



REVUE DE DROIT D'OTTAWA
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STYLE GUIDE

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1 GENERAL GUIDELINES

All Editors are responsible for delivering a perfect Primary, Secondary, or Tertiary Edit, as the case may be. When conducting edits, please consult the following hierarchy of authorities:

- i. The *Ottawa Law Review Style Guide* (i.e. the “*OLR Style Guide*”);
- ii. The *Canadian Guide to Uniform Legal Citation* (i.e. the “*McGill Guide*”); and
- iii. *The Canadian Style Guide*.

NOTE: The *OLR Style Guide* contains a number of stylistic choices that are unique to the *OLR*. All Editors must be familiar with these stylistic choices and ensure that articles conform to these standards.

Associate Editors perform text edits on a hard-copy version of the article. Senior Editors should record any text edits using the “Track Changes” feature. If a substantial revision to the text is required, Senior Editors should flag these issues using the “Comments” feature and provide a suggestion for how to resolve the issue.

1.1 Article Formatting

A. General

Where an article does not comport to the following requirements, Primary Editors shall change the format of the article accordingly.

- The electronic typeface must be Times New Roman, 12-point font.
- The article text must be aligned to the left-hand margin, rather than fully justified.
- The first sentence of any paragraph that immediately follows any heading or subheading is not indented. All other paragraphs are indented.
- After the end punctuation of a sentence, and before the start of the next sentence, there should only be one space.
- In-text footnote numbers should not be italicized: e.g. ...an independent actionable wrong.¹²
- Punctuation that follows italicized text should not be italicized: e.g. *Stone*, *supra* note 1.
- Latin terms should be italicized.
- If the style of cause is written in the article text, it should be omitted from the footnote.

Primary Editors must also check for consistency between an article’s table of contents and its corresponding in-text headings, as well as consistent use of short form references across citations.

B. Adding Footnotes

If a new footnote must be added, this should be indicated on the hard copy of the article. The numerical reference should be indicated by “[footnote number] *bis*”. Do not use the “Insert Footnote” feature.

- e.g. ¹ *Hill v Church of Scientology of Toronto*, [1995] 2 SCR 1130 at para 196, 184 NR 1.
^{2bis} *Robitaille v Vancouver Hockey Club*, 124 DLR (3d) 228, [1981] 3 WWR 481 (BCCA).
² *Whiten v Pilot Insurance*, 2002 SCC 19, [2002] 1 SCR 595.

1.2 Quotations

A. Formatting Considerations

Round quotation marks (“ ”) should be used instead of straight quotation marks (" ").

Quotations of five lines or more should be formatted as block quotations. Block quotations should be single-spaced and indented from both margins. Do not use quotation marks with block quotations.

NOTE: Legislative provisions may be formatted as block quotations even if they are shorter than four lines in length.

B. Emphasis Notes

When a quotation has special font formatting (i.e. italics, boldface, underlining) in the original source, this should be noted at the end of the footnote for the quotation: e.g. *Whitten, supra note 16 at paras 72–73 [emphasis in original]*.

If there is both a short form title and an emphasis note in the footnote, the short title should be presented first: e.g. *Rosemary Cairns-Way, ed, Dimensions of Criminal Law, 3rd ed (Toronto: Emond Montgomery Publications Ltd, 2002) at 813 [Cairns-Way, “Dimensions”] [emphasis in original]*.

1.3 Capitalization

A. Initial Capitals

Initial capitals are only used where the reference is so specific as to constitute a proper noun: e.g. *the Western world, the Parliament of Canada, Prime Minister Wilfrid Laurier*. When the noun is used as a general reference, initial capitals should not be used: e.g. *As prime minister, one must be responsible*.

When in doubt as to whether an initial capital is appropriate, flag the issue for a supervising Editor.

NOTE: When referring to a specific court, “court” should always be capitalized: e.g. *The Court overturned the trial judge’s decision*. For general references to the court system, “court” should remain in lowercase letters.

