

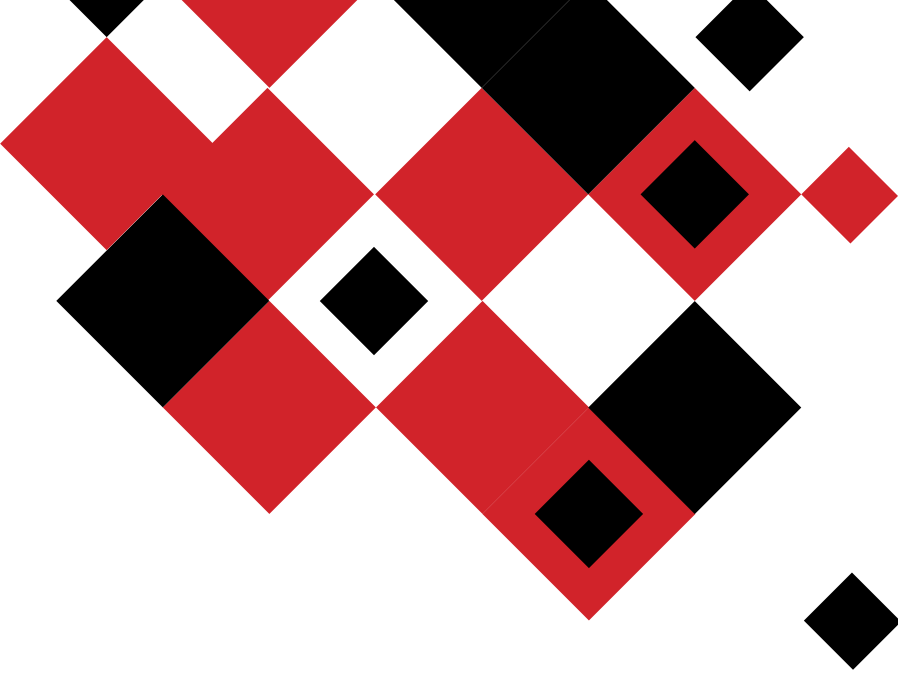
VOLUME 10

STYLE GUIDE

2017–2018



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PUNCTUATION

Quotation Marks

Final periods, commas, always inside quotes, when present (even when then are not truly part of the quote):

*I like "Yesterday," "Hey Jude" and "Eleanor Rigby."
"I think," he said, "that this is so."
"This is so," he said.
He said, "This is so."*

We are quoting what someone said, as a sentence:

*He said, "I believe you are correct."
He said, "This is so."
He said, "It's fine."
He said, "Definitely."
He said, "Noooooooooooooooo!"
A man who muttered "All is lost" fixed me with an angry gaze.
Her comment ("Lan' sakes!") was annoying.*

We are quoting a sound, noise or expression someone said, that we do not intend to represent a sentence:

*He said "oh my!"
He said "oh."
A man muttering "all is lost" was wandering around the yard.*

. . . similarly, naming things:

*She said we were "geeks."
They were named "quanta" by Max Planck.
Yeah, you just keep doing your "laundry."
She said it was "necessary."*

We're saying what someone said, but not actually quoting them:

*She said no.
She said absolutely.*

. . . anything more complex probably requires:

She said it's absolutely true.

We are paraphrasing what someone said, as a sentence. We omit the quotes, because it's not a quotation:

She said, No, she hadn't seen the boy.

We're not paraphrasing or quoting anyone in particular, but voicing, as a sentence, an idea that exists.

We omit the quotes, because it's not a quotation.
The question is, How can it be done?

Slogans on signs aren't quoted but capitalized:
People carried signs saying Join the Revolution.

? and ! must reflect what is actually quoted:

*He said, "Gah!"
You're always saying "huh?"
Did you say "I don't care?"
He said "I don't care!"
Do you like the song "Up!"?
I love the song "How Do You Sleep?"!*

? and ! can replace commas as well as periods:

*"Oh," he said.
"Oh!" he cried.*

Colons, semi-colons outside quotes:

*Here is my "groovy list": A, B, C.
I went back to my "pad"; I ate chips.*

Quotes within quotes:

*"I heard him say, 'Rosebud.'"
"Did you really hear him say 'Rosebud'?"
"You said, 'I heard him say, "Rosebud."'"
' and ' are separated by a thin-space
(Unicode 2009).*

Speech over several paragraphs by same speaker:

*"_____."
"_____."
_____ "_____." <-- (even though it continues)
"_____."*

Accurately reproducing every ! and ? gets complex:

*"Did you really say, 'My gosh!'?"
"Did you hear him say, 'Did you really say, 'My gosh!'?'?"*

. . . so try not to take it this far.

Quotes don't have to have a preceding comma. It depends on whether the quote is intended to start a new narrative voice:

He said, "I like beans." I fell down.

*What he said is important. I fell down in reaction to it.
He said "I like beans." I fell down.*

He said something unimportant, and I fell down for some reason or other.

Apostrophes

Which way does the apostrophe face?

