Style Guide — School of Public Policy Publications

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Paper Components

Papers must be submitted as Word files (.doc or .docx). The text must be double-spaced using Times New Roman 12-point font. All pages must be paginated consecutively and include line numbers. Data for figures and tables must be provided in an Excel file and submitted at the same time as the rest of the paper. Do not send only the raw data; charts and graphs must be complete. Graphics should be in a high-resolution format that is readily available and easily transferable.

Title Page

The title page must contain the following components and be submitted in a separate file for Research, Technical, and Briefing papers (for communiqués, this info may be requested for external authors):

- Paper title: Provide a title for your paper
- Publication identification code (PIC): Provide the assigned PIC for your paper
- Paper type: Declare your paper to be part of the (*Externally Reviewed*) **Research**, **Technical** or (*Internally Reviewed*) **Briefing**, **Communique**, **Trends** series.
- Authors' names, affiliations, email addresses and qualifications
- Corresponding author's name, qualification, affiliation, telephone number and email address
- Author role statement: See below for more details
- Keywords (3-7)
- Updated author bio(s): Provide no more than 150 words of background on each author.
- Acknowledgements: Acknowledge any contributions you wish to highlight from study participants, colleagues (who have not met authorship criteria) and formal or informal reviewers of your paper.
- Funding Sources: Declare any funding sources for your paper
- Conflict of Interest Disclosure Statement: Declare any (or an absence of) conflicts of interest for all authors. See Appendix E of the SPPP Publication Guide for further information.

Author role statement

An **Author Role Statement** (ARS) should be generated for each named author on a manuscript. The ARS for each author should be presented as sentences generated out of the following checklist which includes 6 possible categories of contribution:

Author X: Enter author name

- ☐ Conceived and designed the study
  Specify contribution in more detail (optional; no more than one sentence)

- ☐ Collected the data
  Specify contribution in more detail (optional; no more than one sentence)

- ☐ Contributed data or analysis tools
  Specify contribution in more detail (optional; no more than one sentence)

- ☐ Performed the analysis
  Specify contribution in more detail (optional; no more than one sentence)

- ☐ Wrote or performed substantive edits to the final paper
  Specify contribution in more detail (optional; no more than one sentence)

- ☐ Other contribution
  Specify contribution in more detail (required; no more than one sentence)

Paper

The paper must include the following, in order, submitted in a separate file from Title Page:
- Title
- Abstract (unstructured, maximum 350 words)
- Keywords (3-7)
- Policy Recommendations on a separate page (for Research and Technical papers)
- Body (see above for word limits)
- Reference List
- Supplementary information, if applicable

Abstract
An unstructured, concise abstract of maximum 350 words is required. It should communicate the research objectives, the key results and major conclusions. The abstract should appear at the beginning of the paper and should not contain citations. Uncommon abbreviations and acronyms should be avoided, but where necessary they must be defined at their first occurrence in the abstract itself.

Keywords
Submissions should include 3-7 keywords that accurately reflect the highlights and content of the paper. Spell out abbreviations and acronyms, if used.

Policy Recommendations
Knowledge transmission is at the heart of the SPPP mission. We define this as presenting expert knowledge – derived from research or experience in real-world policy contexts – in ways that engage readers in the academic, private and public sectors. To this end, submitted papers must include, in addition to an abstract, a 'Policy Recommendations' section. In this section, authors will provide 3–5 bullet points (200 word maximum) highlighting the paper's policy recommendations. The bullet points should be concise, clear, jargon-free and capture the reader's attention. This section is required only for Research Papers and Technical Papers.

Body
Body – Language and Citations
Regardless of subject matter, SPPP papers are intended to be understood by a broad and mixed audience of academics, members of the private sector, public servants and engaged community members. In this sense, the series acts as a bridge between these groups, providing accessible knowledge and practical policy advice. As such, series papers are:
- Jargon-free, or, if necessary, provide clear definitions of, or glosses for, terms from the academy, industry or public service that are not in general circulation.
- Written for the educated lay-person
- Written with brevity in mind
- Practical in their analysis and conclusions

SPPP requires the use of the [Chicago Manual of Style (CMOS), 17th edition](#), **author-date style**. Please use in-text citations and avoid using endnotes or footnotes for citations, limiting their use to explanatory notes. Cross-reference resources mentioned in notes with an entry in the reference list. See examples below.

