

# The Journal of Transport and Land Use: Guidelines for Authors

*Fall 2016 Revision*

These guidelines are provided to assist authors in preparing article manuscripts for publication in the *Journal of Transport and Land Use*. Careful preparation of your manuscript will avoid many potential problems and delays in the publication process and help ensure that your work is presented accurately and effectively. The guidelines cover the following major areas of manuscript preparation and editorial policy:

1. Preparing text
2. Preparing graphics and tables
3. Documentation (citations and references)
4. Data availability
5. Copyright and licensing

## 1 Preparing text

### 1.1 Style guides

The *Publication Manual of the American Psychological Association (APA)*, 6<sup>th</sup> ed. is the standard editorial reference for the Journal; it contains comprehensive guidelines on style and grammar. In addition to the printed edition, APA resources are available online at [www.apastyle.org](http://www.apastyle.org).

### 1.2 Software and file formats

**Initial submissions of articles for consideration** must be made in PDF format. All submissions must be typed, double spaced, and in 12 point Times font or equivalent.

**Accepted manuscripts provided for typesetting:** after authors have made any modifications requested by the editorial board, a new electronic copy of the article is required for typesetting. The following text formats are acceptable:

- Microsoft Word or OpenOffice Word documents are preferred.
- Unicode text: Unicode is a text encoding system that can represent many more characters (including accented characters and typographic symbols) than standard ASCII text. Many word processors, including recent versions of Microsoft Word, can save documents as Unicode text. The UTF-8 or UTF-16 encoding schemes are acceptable.

- RTF (Rich Text Format): Rich Text Format is a generic word-processing format suitable for text with basic formatting. Most word processors, such as Microsoft Word, can save files in RTF format.
- The LaTeX typesetting system is an option as well. The JTLU LaTeX template MUST be used; it is available at <http://wstlur.org/journal/documents/latextemplate.zip>. And, see the following sections for notes on graphics and citation management in LaTeX.

### **1.3 Metric units of measurement**

All measurements must be given in metric (SI) units. Imperial (English) or other local units may be used in addition to metric units, and may be given in parentheses after the metric units.

### **1.4 Author information**

Include the names and affiliations (academic or professional) of all authors at the beginning of the article. If one or more authors are to be designated as corresponding authors, note this in the manuscript and provide contact information (e-mail addresses are preferred). This information will appear along with the author(s) names. Submitters are encouraged to provide contact information, especially e-mail addresses, for all authors.

### **1.5 Article abstract**

Articles must be accompanied by a text abstract of no more than 200 words, which will appear at the beginning of the text.

### **1.6 Placement of graphics and tables**

Insert a reference to each graphic or figure at the appropriate point in the text of your manuscript. Refer to the file naming convention specified below.

### **1.7 Equations**

Number equations sequentially: (1), (2), (3) . . .

Do not provide equations as graphic files; use the equation editing functions of your word processor (e.g., Equation Editor in Microsoft Word) or LaTeX.

### **1.8 Footnotes**

Footnotes must be very brief. If you need to provide an explanation that requires more than a few lines, incorporate it into the main text or provide it as a separate appendix to your article.

## 2 Preparing graphics and tables

There are two main “flavors” of graphics from a publishing perspective, each requiring different preparation:

- Raster-based (or “bitmap”) graphics typically include photographs, scanned drawings, and other images made up of pixel data. Examples of raster file formats are TIFF (Tagged Image File Format) and JPEG.
- Vector-based graphics are drawn mathematically by vector-drawing applications, and consist of line drawing instructions rather than grids of individual pixels. Typical vector file formats include EPS (Encapsulated Postscript) and AI (Adobe Illustrator).

PDF and EPS are commonly thought of as vector-based formats, but they can also contain raster-based image data such as photographs, or a combination of raster and vector data. In the case of PDF or EPS files containing raster data, follow the guidelines below relating to resolution and output size.

### 2.1 Graphics formats

All graphics must be supplied as separate electronic files. Photographic transparencies, planning drawings, or other physical formats will not be accepted.

- Preferred graphics formats are PDF, TIFF, and EPS. Using these formats will greatly expedite the preparation of your article for publication.
- Photographs may also be submitted as JPEG files, provided they have been saved at suitable resolution. All JPEG files will be converted to TIFF format before publication. Note: Most Web JPEG graphics are low resolution, and not acceptable for publication.
- Charts and graphs created with Microsoft Excel may be submitted as Excel files, and will be converted to an appropriate format before publication. Provide a PDF proof of Excel graphics along with your manuscript.
- Authors using LaTeX to prepare their articles may include embedded PostScript graphics using the LaTeX packages PSTricks or xy-pic.

In general, graphics in other file formats will not be accepted. Unacceptable formats include: WMF (Windows Metafile); Corel; Microsoft Word; Microsoft PowerPoint and other presentation software; Visio and similar charting software; BMP (Windows Bitmap); GIF; PNG; AutoCAD or other CAD software.

### 2.2 Resolution and output size

The two most important issues when preparing raster graphics are resolution and output (or print) size. Resolution is measured in dots per inch (dpi), and determines how sharply the image will be represented. Output size refers to the

physical dimensions of an image when reproduced at 100% of its original size and resolution.

To ensure high-quality reproduction, a resolution of 600 dpi (1 bit/sample) for raster line art images (drawings, charts, tables) and 300 dpi (8 bits/sample) for continuous-tone images (photographs or shaded illustrations) is required. Note: vector-based formats are a better choice for many line art images, especially if they have been created with a vector drawing application such as Adobe Illustrator.

Size images for printing at least 7 cm wide. Maximum printed width of an image is 13 cm. In general, it is better to provide images larger than their final sizes, as a small reduction in image size will not adversely affect their appearance.

