

Archivaria

The Journal of the Association of Canadian Archivists

STYLE GUIDE

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1. ABOUT THIS STYLE GUIDE

Archivaria's style guide, created in 1995 and updated several times since, evolved from a specialized in-house style sheet that provided authors with brief guidelines on matters of style, source citations, and manuscript submission. What follows are general submission instructions and basic guidelines, with examples of the style to use when writing for *Archivaria*. This guide is not meant to be comprehensive. Rather, the intent is to provide pointers on some of the more common issues that arise. Authors are still encouraged to consult the authoritative sources directly.

2. GENERAL INSTRUCTIONS FOR SUBMITTING MANUSCRIPTS

About *Archivaria*

Archivaria, the journal of the Association of Canadian Archivists (ACA), is devoted to the scholarly investigation of archives in Canada and internationally. Published twice yearly in both print and electronic formats, the journal aims to be a means of communication among archivists and archival scholars and between archivists, users of archives, and others interested in archives and archival practice. Since 1975, the journal has explored a range of topics, including theoretical problems in archival studies; practical solutions; ideas from history and other related disciplines; changing forms and types of documentation; technological developments in information creation and use; legal and ethical concerns; the history of archives; the activities of individual archivists; trends in archival development; changing recordkeeping practices over time; the relationship of archivists to other information management professionals; and much else. All members of the ACA receive *Archivaria* as part of their membership dues. Subscriptions are also available, and reprints of published articles and copies of back issues can be ordered individually. For membership and subscription information, go to www.archivists.ca.

Types of Submissions

Archivaria includes several different sections, accommodating a wide range of submissions of different types and lengths:

- *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 in-depth 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/or content.
- *Counterpoint*: Provocative and challenging pieces, presentations of new arguments or opinions, 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/or 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's newsletter, the *Bulletin*).
- *Book Reviews and Notices*: Critical assessments of books and other publications judged to contribute to the themes explored in the journal.

- *Exhibition Reviews*: Critical assessments of the purposes, themes, preparation, presentation, and educational potential of physical or virtual exhibitions of archival documents. Emphasis should be on the analysis of archival and historical issues raised by an exhibition and/or related publication, using examples from the exhibition to illustrate the author's critical assessment.
- *Obituaries*: Short biographical pieces memorializing individuals who have made a significant contribution to the Canadian archival community.

How to Contact *Archivaria*

All questions regarding submissions, excluding book and exhibition reviews, should be directed to the general editor at general.editor@archivists.ca. Questions relating to book reviews should be directed to the book review editor at book.review.editor@archivists.ca. Questions about exhibition reviews should be directed to the exhibition review editor at exhibit.review.editor@archivists.ca. The *Archivaria* mailing address is *Archivaria*, Suite 1912 – 130 Albert Street, Ottawa, Ontario K1P 5G4. Telephone: 613-234-6977; fax 613-234-8500; email aca@archivists.ca.

Submitting Manuscripts to *Archivaria*

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 is not under consideration for publication elsewhere and that has not been previously published in its present form.

Submissions to *Archivaria* are judged on a case-by-case basis through a rigorous editorial review and peer assessment process. Qualified readers evaluate all manuscripts (including articles for *Studies in Documents and Counterpoint*) through a double-blind peer-review process. Any substantive editorial changes will be cleared with authors before publication. Each author of every article, review, or obituary that is published in *Archivaria* may request a complimentary copy of the journal issue in which his/her piece appears. Complimentary PDFs will also be provided to authors who request them.

Format and Style

The purpose of *Archivaria* is to educate, explore, and stimulate through the communication of ideas and information. Therefore, the writing must be clear, correct, and easy to read. Indeed, the more complicated or abstract the ideas, the greater the requirement for direct and unpretentious prose. Acronyms should be used sparingly, technical terms defined in simple words, and jargon avoided wherever possible. Authors should also avoid unsuitable statements concerning ethnicity and race, gender, sexual orientation, disability, etc.

Sources are to be cited using footnotes as set out in the *Chicago Manual of Style*, 17th ed. (Chicago: University of Chicago Press, 2017) or Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 9th ed. (Chicago: University of Chicago Press, 2018).

Archivaria has developed in-house style guides for authors:

- [The current English version](#)
- For editorial guidelines in French, please refer to the [Guide de rédaction](#)

For issues not addressed in the in-house style guide, *Archivaria* follows the *Chicago Manual of Style*, 17th ed. (Chicago: University of Chicago Press, 2017).

Spelling follows the *Canadian Oxford English Dictionary*, 2nd ed. (Toronto: Oxford University Press, 2004), unless otherwise noted in the list of spelling exceptions for *Archivaria* house style (see pp. 13–15).

Those wishing further guidance in matters of format and style are invited to consult the standard reference works in writing and usage. For writing in English, the editors highly recommend William Strunk, Jr. and E.B. White, *The Elements of Style*, 4th ed. (Essex, Eng.: Pearson New International Edition, 2014). Additional help in achieving clear, direct writing may be found in *The New Fowler's Modern English Usage*, 3rd rev. ed. (Oxford: Oxford University Press, 2004). A useful, albeit somewhat technical, work is *Editing Canadian English*, 2nd ed. (Toronto, 2000).

