

Style Sheet for *Studia anthroponymica Scandinavica* (2017)

Language: Most papers are written in one of the Scandinavian languages, but papers in English and German are also welcome. If you are writing in a language that is not your native, it is the author's responsibility to ensure the correctness of the language,

Abstract: Each article should include an English abstract of up to 700 characters, including blank spaces. The abstract should include an English translation of the paper's title and the author's affiliation. Please include 5–10 keywords.

Manuscript: Please provide your article in a Word document format (either .doc or .docx), and use the typeface Times New Roman. Send it to the editors as an email attachment together with a pdf-copy. If you have used any special fonts, please inform us about which they are.

Spacing and margins: Please use double spacing and a generous left hand margin. Automatic division or straight right hand margin are not allowed. Please use size 12 p. for the main body, and size 10 p. for footnotes.

Headings and section headings: The first paragraph under a heading should not be indented. All other first paragraphs should be indented. Three different levels of section headings can be used. Please indicate their level by using numbers (1, 1.1., 1.1.1).

Tables and figures: All tables and figures should be numbered, even though there is only one. Tables should have a heading (above the table), figures a caption (below the figure). There should always be a reference to the table or figure in the main text. Please place all manuscripts to tables and figures at the end of the file. Images can be sent in as attachments or as photos. The author is responsible for obtaining the appropriate permissions for reproducing this material. Evidence that permission has been granted must be submitted with the article.

Footnotes: Please use them sparingly. They should be numbered consistently with Arabic numerals and placed on the bottom of the page. Please make sure that the footnote numbers is always placed after a punctuation mark.

Types: Linguistic forms should be *italicised*. Do not use **bold**.

Quotation marks: Short quotations should be included in the text and marked with 'single inverted commas'. Long quotations should be indented and written as a separate paragraph without any inverted commas.

Special fonts, characters and diacritical signs: If such are used that are not easily found in the ordinary typeface, please write them by hand in the margin, and inform the editors about where they can be found.

Abbreviations: Please use the SAS abbreviations list when applicable. It is found in the periodical and on the homepage of SAS: **NY ADRESS** Other abbreviations, except the

most common, have to be explained in the article. If many, consider making a separate list of them, or including them in the reference list.

Citations: Please use Harvard style (author-date system). See examples below. Please note that reference to a certain page should be preceded by 'p.' in English texts, e.g. (Brylla 2004 p. 45). References to electronic publications or Internet sources should be included in the common list of references under author, otherwise if possible under responsible institution (see Bundesverfassungsgericht below). Date when an Internet source was last consulted should be put in brackets after the web link.

Some examples:

- Brylla, Eva, 2004: Personnamn i Sverige. Stockholm: Liber. (Skrifter utg. av Svenska språknämnden 88.)
- Bundesverfassungsgericht. BvR 576/07, 2008-12-05.
http://www.bundesverfassungsgericht.de/entscheidungen/rk20081205_1bvr057607.html (2015-01-13).
- Fem artiklar om personnamn. Utg. av Sigurd Fries. 1982. Umeå. (AS 9.) [AS is found in the SAS abbreviation list.]
- Finch, Janet, 2008: Naming names. Kinship, individuality and personal names. I: *Sociology* 42:4. P. 709–725. <http://soc.sagepub.com/content/42/4/709.refs.html> (2015-01-31)
- Göransson, Inge, 2013: Brudpar överger namntradition. http://www.scb.se/sv/_Hitta-statistik/Artiklar/Brudpar-overger-namntradition/ (2015-01-13).
- Iversen, Ragnvald, 1950: Personnavn i Trondheim i 1548. In: ANF 65. P. 195–218. [ANF is found in the SAS abbreviation list.]
- Kockelman, Paul, 2010: Language, culture, and mind. [E-bok]. Cambridge: Cambridge University Press. (Language culture and cognition 10.).
<http://dx.doi.org/10.1017/CBO9780511711893> (13 January 2015).
- Statistiska centralbyrån, Stockholm. Namnstatistik. <http://www.scb.se/Namnstatistik>
- Thors, Carl-Eric, 1982: Bönder, bruksfolk och soldater. Något om förnamnsskicket i en österbottnisk bygd, huvudsakligen under 1700- och 1800-talen. In: Fem artiklar om personnamn (see this). P. 67–74.
- Utterström, Gudrun, 1982: Tvåledade svenska adelsnamn under stormaktstiden. In: Fem artiklar om personnamn (see this). P. 29–65.

Some details: Do not italicise titles of books or journals. Both publisher and place of publication should be included for books. Anonymous books (or books with more than three authors, are alphabetically placed on the book title, see e.g. Fem artiklar om personnamn). Hanging indent should be used for all but the first line of the reference.

Proofs: All authors will normally receive one proof sheet. Changes, apart from minor corrections, against the manuscript are only done as exceptions. If the author requests more substantial changes, the author will be financially responsible.

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