

Canadian Public Administration

Information for Authors

The Journal will not accept manuscripts for publication without proper citation and that exceed the maximum length permitted. Manuscripts with incorrect citation may be reviewed but will not be accepted until the author has changed them. Manuscripts that exceed the maximum length will be returned to the author before they are sent out for review. A style guide for text citations, notes and references can be found below.

We would like to remind authors who have submitted articles or reviews for possible publication in the Journal that this material, if it is posted on a website, should be clearly marked as draft only.

Manuscript submitted, as well as any editorial correspondence, should be addressed to the Editor at the Institute of Public Administration of Canada (ntl@ipac.ca).

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I. Summary of format for manuscripts

Articles

Length: not more than 7,500 words

Abstract: not more than 200 words

No **title page** needed

“Pullout quotations”: Highlight in colour five or six one-sentence extracts from the body of the text, from p. 5 onward, that reflect aspects of the argument.

Subheads: up to three levels only, unnumbered, of a few words only

First level: Arial, boldface, centred

Second level: Arial, lightface, centred

Third level: Times-Roman, italics, at left margin

Author byline and acknowledgments: at foot of p. 1

Tables and figures: in black and white only

Notes: limit of six (see “VIII. Style guide for text citations, notes and references”), using superscripts, *after* punctuation

Reference style: “author-date” system and “References” (see “VIII. Style guide for text citations, notes and references”)

Research notes

Length: not more than 5,500 words

Abstract: not more than 200 words

No **title page** needed

“Pullout quotations”: Not needed

Subheads: up to three levels only, unnumbered, of few words only

First level: Arial, boldface, centred

Second level: Arial, lightface, centred

Third level: Times-Roman, italics, at left margin

Author byline and acknowledgments: at foot of p. 1

Tables and figures: in black and white only

Notes: limit of six (see “VIII. Style guide for text citations, notes and references”), using superscripts, *after* punctuation

Reference style: “author-date” system and “References” (see “VIII. Style guide for text citations, notes and references”)

Book reviews

Length: not more than 1,500 words

Abstract, title page, “pullout quotations,” subheads, author acknowledgments: not needed

Review heading: book title, author name(s), publisher and city, number of prelim (roman numerals) pages and regular (Arabic numerals) pages, and indicate whether the book has an index and bibliographic references.

Page references for quotations: embedded in text, within parentheses, *after* quotation marks but *before* final punctuation

Author byline: one sentence, with institutional affiliation, at the end of the review.

II. Spelling

-our Use -our rather than -or in words such as behaviour, colour, flavour, honour, labour, etc. N.B. There is no “u” in horror, pallor, terror, tremor.

Also adjectives formed from -our words by adding -ous do not take a “u” (e.g., humorous, clamorous, laborious)

Also coloration, humorist, honorary, *but* honouring, honourable

-re Use -re rather than -er in such words as centre, metre, theatre, manoeuvre *but* parameter.

-ll Use -ll rather than -l- in such words as levelling, travelled, tranquillity, quarrelled (*but* paralleled).

-e Drop the silent "e" in such words as abridgment, acknowledgment, judgment, and in such words as movable, sizable, aging, unmistakable

-ize- Use the suffix -ize- in most words, where it is not part of the rest of the word.

-ise- Exceptions are advertise, apprise, chastise, comprise, compromise, demise, devise, despite, disguise, enterprise, excise, exercise, improvise, supervise, surprise.

-c- Use -c- for noun and -s- for verb (e.g., licence (noun), license (verb); practice,

-s- practise; defence, defensive).

N.B. Watch when both usages come together in a sentence (e.g., The licenses were granted under the New Licensing Act).

-eme Use program, not programme *but* cigarette, catalogue, analogue, prologue, dialogue.

-ue-

-ae- - Use -e- in such words as anemia, anesthetic, hemorrhage, hemophilia, medieval,

-e- primeval, etc., *but* archaeology, aesthetic.

III. Hyphens

Use cooperate, coordinate *but* always use hyphens with prefixes, where two “e’s” come together (e.g., re-establish, re-enter, pre-exist, pre-eminent). N.B.: Distinguish between words like recreate and re-create, reform and re-form, that have different meanings when the hyphen is omitted.

Hyphenate adjectives *before* nouns, but not after (e.g., a well-known man; a much-loved story, *but* he is well known, the story is much loved).

