

The Canadian Style

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Who am I?

- Freelance editor
- Memberships:
 - Editors Canada
 - Plain Language Association International
 - Society for Editors and Proofreaders
- User of *The Canadian Style*

Learning outcomes



You will be able to explain what editorial style is and where it fits in to the editing process



You will be able to notice and identify editorial style when reading and writing

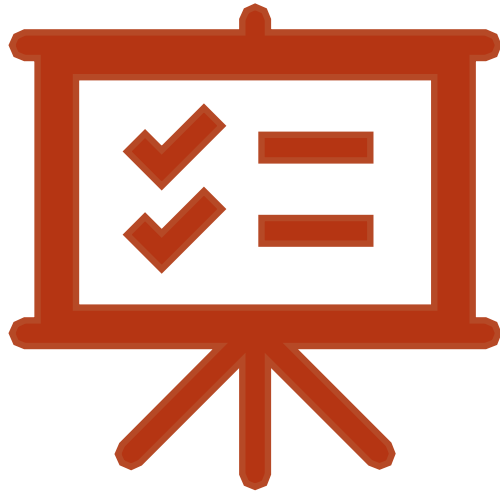


You will know when and where to look something up when you need guidance on style



You will have a grasp of some highlights of *The Canadian Style*

Outline



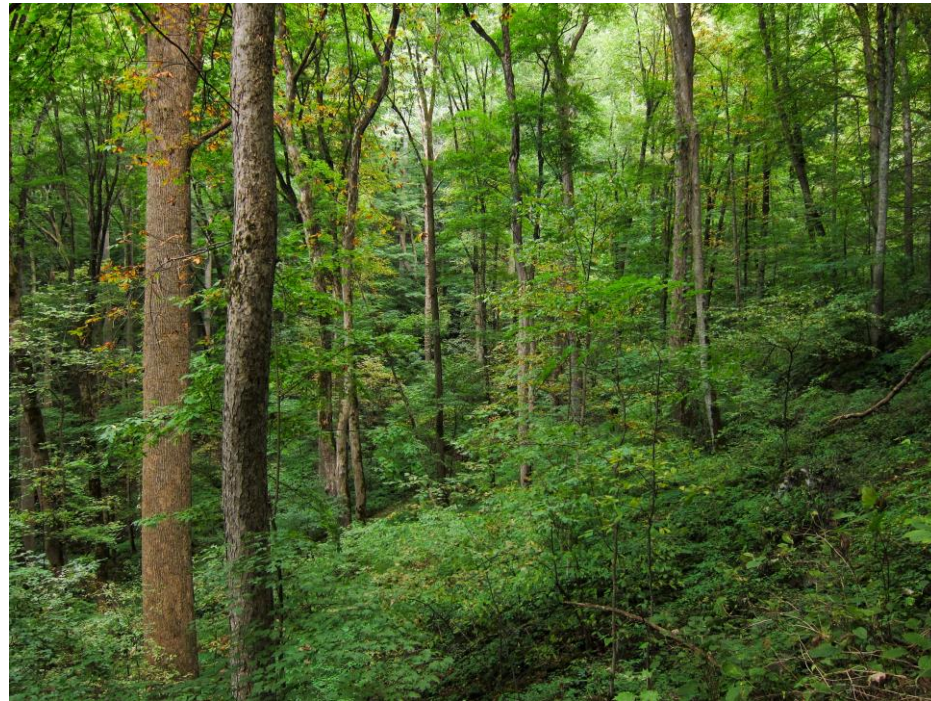
- What is editing?
- What is editorial style?
- Where does editorial style fit into editing?
- What is *The Canadian Style*?
- What are some highlights of *The Canadian Style*?
- Tips on copy editing and proofreading
- Tips on studying *The Canadian Style*



What is editing?

Structural editing

Assessing and shaping text for structure, organization, flow and other big-picture issues (e.g. libel, plagiarism)



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Stylistic editing

Editing at the sentence level to improve clarity and flow; refining the level of language to fit the audience and genre



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Copy editing

Editing for correctness in spelling, grammar and punctuation; ensuring accuracy, completeness and consistency of editorial style



Proofreading

Analyzing text in its final typeset form for typographical or layout errors



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What is editorial
style?

What is editorial style?

A set of guidelines on how to write and present text.

