

Style Sheet for *The Professional Geographer*

The *Annals* follows the rules outlined in the fifteenth (most current) edition of the *Chicago Manual of Style* (*CMS*). The *CMS* should be consulted for information regarding style, format, and word usage. Please visit http://www.chicagomanualofstyle.org/CMS_FAQ/new/new_questions01.html for frequently asked questions.

The notes below cover quirks of AAG house style and *CMS* points commonly overlooked in submissions.

General Style Points

1. Manuscripts, with the exception of references, tables, or figures, should be no longer than 21 pages or approximately 5,000 words (12-point font, 1-inch margins, double-spaced).
2. Authors should provide three to no more than five key words or phrases by which an article can be indexed in periodical references. These words should appear alphabetized in italics at the end of the abstract.
3. All figures and tables should be mentioned explicitly and in numerical order in the text. The correct format for citing tables and figures is as follows: Table 1, Figure 1A. “Table” and “Figure” should have a leading cap; “A,” “B,” and “C” (etc.) should be capitalized.

If a figure or table comes from another source, full citation of that source should be provided in the references section. Authors should obtain any reprint permission necessary from the figure or table’s original author(s) and should provide a copy of that permission with the materials submitted to the AAG.

4. Authors should provide short blurbs on all authors of a paper at the end of the references section. Model:

RENO McALLISTER is an Assistant Professor in the Department of Geography at Kalamazoo University, Kalamazoo, MI 12345. E-mail: rncallis@ukzoo.edu. Her research interests include the conditions of homeworkers in developing-world countries and the issue of access to the Internet among teenagers in rural areas.

(Note: Author blurbs should be inserted on final submissions only --- original submissions should be anonymous.)

5. All sources cited in the text of a paper must be listed in the references section, and vice versa. Authors will be asked to add textual references to any sources listed in the references section and not cited in the text, and to provide full citation information for any sources cited in the text and not listed in the references. Any sources the authors choose not to cite will be deleted.
6. Serial commas should be used:

...the first, second, and fourth candidates (rather than “the first, second and fourth candidates”)
7. Technical/scientific headings—4.1, 4.2, and so on—should not be used.
8. Endnotes should be kept to a minimum. Discursive endnotes are discouraged.
9. Year date ranges should be expressed using whole years, rather than just the last two digits: 1932–1933, rather than 1932–33.

10. Authors should avoid over usage of hyphens; single dashes should not be used to set off material at the end of a sentence (use double dashes: --)

Word Choice, Acronyms, etc.

11. “Percent” should always be spelled out in text.

12. In phrases such as “the discipline of geography,” geography should not be capitalized.

13. The phrase “geographic information system(s)” should not be capitalized when it is spelled out. The acronym for this phrase, GIS, should be capitalized. Phrases combining the acronym “GIS” and a word beginning with “s” should be rendered as combined words:

GIS science should be GIScience
GIS systems should be GISystems
GIS scientist should be GIScientist

14. All acronyms—even those authors might expect to be commonly understood—should be spelled out the first time they are used within a paper, with the acronym appearing in parentheses following the spelled-out title or term. For example, “The Central Intelligence Agency (CIA) is located in ...”

15. The phrase “Global Positioning System” should be capitalized when it is spelled out. The acronym for this phrase, GPS, should also be capitalized.

16. When referring within an article to the article itself, authors should use the phrase “this article” rather than “this paper.”

17. At first usage of the date/term, use the following wording: “11 September 2001 (hereinafter “9/11”).” For example, “Since 11 September 2001 (hereinafter “9/11”), many geographers have....” Subsequent instances of the date/term should appear as “9/11” only. For example, “As a result, the events of 9/11 have taught us...”

18. Alternative nomenclature should be used consistently within a paper according to the author’s demonstrated preferences:

Third World/developing world/two-thirds world
Indian/American Indian/Native American

However, when used as ethnic designations, “black” and “white” should not be capitalized.

19. Authors should avoid using passive verb forms wherever possible.

20. All references to *The Professional Geographer* should be to *The Professional Geographer*, with the initial article and the cap *T*.

21. Words in a language other than English should be italicized only when they cannot be found in a standard English-language dictionary. Non-English words that are specific to a particular paper’s subject should be italicized and briefly defined when they are first used. Thereafter, they do not need to be italicized.

The exception is scientific names of species (e.g., *Canis familiaris*), the convention for which is to retain italicization for all uses.

22. Single nouns ending in unvoiced “s” should be made possessive by the addition of an apostrophe and another “s.” For example, “the dress’s color was red” (rather than “the dress’ color was red”)

Numerals, Variables, etc.

23. All whole numbers from one to one hundred should be spelled out unless they are paired with a mathematical symbol (e.g., $2 + 2 = 4$), abbreviation (e.g., 25 km, 16 cm), “percent” (e.g., 25 percent), or “score” (e.g., score of 57).

24. Decimals appearing in tables and text should include leading zeros. For example, 0.1273 (rather than .1273)

25. In mathematics, numbers and parentheses should always be set roman.

26. If the character “<” (or “>”) is used as a verb (i.e., “is less than”), there should be a space on either side of it: “ $n < 6$.” If it’s used as an adjective (i.e., “less than”), there should be no space on either side. For example, “measured <6 inches.”

27. Common statistical variables (e.g., n , f , R , p) should be set in italics.

Quotations

28. All quotation marks should be double. The only exception to this is if material is quoted within a quote, in which case single quotes are used for the embedded quote: ‘ ’.

Periods and commas should appear inside quotation marks. All other punctuation should appear outside quotation marks, unless the quotation marks delineate a direct quote and the placement of the punctuation would alter the meaning of the quote.

