Journal Instructions for Authors

Content

1. General Journal Policies

GI_Forum publishes high quality original research across the transdisciplinary field of Geographic Information Science (GIScience). The journal provides a platform for dialogue among GI-Scientists and educators, technologists and critical thinkers in an ongoing effort to advance the field and ultimately contribute to the creation of an informed GISociety. Manuscripts focus on innovation in science, methodology, technologies and education in the spatial domain and their role towards a more just, ethical and sustainable science and society. A manuscript can be submitted as either full paper or short paper to accommodate a variety of interdisciplinary contributions and the research progress.

GI_Forum implements the policy of open access publication (cc-by-nd, http://creativecommons.org/licenses/by-nd/4.0/). A double-blind peer review process through an international team of well-established scientists assures the high quality of publications. Especially young scientists are actively supported through formative reviews of their submissions. Only English language contributions are published.

1.1 General information

This journal uses the GI_Forum Online Review System to peer review manuscript submissions. A manuscript submission will be considered on the strict condition that

- the manuscript is your own original work, and does not duplicate any other previously published work, including your own previously published work
- the manuscript has been submitted only to GI_Forum and is not under consideration or peer review or accepted for publication or in press or published elsewhere
- all rights for images have been taken care of by the authors
- the manuscript contains nothing that is abusive, defamatory, obscene, fraudulent, or illegal under Austrian law
- the manuscript is in English language

GI_Forum uses adequate technology to check manuscripts for originality. By submitting your manuscript to GI_Forum you are agreeing to any necessary originality checks your manuscript may need to undergo during the peer-review and production processes.

Any author who fails to meet the above conditions will be charged with costs which GI_Forum incurs for his/her manuscript at the discretion of GI_Forum's Editors and Austrian Academy of Science Press, and will lead to the rejection of the manuscript.

Complete guidelines for preparing and submitting your manuscript to this journal are provided below.

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Austrian Academy of Science Press provides authors or their research sponsors and funders with the free online access –open access– immediately upon publication to anyone, anywhere, at any time. This option is made available once an article has been published.

1.5 Publication charges

The costs cover the publishing process including professional language editing, layout, graphics, as well as administration and hosting of published articles. GI_Forum articles are abstracted and indexed in various scientific databases. The fee structure is as follows:

- Publication with presentation at the GI_Forum Conference: see conference fees
- Publication in GI_Forum Journal only: 50 EUR per page (exception! Only possible after approval by the program committee)

Authors who do not have access to open access publication funds are exempted from publication fees.

2. Specific Guidelines for Authors

A manuscript can be submitted as either full paper or short paper. For example, the short paper form is recommended for research in progress, a project report or best practice examples.

2.1 Manuscript preparation

- A typical **full paper** manuscript will not exceed **5000 words (or approx. 34.000 characters)** including tables, references, captions, footnotes and endnotes.
- A typical **short paper** manuscript will not exceed **2500 words (or approx. 17.000 characters)** including tables, references, captions, footnotes and endnotes. Manuscripts that exceed this will be critically reviewed with respect to length.
- **Abstracts** of **150-200 words (1.000 - 1.400 characters)** are required for all manuscripts submitted.

- Each manuscript should have **3 to 5 keywords**.
- Manuscripts prepared for the **double-blind review** must be **anonymised**; guidelines are available at the end of this document.
- Use APA 6 style for in-text references and reference list. Guidelines for APA 6 style are available at https://www.apastyle.org/ . Examples can be found at the end of this document.
- Therefore, manuscripts should contain the following:

  - **For review**: title; abstract; keywords; main text; reference list; appendices (as appropriate); table(s) and figure(s) placed in the correct location in the text including capturing, cross-referencing and numbering
  - **Manuscript need to be anonymized for the review process.**
  - **For publication (final version):** title; author(s) and affiliation(s); abstract; keywords; main text; acknowledgment(s); reference list; appendices; table(s) and figure(s) placed in the correct location in the text using manual numbering and cross-referencing.

