The following style guide has been adapted from *The Chicago Manual of Style, 16th ed.*

This is the **Author-Date style guide**; references are cited in parenthetical citations in the body of the text, and there is a corresponding entry in the reference list (entitled “References”). The other method that CBU Press uses is the Notes-Bibliography style. The Notes-Bibliography style is usually used for books in the disciplines of literature, history and the arts, and the Author-Date style is usually used for books in the disciplines of the physical, natural and social sciences, but the decision to use one system over another ultimately remains with the editor.

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**Conditions of Publication**

Submission of an original manuscript to CBU Press indicates that it represents original work not previously published, that it is not being considered elsewhere for publication and that, if accepted for publication, it will not be published elsewhere in the same form or in translation without the prior consent of the editors. Manuscripts accepted for publication require submission of one final hard copy and an electronic version. See below, “Formatting Your Manuscript,” for acceptable formats.
Formatting your Manuscript

- **Double space** and **paginate**.
- Use a **12-point serif font** (e.g., Times Roman, Garamond, Palatino).
- Differentiate different **subheadings**, either using bold, underlined or italic font; or type A, B or C at the beginning of each subhead, as appropriate.
- Use **italics** (instead of underlining) for all references to book and journal titles.
- Submit the **hard copy** with the author's name, affiliation and contact information (address, telephone, fax, e-mail) on a separate title page.
- **Only the title of the manuscript** should appear, in bold and centred, at the top of the first page on the hard copy. The author’s name must not appear anywhere on the hard copy of the manuscript.
- **The electronic copy** must be in Word Perfect, Microsoft Word or RTF format. Manuscripts are NOT acceptable in Microsoft Works. If on disc, the disc must be clearly labelled with the author’s name, the name of the file, software name and version and operating system (e.g., “John Doe, Doe.txt, Word 5.0, Mac”).
- The **electronic and hard copies** of the final manuscript must be identical.
- Please **keep formatting to a minimum**

Images

Black-and-white photographs or illustrations may be submitted to accompany a manuscript. Submit in electronic form at high resolution (600 or 300 ppi, TIFF, PDF, PostScript, JPEG, etc.) or as camera-ready art (b&w glossy, laser printout). Slides may also be submitted. **All copyright clearance is the responsibility of the author and must accompany the final manuscript.** The decision to include images in publication remains with the editor.

Editing your Manuscript

**Numbers**

- Spell out whole numbers from one to one hundred, except percentages, round numbers (e.g., 5,000) and numbers ending a sentence.
- Number ranges always use hyphens and two digits (418-19), except when the final two digits are under ten (104-105). Always write out years in full (1888-1889).
- Use commas in numbers with more than three digits (167,563).

**Percentages**

- Use numerals and “per cent”: 54 per cent.

**Dates**

- Format as MONTH DAY, YEAR (June 11, 2012).
- Do not abbreviate months.
- Spell out decades: 1920s, NOT ‘20s.
abbreviate “circa” in the following way: ca. 1900 (note the space).

Centuries
- Write in numerical form. Do not use superscript: Communication in the 19th century....

Eras
- Please use BCE (Before Common Era) and CE (Common Era) rather than BC and AD.

Capitalization of Titles and Subtitles
- Capitalize all words except prepositions and other unemphasized words (the, of, and, on, during, for, though, among, since, etc.).
- Retain original capitalization of source material.

Serial Commas (the Oxford Comma)
- Do not use except where required for clarity.

Hyphens and Dashes
- If you’re writing fiction, use an en dash – with a space on either side.
- If you’re writing nonfiction, use an em dash—with no space on either side.
- Use a hyphen to indicate page ranges (346-78) and date ranges (1976-1981).

Emphasizing
- In general, do not use bold formatting or exclamation marks. Use italics for emphasis, but keep them to a minimum.
- If emphasis is added, or appears in the original, include a phrase indicating so after the parenthetical reference (if there is one): (Anderson 2001; emphasis in original) or (Anderson 2001; emphasis added). Note use of semi-colon.

Spacing between Sentences
- Use one space only after a period.

Names with Initials
- Two or more initials should be separated with a space: T. S. Eliot.

