



TOPIA

TOPIA: Canadian Journal of Cultural Studies

Submission Guidelines for Authors

Contents

Subject Matter and Scope.....	2
Peer-Review Process.....	2
Blinding.....	2
Manuscript Submission Process.....	3
Manuscript Requirements.....	3
Reviews.....	4
Citations and References.....	4
Additional Elements for Submission.....	10
Abstract and Keywords.....	10
Author Biography.....	10
Letters of Permission.....	10
Figures.....	10
Copyright Agreement.....	12
Further Information.....	12



Subject Matter and Scope

TOPIA: Canadian Journal of Cultural Studies is Canada's leading academic peer-reviewed cultural journal. We have published bi-annually since launching in 1997.

Peer-Review Process

TOPIA uses an online peer-review system called ScholarOne Manuscripts where authors, peer reviewers, and book reviewers can submit articles, evaluations, and book reviews online. From initial submissions to final acceptance, ScholarOne Manuscripts streamlines the publication process to make it easy and effective for authors, reviewers, and editors alike. When your article is ready for submission, please submit it through the ScholarOne Manuscripts interface.

Blinding

TOPIA uses a double-blind peer-review process.

Blinding a manuscript entails removing all references to your name and publications, and to the setting and participants in your research, where relevant. Appropriately blinding your manuscript requires that you replace your name (and any co-author's names), wherever it occurs in the text, notes or references, with the word "Author."

"Author" is then inserted into the reference list with the other "A" references. Do not insert "Author" references alphabetically with the letter that corresponds to your last name. When blinding the context of your research, use pseudonyms for the names of institutions or participants, and do not identify the city or town in which the research took place if it could serve to identify the participants and/or the institution. For example, "a bilingual university in Ottawa" is inadequate blinding because there is only one such university. Try to avoid including any other characteristics that might lead to the identification of the individuals or institutions involved.

Please also remove any information that would identify you from the "Properties" section of your Word file.

Manuscripts that have not been blinded will be returned to the authors for blinding before they are sent out to the reviewers, which delays the publication process. If the article is accepted for publication, authors must restore all personal information and references to their article.



Manuscript Submission Process

Prior to submitting your article, you will have to register through the *TOPIA* online peer-review system ScholarOne Manuscripts. You will be submitting your final manuscript as a Word document by using ScholarOne Manuscripts.

In addition to scholarly articles on cultural studies, *TOPIA* publishes book reviews and visual-culture review. Please send any enquiries to: topia@utpress.utoronto.ca

After you submit your article, the article will be peer-reviewed by qualified academics in the field. Based on this evaluation, you will receive one of the following responses: accepted as is, rejected, or returned for further revisions. This is a process that can take weeks or months; please be patient.

Upon initial submission, all supporting files including figures and illustrations, tables, and images must be submitted within the text. Once the manuscript is accepted for publication please use the phrase, "Figure 1 about here" in the approximate places where your table or figure should appear in the final copy of the manuscript and submit your figures as supplementary files with the correct specifications on ScholarOne Manuscripts.

Manuscript Requirements

The final revised manuscript – in a Word document – should be double-spaced, in a 12-point font, and must have a complete bibliography of all sources cited. Ensure the word count is *below* 10,000.

Subheadings should be in bold typeface.

Except in the most obvious instances, avoid abbreviations.

Use only one space after a period, colon, semicolon, and comma. Use an en dash for date and page ranges, and an em dash (without spaces on either side of it) as an interrupter. Refer to the *Chicago Manual of Style* (latest edition) for further grammatical guidance. Avoid page-layout formatting. The text should be aligned flush left and ragged right; do not justify or centre.

Please do not include any running headers or footers but do insert page numbers. Use Microsoft Word's line-numbering feature (under the Page Layout tab in Office 2010, 2013) so that reviewers can easily reference your work.



Reviews

If you are writing a book or exhibition review, please limit your word count to 2,000 words. It should be formatted as below:

Reviewer Name

Title of the Review

A review of

By (Edited by) Author's First and Last Name OR Editor's First Name and Last Name, Year of publication, Title, City (or Cities): Publisher.

References

Citations and References

All sources must be written according to the latest edition of the *Chicago Manual of Style*.

Use endnotes, not footnotes, by using the automated feature in Word, which will place superscript numbers, for endnote references, in the main body of the article and then allow you to type your notes at the end of your text. Please add the heading **NOTES** to this section. Follow the directions for citations in endnotes in *The Chicago Manual of Style*.

References to a previously cited work require only the author's last name and relevant page number(s). Include the title of the work only if more than one work by the same author is cited in the notes. Do not use 'op. cit.' **Use shortened citations instead of ibid.**

Use author-date system as outlined in the *Chicago Manual of Style*, latest edition

Examples

(Smith 1989, 221).

