

## **Pacific Affairs Style Guide (November 2010)**

### **I. Citations**

- Pacific Affairs uses footnotes/endnotes for citation, following the Chicago Manual of Style, 15<sup>th</sup> Edition. We do not include bibliographies. We ask our authors to limit themselves to a reasonable number of footnotes, and to keep footnoted material as concise as possible.
- Use superscript Arabic numbers for endnotes, with the endquote mark following the period and the superscript number after the endquote.

e.g.: "*The Chicago Manual of Style* is an excellent resource."<sup>1</sup>

- We do not use *ibid* in footnotes; multiple citations of the same source must provide the author's last name, an abbreviated title, and the page reference.

### **Endnote Examples**

book, one author

Kenneth Roberts, *Deepening Democracy? The Modern Left and Social Movements in Chile and Peru* (Stanford, CA: Stanford University Press, 1998), 3.

book, two authors

Liam P. Unwin and Joseph Galloway, *Peace in Ireland* (Boston, MA: Stronghope Press, 1990).

subsequent citation

Roberts, *Deepening Democracy*, 6.

edited book

Anthony B. Tortelli, ed., *Sociology Approaching the Twenty-first Century* (Los Angeles, CA: Peter and Sons, 1991).

chapter in edited book

Herbert Kitschelt, "Partisan Competition and Welfare State Retrenchment," in *The New Politics of the Welfare State*, ed. Paul Pierson, (Oxford: Oxford University Press, 2001).

foreign language title

Li Xueju, Wang Zhenyao and Tang Jinsu, eds., *Zhongguo xiangzhen zhengquan de xianzhuang yu gaige* [The Current Situation and Reform of Power in Chinese Villages and Townships] (Beijing: Zhongguo shehui chubanshe, 1994) p. 5.

article in journal

Joseph Wong, "Resisting Reform: The Politics of Health Care in Democratizing Taiwan," *American Asian Review*, vol. 21, no. 2 (2003), pp. 221-245.

interview

Tanaka Kakuei, interview by author, tape recording, Tokyo, 26 July 1973.

annual report

Air Canada, *1995 Annual Report*, St. Laurent, QC, p. 7.

graduate thesis

Dorothy Ross, "The Irish-Catholic Immigrant, 1880-1900: A Study in Social Mobility," (master's thesis, Columbia University, 2003), pp. 142-55.

conference paper

Eviatar Zerubavel, "The Benedictine Ethic and the Spirit of Scheduling," paper presented at the annual meeting of the International Society for the Comparative Study of Civilizations, Wilwaukee, WI, April 1978, pp. 17-19.

court reports

Supreme Court of Canada, *Morgentaler v. The Queen*, [1976] 1 S.C.R. 616.

magazine article

Marcia Berss, "Protein Man," *Forbes* (24 October 1994) pp. 64-66.

newspaper article, no author

"Globalization Often Means that the Fast Track Leads Overseas," *The Financial Post*, 16 June 1996, A1.

newspaper article, one author

Bruce Little, "Payroll Taxes Linked to Job Loss," *The Globe and Mail*, 9 August 1995, B1.

government publication

Statistics Canada, *A Portrait of Persons with Disabilities: Target Groups Project* (Ottawa: Ministry of Industry, Science and Technology, 1995).

Citations of Internet sources

Internet citations should include the universal resource locator (URL) for the material being cited. Please be sure to include as much information as possible, such as the name of the host organization of the website, the data of publication of the website, and the date when your last accessed the information. Some websites provide a digital object identifier (DOI). These can be included as well. Please refer to <http://www2.h-net.msu.edu/about/citation/> for additional information on Internet citations.

Amnesty International, “USA must grant Bagram detainees access to US courts,” 16 September 2009, available online at <http://www.amnesty.org/en/news-and-updates/report/usa-must-grant-bagram-detainees-access-us-courts-20090916>, last accessed 17 September 2009.

World Bank, “A Changing Climate for Development,” 15 September 2009, available online at <http://go.worldbank.org/WWB8XLB8U0>, last accessed 17 September 2009.

## **II. Language**

### **Spelling and Preferred Usage**

*Pacific Affairs* uses Canadian spelling and follows The Canadian Oxford Dictionary and The Chicago Manual of Style, 15th edition.

Canadian usage adopts the “-ize” ending, rather than “-ise”: e.g., capitalize, economize, organize. *Pacific Affairs* prefers the following usage: “-re” rather than “-er” (theatre, kilometre, centre); “-our” rather than “-or” (colour, labour, etc.).

Verbs with single “l”/double “l” and their derivatives: use the single “l” as in fulfil and fulfilment or enrol and enrolment.

Double “l”/single “l” in the past tense of verbs: use the double ll; e.g., travelled, modelled and labelled rather than traveled, modeled and labeled.

*Pacific Affairs* uses the following spelling: website, Internet, online, e-mail.

For hyphenation, please see page 4.

For numbers, please see page 5.

For guidance on citing electronic publications (as opposed to more transitory webpages), please see below, “Citations of Internet Sources.”

