

House style for Cultural Studies – February 2024

Cultural Studies accepts contributions throughout the year, albeit only complete articles. The contribution must not have been previously published or simultaneously submitted to another journal for publication. Please note that these requirements must be met before the article is evaluated by the editorial team.

Formality Checklist

This concise checklist can assist you in ensuring that your article meets Cultural Studies' formal requirements. The requirements are further described in the following sections.

Formatting	Illustrations
<input type="checkbox"/> Article Length: under 10,000 words, including notes and bibliography.	<input type="checkbox"/> 1 - 3 illustrations.
<input type="checkbox"/> File Format: .rtf, .doc, or .docx.	<input type="checkbox"/> Illustrations enclosed and labeled: ill1, ill2, ill3.
<input type="checkbox"/> Line Spacing: 1.5	<input type="checkbox"/> Source cited after caption.
<input type="checkbox"/> Font Size: 12.	<input type="checkbox"/> Placement of illustrations indicated in body text.
<input type="checkbox"/> Italics for emphasis.	<input type="checkbox"/> Caption provided in body text.
<input type="checkbox"/> Three text levels: Title with subtitle, section headings, body text.	<input type="checkbox"/> Copy rights attained.
	<input type="checkbox"/> File format: .tiff or .jpg
	<input type="checkbox"/> Image resolution equal to or higher than 300 dpi
Bibliography	Author Biography above Title
<input type="checkbox"/> Alphabetically arranged by last name.	<input type="checkbox"/> Biography, including education, institution (if any), field of study, and publication (if any).
<input type="checkbox"/> References correctly formatted.	<input type="checkbox"/> Keywords: academic, temporal, geographical, and thematic boundaries.
<input type="checkbox"/> DOI links provided, if available.	
<input type="checkbox"/> Unpublished sources cited.	Abstract and summery
<input type="checkbox"/> Websites cited.	<input type="checkbox"/> Abstract under title.
	<input type="checkbox"/> English/Danish summary after bibliography
Footnotes	
<input type="checkbox"/> Footnote numbers placed after punctuation.	<input type="checkbox"/> References correctly formatted.

Scope, Layout, and File Format

Articles in Cultural Studies should not exceed 10,000 words, including notes and bibliography, as a general rule. Longer articles are considered only after individual agreement with the editorial team.

Use a 12-point font size and 1.5 line spacing. Submit the article in a single document. The file should be in Microsoft Word or RTF format.

There are three levels of text: Title (with optional subtitle), section headings, and body text. It is not possible to use two levels of section headings.

Italicize for emphasis rather than using underlining (except for URLs).

Footnote numbers should be placed after punctuation (typically periods).

Illustrations

Authors should submit proposed illustrations (photographs, graphs, drawings, etc.).

As a general guideline, we aim to include three illustrations per article, but the number may be adjusted according to the focus of the article. We use both color and black-and-white illustrations.

Placement

Illustrations are not inserted into the body text but sent separately. Placement is indicated by consecutive numbers (ill.1, ill.2, etc.), i.e., with placeholders.

Caption

Explanatory captions are provided below each placeholder in the body text and clearly marked as captions. The length of the caption should reflect the need for explanation. The source of the illustration should always be indicated in the caption, even if the author is the originator.

Format

We only accept digital illustrations in TIFF and JPEG formats. The image should have a resolution of at least 300 dpi.

Each illustration is submitted separately and named according to the placeholder (the number inserted in the article in connection with the caption, e.g., Ill 1.tiff).

Rights

It is the author's responsibility to ensure that illustrations can be freely used and published in the journal. Note that this includes online publication.

Cultural Studies does not pay for the rights to use images.

References

References are formatted as follows: Last name, year, page number. Multiple references are separated by semicolons. When referring to websites, they must be cited, along with the date of access. Used websites are also listed collectively after the bibliography.

Citations

Quotes should be in the original language. If deemed necessary, a translation is provided as a footnote.

