

THE
ADIRONDACK
JOURNAL
of Environmental Studies

A JOURNAL OF THE ADIRONDACK RESEARCH CONSORTIUM

VOLUME 21
STYLE GUIDE

PUBLISHED BY THE KELLY ADIRONDACK CENTER AT UNION COLLEGE

IN PARTNERSHIP WITH THE ADIRONDACK RESEARCH CONSORTIUM



UNION
COLLEGE
FOUNDED 1795

Mission Statement

The *Adirondack Journal of Environmental Studies (AJES)* exists to foster a dialogue about the broad range of issues that concern the Adirondacks and Northern Forest. *AJES* serves to bridge the gaps among academic disciplines and among researchers and practitioners devoted to understanding and promoting the development of sustainable communities, both human and wild. The journal purposefully avoids serving as a vehicle for any single or special point of view. To the contrary, in searching for common ground *AJES* welcomes variety and a broad spectrum of perspectives from its contributors.

Target Audience

Academic, government, not-for-profit, and business communities. These groups have a special interest in the Adirondacks and a commitment to promoting research information to better inform future policy decisions impacting the region.

Manuscript Types and Word Counts

Peer-Reviewed Articles

The approximate length of more scholarly articles submitted is 4,500 to 6,000 words. All articles in this category will undergo a peer review process, overseen by the *AJES* editorial board. (Please include abstract and keywords.)

Features

The approximate length of articles submitted in this category, describing a significant issue in the region or discussing a special topic of general interest, is 4,500 to 5,500 words. These articles are often invited by the *AJES* editorial board or the journal's overseeing board of the Adirondack Research Consortium. (Please include abstract and keywords.)

Organizational Profiles

Articles in this category are 1,500 to 2,500 words long and seek to disseminate useful approaches, promote networking opportunities among practitioners and academics, and document an organization's contributions to promoting sustainable communities.

Essays

Not all knowledge is a matter of fact, and in our efforts to visualize and promote sustainable communities, it is frequently necessary to understand views from a wide range of vantage points. Essays are approximately 1,500 to 2,500 words long. They do not undergo a full peer-review process, but are reviewed for any factual errors. (Please include abstract and keywords.)

Interviews

Interviews or profiles of influential individuals active in the region are approximately 1,000 to 2,000 words long. (Please include keywords.)

Book Reviews and Research News

Articles in these categories are approximately 500 to 1,000 words. (Please include keywords where appropriate.)

Manuscript Submission Format

Please use Calibri 11-point type throughout. Margins should be one inch at the top, bottom, and sides of the page. The document should be double spaced throughout. Place page numbers in the upper-right corner starting with the abstract page, and add line numbers for review purposes.

See Appendix for more information about style of presentation and preferred file types.

Requested Page Charges

To be determined.

Front Pages

Title page

Please include:

Title of the manuscript;

Title, full names, affiliation and addresses of all authors including full postal address, telephone and fax, and email addresses;

Suggestions for a short running title of no more than 40 characters (including spaces);

Acknowledgements of financial or research assistance, places where the manuscript has been presented, thanks to discussants, and so on; these must be placed on the Title Page and should not appear anywhere else in the manuscript.

Abstract

Your manuscript should start with an Abstract Page that includes the title of the manuscript and an abstract of up to 150 words in length. Please do not put reference citations in the abstract. Also, please take care to create a title and an abstract that are direct and 'reader-friendly'. Manuscript titles should be short, and abstracts should be informative for non-specialists.

Keywords

Please include keywords that describe your paper for indexing and for web searches in your manuscript. Authors should choose three to six keywords.

Back Pages

Group references and any appendices, tables, figures and endnotes at the end of your manuscript. Continue page numbering.

Endnotes

Use endnotes instead of footnotes. Please use these sparingly, and keep them short.

References

The reference list should follow the notes at the end of the manuscript in alphabetical order by author name (use the "corporate author" or the journal name where no individual author's name is given). This list should include only work you have cited.

Authors should make certain that the reference for each citation in the text is complete, and that the cited dates and the spellings of the authors' names in the text and references are in agreement. Include full page range for all journal references and book chapters. Include both the volume and issue (number [if applicable], season, month, or date) for journal/periodical references. (*See Appendix for examples of proper form.*)

Figures and tables

Figures and tables should be placed at the end of the manuscript. Each figure or table should begin on a new page. Each must have at least one sentence in your text that introduces it. In-text references to tables should be in sequential order throughout the paper. Indicate the position of each table and figure in the text ("Insert Figure 1 about here") on the page where it is introduced.

Do not insert tables in your document as pictures. All tables should be editable in Word. (If tables and figures are not editable, please ensure that they are included as high-resolution images at 300 dpi.) Embedded Excel worksheets are acceptable, provided the author has taken into account the amount of data that can reasonably fit on a journal page. (*See Appendix for more details about figures and tables and the preferred file formats.*)

Distribution Plan

The journal is distributed to Members and Partners of the Adirondack Research Consortium (ARC) and to *AJES* Members of the Kelly Adirondack Center and the ARC. (Upcoming *AJES* Membership fees are yet to be determined.) Copies of *AJES* are also distributed to those who attend the ARC's annual conference.