Submission Procedures

Manuscripts

Manuscripts should be submitted in electronic form as email attachments in MS Word or rich text format (RTF). All text and footnotes should be **double-spaced**. Closing punctuation should be followed by single spaces.

A typical manuscript will not exceed 8,000 to 10,000 words including tables, footnotes, and appendices. Manuscripts that greatly exceed this will be critically reviewed with respect to length. For shorter pieces, such as Studies in Documents, the word count is typically 4,000 to 5,000 words.

Abstract and Biographical Sketch

Along with the manuscript, authors of articles (including articles for Studies in Documents and Counterpoint) are asked to provide one-paragraph abstracts (150–250 words) and short biographical sketches (no longer than 250 words). Biographical sketches should outline the authors' current and past positions in the archival field, their academic background, and any relevant service in the archival field (such as professional committee or editorial work) as well as any publications of note. For examples of abstracts and biographical sketches, please refer to previous issues of *Archivaria*.

Illustrations

Authors are encouraged to include illustrative material (e.g., photos, maps, etc.) in their submissions, as appropriate to the content. Digital copies of these works should be submitted as email attachments at the time of initial submission. (See below for information regarding technical requirements.) Depending on the situation, it may be appropriate for authors to provide low-resolution images with the initial submission and to submit publication-quality copies once the article has been accepted for publication.

Image Checklist

At the time of initial submission, authors must also provide a completed [Author Checklist for the Use of Images in Archivaria](#), which is a list of the illustrative material that the author wishes to use and a complete statement of all rights and permission requirements to use reproductions of works in which the rights are owned by third parties. (See below for information regarding rights and permissions.) *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.

Technical Requirements for Images

For the purposes of publication, *Archivaria* will accept JPEG format, 300 dpi or 1,800 × 1,500 pixel range with a file size in the 500–700 KB range. (If using Adobe Photoshop, an 1,800 × 1,500 pixel image saved in medium JPEG compression should create a file in the 500 KB range.) Whenever possible, scanned images should be produced from the original photograph in order to ensure the highest possible quality for publication.

Rights and Permissions

Authors are responsible for compliance with copyright and intellectual property requirements, including the fair use of quotations. Accuracy in citations is the responsibility of the author, as is conformity with established citation style as outlined above, in the **Format and Style** section.

Authors whose articles include reproductions of works in which the rights are owned by third parties must obtain written permission from the rights holder(s) for the use of such material, and must provide *Archivaria* with copies of all such permissions. *Archivaria* does not provide funding to authors for fees associated with reproduction costs or copyright clearance.

In the case of previously published content about or from Indigenous People, authors should be aware that this content may have been published without proper consent or may not have been reproduced accurately and must consult with the Indigenous People who own this particular cultural property for advice about permission to reproduce.

Authors are required to sign the [Agreement on Authors' Rights and Responsibilities](#), which permits *Archivaria* to publish and disseminate the work in print and electronically. In the same agreement, authors are required to confirm 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.” Authors of manuscripts accepted for publication retain copyright in their work and are able to publish their articles in institutional repositories or elsewhere as long as the piece is posted after its original appearance on *archivaria.ca*. Any reproduction within one year following the date of this agreement requires the permission of the General Editor.

3. STANDARD REFERENCE SOURCES

When it comes to matters of style, there is no universal right and wrong. Within a range of rules and proper usage, there is frequently 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*:

Katherine Barber, ed., *Canadian Oxford Dictionary*, 2nd ed. (Toronto: Oxford University Press, 2004).

This valuable dictionary includes not only the spelling and meaning of everyday words, but also 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” (17th-century French soldier stationed at Ville-Marie). It will distinguish between the “North West Company” and the “Northwest Rebellion.” *Canadian Oxford* should be the first place to look on all matters of spelling, abbreviations, hyphenation, and so on.

***The Chicago Manual of Style*, 17th ed. (Chicago: University of Chicago Press, 2017).**
Website: <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 (please follow the citation style for notes according to chapter 14). However, it does not deal with all issues relevant to Canadian usage.

Kate L. Turabian, ed., *A Manual for Writers of Term Papers, Theses, and Dissertations*, 9th ed. (Chicago: University of Chicago Press, 2018).

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

R.W. Burchfield, ed., *The New Fowler’s Modern English Usage*, 3rd ed. (Oxford: Clarendon Press, 1996).

William Strunk and E.B. White, *The Elements of Style*, 4th ed. (New York: Longman, 2000).

Editors’ Association of Canada, *Editing Canadian English*, 3rd ed. (Vancouver: University of British Columbia Press, 2015).

Gregory Younging, *Elements of Indigenous Style: A Guide for Writing By and About Indigenous Peoples* (Edmonton: Brush Education Inc., 2018).

Quiet Press, *Conscious Style Guide*, accessed June 7, 2020, <https://consciousstyleguide.com/>.

