

Instruction for Authors

CULTURE UNBOUND welcomes contributions in the form of original, unpublished and well-written research articles. All articles are subjected to a double blind peer review. Articles should comprise no more than 9 000 words (including notes and references). An abstract of no more than 300 words should be submitted, as well as 5-8 keywords. In addition, a short author presentation (approx. 50 words) should be submitted, including affiliation, research interests and e-mail address. It is possible to include acknowledgements of funders of the article or the project, preferably in relation to the author presentation.

Manuscripts are submitted on *Culture Unbound's* homepage. We use the JARSS editorial support system, and authors not already registered as users need to create an account and follow the submission instructions in JARSS.

Manuscripts should be in MS Word or RTF format, set in Times New Roman or other standard font, with minimal formatting (see below). Manuscripts intended for peer review should be submitted in two versions: one that is suitable for double blind peer review (i.e. without direct references that make the author identifiable), and one that on a separate first page contains all author information (name, affiliation, address, phone number and e-mail address).

Body text

The text should be clearly organised, avoiding jargon as well as racist or sexist language. Only articles in English are accepted – use either UK or US spellings consistently. It is the author's own responsibility to make sure that the article is written in adequate English and commission and pay for necessary copy editing. Keep in mind that a well written and professionally proof read article has far better chances of passing peer review. Here are some particular rules to consider regarding the body text:

- There must be a coherent hierarchy of at most three levels of headings and subheading.
- Quotations exceeding 40 words are to be set as block quotations in separate, indented paragraphs.
- Avoid unnecessary abbreviations. Necessary abbreviations should be written accordingly: *ibid.*; *et al.*; *no.*; *i.e.*; *e.g.*; *etc.*.
- Avoid bold or underlined letters.
- Numbers exceeding four digits should be written with a single spacing before the last three digits (e.g. 15 000)

Illustrations

It is possible to include illustrations in the article, as long as they are directly relevant to the discussion. Illustrations, including pictures, tables and diagrams, should be submitted separately, preferably in jpg or tif format. Illustrations should be high resolution, print quality, preferably 300 dpi. They should be numbered consecutively, with short descriptive captions including source information, and with a clear indication in the text of where they are to be inserted.

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Notes and references

Notes should be kept at a minimum and have the form of numbered endnotes (¹, ², ³...).

Culture Unbound uses the author-date system, where references are placed within parentheses in the body text. They should follow Harvard style, i.e. references are cited in the text by author, date and pages (e.g. (Haraway 1991: 176)). If several references are listed in the same parentheses they should be chronologically ordered, i.e. the oldest publications first.

A full alphabetical listing shall be presented at the end of the manuscript. If several publications by the same author are listed they should be ordered chronologically. We recommend the authors to follow these examples as closely as possible:

Articles in journals: Bourdieu, Pierre & Loïc Wacquant (1998/1999): “On the Cunning of Imperialist Reason”, *Theory, Culture & Society*, 16:1, 41-58.

Books: Hannerz, Ulf (1992): *Cultural Complexity: Studies in the Social Organization of Meaning*, New York: Columbia University Press.

Articles in edited books: Ríos, Alicia (2004): “Traditions and Fractures in Latin American Cultural Studies”, Ana Del Sarto, Alicia Ríos & Abril Trigo (eds): *The Latin American Cultural Studies Reader*, Durham: Duke University Press, 15-34.

Newspaper articles with author: Frost, Stephen (2009): “The state of work in Singapore”, *Find Singapore.net*, 13 May 2009: <http://www.findsingapore.net/forum/viewtopic.php?t=9862&sid=8a5b8b4abea5fd1aa4>, (accessed 10/06/09).

Webpages: Meetings International (2010): www.meetingsinternational.se, (accessed 10/01/14).

Other kinds of sources are as far as possible referenced in analogous manner (unpublished papers, interviews, non-verbal material etc.). Some certain details to be noted:

- References in the body text should as far as possible be placed at the end of the sentence and the punctuation should be placed after the references (e.g.: "... were fused" (Hüllen 1999: 24-25).) Block quotations are however an exception to this rule. At the end of a block quote the references should be placed after the punctuation (e.g. ... were fused. (Hüllen 1999: 24-25))
- The list of references should always include the first names of all authors and not just their initials.
- In English titles the first letter of each word should be give in capital letters (e.g. "On the Cunning of Imperialist Reason").
- Title and subtitle should be separated by a colon (e.g. *Cultural Complexity: Studies in the Social Organization of Meaning*).
- Avoid abbreviations in the references (e.g. write "University Press", not "Univ. P.").

Publication

The fact that *Culture Unbound* is an e-journal does not mean that an article can be revised after publication. Every author should be aware that once a text is published it is just as final and irrevocable as with a printed journal.

Final publication decision rests with the *Culture Unbound's* editorial team.

It is assumed that by submitting an article to *Culture Unbound*, the author agrees to publication of the article by Linköping University Electronic Press which hosts the journal.