

Part I: Manuscripts for consideration

Manuscripts to be reviewed for publication in the Nordic Journal of Cultural Policy should be sent as an e-mail attachment (Word or RTF format) to Editor-in-chief, Sakarias Sokka (sakarias.sokka@cupore.fi), copied to Managing Editor, Anna Kanerva (anna.kanerva@cupore.fi).

Anonymization

When you send a manuscript for consideration it will be reviewed in accordance with the “double blind principle” to assure anonymity. In order for this to work, your name and all reference to your own work must be deleted.

Size

Scientific articles should not exceed 8000 words, excluding abstracts, tables and references. Reviews should not exceed 2400 words.

Abstracts and keywords

The abstract should be in English with a maximum of 300 words. The main purpose here is to give a summary. Provide 5-10 key words in both the article’s original language and in English.

References

The Journal uses the Harvard Referencing style. References are put in parentheses in the text with the author/s’ surname, year of publication and page number.

“Few systematic studies have been conducted of the Norwegian cultural elite, understood as culture’s elite (Hovden & Knapskog 2014: 55).”

Alternatively:

“Hovden and Knapskog (2014:55) maintain that few systematic studies have been conducted of the Norwegian cultural elite, understood as culture’s elite.”

A semicolon should separate series of references in the same parentheses.

Notes

The use of notes should be kept to a minimum and they should only contain information that would otherwise disrupt the text. Our policy is to use **footnotes** in the text of articles.

Reference lists

An alphabetical and chronological list of all references should follow the text, using the following format:

Example books: Frenander, Anders (1999). *The Waves of Debate: On Political and Ideological Waves in Sweden's Post-War Cultural Debate*. Gothenberg: Arachne.

Example periodicals: Skot-Hansen, Dorte (2002). «Culture and time: Strategies in local cultural policy-making.» *The Nordic Journal of Cultural Policy*, vol. 2, nr. 1, s. 7-27.

Example book chapters: Mitchell, Ritva (2003). «Nordic and European Cultural Policies». *Duelund, Peter (Ed.). The Nordic Cultural Model*. København: Nordic Cultural Institute. S. 437- 478.

Part II: When the manuscript has been accepted

Manuscripts that are accepted for publication in the *Nordic Journal of Cultural Policy* should be sent as an attachment (Word or RFT-format) in an e-mail to Managing Editor, Anna Kanerva (anna.kanerva@cupore.fi) copied to Editor-in-chief, Sakarias Sokka (sakarias.sokka@cupore.fi). Use pure text in your document, not design layout from Word.

Tables, figures and pictures

Tables, figures and/or pictures should be sent as separate files in the e-mail and the placement of tables and figures should be noted in the article. We would like pictures to be sent as JPG. These must be copyright-cleared, and the names of those to be credited should be provided in order for the picture to be published in the Journal. In order for the visual element to be placed correctly in the text we ask for the following: Give the visual element a name, for example, "picture one". In your text document, write, in red should you choose, «picture one goes here».

Abstract, keywords and presentation of the author

Abstract: If the article is not in English, we would like for the abstract to also be in the original language. This text will be used to make the article known for the international community, using, among other channels, the social media.

Keywords: Set up 5-10 key words, both in the article's original language and in English. These key words will be searchable, such that the reader is directed to the article.

Presentation of the author: Write a short presentation (5 – 10 lines) that includes your name, title, where you work and your research field/work. Feel free to include your e-mail address or homepage, such that other researchers can get in touch with you with regard to the article should they wish to.

Quotation marks

Right from the start, be conscious of your use of quotation marks. Every country's written language has its own rules for the use of quotation marks. The Norwegian quotation marks look like «this», while the British and American look like "this". As it can be a big job sorting these out afterwards, we recommend that you make a conscious choice of quotation marks before you begin.

Proofreading

The author/s are themselves responsible for the proofreading of their submitted manuscripts. Always try to find someone to go carefully through your material for you before it is sent. Keep an eye out for punctuation (also in literature lists and notes) and for inconsistencies. When text is digitalized there is little scope for making changes.

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The launch

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