Scandinavian Studies Style Guide
Updated September 2023

*Scandinavian Studies* generally follows *The Chicago Manual of Style* (17th ed.). Manuscripts should be submitted in Microsoft Word only, with abstract and keywords. The main text should be in Times New Roman 12 point. Only those papers based on material examined in the original language will be considered. Translations should be subjoined to quotations from the Scandinavian languages.

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Word List with additional style issues included

**1.1 Book reviews**

- Generally, book reviews should be between 750 and 1500 words.
- There should be no footnotes or Works Cited lists in reviews.
- Refer to chapters in book review text using lowercase and a numeral—as, for example, “chapter 3,” and abbreviate in parentheses as (chap. 3).

**Book review headers**


Author acknowledgment appears at the end of the review, right justified:

Marvin G. Slind

*Luther College*
Header format for special cases

Edited work


Book in a series


Translated Work


Documenting sources in reviews

If the author quotes from the book being reviewed, the passage is followed by a parenthetical reference in the text. There are no footnotes or Works Cited lists in the reviews.

Examples

_____” (p. 34).
_____” (pp. 34–5).

If the author quotes from an outside source, the abbreviated publication information not given in the text appears in a parenthetical reference.

Examples

Echoing Frits Staal (“The Meaninglessness of Ritual,” _Numen_ 26:2–22, 1979), then, Glucklich claims that magic is therefore empty of meaning.


2.1 Quotations and translated text

In-text quotations use “quotation marks” (make sure they’re not "straight")
In-text quotations are followed by the citation in parentheses and the translation, if needed, in square brackets; translations if published follow same rules. Set all in roman:

“This is the original language quote” (##) [“This is the published translation” (##)].

“Original language” (##) [Author’s unpublished translation]
“Original language is English” (##)

If a translation or citation follows the quotation (as is most often the case), all punctuation occurs outside the final closing bracket or parenthesis:
... ending of published translation” (##)].

BLOCK QUOTATIONS do not use quotation marks. **Original language set in roman.** Ending punctuation for block quotation occurs before the citation. No need to bracket initial letter of quotation when changing case from original quote. Unpublished author’s translations following a block quotation and are enclosed in parentheses, as is all ending punctuation:

This is a sample block quotation in the original language. Pretend it’s longer than it really is and we’ll all be happy. (##)

(This is the unpublished author’s translation following the block quotation in the original language.)

Published translations following a block quotation are **not enclosed in parentheses** and are treated like the original block quotation.

This is a sample block quotation in the original language. Pretend it’s longer than it really is and we’ll all be happy. (##)

This is a sample published translation of the block quotation. Pretend it’s longer than it really is and we’ll all be happy. (##)

**FOREIGN-LANGUAGE WORDS OR TERMS** (that are **NOT** article, story, or chapter titles, not part of quotations, and not names) are set in italics; a foreign word or term used frequently in the article can be set roman after first mention. Put translation of word or term in parentheses, or with or without quotes as part of a sentence in the text.

**TITLES:**
• **Translated titles in footnotes or Works Cited**: Use brackets for English translations of titles in Works Cited, set roman unless also published; translated unpublished titles are capitalized as if a title

• **Translated titles in text**: Place within parentheses; capitalize as if a title; if there is NO published translated English version, do not use quotes for the translated article title, no italics for book title; if there IS a published English translation, set title in italics and *place year* of publication in brackets—usually follows year after a semicolon:


• **Foreign-language title** of a short work—story, chapter, article—ALL SET ROMAN INSIDE QUOTES

### 2.2 Footnotes

Footnotes are used for commentary that does not suitably fit into the main body of the article. There is no separate acknowledgments section: **acknowledgments** should be the first (numbered 1) footnote. Long quotes (“extracts”) are not indented or set off in footnotes. “Ibid.” is not used in footnotes. Footnotes work with the Works Cited list, so usually all that is needed besides commentary is the author and year (year is parenthetical when part of some text, such as following “see”) and, when necessary for quotes and specific cited information, page number(s):

1. For discussions of the use of photographs in autobiographical narrative, see, among others, Rugg (1997); and Anderson (2017).

