

Writing for *Geography*

Geography aims to re-energise the subject at all levels of education by stimulating dialogue and debate about the essential character and contribution of the subject. Articles submitted should be relevant to geographers and educationalists in schools, colleges and universities worldwide and to those involved in teaching, curriculum development, advanced study and research.

The Editorial Collective welcomes articles which:

- provide scholarly summaries and interpretations of current research and debates about particular aspects of geography, geography as a whole or geographical education
- explore the implications and consequences of changes in the subject and in education for the well-being and progress of geography at all levels
- make meaningful and substantive connections between everyday life, public policy and geographical understanding and so help to widen participation and interest in geography
- foster a critical and analytical approach to the subject and aim to challenge popular assumptions about place, space and environment
- explore and develop opportunities to gain geographical insights from and develop synergies with other disciplines and new and unusual resources.

Articles submitted should normally be one of the following types:

- **Main articles** (3000-4000 words): substantive articles with a clear focus, analysis and summary or conclusions. An abstract of 100-150 words should be included. Main articles will be peer reviewed.
- **Challenging Assumptions** (1000-2000 words): short items presenting a well-argued viewpoint which challenges existing ideas or throws a new light on a current issue or debate.
- **This Changing World** (1500 words): short articles aimed at updating readers about a current topic, place, educational matter or trend.
- **Spotlight on ...** (2000 words): short items focusing on a book, idea, approach, resource or technique and exploring its relevance and challenges for geography and geography education.

Challenging Assumptions, **This Changing World** and **Spotlight On ...** articles do not require an abstract and will not be peer reviewed.

There is also a **reviews** section. For details on how to submit material for review, or to offer to review resources, please e-mail Dorcas Brown (dbrown@geography.org.uk).

Information for contributors

Typescript: Type your manuscript in double line spacing with wide margins. Please submit one printed copy of your manuscript as well as an electronic version, either on disk or via e-mail. We regret that we are only able to accept files in PC format.

Refereeing: Only manuscripts submitted for the main section of the journal are peer reviewed. Articles are sent anonymously to at least two referees. On receipt of the referees' reports, you will be notified of the status of your manuscript.

Title page: Please submit a title page, including the title of the article, the authors' name(s), affiliation, address, telephone and fax numbers, e-mail address, a word count, and three to five key words, with your manuscript. To facilitate anonymous refereeing these details should not be included elsewhere on the manuscript.

Layout: Use a maximum of three level headings and follow this convention: A: FIRST LEVEL HEADING, a second level heading, *i. third level heading*.

Spelling:

- 'ise' **not** 'ize' (e.g. specialise)
- among and while **not** amongst and whilst
- acknowledgement and judgement **not** acknowledgment and judgment
- connection **not** connexion
- despatch and enquiry **not** dispatch and inquiry

Please mark any unusual spellings that you want to retain, and do not alter spellings within quoted matter.

Punctuation: The most important things about punctuation are (a) to make the sense clear to the reader, and (b) to be consistent.

- Use **full points** after abbreviations but not after contractions (a contraction is where the final letter of the shortened form is the final letter of the original word). Some common contractions are Mr, Mrs, St, Ltd; some common abbreviations are e.g., etc., Co. Some exceptions to this rule include AD, BC, and abbreviations such as BBC, NATO, MP.
- No **apostrophe** in plane, phone. Watch out for incorrect use of apostrophe: its own not it's own. Avoid familiar contractions – shan't, won't, she's – except as part of dialogue.
- Use **single quotation marks** for a first quotation, **double quotation marks** for a quotation within a quotation.
- Use three-dot **ellipses** with one space between ellipses and following words. Omit the full point at end of ellipses.
- When **listing** items within a sentence, omit final comma in lists of three or more items, e.g. red, white and blue. Bullet lists are commonly used to indicate points with no clear rank order: punctuating these, or not, is a matter of style, but whatever you decide you should be consistent. If what you send us is not consistent, our house style is to introduce the list with a colon, start each point with a lower case letter, no punctuation at the end of a point but a full stop after the last one.
- Use **hyphens** sparingly and be consistent in their use. Watch out for:
 - England in the nineteenth century (but nineteenth-century England)
 - A man who is well known (but a well-known man)
- Keep **initial capitals**, which break up the flow of the reading, to a minimum and use them consistently. Use them for:
 - a specific government, Prime Minister
 - Parliament, Commons, Lords and House to avoid ambiguity
 - names of religions
 - Church (when referring to religion rather than the building)
 - names of periods – Carboniferous, Iron Age etc.
 - North/South etc. when part of the title of an area/political division, e.g. South Africa, Western Australia

