

Guidelines for Papers presented at the 2007 Parks, Peace and Partnerships Conference [Arial 24 pt, bold]

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Abstract [Arial 12 bold]

The abstract should be no more than 150 words and should summarize the key findings or recommendations presented in the paper [Times New Roman 11 pt]

Introduction [Arial 12 bold]

Your paper should use A4 paper with a 2.5cm margin at the top, a 1.5cm margin at the bottom, and 3cm margins left and right; this leaves 15cm of text per line. Papers (including abstracts, tables, figures and references) are restricted to no more than 7500 words. [Times New Roman 11 pt]

Body

The body of the paper should include headings and sub-headings as necessary. Tables and figures should be included directly in the paper in their proper location. Please follow the Chicago Manual of Style 15th edition (see attached style guidelines)

Table 1.1 Font sizes and styles.

Style name	Font	Brief Description
Paper title	Arial	24 pt, bold
Heading 1	Arial	12 pt, bold
Heading 2	Arial	11 pt, bold
Heading 3	Arial	10 pt, bold
Heading 4	Arial	10 pt, italic
Paragraph	New Times Roman	11 pt
Figure number	Arial	9 pt, bold
Figure caption	Arial	9 pt
Table number	Arial	9 pt, bold
Table caption	Arial	9 pt
Footer	New Times Roman	9 pt, hanging indent

Conclusion

Provide a clear summary of your paper and consider including recommendations for future improvement as well as transferable principles.

References

Anthologies - Compilations - Edited Books

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Hemingway, Ernest. "The Big Two-Hearted River." In *The Nick Adams Stories*, edited by Philip Young, 159-180. New York: Bantam Books, 1973.

Whitman, Walt. *Complete Poetry and Selected Prose*. Edited by James E. Miller Jr. 1855. Reprint, Boston: Houghton Mifflin Company, 1959.

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Arendt, Hannah. *The Human Condition*. 1958. Reprint, Chicago: University of Chicago Press, 1998.

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*. Chicago: University of Chicago Press, 1995.

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Kuhn, Thomas S. *The Structure of Scientific Revolutions*, 2nd ed. Chicago: University of Chicago Press, 1970.

Schuman, Howard, Charlotte Steeh, Lawrence Bobo, and Maria Krysan. *Racial Attitudes in America: Trends and Interpretations*, rev. ed. Cambridge, MA: Harvard University Press, 1997.

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Camhi, Leslie. "Art of the City." Review of *New York Modern: The Arts and the City*, by William B. Scott, and Peter M. Rutkoff. *Village Voice*, June 15, 1999, 154.

Dietler, Michael. "'Our Ancestors the Gauls': Archaeology, Ethnic Nationalism, and the Manipulation of Celtic Identity in Modern Europe." *American Anthropologist* 96 (1994): 584-605.

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Wheelis, Mark. "Biological Warfare at the 1346 Siege of Caffa." *Emerging Infectious Diseases* 8, no. 9 (September 2002): 971-975. <http://www.cdc.gov/ncidod/eid/vol8no9/> (December 9, 2003).

Wilson, Edward. O. "Back from Chaos." *Atlantic Monthly*, March 1998, 41-62.

Reports & References

American Heritage Dictionary of the English Language, 3rd ed. Boston, MA: Houghton Mifflin, 1992.

Bergman, Peter G. "Relativity." In *Encyclopedia Britannica*, 15th ed., Vol. 26, 501-508. Chicago: Encyclopedia Britannica, 1998.

"Documenting Sources from the World Wide Web." Modern Language Association, 3 February 2000. <http://www.mla.org/style/sources.htm> (February 17, 2000).

McNeary, Stephen A. "Where Fire Came Down: Social and Economic Life of the Niska." Ph.D. dissertation, Bryn Mawr College, 1976.

Morrissey, Elizabeth. "Work and Poverty in Metro and Nonmetro Areas." Rural Development Research Report No. 81. Washington, DC: U.S. Department of Agriculture, 1991.

University of Calgary Press Style Guidelines

Except where described differently below, the manuscript should adhere to the *Chicago Manual of Style* (15th ed.).

