

## *Arcadia: Explorations in Environmental History*

### Guidelines for Contributors

**Become part of the Arcadia network!** Founded as a partnership between the European Society for Environmental History (ESEH) and the Rachel Carson Center for Environment and Society (RCC), [Arcadia](#) is an online, peer-reviewed publication platform for short, illustrated, and engaging environmental stories that are based on original research but are accessible for general audiences. Its goal is to promote visibility and connections in global environmental history. While all topics and ideas are welcome we do encourage contributions that fit in one of our current Arcadia collections: *National Parks in Time and Space*, *Global Environmental Movements*, *Water Histories*, *The Nature State*, *Rights of Nature Recognition*, and *Disaster Histories* (coming soon). You may also volunteer to edit a new thematic collection. Contact [Arcadia's managing editor](#) for more information.

**Here's how it works:** Simply send an email with your idea for an article topic to [Arcadia's managing editor](#), who will clarify the submission and review process. Once your draft is submitted, it will be read by two anonymous peer reviewers (ideally within two weeks). If they recommend acceptance, we will ask you to respond to their feedback within two weeks. At that point the resubmitted manuscript will be copy-edited and uploaded for publication.

As of Autumn 2016, new Arcadia articles will be assigned a Creative Commons CC BY license. This Creative Commons license will ensure that you are always credited for your work, while encouraging its reuse and distribution. (For more information on this license type, please read the post by the Open Access Scholarly Publishers Association "[Why CC BY?](#)") The Rachel Carson Center retains the right to make final edits to Arcadia articles to improve readability. It also retains the right to add, at any time, inline links to further content and to change any metadata you provide (e.g., keywords and related links) to ensure smooth and continued functioning of your Arcadia article within the Environment & Society Portal.

**Contribution components:** To ensure that your article looks great and is fully accessible within the Environment & Society Portal, we will be asking you to provide the following components:

## Text components

<p><b>Main text</b></p>	<p>Arcadia articles tell short (about 750 words) focused, engaging environmental stories about any site, event, person, organization, or species as it relates to nature and human society. They are based on original research but should be enjoyable for general audiences to read. If you have an idea for a piece that you expect to be significantly longer than 750 words we would ask you to think about the possibility to reframe it as a cluster of shorter interlinked articles on a single topic. Please get in contact with Arcadia’s managing editor to discuss such ideas.</p> <p>Your text should focus on a specific problem/case and refer to a specific geographic location, if possible. An entry about a person should focus on particular achievements in lieu of a full biography. Avoid using footnotes/endnotes in text. If you need to refer to a specific piece of literature or make a verbatim quotation refer to it using the author’s surname or the work’s title in a sentence (e.g. “In an article in <i>Nature</i>, leading park scientist Carl Schröter declared” or “according to the <i>Oxford Dictionary</i>”). Longer quotes can be included as block quotes. Please remember to include the cited work in the <i>Further readings</i> and/or to provide a link.</p> <p>Arcadia’s managing editor and the editorial reviewers will provide feedback and, should the manuscript be accepted, copy-editing will be provided.</p>
<p><b>Article metadata</b></p>	<p><b>Article headline:</b> Capture attention and communicate significance (max. 100 characters)</p> <p><b>Article summary:</b> A short summary to appear in our navigation tool (map, timeline) views (max. 100 words)</p> <p><b>Article snippet:</b> Very short text for search results list (max. 20 words)</p> <p><b>Keywords:</b> Suggest up to three keywords</p> <p><b>Themes:</b> Choose 1 to 3 themes from the following list:</p> <ul style="list-style-type: none"> <li>• <i>Biodiversity</i></li> <li>• <i>Climate</i></li> <li>• <i>Environmental Knowledge</i></li> <li>• <i>Environmental Movements</i></li> <li>• <i>Environmental Politics</i></li> <li>• <i>Infrastructure</i></li> <li>• <i>Landscape Transformation</i></li> <li>• <i>Disasters</i></li> <li>• <i>Pollution</i></li> <li>• <i>Population</i></li> <li>• <i>Resources</i></li> </ul> <p><b>Region:</b> Name the most specific place relevant to your topic. If applicable, a city is better than a country, or a village is better than a city. Be as specific as you can.</p> <p><b>Date:</b> Choose a topically relevant day/month/year. For time periods, use a start date.</p>
<p><b>Audience</b></p>	<p>Please bear in mind that your Arcadia article should be accessible and engaging for general international audiences (i.e., please spell out abbreviations, use metric units, etc.).</p>

