

Styleguide for *Viking and Medieval Scandinavia*

The following guidelines should be used in combination with the second edition of the *MHRA Style Guide: A Handbook for Authors, Editors, and Writers of Theses* (pdf version 2.3) [available for download from <http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>]

1. GENERAL

1.1. Languages

All articles in *Viking and Medieval Scandinavia* should be in English. Quotations in other languages should be accompanied by an English translation. The language option in text formatting should be set to English.

1.2. Presentation

Articles submitted for consideration should be produced as Word documents and submitted electronically to the journal, accompanied by a pdf. Adequate margins should be provided. Pages must be numbered, and notes numbered consecutively as footnotes. Please keep formatting codes to an absolute minimum and avoid using features that are specific to your own word-processing programs. Please keep styles within the document to a minimum: Normal, Headings, Footnote Ref, Footnote Text.

Please ensure that you correctly distinguish ‘0’ (number nought) from ‘O’ (capital o), ‘l’ (lower case l) from ‘1’ (number one).

1.3. Word-processing Package and Unusual Fonts

Please use the Times New Roman font where possible and indicate other fonts used when you submit your manuscript. If you are not using a recent version of a standard software programme, please consult one of the editors of the journal.

Please turn off any auto-hyphenation and justification to the right-hand margin in your word-processing package.

1.4. Spacing

A single space (not two) should follow full-stops at the ends of sentences, and a single space after commas, colons, and other punctuation marks. Please ensure that you use the Tab bar () instead of the Space bar for indentations, especially at the opening of paragraphs.

1.5. Place-names

MHRA recommends (§2.6) using English forms of place-names where these exist (e.g. Copenhagen for København). In other cases, use native-language spelling (e.g. Reykjavík, not Reykjavik).

Where full geographical references need to be given for sites, these should be done following the up-to-date conventions for the subject discipline and area concerned: thus archaeological sites in Norway should be located by kommune, not parish, while place-name studies relating to England can use the historical (pre-1974) counties.

1.6. Personal names

Use native-language forms of personal names and alphabetize Icelandic names by first name in the Bibliography.

2. DIGEST OF MHRA STYLE BOOK §§ 2–9

2.1. Spelling (MHRA §2)

1. Modern Commonwealth and UK spelling (as given in the *Oxford English Dictionary* and its derivatives) should be followed. Thus, use ‘honour’, ‘defence’, ‘centre’, ‘travelling’, ‘practice’ (noun) and ‘practise’ (verb) instead of alternative conventions.
2. For words ending in *-ize* or *-ise*, the *-ize* form is preferred (but note: ‘analyse’ and its derivatives and other words where the derivation demands *-ise*, e.g. ‘advertise’, ‘exercise’).
3. Hyphenation should be used where the first of two or more words is used adjectively: e.g. ‘a tenth-century manuscript’ versus ‘in the tenth century’. Where one of the words is an adverb ending in *-ly*, do not hyphenate: e.g. ‘a handsomely bound codex’.
4. Apostrophes: The plural of 860 is 860s, not 860’s. Proper names ending in a pronounced *-s* (or other syllabiant) take a possessive in *-’s*: e.g. ‘Jesus’s parables’, ‘de Vries’s criticisms’ – except in the case of proper names ending in syllabic *-es*: e.g. ‘under Moses’ leadership’.

