

# Manuscript Guidelines

*Landscape Journal* is edited at the Department of Landscape Architecture, University of Oregon, in cooperation with the Council of Educators in Landscape Architecture (CELA). The *Journal* is published by the University of Wisconsin Press in early spring and late summer. The editors welcome manuscripts dealing with the design, planning, and management of the land. Manuscripts are evaluated by blind peer-review.

Articles fall into two categories: “traditional” and “discussion.” Most of the articles we publish are traditional; that is, they are research oriented, are based on sound scholarship, and have a typical academic format. Discussion papers, a relatively new addition, tend to be shorter and follow a less rigid scholarly format. Topics may include responses to articles previously published in the *Journal*, brief speculative or interpretive essays, appraisals of work in developing areas, and approaches to education.

Although a paper’s length is closely tied to the subject matter, we prefer to publish relatively short articles that cover their topics in fewer than twenty manuscript pages. Generally, articles should not exceed thirty manuscript pages, including text, references, endnotes, figures, and tables.

## Submission Procedures

1. The manuscript should include a title page, an abstract, the text, references, and, where applicable, endnotes, acknowledgments, tables, photocopies of illustrations, and captions. If the paper is accepted for publication, we will ask you to submit the originals of the illustrations.
2. To allow for blind review, do not print your name on the pages of text, and do not refer to your own previously published works. If the paper is accepted, you can add these references later.
3. Simultaneous submission of the same paper to other journals is unacceptable. Manuscripts previously published elsewhere, either in a literal or an approximate form, ordinarily cannot be accepted. If in doubt, consult the editor.

## Format Requirements

1. **Double-space** throughout the entire manuscript, including the abstract, biography, block quotations, endnotes, references, figure captions, tables, and the like.
2. **Number every page** consecutively, with the title page as page 1.
3. **The left-hand margin** should be at least 1¼”; all other margins should be at least 1”. Lines should be no more than 80 characters long, counting punctuation and space between words.

4. **The title page** should include the paper’s title, author’s name, and a three- or four-sentence biographical sketch of your education, professional positions, current affiliation, and research interests.
5. **A second page** should include the title and an abstract of approximately 100 words.
6. **For heads and subheads**, use the following format:
  - a. First-order heads: place flush left, underline, and capitalize the first letter of each major word.
  - b. Second-order subheads: indent as for a paragraph, underline, and follow with a period. Capitalize the first letter of each major word, and begin the text on the same line.
  - c. Third-order subheads: indent, underline, and follow with a period, but capitalize only the first letter of the first word. Begin the text on the same line.
7. **Notes (endnotes)** should be numbered consecutively throughout the text. Type the notes on a separate page at the end of the text. The endnotes are for providing supplementary information, not for citing references, unless these are part of the supplementary material.
8. **Each table** should be numbered consecutively, cited in the text, and typed double-spaced on a separate page.
9. **Each figure** should be numbered consecutively, cited in the text, and

placed on a separate page. All figure captions with their corresponding numbers should be typed double-spaced on yet another page.

## References

References and text citations are often a stumbling block for authors and journal editors. Please follow these guidelines to ensure accuracy, completeness, and consistency:

1. Every author-date citation in the text should have a corresponding entry in the “References” at the end of the paper. When quoting directly from a work, include the appropriate page number (Doe 1982, p. 27).
2. Every entry in the “References” should have a corresponding citation in the text. For books and reports, be sure to include the publisher and city of publication. For chapters in books, include the book title and the editor’s name. For journal articles, include the volume, number, and page numbers.
3. For the appropriate reference style, refer to previous issues of *Landscape Journal* or to *The Chicago Manual of Style*. Double-space all references. Carefully check the spelling of authors’ names and the year of publication. Make sure that each reference contains all of the necessary information.

## Schedule

Allow about six months from your initial submission until you receive the editor’s decision. Some papers are accepted or rejected outright, or the editor may ask you to revise the paper in accord with the reviewers’ comments. Once a paper is accepted, the editing and printing process takes about six months. Given our twice-a-year schedule, articles may be published anywhere from six months to a year after acceptance.

## Extra Copies

Two complimentary copies of the *Journal* issue in which your article appears will be mailed to you. You may order offprints of articles at cost.