2. On this scene and the question of authenticity, see Poole (2001, 185–6).

3. See, for example, Bassy (1973–1974, 163–5); Cundy (1981); Kasinec and Davis (1989); Lapacherie (1994); Goddard (2006, 298–9); and Drucker (2009).


### 2.3 Illustrations

Illustrations must be submitted as a separate file. TIF is the preferred format. Grayscale files should have a resolution of 300 dpi or better. Line art and music examples should have a resolution of 1200 dpi or better.
“Callouts” should be inserted to indicate where illustrations should appear, e.g.:

<INSERT FIGURE 1 NEAR HERE>

Callouts should be placed at the end of the paragraph closest to the point where you would like them to appear.

2.4 Tables

All tables will be reformatted to the journal’s house style and therefore must be submitted in Microsoft Word form, so they can be edited. Tables should appear in consecutive order at the end of their respective article or in a separate file.

Callouts (<INSERT TABLE 1 NEAR HERE>) should indicate where tables are to appear within the text. They should be placed at the end of the paragraph nearest to which you’d like the material to appear.

2.5 Citations

Almost all in-text citations and Notes citations fall under one of the following:

(Author Year, ##)
(Author Year)
(Author Year; Year)

**The citation should go at the end of the sentence or clause: As Andersson discusses, the transition was a gradual process that required practice (2009, 82, 86).

Always supply a date along with the author’s name (unless the name is explicitly mentioned in the immediate context of the quote). If an author has more than one work published in the same year, you can designate those with: (Wolf 2011a) and (Wolf 2011b), etc. The a, b, c would be listed in the Works Cited section. Give a date, even if there is only one entry from that author in the Works Cited.

In Works Cited, authors or editors are filed by surname (Brantly, Susan precedes Cederström, B. Marcus), except for Icelandic names: these are filed by forename. Authors are parenthetically cited in the text using forename and patronymic in the same way:


(Guðbergur Aðalsteinsson 1981, 46)

For alphabetizing eth (ð), thorn (þ), and other Scandinavian characters, see the Word List below.

**Note that books published in the Íslenzk fornrit series are treated differently. See “Sagas,” below.
Multiple sources by one author are filed by year. Multiple sources for one author for the same year are filed alphabetically by title using a, b, c, etc.

In text citation, multiple sources by one author: (Kristín Loftsdóttir 2012; 2013). List titles in the Works Cited page alphabetically, then by ascending year (1999 precedes 2000; 2001a precedes 2001b).

Text citation of a page in a volume: (Finsen 1852, 2:38)—means page 38 in Volume 2

A parenthetical text citation PRECEDES the period at the end of the sentence.

In text citation, use “emphasis in the original” or “emphasis added” when needed: (Vetlesen 2014, 50–1; emphasis in original)

Reference list is titled “Works Cited.” Authors may divide their works cited lists into Primary Sources (sagas, novels, etc.) and Secondary Sources (criticism, scholarly literature, etc.)

UK is given, but not other country names. States are given unless city is very well known.

Spell out names of months.

Use specific foreign-language capitalization conventions for titles (many use sentence-style).

As cited in a source with a Works Cited entry: (quoted in Kierkegaard 1843, 24)

Personal communications are cited only in the text.

    In a telephone conversation with the author on October 12, 2005, Dr. J. W. Mueller stated that ...

Here is a helpful page from The Chicago Manual of Style:

**BOOK WITH SINGLE AUTHOR OR EDITOR**

For a book with a single author, invert the name in the reference list; in the text, include only the last name. Punctuate and capitalize as shown. To cite a specific passage, a page number or range is included in a text citation (separated from the year by a comma) but not in a reference list, unless the entry is for a chapter, in which case the page range on which the item appears is included (see “Chapter in an Edited Book,” below; see also 9.60–9.64). Do not list country name in publication location—except for UK.

Lowercase foreign-language title (except first word and proper nouns) if it’s lowercased in the publication for that language.


