



## ***Archivaria*** **STYLE GUIDE**

(originally created April 1995; last revised January 2010)

- 1. GENERAL INSTRUCTIONS FOR SUBMITTING MANUSCRIPTS**
- 2. STANDARD REFERENCE SOURCES**
- 3. GRAMMAR AND USAGE**
- 4. SPELLING**
- 5. CAPITALIZATION**
- 6. ABBREVIATIONS AND ACRONYMS**
- 7. PUNCTUATION**
- 8. NUMBERS**
- 9. DOCUMENTATION (INCL. TABLES/CHARTS AND FIGURES/PHOTOGRAPHS)**

## 1. GENERAL INSTRUCTIONS FOR SUBMITTING MANUSCRIPTS

### *Themes*

*Archivaria* is devoted to the scholarly investigation of archives in Canada and internationally. The journal welcomes articles and other submissions exploring the history, nature, and theory of archives, or the use of archives; it aims to be a bridge of communication among archivists, and between archivists and users of archives. Previous issues serve well to indicate the breadth of possible subjects relating to archives: various media and their evolution and characteristics; theoretical problems; practical solutions; new fields of history (and related disciplines), and new kinds of documentation being explored by users; new technological developments; legal and ethical concerns; the history of archives, individual archivists, and archival trends; the analysis of record-keeping practices over time and space; the relationship of archivists to other information management professionals; and much else.

### *Features*

Organized into several departments, *Archivaria* can accommodate various types and lengths of potential submissions:

- *Letters to the Editor*: short rejoinders to previously published material, and communications of new information, corrections, criticisms, etc.
- *Articles*: theoretical and otherwise scholarly treatments of subjects based upon research and/or extensive reflection.
- *Studies in Documents*: scholarly articles on archival documents or bodies of documents, including their origins (context of creation), functions (original, subsequent, and current), structure, evolution, and content.
- *Counterpoint*: argumentative pieces, article-length rejoinders to previous *Archivaria* publications, and trial balloons.
- *Communications*: articles describing developments or events in the Canadian and international archival community, technical information, and descriptions of procedures or practices likely to be of interest to the readers of the journal (excludes shorter notes on these and other topics, which appear in the *ACA Bulletin*).
- *Book Reviews and Notices*: critical assessments of books and other publications judged to contribute to the themes that the journal attempts to explore.
- *Exhibition Reviews*: critical essays assessing the purposes, themes, preparation, presentation, and educational potential of exhibitions of archival documents. Emphasis should be on the analysis of archival and historical issues raised by an exhibition and related publication, using examples from the exhibition to illustrate the author's critical assessment of it.
- *Obituaries*: short biographical pieces memorializing persons who have made a significant contribution to the Canadian archival community.

### *Manuscripts*

Prospective authors are invited to submit manuscripts for consideration in either of Canada's official languages (English and French). Material submitted for publication must be original work

that it is not under consideration for publication elsewhere, and that has not been previously published in its present form. Deadlines for submissions are the end of October for the spring issue and the beginning of June for the fall issue; please consult with the General Editor for details. Qualified readers in a blind peer-review process evaluate all manuscripts, including articles for “Studies in Documents” and “Counterpoint,” and any substantive editorial changes will be cleared with authors before publication.

### **Format and Style:**

Manuscripts should be in electronic form, preferably MS Word, Rich Text Format (RTF), or WordPerfect, with all text and footnotes double-spaced. For text in English, *Archivaria* has adopted the *Chicago Manual of Style* (15th ed., 2003). Authors may wish to consult Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* (6th ed., 1996). In addition, a copy of an in-house specialized style sheet is available to authors on request and through the Association of Canadian Archivists’ website at: <http://archivists.ca/downloads/documentloader.aspx?id=5767>. For text in French, please refer below to the *Avis aux auteurs* section.

When submitting a manuscript for consideration, authors of articles, including review articles, are asked to provide a one-paragraph abstract, as well as a short biographical sketch to be included in the section “Our Contributors” should the manuscript be accepted and scheduled for publication. This biographical sketch should be five to ten lines of typescript, outlining current and past positions in the archival field; an indication of academic background (e.g., citing degrees and institutions, along with area of specialization); any relevant service in the archival field (such as committee or editorial work); and publications of note. For examples of such biographical sketches, please refer to previous issues of *Archivaria*. The biographical note and the abstract should be submitted at the same time as the article

### **Submission Lengths:**

Each submission to *Archivaria* is judged on a case-by-base basis through editorial review and the peer assessment process. While it has not been our practice to place limits on the length of submissions, authors are generally advised that 10–12,000 words is typical for the maximum length of an article. For shorter pieces, such as those found in our “Studies in Documents” or “Communications” sections, the maximum length should be approximately 4,000–4,500 words. Accompanying abstracts should be approximately 150–200 words, while biographical sketches should be no longer than 250 words.

