



Publications Style Guide

In general:

The Foundation uses the Canadian Press Style Guide by default.

Manuscript drafts: Prepare in 12 point Times Roman, double-spaced, with 1 inch margins, top, bottom and sides. Use minimal formatting.

- Insert one space after a period, a colon or semi-colon.
- Insert a line space between paragraphs.

Bulleted lists: insert a semi-colon at the end of the sentence in a bulleted list except if there are multiple sentences within the bullet (in which case, use a period).

Example:

We purchased, on behalf of the group, everything under 10 dollars, but excluded:

- **Fuel;**
- **Liquor;**
- **Things that could be considered tools. We made this category very broad on purpose.**
- **Pets; and**
- **Pet food.**

Attributions can be in brackets with no period. As one example:

(Survey respondent comment) or —*Survey respondent comment*

Just be consistent in usage.

Page numbers: insert bottom centre.

Graphs and tables: provide underlying data in Excel spreadsheet format to permit the reconstruction of the graphs and tables.

Make sure that the explanatory text / bullets / draft graphs / etc. describe the data items in the sequence used in the Excel spreadsheet.

Organization name: Community Foundation for Kingston & Area

Acronym is CFKA; however, preference is given to using “the Foundation” instead of the acronym.

Vital Signs: in major headings and titles use the form Vital Signs® with the registration symbol.

Speaker Series, neither Speakers Series nor Speakers’ Series.

Fund names are italicized: *Smart & Caring Community Fund*: use the ampersand in this instance.

Ripples

Last Updated: July 26, 2015

Kingston, Frontenac, Lennox and Addington: KFL&A is the common usage which the Foundation follows, but some organizations use KFLA. If that is part of the proper name, use the organizational specific form.

%, per cent: CP style is per cent, preference for the written out form as opposed to the symbol. In titles and headings, use % symbol.

Canadian Index of Wellbeing: the acronym CIW should be replaced by “the Index” for short form in text following the full name of the Index. Note “wellbeing” is a single word in this instance.

For acronyms, the general principle will be to avoid unless they are widely used as the name of the organization; e.g., NATO, CIBC, CBC, BBC.

If acronyms are going to be used, write out the first instance in full followed by the acronym in brackets,.

Example:

The Royal Bank of Canada (RBC) has several offices in the area When RBC was founded the ‘Royal’ in its name was desirable; that might not be the case today, hence the branding “RBC”.

Punctuation

Punctuation and parentheses.

When a parenthetical statement falls at the end of a sentence, the placement of the terminal punctuation depends on whether the words inside the parentheses are a complete sentence.

If the words inside the parentheses *aren't* a complete sentence, the period, question mark, or exclamation point that ends the sentence goes after the parenthesis:

- *Squiggly likes chocolate (and nuts).*
- *Could Aardvark bring home candy (quickly)?*

If the words inside the parentheses *are* a complete sentence, the period, question mark, or exclamation point that ends the sentence goes inside the parenthesis:

- *Bring chocolate. (Squiggly likes sweets.)*
- *Buy candy. (Bring it quickly!)*

Note: The following sections are selectively derived from CP usage.

Numbers and percentages:

Since *Vital Signs* uses a lot of numbers and percentages, follow CP practice:

1. In general, spell out whole numbers below 10 and use arabic numerals for 10 and above. If the number starts a sentence, write it out in full.

three batters, the fifth inning, nine minutes, 10 guests, the 16th hole, the 22nd day, the sixth Earl of Hodderston, a woman in her 50s

Note the use of the superscript th and nd. This is a divergence from CP use.

Twenty-four players lined up for the final.

2. In a series there will often be a mixture.

There are 27 trees: two beeches, 10 chestnuts, three elms and 12 maples. The dealer sold 10 four-cylinder cars, three sixes and 12 eights.

3. For numbers in official names, follow the organization's spelling style even when it is at odds with Canadian Press practice.

7Up, the film 7 Fathers, 360networks Inc.

4. Use arabic numerals (1, 2, 3) unless roman (I, II, III, IV, V) numerals are specified: **arabic numeral** and **roman numeral** are not capitalized.

