



_Style Guidelines for Authors

1_General Submission Requirements

- **Language:** American English
- **File Format:** Please submit all contributions as a Microsoft Word document
- **Submission Length:**
 - **_Article (Peer-reviewed):** 50,000 characters (incl. spaces)
 - **_Essay:** 25,000 characters (incl. spaces)
 - **_Perspective:** 0–25,000 characters (incl. spaces)
 - Note: For _Perspective pieces, formatting options are flexible; please consult the editors regarding specific layouts.
- **Cover Page:** Author names should appear on a separate cover page. Do not include author names in headers or footers within the body of the article. The title page includes:
 - Name Surname (multiple authors listed with commas)
 - Email address(es) and, if you have one, homepage(s) (these are optional and would be published with the article)
 - Author Bio: Max. 100 words including current position, institutional affiliation(s), and research foci (optional). Note: Research interests should be lowercase; academic disciplines should be capitalized.

- **Keywords:** Please provide up to six keywords for crosslinking and indexing, max. 25 characters, incl. spaces. All keywords, except proper names and titles, should be lowercased and separated with commas.

2_Manuscript Formatting

To facilitate the editing process, please keep the document structure simple.

- **Page Setup:** Use default Word margin settings. Do not use tabs or manual spacing for indents; do not indent paragraphs.
- **Typography:** Use a standard font (e.g., Times New Roman, 12 pt) with 1.5 line spacing.
- **Headings & Structure:**
 - If dividing the text into sections, use Arabic numerals followed by an underscore (e.g., 1_Introduction, 2_Historical Background).
 - Do not use Word's "Automatic Numbering" feature, as it creates unpredictable indentation.
 - Insert one blank line before each numbered section title.
 - Title as well as section titles should follow "Title Case" (capitalize major words). Do not use ALL CAPS for headings.
 - Do not use sub-levels (e.g., 1.1) unless pre-approved by the Editorial Board.
- **Structure of Text:**
 - Title
 - Abstract: All articles must begin with an abstract, max. 200 words each.
 - Body of text: This can include numbered sections.
 - Endnotes
- **Emphasis & Titles:**
 - **Italics:** Use for emphasis, foreign language words, and titles of works (books, magazines, works of art, films, games, ...).

- **Double Quotation Marks:** Use for direct quotations and titles essays as well as poems.
- **Single Quotation Marks:** Use for meta-linguistic terms, distancing, or quotations within a quotation.

3_Writing Style & Mechanics

- **Abbreviations:** Avoid abbreviations in continuous text. Write out organization names in full upon first mention, followed by the abbreviation in parentheses.
- **Numbers:** Write out numbers up to twelve in words; use numerals for 13 and above.
- **Dashes:**
 - **Hyphen (-):** For compound words (e.g., well-known) or to avoid strange letter combinations (e.g., re-examine).
 - **En-dash (–):** For numerical ranges like year and page ranges (e.g., 12–19).
 - **Em-dash (—):** For parenthetical breaks within a sentence, used without spaces.
- **Punctuation with Quotations:** Place punctuation inside the closing quotation marks. If the quoted text ends a sentence, the endnote sign should be placed *after* the punctuation.

4_Media & External Links

- **Images, Tables, & Graphs:** Submit these as separate JPEG files (minimum 300 dpi) in addition to their placement within the text. Include a caption (e.g., Fig. 1: Caption) and cite the source in an endnote.
- **Audio & Video:** Submit these as separate files unless they are accessed via links within the text.
- **Hyperlinks:** Use active permalinks to prevent "link rot." Treat links as quoted material by providing bibliographical information in an endnote. **Warning:** Ensure Word's auto-hyphenation does not break links.

- **Rights:** *On_Culture* does not provide financial support for obtaining publishing rights for any media used.

5_Referencing & Endnotes

References

- The quotations should be followed by the corresponding references in an endnote.
- Every departure from the original must be enclosed in square brackets. Omissions should be represented by an ellipsis in square brackets [...].
- 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.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
- 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:³
 - 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.

