



AUTHOR INSTRUCTIONS AND GENERAL REQUIREMENTS

GENERAL

1. The layout of the paper must adhere to the “Author Instructions” as provided.
2. The language of the paper is the author’s sole responsibility and non-English speaking authors must please have their papers language-edited before submitting the papers for eventual publication. English-speaking authors could do the same as being English-speaking is not necessarily a guarantee for language quality.
3. The style prescribed for Figures and References should be strictly adhered to.
4. Manuscripts should be e-mailed (as attachments) to: budapest2012@map.elte.hu
5. Manuscripts are due by **29 May, 2012**.

Please note:

A paper which does not adhere to the above requirements will be returned to its author for revision with a note indicating the relevant shortcoming(s). The editors are not language experts and cannot be expected to rewrite entire papers, or parts of papers, of which the language is problematic. The decision of the relevant editor with regard to the language and/or style of a paper will be final and a paper which, after revision, still does not meet the given requirements, will not be included in the published Proceedings.

MANUSCRIPT REQUIREMENTS

Papers should be in **English**, in **MS Word**, and should not be longer than **14 pages** including images, tables and figures. A paper of which the file is larger than **5MB** should be split into smaller documents to be submitted separately.

1. Structure of paper

Papers should contain the following:

1. Title of the paper
2. Author(s) and affiliation.
3. Abstract (250 words maximum).
4. Text.
5. References.
6. A biography of the presenting author (maximum one-page).

Please note that the publication of the Symposium papers will be prepared directly from your manuscript, so please make sure that your text is accurate, clear, complete, grammatically correct and without spelling or typographical errors. We cannot accept responsibility for errors or omissions in the published papers. It is every author’s responsibility to proof-read his/her final paper before submission.

2. Number of pages: 14 pages maximum. Unnumbered.

3. Layout of paper:

Example:

Pan-Regional Mapping: The contribution of the International Map of the World and the AGS Map of Hispanic America to Global Mapping in the Twentieth Century

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ABSTRACT

The years prior to the World War I were characterized by unprecedented increases in global trade, fuelled by developments in communications and long-distance transport. However, this ‘globalization’ of trade had not been matched by any parallel development of standardized topographic maps of the world. Indeed, published maps of different parts of the world were so inconsistent in style that they had become an obstacle to economic development and scientific analysis. In response, a proposal to construct a standard international map was presented at the Fifth International Geographical Congress (IGC) in Berne, Switzerland, in 1891. This paper evaluates the contribution that the American Geographical Society’s Map of Hispanic America made to ‘global mapping’.

CONTEXT AND ORIGINS

The International Map of the World

The specific origins of the 1:1 Million Map of Hispanic America can be traced back to the idea to create an International Map of the World (IMW), first mooted by German geographer Albrecht Penck in 1891 at the 5th International Geographical Congress in Bern. The era of continuous imperial expansion was coming to an end and many feared the twentieth century would herald an era of imperial collision, a premonition that would prove tragically accurate. For Penck and many others, this was avoidable only through determined international co-operation, particularly in science. If the world could be mapped afresh, at a common 1:1 million scale, with standard conventions and ...

Papers should be typed in **MSWord for Windows, single spacing, left and right justified, single column format**, and compiled on **A4 paper** according to the following **Page Setup**:

Left 30 mm
Right 27 mm
Top 28 mm
Bottom 24 mm

3.1 Title of paper

Times New Roman 16pt. Bold. Capital letters. centred. Not underlined. Followed by a two-line spacing.

3.2 Author(s) and co-author(s), affiliation and e-mail address

Name of authors in **12pt. Times New Roman, centred, bold.** Author and co-authors' names on one line. Author's affiliation on next line in 11 pt. Times New Roman, **regular**, centred. In the case of more than one author, each author's affiliation should appear on a separate line – no spacing between the lines – followed by a two line spacing.

3.3 Abstract

The text of the abstract should be 250 words maximum. Times New Roman 10 pt. **regular.** Upper and lower case. Left and right justified. Single line spacing, with a single line spacing between paragraphs. Single column format. Two lines spacing at the end of the text to proceed with the paper.

