ICC 2017 Guidance to Authors on Manuscript Preparation for <u>Track B</u> – Springer Book

Sept 21, 2016

http://icc2017.org is a conference of the International Cartographic Association http://icaci.org/icc/

This document provides guidance on how to prepare your manuscript for submission to be considered as a chapter in the refereed Springer book of papers from the ICC 2017 conference.

Do not worry if your initial submission does not exactly match the formatting described below. We realize that the particulars of your work may not fit the generic formatting information offered. Please make a good effort to get close though, so you have a suitable length of manuscript and less reformatting to do if your submission is accepted for the refereed book.

Please prepare your Track B manuscript to be no longer than **15 pages of templated text** at Times New Roman 10 point with the wide margins set in the template. Aim for about 4000 words plus figures, tables, and references. The proportions of these types of content are up to you within that 15-page limit (i.e., more figures means fewer words). Templates for Tracks B and P are different, so please check that you are using the intended one.

Margins in the template are 5.2 centimeters top, 5.7 cm bottom, 4.7 cm left, and 4.6 cm right on A4 paper (about 2 inches margins on Letter paper, 8.5x11 in). Please do not change the template margins.

The abstract at the start of a full paper in Track B is 250 words (or less).

Compiled below are selections specific to preparing an individual manuscript ('chapter') from the Springer "Manuscript Guide." Their document also includes guidance on formatting the entire book and authors may ignore that aspect.

This document is linked at: http://icc2017.org/abstracts-full-papers-and-posters/

Prepared by ICC 2017 Publications Committee members Michael Peterson and Cindy Brewer.

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*Primary Source: "*Manuscript Guidelines 1.1" (July 2014): http://resource-cms.springer.com/springer-cms/rest/v1/content/990/data/v7/Manuscript+guidelines+for+English+books

Page numbers listed below credit this online document.

OVERVIEW

Please use concise section headings and a logical structure to organize the writing. Introduce the topic and demonstrate a clear goal of relevance to cartography and/or GIScience for the paper. Briefly explain the systematic character of your investigation or methods. Report on the results and conclusions of the work, or recommendations arising from it (a paper will be assessed as poor if it is limited to a vague overview of proposed contributions).

Preparing your Manuscript in Word

To format your manuscript, you may

- work from a blank Word document,
- copy your text into the Track B template offered on the ICC 2017 submissions website (it includes text formatted within the Springer template to provide examples of use)
- use the Springer Manuscript Preparation Tool for Word (we do not require you to use it, but we provide the link in case you are already well practiced with this type of Tool): http://www.springer.com/cda/content/document/cda_downloaddocument/T1-book.zip?SGWID=0-0-45-392600-0
- or combine these approaches—such as starting with a blank Springer template and looking to the ICC 2017 Track B example for guidance.

Selections below are from p. 2 of Manuscript Guidelines from Springer

> Use the standard Word functions for displayed lists, type styles such as bold or italics, … and the footnote function.

> Use a single main font for the entire text. We recommend Times New Roman.

> For special characters, please use Symbol and/or Arial Unicode

From p. 5 of Manuscript Guidelines from Springer and
http://www.springer.com/cda/content/document/cda_downloaddocument/Key_Style_Points_ChapTitleP.pdf?SGWID=0-0-45-1330662-0

Language

You may write in English or French.

> Either British or American English can be used, but be consistent within your chapter or book. In contributed books chapter-wise consistency is accepted.

Author Information

> Please include each chapter's authors' names (spelled out as they would be cited), affiliations and e-mail addresses after the chapter title.

> Degrees and positions of the authors are not included.

Keywords

> Each keyword should not contain more than two compound words, and each keyword phrase should start with an uppercase letter.

When selecting the keywords, think of them as terms that will help someone locate your chapter at the top of the search engine list using, for example, Google. Very broad terms (e.g., 'Case study' by itself) should be avoided as these will result in thousands of search results but will not result in finding your chapter.

