

CARTOGRAPHICA

Authors' Guidelines and Checklist for Final, Revised Manuscripts

The following checklist and guidelines are intended to ensure that authors provide the Editor with the required materials that will hasten publication of the article. Authors are encouraged to check off the requirements listed below. With some exceptions, the University of Toronto Press follows *The Chicago Manual of Style*, 14th edition, Chapter 15, Documentation One, for humanities-based articles and Chapter 16, Documentation Two, for scientific and technical articles, but uses Canadian spellings.

1. Abstract in the language of the paper, English or French, up to 200 words.
2. A list of not more than ten (10) key words.
3. A statement, up to 50 words, of the position, affiliation, address, and other contact information for each author and the e-mail address of the corresponding or lead author. This information will appear at the bottom of the first column on the first page of the article.
4. Copy of **permission to use copyrighted material**, if applicable. **NOTE:** Failure to include letters of permission to use copyrighted material will, at the very least, delay the publication of the manuscript until the letters of permission have been received by the University of Toronto Press.

Final Manuscript

5. Final revised manuscript should be submitted as a digital file in MS Word or Rich Text Format (RTF) and sent as an e-mail attachment, on diskette, or on CD.
 - a. Page-layout formatting should be avoided.
 - b. The final revised manuscript in **digital format** should be single-spaced, preferably in a 12-point, serif type style and must have a complete bibliography of all sources cited.
 - c. If subheadings are used in the text, first-order headings should be in **bold typeface**, second-order headings in *italic typeface*, and third-order headings in roman (upright) typeface. If more than three subheadings, indicate the level as appropriate.
 - d. Figures and tables should not be embedded in the text. See section 7. Figures and Tables, below.

Endnotes

6. Notes should appear as embedded endnotes (**cartographica** does not use footnotes). Reference numbers for endnotes must be marked in the text. Use the Footnotes/Notes function of your word processor to create your endnotes.

Figures and Tables

7. Figures and Tables should be **referenced** but **not embedded** in the text. Instead, authors should indicate where in the text they should be inserted with a phrase such as "Figure 1 about here" or "Table 2 about here".

a. Tables:

- 1) The use of vertical lines in tables should be avoided. Horizontal lines are acceptable.
- 2) Provide a single MS Word or Rich Text Format (RTF) file containing all tables.

b. Figures:

- 1) **cartographica** uses the following sizes for **Figures**: 19 picas or 81 mm (column width), 26 picas or 111 mm (two-thirds page), and 40 picas or 165 mm (full page).
- 2) Provide a **separate EPS (the preferred format)**, PostScript, or TIFF file (resolution at **600 pixels per inch**) in black and white **for each figure**; glossy photographic prints at publication size or larger are acceptable, especially for complex graphics.
- 3) *Adobe Illustrator*: If submitting figures (line drawings) produced in Adobe Illustrator, please “outline” the type prior to making the EPS files. This eliminates problems with font incompatibilities.
- 4) *CorelDRAW*: If using CorelDRAW to produce figures (line drawings), convert the type to curves before making the EPS files. Converting type to artwork eliminates incompatibility problems with fonts.
- 5) NOTE: The University of Toronto Press will **print** figures in colour at the author’s expense. Colour images can also be presented in the online version of **cartographica** at no cost to the author. Contact Co-Editor Clifford H. Wood (address below) for further information.
- 6) The font used for figures should be Arial/Helvetica. If a serif font is required, please use Minion or Baskerville.
- 7) *Captions* - Provide a separate MS Word or RTF file of all captions for figures.

References and Bibliography

8. All references in the **body of scientific/technical articles** using *Chicago* Documentation Two should be in scientific format: (Harrison 1997) or (Harrison, Dodge, and MacLean 2001) for up to three authors; (Harrison and others 2001) for more than three authors. Do not use *et al.* All articles, including those documented in *Chicago* humanities style (Documentation One), must include a bibliography.

- a.** Entries in the **References** or **Bibliography** should be grouped at the end of the text in alphabetical order by author’s surname. Multiple entries for the same author should be listed chronologically, earliest first.
- b.** Only references cited in the text should be included in the bibliography. An author’s publications should be listed chronologically beginning with the earliest.
- c.** The surnames and initials, or surnames and full first names (providing the author uses one or the other consistently), of **all authors** (even if more than three) should be included in reference or bibliography entries.

Questions relating to any of the above details may be directed to the **cartographica** Co-Editor at the address below:

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cartographica – Citation Style Guide

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Cartographica uses a modified version of the Chicago Manual of Style, 14th edition. In order to provide some guidance in the preparation of the citations for the list of references that must accompany all manuscripts submitted for publication, the editors offer the following examples that may prove useful. In addition, we also cite the ways various sources are cited in the text.

