Cartographica
Submission Guidelines for Authors

Contents

Subject Matter and Scope

Cartographica is dedicated to publishing articles on all aspects of cartographic and geovisualization research while maintaining its tradition of publishing material on cartographic theory, the history of cartography, cartography and society, and critical cartography. The journal publishes a wide range of technical, methodological, historical, and theoretical articles in these fields and encourages international submissions.

Each volume of *Cartographica* is comprised of four issues The issues may also include short articles, reviews of books and atlases, as well as listings of recent cartographic literature from around the world.

Peer Review Process

All submissions are subject to double blind peer review. *Cartographica* uses an online peer review system called ScholarOne Manuscripts, through which authors, peer reviewers, and book reviewers can submit articles, evaluations, and book reviews online. From initial submissions to finished proofs, ScholarOne streamlines the publication process to make it easy and effective for authors, reviewers, and editors alike. When your article is ready for submission, you will submit it through the ScholarOne interface.

Blinding

Cartographica uses a double-blind peer review process. Blinding a manuscript entails removing all references to your name and publications, and to the setting and participants in your research, where relevant. To blind your manuscript, substitute your name (and any coauthors' names) in the text in any reference that would identify you. For example, if you are referring to one of your previously published articles, change the citation "(Jones, 2003)" to "(Author, XXXX)." In the reference list of your manuscript, do not list the title of the article, the journal, or any other identifying information. For example, if you refer to three of your own publications in the text, list them as follows in the references:

Author   (XXXX)
Author   (XXXX)
Author   (XXXX)

"Author" is then inserted into the reference list with the other "A" references. Do not insert "Author" references alphabetically with the letter that corresponds to your last name. When blinding the context of your research, use pseudonyms for the names of institutions or participants, and do not identify the city or town in which the research took place if it could serve to identify the participants and/or the institution. For example, "a bilingual university in Ottawa" is inadequate blinding because there is only one such university. Similarly, "a French-medium elementary school in St. Catharines, Ontario" is not blind because there is only one such school. Try to avoid including any other characteristics that might lead to the identification of the individuals or institutions involved.

Please also remove any information that would identify you from the "Properties" section of your Word file. To do this go to the document and click on "file," scroll down to "properties" and delete any identifying information.

Manuscripts that have not been blinded will be returned to the authors for blinding before they are sent out to the reviewers; this will delay the publication process. If the article is accepted for publication, authors are asked to restore all personal information and references to their article.

Manuscript Submission Process

In order to submit an article, you will have to register with *Cartographica's* online peer-review system ScholarOne Manuscripts. You will then be able to upload your final manuscript as a Word files using ScholarOne. Cartographica does **not** accept hard copy submissions through the mail.

 All articles must be the author's original work, previously unpublished, and not be under reviewed for publication with another journal.

After you submit your article, it will be evaluated. Based on this evaluation, you will receive one of the following responses: Accepted, Accepted but with revisions, Revise and Resubmit or Rejected. If your article is accepted either as is or following revisions, it will be reviewed, copy-edited, proofread and then published online and in print.

For the initial submission, all supporting files including figures and illustrations, tables, and images must be submitted within the main file. They are to be placed where you would have them appear in a published version of the article. When the article is accepted for publication then you will need to resubmit any images and graphics as separate high resolution image files.

Manuscript Requirements

The final, revised manuscript in a Word file should be single-spaced, preferably in a 12-point style, and must have a complete bibliography of all sources cited. Please keep the word count below 8,000.

Please avoid page-layout formatting. The text should be aligned flush left and ragged right; do not justify or centre.

Use hard returns at the end of paragraphs only. Let your software make line breaks (word wrap), and do not add extra line spaces between paragraphs.

Headings should follow the following format: First-order headings should be in **bold typeface;** second-order headings should be in *italic typeface*; third-order headings should be in roman typeface. If there are more than three subheadings, indicate the level as appropriate.

Use only one space after a period, colon, semicolon, and comma. Use an en-dash for date and page ranges, and a spaced en dash as an interrupter. Refer to the most recent edition of the *Chicago Manual of Style* for further grammatical guidance.

Please note that your manuscript should *not* have figures or tables embedded in the text. Please do not include any running headers or footers (although page numbers are acceptable).