Headings

Heading levels should be clearly identified and each level should be uniquely and consistently formatted and/or numbered. Use a maximum of three levels of numbered headings.

Use the decimal system of numbering if your headings are numbered.

Never skip a heading level. The only exceptions are run-in headings which can be used at any hierarchical level. A run-in heading is set immediately at the beginning of the paragraph. Such headings should be formatted in bold or italics

Terminology, Units and Abbreviations

Technical terms and abbreviations should be defined the first time they appear in the text.

Please always use internationally accepted signs and symbols for units, so-called SI units.

Numerals should follow the British/American method of decimal points to indicate decimals and commas to separate thousands.

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STYLE

From p. 6-7 of Manuscript Guidelines from Springer and
http://www.springer.com/cda/content/document/cda_downloaddocument/Key_Style_Points_TextFormat.pdf?SGWID=0-0-45-1330665-0

Italics should be used for emphasized words or phrases in running text, but do not format entire paragraphs in italics.

Bold formatting should only be used for run-in headings.

Sans serif (e.g., Arial) and nonproportional font (e.g., Courier) can be used to distinguish the literal text of computer programs from running text.

Do not set entire pages as boxes, because this affects online readability.

[If you include additional notes,] always use footnotes instead of endnotes and never use footnotes instead of a reference list. Footnotes should not consist of a reference citation. Footnotes should not contain figures, tables and/or the bibliographic details of a reference.

Foreign words being in general use [in English] (e.g., ad hoc, laissez-faire, a priori, in vivo, et al., etc.) are formatted upright.

An en dash is used in ranges, an em dash for setting off parenthetical expressions.

Reference citations are given in running text with author name(s) and year of publication in parentheses.

In Word, use the Math function of Word 2007 or 2010, MathType, or Microsoft Equation Editor with Word 2003 to create your equations, and insert the graphic into your text file as an object

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TABLES AND FIGURES

Place tables and figures in the body of the manuscript, positioned soon after they are each cited in the text. Adjust positioning to not split them across page breaks. Place a caption above each table and below each figure in the flow of the text.

Figures that are maps are a main type of contribution in ICC publications. For original maps, create label hierarchies and categories to suit page-size figures. Use map colors and patterns, line widths, and other graphic elements that follow best practices in cartographic communication. When you are showing existing maps, such as maps from an atlas or national mapping series, show example map segments at sizes that are legible for readers, rather than, or in addition to, reducing an entire large map to fit the small page. If you are showing maps as they appear in online tools (and you are not able to export a high-resolution version suited for publication), please make those screen captures from a high resolution screen.

From p. 7 of Manuscript Guidelines from Springer

Tables

Give each table a caption. Add a reference citation to the table source at the end of the caption, if necessary.

Number tables consecutively and ensure that all tables are cited in the text in sequential order. Do not write "the following table".

Use the table function [in Word] to create and format tables. Do not use the space bar or multiple tabs to separate columns and do not use Excel to create tables as this can cause problems when converting your tables into the typesetting program and other formats.

Simple, one-column lists should not be treated as tables. Use the displayed list function instead.

Do not manually insert table rules (lines) in the manuscript, because they cannot be retained.

From p. 8 of Manuscript Guidelines from Springer

Figures

A figure is an object that is drawn or photographed. It does not consist solely of characters and thus cannot be keyed.

Do not submit tabular material as figures.

Give each figure a concise caption, describing accurately what the figure depicts.

If a figure is reproduced from a previous publication, include the source as the last item in the caption.

Figure and Illustration Files [anticipating final submission and publication types]

Color figures will appear in color in the eBook but may be printed in black and white. In that case, do not refer to color in the captions and make sure that the main information will still be visible if converted to black and white. A simple way to check this is to make a black and white printout to see if the necessary distinctions between the different colors are still apparent. Color illustrations should be submitted as RGB (8 bits per channel).

Ensure consistency by using similar sizing and lettering for similar figures. Ideally, you should size figures to fit in the page or column width. For books in Springer's standard format, the figures should be 78 mm or 117 mm (3 or 4 1/2 inches) wide and not higher than 198 mm (7 3/4 inches).