Unless it's an opening quote, it's like this: '

rock 'n' roll

the '90s

'cause I said so

Is it ever correct to use single quotation marks?

(outside of quotes within quotes)

Yes, when giving something a descriptive term, but not suggesting anyone (else) actually calls it that.

Late-night buses are 'ephemeral.'

Hyphens

Hyphens and dashes

- em-dash (option+hyphen)
punctuation
- en-dash (Option+Shift+hyphen)
number ranges
- hyphen (the dash sign)
compound words

That picture — just look — it's crazy.

It's only about 10–20 dpi!

It's Commodore-64-esque impressionist-pointillism!

Em-dash > spaces on each side: It is — I think.

En-dash > no spaces: 10–20

We also use an en-dash for attributive compounds that have spaces:

Hyphen:

water-free campus

(The campus is free of water.)

Hyphen:

bottled water-free campus

(The water-free campus is bottled.)

En-dash:

bottled water–free campus

(The campus is free of bottled water.)

This is a change from last year, when we only used hyphens for the above purposes. This use of en-dashes helps make things a bit clearer. However, we still use hyphens in such attributive compounds that have (existing) hyphens. For example, “Kool-Aid-inspired,” not “Kool-Aid–inspired.” Another thing we don't do is worry about compounds of equal-value words versus compounds of a modifier and a modified word.

Therefore, “love-hate” just gets a hyphen, not an en-dash.

Hyphens or spaces?

REALLY GENERAL RULES (“GUIDELINES”)

Before noun, not after:

It is a full-time job.

The job is full time.

Not when the compound includes an adverb:

This is a plant-friendly business.

This is a botanically friendly business.

...Unless the adverb is “well”:

He is a well-read gentleman.

The gentleman is well read.

The idea of hyphens is to prevent confusion. Their use is kind of flexible. Also flexible for stylistic purposes.

Em-dashes or en-dashes anywhere else?

In story or quotation credits:

In conclusion, this CD is good!

– Jonathan Frisby

In a source header:

BURNABY, B.C. (CUP) — Recently,

Surround with spaces or not?

Kokanee/Phillips

Rolling Rock / Okanagan Springs

2–3 p.m.

9 a.m. – 3 p.m.

Ellipses

Word . . . word. Space before, after, and in

Word . . . between each period.

^ ^

Non-breaking spaces (Unicode 00a0).

Use non-breaking spaces to prevent accidental line breaks in the middle of the ellipsis.

Also allowed:

! . . . or . . . !

? ?

Actually, the rules for ellipses are complex. Different schools of style have different rules.

Typically, the format of the ellipsis varies to reflect what components of a passage were omitted. But the copy editor rarely is sure of this. So we follow this simple style, to be consistent.

Commas

Oxford/Serial Commas (final serial comma in an and/or series): CP says no.

I like bicycles, hats, potatoes, and ink.

I like bicycles, hats, potatoes and ink.

If the meaning is very ambiguous without the Oxford comma, or if it sounds much clearer with the implied pause of an Oxford comma, consider making an exception. CP allows this.

Two opposing schools of thought on commas exist.

1) Syntax provides its own structure. Commas merely supplement it, providing clarification when needed.

2) Commas provide the structure in a sentence, and organize the sentence into phrases of meaning.

School 1 deems the final comma non-essential, and so omits it.

School 2 considers such an omission inaccurate.

In writing that follows school 2, commas always appear consistently, depending on the phrasal structure of the sentence. The commas accurately reflect how the sentence sounds when spoken, and they do a more complete job in making the grammatical structure clear.

In writing that follows school 1, the relationships of the phrases are not explicitly shown, necessarily, and it is up to the reader to interpret, based on the words. Shades of meaning, which would be reflected in intonation when spoken, are lost when certain commas are omitted, and such meaning must be interpreted based on the words and content.

On the other hand, school 1 is more minimalist, spare, arguably cleaner looking. Generally, writing that is simple and to the point lends itself well to school-1 comma usage.

For news stories, aim for the school-1 idea. For creative writing pieces, however, something closer to school 2 might be better — though it depends on the author's particular style.

Certainly, if the author of a non-news story seems to be using commas to convey some meaning or effect, don't take them out.

But the Oxford comma rule applies to everything. It's a concession to consistency.

Parentheses

Period inside only when the whole sentence is in parentheses:

I ate some fish (unfortunately).

I ate some fish. (It was salmon.)