Spelling

Spelling conforms to the *Canadian Oxford Dictionary*. Where more than one spelling is given in the *Canadian Oxford Dictionary*, the main entry (and not the alternate spelling) is used. Canadian spelling includes the following words or word forms:

- ~ization
- ~ize
- ~izing
- analyze
- centre
- colour
- judgment
- labour
- theatre

Spacing

Single space after almost all punctuation (periods, commas, colons, semi-colons, closing parentheses, etc.). Proper names with two initials should be spaced: “E. P. Taylor;” not “E.P. Taylor.” Where three initials are present, no spaces are used between initials, e.g., “A.J.P. Taylor.” A space is placed after the following contractions: “ed.,” “p.,” “pp.,” “ch.,” “vol.,” etc. The following other forms are preferred: “i.e.,” “e.g.,” “U.S.A.”

Quotations

Double quotation marks are used around quoted matter within body text. Quotations should not begin or end in ellipses. Quotations over five lines long are indented and do not have quotation marks. Single quotation marks are used for quotations within quotations (where double quotation marks have already been used). The North American convention of placing commas and periods inside closing quotation marks (even when such punctuation does not belong to the quoted matter) should be followed. Colons, semicolons, question marks, and exclamation points follow the closing quotation mark unless they belong to the quoted matter. Where a reference in parentheses immediately follows a quotation ending in a period, the period is moved after the closing parenthesis.

Capitalization

Use minimal capitalization, e.g., “Dr. Smith is a professor in the religious studies department of the faculty of humanities at the University of Calgary.” and “George W. Bush is the president of the United States.”

Table of Contents

Titles of chapter, sections, and sub-sections as given in your table of contents must match those given in the corresponding parts of your book. Do not use the word “Chapter” as in “Chapter 1”; just the number is sufficient. Page numbers will change so, unless you have generated a table of

contents automatically using your word processor, you do not need to provide page numbers on the table of contents.

Acknowledgments

At present, you may be able to think of many people (or organizations) whom you wish to acknowledge for helping you. At a later proofing stage, you may choose to add other names to your list. It is quite permissible to do so then.

Structure

Books contain specific hierarchies of information, i.e., sentences within paragraphs within sub-sections within sections within chapters. The reader must be able to clearly discern the structure that you have imposed on your text. Consistent use of italics for one level of section heading and boldface for another can be useful. You may also employ heading styles defined in your word processor. Tables of contents often indicate the nesting of sub-sections down to a certain depth. Within the text itself, you should use no more than three levels of subheading. In technical writing, a hierarchical section numbering system is sometimes used, e.g., “3.2.1,” etc.

Capitalization within headings should conform to *headline style* as set out in the *Chicago Manual of Style* (15th ed., 8.165–67), where lowercase is preferred, especially in prepositions and conjunctions, but proper names and the first and last word of a title are always capitalized.

If you use section headings in your chapters, there should be no text that is not associated with an identifiable (and preferably named) section. Do not begin a chapter with one or two introductory paragraphs that do not belong to the first named section. All text following a section heading and preceding the next section heading of the same level will be presumed to belong to that section.

Notes

The University of Calgary Press converts all footnotes to endnotes. Only in exceptional circumstances will footnotes be permitted. Please consult with the Press first if you wish to argue the case for footnotes in your book. Notes should be numbered consecutively by chapter (not throughout the book) and grouped together either at the ends of chapters (e.g., in an edited collection of articles) or at the end of the book (e.g., in a monograph). Use the “footnotes” feature of your word processor. Simply putting superscript numbers in the text and typing the notes at the end of the chapter is not acceptable because such notes are not clearly linked to the relevant text in your chapter and will not automatically renumber when other notes are inserted or deleted.

References

Most copy-editing expense results from incorrect or inconsistent referencing. Use either the short title system or the author-date system as described in the *Chicago Manual of Style*. In exceptional circumstances, MLA or APA style (or other) may be used, but consult with the university press before submission. Inconsistent style is often a failing of edited volumes, where contributors do what comes naturally to them, often unaware that others are doing differently. If you are the editor of an edited volume, it is your responsibility to ensure that their contributors receive sufficient guidance at an early stage so that inconsistencies (and needless editorial costs) can be avoided.

A “Bibliography” contains all titles cited in notes and possibly some other sources; a “Select Bibliography” has some but not all works cited, and possibly some other sources. “References” are found in the author-date system, and there must be at least one in-text citation for every reference and a reference for every citation.

