ICC 2017 Guidance to Authors on Paper Preparation for <u>Track P</u> – Online Proceedings (Not 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 paper for submission the online proceedings of the ICC 2017 conference. The proceedings paper submission is optional and due in February 2016 by the conference registration deadline.

Online proceedings papers will <u>not</u> be copyedited or reformatted by the conference organizers, so please proof read your writing, check all references are cited and accurate, and gather permissions for figures that you did not create.

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

Margins in the Track P template are 1.25 inch at the top and 1 inch bottom/left/right on 8.5x11-inch Letter paper (approx. 2 cm left/right, 3.2 cm top, and 4.3 cm bottom on A4 paper). Please do not change the template margins.

The abstract at the start of a full paper in Track P is 250 words (or less). This is a different abstract than the long abstract submitted for review in October 2016.

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 P template offered on the ICC 2017 submissions website (it includes text formatted within the template to provide examples of use)
- or combine these approaches—such as starting with a blank Springer template and looking to the ICC 2017 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 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 either 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 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

For the initial manuscript submission, 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. 7-8

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

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REFERENCES

From p. 9

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

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_S ocPsychRef.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

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.