Authors can choose to mention informants in the body text or in footnotes, as long as they remain consistent.

Bibliography, Sources, and Websites

The article must include a bibliography, alphabetically organized. Unpublished sources are listed first, followed by used websites. For sources with more than two authors, "et al." is added after the first author's name, and this applies to all source types.

Reference Format – Monographs and Anthologies:

Author (last name, first name) year (original publication year, if applicable): Book title/journal name in italics. Publisher, city/place (not for journals).

Examples:

Monograph:

Mikkelsen, Hans 1996 (1972): History of Dance. Gyldendal. DOI: 10.7146/ks.v7i2.25017.

Chapter in anthology:

Mikkelsen, Hans 2007: "Early History of Dance." Svend Christensen (ed.): Danish Cultural Studies, vol. 3. Gyldendal, pp. 22-64. DOI: 10.7146/ks.v7i2.25017.

Two authors:

Sigríðsdóttir, Sigríð and Burke, Judith 2010: Culture History of Dance. Museum Tusulanums Forlag. DOI: 10.7146/ks.v7i2.25017.

More authors:

Mikkelsen, Hans et al. 2010: Culture History of Dance. Museum Tusulanums Forlag. DOI: 10.7146/ks.v7i2.25017.

Reference Format – Journal Articles:

Author (last name, first name) year: "Article Title in Quotation Marks." *Journal Name in Italics*, volume number, page numbers.

Example:

Journal Article:

Mikkelsen, Hans 2008: "Aesthetics of Dance in the Middle Ages." *Cultural Studies* 2008:1, pp. 34-55. DOI: 10.7146/ks.v7i2.25017.

Where possible, a Digital Object Identifier (DOI) number should be provided at the end of a reference. The system is still new, especially in Denmark, and not all articles and monographs have a DOI number.

Find DOI links for your references here:

<https://search.crossref.org>

Learn more about DOI here:

<http://ojs.statsbiblioteket.dk/index.php/ojsb/article/view/19826/17463>

Sources (Unpublished)

If the article is based on unpublished sources, it must include a list of Unpublished Sources, alphabetically arranged.

Websites

Used websites, along with the date of access, are listed collectively after the bibliography.

Reference Format – Websites:

If applicable, author (last name, first name): Page Title in Italics, URL (Accessed Date).

About Cultural Studies, <http://tidsskriftetkulturstudier.dk/om-kulturstudier/> (Accessed 27/1 2016).

Reference Format – Newspaper or Magazine Article:

Author (last name, first name) year (original publication year): "Article Title in Quotation Marks." Publisher in Italics, date, page numbers.

Grunert, Klaus 2006: "Convenience: So Dine at a Gourmet Restaurant." *Børsen*, 8 June, p. 11.

Footnotes, Comments, and Notes

Comments and notes are presented as footnotes.

Biography, Keywords, Abstract, and Summary

Author Biography and Keywords

The author is requested to provide a brief biography indicating education, institutional affiliation, and any major works in their bibliography.

The author's biography precedes the article (i.e., is placed above the title).

Additionally, the author should provide a list of keywords indicating the article's field of study, as well as temporal, geographical, and thematic boundaries.

Keywords are placed below the author biography.

Abstract

The article begins with an abstract in English/Danish, which briefly presents the topic, approach, and main results, enticing readers to read the full article. Length approximately 100 words.

The abstract is placed below the title.

English/Danish Summary – English/Danish Abstract

The article ends with a summary in English/Danish, summarizing the article for (non)Danish-speaking readers. Maximum length 200 words, excluding the article title translated into English/Danish.

The summary is placed below the bibliography.

If the article is written in a language other than Danish, a Danish abstract is written according to the above requirements.

Other Formalities

Other Material

The author has the option to include attachments, proposed links, databases, and other references that can be published on the website in connection with the article. It is thus possible to publish audio files, videos, databases, and illustrations as additional material to the article. These must be submitted separately.