

MARTLET STYLE GUIDE

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Introduction

This style guide was created in Volume 70 and updated in Volume 74. The intention of the style guide is not to be an exhaustive resource for Martlet journalists, but rather to summarize some of the more common and challenging stylistic issues.

When the answer to a question can't be found within this style guide, journalists should turn to other resources. Particularly for detailed grammatical questions, the Canadian Press Stylebook has far more answers than this guide does. For stylistic choices relating to specific communities, it is best to turn to resources made by these communities. Some of these resources are cited throughout this guide; others are listed in the additional resources section at the end.

Finally, a note on subjectivity in editing. Many stylistic choices are just that: choices. For example, the first version of this style guide called upon editors and designers to use hairline spaces on either side of an em-dash. At some point, that practice fell out of fashion in the Martlet newsroom, and the updated version of this style guide does not include that directive. The most important thing when editing for style is not rigid adherence to this guide, but rather consistency (across the paper, across articles) and communication with other editors.

Director-at-Large Rachel Kelly
Rachel Kelly, the director-at-large
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

CP style says to use Dr. for medical doctors the first time they are mentioned in a story (e.g., Dr. Bonnie Henry, B.C.'s provincial health officer). For university instructors, it is best to identify them as a professor of a specific discipline or an instructor of a certain class, rather than including Dr.

Academic Degrees, Programs, etc.

Similar to people's titles, the names of academic units are capitalized only when it is the official name. For example, the "Department of Political Science" is capitalized, but "political science department" is not.

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 . . .

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



Capitalization

Junior/senior

Alex Dumas Sr., Alex Dumas Jr.

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

Generally, titles are capitalized when they are a person's official title. This means the title is written precisely and often it appears in front of the person's name. When someone's title is being used as a description — either because it is not the exact wording of their position or because it is following their name as a descriptor — it is not capitalized.



Space

<i>earth</i>	<i>Earth</i>
<i>heaven</i>	<i>Mars</i>
<i>sun</i>	<i>the sun</i>
<i>moon</i>	<i>the moon</i>
<i>sky</i>	<i>sea</i>

Species names

<i>Douglas-fir</i>	<i>/Pseudotsuga menziesii/</i>
<i>Garry oak</i>	<i>/Quercus garryana/</i>
<i>Western hemlock</i>	<i>/Tsuga heterophylla/</i>
<i>Salal</i>	<i>/Gaultheria shallon/</i>

Quality based on a proper noun

<i>Hercules</i>	<i>herculean</i>
<i>Machiavelli</i>	<i>machiavellian</i>
<i>Quixote</i>	<i>quixotic</i>

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>

Plans, Programs, Games, Grades, Levels

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

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

Identities

Identities are complex and respecting the diverse identities present in our community through our writing is of utmost importance. Although this guide provides some general advice for approaching sources and topics relating to identities, writers should prioritize respectfully asking sources how they would like to be introduced, how they identify, and what pronouns they use.

INDIGENOUS STORIES

If you are unsure about which term to use, ask the Indigenous person you are interviewing or look up the Indigenous community you are referring to. Always use what the person identifies as and never assume. A tip in interviews can be to use the phrase: "can you introduce yourself in the way you'd like to be introduced in the article." Oftentimes interviewees will self-identify if they are comfortable doing so and if you are unsure how to spell their name or community please ask or refer to their community's website (not the Canadian government website) to research proper spelling. Also, if you are including Indigenous words in your story, ensure to double check proper spelling.

Also recognize that some communities' names and territories have been anglicized by settlers and that oftentimes Indigenous persons will use their Indigenous version of the word. For example, Saanich is the anglicized version of WSÁNEĆ. As always, ask if you are unsure which word they would like you to use.



Aboriginal:

“‘Aboriginal’ is a general or umbrella term that collectively refers to First Nations, Métis and the Inuit in Canada. Given it is found in the Canadian constitution, it is a term often used in legal circles, e.g., “Aboriginal rights.” It is broad, on one hand, because it includes all three groups, but specific, on the other, in that it is not widely used in international contexts. (In the U.S., for instance, it is not widely understood.) Though until recently a preferred term, it does, for many Indigenous people in Canada, by the very fact of its use in government policy, carry a negative association, though not nearly as strong a one as its predecessor, ‘Indian.’” (Indigenous Peoples: Language, 7)

Usage:

“Indigenous” is now the preferred term over “Aboriginal” and the latter term should only be used in a legal context or if the subject identifies themselves as such.

