

Southeastern Geographer - Guidelines for Authors

The Southeastern Geographer publishes articles on all geographic topics and regions, with special emphasis on the U.S. South. It is published four times a year, in March, June, September and December.

Submit manuscripts to:

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Manuscripts

The length of manuscripts should normally be between 12 and 20 double-spaced pages of text, although the journal will consider both shorter and longer pieces depending on their appropriateness. The first page should include the title of the manuscript and an abstract of no more than 150 words, but not the name of the author(s). The text should begin on the following page, which should include the title, but again, no author identification. All parts of the manuscript (abstract, text, notes, references, tables, and figure captions) must be in a Times New Roman 12-point font, double-spaced with generous margins (1 inch minimum), and paginated. Authors should provide three to five key words appearing at the end of the abstract. The manuscript should also include a references cited section, tables, and all figures.

Manuscripts should be submitted to the editors electronically at seg@cas.usf.edu along with a cover letter stating that the manuscript has not been previously published elsewhere, that it is not currently under editorial review by any other publication, and that it will not be submitted elsewhere while under editorial review by the Southeastern Geographer. The letter should also include the name, affiliation, and all contact information of all authors. Manuscripts will normally be sent to three reviewers for evaluation. The author's name will not be included with the manuscript, nor will the identity of the reviewers be made known to the author. An editorial decision is normally made within two months of receipt of a manuscript.

The Southeastern Geographer also publishes one occasional section *Geographic Notes*: four to six pages of manuscript text on significant developments in geography or contemporary issues of general interest on the region. The journal also publishes select book, atlas, and software reviews, which should be sent to the Book Review and Marketing Editor:

E. Spencer Fleury
University of South Florida
LIB 122
4202 E. Fowler Ave.
Tampa, FL 33620
Email: efleury@lib.usf.edu

Units of Measure

The Southeastern Geographer uses the International System of Units (SI), and if necessary, English units in parentheses. Units shall be abbreviated following SI requirements (see <http://www.unc.edu/~rowlett/units/index.html>).

Equations

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:

$$Q = 2.4Ad^{0.7} \quad (1)$$

where Q is discharge (m^3/s) and Ad is drainage area (km^2).

References

References in the text should be cited in the text as follows, but should include page number(s) only in cases of direct quotation: (Smith 1992, p 17). More than one parenthetical citation should be ordered chronologically and follow this form: (Collins and Wortmaster 1953; Sanders et al. 1989; Lecce 1997a, b; Alderman 1999, 2000; Glass and Fields 2000, p 97-102). Sources with up to two authors should be cited using 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). A double-spaced listing of the references cited should appear at the end of the text, in alphabetical order by author’s last name. Nine successive “en” dashes should be substituted for second and subsequent citations of authors:

Banks, W.F. 1958. Secret meeting in Boise. *Midwestern Political Review* 6:26-31.
----- . 1959. Meeting in New York. *Midwestern Political Review* 7:139-164.

See recent issues of the Southeastern Geographer for examples of the correct style. The Southeastern Geographer generally follows the rules specified in the Chicago Manual of Style (University of Chicago Press). Here are some examples:

Books:

Flood, E.F. 1998. *Fluvial terraces of the Oconee River, Georgia*. Atlanta: Turner Press.

Collins, G.A., and Wortmaster, M.D. eds. 1953. *The collected works of G. Farthington Pennyloss*. Boston: C.F. Pennyloss.

Sanders, G.S., Brice, T.R., DeSantis, V.L., and Ryder, C.C. 1989. *Prediction and prevention of famine*. Los Angeles: Timothy Peters.

Chapters in Books:

Glass, J.K., and Fields, J.T. 2000. Urban shadows on the rural landscape: Reflections of new office buildings. In *A cultural history of Atlanta, 1861-1991*, ed. E. T. Kim, 241-257. New York: Manhattan University Press.

Journal Articles:

Hill, P.B. 1997. The lowest and highest places in the southeastern United States: Florida and Tennessee. *Southeastern Geographer* 33:93-107.

Banks, W.F. 1958. Secret meeting in Boise. *Midwestern Political Review* 6:26-31.

Headings

A limited number of headings and subheadings should be used to organize the text. They are left-justified, in lower case, Times New Roman 12 size font; only the title of the article is set off and centered. Subheadings are also left-justified and they must be short in length (maximum 12 words).

Notes

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 superscripts (1 to N).

Tables

Tables should be used sparingly and should appear double-spaced on separate pages following the References Cited section. They should be consecutively referenced in the text: (Table 1). They will also need to be made in Microsoft Word, using a normal Times New Roman, 12 size font.

Figures

All maps, graphics, and photographs should be referred to as figures and numbered consecutively in the text: (Figure 1). Adequate space must also be left for the caption. All captions (including source, if applicable) should appear double-spaced on a separate page immediately preceding the figures. Please follow the following guidelines:

1. Figures must be provided AT SCALE (generate at same size as will appear in journal).
 - a. 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).
 - b. Rotated landscape positioning requires 90° shift of page to read illustration. 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)

2. Figures must be submitted in black/white/grayscale. Do not submit color figures.
3. All photographs/images must be submitted as TIF files at a minimum 300 dpi with all fonts embedded. If an image is smaller than journal page, scan at larger size so resolution will not be lost.
4. Do not include figure number, caption, or source within body of the figure.
5. Use grayscale tones and a maximum of four data classes for choropleth maps (and other shaded area figures).
6. Minimum type size is 8-point; maximum type size is 12-point. Use only sans serif type styles.

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.

Information on Authors.

Authors should provide information on all authors as a separate file following the model below:

“Dr. Alexander von Humboldt is a Professor in the Department of Geography at the University of South Florida, Tampa, FL 33620-5250. Email: seg@cas.usf.edu. His research interests include human-environment interactions, landscape ecology and biogeography, with a special interest in South America.”

Final Submission

After a manuscript has been accepted, the final revised version of the text must be submitted in electronic form at seg@cas.usf.edu using Microsoft Word software. Do not embed figures in your manuscript file. Tables may be embedded in you manuscript file, but should be located at the end of the file. Each table and figure should be placed on a separate page. Each figure should be submitted as a separate TIF file in the format described above.