

Style Guide  
*TOPIA: Canadian Journal of Cultural Studies*

Updated November 2016

Please follow these guidelines for format and style before submitting for consideration. Manuscripts that do not adhere to these guidelines will be returned to the author for revision. When our Style Guide and the *Chicago Manual of Style* contradict each other, defer to our Style Guide.

**Style Manual and Dictionary**

**Style manual:** *Chicago Manual of Style*, 16th ed.  
(<http://www.chicagomanualofstyle.org/home.html>)

**Dictionary:** *Canadian Oxford Dictionary* (<http://oxforddictionaries.com/?region=uk>)

**Submission Rules**

**Abstracts:** Should be between 150 and 300 words in length. Please provide a French translation of the abstract; if translation is unavailable, notify TOPIA staff.

**Acknowledgements:** Should appear before “Notes,” in a section labelled “Acknowledgements.”

**Biographical statement:** Please send a short biographical statement of 150 words.

**Book reviews:** Please format book reviews in the following order: Reviewer name, reviewer title, “A review of,” citation, review text.

Example:

Jordan Kinder

Eating Politics

A review of

Preece, Rod. 2008. *Sins of the Flesh: a History of Ethical Vegetarian Thought*.

Vancouver: University of British Columbia Press.

**Formatting:** Please separate sentences by one space only. Do not indent paragraphs; include a space between each paragraph.

**Images:** Copyright permission for image reproduction is the responsibility of the author. Authors must send image permission agreements to *TOPIA*. Please send images as separate .tiff or .jpeg files, with a minimum 300 dpi.

**Keywords:** Please include five to six keywords that pertain to your article.

**Notes:** Notes should be numerical (1, 2, 3). Entitle list of endnotes “Notes.” Editors are likely to require authors to edit endnotes comprising more than 800 words. Authors are advised to conduct a preliminary edit or consultation with the editors if their article’s endnotes exceed this length.

**References:** Use author-date system as outlined in *Chicago Manual of Style*, 16th ed. See section and examples below. Entitle list of references “References.”

## **Style Rules**

**Abbreviations:** In text, it is preferable to avoid abbreviations. (Use for example rather than e.g., and that is rather than i.e.)

**Alphabetizing names with “Mac” or “Mc”:** Names beginning with *Mac* or *Mc* are alphabetized letter by letter, as they appear. For example: Macalister, D., MacAlister, P., McAlister, A.

**And/or:** Please minimize use of and/or; use “and” or “or” instead.

**Article:** Change terms such as “essay” and “paper” to “article.”

**Articles with two or more authors:** Use “and” and not “&” for authors’ names.

**Authors’ names:** On first mention of author, please include full name as published.

**Book chapters:** Capitalize Chapter Two (not chapter two) and place name of chapter in quotation marks. Example: This appears in Chapter Two, “Excavations of the Ground.”

**Capitalization of quotes:** When being integrated into a sentence, the first word in a quoted passage must often be adjusted to conform to the surrounding text. This adjustment may be done silently (without brackets), as such capitalization does not normally affect the significance of the quoted matter, which is assumed to have been taken from another context. Please review *Chicago Manual of Style*, 16th ed. sections 13.11-13.16 for detailed instructions.

Example:

The audience member recalled that “they have to deal with this in their own communities themselves.”

The use of a colon indicates that the quote will be capitalized.

Example:

Recall the words of one exiting audience member: “They have to deal with this in their own communities themselves.”

**Brackets to indicate a change in tense or pronoun:** Please use this device sparingly. Occasional adjustments to the original may be bracketed, to integrate tenses and pronouns. Please review *Chicago Manual of Style*, 16th ed. sections 13.11-13.16 for detailed instructions.

**Capitalization:** Adhere to downstyle capitalization; capitalize an individual’s title only if it directly precedes the individual’s name (Governor General David Johnson vs. David Johnston, the governor general of Canada).

In cases where an author’s name is not capitalized—such as bell hooks—a sentence may need to be re-written so it does not begin with a lowercase letter.