First Nations:

Refers to the more than 630 First Nations communities in Canada, which represent more than 50 Nations and 50 Indigenous languages.

“First Nation is a term used to identify Indigenous peoples of Canada who are neither Métis nor Inuit. This term came into common usage in the 1970s to replace the term ‘Indian’ and ‘Indian band’ which many find offensive. First Nations people includes both status and non-status Indians so there’s a need to be careful with its usage, especially if in reference to programs that are specifically for status-Indians.” (Indigenous Peoples: A Guide, 9)

“Using ‘First Nation’ is more specific than simply using Indigenous ... and thus is encouraged, along with identifying the particular First Nation the person is affiliated with, whenever possible.” (Indigenous Peoples: Language, 9)

Usage:

Nation or Nations should always be capitalized. Please note that the Inuit and Métis people are not First Nations but are their own distinct Indigenous groups.

e.g. Paul is a member of the WSÁNEĆ First Nations from the Tseycum village.

e.g. Anne is a Łək'əŋən woman from the Songhees Nation.

Indian:

“The term ‘Indian’ is considered offensive and should be used only in historical or legal contexts (e.g., Indian status, Indian Act). Avoid the terms in copy and display copy, unless they are preferred by the subjects themselves or are part of a proper name.” (Style Guide, 3)

Indigenous:

“Indigenous people[s] are the original inhabitants of what is now called Canada. The history, identities and languages of Indigenous people[s] are complex and diverse. Whenever possible, be specific about the group, people or community, and defer to the community or

individual(s) on how they prefer to be identified. In all instances, capitalize.” (Style Guide, 3)

Usage:

“Indigenous” is also the preferred term internationally and, therefore, when speaking within Canadian contexts be sure to differentiate. Note that Indigenous peoples do not belong to Canada so avoid possessive phrases such as “Canada’s Indigenous Peoples” which is insulting. Instead use “Indigenous Peoples in Canada”.

Inuit:

“The Inuit are [a] main Indigenous (or Aboriginal) group recognized in Canada. Historically located in the Arctic, they are legally and culturally distinct from First Nations — or legally-defined Indians — and Métis.” (Indigenous Peoples: Language, 10)

Usage:

“Note that the translation of Inuit is ‘the people,’ and therefore it is redundant to add ‘people’ after it. Do not use “Eskimo,” which the Inuit consider to be a derogatory term.” (Indigenous Peoples: Language, 10)

Inuk: singular, e.g. She is Inuk

Inuuk: two people, e.g. Anne and Paul are Inuuk

Inuit: three people or more, e.g. the Inuit

Land activists / land guardians / land defenders:

Oftentimes Indigenous peoples will identify themselves as land defenders, guardians, caretakers, etc. Ask your source what they would like to be identified as. Protestors is often a loaded word for Indigenous peoples and communities and should only be used with caution.

Métis:

“The Métis are a distinct Indigenous people and nation recognized in the Constitution Act 1982 as one of the three Aboriginal peoples in Canada. They emerged in the historic Northwest during the late 18th century, originally the mixed offspring of First Nations women and European fur traders. As this population established distinct communities separate from those of First Nations and Europeans and married among themselves, a new Indigenous people emerged – the Métis people – with their own unique culture, traditions, language (Michif), and way of life, collective consciousness and nationhood.” (“Citizenship”)

Usage:

The term “Métis” is used as both plural and singular. Métis should only be used when an individual or community uses it to describe themselves. Do not use it to refer to someone of mixed ancestry unless they use it to describe themselves. Make sure to accent the “e” unless quoting a source that does not do so.

e.g. Anne is a Métis student attending UVic.

e.g. Historically, many Métis in Red River were buffalo hunters.



Michif:

In recent years, Michif has become an increasingly popular term to refer to the Métis people and, therefore, some Métis people will identify as Michif rather than Métis. Be aware that Michif can also refer to a variety of Métis traditional languages as well.

