

Cities and the Environment
Guidelines for Formatting and Submitting Manuscripts
Updated June, 2008

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MANUSCRIPT FORMATTING GUIDELINES

Please read through the following guidelines before submitting an article to *Cities and the Environment*. The guides below will expedite the review and publication process for articles. The editors of *Cities and the Environment* reserve the right to return article submissions to the authors without peer review until they are formatted according to these guides.

These guidelines are for initial submissions. After an article is accepted, further formatting will be required and completed. Instructions will be provided at that time.

Initial Submission

An author's initial manuscript submission shall follow the guide below. The document submitted online should not contain any reference to the authors. The article will begin with the article title, followed by the text, including figures and tables (see below), and the literature cited.

Scope and Structure

Cities and the Environment, a web-based journal, aims to provide an international forum for urban researchers and practitioners to explore ecological theory, share relevant data and exchange best practices. Industry sectors that this journal shall target include the biophysical, social and educational aspects of urban management, landscape transformation and educational interventions. The ability of web-based publishing to reach the widest readership possible and the publisher's goal to keep this journal free of charge will produce a scholarly environment where the audience can exchange ideas and findings that contribute to continued positive urban transformations.

Content

A paper may describe original work, discuss a new technique or application, present a survey of recent work, or provide tutorial information. Concepts and underlying principles should be emphasized, with enough background information to orient readers who are not specialists in the particular subject area.

Language

Manuscripts should be written in clear and concise English. Spelling should follow the Oxford English Dictionary. Authors whose native language is not English are strongly encouraged to have their text proofread by a native English copy editor before submission.

Title

The title of the manuscript should be kept within 250 characters in length, including spaces and subtitles. Titles should be clearly descriptive of the content and findings of the article. Avoid colloquialisms. If a subtitle is used, it should be separated from the main title by a colon.

Authors & Affiliations

The submitted paper should not have any references to the authors. When submitting the article, the forms on the CATE website will capture the author names and addresses in a separate file, accessible to the editors.

Abstract

The abstract should be no longer than 350 words in length. Describe the content of the article, including why the research was done, the results and the significance of the findings. The abstract should be readily accessible to readers of all disciplines.

Keywords

In order of significance, identify keywords or phrases that pertain to the article. Separate words or phrases with commas. Search engines will locate articles based on these keywords and phrases. Authors should consider including scientific names, sub-disciplines, technologies or methods as keywords.

Section Headings and Subheadings

Identify all sections headings (i.e. Introduction, Methods and Materials, Results, Discussion, etc.) using **BOLDFACE CAPS** on a new line. One additional level of subheading is suitable. Subheadings should also be found on a new line in **Boldface**, and should be simple descriptive clauses, not full sentences.

Text

Manuscript text should begin with an introduction that briefly surveys the current topic and explains why it is significant. The introduction should be accessible to readers outside of the discipline. Acronyms, abbreviations and symbols should be defined the first time they appear. After the first time an acronym or abbreviation is defined, use only the acronym or abbreviation.

The text file for the manuscript should include the entire text of the manuscript and references. After the references, it should also include text captions for all tables and figures in the order they should appear. After each of these sections, all text for any supplementary online materials should be included. This should all be contained within a single text file. For more information on text and captions, see the "Tables," "Figures" and "Supplementary Materials and Other Media" sections.

Units and Numbers

All units should be metric. Follow SI convention. Type leading zeros before decimals (0.27, 0.10). Use only significant digits.

Page Size, Layout, and Numbering

Electronic manuscripts should be formatted to fit on 8.5 x 11 inch paper, oriented in "portrait" fashion. Left and right page margins should be at least 1.25 inches wide. Top and bottom page margins should be at least 1 inch wide.

In order to aid the review process, each page and each text line should be numbered.

Font, Spacing, Alignment and Tabs

To ensure that text converts properly, manuscripts should be submitted in Times font, 12 pt size. When Greek letters are needed for variables, use Symbol font, 12 pt size. All text should be submitted double-spaced, including references and captions accompanying tables and figures. Text should be left-aligned and new paragraphs should begin with a single tab.

In order to aid the review process, each page and each text line should be numbered.

Font Styles

All font should be in regular style. CAPS should only be used for symbols, abbreviations and acronyms. **Boldface** type should only be used for section headings and subheadings. *Italics* should be used for variables and scientific names. Where specific emphasis is necessitated, *italics* may be used. Do not underline any text.

Length

Although all papers submitted for publication will be considered, authors are encouraged to keep paper length within 20 pages, including all figures, tables and references.

Acknowledgements

Acknowledgements of gratitude and disclosure of funding sources should be listed in a concise statement in the SUBMIT AN ARTICLE form on the CATE website.

References

The author assumes all responsibility for full documentation of all sources cited in the submission according to accepted standards of academic integrity.

Within the article, references should be noted as follows:

One author – (Way 2006)

Two authors – (Strauss and Grove 2003)

Three or more – (Buckelew et al. 1998)

Multiple cites (date order) – (Nowak 1999; Grove 2003; Cumming 2008)

In the Literature Cited section, references should be noted as follows (beginning CATE Issue 1, Volume 2):

[Journal article]

Bolin, B., A. Nelson, E.J. Hackett, K.D. Pijawka, and M. O'Donnell. 2002. The ecology of technological risk in a Sunbelt city. *Environment and Planning* 34:317-339.

