

# CONTRIBUTORS' STYLE GUIDE

## *LABOUR/LE TRAVAIL*

Athabasca University Press  
c/o Canadian Committee on Labour History  
Peace Hills Trust Tower  
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### A Guide For *Labour/Le Travail* Contributors

#### A. GENERAL REVISION FOR PUBLICATION

As a contributor to *Labour/Le Travail* you are asked to incorporate the rules and usages of our house style in your final copy for the journal. **Please put all submissions into house style.** Your cooperation in this area will make the final preparation of your article for press an easier task with less opportunity for errors. It will also make it more certain that your article will appear in a consistent and pleasing style in its final form.

The copy editor will still carefully edit your contribution for consistency, spelling and usage. However, if everything is left to the editor and copy editor to correct, it is more than likely that they will miss something. When small, enervating matters of style require their constant attention (such as the inversion of dates or the excision of commas from between place and date); they find that serious errors escape their vigilance. These errors must then be picked up and corrected at the page-proof stage when time is short and correction is expensive. When copy editors find obvious errors in the copy, this distracts them and undermines their faith in the copy and leads to more errors, more rancour and the necessity of more corrections.

The more corrections that have to be made at the last stage, the more probable it is that obvious mistakes will escape detection and thus be permanently preserved for posterity in the printed journal.

It is also asked that your final copy be **as clean as possible** when sent to the editor. When correcting or editing your final page-proofs, only the briefest of insertions or deletions should be made. Rewriting, adding and/or deleting footnotes at this stage will require the editor's approval. Our experience has been that the best articles come from the cleanest manuscripts.

Your submission should be submitted via e-mail to [cclh@athabascau.ca](mailto:cclh@athabascau.ca) in **MS Word doc** format.

## FRENCH ARTICLES

- French submissions and footnotes should adhere to French punctuation and style.
- If articles written in English are referenced within the French article then the English punctuation should be maintained within the reference.

Example:

1. Parr, The Gender of Breadwinners, 101 : « For Mildred Hopper, a seamer in the sweater mill, the dispute was not about money: ‘Myself I figured I wasn’t making a bad wage, but then I thought well if you don’t stick together you are not going to get any place either’ ».

## B. BASIC ELEMENTS AND APPEARANCE OF YOUR SUBMISSION

### 1) Inventory of Your Final Submission to the Journal

- i. The article, document, review essay, or review with all necessary notes and documentation.
- ii. All pictures, graphics, or line drawings are to be sent directly to L/LT.  
Email: [cclh@athabasca.ca](mailto:cclh@athabasca.ca)
- iii. A brief biographical description (maximum 35 words)
- iv. An abstract in the language in which the paper is written (maximum 200 words). If possible please provide a translation of the abstract in the other official language.

### 2) Title Page

The only things that should appear on the title page are the title and your name.

### 3) Acknowledgement

Should you wish to include an acknowledgement for all the help you received with your work, and especially funding agencies involved, please do so at the end of your manuscript and title it “Acknowledgement” for clarity during layout, **not as a footnote**. Apply no asterisks, daggers, or other defacing marks or numerals to the title itself.

### 4) Book Reviews

Simple Book Reviews for the journal should conform to the following style:

John Smith, *Jerry on the Job: A Story of Corporate Triumph* (Baltimore: John Hopkins University Press 1978).

The review follows. Blah, blah, shortcomings, but strengths too. My judgement of the book is such and such. Please do more than provide a table of contents. Avoid mundane, mechanical statements such as: the paper was nice but the binding was shoddy, etc. Please put your name and your affiliation at the end of the review.

John Smith  
Athabasca University

**Please do not use footnotes.** The review should neither be entitled, nor set off with introductory poetry, prose, etc.

## 5) Images and Other Illustrations

### i. Image Specs

Provide images as digital files.

#### **Scanning instructions:**

Size: 8x10 images scanned at minimum 300 dpi

Size: smaller than 8x10 images scanned at minimum 500 dpi

Send digital files in jpg or tif formats. Other formats will not be used.

If you have any questions or concerns on sending illustrations electronically, please contact [cclh@athabascau.ca](mailto:cclh@athabascau.ca). **If you do not have the ability to scan images and require us to work with the original, please contact us at: [cclh@athabascau.ca](mailto:cclh@athabascau.ca) to make arrangements for delivery of files.**

### ii. Graphs, charts, or illustrations

MS Word does NOT create print-ready graphics.