2.2. Abbreviations (MHRA §3)

1. Contracted forms of words that end in the same letter as the full form, including plural *-s*, do not take a full-stop: e.g. edn, Mr, Dr, Ms, St, fols, nos, vols. Other abbreviations take a full-stop: e.g. ed., fol., no., p., pp., ps., repr., sc., trans., viz., vol. In all cases a space follows the full-stop.
2. Full-stops denoting abbreviations are omitted from standard reference works, journals, or series (e.g.: *OED*, *MLR*, or *EETS*); countries, institutions, or organizations (e.g.: UK or USA, BL or AMI, EU); and in bibliographical references the abbreviations MS or MSS for ‘manuscript(s)’. MS and MSS should only be used in shelfmark citations and references; otherwise the words should appear in full.
3. The preferred abbreviations for US states are the two-letter postal codes: e.g. ‘IL’ (Illinois), MA (Massachusetts), or NY (New York state). This does not apply to Canadian provinces (e.g. ‘Ont.’ for Ontario) or Australian states (e.g. ‘Vic.’ for Victoria). Standard abbreviations may be used for counties in Britain and Ireland (e.g. Hants., Oxon.).
4. The abbreviations for denoting years of birth or death are: ‘b.’ and ‘d.’ or ‘†’ (in parentheses with the date).
5. Where possible avoid starting sentences or footnotes with abbreviations. Full forms may be used here instead: e.g. ‘Compare’ for ‘cf.’, ‘For example’, for ‘e.g.’.

2.3. Punctuation (MHRA §4)

1. Commas should be inserted before the final ‘and’ or ‘or’ in a list of three or more items: e.g. ‘truth, grace, and beauty’.
2. When a complete sentence falls within a parenthesis, the final full-stop falls within the closing parenthesis: e.g. ‘(The case is perhaps even clearer with respect to Óláfr.)’. Otherwise the full-stop or other punctuation falls outside the closing parenthesis. Parentheses, rather than brackets (i.e. [...]), should be used for a parenthetical statement within a parenthesis.

3. No punctuation, other than question marks, should occur at the end of headings or subheadings.
4. Ellipses denoting omissions from a quotation should be denoted by three points within brackets: [. . .]. When the beginning of a sentence is omitted, at the outset of a quotation or following an ellipsis, the letter may be capitalized without your having to denote this change by the use of brackets.

2.4. *Capitals* (MHRA §6)

1. Adjectives deriving from nouns taking initial capitals are often not capitalized: e.g. 'Bible' but 'biblical', 'Satan' but 'satanic'. But nouns and adjectives of movements derived from personal nouns remain capitalized: e.g. 'Christian', 'Platonism'. Historical periods are capitalized: 'Middle Ages', 'the Renaissance', but not 'Medieval'.
2. Places, persons, days, and months take capitals: e.g. 'Oslo', 'Snorri Sturluson', 'the Normans', 'Monday', 'August'. So do unique events and periods: e.g. 'the Reformation', 'the Last Judgement'. Also capitalize nationalities and nouns deriving from peoples or languages: e.g. 'the Icelanders', 'Gothic', 'Linate'.
3. Seasons of the year are not capitalized: e.g. 'in spring 1199'. Nor are points of the compass, whether as nouns or adjectives: e.g. 'the north of Sweden', 'northern Sweden'; except when they indicate a specific concept or official name: e.g. 'the East Fjords', 'the Western world'.
4. Words commonly found in religious works are not capitalized: e.g. 'hell', 'incarnation', 'redemption'. In general capitalization should be used sparingly.
5. In titles of works in English the initial letter of the first word and all nouns, pronouns (except 'that'), adjectives, verbs, adverbs, and subordinating conjunctions are capitalized. Therefore, do not capitalize articles, possessive pronouns, prepositions, or co-ordinating conjunctions ('and', 'but', 'or', and 'nor'). In works in German only nouns should be capitalized, and in Scandinavian languages, only the first word.
6. In titles of ancient and medieval Latin works the first word and proper nouns are capitalized: e.g. *De civitate Dei*. This rule also applies to most Romance and other languages and to transliterated Slavonic works. However, the citation of modern works with Latin titles may follow English conventions: e.g. *Thesaurus Linguae Latinae*.
7. Capitals are used for titles when these appear in full or immediately preceding a personal name: e.g. 'King Alfred', 'the Archbishop of Bremen'. Capitals are not used when the title is used appositively: e.g. 'Alfred, king of Wessex'.