Do not hyphenate adverbs ending in -ly (e.g., newly arrived immigrants, poorly equipped women), *but* remember to distinguish between an adverb and an adjective (e.g., a kindly-looking priest).

Fractions used as nouns do not need hyphens, but it is now acceptable to use them – then you don't have to think whether it is a noun or adjective (e.g., a two-thirds interest in the business; one-third was lower). Do not use a hyphen in foreign phrases used as adjectives (e.g., laissez faire policy; pro rata assessment).

French usage calls for hyphens rather than periods in such names as Ste-Marie; George-Etienne Cartier; A.-N. Morin; Count Charles-Auguste-Marie-Joseph de Forbin-Janson. In English-language publications, omit the hyphens, or substitute periods, as appropriate (e.g., Ste. Marie; George Etienne Cartier).

Use a dash (two hyphens) rather than a hyphen when connecting two elements, one of which consists of two words or a hyphenated word (e.g., Montreal—New York axis; World War II—era). Do not use a hyphen in governor general; attorney general (noun before adjective), *but* lieutenant-governor (adjective before noun).

IV. Capitalization

This is one of the most difficult and prickly areas, especially when dealing with works on politics and public administration, where custom has been to use a lot of capitals for names of various organizations, titles, etc. Modern practice is to use capitals sparingly; but it is not always possible to be completely consistent. A few rules can be set out:

Use capitals for proper names, *but* lower case for the shortened version (e.g., Prime Minister Chrétien, the prime minister; Province of Ontario, the province; Department of Finance, the department; Public Expenditure Survey Committee, the committee; Fifth Annual Conference; the conference). It is now accepted practice that it is the organization or department that is capitalized, not the person who occupies a position in it (e.g., Ministry of Agriculture *but* the minister of agriculture; Office of the Auditor General *but* the auditor general; Government of Canada *but* the government; the federal government, the Liberal government. Also the Ontario legislature, the legislature, the provincial legislature; Parliament *but* cabinet.

N.B. Discretion must be used here with this rule; otherwise, excessive capitalization will start creeping back into the text.

V. Punctuation

Comma

The number of commas used in any given text often depends on the author's style. Sometimes the syntax is so dense that the reader will need a good many commas to make sense of it. At others, when the meaning is clear and the writing smooth and concise, you will be able to be more sparing. There are a few guidelines:

Do not use the series or serial comma. For example: Use Britain, Canada and Australia, *not* Britain, Canada, and Australia.

Use commas to set off interjections that clearly interrupt the flow of the sentence (e.g., Therefore, the committee's work was rejected. Nonetheless, the seminar was a success. Indeed, the Canadian government ... *but* It must however be said... It was therefore decided...)

When an adverbial phrase ends in a verb or a preposition, use a comma before a following noun to avoid misunderstanding (e.g., Soon after, their report was written [the meaning is quite different if the comma is omitted]. Where agreement was needed, the ministers failed dismally.).

Quotation marks

Use double quotation marks, single for quotes within a quotation.

Periods and commas go **inside** quotation marks. Colons and semi-colons go **outside** quotation marks. Question marks and exclamation points go inside if they belong to the quoted material, outside if they are the author's punctuation.

Unless a quoted extract begins part way through a sentence, there is no need for ellipses before the first word, and no need for them at the end of the extract.

Omission of any part of the original text should be indicated, three points within a sentence, four points (3 plus a period) at the end of the sentence.

Use **square brackets** to enclose any author's interpolations in the quoted material. Parentheses will be understood to be in the original.

If the author italicized for emphasis, this should be indicated, in the text citation. The usual form is "(emphasis added)" or "(emphasis in the original)." See further at "Style guide for text citations, notes and references," at 1.8.

Any quotation of more than six typed lines should be set off as a **block** quotation. Some skill is needed in introducing a quotation into the text, and most authors fall back on the introductory phrase such as Professor Kernaghan has aptly stated this elsewhere: or The report discusses accountability on page 35: In these cases, use a colon before the block quotation.

But if the quotation runs straight on from the last sentence in the text, use a comma or no punctuation, as the sense dictates.

Use quotation marks for titles of articles, short stories, short poems, unpublished theses, episodes in radio and TV shows, songs.

Use quotation marks for words or phrases used by the author in a special sense (e.g., The committee questioned the government's concept of "open" government).

