

**Canadian Journal of Urban Research**  
**Submission Guidelines**  
**Refereed Articles**

A typical issue of *CJUR* contains approximately six refereed articles on a broad range of topics relevant to the field of urban studies. Manuscripts are reviewed by a minimum of two qualified academics/professionals by invitation of the Principal Editor. To ensure fairness, the review process is anonymous. Based on the comments of the referees, the Principal Editor makes the final decision as to whether a paper will be published, returned to the author for revision and resubmission, or declined. *Prospective contributors should note that the review process for a peer-reviewed article may be lengthy.* Initial responses from referees are normally not available for a minimum of ten weeks after submission.

**Manuscripts**

- All manuscripts must be original works not previously published elsewhere in any format including electronic production nor be under consideration for publication elsewhere. CJUR does not publish reprints, or articles containing large passages of material published elsewhere.
- A working paper available via the Internet may also be submitted to CJUR for consideration, but if that paper is accepted for publication it must be removed from the internet or the paper will be in violation of its copyright.
- If any portion of a manuscript submitted to CJUR for publication was previously published, with or without peer-review, a letter of disclosure should accompany the submission to CJUR to assist the editor and peer-reviewer in their decision-making process.
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- CJUR subscribes to the Guidelines on Good Publication Practice as outlined by the Committee on Publication Ethics (COPE).

**Style: Refereed Articles**

Refereed articles will ordinarily not exceed 8000 words in length, subject to the discretion of the Principal Editor. Manuscripts should be typed, double spaced, on 8½" x 11" white bond, with a 1" margin on all sides. Articles in either French or English are acceptable.

**Suggested Reviewers:** Please include with your paper, a list of the names of reviewers you wish to include and exclude in the review process. Please list 3 persons with expertise in your area who could give an unbiased review of your work. Also, please include a list of the names of any experts who cannot provide an unbiased review of your work.

**Permission to Reprint:** If you are using material from a copyrighted work (e.g., tables, lengthy quotations, figures), you will need written permission from the copyright holder (in most cases the publisher) to use this material. **It is the author's responsibility to obtain the reprint permission.** A copy of the permission letter must accompany the manuscript.

**Title Page:** The title page includes 6 elements: (1) title and subtitle, if any; (2) author(s); (3) abbreviated title to be used as a running head consisting of a maximum of 80 characters, which includes all letters, punctuation, and spaces; (4) complete mailing address, phone, fax numbers, and e-mail of the author; (5) list of acknowledgments and grants; and (6) the total word count of your manuscript.

**Abstract Page:** Provide two abstracts: one in English and one in French, about 150 words in length. Include 3 or 4 keywords in both French and English that identify article content.

**Text:** Begin the text on a new page headed by the title only. Headings and subheadings in the text indicate the organization of the content. Keep the text of your manuscript anonymous for peer reviewers.

**Appendices:** Begin each Appendix on a separate page, with the word "Appendix" and identifying capital letters centered at the top of the page. If there is only one Appendix, it is not necessary to use an identifying letter.

**Acknowledgments:** Place acknowledgments at the end of the text, immediately preceding the notes and/or references. Acknowledgments should not exceed 100 words in length.

**References:** References cited in the text **must** appear in the reference list; conversely, each entry in the reference list **must** be cited in text. It is the author's responsibility to be sure that the text citation and reference list are identical. Instructions on references

**Endnotes:** Authors should use the **author-date/endnote** system of documentation. Detailed instructions on endnotes are available in the 15th edition of **The Chicago Manual of Style**. See page 599 of the 15<sup>th</sup> edition.

**Tables:** There is a limit of five tables per article. Table size length must be limited to fit one 8" x 11" page. Tables are numbered consecutively in the order in which they are mentioned in text. Place tables within the flow of the text. Fill, colour and excessive formatting is permitted.

**Figures:** Figures are also numbered consecutively in the order in which they are first mentioned in the text. Place figures within the flow of the text. Fill, colour and excessive formatting is permitted. Prepare figures as JPEGs at 300 pixels per inch.

**Figure size:** Figures must be limited to fit one 8" x 11" page.

**Note:** Poor quality or unacceptable tables, maps, graphics or any other type of illustration will be returned to the author for revision to conform to CJUR requirements. Please, do not use bitmaps or non-standard fonts.

### **Other Article Specifications**

1. Spelling in English articles should be in accordance with the *Oxford English Dictionary*.
2. Authors should use gender-inclusive language.
3. Authors should submit one electronic copy of manuscripts to: Principal Editor, *Canadian Journal of Urban Research*, Institute of Urban Studies, University of Winnipeg, 515 Portage Avenue, Winnipeg, MB R3B 2E9. Email m.swanson@uwinnipeg.ca or Email m.vachon@uwinnipeg.ca
4. Articles accepted for publication will be published on a "first-come, first-served" basis.
5. Prior to publication, authors of refereed articles will be sent a proof of their articles for proofreading. These must be reviewed and returned *as soon as possible*. Proofs not returned within a reasonable time period (to be determined by the Principal Editor on a case-by-case basis) may not be published in the issue anticipated.

