Author / Manuscript Submission Guide

*Landscape Journal* is edited in the Department of Landscape Architecture, College of Agriculture, Food and Environment, University of Kentucky, in cooperation with the Council of Educators in Landscape Architecture (CELA). The *Journal* is published bi-annually (spring and fall) by the University of Wisconsin Press. The editor welcomes submissions about design, planning, and management of the land from around the world. Full-length submissions are evaluated through a double-blind peer review process. Book Reviews are also published.

The primary materials published are peer-reviewed articles and often oriented to traditional research with an academic format based on sound scholarship. Papers generally fall into one of five categories: deductive empirical research; inductive empirical research; critical evaluation; emerging techniques, models, or demonstrations; and reflections. Articles invited by the editors may or may not be peer reviewed. Topics may include responses to articles previously published in the *Journal*, speculative or interpretive essays, appraisals of work in developing areas, and approaches to education, among others.

Although a paper’s length is often closely tied to the subject matter, we seek to publish articles that cover the topic in approximately 7200 words inclusive of the title, abstract (<250 words), keywords (six maximum), tables, figures, references (American Psychological Association—APA), acknowledgements, and author biograph(s) (~100 words).

Submissions are welcomed from a broad array of disciplines and professions; we hope that they will contribute to one or more of the ten standard CELA scholarly tracks:

- • Communication and Visualization
- • Design Education and Pedagogy
Landscape Journal normally operates on a double blind peer review process that uses reviewers from professional practice and a variety of academic backgrounds in addition to the Editorial Office personnel and board. The Editorial Office personnel will perform an initial submission review for journal relevance. During this review phase, there is also a compliance assessment with the Author / Manuscript Submission Guide author guide for completeness and accuracy. Submissions can be returned at this stage without peer review. The next phase involves sending out the materials with a goal of receiving at least three returned reviews before a decision is made by the Editor. There are a number of decision categories used by the Editor when responding to the author after review including: Accept, Accept Conditional, Reject with the invitation to resubmit, and Reject. Accept and Accept Conditional will likely require some Editor requested modifications to comply with journal standards and word count/choice. Decisions made by the Editor are final. The Author / Manuscript Submission Guide is subject to modification by the Editor. The Editor welcomes communication with perspective authors to gain insight about the journal, submission topic interest, and the review process.
Book Reviews

As the Editor, I welcome the opportunity to publish Book Reviews in each issue following Editorial Office review and acceptance. Most books have value; the question is whether the book is valuable enough to recommend to readers and how/why the reviewer arrived at that conclusion. It is also critical to recognize and point out that not all books are valuable for all audiences or they are only valuable in particular contexts. In general, an emphasis is placed on book reviews for the academic (own use or student use) and/or the practitioner reader, and the book is reviewed in context with other relevant books. At about 750 words, the piece should get the writer/reader to the point. The review should also address the book’s graphic qualities (e.g. cover/jacket, media, printing, figures) as well as provide essential publisher details, costs, and formats. Include a weblink to the publisher’s webpage if available. Ideally, reviews should be timely and received no later than 12 months post the book’s publishing date. In some instances, later submissions will still be considered for publication. Scholars may propose a title for review or ask the Editorial Office for suggestions. The Editorial Office often receives books to be reviewed from authors and publishers. The Editor is willing to consider reviews of other media, such as films, on a case-by-case basis.

Submission Procedures

A. Please make all submissions through the electronic submission system found at https://lj.msubmit.net/. New users will need to register. Once registered you can make your submission as well as check on the status of your submission. The system enables the editorial staff the ability to track submissions and communications throughout the review process. Please fill out your personal profile as completely as possible.
B. The digital submission should contain the following:

- Manuscript file in MS Word (.docx) format with figures and tables placed in the body of the manuscript to make it easier for people involved in the review process. Images do not have to be high quality in this document but should be clear when printed. Include captions with your figures and tables and make sure they are numbered consecutively.
- Text should not wrap around any figure(s) or table(s). Do not submit Adobe Portable Document Format files (.pdf).
- Include high quality figure files as individual files and label each figure file name consecutively as in AuthorSurName_Figure01.tif. Figures should be submitted as separate files in TIF (preferred), EPS (preferred for lineart), .jpg, .bmp, or .png format (see “Artwork” elsewhere in this document for more information).

