Baltic Worlds Style Guide.

Second edition, 2011-07-01.

General.

Articles written for BW should be written in the writer's native language whenever possible. Our experience confirms what publishers and translators have always maintained: texts translated from the author's strongest language are virtually always superior – easier to understand, more precise, and, of course, more poetic – to those written directly in the language of publication, when that language is not the author's native language. This is particularly true when it comes to publications in English. The majority of non-native English speakers who believe they can produce a nearly publication-ready text are mistaken. Correcting bad English is of course part of what editors and proof-readers do. But the greatest problem with texts written by non-native speakers is that the editor often *does not know what the author is trying to say*. The editor can of course ask the author when something is unclear, but the editor might not even know that he or she doesn't know what the author is trying to say, since, for example, a particular sentence may be grammatically correct, but might not say what the author thinks it does, and might nonetheless make sense to the editor as a correct sentence in the context of the text as whole.

If your native language is not Danish, Finnish, French, German, Norwegian, Spanish, or Swedish, contact us first to see whether we can find an appropriate translator. Whatever your native language is, if you want to write in English, and English is not your native language, please contact us first. All articles submitted in English will be proof-read and, as needed, edited. Time-permitting, the translated or edited/proof-read article will be sent back to the writer for approval.

The format for each type of submission varies, and will be agreed upon in advance. Original research or scholarly articles can be approximately 30,000 characters (including spaces); the same applies to longer feature articles. The normal length for a book review is 12,000 characters, published faculty dissertation reviews can be twice as long, announcements of newly published books may be shorter. Book reviews and announcements must provide complete bibliographic information, since many of the new works we announce are written in a language in which some of our readers may not have proficiency.

Suggestions for article titles and headings and subheadings can be made, but it is the editorial board who will decide what will appear in BW.

For each article received, suggestions for photographs and other illustrations may be given. Sources must be provided.

Footnotes may be present in all types of material – even, on occasion, in essays and book reviews. They should consistently follow the standard described below.

Contributors are presented either with a byline (which indicates a title such as "professor" and perhaps ongoing professional activity – for example "currently working on a book on 19th century Warsaw") or with a more extensive description, including a photograph. The more extensive presentations include current position, academic rank, one or two previous

positions, two, up to three relevant publications, and perhaps memberships in learned societies and/or awards.

Specific Guidelines.

BW follows the *Chicago Manual of Style*, though with an unusually large number of exceptions, noted below. What follows is a list of 1) points where we diverge from the *Manual*, 2) points that we feel require special emphasis, or 3) points not covered in the *Manual*.

(Note, our house style has evolved, so what would appear to be deviations from some of these principles can be seen in our first few issues.)

Spelling.

BW uses American spelling.

Punctuation.

BW uses mostly European punctuation, with some modifications, as indicated in the following.

Journalistic texts containing interviews set the quotations in double quotation marks – "This is a quote." They do not use a dash or hyphen. Quotations within quotations are set within single quotation marks – 'xxxx'. In the main text, names of books, journals, and newspapers and the like are put in italics; articles, essays, and poems (that aren't as long as books, or published as a book) are enclosed within double quotation marks, as indicated in the examples below. Names of universities, learned societies, and other institutions are set in roman (non-italic) text, without quotation marks. Particularly important words and phrases can be marked via italics, not by bolding, spacing, capital letters, etc. Place commas and periods (full stops) to the right of the final quotation mark if only part of a sentence is being quoted; otherwise to the left (so-called "logical punctuation", that used in most European languages today).

Serial comma.

Items in a series are separated by commas. When a conjunction joins the last two elements in a series, a comma should be placed before the conjunction (known as a "serial comma", or sometimes "Harvard comma" or "Oxford comma"), a practice not followed in many languages (such as Swedish).

> I would like to thank my parents, Emma Goldman, and Karl Marx.

not (for obvious reasons in this example)

> I would like to thank my parents, Emma Goldman and Karl Marx.

Omitted text in quotations.

BW uses brackets and three dots – like [...] this – to indicate omitted text in quotations.

Abbreviations.

Abbreviations pose a particular problem because they are handled so differently in different languages, within English itself, and even within each dialect of English. Technically, there are four kinds of abbreviations. (See Chicago Manual of Style, 15.3.) The shortening of written numbers can be regarded as an additional form of abbreviation.

