



## **SOUTHEASTERN GEOGRAPHER**

### **Author Guidelines**

The *Southeastern Geographer* is a peer-reviewed journal that publishes articles, research notes, and book reviews on all geographical topics with emphasis on the American South. It is published quarterly: March, June, September, and December.

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

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Online Manuscript Submission: <https://mc.manuscriptcentral.com/segeographer>

### **Journal Content**

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

### **Initial Submission**

#### **Research Manuscripts**

Manuscripts should be approximately 5,000–7,000 words in length, including all footnotes and bibliography. The abstract should not exceed 200 words. If figures and tables are included, they should be limited to five each (ten total). References Cited should include recent (within the last two years) citations and the total number of references should not exceed 40.

After initial manuscript evaluation by the Editors for suitability in the *Southeastern Geographer*, manuscripts will be sent to at least two reviewers for evaluation. Author(s) are encouraged to list the names of three to five external reviewers. Both author(s) and reviewers will remain anonymous throughout the review process. Most editorial decisions are made within 60 days of manuscript receipt. Manuscripts with either excessive grammatical errors or lacking clarity will not be sent out for peer review.

#### **Geographical Notes**

*Southeastern Geographer* publishes an occasional section (*Geographical 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 [segedit@uncg.edu](mailto:segedit@uncg.edu) for more information. Most editorial decisions are made within 60 days of manuscript receipt.

### Reviews

*Southeastern Geographer* welcomes reviews of books, atlases, software, video documentaries, and other media relevant to the journal and its readers. Most editorial decisions are made within 60 days of manuscript receipt. Contact the book review editor directly for information:

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### Cover Art

*Southeastern Geographer* welcomes photographs, maps, art, and other figures related to the American South 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 [segedit@uncg.edu](mailto:segedit@uncg.edu) for more information.

A cover art contest will be open to registered participants of the annual SEDAAG conference, with display of all cover art at the annual November conference with voting by attendees.

### Research Manuscripts Formatting Guidelines

Electronic submission of manuscripts for review is done through the ScholarOne website: <https://mc.manuscriptcentral.com/segeographer>.

The cover letter should include names, affiliations, and contact information of all authors and include a statement that the manuscript has neither been previously published, nor will be submitted elsewhere while under review with 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 the formatting guidelines will be returned to the author for revisions prior to initial review.

1. All parts of the manuscript (highlights, abstract, text, notes, references, tables, and figure captions) must be 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.
2. For initial review, tables and figures should be included in the same file as the text, occurring immediately after cited. Captions should occur above the table and below the figure.
3. Manuscripts, except for highlights, abstract, references, tables, or figures, should be no longer than approximately 7,000 words. The abstract should be no longer than 200 words.
4. The title should be chosen with care to appeal to a diverse audience and should represent the content of the article.
5. 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.
6. Three to five keywords, which do not duplicate words in the title, should follow on a separate line below the running head title.
7. Beginning with issue 60(1), author(s) are required to provide highlights for their manuscript. Highlights should consist of three to five bullet points each < 100 characters that convey the key results and conclusions of the article. Highlights should be placed after the title and author page and before the abstract.
8. Only two levels of headings should be used to organize the text. Both should be left justified. First level headings should be all in caps (FIRST LEVEL HEADING), with no other special formatting (e.g. do not bold or italicize). Subheadings should use initial caps and be italicized (*Second Level Heading*). Numbered outline headings—4.1, 4.2, and so on—should not be used.
9. 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.
10. 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.
11. Tables should be limited to five or fewer and should be 12-point font with 1-inch margins.
12. Figures should be limited to five or fewer.
  - a. 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.
- b. 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. All photographs/images must be submitted as TIFF 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.
  - d. Use grayscale tones and a maximum of five data classes for choropleth maps (and other shaded area figures). If more classes are needed, patterns can also be used.
  - e. For final manuscript submission, each figure shall be submitted as a separate file in TIFF format with a resolution between 300 and 600 dpi. Files should be labelled as AuthorFigure# (e.g. SmithFigure1). All figure captions should be included as separate file.
  - f. All final figures MUST be in grayscale for print copy. You are encouraged to submit a color version of figure(s) for the online version (e.g. SmithFigure1Color).
  - 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.
13. Miscellaneous formatting
- a. All measurements should be metric.
  - b. 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 ( $m^3/s$ ) and Ad is drainage area ( $km^2$ )
  - c. “Percent” should always be spelled in the text.
  - d. All acronyms should be spelled in the text the first time they are used, followed by the acronym in parentheses. For example, “geographic information systems (GIS)”. Acronyms should not have periods between the letters (US not U.S.).
  - e. All whole numbers from one to one hundred should be spelled 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).
  - f. All quotation marks should be double with the exception being if material is quoted within a quote. In this instance, single quotes are used for the embedded quote. Direct quotes from secondary sources that are > 60 words 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.

14. Peer-reviewed references cited in the text should appear in the *References Cited* section, and vice versa. Please refer to the examples in Table 1.
- 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. 1999, Murphy 2010).
  - b. Personal communications, software packages, and other unpublished work 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.

Table 1. Examples of reference style for the *Southeastern Geographer*.

