



## Information for contributors

The *Nordic Journal of Educational History* (NJEdH) is an interdisciplinary international journal dedicated to scholarly excellence in the field of educational history. The journal takes special responsibility for the communication and dissemination of educational history research of particular relevance to the Nordic region (Denmark, Finland, Iceland, Norway, Sweden and political and geographic entities including the Faroe Islands, Greenland, Sápmi and Åland), but welcomes contributions exploring the history of education in all parts of the world. The publishing language is English and the Scandinavian languages. The journal applies a double blind peer review procedure and is accessible to all interested readers (NO FEES are charged for publication or subscription). The NJEdH publishes articles as soon as they have been through the peer review and copy editing process, adding cumulatively to the content of an open issue each year. Special issues are normally published as the second issue of any given year.

## Submission guidelines

The NJEdH will consider all manuscripts on the strict condition that they have not already been published elsewhere, have only been submitted to the NJEdH, and are not under consideration for publication or in print elsewhere.

- Manuscripts are submitted online. Authors must register on the website <https://journals.ub.umu.se/index.php/njedh/user/register>.
- Manuscripts are accepted in English and in Scandinavian languages.
- The word limit for an article is **11,000 words**. This covers all text in the article, including footnotes and the concluding reference list.
- All manuscripts should be anonymized.
- **Abstracts of 1,000 characters** (including spaces) are required for all manuscripts submitted. The abstract should not duplicate the text but include the research question or puzzle, identify the data, and give some indication of the findings. **Abstracts are always in English** and the title of articles in Scandinavian languages should be translated and inserted bold in the beginning of the abstract.
- Each manuscript should have **3 to 5 keywords**.
- Research sponsorship (e.g. by research councils, government departments and agencies, etc.) should be declared.
- The manuscript shall give an account for (1) The research problem, (2) Aim and research questions, (3) Theory, (4) Method and material, (5) Previous research, (6) Results, (7) Discussion, (8) References.
- The manuscript shall also follow the style guide of NJEdH (below) and use a clear and correct language. Please, check carefully that your manuscript fulfils these requirements before submission. Also see the guidelines for reviewers (below) as help to assess your manuscript before submission.

### *Submission preparation checklist*

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines. Please make sure that:

1. The submission has **not been previously published**, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in **OpenOffice or Microsoft Word** file format.
3. The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

4. The text adheres to the stylistic and bibliographic requirements outlined in the **Style guide** which is found below.
5. To ensure the integrity of the blind peer-review for submission to this press, every effort should be made to prevent the identities of the authors and reviewers from being known to each other. This involves the authors, editors, and reviewers (who upload documents as part of their review) checking to see if the following steps have been taken with regard to the text and the file properties:
  - The authors of the document have deleted their names from the text, with "Author" and year used in the references and footnotes, instead of the authors' name, article title, etc.
  - The authors of the document have removed personal information from the file properties by taking the following steps:

Microsoft Word for Windows:

Go to File

Select Info

Click on Check for Issues

Click on Inspect Document

In the Document Inspector dialog box, select the check boxes to choose the type of hidden content that you want inspected.

Click Remove All

Click Close

Save the document

Microsoft Word for MacOS:

Go to Tools

Click Protect Document

Select Remove personal information for this file on save

Click OK and save the file

PDF:

Go to File

Select Properties

Remove any name in the author field

Click OK

Save the document

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The NJEdH is permitted non-exclusive distribution of the work, with attribution to the author, e.g. in a print book themed anthology.

## Style guide

**Refer to your own text as an “article”,** i.e.: “In this article I will show...”

Use **British spelling** (for example “s” instead of “z” in words like “organisation”, “internationalisation”) if you are writing in English.

Different levels of headings are indicated by varying the typeface. Use bold type for a main text heading, italic for a first-level sub-heading. Avoid second-level sub-headings. All headings should be set flush left. **Headings and sub-headings should not be numbered, nor capitalised** (i.e. Theoretical considerations, not Theoretical Considerations)

Use **double quotation** marks except for “quotes ‘within’ a quote”. Quotations longer than 40 words should not have quotation marks, instead the entire quote should be indented.

**Italicise non-English words.** Use a translation in the main text and only mention the non-English word once, preferably within parentheses. Example:

“The question was dealt with at the Diet of the Estates (*ståndsriksdagen*).”

In the rest of the text you refer to it as the Diet of the Estates.

