

ENGLISH LANGUAGE STYLE GUIDE

LABOUR/LE TRAVAIL

Athabasca University Press
c/o Canadian Committee on Labour History
1 University Drive
Athabasca, AB T9S 3A3

Updated December 2022

Authors are asked to adhere to this guide rigorously in the final submission of all articles, review essays, reviews, and other writing. Failure to follow the style guide will result in your submission being sent back for revision. Often such revision will have to be made rapidly, as failure to do so may hold up publication of the journal, which must meet deadlines. Please follow the style guide carefully.

GENERAL REVISION FOR PUBLICATION

You are asked to incorporate the rules and usages of *Labour/Le Travail* house style in your final copy for the journal. **Please put all submissions into house style.** Your cooperation in this area will make the final preparation of your article for press an easier task with less opportunity for errors. It will also make it more certain that your article will appear in a consistent and pleasing style in its final form.

The copy editor will still carefully edit your contribution for consistency, spelling and usage. However, if everything is left to the editor and copy editor to correct, some errors may escape their vigilance. These errors must then be picked up and corrected in the page proofs, when time is short and correction is expensive.

It is also asked that your final copy be **as clean as possible** when sent to the editor. When correcting or editing your final page proofs, only the briefest of insertions or deletions should be made. Rewriting, adding and/or deleting footnotes at this stage will require the editor's approval.

Article submissions should be submitted to cclh@athabascau.ca in **MS Word doc or docx** format.

Book reviews and **review essays** should be submitted to ejmccoy@ucalgary.ca (English submissions) and robert.camille@uqam.ca (French submissions).

A. BASIC ELEMENTS AND APPEARANCE OF YOUR SUBMISSION

Inventory of Your Final Submission to the Journal

- i. The article, document, review essay, or review, with all necessary notes and documentation is to be submitted electronically to the *L/LT* office at cclh@athabascau.ca.
- ii. The submission has not been previously published, is not available Online in a pre-published format, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).

- iii. Submissions should normally not exceed 15,000 words.
- iv. The submission file is a Microsoft Word or RTF document file format.
- v. All pictures, graphics, or line drawings are to be sent directly to *L/LT*. cclh@athabascau.ca.
- vi. All captions and credit lines must be included for all third-party material, along with all permissions required for publishing copyrighted material. The author is responsible for paying any fees related to securing these permissions.
- vii. Alt-text will be required for all artworks (images, photos, graphs, charts, etc.). This is to ensure the accessibility of non-textual elements of your work by those using a screen reader.
- viii. A brief biographical description (50-85 words), beginning with your name is to be included with your submission. (Example: Lisa Smith is an assistant professor in the Department of History at...)
- ix. An abstract in the language in which the paper is written (maximum 200 words). If possible, please provide a translation of the abstract in the other official language.

Title Page of Article

The only things that should appear on the title page of your article are the title and your name.

Apply no asterisks, daggers, or other marks or numerals to the title. No footnotes are to be in the title.

Acknowledgement

Should you wish to include an acknowledgement for the help you received with your work, especially funding agencies involved, please do so at the end of your manuscript, **not as a footnote**, and title it "Acknowledgement."

Book Reviews

Simple book reviews for the journal should conform to the following style:

Author of Book, *Title of Book* (Place of Publication: Name of Publisher, Year of Publication)

Then comes the review of maximum 1200 words. There were shortcomings, but strengths too. My judgement of the book is such and such. The paper was nice but the binding was shoddy. Please do not use footnotes or endnotes. The review should neither be entitled, nor set off with introductory poetry or prose.

If quotations must be used, "be sure to include page references." (39) If other book titles are included in the review, place of publication and date information should be provided in parentheses (Chapel Hill: North Carolina University Press, 2012). Please put your name and your affiliation at the end of the review.

Example:

Béatrice Craig, *Backwoods Consumers and Homespun Capitalists: The Rise of a Market Culture in Eastern Canada* (Toronto: University of Toronto Press, 2009)

Review text....

Jane Doe
Carleton University

Please do not use footnotes in book reviews. The review should neither be entitled, nor set off with introductory poetry, prose, etc.

