Submission Guidelines
November 2019

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Articles

Original articles may be submitted in either French or English.

Do not send your article to the editor or to UTP, please upload all files for submission here:

https://mc04.manuscriptcentral.com/utp_jcs

Please adhere to the guidelines as formatting the document correctly upon initial submission will save time making revisions later in the editorial process and enable your article to be published in a timely manner:

❖ Follow CMS style and use Canadian spelling
❖ Use 12-pt serif font (e.g., Times New Roman, Garamond or other serif typeface), double-spaced (including notes and references)
❖ The author’s name or any other personal information that could identify the author should not appear anywhere in the manuscript

Abstract & Keywords

A concise abstract (not more than 300 words) must be submitted online; the abstract should stand on its own as a summary of the complete paper.

Please supply 5–10 keywords as directed on the online submission site.

Quoted Matter and Permissions

Authors are responsible for obtaining permissions for all text excerpts or images used in their articles.

If you do need to obtain permission for a textual excerpt or image, or other form of visual media, please complete and return the Image Permission Form on the online submission platform.

Although myriad figures are available online for download, they are likely still protected by copyright and require permission from the lawful rights holder in order to appear in JCS.

The Canadian Copyright Act does not provide clarity on when permission is required to use a quotation from someone else’s work. Each quotation must be examined on its own and within its own context.
Not every quotation requires permission; however, some there are some guidelines below but, if in doubt, obtain permission:

- If the quotation is relatively small in relation to the article or book from which it is being quoted, then permission is generally not required.
- However, if the quotation is the entire essence or “meat” of the article or book, then permission should be sought from the copyright owner.
- If the quotation is being used for criticism (i.e. to illustrate commentary on it, or for review or news reporting), then permission is generally not required (although the Copyright Act does require accurate documentation of the author and source).

**General Style of the JCS**

References and style: *Chicago Manual of Style* (CMS most recent edition), for published materials, including newspapers, magazines, and online materials: author-date-page in-text references + reference list.

Examples for books, journal articles, magazines and newspapers, art, public documents, and electronic sources, as well as use of tables and figures may be found below. Follow the guidelines in the CMS for unpublished and archival and all other kinds of materials.

Legal materials: *Canadian Guide to Uniform Legal Citation* (most recent edition)

Spelling and Usage:

- Use Canadian spelling and hyphenation, as in the *Canadian Oxford Dictionary* (2nd ed.)
- For hyphens and compounds, consult the CMS
- *JCS* does not use short forms such as *ibid.*, *f or ff*, *op. cit.*, *passim*; we do use *sic*.
- use n.p. (for any *of no place, no publisher, no page*); use n.d. for *no date* and use ch. for chapter

**Tables**

Tables should be submitted in separate files in either **Word or Excel format**.

Tables should be organized in such a way that a reader who isn’t familiar with the material will still be able to make sense of it – consistency of style is essential.
Create tables on a separate page(s), from the article text and include the table number above the table (numbered sequentially) and explanatory notes below. These should include the source of the table, or the source of the data within it, formatted as parenthetical references: e.g., Source: Makinen (1990, 45). The appropriate reference should appear in the list of References.

In Word, use the table tool to create rows and columns. Avoid using the Enter or Tab keys to ensure proper replication of your table; the Increase Indent button should be used to create hanging indents in tables with hierarchical row headings.

Table numbers should appear in Arabic numerals and should correspond to the order of the tables in the text. If abbreviations are used, an alphabetical listing must be included in the footnote.

Document the source of the table, or the source of the data within it, at the bottom of the table, suing the same format as parenthetical references (e.g., Source: Makinen (1990, 45).) The corresponding reference should appear in the Reference list. The location of each table or graphic should be indicated in the text: i.e., “Table 1 here”.

Notes explaining the figures in the table, symbols, abbreviations, or other material should follow the source documentation below the table.

Written permission from the publisher to reproduce any previously published tables must be included.

**Figures**

- All figures should be supplied in one of the following formats: JPEG, TIFF, EPS, PDF
- They must be submitted at 300 dpi in actual size (minimum 4 inches wide)
- Artwork, graphs, photos, and other illustrations should be numbered sequentially

Figure number and caption (a title or explanatory note) should accompany the figure itself. You must include a source for the illustration as well as evidence of permission to reuse the image/graphic.

