

Version 3.3

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General Stylistic Considerations

Acronyms

Be sure that acronyms used are well-established; too many unnecessary acronyms on the page just make things confusing for the reader. When you do use them—and we know that you will—follow a few simple rules:

- 1) On first reference, always write out the full name and include the acronym in parentheses: North American Free Trade Agreement (NAFTA);
- 2) Use accepted acronyms instead of making one up to fit the first letters of each word. If there is no generally accepted acronym for a translation, use the acronym from the original language;
- 3) If the letters used in the acronym match the first letter of each principal word, put the acronym in capital letters. If the acronym is a creative mixture of letters (e.g., Semarnap, Profepa, Sanepar) only capitalize the first letter.
- 4) Plurals of acronyms (and years) do not take an apostrophe: PCBs, 1990s.
- 5) Use of the definite article with acronyms is tricky. My preference (DK) here is that acronyms beginning with a hard consonant (N or J for instance) are not preceded by “the.” Thus we do not write “the NATO,” “the NAFTA,” “the NAFEC,” or “the JPAC.” However, acronyms beginning with soft consonants or vowels are preceded by “the”: for instance, “the UN” or “the UNEP.” If in doubt, regard any acronym over two letters to be a pronounceable word and let your instincts tell you whether it needs an article or not.
- 6) Acronyms are set in roman, not italic type. I (DK) prefer that the following format be used when setting them from an organization/law whose name is French or Spanish: General Law on Ecological Equilibrium and Environmental Protection (*Ley General del Equilibrio Ecológico y la Protección del Ambiente*—LGEEPA). Significant elements here are that the translated English name comes first, set in roman type, followed in parentheses by the actual organization name in Spanish, italicized, separated by em-dash from the Spanish acronym in roman. Subsequent references throughout the report would use just this acronym.

Acronyms instead of shortened organization names—Use acronyms to give brevity and precision when referring to organizations. Use CEC, for example, instead of “the Commission,” or NAFTA instead of “the Agreement,” or NAFEC [North American Fund for Environmental Cooperation] instead of “the Fund.” See also **CEC**, below. **But** don’t bother with invoking an acronym if the organization, law, or whatever is mentioned only once or twice in the report.

Bibliography and References

These are an extremely important part of formal scholarly writing, which is what we do here, or which our consultants do for us, and these aspects of report preparation deserve much more attention than they customarily receive. See entries below on **Guidelines for Document Preparation**, **Bibliographic Entries**, **Footnotes**, and don’t miss the diatribe on **Referencing**.

Bullets and numbered lists

The most important thing is to be consistent throughout the text, but we suggest staying simple. Use simple round bullets for basic lists, unless numbers are called for to rank items by preference. If your list has more than one level, use a combination of numbers and letters (i.e., “1.” and “a.”). For punctuation, see **Series and Lists**, below. If you have only one level of bullets in your report, I suggest using Word’s bullet feature on the toolbar instead of employing a separate style with unique indentation to accomplish the task. Save the latter for a second level list within a list.

Capitalization

Please capitalize only proper nouns and first words of sentences. Avoid the temptation to capitalize for emphasis. Personal titles should be capitalized when they refer directly to a specific person or persons and precede the name: “CEC Executive Director XXX XXXXX.” When the title occurs independently or follows the name, it is lowercased: “the executive directors from the three countries” or “Stephen Johnson, administrator of the US EPA.” Also, see the entries on **Compound Constructions** and on capitalization in titles in the **Bibliographic Entries**, below.

Commas

Generally, the CEC practice with serial commas is to follow journalistic style and not use a comma before the last “and” or “or” in a series of words (i.e., “DDT, chlordane, PCBs and mercury continue to build up in the North American environment”). Some exceptions may apply for more complicated series in order to avoid confusion on how the elements are grouped. For instance: “The requisite information about pollution prevention must be directed at a wide, complex, and heterogeneous audience that includes local and national governments that legislate, plan, approve, and regulate environmental matters; banks and financial institutions that fund efforts by individuals, companies, and governments; the general public; and executives involved in upper management of various companies and enterprises.” See **Series and Lists** for more about the hierarchy of commas and semicolons in lists.

