



Fernwood Publishing Style Guide

YOUR MANUSCRIPT MUST INCLUDE:

Preliminary pages (in this order)

- Title page (title, subtitle, authors'/editors' names as you wish them to appear)
- Dedication (if desired)
- Table of contents (detailed with headings and subheadings, clearly indicating the various levels of headings)
- List of illustrations (include tables, figures and all non-text elements. *This is for our information only. It will not be included in the final book.*)
- Foreword (if appropriate. A foreword is usually written by someone other than the author.)
- Preface (if appropriate. A preface normally consists of reasons for undertaking the work.)
- Acknowledgements (if desired)
- List of acronyms (only necessary in books that use many acronyms)
- List of contributors with one to three sentences describing each (in an edited volume)

Main text and back matter

- We require your manuscript be saved as one complete Microsoft Word file
- Text numbered from page 1, divided into chapters, with endnotes, inserted using the footnote function in Word. *See p. 8 for more information about endnote formatting and content.*
- Appendices (only if absolutely necessary)
- References (check to ensure that all cited material is included in the reference section and in the correct and complete format)
- Illustrations (see **Illustrations** below)

Illustrations (figures, charts, diagrams, graphs, tables, graphics, photos, maps, illustrations, formulas)

You must submit high quality illustrations. If we judge an illustration to be substandard for printing we will ask you to provide a suitable replacement or eliminate the illustration.

- It is the author's responsibility to provide all illustrations in the required format and to obtain and provide all necessary permissions.
- Include a copy of all illustrations in the body of your manuscript where you'd like them to be placed. We will place them as close to those points as possible when designing the final text.
- In addition to being placed in the body of your manuscript, illustrations must be provided as a separate file saved in the program in which they were created.
- Figures, charts, graphs and diagrams created in Microsoft Excel or Microsoft Word (created in Word, not placed in Word) must be provided in a single separate electronic file (e.g., one Excel file that includes all your figures created in Excel) and include the data used to create them. If you created your figures in Excel and then placed them in your Word document you must send us the Excel file, not just the Word file. Do keep in mind that for 6" x 9" books the page dimensions within the margins are 4.35" wide by 6.75" high. (If your book differs from a 6" x 9" format you will be given alternative dimensions.) Figures that barely fit on an 8.5" wide page will be illegible when reproduced on a book page, so keep this in mind when you are creating your figures. Create your figures consistently throughout your manuscript so they present well. Create figures and graphs using only black and greyscale. Figures, charts, graphs and diagrams created using colour will be returned to you to recreate using only black and greyscale.
- Images, diagrams or illustrations created in Adobe Illustrator must be provided as an Illustrator file. They



must be greyscale.

- Photos must be provided as TIFF or JPEG* files. The resolution must be at least 1500 pixels x 2100 pixels (300 dpi) for greyscale images and 1200 dpi for line art. Do not enlarge substandard files. Name each file using the author name and the number of the image (e.g., Smith photo9.1.tif). If your photos are colour, we will convert them to greyscale for print use.
- Tables created in Word can be provided as part of your manuscript Word file. Keep in mind that for 6 x 9 books the page dimensions within the margins are 4.35" wide by 6.75" high. (If your book differs from a 6 x 9 format you will be given alternative dimensions.) Tables that barely fit on an 8.5" wide page will be illegible when reproduced on a book page, so keep this in mind when you are creating your tables. Create tables using only black and greyscale.
- In general, illustrations downloaded from the Internet are not usable for print as the resolution is too low. Please submit original illustrations or high resolution (300 dpi) scans; if scanning, please make sure that automatic sharpening is turned off. The managing editor can confirm if the image quality will suffice for print reproduction.

Alt Text: It is the author's responsibility to provide alt text (alternative text) for all images to be included in a published manuscript, including illustrations, photographs, headshots, charts, graphs, and diagrams for the purpose of creating accessible ebooks. Alt text is important for accessibility. It is a short, written description of an image that explains the image when an image cannot be viewed. A guide to writing alt text will be provided.

