STYLE SHEET

(updated 13 April 2023)

LANGUAGE

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

PROOFREADING

- Although *Fafnir* can provide in-house proofreading to a limited capacity, the responsibility for correct grammar and syntax ultimately belongs to the authors. If your submission is not written in your native tongue, you should 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 (½ inch or 1.25 centimeters).
- *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, most recent 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.

American spelling and syntax.
- For example, "color" rather than "colour", "theater" rather than "theatre."
- -ize and -ization endings rather than -ise and -isation endings.
- Punctuation – commas, full stops, semi-colons – should fall *inside* quotations marks, except for the final full stop of an in-text citation where the full stop follows the author and page number citation and ends the sentence.
  > Example 1: Based on the idea of "nature," the argument was direct.
  > 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/quotation 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.

Initializing 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 style, 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).

Capitalization

- Keep non-standard capitalization to a minimum: the beginnings of sentences, proper nouns, and certain abbreviations.
- Genres like "epic fantasy" or "science fiction" are never capitalized.
- Adjectives built from proper nouns (Asian, African, American) should be capitalized. Ethnicities not built from proper nouns, including "black" and "white," are generally not capitalized, 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 italicize 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, capitalized, 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.