A book with an editor in place of an author includes the abbreviation ed. (editor; for more than one editor, use eds.). Note that the text citation does not include ed.


REPRINTED BOOK (when citing a reprint, the year following the author’s name is the year of the book whose page numbers are cited in the text; it is the reprint year. The year of original publication precedes the city and publisher and the word “Reprint.” If the reprint edition is NOT cited, then delete the year and use only the original publisher and original year in Works Cited, and the original year in citation)


Publication dates follow title in parentheses; if translation of title is included, place a semicolon after the date, space, then translation of the title (italicized if it’s published, pub. date optional—up to the author)

Original Title in English (1864)
Original Title in Another Language (1864; Unpublished Title Translation)
Original Title in Another Language (1864; Published Title Translation [1870])

TRANSLATED or EDITED (whole book) BOOK

At first mention, in text provide original foreign-language title with original date in parentheses; provide *cited translated edition* in same parentheses with date of cited edition following:

*Alberte og Jakob* (1926; *Alberta and Jacob*, 2003)


**BOOK WITH MULTIPLE AUTHORS**

For a book with two authors, only the first-listed name is inverted in the reference list.

(Ward and Burns 2007, 52)

For a book with three authors, adapt as follows:


(Heatherton, Fitzgilroy, and Hsu 2008, 188–9)

For a book with *four or more* authors, include all the authors in the reference list entry (see also 14.76). In the text, however, cite only the last name of the first-listed author, followed by et al. (see also 15.29).

(Barnes et al. 2008, 118–19)

**VOLUME OF A MULTI-VOLUME WORK**

Listing a single volume of a multivolume work can be done in one of two ways, “Vol. 1 of [multivolume title]” or “Vol. 1: [single volume title].” See second and third example below.


ORIGINAL FOREIGN-LANGUAGE WORK AS CITED WORK [WITH OPTIONAL CITATION FOR TRANSLATION NOTED IN BRACKETS]


BOOK WITH AUTHOR PLUS EDITOR OR TRANSLATOR

In the reference list, do not abbreviate Edited by or Translated by. See also 14.104.

(García Márquez 1988, 242–55)

CMS 14.90. Occasionally, if a translator or editor is more relevant to the article topic than the author (often of an ancient text), the book can be listed in Works Cited under the translator’s (or editor’s) name:


text citation: (Reeve and Wright 2007)

SAGAS (file by title not editor)

Íslenzk fornrit series provides a special challenge. Cite sagas by title and year in text citation.

(Gísla saga Súrssonar 1943, 119)


CHAPTER IN AN EDITED BOOK

In citations of a chapter or similar part of an edited book, include the chapter author; the chapter title, in quotation marks; and the editor. Precede the title of the book with In. Note the location of the page range for the chapter in the reference list entry. See also 14.106–112.

(Gould 1984, 310)

INTRODUCTION (preface, etc.)


ENCYCLOPEDIA ENTRY


DISSERTATION OR THESIS (UNPUBLISHED)

Nash, Roger. 2010. “Seventeenth-Century Feast Sermons in Herefordshire.” PhD diss., Tulane University. (title in quotes not italics!)

JOURNAL ARTICLE

Omit “The” from the name of the journal. Citations of journals include the volume and issue number and date of publication. The volume number follows the italicized journal title in roman and with no intervening punctuation. A specific page reference is included in the text; the page range for an article is included in the reference list, preceded by a colon. The issue number often appears in parentheses (as in the first pair of examples below). If author includes a doi, retain it.

**SPECIAL ISSUE OF A JOURNAL**


**CITING A PARTICULAR ARTICLE IN A SPECIAL ISSUE OF A JOURNAL**


**REVIEW IN A JOURNAL**


**MAGAZINE or NEWSPAPER**


(For citations of journals consulted online, include a URL followed by a period.)

