

## SCANDIA'S GUIDELINES FOR CONTRIBUTORS

### General information

*Scandia* publishes scholarly articles, reviews, and viewpoint articles. Articles should chiefly be concerned with Nordic history, and their focus may be theoretical, methodological, or empirical. To be considered for publication, submissions should be of a high scholarly standard and written in a manner accessible to the non-specialist with a general interest in history. Authors should state why your subject is of contemporary relevance – the significance of your research should be explicitly addressed. Submissions may be written in Swedish, Danish, Norwegian, or English (British English for preference). Research should not have been published previously in any other form, nor should it be under consideration for publication elsewhere.

To maintain the journal's high academic standards, all submissions pass through several stages of review. The editor and least one other member of the editorial staff make a first appraisal. If the manuscript is judged to be suitable for publication, it will be sent for external review by two independent scholars. The reviewers' reports form the basis of the final decision as to whether to publish, and these, along with comments from the editorial staff, should guide any revision of the manuscript. Texts must be completely anonymous to allow double-blind refereeing, and acknowledgements and the like should be added later to submissions accepted for publication. Because the process has several stages, several months may elapse between submission of a manuscript and its eventual publication.

No remuneration is offered for published articles. *Scandia* accepts no responsibility for unsolicited material. By publishing in *Scandia*, the author accepts that the article will be available via open access on *Scandia's* website after a delay equal to one issue of the journal.

### Style and scope

Articles and reviews should be written using the ready-formatted templates that are available for download on *Scandia's* website under the heading 'Writing for *Scandia*', [www.tidskriftenscandia.se](http://www.tidskriftenscandia.se)

Articles and viewpoint articles that are not formatted using *Scandia's* templates will be returned to the author for correction, as will any manuscripts that fail to conform to the journal's style outlined below. Unfortunately, we must be strict on this matter to ensure the publication process is as short and efficient as possible.

It is the author's responsibility to ensure that the text meets the standards of an academic publication. The author will be informed of any substantial changes to the text, but the editors reserve the right to make minor changes to its language and style.

Articles should be between 40,000 and 70,000 characters (including spaces) in length, including notes. Articles should be followed by a *summary* in English (1,500–2,000 characters including spaces), and five *keywords*, also in English. All references including bibliographical material should be included in the notes; no bibliographies will be published. Authors should aim to use only one level of headings (not including the main title); more than two levels of headings should be avoided. Because *Scandia* is double-blind refereed, the manuscript should be anonymised. The author's name, title, contact details, and institutional affiliations should be included in a letter or email accompanying the submission.

## Reviews

Reviews should be between 3,500–7,000 characters (including spaces) in length. The manuscript should be written using the template for reviews available on the *Scandia* website. The title of the book should be given on the first line, followed by the name of the author of the book on a new line, and below that the publisher, year of publication, and number of pages. The reviewer's name should appear at the end of the review. Notes should be avoided.

## Illustrations

We encourage authors to include illustrations, and these count in a submission's favour when we consider an article for publication. Images must have a resolution of at least 300 ppi/dpi at the size they are intended to appear in print. It is the responsibility of the author to obtain necessary permissions for all illustrations. This may be done in consultation with *Scandia's* editors.

## Style guide

### Formatting and styles

Use the styles embedded in the templates provided. Avoid insets, blank rows, double spaces, and any changes to font sizes. Do not hyphenate the running text or notes – this will be done later during layout.

### Abbreviations

English abbreviations should be written using full points (e.g., i.e.). Abbreviations may be used in notes, but should be used sparingly in the running text. Unfamiliar or novel abbreviations should be written out in full when first encountered.

### Names

In both the running text and the notes, a person's full given name and surname should be given on first mention. When referring to other scholars, their specialist subject should be noted (for example, 'the military historian Etaoin Shrdlu').

### Compound terms in Swedish

There are a number of common Swedish compound terms which should be open (spaced as separate words): *i dag*, *i morgon*, *i går*, *i stället*.

### Italic, bold, and underlining

The titles of books, journals, newspapers, and similar works should be styled in *italic*, both in the running text and in notes. Italic may also be used to indicate foreign words and phrases, or particular concepts. Do not use bold or underlined text. The titles of articles in periodicals and chapters in books should be given in single quotation marks.

