

Acadiensis Style Guide

The journal's style is based on the *Chicago Manual of Style (CMOS)*, so potential contributors should consult this manual for material not covered in this brief "*Acadiensis* Style Guide" (or contact the managing editor). The purpose of this style guide is to help save time by having authors revise their accepted submissions so that they conform to the general style of the journal.

The most obvious exception to *CMOS* in the pages of the journal is the use of Canadian spelling, and the *Canadian Oxford Dictionary* is the most reliable reference for such issues. Beyond the use of Canadian spelling, the journal also takes a particular approach on some stylistic matters at variance with *CMOS*:

- 1) Hyphens are one "character" long with no space on either side while dashes are two hyphens long (but solid) with a space before and after.
- 2) "*Ibid.*" is not used in the journal; instead, consolidate references and place a footnote at the end of the section with the same citations.

General Format:

- 1) The text of a submission should be in either Microsoft Word or Rich Text Format (RTF), using a 12 pt. Times New Roman font for the text and an 11 pt. Times New Roman font for footnotes.
- 2) Both the text and the footnotes should be double-spaced, flush left, and unjustified on the right side, and margins on all four sides should be one inch.
- 3) Indent one tab to begin paragraphs, with no extra line between paragraphs. The exceptions to this are subheadings, which are preceded by a blank line as well as being set flush left and bolded (with only the first word and proper nouns capitalized).
- 4) Set quotations within double quotation marks (and use single quotation marks for quotations within quotations). If emphasis is in the original or added by you as author, this is noted within parentheses at the end of the reference to the quote in the relevant footnote: "(emphasis in original)" or "(emphasis added by author)". Translations should be provided for languages other than French.
- 5) Use block quotations for quotations of seven or more lines of text (indented one tab on both sides and unjustified on the right side), and single-space with no quotation marks. As a general rule, quotations should be properly introduced; the reader should be in a position to know exactly who the speaker is in each case. Generally speaking, older quotations are not "corrected" except where misunderstanding might result; these "corrections" are done by either inserting "[*sic*]" after such words or, more rarely, by silent correction. When many of these instances occur in close proximity to each other, an explanatory note is preferable to the extensive use of "[*sic*]" in a passage of text.
- 6) Use parentheses and not square brackets (except for necessary insertions in quotations as noted just above).
- 7) Charts and tables should use a 12 pt. Times New Roman font and are numbered within each piece in the journal (i.e. "Table 1" or "Figure 1"). The components of each chart or table are not separated into cells. Instead, solid horizontal lines separate the title of the table/chart from the column headings, the column headings from the body of the chart/table, the body of the table/chart from any summary

information at the bottom of the table/chart, and the table itself from the list of sources below it (which is itself single-spaced and begins with “Source:” or “Sources:”).

8) Graphic material, such as photographs and maps, must be of acceptable quality and scanned at at least 300 dpi. It should be supplied separately on a CD or DVD or sent through Dropbox if very large (i.e. more than 3MB).

9) Include table, charts, and graphic materials at the end of the manuscript file, or as a separate file. They should be referred to in the text (i.e. “As shown in Table One . . .”).

10) The title of your submission should include references to place, period, and theme. Acknowledgements, if desired, are to be placed at the end of a numbered footnote – usually the first one – and no footnotes will be attached to the title in the published version.

Spelling:

1) “ize” endings are used instead of “ise” endings (i.e. criticize), but the usual exceptions apply (i.e. advertise).

2) Other usages of which to be aware:

- | | |
|-------------------------------------|--------------------|
| -- centre | -- trans-Atlantic |
| -- out-migration | -- program |
| -- socio-economic | -- judgement |
| -- licence (noun), license (verb) | -- acknowledgement |
| -- practice (noun), practise (verb) | |

2) Most singular possessive nouns ending in “s” do take another “s” after the apostrophe (i.e. *Acadiensis*’s). There are, however, exceptions to this rule where only an apostrophe applies: 1) when a singular possessive noun resembles a plural (i.e. politics’) and 2) when groups or places have plural names ending in “s” (i.e. United States’).

Diction:

1) Words and usages to avoid:

- Use “way of life” instead of “lifestyle”
- Use “such as” to introduce an example (vs. “like” – which gives a comparison)
- Use “currently” to mean in the present (vs. “presently” – which means soon)
- Use “more than” to discuss quantities (vs. “over” – which concerns heights)
- Passive constructions should be used sparingly
- First [Second] World War (vs. World War I [II])
- St. John River and Saint John (city)
- Avoid overused phrases/words, such as “not so far as,” “the fact that,” “contended,” and “viable”

2) Use “per cent” in the text, but “%” in tables and charts.

