



Notes for Authors

Thank you for agreeing to write an article for GEOGRAPHY Compass – the unique online reviews and surveys journal from Blackwell Publishing. Please take a moment to read these notes which will assist you in the preparation of your article.

Geography Compass will be used by a diverse audience and many readers will be non-specialists. Your article should be accessible to them but still offer a fresh and innovative perspective on material that will be of interest to people in your field.

This accessible style means your article could be used by academics who want to direct their students to a short article and use it as the basis for class discussion or who by those who have to teach in an area outside of their specialty. It could also be used by Graduate students who are embarking on research in that area or by professionals who want to find out about the latest developments in fields that impact on theirs.

Compass style

The style should be crisp, concise and informative, and livelier than a research paper. Remember: you are writing for non-specialists. Your article will be their gateway into a new subject. Your aim is to engage as well as inform the reader.

Articles will fall into at least one of the following three categories and will answer one or more of the questions below:

1) Recent research and debates in your field – What debates are driving your field? What new research has been published? What does it add to these debates or the field more generally? Can you put that new research in context? Does a new school of thought or paradigm seem to be developing? Has a new controversy erupted?

2) Comparative look across sections or boundaries – Are there related things happening in different fields? How are various fields interacting? Can you suggest comparisons that have not been fully explored? Can one area provide an insight into another when used in teaching or research?

3) State of the field – Can you offer a fresh perspective on developments in your field? Are arguments or fads drawing attention away from what you think are critical points? Which critical approaches are dominating the field or gaining momentum? Are there resources or archives that are new or underused and worthy of attention? Has the field been affected by or is it impacting on current affairs? Which critical approaches are dominating the field or gaining momentum? Is your area well and fairly covered in the media?

Topic and Length

The topic and length of your article will be agreed with the Section Editor before you begin writing, but the average length is around 5000 words.

Peer-review

Your article will be peer-reviewed by two scholars in the field (one who will normally be a member of the Editorial Board) chosen by the Section Editor.

We recognise that there are different refereeing cultures across the discipline and section editors have the discretion to operate a different refereeing process (where the author's identity is made known to the referees) for ALL the papers in their section.

In all cases the referees' identities remain unknown, but we encourage referees to make their identity known in the text of their report if they so wish.

The editor will send you the reviewers' reports or comments for your consideration. Once you have made any appropriate changes the article should be returned to the editor. No alterations will be permitted after this stage.

Proofs

You will be directed to a website where the proofs of your article are to be corrected. At this stage you should correct typesetter errors only.

Offprints

Authors will be sent a PDF version of their article via email when the article is published.

Presentation on the site

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Please submit, in **Microsoft Word** (.doc) format:

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2. A separate title page (inc. your name, article title and affiliation).
3. A short biography document (see below for details)
4. If your article contains figures please supply the image files either in JPEG, GIF, TIF formats or EPS (Encapsulated Postscript)

If your article contains any special characters, please also submit a supplementary PDF version of your paper, for cross-checking.

Each line in the complete version of your article should be numbered to facilitate the review process. When creating the complete file authors may not need to embed high-resolution graphics files in the document, although they should ensure that all the figures are reproduced at a resolution that is sufficient for the editors and reviewers to comprehend their content and significance.

Compass does not accept postal submissions, and to facilitate communication please ensure that the Section Editor has your most up-to-date email address. Proofs are checked electronically (although in exceptional circumstances they may be sent by post).

Cover Letter

Articles should be accompanied by a cover letter containing a statement that the article has not been submitted for publication elsewhere, and will not be submitted elsewhere until a decision has been rendered by the Editor-in-Chief. You may also give details of any special circumstances that apply to your article in the cover letter.

Title page

The title should be concise and informative. Only the first letter and proper names are capitalized. The title page should include the title of the paper,

name(s), primary professional/academic affiliation(s) i.e. Department/Unit and Institution and e-mail address(es), of the author(s) as they wish them to appear.

Abstract

Please include an abstract of your article of not more than 150 words at the beginning of your manuscript. You should also select a maximum of 5 key words from the list provided by Manuscript Central.

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- Use the same key phrases in the title and abstract. BUT NOTE that unnecessary repetition will result in the page being rejected by search engines, so don't overdo it.