### Quotation marks

Short quotations run on in text should be enclosed single quotation marks. Longer quotations should be displayed (use the template style `{Scandia quotation}`). Text omitted from a quotation should be indicated by an ellipsis (...); other changes to the quotation should be marked by square brackets. British English single quotation marks should always be used ( ' ' ). Silently correct other styles of

Charlotte Merton 23/10/14 10:07

**Comment [1]:** I think this is redundant for the English instructions

Charlotte Merton 23/10/14 10:09

**Comment [2]:** You'll need to make sure that there is a version of the template with template elements name

(1) in English

(2) with Scandia in the name

e.g.  
Scandia quotation  
Scandia title  
Scandia endnote  
etc.

quotation mark such as French or German. Double quotation marks ( “ ” ) should be used for quotations within quotations and titles within titles.

### ***En rules and hyphens***

An en rule with space either side should be used as a parenthetical dash – thus. An en rule closed up should be used for numbers and words that form a range, including dates (1956–1965), pages (pp. 34–7), and to replace *and* or *to* (editor–author relationship, Lund–Malmö). On a Swedish keyboard, an en rule is written by pressing the Ctrl key and the minus sign key together. Hyphens should be used in compound words (part-time, twenty-one) and to indicate omitted common elements (sixteenth- and seventeenth-century religion).

### ***Numbers***

Numbers up to eleven should be written out (with the exception of measured values). Numerals should be used for 12 and above (with the exception of larger round numbers such as a hundred, or a thousand). Percentages should always be written as numerals and per cent (20 per cent, not 20%); however, % may be used in tables and notes.

### ***Dates***

In the running text, dates should be given in full (7 January 1865). In the notes, months may be abbreviated (Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.). Decades should be given in full (1950s not '50s, 1978 not '78).

### ***Notes***

Notes should be in the form of endnotes. There should be no bibliography.

The humanities reference style should be used; the Oxford Style Manual (2003) offers useful guidance.

The first time a work is cited it should appear as follows:

*Books:* Wayne Koestenbaum, *The Anatomy of Harpo Marx* (Berkeley & Los Angeles 2012), 172.

*Articles in periodicals:* Anthony D. King, 'Of mice and manuscripts: a memoir of the National Archives of Zimbabwe', *History in Africa*, 25 (1998), 410.

*Chapters and essays in books:* Kevin Sharpe, 'The image of virtue: The court and household of Charles I, 1625–1642', in David Starkey (ed.), *The English Court from the Wars of the Roses to the Civil War* (London 1987), 237–41.

The first time a work is cited all the information should be written out in full. Subsequent references to the same work may use the author and year (Sharpe 1987, 237).

If there is more than one author, use an ampersand (&).

References to several works in the same note should be separated by semicolons.

Always use an en rule for page numbers (450–69).

Use English formulations for place names and abbreviations (Munich not München, ed. not red.).

Avoid using f. and ff. and give the exact page range instead.

Titles in English should be capitalised (*The English Court from the Wars of the Roses to the Civil War*);

however, titles of articles in periodicals and chapters or essays in books should not be capitalised (Of mice and manuscripts: a memoir of the National Archives of Zimbabwe’).

*Internet:* Give the type of document, a complete URL or web address, and the date the document was accessed. Remove active web links, underlining, and other forms of automatic formatting.

For example: Submission guidelines for *Scandia*, <http://www.tidskriftenscandia.se/?q=node/1047>, accessed 21 October 2013.

*Unpublished material:* For submissions in English, references should proceed from the general to the specific (the name of the repository and its location, archive, unique reference, any pagination or foliation). Note that for archives in non-English-speaking countries nothing but the name of the location should be translated. Standard abbreviations are acceptable in subsequent references to the same repository and archive as long as each abbreviation has been given in parentheses when first cited; for example, British Library (BL).

\*

Submissions should be formatted according to the *Scandia* template and sent by email to the editor, Cecilia Riving: [cecilia.riving@tidskriftenscandia.se](mailto:cecilia.riving@tidskriftenscandia.se). If you have any questions, please contact the editor directly or email [info@tidskriftenscandia.se](mailto:info@tidskriftenscandia.se).

*We look forward to reading your submission!*