Any credit lines required by the copyright owner are included at the end of the caption. The figure should be referred to in the body of the paper. Note that any works of art that are analyzed or discussed in the text should be listed in the references.
Documentation and References

Authors are responsible for providing complete and accurate references, including page numbers, for all sources, and for obtaining permissions to use material. Lack of complete and accurate documentation can delay publication.

*JCS* documents sources with parenthetical in-text citations (author, date, and page number) and corresponding entries in a list of References at the end of the document. References should include all works referred to in the body of the paper and notes.

Journal titles must be spelled out in full, and only Arabic numerals (1, 2, 3, etc.) are used for volume and issue.

Quotations: The Mechanics

- Quoted material must be reproduced **exactly** as in the original; any changes should be signalled with square brackets. The only exception is that the initial letter of the quotation may be silently changed to a capital or lower case letter.
- Omissions from quoted material are indicated by ellipses ... 3 dots with a space before and after
- Quotations of 4 lines or less should be run into the text; quotations of more than 4 lines should be set off as a block quotation indented from the left margin only.
- Do **not** begin a sentence with a quotation.
- Errors in quoted material should be indicated with [*sic*]

Poetry:

- Poetry is usually documented by line number
- In a block quotation (4 or more lines of poetry), reproduce typography and layout from original. Do not centre
- When quoting poetry in running text, indicate line breaks with a slash: “I want to think of poems as if made in a shot tower / a tall building where molten lead poured through a sieve / drops a long way” (Almon 2007, 1-3)

Translation:

- Quotations should **never** be silently translated: always reproduce quoted material in the original language exactly as it appears in the source.
- For French- or English-language quotations, translation is optional
- For quotations from sources in a language other than English or French, quote the original and then follow the quotation with a translation in parentheses: e.g., “He called his predecessor a ‘perdant’ (loser) in later speeches.” (Sajatovic 1987, 34)
  - Quoted in: If the original source is unavailable, mention the original author and date in the text, and list only the “quoted in” source in the References: Heilbron, not Twain, appears in
the list of References for the following example: Twain wrote that Montgomery’s Anne of Green Gables was “the dearest and most moving and delightful child since the immortal Alice” (quoted in Heilbron 2001, 254).

End Notes

❖ Explanatory notes only—do not use notes for documentation, bibliographic references, or archival codes
❖ 12 pt, double-spaced serif typeface
❖ Sources cited in notes should be documented parenthetically and appear in the References: e.g., 14. See Frye (1953) for an early definition of Canadian
❖ Notes are numbered sequentially using Arabic numerals (e.g., 1, 2, 3, etc.)
❖ Note numbers in the body of the paper are positioned after punctuation

References

The alphabetical list of References at the end of the paper provides complete publication information for all sources cited in the body of the paper or the notes in alphabetical order (see examples below):

❖ Double-spaced, in 12 pt serif typeface, using left indents
❖ Acronyms: where the author is an organization, and is cited 3+ times, acronyms may be used in parenthetical references; these are defined when first used and are used exclusively thereafter
❖ SSCLCA [Standing Senate Committee on Legal and Constitutional Affairs]
❖ Include full title and subtitle; capitalize all words in the title except articles, prepositions, and conjunctions; capitalize the first and last word in both title and subtitle.
❖ Italicize titles of books, journals, newspapers, brochures, pamphlets, legal cases, statutes, etc.
❖ Titles of websites appear in Roman (e.g., Google Maps), unless analogous to books or other types of publications (e.g. Chicago Manual of Style Online, The Huffington Post)
❖ Titles of articles, essays, poems, and short stories published in anthologies, journals, magazines, etc., and titles of unpublished works appear in Roman font with quotation marks
❖ Provide inclusive page numbers for articles in books
❖ Write out “University Press” in publishers’ names (i.e., “University of Toronto Press,” not “UTP”)
❖ For previously published material reproduced on a website, include the original publication information and add the name of the website and the URL
❖ For more than one work by the same author, order entries for that author by year (earliest first); use a 2-em dash line (——) for the author’s name after the first entry
Works by the same author published in the same year are listed in alphabetical order by title; a letter is added to the date (2019a, 2019b, etc.) in the reference list as well as in the parenthetical reference.