Text

Ideally you should prepare your article using a well-known word processing program (such as MSWord) and save it as a .doc or .rtf file. The text should be submitted in a well-know 12-point font (such as Arial, Helvetica, or Times), with 2.54 cm (1 inch) margins on all four sides of the page. Authors may also use a special typeface (e.g. bold, italic, Greek, etc.) where necessary. All parts of the article (abstract, text, references, tables, and figure captions) must be double-spaced, paginated and be assigned a line number. Format your article as follows, starting each section with a new page: (1) title page, (2) abstract, (3) text, (4) acknowledgements, (5) references, (6) figure captions, (7) figures, (8) tables.

UK or US style?

You may write in the version of English (e.g. UK, US, international) that is most comfortable to you. However whichever conventions you use must be followed throughout (e.g. italicise OR italicize, behaviour OR behavior, centre OR center, etc.).

Language

Articles should be written in non-sexist, non-racist language, and phrasing that might generate antagonism or be construed to be cynical or derogatory should be avoided.

Dates in the text should be given in the form 20 September 1985.

Latin Abbreviations (e.g. i.e. cf. N.B.) appear in plain text without a trailing comma.

Measurements

Measurements may either be given in the SI metric system or in English with the SI equivalent in brackets. Abbreviations (mm) do not take a plural form and are not followed by a full point. Numerals should be used in the text for all full units of measurement but words should be used for quantities of objects, persons, etc., and for numbers from one to twenty. Please make sure that fractions are displayed properly. For example, in the following sentence 'Two-thirds of the world's people produced 4/5 of total world output', '4/5' should be replaced with 'four-fifths'.

Equations

Equations should be numbered consecutively with bracketed Arabic numerals in the right-hand margin. Authors may also use a special typeface (e.g. bold, italic, Greek, etc.) where symbols occur in the text. Careful attention should be paid to sub- and superscript symbols, and upper and lower case letters. All constituent terms should be defined when they initially appear.

Notes

Whenever possible specific arguments or points should be amplified at an appropriate place in the text. In exceptional circumstances endnotes may be used. Endnotes should be numbered sequentially throughout the text in the format 1, 2, 3.

Figures

Authors may include as many illustrations, photographs, maps and diagrams as they wish. These are all referred to as 'figures' and should be numbered consecutively using Arabic numerals (Figure 4, etc.).

Authors are responsible for obtaining permissions and paying any related fees for figures they reproduce and wish to include in their article. Please confirm with the *Geography Compass* Assistant that the image can be used before paying any fees.

Figures should convey ideas efficiently, be legible, concise, and referred to in the text. All figures must be computer generated. Figure files should be at least 300 dpi and 600 dpi for halftone and colour figures. BUT NOTE that the maximum size image that can be loaded onto Manuscript Central is 40 Megapixels. Wherever possible authors should submit original figures with their manuscripts in EPS (Encapsulated Postscript) format. When exporting to EPS all fonts should be embedded. Figures may also be submitted in JPEG, GIF or TIF formats, but authors should ensure that the files are of sufficient quality to be viewed without pixel breakdown at 150 to 200% of their original size on screen. Authors should take care that they do not resize and distort original figures that they have reproduced

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Titles should be incorporated into the figure caption; captions should not be a part of the figure and should include any acknowledgements necessary.

Tables

Tables must be typed double spaced, using as few horizontal rules as possible and no vertical rules. They should be numbered consecutively using Arabic numerals (Table 4, etc.). Titles should be concise but as informative as possible. Decimals appearing in tables should include leading zeros i.e. 0.1273.

Headings

Only the first letter and proper names are capitalized.

This is a first level heading

First level headings are flush left on a separate line. The first text line following is flush left.

This is a second level heading

Second level headings are flush left on a separate line. The first text line following is flush left.

Reference List

The reference list is a very important tool for readers. Each reference will be linked electronically to the online source, so it is important that your bibliography be as concise and comprehensive as possible. YOUR ARTICLE CANNOT BE PROCESSED WITHOUT AN ABSTRACT OR REFERENCE LIST, SO PLEASE BE SURE TO INCLUDE THEM.

References should be listed in alphabetical order at the end of the article. Authors should use the Harvard system in which authors' names (no initials) and dates are given in the main body of the text with specific pages indicated only in the case of quotations (e.g. Reid and Page 2002, 77).

