

*JOURNAL OF THE CANADIAN HISTORICAL ASSOCIATION*  
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430 Patterson Hall, Carleton University, 1125 Colonel By Drive, Ottawa, Ontario K1S 5B6

**Jacqueline Holler, Co-Editor / Codirectrice**

e-mail/courriel: [Jacqueline.Holler@unbc.ca](mailto:Jacqueline.Holler@unbc.ca)

**Carolyn Podruchny, Co-Editor/ Codirectrice**

e-mail/courriel: [carolynp@yorku.ca](mailto:carolynp@yorku.ca)

**Béatrice Richard, Co-Editor/ Codirectrice**

e-mail/courriel: [beatrice.richard@cmrsj-rmcjsj.ca](mailto:beatrice.richard@cmrsj-rmcjsj.ca)

**Jane Freeland, Managing Editor/Directrice**

**Ian Wereley, Managing Editor/Directeur**

e-mail/courriel: [jcha-rshc@cha-shc.ca](mailto:jcha-rshc@cha-shc.ca)

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**JCHA/RSHC SUBMISSION & STYLE GUIDELINES (2015-2016)**

**GENERAL NOTE:** Please adapt the conference version of the paper to article format as you wish to see it published. Submission, correspondence, and editing are done electronically as far as possible.

**PAPER LENGTH:** Articles should be between **7000 and 10000 words**, including notes and illustrations, based on double-spaced, default margins, Garamond, 12 point font, in .doc or .docx format.

**SUBSECTIONS:** It is recommended all articles include subsections. Subsections should be marked in bold.

**QUOTATIONS:** All quotations 5 lines and under shall include quotation marks and shall be placed continuously in the text. All quotations of 5 lines and over shall be indented, single spaced, and 11 point font, without quotation marks.

**TITLE PAGE AND AUTHOR NAME:** Please include a title page with the title of the article, the name of the author, the author's institutional affiliation, and address and contact information. Please ensure that the title page could be easily deleted for peer review. To help the blind review process, author's name and institutional affiliation to appear only on the title page. Please delete any in text reference to the author. Reviewers do not know authors' names; authors do not learn reviewers' names from the JCHA/RSHC.

**IMAGES:** Authors are responsible for submitting images, tables, charts, etc., electronically in the final form intended for publication and incorporated into the body of the paper (preferably in high definition .jpg). Numbers in tables/charts should be lined up on the same decimal point in each column and double checked for accuracy. JCHA/RSHC editing cannot check your numbers. It is the responsibility of the author to ensure all rights to images are acquired and acknowledgement of those rights are clearly indicated in the text.

**SOFTWARE:** Microsoft Word is the preferred software.

**\*\* N.B. Please contact the Managing Director if you have any questions at [jcha-rshc@cha-shc.ca](mailto:jcha-rshc@cha-shc.ca) \*\***

## **STANDARD OVERALL FORMAT:**

**Font:** Garamond

**Title:** 12 point, flush left (not centred), not bold

**Subtitles:** 12 point, flush left; bold; they will be set up by typesetter in house format

**Body of text:** 12 point, flush left, double-spaced, non-justified

**Pagination:** page numbers in upper right-hand corner, suppressed on title page and page 1

**Paragraphs:** indent first line one five-space tab; no spaces between paragraphs

**Block quotations:** double indent, single spaced, no quotation marks

**Footnotes:** can be single spaced, 11 font, Garamond

**\*\* N.B.: Remove all format and markup by “accepting” markup and deleting comments. Word has a tool for doing this. For instructions on how to do it, go to Microsoft Online (on the web) and search for “Get rid of tracked changes and comments, once and for all.” \*\***

## **PUNCTUATION:**

**serial comma:** planes, trains, and automobiles (this means a comma before the “and”), or the so-called “oxford comma”.

**spacing:** one space after commas and semi-colons; two spaces after colons and end of sentence punctuation (period, question and exclamation marks)

**quotations:** comma and period inside end quotation marks; semi-colon and other end punctuation outside

**brackets:** use round brackets (parenthesis) throughout, except with [sic] and inside quotations

**hyphens and dashes:** a single (-) is a hyphen; a double (–) is an en-dash or “dash”; a triple (—) is an em-dash. Dashes are elements best inserted using Word’s “Insert Symbol” function. Use hyphens only for hyphenated words (double-spaced). Use en-dashes with date or number ranges and no spaces on either side (40–50). Use em-dashes as text punctuation with spaces on either side (here — and there)

**ellipsis (...):** one space before and after, e.g., one space ... before

**i.e. and e.g.:** no spaces after the first period

## **NUMBERS:**

**cardinal numbers:** write out one to ten (unless at beginning of a sentence); numerals for 11 and after

**ordinal numbers:** write out first to tenth; 11th and above numerals and not superscript. There are some exceptions: e.g., 49th parallel

**ordinary fractions:** write out, e.g., 1/2 is one-half

**percentages:** 27 percent, not %

## **DATES/TIME:**

**order:** day/month/year, i.e., 13 February 2007

**ranges:** 1930–1931; 145–1950

**decades:** 1990s not '90s

**centuries:** nineteenth century

**hours:** 9:00 a.m.; 12:30 p.m.

## **SPELLING:**

Spelling is based on *Oxford Canadian Dictionary* (British not American): e.g., harbour, centre, centralize, programme, traveller, etc.

