



[www.ledonline.it/Geography-Notebooks](http://www.ledonline.it/Geography-Notebooks)

## AUTHOR GUIDELINES

**Geography Notebooks / Quaderni di Geografia / Cahiers de Géographie / Cuadernos de Geografía (GN)** (*Executive Editor* Prof. Dino Gavinelli, University of Milan) is a scientific journal of human geography published in four languages (Italian, English, French, Spanish). This journal purports to be a forum for debate devoted to the promotion of the theoretical, methodological and thematic investigation in all the fields of geographical research. For this reason the journal aims to investigate the complex regional diversity of the planet, which is due to a combination of natural and anthropic elements, also through the analysis of the representations of specific places and narratives produced by the territorial action of human groups.

**Geography Notebooks / Quaderni di Geografia / Cahiers de Géographie / Cuadernos de Geografía (GN)** has therefore the ambition to present the variety of human geography, in its descriptive, rationalist, structuralist, functionalist, quantitative, regional aspects. At the same time, it aims to give space to humanistic, immaterial, symbolic and communicative dimensions, which bear values, aspirations, ambitions, spirituality, deriving from historical, cultural, identity and gender differences.

In this perspective, the journal is necessarily inter- and multi- disciplinary also to be coherent with a strong tendency in contemporary human geography that conceives the interrelation with other disciplines as the prerequisite for the study of the complexity of the "world system".

For these reasons this international journal welcomes not only articles of geographers but also works that fall into various disciplines in social sciences, humanities and earth system sciences. The journal is so open to all the researchers whose contribution can enhance the plurality of points of view about the relations between humans and the Earth.

### 1. SUBMISSION - PEER REVIEW

**Geography Notebooks/Quaderni di Geografia/Cahiers de Géographie/Cuadernos de Geografía (GN)** is a peer-reviewed journal.

**Before submitting a proposal for publication, Authors need to register** on the journal website (click on "REGISTER"; at the end of the registration form click on "AUTHOR: ABLE TO SUBMIT ITEMS TO THE JOURNAL"). (*See 7. OJS Submission process*).

**All submitted works considered suitable for review will undergo anonymous double-blind review process.**

**Papers will be evaluated by at least 2 referees** and, following their indications, will be accepted, returned to the authors for corrections, or rejected. The final decision is the responsibility of the Editor in Chief and the Associate Editors, and will be given within **two months after submission**.

**Only original articles can be accepted for publication.** Submission of a contribution to this Journal represents certification on the part of the author(s) that neither the paper submitted nor a translation of it has been published or is being considered for publication elsewhere.

In submitting works to the journal, **authors agree that their works may be published (if accepted)**. Submission of a work does not guarantee acceptance.

Invited papers will also be published.

### 2. SIGNED CONSENT TO PUBLICATION

Authors must give signed consent to publication. **All submissions must be accompanied by the Authors' Statement form** signed by all the authors.

**Figures and graphs can be reproduced only if they are free of copyright restrictions, i.e. if they are in the public**

**domain or accompanied by permission from the original rights-holders.**

**Images downloaded from the Internet** always require authorization unless expressly declared otherwise in the source.

**Figures taken from other publications** require consent for reproduction from the **original rights-holders** (museums, authors, photographers), not only from the previous publishers.

Authors should identify textual and iconographic materials that require permission for publication (figures, tables, text passages that have already been published elsewhere) and **provide the permissions on submission of the work to be published, at their own expenses.**

### 3. TEXT ORGANIZATION AND STYLE

**Papers** should be no longer than **30.000 characters including spaces**, including abstract, quotations, references, footnotes, tables and charts (equivalent to 13 pages of about 2.300 characters). **If the text contains figures**, these must be included in the standard 13-page length.