Works by the same author should be ordered by date with the earliest appearing first. Original works precede works edited by the same writer. Works by a single author precede joint works. Consult the *Chicago Manual of Style* for other specifications. While *Chicago* permits several options, the ones you choose should be internally consistent.

Illustrations

Source details must accompany all illustrations not created by you. If your intention is to include a List of Illustrations at the front of your book, you may choose to place the source information in that list. Otherwise, the source information must be given in your captions. Do not confuse the List of Illustrations with the caption sheet; the latter contains the captions with the exact wording that is to appear with the illustrations. The List of Illustrations should eventually provide page numbers so that the illustration in question may be easily located.

It is customary in many kinds of books to identify illustrations by number, e.g., "Figure 1." If there are many illustrations, it may be useful to identify them by chapter as well, e.g., "Figure 1.3." In text references, you may refer to them in the following way: "(see Fig. 3)." Avoid internal references such as "(See the above figure.)" or "see the map on p. 176." By the time your book is typeset, all such internal references would have to be re-checked and changed. Numbering of illustrations also helps others who intend to cite materials from your book.

Excel charts, PowerPoint graphics, and CorelDraw files are not acceptable. Avoid pie charts. Do not use colour unless you have, in advance, cleared its use with the Press. Consider whether your data might more usefully be presented in a table rather than in a figure. Aim for consistency of presentation in your illustrative material. Maps and drawings should be prepared with a view to their position on the printed page, possible reduction factors, and the consistency of line width and legibility of type after possible reduction.

Tables

Every table should have a name and a number. Tables should be integrated into the text and numbered by chapter, e.g., "Table 1.2." A List of Tables at the front of the book is optional.

Use the "table" feature of your word processor rather than trying to create a table by aligning columns using tabs or spaces. Particularly avoid using multiple tabs or spaces to position text on the page; the inevitable change of font or other layout decisions will be the ruin of any such plan.

Double-check totals if your table provides totals. Source information must be provided beneath the table. Notes to tables appear beneath them and are not to be placed with other notes in the book. Such notes are not created using the word processor's "footnotes" feature. Notes are signified within tables by superscript lowercase letters and full-size lowercase letters beneath the table.

PREPARATION OF THE MANUSCRIPT

1.3. Quotations

Resist the temptation to quote more extensively than is necessary. Direct quotation is sometimes used as a substitute for reasoned argument. If you can point to some presumed authority who can be shown to have expressed similar views, you often feel somewhat less obliged actually to *argue* for a position. While there may be many situations in which quotations can be used to clear advantage, ensure that in each case the quotation remains subservient to the main argument of the text. The need for quotation varies according to the subject matter or discipline: a book dealing with geology or chemistry might not use direct quotation at all, whereas one in the arts or humanities (i.e., in disciplines that very often are concerned with texts) may require extensive use of quotation.

Wherever direct quotation is used, you must reproduce *exactly* the wording, spelling, word division, capitalization, and punctuation of the original, even if inconsistent within the quoted matter itself.

In running text, enclose all quotations within double quotation marks. Quotations over four lines long should be set apart from the text proper in block style with indentation on both sides. The relationship between quoted extracts and the surrounding text should be made clear to the reader; it is a common practice to introduce a quotation by using a colon at the end of the preceding text. Do not use quotation marks around indented quotations.

Copyright law: Any author who quotes extensively from a work under copyright is responsible for providing the Press with a "letter of permission to publish" covering all the material used from each copyright source. Authors should not assume that they will not be held responsible for observing copyright because their writing is scholarly. All material on which the copyright symbol © or the word "[copyright](#)" appears must be assumed to be under copyright and permission must be requested.

Whether the material you are borrowing from other sources is protected by copyright or not, it will help our copyeditors if you provide photocopies of the originals (illustrations, tables, quoted passages, etc.), each stapled to copies of the title page and the copyright page of the source document.

1.4. Abbreviations

Do not begin a sentence with an abbreviation. The first time you use an abbreviation that is likely to be unfamiliar to some readers, introduce it in parentheses following the full name of the organization being referred to, e.g., "the Canadian Broadcasting Corporation (CBC)." Thereafter, the abbreviation may be used alone. In very long texts, the full name and abbreviation or acronym may be repeated on first mention in each chapter. It is often helpful to the reader to include a glossary of abbreviations used.