But if an author introduces a word in quotes and establishes the particular meaning he is giving it, it is not necessary to continue using quotation marks (e.g., The author draws a distinction between "normal" and "abnormal" uses of peace, order and good government. The normal use is as a residual power).

Make sure the reader knows the meaning the author is giving to his quoted word or phrase. For example, "The 'heretical' beliefs of Joan of Arc" indicates to this reader that they were not heretical in any usual sense of the word, but were some special kind of heresy. Perhaps the author's meaning would be clearer if he inserted "the so-called heretical beliefs" or even "what are considered Joan of Arc's heretical beliefs."

VI. Numbers

As a general rule, spell out all numbers less than one hundred. There are a few exceptions to this rule:

Percentages and fractions are normally spelled out (e.g., twenty-five per cent; five-eighths). In scientific matter, where it may be necessary to use more figures, particularly in conjunction with a unit of measure, numerals may be used (e.g., 50 lbs., 90C., 95 mm.).

When a paragraph contains a series of figures, use numerals for them all (e.g., The Journal contained 50 pages in one issue, 75 in another, and 129 in the third).

Dates

25 December 2007

December 2007 (no comma)

1990—97

1997—2007

2000—07

1990s (no apostrophe)

The nineties or the 1990s (not the 90s)

VII. Italics

Use italics for the following cases:

Names of ships (*but not HMS*) (e.g., HMS *Victory*)

Titles of books, journals, plays, operas, long poems, paintings, radio / TV program names

Titles of newspapers (e.g., *The Globe and Mail*)

For emphasis (e.g., They thought life would be good in Canada, *but did they really know that?*)

Authors should be sparing in their use of italics. It is often possible to get the point across just as well by rearranging the sentence structure.

VIII. Style guide for text citations, notes and references

This style guide describes the proper way to cite sources and full bibliographic information in final manuscripts submitted to *Canadian Public Administration*. The guide addresses the most commonly cited sources in the field of public administration. Authors are asked to adapt this style and include all necessary bibliographic elements for sources not specifically discussed below. Authors are also asked to limit the number of text citations, notes and references.

Text citations are of course necessary where the author is using a direct quotation or is engaged in any discussion involving other people's works or ideas. But they should not be necessary merely to cite many other works in the field or as a straight bibliography. Nor should they be needed to buttress general facts that are not in any dispute.

A complete reference list of all the sources cited in this style guide can be found at the end of this guide. If you are familiar with the "author-date" system, you may want to skip down to "References" for a shorthand version of CPA's bibliographic peculiarities.

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The following guide is divided into three sections. The first, “Text Citations: The ‘Author-Date’ System,” gives information about how to incorporate citations into the text for a variety of different sources. The second section, “Explanatory Notes,” explains how to accommodate textual notes in the “author-date” system. The third section, “The Reference List: Information To Be Included and the Order of Elements,” explains how to compile the bibliographic details of the citations used in the text into a reference list. Also included is a reference list for the citations that were used as examples in the first section.

Text Citations: The “Author-Date” System

The Journal will accept only the “author-date” system for referencing. Explanatory notes will still be accepted, but authors will normally be limited to six only (see 2.1 for further instruction).

The sample citations in this section correspond to the entries in the “References” list at the end of this guide.

- 1.1** In the “author-date” system, sources are **cited in the text**, within parentheses, using the name of the **author** (or multiple authors, editor, compiler, organization, ministry, commission, etc.), followed by, without punctuation, the **year** of publication.

These citations are compiled into an alphabetical list of references at the end of the article. Discussion on how to compile the reference list begins at 3.1.

Attention must be taken to ensure that the author-date citations in the text agree exactly with the corresponding entries in the list of references and that all bibliographic information is accurate. **Agreement and accuracy** of all bibliographic details and format are the responsibility of the author and should be double-checked before the final manuscript is submitted.

Some sources, such as some parliamentary documents, statutes, bills, judgments and case citations, and non-paper sources (e.g., Internet sources) may be cited in their entirety in the text only. (See further at 1.20—1.22, 1.25—1.34)

For books, chapters in books, articles and government documents

- 1.2** The best **location** for the citation is at the end of the sentence, before final punctuation, but, if this is likely to create confusion for the reader, the citation should be located at the most logical point in the sentence:

An Australian study found that eight Partnerships Victoria projects achieved savings on average of nine per cent against traditional procurement (Fitzgerald 2004).

