Positioning Geography: Strategic Issues in Geographical Education Conference 2010

Guidelines for article submissions

Co-Editors:
Dr. Colin McLeay  
Department of Geography,  
Tourism and Environmental Planning  
University of Waikato  
Hamilton  
Aotearoa New Zealand  
Email: c.mcleay@waikato.ac.nz

Associate Professor Lex Chalmers  
Department of Geography,  
Tourism and Environmental Planning  
University of Waikato  
Hamilton  
Aotearoa New Zealand  
Email: lex@waikato.ac.nz

Submission of Manuscripts
We welcome submission of material for consideration as a main article. Manuscripts should be sent to:

Cherie Todd  
Editorial Assistant  
Department of Geography, Tourism and Environmental Planning  
University of Waikato,  
Hamilton  
Aotearoa New Zealand  
Email: cjt@waikato.ac.nz

Papers should be submitted as soon as possible after the conference. The final date for submissions is: 20 February 2010

1. Length of papers submitted for publication
The guidelines are essentially those in use by the New Zealand Geographer, published by Wiley Blackwell. The length of Geographical Education conference papers (including references, tables and appendices) should contain approximately 3000 words. (Authors should note that journal word limits will differ across publication offices. In short, authors should endeavour to keep their word limits as close to 3000 as possible). Manuscripts should be presented in the following order: (i) title page, (ii) abstract and key words, (iii) text, (iv) acknowledgments, (v) references, (vi) endnotes, (vii) appendices, (viii) figure legends, (ix) tables (each table complete with title and footnotes) and (x) figures. Use concise endnotes rather than footnotes.

2. Format of papers.
The following requirements should be followed:
• Papers should be double-spaced and all margins should be 30 mm.
• Pages should be numbered consecutively in the bottom right-hand corner, beginning with the title page.
• Do not use Enter at the end of lines within a paragraph.
• Turn the hyphenation option off; include only those hyphens that are essential to the meaning.
• Specify any special characters used to represent non-keyboard characters.
• Take care not to use I (ell) for 1 (one), O (capital o) for 0 (zero) or ß (German esszett) for (Greek beta) b.
• Use a tab, not spaces, to separate data points in tables. Ensure that each data point is contained within a unique cell (i.e. do not use Enter within cells).

Each figure should be supplied as a separate file, with the figure number incorporated in the file name. For submission, low-resolution figures saved as .jpg or .bmp files should be uploaded, for ease of transmission during the review process. On acceptance of the paper, high-resolution figures (at least 300 d.p.i.) saved as .eps or .tif files should be uploaded. Low-resolution images cannot be used.

3. Style elements
   Spelling and units of measurement
   We use UK spelling and authors should therefore follow the latest edition of the Oxford English Dictionary. All measurements must be given in SI or SI-derived units.

   Title page
   As papers will be double-blind reviewed, material that might identify authorship of the paper should be placed on a cover sheet; this will be removed before the paper is sent to referees. The title page should contain (i) the title of the paper, (ii) the full names of the authors and (iii) the addresses of the institutions at which the work was carried out together with (iv) the full postal and email address, plus facsimile and telephone numbers, of the author to whom correspondence about the manuscript should be sent, (v) a biographical note about the author(s) of no more than 25 words. The present address of any author, if different from that where the work was carried out, should be supplied in a footnote. The title should be short, informative and contain the major key words. Do not use abbreviations in the title. A short running title (less than 40 characters) should also be provided.

   Abstract and key words
   Papers must have an abstract of no more than 250 words that states the major points made and the principal conclusions reached. The abstract should not contain abbreviations or references. Between three and six key words (for the purposes of indexing) should be supplied below the abstract in alphabetical order.

   References
   The Harvard (author, date) system of referencing is used (examples are given below). In the text give the author's name followed by the year in parentheses: Smith (2000). If there are two authors use 'and': Smith and Jones (2001); but if cited within parentheses use '&': (Smith & Jones 2001). In the reference list, references should be listed in alphabetical order. Journal titles should not be abbreviated. Authors are responsible for the accuracy of the references. Examples are given below:

   **Journals**
**Books**

**Chapter in a book**

**Journal article on the Internet**

**Tables**
Tables should be self-contained and should not duplicate, but complement, information contained in the text. Number tables consecutively in the text in Arabic numerals. Type tables on a separate page with the legend above. Legends should be concise but comprehensive - the table, legend and footnotes must be understandable without reference to the text. Vertical lines should not be used to separate columns.

**Figures**
All illustrations are classified as figures. Figures should be cited in consecutive order in the text. Figures should be sized to fit within the column (65 mm), intermediate (97 mm) or the full text width (135 mm). It is imperative that figures be supplied as high resolution files (at least 300 d.p.i. for photographs and 800 d.p.i. for line figures). Files should be saved as Encapsulated PostScript (.eps) or Tag Image File Format (.tiff.) Digital images supplied only as low-resolution cannot be used. Figures will not be printed in colour. It is the author’s responsibility to ensure figures will be legible in black and white. Type figure legends on aseparate page. Legends should be concise but comprehensive - the figure and its legend must be understandable without reference to the text.

**Further Information**

**Style guidelines:** Style guidelines may alter during the course of review, as we will be working with several different journal guidelines. Authors may be contacted if there are any changes that require their attention.

**Free article access:** This will be determined by each journal’s guidelines, and will be highlighted by each publication office soon after submission.

**Copyright.** Once again, each publication office will make available their details of copyright to authors in the initial stages of review.

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