

Authors' Instructions for the Studia Fennica Series

Formatting

Manuscripts should be submitted in uncoded and unformatted form; no hyphenation or right-justification should be used. Foreign words, concepts, and names of publications should be italicised.

The font should be Times New Roman 12 pt or similar. The publisher recommends using 1,5 line spacing and a broad left margin. Paragraphs should not be separated using indenting or empty spaces between paragraphs: a simple paragraph switch (enter/return) is sufficient.

If you require a larger space between paragraphs, you can add an automatic empty space between paragraphs. This can be done by clicking Paragraph → Spacing after → Automatic. Quotations can be distinguished using an indentation and an empty space before and after the citation.

ORCID

In edited volumes, the author's name and ORCID number should be entered under the title of each chapter.

Headings

It is recommended that at most two levels of subheadings are used. Indicate the level using numbers (1, 1.1; 2, 2.1, 2.2 etc.) Please note that the heading numbering will not be visible in the final version, where the heading hierarchy will be indicated solely using typographic methods.

In two-part headings, the main heading and subheading should be separated with dot. Multi-part headings should be avoided. Headings should be written in such a way that capital and lower-case initials are clearly distinct.

The capitalisation of words in book titles and headings should be according to British English conventions. For example: Nodes of Contemporary Finnish Literature.

Quotation marks

Use single quotation marks to indicate quotation. For quotation inside quotation, use double quotation marks.

Quotations

Long quotations (more than 40 words) should be separated from the main text by a single empty space above and below the quotation, rather than quotation marks. They can also be indented (the whole paragraph), so that the person doing the layout can distinguish the quotation from the body text.

Ellipsis should be bracketed with period-space-period-space-period within the squared brackets.

For example:

According to the author's vision, every Finn carried the seeds of Arctic hysteria in them, even though the condition manifested only in those individuals whose mental or

physical ‘weaknesses’ were revealed in the extreme weather or social conditions of the North:

Arctic hysteria is not a disease. We don’t know what it really is. It is melancholia that doesn’t know any limits when it is set free. A man of few words stays happy and peaceful for months, sometimes even for years, sometimes even for decades, but then, all of a sudden, he starts to drink and continues drinking until he collapses, starts it rapidly, roams furious and restless in his neighborhoods, rants and raves, talks endlessly, explains his whole life, sad. In other words: he burns. Till the very end. [. . .] Every so often, [this] extreme phenomenon appears in that region: that’s arctic hysteria. Its outbursts reach utmost extremes and no means of self-control can contain them. (Cit. Palm 1995, 124.)

While the concept is heavily charged with a history of colonisation, even fascism in Tapio’s case, Arctic hysteria has recently become a term used in Finnish literary studies to denote a strand of post-war modernist literature.

Dates

The date is put before the month. Do not precede the date number with ‘the’, or use ordinal indicators with dates. For example: the text published on 3 July, 1843.

Use of italics

Names of books and periodicals should be italicised, both in the body text and in the reference and bibliography lists. Foreign words and concepts should be italicised. Quotations should not be italicised.

Dashes

The command alt+0150 or Ctrl + - (minus on the number pad) will generate the en-dash (–). The en-dash is different in terms of its length and purpose of use from the hyphen, i.e. the Finland–Sweden Game.

The en-dash is used in the middle of clauses as a dash, and also to indicate ranges of numerals or for example borders between places, e.g. 1960–1970, p. 195–208, the Helsinki–Tampere motorway.

Years should be entered in full, e.g. 1050–1052, 1870–1871, 1914–1918 (rather than 1870–71).

Footnotes

Use footnotes instead of endnotes. Footnotes can be used for detailed comments or for giving the original version of a text translated in the body text. Additionally, citations may be placed in footnotes. For detailed advice, see Source Citations below.

Languages other than English

Translations

Insert the translation of an original non-English quotation in parenthesis. If needed, the opposite is also possible: the original can be inserted in parentheses following the English translation.

For example:

A further remarkable characteristic of ancient Arabic is the organization of alternating prose and poetry passages into prosimetric forms, as is found in the oldest Arabic extant narratives called the Days of the Arabs (Ayyām al-‘Arab).

If the non-English text is represented in a block quote, the translation block can be placed after it, separated by a line-break. The original text may also be placed in a footnote. Please consult your editor-in-chief about the convention of the series.

