

CRLN 400: Style Guide

Introduction

In general our *Carillon* style for grammar, punctuation, and format aligns with the *Canadian Press (CP) Stylebook* but there are some differences, so for both staff and contributors we've made this handy guide.

Articles should be formatted as follows when submitted from a writer or contributor to an editor: single-spaced, indent all paragraphs except the first one, and no spaces between paragraphs (unless it's a Q&A article). To turn off the spacing function, highlight the entire article from the first paragraph, then go to "Format > Paragraph" and under "Indents and Spacing" click "Don't add space between paragraphs of the same style." Below you'll find a summary of our punctuation, format, and style standards which we end with a short guide to citing resources properly.

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Style Guide

Apostrophe

When abbreviating decades, the apostrophe comes in front of the numbers.

Correct	The '90s...
Nope	The 90's...
Nope	The 90s'...

When writing the possessive form of a word ending with "s," do not add another "s" after the apostrophe.

Correct	The phones' ringers sounded at once.
Nope	The phones's ringers sounded at once.

We also format names this way when something belongs to/is credited to/possessed by someone.

Correct	Further in Williams' collection of essays...
Nope	Further in Williams's collection of essays...

"Its" and "it's" are not as interchangeable as they might appear.

Its	Possessive of pronoun "it"	The university parking lot, packed to its brim, brought tears to her eyes.
It's	It + is	"Have you seen the parking lot? How can the uni charge us so much for parking when it's so far away, and it's always full to boot!"

Brackets

We use round brackets when identifying an acronym only for its first occurrence in the article. After that, we use the acronym.

First occurrence: University of Regina Students' Union (URSU)

Every occurrence after: URSU

Capitalization of Titles

Do not capitalize job titles unless it is the exact title.

Non-capitalized: University president, Vianne Timmons, said more education funding is needed.

Non-capitalized: When I rushed out of the elevator, I nearly ran into the university president.

Capitalized: University of Regina President and Vice-Chancellor, Dr. Vianne Timmons, said more education funding is needed.

Capitalized: Vianne Timmons, President and Vice-Chancellor at the U of R, nearly collided with me as she rushed out of the elevator.

The same applies to professors and other academic titles.

Non-capitalized: Please contact the professor currently sitting as graduate chair for more information on the application process.

Capitalized: Professor Mits, Graduate Chair, explained the grad school application process.

Colon

Colons tend to be overused or used incorrectly. They are most commonly used when introducing a list, or a quote to drive home or expand on the first point in the sentence.

List introduction: The required flowers are as follows: roses, daisies, marigolds, and forget-me-nots.

Quote introduction: The gentle pattering on the window brought his mother's words to mind: "The best place to spend a rainy day is anywhere you can listen to it."

Comma

Commas are also very easy to overuse which can make a sentence seem choppy. When in doubt, leave it out. Sometimes less is more. Unlike *CP* style, we use the Oxford comma, with the exception of proper nouns such as the names of law firms – always keep consistent with how an organization or subject writes out their own title.

Correct	Buffay, Geller, and Green.
Correct (if matched to group's name)	Buffay, Geller & Green.
Correct	Math, science, and English.
Nope	Math, science and English.

Commas are only used to separate adjectives when the adjectives can be rearranged and still make sense.

Original	The cold, dark night was closing in on us.
Rearrangement works	The dark, cold night was closing in on us.

Original	The new, crimson shirt she bought was her favourite.
Can't rearrange	The crimson, new shirt she bought was her favourite.

Dash

We use the en dash (-), not the em dash (–). We also put a space on either side of the dash for easier readability. To get the solid en dash, type “<space> -- <space>” and keep typing. Once you've placed the space after the following word or punctuation, autocorrect will change it.

Dashes are also commonly overused as they're similar in use to commas, semi-colons, and periods – they separate phrases of connected ideas. Typically, if this is the case, many – if not all – of the dashes are being used incorrectly (see what we did there?), and another form of punctuation is required. Do not use a hyphen (-) for a dash.