**LINK on a WEBSITE (access date not needed unless website tends to be updated frequently or if no publication date [n.d.] is available)**


**LETTER** (if published somewhere; otherwise, it can be cited in a footnote only as shown below)


**INTERVIEW**
Galiger, Jane. 2009. Interview by Diane Goldstein, April 23, St John’s, Newfoundland.

**FILM**

**TELEVISION SERIES EPISODE (File entry by series name; name of episode follows year)**

**YOUTUBE VIDEO**

References indicating a note, figure, or other such material on the page have the author’s last name, page number, comma, then abbreviation:
- n# = note number
- par. # = paragraph number
- fig. # = figure nu
- (Author year, ##n#) (Brown 1973, 31n6)

Secondary sources: (quoted in Brown 2004, 31)

3.1 Numbers

**Page Ranges:**
- Less than 100: Use all digits, 3–10, 71–72, 96–117
- 100 or multiples of 100: Use all digits, 100–104, 1100–1113
- 101 through 109, etc: Use changed part only, 101–8, 808–33, 1103–4
- 110 through 199, etc: Use two digits unless more are needed to include all changed parts, 321–28, 498–532, 1087–89
  **exception:** roman numerals: xvi–xix

Date ranges should include decade year, even if it does not change, or else use the entire date
- 1964–66 (*not* 1964–6)
- 1964–1966 is also acceptable

AD goes before the year: AD 2014
- **Write out numbers under one hundred** (sixty instead of 60); use numerals for 100; 400; 3,000; *but use* 6 million
- ****But use numerals for measurable quantities*, time periods, percentage, or date:
  - 45 minutes, 1 day, 3 years, 2 centuries, 50 miles, 5 ounces, 35°C
  - use numerals for monetary quantities, e.g.: $65, 1,899 SEK.

Write out centuries (*twentieth century* instead of *20th century*)

Write out numbers for age terms: six-year-old girl, a fifty-year-old man, he is ten years old

Decades: the sixties, 1960s (both examples are okay)

Write out “percent” unless in a figure, table, graph, etc.: 75 percent *not* 75%

Spell out ordinal numbers: one-hundred-twenty-fourth anniversary

**Chapters:** use numeral to refer to chapter numbers: chapter 6

Numbers in a run-in numbered list in the text are enclosed in single 1) or double parentheses (1); be consistent within an article. The numbered items are separated by commas unless internal commas are present; in that case, they are separated by semicolons. The list is preceded by a colon, and the first letter of each item in the list is not capitalized.

In the annual financial report, numerals for quantities less than 100 are allowed in the text.

### 3.2 References to other individuals; Americans of foreign origin/ancestry

The first time an individual’s name is mentioned in the text of an article, the full name should be used. Afterward, only the last name should be used, unless it is unlikely that the reader will remember the full name and this information is necessary.

The style for this journal (based on *The Chicago Manual of Style*, p. 379) is to not hyphenate references to Americans of any sort, even when they appear in an adjective phrase. The hyphen implies to some people dual nationalism and inability to be accepted as truly American (as the derogatory “hyphenated Americans”). The exceptions are compounds with fragments such as Afro-American, Anglo-American.

*Irish American, Sámi American, Scandinavian American, African American, Latino American, Swedish American, etc.*
Word List (with additional style issues included alphabetically)

22 July (use as shorthand for date of terrorist attacks in Norway: also 22 July 2011)

above-mentioned
abridgment
acknowledgment
acknowledgments are numbered as a footnote and set as a single footnote (i.e., there is no “Acknowledgments” section)
Acronyms and initialisms are spelled out when they begin a sentence.
Act 1 (in a play); Act II, Scene 4, lines 56-7
AD goes before the year; a space precedes the year
advisor
aesthetic (not esthetic)
after-effect
afterward
age: spell out: six-year-old boy, forty years old
aging
aka (also known as)
à la
alphabetizing foreign letters: in this order at end of alphabet: æ, ä, ø, ö, â (and aa, treat
Arv. Nordic Yearbook of Folklore
as â)
American Dream
analog (as tech term/data/computer/etc.)
analogue (noun, “something similar”)
anglicism
anglophone (noun, adj.)
anti-colonial
antidepressants
anti-fascist
anti-immigrant
anti-liberal
anti-racist
anti-Semitic; anti-Semitism
anti-war
a priori
archaeologist
arch-enemy
Arctic Orientalism
armor
art exhibitions: name is set in italics
artifact
artwork
art works
au pair (noun); au-pair (adj.)
auto-fictional
avant-garde (noun, adj.)
axe

