

Migration Institute of Finland's style sheet for publications

(Note: For greater clarity in this Stylesheet for publications in English, SMALL CAPS (SMALL CAPITALS) have been used to indicate technical terms relating to grammar or punctuation: e.g. ADJECTIVE, COMMA. This does not mean that the use of SMALL CAPS is recommended more generally.)

Work published in English by the Migration Institute of Finland will normally follow the conventions of American English, unless explicitly agreed otherwise in advance. This rule primarily applies to spelling and vocabulary conventions. Formatting of the various elements of the text, however, including bibliographical references, should follow the same rules as the Institute applies to its publications in Finnish and Swedish, which are set out below.

The conventions applicable for manuscripts accepted by the Institute in other languages must be negotiated with the Institute in advance of final preparation for publication.

MSS should be submitted in Times New Roman font, size 12, and with a line spacing of 1.5, and all MSS submitted in English must have been spellchecked using **US English** (note that the spellchecker can also check for grammar errors).

Language Editing

Authors writing in English should have their manuscript language-edited professionally (merely being a native speaker, or 'knowing English well', is unfortunately no guarantee of language-editing skills to ensure a text that is idiomatic and stylistically appropriate).

File Formats

Text files should be submitted in .doc, .docx or .rtf format. Illustrations should be submitted in .tiff, .jpg (high resolution), .psd tai .eps format. Figures, diagrams and tables should be submitted in the appropriate commonly-used formats, such as .xls or .xlsx.

Indexing

It is the policy of the Migration Institute of Finland that all books that we publish should have an index, in order to assist readers in finding quickly the information they need. Different kinds of books need different kinds of indexes, and there is no standard model. The index is a tool for authors to give shape to their work and to highlight particular features; depending on its purpose and its content, therefore, each book may need to be indexed on different principles.

When drawing up the index, thought needs to be given to trying to predict what information readers may be searching for. A fit-for-purpose topic-based index needs to be easy to use and of a manageable size; it therefore needs to focus on those terms, concepts and other topics which are crucial to the aims of the book.

Where appropriate, separate indexes may be provided for personal names and places mentioned. Only names referred to in the main text should be indexed – not those mentioned only in footnotes, endnotes and the like.

No universally applicable advice can be given on the size of indexes, but for example the index for a 200-page book should not usually exceed ten pages in length.

The index should be submitted as a separate file.

Authors' information

The manuscript should include a brief introduction to all authors and contributors, with the following information: first and last names, academic qualifications, current academic affiliation, and brief biography (200–500 characters inclusive of punctuation and spaces). In edited works, a List of Contributors should be placed at the front of the book, immediately following the Table of Contents. Authors are also asked to submit a facial photograph (300 pixels per inch; > **Illustrations** below).

Illustrations, Figures, Diagrams and Tables

The use of illustrations in publications must always have been agreed in advance with the Migration Institute of Finland, and will only be approved where they contribute crucially to an understanding of the content. The author is responsible for checking whether copyright fees are payable, and for paying those fees. **The author must also submit to the Migration Institute of Finland documentation establishing the right to publish the images in question.**

The files for illustrations, figures, diagrams and tables should be numbered consecutively: e.g. illus001, fig002, table003; their location within the text is indicated by the relevant filename (e.g. ill001). Captions are also identified by the relevant filename, e.g.:

illus001. Young people playing baseball. (Archives of the Migration Institute of Finland.)

Tables drawn up within the word-processing program (MS Word) can be kept within the running text. Table columns

must be made using the tab key. Decimals are marked in English with a decimal point (.), in other languages with a comma (,).

Illustrations may be submitted in their original form, in high-quality reproductions, or in digital format; scans should be as close as possible to the final proportions in the printed publication. Color and grayscale pictures must be in a resolution of at least 300 dpi (RGB or grayscale format). The resolution of drawings (black-and-white line originals) needs to be at least 800–1200 dpi (Bitmap format).

Tables and diagrams should be submitted in their original format, e.g. MS Excel.

FORMATTING AND FINE-TUNING THE TEXT

Since the published text will need to comply with the preferred styles in other Migration Institute of Finland publications, please do not use the `STYLE` options available in your text-processing program, but follow the instructions given here.

The entire text should be left-formatted. Do not use automatic hyphenation.