**proper names and terms:** See Name Authority below for some specific spellings

**place names:** generally, write out in full, e.g., United States, not USA; United Kingdom, not U.K. There are exceptions: If a place name is used frequently in the text, an abbreviation is sometimes preferred, e.g., Halifax, N.S. Also, abbreviations are used more regularly in notes, particularly with place of publication. See notes section.

**abbreviations:** e.g., Lieutenant rather than Lt.; Colonel rather than Col.

**acronyms:** tend to be presented without periods, e.g., RCMP, YMCA, NATO, CCF, etc.

**possessives:** of proper names ending in “s” — Pius’, Careless’, Roberts’ (not Roberts’s)

**foreign phrases and terms:** (i.e., non-English, particularly Latin) tend to be italicized, unless there are many being used. Consult Oxford to see if common foreign phrases are still italicized (some are not).

## **GRAMMAR AND STYLE:**

split infinitives are acceptable

**the ungarnished “this”:** Rarely can “this” stand alone in a sentence. The Canadian Oxford defines “this” as “the person or thing close at hand or indicated or already named or understood.” The problem is that often what “this” refers to is not clear. The copy editor will flag problematic use of an ungarnished “this.”

**“like” and “such as”:** While it is increasingly common practice to use “like” when giving examples in a list (e.g., automobiles like Fords, Chevrolets, and Volkswagens); “like” is more properly a word which compares things. While style cannot be dictated, in discursive writing “such as” (and other similar terms) is preferable when offering examples and generating lists.

**emphasis added in quotation:** use (emphasis added) in the text, at end of quotation, not in the note

**NAME AUTHORITY:** (proper names — will continue to be added to)

Eurocentrism

First Nation / Aboriginal / Native

Montréal

Québec

Washington, D.C.  
World War I/II  
United States

### **COMMON TERMS:**

metanarrative  
neo-classical  
postcolonial  
postmodern (common usage without hyphen, but Oxford still has hyphen)  
post-structural  
postwar  
pre-war  
cross-border  
trans-localities  
transcultural  
transnational  
fund-raising  
cooperate / cooperative/ coeducation  
judgment  
élite / élitism

### **FOOT / END NOTES:**

Print version papers present as footnotes. Online version papers present as footnotes. Please use Arabic numerals in the whole document.

#### **General Format:**

- \* 11 point, Garamond, Arabic numerals
- \* flush left, single spaced within and between notes
- \* one space after note number, i.e., 23. Author, Title, Publication information
- \* where note number appears in the body of the text, it comes after punctuation (period, semi-colon, comma, etc.) not before
- \* page ranges: 1–13, 14–20; but 21–5, 243–6, 242–56
- \* abbreviations: *ibid.*, *op. cit.*, and *et al.* are not italicized publication elements:
- \* write out full names of universities and publishers, e.g., University of British Columbia Press; McClelland and Stewart
- \* certain cities do not need a reference to province/state, such as Toronto, London, New York, Vancouver, Boston, Oxford, Los Angeles, etc.
- \* certain cities need a reference to a province/state, such as Lockeport, N.S.; Cambridge, MA (abbreviate province/state — use abbreviations accepted by *Chicago Manual of Style*)

### **EXAMPLES OF CITATION FORMATS:**

**Citation format:** follow *Chicago Manual of Style*

**Primary source citation format:** information in citation to go from the general to the specific: i.e., repository, collection/fonds, locator information, author (if any), specific document

**Abbreviations:** In the case of repositories which are regularly repeated in notes, after first use (hereafter with acronym), e.g., Library and Archives Canada (hereafter LAC)

**Please ensure complete citation information is present and that shortened forms of repeated references occur after the first full citation and are consistent with each other.**

**Book:**

Rose Labelle, *How I Learned to Garden* (Toronto: University of Toronto Press, 2001), 72.

**Essay in edited book:**

Rose Labelle, "Gardening for Amateurs" in *Masterful Gardening for All*, ed. Flora Gentian (Toronto: University of Toronto Press, 1975), 14–17.

**Journal article:**

Stockard Channing, "Acting Tips," *Drama Review* 41, no. 2 (Spring 1963): 2–10.

**Newspaper article:**

Bill Waiser, "Story of the father of medicare," *National Post* (9 March 2006), 4.

**Dissertation:**

Brett Millier, "Elizabeth Bishop: Life and the Memory of It," (Ph.D. diss., Stanford University, 1986), 75–9.

**Archival/primary source material:**

Library and Archives Canada (hereafter LAC), Tilley fonds, MG 7, no. 1345, John Tilley to John Doe, 13 February 1907.

**Unpublished interview:**

Darren Noh, interview by Tong Fu Shing Tsang, Vancouver, B.C., May 2008.

**Web citation:**

Rose Labelle, "Gardening for Amateurs," Master Gardeners of Ottawa Annual Report 2005, <http://www.MAGARD.ca.htm>, <viewed 6 October 2005>, 2.