ILLINOIS GEOGRAPHER

STYLE SHEET FOR CONTRIBUTORS OF ARTICLE MANUSCRIPTS

The *Illinois Geographer* complies, in general, with good writing practices described in the most current edition of the *Chicago Manual of Style.* Citations and references must adhere to the guidelines of the Modern Language Association (MLA). What follows here are items that the editor wishes to call to the attention of contributors.

1. Manuscripts should not exceed 5,000 words, except for abstract, notes, acknowledgements, references, figures, tables, and captions. Contact the editor in advance for manuscripts that exceed this word limit.

2. Article submissions must be single-spaced and in Word Document format.

3. If you wish to divide your article with subheadings, please follow these rules. Subheadings use the same font as the text and begin flush with the left margin. Capitalize the first letter of the first word, all proper nouns, and other important words. First level subheadings are boldface roman type. Your article needs at least two subheadings at this level, e.g., **Introduction**, **Methodology**, **Results**, **Discussion**, and **Conclusion**. Second level subheadings are boldface italic, and you need at least two of these under their first level subheading. Under **Results**, you might have ***Illinois and Indiana*** followed by ***Other States***. If you need a third level, all of the rules for first and second levels apply; but the typeface is roman not boldface.

4. All citations are to be in the text and not in footnotes or endnotes. For example, if you are citing a book by Hill and wish to give a page number or page range, here are a couple of examples of how to do so. First, you might write, "According to Hill (104), boaters can still see bubbles rising in Bubbly Creek." A second citation possibility is to write, "Bubbles still rise in Bubbly Creek, boaters report" (Hill 104). Always cite to the first word or words of reference, making clear to reader the identity of your source. If you include an in-text citation to a source, that source must be on your reference list. Omit dates from in-text citations unless a date is necessary in identifying a source, such as two items by the same author (Ackerman 1993; Ackerman 2015). Use semicolons to separate two or more sources in the same in-text citation, such as (Bullington; Lewis; Shockey).

5. If you need an informational note or two, number them in the text with superscripts and place them at the end of the text, with corresponding numbers. Call this section *Notes*. Keep notes to an absolute minimum.

6. *Acknowledgements* follow any *Notes* and should be in paragraph format.

7. *References* is the title for your list of sources; place list after *Acknowledgements*. Do not use hanging indent; instead, run all lines flush with left margin. End all print references with *Print*. Alphabetize list by last name of author (or other first word, except when first word is *a, an,* or *the*). To show authorship by the same author or author team, in the next item, from left margin, strike underline key five times and then place a period before providing source title, etc. Find many reference examples at the end of the style sheet.

8. Omit URLs from online references. Instead, provide full documentation therein of these electronic sources. Close online references with the word *Web* followed by the last date accessed. Reference online government documents differently from other online sources. Government documents go on the list by name of governmental unit and then agency within that unit. The typical nongovernmental online source follows the usual order, beginning with the last name of its first author or the title, if no author is evident.

9. *Illinois Geographer* uses full names of authors in references, unless the author substitutes her or his initials, like W. E. B. DuBois, F. Scott Fitzgerald, or Ruth J. Armstrong.
10. *Illinois Geographer* strives for consistency. Therefore, when characterizing individuals or groups, capitalize the first letter of Black, Blacks, Hispanic, Hispanics, White, and Whites.
11. Insert all figures and tables in the text, exactly where you want them to appear and with the captions in place. Mention all figures and tables by number, in the sequence of their occurrence, in the article. All illustrations (photographs, maps, graphs, drawings, etc.) are figures (Figure 1, Figure 2). Tables carry sequential numbers separate from the numbers of figures (Table 1, Table 2).
12. If it is impossible to embed figures in the text, attach them as JPEGs. In such cases, send also a Word Document with correct figure numbers and captions.
13. Contributors must submit an *Abstract* of 50-100 words and an *About the Author* biography of roughly 75 words, in separate Word Documents. If there are multiple authors, submit a biography for each author. Whether there are multiple authors or just one, include for each their name, place of residence (city and state), and affiliation (like source of employment, if applicable). The corresponding author should also provide in *About the Author* an email address or other means by which readers can make contact.
14. A hyphen connects two things; a dash separates items. There are no spaces before or after hyphens and dashes. Make a dash by typing two adjacent hyphens with no space.
15. In general, spell out numbers zero through nine. Write numbers 10 and up as 10, 11, 12, etc. Spell out any number that begins a sentence. Even better, reword the sentence. Spell out century names, writing, for example, nineteenth not 19th. Write 21 percent in text, not 21%. Write dates as 1 July 2021 in the text, in references, and elsewhere.
16. For universities with multiple campuses, identify a single campus in this manner: University of Illinois at Chicago; University of Wisconsin at Milwaukee.
17. Do not use a citation/bibliography generator.

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