University of Calgary Press Style and Documentation Guide

In publishing, the term "style" refers to decisions or principles that provide for consistent forms of capitalization, punctuation, spelling, hyphenation, spacing, and so forth. A publisher's house style is intended to set out preferred forms and decisions, but consistency is the main goal, and is often more important than agonizing over the "correct" decision. Documentation (i.e., scholarly citation and apparatus), however, forms the backbone of scholarly work, and in this realm consistency, accuracy, and completeness are vital.

Style and Documentation
The University of Calgary Press follows the *Chicago Manual of Style* (17th ed.) for formatting and documentation. Notes and bibliography documentation is strongly preferred. Other documentation styles, such as APA or MLA, are welcome if they are the style most often used in your field. Only one documentation style should be used in any given manuscript, whether a monograph or an edited collection.

Spelling
We follow *The Canadian Oxford Dictionary* (2nd ed.) for spelling. Where more than one spelling is given, the first entry (not the alternative spelling) is used. Other English spelling conventions are acceptable if they are uniformly applied throughout a book, and if they are discussed and agreed upon before the completion of the copyediting process.

Alphabetization
Either letter-by-letter or word-by-word alphabetization is acceptable but must be uniformly applied throughout the text.

House Style Particulars

The following notes cover the particulars of the University of Calgary Press house style. For any specific issues not covered here we default to the *CMoS*, but please let us know if you have any questions where the *CMoS* gives multiple acceptable guidelines.

Paragraph Formatting
Ensure all paragraphs appear as they will in the final book—flush left or indented as needed for both main text paragraphs and block quotations. No spaces should be included between paragraphs unless they are meant to be reproduced in the printed book.

Title Page, Table of Contents, and Front Matter
A title page must be included with the final manuscript, and must including the full title and the full name of the author or editor as it is meant to appear in the final, published book.

A table of contents must be submitted with the final manuscript.

Please ensure names of the author or editor, the names of any contributors, the title of the book, and the title of individual chapters have all been correctly expressed in the title page, table of contents, chapter title pages, and in in-text mentions.

A list of abbreviations should be formatted with the abbreviations flush left, followed by one to two tabs as needed, followed by the full definition.

An introduction should not be given a chapter number, and any figures or tables appearing in the introduction should be numbered 0.X

Endnotes and documentation
To insert notes, use Microsoft Word's built-in endnotes feature. All notes will appear as endnotes in the published work.

Tables and figures should not include endnotes. Documentation for these should be provided in the list of illustrations and captions as needed.

, we favour the use of shortened notes over the use of "Ibid." when a single work is cited more than once in immediate succession.

DOI (digital object identifier) URLs are favoured over the browser URL for all electronic publications for which DOIs are available.

URLs should be checked to ensure their accuracy before the submission of the final manuscript. URLs should not appear as hyperlinks, and should be cut and pasted from the browser, not retyped, to ensure accuracy. For websites, follow guidelines regarding access date or page update information per the *CMoS* notes and bibliography documentation guidelines.

If individual chapters carry epigraphs, ensure that these have been formatted consistently with consistent attribution styles applied. Please consider epigraphs carefully, including only those that contribute substantially to the impact of the text. It is the author's responsibility to ensure that any permissions required to reproduce text in an epigraph have been obtained. Please let us know if you have any questions about this process.

For monographs, endnote running heads will be set with the chapter numbers covered on those pages. Should you wish to have your endnote running heads give the page ranges covered by the endnotes on the given pages, please mark these on the second proofs of your book. It is the author's responsibility to ensure the accuracy of these page ranges if they are added to the proofs.

No notes should be included in chapter titles or following the chapter author's name unless it is absolutely necessary and unavoidable. In edited collections, individual chapter acknowledgements should either be gathered in the main acknowledgements or placed in an unnumbered endnote preceding the first endnote in the chapter. Either is acceptable but must be uniformly applied across the text.

