



# Style Guide

The University of Manitoba Press uses the *Chicago Manual of Style*, 17th edition, and the *Oxford Canadian Dictionary* as its primary guides. For legal citations, we refer the *Canadian Guide to Uniform Legal Citation*, 9th 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. References to Indigenous People and Languages

In general, we use capitalized forms of Indigenous, Aboriginal, First Nations, Métis, and Native. For individual books, we defer to authors to determine the means by which they refer to peoples and groups, but we prefer the spelling and naming conventions used by particular Indigenous groups and nations.

Some UMP preferences include:

- Where possible, refer to specific nations (e.g., Cree/Nehiyawak; Anishinaabe; Métis; Inuit).
- Indigenous (adjective, capitalized) is an inclusive term that may refer to First Nations, Inuit, and Métis; but indigeneity
- Aboriginal (adjective, capitalized) may be used when in the official name of an organization or in legal usage referring to Aboriginal rights and title.
- Words and phrases from Indigenous languages should appear in roman (rather than treating these as foreign languages).

For more detailed discussions of terminology, see Chelsea Vowel, *Indigenous Writes: A Guide to First Nations, Métis, and Inuit Issues in Canada* (Winnipeg: Portage and Main Press, 2016), Chapter 1, and Gregory Younging, *Elements of Indigenous Style: A Guide for Writing By and About Indigenous Peoples* (Edmonton: Brush Education, 2018), Chapter 6.

For a discussion of consent, collaboration, and protocols around working with Indigenous people and communities, see Younging, *Elements of Indigenous Style*, Chapter 5.

## 2. Punctuation

- Use serial (Oxford) comma.
- 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 spaced periods . . . (rather than the ellipsis character …). If the ellipsis follows a complete sentence, use four spaced periods. . . . Avoid beginning or ending quotations with ellipses, even if the quotation is a fragment.
- Do not put parentheses within parentheses; use square brackets instead. E.g., (see Jim Smith [1966]).
- Avoid contractions (e.g., “do not” not “don’t”).
- Possessive, word ending in s (e.g., James’s).
- Possessive, plural word (e.g., the Mortons’).
- Close up initials of people’s names (e.g., J.M. Bumsted) in text, notes, and bibliography.

## 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.

## 3. 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.
- Double-check quotations for accuracy (including spelling and punctuation) and make sure to cite a source for all quotations.
- Authorial interpolations should be placed within square brackets.
- Do not put brackets around letters at beginnings of quotes to signify changes in upper or lower case. According to CMS 13.18–21, 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 italics.
- 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).

## 4. Notes and Bibliography

### Endnotes

- UMP prefers endnotes as a way to provide sufficient room for sources and commentary.
- All endnotes should be formatted in accordance with CMS 14.1–305.
- For monographs, notes appear at the end of the book; in multi-author collections, notes appear at the end of chapters.
- Note numbers begin at 1 for each chapter.
- If there is a complete bibliography, all notes should be short style (surname and short title, page number).

- Instead of “ibid.,” we prefer using the author’s name (e.g., “McCallum, 66,” rather than “ibid., 66”). See *CMS* 13.66.
- In text, note numbers are always positioned outside parentheses and other punctuation. E.g., “. . . state)”<sup>24</sup> not “. . . state<sup>24</sup>” and . . . state:<sup>24</sup> not . . . state<sup>24</sup>.
- For online sources, only include access dates if no date of publication or revision can be determined from the source (see *CMS* 14.12).

### Author-Date Citations

In some fields, particularly in the sciences and social sciences, author-date citations are the preferred approach and may be used instead. See *CMS* 15.1–59 for the basic form of author-date 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.