Compound proper adjectives and nouns

When a compound modifier is included in a proper name (i.e., Committee for the Protection of the Marine Environment from Land-based Activities, Small and Medium-size Enterprises), don’t capitalize the second word.

Dashes (em)

Do not use one or two hyphens in place of a proper em dash in text. In Word, a very nice em dash is available—Ctrl-Alt-minus sign—as you can see here. Also, there are no spaces on either side of em dashes in English. If this practice is too fussy for you, then use the proper substitute for the em dash, the comma.

Dashes (en)

The en dash (longer than a hyphen and half the length of an em dash) is used in place of the hyphen to connect continuing numbers—dates, time, or page numbers in references. It is produced by the keystroke—Ctrl-minus sign. Examples: 1989–95, 18–25 April 1996, Slipshod 1995, 55–9. Hyphens are used to separate groups within a unit, for instance, a within a telephone number or an identification number.

Dates

CEC style follows Canadian practice and University of Chicago style in preferring a day-month-year format: 27 June 1996, which has the advantage of not necessitating interior commas (as in customary US style: June 27, 1996). When just month and year are given, no comma is necessary: June 1996. (And don't let MS Word's mistaken default to this convince you that you should use one either.) When expressing only years, make sure you use the apostrophe correctly (i.e., "During the 1980s..." or "In the '80s"). Note that in the latter construction use a normal apostrophe and not a backwards apostrophe, which is used only to open an expression or quoted phrase set within regular quotation marks. This is important since Word's Smart Quotes feature automatically sets the apostrophe backwards in this case—'80s.

Dollars and cents (and pesos)

Currency must be identified. For the United States use: US\$7.5 million; for Canada: C\$7.5 million; for Mexico: P\$7.5 million. For subsequent values use a dollar sign for all three currencies if it is clear from the text that values continue to be expressed in the previously identified currency.

English (Canadian) and American spellings

This is a never-ending debate. To avoid it, the CEC has decided to use American spellings in all cases (i.e., "harbor" not "harbour," "neighbor" not "neighbour," "defense" not "defence") since the vast majority of our English-language readership is likely to be from the United States. Use Canadian spellings only when they form part of a proper name. Refer to Websters for spelling choices. The exceptions to this are "Organisation" when it is part of a name that specifically spells itself this way (e.g., the Organisation for Economic Co-operation and Development) and "tonne" when referring to metric tons.

Etc.

Do not use in formal scientific style.

Footnotes

Authors writing for the CEC **must** be careful to utilize Word's automatic formatting for handling footnotes. The CEC style for them is left-justified (at the left-hand margin of the text block), 10-point Times New Roman type for the footnote text and 8-point Times New Roman type superscripted 3 points for the footnote reference numerals. The actual superscript footnote reference within the text should normally come at the end of the sentence to which the footnote is applicable and outside the period, or perhaps at the end of the clause if the sentence is a very long one or contains more than one such reference. But see **Footnotes versus end-of-sentence references**.

Footnotes versus end-of-sentence references

References to documents listed in the bibliography are best handled through end-of-sentence references: (Whipsmith 1988, 34; Larisch 1987, 2: 150; Ohmstead 1990, 28). In this compound example, we give only authors' last names and the date of publication, followed by a comma and then the page number (no "p." or "pp." necessary). In the second example, the information came from volume 2, page 150. We recommend this system to minimize footnotes containing short citations, especially as footnotes are sometimes not preserved when Web versions of documents are downloaded. Save the use of footnotes for longer explicatory or elaborative passages. Punctuation marks at the end of sentences follow the parenthetical note: "Especially high concentrations of PCBs were reported at the site (Zipursky et al. 1993, 45)." Footnote references follow all punctuation marks.

