



Cartography and Geographic Information Science

Guide to manuscript formatting

Use a style sheet template to format your paper for submission for publication. The template has been posted at <http://www.uncg.edu/~esnelso2/cagis/authors/>.

To apply the style sheet, import the reviewed and revised text into the template, select (highlight) a portion of the text to be formatted, select Format/Style, and then choose the appropriate “Style.”

The most commonly used styles are:

Abstract, AuthorID,

HeadingOne (main paper title)

HeadingTwo (author(s) names)

HeadingThree (section head)

HeadingFour (subsection head)

HeadingFive (sub-subsection head)

FirstPara (first paragraph after each heading),
BodyText (all other paragraphs)

BulletNoSpace, NumberedText, Indent

FigureCaption, TableCaption, TableText, **TableColumn**,
EquationLine1 and 2,

ReferenceText, Footnote,

Author’s contact address should be formatted using the AuthorID style and placed at the end of the paper.

Figure and table captions should be formatted and listed at the end of the main text of the paper

Footnotes should be numbered, formatted, and placed at the end of the paper; indicate their position in text manually.

Formatting in the 1-column mode is preferable. The two basic fonts we use—NewBskville and Zurich—are part of the template and can be provided on request. Save them into your Windows Fonts folder to make them active on your machine.

Do NOT USE styles with the “Don’t use” nametag. They are inbuilt MS Word styles that we were unable to delete.

Please note that tables and other graphic material must be provided in separate files.

The tables can all be grouped in one Word file.

Graphics should be provided, in separate files, in one of the two formats currently used by the printer, i.e., the HIGH RESOLUTION (360 dpi) tiff format or the eps format with a tiff preview. [Follow the guide for creating and submitting graphics provided in the Guidelines section of www.cartogis.org/publications/.

**DO NOT SUBMIT YOUR PAPER WITH
GRAPHICS AND TABLES EMBEDDED IN
TEXT**

For questions, call the Managing Editor, Ilse Genovese, at 240/632-9716 ext. 109 or e-mail her at ilse.genovese@acsm.net