

SPECIFICATIONS FOR MANUSCRIPT SUBMISSION TO THE MIDDLE STATES GEOGRAPHER

Peer Review Process

Initial submission: Manuscripts for the Middle States Geographer are accepted at any time. Please email your manuscript submission file to the journal editors. Tables and figures, along with their corresponding captions and titles, should be embedded in the desired location in the manuscript. Table and figure formatting is described in detail below. Digital files of the initial submission should be in Microsoft Word format. Manuscripts will undergo a normal peer review and will be returned to authors as soon as the review process is complete. Manuscripts that are accepted for publication should be revised to consider reviewer comments where appropriate. Acceptance for publication is at the discretion of the editors.

Submission of a revised manuscript: One digital file of the revised manuscript should be returned to the editors within four weeks of receiving the reviewers' comments. Again, tables and figures, along with their corresponding captions and titles, should be embedded in their appropriate location in revised manuscript. Digital files of the revised manuscript must be in Microsoft Word ONLY.

Putting together a manuscript is difficult and some slight deviations from the manuscript guidelines are inevitable. However, the editors reserve the right to return manuscripts to the authors at any point in the review process until substantial deviations from the manuscript guidelines have been addressed.

Manuscript Guidelines

1. Manuscript Length

Authors should attempt to keep their manuscripts to ten (10) pages, including all figures, tables, endnotes, and references based on the following conditions:

- Single spaced
- Times New Roman 10 point font
- 1 inch top and bottom margins, 1 inch left and right margins
- *Do not* right justify (we will do this during copy-editing)
- Single-column format
- The first line of each paragraph indented
- No spaces between paragraphs
- Single line between headings and paragraphs

Longer manuscripts will only be accepted with prior approval from the editors. The editors reserve the right to return manuscripts if they substantially exceed 10 pages. Given these requirement it is important that authors consider the size and number of tables/graphics prior to manuscript submission.

2. Paper Title and Authors

Follow this format:

PAPER TITLE (all capitals, bold, 12 point)

Author (your name, 10 point)
Department
University
City, State, Zip
Email of corresponding author

In the case of multiple authors, indicate the corresponding author using a superscript * after the name. Multiple authors from the same institutions should use a superscript numbering scheme for their address as follows:

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3. Abstract and Keywords

Type the word ***ABSTRACT:*** (all capitals, bold, italics, 12 point), space two spaces and then start the abstract text (in italics, 10 point). Do not indent the first line of the abstract. Abstracts should be a maximum of 250 words. Single space after the abstract and then type the word ***Keywords:*** (bold, italics, 10 point) and type up to five keywords (in italics, 10 point) that describe the manuscript. Double space after the keywords and then begin the body of the manuscript.

Example:

MEASURING SMALL-TOWN HEAT ISLANDS

Samuel Miller* and Jennifer Stone
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ABSTRACT: *While urban heat islands have been the subject of numerous studies, little research has been focused on the heat island effects of small towns. Five small towns (population less than 5000) in northern New York were investigated to determine if localized heating was present, and if so, the magnitude of the heating. Four of the five study towns exhibited pronounced localized heating at a magnitude that was approximately twice what was expected. These results suggest that the heat island effect seen so prominently in large urban settings is much more widespread than previously thought.*

Keywords: *Small-town, heat island, New York*

4. Text Headings

FIRST-LEVEL SUBHEADINGS WITHIN THE TEXT SHOULD BE CENTERED, BOLD, AND ALL CAPITALS (12 POINT)

First-level headings are 12 point, all capital letters, bold, and centered. There is one blank line below first-level headings.

Second-level Subheadings

Second level subheadings the text should start at the left-hand margin and be bold with important words capitalized (10 point). There are no blank lines below second-level subheadings.

Third-level subheadings. Third level subheadings, if any, are bold, italics, beginning at the left-hand margin, with only the first word capitalized (10 point). Third-level subheading are in-line with the paragraph text.

5. Manuscript Text

There should be no blank line(s) between paragraphs within the same section. The first line of each paragraph should be indented with a single tab. Avoid 1-2 sentence paragraphs.

