Instruction for Authors

Scope

*Open Cultural Studies* is a peer-reviewed, scholarly journal that explores the fields of Humanities, Social Sciences and Arts. It interprets culture in an inclusive sense, in different theoretical, geographical and historical contexts. The Journal would like to promote new research perspectives in cultural studies, but it also seeks to map out social and political scholarship that places questions of inequalities and imbalances of power at the heart of academic debate.

*Open Cultural Studies* aims to enhance international collaboration among scholars by bringing together researchers from the Global North and the Global South. The journal hopes not only to ensure that the latter research is better-represented in the academy but also to increase the visibility of researchers at early stages of career. By bringing together experienced/high-profile and emerging and Third- and First-World scholars, the journal aims to contribute to a wider understanding of culture and promote both innovation and inclusion.

We invite researchers, academics, teachers, practitioners and educators to submit articles dealing with a wide range of subjects. These may include the following subjects:

- History & Memory,
- Medieval, Renaissance, Victorian culture & many others,
- Popular culture,
- Youth cultures & subcultures,
- Visual culture,
- Photography & film,
- Ethnic cultures,
- Comparative literature,
- Media and communication,
- Architecture and urban studies,
- Multiculturalism, inter- and trans-culturalism,
- Gender, lesbian, gay and queer studies,
- Music & dance,
- Theatre & performance,
- Culture & education,
- Regional cultural studies
Editorial Policy

Unpublished material
Submission of a manuscript implies that the work described is not copyrighted, published or submitted elsewhere, except in abstract form. The corresponding author should ensure that all authors approve the manuscript before its submission.

Conflict of interest
When authors submit a manuscript, they are responsible for recognizing and disclosing financial and/or other conflicts of interest that might bias their work and/or could inappropriately influence his/her judgment. If no specified acknowledgement is given, the Editors assume that no conflict of interest exists.

Copyright
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Authorship
Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be named in an Acknowledgement section.

Peer Review process
The Editors reserve the right to decline the submitted manuscript without review, if the studies reported are not sufficiently novel or important to merit publication in the journal. Manuscripts deemed unsuitable (insufficient originality or of limited interest to the target audience) are returned to the author(s) without review. The Editor seeks advice from experts in the appropriate field. Research articles and communications are refereed by a minimum of two reviewers, review papers by at least three. The journal uses double-blind peer review model. Authors are requested to suggest persons competent to review their manuscript. However, please note that this will be treated only as a suggestion, and the final selection of reviewers is exclusively the Editor’s decision. The final decision of acceptance in made by Managing Editor or, in case of conflict, by the Editor-in-Chief.

Data sharing policy
Effective December 2020, the journal requires authors to follow data sharing policy. Research data should be made widely available to the research community in order to demonstrate the robustness and validity of the research presented in the journal, to encourage replication of the results, and to provide the community with opportunities to learn. By publishing in the journal authors are required to provide a data availability statement (DAS) in their articles. Authors are encouraged to share their data but not required to. The decision to publish will not be affected by whether or not authors share their research data. See details in our Data Sharing Policy.

Scientific Misconduct
This journal publishes only original manuscripts that are not also published or going to be published elsewhere. Multiple submissions/publications, or redundant publications (re-packaging in different words of data already published by the same authors) will be rejected. If they are detected only after publication, the journal reserves the right to publish a Retraction Note. In each particular case Editors will follow with COPE’s Core Practices and implement its advice.
Electronic Submission

*Open Cultural Studies* encourages the submission of research and review articles. Manuscripts should not be longer than 8,000 words including bibliography; we urge the authors to present and discuss their findings in a concise and accessible manner. There are no specific length restrictions for individual sections. All submitted manuscripts must be written in the English language.

Manuscripts submitted under multiple authorship are reviewed on the assumption that all listed authors concur in the submission and are responsible for its content; they must have agreed to its publication and have given the corresponding author the authority to act on their behalf in all matters pertaining to publication. The corresponding author is responsible for informing the coauthors of the manuscript status throughout the submission, review, and production process.

All submissions must be made via online submission system Editorial Manager [http://www.editorialmanager.com/culture](http://www.editorialmanager.com/culture). In case of problems, please contact the Managing Editor of the journal Dr Katarzyna Tempczyk (at katarzyna.tempczyk@degruyter.com).