Exclamation Mark

The exclamation mark is used very rarely in the news. It should only be used to make a strong point if no other punctuation will get the importance of that point across, and even then should be used sparingly. You may rightly use it if an interview source was particularly excited in their statement to you, but even then this small punctuation mark can alter a reader's perception of a statement, so use discretion.

Hyphen

Hyphens are only used to hyphenate words or portray things like sports scores or age ranges. In these instances, the dash is being substituted for “to.”

Correct	The final score was 58-27 for the Cougars.
Correct	The event will be open to writers ages 16-29.
Nope	The final score was 58 to 27 for the Cougars.
Nope	The event will be open to writers from the ages of 16 to 29.

There are no spaces before or after a hyphen, differentiating them from a dash which separates phrases in a sentence. Hyphens are also used to eliminate confusion between two different words that would otherwise be spelled the same.

Resign	To quit
Re-sign	To sign again

Hyphens tend to shift the meanings of the words they connect, so when using one be sure to think on the implications made when those words are joined. When care is not taken here, you may find yourself in a situation like this: “The hyphen can play tricks on the unwary, as it did in Chattanooga when two newspapers merged - the *News* and the *Free Press*. Someone introduced a hyphen into the merger, and the paper became *The Chattanooga News-Free Press*, which sounds as though the paper were news-free, or devoid of news.”

– William Strunk Jr. & E. B. White, “The Elements of Style” 4th Ed., p. 35.

Compound modifiers before a noun (e.g. colours) always require a hyphen.

Correct	The new green-coloured jerseys were much nicer than the old blue ones.
Nope	The new green coloured jerseys were much nicer than the old blue ones.

Money

The biggest thing to keep in mind is that a dollar sign indicates the word “dollars,” so there is no need to add it if that’s already there.

Correct	\$50
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Nope	\$50 dollars
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If the dollar amount reaches hundreds of thousands it should be written numerically with a comma to separate the hundred place and thousand place, but if it is at or over one million it should be written as a dollar amount (e.g. \$ 2.8 million).

Correct	\$150,000
Nope	\$150 thousand

Correct	\$1.5 million
Nope	\$1,500,000

Numbers

We spell out numbers below 10 but use numerals (full and partial numbers) for 10 and up. Numbers in the millions or billions should have numerals to indicate how many millions or billions, then be spelled out. In a list, we don't mix numerals and spelling numbers out unless dealing with higher numbers (1 million/+).

Correct	The book inventory included five psychology textbooks, sixteen kinesiology textbooks, three billion evangelism booklets, three nursing textbooks, and five hundred biology textbooks.
Correct	The book inventory included 5 psychology textbooks, 16 kinesiology textbooks, 3 billion evangelism booklets, 3 nursing textbooks, and 500 biology textbooks.
Nope	The book inventory included 5 psychology textbooks, sixteen kinesiology textbooks, 3,000,000,000 evangelism booklets, 3 nursing textbooks, and five hundred biology textbooks.

Partial numbers should always be written as numerals.

Correct	6.5 pages
Nope	Six-and-a-half pages
Nope	Six and a half pages

Never use fractions when referring to partial numbers.

Correct	6.5
Nope	6 ½
Nope	6 1/2

Percentages are written using numerals followed by “per cent,” not “percent.”

Correct	2.7 per cent
Nope	Two point seven per cent
Nope	2.7%
Nope	2.7 %

Referencing Subjects

We live in a world full of racism, bigotry, hate crimes, terrorism, sexism, and more, so it’s important that we handle these and related subjects with the care required. We use identity-first language by default, which describes a person in context to a state of their being (e.g. autistic person, queer person, blind person). We will always revert back to the source though in terms of identity-first versus person-first language, so if the person you interview uses something different you should respect their choice and retain their wording through the article.