B. Capitalization in Titles

In titles, capitalize all words except articles, conjunctions of fewer than four letters, and prepositions of fewer than four letters. In hyphenated words, uppercase letters should be used on either side of the hyphen: e.g. *Protecting Market Integrity in an Era of Fragmentation and Cross-Border Trading*.

NOTE: The word “with” should never be capitalized.

This rule applies to the names of newspaper articles (see *McGill Guide*, s 6.16).

1.4 Short Form Titles

A. General

Only create a short form title if there is further reference to the source in the article, and if the title of the source is around three words or less. Short form titles should be placed within a pair of square brackets.

B. Legislation

If a piece of legislation has an official short title, use only this short title in the initial citation. If the short title is brief, do not create a new short form title for the legislation. However, if the short title is too long for subsequent references, create a distinctive short form title.

e.g. ¹ *Museums Act, SC 1990 c 3*.

² *Canada Business Corporations Act, RSC 1985, c C-44 [CBCA]*.

³ *Museums Act, supra note 1, s 2*. See also *CBCA, supra note 2, s 35*.

C. Jurisprudence

The short form title should reflect one of the parties' names or a distinctive part of the style of cause.

If the initial citation includes more than one source, but contains no pinpoint reference and the original source does not contain official paragraph numbers, indicate the reporter to which subsequent pinpoint references will be made by using "cited to." However, if the initial citation includes a pinpoint reference, do not include "cited to."

NOTE: Do not use "cited to" when the cited case has a neutral citation.

- e.g. ¹ *R v Van der Peet*, [1996] 2 SCR 507, 137 DLR (4th) 289 [*Van der Peet* cited to SCR].
² *Apotex v Pfizer*, 2009 FCA 8 at para 44, [2009] 4 FCR 223 [*Apotex*].
³ *Fisher v Fisher*, 2008 ONCA 11, 88 OR (3d) 241 [*Fisher*].
⁴ *Van der Peet*, *supra* note 1 at 509.
⁵ *Apotex*, *supra* note 2 at para 35.
⁶ *Fisher*, *supra* note 3 at para 22.

D. Secondary Sources

In subsequent references to a secondary source, use the author's surname and do not create a short form title. If citing two or more authors with the same last name, include the first initial for each author in subsequent references.

If more than one work by a particular author is cited, a short form title must be created and placed in square brackets. This short form title should consist of the author's name and a shortened form of the title of the work.

- e.g. ¹ Stephen A Smith, "Duties, Liabilities, and Damages" (2012) 125:7 Harv L Rev 1727.
² Lionel Smith, "The Provinces of the Law of Restitution" (1992) 71:4 Can Bar Rev 672.
³ Gloria Galloway, "Integrity Commissioner's Office Urged to Reopen Files", *The Globe and Mail* (11 December 2010) A19 [Galloway, "Integrity Commissioner's Office"].
⁴ Gloria Galloway, "Watchdogs—or Lapdogs?", *The Globe and Mail* (28 December 2010) A4 [Galloway, "Watchdogs"].
⁵ S Smith, *supra* note 1 at 1731.
⁶ L Smith, *supra* note 2 at 675.
⁵ Galloway, "Watchdogs", *supra* note 4.
⁶ Galloway, "Integrity Commissioner's Office", *supra* note 3.

1.5 Prior and Subsequent References to a Citation

A. *Ibid*

Ibid is used to direct the reader to the immediately preceding reference. Do not provide the number of the footnote in which the preceding reference appears.

NOTE: If there is more than one reference in the previous footnote, use *supra* instead of *ibid*.

- e.g. ¹ *R v Latimer*, 2001 SCC 1, [2001] 1 SCR 3 [*Latimer*].
² *Ibid* at para 10.
³ See *R v Morgentaler*, [1993] 3 SCR 463, 107 DLR (4th) 537 [*Morgentaler*]; *R v Pappajohn*, [1980] 2 SCR 120, 111 DLR (3d) 1; *R v Ruzic*, 2001 SCC 24, [2001] 1 SCR 687.
⁴ *Morgentaler*, *supra* note 3 at para 21.