**Captions:** Label images and tables “Fig. 1,” “Fig. 2” and so on. Captions can be fragments or full sentences, and should be followed by a period. Please include as much information as possible, including title (italicized), artist or photographer, year, and permissions information.

Examples:

Fig. 1. Canadian Museum for Human Rights, Winnipeg, Manitoba. Photograph by author. June 2016.

Fig. 2. Detail. Walid Raad. *My Neck is Thinner Than a Hair: Engines*, 2001. 100 archival inkjet prints. 9 1/4 x 17 1/2 in. (23.5 x 44.5 cm) each. © Walid Raad. Courtesy Paula Cooper Gallery, New York.

**Centuries:** Write reference to centuries in numeral form. Hyphenate only when the century functions as an adjective (Communication in the 19th century, in 19th-century communication).

**Colons and semicolons:** Where they end a quotation, place outside quotation marks (“Washington Consensus”);. All other punctuation marks are placed inside quotation marks in accordance with the Chicago Manual of Style. Capitalize after the colon when it introduces (1) a quotation or (2) multiple sentences.

**Dates:** Month day, year in text (June 11, 2004); in references, day month year (11 June 2004). For decades, use four digits plus “s”; do not abbreviate or use an apostrophe (1960s). Spell out months; do not abbreviate (January, November).

**Ellipsis points:** In sentence, format without spaces (In 1968, she...moved); at end of sentence, include period followed by ellipsis (I guess we’ll never know....). Where paragraph has been omitted in a block quote, insert line break and begin with ellipsis. Do not bracket [...] ellipsis points.

**Em dashes:** Em dashes are used to set off amplifying, explanatory or digressive elements. Em dashes do not require space intervals—format without them. (The influence of three impressionists—Monet, Sisley and Degas—is obvious in her work.).

**En dashes:** Used as a link in place of “to” (1919–1284) and in compound words or adjectives when one element is made up of two or more words (the post–Vietnam War period).

**Enumeration of points:** Use (a) or (b) etc. within paragraphs; use 1. or 2. for separate paragraphs in a series.

**Epigraphs:** May be used at the beginning of an article or article section. Do not use quotation marks. Give the source on a line following the quotation, preceded by an em dash. Italicize book titles, use quotation marks around poem or article titles. Do not include page numbers.

Examples:

The sea. The sea has locked them up. The sea is History.  
—Derek Walcott, “The Sea is History”

Real recognition of our presence and humanity would require a genuine reconsideration of so many people’s role in North American society that it would amount to a genuine leap of imagination.  
—George Manuel and Michael Posluns, *The Fourth World*

**Eras:** Use BCE (Before Current Era) and CE (Current Era) rather than B.C. and A.D.

**Geography:** Capitalize region (Canada’s North), keep lower case for geographical directives.

**Italics:** 1) When the author has added italics in quotations, indicate “emphasis added”; 2) Minimize the use of italics for emphasis in writing. The writing itself should convey the correct emphasis if at all possible; 3) Words in foreign languages are always in italics if they have not been integrated into the Canadian Oxford Dictionary; 4) It may be important to point out that italics in a quotation were indeed in the original. In this case, use the phrase “italics in original.”

**Newspapers/magazines:** Keep “the” before the publication name in roman and lower case (*Toronto Star*, the *Toronto Star*, the *Star*).

**Numbers:** Spell out whole numbers from one to one hundred (except as a percentage), round numbers (five thousand), and any number that begins a sentence. Consecutive numbers use two digits (418–19; except for 104–5). For digits over one hundred, use commas rather than spaces (100,000).

**Percentages:** Use numerals and “per cent” (54 per cent).

**Personal initials:** Two or more initials should be separated with a word space (E. A. Poe).

**Possessives:** For singular words and names ending in “s,” do not omit the possessive “s” (“Jones’s music,” “that business’s main concern”).

