

MBC Working Paper Style Sheet

MBC follows the *Chicago Manual of Style, 15th edition*.

References:

Paragraphs – Left aligned, double spacing, no space after, hanging by .5. No parentheses around date. No quotation marks around titles.

Books

Craton, M. and G. Saunders. 1992. *Islanders in the Stream: A history of the Bahamian people*. Athens: University of Georgia Press.

In Text: (Craton and Saunders 1992) or (Craton and Saunders 1992, 67) if page reference is included.

For works of one to three authors, list all authors. "And" is preferred to "&."

Calliste, Agnes, George J. Sefa, and J. Dei, 2000. *Anti-Racist feminism: Critical race and gender studies*. Halifax: Fernwood Publishing.

In Text: (Agnes, Sefa, and Dei 2000)

Use et al. for more than three authors:

Calliste, Agnes, George J. Sefa, Jackie Chan, and J. Dei, 2000. *Another article about gender and race*. Halifax: Fernwood Publishing.

In Text: (Agnes et al. 2000)

Chapter from Book

Reppen, K. 1987. What is a "Religious War"? In *Politics and society in Reformation Europe*, ed. E. I. Kouri and T. Scott, 311-28. London: Macmillan.

Journal article

Herring, G. 1998. *The Beguiled: Misogynist myth or feminist fable?* *Literature Film Quarterly* 26(3): 214-19.

Bolzan, J.F. and K.C. Jezek. 2000. Accumulation rate changes in central Greenland from passive microwave data. *Polar Geography* 27(4): 277-319.

Article from Electronic Journal

Thomas, T. M. 1956. Wales: Land of mines and quarries. *Geographical Review* 46, no. 1: 59-81. <http://www.jstor.org/> (accessed June 30, 2005).

Newspaper Article

Newspaper articles may be cited in running text ("in an article on rampage killers in the *New York Times* on April 10, 2000, Laurie Goodstein and William Glaberson describe..."). In this case, newspaper citations are usually omitted from the bibliography or references. Both this and the more formal style, shown below, are acceptable:

Roberts, William 2002. A scholar reflects on his "Non-Comedic Life." *New York Times*, May 29, Arts section, Western edition.

In Text: (William 2002)

Format

- * all text doubled-spaced (including endnotes, if possible)
- * both footnotes and endnotes are acceptable,
- * margins: justify, except quotes
- * block quotes: indent one tab (0.5 inches) and single-space; right margin not justified

Styles:

Use "normal" style for the entire paper. It's okay to bold, italicize, or underline various headings, but don't apply styles. Also, if you are not using numbered headings and/or sections, indicate the heading level in brackets, see examples below:

Numbered Headings:

- 1.0 Introduction
 - 1.1 History
 - 1.1.1 Distant
 - 1.1.2 Recent
 - 1.2 Present
 - 1.3 Future
 - 1.3.1 Possible
 - 1.3.2 Probable

Unnumbered Headings:

INTRODUCTION (H1)

History (H2)

Distant (H3)

Recent (H3)

Present (H2)

Future (H2)

Possible (H3)

Probable (H3)

Punctuation

- * do not hyphenate a word ending a line unless it is a hyphenated word (co-editor but not manu-script)
- * insert a comma before the last item in a series: apples, oranges, and pears
- * periods and commas at the end of quoted matter: to be placed inside the closing quotation marks, e.g. He said the legislation was "hopelessly inadequate."
- * quotation marks: always use double quotations (") unless quoting within a quote, e.g. This "rule" is important, and followed correctly, "it can eliminate a 'considerable' amount of time and work for the copy-editor."
- * spaces: one space after p. (p. 7.)
- * leave one space between the initials of personal names: R. W. B. Lewis

Dates

Examples: Both month precedes day (July 18, 1976) and day precedes month (18 July 1976) are acceptable; 27 September; September 1940 (no comma); 1960s (no apostrophe); nineteenth century (spell out). Numbers: spell out numbers less than 100 that indicate quantity: eighteen miles; ninety years; 127 citizens. Express with figures numbers that do not indicate quantity: grade 6; 8 percent; 2 o'clock.

Abbreviations

* Acronyms, omit periods: e.g. CPC; NATO; UBC.

* Scholarly abbreviations: do not underline the following: *ibid*, *et al.*, *ca.*, *i.e.*, *e.g.*

Capitalization

Generally, only proper nouns and formal titles should be capitalized, except when capitalization is necessary to avoid ambiguity.

Quoted Matter

* quoted matter less than four lines long is generally run into the text, longer quotes should be set apart in a block quote

* block quotes: indent one tab

* spelling mistakes will be assumed to be typist's errors and will be corrected before typesetting unless followed by *[sic]*

References

* references to articles or books the title is italicized: *A Crossroad in the Forest: The Path to a Sustainable Forest Sector in BC, The Resettlement of British Columbia.*

* in references to newspapers, the city name is italicized, the article omitted, and the month abbreviated, e.g.: *Vancouver Sun*, 7 July 1990; *Victoria Colonist*, 17 April 1989.

* page references are not preceded by "p."

Geographical Terms

* North Atlantic, northern Atlantic; the Continent, continental Europe

Nationalities, Tribes, and other groups of people

* Specific racial, linguistic, tribal, and other groupings of people are capitalized: American Indian, Asian, Aborigine, Native American, Caucasian, Indo-European