Although this argument is far from undisputed (Vining, Boardman, and Poschmann 2005), proponents argue that public-private partnerships can deliver cost-savings to governments.

- 1.3** In the event that the **source cited has more than three authors**, the citation should give the last name of the first author, followed by “et al.,” without intervening punctuation. However, in the reference list, all the authors are listed (discussed at 3.4):

Organizational learning has been a concept of interest in the search for efficiency, innovation and knowledge management in both the private and public sectors (Barrette et al. 2007).

- 1.4** If the source is **not yet published**, or if it is not clear in what year it will be published, it is permissible to use “n.d.” (meaning “no date”) in place of the year:

What does professionalism mean in the real world of public policy and governance (Clark n.d.)?

The words “Forthcoming” or “In press” may be added at the end of the reference list entry (see 3.16).

- 1.5** If the material cited is a **direct quotation**, the author-date citation should be followed by the page reference, either immediately at the end of the quotation or at the end of the sentence, after the quotation marks but before the final punctuation. A colon is used immediately after the year:

The overview states that the initiative has the following objectives: “To establish best practices in capital asset management across the public sector” (British Columbia, Ministry of Finance 2002: 2).

How to list this type of citation in the reference list is discussed at 3.9—3.12.

- 1.6** If the quotation is longer than six text lines, it should be set apart from the text in the form of a **block** (in smaller typesize), without quotation marks. The author-date citation should appear at the end of the block, within the final punctuation.
- 1.7** If the quoted passage contains an obvious typographical error, it is permissible to correct it in transcription. However, if the **quoted material contains inaccurate material** or an incorrect word, use “[*sic*]” to signify a direct transcription of an error in the original.
- 1.8** **Emphasized** portions of the quoted material should appear in italicized text. It is then necessary, for clarity, to indicate whether the emphasis was in the original text or whether it has been added. The words “emphasis in the original” or “emphasis added” are inserted after the page reference and comma:

The Government of Manitoba was as direct in stating its expectations about priority changes: “One of the critical issues confronting universities is the setting of priorities. . . . *It means choosing programs which will be either enhanced or terminated* (Manness 1994: 1, emphasis added).

- 1.9** For **quotations stemming from interviews**, see 1.26—1.27.

- 1.10** If the **author’s name is used in the text**, the parenthetical citation need only include the publication year and should immediately follow the author’s **full name**. If this type of citation includes a quotation, then the parenthetical year and page reference citation should come at the end of the quotation:

Although there are exceptions, according to Russ Chew (2005), author of the FAA report, ...

The Ontario Ministry of Public Infrastructure Renewal reviews whether the private sector should be involved when “clearly definable and measurable output specifications can be established, which are suitable for payment on a services-delivered basis” (2004: 22).

- 1.11** If **several references to the same author in the same source are made within the same paragraph**, only one parenthetical author-date citation need be made, either at the first or final reference.

- 1.12** If **reference to different pages of the same source occurs in one paragraph**, the first citation should include the author-date, but subsequent citations need include only the relevant page number.

- 1.13** When **up to four different references are cited in the same sentence** or paragraph, they should all be included in one parenthetical citation, in **chronological order**, separated by semi-colons. Two sources that have the same publication year should be ordered alphabetically:

There is plenty of literature in both a prescriptive and descriptive view regarding council-staff relationships (Fenn 2003; Heron 2003; Kearnes 2005).

- 1.14** The temptation to list every known source for one citation should be seriously resisted. Only the most significant or relevant sources need be listed. **No single citation should list more than four sources.**

- 1.15** **Several sources (up to four) in different years** should be separated by commas:

One of the most prolific authors in this field, James Svava (1985, 1999), uses interviews and questionnaires to gather information about how each group perceives its role.

- 1.16** If the **publication year for two different sources by the same author is the same**, the two sources can be differentiated by adding an alphabetical identifier to the year, based on how the sources order themselves alphabetically:

This is an area about which Kenneth Kernaghan (1993a, 1993b) has written.

Discussion of how to list all these citations in the reference list is at 3.2—3.8.