6. Figures and Tables

All figure and tables must be original material. Using published graphics without express permission from the publisher or original author is a violation of copyright law, even if you cite the original publication. Manuscripts containing copied material will be returned to the authors without further review and can only be resubmitted after copied material is either removed or permission for use has been obtained and expressly stated in the manuscript. Exceptions are given for published material that has been substantially altered by the submitting author, providing that the original material is cited; material published under Creative Commons; material in the public domain; or historic material no longer bound by copyright. All figures and tables must be referenced in the text.

6.1 Tables

Tables should be embedded in the manuscript in the order they appear in the text. The only lines of separation in the table should be horizontal (i.e. no vertical lines). A table number (Arabic numbers) and title should appear at the top of the table. Important words in the table title should be capitalized. There should not be a period at the end of the table title. Tables should be created using the Word table function and must not be submitted as graphics. Do not use tabs or spaces for alignment. Please avoid using overly large or complex tables. **In all cases, tables should fit on a single page.**

Example:

Table 2. Volume of Material Eroded and Deposited Over Time

Cazenovia Creek	Summer-Fall 7/24/04-12/15/04	Winter-Spring 12/15/04-5/31/05	Summer-Fall 5/31/05-11/14/05	Winter-Spring 11/14/05-4/12/06
Erosion (m ³)	176	9	765	26
Deposition (m ³)	46	863	8	290

6.2 Figures

High-quality figures (maps, graphs, and other photographs) should be embedded in the manuscript in the order they appear in the text. Type captions below the figures. Do not use text boxes or caption functions. Figure captions should be left justified. Capitalize the word “Figure x.” and the first word of the caption and end the caption with a period. Graphics must be high-quality. Annotation must be of a reasonable size that would still be clearly legible upon reduction, and consistent within each figure and set of figures. Avoid full page maps and graphics whenever possible.

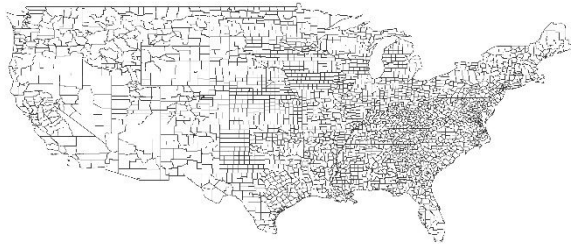


Figure 3. Regression residuals of workers and capacity (factor 1). Blue symbols represent model over-prediction of works, orange symbols represent under-prediction

Poor quality graphics may result in rejection of the manuscript. It is advisable to design graphics so that they comfortably fit within the margins of the manuscript. Graphics should be a minimum of 300 dpi. The use of full color graphics is encouraged.

Please use **projected** map data, especially when including maps that cover large areas, such as large regions, countries, or continents. The editors reserve the right to withhold publication of a manuscript until maps and graphics meet the journal’s standards.

Unprojected



Projected



Do not embed Excel graphics into your manuscripts. Please save Excel graphics as images. Excel graphics are notoriously difficult to work with during the copy-editing process, especially resizing. Neat-lines are helpful but not strictly necessary depending on the specific graphic and the content, use your discretion.

7 References

The heading for the References section should be typed like first-level subheadings. References should be typed using the following as a style guide (or consult the *Annals of the Association of American Geographers*):

Examples:

Thorn, C.E. 1988. *Introduction to Theoretical Geomorphology*. Boston: Unwin Hyman.

Woodhouse, W.W. 1978. *Dune Building and Stabilization with Vegetation*. Special Report No. 3 Ft. Belvoir Virginia: U.S. Army Corps of Engineers, Coastal Engineering Research Center.

Butzer, K.W. 1989. Cultural Ecology. In *Geography in America*, ed. G.L. Gaile and C.J. Willmott, pp. 192-208. Columbus: Merrill.

Mann, R., Sparling, E., and Young, R.A. 1987. Regional Economic Growth from Irrigation Development: Evidence from Northern High Plains Ogallala Groundwater Resource. *Water Resources Research*. 23:1711-1716.

Hardy, D. R. et al. 1998. Annual and daily meteorological cycles at high altitude on a tropical mountain. *Bulletin of the American Meteorological Society*. 79(9): 1899-1913.