Book Review Essays

Review essays should conform to the following style:

Title of Essay

Author Name

List of Books

Review Text

Example:

On Agency, Freedom, and the Boundaries of Slavery Studies

Jessica Millward

Audra A. Diptee, *From Africa to Jamaica: The Making of an Atlantic Slave Society, 1775-1807* (Gainesville: University Press of Florida, 2010)

Max Grivno, *Gleanings of Freedom: Free and Slave Labor Along the Mason-Dixon Line, 1790-1860* (Champaign: University of Illinois Press, 2011)

Amrita Chakrabarti Myers, *Forging Freedom: Black Women and the Pursuit of Liberty in Antebellum Charleston* (Chapel Hill: University of North Carolina Press, 2011)

THE REVIEW ESSAY shall appear here. In your essay, footnotes shall conform to regular *Labour/Le Travail* house style, as below. All other style requirements listed below shall also apply to *Labour/Le Travail*'s review essays.

Images and Other Illustrations

Image Specs

Provide images as digital files.

Scanning instructions:

Size: 8x10 images scanned at minimum 300 dpi

Size: smaller than 8x10 images scanned at minimum 500 dpi

Send digital files in jpg or tif formats. Other formats will not be used.

If you have any questions or concerns on sending illustrations electronically, please contact celh@athabascau.ca. **If you do not have the ability to scan images and require us to work with the original, please contact us to make arrangements.**

Graphs, Charts, or Illustrations

MS Word does NOT create print-ready graphs, charts, or illustrations. All graphs and charts should be submitted as eps or pdf files preferably created in Adobe Illustrator or FreeHand (or another Postscript-based graphics program).

Captions and Credit

Please provide the caption, with the filename of the image, and the credit, at the end of the article. The preferred location of the image should be clearly indicated in the article and this will be used as a guideline. The final placement of images will be dictated by the layout.

Alt-Text

ALT text refers to an invisible description of images which are read aloud on a screen reader when users with print disabilities are unable to adequately access visual content. Please provide alt-text for all artwork included in your essay. More information is available at the end of this style guide.

Copyright Clearance

You must obtain copyright clearance for third party materials (e.g. museum photos) for both print and digital publishing before you submit your article to L/LT.

It is the author's responsibility to pay for any required third-party permissions.

B. BASIC STYLE

Footnotes

All footnotes are to be included in the article file on the same page as the related text. Footnote numbers should be superscripted in the text and **always** appear at the end of a sentence. Footnote numbers at the bottom of the page should be normal size and followed by a period and space (see examples below). Footnotes should not include a hanging indent.

No footnotes are to be included in the title or author's name.

A reference to an electronic source should include a publication date or the last date the source was modified, and a URL or DOI (see examples below). Please do NOT include angled brackets to set off URLs. If you cannot locate a publication date or date of modification, insert the date on which you accessed the electronic material before the URL or DOI (Chicago 14.7–14.8 and 14.245).

Books

Print book

1. Robert McIntosh, *Boys in the Pits: Child Labour in Coal Mines* (Montréal and Kingston: McGill-Queen's University Press, 2000).
2. Jacques Rouillard, *Le syndicalisme québécois: Deux siècles d'histoire* (Montréal: Boréal, 2004), 47.

Note that when citing journal articles, as opposed to books, a colon is used prior to the page reference. See example below.

Electronic book

3. Ralph Darlington, *Syndicalism and the Transition to Communism: An International Comparative Analysis* (Aldershot, England and Burlington, Vermont: Ashgate, 2008), Ebrary electronic book, docID=10218503, 22.

Book consulted online

4. Melvyn Dubofsky & Foster Rhea Dulles, *Labor in America: A History* (Wheeling, Illinois: Wiley, 2004), 47, <http://www.questia.com/read/117978727/labor-in-america-a-history>.

Reprints of previously printed books

5. Phillips Thompson, *The Politics of Labor* (1887; Toronto: General Books, 1975), 45–56.

In making subsequent references to the same book, we ask that you use a system of authors and short titles (e.g. McIntosh, *Boys in the Pits*, 21–23). Do not use *Ibid.* or *op cit.* Use *passim* only when absolutely necessary.

