

Manuscript Preparation and Style Guide

University of Ottawa Press



Manuscript Preparation and Writing Style Guide for Authors¹

Introduction

The University of Ottawa Press (UOP) team is happy to support authors with the preparation of their work.

Submitting a complete and prepared manuscript will be of great benefit to you:

- It will avoid any production and publication delays.
- You will avoid fees linked to typesetting as well as any other work that is deemed to go beyond the normal publication process.

Collective works: The manuscript revision process is typically more complex for multi-author volumes. The book editor(s) is(are) responsible for coordinating the revision process with contributors, setting deadlines, standardizing presentation, and reviewing all changes. To ensure efficiency and manuscript quality, collective book editors should provide contributors with this guide, a production schedule, the work style sheet (submit by UOP after copyediting), and any additional guidelines required to produce a high-quality manuscript free of errors, typos, and repetition.

A checklist of instructions can be found in [Appendix 1 – Author Manuscript Preparation Checklist](#).

Should you require further details, please contact the [Managing Editor](#).

¹ Last update: December 2023



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1. Basic Guidelines

- Run your manuscript through Antidote software or any similar advanced software to fix spelling and grammar errors, and to address style issues.
- Use the “Tab” key to create indents at the beginning of a paragraph (except for the first paragraph of a chapter or section).
- Standardize:
 - The formatting and layout of chapters;
 - The formatting of titles and subtitles.
- Indicate where each visual element should be inserted (in yellow highlighted text) and save them in a separate folder using only “Figure 1.1”, “Figure 1.2” (etc.). Images must be supplied to us in high-resolution (minimum of 300 dpi).

Please Do Not...

- manually hyphenate words;
- insert footnotes or end of chapter notes manually;
- insert two spaces after a period;
- insert tables and illustrations in your manuscript (Word document);
- underline any text.

1.1. Document

- Submit the manuscript in Word file.
- Name the file following this format: Author Name_Title (or chapter)_Date.

1.2. Spelling

- In Word, set the language to “English (Canada)” (Review > Language > Set Proofing Language).
- Use the *Canadian Oxford Dictionary* (most recent edition).

1.3. Table of Contents

- Do not embed codes in the table of contents.
- Do not include page numbers as they will be added in once the book is laid out.



- Only include the required titles and subtitles. (See series information for further details.)

1.4. Tables

- Provide tables in separate files (one file per table).
- Do not insert tables in the Word document. Simply indicate in yellow highlight where they should be inserted.
- Tables that are larger than one page should be placed in an appendix.
- Number figures in Arabic numerals. They must be numbered according to chapter numbers. The first table in the first chapter will be Table 1.1., the second will be Table 1.2. The first table in the second chapter will be Table 2.1., the second will be Table 2.2., and so on. Tables included in the introduction should be numbered Table 1., Table 2., Table 3., etc. Tables in the Conclusion should be numbered Table C1., Table C2., etc.
- Table titles should be written in bold sentence case and placed “flush left” above the table.
- Do not put a period after the table title.
- The information on the source of the table must be placed under the table in a smaller font (Times New Roman 11). Make sure “Source:” is in italics and the rest of the caption is in roman.
- Do not indent paragraphs that begin after a table.

Example:

Table 1.1. General Information on Tables

[Insert table 1.1. here]

Source: Manuscript Preparation and Writing Style Guide for Authors.

Paragraphs that follow tables are not indented, but paragraphs following illustrations are indented. Furthermore, the title of a table is in bold and there is no period at the end, unlike for illustration captions. In both cases, however, there is a period after the source.

1.5. Illustrations/Figures

- Provide illustrations (figures, paintings, photographs, maps, charts, etc.) in separate files (one file per figure). The only acceptable formats for illustrations are TIFF and JPEG (minimum resolution is 300 dpi for illustrations appearing inside the book and 600 dpi for images appearing on the cover). Images in any other formats or in lower resolution will not be



included in your book. The minimum size required for a half-page illustration is 8.9 cm (3.5") in height by 11.4 cm (4.5"). If your manuscript includes several different types of illustrations, you may divide them into different categories in your List of Illustrations.

- Do not insert illustrations in the Word document. Simply indicate where they should be inserted.
- Use the term “figure” instead of “illustration.” If your manuscript includes several different types of illustrations, you may divide them into different categories under a “List of Illustrations.”
- Number figures/illustrations in Arabic numerals. They must be numbered according to chapter numbers. The first figure in the first chapter will be Figure 1.1., the second will be Figure 1.2. The first figure in the second chapter will be Figure 2.1., the second will be Figure 2.2., and so on. Figures in the introduction should be numbered as Figure 1., Figure 2., Figure 3., etc. Figures in the Conclusion should be numbered as Figure C1., Figure C2., etc. Follow the same order for several types of illustrations (for example: Chart 1.1., Chart 1.2., Map 1.1., Drawing 1.1., Chart 1.3., etc.)
- Insert captions under figures, aligning them with the left side of the figures they describe. Captions should not run past figures. If the text is too long, split it over several lines.
- The information on the source of the figure should be in a smaller font (Times New Roman 11). Make sure “Source:” is in italics and the subsequent text is in roman.
- All documents (illustrations, tables, etc.) must be free of rights (copyright, reproduction and dissemination). **The author of the work is responsible for asking the rights holder and/or their successor(s) in title and/or the institution or organization that holds the reproduction rights, if applicable, about permission to reproduce and disseminate the documents in printed and electronic formats. Permissions must be provided when the manuscript is submitted.**

Example:

[Insert figure 5.1. here]

Figure 5.1. Caption is in roman.

Source: Manuscript Preparation and Writing Style Guide for Authors.

Please note there is a period after the figure caption, as well as after the source. A paragraph following a figure should be indented.

1.6. Boxes



- Title: 11-point bold font, left justified.
- Text: 11-point font (indented on both sides).

2. Manuscript Formatting Guidelines (Word document)

2.1. Typeface: Times New Roman 12 point, double-spaced

2.2. Chapters

Insert “Chapter XX” (left justified, bold, followed by a hard return) before chapter title.

2.2.1. Title

- For a title without a subtitle, use title case and leave out the period at the end. Bold the title.

2.2.2. Subtitle

- When there is a subtitle, add a colon after the title, followed by a hard return so the subtitle appears on the next line, and write the subtitle in title case (without a period at the end).
- Do not insert an “Introduction” heading for chapters unless the book you are working on is a manual to be published in the Praxis collection. Please see example 2.6. Example – General Formatting or 7.7. of [Appendix 7](#).

2.2.3. Author(s)

- For collective works, enter author first and last names (10-point font).

2.3. Heading Hierarchy

- Specify hierarchy by adding the level of nested headings in chapters between brackets ([]) AFTER the title. This overrides automatic formatting in Word while allowing the editor to easily navigate your manuscript. Please see example 2.6. Example – [General Formatting or 7.7. of Appendix 7](#).
- First-level subheadings should be in bold, second-level subheadings should be in italics, and third-level subheadings should be in roman font.



2.4. Paragraphs

- Leave the first paragraph of a chapter, section, or subsection left-justified (not indented). The same applies after a table or block citation. Begin all other paragraphs with a tab.
- Always use the tab key to create an indent; never create artificial tabs by using the space bar.
- Separate paragraphs with one single hard return.

2.5. Example – General formatting*

Chapter 3

The Art of Formatting a Manuscript:

Methodology

Bernard Therrien, Zainab Ahmed, and Winston Lawrence

[Include chapter abstract for collective works.]

As outlined, the first paragraph of every chapter and subsection is left aligned.

Starting with the second paragraph, you must add an indent (tab). Do not use the space bar to create your indent as this will create a lot of work for copyeditors, who will have to manually delete these spaces and replace them with a proper indent.

First level Subheading Title [1 – first level subheading]



As outlined, the first paragraph of every chapter and every subsection is left aligned.

Starting with the second paragraph, you must add an indent (tab). Do not use the space bar to create your indent as this will create a lot of work for editors, who will have to manually delete these spaces and replace them with a proper indent.

It is very important to follow these guidelines to ensure the hierarchy of your manuscript is respected throughout the production process.

Second-Level Subheading Title [1.2 Second Level Subheading]

As outlined, the first paragraph of every chapter and every subsection is left aligned.

Starting with the second paragraph, you must add an indent (tab). Do not use the space bar to create your indent as this will create a lot of work for editors, who will have to manually delete these spaces and replace them with a proper indent.

First Level Subheading Title [2 – first level subheading]

As outlined, the first paragraph of every chapter and every subsection is left aligned.

Starting with the second paragraph, you must add an indent (tab). Do not use the space bar to create your indent as this will create a lot of work for editors, who will have to manually delete these spaces and replace them with a proper indent.

Second-Level Subheading Title [2.2 – second level subheading]

As outlined, the first paragraph of every chapter and every subsection is left-aligned.



Starting with the second paragraph, you must add an indent (tab). Do not use the space bar to create your indent as this will create a lot of work for editors, who will have to manually delete these spaces and replace them with a proper indent.

Third-Level Subheading Title **[2.2.1 Third level subheading]**

Subheading titles are in bold, first-level subheading titles are in italics, and second-level subheading titles are in roman.

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*Please note the example shown above is for the Word document before a manuscript is sent to layout. Once in PDF format, manuscripts vary.

3. Parts of a Book

3.1. Front Matter

Front matter includes the parts listed below in the order presented. Elements marked with an asterisk (*) are optional.

- Book half title page (main title only—no subtitle—in ALL CAPS and centred) (see example 7.1. [Book half title page](#) of Appendix 7)
- Title page (main title and subtitle, author names, University of Ottawa Press – year) (see example 7.2. [Title page](#) of Appendix 7)
 - Copyright page (inserted by UOP)
 - Dedication*
 - Epigraph*
 - Abstract (collective works must include an abstract at the beginning of each chapter—from 125 to 150 words in length—to help optimize Internet search engine results)
 - Table of Contents (in certain collections, the table of contents is at the end of the book. Please see the [Guidelines to Follow Based on Book Series](#) table in Appendix 8.)
 - List of Illustrations (if applicable)
 - List of Tables (if applicable)
 - Foreword (not written by the author)*
 - Preface (written by the author)*



- Acknowledgements*
- Abbreviations (unless presented in back matter)*
- Chronology (unless presented in back matter)*
- Special note or Advisory*

Front matter page numbers are in lowercase roman numerals and the rest are in Arabic numerals. Please note that when your book is typeset, half-title and title pages are not numbered but are included in the page count. Any page with a centred title, such as *Table of Contents*, for example, is not numbered (in the typeset PDF document). Front matter pages precede the main text, which is numbered from 1 and written in Arabic numerals.

3.1.1. Dedication

The choice of including a dedication in your manuscript is entirely up to you. There rarely is one in collective works, unless it is offered by all contributors. Should you choose to include one, it should be written in a slightly smaller font than the main text (Times New Roman 11 points) and set in italics in the top half of the page, left justified. This page is not numbered, and the back of the page is always left blank.

3.1.2. Epigraph

If you choose to include an epigraph at the beginning of the book, be sure to list its source (name of author and name of work) on the line following the quotation, preceded by a dash.

3.1.3. Table of Contents

See section 10. [Table of Contents](#) of this guide for information on creating the table of contents for your manuscript.

3.1.4. List of Illustrations or Tables

Anything besides a table is considered an illustration (maps, drawings, plates, etc.). If you have many tables and many illustrations, you must create two lists. However, if you only have a few of each, you can create a joint “List of Illustrations and Tables” and include them all in there.

3.1.5. Foreword



The foreword is comprised of remarks by someone other than the author (such as the editor, for example). The foreword author's name and title or affiliation, along with a place and date, are placed at the end.

3.1.6. Preface

The preface is the author's own statement about their manuscript. It usually includes reasons for undertaking the work, brief acknowledgements, and permissions granted for using previously published material. Your name does not need to appear in the preface, but if it does, it should be placed at the end.

3.1.7. Acknowledgements

If your acknowledgements are long, you can put them in a separate section after the preface. Please use the spelling "Acknowledgements" throughout the manuscript. For literary works the acknowledgements are placed in back matter; for all other works, they are in the front matter.

3.1.8. List of abbreviations

If you use many abbreviations in your manuscript, you should include a separate list of abbreviations with the terms or names they stand for. Please note that even if you provide a list of abbreviations, you must still use the full form of a term at its first occurrence in the text. Terms in the abbreviation list should be alphabetized by the abbreviation, not by the spelled-out form.

3.1.9. Chronology

If a chronological list of events is essential to understanding the narrative of your work, you should include it in the front matter.

3.2. Text

Always beginning with Arabic numeral page 1, the main text includes:

- First text page (introduction or chapter 1)
- Subsequent chapters
- Conclusion
- Epilogue or afterword (optional)

3.3. Back Matter



The back matter of a book includes:

- Acknowledgements* (if not in front matter)
- Appendix(ces)*
- Glossary*
- Notes (if not footnotes or chapter endnotes)
- Bibliography
- List of Contributors
- Index(es)
- Collection page (inserted by UOP)

3.3.1. Appendixes

An appendix is inserted into a manuscript to provide readers with explanations and elaborations that are not essential parts of the text, integral texts of cited documents, long lists, survey questionnaires, or charts and/or tables that can help clarify concepts presented in the book. Relevant information that is too expensive to produce in print may be suitable for presentation online (please discuss this option with the [Managing Editor](#)).

3.3.2. Glossary

A glossary is a useful tool in a book that contains many words in another language or other unfamiliar terms. Words included should be arranged in alphabetical order, each on a separate line, and followed by their definition.

3.3.3. Notes

“Notes” is the name of the section for endnotes. They are usually placed at the ends of chapters in multiauthor books, as opposed to the very end of the work for single-author books.

3.3.4. Reference List or Bibliography

In the *Chicago Manual of Style (CMOS)* author-date system, the Reference List is the section that provides complete reference documentation for works cited in short note format. In a multiauthor book, each chapter should be followed by its own reference list, which is to be named “References.”|



In the *CMOS* and American Psychological Association (APA) systems, the “Bibliography” section includes all works cited in your manuscript, whether in the text or notes. If you consulted particularly relevant works that are not cited in the text, you may also include them in the bibliography but everything that is cited must be included in the References/Bibliography.

For information on how to present reference works, see section 9. [Reference List or Bibliography](#) or the tables in the appendices based on the selected referencing style:

Appendix 4 – [Chicago Author-Date System](#)

Appendix 5 – [Chicago Notes-Bibliography System](#)

Appendix 6 – [APA \(American Psychological Association\) System](#)

3.3.5. Indexes

Indexes can have various configurations: alphabetical, chronological, and thematic.

