

## **Author Guidelines**

### **Environment, Space, Place**

**Editor: Troy R.E. Paddock**

#### **Submissions**

Submissions must be the author's original work, not have been published previously, and must not be under consideration elsewhere. In your email, "cover letter," please confirm in a statement.

The manuscript should be between 6000-8000 words (including endnotes), double-spaced, 12-point style, and follow Chicago Manual of Style 16<sup>th</sup> edition. The text should be aligned flush left and "ragged" right. All texts should be in Microsoft Word or RTF format.

To assist in the tracking and reviewing of the article please:

- 1) Include a title page with the author's name, affiliation, and contact information including address/phone/fax/email. On the same page include a short biography stating relevant educational background and most important and/or most recent publications. Or, if you are working in a professional field or as an activist, provide us with relevant information.
- 2) A second page should consist of the title of the article and a short abstract of no more than 250 words.
- 3) The article follows on the third page. Nothing in the header and only page numbers in the footer.

#### **Images:**

Digital images may be submitted in any of four commonly used file formats: TIFF (saved for Macintosh; no compression), JPEG (high quality, baseline optimized), PSD (Photoshop Document); and PDF (Portable Document Format). In the final submission, digital photographs may not be embedded in a Word document. They should be sent separately as individual files to facilitate production. Original submissions being sent out for review can include embedded photos or figures. Digital images must be at least 4½ inches wide at 200 ppi (pixels per inch) resolution. Optimal resolution is 300 ppi at no less than 5 inches of width.

Checklist of documents required for submission:

- Abstract (250 words)
- Manuscript (6-8000 words)
- Images/figures

- \_\_ Captions for Images/figures
- \_\_ Copyright information where relevant
- \_\_ Author biography (100 words)

**Queries and submissions should be sent to:** paddockt1@southernct.edu.

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