



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 contribution will be formatted by the editors. Therefore, please keep the document simple and format the document as little as possible: Use the default margin settings in Word. Avoid tab stops with space characters or tabulators and do not indent paragraphs. Do not separate words manually and do not write headings in capital letters.

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 you have one, homepage(s) (these are optional and would be published with the article)
- Short bio text(s): No more than 100 words including current position (optional, institutional affiliation(s), research foci), you are free to include the information that you would like and find is most pertinent to your contribution. The main research interests should be lowercase, the discipline which you have studied capitalized.
- Keywords: Please provide up to six keywords for crosslinking and indexing, max. 25 characters, incl. spaces. All keywords should be lowercased except proper names and titles, and separated with comma.

**Structuring:** If you wish to divide your article into sections, please use Arabic numerals. 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 Board if conceptually necessary).

**Images, video, sound, links:** If your article includes image files, tables, or graphs, please submit them, in addition to within your article, 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 provide financial support for obtaining publishing right of any sort of media.

**The article should contain:**

**Title**

First letter of major words are capitalized (not all letters capitalized)

**Abstract**

All articles must begin with an abstract, max. 200 words each

### 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, italics, titles:** 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 constructing the world [...],” as Pierre Bourdieu points out.<sup>1</sup>

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.”<sup>2</sup>

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:<sup>3</sup>

<sup>22</sup> For further discussion of this problem, see Jones, *Conflict*, 49.

<sup>23</sup> Others disagree with my position; cf. Fisher and Ury, *Getting to Yes*, 101–3.

**Images, graphs, video clips, etc.:** Include a caption (e.g. Fig. 1: 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 organizations 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 material. All information needed on referencing is listed below.

## **\_Examples Endnotes**

**References:** Referencing follows the *Chicago Manual of Style* (17<sup>th</sup> ed.). All bibliographical information is given in the endnotes (**not** in footnotes); there is no additional list of works consulted at the end of the article.

### **Works/monographs/titles of series**

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.

### **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), 143–62, here: 144.

### **Contributions in edited journals**

First name Surname, "Title: Subtitle," *Title of journal* issue, no. (date): 1–11, here: 1.

H. Porter Abbott, "Narrative and Emergent Behavior," *Poetics Today* 29, no. 2 (2008): 227–244, here: 228.

### **Contributions in edited online journals**

Jio-Ch'i Liu, "Beholding the Feminine Sublime: Lee Miller's War Photography," *Signs* 40, no. 2 (2015): 308–19, here: 311. doi: 10.1086/678242.4.

### **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.

### **Online newspaper article**

First name Surname, "Title: Subtitle," accessed month day, year, <URL>.

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

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

→ give publication date or revision date (last modified May 17, 2021), if no date is available use date when you last accessed the source (accessed February 28, 2021); items with a DOI or any other form of stable link do not need a date

### **Websites**

First name Surname, "Title: Subtitle," title/owner or sponsor of website, accessed month day, year, <URL>.

Paul Lynch, Allen Brizee, and Elizabeth Angeli, "Planet X? 9th Planet, beyond Pluto, May Exist, New Study Suggests," Canadian Broadcasting Corporation, accessed January 21, 2016, <<http://www.cbc.ca/news/technology/9th-planet-x-1.3412070>>.

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>>.

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

### Blog Post

First name Surname, "Title of Post," Title of Blog (blog), Month Day, Year of post, <URL>.

Viktor Shklovsky, "Art as Technique," The World is a Skin of Living Thoughts (blog), June 29, 2016, <<http://www.vahidnab.com/defam.htm>>.

### Social Media

Pete Souza (@petesouza), "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit," Instagram, April 1, 2016, <<https://www.instagram.com/p/BDrmfXTtNct/>>.

Chicago Manual of Style, "Is the world ready for singular they? We thought so back in 1993," Facebook, April 17, 2015, <<https://www.facebook.com/ChicagoManual/posts/10152906193679151>>.

### Film

*Title of Work*, directed by Firstname Lastname (Original release year; City: Studio/Distributor, video release year), medium.

*Joe Versus the Volcano*, directed by John Patrick Shanley (1990; Burbank, CA: Warner Home Video, 2002), DVD.

### Please note

Page references

- For contributions in edited volumes or journals give page number range when referring to the contribution in general, when quoting add page number of quote (e.g.: 143–62, here: 144).

Use an abbreviated form when mentioning an identical source on multiple occasions.

- 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 endnote. Please always use the short format shown here above.
- Only when referencing identical sources in direct succession within an endnote, "ibid." or "id." (for the same person) can be used.

Publisher's imprint: „De Gruyter“, „Frankfurt, Main“

- Anita Traninger, "Emergence as a Model for the Study of Culture," in *Travelling Concepts for the Study of Culture*, eds. Birgit Neumann and Ansgar Nünning (Berlin: De Gruyter, 2012), 67–82, here: 67."
- Frankfurt, Main: Suhrkamp; Cambridge, UK: Cambridge University Press
- For publishing places in the US, only specify the US-state when there is a danger of confusion, and then keep it uniform for the entirety of endnotes
- No abbreviations for Publishers, i.e. OUP → Oxford University Press

Indication when 4+ editors/authors

- write "et al." after the first author's name

Punctuation marks: Punctuation mark in front of the closing quotation mark. When text in quotation marks ends with punctuation marks, still also end with a comma (punctuation marks do not replace the comma)

- Jacques Rancière, “The Thinking of Dissensus?,” in *Reading Rancière*, ....

Translations: Indications in square brackets

- Demet Lüküslü, *Türkiye’de Gençlik Miti* [The Myth of Youth in Turkey] (İstanbul: İletişim Publishing, 2009), 145–166.

Endnote symbols within the text

- In front of the full stop if the endnote refers to a part of the sentence, after the punctuation mark if the endnote refers to the entire sentence.
- please keep the endnote signs in the text functional and do not remove the links

Full first name of the authors in the bibliography, NO initials.

Write “\_Endnotes” in front of the endnotes

## **\_Endnotes**

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

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

<sup>3</sup> 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.

**Please contact the Editorial Board member with whom you have been in contact should you have questions about these specifications. We look forward to your contribution!**