All graphics should be submitted as eps or pdf files preferably created in Illustrator or FreeHand (or another Postscript-based graphics program)

### iii. Captions and Credit

Please provide the caption, with the filename of the image, and the credit, at the end of the article.

The preferred location of the image should be clearly indicated in the article and this will be used as a guideline.

The final placement of images will be dictated by the layout.

### iv. Copyright Clearance

Copyright clearance for 3<sup>rd</sup> party materials (i.e. museum photos) for both print and digital publishing must be obtained by the author before submitting the article.

## C. BASIC STYLE

### 1) References

All footnotes are to be included in the article file on the page they appear with numbers superscripted in the text and normal size followed by a period in the footnote at the bottom of the page.

#### i. Books

1. George Smith, *Time and Time Again: A Social History of Leisure in Canada* (New York 1896), 68-9.

Please note that there is **no comma between place of publication and date of publication**. In making subsequent references to the same book, we ask that you use a system of short titles and authors. (e.g. Smith, *Time and Time Again*, 21-3.) Do not use *Ibid* or *op cit*. Use *passim* only when absolutely necessary.

**ii. Articles in collections**

1. George Smith, "Afternoons and After: Towards a Structuralist Analysis of the Cocktail Hour," in Simon Suggs, ed., *The Concept of Time as a Daily Phenomenon* (Cambridge, MA 1974), 62-78.

**iii. Articles in journals**

1. George Smith, "Time's up," *Canadian Times*, 4 (June 1978), 16-38.

**iv. Dissertations, papers, etc.**

1. Sharon Reilly, "The History of the Provincial Workmen's Association, 1879-1898," MA thesis, Dalhousie University, 1979, 68-78.

**v. Manuscript Collections**

1. A.W. Wright to T.V. Powderly, Toronto, 13 March 1887, Powderly Papers (Catholic University of America, Washington).

**vi. Archival Collections**

1. National Archives of Canada (hereafter NAC), Harold Pritchett Papers (hereafter HPP), MG 26, J 1, vol. 20, pp. 18601-3, Harold Pritchett to Arne Johnson, 10 August 1937. Subsequent citations: NAC, HPP, MG 26, J 1, vol. 20, pp. 18601-3, Pritchett to Johnson, 10 August 1937.

**vii. Government Documents**

1. Ontario, Bureau of Industry, *15th Annual Report* (Toronto 1896).

**viii. World Wide Web Sites**

**Article in an electronic journal (ejournal)**

1. Tonya Browning, "Embedded Visuals: Student design in Web Spaces: *Kairos: A Journal for Teachers of Writing in Webbed Environments*, 2 (Spring 1997), <<http://english.ttu.edu/kairos/2.1/features/browning/index.html>> (21 October 1999).

**Newspaper Article**

1. Christopher Wren, "A Body on Mt. Everest, a Mystery Half-Solved," *New York Times on the Web*, 5 May 1999, <<http://search.nytimes.com/search/daily/bin/fastweb?getdoc+site+site+87604+0+wAA+%Ebody%7Eon%7EMPT.%7EEverest%22>> (13 May 1999).

**Government Publication**

1. George Bush, "Principles of Ethical Conduct for Government Officers and Employees," Executive Order 12674, 12 April 1989, pt. 1, <<http://www.usoge.gov/exorders/eo12674.html>> (30 October 1997).

### **Professional Site**

1. Gail Mortimer, *The William Faulkner Society Home Page*, 16 September 1999, <<http://www.utep.edu/mortimer/faulkner/mainfaulkner.htm>> (19 November 1997).

### **ix. Reprints of previously printed books, including subsequent, revised, and expanded editions, etc.**

Phillips Thompson, *The Politics of Labor* (1887; Toronto 1975), 45-56.

### **x. Newspapers**

Toronto Evening News, 6 December 1883; *Canada Labor Courier* (St. Thomas), 4 July 1885 (for general rules, see Chicago 15.67). No page numbers are needed for newspapers.

## **2) Capitalization**

i. All titles, subtitles, and headings should use Title Case (the first letter capitalized). Do not use ALL CAPS for any titles.

ii. Small caps at the beginning of articles will be added during the layout process.

iii. Abbreviations and acronyms should be provided in ALL CAPS.

