

# Author Guidelines

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If you have any questions about the appropriateness of **Cities and the Environment** as a venue for publishing your work, please contact the editors.

## STYLE:

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Since this is an open-access electronic journal, we encourage authors to write in a style that allows readers from diverse disciplines and backgrounds to benefit maximally from their work. We also encourage authors to incorporate, where appropriate, audio-visual material in digital formats.

## SUBMISSIONS:

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[Click Here](#) to download CATE Guide for Formatting and Submitting Articles, PDF format.

1. Manuscripts should be submitted electronically to the editors in Microsoft Word or in rich text format, using Word's footnoting (not endnoting) function. To submit articles electronically, authors must create and login to an eScholarship@bc account. Click on the link at the bottom of this page to do so.
2. Submissions must be accompanied by the following for each author:

Name,  
Title and Affiliation,  
Mailing Address,  
Phone Number, and  
E-mail Address.

3. Submissions should include a suggested list of keywords by which search engines will be able to locate this article.
4. Submissions should follow the CATE Guide for Formatting and Submitting Articles. The guide includes instructions for page and line numbers, citations, tables, etc.

For detailed manuscript format guidelines, **click HERE**.

5. Submission of your manuscript constitutes a statement that it has not been published in whole or substantial part by another publisher and that it is not being considered concurrently in whole or substantial part by another publisher.
6. The author assumes all responsibility for full documentation of all sources cited in the submission according to accepted standards of academic integrity.

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9. Articles and related materials once published in CATE may not be withdrawn.

## **WHAT HAPPENS TO A MANUSCRIPT ONCE IT IS RECEIVED BY CATE EDITORS?**

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Once a submission is received, the editors decide whether or not to accept it for peer review.

Each manuscript accepted for peer review is assigned a unique identification number that is used for tracking the manuscript through the review and publication process. Each manuscript accepted for peer review is acknowledged in an e-mail with the manuscript ID number and detailed information about the expected timelines for the peer review. Authors are encouraged to contact the editors any time during the review process regarding questions about the status of their manuscript.

Manuscripts submitted to the journal go through a blind review process (that is, the author's identity is unknown to the reader) for selection. Typically, at least 2 reviewers with expertise in the areas addressed by the manuscript will evaluate the manuscript on the basis of (a) the importance of the topic, (b) originality, (c) clarity, (d) accuracy and validity of the content, (e) value of the contribution to the professional literature, (f) implications for future research, and (g) quality of the writing.

## **WHAT HAPPENS AFTER A MANUSCRIPT IS REVIEWED BY THE PEER REVIEWERS?**

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The recommendations of the reviewers are sent to the editors. After reviewing these recommendations, the editors will make a decision concerning the manuscript: (a) decline the opportunity to publish, (b) request a revision with a stipulation for further peer review, (c) request a revision subject to additional review by CATE staff, or (d) accept as is.

As with most journals, almost all manuscripts submitted to CATE involve some level of additional revision (b or c) prior to publication.

The editorial decision and rationale will be conveyed in an e-mail to the first author. Copies of the peer reviews will also be accessible by this first author.

## **WHAT HAPPENS AFTER A MANUSCRIPT IS TENTATIVELY ACCEPTED FOR PUBLICATION?**

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If a manuscript receives favorable comments from reviewers and the editors concur, tentative approval for publication is made. This approval is conditioned upon specific revisions that must be made as well as the submission of supporting materials (described below).

### **REVISIONS**

Final decision to publish a manuscript is made after the satisfactory completion of revisions outlined by the editors. When a manuscript is accepted for publication, author(s) will be requested to provide a final-version electronic copy of their manuscript, tables, and references.

### **EDITING**

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As all correspondence for the journal will be electronic, authors will not receive proofs. However, corrections requested by referees will be sent by email and you will then be requested to re-submit your paper. Your resubmitted paper will need to be accompanied by a detailed description of the corrections you have made. It is important that you highlight these corrections so that the Copy Editor can easily see where the changes have been made. Once a paper has been finally accepted, the Copy Editor will check the paper for grammatical and typographical errors.

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