

STYLE MANUAL

Spelling and Usage

Canadian Oxford Dictionary.

For Mi'kmaw place names, Trudy Sable and Bernie Francis, *The Language of this Land: Mi'kma'ki* (Sydney: Cape Breton University Press, 2012) or *T'an Weji-sqalia'tiek: Mi'kmaw Place Names Digital Atlas*, hosted by Saint Mary's University, <http://mikmawplacenames.ca/>

Titles of Books and Articles

All book titles cited are to be *italicized*:

The Language of This Land, Mi'kma'ki; Barometer Rising, etc.

All article titles are to be placed in double quotation marks and the title of the periodical or reference book *italicized*:

Harry Bruce, "The Comeback of Hugh MacLennan," *Atlantic Insight*; J. Murray Beck, "Joseph Howe," *Dictionary of Canadian Biography*, vol. X, pp. 362-70.

Quotations

When using quotation marks, all periods and commas are to be placed inside the closing quotation mark, while all colons and semicolons outside the closing mark:

"It's not like anything I have ever written before," he said. "It may not be like anything anyone has written before."

...the colonial secretary let Howe come "face to face with the people of England"; his speech at Southampton...

Quotations of up to two lines are to be incorporated into the text and enclosed in double quotation marks: "Am happy to find you are pleased with Mr. Sparrow's conduct. I think he is a gentleman with whom you may deal with safety."

Longer quotations are to be set off from the text by single-spacing and indenting four spaces from the left margin, with no quotation marks at beginning or end:

Hon. Justice M. B. Archibald of the Nova Scotia Supreme Court yesterday reserved decision on an application for writ of certiorari on behalf of Mrs. Viola Desmond, Gerrish street negro hairdresser, who was convicted at New Glasgow last November of defrauding the government of a one-cent theatre tax.

ENDNOTES

Manuscripts need not be accompanied by a bibliography, but the use of notes is required. They should be numbered sequentially in the text, using Arabic numerals, and typed in numerical order immediately following the end of it. Notes are necessary in order to:

1. Cite the authority for specific facts or opinions stated in the manuscript, and to identify fully the source of all quotations;
2. Provide information which would otherwise disrupt the exposition, if introduced directly into the text of the manuscript;
3. Make acknowledgments.

The format to be used is the following:

A. *Authored Book*

N. E. S. Griffiths, *From Migrant to Acadian: A North American Border People 1604 – 1755* (Montreal and Kingston: McGill-Queen's University Press, 2005), pp. 362-367.

B. *Edited Book*

Margaret Conrad, ed., *Intimate Relations: Family and Community in Planter Nova Scotia, 1759-1800* (Fredericton: Acadiensis Press, 1995).

C. *Article*

Jeffers Lennox, "An Empire on Paper: The Founding of Halifax and Conceptions of Imperial Space, 1744-55," *Canadian Historical Review*, 88:3 (September 2007), pp. 373-412.

D. *Newspaper*

[Title of item], *Novascotian* (Halifax), 20 September 1827.

E. *Interview*

Interview with John Smith, Halifax, 20 June 1978.

F. *Archival Documents.*

- a) Return of Sackville Township by-election, 1783, RG 1, vol. 409, no. 12, Nova Scotia Archives and Records Management (hereafter NSARM).

Minute-book of Charitable Irish Society, MG 20, vol. 65, NSARM.

b) Correspondence

Antoine and Pierre Couaret to Philipps, 2 Oct 1720, CO217-3, f.15.

c) Court records

Complaint of Richard John Uniacke, *Uniacke v. Moyes*, Nova Scotia Court Chancery case file no. 75 (1786), RG 36, series A, NSARM.

d) Deeds

Registry of Deeds, Halifax County, vol. 15, p. 158.

e) Wills

Probate Court, Hants County, vol. 2, pp. 359-61.

f) Statutes

Nova Scotia Statutes, 10 Geo. III, c. 3 (1770).

g) Theses

Philip Girard, "Themes and Variations in Early Canadian Legal Culture: Beamish Murdoch of Halifax, 1800-1876" (Ph.D. thesis, Dalhousie, 1998)

G. Electronic Resource

Internet URL or DOI: First World War Canadian Expeditionary Force Database, Library and Archives Canada (hereafter LAC).