



FOOD STUDIES: Matter, Meaning & Movement

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style guide

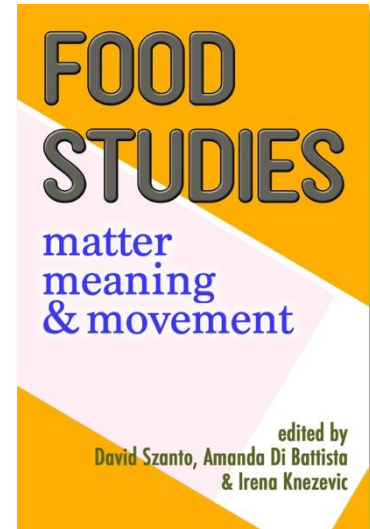
Main reference publications:

Chicago Manual of Style, 16th edition

Canadian Oxford English Dictionary (Canadian English)

Oxford English Dictionary (U.K. English)

Merriam Webster Dictionary (U.S. English)



1. Punctuation

- No double spaces after periods
- Commas: use serial (Oxford) commas
- Quotation marks: double quotes; if there is a quote within a quote, use single within double
- Shock quotes and quotes for special-use of term: single quotes
- Punctuation marks
 - typeface (roman or italic) is same as the main or surrounding text
 - in quotes: commas and periods go inside quotation marks; exclamation points, question marks, colons and semicolons go outside unless part of a quotation.
 - compound quotation marks and commas: use ‘ ’ ” not ‘ , ’ ”
- Ellipses: three periods...without spaces. If the ellipsis follows a complete sentence, use four periods followed by a space.... Avoid beginning or ending quotations with ellipses, even if the quotation is a fragment
- Compound parentheses: use square brackets at second level. e.g., (Smith [1966])
- Possessives
 - word ending in s: e.g., James's
 - plural word: e.g., the Mortons'
- footnote indicators follow commas, periods, and other punctuation

Dashes

There are three basic dashes that appear in a manuscript: hyphens, en-dashes, and em-dashes:

- A hyphen (-) is used to join words or to indicate breaks at the end of a line. The hyphen is also used in words like *co-worker* and in compound adjectives, like *seven-year-old boy*. Note that adverbs (ending in -ly) are not hyphenated
- An en-dash (–) is used between number sequences (e.g., 11–12 October 2007). There is no space before or after the dash. En-dashes are also used in certain compound adjectives such as New York City–esque. (See Chicago.)
 - keyboard: CTRL + – (minus sign or hyphen)
- An em-dash (—) is used to indicate a parenthetical thought or ellipsis—there is no space before or after the dash.
 - keyboard: CTRL + ALT + – (minus sign or dash)

2. Quotations

- Block quotations: for more than 100 words, remove quotation marks and set the material as a block quotation
- Source: include for all quotations
- Authorial interpolations: inserted in the parenthetical citation, following a semicolon after the date—e.g. (Smith 2009; original emphasis)
- Changes to quotation for syntax:
 - Use square brackets around changed text
 - No brackets around letters at beginnings of quotes to signify changes in upper or lower case
- [sic]: use roman type
- Syntax: all quotations must be incorporated into the text with appropriate punctuation (i.e., no quotation should stand alone without being part of a preceding or following sentence)

3. Notes and Bibliography

- Names of publishing houses
 - do not use “Incorporated,” “Limited,” etc. (and abbrev. forms)
 - do not use articles (e.g., *Free Press*, not *The Free Press*; *Vancouver Sun*, not *The Vancouver Sun*). In text, it should read the *Free Press*, the *Vancouver Sun*.
- States and provinces: use two-letter abbreviations (QC, AB, NY, MA, etc.)
- “et al.” and “ibid.”: use roman, not italic typeface; note the period after “al.”
- Initials: no space between author initials in text, notes, and bibliography (e.g., J.M. Bumstead)

Endnotes

All notes should be formatted in accordance with *Chicago Manual of Style* 17.1–357.