Several entries can be cross-referenced within a single index.

You can choose to create specialized indexes (authors, geographical names, events, etc.) or gather all the information under a general index.

Be aware that indexing costs are the responsibility of the author, even if you provide UOP with a list of words to index.

4. Typography

4.1. Acronyms and Initialisms

- Acronyms and initialisms tend to appear in capital letters, even when they are not derived from proper nouns (HIV, VP, LCD).
- With frequent use, however, acronyms and initialisms—especially those of five or more letters—will sometimes become lowercase (for example, scuba is the acronym for self-contained underwater breathing apparatus); those that are derived from proper nouns will retain an initial capital (Unicef, Unesco).
- First occurrence: write the full name of the organization followed by its acronym or initialism in parentheses: Ontario Arts Council (OAC).
- Second and subsequent occurrences: use the acronym or initialism.

4.2. Bold



Only use bold for chapter titles, headings, and subheadings in your manuscript, as well as for author names in the introduction of a collective work.

4.3. Hyphenation

End of line hyphenation of words is done by the typesetter when laying out your book. The proofreader will ensure words are correctly hyphenated when reviewing the PDF document.

Once the manuscript is typeset, the proofreaders should verify the following:

- Ensure a maximum of two consecutive lines end with a hyphenated word. Avoid hyphenating a word with fewer than three letters at the end or at beginning of a line. If this is not possible, keep at least two letters.
- If a term is already hyphenated, hyphenation must be made at the hyphen. Never hyphenate anywhere else. For example, for the term “longest-running,” “longest-” would be on the first line and “running” would be on the second.
- Never hyphenate the last word of a paragraph, page, or column (when text is formatted in two columns, such as in our manuals).
- Never separate an apostrophe from the word it belongs with.
- Never hyphenate proper names, abbreviations, acronyms, or initialisms.
- Never hyphenate words in a title or subtitle.

4.4. Spacing and Punctuation Basics

4.4.1. Period

- Only insert **one** space after a period.
- Use a period in decimal numbers.
- Do not put a period at the end of a title or subtitle.

4.4.2. Comma

- Use a comma before “and” in a list of three or more items. (Example, we carry yellow, blue, and red balloons.)

4.4.3. Colon, Semi-Colon, Question Mark, and Exclamation Mark



- Do not insert a space before these punctuation marks.
- Always insert a space after these punctuation marks.

4.4.4. Spacing and Units of Measure

- Always use a nonbreaking space (alt + 0160 or Ctrl + Cap + space bar) between a numeral and an abbreviated unit of measure (11.5 km).

4.4.5. Quotation Marks

- First level: Set quotations within “double quotation marks.” Quote marks should be “curved” to reflect the Times New Roman typeface.
- Second level: For quotations within quotations, use ‘single quotation marks’ within double quotation marks.

4.4.6. Dashes and Hyphens

- Em-dash [—]: No space before or after. Use to draw attention to parenthetical content in running text as an alternative to commas [,] or parentheses ().²
- En-dash [–]: No space before or after. Use for date and page ranges in notes, bibliographies, and reference lists (e.g., 1971–2000; 12–25).
- Hyphen [-]: Use hyphens for compound constructions:
 - A five-year-old girl; the twenty-first century; a 250-page book
 - A fifty-year project; a two-thirds majority; a half-hour session
 - A middle-class neighbourhood; open-ended question; the US-Canada border
 - A cross-reference; ex-partner; self-conscious; vice-chancellor

4.4.7. Ellipses

- Use the ellipsis symbol [...] (alt 0133).
- UOP uses the three- and four-ellipses style to indicate text missing from a quoted excerpt.
 - Example:

² Click [here](#) to consult *The Punctuation Guide*, an excellent link for more info on the use of em-dashes.



The reviewer was equally enthusiastic about the second volume: “This is an enthralling...and highly readable account.... It will surely remain a wonderful resource for future generations.”

- Bracketed ellipses should only be used to differentiate between the use of ellipsis and suspension points in a text that uses both.

For more information on spacing and punctuation, please see *Writing Tips Plus* from the Government of Canada Translation Bureau.

Government of Canada Translation Bureau. *Spacing*, [Online], 2021. [<https://www.noslangues-ourlanguages.gc.ca/en/writing-tips-plus/spacing>].

Government of Canada Translation Bureau. *Punctuation: Spacing*, [Online], 2021. [<https://www.noslangues-ourlanguages.gc.ca/en/writing-tips-plus/punctuation-spacing>].

4.5. Quotation Marks and Adjacent Punctuation

Place closing quotation marks after a period or comma, but before a semicolon, colon or note locator.

Commas and periods that are part of the sentence go inside the quotation marks, even though they aren't part of the original quotation.

Example: He is an “award-winning author.”¹

4.6. Italics

Use for foreign words (i.e., not found in the *Canadian Oxford Dictionary*).

Titles of major works (reports, studies, radio and TV shows, music albums, plays, paintings, sculptures, novels, films, long poems, newspapers, periodicals, etc.) must be italicized.

Italicize letters and words to emphasize them: (i.e., Delete the second *of* from line 24; Don't forget the *c* in *scissors*.)

Italicize official names of acts (see <https://www.btb.termiumplus.gc.ca/tcdnstyle-srch?lang=eng&srchtxt=act&cur=6&nbr=17&letr=6&info0=6.06#zz6>).



4.7. Capitalization

4.7.1. Ethnic groups, Languages, and Peoples

Capitalize nouns and adjectives referring to ethnic group, ethnicity, nationality, and language.

Examples: Caucasian, First Nation(s) member, Cree, Métis, Inuk (plural: Inuit), French, Arabic, Anglophone, Francophone *but* lowercase as adjectives (anglophone; francophone). Also, in racial contexts the convention is now: “Black” and “white” but the author usually indicates their preference.

4.7.2. Titles before a Name

Capitalize whether the title is civil, military, religious or professional, or a title of nobility.

Examples: Archbishop Gervais, Finance Minister Paul Martin, General de Chastelain, Lord Carrington, Pope Francis, President Obama, Prime Minister Trudeau, Professor Pamela Robinson *but* Pamela Robinson is a professor, King Charles III.

4.7.3. Titles Following and Placed in Apposition to a Personal Name

Capitalize in all instances except those denoting professions.

Examples: Clare Smith, Director of Public Affairs; Ron Irwin, Minister of Indian Affairs and Northern Development

4.7.4. Titles Referring to a Specific Person and Used as a Substitute for That Person's Name

Capitalize in all instances.

Examples: the President of the Treasury Board, the Chief, Public Affairs Section, the Leader of the Opposition; According to the Assistant Deputy Minister, this is a unique agreement / They discussed the matter with the Colonel / The Archbishop made no further comment).

4.7.5. Abbreviated Titles in the Plural

Capitalize in all instances.



Examples: We met Profs. Sami and Nicolet).

4.7.6. Titles of Respect and Forms of Address

Capitalize in all instances, even when used in the plural.

Examples: Your Honour, Your Grace, Your Excellencies, Mr. Chairman, Their Royal Highnesses, Her Worship, His Holiness, Her Majesty).

4.7.7. Faculty, Department, or Service

Capitalize when the unit's full name or abbreviated name is given, but lowercase when it is generic.

Examples: The University of Ottawa's Department of Theatre offers a variety of courses. The department is commonly referred to as the Theatre Department.).

For more information on capitalization, please see *Writing Tips Plus* from the Government of Canada Translation Bureau.

Government of Canada Translation Bureau. *Capitalization search results*, [Online], 2021. [https://www.noslangues-ourlangues.gc.ca/en/navigateur-navigateur?search_api_views_fulltext=capitalization&field_writing_tools_eng_sort%5B0%5D=1033&sort_by=search_api_relevance#resultats-recherche-search-results].

4.8. Ampersand (&)

- The ampersand (&) should only be used when it forms part of a corporate name (McClelland & Stewart; Blake, Cassels & Graydon).

4.9. Separation and Nonbreaking Spaces

Use nonbreaking space (alt+0160 or Ctrl+Cap+space bar) so as never to separate:

- First and last names;
- Numerals from their units of measure;
- Dates.

4.10. Underline



Do not underline text (unless quoting a text that includes an underlined passage).

4.11. Geographical Terms

- Capitalize the names of countries, regions, counties, cities and other official and specified political, administrative and geographical divisions (El Salvador, the Western Hemisphere, the Prairies, the Atlantic provinces, etc.)
- Capitalize a generic term when it is accepted as a short form of the proper noun (the Continent, the States, etc.).

5. Textual Preferences at UOP

This section will be updated often based on author questions and the decisions they will bring about. If you can't find the answer to a question, please contact UOP at puo-uop-production@uottawa.ca.

5.1. Numbers, Times and Dates, Dimensions

Spell out zero to nine, except for percentages in scientific and statistical contexts and specific measurements or dimensions in social sciences:

- 9% (scientific and statistical contexts) / nine percent (non-technical contexts)
- 4 x 5 m
- 2 m (long) x 1.5 m (wide)
- 2 cm bore soil probe
- 8 ha of land
- part 1, chapter 4, table 2.4 (with lowercase for parts of a book)
- several metres away; he used to walk five kilometres a day

Use a comma for four or more numerals, but in scientific writing, for five or more numerals only:

- UOP titles in the humanities: 1,000 years ago
- UOP titles in the social sciences: 1000 years ago; 30,000 cal BP

No space in degrees, around the plus-minus sign, or before direction in longitude/latitude:

- 22°C
- 20±5°C
- 43°87'00" N (prime and double prime symbols to be marked for TYP)



Times and dates:

- Do not use apostrophes in decades (the 1960s).
- Write out centuries (the twentieth century).
- Write dates in alphanumeric form in the body of a text, using a nonbreaking space between the month and the day (i.e., Tuesday, October 29, 2019).
- As needed for technical reasons (such as in a table), write the date in numeric form as year, month, day (i.e., 2019-10-29, 2019 10 29, or 20191029).
- Use a nonbreaking space between the time and a.m., p.m., or o'clock (5:17 p.m., five o'clock).
- For page number ranges in citations and references, always use the full number (1125–1179, not 1125–79).
- Please note that in legal and literary texts, numbers are always written out in letters.
- When referring to a length of time, write the number in letters from zero to nine, and in numerals for 10 or more (a 13-hour car ride, a two-minute walk).

5.2. Years

Write out years completely (i.e., The 1995–1996 financial year).

- Do not use apostrophes in years as a replacement for the first two digits. Only use the short form of a year if there is no possibility of confusion. When using short forms, use for all years (i.e., 14–18 or 1914–1918, but not 1914–18).

5.3. Telephone Numbers

- Since the introduction of 10-digit dialling, there is no need to use parentheses around the area code, which should be followed by a hyphen (i.e., 613-562-5800 instead of (613) 562-5800).
- Use a nonbreaking hyphen (alt 8209) to avoid having the phone number split on two lines.

5.4. Ligature

Ligature oe (cœur; œuvre; Œuvre) et ae (vitæ) when quoting French works.

5.5. Social Titles

- Sir, Mr.
- Madam, Mrs., Ms.
- Do not use Miss



5.6. Civil Titles

- Professor, Prof.
- Associate Professor, Assoc. Prof.
- Assistant Professor, Asst. Prof.

5.7. Names

- 1st occurrence: full first and last names (Leonard Cohen, not L. Cohen)
- 2nd and subsequent occurrences: last name only (Cohen)

5.8. CEGEP

In Quebec, a post-secondary college is called a CEGEP (*collège d'enseignement général et professionnel*). In English, the acronym CEGEP (plural CEGEPs) is written in capital letters, without periods.

5.9. Translating the Names of Universities into English

The names of most French-Canadian universities have no official equivalent in English. The Translation Bureau recommends translating them in part or in full.

However, there are many situations in which it is preferable to retain the official French name, such as in legal texts (contracts) or in lists containing the names of several universities. The name by which the institution is commonly known in English (the one found on its website) is not necessarily an official name.

Suggested translations can be found in [*TERMIUM Plus*[®]](#), the Government of Canada's terminology and linguistic data bank.

6. Citations

6.1. Accuracy

It is the Author's responsibility to ensure that all quoted material exactly conforms to the original material.



- Check that the spelling, punctuation, capitalization, attributes (italics, bold, etc.), and wording of the original text have been accurately transcribed.
- Check that links to online citations are still active when you submit your manuscript.
- If information you are citing is in a note in the original work, provide full citation information (author's full name, year of publication, publisher's name and location, page number and note number) in the Reference List or Bibliography.
- Use brackets ([brackets]) to signal any changes made to the original text, such as inserting an explanation or omitting part of the text. If an error in the original, such as a misspelling, needs to be addressed, the Latin word “sic”, enclosed in brackets [sic], may be inserted immediately after the word concerned.

6.2. Permissions and Reproduction Authorization

You must provide written proof of reproduction rights for each work quoted or reproduced in your book (photo, song, poem, image, figure, chart, etc.), including public domain works. For the latter, this may be a link to a website indicating that the work is free of copyright and may be used for commercial purposes.

You can only cite up to 10% of a single work, otherwise you must secure reproduction rights from the copyright holders. Please note that the University of Ottawa Press is not responsible for securing reproduction rights as this responsibility rests with the author(s). Additionally, any costs incurred for purchasing reproduction rights are also the responsibility of the author(s).

In the case of a poem or song lyrics, the rule is different. You can only cite up to 5% of a single poem or song, otherwise you must secure reproduction rights.

PLEASE NOTE: Works that fall under public domain may be used without securing permission in certain cases. HOWEVER, using public domain works in a book is considered commercial use of these works, which could require reproduction rights.

6.3. Integrating Quotations

6.3.1. Run-In Quotation

- Insert the quote using quotation marks (“ ”).
- Indicate a quote within a quote using single quotation marks (‘ ’).
- When a quotation introduced midsentence forms part of the sentence, it begins with a lowercase letter even if the original begins with a capital.



Example: I always get choked up when I hear Paul McCartney tell Jude to “take a sad song and make it better.”

- When the quotation has a more remote relation to the rest of the sentence, the initial letter remains capitalized.

Example: As Paul McCartney told Jude, “Take a sad song and make it better.”

6.3.2. Run-In Quotation as Part of a Sentence

- When identifying a speaker, a comma is used after said, replied, asked, and similar verbs to introduce a quotation.

