

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 peer 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 deviation from these must be accepted by the editors.

The editors do not necessarily agree with the views expressed in the papers.

General guidelines

The manuscript (including illustrations, tables, etc) must be contributed in 3 paper copies, double spaced, printed on one side only. After acceptance for publication the manuscript must be adjusted to the remarks from referees and editors and the following 'Technical conditions'.

Technical conditions

The manuscript should be submitted on a diskette 3,5" (maximum 1.44 Mb) or a cd in WordPerfect.

A label must be applied to the diskette or cd indicating clearly the name(s) of contributor(s) and contents. The diskette or cd may only concern the submitted manuscript.

The text should be technically as simple as possible - all superfluous codes should be eliminated. Please comply with following specifications:

The text is to be written in one column only. Do not change type nor size within the text.

Before writing the text see if the automatic hyphenation function is turned off and while writing do not hyphenate manually at line breaks.

Titles and headings are all to be written in lower case letters 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.) Excluding the title only three levels of headings are accepted in the text (do not number the headlines).

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 placing of illustrations, tables, etc* in the text. This is to be done after a paragraph by making a line break and writing which illustration or table there is to be placed, e.g the figure/table number, then make an additional line break (shift, "Figure X", shift).

Illustrations, photos, tables, figures, diagrams, with their *captions* each must be submitted at separate files. Graphic formats: preferably TIF or EPS.

The font size of text in illustrations should not be too large. A font 'sans serif' for example 'Helvetica'/'Arial' in 8 pt is suitable. The *unit of measurement* must not be dominating. The different *grades in the legend* should be easy to distinguish. A screen as coarse as possible in the different levels is advisable.

Tables should preferably be made by the Word Perfect Table Function; pay attention not to use the spacekey - only the choices from the justification option are to be used when space is needed.

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 or detached 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.

Resolution of scanned photos: 300 dpi.

If not stored on the diskette or cd the illustrations, tables, etc. should be ready for photographic reproduction and submitted on separate sheets numbered on the reverse with a pencil stating clearly the name of the contributor, title of manuscript and figure number. Always enclose the originals for photos or diapositives.

Editorial conditions

The length of the body text of an article should not exceed 8000 words.

The language is English and should be clear, uncomplicated, and concise. If English is not the author's mother tongue, please state whether the language has been revised

or not. The author is recommended to seek the advice of a colleague who has English as mother tongue before submission.

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, e-mail address of the contributors, and an indication of the corresponding author 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 into 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 left out.

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 briefly 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 the case of more than two authors the reference is to be written Jensen et al. (1988). The *list of references*, under the heading 'Refer-

ences' and arranged alphabetically, should include authors (surnames followed by initials); year of publication in brackets; title of paper; journal or series (full name - no abbreviations); 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 must be indicated. Cf. examples in this volume.

Illustrations and tables should be an integral part of the article, captions be easily understandable and 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 corresponding author, who should in particular check numbers, proper names, 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 in this matter. At this stage it is not possible to add further text, tables or illustrations to the paper. The editors may make minor changes in the text; greater ones, e.g. proposed by the referees, are made in cooperation with the contributor.

The authors are allowed to make photocopies of their own papers published in *Geografisk Tidsskrift, Danish Journal of Geography*.

All correspondence must be sent to:

The Editors, *Geografisk Tidsskrift, Danish Journal of Geography*, Øster Voldgade 10, 1350 Copenhagen K., Denmark.