*JPEG files compress data to achieve a smaller, more portable file size. This compression is accomplished by discarding some of the data that comprises the image. Each time a JPEG is opened and re-saved in the JPEG file format, the image deteriorates. If you acquire an image, request EPS or TIFF format. If JPEGs are the only file format available, do not edit or re-save the image before submitting it.

Questions regarding illustrations should be directed to Beverley Rach at bev@fernpub.ca. Questions about alt text should be directed to Jessica Herdman at jess@fernpub.ca.

Index

In most instances an index is required for your book, and developing the index is the author's responsibility. There are several options available on how to proceed, and the managing editor can answer your questions:

- We can contract a professional indexer to prepare an index for your book at full expense to you.
- You can prepare your index as part of your word-processing file before submitting your final manuscript. If you do, it is your responsibility to let the managing editor know there is an index embedded in your electronic file so it is not inadvertently deleted or corrupted.
- You or someone of your choosing (a research assistant or a particularly helpful friend, etc.) can prepare the index manually at the final stage of production. We will provide a PDF file of the final text and you prepare a Word file with the index entries and their corresponding page numbers.

Permissions

If you have included any material that requires permission to be reprinted, you must obtain and provide the permission as well as the material to be used in its required format.

Biography/Author Information

An author information document will be provided to you, and it is very important that you complete it and return it to the marketing folks at Fernwood.



TYPING/INPUT GUIDELINES

- Manuscripts must be typed **double-spaced** (including block quotes), **left aligned**, not justified, with only **one space after a period** or other end-of-sentence punctuation.
- References must be double-spaced.
- Manuscripts must be typed using only **one font and size**, preferably Times New Roman, 12 point.
- Headings must be typed in upper and lower case, **not all caps** and must be tagged with codes to indicate the type of heading (e.g., CH# = chapter number; CH = chapter title; CSH = chapter subtitle (if you do not have a subtitle, just a main title, do not use this code). All chapters should be consistent in terms of either having a chapter title and subtitle or just having a chapter title.
- Headings within the text should be tagged with the following codes: H1= first level of heading; H2 = second level of heading; H3 = third level of heading; H4 = fourth level of heading. Place these codes in the text before the heading. They will be removed when the text is designed.
- Quotes more than 50 words will be set as a block quote. Double quotation marks are unnecessary at the beginning and end of block quotes. Insert the code BQ at the beginning and EBQ at the end of the quote. Insert a blank line above and below the quote to assist identification. If the sentence immediately following the block quote is part of the same paragraph, insert the code NI (for no indent) at the beginning of the sentence.
- New paragraphs must be indented ¼ inch, except the first paragraph after a new heading, which should be left aligned. Do not use tabs in the body of your text for the purposes of alignment.
- Do not add extra spaces between words or after italics.
- Do not add blank lines after paragraphs.
- Do not format the manuscript beyond the typing of paragraphs, block quotes and headings. Design takes place after editing. If you have specific ideas about the design of your book pages, feel free to discuss them with the production coordinator (bev@fernpub.ca), but do not embed these ideas in the manuscript/electronic files.
- Ellipses should be typed with a space before and after. However, if they indicate the end of a sentence, they should be typed as no space, period, ellipsis.

EDITORIAL GUIDELINES

Introduction as Heading

We prefer that you not use the heading “Introduction” for the beginning section of a chapter. It is unnecessary and does not indicate the content of the section.

Dictionaries and Style Guides

We follow [*The Canadian Style: A Guide to Writing and Editing*](#) and the *Canadian Oxford Dictionary*. For writing related to Indigenous people, we follow *Elements of Indigenous Style* by Gregory Younging. We also consult *Editing Canadian English*. Our examples of (and exceptions to) the *Canadian Style/Oxford* approach are set out below. We also follow *The Chicago Manual of Style* for complicated questions not covered in the above.