Example: Bickle asked his mirror, “Are you talking to me?”

- When the quotation comes first, a comma is usually required at the end of the quotation (unless the quotation ends with a question mark or an exclamation point).

Example: “Are you talking to me?” Bickle asked.

- When the quotation is interrupted, two commas are required.

Example: “I hope,” Bickle said, “you’re not talking to me.”

- When the quotation is integrated into the surrounding text, no comma is needed.

Example: Dorothy was encouraged to “follow the yellow-brick road.”

6.3.3. Quotation Introduced by a Colon

- When a quotation is introduced by a complete sentence, a colon should be used. Such introductions may include introductory phrases such as *the following* or *as follows*.

Example: My daughter’s excitement was palpable: “It’s spring break, baby!”

6.3.4. Block Quotation

Quotations of **five lines or more** must be set off as follows:

- Separate the quotation from the paragraph by entering a hard return before and after the quotation.
- Indent the paragraph on the left and the right.
- Do not use quotation marks.

Example in a Word document

Run-in quotations are inserted into text using a colon, as follows: “A full quote introduced by a colon always starts with a capital letter.” Follow the *CMOS* rule: “when a quotation introduced midsentence forms a syntactical part of the surrounding sentence, no comma or other mark of punctuation is needed to introduce it.



Here is how to integrate block quotations:

The length of quotations varies based on the type of work. However, to ensure consistency in each work, and throughout all works published by UOP, we require that all quotations of five lines or more be separated from the text. Block quotations are introduced by a colon, which is followed by a hard return. The resulting paragraph stands alone and is indented on both sides. Please note there are no quotation marks.

The paragraph following a block quotation is indented.

7. Note References and Notes

7.1. Note References

- A note reference should generally be placed at the end of a sentence. The number usually follows a quotation (whether it is run in with the text or set as a block citation). With regard to other punctuation, the number follows any punctuation mark except for the dash, which it precedes.

Examples:

- “This,” sings Montell Jordan, “is how we do it.”¹
- So she gave him an option:¹ “open up the garbage dump files and the golf club files and look into this.”
- Sears was exaggerating¹—but not much.
- Though a note number normally follows a closing parenthesis, it may sometimes be more appropriate to place it inside the closing parenthesis (if the note applies to a specific term in the parenthesis, for example).

Examples:

- (I had never been good at keeping quiet about injustice.)²
- My father is 15 years older than my mother (what my maternal grandmother likes to refer to as the infamous “age gap”¹).

7.2. Notes

- Create footnotes (Times New Roman 10 points) or chapter endnotes depending on the collection in which your book will be published.*



- Always create notes using the “Insert > Footnote” or “Insert > Endnote” functions in the “References” tab in Word. Do not create your notes manually.
- **Do not** indent.
- Use single spacing.
- Use continuous numbering within a chapter.
- Start numbering of each chapter at 1.
- **For collective works:** use chapter endnotes instead of footnotes.

*Depending on the collection in which your book will be published, you may be required to use footnotes or chapter endnotes. Please refer to Section 4. Guidelines to Follow Based on Book Series for information on the collection in which your manuscript will be published.

8. References

UOP suggests using the CMOS Author-Date style or the CMOS (notes/bibliography) style, depending on the series in which your book is to be published.

You may also use APA style, the Canadian Guide to Uniform Legal Citation (McGill Guide) or American Antiquity, according to the subject matter of your book.

Please ensure consistency throughout your manuscript in notes, references, and bibliography.

Please refer to the [Guidelines to Follow Based on Book](#) Series table in Appendix 8 for guidelines to follow based on the series your manuscript will be published in.

In addition to the explanations provided below regarding the *CMOS* author-date and notes-bibliography systems, you will find tables containing details and examples for both systems, as well as for the APA reference system in appendices 4, 5, and 6.

Appendix 4 – [Chicago Author-Date System](#)

Appendix 5 – [Chicago Notes-Bibliography System](#)

Appendix 6 – [APA \(American Psychological Association\) System](#)

8.1. In-Text Citations



- Author's last name, year of publication, and page number in parentheses. There is no comma between the last name and year of publication, but there is one between the year of publication and page number. The same applies for multi-author works.

Examples:

(Mus 2020, 45)

(Sainte-Pierre and Gattinger, 202)

(Hawes, Holman, Kirkey, et al., 168)

- If the author's last name is already mentioned in the text, then only the year and page number in parentheses is required, it is not necessary to list it again. In such instances, a comma will be inserted between the year and the page number.

Example:

In his book, Mus (2020, 45) explains what Cohen was up during the decade he essentially disappeared.

- If several works published in the same year by a same author are referenced, add a lowercase letter after the year starting with "a." This letter will also need to appear in the reference list.

Example:

(Mus 2020a)

(Mus 2020b)

Please note: In-text citations must be accompanied by an author-date system **reference list**. This list will appear at the end of the book for single-author works, but at the end of each chapter for collective works.

Also note: If your manuscript includes many in-text references, footnotes should be used to add explanatory text only, not to list references (UOP will change footnotes to end-of-chapter notes as required). Create notes using the "Insert > Footnote" function in Word. Never create them manually.

8.2. Footnotes and Endnotes



For manuscripts with few references, inserting notes using the “Footnote” or “Endnote” function in the “Insert” tab in Word is acceptable. Notes can be inserted at the bottom of a page, at the end of a work, or at the end of each chapter for collective works.

Notes can contain shortened or complete reference entries. Shortened reference entries must be accompanied by a bibliography at the end of the work or at the end of each chapter for collective works.

If an author chooses not to include a bibliography (for *CMOS* notes-bibliography system or APA system only), reference entries in notes must be complete.

Reference entries in notes start with the first name of the author, as opposed to entries in the reference list, which start with the author’s last name. If a work is mentioned more than once, a shortened version of the reference entry should be used.

Examples:

First occurrence: complete reference entry: first name, last name, title, etc.

¹ R  al Fillion, *The Elective Mind: Philosophy and the Undergraduate Degree* (Ottawa: University of Ottawa Press, 2021), 57–58.

Second and subsequent occurrences: last name, title, page number(s).

² Fillion, *Elective Mind*, 95–107.

Please note:

- Avoid using “ibid,” “op. cit.,” “idem,” and other less accessible ways of referring to previous citations. Instead, repeat the shortened citation (*CMOS* 14.29).
- Only use “et al.” (set in roman, not italics) for in-text citations if there are more than three authors or editors of a work.

Refer to tables **5.1. Note References (Chicago Notes-Bibliography System)** and **5.2. Reference Entries for Bibliographies (Chicago Notes-Bibliography System)** in **Appendix 5 – Chicago Notes-Bibliography System** for examples based on the type of publication referenced when using footnotes or endnotes.

9. Reference List and Bibliography



- For works with a **single author**, place **at the end of the manuscript**.
- For **collective works**, place **at the end of each chapter**.

Please note: UOP recommends using the *CMOS* author-date system, which this style guide uses. If your book or the subject matter requires a different reference style (APA, McGill, American Antiquity, etc.), or if you prefer to use the *CMOS* notes-bibliography system, please advise the UOP team from the very beginning of the process so we can ensure your manuscript is copy edited correctly. You will find tables containing details and examples for all reference systems in the appendices listed below. We thank you for being consistent in how you present your references throughout your manuscript. For collective works, this responsibility falls on the editor's shoulders.

Appendix 4 – [Chicago Author-Date System](#)

Appendix 5 – [Chicago Notes-Bibliography System](#)

Appendix 6 – [APA \(American Psychological Association\) System](#)

All works referred to in your manuscript must be included in your Reference List or Bibliography. A Bibliography can also list additional works that were consulted throughout the course of your work but are not referred to in your manuscript.

Last Name, First Name. Year of publication. *Title: Subtitle*. Place of publication: Publisher's Name.

9.1. Parts of the reference entry (using the author-date system)

- Author: Last Name, First Name (full name, not just initials).
- Year of publication.
- *Title of work: Subtitle of work* (the title and subtitle are written in title case in italics and are separated by a colon).
- Volume(s).
- *Bilingual Title*.
- Secondary Author.
- Editions other than the first.
- Facts of publication (Place: Publisher's Name).
- Page or page range.

9.2. Order



- Alphabetical
- Chronologically ascending for multiple works by same author(s)

9.3. Work

Presentation varies based on the type of work cited. Please keep reading for several examples.

Reminder: When citing a work in French that includes a subtitle, please remember to include a nonbreaking space before the colon.

9.4. Author(s)

Last Name, followed by a comma, followed by the First Name, followed by a period.

9.4.1. Single Author

Fillion, Réal. 2021. *The Elective Mind: Philosophy and the Undergraduate Degree*. Ottawa: University of Ottawa Press.

Mus, Francis. 2020. *The Demons of Leonard Cohen*. Ottawa: University of Ottawa Press.

9.4.2. Two or Three Authors

For a book with two authors, only the first-listed name is inverted in the reference list.

Cormier, Michel, and Achille Michaud. 1992. *Richard Hatfield: Power and Disobedience*. Fredericton, NB: Goose Lane Editions.

For a book with three authors, adapt as follows:

Beckman, Margaret, Stephen Langmead, and John B. Black. 1984. *The Best Gift: A Record of Carnegie Libraries in Ontario*. Toronto: Dundurn Press.

9.4.3. Four or More Authors



For a book with four or more authors, include all the authors in the reference list entry. Word order and punctuation are the same as for two or three authors. In the text, however, cite only the last name of the first-listed author, followed by “et al.”.

Blais, Christian, Gilles Gallichan, Frédéric Lemieux, and Jocelyn St-Pierre. 2008. *Québec : quatre siècles d'une capitale*. Quebec: Les Publications du Québec, Assemblée nationale du Québec.

9.4.4. Group (organization, association, or corporation)

If a publication issued by an organization, association, or corporation does not list a personal author's name on the title page, the organization may be listed as author in the reference list, even if it is also given as publisher.

Government of Northwest Territories. 2017. *NWT Aboriginal Languages Framework: A Shared Responsibility*. Whitehorse: Government of Northwest Territories.

Please note: When the name of the province, state, or country is not listed in the name of a government agency, this information must be added before the name of the agency, followed by a period.

Research names of organizations, associations, government bodies, etc. online to ensure accuracy. The Government of Canada's terminology and linguistic data bank is a great resource for a variety of organization names ([Termium](#)).

Important: Be sure to check all proper nouns in your manuscript to ensure accuracy. The official name of UOP is University of Ottawa Press.

9.4.5. Unknown Author

- If the author, editor, translator, or the like for the work is unknown, the reference list entry should normally begin with the title. An initial article is ignored in alphabetizing.
- Works explicitly attributed to “Anonymous” (e.g., on the title page or at the head of the work) should be cited accordingly.



9.5. Year of publication

Four-digit year followed by a period.

- **Known:** 2012.
- **Original edition** (inserted in brackets before new edition year of publication): [1992] 2001.
- **Unknown:** n.d.
- **Guessed at:** [1995?].
- **Forthcoming:** Forthcoming.

9.6. Title

9.6.1. General Rules

- Set in italics.
- Followed by a period.

9.6.2. Subtitles

- Set in italics and separate from the title by a colon.
- Use title case.

9.6.3. Volume(s)

This information comes after the title and subtitle.

When a multivolume work is cited as a whole, the total number of volumes is given after the title of the work.

Irvine, Andrew David, ed. 2021. *The Governor General's Literary Awards*. 2 vols.

If only one volume of a multivolume work is of interest to readers, it may be listed alone:

Irvine, Andrew David, ed. 2021. *The Governor General's Literary Awards*. Vol. 2: Canada's Storytellers.

9.6.4. Bilingual Titles



Insert an equal sign surrounded by spaces between the title in each language.

MacMillan, Margaret. 2019. *The Lion's Cub* = *Le lionceau*,

9.7. Secondary Author(s)

If the work of an author is edited, compiled, or translated by a different person, the author's name will appear first and the name(s) of the editor(s), compiler(s), or translator(s) will be listed after the title, preceded by *edited by* or *ed.*, *compiled by* or *comp.*, or *translated by* or *trans.*

Anctil, Pierre. 2021. *History of the Jews in Quebec*. Translated by Judith Weisz Woodsworth. Ottawa: University of Ottawa Press.

Bonnefoy, Yves. 1995. *New and Selected Poems*. Edited by John Naughton and Anthony Rudolf. Chicago: University of Chicago Press.

9.8. Edition Number

When citing an edition other than the first, the number of the edition follows the title in the reference entry. An edition number usually appears on the title page.

2nd ed.

3rd ed.

Revised Edition (or rev. ed.)

Bish, Robert L. 1990. *Local Government in British Columbia*. 2nd ed. Richmond, BC: Union of British Columbia Municipalities.

9.9. Facts of Publication

9.9.1. Place of Publication

- Single city: Oakland:
- Two or more cities: only the first is included: New York (not New York and London):
- Unknown: n. p. (or "N.p." if following a period) before the publisher's name:



- Additional information: If the city of publication may be unknown to readers or may be confused with another city of the same name, the abbreviation of the state, province, or (sometimes) country is usually added.

9.9.2. Publisher's Name

- Single publisher: Ottawa, University of Ottawa Press.
- Copublication: Chicago: University of Chicago Press; London: Weidenfeld and Nicolson.
- Unknown: [n. p.].

9.10. Page(s)

Only include page information for periodical articles and chapters. Use an en-dash (Alt+0150) in page ranges. Example: 214–243. **Please note** that unlike the *CMOS*, UOP requires the complete page number to be used in page ranges (214–243, not 214–43).

9.11. Chapter or Other Part of an Edited Book

Last Name, First Name. Year of publication. "Title of chapter." In *Title of Book*, edited by First Name Last Name. page–range. Place of publication: Publisher's Name.

Litt, Paul. 2021. "Bobby and Pierre." In *1968 in Canada: A Year and Its Legacies*, edited by Michael K. Hawes, Andrew C. Holman, and Christopher Kirkey, 9–31. Ottawa: University of Ottawa Press.

9.12. Journal Article

Last Name, First Name. Year of publication. "Title of Article." *Title of Journal* issue, number (season or month): page–range. DOI or name of database.

Kaihla, Paul. 1995. "Cutting Back to the Bone." *Maclean's*, no. 108 (December 11, 1995): 20–22. <https://archive.macleans.ca/article/1995/12/11/cutting-back-to-the-bone>.

Notes:

- In the reference list, include the page range for the whole article. In the text, cite specific page numbers.