For French texts, the editors recommend the following:

Larousse and *Robert* dictionaries

Noëlle Guilloton et Hélène Cajolet-Laganière, *Le français au bureau*, 7e édition (Québec : Publications Québec, Office de la langue française, 2014).

Marie-Éva de Villers, *Multidictionnaire des difficultés de la langue française*, édition du 30e anniversaire (Montréal : Québec/Amérique, 2018).

Office québécois de la langue française (OQLF), Grand dictionnaire terminologique, <http://gdt.oqlf.gouv.qc.ca/>.

Office québécois de la langue française, Banque de dépannage linguistique, <http://bdl.oqlf.gouv.qc.ca/bdl/index.aspx>.

Conseil international des archives (ICA), Terminologie archivistique multilingue, <https://www.ica.org/fr/terminologie-archivistique-multilingue>.

4. GENERAL GUIDANCE ON STYLE, 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.

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.

A and An before Vowels and H

Use *a* rather than *an* before words that begin with vowels or *h* and have a consonant sound (*y/h/w*), e.g., a eulogy, a historical, a historian, a hotel.

Use *an* only before words with a vowel sound, e.g., an LSAT exam, an MP, an hour ago, an honour, an heir, an archivist.

Miscellaneous

Use *more than* instead of *over* (e.g., more than 100 pages)

Neither John nor Linda's efforts ...

Avoid writing "This essay attempts to explore" or "This paper discusses." Instead, use the word *article* because the work will be a published article.

Keep in mind the international readership. In the text, include place names on first reference to help readers situate institutions that might not be familiar outside Canada. For example, Simon Fraser University should, on first reference, be Simon Fraser University, Burnaby, British Columbia. For universities that have a major city in the name, there is no need to add the province (follow the *CMOS* rules for which cities do not need to be followed by a province/territory/state). Therefore, write University of Toronto and University of London, but Western University, London, Ontario.

In text, on first reference, include the spelled-out provinces/territories/states after the names of cities (if relevant) and towns. (While *CMOS* prefers postal code abbreviations in text as well as in notes, *Archivaria* uses postal code abbreviations *only* in notes). Follow *CMOS* rules about which cities do not need to be followed by a province/state.

In footnotes, Canadian provinces/territories and American states are abbreviated using the two-letter postal abbreviations (e.g., ON, NS; MI, CA); see the lists of abbreviations in *CMOS*. Likewise, Australian states are abbreviated in footnotes (NSW).

5. AVOIDING BIAS

Authors should avoid bias concerning ethnicity and race, gender, sexual orientation, and disability in their writing. *Editing Canadian English* includes general advice on avoiding bias in a Canadian context. A lengthy “Glossary of Problematic Words and Phrases” and a section on “Bias-Free Language” can be found in chapter 5 of the 17th edition of the *Chicago Manual of Style (CMOS)*.

Elements of Indigenous Style (EIS) explains how inappropriate language and style reinforce or perpetuate colonial assumptions and includes a chapter that outlines appropriate terminology that respects Indigenous People and Indigenous ways. The Conscious Style Guide provides a collection of resources for avoiding bias across a wide variety of contexts (e.g., ability and disability; ethnicity, race, and nationality; gender, sex, and sexuality; and socioeconomic status).

Ability/Disability

Use accurate, neutral language to describe people’s disabilities and/or abilities.

Comedian Maysoon Zayid, who has cerebral palsy (*not* cerebral-palsy victim Maysoon Zayid)

Content about Indigenous Peoples in Canada

(a) Use the spelling/name an Indigenous People use for themselves, rather than an anglicized or colonial term. If it is not possible to consult with the Indigenous People named in the work, follow the spelling from an authoritative compilation made in consultation with Indigenous Peoples, such as the following:

- Canadian Association of University Teachers, “Guide to Acknowledging First Peoples & Traditional Territory,” CAUT, n.d., accessed June 5, 2020, <https://www.caut.ca/content/guide-acknowledging-first-peoples-traditional-territory>.
- Xwi7xwa Library, University of British Columbia, “Xwi7xwa Names for BC First Nations,” University of British Columbia Library, September 4, 2019, accessed June 5, 2020, https://xwi7xwa-library-10nov2016.sites.olt.ubc.ca/files/2019/09/B.C.Names_.pdf.

(b) Capitalize “terms for Indigenous identities; Indigenous governmental, social, spiritual, and religious institutions; and Indigenous collective rights” (*EIS*, p. 81).

Potlatch
Traditional Knowledge
Treaty Rights

(c) Use precise, specific descriptions that recognize diversity and distinct identities (see *EIS*, 90).

Eden Robinson, a celebrated Haisla and Heiltsuk novelist and short story writer (*not* Aboriginal author Eden Robinson)

(d) Use active-voice constructions that recognize the agency of Indigenous People rather than passive-voice constructions that suggest Indigenous Peoples are *acted on* – passive recipients of actions (see *EIS*, 76).

