

Style Guide

TOPIA: Canadian Journal of Cultural Studies

Updated March 2012

Please follow these guidelines for format and style before submitting for consideration. Manuscripts that do not adhere to these guidelines will be returned to the author for revision.

Style Manual & Dictionary

Style manual: *Chicago Manual of Style*, 16th ed. (<http://www.chicagomanualofstyle.org/home.html>)

Dictionary: *Canadian Oxford Dictionary* (<http://oxforddictionaries.com/?region=uk>)

Submission Rules

Abstracts: Should be between 150 and 300 words in length. Please provide a French translation of the abstract; if translation is unavailable, notify *TOPIA* staff.

Biographical statement: Please send a short biographical statement of 50 to 100 words.

Captions: Label images and/or tables "Fig. 1," "Fig. 2" and so on. Captions can be fragments or full sentences, and should be followed by a period.

Formatting: Please separate sentences by one space only. Do not indent paragraphs; include a space between each paragraph.

Images: Copyright permission for image reproduction is the responsibility of the author. Please provide images as tiffs or jpegs with a minimum 300 dpi.

Keywords: Please include five to six keywords that pertain to your article.

Notes: Notes should be numerical (1, 2, 3). Entitle list of endnotes "Notes." Editors are likely to require authors to edit endnotes comprising more than 800 words. Authors are advised to conduct a preliminary edit or consultation with the editors if their article's endnotes exceed this length.

Style Rules

Abbreviations: In text, it is preferable to avoid abbreviations. (Use *for example* rather than *e.g.*, and *that is* rather than *i.e.*)

Acknowledgements: Should appear before "Notes," in a section labelled "Acknowledgements."

Articles with two or more authors: Use "and" and not "&" for authors' names.

Authors' names: On first mention of author, please include full name as published.

Capitalization: Adhere to downstyle capitalization; capitalize an individual's title only if it directly precedes the individual's name (*Governor General David Johnson* vs. *David Johnston, the governor general of Canada*).

Centuries: Write reference to centuries in numeral form. Hyphenate only when the century functions as an adjective (*Communication in the 19th century, in 19th-century communication*).

Colons and semicolons: Where they end a quotation, place outside quotation marks ("*Washington Consensus*");. All other punctuation marks are placed inside quotation marks in accordance with the Chicago Manual of Style. Capitalize after the colon when it introduces (1) a quotation or (2) multiple sentences.

Dates: Month day, year in text (*June 11, 2004*); in references, day month year (*11 June 2004*). For decades, use four digits plus "s"; do not abbreviate or use an apostrophe (*1960s*). Spell out months; do not abbreviate (*January, November*).

Ellipsis points: In sentence, format without spaces (*In 1968, she...moved*); at end of sentence, include period followed by ellipsis (*I guess we'll never know...*). Where paragraph has been omitted, indent new paragraph and begin with ellipsis.

Em dashes: Em dashes used to set off amplifying, explanatory or digressive elements. Em dashes do not require space intervals—format without them. (*The influence of three impressionists—Monet, Sisley and Degas—is obvious in her work.*)

En dashes: Used as a link in place of "to" (*1919–1284*) and in compound words or adjectives when one element is made up of two or more words (*the post–Vietnam War period*).

Enumeration of points. Use (a) or (b) etc. within paragraphs; use 1. or 2. for separate paragraphs in a series.

Eras: Use BCE (Before Current Era) and CE (Current Era) rather than B.C. and A.D.

Geography: Capitalize region (*Canada's North*), keep lower case for geographical directives.

Italics: 1) When the author has added italics in quotations, indicate “emphasis added”; 2) When italics appear in the body of the text for emphasis, the word/phrase is italicized in the first instance, but in all subsequent instances regular font is used; 3) Words in foreign languages are always in italics if they have not been integrated into the *Canadian Oxford Dictionary*.

Newspapers/magazines: Keep “the” before the publication name in roman and lower case (*Toronto Star*, the *Toronto Star*, the *Star*).

Numbers: Spell out whole numbers from one to one hundred (except as a percentage), round numbers (five thousand), and any number that begins a sentence. Consecutive numbers use two digits (e.g., 418–19; except for 104–5). For digits over one hundred, use commas rather than spaces (100,000).

Percentages: Use numerals and “per cent” (*54 per cent*).

Personal initials: Two or more initials should be separated with a word space (*E. A. Poe*).

Possessives: For singular words and names ending in “s,” use “s’s” (*caucus’s*, *Jones’s*).

Quotations: Indent quotations of more than 40 words.

Scare quotes: Please limit use of scare quotes to situations where the troubling of the term is absolutely necessary for making its “meaning” clear. Do not include quote marks if the term is preceded by “so-called.”

Serial commas: Serial (or Oxford) comma not used except where required for clarity (*oranges, apples and bananas*).

