Style-sheet [style: "Title of Article"]

NAME OF AUTHOR [STYLE: "NAME OF AUTHOR"]

1. Introduction [style: "Heading 1"]

[This style is: "Normal text with intend".] Below are found instructions regarding format and layout for articles to be published in Scripta Islandica. Please follow the instructions as closely as you can. There will be situations where the style-sheet is insufficient; please mention such limitations to the editor when you send in your text.

1.1 The document [style: "Heading 2"]

Use this style-sheet as your document. Delete its contents and type directly in this document. Preferably use the program Microsoft Word. If you use another program, please state which one. Save your document under a new name in an editable format that is compatible with Microsoft Word (i.e. .doc, .docx or .rtf).

If you have originally written the paper in another document than this style-sheet, open the style-sheet and delete its contents. Then highlight everything in your original document, copy it and paste it into the style-sheet. Then apply the appropriate styles and remove unnecessary formatting such as tabs, extra lines etc., that according to the directions below do not match the formatting of a text for Scripta Islandica.

Note: Do NOT format your ORIGINAL document to LOOK LIKE this style-sheet!

1.2 Paper copy and illustrations

You must also supply a paper copy IF the contribution contains any table, listing, figure, illustration, any form of symbol or special font.

Pictures should not be included in the document itself, but please mark where they should be placed and send them separately as eps-, tiff- or jpeg-files.

2. Styles, fonts and layout

Use only the styles and formatting found in this document. Use the font "Times New Roman". If you do not have this font, use another Times font. For symbols not found in Times New Roman use ONLY characters from the fonts "Reykjavik" or "Akureyri". Both fonts are

to be found on the web site http://medlem.spray.se/sprakon/fonter.htm. If the symbol which you are looking for is not available there, make a PDF version of the finished paper, mark the aberrant symbols in red, and then send it together with the Word version of the paper.

Metalinguistic words (such as names, terms and words from another language than that of the contribution) are to be put in *italic*. Italic is also used when emphasis is absolutely necessary (which is very rarely the case). **Bold face** may be used when necessary to mark headwords etc., but is usually better avoided except for transliterating runic inscriptions. Do not use underlining and e x p a n d e d   s p a c i n g .

Observe that all textual changes are made by choosing the correct style in the styles and formatting menu. There are a few important rules:

1) Never change the font size, line spacing etc.
2) Do not add any extra tabs or blank spaces.
3) Avoid blank lines (such may though be needed before and after example lists, and before keywords and author info at the end of the document).
4) Do not paginate, nor write anything in the page head or bottom.

Note: For a list of available styles, in Word 2003 choose *Format > Styles and Formatting*, or in Word 2008 (Mac) choose *Visa > Formateringspalett* (or equivalent in other languages), or in Word 2010, click the little *Styles* dialog box launcher to the right on the *Home* tab.

2.1 How to use the styles

Add no blank line before or after the headings. After a heading use the style "Normal text with indent". Never use the tabulator or the space bar! When you make a new paragraph it will automatically be formatted as "Normal text with indent".

> When using block quote (usually not under three text lines of text), use the style "Quote". Observe: You need no blank line before or after the block quote since there is a space of the proper size in the style itself.

After a block quote, the style "Normal text with indent" will be used automatically. All other quotes should be included in the text ("Normal text with indent") within double quotation marks. Single quotation marks are reserved for meaning of words (e.g.: *skip* 'ship') and for denoting letters (e.g.: "… the first word is written with the letter 'y' without an accent mark …"), and occasionally for quotations within quotations.

2.2 Tables

Plan your tables. Keep them simple. Do not add too much information. Do not mark cells in grey, nor use vertical lines but only horizontal. DO NOT use the standard of Word which is not suitable for print. Use, if possible, one of the sample tables supplied below, and add your own information:

Table 1. Example of table with totals. [= "Tabellrubrik"]

Artefact	red	blue	green	black
car	4	23	15	4
book	10	5	23	2
Total	14	28	38	6

Table 2. Example of table without totals.

Artefact	red	blue	green	black
car	4	23	15	4
book	10	5	23	2
house	24	12	24	9

3. Reference system

Preferably, use the (modified) Harvard system. References are included in the text, e.g. (Noreen 1923:123). Full references appear in the bibliography at the end of the article.

Footnotes are used (sparingly) for supplementary information only. Do not use endnotes at all.

4. References and bibliographic style

In this document, there is also a style for the bibliography, which creates hanging indent without tabs or extra spaces.

Observe that full names are used for authors, but only initials for editors (up to three, otherwise only S. Svensson & al., for example).

In contributions written in a Scandinavian language, and preferably in other languages, too: Do not use italic for book titles, neither in the bibliography nor in the text itself. Replace Roman numerals (I–M) by Arabic (1–1000). You do not have to mention the publisher but if you wish to, use the model "Place of publication: Publisher."

For a sample bibliography, see below:

Bibliography [style: "Heading 1"]

[Style of text below: "Bibliography"]
Barnes, Michael P., 1997: How 'common' was Common Scandinavian? In: Germanic Studies in honor of Anatoly Liberman. Ed. by K. G. Goblirsch, M. Berryman Mayou & M. Taylor. Odense. (NOWELE 31/32.) Pp. 29-42.
Noreen, Adolf, 1923: Altisländische und altnorwegische grammatik (laut- und flexionslehre) unter berücksichtigung des urnordischen. 4. vollständig umgearbeitete aufl. Halle (Saale). (Sammlung kurzer grammatiken germanischer dialekte 4. Altnordische grammatik 1.)
Personnamn. Utg. av Assar Janzén. 1947. Stockholm–Oslo–København. (Nordisk kultur 7.)

Summary [style: "Heading 1"]

A short Summary (in English) is required, 10–20 lines, no more than one page. Use the style: "Normal text with indent".

After the Summary, please add 3 to 5 keywords that illustrate the main topics of the article.

Thereafter, put your name, your university or workplace, address and e-mail; also home page if desired. Use the same language as on the article. (For a sample see below.) Use the style "Normal text with indent", with italics.

Keywords: [3–5 keywords]

Name of author
University
Faculty/other
Address [e.g. IS-105 Reykjavík, Iceland]
*****@*****.****
website [optional]