



International Graduate Centre
for the Study of Culture

_Style Guidelines for Authors

Language: American English

Document formatting: Please submit your contribution as a Word document. The contributions will be formatted by the editors. Therefore, please keep the document simple, using the default margin settings in Word. If you are preparing a contribution in the section *_Perspectives*, the formatting options are unlimited – please discuss your idea and the specifics of the document you will be submitting with the editors. If you do reference other works in the section *_Perspectives*, however, please do follow the endnote referencing guidelines below.

Length of peer reviewed *_Article*: 50,000 characters (incl. spaces).

Length of *_Essay*: 25,000 characters (incl. spaces).

Length of *_Perspective*: 0–25,000 characters (incl. spaces).

Author name(s), institution, and short bio: Author name(s) should appear on a separate cover page and nowhere (i.e., in headers or footers) within the body of the article. Please include the following information on the title page:

- Name Surname (multiple authors list with commas)
- Email address(es) and, if applicable, homepage(s) (these are optional and would be published with the article)
- Short bio text(s) (up to 100 words including current position (optional: institutional affiliation(s), research foci))

Structuring: If you wish to divide your article into sections, please use Arabic numerals, with or without titles. Please insert one blank line before the numbered section title. Instead of a period, please mark the number with an underscore (e.g., 1_, 2_, etc.). There should be no sub-levels (though you are free to discuss alternatives with the Editorial Team if conceptually necessary).

Images, video, sound, links: If your article includes image files, tables, or graphs, please submit them within your article, and additionally as separate **JPEG** files with at least 300 dpi for the web version. If you are including sound, video clips, animations, etc., please submit these as extra files unless they are accessed via links provided within the body of the article. In that case, be sure to submit your article with active links (ideally permalinks to avoid link rot). Links should be handled as quoted material, i.e., with endnotes providing bibliographical info about the webpage that is cited. *On_Culture* does not provided financial support for obtaining publishing right of any sort of media.

The article should contain:

Title

Abstract

All articles must begin with an abstract, 200 words each

Keywords

Please provide up to six keywords for crosslinking and indexing (max. 25 signs, incl. spaces)

Body text

Standard font, e.g., Times New Roman, 12 pt., line spacing: 1.5

Numbered section titles (if you choose to use them)

Arabic numerals (1_, 2_, etc.; please do not use automatic numbers because it produces different indentation). No punctuation marks except question marks.

Emphasis: Words that are highlighted should be given in italics. Double quotation marks should be reserved for quotations. The meta-linguistic use of certain terms, distancing, etc. is to be marked by single quotation marks. Words in a foreign language should be set in italics. Titles of works (books, magazines, works of art, films, games, ...) should be set in italics, too. However, titles of essays as well as titles of poems should be marked by double quotation marks.

Hyphens vs. en-/em-dashes: Note that hyphens (-) are different from en-dashes (–). Hyphens should be used to avoid strange letter combinations (re-examine), and to indicate that two words are read together (well-known). To indicate numerical ranges (12–19) meaning “from/to” (year–year; page–page), please use the en dash (–). You may use the em-dash (—) for parenthetical phrases or clauses within a sentence, such as:

Example: “The book — the first to be issued in the years 1993–1996 — became a game-changer.”

Quoting: All quotations (words, parts of a sentence, sentences) in the text should be given in double quotation marks. Quotations within a quotation are to be marked by single quotation marks. Every departure from the original must be enclosed in square brackets. Omissions should be represented by an ellipsis in square brackets [...]. The quotations should be followed by the corresponding references in an endnote. Note that the punctuation should be on the inside of the quotation marks.

Example: “Ethnology and history bear witness that the various dispositions towards the natural world and the social world, and the various anthropologically possible ways of construction the world [...],” as Pierre Bourdieu points out.¹

Ensure that the endnote sign is placed at the end of the sentence, after the punctuation/inverted commas.

Example: “rely implicitly on the same conceptual systems that action theorists strive to make explicit through philosophical argumentation.”²

If you are quoting a source frequently throughout the text, you may cite it in an abbreviated form with the page number in brackets after the quotation (e.g., AB 3). This abbreviation must be introduced in the first endnote on the quoted text.

Example: Giorgio Agamben, *Homo sacer: Die souveräne Macht und das nackte Leben*, trans. Hubert Thüring (Frankfurt, Main: Suhrkamp, 2002 [1995]) (hereafter abbreviated as ‘Agamben 2002 [1995]’).

Long quotations (three or more lines) should be separated from the main text body and indented (without quotation marks).

