

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

As long as it's consistent throughout the paper, authors are welcome to use either British or American English spelling and punctuation. Guidelines on spelling and grammar differences are available online, see, e.g., [University of Oxford Style Guide](#) (BE) and [OWL Purdue](#) (AE).

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). 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>.

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./DAELENSEN, 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> [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> [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.