

The department's report series – Urban and Rural reports

## Guidelines for authors

Prior to submission make sure that the manuscript is:

- within the boundaries of the subjects areas of the department,
- written with a given audience in mind,
- written in a scientific popular language,
- proofread *prior* to submission to the editorial committee,
- have a short summary in English if written in Swedish and vice versa,
- have a list of authors with short presentations of them,
- in the page range of 20–80 pages (single-spaced)
- adapted to the series format (see *Report template*).

When you want to publish something in the report series:

1. When you want to publish something in the report series, contact the editorial *representative* for the division in the editorial committee:
  - Rural development – Emil Sandström
  - Environmental communication and Nature interpretation – Erica von Essen
  - Landscape architecture – TBA
  - Agrarian history – Carin Martiin
2. Upon reading the manuscript, the editorial representative consults with the other members in the editorial committee whether the manuscript is suitable for publication or not. The subject representative communicates suggestions for revisions to the author. The committee can bring in adjunct members if they find the subject content difficult to evaluate. By following this procedure, we expect to make sound decisions on all manuscripts and provide consistently thorough, constructive, and fair reviews of all manuscripts.
3. The authors will receive a response from the editorial committee within 4 weeks after submission.

### Evaluation criteria

The subject representatives will evaluate whether the manuscript:

- is methodologically sound
- is valuable or useful to field or profession
- is adequate of design/accurate of analysis
- has results which are clearly presented and interpreted
- is grammatically sound and the writing style appropriate and fluent
- is within the boundaries of the subject areas at the department.

The editors are not expected to correct or copyedit manuscripts, but may choose to do so. Language correction is not part of the review process, and authors should seek guidance and advice, from those familiar with writing concise English or Swedish, during manuscript preparation.

Contact the Communication Officer (Anni Hoffrén) if you have any questions regarding the formatting. If the author wants a printed edition, the author needs an approval from his or her respective Division leader for the costs of printing.