This style guide indicates our preferences, but if authors feel strongly about doing something differently than noted here, then we are open to conversation. Above all, we value consistency throughout the manuscript in whichever choices you have made.

Spelling



The most important point about spelling is consistency — by this we mean the use of the same spelling for the same word throughout the manuscript. In most instances, please use the first (main) spelling listed in the *Canadian Oxford Dictionary*. Here are some common examples of our preference in spelling:

- o We prefer the *our* ending in words such as colour, honour and labour; however, respect the spelling of U.S. place names such as Pearl Harbor.
- o We prefer the *re* ending in words such as centre, theatre and metre.
- o Use a single *l* for enrol, enrolment, fulfil and fulfilment.
- o Use a double *l* in verb forms such as travelling, counselled and labelled.
- o A single *s* is sufficient in the words biased and focused.
- o Use the *ize* ending in verbs and their derived forms such as civilize, civilization, organize, organization and specialize, specialization.
- o Spell encyclopedia, archeology, anemia, ecumenical and other words derived from Latin and Greek the “easy” way (that is, avoiding diphthongs). Aesthetic is the sole exception.
- o We prefer to spell words derived from French, such as cheque and manoeuvre, in the French way.

Hyphenation

The use of hyphens varies widely in English usage. The most important point is consistency within your manuscript. In general, we prefer to use hyphens sparingly, to increase clarity and eliminate ambiguity.

- We prefer no hyphen after a prefix (coordination, cooperation). However, there are exceptions. Use a hyphen when:
 - o the root word is capitalized (pre-Aztec, non-British)
 - o the word is a temporary compound (re-cover the couch, but recover from an illness)
 - o the prefix is self-, cross-, ex- and quasi-
 - o *aa* or *ii* would result without the hyphen (meta-analysis, anti-inflammatory)
 - o it would be difficult to read the word (co-opt, co-op)
 - o omission would change the meaning of the word
- Two adjectives together often require a hyphen to clarify the meaning (long-range plans, blue-green algae). Words ending in *ly* do not require a hyphen.

Capitalization

The Canadian Style: A Guide to Writing and Editing has a good section on capitalization.

- Use “down” style of capitalization.
- Use Younging’s *Elements of Indigenous Style* to capitalize words that reflect a historic marginalization of Indigenous identities, Nations, institutions, traditions, and collective rights (First Nations, Indigenous, Elder, Oral Tradition, Protocol, Treaty Right, etc.).
- Use initial capital letters for proper names but use lower case letters when the same word or words are used descriptively: Professor Martin teaches economics; Pam Martin is professor of economics.
- Use capitalization where necessary to avoid confusion: the Act (of Parliament), rather than the act.

Indicating Emphasis

- Do not use all capitals, underlining, or bold in your text for emphasis.
- You may *sparingly* use italics for emphasis, though it is better to devise the sentence so the emphasis is implied rather than explicit.

Italics

- Use italics for non-English words. Be careful, though, because many foreign words used commonly by



English speakers have been officially accepted into the English language, so consult an up-to-date dictionary. See also Younging's discussion in *Elements of Indigenous Style* about italicizing (or not) words in Indigenous languages. We leave it up to the author to choose whether to italicize words in Indigenous languages, but be consistent.

- Italicize [*sic*]. To quote Carol Fisher Saller of Chicago University Press: "Please use *sic* humanely. If the original contains a typo of no consequence, it is polite — and justifiable — to correct it quietly." Feel free to use [*sic*] politically (e.g., to flag the universal use of male pronouns in a quotation).
- Foreign proper nouns are not italicized (e.g., names of regions, people and organizations). English dialects (e.g., Jamaican patois) are not italicized.
- Use italics for the names of ships, but not the letters that come before them: SS *Mont Blanc*, HMS *Intrepid*. The names of planes, trains and motor vehicles are not italicized.
- Use italics for the titles of books, newspapers, reports, movies, plays and published theses, but use quotation marks for chapters, poems, articles and unpublished papers.
- Commas following an italicized word should also be italic.
- Avoid long pieces of text in italics (e.g., transcripts, narrative prose), as they can be hard to read in print. If you need to differentiate between pieces of text, talk to your editor to determine a way to do this through design.