To add lettering, it is best to use Helvetica or Arial (sans serif fonts) and avoid effects such as shading, outline letters, etc. Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt). Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.

For final submission once the manuscript is accepted, graphics and diagrams should be saved as EPS files with the fonts embedded. Microsoft Office files (Excel or PowerPoint) can be submitted in the original format (xls, xlsx, ppt, pptx). A combination of halftone and line art (e.g., [maps,] photos containing line drawings or extensive lettering, color diagrams, etc.) should be saved as TIFF with a minimum resolution of 600 dpi. Scanned graphics in TIFF format should have a minimum resolution of 1200 dpi.

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REFERENCES

From p. 9 of Manuscript Guidelines from Springer

Reference Citations

Cite references in the text with author name/s and year of publication in parentheses ("Harvard system"):

– One author: (Miller 1991) or Miller (1991)

– Two authors: (Miller and Smith 1994) or Miller and Smith (1994)

– Three authors or more: (Miller et al. 1995) or Miller et al. (1995)

Reference List

Include a reference list at the end of each manuscript.

Include all works that are cited in the chapter and that have been published (including on the Internet) or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes as a substitute for a reference list.

Entries in the list must be listed alphabetically. The rules for alphabetization are:

– First, all works by the author alone, ordered chronologically by year of publication.

– Next, all works by the author with a coauthor, ordered alphabetically by coauthor.

– Finally, all works by the author with several coauthors, ordered chronologically by year of publication.

From p. 11 of Manuscript Guidelines from Springer

Please use the "Springer SocPsych Style" based on the reference list style that was established by the American Psychological Association (APA):

http://www.springer.com/cda/content/document/cda_downloaddocument/Key_Style_Points_SocPsychRef.pdf?SGWID=0-0-45-1330672-0

Here are a few examples from Springer

Journal Article

Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). Writing labs and the Hollywood connection. *Journal of Film Writing,* 44(3), 213–245.

Article in electronic journal by DOI (no paginated version)

Kruger, M., Brandis, C.D., Mandel, D.M., Sassoure, J. (2007). Lessons to be learned in systems change initiatives: benchmarks and indicators. *American Journal of Digital Psychology.* doi:10.1007/s10469-007-5108-14.

Book

Calfee, R.C., & Valencia, R.R. (1991). *APA guide to preparing manuscripts for journal publication.* Washington, DC: American Psychological Association.

Book Chapter

O'Neil, J.M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B.R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107–123). New York: Springer.

Online document:

Abou-Allaban, Y., Dell, M.L., Greenberg, W., Lomax, J., Peteet, J., Torres, M., Cowell, V. (2006). Religious/spiritual commitments and psychiatric practice. Resource document. American Psychiatric Association. http://www.psych.org/edu/other_res/lib_archives/archives/200604.pdf. Accessed 25 June 2007.

Organization's website:

ISSN International Centre (2006). The ISSN register. http://www.issn.org. Accessed 20 Feb 2007.

For authors using EndNote software to create the reference list, Springer provides output styles that support the formatting of in-text citations and reference list:

http://www.springer.com/cda/content/document/cda_downloaddocument/SpringerSocPsych.zip?SGWID=0-0-45-1329070-0

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From p. 3 of Manuscript Guidelines from Springer

PERMISSIONS

> If excerpts from copyrighted works (including websites) such as illustrations, tables, animations, or text quotations are included in your manuscript, please obtain permission from the copyright holder (usually the original publisher) for both the print and online format.

More permissions information is listed here:

> http://www.springer.com/gp/authors-editors/book-authors-editors/book-authors-helpdesk/rights-permissions-and-licensing/19392

From ICA conference guidelines:

Acceptance of a paper in ICA-sponsored events is a reflection of scientific merit and not a reflection of any political recognition. In terms of operating principles, ICA abides by United Nations recommendations on membership and freedom of scientific enquiry, and the ICSU declaration on the universality of science.