5. Do not use commas with dimensions, measurements and weights consisting of two or more elements.

Or another way, do not use commas with multi-unit dimensions, measures, weights or times.

a woman five feet 11 inches tall; the baby weighs seven pounds six ounces; a trip of six months three weeks two days; in two hours 21 minutes 45 seconds (but the six-foot-three, 250-pound tackle)

6. To avoid ambiguity, write **increased to 15 per cent from 10** (not **increased from 10 to 15 per cent**).

7. To be meaningful, a percentage loss or gain should normally be accompanied by a dollar or some other amount.

Sales fell 10 per cent to \$10,000. Sophie Dukakis, a hairdresser, said she now has 10 customers, a 20 per cent increase.



Comma Usage:

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1. Put commas between the elements of a series but not before the final **and**, **or** or **nor** unless that avoids confusion.

men, women, children and pets

2. Use commas before clauses introduced by the conjunctions **and**, **but**, **for**, **or**, **nor** or **yet** if the subject changes.

We are all in the gutter, but some of us are looking at the stars.—*Oscar Wilde*

3. Use commas to set off an introductory clause or long phrase that precedes the main clause.

If God did not exist, it would be necessary to invent Him. — *Voltaire*

4. Put a comma after the main clause only if the clause that follows is parenthetical.

The doctor bought a ticket, though she didn't expect to win.

5. Use commas to separate adjectives before a noun when the commas represent **and**.

a frank, open face; a vigorous, genial, popular man; well-meaning, enthusiastic, immature novices

6. Omit commas if the adjectives could not be separated by **and** and still make sense.

a cold marble floor

is not *a cold and marble floor; therefore, no comma in a cold marble floor*

an aristocratic French family

is not *an aristocratic and French family; therefore, no comma in an aristocratic French family*

As a rule of thumb, if the order of the adjectives could not be changed (as in these examples), omit the commas.

When in doubt, err on the side of too few commas.

7. Use a comma to separate an introductory clause from a short, complete sentence in quotations.

The prime minister replied, "I have nothing to add to what I said in the House."

Note: Do not use a comma if a quotation is extremely short or is an integral part of the clause.

Stop saying "I told you so."

8. Use a comma to set off a paraphrased question or statement.

The question is, How can it be done?

9. Use commas to set off parenthetical expressions, direct address and the like.

That's right, isn't it?

Madam Speaker, I deny that.

Note: Commas are used with transition words like **besides, meanwhile, indeed, of course, too, in fact, as a result and consequently** if the sentence reads better with a pause.

10. Use a comma to separate words and numbers when confusion might otherwise result.

He who can, does. He who cannot, teaches. — *G.B. Shaw*

Instead of 20, 50 came.

11. Use commas to separate geographical elements.

The tour bus runs from Basel, Switzerland, to Milan, Italy, with frequent stops.

12. Use commas to set off the year from the month plus day.

March 31, 1949, was the date that Newfoundland joined Confederation.

Note: Do not use commas when the day is not included: **March 1949.**

13. In general, use commas to set off thousands but not in years, street addresses or page, phone or serial numbers.

13,250 kilometres \$1,450,250 page 1235

2000 (year) 1530 Rose St. serial 76543

416.364.0321 *The Foundation diverges from CP style in this format.*

14. Use commas to set off a person's age, degrees, awards and affiliations.

Jean Tateyama, 48, Brandon, Man.; René Tremblay, PhD, faced Alex Dodd, VC, in the debate.

15. Do not use commas with **Sr.** or **Jr.**, or with numerals that can similarly be regarded as an integral part of a name.

Marc Leblanc Sr., F.A. Artemis III

two feet four inches by three feet 10 inches, 10 pounds 12 ounces, two hours 30 minutes 25 seconds

But: a four-foot-11, 90-pound youngster

16. Put commas inside closing quotation marks.

Barb said, “I don’t want any,” but the pedlar only smiled. The clue consisted of four words: “spinner,” “blackbird,” “watchman” and “maple.” “It sounded like ‘gorp,’” he said.