(Smith 1989, 221–248; see also Jones 2001).

(as found in Ray 2003, 305, n. 17).

(Smith and Jones 1996, 44, nn. 12–13).

(Smith et al. 2001; White 1998, 2000).

(Smith forthcoming).

(Smith n.d.).

(*Unattributed book title* 1996, 213–214, emphasis added).

(Smith et al. 1999, 302, 305).

(see Kennell 2003, 198–202; 2004, 336–341; 2005, 290–293; Rupp 2006, 207–211; 2007, 134–136; 2008, 246–249; 2009, 111–114; 2011, 16–20).



- Periods ending a sentence are placed outside final parenthesis.
- References following an indented quote: indented block quote, when quotation longer than 40 words. (Brown 1996, 278).
- 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, 278).
- Avoid Latin abbreviated forms where possible, eg. "idem", "passim" etc.

Interviews and Personal Communication

Unpublished interviews and personal communication are best cited in text or in notes – not 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. Spell out 'personal communication' (when referring to email or other personal correspondence in text (Catherine Lamaison, personal communication.)

Legal References

Use the *McGill Guide*. Suggested resource:

https://library.carleton.ca/sites/default/files/help/writing-citing/uniform_legal_style.pdf

R. v. Powley, [2003] 2 SCR 207.

References

- Arrange alphabetically by authors' last names; for multiple entries, list chronologically placing the 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.

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.

Do not abbreviate journal titles

References to Films, DVDs or Video

Titles of films, videos and DVDs should be italicized and identified (in parentheses) by name of director(s) and year of release: *Exotica*. 1994. Directed by Atom Egoyan.

For DVD special editions, include date of release in parentheses. Additional information regarding DVD editions should be included in an endnote.

References to Electronic Sources

Follow the same format, name, title, place, date, online reference (see *CMS* 17, 15.7)

Weed, A.E. *At the Foot of the Flatiron* (American Mutoscope and Biograph Co., 1903), 35 mm film, from Library of Congress, *The Life of a City: Early Films of New York, 1898–1906*, MPEG video, 2:19 at 15 fps, <http://www.loc.gov/item/00694378>.



Websites

Use endnotes, or follow normal reference format in text and cite full URL in references; do not include date accessed. Titles of websites are generally set in roman without quotation marks and capitalized headline-style. Wikipedia can be treated as a website rather than as a conventional encyclopedia, with roman rather than italics for the title, eg:

“Wikipedia: Manual of Style,” Wikimedia Foundation, last modified April 7, 2016, 23:58, http://en.wikipedia.org/wiki/Wikipedia:Manual_of_Style.

City of Ithaca, New York (website), CivicPlus Content Management System, accessed April 6, 2016, <http://www.cityofithaca.org/>

Twitter and Social Media

Incorporate the facts into a footnote if possible; if not then include the citation information in the sentence.

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

Contributions to electronic mail groups (listserves) should be identified by author, subject, name of group/listserve, email address, and date of message:

Newspapers and Magazines

Capitalize article titles, italicize newspaper name, provide URL but no access date for online articles.

Meikle, James. 2015. ‘Nearly 75% of Men and 65% of Women in UK to Be Overweight by 2030—Study.’ *The Guardian*, May 5, 2015.

<http://www.theguardian.com/society/2015/may/05/obesity-crisis-projections-uk-2030-men-women>.

Reports

Statistics Canada. 2001. *2002 Census Dictionary Reference*, Catalogue No 92-378-XPE. Ottawa: Statistics Canada.



Hyphenation and Spelling

Hyphenation: follow *Canadian Oxford Dictionary* if term appears there; if not, use hyphen unless solid form is considered a 'term of art'. Spelling dictionary is *Canadian Oxford Dictionary*.

The following are preferred:

anglophone	Mayan (language)
caregiver	naive
centre	neoliberal, neoconservative
cooperate	online
filmmaker, filmmaking	Other (without any quote marks)
francophone	over-represent
heteronormative	postcolonial, postmodern,
Indigenous	postwar
Internet	post-structural
judgement	Quebec, Quebecois
licence (noun)	re-elect, re-enact
license (verb)	reincorporate, reinforce
marketplace	soundtrack
Métis	website
Maya (noun/adjective)	worldview

Numbers

Spell out whole numbers from one to ten, round numbers, and any number beginning a sentence. The same rules apply to ordinal numbers: second, fifty-fourth, thousandth; but 125th, 152nd.

French Usage in English Texts

Do not italicize French or foreign terms if they are familiar and in general use: *recherché*, *oeuvre* etc, otherwise they should be italicized

Geography

Spell city and country names in English (e.g., Montreal, Munich), unless it is important to use the original spelling (e.g. Montréal, München).