In running text, do not use indentation or a double line-return to separate paragraphs: a simple line-return is all that is needed. In order to make the structure of the text clearer, you can use the `FORMAT > PARAGRAPH > SPACING` command in your text-processing program to increase the size of the gap between paragraphs.

Do, however, insert an extra line-return before and after indented quotations (see **Quotations** below.)

Headings and Titles

The main title or heading of an article, or in books the chapter number, are followed by one line-return, and then either: (A) five additional line-returns, or (B) in cases where the author's name needs to be given, two line-returns (or, if there is a subtitle below the main title, one line-return), the author's name, and a further two line-returns.

Section headings (the heading of an article, or in books the chapter number): two line-returns (`ENTER`) before, and one line-return below.

Do not use `PERIODS`, `COLONS`, `DASHES`, or `SMALL CAPS` within headings. Subheadings are distinguished by being on a separate line. The preferred capitalization convention for headings in English is to capitalize `LEXICAL WORDS` ('significant words': `NOUNS`, `VERBS`, `ADJECTIVES` and `ADVERBS`) but not `FUNCTION WORDS` such as definite and indefinite articles, prepositions, etc.

Section Numbering

The chapters in a monograph, or the articles in an edited volume, must be numbered and headed consistently. For each chapter/article, there should either be a single-line main heading, or a two-line heading + subheading. In edited volumes, the author of each article is named below the article heading.

Within the running text, it is recommended to use no more than three levels of headings and subheadings, which should be clearly marked with numeration (e.g. 1., 1.1., 1.2., 1.1.1, 1.1.2.), which is usually then removed during layout.

Table of Contents

It is recommended that the Table of Contents should include all the levels used of headings and subheadings. Where appropriate, these may be hidden within the final printed version. For illustrations, figures and diagrams, and tables, separate tables should be included following the main Table of Contents.

Page Numbering

The entire manuscript should have consecutive page numbering starting from 1. The page number should be placed centrally in the page header.

Abbreviations

It is recommended to avoid using abbreviations in the running text, other than those markers which are standard in formal and academic writing in English: *cf.*, *e.g.*, *et al.*, *etc.*, and *i.e.* (note the use of `PERIODS`), and well-established names of countries and institutions, e.g.: *USA*, *UK*, *FBI*. Any other abbreviations used in the text must be explained on their first occurrence (including their first occurrence within each article in an edited volume), e.g.: *the Tennessee Valley Authority (TVA)*. Acronyms consisting of several letters such as *TVA* may be used with no `PERIOD`.

Dates

The dates of years are written out in full, not abbreviated: e.g. 1870–1871, 1914–1918 (i.e. not 1914–18). If dates are written only using numbers, please use the European convention `DD.MM.YYYY`, without `SPACES` (e.g. 15.10.2016); alternatively, to avoid confusion with the North American convention `MM.DD.YYYY`, write the name of the

month: e.g. 15 Oct 2016.

Names

For names including initials, use a PERIOD and a SPACE between each initial (e.g. J. R. R. Tolkien, not J.R.R. Tolkien).

The names of historical persons, and of places, should conform to the prevailing present-day custom for the language in which the manuscript is written.

Quotations

Short quotations (under 40 words) can be incorporated into the running text, marked by the use of quotation marks.

Longer quotations (40 words or more) should be identified by the entire paragraph being indented, with a blank line above and below. Indented quotations are neither *italicized* nor marked with quotation marks.

All quotations must be followed by a precise source reference, with page numbers.

PUNCTUATION IN ENGLISH

Remember that punctuation practises are different in different languages.

Apostrophes

The apostrophe is a very frequently-used punctuation mark in English, above all in the 's-genitive. Use the apostrophe mark, identical with the single quotation mark: ('), not an acute accent (´). Remember that in the s-genitive the apostrophe comes before the s in the singular, but after the plural-s in the plural (contrast singular *John's* with plural *the immigrants'*). With singular names that end in s, such as *James*, both *James's* and *James'* are correct, but *James'* with only one s is usually preferred in more formal writing.

Hyphens and Dashes

Please note the difference between the use of the HYPHEN (-) and the DASH (–). The keystroke for a DASH in Windows is **ctrl-** (ctrl plus the minus sign from the numerical keyboard); in Mac OS it is **alt-** (alt plus the hyphen key).

The DASH is used not only as a parenthetical pause mark within a sentence – like this, with a space before and after – but also meaning 'between' in numbered and similar sequences, with no spaces: e.g. 1960–1970, 35–40 year-olds, pp. 195–208, A–Z.