Note: Occasionally, such punctuation is not needed. **More than 1,600 protesters chanting “We’re anti-violent people” marched along Portage Avenue.**

17. A comma follows a bracket if sentence structure requires it.

The speech was long, hard to hear (people were coughing), uninspired and uninspiring.

18. Use a comma or a dash but not both.

Wilfred was — like all the Clutterbucks — a man of striking personal charm.

Not: Wilfred was, — like all the Clutterbucks, — a man of striking personal charm.

Elipsis:

1. Use three periods to indicate an omission from a text or quotation.

The decision ... rests solely with your elected representatives, not with pollsters or the news media.

Note: Put spaces before and after the periods.

2. In condensing a text, use an ellipsis at the beginning, inside or at the end of a sentence. If it is at the end, put the punctuation before the ellipsis. Hence four periods end a sentence.

The decision ... rests solely with your elected representatives....

Semicolon:

1. Use a semicolon to separate statements too closely related to stand as separate sentences.

“I never read a book before reviewing it; it prejudices a man so.” — Sidney Smith

2. Use a semicolon to separate phrases that contain commas.

Best actor, Daniel Day-Lewis, *There Will Be Blood*; best actress, Marion Cotillard, *La Vie en Rose*; best film, *No Country for Old Men*.

3. Use a semicolon to precede explanatory phrases introduced by **for example, namely, that is** and the like when a comma seems too weak.

Some pleasures cost next to nothing; for example, reading.

4. Semicolons go outside quotation marks.

Police finally cornered the “bear”; it was a poodle.

Colon:

1. Use a colon, rather than a comma, to introduce a direct quotation longer than a short sentence.

Winston Churchill said in 1942: “This is not the end. It is not even the beginning of the end. But it is, perhaps, the end of the beginning.”

2. Use a colon in lines introducing lists, texts and tables.

VICTORIA — Highlights of the throne speech:

— The creation of 10,000 jobs . . .

3. Use a colon to introduce an amplification, an example or a formal question or quotation. It takes the place of **for example, namely, that is.**

It was a mixed cargo: iron ore, wheat and coal.

4. Generally do not capitalize the first letter of a sentence that follows a colon; but a capital may be used if emphasis is desirable.

Their learning is like bread in a besieged city: every man gets a little, but no man gets a full meal. — Samuel Johnson.

This is the rule: Write in easy, conversational English.

Note: Capitalize the first word of a quoted sentence: **The prince cried: “Too late! Help came too late.”**

5. Use a colon to mark a strong contrast.

Man proposes: God disposes.

6. Use colons in question-and-answer formats and for interviews. Quotation marks are not used.

Q: When do you expect an agreement?

A: Before Christmas.

Tatje: Why are you a critic?

Papadakos: One must live.

7. Use a colon to separate hours, minutes and seconds in clock and elapsed times, and periods before fractions of a second.

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7:30 pm., a record time of 1:25:15.4

Note: *am* and *pm* without the periods is a divergence from CP style.

Note: Write **8 am.**, not **8:00 am**

8. Use a colon after a formal salutation.

Madam Speaker: Gentlemen: Dear Mrs. Odisho:

9. Use colons to separate titles and subtitles unless the author's or publisher's form differs.

The Chinese: Portrait of a People

10. Put colons outside closing quotation marks.

She was referring to "the most serious of all charges": murder.

11. In correspondence, use a colon with the salutation: **Dear Mr Van Dyck:**

Dashes:

m-dash — Used in most instances in preference to the n-dash. See usage below.

n-dash — Used to separate dates:

"Kennedy's presidency (**1961–1963**) marked an extraordinary era. . . .";

in time: **6:30–8:45 pm**; and

between numbers and letters in an indexing scheme: **table 13–C, CT Statute 144–A.**

Also used to join compound modifiers made up of elements that are themselves either open compounds (frequently two-word proper nouns) or already hyphenated compounds:

the Puerto Rican–United States collaboration, the New York–New Jersey border, post-Darwinian–pre-Freudian theorems.

Hyphen: Is **not** a dash. See below.

1. Use dashes to set off mid-sentence lists punctuated by commas.

The ministers will discuss common problems — trade, tourism, immigration and defence — before going to the summit talks.