- Location: monographs, notes appear at the end of the book; multi-author collections, notes appear at the end of chapters.
- Format: with a complete bibliography at the end of the work, all notes may be short style (surname and year, page number). Do not use “idem,” “op. cit.,” “loc. cit.”
- Notes section: no chapter subtitles
- Notes numbering: use Arabic numerals (not Roman)
- Notes numbers: outside parentheses and semicolons—e.g., “...state)”²⁴
- not “... state²⁴” and “... state:”²⁴ not “... state²⁴:”

Bibliographies

- Multiple entries for one author: ordered chronologically

Text Citations

- Numbered endnotes, with hyperlink to citation or bibliography
- Numerous references to the same text: may make the first citation as an endnote (e.g., “Further references to this text will appear as page numbers in parentheses”) and use text citations (page number only) for subsequent references

4. Spelling and Usage

You may use Canadian, U.K., or U.S. spelling as long as it is consistent throughout. Consult one of the following dictionaries for correct spelling and usage of terms.

- *Canadian Oxford English Dictionary* (Canadian English)
- *Oxford English Dictionary* (U.K. English)
- *Merriam Webster Dictionary* (U.S. English)

Compound Words

In general, follow the rules and principles set forth in *Chicago Manual of Style* 7.82–89.

See also section 7.90, which is a hyphenation guide for compounds and prefixes.

Also Note:

- Italicization of foreign words:
 - for commonly used foreign words, use roman (e.g., familiar foods and theoretical expressions; “de facto,” “ibid.,” “et al.” “a priori”)
- First, second, third (not firstly, secondly, thirdly).
- Legal cases: *Calder v. Attorney General of British Columbia* (i.e., not “vs.”).
- Legislation: titles of statutes appear in roman (not italics): Defence Act, Canada Act
- Acronyms and initialisms: no periods between letters (e.g., RCMP, rather than R.C.M.P.). Exception: U.S. and U.K., not US and UK.
- Circa: use c. (e.g., c. 1870) in captions and notes; in text use “about”
- Manuscript elements: in text, capitalize and use numerals for “chapter,” “figure,” “table” (e.g., see Chapter 4)
- Fractions: one-third, one-half, etc.
- Alphabetization: word by word, not letter by letter—e.g. “Mc” (as in McDonald) is alphabetized as if it were “Mac” and “St.” as if it were “Saint.”
- Positions: capitalized when they are part of a title, i.e., preceding a personal name, and lowercase when following a name—e.g., Prime Minister Laurier; but the prime minister, the minister of highways. See *Chicago Manual of Style* 8.21–35.

5. Numbers

- Under 100: are spelled out
- 100 and over: numerals (unless numbers are particularly dense in one section and refer to unit quantities, or if manuscript is more scientific)
- Area and volume: 2 x 4 mm, not 2 mm x 4 mm; but 16-mm film (adjectival)
- Numerals: for dates, page numbers, percentage numbers, chapter numbers, part numbers
- Decades: no apostrophe—e.g., 1990s
- 2nd, not 2d, when referring to editions in bibliography and notes (in text, however, write out ordinal numbers).
- Dates: September 2005; September 12, 2005; September 12.
- Time: 3:00 pm, but three o’clock.
- Monetary units: use CD\$ for figures in Canadian dollars (e.g. CD\$500) use US\$ for figures in US dollars (e.g. US\$500); for all others, use appropriate symbols (€, £, ¥)
- Equals sign: a space on either side (e.g., x = y).
- Date and number range: use “between/and” or “from/to”; don’t use dashes except in parenthetical material. (e.g., “between 1950 and 1962” not “between 1950–62”; “from 12 to 15 percent” not “from 12–15 percent”). Exception: the 1980–81 academic year
- Currency: spell out or use numerals in accordance with above rule (write out numbers under 10); fractional amounts over one dollar are expressed in numerals (\$1.25); whole-dollar amounts are set with zeros after the decimal points when they appear in the same context with fractional amounts, and only then (\$6.95 and \$7.00; \$325 and \$400); a price of \$3 million, or \$7.3 billion

Bulleted and Numbered Lists

If the points in a list are complete sentences, they have initial caps and closing periods; if they are fragments, they have no initial caps and no closing punctuation. If some points are fragments and some consist of a fragment and then an additional sentence, try to revise the material so that all points are either fragments or sentences. If this is not possible, put periods after all the points, even the fragments, but don’t start the points with initial caps.