



Anglo-Celtic Roots Guide to Authors

Beginning

If you have material that you think might make an interesting article for *Anglo-Celtic Roots* but are not sure how to get started or how to organize it, by all means contact the Editor for assistance.

This guide covers the editorial policies, standards, and writing style precepts used in ACR; it is intended to assist you with your writing and alert you to the copyediting your article will receive.

Articles Based on “Great Moments in Genealogy” Presentations

Make clear at the beginning what the Great Moment involved (identifying an ancestor, finding the origins of an ancestor, finding out the circumstances of a mysterious death). Describe the process you had been through before your breakthrough and what you did differently to achieve success. Include information about your quest that would help someone else with a similar problem.

General Information

The lengths of articles published in ACR vary from less than 1,000 to over 5,000 words, averaging about 3,000 words.

Each article includes a photo and a brief introduction to the author. Please provide a passport-style (head and shoulders) photo and short biography for this purpose and indicate any relevant genealogical qualifications (e.g. Certified Genealogist), that you wish to have included. We do not cite designations unrelated to genealogy (e.g. PhD).

You will retain the copyright of your material and you are asked to confirm the following:

- ✓ you have obtained permission to reproduce any previously copyrighted material cited in the manuscript
- ✓ you grant to BIFHSGO the right to publish the manuscript in the journal and on the BIFHSGO website for non-profit use
- ✓ you either grant permission to organizations and individuals to reprint for non-profit use provided the original source is credited (indicated by no copyright symbol) or require that your article not be reprinted or copied without your written permission (indicated by the copyright symbol (©))

Email your article to acreditor@bifhsgo.ca. If the file is too large, use a file transfer service (like WeTransfer) or provide access to a shared drive through Google. Please provide the text in MS Word format only and include a note to the editor if it was created on a Mac.

Formatting Your Text

Following a few formatting rules will make the ACR team’s job much easier and endear you to everyone on the production team. If you find a policy confusing, though, ask the Editor or leave the text for the Editor to correct.

- ✓ Use 11 point Cambria font for your text.
- ✓ Do not format the title and headings or add page formatting of any kind; we will insert your text in a template and format it then.
- ✓ Be sparing with bold or italic insertions—it is easy to create an overly busy page.
- ✓ Illustrations (photos, family trees, maps) are welcome, but must be submitted as a separate file, not embedded in the text. Images can be submitted as jpg or tiff files but should be of high enough quality for printing (generally 300 dpi). Contact the editor for further assistance or details.
- ✓ Use **non-indented** paragraphs and set the spacing to **6 points after** each paragraph.
- ✓ When incorporating direct quotations, clearly indicate them, either by enclosing short quotations in quotation marks (less than 50 words) or by setting longer ones in 10-point font size as a separate paragraph.

Style Guidelines

The following sections provide a condensed version of the style rules used in ACR:

Spelling, Grammar, and Punctuation Sources

ACR uses the following sources:

- ✓ Canadian Oxford Dictionary, Second Edition, edited by Katherine Barber, 2004 (including appendices)
- ✓ *Termium* (available at termiumplus.gc.ca)

Here is a quick guide to the style policies; for anything not covered here, use the sources for assistance.

Abbreviations

- ✓ Do not abbreviate per cent or locations (e. g. Confederation Square).
- ✓ Use No., not #.
- ✓ Avoid ampersands (&) except in company names that have adopted this form.
- ✓ Periods in abbreviations are omitted from, for example, CD, TV, URL, BC/AD, NW/SE, EST, CBC, MP, DNA, and geographical areas such as provinces (use ON, AB, etc.) and US, UK.
- ✓ Periods are used in
- ✓ Use periods for:
 - Military ranks (Capt., Lieut., but not for CWO, WO and PO, which are acronyms).
 - Note: the abbreviated form is used only when first names or initials precede surnames.
 - Social titles—Mr., Ms., Dr., Jr., Rev., but not when PhD, MP, MD, etc. follows the name (John Smith, MD)
 - Business terms such as Co., Ltd., Corp., or Inc.
 - Lower-case abbreviations (a.m., e.g., i.e., sq. ft.) except for metric units (kg, cm, km, °C)
 - Abbreviations such as Ont., Man.; either format (ON or Ont.) can be used, just be consistent;
 - See Table 8 Abbreviations and codes for provinces and territories, 2011 Census (statcan.gc.ca) at: <https://www150.statcan.gc.ca/n1/pub/92-195-x/2011001/geo/prov/tbl/tbl8-eng.htm>

