



Submitting an Article for Publication in GiS Professional

This document provides guidelines to be followed in submitting a feature article for publication in GiS Professional. Upon deciding to submit material for consideration, please first send a short abstract of the proposed feature to the editor. Only material submitted in electronic form, preferably by email, and in accordance with this template will be accepted.

Before Starting

GiS Professional is a professional magazine orientated towards a broad readership in the field of GIS. Its main aim is to provide its worldwide readership with overarching insight into state-of-the-art developments in GIS. Our challenge is to do this in an easily readable and condensed form. Thus articles will be subjected to thorough, professional editing. The editor does not aim to change content, but to make this more readable and to regulate density of information.

Before starting to write your article, please try putting the following questions to yourself. What is the article about? Start by formulating the message of your article in a clear statement. If you cannot do this, it means you have not yet adequately defined your subject and the premise is not clear. Please make sure your feature has a clear focus. Next ask yourself what kind of feature article you want to write. Is it an article describing research, offering news, a background or an opinion piece? Try not to mix these genres.

Article Length

The editorial team aims to eventually produce features between one and four pages. Please consult us when more pages are required. To improve readability, keep your article clear and concise and use the following word count as a guide.

- **One Page:** 600-650 words with one image
- **Two Pages:** 1,200-1,300 words with multiple images
- **Three Pages:** 1,900-2,000 words with multiple images
- **Four Pages:** 2,600-2,700 words with multiple images

Title and Subtitle

Titles should be short and snappy and intrigue the reader into reading the article (Maximum 10 words). Subtitles can be slightly more explanatory than a title but are not necessary for the article (Maximum 10 words).

Introduction

This one-paragraph 'introduction' should not exceed 100 words. The intro aims to give a quick impression of further content and enthuse the reader into reading the article. The Authors name(s) can also be placed here.

Paragraphs

The first paragraph should be a maximum of 100 words and carry no subheading. Paragraphs thereafter should be between 100-200 words to help readability and contain a sub-heading if necessary.

Subheadings

Subheadings help break up the article and define each section. We would suggest using subheadings every 4-5 paragraphs (Maximum 5 words). Please place these in bold.

Graphics and Images

Please only provide images relevant to the article. Each image should be referenced in the article stating its file name and caption. Images should be formatted to 300dpi and CMYK as a JPEG, TIFF, PNG or GIF file. Please submit all images as separate files via email.

Acknowledgements

Acknowledgements are for thanking anyone who helped you produce your article (Maximum 20 words). See example for how they should be written: *Thanks to Name of person*

Further Reading

Recommended further reading may accompany a submitted article, but should not exceed five items, listed in alphabetical order of author's surname. These do not require reference in the body-text. See example for how they should be written: *Author, Date. Name of Title*

Biography of the Author

Statement about the author including past jobs/projects, what their current position is and contact information. (Maximum 50 words per author plus photo)

Overview of Structure

The basic structure of an article is as follows:

1. **Title:** Maximum 10 words
2. **Subtitle:** Not necessary for the article. Maximum 10 words
3. **Introduction:** Overview of the article. Maximum 100 words
4. **First paragraph:** No subheading. Maximum 100 words
5. **Subheadings:** Place above appropriate paragraph. Maximum 5 words
6. **Paragraphs:** Between 100-200 words
7. **Graphics:** Place image title and caption where appropriate
8. **Acknowledgements:** Maximum 20 words
9. **Further Reading:** Maximum 5 items
10. **Biography of Author(s):** Maximum 50 words per author plus photo

Language and Style

Please use UK Standard English and keep the following style suggestions in mind:

- Keep it simple, use common vocabulary and gender pronouns neutral
- Always explain abbreviations
- Explain technical terms, acronyms and specific terms
- Write in concrete terms: give details, facts, statistics and expressive examples
- Avoid local references, insider comment, ambiguity of terminology and irony

Submission

The final text of your article must be submitted as a single digital file in any of the regular Word formats, and separate from any images which must be sent as individual files. Contributions should be addressed to Steven Ramage, Features Editor of GiS Professional and sent to editor@geomares.co.uk

Please ensure that your material arrives with the editor no later than the appointed deadline. Articles not submitted in time will be published in a later issue when scheduling permits.

Copyright

The editor imposes conditions of acceptance in order to match your article to the defined format. In submitting an article, the author(s) transfer(s) copyright of the article to the publisher. When material is included/quoted the copyright of which is held by other author(s), care must be taken to establish clearance for this and to attribute and credit the source. Three is the maximum number of authors per article. If authors feel that other contributors deserve accreditation, they remain free to mention these individuals in 'acknowledgements' at the end of the article.

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