B. *Supra*

Use *supra* to refer to the footnote that contains the original, full citation. Do not use *supra* to refer to *ibid* or another *supra*.

- e.g. ¹ *Towne Cinema Theatres Ltd v R*, [1985] 1 SCR 494 at 501, 18 DLR (4th) 1 [*Towne Cinema*].
² *Ibid* at para 13.
³ *MacMillan Bloedel Ltd v British Columbia (AG)* (1996), 22 BCLR (3d) 137 at 147, 30 WCB (2d) 446 (CA).
⁴ *Towne Cinema*, *supra* note 1 at para 19.

C. *Infra*

Infra refers a reader to a subsequent footnote. The *OLR* does not use *infra* in footnotes.

D. Above and Below

Use “above” and “below” in a footnote to direct the reader to a portion of the main text. Do not use “above” and “below” to refer to another footnote; *supra* should be used to direct the reader to another footnote.

- e.g. ¹ See Part III-A, above, for more on this topic.
² *Animal Protection Act*, RSA 2000, c A-41.
³ Further discussion of this case will be found at pages 164 to 165, below.
⁴ *Animal Protection Act*, *supra* note 2, s 7.

1.6 Introductory Signals in Footnotes

A. Unlisted Signals

The *McGill Guide* sets out a list of introductory signals to use in footnotes (see s 1.3.6). If an author uses an introductory signal that is not in the *McGill Guide*, the signal should be replaced if it is: (a) interchangeable with one of the listed introductory signals; or (b) a Latin word that can be replaced by an English word.

B. Proper Ordering of Signals

When a number of authorities are cited in one footnote, the signals introducing the authorities should appear in the following order:

- i. Support signals: *See*, *See especially*, *See e.g.*, *See also*, *Accord*, *Cf*
- ii. Comparator signals: *Compare*
- iii. Specific contradictor signals: *But see*, *Contra*
- iv. General signals: *See generally*

- e.g. *See Re Mauro* (1983), 41 OR (2d) 157, 32 RF (2d) 362 (Sup Ct). *Compare Royal Bank of Canada v Nicholson* (1980), 29 OR (2d) 141, 112 DLR (3d) 364 (HC). *But see Re Ali (No 1)* (1987), 57 OR (2d) 597, 5 RFL (3d) 228 (Sup Ct). *See generally supra* note 20.

C. Combining Sources Under Introductory Signals

One signal may introduce more than one authority within a single footnote. However, all authorities that one signal introduces must be of the same basic type (i.e. supporting, comparing, contradicting, or providing background information for the cited text). Whenever an authority of a different type is introduced in a footnote paragraph, a new footnote sentence must be used, introduced with the

appropriate signal.

1.7 Parenthetical Notations in Footnotes

The inclusion of parenthetical notations in footnotes is optional. Generally, information should not be added unless the reader may be misled without its inclusion. When an author includes parenthetical information in an article's footnotes, the placement and wording of this information should be reviewed.

Parenthetical notations should be no longer than one sentence, and should begin with a lowercase letter.

A. Weight of Authority

Where a case is cited for a proposition that is not the single, clear holding of the majority opinion, this fact should be indicated by explanatory parenthetical remarks. These parenthetical notations should be included at the end of the relevant citation: e.g. *Re Gillespie* (1968), [1969] 1 OR 585 at 595, 3 DLR (3d) 317 (CA) (dissenting opinion).

B. Explanatory Remarks

Explanatory parenthetical remarks, including quotations, should follow any parenthetical notations regarding the weight of authority: e.g. *Re Gillespie* (1968), [1969] 1 OR 585 at 595, 3 DLR (3d) 317 (CA) (dissenting opinion) (insufficient proof that parties to a joint will made a binding agreement not to revoke the joint will).

If the explanatory remark is a quotation, the pinpoint reference for the quotation should follow immediately after the quotation: e.g. *Roncarelli v Duplessis*, [1959] SCR 121, 16 DLR (2d) 689, Rand J (discretionary decisions must be based on "considerations pertinent to the object of the administration" at 140).