Native:

Formerly, “Native” was a common term used for Indigenous peoples in Canada but it is no longer appropriate and oftentimes offensive. Some individuals may use this term as reclamation within their own communities, but journalists should avoid it for more respectful terms unless directly quoting a source or in a legal context. Refer to “Indigenous.”

Peoples / People:

“The plural ‘peoples’ can be used to recognize that more than one distinct group comprises the Indigenous population of Canada. In some contexts, using ‘Indigenous people’ may seem homogenizing, or seem to refer simply to a collection of individuals. In contrast, ‘Indigenous peoples’ (plural) indicates a broad group that includes a number of separate Indigenous populations. For the purposes of style, it is acceptable to use ‘Indigenous people’ when referring to separate Indigenous populations, or in contexts in which the scope of reference is clearly aggregated, and then conversely to use ‘Indigenous peoples’ in contexts in which a recognition of multiple communities, or the diversity of communities, is helpful.” (Indigenous Peoples: Language, 6)

Two Spirit:

“Two Spirit is a contemporary, pan-Indigenous term specific to the Indigenous LGBTQQIA (lesbian, gay, bisexual, transgender, Two Spirit, queer, questioning, intersexual, asexual) community. Two Spirit acknowledges the varied and diverse traditions of gender and sexual diversity that have and continue to exist within many Indigenous nations of North America. Two Spirit is largely used by First Nations and Métis and less commonly within the Inuit community” (Style Guide, 5)

Usage:

“Various spellings of Two Spirit exist, including upper-case, lower-case, and hyphenated or with a number (e.g. 2Spirit, Two Spirit, two-spirit, etc.). 2S is the most common abbreviation. There is no consensus on spelling but Two Spirit is most frequently used. The phrase ‘two-spirited person’ is considered an older usage and is falling out of favour, with ‘Two Spirit person’ now most frequently indicated, but some people still prefer the former.” (Style Guide, 6)

Indigenous groups around Victoria

There are several Indigenous peoples located around Greater Victoria. Here are the common spellings used for said peoples:

- Ləkʷəŋən (leh-KWUNG-en with a soft “g”, also known as Songhees (son-GHEEZ))

- Wyomilth (WY-o-milth also known as Esquimalt (ess-KWI-malt))
- Quw’utsun (COW-ut-zun, also known as Cowichan (COW-ih-chin))
- T’Sou-ke (TSA-AWK, also known as Sooke (SOOK))
- WSÁNEĆ (wh-SAHN-ech, also known as Saanich (SAA-nich))

There are five WSÁNEĆ nations on the land commonly known as the Saanich Peninsula:

- MÁLEXEŁ (MA-la-hat) — Malahat First Nation
- BOĶĚČEN (PAW-kwi-chin) — Pauquachin
- SŤÁ,UTW (TSAY-out) — Tsawout
- WĶOŁĚŁP (TSART-lip) — Tsartlip
- WSĶEM (TSAY-kum) — Tseycum First Nation

LGBTQ2S+ STORIES

For all stories, never assume the gender or pronouns of your interviewee. When you introduce yourself, give your own pronouns first and then ask for theirs. Ask for pronouns and not for preferred pronouns because gender identity is not a preference. Some examples of common pronouns are she/her, he/him, and they/them. They/them is an acceptable gender-neutral pronoun that can be used when you are not sure of the gender of the person and were unable to ask. Do not explain someone’s pronouns in your article (e.g., “James, whose pronouns are they and them, ...”); just use their pronouns.

Note that outing or disclosing an individual’s sexuality or gender identity could compromise their safety, only do so if given permission or the individual is already publicly out.

LGBTQQIP2SAA+:

An acronym for lesbian, gay, bisexual, transgender, Two Spirit, queer, questioning, intersexual, asexual. The longest and most inclusive acronym currently in use.

Usage:

eg. *The LGBTQQIP2SAA+ community celebrates Pride month in June.*

LGBTQ+ / LGBTQ2S+:

Two popular acronyms that can be used rather interchangeably. The first stands for lesbian, gay, bisexual, transgender, queer or questioning plus all others. The second stands for lesbian, gay, bisexual, transgender, queer or questioning, Two Spirit plus all others.

