

# THE GEOGRAPHICAL SOCIETY OF NORTHERN FINLAND

## Nordia Geographic Publications, NGP Yearbook

### Information for authors

Updated 5 December 2017

#### **Submission:**

Submit your manuscript by email: nordia.editor(at)oulu.fi or follow instructions of the call for papers.

#### **Acceptance**

To be accepted, a paper must make a significant contribution to geographic research and be grounded in the relevant literature. Papers are evaluated by double-blind refereeing process.

#### **Publishing**

Articles or theme numbers are accepted for publishing by review panel (board of The Geographical Society of Northern Finland serves as panel or assigns it)

#### **English-language editing**

It is highly recommended that non-native writers choose to have the language of their manuscripts professionally checked before submission. All language editing services are paid for and arranged by the author.

#### **Manuscript style and length**

Accepted submission file formats are Word .docx and also .doc (if necessary). Manuscripts should be prepared with 1.5 line spacing, 12 pt Times New Roman font and one column. There is no absolute maximum target length of papers, but in practice manuscripts having over 6000 words must have justified reason for their length. Length of extended abstracts in 1000–1500 words.

#### Manuscript types

*Research article:* ca 3000–6000 words (tables and figures not included), makes a significant contribution to research and is grounded on relevant literature, structure consists of abstract, introduction and description of the research, results, discussion and summary of the results, relevant tables and/or figures

*Review:* ca 3000–6000 words (tables and figures not included), sums up the current state of understanding on a particular topic.

*Short paper:* ca 2000 words (tables and figures not included), makes a significant contribution but is still in progress, of smaller scale or can be reported briefly. Structure is similar as in research article.

*Extended abstract:* ca 1000–1500 words (tables and figures not included), should be grounded on relevant literature and state clearly what new the research adds. Structure consists of introduction and description

of the research, results and discussion. May contain 1–2 figures or tables. Targeted especially for the undergraduate students in the final stage of their studies.

### **Title page**

Title page should appear separate, as papers are submitted anonymously to referees. Include 1) title (16 pt bold); 2) author name(s), affiliation(s), professional address(es) and email(s); 3) abstract and 4) key words.

### **Abstract and key words**

An abstract not exceeding 300 words is required. Include also 3-6 relevant key words.

### **Headings**

Only the first letter and proper names are capitalized. A maximum of two levels of headings may be used. Headings are formatted as follows:

**This is a first-level heading (12 pt bold)**

*This is a second level heading (12 pt italics)*

### **Illustrations and tables**

In the digital journal, the use of colors, particularly for complex maps and diagrams, is encouraged. However, when choosing the color scheme, consider the reproduction of colors on black-and-white prints and photocopies. Images should be included as separate image files (not attached in the text document). Use TIF/JPG/PNG formats at 300 dpi resolution (minimum). (Once more, note that figures are printed in gray scale but visible in full colors in web!) Notice that B5 paper size is used. Ensure that heavy lines in line art are saved as pure black, and avoid uncommon fonts and too small text size.

Tables must be included as a separate file typed using few horizontal rules and no vertical rules.

Illustrations, as well as tables, are numbered consecutively using Arabic numerals (e.g., Figure 4, and Table 1). Refer to all figures and tables in the text and specify the figure as (Figure 1.)

Figure and Table captions must be typed on a separate document. The approximate position of Tables and Figures in the text should be marked [Figure 1].

**Equations** should be numbered consecutively with bracketed Arabic numerals in the right-hand margin. Authors must provide instructions for any special typeface required (e.g., bold, italic, Greek, etc). Careful attention must be paid to sub- and superscript symbols, and upper- and lower-case letters. Equations have to be submitted as high quality image files and printed as black and white.

**Measurements** must all be given in SI metric system.

### **Copyright**

It is the author's responsibility to obtain copyright permission for the reproduction of images, tables or other material and to ensure adequate acknowledgement.

### **Footnotes / Endnotes**

Informational notes must be used only in very exceptional needs and restricted to the minimum.

## References

In the typescript, references should be indicated by giving the author's name and the year of publication (Hjort et al. 2010; Varanka & Luoto 2012; Alahuhta & Heino 2013).

References are listed alphabetically at the end of the paper under the heading **References**. References must be separated by a 1 cm hanging indentation from the second line.

Names of journals and separate books ect. should be *italicised*. Unpublished theses, reports and manuscripts should not be italicised. Avoid capital letters but for first words of a sentence and proper names. Give journal titles in full with volume: number, inclusive pages. Page numbers are separated with the en-dash (longer than the hyphen).

## Examples:

### Journal article

Rozman, A., J. Diaci & F. Batič (2013). Functional analysis of vegetation on alpine treeline ecotone in the Julian and Kamnik-Savinja Alps in Slovenia. *European Journal of Forest Research* 132: 4, 579–591.

### Book

Said, E. W. (1993). *Culture and Imperialism*. 380 p. Chatto & Windus, London.

### Edited book

Brown, T., S. McLafferty & G. Moon (2010; eds.). *A Companion to health and medical geography*. 640 p. Wiley-Blackwell, Chichester.

### Chapter of book

Agnew, J. & D. Livingstone (2011). Introduction. In Agnew, J. & D. Livingstone (eds.): *The SAGE handbook of geographical knowledge*, 1–18. Sage, London.

### All other publications (Include all relevant details. Like as follows):

Geurs, K. & J. Ritsema van Eck (2001). Accessibility measures: review and applications. Evaluation of accessibility impacts of land-use transport scenarios, and related social and economic impacts. RIVM report 408505 006. 265 p. <<http://www.rivm.nl/bibliotheek/rapporten/408505006.pdf>> (accessed 8. Aug 2012)

Virkkunen, H. (2013). Media-aamiainen 27.6.2013. <[http://www.vm.fi/vm/fi/04\\_julkaisut\\_ja\\_asiakirjat/03\\_muut\\_asiakirjat/Virkkunen\\_media-aamiainen.pdf](http://www.vm.fi/vm/fi/04_julkaisut_ja_asiakirjat/03_muut_asiakirjat/Virkkunen_media-aamiainen.pdf)> (accessed 4. Jan 2014)