Abbreviations and the Use of Small Caps

- We generally prefer the use of small caps and no periods for acronyms (CUSO, NATO) and initialisms (YMCA, CBC).
- Use full caps for country abbreviations that are only two letters (B.C., U.N., U.S., either consistently with or without periods, US, BC, UN, UK, EU). Use small caps for other two letter acronyms, like tv.
- Words such as Stelco, Dosco and Sysco are shortened expressions of longer names and should not be entirely capped.

Initials

- Close up the space between initials: A.N. Whitehead, rather than A. N. Whitehead.

Commas

A comma is used to separate two independent clauses in a compound sentence when they are joined by a coordinating conjunction (and, but, or). It is a common error to put a comma before every "and." Remember not to use a comma unless it is separating two main clauses or is otherwise needed to clarify long and complicated sentences (or consider splitting up such sentences). An example of a compound sentence: The lazy brown fox jumped over the fence, and the onlookers cheered.). An example of a sentence that doesn't need a comma: The fox jumped over the fence and broke his hip.

- We prefer not to use the serial comma. We instead prefer the following: A, B and C. If your manuscript has already been written using the serial comma, it is okay to leave it, but let your development editor know that you have done so. Consistency is the most important point here.

En and Em Dashes

- Use an en dash (middle-length) between numbers and dates (25–28, 132–48, 1984–89) and between two place names or terms where one of the elements contains two or more words (the Narrows–Bedford Basin area, labour union–management relations).
- If the entire manuscript has hyphens between numbers and dates instead of en dashes and this situation would be difficult to change, hyphens are acceptable. Please be consistent and let your editor know what



style you have used.

- Use an em dash (long) to indicate a break in thought — just like that, with a space between the dash and the words on either side.

Quotation Marks and Quotations

- Use double quotation marks for quoted material (except block quotes) and to introduce terms. Use single quotation marks only for a quote within quotation marks. For a quote within a block quote, use double quotation marks.
- Use quotation marks for the titles of chapters in a book, articles in a journal or newspaper, unpublished papers and dissertations and poems.
- Commas and periods go inside final quotation marks. However, question marks, exclamation points, colons and semicolons that are not part of the quoted material are placed after final quotation marks.
- Use block quotes sparingly. On the rare occasion that you use them, make sure the block quote is contextualized within the surrounding text.
- Check that all quoted material is accurate.

Apostrophes

- Apostrophes should not be used in plural forms: MPs, 1990s.

Possession

- Do use apostrophes to indicate possession: the MPs' salaries, the planet's future.
- In general, if an *s* is spoken, it should be on the page; if it is not, it should not be there: the Foxes, the Foxes' dinner party, Mr. Jones's ambition, Ms. Adams' wit.

Numbers

- In nearly all manuscripts, write out numbers from one to a hundred, then start using numerals: 101, 347. Write out large round numbers that occur in isolation and can be expressed in two unhyphenated words: four hundred, sixty thousand, twenty million.
- Spell out the word percent and express percentages in this way: 3.4 percent, 50 percent, 50–85 percent.
- Smaller numbers in the company of larger ones are expressed in a complementary way: The percentages were 5, 20 and 121. The two jobs call for seventeen and six hundred workers, respectively.
- Express large dollar amounts in this way: \$46,000, \$50 million, \$3.1 billion.
- In manuscripts with lots of numbers — books on statistics, for example — you will want to use numerals after one or ten and you will also want to use the percent sign (%).
- For tables and figures, we prefer Table 1-2 and Figure 2-4. Also use numerals for chapters and capitalize chapter (e.g., Chapter 5).

