## INSTRUCTIONS TO AUTHORS



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## GENERAL GUIDELINES

Content should be submitted online via the *Cartographic Perspectives* website, cartographicperspectives.org.

**AUTHORS:** The article should credit all persons who made a substantial contribution to the work discussed. Authors are encouraged to list their preferred gender pronouns beside their name. Listing of an institutional affiliation is optional. An email address is required for all authors listed.

*STYLE:* Grammar and punctuation should conform to the 17<sup>th</sup> edition of the Chicago Manual of Style. Manuscripts may make use of American, Canadian, British, or other regional spelling conventions, as long as they are used consistently throughout.

**OPINION/RESPONSE PIECES:** *CP* welcomes topical responses to previously published articles. The length of such pieces may vary; however, we suggest 2,000 words or less as an informal guide.

**ILLUSTRATIONS:** Maps, graphs, and photos should convey ideas efficiently and tastefully. Graphics should be legible, clean, and clearly referenced by call-outs in the text. Sound principles of design should be employed in the construction of graphic materials, and the results should be visually interesting and attractive.

- Images must both be embedded in the manuscript, and sent as separate files.
- Images in raster format must, at minimum, be 1000px wide; at least 2000px is strongly preferred.
- Where possible, graphics should have a transparent, rather than a white, background.
- The editors reserve the right to make minor adjustments to illustrations.
- Care should be taken to avoid color choices that will not be discernable by readers with color vision impairments.

- For vector files, fonts should be embedded or converted to outlines.
- Type sizes below 6 point should be avoided.
- Captions should not be part of the illustration. Instead, please supply captions within the text of the article.

For questions on specific guidelines for graphics, please contact Assistant Editor Daniel P. Huffman for more information: daniel.p.huffman@gmail.com.

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## PEER-REVIEWED ARTICLES

**TITLE:** The title serves as the author's invitation to a diverse audience. It should be chosen wisely. The title section should include the full names of the authors, their email addresses, and their academic or professional affiliations.

**ABSTRACT:** An abstract of 250 words or less should summarize the purpose, methods, and major findings of the paper.

*KEYWORDS:* Five to ten keywords should be listed at the end of the abstract.

**REFERENCES:** References should be cited parenthetically in the text, following the author-date system found in *The Chicago Manual of Style*, 17<sup>th</sup> ed. (chicagomanualofstyle. org). When making a direct quote, include the page number. Example: (Doe 2001, 38). **Books:** Invert the first author's name (last name, first name, and middle initial). Middle initials should be given wherever known. For books with multiple authors, authors' names are listed in the order in which they appear on the title page, with the last author's name preceded by a comma and *and*. Note: With more than ten authors, invert first author's name and follow it with a comma and the words et al. without italics in the reference list.

The general format is: Name of author(s). Year. *Title in Italics*. City of Publication: Publisher Name.

Robinson, Arthur H., Joel L. Morrison, Phillip C.
Muehrcke, A. Jon Kimerling, and Stephen C. Guptill.
1995. *Elements of Cartography*, 6<sup>th</sup> *Edition*. New York:
John Wiley & Sons.

Articles in Periodicals: Author's or authors' names as in *Books*, above. Year. "Title of Article." *Title of Periodical*, volume number, page numbers, DOI if available. Follow punctuation and spacing shown in the following example.

Peterson, Michael. 2008. "Choropleth Google Maps." *Cartographic Perspectives* 60: 80–83. http://doi. org/10.14714/CP60.237.

Articles in edited volumes: Name of author(s). Year. "Title of Article." In *Title of Edited Volume*, edited by [Editor's or Editors' names, not inverted], page numbers. City of Publication: Publisher's Name.

Danzer, Gerald. 1990. "Bird's-Eye Views of Towns and Cities." In From Sea Charts to Satellite Images: Interpreting North American History through Maps, edited by David Buisseret, 143–163. Chicago: University of Chicago Press.

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Cartography Associates. 2009. "David Rumsey Donates 150,000 Maps to Stanford University." *David Rumsey Map Collection*. Accessed January 3, 2011. http://www.davidrumsey.com/blog/2009/8/29/ david-rumsey-donates-150-000-maps-to-stanford. **Maps:** Maps should be treated similarly to books, to the extent possible. Specific treatment may vary, however, and it is often preferable to list the map title first. Provide sufficient information to clearly identify the document.

A Plan of the City of New York and its Environs. P. Andrews, sold by A. Dury in Dukes Court, St. Martins Lane, surveyed by John Montressor, 1775.

**E-mail correspondence:** E-mail messages may be cited in running text ("In an e-mail message to the author on October 31, 2005, John Doe revealed...") instead of in a note or an in-text citation, and they are rarely listed in a bibliography or reference list.

Additional examples: For additional examples, please consult *The Chicago Manual of Style*, 17<sup>th</sup> ed. (chicagomanualofstyle.org).

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**REFERENCES LIST:** The list of references should begin in a separate section, immediately after the text. Entitle the section "References" and list all references alphabetically by the author's last name, then chronologically. Provide full, unabbreviated titles of books and periodicals.

**FOOTNOTES:** Footnotes should be used sparingly: i.e., only when substantive enough to amplify arguments in the text. They should be addressed to a single point in the manuscript.

**UNITS OF MEASURE:** Cartographic Perspectives uses the International System of Units (metric). Other units should be noted in parentheses.

**EQUATIONS:** Equations should be numbered sequentially and parenthetically on the right-hand edge of the text. If special type styles are required, instructions should be provided in the margin adjoining the first case of usage. Authors should carefully distinguish between capital and lower-case letters, Latin and Greek characters, and letters and numerals.

**TABLES:** Tables should be discussed in the text and denoted by call-outs therein, but the meaning of a table should be clear without reading the text.