

## ***The Canadian Geographer* Style Sheet for English Language Manuscripts**

This style sheet describes the unique house style of *The Canadian Geographer* with respect to punctuation, headings, word choice and abbreviation, use of numbers, quotation, and referencing. The various types of papers, maximum length and technical specifications such as page size are provided in the author guidelines.

### **Manuscript**

1. Author names are set in upper case with a middle initial followed by an abbreviated address on a separate line e.g.

ELLEN C. SEMPLE

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Author name(s) is/are followed by acknowledgements and an abstract of up to three hundred words in either English or French.

2. Wherever possible, the first submission for review should be an integrated document with embedded tables, figures, captions, notes and references all in one file. Final submission of accepted papers ready for typesetting should have all text in one file with a separate graphics file for each figure. Please see the 'Tables, Figures and Graphics' section below for details.

3. All sources cited in the text of a paper must be listed in the references section, and vice versa. Please check references carefully before submission.

### **Headings**

4. Three levels of headings are permitted as follows:

#### **Headings Are Bolded and Set in Title Case**

Subheadings are underscored in sentence case

*Sub-subheadings are italicized in sentence case with period.* Text is run-in to sub-subheadings.

Heading and subheading numbers —4.1, 4.2, and so on—are not used.

### **Word Choice, Acronyms, Spelling etc.**

5. 'Percent' should always be spelled out in text; however the '%' sign may be used in tables.

6. In phrases such as 'the discipline of geography', geography should not be capitalized.

7. The phrase 'geographic information system(s)' should not be capitalized when it is spelled out. The acronym for this phrase, GIS, should be capitalized. Phrases combining the acronym 'GIS' and a word beginning with 's' should be rendered as combined words: GIS science should be GIScience GIS systems should be GISystems GIS scientist should be GIScientist
8. Acronyms not found in the *Canadian Oxford Dictionary* should be spelled out the first time they are used within a paper, with the acronym appearing in upper case set off by parentheses following the spelled-out title or term. For example, 'The Canadian Food Inspection Agency (CFIA) was created in 2003'.
9. The phrase 'Global Positioning System' should be capitalized when it is spelled out. The acronym for this phrase, GPS, should also be capitalized.
10. When referring within an article to the article itself, authors should use the phrase 'this article' rather than 'this paper'.
11. Year date ranges should be expressed using whole years, rather than just the last two digits: 1932–1933, rather than 1932–33.
12. At first usage of the date/term, use the following wording: '11 September 2001 (hereinafter '9/11').' For example, 'Since 11 September 2001 (hereinafter '9/11'), many geographers have....' Subsequent instances of the date/term should appear as '9/11' only. For example, 'As a result, the events of 9/11 have taught us...'
13. Alternative nomenclature should be used consistently within a paper according to the author's demonstrated preferences: Third World/developing world or Indian/Aboriginal People/ First Nations. However, when used as ethnic designations, 'black' and 'white' should not be capitalized.
14. Words in a language other than English should be italicized only when they cannot be found in the *Canadian Oxford Dictionary*. Non-English words that are specific to a particular paper's subject should be italicized and briefly defined when they are first used. Thereafter, they do not need to be italicized. Scientific names of species (e.g., *Canis familiaris*) are always italicized.
15. Single nouns ending in unvoiced 's' should be made possessive by the addition of an apostrophe and another 's.' For example, 'the dress's colour was red' (rather than 'the dress' colour was red')
16. Serial commas should be used: ...Manitoba, Saskatchewan, and Alberta.
17. Authors should avoid overusing hyphens. To set off amplifying material at the end of a sentence use double hyphens (--) to signify an em dash.
18. Word processor files should have the language set to Canadian English. Please use the *Canadian Oxford Dictionary* for advice on spelling and choose the most common variant. For

example, the most common Canadian usages call for labour, behaviour and centre, in the British style, and analyze, organization, and program, in the American style.

### **Numerals, Variables, etc.**

19. Whole numbers from one to ten should be spelled out unless they are paired with a mathematical symbol (e.g.,  $2 + 2 = 4$ ), abbreviation (e.g., 25 mm, 16 cm), 'percent' (e.g., 25 percent), or 'score' (e.g., score of 57).

20. Decimals appearing in tables and text should include the leading zero e.g. 0.1273.

21. If the character '<' (or '>') is used as a verb (i.e., 'is less than'), there should be a space on either side of it: 'n < 6.' If it's used as an adjective (i.e., 'less than'), there should be no space on either side. For example, 'measured <6 inches.'