Possessives
- In general, always use ’s to form the possessive of singular nouns, and simply an apostrophe to form the possessive of plural nouns, except plural nouns that do not end in s: the horse’s mouth, all the girls’ dresses, children’s literature
- If a proper name ends in an “eez” sound, use only an apostrophe to form the possessive: Euripedes’, Xerxes’, etc.
- If a name ends in an unpronounced s, use only an apostrophe: Denys’ journal, Descartes’ philosophy, Camus’ writings.
- In For ... sake expressions, use only an apostrophe to form the possessive: for righteousness’ sake, for Jesus’ sake, etc.

Enumeration of points
- Use (a), (b), etc. within paragraphs.
- Use 1., 2., etc. for separate paragraphs in a series.
Ellipses
- Use three dots to indicate an omission within a quoted sentence.
- Use four dots to indicate the omission of one or more sentences.
- Include a space before ... and after an ellipses in the middle of a sentence.
- When using four dots, the first dot is a period, so there is no space before it.
- To indicate omission of a paragraph, indent the new paragraph and begin with ellipses.

Quotations
- **Block (long) quotations**: Set off quotations of more than forty words.
- The in-text parenthetical citation appears after the final punctuation.
- Preserve **original spelling and punctuation** of quoted material and titles of works, except for single and double quotation marks, which should be changed, if necessary, for consistency. If the original title of a work appears entirely in uppercase, capitalize as a usual title would be capitalized.
- If you are unable to find the original source material for a quotation, write “qtd. in” before the in-text citation.

Quotation Marks
- Always use double quotation marks, even for one- or two-word phrases.
- Use single quotation marks when quotations occur within quotations.
- Commas and periods are placed **before** quotation marks; semi-colons and colons are placed **after** quotation marks.

Foreign Words and Latin Terms
- Use italics for the first instance of non-English words, **except for names**, which are never italicized; otherwise, keep italics to a minimum.
- Use roman type for Latin terms that are part of the common English lexicon (et al., e.g., i.e., ca., cf.), but [sic].
- Include a space between ca. and the date: ca. 1900.

Translation of Foreign Languages
The decision whether or not text in a foreign language should be translated into English will remain with the editor. In general, translate all foreign terms and follow them with an English translation in round brackets. The translation should not be in italics or quotation marks, even if the text of the original language is. If there is a source **and** a translation, the source comes first; a semi-colon and the translation follow):
- *Ainu Jojishi Yukara no Kenkyu* (Research about Ainu Epic Poems)
- “*cynhyrchu gogoniant i Dduw, Ileshad ysbrydol i anfarwolion, gwasgaru goleuni iachusawl yn mhlith cenedl allwadedig y Cymry*” (Bythell 1841; to praise God, provide spiritual sustenance, to spread the light amongst the emigrant Welsh nation).

Primary Sources
- In general, separate primary sources from secondary sources in the References.

Spelling
Use the *Canadian Oxford Dictionary*, 2nd ed. CBU Press uses -*our* endings (labour, behaviour, flavour) and -z spellings (analyze, emphasize, characterize)
Common spelling concerns
acknowledgement
adviser
artifact
benefited, benefiting
centre, centred, centring
cheque
coefficient
e-mail
enrolment
focused, focuses, focusing
fulfill, fulfilled
Internet
interrelated
judgement

Indigenous
licence = noun; license = verb
modelled
Montréal
multi (no hyphen, usually)
 naïve; naïvete
Protestant
program (but programmed, programming)
Québec
sizable
skeptical
St. Anne (NOT St Anne)
toward
World Wide Web

Abbreviations
CBC, CEO, RAF , USA , NS, PhD, BCE, CE
U.S., U.K.

Hyphenation Rules
Refer to the Canadian Oxford Dictionary, 2nd ed. for hyphen placement.
• There must be a minimum of three letters before or after a hyphen.
• Maximum three hyphens in a row.
• Do not hyphenate words ending in ly.

audiovisual
burnout
caregiver
cooperate, but co-operative
coordinate
cutbacks
daycare
decision-maker; decision-making
deregulate; deregulating
filmmaker; filmmaking
home page
Internet
lifelong
marketplace
markup
mindset
multi (no hyphen, usually)
on-site

policy-maker; policy-making
postcolonial
postmodern
postwar
poststructural
pre-eminent
pre-empt
re-elect
re-enact
reincorporate
reinforce
socio-economic
subnational; subpopulation; subsample
trade-off
website
workplace
world view
Documentation Guide

Authors are to use the appropriate system of documentation, according to the Chicago Manual of Style, “to identify the sources of direction quotations or paraphrases and of any facts or opinions not generally known or easily checked” (655). Arrange the reference list alphabetically by the first word in the entry.