1.8 Online Sources

For online citations, URLs should be formatted according to the following principles:

- For a PDF link, include the entire URL.
- For a link that does not lead to a PDF, only include the URL to the general website (i.e. remove everything in the URL after .com, .ca, .org, etc.).

Generally, the name of the webpage should be included before the URL. However, where this information is replicated elsewhere in the citation, omit the name of the webpage.

Incorrect: Ministry of Finance, *Ontario Retirement Pension Plan*, online: Ministry of Finance <www.ontario.ca>.

Correct: Ministry of Finance, *Ontario Retirement Pension Plan*, online: <www.ontario.ca>.

2 PUNCTUATION

2.1 Commas

A. General

The use of commas is liberal. This assists the reader in comprehending material that is presented by way of complicated sentence structure.

B. Comma Splices

Comma splices arise where a comma is used to join two independent clauses. Such use of a comma is grammatically incorrect and must be revised.

e.g. He went to the restaurant, he did not have to wait long for a table.

C. Series of Listed Terms

In a series of three or more listed terms, place a comma after the next-to-last term (i.e. use the Oxford Comma).

Incorrect: Every citizen has the freedom of thought, belief, opinion and expression.

Correct: Every citizen has the freedom of thought, belief, opinion, and expression.

2.2 Semi-Colons

A. General

Semi-colons connect two independent clauses that are related in topic. Semi-colons may be used when it is desirable to set off a conjunction (such as “and” or “but”) within a series of clauses.

B. Series of Listed Terms

Semi-colons may be used to separate parallel expressions that would be separated by commas in a less complicated sentence structure.

e.g. Section 2 of the *Charter* also ensures the freedom of conscience and religion; the freedom of peaceful assembly; and the freedom of association.

2.3 Colons

A. General

Colons may be used between two independent clauses that are not joined by a conjunction, if the second clause explains or illustrates the first clause.

B. Series of Listed Terms

Colons may also be used to introduce a list of terms. In this manner of use, the colon follows an annunciatory statement. Colons should not be used after expressions like “such as,” “for instance,” or “for example.” Similarly, colons should not be used if the list is the object or complement of an element in the annunciatory statement.

Incorrect: The subjects covered were: bonds, mutual funds, and global investments.

The memo was sent to: directors, section managers, and human resource managers.

Correct: The following subjects were covered: bonds, mutual funds, and global investments.

The memo was sent to directors, section managers, and human resource managers.

2.4 Hyphens and Dashes

A. Hyphens

A hyphen (“-”) is used to join words in a compound construction: e.g. cruelty-free eggs, Bill C-45.

B. En-Dashes

An en-dash (“–”) is used to separate items that denote a range: e.g. from 1989–1991, at paras 45–47, *John Smith*, “Using Punctuation” (2015) 26:2–3 Grammar Q 56.

The *OLR* also uses the en-dash in citations for pinpoint references: e.g. *Ibid* at 512–14. Retain at least the two last digits following the en-dash.

C. Em-Dashes

An em-dash (“—”) is used as a stand-in for a comma, colon, semi-colon, or a set of parentheses. It indicates an emphatic break in the sentence. When an em-dash is used, it should not be preceded or followed by a space: e.g. To write creatively—or perhaps to write at all—one needs to think big.

2.5 Punctuation with Respect to Quotations

A. Commas and End Punctuation

Commas and periods are to be placed inside the closing quotation marks. This rule also applies where there are quotation marks around a single word.

Incorrect: It was not seen as a “truth”, but really a “lie”.
Correct: It was not seen as a “truth,” but really a “lie.”

The placement of question marks and exclamation marks should strictly follow the original quotation. If the question mark or exclamation mark does not appear in the original quotation, it cannot appear inside of the quotation marks.

NOTE: In footnotes, punctuation is placed external to quotation marks per the *McGill Guide’s* specifications: e.g. Baker, “Post-Confederation Rights”, *supra* note 3 at 86.