For example:

The frequent poster Айтал71 was once questioned why he always writes Sakha as Hakha (his use of [h] is consistent across his posting history to date). In a post not explicitly about [h]—rather, about a Sakha-speaking talking doll—a user asked how much the doll cost. Айтал71 replied:

Тыһынча сыаната, чабырҕах ааҕар, ыллыыр, хахалыы танастаах.

Tyhyyncha syanata, chabyrgakh aaghar, yllyyr, hakhalyy tangastaakh
(Costs 1000 [rubles], reads tongue-twisters, sings, wears Sakha clothes)

For rhymed or poetic texts, you can also create a Word table and represent the original and translation in separate columns. Remember to include the translator reference.

For example:

Veps indicated to be grateful to the master of the *kül'bet'* (Vepsian sauna) after having washed and used its environment:

<i>Kül'bet' ižandeized, emägeized, Spasibo žaruižuu – paruižuu, Pezetamižuu, Valatamižuu, Sobitamižuu!</i>	Hosts and hostesses of the bath, Thanks for the heat and steam, For the wash, For the shower, and dressing!
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(Source: Personal archive. 2017 (Kurb). Zhukova interviewed A. I. Zaretskaya (1935–). All examples are translated by the present author).

Romanisation of Russian

Either Cyrillic or Latin script can be used for Russian, as long as the practice is consistent throughout the volume. If using the Latin script, please apply the Library of Congress (ALA-LC) system for the romanisation of Russian. The diacritics “, ~, ̃ and ̂ can be omitted.

Cyrillic		British Standard	Cyrillic		British Standard
А	а	a	Р	р	r
Б	б	b	С	с	s
В	в	v	Т	т	t
Г	г	g	У	у	u
Д	д	d	Ф	ф	f
Е	е	e	Х	х	kh
Ё	ё	ë	Ц	ц	ts
Ж	ж	zh	Ч	ч	ch
З	з	z	Ш	ш	sh
И	и	i	Щ	щ	shch
Й	й	ï	Ъ	ъ	"
К	к	k	Ы	ы	y
Л	л	l	Ь	ь	'
М	м	m	Э	э	è
Н	н	n	Ю	ю	iu
О	о	o	Я	я	ia
П	п	p			

Figures, tables and illustrations

Charts and Tables

Tables made using a word processor (Word) can be represented in the body text. Large tables (over half an A4 sheet) should, however, be saved as their own files, as they may not fit in an upright position onto the page of the finished book. The table columns should be created using the tab key. Include the caption.

For example:

	Islamic	German	English	Total
Denmark	5,100	24,000	14,500	57,900
Norway	400	3,300	3,300	10,700
Mainland Sweden & Öland	15,300	16,200	6,300	44,800
Gotland	49,800	62,200	25,800	145,800
Poland and Polabia	30,000	150,000	4,500	250,000

Latvia	2,200	2,100	200	5,200
Estonia	5,000	10,500	2,000	17,500
Finland	1,700	3,800	1,000	7,000
Russia	100,000	50,000	3,500	155,000
Total	209,500	322,100	61,100	693,900

Table 1. Survey of coins from the eighth to the twelfth centuries found in the Nordic Countries and Baltic lands, with the three major elements presented separately.

Sources: Jonsson 1992, Molvögin 1995 (for Estonia), Talvio 2002 (for Finland). The figures for Finland do not include finds from former Finnish Karelia.

Tables and charts created using a table or illustration program (e.g. Excel, Illustrator) should not be inserted in the body text. They should be placed in separate documents and numbered (e.g. table 1, figure 1). The place for each table should be identified clearly in the text using the corresponding number and caption.

Citations are not placed in the table or chart, but in the caption, when needed. To indicate the chart's or table's place within the text, enter the chart or table number, caption and possible citation in the text as a separate paragraph.

For example: Table 2. End rhyme linking an a-line and b-line according to Sijmons & Gering (1906, ccxlv).

Illustrations

Illustrations should be numbered and their places marked together with the corresponding caption in the manuscript as a separate paragraph.

For example:

Picture 3. Finnish tourists in the Sortavala archipelago in the 1920s. Photo: The Finnish Heritage Agency, Helsinki, Finland. CC BY 4.0.