C. The Editorial Office personnel will attempt to invite reviewers that are technically experienced from around the world and, based on each submission, have no known conflicts of interest. Conflicts of interest typically include current employment at the same institution, financial sponsors, close faculty–student relationships, or being direct collaborators on work within the last 5-years. There may be additional reasons to consider conflict of interest; when in doubt consult with the Editor or exclude the person as a possible reviewer. During the online submission process, please identify possible peer reviewers as well as reviewers you wish to exclude. Please include the suggested reviewer’s name, email address, and institution/organization to help the Editorial Office personnel locate the person if selected for a review invitation. If you identify anyone to exclude, please indicate why you wish to exclude a particular person from a possible review as part of the cover letter. One example to
exclude someone is that person has previously reviewed the submission because the author sought a review individually or was required to do so prior to submission to Landscape Journal. Some authors send pre-submission drafts through in-house and professional editing services and these people who have read the submission prior to submission the Landscape Journal should be excluded from the double-blind peer review process.

D. To allow for double blind review, do not place your name or other identifying information in the text in a way that a reviewer could identify the author(s). However, the absence of your name in a reference that contains all the other information might identify you as the submission’s author.

E. Simultaneous submission of essentially the same paper to other journals is unacceptable. Manuscripts previously published elsewhere, either in a literal or an approximate form, cannot be accepted. If in doubt, consult the Editor.

Submission Organization

Cover Letter Contents (for Editorial Office as the first text document)

1. Briefly explain how your submission fits within Landscape Journal while including 3–5 bulleted scholarship highlights that are made in the submission and not duplicated in the abstract.

2. Statement indicating that the submission has not been published already and/or under consideration in any other publication formats elsewhere. The Editorial Office may use appropriate means to check for submission originality and other ethical publishing issues.

3. Statement affirming your desire to have the submission reviewed by the Landscape Journal Editorial Office, potential peer reviewers, and a desire for publication if accepted.
4. Paragraph explaining each author’s contribution to the submission.

5. Acknowledgements of people that helped with data collection, editing, submission commenters (if used), as well as funding source(s) and compliance with relevant laws and regulations when it comes to at least animal/human subjects and hazards. For instance, Institutional Review Board (IRB) clearance affirmation is one example. If funding and/or IRB approvals were not used or required, please state this as well.

6. All authors will disclose in the submission package any substantive or financial conflicts of interest that could be construed to influence the results and/or interpretation of the manuscript. If no conflicts exist, please state that as the case for each author.

7. Author Biography (up to 100 words for each author) as individual paragraphs.

8. Word Count (text and references) as well as a count of figures, tables, captions, and references.

If a submission is accepted for publication, additional forms will be supplied and required to be completed and signed by each author. Typically, these are the License to Publish and Image License Agreement forms that will need to be completed before the copyedit stage can begin. The forms are supplied by the Editorial Office and are returned to the University of Wisconsin Press by the corresponding author via a single email.

Peer Reviewer Package (Editorial Office and Peer Reviewers as a second text document)

Page 1

Manuscript Title Page

Abstract (150 to 250 words—double space)

Keywords (six maximum and without article title word repetition)

Page 2

Main Text Body with headings and sub-headings as appropriate

Double space

Tables and figures with captions placed within the text body. We ask that you place the tables and figures in the main text body so that it is easy for the editors and reviewers to see the material in the context of the text. High-quality figures are uploaded separately and will be used if the submission is accepted.

Page X (start on a new page)

References

Double space

Flush left with hanging indent
Alphabetize entries by author’s surname
Follow the APA (Sixth Edition) publication manual. Common examples are provided elsewhere in this document.

Additional Files (for Editorial Office)
The additional files should be the higher quality images used in the submission that are needed by the University of Wisconsin Press for layout if the submission is accepted. Please follow the Preparation of Artwork for Submission at https://uwpress.wisc.edu/journals/preparing_illustrations.html. As part of the initial submission review, the Editorial Office is likely to check for completeness and standard compliance. These files should not be combined into the file that is supplied to the peer-reviewers through the submission process.

Optional Supplemental Files
It is possible to include a digital supplemental file for readers to download from the University of Wisconsin Press website if the article is accepted. For instance, a Keyhole Markup Language (KML or KMZ) file could be provided so that readers can “visit” the landscape addressed in the manuscript via Google Earth. In conjunction with an accepted visual preference article, the author(s) could include a complete survey and the images used so that other scholars could replicate the study with a different participant sample. In some qualitative studies, supplemental material in the form of expanded transcripts or audio/video recordings could be provided. Other file formats can be accommodated, if you are interested please consult with the Editor to discuss what you have in mind. In all cases, the legal right to use (redistribute) the digital file(s) must be secured by the author(s). The author(s) will provide the Editorial Office with all materials who then will supply the materials to the University of Wisconsin Press.
Use Microsoft Word as the primary software application for the text of the article as well as the cover letter. Materials submitted as Adobe Portable Document Format (.pdf) files will be rejected by the Editorial Office.

