ENCATC JOURNAL OF CULTURAL MANAGEMENT & POLICY

Submission Guidelines 2016

The ENCATC Journal of Cultural Management and Policy is an annual publication with articles on cultural research, launched in October 2011. The objective of the ENCATC Journal of Cultural Management and Policy is to stimulate the debate on the topics of cultural management and cultural policy among scholars, educators, policy makers and cultural managers. The Journal is based on a multidisciplinary perspective and aims at connecting theory and practice in the realm of the cultural sector.

SUBMISSION PROCESS

Final articles are due on **Wednesday, 30 March 2016**. Articles submitted after this deadline or those that do not follow the guidelines below will not be considered for publication in the ENCATC Journal. All articles must be submitted by email in both Word and PDF format to Cristina Ortega, ENCATC Journal Editor-in-chief, at journal@encatc.org.

HOW IS MY SUMBISSION REVIEWED?

All articles submitted for publication in the ENCATC Journal of Cultural Management and Policy go through a **double-blind review process**. A double-blind review creates anonymity for both authors and reviewers. The Advisory Board will not be informed of the authors' names or institutions in the submitted article.

HOW DO I SUBMIT MY WORK?

All articles must be submitted electronically in Word format and sent to Cristina Ortega, ENCATC Journal Editor-in-chief, at journal@encatc.org, by **30 March 2016.**

WHAT ARE THE SUBMISSION CRITERIA?

- Papers may be submitted in English only. It is highly recommended that papers be professionally proof-read before being submitted.

- Papers are welcome on all cultural management areas including, but not restricted to: Digital means for audience development; Participatory governance of cultural heritage; Cultural and creative sector: entrepreneurship and innovation; Monitoring culture and creative interventions: urban futures and social engagement; and Promotion of cultural diversity, cultural external relations and cultural policy.

- No contribution will be accepted which has been published elsewhere, unless it is expressly invited or agreed by ENCATC. Papers and contributions accepted for publication become the copyright of the publisher unless otherwise stated.

- Academic contributions should be between 5,000 and 9,000 words in length. (This word count does not include references.)

- All papers should be accompanied by up to five keywords and by a short abstract outlining the paper's aims, main conclusions, and, if applicable, the methodology used (up to 150 words).

- Papers should be accompanied by a separate Word document that includes a short (about 50 words) description of the author(s) and, if appropriate, the organization of which he or she is a member.

- See the **template** for more instructions on how to present the paper and guidelines to follow for texts, tables, images, footnotes, references, etc.

WHAT DO I AGREE TO IF MY WORK IS PUBLISHED IN THE ENCATC JOURNAL?

The ENCATC Journal of Cultural Management and Policy is a free online publication. By submitting your article to this review process you are giving **ENCATC the right to:**

- publish it in the Journal and circulate it among ENCATC members, stakeholders and the scientific community;
- make appropriate changes related to correctness of grammar or spelling, or to ensure conformity to the Journal's style;
- make all final layout and design decisions for the Journal and the articles to assure visual coherence;

Authors' whose work is published also **agree to:**

- making all reasonable efforts to ensure the accurate reproduction of text, photographs and illustrations - ENCATC does not accept responsibility for mistakes, be they editorial or typographical, nor for consequences resulting from them;

- ensuring that references to named people and/or organizations are accurate, non-discriminatory with regard to race or sex and without libelous implications;

- opinions expressed in the *ENCATC Journal of Cultural Management and Policy* are solely those of the authors;

- bear the responsibility for checking whether material submitted is subject to copyright or ownership rights (e.g., photographs, illustrations, trade literature and data) and will inform the publisher where use is so restricted.

WHAT IF I HAVE MORE QUESTIONS?

For questions about the submission guidelines for the ENCATC Journal of Cultural Management and Policy, please write to Cristina Ortega, ENCATC Journal Editor-in-chief, at journal@encatc.org.