



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CULTURE UNBOUND welcomes contributions in the form of original, unpublished and well-written research articles.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 through *Culture Unbound's* editorial support system OJS: <https://journal.ep.liu.se/index.php/CU/login> and authors not already registered as users need to create an account and follow the submission instructions in OJS.

What You Need to Know Before Submitting Your Manuscript

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. The author is thereby responsible for the commissioning and payment of any necessary copy editing.** Keep in mind that well written and professionally proofread articles have a far better chance of passing peer review. There must also be a coherent hierarchy of headings and subheadings (three levels at the most).

Before you submit your manuscript to *Culture Unbound*, please consult the alphabetically ordered subject points below. These describe and explain our reference-system, formatting and other important information regarding the publishing process.

Abstract

An abstract of no more than 300 words should be submitted, as well as 4-6 keywords. It is to be entered as part of the article metadata but please also include the abstract in the main manuscript file.

Acknowledgements

Any acknowledgements have to be submitted as a **supplementary file**.

Anonymity

The manuscript should be anonymous which means that the author(s)'s name has to be removed from all pages of the manuscript. It is also crucial that the author's name is removed from any references in the body of text and do not include the works with titles or co-authors in the bibliography. Make sure that the end notes do not refer to any research context which might lead the reviewer to suspect the identity of the author of the manuscript.

Bibliographic References

Below you will find examples on how to format your bibliography correctly. Note that authors' names are referenced in full (first names rather than initials) and that references to online newspaper articles require information about the date of access.

Articles in Journals

Author surname, author first name (year of publication): "Title," *Journal Title*, volume: issue/number, page numbers.

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

Books

Author surname, author first name (year of publication): *Title*, place of publication: publisher.

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

Articles in edited books

Author surname, author first name (year of publication): "Title of publication," editor first name, editor surname, (ed.): *Title of Book*, place of publication: publisher, page numbers.

Example: 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).

Theses and Dissertations

Print: Author's surname, author's first name (year of publication): *Title*, Qualification, Awarding institution.

Example: Ahlstedt, Sara (2017): *The Feeling of Migration*, doctoral dissertation, Linköping University.

Films

Title, (Year of release): [Medium], director's first name director's surname, Place of production: Production company.

Example: *The Spy who Dumped me*, (2018): [Film], Susanna Fogel, Los Angeles: Lionsgate Production.

Television Programmes

Series title and episode number, “Episode name,” Broadcasting organisation and (if relevant) Channel/online platform, Full date when episode was first shown/broadcasted.

Orange is the new Black, “Imaginary Enemies,” Netflix, July 11 2013.

Radio Programmes

Note: only use a presenter or contributor’s name if the intellectual content of an item can be clearly attributed to them.

Presenter’s Surname, presenter’s first name/Contributor’s Surname, contributor’s first name (Year of release): *Title*, Broadcasting organisation and station (if applicable), Date of broadcast.

Example: Naroskin, Per (2018): *Känsligt Läge*, Sveriges Radio P1, May 25 2018.

Podcasts

Host’s surname, Host’s first name (Year of Publication): *Programme title*, Series Title (if relevant) [type of medium], Date of broadcast, [listening date], url (if applicable).

For example: Kilgariff, Karen & Georgia Hardstark (2018): *127—Our Beautiful Rat King*, My Favorite Murder [Podcast], June 28 2018, [July 15 2018].

Biography

A short biography of the author should be added to the second copy of the manuscript submitted through OJS. This bio should include University affiliation, research background and any ongoing scholarly projects.

Capitalization

In English titles and subtitles the first letter of each word should be given in capital letters. Exceptions to this rule include prepositions, conjunctions and articles which have fewer than four letters (unless they are at the beginning of the title).

In the author presentation, all titles should be written in lower casing, i.e. Johanna Dahlin is executive editor for *Culture Unbound*. However, if the title precedes the name the title should be written in capital letters, i.e., Executive Editor Johanna Dahlin.

Directions that refer to names (geographical locations etc) should be given in capital letters. Examples include: Western and the Far East.

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Editions

When referencing a later edition of a classic work, the original year of publication should be included in the reference within square brackets. If there are several editions of a book or an edited book, this should be stated clearly in the reference before the place of publication, e.g., Butler, Judith (2006): *Gender Trouble: Feminism and the Subversion of Identity*, 4th ed. London, New York: Routledge.

Fees

Culture Unbound does not charge any publication fees from its authors.

Formatting

Manuscripts should be in **MS Word** or **RTF** format, set in Times New Roman or other standard font, with minimal formatting. 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). References to centuries should be spelled out in letters, i.e., “nineteenth century.”

Illustrations and Photographs

It is possible to include illustrations and photographs in the manuscript as long as they are directly relevant to the discussion. You can embed illustrations and photographs in the main document as this makes the review process easier, but all illustrations, including pictures, tables and diagrams, should also be submitted separately, preferably in jpg or tif format. Illustrations and photographs should be included in high resolution, print quality and 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. Please contact the editorial team of *Culture Unbound* if you wish to include film clips or other forms of moving images.

Please note that authors are responsible for acquiring all permissions from the copyright owners for the use of quotations, illustrations, tables, etc. This is important! Please make sure this is in order as early in the publication process as possible. Seek advice if you are unsure on issues of copyright and fair use.

Multiple authors

If there are multiple authors in one reference these should be denoted with all the surnames or the first surname and “et al”. If there are two authors there should be an “&” sign between their names, both in the in-text reference and in the bibliography.

Notes

Notes should be kept to a minimum and have the form of numbered endnotes (¹, ², ³...). If several references are listed in the same parentheses they should be chronologically ordered, i.e., the oldest publications first.

Publication

Articles are made available through advance access on *Culture Unbound*'s webpage if finalised ahead of the publication of the issue they will be included in.

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 if it was published in a printed journal. **Final publication decision rests with the *Culture Unbound* 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.

Punctuation

References in the body of the text should be placed at the end of the sentence and the punctuation should be placed after the parenthesis. Double quotation marks should be used for quotes, and single quotation marks should be used for denoting in-citation quotes and words which are not direct quotes. Periods and commas (but not colons and semi-colons) should be placed inside the quotation marks when used at the end of an uncited sentence (i.e., “The period comes before the quotation mark.”).

Titles and subtitles in the endnotes or in the bibliography should be separated by a colon, i.e., *Haunted Images: Film, Ethics, Testimony and the Holocaust*.

If an edited book has one editor the name should be followed by “(ed.)” (with period), and if an edited book has several editors their names should be followed by “(eds)” (sans period).

In the bibliographic references, commas, periods and colons are used. Take special note of the fact that colon is used after the year of publication, that commas (not periods) are used in between titles and editors, between authors first name and surname and between cities (if there are more than one place of publication). Periods are only used to denote a single editor and at the end of the reference.

Referencing

Culture Unbound uses in-text references based on the Harvard author-date system (outlined above under Bibliographic references). However, rather than separating author name and year with a comma this space should be left empty. Author name and year of publication is separated from page number by a colon sign.

For example,

(Dahlin 2012, Wagrell 2015, Meese 2013: 28)

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