**Formatting Guidelines**

Text documents are:

- Letter sized (8.5” × 11”)
- Portrait orientation. Landscape orientation can be used in some situations for tables and figures for the review document. If the submission is accepted, layout decisions are made on a case-by-case basis.
- 2.5 cm (1-inch) margins on all sides
- Use continuous page numbering
- Use continuous line numbering
- Double line spaced
- Times New Roman, 12-point
- Single space between the end of one sentence and the start of the next sentence
- Remove extraneous spaces, tabs and other format notations
- Single column
- International System of Units (SI). You are free to use additional units to give clearer meaning to your work in parentheses if you desire and the Editor concurs.
- References: One-half inch, hanging indent and alphabetize by first author surname following the *Publication Manual of the American Psychological Association* (Sixth Edition). Digital Object Identifiers (DOIs) are encouraged when available.

Figure files will follow the *Preparation of Artwork for Submission* document at

[https://uwpress.wisc.edu/journals/preparing_illustrations.html](https://uwpress.wisc.edu/journals/preparing_illustrations.html). Tagged Image File Format (.tif or TIFF) or Encapulated Postscript (.eps) for line illustrations are the preferred formats although .jpg, .bmp, .png can be used in some situations. There are extra costs for the author(s) when using color in the print copy while the online version can use color figures without an additional cost.
The title is Times New Roman 18-point, bold, centered, and in title case format. If a subtitle is used, the first word is capitalized as well as any proper nouns.

**Landscape Journal Style Guide: The essentials of submitting an article for publication**

**ABSTRACT** The abstract succinctly lays out the paper’s main points. “Abstract” is all caps, bold, and followed by two spaces. Abstract text begins on the same line. The abstract should be one paragraph with no more than 250 words. Abstracts can vary in structure but as a starting point, there are often six content items to be addressed in a typical abstract for publishing in *Landscape Journal*. Other approaches can also work depending on the submission. These content items typically can be addressed via six prompting questions. The questions include:

1. What is the submission about?
2. What is the problem or need?
3. What is the question, need, or hypothesis?
4. How was the question addressed (method/approach)?
5. What was learned?
6. What does it mean or what should the reader do because of your work?

**KEYWORDS** Ecology, stormwater, performance, cartographic modeling, Eastern Deciduous Forest, fire

Keywords are below the abstract. “Keywords” is all caps, bold, and followed by two spaces. Up to six substantially important article keywords/phrases are listed on the same line. Keywords should not be repeated from the title or subtitle. The first letter of the first keyword is capitalized as well as any proper nouns.
Body Text and Headings

The headings are important to help organize and show the relative importance of the different sections to the reader. Three heading levels are typically sufficient to organize *Landscape Journal* submissions so that the author can communicate to the reader. In order to facilitate article production, we slightly deviated from the standard for first order headings. If additional heading levels are desired, please consult the *Publication Manual of the American Psychological Association* (APA) (Sixth Edition) for guidance.

**First Order Heading**

There is a single paragraph return between first order heading and text. Center and capitalize the first letter of each major word (title case). There is no indentation on the first line of the first paragraph.

This is the second paragraph, which begins with a one-half inch indentation. Each subsequent paragraph contained within this first order heading follows the same format.

**Second Order Heading**

Precede the second order heading with a line space. Type all heading words flush left in boldface and capitalize the first letter of each major word (title case). There is no paragraph return between the second order heading and text, and no indent on first paragraph. Begin the text on the following line.
This is the second paragraph, which begins with a one-half inch indent. Each subsequent
paragraph contained within this second order heading follows this same format.

Third order heading. Type all heading words in boldface. The first word is capitalized and the
remaining words are lower case unless a proper noun. The heading is concluded with a period.

This is the second paragraph, which begins with a one-half inch indent. Each subsequent
paragraph contained within this third order heading follows the same format.

Bulleted Lists

A bulleted list is a typographical method of pulling serial information out of a sentence or
paragraph. As such, a bulleted list should always be preceded by a colon, can contain
punctuation, and can contain connective conjunctions. Please be consistent with the use of
ending punctuation in list items.

Upon completion of this module, students will be able to perform the following tasks:

• Model land use change and illustrate scenarios;
• Revise assumptions and re-run the analysis;
• Determine model acceptance, modification, or rejection.

