Fernwood Publishing Style Guide (09/2013)

YOUR MANUSCRIPT MUST INCLUDE:

Preliminary pages
- Title page (title, subtitle, author's/editor's name as you wish it to appear)
- Dedication (if desired)
- Table of contents (detailed with headings and subheadings, clearly indicating the various levels of headings)
- List of tables and figures
- List of contributors with one to three sentences describing each (in an edited volume)
- Acknowledgements
- Foreword and/or preface, if desired

Main text and back matter
- Text numbered from page 1, divided into chapters, with endnotes (do not use footnotes)
- Appendices (only if necessary)
- References
- Tables and figures (see **Images** below)

Electronic Files (text)
- We require your manuscript be saved as one complete electronic file, however, should your manuscript be an edited collection, we prefer you to provide each chapter as a separate file
- We require your files be saved in Microsoft Word and be provided on a CD/DVD/flash drive

Images (figures / charts / diagrams / graphs / tables / graphics / photos / maps / illustrations):
Please include all images in the body of your manuscript where you'd like them to be placed. The images must also be provided in separate files in the program in which they were created — Microsoft Excel, Adobe Photoshop or Adobe Illustrator. For instance if you created your figures in Excel, and then placed them in your Word manuscript, you must send us the Excel file as well as the Word version. If you do not have a copy of the image in its original format, we will not be able to use it. Images of any sort created in programs other than those listed above must be discussed with our production coordinator (bev@fernpub.ca) as we may not be able to access them if we cannot open your files. It is the author's responsibility to provide all images in the required format.

- Specifications for electronic images: They must be at least 300 dots per inch (dpi) in resolution for greyscale images and 1200 dpi for line art, when at the size at which they will be printed. For 6 x 9 books, the page dimensions within the margins are 4.25" wide by 6.75" high. (If your book differs from this format you will be given alternative dimensions.) All images must be reduced to fit those specifications. Tables or figures that barely fit on an 8.5" wide page will be impossible to include on a book page so please keep this in mind when you are creating them. When figures are reduced in size to fit a book page, the lettering reduces as well, so be sure that the lettering in all images will be legible at book page size. Please create your figures consistently throughout your manuscript so they present well. Create figures and graphs in greyscale or as black and white line art. Figures created in colour do not translate to grey very well (light green bars and light violet bars end up looking the same shade of grey) and will be returned to you to redo in greyscale.
- If you are providing hard copy of photos to be scanned they must be high quality originals.
- Most images that you download from the Internet are not print quality so please do not send low-resolution images that you downloaded from a website and expect to be able to reproduce them in your book. For more information about images contact bev@fernpub.ca.

Index

If you want an index in your book, or one is required, please discuss this with your managing editor early in the process. Developing the index is your responsibility. (It is time-saving to develop the list of index words with your managing editor at the copy editing stage.)

There are several options available on how to proceed:

- If you are preparing your manuscript using Microsoft Word you can prepare your index as part of your word-processing file. At the time that you submit your original manuscript it is your responsibility to let the production coordinator know that there is an index embedded in your electronic file so that it is not deleted or corrupted. If using Microsoft Word to create your index, it must be done before you submit your manuscript as once the manuscript is in production process, it is no longer an active Word document.
- At the final stage of production a PDF file of your final book pages can be provided to you, and you can create a manual index assisted by the search function in Acrobat Reader. You then prepare a word processing file with the index entries and their corresponding page numbers. This is done at the very end of the production process to ensure accurate pagination.
- You can provide a list of terms/subject areas to be indexed, and Fernwood Publishing will contract an indexer to prepare an index at full expense to you.
- Fernwood Publishing can contract an indexer to prepare an index for your book, including creating the list of terms/subject areas, at full expense to you.

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 Data Sheet
- A brief biography (1 or 2 sentences) of author(s) or editor(s) for use on the back cover.
- An author data sheet must be provided with the completed manuscript (contact promotions@fernpub.ca to obtain a copy).

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. Please ensure that everything in your manuscript is left aligned.
- References must be double-spaced.
- Manuscripts must be typed using only **one font and size**, preferably Times New Roman, 12 point.
- Headings should be typed in upper and lower case, not all caps. Headings must be tagged as follows to indicate what type of heading they represent: CH# = chapter number; CH = chapter heading; CSH = chapter subheading; H1 = first level of heading; H2 = second level of heading; H3 = third level of heading; H4 = fourth level of heading. Place these initials in the text before the heading. They will be removed when the book is designed.
- Quotes more than 40 words must be indented ½ inch and ragged right with the rest of the text. There must be a blank line above and below the quote.
- New paragraphs must be indented ¼ inch, except the first paragraph after a new heading, which should be left aligned. Do not use tab in the body of your text for the purposes of alignment.
- Do not allow the word processing program to automatically insert bullets or numbered lists; please do these manually.
- 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 it is unattractive.
- Ellipsis should be typed with a space before and after.