### **Abbreviations**

- Close up initials in personal names and separate each letter with a period. C.D. Howe, M.F.K. Fisher, P.D. James
- Use periods in professional degrees, with no space between letters. Ph.D., B.A., D.D.S., B.Sc., B.Com.
- No apostrophe in the plural form of acronyms. MPs, YMCAs, PCBs
- Possessive form of acronyms require an apostrophe. NASA’s analysis of the data suggests that life may exist on Mars.

- Spell out acronyms and initialisms on first reference, except in the case where these terms are familiar to the audience; thereafter, use large caps, and no periods. CBC, OHIP, CANDU, CSA, CEO, WWW, NATO, UN, UNESCO, UNICEF
- Do not use periods in geographical initialisms. USA, US, NJ, UK
- Use i.e. and e.g. punctuated with periods and followed by a comma. the style of that dress, i.e., bias cut
- Use etc. sparingly within text, punctuated with periods and set off by commas. The firm manufactured nuts, bolts, nails, wire, etc., at its plant.

### III. Punctuation

#### Periods and Quotation Marks

- Periods and commas sit inside quotation marks; colons and semicolons sit outside. Question and exclamation marks should sit outside unless they are part of the quotation.

Many people feel that these days, there is an overemphasis on “political correctness.”  
He asked, “Why are you so upset?”

- Punctuation should be followed by a single space.

Case studies are a widely used method of research in India. Leela Gulati has strong views on the topic.

- Use double quotation marks for quoted material; use single quotation marks for quotations within quotations.

The report states that, “free trade will imperil formerly ‘protected markets.’”  
(Note: no space between ’ and ”.)

- Per the Chicago Manual of Style please refrain from using *scare* quotes (single or double quotation marks) around single words “unless it is essential to the author's argument and not confusing to readers.” (p. 293)

#### Comma

- Pacific Affairs does not employ the serial comma.  
coal, wheat and oil ... milk,  
cheese or cream...

#### Dashes

- Set en- and em-dashes tight, with no spaces on either sides.

In the opening chapter, she notes that the hegemony of the neoliberal model—its appearance as an inevitable path—makes resistance seem impossible.

- Use en-dashes

- in compound adjectives when at least one of the elements is a two-word compound.

post–Civil War period

- to replace the word to between capitalized names.

Boston–Washington train

- when elements of equal significance are joined in a more complex relationship than and or or would signify.

federal–provincial relations, male–female differences, student–teacher ratio

Ellipses

- Dots should be set tight with letter spaces preceding and following the ellipses. For ellipses that occur at the end of a sentence, the period should be set at even spacing from the first dot.

according to the ... report

Separating criminals from their profits eliminates their chief motive and breaks the crime cycle.... Bill C-61 will give courts ...

Colons

- The first word following a colon is lowercased when it begins a list.

They broadcast an urgent call for three necessities: bandages, antibiotics and blood.

- The first word following a colon is lowercased when it begins a complete sentence.

The advantage of this system is clear: it's inexpensive.

Exception: when the sentence introduced is lengthy and distinctly separate from the preceding clause, the first word is often capitalized.

The situation is critical: This company cannot hope to recoup the fourth-quarter losses that were sustained in five operating divisions.

- If a colon introduces two or more sentences, the first word of each sentence is capitalized.

#### **IV. Hyphenation**

- In keeping with contemporary spelling practices, follow a closed (no-hyphen) style as a general rule. Pacific Affairs does not hyphenate intergovernmental, nongovernmental, multinational, subsystem, subgroup, subsample, prewar, postwar, turnout, postindustrial, semiskilled, crosstabulation.

- Pacific Affairs does not hyphenate policy maker, policy making, decision maker and decision making when used as nouns. It does hyphenate adjectival forms such as “policy-making [decision-making] process.”

- In general, hyphenate

- numbers and fractions

two-thirds, one-half, twenty-nine

- measurements used as adjectives preceding a noun

a four-mile run, a 15-mL test tube

- to avoid ambiguity a canned meat-and-vegetable dish;

a canned-meat and vegetable dish

- compounds, prefixes and suffixes as described in the next section

Prefixes

- As a general rule, use hyphens

- before proper nouns or adjectives

pre-Darwinian, anti-Soviet, inter-European

– to distinguish between temporary and permanent compounds, or to avoid confusion over meaning

re-cover the armchair, recover the hostages

– to separate vowels or identical consonants (verify with The Canadian Oxford Dictionary, as there are many exceptions.)

anti-aircraft, de-escalate, co-organizer, counter-reformation, pre-engineered, semi-independent, co-opt but underrepresentation, cooperation, coordinator, preempt, reelect, preestablished

– with pro- when used as a prefix to mean favouring

pro-choice, pro-democracy.

