

## Instructions for Contributors

Geografisk Tidsskrift, Danish Journal of Geography publishes papers on geographical topics in the form of:

**Papers.** Manuscripts will be submitted to two referees before acceptance for a possible publication.

**Notes.** Briefer communications assessed by the editors. For example a note can be a description of a region, a theme, a method.

**Reviews** of books are published. The editors invite participation of reviewers.

Papers submitted to the journal should follow the guidelines set out below. Any variation from these must be accepted by the editors.

## General Guidelines

### A. Technical Conditions

The *manuscript* should contain a title, names of the contributors, an abstract with key words, the text, a short acknowledgements if relevant, references, illustrations and tables with captions, and a separate list of contents.

The manuscript should be submitted on a diskette 3,5" (maximum 1.44 Mb) in Word Perfect 5.x or 6.x alternatively in ASCII.

Manuscript (including illustrations, tables etc) must be contributed in 3 copies.

A label must be applied to *the diskette* indicating clearly the name(s) of contributor(s) and contents. The diskette may only concern the submitted manuscript and all superfluous codes should be eliminated.

*The text* should be as raw as possible. Please comply with following specifications:

The text is to be written in one column only. Do not change type during the text.

Before writing the text ensure that the hyphenation function is turned off and while writing do not hyphenate manually.

*Headlines* are to be written in lower case letters with initial capitals e.g do not write in upper cases only and do not underline. (Generally, if a word is to be emphasized choose bold or italics.) Only three levels of headlines are accepted (do not number the headlines). Indicate clearly the different levels by using the following model: Level 1 headings should be written in bold of a larger size than the

rest of the text. Level 2; bold in the same size as the text. Level 3; in italics.

*New paragraph* is made by a line break.

If there is to be *numbers in columns* use tabulations and not the space key.

*No page breaks* are to be made except the ones Word Perfect sets automatically.

*The pages* in the manuscript are to be numbered. The page numbering code is to be placed at the top of the manuscript.

Indicate *the placement of illustrations, tables etc* in the text. This is to be done after a paragraph by making a line break, write which illustration or table there is to be placed, e.g the figure number, then make an additional line break. Example: shift "Figure X" shift.

*Illustrations, photos, tables* (preferably made in the Word Perfect Table Function), *figures, diagrams, and captions* are to be submitted in files apart. Graphics formats: EPS, TIF, PCX.

Photos, illustrations, tables etc should all be completely finished and in condition for immediate use. The format of these should normally be designed to occupy 1 or 2 columns that is 85 mm respectively 177 mm. (or less) - they must not exceed one page. Folded illustrations or tables are not accepted. Nor are colour plates. Careful considerations should be made to the printed page; letters and numbers must not be less than 2 mm. *Always* enclose the originals for illustrations, photos etc.

If not stored on the diskette illustrations, tables etc should be ready for photographic reproduction and submitted on separate sheets numbered on the reverse with a pencil stating clearly name of contributor, title of manuscript and figure number. Photos should be handed in as glossy prints. Preferably the originals should be submitted 1.5 - 2 times larger than the final printing size (see above mentioned).

### B. Editorial Conditions

*The size of an article* should not exceed 8 pages in the journal, including illustrations, and a note two pages. A page in GT/DJG contains approx. 3,000 typing units.

*The language* is English and should be clear, uncomplicated, and concise.

If the manuscript is not written in mother tongue, please state whether the language has been revised or not.

*The title* should be brief and concise, preferably placing the paper systematically, regionally, temporally. Exclude