



## *Guidelines for a GIM International article*

### **Title: Submitting an Article for Publication**

### **Subtitle: Follow These Guidelines for Rapid Processing**

#### **[Introduction]**

This document provides guidelines to be followed in submitting a feature article for publication in *GIM International*. **Upon deciding to submit material for consideration, please first send a short abstract of the proposed feature to the editor.** Only material submitted in electronic form, preferably by email and in accordance with this template will be accepted. This one-paragraph 'introduction' should not exceed 100 words; the maximum total number of words is given later in these guidelines. The intro aims to give a quick impression of further content to enthruse the reader into reading your article. Please read these instructions carefully.

*By Durk Haarsma, publishing director, GIM International, the Netherlands*

#### **[First Paragraph]**

*GIM International* is a professional magazine orientated towards a broad readership in the field of geomatics. Its main aim is to provide its worldwide readership with overarching insight into state-of-the-art developments in geomatics. Our challenge is to do this in an easily readable and condensed form. Thus articles will be subjected to thorough, professional editing. The editor does not aim to change content, but to make this more readable and to regulate density of information. The maximum length of this first paragraph is one hundred words. It should provide a brief outline of subsequent content. It carries no subheading.

#### **Tempting Mixture**

The editor aims at an appealing mixture of easily readable, short and longer features. Before writing a feature, ask yourself why the readers of *GIM International* would want to read your piece. Not all that is fascinating in your particular field will be of interest to other readers. Your article has to suit the pages of *GIM International*. One page equals 450 words. Please pursue multiples of 450. The editorial staff aims eventually to produce features of one, two, or a maximum of three pages. Please consult us when more pages are required. To improve readability, keep your article clear and concise.

#### **Before Starting**

Before starting to write your article, please try putting the following questions to yourself. What is the article about? Start by formulating the message of your article in a clear statement. If you cannot do this, it means you have not yet adequately defined your subject and the premise is not clear. Please make sure your feature has a clear focus. Next ask yourself what kind of feature article you want to write. Is it an article describing research, offering news, a background or an opinion piece? Do not mix these genres. Can the article be divided into subsections? Subsections render the whole article simpler and more striking. And in conclusion, ask yourself beforehand what sort of figures you would like to use. Figures make an article clear

and attractive. If necessary, *GIM International* in-house editorial staff can devise figures from basic material provided.

### **Use Subheadings**

The editor imposes conditions of acceptance in order to match your article to the defined format. In submitting an article, the author(s) transfer(s) copyright of the article to the publisher. When material is included/quoted the copyright of which is held by other author(s), care must be taken to establish clearance for this and to attribute and credit the source. There is the maximum number of authors per article. If authors feel that other contributors deserve accreditation, they remain free to mention these individuals in 'acknowledgements' at the end of the article.

### **Basic Structure**

The basic structure of an article is as follows. Headline (maximum 5 words); Subhead (maximum 10 words); Introduction (maximum 100 words); Byline, affiliation (institute(s) or firm(s)), country; Body-text (sections only, no subsections) with active subheadings (preferably 1 or 2 words), Acknowledgements (maximum 20 words), Further Reading, (maximum 5 items), Biography of Authors (maximum 100 words), Figure Captions; Author(s) Affiliation, including academic title(s), address, phone, fax, email and URL addresses). The length of each section of body-text should not exceed 200 words. The length of the biography of per author should not exceed 50 words in total. If there are two or three authors these should share the available space (100 words). Avoid footnotes or, when strictly necessary, place at end of paper. The maximum number of words allowed is in general about 1,350.

### **Submission**

The final text of your article must be submitted as a single digital file in any of the regular Word formats, and separate from illustrative material (graphics). If unable for some reason to provide a Word file, please contact the editor. In the absence of email access an author should send the electronic version of their article on diskette or CD by post to the address of the editor with whom he or she is working on the submission. In the case of an author and/or their work not yet being allocated to an editor, contributions may be sent to Wim van Wegen, editorial manager at *GIM International*: **wim.van.wegen@geomares.nl**. Please ensure that your material arrives with the editor **no later than** the appointed deadline. Articles *not* submitted in time will be published in a later issue of *GIM International*, when scheduling permits.

### **Language and Style**

Please use UK Standard English. Keep the following style suggestions in mind:

- keep style straightforward, sentences simple in structure, vocabulary common and gender pronouns neutral
- always explain abbreviations
- explain technical terms, acronyms and specific terms
- avoid double negatives and unnecessary qualification
- mathematical equations are not permitted, and methodological considerations should be minimised in favour of illustrative examples
- write in concrete terms: give details, expressive examples, and, if necessary, statistics
- avoid all specifically local references, insider comment, ambiguity of terminology, and irony that might possibly lead to misunderstanding.

