

CUPJ Style Guide 2003-2004 – English

This guide is meant to ensure that each issue and each article within an issue are consistently presented to the readers. What is listed in this guide aren't inflexible rules, but suggestions; there may be situations in which the suggestion is inappropriate. If an unfamiliar situation is encountered that is not addressed in this guide, consult the editor-in-chief for further suggestions. For French style, consult the French version of the *CUPJ* Style Guide.

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I. Basics

A. Language

- 1) The language of the manuscripts must be French or English.
- 2) For research articles, the manuscript will be in the language preferred by the author, and all embedded captions, and the teaser in the table of contents will be in that language.
- 3) For news, reviews and commentaries, the manuscript will generally be in the language preferred by the author, but if there is an interview involved, the manuscript should be in the language in which the interview was conducted. Small portions of informational interest may be translated and juxtaposed to the original.
- 4) For free-standing photos and graphics, the caption should be in the language preferred by the photographer or graphic creator.
- 5) Editorials are written in the language preferred by the Editor-in-Chief.
- 6) Research articles should avoid using the first person and make use of the passive voice whenever possible and appropriate. Under certain situations, the first person plural is acceptable.

B. *CUPJ*

- 1) *CUPJ* is never “the *CUPJ*”
- 2) *CUPJ*, *JCÉP* are italicized. Ensure there is the correct accent in the French title.

C. Dates and times

- 1) Dates: Day of the week (if applicable), followed by a comma, then the day, month and year, with no punctuation. The month is spelled out in letters, in full.

Wednesday, 23 September 1954

- 2) Times: Use the 12-hour am/pm convention. A colon is used to separate the hour from the minutes, and the “am” or “pm” follows immediately after it, without a separating space. The time may be followed with the time zone specification in all caps (without periods) unless the context is clear.

4:00pm EST

D. Numbers

- 1) Generally, numbers are kept in Arabic form (i.e. 1, 2, 3...) in research articles. If a number appears in the text, and if it is less than 10, it may be spelled out in full, depending upon context. Numbers less than 10 are spelled out in full in feature, news, review and commentary articles. See (6).

All seven siblings decided to pursue physics, making their family the nerdiest in all of Canadian history.

- 2) Scientific notation appearing in text has an “x” (not an asterisk) denoting multiplication. The exponent is superscripted (not indicated with a carat ^) and there is a space on either side of the “x.”

5.6×10^{-24}

- 3) Equations, figures, and tables must be enumerated (see **Equations, figures and tables**).
- 4) When enumerating lists in the text, use lower case Roman numerals: i, ii, iii, iv, etc.

5) Enumerate citations. References appear in the order in which they were cited. Numbers for citations and references are superscripted, volume numbers are bolded, and issue numbers are parenthesized. The page numbers should be listed in full, and not omitting the first digit(s) (see **Citations and references**).

According to an earlier study⁴, the rats were more likely to chew through wood...

⁴I.P. Freely. "Obvious facts about rats." *Journal of Inanity*. (2052) **5**(4), pp. 34-62.

6) Initial references to dimensionality is spelled out in full; subsequent references should have the Arabic number followed immediately with the capital letter D.

The particle is confined to a two-dimensional surface . . . the 2D surface . . .

7) For numbers not in scientific notation but greater than or equal to ten thousand, a space (not a comma) is used to separate groups of three digits. This applies only to numbers without decimals. Scientific notation is always preferred for numbers with decimals, as well as numbers over ten million. There is no space for numbers less than ten thousand.

The power supply puts out 18 000 V . . . for a total of 5348 W.

E. Units

1) Use standard SI units in general. If they are inappropriate, use other metric units.

2) Obscure units (e.g. Np, Gy, etc.) appearing in text should be spelled out in full on initial use.

The air-absorption exponent, in Np/m (nepers per metre)

3) Units are preceded by a space. Exception: %.

...with a velocity of 5 m/s, which is a 30% reduction...

4) Slashes will be used for units in the denominator unless they create too much confusion, in which case negative exponents may be used.

F. Variables, functions, etc.

1) Variables appearing in text are italicized, with the exception of Greek letters.

Here, μ is the reduced mass while q is the total charge of the system.

2) Functions (i.e. sin, cos, etc.) are not italicized.

3) Variables representing vectors and matrices are bolded, with the exception of four-vectors.

4) When describing a plane, axis or any subspace, the variable is italicized and joined with the description with a hyphen.

xy-plane (NOT *x-y* plane), *z*-axis, etc.