A few key elements of style that SPPP adheres to include:
- Avoid the use of serial or "Oxford" commas, unless needed for clarity
- Use per cent instead of %
- Include the periods in U.S. and U.K.
- Use the official two-letter abbreviations for the provinces and territories in Canada (e.g., MB, NU, NL)

Figures and Tables
Insert figures and tables within the text as close as possible to the in-text reference. Please follow CMOS guidelines: numbered titles go above the figure/table with source notes below.

Data for figures and tables must be provided in an Excel file (or similar, acceptable format) and submitted at the same time as the rest of the paper. Do not send only the raw data; charts and graphs must be complete. Graphics should be in a high-resolution format that is readily available and easily transferable.

Appendices
Should follow the text of the paper, before the reference list. Ensure content in appendix is directly relevant to submission.

Reference List
Follow instructions for creating a reference list according to CMOS author-date style. A full reference includes author, year, title and publication information. All in-text citations including notes, appendices, tables and figures must appear in the reference list. Conversely, every work listed in the reference list should be cited in the text.

SPP Policy Trends

A template is used (see example below, and contact SPPP Editorial Assistant for the most recent iteration) for Policy Trends submissions, with some flexibility offered in terms of length: ideally a full Trends piece, including the data visualization, fills one 'side' of the template; in exceptional circumstances a Trends piece may fill up to, but no more than, two 'sides' of the template. The citation style for these highly accessible, and internally reviewed pieces is different than other Communiqués or any other publication type in the SPPP.

The rationale for this templated approach to length, and alternative citation style is that Trends pieces ought not to look or feel like academic publications. Rather, they are visually appealing, media-friendly knowledge mobilization instruments. They are rigorously researched, but the review process, turnaround times, and target audiences do not justify them maintaining a similar length or look compared to the other types of paper.

Sample SPP Policy Trends piece

As the sample shows, there are a number of unique style features to a Policy Trends submission.
1)   **Citation Style**: Trends pieces do not use parenthetical referencing as other SPPP paper types do. Instead, they use hyperlinks to key outside resources rather than full lists of academic sources.
2)   **Authorial Credit**: Author biographies are minimized to basic contact details
3)   **Highlight Quotes**: Gold text 'highlight quotes' or introductory sections highlight key messages of no more than one sentence.

Sample Citations

The following examples demonstrate citations using the author-date style. Each example of a reference list entry is followed by an example of a corresponding parenthetical citation in the text.

Book

One author
Dahlby, Bev. 2008. *The Marginal Cost of Public Funds: Theory and Applications*. Cambridge: The MIT Press.
(Dahlby 2008, 23–24)

Two or more authors
Nielson, Norma L., and Peggy L. Hedges. 2016. *Policy Reflection: Letter of Credit Usage by Defined Benefit Pension Plans in Canada*. New York: Knopf.
(Nielson and Hedges 2016, 83)

Four or more authors
List all of the authors in the reference list, separated by commas. In the text, list only the first author, followed by *et al.*
(Dahlby et al. 2008)

- When citing multiple works by one author, use a dash for following entries and order those entries chronologically.
- If there are multiple works by the same author(s) in the same year, list them alphabetically by title and use 2017a, 2017b.

Editor or compiler instead of author
Dahlby, Bev, ed. 2008. *The Structure and Presentation of Provincial Budgets*. Chicago: University of Chicago Press.
(Dahlby 2008, 31-32)

Chapter or other part of a book
Forest, Pierre-Gerlier. 2013. "Quebec Reforms from Rochon to Couillard: The Long and Winding Road." In *Paradigm Freeze: Why It Is So Hard to Reform Health-Care Policy in Canada*, edited by Harvey Lazar, John N. Lavis, Pierre-Gerlier Forest, and John Church, 113–147. Montreal: McGill-Queen's University Press.
(Forest 2013, 113)

Articles

Article in an academic journal

Within the text, list the specific page numbers consulted. In the reference list, enter the entire page range for the article. For online journals, provide the DOI or stable link if available. If not, provide URL.

Dahlby, Bev. 1983. "Adverse selection and statistical discrimination: An analysis of Canadian automobile insurance." *Journal of Public Economics* 20(1): 121–130.
(Dahlby 1983, 125)

Baker, Scott R., Nicholas Bloom, and Steven J. Davis. 2016. "Measuring Economic Policy Uncertainty." Quarterly Journal of Economics, 131(4), (November): 1593–1636. https://doi.org/10.1093/qje/qjw024.
(Baker, Bloom and Davis 2016, 1609)

Article in a newspaper or popular magazine (provide URL when accessed online)

Kneebone, Ronald. 2016. "The secrets to reducing homelessness." *Calgary Herald*, May 21.

