

## **Guide for Authors**

Contributions accepted for publication in *Cultural Studies Review* should be submitted according to the following presentation requirements and house style.

### **Presentation**

#### **1. Preparing your contribution**

Contributions should be submitted via email as a Microsoft Word document.

All text, including indented quotations and endnotes, should be presented accordingly:

- use Times Roman, 12 point
- align against the left margin (do not justify, leave the right margin ragged)
- double-space everything, including notes
- key in only one space after a full stop
- key in two returns at the end of each paragraph to leave a line space between paragraphs; do the same after headings
- present notes as endnotes, not footnotes
- remove all styles.

#### **2. Permissions**

It is the author's responsibility to obtain copyright permissions for reproduction of substantial extracts of text (including poems), as well as photographs, illustrations, tables, diagrams, etc. Authors are also responsible for meeting the costs of any associated charges. Permissions can take a long time to obtain and it is important to begin this task early. For more information see Australian Copyright Council <<http://www.copyright.org.au>> or *Style Manual for Authors, Editors and Printers*, 6th edition, John Wiley & Sons Australia Ltd, 2002.

#### **3. Illustrations**

Once a contribution has been accepted for publication, authors should promptly supply any accompanying illustrative material. Please observe the following specifications for digital files:

- provide scans as A5 (210 x 148.5 mm) greyscale tif files
- scan images at no less than 300 dpi
- set tone in greyscale files between 5% and 95%
- do not compress files using STUFFIT or ZIP formats
- send files by post on a CD, rather than by email.

Every illustration must have a caption, which explains or gives more information about the illustration, and identifies the source. All images should be clearly labelled and numbered consecutively as they appear in the text. Proof of copyright clearance is necessary for reproduction of copyrighted material.

#### **4. Abstracts**

Essays should also be submitted with an abstract of no more than 150 words. Abstracts should include the following details on a separate page:

- title of essay
- author's name
- author's institutional affiliation (if applicable)
- abstract text
- a list of key words (no more than six).

## House Style

### 1. References and notes

*Cultural Studies Review* uses the documentary-note form of referencing outlined below. Please do not use the author–date form (the Harvard system). Notes must be presented as endnotes, not footnotes. Use the insert footnote window in Word to select endnotes or to convert footnotes to endnotes. Endnote reference numbers should appear at the end of a quotation, and wherever possible at the end of a sentence to avoid interrupting the flow of text. Numbers should fall after all punctuation marks. Avoid including endnotes in headings and subheadings.

### Books

Information should be given in this order: author; title (italicised); editor/translator; series edition; number of volumes; publisher; place of publication; date of publication; volume number; and page number/s.

Lynn Spiegel, *Make Room for TV: Television and the Family Ideal in Postwar America*, University of Chicago Press, Chicago, 1992, p. 93.

Michel Foucault, *The Birth of the Clinic: An Archaeology of Medical Perception*, trans. AM Sheridan, Tavistock, London, 1976, p. 24.

Karen Fog Olwig and Kirsten Hastrup (eds), *Siting Culture: The Shifting Anthropological Object*, Routledge, London, 1997, p. 233.

### Articles in books

Information should be given in this order: author; title of article (in single quotation marks); the word 'in' followed by details of the book as above; and then page number/s.

Elizabeth Jacka, 'Film', in Stuart Cunningham and Graeme Turner (eds), *The Media in Australia: Industries, Texts, Audiences*, Allen and Unwin, Sydney, 1993, p. 12.

George Ritzer and Allan Liska, "McDisneyization" and "Post-Tourism": Complementary Perspectives on Contemporary Tourism', in Chris Rojek and John Urry (eds), *Touring Cultures: Transformations of Travel and Theory*, Routledge, London, 1997, pp. 96–112.

### Articles in journals

Information should be given in this order: author; title of article (in single quotation marks); title of journal (italicised); volume number; issue number or other identifier; and date of publication. If referring to the entire article, include first and last page numbers; if referring to specific sections, cite relevant page numbers.

Dipesh Chakrabarty, 'Universalism and Belonging in the Logic of Capital', *Public Culture*, vol. 12, no. 3, 2000, pp. 653–6.

### Articles in newspapers and magazines

References require the date of issue (day, month, year) and the page number/s. If the reference is located in an independently numbered section of the newspaper, place the title of the section inside single quotation marks immediately before the page number/s.

Michael Schmidt, 'Tragedy of Three Star-Crossed Lovers', *Daily Telegraph*, 1 February 1990, p. 14.

