Formal Guidelines for Submissions (print + Word-document, *.rtf or *.doc)

Length
Research articles should be between 6,000 and 10,000 words, essays about 6,000 words, and case studies about 4,000 words; book reviews and conference reports should not exceed 800 words. Submissions should not exceed 30 pages in length (all including references, tables, figures, endnotes and attachments).

Page
Page setup: top, left, right 2,5cm; bottom 2cm
Page numbers are to be inserted on the top right corner of the page.

Please insert consecutive line numbers. (Word: click on Layout, line numbers, consecutive.)

Titles
Submission title: 16pt Arial
Submission subtitle: First and last name of the author, 14pt Arial
Subheadings: 14pt Arial bold, Arabic numbers, subchapters if applicable, e.g. 1.2.

Text
English submissions are preferable using American English orthography.
Running text, no indent, 14pt Times New Roman, line spacing: “exactly 18pt”.
Shorter quotations in running text: Quotation marks.
Longer quotations: no indent, space before and after quotation paragraph: 6pt;
Line spacing: single; 12pt Times New Roman without quotation marks.
Short quotations in running text and footnotes: “Papers and magazines” (MÜLLER 2008: 25).
Other emphases in running text: journal/periodic titles, institutions, book titles etc.: italic; Quotations: “double quotation marks”; simple emphases: ‘single quotation marks’.
Suspensions in quotations in square brackets: “The Berlin Philharmonics […] were”

No hyphenation.
Footnotes

Citations
In Citavi 4 and Citavi 5, the style “Zeitschrift für Kulturmanagement” is now available (www.citavi.com/das-ist-neu). In order to use the style, select the Menu Citation > Citation Styles > Change style. Click on Browse and add style. Enter “Zeitschrift für Kulturmanagement” in the field Name. Select the box in front of the style name and click on Add and OK.
In the Word Add-In, you can select the style in the Citavi Tab. Click on the arrow behind Citation style and select Add citation style. Enter “Zeitschrift für Kulturmanagement” in the field Name. Select the box in front of the style name and click on Adopt.

References
Line spacing: single + 6pt.

a) Monographs, edited volumes:

b) Book chapters:

c) Articles:

Visibility and search optimization
To increase visibility and optimize research results of contributions online, authors should have an online profile (research gate, Google Scholar etc.) and dispose of an ORCID number.