Do not use initial capitals for:

- non-specifics, e.g. capitalism, general election, the government
- internet
- Use **italic** for:
 - titles of books, except the Bible and books of the Bible and the Koran
 - titles of plays, films, radio and television programmes, computer programs, paintings and sculptures
 - names of ships, but not the prefix 'HMS', e.g. HMS *Victory*
 - foreign words and phrases, but not those which are accepted in the English language
 - titles of newspapers, but not the definite article, e.g. the *Sun*. The only exceptions to this are *The Times* and *The Sunday Times*.

Do not use italic for:

- names of theatres, pubs etc.
- titles of chapters, articles or poems (use single quotation marks)

Dates:

- do not use punctuation in dates, e.g. 21 April 1995
- use minimum numbering for eras, e.g. 1961–7, 1989–92
- do not use an apostrophe in decades, e.g. 1920s
- use First/Second World War not World War 1/2

Units and measurements:

- For all measurements please use the SI metric system (imperial equivalents may be given in brackets). Use numerals in the text except for full numbers between one and ten.
- Use standard measurement abbreviations, with no full point and no spaces between the figure and the abbreviation, e.g. 10cm
- Do not pluralise measurement abbreviations, e.g. 10cms

Figures and illustrations: Authors will be expected to supply relevant, high-resolution colour photographs (300+ dpi) to accompany their article, or be able to give examples that can be used to source similar photographs from elsewhere. Please supply digital images in either jpeg, pdf or tif format. All line drawings, maps and photos should be referred to as 'Figure' and numbered consecutively with a relevant caption. When submitting illustrations and maps, whether electronically or hand-drawn, please bear in mind that these will be redrawn in the house style. See note below regarding copyright also. If there are any problems contact Dorcas Brown.

Tables: Type tables in double-spacing. These should be referred to as 'Table' and numbered consecutively with a relevant caption.

Web resources: Authors are also encouraged to provide linked electronic resources (pdf files, photos, video clips, audio material) and/or further comment and information for inclusion on the GA website. The editors would be pleased to consider new formats and approaches which link to printed and electronic resources. Contact Dorcas Brown for further information.

Glossary: If you use specialist words and terms in your text, include a glossary. Your explanations of words and terms should be in simple English.

References: Please keep these to a minimum and ensure any included are helpful and accessible to the reader. Use the Harvard system:

- **In the main body of the text** cite authors' name(s) (no initials) and date, e.g. (Healey and Illbery, 1990). Where you quote direct from another text, include a page number, e.g. (Healey and Illbery, 1990, pp. 120-1).
- **At the end of the text** list full bibliographic details in alphabetical order.
 - List **books as:** Scoones, I. (1995) *Living With Uncertainty: New directions in pastoral development in Africa*. London: International Institute for Environment and Development.
 - **Extracts/chapters from books as:** Weatherford, D. (1985) 'Representing and manipulating spatial information from different environments: models to neighbourhoods' in Cohen, R. (ed) *The Development of Spatial Cognition*. London: Lawrence Erlbaum, pp. 41-70.
 - **Journal articles as:** Aweto, A.O. (1995) 'Organic carbon diminution and estimates of carbon dioxide release from plantation soil', *The Environmentalist*, 15, pp. 10-15.
 - For **websites**, list the url of the article or page and, where appropriate, include the date you accessed the material, for example: BBC web page (2000) 'Summit considers boosting Lake Chad levels' (http://news.bbc.co.uk/hi/english/world/africa/news-id_856000/856091.stm) accessed 28 July.

Informational notes: number notes consecutively using superscript numerals throughout the text then list at the end of the article. Please keep these to a minimum.

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