SPELLING

-our words

NB: When word has long suffix, -our often changes to -or.

colour — *coloration*

labour — *laborious*

vigour — *vigorous*

rigour — *rigorous*

humour — *humorous*

honour — *honorary*

honourable

rancour — *rancorous*

fervour *harbour*

neighbour *odour*

-ould/-oult words

mould = *fungus*

mold = *shape holder*

moult = *shed hair / feathers*

-ous words

phosphorus

mucus

BUT *mucous* is also a word
(= "mucus-y")

raucous

-se vs. -ce words:

license (V)

licence (N)

practise (V)

practice (N)

advise (V) *advice* (N)

supercilious *incense*
defence *absence*

-ze vs -se words:

analyze *analysis*
realize *advertise*
baptize *cosy*

legalize *globalize*
criticize *localize*
francization *ostracize*
emphasize

Final -e dropped:

desire *desirable*
forgive *forgivable*
move *movable*
size *sizable*
reverse *reversible*
presume *presumable*
assume *assumable*
use *usable*
barbecue *barbecuing*
ride *riding*
guide *guidance*

dye *dyeing*
canoe *canoeist*
fine *fineable*
true *truly*
notice *noticeable*
like *likeable*

-y turns to -i:

—y + — → —i—

—y + i → —yi—

party + s → *parties*

try + s → *tries*

party + ing → *partying*

try + ing → *trying*

Final -dge:

fudge *Fudgsicle*
acknowledge *acknowledgment*
fridge *refrigerator*
knowledge *knowledgeable*
judgment

Silent e?

blond (for masculine — *blonde* for feminine)
pricey

Final -s plural:

gas ... *gases*
minus ... *minuses*
bus (N) ... *buses*
[*bus* (V) ... *busses*]

-ence vs -ance:

VERY GENERALLY, -ence is the result of the verb, and -ance is the phenomenon of the verbing. Final single consonant is occasionally doubled.

refer → *reference*

occur → *occurrence*

-o / -i plurals

avocados *chilies*
banjos *buffaloes*
cappuccinos *mosquitoes*
Eskimos *potatoes*
ghettos *tomatoes*
gigolos *volcanoes*
kimonos *mangoes*
provisos *heroes*
yo-yos *virtuosos*

Latin words that keep their old plurals:

alumnus (s / m) → *alumni* (p / m, m+f)

alumna (s / f) → *alumnae* (p / f)

datum → *data*

bacterium → *bacteria*

paramecium → *paramecia*

amoeba → *amoebae*

radius → *radii*

-re and other French inheritances:

sombre

centre, centring

litre, millilitre, ...

metre, kilometre, ...

meter (like parking meter)

theatre

cheque

Words with ae and oe that are pronounced “a” and “e”:

Although CP never uses ae/oe spellings, we still do for some words.

aesthetic (YES) *esthetic* (NO)

archaeology (YES) *archeology* (NO)

But we agree with CP on words like:

diarrhoea (NO) *diarrhea* (YES)

foetus (NO) *fetus* (YES)

encyclopaedia (NO) *encyclopedia* (YES)
poediatrician (NO) *pediatrician* (YES)

Re- prefix:

(avoid having a double e)

re-establish, *re-enact*, *re-elect*, *re-enlist*, *re-evaluate*
re-enter, *re-entry*, *re-examine* . . .

readmit, *reassess*, *reinforce*, *reinstate*, *reissue*, *reopen*,
reorganize, *reunite*, *reuse*, *regain*, *reroute*, *rerun*

re-cove vs. *recover*
re-lay vs. *relay*
re-sign vs. *resign*

NB: re- + occur → recur

Co- prefix:

(avoid having a double o)

co-operate, *co-ordinate*, *coexist*, *coed*

often, but not always, co-NOUN:

co-author, *co-chair*, *co-host*
coadjutor

French loanwords: accents?

café *vis-a-vis*
resumé *cliché*

-ery vs. -ary

As pronounced.

These are frequently spelled wrong:

cemetery *granary*

-er, -ar vs. -or:

-or: inconsistent historical convention for words of Latin origin:

editor, *inspector*, *director*, *narrator*

-er / -ar: for any English word that does not use -or by convention:

recorder, *writer*, *performer*, *eater*, *singer*, *employer*,
lawyer, *speaker*, *reporter*, *teacher*, *protester*, *beggar*, *liar*,
burglar

Meshed-together words

misspell *dumbbell* *roommate*
pastime *threshold*

able vs. -ible:

Easily confused:

collectible *responsiblee* *eligible*
acceptable *changeable* *noticeable*

-ly, -ily, -ally:

ADJ ADV

— → —ly

—y → —ily

—al → —ally

exception: *basic* → *basically*

-al/-ally:

Final single consonant
is NOT doubled:

occasion → *occasional*

Surprising vowel choices:

<i>benefit</i>	<i>citizen</i>	<i>criticize</i>
<i>definite</i>	<i>detriment</i>	<i>discipline</i>
<i>emanate</i>	<i>liquefy</i>	<i>medicine</i>
<i>minuscule</i>	<i>murmur</i>	<i>optimism</i>
<i>optometrist</i>	<i>privilege</i>	<i>repetition</i>
<i>ridiculous</i>	<i>sacrifice</i>	<i>separate</i>
<i>Okanagan</i>	<i>psychedelic</i>	<i>pyjamas</i>

ie vs. ei:

<i>foreign</i>	<i>eight</i>	<i>neighbour</i>
<i>rein</i>	<i>either</i>	<i>neither</i>
<i>leisure</i>	<i>atheist</i>	<i>caffeine</i>
<i>weird</i>	<i>receive</i>	<i>perceive</i>
<i>height</i>	<i>ceiling</i>	

<i>achieve</i>	<i>believe</i>	<i>chief</i>	<i>friend</i>
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Doubled final consonant

(Only for final consonants that can be doubled . . . not c, h, w, x, y!)

