

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

Technical Conditions

The *manuscript* should contain a title, names of the contributors, an abstract with keywords, the text, a short acknowledgement 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.

The 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 nor size during the text.

Before writing the text see to 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 four levels of headlines are accepted (do not number the headlines). Indicate clearly the different levels by using the following model: Level 1

heading (the main title) bold. Level 2; bold in the same size as the text. Level 3; in italics. Level 4; the first words in the first line of the paragraph in italics.

A new paragraph is made by a line break or an indent.

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 i.e. 85 mm respectively 176 mm, alternatively 124 mm, - 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 the 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).

Editorial Conditions

The size of an article should not exceed 8 pages in the journal, including illustrations, and a note of 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 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 into no more than three levels will be accepted.

Footnotes must be avoided, either incorporated in the text or excluded.

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 before the list of references.

References are to be cited in the text using the surname(s) of the author(s) followed by the year of publication of the work referred to, for example, Jensen (1988); (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, the name of the editor and the 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.

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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 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 3 copies of the relevant volume. The authors are allowed to make photocopies of their own papers published in Danish Journal of Geography.

All correspondence must be sent to:

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