**Quotations:** Indent quotations of more than 40 words. Cite original sources as much as possible. When citing a quote reproduced in another author’s work, use “quoted in,” not

“qtd. in” (Hecker quoted in Brown 1996: 321). Please review *Chicago Manual of Style*, 16th ed. sections 13.11-13.16 for detailed instructions on integrating quotes.

**Quotations of dialogue from plays and films:** Indent, use small caps for speakers’ names. Do not use quotation marks. No timestamp necessary for quotations from film.

**Scare quotes:** Please limit use of scare quotes to situations where the troubling of the term is absolutely necessary for making its “meaning” clear. Do not include quote marks if the term is preceded by “so-called.”

**Section headings:** Capitalize section headings in the text as shown: Varieties of Redundant Information.

**Serial commas:** Serial (or Oxford) comma not used except where required for clarity (oranges, apples and bananas).

**Spelling:** Use “-our” endings (labour, behaviour, flavour) and “z” spellings (analyze, characterize). Where U.S. spelling appears in titles, direct quotes and proper names, preserve the spelling of origin. In all other text, change to Canadian spelling. See also “Common spelling concerns” below.

**Titles and subtitles:** Capitalize article titles and subtitles, except articles (the, a, an), coordinate conjunctions (and, or, for) and prepositions, regardless of length, unless they are first or last words.

## **References**

**Book reviews:** If there are no other works cited, the reference at the top of the review is sufficient and a reference list is not required. See “Book Reviews” under the “Submission Rules” section on page one of this guide.

### **In text:**

- Use author-date system as outlined in *Chicago Manual of Style*, 16th ed.
- References in text: (Brown 1996: 321). Note sentence-ending period outside final bracket.
- References following an indented quote:  
    Indented block quote, when quotation longer than 40 words. (Brown 1996: 321)

- Multiple references in the text: Cite alphabetically, separated with a semi-colon (Bryant 1995; Reich 1992).
- When referring to multiple references of a single author: Cite in order of years, separated by a comma (Bryant 1995, 2000).
- Immediate subsequent references to single publication: Provide page numbers only. For multiple texts by single authors, repeat author's name and date for each reference.
- Cite original sources as much as possible. When citing a quote reproduced in another author's work, use "quoted in," not "qtd. in" (Hecker quoted in Brown 1996: 321).

**Interviews and personal communication:** Unpublished interviews and personal communication are best cited in text or in notes, rather than in the bibliography. If an interview or correspondence is cited multiple times, use in-text citation (Scott, interview) and include a footnote with full citation at first mention.

Citations should include the names of both the person interviewed and the interviewer, brief identifying information, the place or date of the interview (or both, if known), and if a transcript or recording is available, where it may be found.

Use "pers. comm." when referring to email or other personal correspondence in text (Catherine Lamaison, pers. comm.).

**Reprints and modern editions:** In text: (Austen [1813] 2003).

In reference list: Austen, Jane. (1813) 2003. *Pride and Prejudice*. London: T. Egerton. Reprint, New York: Penguin Classics. Citations refer to the Penguin edition.

**Legal references:** Use the *McGill Guide*. Suggested resource:  
[https://library.carleton.ca/sites/default/files/help/writing-citing/uniform\\_legal\\_style.pdf](https://library.carleton.ca/sites/default/files/help/writing-citing/uniform_legal_style.pdf)

Example: *R. v. Powley*, [2003] 2 S.C.R. 207.

**Newspapers:** (author, newspaper, date, year, page number); subsequent references (author year).

**Twitter and social media:** Incorporate the facts into a sentence. If it's not possible to include the citation information in the sentence, then a footnote is appropriate.

32. Garrett Kiely, Twitter post, September 14, 2011, 8:50 a.m., <http://twitter.com/gkiely>.

## List of references:

- Entitle list of references “References.”
- Arrange alphabetically by authors’ last names; if more than one entry for the same author, list earliest work first.
- If an author has more than one entry in the References, use three em dashes: ———.
- Please provide full author name as published.
- List all materials (books, films, works of art) referenced in a single list of references.
- Date format for references: 11 June 2004. See “Dates” section in the Style Rules above for other date formats.