Spelling: Use “-our” endings (*labour, behaviour, flavour*) and “z” spellings (*analyze, characterize*). Where U.S. spelling appears in titles, direct quotes and

proper names, preserve the spelling of origin. In all other text, change to Canadian spelling. See also “Common spelling concerns” below.

Titles and subtitles: Capitalize article titles and subtitles, except articles (*the, a, an*), coordinate conjunctions (*and, or, for*) and prepositions, regardless of length, unless they are first or last words.

References

In text:

- Use author-date system as outlined in *Chicago Manual of Style*, 16th ed.
- References in text: (Brown 1996: 321). Note sentence-ending period outside final bracket.
- References following an indented quote: e.g., “end of sentence.” (Brown 1996: 321)
- Multiple references in the text: Cite alphabetically, separated with a semi-colon (Bryant 1995; Reich 1992).
- When referring to multiple references of a single author: Cite in order of years, separated by a comma (Bryant 1995, 2000).
- Immediate subsequent references to single publication: Provide page numbers only. For multiple texts by single authors, repeat author's name/date for each reference.
- Newspapers: (Author, Newspaper, Date, year, pg #); subsequent references (Author year).

In list of references:

- Entitle list of references “References.”
- Arrange alphabetically by authors' last names; if more than one entry for the same author, list earliest work first.
- If an author has more than one entry in the References, use 3 em dashes: — — —.
- Please provide full author name as published.
- List all materials (books, films, works of art) referenced in one list of references.
- Dates in references only: 11 June 2004.

Examples of references:

Books: Capitalize and italicize titles.

McLuhan, Marshall. 1964. *Understanding Media: The Extensions of Man*. New York: Mentor.

Ncombwai, Numi. 1988. *Epidemiology in Africa*. Vol. 2. New York: Hershall & Son.

Schwarz, Henry and Sangeeta Ray, eds. 2000. *A Companion to Postcolonial Studies*. Oxford: Blackwell.

Shelley, P. B. 1997. *Poetry and Prose*, edited by Donald H. Reiman and Sharon B. Powers. New York: Norton.

Smar, Ninian. 1976. *The Religious Experience of Mankind*. 2nd ed. New York: Scribner's Sons.

Robbins, Bruce. 2000. Race Gender, Class: Toward a New Humanistic Paradigm? In *A Companion to Postcolonial Studies*, edited by Henry Schwarz and Sangeeta Ray, 556–74. Oxford: Blackwell.

Virilio, Paul. 1978. *Speed and Politics*, translated by Mark Polizzotti. New York: Semiotext(e).

Journals: Capitalize article titles; italicize journal names.

Peters, E. J. 1998. Subversive Spaces: First Nations Women and the City in Canada. *Society and Space* 16(6): 665–86.

Newspapers: Capitalize article titles, italicize newspaper name, indicate section if provided, provide URL but no access date for online articles.

Globe and Mail. 1999. Editorial, 30 July.

Simpson, Jeffrey. 2002. Riding the Choo-Choo Lobby, *Globe and Mail*, 25 October, A15.

Simpson, Jeffrey. 2002. Riding the Choo-Choo Lobby, *Globe and Mail*, 25 October. <http://url.com>.

Films: Cite as you would a book, naming the screenwriter as the author and adding the media type (DVD, VHS, etc.) after the film title.

Cross, Beverly. *Clash of the Titans*. DVD. Directed by Desmond Davis. Buckinghamshire, England: MGM, 1981.

Websites: Follow normal reference format in text and cite full URL in references; do not include date accessed.

Evanston Public Library Board of Trustees. Evanston Public Library strategic plan, 2000–2010: A decade of outreach. Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html>.

Common spelling concerns

Aboriginal
acknowledgement
adviser
benefited, benefiting
black (not Black)
centre, centred, centring
coefficient
e-mail
enrolment
focused, focuses, focusing
fulfill, fulfilled
Indigenous
Internet
interrelated
judgement
licence = noun; license = verb
modelled
multi (no hyphen, usually)
naive; naïvete
Other (no scare quotes)
program (but programmed, cheque programming)
sizable
skeptical
totalled
toward (not towards)
travelled
U.K.
U.S.
world view

Common formatting concerns

Abbreviations

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

Hyphenated and compound words

Use a maximum of three hyphens in a row, and do not hyphenate words ending in “ly.”

audiovisual
burnout

caregiver
cooperate
coordinate
cutbacks
daycare
decision-maker; decision-making
deregulate; deregulating
e-mail
filmmaker; filmmaking
home page
lifelong
marketplace
markup
mindset
multi (no hyphen, usually)
neoliberal
neoconservative
neocolonial
on-site
policymaker; policymaking
postcolonial/neocolonial
postmodern
postwar
poststructural
pre-eminent
pre-empt
re-elect
re-enact
reincorporate
reinforce
socioeconomic
subnational
subsample
subpopulation
tele-operater
trade-off
voiceover
website
workplace

Roman or italic type

et al. (roman) and [*sic*] (italic within square brackets)