2. Use dashes when commas (generally preferable) would create confusion.

The pies — meat and fruit — were cheap.

Note: dashes are generally preceded and followed by a 'space'.

3. Use a tight dash (no following 'space') to introduce sections of a list.

Highlights of the federal budget Tuesday:

—**About 12,500 homeowners are expected to qualify for mortgage assistance.**

—**Employee benefits . . .**

4. Use a dash to mark a sharp break in a word or sentence.

“I’ve been laughed at, ignored — but I’m boring you.”

Note: When a sentence breaks off, no period is used after the dash.

“Really, Madam Speaker, I must —”

Note: When a quotation simply trails away, use three periods.

“Maybe if I had tried harder ... ”

5. Use dashes to mark off interpolations.

“Besides” — he tapped me on the knee — “you’re wrong.”

6. Use a dash to introduce a phrase or clause that summarizes, emphasizes or contrasts what has gone before.

Quiet, respectful, deferential, even obsequious — those were Mulliner’s chief characteristics.

7. Use a dash to attribute a quotation.

“I love my job” — *Tina Bailey*

Pedantry is a misplaced attention to trifles which then prides itself on its poor judgment. — *Jacques Barzun*

8. Do not use dashes with colons, semicolons and commas.

Hyphen:

1. Write words as compounds to ease reading, to avoid ambiguity and to join words that when used together form a separate concept.

a once-in-a-lifetime chance, a hit-and-run driver, voice-over-Internet-protocol technology, a used-car dealer, a small-business tax, an extra-high collar, light-year, first-fruits, man-hour

2. In general, hyphenate compound modifiers preceding a noun, but not if the meaning is instantly clear because of common usage of the term.

the third-period goal, three-under-par 69, a 5-4 vote, multimillion-dollar projects, 40-cent coffee

But the acid rain threat, the United States dollar, a savings bank deposit, a sales tax increase, the task force landing

3. Adverbs ending in *-ly* are not followed by a hyphen. The *-ly* alerts readers that the word that follows is modified: **a brightly lit room, an eagerly awaited speech.**

4. Hyphens are seldom needed with proper nouns (**a United Kingdom custom**), established foreign terms (**a 10 per cent drop**) or established compound nouns (**a high school principal**).

5. Certain word combinations are often hyphenated even when standing alone.

noun plus adjective (**fire-resistant, fancy-free**), noun plus participle (**blood-stained, thought-provoking**), adjective plus participle (**sweet-smelling, hard-earned**), adjective plus noun plus *-ed* (**open-handed, red-faced**)

6. Use a hyphen to indicate joint titles and to join conflicting or repetitive elements.

secretary-treasurer, writer-editor, musician-painter, comedy-tragedy, drip-drop, walkie-talkie

7. Hyphenate most well-known compounds of three or more words.

happy-go-lucky, good-for-nothing, Johnny-come-lately, forget-me-not, mother-in-law, a two-year-old

But **coat of arms, next of kin, no man's land**

8. Use a hyphen to avoid doubling a vowel, tripling a consonant or duplicating a prefix.

co-operate, re-emerge, anti-intellectual, doll-like, brass-smith, re-redesign, sub-subcommittee

But **readjust, reaffirm, reinstate, reopen**, etc.

9. Use a hyphen to join prefixes to proper names.

anti-Trudeau, pro-Communist

But **transatlantic, transpacific**

10. Use a hyphen to join an initial capital with a word.

T-shirt, V-necked, X-ray, S-bend, H-bomb

11. Use a hyphen with fractions standing alone and with the written numbers 21 to 99.

two-thirds, three-quarters, fifty-five, ninety-nine

12. Use hyphens with a successive compound adjective (note spacing).

18th- and 19th-century fashions; 10-, 20- and 30-second intervals

13. Use a hyphen to connect dates except when preceded by **from** or **between**.

the 1982-83 tax year, from January to May (not from January-May), between 1970 and 1976 (not between 1970-76)

Note: Don't drop the first two digits if the numbers are not the same: **1998-99**, but **1998-2002**.

