

Writing for the Geographical Association

Information on writing for publications

The Geographical Association publishes a large and varied range of resources on many aspects of geography and geographical education. This document explains the process to expect, guidance on our house style and the support the GA will offer to authors. We would like to give as many members as possible the opportunity to write, and particularly to encourage new authors. Please note that the guidance in this pack applies only to publications for sale - information on submitting articles for the journals is available to download from our website. A flowchart indicating the main stages of the publications production process is shown on page 2.

Getting started

Confirming the publication

Once you have either had a publications proposal accepted, or have agreed to write a commissioned publication or contribution to a commissioned publication, GA editorial staff will contact you to determine the details of the publication, allocate it a slot in the publishing programme, and issue an authors' service agreement (contract).

Your contract will specify an agreed deadline by which your completed manuscript must be submitted. As your publication will be scheduled as part of the GA's publications programme, it is important that this deadline is met: if it is not, your publication may lose its place in the schedule and may also lose sales. If for any unavoidable reason you are unable to submit your manuscript by the agreed date, please let us know as soon as possible.

Please note that the acceptance of a proposal by the Geographical Association does not mean that the final manuscript will be automatically accepted for publication. The manuscript will be reviewed in the context of whether it corresponds to the accepted proposal, is written to a publishable standard and fulfils the needs of the audience for whom it is written; you may be asked to make amendments to this end. In exceptional circumstances, the Geographical Association may decide against publication.

Submitting your manuscript

If writing a contribution to a publication, you will liaise with your editor during the writing process until he/she is happy with a final manuscript. For all publications, the GA editorial staff will check that your manuscript is as commissioned. It may also be sent out for review, and may come back to you with suggestions for improvement.

When the manuscript is approved, GA editorial staff will contact you to let you know who will be working on your publication and set out a detailed schedule. Your editor will inevitably have questions, so please ensure that it is easy to contact you during this period.

Payment

In most circumstances, authors are paid a fixed fee. This is payable on receipt of a final manuscript accepted for publication by GA HQ. You will be required to submit an invoice at this point. Templates are available if required.

The publishing process

Copyediting

Once accepted for publication, your manuscript will be formatted and copyedited, and all illustrations sourced and permissions requested. Further amendments and queries are likely to be raised after this process. When the editorial work is complete, a copy of the final manuscript will be sent for you to check and approve before it is sent to design.

Proofreading

You will need to check one set of proofs and send details of any necessary corrections to GA HQ. It is essential to keep alterations to a minimum (correcting errors only), as additional alterations incur an extra cost.

Complimentary copies

Upon delivery of the print stock (or in the case of e-publications upon GA receipt of the final digital file) you will be sent complimentary copies. For single authors of a complete work this will be three print copies; for authors of a contribution to a publication this will be one copy. Authors of e-publications will receive a pdf, which is for their personal use only and may not be shared.

The route to publication

