

# ***The Community Development Institute***



University of Northern British Columbia

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## ***CDI Publications***

### ***Instructions for Contributors***

#### ***Publications Series***

The CDI at UNBC will use its Publications Series to publish reports and other items of relevance to its mandate and of interest to its community partners across northern BC. Such publications will report on original or innovative research that will make a contribution to our knowledge of community development in northern BC.

The Publications Series will involve two separate clusters of products. The first is published versions of the invited talks organized by the CDI through its Speaker Series. The second involves invited reports on a range of topics relevant to the mandate of the CDI and of interest to community development organizations.

The Publications Series will be a peer review publication outlet. A limited number of paper copies will be produced and distributed via a direct mail-out to libraries and organizations identified by the CDI as repositories for our reports. Most access will be electronic, either over the CDI's website or via its email distribution lists.

Information exchange and access to ideas relevant for northern communities is a key mission of UNBC and a central part of the CDI's mandate.

#### ***Types of Submission:***

The CDI at UNBC publishes reports and other articles of relevance to its mandate and of interest to its community partners across northern BC. Such publications must report original and previously unpublished research. This can include submissions that make a critical review of important topics or a presentation of relevant community development case studies. In all cases, the submission should be from a completed study and should make a significant contribution to our knowledge of community development in northern

BC. In addition, submissions may include a guest-edited selection of timely and original reports that relate to a common theme.

Persons interested in organizing a submission are requested to discuss their plans with the Publications Editor.

All submissions must be accompanied by an abstract (maximum 250 words) which details the topic(s) covered, relevant background information or context, and methods used, and the key findings.

All submissions should also be accompanied by a list of 8 keywords.

### ***Submission of Manuscripts***

At the time of submission, authors should provide a cover letter that:

- (i) gives assurance that the manuscript represents original work that is not being considered for publication, in whole or in part, elsewhere;
- (ii) states whether the manuscript is a single product or part of a larger and on-going study from which other manuscripts may be generated; and
- (iii) confirms that any contributing authors have read and approved the manuscript.

Authors should provide *3 paper copies* of the submitted manuscripts together with an *electronic version* in WORD or PDF format. The text of the submission should be double spaced and the paper copies should NOT be double-sided. Please identify the software used, the filenames and extensions, and type of computer used (IBM or Macintosh).

### ***Limitations:***

Submission to the CDI at UNBC Publications Series is an implicit declaration that the work has not been published, in whole or in part, and is not being considered elsewhere. The CDI and its peer review panel consider a submission not eligible for publication if most of the content:

- (i) is under consideration for publication or is published in a journal, or book, chapter;
- (ii) is under consideration for publication or is published in a conference proceedings or a government/organizational publication.

An exception to the conference proceedings or government/organizational publications rule may be allowed in cases where the author retains copyright to the work and where the manuscript submitted to the CDI is a significantly revised version. Authors should contact the Publications Editor to discuss questions in this area.

In recognition of the fact that many authors are required (often by funding organizations) to publish working papers on the World Wide Web (Internet), the CDI and its peer review panel has deemed that revised versions of such work is eligible for consideration as long as it meets the points identified in the preceding paragraph. Again, authors should contact the Publications Editor to discuss questions in this area.

Abstracts or extended abstracts related to conferences do not constitute prior publication.

***Addresses for Submission:***

Manuscripts or correspondence relating to the CDI at UNBC's Publications Series should be sent to the Publications Editor:

**Greg Halseth, acting Publications Editor**  
University of Northern British Columbia  
3333 University Way  
Prince George, BC  
V2N 4Z9

**Office:** New Lab 8-141  
**Phone:** (250) 960-5826  
**Fax:** (250) 960-6533  
**Email:** [halseth@unbc.ca](mailto:halseth@unbc.ca)

***Manuscript Preparation:***

All parts of the manuscript, including footnotes, references, tables, and captions for illustrations should be typewritten, double-spaced, with margins of 1 in. Use italic font if available; where not available, underline material that is to be set in italics.

Each page of the manuscript should have the page number in the upper right-hand corner. The first page should have only the title, the authors' names, affiliations, telephone and fax numbers, and e-mail addresses. The title and abstract appears on the second page of the submission (please ensure that there are no authors' names after the first page). This is followed by the text of the manuscript. At the end are the reference list, tables, illustrations, and figures.

Text should be in 12 point font (Times New Roman preferred).

For figures, refer to the section below on Illustrations.

Authors are asked to limit submissions to 45 double-spaced typed pages of text (front pages, references, tables, and figures can be extra).

Acknowledgments, not to exceed more than 100 words, may be placed at the end of the text, immediately preceding the notes and/or references.

Footnotes should be designated by superscript Arabic numerals in serial order throughout the manuscript except in tables. Each footnote should be placed at the bottom of the corresponding manuscript page. Footnotes are encouraged for explanatory statements that would otherwise interrupt the flow of the main text.

Spelling should follow that of Webster's Third New International Dictionary or the Oxford English Dictionary. Authors are responsible for consistency in spelling.