If, when vowel precedes final consonant (—er)

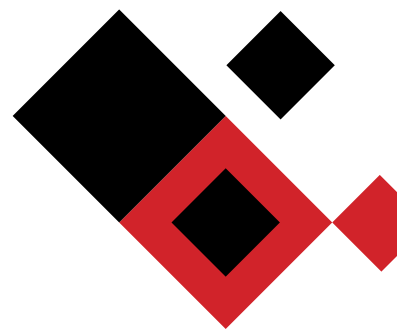
Final syllable is stressed (—er')

OR final consonant is l (—el) ← This is different from U.S. spelling rules.

<i>refer</i>	<i>referred</i> , <i>referring</i>
<i>nonplus</i>	<i>nonplussed</i>
<i>net</i>	<i>netted</i> , <i>netting</i>
<i>reefer</i>	<i>reefered</i> , <i>reefering</i>
<i>distil</i>	<i>distilled</i> , <i>distilling</i>
<i>fulfil</i>	<i>fulfilled</i> , <i>fulfilling</i>
<i>travel</i>	<i>traveller</i> , <i>travelled</i> , <i>travelling</i>
<i>fuel</i>	<i>fuelled</i> , <i>fuelling</i>
<i>label</i>	<i>labelled</i>
<i>counsel</i>	<i>counsellor</i> , <i>counselled</i> , <i>counselling</i>
<i>marvel</i>	<i>marvellous</i>

BUT:

<i>parallel</i>	<i>paralleled</i>
<i>dial</i>	<i>dialed</i>
<i>will</i>	<i>wilful</i>



Double consonants or not?

abbreviate	accommodate	accompanying
according	across	address
aggravate	balance	beginning
business	cinnamon	committed
desiccate	difference	dilemma
disappear	dilemma	disappoint
drunkenness	embarrass	exaggerate
excellent	experiment	explanation
familiar	fascinating	fundamental
grammar	harass	humorous
identity	imaginary	immediate
inoculate	intelligent	interest
interpretation	guarantee	marriage
millennium	interruption	miscellaneous
happiness	innate	mathematics
necessary	official	operate
parallel	personnel	Philippines
omission	original	peculiar
permanent	possession	possible
practical	prefer	professional
questionnaire	recommend	reference
referred/ing	stopping	successful

Other often misspelled words

a lot	acquire	acquit
amateur	amok	argument
bellwether	calendar	camouflage
cantaloupe	careful	Caribbean
catastrophe	category	census
certain	chaperon	cipher
column	consensus	coolly
Daiquiri	decide	disastrous
discreet	deposit	desert (land)
desperate	dessert (food)	develop
does	doughnut	during
dwarfs	equipment	environment
exceed	except	exercise
existence	exhilarate	experience
fiery	gauge	government
grassroots	grateful	gruesome
guarantee	guidance	hierarchy
illegal	illiterate	liaison
lieutenant	lightning	jewellery
maneuver	medieval	memento
menstrual	miniature	mischievous
mnemonic	moustache	often
ought	parliament	paid
particular	playwright	prejudice
pronounce	pronunciation	library
perform	persuade	precede
presence	promise	proof
psychology	quantity	quarter

quit	quite	razzmatazz
recognize	religious	restaurant
rhyme	rhythm safety	
separate	sergeant	schedule
scissors	shallot	sincerely
similar	shining	soldier
specialty	speech	strength
succeed	supersede	surely
surprise	surreptitious	tarsands
oilsands	temperature	temporary
through	twelfth	unusual
vacuum	whisky	

all right	(alright is OK informally)
Tim Hortons	
Hudson Bay, Hudson's Bay Co. (HBC)	
lineup (N) , line up (V)	
setup (N) , set up (V)	
cave-in (N) , cave in (V)	
grisly	(but not the bear)
Communist (Party), communism, Marxism, Nazism	
chaperon	
shallot	(a vegetable)
Spider-Man	
OK, OK'd, OK'ing	(not okay)
karat	(gold)
carat	(gems)
X chromosome	(no -)
trans fat	(no -)
Chornobyl	(it's Ukrainian)
U.S.	
UN (usually ADJ), United Nations (usually N)	

Time expressions — one word or two?

It's an everyday occurrence.	(ADJ)
It happens every day.	
It'll happen sometime.	
It'll happen at some time or another. It'll take some time.	
Let's rest awhile.	(ADV)
Let's rest for a while.	(N)

Lie? Lay? Laid? Lain?

lie (untruth)	// lied // have lied
lie (intransitive V)	// lay // have lain
lay (transitive V)	// laid // have laid
I lie on the couch. I lay on the couch. I have lain.	
I lay down my burden. I laid it down. I have laid it.	