Endnote Rules

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.

Endnotes should be used to add comments as one would in footnotes as well.

- **Style:** Follow the *Chicago Manual of Style* (18th ed.).
- **Placement:** Place the endnote sign at the end of the sentence, following the final punctuation mark if the endnote refers to the entire sentence. In front of the full stop if the endnote refers to a part of the sentence.
- **Shortened Citations:**
 - Once a source has been cited in full, use the shortened format for all subsequent references. **Do not use “Ibid.,” “Idem,” or “Id.”**

Format: Surname, *Abbreviated Title*, page number

OR

Surname, “Abbreviated Title,” page number.

6_Reference Examples

In case of online sources, include a URL (preferably based on DOI) or the name of the database. In the case of ebooks, name the format; if no page numbers are assigned, cite section titles, chapters, or simply omit. Include an access date if a source does not have a publication date. 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).

Please consider *The Chicago Manual of Style* 18th Edition (Notes and Bibliography) for additional information.⁴

Works/Monographs:

First name Surname, *Title: Subtitle* (Publisher, Year), page.

Amy J. Binder and Jeffrey L. Kidder, *The Channels of Student Activism: How the Left and Right Are Winning (and Losing) in Campus Politics Today* (University of Chicago Press, 2022), 117–18.

Contributions in Edited Volumes

First name Surname, “Title: Subtitle,” in *Title: Subtitle*, ed. First name Surname and First name Surname (Publisher, Year), page.

Kathleen Doyle, “The Queen Mary Psalter,” in *The Book by Design: The Remarkable Story of the World’s Greatest Invention*, ed. P. J. M. Marks and Stephen Parkin (University of Chicago Press, 2023), 64.

Journal Articles

First name Surname, “Title,” *Journal Name* Volume, no. Issue (Year): page, DOI/URL or database.

Hyeyoung Kwon, “Inclusion Work: Children of Immigrants Claiming Membership in Everyday Life,” *American Journal of Sociology* 127, no. 6 (2022): 1842–43, <https://doi.org/10.1086/720277>.

Websites

“Title,” Publisher, Month Day, Year, URL.

“Wikipedia: Manual of Style,” Wikimedia Foundation, last modified December 19, 2023, 21:54 (UTC), https://en.wikipedia.org/wiki/Wikipedia:Manual_of_Style.

Online News

First name Surname, “Title,” Site Name, accessed Month Day, Year, URL.

Dani Blum, “Are Flax Seeds All That?,” *New York Times*, December 13, 2023, <https://www.nytimes.com/2023/12/13/well/eat/flax-seeds-benefits.html>.

Social Media

Author (@handle), “Content of post, up to the first 280 characters” Platform, Month Day, Year, URL.

NASA Webb Telescope (@NASAWebb), “👁️👁️ Sneak a peek at the deepest & sharpest infrared image of the early universe ever taken—all in a day’s work for the Webb telescope. (Literally, capturing it took less than a day!),” Twitter (now X), July 11, 2022, <https://twitter.com/NASAWebb/status/1546621080298835970>.

Video or Podcast

Eric Oliver, “Why So Many Americans Believe in So Many ‘Crazy’ Things,” moderated by Andrew McCall, virtual lecture, February 23, 2022, posted March 21, 2022, by University of Chicago, YouTube, 1:01:45, <https://youtu.be/hfq7AnCF5bg>

Lauren Ober, host, *The Loudest Girl in the World*, season 1, episode 2, “Goodbye, Routine; Hello, Meltdown!,” Pushkin Industries, September 13, 2022, 41 min., 37 sec., <https://www.pushkin.fm/podcasts/loudest-girl-in-the-world>.

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!

_Endnotes

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

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

³ Quote and examples from: “‘See’ and ‘cf.’,” in *Chicago Manual of Style*, 16th ed. (University of Chicago Press, 2010), 671, entry 14.37.

⁴ Information and examples from: “The Chicago Manual of Style, 18th Edition,” The Chicago Manual of Style Online, accessed September 9, 2026, https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html#cg-journal.