Please consult with the sub-series editor-in-chief as well as with the copy editor about any illustrations.

The authors are responsible for determining whether any copyright permissions or payments are required for the use of illustrations. Any payments shall be borne by the authors.

When agreeing upon illustration rights, remember to request licence for both printed copy and for open-access electronic publications.

Illustrations should preferably be submitted in digital form. Images should be scanned at a size as close as possible to the size that will be used in the book. Coloured or grayscale images should be of at least 300 DPI resolution (RGB or grayscale colour). Drawings (black and white original drawings) should have a resolution of at least 800–1200 DPI (Bitmap colour). Illustrations should be saved in tiff, jpg (best quality), psd or eps format.

Alt-texts

EPUB e-books by SKS are made accessible, which means all images need an alternative text. The alternative text is read by screen readers, allowing the content and function of the image to be accessible to those with visual or certain cognitive disabilities. The text should

be written by the original author of the document, as they know best why the image was included. When determining appropriate alternative text, consider the context of the image relative to the message of the document. Alternative text must not repeat the caption or surrounding body text. If a figure or chart is already explained in the main text, the alternative text may be shorter and focus only on what is essential for accessibility.

For simple images, describe the image, focusing on what is important in the context of your text. What information would be missing if the reader could not see the image?

For complex images, such as charts, graphs, or maps, a more detailed description is required. Explain any trends, patterns, or key data points that the visualisation is intended to convey.

Many resources on writing effective alt texts are available online. Do not hesitate to consult the publisher if you encounter particularly complex cases.

Source Citations

Citations

Citations can be placed either in the body text or in the footnotes, see above. Different sub-series have different disciplinary conventions for citations. Please consult your editor-in-chief for the instructions.

In in-text citations, references to literature should be placed in parentheses and should include the name(s) of the author(s) and year of publication, as well as page numbers (Dégh 1995, 54). Citations of multiple references are separated with semicolons (Dégh 1995, 54; Siikala 2000, 270). In footnote citations, parentheses are omitted.

References

Studia Fennica follows the Chicago Manual of Style author/date system in in-text citations and bibliographies. For detailed guidelines, contact the series editor-in-chief or visit https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html

Bibliography

In an edited volume, a bibliography is included at the end of each chapter.

Sources and research literature are presented separately. The bibliography should be titled 'References', with sources listed first, under the title 'Sources', and then research literature under the title 'Literature'.

The titles of books and journals are italicised. The name and location of the publisher, rather than the printer, are listed. Page numbers are stated for articles, and DOI links should be given when available.

Please include a bibliographic entry for each work cited in one list organized alphabetically, and by year where more than one work is attributed to the same author. Add alphabetical characters to the year where necessary (2008a, etc.).

Note that Cyrillic letters can be used as long as the entry begins with the form used in the in-text quotations:

Lur'е 2001= Лурье, Михаил. 2001. "О феномене наивного сочинительства." In *Наивная литература: исследования и тексты*, сост. С. Ю. Неклюдов, 15–28. Москва: Московский общественный научный фонд.

Or if Cyrillic has been used:

Лурье, Михаил. 2001. "О феномене наивного сочинительства." In *Наивная литература: исследования и тексты*, сост. С. Ю. Неклюдов, 15–28. Москва: Московский общественный научный фонд.

Sources

When citing **archival sources**, please use the following format.

In-text-citation lemma. *Name of the Archive*: Name of the Collection: detailed signum.

For example:

Finnish Literature Society. *Perinteen ja nykykulttuurin arkistoaineistot* [Archive Materials on Traditional and Contemporary Culture]: kansanlaulukortisto [folk song card index]: aakkosellinen rekilaulu-kortisto [alphabetical rekilaulu card index] >Keitä. SKS archives 2021. Suomalaisen Kirjallisuuden Seura, arkistot: *Perinteen ja nykykulttuurin arkistoaineistot*: Tekstiaineistot: Perinnelajikortistot: Kansanlaulut ja -sävelmät. Accessed 23.3.2021. <https://www.finlit.fi/fi/arkisto/perinteen-ja-nykykulttuurin-arkistoaineistot/tekstiaineistot/perinnelajikortistot-4#aakkosellinen>

When citing **field work notes** or **interviews**, give, when possible, the name or pseudonym of the interviewee, the name of the interviewer or researchers, the date and the location of the data.