“Scare quotes” (quotation marks used to set off a word that is not a direct quote) should be kept to a minimum and used only for emphasis. Unless the author feels it necessary to retain scare quotes on a particular term or terms throughout the paper, that term should be introduced in scare quotes and appear thereafter without them.

29. Direct quotes from secondary sources that are 60 words or more in length should be set as extracts/block quotes (i.e., separated from surrounding text by one line at beginning and one line at end, and indented 0.5 inches on either side). Shorter quotes should be integrated into the text.

Excerpts from interviews comprise the exception. Any interview excerpt of more than a single sentence in length should be set as an extract, no matter how long it is.

References and Citations

30. Parenthetical citations should appear in date order and should follow this format with respect to punctuation:

(Zuckerman 1972; Barrett 1989, 337; McNaughton, Reese, and Barrett 1989; Turner 1992, 1993; Parnell 1997a, 1997b; Coleman 2000, 124–30).

Exception: If the sentence to which a parenthetical note is attached includes a source quote or specific cited point, the source and page range for the quote/point should be the first one listed in the parenthetical note.

31. Sources with up to three authors should be parenthetically cited every time using all author names; sources with more than three authors should be parenthetically cited every time using the first author name and “et al.” (“et al.” should not be italicized):

Callifer et al. 1973

Note that *all* author names should be listed in the references section.

32. Articles not yet published should be referred to in parenthetical citations and in references as “forthcoming,” rather than as “in press” or by projected year of publication.

33. In references, authors should insert a space between an author’s first and second initials: R. M. Sartain

34. In the references section, three successive “em” dashes should be substituted for an author’s name (also for multiple authors) in second and subsequent citations to that author as single author of a source:

One Author:

Smythe-Jones, X. 1998. *Copyediting: The authoritative tome*. Cambridge, MA: Small Room Press.

———. 1999. *Copyediting: Some things I forgot about last time*. Cambridge, MA: Small Room Press.

Multiple Authors:

Smythe-Jones, X., L. Emmetson, and Q. Garraty. 1995. The art of copyediting: Nitpicking never ends. *American Journal of Copyediting* 27:167–89.

———. 2000. Further picking of nits: Five years later. *American Journal of Copyediting* 32 (2): 101–57.

35. Dates should be expressed in British fashion: 25 November 2000 (rather than November 25, 2000). In reference citations to newspapers and weekly magazines, the year should be placed right after the author name(s), as in the model below, but the date and month should be kept in British order:

Sartain, R. M. 2000. Never a dull moment: Clinton staff trashes couch. *Washington Post* 25 November:A14.

36. When used as an adjective, United States should be abbreviated U.S., with periods (e.g., “U.S. immigration laws”). When used as a noun, United States should be spelled out (e.g., “Washington, DC, is the capitol of the United States”). When used as an adjective, United Kingdom should be abbreviated UK, without periods. When used as a noun, it should be spelled out. Other countries should always be spelled out in full.

37. Individual states should be spelled out in the text of a paper: Maryland, Virginia. However, in the references section they should follow the standard postal two-letter all-caps abbreviations, with no periods: MD, VA. (The District of Columbia should be abbreviated as follows: Washington, DC.) Canadian provinces should be treated in the same way. A distinction should be drawn (or retained) between Cambridge, MA and Cambridge, UK.

38. In the references section, in a citation to a chapter in an edited book, the editor of the book should be referred to as “ed.” rather than “edited by”:

Turner, Elspeth. 1999. Nothing like the sun. In *Ruminations on heavenly bodies*, ed. R. M. Sartain, 134–207. London: Routledge.

39. All newspaper articles should be fully cited in the references section, rather than worked into the text of the paper. (This applies to articles from weekly magazines, like *Newsweek* and *The Economist*, as well.) The full citation for a newspaper article should include author (if any), title, name of newspaper, date, and page range of article.

40. Personal communications should be cited in their entirety in the text of the paper rather than in the references section. For all personal communication citations, elements required include the following: name of person, position and organization (if relevant), date of communication, method of communication (fax, e-mail, letter, conversation, etc.).

41. In the references section of a paper, titles of sources written in a language other than English should be translated into English in parentheses following each title in its original language. This should also be done for organizational/institutional names when they appear as the author of a source and for the titles of journal/newspaper/magazine articles and essays or chapters in a larger work.

42. If authors cite in the text a source quoted in another source, they must provide full citations for both sources in the references section. Where possible, a page reference to the quote in the original source should also be provided.

43. Software packages referred to in the text of a paper must be cited in the references section. Information required includes only the following: name of software, version used, maker of software, city/state/country of location of maker.

44. The title of a Web site or page should not be italicized in the references section. (Note, however, that the title of a Web site should be provided; Web sites cannot be cited solely by URL.) The title of a paper posted on the Web directly by its authors should be italicized. The title of a paper published by an online journal or posted on the Web by a professional organization as part of the proceedings of a particular professional meeting should not be italicized, but the name of the journal or title of the proceedings should be italicized, following the format appropriate to citation of a journal article or a chapter from an edited work.

45. Web site URLs should be cited at the end of a citation to an online source in this format: http://www.house.gov/science/asrar_021199.htm (last accessed 26 February 2001). The last accessed date is required information for a citation. Authors should check all URLs before final submission of a paper, to make sure that they are still active. If they are not, alternative URLs for the same information should be provided, or authors should add a note to the citation indicating where else the information may be found (e.g., perhaps a copy could be requested from the author if necessary).

46. Interviews conducted by an author for research directly informing a paper do not need to be cited in endnotes or references. It is useful if the author provides some basic information about the interview subject—i.e., their name or a pseudonym, their job or position, a date if pertinent, etc.—at the point at which they are quoted, in the text, in a parenthetical note, or in an endnote.