MANUSCRIPT PREPARATION

• Manuscript must be in MS Word (.doc or .docx), be 1500 to 6000 words long (endnotes included), and should have no formatting or styles added only to enhance its appearance; plainer is easier to edit.
• Use hard returns only at the end of paragraphs; do not use space bar to indent or to center text; do not add extra space between paragraphs, insert headers or footers, or put two spaces after periods.
• Manuscript must include an 1) abstract of around 150 words; 2) up to five subject keywords (word or short phrase); 3) biographical note of fifteen to fifty words for each author, written in complete sentences, which may include an email address.
• References are endnotes that run consecutively at the end of the manuscript. Use MS Word’s automatic endnote function to insert a superscript Arabic number; these numbers appear after punctuation and closing quotation mark, with no intervening space: e.g., ‘Superscript number goes outside.’
• Explanatory notes that are not references are also inserted as consecutive endnotes using a superscript Arabic number; they are interspersed with, not separated from, reference endnotes.
• Figures must be sent as separate high-resolution (minimum of 300 pixels per inch) JPEG, TIFF, or EPS files in colour if possible (images will be published in greyscale in print and colour online; low-resolution figures may also be inserted in the manuscript for convenience of reading); figures need to have a descriptive caption (e.g., Figure 1. Bar graph representing . . .) and a callout (e.g., see Figure 1) in the manuscript; image files downloaded from the Internet or screenshots taken from the Internet or from proprietary software must have written permission for reproduction from the copyright owner if protected by copyright; authors are responsible for obtaining this permission. The image permission form is available upon request.
• Tables should be designed as simple grids, free of all but basic formatting; tables need to have a descriptive title (e.g., Table 2. Publisher titles classified by . . .) and a callout (e.g., see Table 2).
• First-level headings are bold; second-level headings are bold italics; third-level headings are italic.
• Numbers: write out numbers one to ninety-nine except for percentages (24 per cent), units of measure (8 kilograms), money ($100 USD), and numbers in figures and tables. Use numerals for all numbers 100 and higher.
• Use single quotation marks; only use double marks for quotes ‘inside’ other quotes: e.g., The author instructions say, ‘use double marks for quotes “inside” other quotes.’
• Spelling follows the Canadian Oxford Dictionary; hyphenation follows the Concise Oxford Dictionary.

ENDNOTE REFERENCES

• JSP uses ‘notes’ style from the Chicago Manual of Style, 17th ed. (see chap. 14). Unlike APA or MLA style, which must provide some bibliographic information inside parentheses in the body of the text (author last name, publication date, or page number), Chicago notes provide the bibliographic information in the endnotes, each matched to a superscript number in the text.
• Do not insert references using software such as EndNote, which adds a layer of embedded coding to the manuscript; use only MS Word’s built-in endnote function to insert references.
• Use a shortened citation to cite a reference again that has already been cited once in full. A shortened citation includes only author(s) last name, abbreviated title, and page number(s) [optional: page number needed only when note refers to particular page(s)].

Example of a shortened citation:

Full citation

Shortened citation
2 Denver and Post, ‘Models for Open Access Publishing,’ 118.
ENDNOTE REFERENCES CONTINUED, WITH EXAMPLES BY TYPE OF SOURCE

Book

[A reference to the book as a whole would not need a page number at the end of the reference. But a reference that points to particular page(s) in the source (and this goes for any type of paginated source) ends with page number(s). If a reference refers to separate or discontinuous pages in a source, put commas between the page numbers.]

Essay or chapter in an edited book

[The page numbers above are the inclusive range that corresponds to this chapter in the collection.]

Journal article in print

Journal article online

[Volume and issue number and page numbers are useful to include when an online journal article has them (see print journal article example). No ‘accessed by’ date is needed before URL or DOI when there is a date of publication. URL can substitute for DOI.]

Newspaper article

Magazine article

Website, for a titled webpage or authored document

[Add access date before the URL for an undated online source or one that has been or may be updated; “last modified” can substitute for “accessed” if the source specifies such a date.]

Website, as a whole

Blog

Lecture or conference presentation

Message to an electronic mailing list

[A personal email is cited similarly: Hermione Hopkins, email message to author, 23 April 2014.]