

Submission Guidelines

MANUSCRIPT GUIDELINES

Landscape Journal is edited in the Department of Landscape Architecture, University of Minnesota and the College of Environment and Design, The University of Georgia, in cooperation with the Council of Educators in Landscape Architecture (CELA). The *Journal* is published bi-annually by the University of Wisconsin Press in spring and fall. The editors welcome manuscripts about design, planning, and management of the land.

Manuscripts are evaluated by double-blind peer reviews. Peer-reviewed manuscripts are based on sound scholarship; many are oriented to traditional research and have an academic format. Accepted manuscripts have generally fallen into one of five categories: deductive empirical research; inductive empirical research; critical evaluation; emerging techniques, models, or demonstrations; and reflections. While submissions are welcomed from a broad array of disciplines and professions, we hope that they will contribute to one or more of the following CELA scholarly tracks:

- › Communication and Visualization
- › Design Education and Pedagogy
- › Design Implementation
- › History, Theory, and Culture
- › Landscape Performance
- › Landscape Planning and Ecology
- › People-Environmental Relationships
- › Service-Learning & Community-Engagement
- › Sustainability
- › Urban Design

Featured papers invited by the editors are generally not peer reviewed, and follow a less rigid scholarly format. Topics may include responses to articles previously published in the *Journal*, speculative or interpretive

essays, appraisals of work in developing areas, and approaches to education, among other things.

Although a paper's length is closely tied to the subject matter, we prefer to publish relatively short articles that cover their topics in 25 manuscript pages or less (approximately 7200 words body text; not to exceed 8000 words inclusive). Generally, articles should not exceed 30 manuscript pages, including text, references, endnotes, figures, and tables.

To allow for blind review, do not place your name on the pages of text, and do not refer to your previously published works. If the paper is accepted, you can add these references later.

Simultaneous submission of the same paper to other journals is unacceptable. Manuscripts previously published elsewhere, either in a literal or an approximate form, cannot be accepted. If in doubt, consult the editors.

Upon acceptance of the article, the author or authors will be asked to transfer the copyright of the article to the publisher.

SUBMISSION PREPARATION

Before submitting a manuscript, please gather the following information:

- › First and Last Names (for all Authors)
- › Postal Addresses (for all Authors)
- › E-mail addresses (for all Authors)
- › Work Telephone Numbers (for Corresponding Author only)
- › Cover Letter, including job title and institution for EVERY Author listed on the manuscript
- › Title (you can copy and paste this from your manuscript)

- › Abstract with a maximum of 200 words (you can copy and paste this from your manuscript)
- › Manuscript files in Word (Please make sure the "Language" is "English (U.S.)" via Tools->Language->Set Language), WordPerfect, EPS, text, Postscript, PDF, or RTF format. Remove all author names within the document
- › Figures/Tables/Images should be in TIFF, GIF, JPG, PDF, Postscript, or EPS format
- › Figure captions
- › A list of three (3) possible peer reviewers

Format Requirements

Double-space throughout the entire manuscript, including the abstract, biography, block quotations, endnotes, references, figure captions, tables, and the like. Number every page consecutively, with the title page as page 1. The margins should be 1 inch and the font should be 12 point Times or Times Roman. For heads and subheads, use the following format:

FIRST-ORDER HEADS

Precede with a line space. Place the heading flush left and type all words in bold, upper case letters (upper case). Begin the text on the following line.

Second-Order Subheads

Precede with a line space. Type all words in bold and capitalize the first letter of each major word (title case). Begin the text on the following line.

Third-order subheads. Precede with a line space.

Type all words in bold. Capitalize only the first letter of the first word (sentence case) and follow with a period. Begin the text on the same line.

Fourth-order subheads. Same as Third-order subheads, except do not precede with a line space.

Notes (endnotes) should be numbered using Arabic numerals consecutively throughout the text. The notes should appear on a separate page at the end of the text, before the references. The endnotes are for providing supplementary information, not for citing references, unless these are part of the supplementary material.

Each table should be numbered consecutively, cited in the text, and typed double-spaced on a separate page.

Each figure should be numbered consecutively, cited in the text, and placed on a separate page. All figure captions with their corresponding numbers and complete source and reference information should be typed double-spaced on yet another page.

References. References and text citations are a common stumbling block for authors and journal editors alike. Please ensure accuracy, completeness, and consistency. Prepare preliminary submittals using the appropriate reference style. Refer to recent issues of *Landscape Journal* or the *Chicago Manual of Style (16th edition)*. A detailed style guide is available at http://uwpress.wisc.edu/journals/pdfs/LJ_Guidelines.pdf. In general:

- › Every author-date citation in the text, endnotes, or captions 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, 27).
- › Every entry in the references, endnotes, or figure captions should have a corresponding citation in the text.
- › Double-space all references. Carefully check the spelling of authors' names and the year of publication. Make sure that each reference contains all the necessary information.

Artwork. Artwork must be submitted as individual files in TIFF, PDF or JPG format (TIFF and PDF are preferred). *Files must be named with the following convention: lastname_Figure0X.filetype*. Consult the Artwork Preparation Guidelines on the University of Wisconsin Press website for the digital resolution of graphic images. http://uwpress.wisc.edu/journals/preparing_illustrations.html. Permission must be obtained when using images owned or created by others.

SUBMISSION PROCEDURES

All submissions will be through an electronic submission system at lj.msubmit.net.

Once you have registered, the four steps of the submission process are: Files, Manuscript Information, Validate, and Submit. The four steps each contain sub-steps that can be accessed by clicking on their respective tabs. Navigating through this “Tab View” will save any entered information each time a new tab is clicked (or the boxes “Save and Continue” and “Next” are clicked). After you approve your manuscript, the submission process is complete.

Tracking Your Manuscript Status

You can get the status of your manuscript via:

- › Logging into the system with your password
- › Clicking on the link represented by your manuscript tracking number and abbreviated title
- › Clicking on the “Check Status” link at the bottom of the displayed page
- › This procedure will display detailed tracking information about where your manuscript is in the submission/peer review process

The manuscript submission process starts by pressing the “Submit Manuscript” link on your “Home” page after you have logged into the system. Please make sure you have gathered all the required manuscript information listed above BEFORE starting the submission process.

Getting Help

For assistance with the submission process:

- › Context-Sensitive Help: If you need additional help, you can click on the help signs spread throughout the system (?). A help dialog will pop up with context-sensitive help.
- › Contact Journal Staff: You may contact the Journal Staff at any time by clicking the “Send Manuscript Correspondence” link under the “More Manuscript Info and Tools” header on the manuscript details screen.

- › Login Help: If you have forgotten or do not know your login name or password, simply click the “Unknown/Forgotten Password” link on the home page. You will be asked to enter either your Login Name or your First and Last Name. If a single account can be found in the database, the system will automatically and instantly send you an email with your login name and a new, temporary password. If a single account cannot be identified from the information provided, you will need to contact the *Journal Staff* to reset your password for you.

SCHEDULE

Allow about four months from your initial submission until you receive the editors’ decision. Some papers are accepted or rejected outright, or the editors may ask you to revise the paper in accord with 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.

REPRINTS

Two complementary copies of the *Journal* issues in which your articles appears will be mailed to you. Article reprints may be ordered through the University of Wisconsin Press website. Go to <http://uwpress.wisc.edu/journals/> and click on “Reprint Orders,” located on the left side of the home page, and follow the instructions. Reprints can be ordered online, by mail, or fax.