2.5. *Italics* (MHRA §6)

1. Single words or short phrases in foreign languages, where these have not passed into regular English usage, should be italicized.
2. Titles of books, but not dissertations, should be italicized, likewise the titles of journals. Series are not italicized.
3. The titles of religious works such as 'the Bible', 'the Koran' and 'the Talmud' remain in normal Roman script, whilst individual books of the Bible are neither italicized nor placed within quotation marks, e.g.: 'ii Corinthians 5. 13–15'.

2.6. *Dates, Numbers, Currency, and Weights and Measures* (MHRA §7)

1. Dates should be in the form '24 September 897'. Where Old and New Styles need to be indicated use the form: '11/21 July 1605'. Where the year differs according to the start-date of the year use the form: '21 January 1564/5'.

2. Numbers up to one hundred, including ordinals, should be written in full (except in quoted material, statistical tables or the dimensions of manuscripts); thus ‘a twelfth-century missal’, ‘45 x 95 mm’. So too should numbers that begin sentences (e.g. ‘One hundred and forty-seven manuscripts are extant.’), and round multiples of hundred, thousand, or million (e.g. ‘The fire destroyed five thousand books.’).
3. List the last two digits of all numbers within the same hundred, thus: ‘13–15’, ‘44–47’, ‘104–08’, ‘1933–39’.
4. No commas are required for four-digit numbers, but should be used for every three digits thereafter; thus ‘2589’ but ‘125,397’ and ‘3,450,500’.
5. Roman numerals should be used sparingly. However, they are necessary for denoting the numbering of preliminary pages of books, where lower case should be used. In codicological datings capitalized Roman numerals may be used; e.g. ‘saec. XII’ (although the datings for Scandinavian manuscripts should generally follow the conventions set out in the *Ordbog over det norrøne prosasprog. Registre*). Roman numerals are also used for ordinals of monarchs, popes, etc. (e.g. Pope John XXII).
6. Money expressed in pounds, shillings and/or pence should be expressed thus: ‘£197 12s. 6d.’ or ‘6s. 8d.’
7. The following currency symbols for pound/lira, dollar, yen, euro, deutschmark and florin/guilder precede the numbers: £, \$, ¥, €, DM, and *fl.* For other currencies the symbol or abbreviation follows the number: e.g. ‘15 DKr’.
8. In non-statistical contexts express weights and measures in words: e.g. ‘He carried an ounce of arsenic two miles from the apothecary.’ In statistical contexts or subjects where frequent reference is made to them weights and measures may be expressed in figures with the appropriate abbreviations (most of which do not take a full-stop or have a plural –s), namely: ‘1 kg’, ‘45 mm’, ‘3½ in.’, ‘2 ft’, ‘6 oz’, ‘100 lb’, ‘4 l’ (for kilogram, millimetre, inch, foot, ounce, pound (in weight), and litre respectively. Note that the abbreviation for ‘inch’ takes a full-stop. These forms are to be preferred to the used of inverted commas, such as ‘6'8"’ for ‘6 ft 8 in.’

2.7. Quotations and Quotation Marks (MHRA §8)

1. Translate quotation marks from different systems or languages (e.g. «...» or „...“) into the forms here.
2. Short quotations — under forty words of prose or two lines of verse — should be enclosed in single quotation marks within the main body of text. For a quotation within a quotation use double quotation marks. In such short quotations the final full-stop is placed outside the closing quotation mark, unless the quotation forms a complete sentence and is separated from the preceding passage by a punctuation mark.
3. Long quotations — more than forty words of prose or two lines or verse — should be separated from the preceding and following lines of typescript, double indented, but not be enclosed within quotation marks. A quotation within this extract would then be in single quotation marks and a further quotation within this quotation in double quotation marks.

