

Instructions for Authors: Journal of Ethnology and Folkloristics

1. Submission of the manuscript

- Contributions may vary widely in length; research articles should generally not exceed 30 pages, shorter pieces might include critical essays, commentaries, discussions and reviews of recent books.
- Submitted manuscripts should be written in English and uploaded to the journal's homepage in RTF, Microsoft Word, Open Office, or iWork Pages document file format. Please, keep tables, figures, illustrations and text as separate files.
- If your manuscript contains any special characters or fonts, please be sure to submit also a PDF file of your contribution to ensure the proper typesetting of these characters.
- Check to ensure that all tables, figures, notes, etc., are numbered consecutively without any gaps.
- Please check the references systematically to ensure that all works cited in the text are also listed in the reference section, and vice versa.
- Note that corrections made during the proof stage should be kept to an absolute minimum and should only include typesetting errors and any essential updating.

2. Headings

- No numbering is required. Give words only.
- Capitalize the first letter of the first word and of nouns and adjectives: e.g., “The Capitalization of Titles in English” (not “The capitalization of titles in English”).

3. Quotations

- Short quotations (fewer than 40 words) should run-on in the text and be enclosed in double quotation marks. Single quotation marks enclose quotations within quotations.
- Longer quotations should appear as a separate block and should not be enclosed in quotation marks. The citation to the source should be placed at the end of the quote following the punctuation.
- All quotations in languages other than English should be followed by a translation in square brackets.
- Always give the page number(s) for quotations.

4. Citations

- Brief citations are used within the text as follows:

One author: (Toulouze 2010).

Two authors: (Roper, Valk 1999).

Three or more authors: (Järv et al. 2009), but please do list all authors in the reference entry.

Several works by one author: (Leete 1997a; 1997b; 1999), give the older works before the newer.

Works by different authors: (Runnel 2005; Jääts 2011), give the older works before the newer.

Reprints: (Kreutzwald 1987 [1854]: 73).

Page number ranges: (Lintrop 2004: 140–145); please do not drop digits (e.g., 140–5).

Page citations in a work being reviewed in a book review: (p. 36), (pp. 133–136).

- If the name of the author is mentioned in text the date is given in parentheses: “Lotman (1973: 123–125) introduced the term...”; “In his article Krikmann (1997) argued that...”
- Use the word *and* to conjoin author names (do not use ampersand [&]).
- Give page numbers in full: do not use “f.”, “ff.”
- In case of several consecutive citations by the same author use (*ibid.*) if the later citation is in the same page; if not then use (*ibid.*: 14–15).

- When citing more than one work by the same author/editor published in the same year, please differentiate the works by using letters: (Pärt 2004a; 2004b; 2004c).
- When citing edited works, do not include the abbreviation “ed.” or “eds.” in the citation.

5. Cross-references

- References to tables or figures within the article should include the capitalized word “Table” or “Photo” followed by a number: e.g., “cf. Table 3”.
- Do not cite page numbers within your own article.

6. Typeface, emphasis, and punctuation

Italics:

- Italics should be used for:
 - Words, phrases, and sentences treated as linguistic examples.
 - Foreign-language expressions.
 - Titles of books, published documents, newspapers, and journals.
 - Drawing attention to key terms in a discussion at first mention only. Thereafter, these terms should be set in roman.
 - Emphasizing a word or phrase in a quotation indicating [emphasis mine].
- Please keep the use of italics to an absolute minimum.

Quotation marks:

- Single quotation marks should be used:
 - For the translation of non-English words, e.g., *cogito* ‘I think’.
 - When the word or phrase is used in a figurative of indirect meaning. (Please keep the use of quotation marks in this function to an absolute minimum.)
 - Inside the double quotation marks.
- Double quotation marks should be used in all other cases, i.e., direct quotations in running text.
- Please always use rounded quotation marks (“...”) not "straight" ones.

Dashes:

- Spaced EM-dashes are used as parenthetical dashes (“text – text”). Please do not use double hyphens.
- Unspaced EN-dashes should be used between inclusive numbers, e.g., 153–159, 1975–1979.
- Please use bullets for any unnumbered lists.

Spacing:

- Type one space (not two) after periods, commas, and colons.

Brackets:

- Do not use double round brackets: brackets within brackets should be square brackets, e.g. “(as introduced by Dundes 2002 [1975]: 123–125)”.

Capital letters:

- CAPITAL LETTERS and SMALL CAPS should not be used for emphasis.

7. Tables, figures, and illustrations

- Information presented together in rows and columns should be labelled as “Tables”.
- Graphs, line drawings, and the like should be labelled as “Figures”.
- Photographs should be labeled as “Photos”.