Articles

Article in an edited collection

6. Michelle McBride, Gregory S. Kealey & Sean Cadigan, “The Political Economy of Development in Twentieth-Century Newfoundland,” in Rosemary Ommer, ed., *The Resilient Outport: Ecology, Economy and Society in Rural Newfoundland* (St. John’s: ISER, 2002), 265–267.

Journal article

7. Andrew Parnaby, “‘The Best Men That Ever Worked the Lumber’: Aboriginal Longshoremen on Burrard Inlet, 1863–1939,” *Canadian Historical Review* 87 (March 2006): 56.

Note that when citing books, as opposed to journal articles, a comma is used prior to the page reference. See example above.

Article in an electronic journal (e-journal)

8. Rohan Price, “‘No Safe or Reliable Substitute’: The Hostility of British Unions to State Regulation of Wages, 1920–1935,” *Labour History Review* 73, 2 (2008): 224, doi: 10.1179/174581808X324270.

Note that en dashes (medium-length dashes) are used in page ranges (e.g. pp. 45–46) and date ranges (e.g. 1882–84).

Dissertations and Papers

9. Lindsey McMaster, “Representing Vancouver’s Working Girls, 1890–1930,” PhD thesis, University of British Columbia, 2002, 68–78.

If the thesis or dissertation was consulted online, include a URL or, for documents retrieved from a commercial database, give the name of the database and, in parentheses, any identification number supplied or recommended by the database (Chicago 14.224).

Manuscript Collections

10. A. W. Wright to T. V. Powderly, Toronto, 13 March 1887, Powderly Papers, American Catholic History Research Center and University Archives, Collection ACUA 002, Catholic University of America, Washington.
11. Harold Pritchett to Arne Johnson, 10 August 1937, Harold Pritchett Papers (hereafter HPP), MG 26, J 1, vol. 20, pp. 18601–3, Library and Archives Canada (hereafter LAC).
Subsequent citations: Pritchett to Johnson, 10 August 1937, HPP, MG 26, J 1, vol. 20, pp. 18601–3, LAC.

Government Documents

12. Ontario, Bureau of Industry, *15th Annual Report* (Toronto 1896).
13. Canada, *Report of the Royal Commission on the Status of Women in Canada* (Ottawa 1970), 23.
14. George Bush, “Principles of Ethical Conduct for Government Officers and Employees,” Executive Order 12674, 12 April 1989, pt. 1, [http://www.oge.gov/Laws-and-Regulations/Executive-Orders/Exec-Order-HTML-Pages/Executive-Order-12674-\(Apr--12,-1989\)---Principles-of-Ethical-Conduct-for-Government-Officers-and-Employees/](http://www.oge.gov/Laws-and-Regulations/Executive-Orders/Exec-Order-HTML-Pages/Executive-Order-12674-(Apr--12,-1989)---Principles-of-Ethical-Conduct-for-Government-Officers-and-Employees/).

Newspapers

15. *Toronto Evening News*, 6 December 1883; *Canada Labor Courier* (St. Thomas), 4 July 1885.
16. “A Woman’s World” (editorial), *Financial Times*, 11 December 1970.
17. Greg Keenan, “Auto makers tell union wage hikes won’t happen,” *Globe & Mail*, 6 June 2012, <http://www.theglobeandmail.com/report-on-business/auto-makers-tell-union-wage-hikes-wont-happen/article4237437/>.

For general rules, see Chicago 14.203. No page numbers are needed for newspapers.

Websites

18. David A. Davis, *The William Faulkner Society Home Page*, accessed 21 January 2013, <http://faulknersociety.com/>.
19. “Spain Collection,” 2010, *The Marx Memorial Library*, <http://spain.marxlibrary.org.uk/>.

Audio-visual materials

20. “La grève d’Asbestos,” *Les 30 journées qui ont fait le Québec*, directed by Jean Roy (Montreal 2000), DVD.
21. “Democracy At Work,” directed by Stanley Hawes & Fred Lasse (Montreal 1944), http://www.nfb.ca/film/democracy_at_work.

Interviews and personal communications

22. Leon Beverly, interview by Elizabeth Butters, 16 December 1970, Roosevelt University Oral History Project in Labor History, <http://www.roosevelt.edu/Library/Locations/UniversityArchives/OralHistory.aspx>.
23. Gregor Samsa, e-mail to author, 12 January 1997.