(A Citation Style Language (CSL) style for the *Southeastern Geographer* is available for authors who use Zotero, Mendeley, Papers, etc., online at: <https://www.zotero.org/styles>)

Book	
One author	Spira, T.P. 2011. <i>Wildflowers and Plant Communities of the Southern Appalachian Mountains and Piedmont: A Naturalist's Guide to the Carolinas, Virginia, Tennessee, and Georgia</i> . Chapel Hill: The University of North Carolina Press.
Two authors (add eds. following last author for edited books)	Wimmer, R., and Vetter R.E., eds. 1999. <i>Tree-Ring Analysis: Biological, Methodological, and Environmental Aspects</i> . Wallingford: CAB International.
Three or more authors (if more than five authors, list first author followed by “et al.”)	Finch, B., Young B.M., Johnson R., and Hall J.C. 2012. <i>Longleaf, Far as the Eye Can See: A New Vision of North America's Richest Forest</i> . Chapel Hill: The University of North Carolina Press.
Chapter	Fritts, H.C., Shashkin A., and Downes G.M. 1999. A Simulation Model of Conifer Ring Growth and Cell Structure. In <i>Tree-ring analysis: Biological, Methodological, and Environmental Aspects</i> , edited by R. Wimmer, 3–32. Cambridge: Cambridge University Press.



Journal	
One author	Patterson, T. 2014. Geographic Pattern Analysis of North Carolina Climate Division Data: 1895–2013. <i>Southeastern Geographer</i> 54 (3): 308–22. <a href="https://doi.org/10.1353/sgo.2014.0021">https://doi.org/10.1353/sgo.2014.0021</a> .
Two authors	Winberry, J.J., and Jones, D.M. 1973. Rise and Decline of the ‘Miracle Vine’: Kudzu in the Southern Landscape. <i>Southeastern Geographer</i> 13 (2): 61–70. <a href="https://doi.org/10.1353/sgo.1973.0004">https://doi.org/10.1353/sgo.1973.0004</a> .
Three or more authors (if more than five authors, list first author followed by “et al.”)	Alford, J.B., Debbage, K.G., Mallin, M.A., and Liu, Z.J. 2016. Surface Water Quality and Landscape Gradients in the North Carolina Cape Fear River Basin: The Key Role of Fecal Coliform. <i>Southeastern Geographer</i> 56 (4): 428–53. <a href="https://doi.org/10.1353/sgo.2016.0045">https://doi.org/10.1353/sgo.2016.0045</a> .
Conference	
Proceedings	Frost, C.C. 1998. Presettlement fire frequency regimes of the United States: a first approximation. <i>Tall Timbers Fire Ecology Conference Proceedings</i> 20: 70–81.
Paper	Struble, W., and Roering, J.J. 2017. Debris Flow Process and Climate Controls on Steepland Valley Form and Evolution. <i>AGU Fall Meeting Abstracts</i> .
Theses and Dissertations	
	Patterson, T. W. 2017. Longleaf pine masting, climate variability, and tick-borne disease prevalence in the southeastern US. Ph.D. dissertation. The University of North Carolina at Greensboro, Greensboro.
Reports	
	North Carolina Department of Environment and Natural Resources (NC DENR) 2005, May 12. Cape Fear River Basin Plan. Retrieved from <a href="http://h2o.enr.state.nc.us/basinwide/draftCPFApril2005.htm">http://h2o.enr.state.nc.us/basinwide/draftCPFApril2005.htm</a>
Other reference types	
Database/dataset	Keeling, R.F., Keeling, C.D. 2017. Atmospheric Monthly In Situ CO <sub>2</sub> Data - Mauna Loa Observatory, Hawaii. In Scripps CO <sub>2</sub> Program Data. UC San Diego Library Digital Collections. <a href="http://doi.org/10.6075/J08W3BHW">http://doi.org/10.6075/J08W3BHW</a> Accessed on [*Date of Download].

## Revised Manuscripts



Authors revising manuscripts are required to use the response letter template (available online at: <https://sedaag.org/southeastern-geographer/>) when addressing reviewers' comments.

### Final Submission

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 TIFF file in the format described above. Each table and figure should be placed on a separate page.

Author(s) should submit a brief biographical sketch of each author, following the References Cited. Please use the template: Dr. Alexander Humboldt (alex.v.humboldt@usm.edu, @twitterhandle) is a Professor in the Department of Geography at the University of Southern Mississippi in Hattiesburg, Mississippi, 39406. His research interests include human-environment interactions, landscape ecology, and biogeography, with a special interest in South America.

### Final Manuscript General Organization

Title Using Initial Caps

Author 1 (without degree)

Author 1 Affiliation (university, college, or company only; do not include department)

Author 2

Author 2 Affiliation

ABSTRACT (up to 200 words)

KEYWORDS

HASHTAGS (optional)

Running head (maximum of six words)

INTRODUCTION (FIRST LEVEL HEADING, INITIAL CAPS, no more than six words)

METHODS

*Study Area* (Example of second level heading)

*Statistical Analyses* (Example of second level heading)

RESULTS

DISCUSSION

CONCLUSION

ACKNOWLEDGMENTS (to be include in final manuscript only)

REFERENCES CITED

BIOSKETCHES

List of Figures and Tables

TABLE 1