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## Manuscript Guidelines

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# Manuscript Guidelines

*Landscape Journal* is edited by the Faculty of Landscape Architecture, University of Minnesota College of Design, in cooperation with the Council of Educators in Landscape Architecture (CELA). The *Journal* is published by the University of Wisconsin Press in spring and fall. The editors welcome manuscripts about design, planning, and management of the land. Manuscripts are evaluated by double-blind peer reviews.

Peer-reviewed papers are based on sound scholarship; many are oriented to traditional research and have a typical academic format. There are five general categories: deductive empirical research; inductive empirical research; critical evaluation; emerging techniques, models, or demonstrations; and reflections. Featured papers invited

by the editors are not necessarily peer-reviewed, and may follow a less rigid scholarly format. Topics may include responses to articles previously published in the *Journal*, speculative or interpretive essays, appraisals of work in developing areas, and approaches to education, among other things.

Although a paper's length is closely tied to the subject matter, we prefer to publish relatively short articles that cover their topics in 25 manuscript pages or less (approximately 7200 words body text; not to exceed 8000 words *all inclusive*). Generally, articles should not exceed 30 manuscript pages, including text, references, endnotes, figures, and tables. For more detailed information see website guidelines at: <http://www.wisc.edu/wisconsinpress/journals/journals/lj.html>.

## SUBMISSION PROCEDURES

1. Submit 2 paper copies of the manuscript, figures, and a list of three reviewers and their contact information, along with a digital file of these on CD to the editorial office.
2. The manuscript should include a title page, an abstract, keywords, the text, references, and, where applicable, endnotes, acknowledgments, tables, photocopies of illustrations, and figure captions. If the paper is accepted for publication, we will ask you to submit camera-ready illustrations.
3. To allow for blind review, *do not* print your name on the pages of text, and do not refer to your own previously published works. If the paper is accepted, you can add these references later.
4. Simultaneous submission of the same paper to other journals is unacceptable. Manuscripts previously published elsewhere, either in a literal or an approximate form, ordinarily cannot be accepted. If in doubt, consult the editor.
5. Upon acceptance of the article, the author or authors will be asked to transfer the copyright of the article to the publisher.
6. **Papers that do not adhere to submission procedures and format requirements will be returned without consideration.**

## FORMAT REQUIREMENTS

1. **Double-space** throughout the entire manuscript, including the abstract, biography, block quotations, endnotes, references, figure captions, tables, and the like.
2. **Number every page** consecutively, with the title page as page 1.
3. **The margins** should be 1 inch and the font should be 12 point Times or Times Roman.
4. **The title page** should include the paper's title, author's name, and a three- or four-sentence biographical sketch of your education, professional positions, current affiliation, and research interests. The bio should not exceed 100 words; less if there are multiple authors.
5. A **second page** should include an abstract of approximately 200 words and 3 or more keywords.
6. **For heads and subheads**, use the following format:

- a. **First-order heads**: precede with a line space. Place the heading flush left and type all words in bold capital letters (upper case). Begin the text on the following line.
  - b. **Second-order subheads**: precede with a line space. Type all words in bold and capitalize the first letter of each major word (title case). Begin the text on the following line.
  - c. **Third-order subheads**: do not precede with a line space. Type all words in bold, italicized letters. Capitalize only the first letter of the first word (sentence case) and follow with a period. Begin the text on the same line.
7. **Notes (endnotes)** should be numbered consecutively throughout the text. The notes should appear on a separate page at the end of the text, before the references. The endnotes are for providing supplementary information, not for citing references, unless these are part of the supplementary material.
  8. **Each table** should be numbered consecutively, cited in the text, and typed double-spaced on a separate page.
  9. **Each figure** should be numbered consecutively, cited in the text, and placed on a separate page. All figure captions with their corresponding numbers and complete source and reference information should be typed double-spaced on yet another page.

## REFERENCES

References and text citations are a common stumbling block for authors and journal editors alike. Please ensure accuracy, completeness, and consistency. To prepare preliminary submittals using the appropriate reference style, refer to recent issues of *Landscape Journal* or the *Chicago Manual of Style* (15th edition). A detailed style guide is available at [http://uwpress.wisc.edu/journals/pdfs/LJ\\_Guidelines.pdf](http://uwpress.wisc.edu/journals/pdfs/LJ_Guidelines.pdf).

In general:

1. Every author-date citation in the text, endnotes, or captions, should have a corresponding entry in the "References" at the end of the paper. When quoting directly

from a work, include the appropriate page number (Doe 1982, 27).

2. Every entry in the references, endnotes, or figure captions should have a corresponding citation in the text.
3. Double-space all references. Carefully check the spelling of authors' names and the year of publication. Make sure that each reference contains all of the necessary information.

## ARTWORK

Artwork must be submitted as individual files in JPG, TIF, or PDF file format. Files must be named with the following convention: last-name\_Figure0X.filetype. Consult the Artwork Preparation Guidelines on the University of Wisconsin Press website for the digital resolution of graphic images. [http://uwpress.wisc.edu/journals/preparing\\_illustrations.html](http://uwpress.wisc.edu/journals/preparing_illustrations.html)

While camera-ready graphics are not required for peer-review, authors should consider how to prepare or acquire high-quality illustrative images as soon as possible. Permission must be obtained when using images owned or created by others.

## SCHEDULE

Allow about four months from your initial submission until you receive the editor's decision. Some papers are accepted or rejected outright, or the editor may ask you to revise the paper in accord with reviewers' comments. Once a paper is accepted, the editing and printing process takes about six months. Given our twice-a-year schedule, articles may be published anywhere from six months to a year after acceptance.

## REPRINTS

Two complimentary copies of the *Journal* issue in which your article appears will be mailed to you.

Article reprints may be ordered through the University of Wisconsin Press website. Go to <http://www.wisc.edu/wisconsinpress/journals/> and click on "Reprint Orders," located on the left side of the home page, and follow the instructions. Reprints can be ordered online, by mail, or fax.