Two words → Hyphen → One word:

Constantly evolving . . .	
One word means it is a familiar entity in itself.	
dish washer	something washes dishes

dish-washer this apparatus is known
for washing dishes
dishwasher the device used to wash dishes

If unsure, check CP, then Oxford Canadian. However, sometimes these lag behind in the evolution of the language, so don't feel too limited by what they say.

Letter-word mixes:

S-curve
U-turn
c-note
X-rays
7Up (the product)
Seven-Up (the company)
t-shirt
9One9 (a more elegant nightclub,
for a more civilized time)
7-Eleven

Academic Degrees, Programs, etc.:

MA BA MD M.Sc. B.Sc. B.Comm. P.Eng. PhD
master's degree, master of arts, bachelor of science
Faculty of Science, Department of Biology, departments of Biology and Physics
science student, biology student, Greek and Roman studies student
Grade 6, sixth grade, second year
A masters student, a PhD student...

Latin grammar abbreviations i.e. and e.g.:

I.e. ("that is,"/ "as in")
Anadromous fish (i.e., fish that migrate from fresh to salt water) . . .
E.g. ("such as")
Anadromous fish (e.g., salmon) . . .

Plurals of dates, abbreviations:

CDs, DVDs, MPs, LPs, mp3s, 1990s, '90s

Plurals of names:

Alex → *Alexes*
Jones → *Joneses*
Henry → *Henrys*

In general text:

one, two, three . . . nine, 10, 11, 12 . . .
mixture in series = OK

five foot three
five feet 11 inches
He stands 6-11.
7

Mary → *Marys*
Tommy → *Tommies*
Johnny → *Johnnies*

Special Pluralizations

As and Bs, p's and q's, t's and i's
A's in math are rare. (prevents confusion)

no → *noes*
yes → *yeses*
and → *ands*
but → *buts*
or → *ors*
the → *the's*
as → *as's*
is → *is's*



You have too many buts in your paragraph.
You have too many elucidated's in your paragraph.
You have too many aperture's in your paragraph.

Abbreviations of Names:

J.R.R. Tolkien (NO!)
J. R. R. Tolkien (YES!)

Possessives confusing points:

Multiple owners:

Bill and Ted's thing (1 jointly owned thing)
Bill's or Ted's thing (1 of 2 separate things)
Bill's and Ted's things (multiple things)

Long names:

the government of Canada's thing
the mother-in-law's thing

Plurals:

the Browns' thing
the two friends' thing

S-sound name:

Jess's thing
Karl Marx's thing
Jesus's thing

Silent-s name:

Duplessis's thing

Abbreviations that end in capital S:

the UVSS's thing

NUMERALS

I scored two goals.
My total score was 2.

It was two to three years ago.
It was 20–30 years ago. (en-dash)
The court ruled 6-3. (hyphen)

Fractions under 1:

two fifths, one half

Fractions over 1:

1¾, 2½, 2.2, 1⅙

one million, two million

2.2 million

ten-foot-pole, the Twelve Apostles

Measurements where the number really matters:

5 decibels. 6°C. 3 a.m.

Use 2 cups of flour.

vs.

I drank three whole glasses of water.

Age:

She is 10 years old.

She is a 10-year-old girl.

She is a 10-year-old.

He is 8. He is 10. She is 2. He is 8 years old. The building is five years old.

Beginning of a sentence:

Twenty-five to 30 . . .

1972 was . . .

221B Baker St. . . .

Eight-year-olds are crazy . . .

Ten kilometres . . .

10°C temperatures . . .

Measurements

Generally, use word, not unit.

10 kilometres

10 km

But if a story has many measurements, on first ref. use the unit with the word in parentheses, thereafter just the unit.

I ran 10 km (kilometres) and then I ran 20 km and then my friend ran 50 km and then my other friend ran 40 km and then we drove 100 km.

It is a 10-kilometre race.

The race is 10 kilometres.

Always use the units for temperature. Always use the degree symbol ° (Option+* on a Mac):

25°C (The degree symbol is Unicode 00b0)

For negative temperatures, use a real minus sign (Unicode 2212), not hyphen or en-dash.

-10°C

The symbol for litre is capital L, as per North American convention (Europe uses l).

Metric vs. Imperial:

Sports:

Whatever is the convention in the sport.

Outside of sports:

Use imperial for height, weight of people.

Use metric for everything else.

If non-metric must be used, include metric equivalents (in parentheses).

Recipes/etc., use metric (imperial)—both.

235 mL (1 cup) water

Bake at 170°C (350°F).

However, for a story with a real focus on a particular discipline, the units in the story can follow the conventions of the discipline, maybe with a brief explanation on first ref., or in a box.

Metric units have no periods; imperial units do.

440 lbs. is a lot.

200 kg is a lot.

Time:

He had a time of three hours 20 minutes 15 seconds.

His time was 3:20:15.

7 a.m.

7:15 a.m.

If you wake up at 7:00, you should be dressed by 7:01.

