

Space & Culture Accepted Manuscript Submission Checklist

Dear authors,

In order to ensure smooth processing of your accepted manuscript and its prompt placement in the journal, please ensure each manuscript...

- Is between 5-7000 words (inclusive of all notes and references)
- Conforms to APA style throughout (see following page)
- Includes on the first page title, abstract (150 words), 5-7 keywords as well as names, e-mails, mailing addresses, affiliations, biographies (50-70 words each) for ALL authors, and any acknowledgements.
- Includes notes within the text to indicate the placement of all figures (including images), tables, and supplements if any (see below)
- Includes references for all in-text citations, and in-text citations for all references
- Contains explanations of all abbreviations and acronyms
- Contains up-to-date links to any online material
- All Tables (if any) are editable, include captions, and are placed after reference list (or in separate files if not Word format)
- All Figures (including images) (if any) are sent at least 300dpi (see 'Artwork Submission Guidelines' link below), include captions, and sent in separate files, and are accompanied by copyright permissions (see next page)
- Is accompanied by permission(s) for reproduction as appropriate (see below)

And please ensure each figure (including images)...

- Is cleared for reproduction and accompanied by the permission(s) for usage of copyright material and this is signed (even if the author holds copyright this must be signed and attached).
- Is accompanied by a separate document listing captions for each image in the following format, in the order in which they are mentioned in the text:
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Source: Image courtesy of [artist/copyright holder].*
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- Please see "Artwork Submission Guidelines" online (<https://us.sagepub.com/en-us/nam/manuscript-submission-guidelines#Artwork>) for more detailed information.

Thank you,

The editors

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APA style

Text citations and references should follow the style of the Publication Manual of the American Psychological Association (sixth edition, 2010).

Below is an overview of the main elements of APA style. See www.apa.org and/or consult Chapter 6 of the Manual for more detailed information.

Quick reference guide to in-text citation in APA style

	Explanation	Example
Indirect quote	Citations in the text of your paper should include the author's last name(s), the year of publication, and be enclosed in parentheses: R	(Willis, 2000).
Direct quote	When you are including a direct quote from a source work, include a specific page reference:	(Willis, 2000, p. 223).
Author name mentioned within sentence	If the author(s) names are mentioned in the same sentence, include only the year of publication.	Willis (2000) argues...
Publication date mentioned within sentence	If the year of publication is mentioned in the text, include only the author's name in the citation	However, a study published two years later in 2000 (Willis) challenged the premise...
Two authors	For works by two authors, always include both author names in parentheses linked with an ampersand:	(Latimer & Skeggs, 2011)
Two authors mentioned within sentence	For works by two authors, if the authors' names are mentioned in the same sentence use 'and' to link their names, and include only the year of publication in the citation:	As Latimer and Skeggs (2011) argue, the sociological imagination needs to be pluralised
Three, four or five authors: First citation	When a work has 3, 4, or 5 authors, include the all the authors' names in parentheses linked with an ampersand the first time the work is cited:	(Anderson, Myers, Wilkes, & Matthews, 2003)
Three, four or five authors: All following citations	For all subsequent citations of this work, use "et al.":	(Anderson et al., 2003)
Six or more authors	When a work has 6 or more authors, use et al.:	(Bell et al., 2003)
Unattributed works	For unattributed works, include the title, enclosed in parentheses. Put quotation marks for short work titles, and italicize the titles of reports, books, and other significant works:	("Planning Summary," 2004) (Oxford English Dictionary, 2009)

REFERENCE LIST

References should be listed alphabetically by author on the last page of the paper, with the word "References" at the top of the page.

Please check that you have cited all references and all citations are referenced.