



Geographic Information Science & Technology Body of Knowledge (GIS&T BoK)

Guidelines and Instructions for Contributors

The **GIS&T Body of Knowledge (BoK)** is an authoritative reference work suitable for use by professionals, educators, and students in the field of geographic information science and its technologies, as well as by all others interested in these and related topics. Submissions should be scholarly, written with the highest of professional standards, and accessible to a wide audience.

A key goal of each entry is to provide “core” information and communicate it well so that others could evaluate how they might teach about that topic. Thus, the topics aim to cover the essential knowledge that would be covered if the topic were the subject of a single class or workshop presentation (45-50 minutes, for example). Authors should minimize the use of jargon and introduce technical terms in plain or previously defined language.

Each submission must include all the elements listed below and should be **between 2,500 and 3,000 words (inclusive of all the elements)**.

Topic Elements

1. **Topic Title**

- a. Should be 1-5 words
- b. Should be the title that the Knowledge Area Editor assigned, or one consistent with the assigned topic

2. **Summary Abstract**

- a. Should be about 200 words
- b. Should not use a 1st person writing style

3. **Keywords**

- a. 5-10 terms or concepts associated with the topic
- b. These terms and concepts become searchable items across all topics in the BoK

4. **Definitions**

- a. If necessary, provide definitions of any terms or concepts used within the body of the topic

- b. These will be included as a list at the beginning of each topic

5. **Description/Body**

- a. In this main section, describe the character and significance of the topic at hand
- b. This section should be approximately 2000 words
- c. Headings and sub-headings can be used within an outline numbering system (1; 1.1; 1.2; 2; 2.1; 2.2; 2.3; etc.)

6. **Figures and Tables** should be included if they aid in illustrating or organizing the Topic's information, but are not mandatory.

- a. Figures and Tables should be referenced in the text .
- b. A caption must be provided for each Figure and Table.
- c. Every Figure and Table must be copyright-free, **or** the Author must have secured permission to reprint the item both electronically and in print. If permission is sought for the use of an image, seek non-exclusive, worldwide, perpetual digital distribution.
- d. Figures should be provided to UCGIS in either **.png, .jpg/.jpeg, or .gif** format.
- e. Figures should be provided in high-resolution, with 200 dpi or more.

7. **Citations**

- a. Include a short (< 20) list of references cited. For BoK entries of this length and intent, excessive (> 20) use of references should be avoided. The Editorial Team reserves the right to ask that an author reduce the overall number of citations if these instructions are disregarded.
- b. Excessive self-citation should be avoided and will be curtailed by the Editorial Team
- c. Use standard APA Style. Services such as the [CitationMachine](#) are very helpful for formatting.
- d. If it exists, a [Digital Object Identifier \(doi\)](#) should be included for each item. DOIs can usually be found by entering the full title of an article into an Internet search engine, and the official page for a publication often appears from the publisher's website.

8. **Learning Objectives**

- a. A learning objective is a statement of what people should be able to do when they have completed instruction on the topic (in a class or a workshop, for example).
- b. These will be presented as a list.

- c. Each learning objective should begin with a **verb** that reflects the activity that a person would be able to do with the new knowledge (i.e., “Explain...,” “Develop ...,” “Predict...”, etc.
- d. Organizing learning objectives by their relative complexity or alignment with a taxonomy of learning, such as Bloom’s, will aid in the usage of this topic by educators. For example, see [this from UNC Charlotte](#) or [this from Cornell](#) (for the sake of these BoK topics, learning objectives are consistent with learning outcomes).
- e. Use an active voice in drafting these.

9. Instructional Assessment Questions (IAQs)

- a. Instructional Assessment Questions (IAQs) are the types of questions that a learner could be expected to find on an assessment (a final exam, for example); In a formal learning environment, IAQs should be aligned with the learning objectives, though that is not a requirement for the GIS&T BoK Topics
- b. IAQs could be sequenced to demonstrate basic to advanced knowledge of a topic
- c. IAQs can also be used as prompts for a discussion in a class or a workshop
- d. These will be presented as a list

10. Additional Resources

- a. Author’s recommendations and suggestions for other key references or websites that were not otherwise referenced in the topic itself
- b. The list should be brief, inspiring, and kept current

11. An Associated Image

- a. Every topic is required to have one image or screenshot that is used to convey the topic’s character and significance, and promote the topic on the home page.
- b. When the topic is first published, the image is on the GIS&T BoK home page to identify it as a recently published topic. To see these, go to the homepage (<http://gistbok.ucgis.org>) and scroll slightly down to **Latest Topics**.
- c. The image may **also** appear at the beginning of the topic. For example, see the topic of [Computational Movement Analysis](#).
- d. Or, it could be one that appears **only** elsewhere in the Topic (not at the beginning), such as is the case with the [User Interface / User Experience Design](#) topic.
- e. This image must be copyright-free.

ScholarOne Instructions

When a Topic is ready for its draft submission to the GIS&T BoK, follow [these instructions](#) to create an account and upload the text and related images to the UCGIS [GIS&T BoK ScholarOne](#) site (<https://mc04.manuscriptcentral.com/ucgisbok>). Through this site, the BoK Editorial Team manages the submission, peer reviews, and acceptance of all documents and images.

Revising Topics

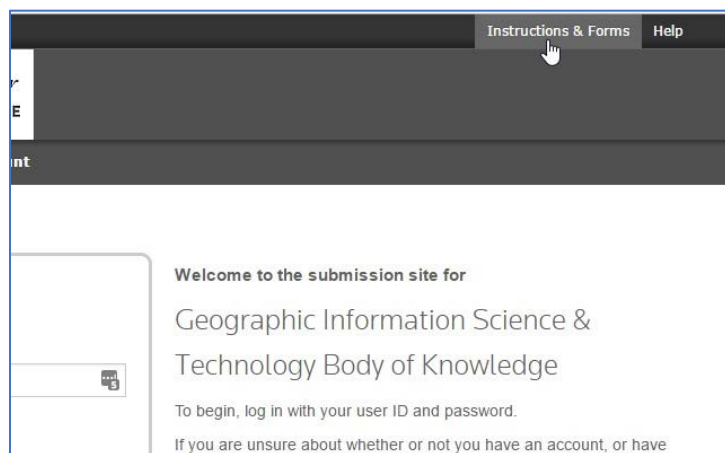
Authors will be encouraged to update their entries on an annual basis, or more frequently if desired or necessary.

Minor edits (fixing a typo, or adding a new Additional Resource) can be accomplished quickly and at any time by having the author contact the Project Manager (currently Diana Sinton, dianasinton@ucgis.org) with the necessary information.

Any author who wishes to no longer keep their entry updated will advise UCGIS and the entry will be offered to a new author.

Copyright and the UCGIS GIS&T Body of Knowledge

UCGIS will digitally publish all BoK entries and will hold the copyright for the electronic versions of the topics. Authors will hold a license to reproduce the entries in print form and to produce derivative works. For more detailed information, please consult the GIS&T BoK website (<http://gistbok.ucgis.org>). The copyright form itself can be found on the GIS&T ScholarOne webpage (<https://mc04.manuscriptcentral.com/ucgisbok>), at the top right under the **Instructions & Forms**.



Last updated: November 2, 2017