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Articles should be submitted online, in OpenOffice, Microsoft Word, or RTF file format. Each manuscript is reviewed by the editor, one or more members of the editorial board, and at least one external reviewer. By uploading to the CP website, authors agree to not submit the manuscript elsewhere until the CP editor has reached a decision. Any submitted manuscript must not duplicate substantial portions of previously published material.

## GENERAL GUIDELINES

Peer-reviewed content should be submitted to the Editor via the CP website at [cartographicperspectives.org](http://cartographicperspectives.org). Section-specific content should be submitted to the appropriate Section Editor. A contact list can be found on page 2.

**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.

All graphics must be in digital form, either digitally generated or scanned. Preferred formats are .tif, .ai, .eps, .jpg, or press-ready .pdf.

Maximum width is 17.5 cm (7.0 inches). Common intermediate sizes are 11.25 cm (4.5 inches) and 6.25 cm (2.5 inches). The editor reserves the right to make minor size adjustments.

- Art should be created or scaled to the size intended for print, or larger, and will later be modified as needed for online display.
- Color images should be submitted in CMYK mode. The preferred resolution is 300 ppi at printed size.
- 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 CMYK or grayscale.
- Digital art files should be cropped to remove non-printing borders (such as unnecessary white space around an image).

- Image orientation should be the same as intended for print.
- 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 graphics and will be added by the assistant editor. Please supply captions within the text of the article.

For questions on specific guidelines for graphics, please contact Laura McCormick, CP Assistant Editor, ([laura@xnrproductions.com](mailto:laura@xnrproductions.com)).

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## PEER-REVIEWED ARTICLES

**TITLE PAGE:** The title serves as the author's invitation to a diverse audience. It should be chosen wisely. The title section should include the full name(s) of the author(s) and academic or other professional affiliation(s).

**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 as described

in *The Chicago Manual of Style*, 16th ed. (<http://www.chicagomanualofstyle.org>). When a direct quote, include the page number. Examples: (Doe 2001) and (Doe 2001, 38).

**Books:** Invert first named author's name (last name, first initial, 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.)

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

MacEachren, A. M. 1995. *How Maps Work*. New York: Guilford Press.

A. H. Robinson, J. L. Morrison, P. C. Muehrcke, A. J. Kimerling, and S. C. Gupta. 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 [follow punctuation and spacing shown in the following example].

Peterson, M. 2008. "Choropleth Google Maps." *Cartographic Perspectives* 60:80–83.

**Articles in edited volumes:** Author's or authors' names as in *Books*, above. Year. "Title of Article." *Title of Edited Volume in Italics*, edited by [Editor's or Editors' names, not inverted], page numbers. City of Publication: Publisher's Name.

Bassett, T. J. 1998. "Indigenous Mapmaking in Intertropical Africa." *The History of Cartography. Vol. 2, Book 3: Cartography in the Traditional African, American, Arctic, Australian, and Pacific Societies*, edited by David Woodward and G. Malcolm Lewis, [page #]. Chicago and London: University of Chicago Press.

**Websites:** Websites may be generally referenced in running text ("On its website, the Evanston Public Library Board of Trustees states . . .") rather than with a URL listing. For more formal citations, use the following format: Author's or authors' names as in *Books*, above. Year. "Title of Document" in quotation marks. *Title of Complete Work (if relevant) in italics*. Access date. URL.

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 Montessor, 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*, 16th ed. (<http://www.chicagomanualofstyle.org>).

**REFERENCES LIST:** The list of references should begin in a separate section, 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, i.e., 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.

**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. Each table should have a descriptive title as well as informational column headings. Titles should accent the relationships or patterns presented in the table.



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