References

All articles must include a bibliography. *Cartographica* uses a modified version of *The Chicago Manual of Style*, 17th edition. List the bibliographic entries under the heading "References" at the end of the text in alphabetical order by author's surname. Multiple entries for the same author should be listed chronologically, earliest first. Only references cited in the text should be included in the bibliography.

The surnames and initials, or surnames and full first names (providing you use one or the other consistently), of all authors (even if there are more than three) should be included in reference or bibliography entries. Authors' names in references should be in upper and lower case, not in all capitals.

In-text citations should follow the following format:

One author: (Wood 2005, 31); without page number (Wood 2005)
Two authors: (Peacock and Turner 2000, 45); (Peacock and Turner 2000)
Three authors: (Gonzalez, Herrera, and Chapin 1995, 61); (Gonzalez, Herrera, and Chapin 1995)
Four or more authors: (Keller and others 2003, 105); (Keller and others 2003).

Use "and others" for more than three authors or subsequent mentions in text; do not use "et al."

The following examples of reference list entries may prove useful:

Book:

MacEachren, A.M. 1995. *How Maps Work: Representation, Visualization, and Design*. New York: Guilford.

Robinson, A.H., J.L. Morrison, P.C. Muehrcke, A.J. Kimerling, and S.C. Guptill. 1995. *Elements of Cartography*, 6th ed. New York: Wiley.

NOTE: Even though in-text citations with more than three authors list only the first author, followed by "and others," you must name all of the authors in the final reference list.

Chapter in edited book:

Kraak, Menno-Jan. 2000. "Access to GDI and the Function of Visualization Tools." In *Geospatial Data Infrastructures: Concepts, Cases, and Good Practice*, ed. R. Groot and J. McLaughlin, 32–54. New York: Oxford University Press.

NOTE: Use ed. instead of edited by…, and trans. instead of translated by…
Place page range (e.g., 32–54) after the editors.

Journal article:

Harrower, M. 2002. "Visualizing Change: Using Cartographic Animation to Explore Remotely-Sensed Data." *Cartographic Perspectives* 39: 30–42. https://doi.org/10.14714/CP39.637.

Richards, P.L. 2004. "'Could I But Mark Out My Own Map of Life': Educated Women Embracing Cartography in the Nineteenth-Century American South." *Cartographica* 39(3): 1–17. https://doi.org/10.3138/B5HV-8H1R-V628-3654.

NOTE: If the cited journal has only a volume number, e.g., 39, it should be included along with the page numbers for the article, e.g., 30–42 with a colon following the volume number, such as: *Cartographic Perspectives* 39: 30–42. If, however, the journal has both a volume number and an issue number, e.g., 39(3), both should be included, separated by parenthesis (#), a space after the colon followed by the page numbers, such as: *Cartographica* 39(3): 1–17.

Online source:

Open Digital Elevation Model Project. n.d. "SRTM Digital Terrain Model of Germany." Available at https://opendem.info/download_srtm.html.

Published conference paper:

A paper included in the published proceedings of a meeting may be treated like a chapter in a book. If published in a journal, it is treated as an article.
Chilton, S. 2011. "OpenStreetMap: Just a Database or Catalyst for Cartographic Revolution?" In *Proceedings of the 1st European State of the Map Conference*, 15–17 July, Vienna, ed. M. Schmidt and G. Gartner, 3–13. n.p.: n.p. *NOTE*: Include the names of the editor(s) and the publisher, if known.

Gibb, R.G. 2016. "The rHealPIX Discrete Global Grid System." *IOP Conference Series: Earth and Environmental Science* 34: 012012. http://doi.org/10.1088/1755-1315/34/1/012012.

Unpublished Conference Paper:

Brewer, I. 2001. "The Design and Implementation of Temporal, Spatial, and Attribute Query Tools for Geovisualization." Paper read at Association of American Geographers Annual Meeting, 2–4 January, New York.

Personal communication:

No citation should be included in the References list; in articles using the author-date citation method, it should be cited in the text only: (J.R. Shortridge, personal communication, 5 March 2004).

Revised/subsequent edition:

Robinson, A.H., J.L. Morrison, P.C. Muehrcke, A.J. Kimerling, and S.C. Guptill. 1995. *Elements of Cartography*, 6th ed. New York: Wiley.

Volume of a multi-volume work:

Churchill, W.S. 1949. *Their Finest Hour*. Vol. 2 of *The Second World War*. London: Cassels.

