Submission Guidelines

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Submission guidelines for H-Celebration contributors and subscribers

H-Net, Humanities and Social Sciences, is a scholarly international interactive online publisher that creates and coordinates online communities and resources for the public, academics, researchers, educators and students.

Key guidelines

H-Celebration accepts original scholarly research of between 1,500 and 5,000 words prepared in a style that is readable and clear and based on unpublished research. Research should focus on, address and inform celebration, festivals and leisure through, for example, a cultural, social, political, philosophical or historical lens. Excluding image studies, written work should comprise an abstract of 300 to 500 words. Your submission should have a precise and clear purpose and a structured format with sections, headings and subheadings to make it easy to follow and understand.

Empirical research that is more than 2,000 words should include a method, methodology and any other technical aspects. Articles should focus on, address and inform celebration, festivals and leisure.

We accept reports of 1,000 to 4,000 words, case studies of 800 to 2,000 words and personal narratives of 1,500 to 6,000 words.

Please note, H-Celebration uses Microsoft Word and we ask all contributors to use the same software to prepare their written work. Where images need to appear in the text, please place the image along with a brief caption. In addition, we ask that you prepare a separate zip file of all images that appear in the text and email it as part of your submission. If you need to send more than one email for a particular project, please make sure that the email subject is clearly and appropriately labelled, for example, “John Doe – Project Celebration – part one”, “John Doe – Project Celebration – part two”.

Written work should be prepared using the following structure:
Name(s)
Title
Institution (please put contact details at the top of the page)
Abstract
Keywords (no more than five)
Main text
Acknowledgements
Appendices
Transcribing and translating
Transcribing and translating a recording into written text is a painstaking process and should be done with precision to capture the essence of the speaker. With this in mind, we ask that you do not change the speaker’s words, grammar, content, patterns or intent or add words to the transcription and translation.

Text guidelines

Layout
Use Times or Times New Roman, 12 point, double-spaced, left-justified text. For paragraph beginnings and block quotes, text should be indented 1/2”.

Images
The image studies section of our network appears on both H-Celebration and our newly created H-Celebration LinkD project page, and is developing into a rich and unique source of material for our field. Your photographic/illustrative submission should introduce readers to the wonderful world of celebration, festivals and leisure with academic rigour and demonstrate your adept understanding of the particular area you are investigating.

All photographs should be your own work and should be properly referenced, particularly if you are writing a research project about the work of others. Projects with five to 10 images should be accompanied with text of between 100 and 500 words and projects with 10 or more images should be accompanied with text of between 800 and 1500 words. To be part of our network, text should be readable, clear, based on unpublished research and focus on, address and inform celebration, festivals and leisure.

Text and captions should describe, explain and complement your images. However, if you do not want to provide a caption for each image in your project, please let us know when you email your submission.

Photographs and illustrations - resolution
Please note that we will only accept high-resolution photographs and illustrations in a JPEG format (RGB or CMYK). Unfortunately, we are unable to accept hard copies of work at the moment. All images should be your own work and must be:

-300 dpi for a minimum final print size of approximately 20 cm x 30 cm (200 mm x 300 mm)
scanned at a minimum of 300 dpi (for photographs) and saved as a TIFF or high-resolution jpg
and the final size should be approximately 250 x 200 mm
scanned at a minimum of 1200 dpi (for illustrations) and saved as a TIFF or high-resolution jpg
and the final size should be approximately 250 x 200 mm

Deliverables
- Label files properly
- Provide the following details: title, year, image dimensions
- Important! Indicate copyright clearance
- Provide your name, website(s) (if any), email address, phone number
- A 100-word author’s bio

Please note that your contact information will be kept strictly confidential.

H-Net copyright policy:
Submitting, downloading, redistributing or republishing content constitutes the user's acceptance of these terms and conditions:
(a) The management of H-Net's content, services, and resources is subject to policies determined by the H-Net Council as administered by the organization's officers in compliance with H-Net's bylaws, published policies, and Articles of Incorporation.
(b) H-Net considers any posting to its discussion forums or website to be a form of publication. "Publication" means the public display or distribution of content through whatever medium H-Net owns, controls, or licenses, at H-Net's sole discretion. Subscribers should not submit a message, document, or image to an H-Net network that contains material the subscriber does not, or in the future would not, want publicly available, unless the subscriber clearly indicates to the network editor in writing before publication what portions are not to be published. Do not submit “private” information now or in the future. Please note that cell phone numbers, home addresses, names of family members, or other such information will remain searchable in our database for years to come. See H-Net copyright policy [here](https://networks.h-net.org/node/167585/pages/3895885/submission-guidelines).

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