IN-TEXT CITATIONS

Single Sources
Identify a source by author, year and page number where applicable:
(Herman 1987: 13).

Multiple Sources
A semi-colon separates multiple works by multiple authors.
A comma separates multiple works by a single author.

Republished Material
Include both the new date and the original date of publication in your in-text citation.
(AUTHOR NEWER DATE [OLDER DATE])
(Vander 1996 [1988])

Multiple Authors with Shared Last Name
If the reference list includes authors with the same last name, include the authors’ first initials, or, if necessary, their entire first names, to avoid ambiguity.

Multiple Authors or Editors
If there are 3 or fewer authors or editors of a work, list all the names in the in-text citation.
(Herman, Browner and Pisani 2010: 18)

If there are more than 3 authors or editors, list only one name, and then write “et al.”
(Herman et al. 2011: 23)

Multivolume Works
Add the volume number between the date and the page number (1979, vol. 4: 132).

Citing Footnotes and Endnotes
Include the page number, followed by an n (to indicate that you are citing a note), followed by the note number (131n2).

Multiple, Consecutive Citations from a Single Source
When citing multiple times from one source, include only the page number (45), as long as the source of the citation is clear—usually, if the citations are in the same paragraph. If not, restate the author and date (Jameson 1991: 45). Avoid the use of “ibid.”
Interviews and Personal Communication (including Email Correspondence)
No reference list entry is needed. A simple in-text citation suffices. Use the phrase *personal communication*, as well as the date of the communication.

- (personal communication, May 11, 2012)
- Direct interview quotations should be edited for punctuation rather than allowed to remain incorrect, unless the interview was done via type instead of audio.

REFERENCE LIST

1. BOOKS

1.1 Books
LAST NAME, FIRST NAME. DATE. TITLE. PLACE: PUBLISHER.

1.2 Books with an Editor but no Authors
LAST NAME, FIRST NAME, ed. DATE. TITLE. PLACE: PUBLISHER.
LAST NAME, FIRST NAME, FIRST NAME LAST NAME, and FIRST NAME LAST NAME, eds. DATE. TITLE. PLACE: PUBLISHER.

1.3 Books with no Author
List the work alphabetically by its title. If the title begins with an article (e.g., *A, An, The*), alphabetize by the second word in the title. The following example would be found with the *Ws*:

1.4 Books with an Author, Editor and Translator
LAST NAME, FIRST NAME OF AUTHOR. DATE. TITLE. Trans. NAME OF TRANSLATOR. Ed. NAME OF EDITOR. PLACE: PUBLISHER.

1.5 Multiple Works by One Author
In cases where there are multiple references by the same author, after the first reference, replace the author’s name with 3 em dashes.
In the author-date style, works by a single author should be in chronological order, oldest to newest.

1.6 Multiple Authors

- First author’s name is inverted (LAST, FIRST); subsequent names are not (FIRST LAST).
- Use the word and to separate authors’ names; don’t use an ampersand (&).
- For 10 names or fewer, list all names. For more than 10 names, list the first 7 authors, then write “et al.”


1.7 Multiple Works by One Author but with Different Coauthors

Single-author entries precede multi-author entries beginning with the same name:


When one author has coauthored with different authors, the entries are alphabetized according to coauthors’ last names:

Feld, Steven and Douglas Coupland, eds. 2001. This is a Fake Book. Fake Place: Fake Publishing Company.

1.8 Chapter in Book

AUTHOR. DATE. TITLE OF CHAPTER. In TITLE OF BOOK, trans. NAME OF TRANSLATOR, ed. NAME OF EDITOR, PAGE NUMBERS OF CHAPTER. PLACE: PUBLISHER.


- “Ed.” here stands for “edited by,” so “eds.” never appears here, even when there are multiple editors.

1.9 Multivolume Sets

CITING THE WHOLE WORK

NAME OF EDITOR, ed. DATE. TITLE OF SERIES. TOTAL NUMBER OF VOLUMES vols. PLACE: PUBLISHER.


