CULTURAL POLITICS

NOTES TO CONTRIBUTORS

- Articles should be approximately 5,000 to 8,000 words (but not exceeding 8,000 words in length unless by prior agreement please).
- They must include a three-sentence biography of the author(s) and an abstract.
- Interviews should also include an author biography.
- Exhibition and book reviews are normally 1,000 words in length but review articles can be between 1,000 and 5,000 words.
- The Publishers will require a disk as well as a hard copy of any contributions.

From time to time, Cultural Politics plans to produce special issues devoted to a single topic with a guest editor. Persons wishing to organize a topical issue are invited to submit a proposal which contains a 500-word description of the topic together with a list of potential contributors and paper subjects. Proposals are accepted only after a review by the Journal editors and in-house editorial staff at Berg Publishers.

MANUSCRIPTS

- Manuscripts should be submitted to:
  Dr John Armitage, Co-editor, Cultural Politics, School of Arts & Social Sciences, Northumbria University, Newcastle upon Tyne, NE1 8ST UK or to j.armitage@unn.ac.uk
- Manuscripts will be acknowledged and entered into the review process discussed below.
- Manuscripts without illustrations will not be returned unless the author provides a self-addressed stamped envelope.
- Submission of a manuscript to the journal will be taken to imply that it is not being considered elsewhere, in the same form, in any language, without the consent of the editor and publisher. It is a condition of acceptance by the editor of a manuscript for publication that the publishers automatically acquire the copyright of the published article throughout the world. Cultural Politics does not pay authors for their manuscripts nor does it provide retyping, drawing, or mounting of illustrations.

STYLE

- US spelling and mechanicals are to be used. Authors are advised to consult The Chicago Manual of Style (14th Edition) as a guideline for style. Webster’s Dictionary is our arbiter of spelling. We encourage the use of major subheadings and, where appropriate, second-level subheadings.
- Manuscripts submitted for consideration as an article must contain:
  - a title page with the full title of the article, the author(s) name and address
  - a three-sentence biography for each author.
- Do not place the author’s name on any other page of the manuscript.

MANUSCRIPT PREPARATION

- Manuscripts must be typed double-spaced (including quotations, notes and references cited), on one side only, with at least one-inch margins on standard paper using a typeface no smaller than 12pts.
- The original manuscript and a copy of the text on disk (please ensure it is clearly marked with the word-processing program that has been used) must be submitted, along with original photographs (to be returned).
- Authors should retain a copy for their records.
- Any necessary artwork must be submitted with the manuscript.

FOOTNOTES

- Footnotes appear as ‘Notes’ at the end of articles.
- Authors are advised to include footnote material in the text whenever possible.
- Notes are to be numbered consecutively throughout the paper and are to be typed double-spaced at the end of the text.
- (Please do not use any footnoting or end-noting programs which your software may offer as this text becomes irretrievably lost at the typesetting stage.)
REFERENCES

- The list of references should be limited to, and inclusive of, those publications actually cited in the text.
- References are to be cited in the body of the text in parentheses with author's last name, the year of original publication, and page number—e.g. (Rouch 1958: 45).
- Titles and publication information appear as ‘References’ at the end of the article and should be listed alphabetically by author and chronologically for each author.
- References should be written in the following formats:
- Names of journals and publications should appear in full. Film and video information appear as ‘Filmography’.
- References cited should be typed double-spaced on a separate page.
- References not presented in the style required will be returned to the author for revision.

TABLES

- All tabular material should be part of a separately numbered series of ‘Tables’.
- Each table must be typed on a separate sheet and identified by a short descriptive title.
- Footnotes for tables appear at the bottom of the table.
- Marginal notations on manuscripts should indicate approximately where tables are to appear.

FIGURES

All illustrative material: drawings, maps, diagrams, and photographs should be designated ‘Figures’. They must be submitted in a form suitable for publication without redrawing.

- Drawings should be carefully done with India ink on either hard, white, smooth-surfaced board or good quality tracing paper. Ordinarily, computer-generated drawings are not of publishable quality.
- Photographs should be glossy prints and should be numbered on the back to key with captions. Whenever possible, photographs should be 8 × 10 inches.
- The publishers also encourage artwork to be submitted as scanned files (300dpi or above ONLY) on disc or via email.
- All figures should be numbered consecutively.
- All captions should be typed double-spaced on a separate page.
- Marginal notations on manuscripts should indicate approximately where figures are to appear.
- While the editors and publishers will use all reasonable care in protecting all figures submitted, they cannot assume responsibility for their loss or damage. Authors are discouraged from submitting rare or non-replaceable materials. It is the author’s responsibility to secure written copyright clearance (for both print and online usage) on all photographs and drawings that are not in the public domain.

CRITERIA FOR EVALUATION

Cultural Politics is a refereed journal. Manuscripts will be accepted only after review by both the editors and anonymous reviewers deemed competent to make professional judgments concerning the quality of the manuscript.

REPRINTS FOR AUTHORS

Twenty-five reprints of author’s articles will be provided to the author free of charge. Additional reprints may be purchased upon request.