

Formal Guidelines for Submissions (print + Word-document, *.rtf or *.doc)

Length

Submissions should not exceed 30 pages in length. Only in rare cases, will longer submissions be considered.

Page

Page setup: top, left, right 2,5cm; bottom 2cm

Titles

Submission title: 16pt Times New Roman

Submission subtitle: First and last name of the author, 14pt Times New Roman

Subheadings: 14pt Times New Roman **bold**, Arabic numbers, subchapters if applicable, e.g. 1.2.

Text

English submissions are preferable using American English orthography.

Running text, no indent, 14pt Times New Roman, line spacing: “exactly 18pt”.

Shorter quotations in running text: Quotation marks.

Longer quotations: no indent, space before and after quotation paragraph: 6pt;

Line spacing: single; 12pt Times New Roman without quotation marks.

Short quotations in running text and footnotes: “Papers and magazines” (MÜLLER 2008: 25).

Other emphases in running text: journal/periodic titles, institutions, book titles etc.: *italic*; Quotations: “double quotation marks”; simple emphases: ‘single quotation marks’.

Suspensions in quotations in square brackets: “The Berlin Philharmonics [...] were”

No hyphenation.

Footnotes

Footnotes, no endnotes. After footnote symbol: one tab, no hanging indent; 12pt Times New Roman; space after each footnote: 6pt.

Citations

In Citavi 4 and Citavi 5, the style “Zeitschrift für Kulturmanagement” is now available (www.citavi.com/das-ist-neu). In order to use the style, select the

Menu **Citation > Citation Styles > Change style**. Click on **Browse and add style**. Enter “Zeitschrift für Kulturmanagement” in the field **Name**. Select the box in front of the style name and click on **Add** and **OK**.

In the Word Add-In, you can select the style in the Citavi Tab. Click on the arrow behind **Citation style** and select **Add citation style**. Enter “Zeitschrift für Kulturmanagement” in the field **Name**. Select the box in front of the style name and click on **Adopt**.

References

a) Monographs, edited volumes:

BEYME, Klaus von (1998): *Die Kunst der Macht und die Gegenmacht der Kunst. Studien zum Spannungsverhältnis von Kunst und Politik*. Frankfurt/M.: Suhrkamp.

BRINKEMPER, Peter V./DAELSEN, Bernhard v./SENG, Thomas (Eds.) (1994): *World Media Park. Globale Kulturvermarktung heute*. Berlin: Aufbau.

b) Articles:

KAMMEN, Michael (1993): The Problem of American Exceptionalism: A Reconsideration. – In: *American Quarterly* 45. New York: Oxford UP, 1-43.

GÖSCHEL, Albrecht (1997): Kulturpolitik im konservativ-liberalen Staat: Das Modell Deutschland. – In: Wagner, Bernd/Zimmer, Annette (Eds.), *Krise des Wohlfahrtsstaates – Zukunft der Kulturpolitik* (= Edition Umbruch, 11). Essen: Klartext, 241-264.

Line spacing: single + 6pt.

At the end of the text, please provide your name with title, office address and email contact.