EDITORIAL GUIDELINES

Dictionaries and Style Guides
We like to follow *The Canadian Style: A Guide to Writing and Editing* and the *Canadian Oxford Dictionary*. We also consult *Editing Canadian English*. Our examples of (and exceptions to) the *Canadian Style/Oxford* approach are set out below.

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

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*. However, our house style differs from *Canadian Style/Oxford* in the following situations:
- 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 dipthongs). 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 (easily obtained information).

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

- The use of too many capitalized words makes a book look archaic, pompous and difficult to read.
- 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.
- Be consistent.
- Consider the other use of a particular form of emphasis. For instance, italics are used for foreign words; quotation marks are used for quotations.

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. The terms ibid. and et al., for example, have been accepted into the English lexicon and are no longer italicized. Italicize *[sic]*. Foreign proper nouns are not italicized (for example, names of regions, peoples or 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.
- Use italics for names of legislation, but not the words before it: the *Charter of Rights and Freedoms* (shortened versions of legislation should not be italicized: the Charter).
- 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 in cases where the letters are conventionally separated by periods (B.C. Federation of Labour, U.N., U.S.).
- Remember that 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 main clauses in a compound sentence when they are joined by a coordinating conjunction (and, but, or). It is a very common error to put a comma before every "and," whether it needs one or not. Remember not to use a comma unless it is separating two main clauses.

- Do not 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, just be sure to let your managing editor know that this is what you have done. 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.

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).
- However, 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 managing editor know what you have used throughout.
- 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 and to introduce terms**. Use single quotation marks only for quotes within a quote.
- 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.

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. Fox's ambition, Ms. Adams' wit.

Numbers
- In nearly all manuscripts, write out numbers from one to one 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, 11 percent, 50 percent, 100 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 percentage sign (%).
- For tables and figures, we prefer Table 1-2 or Figure 2-4.

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. The sixth of December is preferred over the 6th of December. December sixth is preferred over December 6th.

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."
- Avoid the use of the feminine pronoun to refer to ships, hurricanes and so on.
- 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 "inscrutable Orientals," "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 Aboriginals" or "a number of intelligent Black students."
- Use racial and ethnic identifying terms that are currently accepted by the group in discussion. Especially when the author is not a member of the group that she/he is writing about, we believe it is important to use the terms most currently acceptable by the group. For example, use African Canadian or Black instead of coloured or Negro; use Inuk (one person), Inuuk (two) and Inuit (three or more) rather than Eskimo; and use Aboriginal, First Nations or nation-specific terms such as Cree or Mi'kmaq, rather than Indian, except when referring to government Acts and categories. Be consistent in the use of capitalization of racial and ethnic identifying terms.
- When books are co-authored or co-edited by persons of different gender, it is our policy to list the women authors first on the cover and title page. This procedure is intended to counteract the common assumption that the female authors or editors had a subordinate status in the project.

Source Citations

We prefer that all sources be cited in the text, rather than in notes, except primary sources. Each source cited in the text should also appear in the list of references at the end of the manuscript. Use this format for citing Internet references as well as print references. Use the following author–date–page number style of source citation in the text:

(Author 1993: 38)
(Author 1993: 288–89)
(Author 1993: 26-27, 77–79)
(Author 1993: Table 2)
(Smith 1976, 1986; Jones 1994)
(Author 1992a and 1992b)
(Author 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.
- The key issue regarding sources and citations is consistency. If you prefer to use a different approach in your source citations, please contact your managing editor to discuss it. If you use a different format, you will be required to provide a citation/source style guide for our production department.

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:

1.   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. Please use endnotes, not footnotes. 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). Locate such an endnote in the first paragraph of the chapter or section or simply use an un-numbered endnote at the beginning of the endnotes.
- In the case of an edited collection, we prefer the notes to be organized by chapter at the end of the book.

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 your list of sources 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, 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 and so on be capitalized.
- 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.
Article in a journal:
Miles, Robert and Vic Satzewich. 1990. "Migration, Racism and 'Postmodern' Capitalism." *Economy and Society* 19, 3 (Spring).
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 in the reference section, but the title of the article must be included.
Internet references:

- Do not underline Internet addresses, and do not include "http//" or "www" with website addresses. 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*. March 14, 2007. "Wrongfully Accused Mom Can Sue Pathologist: Appeal Court." <cbc.ca/canada/toronto/story/2007/03/14/reynolds-lawsuit.html>.
- 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*. March 14, 2007. "Wrongfully Accused Mom Can Sue Pathologist: Appeal Court." <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>
- If there is more than one page from the same website being cited, use the page name, rather than date, to distinguish them.