Foreign language words and proper names

The general rule is that all words and titles in a foreign language should be italicized, unless the word is commonly used in English. Acronyms, however, will be treated as though they were English and not italicized. Given that the priority of appearance in an English-language document goes to English, foreign names (of agencies and organizations) will appear **first** in English translation, followed in parentheses by the original language acronym and name. After this first appearance, which suffices to "set" the acronym, it alone will be used. All such names and acronyms will also be presented in a list of acronyms at the front of the document. Questions about what constitutes a proper acronym can be resolved by consulting the CEC Lexicon in any of the three working languages: English, French or Spanish.

Spanish—Following the above principles, a word like "barrio" would appear in normal type.

Spanish language acronyms, however, would be treated as English (no italics). Also, place and city names do not appear in italics (e.g., Ciudad Juárez).

French—The same principles apply.

Latin—Expressions like *ad hoc* and *ad hominem* are italicized. Abbreviations like i.e., e.g., and *ibid.* are not.

Specific examples include:

Secretariat of Environment, Natural Resources and Fisheries (*Secretaría de Medio Ambiente y Recursos Naturales*—Semarnat)

National Institute of Ecology (*Instituto Nacional de Ecología*—INE)

Federal Attorney for Environmental Protection (*Procuraduría Federal de Protección al Ambiente*—Profepa)

National Water Commission (*Comisión Nacional del Agua*—CNA)

Mexican Official Standards (*Normas Oficiales Mexicanas*—NOMS)

Hyphens and hyphenated compounds

Hyphens are used for making compound adjectives or nouns, period: "medium-size companies," "cost-effective," etc. Otherwise, see **Dashes (em and en)**, above. Individual words in a hyphenated compound are usually capitalized in titles (but see item 7.128 in the *Chicago Manual of Style*, 14th edition, for a few exceptions).

Internet addresses

<<http://www.cec.org/>> Use sideways caret brackets to avoid confusion with punctuation in a sentence, especially when an Internet address appears at the end. The same rule should apply for e-mail addresses—<dkirk@cec.org>—and other electronic addresses in order to indicate that only what is between the carets should be typed into the computer.

Italics

Set in italics any word or phrase in a foreign language—including Latin, French, and Spanish—that is not assimilated into common English. (See entries on **Acronyms** (not italicized), **Foreign language words**, **Latin abbreviations**, and the section on **Bibliographic Style**.) This includes names of organizations in other languages: *Instituto Nacional de Ecología*.

Jargon

The maxim is that good expository writing, no matter what subject it concerns and who is doing it, avoids jargon. Words like “leverage” and “framework” rarely have an unambiguous meaning and should be avoided, if possible. Even words like “strategy,” “policy,” “regulation,” and “legislation” should be used carefully—and not interchangeably. The ever-popular “stakeholder” does not sound nearly as euphonious outside the halls and offices of the CEC and its consultants as it does here and should be avoided in favor of more suitable and specifically appropriate terms like “participants,” “those concerned,” or “those affected.” [Consider the following excerpt from an unedited CEC document which, though perhaps a bit extreme, is by no means unusual: *In addition to stakeholder participation at Working Group meetings, the Working Group, Task Forces, and the CEC Secretariat held a broad stakeholder consultation session 29–31 October 1996, in Mexico City. The CEC Secretariat provided assistance for various stakeholders to attend the session. Stakeholders provided comments on draft NARAPs and a draft selection criteria report prepared by the Task Forces. Stakeholders were also invited to comment on the next iterations of the plans and criteria report that were broadly circulated by e-mail.*] After a series of cloudy, depressing winter days, English editors may even go ballistic over the relatively innocuous “finalize.” (Note from February 1998: This preference of mine [DK] is virtually the only point that reviewers of this style guide objected to. I realize that some dictionaries do include entries for words that I consider jargon, although this begs the question of whether dictionaries are prescriptive or merely descriptive and thus the extent to which they should dictate usage or merely reflect it. In any case, I have somewhat softened my stance on “stakeholders” with the passage of time, although I am still not persuaded that I would stoop to using it in any document that I myself wrote.)

