

Geography: presentation of material

Typescript: Type your manuscript in double line spacing with wide margins. For main articles the text should not exceed 4000 words in length with an abstract of approximately 100 words. For 'This Changing World' no abstract, notes or references are required. Articles for 'This Changing World' should not exceed 1500 words in length.

Please submit one printed copy of your article as well as an electronic version, either on disk or via email. We regret that we are only able to accept files in PC format.

Refereeing process: 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: The title of the article, the authors' name(s), affiliation, address, telephone and fax numbers, email address and a word count and three to five key words, should be submitted on a separate title page. To facilitate anonymous refereeing these details should not appear elsewhere on the manuscript.

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

Spelling

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

Please mark any unusual spellings that you want to retain, and do not alter spellings in 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, Dr, 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 wrong use of apostrophe: Its own, not It's. 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 3-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: '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 do it consistently. 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 initial capitals 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 a 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, 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 into 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. 1961-67
- Do not use an apostrophe in decades, e.g. 1920s,
- Use First World War, not World War 1

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, with no space between the figure and the abbreviation, e.g. 10cm
- Do not pluralise measurement abbreviations, e.g. 10cm, not 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 Turner.

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

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: References should be 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 Ilbery, 1990). Where you quote direct from another text, include a page number, e.g. (Healey and Ilbery, 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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