

# ***Journeys (The International Journal of Travel and Travel Writing)***

## **SUBMISSION INFORMATION FOR CONTRIBUTORS**

The editors welcome contributions. Authors should electronically submit articles as attachments by e-mail, formatted as Microsoft Word files, to the editors at [board.journeys@gmail.com](mailto:board.journeys@gmail.com). Inquiries concerning reviews should be sent to [reviews.journeys@gmail.com](mailto:reviews.journeys@gmail.com).

Articles should be **5,000 to 7,000 words**, although longer contributions may be considered. Reviews should be 2,000 to 4,000 words.

### **FORMATTING**

The document must be set at the US letter standard size. The entire document (including notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides and no extra spaces between paragraphs. A 12-point standard font such as Times New Roman is required for all text, including headings, notes, and references. Any unusual characters or diacritics should be flagged by placing the entire word in **red type**.

### **COVER PAGE**

The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number, and e-mail), biographical data of approximately 100 words for each author, a total word count, the number of tables and/or figures included, and any acknowledgments. Affiliations and e-mail addresses will be posted online for indexing/abstracting purposes.

### **ABSTRACT/KEYWORDS**

The article must include an abstract of no more than **150 words** and **6 to 8 keywords**. The abstract should not duplicate the text verbatim but rather include the research question or puzzle, identify the data, and give some indication of the findings. Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order, and separated by commas; only proper names should be capitalized.

### **COPYRIGHT/PERMISSIONS**

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### **ARTWORK**

For optimal reproduction, **figures** or **photos** should be submitted as high-resolution JPGs or TIFFs (300 ppi), or as EPS files with all fonts embedded. Additionally, all images should be at least 4 x 4 inches at the resolution indicated. **Tables** should be made and submitted in Microsoft Word or RTF. All figures and tables should be in separate files and numbered consecutively; only placement indicators and captions (with source/copyright information) should be included in the articles themselves.

### **PROCESS FOR REFEREEING AND ACCEPTING ARTICLES**

*Journeys* is a refereed journal. Submissions are considered on the understanding that the paper is not currently under consideration for publication elsewhere. Articles are sent to at least two scholars with relevant experience and expertise. Referees are asked to advise the editors whether the article should be published and if so, with what recommended changes. The editors respond to the author with their decision and a list of any changes needed for the article to be accepted for publication. They also send the anonymous referees' comments to the author, or a summary thereof.

### **PUBLICATION**

Manuscripts accepted for publication that do not conform to the style guide may be rejected or returned to the author for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publisher. Authors cannot supply new materials or request major alterations following the copyediting stage, so please ensure that all text is final upon acceptance. Contributors will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

## STYLE GUIDE

The *Journeys* style guide is based on *The Chicago Manual of Style (CMS)*, 16th edition. Please note that the journal uses **US punctuation and spelling**, following *Merriam-Webster's Collegiate Dictionary*.

## CITATION SYSTEM

*Journeys* follows the in-text **author-date system**, with full documentation in the reference list. Any other notes should be **endnotes** (using Word's automatic endnote function) and kept short and to a minimum.

### Author-Date Examples

(Pickett and White 1985; Smith 1987)

Jones's research (1977, 1979a, 1979b) indicates that ...

(Kant n.d.; McGinnis forthcoming)

**Single Author with Multiple Sources:** (Smith 1993: 63; 1998: 124–169; 2001: 104)

**Three or More Authors:** (Jones et al. 2001)

**Authors with Same Last Name:** (D. Smith 1981; G. Smith 1999)

- The first mention of an author in the main text (not in-text citations) should include the first and last name.
- Multiple sources in a parenthetical note should be listed alphabetically.
- Authors' first names should be given in full, rather than as first-name initials.

## REFERENCE LIST EXAMPLES

### Book with one author/editor

Davies, Norman. 1996. *Europe: A History*. Oxford: Oxford University Press.

Dreyfuss, Henry. (1955) 2003. *Designing for People*. New York: Allworth Press.

### Book with multiple authors/editors

Sidney, Philip, and William Davison. 1633. *Profitable Instructions*. London: Benjamin Fisher.

### Chapter or other part of a book

Akbari, Suzanne Conklin. 2000. "From Due East to True North: Orientalism and Orientation." In *The Postcolonial Middle Ages*, ed. Jeffrey Jerome Cohen, 19–34. London: Palgrave Macmillan.

### Journal article (use doi when possible)

Quang, Nguyen, and Hans Detlef Kammeier. 2002. "Changes in the Political Economy of Vietnam and Their Impacts on the Built Environment of Hanoi." *Cities* 19 (6): 373–388. doi:10.1016/S0264-2751(02)00068-9.

