

**Nota bene:** Thank you for using this style guide when submitting your articles. This will greatly facilitate the layout and proofing process.

**Table 1** Information to Include with Your Article

Signature	The author must provide on a separate page the following details: name, surname, role or administrative title, affiliation, postal and email addresses. When there is more than one author, provide these details for each.
Summary and Keywords	Provide a summary in English (100 words) and French (100 words), along with five keywords in each language.

**Table 2** Details on Text Presentation

<b>Page</b>	
Format	MS Word (.doc or .docx) or Rich text format (.rtf)
Size	Letter (216 mm X 279 mm / 8½ in. X 11 in.)
Numbering	Lower right-hand corner, starting on title page of text
<b>Text</b>	
Maximum Length	7000 words (excluding references, tables, figures, and notes)
Font	Times New Roman 12 pts
Line Spacing	Double (single line spacing for citations and references)
Alignment	Left
Titles	Other than the title of the article, there should be no more than three levels for titles: <b>Level 1 Titles</b> <b>Bold</b> <i>Level 2 Titles</i> <i>Italics</i> Level 3 Titles                            Normal
<i>Capitalization</i>	“Capitalize major words in titles of books and articles within the body of the paper. Conjunctions, articles, and short prepositions are not considered major words; however, capitalize all words of four letters or more. Capitalize all verbs (including linking verbs), nouns, adjectives, adverbs, and pronouns. When a capitalized word is a hyphenated compound, capitalize both words. Also, capitalize the first word after a colon or a dash in a title.” (Publication Manual of the APA, 2010, p. 101). Also capitalize “major words in article headings and subheadings [...], major words in table titles and figure legends [...], references to titles of sections within the same article.” (p. 102). See the References section of this document for capitalization in a manuscript’s list of references.
<i>Italics</i>	Words from a foreign language, except those accepted in the Canadian Oxford Dictionary (e.g., <i>mea culpa</i> ), and words that the author wishes to emphasize strongly.
<u>Underline</u>	None
Dates	XIX <sup>th</sup> , 5 <sup>th</sup> and 1 <sup>st</sup> (rather than XIXth, 5th and 1st)
Pagination	Insert the page number in the lower right-hand corner of each page of the article starting with the title page.

*Continuation of Table 2...*

Accents	If the word or name requires it, even on capital letters.
Quotation Marks	-Use double quotation marks to enclose quotations in text. -Use single quotation marks within double quotation marks.
Gender	Avoid sexist bias. -Be clear about whether you mean one sex or both sexes. -When the masculine pronoun <i>he</i> refers to both sexes, try rephrasing, using plural nouns or pronouns, replacing the pronoun with an article, or simply dropping the pronoun. -Use <i>he or she</i> sparingly.
<b><u>Images/photographs</u></b>	
Format	GIF, JPEG or TIFF (300 or 600 points per frame)
	Submit images/photographs on separate pages and indicate where to insert them within the text (e.g., Insert image # ... here).
	They must be copyright free.
<b><u>Figures and Tables</u></b>	
	Submit Figures and Tables on separate pages and indicate where to insert them within the text (e.g., Insert Table # ... here).
	They must be copyright free.
<b><u>Citing texts</u></b>	
Three lines or less	Incorporate into text and enclose with double quotation marks.
More than three lines	Display in a freestanding block of text (indented about a half inch from left margin) and omit quotation marks.
Languages other than English or French	The original quotation must be translated or its official translation must be found. Place the translation in parentheses immediately after the original quotation. If the translation has not been previously published add in brackets [loose translation] and if it has been published add [official translation].
Partial omissions, modifications, explanations, etc.	Place between square brackets ([ ]).
<b><u>Notes</u></b>	
Automatic insertion of footnotes	Use footnotes for <i>explanations</i> and <i>legal citations</i> only. These notes must appear at the bottom of the pages of text and NOT at the end of the document.
Recall of footnote reference	Place the superscript recall of the footnote reference or the judicial citation immediately after any punctuation except the dash, and the closest possible to the cited text: a) After punctuation: [...] your text here. <sup>7</sup> b) After double quotes: [...] and “text you are citing” <sup>8</sup> . c) Closest possible to citation: [...] English and French-speaking <sup>9</sup> psychologists.

*Table 3 Punctuation and Spacing*

<b>Punctuation</b>	<b>Title</b>	<b>Space before</b>	<b>Space after</b>
+ - * x / = – or others	Arithmetic, en or em dash within text	No	No
/ or \ [...] - or ,	Forward or backward slash, ellipsis between square brackets, hyphen or decimal comma	No	No
[	Opening square bracket	Yes	No
]	Closing square bracket	No	Yes
:	Colon	No	Yes
:	Colon used to indicate time (10:30)	No	No
( ‘ “	Opening parenthesis, single quote or double quotes	Yes	No
) ‘ ”	Closing parenthesis, single quote or double quotes	No	Yes
; ! ? . or ...	Semi colon, exclamation point or question mark	No	Yes
% \$ kg, cm, etc.	Percentages, monetary signs or unit symbols	No	Yes

## References

### References Within the Body of Text

When the author's name is not in the sentence

Example:

Empirical studies in Canada (Lalonde & Cameron, 1993)...