Queer:

“An adjective used by some people, particularly younger people, whose sexual orientation is not exclusively heterosexual (e.g. queer person, queer woman). Typically, for those who identify as queer, the terms lesbian, gay, and bisexual are perceived to be too limiting and/or fraught with cultural connotations they feel don’t apply to them... Once considered a pejorative term, queer has been reclaimed by some LGBT people to describe themselves; however, it is not a universally accepted term even within the LGBT community.” (GLAAD, 6)



Transgender:

"An umbrella term for people whose gender identity and/or gender expression differs from what is typically associated with the sex they were assigned at birth. People under the transgender umbrella may describe themselves using one or more of a wide variety of terms - including transgender... a transgender identity is not dependent upon physical appearance or medical procedures." (GLAAD, 10)

BIPOC STORIES

Only identify a person by race, colour, or national origin if it is integral to the story or they have made it clear that that identity is important for publication.

Black:

"Term sometimes used to describe persons who are perceived to be dark-skinned compared to other given populations. The terms 'black' and 'African American' are not synonymous. Some people from outside Africa (i.e. the Caribbean) may be considered 'black' but not 'African American'. Best to ask for personal preference when interviewing. In a story in which race is relevant and there is no stated preference for an individual or individuals, use black because it is an accurate description of race." (Ethnic Media, 14)

Usage:

According to Canadian Press style, when used as a proper name for a person's race, Black is capitalized.

BIPOC:

This acronym stands for Black, Indigenous, and people of colour and it can be used as an umbrella term to refer to all these groups. It is an inclusive acronym and works for talking about general oppression that all these groups may face, however, is not a great term when talking about one of these groups which often face similar but different forms of hate or oppression.

POC:

An acronym for all people of colour. In some cases writing out people of colour may be more useful than relying on this acronym.

DISABILITY STORIES

Often, journalists use person-first language to refer to people with disabilities. Person-first language involves putting the person first and adding their disability afterwards, typically as a noun.

As a person with a disability, ...

People with Autism Spectrum Disorder

However, some people prefer identity-first language, which involves putting someone's disability or condition first, typically as an adjective.

As a disabled person, ...

While person-first language is a good default option, it's best to ask your source how they would like to be referred to.

Miscellaneous

Locations

I like California. Sacramento, Calif., is cool.

B.C., Sask., Alta., P.E.I., Wash.

As per CP style

Band Names

Band name is a plural noun.

Led Zeppelin are . . .

Sports

Vancouver is last. Canucks are last.

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.

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

Spelling in other languages

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.

Numerals

In general text

Numbers one through nine are written out; numbers 10 and above are written as numerals. Numbers indicating place in an order (e.g., first place, 12th place) follow this rule. However, scores and precise measurements use the numeral. Martlet style uses a space rather than a comma as a thousands separator.

*one, two, three . . . nine, 10, 11, 12 . . . 1 000,
1 001 . . . (mixture in series = OK)*

five foot three

five feet 11 inches

He stands 6-11.

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

When a number is a precise measurement, use the numeral.

5 decibels. 6°C. 3 a.m. Use 2 cups of flour.

vs.

I drank three whole glasses of water.

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.

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

His time was 3:20:15.

Always use the units for temperature. Always use the degree symbol °:

25°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

Use numerals and put periods in "a.m." and "p.m."
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

Use numerals.
\$2
\$1 million
\$2.00
2 francs
\$2.50
2.5 francs
\$2 to \$3
\$2–3
\$2–\$3

Latitude/Longitude:
59 degrees 30 minutes north

Dates

All months are written in full when they are referring to the whole month; when referring to a specific date, August through February are abbreviated. The Martlet does not include "th" etc. alongside the number in a date.
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

Days of the week are generally written in full.
Her exams were on a Friday and a Saturday.
Date periods (e.g., academic year):
*1991-92, 1999-2000, 2010-2011 (hyphen) **BUT***

Date ranges:
Herman Melville (1819–1891) (en-dash)

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
⅞-in. screwdriver
21st 22nd 23rd 24th 21st CO₂, H₂O, ¹⁴C, Ca²⁺, Cl⁻, CO₂, C14



Punctuation

QUOTATION MARKS

Punctuation inside or outside of 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.