Capitalization

- ✓ Capitalize a specific census (the 1911 Census), but not general references to a census record or censuses.
- ✓ Capitalize regions such as the Maritimes, Northern Ontario and well-known regions of England such as North East. The dictionary clarifies doubtful instances.
- ✓ Do not capitalize titles (Parliament, Director, Lake X, Lieutenant Y) when they are adjectives, plurals or general references (parliamentary, the two directors, lakes Ontario and Erie, the lieutenant).
- ✓ Note the spelling of:

<ul style="list-style-type: none"> ✓ North West Company ✓ Internet ✓ website (but the Web) ✓ home children ✓ The Globe and Mail ✓ The Times 	<ul style="list-style-type: none"> ✓ Northwest Rebellion ✓ North-West Mounted Police ✓ Northwest Territories ✓ Loyalist ✓ the First/Second World War ✓ merchant navy
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- ✓ Le Devoir
- ✓ the Act

- ✓ the Poor Law Amendment Act

Dates/Time Periods

- ✓ Use the sequence day month year (21 January 2004) with no commas.
- ✓ For general periods, use the 18th century, the 1700s (no apostrophe), the 1930s OR the thirties.

Hyphenation

- ✓ For guidance on hyphenating specific words, consult the Canadian Oxford Dictionary and its appendices, the best source for modern Canadian practice.
- ✓ Note that some expressions are hyphenated when used as nouns (the follow-up, the set-up, the sign-up) but not when used as verbs (she followed up, to sign up, he will set up).
- ✓ Hyphenate the following forms of compounds: snow-covered, time-consuming (noun plus participle) well-deserved, lesser-known (adverb plus participle) large-scale (adjective plus noun)
- ✓ Do not hyphenate compounds where the adverb ends in “ly” (richly embroidered, fully revealed).
- ✓ Note the spelling of:
 - email
 - database
 - online
 - side-step
 - one-liners
 - runner-up
 - great-grandfather, grand-aunt etc. (g g grandfather may be used, particularly if the term is repeated through the text, but the first occurrence should be spelled out)
 - lifelong
 - storyteller, storytelling

Hyphens vs. Dashes

- ✓ There are three basic types of dashes, each of which is used without spaces, as follows:
 1. Hyphen: To link two words together (great-aunt) or to indicate a minus or negative number (-5°C)
 2. En dash: To link two equivalent items, such as dates (1907–1909), numerals (pages 4–7), or places (Ottawa–Montréal train route)
[In MS Word: enter ctrl + number pad]
 3. Em dash: To separate elements of a sentence not closely connected, but in contrast or unexpected (e.g. The old car was huge—a far cry from a modern hatchback.)
[In MS Word: enter ctrl + alt + number pad -; or: Insert/Symbol/choose the dash required]

Italics

- ✓ Italicize names of publications, websites, musical compositions, paintings, films, plays, or long poems.
- ✓ Italicize Internet genealogy company names (*Family Search, Ancestry, Findmypast*) but not the URL (familysearch.org, ancestry.ca, findmypast.co.uk)
- ✓ Italicize non-English language words or abbreviations not commonly used (*idem, laissez-passer*), but not familiar ones (i.e., ca., vs., ad hoc)
- ✓ Italicize the full names of government acts (*War Veterans Allowance Act*) (but not the short form, “the Act”) and legal references (*Smith vs. Jones*).
- ✓ Italicize the names of trains, planes and ships (the *Spirit of St Louis*, the *Caledonia*) but not any abbreviation appearing before the names (the *SS Humboldt*).

Monetary Units

- ✓ Use \$2 not \$2.00 or 2 dollars, and US\$2 for foreign currency.
- ✓ Use \$0.65 or 65 cents.

