

STYLE GUIDE

Cape Breton University Press



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

This is the **Notes-Bibliography style guide**; references are cited in a truncated form in notes, and there is a corresponding entry in the bibliography. The other method that CBU Press uses is the Author-Date 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published, that it is not being considered elsewhere for publication and that, if accepted for publication, it will not be published elsewhere in the same form or in translation without the prior consent of the editors.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 the *Canadian Oxford Dictionary*, 2nd edition (2004) for English spellings (-our, -elled, -ize, etc.).
- 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").
- Please **do not automatically generate your bibliography**. Type each reference individually in plain text.
- 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, measurements (50 km; 10 cm) and chapter or volume numbers (chapter 6).
- Numbers over one hundred always appear as numerals: 500,000
- 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 (November 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: 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 ellipsis 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 endnote number 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:

- *Ainu Jojishi Yukara no Kenkyu* (Research about Ainu Epic Poems)
- “*cynhyrchu gogoniant i Dduw, lleshad ysbrydol i anfarwolion, gwasgaru goleuni iachusawl yn mhlith cenedl allwladedig y Cymry*” (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 Bibliography.

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	licence = noun; license = verb
adviser	modelled
artifact	Montréal
benefited, benefiting	multi (no hyphen, usually)
centre, centred, centring	naive; naïvete
cheque	Protestant
coefficient	program (but programmed, programming)
email	Québec
enrolment	sizable
focused, focuses, focusing	skeptical
fulfill, fulfilled	St. Anne (NOT St Anne)
Internet	toward
interrelated	World Wide Web
judgement	

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	postcolonial
burnout	postmodern
caregiver	postwar
cooperate, but co-operative	poststructural
coordinate	pre-eminent
cutbacks	pre-empt
daycare	re-elect
deregulate; deregulating	re-enact
filmmaker; filmmaking	reincorporate
home page	reinforce
Internet	socio-economic
lifelong	subnational; subpopulation; subsample
marketplace	trade-off
markup	tradition bearer
mindset	website
multi (no hyphen, usually)	workplace
on-site	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 direct quotations or paraphrases and of any facts or opinions not generally known or easily checked” (655). Endnotes and bibliographies are normally set smaller than the text. Arrange the bibliography alphabetically by the first word in the entry.

IN-TEXT CITATIONS

NOTES AND BIBLIOGRAPHY STYLE

Single Sources

AUTHOR’S LAST NAME, *SHORTENED TITLE*, PAGE NUMBER.

MacDonald, *Cape Breton Railways*, 21.

Multiple Sources in One Note

A **semi-colon** separates multiple references.

MacDonald, *Cape Breton Railways*, 21; Sable and Francis, *The Language of this Land*, 13.

Multiple Authors with Shared Last Name

If the bibliography 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 note. If there are **more than 3 authors** or editors, list only one name, and then write “et al.”

Sable and Francis, *The Language of this Land*, 13.

Multivolume Works

Add the volume number between the title and the page number: Graham, *Viking Fund Publications*, 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).

Interviews and Personal Communication (including Email Correspondence)

No bibliographic entry is needed. A simple citation in the notes suffices. Use the phrase *personal communication* or the word *interview*, 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.

NOTES ONLY STYLE

FIRST NAME LAST NAME, *TITLE*, (PLACE OF PUBLICATION: PUBLISHER, YEAR), PAGE NUMBER.

Herb MacDonald, *Cape Breton Railways: An Illustrated History* (Sydney, NS: Cape Breton University Press, 2012), 21.

For subsequent, consecutive references to the same source, use Ibid.:

Ibid., 25.

For subsequent but not consecutive references to the same source, write the author's last name and page number:

MacDonald, 188.

BIBLIOGRAPHY

1. BOOKS

1.1 Books

LAST NAME, FIRST NAME. *TITLE*. PLACE OF PUBLICATION: PUBLISHER, YEAR.

MacDonald, Herb. *Cape Breton Railways: An Illustrated History*. Sydney, NS: Cape Breton University Press, 2012.

1.2 Books with an Editor but no Authors

LAST NAME, FIRST NAME, FIRST NAME LAST NAME and FIRST NAME LAST NAME, eds. DATE. *TITLE*. PLACE: PUBLISHER.

Gibney, Mark, Rhoda E. Howard-Hassmann, Jean-Marc Coicaud and Niklaus Steiner, eds. *The Age of Apology: Facing Up to the Past*. Philadelphia: University of Pennsylvania Press, 2007.

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*:
The Whole People of God: The Christian Year and the Lectionary. Sydney, NS: Caribou Press, 2001.

1.4 Books with an Author, Editor and Translator

LAST NAME, FIRST NAME OF AUTHOR. *TITLE*. Translated by NAME OF TRANSLATOR. Ed. NAME OF EDITOR. PLACE: PUBLISHER, DATE.

Reid, John G. *Nova Scotia: A Pocket History*. Ed. Brenda Conroy. Halifax, NS: Fernwood Pub., 2009.

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 notes and bibliography style, works by the a single author are arranged in **alphabetical order** of the titles of the works.

Jameson, Fredric . *The Political Unconscious: Narrative as a Socially Symbolic Act*. Ithaca, NY: Cornell University Press, 1981.

———. *Postmodernism, or, the Cultural Logic of Late Capitalism*. Durham, NC: Duke University Press, 1991.

