

GUIDE FOR AUTHORS

Accepted File Formats

Authors are encouraged to use the **Microsoft Word template** to prepare their manuscript. Using the template file will shorten the time to complete copy-editing and publication of accepted manuscripts. Accepted file format are:

- *Microsoft Word*: Manuscripts prepared in Microsoft Word must be converted into a single file before submission.
- *Supplementary files*: May be any format, but it is recommended that you use common, non-proprietary formats where possible.

Free Format Submission

Collection of papers – Faculty of Geography (CPFG) now accepts free format submission:

- All manuscripts must contain the required sections: Author Information, Abstract, Keywords, Introduction, Materials & Methods, Results, Conclusions, Figures and Tables with Captions, Funding Information.
- Your references may be in any style, provided that you use the consistent formatting throughout. It is essential to include author(s) name(s), journal or book title, article or chapter title (where required), year of publication, volume and issue (where appropriate) and pagination. DOI numbers (Digital Object Identifier) are not mandatory but highly encouraged.
- When your manuscript reaches the revision stage, you will be requested to format the manuscript according to the journal guidelines.

Author Biography

Authors are encouraged to add a biography (maximum 150 words) to the submission. This should be a single paragraph and should contain the following points:

1. Authors' full names followed by current positions;
2. Education background including institution information and year of graduation (type and level of degree received);
3. Work experience;
4. Current and previous research interests;
5. Memberships of professional societies and awards received.

Manuscript should be submitted as attachment(s) to an e-mail of the editor:
dellmare10@gmail.com

Manuscript Preparation

General Considerations

- **Research manuscripts** should comprise:
 - **Front part:** Title, Author list, Affiliations, Abstract, Keywords
 - **Research manuscript sections:** Introduction, Materials and Methods, Results, Discussion, Conclusions (optional).
 - **Back part:** Supplementary Materials, Acknowledgments, References.
- **Review manuscripts** should comprise the **front part**, literature review sections and the **back part**.
- **Acronyms/Abbreviations/Initialisms** should be defined the first time they appear in each of three sections: the abstract; the main text; the first figure or table. When defined for the first time, the acronym/abbreviation/initialism should be added in parentheses after the written-out form.
- **SI Units** (International System of Units) should be used. Imperial, US customary and other units should be converted to SI units whenever possible.
- **Equations:** If you are using Word, please use either the Microsoft Equation Editor or the MathType add-on. Equations should be editable by the editorial office and not appear in a picture format.
- **Research Data and supplementary materials:** Note that publication of your manuscript implies that you must make all materials, data, and protocols associated with the publication available to readers. Disclose at the submission stage any restrictions on the availability of materials or information.

Front Part

These sections should appear in all manuscript types

- **Title:** The title of your manuscript should be concise, specific and relevant. It should identify if the study. When gene or protein names are included, the abbreviated name rather than full name should be used. Please do not include abbreviated or short forms of the title, such as a running title or head.
- **Author List and Affiliations:** Authors' full first and last names must be provided. The initials of any middle names can be added. At least one author should be designated as the corresponding author, and their email address and other details included at the end of the affiliation section. After acceptance, updates to author names or affiliations may not be permitted. Equal Contributions: authors who have contributed equally should be marked with a superscript symbol (†). The symbol must be included below the affiliations, and the following statement added: "These authors contributed equally to this work". The equal roles of authors should also be adequately disclosed in the author contributions statement.
- **Abstract:** The abstract should be a total of about 200 words maximum. The abstract should be a single paragraph and should follow the style of structured abstracts, but without headings: 1) Background: Place the question addressed in a broad context and highlight the purpose of the study; 2) Methods: Describe briefly the main methods or treatments applied. 3) Results: Summarize the article's main findings; and 4) Conclusion: Indicate the main conclusions or interpretations. The abstract should be an objective representation of the article.
- **Keywords:** Three to ten pertinent keywords need to be added after the abstract. We recommend that the keywords are specific to the article, yet reasonably common within the subject discipline.

