



British Journal of Canadian Studies

Guide to Contributors

This guide sets out the conventions of structure, layout and style used in the *BJCS*. Contributors are requested to ensure that the script which they submit adheres to these guidelines, as this will help to minimise costs and to meet publication schedules.

The editorial office will be happy to answer any queries or suggestions. Articles should be addressed to: Dr Faye Hammill, Editor, British Journal of Canadian Studies, Department of English Studies, University of Strathclyde, Livingstone Tower, 26 Richmond Street, Glasgow G1 1XH.
Email: faye.hammill@strath.ac.uk

Articles may be submitted on CD or as an MS Word attachment, and should normally be between 5,000 and 8,000 words, although shorter articles will be considered. Contributions should be typed, double-spaced, with notes gathered at the end and not printed as footnotes on each page. If in doubt, please consult the most recent issue of the journal.

General presentation

Please choose a clear, strong typeface and present your text with double-spaced lines for all text, extracted quotations and notes or references. Left- and right-hand margins of at least 2.5 cm are preferred. Please do not use different typefaces within the article.

Please begin with the article's title and abstract (not exceeding 150 words), and then on a new page any quotation (centred, with reference), then the text. Remarks and acknowledgements should be placed after the text (see 'Self-reference and remarks'). Your name, mailing address and institutional affiliation should be included in your email, but not on the manuscript itself because it will be blind peer-reviewed.

The first line of each new paragraph should be indented, except for the opening paragraph of the article and of each new section (after headings or line spaces which define sections). Please do not use Roman numerals or a line of asterisks (etc.) between sections. *BJCS* style is for no line space between paragraphs.

The remaining points are listed alphabetically and are intended as a comprehensive yet concise summary of what to note when preparing a script.

Abbreviations

Use a full stop in lower-case abbreviations such as 'Co.', 'e.g.', 'Esq.', 'etc.' and 'i.e.'. However, write 'for example', 'that is', 'and so on' in the text, saving their abbreviations for notes. No full stops should be used in upper-case abbreviations such as plc (or plc), UK, US etc., or with units of measurement (which also do not take plural 's'). If abbreviating US states, the two-letter zip-code form is preferred.

All abbreviations should be in Roman and not italic, including 'et al.', 'ibid.', 'idem' and 'op. cit.'. In page-numbers, please use a space after 'p.' or 'pp.'. Please use 'ed./eds' and 'vol./vols'.

Accents

Choose a typeface which shows accents clearly when printed out. In BJCS style, upper-case letters will take accents where applicable.

Bibliography: see 'References'

Captions: see 'Illustrations' and 'Tables'

Dates

Please use the following forms: 1 May 1995; 1980s; twentieth century (but 'twentieth-century writers'); AD before a date but BC after a date (see also 'Numbers and dates'). Approximate dates should be 'c. 1855' (abbreviation: Roman; point; space).

Ellipsis and parentheses

Ellipsis should be indicated by three evenly-spaced dots preceded by a space and followed by a space or punctuation. Ellipsis is not required at the beginning of a quotation, regardless of length or position in the sentence.

Footnotes: see 'Notes'

Headings

Any section headings should be ranged left, with initial capitals and bold type. Please do not start headings with numbers and letters, and please try not to exceed two levels (that is, headings and sub-headings, with no sub-sub-headings).

Illustrations

Articles that include illustrative material are welcomed but they must be of publishable quality and not subject to copyright restrictions. It will be helpful if you can supply pictures as jpeg or tiff files once the article is accepted. Please do not embed images in the text. Please provide a reference to each figure in the text ('see Figure 1') and please mark, in the text, where the figure is to appear, with a cue in the form 'FIGURE 1 (LOCKPORT, ERIE CANAL) NEAR HERE' - this will not appear in the final text but will be needed for the copy-editor and typesetter. Please also provide, at the end of your article, a full reference for each illustration, including full caption and any relevant details about the source and permissions acknowledgements.

Initials

For initials of authors and other individuals, always use points but no spaces, for example M.J.H. Liversidge. For hyphenated first names, do not space the initials: for example, P.-J. Poole. For the order of items in any references, see 'References'.

Italics: see 'Typefaces'

Notes

Please keep notes to a minimum unless you are working with archival material which needs to be referenced in notes. (In this case, all published material cited should still be referenced using the Author-Date system.) Notes should be indicated in the text by a superscript numeral (not an asterisk or other character), placed after any punctuation. Notes must be gathered at the end under the heading 'notes' (not as footnotes on each page) and given thus:

1. Note 1 material.
2. Note 2 material.

Numbers and dates

Ranges of dates, page-numbers etc. should be maximally elided, with no spaces: 'pp. 20–9, 1,002–21'; '1994–5'. Exceptions are: no elision of 'tens' (11–12; 210–19); dates in the month (22–28 May); dates BC (109–104 BC). In English-language articles, numbers of four or more figures (but not dates) should have the comma separator (1,000; 98,765 etc.); in French, please use a space. Please spell out numbers below ten and also spell out round numbers below 100 (e.g. 'sixty'; 'eighty'), but retain figures for ages and percentages. Spell out 'per cent' as two words, but use '%' in tables. Use 1990s (no apostrophe), and never start a sentence with a figure.

