

Instructions to Authors

1. General Instructions

The languages of publication are English, French or German.

Articles should normally not exceed 60,000 characters in size, including spaces (c. 10,000 words). This should not, however, include references. But shorter or longer texts may be accepted if the length is motivated by the content.

Manuscripts should be double-spaced with wide margins, all pages numbered consecutively. The manuscript should be submitted electronically to the editor-in-chief in the format of a major word processing program for Windows or Macintosh, RTF or plain text format, via e-mail to the address lars-erik.edlund@nord.umu.se. Illustrations should be submitted as separate files, either via e-mail or on CD (see further below under *4.1 Illustrations and Maps*).

The manuscript should be accompanied by a separate sheet with a brief note on the contributor (50 words), institutional address, e-mail address, telephone and fax numbers and an abstract of no more than 200 words plus 10 or fewer keywords.

2. The Manuscript

Articles may be divided into sections if necessary. Each section should be numbered, using Arabic numerals with up to three decimals: 3.2.1, 3.2.2 etc. or provided with section headings.

Short quotations should be incorporated in the text and surrounded with double quotation marks, and quotations within quotations should be surrounded with single quotation marks. Quotations of more than 30 words and quotations from plays or poetry should be indented on the left-hand margin and set off from the main text. Omitted text in quotations should be marked [...] and the author's interpolations should be enclosed by square brackets [xxx]. Emphasis should be marked by italics except in linguistic articles where bold type may be used instead. Words and names used meta-linguistically should be given in italics. Commas, full stops etcetera should be placed inside the closing quotation mark.

Quotations in other languages than English, French and German are permitted but must always be translated. Translations should be given within square brackets and should be surrounded by single quotation marks. Titles in other languages than English, French or German should likewise be translated in the reference list (see examples below, under 3. References).

References should be given immediately after the quotation, stating author, date and page as follows (Paasi 1996: 23). In reviews of a single work, only the page number needs to be given as follows (p. 14). Place the reference before the end of the sentence when integrated in the text but after the end of a block quotation. Separate the references with a semicolon when two or more works are referred to in the same parenthesis: (Paasi 1996: 23; Roesdahl 1998: 15). Avoid abbreviations such as *ibid.*, *op. cit.*, *i. e.* and *e. g.* Instead of *vide*, write *see*, instead of *viz.*, write *namely*.

Use indentation instead of a skipped line to mark the beginning of a new paragraph.

Notes should be numbered consecutively through the text and collected at the end of the article as endnotes.

3. References

Book

Paasi, A. (1996). *Territories, Boundaries and Consciousness. The Changing Geographies of the Finnish-Russian Border*, Chichester: John Wiley & Sons.

Edited book

Bäckman, L. & Hultkrantz, Å. (eds.) (1985). *Saami Pre-Christian Religion. Studies on the Oldest Traces of Religion among the Saamis* (Acta Universitatis Stockholmiensis. Stockholm Studies in Comparative Religion 25), Stockholm: Almqvist & Wiksell International.

Journal

Roesdahl, E. (1998). "L'ivoire de morse et les colonies norroises du Groenland," *Proxima Thulé. Revue d'études nordiques*, 3, pp. 9–48.

Chapter in edited book

Ränk, G. (1985). "The North-Eurasian background of the Ruto-cult," in *Saami Pre-Christian Religion. Studies on the Oldest Traces of Religion among the Saamis* (Acta Universitatis Stockholmiensis, Stockholm Studies in Comparative Religion 25), eds. L. Bäckman & Å. Hultkrantz, Stockholm: Almqvist & Wiksell International, pp. 169–178.

Conference proceedings

Fatychova, F. (2006). "Namenstraditionen unter den Baschkiren," *Proceedings of the 21st International Congress of Onomastic Sciences. Uppsala 19–24 August 2002*, vol. 2, Uppsala: Språk- och folkminnesinstitutet, pp. 89–95.

Newspaper

Palm, G. (1969). "De söp, dansade och älskade i vår märkligaste religiösa väckelse" ["They got drunk, danced, and made love in our most astonishing religious revival"], *Göteborgsposten* 12 October.

"Lärarynna säger upp sig för att flyga med kristallarken" ["Woman teacher resigns in order to fly with the crystal ark"], unsigned article in *Aftonbladet* 10 March 1935.

Electronic media

Grace, S. (2003). "Performing the Auto/Biographical Pact. Towards a Theory of Identity in Performance [paper delivered to ACTR conference, May 2003];" www.english.ubc.ca/faculty/grace/THTR_AB.HTM#paper; access date.

Unpublished dissertation

Smith, J. (1998). "Social Work Education in Scotland," diss., University of Glasgow.

References to several works by the same author, published the same year, should be numbered 2007*a*, 2007*b*, 2007*c* etc.:

Simmons, I. G. & Innes, J. B. (1996*a*). "An Episode of Prehistoric Canopy Manipulation at North Gill, North Yorkshire, England," *Journal of Archaeological Science*, 23, pp. 337–341.

4. Illustrations, Maps and Tables

Illustrations, maps and tables accompanying the article should be listed separately.

4.1. Illustrations and Maps

Illustrations and maps should be numbered consecutively in Arabic numerals and presented with brief captions. The approximate placement of the illustration or map in the text should be stated in the article manuscript, and there should be a clear reference to the illustration or map in the text itself.

Illustrations and maps must be submitted electronically, as separate files either in jpg or TIF format, with resolution 300 dpi for color pictures and 175 dpi for black and white in the proposed size for publication. Note that illustrations and maps should *not* be inserted into the text manuscript.

Whether illustrations and maps are printed in color or in black and white is decided by the editors from case to case.

Unless the author has produced the illustration or map, the original source must be given. The article contributor is responsible for obtaining the right to reproduce the material. Permission should accompany the submitted article.

4.2. Tables

Tables should be numbered consecutively in Arabic numerals and provided with explanatory captions.

5. Proofs

Proofs will be sent electronically to the contributor and must be returned within ten days. Only minimal changes should be made and contributors will be required to pay for major alterations from the original manuscript.

6. Off-prints

The author or authors will receive altogether two copies of the journal containing the article and off-prints in the form of a PDF-document. Contributors to the sections *Notes* and *Reviews* will receive one copy of the journal. Authors may order further copies of the journal at a reduced price.