### **Preparation Guidelines**

1. Use MS Word.
2. All manuscripts must have numbered pages. Tables should be placed within the

text of the article.

3. Please place graphics (**TIFFs** or **JPEGs**) within the text. Add a caption to all tables, figures, equations or graphics.
4. The general text format should be in Times New Roman, regular-type, 11-point font.
5. It is the responsibility of authors to submit their paper free of grammatical and typographical errors.

#### **Critical and Research Notes, Review Essays**

The *Canadian Journal of Urban Research* also publishes **Critical Notes** on recent developments in urban studies; **Research Notes** on current urban research being carried out across Canada; and **Review Essays** of recent books on related themes within the field of urban studies. *Submissions of this kind should follow the guidelines for contributors set out above, but should not exceed 2000 words.* One copy of Notes and Review Essays should be sent to the Principal Editor, at whose discretion these submissions will be published. Submissions may be in English or French.

#### **Book Reviews**

*CJUR* publishes reviews of books relevant to the field of urban studies and, where possible, with a Canadian focus (700 word maximum). If a seminal work is deemed to merit special attention, Book Review Essays will be considered but must be approved by the Book Review Editor. A list of Books Received is published in each issue of the journal, and those interested in reviewing specific titles should contact the Book Review Editor to ensure their availability. Review suggestions are encouraged and may be forwarded for consideration. Submissions may be in French or English.

#### ***Format***

Book reviews should cover three major themes—a description of the contents and organization, a substantive analysis of the work and they should endeavour to provide a critique. If considered relevant, reviews may note applicability for academic use in the classroom. Book reviews should not contain references or lengthy direct quotations. Citations are permissible in ***Review Essays***. Book reviews will not be returned to the author for proofing, however, they may be subject to editing for style, clarity and length.

#### ***Other Media***

*CJUR* encourages readers and reviewers to consider other media sources for review. This can include video, CD-ROM or other formats such as multimedia resource kits

for class use. Suggestions and titles can be forwarded to the Book Review Editor. Submissions should be 250-500 words.

**Note**

All material printed in *CJUR* is subject to minor changes in spelling, grammar, syntax and format. Authors are advised to make every effort to ensure that the manuscripts they submit conform to these guidelines and are in their final form.

**Online Guidelines**

Submission guidelines are also available on the journal's website at: <http://www.uwinnipeg.ca/index/ius-cjur-contribute>

**Examples of References – The Chicago Manual of Style – 15<sup>th</sup> Edition**

A select list of examples showing how to cite books, periodicals and online sources for a reference list, is provided below. (Note: examples of how to cite **in text** is provided below the reference):

**BOOKS**

**One Author**

Walker, J.R. 2000. *The Columbia guide to online style*. New York: Columbia Univ. Press.

**In text:** (Walker 2000)

**Two Authors**

Walker, J.R., and T. Taylor. 2000. *The Columbia guide to online style*. New York: Columbia Univ. Press.

**In text:** (Walker and Taylor 2000)

**Three Authors**

Walker, J., T. Taylor, and J. Cash. 2000. *The Columbia guide to online style*. New York: Columbia Univ. Press.

**In text:** (Walker, Taylor, and Cash 2000)

### **More than 3 Authors**

Walker, John, Tim Taylor, Mike Meyers and John Cash. 2000. *The Columbia guide to online style*. New York: Columbia Univ. Press.

**In text:** (Walker et al. 2000)

### **Editor in Place of Author**

- When no author appears on the title page, list the work by the name of the editor(s), compiler(s), or translator(s).

Walker, J., and T. Taylor, eds. 2000. *The Columbia guide to online style*. New York: Columbia Univ. Press.

**In text:** (Walker and Taylor 2000)

## **CHAPTERS OR OTHER TITLED PARTS OF A BOOK**

Walker, J.R. 2000. Documentation: Periodicals. In *The new Columbia guide to online style*, ed. T. Taylor and J. Cash 2000, 500-525. New York: Columbia Univ. Press.

## **JOURNAL ARTICLE**

Walker, J.R. 2000. How to cite references in the Canadian Journal of Urban Research. *Canadian Journal of Urban Research* 12 (1): 25-45.

## **ELECTRONIC JOURNAL**

- For citing scholarly journals that appear in print and have online versions available: (Note: date accessed is optional, however, if the material or website is time sensitive or may not be accessible to the reader at a later date, include the access date).

Walker, J.R. 2000. How to cite references in the Canadian Journal of Urban Research. *Canadian Journal of Urban Research* 12 (1): 25-45.  
(Accessed September 30, 2012).

**In text:** (Walker 2000)

## ONLINE SOURCES OTHER THAN PERIODICALS

- For online sources other than periodicals, include author of webpage, title of webpage, title or owner of the site, Url and date accessed.

Walker, John R. 2000. How to cite references in the Canadian Journal of Urban Research. (Accessed September 30, 2012).

**In text:** (Walker 2000)