



The Northern Review

*A multidisciplinary journal of the arts, social sciences & humanities
of the North published at Yukon College, Whitehorse*

Guidelines for Contributors

The *Northern Review* is a peer-reviewed, multidisciplinary journal devoted to discussion about human experience in the Circumpolar North and thought about the Circumpolar North.

The editors are interested in receiving original manuscripts in the humanities, social sciences, human ecology, geography, law, environmental studies, the social services, fine arts, and so on. The journal does not usually include within its mandate the publication of purely scientific studies, unless they are placed in a human context.

As a multidisciplinary journal, the *Northern Review* seeks manuscripts that are likely—in both subject and approach—to be of interest to a generalist audience, as well as a specialist audience. Ideally, articles should be crafted with the non-specialist reader in mind, and at the same time meet the standards expected from specialist peers.

Institutional affiliation is not a prerequisite for publication. The journal welcomes submissions about the Circumpolar North by northerners and others, provided that they attain the standard of their discipline.

The *Northern Review* currently publishes articles and book reviews:

- An article is a previously unpublished manuscript, original to the author, of between about 3,000 and 10,000 words. Note that manuscripts may be in the form of an academic paper, personal essay, short story, or poetry.
- A book review is a previously unpublished review, between 800 and 1,200 words, of a single contemporary publication or reprint of a significant work of a length.

The *Northern Review* follows a blind review policy. Articles are sent out for anonymous peer reviews, and the editor generally returns the comments in these reports, which may be edited, to the author.

The editors aim to inform authors about the acceptability of manuscripts within four to six months of receipt.

The final decision to publish, require rewrites, or reject any article rests solely with the senior editors, but proceeds from the recommendations of the referees.

The journal copy edits all manuscripts after final acceptance, to ensure consistency with our house style. We send a minimum of two proofs (by email) to the corresponding author: a copy edit proof, and a final page proof.

Authors must affirm at the time of submitting that the manuscript has not been, and will not be published or submitted elsewhere while under consideration by the *Northern Review*.

Authors are responsible for the factual accuracy of their papers and for obtaining permission to reproduce text or illustrations from other publications.

Style Guide

1. Consistency for most matters of style other than referencing is maintained through reference to the *Chicago Manual of Style*, most recent edition.
2. **Referencing:**
 - a. Reference style may follow the style that is most common in the author's discipline, and should be internally consistent. The reference style used should be clearly indicated when the manuscript is submitted. Note that the reference style for non North American submissions may be adjusted at the copy edit stage to the equivalent North American style, in consultation with the author.
 - b. Use italics in place of underlining.
 - c. In reference/bibliographic lists, the first letter of each word in book, chapter, and article titles should be capitalized.
 - d. Where bibliographic format is used, use endnotes instead of footnotes, unless agreed upon in advance. Please do not use the automated endnote or footnote feature available in word-processing software, as entire endnotes and reference lists may disappear when we strip the coding. Enter endnotes and the numbers indicating notes manually. We realize that the automated feature is useful and easy to use, so we suggest that you may want to use it while preparing your document, and convert the notes to normal text when you are ready to submit.
3. **Spelling:** the journal generally follows the Canadian Oxford Dictionary (second edition). Authors from other English-speaking countries may submit manuscripts in the spelling commonly accepted in their country, and corrections will be made at the copy edit stage. For your information, here are some common Canadian spelling conventions:
 - a. –our rather than –or: labour, colour, behaviour (note vigour but vigorous)
 - b. –re rather than –er: centre, fibre, theatre
 - c. –ize rather than –ise: organize, specialize, civilize
4. **Capitalization:**
 - a. Do not use all capitals (e.g., CAPITALS) anywhere in your submission except for acronyms (that have been spelled out in full before their first appearance in parentheses)
 - b. Certain nouns and adjectives designating parts of the world or regions are generally capitalized. E.g., Antarctica, the Arctic, Subarctic, the North, North Pole, North Polar ice cap, the North, the Circumpolar North **but** arctic climate, polar regions, arctic animals, arctic boots, northerner, northern countries, northern people
 - c. Names of racial, linguistic, tribal, religious, and other groupings of humankind are generally capitalized (Aboriginal, Indigenous); designations based only on colour, size, or local usage are lowercased (i.e., white, not White).
 - d. Popular names of places are usually capitalized and not enclosed in quotation marks (Near North)
 - e. Headings, sub-headings, titles: capitalize the first letter of all words except of, and, an, the, etc.