Should an edited collection include previously published chapters, notes indicating this should be uniformly placed in the text and uniformly formatted in their attribution and description of the previous publications.

Bibliographies
Bibliographies should include minimal divisions, preferably only between archival and secondary sources. However, additional or different divisions may be acceptable where they are likely to enhance the reader's experience of the text and the navigability of the bibliography. Any further divisions should be discussed in advance of submitting the final manuscript.

Indexes
Indexes prepared by professional indexers or prepared by authors themselves are welcome. If you choose to hire an indexer, you will be responsible for coordinating the indexing according to publication schedule agreed upon by you and the Press, and you will be responsible for compensating the indexer. If you are creating your own index, we recommend starting early, and focusing on creating a robust thematic index that will be useful for your readers. Please consult chapter 16 of the *CMoS* as you begin your indexing process. Run-in style is preferred, but indented is also acceptable. Either letter-by-letter or word-by-word alphabetization is acceptable but must be uniformly applied throughout the manuscript.

Capitalization
Use minimal capitalization—for example: "Dr Smith is a professor of political science at this university."

The manuscript title and chapter titles should be submitted in headline style, not in all-caps, and not in sentence case.

Headline style or sentence style may be used for table titles, but must be applied uniformly across the text, in both the list of tables and table captions.

Numbers and dates

Numbers under one hundred are written out, except for measurements (kg, lbs) and percentages. Note that round numbers over one hundred should be written out, such as twenty-five hundred or one thousand. Exact numbers over one hundred appear as: 152 people; 1,760 buffalo (note the comma in numbers with four digits or more). Exceptions may be made for more technical manuscripts.

En dashes are used in page ranges: 32–47

Use an apostrophe not a single opening quotation mark in year abbreviations: '81

Month-day-year form is preferred: January 1, 1981
When month and day alone are used: January 1
When date alone is used: the first

Date ranges should use en dashes rather than hyphens: 1881–1981 or 1981–91

Please follow the guidelines set out in the *CMoS* regarding inclusive numbers – see 9.61 – and the inclusive year ranges set out in 9.64.

Punctuation

Use of the serial comma is required and should be applied uniformly throughout a manuscript with the exception of quotations where the serial comma was not used in the original text.

When used parenthetically, em dashes are preferred to en dashes enclosed by spaces.

Please remove any Microsoft Word formatted ellipses replacing them with three dots enclosed by spaces and with spaces between: . . .

Please format any numbered lists consistently throughout the work. A period after the number is suggested, but other formats (no punctuation, bracket, colon) are acceptable if applied uniformly throughout the work.

Inches and feet must be marked with unidirectional prime and double prime marks not with quotation marks: ′ and ″

All quotation marks and apostrophes must use curly quotation marks, not unidirectional prime marks: 'x' and "x"

Omit the possessive s on words ending with s: Press'

Illustration Selection

Please consider each figure or table in your manuscript carefully. In scholarly works, we recommend only including figures or tables that will make a strong contribution to the reader's understanding of the text.

Please refer to the final figure and table preparation guidelines for technical requirements.

All figures and tables must be submitted in their final format with the final manuscript. All permissions for third party material should be obtained by this time as well. Exceptions can be made on a case by case basis when discussed with the Press in advance of final manuscript submission, and where the final material is expected to be received during the copyediting process, and where an accurate placeholder for the final material is provided.

Formatting Specifics for Figures and Tables and their Documentation

A list of illustrations should be included for manuscripts with more than five figures and/or tables. A list of captions must be submitted for any manuscripts including one or more figures. Proper documentation must be included in the list of illustration and in the list of captions.

Table titles should begin with the word "Table" followed by the number of the table, followed by a space.

Figure captions should begin with the abbreviation Fig. followed by the figure number, followed by a space.

An introduction should not be given a chapter number, and any figures or tables appearing in the introduction should be numbered 0.X