

STYLE GUIDE

Updated July 2023

FORMATTING

- *JLAG* follows the stylistic and bibliographic formatting guide in the 7th edition of the [APA Publication Manual](#). *APA 7* should be consulted for any questions not addressed here.
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- 12-point Times New Roman font.
- Double spacing.
- 1 inch / 2.54 cm margins.
- Numbered pages.
- Use serial commas (Oxford commas).
- Limit manuscripts to two levels of subheadings: first level, **bold**; second level, *italics*; both flush with left margin. Subheadings should not be numbered, should be as concise as possible, and should be double-spaced.
- All new paragraphs should be indented with one tab.
- Align text to the left.
- Use only one space between each word and one space after any punctuation.
- Date ranges (and other number ranges in the text) should be separated by an en-dash (–), not a hyphen (-).
- Do not use any embedded macros, special reference programs, or other features that can be lost in file conversions.

REFERENCES

- In-text citations and references should follow [APA 7](#).
- All references cited in the text must be listed alphabetically in a “References” section at the end of the manuscript. Any work listed in the reference list must be cited within the text.
- References should be listed alphabetically by the author’s last name (and chronologically for each author). Please use the full, unabbreviated title for books and periodicals.

- References should be single spaced, but with a double space between each entry.
- Page ranges in references should be separated by an en-dash (–), not a hyphen (-).
- Manuscripts with in-text citations and bibliographies that do not fully and completely conform to APA 7 will be returned to authors.

TABLES

- Tables should be kept to a minimum. Graphic visualizations are preferred.
- All tables should be referred to in the text, and placed in the text at the appropriate location.
- Tables should be numbered consecutively (i.e. Table 1., Table 2., etc.) and include an explanatory caption.
- Tables should be in Times New Roman font, like the main text.
- Columns featuring numbers should be centered but aligned to the right so that numbers may be easily compared across differing rows.
- Center text vertically between the top and bottom margins.
- We do not accept Tables saved as images or PDFs.

FIGURES

- Maps, graphics, and photographs should be of high graphic standard and referred to in the text.
- The maximum width of figures in the printed journal is 4.5 inches or 11.5 centimeters, and as such they need to be legible at that size.
- All maps, graphics, and photographs should be numbered consecutively as figures (i.e. Figure 1., Figure 2., etc.) and should include an explanatory caption. The figure caption should be in the text and not part of the graphic.
- Captions should indicate the source of the figure parenthetically at the end of the caption, e.g., “(photograph by author, date).”
- Color figures will be included in online/pdf versions, but all figures will be printed in grayscale. Careful attention is needed to ensure that figures are legible in both formats. The brightness and contrast in graphics and maps should be adjusted accordingly. For assistance with color design in maps and graphics, please refer to [ColorBrewer 2.0](#).
- All figures should be embedded within the text for peer review AND submitted as separate high-resolution image files for eventual layout.
- Obtaining proper copyright, where relevant, is the responsibility of the (lead) author.

PHOTOGRAPHS

- Image resolution must be 300 dpi or higher.
- The preferred file type is JPEG, ideally in high quality (low image compression).

MAPS AND GRAPHICS

- Special care should be taken when preparing maps. It is preferable that authors create their own maps, avoiding fully prepared maps (e.g., Google and similar).
- The data sources of all datasets must be included in the figure or figure caption and it must be ensured that the authors have clarified the publication rights.
- Cartographic conventions and design standards should be followed (e.g., those published in [Krygier, J., & D. Wood. 2016. *Making Maps: A Visual Guide to Map Design for GIS*. Guilford](#)).
- Key cartographic elements should be included as necessary such as scale bars, legend, and north arrow (only necessary if the orientation of the map differs from the default orientation (north up)).
- Please ensure that the same font and font sizes are used in all submitted figures.
- Simple, uniform fonts such as Arial or Helvetica should be used, the minimum font size should be legible at the size of printing (min 6pt), and a hierarchy of font sizes should be preserved.
- Maps should be legible in color (online version) as well as in grayscale (print version).
- Minimum line width is 0.1 mm (0.3 pt).
- Use distinctive symbolization for lines and point symbols.
- Special attention should be given to appropriate lettering and label placement to ensure legibility. Labels should be placed considering background colors/tints.
- Map resolution must be 600 dpi (due to printing).
- For vector and partly vector maps the preferred file type is EPS or PDF, PNG, and JPEG are acceptable if resolution is at least 600dpi.

ENDNOTES

- Only endnotes (not footnotes) should be used. Endnotes should be kept to a minimum.
- Endnotes should be signaled using a superscript font and placed immediately *after* the punctuation point.
- Endnotes should be listed numerically at the end of the paper immediately following the text and before the references.
- Endnotes should be single spaced, but with a double space between each entry.
- Please do use Microsoft Word's endnote function to insert linked endnotes.

