

Author instructions for Fornvännen

FORNVÄNNEN: *Journal of Swedish Antiquarian Research* (ISSN 0015-7813), is published by the Royal Swedish Academy of Letters, History and Antiquities (Kungl. Vitterhets Historie och Antikvitets Akademien) in collaboration with the Swedish History Museum. It has been published since 1906, with four issues appearing each year. Submitted articles undergo double-blind peer review. *Fornvännen* has a good geographical spread, and besides being available at a number of locations in Sweden, it can be found in more than 350 libraries and scholarly institutions in over 40 countries. Six months after the publication of the printed issues, all the texts in *Fornvännen* are published in *Fornvännen* Open Access and are then available for download via DiVA (see Digital Publishing below).

Fornvännen welcomes contributions on Nordic archaeology and ancient art, along with closely related subjects. Contributions can be in one of the Scandinavian languages (Swedish, Norwegian, Danish) or in English. *Fornvännen* accepts four types of contributions: Articles, Short communications, Debates and Reviews. Manuscripts should be submitted in a finished state, including illustrations, to fornvannen@vitterhetsakademien.se. All submissions should be made digitally. If files are of very large format, please contact the editorial board for alternative submission methods. Contributions are accepted on a running basis and join the queue of manuscripts. The time from submission to publication is usually under 12 months for articles and 8 months for shorter texts and reviews.

The author must guarantee that material submitted to the editorial board has not already been published elsewhere, in either whole or part, in Swedish or any other language. Submitted material may not be offered for publication elsewhere before the editorial board has made a definitive decision on publication. This applies regardless of the type of contribution.

Articles

The article format lends itself to long, in-depth presentations of new research findings made public for the first time. Articles may also be overviews that compile, analyse and interpret previously published findings, or theoretical papers that discuss and develop theories in the discipline. Articles should primarily be geared to an academic audience and should be of high scholarly quality.

Article manuscripts should be submitted in one of the following formats: Word, RTF or ODT. The file name should include the introductory words of the title with the addition MANUS, e.g. "Bronze Age Graves in a New Light MANUS". Texts should be complete (see points 1–12 below) and carefully proofread. Authors of texts in English are responsible for the having the language professionally checked if they are not native speakers. The manuscript of an article should include the following parts: 1) title, 2) author name(s) and contact details, 3) abstract, 4) keywords, 5) the text (without illustrations or captions), 6) references to any figures and tables, 7) parenthetical text references, 8) acknowledgements/thanks, if any, 9) English summary, 10) reference list, 11) any captions, 12) any table captions. Illustrations and tables should be submitted as separate files (see information below).

1) Title

The title and a maximum of one subtitle, worded to arouse interest and convey the content of the article.

2) Author name(s) and contact details

Author name(s) and contact details consisting of institution, institution address (or home address) and email address.

3) Abstract

An abstract briefly summarizing the content and results of the article, written in English, a maximum of 1,500 characters including spaces. If the article is in Swedish, Danish or Norwegian, the abstract should also have an English translation of the title.

4) Keywords

4–5 keywords in English that serve as general descriptions of the article's topic, content and results.

5) The text

Article texts may comprise a maximum of 45,000 characters including spaces, excluding abstract, references and figure/table captions. If the article has many illustrations, or needs an English summary, it is recommended that the text comprise a maximum of 42,000 characters including spaces and be formatted according to the rules stated below.

6) References to figures and tables

References to figures and tables are made in parentheses and inserted into the text at the appropriate location, e.g. (fig. 1), (figs. 3–5) or (tab. 1).

7) In-text references

References to sources follow the Harvard system and are included in the text. State the author name, year of publication and page(s) in parentheses in the text, e.g. (Jönsson & Persson 2008, pp. 83, 86f, 90ff) or (Andrews 2009, pp. 34–44). When reference is made to more than one work in the same parentheses, they should be in chronological order and separated by semicolons, e.g. (Smith & Jones 1992; Niemi 2018, p. 46). More than two authors are listed with et al. after the first name, e.g. (Andersson et al. 2014, p. 23).

8) Acknowledgements

A brief statement of persons, institutions or funders who have decisively contributed to the content and quality of the text.

9) Summary

If the article is in Swedish, Danish or Norwegian, it should be accompanied by an English summary, a synopsis of the content and results of the article, a maximum of 4,500 characters including spaces. No summary is needed for articles written in English.

10) References

Formatted according to the Harvard system and listed in alphabetical order. The surnames of all authors and editors are stated in full, but only the initials of the first names. Titles of monographs and journals are italicized. Page numbers are specified only for articles in journals, not chapters in edited volumes. Publishers are not stated. See the examples below:

Monograph

Larsson, L., 1988. *Ett fångstamhälle för 7000 år sedan: Boplatser och gravar i Skateholm*. Lund. Sweden.