[Book]

Luckner, J.L. and R.S. Nadler. 1997. *Processing the Experience: Strategies to Enhance and Generalize Learning*. Second Edition. Kendall/Hunt, Dubuque, IA. 457 pp.

[Book Chapter]

Hepple, W.R. 1991. Physiology of chemical movement in trees, pp. 1-10. In Smith, K.B. and M.E. Brown (Eds.). *Systematic Chemical Treatments in Tree Culture*. Wiley, New York, NY.

[Multiple citations from same author(s)]

Way, J.G. 2000. Ecology of Cape Cod coyotes (*Canis latrans* var.). M.S. Thesis, University of Connecticut, Storrs, CT.

----- . 2003. Descriptions and possible reasons for an abnormally large group size of adult eastern coyotes observed during summer. *Northeastern Naturalist* 10(3):335-342.

[Web site]

Watson, W.T. 2004. State of Urban Forestry in the South: Final Report. 6 pp. www.UrbanForestrySouth.org (accessed MM/DD/YYYY).

Please ensure that references are complete, i.e. that they include, where relevant, authors' names, article or book title, volume and issue number, publisher, date and page reference.

Tables

Submitting Tables:

For initial review, it is strongly preferred that tables be embedded in the manuscript document. However, figures can also be submitted as additional files. If tables are submitted as a separate file, submit *all* tables as a separate file so some are not inadvertently omitted. Be sure to label each table with its title (i.e. Table 1). Present tables in the same order they are referred in the text.

In-Text References:

Tables should be identified in numerical order, based on when they are referred in the text. Numbering of tables is independent of figure numbering (each should start at 1). In the text, refer to tables by name in parentheses, "(Table 1)."

Captions and Labels:

All tables should have a short descriptive caption, double-spaced, summarizing the data contained within. The caption should appear above the table. Caption text should define all variables, symbols and abbreviations used in the table. Each column of the table must be labeled with a heading and units listed in parentheses. Keep units consistent within each column. If tables span more than a single page, abbreviated captions should appear at the top of each page, restating the title of the table and specifying its continuation, "(Table 1, *continued*)."

Columns should be relabeled at the top of each page. For more information, see “Large Tables.” Text for captions should be included in the same text file as the manuscript and must begin with the table title (i.e. “Table 1”).

Table Layout and Size:

Keep the layout of the table simple, using single straight lines as dividers or borders only when necessary. Size each table, including its caption, to fit on a single page of US Standard letter-sized, 8.5 x 11 inch paper. Either portrait or landscape orientations are acceptable. For more information on tables that span multiple pages, see “Large Tables.”

Revised tables of articles accepted after peer-review should be resized to widths of 3 inches (1 vertical column), 4.25 inches (1.5 vertical columns) or 6 inches (2 vertical columns), with a maximum height of 8.5 inches, so they fit on a single page when the article is printed. In some cases, larger figures may be presented in landscape orientation, sized to 8.5 inches wide by 6 inches tall. While more information regarding final presentation of tables will be given to authors of accepted articles, ensuring that tables, including captions, are legible and properly organized when resized to these proportions expedites publication of the final article. Very large tables and datasets can be presented online as Supplementary Material.

Large Tables:

Whenever possible, data in tables should be arranged so they may be presented on a single page of US Standard letter-sized, 8.5 x 11 inch paper, in either portrait or landscape orientation. However, it is occasionally necessary to present tables across multiple pages. When this is the case, each page of the table should be oriented and laid out in a consistent manner: portrait vs. landscape orientation should be maintained; columns should be in the same order and spacing; etc. Each page of the table should have an abbreviated caption at the top of the page, restating the title of the table and specifying its continuation, “(Table 1, *continued*).” Columns should be relabeled at the top of each page, with the appropriate heading and units listed in parentheses. Very large tables and datasets can be presented online as Supplementary Material.

Figures

Submitting Figures:

For initial review, it is strongly preferred that figures be embedded in the manuscript document. However, figures can also be submitted as additional files. In general, most graphs, illustrations, images and figures can be pasted into Microsoft Word documents without loss of resolution. If graphics are too complex and you notice significant loss of resolution, submit the figure as a separate file. If figures are submitted as a separate file, submit *all* figures as a separate file so some are not inadvertently omitted. Be sure to label each figure directly with its title (i.e. Figure 1). Present figures in the same order they are referred in the text. Figures with multiple panels should be submitted as a single image in its entirety.

At this time we can only accept the following file types for figures: JPG, GIF, EPS, DOC and PDF. If you have figures in a different file format, please convert it to one of those listed above, preferably PDF.

In-Text References:

Figures should be identified in numerical order, based on when they are referred in the text. Numbering of figures is independent of table numbering (each should start at 1). In the text, refer to figures by name in parentheses, “(Figure 1).”

