

Guidelines for authors

## **1. Preparation of submitted manuscripts**

Manuscripts may be submitted in any commonly used word-processing format. It is recommended that the layout be as simple as possible. Length of peer-reviewed papers should normally be between 5000 and 8000 words, but reviews, book introductions, etc. may be shorter.

The manuscript should be submitted to the editors electronically, as an email attachment. Authors are to state clearly how they envisage the final format of the paper, e.g. with regard to special letters and characters and the position of tables and pictures. Pictures and other graphics to be embedded in papers should be provided by the authors themselves and submitted in TIFF format or EPS. The resolution for colour photographs should be 300 dots/inch and 200 dots/inch for black and white photographs. Under normal circumstances, pictures will not be colour-printed. If applicable, authors themselves must arrange for rights to distribute and display pictures. Information as to owner, author and year of the picture's creation should be provided. It should be saved according to number and title (pic\_no\_title). Specification as to where the picture is to be placed should be clearly indicated in the text (e.g. "pic no. 1 here").

Explanatory diagrams and figures are to be submitted fully completed in PDF format. Tables will be accepted as Excel documents. Titles of tables as well as numbers, explanations and sources should be attached to the table. Specification as to where the table is to be placed should be clearly indicated in text (e.g. "table no. 1 here").

## **2. Font, margins, line spacing and special characters**

The font should be Times New Roman, 12 pt., both in headings and main text. Margins are 2.5 cm on each side. Line spacing should be 1½ throughout the document. Authors are asked to remove all commands on 'paragraph spacing'.

Italics should be used only:

- 1) when words or sentences are used as examples
- 2) in book titles and
- 3) for terms foreign to the language used

Bold fonts are only to be used for emphasis on certain words or terms. Any other font changes should only be made in consultation with the editors.

Simple quotation marks should be used for defining meaning of words or strings of words (e.g. Wortart 'orðflokkur'; come straight to the point 'koma sér beint að efninu'). Short direct quotations (less than three lines, approx. 40 words) in main text are indicated by normal quotation marks ("..."). Other kinds of quotation marks may be used if in accordance with the established tradition of the language in question. Longer direct quotations (three lines or more than 40 words) should be indented by 1 cm as block quotes, without using quotation marks. Block quotes should have 10 pt. font and should be separated by one blank line before and after each quote.

Supplementary remarks to a quotation should be in square brackets and identified with author's initials, e.g.: [the author was allegedly drunk when he wrote these remarks;

N.N.]; an omitted part of a quotation should be indicated by square brackets containing an ellipsis (which can be found in ‘symbols’): [...].

The author of the article must explain every change to the font in quotations, e.g.: “Like all infectious diseases, the Black Death has a *natural history* and can be properly understood only in that context [my emphasis/my italics].”

### **3. Layout of papers**

The author’s name should be written in a separate line at the beginning of the paper, followed in the next line by the name of his/her institution/university.

New paragraphs should start with indention (use TAB). A blank line should be inserted between paragraphs before and after a section heading or a subsection heading. A section heading should not be indented.

Years should be written e.g. 1666–1688 (not 1666–88). A long dash should be used for page numbers and years, e.g.: pp. 35–89.

Each manuscript should be accompanied by a 150–200 word abstract in English and Icelandic, along with a set of 5 key-words in English and Icelandic.

### **4. Citation guidelines**

Note: Deviations from the following guidelines may be allowed in case of papers written in languages other than Icelandic when in obvious conflict with established traditions.

All bibliographical references should be given in footnotes when a work is first mentioned. A footnote should in all cases conclude with a full stop.

Capital letters should be used in the beginning of words when the source is a book/article in English.

The year of the first edition of a work used should be indicated, e.g.: William P. Ker, *Epic and Romance: Essays on Medieval Literature*, New York: Dover, 1957 [1896], pp. 256–257.

If the author quotes a work (A) quoted in another work (B) he/she should reproduce the bibliographical information as it appears in work B and then indicate bibliographical references for work B, e.g.: Etienne de la Boétie, *De la Servitude Volontaire*, 1892, pp. 15–17, in: Michael Andrew Screech, *Montaigne and Melancholy, The Wisdom of the Essays*, Harmondsworth: Penguin, 1983, pp. 111– 112.

#### **A) When a book (monograph) is quoted for the first time:**

Name of author/editor, Title, Name of translator if the work is a translation, Place of publication: Publisher, Year of publication:

Jacques Derrida, *Spectres de Marx: L’état de la dette, le travail du deuil et la nouvelle internationale*, Paris: Galilée, 2003, p. 15.

#### **B) When an article in a book is quoted for the first time:**

Name of author, “Title of article”, *Title of book* [Title and subtitle should be separated by a colon], Editor, Place of publication: Publisher, Year of publication, total pages of article:

Susanna Radstone, Bill Schwarz, "Introduction: Mapping Memory", *Memory: Histories, Theories, Debates*, ed. Susanna Radstone and Bill Schwarz, New York: Fordham University Press, 2010, pp. 1–9, here p. 3.

### **C) Articles in journals**

Name of author, "Title of article", Journal title Issue/Year of publication, total pages of article:

Matthew Whelpton, "Going is not Becoming. Some Comments on the Resultative in English (and Icelandic)", *Milli mála* 2012, pp. 151–177, here pp. 155–160.

Eyja Margrét Brynjarsdóttir, "Er heimspekin kvenfjandsamleg?", *Ritið* 1/2013, pp. 183–205.

### **D) Works quoted again:**

If a work is quoted repeatedly:

Same work, page/pages quoted, e.g.:

*Ibid*, p. 231.

If a work is quoted later in the article:

Name of author, Title of work [can be shortened – if long], page, e.g.: Jacques Derrida, *Spectres de Marx*, p. 15.

Name of author, "Title of article", page, e.g.:

Matthew Whelpton, "Going is not Becoming", pp. 171–172.

If context shows clearly what work is being quoted it is sufficient to indicate the page(s) quoted in parentheses (p. 231).

### **E) Direct quotations from a work written in another language**

Direct quotations can be reproduced in translation only *or* in translation in the text and the original language in a footnote. The author should indicate the translator of the quotations in a footnote or in parentheses right after the quotation.

### **F) Internet citation**

Retrieved date should be put in square brackets, e.g.: <http://www.hi.is/> [accessed July 6, 2011]. Otherwise Internet material should be treated as published work (the title of an article should be italicized if there is no journal). If there is no date of publication enter n.d. (no date).

Beatrice Farnsworth, "Conversing with Stalin, Surviving the Terror: The Diaries of Aleksandra Kollontai and the Internal Life of Politics", *Slavic Review* 4/2010, pp. 944–970, here p. 950, <http://www.jstor.org/stable/pdfplus/27896144.pdf> [accessed July 6, 2013].

NB. The above guidelines are not exhaustive. Please consult editors in case of uncertainty.

The editors <http://www.vigdis.hi.is/>