

## 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 be between 850-1.000 words. Submissions should not exceed 30 pages in length (all including references, tables, figures, endnotes and attachments). Abstracts should be 1.000 characters including spaces maximum.

## FORMATTING

### 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 preferably using American English spelling and punctuation. Please refer to the guide for the use of US English at the very end of this document.

Running text, no indent, 14pt Times New Roman, line spacing: exactly 18pt.

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.**

**Figures and Tables** should be sent in separate files, jpg, png, or TIFF format, greyscale, and with a resolution of at least 300dpi.

Callouts should be inserted in the text (Figure or Table 1). A caption and the source should indicate where the image or table should be placed in the document.

Fig. 1: *caption in italics (source: in italics and in parenthesis).*

### Footnotes

Footnotes, no endnotes. After footnote symbol: one tab, no hanging indent; 12pt Times New Roman; space after each footnote: 6pt.

## Citations

In Citavi 4 and Citavi 5, the style “Zeitschrift für Kulturmanagement” is now available ([www.citavi.com/das-ist-neu](http://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**.

If you do not use Citavi, in-text citations should be manually formatted as follows (please do NOT insert automated macros). Several references are put in alphabetical order. References by more than three authors state the name of the first author followed by “et al.”

(CHATTERTON 2005: 986)

(GALLOWAY/DUNLOP 2007: 17)

(COSTA et al. 2007)

(CARTA 2007; FONSECA REIS/KEGEYAMA 2009; HANNIGAN/RICHARDS 2017; SASAKI 2010; THROSBY 2017; USAI 2016)

Websites are given in in-text citations, if they refer to a general source (and not to an article written by a specific author). Example:

A further resource for your research might be this website <[www.punk.pt](http://www.punk.pt)>.

## List of References

Line spacing: single + 6pt.

a) Monographs, edited volumes:

BEYME, Klaus von (1998): *Die Kunst der Macht und die Gegenmacht der Kunst. Studien zum Spannungsverhältnis von Kunst und Politik*. Frankfurt/M.: Suhrkamp.

BRINKEMPER, Peter V./DADELSEN, Bernhard v./SENG, Thomas (Eds.) (1994): *World Media Park. Globale Kulturvermarktung heute*. Berlin: Aufbau.

b) Book chapters:

BAALMAN, Marije. A.J. (2017): Interplay Between Composition, Instrument Design and Performance. – In: Bovermann, Till/de Campo, Alberto/Egermann, Hauke/Hardjowirogo, Sarah/Weinzierl, Stefan (Hgg.), *Musical Instruments in the 21st Century*. Singapore: Springer, 255-241, <[https://doi.org/10.1007/978-981-10-2951-6\\_15](https://doi.org/10.1007/978-981-10-2951-6_15)> [July 7, 2020].

c) Articles:

UNESCO (2005): *Convention on the Protection and Promotion of the Diversity of Cultural Expressions*, <[www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CLT/pdf/Conv2005\\_BasicTexts\\_HD\\_EN.pdf](http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CLT/pdf/Conv2005_BasicTexts_HD_EN.pdf)> [March 15, 2020].

YAVO-AYALON, Sharon (2019): ‘Enabling Periphereality’: Artistic Trajectories in a Peripheral City. – In: *Cultural Sociology*, 13(4), 461-482, <<https://doi.org/10.1177/1749975519875373>> [July 7, 2020].

d) Websites, Videos, etc.:

AMERICAN ALLIANCE FOR MUSEUMS (2020): United States May Lose One-third of All Museums, New Survey Shows. Press Release [22 July 2020]. <<https://www.aam-us.org/2020/07/22/united-states-may-lose-one-third-of-all-museums-new-survey-shows>> [20 August 2020].

(In-text citation: (AMERICAN ALLIANCE OF MUSEUMS 2020))

## 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.

## GUIDE FOR US ENGLISH

Recommended: Set your word processor for US English for writing and editing your article. Follow the instructions below.

In Word, click on Review tab → Language → Language Preferences and select United States English. Doing this will automatically alert you to most of the issues that may come up with punctuation and spelling differences between British and US English. Do the same process again, but after Language, select Set Proofing Language and, once again, select US English.

When you finish your article, do a spelling and grammar check.

As a self-guide, below are some of the common rules for US English spelling and punctuation.

## PUNCTUATION

### Use of the period.

In common business titles, do not use periods.

Examples: CEO, VP, CFO

Use a period as a decimal point.

Examples: 15.5 billion people, 12.2 degrees Celsius

### Use of the comma.

Use a comma before the last item in a series of three or more.

Examples:

- The framework for this study combines **discourse theory, narrative, and** social constructivism.
- Organizational structures are affected by the actions of **staff, management, the public, and** governmental actors.

Use a comma at the end of *etc.*, *i.e.*, and *e.g.* if they are the final items in a series, unless they appear at the end of a sentence.

Use a comma after the day of the month in the long form of a date.

Example: January 1, 2015

Use a comma after each element of a geographical place, unless it comes at the end of a sentence.

Example: We went to Oslo, Norway, for a conference.

Use a comma as the thousands separator for numbers.

Example: 500,000-byte files

## QUOTATIONS AND DIALOGUE

### Quotation marks

Use double quotation marks (“ ”) when quoting direct speech.

Use single quotation marks (‘ ’) for quotes within a quote.

Avoid the use of quotation marks to emphasize words for added effect (as with sarcasm or irony).

Reserve quotation marks for text that is quoted from a source.

### Quotation marks and punctuation

Periods and commas precede closing quotation marks, whether double or single. Colons and semicolons follow closing quotation marks. Question marks and exclamation points follow closing quotation marks unless they belong within the quoted matter.

Examples:

“The policy is no longer useful,” said the cultural policy expert.

The consortium no longer refers to “The EU Sustainability Report”; instead, they use another source.

## SPELLING

### American vs. British spelling

After setting your word processor to United States English, do a spell check. You can also consult an online dictionary of American or United States English.

### Plurals with collective nouns

Do not use the plural form of a verb with a collective noun.

Examples:

The government is taking action.

The organization operates at full capacity.

### “A” or “an”?

Use *a* before words and acronyms with a consonant sound, including /y/, /h/, and /w/, no matter how the word is spelled. Use *an* before words and acronyms that start with a vowel sound.

Examples:

a European representative, an Eastern European, a utopia, a horse, a NATO representative, an NSC ruling

### Dates and times

175 For dates, the US standard is *Month Day, Year* for the long form and *MM/DD/YY* for the short  
176 form.  
177 Example: In the year ending December 31, 2010, the company reported a profit.