Paraphrasing/Indirect Quotation: Please give reference to a paraphrased passage/indirect quotation/summary in the same way as described above for quoting. You may use an initial “**See** Author, *Title*, X” to indicate that you are paraphrasing said author(s). Use “cf.” (commonly and incorrectly used in German contexts as the English equivalent of “vgl.” to indicate paraphrasing) “only to mean ‘compare’ or ‘see, by way of comparison,’” as in the examples below:

[22] For further discussion of this problem, see Jones, *Conflict*, 49.

[23] Others disagree with my position; cf. Fisher and Ury, *Getting to Yes*, 101–3.³

Images, graphs, video clips, etc.: Include a caption describing media and cite the source of the media in an endnote as you would cite quoted text.

Abbreviations: Please note that one blank follows “cf.” and precedes “f.”. Please avoid abbreviations in the continuous text. Names of organisations should be written out when first mentioned (with the common abbreviation in parentheses). The abbreviation can then be used subsequently in the text. **Numbers** up to twelve should be written in letters, and then written as numerals.

Endnotes: Endnotes should be used to add comments as one would in footnotes as well as the bibliographical information pertaining to cited/paraphrased material. Please see the referencing examples below.

_Examples for Endnotes:

References: Referencing follows the *Chicago Manual of Style* (17th ed.). All bibliographical information is given in the endnotes; there is no additional list of works consulted at the end of the article.

Please take care that Word's auto-hyphenation does not separate any links and render them useless!

Works/monographs/titles of series⁴

First name Surname, *Title: Subtitle*. Vol. 1 (Place/Place: Publisher/Publisher, Year [Year of Original Publication]), page number.

Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65 (my translation).

Edited volumes

First name Surname, ed., *Title: Subtitle* (Place/Place: Publisher/Publisher, Year), page number.

Richmond Lattimore, ed., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

Contributions in edited volumes

First name Surname, "Title: Subtitle," in *Title: Subtitle*, eds. First name Surname and First name Surname (Place/Place: Publisher/Publisher, Year), 1–11, here: 1.

H. Porter Abbott, "Unnarratable Knowledge: The Difficulty of Understanding Evolution by Natural Selection," in *Narrative Theory and the Cognitive Sciences*, ed. David Herman (Stanford, CA: CSLI Publications, 2003), 143–162.

Contributions in edited journals

First name Surname, "Title: Subtitle," in *Title of journal* 1 (2009), 1–11, here: 1.

H. Porter Abbott, "Narrative and Emergent Behavior," in *Poetics Today* 29.2 (2008), 227–244, here: 228.

Article in a newspaper or popular magazine

First name Surname, "Title: Subtitle," in *Title of magazine*, month day, year, page number.

Daniel Mendelsohn, "But Enough about Me," in *New Yorker*, January 25, 2010, 68.

Sheryl Gay Stolberg and Robert Pear, "Wary Centrists Posing Challenge in Health Care Vote," in *New York Times*, February 27, 2010, accessed February 28, 2010, <http://www.nytimes.com/2010/02/28/us/politics/28health.html?_r=0>.

Internet resources (items with a DOI or any other form of permalink do not need the "accessed Month DD, YYYY"-phrase)

First name Surname, "Title: Subtitle," accessed month day, year, <[URL](#)>.

Viktor Shklovsky, "Art as Technique," (1917), accessed June 29, 2016, <<http://www.vahidnab.com/defam.htm>>.

If there is no name given, please proceed like

"McDonald's Happy Meal Toy Safety Facts," McDonald's Corporation, accessed July 19, 2008, <<http://www.mcdonalds.com/corp/about/factsheets.html>>.

Further references to titles listed earlier:

Surname, *Abbreviated title*, 1.

or

Surname, "Abbreviated article, journal/(online) article title," 1.

Do not use "Ibid.," "Idem," "Id.," etc. to refer to the same reference in the previous footnote. Please always use the short format shown here above.

_Endnotes (please keep the endnote signs in the text functional and do not remove the links)

¹ Pierre Bourdieu, *Pascalian Meditations* (Stanford, CA: Stanford University Press, 2000), 16.

² David Herman, *Story Logic: Problems and Possibilities of Narrative* (Lincoln: University of Nebraska Press, 2002), 55.

³ Quote and examples from: "'See' and 'cf.," in *Chicago Manual of Style*, 16th ed. (Chicago/London: University of Chicago Press, 2010), 671, entry 14.37.

⁴ For **four or more authors** or editors, list in the note only the first author or editor, followed by et al. ("and others").

Please contact the Editorial Team member with whom you have been in contact should you have questions about these specifications. We are looking forward to your contribution!