22. Common statistical variables (e.g., n, f, R, p) should be set in italics while numbers and parentheses are always set in a 'regular' font.

### **Quotations**

23. Quotation is handled in the British style thus all quotation marks should be single: ' '. All punctuation appears *outside* quotation marks, unless the quotation marks delineate a direct quote and the placement of the punctuation would alter the meaning of the quote. For example, Mackinder concluded: 'who rules the World-Island controls the world'.

24. Single 'scare quotes' (quotation marks used to set off a word that is not a direct quote) should be kept to a minimum and used only for emphasis. Unless the author feels it necessary to retain scare quotes on a particular term or terms throughout the paper, that term should be introduced in scare quotes and appear thereafter without them.

24. Double quotation marks should only be used in the rare case where quotation marks appear within quotation marks.

25. Direct quotes from secondary sources that are 60 words or more in length should be set as block quotes (i.e., separated from surrounding text by one line at beginning and one line at end, and indented 0.5 inch on either side). Shorter quotes should be integrated into the text.

### **Endnotes**

26. Endnotes indicated with Arabic numerals set in superscript may be used when discursive information is essential; otherwise, authors are urged to avoid them. While notes must be presented in the manuscript as true endnotes, grouped together at the end of the paper immediately before the References, the notes will actually be typeset, published and printed as footnotes.

## Citations

27. Parenthetical citations should appear in date order and should follow this format with respect to punctuation: (Zuckerman 1972; Barrett 1989, 337; Reese and Barrett 1989; Turner 1992, 1993; Parnell 1997a, 1997b; Coleman 2000, 124–30). There is one exception: if the sentence to which a parenthetical note is attached includes a source quote or specific cited point, the source and pages for the quote or point should be the first one listed in the parenthetical note.

28. Sources with up to two authors should be parenthetically cited in full (e.g. Reese and Barrett 1989). Sources with more than two authors should be parenthetically cited using the first author name and ‘*et al.*’ e.g. Callifer *et al.* 1973. (The phrase ‘*et al.*’ should be italicized even though it is in the *Oxford Canadian Dictionary*!) Note that *all* author names should be listed in the references section.

29. Articles not yet published should be referred to in parenthetical citations and in references as ‘forthcoming’.

## References

30. In references, authors should insert a space between an author’s first and second initials, e.g. J. R. SAUL. (Please see sample references below.)

31. In the references section, *two* successive em dashes (four hyphens) should be substituted for an author’s name in second and subsequent citations to that author as the single author of a source. Two successive em dashes should also be substituted in second and subsequent citations to the same series of multiple authors (Please see sample references below).

32. Dates should be expressed in day, month, and year format: 25 November 2000 (rather than November 25, 2000). In reference citations to newspapers and weekly magazines, the year should be placed right after the author name(s), but the date and month should be kept in the British order: 25 November.

33. The United States and United Kingdom should be abbreviated US and UK, without periods. Names of all other countries should be spelled out in full when first used.

34. Individual provinces and states should be spelled out in the text of a paper: Ontario, California. However, in the references section they should follow the standard postal two-letter upper case abbreviations, without periods: ON, CA.

35. In the references section, in a citation to a chapter in an edited book, the editor of the book should be referred to as ‘ed.’ rather than ‘edited by’. (Please see sample references below.)

36. All newspaper articles should be fully cited in the references section, rather than worked into the text of the paper. (This also applies to articles from weekly magazines, such as *Newsweek* and *The Economist*.) The full citation for a newspaper article should include author (if any), title,

name of newspaper, date, and page range of article. If there is no 'by line,' the italicized upper case name of the publication becomes the corporate author (please see sample references below).

37. Personal communications, which may include formal interviews, face-to-face encounters, telephone calls, letters or e-mail may be run into the text but they may also be cited parenthetically and listed in the references section if this will be clearer or more concise. For all personal communication citations, the name of person, position and organization (if relevant), date of communication, and method of communication (fax, e-mail, letter, conversation, etc.) should be included (please see sample references below). If people are quoted by name in personal communications, their permission will be required.

38. In the references section of a paper, titles of sources written in a language other than English or French should be translated into English in parentheses following each title in its original language. This should also be done for organizational/institutional names when they appear as the author of a source and for the titles of journal/newspaper/magazine articles and essays or chapters in a larger work.

39. If authors need to reference a fact or quote from one source which was actually obtained from another (secondary) source, they must cite both sources in the references section (for an example, please see Mittelman 2000 below). Where available, a page reference to the original source should be provided.

40. Software packages referred to in the text of a paper must be listed in the references section including name of software, version used, maker of software, city and country of maker.