<b>Reviewers</b>	Please include three names and email addresses of potential reviewers of your article. We would like to have those names as an option, we will not necessarily contact any of them.
<b>Author profile</b>	Please provide a short bio (incl. research, publications related to your article) and a photo of yourself.
<b>ORCID / email address</b>	Do you have an ID with <a href="https://orcid.org">ORCID.org</a> ? If so, what is it? The website provided a persistent digital identifier that distinguishes you from every other researcher and gives you the opportunity to update your profile by yourself.  Alternatively, please provide a permanent email address at which you can be reached, this address will be visible to the users.
<b>Further readings</b>	You may suggest up to 7 scholarly works (print or online) for further reading. Please be sure that your bibliographic references are complete. For bibliographic citations, please refer to the <a href="#">Chicago Manual of Style</a> .
<b>Related links</b>	You also may additionally indicate relevant links to online resources that may not be easily provided as bibliographic references (e.g. full websites), both to be included at the end of your essay and to be used as inline links. We especially appreciate links to other relevant Portal content.

### Digital images/multimedia components

<b>List of digital multimedia</b>	All Arcadia articles should include 3-5 digital objects (images, video/audio, or other materials). Please list <b>filenames</b> and <b>descriptions</b> for all objects to be used in the article.
<b>Digital files</b>	We can accept multimedia in a variety of formats, including URLs in the case of video or other embeddable media (e.g. Google maps, Storify threads, or Getty Images photos). For images, the lowest resolution we can work with is 72 pixels per inch (DPI). Higher resolution images are better, as long as the file size does not exceed 1.5 MB.
<b>Captions</b>	Provide a <b>caption</b> including credit line for each object. Example:  The myth that all children love dinosaurs is contradicted by this nineteenth-century scene of a visit to the monsters at Crystal Palace. (Cartoon by John Leech. "Punch's Almanac for 1855," <i>Punch</i> 28 [1855]: 8. Photo courtesy of the Newberry Library, Chicago.)
<b>Metadata</b>	<b>Keywords:</b> Suggest up to three keywords per object <b>Object name</b> (name given by the creator, if available) <b>Creator</b> (the photographer, author, cartographer, etc.) <b>Publisher</b> (if known)

	<p><b>Publication date:</b> YY/MM/DD (if known)</p> <p><b>Date</b> (optional): Provide topically relevant day/month/year. For time periods, use a start date. For a book about World War I published in 1980, use 1914 in this field and 1980 in the “publication date” field.</p> <p><b>Region</b> (optional): Name the most specific place relevant to the item’s subject</p> <p><b>Copyright status:</b> Is the copyright status clear? Did you take the photo, is it a Creative Commons license, or in the public domain? For more information see below.</p>
<p><b>Permissions</b></p>	<p>We strongly recommend that contributors choose to include images or other digital multimedia that either 1) they have produced themselves, 2) have a <a href="https://creativecommons.org/licenses/by/4.0/">Creative Commons</a> license, or 3) fall within the public domain. You may wish to consult <a href="https://archive.org/">https://archive.org/</a>, <a href="http://search.creativecommons.org">http://search.creativecommons.org</a>, <a href="http://www.europeana.eu/portal">www.europeana.eu/portal</a>, or <a href="http://www.biodiversitylibrary.org">www.biodiversitylibrary.org</a>.</p> <p>For public domain items, simply write a sentence explaining the reason you believe the item falls within the public domain. For images and media you have produced or for which you are the rights holder, please attribute them a Creative Commons license or clearly state that you grant the Environment &amp; Society Portal (which hosts the Arcadia project) the right to reproduce the image.</p> <p>If you wish to use an item that does not fall into one of these categories, you will need to obtain a permission form signed by the rights holder before we can publish your article. We ask third parties to grant permission valid for the lifetime of the Environment &amp; Society Portal. We cannot pay for permissions and cannot guarantee that expired images will be renewed. Please contact Arcadia’s managing editor who will provide you with the relevant form and answer any further questions you may have in this regard.</p>

**We look forward to your contribution!**