5) Unit vectors in 3-space will follow the $\hat{\mathbf{i}}, \hat{\mathbf{j}}, \hat{\mathbf{k}}$ convention (bolded with hats). In other spaces, the letter most appropriate to the situation, bolded and bearing a hat, will be used.

6) Preference will be given to the cursive lower case phi and epsilon, i.e. ϕ and ϵ over ϕ and \in , unless the latter is to indicate “element of.”

G. Equations, figures, and tables

- 1) Each series (equations, figures, tables) are enumerated, but have their own independent sequences; that is, each series starts at 1: Equation (1), Figure 1, Table 1, etc.
- 2) Capitalize “Equation,” “Figure” and “Table” when they are followed by a number. Whenever possible, this format should be used in any references within the text. Saying “the equation” may lead to confusion.
- 3) Spell out “Equation,” “Figure” and “Table” in full.
- 4) The number following “Equation” should be parenthesized. Those following “Figure” and “Table” should not.

By solving Equation (4), we obtain the results shown in Figure 3.

NOT: By solving Eq. 4, we obtain the results shown in Fig. 3.

- 5) In tables, units appear in the column label, not in the body of the table.
- 6) Figures that are graphs must have properly labeled axes (with units in parentheses) and no title appearing on the figure itself. The title and description is given in the figure caption.
- 7) The equations numbers accompanying equations must be vertically centred and right-justified, in parentheses.
- 8) If possible, punctuate the equations according to their place within the sentence. That is, if it appears at the end of the sentence, follow the equation with a period, for instance.

H. Photos and graphics

- 1) In research articles:
 - a) Photos and figures must be called “Figure” and enumerated.
 - b) The figure number is bolded.
 - c) The caption must be sufficiently descriptive so as to allow the figure to stand alone; the first letter is capitalized, and the caption ends with a period.
 - d) A figure not created by the research article author must have a credit running up the side of the figure, consisting only of the name of the creator.

Figure 3 Seasonal variation of mullet to monster-truck ratio in Red Deer, AB.

- 2) In news, reviews, and commentaries:
 - a) A slug (5 words or less) precedes the caption, and is bolded, and in small caps. This describes the general context of the photo/graphic.
 - b) The remainder of the caption will typically describe in more detail the contents of the photo/graphic. The first letter is capitalized and the caption ends with a period.
 - c) Phrases such as “back row” and “from left to right” are italicized.
 - d) Photo/graphic credits run up the side of the photo and consist only of the name of the photographer/graphic creator.
 - e) Author headboxes are not captioned.

CANADIAN PHYSICS HARMONICA CHOIR *From top to bottom:* Amanda Hugginkiss, Hugh Jass, Ben Dover.

3) For free-standing graphics or photos:

- a) A slug (5 words or less) precedes the caption, is bolded, and in small caps. This is just a few words to catch the reader's attention.
- b) In the remainder of the caption, the first letter is capitalized and the caption ends with a period.
- c) Photo/graphic credits run up the side of the photo and consist only of the name of the photographer/graphic creator.
- d) Generally, if this is for the front cover, a more extensive description of the photo/graphic appears on the contents page.

MAKING NOISE The Canadian Physics Harmonica Choir plays Woodstock 2005.

I. Citations and references

1) Any piece of information that may not be common knowledge and that was not a result of the researcher's studies must be cited.

2) Citations must be enumerated in superscripted bare Arabic numbers (i.e. not brackets of any kind). 3) Referring a reader to a published work should be done with the authors' last names, and if necessary, for clarification, the year of publication, followed by the citation number.

For a more in-depth treatment of anomalous quantization, see Smith⁷.

4) References must follow the order of citations and must have the following format. (Note that after the first line of the reference, lines are indented):

(i) Journal articles with three or fewer authors:

First author first name/initial First author last name, Second author first name/initial Second author last name and Third author first name/initial Third author last name. "Article title." *Journal Name*. (Year) **Volume** (Issue), pp. first page-last page.

(ii) Journal articles with more than three authors:

First author first name/initial First author last name, *et al.* "Article title." *Journal Name*. (Year) **Volume** (Issue), pp. first page-last page.

(iii) Books by authors:

First author first name/initial First author last name, Second author first initial(s) Second author last name, Third author first initial(s) Third author last name, and so on. *Book Title*. Publisher: Location. Copyright year, pp. first page-last page referenced.

(iv) Books compiled by editors:

First editor first initial(s) First editor last name, Second editor first initial(s) Second editor last name, Third editor first initial(s) Third editor last name, and so on, Ed(s). *Book Title*. Publisher: Location. Copyright year, pp. first page-last page referenced.

