

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 of importance that the editor wishes to call to the attention of contributors.

1. Manuscripts should not exceed 5,000 words, with the exception of 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. 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 numbers, here are a couple 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.
4. 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 similar superscript numbers. Call this section *Notes*. Keep notes to an absolute minimum.
5. *Acknowledgements* follow any *Notes*, and should be in paragraph format.
6. *References* is the title for your list of sources; place list after *Acknowledgements*. 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*). Find several reference examples at the end of the style sheet.
7. Omit URLs from relevant references. Instead, provide full documentation therein of these electronic sources. Close online references with the word *Web* followed by the last date accessed.
8. *Illinois Geographer* uses full names of authors in references, unless the author goes by her or his initials. Say, Sergeant, Joan J., not Sergeant, J. J., for instance.
9. Embed all figures and tables in the text of manuscript, exactly where you want them to appear and with the captions in place. Mention all figures and tables, in the sequence of their occurrence, in the article.
10. 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.
11. Contributors must submit an *Abstract* of 50-100 words and an *About the Author* paragraph of roughly 50 words, in separate Word Documents.

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