B. Ellipses

When an ellipsis is used, it should not be preceded or followed by a space: e.g. “The law...was subsequently enacted.”

The omission of the end of a quoted sentence is indicated by an ellipsis. After the ellipsis, the end punctuation should be preserved: e.g. “Will the case be appealed...?”, “The appeal was successful....”

Ellipses are not to be used at the beginning of a sentence unless the quoted sentence is deliberately presented in a grammatically incomplete form. If the case of the first letter of a quoted sentence requires changing, square brackets should be placed around this first letter.

C. Quotations Within Quotations

Generally, a quotation within a quotation takes single quotation marks. However, where an internal quotation is contained within a block quotation, the internal quotation takes double quotation marks.

2.6 Punctuation with Respect to Abbreviations

A. Acronyms and Initialisms

Acronyms and initialisms do not take periods: e.g. NAFTA, CIA, OECD.

B. Abbreviations with Titles

When presented in the body of the article, judges’ titles should be presented in full: e.g. Justice Abella. The abbreviated form may be used in footnotes: e.g. *R v M*, [1994] 2 SCR 3, 30 CR (4th) 153, Sopinka J.

Do not use periods with degrees, memberships, and distinctions: e.g. BSc, MA, QC.

NOTE: “Miss” is not an abbreviation and, as such, does not take a period.

C. Abbreviations in Legislation

When an author refers to a legislative subdivision (e.g. chapter, section, subsection, paragraph, article) in the body of the article, the unabbreviated form should be used: e.g. paragraph 3(1)(a).

NOTE: When referring to legislative subdivisions, the following convention should be used:

i.	Section	s 3
ii.	Subsection	s 3(1)
iii.	Paragraph	s 3(1)(a)
iv.	Subparagraph	s 3(1)(a)(iii)
v.	Clause:	s 3(1)(a)(iii)(B)
vi.	Subclause:	s 3(1)(a)(iii)(B)(IV)

Abbreviation is only used in footnote citations that reference legislation. The placement of punctuation should conform with the *McGill Guide*: e.g. s 3(1)(a).

NOTE: If, in a footnote, an author is referring to a legislative subdivision as part of a general note, the unabbreviated form should also be used.

3 GRAMMAR

Where possible, Editors should alter punctuation, rather than text, to clarify meaning. Failing this, Editors may add or delete a few words to resolve confusing sentence structure. As a last resort, a sentence may be re-cast. If the intended meaning of the sentence is unclear, the sentence should be flagged for a supervising Editor to examine. It is preferable if the sentence is re-cast by a Senior Editor or the author.

3.1 Subject-Verb Agreement

Verbs should be conjugated in a manner that complements the subject of the sentence.

Incorrect: The allocation of jurisdictional powers were outlined in the Constitution.

Correct: The allocation of jurisdictional powers was outlined in the Constitution.

3.2 Split Infinitives

When an adverb is used in conjunction with an infinitive verb, the adverb should not be placed between “to” and the verb.

Incorrect: The Members of Parliament wanted to quickly enact the new law.

Correct: The Members of Parliament wanted to enact the new law quickly.

3.3 Commonly Confused Words

Pay close attention when editing for words with ambiguous or commonly confused meanings:

- “infer”/“imply”
- “effect”/“affect”
- “alternate”/“alternative”
- “intra-”/“inter-”
- “allude”/“elude”
- “principal”/“principle”

- “proscribe”/“prescribe”
- “its”/“it’s”
- “their”/“there”
- “complement”/“compliment”

3.4 “Which” and “That”

“Which” and “that” are used to introduce relative clauses. If the removal of the relative clause would change the meaning of the sentence, “that” should be used. If the omission of the relative clause would not change the meaning of the sentence, “which” should be used. When using “which” to introduce a relative clause, it should be preceded by a comma.

e.g. I am scared of dogs that bark.
The garage, which is brown, is falling apart.

3.5 Ending a Sentence with a Preposition

In the *OLR*, sentences should not end with prepositions. To correct this error, move the preposition inside the sentence.