An **Abstract** (not longer than **800 characters including spaces**) should also be supplied. **5 keywords in English** should be supplied. **If the text is not in English, 5 keywords** must also be given **in the language of the text.**

**Personal data** with affiliation and a short bio (up to 100 words) **should not be submitted in Word but only in the "Author Profile" ("Bio statement").**

If the **title contains fifty or more characters**, a **shortened version** should be submitted to be used as **running head.**

**Articles have to be written in one of the following languages: Italian, English, French or Spanish.**

**Texts for publication** should be sent in **Microsoft Word format, using "unicode" fonts.** All authors are kindly requested to use the latest updated version (*E.g. Times New Roman Unicode*). Text: font size 11 – quotations and references: font size 10 – footnotes: font size 9).

**Papers should be submitted in their final version.** Authors are expected to submit **proofread** material.

**Submissions in English language** should be checked by a **native English speaker** prior to submission. Please provide a suitable statement.

The **hierarchy of headings** is very important, as are uniformity and consistency of the segmentation of the text into sections, sub-sections, and paragraphs. **Headings should be numbered.** Up to three levels of headings may be used (e.g. 1. 1.1. 1.1.1. 1.1.2. 1.2. - 2. 2.1. 2.1.1. 2.1.2. 2.2.). Further levels and **blank lines which are not correlated to titles must not be used.**

There should be uniformity and **consistency in the use of bold, italic, and quotation marks.** **Avoid combined use of bold and italic** unless it is absolutely necessary. If possible, avoid the use of bold type and use italic instead. **Avoid underlining.**

Please use **double smart quotes** ("...") for quoted material up to 40 words.

**Single smart quotes** ('...') can be used inside a quote introduced by double quotation marks, and – outside quotations – to highlight a personal use of a term.

**Use only opening and closing quotes.** **Avoid straight quotes.**

**Quoted material of more than 40 words and examples** should be displayed as **an indented block quote, with a blank line above and below, smaller font size, without quotation marks.**

**Items in a list** should be numbered or bullet points used; **please avoid automatic formatting of listings.**

There should be uniformity and **consistency in the use of capitalization** for acronyms, institutions, etc. as well.

**Avoid total capitalization and small capitals** for the names of authors. **Initial capital and small letters are to be used.**

**Punctuation** should be consistent, including where it is used in figures and numbering (thousands, decimals, etc.).

### 4. FIGURES, TABLES, AND FORMULAS

**Photographs, drawings, graphs and graphics** are all identified as **"Figures".**

**Figures can be reproduced only if they are free of copyright restrictions** (*see 2. Signed consent to publication*).

**Figures and Tables** should be **numbered consecutively using two separate numerical sequences** starting from *Figure 1* and *Table 1*. **References to figures and tables** should always be quoted in the chosen position within the text, in the following format and red characters (*fig. 00 – tab. 00*).

**All figures and tables must be accompanied by a caption.** An **image caption** follows the picture; a **table caption** precedes the table. The **sources of figures and tables** reproduced from other publications **should always be cited.**

**Figures (including graphs)** will be reproduced without any additional adjustment, with the same **definition and quality** as the original. All figures must be suitable for black and white print reproduction; readability in **grey scale** should be checked and optimized before submission.

**In order to guarantee a good printed rendition, images must be high-resolution ones** (i.e. scanned at 300 dpi, or photographed at the highest possible resolution allowed by the camera used).

**Figures must be both embedded into the text and also supplied separately in the original electronic format** (.TIF, .JPG, .EPS or .XLS).



In order to result of good quality, **tables and graphs** deriving from Word, Excel, and yED **should be submitted in an editable format (NOT as images): tables and graphs in image format turn out very badly in print. Or they would need a new very expensive typesetting (which also might cause mistakes).**

The various elements of **Word schemata must be reciprocally linked together** according to the following procedure. **From the menu "Drawing". Select all elements and connect them with the function "group".** Then move the grouped items in order to **check that nothing remains detached.**

## 5. CITATIONS AND LIST OF REFERENCES

References and footnotes should follow the **author-date system** of citing references, as described in *The Chicago Manual of Style*. **16<sup>th</sup> ed. Chicago: University of Chicago Press, 2010.** Please refer to **instructions** and **examples** provided below and visit [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) (select "**Author-date**" samples) for further information.