The HYPHEN is used differently in English than in Finnish or Swedish or other languages. Note in particular the following examples: *long-lasting*; *Finnish-American*; *un-American*; *a face-to-face encounter*. The rules are many and quite complicated; a professional language-check of your manuscript is the most reliable solution.

Italics

Foreign-language terms, and the titles of books, works of art, and films, etc., should be written in *italics*, both in the running text and in annotations and the bibliography. Quotations should not be italicized, but indicated using "quotation marks," or (for longer quotations) indented: see **Quotations** below.

Quotation marks

The preferred shape of quotations marks is different in different languages. In American English, inward-curving double quotation marks are preferred ("..." also known as '66...99'). Single quotation marks ('...') are then used for quotations-within-quotations.

A seemingly paradoxical but effective way to ensure that your quotation marks comply with American English usage in MS Word is: first define the language of your entire text as English (US); then opt for "smart quotes": **FORMAT > AUTOFORMAT > OPTIONS > SMART QUOTES**; then use the **FIND & CHANGE** command to change all "quotation marks to " quotation marks. This procedure should ensure that all your quotation marks conform to the 66-99 convention.

Abstracts

An abstract improves the visibility of the work in databases, and should be provided for each entire monograph and also for each separate article in edited volumes or for the journal *Siirtolaisuus–Migration*. The abstracts are submitted to bibliographic databases and those for journal articles are also published in the Institute's journal. Abstracts must not contain information not found in the text. For monographs and edited volumes, the abstracts are submitted as a separate file; the abstract for an article submitted to the journal is incorporated within the text, after the title and the author's name. Abstracts should be 1000–1500 characters in length, inclusive of spaces, and should include 3–6 keywords.

Footnotes and endnotes

Footnotes and endnotes should be created using the automatic features in the word-processing program. Index numbers in the running text should be placed immediately after the punctuation mark (COMMA, PERIOD, etc.) unless the reference is to a specific word. We do not encourage the extensive use of footnotes and endnotes.

Citations and References

All referencing should be made using the Harvard System, whereby sources are identified by their author's name and the year of publication of the version or edition used.

In-text references are placed in PARENTHESES, usually at the end of the sentence before the final PERIOD. The Finnish convention is that references which apply to an entire paragraph, for instance, are however placed at the end of that paragraph and outside the final punctuation mark. Where the name of the author occurs within the sentence, the year of publication only should be given in PARENTHESES immediately following the name. Page references are given simply as numbers, separated from the year of publication by a COMMA.

Multiple references are separated from each other with a SEMICOLON (;), and are listed in chronological order unless there is a strong reason for a different sequence. If the work referred to has four or more authors, use the name of the lead author with *et al.*

Examples:

(Huttunen 2002)
(Crul & Mellenkopf 2012, 10–13)
(Wrede 2012; Saito 2015)

As Huttunen (2002) has argued, ...

If the text includes interview material, the author needs to select a referencing method that will work well with the source materials, and to use it consistently throughout the manuscript.

BIBLIOGRAPHIES AND LISTS OF SOURCES

In monographs, bibliographies and lists of sources are placed at the end of the book, and in edited volumes, at the end of each article. Referenced literature and other sources should be listed separately. The bibliographies and lists of sources must include all sources to which reference is made in the text, and no others.

In order to make the structure of the Bibliography or List of Sources clearer, indentation can be used after a non-indented first line for each entry. The simplest way to do this in MS Word is FORMAT > PARAGRAPH > INDENTATION > SPECIAL > HANGING. Each entire entry is then one paragraph, ending with a single line-return: do not use line-returns within an entry.

References are given in alphabetical order by author, and chronologically within each author's listing. Publications by the same author within the same year are distinguished with a lower-case postscript: 2016a, 2016b, 2016c, etc.

Where no author's name is known, literature may be referred to by the title, or the publisher, whichever is more appropriate in this context; the same solution should be applied throughout the whole manuscript.

In the bibliography, the names of books and of journals are *italicized*. The place of publication refers to the publisher's address, not the place where the work was printed, and is always the name of a **town – followed where appropriate by an indication, usually abbreviated, of the state, provincial or (rarely) country in question**: see examples below.