Figure Resolution and Size:

Submit any electronic photographs or illustrations with a resolution between 150 and 300 dpi (dots per inch). When higher resolution versions are needed for review or publication the Managing Editor will make necessary arrangements with the lead author. Size each figure, including its caption and legend, to fit on a single page of US Standard letter-sized, 8.5 x 11 inch paper. Either portrait or landscape orientations are acceptable.

Revised figures of articles accepted after peer-review should be resized to widths of 3 inches (1 vertical column), 4.25 inches (1.5 vertical columns) or 6 inches (2 vertical columns), with a maximum height of 8.5 inches, so they fit on a single page when the article is printed. In some cases, larger figures may be presented in landscape orientation, sized to 8.5 inches wide by 6 inches tall. While more information regarding final presentation of figures will be given to authors of accepted articles, ensuring that figures, including symbols and text, are legible when resized to these proportions expedites publication of the final article. High-resolution or large-size versions of figures can be presented online as Supplementary Material.

Captions and Legends:

All figures should have a short descriptive caption, double-spaced, summarizing the data contained within. The caption should appear below the figure. Caption text should define and describe all variables, symbols, abbreviations and panels used in the figure. Figures with multiple panels should have each panel labeled (A, B, C, etc.) and described. Any parts given special attention may be identified by letter, number or symbol and should be further described in the caption. Some electronic enhancements of digital images is prohibited, and any manipulation of images should be specified in the caption. See the subsection, "Electronic Enhancements," for additional information. Legends should describe the units for scale bars used in digital images. Text for captions should be included in the same text file as the manuscript and must begin with the figure title (i.e. "Figure 1").

Graphs:

Both x- and y-axes should state the variable being measured, the units of measurement (using appropriate powers of 10) and the scale. Axes should not extend beyond data points. When possible, do not duplicate axes. Because articles may be printed in black and white, it is advisable to distinguish between data sets with basic open and filled symbols, or with hatchings and crosshatchings, rather than colors or grayscales, when possible. Use symbols that will be legible and distinguishable when resized to final publication sizes (See "Figure Resolution and Size"). Symbols should be defined either in a legend offset from the data or in the figure caption, not in the figure itself.

Lettering:

For best appearance in figures, use simple *sans serif* fonts, such as Arial or Helvetica. *Italics* should be used as it would in the main text, for scientific names and variables. Use **boldface** text for axis labels and **BOLDFACE CAPS** to identify different panels in a multiple-panel figure. If labeling individual parts in a multiple-panel figure, be sure to use symbols or letters other than CAPS, to avoid confusion between the panels and the contents of the figures.

Color:

Use of color is encouraged, especially with supplementary online materials and other multimedia. However, when using color in figures, *do not use red and green* to contrast between components. Use color with discretion. Consider if black and white is a suitable choice to convey data, as readers may choose to print final published articles in black and white. Also, remember that colors will vary with computer monitors and printers. If labeling dark portions of a figure, consider using white colored font.

Electronic Enhancements:

Some electronic enhancements of digital images are not permitted. Any manipulation of digital images should be specified in the caption text associated with the figure. If figures or photographs are assembled from multiple individual images, distinguish the boundaries between images with simple lines. Adjustments of contrast, brightness or color should be done equally across the entire image. Enhancing or altering individual portions of an image is prohibited. The editors of *Cities and the Environment* reserve the right to request additional information on primary data from authors of papers returned for revisions.

Supplementary Materials and Other Media

Supplementary materials and media other than standard figures and tables are welcomed and encouraged.

As an exclusively electronic academic publication, we value our ability to present research and application findings in new and accessible multimedia ways. As such, we are willing to explore new and unique ways of presenting content related to submitted articles. Supplementary materials and other online media will be free and permanent features of their associated articles, linked directly from the article's page and accessible through the www.CATEjournal.org website.

Examples of supplementary materials or other media might include detailed methods and materials descriptions, complete and searchable datasets, photographs, figures, illustrations, audio or video files, three-dimensional models or other more complex products.

It is strongly preferred that text or captions associated with any supplementary materials or other media should be included at the very end of the text file, after the manuscript, references, tables and figures. Place this text below a "Supplementary Materials" heading.

While preparing your manuscript for initial review, if you have questions regarding how additional content might be produced online, please contact us directly. The article submission website has options for submitting additional files that augment manuscripts, and files should be transferred there. If you have difficulty submitting files through that portion of the website, email the Managing Editor directly at catejournal@bc.edu. It is likely that audio and video files, or other large files, will need to be copied to a compact disc (CD) and mailed to the Managing Editor.

Naming Files

To ensure a smooth review and publication process, all file names should begin with the surname of the lead author. The file name should continue with an underscore, `_`, followed by a description of the file contents (i.e. `_ms`, `_text`, `_figs`, `_table`). Files must contain the appropriate file extension to be accepted by the online submission software. Some examples:

- jones_ms.pdf
- jones_text.doc
- jones_text.pdf
- jones_tables.pdf
- jones_figs.eps
- jones_supp.pdf

At this time, we can only accept the following file extensions: DOC, RTF and PDF. DOC and RTF files may be converted to PDF on through the online submission tools. All other file types should be converted to PDF by the author before being submitted.