The Queer Community

We use 2SLGBTQIA+ to refer to the general population of queer folk. While LGBT and LGBTQIA+ are commonly used, they continue the neglect shown to Indigenous two-spirit (2S) people whose ideas of and engagement with gender existed long before European colonizers tried (and continue trying) to enforce their binary gender ideals here. To learn more about the history of the two-spirit term, identity, and experience we’d recommend this video by Geo Neptune ([What Does "Two-Spirit" Mean?](#)), where the following statement comes from: “European colonizers imposed homophobia, rigid binary gender roles, and misogyny under the guise of civilizing Indigenous people through the Christian tradition, residential schools, and beyond. As a result, Indigenous people were robbed not only of their land, but of their spiritual

traditions and way of life regarding two-spirit people.” Prioritizing two-spirit identities in this way may seem like a small act of solidarity, but anti-racist and anti-colonial work must be done on every level – including our acronyms. Again, if your source uses something different (e.g. the queer community) you may use that through the article instead, but our default is 2SLGBTQIA+.

Nationality, Ethnicity, and Race

We follow *CP* style in capitalizing the names of nationalities, peoples, tribes, and races, just like you would proper nouns (e.g. Argentinian, Eastern European, Nehiyaw, Black). There is (and will continue to be) much debate concerning the capitalization of white/White. Some argue that, grammatically, if we’re capitalizing Black we should capitalize White as well, while others voice the very real risk of appearing to align with white supremacist ideals through the capitalization.

It’s important to acknowledge race for what it is: a construct. Something conceptualized by some people as a way to categorize other people, something that at its most basic level is made up, but something that undoubtedly impacts our daily lives and is unavoidable at this point in time. It’s just as important to consider that many modern conceptualizations of race position whiteness as the unraced default, much like conceptualizations of gender can place men as the ungendered default. They have placed themselves outside the categorization system they created, benefit from, and continue to uphold, and this positioning encourages complacency. In this [article by Robin DiAngelo](#) the racial illiteracy of White people is discussed alongside its implications, which include the idea that if you’re White, you need not concern yourself with matters of race because they do not impact you.

DiAngelo goes on to briefly cover the story of Jackie Robinson, the first Black athlete to play in Major League Baseball, and explains that a more accurate characterization of his story would be “Jackie Robinson was the first black man whites allowed to play in major-league baseball.” Framing the story this way highlights how what DiAngelo calls “white institutions” continue to perpetrate systemic racism, though when racially illiterate it can be more of a thoughtless thing than intentionally harmful (which in no way absolves them of responsibility or consequence; stay with me). DiAngelo uses this to highlight what most White people think a racist is: someone intentionally cruel to another based on their hatred of that person’s race. Holding this belief makes it difficult to even notice (let alone do something about) racial bias in self or in structures because it “enables self-delusion: if I am a nice person with good intentions I am free of all racial bias and cannot participate in racism.”

In this [article by Nell Irvin Painter](#) the capitalization of Black and White are both covered, along with the idea that it’s necessary to remove White people from the

complacent, illiterate, unracialized default and sensitize them to the actual climate they're in. "No longer should white people be allowed the comfort of this racial invisibility; they should have to see themselves as racialized. Being racialized makes white people squirm, so let's racialize them with that capital W." This is later followed by: "The capital letter can underscore the existence of an unjust racial power imbalance." We capitalize "White" when in reference to a White person or people in an attempt to sensitize readers to the current systems, and to highlight the part everyone has in dismantling current systems.

Semicolon

The semicolon is possibly the most difficult punctuation mark to use. If you are unsure how to properly use it, you're best to leave it out. They are not interchangeable with commas or colons; they are used to separate two like thoughts that are both complete sentences.

Correct	I drove to the store; it was too cold to walk.
Nope	I drove to the store; because it was too cold to walk.

Semicolons are also used to separate a superlist (lists that contain commas within phrases) introduced by a colon.

Superlist: The medals were awarded to the following people: Jack Bennet, gold; Claire Smith, silver; Sam Black, bronze.