## Examples of references:

**Books:** Capitalize and italicize titles.

McLuhan, Marshall. 1964. *Understanding Media: The Extensions of Man*. New York: Mentor.

Ncombwai, Numi. 1988. *Epidemiology in Africa*. Vol. 2. New York: Hershall & Son.

Schwarz, Henry and Sangeeta Ray, eds. 2000. *A Companion to Postcolonial Studies*. Oxford: Blackwell.

Smar, Ninian. 1976. *The Religious Experience of Mankind*. 2nd ed. New York: Scribner’s Sons.

Robbins, Bruce. 2000. Race Gender, Class: Toward a New Humanistic Paradigm? In *A Companion to Postcolonial Studies*, edited by Henry Schwarz and Sangeeta Ray, 556–74. Oxford: Blackwell.

Virilio, Paul. 1978. *Speed and Politics*, translated by Mark Polizzotti. New York: Semiotext(e).

**Journals:** Capitalize article titles; italicize journal names.

Peters, E. J. 1998. Subversive Spaces: First Nations Women and the City in Canada. *Society and Space* 16(6): 665–86.

**Newspapers:** Capitalize article titles, italicize newspaper name, indicate section if provided, provide URL but no access date for online articles.

*Globe and Mail*. 1999. Editorial, 30 July.

Simpson, Jeffrey. 2002. Riding the Choo-Choo Lobby, *Globe and Mail*, 25 October, A15.

Simpson, Jeffrey. 2002. Riding the Choo-Choo Lobby, *Globe and Mail*, 25 October. <http://url.com>.

**Films:** Cite as you would a book, naming the screenwriter as the author and adding the media type (DVD, VHS, etc.) after the film title. If unavailable, omit information about where the motion picture company is based.

Cross, Beverly. 1981. *Clash of the Titans*. DVD. Directed by Desmond Davis. Buckinghamshire, England: MGM.

**Websites:** Use endnotes, or follow normal reference format in text and cite full URL in references; do not include date accessed.

Evanston Public Library Board of Trustees. Evanston Public Library strategic plan, 2000–2010: A decade of outreach. Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html>. 5

### **Common spelling concerns**

Aboriginal  
acknowledgement  
adviser  
anglophone  
benefited, benefiting  
Black  
centre, centred, centring  
coefficient  
e-mail  
enrolment  
focused, focuses, focusing  
francophone  
fulfill, fulfilled  
Indigenous; Indigeneity  
Internet  
interrelated

judgement  
licence = noun; license = verb  
Métis  
modelled  
multi (no hyphen, usually)  
naive; naïvete  
Other (no scare quotes)  
program (but programmed, programming)  
Q&A  
Québec; Québécois  
racialize; racialization  
sizable  
skeptical  
totalled  
toward (not towards)  
travelled  
U.K.  
U.S.  
world view

### **Common formatting concerns**

#### **Abbreviations**

BCE, CBC, CE, CEO, DJ, NS, PhD, RAF, USA, NS, PhD, but U.S., U.K.

#### **Hyphenated and compound words**

Use a maximum of three hyphens in a row, and do not hyphenate words ending in “ly.”

audiovisual  
burnout  
caregiver  
cooperate  
coordinate  
cutbacks  
daycare  
decision-maker; decision-making  
deregulate; deregulating  
e-mail  
filmmaker; filmmaking

home page  
lifelong  
marketplace  
markup  
mindset  
multi (no hyphen, usually)  
neoliberal  
neoconservative  
neocolonial  
on-site  
policymaker; policymaking  
postcolonial/neocolonial  
postmodern  
postwar  
poststructural  
pre-eminent  
pre-empt  
re-elect  
re-enact  
reincorporate  
reinforce  
socioeconomic  
subnational  
subsample  
subpopulation  
tele-operator  
trade-off  
voiceover  
website  
workplace

**Roman or italic type**

et al. (roman) and [*sic*] (italic within square brackets)