- Photographs and scanned images should have a minimum resolution of 300 dpi, and/or 1200 x 1800 pixels.
- The publication is printed in black and white. Information presented in graphics or photos that are colour originals should thus be meaningful without colour.
- Tables and photos should be numbered consecutively throughout the text.
- Table captions should appear directly above the table; figure captions should appear directly below the figure.
- Do not end the text immediately preceding the insertion point for a table/figure/photograph with a colon, as the exact positioning of these elements cannot be determined until after the manuscript has been typeset.

8. Appendices and notes

- Appendices should be placed at the end of the article, before the Notes.
- The Notes (i.e., endnotes) should be inserted using the Footnote/Endnote function of the Text Editor (e.g., MS Word, Libre Office, etc.) and should be placed at the end of the article (they will be replaced during technical production).
- Notes should be numbered consecutively throughout the text.
- Note numbers in the running text should be Arabic (1, 2, 3...) numbers set superscript and should directly follow punctuation marks (where applicable), with no blank space: e.g., text text text.⁷

9. References

- All works cited in the running text must be listed in the reference section.
- The reference section should include only those works that were cited in the text.
- Whenever possible, please give the full first names of authors and editors, e.g.
Kis-Halas, Judit 2000.
Västriik, Ergo-Hart (ed.) 2002.
- In case of several authors or editors the first name is given in the form “Surname, First Name” and all other names in the form “First Name Surname, First Name Surname”, e.g.
Leete, Art; Anzori Barkalaja, Liivo Niglas (eds.) 1998.
- Entries should show the full title and subtitle of each work.
- Page numbers of articles in journals or edited works should be inclusive.
- Reference entries for multiple works by the same author/editor or group of authors/editors should be listed chronologically, with the oldest publication at the top and the newest at the bottom.
- The reference entries for authored works and edited works by a single author should not be mixed together, but rather grouped separately.
- If the work cited is in Cyrillic, please give author’s name in in-text references in Latin script (e.g. Matveyev instead of Матвеев; Blazhes instead of Блажес) but in the References section please give reference entries in Cyrillic following the samples below.

Please do

- provide both the place of publication and the name of the publisher: e.g. Tartu: Tartu University Press;
- abbreviate “edition” in reference entries as “edn.” (to differentiate from “ed.” for “editor”).

Please do not

- drop digits in inclusive page numbers;
- abbreviate the names of journals, book series, publishers or conferences;
- use “et al.” in reference entries; all author/editor names should be listed;
- use EM-dashes to replace repeated author/editor names;
- use line returns within individual reference entries. The right- and left-hand margins will be set during technical production;
- provide URL-s in text or endnotes; all electronically published sources should be listed in the References section and proper reference entries should be constructed following the samples below.

Sample reference entries

Book (authored work):

Briggs, Charles L. 1986. *Learning How to Ask: A Sociolinguistic Appraisal of the Role of the Interview in Social Science Research*. Cambridge: Cambridge University Press.

Chistov, Kirill Vasil'yevich. 1986. *Narodnye traditsii i fol'klor: ocherki teorii*. Leningrad: Nauka. [Чистов, Кирилл Васильевич. 1986. *Народные традиции и фольклор: очерки теории*. Ленинград: Наука.]

Book (edited work):

Bowman, Marion; Ülo Valk, eds. 2012. *Vernacular Religion in Everyday Life: Expressions of Belief*. Sheffield; Bristol, CT: Equinox Publishing.

Barag, Lev Grigor'yevich; Ivan Pavlovich Berezovskiy, Nikolay Vladimirovich Novikov, comp. 1979. *Sravnitel'nyi ukazatel' syuzhetov. Vostochnoslavyanskaya skazka*. Leningrad: Nauka. [Барег, Лев Григорьевич; Иван Павлович Березовский, Константин Павлович Кабашников, Николай Владимирович Новиков, сост. 1979. *Сравнительный указатель сюжетов. Восточнославянская сказка*. Ленинград: Наука.]

Contribution in an edited work:

Alver, Bente Gullveig. 1992. Ethical Issues in Folkloristic Research. – *Folklore Processed. In Honour of Lauri Honko on his 60th Birthday 6th March 1992. Studia Fennica. Folkloristica* 1. Edited by Reimund Kvideland in collaboration with Gun Herranen, Pekka Laaksonen, Anna-Leena Siikala and Nils Storå. Helsinki: Suomalaisen Kirjallisuuden Seura, 52–61.