Proof-reading

After copy-editing and typesetting, you will be requested to proof-read your own contribution(s) and to answer any queries still outstanding. It is your responsibility to ensure at this stage that the material is correct, as this is the last opportunity for any amendments.

Quotations and marks

In running text, use single quotation marks, with double inside single where needed. Extracted quotations (generally for blocks of forty words or more) do not need opening and closing quotation marks, except for any direct speech. Extracted quotations should be indented as a block, with the first line left-aligned to the indented block.

References

Please use in-text references in the Author–Date format, thus: '(Osterman 1984)', '(Osterman 1984: 369)' and '(p. 369)', ensuring that the full reference appears in a list of references. If you are drawing on archival material, this may be referenced in notes, but in this case, all published material cited should still be referenced using the Author-Date system.

List references (at the end, i.e. after any notes), alphabetically by (first) author's surname, with Mac, Mc and M' all treated as 'Mac', and 'St' or 'Ste' treated as 'Saint' or 'Sainte'. Surnames with a prefix which has a capital initial, whether followed by a space or not (e.g. De Mille; La Rue), should be listed by the first element. For prefixes with a lower-case initial (de, de l', le, ter, van (de/n), von, etc.), place these after the surname and initials, and list by the main element of the surname.

In the following example list, please note the order of items, punctuation, capitalisation and use of typefaces, and give the year of publication of the edition cited (not the original edition):

References

Cressy, Paul, 1988, 'Employment and Industrial Relations in Banking', *Journal of Employment Studies*, 8.5 (Spring), 40-9.

--- and Peter Scott, 1992, 'Technology and Industrial Relations in UK Clearing Banks: Is the Honeymoon Over?', *New Technology and Employment*, 7:2 (Autumn), 83-96.

Osterman, Patrick (ed.), 1984a, 'White-collar Internal Labour Markets', in Jane Tyre (ed.), *Internal Labour Markets* (Cambridge, MA: MIT Press), pp. 369-96.

---, 1984b, *Employment Futures: Reorganization, Dislocation and Public Policy* (New York: Oxford University Press).

Reviews

If you are contributing a review, please render its title in accordance with those in recent issues. The following example is intended to be all-inclusive; please note punctuation and order:

Ann B. Author and Chris Writer (eds), foreword by E.F. Reader, *Title of Book*. Something or Other, vol. 1, This, 1900-1914; vol. 2, That, 1914-1993, trans. and ed. Gordon Johns (Montreal & Kingston: McGill-Queen's University Press, 1993), xiv + 337pp. Paper. £11.99. ISBN 978-07486-2161 3; Cased. £30. ISBN 978-07486-21615).

Self-reference and remarks

All references to 'this chapter/contribution/essay/paper/study' should be changed to 'article'. Remarks such as 'This article was delivered as the Presidential Address . . .' should be placed directly after the text and before any acknowledgements, notes or references.

Spelling

Spelling variations preferred are generally British, with '-ise/-ough/-our' word-endings, and accents where applicable. We favour: amid, among, Anglo-Canadian, anglophone, anti-, Balkanisation, benefited, biblical, cliché, connection, cooperate, coordinate, élan, élite, encyclopaedia, envisage, façade, fin-de-siècle, the First World War, focused, four fifths, Franco-Canadian, francophone, the Governor General, interwar, judgement, likeable, manoeuvre, multi-ethnic, naive, no-one, (the) north-east, one third, per cent, postmodern, postwar, pre-eminent, premise, prewar, programme, Quebec, Québécois, raison d'être, re-emerge, regime, role, the Second World War, [sic], sizeable, (the) south-west, storytelling, three quarters, two thirds, un-American, vice versa, vis-à-vis, the western world, while.

Tables

If using tables, please try to ensure that none will exceed one typeset page. Each table or illustration should begin with a caption of the form 'TABLE 1: Studies on the impact of Canada-US free trade' or 'FIGURE 1: An 1855 map of Alberta'. After the tabled material and any notes, the final line should give the source, for example: 'Source: External Affairs Canada (1991).'

Typefaces

All titles of books, journals, newspapers, films and plays should be given in italics. Please be sparing with the use of italics for emphasis, and please only use bold type for subheadings. Use Roman for emphasis in a sentence set in italics, or for the title of a work within another work's title.