

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

Terry G. Lacy. *Ring of Seasons: Iceland—Its Culture and History*. Ann Arbor: University of Michigan Press, 2000. Pp. xiv + 298.

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

Marvin G. Slind
Luther College

Header format for special cases

Edited work

Vår lärda Skalde-Fru Sophia Elisabet Brenner och hennes tid. Ed. Valborg Lindgård, Arne Jönsson, and Elisabet Göransson. Ängelholm, Sweden: Skåneförlaget, 2011. Pp. 536.

Book in a series

Egil Törnqvist. *Strindbergs dramatiska bildspråk.* Amsterdam Contributions to Scandinavian Studies, 7. Amsterdam, the Netherlands: Scandinavisch Instituut, Universiteit van Amsterdam, 2011. Pp. 251.

Translated Work

Hans Christian Andersen. *Shadow Pictures from a Journey to the Harz Mountains, Saxon Switzerland, etc. etc., in the Summer of 1831.* Trans. Anna Halager. Ed. Sven Hakon Rossel and Monica Wenusch. Vienna, Austria: Praesens Verlag, 2011. Pp. 151.

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, Glücklich claims that magic is therefore empty of meaning.

This book builds on the work of others (for example, Joan Radner, ed., *Feminist Messages*, University of Illinois Press, 1993).

She made it clear that she “cared deeply about folklore” (Jane Q. Smith, “Things I Care About,” *The Website of Folklore Opinions*, http://f-opin.org/smith_things.html (accessed May 13, 2007)).

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:
 - *unpublished translated title:* The Swedish author Jan-Olof Ekholm entered the church debate with his novel *Dödare kan ingen vara* (1982; Nobody Could Be That Dead).
 - *published translated title:* ... from Sjöwall and Wahlöö’s ten novels *Roman om ett brott* (1965–1975; *The Story of a Crime* [1967–1978]); *Peau noire, masques blancs* (1952; *Black Skin, White Masks* [1967])
- **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).
4. Swanson (1994).

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. *Björt mey og hrein*. Reykjavík: Örn og Örlygur.

(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.

Pollan, Michael. 2006. *The Omnivore’s Dilemma: A Natural History of Four Meals*. New York: Penguin.

(Pollan 2006, 99–100)

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

Brunstad, Endre. 2001. *Omfanget av moderne importør i skriftspråka i Norden. Ei handbok*. Bergen: Universitetet i Bergen.

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.*

Greenberg, Joel, ed. 2008. *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing*. Chicago: University of Chicago Press.

(Greenberg 2008, 42)

Holm-Olsen, Ludvig, ed. 1983. *Konungs skuggsiá*, 2nd rev. ed. Oslo: Norsk historisk kjeldeskrift-Institutt.

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)

Corwin, Edward S. 1978. *Liberty Against Government*. 1948. Reprint, Westport, CT: Greenwood Press.

(Corwin 1978)

Publication dates

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

Sandel, Cora. 2003. *Alberta and Jacob*. Translated by Elizabeth Rokkan. 1926. Reprint, London: Peter Owen.

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)

Andersen, H.C. 1943. *Romaner og Rejseskildringer*. Edited by Knud Bøgh. Vol. 1: *Improvisatoren*. Copenhagen: Gyldendal.

BOOK WITH MULTIPLE AUTHORS

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

Ward, Geoffrey C., and Ken Burns. 2007. *The War: An Intimate History, 1941–1945*. New York: Knopf.
(Ward and Burns 2007, 52)

For a book with three authors, adapt as follows:

Heatherton, Joyce, James Fitzgilroy, and Jackson Hsu. 2008. *Meteors and Mudslides: A Trip through . . .*
(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.

Southey, Robert. 2004. “To A. S. Cottle.” In *Robert Southey: Poetical Works 1793–1810*. Vol. 5, edited by Lynda Pratt. London: Pickering & Chatto.

Smith, Laurajane. 2015. “Theorizing Museums and Heritage Visiting.” In *Museum Theory*, edited by Andrea Witcomb and Kylie Message, 459–84. Vol. 1 of *The*

International Handbook of Museum Studies, edited by Sharon Macdonald and Helen Rees Leahy. Hoboken: Wiley Blackwell.

Andersen, H.C. 1943. *Romaner og Rejseskildringer*. Edited by Knud Bøgh. Vol. 1: *Improvisatoren*. Copenhagen: Gyldendal.

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

Erl, Astrid. 2005. *Kollektives Gedächtnis und Erinnerungskulturen. Eine Einführung*. Stuttgart: J. B. Metzler. [*Memory in Culture*. Translated by Sara B. Young. New York: Palgrave Macmillan, 2011.]