backward
Baroque era; Baroque period
bazaar
BC goes after the year
benefitted
best seller (noun): best-selling (adj.)
Bible, biblical; biblical references: cite as Jer. 13:1, Gen. 47:12; Psalm 121 (do not drop out digits in line number ranges)
Bildungsroman
biopolitics
birthrate
Black; blackness (in reference to race)
blond
blood brothers
bohemian
by-product

c. for circa
café
caliber
canceled
carbon-14 dating
caregiver; caregiving
catalogue; catalogued
CE
center
century: spell out ordinal: twentieth century, twentieth-century development
“chapter”: abbreviate as “chap. 7” in parenthetical text citation and Works Cited; use lowercase “chapter 7” in text (use numeral)
chick-lit (adj.); chick lit (n.)
childfree
child-rearing
Church of Jesus Christ of Latter-day Saints
“circa”: abbreviate as c. (c. 1867)
cliché
close-up (noun)
code-switching
Codex Regius (manuscript)
coexist
colon: lowercase the first word following a colon unless more than one related sentence follows the colon, or dialogue in quotes follows
colon: sentence following colon does not have an initial cap
color-blind (adj.); color blindness (noun)

****commas: use serial comma (a, b, and c)
compass points: capitalize regions of a country: North, South, East, West
Continent, the; Continental
continuums
contractions are acceptable (don’t, I’ll, etc.)
councillor
counselor
counter-example
counter-narrative
co-worker
cross-reference
cross section (noun)
czar; czarist (“czar” = correct American spelling; but “tsar” okay in Slavic studies contexts)

data is plural
data set
day care
decenter
decision maker
decision-making (noun); decision-making (adj.)
de facto
denouement
dependent
dialogue
doi: not required but retain if author provides doi (preceded by period, followed by a period), doi:10.1080/00393630.2016.1210752
doppelganger
dwarfs

ð is filed alphabetically between ”d” and ”e”

earth; Earth (only capitalize when referring to the planet)
eddic poetry
e.g.: use only within parentheses; followed by a comma (e.g., like this); in text or in footnote text, spell out “for example”
email
embed
émigré
ennui
en route
epigraph source line: Em-dash, followed by full name of author followed by comma, then title (additional citation information such as page number appears in footnote)
et al. (use for four or more authors in text and text citation; not in italics)
etc. (don’t use in running text except within parentheses): “and so on”; “and so forth”
ethno-pluralism
ethnoracial
Eurocentric
evenhanded

façade
fairy tale
fastest-growing city
fearmongering
ff. (no space between the number and “ff.”)--not f.
fieldwork
field-worker
figures: (fig. 3) in parentheses in text callouts; Figure 3 when mentioned in running text;
caption--Fig. 3. Caption number and caption are followed by period.
filmmaker
fin de siècle
Finntown
firsthand
flip side
forebears

foreign-language terms: foreign-language titles of shorter works such as stories, essays, or articles (that are in quotation marks) are not in italics; foreign-language proper nouns (personal names, place-names, etc.) also are not in italics
fornaldarsögur (heroic sagas); fornaldarsaga (singular)
40s Generation, the
forums
foster mother
Foucauldian
fulfill
fundraising