- Abbreviations
- Spelling
- Hyphenation
- Capitalization
- Punctuation
- Numerical Forms

What is editorial style?

Example:

- the 1920s
- the 1920's
- the 20s
- the 20's
- the Twenties
- the Roaring Twenties

Examples of different styles

New York Times

February 22, 1987

TARGET QADDAFI

By Seymour M. Hersh

Eighteen American warplanes set out from Lakenheath Air Base in England last April 14 to begin a 14-hour, 5,400-mile round-trip flight to Tripoli, Libya. It is now clear that nine of those Air Force F-111's had an unprecedented peacetime mission. Their targets: Col. Muammar el-Qaddafi and his family. . . .

Since early 1981, the Central Intelligence Agency had been encouraging and abetting Libyan exile groups and foreign governments, especially those of Egypt and France, in their efforts to stage a coup d'état. . . . Now the supersonic Air Force F-111's were ordered to accomplish what the C.I.A. could not.

San Francisco Examiner

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From Amy Einsohn, *The Copyeditor's Handbook*, Third ed. (Berkeley: University of California Press, 2011).

What style differences do you see?

- The Certification Steering Committee (CSC) will be meeting on March 15th, 2019, at the Centre for Social Innovation (CSI) Spadina, 192 Spadina Avenue, Third Floor, Room F. Brenda Wiltshire, Ph.D., will be chairing the meeting. Each committee member is asked to bring his or her notes from the last meeting, as well as a \$5.00 meeting fee to help cover the cost of the room.
- The Certification Steering Committee will be meeting on March 15, 2019, at the Centre for Social Innovation Spadina, 192 Spadina Ave., 3rd Floor, Room F. Dr. Brenda Wiltshire will be chairing the meeting. Each committee member is asked to bring their notes from the last meeting, as well as a \$5 meeting fee to help cover the cost of the room.



Learn to notice
editorial style



Where do we go for style guidance?



Style Manuals



Style Guides



Style Sheets

Style manuals

- *The Canadian Style*
- *The Chicago Manual of Style, 17th ed. (CMOS or CMS)*
- *The Canadian Press Stylebook, 17th ed. (CP)*
- *Editing Canadian English, 3rd ed. (ECE)*
- *Publication Manual of the American Psychological Association, 6th ed. (APA)*
- *The American Medical Association Manual of Style, 10th ed. (AMA)*

Style Guides (House Style)

- A house style is a set of general rules that a publisher/organization wants followed across all its publications
- A house style will include guidance on writing, which dictionary to use, and a word list
- It may be based on a style manual, but will contain style preferences that are unique to the organization

Style sheets

- A “mini” style guide
- A document that writers and editors create and use to record all the style decisions they make for a specific *document*
- A style sheet is based on a style manual, a house style or both

Passionate Personnel Style Sheet

Dictionary

Merriam-Webster Unabridged (US spelling)

Style Guide

Chicago, 17th ed.

Acronyms

- Spell out at first use

Capitalization

- Down style subheads
- In chapter titles, lowercase all prepositions
- Don't use capitals for emphasis

Dates

- No cardinal numbers (May 8, 2017, not May 8th, 2017)

Grammar

- Singular *they* ok if sentence can't be recast without obscuring author's voice
- Limit use of sentence fragments, but ok to keep if removing would obscure author's voice
- Contractions ok
- Beginning sentence with conjunction ok
- Collective nouns
 - *Staff* plural, *staff member* singular
 - *Personnel* is plural (but verb is singular when conveying idea of unity or multitude)

Hyphenation

- Hyphenate all open adjective compounds used attributively (ok to make exceptions for very well known terms—but note them in style sheet)

Italics

- Used for key terms on first use—no quotation marks (e.g., the term *dynamic* is overused)
- Used for titles of books, television programs

Lists

- Introduce bulleted list by complete sentence followed by a colon

Numbers

- One to nine, 10+
- '80s or 1980s
- \$5 (no decimal or zeroes if not cents)
- \$5,000
- \$5 million (mix digits & words for large round numbers)

Punctuation

- Serial comma
- Single space after terminal punctuation
- Em dash set tight (don't overuse)
- No single quotation marks (unless a quote within a quote)
- Ellipses (limit use) set tight
- No apostrophe in plurals (1980s)
- Limit solidus use
- Commas, periods inside quotation marks

Word list

'80s

'90s

1980s

1990s

airtight

Boss Talk

Chef A (in place of proper name)

Chef B (in place of proper name)

Dynasty

focused/focusing

follow-through

Friends

IBM

outshined (not outshone)

sous chef

Terry Barker

Top Chef

Trojan horse

Vancouver

well versed

workday

What is the goal of a style guide?