- All persons who have a reasonable claim to authorship must be named in the manuscript as co-authors. The corresponding author must be authorized by all co-authors to act as an agent on their behalf in all matters pertaining to publication of the manuscript including the order of names agreed on by all authors.
- Biographical notes on contributors are not required for this journal.
- Please supply all details required by any funding and grant-awarding bodies as an acknowledgement at the end of the final manuscript, in a separate paragraph, as follows:
  - For single agency grants: "This work was supported by the [Funding Agency] under Grant [number xxxx]."
  - For multiple agency grants "This work was supported by the [Funding Agency 1] under Grant [number xxxx]; [Funding Agency 2] under Grant [number xxxx]; and [Funding Agency 3] under Grant [number xxxx]."

- Manuscripts are only accepted in English. **British English** spelling and punctuation are preferred. Please use double quotation marks ("").
- For all manuscripts, non-discriminatory language is mandatory. Sexist or racist terms must not be used.
- Authors must adhere to International System (SI) units. Units are not italicised.
- When using a word which is or is asserted to be a proprietary term or trade mark, authors must use the symbol ® or TM.
- Authors must embed equations or image files within their manuscript.
- With final submission, the author(s) state that all rights have been obtained for copyrighted material published elsewhere.

2.2 Layout Style Guidelines

- Manuscripts shall be submitted as running text without any further formatting
- Abstract: Indicate the abstract paragraph with a heading
- Keywords: Please provide 3-5 keywords to help readers find your article
- Headings to a maximum of three levels have to be included as follows: 1, 1.1, 1.1.1
- Tables and figures: Place the tables and figures in the text where these should appear. Ensure you have permission to use any figures you are reproducing from another source; automatic capturing, cross-referencing and numbering only to be used in the review version of the manuscript

- Provide the highest quality figure format possible. Please be sure that all imported scanned material is scanned at an appropriate resolution: 1200 dpi for line art, 600 dpi for grayscale and 300 dpi for colour. All graphics should be submitted at a resolution of at least 600 dpi.
- For the <u>final version</u> provide all graphics in a separate file in a jpg, png or tiff format
- Maximum width for figures is 17 cm
- **Anonymity:** ensure your identity and that of your co-authors is not revealed in the text of your article or in your manuscript files when submitting the manuscript <u>for review</u>
- **Author names, affiliation(s), and acknowledgements** are only to be included in the <u>final version</u>

If your article is accepted for publication, it will be copy-edited and typeset in the correct style for the journal.

2.3 Anonymization of your manuscript for double-blind peer review

To ensure that article peer reviewers do not know your identity as author(s) of the manuscript being reviewed, you will need to make sure that you remove any information in your manuscript that could identify you (including footnotes and acknowledgements), and disguise all references to personally identifiable information such as the research institution where your work was carried out.

The following are tips to help you **anonymise your manuscript**:

- In text, you can replace any information that would identify the author(s) by substituting words like e.g.: (*name deleted to maintain the integrity of the review process).*
- Do not mention a grant awarded to a named person. This information can be added later.
- Do not add any running headers or footers that would identify authors.
- Refer to your own references in the third person. For example, write "Black and White (2000) have demonstrated", not "We have previously demonstrated (Black and White, 2000)".
- Check that all identifiers have been removed from electronic files, for example documents prepared using Microsoft TM Word®. Personal or hidden information is stored in **File Properties**. These properties include **Author, Manager, Company**, and **Last Saved By**. Hidden information includes hidden text, revised text, comments, or field codes, and these can remain in a document even though you cannot see them. If you entered your name or email address when you registered your software, this will be stored as part of the document. Information contained in custom fields that you add to the document, such as an "author" or "owner" field, is not automatically removed. You must edit or remove the custom field to remove that information. On the Tools menu, click Options, and then click the Security tab. Select the Remove personal information from File properties on save check box.
- Avoid or minimize self-citation. If it is necessary to cite your own work, delete the names of authors and other identifying information and place substitute words in brackets, such as: [name deleted to maintain the integrity of the review process]. In the reference list, you should delete the citation and add it before submitting your final draft.
- When you submit the final draft of the manuscript for publication, you will need to put back any references to yourself, your institution, grants awarded, etc.

