

## ***SOUTHEASTERN GEOGRAPHER***

### **GUIDELINES FOR AUTHORS**

The *Southeastern Geographer* publishes articles, reviews, and research notes on all geographical topics and regions, with particular emphasis on the Southeastern United States. It is published four times each year: March, June, September and December.

For all questions, comments, or suggestions, please contact the editors at:

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### **JOURNAL CONTENT**

*Southeastern Geographer* publishes four different types of content: Research Manuscripts, Reviews of Books and other Media, Cover Art, and Geographical Notes.

#### **Research Manuscripts**

Manuscripts normally should be between 12 and 20 double-spaced pages of text in length, although the editors will consider shorter or longer pieces depending on their appropriateness. See additional formatting guidelines below. After initial evaluation of the manuscript by the editors for suitability for *Southeastern Geographer*, manuscripts will be sent to at least two reviewers for evaluation. The author's name/s will not be included with the manuscript, nor will the identity of the reviewers be made known to the author/s. Most editorial decisions are made approximately within two months of receipt of a manuscript.

#### **Reviews**

*Southeastern Geographer* welcomes reviews of books, atlases, software, video documentaries, and other media relevant to the journal and its readers. Contact the book review editor directly for information:

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### **Cover Art**

*Southeastern Geographer* welcomes photographs, maps, art, and other figures not under copyright protection as cover art submissions for the journal. Each issue will also contain a Cover Art section, in which contributors can provide up to 1000 words, including references, to explain the broader significance of their cover art. The editors reserve the right to send Cover Art essays out for peer review, but in most cases their revision and acceptance will be handled directly by the editors. Contact the editors at [segeditors@uga.edu](mailto:segeditors@uga.edu) for more information.

### **Geographical Notes**

*Southeastern Geographer* publishes an occasional section (*Geographic Notes*) that contains manuscripts of five to ten pages in length focusing on significant developments in geography, contemporary issues of general interest, or field research observations related to the Southeastern United States. Contact the editors at [segeditors@uga.edu](mailto:segeditors@uga.edu) for more information.

## RESEARCH MANUSCRIPTS FORMATTING GUIDELINES

Electronic submission of manuscripts for review is encouraged and should include two files: 1) cover letter; 2) manuscript with tables and figures included in the file.

Manuscripts should be submitted to [segeditors@uga.edu](mailto:segeditors@uga.edu).

The cover letter should include names, affiliations, and contact information of all authors. The cover letter should also include statements that the manuscript has not been previously published elsewhere, and will not be submitted elsewhere while under review by the *Southeastern Geographer*.

The manuscript file should not include any identifying information. This includes names of authors, affiliations, biographical sketches, or acknowledgements. This information will be added to your final files if the manuscript is accepted for publication.

Manuscripts that do not meet basic formatting guidelines will be returned to the author for revisions.

1. All parts of the manuscript (abstract, text, notes, references, tables, and figure captions) must be in Times New Roman, 12-point font, double-spaced, first line of paragraphs indented 0.5" (1 tab space), 1" margins on all pages (including tables and figures), and paginated. For initial review, tables and figures should be included in the same file as the text, occurring after the *References Cited* section; each table and figure should occur as a separate page, with caption included on the page.
2. Manuscripts, with the exception of abstract, references, tables, or figures, should be no longer than 20 pages, or approximately 5,000 words. The abstract should be no longer than 150 words.
3. The title should be chosen with care to appeal to a diverse audience. Authors should also provide a shorter, running head title no longer than six words. The running head title should be included on a separate line, below the abstract.
4. Three to five keywords, which do not duplicate words in the title, should follow on a separate line below the running head title.
5. A limited number of headings and subheadings should be used to organize the text. Both should be left justified. Headings should be all in caps and in boldface. Subheadings should use initial caps and be italicized. Numbered outline headings—4.1, 4.2, and so on—should not be used.
6. A limited number of informational notes may appear double-spaced on a separate page at the end of the text, before the *References Cited* section, and should be referenced in the text by numerical superscripts. In creating your notes, do not use Microsoft Word tools such as Insert Footnotes, as these embed macros into

your document that must be removed for publication.