Consistency!

What are the
benefits?



Benefits of consistent style

- Ensures clear communication
- Makes reading easier for the audience
- Ensures a consistent, unified voice
- Raises organization's credibility and professional image
- Fewer debates between staff on style points and personal preferences



What is *The Canadian Style?*

What is *The Canadian Style*?

- Style manual used by the Canadian Government for print publications and correspondence
- Used by many educational institutions, non-profits and business organizations

Facts about *The Canadian Style*

- Developed by the Translation Bureau, part of Public Services and Procurement Canada
- The current edition was published in 1997
- It can be accessed for free online at www.btb.termiumplus.gc.ca > Writing tools > *The Canadian Style*
- It is **not the same** as the Canada.ca content style guide, which is a complementary style guide for online government documents



Highlights of *The Canadian Style*

Abbreviations

Abbreviations—General principles

- Don't overuse abbreviations
- Write abbreviations out at first use, except if very well known or difficult to pronounce in full
- The abbreviation is usually in all capitals with no periods

Abbreviations

- I work for Public Services and Procurement Canada (PSPC).
- DNA evidence has changed the way crimes are investigated.
- It is wise to invest your money in GLCs.
- We will discuss Q's and A's in the meeting.

Abbreviations

- P.E.I. cannabis oil company to add 32 jobs
- 11 Aviation Ave. E., Charlottetown, PE C1E 0A1
- The meeting will be held at an office on Aviation Avenue East.
- The meeting will be held at 9:00 a.m. EST.
- The meeting will be held at 9 a.m. EST.

Abbreviations—Latin terms

- e.g.
- i.e.
- etc.
- et al.
- c., ca.

Abbreviations (or are they?)

- ad hoc
- per
- sic
- via

Abbreviations—Educational degrees

- The Hon. John Smith, BCom, LL.D
- Ms. Jo-Anne Finegan, PhD
- Dr. Jo-Anne Finegan

Abbreviations—Numbers and percentages

- I noticed that nos. 56–86 are missing.
- The population increased by 15 percent.
- There was a 15% increase in population.

Abbreviations—SI units

- We got 5 cm of snow last night.
- The luggage weighs 45 kg.
- It is 32°C outside.
- We used 35-mm film.

Abbreviations—SI units

- The box is 2 m long.
- The box is two metres long.
- She was driving 80 km/h.

Hyphenation

Hyphenation—General principles

Compounds: two or more words joined together to form one term

- Rules on compounds vary
 - Copy editing
 - Copy-editing
 - Copyediting
- Consult your dictionary
- Use discernment
- Have the goal of clarity

Hyphenation—Compound adjectives

- This is a follow-up email.
- It will be a problem-solving process.
- They are good at problem solving.
- We need to take responsibility for decision making.
- We are going sightseeing.

Hyphenation—Compound nouns

- The production is a comedy-ballet.
- I work as a writer-editor.

Hyphenation—Adverbs in compounds

- The tapestry was richly embroidered.
- This is a rarely used piece of equipment.
- He is a newly minted politician.

Hyphenation—Prefixes

- The convention will be in mid-July.
- The tone was un-American.
- This calls for self-control.
- The world's pre-eminent expert on asbestos.

Hyphenation—To preserve meaning

- Re-cover vs recover
- Re-solve vs resolve
- Re-sign vs resign

Hyphenation—Numerals and measurement

- We went on a 10-kilometre hike.
- Do you have a 60-W bulb?
- It is a 100°C thermometer.
- Twenty-nine members served on the committee.