3) Gender-specific language:

While the historical record features many usages that are not accepted today, and scholars are expected to establish an accurate context, the inappropriate use of gender-specific language should be avoided – i.e. not “the historian and his problems” but “the problems of the historian.” Awkward terms such as “s/he” should also be avoided through alternative phrasing.

Capitalization:

- 1) Proper titles – “Province of Prince Edward Island” (but “Prince Edward Island, the smallest province”)
- 2) Honorifics – “Premier Alward” (but: “Alward, the premier” or “the premier”)
- 3) Crown (in the sense of state authority only)
- 4) British Empire (but “the empire” and “imperial”)
- 5) Regions of the country:
 - Maritime/Atlantic Region & Maritime/Atlantic Provinces
(but “Atlantic provinces” if referred to separately)
 - Western/Central/Eastern Canada/Canadian (& Confederation)

Emphasis:

- 1) To indicate emphasis in the text and footnotes, put words, book titles, etc. in italics (versus underlining or bolding them).
- 2) Italicization of words – aside from the titles of books, etc. – is to be used very sparingly: in cases where it is a little-known word or phrase, where a possible misunderstanding might result if a word or phrase was not italicized, where the author feels strongly that such emphasis should be added, and where words in a language other than English or French are used. In accordance with this last condition, *Acadiensis* being a bilingual journal, French-language words should not be italicized unless one of the first three conditions is applicable.

Numbers:

- 1) Cardinal numbers from one to ten are spelled out while numbers from 11 and up are expressed in numerals. However, spell out numbers if they start a sentence. The same approach applies for ordinal numbers (with no superscript on the “th”/“st”/“nd”/“rd”). When there is a mix of small and larger numbers in a particular passage, choose one approach for consistency. Exceptions apply in obvious cases such as tables or references to money.
- 2) Dates are written as day/month/year, with no comma: 1 July 1867.

3) Ordinal numbers are used to identify centuries – 18th century – but hyphenate if used as an adjective (i.e. “18th-century history”); also use a hyphen in “mid-18th century” but not for “early 18th century” or “late 18th century.”

4) Inclusive numbers omit the repeated element: 1756-63, 301-9 (except in a title).

5) Numbers in the “teens” are not elided: 1914-18, 111-17 (page numbers).

6) Apostrophes are not used for decades: 1990s.

7) Write out ordinary fractions in the text of a submission (i.e. $\frac{1}{2}$ is one-half).

Punctuation:

1) The serial comma is used (i.e. wood, wind, and water).

2) Only put one space following all punctuation (including periods and colons).

3) Close up initials in a person’s name while retaining the periods (i.e. E.R. Forbes), but omit periods within acronyms (i.e. NATO & US).

4) Ellipses to indicate the omission of quoted material should appear only within a quotation, not at the beginning or the end. Ellipses should have spaces between them as well as before and after – unless the first dot is a period (see below). The use of ellipses for omitted material within a quotation differs according to what is being omitted:

-- Three ellipses within a sentence indicate the omission of material from within that sentence:
i.e. When the tenants were paying, this meant a typical annual revenue . . . of \$240 to \$360 a year.

-- A closed-up period followed by three ellipses indicates the end of a sentence and the omission of either a subsequent sentence or sentences (the first sentence in the following example) while three ellipses followed by a period indicates the omission of the latter part of a sentence (the second sentence in the example):

i.e. The cases of widows and spinsters who were assessed for real estate taxes show how close to the bone these women lived. . . . In working-class neighbourhoods rents tended to be \$10 to \$15 a month, usually from one or two tenants in flats or rooms in the subdivided houses

5) Punctuation falls inside quotation marks, unless the quotation is significantly separate from the overall sentence.

Citations:

1) The first citation should be complete and accurate, with the author’s name recorded as it appears and in no way changed (i.e. Shannon Ryan, not S. Ryan). The full title and subtitle should be included as well as the location, publisher and year of publication for a book and the volume number, issue number, season/month and year, and page numbers for a journal.

2) Volume and issue numbers as well as other such matter should appear in their original style, especially for citations to *Acadiensis* itself. Please avoid deformed citations generated by databases.

3) The relevant page numbers for an item should be cited after the parenthetical information in a citation; a comma follows the parentheses for a book citation and a colon follows the parentheses for an article. Do not use “p.” or “pp.” before the page numbers, and citations to notes within sources are denoted by a lack of space, such as “. . ., 1979), 36n10.”

