



## CANADIAN SOCIETY FOR THE STUDY OF NAMES

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### ONOMASTICA CANADIANA Guide for English-language contributions

#### General approach

Articles for publication in *Onomastica Canadiana* may be written in English or in French. They will be accepted or rejected primarily based on their content. While their form must also be satisfactory, small defects in presentation will be remedied, by consultation between the author and the Editor, as a normal part of the editorial process.

The content and presentation of articles should be determined by the norms generally observed in the primary discipline appropriate to their subject. However, since onomastics is a multidisciplinary field (of interest to specialists in language, history, geography, anthropology, literature, sociology, etc.), articles should also, as far as possible, be accessible to readers more familiar with other primary disciplines. Therefore, as far as is compatible with ensuring scholarly value for other specialists in the field, highly technical language should be avoided; or, at least, the most unfamiliar terms should be explained for the benefit of the more general reader.

Articles for *Onomastica Canadiana* are usually around 2,500-4,000 words (up to 20 pages of double-spaced type), and the length of book reviews are normally between 400 and 800 words. Other notes or short articles, satisfying the criteria of quality of content and presentation, are also welcome. On occasion, longer contributions may be accepted. Authors who are contemplating submission of studies exceeding the usual length are advised to contact the Editor at an early stage in the preparation of their work, to receive a preliminary opinion regarding the suitability of their studies for *Onomastica Canadiana*.

#### Review process

Manuscripts submitted to the Editor will be acknowledged and, before the refereeing process starts, authors may be asked to send the Editor an assurance that their work has not previously been published and is not being simultaneously submitted for publication elsewhere. When the Editor is satisfied that an article has potential for publication, the manuscript will be sent for evaluation by two or more reviewers, of whom at least one will normally be a member of the Editorial Board. Their judgment and that of the Editor will determine whether a contribution is accepted in its original form, accepted subject to major or minor changes, or rejected. The Editor will forward the reviewers' comments, anonymously, to the author.

To ensure, as far as possible, that the refereeing process is "blind", the author's name and affiliation should be indicated on a separate title page.

#### Text preparation

Manuscripts should be prepared, preferably using Microsoft Word (although .wpd and .rft files are also acceptable), and submitted to the Editor as an e-mail attachment. Paper copy should also be made available when less common fonts or characters are used, or where tables or images (black and white only) are included. When an article has been accepted, the final digital version should

be submitted to the Editor, together with hard-copy printout where necessary. The Editor will then format the text to meet the page layout of *Onomastica Canadiana*.

An Abstract of approximately 60 to 150 words should be prefaced to the body of the text. Whenever possible, this should be supplied to the Editor in both English and French.

### **Editorial style**

The style for English-language articles in *Onomastica Canadiana* is based generally on the *Chicago Manual of Style*. The attention of authors is, in particular, drawn to the following manuscript requirements:

- (1) Times New Roman is the preferred font.
- (2) Spelling should, where usage varies, follow the *Oxford Canadian Dictionary*.
- (3) Bibliographical references within the text should follow the author-date system, with consistent usage throughout the article, for example (Ekwall 1960) and (Campbell 1948: 139).
- (4) Normally the References section should contain full bibliographic information on all, and only those, works cited in the article or in the endnotes.
- (5) Endnotes rather than footnotes should be used. In typing endnotes, the formatting option should not be activated, rather the article and endnotes should be typed as one continuous text.
- (6) Endnotes should only be used for comments and explanations. Parenthetic/in-text notes should be used as much as possible, particularly for indications of page numbers and cross references.
- (7) Quotations of more than approximately 50 words (i.e. of more than three lines) should be indented.
- (8) Book and journal titles, as well as names and words, cited as onomastic examples within the text should be italicized.
- (9) Meanings (or glosses) should be enclosed with double quotation marks.
- (10) Quotations and titles in languages other than French or English should be given in the original and translated into English, except (i) well-known titles, which need be given only in the original, (ii) quotations and titles whose meaning is obvious, which need be given only in the original, (iii) relatively long quotations, which – unless their interpretation is contentious – need be given only in translation.
- (11) Headers and footers should not be used.

### **Illustrations**

The inclusion of maps, graphs and other black and white illustrations are encouraged. However, it should be the responsibility of the author, before submitting such materials, to assure that any figures or tables (with their titles) can be suitably included and are legible at a size not exceeding 10.5 cm x 17.5 cm. Permissions for illustrations not created by the author must, where necessary, be provided by the author.

### **In conclusion ...**

Authors uncertain about any of the above points may find it helpful to look at articles published in recent issues of *Onomastica Canadiana*. In case of difficulty, please contact the Editor. Adjustments to style will be made as part of the editorial process.

It is unfortunately not possible, at present, to give authors an advance assurance that offprints of their work will be available, but whenever possible the Editor will provide authors with some extra copies of the journal issue.

