

CAML Review Style Guide

CAML Review follows the *Chicago Manual of Style* (17th edition).

Spelling follows the *Canadian Oxford Dictionary*

Authors writing on Indigenous topics should consult

[Younging, Gregory. *Elements of Indigenous Style: A Guide for Writing by and about Indigenous Peoples*. Edmonton, AB: Brush Education, 2018.](#)

In cases where these recommendations conflict with the *CMS*, authors should follow *Elements of Indigenous Style*.

Employ Canadian spelling, which is more similar to British spelling than American:

- Theatre and metre (instead of theater and meter)
- Colour (instead of color)
- Catalogue (instead of catalog)
- Defence (instead of defense)

Though we follow American spelling with

- Analyze (instead of analyse), emphasize (not emphasise), theorize (not theorise)

A quick list of Canadian spellings may also be found here:

<https://pressbooks.library.ryerson.ca/authorsguide/chapter/canadian-spellings/>

Work Titles

- Large-scale works (e.g., books, albums, operas) in italics.
- Smaller-scale works (e.g., songs, articles) in quotation marks.
- Generic titles of works (e.g., Mahler's First Symphony) should be capitalized but not in italics or quotation marks.
- Provide the year of the premiere or publication in brackets after the title.
- *How should we handle the names of such things as metadata fields and categories? (e.g., "Performer" field or Performer field or...?)*

Musical Genres

- Do not capitalize musical genres.
- Genres that may be unfamiliar to readers should be defined.
- Hip-hop should always contain a hyphen, even when it is not used as an adjective.

Names

- Musicians' names follow the form and spelling used in [Library of Congress Authorities](#).
- Provide first and last names of all persons at first mention; use last names or pronouns for subsequent references. Do not use titles such as Dr., Ms., or Prof.

- Give the full titles of organizations at first mention. Common acronyms should be identified then and may be used for subsequent references. Example: Society for Ethnomusicology (SEM).

Numbers

- Write out numbers less than 100 (e.g., “In the twentieth century ...” as opposed to “In the 20th century ...”). (Chicago 9.2)
- Exceptions to the above:
 - Percentages (e.g., 65%, not sixty-five percent)
 - Titles of tables and charts (e.g., “Table 3. Comparison of...”)
- Use 1970s instead of 70s.

Dates

- 11 November 2022
- 7-9 June 2022

Punctuation:

- Use serial (“Oxford”) commas.
 - Correct: She composed symphonies, concertos, and operas.
 - Incorrect: She composed symphonies, concertos and operas.
- Punctuation within quotation marks (rather than outside of it).
- Em dashes (instead of en dashes separated by spaces) for a parenthetical phrase of a sentence.
- Ellipses (...) in quoted passages indicate that something has been omitted in the quotation.

Capitalization:

- Indigenous, not indigenous.

Avoid the passive voice.