

CANADIAN JOURNAL OF POLITICAL SCIENCE

EDITORIAL STYLE GUIDELINES

1. The Manuscript:

- If the paper is accepted for publication, the author will also be asked to provide a French version of the abstract.
- Manuscripts should not be longer than 8,000 words, all material included.
- The *Journal* employs “in-text” citation style, with a list of references cited following the text. See items 5 and 6 below.
- Our style in English generally follows the current edition of *The Canadian Style: A Guide to Writing and Editing* (Ottawa: Minister of Supply and Services Canada); our dictionary is the current edition of *Gage Canadian Dictionary* (Toronto: Gage). Authors should also consult the most recent volume of the *Journal* for style.

2. Tables and Figures:

- Because of cost and space limitations, tables should be used parsimoniously, to illustrate findings which are crucial to the hypothesis. Otherwise, a sentence can be inserted to advise the reader that the author is willing to elaborate or provide other test results through correspondence.
- Rules for in-text citations apply to the citation of sources at the foot of tables and figures. See section 5 below.
- Tables and figures should be submitted on separately numbered sheets. See Appendix for an example of format for tables. Figures should be drawn carefully, with any text precisely located. If accepted for publication, camera-ready copy of tables and figures might be required.
- The positioning of a table or figure should be indicated in the text following the paragraph that first mentions it, with the instruction, “Insert Table 1 (or Figure) about here.”

3. Be Mindful of These Rules

- **Unlike a paper** delivered to a specialist audience at a particular conference and at a particular time, a **journal article** will be read by a diverse audience of specialists and generalists over an extended period of time. Therefore, remarks concerning recent or topical events and individuals should be fully elaborated for the broader journal readership.

- The *Journal* employs **gender-neutral or inclusive language** except where the references to “man” or “mankind” and so forth are attributable not to the author of the manuscript but to a person who is a subject of the manuscript or whose work is being cited in it. Accordingly, the *Journal* prefers “humans” and “humanity” or perhaps even “people” to “man” or “mankind.” The use of “he/she” or “him/her” or “he and she,” and other variations are awkward replacements. Suitable editing of the text can usually avoid such problems, often by making use of “individual” or “person” or by changing from the singular “he” and “his” to the plural “they” and “their.”
- Verbs ending in “**ise/ize**” and their derived forms: use “ize” as in organize or nationalize or nationalization.
- **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, for example, travelled, modelled and labelled rather than traveled, modeled and labeled.
- Examples of **particular spellings:** use “our” as in behaviour, and labour; also benefited, judgment, programme, sizeable, worldview; also, grass roots (noun), but grassroots (adjective).

- **Hyphenation:**

Generally avoid hyphens (as in “neoliberal”), but use a hyphen when the word following the prefix begins with the same vowel as the one with which the prefix ends, or when the appearance of the compound would be confusing without the hyphen, as in co-editor, co-author, co-operation, co-ordination, pre-empt and neo-institutional.

Hyphenation can cause particular problems in addition to the above where hyphenated words, because of their widespread use in the social sciences, are increasingly dropping their hyphens. In general, however, the *Journal* continues to employ hyphens in macro-economic, micro-economic and socio-economic. We also hyphenate geo-political, neo-Marxist, inter-election, inter-nation, inter-state, inter-regional, left-wing (adjective), right-wing (adjective), policy-making (adjective), cross-national, post-secondary, non-existent, non-voter and following the prefix “anti.”

The *Journal* does not hyphenate intergovernmental, nongovernmental, multinational, subsystem, subgroup, subsample, prewar, postwar, turnout, postindustrial, semiskilled, crosstabulation.

The *Journal* 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.”

- The names of **Canadian political parties** are capitalized as follows: Liberal party, Progressive Conservative party (although Conservative party usually suffices), New Democratic party, Bloc Québécois, Parti Québécois, Canadian Alliance. In contemporary party references, the *Journal* does not use Tory or Whig. **Regime parties** are usually capitalized, such as Communist Party of China.
- **Capitalized words** are generally avoided. For instance, capitalize civil, military, religious and professional titles only when preceding the name of a person holding the title; otherwise they are not capitalized. Also, generally do not capitalize references to public office holders, such as “senators,” but capitalize the office itself, “the Senate.”