For articles consulted online, include a URL. Many journal articles list a DOI (Digital Object Identifier), which forms a permanent URL beginning with <https://doi.org/>. DOIs are preferred to URLs.

- When there is no issue number, and no month or season is provided, the page number(s) follows the volume number, separated by a colon and with no space. If the month or season is included, it is inserted in parentheses, and a space follows the colon:

Gattinger, Monica, Diane Saint-Pierre, and Alexandre Couture Gagnon. 2008. "Toward Subnational Comparative Cultural Policy Analysis: The Case of Provincial Cultural Policy and Administration in Canada." *Journal of Arts Management, Law and Society* 38:167–186.

but

Gattinger, Monica, Diane Saint-Pierre, and Alexandre Couture Gagnon. 2008. "Toward Subnational Comparative Cultural Policy Analysis: The Case of Provincial Cultural Policy and Administration in Canada." *Journal of Arts Management, Law and Society* 38, no. 3 (Fall): 167–186.

9.13. News or Magazine Article

Articles from newspapers, magazines, blogs, and similar publications are cited like journal articles. In your reference list, repeating the year with sources that are also cited by month and day can add clarity. If there are page numbers, they can be cited in the text but should not appear in a reference list entry. Be sure to include a DOI or URL if you accessed the article online.

Last Name, First Name. Year of publication. "Title of Article." *Title of Newspaper or Magazine*, Year of publication. DOI or URL information if available.

Özsu, Umut. 2014. "The Real Problem with the Canadian Museum for Human Rights." *Toronto Star*, September 17, 2014.

https://www.thestar.com/opinion/commentary/2014/09/17/the_real_problem_with_the_canadian_human_rights_museum.html.

9.14. Thesis or Dissertation

Last Name, First Name. Year of publication. "Title of Thesis or Dissertation." Kind of thesis or dissertation, University.

Turk, Ryen. 2013. "Prospective Evaluation of the Epidemiology and Microbiology of Surgical Site Infections." Master's thesis, University of Guelph.



9.15. Website Content

Name. Year of publication. "Title of Article." Name of Page. Last modified or Accessed date. URL.

Google. 2017. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017.
<https://www.google.com/policies/privacy/>.

Note: For a source that does not list a year of publication or revision, use n.d. in place of the year and include an access date.

Uqurmiut Inuit Artists Association. n.d. Uqurmiut Inuit Artists Association (website).
Accessed October 12, 2019. <http://www.uqurmiut.ca/>.

9.16. Archives

When citing a single item from an archival collection, the name of the item or its author is usually the main element in the reference entry, whereas when citing more than one item from an archival collection, the name of the collection is usually the main element. In either case, other information that can be included is the collection's date range; the name of the library, archives, or other institution that owns the collection; and the city and province or state in which the institution is located.

Howard, Oliver Otis to Guy Howard. 1861. Oliver Otis Howard Papers. George J. Mitchell
Dept. of Special Collections & Archives. Bowdoin College Library, Brunswick, ME.

Please note: You may find additional examples of reference entries in Section 11. [Language Resources](#).

Also note: You may find information on how to create author-date style reference entries for other types of documents by consulting section 15.9 of *CMOS* – a subscription is required, but it may be accessed through the University of Ottawa Library.

10. Table of Contents

10.1. Table of Contents Hierarchy

- If using numbering, use only two levels: "Chapter 1" and "1.1".
- Ensure titles are consistent (i.e., *The* Lessons; *The* Methods; *The* Rules; OR Lessons; Methods; Rules).



- Double check that titles and subtitles that appear in the table of contents match titles and subtitles in the text.
- **Please note:** Depending on which series your manuscript will be published in, we may make changes to your table of contents. Therefore, please submit a highly detailed table of contents to avoid issues during the production process as it is quicker to remove text than to add it in.

10.2. Sample Table of Contents for a Non-Collective Work in Word

Table of Contents

Abstract

Dedication

Epigraph

Table of Contents

List of Illustrations

List of Tables

Foreword

Preface

Acknowledgements

List of Abbreviations

Chronology

INTRODUCTION

Introduction title



CHAPTER 1

Chapter 1 title

1.1. First subsection

1.2. Second subsection

CHAPTER 2

Chapter 2 title

2.1. First subsection

2.2. Second subsection

CONCLUSION (must be present if there is an “**INTRODUCTION**”)

Appendix(ces)

Glossary

Notes

Reference List or Bibliography

Authors' biographies

Index(es)

10.3. Sample Table of Contents for a Collective Work in Word

Table of Contents

Abstract

Table of Contents



List of Illustrations

List of Tables

Foreword

Preface

Acknowledgements

List of Abbreviations

Chronology

INTRODUCTION

Introduction title

Name of author(s) (set in italics)

CHAPTER 1

Chapter 1 title

Name of author(s) (set in italics)

1.1. First subsection

1.2. Second subsection

CHAPTER 2

Chapter 2 title

Name of author(s) (set in italics)

2.1. First subsection

2.2. Second subsection



CONCLUSION (must be present if there is an “INTRODUCTION”)

Appendix(ces)

Glossary

Notes

Reference List or Bibliography

Index(es)

11. Language Resources

Below is a list of resources that may be useful:

Barber, Katherine, ed. 2005. *The Canadian Oxford Dictionary*. 2nd ed. North York, ON: Oxford University Press.

<https://www.oxfordreference.com/view/10.1093/acref/9780195418163.001.0001/acref-9780195418163> (subscription needed).

Government of Canada. 2021. “*TERMIUM Plus*.” Resources of the Language Portal of Canada. <http://www.btb.termiumplus.gc.ca>.

Government of Canada. 2021. “Writing Tools.” Resources of the Language Portal of Canada. <https://www.noslangues-ourlangues.gc.ca/en/writing-tips-plus/index-eng>.

McCarten, James, ed. 2021. *The Canadian Press Stylebook*. [most recent edition] Toronto: The Canadian Press.

McGill Law Journal. 2018. *Canadian Guide to Uniform Legal Citation*. 9th ed. Toronto: Carswell.

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University of Ottawa **Press**

Should you require additional details or help with a specific question, please contact the UOP
[Managing Editor](#).



Appendix 1 – Author Manuscript Preparation Checklist

Basic Guidelines

- Your manuscript in double-spaced, Times New Roman 12-point typeface.
- The “Tab” key was used to create indents at the beginning of paragraphs.
- A single hard return was entered after each paragraph.
- Tables and illustrations are not inserted in the Word document. They are to be provided in different folders (one for each table and one for each illustration) in JPEG or TIFF format. Images submitted are high quality (minimum of 300 dpi for a reasonable-size image [half-page images should be 4.5” x 3.5”, or 11.25 cm x 8.75 cm]).
- The same typeface and font are used consistently for all tables and illustrations throughout the manuscript.
- All [Guidelines to Follow Based on Series](#) have been followed.
- Your manuscript includes all necessary parts. (See Section 3. [Parts of a book](#).)
- Titles and subtitles are spelled out identically in the table of contents and in the text.
- The heading hierarchy for your book is included (See Section 2.3. [Heading Hierarchy](#)).
- Quotations of five or more lines are set as block citations as shown in the example in section 6.
- Numbers from zero to nine are spelled out and numbers from 10 and up are written in numerals.
- The spelling of proper nouns has been double-checked.
- Required permissions for reproduction for commercial use of copyrighted pictures, tables, and figures have been obtained from rights holders. Written authorization has been received and sent to UOP.
- Required permissions for reproduction for commercial use of copyrighted written works have been obtained from rights holders when the quoted material represents more than 10% of a work or 5% of a song or poem. Written authorization has been received and forwarded to UOP.

Parts of a Book

The manuscript includes:

- A main title page
- A half-title page
- An abstract of the manuscript or an abstract of each chapter of the manuscript for collective works



- A non-embedded table of contents listing only headings and subheadings (if applicable) without any dotted lines or page numbers
- A dedication (not mandatory)
- An epigraph (not mandatory)
- A list of tables, if applicable
- A list of illustrations, if applicable
- A foreword (not mandatory)
- A preface (not mandatory)
- Acknowledgements (not mandatory)
- An introduction
- A list of abbreviations and acronyms, if applicable
- An advisory, if needed
- Author biography(ies)
- An index (not mandatory). If an index is included, please advise the UOP team when submitting your manuscript.

Typography

- Curved apostrophes are used throughout the manuscript (Alt+0146).
- Only one space has been used after periods.
- Nonbreaking spaces (Alt+0160 or Ctrl+Cap+space bar) are used between numbers and their units of measure, between the month and day in dates, and between the time and “a.m.” or “p.m.” (5:17 p.m.).
- Foreign language words and titles of works are italicized.

Notes and References

- Note references are placed at the end of a sentence or clause. They should be placed after all punctuation, except dashes.
- Notes are set in Times New Roman 10-point typeface.
- Notes are not justified (but they will be in the PDF version of the document).
- Reference entries follow the guidelines set out by the chosen reference system and have been checked (references cited in the text are listed in the bibliography).
- Footnotes or chapter endnotes are numbered from 1 on for each chapter.



Appendix 2 – Copy Editor Guidelines and Checklist

Basic Guidelines

- Ensure the “Track changes” function has been enabled.
- Keep and submit a style sheet with your final copy edit so your choices can be passed on to the proofreader.
- Refer to the UOP *Manuscript Preparation and Writing Style Guide* and ensure the manuscript follows all guidelines.
- Ensure the main text is Times New Roman 12-point typeface, block-citation and box text is Times New Roman 11-point, and footnote or endnote text is in Times New Roman 10-point.
- Ensure that paragraphs are indented (with the exception of the first paragraph of a work, chapter, section, subsection, or that follows a table).
- Check the structure and syntax of sentences to ensure the flow, quality, and readability of the text are adequate. (Please advise the Production Coordinator as soon as possible if you find that several sentences need to be rewritten.)
- Run the text through spell-checking software (UOP prefers Antidote) to catch any remaining typos, typographical errors, and word repetitions (“Style” tab of Antidote).
- Check the spelling of all proper nouns. (Thank you for using reliable online resources to check as several mistakes in proper nouns go unnoticed.)
- Ensure that numbers from zero to nine are written out in letters and numbers from 10 and up are written in numerals. If there are many numbers in a passage then use numerals.
- All numbers that begin a sentence should be spelled out.
- Leave comments for any unresolved queries, addressing your question to “AU” (for the author), “UOP” (for the production coordinator or managing editor at UOP), or “TYP” (for the typesetter).
- Please note any content that deals with sensitive subject matter or could offend readers.
- Please note any excerpt that could require permissions for reproduction for commercial use, such as poems or songs.

Typography

- Ensure the text is double-spaced and notes are single-spaced.
- Ensure a single hard return was used after each paragraph.
- Ensure the “Tab” key was used to create indents at the beginning of paragraphs.
- Ensure the period at the end of a block citation is placed before the opening parenthesis. For example:



The balcony represents the little universe of the working-class neighbourhoods, but also a major element of the Montreal urban landscape and for many people a necessity, practical or psychological. The novel boasts innumerable balcony scenes. Watching people go by, see and be seen, taking part in its essentially Latin character: from his balcony on the front row, the Montrealer looks at and participates in the spectacle of life. (Leduc-Cummings 1992, 12)

- Ensure the period at the end of a run-in citation is placed after the closing parenthesis. For example:
As these promotional stunts demonstrate, “McClelland would do anything, no matter how outlandish, to sell M & S books” (MacSkimming 2012, 15). He ceaselessly promoted Canadian authors and literature.
- Ensure “CHAPTER” is written in all caps at the beginning of each chapter (depending on the collection your book will be published in. Please refer to the [Guidelines to Follow Based on Series table in Appendix 8.](#)).
- Ensure that chapter titles are set in bold and flush right.
- Ensure that first-level subheadings are set in bold, second-level subheadings are set in italics, and third-level subheadings are set in roman font.
- Ensure curved apostrophes are used throughout the manuscript (Alt+0146).
- Ensure there are no extra spaces (only one space should be used after a period).
- Ensure nonbreaking spaces (Alt + 0160 or Ctrl + Cap + space bar) are used between numbers and their units of measure, between the month and day in dates, and between the time and “a.m.” or “p.m.” (5:17 p.m.).
- Ensure foreign language words and titles of works are italicized.
- Ensure a nonbreaking space has been inserted before the colon when citing a work in French that includes a subtitle.
- Ensure “oe” (cœur; œuvre; Œuvre) and “ae” (vitæ) have been ligatured when quoting French works.
- Ensure tables and figures are not inserted into the Word document.
- Ensure the typeface and font used in tables and figures are consistent throughout the manuscript.
- Ensure titles and subtitles are identical in the table of contents and in the text, chapter headings and running headers.
- Ensure subtitles are included in the Table of Contents (See [Section 10](#)).
- Ensure quotations of five or more lines are set as block citations as shown in section 5.



Tables and Illustrations

- Copy-edit tables and illustrations (they will be provided in separate documents).
- Ensure there is a period after the last number in the title of a table or illustration (Table 1.1./Figure 1.1) in the caption and the List of Tables/Illustrations.
- In captions, ensure that “Source:” is in italics and the rest of the text is in roman.
- Ensure there is a period at the end of the caption and the “Source” line.

Notes and References

- Ensure that footnotes, chapter endnotes or endnotes are used based on the collection the book will be published in (this information will be provided in the work’s style sheet), and that they are numbered from 1 for each chapter.
- Ensure there is a complete reference entry (in the notes, in the text, or in the reference list/bibliography based on the system used) for each cited work. Leave a note for the author if any information is missing.
- Make sure reference entries follow the requirements of the system used (this information will be provided in the work’s style sheet).
- Ensure names and titles in reference entries are spelled properly.
- Check that the Reference List or Bibliography is in alphabetical order.



Appendix 3 – Proofreader Guidelines and Checklist

Basic Guidelines

- Check that all titles and subtitles listed in the Table of Contents appear in the body of the work and that they are identical in the text, chapter headings and running headers.
- Check that front matter page numbers are in roman numerals.
- Ensure that title pages are not numbered, even though they are included in the page count. All pages beginning a chapter or a section, such as the Table of Contents, should not be numbered or have a running header.
- Check accuracy of running heads.
- Check the spelling of all proper nouns. (Please use reliable online resources to check as several mistakes in proper nouns go unnoticed.)
- Ensure that numbers from zero to ten are written out in letters and numbers from 11 upwards are written in numerals. (Format numbers as numerals if two or more numbers are listed in a same sentence or are linked to each other [same topic, comparison, etc.] and that any of those numbers should be spelled out. Consistency is of the utmost importance).
- Spell out numbers that begin a sentence.
- Leave comments for any unresolved queries, addressing your question to “AU” (for the author), “UOP” (for the production coordinator or managing editor at UOP), or “TYP” (for the typesetter).
- Please take note that any content that deals with sensitive subject matter or could offend readers.
- Please take note that any excerpt that could require permissions for reproduction for commercial use, such as poems or songs.

