

# EDITORIAL GUIDELINE FOR PUBLICATIONS

Association for Canadian Studies



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## SPELLING

ACS uses Canadian spelling in publications (See the [Canadian Oxford Dictionary](#)).

## STYLE

See [The Chicago Manual of Style](#) 17th ed. for referencing and style questions.

## FORMAT

Submit text electronically in Word. Your version must be ready for copyediting and publication. The manuscript should be submitted double-spaced with unjustified right margin.

## COPYRIGHTS

Any permission needed for use of copyrighted material – tables, artwork, or large blocks of quoted material – must be obtained by the author. Reproduction of material must be documented with source and page number.

## HEADINGS

Heading levels must be consistent throughout the work. For example:

Level 1, all caps;

Level 2, caps and lower case, italics;

Level 3, sentence style, cap on first letter of first word.

## DATES

Use day month year (1 June 1999); month year (July 1999); 1990s (no apostrophe); 1995/96 (fiscal year); 22–25 October 1930 (use en dash).

In titles of tables, use full dates, i.e., 1994 to 1996, or 1994–1996.

## NUMBERS

Write out numbers from zero to ten, use numerals for 11 +. Percent is written out in the text, and is used with a number (50 percent). The symbol “%” is used in tables and equations.

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## ENDNOTES

Endnotes are usually used, not footnotes. The endnotes are for information only and are placed at the end of the chapter/paper. Use superscript numbers to mark the endnotes.

## TABLES AND FIGURES

Tables and figures can be in the same file, but with notification in the text of placement. All tables and figures must have a source.

A table or figure offers an easy and important method for presenting a large number of individual, similar facts for comparison.

Tables should be consistent in style and format and numbered consecutively throughout the work. Use numerals, not letters, to label each table or figure: Table 1, Table 2, Figure 1, Figure 2, etc. In an appendix, tables are numbered A1, A2, etc.

All tables, charts, and figures must be referred to in the text. For the convenience of the typesetter, the place of insertion should be noted: [Insert table 1 here].

## REFERENCING

The ACS uses both the Author-Date style and Notes and Bibliography style. Only one style may be used in a single publication. It is important to be consistent within the article or volume.

### 1. Author-Date System

References are placed inside parentheses in the text, next to the referenced name or quoted material. A separate list of the works cited is placed at the end of chapter/book. This list is labelled References.

References List: The first word and all main words in the titles of books and articles are capitalized. Each entry in the Reference list must contain complete information: Author's name, date of publication, title of book, publisher and place. For articles, the title of the article, the journal name (if necessary) volume and number, as well as inclusive page numbers are necessary. Reference list is arranged alphabetically by last names.

### 2. Notes and Bibliography

In the Notes and Bibliography style, reference material is placed in a footnote or endnote. A bibliography may follow at the end of the volume. In some cases, where the bibliographical list is used, the citation to a particular work in the note may be very concise.