STYLE SHEET
(updated 24 August 2020)

LANGUAGE

- *Fafnir* accepts submissions in English (British spelling) and all Nordic languages.

PROOFREADING

- Although *Fafnir* provides in-house proofreading, ultimate responsibility for correct grammar and syntax belongs to authors. If your native tongue is other than English or a Nordic language, you may wish to have your final manuscript proofread by a professional.

MANUSCRIPT FORMATTING

- *File format*: we accept `.doc`, `.docx`, and `.rtf` files.
- *Layout*: double-spaced; one-inch (or 2.5 cm) margins; left-justified.
- *Title page*: No title page.
- *Font*: *Georgia*. Same font should apply to headings, headers, footers, and main text body.
- *Formatting*: Since we prefer submissions in MS Word file formats such as `.doc` or `.docx`, automated formatting (like footnotes) is acceptable. Remove all “Track Changes”.
- *Indentation*: use the tab key to indent the first line of each paragraph.
- *Page numbers* are optional – we’ll set those ourselves during layout.
- *Section headings*: Begin a section header with an Arabic numeral, a full stop, a space, then the section name (1. Introduction).
- *Endnotes vs. footnotes*: Use discursive notes sparingly; use footnotes rather than endnotes.
- *Anonymity*: Because all articles are double-blind peer reviewed, authors should remove all identifying information from their manuscript and file properties.
CITATION STYLE

- MLA 8th edition. For a handy reference, check out OWL Purdue. Authors may be required to edit their manuscript’s citations prior to acceptance.

ABSTRACT

- All submissions should include an abstract. Keep your claims specific, and avoid unnecessarily wordy constructions such as “This paper discusses ...” or “The author examines ...”. Simply tell the reader what your topic or claim is.
- 1,000 characters (with spaces) maximum.

BIOGRAPHY

- Include a short bio (~75 words), either in your email or in a separate document, with all submissions, including reviews.

HOUSE STYLE

Because we’re an online open-access journal serving an international academic community, yet supported by the Finnish Society for Science Fiction and Fantasy Research, our house style is eclectic. Conforming to house style is required only after official acceptance of the submission.

British spelling and syntax.

- For example, “colour” rather than “color”, “theatre” rather than “theater”.
- -ise and -isation endings rather than -ize and -ization endings.
- Punctuation – commas, full stops, semi-colons – should fall outside quotations marks, except for in-text citations or where the punctuation is part of the quote and there is no citation at the end of the sentence.
  - Example 1: The argument was based on the idea of “nature”.
  - Example 2: “at the end of this sentence” (Conley 463–64).
  - Example 3: Goodin writes, “This is my last word on the subject.”

American double inverted commas/quotations marks. Only quotes within quotes use single inverted commas. Hence:

- According to Smith, “The professor said, ‘This is a good method’” (22).

Oxford (serial) commas are always used.

- YES: She thanked her parents, Ayn Rand, and God.
• NO: She thanked her parents, Ayn Rand and God.

Dashes
• The Finnish en-dash system is used in lieu of the em-dash system.
  ➢ YES: This is good – spaces should always surround an en-dash.
  ➢ NO: The following em-dash is not what Fafnir wants—please don’t use it.
• Note: this hybrid British/American style is also common Australian usage.

Initialising names
• In names consisting of two letters, put a space between the initial (e.g., “C. S. Lewis”).
• In three letter names, do not use a space (e.g., “J.R.R. Tolkien”).

Numbers
• Spell out single-digit numbers and numbers that begin a sentence. Otherwise, in accordance with MLA 8, use Arabic numerals for all numbers that are hyphenated (e.g., “22”, not “twenty-two”), and spell out numbers that are single words (e.g., “twenty”, not “20”).
• Exception: when numbering chapters, it’s acceptable to use “Chapter 1”, “Chapter 2”, etc.

Page ranges
• When indicating a range of numbers, such as in a citation or your Works Cited list, use an en-dash rather than a hyphen (e.g., 463–64, not 463-64).

Pronouns
• The use of non-binary pronouns is encouraged; “they” and “their” are acceptable for the third-person singular. Examples:
  ➢ “A scientist should always be objective, whatever their personal views.”
  ➢ Or, better yet, “Scientists should always be objective, whatever their personal views.”

Ellipses
• Use a space before and after three consecutive dots (if internal to a sentence) or four consecutive dots (if connecting two sentences).
  ➢ This is a sentence .... This is another sentence.
- This is a sentence, but ... this latter clause is also part of the same sentence.
- Use a space before and after the consecutive dots.

- Do not put brackets around an ellipsis.

**Quotations**

- As mentioned, always use double inverted commas/quotation marks.
- Inverted commas/quotation marks should be curved (also called “smart quotes”), not straight (e.g. [“ ”], not [" "]).
- If italics appear within a quote, indicate ownership.
  - “Science fiction is a genre of *wonder*” (Conley 22, emphasis original).
  - “Fantasy is a genre of *ethics*” (Hamby 22, emphasis added).
- Quotes longer than 40 words should be in block quotes. Indent block quotes one inch (2.5 cm).
- Avoid beginning quotes with brackets, which is visually unappealing.
  - NO: Conley states, “[T]edious bracket mongering is bad” (22).
  - YES: Conley argues that “tedious bracket mongering is bad” (22).

**Capitalisation**

- Keep non-standard capitalisation to a minimum: the beginnings of sentences, proper nouns, and certain abbreviations.
- Genres like “epic fantasy” or “science fiction” are never capitalised.
- Adjectives built from proper nouns (Asian, African, American) should be capitalised. Ethnicities not built from proper nouns, including “black” and “white”, are generally not capitalised, unless there is a compelling reason.

**Abbreviations**

- SF = science fiction (please do not use “sci-fi” or “scifi”)
- SFF = science fiction and fantasy
- S&S = sword and sorcery
- US = United States
- Never italicise Latin or other non-English abbreviations, but include any full stops that are traditionally used to write the abbreviation. For example:
  - et al., cf., etc., per se, á propos, circa. (“circa” may be abbreviated “ca.”).
• Spell out acronyms the first time you use them; then put their acronym in parentheses. For example, “the United Mining Companies Police (UMCP)”.
• Do not use full-stops/periods in acronyms.

**Dates**

• If a particular century is used as a noun, please format it as (for example) “20th century”, without a hyphen. If used as an adjective, use a hyphen (e.g., “20th-century writers”).
• For decades, use, for example, “1970s” or “1990s”, not “1970’s” or “1990’s”.
• Dates in the text of your article should be in the format DD Month YEAR (e.g., 20 August 2020).

**Other**

• Use italics, not bolding or underlining, for emphasis.

**“WORKS CITED” PAGE**

The phrase “Works Cited” should be bolded, left-justified, capitalised, no underline, no italics.

• Single-space your entries, but manually insert a paragraph break between entries.
• Use a hanging indent.
• Use the most recent edition (or the official critical edition) of any text you cite.