript. Make sure that the figure conforms to the margins and that excessive page space is not wasted.

High resolution illustrations are required. Halftones should be scanned in color and converted to gray scale at 100% of the final size, at 266 dpi resolution. Line drawing resolution must range between 600 dpi for those with less detail to 1200 dpi for those with more detail. Times New Roman should be used within illustrations.

COLOR ILLUSTRATIONS WILL NOT BE ACCEPTED FOR PUBLICATION. Gray-scale illustrations must clearly differentiate map legend categories. The editors reserve the right to reject a manuscript with illustrations that do not communicate clearly. Color illustrations (and supplemental illustrations) may be accepted for online posting.
Equations

Equations need not be numbered, unless reference to equations by number will be done in the text. When numbering equations, enclose numbers in brackets [ ]. If only one equation is used, do not number it.

Tables

Each table should be numbered as Table 1, 2, etc., and titled. The table number and title should be centered above the table and in upper case lettering (no bold), as shown:

TABLE 1
PLEASE CENTER AND USE UPPER CASE LETTERS

As with illustration titles, avoid excessively long titles. Do not insert table headings in the form of text boxes; table headings should simply be centered text. Long tables containing lists of data are discouraged. Tables should be included within the text and conform to the margins; they should not be placed at the end of the manuscript. Tables are to be formatted as tables within the Word or rtf document; tables embedded as graphics are not acceptable, and tables should not be structured as plain text with tabs. Tables should appear immediately after the paragraph where reference is first made to the table. If necessary, a slightly smaller font may be used within the table.

Footnotes

Footnotes should be kept to a minimum and used only when absolutely necessary. If used, footnotes are set up across the bottom of the page on which they are first referred, starting from the left margin and ending at the right margin. Footnote text shall be single spaced vertically between footnotes. Footnotes should be marked in the text with a raised numeral.

References

Reference citations in the text should be in the name and date style, with (author, year) for reference to a single paper, (author, year; author, year) for multiple references, and (author, date, p. #) for quotations from books. Quotations from journal papers need not show page number. Use (first author et al., year) for works with three or more authors.

List all references cited alphabetically at the end of the paper. The first line should be at the left margin, using the default hanging indent for subsequent lines of each entry. Single space. All author names should be given. Journal, book, proceedings, and report titles should be italicized. The following (parenthetical) breakdown is for informational purposes only, to illustrate formatting for different source types. Do not list references not cited, and do include complete information for those listed.

All references cited should be listed alphabetically. (They should not be subdivided as below. The subdivisions below are only included to clarify style for different types of references.)

Articles in periodicals:


Books and monographs:


Book Chapters:


Proceedings:


Report:


Website:

CRED. 2002. *EM-DAT: OFDA/CRED International Database*. Centre for Research and the Epidemiology of Disasters, Brussels, Belgium. http://www.cred.be/emdat. Last accessed 15 May 2004. [If the site contains a “last updated” note, use, e.g., “Last updated 13 September 2002.” The date given on the website is the appropriate one to use in citing the reference; if none is given, use the year it was accessed.]

Personal communication:


Submission

Please proofread your paper very carefully. Excessive problems in writing or in following formatting requirements may lead to manuscript return without review. The paper can be submitted electronically to Jay Lee at jlee@kent.edu.

Note that editors may make changes to manuscripts, in order to ensure consistency, efficiency of space usage, appropriate wording and spelling, and avoidance of redundancy within papers. The best way to ensure that changes are not made is to submit a manuscript in the best condition possible. Efforts will be made to have final copies approved by authors prior to publication, but time restrictions and difficulties in reaching authors may preclude this. Every effort will be made to ensure a quality publication and consistency with the author’s intended meaning.

Please see the sample paper as a formatting example. Note that the editors likely would reduce white space (page 2) in the final publication by changing placement of a portion of the text.