I sleep from 2–3 a.m.

I work from 9 a.m. – 4:30 p.m.

Money:

\$2 \$2.00 \$2.50

\$1 million 2 francs 2.5 francs

\$2 to \$3 \$2–3 \$2–\$3

Latitude/Longitude:

59 degrees 30 minutes north

Dates:

January 1980 was cold.

Jan. 2, 1980, was awesome.

Jan. Feb. March April May June

July Aug. Sept. Oct. Nov. Dec.

AD 410, 55 BC, 12th century AD

Sunday, Monday, Tuesday, Wednesday,

Thursday, Friday, Saturday

But in a table or suchlike:

Jan Feb Mar Apr May Jun

Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed Thu Fri Sat

Date periods (e.g., academic year):

1991-92, 1999-2000, 2010-2011 (hyphen)

BUT

Date ranges:

Herman Melville (1819–1891) (en-dash)

Locations:

I like California.

Sacramento, Calif., is cool.

B.C., Sask., P.E.I., Wash. . . . as per CP style

Addresses:

Come to Blanshard Street.

I live at 555 Blanshard St.

When it's a number, never spell out a street name.

59th Street is nice; 1st Street is nicer.

Apartments and suites:

10-4321 Pandora Ave. (hyphen)

This is how the commas work . . .

5-1234 Birch St., Avonlea, P.E.I., Canada, is nice.

(but don't usually say the province + country)

Fractions, Superscripts and subscripts:

596½ Fisgard St. *1/2*

1¾ cups flour

⅜-in. screwdriver

21st 22nd 23rd 24th *21st*

CO₂, H₂O, ¹⁴C, Ca²⁺, Cl⁻, CO₂, C₁₄

Use the Unicode superscript and subscript characters for numerals and math signs. They are:

Superscript: Unicode 00b9, 00b2, 00b3, 2070–207f

Subscript: Unicode 2080–208f

The vulgar fractions are:

Unicode 00bc–00be, 2153–215f and 2044

DIVERSITY

Indigenous issues:

Capitalize “Indigenous.” (unless specifically requested otherwise by an Indigenous writer or interviewee)

Use accent in Métis (Unicode 00E9)

Usage:

Indigenous:

First Nations + Métis + Inuit

Can refer to any one of the 370 million Indigenous peoples worldwide.

(peoples means they bear different national and cultural backgrounds; people implies more homogeneity)

First Nations:

The specific band or community — Cree, Ojibwe, Tsar-tlip, Pauquachin, Tseycum and Tsawout.

Use specific band / community whenever possible.

Métis:

Descendants of First Nations and European settlers, typically from Manitoba.

Inuit:

Not limited to Canada.

Inuit = people, Inuk = person.

Don't say Inuit people. It's redundant.

Aboriginal:

Don't use unless referring specifically to the Aboriginal peoples in Australia.

Indian:

Only use when directly quoting governmental policy.

LGBTQ+ Issues:

Pronouns:

Always defer to interviewee.

Ask for “pronouns,” not “preferred pronouns.”

“They” is a perfectly good third-person singular pronoun.

Acronym:

Writers can choose from LGBTQ+, LGBTQ2+, or LGBT2+

Language:

Queer is often an accepted term, but writers should be cognizant of its past as a slur.

CAPITALIZATION

Government Institutions:

Federal —

Parliament, House of Commons, Senate, Parliament Buildings, member of Parliament (MP), Supreme Court, Federal Court of Appeal, Federal Court, Tax Court

Provincial —

legislature, Newfoundland and Labrador house of assembly, Quebec national assembly, Ontario provincial parliament, Provincial court, territorial court, Quebec court

People's Titles:

Director-at-Large Rachel Kelly

Rachel Kelly, the director-at-large

Minister of Zen and Wa Hamato Yoshi

Hamato Yoshi, the minister of Zen and Wa

Prime Minister Justin Trudeau

U.S. President Barack Obama

Premier John Horgan

premiers John Horgan and Brad Wall

Gov. Gen. Julie Payette

Lt.-Gov. Elizabeth Dowdeswell

Lt.-Govs. Judith Guichon and Elizabeth Dowdeswell

—(abbrev. titles are always capitalized)

former prime minister Joe Clark

former U.S. President Jimmy Carter

former premier Mike Harcourt

former governor general Adrienne Clarkson

New Democrat Party Leader Jagmeet Singh

the President of the United States

(when referring to

U.S., President is always capitalized)

the prime minister

the Australian prime minister

the Pope, the Dalai Lama

—(but papal (ADJ), the pontiff)

(UK:) *the Queen, the Royal Family, the Queen Mother*

(similarly to the President

rule, Queen / King is always

capitalized when referring to

the monarch in England)

(UK:) *the former King*

the king of Jordan

the Governor General

the governor general of New Zealand

the lieutenant-governor

the Speaker

Junior/senior:

Alex Dumas Sr., Alex Dumas Jr.