Spelling

At *the Carillon* (in most cases) we use Canadian spelling. Exceptions include words ending in "-ise" where we use the American suffix of "-ize" (e.g. realize not realise), or words that can be spelled with "oeu" or "ae" (e.g. pediatrician, not paediatrician). You must always use the spelling provided for proper nouns instead of using *CP* or *Carillon* styles (e.g. Boston Harbor, not Boston Harbour). We do not add an 's' to the end of words such as regard, forward, toward, or backward.

Superscript/Subscript

We do not use. Not even for dates.

Correct	Feb 1
Nope	Feb 1 st

Not even for numbered positions.

Correct	First, second, third, fourth
Nope	1 st , 2 nd , 3 rd , 4 th

If you are dealing with numbers over 10 you can use -st, -nd, -rd, etc., but they still must not be in superscript (e.g. 1st, 2nd, 3rd). This is generally used for annual events.

Correct	The 25th annual art show.
Nope	The 25 th annual art show.

Time & Dates

Times are written out digitally with the hour and “a.m.” or “p.m.” following after a space. If the time is an exact hour there is no need to include the minutes, but you may do so should the time be outside an exact hour.

Correct	7 p.m.
Correct	7:15 p.m.
Nope	7:15p.m.
Nope	7:00 p.m.
Nope	7PM
Nope	7 PM
Nope	Seven o'clock

Dates can be written with the abbreviated month, the numeric date, and/or the year, but the format changes slightly depending on how specific you are.

Correct	Jan 1
Nope	Jan 1 st
Nope	Jan 1st

Correct	Jan 2022
Nope	Jan, 2022

Correct	Jan 1, 2022
Nope	Jan, 1 2022
Nope	Jan 1 2022

Websites

When adding a website to an article, be sure to remove the hyperlink so it does not show up in the printed newspaper (where it will be useless and look messy). To do this, right-click on the link, then choose “Hyperlink > Remove hyperlink.” We use vanity links which look better in the article, and will also stop a hyperlink from generating in most cases. Essentially all you need to do to provide a vanity link is remove everything to the left of “www.” but leave the website’s home page name and information about the specific page the information’s on at the end of the URL.

Hyperlink: <https://www.carillonregina.com/>

Vanity link: carillonregina.com

Citing Sources

If you are using information from content another person has created, it is essential to cite them properly. This ensures that the people creating the content are credited for their contribution to your work, and that any readers of your work (or editors fact-checking your work) can easily access the resources you used so they can learn more. While we have no standard formula for how sources must be cited, you must take care to include certain pieces of information when you reference or cite someone else's work.

Who: Who said, wrote, or created the work that you're citing?

What: What type of work is it?

When: When was the work produced/published?

Where (when applicable): Where did you go to access this work?

Why: Why did you choose to cite their work specifically?

How: How does the portion of the work you've chosen to cite relate to the topic you're writing about?

Formula Example

Who: Jam A. Sockinit

What: "These Strategies Haven't Worked for Decades; Let's Double Down!" opinion article

When: November 17, 2015

Where: Contributed to *the Carillon*

Why: Sockinit used census data from Statistics Canada on the child poverty rate in Saskatchewan in 2015, and analyzed its connection with the rate of underage pregnancies and births in the province in 2015.

How: One of the many warning cries that have been ignored by the provincial government.

Formula in Paragraph

While the provincial government seems to be willing to entertain the idea of a living wage, they appear to be unable to grasp just how necessary it is to act on that idea, preferring instead to ponder. *The Carillon* published an opinion article by Jam A. Sockinit on November 17, 2015 titled "These Strategies Haven't Worked for Decades; Let's Double Down!" Sockinit compares Statistics Canada census data on Saskatchewan's child poverty rate with its annual rate of underage people giving birth to highlight how a bottom-of-the-barrel minimum wage combined with grossly

insufficient social assistance programs both create and perpetuate poverty in the province.

Finished Paragraph

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