



# Style Guide

The University of Manitoba Press uses the *Chicago Manual of Style*, 15<sup>th</sup> edition, and the *Oxford Canadian Dictionary* as its major guides. For legal citations, we refer the *Canadian Guide to Uniform Legal Citation*, 6<sup>th</sup> edition. However, some exceptions are dictated by particular Canadian usage (see, in particular, the *Oxford Guide to Canadian English Usage*) or internal house style (as detailed below).

## 1. Punctuation

- Use serial commas.
- Use double quotes; if there is a quote within a quote, use single within double.
- Punctuation marks should appear in the same font—roman or italic—as the main or surrounding text.
- Use ‘ ’ not ’ ’
- Commas and periods go inside quotation marks; exclamation points, question marks, colons and semicolons go outside unless part of a quotation.
- For ellipses, use three periods without spaces ... If the ellipsis follows a complete sentence, use four periods followed by a space.... Avoid beginning or ending quotations with ellipses, even if the quotation is a fragment.
- Don't put parentheses within parentheses; use square brackets instead. E.g., (see Jim Smith [1966]).
- Possessive, word ending in s (e.g., James's).
- Possessive, plural word (e.g., the Mortons').

### *Dashes*

There are three basic dashes that appear in a manuscript: hyphens, en-dashes, and em-dashes:

- A hyphen (-) is used to join words or to indicate breaks at the end of a line. The hyphen is also used in words like *co-worker*.
- An en-dash (–) is used between number sequences (e.g., 11–12 October 2007). There is no space before or after the dash. From keyboard: CTRL+– (minus sign on the numeric keypad); or, INSERT > SYMBOL > SPECIAL CHARACTERS.
- An em-dash (—) is used to indicate a parenthetical thought or ellipsis—there is no space before or after the dash. From keyboard: CTRL+ALT+– (minus sign on the numeric keypad); or, INSERT > SYMBOL > SPECIAL CHARACTERS.

## 2. Quotations

- Quotations of fewer than 100 words should be run into text with quotation marks; for quotations of 100 or more words, remove quotation marks and set the material as a block quotation, which will be set down in size and spaced from text by the formatter.
- Make sure that a source is cited for all quotations.
- Authorial interpolations should be placed within square brackets.

- Don't put brackets around letters at beginnings of quotes to signify changes in upper or lower case (i.e., according to *Chicago Manual of Style*, we may take the liberty of changing the case of the first word at the beginning of a quote to allow for smooth syntax).
- For [sic], use roman type.
- Syntax: all quotations must be incorporated into the text with appropriate punctuation (i.e., no quotation should stand alone without being part of a preceding or following sentence).

### 3. Notes and Bibliography

- For names of publishing houses, delete "Incorporated," "Limited," etc. (or short forms of).
- Delete articles before names of publishing houses or journals (e.g., *Free Press*, not *The Free Press*; *Vancouver Sun*, not *The Vancouver Sun*). Should read the *Free Press*, the *Vancouver Sun*.
- Use "and" instead of "&," even for publishers such as Douglas and McIntyre, who normally use an ampersand.
- Abbreviate U.S. states using two-letter abbreviations (NY, MA, etc.); same for Canadian provinces (BC, AB, etc.). Generally, geographical names are spelled out in full in text.
- "et al." and "ibid." should be roman, not italic.
- Close up initials of people's names (e.g., J.M. Bumsted) in text, notes, and bibliography.

#### *Endnotes*

- All notes should be formatted in accordance with *Chicago Manual of Style* 17.1–357.
- For monographs, notes appear at the end of the book; in multi-author collections, notes appear at the end of chapters.
- If there is a complete bibliography, all notes may be short style (surname and short title, page number). Avoid the use of "idem," "op. cit.," "loc. cit." in notes. Use "ibid." if the title immediately preceding it is the same, otherwise use surname and short title.
- In chapter headings in notes section, chapter subtitle should be omitted.
- Endnote numbers are always positioned outside parentheses and semicolons. E.g., "... state)"<sup>24</sup> not "... state<sup>24</sup>)" and "... state:"<sup>24</sup> not "... state<sup>24</sup>:"

#### *Sample References*

- Journal articles:  
Frank Olson, "Willow Point," *Icelandic Canadian* 9, 1 (1950): 12.
- On-line sources:  
Ally Carnwath, "Meet the bands with poetry on the brain," *Observer*, 3 August 2008, <http://www.guardian.co.uk/music/2008/aug/03/popandrock>.
- Monographs:  
Barbara Lorenzkowski, *Sounds of Ethnicity: Listening to German North America, 1850–1914* (Winnipeg: University of Manitoba Press, 2010).