Do not capitalize anglophone, francophone or allophone, but capitalize references to generalized or specific national origin, such as European, French, Aboriginal, Cree.

Capitalize terms such as West and Western, and East and Eastern when used in a cultural sense, but not when used in a geographic sense.

- The preferred style in referring to **wars of the twentieth century** is the First World War, and the Second World War (not World War One or World War I), and the Cold War.
- **Numbers** less than 10 are spelled out. From 10 up, use numerals. Modification is required when numbers above and below 10 appear in a series or group of numbers each of which applied to the same kind of thing; in this case, usually numerals are used: for example, “The numbers of seats won in the three elections were 5, 9 and 15.”
- **Dates:** Write out a series of years in full, for example, 1980-1993 (not 1980-93); refer to a decade without an apostrophe, for example, the 1990s (not the 1990's); for specific dates, cite day, month and year in that order, for example, July 1, 2003.
- When reporting **percentages**, use 8 per cent rather than eight per cent, eight percent, or 8% except in parenthesis (for example, 8%). References to centuries are written in full: for example, twentieth century (not 20th century).
- **Abbreviations:** Do not use periods in abbreviations such as MP, MPP, NDP, PQ, USA, OECD. Also, in the initial reference to a relatively unfamiliar institution, the name should be spelled out in full, followed by the abbreviation in brackets used in subsequent references.
- **Latinized terms** are not used: use “for example,” not “e.g.”; “and so forth,” rather than “etc.”; “that is” rather than “i.e.”; “through” or “by way of” rather than “via.”

Do **not italicize** Latin terms that are generally accepted as English, such as a priori, a posteriori, de facto, de jure and status quo.

- In dealing with **co-ordinate elements in a sequence**, the *Journal* omits the **comma** before the final “and” or “or,” unless clarity or emphasis seems to require the comma.
- References to **parts or chapters of a book** use lower case and numerals: for example, “In part 2,” or “in chapter 2,” but in parentheses “(chap. 2).”
- **Possessive forms of personal names that end in “s”** follow this style: ’s in the case of names of one syllable (Hobbes’s), and s’ in the case of names of more than one syllable (Giddens’).
- A **forward slash** is used rather than a hyphen where the intention of the text is to indicate alternatives: for example, “left/right” identification.
- When a **quotation** is estimated to run five or more typeset lines, it should be offset from the text and end with a bibliographic reference following the period.

4. **In-text, Parenthetical or Author-Date Citations:**

The *Journal* employs embedded in-text (parenthetical or author-date) citations, with a list of references at the end of the article (section 6) following endnotes (see section 7).

References to direct quotations, statistics, paraphrases or ideas borrowed from published work immediately follow the borrowed item: generally, the author’s last name, the year of publication and the relevant page number(s), depending on what information precedes the reference in the text. When citing page numbers from 100 and up, it is not necessary to repeat the first numeral in the last page referenced if it is the same as the first-page numeral cited; that is, 100-23, rather than 100-123.

- **If the author’s name is in the text**, it is omitted in the reference. If the reference is to a complete work, page numbers are not required. For example:

According to Alan Cairns, “the electoral system has been an important factor in the evolution of the Canadian party system” (1968: 78).

Alan C. Cairns’s study of the impact of the electoral system on political parties (1968) concludes....

Electoral systems are not neutral (Cairns, 1968).

- **If a reference involves two authors**, both names should be included. For example,

“...one cannot deny that Canada’s political parties are facing serious challenges to their presumed monopoly on the linkage function” (Tanguay and Gagnon, 1996: 3).

- **If a reference has more than two authors**, the first author's last name should be followed by "et al." For example,

The effect of identification with governing parties on feelings of efficacy and trust has received attention (Lambert et al., 1986).

