

## **Swedish-American Historical Quarterly Style Guidelines**

All submissions accepted for publication by the SAHQ are subject to editing for consistency of style in punctuation, grammar, and format. In that process, each author's distinctive voice will be respected to the greatest extent possible. References used are *The Chicago Manual of Style* (University of Chicago Press), 14th edition, and *The Elements of Style* (Strunk and White), 4th edition. Authors are encouraged to refer to those manuals to whatever extent is convenient in the preparation of their manuscripts.

An article should be sent to the editor either as an electronic file on disk with an accompanying print copy OR as an electronic attachment to an e-mail message. Most word processing program formats are compatible. The editors use WordPerfect and Microsoft Word. Inclusion of black and white illustrations, generally sized to about 3"x5", is encouraged. Originals will be returned to the authors as soon as possible.

Authors are asked to include with their submissions a few sentences in which they describe themselves: academic background, recent or best-known publications, research interests, etc. An edited summary of this information will appear at the bottom of the first page of the article. Sample:

*Ole Olsson is an associate professor of Nordic studies at Gustav II Adolf College. He is the author of Seeing Ethnicity in Rocks and Costumes and several articles on the Swedes in Minnesota. His current research focuses on ethnic groups in Willmar, Minnesota.*

The following offers guidelines on a few of the points of style that arise most often in materials submitted to the journal. The more an author can follow these guidelines in the preparation of the manuscript, the smoother the editorial process will go. Refer to the manuals listed above for further clarification on any of these items.

- **Spacing.** In material to be typeset (as the SAHQ), a *single* space is inserted between sentences in the manuscript, as well as after a comma, semi-colon, or colon.
- **Block quotes.** The *Chicago Manual* recommends that

quotations of ten lines or more be set as block quotes and shorter quotations be run into the text. While the *SAHQ* retains some flexibility in this, quotations that are somewhat shorter than ten lines should be run into the paragraph.

- **Excerpted quotes.** Following an option accepted by the *Chicago Manual*, the *SAHQ* does not use ellipses at the beginning or end of a quotation (this does not affect ellipses used within a quotation); and we begin a quote with a capital or lowercase letter depending on its context as used, without brackets to indicate a change of case.

Source: It was beyond question that the settlers' health was poor.

Quote: Smith was convinced that "it was beyond question that the settlers' health was poor."

Quote: "The settlers' health was poor," according to Smith.

- **Foreign words and phrases.** In general, foreign words and phrases are italicized. Proper nouns, however, are not italicized, nor are complete sentences of text. For further guidance on related questions, consult the *Chicago Manual of Style*.
- **Translations.** Extensive quotes and other material in a foreign language should be translated in the body of an article. The original *may* be included in an endnote.
- **Dates.** Normally the *SAHQ* uses the European date format: day, month, year.

20 December 2000

- **Numbers.** In general, numbers from 1 through 100 are written out in text and most larger numbers are set in numerals. The *SAHQ* makes some exceptions, however, based on context and readability. Overall, we follow the *Chicago Manual*.
- **Percentages.** The word *percent* is written out in text, while the accompanying number is given as a numeral.

8 percent      73 percent

- **Hyphenated heritage.** Used as a noun, the terms *Swedish America* and *Swedish American* are not

hyphenated. *SAHQ* style, however, is to hyphenate *Swedish-American* when used as an adjective. (Similarly *Norwegian American*, etc.)

Swedish-American history tells stories of Swedish Americans.

- **Words as words.** Words referred to as words are generally italicized rather than enclosed in quotation marks.

The term *Swedish American* is not hyphenated.

- **Which hunts.** The *SAHQ* generally follows Strunk and White on the use of *that* and *which*: “*That* is the defining, or restrictive, pronoun, *which* the nondefining, or nonrestrictive [marking off a parenthetical expression]. . . .

“The lawn mower that is broken is in the garage.”  
(Tells which one.)

“The lawn mower, which is broken, is in the garage.”  
(Adds a fact about the only mower in question.)

- **Quotation marks.** In American publications, double quotation marks are primary and single marks are secondary.

“I’ve never written ‘nonsense’ in my life!” he insisted.

A comma or period is placed inside quotation marks, while a semicolon or colon is placed outside. A question mark or exclamation point is placed inside or out according to the context.

She was seeking “the best of all possible worlds,” but she found only Kansas.

He asked for “just a quick minute”; then he talked for an hour.

He beamed suddenly and said, “That’s fantastic!”  
Did she say, “He’ll be back tomorrow”?

- **Initials.** Two or more initials used in a name are separated by single spaces.

P. P. Waldenstrom      W. E. B. Du Bois

- **Series.** Following the preference of the *Chicago Manual*, the *SAHQ* includes a comma following the penultimate item in a series of items or phrases.

He saw red, yellow, and green lights.  
He opened the book, read a chapter, and fell asleep.

- **Documentation.** The *SAHQ* uses the humanities style of notes, rather than the social science (author-date) style. All notes are set as **endnotes** following the article. While note numbers within the text are set as superscripts, the notes themselves are numbered with full-sized numerals, followed by a period; each note is indented as for a paragraph.

**Notes should NOT be entered using a word processing program's automated option. Numbers should be inserted in the text, and the notes should be typed at the end of the submission.**

1. William Strunk Jr. and E. B. White, *The Elements of Style*, 4th ed. (Boston: Allyn and Bacon, 2000), 59.

We do not generally print a separate list of sources in addition to the endnotes. If there is a special reason to do so for a particular article, the author should consult with the editor.

2.01. *BJN and SAJ*