“Indigenous Peoples engaged in the new economy of the fur trade,” (*not* “The fur trade swept up Indigenous Peoples in a new economy”) (*EIS*, 76)

(e) Use location markers to describe Indigenous Peoples in Canada, who may not identify as Canadian (see *EIS*, 91), and avoid inappropriate and offensive possessive terms.

The Haida Nation in what is now British Columbia (*not* British Columbia’s Haida Nation)

(f) In content that quotes historical sources, consider explaining references to terminology that may now be recognized as culturally inappropriate (e.g., in a note).

Gender/Pronouns

(a) Ensure that generic references to people are gender neutral, e.g., by using plural antecedents, by omitting or replacing pronouns, or by using the relative pronoun *who* (see *CMOS* 5.255).

Everyone who participated agreed that the survey had addressed their needs.
A researcher who needs access outside of regular operating hours will need to contact the director.

(b) Where sentences cannot logically be recast as plural or otherwise made gender neutral, and in reference to a person who does not identify with a gender-specific pronoun, use *they* and *themselves* as singular, gender-neutral pronouns (see *CMOS* 5.48).

Taylor studied at the University of Toronto, where they completed the master of museum studies program.

6. 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, i.e., the one listed first.

Archivaria does not use contractions (i.e., uses *do not* or *was not*, NOT *don't* or *wasn't*) unless they are in a quotation or in a passage that clearly adopts a non-academic tone.

Archivaria's preference for some often-used words:

- Aboriginal (adj.)
- afterwards
- among
- analog (*not* analogue) versus digital
- analyze, analyzing, analysis
- audio tape (two words)
- audiovisual (adj.)
- backlog
- benefited
- Black (to refer to people) *but* black (colour)
- catalogue
- CD-ROM
- centre (verb and noun); centred
- colour
- co-operate; co-operative
- coordinate
- crowdsourcing
- data (singular or plural depends on the sense); data set
- database
- decision-making (noun); decision-making bodies (adj.); decision makers
- Elder (capitalized)
- email
- ethnocultural
- et al. (no italics)
- exercise
- Figure 3 (for the caption that appears with the figure, *but* figure 3, with a lower case *f* in text; the same rule applies to *table*)
- first-hand (adj.)
- First Nations (Canadian context; always plural as adj.)
- First World War (Canadian and British context)
- focused, focusing; focuses
- fulfill; fulfillment; fulfilled
- globalization
- hard copy (noun); hard-copy manuscripts (adj.)
- honour
- Hudson's Bay Company

- Indigenous (adj., capitalized)
- in-depth
- Internet (capitalized)
- inter-war period *but* inter war (open following a noun)
- intranet (lower case)
- Inuit (adj.; collective noun meaning *the people* does not take an article or the qualifier *people*)
- Inuk (singular noun)
- judgment
- label, labelled, labelling
- licence (noun); license (verb)
- life cycle
- long term *but* long-term plans (adj.)
- markup
- Métis (noun and adj.)
- model, modelled, modelling
- Nation (capitalized as part of the name of a specific Indigenous People)
- nation-state
- off-line
- off-site
- online
- on-site
- onward (not onwards)
- organization
- Parliament
- percent
- per se (no italics)
- post-colonial
- postmodern; postmodernist; postmodernism
- post-war years *but* post war (open after a noun)
- practice (noun); practise (verb)
- pre-war period *but* pre war
- program; programmed; programming
- provenance
- recontextualize
- Second World War (Canadian and British context)
- semi-structured
- socio-economic
- staff (plural)
- subsection
- supranational
- Survivor (capitalized in the context of residential schools)
- targeted
- task force
- time frame
- toward (not towards)

- videotape (one word)
- Web; World Wide Web (capitalized)
- website; web page; web content
- white
- workload
- workplace
- workplan
- workstation
- World War I; World War II (American context only)

Archives-related words not in *Canadian Oxford*:

- archives as repository (singular)
- Archives (singular; if the name of a repository is shortened to Archive after first reference, the capital *A* is necessary to avoid confusion between the use of the word *archive* in a general sense versus the abbreviated name of the repository, e.g., Deseronto Archives; the town supports the need for the Archives; it is a community archive)
- Canadian Archives Summit; the summit
- curation
- deaccessioning
- diplomatics (singular)
- finding aids
- fonds (but when speaking about a specific fonds, use Fonds, e.g., the John Turner Fonds)
- macroappraisal
- metadata
- microappraisal
- non-archival
- postcustodial; postcustodialist
- recordkeeping (n. and adj.); recordkeeper; recordkeeping system
- record-making; record-maker
- records creator
- records management; records manager
- respect des fonds (not in italics)
- *Rules for Archival Description (RAD)* – this and its abbreviation are italicized because it is a published document/standard; other standards, such as *ISAD(G)*, also appear in italics.
- sub-series
- the then–National Archives of Canada

7. 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, when it is not clear whether a personal or geographical name or title should be capitalized, refer to the *Chicago Manual of 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:

Prime Minister Trudeau

Finance Minister Bill Morneau

Professor Nesmith

Governor General Julie Payette

(b) Lowercase such titles when they follow a name, are used in place of a name, or are used in apposition before a name (i.e., “not alone and as part of the name but as an equivalent to it, usually preceded by *the* or by a modifier” [*CMOS* 8.21]):

Bill Morneau, minister of finance

the governor general

the professor Tom Nesmith

former prime minister Mulroney

(c) In biographical sketches of authors and promotional or ceremonial contexts (see *CMOS* 8.20), capitalize specific/special titles and those placed in apposition to a name, except those denoting a profession (think of the latter as a title that more than one person could have, which could be preceded by *an*):

Leslie Weir is the Librarian and Archivist of Canada

Wendy Duff, Dean, Faculty of Information

Laura Millar, archival consultant

(as in, *an* archival consultant, not the only person with this professional title)

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

The 10 provincial premiers attended the summit.

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

She is an assistant professor in the Faculty of Information.

(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 general editor of *Archivaria* makes the final article selection.

Canada's governor general lives at Rideau Hall.

Instructions will come from the governor general's office.

However, if using the title to stand in for the name of an individual, then rule

(c) applies:

On Wednesday, the Governor General will lay a wreath at the memorial.

The chairperson addressed the shareholders with some bad news.

Government Bodies

(a) Capitalize the full 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 lowercased 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 within a Sentence

When a direct question is introduced midsentence, capitalize the first word of the question, whether it is introduced by a comma or a colon (see *CMOS* 6.42).

He posed this question to the study participants: Will the ...?

She asked herself, What have I been doing all this time?

8. 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.

The *with Abbreviations/Acronyms*

Generally, if *the* is part of the name, but not absorbed by the abbreviation, use *the* as if the abbreviation were spelled out:

The NFL comprises 31 teams.

NFL games rarely get postponed owing to inclement weather.

Do you listen to the CBC?

The archivists at LAC ...

In other words, use *the* unless the abbreviation is used as an adjective or unless the abbreviation spelled out would not take a definite article, e.g., Library and Archives Canada/LAC (not “the LAC”).

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.

But Ms

(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 website may help):

BCA, BCAUL, CCA, LAC, *RAD*, UBC

(d) Use the correct abbreviation for corporate names.

Corporate websites 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 <https://www.canada.ca/en/government/dept.html>. 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 (see *CMOS* 10.21)

Academic degrees:

- He received his master's degree/his MLS/a library science degree in 2004 (lower case for generic reference; note the 's).
- He completed a Master of Information Studies degree in 2004 (capitalize the full/official names of degrees in author biographies; note that the word *degree* is lower case and there is no 's on *Master*).

Names with Initials

For names of people where initials are used, do not put spaces between initials:

Pierre E. Trudeau
J.K. Rowling
J.F.K.
W.L.M. King

Abbreviations/Terminology in Footnotes

paragraph = para. (singular and plural)

passim (no italics)

section (this would be abbreviated if it were referring to a section of a statute)

article = art. (singular and plural)

s.v. (“under the word”); (no italics); use before the word referred to

chapter = chap.

compare = cf.

volume = vol.

number = no. (singular); nos. (plural)

no date = n.d.

no place, no publisher, no page = n.p.

et al. (no italics)

and following = 14ff. (page number, no space, then ff.)

editor = ed. / editors = eds.

But note that if the meaning is “edited by,” then *ed.* is always used (never *eds.*), as explained in *CMOS* 14.104.

For example,

See Cindy Patton, “Refiguring Social Space,” in *Social Postmodernism: Beyond Identity Politics*, ed. Linda Nicholson and Steven Seidman (Cambridge: Cambridge University Press), 216–49.

emphasis added by author: “(emphasis added)” at the end of the footnote, within parentheses

emphasis in original: include “(emphasis in original)” at the end of the footnote, within parentheses

Abbreviations in Text

[*sic*]

9. PUNCTUATION/USE OF ITALICS

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 for 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 19th-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 semicolons always follow the closing quotation mark:

what he said”;

what he said”:

However, when used with a footnote number, they are placed before the number:

what he said”:⁵

(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 and parentheses. The only punctuation outside a footnote number is the dash:

“betray the organic integrity of archives by a trendy consumerism.”¹

(as an aside)⁵

document³ – and paper

Possessive Apostrophes

For general rules, follow *CMOS*.

Archivaria makes the following exception for possessives of names: no 's is added to a name that ends in a “z” sound as it would be unpronounceable to add another “z” sound:

Symons' report (not Symons's)

Dodds' article (not Dodds's)

Matthews' notes

archives' own

Harry Jones' donation

the Joneses' donation

But Coutts's (“s” sound allows for 's to be added)

Joint Possession

To show possession by two or more people/nouns, add 's to the last noun:

Tibbo and Anderson's article

However, if a pronoun is used in place of one of the names, both the noun and pronoun must show possession (see *CMOS* 5.22):

Elliot's and my research

En-dashes (-), Em-dashes (—)

In text, use an en-dash with a space on either side to stand for an em-dash:

Records come into existence and are set aside – through a recordkeeping activity – to support further activities.