Dates

- Express years as: 1988–89, the 1990s, the nineties.
- We prefer December 6, 1917, over 6 December 1917, but either method is fine if used consistently. Do not use December 6th.

Anti-Oppressive Language Choices

We are committed to the elimination of oppressive language use. We ask our authors to be sensitive to these issues in their writing.

- Use gender-inclusive rather than gender-exclusive language. For example, don't use "men" when



“people” is meant; instead of “man-made,” use “artificial” or “manufactured.”

- We favour using the singular they and its derivatives (e.g., them, their) as a gender-neutral singular pronoun.
- Use “trans” as an adjective and not as a compound noun (e.g., “trans woman” not “transwoman”). Avoid deadnaming and misgendering, and use accurate titles and pronouns (Ms., Mr., Mx.; she, he, they).
- Do not assign gender to inanimate objects like ships or weather events. Use gender-neutral adjectives (e.g., avoid “seminal”). Avoid phrases and clichés with problematic origins (e.g., “rule of thumb”).
- We use “anti-abortion” rather than “pro-life.”
- Avoid the possessive when discussing Indigenous Peoples (instead of “Canada’s Indigenous Peoples,” use “Indigenous Peoples in Canada”).
- Avoid citizen-centric language where possible so as to not exclude people without formal citizenship status. “People in Canada” or “residents of Canada” is preferable to “Canadian citizens,” unless citizenship is absolutely necessary in the context.
- Avoid using language that emphasizes a criminal justice context (e.g., instead of saying “committed suicide,” say “died by suicide”).
- Be careful not to assign roles or characteristics to people solely on the basis of their gender, race or ethnic background. Avoid the use of adjectives and expressions that reinforce stereotypes. Avoid the use of words that reinforce stereotypes by implying that certain members of a group are exceptions to the general rule.
- Use racial and ethnic identifying terms that are used by the person/group under discussion. For example, use African Canadian or Black; use Inuk (one person), Inuuk (two) and Inuit (three or more); and use Indigenous or Nation-specific terms such as Anishinaabe, or Mi’kmaq, rather than Indian, Aboriginal, First Nations, except when referring to government Acts and categories.
- Refer to the names of Indigenous Nations, rather than colonial or anglicized versions, where Nations are re-establishing spellings (e.g., Iroquois becomes Haudenosaunee; Nisga becomes Nisga’a; Shuswap becomes Secwepemc; see Younging’s *Elements of Indigenous Style*).
- Be consistent in the use of capitalization of racial and ethnic identifying terms. Refer to Gregory Younging’s *Elements of Indigenous Style* for further information on acceptable terms and capitalization.
- In the context of global politics and imperialism, we prefer “Global South” to “developing countries” or “developing world.”
- Avoid ableist language (e.g., choose “uses a wheelchair” instead of “confined to a wheelchair”; choose “wild” instead of “crazy”; choose “ignorant” instead of “blind”). Avoid language that treats disability as a negative thing (e.g., “suffers from”) and avoid euphemism (e.g., “special needs”).
- In co-authored or co-edited books, it is our preference to place first the names of authors or editors whose identities have been structurally marginalized. We understand there are many ways of determining the order of names and this method may not always be appropriate, but we are conscious of counteracting the common assumptions about who is responsible for producing knowledge.

REFERENCING GUIDELINES

The reference style will depend on what kind of book you are writing. Your development editor will advise you on the appropriate reference format for your book. Some books will use in-text parenthetical citations, but *most* books will use endnotes either at the end of the chapter or the end of the book (exact placement of endnotes will be decided with your development editor). We avoid footnotes except in specific circumstances.

Look for opportunities to cut down on the number of citations/endnotes used in the text. They are not necessary after the first mention if it is clear the author is talking about the same source. The key issue regarding sources



and citations is consistency. If you prefer to use a different approach in your source citations, please discuss with your development editor and document the style you are using.

