

## Fernwood Publishing Style Guidelines (March 2007)

### YOUR MANUSCRIPT MUST INCLUDE:

#### Preliminary pages

- title page (title, subtitle, author's (editor's) name as you wish it to appear)
- dedication (if desired)
- table of contents (detailed with headings and subheadings, clearly indicating the various levels of headings)
- list of tables and figures
- list of contributors with one to three sentences describing each (in an edited volume)
- acknowledgements
- foreword and/or preface

#### Main text and back matter

- text numbered from page 1, divided into chapters
- notes (at the end of each chapter)
- appendices (only if necessary)
- references or select bibliography
- tables and figures (see Computer Files below)

#### Illustrations

- photographs or illustrations (if any) to be included in the text. Indicate in the text where illustrations of any sort are to be inserted (type on a separate line in the body of the text "Insert Table #1 here." These markers will be removed later in production). Original copies are necessary and permissions must be obtained and included. If photographs and illustrations are being provided electronically (on CD) they must be at a resolution of at least 300 dots per inch (dpi) when at the actual size that they will be printed. [For more information contact [bev@fernpub.ca](mailto:bev@fernpub.ca)]
- captions/credits for any photos and illustrations
- selected photos or illustrations (if any) to be considered for the front cover of the book

#### Biography / Author Data Sheet

- a brief biography (1 or 2 sentences) of author(s) or editor(s) for use on back cover
- an author data sheet must be provided with the completed manuscript. [contact [promotions@fernpub.ca](mailto:promotions@fernpub.ca) to obtain a copy]

#### Computer Files

- each chapter/references/section must be saved as a separate file
- we require your files be saved as Microsoft Word and be provided on CD
- computer generated graphics/figures/tables/maps which have been prepared must be provided as separate files on CD. These are best created in Microsoft Word, Excel, Illustrator, Photoshop or Freehand. They must be at least 300 dots per inch (dpi) in resolution. Any figures created in other programs need to be cleared with the production co-ordinator as we may not be able to access them if we cannot open your files. Do not embed your tables / graphics / figures / illustrations in your text. They must be saved as separate files. Book page dimensions are 4.25" wide by 6.75" high so any tables / graphics / figures / photos must be reduced to fit those specifications. Creating a table that barely fits on an 8.5" X 11" page will be impossible to include on a book page so please keep this in mind when you are creating them. Create figures and graphs in grayscale or black and white. Figures created in colour often do not translate to gray very well. Light green bars and light violet bars end up looking the same shade of gray. Indicate in the text where this matter is to be inserted. Provide a good quality hardcopy as well.

#### Index

- If the book is to have an index it is the responsibility of the author to create it. There are several options available for creating an index. A separate information sheet on this is available. [For more information contact [bev@fernpub.ca](mailto:bev@fernpub.ca)] It is important that you discuss your indexing approach with the production co-ordinator before proceeding.

## TYPING/INPUT GUIDELINES

- Quotes more than 40 words must be indented 1/2 inch and flush right with the rest of the text. There must be a blank line above and below the quote.
- Manuscripts must be typed **double-spaced** (including block quotes), left aligned, not justified, with only one space after a period or other end of sentence punctuation.
- Manuscripts must be typed using only one font, preferably Times, 12 point.
- Headings should be typed in upper and lower case, not all caps, and should not be bold.
- New paragraphs should be tabbed in 1/4", except the first paragraph after a new heading, which should be left aligned.
- Do not add extra spaces between words or after italics.
- Do not use tabs in the body of your text. Again, remember book pages are different dimensions than manuscript pages and tabs can cause great havoc.
- Do not apply “styles” to your text or headings. Please do not format the manuscript beyond the typing of paragraphs, block quotes and headings. Design takes place after editing and all changes are made. If you have specific ideas about the design of your book pages feel free to discuss them with the production co-ordinator [bev@fernpub.ca] but do not embed these ideas in the manuscript/computer file.
- Do not use underlining or bold in your text for emphasis, in printed form it is unattractive.
- Ellipsis should be typed with a space before and after. Please use the ellipsis character on your keyboard, not just a series of periods.
- References must be double spaced.