(v) Pamphlets and brochures:

Author first initial(s) Author last name. *Pamphlet Title: pamphlet subtitle*, the word "pamphlet."
Organization name of the group that produced the pamphlet: Organization location. Copyright year.

(vi) Films and documentaries:

Director first initial(s) Director last name. *Film Title*. Produced by: Producer(s). Production year.

(vii) Television and radio programs. Information about producers can always be found but isn't necessary:

Series Name: Title of the Episode. Network or station producing the series (e.g. CBC). Year of first airing.

(viii) Websites:

Author first initial(s) Author last name (if this information is made known on the site). *Website Title, if it has one*. <http://URL> web address. Copyright year, if it is known.

II. Formatting and punctuation

A. Italics

- 1) Italicize *CUPJ*, and *JCÉP*
- 2) Italicize book, film, website and journal titles
- 3) Italicize phrases such as "Third row" or "From left to right" in photo captions
- 4) Italicize Latin phrases: *et al.* (note period after "al"), *ab initio*, *a priori*, etc. Exceptions: etc., per capita, and other extremely common Latin phrases.
- 5) Italicize variable names appearing in text, with the exception of Greek letters.

B. Bolding

- 1) Bold volume numbers
- 2) Bold photo/graphic slugs (see **Photos and graphics**)
- 3) Bold variables representing vectors or matrices. Exception: four-vectors.

C. Periods

- 1) All sentences and captions end in periods.
- 2) A period is followed by a single space, not two.
- 3) Periods (but not spaces) are used to separate initials of an individual
- 4) Periods are not used in acronyms
- 5) Periods are used after abbreviations that are not spelled out exclusively in upper case letters. Exceptions: college-earned degrees such as BSc, MSc, PhD, etc.

Mr. Rogers sacrificed his beloved neighbourhood to pursue an MSc in child psychology.

D. Quotation marks

- 1) Quotation marks should be smart quotes (they have direction showing where the quote begins and where it ends): ""
- 2) Periods, commas go inside quotation marks; colons and semicolons go outside quotation marks.

3) Article titles appear in double quotes.

E. Dashes and ellipses

- 1) Check that what should be dashes don't appear as hyphens
- 2) Separate en-dashes with a space on either side

The blueberry muffin he bought from Safeway – Tim Horton's was closed – caught on fire on his way to the lab.

3) Ellipses should be three periods separated by spaces

F. Hyphens

- 1) Hyphens should be used for phrases indicating a functional dependence

temperature-dependence, pressure-dependent, etc.

G. Other

- 1) Colons and semicolons should not be preceded by spaces.

III. Spelling

A. Acronyms

1) Acronyms must be spelled out in full in a first reference, followed by the acronym in parentheses before it is used throughout the article. Exceptions: *CUPJ*, *JCÉP*, common acronyms such as DNA, or NSERC (in acknowledgements, for example. However, if an article were being written about NSERC, it would be necessary to list its name in full on initial use).

The Canadian Association of Physicists (CAP) . . . and CAP urges its members . . .

- 2) Words such as “laser,” “scuba,” and other commonly used acronyms whose acronymic roots are not often discussed appear in lower case, without being spelled out in full in a first reference.
- 3) Consult the punctuation guide for punctuation of acronyms and abbreviations.

B. Computer-related vocabulary

- 1) website is in lower case, spelled as one word
- 2) Internet is capitalized
- 3) e-mail is hyphenated and in lower case
- 4) on-line is hyphenated and in lower case

C. General spelling and vernacular conventions

- 1) The unit m is a metre, not meter, but a measuring device is a meter: voltmeter, ammeter, etc.
- 2) Words that can be spelled “-or” or “-our” are spelled “-our.”
- 3) Words that can be spelled “-ize” (“-yze”) or “-ise” (“-yse”) are generally spelled “ize.”
- 4) “Acknowledgement” rather than “acknowledgment”
- 5) “Semiconductor” and all related words are spelled as one word, not hyphenated.
- 6) “Theorist” is used rather than “theoretician”
- 7) Verbs ending in “l” that can be conjugated with or without doubling the “l” will be spelled with a double “l.”

8) Names of named astronomical objects are capitalized, including “the Earth” and “the Sun.” Generic astronomical objects, however, are not capitalized.

The ratio of the mass of the newly-discovered planet and its sun is roughly that of Jupiter and the Sun.

9) The plural of “white dwarf” is “white dwarfs” and not “white dwarves”

10) “Grey” is used rather than “ray”

11) “Wavenumber” and all related words are spelled as one word.