– with quasi- and pseudo- when used as a prefix

quasi-intellectual, pseudo-liberal

– with wide- when used as a prefix

wide-open, wide-awake (but widespread)

– with self- when used as a prefix

self-governing, self-control (but selfsame, selfhood, selfless)

– when a prefix is repeated in the same compound

re-refried, post-postmodern

– when combining form is not listed in the dictionary

Suffixes

• For verbs with tails -in, -up, -down, -away, -off, -over, -out use

– no hyphen in verb form

to grow up, to follow up

– hyphen in derived adjective

grown-up people

– hyphen/no hyphen in derived noun (see next subsection)

a grownup, a follow-up, a break-in

• In general, derived noun forms use hyphens

– when the first part is more than one syllable

follow-up, cover-up but breakup, breakout, fix up

– for -in words

sit-in, break-in

– when combining form is not listed in the dictionary

## V. Numbers

• Spell out whole numbers from one through nine, unless doing so would clutter a sentence unduly.

My two cats like to sit in the sun.

The winning lottery numbers were 2, 3, 4, 5, 8 and 9.

• Whole numbers between ten and ninety-nine and numbers followed by hundred, thousand, million, etc., may be spelled out or written as numerals.

• Use numerals to express numbers nine or under when:

– they appear in close succession with numbers greater than nine

Only 36 out of 85 groups responded to the 7 questions.

– they modify the same items that are being modified by numbers greater than nine in the same sentence or proximity

Of the 118 committees, only 8 were duly elected.

– they refer to scores, age, percentages, and decades

7-3 victory, 6 years old, 89 percent, 1960s

– they are used with unit symbols

\$1million, \$5 rebate, 9 cm wide

• Spell out numbers when they occur at the beginning of a sentence.

Fourteen thousand immigrants were...

• Spell out ordinals in text; the numeral version is acceptable in tabular material and bibliographies.

twenty-first (not 21st)

• Spell out percent in text; the % symbol is acceptable in tabular material.

• In a series or range, the percent sign is usually included with all numbers, even if one of the numbers is a zero.

rates of 8.3%, 8.8%, and 9.1%

a variation of 0% to 10% or a 0%–10% variation

• Inclusive numbers should be contracted within text, using an en-dash with no space before or after.

5-9, 65-7, 102-7, 1204-93, the War of 1861-65

• Render numbers in full in all headings, labels, captions, book/article titles, and figure/table titles.

Rate of Unemployment in Ontario, 1991-1994

• Do not contract inclusive numbers when the first number ends in 00.

100-104, 1900-1901

• Do not use “from” and “between” with inclusive numbers separated by an en-dash.

from 1968 to 1972 (not from 1968-72)

between 10:00 A.M. to 5:00 P.M. (not between 10:00 A.M.-5 P.M.)

## **VI. Names and Terms**

### **Capitalization**

Geographical Areas

• Capitalize topographical names commonly accepted as proper names (e.g., the Prairies, the Maritimes, the Loire Valley) and politically or culturally significant areas (Northeast Asia, the Western world, Eastern Europe).

• Do not capitalize geographical terms which are simply descriptive or climatic, such as northern Canada, northwestern Vietnam, southern China.

• Pacific Affairs prefers the following usage: mainland or Mainland China, as long as you are consistent within the article; Taiwan Strait; Korean Peninsula; Northeast Asia.

Government Offices, Organizations, Judicial Bodies, Wars, Political Parties

• Capitalize titles and offices only when preceding a name and not modified.

Prime Minister Chrétien but Chrétien, the prime minister or The prime minister spoke to the assembly...

- Capitalize full titles of government or judicial bodies, but lowercase partial forms.

Department of Foreign Affairs; the foreign affairs department

Human Rights Watch

Congress of Industrial Organizations; CIO; the union

New York Historical Society; the society

- In most countries, Parliament, Congress and Senate are capitalized.

- Full titles of wars are capitalized. The words war and battle are lowercased when used alone (battle is often lowercased also when used with the name of the spot where the battle took place).

Vietnam War

World War II;

the Second World War

- Political parties are capitalized; political movements are not: e.g., the Liberal Party, the Chinese Communist Party; communism, capitalism.

Official Documents and Legal Cases

- Full titles of acts, treaties, policies, agreements, plans and similar documents should be capitalized and set in roman type.

Canada Pension Plan (but the pension plan, the plan)

Occupational Health Act (but the health act, the act)

- Capitalize the following in their abbreviated forms:

the Charter (of Rights and Freedoms)

the Code (Criminal)

the Constitution (1867, 1982)

- Italicize legal cases and the abbreviations of legal cases.

Smith v. Jones, the Smith case, Smith

Text Elements

- Do not capitalize text elements, either as titles or text references: e.g., appendix A, chapter 5, part 7, figure 2.

“The” in Corporate and Newspaper Names

- Capitalize and italicize the definite article in newspaper titles when “The” officially forms part of the name.

The New York Times, The Financial Times

the Buenos Aires Herald, the Africa News, the Toronto Star

Dates

Date

- Maintain a consistent style throughout the text. Dates should appear as follows:

3 June 1993 (... on 3 June 1993, we ...)

- Do not use apostrophes in decades when all numerals are included.

1990s

- Spell out decades and centuries.

the fifties and sixties; the sixteenth century

- When prefixes are attached to numerals, the compounds are hyphenated.

pre-1995 models, post-1945 economy, non-19th-century architecture