- 1.17** A commission, inquiry, task force, committee and working group constitutes a **corporate author**. The unit’s full name (not the chairperson’s or the compiler’s), including the jurisdiction (e.g., country, province) in which the author body resides (separated by a

comma), should appear in the text citation and the reference list (discussed at 3.9—3.14). The name of the chairperson of the commission or compiler of the report may be added to the bibliographic information in the reference list (3.14):

The hard news of 9 May 1977 was Berger's recommendation that any pipeline development along the Mackenzie River Valley be delayed ten years (Canada, Mackenzie Valley Pipeline Inquiry 1977).

- 1.18** However, a government report can be listed as the work of a **personal author** rather than that of a corporate body if a personal author is **listed on the source's title page**. In the following example, the name of the author, who was under contract as a consultant to Women's Issues and Gender Equality Directorate of Indian and Northern Affairs Canada, is clearly listed on the document's title page:

Attention to cultural and traditional differences in First Nations communities is essential for the successful solution to a law that addresses the division of matrimonial real property (Greene 2003).

Discussion of how to list these bibliographic details in the reference list is at 3.13.

For other types of citations

Parliamentary documents

a. Debates and proceedings

- 1.19** As in all other citations, those for parliamentary debates and proceedings include the author, which is in this case in the form of **corporate author, preceded by the jurisdiction** (separated by commas), and the year:

The act received significant input from a special legislative committee that sought testimony from national and provincial sources (Newfoundland and Labrador, House of Assembly, Social Legislation Review Committee 1990).

The corporate author listed in the text citation must correspond exactly to that listed in the references (see 3.28, 3.37).

b. Bills

- 1.20** Bills should be **cited in the text with full bibliographic information** set within parentheses. There is no need to list the bill again in the reference list.

When a bill is introduced, it is assigned a number based, in part, on its chronological order of introduction in its legislature. At the federal level, bills introduced in the House of Commons are prefixed with the letter "C," while those introduced in the Senate are prefixed with the letter "S." Government bills are numbered consecutively from 1 to 200, while private members' bills are numbered consecutively from 201 to 1000. Private bills, most of which are introduced in the Senate, are numbered beginning at 1001.

In addition to listing the number of the legislature and the session, the jurisdiction and year should be added to the citation if this information cannot be readily gleaned from the bill's assigned number (all elements are separated by commas):

Bill 26 (Institutional Confinement and Sexual Sterilization Compensation Act, 24th Legislature, 2nd Session, Alberta, 1998) was finally introduced.

The minimum mandatory sentences for serious firearm offences are listed in Bill C-2 (An Act to Amend the Criminal Code and to Make Consequential Amendments to Other Acts, 39th Parliament, 2nd Session, 2007).

c. Statutes

1.21 Statutes should be **cited in the text with full bibliographic information** set within parentheses. There is no need to list statutes again in the reference list.

Statutes are published first in sessional volumes (one per legislative session). Every ten years or so, statutes are revised into consolidated volumes and re-numbered. Once a statute has been collected into a revised volume, it should be cited in that form.

The short title of the statute is used, followed by a comma, the abbreviated title of the volume and the year (alternatively, as shown below in the second example, the title of the statute may stand outside of the parentheses). A comma separates the year from the chapter number (each statute is a separate chapter), and the word “chapter” is abbreviated. Quotations are usually from numbered sections of the statute and should be cited as such, spelling the word fully in text but abbreviating it (“s.”) within parentheses:

Cabinet has consistently not chosen the auditor general – as it is entitled to do by legislation – but instead has used private auditors to perform the Memorial audit (Memorial University Act, R.S.N.L. 1990, c. M-7).

The auditor general, according to Section 4(3) of the Auditor General Act (S.N. 1991, c. 22), is “by virtue of his position an officer of the House of Assembly.”

or

The auditor general is “by virtue of his position an officer of the House of Assembly (Auditor General Act, S.N. 1991, c. 22, s. 4[3]).

In the third example, note the use of square brackets if parenthetical material appears *within* parentheses.

In historical material, references to statues may appear in an older style, with the volumes dated by regnal year rather than calendar year. If the name of the jurisdiction is not included in the volume title, it should be listed as an author element. Monarchs' names in regnal citations are abbreviated (e.g., Geo. for George). The number of the reign year (an ampersand separates two years) precedes the name, and the monarch's ordinal (e.g., Eliz. II), if any, follows:

The history of financial administration in Newfoundland begins around the turn of the twentieth century, in the era of Responsible Government and the spoils system, with the passage of the Consolidated Revenue and Audit Act, 1899 (United Kingdom, *Statutes* 62 & 63 Vict., c. 34).

