

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

insignificant words from the title (introduction, attempt, contribution, etc.).

Name and address(es), primarily the relevant research institutions, of the contributors should be written just after the title.

The abstract should not exceed 200 words and should state the objectives, methods, and principal results.

The key words are to be written on a new line underneath the abstract.

The text should be subdivided in appropriate sections, for example: introduction, theoretical basis, material, methods & techniques, observation, interpretation, discussion and conclusion. A subdivision no more than three levels will be accepted.

Footnotes should be avoided, either incorporated in the text or excluded. If this is not possible then the few notes should be indicated by Arabic numerals in brackets and placed after the text and before the references.

Quotations, especially lengthy ones, should be avoided and replaced by precise references. *Abbreviations* should be avoided - except standard ones. If special abbreviations are necessary, these should be indicated carefully.

Units of measurement must be based on the International Standard System/SI metric system.

Numbers should be written with 3-4 significant digits at most.

Acknowledgements may be made in brief form just after the name of contributor(s).

References are to be cited in the text using the surname(s) of author(s) followed by the year of publication of the work referred to, for example, Jensen (1988) or (Jensen 1988); Hansen & Jensen (1988). In case of more than two authors the reference is written Jensen et al., (1988). The *list of references*, under the heading 'References' and arranged alphabetically, should include authors (surnames followed by initial(s)); year of publication in brackets; title of paper; journal or series (full name or official abbreviation); volume number and pages. For books the place of

printing or publication, as well as the publisher should be indicated. For articles from books pages, name of the editor and title of the book may be indicated. Cf. examples in this volume.

Illustrations and tables should be an integral part of the article, captions be easily understandable not requiring a lengthy description in the text. Cf. also above.

Copyright. If the manuscript includes material formerly published elsewhere, written permission must be obtained from the author or source and submitted with the manuscript. Such permission from 'Kort- og Matrikelstyrelsen' (The National Survey and Cadastre Denmark) will, however, be arranged directly by the editors.

Proof. A first proof (page proof) will be sent to the contributor, who should in particular take care of numbers, tables, and mathematical expressions. Moreover, it is the responsibility of the contributors that calculations, references, names of places and of people as well biological terms etc. are correct; generally the contributors should be extremely careful with this matter. In case of several authors it should be made clear to whom the proof is to be sent. The proof must be returned within 10 days. The editors may make minor changes in the text; larger ones (for example proposed by the referees) are made in cooperation with the contributor.

The editors are not responsible for uninvited manuscripts nor for the views expressed in the contributions.

Contributors of papers and notes in the journal will receive 5 copies of the relevant volume - in the case of co-authorship three copies each.

All correspondence must be sent to:

The Editors, Danish Journal of Geography,
Øster Voldgade 10, DK-1350 Copenhagen K, Denmark.