5. Northern place names in Canada: Many places in northern Canada are now referred to by their traditional names: Iqaluit (Frobisher Bay), Kuujuuaq (Fort Chimo), etc. The division of the Northwest Territories in 1999 resulted in Nunavut (Eastern Arctic) and the Northwest Territories (Western Arctic). If the traditional name might be unfamiliar, give the traditional name with the English name parenthetically.
6. References to Aboriginal Peoples: Authors are encouraged to consult representatives of such Indigenous organizations as necessary to ensure accuracy and acceptability of particular forms of references to Aboriginal people. References to Aboriginal peoples should follow the conventions prevalent in the region discussed in the contribution. There is often confusion over the correct form. The following may be of assistance for North American situations:
 - a. Aboriginal: Term used in Canada. Now commonly replaces “Native.”
 - b. Amerindian: Term used in the United States to refer to the Aboriginal populations of the continental United States. Not commonly used in Canada.
 - c. Eskimo: Generic term used in Alaska to mean both Yupik and Inupiat peoples. Used in Canada only to designate the Thule, Dorset and earlier Arctic peoples and not appropriate when referring to historical and modern Inuit peoples.
 - d. First Nations: Plural term used in Canada. Generally implies non-Inuit and non-Métis Aboriginal people. Now commonly replaces “Native” and “Indian” in the Yukon, the Northwest Territories and Manitoba.
 - e. Indian: In Canada, a term used to mean non-Inuit, non-Métis Aboriginal Canadians. A status Indian is a person with legal rights under the Indian Act. Not all Indians are status Indians. Many, but not all, status Indians live on “reserves.” The term “reservation” is used only in the US.
 - f. Inuit: In American usage, the term applies to the language and culture grouping to which Inupiaq language and Inupiat culture belong and includes the Eastern Eskimo people of Arctic Alaska, Canada and Greenland. In Canadian usage, the term indicates the eight groups of Arctic indigenous people: Labrador (Innu), Ungava, Baffin Island, Iglulik, Caribou, Netsilik, Copper, and Western Arctic (Inuvialuit). Singular: Inuk. Language: Inuktitut.
 - g. Inupiaq: Language of Alaska Eskimos, spoken on the North Slope.
 - h. Inupiat: Alaska Eskimo people living on the North Slope.
 - i. Métis: In Canada, a categorical term for people of Indian/ French heritage; occasionally employed by non-Aboriginal people to mean any person or group of a mixed heritage that includes some degree of Indian.
 - j. Native: Used in Canada both as noun and adjective when referring to Indian and Inuit institutions and people. However, “First Nations” and “Aboriginal” are now the generally preferred terms. In the Northwest Territories, “Native” is preferred to “Aboriginal.”
 - k. Native Americans: is often used in the US to mean Indians specifically but legally includes the Aboriginal people of Hawaii and Samoa.
 - l. Yupik: Refers to three groups of Yupik speakers of western Alaska. The form “Yup’ik” is only correct for Central Yupik.
7. **Quotation marks:** short quotations incorporated into the text should be surrounded by double quotation marks. Quotations within quotations should be surrounded by single quotation marks.

8. **Serial comma:** when listing three or more items, include a comma before the “and” preceding the final item; e.g., the journal publishes articles in the arts, humanities, and social sciences.
9. **Numbers:** in ordinary text and non-technical manuscripts, authors should generally spell out numbers for whole numbers from one through one hundred, round numbers, and any number beginning a sentence.
10. Percent should be spelled out in text, preceded by figure: 36 percent.
11. The abbreviation “Fig.” is used in parentheses, but “figure” is spelled out and lower case when used in the text—e.g., “... figure 2 represents the study area.”
12. **Tables:** preferably use your word processor’s table tool; if not, use only tabs, not the space bar, to separate columns.
13. **Spacing:**
 - a. All indents (e.g. first line of a paragraph) should be a tab indent or set by your word processor’s paragraph indent function; please do not use space bar. Do not indent the first paragraph of the article or of any section or sub-section
 - b. Sentences should be separated by single spaces, not double spaces.
 - c. Include one space before and after ellipsis points.
 - d. Other than setting the line spacing at “double” or “1.5 lines” (preferred), do not add additional spacing before or after paragraphs or headings using your word processor’s paragraph formatting tool. Use the paragraph return where necessary.

Checklist for Manuscript Preparation:

Please check that you have included the following with your manuscript submission:

- a declaration that the submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided to the editors).
- a title page with all authors’ names, affiliations if any, and complete mailing addresses, and the corresponding author’s phone/fax number and email address; the corresponding author’s complete mailing address and phone/fax and email address should also appear in the email accompanying submission
- a plain language abstract of no more than 250 words
- name of referencing style used (and proofed your reference list for consistency)
- any notes are in text format (not embedded), indicated by superscript, and placed at the end of the manuscript in normal text, before the reference list/bibliography
- the author’s name has been removed from the document’s Properties (Summary tab), which in Microsoft Word is found in the File menu
- a declaration that the author has obtain permission, and included proper acknowledgement, for any illustrations, figures, tables, and so on that accompany the submission
- any general acknowledgements are in paragraph format at the end of the paper
- an affiliation or biographical note is included for each author (usually less than 50 words). E.g., “Susan Lee is associate professor of geography and director of the School of Northern Studies at the University of XYZ.” or “John Smith is an independent researcher and writer based in Community.”