**Italicise titles** of journals, books, and newspapers in the main text and provide a translation within parentheses (translation is not needed in footnotes). Example:

“She wrote about this in an article in *Svensk läraretidning* (The Swedish Teacher’s Magazine)”.

**No footnotes attached to headings.** Acknowledgements are stated under the heading “Acknowledgements” at the end of the article as the last heading in the main text (but before “References”). Descriptions of the article, for example: “This article is based on a keynote held at the Conference XYZ, in ABC,” can be added to the first page as an unnumbered footnote.

**Utilise en dash (–) to indicate a closed range of values**, such as years (e.g. 1950–1955; 2000–2010), dates (e.g. June 26–27), ages (e.g. ages 13–16), page numbers (e.g. 65–69; 254–68; 302–6), or relations and connections (e.g. Conservative–Liberal coalition, Danish–Swedish relations).

Utilise hyphen (-) in prefixes (e.g. de-stabilisation, post-war era, etc.).

**Write out “for example” and “that is”,** e.g. and i.e. are acceptable within parentheses and in footnotes.

**Write out “per cent” in the main text.** In tables and footnotes, % is fine.

## References

(Based on Chicago Manual of Style/Humanities/15<sup>th</sup> Edition)

### Capitalisation

Use capitalisation of (English) titles.

Generally, these words are capitalised in titles:

Nouns (Man, Bus, Book)

Adjectives (Angry, Lovely, Small)

Verbs (Run, Eat, Sleep)

Adverbs (Slowly, Quickly, Quietly)

Pronouns (He, She, It)

Subordinating conjunctions (As, Because, That)

Do not capitalise:

Articles: a, an, the

Coordinating conjunctions: and, but, or, for, nor, etc.

Prepositions (fewer than five letters): on, at, to, from, by, etc.

Book titles in Scandinavian languages where capitalisation is not normally utilised.

Below are some common examples of materials cited, with the most common ones first, followed by special cases. Each example is given in humanities style (a footnote [FN], and subsequent footnotes [SFN] followed by a bibliographic entry [B]).

## **Book**

### **One author**

FN: Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.

SFN: Doniger (1999), 68.

B: Doniger, Wendy. *Splitting the Difference*. Chicago: University of Chicago Press, 1999.

### **Two authors**

FN: Guy Cowlshaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 104–7.

SFN: Cowlshaw and Dunbar (2000), 109.

B: Cowlshaw, Guy, and Robin Dunbar. *Primate Conservation Biology*. Chicago: University of Chicago Press, 2000.

### **Four or more authors**

FN: Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), 262.

SFN: Laumann et al. (1994), 262.

B: Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. *The Social Organization of Sexuality: Sexual Practices in the United States*. Chicago: University of Chicago Press, 1994.

### **Chapter or other part of a book**

FN: Andrew Wiese, “The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States,” in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101–2.

SFN: Wiese (2006), 104.

B: Wiese, Andrew. “The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States.” In *The New Suburban History*, edited by Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press, 2006.

## **Journal article**

### **One author**

FN: John Maynard Smith, “The Origin of Altruism,” *Nature* 393, no. 2 (1998), 639.

SFN: Smith (1998), 640.

B: Smith, John Maynard. “The Origin of Altruism.” *Nature* 393, no. 2 (1998), 639–40.

## ***Archives***

Full identification of most unpublished material usually requires giving the title, type and date of the item (and author, where applicable), series title and number (if applicable), name of the collection, and name of the depository, in that order.

FN: Name/title of document, type of document (and author where applicable), Date, Volume and series title, Archive (abbreviation for future footnotes), Archival institution (abbreviation for future footnotes), page.

For example:

Letter from James Oglethorpe to the Trustees, January 13 1733, 14200:13, Phillipps Collection (PC), University of Georgia Library (UGL), 2.

For the next entry citing documents in the same collection, use abbreviations:

Letter from Alvin Swanson to James Oglethorpe, January 27 1733, 13200:13, PC, UGL, 3.

In the bibliography the entire collection is listed if there is more than one item from a collection cited or referenced:

B: Phillipps Collection (PC), Egmont Manuscripts, University of Georgia Library (UGL)

If only one item is cited, that document is referenced in the bibliography:

B: Oglethorpe, James, letter to the Trustees, January 13 1733, 14200:13, Egmont Manuscripts, Phillipps Collection (PC), University of Georgia Library (UGL)

### **Books (special cases)**

#### **Editor, translator, or compiler instead of author**

FN: Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

SFN: Lattimore (1951), 94.

