

Practical Comments on Manuscripts

The Audience

KONTUR is primarily targeted at students, candidates and researchers with a broad interest in cultural studies, and not everyone can be expected to be a specialist. In published articles, the editorial board aims at a well-formulated and easy flowing academic language with relevant references.

Language

KONTUR publishes articles in Danish, Swedish, Norwegian Bokmål and English.

Quotes in the article can be written in any of the above languages. Quotes in other languages must be translated. If they are translated by the author, it must be noted in parenthesis: (My translation + author's initials).

The Author

The author of the article must provide suggestions to **main heading, introductory paragraph and paragraph headings**. The author will also provide suggestions to **illustrations and captions**. NB: Be careful *not* to hand in copyrighted illustrations or pictures.

The Author provides his or her personal data in the brief: Name, academic title, position and workplace.

Article Length

Articles: 5000-8000 words.

Book reviews: 1000-2000 words. Review articles dealing with several books within the same field: 5000-8000 words.

Manuscript

Must be delivered electronically via e-mail to your contact person at the the editorial board. Illustrations must be saved as separate files.

Anonymous reader

Manuscripts of articles are read by an anonymous expert.

Editorial

All articles are edited. Minor details are not commented upon, but are simply corrected by the editorial board. Any suggestions involving substantial changes in the article are negotiated between the author and the editorial board.

Layout

The following will contain a few guidelines on formal requirements of the manuscripts handed in.

You may also take a look at the KONTUR website: <http://www.hum.au.dk/cek/kontur/>

The editorial board prefers to receive manuscripts as Word or rtf documents.

NB: Please do not use a set margin on the right hand side, and do not divide words at the ends of lines.

NB: Do not use columns in your manuscript.

NB: Refrain from using word processing codes.

Notes

are placed as foot notes. The note number is elevated after a full stop.¹

References in the Text

References in the text should be placed immediately after name, term etc. For instance, [...] as noted by Foucault in his work about the history of human sciences (Foucault, 1970/1994). The year of the original publication written first and the year of translation – or later publication last. Do not use abbreviations like op.cit. or ibid.; rather, you should repeat (Foucault, 1970/1994: 39).

If references are made to texts that have no primary writer, please use title or initiator, for instance (Nora 4, 1996: 2) or (Statens Mediekommission, 1995: 46).

Illustrations

Illustrations with good captions are welcome. The secretary may scan them from a book or you may deliver them in an electronic version. **NB: Beware of copyright problems.**

Bibliography

NB: should only consist of titles actually referred to in the article!

The list must be constructed alphabetically by the last name of the author or editor. Don't use first names but only initials. And please be careful about the use of comma, semicolon, full stop, and parenthesis. That is going to make the proof-reading a lot easier.

If an author is represented with several titles in the bibliography they ought to be ordered by year of publication, and if there are more than one title in a given year they should be ordered 1997a, 1997b, etc.

Articles in an edited book:

Anderson, J. (1989): "Parameters of syntactic change". In: Jones, C. (ed.) *Historical Syntax*. London: Longman: 1- 42.

Articles in a Journal:

Baayen, H.R.; Renouf, A. (1996): "Chronicling the Times: Productive Lexical Innovations in an English Newspaper". *Language* 72/1: 69-96.

Books:

Croft, W. (1991): *Syntactic Categories and Grammatical Relations*. Chicago: University of Chicago Press.

Faarlund, J.T.; Lie, S.; Vannebo, K.I. (1997): *Norwegian Grammar for Foreign Students*. Oslo: Universitetsforlaget.

Internet publications:

are noted with the address of the website and the date:

Herring, S.C.; Kouper, I.; Scheidt, L.A.; Wright, E. (2004): "Women and Children Last: The

¹ Use as few notes as possible.

Discursive Construction of Weblogs”. In: Gurak, L.; Antonijevic, S.; Johnson, L.; Ratliff, C; Reyman, J. (ed.) *Into the Blogosphere: Rhetoric, Community, and Culture of Weblogs*. University of Minnesota.

http://blog.lib.umn.edu/blogosphere/women_and_children.html April 4th 2005.

This is how it's done (Remember to leave one line of space between the references, and don't use indentations. This makes the bibliography far more manageable to the reader.):

Bibliography

Anderson, J. (1989): "Parameters of syntactic change". In: Jones, C. (red.) *Historical Syntax*. London: Longman: 1- 42.

Baayen, H.R.; Renouf, A. (1996): "Chronicling the Times: Productive Lexical Innovations in an English Newspaper". *Language* 72/1: 69-96.

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Faarlund, J.T., Lie, S., Vannebo, K.I. (1997): *Norwegian Grammar for Foreign Students*. Oslo: Universitetsforlaget.

Herring, S.C.; Kouper, I.; Scheidt, L.A.;Wright, E. (2004): "Women and Children Last: The Discursive Construction of Weblogs". In: Gurak, L.; Antonijevic, S.; Johnson, L.; Ratliff, C; Reyman, J. (ed.) *Into the Blogosphere: Rhetoric, Community, and Culture of Weblogs*. University of Minnesota.

http://blog.lib.umn.edu/blogosphere/women_and_children.html April 4th 2005.

Book Reviews

The introductory paragraph from the publishers is placed between the introductory paragraph and the by-line. Remember number of pages and price:

Mehmet Ugur and Nergis Canafe (ed.): Turkey and European Integration. Accession Prospects and Issues Routledge 2004. 312 p., £ 70.

If a book is translated, remember to include the name of the translator.

See also Some Guidelines to Writing Reviews