Serial (“Oxford”) Comma

To facilitate comprehension, separate each item in a series by a comma.

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

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

Ellipsis Points

Ellipsis points (three dots) are used to indicate omission within a quoted phrase or sentence. Use a space on either side of ellipsis points.

To indicate omission between sentences in a quotation, use a period followed by ellipsis points. The use of four dots (a period plus ellipsis) always suggests that one or more intervening sentences have been deleted. In this case, there is no space before the period (or other punctuation) preceding the ellipsis points.

Archivists are faced with pressing tasks every day – tasks made all the more urgent by the real requirements of budgets and resources, and tasks always shaped by the demands of users who expect both valuable services and personal sympathy.... There is precious little time to bring these to fruition and even less time ... for deep discussions of philosophical ideas or their theoretical and practical implications.

When not to use ellipsis points (from *CMOS*, 13.52)

Ellipsis points are normally *not* used (1) before the first word of a quotation, even if the beginning of the original sentence has been omitted; or (2) after the last word of a quotation, even if the end of the original sentence has been omitted, unless the sentence is deliberately incomplete.

Setting Apart Quotations

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

Regarding whether or not a quotation or block quotation begins with a capital or lower case, see the rules in *CMOS* 13.19 and 13.20.

For all quotations, *Archivaria* follows *CMOS* 13.7, “Permissible changes to punctuation, capitalization, and spelling,” and therefore there is no need to indicate changes in capitalization of the first word in a quotation by placing square brackets around the initial letter.

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 semicolons are used in a vertical list, then the last item should end with a period. Often no punctuation is needed at all. See *CMOS* 6.130–6.131 for examples. If a list is included in a paragraph and consists of more than two lengthy or complex phrases, use the following as a model:

Buses carry four types of signals throughout the computer: (1) data (the information carried between main memory, the CPU, and peripherals); (2) power (provides DC power to electronic components on the motherboard); (3) control (the signals to manage the transmission and movement of information between devices connected to the motherboard); and (4) address (carries addresses of data and instructions so that the computer knows the location of the next instruction to be executed ...).

Use of Italics

Complete names of acts are in italics (e.g., *Canada Evidence Act*); for subsequent, abbreviated mentions, use “the Act” or CEA (no italics).

Court cases: *Turner v. Canada*

Conventions: use italics for complete title of a convention (e.g., *Hague Convention*); for subsequent mentions, use “the Convention.”

Do not use italics for collections, but use capital letters: Turner Papers; John Turner Fonds.

10. NUMBERS

The authoritative source for using numbers in text and in citations is the *Chicago Manual of Style* 17th edition; see p. 544.

Numbers in Text

As of July 2015, *Archivaria* has adopted as its general rule what the *Chicago Manual of Style* calls its “alternative rule” (see *CMOS* 9.3).

Spell out only one-digit numbers (one to nine) and use numerals for all others. However, there are exceptions: for example, a number beginning a sentence is spelled out.

The Humane Society has 22 dogs.
Five hundred cats need homes.
This year’s attendance was 213.
Two hundred and thirteen archivists attended the conference.

There were 200,000 documents and 47,000 files. However, only 1,350 documents were available for the 250th anniversary celebrations.

It was 22 degrees Fahrenheit.

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 results were based on 15 archival repository websites, 63 questionnaire responses, 9 interviews with Canadian archivists, 8 interviews with American archivists, and 17 policy and procedures documents.

Inclusive Numbers (including Citations)

(a) Cite inclusive numbers according to the chart below. Always use an en-dash when citing inclusive numbers in text and in footnotes.

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

Table 1: Inclusive numbers. Chart adapted from *Chicago Manual of Style*, 17th edition, pp. 566–67.

(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.

How to type an en-dash:

On a Mac: hold down option and press the hyphen key.

On a PC: hold down Ctrl and press the hyphen key on the number pad.

In text, *Archivaria*, like many publications nowadays, uses the en-dash, with spaces on either side, to stand for an em-dash because em-dashes can look very long.

Note the following instances of inclusive numbers other than pages:

He worked in Calgary from 1954 to 1973.

Never “from/between 1954–1973.”

Queen Anne’s War (1702–13)

The Thirty Years War lasted from 1618 to 1648.

The winter of 1912–13 was particularly harsh.

322–84 CE *But* 384–322 BCE

20th century; 20th-century archives; mid-20th-century archives; mid-20th century

En-dashes are also used in page ranges in citations:

Kent M. Haworth, “The Voyage of *RAD*: From the Old World to the New,”
Archivaria 36 (Autumn 1993): 5–12.

Dates

(a) *Archivaria* prefers the month-day-year format:

August 27, 1942
Spell out months in text and in citations:
October 2, 2013
Journal Title 34 (October 2013)

(b) If using only month-year, do not use a comma, or the word *of*:

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 – *but* late 1980s, early 1980s

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

late-19th-century archives *but* in the late 19th century; mid-19th century

mid-20th-century archives; 20th century; 20th-century archives

late 19th- and early-20th-century archives (use a suspensive hyphen)

by the early 20th century; by the late 18th century

early-21st-century archives

Note that superscripts are not used:

WRONG: 20th century

RIGHT: 20th century

Percentages

Always use numerals with percentages (except at the beginning of a sentence).

