

*Papers of the Applied Geography Conferences*  
**Submission Guidelines**  
**\*\*Revised for 2008\*\***

**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. Double-space between paragraphs, between headings and paragraphs, and between items in a list.**

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.

On the first page, the title 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. Run-in headings should be italicized, with only the first letter of the first word capitalized. The heading is followed by a period and two spaces before the first word in the succeeding text. Run-in headings usually indicate the lowest title subject division of the paper, and are not necessary for all papers.

Paragraphs are indented 0.5 inch, with single spacing between paragraphs.

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 required, 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.

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 use excessively long figure titles. If detailed explanation is needed, do this in the text.

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. All illustrations should be TIFF or EPS files. JPG files will not be accepted. Times New Roman or other Type I fonts must be used within illustrations. **No true type fonts may be used anywhere in the paper.**

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**

When numbering equations, enclose numbers in brackets [ ]. Equations need not be numbered, unless reference to equations by number will be done in the text. 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. 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 within the *Word* or rtf document; tables embedded as graphics are not acceptable. Tables should appear immediately after the paragraph where reference is first made to the table. We encourage the use of the "simple 1" style of tables (under autoformat in Word) in order to ensure consistency throughout the publication. Tables should be formatted as tables, not as plain text. If necessary, a *slightly* smaller font may be used within the table. (Editors will not accept fonts so small as to be illegible in the final publication, however.)

### **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 within each entry and double space between entries. 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, not subdivided as below. The subdivisions below are only included to clarify style for different types of references.

(Articles)

Hallsworth, A.G. 1994. Decentralization of retailing in Britain: The breaking of the third wave. *The Professional Geographer* 46(3):296-307.

Mulligan, G.F., and T.J. Fik. 1994. Using dummy variables to estimate economic base multipliers. *The Professional Geographer* 46(3):368-378.

(Books and monographs)

Abler, R., J.S. Adams, and P. Gould. 1971. *Spatial Organization: The Geographer's View of the World*. Englewood Cliffs: Prentice Hall.

(Book Chapters)

Lyson, T., and W. Falk. 1993. Forgotten places: Poor rural regions in the United States. In: *Forgotten Places: Uneven Development in Rural America*, pp. 1-5. T. Lyons and W. Falk, eds. Lawrence: University of Kansas Press.

(Proceedings)

Clarke, I. 1993. Managing Location. In: *Papers and Proceedings of Applied Geography Conferences*, Vol. 16, pp. 123-129. J.W. Frazier, B.J. Epstein, F.A.Schoolmaster, K.G. Jones, and N.J. Siller, eds. Toronto: Ryerson Polytechnical University.

(Report)

U.S. Bureau of the Census. 1992. *1990 Census of Population and Housing Summary: Social, Economic and Housing Characteristics*. Washington, DC: U.S. Government Printing Office.

(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."]

(Personal communication)

Jones, J.M. (Planning Supervisor, Butler County, Oregon). 2008. Personal communication. 22 January.

### **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 the assistant editor, James Barker ([jbarker@ksu.edu](mailto:jbarker@ksu.edu)) or one of the editors, Lisa Harrington ([lbutlerh@ksu.edu](mailto:lbutlerh@ksu.edu)) or John Harrington ([jharrin@ksu.edu](mailto:jharrin@ksu.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.

All manuscripts should be clearly linked to **applied** geography.

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