2.4 Manuscript submission

Manuscripts must be submitted online via the ConfTool platform. Details on the submission process can be found at the GI_Forum website.

Authors will be asked to submit a rebuttal during the various stages of the review process. A proper rebuttal is **mandatory** and needs to address all reviewers' comments. Should you need help compiling a rebuttal, please have a look at the following links; they explain the response as well as give good examples:

https://peerj.com/benefits/academic-rebuttal-letters/#rebuttal-letters
https://www.enago.com/academy/five-tips-for-writing-a-good-rebuttal-letter/
http://blogs.nature.com/methagora/2013/09/how-to-write-a-rebuttal-letter.html

2.5 APA Style: Sample References and In-Text Citations

Book

Author, A.A.. (Year of Publication). *Title*. **Publisher City , State: Publisher.**

Longley, P., Goodchild, M., Rhind, D., & Maguire, D. (2015). *Geographical Information Systems and Science (fourth edition)*. USA: J. Wiley & Sons Ltd.

eBook

Author, A.A.. (Year of Publication). *Title* **[E-Reader Version]. Retrieved from http://xxxx or doi:xxxx**

Smith, M. d., Goodchild, M., & Longley, P. (2011). *Geospatial Analysis - A Comprehensive Guide, 3rd edition* Retrieved from http://www.spatialanalysisonline.com/output/

Book section or chapter

Author, A.A.. (Year of Publication). *Title*. **In Author A.A. (Ed./Eds.), Title. Publisher City , State: Publisher.**

Nyerges, T., McMaster, R., & Couclelis, H. (2011). Geographic Information Systems and Society: A Twenty Year Research Perspective (Chapter 1). In T. Nyerges, H. Couclelis, & R. McMaster (Eds.), *The SAGE Handbook of GIS and Society*: SAGE Publications Ltd

Journal article

Author, A.A.. (Publication Year). Article title. *Periodical Title*, *Volume*(Issue), pp.-pp.

Raubal, M., Winter, S., Temann, S., & Gaisbauer, C. (2007). Time geography for ad-hoc shared-ride trip planning in mobile geosensor networks. *ISPRS Journal of Photogrammetry and Remote Sensing, 62*(5), 366-381.

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Hackeloeer, A., Klasing, K., Krisp, J. M., & Meng, L. (2014). Georeferencing: a review of methods and applications. *Annals of GIS, 20*(1), 61-69. doi:10.1080/19475683.2013.868826

Norris, J. (2015). *Future Trends in geospatial information management: the five to ten year vision, Second Edition December 2015*. Retrieved from http://ggim.un.org/docs/UN-GGIM-Future-trends_Second%20edition.pdf

Webpage with and without author information

Author, A.A.. (Publication Year). Website title. Retrieved from URL.

DoLETA. (2016). Geospatial Technology Competency Model.   Retrieved from http://www.careeronestop.org/competencymodel/competency-models/geospatial-technology.aspx

Minor Programmes. (2016).   Retrieved from http://www.falw.vu.nl/en/prospective-students/minors/index.aspx

Report

Author, F.M. (Publication Year). *Title of report* **(Report No. XXX), Publisher City, State: Publisher.**

Norris, J. (2015). *Future Trends in geospatial information management: the five to ten year vision, Second Edition December 2015*. Ordnance Survey / United Nations Committee of Experts on Global Geospatial Information Management. Retrieved from http://ggim.un.org/docs/UN-GGIM-Future-trends_Second%20edition.pdf

Blog

Author (Person /Institution/Group). (Publication Year). Title [Blog post]. Retrieved from URL.

Haklay, M. (2015). Geographic Information Science and Citizen Science [Blog post]. Retrieved from https://povesham.wordpress.com/2015/01/16/geographic-information-science-and-citizen-science/

In-text citations (http://blog.apastyle.org/apastyle/2011/01/writing-in-text-citations-in-apa-style.html)

- Use *author-date system, e.g.*
  (Author, Year)
  (Author1 & Author2, Year)

Basic in-text citation styles available at: http://library.devry.edu/pdfs/Table_6.1_Basic_Citation_Styles.pdf

For further information check, e.g. APA Blog at http://blog.apastyle.org/apastyle/