

Nature and Culture

SUBMISSION INFORMATION FOR CONTRIBUTORS

The editors welcome contributions. Authors should submit articles as Microsoft Word or Rich Text Format (RTF) files. Electronic submissions are preferred, but mailed contributions will be reviewed. Please note that all correspondence will be transmitted via e-mail.

E-mail submissions to the managing editor at nature.culture@ufz.de.

Further correspondence may be directed to the editors:

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Research articles should be **5,000 to 8,000 words**, although longer articles may be considered. Contributions for the Perspectives section should be 2,000 to 5,000 words. Reviews essays must have a minimum of two titles reviewed and be 2,000 to 4,000 words.

FORMATTING

The document must be set at the US letter standard size. The entire document (including notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides. A 12-point standard font such as Times or Times New Roman is required and should be used for all text, including headings, notes, and references. Any unusual characters or diacritical marks should be flagged by placing the entire word in **red type**.

COVER PAGE

The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number, and e-mail), biographical data of approximately 100 words for each author, a total word count, the number of tables and/or figures included, and any acknowledgments.

ABSTRACT/KEYWORDS

The article must include an abstract of **125 to 150 words** and **6 to 8 keywords**. The abstract should not duplicate the text verbatim but rather include the research question or puzzle, identify the data, and give some indication of the findings. Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order, and separated by commas; only proper nouns should be capitalized.

COPYRIGHT/PERMISSIONS

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ARTWORK

For optimal reproduction, **figures** or **photos** should be submitted as high-resolution JPGs or TIFFs (300 ppi), or as EPS files with all fonts embedded. Additionally, all images should be at least 4 x 4 inches at the resolution indicated. **Tables** should be made and submitted in Microsoft Word or RTF. All figures and tables should be in separate files and numbered consecutively; only placement indicators and captions (with source/copyright information) should be included in the articles themselves.

PROCESS FOR REFEREEING AND ACCEPTING ARTICLES

Nature and Culture is a refereed journal. Articles are sent to at least three scholars with relevant experience and expertise. Referees are asked to advise the editors as to whether an article should be published and, if so, with what recommended changes. The editors respond to the author with a decision, a list of any changes needed for the article to be accepted for publication, and the anonymous referees' comments.

PUBLICATION

Manuscripts accepted for publication that do not conform to the style guide may be rejected or returned to the author for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publisher. Authors cannot supply new materials or request major alterations following the copyediting stage, so please ensure that all text is final upon acceptance. Contributors will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

STYLE GUIDE

The *Nature and Culture* style guide is based on *The Chicago Manual of Style (CMS)*, 16th edition. Please be aware that the journal uses **US punctuation and spelling**, following *Merriam-Webster's Collegiate Dictionary*.

CITATION SYSTEM

Nature and Culture follows the in-text **author-date system**, with full documentation in the reference list. Any other notes should be **endnotes** (using Word's automatic endnote function) and kept short and to a minimum.

Author-Date Examples

(Pickett and White 1985; Smith 1987)
Jones's research (1977, 1979a, 1979b)
(Kant n.d.; McGinnis forthcoming)

Single Author with Multiple Sources: (Smith 1993: 63; 1998: 124–169; 2001: 104)

Three or More Authors: (Jones et al. 2001)

Authors with Same Last Name: (D. Smith 1981; G. Smith 1999)

- The first mention of an author in the main text (not in-text citations) should include the first and last name.
- Multiple sources in a parenthetical note should be listed alphabetically.
- Authors' first names should be given in full, rather than as first-name initials.

REFERENCE LIST EXAMPLES

Book with one author/editor

Chew, Sing C. 2001. *World Ecological Degradation: Accumulation, Urbanization, and Deforestation 3000 B.C.–A.D. 2000*. Walnut Creek, CA: Altamira Press.

Book with multiple authors/editors

Oreskes, Naomi, and Eric M. Conway. 2010. *Merchants of Doubt: How a Handful of Scientists Obscured the Truth on Issues from Tobacco Smoke to Global Warming*. London: Bloomsbury.

Chapter or other part of a book

Funtowicz, Silvio O. 2006. "Why Knowledge Assessment?" In *Interfaces between Science and Society*, ed. Ângela Guimarães Pereira, Sofia Guedes Vaz, and Sylvia Tognetti, 138–145. Sheffield, UK: Green Leaf Publishing.

Journal article (include doi when available)

Risbey, James S. 2008. "The New Climate Discourse: Alarmist or Alarming?" *Global Environmental Change* 18 (1): 26–37. doi:10.1016/j.gloenvcha.2007.06.003.

Translations

Cortázar, Julio. 1969. *Cronopios and Famas*. Trans. Paul Blackburn. New York: Random House.