Spelling

Spelling

- Canadian English is a hybrid mix of British and American spelling and style
- Consult a good dictionary, such as the *Canadian Oxford*
- *Editing Canadian English* is an excellent resource

Spelling—Verbs ending in ise/ize

Canadian	British	American
Civilize, civilization	Civilise, civilisation	Civilize, civilization
Organize, organization	Organise, organisation	Organize, organization
Specialize, specialization	Specialise, specialisation	Specialize, specialization

Spelling—Words ending in our/or and re/er

Canadian	British	American
Colour, honour, favour	Colour, honour, favour	Color, honor, favor

Canadian	British	American
Centre, fibre, theatre	Centre, fibre, theatre	Center, fiber, theater

Spelling—Verbs with single l/double l

Canadian	British	American
Instill	Instil	Instill
Fulfill, fulfillment	Fulfil, fulfilment	Fulfill, fulfillment
Enroll, enrollment	Enrol, enrollment	Enroll, enrollment

Spelling—Words ending in ce/se

Canadian	British	American
Defence, offence, pretence	Defence, offence, pretence	Defense, offense, pretense
Practice (n), practise (v)	Practice (n), practise (v)	Practice (n and v)
Licence (n), license (v)	Licence (n), license (v)	License (n and v)

- It is standard practice for editors to practise their editing skills.

Capitalization

Capitals—General principles

- Capitals are used:
 - To give emphasis, as in official titles and initial words
 - To distinguish proper nouns and adjectives from common ones
 - To highlight words in headings and captions

Capitals—Initial words

- The candidates said, “We are in favour of addressing the housing crisis.”
- They candidates said they were “in favour of addressing the housing crisis.”
- Oil and gas accounts for a quarter of Canada’s greenhouse gas emissions (statistics are found in the appendix), of which the oil sands is the most carbon intensive.
- The question to be asked is this: Can the reader get the point?

Capitals—Government bodies

- The minister apologized to the House of Commons.
- The Hon. Bob McLeod presented to the Standing Committee on Indigenous and Northern Affairs.
- Parliament has formed a committee to study the matter.

Capitals—Institutions

- She is a member of the Rotary Club.
- They attend the First Baptist Church.
- The Supreme Court of Canada has quashed the application for review.
- He is a professor at the University of Toronto. He holds degrees from the universities of Saskatchewan and British Columbia.

Capitals—Titles of office or rank

- The Hon. Carolyn Bennett, Minister of Crown-Indigenous Relations
- Paulo De Sousa, professor of linguistics
- She is a minister in the Canadian government.
- Production editor Jennifer Benton signed off on the project.

Capitals—School subjects, courses and degrees

- This university requires French as a prerequisite.
- She passed with an “A” in History this term.
- Laurie is earning her master’s degree in history.
- Sarah Yzerman, Doctor of Philosophy
- My daughter is in Grade 6.

Capitals—Geographical terms

- We are going on a camping trip to the Prairies.
- I grew up on White Duck Lake in eastern Ontario.
- I live in the city of Toronto.
- The City of Toronto took him to court.

Capitals—Parts of a book or document

- Figure 7
- Chapter 12
- Exhibit A
- See page 5, line 34.
- This subject will be discussed in the next chapter.

Capitals—“The”

- She writes a column for *The Globe and Mail*.
- The Minister answered the *Globe and Mail* reporter.
- He is the director of communications for The Canadian Red Cross Society.
- The refugees found housing with the help of the Red Cross First Contact program.

Capitals—Headings

Headings that begin at the margin

Headings That Are Centred in the Page

Capitals—Lists

There are many facets to our assessments:

- We conduct interviews with the child and parents.
- We undertake a review of the family, medical and developmental history.
- We conduct two full days of psychometric testing.

We offer a variety of assessment reports, including

- clinical assessment reports
- psychoeducational reports, and
- medico-legal reports.

Numerical Expressions

Numbers—General principles

- Numerical information should be understood quickly and easily
- Numerals are preferred to spelled-out forms
- Write out one-digit numbers and use numerals for the rest

Numbers

- There are nine attendees.
- Over 30 attendees were expected, but only 9 showed up.
- The population of Ontario is over 12 million.
- He made a thousand and one excuses.

Numbers

- We expected 30 attendees.
- Thirty attendees were expected.
- The clinic has treated over 2300 patients.
- Out of a population of 1 637 000, only 827 000 voted.

Numbers—Money

- The material cost \$6.98/m².
- 65¢ **or** 65 cents **or** \$0.65
- two million dollars **or** \$2 million **or** \$2 000 000 **or** \$2,000,000
- It costs a few thousand dollars.

Numbers—Times and dates

- The presentation will run from 1:00 p.m. to 3:00 p.m.
- The presentation will held on March 2, 2019.
- The presentation will be held on the 2nd of March.
- 2019 03 02 or 2019-03-02

Numbers—Ages and grades

- Nisha, aged 9, and Mihana, aged 7, led the hike.
- She was no more than seventeen at the time.
- Lavonte is in Grade 6.