Please note that few aspects of citation and reference style differ from the Chicago Manual standards. **Please make sure you use the standards described below.**

### FOOTNOTES

**Notes must ALWAYS be linked to the note numbers in the text; they would otherwise be totally unusable when texts are prepared for layout** (*Insert / Reference / Copy the note text inside its reference / Verify that the note text is visualized when the note number is touched by the mouse*).

Footnotes should be numbered consecutively. **Numbers of footnotes should always be positioned before the punctuation mark; only when at the end of the indented block quotes** should they be placed **after the final full stop.**

**Please keep notes to a minimum, using them only for supplementary information and not for bibliographical references.**

### PARENTHETICAL REFERENCING

**All in-text and footnote references should be itemised in a List of References at the end of the text.**

**Multiple citations** should be in chronological order, and, if in the same year, alphabetical within year (e.g. Hartem 2004; Arkam 2005; Bolding 2005; Kent and Cowler 2006).

For works with **four or more authors** include **all authors only in the List of References**, while in the In-Text entry cite only the last name of the first author, followed by **et al.**

Where there is **more than one publication by an author in the same year**, add a letter to the year to distinguish them. Eg. (Smith 1999a).

### LIST OF REFERENCES

**Supply a list of references - under the sub-heading "References" - and place it at the end of the work.** A list of references should **only include all items cited in the text and notes.**

There should be **uniformity and consistency** in bibliographical references. **References should be complete (also Authors' first names).**

Please **double-check** to be certain that all dates given in parenthetical citations and in the "List of references" section are identical.

**Avoid total capitalization and small capitals for the names of authors. Initial capital and small letters are to be used.**

The titles of **volumes, journals, plays and films** should appear in **italics**.

The titles of **articles, chapters, poems and short stories** should appear in **plain text**, between **double open and close quotes** ("..."). **Avoid straight quotes.**

The titles of **series** should appear in **plain text, without quotes.**

For books with **one author/editor** use reverse name with comma. For books with **two or more authors/editors** use same order as on title page (not alphabetical); only reverse name of first author.

**In references please use the terminology and abbreviations provided in the Table below for the relevant language.** (*see 6. Editorial terminology and abbreviations*).

If persons are **editors**, place a comma after the final name and add abbreviations in the same language of the title: e.g.: edited by - a cura di - édité par - coordinado por (coord.) / dirigido por (dir.) - herausgegeben von

**Names of places of publishing** should be referred to in the original language.

**Electronic sources: a DOI (Digital Object Identifier),** where available, should be used to provide access information for electronic materials. A DOI is a permanent digital identifier used to uniquely identify an electronic document. If you type or paste it after the string <http://dx.doi.org/> in your browser window you will be able to retrieve the original source. If for a given document a DOI is not available, please refer to it by its URL. The latest access to a website must be signalled by day/month/year between brackets [GG/MM/AA] [DD/MM/YYYY].

**Links** should not be underlined.

A separate section for **audio visual media** should be created in the List of References.