Latin abbreviations

The abbreviations “i.e.” and “e.g.” are frequently misused. *Id est* (i.e.) translates as “that is” and *exempli gratia* (e.g.), as “for example.” Their use requires a comma following: (i.e., voluntary compliance).

Laws and Acts

My preference is not to italicize named US or Canadian statutes when they occur in running text (the Clean Air Act, Environmental Protection Act). This is because these names may or may not be the official titles of the statutes, but they are not the official reference citation for them. However, when the names occur in a bibliographic citation as the title of the publication, they are set in italics like any book title.

Metric

Always express measurements using the metric system. A note should be included in the introduction to the publication explaining that all units are metric to avoid reader confusion (this is especially important for tons, which should be written “metric tons” or “tonnes”). Authors of documents are responsible for converting any data originating in English measures such as miles, pounds, or tons to metric units.

Names

People’s names must be spelled as in their original language, including accents or other special characters: María Cristina de Castro.

Nouns as adjectives

Avoid using nouns as adjectives: “government agencies” instead of “governmental agencies,” “environment policies” instead of “environmental policies,” “industry associations” instead of “industrial associations.”

Numbers

Write out numbers between zero and nine; 10 and above should be in numerals. Past 999,999, write out numbers as in 1.5 million or 1.25 billion. However, percentages and physical quantities such as distances, lengths, areas, volumes, and masses are always expressed in numerals, whether whole numbers or fractions. Use decimal notation to avoid time-consuming writing of fractions: 33 percent, 2.5 tons, 20.75 hectares, 0.33 meters. Never begin a sentence with a numeral, though. The same principle obtains for ordinals as set forth, above, for cardinals: second, ... ninth, ... 10th, ... 21st, etc.

Percentages

Write out the word “percent” when it occurs in the text of a document. Use the symbol “%” in tables or other charts that use a lot of numbers.

Punctuation (use of dashes)

see **Dashes**, above.

Punctuation with Quotations

In accepted American literary style as used by the CEC, commas and periods go inside quotation marks, question marks, colons, semicolons, exclamation points (not that we need them here!), and dashes go outside. Remember when using footnotes that the reference numbers go outside all punctuation marks at the end of the sentence.

Referencing

In my time as an editor at the CEC, I have been frankly shocked by what seems to pass for citation and referencing habits among our consultants. I frequently encounter quotations with no document section or page number, and often no reference at all. Conclusions derived from another author or document are not credited, and bibliographic citations are left miserably incomplete or even containing approximate, not accurate, titles, years of publication, places of publication—or lacking them at all. Even legal citations—and surely lawyers, of all people, should know better—are not always properly formatted, sometimes are left incomplete, and do not abbreviate names of journals and government agencies in a consistent fashion. Remember that giving proper citations for facts, sources, tables and figures derived from another source is a vitally important part of good scholarship: you as a researcher would not want your data appropriated by another author without giving you credit, so don't do that to someone else.

Series and lists

CEC style is that lists and series, whether in contiguous sentence form or broken out vertically, are punctuated. How they are punctuated depends upon the nature of the items within the series. 1) If they are complete sentences (and if one is, then they must all be), they are begun by a capital letter and followed by a period, just like a normal sentence. 2) If the items are short, containing no subsidiary elements, then each is followed by a comma and the penultimate item by an “and.” The final element is followed by a period. 3) If the items contain nested series or embedded clauses, the latter are punctuated by commas and the larger elements by semicolons, with an “and” after the penultimate item. Examples of these three kinds of series are as follows:

1) Complete sentences

Useful aspects of Canadian compliance guidelines include:

1. Voluntary compliance plans and agreements are expressly incorporated in an overall compliance policy.
2. Written criteria for their use are specified in writing, focusing on the environmental impact of the non-compliance and on the attitude and history of the offender.
3. Regulators must document in writing their rationale for offering voluntary compliance measures, especially where there are grounds to use mandatory measures.
4. Failure to carry out the voluntary measures is monitored and taken seriously.