Incorrect: There was no one she could speak to.
Correct: There was no one to whom she could speak.

3.6 The Possessive Form

Avoid using the possessive form with a judge’s name (i.e. “The judgment of Dickson CJC” instead of “Dickson CJC’s judgment”).

3.7 Gender-Neutral Language

The University of Ottawa has a policy on gender-neutral language (see “Guidelines for Gender Parity in University Texts” published by the University Secretary on May 6, 1991). When conducting text edits, Editors should adhere to the following principles:

- The masculine gender should be avoided when referring to both men and women.
- Gender-neutral sentence structures should be used whenever possible when referring to both men and women.
- Titles should be feminized or neutralized whenever possible.

A. Pronouns

The plural pronoun “them”/“their” is an unacceptable substitute for “him”/“his” or “her”/“hers” when the subject of a sentence is singular. This creates a grammatically incorrect sentence.

Incorrect: Each lawyer has their own view.
Correct: Each lawyer has his or her own views.

The following alternatives are available to avoid gender-specific pronouns:

- Replace the gendered subject and pronoun with a plural subject and pronoun.
Incorrect: A staff member can use his ID card to enter the facility.
Correct: Staff members can use their ID cards to enter the facility.
- Use both gendered pronouns linked by “or”.
Incorrect: Each student must contact her thesis supervisor.
Correct: Each student must contact his or her thesis supervisor.

- Replace pronouns with articles.
 - Incorrect: An employee must advise his supervisor in case of emergency.
 - Correct: An employee must advise the supervisor in case of emergency.
- Eliminate the pronoun.
 - Incorrect: Each student is expected to try as hard as she can.
 - Correct: Each student is expected to try as hard as possible.
- Directly address the reader.
 - Incorrect: If he partakes in the activity, then he will become more proficient.
 - Correct: If you partake in the activity, then you will become more proficient.

B. Nouns

Whenever possible, avoid nouns that purport to include both genders by reference to one gender. The following chart contains a list of suggested titles and terms:

Original Term	New Term
businessman	business executive, business people
cameraman	camera operator
chairman	chairperson
craftsman	artisan, craftsperson
draftsman	drafter, draftsperson
housewife	homemaker
maiden name	birth name
man-made	artificial, manufactured, synthetic
mankind	humankind, humanity, people
manpower	workforce, workers, personnel
middleman	intermediary, go-between
ombudsman	ombudsperson
policeman	police officer
spokesman	spokesperson, representative
sportsmanship	fair play

4 SPELLING

As a general principle, spelling should conform to the *Oxford English Dictionary*. Where equally acceptable variant spellings of a word exist, use the first spelling that is offered by your work of reference. Once a particular spelling has been chosen, it must be consistently used throughout the article text.

4.1 Word Endings

The following spelling patterns are preferred:

- “-our” instead of “-or”: e.g. colour, labour, honour.
- “-re” instead of “-er”: e.g. centre, metre, litre.
- “-l” instead of “-ll”: e.g. enrol, instil, fulfil.
 - A double “l” form is taken when a suffix is added: e.g. enrollment, instilled, fulfilling.

NOTE: Where the spelling occurs in a quotation or in a proper noun, adhere to the original spelling.

- Incorrect: US Department of Labour, Hastings Centre
- Correct: US Department of Labor, Hastings Center

A. Words Ending in “-ize” and “-ise”

Generally, the *OLR* prefers to have words ending in “-ize” instead of “-ise” : e.g. *characterize, socialize, privatize*. However, the use of “-ise” should be used for the following words:

- advertise
- advise
- apprise
- arise
- chastise
- circumcise
- comprise
- compromise
- demise
- despise
- devise
- disguise
- enterprise
- excise
- exercise
- franchise
- guise
- improvise
- incise
- merchandise
- mortise
- premise
- reprise
- revise
- supervise
- surmise
- surprise
- televise
- wise

4.2 Numbers

Numbers from one to ten are spelled out (i.e. “one” and “ten” instead of “1” and “10”). Numbers larger than ten are written in numerals (i.e. “11” and “50” instead of “eleven” and “fifty”).