PhD Dissertation/Master's Thesis:

Egbert, S.L. 1994. "The Design and Evaluation of an Interactive Choropleth Map Exploration System." PhD diss., University of Kansas, Lawrence.

Cutler, M.E. 1998. "The Effects of Prior Knowledge on Children's Abilities to Read Static and Animated Maps." MS thesis, University of South Carolina, Columbia.

Note: Give location and province/state abbreviation if not evident from university name (i.e., Worcestor, MA).

Manuscript submitted to a journal:

Miller, H. 1999. "Beyond the Isotropic Plane." Manuscript submitted for publication.

Blog entry:

Robinson, Ivan. 2014. "*Cartographica* author, Ivan Robinson, focuses attention on William Petty's atlas of Ireland, published in 1685." *University of Toronto Press Journals*, 19 November. Available at http://blog.utpjournals.com/2014/11/19/cartographica-author-ivan-robinson-focuses-attention-on-william-pettys-atlas-of-ireland-published-in-1685/.

Additional Elements for Submission

Abstract and Keywords

Your abstract must be fewer than 200 words and written in the language of the paper. It should be a brief summary of the key points of the article, without the use of phrases such as "In this article…"; "The author…"; "The article is about…." For good examples of abstracts, please visit the *Cartographica* website: https://www.utpjournals.press/cart.

Following your abstract, include a list of a minimum of 4 keywords and no more than 10 keywords, which will enhance discoverability through *Cartographica Online*, search engines, and databases.

Letters of Permission

Provide a copy of permission to use copyrighted material, if applicable. Please note that failure to include letters of permission to use copyrighted material will, at the very least, delay the publication of the manuscript until the letters of permission have been received by the University of Toronto Press.

Tables and Figures

Tables and figures should not be embedded in the text. Instead, they should be attached as a separate document with each table and figure numbered consecutively in the order in which they are mentioned in the text. In the text, indicate exactly where each table and figure

belongs. Use the phrase, "Table/Figure X about here" in the places where your table or figure should appear in the final copy.

Table

Avoid using vertical lines in tables. Horizontal lines are acceptable.

The title should be typed above the top horizontal line. The source and any notes should appear below the bottom horizontal line. Align decimal points and commas. Do not use the space bar to align columns; please use appropriate tab settings. The tables should have their own rows, columns, and cells.

Include all tables within the main manuscript file, which should be in MS Word or Rich Text Format (RTF).

Figures

The font used for figures should be in Arial.

Cartographica uses the following sizes for figures: 3.25 inches wide (column width) 6.75 inches wide (full page) at a minimum of 300 dpi.

Provide a separate EPS (the preferred format), PDF, TIFF, or JPG file (resolution at 600 pixels per inch) in colour for each figure; glossy photographic prints at publication size or larger are acceptable, especially for complex graphics.

If you choose to submit figures (line drawings) produced in Adobe Illustrator, please "outline" the type prior to making the EPS files. This eliminates problems with font incompatibilities.

If you are using CorelDRAW to produce figures (line drawings), convert the type to curves before making the EPS files. Converting type to artwork eliminates incompatibility problems with fonts.

If you created your graphs in MS Excel, you may submit the Excel file instead of converting them to image files.

Please note that the University of Toronto Press will prints the figures in colour and they are also presented in the online version of *Cartographica Online* at no cost to the author. Video clips, such as this one, https://youtu.be/3T6vuoQdY6Q, illustrating your thesis can also be featured on *Cartographica Online*.

Captions

Please provide include in the main manuscript file all captions for the figures. The main file should be in MS Word or RTF.

Notes

Notes should appear as embedded endnotes (not as footnotes). Reference numbers for endnotes must be marked in the text. Use the Footnotes/Notes function of your word processor to create your endnotes.

Queries

"[How to Alienate Your Editor: A Practical Guide for Established Authors](#)" written by Stephen K. Donovan and published in the *Journal of Scholarly Publishing*, is an excellent article on classic mistakes made during the submission process. Also useful is "[Surviving Referees' Reports](#)" written by Brian Martin and also published in *Journal of Scholarly Publishing*.

Questions relating to any of the above details may be directed to the *Cartographica* editor-in-chief:

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emmanuel.stefanakis@ucalgary.ca