Pamphlets and reports

24. Vyacheslav Molotov, *30th anniversary of the Great October Socialist Revolution* (Moscow: Embassy of the USSR, 1947).

Pamphlets, corporate reports, brochures, and other freestanding publications are treated essentially as books. Data on author and publisher may not fit the normal pattern, but sufficient information should be given to identify the document. (Chicago 14.249)

Note that page ranges should be rendered as 265-267 and 110-112, rather than as 265-7 and 110-1.

Please consult the relevant sections of the *Chicago Manual of Style* for guidance on referencing kinds of sources not identified here.

Capitalization

- i. All titles, subtitles, and headings should use Title Case (the first letter capitalized). Do not use ALL CAPS for any titles.
- ii. Small caps at the beginning of articles will be added during the layout process.
- iii. Acronyms should be provided in ALL CAPS.
- iv. You may change the capitalization of the first word in a quoted passage so that it conforms to the syntax of the surrounding text. There is no need to enclose the changed letter in square brackets. See Chicago 13.13-13.16 for examples.
- v. When referring to a specific chapter or section within a book, use the following capitalization and number format:
“In Chapter 8, the author...”
“This argument is further developed in Section 3, in which...”
- vi. Unless quoting, please use Title Case (first-letter capitalization) for the words Aboriginal, Black, Indigenous, Métis, and Native.
- vii. Communist: Only use a capital C on “Communist” when it refers to a member of a self-identified Communist organization (e.g. Communist Party of Canada), or to a self-styled Communist state such as the USSR. So, for example, Karl Marx and Daniel Bensaïd were communists (not Communists). Tim Buck was a Communist. Otherwise, do not capitalize communist.
- viii. Left: In general, use a lower case l on “left” except when it is part of a proper noun or specialist term, for example “New Left.”

Italics

Italic face is used for a number of particular things in the journal. Use italic rather than underlining for the following:

- i. Foreign words
e.g. “The *padrone* system will be referred to for convenience as padronism.” NOTE: Words that you coin from foreign words, such as “padronism” in the example above, should be rendered in roman. Words that are now commonly used need not be italicized.
- ii. Scholarly Latinisms
Et al, i.e., and ibid should NOT be italicized.
All other scholarly Latinisms should be consistently rendered in italic.
- iii. Emphasis in quoted texts
If you feel that the format used by the original author (small caps, bold, caps, or italic) is crucial to an understanding of the quoted passage, include the original format with specific information as to how it is to be rendered. Italics are appropriate for ordinary emphasis in quoted manuscripts and printed texts.
- iv. Your emphasis when added to quoted texts (typically in italics)
Add “[emphasis added]” or “[emphasis mine]” after the quoted text to indicate that you have added the emphasis.
- v. Your emphasis when added to your own text
But please, use italics in this regard only when **absolutely** necessary. It is preferable to rewrite the sentence (using a different structure or adding more context) to highlight key points.
- vi. Titles of books, journals, etc.
The guidelines for these are as indicated above in the Footnotes section.

Dates

11 July 1885	the 1930s
April 1887	the 20th century
On 7 April there was snow on the ground	the veterans of 1948

In general do not begin a sentence with a date. For example:

On July 11, 1885, a murder took place. Not until the 1930s were there further murders.

Do NOT use 30s, 40s; use 1830s, 1940s.

Punctuation

- i. We use a serial comma. For example: There were longshoremen, carpenters, and coopers at the rally. **Note the comma after carpenters.**
- ii. All quotation marks are to be placed outside periods and commas.
- iii. Ellipses (...) are to be placed in text with a space on either side.
- iv. When the end of a sentence is deleted and what remains is still grammatically complete, four dots (a period plus three ellipsis dots) are used to demonstrate the omission.
- v. Ellipses are not required before or after an incomplete sentence separately quoted. For

example: The International Woodworkers of America took the American Federation of Labor's threat to "give them the sweetest fight of their lives" seriously; indeed, at the IWA's annual convention Harold Pritchett vowed to "fight the labour fakirs" and bring a "new deal to all workers on the west coast."