## EDITORIAL GUIDELINES

### Dictionaries and Style Guides

We like to follow *The Canadian Style: A Guide to Writing and Editing* and the *Gage Canadian Dictionary*. We also consult *Editing Canadian English*, the *Chicago Manual of Style*, the *Oxford Canadian Dictionary*, the *Oxford English Dictionary* and *Webster's Collegiate Dictionary* if the first two sources do not cover the issue or word in question. Our examples of (and exceptions to) the *Canadian Style/Gage* approach are set out below.

### Spelling

The most important point about spelling is consistency—by this we mean the same spelling for the same word throughout the manuscript. Contrary to what your Grade 6 teacher may have led you to believe, the spelling of many words in English (especially Canadian English) is still open to question. *Gage*, for example, often lists two alternate spellings as acceptable in Canadian usage. So, some variation is OK, but please be consistent. Our preferences are:

- We prefer the *our* ending in words such as colour, honour and labour; however, respect the spelling of American place names such as Pearl Harbor.
- We prefer the *re* ending in words such as centre, theatre and metre.
- Use a single *l* for enrol, enrolment, fulfil and fulfilment.
- Use a double *l* in verb forms such as travelling, counselled and labelled.
- A single *s* is sufficient in the words biased and focused.
- Use the *ize* ending in verbs and their derived forms such as civilize, civilization, organize, organization and specialize, specialization.
- Spell encyclopedia, archeology, anemia, ecumenical and other words derived from Latin and Greek the “easy” way. Aesthetic is the sole exception.
- Spell program without *me* on the end.
- We prefer to spell words derived from French, such as cheque and manoeuvre, in the French way.

## Hyphenation

The use of hyphens varies widely in Canadian, British and American English usage. Again, the most important point is consistency within your manuscript. In general, we prefer to use hyphens sparingly, to increase clarity and eliminate ambiguity.

- In general, we prefer no hyphen after a prefix (coordination, cooperation). However, there are exceptions. Use a hyphen when:
  - the root word is capitalized (pre-Aztec, non-British)
  - the word is a temporary compound (re-cover the couch, but recover from an illness)
  - the prefix is self-, cross-, ex- and quasi-
  - *aa* or *ii* would result without the hyphen (meta-analysis, anti-inflammatory)
  - it would be difficult to read the word (co-opt, co-op)
  - omission would change the meaning of the word.
- Two adjectives together often require a hyphen to clarify the meaning (long-range plans, blue-green algae). Words ending in *ly* do not require a hyphen (easily obtained information).

## Capitalization

*The Canadian Style: A Guide to Writing and Editing* has a good section on capitalization.

- Too many capitalized words makes a book look archaic, pompous and difficult to read.
- Use initial capital letters for proper names, but use lower case letters when the same word or words are used descriptively: Prime Minister Martin, but as prime minister, Martin led a minority government.
- Use capitalization where necessary to avoid confusion: the Act (of Parliament), rather than the act.

## Indicating Emphasis

- Do not use all capitals for emphasizing words. Italics may be used to emphasize one word or a short phrase in the text, but this technique should be used very sparingly. Rearrangement of the words in a sentence may provide the emphasis sought.
- Be consistent
- Consider the other use of a particular form of emphasis. For instance, italics is used for foreign words; quotation marks are used for quotations

## Italics

- Use italics for non-English words. Be careful, though, because many “foreign” words used commonly by English speakers have been officially accepted into the English language. So consult an up-to-date dictionary. The terms *ibid.* and *et al.*, for example, have been accepted into the English lexicon and are no longer italicized. Italicize (*sic*).
- Use italics for the names of ships, but not the letters that come before them: SS *Mont Blanc*, HMS *Intrepid*. The names of planes, trains and motor vehicles are not italicized.
- Use italics for the titles of books, newspapers, reports, movies, plays and published theses, but use quotation marks for chapters, poems, articles and unpublished papers.
- Commas following an italicized word should also be italic.

## Abbreviations and the Use of Small Caps

- We generally prefer the use of small caps and no periods for acronyms (CUSO, NATO) and initialisms (YMCA, CBC).
- Use full caps in cases where the letters are conventionally separated by periods (B.C. Federation of Labour, U.N., U.S.).
- Remember that words such as Stelco, Dosco and Sysco are shortened expressions of longer names and should not be entirely capped.