### **Images:**

For publication, *Archivaria* will accept JPEG format, 300 dpi or 1,800 x 1,500 pixel range with a file size in the 500–700 KB range (if using Adobe Photoshop, an 1,800 x 1,500 pixel image saved in medium JPEG compression should create a file in the 500 KB range). Scanned images should be produced from the original photograph in order to ensure the highest possible quality for publication. Digital images should be submitted at the same time as the manuscript on a CD-ROM rather than as an attachment to an electronic mail message; the file title should include the format (i.e., file-title.jpg). Disks should be clearly labelled with the following information: name of author; title of article; images contained on disk; and the hardware used (PC or Macintosh). Please supply *Archivaria* with a hard-copy list of each image.

Note: *Archivaria* does not provide funding to authors for fees associated with reproduction costs or copyright clearance.

### **Rights and Permissions**

At the time of initial submission, prospective authors must provide a written statement of the full nature of any rights and permission requirements that are necessary to use third party material (particularly images) included with their submission, either in print or online. Authors will be

required to confirm in writing that they have acquired all proper permissions prior to the General Editor's formal acceptance of the article for publication.

*Archivaria* reserves the right to refuse to publish any article where rights or licensing agreements related to third party material are time limited or otherwise restrictive of future use.

Authors of manuscripts formally accepted for publication will be asked to sign a rights assignment form warranting that "the material submitted for publication in *Archivaria*, both in its paper and electronic versions, including reproductions of other works (e.g., photographs, maps etc.) does not infringe upon any existing copyright."

For further information about *Archivaria*, including contact information for editorial staff, visit the ACA Web site at <http://archivists.ca/publications/archivaria.aspx>.

## 2. STANDARD REFERENCE SOURCES

When it comes to matters of style, there is no universal right and wrong. Even rules of grammar and use of punctuation change over time. Within a range of rules and proper usage, there is frequently quite a bit of flexibility. It is up to each organization to determine which rules and style it will follow.

The following three reference works have been chosen as the authoritative sources for *Archivaria*:

***The Canadian Oxford Dictionary*. 2<sup>nd</sup> edition. Edited by Katherine Barber. Toronto: Oxford University Press, 2004.**

This valuable dictionary includes not just the spelling and meaning of everyday words, but also has abbreviations, acronyms, and many words unique to Canada. It includes names of significant people, places, and historical events. It will tell you that “Dollard-des-Ormeaux” (city in Quebec) is spelled differently from “Dollard des Ormeaux” (seventeenth-century French soldier stationed at Ville-Marie). It will distinguish between the “North West Company” and the “Northwest Rebellion.” It will show you that “PEI” is upper case with no periods while “Nfld.” is lower case with a terminal period. *Canadian Oxford* should be the first place to look on all matters of spelling, abbreviations, and capitalization.

***The Chicago Manual of Style*. 15<sup>th</sup> edition. Chicago: University of Chicago Press, 2003.**  
**Web site:** <http://www.chicagomanualofstyle.org>.

This is the standard style guide for scholarly work in the humanities. Many people writing for *Archivaria* will be familiar with it, particularly its guidelines on humanities style documentation. It will show you where to put the quotation marks in relation to punctuation, and how to cite numbers in a footnote. However, it is an American book and does not deal with Canadian usage in a satisfactory manner. *Archivaria* uses proofreader’s marks as per page 100.

***A Manual for Writers of Term Papers, Theses, and Dissertations*. Kate L. Turabian, 6<sup>th</sup> edition. Chicago: University of Chicago Press, 1996.**

Some other useful resources on writing and style are the following:

*Editing Canadian English*. 2<sup>nd</sup> edition. Prepared for the Editors’ Association of Canada. Toronto: Macfarlane Walter & Ross, 2000.

*The New Fowler’s Modern English Usage*. Edited by R. W. Burchfield. 3<sup>rd</sup> edition. Oxford: Clarendon Press, 1996.

