

Given its international nature, *Nordicum-Mediterraneum* accepts submissions primarily in English, which is today's *lingua franca* of scholarship. Secondly, the journal accepts submissions in other national and regional languages of the Nordic and Mediterranean communities. Empirical and theoretical research are considered as well as discussion papers, interviews, institutional reports, conference proceedings, book reviews, memoirs and archival records. It is amongst the journal's aims to be not only a dynamic instrument to follow current research and debates, but also and above all a reliable archive for future inquiries.

The journal is published once a year, although special editions devoted to particular topics and/or events may appear as well. The journal is indexed internationally on the *Directory of Open Access Journals* (DOAJ), *EBSCO's Humanities International Index*, *The Danish Bibliometric Research Indicator* (BFI) and on *Gegnir.is* for Iceland. The journal's contents are also accessible via *JURN-the index of scholarly e-journals in the arts and humanities* and *Open J-Gate*. All material published in *Nordicum-Mediterraneum* is deposited, itemised and stored on the digital archive *Skemman* of Iceland's National Library, so as to ensure its long-term safe-keeping, identifiability and availability.

As of issue 5(1) of the journal and as already done for the special issue 1(2), fictional page numbers are not assigned to each contribution. All major scholarly citation standards (e.g. APA) acknowledge this practice of e-publishing and, as referencing is concerned, they recommend to refer to non-page-numbered electronic sources by: author, title, year of publication, url and, for in-text quotations, paragraph or sub-section.

Specific editorial guidelines follow, concerning the most common types of publication in the journal.

a) **Articles and review essays**

With the exception of contributions invited or reviewed by the editors alone, all research and theoretical papers submitted undergo blind (i.e. anonymous) peer review by two referees, whose comments are disclosed to the contributors, either partially or *in toto*. Referees make sure that high academic standards apply, including ethical ones (e.g. plagiarism). Finding suitable and willing referees, and then obtaining their feedback, requires time, which may vary from two to eight months. Since 2012, the editors indicate clearly in each regular issue which articles underwent double blind peer review.

Upon acceptance of their submission, contributors must provide a very short autobiographical note (100 words max.), a list of key-words (10 max., separated by comma

i.e. “,”) and an abstract of their work. Abstracts must be in English and never exceed 100 words (additional abstracts in Icelandic are requested for papers published in Icelandic). Abstracts are not required for review essays. Unsolicited review essays are welcome.

Given the interdisciplinary and electronic nature of the journal, contributors are allowed to use different citation standards. It is recommended that the most common one in their disciplinary area is chosen.

However, as a general rule, contributors should keep the format of their submissions **as plain as possible**.

Therefore they must **avoid**: indentations, multiple fonts, multiple paragraph formats (except for long quotes, if deemed necessary), complex structures (e.g. titles including chapters containing sections, etc.) and non-standard characters (e.g. unnecessary logical operators).

The font to be used **throughout** is **Arial** (12 pts. for the main text, 12 pts. for headings, 10 pts. for long quotes – though 12 pts. italicised long quotes are also acceptable).

All texts must be single-spaced; paragraph spacing both “before” and “after” must be set on **0**; no indentation is needed, except for bibliographies, which can make use of hanging or other first-line special tabs; no indentation is to be mirrored; no space needs added between paragraphs.

Arabic-numbered **endnotes** (e.g. 1, 2, 3) must be used rather than footnotes and kept to a minimum in both number and length. In other words, the endnotes must be few and short.

Pictures, tables, graphics and other such elements must be sent individually as separate jpg or similar files for manual upload.

b) **Book reviews**

The maximum length recommended for book reviews is 1000 words. As for articles and review essays, the format of the text must be **as plain as possible** and the font to be used **throughout** is **Arial** (12 pts.). Endnotes and footnotes must be avoided. Abstracts are not required. Unsolicited book reviews are welcome.

N.B. All manuscripts should be sent by e-mail to giorgio@unak.is in a format legible by Microsoft Word (i.e. txt, rtf, doc) or OpenOffice, (i.e. odt). Avoid submitting manuscripts in

pdf format. Authors retain copyright and any other publishing right over their own material, including republication, provided that they acknowledge the original publication in *Nordicum-Mediterraneum*. Through the restricted log-in area of the journal, authors can access their publications for minor edits and gather useful information (e.g. downloads and views statistics). The regular issues of the journal are published every year in March. Special issues, which typically contain variously peer-reviewed conference materials, are published without an exact schedule.

A note on the published material since issue 5(1)/2010:

All authors have access to a restricted area, which they can enter from the left side of the journal's homepage by logging in with the username and password provided upon their registration *qua* contributing authors (in case either or both were lost, please contact the editor). They can then click on "edit" under the title of their publications, which they may wish to update or modify (only minor changes are allowed). Or they can select "Edit my profile" on the menu on the top right corner of the webpage in order to update their biopic (scroll down to "Biographical Info"), change their password, etc.

In the absence of a traditional table of contents, which would not fit within the completely electronic character of the journal, the published materials follow in general a fairly simple set of ordering criteria: (A) in the ordinary issues there are, from top to bottom, double-blind peer-reviewed articles, special contributions (e.g. *ad hoc* texts, an introductory note for a conference followed by the proceedings), review essays, book reviews, other contributions; (B) in the special issues, usually devoted to conferences, an introductory note, the conference proceedings, and any occasional additional materials.

Because of the multi- and interdisciplinary character of the journal, a great variety of referencing standards and software programmes have to be accommodated. Therefore, minor differences may occur in the graphic layout between and within issues, but never to the extent of making the retrieval and the reading of the published material difficult.