Typography

- Ensure the text is double-spaced and notes are single-spaced.
- Ensure that paragraphs are indented (with the exception of the first paragraph of a work, chapter, section, subsection, or that follows a table).
- Ensure that the spacing under headings and subheadings, as well as between lines and paragraphs, is consistent throughout the document.
- Ensure there are no more than two consecutive lines end with a hyphenated word and that all words are properly hyphenated.
- Make note of any consecutive lines that begin or end with the same word.



- Ensure there are no less than ten characters for the last line of a paragraph, including punctuation (but this should not be the last part of a hyphenated word).
- Make note of any widows and orphans in the text. (The first line of a paragraph is acceptable as the last line of type on a page; the last two lines of a paragraph are acceptable as the first lines of type on a page; there should be no less than five full lines of text on the last page of a chapter.
- If applicable, ensure all footnotes are justified (not left justified).
- Check that all citations are set correctly (block vs. run-in).
- Ensure the period at the end of a **block** citation is placed before the opening parenthesis. For example:

The balcony represents the little universe of the working-class neighbourhoods, but also a major element of the Montreal urban landscape and for many people a necessity, practical or psychological. The novel boasts innumerable balcony scenes. Watching people go by, see and be seen, taking part in its essentially Latin character: from his balcony on the front row, the Montrealer looks at and participates in the spectacle of life.
(Leduc-Cummings 1992, 12)

- Ensure the period at the end of a **run-in** citation is placed after the closing parenthesis. For example:
As these promotional stunts demonstrate, “McClelland would do anything, no matter how outlandish, to sell M & S books” (MacSkimming 2012, 15). He ceaselessly promoted Canadian authors and literature.
- Ensure that chapter titles are set in bold and centred (depending on the series the book will be published in. Please refer to the [Guidelines to Follow Based on Series](#) table in Appendix 8.).
- Ensure that first-level subheadings are set in bold, second-level subheadings are set in italics, and third-level subheadings are set in roman font.
- Ensure curved apostrophes are used throughout the manuscript (Alt+0146).
- Ensure there are no extra spaces (only one space should be used after a period).
- Ensure nonbreaking spaces are used (meaning the following items are on the same line) between numbers and their units of measure, between the month and day in dates, and between the time and a.m. or p.m. (5:17 p.m.).
- Ensure the use of italics throughout the text is accurate and consistent (foreign language words and titles of works should be italicized).
- Ensure a nonbreaking space has been inserted before the colon when citing a work in French that includes a subtitle.



- Ensure “oe” (cœur; œuvre; Œuvre) and “ae” (vitæ) have been ligatured when quoting French works.

Tables and Illustrations

- Ensure the typeface and font used in tables and illustrations are consistent throughout the manuscript.
- Ensure each table is centred. Its title should be placed above, its caption below, and both should be aligned with the left side of the table.
- Ensure each illustration is centred. Its title and caption should be placed below, and both should be aligned with the left side of the illustration.
- Ensure there is a period after the last number in the title of a table or illustration (Table 1.1./Figure 1.1) in the caption and the List of Tables/Illustrations.
- In captions, ensure that “Source:” is set in italics in a slightly smaller font than the main text and the rest of the text is set in roman (*Source:* University of Ottawa Press).
- Ensure there is a period at the end of the caption.

Notes and References

- Ensure that footnotes, chapter endnotes or endnotes are used based on the collection the book will be published in (this information will be provided in the work’s style sheet), and that they are numbered from 1 on for each chapter.
- Make sure reference entries follow the requirements of the system used (this information will be provided in the work’s style sheet).
- Ensure there is a complete reference entry (in the notes, in the text, or in the reference list/bibliography based on the system used) for each cited work. Leave a note for the author if any information is missing.
- Ensure names and titles in reference entries are spelled properly.
- Check that the Reference List or Bibliography is in alphabetical order.
- Ensure spacing is equal – avoid entries that are too tight, for example:

UNTS 267.

Public Safety Canada. 2012. “Minister of Public Safety Makes First Designation of Irregular Arrival under Protection Canada’s Immigration System



Appendix 4 – Chicago Author-Date System

Table 4.1.a. In-Text References (Chicago Author-Date System)

Type of reference	Examples	Notes
Two or more subsequent entries by the same author(s).	(Flood and Thomas 2020, 145) (2020, chap. 3) (2020, 145, para. 4) (2020, 145) (2020, 145–150)	Please note: If the names of the authors are mentioned in the text, it is not required to repeat them in parentheses. If there are two or more subsequent entries by the same authors, it is also not required to repeat them in the parenthesis reference. Unlike with the APA system, there is no “p.” before the page number when using the Chicago author-date system.
Unknown date	(Gattinger and Saint-Pierre, n.d.)	Please note: When the publication date is unknown, the abbreviation “n.d.” is used (no date). A comma is required between the names and n.d.
Two references in the same parenthesis	(Flood and Thomas 2020, 45; Saint-Pierre and Gattinger 2021)	
Work with more than three authors	(Flood et al. 2021)	Please note: Only the name of the first author is listed followed by “et al.”.
Official/ Government Publication	(Ontario, Ministry of Education 2021)	Please note: In the in-text reference, the province name is followed by a comma, but in the reference list, it is followed by a period.
Two or more works published by the same author in the same year	(Flood et al. 2021a) (Flood et al. 2021b)	Please note: When there are two or more references from the same author/organization with the same year, a letter should follow the year.



4.2.a. Reference Entries for Reference Lists (Chicago Author-Date System)

Type of document	Elements of Reference	Examples	Notes
Book	Last Name of the author, author's First Name. Date. <i>Title: Subtitle</i> . ed. number. Series, vol. number. Publishing city: Publisher. DOI or URL (if any).	Barrieau, Nicole. 2004. <i>The Culture Sector in Atlantic Canada: Its Economic Impact and Export Potential</i> . Moncton, NB: Canadian Institute for Research on Regional Development. Picard, Michel. 2020. <i>Memoriam</i> . Ottawa: University of Ottawa Press. ———. 2021. <i>Kilis</i> . Ottawa: University of Ottawa Press.	Please note: The province only needs to be added when the publishing city is not well known. References with the same author should be in chronological order in the reference list. 3 consecutive em-dashes (———) are used to replace author name(s) when there is more than one work by the same author(s).
Book with more than one author	Last Name of the author, author's First Name, 2nd author's First Name Last Name of the 2nd author, and 3rd author's First Name Last Name of the 3rd author. Date. <i>Title: Subtitle</i> . ed. number. Vol. number. Publishing city: Publisher. DOI or URL (if any).	Barker, Stacey, Krista Cooke, and Molly McCullough. 2021. <i>Material Traces of War: Stories of Canadian Women and Conflict, 1914–1945</i> . Mercury History Series, vol. 62. Ottawa: University of Ottawa Press. Blais, Christian, Gilles Gallichan, Frédéric Lemieux, and Jocelyn St-Pierre. 2008. <i>Québec : quatre siècles d'une capitale</i> . Quebec: Les Publications du Québec, Assemblée nationale du Québec.	Please note: The name of the first author is reversed (Last Name before First Name), but subsequent names are not. Note that when there is a collection, the volume number follows it, separated by a comma, therefore a capital letter is not required.



Edited book	Last Name of the author, author's First Name, 2nd author's First Name Last Name of the 2nd author, and 3rd author's First Name Last Name of the 3rd author, ed./eds. Date. <i>Title: Subtitle</i> . ed. number. Vol. number. Publisher. DOI or URL (if any).	Girard, Muriel, Jean-François Polo, and Clémence Scalbert-Yücel, eds. 2018. <i>Turkish Cultural Policies in a Global World</i> . New York: Palgrave Macmillan.	Please note: When the author is the editor, add “ed.” or “eds.” (if more than one) after inserting a comma.
Book chapter	Last Name of the author, author's First Name, 2nd author's First Name Last Name of the 2nd author, and 3rd author's First Name Last Name of the 3rd author, ed./eds. Date. <i>Title: Subtitle</i> . ed. number. Vol. number. Publisher. DOI or URL (if any).	Gould, Glenn. 1984. “Streisand as Schwarzkopf.” In <i>The Glenn Gould Reader</i> , edited by Tim Page, 308–311. New York: Vintage Books. Harvey, Fernand. 2019. “Aux sources des politiques culturelles de l'État québécois de P.-J.-O. Chauveau à Lomer Gouin, 1855-1920.” In <i>Autour de l'œuvre d'Yvan Lamonde : colonialisme et modernité au Canada depuis 1867</i> , edited by Claude Couture, Srilata Ravi, and François Pageau, 167–187. Collection Perspectives de l'Ouest. Quebec: Presses de l'Université Laval. Saint-Pierre, Diane. 2004. “Les politiques culturelles du Québec : l'État québécois à l'aube du millénaire.” In <i>L'État québécois à l'aube du millénaire</i> , edited by Robert Bernier, 231–259. Quebec: Presses de l'Université du Québec. ———. 2010. “La politique culturelle du Québec : bilan et défis.” In <i>Les</i>	Please note: When referencing a chapter, author or editor names are as follows: First Name Last Name of 1st editor and First Name Last Name of 2 nd editor (names not reversed). Please remember to insert a nonbreaking space before colons in French titles. Contrary to the APA system, editor names are entered after the book's title when using the Chicago system.



		<i>acteurs, les coalitions et les enjeux</i> , edited by Diane Saint-Pierre and Claudine Audet, 277–319. Quebec: Presses de l'Université du Québec.	
Webpage	Author or organization. Date. "Title of webpage." Name of website. URL.	<p>Google. 2017. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017. https://www.google.com/policies/privacy/.</p> <p>United Nations Educational, Scientific and Cultural Organization (UNESCO). n.d. "Convention on the Protection and Promotion of the Diversity of Cultural Expressions." <i>Legal Instruments</i>. Accessed January 5, 2017. http://www.unesco.org/eri/la/convention.asp?KO=31038&language=E&order=alpha#1.</p>	Please note: "Accessed" followed by the access date should be added for electronic sources, but only when no publication date is available.
PDF	Author or organization. Date. <i>Title: Subtitle</i> (Publication No. [if any]). Name of organization if different from author. URL.	<p>Government of Northwest Territories. 2017. <i>NWT Aboriginal Languages Framework: A Shared Responsibility</i>. https://www.ece.gov.nt.ca/sites/ece/files/resources/northwest_territories_aboriginal_languages_framework_-_may_2017.pdf.</p> <p>Roy, Alain. 2000. <i>Le patrimoine immobilier de la Nouvelle-France au Québec : évolution des perceptions et jalons contemporains</i>. Communication. Congrès de l'Institut d'histoire de l'Amérique française. Montréal. http://www.memoirenf.cieq.ulaval.ca/Québec/Documents/IHAF2000.pdf.</p>	Please note: Titles of PDF documents should be set in italics.



			University of Ottawa Press. 2021. <i>Spring 2021 Catalogue</i> . https://press.uottawa.ca/media/wysiwyg/Catalogs/PUO-UOP_Catalogue_printemps-spring_2021-v3-web.pdf .	
Periodical article	Print	Last Name of the author, author's First Name, and 2 nd author's First Name Last Name of the 2 nd author. Date. "Title of the article: Subtitle." <i>Periodical Title</i> volume (issue number): pages.	<p>Bordat-Chauvin, Élodie. 2014. "De la mobilisation à l'institutionnalisation : une analyse comparative historique des politiques culturelles au Mexique et en Argentine." <i>Pôle Sud</i> 2 (41): 49–64.</p> <p><i>Journal references with volume, issue and date or season, and page numbers</i></p> <p>Gattinger, Monica, Diane Saint-Pierre, and Alexandre Couture Gagnon. 2008. "Toward Subnational Comparative Cultural Policy Analysis: The Case of Provincial Cultural Policy and Administration in Canada." <i>Journal of Arts Management, Law and Society</i> 38, no. 3 (Fall): 167–186.</p> <p><i>Journal references with volume and page numbers, but no issue number</i></p> <p>Harvey, Fernand. 2014. "Le gouvernement Duplessis l'éducation et la culture, 1944-1959." <i>Les Cahiers des Dix</i> 68:169–247.</p> <p><i>Journal references with issue number and page numbers, but no volume</i></p> <p>Harvey, Fernand. 2014. "Le gouvernement Duplessis l'éducation et la culture, 1944-1959." <i>Les Cahiers des Dix</i>, no. 68 : 169–247.*</p>	<p>Please note: Because the issue number is not in brackets, "no." should be added in front of the number.</p> <p>Note that when there is only a volume and page numbers, the volume is followed by a semicolon and immediately by the page numbers without any space.</p> <p>Note that contrary to the volume number, the issue number is preceded by a comma and there is a space after the semicolon.</p> <p>*This reference was modified to use as an example without volume, but with an issue number.</p>



	Online	Last Name of the author, author's First Name, and 2 nd author's First Name Last Name of the 2 nd author. Date. "Title of the article: Subtitle." <i>Periodical Title</i> volume (issue number): pages. DOI or URL.	Benslimane, Souheil, and David Moffette. 2019. "The Double Punishment of Criminal Inadmissibility for Immigrants." <i>Journal of Prisoners on Prisons</i> 28(1): 44–65. https://uottawa.scholarsportal.info/ottawa/index.php/jpp/article/view/4351 .	Please note: Work titles referenced using the Chicago system need to be capitalized according to heading capitalization rules. When the issue number is a month, it should also be in parentheses. Note that a period is required after the URL when using the Chicago system.
News release	Print	Author or organization. Year. "Title." News release, date.	Saskatchewan Executive Council. 2007. "Government Announces Major Boost to Music and the Arts." News Release, October 4, 2007.	
	Online	Author or organization. Year. "Title." News release, date. URL.	University of Ottawa. 2021. "Paying it forward: uOttawa Alumni Association gifting wellness to students." News release, May 7, 2021. https://media.uottawa.ca/news/paying-it-forward-uottawa-alumni-association-gifting-wellness-students .	
Official/ Government publication	Print	Last Name of the author or organization. Date. <i>Publication</i>	Government of Finland, Prime Minister's Office. 2013. <i>Finland's Strategy for the Arctic Region 2013</i> . Helsinki.	