Strunk, William and E. B. White. *The Elements of Style*. 4<sup>th</sup> edition. Longman: New York, 2000.

Follett, Wilson. *Modern American Usage: A Guide*. New York: Hill & Wang Publishers, 1979.

**For French texts, the editors recommend the following:**

*Larousse* and *Robert* dictionaries

Noëlle Guilloton et Hélène Cajolet-Laganière, *Le français au bureau*, Québec, Publications Québec, Office de la langue française, 6<sup>e</sup> édition, 2005.

Marie-Éva de Villers, *Multidictionnaire des difficultés de la langue française*, Montréal, Québec/Amérique, 4<sup>e</sup> édition, 2003.

*Au féminin : guide de féminisation des titres de fonction et des textes*, Québec, Publications Québec, Office de la langue française, 1991.

What follows in this guide is a basic outline with examples of the style to follow when writing for *Archivaria*. The guide is not meant to be comprehensive in itself. Rather the intent is to provide pointers on some of the more common issues that arise, but authors are still encouraged to consult the authoritative sources directly.

### 3. GRAMMAR AND USAGE

The purpose of *Archivaria* is to educate, explore, and stimulate through the communication of ideas and information to its readers. Clear and concise expression of ideas is a standard on which *Archivaria* assesses suitability for publication. Simple, clear, grammatically correct prose facilitates the communication of ideas. Indeed, the more complicated or abstract the ideas, the greater the requirement for clear, direct, and unpretentious writing. Acronyms should be used sparingly, technical terms defined in simple words, and jargon avoided whenever possible. Authors should also avoid bias concerning ethnicity and race, gender, sexual orientation, and disability in their writing.

There are many good reference books on the rules of grammar. Authors can find a chapter on grammar in the *Chicago Manual of Style*; Strunk and White's *Elements of Style* is also useful.

*Editing Canadian English* includes a good chapter on avoiding bias in a Canadian context. A lengthy "Glossary of Troublesome Expressions" can be found in the *Chicago Manual of Style*.

#### **"A" and "An" before vowels and "h"**

Use "a" rather than "an" before words beginning with vowels or "h" that have a consonant sound (y/h/w), e.g., a eulogy, a historical.

Use "an" only before words with a vowel sound, e.g., an LSAT exam, an MP, an hour.

## 4. SPELLING

The authoritative source for spelling is the *Canadian Oxford Dictionary*. When that source gives more than one variation (such as different British and American spellings), use *Canadian Oxford's* preferred spelling.

*Archivaria* does not use contractions (do not, was not [not don't or wasn't]).

*Archivaria's* preference for some often-used words:

- analyze, analyzing, analysis
- audio tape (two words)
- audiovisual (adj.)
- benefited
- catalogue
- CD-ROM
- centre (verb and noun); centred
- colour
- co-operate; co-operative
- coordinate
- data (singular or plural depends on the sense); data set
- database
- decision making (noun); decision-making bodies (adj.)
- email
- ethnocultural
- et al. (no italics)
- Figure 3
- first-hand (adj.)
- First World War (Canadian and British context)
- focused
- fulfill; fulfillment
- globalization
- hard copy (noun); hard-copy manuscripts (adj.)
- Ibid. (no italics)
- in-depth
- Internet (capitalized)
- intranet (lower case)
- label, labelled, labelling
- licence (noun); license (verb)
- life cycle
- long term but long-term plans (adj.)
- markup
- model, modelled, modelling
- nation-state
- off-line
- off-site
- online
- on-site
- onward (not onwards)
- organization
- percent
- per se (no italics)
- post-colonial
- postmodern; postmodernist
- post-war
- practice (noun); practise (verb)

- pre-war
- program; programmed; programming
- provenance
- recontextualize
- Second World War (Canadian and British context)
- socio-economic
- staff (plural)
- subsection
- supranational
- targeted
- task force
- time frame
- toward (not towards)
- videotape (one word)
- Web; World Wide Web (capitalized)
- website; web page
- World War I; World War II (American context only)
- workload
- workplace
- workplan
- workstation

Archives-related words not in *Canadian Oxford*:

- archives as repository (singular)
- Archives (place; singular)
- Archives (material)
- diplomatics (singular)
- finding aids
- fonds (but when speaking about a specific fonds, use Fonds, e.g., John Turner Fonds)
- macroappraisal
- metadata
- microappraisal
- non-archival
- postcustodial; postcustodialist
- recordkeeping (n.); record-keeping (adj.); recordkeeper
- record-making
- records creator
- records management; records manager
- respect des fonds

## 5. CAPITALIZATION

Many capitalization issues can be resolved quickly and easily by checking the *Canadian Oxford Dictionary*. It includes many personal, geographic, and organizational names. However, where it is not clear whether a personal or geographical name or title should be capitalized, refer to *The Canadian Style*. The general rules and some examples follow.

