

## **Guidelines for Submission of a *Metroscape*® ATLAS**

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The atlas is the centerpiece of each issue of *Metroscape*® and, as a result, the part of the magazine that is best read and most commented upon. It is usually also the most difficult piece to execute because its complex requirements including:

- Aggregation of data from six counties that usually are not available in one place;
- The need to be conceptualized for explication by text and by imaging; and
- The fact that it must undergo a rigorous design phase following submittal.

There are also several participants in the Atlas process including the original author, the technical editors, and the designer. Successful completion of the Atlas thus involves extensive coordination and cooperation among the parties to its creation. Following are several guidelines the staff follows and to which we ask that all authors adhere.

- 1) Once the author is identified, a proposal (one paragraph – 1 page) articulating the concept of the atlas needs to be submitted with the approval of the technical editors at the first available staff meeting with, if possible, the author present.
- 2) If *Metroscape*® staff consider the proposal appropriate for the Atlas, a team will be formed consisting of: technical editors, designer, and author (who is assumed to be the topical expert). The team will help the author resubmit the proposal with any recommended modifications.
  - a. The primary considerations for the Atlas include:
    - i. Telling the story through maps
    - ii. Cartographic and design considerations in maps;
    - iii. A word limit of 500-700 words (appx. 2-2 1/2, double-spaced, pages)
- 3) Provide a timeline of finished products.
  - a. The full text and maps should be submitted for a final proof two weeks prior to completion data (a sample schedule is provided below)
- 4) Technical editor Vivek Shandas and the design editor, Meg Merrick, are the primary contacts for addressing questions about the Atlas ([vshandas@pdx.edu](mailto:vshandas@pdx.edu) [merrickm@pdx.edu](mailto:merrickm@pdx.edu)).

<b>Sample Timeline for Submitting an Atlas</b>	
<b>Item</b>	<b>Date</b>
Initial description of Atlas idea	<b>28-Feb</b>
Preliminary storyline and maps	<b>15-Mar</b>
Refining storyline and maps	<b>1-Apr</b>
Final proof of Atlas	<b>15-Apr</b>
Completion date	<b>1-May</b>
Release Date	<b>15-Jun</b>

Suitable *Metroscope*® *Atlas* topics can be readily understood by studying back issues of the magazine.

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