- **If there is more than one reference in the manuscript to the same author(s) and the same year of publication**, insert a, b, c, and so forth following the year. For example,

... (Lambert et al., 1986a). ...(Lambert et al., 1986b).

- **When more than one source is to be included in a single citation**, they are listed preferably in alphabetical order, separated by semi-colons. If the list is not exhaustive, but representative of the literature, the list of names and dates should be preceded by the phrase "for example."

Though the number of scholars who have addressed the question is small, the evidence is compelling (for example, Irvine, 1974; Irvine and Gold, 1980; Johnston, 1985; Meisel, 1967, 1975).

- **Also, a brief phrase might be inserted within the parentheses**, such as

... (but see Lambert et al., 1986a).

- **The citation of an institution should precede the information itself**. Also, references that lack an author's name require the name of the institution that sponsored the reference. For an example of each,

Municipal data (City of St. Catharines, 1982: 2) indicate that property tax rates....

- **References to court cases** should contain sufficient information within the text to connect the reader with the item in the list of references at the end of the manuscript. For example,

The Supreme Court of Canada has also rejected the limitations of a "political question" doctrine that would put executive decisions in foreign policy and defence matters largely beyond judicial review (*Operation Dismantle v. The Queen*, 1985).

Of particular note is Justice Thurgood Marshall's argument against capital punishment (U.S. Supreme Court, *Gregg v. Georgia*, 1976).

- **References to sources on the Internet** should approximate as much as possible conventional formats regarding printed sources, indicating when the site was last revised or when you last accessed the site. For example,

The survey employed by the election study team of 2000 (Blais, André et al. ces.html, July 20, 2001) included these questions.

5. Reference List at the End of the Manuscript

Only references cited in the text are to be included in the list titled “References” at the end of the manuscript.

- The list should be in alphabetical order (Treat Mc as Mac. Surnames containing, for example, De, de la, or Von, should be listed under D or V.)
- Names should be in upper and lower case.
- When several references have the same author(s), the name should be repeated each time and the list should be in chronological order. If the list includes several references by the same author in the same year, distinguishing between or among them by adding a letter to the date of publication (for example, 2002a, 2002b, and so forth).
- In co-authored references, all authors’ full names must be included as they appear in the work being referenced.
- Generational references in names, such as Jr or II, should be listed following the given name and a comma. For example,

Rockefeller, John D., III, [the rest of the reference].

Here are some examples of how to cite different types of material. Titles of publications should be italicized rather than underlined.

Books

Archer, Keith, Roger Gibbins, Rainer Knopff and Leslie Pal. 1995. *Parameters of Power: Canada’s Political Institutions*. Scarborough: Nelson.

Atkinson, Michael M., ed. *Governing Canada : Institutions and Public Policy*.1993. Toronto: Harcourt Brace Jovanovich Canada.

Locke, John. 1965. *The Reasonableness of Christianity*, ed. George W. Ewing. Chicago: Regnery.

Macpherson C. B.. 1962. *The Political Theory of Possessive Individualism*. Oxford: Clarendon Press.

Chapter in an edited book

Bennett, Colin J. and Robin Bayley. 1999. “The New Public administration of Information: Canadian Approaches to Access and Privacy.” In *Public Administration and Policy: Governing in Challenging Times*, ed. Martin W. Westmacott and Hugh P. Mellon. Scarborough: Prentice-Hall.

Journal article

Salazar, Debra J. and Donald K. Alper. 2002. "Reconciling Environmentalism and the Left: Perspectives on Democracy and Social Justice in British Columbia's Environmental Movement." *Canadian Journal of Political Science* 35: 527-66.

Conference paper

Nesbitt-Larking, Paul. 1994. "The 1992 Referendum and the 1993 Federal Election in Canada: Patterns of Protest." Paper presented at the annual meeting of the Canadian Political Science Association, Calgary.

Occasional paper series

Panayiotis, C. Afxentiou. 1999. "Convergence across Canadian Provinces." Discussion paper series. No. 99-03. Department of Economics. University of Calgary.