## Initials

- Close up the space between initials: A.N. Whitehead, rather than A. N. Whitehead.

## Commas

A comma is used to separate two main clauses in a compound sentence when they are joined by a coordinating conjunction (and, but, or). It is a very common error to put a comma before every “and,” whether it needs one or not. Remember not to use a comma unless it is separating two main clauses.

- Do not use the serial comma: use: A, B and C. If your manuscript has already been written using the serial comma, it is okay to leave it, just be sure to let your managing editor know that this is what you have done. Consistency is the most important point here.
- The comma is often misused:
  - Restrictive phrases are essential to the meaning of the sentence and should not be separated from the rest of the sentence by commas. Non-restrictive phrases add incidental information and should be separated from the rest of the sentence by commas.

## En and Em Dashes

- Use an en (middle-length) dash between numbers and dates (25–28, 132–48, 1984–89) and between two place names or terms where one of the elements contains two or more words (the Narrows–Bedford Basin area, labour union–management relations).
- However, if the entire manuscript has hyphens between numbers and dates instead of en dashes and this situation would be difficult to change, hyphens are acceptable. Please be consistent.
- Use an em (long) dash to indicate a break in thought — just like that, with a space between the dash and the words on either side.

## Quotation Marks

- Use double quotation marks for quoted material and to introduce terms. Use single quotation marks only for quotes within a quote.
- Use quotation marks for chapters in a book, articles in a journal or newspaper, unpublished papers and dissertations and poems.
- Commas and periods go inside final quotation marks. However, question marks, exclamation points, colons and semicolons that are not part of the quoted material are placed after final quotation marks.

## Apostrophes

- Apostrophes should not be used in plural forms: MPs, 1990s.

## Possession

- Do use apostrophes to indicate possession: the MPs’ salaries, the planet’s future.
- In general, if an *s* is spoken, it should be on the page; if it is not, it should not be there: the Foxes, the Foxes’ dinner party, Mr. Fox’s ambition, Ms. Adams’ wit.

## Numbers

- In nearly all manuscripts, write out numbers from one to one hundred, then start using numerals: 101, 347. Write out large round numbers that occur in isolation and can be expressed in two unhyphenated words: four hundred, sixty thousand, twenty million.
- Spell out the word percent and express percentages in this way: 3.4 percent, 11 percent, 50 percent, 100 percent, 50–85 percent.
- Smaller numbers in the company of larger ones are expressed in a complementary way: The percentages were 5, 20 and 121. The two jobs call for seventeen and six hundred workers, respectively.
- Express large dollar amounts in this way: \$46,000, \$50 million, \$3.1 billion.
- In manuscripts with lots of numbers — books on statistics, for example — you will want to use numerals after one or ten and you will also want to use the percentage sign (%).

## Dates

- Express years as: 1988–89, the 1990s, the nineties.
- We prefer December 6, 1917, over 6 December 1917, but either method is fine if used consistently. The sixth of December is preferred over the 6th of December.

### **Gender, Race and Ethnicity**

We are committed to the elimination of gender, race and ethnic stereotyping. We ask our authors to be sensitive to this issue in their writing.

- Use gender-inclusive rather than gender-exclusive language. For example, don't use "men" when "people" is meant; instead of "man-made," write "artificial" or "manufactured."
- Avoid the use of the feminine pronoun to refer to ships, hurricanes, etc.
- Be careful not to assign roles or characteristics to people solely on the basis of their gender, race, or ethnic background. Avoid the use of adjectives and expressions that reinforce stereotypes, such as "inscrutable Orientals," "frugal Scots," or "amorous Italians." Avoid the use of words that reinforce stereotypes by implying that certain members of a group are exceptions to the general rule, such as "even hard-working Aboriginals" or "a number of intelligent Black students."
- Use racial and ethnic identifying terms that are currently accepted by the group in discussion. Especially when the author is not a member of the group which she/he is writing about we believe it is important to use the terms most currently acceptable by the group. For example, use African Canadian or Black instead of Coloured or Negro; use Inuk (one person), Inuuk (two) and Inuit (three or more) rather than Eskimo; and use Aboriginal, First Nations or nation specific terms such as Cree or Mi'kmaq, rather than Indian, except when referring to government Acts and categories. Be consistent in the use of capitalization of the first letter of racial and ethnic identifying terms.
- When books are co-authored or co-edited by persons of different gender, it is our policy to list the women authors first on the cover and title page. This procedure is intended to counteract the common assumption that the female authors or editors had a subordinate status in the project.

