

Ontario History

STYLE GUIDE

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1. SUBMITTING MANUSCRIPTS

Themes

Ontario History is devoted to the scholarly investigation of the history of the province of Ontario. As previous issues of the journal attest, articles may cover a wide range of historical subjects including, but not exclusive to, politics, intellectual history, First Nations, gender history, business, urban themes, agriculture, archaeology, military history, biography, recreation, architecture, religion, and ethnic history. If in doubt, contact the editor for further information. Articles should not be too narrowly focused; local history studies are encouraged if they help elucidate some wider aspect of the province's history.

Features

Ontario History can accommodate various types and lengths of submissions:

- Articles: These should be based upon original research. Whether intended for an academic or a more popular audience, the article should be written in an accessible style, free of jargon.
- Book Reviews: Critical assessments of books and other publications that elucidate the themes of Ontario History. Contact the Book Review editor with suggestions for reviews.
- Archival Sources. Archivists are encouraged to submit short descriptions of recently donated or underused fonds along with images to the editor for inclusion in this section of the journal. Such descriptions should explain the nature and extent of the fonds, and its importance to researchers and to history generally in an interesting and accessible style.

Manuscript Submissions:

- May be submitted in English (for submissions in French, contact the editor)
- Manuscripts should range from 4,500 to 8,500 words in length
- The number of footnotes should not be excessive
- Electronic submissions (double spaced) are preferred in WordPerfect, MSWord or RTF formats.
- Hard copies, if preferred, should be double-spaced, typed, with endnotes.
- Images should be in TIFF format though authors may use low-resolution JPEGs for initial submission.
- Authors should submit a short biographical sketch with the manuscript outlining qualifications, research interests and specializations, affiliations, etc.
- Authors should submit, with first submission, a short, single-paragraph abstract of the manuscript.
- Manuscripts will be peer reviewed and evaluated on the following criteria:
 - 1) appropriateness to the journal's mandate,
 - 2) significance to Ontario's history,
 - 3) originality,
 - 4) quality of sources,
 - 5) depth of analysis, and
 - 6) strength of presentation.

- If a manuscript is accepted for publication, major changes will be cleared with authors before publication.
- Manuscripts may be accepted pending revisions (major or minor), or may be rejected as unsuitable.
- For further information contact the editor

2. REFERENCE SOURCES

In matters of style and grammar, please consult the following references:

- 1) *The Canadian Oxford Dictionary*, for spelling, abbreviations and capitalization.
- 2) *The Chicago Manual of Style*. 15th edition, for punctuation and citations as well as grammar.
- 3) *The Canadian Style: A Guide to Writing and Editing*. (English usage, style)
- 4) *Editing Canadian English*. 2nd edition.
- 5) *The New Fowler's Modern English Usage*. 3rd edition.
- 6) Strunk, William and E. B. White. *The Elements of Style*. 4th edition, (grammar and style)
- 7) L. Sue Baugh, *Essentials of English Grammar*.

3. SPELLING

Use *The Canadian Oxford Dictionary's* preferred spelling.

4. CAPITALIZATION

Refer to *The Canadian Oxford Dictionary*.

The general rules and some examples follow.

People

(a) Capitalize civil, military, religious and professional titles and titles of nobility when they precede and form part of a personal name:

King George V
 Prime Minister Thompson
 Finance Minister James Robb
 Professor Smith
 Lord Lisgar
 General Jean-Victor Allard
 Governor-in-Chief Prescott

(b) Capitalize titles following and placed in apposition to a name, except those denoting a profession:

George Nowlan, Minister of Finance
 Guy Sylvestre, National Librarian of Canada
 Tom Miller, professor of history

(c) Capitalize a title referring to a specific person and used as a substitute for that person's name:

On Wednesday, the Prime Minister made the election call.
 The Leader of the Opposition stood on a point of order.
 The Deputy Minister brought the matter to her counterparts in the Ministries of Health and Transportation.

On Canada Day, the Queen will be visiting Ottawa.

The Chairman addressed the board and shareholders with some bad news.

(d) Do not capitalize spelled-out titles in the plural or titles preceded by an indefinite article:

The ten provincial premiers attended the summit.

A member of Parliament representing each of Canada's major cities will be there.

(e) Do not capitalize a title modified by a possessive or other type of adjective, or by an indefinite article:

They sent a petition to the Canadian prime minister.

She made her decision known to her director.

We raised our concerns with a member of Parliament from each province.

(f) Capitalize titles only when they refer to a specific person; do not capitalize a

term that refers to a role rather than a person:
 The editor of *Ontario History* makes the final article selection.
 Canada's governor general lives at Rideau Hall.