### **People**

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

Queen Elizabeth II

Prime Minister Martin

Finance Minister Ralph Goodale

Professor Nesmith

Lord Black

Governor General Clarkson

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

Ralph Goodale, Minister of Finance

Ian Wilson, Librarian and Archivist of Canada

Tom Nesmith, professor of archival studies

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

On Wednesday, the Prime Minister made the election call.

The Leader of the Opposition stood on a point of order.

The Deputy Minister brought the matter to her counterparts in the Ministries of Health and Transportation.

On Canada Day, the Queen will be visiting Ottawa.

The Chairman addressed the shareholders with some bad news.

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

The ten provincial premiers attended the summit.

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

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

They sent a petition to the Canadian prime minister.

She made her decision known to her director.

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

(f) Capitalize titles only when they refer to a specific person; do not capitalize a term that refers to a role rather than a person:

The editor of *Archivaria* makes the final article selection.

Canada's governor general lives at Rideau Hall.

### **Government bodies**

(a) Capitalize the titles of international, national, provincial, state, regional and local governments; the titles of government departments and agencies and their organizational subdivisions; the names of boards, committees and royal commissions; and *the Crown* when it means the supreme governing authority:

This brochure was published by the Government of Canada.

The Department of Canadian Heritage is responsible for the program.

The Archives of Ontario used to be part of the Ministry of Culture, Tourism and Recreation

(b) Short forms are normally written in lower case when used in a non-specific sense, when preceded by a possessive, demonstrative or other type of adjective, and when used adjectivally or in an adjectival form:

Our division met to discuss the matter.

The New Brunswick government funded the program.

Adherence to branch policy was cited as the reason.

A committee was struck to investigate the matter.

(c) The word "government" is capitalized when it refers to the political apparatus of a party in power. It is lower case when it refers in a general way to the offices and agencies that carry out the functions of governing:

The Harris Government took Ontario to the right of the political spectrum.

The Liberal Government balanced the budget for the first time in decades.

The Archives of Manitoba is the official repository for historical records of the Manitoba government.

### **Geographic bodies**

(a) Capitalize names of countries, regions, counties, cities, and other geographical entities; capitalize any geographical feature that appears on a map.

(b) Terms used generically are not capitalized.

The Provincial Archives of Alberta is located in the city of Edmonton.

*But:*

As a municipal worker, he gets his paycheque from the City of Edmonton.

(c) For plurals, do not capitalize the generic term unless it comes first:

Many canoes can be seen on Lakes Erie and Ontario during the summer.

The Mackenzie and Fraser rivers both run through British Columbia.

***Question following a colon***

When a question follows a colon, capitalize the first word of the question:

... of the archive: Will the ...?

## 6. ABBREVIATIONS AND ACRONYMS

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

DNA, DVD, IQ, p.m.

### ***Use of caps and periods***

(a) Capitalize the first letter and use a period for abbreviations of titles:

Dr., Lt.-Gov., Mr., Mrs., St., Ste.

(b) Use periods for abbreviations and suspensions that include lower-case letters except those that have become bona fide words:

a.k.a., a.m., Dept., e.g., Ltd., No., Ont., Sask., vol.

*But:* laser, radar, scuba

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

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

Use the same principle when forming abbreviations specific to the archival profession in Canada (for organizations, checking their Web site may help):

BCA, BCAUL, CCA, LAC, RAD, UBC

(d) Use the correct abbreviation for corporate names.

Corporate Web sites are an easy way to check for information on the proper spelling of corporate names. Names of federal government departments and agencies, as well as their acronyms, can be found at [http://www.tbs-sct.gc.ca/pubs\\_pol/sipubs/tb\\_fip/titlesoffedorg\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/sipubs/tb_fip/titlesoffedorg_e.asp). Note that "NA" is the correct abbreviation for "National Archives of Canada" (not "NAC"), although this has now been superseded by "LAC" for "Library and Archives of Canada."