Acronyms.

Use no periods, and capitalize all letters:

NATO

Exceptions are longer, well-established acronyms. Consult Webster's if you are uncertain.

Initialisms.

With initialisms consisting of all capital letters, use no periods, and capitalize all letters, as with acronyms:

USSR
US
UK

The same goes for academic degrees:

BA
JD
PhD

("PhD" is regarded as an initialism, even though "Ph" is not one letter.)

Note: this deviates from traditional usage, which still predominates in the US and Canada, and among more traditional publishers in the UK, where many initialisms are written with periods.

But initials in the names of people should use periods, with a space between the letters:

C. P. E. Bach

(even if the people in the person's native country would punctuate the initials differently).

And when the letters are lowercase, use periods, with no space between the letters:

i.e.
e.g.

Contractions.

Use periods at the end of the contracted word.

Mr.
Mrs.
St.
dept.

Shortened (truncated) forms.

Use periods at the end of the shortened word (which generally will be found only in footnotes, references, bylines, etc.).

vol.
etc.
ex.
prof.

But with units of measurement used in scientific contexts, be they shortened or truncated forms, use no period:

g
mm

Note: in normal running text that does not contain many measurements, it is best to spell out the units of measurement:

Uppsala is far more than twenty kilometers north of Stockholm.

Number ranges.

Do not shorten the second half of a range of dates or numbers:

1923–1929
pp. 532–535

not

1923–29
pp. 532–5

References.

An endnote reference to a title, which does not refer to an exact page number or location in the source, must contain: the full name(s) of the author or editor, the complete title in the original language, place of publication, and year of publication, and, where applicable, the issue or series number. We do not use references in parenthesis. For scientific or research

articles, a variant of the Oxford system is used, according to the following format (note also the punctuation!):

> Anders Björnsson, *I kunskapens intresse: SACO:s första sex decennier* [In the interest of knowledge: the first six decades of SACO], Stockholm 2007, pp. 304–307.

(Note use of a colon in the original title in Swedish (the title is Swedish, but our magazine is in English, thus we don't use a period), as well as in the gloss. Note also "pp.", the abbreviation of "pages" – used because more than one page is being referenced.)

> Svante Beckman, "Tidlöst, modernt, aktuellt: eliter och sekelskiften" [Timeless, modern, relevant: elites and the turn of the century], in Anders Björnsson & Peter Luthersson (eds.), *Eliterna som abdikerade: 12 artiklar om frånvaron, behovet och nyttan av eliter* [The elites who abdicated: 12 articles on the absence, need, and use of elites], Stockholm 1998, pp. 190–191.

(Note the use of the ampersand between the names of the editors; not used with multiple authors.)

> Andrew Björnsson, "The Hunt for Ferdinand Nilsson", *North Stockholm Magazine* (Stockholm, forthcoming).
>
> Andrew Björnsson, *Max Weber: Insights into an Age and Way of Thinking*, Göteborg 2006, p. 27 (School of Public Administration, University of Gothenburg, Report 82).
>
> Andrew Björnsson, "Looking Eastward – Comment on Tomas Forser's Book *Jag har speglat århundradet*" [I have been a reflection of the century], *Arkiv för studier i arbetarrörelsens historia* [Archive for studies in the history of the worker's movement], no. 69/70 (1997).
>
> Andrew Björnsson et al., *History: In the World*, Stockholm 1941.

References to Internet publications should be as complete as possible, and should include a note on the date accessed (since Internet publications can change with time). In many cases the publication should be treated exactly like a paper publication (and the publication may in fact exist in paper form), except that the URL is also given, as well as the date accessed (again, since all Internet publications can change). For example:

> Andrew Björnsson, "The Relevance of Kant's Cosmopolitanism to Negotiations over the Route of Nord Stream", *Baltic Info Galore*, 2009-11-20, accessed 2009-12-27, http://www.balticinfogalore.com/relevance_of_Kant.htm. [Note, we follow CMOS, 16th ed., 14.245, exactly here, except we use the ISO date format.]
>
> Dates in Internet references, newspaper articles, and interviews should be given in the format recommended by the International Standards Organization: YYYY-MM-DD.

When several titles appear in the same note, they are separated by semicolons.

Conference papers (and the like) are not explicitly noted as such but are followed by complete information about where and when they were presented. The paper titles are placed within (double) quotation marks.