———. *The Prison-House of Language: A Critical Account of Structuralism and Russian Formalism*. Princeton: Princeton University Press, 1972.

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."

Levine, Richard, Christopher Locke, Doc Searls and David Weinberger. *The Cluetrain Manifesto: The End of Business As Usual*. Cambridge, MA: Perseus Publishing, 2001.

1.7 Multiple Works by One Author but with Different Coauthors

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

Feld, Steven. "'Flow Like a Waterfall': the Metaphors of Kaluli Music Theory." *Yearbook for Traditional Music* 13 (1981): 22-47.

Feld, Steven and Keith Basso, eds. 1996. *Senses of Place*. Santa Fe: School of American Research Press.

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

Feld, Steven and Keith Basso, eds. *Senses of Place*. Santa Fe: School of American Research Press, 1996.

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

1.8 Chapter in Book

Biersack, Aletta. "On the Life and Times of the Ipili Imagination." In *The Making of Global and Local Modernities in Melanesia: Humiliation, Transformation and the Nature of Cultural Change*, 135-62.

2nd ed. Ed. Joel Robbins and Holly Wardlow. Hampshire, U.K.: Ashgate, 2005.

- "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. *TITLE OF SERIES*. TOTAL NUMBER OF VOLUMES vols. PLACE: PUBLISHER, DATE.

Graham, Marcus, ed. *Viking Fund Publications in Anthropology*. 15 vols. New York: The Viking Fund, 1951.

CITING ONE VOLUME

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

McAllester, David P. *Peyote Music*. Ed. R. Linton. Vol. 13 of *Viking Fund Publications in Anthropology*. Ed. Marcus Graham. New York: The Viking Fund, 1949.

1.8 Edition Other Than the First

Include the edition after the title of the work. Revised edition is abbreviated Rev. ed.

- Strunk, William and E. B. White. *The Elements of Style*. 3rd ed. New York: MacMillan, 1979.

1.9 Reprinted Works

Note that a reprinted work is different from multiple editions of a work.

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

Brillat-Savarin, Jean Anthelme. *The Physiology of Taste, or Meditations on Transcendental Gastronomy*. 1825. Reprinted with an introduction by Arthur Machen. New York: Dover Publications, 1960.

OR

Brillat-Savarin, Jean Anthelme. *The Physiology of Taste, or Meditations on Transcendental Gastronomy*. New York: Dover Publications, 1960. First published 1825.

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. TITLE OF ARTICLE. *TITLE OF JOURNAL* VOLUME NUMBER, no. ISSUE NUMBER (DATE): PAGE NUMBERS OF ARTICLE.

Acton, Lauren. "Look Who's Evil Now!": Violence in Canadian Musicals." *Musicultures* 38, no. 1 (2011): 43-64.

2.2 Articles in Newspapers

If there is no author, begin with the title or a descriptive phrase of the piece.

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

Alexander, Laurie. "Things Heat Up." *Toronto Star*, April 2, 2010, A33.

2.3 Articles in Magazines

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

Samson, Natalie. "The Lobster Trap." *Quill & Quire*, September 2012.

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

3.1 Dissertations and Theses

AUTHOR. TITLE OF THESIS OR DISSERTATION. PhD dissertation, NAME OF UNIVERSITY, YEAR.

Carter, Matthew. "Industrial, Industrious, and Diverse: Comparative Case Studies of the Welsh in Urban and Rural America During the Late Nineteenth Century." PhD dissertation, Cardiff University, 2011.

Moore, Christopher. "Merchant Trade in Louisbourg, Île Royale." MA thesis, University of Ottawa, 1977.

3.3 Government Reports

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

Wallace, Brigitta. "An Archaeologist Discovers Early Acadia." In *Looking into Acadie: Three Illustrated Studies*, ed. Margaret Conrad. Nova Scotia Museum Curatorial Report No. 87. Halifax: Nova Scotia Department of Education and Culture Publications, n.d.

3.4 Manuscript Collections and Other Archival (Primary) Sources

Include **identifying numbers of manuscripts** in notes and refrain from including them in bibliographies 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 Seaford (POF).

A corresponding citation in the notes 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.

AUTHOR. TITLE OF PAGE. *TITLE OF WEBSITE*, DATE OF PAGE. URL (accessed MONTH DAY, YEAR).

Compton, Amanda. Art in Photography. *Capital City Weekly*, October 3, 2012.

http://www.capitalcityweekly.com/stories/100312/ae_1050137741.shtml (accessed October 9, 2012).

- If there is no author, the owner of the website may stand in place of the author.
- If there is no date, use the year of the date of access as the 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).

TeamNikaop. [MySpace page]. <http://www.myspace.com/teamnikaop> (accessed December 11, 2011).

4.3 Online Interviews

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

Gillis, Margie. A Lack of Compassion. Interviewed by Krista Erickson. *SunNews*, June 1, 2011. <http://www.sunnewsnetwork.ca/video/971454253001> (accessed June 21, 2012).

4.4 Electronic Books

E-books are cited as regular books, and are then followed by an indication of the format of the book. Roy, Philip. *Blood Brothers in Louisbourg*. Sydney, NS: Cape Breton University Press, 2012. Kindle e-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. *TITLE OF ALBUM*. LABEL CATALOGUE NUMBER, DATE. FORMAT.

Paul Winter Consort. *Crestone*. Living Music LMU-41, 2007. Compact disc.

Revised October 2013