Contributor Guidelines

Series: Advances in Cultural Management and Policy

> These guidelines are intended to help contributors produce a chapter which is in keeping with the format and ensures that the overall aims of the book are met. Please keep to the guidelines listed here, since failure to do so will require revisions.

Volume Editors

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About the Book

This edited book brings together the best submissions of the annual congress of the Cultural Management Fund from the University of Antwerp on Digitization in the cultural and creative industries, as well as some other relevant international articles on the topic.

About the Audience

The intended readership of the book will primarily be comprised of scholars and advanced students globally, thus each chapter should be accessible to such readers.

Chapter Title

The title of your chapter is fundamental for discoverability - enabling potential readers to find your work in searches. Potential readers flick through titles quickly to see if the chapter covers what they need and then dig deeper if the title successfully flags your chapter up as relevant. Chapter titles need to make it crystal clear what each chapter covers; over-generalising or obscuring the content may put off potential readers from further exploration. Chapter titles may not always be discovered directly in the context of the book, so each chapter title should ideally be understood as a stand-alone descriptor. Your editor may ask you to rework chapter titles at proposal/submission stages to enhance discoverability.

Length & Schedule

Contributions should be 6,000 to 8,000 words in length. This includes artwork and tables (allow 250 words for half-page table or figure), in-text citations and notes, references and further reading if required. Please keep in mind that all references, notes, and bibliographies or reference lists are included in the agreed word count.

The deadline for submission is 12 May 2023

Author Biography

Please give a brief description of yourself for inclusion in the contributors list in the published volume. This should be of around forty words, and must include your current affiliation (name/institution/country) wherever applicable. This is essential for final submission.

Abstract & ORCID iD

At the start of your chapter, in a box, please include a brief abstract (max 250 words) at the top of your chapter. Be sure to include as many key words relevant to your chapter as possible while still writing in intelligible

sentences. Further guidance here

Please also include your ORCID ID. We recommend registering with ORCID if you have not already done so.

Style
The key is to keep things simple and consistent. Please conform to Routledge manuscript preparation guidelines. The essentials are:

- Consistent use of English or American spelling, punctuation, and grammar conventions throughout your chapter (consistency is within chapters, not across the volume)
- The chapter files should only include the final chapter text (not artwork, no tracked changes, no comments, no hidden text)
- Use a Unicode font available from Microsoft Word, such as Arial or Times New Roman.
- Number the pages of each chapter from 1 within each file.
- Add a line between paragraphs and avoid indents at the start of a paragraphs
- Do not use hyphenation to break words across a line (only in words where a hyphen is grammatically required).

Headings
In your manuscript, the main consideration is clearly identifying different levels of heading (no more than three) for the benefit of the typesetter.

References
Please use the APA reference style (http://www.indiana.edu/~iucdp/apa.pdf) . A bibliography or reference list should be provided at the end of each chapter so that chapters are accessible in isolation, especially in digital formats. Digital Object Identifiers (DOIs) should also be included where available.

Artwork & Permissions
- All figures and images should be provided as **separate** digital files which must be either editable, or of high quality format. More information here.
- If you are including figures, images or tables these should be your own work.
- If you do not own the copyright for any material included in the chapter, you are responsible for obtaining permission. More information here. All permissions should be secured and submitted to the Volume Editors with your draft chapter.
- Provide a summary of the artwork in your chapter as per Appendix I.

Appendix I: Artwork & Permissions

Type	Ref No.	File Name	Caption	Alt Text	Size / Positioning	Permission secured?	Citation for original content	Link to source and/or rights information	Credit requirements
e.g. Table / Figure	Fig 1.1	Figure 1.1	To be used in the chapter	Description for readers with a visual impairment	Guidance for typesetter	Yes / Not Required	e.g. Mous, A. 2021 T&F Author Guidelines 2021, Taylor & Francis, London	e.g. https://www.routledge.com/our-customers/authors/publishing-guidelines	Any additional requirement for material from original copyright holder