41. Online sources are referenced following the same basic principles as any other source: author and date in parentheses in the text and author, date, title, publisher, the web site URL and date of access as indicated in the sample references. Web sites should not be cited solely by URL.

42. The title of a Web site or page must be provided but should not ordinarily be italicized in the references section. However the title of a paper posted on the Web by its authors should be italicized. The title of a paper published by an online journal or posted on the Web by a professional organization as part of the proceedings of a particular professional meeting should not be italicized, but the name of the journal or title of the proceedings should be italicized, following the format appropriate to citation of a journal article or a chapter from an edited work.

### **Tables, Figures, and Graphic Specifications**

43. All figures and tables should be mentioned explicitly and in numerical order in the text. The correct format for citing tables and figures is as follows: Table 1, Figure 1A. Table numbers and table titles appear at the top of a table. Figure numbers and figure captions (sentence case, no period) appear below the figure. If a figure or table comes from another source, the source should be identified after the caption, in the case of figures, or under the table. Full citation of the source should appear in the references section.

44. While tables will be typeset, it may be helpful to design your table after examining the table format in recent issues of *The Canadian Geographer*.
45. Graphics files must have a resolution of 300 dpi or higher to be reproduced successfully. Efforts to raise the resolution of figures that were scanned at lower resolutions are seldom successful. This is easily checked through the Properties function of any graphics viewing program such as MS-Picture Manager or Corel Photo House.
46. A full-page graphic must not exceed 6.5 inches × 7.0 inches or 3.0 inches × 7.0 inches for a single column. Please plan for legibility at one of these two widths.
47. Colour graphics cannot be printed thus it is important to submit in monochrome so that the effect of figures can be assessed in a form approaching its final rendering.
48. While figures are vitally important for geography articles, graphics consume a great deal of space. Contributors are urged to submit only those graphics that are vital to support the argument made in the text.

### Sample References

- CITY OF WINNIPEG. 1931 Assiniboine Park Annual Reports (Winnipeg: Winnipeg Public Parks Board, Winnipeg Parks and Recreation Department), Obtained courtesy of the Assiniboine Park Zoo Office
- HYNDMAN, J. 1997 'Border crossings' *Antipode* 29(2), 149–176
- . 2003 'Aid, conflict and migration: the Canada-Sri Lanka connection' *The Canadian Geographer* 47(3), 251–268
- HYNDMAN, J., and WALTON-ROBERTS, M. 2000 'Interrogating borders: a transnational approach to refugee research in Vancouver' *The Canadian Geographer* 44, 244–258
- INNIS, H. A. 1956 *The Fur Trade in Canada: An Introduction to Canadian Economic History* (Toronto, ON: University of Toronto Press)
- KEENAN, G. 2007. 'A Canadian dream that melted away' *Globe and Mail* 26 October, B16
- MITTELMAN J.H. 2000 *The Globalization Syndrome: Transformation and Resistance* (Princeton NJ: Princeton University Press), 4, quoted in P. DICKEN *Global Shift: Mapping the Changing Contours of the World Economy*, 5<sup>th</sup> edition (New York: Guilford Press, 2007), 8
- OVERPECK, J. 2000 'Climate surprises' in *Forces of Change*, ed. D. Botkin (Washington, DC: Smithsonian National Museum of Natural History, in association with the National Geographic Society), 33–43

SHEARMUR, R., and DOLOREUX, D. 2007 *Urban Hierarchy or Local Milieu? High-order Producer Service and (or) Knowledge-Intensive Business Service Location in Canada, 1991–2001*. Paper presented to the Innovation Systems Research Network (Available at: [http://www.utoronto.ca/isrn/publications/WorkingPapers/Working07/DoloreuxShearmur07\\_KIBSLocation.pdf](http://www.utoronto.ca/isrn/publications/WorkingPapers/Working07/DoloreuxShearmur07_KIBSLocation.pdf), accessed 20 August 2007)

SMITH, D. 2008 E-mail correspondence dated 12 January, 2000

STATISTICS CANADA. 2001 *Census Analysis Series—A profile of the Canadian population: where we live* (Ottawa, Ontario, Census Canada) (Available at: <http://cansim2.statcan.ca/>, accessed 4 March 2006)

WINNIPEG TRIBUNE. 1959 'Admission charges to zoo: some favour some don't' 22 April

Originally adopted from the Style Sheet for the *Annals of the Association of American Geographers*, this style sheet has been considerably modified to conform with current practice in recent issues of *The Canadian Geographer / Le Géographe canadien* by Ian MacLachlan, 2 April 2009.