Only 8 percent of those surveyed replied yes.

Use the percent sign in a scientific or technical context, or where numerous percentage figures are used within a text (from a survey, for example).

Currency

Follow the general rule for numbers in text:

They budgeted \$3,500 per year.

She paid \$45 for the textbook.

The average is \$2.65 per person.

Registration for the workshop is £75.

Each author was paid 50 euros (spell out *euro* unless there are many instances, in which case the symbol can be used).

Ten cents of every dollar is put toward maintenance (spell out *Ten* because it is at the beginning of the sentence; spell out the word *cents*).

11. SOURCE CITATIONS

General Guidelines

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*, 17th ed., or Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 9th ed., for many more examples of different types of works, including electronic resources.

The abbreviation for “editor” is *ed.* and “editors” is *eds.* when coming after the author at the beginning of the citation. However, when it means “edited by” it is always *ed.* (no *s*) according to *CMOS*, 17th ed. 14.104. For example,

² Nupur Chaudhuri, Sherry J. Katz, and Mary Elizabeth Perry, eds., *Contesting Archives: Finding Women in the Sources* (Urbana, IL: University of Illinois Press, 2010), xiii.

But

⁵ Terry Eastwood, “A Contested Realm: The Nature of Archives and the Orientation of Archival Science,” in *Currents of Archival Thinking*, ed. Terry Eastwood and Heather MacNeil (Santa Barbara, CA: Libraries Unlimited, 2010), 4–21.

In a footnote, there is no comma following an article that ends in a question mark (e.g., “Who Controls the Past?” *American Archivist*, etc.).

However, please note the use of the comma in this shortened citation with a page number (example from *CMOS* 14.96):

⁹ Batson, “How Social Is the Animal?,” 337.

Note that in citations, the place of publication is abbreviated in postal format (e.g. MA, ON, BC, NY). However, in running text, postal abbreviations are not used; instead, on first reference spell out the name of a province (e.g., the archivists at Queen’s University, Kingston, Ontario, ...).

Note: Give an access date for online-only resources only if no publication or revision date can be determined from the source, but do not include one for articles in print/online journals like *Archivaria*, *American Archivist*, etc. If an online journal is offered via a paid service (e.g., Springer), there is no way to include a URL that all readers can access; instead, include a DOI, if there is one.

Note: In footnotes, *American Archivist* appears without *the*). In text, it is “the *American Archivist*” (include *the* but set it in roman with a lower case *t*).

Following *CMOS*, *Archivaria* does not use vol., or p. and pp. in citations unless they are necessary for clarity or if they are placed in brackets in a long explanation in a footnote. (Please note, however, that in the headings of *Archivaria* book reviews, the total number of pages is shown like this: 152 pp.)

See also inclusive numbers in section 8 above.

Examples

Books, Chapters, and Articles (Full Citation)

Book with Editor

³⁵ Tom Nesmith, ed., *Canadian Archival Studies and the Rediscovery of Provenance* (Metuchen, NJ: Scarecrow Press, 1993).

Book with Author

³⁵ Theodore R. Schellenberg, *Modern Archives: Principles and Techniques* (Chicago: University of Chicago Press, 1956), 120.

Book with two Authors

³⁵ John Smith and Ted Williams, ...

Book with Volumes

³⁵ Author(s), title, 12 vols.,

Book with Volume Cited

³⁵ Author(s), title, vol. 5, subtitle of volume (if any),

Book Editions

³⁵ 2nd ed.; 3rd ed.

Book: Reprinted

³⁵ Jacques Barzun, *Simple and Direct: A Rhetoric for Writers*, rev. ed. (1985; repr., Chicago: University of Chicago Press, 1994), 152–53.

Book: Translated

³⁵ D. Draaisma, *Metaphors of Memory: A History of Ideas about the Mind*, trans. Paul Vincent (Cambridge: Cambridge University Press, 2000).

Book: Edited and Revised

³⁵ Propertius, *Elegies*, ed. and trans. G.P. Goold, Loeb Classical Library 18 (Cambridge, MA: Harvard University Press, 1990), 45.

Book Chapter or Article (with Editor)

³⁵ Aldo Leopold, “Some Animals in the Wild,” in *The River of the Mother of God*, ed. Susan L. Flader (Madison: University of Wisconsin Press, 1992).

Article in Journal

³⁵ Kent M. Haworth, “Local Archives: Responsibilities and Challenges for Archivists,” *Archivaria* 3 (Winter 1976–77): 28–39.

³⁵ Peter Horsman, Eric Ketelaar, and Theo Thomassen, “New Respect for the Old Order: The Context of the Dutch Manual,” *American Archivist* 66, no. 2 (Fall/Winter 2003): 240–70.