Regular word spaces are used between the initials in personal names, e.g., "W. B. Yeats," whereas, in other contexts, usually no space is inserted after internal periods. Most abbreviations end in or contain periods. However, do not use periods in abbreviated names of certain United Nations' and governmental agencies and corporations, broadcasting stations, and some other organizations:

AFL-CIO, ASEAN, CBC, CDC, CDIC, CN, CP, CRTC, DEA, DND, NDP, RCMP.

Acronyms formed from only the first letter of each word are printed in uppercase letters:

AIDS, CIDA, COLA, NASA, NATO, SALT, SEATO, UNCTAD, UNESCO.

Acronyms formed from initial and other letters are printed in upper- and lowercase letters:

Dofasco, Norad, Stelco.

1.5. Capitalization

Internal consistency in capitalization is very important. A few general principles of capitalization may be set out:

1. Civil, military, religious, professional, and noble titles are capitalized only when followed by a proper name: "Premier Lougheed," but "the prime minister."
2. Nouns designating parts of the world are capitalized, whereas descriptive adjectives usually are not: "the West," and "western Canada."
3. Names of organizations, movements, and political parties are capitalized, but not the words "organization," "party," and "movement."
4. Nouns and adjectives designating political and economic systems of thought, philosophical, literary, and artistic styles and schools of thought are lowercase unless derived from a proper noun.
5. Military groups, armies, battalions, regiments, etc., are capitalized, as are full names of wars and rebellions: "Riel Rebellion," "the War of 1812," "World War II."
6. Capitalize foreign words as they appear in their original form.

1.6. Dates

The Press prefers that dates involving two or three units of time be written without punctuation: "14 September 1979," "19 May," and "August 1982." Days of the month are written as cardinal numbers: "20 December," thus dropping the "th" from the number. The century is not repeated when giving date ranges: "1970-79," except when giving birth and death dates: "1905-1980." The apostrophe is not used when indicating plurals in cases such as "the 1960s."

1.7. Numbers

In general, spell out all whole numbers less than 100. However, at the beginning of a sentence, all numbers are to be written out. Numbers that include decimal points are normally written in figures. In monetary contexts, if the number is written out in full, so is the unit of currency, e.g., "twenty-five cents," but "\$2.5 million."

1.8. Punctuation

Ellipses and Ellipsis Points: Any omission of text from within a quoted passage must be indicated by ellipsis points. In general, one does not use ellipsis points to mark omissions from the beginning or end of a quoted passage. This is the case regardless of whether the quotation is run in with or set apart from the text proper. However, in a *block* quotation, if either

1. the first sentence is incomplete, or
2. a quoted paragraph (other than the first) begins with a sentence that does not open the original paragraph, the omission should be indicated by ellipsis points.

The three-point ellipsis normally has one space on each side. When four ellipsis points are used, the first point is considered to be the period ending the preceding sentence: this is the case regardless of whether the word preceding the ellipsis is actually the last word of a sentence. Thus, when four points are used, there is never a space preceding the first point.

Hyphens and Dashes: While those who are used to writing on a typewriter may never have had to confront the problem, it is important in typography to distinguish a number of different hyphens and dashes:

- - hyphen
- – en-dash (approximately the width of the letter 'n')

- — em-dash (approximately the width of the letter 'm').

In preparing your manuscript, it is best to avoid end-of-line hyphens. Line endings will change once your manuscript is typeset. Because the copyeditor sometimes has to guess whether you intend a permanent hyphen, your temporary end-of-line hyphens may be retained mistakenly.

The *en*-dash is preferred between pairs of numbers (e.g., "pp. 4549" and "199195") and should be used between page numbers in the Index to your book. It often is used to imply "and" or "to," as in "FrenchEnglish dictionary," or "TorontoMontreal railway," or where two parallel concepts are conjoined, e.g., "the subjectiveobjective dimension."

Em-dashes are useful but should be used sparingly. The primary function of this dash is to indicate a break in the train of thought. This objective may often be accomplished through the use of other devices, e.g., commas before and after the phrase, or parentheses surrounding it. The clear advantage of using parentheses in such circumstances is that they always come in pairs; this makes it easier for the reader to piece together the parts of the main sentence.

Quotation Marks: For quotations appearing within the text, double quotation marks are used. In quotations set off from the text in a block, no quotation marks are used. Where double quotation marks have been used, single quotation marks enclose quotations *within* quotations.