Numbered Lists

A numbered list is used to connote ordinal position in a series or progression. As such, a
numbered list should always be preceded by a colon. Please be consistent with the use of ending
punctuation in list items.
To engage the community in scenario creation, the design team had to:

1. collect base data and develop a scope of work,
2. build an interactive digital model of the space,
3. create a digital newsletter and blog,
4. arrange for a facilitator to run the meetings and solicit scenario comments.

Page and Line Numbering

Number all pages in the upper-right hand corner using Arabic numerals one inch down from the top and flush with the right margin. Use continuous line numbering to help the Editorial Office and reviewers provide an efficient way to comment on the submission.

Common and Scientific Names

Common and Scientific names are expected to be used in the following format common name (Genus species).

Footnotes and Endnotes

Landscape Journal generally does not use footnotes and/or endnotes. We prefer to include the essential materials in the text and use the author-date references to indicate additional materials as needed for the reader.

Common Words / Phrases

Landscape Journal standardizes on the spelling of some words and phrases. The current list of preferred spellings include: dataset, deepwater, floodplain, stormwater.
Miscellaneous Text Formatting

Closing double or single quotation marks always follow punctuation.

The resulting scheme of criteria, and the approach to practice with form I have given the title: “aesthetics of thrift.”

Finally, in the development of this approach to aesthetic teaching, I have employed studies and methodologies utilizing “research by design.”

“Where else can we turn for an accurate model of the world and ourselves but to science?” (McHarg, 1969, p.29).

“trained…in reading the landscape as allegory” (Brook, 2008, p.111).

The Journal uses Americanized quote marks—only use single quotes when a quote within a quote appears.

As Horace Greeley said, “Go West young man.”

As Wikipedia explains, “Josiah Bushnell Grinnell claimed in his autobiography that Horace Greeley first addressed the advice to him in 1833, before sending him off to Illinois to report on the Illinois Agricultural State Fair. Grinnell reports the full conversation as, ‘Go West, young man, go West. There is health in the country, and room away from our crowds of idlers and imbeciles.’ ”

Clauses are separated by an em-dash (Press Ctrl+Alt+Minus (on the numeric keypad)).

Even the latest trend in landscape architecture—landscape urbanism—has ties to McHarg’s work.

Always use an en-dash in number ranges (including page ranges in references) (Press Ctrl+Minus (on the numeric keypad)).

Items 1–4 are being used to show ….

Respondents ages 25–60 were asked to rate ….
References

References and in-text citations are a common obstacle for authors during the review process. At the time of submission, it is the author’s responsibility to ensure accuracy, completeness, and consistency of references. Refer to the *Publication Manual of the American Psychological Association* (Sixth Edition) for citation types not provided below. The manual can be purchased at [http://www.apastyle.org/manual/](http://www.apastyle.org/manual/) and other locations.

Every author-date citation in the text or captions should have a corresponding entry in the “References” at the end of the paper. When quoting directly from a work, include the appropriate page number(s). Every entry in the references or captions should have a corresponding citation in the text.

**Book**


**Book with organization as author**


**Book with more than one author or editor**


**Book (editions)**


**Book (article/chapter from edited volume)**


**Journal article**


**Government report**

If a report is attributed to more than six named authors (see example below), list the first six authors, use an ellipses in place of the seventh through nth authors, and then provide the final author name preceded by an ampersand. In some government reports, the author can be the agency or specific office or institute.

**Theses and dissertations**


**Conference presentation**


**Film**


**Presentation or competition**

Website (include full URL)


Multiple references with single author


Personal communication—Interview, letter, email, conversation

Communication types that are not retrievable by a reader are cited in the text using the following format and are not included in the reference list.

I.L. McHarg (personal communication, March 5, 2001) exclaimed . . .

In-text Citations

The term author can refer to a person, editor, compiler, or organization. Abbreviations (ed., comp.) are not included. Use first initial when more than one author with the same last name exists. Add alphabetical identifiers to the date (2001a, 2001b, etc.) when multiple works by the same author(s) within the same year occur.

One work by one author:
(Tomlin, 2013) or C. Dana Tomlin (2013)
(Pennsylvania State University, 2005) or The Pennsylvania State University (2005)

One work by two authors:
Deming and Swaffield (2011); (Deming & Swaffield, 2011)

One work by three to five authors:
Eisner, Gallion, and Eisner (1996); Eisner et al. (1996); (Eisner, Gallion, & Eisner, 1996); or (Eisner et al., 1996).

