

INSTRUCTIONS FOR CONTRIBUTORS TO THE *APCG YEARBOOK*

Articles submitted for consideration must be typewritten using 12-point type, double-spaced and with a minimum of special formatting. Electronic submission is preferred, as either a .pdf or Word document. Please adhere to one of these two formats. If electronic submission is not possible please email for further instructions.

Articles **must** contain the following:

- A title page **without** the author's name (to ensure a blind review)
- An abstract of no more than 250 words
- The body of the paper
- Separate pages for notes
- Separate pages for references

The *Yearbook* is now adapting the *Annals* style sheet. References in the text should be cited parenthetically in this order: author's last name, year of publication, and page number: (Jones 1990, 147). All sources in the text of the submission must be listed in the references section. All sources listed in the reference section must be cited in the text of the article. Reference entries should appear on a separate page entitled 'References Cited'. List all references alphabetically by the author's last name and in chronological order. Include full names of authors **if possible**. Provide full, unabbreviated titles for books and periodicals. For examples of the correct style for various forms of publication, see recent articles in the *Annals of the Association of American Geographers* and the *Annals* style sheet:

(<http://www.aag.org/Publications/Annals/annalsweb3.html>)

Maps, images and information graphics (including tables and charts) may be included in the body of your text for placement purposes **ONLY**. However, to better facilitate commercial reproduction you **MUST** supply these as separate digital files:

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. Absolutely **NO** cellphone pictures, screenshots, screengrabs, or screen captures. Please feel free to contact the editors if you have **any** questions about supplying images in an acceptable format.

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. Please keep in mind that the *Yearbook* publishes in black-and-white only. 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.

Do **not** use bracketed numbers or footnotes to refer to works. Numbered endnotes of an informational nature may be used. These should be referenced in the appropriated location in the text and consecutively numbered on a separate page included at the end of the article.

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Electronic submissions should go to: Jim Craine jwc53531@csun.edu