## **3) Italics**

Italic face is used for a number of particular things in the journal. Use italic rather than underlining for all words that should be italicized.

i. Foreign words

e.g. "The *padrone* system will be referred to for convenience as padronism." NOTE: Words that you coin from foreign words, such as "padronism" in the example above, should be rendered in roman. Words that are now commonly used need not be italicized.

ii. Scholarly latinisms

These should be consistently rendered in italic.

iii. Emphasis in quoted texts

If you feel that the format used by the original author (small caps, bold, caps, or italic) is crucial to an understanding of the quoted passage, include them with specific information as to how they are to be rendered. Italics is appropriate for ordinary emphasis in quoted manuscripts and printed texts.

iv. Your emphasis when added to quoted texts (typically in italics)

It should be indicated that it has been added by you. (Emphasis added) should always follow.

v. Your emphasis when added to your own text

But please, use italics in this regard only when **absolutely** necessary. It is preferable to rewrite the sentence (using a different structure or adding more context) to highlight key points. (Chicago 6.64).

vi. Titles of books, journals, etc.

The guidelines for these are as indicated above in the reference section.

#### 4) Dates

In general dates should be rendered as follows in all usages in the journal:

11 July 1885

April 1887

On 7 April there was snow on the ground

the 1930s

the 20th century

the veterans of 1948

In general do not begin a sentence with a date.

#### 5) Punctuation

i. We use a serial comma. For example: There were longshoremen, carpenters, and coopers at the rally. **Note the comma after carpenters.** (Chicago 5.46-5.48)

ii. All quotation marks are to be placed outside periods and commas.

iii. Ellipses ( ... ) are to be placed in text with a space on either side.

iv. When the end of a sentence is deleted and what remains is still grammatically complete, four dots (a period plus three ellipses dots) are used to demonstrate the omission. (Chicago 10.55)

v. Ellipses are not required before or after an incomplete sentence separately quoted. For example: The International Woodworkers of America took the American Federation of Labor's threat to "give them the sweetest fight of their lives" seriously; indeed, at the IWA's annual convention Harold Pritchett vowed to "fight the labour fakirs" and bring a "new deal to all workers on the west coast." (Chicago 10.61).

vi. Single quotation marks are to be used only when quoting a smaller passage within the body of a larger quotation. (Chicago 10.26). Do not use single quotation marks to indicate the irony or contested meaning of a particular word – double quotation marks will do.

vii. Dashes used to denote a sudden break should appear as an En-dash (medium-length dash) or two hyphens with a space before and after, i.e., Ives, Stravinsky, and Bastok – these were the composers he most admired; *or*, Ives, Stravinsky, and Bastok -- these were the composers he most admired.

viii. Hyphens are to limited in their use and only used when grammatically necessary.

## 6) Numbers

i. The numbers one to twenty should be spelled out. Numbers above that can be rendered numerically. When a combination (where one number is greater than twenty and one is less than twenty) occurs within the bosom of a single sentence, the numbers should be rendered numerically. Also, if a sentence begins with a number, spell it out, regardless of whether it is above or below twenty.

The apprentices were eighteen years old.

The 99 veteran unionists who took part in the strike include 6 bookbinders, 29 printers, and 64 outside agitators.

Nineteen votes were cast in the election.

ii. The same general rules should be used with money. Remember, if the amount is spelled out, spell the currency too (sixteen dollars); if it is rendered numerically, use the symbol (\$25).

iii. All percentages should be rendered numerically. Per cent (**note two words**) should always be spelled out in text and rendered % in tables.

25 per cent (in text)

25 % (in tables)

In text of **French articles**, please use: 25 p. 100

## 7) Organizations and Proper Names

When using the name of an organization in a text, it should be the full name of the organization on the first occasion in which it appears. If the name is to appear more than once and if references to the organization would be confusing if one name were used or unseemly if the whole name were used, an acronym of the organization should follow the first mention within parentheses. For example:

When the Canadian Labour Congress (CLC) was formed, there was great rejoicing throughout the land. The CLC's first major activity was to call for more moderation in rejoicing. (**indicate caps with no periods or spaces between**).