Names

- ✓ Use Library and Archives Canada and the abbreviation LAC (note that it is incorrect to use the Library and). This name replaces the National Library, the National Archives and any combination of these.
- ✓ The correct term is The Church of Jesus Christ of Latter-day Saints. This may be shortened to LDS. Note the spelling of FamilySearch Center, the current name used for an LDS local research centre.
- ✓ Regarding French names, all French accents should be added, including to capitals, in French and English. Technically, you should use the name of a city, lake, river, etc. in the language used where it is located. (But there may be exceptions for lakes in English regions of Quebec, for example.) So, the city of Montréal and the city of Québec should always have an accent. However, the province of Quebec has traditionally been used in English without the accent, so that is accepted. Bodies of water and so on that cross provincial boundaries often have names in both English and French, so in English you should use the English name (St. Lawrence River, Gulf of St. Lawrence, etc.). Note the French spelling of the names of saints in Quebec (Ste-Catherine, not St. Catherine). The Canadian Style guide gives a list of official geographical spellings (see <https://www.btb.termiumplus.gc.ca/tpv2guides/guides/tcdnstyl/index-eng.html?lang=eng>).

Numerals

- ✓ In general, spell out whole numbers below 10 and use figures for 10 and above, likewise for ordinals (fourth, 12th). If numbers below and above 10 appear in the same sentence, use all numerals. Exceptions are ages (5 years, 6 months) and metric quantities (5 km) are always numerals.
- ✓ For large numbers, use commas separating the thousands, etc. (1,000). Millions and up are written 2.3 million, no zeroes.
- ✓ Use “th” for ordinals and avoid superscripts, which are too small to read easily in ACR: 25th not 25th.
- ✓ Spell out numbers that begin a sentence.
- ✓ For telephone numbers, use 613-526-7700, no brackets.
- ✓ Note these specific usages:
 - a 90° angle
 - two 6-room houses
 - 3/8 inch
 - three-quarters full
 - Sixth Fleet
 - WW I

Punctuation

- ✓ If a sentence ends in an abbreviation taking a period, use only one period.
- ✓ Punctuation can be omitted after each item in a bulleted list if the items are not sentences. Otherwise a comma, semicolon or period is generally used, depending on whether the items are phrases, clauses or whole sentences.
- ✓ Place commas, semicolons and periods before quotation marks that end a clause or sentence (Tom said, “Let’s go.”) Place a closing dash, question mark or exclamation point inside the quotation marks only if it refers to quoted material—outside if it refers to the whole sentence.
- ✓ Quotations: Quotes inside quotes should be done with single quote marks.
- ✓ Quotation marks: use them to enclose the titles of articles or chapters in a publication, short stories in collections, lectures or papers in a collection, songs, short poems, theses, unpublished manuscripts, radio/tv programs, and databases or other parts within a listed Internet site.
- ✓ Reference note numbers should appear directly after the punctuation—no space.
- ✓ Possessives: For names ending in an “s”, add just an apostrophe (larger countries’ needs, Hillside Gardens’ flowers) unless there is a problem pronouncing it (Thomas’s book). Beware the dreaded possessive “its” (not “it’s” as one might suppose from the usual rule): its taste, its middle, and so on. “It’s” is used only as a contraction for “it is,” not to show possession (his, hers, its).

Tables

- ✓ Tables should be inserted as tables, not as pictures or text boxes, in Arial Narrow 10 point.

Reference Citations and Notes

Note: ACR policy is to include reference information at the end of the article and not as footnotes under each page. To facilitate the layout work, please do not use the footnote/endnote feature of the word processing software. Insert the numbers manually in superscript at the end of a sentence, outside the period, and list the corresponding notes at the end of the article.

References should be provided for original sources used in the article (censuses, databases, publications). They may also be used to briefly add relevant information not essential to the sentence within the article. Please give as much detail as you can.

There are several citation systems currently in use; it is suggested that you focus on consistent use of whichever system you prefer.

Illustrations

Remember: Do not embed illustrations in the text but provide them as separate files.

- ✓ Please provide the images in TIFF or JPEG format in 300 dpi, so they reproduce well in print.
- ✓ Always refer to the illustrations in the text.
- ✓ If they are not your own illustrations, check the copyright requirements and confirm that you have permission to use the material.
- ✓ Add a list of the illustrations at the end of the article, with captions. Cite the sources of each, either as "Source: author" or "Source: Wikipedia," etc. (This list will not be published but will be used by the layout editor to create the image captions.)
- ✓ If you have created a map or family tree with more than one element to illustrate your article, ensure that the elements of the picture are "grouped" (using the function under Format in MSWord) so that the picture remains intact when it is positioned in the layout.