Edited volume

Larsson, L., Ekengren, F., Helgesson, B. & Söderberg, B. (eds.), 2015. *Small things wide horizons: Studies in honour of Birgitta Hårdh*. Oxford.

Article in edited volume

Larsson, L., 1991. An island settlement in south Scania: Local and regional aspects of a site dating from the Late Viking/Early Medieval period. Jennbert, K., Larsson, L., Petré, R. & Werbart, B. (eds.). *Regions and reflections: in honour of Märta Strömberg*. Stockholm.

Article in journal

Gron, K. J., Gröcke, D. R., Larsson, M., Sørensen, L., Larsson, L., Rowley-Conwy, P. & Church, M. J., 2017. Nitrogen isotope evidence for manuring of early Neolithic Funnel Beaker Culture cereals from Stensborg, Sweden. *Journal of Archaeological Science: Reports* 14:575–579.

Larsson, L., 2001. A building for ritual use at Uppåkra, southernmost Sweden. *Antiquity* 75 (289):679–680.

Larsson, L. & Larsson, M., 1984. Flintyxor, skoskav och massor av stolphål. *Ystadiana* 1984:9–95.

Internet sources

References to purely Internet sources are made with a specification of the character of the document as well as full URL in angle brackets, < ... > (inequality signs). The date on which the data was retrieved is stated in parentheses. Hyperlinks and underlinings are not used.

Unpublished material

In references to unpublished source material, there should be no italics. The reference is presented in ascending order from the specific to the general, e.g. document, archive, archive creator, archive institution. Last comes a specification (if any) of the folio number, appendix and the like. Archive institutions are written in full on first mention, with the subsequently used abbreviation in parentheses, e.g. Riksarkivet (RA) or Lantmäteristyrelsens arkiv (LSA).

11) Figure captions

Figure captions begin with Fig. and sequential numbering, e.g. Fig. 1. The captions should be in the same language as the text of the article, and if this is Swedish, Danish or Norwegian, it should be accompanied by an English translation. If possible, the originator should be specified, e.g. Photo: Ola Myrin, Statens historiska museer/Photo: Ola Myrin, National Historical Museums.

12) Table captions

Table captions begin with Table and sequential numbering, e.g. Table 1. The table captions should be in the same language as the text of the article, and if this is Swedish, Danish or Norwegian, it should be accompanied by an English translation.

Short communications

A short communication is an article format suitable for brief presentations, for example, of a new find, a recently performed analysis or new excavation findings that are deemed to be newsworthy for researchers. Short communications may comprise a maximum of 13,500 characters including spaces and are formatted according to the rules stated below. Short communications may be accompanied by some illustrations and a brief reference list.

Short communications consist of the following parts: 1) title, 2) author name(s) and contact details, 3) text, 4) any references to figures and tables, 5) in-text references, 6) reference list,

7) any figure captions, 8) any table captions. See the explanations under the heading Articles.

Debates

Debates are an article form suitable for short discussions and argumentative texts in which the author explicitly takes a position on an issue and tries with the aid of clear and factual arguments to convince readers of that position. A debate between two or more authors ends after the initial debate piece has been followed by a response and a reply by the first author in a subsequent issue of the journal. Debate contributions may comprise a maximum of 20,000 characters including spaces and are formatted according to the rules stated below. Debate texts may be supplemented by some illustrations and a brief reference list.

Debate contributions consist of the following parts: 1) title, 2) author name and contact details, 3) text, 4) any references to figures and tables, 5) in-text references, 6) reference list, 7) any figure captions, 8) any table captions. See the explanations under the heading Articles.

Reviews

FORNVÄNNEN publishes reviews of both Scandinavian and international publications that are deemed to be of interest to the magazine's subject areas: Nordic archaeology and ancient art, or closely related subjects. The emphasis in the review should be on providing an overall evaluation of the scholarly value of the publication and an assessment of whether the author has succeeded in his or her aim. It should not be a summary of the book's entire content.

Reviews may comprise a maximum of 9,000 characters including spaces and be formatted according to the rules stated below. Reviews may not have illustrations or a reference list, but occasional brief references can be added in parentheses in the text. The review should begin with the data on the reviewed book: author, title, editor, place of publication, year of publication, series/number (if any), total number of pages, total number of figures/illustrations and ISBN. Examples:

Martin Rundkvist, *At Home at the Castle: Lifestyles at the Medieval Strongholds of Östergötland, AD 1200–1530*. Linköping 2019. 137 pp. ISBN 978-91-7488-477-7.