Gentile
ghettos
Global North/Global South
good-bye
goodwill
gospel
grass roots (noun); grassroots (adj.)
gray
great-grandmother
groundbreaking
Guinevere

half hour
hand in hand
hardworking
hatbox
health care (*noun, adj.*)
Heaven
Hell
heritage making
highbrow
his (pronoun in reference to deity)
historical: when preceded by the indefinite article, use “a historical” (the “h” in this case is a voiced consonant; never use “an historical”)
hyper-whiteness
**hyphenation:** Add hyphen to prevent misreading or awkward duplication of letter (pre-emptive) or to emphasize the prefix; do not hyphenate compounds ending in *-American:* **Swedish American**

ideologue
idolator
i.e.: use ONLY WITHIN PARENTHESES; in text, spell out “that is”
indexes (not “indices”)
Indigenous (capitalize when referencing a specific population)
inquiry
*in situ*
internet
inter-religious
**introductory adverbial phrase,** if short, does not necessarily need to be set off by a comma unless misreading is likely: *In 1956 the internet was unknown.*
Islamophobia
Íslendingasögur

judgment

labeled, labeling
Labour Party (spelling for Norwegian Labour Party)
landmass
*landnám*
late medieval (*adjective not hyphenated*)
Latter-Day Saint (LDS; Mormon)
Left, the (as political group)
leitmotif
lifelong
life span
lines 56-7 (in a play or poem)
*lingua franca*
literary characters (in books, plays, films, etc.) use present tense: *Hamlet reveals what he has learned to no one but Horatio.*
ll. ("lines")
long-standing
long-term (adj.); in the long term (noun)
longtime
lookup (noun, adj.)
-ly: adverb-adjective pairs with adverb ending in “–ly” are not hyphenated (“clerically minded”)

makeup (noun--“composition”)
Manichean
Manicheism
man-made
maps: if a map is known by a formal title, use italics: Carta Marina
map-maker; map-making
markup (noun, adj.)
meaning-making
medieval
middle-class, use hyphen for adjective only: middle-class neighborhood
mind-set
minuscule
modeled
modernism
mulatto; mulattos
multicultural
multi-ethnic
multi-ethnolect
multifaceted
multi-layered
multiracial
multitasking

naïve; naïveté
naivistic
National Romanticism
nation-building
nation-state
naturalism
Nazification
Nazism
n.d.
neoclassical
neocolonial
neofascism
neoliberal
neosegregation
neoshamanism
never-ending
Nobel laureate
noir (as narrative genre)
nonfiction
non-human
non-linear
non-native
non-racist
non sequitur
nonspatial
nonverbal
nonviolent
non-white
Nordic American (adj., noun)
Nordic Noir
North, the
northern
Northern Europe; Northern European
Northern Norway

notes, citing endnotes or footnotes in text or in other notes: (Smith 1989, 54n3)—means see page 54, note 3
Nynorsk

oeuvre
offense
okay
old-fashioned
Old Norse prose
one-third
onomatopoeically
onward
open air museum
orientalism
other, as in “the other,” “othering,” or “otherness”

pagan (usually lowercase, but cap. okay when contrasting to Christian, or author’s strong preference)
paintings: titles are set in italics
passim
Part 1
payoff (noun)
per se
percent (spell out “percent,” don’t use % except in tables or equation material; use with numeral: 34 percent; 4 percent)
personas
petit bourgeois
phoney
plays: Act 1, Scene 2, lines 125-78
Poetic Edda, the
point of view
policy maker
****possessive case of proper noun: use apostrophe and “s” (Jones’s theory)
post card
postcolonial
post-fascist
postfeminism
post-humanist
postmodern
postmortem
postnational
postracial
post-secular
postwar
precondition
pre-date (precede in time)
predominant
pre-eminent
pre-existing
prehistoric
pre-modern
presuppose
pre-war
prima facie (no italics)
problem solver; problem solving (noun); problem-solving (adj.)
programming
prophecy
Prose Edda, the
protégé
protester
pseudoscientific
psychophysiological

qua
quotation marks: avoid the use of ‘scare quotes’ (single quotes to indicate irony or a
misnomer, or unacceptable use); use double quotes instead

raison d’être
realism
re-articulate
re-enactment
re-establish
reframe
regard (in regard to)
re-imagine
reinforce
reinstate
re-interpretation
**religious texts and scriptures:** names of text and names of sections capitalized but *not in italics* (the Bible, Genesis, the Zohar, the Koran, the Bhagavad Gita, etc.)
re-purpose
resumé (CV)
re-use
rev. ed. (use abbreviation for revised edition)
*riddarasaga; riddarasögur* (Romance saga)
right-wing (*adj.*)
rime-stones
road map
role-playing
*roman à clef*
Round Table (King Arthur); roundtable discussion
Royal Theatre (Copenhagen) (although in other use, the spelling “theater” is correct
rune stone