When referring to more than one document by an author published in the same year, these are distinguished by adding lower case letters after the year: e.g. (Watson, 1999a).

If a work has no author or editor, it should be alphabetized by the first word of the title, disregarding *A*, *An*, or *The*.

Conference papers should only be cited if they have been formally published online or in proceedings volumes.

Reference List examples

Papers

Reid L M and Page M J 2002 Magnitude and frequency of landsliding in a large New Zealand catchment *Geomorphology* 49 71-88

Theses

Fryis K 2002 A geomorphic approach for assessing the condition and recovery potential of rivers: application in Bega catchment, south coast, New South Wales, Australia Unpublished PhD thesis Department of Physical Geography, Macquarie University

Books

Harvey D 1991 *The condition of postmodernity* Basil Blackwell, Oxford

Chapter of book

Chorley R J 1979 Bases for theory in geomorphology in Embleton C Brundsdon D and Jones D K C eds *Geomorphology present problems and future prospects* Oxford University Press, Oxford 1-13

newspaper articles

Hunt, P. (1999). Time is running out. *Daily Telegraph*, 8 February, p. 10.

Other printed publications

Where there is doubt (e.g. Occasional papers) include all bibliographical details. The place of publication should always be given when books are referred to.

Electronic resources

The full title of a Web site or page should be provided. Web site URLs should be cited at the end of a citation to an online source in this format:

<http://www.rgs.org/OurWork/Advocacy+and+Policy/Policy+and+advocacy+intro.htm>

The last accessed date is required information for a citation, and authors should check all URLs before final submission of their article to ensure that they are still active. If they are not, alternative URLs or citations for the same information should be provided.

Web page

Labour Party (2005) *News and speeches: Our third term will be our best yet.*

[Online]. Retrieved on 22 July 2005 from:

[http://www.labour.org.uk/index.php?id=news2005&ux_news\[id\]=tbnpf05&chash=6a](http://www.labour.org.uk/index.php?id=news2005&ux_news[id]=tbnpf05&chash=6a)

Electronic journal

Perreault, T. (2006) From the Guerra Del Agua to the Guerra Del Gas: Resource Governance, Neoliberalism and Popular Protest in Bolivia *Antipode* 38(1) pp.150-172 [Online]. Retrieved on 05 October 2006 from Blackwell Synergy

<http://www.blackwellsynergy.com/action/doSearch?searchText=Perreault&filter=single&journal=anti&searchbutton.x=32&searchbutton.y=12>

Boulton, M. (2005) Research Ethics. *Brookes eJournal of Research* 1(3) October [Online]. Retrieved on 16 January 2006 from <http://www.brookes.ac.uk/publications/researchforum/issue1/ehtics/initial>

Report from a database

Mintel (2006). Eco-Accommodation. Mintel International: UK. August . [Online]. Retrieved on 14 June 2006 from Mintel database <http://reports.mintel.com>

Report available as pdf

Commission for Rural Communities (2005). *State of the Countryside 2005: Landscape and Environment Data*. Cheltenham: Countryside Agency. [Online]. Retrieved on 22 July 2006 from: <http://www.ruralcommunities.gov.uk/data/uploads/State%20of%20the%20Countryside%202005.pdf>

Short Biography

Heading should be 'Short Biography'.

At the end of the article please include a short biographical paragraph about yourself. You should include a few sentences about each of the following: educational history, recent professional/teaching history, research interests and some information about recent or forthcoming publications. Here is an example biography:

Andrew Herod is Professor of Geography, Adjunct Professor of International Affairs, and Adjunct Professor of Anthropology, University of Georgia, Athens, GA, USA. He has written widely on issues of globalisation and labour politics. He has authored or co-authored papers in these areas for *The Professional Geographer*, *Antipode* and *Annals of the Association of American Geographers*. He is the author of: *Labor Geographies: Workers and the Landscapes of Capitalism*(2001), the editor of *Organizing the Landscape: Geographical Perspectives on Labor Unionism* (1998); and co-editor of *Geographies of Power: Placing Scale*(Blackwell Publishing 2002, with Melissa Wright) and of *An Unruly World? Globalization, Governance and Geography* (1998, with Gearóid Ó Tuathail, and Susan Roberts). He is presently writing a book on the global economy to be published by Blackwell Publishing. He holds M.A. from West Virginia University and a Ph. D from Rutgers University.

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