**Publication Formats**

*Open Cultural Studies* considers submissions of:

- Research articles—the default format for reporting research results.
- Review articles—used for literature reviews on a topic of interest. The article should contain a broad, balanced and fair perspective of the topic, identifying trends and/or gaps in the literature or providing a new synthesis of existing literature. Reviews should be scientifically sound and should describe the most relevant and recent contributions.
- Article-commentary—a shorter text commenting on an article that has already been published in the journal.

**Electronic Formats Allowed**

We accept submission of text, tables and figures as separate files or as a composite file. For your initial submission, we recommend you upload your entire manuscript, including tables and figures, as a single PDF file. If you are invited to submit a revised manuscript, please provide us with individual files: an editable text and publication-quality figures.

- **Text files** can be submitted in the following formats:
  - MS Word – standard DOCUMENT (.DOC)
  - RICH TEXT FORMAT (.RTF)
  - PDF (not applicable for re-submitted or accepted manuscripts, see below).
- **Tables** should be submitted as MS Word or PDF (not applicable for re-submitted or accepted manuscripts, see below). Please note that a straight Excel file is not an acceptable format.
- **Graphics files** can be submitted in any of the following graphic formats: EPS; BMP; JPG; TIFF; GIF or PDF. Please note that Powerpoint files are not accepted.

Post-acceptance, text files of the revised manuscript and tables are required for use in the production. Authors should clearly indicate the location(s) of tables and figures in the text if these elements are given separately or at the end of the manuscript. If this information is not provided to the editorial office, we will assume that they should be left at the end of the text.
First-Time Submission of Manuscripts
It is important that authors include a cover letter with their manuscript. Please explain why you consider your manuscript to be suitable for publication in *Open Cultural Studies*, why your paper will inspire the other members of your field, and how will it drive academic discussion forward.

Submission of Revised Articles
Resubmitted manuscripts should be accompanied by a letter outlining a point-by-point response to Editor’s and reviewers’ comments and detailing the changes made to the manuscript. A copy of the original manuscript should be included for comparison if the Editor requests one. If it is the first revision, authors need to return the revised manuscript within 28 days; if it is the second revision, authors need to return the revised manuscript within 14 days. Additional time for resubmission must be requested in advance. If the above mentioned deadlines are not met, the manuscript will be treated as a new submission.
For resubmitted manuscripts, please provide us with an editable text and publication-quality figures. Supply any figures as separate high-resolution, print-ready digital versions.
In addition to the editorial remarks, authors are asked to take care that they have prepared the revised version according to the Journal’s style.

Organization of the Manuscript

We draw particular attention to the importance of carefully preparing the title, keywords and abstract, as these elements are indicators of the manuscript content in bibliographic databases and search engines.

Title
We suggest the title should be informative, specific to the project, yet concise (75 characters or fewer). Please bear in mind that a title that is comprehensible to a broad academic audience and readers outside your field will attract a wider readership. Avoid specialist abbreviations and non-standard acronyms. Titles should not be presented in title case (words should not be capitalized). Please also provide a brief “running title” of not more than 50 characters.

Authors, Affiliations, Addresses
In the cover letter, provide the first names (or initials – if used), middle names (or initials – if used), and surnames for all authors. Affiliations should include:

- **Department**
- **University or organization**
  - **City**
  - **Postal code**
- **State/province (if applicable)**
  - **Country**

One of the authors should be designated as the corresponding author to whom inquiries regarding the paper should be directed. It is the corresponding author’s responsibility to ensure that the author list and the summary of the author contributions to the study are accurate and complete.

Abstract
The abstract should not exceed 200 words. The abstract should give a summary of the content of the paper. Mention the main findings without going into methodological detail and summarize briefly the most important items of the paper. Because the abstract will be published separately by abstracting services, it must be complete and understandable without reference to the text.
Keywords
List keywords for the work presented (maximum of 5), separated by commas. We suggest that keywords do not replicate those used in the title.

Acknowledgments
This section should describe recognition of personal assistance: people who contributed to the work, but do not fit the criteria for authors should be listed along with their contributions. You must ensure that anyone named in the acknowledgments agrees to being so named.

Abbreviations
Please use standard abbreviations. Ensure consistency of abbreviations throughout the article. Non-standard abbreviations should not be used unless they appear at least three times in the text. List all abbreviations, acronyms and symbols in alphabetical order, along with their expanded form, at the end of the text. Define them as well upon first use in the text.