Example:

... "quotation" (Lalonde & Cameron, 1993, p. 24)

When the author's name is in the sentence

Example:

Pettigrew (1998) showed that interethnic friendship was the causal factor most likely to reduce intergroup prejudice.

Example:

In his book, Pettigrew (1998) states that "quotation" (p. 67).

When there are three authors or more (first occurrence)

Surname, Surname, & Surname (year)

(In subsequent occurrences, write the Surname of the first author followed by "et al., (year)")

### References Within a Bibliography (at the end of the text)

**Nota bene:** All sources referred to in the body of the text and in footnotes must be found in the bibliography at the end of the manuscript. The accuracy of the information therein (names, titles, dates, pages, etc.) are your responsibility.

#### One author

SURNAME, Name (year). *Title*. City, Country: Publisher.

(More than one work in a year, use a, b, c after year)

Example:

BOURHIS, Richard Y. (1984). *Conflict and language planning in Quebec*. Clevedon, Avon, England: Multilingual Matters.

#### Translation

SURNAME, Name (year). *Title*. Trans. Surname Name. City: Publisher.

Example:

HABERMAS, Jürgen (2002). *Après l'État-nation: une nouvelle constellation politique*. Trans. Rainer Rochlitz, Paris: Gallimard.

#### Text from a collective work

SURNAME, Name (year). "Chapter title". in Name Surname (Eds.), *Title of work* (pp. x-y). City: Publisher.

Example:

BERRY, John W. (2006). "Contexts of acculturation". In David. L. Sam & John W. Berry (Eds.), *The Cambridge handbook of acculturation psychology* (pp. 27-42). Cambridge, UK: Cambridge University Press.

**Coauthors**

SURNAME, Name, and Name SURNAME (year). *Title*. City: Publisher.

Example:

REITZ, Jeffrey G., Raymond BRETON, Karen K. DION, & Kenneth L. DION (2009). *Multiculturalism and social cohesion*. New York: Springer.

**Thesis**

SURNAME, Name, (year). "Title". Master's or Doctoral thesis, University name.

Example:

MAICHER, Sascha G. B. (1997). *Culture and autonomy: A critique of Will Kymlicka's defense of group differentiated rights*. Master's thesis, Queen's University.

**Details of First Edition**

SURNAME, Name ([1<sup>st</sup> year of publication] year of other editions), *Title*, City, Publisher.

Example:

KYMLICKA, Will ([1989]1991), *Liberalism, community and culture*, Oxford, NY and UK, Oxford University Press.

**Journal Article**

SURNAME, Name (year). "Title". *Journal name*, vol. X, n° Y (Month/Season), pp. X–Y.

Example:

MONTREUIL, Annie, & Richard Y. BOURHIS (2001). "Majority acculturation orientations toward 'valued' and 'devalued' immigrants", *Journal of Cross-Cultural Psychology*, vol. 32, n° 6, pp. 698–719.

**Bilingual Bibliographical Reference**

When the title is provided in both languages:

SURNAME, Name (year). *English title = French title*. City: Publisher.

Example:

JEDWAB, Jack (2002). *Immigration and the vitality of Canada's official language communities: Policy, demography and identity = L'immigration et l'épanouissement des communautés de langue officielle au Canada : Politiques, démographie et identité*. Ottawa: Public Works and Government Services Canada.

**Bilingual Journal Name**

SURNAME, Name (year). "Title of the article". *Name of the Journal = Nom de la revue*, vol. X, n° Y (month/season), pp. x-y.

Example:

CARDINAL, Linda, & Rachel COX, (2007), "La représentation des femmes au sein des groupes francophones en milieu minoritaire au Canada". *Canadian Woman Studies = Les cahiers de la femme*, vol. 25, n° 3-4, pp. 91–96.

**Collective Work, Symposium Proceedings**

SURNAME, Name (dir.) (year). *Book title*, Symposium Proceedings, Date, City, Publisher.

Online publication: add [Online], [Internet address] consulted on day, month, year.

Example:

DORST, Kees, Susan STEWART, Ilka STAUDINGER, Bec PATON, & Andy DONG (eds.) (2010). *DTRS8 Interpreting design thinking*. Symposium Proceedings. 19–20 October. Sydney, Australia: DAB Documents.  
[Online] [[http://www.dab.uts.edu.au/research/conferences/dtrs8/docs/DTRS8\\_Proceedings.pdf](http://www.dab.uts.edu.au/research/conferences/dtrs8/docs/DTRS8_Proceedings.pdf)], consulted on 3 December 2011.

