

Canadian Journal of Human Rights

Style Guide for Authors

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Title

The *Canadian Journal of Human Rights* is abbreviated as the *CJHR*. Alternatively it can be referred to as the “*Canadian Journal of Human Rights*”. Please note that “the” is not part of the title.

Citations

The *CJHR* follows the citation style detailed in the *McGill Law Journal’s Canadian Guide to Uniform Legal Citation*, 8th ed. For American citations, please also see *the Bluebook of American Legal Citation*. Please include two citations for each case.

Spelling

The *CJHR* is a Canadian publication and, as such, utilizes Canadian spellings over British or American ones, where applicable. When in doubt, please refer to the Canadian Oxford Dictionary. One notable exception to Oxford Dictionary spelling is “skeptic”, as opposed to “sceptic” which is suggested.

Phrases or Words in Other Languages

French proper nouns should include accents (e.g. Québec).

Non-English words and common latin phrases should be italicized (e.g. *ad hoc*). The exceptions are the abbreviations “etc.”, “i.e.” and “e.g.”, which should not be italicized.

Emphasis

Emphasis added (both in the body of the article and in quotations) should be *italicized*, not bolded or underlined.

Quotations & Punctuation

Spelling, capitalization and internal punctuation in a quotation must be **exactly the same as in the original source**; any changes and additions must be clearly indicated in brackets.

e.g. It was clear from this moment that “[t]he centre ... of American jurisprudence had changed.”
“[A] mixed question of fact and law must be appealable.”

When using quotation marks, always place the punctuation outside the quotation marks, unless it is clear that the punctuation is also being quoted.

e.g. The editor called the piece “poorly written”, among other things.
The editor was clearly unhappy: “The piece I was working on was very badly written. I could hardly believe the author submitted it.”

When reproducing a quotation which itself contains a quotation and quotation marks, there are two ways which the quotation marks can be presented. If the quotation is part of a block quote without quotation marks, then simply use double marks (“ ”). If the quote is not long enough to justify a block quote, then use single quotation marks within the quotes double quotation marks.

e.g. “John said ‘no way’ rather forcefully.”

Always used double quotes, even when the intention is to simply emphasize, i.e. use ‘air quotes’.

e.g. The “corrections” policy of the government was more akin to indentured servitude.

Oxford Commas

Oxford commas should be avoided, except in very rare circumstances for clarity purposes.

e.g. She found herself in a car with her ex-boyfriend, a doctor and a pet detective.
She found herself in a car with her ex-boyfriend, a doctor, and a pet detective.

Ellipses

An ellipsis should be used to indicate the omission of a passage from a quotation. The ellipsis should have a space on either side. Ellipses at the beginning or end of a quotation are usually unnecessary.

Numbers

Spell out numbers in the following circumstances:

- a) One through ten;
- b) Numbers at the beginning of a sentence;
- c) Numbers used as part of a figure of speech;
- d) Numbers used in an approximate sense:

e.g. The area comprises roughly two hundred viable sites. (*not* 200)
About 15 thousand soldiers were killed (*not* 15,000, nor fifteen thousand)

Dates

In the body text, dates should be written out with proper punctuation (e.g. July 27th, 2014). In footnotes, as per *McGill*, dates are to be written as such: 27 July 2014. Where there is no day specified, leave out the comma (e.g. July 2014).

Use of Acronyms

Commonly recognized acronyms, such as FBI, USA, SCC, can be used without proper introduction if there is no chance of confusion on the part of the reader. Otherwise, ensure that at the first use there is an introduction of the use of the acronym before continued use. With this in mind, neither editors nor authors are invited to change or make-up acronyms where it is not appropriate. (e.g. International Committee of the Red Cross (ICRC))

It is especially relevant to use acronyms where the full term is not in common usage. (e.g. PDF, URL, etc.)

Finally, please note that periods are not included in acronyms. It is the USA, not the U.S.A.

Judges

When referring to judges in footnotes, use the shortened form (e.g. “Abella J”); when in-text, use full title (e.g. Justice Abella).

Beginning a sentence with a conjunction

But is a perfectly proper word to open a sentence, but only if the idea it introduces truly contrasts with what precedes it. However, it is more informal than what is preferable in the journal and is better when used sparingly – likewise with *and* or *so*.

Hyphens (-) and En Dashes (-)

Hyphens are to be used in hyphenated words (e.g. left-handed, assisted-living). En dashes (PC: alt+0150; Mac: opt+-) are to be used between numbers (e.g. *ibid* at 322–24), or when used in place of commas or parentheses (with a space on either side of the en dash).

Gender-neutral Writing

Ensure inanimate objects are not personified in English language writing. Eliminate generic use of gender pronouns. Similarly, refer to a singular term for both genders in a position (Chairperson, rather than Chairman).

Referencing Page/paragraph Numbers

When you are indicating a page range that consists of 3 or more numbers, you must omit all but the last two numbers (e.g. 354–56, not 354–356 and not 354–6).