

JOURNAL OF FINNISH STUDIES STYLE GUIDE

Generally, the *Journal of Finnish Studies* follows the *Chicago Manual of Style* (16th edition) author-date references conventions.

Footnotes: In-text notes are in the form of footnotes at the bottom of the page in which the note is inserted for the convenience of readers. Footnotes should be used sparingly.

Pagination: Although submissions are not required to be paginated by the author, if this is most convenient, please place page numbers in the center bottom position of each page.

BASIC FORMATS FOR COMMONLY CITED MATERIALS

In-Text Citations

In-text citations are parenthetical including author's surname, year of publication, and, if necessary, page number(s). Reference to page number(s) is required if the citation includes quoted material.

(Leary 2009)

(Leary 2009, 135–41)

(Leary 2009, 100–109)

These works are then fully cited in a reference section at the end of the paper.

Books

In Chicago author-date format, headline-style capitalization is used for English-language publications. In the case of non-English language publications, sentence-style capitalization will be retained.

Book, Headline-Style Capitalization

Sarhimaa, Anneli. 1999. *Syntactic Transfer, Contact-Induced Change, and the Evolution of Bilingual Mixed Codes*. Helsinki: SKS.

Book, Sentence-Style Capitalization

Rentola, Kimmo. 1994. *Kenen joukoissa seisot? Suomalainen kommunismi ja sota 1937–1945* [With whom do you stand? Finnish communism and war in 1937–1945]. Juva, Finland: WSOY.

Chapter or Article in a Book

Autio-Sarasmo, Sari. 2006. "Soviet Economic Modernisation and Transferring Technologies from the West." In *Modernisation and Russian Society in the 20th Century*, edited by Markku Kangaspuro and Jeremy Smith, 104–23. Studia Fennica Historica 12. Helsinki: SKS.

Book with Multiple Authors

Ward, Geoffrey C., and Ken Burns. 2007. *The War: An Intimate History, 1941–1945*. New York: Knopf.

Book with Translated Title

Sevander, Mayme. 2006. *Skitaltsy: O sud'bakh amerikanskikh finnov v Karelii* [Wanderers: About the fates of American Finns in the Soviet Karelia]. Petrozavodsk: Petrozavodsk State University Press.

Periodicals

Academic Journals, Single Author, Headline-Style Capitalization

DuBois, Thomas A. 2004. "Writing of Women, Not Nations: The Development of a Feminist Agenda in the Novellas of Aino Kallas." *Scandinavian Studies* 76: 205–32.

Academic Journals, Single Author, Sentence-Style Capitalization

Launis, Kati. 2011. "Muistoja marginaalista: Luokka-Suomen varhainen tekijä Esa Paavo-Kallio" [Notes from the margin: Esa Paavo-Kallio and the early shaping of class in Finland]. *Kulttuurintutkimus* 28 (2): 19–32.

Journals Consulted Online

For citations of journals consulted online, Chicago recommends the inclusion of a DOI or a URL; the DOI is preferred to a URL. Note that DOI, so capitalized when mentioned in running text, is lower-cased and followed by a colon (with no space after) in source citations:

Novak, William J. 2008. "The Myth of the 'Weak' American State." *American Historical Review* 113: 752–72. doi:10.1086/ahr.113.3.752.

Newspapers

Pezzanis, Juha. 1923. "How the Wobs Did It in Aberdeen." *Industrial Worker*, May 5, 4.

Other Common Sources

Websites

Niemelä, Juha. 2003. Finnish American songs [online publication]. Siirtolaisuusinstituutti Website. http://www.migrationinstitute.fi/articles/062_Niemela.pdf.

Films

Saxberg, Kelly. 2004. *Letters from Karelia* [documentary film]. Ottawa: National Film Board of Canada.

Conference Presentations

Anttikoski, Esa. 1996. "The problem of the Karelian literary language in the 1930s and the 1990s." Conference paper presented at Sociolinguistic Problems in Different Regions of the World, October 22–24. Moscow.

Archival Materials

The following general formula for archival material citation is used:

Author. Date. Title or archive's description of item. (Genre of item). Title of Archival Collection. Archival Call Number. City and State/Country: Name of Archive.

Some examples are as follows:

Similä, Kusti. 1938. "Yli kymmenen vuotta Korpiinissa oli jo asuttu" [Over ten years we have lived in Corbin already]. (Disc audio recording). Recorded September 28. Alan Lomax Collection of Michigan and Wisconsin Recordings. AFS 2393. Washington, D.C.: Library of Congress, American Folklife Center, Archive of Folk Culture.

Lomax, Alan. 1938. (Field Notebook). Alan Lomax Collection of Michigan and Wisconsin Recordings. AFC 1939/007. Washington, D.C.: Library of Congress, American Folklife Center, Archive of Folk Culture.

Photographs/Charts/Graphics

Authors are welcome to submit visual materials for consideration with their articles. Unless prior arrangements have been made, visual materials will be published in black-and-white (halftone), and so authors must plan for this when including such materials. Authors should submit all graphics files separately from the text. Preferred formats include JPG and PNG. Please do not embed the files in your Microsoft Word document, for example. However, indicate in the text where the visual material should approximately appear (e.g., "TABLE 1

APPROXIMATELY HERE”). All images (photographs, etc.) must be of a resolution of 300 pixels or higher. Photograph submissions must be accompanied by written permission of the copyright holder, and, if known, the photographer’s name must be mentioned. All visual materials must have text captions. Reference must be made to charts and tables in the text.

Passages of Text with Translations

When including original text in languages other than English, please provide the original text first with the English translation to follow, as opposed to arranging each language side-by-side in two columns. In a footnote, indicate who made the translation.

Book and Media Review Format

When submitting a book, CD, exhibition, or other media review, available information may vary greatly. Here are some examples of preferred format:

Joyce E. Hakala. *The Rowan Tree: The Lifework of Marjorie Edgar, Girl Scout Pioneer and Folklorist, with Her Finnish Folk Song Collection “Songs from Metsola.”* 2007. St. Paul, MN: Pikebone Music. xviii + 345 pp., illustrations, appendices, notes, picture sources, bibliography, index.

J. Karjalainen. *Lännen-Jukka: Amerikansuomalaisia Lauluja/Finnish-American Folksongs.* [Compact Disc]. 2006. Tampere: Jukan Productions Oy / Poko Records Oy. 39:38 min.

If you have questions on citation issues, please contact Associate Editor Scott Kaukonen (kaukonen at shsu.edu).

Other Points

- Use American English spellings throughout: e.g., *recognize* (not *recognise*).
- Use the so-called Oxford comma: e.g., Kuusi, Bosley, and Branch (not Kuusi, Bosley and Branch).
- Alphabetize the list of references according to English (not Finnish) conventions. Ignore diacritic marks (e.g., umlauts) when alphabetizing: e.g., Granö comes before Granow.
- Non-native speakers of English should have their manuscripts proofed by a native speaker before submission. The submissions with multiple deviations from good and idiomatic academic English will be returned for revision before being considered for publication.
- There is no predetermined length requirement for article submissions. The manuscripts are typically 15–20 typed pages.

Submissions

Articles: Email article submissions to Editor-in-Chief Helena Halmari (halmari at shsu.edu).

Media Reviews: Email review submissions to Review Editor Sheila Embleton (embleton at yorku.ca).

With formatting questions, contact Associate Editor Scott Kaukonen (kaukonen at shsu.edu).

We look forward to working with you.