### Online Publications

Write the relevant information as shown in the above examples, and add: [Online] [website address] consulted on date, month, year.

Example:

MONIÈRE, Denis (1983). André Laurendeau et le destin d'un peuple, édition électronique réalisée à partir du livre André Laurendeau et le destin d'un peuple, Montreal, Québec Amérique. [Online], [http://classiques.uqac.ca/contemporains/moniere\_denis/andre\_laurendeau/andre\_laurendeau.doc#laurendeau\_chap\_11] consulted on the 26 September 2011.

### Article in a Newspaper

SURNAME, Name. (year). Title. *Name of Newspaper*. Online: <http://www.newspaper.com>

SAURETTE, Paul (2010). When smart parties make stupid decisions, *The Mark*. Online: <http://www.themarknews.com/articles/1907-when-smart-parties-make-stupid-decisions> (consulted on 19 June 2011).

### References to works or documents on jurisprudence (by-laws and laws)

Present references to jurisprudence (by-laws and laws) in footnotes (as is done in the field of law), as well as in the references at the end of the manuscript.

Please follow the McGill Law Journal's *Canadian Guide to Uniform Legal Citation* (7<sup>th</sup> Edition) regarding the way you cite by-laws and laws. Here are a few practical examples prepared by a lawyer.

#### Overall Format for a Law

*Title of the law*, L or RL—which means “law” or “revised law”— TERRITORY ABBREVIATED AND CAPITALIZED. (C for Canada, O for Ontario, NB for New Brunswick, etc.), year, c number of chapter for a law published in an annual volume or first letter of the chapter for a revised law, hyphen, number of the chapter, art XX

Examples:

*Official Languages Act*, RSC 1985, c O-1, art 86 (1)a(ii)

*Inuit Language Protection Act*, SNu 2008, c 17.

#### Overall Format for a Constitution Act

*Title of the law* (jurisdiction), year, c XXX

Examples:

*Constitution Act, 1982*, being Schedule B to the *Canada Act 1982* (UK), 1982, c 11.

*Constitution Act, 1867* (UK), 30 & 31 Vict, c 3

#### Citing Bills

Bill. *Title of the bill*, session number, parliament number, territory, year, article.

Example:

Bill C-232, *An Act to amend the Supreme Court Act (understanding the official languages)*, 1<sup>st</sup> Session, 40<sup>th</sup> Parliament, 57 Elizabeth II, 2008.

## Citing Jurisprudence

While it is true that the McGill manual contains relatively complex rules, there are some general principles that can easily be respected:

Italicize the name of by-laws: *Plaintiff v Defendant*. Place a comma after the name of the by-law,

- Followed by the year
  - When the year of the decision is different from the year of publication, place the year of the decision in parentheses followed by the year of publication. Otherwise, only write one or the other.
  - Place the publication year between brackets when it is necessary in the reference, or between parentheses when it is not necessary because there is a cumulative volume (e.g.: [2010] 3 RCS xxx, or (2010) 149 DLR (5d.) xxx).
- Followed by the volume number
- Followed by the main source capitalized and without punctuation
- Followed by the edition number between parentheses, with a period inside the parentheses
- Followed by the page
- Followed by the tribunal when not obvious in the reference, otherwise do not write it.

Examples:

Doucet-Boudreau v Nova Scotia (Minister of Education), 2003 SCC 62, [2003] 3 SCR 3

(We know that the SCR stands for the Supreme Court Reports.)

*FCFA v Canada*, [2011] 1 FCR xxx

(We know that FCR stands for *Federal Court Rules*.)

*Lalonde v Ontario (Commission de restructuration des soins de santé)*, [2001] 56 OR (3d) 577 (OCA).

(We know that OR stands for Ontario Reports, however, we do not know what Court, so this information should be placed in parentheses at the end, abbreviated and capitalized: Ontario Court of Appeal = OCA.)

## Citing a Decision Published Online

When the source of the jurisprudence has a hard copy publication, write the reference to the paper document. When it is only available online, write a neutral reference (a neutral reference is a format that has been in use by the courts in Canada since the end of 2000) followed by the correct Internet reference with the source in parentheses. If there is no neutral reference, write only the reference based on the database information you have and mention the Court to clarify. However, since previous decisions were published on paper and only the most recent decisions are available online before being published on paper, you will rarely have only a neutral reference!

*Plaintiff v Defendant*, year of tribunal, tribunal, decision number, year from the database (in the case below: New Brunswick Reports), decision number from the data base, database name between parentheses (in the case below: Quicklaw).

Example:

*R v LeBlanc*, 2011 CANB XXX, 2011 ANB yyy (QL).