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Submission Guidelines

for your contribution to the Platform6 project,
celebrating Documenta11 (2002) and
artistic director Okwui Enwezor

I. GENERAL INFORMATION

Release from Liability/Permissions

Contributors (Authors) wishing to include figures, tables, text passages etc. that have already been published elsewhere are required to obtain permission from the copyright owner(s) and to include evidence that such permission has been granted when submitting their contribution. Any material received without such evidence will be assumed to originate from the contributor.

Upload

All files should be sent by mail: platform6@documenta.de
Please use the following file name: first name last name_short title of contribution_platform 6

Short description

No matter which form of contribution is chosen, please give us a short description of your work. The description is needed by the website team for the placement of your contribution on the website.
The description must include the following information:
- Name of contributor
- Title of work
- Year created
- Some keywords from your contribution, which can be used for indexing purposes
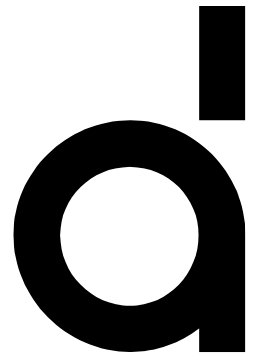
II. TEXT/ARTICLE

Title

e.g. title, name(s) of the author(s)

Text

- Manuscripts should be submitted as Microsoft Word files
- Use Arial or Times New Roman, the texts will be transferred into a specific website font (Frutiger Condensed) later
- Max. 12.000 – 15.000 characters
- Abbreviations of names, titles, organisations e.g. should be defined at first mention and used consistently thereafter
- Write out numbers up to twelve, above as digits
- Dates should be written out, e.g. 11 January 2018

- Period of more than two years should be written with a dash, e.g. 2000-2002, and two consecutive years with a slash, e.g. 2019/2020.

Citation
- Put quotations in quotation marks and not italic font
- Omissions or additions in square brackets [...]
- Mark your own translations and highlights as follows: [translation: author], [editor: author]

Literature references, footnotes and endnotes
- Publication:
  First Name Last Name, "title" (place: publisher, year), p. O-O. (for multiple pages pp.)
- Article in Publication:
  First Name Last Name, "Title", in: Titel, ed. First Name Last Name (Place: Publisher, Year), p. O-O.
- Article in Journal:
  First Name Last Name, „Title", Title of Journal Review XY, no. X (Year)
- Several authors (more than 3 authors): Miller et al.
- Internet: URL, date of last access in square brackets [20.3.2012].
- Footnotes have the character of sentence values and end with a dot.

Picture captions:
- For installation views: Author/photographer: Short description of the image content, © institution / first name last name of photographer
- For artworks: Author/originator/artist: title, year created, © institution / first name last name of photographer

III.   PHOTO

File format: high-resolution JPG or TIFF
Resolution: 300-600dpi

IV.   VIDEO

File format: Mp4
Side ratio: 16:9
Resolution: 4k
Recommendation of the duration: max. 20 minutes

V.   AUDIO

File format: Mp3
Recommendation of the duration: max. 10 minutes
Please pay attention to clear speech and no background noise. If possible, provide the website team with a transcript.

29.04.2021/platform 6 team