CITING ONE VOLUME

NAME OF AUTHOR. DATE. TITLE OF INDIVIDUAL VOLUME. Ed. EDITOR OF INDIVIDUAL VOLUME. Vol. NUMBER OF TITLE OF SERIES, ed. EDITOR OF SERIES. PLACE: PUBLISHER.

### 1.8 Edition Other Than the First
Include the edition after the title of the work. Revised edition is abbreviated Rev. ed.


### 1.9 Reprinted Works
Note that a reprinted work is different from multiple editions of a work.

**AUTHOR-DATE STYLE**

*AUTHOR. NEWER DATE [OLDER DATE]. TITLE. Reprinted with an introduction by NAME. PLACE: PUBLISHER.*


### 2. ARTICLES

#### 2.1 Articles in Academic Journals
If there is only a volume number, there is no space between the page number and volume number. If there is a volume number and a year or issue number in parentheses, include a space both before the parentheses and after the colon. See examples below.

*AUTHOR. DATE. TITLE OF ARTICLE. TITLE OF JOURNAL VOLUME NUMBER (ISSUE NUMBER): PAGE NUMBERS OF ARTICLE.*


*AUTHOR. DATE. TITLE OF ARTICLE. TITLE OF JOURNAL VOLUME NUMBER: PAGE NUMBERS OF ARTICLE.*


#### 2.2 Articles in Newspapers
If there is no author, begin with the title or a descriptive phrase of the piece.

*AUTHOR. YEAR. TITLE OF ARTICLE. TITLE OF NEWSPAPER. DAY MONTH, SECTION AND PAGE NUMBER.*


#### 2.3 Articles in Magazines

*AUTHOR. YEAR. TITLE OF ARTICLE. TITLE OF MAGAZINE, MONTH OF PUBLICATION.*

3. DISSERTATIONS, THESES AND OTHER UNPUBLISHED OR INFORMALLY PUBLISHED MATERIAL

3.1 Dissertations and Theses
AUTHOR. YEAR. TITLE OF THESIS OR DISSERTATION. PhD dissertation, NAME OF UNIVERSITY.

3.3 Government Reports
Include a descriptive phrase of the report. Indicate if there is no date [n.d.].

3.4 Manuscript Collections and Other Archival (Primary) Sources
Include identifying numbers of manuscripts in in-text citations and refrain from including them in reference lists unless only one item is cited from that collection. Begin each entry with the location of the collection, and, on the next line, include the author, title and date of the collection. Organize entries alphabetically by location of collection. A complete entry should look something like this:
The National Archives of Scotland (NAS), Edinburgh, U.K.
Papers for the Ogilvy Family, Earls of Seafornd (POF).
A corresponding in-text citation would be: (NAS POF, GD248/590/3/1/33).

If unsure of how to cite, include as much information as possible, and leave to the discretion of the editor (it is easier for an editor to pare down information than to try to track down missing information).

4. ELECTRONIC SOURCES

4.1 Text from Websites
Include as much of the following information as possible. The owner of the website may stand in place of the author as long as the substitution does not lead to confusion.
AUTHOR. YEAR OF PAGE. TITLE OF PAGE. TITLE OF WEBSITE, DAY MONTH OF PAGE. URL (accessed MONTH DAY, YEAR).
4.2 **Homepages, MySpace and Other Common Websites**
If there is no clear title for the website, such as a MySpace page, add a descriptive phrase in square brackets in place of the title.

**NAME OF ARTIST. [MySpace page]. URL (accessed MONTH DAY, YEAR OF ACCESS).**

4.3 **Online Interviews**
**NAME OF INTERVIEWEE. YEAR. TITLE OF INTERVIEW. Interviewed by NAME OF INTERVIEWER. TITLE OF WEBSITE, DAY MONTH OF INTERVIEW. URL (accessed MONTH DAY, YEAR OF ACCESS).**

4.4 **Electronic Books**
E-books are cited as regular books, and are then followed by an indication of the format of the book.

5. **Audiovisual Material**

- If it will be of interest to the reader, list sound recordings separately in a list entitled “Discography,” and list films separately in a list entitled “Videography.”
- Always specify the medium, and include an identifying number (such as a CD catalogue number) wherever possible.
- If there is no identifying number of a CD, signal this fact with [n.n.]

**NAME OF ARTIST. DATE. TITLE OF ALBUM. LABEL CATALOGUE NUMBER. FORMAT.**

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