

Arcadia: Explorations in Environmental History

Guidelines for Contributors

Please read before drafting your manuscript. Submissions that are incomplete or that do not conform to the guidelines will not be considered.

Mission Statement

Arcadia: Explorations in Environmental History is an open-access, peer-reviewed publication platform for short, illustrated, and engaging environmental histories. Embedded in a particular time and place, each story focuses on a site, event, person, organization, or species as it relates to nature and human society. By publishing digitally on the Environment & Society Portal, *Arcadia* promotes accessibility and visibility of original research in global environmental history and cognate disciplines.

Guidelines

Arcadia articles tell short, focused, engaging, and illustrated environmental stories about specific events in history. Your story should concentrate on a specific problem/case *embedded in a particular place and time*. This means that it should be clearly focused on a place (more local than a country) at a specific time (like a day, a year, or a shorter time period). Articles may, however, extend from this event in order to make a more general point.

Please note that *Arcadia* articles should be based on original research and that they should contain a clear argument. Your submission must be an original text; reusing material you have published elsewhere counts as self-plagiarism.

Please avoid footnotes/endnotes. Instead, introduce the author and work in a sentence (e.g., “In an article in *Nature*, leading park scientist Carl Schröter declared . . .”). Formal citations are not required, but if you want to include them, please follow the author–date system—e.g., “(Merchant 1980: 46).” If you use quotes, make sure that it is clear from what source they come. You may use up to seven citations, which should all be included in the “Further readings” (see the separate manuscript template).

Initial submissions should be between 650 and 850 words. **Please do your best not to exceed the word count.** We would very much appreciate if you would use our **manuscript template**.

Here’s how the process works:

1. Prior to writing, if you have any questions, **feel free to email** a pitch to [Arcadia’s managing editor](#).
2. **Submit (i) the filled-out contribution-components file (this document), (ii) the manuscript template, (iii) the image files (min. two), and (iv) a headshot** to arcadia@carsoncenter.lmu.de.
3. Complete submissions will go through a single-blind peer review.
4. If the reviewers recommend acceptance with revisions, we ask you to respond within two weeks.
5. Accepted manuscripts are then copyedited and proofread.
6. The publication date depends on the date you submitted and on how many articles we have in the pipeline.

The Rachel Carson Center reserves the right to add or update links and metadata (e.g., keywords) to ensure smooth and continued functioning of *Arcadia* articles within the Environment & Society Portal. ***Arcadia* articles are published under a Creative Commons Attribution 4.0 license.** This open-access license encourages reuse and distribution, while requiring that you are always credited. (For more, see the post by the Open Access Scholarly Publishers Association [“Why CC-BY?”](#))

Website: www.environmentandsociety.org/arcadia

Email: arcadia@environmentandsociety.org

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Contribution components

Author profile: Please provide a short biography and include photo.

Name
Institution
E-mail address
Short biography (max. 100 words and written in third person)
ORCID (recommended)

Article headline: A title that captures attention and communicates significance

Region: Name the most specific place relevant to your topic. Be as specific—and as local—as possible. The place chosen should be highlighted in the article.

Date: Provide a topically relevant day/month/year (to place your article on the Portal's timeline). For time periods, provide start date. The date chosen should be highlighted in the article.

Reviewers: You may suggest up to three potential reviewers (with email addresses).

Thematic collection (optional): Does your submission fit an existing *Arcadia* thematic collection (*Coastal History, Diseases and Pests in History, Global Environmental Movements, National Parks in Time and Space, Rights of Nature Recognition, Terms of Disaster, The Nature State, Water Histories, Disaster Histories, Notions and Nature, Histories across Species, Religion and Place, and Technology and Expertise*)? To propose a new collection, contact [Arcadia's managing editor](#).

Images/multimedia objects

All *Arcadia* articles should include a minimum of 2–5 digital objects (images, photographs, embedded maps, video/audio, or other materials). We strongly encourage the use of images/multimedia that either 1) contributors have produced themselves and have given a Creative Commons license, 2) have a Creative Commons license, or 3) fall within the public domain. You may pay for image permissions if you would like to use copyrighted material, but *make sure to write us before you do so*.

The following sites can be good sources for open-access images:

- archive.org
- search.creativecommons.org
- europeana.eu/portal
- biodiversitylibrary.org
- images found on Wikipedia.

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, maps from CartoDB). For images, the lowest resolution we can work with is 72 pixels per inch (DPI), but higher-resolution images are preferred.

It is mandatory to fill out the below metadata for any images you want to include. Please provide the metadata for any additional multimedia items in a separate document.

Object 1:

File name

Caption. Example: “Photograph of explorer Knud Rasmussen bundled in a fur coat.” Captions should ideally not exceed 75 words.

Creator (the photographer, cartographer, painter, etc.)

Source and/or link (e.g., publisher, museum, archive, or the website where you found the image)

Rights status (e.g., CC BY; public domain; copyrighted.) For public domain items, please note why you believe the item falls within the public domain. **Always include a link for material found online as well as for any relevant copyright page.** Note: If you wish to reproduce materials under copyright/all rights reserved, you will need to obtain written permission. We cannot pay licensing fees. Please contact *Arcadia*'s managing editor for the relevant form.

Object 2:

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Caption.

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Rights status

Object 3:

File name

Caption.

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Source

Rights status

Object 4:

File name

Caption.

Creator

Source

Rights status

Object 5:

File name

Caption.

Creator

Source

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