Government bodies

- (a) Capitalize the titles of international, national, provincial, state, regional and local governments; the titles of government departments and agencies and their organizational subdivisions; the names of boards, committees and royal commissions; and the Crown when it means the supreme governing authority:
 This brochure was published by the Government of Canada.
 The Department of Canadian Heritage is responsible for the program.
 The Archives of Ontario used to be part of the Ministry of Culture, Tourism and Recreation
- (b) Short forms are normally written in lower case when used in a non-specific sense, when preceded by a possessive, demonstrative or other type of adjective, and when used adjectivally or in an adjectival form:
 Our division met to discuss the matter.
 The New Brunswick government funded the program.
 Adherence to branch policy was cited as the reason.
 A committee was struck to investigate the matter.
- (c) The word "government" is capitalized when it refers to the political apparatus of a party in power. It is lower case when it refers in a general way to the offices and agencies that carry out the functions of governing:
 The Harris Government took Ontario to the right of the political spectrum.
 The Liberal Government balanced the budget for the first time in decades.
 The Archives of Ontario is the official repository for historical records of the Ontario government.

Geographic bodies

- (a) Capitalize names of countries, regions, counties, cities, and other geographical entities; capitalize any geographical feature that appears on a map.
- (b) Terms used generically are not capitalized.
 The Provincial Archives of Alberta is located in the city of Edmonton.
 But:
 As a municipal worker, he gets his paycheque from the City of Edmonton.
- (c) For plurals, do not capitalize the generic term unless it comes first:
 Many canoes can be seen on Lakes Erie and Ontario during the summer.
 The Mackenzie and Fraser rivers both run through British Columbia.

5. ABBREVIATIONS AND ACRONYMS

Use *The Canadian Oxford Dictionary* for appropriate spelling and punctuation for abbreviations and acronyms. Abbreviations and acronyms used in text are usually spelled out in the first instance unless they are better known as an abbreviation or acronym:

DNA, DVD, IQ, p.m.

Use of capitals and periods

- (a) Capitalize the first letter for abbreviations of titles:
 Dr., Lt-Gov., Mr., Mrs., Ph.D., St., Col., Gen., Revd.
- (b) Use periods for abbreviations and suspensions that include lower-case letters except those that have become bona fide words:
 a.k.a., a.m., Dept., e.g., Ltd., No., Ont., Sask., vol.
 But: laser, radar, scuba

(c) Do not use periods for acronyms or abbreviations and acronyms that appear in full caps:

AD, BC, CBC, CD-ROM, GATT, HIV, HTML, ISO, MLA, MP, MPP,
NAFTA, NATO, NWT, RCMP, UEL, UK, US, USA

(d) Use the correct abbreviation for corporate names.

Note that the correct abbreviation for “National Archives of Canada” is now “LAC” for “Library and Archives of Canada.”

(e) The terms “Reverend” and “Honourable” must be preceded by “The” and it must be followed by a first name or a title before the surname:

The Reverend Dr. Strachan or The Revd. John Strachan
but never Revd. Strachan

Names with initials

For names of people where an initial is used, do not put a space after the initial period.

J.K. Rowling

J.F.K.

6. PUNCTUATION

The authoritative reference source for punctuation is *The Chicago Manual of Style*. Follow the style outlined below with regards to quotation marks, the serial comma, and punctuation in lists.

Quotation marks

(a) Use double quotation marks (“ ”) to enclose a quotation; use single quotation marks (‘ ’) within a quotation.

In this instance, Dablon writes, “the French literally translate the name ‘Bawa’tingowiniwug’ or ‘people of the Sault’ which the Native people applied to themselves.”

(b) Place periods and commas inside the closing quotation mark, whether or not the punctuation is part of the material being quoted.

(c) Colons and semi-colons always follow the closing quotation mark.

(d) Placement of question marks and exclamation points depends on logic. If the punctuation belongs with the quotation, it comes within the closing quotation mark; if it is not part of the quotation, it goes after the closing quotation mark.

Who said “Conscription if necessary but not necessarily conscription”?

“Where are you going?” he asked.

Serial comma

In order to facilitate comprehension, separate items in a series by a comma.

Precede conjunctions with a comma.

Some past editors of *Ontario History* include Kenneth McLaughlin, Terry Crowley, and Royce MacGillivray.

But:

Some of the greatest comedians of all time include Charlie Chaplin, the Marx Brothers, and Laurel and Hardy.

Titles

Use quotation marks for titles of articles, chapters of books, poems, reports, proceedings, songs, conferences, short stories and workshops. Italicize titles of books, magazines, journals, plays, and movies as well as the names of ships.

7. NUMBERS

The authoritative source for using numbers in text and in citations is *The Chicago Manual of Style*.