4) Do not use “*Ibid.*” Instead, consolidate consecutive references to the same source within a single paragraph or, when consecutive references to the same source span more than one paragraph, use the author’s surname, a short title, and the relevant pages in place of either “*ibid.*” or “*op. cit.*”

Articles:

Shannon Ryan, “Fishery to Colony: A Newfoundland Watershed, 1793-1815,” *Acadiensis* XII, no. 2 (Spring 1983): 34-52.

-- subsequent references: Ryan, “Fishery to Colony,” 44-5.

Books:

L. Anders Sandberg, ed., *Trouble in the Woods: Forest Policy and Social Conflict in Nova Scotia and New Brunswick* (Fredericton: Acadiensis Press, 1992).

-- subsequent references: Sandberg, *Trouble in the Woods*.

Chapter from an edited book:

Peter Clancy, “The Politics of Pulpwood Marketing in Nova Scotia, 1960-1985,” in *Trouble in the Woods: Forest Policy and Social Conflict in Nova Scotia and New Brunswick*, ed. L. Anders Sandberg (Fredericton: Acadiensis Press, 1992), 142-67.

-- if the book has been cited previously in your submission – either on its own or in terms of a different chapter – then the first reference to the book in terms of the whole Clancy chapter would be somewhat shortened:

Peter Clancy, “The Politics of Pulpwood Marketing in Nova Scotia, 1960-1985,” in Sandberg, *Trouble in the Woods*, 142-67.

-- subsequent general references to the Clancy chapter with no specific page numbers:
Clancy, “Politics of Pulpwood Marketing,” in Sandberg, *Trouble in the Woods*.

-- subsequent references to the Clancy chapter with specific page numbers:
Clancy, “Politics of Pulpwood Marketing,” in Sandberg, *Trouble in the Woods*, 145-8.

Theses:

Rusty Bittermann, "Middle River: The Social Structure of Agriculture in a Nineteenth Century Cape Breton Community" (MA thesis, University of New Brunswick, 1987), 100-17.

-- subsequent references: Bittermann, "Middle River," 156-7.

-- the type of master's thesis should be included (i.e. MA, MEd, MSc) while the citation to a doctoral dissertation is slightly different: "PhD diss." within the same overall format.

Manuscript and archival sources:

E.M. Murray to Catherine Cleverdon, 30 July 1946, Catherine Cleverdon Papers, MG30 D 160, vol. 1 file 7, Library and Archives Canada (LAC), Ottawa.

-- the location of an archive is only provided in the first citation to it.

-- citations begin with the specific document followed by the date, specific page(s), collection name, fonds, volume and file numbers, and archive and location.

-- subsequent references to the same source should be shortened, as well as if another document from the same collection and with the same correspondents has been cited earlier:

Murray to Cleverdon, 30 July 1946, Cleverdon Papers.

Cleverdon to Nellie McClung, 7 December 1947, Cleverdon Papers.

Electronic sources:

Citizenship and Immigration Canada, "Transforming the Immigration System: Then and Now," <http://www.cic.gc.ca/english/departement/media/notices/notice-transform2.asp>

-- cite author, title, and web address (including the digital object identifier if available), but do not give date accessed unless frequent changes occur nor include extended tail-end information (as this sometimes changes and is therefore rejected by browsers); the general concept is that a website document is treated as an item within a large encyclopedic collection that has its own internal indexes and navigational devices.

-- for citations from the *Dictionary of Canadian Biography Online (DCB Online)* and other electronic reference works, use the following model:

-- C.M. Wallace, "Sir Samuel Leonard Tilley," *DCB Online* XII,

<http://www.biographi.ca/>.

-- subsequent references:

Wallace, "Tilley," *DCB Online* XII, <http://www.biographi.ca/>.

-- note, of course, that the same article from the *DCB* may also be cited as part of a published volume:

C.M. Wallace, "Sir Samuel Leonard Tilley," *Dictionary of Canadian Biography* XII (Toronto: UTP, 1990), 1051-60.

-- subsequent references: Wallace, "Tilley," *DCB* XII:1058.

Interviews:

Dan Weston, interview by author, 24 May 2007, Woodstock, NB, tape recording and transcript in possession of author.

- cite interviewee, interviewer, date, location of interview, format, and location of storage.
- subsequent references: Weston interview.

Newspapers:

Daily Gleaner (Fredericton), 7 January 1993.

- give the place of publication on first reference only and do not include page numbers in the first or subsequent references.