Online Publication

Six months after publication, all articles in *AJES* will be available online at <http://www.adkresearch.org>.

Editorial License

The editorial board of *AJES* maintains the right to rewrite, rearrange, or otherwise alter your contribution so that it will conform to the style of the manual. Should your editor desire to make changes of substance regarding content or approach, you will be consulted first or possibly asked to provide revisions. You will also be sent page proofs for approval before the journal goes to print.

Appendix

Preferred File Types

Articles should be submitted as Microsoft Word documents (.DOC).

Images may be submitted in the following file formats

- Tagged Image File (.TIF)
No Microsoft Imaging .TIFs
- Encapsulated PostScript (.EPS)
- Photoshop File (.PSD)
Must be flattened
- Joint Photographic Experts Group (.JPG)
Must be submitted at "Maximum Quality"

Figures may be submitted in the following file formats

- Line Art Preferred format is .TIF.
Save with a minimum resolution of 600 dpi.
- Grayscale images Format may be .TIF or .EPS.
Save with a minimum resolution of 300 dpi.
- Color halftone Format may be .TIF or .EPS.
Save with a minimum resolution of 600 dpi.
- Combination artwork Preferred format is .EPS.
Line art and images

More on Style of Presentation

Use one space, not two spaces, between sentences.

Use the serial (Oxford) comma when listing three or more items; for example, "... in May, June, and July."

Define all standard abbreviations at their first usage and clearly indicate the accepted style (bold, italics, upper- or lower-case, super- or subscript) for names of organisms, genetic elements, commercial products, etc.

Numbers below 10 should be spelled out unless referring to ages or specific quantities (when a unit of measure is given whether written out, abbreviated, or represented by a symbol).

Ensure all units of measurement are Metric and are consistent throughout the manuscript. (Be mindful to include a space between the number and the unit of measurement; e.g., 30km versus 30 km.) Standard units may be included in parentheses after Metric.

If a work has two authors, give both names every time you cite it; for example, Rugman and Verbeke (1998). For three through six authors, give all names the first time the work is cited and then use the first author's name and "et al." for all subsequent citations. For works with seven or more authors, use the first author's name and "et al." for all in-text citations, including the first citation; for example, (McNulty et al. 2015).

More on Figures and Tables

Line drawings, maps, charts, graphs, diagrams, photos, etc. should all be labeled as figures.

Number tables and figures consecutively, using Arabic numerals, in order of appearance (one series for tables, one for figures).

A table should be understandable on its own. The text should highlight the main points in a table and summarize its message, but not duplicate the details. Tables should not have any lengthy introductory text; any necessary notes should be included as footnotes to the table and should not repeat text from the body of the paper.

Cite sources directly below each table or figure.

Titles of tables and figures should be short and descriptive. They should not contain acronyms, abbreviations or symbols. The number and title for each table or figure should be typed on separate lines.

Literature Cited Examples

The following are examples of proper form:

Journal/periodical articles

Cosset, J., and J. Suret. 1995. Political risk and benefits of international portfolio diversification. *Journal of International Business Studies*, 26(2): 301-318.

Financial Times. 1996. Survey - Czech Republic: Message from the people. December 6: 3.

Books

Donahoe, J. D. 1989. *The privatization decision*. New York: Basic Books.

Papers

Harley, N. H. 1981. Radon risk models. In A. R. Knight & B. Harrad (Eds.), *Indoor air and human health*, Proceedings of the Seventh Life Sciences Symposium, 29-31 October 1981, Knoxville, USA: 69-78. Amsterdam: Elsevier.

Chapters in edited books

Caves, R. E., and S.K. Mehra. 1986. Entry of foreign multinationals into the US manufacturing industries. In M. E. Porter (Ed.), *Competition and global industries*: 449-481. Boston, MA: Harvard Business School Press.

Ph.D. Dissertations and Masters' Theses

Salk, J. E. 1992. *Shared management joint ventures: Their developmental patterns, challenges and possibilities*. Unpublished Ph.D. Dissertation, Sloan School of Management, Massachusetts Institute of Technology, Cambridge, MA.

Online documents

The Investment Company Institute. 2004. Worldwide mutual fund assets and flows, third quarter 2003. Accessed 4 February 2004 from <http://www.ici.org>.

Thematic Volumes

Each volume of *AJES* will have a theme or a featured section.

Volume 21	Geology (themed issue)
Volume 22	Women in the Adirondacks (featured section)
Volume 23	TBD

Publication Frequency

Following Volume 21 (geology), which is to be published July 2016, *AJES* will be published annually in the Fall.