Article in Online Journal

³⁵ Richard J. Cox, “The Great Newspaper Caper: Backlash in the Digital Age,” *First Monday* 5, no. 12 (December 2000), accessed May 7, 2004, http://firstmonday.org/issues/issue5_12/cox/.

Websites, Blogs, and Social Media (Full Citation)

Web Page (dated)

³⁶ Association of Canadian Archivists, “Code of Ethics and Professional Conduct,” October 18, 2017, https://archivists.ca/sites/default/files/website_files/policy/aca_code_of_ethics_final_october_2017.pdf.

Web Page (undated)

³⁶ “Patent Expert Issues: Nanotechnology,” WIPO: World Intellectual Property Organization, accessed July 29, 2020, <https://www.wipo.int/patents/en/topics/nanotechnology.html>.

Blog Post

³⁶ Michael Geist, “What Open Government Hides,” *Michael Geist* (blog), December 1, 2014, <http://www.michaelgeist.ca/2014/12/open-government-hides-2/>.

Social Media Content

³⁶ Nikki Haley (@Nikki Haley), “UNESCO is among the most corrupt and politically biased UN agencies,” Twitter, January 1, 2019, 5:19 p.m., <https://twitter.com/NikkiHaley/status/1080272354050297857>.

Theses (Full Citation)

³⁷ Catherine Aileen Bailey, “Archival Theory and Machine Readable Records: Some Problems and Issues” (master’s thesis, University of British Columbia, 1988), 17.

³⁹ Terry Cook, “Apostle of Empire: Sir George Parkin and Imperial Federation” (PhD diss., Queen’s University, 1977).

Archival Documents (Full Citation)

There is no absolute standard on citing archival documents nor is there consensus among the international archival community. The preferred practice 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, title, date. The most important point about handling citations is to be consistent within your manuscript.

⁵² 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.

⁵⁵ Archives of Ontario, Macaulay Family Fonds, F 32 (hereafter cited as Macaulay Papers), MS 78, reel 1, James Morrison to Robert Macaulay, June 16, 1788.

⁵⁶ Library and Archives Canada, Solicitor General, RG 73, vol. 145, file 1–21–20, “name of article/memo/etc.,” page number.

Subsequent Citations

After the first full mention of a source in the footnotes, use a “shortened citation” as follows:

- On the second and subsequent references, use only the author’s surname followed by a comma and then the shortened article or book title (usually the main title up until the colon, omitting the subtitle unless it is needed to distinguish between two articles with the same main title). Follow this with a comma and the page or page range, if applicable.
- *Archivaria* does not use *ibid.* to refer to the previous citation. When referring to the last item cited, give the author name only, followed by the page number (even if this is the same page cited in the previous note).
- If there are two authors with the same surname, use the author’s full name to distinguish between the two.

First Time Cited:

⁵⁶ Catherine A. Bailey, “Past Imperfect? Reflections on the Evolution of Canadian Federal Government Records Appraisal,” *Archivaria* 75 (Spring 2013): 5–47.

Subsequent Citations in Same Article:

⁶⁷ Bailey, “Past Imperfect?,” 36.

OR if the whole article is being referenced:

⁷⁶ Bailey, “Past Imperfect?”

First Time Cited:

⁴ Kent M. Haworth, “The Voyage of *RAD*: From the Old World to the New,” *Archivaria* 36 (Autumn 1993): 5–12.

⁹ Kent M. Haworth, “Local Archives: Responsibilities and Challenges for Archivists,” *Archivaria* 3 (Winter 1976/7): 28–39.

Subsequent Citations in Same Article:

³¹ Haworth, “The Voyage of *RAD*,” 7–8.

³⁷ Haworth, “Local Archives”

³⁸ Haworth, 28.

³⁹ Haworth, 28.

⁴⁰ Haworth, “The Voyage of *RAD*,” 10.

First Time Cited:

³² Macaulay Papers, MS 78, reel 5, Commission appointing J.K. Macaulay to be Ensign, March 18, 1863.

Subsequent Citations in Same Article:

³⁷ Macaulay Papers.

Figures/Photographs

Captions appear below figures and photographs. The words *Figure* or *Table* and the number and the colon following are in boldface. The remainder of the caption is in sentence case and roman. If a figure needs to be credited, use *Source*:

Figure 1: Screen shot of the searchable database. Source:

Tables/Charts

Tables/charts appear below captions; any notes (*nota*) appear below table/chart.

Table 1: Title of table.

In text, refer to figures and tables using lower case according to *CMOS*, e.g., “See figure 3 on page 12.”

Epigraphs/Opening Quotations and Abstracts

- Never include a citation in an abstract. This creates problems because abstracts are available individually via *e-Archivaria*, in which case the footnote would be divorced from the abstract.
- Include a brief source note (i.e., author name and title of the work), preceded by an en-dash, on the line following an epigraph.
- If an epigraph requires a footnote (i.e., if the source is not well known), the reference number should follow this source note.
- Treat sources for all epigraphs in the same work consistently.

More on Epigraphs

- Place any opening quotation after the abstracts and before the introduction.
- Justify the text.
- Do not use quotation marks.