Numbers in text

Spell out whole numbers from one to one hundred, round numbers and any number beginning a sentence unless that number is part of a title.

The Humane Society has twenty-two dogs.

There are five thousand cats needing homes.

The dog breeder had 101 Dalmatian puppies.

One hundred and one Dalmatians were sold at the dog show.

But:

101 Dalmatians was nominated for a children's award.

Inclusive numbers (including citations)

(a) Cite inclusive numbers according to the chart below:

First Number	Second Number	Examples
1-99:		Use all digits 3-10, 71-72, 96-117
100 or multiples of 100:		Use all digits 100-104, 1100-1113
101 through 109, 201 through 209, etc.:		Use changed part only 101-8, 1103-4
110 through 199, 210 through 200, etc.:		Use two or more digits as 321-28, 498-532, 1087-89, 11564-615, 12991-13001
But if three digits change in a four-digit number, use all four digits		
1496-1504, 2787-2816		

(b) Inclusive numerals are always written out in full. Note the following instances of inclusive numbers other than pages:

He worked in Calgary from 1954 to 1973.

Queen Anne's War (1702-13)

The Thirty Years War lasted from 1618 to 1648.

The winter of 1900-1901 was particularly harsh.

322-84 AD But: 384-322 BC

children in Grades 4-7

Dates

(a) Use day-month-year format, with no commas:

27 August 1942

(b) Be sure to use a cardinal number, not an ordinal

13 April, not 13th April

(c) If using only month-year, do not use a comma:

The conference was held in June 2003.

(d) When writing about decades, do not capitalize or use quotation marks. Do not use an apostrophe unless it is used to replace the century and it is clear from the context which century is being referred to:

the thirties (not the Thirties or the "thirties")

the 1930s (not the 1930's)

the '30s and '40s

8. DOCUMENTATION

Works cited in articles should be referenced in footnotes; *Ontario History* does not publish bibliographies or lists of works consulted except in the case of book reviews. Refer to *The Chicago Manual of Style* for many more examples. Exceptions: omit the "p" for page references; enclose website references with <>

Some Examples:**Books and articles (full citation)**

Donald C. MacDonald, ed., *Government and Politics of Ontario* (Toronto: Macmillan, 1975).

E. Brian Titley, *A Narrow Vision* (Vancouver: UBC Press, 1986), 120.

Kent M. Haworth, "Local Archives: Responsibilities and Challenges for Archivists," *Archivaria* 3 (Winter 1976-77), 28-39.

Douglas McCalla, "Upper Canadians and Their Guns: an Exploration via Country Store Accounts (1805-1861)," *Ontario History* 97:2 (2005), 5.

Kevin Wamsley and Robert Kossuth, "Fighting it Out in Nineteenth-Century Upper Canada," *Journal of Sport History*, 27:3 (2000), 405-430.

Ken Smith, "The Improvement District of Ajax," in *A Town Called Ajax*, edited by Archie MacDonald (Ajax: The Ajax Historical Board, 1995), 66.

<http://firstmonday.org/issues/issue5_12/cox/> (accessed on 7 May 2004).

Theses (full citation)

Thomas Gunton, "The Evolution of Urban and Regional Planning" (Ph.D. diss., University of British Columbia, 1981), 21

Catherine Aileen Bailey, "Archival Theory and Machine Readable Records: Some Problems and Issues" (Master's thesis, University of British Columbia, 1988), 17.

Unpublished documents (full citation)

For footnote and endnote references, move from the general to the specific. In other words, start with the repository, then cite the fonds and series title, reference codes (file, volume, box, etc.), and finally the specific item (creator, title, date). The most important point about handling citations is to be consistent within your manuscript.

Archives of Ontario (hereafter cited as AO), RG 47-27-1-71.1, Ontario historical studies series oral history program -political interviews, Interview with Robert F. Nixon, [sound recording], 1978.

Subsequent references to repository may be abbreviated:

AO, Macaulay Family Fonds, F 32 (hereafter cited as Macaulay Papers), MS 78, reel 1, James Morrison to Robert Macaulay, 16 June 1788.

Subsequent citations

Use "*Ibid.*" (capitalized if beginning the note and italicized) to reference the citation immediately preceding. (Note: *Ibid.* should not be used to refer to the last named work in the preceding note if that note cites more than one work.) Otherwise, use a short title. Do not use other Latin abbreviations such as *idem*, *op. cit.* and *loc. cit.*

Titley, *A Narrow Vision*, 145-52.

Haworth, "Local Archives," 30.

Bailey, "Archival Theory," 90.

Ibid., 93-95

McCalla, "Upper Canadians," 7-8.

AO, Macaulay Papers, MS 78, reel 5, Commission appointing J. K. Macaulay to be Ensign, 18 March 1863.