

Dear conference reporters,

When submitting a conference report to KULT\_online, please follow these guidelines.

Your report should contain the following elements:

- Title (*Bericht zur Tagung »Titel der Tagung«* resp. *Conference Report on »Title of Conference«*)
- Event, institution and location (Location name in the conference report's language (German or English)), Date of conference (e.g. *Conference Report on »The Arts of Mediation« European PhD-Network "Literary and Cultural Studies", Catholic University of Lisbon, 17 – 19 March 2010*)
- Your name(s) and, if available, your ePortfolio/homepage link; if not, your email-address
- At least one photograph or picture (e.g. the conference's poster) and, if available, additional photographs of the conference or the location
- Conference report (see guidelines concerning contents and formatting below)
- If available, information about publication of the conference lectures
- Conference outline, ordered by topics without time specifications

Please send your conference report as an rtf- or Word-document and one or more picture(s) as gifs or jpgs to: Marcel.Wrzesinski@gcsc.uni-giessen.de.

Text guidelines:

The conference report is followed by a conference outline that names all speakers and lectures. Therefore, it is not necessary to mention every single lecture in the report. Please highlight a few topics and report additional details that are not evident within the event titles. Because your text is going to be read on the screen, please use clear formulations and rather short sentences. Do not use unnecessary words just to fill space.

Formatting: Structure your text in paragraphs. If text parts are long, you may break them up with subheadings. Please format the document as little as possible: do not include tab stops with space characters or tabulators. If at all, use the writing programme's style sheet. Do not separate words manually and do not write headings in capital letters. Otherwise, we will have to reformat everything again.

Quotation marks and apostrophes should always be straight and not typographic, as this looks better on the screen. Please make sure that your WinWord automatic formatting programme does not replace the straight marks with typographic ones automatically (see options for Automatic Correction in Word).

If you are writing in German, please use the *new orthography*.

Numeric characters from one to twelve are written in full and not shown as numeric characters (but with *5th century*, the "th" is not elevated).

Please do not use abbreviations in the text. Names of organisations are written out when first mentioned (with the common abbreviations in brackets). The abbreviation can be used from then on in the text (e.g. *United Nations Organisation (UNO)*). Please always write the speakers' full first and last names.

When mentioning the *names of the speakers* for the first time, please write them in capital letters, the institution in brackets behind the name: FIRST NAME LAST NAME (institution, place). Do not mention academic titles.

Please always make sure that the names are spelled correctly, especially foreign names. Be vigilant about diacritical marks, such as tilde, trema, breve etc.

*Quotations/emphasis*: If you are quoting a conference speaker, please use double quotation marks. If you want to emphasise a term, please use single ones.

Foreign words are written in italics and spelled according to the original language. KULT\_online is an interdisciplinary magazine, so please do not use foreign words too often and, if you do, explain them.

*Titles of works* (books, magazines, movies...) are written in italics, also when they occur within a lecture's title in the conference outline. *Titles of lectures* and scholarly journal articles, book chapters in edited volumes etc. are put into double quotation marks.

Please avoid any other typographic emphasis, such as bold characters or underlining. If you want to emphasise a term, you can write it in italics.

Conference outline guidelines:

The conference outline is supposed to be ordered by topic and without time or location specifications. Please mention umbrella topics, if necessary hosts resp. leaders, speakers (institutions and locations in brackets behind the names) and the titles of the lectures. Welcome speeches, closing words and keynotes can be mentioned separately. Please mention full first and last names but do not write them in capital letters and leave out academic titles.

Title of the section

First name last name (Institution, location): "Title of the lecture"

First name last name (Institution, location): "Title of the lecture"

...

Please double-check that names are spelled correctly and do not use tabulators or any formatting besides bold characters for the title of the section.

We would like to link your name to your homepage or your ePortfolio. Just send us the respective link and please make sure that your site is up-to-date and the link is working.

Conference reports are usually published as soon as possible. They are announced by a link on KULT\_online's cover page. Depending the editorial office's workload, this could take a few weeks. The conference report will be integrated into the subsequent issue of KULT\_online.

All conference reports published thus far can be found at: [http://kult-online.uni-giessen.de/wps/pgn/home/KULT\\_online/conference\\_reports/](http://kult-online.uni-giessen.de/wps/pgn/home/KULT_online/conference_reports/)

If you have any questions, please contact Marcel Wrzesinski via email (see above) or by phone (0641-99 30042).