2.8. Footnotes (MHRA §9)

1. Footnotes should be kept to a minimum; the author-date system of referencing within the text should be used (MHRA §10.4). Reference to a particular page should be in the form (Ólafur Halldórsson 1964, 132); to the work as a whole, in the form (Fidjestøl 1982). When quoting or paraphrasing an author whose name appears in the text, the in-text reference should go at the end of the statement and omit the author’s name.
2. Wherever possible place the footnote number within the text at the end of the sentence in question.
3. Footnotes should be numbered sequentially throughout an article or a chapter. Do not use a footnote number within a title or heading; if a note is required denote it with an asterisk.

4. Footnotes should be formatted as follows. footnote reference number followed by two spaces. First line of footnote to be indented 1 cm.
5. In references always give the full sequence of numbering to folios or pages; avoid ‘ff.’ or ‘sqq.’ Likewise, denote the recto and verso of each folio with superscript abbreviations (^r and ^v respectively) and ‘a’ and ‘b’ for left and right columns; thus ‘fol. 96^{rb}’ to denote the right hand column of the recto of folio 96.

3. REFERENCES (MHRA §10.4)

A full Bibliography, separated into primary and secondary sources, should be given at the end of each article. Within each section references should be alphabetized by the author’s last name (except for Icelandic authors, whose first name determines their place in the alphabetic sequence). Alphabetical order is as follows: a á b c d ð e é f g h i í j k l m n o ó p q r s t u ú ü v w x y z þ å æ ä ö ø. Last names beginning with ‘von’, ‘van’ or ‘de’ should be alphabetized by the following noun = van Hamel, von See, de Vries.

Where more than one work is listed for the same author, the author’s name should be repeated; where there is more than one work by the same author in the same year, the works should be distinguished by a, b, c, etc. after the date.

As far as possible, the names of publishers should be provided in a simple and unambiguous form: if a personal name, only the last name need be given unless this would be confusing, for example, ‘Nelson’ or ‘Winter’, but ‘Aldine de Gruyter’. Joint names should be connected by an ampersand: e.g. Almqvist & Wiksell.

3.1. Primary and Secondary Sources – Books (MHRA §10.2.2)

- Monograph (primary source) = Faulkes, Anthony, ed. 1988. *Snorri Sturluson. Edda: Prologue and Gylfaginning*, London: Viking Society for Northern Research
- Monograph in a series (primary source) = Hast, Sture, ed. 1960. *Harðar saga*, Editiones Arnarnagnæanæ A 6, Copenhagen: Munksgaard
- = Bjarni Aðalbjarnarson, ed. 1941-51. *Snorri Sturluson. Heimskringla I-III*. Íslensk fornrit 26-8, Reykjavík: Hið íslenska fornritafélag
- Multi-volume edition (primary source) = Finnur Jónsson, ed. 1912–15. *Den norsk-islandske skjaldedigtning*, A: *Tekst efter håndskrifterne* i–ii; B: *Rettet tekst med tolkning* i–ii, Copenhagen: Gyldendal
- Multi-authored monograph in a series (primary source) = Andersson, Theodore M., and Kari Ellen Gade, trans. 2000. *Morkinskinna: The Earliest Icelandic Chronicle of the Norwegian Kings (1030–1157)*, *Islandica* 51, Ithaca, NY: Cornell University Press
- Monograph in a series (secondary source) = Fidjestøl, Bjarne. 1982. *Det norrøne fyrstediktet*, Nordisk institutts skriftserie (Universitetet i Bergen) 11, Øvre Ervik: Alvheim & Eide
- Translated monograph = Meulengracht Sørensen, Preben (trans. Joan Turville-Petre). 1983. *The Unmanly Man: Concepts of Sexual Defamation in Early Northern Society*, The Viking Collection 1, Odense: Odense University Press
- Single volume of a multi-volume work = Lang, James. 1991. *Corpus of Anglo-Saxon Stone Sculpture*, iii: *York and Eastern Yorkshire*, Oxford: Oxford University Press

