



## 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 which 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
- Appendices (only if absolutely necessary)
- References (checked 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)

The quality of the reproductions of illustrations in your book will not be better than the original material you submit. It is essential that illustrative material you provide is the best possible quality. 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 can 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 you have downloaded from the Internet\*\* are not usable as the resolution is too low for print purposes. Do not send low-resolution images that you downloaded from a website and expect to be able to reproduce them in your book. Do not download an illustration from the Internet and paste it into a program such as Excel and expect that it is now an Excel file.

\*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.

\*\* Illustrations found on the Internet — Do not assume that a file that looks good on a computer screen is acceptable for print reproduction. Computer screens only display 72 pixels per inch so most images on the web are sized accordingly and are not acceptable for print publication. An image measuring 216 pixels x 360 pixels may appear to be 3" x 5" on your computer screen of 72ppi, but at the 300ppi standard required for print reproduction, the maximum size of the image is only about ¾" x 1".

Questions regarding illustrations should be directed to Beverley Rach at bev@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 questions you may have:

- 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.
- Do not use underlining or bold in your text for emphasis; in printed form they are unattractive. You may *sparingly* use italics for emphasis, though it is better to devise the sentence so that the emphasis is implied rather than explicit.
- 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 texts discussing Indigenous issues, 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. *The Canadian Style* is available online and searchable.

## Spelling

N.B. 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.

- 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:
  - 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.
  - We prefer the *re* ending in words such as centre, theatre and metre.
  - Use a single *l* for enrol, enrolment, fulfil and fulfilment.
  - Use a double *l* in verb forms such as travelling, counselled and labelled.
  - A single *s* is sufficient in the words biased and focused.
  - Use the *ize* ending in verbs and their derived forms such as civilize, civilization, organize, organization and specialize, specialization.
  - 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.
  - 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. Again, 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:
  - the root word is capitalized (pre-Aztec, non-British)
  - the word is a temporary compound (re-cover the couch, but recover from an illness)
  - the prefix is self-, cross-, ex- and quasi-
  - *aa* or *ii* would result without the hyphen (meta-analysis, anti-inflammatory)
  - it would be difficult to read the word (co-opt, co-op)
  - 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. Too many capitalized words make a book look archaic, pompous and difficult to read.
- 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: Prime Minister Martin; but as prime minister, Martin led a minority government.
- Use capitalization where necessary to avoid confusion: the Act (of Parliament), rather than the act.

## Indicating Emphasis

- Do not use all capitals for emphasizing words. Italics may be used to emphasize one word or a short phrase in the text, but this technique should be used sparingly. Rearrangement of the words in a sentence may provide the emphasis sought.
- Do not use underlining or bold in your text for emphasis; in printed form they are unattractive.
- Be consistent.

## 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.") Foreign proper nouns are not italicized (e.g., names of regions, people and organizations).
- 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.

## 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.
- The comma is often misused:
  - Restrictive phrases are essential to the meaning of the sentence and should not be separated from the rest of the sentence by commas. Non-restrictive phrases add incidental information and should be separated from the rest of the sentence by commas. *The Canadian Style* has a good section on the use of commas. Example of a restrictive clause: "The author who wrote *The Book of Negroes* was on the radio." We need the phrase "who wrote *The Book of*

*Negroes*” to tell us who the author was. It is essential information. It restricts the meaning of the sentence to that particular author. If we just wrote “The author was on the radio,” we would have no clue who was being talked about. Do not add a comma. Example of a non-restrictive clause: I met Lawrence Hill, who wrote *The Book of Negroes*. Here we do not need “who wrote *The Book of Negroes*” to tell us who the person is. It is extra information and is thus non-restrictive; a comma is needed.

### 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 developmental 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

- 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 semi-colons that are not part of the quoted material are placed after final quotation marks.

### 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 6<sup>th</sup>.

## Gender, Race and Ethnicity

We are committed to the elimination of gender, race and ethnic stereotyping. We ask our authors to be sensitive to this issue 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.
- Do not assign gender to inanimate objects like ships or weather events.
- 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 and legitimize border imperialism. "People in Canada" or "residents of Canada" is preferable to "Canadian citizens," unless citizenship is absolutely necessary in the context.
- 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, such as "frugal Scots" or "amorous Italians." Avoid the use of words that reinforce stereotypes by implying that certain members of a group are exceptions to the general rule, such as "even hard-working Indigenous people" or "a number of intelligent Black students."
- Use racial and ethnic identifying terms that are currently accepted by the 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 Cree or Mi'kmaq, rather than Indian, Aboriginal, First Nations, except when referring to government Acts and categories. Refer to the traditional names of Indigenous Nations, rather than colonial or anglicized versions, where Nations are re-establishing traditional 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. For example, Principle 13 of this guide states: "Terms for Indigenous identities; Indigenous governmental, social, spiritual, and religious institutions; and Indigenous collective rights should be capitalized."
- In the context of global politics and imperialism, we prefer "Global South" to "developing countries" or "developing world."
- In co-authored or co-edited books, it is our preference to place first the names of authors or editors whose identities have been systemically marginalized. We understand that 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.

