

STUDIA FENNICA

The Studia Fennica series was established in 1931. The *Linguistica*, *Folkloristica*, and *Ethnologica* sub-series were established in 1992, the *Historica* and *Litteraria* series in 2002, and the *Anthropologica* series in 2007. Studia Fennica is an internationally recognized, multi-disciplinary, refereed publication series.

WRITERS' GUIDELINES

Each of the Studia Fennica sub-series has its own editor-in-chief who is responsible for revising manuscripts for publication, in collaboration with the editor(s) or writers of each book or monograph.

The editor-in-chief handles the referee opinions for any manuscript submission and informs the Studia Fennica editorial staff of any manuscripts submitted. The Finnish Literature Society publication committee makes the final decision about publication.

The editor-in-chief and the editor(s) or writers of the book together provide funding for translation or language consultation. Both translators and language consultants must be native speakers of English.

Editors of collections of articles are responsible for obtaining authors' permission to publish. Writers' marketing ideas are welcomed and valued. For the purpose of international distribution, it is important that writers provide the names and addresses of the most significant international publications in their area of specialty, so that they can be provided with review copies of the book.

EDITING PREPARED MANUSCRIPTS FOR PUBLICATION

The preferred length of a finished manuscript is around 500 000 characters including the spaces, citations and the bibliography.

Copy-editing is done in both paper and electronic form (.doc or .rtf documents in Word format preferred). The writer or editor of a book is responsible for the accuracy of paper manuscripts. Problems often arise in punctuation, hyphenation, and quotation marks of different languages when documents are transferred from one software program or version to another. Everyone's work is made easier if proofreaders review their paper printouts and indicate any irregularities in punctuation.

Each article or book chapter should be saved separately and clearly titled. For collections of articles, the writer's name may be used, for monographs, the chapter number or title.

Texts are proofread in uncoded, unformatted form. Please do not use bold, half-bold, hyphenation, or margin alignment. Cursive can be used. 1.5 line spacing is acceptable. There is no need to indent paragraphs or separate them with empty lines; "enter" ("return") will suffice.

The editor of collections is responsible for the continuity of both the content and form of the manuscripts submitted, and should see to it that writers consistently use the same method of indicat-

ing pictures, captions, charts, years, quotation marks, hyphenation, source citations, reference lists, and bibliographies.

Headings

It is recommended that you use at most two levels of subheadings. The heading hierarchy must be clear from the table of contents. We prefer that no periods, colons, or hyphenation be used in headings. Two-part headings should be indicated by separate main headings and subheadings. Please do not capitalize entire headings; it makes it impossible for the proofreader to know whether first letters should be in upper or lower case.

Quotation marks

British English uses the form ‘citation’, American English “citation”.

Quotations

Long quotations (more than 40 words) should be separated from the main text by a single line space, rather than quotation marks. They may also be indented, so that the proofreader can distinguish them from the main text. Please do not use cursive for quotations.

Use of cursive

Foreign terms should be in cursive, as should the names of books and periodicals, both in the main text and in the reference and bibliography lists. Quotations should not be in cursive.

Hyphenation

Please be aware of differences in the use of hyphens. The command alt+0150 will generate the correct form (on Windows operating systems). In addition to hyphens within sentences, this is the form used between numbers to express parameters, ranges of values, etc. Example: 1960–1970, p. 195–208.

Years

Please use the entire number. Example: 1870–1871, 1914–1918 (not 1870–71).

Use of initials

Please leave a space between the initials of a name. Example: J. V. Snellman (not J.V. Snellman).

Citations

Lists of citations should be automated through a word-processing program, and should always be placed at the end of each article or chapter. The bibliography should come after the list of citations, and should be saved as a separate document.

Citations should be formatted as is customary for the relevant discipline.

Numbering of citations should be inserted after the punctuation, so that each word doesn't receive its own separate citation.

Bibliography

The bibliography should be at the end of the manuscript, or at the end of each article in a collection. Formatting should follow guidelines for the relevant discipline (listing sources and research literature separately, however). The titles of books and journals should be in cursive. The name and location of the publisher, rather than the printer, should be listed. Editors of collections are responsible for the uniformity of articles' bibliographies.

Charts and tables

Tables and charts should not be inserted in the text. They should be placed in separate documents to be printed separately. Please identify each table (eg. table 1, figure 1) on the paper printout. Each table should be numbered and its number identified clearly in the text.

Illustrations

The writer is responsible for determining whether any copyright permissions or payments are necessary for the use of illustrations. Illustrations can be submitted as originals, high-quality reproductions, or in digital form. Illustrations should be scanned at a minimum of 300 dpi resolution at a size as close as possible to the size that will be used in the book. Illustrations should be numbered and saved in tiff or eps form.

The number of each illustration should be clearly indicated within the text.

Please consult with the editor-in-chief as well as the publication editor with regard to illustrations.

Indexing

We prefer that every book include at least an index of names, because it improves the usefulness of the book considerably.

Entries can be searched and listed during the manuscript stage. Page numbers should be added later, during layout. We find that the creation of the index is facilitated by taking page numbers by hand during layout. Prepared indexes should be submitted to the publication editor in .doc or .rtf form.

Proofreading

The writer/book editor is responsible for proofreading and editing the printer's proof.