Newspaper and magazine articles are normally cited in running text like this example: "As Ronald Kneebone noted in a *Calgary Herald* article on May 21, 2016 …"

Thesis or Dissertation

Mehta, Kaye. 2013. "Parents' and children's perceptions of food and beverage marketing to which children are exposed." PhD diss., Flinders University.
(Mehta 2013)

Paper Presented at a Meeting or Conference

Liao, Gwo-Ching. 2013. "The optimal economic dispatch of smart Microgrid including Distributed Generation." Paper presented at the IEEE International Symposium. New Orleans, Louisiana, November 21–24. (Liao 2013)

Website

An informal citation to website content within the text is often acceptable ("As of July 19, 2008, the McDonald's Corporation announced on its website …"). For a formal citation, include an access date or, if available, a date that the site was last modified, as such content is subject to change.

McDonald's Corporation. 2008. "McDonald's Happy Meal Toy Safety Facts." accessed July 19. http://www.mcdonalds.com/corp/about/factsheets.html.

(McDonald's 2008)

Other Examples

Alberta Agriculture and Foresty. *Agriculture Statistics Yearbook, 2015.* 2016. Available from http://agriculture.alberta.ca/stats-yearbook.

Avante. 2017. "End-To-End Supply Chain Visibility and Security." Accessed January 19, 2017. http://www.avantetech.com/products/shipping/endtoend-visibility/.

Canfax Research Services. 2016. *Intensive Livestock Tax Proposal*, prepared for Alberta Beef Producers. Calgary

Dahlby, B., M. McMillan, and M. Khanal. 2017. "Local Taxation of a Locally Concentrated Industry: Lethbridge County's Tax on Confined Feeding Operations." Discussion paper.

MLA Farm Property Assessment Review Committee. 2002. "Final Report and Recommendations on Farm Property Assessment Issues." Accessed May 31, 2017. http://municipalaffairs.alberta.ca/documents/as/FarmReport02.pdf.

Shaw Tracking. 2017. "Truck Tracking." Accessed January 19, 2017. http://www.shawtracking.ca/gps-fleet-tracking/truck-tracking.

In-Text Citations

- Cite references by last name of author and year in parentheses and if there is a series of citations separate them by semicolon and cite them in chronological order (Dahlby 2006; Leslie 2016, 2017).
- Within the parenthesis, if needed, also cite specific page numbers or references to tables or figures (Leslie 2015, 12).
- If the author's name cited is part of the text, only the date and page, if needed, should appear in parentheses: "Dahlby (2017, 25) expressed the same view in his recent paper."
- For three authors, write all the names the first time cited, and for following citations use the

first author's last name with "et al."
- For four or more authors, use the first author's name and "et al." every time.
- If the author is unknown, provide a title and year ("Paper Title" 2016).
- You should not use ibid.
- If the work is in press, use "forthcoming" for year (Leslie, forthcoming) and if the date is unknown use "n.d." (Smith, n.d.).

How to cite a paper from SPP Publications

Kohek, Jessica, Meaghan Edwards, Katrina Milaney, and Jennifer Zwicker. 2021. "Evidence- based and community-engaged pandemic responses for Calgary." *The School of Public Policy Publications* 14(9). http://dx.doi.org/10.11575/sppp.v14i.71625
(Kohek et al. 2021, 17)

Legal Sources

Some legal and government sources do not fit well into the author-date style, and CMOS recommends footnotes in these instances. This also follows the "McGill Guide" of standardized Canadian legal citations. Please consult the following resources and use your discretion.

➢ University of Calgary Libraries, McGill Guide: https://library.ucalgary.ca/guides/mcgillguide
➢ Dalhousie University, McGill Guide: https://dal.ca.libguides.com/CitationStyleGuide/McGill#s-lg- box-12493662
➢ OWL at Purdue University, CMOS Guide, Legal citations: https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_f ormatting_and_style_guide/legal_public_and_unpublished_materials.html

Translations

A number of SPP Publications are translated into French due to research grant and contract agreements. Further, multi-lingual sources are frequently used in individual papers. Use the language of the original source in your reference list, regardless of language of paper. For some SPPP papers, the executive summary will be provided in French and English.

Helpful Citation Resources

➤ OWL at Purdue University, CMOS Guide:
   https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_f ormatting_and_style_guide/general_format.html
➤ CMOS: https://www.chicagomanualofstyle.org/home.html
➤ UCalgary Chicago Style guide: https://ucalgary.ca/live-uc-ucalgary- site/sites/default/files/teams/9/chicago-style-documenting-sources-final.pdf