Note: Authors' names in references should be in upper and lower case, not in all capitals. Authors' initials OR full names may be used, provided that one or the other is used consistently throughout the manuscript. Citations in the text of the manuscript should be author's last name, the date, and the page number, e.g., **One author** – (Wood 2005, 31); without page number (Wood 2005); **Two authors** – (Peacock and Turner 2000, 45); (Peacock and Turner 2000); **Three authors** – (Gonzalez, Herrera, and Chapin 1995, 61); Gonzalez, Herrera, and Chapin 1995). **More than three authors** – (Keller and others 2003, 105); (Keller and others 2003).

References/Bibliography:

Book:

MacEachren, A.M. 1995. *How Maps Work: Representation, Visualization, and Design*. New York: Guilford.

Robinson, A.H., J.L. Morrison, P.C. Muehrcke, A.J. Kimerling, and S.C. Guptill. 1995. *Elements of Cartography*, 6th ed. New York: Wiley.

NOTE: When citing a source (book, journal article, etc.) with more than three (3) authors in the text of the manuscript, one should use only the first author's name plus "and others," e.g., (Robinson and others 1995). With three or fewer authors, one should name all authors, e.g., (Morrison, Tversky, and Betancourt 2000). References/Bibliography entries, however, must state the names of all authors.

Chapter in edited book:

Kraak, Menno-Jan. 2000. "Access to GDI and the Function of Visualization Tools." In *Geospatial Data Infrastructures: Concepts, Cases, and Good Practice*, ed. R. Groot and J. McLaughlin. New York: Oxford University Press. 32–54.

NOTE: *Cartographica* uses ed. instead of edited by...; and trans. instead of translated by... . Place page number span (e.g., 32–54) at end of citation.

Journal article:

Harrower, M. 2002. "Visualizing Change: Using Cartographic Animation to Explore Remotely-Sensed Data." *Cartographic Perspectives* 39: 30–42.

Richards, P.L. 2004. "'Could I But Mark Out My Own Map of Life': Educated Women Embracing Cartography in the Nineteenth-Century American South." *Cartographica* 39/3: 1–17.

NOTE: If the cited journal has only a volume number, e.g., 39, it should be included along with the page numbers for the article, e.g., 30–42 with a colon following the volume number, such as:

Cartographic Perspectives 39: 30-42. If, however, the journal has both a volume number and an issue number, e.g., 39/3, both should be included, separated by a solidus (/), a space after the colon followed by the page numbers, such as: *Cartographica* 39/3: 1-17.

Online source:

Hirtle, S., and A.M. MacEachren. 1998. "Cognitive Models of Dynamic Geographic Phenomena and Their Representations." Available at http://www.ncgia.ucsb.edu/Publications/Varenius_Reports/Cognitive_Models.pdf.

Published Conference paper:

Edsall, R.M., M.-J. Kraak, A.M. MacEachren, and D.J. Peuquet. 1997. "Assessing the Effectiveness of Temporal Legends in Environmental Visualization." *Proceedings of GIS/LIS '97, Cincinnati, OH*. 677-85. NOTE: Include the names of the editor(s) and the publisher, if known.

Unpublished Conference Paper:

Brewer, I. 2001. "The Design and Implementation of Temporal, Spatial, and Attribute Query Tools for Geovisualization." Paper read at Association of American Geographers Annual Meeting, 2-4 January, New York. [CD-ROM].

Personal communication: No citation should be included in the References/Bibliography; in articles using the author/date citation method, it should be cited in the text only: (J.R. Shortridge, personal communication, 5 March 2004). If using "humanities" endnotes, cite in an endnote (NOTE: *Cartographica* does not use footnotes).

Revised/subsequent edition:

Robinson, A.H., J.L. Morrison, P.C. Muehrcke, A.J. Kimerling, and S.C. Guptill. 1995. *Elements of Cartography*, 6th ed. New York: Wiley.

Volume of a multi-volume work:

Churchill, W.S. 1949. *Their Finest Hour*. Vol. 2 of *The Second World War*. London: Cassels.

PhD Dissertation/ MS Thesis:

Egbert, S.L. 1994. "The Design and Evaluation of an Interactive Choropleth Map Exploration System." PhD diss., University of Kansas, Lawrence.

Cutler, M.E. 1998. "The Effects of Prior Knowledge on Children's Abilities to Read Static and Animated Maps." MS thesis, University of South Carolina, Columbia.

Manuscript submitted to a journal:

Miller, H. 1999. "Beyond the Isotropic Plane." Manuscript submitted for publication.