### Sample References (Endnote / Author-Date / Bibliography)

- Journal articles:
  1. Birtles, “A Pioneer Nurse,” 4.  
(Birtles 1995, 4)  
Birtles, William. “A Pioneer Nurse.” *Alberta History* 43, no. 1 (1995): 2–6.
- Online sources:
  2. Carnwath, “Meet the bands.”  
(Carnwath 2008)  
Carnwath, Ally. “Meet the bands with poetry on the brain.” *Observer*, 3 August 2008.  
<http://www.guardian.co.uk/music/2008/aug/03/popandrock>.
- Monographs:
  3. Lorezkowski, *Sounds of Ethnicity*, 112.  
(Lorezkowski 2010, 112)  
Lorezkowski, Barbara. *Sounds of Ethnicity: Listening to German North America, 1850–1914*. Winnipeg: University of Manitoba Press, 2010.
- Edited collections:
  4. Wynne, “Gambling Research,” 96–8.  
(Wynne 2011, 96–8)  
Wynne, Harold J. “Gambling Research in Canadian Aboriginal Communities: A Participatory Action Approach.” In *First Nations Gaming in Canada*, edited by Yale. D. Belanger, 93–117. Winnipeg: University of Manitoba Press, 2011.

#### Also Note:

- 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.
- For names of publishing houses, delete “Incorporated,” “Limited,” etc. (or their short forms).
- Delete articles before names of publishing houses or journals (e.g., *Free Press*, not *The Free Press*).
- Use “and” instead of “&.”
- Abbreviate Canadian provinces using two-letter abbreviations (BC, AB, etc.); same for U.S. states (NY, MA, etc.). Generally, geographical names are spelled out in full in text.

## 5. Spelling and Usage

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

### Compound Words

In general, follow the rules and principles set forth in *CMS* 7.81–88. See also section 7.89, which is a hyphenation guide for compounds and prefixes. Unless otherwise specified, use *Oxford Canadian Dictionary*.

#### Also Note:

- For “de facto,” “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* (do not use “vs.”).
- Legislation: titles of statutes appear in roman (not italics): Highway Traffic Act.
- Close up acronyms and abbreviations (RCAP, 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 letter by letter.
- 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 *CMS* 8.19–33.

## 6. 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 the manuscript is more scientific).
- Whole numbers used in combination with *million*, etc., follow the general rule (e.g., fourteen million, 14.5 million, 220 million).
- Currency follows above rule (e.g., five dollars, \$110); fractional amounts over one dollar are expressed in numerals (e.g., \$1.25).
- 2 x 4 mm, not 2 mm x 4 mm; but 16-mm film.

- 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, page numbers, percentage numbers, chapter numbers, and part numbers are in numerals.
- Dates: September 2005, 12 September 2005, 12 September.
- 1990s (no apostrophe).
- Time: 3:00 p.m., but three o'clock.
- When specifying ranges of dates or numbers: in text, use “from/to” or “between/and” (e.g., between 1950 and 1962, not between 1950–62); in notes and index, separate numbers with an en dash. See *CMS* 9.61 for rules on abbreviating page ranges.
- UMP prefers arabic rather than roman numerals in chapter and part numbering.

### 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.

## 7. Guidelines for Manuscripts

- Manuscripts should be submitted in Microsoft Word format (.docx), set up on letter-sized pages, with 1” margins, double-spacing, and pagination.
- Text should appear in a consistent font (e.g., Times New Roman, 12 pt.).
- Paragraphs should be indented at the first line, not separated with a line space.
- The Introduction is not included in chapter numbering.

## 8. Guidelines for Illustrations

- In monographs, figures are numbered consecutively, e.g., Fig. 1, Fig. 2, etc.
- In multi-author volumes, figures are numbered by chapter, e.g., for illustrations in Chapter 2, use Fig. 2.1, Fig. 2.2, etc.
- Authors or volume editors should include a separate list of captions and image credits with their final manuscript.

### Submitting Electronic Art

Do not embed or link digital photographs or charts in your manuscript. Please send all images or Excel files as separate files and include a note for placement in the text (e.g., “Insert Figure 2 here”).

### 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

usually exceed 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.

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 (.xlsx).

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.

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 to 20 percent 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.

### **Accessibility**

In addition to captions, detailed descriptions (also known as “alt text”) should be provided for all photos and illustrations. These are used to improve the accessibility of e-book editions. Any tables or charts that are not primarily text should have descriptions as well. For more information and examples, see <https://www.w3.org/WAI/tutorials/images/>.

## **9. Permissions**

Authors are responsible for obtaining permission to reproduce all text and images (illustrations, photographs, maps) from copyrighted sources. We require world rights for both print and digital formats.

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.

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