(e) Do not use periods for abbreviations of university degrees:

BA, MA, MAS, PhD

### ***Names with initials***

For names of people where an initial is used, put a space after the initial and period, unless only initials are used:

Pierre E. Trudeau

J.K. Rowling

J.F.K.

W.L.M. King

## 7. PUNCTUATION

The authoritative reference source for punctuation is the *Chicago Manual of Style*. Most Canadian and American sources agree on punctuation, although British style is different, particularly with regards to quotation marks and the placement of punctuation in relation to the closing quotation mark. Follow the style outlined below with regards to quotation marks, the serial comma, and punctuation in lists.

See also instructions on use of periods in abbreviations and acronyms in section 6.

### **Quotation marks**

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

The author notes that original order “is the equivalent of the nineteenth-century German idea of an accessible past – ‘wie es eigentlich gewesen’, Ranke being its best known proponent.”

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

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

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

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

“Where are you going?” he asked.

(e) Footnote numbers are placed outside quotation marks.

“,,, betray the organic integrity of archives by a trendy consumerism.”<sup>1</sup>

### **Possessive apostrophes**

Tibbo and Anderson's; Duranti and Thibodeau's

Roberts's, Boles's

### **N-dashes (–), m-dashes (—)**

In text: use an n-dash with a space on either side:

... records come into existence ... and are set aside – through a record-keeping activity – to support further activities.

*Archivaria* does not use m-dashes.

### **Serial comma**

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

Some recent past editors of *Archivaria* include Sheila Powell, Don Macleod, and Candace Loewen.

*But:*

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

### ***Ellipsis Dots***

*Archivaria* prefers a space on either side when in the middle of a quotation; there is no space when at the beginning of a sentence. Four dots are used at the end of a sentence.

"He went ... and then returned ..." "...She was just leaving."; "at the end of a sentence...."

### ***Setting Apart Quotations***

Generally quotations that are under four lines in length should be included in the text. Those greater than four lines in length are set apart.

### ***Lists***

There is no house style for punctuation within lists. The main point is to be logical and consistent within the list and throughout the manuscript. If commas or semi-colons are used in a vertical list, then the last item should end with a period. Often no punctuation is needed at all. See the *Chicago Manual of Style* for examples.

## 8. NUMBERS

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

### **Numbers in text**

Spell out whole numbers from one to one hundred, round numbers and any number beginning a sentence.

The Humane Society has twenty-two dogs.

There are five thousand cats needing homes.

The dog breeder had 101 Dalmatian puppies.

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

Two hundred and thirteen archivists attended the ACA conference.

*But: 101 Dalmatians* was nominated for a children's award.

### **Consistency**

Despite the general rule above, maintain consistency within paragraphs where the text warrants. For example, if in one paragraph there are several numbers given in numerals, it may be preferable to use numerals for all the numbers.

The results were based on 154 archival repository websites, 106 questionnaire responses, 22 interviews with Canadian archivists, and 250 policy and procedures documents.

### **Inclusive numbers (including citations)**

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

First Number	Second Number	Examples
1–99	Use all digits	3–10, 71–72, 96–117
100 or multiples of 100	Use all digits	100–104, 1100–1113
101 through 109, 201 through 209, etc.	Use changed part only	101–8, 1103–4
110 through 199, 210 through 299, etc.	Use two or more digits as needed	321–28, 498–532, 1087–89, 11564–615, 12991–13001
	<i>But</i> if three digits change in a four-digit number, use all four digits	1496–1504, 2787–2816

Chart adapted from *Chicago Manual of Style*, 15<sup>th</sup> edition, p. 396.

(b) Inclusive roman numerals are always written out in full.

(c) Use an *en* dash (–) not a hyphen (-) to mean up to and including; do not use it if *from* or *between* are used to start a range of numbers.

Note the following instances of inclusive numbers other than pages:

He worked in Calgary from 1954 to 1973.

Queen Anne's War (1702–13)

The Thirty Years War lasted from 1618 to 1648.

The winter of 1900–1901 was particularly harsh.

322–84 AD     *But:* 384–322 BC

children in Grades 4–7

twentieth century; twentieth-century archives; mid-twentieth-century archives; mid-twentieth century

### **Dates**

(a) *Archivaria* prefers the day-month-year format. Note that there are no commas:

27 August 1942

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

The conference was held in June 2003.

