

## Florilegium — Style Sheet

Contributors are asked to adhere to the following format guidelines when preparing their manuscripts. Manuscripts may be submitted in either WordPerfect or MS Word.

1. Please use Canadian spelling and punctuation.
2. Double-space the entire text. Do not insert an extra line between paragraphs, except to indicate the beginning of a new section. Use the hard return (“enter” key) only to separate headings, paragraphs, sections, or lines of poetry in a block quotation.
3. Use one tab to mark the beginning of a paragraph. To indicate an indented section or block quotation, use the commands equivalent to “begin indent” and “end indent”; do *not* indent a block quotation by inserting a tab at the beginning of each line.
4. Use 12pt Times New Roman font. All four margins must be 1” (2.5 cm) wide. Do not justify the right margin.
5. Do not hyphenate end-of-line words. (Deactivate the “automatic hyphenation” function.)
6. Insert only one space after periods, colons, and all other punctuation marks. Insert spaces between the initials of a name.
7. Use double quotation marks for quotations in the running text. Use single quotation marks to indicate quotations *within* quotations and as ‘scare quotes.’ Except for semicolons and colons, all punctuation is placed *inside* the closing quotation marks.
8. Use square brackets to indicate modifications within quotations. When omitting part(s) of a passage in quotation, replace the omitted words with *spaced* ellipsis dots placed in square brackets. If a quotation begins with a capital letter in the source, please retain capitalization even if the quotation is inserted in mid-sentence in your own text.
9. Do not interchange the numeral “0” with the letter “O,” or the numeral “1” with the lower-case letter “l” or capital letter “I.”
10. Follow *The Chicago Manual of Style*, 15<sup>th</sup> edition, for documentation format. Present abbreviated bibliographical citations (author’s surname, short title, and page numbers) in the footnotes, followed by full data in the final Bibliography.
11. **Please avoid speaking in the plural**, as in “As we have seen . . .,” “As our investigation shows . . .,” or “We can conclude . . . .” Readers are not always pleased to be told what to think.
12. **PLEASE DOUBLE-CHECK ALL BIBLIOGRAPHICAL ENTRIES AND ALL REFERENCES AND QUOTATIONS AGAINST THE ORIGINAL.** This is particularly important for quotations of, and references to, sources which are hard to locate.