**Newfoundland Quarterly Print Edition Style Sheet**

Updated March 13, 2018, by J Sullivan

**Publisher:** Office of Public Engagement, Memorial University of Newfoundland

**Dictionaries:** Canadian Oxford, Second Edition

Dictionary of Newfoundland English, Second Edition

Style Guide: for anything not addressed here, Chicago Manual of Style, 16th Edition

**2018 copy deadlines:** February 23, May 4, July 27 & October 26.

**2018 publishing dates**: April 2, June 11, September 4 & December 3

**Miscellaneous Style**

* No periods after initials (M Ryan) or abbreviations (St John’s, LA, US) or honourifics (Dr)
* Use honourifics and full name on first introduction and then use surname (Dr Charles Janeway; Janeway)
* No space between two initials (TS Eliot)
* For all periodical titles, do not capitalize the ‘the” – Evening Telegram, Globe and Mail – excepting The New Yorker and The Times (London)
* Beware verbification – making verbs of nouns. These are often passive.
* fall, winter, not Fall, Winter
* Christmas not Xmas
* capelin not caplin
* Titles use headline caps
* Headings and subheadings use sentence caps
* in numbers, th, st and rd (for example, 19th, 1st) as superscript
* No hard rights (double spaces) between paragraphs
* Single tab indents to begin paragraphs
* Do not double space at the beginning of sentences
* Avoid trendy phrases and clichés, especially in ledes: no-brainer, throw someone under the bus, unless you've been living under a rock/in a cave

**Footnotes**

* Format as endnotes; Chicago style, with arabic (1,2,3) not Roman numbering
* We try to keep footnotes scarce. Aim for a more readerly, less academic look and tone. Ideally, footnotes enhance the text as well as provide citations.

**Punctuation**

* Omit comma after introductory words (So, Yet, But, And)
* Use serial comma
* Use comma after introductory phrases/clauses, unless they are brief
* Use pair commas in place identifiers (He lived in Belleville, Ontario, until he moved to Harstad, Norway, in 2013.)
* Use comma before coordinating conjunctions, unless they are brief
* Use single quotation marks only for quotations within quotations
* For words as words, italicize (You can look up sleveen in the DNE.)
* For possessive of proper nouns, ‘s in all cases (Squires’s) unless the 's' would not be pronounced
* Do not use apostrophes with acronyms to indicate multiples: NQs not NQ's
* Use en dash to connect dates 1703–1792. Within one century, do repeat first two digits (1703–1792, not 1703–92).
* i.e. and e.g. to be written out in running text (that is and for example) and followed by a comma in notes, figures, etc.
* quotations marks outside period (.", not the British ".)
* space em dash space
* space ellipsis space

**Numbers and dates**

* One to ten, 11 + (but 1-10 as numerals if immediate context includes several numerals)
* 1,000,000 (commas, no spaces)
* 19th century (with th superscript)
* February 8, 1913,
* 1890s
* For 20th century dates use all four digits (1960s, not 60s or ‘60s)
* $100 (not $100.00 unless the digits after the decimal are other than 0)
* per cent
* 1:00pm, 7:45am

**Typography**

* em dashes set tight
* space before and after ellipsis
* dbl consonant before –ing or –ed (benefitting)
* one space (not two) between sentences and after colons

**Captions**

* Present tense, crisp, and integrated with the main text

**Pay special attention to**

* Restrictive and non-restrictive clauses (commas)
* Parallelism in lists
* Punctuation in lists
* Placement of only
* Participles and dangling participles
* Dangling modifiers
* Generally speaking, just use "said" as opposed to "opined," "chuckled," etc.

**Spelling**

* Any more (quantity) anymore (time)
* b'ys
* travelling not traveling
* storey (as in a two-storey house) not story
* ok not OK or Okay
* Skeptic not sceptic
* As such does not mean therefore
* Page – write it out in running text, or put p in parentheses (see p 3)

**Language**

* Profanity is rarely appropriate for NQ. And the term 'Newfie' requires careful justification.

**Visuals**

* Please submit as separate files, not inserted in the text; please ensure they are a minimum of 300 dpi (resolution) at actual/preferred print size in JPG or TIFF

**Notes particular to NQ**

* The Newfoundland Regiment became Royal in December 1917
* There was no "Battle of Beaumont-Hamel", strictly speaking: there was fighting at Beaumont-Hamel during the Battle of the Somme; when the Newfoundlanders went over the top on July 1, 1916, this was part of what was then called The July Drive
* The Newfoundland Constabulary became Royal in 1979
* Bowring (not Bowering)
* Joseph R Smallwood (not Joey)
* The Evening Telegram became the Telegram in 1998
* Newfoundland was a colony until 1907 (self-governing after 1855), a Dominion 1907-1949, and administered by the British-appointed Commission of Government 1933-1949
* The traditional abbreviations for Newfoundland are Nfld (largely pre-Confederation), NF (post-Confederation to the early 1990s), and now NL for Newfoundland and Labrador. More unusual but also correct: T.-N for Terre-Neuve. The name of the province was formally changed to Newfoundland and Labrador in 2001.