

# 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. Within that process, each author's distinctive voice will be respected to the greatest extent possible. In most questions of style, the SAHQ conforms to *The Chicago Manual of Style* (University of Chicago Press), 17th edition, with some house exceptions as outlined below. Authors are encouraged to refer to CMOS and our house style guidelines as they prepare their manuscripts so as to streamline the editing process. Consulting the most recent past issues of the *Quarterly* is also recommended.

An article should be sent to the editor as an attachment to an email message, Microsoft Word being the preferred file format. Including black-and-white illustrations is encouraged. The preferred file format for images is .tif (or .jpg, if that is not possible) with a resolution of 600 dpi. These should be sent as separate file attachments. Text for captions and source information (and permissions, when relevant) should also be provided, either in the manuscript itself or in a separate document.

Authors are asked to also include with their submissions a couple sentences about themselves, briefly outlining relevant biographical information such as academic background, current position and institutional affiliation, recent or best-known publications, research interests, or anything particularly relevant to the article. An edited summary of this information will appear at the bottom of the first page of the article.

The following offers guidelines on a few of the questions of style that arise most often in materials submitted to the journal.

- **Alphabetization.** Follows Swedish norm, placing Å, Ä, and Ö at the end of an alphabetized list.

- **Capitalization.** In general, terms that might be confused due to lack of capitalization should be capitalized. For instance, a romantic novel (about romance) vs. a Romantic novel (referring to the cultural movement). Consult CMOS for other examples.

Titles of works published in Swedish follow Swedish standards for capitalization; English-language works published in the United States follow American standards of capitalization. When in doubt, default to the original source.

- **Dates.** Use the European date format: day, month, year (4 July 1776). To avoid confusion, write out the name of the month.
- **Documentation.** The SAHQ follows the Chicago Manual of Style for documentation, set as endnotes following the article. The first time a source is given in full. Each subsequent time it appears it should be in short form, as follows:

1. H. Arnold Barton, *A Folk Divided: Homeland Swedes and Swedish Americans, 1840-1940* (Carbondale: Southern Illinois University Press, 1994), 35.
2. Barton, "The Swedes and their Eighteenth Century," *Scandinavian Studies* 76, no. 1 (Spring 2004): 33-46.
3. Joy Lintelman, "Glimpses of Hope: A Swedish-Lutheran Academy in Moorhead, Minnesota" in *Sacred Migrations: Borderlands of Community & Faith*, edited by Hauna Ondrey and Mark Safstrom (Chicago: Swedish-American Historical Society, 2020), 43.
4. Barton, *A Folk Divided*, 47.
5. Barton, "The Swedes and their Eighteenth Century," 35.
6. Lintelman, "Glimpses of Hope," 53.

A separate list of sources in addition to the endnotes is not typically included in SAHQ. If there is a compelling reason to do so for a particular article, the author should consult with the editor.

- **Foreign words and phrases.** In running text, non-English words and phrases are italicized to ease readability. Proper nouns, however, are not italicized, nor are complete sentences of text. If the meaning of

a word or title is not obvious from the context, a translation of the term can be given in parenthesis, along with quotation marks if it is not an official name in English.

They packed up the *Amerikakistan* with their most important belongings.

Attending the early morning *julotta* Christmas service was a fond childhood memory for her.

She was a prominent figure within the Evangeliska Fosterlands-Stiftelsen (“Evangelical Homeland Foundation”).

- **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, as for most ethnic designations with some exceptions that defer to common usages (e.g. African American).

Irish-American history tells stories of Irish Americans.

He was an African American minister.

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

C. J. Nyvall

W. E. B. Du Bois

However, abbreviations do not have periods or spaces.

The US and USA

LA (for Los Angeles)

BA, MA, PhD

- **Quotation marks.** In American publications, double quotation marks are primary and single marks are secondary (the opposite of British practice).

“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”?

- **Serial commas.** Include a comma following the penultimate item in a series of items or phrases (the “Oxford comma”).

He saw red, yellow, and green lights.

He opened the book, read a chapter, and fell asleep.

- **Spacing.** A *single* space is inserted after a period between sentences, as well as after a comma, semi-colon, or colon.
- **Spelling.** Defer to American spelling for words that differ from British spelling, such as color, favorite, while (not whilst), etc. For reference, consult the *Merriam-Webster Dictionary*.
- **Translations.** Quotes and other material in a foreign language should be translated into English in the body of an article, with the original text included as an endnote.

*February 2022 - MS and SN*