3.4 Text

The main body of the paper must be in Times New Roman 11pt., **regular**, left and right justified. Single line spacing text, with a single line spacing between paragraphs. The first line of each paragraph is to be left aligned.

3.4.1 Example of headings

<p>ABSTRACT 11 pt</p> <p>1. INTRODUCTION 11pt</p> <p>2. FIRST MAIN HEADING 11 pt</p> <p>2.1 Section 11 pt</p> <p>2.1.1 Subsection 11pt</p> <p>2.1.1.1 <i>Sub-subsection</i> 11 pt</p> <p>Text of paper (maximum 14 pages, including figures, list of references, and biographical information). Single spacing Times New Roman 11pt. with a line spacing between paragraphs. No paragraph indentation.....</p>
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Please consult paragraph 3.5 below which explains how citations from different types of sources should be handled.

3.4.2 Figures

Placement: Figures should be placed in the appropriate location in the document, using MSWord's **Insert** function. **Please refrain from using text-boxes.** Please place the relevant picture as closely to the reference to it in the text as possible.

Captions: All captions should be typed in Times New Roman 10pt., **regular**, upper and lower case, and centred directly below the illustration. Use single spacing if the caption takes up more than one line.

- Each figure should have a concise caption describing accurately what the figure depicts.
- Figure captions should begin with the term **Fig.** in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

Example: **Fig. 1** Map of Norway (Courtesy of ABC Library, Oslo)

3.5 References

References should be cited in the text by mentioning in parentheses the author name/s, the year of publication, and the relevant pages. Examples:

one author: (Miller 1991: 76),
two authors: (Miller and Smith 1994: 118-120),
three authors or more: (Miller et al 1995: 16)

Please note: All papers should be provided with an alphabetical list of references.

VARIOUS SOURCES

Below are examples of the citation style to be used for various sources.

Please note the general absence of commas and full-stops, except where these are indicated.

3.5.1 Books

Jewitt AC 1992 Maps for Empire. The first 2,000 numbered War Office maps. British Library, London

Dorling D, Fairbairn D (1997) Mapping: Ways of representing the world. Addison-Wesley Longman, Harlow, Essex

Stone JC (1995) A short History of the Cartography of Africa. Edwin Mellen, London

3.5.2 Chapters in books

Coppock JT, Rhind DW (1991) The history of GIS. In: Maguire DJ, Goodchild MF, Rhind DW (eds) Geographical Information Systems: Principles and Applications, Vol 1. Longmans, London, 21-43

Harley BJ (1996) Maps, knowledge and power. In: Denis C, Stephen D (eds) The iconography of landscape. University of Cambridge Press, Cambridge

Hoeder D (2005) North America. An introductory essay. In: Thomas A (ed) Germany and the Americas: culture, politics and history. ABC-CLIO Inc., Santa Barbara

3.5.3 Journals

Rees R (1980) Historical links between cartography and art. *Geogr Rev* 70(1):60-78

Ristow W W (1957) Journalistic cartography. *Surv Map* 17(4): 369-390

Edney MH (1994) Mathematical cosmography and the social ideology of British cartography, 1780-1820. *Imago Mundi* 46:101-116

Always use the standard **abbreviation** of a journal's name according to the *ISSN List of Title Word Abbreviations*, see <http://www.issn.org/2-22661-LTWA-online.php>.

3.5.4 Electronic sources

Sims DW, Krogt P van der (1995) [2nd] Conference on the history of cartography, London, 21-22 Sept 1967. <http://cartography.geog.uu.nl/ichc/1967.html>. Accessed 6 Mar 2005

USGS (1990) Land use and land cover digital data from 1 : 250, 000- and 1 : 100,000-scale maps, data users guide 4. http://www.vterrain.org/Culture/LULC/Data_Users_Guide_4.html. Accessed 16 Aug 2010

3.5.5 Dissertations and theses

Wolter JA (1975) The emerging discipline of cartography. Ph.D. dissertation, University of Minnesota (Geography)

Robinson AH (1947) Foundations of cartographic methodology. Ph.D. dissertation, Ohio State University (Geography)

Liebenberg EC (1972) Die topografiese kartering van Suid-Afrika, 1879-1972. Master's thesis, University of South Africa (Geography).

3.6 Copyright

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