QUOTATIONS

- All quotation marks should be double. The only exception is if material is quoted within a quote, in which case single quotes are used for the embedded quote.
- Periods (full stops) and commas should appear inside quotation marks. All other punctuation should appear outside quotation marks, unless the quotation marks delineate a direct quote and the placement of the punctuation would alter the meaning of the quote.
- “Scare quotes” (i.e. quotation marks used to set off a word that is not a direct quote) should be kept to a minimum and used only for emphasis. Unless the author feels it necessary to retain scare quotes on a particular term or terms throughout the paper, that term should be introduced in scare quotes and appear thereafter without them.
- Direct quotes from secondary sources that are 40 words or more in length should be set as extracts/block quotes (i.e., separated from surrounding text by one line at beginning and one line at end, and indented 0.5 inches on either side) *without* quotation marks. The reference and page number should follow in brackets. Shorter quotes should be integrated into the text. Excerpts from interviews comprise the exception. Any interview excerpt of more than a single sentence in length should be set as an extract, no matter how long it is.

NUMERALS AND VARIABLES

- All whole numbers from one to nine should be written as words, unless they are paired with a mathematical symbol (e.g., $2 + 2 = 4$), abbreviation (e.g., 5 km), percent (e.g., 5 percent), “score” (e.g., score of 7), or million/billion.
- The percentage symbol (%) may be used in figures and descriptions of statistics, but “percent” should be used in the main text.
- Decimals appearing in tables and text should include leading zeros (e.g. 0.1273 rather than .1273).
- Formats for dates: December 13, 1766; March 2023; twenty-first century.

ABBREVIATIONS AND ACRONYMS

- Always spell out on first reference, directly followed by the abbreviation in parentheses, without periods: e.g. Installed wind power capacity in Brazil expanded from 28.6 megawatts (MW) in 2005 to 10.6 gigawatts (GW) in 2016.
- Exceptions that do not need to be spelled out on first reference: UN, NASA, U.S.
- If the term is only used once in the article, do not offer an abbreviation.

WORD CHOICE AND SYNTAX

- Standard British English and American English are both acceptable as long as they are consistently used throughout the text.
- Authors writing in [Spanish](#) or [Brazilian Portuguese](#) should consult the JLAG Style Guides in those languages. For indigenous languages or national languages, such as Quechua and Guaraní, please provide in-text translations in parentheses.
- Regional / local linguistic conventions are acceptable but should be explained in an endnote.
- Foreign words and phrases that have not been adopted into standard English dictionaries are italicized only the first time that they are used in the text.
- No italics for proper nouns in any language.
- The phrase “geographic information system(s)” should not be capitalized when it is spelled out. The acronym for this phrase, GIS, should be capitalized. Phrases combining the acronym “GIS” and a word beginning with “s” should be rendered as combined words: GIS science should be GIScience; GIS scientist should be GIScientist; GIS systems should be GISystems.

GENDERED AND OTHER SUBJECTIVE LANGUAGE

- Gendered and other subjective language
- Authors should avoid using male gendered language to refer to both sexes (e.g. “her/his” or “their” rather than “his” as a generic term). In English, the term “man” should not be used at all in this way, and should be replaced with “human” (e.g. “humankind” instead of “mankind”) or a neutral alternative (e.g. “workforce” rather than “manpower”). If the term “man” appears in line with this usage in secondary sources or interview quotations, it should be retained but followed by “[sic]”.
- Authors should choose neutral rather than gendered terminology (e.g. “actor” rather than “actress”, “chairperson” rather than “chairwoman” or “chairman”). Exceptions include the use of such language in secondary sources or quotations from interviews. The Cambridge Dictionary provides further guidance.
- Terms referring to other subjectivities, especially ethnicity and race (e.g. “indigenous”), may be context-specific and/or contested. Authors should use terms consistently, and explain the usage of any potentially controversial terms in an endnote.
- There are several emerging options to accommodate or transcend gendered language deriving from Spanish and Portuguese in English, including Latino, Latina/o, Latina and Latino, Latin@, Latinx, and Latine. JLAG does not prescribe any particular form, but we ask authors to carefully consider and situate their choice, and to explain their use of new variations in an endnote. Please ensure you use your chosen term consistently throughout your manuscript. You may wish to consult [Torres, L. \(2018\) Latinx? *Latino Studies* 16, 283-285.](#)

REFERENCES TO THE UNITED STATES AND U.S. CITIZENS AND RESIDENTS

- The preference is for this terminology to be as specific as possible, eliminating confusion about the use of the term “American” to refer to only citizens of the United States of America. Therefore, *JLAG* prefers that authors use U.S. (with periods) to refer to the United States as a noun and for institutional elements of the U.S. government, such as U.S. Army, U.S. Department of Commerce, U.S. Border Patrol.
- While there is no clear convention for a descriptor of U.S. citizens, “Americans” or “Americanos/as” are not acceptable usages. Authors may choose their particular convention, as long as they are consistent throughout the manuscript.

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