If your editor has advised you to use endnotes:

Notes should be used to cite sources and to convey additional information that is too technical, detailed, tangential or cumbersome to be placed in the main text. If certain material could be placed either in the text or a note, choose the former. Endnotes should be formatted in Chicago style.

- Start with superscript number 1 for the first endnote. Use the “insert endnote” function of the word processing program rather than manually creating the superscripts. Do not add endnote numbers to headings. Find a place in the text that is suitable.
- A separate reference list is not required when using endnotes. The first time a source is cited, the corresponding note should include all relevant source information. Subsequent usage of that source only requires a shortened version of that citation. Short form information should include the author’s last name, a shortened version of the title (if longer than four words), and any other directing information, such as page numbers.
- The authors’ names come first and are ordered as Given Name Surname: Yara Azad and Ben Pictou.
- Please use italics and not underlining for titles of books, journals, newspapers, reports and so on.
- Quotation marks should surround the names of articles in a periodical, unpublished papers and theses, and chapters from an edited collection.
- We prefer that titles of books, reports, newspaper and journal articles, book chapters use title capitalization, but if another system is used consistently, please let your development editor know.

Formatting endnotes:

Book:

1. Dennis Raphael, *Poverty and Policy in Canada: Implications for Health and Quality of Life* (Toronto: Canadian Scholars’ Press, 2011), 17.
2. Neil Arya and Thomas Piggott (eds.), *Under-Served: Health Determinants of Indigenous, Inner-City, and Migrant Populations in Canada* (Toronto: Canadian Scholars’ Press, 2018), 39–40.

Repeat use of book in a chapter: (Use as much of the title as needed for identification)

3. Raphael, *Poverty and Policy*, 17.
4. Arya and Piggott, *Under-Served*, 56.

Selection from an edited collection:

5. Patricia Armstrong, “Women, Health and Care,” in *Staying Alive: Critical Perspectives on Health, Illness and Health Care*, third ed., eds. Toba Bryant, Dennis Raphael and Marcia Rioux (Toronto: Canadian Scholars’ Press, 2019), 7.

Repeat use:

6. Armstrong, “Women, Health and Care,” 8.

Article in a journal:



7. Vicki Chartrand, “Unsettled Times: Indigenous Incarceration and the Links between Colonialism and the Penitentiary in Canada.” *Canadian Journal of Criminology and Criminal Justice* 61, 3 (Fall 2019): 49.

8. Wanda Thomas Bernard and Holly Smith, “Injustice, Justice, and Africentric Practice in Canada,” *Canadian Social Work Review* 35, 1 (2018): 26. <https://doi.org/10.7202/1051108ar>. (or <https://id.erudit.org/iderudit/1051108ar>.)

Repeat use:

9. Chartrand, “Unsettled Times”: 354.

10. Bernard and Smith, “Injustice, Justice, and Africentric Practice”: 38.

Newspaper article:

Page numbers for newspaper references are not required, but the title of the article must be included. If you include a URL, be sure that it works.

11. Ibram X. Kendi, “Stop Blaming Black People for Dying of the Coronavirus,” *The Atlantic*, April 1, 2020. <https://www.theatlantic.com/ideas/archive/2020/04/race-and-blame/609946/>.

Repeat use:

12. Kendi, “Stop Blaming Black People.”

Internet references:

It is not necessary to put “available at.” Do not underline Internet addresses, and do not include “http//” or “www” with website addresses *unless they are a necessary part of the URL*. Please be sure that websites are active and addresses are complete and accurate. Include date of access when the URL is no longer active and there is no alternative site.

13. CBC News Online, “Wrongfully Accused Mom Can Sue Pathologist: Appeal Court,” March 14, 2007. cbc.ca/canada/toronto/story/2007/03/14/reynolds-lawsuit.html.

14. Susan Fishman, “Why Women Are More at Risk for stds,” *Healthgrades* (blog), February 21, 2020. healthgrades.com/right-care/sexual-health/why-women-are-more-at-risk-for-stds.