Thesis or dissertation

Barr, C. W. 2000. "Evaluations of Political Leaders in Canada, Britain and the United States." Doctoral dissertation. York University, Toronto, Ontario.

Government documents

Canada. Parliament. 1992. *Report of the Special Joint Committee on a Renewed Canada* [Beaudoin-Dobbie Committee]. Ottawa: Supply and Services.

Canada. Privy Council Office. 1996. *Discussion Paper on Values and Ethics in the Public Service*. Ottawa: Privy Council Office.

Alcock, Reg. 2001. Canada. *House of Commons Debates*. November 27, 7576.

Court reports

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

Dickson, C.J. *Morgentaler v. The Queen*, [1976] 1 S.C.R. 616, at 672.

Supreme Court of Canada. *Simmons v. The Queen*, (1988) 55 D.L.R. (4th) 673.

U.S. Supreme Court. *Brown v. Board of Education*, 347 U.S. 483 (1954).

Magazine or newspaper articles

Johnson, A. D. 1998. "Measuring Excellence." *Maclean's*, November 23, 30-33.

“Spending Limits Irk Cabinet.” 1997. *The Globe and Mail* (Toronto), December 3, A1.

Sources on the Internet

Cite sources on the Internet as closely as possible to conventional formats noted above. For example, consult the printed version, that would be referenced as:

Walker, Janice R. and Todd Taylor. 1988. *The Columbia Guide to Online Style*. New York: Columbia University Press.

Or consult the electronic version, that would be referenced as:

Walker, Janice R. and Todd Taylor. 1988. *The Columbia Guide to Online Style*.
http://www.columbia.edu/cu/cup/cgos/idx_basic.html (April 23, 2001).

Note that in the reference to the electronic document, the date of the print version of the source and the date of an author’s access to the electronic source are both listed in reference to the electronic version. If an Internet-based source lacks an author (institutional or human), a publisher or a date of printed publication, use the file name, the date the site was last revised or the date you accessed the site. For the latter case,

Canada Election Study. 2001. <http://www.fas.umontreal.ca/pol/ces-ec/ces.html> (July 20, 2001).

6. Endnotes

If any at all, manuscripts should contain only brief and necessary explanatory endnotes listed as “Endnotes” following the text and preceding the list of references.

Appendix: Format of Tables

Format of Tables

Here is an example (Black, Jerome H. 1987) of a format for tables. Use brief but clear titles, including statistical techniques used to produce the data. Data sources should appear in full in all tables. Levels of statistical significant are designated by a, b, c and so forth, denoting greater levels of significance. These alphabetical superscripts may also be used to explain other useful information such as treatment of missing data and coding techniques.

TABLE 2					
INCIDENCE OF PAST POLITICIZATION AND INVOLVEMENT IN CANADIAN POLITICS, FOR ETHNICITY CATEGORIES (means)					
	British	South Euro pean	East Euro pean	West Indian	F
<i>Incidence of past politicization</i>					
Political interest	1.87	1.01	2.03	1.58	9.43 ^b
Participation	2.50	1.15	1.11	1.84	6.94 ^b
(N)	(38)	(68)	(96)	(75/77)	
<i>Involvement in Canadian politics</i>					
Federal partisanship	1.26	0.66	0.97	0.97	3.43 ^b
Interest in Canadian politics	1.48	1.19	1.75	1.66	4.72 ^b
Communal activity	0.25	0.14	0.05	0.13	3.75 ^a
Contacting politicians/officials	0.16	0.04	0.10	0.12	1.51
Political knowledge	2.40	0.93	1.87	1.78	11.17 ^b
(N)	(38/39)	(69)	(95/96)	(83)	
a	p<.05				
b	p<.01				

Source: Black, Jerome H. 1987. "The Practice of Politics in Two Settings: Political Transferability Among Recent Immigrants to Canada." *Canadian Journal of Political Science* 20: 746.