		<i>Title</i> . Publication no. xxxx [if any] [type of report (if required)]. City, province. Name of the organization, database [if different from author].		
	Online	Last Name of the author or organization. Date. <i>Publication Title</i> . Publication no. xxxx [if any]. City, province. Name of the database. URL.	<p>Statistics Canada. 2017a. <i>Focus on Geography Series, Census. Province of Saskatchewan. Aboriginal Peoples</i>. Catalogue no. 98-404-X2016001. Ottawa, Ontario. Data products, 2016 Census. http://www12.statcan.gc.ca/census-recensement/2016/as-sa/fogs-spg/Facts-PR-Eng.cfm?TOPIC=9&LANG=Eng&GK=PR&GC=47.</p> <p>———. 2017b. “Focus on Geography Series, 2016 Census – Province of Saskatchewan. Population and Dwelling Counts.” https://www12.statcan.gc.ca/census-recensement/2016/as-sa/fogs-spg/Facts-pr-eng.cfm?GC=47&GK=PR&Lang=Eng.</p> <p>———. 2019. “Table 1- International Trade of Culture and Sport Products, by Province and Territory, 2017.” Tables 12-10-0117-01, 36-10-0222-01 and 12-10-0116-01. https://www150.statcan.gc.ca/n1/daily-quotidien/190613/t001b-fra.htm.</p>	Please note: When there is a catalogue number, the title is set in italics, and when there is no catalogue, it is referenced as a webpage so the title is in quotation marks.
Thesis or dissertation	Print	Last Name, First Name. Year of publication. “Title		



		of Thesis or Dissertation.” Kind of thesis or dissertation, University.		
	Online	Last Name, First Name. Year of publication. “Title of Thesis or Dissertation.” Kind of thesis or dissertation, University. URL.		



Appendix 5 – Chicago Notes-Bibliography System

Table 5.1.a. Note References (Chicago Notes-Bibliography System)

Type of reference	Examples	Notes
Two or more subsequent entries by the same author(s).	<p>1. First Name Last Name, <i>Title of Book</i> (Place of publication: Publisher, Year of publication), page number.</p> <p>1. Pierre Anctil, <i>History of the Jews in Quebec</i> (Ottawa: University of Ottawa Press, 2021), 83.</p> <p>2. Pierre Anctil, <i>History of the Jews in Quebec</i>, 179.</p> <p>3. Pierre Anctil, 195.</p> <p>4. Pierre Anctil, 147–152.</p>	<p>Please note: When citing the same source two or more times consecutively, <i>CMOS</i> recommends using shortened citations. In a work with a bibliography, the first reference should use a shortened citation which includes the author's name, the book title, and the page number(s), and consecutive references to the same work may omit the book title and simply include the author and page number.</p> <p>Unlike with the APA system, there is no “p.” before the page number when using the Chicago author-date system.</p>
Unknown date	1. Pierre Anctil, <i>History of the Jews in Quebec</i> (Ottawa: University of Ottawa Press, n.d.), 83.	Please note: When the publication date is unknown, the abbreviation “n.d.” is used (no date). A comma is required between the publisher and n.d.
Two references in the same note	1. Colleen Flood and Bryan Thomas, <i>Modernizing the Canada Health Act</i> (Ottawa: University of Ottawa Press, 2016), 45; Diane Saint-Pierre and Monica Gattinger, <i>Cultural Policy</i> (Ottawa: University of Ottawa Press, 2021), 74.	
Work by two or more authors	1. Michelle Forrest and Linda Wheeldon, <i>Scripting Feminist Ethics in Teacher Education</i> (Ottawa: University of Ottawa Press, 2019), 45.	Please note: Two or more authors should be listed in the order they appear as authors, not necessarily alphabetically.



5.2. Reference Entries for Bibliographies (Chicago Notes-Bibliography System)

Type of document	Elements of Reference	Examples	Notes
Book	Last Name of the author, author's First Name. <i>Title: Subtitle</i> . Place of publication: Publisher, Year of publication.	Barrieau, Nicole. <i>The Culture Sector in Atlantic Canada: Its Economic Impact and Export Potential</i> . Moncton, NB: Canadian Institute for Research on Regional Development, 2004. Picard, Michel. <i>Memoriam</i> . Ottawa: University of Ottawa Press, 2020. ———. <i>Kilis</i> . Ottawa: University of Ottawa Press, 2021.	Please note: The province only needs to be added when the publishing city is not well known. References with the same author should be in chronological order in the reference list. 3 consecutive em-dashes (— ——.) are used to replace the author name(s) when there is more than one work by the same author.
Book with more than one author	Last Name of the author, author's First Name, 2nd author's First Name Last Name of the 2 nd author, and 3 rd author's First Name Last Name of the 3 rd author. <i>Title: Subtitle</i> . ed. number. Vol. number. Publishing city: Publisher, Year of	Barker, Stacey, Krista Cooke, and Molly McCullough. <i>Material Traces of War: Stories of Canadian Women and Conflict, 1914–1945</i> . Mercury History Series, vol. 62. Ottawa: University of Ottawa Press, 2021. Blais, Christian, Gilles Gallichan, Frédéric Lemieux, and Jocelyn St-Pierre. <i>Québec : quatre siècles d'une capitale</i> . Quebec: Les Publications du Québec, Assemblée nationale du Québec, 2008.	Please note: The name of the first author is reversed (Last Name before First Name), but subsequent names are not. Note that when there is a collection, the volume number follows it,



	publication. DOI or URL (if any).		separated by a comma, therefore a capital letter is not required.
Edited book	Last Name of the author, author's First Name, 2nd author's First Name Last Name of the 2nd author, and 3rd author's First Name Last Name of the 3rd author, ed./eds. <i>Title: Subtitle.</i> ed. number. Vol. number. Publisher, Year of publication. DOI or URL (if any).	Girard, Muriel, Jean-François Polo, and Clémence Scalbert-Yücel, eds. <i>Turkish Cultural Policies in a Global World.</i> New York: Palgrave Macmillan, 2018.	Please note: When the author is the editor, add "ed." or "eds." (if more than one) after inserting a comma.
Book chapter	Last Name of the author, author's First Name, 2nd author's First Name Last Name of the 2nd author, and 3rd author's First Name Last Name of the 3rd author, edited by First Name and Name of the ed./eds. <i>Title: Subtitle.</i> ed. number. Vol. number. Publisher, Year of publication. DOI or URL (if any).	Gould, Glenn. "Streisand as Schwarzkopf." In <i>The Glenn Gould Reader</i> , edited by Tim Page, 308–311. New York: Vintage Books, 1984. Harvey, Fernand. "Aux sources des politiques culturelles de l'État québécois de P.-J.-O. Chauveau à Lomer Gouin, 1855-1920." In <i>Autour de l'œuvre d'Yvan Lamonde : colonialisme et modernité au Canada depuis 1867</i> , edited by Claude Couture, Srilata Ravi, and François Pageau, 167–187. Collection Perspectives de l'Ouest. Quebec: Presses de l'Université Laval, 2019. Saint-Pierre, Diane. "Les politiques culturelles du Québec : l'État québécois à l'aube du millénaire." In	Please note: When referencing a chapter, author or editor names are as follows: First Name Last Name of 1st editor and First Name Last Name of 2 nd editor (names not reversed). Please remember to insert a nonbreaking space before colons in French titles.



		<p><i>L'État québécois à l'aube du millénaire</i>, edited by Robert Bernier, 231–259. Quebec: Presses de l'Université du Québec, 2004.</p> <p>———. “La politique culturelle du Québec : bilan et défis.” In <i>Les acteurs, les coalitions et les enjeux</i>, edited by Diane Saint-Pierre and Claudine Audet, 277–319. Quebec: Presses de l'Université du Québec, 2010.</p>	<p>Contrary to the APA system, editor names are entered after the book's title when using the Chicago system.</p>
Website	<p>Author or organization. “Title of webpage.” Name of website, Year of publication. URL.</p>	<p>Google. “Privacy Policy.” Privacy & Terms. Last modified April 17, 2017. https://www.google.com/policies/privacy/.</p> <p>United Nations Educational, Scientific and Cultural Organization (UNESCO). “Convention on the Protection and Promotion of the Diversity of Cultural Expressions.” <i>Legal Instruments</i>. Accessed January 5, 2017. http://www.unesco.org/eri/la/convention.asp?KO=31038&language=E&order=alpha#1.</p>	<p>Please note: “Accessed” followed by the access date should be added for electronic sources, but only when no publication date is available.</p>
PDF	<p>Author or organization. <i>Title: Subtitle</i> (Publication No. [if any]). Name of organization if different from author, Year of publication URL.</p>	<p>Government of Northwest Territories. <i>NWT Aboriginal Languages Framework: A Shared Responsibility</i>, 2017. https://www.ece.gov.nt.ca/sites/ece/files/resources/northwest_territories_aboriginal_languages_framework_-_may_2017.pdf.</p> <p>Roy, Alain. <i>Le patrimoine immobilier de la Nouvelle-France au Québec : évolution des perceptions et jalons contemporains</i>. Communication. Congrès de l'Institut d'histoire de</p>	<p>Please note: Titles of PDF documents should be set in italics.</p>



			<p>l'Amérique française. Montréal, 2000. http://www.memoirenf.cieq.ulaval.ca/Québec/Documents/IHAF2000.pdf.</p> <p>University of Ottawa Press. <i>Spring 2021 Catalogue</i>, 2021. https://press.uottawa.ca/media/wysiwyg/Catalogs/PUO-UOP_Catalogue_printemps-spring_2021-v3-web.pdf.</p>	
Periodical article	Print	<p>Last Name of the author, author's First Name, and 2nd author's First Name Last Name of the 2nd author. "Title of the article: Subtitle." <i>Periodical Title</i>, volume (issue number) (Year of publication): pages.</p>	<p>Bordat-Chauvin, Élodie. "De la mobilisation à l'institutionnalisation : une analyse comparative historique des politiques culturelles au Mexique et en Argentine." <i>Pôle Sud</i> 2 (41) (2014): 49–64.</p> <p><i>Journal references with volume, issue and date or season, and page numbers</i></p> <p>Gattinger, Monica, Diane Saint-Pierre, and Alexandre Couture Gagnon. "Toward Subnational Comparative Cultural Policy Analysis: The Case of Provincial Cultural Policy and Administration in Canada." <i>Journal of Arts Management, Law and Society</i> 38, no. 3 (Fall) (2008): 167–186.</p> <p><i>Journal references with volume and page numbers, but no issue number</i></p> <p>Harvey, Fernand. "Le gouvernement Duplessis l'éducation et la culture, 1944-1959." <i>Les Cahiers des Dix</i> 68 (2014):169–247.</p>	<p>Please note: Because the issue number is not in brackets, "no." should be added in front of the number.</p> <p>Note that when there is only a volume and page numbers, the volume is followed by a semicolon and immediately by the page numbers without any space.</p> <p>Note that contrary to the volume number, the issue number is preceded by a comma and there is a space</p>



			<p><i>Journal references with issue number and page numbers, but no volume</i></p> <p>Harvey, Fernand. “Le gouvernement Duplessis l’éducation et la culture, 1944-1959.” <i>Les Cahiers des Dix</i>, no. 68 (2014) : 169–247.*</p>	<p>after the semicolon.</p> <p>*This reference was modified to use as an example without volume, but with an issue number.</p>
	Online	<p>Last Name of the author, author’s First Name, and 2nd author’s First Name Last Name of the 2nd author. “Title of the article: Subtitle.” <i>Periodical Title</i> volume (issue number) (Year of publication): pages. DOI or URL.</p>	<p>Benslimane, Souheil, and David Moffette. “The Double Punishment of Criminal Inadmissibility for Immigrants.” <i>Journal of Prisoners on Prisons</i> 28(1) (2019): 44–65. https://uottawa.scholarsportal.info/ottawa/index.php/jpp/article/view/4351.</p>	<p>Please note: Work titles referenced using the Chicago system need to be capitalized according to heading capitalization rules.</p> <p>When the issue number is a month, it should also be in parentheses.</p> <p>Note that a period is required after the URL when using the Chicago system.</p>
News Release	Print	<p>Author or organization. “Title.” News release, date.</p>	<p>Saskatchewan Executive Council. “Government Announces Major Boost to Music and the Arts.” News Release, October 4, 2007.</p>	



	Online	Author or organization. “Title.” News release, date. URL.	University of Ottawa. “Paying it forward: uOttawa Alumni Association gifting wellness to students.” News release, May 7, 2021. https://media.uottawa.ca/news/paying-it-forward-uottawa-alumni-association-gifting-wellness-students .	
Official/ Government Publication	Print	Name of the author or organization. <i>Publication Title</i> . Publication no. XX [if any] [type of report (if required)]. City, province. Name of the organization, database [if different from author], Year of publication.	Government of Finland, Prime Minister’s Office. <i>Finland’s Strategy for the Arctic Region 2013</i> . Helsinki, 2013.	
	Online	Name of the author or organization. <i>Publication Title</i> . Publication no. XX [if any]. City, province. Name of the database, Year of publication. URL.	Statistics Canada. <i>Focus on Geography Series, Census. Province of Saskatchewan. Aboriginal Peoples</i> . Catalogue no. 98-404-X2016001. Ottawa, Ontario. Data products, 2016 Census, 2016. http://www12.statcan.gc.ca/census-recensement/2016/as-sa/fogs-spg/Facts-PR-Eng.cfm?TOPIC=9&LANG=Eng&GK=PR&GC=47 . ———. “Focus on Geography Series, 2016 Census – Province of Saskatchewan. Population and Dwelling Counts,” 2016. https://www12.statcan.gc.ca/census-recensement/2016/as-sa/fogs-spg/Facts-pr-eng.cfm?GC=47&GK=PR&Lang=Eng .	Please note: When there is a catalogue number, the title is set in italics, and when there is no catalogue, it is referenced as a webpage so the title is in quotation marks.