# EXAMPLES

	IN-TEXT			LIST OF REFERENCES
	Direct quote		Paraphrase	
	<i>It has been argued that ...</i>	<i>Author argues ...</i>	<i>Author suggests ...</i>	
<b>Book (One Author)</b>	(Scott 2000, 51)	(2000, 51)	(Scott 2000)	Scott, A.J. 2000. <i>The Cultural Economy of Cities: Essays on the Geography of Image-Producing Industries</i> . London: Sage.
<b>Book (Two Authors)</b>	(Fysh and Wolfreys 1998, 21-25)	(1998, 21-25)	(Fysh and Wolfreys 1998)	Fysh, P. and J. Wolfreys. 1998. <i>The Politics of Racism in France</i> . New York: St Martin's Press.
<b>Book (Three Authors)</b>	(Bagnall, Criore, and Ahtaridis 2006, 68)	(2006, 68)	(Bagnall, Criore, and Ahtaridis 2006)	Bagnall, R.S., R. Criore, and E. Ahtaridis. 2006. <i>Women's Letters from Ancient Egypt, 300 BC - AD 800</i> . Ann Arbor: University of Michigan Press.
<b>Book (Four or More Authors)</b>	(Howling et al. 1993, 129-142)	(1993, 129-142)	(Howling et al. 1993)	Howling, P.T., J.S. Wodarski, P.D. Kurtz, and J.M. Gaudin Jr. 1993. <i>Maltreatment and the School-age Child: Developmental Outcomes and System Issues</i> . New York: Haworth Press.
<b>Book (Edited)</b>	(Davis 2000, 112-140)	(2000, 112-140)	(Davis 2000)	Davis, D., ed. 2000. <i>The Consumer Revolution In Urban China</i> . Berkeley: University of California Press.
	(Scaramellini 2010, 11-14)	(2010, 11-14)	(Scaramellini 2010)	Scaramellini, G., a cura di. 2010. <i>Paesaggi, territori, culture: viaggio nei luoghi e nelle memorie del Parco del Ticino</i> . Milano: Cisalpino.
	(Leary and McCarthy 2013, 12-35)	(2013, 12-35)	(Leary and McCarthy 2013)	Leary, M.E. and J. McCarthy, eds. 2013. <i>The Routledge Companion to Urban Regeneration</i> . London: Routledge.
<b>(Chapter in Edited book)</b>	(Aghion 1998, 45)	(1998, 45)	(Aghion 1998)	Aghion, P. 1998. "Inequality and Economic Growth". In <i>Growth, Inequality and Globalization</i> , edited by Ph. Aghion and J.G. Williamson, 5-102. Cambridge: Cambridge University Press.
<b>Book (Reprint)</b>	(Milligan [1929] 1970, 51)	([1929] 1970, 51)	(Milligan [1929] 1970)	Milligan, L.P. (1929) 1970. <i>The Milligan Case</i> . Edited by S. Klaus. Reprint, New York: Da Capo Press.
<b>Book (Translation)</b>	(Gao 2001, 12)	(2001, 12)	(Gao 2001)	Gao, X.. 2001. <i>Una canna da pesca per mio nonno</i> , Milano: Rizzoli [trad. it. Alessandra Lavagnino].
<b>Print Journal Article</b>	(Scott 1999, 807-809)	(1999, 807-809)	(Scott 1999)	Scott, A.J. 1999. "The Cultural Economy: Geography and the Creative Field, Media". <i>Culture &amp; Society</i> 21 (1): 807-817.
<b>Online Journal Article with DOI number</b>	(DeVerteuil 2017, 1519)	(2017, 1519)	(DeVerteuil 2017)	DeVerteuil, G. 2017. "Post-welfare City at the Margins: Immigrant Precarity and the Mediating Third Sector in London". <i>Urban Geography</i> 38 (10): 1517-1533. doi: 10.1080/02723638.2017.1286840.
<b>Online Journal Article without a DOI Number</b>	(Boccuti 2012)	(2012, 45)	(Boccuti 2012)	Boccuti, A. 2012. "Hormigas en blanco y negro", <i>Artifara</i> , 12: 11-23. [24/10/2012]. <a href="http://www.ojs.unito.it/index.php/artifara">http://www.ojs.unito.it/index.php/artifara</a>
	(Ampofo et al. 2004, 695)	(2004, 695)	(Ampofo et al. 2004)	Ampofo, A.A., J. Beoku-Betts, W.N. Njabi and M. Osirim. 2004. "Women's and Gender Studies in English-Speaking Sub-Saharan Africa: a Review of Research in the Social Sciences". <i>Gender and Society</i> 18 (3): 685-714. [24/10/2012]. <a href="http://www.jstor.org/stable/4149390">http://www.jstor.org/stable/4149390</a> .
<b>Movie</b>	(Zombieland 2010)	(2010)	(Zombieland 2010)	Zombieland. 2010. Directed by Ruben Fleischer. Culver City, CA: Sony Pictures Home Entertainment. DVD.
<b>Website</b>	(Jack 2010)	(2010)	(Jack 2010)	Jack, J. 2010. "Sasquatch: the Cowichan People Gave Him the Name 'Thumquas'". <i>Coast Salish History</i> . Last modified January 30. [08/01/2014]. <a href="http://www.joejack.com/sasquatch.html">http://www.joejack.com/sasquatch.html</a> .