— only when using full names and there is a chance of confusion

Nicknames:

Dr. Leonard (Bones) McCoy

Include these titles before the name:

Dr., Msgr., Prof., Rev., Sgt.

(When referring to professors, Dr. and Prof. only need to be used during the first introduction in the story)

Probably only include these within quotations:

His Excellency, His Honour, Your Honour, My Lord

Names of people, organizations, products:

Write it however they write it; spelling, capitalization, punctuation and first-letter-in-sentence rules don't apply.

bell hooks

iMac

Space:

earth

Earth

heaven

Mars

sun

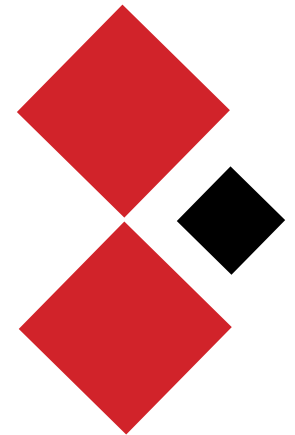
the sun

moon

the moon

sea

sky



Species names:

Douglas-fir

/Pseudotsuga menziesii/

Garry oak

/Quercus garryana/

western hemlock

/Tsuga heterophylla/

salal

/Gaultheria shallon/

Quality based on a proper noun:

Hercules

herculean

Machiavelli

machiavellian

Quixote

quixotic

but for less culturally entrenched names:

The policy is Orwellian.

Her lyrics are Dylanesque.

Lost their proper noun status:

arabic numerals, bohemian, brussels sprouts, chinese red, french fries, morocco leather, plaster of paris, watt, scotch whisky, spartan, caesarian section

Groups and group members:

<i>Girl Guides</i>	<i>a girl guide</i>
<i>Ku Klux Klan</i>	<i>a klansman</i>
<i>Knights Templar</i>	<i>a knight</i>
<i>Neo-Nazi</i>	<i>a neo-Nazi</i>
<i>Alt-Right</i>	<i>a member of the alt-right</i>

Cree	Indians
Haida	Russians
Inuit	Koreans
Dutch	Arabs

Plans, Programs, Games, Grades, Levels:

Phase 3, Stage 6, Level 4, Game 7, Grade 9

Plurals of nationalities:

Chinese	Canadians
Japanese	Arabians

FORMATTING

Publication Titles

The name the thing is published under gets italicized.
/Back to the Future, Macbeth, DuckTales, Highway 61 Revisited, Pac-Man, Swan Lake/

Titles that are components in a published work, but not published on their own, get put in quotation marks.

“Restless Farewell” “Stairway to Heaven” “Dances of the Swans” “The Lady of Shallott”

According to CP: newspapers, magazines and Very Important Books are not italicized.

For magazines, an initial “the” is considered part of the title and thus is capitalized. For newspapers and the Books it is not.

(However, French-language newspapers do capitalize “le” or “la.”)
the Martlet, the New York Times, The New Yorker, the Bible, the Vedas, the Qur’an, La Presse

Strange cases:

*/the Canadian Almanac/
/the Canadian Oxford Dictionary/
/the Encyclopaedia Britannica/*

Sometimes it’s not easy to say whether italics or quotation marks are best, especially after the copyright has expired and the work has been published many times. In a collection of poems, each poem is an entry, yet poems have also been published on their own. Generally, longer works get italicized. Thus:
“Jabberwocky” */The Waste Land/*

Capitalization:

English: capitalize first word, last word, and all other words except for function words under four letters long.

The Old Man and the Sea

French: capitalize definite article at beginning + first word, or only the first word if it is not a definite article.

Le Petit prince

À la recherche du temps perdu

German: capitalize the first word and all nouns.

Der Fuchs und der Hund

Italian: capitalize the first word only, even if it’s an article.

La traviata

Latin: capitalize every word.

Cattus Petasatus Retravit

Complicated stuff:

Italicizing is really only done to point out, deliberately, that we are referring to an actual title. It doesn’t necessarily need to be done every time we casually mention a title.

Consider the following:

I used to play Mario 3 every day!

We can’t italicize “Mario 3” because it isn’t the actual title.

I used to play Mario 3 and Metroid every day!

“Metroid” happens to be the actual title, but does it make sense to italicize this and not the Mario game, merely because the Metroid game’s actual title is shorter and easier to say? The reference is equally casual. We are making a casual reference to widely known cultural item.

It was like something from King Arthur!

“King Arthur” might be the name of a particular book, but we weren’t referring to it. We were just making a casual reference to the cultural stock that involves King Arthur.

This reminds me of Star Trek.

“Star Trek” is certainly the title of a particular show — but we don’t really need to point this out. We’re just making a cultural reference. On the other hand ...

This reminds me of */Star Trek IV: The Voyage Home/*.
On the 1960s television series */Star Trek/*, ...

... these are deliberate, specific references and need italics:

I’m a total Star Wars geek.

We’re referring to the cultural phenomenon of Star Wars. We don’t need to clarify that “Star Wars” is a title. On the other hand ...