*saga-man*
Sámi: Indigenous people of Scandinavia (*plural: Sámi*)
Sámi American (*no hyphen in noun or adjective*)
savior; Savior
Scandinavian American (*no hyphen in noun or adjective*)
Scandinavianness
Scandinavian Studies (*singular*)
Scene 3 (in a play); Act II, Scene 4, lines 56-7
schoolhouse
**seasons:** capitalize when associated with a specific year or academic semester: In Fall of 2011, Spring semester, Summer issue of the journal
secondhand
semiotic
setup (noun)
Seven Years’ War
shape-shifting
shieling
*[sic]*
side effect
single-handedly
sizable
skald (skaldic); skaldic poetry
skeptic
slide show
Snorri Sturluson (use “Snorri” upon subsequent mention in text)
social democrat
sociocultural
socioeconomic
sociopolitical
southern
Southern Europe
Soviet bloc
spatio-temporal
specter
St. (period follows abbreviation for Saint)
standoff\textit{(noun)}
\textit{stanza}: abbrev. st.
state names in text are followed by a comma when paired with a city: The Egge-Koren house was moved from Washington Prairie, Iowa, to the Luther College campus.
step-by-step
stepping-stone
story line
storytelling
storyworld
subcategory
subgenre
subgroup
s.v. (plural s.vv.)
subheading
swathe
Swedish American (adj., noun; no hyphen for any ethnic group with “American”)

\textbf{table}—in text (see Table 1) or “in Table 1”; Table 1. Caption Number Followed by a Period, but the Caption Itself Is Capitalized and Not Followed by a Period
“that” is restrictive (“which” is non-restrictive): the shield that serves as Þjóðólfr’s visual source; the shield, which was made out of silver, serves as Þjóðólfr’s visual source
\textbf{temperature}: 35°C
theater
Third World; Third World countries
Thirty Years’ War
\textbf{time}: 9 a.m. or 10:30 p.m.; use numeral for measures of time: 45 minutes, 1 day, 3 years
time frame
time line
topoi
topos
tour de force
toward
“translated”: abbreviated as “trans.”
translation of foreign-language word or term: in parentheses in text or with or without quotes as part of a sentence; put a frequently used foreign term in italics only at first mention

translations of foreign-language book or article titles: capitalize as a title in parentheses (without quotes for articles or chapters, set roman for book titles unless translation has been published) for English translations of titles in text; but place in brackets in Works Cited

translations for quotes: Put original foreign-language quote in quotation marks; put English translation in brackets without quotation marks; but put published English translation—by someone other than the author—in quotes and brackets with separate citation

traveled; traveler, traveling

TV
twofold

UK, the
ultramodern
unself-conscious
upward
urtext
usable
US (adjective only; spell out noun as “United States”; avoid using “USA”)
USSR
utopia; utopian

valkyrie

verse: v. abbreviation for “verse” in citation—(28 v. 3); plural is vv. (45 vv. 2-4)

vice president

vice versa

Viking

Viking Age; Viking Era

vis-à-vis

Volume, capitalized in text when referring to a book’s Volume (use numeral: Volume 3)

warmonger

Washington, DC

Web, the

webpage

website

well-being

West; Western [Hemisphere]; western (direction)

Western--capitalize in reference to US film or story type; also for European/American “which” is non-restrictive (see “that,” above)

whiskey

White; whiteness (in reference to race)

wiki
willful
woodcarver, woodcarving
word-play
worldview
World War II, or the Second World War (not WWII)
worse-off

Þ filed at the end of the alphabet