Judgments or case citations

- 1.22** Judgments and case citations may be **cited in the text with full bibliographic information** set within parentheses. There is no need to list them again in the reference list.

Citations must include the case name (in italics). “Versus” appears in roman text and in abbreviated form (“v.”). This is followed by the year. If the case is *before* 1923, the year is enclosed in round brackets and is followed by a comma. If the case is *after* 1923, the year is enclosed in square brackets and *preceded* by a comma.

The third element, the volume number, is followed by the abbreviation for the report, the first page of the judgment, with no punctuation between the elements, and the court level where the case was heard, within parentheses:

The government was in the middle of a dispute with the 407 ETR in *407 ETR Concession Co. v. Ontario (Minister of Transportation)*, [2004] O.J. 373 (Ont. Div. Ct.) over its rights to raise tolls without prior approval of the government.

News releases

- 1.23** News releases must be **cited with an author-date text citation** and a corresponding entry in the reference list (see 3.41—3.42).

The author element of the news release is the complete name of the ministry or department (preceded by jurisdiction), company or interest group issuing the press or news release:

The details were later revealed in a news release in May (Professional Institute of the Public Service of Canada 1992).

Unpublished materials (e.g., draft manuscripts, essays and research papers, presentations at conferences and speeches, dissertations, some internal documents from government departments and companies, letters, memos, e-mails, diaries)

- 1.24** Some useful sources are unpublished, or in pre-publication format, and may only be available from the author or from a sole archival repository. Nevertheless, it is still important to cite these sources with the same diligence and accuracy as that applied to published sources.

As in all text citations, the **author of the unpublished source is listed**, followed by the year in which the source was produced, within parentheses:

The comptroller and auditor general were to be directly responsible to the Commission of Government, and orders from the U.K. were to have no higher claim on his duties (McCorquodale 1973).

Full bibliographic information is given in the reference list entry (see 3.43—3.44)

Non-paper sources (interviews, recordings, mass media broadcasts, websites, blogs and podcasts)

It is increasingly the case that sources are in what can be called a *non-paper format*. The most common of these is the Internet.

- 1.25** When citing these non-paper sources, it may be easier to **include the identifying information in the running text** without resorting to a formal citation or entry in the reference list. The exception here would be citing a website source that also exists as a “hard” copy version (see 1.31).
- 1.26** For **interviews**, the details of the person (name and institutional affiliation, if appropriate) being interviewed, including when and where the interview took place, should be included in the text, without a formal citation:

According to former auditor general, Joseph McGrath, interviewed in St. John’s, 15 May 2002, there had previously been an informal arrangement that the auditor’s salary was on par with that of the comptroller general in the Department of Finance, but this ceased to be the case after the bond incident.

Depending on the nature of the information provided and the natural flow of the sentence, it may be necessary to separate details from the sentence and enclose them in parentheses:

According to Joseph McGrath (former auditor general, interviewed in St. John’s, 15 May 2002), there had previously been an informal arrangement that the auditor’s salary was on par with that of the comptroller general in the Department of Finance, but this ceased to be the case after the bond incident.

- 1.27** When a manuscript is based on confidential or **anonymous interviews**, there should be a short paragraph in the text that states how many interviews there were, when they took place, the type or range of people interviewed and the requirement for anonymity. There is no further need for citations:

One employee we interviewed went without a pay cheque for an extended period of time while the organization waited for funds to be released: “I have gone up to two months and not seen a pay cheque.”

- 1.28** If the source is a **recording**, the name of the featured individual or the title of the program, the production’s format (e.g., CD, audiotape), the producer, year of the

recording and any cataloguing information, if known, should be listed (in the most convenient order) in the running text:

The information on our political system came from “The Canadian parliamentary system,” a segment on the Microsoft VCD production (2006) entitled *Aspects of Canada*.

- 1.29** A **mass media broadcast** source should list the title of the program (in italics), the medium (e.g., television, radio), the producer / network responsible for the production, and the broadcast date, in any order:

One of Barbara Frum’s most combative interviews for the CBC-TV program *The Journal* was with British Prime Minister Margaret Thatcher on 27 September 1983.