NOTE: Numbers in the millions or larger should be written as a combination of numbers and letters (i.e. 23 million, 75 billion).

Ordinal numbers (e.g. first, second, third, tenth) take a superscript form when in the body of the article: e.g. *We have yet to see technological innovation in courts of the 20th century.*

APPENDIX A: PROOFREADING MARKS

Marginal marks are on the left; where required, in-line marks are on the right within the explanatory text.

wf	Wrong font (size or style of type)	L/s	L/E/T/T/E/R/S/P/A/C/E
lc	Set in <u>LOWER CASE</u> or LOWER CASE	#	Insert space (or more space)
caps	SET IN capitals	□	1. An en quad space or indentation
lc & uc	Lower Case with Initial Caps	☑	2. An em quad space or indentation
sc	Set in <u>small capitals</u>	②	3. A 2-em quad space or indentation
rom	Set in <u>roman</u> (or regular) type	③	4. A 3-em quad space or indentation
ital	Set in <u>italic</u> (or oblique) type	○	Close up entirely; take out space
lf	Set in <u>lightface</u> type	∪	Less space between words
bf	Set in <u>boldface</u> type	eq#	Equalize space between words
✓	Set superscript character	Punctuation	
∩	Set subscript character	⊙	Insert a period
]	Move to right	⊙	Semicolon
[Move to left	∩	Comma
	Align vertically	⊙	Colon
=	Align horizontally	✓	Apostrophe or single quotation mark
⌋	Move down	∩ ∩	Quotation marks
⌈	Move up	⊙/	Question mark or "query"
tr	Transpose letters in a word	!/	Exclamation mark
tr	Transpose enclosed in ring <u>matter</u>	=/	Hyphen
] [Set in centre	—	Em dash
┌	Break line for word	—	En dash
Delete or insert		⌈/⌋	Parentheses
∩	Delete one character	⌈/⌋	Brackets
∩	Delete two or more characters <u>characters</u> and close up		
stet	Let it stand—(all <u>marked</u> above dots)		
osc	Set missing material, including <u>in the revised draft</u> <i>out see copy page 10</i>		
	If possible, make photocopy and staple to page with OSC marked.		
Ⓢ	Spell out (21 gr)		
Paragraphing			
¶	Begin a paragraph		
no ¶	No paragraph		
run on	Run on		
flush ¶	No paragraph indentation		

An Example of a Proofread Page:

] Emphasis on back injury reduction [*1 line #* *uc/bf/*
 During recent years work injury rates for the Public service *uc*
 of Canada have shown a consistent decline. In 1994-95, *e/*
 this trend towards improved health and safety has been
 maintained, with the overall *(PS)* injury frequency rate *(sp)*
 assessed at 4.5 injuries per 100 full-time equivalents
 (FTEs), representing an 8 per cent decrease over that *c/ t/*
 of the previous year. Similarly, the severity/injury rate also *tr*
 decreased by 8 per cent, to 29.1 days lost per *c/*
 100 FTEs. *run on*
 These injury and severity rates, compiled from work injury
 reports submitted under the Government Employees *ital*
Compensation Act, are the accepted performance indicators
 for reporting and comparing work injury experience, for the *stet*
 fiscal year during which the work injuries are incurred. *q*
 In comparing the performances of individual departments
 during 1994-95 with the previous year, *(2)* departments had *tr*
 fewer injuries *(0)* reported no injuries *(1)* and the remainder *u u*
 experienced little or no change in their rates. This overall
 improvement in the work injury and severity rates suggest *#*
 that the Public Services Occupational Health and Safety
 Program is having a positive impact. A variety of new health
 and safety *(1)* program initiatives *(2)* are under way or in the *lc/ that/*
 planning stage will, with the cooperation and participation of *n/ =/*
 operating departments, help to maintain these positive
 results. *(See list attached.)* *(/)*