Note on Wikipedia.

Wikipedia is not a reliable source of knowledge on anything except, usually, natural science subjects. Avoid using Wikipedia as a cited source.

Names of works, institutions, political parties, etc.

Proper names of all sorts present particular problems.

1a. References to foreign works.

References and mention of foreign works should always be made to an existing English translation, where available. (References to page numbers should be to the English-language edition.) There is no need to mention the original title unless reference to one of the foreign words in the title of the work is made.

> . . . in Strindberg's *The Red Room*, there is . . . .
>
> *not*
>
> . . . in Strindberg's *The Red Room* (*Röda rummet*), there is . . . .
>
> *nor*
>
> . . . in Strindberg's *Röda rummet* (*The Red Room*), there is . . . .

The same principle generally applies to institutions:

> . . . The Society of Swedish Literature in Finland has organized . . . .

There is no need to note that it is called "Svenska litteratursällskapet i Finland" in Swedish.

If no translation of a work exists, use the original title, and write a gloss of the title within brackets, using sentence-style capitalization (see below).

> . . . in Strindberg's *Röda rummet* [The red room], there is . . . .

If a work or institution is known by both its name in English and its original name, or if you aren't sure which of the two names will be most familiar to the readers, it is of course acceptable to place the original name in parenthesis (not brackets, because it's not a gloss, it's an actual name), as follows:

Royal Institute of Technology (*Kungliga tekniska högskolan*)

No gloss is needed for titles in German or French, which we regard as languages in which our readers have a reading proficiency. This applies to titles appearing both in the “References” section and in the running text. If the title is in a foreign language other than one in which our translation staff is competent (German, French, Spanish, Swedish, Norwegian, and Danish), and isn’t in German or French, please provide a gloss.

Note, however, that terms in references such as “(ed.)”, “nr. 1” and the like should be in English. So, for example:

Andreas Fleitner & Klaus Giel (eds.).

not

Andreas Fleitner u. Klaus Giel (Hg.).

(See also “Questions that often arise in preparing texts for BW”, below.)

1b. Capitalization and punctuation in titles.

Retain the capitalization used in the title to which you are referring. In English, this will almost always be “headline style” (*The Red Room*, not *The red room*).

However, since the gloss of a title isn’t itself a title, but is considered to be an explanation of what the title says, it should always be capitalized like a sentence.

In works mentioned in BW, the punctuation mark separating the main part of a title from a subtitle should always be a colon, no matter the language of the title, and no matter the punctuation used in the original (which in many languages is a period). The capitalization of the original, however, is retained:

“Tidlöst, modernt, aktuellt: Eliter och sekelskiften”

(In a modern Swedish text, the title would generally be written: “Tidlöst, modernt, aktuellt. Eliter och sekelskiften”.)

In rare cases where there is a second subtitle (a “sub-subtitle”, so to speak), the second subtitle is set off from the rest of the title by a semicolon.

Miscellaneous.

Foreign words.

- Quotations in foreign languages.

Quotations in a language other than English that are enclosed in quotation marks, or (when longer) indented as a block quote, are not italicized.

- Foreign words in running text.

BW follows trends in many dialects of English that readily accept foreign words as “non-foreign”. The result is minimal use of italics. A few examples of words and phrases that should not be italicized:

ad hoc
per se
mise-en-scene
fin-de-siècle
laissez-faire
weltanschauung
festschrift

In addition, words that are used often in BW texts, and/or are generally familiar to educated readers, should not be italicized, even though they are often italicized in other publications:

glasnost
perestroika
samizdat

Compounds and prefixes.

The use of prefixes, and the question of whether or not to write a compound word as separate words, one word, or with a hyphen, are handled differently by different publishers in the English-speaking world. What follows are the guidelines we have decided upon.

- Prefixes.

BW follows the more “Germanic” strain in English prevalent in North America that permits the closing up of words formed with prefixes, even when they haven’t been in use for very long:

prewar
postwar
interwar
premodern
postmodern

This includes words that are rarely closed up in British English, or, in a few American publications, are spelled with a dieresis:

cooperate (not *co-operate*, nor *coöperate*)
reevaluate (not *re-evaluate*, nor *reëvaluate*)

Whenever both forms are acceptable (for example “prewar” and “pre-war”), choose the form without the hyphen (no matter what your word processor’s spellchecker says).