### Theses and dissertations

Robert Ingram, 'Historical Drama in Great Britain from 1935 to the Present', PhD thesis, University of London, 1988, p. 17.

### Later references

The first reference should be in full. Subsequent citations should be given as author, page number/s, i.e. Niall, pp. 36–7. If two or more works by the same author are referred to in the text, include short titles in subsequent citations. Do not use 'ibid.' or 'op. cit.'

In reviews, references to the book/s under review should be made in the body of the text using parentheses and the page number (no use of p. or pp.):

'After this occurred they planned to leave it for one day.'(26–7)

### Electronic material

For websites, information should be given in the following order: name of the source (if appropriate); and URL enclosed in angle brackets (<>). For documents within websites include: author; title of document in single quotation marks; title of document source in italics (if applicable), date of document; name of website source; and the URL in angle brackets. For emails include: author; the word 'email'; date of email; and email address enclosed in angle brackets. Further information about citing electronic material can be found in the *Style Manual for Authors, Editors and Printers*, 6th edition.

We Are all Boat People, <<http://www.boat-people.org>>

WEB Du Bois, 'Of the Dawn of Freedom', in *The Souls of Black Folk*, 1903, Project Bartleby, <<http://www.bartleby.com/114>>

Jane Snow, email, 5 May 2002, <[jbsnow@unimelb.edu.au](mailto:jbsnow@unimelb.edu.au)>

### 2. Spelling

Australian spelling as given in *The Macquarie Dictionary* 4th edition should be used. If not found in *The Macquarie Dictionary* use the *Australian Oxford Dictionary*. For verbs ending in -ise or -ize, the -ise form is preferred. Since abbreviations increase the possibility of confusion and misunderstanding, they should only be used with caution. In general, their use should be confined to endnotes.

### 3. Quotations

Quotations of more than forty words should be indented. Indented quotes do not require opening and closing quotation marks, nor do they require extra line spaces above or below the set quotation. A quotation within an indented quote should be enclosed in single quotation marks; if further quotation occurs within that, use double quotation marks.

Short quotations (not more than about forty words of prose or two complete lines of verse) should be enclosed in single quotation marks and may appear within the text. If no more than two complete lines of verse are quoted but the quotation includes a line division, this should be marked with a spaced upright stroke (|). For a quotation within a quotation, double quotation marks should be used:

'It is only when she deploys the term "race" that this occurs.'

Quotation marks should go inside the final full point if there is any authorial comment within the sentence; that is, the full point belongs to the author as part of his/her sentence. If the quote begins within a sentence containing authorial comment but runs to more than one sentence, it is acceptable to place the closing quotation after the final full point. This is also the case when a sentence consists entirely of quoted material, as the full point belongs to the quotation.

### 4. Dates and numbers

Avoid any unnecessary punctuation:

18 August 2002, not 18 August, 2001 or August 18<sup>th</sup>, 2001; 1990s, not 1990's

Use numerals for dates: He enrolled at St Johns in 1912.

In references to centuries the ordinal should be spelled out:

the sixteenth century, not the 16th century; and sixteenth-century drama

Numbers up to ninety-nine, including ordinals, should be written in words when the context is not statistical. Numbers at the beginning of sentences and approximate numbers should be expressed in words, as should 'hundred', 'thousand', 'million', 'billion', etc., if they appear as whole numbers: Two-and-a-half days went by; The fire destroyed about five thousand books; Two hundred and forty-seven pages were written.

For spans of numbers use an en rule, not a hyphen (Mac keyboard command: option + hyphen): 1990–92; 1902–3; (345–54); pp. 45–7.

**5. Formatting**

Use italics for all titles and emphases, not bold or underline:

This was the very *first* time it had occurred.

Use an un-spaced em rule for the dash—not hyphens. Close up the space on either side of the em rule.

She went further than this—specifying that it was ...

Ellipsis points consist of three full stops only (...), even if they appear at the end of the sentence. Leave one space before and after the ellipsis:

'It wasn't always the case ... and it was far more frequent than he had anticipated'.

**6. Book reviews**

For book reviews please provide the following information: your own short title for the piece; the title and author of the book being reviewed; publisher, place of publication, date of publication; ISBN or ISSN and recommended retail price, indicating if the price is in a foreign currency, and whether the price refers to a hardback or paperback edition.

**7. Biographical note**

Include a biographical note at the end of your contribution, beginning with your name and containing no more than fifty words. Also include a web address and/or email address if you would like these published.

**Other**

For questions of style not covered in this document, please refer to the *Style Manual for Authors, Editors and Printers*, 6th edition, John Wiley & Sons Australia Ltd, 2002.