### **Headings**

Use the font Arial, size 11 points, for all text. Do not number section headings, acknowledgements and items of 'further reading'. Type section subheads flush with left margin, in bold. Do not use 'headers', 'footers' or page numbers at the top or bottom of the page.

## Tables

Tables may be included in your text document, see for example table in the text (Table 1). A table must be accompanied by explanatory caption.

	Uncorrected Point	Corrected Point	Uncorrected Line	Corrected Line
Type	Average Error	Average Error	Average Error	Average Error
GE2	3.37m	1.45m	2.71m	0.87m
GE3	0.76m	0.74m	0.86m	0.55m
MC-V	2.65m	0.61m	2.44m	0.41m
TSC-1	2.79m	0.24m	2.58m	0.31m
TSC-1 RT	N/A	0.31m	N/A	0.19m

**Table 1**, Average positional error for both point and line data, as compared to the reference unit data for the Open Area case.

## Graphics

Three to five graphics (images, maps, figures or charts) must be submitted in **separate electronic files**, each containing a single illustration and numbered in sequential order. Each graphic should be accompanied by a 'figure caption'. All captions should be grouped together in sequential order at the end of the text document (see paragraph 'Structure'). Image raster should be at least 300dpi and size at least 1,200 x 1,200 pixels to guarantee good-quality reproduction. Should you be unable to provide high-resolution graphics in electronic format, you may send them in hard copy by post to the editor's address. Any such hard copy will be returned to the principal author on request. Since *GIM International* is a full-colour magazine, all graphics delivered in colour will be reproduced as such. Use EPS, TIFF, JPEG, BMP or GIF format for your graphics; do **not** use Postscript. Make clear reference in the text to all graphics, e.g. Figure xxx. In addition, a nice (portrait) photograph (no passport photos, please) of each individual author(s) should accompany the submission for final inclusion alongside a brief biography.

## Newsletter and Website

*GIM International* consists of three parts. Articles published in our magazine are those considered to be of interest to all our readers. Further technical details may be posted on our website. We do not publish advertorials! However, it is possible to publish 'white papers' on our website. Besides our magazine and website, we have a weekly newsletter carrying business news and a regular feature fresh from the pages of the latest edition of *GIM International* magazine.

## Further Reading

Recommended further reading may accompany a submitted article, but should not exceed five items, listed in alphabetical order of first author's surname. **These do not require reference in the body-text.** The 'Further Reading' section below gives examples of how to reference entire books, papers published in conference proceedings, articles published in scientific and technical journals, chapters of books and web publications. Restrict your list to literature in which the interested reader may find additional information. Focus on specialised documents and avoid general ones.

## Acknowledgements (maximum 20 words)

Thanks are due to sub-editor Kate Ashton and senior-editor Mathias Lemmens.

### **Further Reading** (*maximum five items*)

- Accuracy 2000, 1999, Homepage, 4<sup>th</sup> International Symposium on Spatial Accuracy Assessment in Natural Resources and Environmental Sciences, accessed 30th November [www.gis.wau.nl/Accuracy2000](http://www.gis.wau.nl/Accuracy2000).
- Burrough, P.A., McDonnell, R.A., 1998. Principles of Geographical Information Systems, Oxford University Press.
- David, B., Herrewegen, M. van den, Salgé, F., 1996. Conceptual Models for Geometry and Quality of Geographic Information. In: Geographic Objects with Indeterminate Boundaries, Burrough, P.A., Frank, A.U. [eds.], Taylor & Francis, 193-206.
- Höfle, B., Pfeifer, N., 2007. Correction of laser scanning intensity data: Data and model-driven approaches. ISPRS Journal of Photogrammetry and Remote Sensing 62 (6), 415–433.
- Saye, S.E., van der Wal, D., Pye, K., Blott, S.J., 2005. Beach-dune morphological relationships and erosion/accretion: An investigation at five sites in England and Wales using Lidar data. Geomorphology 72 (1-4), 128–155.

### **Biography of the Author**

**Durk Haarsma** is publishing director of Geomares Publishing. He was publisher at Reed Business Geo for almost five years before Geomares Publishing came into existence through a management buy-out on 1st October 2009, Prior to this he worked for almost ten years as an editor and journalist for various management magazines, as well as radio reporter on a daily news programme.

### **Figure Captions**

**Figure 1**, Images should be scanned at a resolution of at least 300dpi at reproduction size (10cm x 10cm) and stored in EPS, TIFF, JPEG, BMP or GIF format.

**Figure 2**, Scanned black & white line artwork should be of a minimum size of 1,200 x 1,200 pixels, that is 10cm x 10cm at reproduction size.

**Figure 3**, GIM International is a full-colour magazine. All colour graphics will be reproduced as such.

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