### **Source Citations**

We prefer that all sources be cited in the text, rather than in notes except primary sources. Each source cited in the text should also appear in the list of references at the end of the manuscript. Use the following author–date–page number style of source citation in the text:

(Author 1993: 38–40)

(Author 1993: 288–89)

(Author 1993: 26–27, 77–79)

(Author 1993, Table 2)

(Author 1976, 1986 and 1994)

(Author 1992a and 1992b)

(Author et al. 1993)

(McBride and Shields 1993)

(*Newspaper* November 2, 1994: B1, B7)

- The final period should be placed after the final parenthesis of the citation: "I wonder if these clowns will be allowed to run another mine and, if so, who will die as a result" (Comish 1993: 52).
- In indented block quotations, the period is placed right after the quote, followed by the citation.
- If you have used a different approach in your source citation please contact the publisher to discuss it.

### **Primary Sources**

We prefer that primary sources be cited as endnotes. For example, the reference may be Public Archives of Manitoba but for any given year there will be many files, boxes, etc.. In the endnotes, cite as Archive (hereafter as, acronym), file, date. For example:

Public Archives of Manitoba (hereafter PAM), GR 1528, Range 30, JD Cameron Papers, Box 11, "Memo: JD Cameron to the Chairman, re: People's Co-op, November 1, 1939."

## Notes

**Notes should be used very sparingly** and only to convey additional information that is too technical, detailed, tangential, or cumbersome to be placed in the main text. If you find that certain material could be placed either in the text or a note, choose the former. Simple source citations should definitely be placed in the text; qualified or tangential source citations may be placed in a note.

- Indicate a note in the text with a small superscript number. Begin with number 1 at the beginning of each chapter.
- Notes should be placed together at the end of each chapter. They should not be placed at the bottom of the page or at the end of the manuscript.

## References or Select Bibliography

- For edited books we prefer a common reference section rather than separate ones at the end of each chapter. If you wish to use a different method you must discuss this with the publisher and have approval to do so.
- Order your list of sources alphabetically, by authors' last names and then by date. Every source you have cited in the text must be included.
- Call your list of sources "References" if you have listed only sources cited in the text; call it a "Select Bibliography" if you have added works that have served as sources but were not cited in the text. Brevity is best; **don't list every book you've ever read**.
- Please use italics and not underlining for titles of books, journals and newspapers, etc..
- Quotation marks should surround the names of articles in a periodical, unpublished papers and theses and chapters from an edited collection.
- The order of information in sources should complement the author–date–page number style of citation in the text: the author comes first, then the date, title, publication information and page numbers, if any. The major chunks of information should be separated by periods.
- Use Internet references sparingly and try to use their original sources if possible as Internet sites are ever-changing, making follow-up for readers difficult. The latest date when the site was accessed must be indicated.
- Here are examples of how to list sources at the end of the manuscript:

### Book:

Chomsky, Noam. 1992. *What Uncle Sam Really Wants*. Berkeley CA: Odonian Press.

### Second source by the same author:

—. 1989. *Racism*. London: Routledge.

### Selection from an edited collection:

Groenendijk, K. 1989. "Schengen, Refugees and Human Rights." In P. Gordon (ed.), *Fortress Europe? The Meaning of 1992*. London: Runnymede Trust.

Durutalo, Simione. 1993. "How BP destroys Fiji's forests." Interview in Roger Moody (ed.), *The Indigenous Voice: Visions and Realities*. Second edition. Utrecht: International Books.

### Article in a journal:

Miles, R., and V. Satzewich. 1990. "Migration, Racism and 'Postmodern' Capitalism." *Economy and Society* 19, 3 (Spring).

### Newspaper article:

Valpy, Michael. 1991. "Outsiders have Trouble being Heard in Canada." *Globe and Mail*, March 13.

- Page numbers are not required in the bibliography/reference section.

### Internet references:

Author. Year. "Name of article." Available at <website address> (accessed on Date).

Do not underline Internet addresses.

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If you have questions regarding preparing your manuscript please contact us.

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