2) Series with short items

When selecting a response from this range, regulators are required to consider:

- the nature of the violation,
- the offender's history of compliance,
- the expected effectiveness of the measure in achieving compliance, and
- consistency with other situations.

3) Series with nested items or clauses

The initiatives identified include:

- the development of “green” policies that apply to government departments and operations;
- procurement activities;
- the harmonization of legislation, regulations, and policies in the area of pollution prevention;
- promoting information and technology transfer, including a national clearinghouse; and
- developing legislation, regulations, policies, and incentives programs to implement pollution prevention.

Although all of these are broken out vertically, examples 2 and 3 could also be arranged in normal sentence format.

Telephone Numbers

In order to avoid confusion over how a person can dial a telephone number, regardless of what country he or she resides in, please follow the basic model of ([country code]-[city code]) 111-2222. Separate groups of numbers with a hyphen. For example:

(800) 555-1212

(52-555) 659-5021

(44-55) 123-1232

Word choices

American

Don't use as an adjective. Instead, use US, as in "the US government," the "US Environmental Protection Agency," US initiatives. On the other hand, don't use US as a proper noun, use "the United States."

Among and between

Use "among" when two or more people or things are involved unless there is a reason that each should be considered as separate entities (i.e., "Panel members were selected from among a group of scientific experts." "Between" is the proper word when referring to relationships of two, three, or more things considered one pair at a time.

Canada

This is a proper noun, not an adjective. Use "Canadian" as the adjectival form.

CEC

Commission for Environmental Cooperation. That's us. When spelled out in full, the name can appear as the Commission for Environmental Cooperation (CEC) of North America.

cleanup versus clean up

The former is a noun ("the cleanup was..."), the latter a transitive verb ("the owners were sued to force them to clean up the site").

Clearinghouse

One word

decision maker/decision making

two words

follow-up versus follow up

The former is a noun, the latter a transitive verb.

Homepage

one word, lower case

Internet

upper case

Mercosur

Southern Common Market (Mercosur—*Mercado Común del Sur*)

Mexico

This is a proper noun not an adjective. Use “Mexican” as the adjectival form, as in “10 US and 10 Mexican sites were designated,” or “a US/Mexican project.”

NAAEC

North American Agreement on Environmental Cooperation. Don’t write, “...for Environmental Cooperation.”

NAFTA

North American Free Trade Agreement (NAFTA). Use “the” before the acronym only when the latter is used as an adjective (i.e., “the NAFTA partners” but “NAFTA was signed...”). Don’t write, “the NAFTA agreement,” which is redundant, or, worse, “the NAFTA.”

NGO

nongovernmental organization. General term used for environmental and other “grassroots” groups

nongovernmental organization

no hyphen, see **NGO**

round table

two words

Stakeholder

One of our favorite words, I know. But the very importance of these people, whomever they are, and the fact that lofty arbiters of English language usage approve of this word still can’t make me love it. At least, when you do use it, make sure that who the stakeholders are has been made clear. Not as in the following example, taken from an actual CEC document: “In addition to stakeholder participation at Working Group meetings, the Working Group, Task Forces, and the CEC Secretariat held a broad stakeholder consultation session 29-31 October 1996 in Mexico City. The CEC Secretariat provided assistance for various stakeholders to attend the session. Stakeholders provided comments on draft NARAPs and a draft selection criteria report prepared by the Task Forces. Stakeholders were also invited to comment on the next iterations of the plans and criteria report that were broadly circulated by mail.”