Translated titles

Toiviainen, Sakari. 2009. *Kadonnutta paratiisia etsimässä: Markku Lehmuskallion ja Anastasia Lapsuin elokuvat* [Searching for paradise lost: The films of Markku Lehmuskallio and Anastasia Lapsui]. Helsinki: Suomalaisen Kirjallisuuden Seura.

Article in a newspaper or magazine

Barghouthi, Mustafa. 2012. "Peaceful Protest Can Free Palestine." *New York Times*, 21 February. <http://www.nytimes.com/2012/02/22/opinion/peaceful-protest-can-freepalestine.html>.

Organization as authoring agent

Intergovernmental Panel on Climate Change (IPCC). 1990. *Climate Change: Scientific Assessment. Contribution of Working Group I to the First Assessment Report of the Intergovernmental Panel on Climate Change*. Cambridge: Cambridge University Press.

Paper presented at a meeting or conference

Szebehely, Marta. 2007. "Carework in Scandinavia: Organisational Trends and Everyday Realities." Paper presented at the 5th Annual ESPANet Conference, Vienna, 20–22 September.

Report

Christoplos, Ian, Simon Anderson, Margaret Arnold, Victor Galaz, Merylyn Hedger, Richard J. T. Klein, and Katell Le Goulven. 2009. *The Human Dimension of Climate Adaptation: The Importance of Local and Institutional Issues*. Report to the Commission on Climate Change and Development, Ministry for Foreign Affairs, Stockholm.

Thesis, dissertation, or unpublished manuscript

Van der Sluijs, Jeroen P. 1997. "Anchoring amid Uncertainty: On the Management of Uncertainties in Risk Assessment of Anthropogenic Climate Change." PhD diss., Utrecht University.

Archive materials

Individual items in archives are usually best cited in endnotes and may be cited according to the conventions of the particular archive or kind of material being cited. A collection as a whole may be cited in the reference list.

Dedyk, Claudia. 1933. Linguistics Memos, Rossiskii Gosudarsvenyi Isoricheskii Arkhiv [RGIA], fond 1129, opis 1, delo 491, 11 February, 74–83, 116–119. Russian State Historical Archives, St. Petersburg.

Egmont Manuscripts. n.d. Phillips Collection. University of Georgia Library, Athens.

Websites and blogs

Brainard, Curtis. 2010. "Mediaphobia at the IPCC." *The Observatory*, 12 July. http://www.cjr.org/the_observatory/mediaphobia_at_the_ipcc.php?page=all&print=true (accessed 1 December 2011).

Wylie, Ian. 2010. "UN Climate Chief Jabs Back at Allegations of Financial Impropriety—but Fails to Land a Blow." *The Guardian Environment Blog*, 20 January. <http://www.guardian.co.uk/environment/blog/2010/jan/20/pachauri-personal-attacks> (accessed 20 September 2011).

ARTICLE SUBMISSION CHECKLIST

- Copyright assignment** form is signed and submitted (*no later than the final revised article submission*);
- Cover sheet** is included and provides:
 - **Title** of the article;
 - An **abstract** that is no more than 150 words, is a summary or overview of the entire article, and does not duplicate verbatim sections of the main text;
 - Six to eight **keywords** that are in alphabetical order and separated by commas (with only proper nouns capitalized);
 - Complete **contact information** for each author (mailing address, phone number, and e-mail);
 - A **bio** of approximately 100 words for each author;
 - Total **word count**, the number of tables and/or figures included, and any acknowledgments.
- For any **figures**, ensure that:
 - **Placement** indicators and **captions** (with source/copyright information) have been provided in the main text for all figures and tables;
 - Separate files are provided (clearly named) and in the **required format** with all accompanying **permissions**.

PLEASE ENSURE THAT:

- The style guide has been followed;
- All text, including headings, subheadings, notes, and references, is set in a standard 12-point type, such as Times or Times New Roman, and is double-spaced with a 1-inch margin on all sides;
- US spelling is used throughout and a spellcheck has been performed;
- Different levels of headings are indicated by varying the typeface. Use **bold** type for an **A head** (a main text heading). Use **bold italic** for a **B-head** (a first-level subheading). Use *non-bold italic* for a *C head*;
- Superscript note reference numbers and/or asterisks are not placed on article titles, headings, epigraphs, or the contributor's name;
- Contributions are referred to as articles (not essays or papers);
- Numbers less than 10 are spelled out, and all number ranges are non-abbreviated;
- Foreign-language words that are not common in US usage are italicized on every instance;
- Double quotation marks are used for all quotations and terms, except for quotes or terms within quotes;
- URLs are not located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). Any URLs have been relocated to endnotes or the reference list;
- Contractions and abbreviations such as e.g., i.e., etc., and et al. are not used in the main text (except in parentheses);
- Every author mentioned in the reference list is cited in the main text or notes, and every author cited in the main text and notes is listed in the reference list.