

Urban Land Editorial and Graphics Specifications

Manuscripts for *Urban Land* should be submitted via e-mail as an attachment—not copied into e-mails; doing so will cause formatting problems. Microsoft Word is the preferred format. Articles should be double-spaced in 12-point Times New Roman.

[Do not use tabs, indents, or page numbers; do not format text to be right-or full-justified; do not include footnotes or bibliographies.]

A one- or two-sentence biographical sketch of the author(s) should be included at end.

Authors are responsible for providing metric conversions for all dimensions in parentheses, abbreviating the units, such as 1 million square feet (93,000 sq m) or 20 acres (8.1 ha). Articles on foreign projects valued in foreign currencies should contain the U.S. dollar equivalent in parentheses, such as ¥500 million (\$5.4 million).

Direct formatting questions involving manuscripts to *Urban Land* copy editors:
Jim Mulligan, jmulligan@uli.org; or David Rose, drose@uli.org.

Graphics for *Urban Land*, including photographs, renderings, site plans, maps, sketches, etc., should be submitted as digital images—TIFs, JPEGs, EPS—with a resolution of at least 300 dpi; dimensions at least 4 x 6 inches, if not larger. Zipped or stuffed files are acceptable; also high-resolution color PDFs.

[Do not place images in a Word document or other text document; do not send graphic files in PowerPoint documents; do not send low-resolution images pulled off Web sites, etc.]

In the case of graphs and tables, labels and numerical values for all data points must be provided in Microsoft Excel. (All graphs and tables will be edited, redrawn, and formatted to conform with *Urban Land* style.)

Direct formatting questions involving graphics to *Urban Land* designers:
Betsy VanBuskirk, bvanbusk@uli.org; Anne Morgan, amorgan@uli.org; or Byron Holly, bholly@uli.org.

Each image should be labeled; include caption information or adequate identifying material, as well as name of photographer/artist/etc. of each image. Also, distribute the attached photo permission form for usage rights; additional copies of the form should be used when multiple photo sources are involved.

Image files should be sent by e-mail (10 MB limit per e-mail) or uploaded to a FTP site for downloading. *Urban Land* does not have an FTP site at this time; however, files can be uploaded to ULI's yousendit account at <http://dropbox.yousendit.com/dropitatuli>. We do not receive e-mails directly from yousendit alerting us of uploaded files, so send an e-mail letting us know when files are uploaded. Image files also can be saved to a CD and mailed: [addressee], Urban Land magazine, Urban Land Institute, 1025 Thomas Jefferson Street NW, Suite 500 West, Washington, D.C. 20007-5201.

Submit manuscripts* (*except UL meeting issues [March/September], UL Green, and Multifamily Trends) to **Kristina Kessler, editor in chief, *Urban Land***, kkessler@uli.org.

Submit editorial for Developments*, artwork*, and caption information* (*except UL meeting issues [March/September], UL Green, and Multifamily Trends) to **Karen Schaar, managing editor, *Urban Land***, kschaar@uli.org.

Submit manuscripts, artwork, caption information for UL meeting issues (March/September), UL Green, and Multifamily Trends to **Nancy Solomon**, nsolomon@uli.org.

Submit all photo permission forms to Lisa McNeil at the above address, or by fax to her attention at 202-624-7140. The form also can be scanned, saved as a PDF file, and sent as an e-mail attachment to lmcneil@uli.org.