- Edited collections:

Harold J. Wynne, “Gambling Research in Canadian Aboriginal Communities: A Participatory Action Approach,” in *First Nations Gaming in Canada*, ed. Yale. D. Belanger (Winnipeg: University of Manitoba Press, 2011).

### ***Bibliographies***

- Multiple entries for authors in bibliographies should be listed according to date of publication (earliest to most recent) if author-date citation system is used, and alphabetically (according to first major word in title) otherwise.

### ***Text Citations***

While UMP prefers endnotes, in some cases parenthetical text (author-date) citations may be used instead. See *Chicago Manual of Style* 16.107–120 for the basic form of text citations and accompanying reference list.

In cases where numerous references are made to the same text (usually a literary work), authors may wish to make the first citation as an endnote (e.g., “Further references to this text will appear as page numbers in parentheses”) and use text citations (page number only) for subsequent references.

## **4. Spelling and Usage**

Use “Canadian” spelling. Refer to the *Oxford Canadian Dictionary* (first reference).

### ***Some UMP preferences include:***

- Aboriginal (when referring to First Nations), even as an adjective (e.g., Aboriginal art)
- acknowledgement
- advisor
- analyze
- appendices
- archeology, medieval
- Arctic (noun), arctic (adj.) Canada
- artifact
- centre
- cheque
- cooperation, coefficient, coordination, co-found, co-worker, co-edit, co-author
- data (always plural)
- decision making / maker (noun)
- e-mail
- focuses, focussed, focussing
- fulfill
- government (lower case; NOT the Pawley Government)
- governor general, lieutenant governor
- grey
- indigenous
- inquire
- jewellery
- John A. Macdonald
- judgement
- Macmillan (not MacMillan or Macmillan’s) for publishing house
- manoeuvre
- Montreal (no accent)
- mould
- Native (when referring to First Nations), even as an adjective (Native belief)
- nineteenth-century art
- percent
- policy making / policy maker (noun)
- postcolonial
- program
- Quebec (no accent)
- Québécois
- sceptical
- skillful
- theatre

- Third World
- toward (backward, forward)
- travelling
- under way (two words)
- website
- World War II (or Second World War)

### **Compound Words**

In general, follow the rules and principles set forth in *Chicago Manual of Style* 7.82–89. See also section 7.90, which is a hyphenation guide for compounds and prefixes. Unless otherwise specified, use *Oxford Canadian Dictionary*.

#### **Also Note:**

- For “de facto,” “ibid.,” “et al.,” “a priori,” and similar foreign terms now commonly used in English and appearing in English-language dictionaries should be in roman type (follow *Oxford Canadian Dictionary*).
- First, second, third (not firstly, secondly, thirdly).
- Legal cases: *Calder v. Attorney General of British Columbia* (don’t use “vs.”).
- Legislation: titles of statutes appear in roman (not italics): Indian Act, Canada Act, 1867, etc.
- Close up acronyms and abbreviations (RCAP, CPR, rather than R.C.A.P., etc.). In text and notes, these are set in full caps (not small caps). **Exception:** U.S., not US.
- Use c. for “circa” (e.g., c. 1870) in captions and notes; but in text use “about.”
- Capitalize “chapter,” “figure,” “table,” in textual references and use numerals. E.g., (see Chapter 4).
- One-third, one-half, etc.
- Alphabetization is word by word, not letter by letter. “Mc” (e.g., McDonald) is alphabetized as if it were “Mac” and “St.” as if it were “Saint.”
- Civil and professional titles should be capitalized when preceding a personal name and set in lowercase when following a name. E.g., Prime Minister Laurier; the prime minister; the minister of highways; then governor general Hnatyshyn. See *Chicago Manual of Style* 8.21–35.

