

## ***Canadian Jewish Studies / Études juives canadiennes***

**Editor-in-chief:** David S. Koffman

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### **STYLE GUIDE [March 2025]**

Congratulations on your forthcoming publication in *Canadian Jewish Studies / Études juives canadiennes*! What follows is an in-house style guide that will assist you in preparing and editing your manuscript.

We consider it vitally important that your manuscript arrives in as close to pristine condition as possible. We are a small editorial team; the cleaner your copy, the quicker we can bring your contribution (and the volume as a whole) to press.

*CJS / Ejc* follows the *Chicago Manual of Style* (18th edition, CMOS) for all stylistic, grammatical, and citation matters. It is the full responsibility of contributors to ensure their work is in line with CMOS. **Citations rendered in another format will be returned to the author for correction.**

The editorial team reserves the right to return contributions that do not follow these guidelines.

Questions? Contact Joshua Tapper at [jtapper@yorku.ca](mailto:jtapper@yorku.ca).

### **Formatting**

1. Manuscripts must be submitted in Microsoft Word document file format.
2. Text must be in 12-point Times New Roman font, double spaced, with ragged margins (left aligned, not full justification).
3. The manuscript should include a title, author's name, short abstract (100-150 words), and keywords. Like so:

Tyler Wentzell

**Scenes of Berlin: Fascism and Anti-Fascism in Toronto During the Summer of 1938**

**Abstract**

*The abstract goes here and should be in italics.*

**Keywords:** Toronto, Antisemitism, History—World War I through World War II

4. Author biographies should be between 100-150 words. Biographies should be situated immediately following the body of the manuscript and before the endnotes. Bold text your name only. Bios should be written in 10-point Times New Roman font.
5. Include all figures, tables, and illustrations in text, situated in their desired location (or submit them as individual Word files). Include figure and table numbers and captions where relevant.
6. Subheadings should be brief and distinguished in bold, with one space between the subheading and subsequent paragraph. The subheading “Introduction” is unnecessary.
7. All quotations should use “smart” directional (or “curly”) quotation marks; this applies to double and single quotation marks. Do not use unidirectional default quotation marks. Microsoft Word should automatically generate “smart” directional quotation marks.
8. Punctuation always appears inside quotation marks. “This is right.” “This is wrong”.
9. Punctuation is followed by a single space, never two.
10. Use em dashes, not hyphens for breaking up a sentence. You can auto-generate an em dash—not to be confused with an en dash—in your word processor by hitting the hyphen key twice. There should be no spaces between the em dash and the words around it.

### **Style Matters [consult CMOS for further detail]**

1. Numbers
  - a. Spell out zero to one hundred. Whole numbers followed by hundred, thousand, hundred thousand, million, and billion are spelled out, i.e., seven hundred, seventy-two thousand, four hundred thousand, fourteen million. Otherwise, use numerals for numbers above one hundred: 172; 6,840; 330 million.
  - b. Percentages should be written with a numeral followed by percent, spelled out, i.e., 15 percent.
2. Dates: MONTH, DAY, YEAR, i.e., November 25, 2023. Months are never abbreviated. If a day appears without a month or year, it is spelled out in its ordinal form.

3. Spell out Canadian provinces and territories (and US entities, for that matter), i.e., Ottawa, Ontario; *not* Ottawa, ON, or Ottawa, Ont.
4. Montreal, Quebec, and Quebecois should be written without accents.
5. Omit hyphens when spelling out ethnic and national groups with an associated adjective, i.e., Canadian Jewish, French Canadian, Black Canadian, even when they refer to a noun, i.e., the Canadian Jewish population.
6. Titles of books, plays, films (and film series), television, radio, and podcast programs, appear in *italics*. Titles of short stories, poems, and articles appear in enclosed quotation marks.
7. Regions of the world: Capitalization can be context dependent, but as a general rule, capitalize when referring to specific regions. That is, East Coast as opposed to east coast; Western Canada as opposed to western Canada; Northern Ontario, but not northern New Brunswick; the Prairies.
8. Words from non-English languages: As a general rule, foreign-language words that do not appear in a major English-language dictionary (Oxford American, Webster's) must be *italicized* and immediately followed by an English translation in brackets. Otherwise, refrain from italicization.
  - a. This applies to many Hebrew (Yizkor, yahrzeit, Kaddish, shul, tallis, kippah) and Yiddish (nebbish, oy vey, mensch) words and phrases. If in doubt, please consult a dictionary.
9. The journal has no preference for World War I/World War II, the First World War/the Second World War, the Great War, etc., so long as you maintain consistency.

## Endnotes and Citations

1. Citations must adhere to CMOS guidelines. Please pay attention to CMOS punctuation practices. Please [click here](#) for a list of sample citations.
2. It is imperative that your references include all relevant citation information, including volume and issue numbers for scholarly articles, places of publication, editors of a collection of essays, page numbers, and so on.
3. All citations should appear as numbered endnotes (and not as Roman numerals). **CJS / Ejc does not use parenthesized in-text references.**
4. Do not include a bibliography or list of references.
5. Avoid long discursive endnotes if possible.
6. In-text endnote numbers should appear in superscript, with no space between the numeral and the preceding period.
7. **Do not use more than one endnote per sentence. Endnotes should follow the final period in the sentence; do not include endnotes after commas, colons, semicolons, or any other punctuation.** If a sentence requires multiple

citations, consolidate them in a single endnote separated by semicolons or confine each reference to its own sentence.

8. In notes with multiple citations, separate them using a semicolon followed by a space. A period should follow the very last citation in the list.
9. Use *Ibid.* (no italics) when the same reference appears in sequence.
10. All non-English citations must appear in their original language and follow capitalization standards accordingly. Titles published in a language that do not use the Latin alphabet (Hebrew, Yiddish, Russian, Arabic, etc.) must be transliterated according to the Library of Congress system. For Yiddish, please refer to the [YIVO transliteration guidelines](#). Translations of non-English references are not required.