Because consistent nomenclature is important, the various organizations which made up the early labour movement in Canada should be accurately named in your article or review.

Organizations' names should be rendered precisely as they spelled them.

## 8) Spelling

Spelling should conform to the Canadian Oxford Dictionary. Where more than one spelling is given in the Canadian Oxford Dictionary, the first entry (and not the alternate spelling) is used. Canadian spelling includes the following words or word forms:

~ization; ~ize; ~izing

analyze

colour

labour

centre

judgment

theatre

The consonant should be doubled before adding a suffix that begins with a vowel:

compel: compelling, compelled  
control: controllable  
permit: permitted  
travel: travelling, travelled, traveler

## 9) Specific Words and Questions

i. Labor, labour

In general labour should be used in your own text to indicate labour. With proper names, the word should be spelled as it is found in the original (Canadian Labour Congress came after the Knights of Labor. The Canadian Labour Congress has a close fraternal relationship with the American Federation of Labor.) In quoted texts it should be rendered as it was in the original. We thus use Canadian/British spellings of words ending or incorporating "our": colour; neighbourhood; parlour. Also defence **not** defense.

ii. Bonusing, focusing, etc. should be spelled with one s.

iii. Skeptical

iv. Myriad: Use as an adjective, not a noun.

v. *et al.*: Always render in italic (scholarly latinism!) and note the period after *al.*.

vi. 19th century, **not** nineteenth century. Even when using it as a compound adjective such as "19th-century attitude," always render the year in numerals.

vii. When using the word *so-called* to indicate contempt or familiar usage (e.g. the so-called Red Book of Liberal Party policy) there is no need for quotation marks (e.g. the so-called "Red Book"). The use of *so-called* is enough to mark the special usage (Chicago 6.80).

viii. Prime Minister Stephen Harper; the prime minister of Canada; Stephen Harper, the prime minister of Canada. Note the spelling of prime minister.

ix. World War I and World War II, **not** WWI, or the Second World War, or World War Two, or even The Great War for the Fatherland.

x. PhD, MA, BA, USA, CIO, etc., should be rendered as caps with no periods, not as small caps, but just like they are here.

xi. Judgement not judgment, acknowledgement not acknowledgment

xii. Most words such as "organize," "characterize," "proletarianize," "unionize" ending in "ize" are spelled that way in the journal's usage. A list of exceptions of words spelled "ise" is as follows:

advertise	devise	premise
advise	disfranchise	revise
apprise	disguise	supervise
analyse	enfranchise	surmise
chastise	enterprise	surprise
circumcise	excise	televise
comprise	exercise	
compromise	improvise	
demise	incise	
despise	paralyse	

xiii. Words that refer specifically to labour history should be rendered as follows:

workplace  
yellow-dog contract  
speed-up  
slowdown  
an ironclad

xiv. Places: central Canada, eastern Canada, western Canada, the East, the North, the West, etc.

xv. Québec, Montréal, please use French accents when required. Also élite.

xvi. Adjectival and adverbial compounds come in three varieties -- closed ("wartime concessions"), open ("social democratic leader"), and hyphenated ("working-class experience"). In most cases, a good dictionary will indicate which form to use. When in doubt keep the following in mind: a) if the phrase in question offers virtually no risk of misreading, hesitation, or ambiguity it does not require a hyphen for clarification ("much despised political"); b) once you decide on the proper form, stick with it for the entire article or review; c) adverbial compounds that end in "ly" are not hyphenated ("poorly attired man"); and d) L/LT uses the following adjectival compounds specific to labour history – trade-union consciousness, working-class history, blue-collar work, left-wing activist, and Nine-Hour Movement. (Chicago 6.33-6.42, especially table 6.1). Exceptions to this general rule relate to non-hyphenated designations of race/ethnicity: African American; Italian Canadian.

xvii. "a" historical not "an" historical, please

xviii. -re is preferred to -er, in such words as:

centre	manoeuvre
fibre	metre
fibres	theatre

xix. rank-and-file

#### **OTHER ITEMS TO NOTE**

i. after a period ending a sentence please use only 1 space, not 2, between the last and the next sentence.

ii. s' **not** s's

#### **A FINAL MESSAGE**

When in doubt, please consult the most recent edition of *The Chicago Manual of Style on questions of style*, and *The Canadian Oxford Dictionary* for spelling.