However, compounds or prefixed or suffixed words formed with proper nouns, abbreviations, or numbers require a hyphen:

anti-Semitism
post-1989
pre-WWII
UK-based

Other exceptions should be made to avoid confusion (for example *re-creation*). The section “Compounds and Hyphenation” in the *Chicago Manual of Style* has an excellent discussion of this and related matters.

- Compounds

With compounds, as well, choose the closed form (one word, without a hyphen) when both open and closed forms are widely used.

copyedit
handholding
bookkeeping

- Open compounds as adjectives.

Open compounds (those that must be written in all dialects of English as separate words, without a hyphen) take a hyphen when used as adjectives before the noun or phrase being modified (but not after):

the student is well read
a well-read student

but never when the compound is formed with an adverb ending in *-ly* and a participle or adjective:

the secret is closely guarded
a closely guarded secret

Metric system.

Use the metric system, except in the rare event that something still generally measured in Imperial or United States Customary units (computer screens, beer, etc.) is mentioned, and, obviously, in certain fixed phrases or metaphors (“walk a mile in my shoes”).

Questions that often arise in preparing texts for BW.

Swedish högskolor.

Swedish *högskolor* (colleges, or "university-colleges") now call themselves simply "universities" in English, even if they don't grant PhDs. Thus:

> Södertörn University
> Gotland University
> etc.

Note that some Swedish universities (*universitet*, not *högskolor*), however, use the "of" form:

> University of Gothenburg

It is always best to check the institution's home page. Note, however, that less established institutions often haven't thought through their English language name very clearly. If the English name used on an institution's home page seems silly, it's worth it to contact the institution and ask them if they really mean what they say.

Other institutions.

The English name of what's known as "Åbo akademi" in Swedish is, somewhat surprisingly, "Åbo Akademi University" in English (yes, "Akademi*i*"). The English word for the city known as "Åbo" in Swedish is "Turku", which can result in odd, though entirely correct sentences like:

> At Åbo Akademi University in Turku . . . .

Some institutions, governmental bodies, or other groups are generally known only by their original language name (in some cases transliterated). Sometimes this is because they are very well known for historical reasons, and function entirely like proper nouns (Politburo), as opposed to descriptions, or because the words in the foreign title are so close to the corresponding words in English that no separate English-language name is thought – correctly or incorrectly – to be needed (Moderna Museet).

If you are uncertain what the English name of an institution is, check the institution's home page. There is almost always a link to an English-language version of the page where the institution's preferred English name can be found. (But see above note under the *University of Gothenburg* example.)

Communism, socialism, surrealism, etc.

We prefer political movements to be lower-cased. The Chicago Manual of Style has an excellent discussion of when exceptions should be made (for example, *Romantism* should be capitalized when it isn't something having to do with love and romance).

Confusingly a member of the Communist Party is a *Communist*, qua member of a political party, but also (though perhaps not so often in, say, the People's Republic of China . . .) a *communist*.

Transliterations.

Follow the US Library of Congress system for transliteration of Cyrillic words, but do not use the diacritics and two-letter tie characters. (The transliteration of *царь* is thus *tsar*, not *czar*, though *czar* would be the correct spelling when the word is used in the sense of a "drug czar", and so on.)

Treatment of Internet-related terms.

the Internet
the Web
Web site
Web page

Miscellaneous terms..

GDR, not DDR, for the former East Germany.

Romania (and Romanian, etc.), not R*u*mania.

Vyborg: the town in Leningrad Oblast, Russia.
Viborg: the town and county in Denmark.

nomenklatura (note: 1. lowercase *n*; 2. *k*, not *c*, 3. no italics).

Baltic Germans (Swedish: *balttyskar*) were the ethnically German inhabitants of the eastern shore of the Baltic Sea.

Eastern Europe, and, the adjective, *Eastern European*; same with *Western Southern, and Northern*. (Though if the name of an institute or journal, such as *East European Politics and Societies*, uses a different form, don't correct it, of course.)

Ukraine is the name of the country east of Poland, not *The Ukraine*.

Belarusian is the adjectival form of the country Belarus.

Please be especially careful to spell proper names correctly. Doing an Internet search of easily misspelled names is usually a quick way to get find the correct spelling, especially for well-known people. (Note: Wikipedia is not an accurate guide to the spelling of proper names.)