## Source Citations

We prefer that all sources be cited in the text, rather than in notes, except primary sources. Look for opportunities to cut down on the number of citations used in the text. They are not necessary after the first mention in a paragraph if it is clear the author is talking about the same source. And where, for example, the sentence introduces material from a person, e.g., Jones, the citation does not need to repeat "Jones" but rather just needs the year and page number if it's a direct quote.

- 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.
- We agree with CMOS 17, 14.34, which discourages the use of *ibid.* in favour of a shortened form of the repeated in-text citation. Where the full in-text citation is (Author, Title, page number), a consecutive citation omits the title, reading only (Author, page number). This applies whether the page cited is the same as the previous citation, as well as if it is a different page.
- 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 developmental editor and document what style you are using.

### Primary Sources

We prefer that primary sources be cited as endnotes. For example, the reference may be Public Archives of Manitoba but for any given year there will be many files, boxes and so on. In the endnotes, cite as Archive (hereafter as acronym), file, date. For example:

- 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"

### Notes

Notes should be used sparingly and only to convey additional information that is too technical, detailed, tangential or cumbersome to be placed in the main text. If you find that certain material could be placed either in the text or a note, choose the former. Simple source citations should definitely be placed in the text; qualified or tangential source citations may be placed in a note.

- Start with superscript number 1 for the first endnote of each chapter. Use the "insert endnote" function of the word processing program rather than manually creating the superscripts.
- For notes that acknowledge assistance with a chapter (another author, revision of a previously published article or chapter and so on), do not use an endnote in the chapter title, chapter headings or author (in an edited collection). Simply use an un-numbered endnote at the beginning of the endnotes section.

### References

For edited books, we prefer a reference section at the end of the book organized by chapter. If you wish to use a different method you must discuss this with your managing editor and have approval to do so.

- 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 developmental 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:**

Chomsky, Noam. 1992. *What Uncle Sam Really Wants*. Berkeley: Odonian Press.

**Second source by the same author and same year** (Chomsky, Noam, and Edward Herman, for example, is not a second source by the same author):

———. 1989a. *Racism*. London: Routledge.

———. 1989b. *Necessary Illusions: Thought Control in Democratic Societies*. London: Routledge.

### **Selection from an edited collection:**

Groenendijk, Kurt. 1989. "Schengen, Refugees and Human Rights." In Peter Gordon (ed.), *Fortress Europe? The Meaning of 1992*. London: Runnymede Trust. \*\*\*Note: page numbers are not necessary.

### **Article in a journal:**

Miles, Robert, and Vic Satzewich. 1990. "Migration, Racism and 'Postmodern' Capitalism." *Economy and Society* 19, 3 (Spring).

\*\*\*Note: page numbers are not necessary.

### **Newspaper article:**

Valpy, Michael. 1991. "Outsiders Have Trouble Being Heard in Canada." *Globe and Mail*, March 13.

Page numbers for newspaper references are not required, but the title of the article must be included. If there is no author byline, use the name of the outlet as author. If you include a URL, be sure that it works!

### **Internet references:**

Do not underline Internet addresses, and do not include "http://" or "www" with website addresses unless they are a necessary part of the URL. Date of access is not essential; however, please be sure that websites are active and addresses are complete and accurate.

General format for Internet references: Author. Year. "Name of Article/Page." <website address>. For example: CBC News Online. 2007. "Wrongfully Accused Mom Can Sue Pathologist: Appeal Court." March 14. <cbc.ca/canada/toronto/story/2007/03/14/reynolds-lawsuit.html>. \*\*\*Note: it is not necessary to put "available at."

URLs for Internet references must be specific to the page being cited. Do not use the general or home page web address of the author of the article/page. For example, do not use: CBC News Online. 2007. "Wrongfully Accused Mom Can Sue Pathologist: Appeal Court." March 14. <cbc.ca>.

Where there is no date (year or month and 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>.

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