Repeat use:

15. CBC News Online, “Wrongfully Accused Mom.”

16. Fishman, “Why Women Are More at Risk.”

Where there is no date (year or month and day) use “n.d.” For example: CBC News Online. “Wrongfully Accused Mom Can Sue Pathologist: Appeal Court.” n.d. cbc.ca/canada/toronto/story/reynolds-lawsuit.html.

Sources using acronyms:

Cite with acronym; alphabetize by acronym and put complete title in parentheses.

17. CHC (Canadian Health Coalition), *Health Accord Break Down: Costs & Consequences of the Failed 2016/17 Negotiations* (Ottawa: Canadian Health Coalition & Toronto: Ontario Health Coalition, 2018), 119.



Repeat use:

18. CHC, *Health Accord Break Down*, 213.

Dissertation/Thesis, Unpublished:

19. Elizabeth E. Carlson, "Living in Indigenous Sovereignty: Relational Accountability and the Stories of White Settler Anti-Colonial and Decolonial Activists" (unpublished doctoral dissertation, University of Manitoba, 2016), 54. https://mspace.lib.umanitoba.ca/bitstream/handle/1993/32028/carlson_elizabeth.pdf.

Repeat use:

20. Carlson, "Living in Indigenous Sovereignty," 58.

Primary and archival sources:

21. Public Archives of Manitoba (hereafter PAM), GR 1528, Range 30, JD Cameron Papers, Box 11, "Memo: JD Cameron to the Chairman, re: People's Co-op, November 1, 1939."

Repeat use:

22. PAM, Memo: "JD Cameron."

If your editor has advised you to use in-text citations with a reference list:

- Each source cited in the text must appear in the list of references at the end of the manuscript. Use the (author date, page number) format for citing Internet as well as print sources. Examples: (Jones 1993, 38) (Smith 1993, 288–89) (Jones 1993, 26–27, 77–79) (Jones 1993, Table 2) (Smith 1976, 1986; Jones 1994) (Smith et al. 1993) (*Newspaper* November 2, 1994, B1)
- The final period should be placed after the final parenthesis of the citation: "I wonder if these clowns will be allowed to run another mine and, if so, who will die as a result" (Comish 1993, 52).
- In indented block quotations, the period is placed right after the quote, followed by the citation.
- We prefer that you do not separate the page numbers from the other information in a citation, for example, by placing the page numbers at the end of a quote: Comish (1993, 52) said, "I wonder if these clowns will be allowed to run another mine and, if so, who will die as a result."
- For Internet references and sources, use this same format. Where there is no date for a cited website page use "n.d."; if there is more than one page from the same website being cited, use the page name, rather than date, to distinguish them.
- Your final reference list should order references alphabetically by authors' last names and then by date. Every source you have cited in the text must be included.
- Call your list of sources "References" and only list sources cited in the text.
- Please use italics and not underlining for titles of books, journals, newspapers, reports and so on.
- Quotation marks should surround the names of articles in a periodical, unpublished papers and theses, and chapters from an edited collection.
- The order of information in sources should complement the author–date–page number style of citation in the text: the author comes first, then the date, title, publication information. The major sections of information should be separated by periods.
- Please use the full first names of each author listed in the References. Should an author only go by a first initial, simply list the first initial.



- We prefer that titles of books, reports, newspaper and journal articles, book chapters use title capitalization, but if another system is used consistently, please let your development editor know.
- Where there are multiple sources from a single author, list with the most recent first.

Here are examples of how to list sources at the end of the manuscript:

Book:

Arya, Neil, and Thomas Piggott (eds.). 2018. *Under-Served: Health Determinants of Indigenous, Inner-City, and Migrant Populations in Canada*. Toronto: Canadian Scholars' Press.

Raphael, Dennis. 2011. *Poverty and Policy in Canada: Implications for Health and Quality of Life*. Toronto: Canadian Scholars' Press.