→ Note: Entries for articles in edited works should always include full bibliographical information for the edited work. Abbreviating the entry (here, e.g., with “In Kvideland et al., 52–61”) is not acceptable.

Bryceson, Deborah Fahy; Ulla Vuorela. 2002. Transnational Families in the Twenty-first Century. – *The Transnational Family: New European Frontiers and Global Networks*, edited by Deborah Bryceson and Ulla Vuorela. Oxford; New York: Berg Publishers, 3–29.

Shumov, Konstantin Eduardovich. 2003. Studencheskiye traditsii. – *Sovremennyy gorodskoy fol'klor*, edited by Sergey Yur'yevich Neklyudov. Moskva: Rossiyskiy gosudarstvennyy gumanitarnyy universitet, 165–179. [Шумов, Константин Эдуардович. 2003. Студенческие традиции. – *Современный городской фольклор*, отв. ред. Сергей Юрьевич Неклюдов. Москва: Российский государственный гуманитарный университет, 165–179.]

Book also published electronically:

Valk, Ülo. 2007. Inglise eesti rahvausundis. – *Artikleid usundi- ja kombeloost. Sator* 6, edited by Mare Kõiva. Tartu: EKM Teaduskirjastus, 77–96. <http://www.folklore.ee/rl/pubte/ee/sator/sator6/4ylovalk.pdf> (accessed December 3, 2012).

→ Note: Publication date = year of online publication or year of the latest update. The date on which the URL was accessed should be provided in parentheses at the end of the entry.

Journal article:

Brunvand, Jan Harold. 1963. A Classification for Shaggy Dog Stories. – *Journal of American Folklore* 76 (299): 42–68.

Propp, Vladimir Yakovlevich. 1964. Zhanrovyy sostav russkogo fol'klora. – *Russkaya literarura* 4: 58–76. [Пропп, Владимир Яковлевич. 1964. Жанровый состав русского фольклора. – *Русская литература* 4: 58–76.]

Journal article in special issue:

Klein, Barbro. 1993. Fences, Fertilizers, and Foreigners: Moral Dilemmas in the Swedish Cultural Landscape. – *Journal of Folklore Research* (Special Issue: *Foreigners and Foreignness in Europe: Expressive Culture in Transcultural Encounters*) 30 (1): 45–60.

Journal article also published electronically:

Zechner, Minna. 2008. Care of Older Persons in Transnational Settings. – *Journal of Aging Studies* 33 (1): 32–44. <http://dx.doi.org/10.1016/j.jaging.2007.02.002> (accessed March 16, 2013).

→ **Note: Publication date = year of online publication or year of the latest update. The date on which the URL was accessed should be provided in parentheses at the end of the entry.**

Reprint:

Mauss, Marcel. 1979 [1934]. Body Techniques. – *Marcel Mauss: Techniques, Technology, Civilization*, edited by Nathan Schlanger. New York; Oxford: Durkheim Press; Berghahn Books, 77–95.

Thesis/dissertation (unpublished):

Collett, Joan Elizabeth. 2003. Empowering the Unempowered: A Narrative Approach to Deconstructing Spirituality with Women Experiencing Abuse. A Master Dissertation. <http://uir.unisa.ac.za/handle/10500/1843> (accessed April 4, 2012).

Several works by one author/editor with the same publication date:

Zamyatin, Konstantin 2012a. From Language Revival to Language Removal? The Teaching of Titular Languages in the National Republics of Post-Soviet Russia. – *Journal on Ethnopolitics and Minority Issues in Europe* 11 (2): 75–102.

Zamyatin, Konstantin 2012b. Nationalities Policy of Russia. – *Russian Federation 2012: Short-term Prognosis*, edited by Karmo Tüür and Viacheslav Morozov. Tartu: Tartu University Press, 62–66.

Internet sources (homepages, databases, e-publications):

Dansby, Binnie A. 2012. Archetypal Affirmations and How They Work. <http://binnieadansby.com/ecstatic-life/Archetypal-Affirmations> (accessed May 10, 2013).

Josh's Bio. <http://www.josh.org/about-us/joshs-bio/> (accessed February 20, 2013).

Mikkelson, Barbara. 2005. Wedding Cake. <http://www.snopes.com/weddings/customs/cake.asp> (accessed January 30, 2013).

Kolobayev, Andrey. 2009. “Russkaya mehta” Willy-amerikantsa. *Svobodnaya pressa*.

<http://svpressa.ru/society/article/14818/?f=1> (accessed March 1, 2013). [Колобаев, Андрей. 2009.

«Русская мечта» Вилли-американца. – *Свободная пресса*.

<http://svpressa.ru/society/article/14818/?f=1>]