			———. “Table 1- International Trade of Culture and Sport Products, by Province and Territory, 2017.” Tables 12-10-0117-01, 36-10-0222-01 and 12-10-0116-01, 2017. https://www150.statcan.gc.ca/n1/daily-quotidien/190613/t001b-fra.htm .	
Thesis or dissertation	Print	Last Name, First Name. “Title of Thesis or Dissertation.” Kind of thesis or dissertation, University, Year of publication.	Croteau, Jean-Philippe. “Les relations entre Juifs de langue française et les Canadiens français selon le <i>Bulletin du Cercle juif</i> , 1954-1968.” Master’s thesis, Université de Montréal, 2000.	
	Online	Last Name, First Name. “Title of Thesis or Dissertation.” Kind of thesis or dissertation, University, Year of publication. URL.	Turk, Ryen. “Prospective Evaluation of the Epidemiology and Microbiology of Surgical Site Infections.” Master’s thesis, University of Guelph, 2013. https://atrium.lib.uoguelph.ca/xmlui/bitstream/handle/10214/7431/Turk_Ryen_201308_Msc.pdf?sequence=1&isAllowed=y	



Appendix 6 – APA (American Psychological Association) System

Table 6.1.a. In-Text References (APA System)

Type of reference	Examples	Notes
	(Flood & Thomas, 2020, p. 145) (2020, chap. 3) (2020, p. 145, para. 4) (2020, p. 145) (2020, p. 145–150)	<p>Please note: If the names of the authors are mentioned in the text, it is not required to repeat them in parentheses. If there is more than one subsequent reference from the same authors, it is also not required to repeat them in the parenthesis reference.</p> <p>Unlike in the Chicago author-date system, a “p.” is required in front of the page number when using the APA system.</p>
Unknown date	(Gattinger & Saint-Pierre, n.d.)	Please note: When the publication date is unknown, the abbreviation “n.d.” is used (no date).
Two references in the same parenthesis	(Flood & Thomas, 2020, p. 145; Saint-Pierre & Gattinger, 2021)	
Work by three authors or more	(Flood et al., 2021)	Please note: Only the name of the first author is listed followed by “et al.”.
Official/ Government Publication	(Ontario, Ministry of Education, 2021)	Please note: In the in-text reference, the province name is followed by a comma, but in the bibliography, it is followed by a period.
Two or more works published by the same author in the same year	(Flood et al., 2021a) (Flood et al., 2021b)	Please note: When there are two or more entries by the same author/organization in the same year, a letter should follow the year.

N. B. The APA reference style should be used with a reference list. Footnote references are not recommended.



Table 6.2.a. Reference Entries for Reference Lists (APA System)

Type of document	Elements of Reference	Examples	Notes
Book	Last Name of the author, author's initial(s). (Date). <i>Title: Subtitle</i> (edition, volume). Publisher. DOI or URL (if any)	Delisle, J. & Fiola, M. A. (2013). <i>La traduction raisonnée : manuel d'initiation à la traduction professionnelle de l'anglais vers le français</i> (3rd edition). University of Ottawa Press. Dubouloz Wilner, C.-J. (2020). <i>Transformative physical rehabilitation: Thriving after a major health event</i> . University of Ottawa Press. Labasse, B. (2020). <i>La valeur des informations : ressorts et contraintes du marché des idées</i> . University of Ottawa Press.	Please note: For French titles, a nonbreaking space is required before the semi-colon, and the following word is lower-cased. Note that the book titles in APA require only the initial capital letter contrary to the Chicago system. The sentence capitalization is only required in journal titles. For publications in the social sciences, initials and last names suffice.
Book with more than one author	Name of the author, author's initial(s), Last Name of the 2nd author, 2nd author's initial(s), & Last Name of the 3rd author, 3rd author's initial(s). (Date). <i>Title: Subtitle</i>	Côté-Lussier, C., Moffette, D., & Piché, J. (Eds.). (2020). <i>Contemporary criminological issues: Moving beyond insecurity and exclusion</i> . University of Ottawa Press. Thifault, M.-C., & LeBel M. (2021). <i>Dérives : une histoire sensible des parcours psychiatriques en Ontario français</i> . University of Ottawa Press.	Please note: When using the APA system, up to 20 authors can be listed in a reference.



	(edition, volume). Publisher. DOI or URL (if any)		
Edited book	Last Name of the author, author's initial(s), Last Name of the 2nd author, 2nd author's initial(s), & Last Name of the 3rd author, 3rd author's initial(s). (Ed./Eds.). (Date). <i>Title: Subtitle</i> (edition, volume). Publisher. DOI or URL (if any)	Côté-Lussier, C., Moffette, D., & Piché, J. (Eds.). (2020). <i>Contemporary criminological issues: Moving beyond insecurity and exclusion</i> . University of Ottawa Press. Lévesque, S., & Croteau, J.-P. (Eds.). (2020). <i>L'avenir du passé : identité, mémoire et récits de la jeunesse québécoise et franco-ontarienne</i> . University of Ottawa Press.	
Book chapter	Last Name of the author, author's initial(s). (Date). Title of chapter: Subtitle. In Last Name of the author, author's initial(s), Last Name of the 2nd author, 2nd author's initial(s), & Last Name of the 3rd author, 3rd author's initial(s). (Ed/Eds.), <i>Title of Book: Subtitle</i> (edition, pages). Publisher. DOI or URL (if any)	Anderson, G. (2021). A spaghetti bowl of investment rules. In Hale, G. & Anderson, G. (Eds.), <i>Canada's fluid borders: Trade, investment, travel migration</i> (p. 64–88). University of Ottawa Press.	Please note: Unlike in the Chicago system, book titles presented in the APA system require only the initial capital letter. Sentence capitalization is only required journal titles.



Website		Author or organization. (Date). <i>Title of webpage</i> . Name of website. URL	University of Ottawa Press. (2016). <i>Home page</i> . https://press.uottawa.ca/?__store=up__eng&__from_store=uop_fr American Psychological Association. (2021). <i>References</i> . APA style. https://apastyle.apa.org/style-grammar-guidelines/references	
PDF		Author or organization. (Date). <i>Title: Subtitle</i> (Publication No. [if any]). Name of organization if different from author. URL	University of Ottawa Press. (2021). <i>Spring 2021 catalogue</i> . https://press.uottawa.ca/media/wysiwyg/Catalogs/PUO-UOP_Catalogue_printemps-spring_2021-v3-web.pdf	
Periodical article	Print	Last Name of the author, author's initial(s). (Date). Title of the article: Subtitle. <i>Periodical Title</i> , <i>volume</i> (number), Pages.	<p>Benslimane, S., & Moffette, D. (2019). The double punishment of criminal inadmissibility for immigrants. <i>Journal of Prisoners on Prisons</i>, 28(1), 44–65.</p> <p>Missing volume number Benslimane, S., & Moffette, D. (2019). The double punishment of criminal inadmissibility for immigrants. <i>Journal of Prisoners on Prisons</i>, (1), 44–65.</p> <p>Missing issue number Benslimane, S., & Moffette, D. (2019). The double punishment of criminal inadmissibility for immigrants. <i>Journal of Prisoners on Prisons</i>, 28, 44–65.</p> <p>Missing page numbers</p>	<p>Please note: The volume number should be italicized.</p> <p>Unlike in the Chicago system, book titles presented in the APA system require only the initial capital letter. Sentence capitalization is only required journal titles.</p>



			Benslimane, S., & Moffette, D. (2019). The double punishment of criminal inadmissibility for immigrants. <i>Journal of Prisoners on Prisons</i> , 28(1).	
	Online	Name of the author, author's initials. (Date). Title of the article: Subtitle. <i>Periodical Title</i> , volume(number), Pages. URL	Benslimane, S., & Moffette, D. (2019). The double punishment of criminal inadmissibility for immigrants. <i>Journal of Prisoners on Prisons</i> , 28(1), 44–65. https://uottawa.scholarsportal.info/ottawa/index.php/jpp/article/view/4351	Please note: The volume number should be italicized. Unlike in the Chicago system, book titles presented in the APA system require only the initial capital letter. Sentence capitalization is only required journal titles. When the issue number is a month, it should also be in parentheses. Note that in the APA system, there is no period after the URL.
Official/ Government Publication	Print	Name of the author or organization. (Date). <i>Title</i> (publication No. xxxx [if any]) [type of report (if required)]. Name of the source [if	Liberal Party of Newfoundland and Labrador. (1996). <i>Ready for a better tomorrow: Platform of the Liberal Party of Newfoundland and Labrador</i> [policy document]. Newfoundland and Labrador. (1980). <i>Comin' to our senses: The report of</i>	Please note: When the information on the type of work and the publication number are not available, the



		different from author].	<i>the Newfoundland and Labrador Task Force on the Arts in Education</i> . [Report]. Queen's Printer.	work type can still be specified, but between square parenthesis.
	Online	Name of the author or organization. (Date). <i>Title</i> (Publication No. xxxx [if any]) [type of report (if required)]. Name of the source [if different from author]. URL	<p>Statistics Canada. (2017a). <i>Focus on geography series, census 2016 – Province of Saskatchewan: Aboriginal peoples</i> (Catalogue No. 98-404-X2016001) [Data products]. http://www12.statcan.gc.ca/census-recensement/2016/as-sa/fogs-spg/Facts-PR-Eng.cfm?TOPIC=9&LANG=Eng&GK=PR&GC=47</p> <p>Statistics Canada. (2017b). <i>Focus on geography series, 2016 census – Province of Saskatchewan: Population and dwelling counts</i> (Catalogue No. 98-404-X2016001). [Data products]. https://www12.statcan.gc.ca/census-recensement/2016/as-sa/fogs-spg/Facts-pr-eng.cfm?GC=47&GK=PR&Lang=Eng</p>	<p>Please note: When the information on the type of work and the publication number are not available, the work type can still be specified, but between square parenthesis.</p> <p>When there are two or more entries by the same author/organization in the same year, a letter should follow the year.</p>
Thesis or dissertation	Print	<p>Published Thesis</p> <p>Last Name of the author, author's initial(s). (Date). <i>Title: Subtitle</i> (Publication No. xxxx) [Dissertation or Thesis, Name of the University]. Database (for published thesis).</p>	Gattinger, M. (2004). <i>Trading interests: Trade policy consultations with the cultural industries sector</i> (Publication No. NQ89889) [Doctoral Thesis, Carleton University, Ottawa]. ProQuest.	<p>Please note: If the name of the city is not included in the name of the University, a comma should be added followed by the city name.</p> <p>For a published thesis, the name of the University</p>



				is included in the square parenthesis, unlike for an unpublished thesis.
	Online	Unpublished Thesis Last Name of the author, author's initial(s). (Date). <i>Title: Subtitle</i> [Unpublished Dissertation or Thesis]. Name of the University. URL	Volpé, P. (2019). <i>À la frontière des mondes : jeunesse étudiante et mouvements d'Action catholique en Acadie de la première moitié du 20e siècle</i> [Unpublished doctoral Thesis]. https://ruor.uottawa.ca/handle/10393/39558	



Appendix 7 – Examples of Manuscript Presentation and Copy Editing

7.1.a. Main Title Page

TITLE



7.2.a. Half-Title Page

TITLE
Subtitle

Author

[For collective works, insert “Edited by” before the author name(s)]

University of Ottawa Press

Year of publication



7.3.a. Sample Table of Contents for a Non-Collective Work in Word

Table of Contents

Dedication

Epigraph

Table of Contents

List of Illustrations or Tables

Foreword

Preface

Acknowledgements

List of Abbreviations

Chronology

INTRODUCTION

CHAPTER 1

Chapter 1 title

1.1. First subsection (do not write “Introduction”)

1.2. Second subsection

CHAPTER 2

Chapter 2 title

2.1. First subsection

2.2. Second subsection



CONCLUSION

Appendix(ces)

Glossary

Notes

Reference List or Bibliography

Index(es)



7.4.a. Sample Table of Contents for a Collective Work in Word

Table of Contents

Epigraph

Abstract

Table of Contents

List of Illustrations

List of Tables

Foreword

Preface

Acknowledgements

List of Abbreviations

Chronology

INTRODUCTION

Name of author(s) (set in italics)

CHAPTER 1

Chapter 1 title

Name of author(s) (set in italics)

1. First level subsection

1.2. Second level subsection

CHAPTER 2



Chapter 2 title

Name of author(s) (set in italics)

2. First level subsection

2.1. Second level subsection

CONCLUSION (must be present if there is an “**INTRODUCTION**”)

Appendix(ces)

Glossary

Reference List or Bibliography

Index(es)



7.5.a. Sample List of Tables in Word

List of Tables

Table 1.1.	Bliss Islands site inventory, cultural components and quantities of flaked lithics
Table 2.1.	Number of artifacts by feature from Augustine Mound
Table 2.2.	Radiometric dates from Metepenagiag Site Complex
Table 4.1.	LA-ICP-MS operating conditions and data-acquisition parameters
Table 5.1.	List of dates directly associated with Protohistoric ceramics
Table 5.2.	Sites studied in depth for this research
Table 5.3.	Radiocarbon dates acquired from Jemseg site vessel lots
Table 5.4.	Flaked-Lithic Materials Identified in the Bliss Islands Prehistoric Assemblages
Table 5.5.	Assemblages Distribution of quartz flaked-stone artifacts from Augustine Mound
Table 6.1.	Pre-Contact copper artifacts and associated archaeological sites
Table 6.2.	Summary of natural sources of copper analyzed for provenance study



7.5.a. Sample List of Figures in Word

List of Figures

- Figure 1.1.** Campaign button 1968: GoGo Trudeau
- Figure 1.2.** Campaign button 1968: Robert F. Kennedy
- Figure 2.1.** Marc Lalonde: Trudeau's "SOB"
- Figure 5.1.** Royal Commission on the Status of Women hearing in Montréal, 1 June 1968
- Figure 6.1.** Canadian newspaper headlines from 16 December 1968
- Figure 6.2.** Resolutions from the Thinkers' Conference
- Figure 7.1.** Kahn-Tineta Horn engages the Hon. Robert Andras, 28 September 1968
- Figure 8.1.** Pierre Juneau arrives as head of the CRTC, *Globe and Mail*, 9 November 1968
- Figure 8.2.** *Globe and Mail*, 23 March 1968
- Figure 9.1.** A Jack McClelland publicity stunt: McClelland with author Aritha van Herk and a Scotiabank official



7.6.a. Sample – General Formatting of Manuscript in Word*

CHAPTER 3

The Art of Formatting a Manuscript:

Methodology

First and Last Names of 1st author, First and Last Names of 2nd author, and First and Last Names of 3rd author

[Include chapter abstract for collective works.]

As outlined, the first paragraph of every chapter and subsection is left aligned.