Numbers—Plurals

- She grew up in the 1960s.
- He has an amazing collection of 45s.
- His 5's look like 6's.
- His 5s look like 6s.
- He weighs 90 kg.

Italics

Italics—General principles

- Italics are used:
 - to call special attention to words
 - to give them special meaning
 - to distinguish them from the rest of the text
- Use italics sparingly
- Use roman type for emphasis when the body is in italics

Italics—Emphasis

- I did not say we *would* go: I said we *might* go.
- Why did the committee choose to adopt *that* policy?

Italics—Foreign words and phrases

- It was her *raison d'être*.
- The company formed an ad hoc committee to investigate.
- Her handwritten notes are found *passim* in the margins and between the lines of text.

Italics—Titles of publications and works of art

- This is a presentation about *The Canadian Style*.
- Our department produced a report called *Harm Reduction Treatment in Canada*.
- *Turandot* is my favourite opera.
- I have a subscription to *The Globe and Mail*.

Italics—Legal references

- The *Official Languages Act* came into force in 1969.
- The Act had far-reaching effects on the nation.
- *Boucher v. The King* was a landmark freedom-of-religion case.

Punctuation

Punctuation—General principles

- *The Canadian Style* favours an “open” style of punctuation
- Omit punctuation when possible without creating ambiguity
- If you are having trouble punctuating a sentence, recast it

Punctuation—Terminal punctuation

- How many spaces are there between sentences? One.

Punctuation—Ellipses

- There was little he could say . . . so he said nothing.
- “What do you propose?”
“ . . . ”
“I’ll tell you what I suggest.”

Punctuation—Commas

- General principles:
 - Comma rules are vague, with many exceptions
 - Be guided by the goal of clarity
 - Note that commas interrupt the flow of a sentence, and so should be omitted when possible

Punctuation—The serial comma

- The humanities include literature, history and philosophy.
- It was a great night with my best friends, good pizza and beer.

Punctuation—Commas

- When choosing between two approaches, it is important to consult experts in the field.
- By next week the new budget will be in place.
- In 2018, 1498 employees started using the new operating system.

Punctuation—Commas

- Friday, February 22
- Friday the 22nd
- February 22, 2019, was the date of the meeting.
- The meeting was held in February 2019.

Punctuation—Commas

- In all his efforts were quite laudable.
- I was high up and far below I saw the globe of the earth.
- Her words went of course unheeded.
- I am sure they will sign the contract eventually.

Punctuation—Dashes

- A number of processes—inventing, drafting, revising and editing—are involved in creating a document.
- Lester B. Pearson was Prime Minister from 1963–1968.
- Julie Dabrusin is the MP for Toronto–Danforth.
- He is a 30-year-old grad student.

Punctuation—Apostrophes

- Ulysses' wanderings
- The ministers' responsibilities
- Duplessis's cabinet
- The boss's office

Quotations

Quotations—General principles

- Quotations should be reproduced in every detail, even if the style is different
- Place periods and commas within closing quotation marks
- Use double rather than single quotation marks (except for quotations within quotations)

Quotations—Run-in format

- The Minister said, “Prospects for growth are not good.”
- “In a narrower sense,” the Minister added in her report, “governments are becoming increasingly worried about deficits.”
- Stop telling me to “relax”!
- She shouted, “Relax!”

Usage

Usage—Commonly misused words

- Affect/effect
- Appraise/apprise
- Cite/quote
- Biannual/biennial
- Comprise/compose

Usage—Commonly misused words

- Fewer/lesser
- Forego/forgo
- Imply/infer
- Irregardless
- Materiel/material
- Principal/principle



Editing exercise



Copy editing tips

Copy editing tips



Care



Question



Be Curious

Copy editing tips

- Read your draft sentence by sentence, then word by word
- Read as slowly as you can
- Increase font size
- Change the font
- Print document and proof on paper
- Use checklists



Tips for studying *The Canadian Style*

Study tips

- Get familiar with the book structure
- Read the table of contents and front matter
- Explore the online version
- First read the chapters that appeal to you
- Pay close attention to the general principles at the beginning of each chapter
- Take a piece of text, highlight style points you see, then look them up
- Have a positive view of style manuals

Thank you!

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All the best!