## 6. EDITORIAL TERMINOLOGY AND ABBREVIATIONS

ITALIANO		INGLESE		FRANCESE		SPAGNOLO	
a cura di	cur.	edited by	ed. (sing.) eds (pl.)	édité par	éd.	editor	ed.
edizione originale	ed. orig.	original edition	orig. ed.	édition originale	orig.	edición original	orig.
traduzione	trad.	translation	transl.	Traduction	trad.	traducción	trad.
colonna	col.	column	col.	Colonne	col.	columna	col.
colonne	coll.	columns	coll.	Colonnes	col.	columnas	cols.
confronta	cf.	compare	cf.	Confer	cf.	confrontación	cfr.
figura	fig.	figure	fig.	Figure	fig.	figura	fig.
figure	figg.	figures	figg.	Figures	fig.	figuras	figs.
in corso di stampa	c.d.s.	in press	in press	à paraître	à paraître	en prensa	e. p.
linea	l.	line	l.	Ligne	l.	línea	l.
linee	ll.	lines	ll.	Lignes	l.	líneas	ll.
manoscritti	ms.	manuscript	ms	Manuscript	ms.	manuscrito	ms.
manoscritto	mss.	manuscripts	mss.	Manuscrits	ms.	manuscritos	mss.
nota	n.	note	n.	Note	note	nota	n.
note	nn.	notes	nn.	Notes	notes	notas	ns.
numeri	nr.	number	nr.	Numéro	no	número	núm.
numero	nrr.	numbers	nrr.	Numéros	nos	números	núms.
seguente	s.	following	f.	Suivant	sq.	siguiente	s.
seguenti	ss.	following	ff.	Suivants	sq.	siguientes	ss.
sub voce	s.v.	sub voce	s.v	sub voce	s.v.	sub voce	s.v.
tavola	tav.	table	table	Table	table	tabla	tab.
tavole	tavv.	tables	tables	Tables	tables	tablas	tabs.
versi	v.	line	l.	Vers	v.	verso	v.
verso	vv.	lines	ll.	Vers	v.	versos	vv.

## 7. OJS SUBMISSION PROCESS

In order to submit works to the Journal, and to check the status of current submissions, **authors (previously registered on the journal website – see 1. Submission - Peer Review)** should login into their reserved area, select “new submission” and start the five-step submission process. In this section, authors will be able to check the status of “Active submissions”..

Authors are kindly requested to send brief summary (max 100 words) of current and past teaching/research positions, main research interests and publications using the journal website (selecting “USER HOME” and then “EDIT PROFILE”, insert the text in the form “BIO STATEMENT”).

**All submissions must include the Authors’ Statement form** signed by all the authors. **In case of two or more authors**, co-authors may sign different copies of the statement and send them to the Corresponding Author.

**The statement/statements must be uploaded** (complete and duly signed) **by the Authors (or by the Corresponding Author) together with the files being submitted** for publication.