Abbreviations

Use two-letter (postal) abbreviations for provinces and states: ON (*not* Ont.), MA (*not* Mass.). Do not use periods: the UK and the USA.

Punctuation

For italicized titles, punctuation marks are placed outside the italics command, unless they are part of the title.

Quotations are indicated by double inverted commas (“ ”); quotations within quotations are indicated by single inverted commas (‘ ’). Periods, commas, question marks and ellipses in quotations are placed inside the quotation marks.

Use single inverted commas only in a quotation: Jones writes, “In this case, ‘truth’ was a matter of opinion.”

Ellipses are indicated by three periods with spaces between them or on either side of them. A fourth period is added if the ellipsis ends the sentence: “Painting was forced, as it turned out, to offer us illusion . . . Photography and cinema... satisfy, once and for all and in its very essence, our obsession with realism.”

No space is left between dashes and the preceding and following words: It was discussed—indeed, hotly debated—everywhere.

Use only an apostrophe to form the possessive of singular and plural nouns ending in *s* (the actors’ expressions) and nouns that are plural in form but singular in meaning (politics’ appeal, economics’ influence). Use an apostrophe to form the possessive of names ending in ‘*s*’ (eg. Peter Morris’ book) but an apostrophe and an ‘*s*’ in nouns ending with a double ‘*s*’ (a lass’s charms, the mass’s demands).

For emphasis, use italics; do not underline or use bold font. Use serial or Oxford comma.

Dates

The order of day, month, year should be consistent throughout the article: 20 June 1935.

Months should be spelled out and years designated in full: 10 March 2002, (not 10-03-02).

Decades may be indicated according to either of the following examples: the 1970s (without an apostrophe), the seventies.

Reminder

It is the author’s responsibility to proofread the text carefully, as well as to verify the accuracy of titles, quotations and references, including accent marks and other diacritical markings for material in languages other than English.



Additional Elements for Submission

Abstract and Keywords

Your abstract must be approximately 100–150 words and written in the language of the paper. It should be a brief summary of the key points of the article.

Following your abstract, include 5–8 keywords, which will enhance discoverability through *TOPIA* search engines, and databases.

Author Biography

Use a separate document for a short author's bio of under 100 words and upload it separately to ScholarOne as "Supplementary – not for review". Begin with your name in bold. For books, give date of publication only. This document will not be seen by reviewers.

Letters of Permission

Provide a copy of permission to use copyrighted material, if applicable. Permission can include a signed form, or a copy of an email or letter indicating permission from the copyright holder.

Please note that failure to include letters of permission to use copyrighted material will – at the very least – delay the publication of the article until the letters of permission have been received by the University of Toronto Press.

Figures

Figures should be included within the text upon initial submission. Once accepted for publication please remove the figures from the text and indicate exactly where each figure belongs. Keep the tables in the main file, but place them at the end of the file. Use the phrase "Figure 1 about here" in the approximate places where your figure should appear in the final copy.

Provide a separate EPS, JPEG, TIF, or PDF file in colour or black and white, as appropriate, for each figure (colour images preferred if possible for the online publication). All figures must have a minimum resolution of 300 dpi (600 dots per inch is preferred), or be at least 25 inches wide at 72 dpi. If you choose to submit figures (line drawings) produced in Adobe Illustrator, please "outline" the type prior to making the EPS files.



Images

Authors are responsible for:

1. providing images;
2. providing captions;
3. identifying where in the article the images should appear; and,
4. acquiring necessary permission to use selected images.

Image Quality

Images should be the highest possible quality. Please remember that your computer screen is 72 dpi (dots per inch) while a printed journal like *TOPIA* is a minimum of 300 dpi. This means that an image that looks big on your screen will look 3 times smaller on the printed page.

You can check the number of pixels in your image by right clicking on the image (in the Explorer window on a Windows PC or using the Finder on a Mac) and selecting Properties (on a Windows PC) or Get Info (on a Mac).

The minimum we will accept is DVD frame grab quality: around 720 pixels (width) by 480 pixels (height) at 300 dpi.

Captions

Please provide captions in the text for all tables and figures. Once the manuscript is accepted for publication, you will be required to resubmit tables and figures as supplementary files with the appropriate captions on ScholarOne Manuscripts.



Copyright Agreement

Upon manuscript acceptance, all authors must sign a copyright agreement.

Further Information

“How to Alienate Your Editor: A Practical Guide for Established Authors”, written by Stephen K. Donovan and published in the *Journal of Scholarly Publishing*, is an excellent article on common mistakes made during the submission process.

Also useful is “Surviving Referees’ Reports” written by Brian Martin and also published in *Journal of Scholarly Publishing*.