

BC *The British Columbian Quarterly* STUDIES

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SUBMISSION GUIDELINES

BC Studies is a peer reviewed scholarly journal which welcomes the submission of manuscripts dealing with all aspects of British Columbia's political, economic, and cultural life, past and present. The average article length is 25 to 30 **double-spaced** pages, although shorter and longer submissions will be considered.

BC Studies accepts manuscript submissions online through the Open Journal System (OJS). To submit an article, please register as an author and follow the submission instructions at: <http://ojs.library.ubc.ca/index.php/bcstudies/>

Authors are advised to conform as closely as possible to suggested guidelines for consistency of style. Text and footnote style should follow *The Chicago Manual of Style* or its summarized version: *Manual for Writers of Term Papers and Theses*, Kate Turabian.

Only original articles are accepted for publication. Submitting manuscripts to *BC Studies* implies authors' commitment to publish in *BC Studies*. Authors must certify in writing that neither the article submitted nor a version of it has been published, nor is being considered for publication elsewhere; such certification must accompany the manuscript. Authors thereby agree to transfer their copyright to the publisher of *BC Studies*.

Please consult the *Oxford English Dictionary* to confirm correct spellings. If the dictionary recognized alternative spellings, the first one listed is preferred. The following examples are provided to illustrate general rules. However, the *Manual* should be consulted for detailed comments on exceptions to these rules.

Format

- all text double-spaced (including footnotes/endnotes, if possible)
- footnotes are preferred, but endnotes are acceptable
- margins: justify, except quotes
- block quotes: indent one tab (0.5 inches) and single-space; right margin **not** justified
- italicize (not underline) titles of books, foreign words, etc.

Punctuation

- do not hyphenate a word ending a line *unless* it is a hyphenated word (co-editor but not manu-script)
- dashes within sentence: *double* dashes with *one* space on either side (--)
- 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."
- spaces: one space after p. (p. 7.)

- leave one space between the initials of personal names: R. W. B. Lewis

Dates

Examples: 18 July 1976 (day precedes month); 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. bc, 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
- 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

- in reference 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: *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

Artwork

BC Studies welcomes the addition of illustrations, maps, graphs, or photographs to your article. *BC Studies* has a preferred style for illustrations and maps, and may request illustrations and maps be reworked by a cartographer familiar with this style. If your article includes graphs, please be prepared to provide either the original data, eps or tiff files. We encourage the inclusion of photographs with manuscripts. If you would like to use photographs, we require prints (or slides) from which to scan the image (or tiff files, provided they meet our specifications). The author is responsible for obtaining permission (copyright) and any costs associated, but *BC Studies* will assist where necessary. Please note that *BC Studies* is a non-profit organization, thus not-for-profit rates and discounts apply when seeking permissions or prints.

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