One work by six or more authors:
Lee et al. (2017) or (Lee et al., 2017)

Multiple works by same author:
Separate references by a comma, in ascending order by year. If page numbers are specified use a semicolon as a separator.
(Nassauer, 1993, 1997)
(Nassauer, 1993, pp.23–24, 1997)

Multiple works by different authors:
Separate references by a comma, in ascending order by year. If page numbers are specified use a semicolon as a separator.
(Nassauer, 1997; Purcell, 1998, p.23; Talke, 2009)
Listing multiple references:

Use a semicolon to separate references. List references in alphabetical order by author’s surname.

(Craig, 2003, p.82; Kulka, 1993; Smith, 2001; Sybil et al., 1996, pp.23–24)

Citations at the end of sentences:

In-text references are enclosed by periods.

Instead, by 1985, development there used the conventional curb-and-gutter system (Girling & Helphand, 1994, pp.166–167).

Cited quotations are enclosed by quotation marks and followed by the in-text citation and period.

“Words can describe physical forms, but they do not (or did not) originate them; nor can they perform operations upon them” (Olin, 1988, p.155).

Tables

The table title appears above the table, with notes or explanation below table. Please construct tables using the table feature (Insert menu → Add a Table) in Microsoft Word. Tables are typically located immediately following the paragraph where it is first mentioned. See section 5.07–5.19 of the Publication Manual of the American Psychological Association for guidance.

Figures

Figures are an important part of an article. Figures can include graphs, charts, maps, drawings, photographs, and images. There also needs to be a caption for each figure. The caption explains the figure succinctly and serves as a figure title. In some cases, legends need to be provided to
explain the symbols / patterns used in the figure. In general, please be sure the legend and other image details are legible in the size of the Landscape Journal format. Figures are typically located immediately following the paragraph where it is first mentioned. See section 5.20–5.30 of the Publication Manual of the American Psychological Association for guidance. Figures also have to comply with the Preparation of Artwork for Submission guidelines of the University of Wisconsin Press (see “Artwork”).

**Artwork.** Consult the Preparation of Artwork for Submission on the University of Wisconsin Press website for the digital resolution of graphic images [https://uwpress.wisc.edu/journals/preparing_illustrations.html](https://uwpress.wisc.edu/journals/preparing_illustrations.html). Authors must obtain permission to use all images owned or created by others. When obtaining permission, be sure to ask the source how they would like to be mentioned—this text will be used to show you have permission to use the art. (For example: Image courtesy of The National Archives.) Images taken from the “web” must have permissions accompanying them. Google Maps, and Google Earth have a great resource should you like to use one of their images—see [https://www.google.com/permissions/geoguidelines.html](https://www.google.com/permissions/geoguidelines.html).

**Captions**

The caption is a critical article component. The caption should explain the figure, serve as a figure title, and stand on its own as a description. The reader should not have to refer to the text to discern the figure’s meaning and importance. There should be an acknowledgement of the figure creator.
Peer Reviewers

The Journal’s focus is the design, planning, and management of the land. The Editor spends considerable time after reviewing the submission in selecting submission reviewers. The objective is to receive at least three reviews before a submission decision is made. The Editor makes decisions on who to ask for a review on a submission-by-submission basis and seeks reviewers from around the world depending on relevant expertise.

Reviewers are asked to bear in mind fundamental questions of how the manuscript in review contributes to the scholarly understanding of design, planning, and management of the land. Reviewers are expected to consider the originality of the submission and how it may elevate discourse about and expand knowledge. Reviewers are asked to give careful consideration to how the manuscript explicitly considers the academic and/or practice communities and the importance to what we do professionally. The Editor highly values Reviewer comments when determining manuscript decisions. Reviewers are asked to provide feedback concerning originality, importance, clarity, and length. Reviewers are encouraged to make a decision recommendation to the Editor as well as provide confidential remarks to the Editorial Office to be used to help make a decision. In addition, Reviewers typically provide individual remarks to the Author(s).

Schedule

Some papers are accepted or rejected outright; others may require major or minor revisions in accord with reviewers’ comments. Once a paper is accepted, the editing and printing process takes approximately six months. Given our bi-annual schedule, the optimal goal is to publish
articles anywhere from six to twelve months after acceptance. Your help is greatly appreciated in responding to communications and proofing stages in a prompt fashion.

Complimentary Copy

One complimentary copy of the Landscape Journal issue in which your article appears will be mailed to you. Please make sure your mailing address is current in the electronic submission system (eJournalPress). Unless you request otherwise, this is the address that will be used to mail your printed copy. Book review and conference review authors do not receive a complimentary copy of the issue.

Reprints

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