In references for books, it is usually unnecessary to list any series to which they belong, but if this is seen as relevant, the same practice must be followed throughout the whole work.

If for any reason you wish to follow a different practice or layout than the one shown here, you need to discuss this with Migration Institute of Finland before final submission of the manuscript.

Where reference is made to titles in other languages, the relevant editorial information, usually abbreviated (e.g. *ed.* / *toim.* / *Hrsg.*, etc.) may be given either in that language, or in English, as seems most appropriate; the same practice must then be followed throughout the bibliography. In the examples below, English has been preferred.

Similarly, where appropriate, an English translation of the title of a publication, or of its main title, may be given in SQUARE BRACKETS immediately following the original title, in SINGLE QUOTATION MARKS; examples are given below. Each monograph author or editor of an edited volume needs to decide whether to do so or not, and to ensure that the same practice is followed throughout the manuscript.

EXAMPLES

Books

Huttunen, Laura (2002). *Kotona, maanpaossa, matkalla: Kodin merkitykset maahanmuuttajien omaelämäntarinoissa*. [‘At home, in exile, on the journey: The significance of home in immigrants’ autobiographical narratives.’] Suomalaisen Kirjallisuuden Seuran Toimituksia 861. Helsinki: Suomalaisen Kirjallisuuden Seura.

Portes, Alejandro & Alex Stepick (1993). *City on the Edge: The Transformation of Miami*. Berkeley, CA: University of California Press.

Edited Volumes

Häkkinen, Antti, Panu Pulma & Miika Tervonen (eds.) (2005). *Vieraat kulkijat – tutut talot: Näkökulmia etnisyyden ja köyhyyden historiaan Suomessa*. [‘Strange visitors – Familiar houses: Perspectives on the history of ethnicity and poverty in Finland.’] Historiallinen Arkisto 120. Helsinki: Suomalaisen Kirjallisuuden Seura.

Portes, Alejandro & Josh DeWind (eds.) (2007). *Rethinking Migration: New Theoretical and Empirical Perspectives*. New York, NY: Berghahn Books.

Books: Reissues and Translations

Where appropriate, the date of original publication may be given in SQUARE BRACKETS before the date of publication of the edition consulted, and the original title cited after the title of the translation or reissued edition.

Darwin, Charles [1859] (1988). *Lajien synty*. [‘On the Origin of Species.’ Translated by:] Suomentanut A. R. Koskimies. 3 p. Hämeenlinna: Karisto.

Articles in edited volumes

Sirkkilä, Hannu (2014). Suomalaisien miesten pitkäkestoiset kaksikulttuuriset parisuhteet – haasteita ja voimavaroja. [‘Long-term bicultural relationships of Finnish men – Challenges and resources.’] Elli Heikkilä, Päivi Oksi-Walter & Minna Säävälä (eds.), *Monikulttuuriset avioliitot sillanrakentajina*. [‘Multicultural marriages as bridgebuilders.’] Tutkimuksia A 46. Turku: Siirtolaisuusinstituutti, 126–139.

Crul, Maurice & John Mellenkopf (2012). The Second Generation. Maurice Crul & John Mellenkopf (eds.), *The Changing Face of World Cities: Young Adult Children of Immigrants in Europe and the United States*. New York, NY: Russell Sage Foundation, 3–25.

Articles in journals

Wrede, Sirpa (2012). Työn globalisaatio ja eriarvoisuus. [‘The globalization of work and inequality.’] *Sociologia*, 49 (3), 253–259.

Saito, Hiro (2015). Historians as Rooted Cosmopolitans: Their Potentials and Limitations. *Global Networks*, 15 (2), 161–179. doi: 10.1111/glob.12067

Digital publications

Uusi Suomi (2016). Turvapaikanhakijoiden tilanne puhuttaa Suomessa: Tällaiset ovat Välimeren luvut nyt. [‘Asylum-seekers’ situation a hot topic in Finland: Current Mediterranean statistics.’] *Uusi Suomi*, 18.10.2016. Available: <https://www.uusisuomi.fi/ulkomaat/206404-turvapaikanhakijoiden-tilanne-puhuttaa-suomessa-tallaiset-ovat-valimeren-luvut-nyt>. Accessed 18.10.2016.

Finlandia University (2016). Our Finnish Heritage. Finlandia University. Available: <http://www.finlandia.edu/about/our-finnish-heritage/>. Accessed 18.10.2016.