14. Use a hyphen to differentiate between words of different meanings but the same or similar spellings.

Correspondent (letter writer), **co-respondent** (in divorce); **resign** (quit), **re-sign** (sign again); **recover** (regain health), **re-cover** (cover again)

15. Use a hyphen to avoid awkward combinations of letters.

cave-in, not **cavein**; **co-star**, not **costar**; **de-ice**, not **deice**; **non-native**, not **nonnative**; **re-ink**, not **reink**; **set-to**, not **setto**; **sit-in**, not **sitin**

16. Use a hyphen for the minus sign in temperatures, with bracketed political affiliations and in the names of compound ridings.

-10 degrees, Joan Singh (Con-Man.), Ajax-Pickering

Period:

1. Use a period to end a declarative or a mildly imperative sentence.

The wind blew and the ground began to dry. Give me the book. Let them have their say.

Note: For greater emphasis, use an exclamation mark, advisedly.

"Stick 'em up!"

2. Use a period to end an indirect question, a request phrased as a question, or a rhetorical question.

The reporter asked how many were killed. Would someone answer my question. What do I care.

3. Use a period with decimals, including decimal currencies.

3.25 \$9.50

4. Use a period after certain abbreviations.

5. Put periods inside quotation marks.

The writer said, “This is the end.” Her brother said, “I don’t know why she said ‘This is the end.’”

6. Omit periods after headings, figures, roman numerals, single letters (except initials) and scientific and metric symbols.

Pope, unionist meet; \$52; Chapter 2; Albatross II; E flat; Au (for gold); 15 cm; 20 C

Note: But use periods, as an alternative to brackets, after a letter or number denoting a series.

To improve readability: 1. Don’t be too formal. 2. Organize before you start to write. 3. Be active, positive, concrete.

7. Omit periods after letters used as names without specific designation.

Suppose A takes B to court for damages.

8. One space after a period at the end of a sentence is usually sufficient.

9. For correspondence, in the salutation, use **Mr., Mrs. Ms. Miss, Dr.** In articles the preference is to not use these courtesy titles.

Quotation Marks:

1. In general, always use double quotation marks except for headlines and quotes within a quote.

2. Use quotation marks to enclose direct quotations.

The lawyer said, “I don’t think the police should be paying suspects for information.”

3. Use quotation marks to begin and end each part of an interrupted quotation.

“We can’t hear you,” the girl said. “The radio is on.”

Note: Capitalize the first word of the second part of an interrupted quotation only if the second part begins a new sentence.

4. Alternate double and single marks in quotes within quotes.

“I heard her say, ‘I only hit him when he sneered and said “Never.” ’ ”

5. Capitalize the first word of any mid-sentence quote that constitutes a sentence.

The trainmaster gave the order to “Get the hell out!”

6. When a quote by a single speaker extends more than one paragraph, put quotation marks at the beginning of each paragraph but at the end of only the last.

“As I said earlier, my father was always reasonable about things like that.

“But when it came to money, he could be totally unreasonable. An out-and-out miser.

“Still, on the whole, he was fair-minded.”

However, if the quote in the first paragraph is a partial one, use quotation marks at the beginning and end of the partial quote.

He said the argument was “remarkably bitter.”

“I didn’t know two people could hate each other so much.”

7. Provide the speaker’s identity quickly if a quotation is unusually long. It should either precede the quotation, follow the first sentence (or the second if it is short and closely linked to the first), or be interpolated.

“We’ve lost. We’ve lost,” wailed another bystander. “The British have won. Our army has been lying to us.”

“The Puritan hated bear-baiting,” Macaulay adds, “not because it gave pain to the bear, but because it gave pleasure to the spectators.”

8. Use quotation marks to set off a pungent or significant word or phrase but not around routine words or phrases.

His first ship was an old “rustbucket.”

9. Use quotation marks around unfamiliar terms on first reference.

The fluid was named “protoplasm” by a Czechoslovak.

10. Put quotation marks around words used ironically.

The “friendly” soccer game ended with two players booked.

11. Do not use quotation marks to enclose slogans and headlines.

The pickets carried signs that read Cut Taxes, Not Jobs and Cut Government Spending. The article was headed Drug Squad Flouts Gun Rules.

12. Do not use quotation marks in question-and-answer formats.

Q: Do you recognize this man?

