PAPER GUIDELINES

General information

Full papers should be emailed to MappingCulture@ces.uc.pt by **May 15, 2014**.

Microsoft Word is our preferred program. Text files can be saved as .doc, .docx or .rtf.

A week before the conference, the papers will be uploaded (in PDF format) to a password protected folder on the conference website, which can be accessed by conference participants. An email will be circulated to registered participants when this is completed.

Following the conference, members of the Scientific Committee will review the papers received for possible publication in a special issue of a scholarly journal or as an edited book.

The target length of papers is a **MAXIMUM of 6000** words including the text, endnotes, tables, figure legends, and reference list. (The abstract of up to 250 words is counted separately.)

Language
The papers should be written in English. Where necessary, you can include parts of the text in the original language and an English translation e.g. a place name, the title of a reference.

Title page
The title of the paper, name(s) of the author(s), main professional/academic affiliation(s) and corresponding address(es), including email(s) should appear at the beginning of the file.

Layout
* Font is Times New Roman; font size 11.
* Please include fix all margins at 2.5 cm.
* Always use two hard returns at the end of a paragraph, rather than indenting the first line of a new paragraph.
* Do not use any hyphenation or justification program, but allow your software to make automatic word-wraps without hyphenation (insert hyphens only in words that must be hyphenated).

Abstracts
Each paper must have an abstract. The abstract should be a summary of, rather than an introduction to, the paper and comprise no more than 250 words. It should detail the main argument and findings of the chapter in clear and unambiguous terms and explain why a person should read it.

Subheadings
Please try to limit your paper to a maximum of three levels of headings: bold for level 1 subheadings, italics for level 2 subheadings, and roman for level 3 subheadings, i.e.:

> **Subheading level 1**
> *Subheading level 2*
> Subheading level 3

In the formatting of subheadings, only the first word and proper words should be capitalized (not all words). Do not use all capitals for subheadings as this makes it hard to see which words you prefer to be capitalized.

Please do **not** number subheadings.

Footnotes
Footnotes should be entered into your manuscript using the Word note function.

Figures/Maps
Each figure/graph/diagram/box/map should have their number and title directly under them. The title should be in italics, Times New Roman, size 10, with source information, and any captions and notes in Roman 10 pt in a separate paragraph. Please see example as follows:

Figure 1. Cover of first cultural mapping report
Source: xxxxx

Tables
- It is best to format tables as true tables (e.g., using Microsoft Word's 'Insert Table' function) rather than using another method.
- Include the caption with the table and list any source line beneath the table (please see figure example for reference).
- **Avoid** the following:
    - a table supplied as an image;
    - tables with so many columns that it cannot fit on a page.

References
Authors should use the Harvard system, (see the examples supplied below as reference), in which authors' names and dates are given in the main body of the text, with specific pages indicated if required (Linton and Moisley, 1960, p. 29).

If a work has more than 3 authors, it should be cited in the text in this way: (Linton et al., 1960), with all authors listed in the References list.

If the author is a government department or agency with a long name, an acronym be used in the text. The full name of the department/agency should be listed in the References with the acronym in parentheses. For example
- In text: (UCLG, 2010)
- In References: United Cities and Local Governments (UCLG) (2010).

References are listed alphabetically at the end of the paper under the heading **References**, and set out as follows:

Journal article

Linton, D.L. and Moisley, H.A. (1960). The origin of Loch Lomond. *Scottish Geographical Magazine, 76,* 26-37.

Theses

Chalkley, B.S. (1978). The relocation decisions of small displaced firms. Unpublished PhD thesis, Department of Geography, University of Southampton, United Kingdom.

Books

Stoddart, D.R. (ed.) (1981). *Geography, ideology and social concern.* Oxford: Blackwell.

Chapter of book

Dury, G.H. (1979). The future of geomorphology. In C. Embleton, D. Brunsden, and D.K.S. Jones (eds.), *Geomorphology, present problems and future prospects.* Oxford: Oxford University Press, pp. 262-274.

World Wide Web pages

RGS-IBG (2007). Notes for contributors. Available at: http://www.rgs.org/pu/8publano.html [Accessed 1 December 2007].

Other publications

Where there is doubt (e.g. Occasional papers), include all bibliographical details available. (e.g. Author or Editor/Publisher, Place, Date when possible)