Second source by the same author and same year: (Raphael, D., and T. Bryant. 2006, for example, is not a second source by the same author in the same year)

Raphael, Dennis. 2016a. *About Canada: Health and Illness*, second ed. Halifax: Fernwood Publishing.

_____. 2016b. *Social Determinants of Health: Canadian Perspectives*, third ed. Toronto: Canadian Scholars' Press.

Selection from an edited collection: *Note: page numbers are not necessary.

Armstrong, Patricia. 2019. "Women, Health and Care." In *Staying Alive: Critical Perspectives on Health, Illness and Health Care*, third ed., edited by T. Bryant, D. Raphael, and M. Rioux. Toronto: Canadian Scholars' Press.

Article in a journal: *Note: page numbers are not necessary.

Chartrand, Vicki. 2019. "Unsettled Times: Indigenous Incarceration and the Links between Colonialism and the Penitentiary in Canada." *Canadian Journal of Criminology and Criminal Justice* 61, 3 (Fall).

Bernard, Wanda Thomas, and Holly Smith. 2018. "Injustice, justice, and Africentric Practice in Canada." *Canadian Social Work Review* 35, 1. <https://doi.org/10.7202/1051108ar>. (or <https://id.erudit.org/iderudit/1051108ar>.)

Newspaper article:

Page numbers for newspaper references are not required, but the title of the article must be included. If you include a URL, be sure that it works!

Kendi, Iram X. 2020. "Stop Blaming Black People for Dying of the Coronavirus." *The Atlantic*, April 1, 2020. [theatlantic.com/ideas/archive/2020/04/race-and-blame/609946/](https://www.theatlantic.com/ideas/archive/2020/04/race-and-blame/609946/).

Internet references: It is not necessary to put "available at." Do not underline Internet addresses, and do not include "http/" or "www" with website addresses *unless they are a necessary part of the URL*. Please be sure that websites are active and addresses are complete and accurate. Include date of access when the URL is no longer active and there is no alternative site.

General format for Internet references: Author. Year. "Name of Article/Page." *Group (if not the same as author)*.



Month day, year. website address.

CBC News Online. 2007. "Wrongfully Accused Mom Can Sue Pathologist: Appeal Court." March 14, 2007. cbc.ca/canada/toronto/story/2007/03/14/reynolds-lawsuit.html.

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Where there is no date (year or month day) use "n.d." For example: CBC News Online. n.d. "Wrongfully Accused Mom Can Sue Pathologist: Appeal Court." cbc.ca/canada/toronto/story/reynolds-lawsuit.html.

Sources using acronyms:

Cite with acronym; Alphabetize by acronym and put complete title in parentheses.

CHC (Canadian Health Coalition). 2018. *Health Accord Break Down: Costs & Consequences of the Failed 2016/17 Negotiations*. Ottawa: Canadian Health Coalition & Toronto: Ontario Health Coalition.

Dissertation/Thesis, Unpublished:

Carlson, Elizabeth C. 2016. "Living in Indigenous Sovereignty: Relational Accountability and the Stories of White Settler Anti-Colonial and Decolonial Activists." Doctoral dissertation, University of Manitoba. https://mspace.lib.umanitoba.ca/bitstream/handle/1993/32028/carlson_elizabeth.pdf.

Multiple authors:

Use et al. after three names.

FURTHER RESOURCES

Elements of Indigenous Style: <https://www.brushededucation.ca/books/elements-of-indigenous-style>

GLAAD Media Reference Guide: <https://www.glaad.org/reference>

Race Forward's Race Reporting Guide: <https://www.raceforward.org/reporting-guide>

Conscious Style Guide: <https://consciousstyleguide.com>

Glossary of Ableist Phrases: <https://www.autistichoya.com/p/ableist-words-and-terms-to-avoid.html>

Sex Work Style Guide:

<https://www.thewhoresofyore.com/sex-worker-voices/sex-work-style-guide-by-mistress-matisse>

A Progressive's Style Guide: <http://bit.ly/1TuH4Te>

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