



Executive Committee

March 27, 2007

Guidelines for Standard Call for Papers

1 - The Call for Papers shall be published on the homepage of the International Cartographic Conference (ICC) some 20 months before the Conference. Publishers of national and regional cartographic journals and newsletters are encouraged to publish information about submission of papers for ICCs.

2 - The due date for abstracts should be set to allow them to reach the Local Organising Committee (LOC) 11 months before the meeting. Authors should specify whether their papers are to be considered as a general conference paper (non-refereed) or as part of a refereed track. The due date for final versions of all papers should be 4 months before the meeting. All papers will be published as part of the conference proceedings as long as one of the authors has registered for the conference and paid the conference registration fee. (It is expected that the registered author will present the findings from the paper at the conference.)

3 - The Call for Papers should inform authors of refereed track papers that after the conference all refereed track papers will be blind reviewed and reports provided to authors for amendment of their manuscript. The final version of accepted refereed track papers will be published in the *International Yearbook of Cartography and Geographic Information Science*.

4 – Member Nations and ICA Commissions are encouraged to take part in the selection of abstracts. If pre-selection is used, the Member Nation must set an earlier date by which it will receive abstracts. This date must be at least one month, and no more than three months, before abstracts are due to the LOC. The Member Nation must forward accepted abstracts to the LOC by the date indicated in # 2 above. The LOC will make final judgment on each abstract.

5 - The Executive Committee normally approves themes for the ICC two years in advance. These themes should be published in the ICA News in every issue after the previous ICC. The Call for Papers for an ICC should appear in every ICA News until the due date has passed.

6 - Wording of the Call for Papers should be as follows:

The Local Organising Committee of the (th) International Cartographic Conference, (place), (year), invites abstracts for papers proposed to be delivered as part of the scientific conference programme.

Abstracts are due to the Local Organising Committee by (insert the date). The address for submission is: (Local Organising Committee Address, FAX number and e-mail address)

Authors are encouraged to propose papers that address one or more of the following conference themes:

1)

2)

3)

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Good, up-to-date papers on any other cartographic and GI science subject of interest and value to an international audience will also be considered.

Authors should indicate which themes are being addressed. They should also indicate whether they wish to have their paper considered as part of the refereed stream. But, the Local Organising Committee reserves the right to make the final decision into which specific theme each paper should be placed. Papers not considered to match defined themes will be labelled "other".

Authors will be notified of the acceptance decision within 3½ months after the due date for abstracts, with a request to produce a full version of the paper. Refereed-track papers will be noted as being a refereed stream paper in the proceedings. These papers will be reviewed post conference and accepted papers subsequently published in the International Yearbook of Cartography. Those papers that are not included in the Yearbook will be recommended for publication to the editors of ICA-affiliated journals.

The full version (5 to 10 pages) of all papers will be published in the conference proceedings and must be received by the Local Organising Committee by (insert the date) and produced in accordance with the template provided along with the message of acceptance of abstracts. Only papers received by this date are assured of publication in the proceedings, when at least one of the authors has paid the conference registration fee. Please, note that the copyright for the paper will be transferred to ICA. This means that ICA has the right to re-publish the paper, with or without changes, in printed or electronic form. The author, however, has the full right to use the content of non-refereed papers in other works.

The abstract should be 300-500 words long and must be in English or French, the two official ICA languages. Use standard A4 format (21 x 29.7 cm) with 4 cm top and bottom margins and 3 cm side margins, or use 8½ x 11 inch paper with 1½ inch top and bottom margins and 1¼ inch side margins. Centre the title in bold capital letters as the first item, followed by a vertical space and then the name(s) of the author(s). Type the affiliation address (typed as it should appear on a mailing envelope) immediately below each author's name. Immediately below the last line, authors are encouraged (but not required) to include a FAX number or their e-mail address, where interested colleagues can reach them. After two line spaces the body of the abstract should be typed with single spacing and no indentation for paragraphs. A single line space should appear between paragraphs.

Guidelines adopted by the Executive Committee 2007-03-27.