That

“That” is one of the most frequently encountered and useful words in the English language. Depending upon its position and use, it can be an adjective, an adverb, a conjunction, or a relative pronoun. Obviously, this welter of grammatical possibilities transcends brief explanation—the interested reader is referred to the relevant and authoritative articles in *Fowler’s Modern English Usage* for full treatment of the subject. For our purposes, we might limit ourselves to two topics: 1) “that” as a conjunction introducing substantival clauses and 2) the “that versus which” bugbear.

1) Over-zealous writers (and editors) often insist on putting “that” everywhere a clause begins but in the case of substantival clauses where “that” is a conjunction connecting the clause to the verb, an equally correct and less verbose (read: more elegant) style is produced by omitting “that.” Examples of this are: “we know that the measurements are correct” versus “we know the measurements are correct.”

2) “Which” versus “that”—Used as pronouns introducing relative clauses, these words are among the most frequently-encountered, yet least understood words in the language. Perhaps the best way to clarify their use is to say that “that” should be used to introduce a relative clause that defines, identifies, or limits the antecedent of the clause and “which” should be used to introduce non-defining relative clauses.

Completely clear, right? Maybe some examples will help:

Defining relative clauses

Acting pursuant to its authority under the US Constitution to regulate interstate commerce and those activities *that may have impacts on interstate commerce*, the national Congress has enacted...(defines/limits the antecedent “activities”)

Even further, Riverbend expresses the hope *that it will develop with the regulators* what it (in the MOA) calls “business relationships” *that are conducive to trust and progressive process development*. (Two antecedents/two defining clauses)

Of course, things are not always this simple, as in the case of which/that repetition, when variety is usual: The CEC is helping its member countries reach or exceed international environmental protection goals—goals *which ensure that environmental and trade policies support sustainable development*.

Non-defining relative clauses

Enforcement responses, *which are most effective in changing contumacious attitudes in an adversarial atmosphere*, are now recognized as having limited value...

The government also carries out research and development itself through groups such as...the Canada Centre for Mineral and Energy Technology, *which also arranges partnerships and joint ventures*...

Writers who persist in using “which” for both types of clauses can at least feel smug in knowing the difference between the two: if the clause is set off by commas, it is non-defining.

toxics, toxins, etc

Be careful about the usage of these and related words; they have very specific meanings. A hazardous substance and a toxic substance, for example, are two separate categories. In environmental parlance, toxic hazardous substances emitted to the environment, especially anthropogenically, are known as “toxics,” not “toxins.” The latter are things like snake venom, biologically produced. The US toxic substances database is the **Toxics Release Inventory**.

United States

Always write out when talking about the country (Canada, the United States and Mexico). Use “US” when it is employed as an adjective (“US companies”); not “American.” *Note: In Spanish, use “Estados Unidos” not “los Estados Unidos.”

website

One word, lower case. This is a change from my earlier preference of two words, lower case, established when the Web was less ubiquitous than it is now.