Figures and graphs can be reproduced only if they are free of copyright restrictions, therefore **authors should always check that all materials and figures that require permission for publication have been identified, and provide the permissions on submission of the work to be published.**

**The online submission consists of 5 steps. All steps must be completed;** when done, the author will receive a confirmation e-mail. **If you do not receive any notification,** then the submission is incomplete: **please check that you have gone through with all the steps in the procedure.**

**Should you have any questions or concerns, do not hesitate to contact us at [ledonline-ojs@ledonline.it](mailto:ledonline-ojs@ledonline.it)**

#### 8. FILE TYPES TO BE SUBMITTED

**Texts for publication should be sent electronically in Microsoft Word format, using "unicode" fonts. All authors are kindly requested to use the latest updated version (E.g. Times New Roman Unicode).**

A **PDF file**, generated from the final Word file on the same computer used to complete the work, should be supplied.

All **figures** embedded into the text should also be supplied separately in the original electronic format (300 dpi .TIF, .JPG, .EPS or .XLS). Tables and graphs deriving from Word, Excel, and yED should be submitted in an editable format (NOT as images).

The **Authors' Statement form** (one or more copies, *see above*) has to be submitted.

**Publication permissions for any materials and figures that have copyright restrictions** have to be submitted (*see above*).

**IMPORTANT NOTICE: Files maximum size allowed: 22 MB.** Files exceeding this limit must be split in two or more files. Use section *Uploading Supplementary Files* to upload files after the first one.

#### 9. ANONYMOUS FILES

To preserve the integrity of the peer-review process, every effort should be made to prevent the identities of authors and reviewers from becoming known to each other.

Check that the online instructions in **Ensuring a Blind Review** have been followed.

**PAY ATTENTION! Personal data with affiliation and a short bio** (up to 100 words) should not be submitted in Word but **only in the "Author Profile" ("Bio statement")**.

#### 10. POST-ACCEPTANCE

**Proofs are sent to the Editors** of the Journal for review. **Authors are not involved in proofreading**, unless Editors decided to do so.

**The publisher is not responsible for any error not marked in the proof.**

**Corrections on the proof can only be accepted for misprints; no changes are allowed** at this stage.

All accepted works will remain permanently published on the website.

Paper offprints can be ordered on the website of the journal, at this link: **Offprints**.

#### 11. OPEN ACCESS - COPYRIGHT - TERMS OF USE

The journal does not require the transfer of copyright, which means that **Authors retain any and all rights on the content of their works.**

**The Authors authorize the Publisher to issue their articles under a Creative Commons "Attribution-NonCommercial-NoDerivatives 4.0 International (CC BY-NC-ND)" license**, as decided by the Journal's editors starting from 2020 for Open access certification purposes.

**The editorial format and the graphical layout** of the texts published in print and/or on-line in **remain the exclusive property of the Publisher.**

The author/authors may publish their works at any time and in any form with another publisher, with the following limitations:

- in the new publication, the preliminary page must cite the references of the previous publication under the LED trademark, including the URL of the on-line publication;
- the new publication must not exclude nor limit the publication, distribution or commercial use of the work, hard copy or digital, by LED in any way
- the new publication must not reproduce the graphical layout of the publication which appears under the LED trademark, nor use or reproduce the PDF files published on the <http://www.ledonline.it/> website, except for the case of self-archiving mentioned below.

It is consequently forbidden, also in order not to damage the journal statistics, to upload the final published files to such academic social network sites as *Academia*, *Research Gate* and the like, where the DOI code and/or the link to the issue homepage has to be inserted instead.

**Self-archiving:** Authors may self-archive the post-print (ie the final draft post-refereeing) and the final published files in institutional officially recognised repositories, established and operated by universities and governments.

---

**The works included in the Journal are licensed under a Creative Commons  
"Attribution-NonCommercial-NoDerivatives 4.0 International (CC BY-NC-ND)" license**



The Journal provides immediate open access to its content.

The files are freely available: no registration or subscription required to read, print, download and share the full-text of articles.

You may not use the material for commercial purposes or in commercial websites

Any reference to material included in *Geography Notebooks* has to include the citation of the author and the source.

---

The Publisher is not responsible and shall not be held liable for improper or incorrect use of the works published in the website.