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

the thirties (not the Thirties or the “thirties”)

the 1930s (not the 1930's)

the mid-1980s

(d) When using a century as an adjective, use hyphens to link all words that make up the adjective:

“late-nineteenth-century archives” but “late nineteenth century”

“twentieth century” but “twentieth-century archives”

late nineteenth- and early-twentieth-century archives

### **Percentages**

Always use numerals with percentages.

Only 25 percent of archivists attended the conference.

Use the percent sign when in a scientific or technical context, or where numerous percentage figures are used within a text.

## ***Currency***

Currency is usually spelled out unless used in a technical context, where numerous references appear within a text, or for very large numbers. Normally numerals and text should not be mixed.

Ten cents of every dollar is put towards maintenance.

Each author was paid fifty euros.

*But:* \$3 billion

## 9. DOCUMENTATION

Works cited in articles should be referenced in footnotes. *Archivaria* does not publish bibliographies or lists of works consulted. The following examples exhibit what is commonly known as the “humanities style.” Refer to the *Chicago Manual of Style* for many more examples of different types of works, including electronic resources.

The abbreviation for editor is ed., editors is eds. There is no comma following an article that ends in a question mark (e.g., “Who Controls the Past?” *American Archivist*, etc.)

See also inclusive numbers in section 8 above.

### **Books, chapters, and articles (full citation)**

#### *Book with Editor*

Tom Nesmith, ed., *Canadian Archival Studies and the Rediscovery of Provenance* (Metuchen, NJ, 1993).

#### *Book with Author*

Theodore R. Schellenberg, *Modern Archives: Principles and Techniques* (Chicago, 1965), p. 120.

#### *Book: Reprinted*

F. Yates, *The Act of Memory* (1966; repr. London, 1992), p. 66.

#### *Book: Translated*

D. Draaisman, *A History*, trans. Paul Vincent (Cambridge, 1992).

#### *Book: Reprinted and Translated*

S. Muller, *Manual*, trans. (1940) Arthur Levitt (1898; repr. New York, 1968).

#### *Book: Edited and Revised*

John Wigmore, *A Treatise*, ed. and rev. by Peter Tillers, Vol. 1 (Boston, 1983), pp. 14-45.

#### *Book Chapter or Article*

Aldo Leopold, “Some Animals in the Wild,” in *The River*, ed. Susan L. Flader (Chicago, 1995).

#### *Article in Journal*

Kent M. Haworth, “Local Archives: Responsibilities and Challenges for Archivists,” *Archivaria* 3 (Winter 1976–77), pp. 28–39.

Peter Horsman, Eric Ketelaar, and Theo Thomassen, “New Respect for the Old Order: The Context of the Dutch Manual,” *American Archivist*, vol. 66, no. 2 (Fall/Winter 2003), pp. 240–70.

#### *Article in On-line Journal*

Richard J. Cox, “The Great Newspaper Caper: Backlash in the Digital Age,” *First Monday*, vol. 5, no. 12 (December 2000), [http://firstmonday.org/issues/issue5\\_12/cox/](http://firstmonday.org/issues/issue5_12/cox/) (accessed on 7 May 2004).

### **Theses (full citation)**

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

Terry Cook, "Apostle of Empire: Sir George Parkin and Imperial Federation" (Ph.D. diss., Queen's University, 1977).

### ***Unpublished documents (full citation)***

There is no absolute standard on citing unpublished documents nor is there consensus among the international archival community. The preferred practise for *Archivaria* is that footnote and endnote references move from the general to the specific. In other words, start with the repository, then cite the fonds and series title, reference codes (file, volume, box, etc.), and finally the specific item (creator, title, date). The most important point about handling citations is to be consistent within your manuscript.

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

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

Library and Archives Canada, Solicitor General, RG 73, vol. 145, file 1–21–20, "name of article/memo/etc.," page number.

### ***Subsequent citations***

Use "Ibid." (capitalized, no italics) to reference the citation immediately above. Otherwise, use a short title. If only one work by an author is cited in the manuscript, the author's name can be used without the title of the work.

Schellenberg, pp. 145–52.

Haworth, "Local Archives," p. 30.

Bailey, p. 90.

Ibid.

Ibid., p. 6.

Haworth, "The Voyage of *RAD*," pp. 7–8.

Horsman et al., p. 265.

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

### ***Figures/Photographs***

Figures/photographs appear above captions.

**Figure 1: Main Projects.** *Projects are listed in the order they appear. Credit.*

### ***Tables/Charts***

Tables/charts appear below captions; any notes appear below table/chart.

**Table 1: Title of table.**