- vi. Single quotation marks are to be used only when quoting a smaller passage within the body of a larger quotation. Do not use single quotation marks to indicate the irony or contested meaning of a particular word – double quotation marks will do.
- vii. Dashes used to denote a sudden break should appear as an en dash (medium-length dash) or two hyphens with a space before and after, i.e., Ives, Stravinsky, and Bastok – these were the composers he most admired; *or*, Ives, Stravinsky, and Bastok -- these were the composers he most admired. En-dashes should also be used in page ranges (e.g. pp. 45–46) and date ranges (e.g. 1882–84).
- viii. Hyphens are to be limited in their use and only used when grammatically necessary. Please use postwar **not** post-war, socioeconomic **not** socio-economic, and neoliberal **not** neo-liberal. See below on hyphenated adjectival and adverbial compounds.
- ix. s' **not** s's
- xx. Use only 1 space, not 2, between sentences.

Numbers

- i. The numbers one to twenty should be spelled out. Numbers above twenty can be rendered numerically. When a combination (where one number is greater than twenty and one is less than twenty) occurs within a single sentence, the numbers should be rendered numerically. If a sentence begins with a number you should always spell it out.

Examples:

The apprentices were eighteen years old.

The 99 veteran unionists who took part in the strike include 6 bookbinders, 29 printers, and 64 outside agitators.

Nineteen votes were cast in the election.

- ii. The same rules should be used with money. If the amount is spelled out, spell the currency too (sixteen dollars); if it is rendered numerically, use the symbol (\$25). Do not spell out precise amounts; use \$9.95.
- iii. All percentages should be rendered numerically. Per cent (**note two words**) should always be spelled out in text and rendered % in tables:
25 per cent in text; 25% in tables
In text of **French articles**, please use: 25 p. 100.

Spelling

Spelling should conform to the *Canadian Oxford Dictionary*. Where more than one spelling is given in the *Canadian Oxford Dictionary*, the first entry (and not the alternate spelling) is used. Canadian spelling includes the following words or word forms:

~ization; ~ize; ~izing

analyze
centre

colour
theatre

labour

The consonant should be doubled before adding a suffix that begins with a vowel:

compel: compelling, compelled
control: controllable

permit: permitted
travel: travelling, travelled, traveller

Organizations and Proper Names

When using the name of an organization in a text, the full name of the organization should be given on the first occasion in which it appears. Organizations' names should be rendered precisely as they spelled them. If the name is to appear more than once, provide an acronym within parentheses (**in capital letters with no periods or spaces between**) immediately after the first mention. Use the acronym in subsequent mentions of the organization.

For example:

When the Canadian Labour Congress (CLC) was formed, there was great rejoicing throughout the land. The CLC's first major activity was to call for more moderation in rejoicing.

Specific Words and Questions

- i. Labor, labour
In general labour should be used in your own text to indicate labour. With proper names, the word should be spelled as it is found in the original (Canadian Labour Congress came after the Knights of Labor. The Canadian Labour Congress has a close fraternal relationship with the American Federation of Labor.) In quoted texts it should be rendered as it was in the original. We use Canadian/British spellings of words ending or incorporating "our": colour; neighbourhood; parlour. Also defence **not** defense.
- ii. Bonusing, focusing, etc. should be spelled with one s.
- iii. Skeptical **not** sceptical.
- iv. Myriad: use as an adjective, not a noun.
- v. et al. Do not render in italics and note the period after al.
- vi. 19th century, **not** nineteenth century. Even when using it as a compound adjective such as

“19th-century attitude,” always render the year in numerals, with no superscript.

- vii. When using *so-called* to indicate contempt or familiar usage (e.g. the so-called Red Book of Liberal Party policy) there is no need for quotation marks (e.g. the so-called “Red Book”). The use of *so-called* is enough to mark the special usage.
- viii. Prime Minister Stephen Harper; the prime minister of Canada; Stephen Harper, the prime minister of Canada.
- ix. World War I and World War II, **not** WWI, or the Second World War, or World War Two, or even The Great War for the Fatherland.
- x. PhD, MA, BA, USA, CIO, etc., should be rendered as caps with no periods, not as small caps, but just like they are here.
- xi. Judgement **not** judgment, acknowledgement **not** acknowledgment (unless quoting).
- xii. Most words such as “organize,” “characterize,” “proletarianize,” “unionize” ending in “ize” are spelled that way in the journal’s usage. A list of exceptions of words spelled “ise” is as follows:

advertise	devise	paralyse
advise	disfranchise	premise
apprise	disguise	revise
chastise	enfranchise	supervise
circumcise	enterprise	surmise
comprise	excise	surprise
compromise	exercise	televise
demise	improvise	
despise	incise	
- xiii. Words that refer specifically to labour history should be rendered as follows:

workplace	slowdown
yellow-dog contract	an ironclad
speed-up	
- xiv. Places: central Canada, eastern Canada, western Canada, the East, the North, the West, etc.
- xv. French accents for Québec, Montréal, Métis, élite.
- xvi. Adjectival and adverbial compounds come in three varieties -- closed (“wartime concessions”), open (“social democratic leader”), and hyphenated (“working-class experience”). In most cases, a good dictionary will indicate which form to use. When in doubt keep the following in mind: a) if the phrase in question offers virtually no risk of misreading, hesitation, or ambiguity it does not require a hyphen for clarification (“much despised political”); b) once you decide on the proper form, stick with it for the entire article or review; c) and adverbial compounds that end in “ly” are not hyphenated (“poorly attired man”).

L/LT uses the following adjectival compounds specific to labour history: trade-union

consciousness, working-class history, blue-collar work, left-wing activist, Nine-Hour Movement, and rank-and-file. Exceptions to this general rule relate to non-hyphenated designations of race/ethnicity, e.g. African American, Italian Canadian. If in doubt about hyphenation, consult (Chicago 7.77–7.85, especially table 7.85).

xvii. “a” historical not “an” historical, please.

xviii. Unless quoting, -re is preferred to -er, in such words as:

centre	manoeuvre	theatre
fibre	metre	

FINAL MESSAGES

When in doubt, please consult the most recent edition of *The Chicago Manual of Style* on questions of style, and *The Canadian Oxford Dictionary* for spelling.

Authors are asked to study this style guide and adhere to it rigorously in the final submission of all articles, review essays, reviews, and other writing. Failure to follow the style guide will result in your submission being sent back for revision. Often such revision will have to be made rapidly, as failure to do so may hold up publication of the journal, which must meet deadlines. Please follow the style guide carefully.

Additional information on ALT-text creation

Alternative Text

Alternative text provides a textual alternative to non-text digital content, such as images, graphs, charts, photographs, etc. Alternative text (alt text) describes an image so that the user’s assistive technology may convey what information is being provided by the item. In situations where the image is not available to the reader, the alt text ensures no information or functionality is lost.

About ALT Text

ALT text refers to an invisible description of images which are read aloud on a screen reader when users with print disabilities are unable to adequately access visual content. Assigning ALT text allows authors to include images in their work by providing content in an alternative text-based format. If no ALT text is provided, then a screen reader would only be able to say "IMAGE" or perhaps provide a file name. Not including ALT text results in an incomplete transfer of information as anything transmitted through non-text content is not available to those with such disabilities.

It's important to not only provide ALT text, but also provide one that is useful in the context of your work. You may not need to include every detail about the image, and you may be able to skip over purely decorative images, but those that contain critical information need to have it spelled out in the ALT text.

A good rule of thumb to consider is to include how you may describe the image **over the phone**.

Alt-text describes the key content of an image and is embedded in ebook files for use by screen reader software for readers with print disabilities. Please consider the following when writing alt-text:

- Think about what vital information an image provides to readers who can see it on the page. This will help identify what key details need to be put in the alt-text and what information you can leave out.
- Describe physically what is in the image, including colour, placement, text, and relationships between objects.
- Note that a screen reader will read both the caption and the alt-text, so **do not repeat information from the caption**.
- Images that are included in a text for decorative purposes only do not need alt-text. Typically, if an image doesn't have a caption, it doesn't need to have alt-text.
- The words "an image of" do not need to be part of alt-text.
- Alt-text is limited to 250 characters, spaces not included.

Example

Alt-text: A black medium-sized dog standing in a field of green grass and looking to the left with its ears and tail pointing upwards.