### **2.3 Preparing vector images**

Vector images, by their nature, are not subject to many of the resolution and output size constraints that affect raster images. Lines in vector artwork should be a minimum of 0.5 point in width. If the graphic includes text, include the required fonts or convert the text to graphic outlines.

### **2.4 Using color in graphics**

Be aware that differences across computer screens and printers can make color reproduction inconsistent. In addition, graphics that look good in color may become unintelligible when printed or viewed in grayscale; this is especially true of complex charts, and maps containing a large number of colors. To ensure legibility, authors are encouraged to preview their graphics by viewing them in grayscale as well as color. The Journal, at the editors' discretion, may convert color images to grayscale or black-and-white to improve legibility.

### **2.5 Options for preparing tables**

Tables may be provided as graphic files or as text to be typeset. In the case of complex tables, or tables requiring complicated shading or border effects, authors may prefer to provide graphic files. Simple tables may be typeset, but note that typesetting complex tables by the JTLU staff may increase the time required to prepare your manuscript for publication. LaTeX users may prepare tables using the standard LaTeX tabbing environment or the tabularx, array, or longtable packages. Tables should contain clear headings, and the reader should be able to understand the meaning of each row and column. Authors are responsible for the accuracy of data.

### **2.6 File naming**

Provide all graphics as separate files. Use the naming convention fig1.tif, fig2.eps, table1.eps, fig3.tif, etc. Do not use descriptive file names.

## 2.7 Captions

Provide all captions as separate text; do not include captions within tables or other graphics. Illustrations, tables, and captions should be informative. Descriptive captions are encouraged. Tables and figures should be able to stand alone and be read independently of the text. The text should not repeat information in the tables or figures.

## 3 Documentation

The Journal uses the author-date citation system and are listed alphabetically in the reference list. For a thorough description of author-date citations and the preparation of a reference list, consult the APA Publication Manual, 6<sup>th</sup> edition, chapter 6.

### 3.1 Citation management software

If you use citation management software, please make sure to provide a formatted reference list in a separate text file.

### 3.2 Citations in text

Use the parenthetical author-year format for all citations. Some basic examples of in-text citations:

- (Whitmeyer, 2000)
- (Heatherton, Fitzgilroy, and Hsu, 2008) [*three authors*]
- (Baker et al., 1999; Jones, 1995, 2004a) [*more than three authors; multiple publications by same author; multiple references in one parentheses separated by semicolons*]
- (Deane, 2006, p. 65) [*optional page number reference, no p. or pp. needed*]
- (Environmental Protection Agency, 1966) [*organization as author*]

Citations of names may also be incorporated directly into the text where appropriate: “These methods were used successfully by Whitmeyer (2000).”

### 3.3 The reference list

Authors who use citation management software (such as EndNote or BibTeX) are encouraged to submit citation data files for their articles in BibTeX format. Many reference software packages can export their citation databases in BibTeX format; consult the documentation for your software. Provided a formatting reference list in addition to your citation data file.

Provide an alphabetical reference list of all works and resources cited in your article, following the author-date style.

Some examples of properly formatted reference list entries follow; for a complete discussion of author-date reference list contents and formatting, consult the

*Publication Manual of the American Psychological Association* (6<sup>th</sup> edition).

**Journal articles:**

Bhat, C. R. (1998). A model of post home-arrival activity participation behavior. *Transportation Research B* 32(6), 387–400.

Stopher, P. R., Hartgen, D.T., & Li, J. Y. (1996). SMART: Simulation model for activities, resources, and travel. *Transportation* 23, 293–312.

Whitmeyer, J. M. (2000). Power through appointment. *Social Science Research*, 29(4), 535–555. doi:10.1006/ssre.2000.0680

*Note: Authors are encouraged to provide URL or Digital Object Identifier (DOI) information for articles that are available online. For more information on DOI, consult the APA Publications Manual, chapter 6, or <http://www.doi.org>. Find DOI numbers with CrossRef's guest query: <http://www.crossref.org/guestquery/>.*

**Online articles and other resources**

Peirce, N. (2003). Zoning: Ready to be reformed? Retrieved from <http://www.postwritersgroup.com/peir0127.htm>.

*Note: Date of access is not required.*

**Technical reports**

Zhao, Z., Das, K. V., & Becker, C. (2008). *Funding surface transportation in Minnesota: Past, present and prospects*. (Technical Report CTS 08-23). Center for Transportation Studies, University of Minnesota.

**Books**

Hanson, S., & Pratt, G. (1995). *Gender, work and space*. London and New York: Routledge.

Giuliano, G., & Hanson, S. (Eds.). (2004). *The geography of urban transportation*. New York: The Guilford Press.

**Chapters in books**

Gifford, J. (2005b). Congestion and its discontents. In D. Levinson & K. Krizek (Eds.), *Access to destinations* (pp. 39–61). London: Elsevier.

**Conference papers:**

Cho, S., Lambert, D. M., Roberts, R. K., & Kim, S. G. (2008, July). *Moderating urban sprawl through land value taxation*. Paper presented at the American Agricultural Economics Association Annual Meeting, San Francisco, CA.

## **4 Data availability**

All data used in articles must be available in a publicly accessible data archive. The Journal will host moderately sized datasets that are not presently in a publicly accessible data archive. The Journal's objective is to enable research results to be reproduced by other researchers. Papers with insufficient detail or transparency to enable reproduction of the results will not be accepted.

## **5 Copyright and licensing**

Authors whose articles are accepted for publication agree to the application of the Creative Commons Attribution License 3.0, granting non-exclusive use of their article to the *Journal of Transport and Land Use*. It is expected that authors will not publish the work in another academic journal without crediting the *Journal of Transport and Land Use*.