## **5. Numbers**

- Numbers under 100 are spelled out, 100 and over are numerals (unless numbers are particularly dense in one section and refer to unit quantities, or if manuscript is more scientific).
- 2 x 4 mm, not 2 mm x 4 mm; but 16-mm film.
- Dates, page numbers, and percentage numbers, chapter numbers, part numbers are in numerals.
- 1990s (no apostrophe).
- 2nd, not 2d, when referring to editions in bibliography and notes (in text, however, write out ordinal numbers). **Exception:** use numeral for military units, e.g., 37th Haldimand Battalion of Rifles.
- Dates: September 2005, 12 September 2005, 12 September.
- Time: 3:00 p.m., but three o’clock.
- Equals sign has a space on either side (x = y).

- When specifying ranges of dates or numbers use “between/and” or “from/to”; don’t use dashes except in parenthetical material. E.g., between 1950 and 1962, not between 1950–62 (but, the 1980–81 academic year); from 12 to 15 percent (not from 12–15 percent).
- Currency: spell out or use numerals in accordance with above rule (write out numbers under 100); fractional amounts over one dollar are expressed in numerals (\$1.25); whole-dollar amounts are set with zeros after the decimal points when they appear in the same context with fractional amounts, and only then (\$6.95 and \$7.00; \$325 and \$400); a price of \$3 million, or \$7.3 billion).

### ***Bulleted and Numbered Lists***

If the points in a list are complete sentences, they have initial caps and closing periods; if they are fragments, they have no initial caps and no closing punctuation, except for the last point, which concludes with a period. If you come across a situation where some points are fragments and some consist of a fragment and then an additional sentence, try to revise the material so that all points are either fragments or sentences. If this is not possible, put periods after all the points, even the fragments, but don’t start the points with initial caps.

## **6. Submitting Electronic Art**

### ***Photographs and Illustrations***

If your book includes photographs or illustrations, we recommend that you provide UMP with sample images early in the editorial process. We can ensure that your artwork is usable.

When providing digital files of photographs and line drawings, originals should be scanned at 300 dpi at the final size for reproduction. Our books are generally 6 x 9 inches, and graphics do not exceed a maximum of 4.5” x 7.5”. If possible, avoid scanning from previously printed images (such as photos printed in books and magazines) as your original art. Provide captions for all photographs, and where appropriate, copyright information. **Do not embed digital photos in Microsoft Word (.doc) files.** Please send all photos as separate files (.jpg or .tiff format).

Alternatively, you are welcome to submit original photographs and illustrations. We will have these scanned by our designers for reproduction in the final book.

### ***Tables and Figures***

Small, simple tables (e.g., up to 5 row/columns) can be included in the main manuscript in Microsoft Word. More complex tables should be supplied as separate files in Excel format.

Whenever possible, charts and graphs should be supplied in Excel format, including both data (in table form) and the drawing. These will generally be redrawn by our designer.

Do not embed or link Excel files in the manuscript; just include a note for placement in the text (e.g., “Insert Table 2 here”).

When formatting figures

- Use tints sparingly, as these may not be easy to distinguish in the final printed form. If several areas need to be distinguished, then patterns should be used. Any shaded areas behind text should be set between 10–20% black in order to keep the text legible.
- Use one font size throughout the figure, and no more than two rule sizes.
- Notes that are related to tables or figures should be included below the table/figure, not as part of the endnotes.

### ***Maps***

Maps should be drawn by a professional cartographer. UMP can coordinate production of maps, but authors should supply a sample map with the level of detail expected in the final version.

If you intend to reproduce archival or previously published maps, follow our image-quality standards for photographs listed above.

## **7. Permissions**

Authors should be prepared to obtain permission to reproduce all text and images (illustrations, photographs, maps) from copyrighted sources. Cumulative quotations from a single work should not exceed 500 words without permission. For poetry, permission is required when reproducing more than 5 percent of the total work.

\* \* \*

*Any exceptions to the University of Manitoba Press style guide should be discussed with the managing editor, ph. (204) 474-7338, [bergeng@cc.umanitoba.ca](mailto:bergeng@cc.umanitoba.ca).*