For example:

Enkono, Alpo, interviewed by Kim Groop, 19 December, 2018. In the possession of the authors.

Literature

When citing **books**, please use the following format.

Last Name, First Name. Year. *Main Title: Subtitle*. Publication Series #. Publisher location: Publisher.

For example:

Dégh, Linda. 1995. *Narratives in Society: A Performer-Centered Study of Narration*. FF Communications 255. Helsinki: Academia Scientiarum Fennica.

When citing **an article published in a book or collection**:

Author's last name, First name. Year. "Main Title: Subtitle." In *Main Title: Subtitle*, Edited by Editor's First Name Last Name, First Page–Last Page. Publication Series #. Publisher location: Publisher.

For example:

Salmi-Niklander, Kirsti. 2018. "Ideals, Practices and Debates Related to Oral Tradition in 19th-Century Finnish Student Culture." In *Oral Tradition and Book Culture*, edited by Pertti Anttonen, Cecilia af Forselles and Kirsti Salmi-Niklander, 111–126. *Studia Fennica Folkloristica* 24. Helsinki: Finnish Literature Society.

<https://doi.org/10.21435/sff.24>

When citing **the collection as a whole**:

Editor's last name, First name, ed. year. *Main Title: Subtitle*. Publication Series #. Publisher location: Publisher.

For example:

Ben-Amos, Dan, and Kenneth Goldstein, ed. 1975. *Folklore: Performance and Communication*. Approaches to Semiotics 40. The Hague: Mouton.

When citing **an article published in a journal**:

Author's last name, First name. Year. "Main Title: Subtitle." *Journal title* Volume (number): first page–last page.

For example:

Siikala, Anna-Leena. 2000. "Body, Performance, and Agency in Kalevala Rune-Singing." *Oral Tradition* 15 (2): 255–278.

When citing articles from **newspapers or news sites, magazines, blogs**:

Author's last name, First name. Year. "Main Title: Subtitle" *Source Title*, Month, Date, Year.

For example:

Gonchar, Michael and Holtermann, Callie. 2021. "When Talking About Identity, How Much Do Words Matter?" *The New York Times*, November 22, 2021. Accessed May 20, 2024. <https://www.nytimes.com/2021/11/22/learning/when-talking-about-identity-how-much-do-words-matter.html>

Panchenko, Alexander. 2022. "Saving the World: How Messianic Sentiments, Memory Politics, and Conspiracy Theories Made Putinism Effective." *Fieldsights*, March 11, 2022. Accessed May 20, 2024. <https://culanth.org/fieldsights/saving-the-world-how-messianic-sentiments-memory-politics-and-conspiracy-theories-made-putinism-effective>

Internet-based entries are placed within the bibliography. Follow the same logic as in printed entries. Author's last name, First name. Year [if available]. "Main Title: Subtitle [title in the page]." In *Main Title: Subtitle* [title of the internet page]. Editor's first name Last name (ed.). Publication Series #. Publisher location: Publisher, first page–last page. [if available.] Accessed DATE. URL or DOI. If the publication has DOI or URN identifier, the date of access is not needed.

Note that when citing internet sources in the body text, the author and the year (if available) should be mentioned, similarly to text citations. Links should primarily be placed only in the bibliography. However, if it is relevant for the reader to have access to the link content, the link can also be placed in the body text. Please note that persistent identifiers, such as DOI and URN are preferred instead of URLs, which may change or disappear.

For example:

Kuittinen, Emmi. 2017. "Itku sodassa kuolleelle pojalle." In *Youtube*. Accessed 15 May, 2020. <https://www.youtube.com/watch?v=YvLIjnlkZ0>

Salmi-Niklander, Kirsti. 2018. "Ideals, Practices and Debates Related to Oral Tradition in 19th-Century Finnish Student Culture." In *Oral Tradition and Book Culture*, edited by Pertti Anttonen, Cecilia af Forselles and Kirsti Salmi-Niklander, 111–126. *Studia Fennica Folkloristica* 24. Helsinki: Finnish Literature Society. <https://doi.org/10.21435/sff.24>

Smola, Klavdia. 2022. "(Re)shaping Literary Canon in the Soviet Indigenous North". *Slavic Review* 81 (4): 955–75. <https://doi.org/10.1017/slr.2023.3>.