Keeley, Melissa, et al. 2013. Perspectives on the Use of Green Infrastructure for Stormwater Management in Cleveland and Milwaukee. *Environmental Management*. 51(6): 1093–1108. doi:10.1007/s00267-013-0032-x.

Please use volume and issue if available and et al. for more than three (3) authors. References from the same author should be ordered by date in ascending order. References should be single-spaced

(with a single line between successive references). In the text, references should be listed according to the following style:

“It is one of the oldest tourism resorts in the country and is severely affected by pollution and coastal erosion (Nakatani et al., 1994; Tampoe, 1988).”

OR

“According to Sauer (1979), household waste was stored in cans behind residences, awaiting transfer to the nearest dumping site, most often a nearby vacant lot.”

Internet citations should use the following format:

U.S. Bureau of the Census. 1980. 1980 County-to-County Worker Flow Files. Journey-to-Work and Migration Statistics Bureau. <http://www.census.gov/population/www/socdemo/journey.html>. (Accessed April 20, 2012).

Please remove all hyperlinked text before submitting the final revisions of the manuscript.

8 Endnotes

Use endnotes rather than footnotes. Endnotes should be numbered sequentially (1,2,3...) and appear at the end of the document with no spaces between successive endnotes. There should be a short line separating the endnotes from the rest of the manuscript. Endnotes should be in New Time Roman 10pt font.

Example:

“The first mention of this earlier “settler’s fort” was by Hazard in 1829¹, reprinting a document tabulating the disposition of forces on the frontier and purportedly written in 1755. This document contains several inaccuracies² and has been labeled by a later historian as an obvious fraud³.”

¹ See pgs. 389-91 in Hazard, Samuel. 1829. *Register of Pennsylvania, devoted to the preservation of facts and documents, and every kind of useful information respecting the state of Pennsylvania*. Volume IV. Philadelphia: W. F. Geddes Printers.

² The *disposition of force* document, purported to be written in 1755, also lists the garrisoning of men in Forts Loudon, Augusta, and Juniata. Forts Loudon and Augusta were not built until 1756, and Fort Juniata was not built until 1758.

³ See footnote 280, pg. 437 in Hunter, William A. 1960. *Forts on the Pennsylvania Frontier: 1753-1758*. Harrisburg: The Pennsylvania Historical and Museum Commission.

9 Page Numbering

Please insert page numbers, beginning at 1, in the center at the bottom of the page. Page number should be New Times Roman, 10 point font. These are helpful during the review process, but will be changed during copy-editing.

10 In-text Number Format

Numbers less than 10 within the manuscript text should be written out. If a number is part of a name, unique identifier, or measurement use Arabic numerals. Examples of in-text numbers and their format are below:

- ...there were three transects...
- Site 3 was dropped from the analysis, while sites 1 and 2 contained limited...
- ...1 to 2cm of precipitation was recorded...
- One out of every 36... or One out of every thirty-six... (*both are acceptable*)

11 General Comments

- Do not align text with the space bar.
- All paragraphs, except for ABSTRACT, should be tab indented.
- Suggest a running title for the header of the manuscript. For example, if your manuscript title is *The Density of Sinkholes in South-Central Pennsylvania and their Impacts on Interstate Highways*, an appropriate running title would be *Sinkhole Density and Interstate Impacts*.
- Use the % symbol rather than writing the word “percent”.
- All quotation marks should be double rather than single. Long, direct quotes should be separated from the paragraph containing the quote with a double space before and after the quote. The entire quotation should be indented and right justified.
- When listing ideas or items, number them using Arabic format within parentheses (i.e. (1), (2)).
- Keep figure and table captions to as few words as possible. Long explanations of the figure content should be done within the text.
- Please turn off the **Track Changes** function before submitting your manuscript.
- Use only thin lines in tables.
- **Do not embed Excel graphics into your manuscripts.** Save Excel graphics as images and include them using the standard procedure noted under illustrations.

Following the above guidelines will speed the review and copy-editing processes. If you have any questions regarding developing a manuscript please feel free to contact the editors.