7. All tables and figures (maps, photographs, charts, and graphics) should be mentioned explicitly and in numerical order in the text using a leading cap (Table 1, Figure 1A). If a figure or table comes from another source, full citation of that source should be provided in the references section. Authors should obtain any reprint permission necessary. See below for additional information on formatting figures.
8. Figures should generally be limited to fewer than five.
  - a. For initial manuscript submission, figures should be included in the same file as the manuscript, appearing after any tables. Each figure should be on a separate page, and include figure caption on the same page.
  - b. Figures must be provided AT SCALE (generate at same size as will appear in journal). Standard portrait positioning: maximum figure width (left to right across page) is 4 1/2 inches and maximum figure height is 7 inches (figure caption will occupy one 1/8 inch line – allow 1/8 inch for each additional line). Rotated landscape positioning requires 90° shift of page to read illustration. Landscape positioning is reserved for figures with considerable detail, and such figures typically occupy a full page. Maximum length of short axis is 4 3/8 inches and maximum length of long axis is 7 inches (figure caption will occupy 1/8 inch of short axis length – allow 1/8 inch for each additional line).
  - c. Figures must be submitted in black/white/grayscale. Do not submit color figures.
  - d. All photographs/images must be submitted as TIF files at a minimum 300 dpi and maximum of 600 dpi. If an image is smaller than journal page, scan at larger size so resolution will not be lost. Any lettering embedded in the figure should be a minimum type size of 8-point and a maximum of 12-point. Use only sans serif type styles.
  - e. Use grayscale tones and a maximum of four data classes for choropleth maps (and other shaded area figures).
  - f. For final manuscript submission, each figure shall be submitted as a separate file in tif format with a resolution between 300 and 600 dpi. Files should be labelled as Figure\_1, etc. All figure captions should be included as separate file.
  - g. You are responsible for any figure revisions required by the publisher. In case the publisher requires additional revisions or adjustments prior to printing, retain original versions of all graphic figures (whether composed in GIS, spreadsheet, or graphics programs) until the article has been published.
9. Miscellaneous formatting
  - a. Equations should be centered on their own line and numbered sequentially in parentheses on the right margin. All terms must be defined where they initially appear as follows:  $Q = 2.4Ad^{0.7}$  (1) where Q is discharge (m<sup>3</sup>/s) and Ad is drainage area (km<sup>2</sup>)

- b. “Percent” should always be spelled out in text.
  - c. All acronyms should be spelled out the first time they are used, followed by the acronym in parentheses. For example, “geographic information systems (GIS)”.
  - d. All whole numbers from one to one hundred should be spelled out unless they are paired with a mathematical symbol (e.g.,  $2 + 2 = 4$ ), abbreviation (e.g., 25 km, 16 cm), “percent” (e.g., 25 percent), or “score” (e.g., score of 57).
  - e. All quotation marks should be double. The only exception to this is if material is quoted within a quote, in which case single quotes are used for the embedded quote. Direct quotes from secondary sources that are 60 words or more in length should be set as extracts/block quotes (i.e., separated from surrounding text by one line at beginning and one line at end, and indented 0.5 inches on either side). Shorter quotes should be integrated into the text. Excerpts from interviews comprise the exception. Any interview excerpt of more than a single sentence in length should be set as an extract, no matter how long it is.
10. All references cited in the text should appear in the *References* section, and vice versa. If using citation management software, such as EndNote or ProCite, use the style sheet Chicago 16<sup>th</sup> Author-Date.
- a. In the text, references should be cited parenthetically, rather than by a number: (Murphy 2010) or Murphy (2010); parenthetical listing of sources with up to two authors should include all author names (Smith and Jones 1991), while sources with more than two authors should be cited using the first author name followed by “et al.”: (Sanders et al. 1989). Parenthetical listing of sources in the text should be organized first by year, and then by author (Jones 1991, Smith and Jones 1991, Sanders et al. 1989, Murphy 2010).
  - b. Personal communications and software packages should be cited in their entirety in the text. Personal communications should include the following: name of person, position and organization (if relevant), date of communication, method of communication (fax, e-mail, letter, conversation, etc.). Software packages should include: name of software, version used, maker of software, city/state/country of location of maker.

Here are some examples:

**Books:**

Flood, E.F. 1998. *Fluvial terraces of the Oconee River, Georgia*. Atlanta: Turner Press.

Collins, G.A., and Wortmaster, M.D. eds. 1953. *The collected works of G. Farthington Pennyloss*. Boston: C.F. Pennyloss.

Sanders, G.S., Brice, T.R., DeSantis, V.L., and Ryder, C.C. 1989. *Prediction and prevention of famine*. Los Angeles: Timothy Peters.

**Chapters in Books:**

Glass, J.K., and Fields, J.T. 2000. Urban shadows on the rural landscape: Reflections of new office buildings. In *A Cultural History of Atlanta, 1861-1991*, ed. E.T. Kim, 241-257. New York: Manhattan University Press.

**Journal Articles:**

Hill, P.B. 1997. The lowest and highest places in the southeastern United States: Florida and Tennessee. *Southeastern Geographer* 33:93-107.

**Final Submission**

After a manuscript has been accepted, the final revised version of the text must be submitted in electronic form to [segeditors@uga.edu](mailto:segeditors@uga.edu) using Microsoft Word software. The final versions should include author(s), author affiliation(s) following the Title and Acknowledgments section immediately following the main body of the text. Tables may be included in your manuscript file, but should be located at the end of the document. Each figure should be submitted as a separate TIF file in the format described above. Each table and figure should be placed on a separate page.

At this time, authors should also submit, as a separate file, a brief biographical sketch of each author, using the template: Dr. Alexander Humboldt is a Professor in the Department of Geography at the University of Southern Mississippi in Hattiesburg, Mississippi, 39406. Email: [alex.v.humboldt@usm.edu](mailto:alex.v.humboldt@usm.edu). His research interests include human-environment interactions, landscape ecology, and biogeography, with a special interest in South America.