Sample Reference List


Sample References for Specific Materials

Books and parts of multi-author books: Inclusive page numbers must be given for book chapters. Where multiple articles are used from the same edited collection, cross-references may be used. For reprint editions, reference to the edition consulted is sufficient (e.g., Montgomery, below).

**Book:**

**Ebook:**

**Journal Articles**

When referring to online material but originally published in print form, the full print information (including inclusive page numbers) is required. Where they exist, give DOI numbers at end of entry, whether you consult the article in hardcopy or online. Where there is no DOI number, provide a URL.
For an article consulted online or in hard copy; DOI exists; give page numbers even if viewing article in html. For an article in hardcopy; no DOI exists; pagination continues throughout the volume.

Pamphlets and brochures are treated like books (the author is the producing organization or company), but if in archival collections, the collection and repository should follow publication data (see archival materials).


**Magazine and Newspaper Articles, Interviews, and Reviews**

References to hardcopy articles or the articles preserved on a library subscription database (e.g., Canadian Newsstand Major Dailies, Academic Search Premier, ProQuest CBCA [Canadian Business and Current Affairs]) are preferable to online versions. Volume and number are not normally used. Unsigned articles use the name of the magazine or newspaper as author.


**Art**

The medium may be included after the title, where known and relevant. Where possible, provide the name of the institution or organization that owns the work (e.g., Aupaluktuk); for works held in archives, museums, and galleries, the name of the collection and any relevant identification numbers should also be provided.
Painting held in public institution:
Hopkins, Frances Anne. 1879. *Shooting the Rapids*. Oil on canvas, 91.4 × 15.2 cm. R5666-0-8-E, acc. no. 1989-401-2, c002774. Frances Anne Hopkins fonds. Library and Archives Canada, Ottawa, ON.

Sculpture (date unknown):

Artwork reproduced online:

Artwork reproduced in book:

Television, Film and Music

The “author” position is replaced by either actor(s), singer, writer, or director, or by the company producing the material (as in news broadcasts); depending on the context of the article. For television shows, the example is for a single episode; references to entire series would provide a range of dates.

TV Episode:

Film (feature/documentary):

CD:
McKennitt, Loreena. 1987. *To Drive the Cold Winter Away*. Quinlan Road QRCD102, CD.

Streaming Media:
Legal Material

Legal citation in *JCS* follows the form recommended in the *Canadian Uniform Guide to Legal Citation* (most recent edition), except that the names of court reporters, treaty series, and jurisdiction (where provided) are written out in full.

**Treaties**
Begin with the title (italicized), followed by the names of the parties in bilateral and trilateral agreements (if applicable and not in the name of the treaty), the date it was signed, treaty series reference numbers, a parallel citation, and any additional information (such as the date it entered into force) if applicable. (Please also refer to the Canadian government's Canada Treaty Information website at www.treaty-accord.gc.ca.)

For land-claim agreements, provide the source of the document after the signing date: publication information for hardcopy, or website and URL for online sources.

**International Treaties (bilateral):**
*Treaty relating to Boundary Waters and Questions Arising with Canada*, United States and United Kingdom, 11 January 1909, 36 United States Statutes at Large 2448, United Kingdom Treaty Series 1910 No. 23.

**International Treaties (multilateral):**

**Land-claim Agreements:**

**Statutes**
Begin with the official short title of the act in italics (if no short title, use the title at the head of the act; capitalize as in original), followed by the title of the statute volume (not italicized), the year, and the chapter number. Regnal year for 1867–1925 legislation is optional. In parenthetical in-text documentation for quotations, use section number instead of page number, e.g., (s. 11).

**Pre-Confederation legislation:**
An Act to prevent the cruel and improper treatment of Cattle and other Animals, 1857 (Can.), 20 Victoria, c. 31.
Legislation (official short title used):
Newfoundland Privacy Act, Revised Statutes of Newfoundland 1990, c. P-22.

The Charter:

Royal Proclamation:
George R. Proclamation, 7 October 1763 (3 Geo III).

Bills (proposed but not passed or received royal assent):