Research Manuscript Sections

- **Introduction:** The introduction should briefly place the study in a broad context and highlight why it is important. It should define the purpose of the work and its significance, including specific hypotheses being tested. The current state of the research field should be reviewed carefully and key publications cited. Please highlight controversial and diverging hypotheses when necessary. Finally, briefly mention the main aim of the work and highlight the main conclusions.
- **Materials and Methods:** They should be described with sufficient detail to allow others to replicate and build on published results. New methods and protocols should be described in detail while well-established methods can be briefly described and appropriately cited. Give the name and version of any software used and make clear whether computer code used is available.
- **Results:** Provide a concise and precise description of the experimental results, their interpretation as well as the experimental conclusions that can be drawn.
- **Discussion:** Authors should discuss the results and how they can be interpreted in perspective of previous studies and of the working hypotheses. The findings and their implications should be discussed in the broadest context possible and limitations of the work highlighted. Future research directions may also be mentioned. This section may be combined with Results.
- **Conclusions:** This section is not mandatory but can be added to the manuscript if the discussion is unusually long or complex.

Back Part

- **Supplementary Materials:** Describe any supplementary material published online alongside the manuscript (figure, tables, video, spreadsheets, etc.). Please indicate the name and title of each element as follows Figure S1: title, Table S1: title, etc.
- **Funding:** All sources of funding of the study should be disclosed. Clearly indicate grants that you have received in support of your research work and if you received funds to cover publication costs.
- **Acknowledgments:** In this section you can acknowledge any support given which is not covered by the author contribution or funding sections.
- **Data Availability Statement:** In this section, please provide details regarding where data supporting reported results can be found, including links to publicly archived datasets analyzed or generated during the study.
- **References:**
 - **Citation in text:** Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.
 - **Web references**
As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.
 - **Data references**
This journal encourages you to cite underlying or relevant datasets in your manuscript by citing

them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference.

- **Preprint references**

Where a preprint has subsequently become available as a peer-reviewed publication, the formal publication should be used as the reference. If there are preprints that are central to your work or that cover crucial developments in the topic, but are not yet formally published, these may be referenced. Preprints should be clearly marked as such, for example by including the word preprint, or the name of the preprint server, as part of the reference. The preprint DOI should also be provided.

- **References should be formatted as follows, depending on the type of work:**

APA (American Psychological Association)

Text: Citations in the text should follow the referencing style used by the American Psychological Association. You are referred to the Publication Manual of the American Psychological Association, Sixth Edition, ISBN 978-1-4338-0561-5, copies of which may be ordered from <http://books.apa.org/books.cfm?id=4200067> or APA Order Dept., P.O.B. 2710, Hyattsville, MD 20784, USA or APA, 3 Henrietta Street, London, WC3E 8LU, UK.

List: references should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.

Examples:

Reference to a journal publication:

Van der Geer, J., Hanraads, J. A. J., & Lupton, R. A. (2010). The art of writing a scientific article. *Journal of Scientific Communications*, 163, 51–59.

Reference to a book:

Strunk, W., Jr., & White, E. B. (2000). *The elements of style*. (4th ed.). New York: Longman, (Chapter 4).

Reference to a chapter in an edited book:

Mettam, G. R., & Adams, L. B. (2009). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281–304). New York: E-Publishing Inc.

Preparing Figures, Schemes and Tables

- File for Figures and Schemes must be provided during submission in a single zip archive and at a sufficiently high resolution (minimum 1000 pixels width/height, or a resolution of 300 dpi or higher). Common formats are accepted, however, TIFF, JPEG and PDF are preferred.
- All Figures, Schemes and Tables should be inserted into the main text close to their first citation and must be numbered following their number of appearance (Figure 1, Scheme I, Figure 2, Scheme II, Table 1, etc.).
- All Figures, Schemes and Tables should have a short explanatory title and caption.
- All table columns should have an explanatory heading. To facilitate the copy-editing of larger tables, smaller fonts may be used, but no less than 8 pt. in size. Authors should use the Table option of Microsoft Word to create tables.

Citation Policy

- Authors should ensure that where material is taken from other sources (including their own published writing) the source is clearly cited and that where appropriate permission is obtained.
- Authors should not engage in excessive self-citation of their own work.
- Authors should not copy references from other publications if they have not read the cited work.
- Authors should not preferentially cite their own or their friends', peers', or institution's publications.
- Authors should not cite advertisements or advertorial material.