### Translations

Cortázar, Julio. 1969. *Cronopios and Famas*. Trans. Paul Blackburn. New York: Random House.

Wereszyncki, Henryk. 1977. *Koniec sojuszu trzech cesarzy* [The end of the Three Emperors' League]. Warsaw: PWN.

### Article in a newspaper or magazine

Johnson, Kevin C. 2007. "Dissecting Torture." *St. Louis Post-Dispatch*, 26 October.

*New York Times*. 2000. "The Obituary of Iggy the Frog," 31 October.

### Paper presented at a meeting or conference

Szebehely, Marta. 2007. "Carework in Scandinavia: Organisational Trends and Everyday Realities." Paper presented at the 5th Annual ESPAnet Conference, Vienna, 20–22 September.

## Report

Christoplos, Ian, Simon Anderson, Margaret Arnold, Victor Galaz, Merylyn Hedger, Richard J. T. Klein, and Katell Le Goulven. 2009. *The Human Dimension of Climate Adaptation: The Importance of Local and Institutional Issues*. Report to the Commission on Climate Change and Development, Ministry for Foreign Affairs, Stockholm.

## Thesis, dissertation, or unpublished manuscript

Downer, John. 1975. "Necessity and Knowledge in the Later Philosophy of Wittgenstein." PhD diss., University College of North Wales.

Marciniak, Edward, and Nancy Jefferson. 1985. "CHA Advisory Committee Appointed by Judge Marvin E. Aspin: Final Report" (December). Chicago. Unpublished.

Weingart, Peter. 1992. "Struggle for Existence: Selection and Retention of a Metaphor." Faculty Working Paper 86, Research Group on Biological Foundations of Human Culture, University of Amazonia.

## Organization as authoring agent

Metropolitan Housing and Planning Council. 1982. *Map 2000: Metropolitan Area Plan for the Year 2000*. Chicago: Metropolitan Housing and Planning Council.

## Archive materials

*Individual items in archives are usually best cited in endnotes and may be cited according to the conventions of the particular archive or kind of material being cited. A collection as a whole may be cited in the reference list.*

Egmont Manuscripts. n.d. Phillips Collection. University of Georgia Library, Athens.

"Minutes." 4 July 2000. Fols. 10–12, Edward Alsworth Ross Papers in the Archives of the State Historical Society of Wisconsin, Madison, Wisconsin.

## Websites and blogs

*Access dates are only required when no date of publication or revision can be determined from the source.*

Godlewski, Konrad. 2010. "Pochwała krytycznej biografistyki." *Gazeta Wyborcza*, 22 March. <http://wyborcza.pl/kapuscinski/0,104742.html>.

## ARTICLE SUBMISSION CHECKLIST

- ❑ **Copyright assignment form** is signed and submitted (*no later than the final revised article submission*);
  - ❑ **Cover sheet** is included and provides:
    - **Title** of the article;
    - An **abstract** (no more than 150 words) that is a summary or overview of the entire article and does not duplicate verbatim sections of the main text;
    - Six to eight **keywords** in alphabetical order and separated by commas (only proper names capitalized);
    - Complete **contact information** for each author (mailing address, phone number, and e-mail);
    - A **bio** of approximately 100 words for each author;
    - Total **word count**, the number of tables and/or figures included, and any acknowledgments.
  - ❑ For any **figures**:
    - **Placement** indicators and **captions** (with source/copyright information) have been provided in the main text for all figures and tables;
    - Separate files are provided (clearly named and consecutively numbered) and in the **required format** with all accompanying **permissions** included.
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### PLEASE ENSURE THAT:

- The style guide has been followed;
- All text, including headings, notes, and references, is in a standard 12-point type, such as Times New Roman, and double-spaced with a 1-inch margin on all sides and no extra spaces between paragraphs;
- US spelling is used throughout and a spellcheck has been performed;
- Different levels of headings are indicated by varying the typeface. Use **bold** type for an **A-head** (a main text heading). Use **bold italic** for a **B head** (a first-level subheading). Use *non-bold italic* for a *C head*;
- Superscript note reference numbers and/or asterisks are **not** placed on article titles, headings, epigraphs, or the contributor's name;
- Contributions are referred to as articles (not essays or papers);
- Numbers 0–100 are spelled out, as are large whole numbers (e.g., fourteen hundred), and all number ranges are non-abbreviated;
- Foreign-language words that are not common in US usage are italicized on every instance;
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- Every author mentioned in the reference list is cited in the main text or notes, and every author cited in the main text and notes is listed in the reference list.