The title of an episode or segment of a program is within quotation marks, while the general title of a program appears in italics.

- 1.30** Given the fleeting nature of much of the material on the **Internet**, authors are asked to cite the bibliographic details of the “hard” copy version of Internet-based sources. The title pages of publications in PDF format list all the relevant bibliographic information for a formal text citation and reference list entry – the author, title, publisher and publication year. The following document was viewed in PDF format, but it is cited as if the hard copy were used:

On many Indian reserves, due to patriarchal legacies, aboriginal men are frequently the sole possessors of matrimonial property (Canada, Royal Commission on Aboriginal Peoples 1996).

See 3.45 for a discussion of how to enter this source in the reference list.

- 1.31** The now-familiar **website** is usually accessed from a common root URL (“uniform resource locator”), called the homepage. The URLs of the pages within the site organize the content of the site into a hierarchy. The hyperlinks between them control how the overall site is organized and perceived by the user.

If the material cited on the website is not available in PDF format and is found on the website’s various pages, the title of the website (or the segment therein), the URL and the date accessed can be listed in the running text only.

The preferred **method of listing** a URL is to include both “http://” and “www.” When a URL must be broken over a manuscript line, **breaking** after a slash or double slash is preferable. Do not break after a period or after a hyphen. URLs should not be set within angle brackets nor underlined. Avoid placing **punctuation** directly after a URL, as it may be unclear whether the punctuation is part of the URL:

The University Teaching Services (whose URL in November 2002 was http://www.umanitoba.ca/academic_support/uts/mission.php) offers a variety of programming to University of Manitoba faculty, including mentoring and professional development, to strengthen teaching at the university.

The Indian and Northern Affairs Canada website has posted a good summary of the issues involved in on-reserve matrimonial real property and, in February 2008, listed eight very useful links to the department's publications on the subject (<http://www.ainc-inac.gc.ca/wige/mrp/index-eng.asp>).

Readers should not be asked to go to a particular website “for more information.” Authors are also asked to avoid citing websites that require a subscription (such as those for business sites, academic journals, news sources and social networking sites).

- 1.32** A “**blog**” (i.e., “web” + “log”) is a website where text entries (often combined with images, links to other blogs and websites related to the topic) appear in reverse chronological order. Blogs often provide commentary or news on a specific subject left there by readers also interested in the subject. “Blog” may be used as a verb (e.g., “blogging”) to refer to the act of maintaining or contributing to a blog. Such a person is a “blogger”:

Stéphane Dion wrote the following in his 13 December 2007 blog, “Update on Irresponsible Statements”: “First of all, Mr. Baird was not being candid with the assembly and his speech was not consistent with what Canada is actually doing in these negotiations. He tried to make people believe we would stand by our commitments – when he has walked away from Kyoto” (http://www.liberal.ca/bali_e.aspx).

- 1.32** A “**podcast**” (i.e., “portable on demand” + “broadcast”) is a collection of digital media files distributed over the Internet, often as part of a well-known media website, that can be played back on demand on a portable media player or on a computer. “Podcast” may be used as a verb (e.g., “podcasting”), and the author or host is called a “podcaster.” The podcaster’s site may be downloaded or streamed (in real time), but in distinction from other digital media formats, a podcast can be syndicated to other sites, subscribed to and downloaded automatically.

The title of the web, blog or podcast site / program and the retrieval information (as well as retrieval date) must be included in the running text, in the most convenient way:

In his podcast of 17 January 2008, Anderson Cooper, host of the CNN program *AC360*, speculated that the U.S. was indeed already in a recession (<http://www.cnn.com/podcast>).

- 1.34** All URLs *must* be double-checked for their accuracy and relevancy before the final manuscript is submitted to the Journal.

Explanatory Notes

- 2.1** While **explanatory** endnotes – of moderate length – will be accommodated by the Journal, authors will normally be **limited to six only** per article.¹ Authors should seriously consider incorporating all relevant material within the text of the article.

If there is need to add information that the author feels does not logically belong in the text,² then an Arabic superscript can be placed at the end of the affected paragraph,

sentence or sentence portion, and the additional information should appear as an endnote. All notes will appear as numbered endnotes at the **end of the article but before the list of references**.

If these substantive notes contain source citations, the citations should also be in the author-date system, with full bibliographic information entered in the list of references at the end of the article.