Guidelines for Document Submission

Page layout

- All reports should be typed in Microsoft Word (for PC or Mac). If another program such as Word Perfect must be used, the author—a contractor, usually—**must** assume responsibility for assuring compatibility with Word, and given the problems we have had in the past in transferring documents from Word Perfect to Word, this is not good idea.
- Do not indent the first paragraph after a heading, but do indent subsequent paragraphs.
- Do not use Word's "Mark revisions while editing" option. Embedded revisions that appear to be hidden can come back to haunt us later. The best way to show changes made during editing is to use the "compare documents" feature. You can then save the compared version as a separate file for reference.
- Use only one space between sentences (the old habit of using two spaces owes to typewriter days; computerized word processing adjusts for the difference spacing needed between words as opposed to between sentences).
- Do not insert additional hard returns ["Enter"] between paragraphs. [This is best done by setting the paragraph command (Format menu) to add 6 points of space after a hard return (end of paragraph) and then not pressing "Enter" until all the text for a given paragraph has been typed. The same technique works well for series—like this one, for example.] Don't use a tab to begin paragraphs.
- Do not use all capital letters for titles, emphasis, sections heads, etc. Only use all caps for acronyms.
- Use Times New Roman typeface at 12 points for all body text. Use bold and italic where appropriate. Don't use the underline format; use italics instead.
- Footnotes are set in 10-point Times New Roman; the Footnote reference numbers in 8-point Times New Roman superscripted 3 points. **Be sure** to use Word's automatic style and "Insert Footnote" command [Insert menu] for creating and formatting footnotes.
- All text should be left justified.
- Page numbers should appear on **every** page, either in simple numerological order or by chapter (e.g., Page 3-1).
- Use all accents and other special characters where necessary. Be especially careful, however, that documents are sent back and forth to authors/editors in Word format and not as ASCII text. Special characters often drop out when documents are sent as ASCII text in an e-mail message; use the attachment feature instead.
- When making a table or other section that uses vertical columns do not be tempted to align columns using the space bar. Instead, separate columns using a single tab. You can easily add new tab markers and adjust space between columns by using Word's horizontal ruler. If you need more sophisticated table features, use Word's "Insert Table" command or Excel.
- Resist the temptation to add fancy formatting such as special fonts, drop caps or columns (other than in tables). We can make the document look good in layout once the text has been edited.
- Author is responsible for giving full names for acronyms (in original language and translation, where necessary).

- Use Word's "smart quotes" feature to ensure opening and ending quotation marks are identified properly.
- Use proper bibliographic style (see the following section giving appropriate formats for entries) and be sure that citations are complete (this is especially important with contractor-written documents which may contain many sources not available for checking here at the Commission offices. When working with contractors, PLEASE insist that they follow our bibliographic style AND that they provide complete citations. This is easiest to do during the actual writing of the document; it is much more time-consuming to go back and revisit or correct later.

Bibliographic Entries

The following is a very brief attempt to provide a standardized bibliographic style for use by all CEC in-house staff and external consultants when writing reports for publication. Editing poorly formatted or inconsistent bibliographies is exceedingly time-consuming and expensive, and the desirability of minimizing such expenditures will be obvious to all. This bibliographic style is a synthesis of the principles presented at much greater length for scientific and technical entries in *The Chicago Manual of Style* (14th edition), and writers should consult chapter 16 of that volume in the case of specific questions not addressed here.

The basic entry

Snuft, I.M. and P.D.Quick. 1996. PCBs and modern living. *Pollution Today* 39(2): 109–47.

The information fields contained in this can be referred to simply as (1) author, (2) year, (3) title(s), and (3) publication data. All of these basic fields are separated by periods.

(1) Author

The first (and if one, only) name is given surname first followed by initials (preferably) or given name. Other authors are listed with given name or initials first. In the case where there is no discernable author, the issuing agency will be listed or else this field will be omitted. Avoid the use of “Anonymous” or “Anon.” In the case of three or more authors, list only the first, followed by “et al.” Editors listed in this field will be indentified by “ed.”: Hogg, I.M.A. and U.R.Wontu, ed. A period follows this field.

(2) Year

This follows immediately after the author for both book and journal entries.

(3) Title(s)

In the case of journal articles, such as the example above, the article title is given in normal type (no quotation marks), with only the first word (neglecting articles) and any proper nouns capitalized (“sentence” capitalization). The journal title (which is more properly considered part of the publication data field, since it is not followed by a period) is set in italics with all significant words capitalized. Periods follow each element of the title field. If the entry refers to a book, the title is set in italics and the first word (neglecting articles) and proper nouns are capitalized (“sentence” capitalization). Thus: *Pesticides and peace in Northern Ireland*.