Colons and semi-colons go outside quotes:
Here is my "groovy list": A, B, C.
I went back to my "pad"; I ate chips.

When to use quotation marks:

We are quoting what someone said, as a sentence:
He said, "I believe you are correct." He said, "This is so."
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."

. . . similarly, naming things if for emphasis:
She said we were "geeks."
They were named "quanta" by Max Planck.

We're saying what someone said, but not actually quoting them:
She said no.



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.

Quotes within quotes:
"I heard him say, 'Rosebud.' "
"Did you really hear him say 'Rosebud'?" "You said, 'I
heard him say, "Rosebud." ' "

Speech over several paragraphs by same speaker:
"_____
"_____
"_____" <-- (even though it continues)
"_____."

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

Single quotation marks are used for descriptive terms that
have not been explicitly used by anyone else.

Possessives confusing points:

Multiple owners:
Bill and Ted's thing (one jointly owned thing)
Bill's or Ted's thing (one of two 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' thing
Karl Marx's thing
Jesus' thing

Silent-s name:
Duplessis's thing
Abbreviations that end in capital S:
the UVSS's thing

HYPHENS AND DASHES

—	em-dash	punctuation used for emphasis, to set phrases apart.
-	en-dash	number ranges
-	hyphen	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.)

Hyphens or spaces?

Hyphens are intended to prevent confusion. Their use is
somewhat flexible.

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)

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

Ellipses are used to indicate that text has been omitted in a quote, or to communicate a dramatic pause either in text or a quote.

Ellipses are written as three periods with a space on either side; Google Docs will auto-correct this to an ellipsis.

“Using an ellipsis properly is really important . . . it’s one of my favourite types of punctuation,” she said.

COMMAS

The Martlet uses the Oxford comma, unlike CP style.

His favourite parts of turkey dinner were stuffing, gravy, and brussels sprouts.

PARENTHESES

Period inside only when the whole sentence is in parentheses:

I ate some fish (unfortunately). I ate some fish. (It was salmon.)

Spelling

The Martlet uses a mix of Canadian (colour) and American (analyze) spelling. Some examples and rules are contained below and more are in the CP Stylebook. When in doubt, use your best judgment (and Google).

-our words

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

colour — coloration
labour — laborious

-se vs. -ce words:

license (V) licence (N)
practise (V) practice (N)
advise (V) advice (N)

Final -dge:

fudge Fudgsicle
acknowledge acknowledgment
fridge refrigerator
knowledge knowledgeable
judge judgment

Silent e?

blond (for masculine — blonde for feminine) pricey

Final -s plural:

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

-re and other French inheritances:

sombre

centre, centring litre, millilitre, . . . metre, kilometre, . . .

meter (like parking meter)

theatre cheque

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

-ly, -ily, -ally:

ADJ → ADV
— → —ly
—y → —ily
—al → —ally
exception: *basic* → *basically*

-al/—ally:

Final single consonant is NOT doubled:

occasion → *occasional*

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.

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

BUT:

parallel paralleled
dial dialed
will wilful

Misc:

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
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)

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

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)

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

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

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) . . .