Author’s Statements
This section should describe:

- any funding information, including the role of the study sponsor(s), if any, in study design, collection, analysis, and interpretation of data, writing the paper and decision to submit it for publication;
- authors contribution - if required;
- conflict of interest;
- Data Availability Statement (if applicable).

Please refer to Author’s Statement document at https://www.degruyter.com/journal/key/CULTURE/html

References
We use the 8th MLA style sheet for in-text citations and Works Cited list:

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<td>Homer. <em>The Odyssey</em>. Translated by Robert Fagles, Viking, 1996. Here are other common descriptions: Adapted by, Directed by, Edited by, Illustrated by, Introduction by, Narrated by, Performance by.</td>
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If the author refers to a source quoted in another work, he/she should provide information on the secondary source by using the abbreviation „qtd. In” and list the work used in the works cited.

A short quotation (of fewer than 4 lines) may be included in the body of the text in double quotation marks, but if it is longer, block quotation, indented from the left margin, should be used instead. Use Tab to indent, no double quotation marks are used.

Formatting and Typesetting

All pages must be numbered consecutively. The whole text (including legends, footnotes, and references) should be formatted double-spaced with no hyphenation and automatic word-wrap (no hard returns within paragraphs). Please type your text consistently, e.g. take care to distinguish between ‘1’ (one), ‘l’ (capital L) and ‘l’ (lower-case l) and ‘0’ (zero) and ‘O’ (capital O), etc. Manuscript pages should have line numbers. The font size should be no smaller than 12 points.

Footnotes and endnotes should be avoided. Allowable footnotes/endnotes may include: the designation of the corresponding author of the paper, the current address of an author (if different from that shown in the affiliation), abbreviations and acronyms.

Symbols and abbreviations

The use of special symbols, abbreviations, and acronyms is permitted so long as they are defined upon first mention in the article.

Other Stylistic Points:

- **Bold** is restricted to essay titles and subheadings.
- Essay’s subheadings have an initial capital for each major word and are not numbered.
- *Italics* are used for titles of books, journals, newspapers, films, plays, etc. Italics are also used for foreign words and for emphasis where necessary.
- Spelling: British English.
- Dashes: Unspaced em dashes—are used for parenthetical comments.
- Dates in the body of the text: February 18, 2011.
- Foreign language words or phrases: accompanied by a translation in square brackets. Book titles and article titles in a foreign language are accompanied by a translation in square brackets.
- Hyphenation: we use „worldwide,” „postwar” and “postcolonial” but “sociopolitical,” “anti-terrorist.”
- Numbers that begin a sentence are spelt out (e.g. Eighty percent).
- Percent: written as % but spelt out at the beginning of a sentence.
• Numbers of centuries are spelt out (e.g. twentieth century)
• The elision of numbers: we use 135-36, not 135-136. This does not apply to teens or when the first number ends in zero (40-43 rather than 40-3).
• The omission of text: shown by an ellipsis. The form is . . . with a character space on either side. If a sentence ends before the ellipsis, a full stop follows it without space. . . . Then the rest of the ellipsis is spaced as already stated. If the ellipsis is in the original, please use unspaced full stops ...
• Quotation marks: we use double curly quotation marks. Single quotation marks are used only for quotes within quotes.
• Commas and periods that directly follow quotations go inside the closing quotation marks. All other punctuation marks—such as semicolons, colons, question marks, and exclamation points—go outside a closing quotation mark, except when they are part of the quoted material.
• The names of publishers are spelt out (Oxford University Press rather than OUP).
• We use English spellings for foreign geographical names.

Outline of the Production Process

Once an article has been accepted for publication, the manuscript files are transferred into our production system to be language-edited and formatted. Language and technical editors reserve the privilege of editing manuscripts to conform with the stylistic conventions of the journal. Once the article has been typeset, PDF proofs are generated so that authors can approve all editing and layout.

Immediate Publication
Manuscripts ready for publication are promptly posted online. The manuscripts are considered to be ready for publication when the final proofreading has been performed by authors, and all concerns have been resolved. Authors should notice that no changes can be made to the articles after online publication.

Article Processing Charges
Article processing charges (APCs) are used to cover the costs of the peer-review process, professional typesetting and copyediting, as well as online hosting, long-term preservation, distribution to libraries and content aggregators worldwide, and extensive promotion to potential readers.
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