



STUDIES IN CANADIAN LITERATURE
STYLE SHEET FOR AUTHORS (ENGLISH)

In an effort to ensure that *SCL/ÉLC* is as consistent as possible in stylistic matters, we ask all authors of articles in English to follow the *MLA Handbook*, 8th edition, using parenthetical citations for references rather than footnotes. Please also note the following matters of house style:

Punctuation and Spelling:

- Use the *Canadian Oxford Dictionary* to check spelling and hyphenation.
- For material to be italicized, format with italics rather than underlining.
- Use two hyphens with spaces on either side for dashes, rather than typeset em-dashes: e.g. “His first published novel -- though not the first he wrote -- was...”
- Names ending in “s” add an “s” after a possessive apostrophe: e.g. Davies’s novels
- Type initials closed up: W.H. New, not W. H. New.
- Use double quotation marks for quotations and for “scare quotes”; use single quotation marks only for quotes within quotes.
- Normally, commas and periods go inside quotation marks; semi-colons and colons that are not part of the original quotation normally go outside the quotation marks.
- Use commas before “and” in a series: e.g. “she uses metaphor, image, and symbol” (except in interviews, where a less formal mode may be preferable).
- Do not double space at the end of sentences.

Quotations:

- Check all quotations and page numbers against the originals for accuracy.
- Type all quotations double-spaced and incorporate shorter ones (fewer than five lines of prose or four lines of poetry) into the text; offset anything longer.
- Avoid ellipses at the beginnings or ends of quotations. Ellipses within quotations are assumed to be added by the article author and do not need to be square bracketed; this is the default. If they appear in the original quotation, insert “; original ellipsis” or “; original ellipses” after the page number in the parenthetical citation.
- Italics, bold type, or other special formatting in quotation is assumed, as a default, to followed original quotation. If you add italics for emphasis, insert “; emphasis added” after the page number in the parenthetical citation.
- Use colon to introduce quotations only when what introduces the quotation is an independent clause; otherwise, use a comma or no punctuation, as grammar dictates.
- Punctuate quotations as in original; avoid square brackets registering case changes.

Parenthetical Citations:

- Use shortened titles to distinguish multiple works cited by the same author when not clear from context: e.g. for *The Bush Garden* use (*Bush* 141).
- Space between multiple parenthetical page numbers: e.g., (Wiebe 27, 31).
- Refer to inclusive numbers as follows: 5-8; 22-26 (not 22-6); 155-76; 298-312.

Notes and Works Cited:

- Avoid footnotes and keep endnotes to a minimum; include only essential supplementary information. All bibliographical information should be in Works Cited. Any acknowledgements normally go in an Author's Note rather than a first endnote.
- Omit province or state information after city of publication in Works Cited; include only the first city listed.
- Cite specific items from an anthology, collection of essays, etc., under the author's name, rather than citing the whole book under the editor's name.
- Include only texts quoted or given significant mention in Works Cited.