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, Gabriel. 1988. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape.
(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:

Reeve, Michael D., ed., and Neil Wright, trans. 2007. *The History of the Kings of Britain: An Edition and Translation of the De gestis Britonum [Historia Regum Britanniae]*. By Geoffrey of Monmouth. Woodbridge, UK: Boydell Press.

text citation: (Reeve and Wright 2007)

SAGAS (file by title not editor)

Íslensk fornrit series provides a special challenge. Cite sagas by title and year in text citation. (*Gísla saga Súrssonar* 1943, 119)

Gísla saga Súrssonar. 1943. In *Vestfirðinga sögur*. Edited by Björn K. Þórólfsson and Guðni Jónsson, 119–276. Íslensk Fornrit 6. Reykjavík: Hið íslenska fornritafélag.
Hákonar saga Hákonarsonar. 2013. Edited by Sverrir Jakobsson, Þorleifur Hauksson, and Tor Ulset. 2 vols. Íslensk Fornrit 31-2. Reykjavík: Hið íslenska fornritafélag.
Heimskringla. 1941–1951. Edited by Bjarni Aðalbjarnarson. 3 vols. Íslensk Fornrit 26–8. Reykjavík: Hið íslenska fornritafélag.

Landnámabók. 1986. Edited by Jakob Benediktsson. Íslenzk Fornrit 5. Reykjavík: Hið íslenska fornritafélag.

Laxdæla saga. 1934. Edited by Einar Ól. Sveinsson. Íslenzk Fornrit 5. Reykjavík: Hið íslenska fornritafélag.

Eyrbyggja saga. 1957. Edited by Einar Ól. Sveinsson. Íslenzk Fornrit 4. Reykjavík: Hið íslenska fornritafélag.

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, Glenn. 1984. “Streisand as Schwarzkopf.” In *The Glenn Gould Reader*, edited by Tim Page, 308–11. New York: Vintage.
(Gould 1984, 310)

INTRODUCTION (preface, etc.)

van outs, Elisabeth. 2001. Introduction to *Medieval Memories: Men, Women and the Past, 700–1300*, edited by Elisabeth van Houts, 1–16. Essex, UK: Pearson Education Limited.

ENCYCLOPEDIA ENTRY

Würth, Stefanie. 1993. s.v. “Nornagests þátrr.” In *Medieval Scandinavia: An Encyclopedia*, edited by Phillip Pulsiano and Kirsten Wolf. London: Garland Publishing.

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.

Blair, Walter. 1977. "Americanized Comic Braggarts." *Critical Inquiry* 4 (2): 331–49.
(Blair 1977, 331)

SPECIAL ISSUE OF A JOURNAL

Wolf, Kirsten, and Keith Busby, eds. 2012. "Old Norse-Icelandic Arthurian Literature."
Special issue. *Arthuriana* 22 (1).

CITING A PARTICULAR ARTICLE IN A SPECIAL ISSUE OF A JOURNAL

Cahill, Ann J. 2015. "Miscarriage and Intercorporeality." In "Miscarriage, Reproductive
Loss, and Fetal Death," edited by Ann J. Cahill, Kathryn J. Norlock, and Byron J.
Stoyles. Special issue. *Journal of Social Philosophy* 46 (1): 44-58.

REVIEW IN A JOURNAL

Cashman, Ray. 2007. Review of *The Stars of Ballymenone*, by Henry Glassie. *Western
Folklore* 66 (3–4): 389–92.

MAGAZINE or NEWSPAPER

Wallis, Claudia. 1996. "Faith and Healing." *Time*, June 24: 58-64.

Boaz, David. 1997. "Privatize Marriage." *Slate*, April 25. <http://www.slate.com/id/2440/>.

(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)*

"Asylum Quarterly Report." 2015. Eurostat: Statistics Explained, December 9.
http://ec.europa.eu/eurostat/statistics-explained/index.php/Asylum_quarterly_report
(accessed June 3, 2016).

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

Bowman, Everett. 1937. Everett Bowman to Fred McCargar. October 4. In *Hoofs and Horns* 6 (12): 16.

1. Letter from Selma Lagerlöf to the German government. March 9, 1933. Bundesarchiv Berlin: R 43-II, #972, Blatt 21.

INTERVIEW

Galiger, Jane. 2009. Interview by Diane Goldstein, April 23, St John's, Newfoundland.

FILM

Titanic. 1999. Directed by James Cameron. Hollywood: Paramount. DVD, 194 min.

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

Hell on Wheels. 2012. "The Railroad Job." Directed by Michael Nankin. Written by Mark Richard. New York: AMC Networks.

YOUTUBE VIDEO

KON TIKI—Behind the Scene. 2011. YouTube video, 243 min. Posted by VS Service. <https://www.youtube.com/watch?v=38e-Wyb8RDU>.

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 number

(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, å (and aa, treat *Arv. Nordic Yearbook of Folklore*

as å)

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

edition (in Works Cited): *preceded by a comma* 2nd ed.

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 sequitu
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

picture book

place-name

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
résumé (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 (*noun*)

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”)

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*

temperature: 35°C

theater

Third World; Third World countries

Thirty Years’ War

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

P filed at the end of the alphabet