A: Yes.

13. Do not use quotation marks around single letters.

She got a B on the test. He wore the captain's C on his shirt.

14. Periods and commas always go inside closing quote marks; colons and semicolons outside. The question mark and exclamation mark go inside the quote marks when they apply to the quoted matter only; outside when they apply to the entire sentence.

"In the beginning there was the Word."

"In the beginning there was the Word," the student wrote in his first essay.

"In the beginning there was the Word"; Jerry did not understand the reference.

"In the beginning there was the Word": a grand start for his new novel.

Did Jerry really start his new novel with "In the beginning there was the Word"?

15. When a sentence ends with single and double quotation marks, separate them by a space.

16. Use single marks for quotations in headlines.

Spelling

1. The *Canadian Oxford Dictionary* is the authority for Canadian Press spelling with specific exceptions noted in the *Canadian Press Stylebook* and this guide. Where optional forms are given — moustache, mustache — the first listed is Canadian Press style.

2. When the spelling of the common-noun element of a proper name differs from Canadian Press style — Center Harbor, N.H., Lincoln Center, Canadian Paediatric Society — use the spelling favoured by the subject.

3. The Canadian Press ignores symbols and unnecessary punctuation in corporate or other names or translates them into accepted punctuation if necessary: 'N Sync, not *NSYNC; Yahoo Inc., not Yahoo! Inc.; Mamma Mia, not Mamma Mia! Check individual listings.

4. Canadian Press style is -our, not -or, for labour, honour and other such words of more than one syllable in which the "u" is not pronounced:

arbour ardour armour
behaviour candour clamour
clangour colour demeanour
discolour dishonour enamour
endeavour favour fervour

flavour	glamour	harbour
honour	humour	labour
neighbour	odour	parlour
rancour	rigour	rumour
saviour	savour	splendour
tumour	valour	vapour
vigour		

5. In some forms of these words, however, the “u” is dropped, especially when an -ous ending is added: laborious, rancorous, odorous, honorary.

6. Canadian Press style also reflects “Canadian” spellings that are different from American spellings. Some examples (American form in brackets):

axe (ax)	catalogue (catalog)
centre (center)	cheque (check)
defence (defense)	enrol (enroll)
grey (gray)	ketchup (catsup)
licence (n.) (license)	litre (liter)
manoeuvre (maneuver)	meagre (meager)
metre (meter)	mould (mold)
moustache (mustache)	offence (offense)
pedlar (peddler)	skilful (skillful)
sombre (somber)	spectre (specter)
syrup (sirup)	theatre (theater)
pyjamas (pajamas)	but program without double “mm”

As well, Canadian Press and Canadian style is usually to double the l when adding endings to words such as label and signal. American spelling tends to leave it as a single l.

Labelling, travelling, signalling, etc

7. For words in common use, Canadian Press style is simple “e” rather than the diphthongs “ae” and “oe.” Thus Canadian Press style is archeologist, ecumenical, encyclopedia, esthetic, fetus, gynecologist, hemorrhage, medieval, paleontologist, pedagogy and pediatrician.

8. Generally, proper names retain the diphthong: Caesar, Oedipus, Phoebe. Also hors d’oeuvre, manoeuvre and subpoena. The “ae” in aerial, aerate and such is considered normal spelling.

9. The umlaut — ä, ö and ü — in German names is indicated by the letter “e” after the letter affected. Thus: Goering for Göring.

10. The -ov and -ev endings for Russian names are used instead of -off and -eff. Exceptions include such familiar names as Rachmaninoff, Smirnoff and Ignatieff, where the spelling is established.

11. Canadian Press style for First Nations names is to follow the preference of the band. For a current list of bands and their preferred spellings, check the First Nations Profiles page on the website of Aboriginal Affairs and Northern Development Canada (<http://www.aadnc-aandc.gc.ca/>).

12. For Arabic names, use an English spelling that approximates the way a name sounds in Arabic. If an individual has a preferred spelling in English, use it.

13. Use the Ukrainian, not the Russian, transliteration for Ukrainian place names: Chornobyl (not Chernobyl); Kyiv (not Kiev).