3.2. Secondary Sources – Articles in Books and Journals (MHRA §10.2.3–4)

- article in a collection of essays = Meulengracht Sørensen, Preben. 2000. ‘Social Institutions and Belief Systems of Medieval Iceland (c. 870–1400) and their Relations to Literary Production’, in *Old Icelandic Literature and Society*, ed. Margaret Clunies Ross, Cambridge Studies in Medieval Literature 42, Cambridge: Cambridge University Press, 8–29
- monograph not in a series = Clunies Ross, Margaret. 2005. *A History of Old Norse Poetry and Poetics*, Cambridge: D.S. Brewer
- = Sawyer, P. H. 1990. ‘Coins and Commerce’, in *Sigtuna Papers: Proceedings of the Sigtuna Symposium on Viking-Age Coinage 1–4 June 1989*, ed. Kenneth Johnson and Brita Malmer, Commentationes de nummis saeculorum IX–XI in Suecia repertis, Nova ser. 6, Stockholm: Kungl. Vitterhets- historie- och antikvitetsakademien, 283–88
- journal article = Ólafur Halldórsson. 1964. ‘Nokkrar spássiugreinar í pappírshandritum frá 17. öld’, *Skírnir* 138, 131–55
- article in an encyclopedia = Hauck, Karl. 1998. ‘Goldblechfigürchen’, in *Reallexikon der germanischen Altertumskunde*, 2nd edn, Berlin: de Gruyter, xii, 318–23
- = Wessén, Elias. 1960. ‘Gutasagan’, in *Kulturhistorisk leksikon for nordisk middelalder*, Copenhagen: Rosenkilde & Bagger, v, 602–04

3.3. Secondary Sources – Theses and Dissertations (MHRA §10.2.6)

- European example = Davidson, Daphne L. 1983. ‘Earl Hákon and his Poets’ (unpublished doctoral thesis, University of Oxford)
- North American example = Pizarro, Joaquín Martínez. 1976. ‘Studies on the Function and Context of the *Senna* in Early Germanic Narrative’ (unpublished doctoral dissertation, Harvard University)

3.4. Primary Sources – Bible and Manuscripts (MHRA §10.2.8 and 10.2.9)

- Bible reference = ii Corinthians 5. 13–15; Isaiah 22. 17 (for abbreviations ask for further guidance)
- Shelfmark = Copenhagen, Royal Library, NKS 1640 4^o
= London, British Library, Cotton MSS, Caligula D. III

4. HEADINGS AND SUBHEADINGS

4.1. Title should be 14 pt. centred and upper case.

Contributor’s name 14 pt, centred, in lower case.

Example =

THE MANY CONVERSIONS OF HALLFREÐR VANDRÆÐASKÁLD

Erin Michelle Goeres

Headings should be 14 pt, aligned left, italicised.

Example: =

The Name Element dís

4.2. Subheadings should be 14 pt, aligned left, bold.

Example =

The problem *k* : *kk*

Avoid using sub-sub headings.

4.3. Bibliography – heading should be 14 pt, italic aligned left.

Primary sources / Secondary sources – heading should be 14 pt, bold, aligned left.

5: *CONTRIBUTOR INFORMATION, ABSTRACTS AND KEYWORDS*

Contributors should attach to their final versions of their articles information about their institution and email address. A brief abstract should also be given, along with up to ten keywords.

Example =

Carolyn Larrington (carolyn.larrington@sjc.ox.ac.uk) is a Tutor and Supernumerary Fellow at St John's College, Oxford.

Abstract: This article examines the use of traditional forms and conventions of eddic wisdom poetry in *Sólarljóð* and *Hugsvinnsmál*, two explicitly Christian neo-eddic compositions of the late thirteenth or early fourteenth century. I argue that these poems drew on and adapted aspects of mythological wisdom poetry, particularly within their complex narrative frames, in order to convey the authority of Christian teaching of a potentially problematic nature. This led to some poetic difficulties that may help to explain why the genre was not more successful, but these challenges also demonstrate the creativity which makes these poems so intriguing.

Keywords: Eddic poetry, neo-eddic poetry, wisdom literature, dream vision, *Sólarljóð*, *Hugsvinnsmál*