



## *Submission Guidelines, Style Guide, and Authors' Rights and Responsibilities*

### *Submitting a Contribution*

We have a twice yearly call for contributions and a rolling deadline for responses to already published works and issues. We invite the submission of finished works and papers, as well as abstracts and proposals.

Abstracts and inquiries about submissions should be sent to: [editors@oarplatform.com](mailto:editors@oarplatform.com)

Please include:

- 1 Your submission:
  - 1.1 a full contribution (*recommended*); OR
  - 1.2 an abstract/proposal (500 words): please include not only the research questions, but also your argument and/or the details of your inquiry.
- 2 A short biographical statement (150 words)
- 3 Examples of previous work (optional):
  - 3.1 For text-based proposals we recommend submitting one previous piece of writing, or links to works online.
  - 3.2 For multimedia proposals we recommend submitting two images of previous work, or links to works online.
4. If proposing a response, please specify whether it will address an individual contribution or Issue Zero as a whole.

*Please specify whether you are responding to a call for papers for a future issue or are proposing a response to an already published work or issue.*

All submissions are reviewed by the current editorial team. We will notify you whether a submission has been accepted or rejected.

### *File Formats*

- Text: As a word document.
- Images: Images should be submitted as jpegs with a resolution of 300dpi when the largest side (width or height) is 1500px.
- Video: Please provide moving image files as a downloadable link from Wetransfer or similar. Files will be hosted on our own OAR Vimeo account and embedded on our website.
- Sound: Please provide sound files as a downloadable link from Wetransfer or similar. Files will be hosted on OAR's website and embedded on our website (max 64MB).

## *Additional Information*

When sending your full contribution, please include a separate document with:

1. A full name, email address, and telephone number
2. An abstract or description of the submitted work (around 50 words)
3. Five to ten specific keywords that are relevant to the submitted work, including the contributor's name
4. A brief biographical note (around 50 words)
5. Any reproduction permissions obtained (see 'Images and embedded media')

## *Review*

Our joint peer review process involves a review and ranking by the full editorial team of all open call submissions. A submission may be rejected, accepted, or accepted provided suggested changes are made to the work. We work closely with all accepted contributors, supporting the production of ambitious work. At least two editors provide jointly authored comments to accepted and finalized contributions. Contributors are given access to a final version of their work after editing but before copyediting.

## *Style Guide for Text-Based Submissions*

Please apply these guidelines insofar as possible. These guidelines might not apply systematically to a submission considered by their author as a piece of creative writing, free-form essay or art writing.

We require no minimum length; maximum length is 5000 words. In general, we encourage shorter submissions up to 2000 words.

Notes are formatted as endnotes as opposed to footnotes and follow the Chicago notes style. Please refer closely to *The Chicago Manual of Style*.

Endnotes are numbered within the main text using superscript Arabic numerals. The numbers should always appear after a punctuation mark, except if the punctuation mark is a dash or a colon – then the superscript number is placed before.

We accept any form of English spelling as long as it is consistent throughout the text. The capitalisation of historical periods and styles is up to the author but should be consistent throughout the text (example: gothic, postmodern; or: Gothic, Postmodern).

Texts should be submitted single-spaced, with line breaks, and no tabs.

Dashes in sentences appear as a spaced en dash (–) as opposed to a hyphen or em dash.

Quotations appear in single quotation marks ('example'); quotations within a quote appear in double quotation marks.

Quotes longer than three lines are indented following a line break and do not require

quotation marks or italics.

To signify that material is omitted from within a quote, an ellipsis is used in the form of three dots directly connecting the two parts of the sentence without any spaces, example: quote...second part of the quote.

Italics are used for the titles of whole publications, projects, and artworks (including films, plays, albums, series, exhibitions, songs etc.). The dates of whole publications and artworks are mentioned after their title, in brackets. Single quotation marks are used for articles and chapters within a publication.

When mentioning a person's name for the first time, provide their first name and surname; the surname alone should be used in any further occurrence.

### *Images and Embedded Media*

If images, sound, or video files are integrated within a text, they should be provided as separate, numbered files only. The preferred placement of these elements within the text should be signified by a free-standing line in square brackets [Insert 'file name' here].

Captions for images or other media should appear on another free-standing line below the 'Insert' line.

Captions for artworks appear as:

Artist, *Title*, date, materials (e.g. oil on canvas), dimensions in cm x cm, type of image if applicable (e.g. installation view), location of the original work if applicable (e.g. museum and city), and copyright information (Image courtesy of...).

These elements in the captions are separated by commas.

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