

# Archive & PUBLIC CULTURE Research Initiative

## **Archive and Public Culture Workshop Guidelines**

We have prepared the following guidelines for participation in the regular APC Research Workshops. Please ensure that you familiarise yourself with all the information.

### **Preparation for Workshop Presentations**

One of the primary aims of the APC research workshops is to enable critical engagement with one another's work-in-progress. In order for this to happen, participants are expected to read all papers in advance. Writers presenting their papers should not go into extensive detail about them during workshop presentations. Brief introductory remarks (around 5 min) allow us to maximise discussion time. Participants are expected to produce something in writing for every workshop, even if it is a little 'raw.' Any exceptions to this must be discussed with Prof Hamilton. This requirement is designed to assist participants in prioritising their own writing.

The APC research workshop is core to the structure of APC and participation is open to research fellows of the APC Research Initiative. All research fellows will be represented on the APC website. All research fellows will be expected to acknowledge the input of APC on any published work that was presented at the workshop. Research fellowships may be held in conjunction with research associateships elsewhere. Any publication subsidy implications should be clarified with Prof Hamilton.

### **Technical Details for Submission of Papers**

Please note: these guidelines are not meant to be restrictive, but rather to allow for easy identification of papers and to facilitate the printing process in a way that maximises our use of paper while keeping the printing readable.

**Please include:**

- Abstract (which will be put on the APC website)
- Brief contextualisation blurb, if the presented item is part of a larger piece of work (eg. If it is a chapter of a book, then give an indication of how it fits in)
- Title

**Please follow the following formatting guidelines:**

- Header with your last name(s)
- 12 point font
- 1.5 spacing
- Pagination
- Normal margins (2.54cm)
- Portrait orientation preferable
- No borders

Papers must be circulated in advance of workshops. In each case a submission date for papers will be given. Papers from all contributors will be sent to you via email, as well as uploaded on VULA for downloading at your own convenience.

Should you wish to familiarise yourself with the projects of APC researchers, please visit their profiles at: [www.apc.uct.ac.za](http://www.apc.uct.ac.za) under “Researchers”.

*Queries about the APC Writing Workshop?*

*Contact: [marcelle.faure@uct.ac.za](mailto:marcelle.faure@uct.ac.za)*