UOP Author Style Guide

Basics

- **Document**: Word files, double-spaced and use continuous page numbering
- **Font**: Times New Roman 12 point
- **Style**: Chicago Manual of Style, 16th Edition
- **Spelling**: Oxford Canadian Dictionary; in Word, select Tools/Language/English (CAN)
- **Table**: Do not embed codes in Tables of Contents

Documentation Styles

UOP uses two documentation styles as follows:

- **CMS 14**: Notes and Bibliography style consisting of endnotes and a bibliography. As CMS states, this system offers great flexibility and therefore UOP’s choice for our literature and arts related series.
- **CMS 15**: Author-Date References based on parenthetical author-date references (e.g.: Author’s last name and publication date (year only with no intervening punctuation) + page number if needed (preceded by a comma)). The in text citations are complemented by a reference list (‘References’ or ‘Works Cited’) in which the year of publication appears immediately after the author’s name. UOP prefers end of chapter notes and reference lists for collected volumes.

Quotations

It is the author’s responsibility to ensure that all quoted material is correct. In other words:

- Check for accuracy in spelling, punctuation, capitalization, attributes (italics, bold, etc.) and wording;
- Provide full and accurate citation information (author, year of publication, publisher’s name and location, page refs, and note refs if information you are citing is in a note in the original work);
- When citing online material, provide accurate information and the link. Ensure that the link is still active!
- Quotations that run 5 lines or more must be set off as block quotations → separate from paragraph by an extra line, do not use quotation marks, indent at the left and separated from subsequent paragraph by an extra line.
• **Footnotes and endnotes**
  o Create using the Insert/Footnote function in Word. Never create them manually.
  o Place footnotes/endnotes immediately following the quote, and before any other punctuation. Example: “award-winning author”

**Paragraphs**

• Insert tab at the beginning of each paragraph, except those that start the work, a chapter, a section or a subsection.
• Do not create artificial tabs by using the space bar, but rather the tab key.
• Separate paragraphs with one single return, not two.

**Punctuation**

• **Period**: Use single space only; remove all double spaces.
• **All punctuation marks**: Never insert space before punctuation marks.
• **Quotation marks**
  o First level: quotations are set within “double quotation marks”
  o Second level: ‘single quotations marks’ for quotations within quotations.
  o **Quotation marks and punctuation**: place closing quotation marks after these or other marks. Examples: “award-winning author.” “award-winning author;” “award-winning author”

• **Dashes**
  o Em-dash — (no spaces): Use to draw attention to parenthetical content in running text as an alternative to commas [,] or parentheses ( ).
  o En-dash – (no spaces): Use for date and page ranges in notes, bibliographies and reference lists (e.g. 1971–1984; pp. 12–25).

**Typography**

• **Italics**: foreign words, book titles
• **Bold**: use only for the titles and subtitles of your book
• **Underlining**: never use
• **Numbers and years**: the 1960s; the 20th century
• **Acronyms**:
  ▪ Without punctuation: OAC, UNESCO
  ▪ At first occurrence of the name of an organization, write full name followed by acronym in parentheses: Ontario Arts Council (OAC)
Figures and Tables

• Do not embed figures or tables in your manuscript.
• Provide in a separate folder where all figures and tables are collected.
• Do indicate placement of figures and table in the manuscript in square brackets and highlight. Example: [Insert Fig. 1 here].
• Ensure that you include all source information and verify accuracy of the information.
• Images must be 300 dpi or higher.
• Provide captions for figures and tables in a separate Word file, organized by chapter and number (e.g.: Chapter 3, Figure 4.1: Write your caption here.)

Collected volumes

• The manuscript revision process is typically more complex for multi-author volumes.
• The book editor is responsible for coordinating the revisions with contributors, setting deadlines, ensuring a final, standardized presentation, and reviewing all changes.
• Ensure that contributors follow the same UOP style guide and any additional directives you have provided.
• You may need to provide guidance for them to do so, especially if you have contributors from the UK, US or other countries.

Submit your Manuscript

• Prepare the manuscript package by organizing all files in a single folder. The package includes the final version of your manuscript and all accompanying figures, tables or other images, along with the captions document.
• Submit your manuscript package to the acquisitions editor:
  o For small packages: please send by email;
  o For larger packages: please email a Dropbox link;
• The acquisitions editor will:
  o confirm reception of your manuscript within 1 business day;
  o review the package to ensure that the project is production-ready and ensure appropriate follow-ups;
  o provide the package to the Production Department;
  o email the author and the production editor, effectively transitioning the project into production.
Additional resources

University of Ottawa

Academic Writing Help Centre, SASS, University of Ottawa
Writing and Style Guide, Faculty of Social Sciences, University of Ottawa
Writing Guide, Language Services, University of Ottawa
Writing Guides, Faculty of Arts, University of Ottawa

Resources

The Canadian Oxford Dictionary
The Canadian Press Stylebook

The Punctuation Guide
Queen's Law Library – Legal Citation
Termium

Should you require additional details or help with a specific question, please contact the UOP production editor.

Last modified: January 2016

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1 Please note that this is an abbreviated author style guide. A comprehensive revised guide will be available in mid-January.
2 Exceptions may be made for monographs in the field of Law; here we follow the Canadian Guide to Uniform Legal Citation (McGill Guide), 8th edition.
3 Click here to consult The Punctuation Guide, an excellent link for more info on the use of m-dashes.