Any assumptions and (or) models underlying statistical analysis should be clearly stated. Symbols such as \* and \*\*, denoting levels of significance, should not be used except in conjunction with the actual values of the associated test statistic; actual p values are preferred.

Metric units should be used or metric equivalents should be given and the use of SI units (Système international d'unités) is required. SI is required except when the historical or national context makes imperial units more appropriate (e.g., a quarter-section of land is 160 acres). With the exception of SI units, abbreviations are discouraged.

Each table should be numbered in order and have a brief title. Column headings should be brief but may be amplified by footnotes at the bottom of the table. Vertical rules should not be used. Tables must be designed so that they do not have to be turned sideways in order to be typeset. Descriptive material not designated by a footnote may be placed under a table as a Note. Tables should be on separate pages and placed after the list of references.

### *Headings:*

#### **FIRST-ORDER HEADING**

A first-order heading is in upper case and bold letters, set to the left margin, and on a separate line.

#### **Second-Order Heading**

Second-order headings have the first letter of each major word in upper case and all text is bold, set to the left margin, and on a separate line.

### ***Third-order headings***

Third-order headings use lower case except for the first letter of the first word and proper nouns, is in bold and italics text, set to the left margin, and on a separate line.

### ***References:***

Authors should make consistent use of the ‘Author/date’ (Smith, 2004) system of referencing. The author/date system should include page numbers (Jones, 2004, p.24) when direct quotations are made.

A listing of all citations, alphabetically by first author, must appear at the end of the manuscript under the heading ‘References’. In references with more than two authors, use *et al.* in the citation in the text, but include the full list of authors in the reference section. A limited number of bibliographical references may be included in a book review.

The following conventions apply.

In the text: (Smith, 2003)  
(Smith, 2003, p.392) to indicate the page for a quote  
(Smith, 2003a) for more than one reference to same author/same year  
(Smith and Jones, 1983, p.111; Green 1985b) for more than one reference

In the references:

For articles

Dhesi, A.S. (2000) Social capital and community development.  
*Community Development Journal*, 35(3), pp.199-214.

For books

Simmons, T.A. (1979) *But We Must Tend Our Garden: Twentieth century pioneering in rural British Columbia*. Minneapolis: University of Minnesota Press.

For articles in edited books

Nozick, M. (1999) Sustainable Development Begins at Home: Community solutions to global problems. In J.T. Pierce and A. Dale, eds., *Global Communities, Development, and Sustainability across Canada*. Vancouver: UBC Press, pp.3-26.

For web pages

Nepal, S.K. (2004) Sustaining Mountain Communities: Residents' responses to tourism development in Valemount, British Columbia. Unpublished web page available online: <[http://www.unbc.ca/nlui/publications/final\\_reports/valemount\\_tourism.pdf](http://www.unbc.ca/nlui/publications/final_reports/valemount_tourism.pdf)>, accessed June 1, 2004.

### ***Illustrations:***

Graphs, line drawings, and photographs are referred to as figures, and numbered in order through the text. The design of illustrations should permit maximum reduction yet retain a clear and uncrowded layout. Place captions or titles outside of the illustration. Originals should not be more than 21 x 28 cm. Care must be taken to avoid wasted space within figures or between groups of figures.

Line drawings should be made with black ink or computer-generated in black on high quality white paper. For computer-generated graphics, supply a laser print at the highest resolution available.

All lines must be sufficiently thick (0.5 points minimum) to reproduce well, and all symbols, superscripts, subscripts, and decimal points must be in good proportion to the rest of the drawing and large enough to allow for any necessary reduction. Avoid small open symbols and patterns with shades of gray. Lettering produced by dot matrix printers or typewriters, or by hand, is not acceptable. The same font style and lettering sizes should be used for all figures of similar size.

Maps must include geographic coordinates to ensure proper identification of study locations.

Photographs should be continuous tone on glossy paper. These figures should be prepared in the final published size. The copies for reproduction should be trimmed to show only essential features. Colour illustrations will be at the author's expense.

The Publications Editor prefers the submission of electronic graphic files for accepted manuscripts and will use these electronic files whenever possible. If electronic files are not available, paper versions of the figures will be scanned. Authors should supply copies of the original electronic files and high-quality laser proofs of the images. Electronic files should be submitted once a manuscript has been accepted for publication. \*.tif or \*.jpg formats preferred.

***Permission to reprint:***

Whenever a manuscript contains material (tables, figures, charts, etc.) that is protected by copyright, it is the obligation of the author to secure written permission from the holder of the copyright to reproduce the material in both print and electronic formats. These letters must accompany the submitted manuscript.

***Galley proofs:***

A galley proof of the typeset and copy-edited manuscript will be sent to the author. Galley proofs must be checked very carefully and returned to allow publication to proceed. The proof stage is not the time to make extensive corrections, additions, or deletions, and the cost of changes introduced by the author and deemed to be excessive will be charged to the author.

***Copyright transfer:***

All authors are required to complete a copyright transfer form assigning all rights to the CDI at UNBC's Publications Series. Copyright transfer forms are available from the Publications Editor.