

INSTRUCTIONS FOR THE SUBMISSION OF MANUSCRIPTS TO THE *APCG YEARBOOK*

All manuscripts must be submitted directly to the editor as Word or .pdf files. Text must be in 12-point type with one inch margins, using a minimum of special formatting. All parts of the manuscript must be double-spaced and paginated. Maximum allowable length of manuscripts is 7000 words, including references and tables but excluding maps and illustrations.

Submissions **must** include the following:

- 1) A title page with no identifying information, to ensure blind review.
- 2) An abstract of 150-200 words, with three to five keywords.
- 3) The main body of the paper.
- 4) Notes (if any) on a separate page.
- 5) References on a separate page.

The *Yearbook* uses the same style guidelines as the *Annals of the American Association of Geographers*. References in the text should be cited parenthetically in this order: author's last name, year of publication, and page number (Jones 1990, 147); citations containing more than one reference should list references chronologically, oldest first. All sources in the text of the submission must be included in the references section, listed alphabetically by the author's last name and in chronological order. Include full names of authors whenever possible. References should include full, unabbreviated titles for books and periodicals. For examples of correct reference styles for various forms of publication, consult the *Annals* style sheet (<http://www.aag.org/cs/publications/journals/annals>) or the 15th edition of the *Chicago Manual of Style*.

The printed version of the *Yearbook* is published only in black and white. However, authors are strongly encouraged to submit color versions of graphics, which will appear in the online version. All maps, illustrations, and other graphics (including tables and charts) may be included in the body of your text for placement purposes only. However, to better facilitate publication they **must** be submitted as separate files, as follows.

Images: Raster graphics should ideally be supplied as stand-alone uncompressed TIFF files. JPEG images should only be supplied if this is the original file format. Images captured with digital cameras should be supplied at their original, unedited pixel dimensions. All images must be at minimum 300 ppi. Cell phone pictures, screenshots, or screen captures are not permitted. Questions concerning image formats should be directed to the editor.

Information Graphics: When possible, the *Yearbook* will attempt to recreate tables and charts following traditional *Yearbook* standards. To help facilitate this process please supply source data in Excel spreadsheet format. Otherwise, information graphics must be supplied following the guidelines for vector art detailed below.

Maps: Vector artwork should be supplied in EPS, PDF or native Adobe Illustrator format.

Illustrations in the body of the text should have captions and should be consecutively numbered.

The maximum size of illustrations is 4.5 x 6.3 inches for full-page and 4.5 x 3.2 for half-page. Tables and charts included in the body of the article should be numbered consecutively and should include a caption and any other necessary information.

Articles published in the *Yearbook* are copyrighted by the Association of Pacific Coast Geographers. Authors are responsible for obtaining the necessary permission to reprint illustrations and other previously copyrighted material.

Submissions should be directed to: Craig S. Revels; craig.revels@cwu.edu