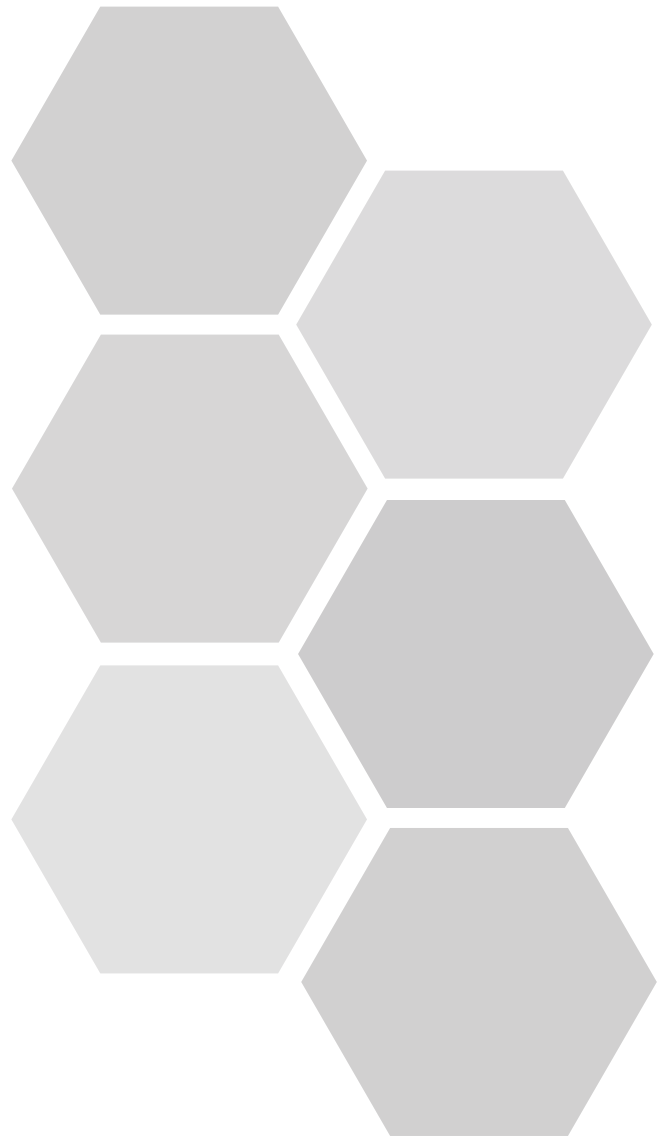
Pluralizations

Plurals of dates, abbreviations:

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

Plurals of names:

Alex	→ Alexes
Jones	→ Joneses
Henry	→ Henrys
Mary	→ Marys
Tommy	→ Tommies
Johnny	→ Johnnies



Additional Resources

Additional resources not linked are available through the Martlet Google Drive.

Canadian Press Stylebook: physical copies available in Martlet office.

Femifesto. (2015). Use the right words: Media reporting on sexual violence in Canada.

GLAAD. (2016). GLAAD media reference guide. 10th edition.

International Campaign for Women's Right to Safe Abortion & International Planned Parenthood Federation. (2017). How to report on abortion: A guide for journalists, editors and media outlets.

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National Center on Disability and Journalism. (2018). NCDJ Style Guide.

Phillips, W. (2012). The oxygen of amplification: Better practices for reporting on extremists, antagonists, and manipulators online. Retrieved from <https://datasociety.net/library/oxygen-of-amplification/>.

Rainbow Health Ontario. (n.d.). Media reference guide - discussing trans and gender-diverse people.

Reporting on Suicide. (n.d.). Recommendations for reporting on suicide.

Sinyor, M., Schaffer, Al, Heisel, M.J., et al. (2017). Media guidelines for reporting on suicide: 2017 update of the Canadian Psychiatric Association policy paper. Canadian Psychiatric Association.

Trans Journalists Association. (n.d.). Style Guide. Retrieved from <https://transjournalists.org/style-guide/>.

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University of British Columbia. (2018). Indigenous Peoples: Language guidelines. Version 2.0.

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"Indigenous peoples and communities," rcaanc-cirnac.gc.ca, Government of Canada, 2021, <https://www.rcaanc-cirnac.gc.ca/eng/1100100013785/1529102490303>.

Indigenous Peoples: Language Guide. The University of British Columbia, vol. 3, 2021, https://assets.brand.ubc.ca/downloads/ubc_indigenous_peoples_language_guide.pdf.

"National Association of Black Journalists Stylebook," National Association of Black Journalists, <https://www.nabj.org/page/styleguide>.

Noor, Poppy. "So your friend came out as non-binary: here's how to use pronouns they/them." The Guardian, 16 Jan. 2020, <https://www.theguardian.com/world/2020/jan/14/janelle-monae-non-binary-pronouns-they-them>.

McCue, Duncan. Reporting in Indigenous Communities. <https://riic.ca/the-guide/>.

Style Guide for Reporting on Indigenous People. Journalists for Human Rights, Dec. 2017, <http://jhr.ca/wp-content/uploads/2017/12/JHR2017-Style-Book-Indigenous-People.pdf>.

Glaad Media Reference Guide. Glaad Media, 10th ed. Oct. 2016, <https://www.glaad.org/sites/default/files/GLAAD-Media-Reference-Guide-Tenth-Edition.pdf>.



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