- Periods and commas always precede closing quotation marks.
- Colons and semicolons always follow.
- Question marks precede closing quotation marks only when they belong to the quoted matter.

While few typewriters have proper opening and closing (single or double) quotation marks, many word processors now possess these characters. Please use these characters, if you have them.

Semicolons: Semicolons are used to mark a more important break in sentence flow than that marked by a comma. They should be used between the two parts of a compound sentence when they are not connected by a conjunction. The following words are considered to be adverbs, not conjunctions, and are preceded by a semicolon when used between clauses of a compound sentence: *accordingly, besides, hence, however, indeed, then, therefore, thus.*

1.9. Spelling

The Press standard for spelling is The Canadian Oxford Dictionary. Where more than one spelling is given there, the first is to be preferred.

In forming the possessive case, add an apostrophe and s. Plural nouns ending in s constitute the one exception to this rule: they take an apostrophe alone. When, by convention, a proper name is expressed in italic type, its possessive ending is normally set in roman.

1.10. Bibliographical Data

The complete bibliographical details of works cited or used in the preparation of your book should be listed in alphabetical order at the end, just before the Index. If your book is a collection of self-sufficient articles, the relevant bibliographical material may be placed at the end of each article. The headings "Works Cited" and "References" may only be used if the bibliographical listing contains all and only those works actually referred to in the text. The words "Bibliography" or "Selected Bibliography" may be employed in other cases. Bibliographical data must be complete and must include page numbers.

All books in the natural sciences and most in the social sciences should use the author-date system of citation. Typographically, it is the most economical method to deal with, saving both space and time. This system usually obviates the need for footnotes or endnotes. While we encourage authors of books in the other disciplines to use this system as well, the prevailing practice within the literature of a given discipline should be adhered to.

It is not our aim here to provide a complete description of the author-date system. Authors are directed to *The Chicago Manual of Style* and the *Publication Manual of the American Psychological Association* for extensive (but substantially different) discussions of this topic. Specific disciplines have developed variant forms of the author-date system; detailed accounts of these variants may be found in style guides of the leading journals of the respective fields.

Where notes are used, several factors must be considered in choosing between footnotes and endnotes. The inconvenience of having to flip back and forth between the text and the pages containing the notes must be weighed against the clutter of printing too much footnote material on the text page. Again, if footnotes are lengthy, or if they correspond to text that falls near the bottom of the printed page, it is sometimes necessary to carry parts of them over to the next page—a less than completely satisfactory arrangement.

When compared to endnotes, footnotes stand a much greater chance of actually being read. Consider how important it is for readers to have access to the information contained in your annotation. When the preponderance of details provided in the notes is bibliographical in nature, it might be wise to choose endnotes, because the reader who really needs the information will look it up.

Whether footnotes or endnotes are used, they are to be numbered consecutively, using superscript arabic numerals. The number follows all punctuation except dashes. Rarely should such a number be placed anywhere but at the end of a sentence. Footnotes to a table will appear at the foot of the table itself and will be excluded from the regular footnote numbering sequence. Such footnotes may use asterisks, daggers, or lowercase letters instead of numbers.

1.11. Tables

Tables are to be numbered sequentially using arabic numerals. Within the text, tables are identified as "Table 1," "Table 2," etc. Table captions are printed, in upper- and lowercase letters, above the table. Do not use boldface or italics. Do not end the caption with a period. Footnotes to tables should be indicated through the use of asterisks, daggers, or lowercase letters. If the presented data are derived from another source, identify it in the first footnote.

Tables should be designed to fit within the normal printing area of the page. Occasionally, a table may be rotated ninety degrees to facilitate printing sideways on the page. In a few circumstances, tables may span two facing pages.

1.12. Figures

Figures are to be numbered sequentially using arabic numerals. Figure captions are printed justified, in lowercase letters, beneath the figure. End the caption with a period. Within the text, figures are identified as "Fig. 1," "Fig. 2," etc., whereas in the figure caption the word "Figure" is spelled out. If part or all of a figure derives from another source, credit the source in the figure caption. When submitting a manuscript that includes figures, group them together at the end and place a phrase such as "Place Fig. 1 near here" within the text itself. Figures should be designed to fit within the normal printing area of the page. Occasionally, a figure may be rotated ninety degrees to facilitate printing sideways on the page. In such cases, the caption is rotated as well.

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