

## Instructions to Authors

*Cartographic Perspectives (CP)* publishes original articles exemplar of creative and rigorous research in cartography and geographic visualization. Papers accepted for publication must meet the highest standards of scholarship, address important research problems and issues, and appeal to a diverse audience.

The preferred format for submitted manuscripts is a MicroSoft WORD file, or an RTF file. Do not send PDFs. Files are best sent as an email attachment to the editor (see inside front cover for email address). If submission of a digital manuscript is not possible, authors can send four analog copies of their manuscript to the editor (see inside front cover for mailing address). Each manuscript is reviewed by the editor, one or more members of the editorial board, and at least one external reviewer. Items submitted for consideration will not be returned.

Manuscripts should be double-spaced, on one side of the paper, in a 12-point font with proportional spacing and 1-1.5" margins. All parts (abstract, notes, references, tables, and list of figure captions) must be double-spaced and in the same font size. Authors will be required to sign a statement that the manuscript has not been submitted for publication elsewhere and will not be submitted elsewhere until the *CP* editor has reached a decision. Any submitted manuscript must not duplicate substantial portions of previously published material.

**Title page.** The title serves as the author's invitation to a diverse audience. It should be chosen wisely. The title page should include the full names of the authors and their academic or other professional affiliation.

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

**Key words.** Key words should be listed at the end of the abstract.

**References.** References should be cited parenthetically in the text in this order: author's last name, year of publication, and page number when a direct quote. Example: (Doe, 2001) and (Doe, 2001: 2). Use the Chicago Manual of Style published by the University of Chicago Press for the correct style for various sources.

**Books:** Author(s) last name, first initial, middle initial where appropriate. Year. Book title in *Italics*. City of publication: publisher name, number of pages.

Doe, J. 2001. *Citing a book*. Duluth, MN: Northstar Publications, 249 pp.

**Articles in Periodicals:** Author(s) last name, first initial, middle initial where appropriate. Year. Title of article. Title of periodical in *Italics*, volume (number): page numbers.

Doe, J. and Doe, J. 2001. Citing an article in a periodical. *Cartographic Perspectives*, 30:120-129.

**Articles in edited volumes:** Author(s) last name, first initial, middle initial where appropriate. Year. Title of article. In (editor[s] first initial, middle initial where appropriate, last name) (Ed.) (title of edited volume in *italics*), pages. City of publication: publisher's name.

Doe, J., Doe, J., and Doe, J. 2001. Citing an article in an edited volume. In Doe, J. (Ed.) *101 Ways to Cite and Article*, 120-129. Duluth, MN: Northstar Publications.

**World wide web sites:** Author(s) last name, first initial, middle initial where appropriate, title of document in quotation marks if a personal site or italic if it is a professional site, title of complete work (if relevant) in *italics*, date of publication or last revision date, URL in angle brackets, date of access in parentheses.

Doe, J., "Homepage," May 1, 2006, <[http://www.citing\\_a\\_personal\\_web\\_site.edu](http://www.citing_a_personal_web_site.edu)> (May 17, 2006)

Doe, J. and Doe, J., *Citing a Professional Web Site*, May 1, 2006, <[http://www.citing\\_a\\_professional\\_web\\_site.edu](http://www.citing_a_professional_web_site.edu)>, (May 17, 2006)

**Email correspondence:** Author(s) last name, first initial, middle initial where appropriate, subject line in quotation marks, date of sending, type of communication (personal email, distribution list, office communication), date of access in parentheses.

Doe, J., "citing email correspondence", May 1, 2006, personal email (May 17, 2006).

The list of references should begin (double-spaced) on a separate sheet immediately after the text and Notes. 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.

**Notes.** Notes should be used sparingly, and only when substantive enough to amplify arguments in the text. They should be addressed to a single point in the manuscript. Notes should be numbered sequentially in the text and will appear under the heading "Notes" at the end of the text. They should be typed double-spaced in the same font size as the text (12 point).

*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. All tables should be typed, double-spaced on separate sheets in the same font size as the text and numbered sequentially with Arabic numerals. Each table should have a descriptive title as well as informational column headings. Titles should accent the relationships or patterns presented in the table.

*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.

All graphics must be in digital form, either digitally generated, or scanned. Preferred formats are .tif, .eps, .jpg or press ready pdf. Additionally, the following guidelines should be followed:

Illustrations should be designed to fit the page and column format of CP. Maximum width is 17.78 cm (7.0 inches). Common intermediate sizes are 11.63 cm (4.58 inches) and 5.51 cm (2.17 inches). The editor reserves the right to make minor size adjustments.

- Black and white monochrome images should be submitted as bitmap (1-bit) mode. The suggested minimum resolution for this type of image is between 900 and 1200 dpi.
- Black and white halftone images and combination halftones should be submitted in grayscale format. The suggested minimum resolution for this type of image is 600 dpi.
- Color halftone images should be submitted as CMYK color mode. The suggested minimum resolution for this type of image is 300 dpi.
- Files should be free of color functions, including Postscript color management, transfer curves, halftone screen assignments, and black generation functions. Files should not include references to ICC profiles, or be in a color space other than: Monochrome, CMYK, or Grayscale.

- Digital art files should be cropped to remove non-printing borders (such as unnecessary white space around an image).
- Art should be created or scaled to the sized intended for print.
- Image orientation should be the same as intended for print.
- For vector EPS files, fonts should be embedded or converted to outlines.
- Type sizes below 6 point should be avoided.
- A fine neatline defining the graphic field is recommended as a visual boundary separating text and graphic. The neatline should be at least .5 point.
- Press ready Acrobat PDF should be submitted without compression, in CMYK format with no subsetting of fonts. All fonts should be embedded. Document security should be disabled. If you require assistance creating PDF files of your artwork, contact the production editor.
- Captions should not be part of the graphic and will be added by the production editor.

You should contact Jim Anderson, *CP* associate editor for more specific guidelines for graphics ([JAnderson@admin.fsu.edu](mailto:JAnderson@admin.fsu.edu)).

*Permissions.* If a manuscript incorporates previously published material of substantial extent, the author is obliged to obtain written permission from the holder of the copyright and to bear all costs for the right to use copyrighted materials.