Starting with the second paragraph, you must add an indent (tab). Do not use the space bar to create your indent as this will create a lot of work for editors, who will have to manually delete these spaces and replace them with a proper indent.

First level Subheading Title [1 – first level subheading]

If the subtitles are not numbered, please make sure to indicate the level between square brackets after each sub-title and highlight it in yellow to make sure the designer will see it.

As presented in this example, the first level subtitles are in bold, the second level are in italics, and the third level subtitles are in roman characters.



If the subtitles are already numbered, for example “*1.2 Contributions of the Labor Movement*”, there is no need to add anything.

Second-Level Subheading Title [1.2 – second level subheading]

As outlined, the first paragraph of every chapter and every subsection is left aligned.

Starting with the second paragraph, you must add an indent (tab). Do not use the space bar to create your indent as this will create a lot of work for editors, who will have to manually delete these spaces and replace them with a proper indent.

First level Subheading Title [2 – first level subheading]

As outlined, the first paragraph of every chapter and every subsection is left aligned.

Starting with the second paragraph, you must add an indent (tab). Do not use the space bar to create your indent as this will create a lot of work for editors, who will have to manually delete these spaces and replace them with a proper indent.

Second-Level Subheading Title [2.2 – second level subheading]

As outlined, the first paragraph of every chapter and every subsection is left-aligned.

Starting with the second paragraph, you must add an indent (tab). Do not use the space bar to create your indent as this will create a lot of work for copyeditors, who will have to manually delete these spaces and replace them with a proper indent.

Third-Level Subheading Title [2.2.1 – Third level subheading]



Subheading titles are in bold, first-level subheading titles are in italics, and second-level subheading titles are in roman.

45

*Please note the example shown above is for the Word document before a manuscript is sent to layout. Once in PDF format, manuscripts vary.



7.8.a. How to Present Tables in a Manuscript in Word

Table 1.1. General Information on Tables

[Insert table 1.1 here]

Source: Manuscript Preparation and Writing Style Guide.

Please note there is no period after the title of a table, but there is one after the source. A paragraph that starts after a table must not be indented.

7.9.a How to Present Figures in a Manuscript in Word

[Insert figure 5.1 here]

Figure 5.1. Caption is in roman.

Source: Manuscript Preparation and Writing Style Guide.

Please note there is a period after the figure caption, as well as after the source. A paragraph following a figure must be indented.



Appendix 8 – Guidelines to Follow Based on Book Series

Series	Reference System	Notes	Reference Entries	Chapter Titles*	Table of Contents	Additional Relevant Information
Biographies and Memoirs	Chicago Notes-Bibliography	Footnotes (bottom of page)	If applicable, short-form references are inserted in footnotes and are accompanied by a bibliography	<ul style="list-style-type: none"> • Left justified • Set in italics 	At the beginning of the book	Title page: <ul style="list-style-type: none"> • Title, author and Press set in italics • Right justified
Canadian Literature Collection (CLC)	Chicago Author-Date	Endnotes Please note: When using the Chicago Author-Date system, only additional information should be inserted in endnotes. Reference entries are included in the text and the Reference List.	If applicable, references are inserted in parentheses in the text and are accompanied by a Reference List			
Canadian Studies	UOP recommends using Chicago Author-Date, but APA can also be used	Endnotes or chapter endnotes (collective works) Please note: When using the Chicago Author-Date or APA systems, only additional information	In-text references accompanied by a Reference List	<ul style="list-style-type: none"> • Centred (laid out by the typesetter) • Set in bold 	At the beginning of the book	



		should be inserted in endnotes/chapter endnotes. Reference entries are included in the text and the Reference List.				
Collection 101	Chicago Notes-Bibliography	Endnotes or chapter endnotes (collective works)	Short-form references are inserted in endnotes/chapter endnotes and are accompanied by a Bibliography. DO NOT insert in-text references (no references should appear in the text).	<ul style="list-style-type: none"> • Centred (laid out by the typesetter) • Set in bold 	At the beginning of the book	If possible, the work should be 101 pages once laid out by the typesetter.
Education	UOP recommends using Chicago Author-Date, but APA can also be used	Endnotes or chapter endnotes (collective works) Please note: When using the Chicago Author-Date or APA systems, only additional information should be inserted in endnotes/chapter endnotes. Reference entries are included in the	In-text references accompanied by a Reference List	<ul style="list-style-type: none"> • Centred (laid out by the typesetter) • Set in bold 	At the beginning of the book	



		text and the Reference List.				
Essays and Fiction	Chicago Notes-Bibliography	Footnotes or endnotes	If applicable, short-form references are inserted in footnotes and are accompanied by a Bibliography	<ul style="list-style-type: none"> • Right justified 	At the beginning of the book	
Health and Society	Chicago Author-Date	Endnotes or chapter endnotes (collective works) Please note: When using the Chicago Author-Date system, only additional information should be inserted in endnotes/chapter endnotes. Reference entries are included in the text and the Reference List.	In-text references accompanied by a Reference List	<ul style="list-style-type: none"> • Centred (laid out by the typesetter) • Set in bold 	At the beginning of the book	
Law, Technology and Media	Chicago Author-Date or McGill for works with legal references	Chicago Author-Date system: additional information should be inserted in endnotes or chapter endnotes (collective works).	Chicago Author-Date system: in-text references accompanied by a Reference List McGill: references are	<ul style="list-style-type: none"> • Centred (laid out by the typesetter) • Set in bold 	At the beginning of the book	McGill Guide for legal references: http://web5.uottawa.ca/www2/rl-lr/eng/legal-citations/1_2-content_form_function.html



		McGill: based on author preference, references can be inserted in the text or in footnotes.	inserted in parentheses in the text or in footnotes and are accompanied by a Bibliography. Please note: For either system, when using in-text references, only additional information should be inserted in endnotes. Reference entries are included in the text and the Reference List.			
Literary Translation	Chicago Notes-Bibliography	Footnotes or endnotes	If the work includes references, short references are inserted in the endnotes/chapter notes and are accompanied by a Bibliography.	• Right justified	At the beginning of the book	
Mercury	Chicago Author-Date	Please note: When using the Chicago Author-Date system, only additional	In-text references accompanied	• Left justified	At the beginning of the book	



		information should be inserted in endnotes/chapter endnotes. Reference entries are included in the text and the Reference List.	by a Reference List			
Perspectives on Translation	Chicago Author-Date	Footnotes Please note: When using the Chicago Author-Date system, only additional information should be inserted in endnotes/chapter endnotes. Reference entries are included in the text and the Reference List.	In-text references accompanied by a Reference List	<ul style="list-style-type: none"> • Centred (laid out by the typesetter) • Set in bold 	At the beginning of the book	
Philosophica	Chicago Notes-Bibliography	Footnotes	If applicable, short-form references are inserted in footnotes and are accompanied by a Bibliography		At the beginning of the book	
Politics and Public Policy (PPP)	UOP recommends using Chicago Author-Date, but APA can also be used	Endnotes or chapter endnotes (collective works)	In-text references accompanied by a Reference List	<ul style="list-style-type: none"> • Centred (laid out by the typesetter) • Set in bold 	At the beginning of the book	



		<p>Please note: When using the Chicago Author-Date or APA systems, only additional information should be inserted in endnotes/chapter endnotes. Reference entries are included in the text and the Reference List.</p>				
Regional Studies	UOP recommends using Chicago Author-Date, but APA can also be used	<p>Endnotes or chapter endnotes (collective works)</p> <p>Please note: When using the Chicago Author-Date or APA systems, only additional information should be inserted in endnotes/chapter endnotes. Reference entries are included in the text and the Reference List</p>	In-text references accompanied by a Reference List	<ul style="list-style-type: none"> • Centred (laid out by the typesetter) • Set in bold 	At the beginning of the book	
Studies in International Development and Globalization	UOP recommends using Chicago Author-Date, but APA can also be used	<p>Endnotes or chapter endnotes (collective works)</p>	In-text references accompanied by a Reference List	<ul style="list-style-type: none"> • Centred (laid out by the typesetter) • Set in bold 	At the beginning of the book	



		<p>Please note: When using the Chicago Author-Date or APA systems, only additional information should be inserted in endnotes/chapter endnotes. Reference entries are included in the text and the Reference List</p>				
<p>21st – Society, History, and Cultures</p>	<p>UOP recommends using Chicago Author-Date, but APA can also be used</p>	<p>Endnotes or chapter endnotes (collective works)</p> <p>Please note: When using the Chicago Author-Date or APA systems, only additional information should be inserted in endnotes/chapter endnotes. Reference entries are included in the text and the Reference List</p>	<p>In-text references accompanied by a Reference List</p>	<ul style="list-style-type: none"> • Centred (laid out by the typesetter) • Set in bold 	<p>At the beginning of the book</p>	

* The alignment referred to in this table is created by the typesetter when the book is being laid out. This will be checked at the proofreading stage of the process.



Appendix 9 – Examples of Issues in Proofreading

9.1.a. Stacking

Stacking consists of three or more lines that begin or end in the same word. All instances must be indicated to the typesetter who will resolve the issue as far as possible.

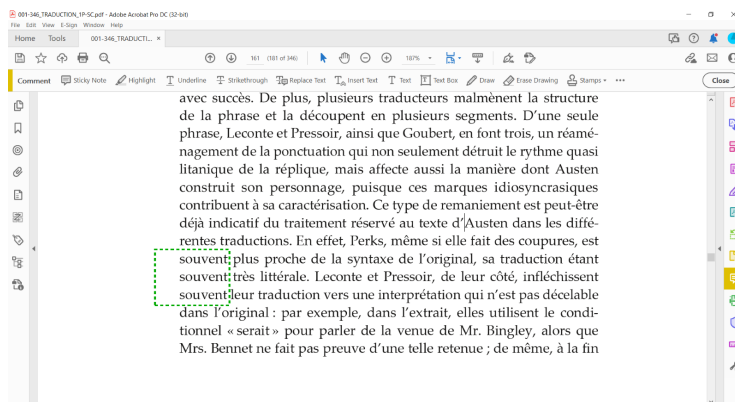


Figure 9. 1. Example of stacking (green box).

Source: Rosemarie Fournier Guillemette, *Traductions et métraductions de Jane Austen : effacement et survivance de la voix auctoriale*, Ottawa University Press, 2022, p. 161.

Anything similar to stacking that might cause a visual issue, as in the following example, must be identified by the proofreader.

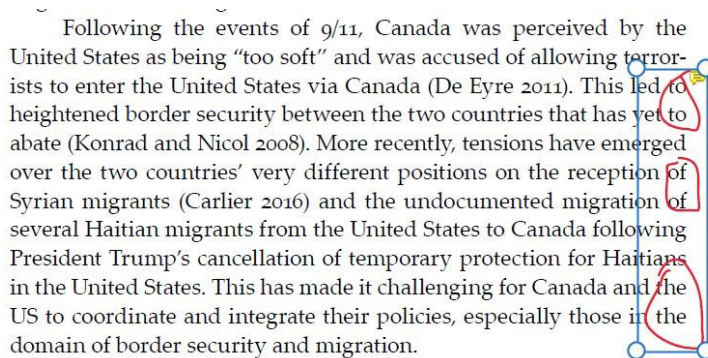


Figure 9.2. Example of stacking (circled in red).

Source: Victor Konrad and Melissa Kelly, eds., *Borders, Culture, and Globalization: A Canadian Perspective*, University of Ottawa Press, 2021, p. 138.



9.2. Widows

A widow is a single line of text at the top of a page. All instances must be indicated to the typesetter who will resolve the issue.

<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus in elit. Praesent tempus, wisi ac pharetra sodales, metus justo auctor massa, id faucibus urna felis id augue. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Curabitur orci lacus, commodo vitae, pretium sit amet, rutrum eget, urna. Praesent tempor rhoncus enim. Duis malesuada. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Sed dui sem, condimentum quis, scelerisque a, tempor id, est. Vivamus quis quam sed risus gravida venenatis. In eget neque a ligula rhoncus pellentesque. Nam vestibulum varius nibh. Aliquam lacus. Aliquam eleifend nulla ut lorem.</p> <p>Sed ut augue ut est ultricies rhoncus. In hac habitasse platea dictumst. Phasellus libero. Etiam tortor velit, varius in, bibendum in, ornare nec, diam. Aliquam tellus. Etiam vitae nibh. Fusce scelerisque pulvinar nisl. Curabitur tristique erat. Maecenas in wisi</p> <p>1</p>	<p>quisque suscipit justo quis orci.</p> <p>Phasellus luctus aliquet leo. In vitae ante nonummy leo vulputate pharetra. Fusce dolor dui, aliquam a, imperdiet et, consequat vitae, diam. In metus est, vehicula eget, vulputate et, accumsan eu, justo. Fusce wisi eros, pellentesque faucibus, viverra vitae, posuere eget, lorem. Sed vitae justo. Morbi erat justo, condimentum</p> <p>Aliquam erat volutpat. Pellentesque leo. Donec tristique adipiscing at, pulvinar vel, felis. Nunc eget felis a est accumsan imperdiet. Proin eget nibh id ipsum vehicula aliquet. Class aptent taciti sociosqu ad litora torquent inceptos hymenaeos. Phasellus tincidunt cursus pede</p> <p>2</p>
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Figure 9. 3. Example of orphan typesetting (highlighted) a so-called widow.

Source: Wikimedia Commons, 2005, <https://commons.wikimedia.org/wiki/File:Orphan-typesetting.png>.

9.3 Orphans

An orphan is a single line of text at the foot of a page. All instances must be indicated to the typesetter who will resolve the issue.

<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse vel mauris. Cras quam tellus, interdum dapibus, mattis eu, pharetra vitae, neque. Nam semper mollis risus. Quisque sollicitudin pellentesque turpis. Aenean blandit, urna nec vehicula sollicitudin, ipsum justo condimentum dolor, vitae feugiat augue leo quis velit.</p> <p>Nunc volutpat, est eget pharetra vulputate, orci nisi consequat felis, vel ultrices turpis pede at purus. Mauris nisi. Nulla fatincidunt sed, mollis sed.</p> <p>Quisque sollicitudin tincidunt</p> <p>8</p>	<p>libero. Donec aliquet leo non tortor. Aenean vel massa quis nunc hendrerit vestibulum.</p> <p>9</p>
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Figure 9. 4. Orphan line (highlighted).

Source: Wikimedia Commons, 2007, <https://commons.wikimedia.org/wiki/File:Orphan-typesetting.svg>.