Subdivided Author and Title fields

This happens when the work cited is actually part of a larger collection, for instance, one volume within a multivolume series, a chapter of a book or a paper within a larger one-volume collection, or a document edited by someone other than the principal author of the overall collection. Examples of these situations are:

One volume within a multivolume series:

Environmental Conservation Task Force. 1981. *Ecological land survey guidelines for environmental impact analysis. Ecological land classification series*. No. 13. Ottawa: Environment Canada and Federal Environmental Assessment Review Office.

(The series number or volume—indicated as No._, No._pt._, or Vol._—follows the series title, as:)
Gilbert, G., R.G. Hélie and J.M. Mondoux. 1985. Ecoregions and ecodistricts of Québec. In *Ecosystem sensitivity to acid precipitation for Québec*. Ecological Land Classifications Series No. 20, pt. A. Hull, QC: Environment Canada.

A chapter of a book or paper within a larger one-volume collection:

Alvarez, T. and F. de la Chica. 1974. Zoogeografía de los vertebrados de México. In *El escenario geográfico-recursos naturales*, A. Flores-Díaz, L. Gonzalez, Q.T. Alvarez and F. de la Chica, ed., 219–335. México, D.F.: SEP-INAH.

(Here the author field is subdivided into those who wrote the chapter and the editors of the book overall, who are designated by “ed.” Note that name order inversion happens only with the very first author listed in the entry. Inclusive page numbers, if given, can be considered a subset of the author field, following the names of the editors of the book. The title field is subdivided into the chapter title and overall book title which are set in normal and italic type respectively and separated by “In”—no colon following.)

(4) Publication data field

Journals and other serial publications

Publication data include the year of publication, indication of the volume and possibly number, and the pagination. As can be seen in all of the above examples, scientific style for bibliographic entries for either journals or books places the year immediately after the author field (or the first part of it if it is subdivided). The great advantage of this is that it allows references to be made within the text without resorting to footnotes by simply citing the author’s last name, the year, and then adding the relevant page numbers: (Alvarez and de la Chica 1974, 221–23). No punctuation is used between the author’s name and the date of publication. Notes in this format are then easy to correlate to the works cited in the bibliography.

Scientific bibliographic style attempts to condense publication data as much as possible. Thus designators such as “Vol.” or “No.” or “pp.” are omitted in entries concerning journals and serial publications and indicated instead by position only. As an example:

Loveland, T.R., J.W. Merchant, D.O. Ohlen, J.F. Brown. 1995. Seasonal land-cover regions of the United States. *Annals of the Association of American Geographers* 85(2): 339–55.

(Here we have volume 85, number 2, and pages 339 to 355 inclusive. If the journal does not designate issue number, that field will obviously be omitted.)

Books and Governmental Publications

Place of publication and publisher are also structured around a colon, as in:

New York: Charles Scribner and Sons

If the city is potentially ambiguous or not well known, it should be followed, as here, by the two-letter state or province abbreviation, in capital letters.

Ft. Collins, CO: GIS World, Inc.

Publications released by government agencies or a service, centre, or bureau within them should be treated as a subdivided field and listed in descending hierarchical order, each element separated by commas:

Ogden, UT: U.S. Department of Agriculture, U.S. Forest Service, Intermountain Region.

Tables/figures/etc. should be labeled according to chapter (i.e., Chapter 1.0, Table_).

Special note about bibliographic style in legal publications—The CEC publishes legal publications as part of its overall effort to publish Commission documents evolved or produced in the course of the various program areas. The CEC is not, per se, a legal publisher. Because of this, the CEC editors prefer that certain legal publishing conventions be modified for the sake of greater uniformity with other CEC documents. Bibliographic style is a good example. While legal cases should adhere to normal legal bibliographic style in their referencing, such other idiosyncratic practices as the use of small caps for titles of publications in footnotes or other references should not be used. These references should follow the precepts given above, or more amply in *The Chicago Manual of Style*. Authors are encouraged to contact the editors about questions they may have prior to completing publications.