B: Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

#### **Editor, translator, or compiler in addition to author**

FN: Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995), 22.

SFN: Bonnefoy (1995), 24.

B: Bonnefoy, Yves. *New and Selected Poems*, edited by John Naughton and Anthony Rudolf. Chicago: University of Chicago Press, 1995.

#### **Chapter of an edited volume originally published elsewhere (as in primary sources)**

FN: Quintus Tullius Cicero. “Handbook on Canvassing for the Consulship,” in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 35.

SFN: Cicero (1986), 36.

B: Cicero, Quintus Tullius. “Handbook on Canvassing for the Consulship.” In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press, 1986. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

#### **Preface, foreword, introduction, or similar part of a book**

FN: James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.

SFN: Rieger (1982), ix.

B: Rieger, James. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press, 1982.

#### **Book published electronically**

If a book is available in more than one format, you should cite the version you consulted. Include access date parenthetically at the end of the citation, as in the first example below.

FN: Philip B. Kurland and Ralph Lerner, eds., *The Founders’ Constitution* (Chicago: University of Chicago Press, 1987), <http://press-pubs.uchicago.edu/founders/> (accessed June 27, 2006).

SFN: Kurland and Ralph eds. (1987).

- B: Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. <http://press-pubs.uchicago.edu/founders/>. Also available in print form and as a CD-ROM.

#### **Unpublished thesis or dissertation**

- FN: Magnus Amundin, "Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoena phocoena*" (PhD diss., Stockholm University, 1991), 22–29, 35.  
SFN: Amundin (1991), 68.

- B: Amundin, Magnus "Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoena phocoena*." PhD diss., Stockholm University, 1991.  
*Please note that **published** dissertations are cited in the same way as other books.*

#### **Popular magazine article**

- FN: Steve Martin, "Sports-Interview Shocker," *New Yorker*, May, 2002, 84.  
SFN: Martin (2002), 85.  
  
B: Martin, Steve. "Sports-Interview Shocker." *New Yorker*, May, 2002.

If the author is unknown the magazine is listed first in the bibliography entry:

- FN: "London by the book," *New Yorker*, September, 2009, 43.  
SFN: *New Yorker* (2009), 44.  
  
B: *New Yorker* (2009). "London by the book."

#### **Newspaper article**

- FN: William S. Niederkorn, "A Scholar Recants on His 'Shakespeare' Discovery," *New York Times*, June 20, 2002, Arts section, Midwest edition.  
SFN: Niederkorn (2002).  
  
B: Niederkorn, William S. "A Scholar Recants on His 'Shakespeare' Discovery." *New York Times*, June 20, 2002, Arts section, Midwest edition.

#### **Book review**

- FN: James Gorman, "Endangered Species," review of *The Last American Man*, by Elizabeth Gilbert, *New York Times Book Review*, June 2, 2002, 16.  
FN: Gorman (2002), 17.  
  
B: Gorman, James. "Endangered Species." Review of *The Last American Man*, by Elizabeth Gilbert. *New York Times Book Review*, June 2, 2002.

#### **Paper presented at a meeting or conference**

- FN: Brian Doyle, "Howling Like Dogs: Metaphorical Language in Psalm 59" (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002).

SFN: Doyle (2002).

B: Doyle, Brian. "Howling Like Dogs: Metaphorical Language in Psalm 59." Paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002.

### **Website**

Websites may be cited in running text ("On its website, the Evanston Public Library Board of Trustees states . . ."), and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations. Include access date parenthetically in the Reference list.

FN: Evanston Public Library Board of Trustees, "Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach," Evanston Public Library, <http://www.epl.org/library/strategic-plan-00.html>.

SFN: Evanston Public Library, <http://www.epl.org/library/strategic-plan-00.html>.

B: Evanston Public Library Board of Trustees. "Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach." Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html> (accessed June 1, 2005).

### **Item in online database**

Journal articles published in online databases should be cited as shown above, under "Article in journal."

FN: Pliny the Elder, *The Natural History*, ed. John Bostock and H. T. Riley, in the Perseus Digital Library, <http://www.perseus.tufts.edu/cgi-bin/ptext?lookup=Plin.+Nat.+1.dedication> (accessed November 17, 2005).

B: Perseus Digital Library. <http://www.perseus.tufts.edu/>.