The */Star Wars/* films have a large fan base.

I used to play */Marvel: Ultimate Alliance/* every day!
This doesn’t work; you can’t make casual cultural references to things no one has heard of.

MISCELLANEOUS

Info-tech, Pop-culture, Modernisms:

Follow the general convention, mostly.

the internet, the web, website, URL, email, HTML (the markup language), html file, mp3, Word doc, jpeg, gif, YouTube, Facebook, Google, iPod, eBay, Twitter

The Martlet officially pronounces it as “gif.”

VERBS: *google, youtube, facebook*

First letter always lower case: *iPod, eBay*

CP is more conservative than we are about this.

URLs:

Omit the http:// and the www.

Keep alternative prefixes (ftp://, web.)

Keep the letter case: don’t capitalize unless the URL has capital letters.

If line-breaking long URLs, make sure no hyphen gets added.

Band Names:

Band name is a plural noun.

Led Zeppelin are . . .

Is “the” part of the name? Test:

John Lennon was a Beatle.

Keith Moon was a member of The Who.

(NOT *Keith Moon was a Who.*)

Therefore: *the Beatles*
The Who

Sports:

Vancouver is last.

Canucks are last.

Possessive:

The Canadiens centre stole the puck.

(= *The Montreal centre . . .*)

The Canadiens’ three-straight losses are bad.

(= *Montreal’s three . . .*)

The Vikes women’s basketball team.

Names:

First Name (Nickname) Last Name

David (Golden Balls) Beckham

or just

Nickname (if well known)

ARod

First Reference: *NHL, CFL, NFL, NBA*

First Reference: *American Hockey League (AHL),*

International Hockey League (IHL), etc.

The score was 3–2. (en-dash)

They reached the final. (Not finals)

Citing parts of a text

Volume 3 (Vol. 3), Issue 2, Block 1, Chapter 2, Act 6,

Scene 7, Figure 2, Table 3

acts 3 and 4

page 3 (p. 3) pages 3–7 (pp. 3–7), paragraph 7, line 6

Macbeth 2:3:147

Act 2 Scene 3 line 147

1 Kings 15:5–7 First Book of Kings, Chapter 15, verses 5–7

Non-English words

Italics: Do not necessarily italicize.

As for English words, italics are used to indicate emphasis. Italicize non-English words that are being deliberately summoned to convey a specific meaning.

You would almost hear the stress on the word, were it spoken.

Suffering from /ennui/, I smiled in /schadenfreude/.

Latin is almost always italicized, as it is almost always used this way.

When a foreign word is not being used to convey a specific meaning, you might still italicize it to highlight that it is a new piece of vocabulary being introduced. (The italics are still basically emphasis.)

She told me that /salaam/ means “peace” and is used as a greeting.

If we are introducing a term to be used throughout the story, we might italicize its first use, but that’s all.

/Changquan/, which means “long-fist,” is a martial-art style that emphasizes long-range kicks and acrobatics. China’s Shaolin Temple is considered the birthplace of Changquan, but the complete history is uncertain.

Spelling:

Western-European languages:

No change (keep all accents, etc.)

German:

Consider replacing the ß with ss, or, if there are many such words, explaining how to pronounce ß.

Icelandic, Polish, Turkish, Vietnamese:

Keep all letters and accents, but maybe explain how to pronounce tough words.

Chinese:

Pinyin spelling, no diacritics (except ü).

For names, use whatever is given.

For well-known Westernized words, use the familiar spelling . . .

kung fu, tao, Lao Tze

. . . unless linguistic accuracy is important

No hyphens.

Japanese:

Romaji. Use macron if given (e.g., taishōgun).

Arabic:

The letters o e g p don’t exist in Arabic (but keep them in a name).

Generally, al- should be lower-case unless it’s a place name or begins a sentence.

Al- usually has a hyphen.

Al-, not el-; use el- if it’s what’s in a name.

Qur’an, not Koran.

Non-English plurals

European languages: *add an s.*

Asian languages: *no change, same as singular.*

Arabic: *complicated. Arabic often uses “the noun-singular” in instances where English would use “noun-plural,” so consider just preceding the noun with the. Doesn’t work for everything; use judgment.*

Other languages: *Use the appropriate modification, or avoid using the plural. Don’t just add an s.*

Mathematical symbols

Pretty unlikely, but these are the correct symbols if they’re needed:

Minus sign (Unicode 2212)

This is not an en-dash or a hyphen. – - -

Times (Unicode 00d7)

This is not an x. × x

Div. (Unicode 00f7) ÷

Multiplication dot operator:

(Unicode 00b7) ·

Italicize Roman and Greek letters in math expressions:

/ax² + bx + c A = πr²/

Non-Roman letters and characters:

Problems exist for right-to-left writing systems such as Hebrew and Arabic. Only solution is to write words backwards. Indesign cannot render Arabic or Indic (e.g., Hindi, Bengali) letters. Presentation forms of the Arabic letters (Unicode FF** block) can be used instead. Indic words probably need to be included as graphics.