Gustaf Trotzig, *Arkeologins fotografier: Några milstolpar*. Kungl. Vitterhets Historie och Antikvitets Akademien, Handlingar, Antikvariska Serien 56. Stockholm 2018. 330 pp. ISBN 978-91-7402-462-3.

Lange linjer i landskabet: Hulbælter fra jernalderen. Ed. Palle Eriksen & Per Ole Rindel. Jysk Arkæologisk Selskabs Skrifter 104. Højbjerg 2018. 463 pp. ISBN 978-87-93423-26-8.

Other rules

Subheadings are used to divide the text into major sections. Only one level of subheading is allowed.

Abbreviations should be avoided as far as possible in the text, with certain exceptions:

1) circa (c.) may be abbreviated next to dates; 2) number (no.) may be abbreviated next to numbers; 3) Saint (St); 4) SI units may be abbreviated next to numbers, e.g. mm, cm, m, km, m² or kg; 5) abbreviations that constitute distinct words or proper names, e.g. USA, DNA.

Italics are used for the names of publications (not articles) and for foreign words and phrases, e.g. *raison d'être* or *ex silentio*. Italics for emphasis should however be used sparingly.

Bold and **underlining** are not permitted in *Fornvännen*.

Numbers from zero to twelve are written in letters, except in measurements or page references. Numbers from 13 and above are written with digits.

Dates should be written as e.g. 21 May 1085.

Years should not be abbreviated, e.g. 1970s (not 70s) or 1510–1527 (not 1510–27).

Double quotation marks (“ ”) are used around short quotations incorporated in the text.

Single quotation marks (‘ ’) are used to mark quotations within quotations and if necessary to explain the meaning of a word.

Longer quotations – when two sentences or more are quoted, these should be marked by indented margins. Quotation marks are not used around indented quotations.

Short hyphens (-) are used in some compounds, in certain expressions consisting of multiple words and to mark omitted parts of compounds, e.g. first- and second-generation.

En-dashes (–) are used instead of “to” in numerical ranges, e.g. 1020–1050, and around parenthetical insertions.

Footnotes are not allowed in *Fornvännen*.

Illustrations

Articles, short communications and debates may be accompanied by illustrations of various kinds, preferably in colour. However, *Fornvännen* publishes only illustrations for which the copyright holder has given the author permission to publish in printed form and on the internet. Illustrations should be submitted as separate image files in one of the digital formats TIFF, JPEG or PNG, at least 300 dpi resolution and about 20 cm in width.

Tables

Articles, short communications and debates can be accompanied by tables which clearly present complex data that are important for understanding the content and interpretations in the text. The tables should be submitted as separate files in either of the digital formats Excel or ODS.

The editorial process

The editorial board of *Fornvännen* first makes an initial assessment of whether the topic of a submission is suitable for the journal and whether it is of sufficient quality. Manuscripts always undergo a double-blind peer review, which means that both the author and the reviewer remain unknown to each other. The reviewer’s comments and recommendations are communicated to the main author in anonymized form. If the submission is approved for publication on condition that revisions are made, the author is given the chance to revise the article and to respond to any criticism from the reviewer. Short communications and debates are usually reviewed only by the editorial board, but external review assistance is enlisted if necessary.

The author is notified by email by the editorial board as to whether the submission has been approved for publication or not. Once the editorial board has approved the text for publication, it is copyedited. The text is then returned to the author for scrutiny, any adjustments and final approval. Authors of articles in English are responsible for the having the language professionally checked if they are not native speakers. The linguistic quality of articles in English should be high. When the article is written in Swedish, Danish or Norwegian, the editorial board ensures that the English is checked in the abstract, summary and figure and table

captions. After that the text undergoes graphic design. The author receives a proof (PDF) of the typeset layout for final approval. No changes may be made at this stage except to correct errors.

Before the publication of the text, a copyright agreement is drawn up in which the author gives *Fornvännen* the right to print the text and publish it online. *Fornvännen* does not, however, acquire the rights to the content.

Each author receives a copy of the issue in which the text has been included and a digital offprint.

Digital publication

The content of *Fornvännen* is published digitally on the DiVA platform, which is connected to the Web of Science. Title and abstract are published digitally as soon as the journal has been printed, while the full text becomes Open Access six months after publication.

The Library of the Royal Swedish Academy of Letters, History and Antiquities at the National Heritage Board is responsible for the digital publication of *Fornvännen*, and that is where to address questions regarding DiVA. The National Heritage Board's own portal for the search service is raa.diva-portal.org.