Notes

- 1 Notes may include contrasting or amplifying information that might interfere with the logical flow of the sentence.
- 2 It is not widely known that, in the 1980s, Larry Bell had been among the small group who were close confidants of Social Credit Premier Bill Bennett (Lewis 2001; Hume 2006).

The Reference List: Information To Be Included and the Order of Elements

- 3.1** The reference list contains full bibliographic information for the sources cited in the text, figures, tables and notes. The entries are listed **alphabetically** by author name (complete discussion at 3.2—3.14, 3.21).

The components that make up each entry are separated by a period and include the author's full name, followed by the year of publication (see 3.15—3.16), the chapter/article title (enclosed within quotation marks) (see 3.17—3.18, 3.20—3.21) and book/journal title (in italics) (see 3.19—3.20).

Journal titles are always followed by the volume number, the issue number (set within parentheses), the month/season (followed by a colon) and inclusive page numbers.

Book titles are always followed by city of publication and publisher.

If sources have both a “hard copy” version and an on-line version, the **bibliographic information from the “hard copy” version *must be listed*** (see 1.30—1.31). An accurate and relevant URL may be added to the bibliographic information, only as a convenience to the reader.

Author(s)

- 3.2** The first component in the reference entry is the **author's last name (as it appears in the text citation)**, followed by the full given name and initial – or as the name appears on the title page of the source – separated by a comma and ending with a period:

Kernaghan, Kenneth. 1993. “Partnership and public administration: Conceptual and practical considerations.” *Canadian Public Administration* 36 (1) Spring: 57—76.

3.3 With **multiple authors**, the first author's last name appears first and is followed by the full given name, separated by a comma. The first author's given name is also followed by a comma. The rest of the authors' names appear, in natural order, in the same sequence as they appear in the source (and text citation, 1.2), all separated by a comma.

Beatty, J., and C. McInnes. 2002. "Patients and students first." *The Vancouver Sun*, 26 January: A1.

Vining, Aidan, Anthony Boardman, and Finn Poschmann. 2005. "Public-private partnerships in the U.S. and Canada: There are no 'free lunches.'" *Journal of Comparative Policy Analysis* 7 (3) September: 199—220.

3.4 If the source lists **more than three authors**, the citation in the text (discussed at 1.3) will appear as (Barrett et al. 2007), but the reference entry will list all the authors:

Barrette, Jacques, Louise Lemyre, Wayne Corneil, and Nancy Beauregard. 2007. "Organizational learning among senior public-sector executives: An empirical investigation of culture, decisional latitude and supportive communication." *Canadian Public Administration* 50 (3) Fall: 333—53.

3.5 **Single-author entries appear before a multi-author entry beginning with the same name:**

Kernaghan, Kenneth. 1993. "Partnership and public administration: Conceptual and practical considerations." *Canadian Public Administration* 36 (1) Spring: 57—76.

Kernaghan, Kenneth, Brian Marson, and Sandford Borins. 2000. *The New Public Organization*. Toronto: Institute of Public Administration of Canada.

3.6 A long dash, approximately the length of six consecutive hyphens (-----), replaces the name of the author for **successive works by the same person**.

3.7 If **two sources by the same author are published in the same year**, a letter identifier must be added to the year, based on how the title of the sources published in that year order themselves alphabetically. If more authors are added, however, the original author's name must be repeated:

Kernaghan, Kenneth. 1993a. "Partnership and public administration: Conceptual and practical considerations." *Canadian Public Administration* 36 (1) Spring: 57—76.

----- . 1993b. "Reshaping government: The post-bureaucratic paradigm." *Canadian Public Administration* 36 (4) Winter: 636—44.

Kernaghan, Kenneth, and John W. Langford. 1990. *The Responsible Public Servant*. Toronto and Halifax: Institute of Public Administration of Canada and Institute for Research on Public Policy.

Kernaghan, Kenneth, Brian Marson, and Sandford Borins. 2000. *The New Public Organization*. Toronto: Institute of Public Administration of Canada.

- 3.8** If the “author” is actually an **editor** (ed.), **editors** (eds.) **compiler** (comp.) or **translator** (trans.), this information is added immediately after the comma following the given name and before the period (this information does not appear in the text citation):

Kernaghan, Kenneth, ed. 2004. “Symposium on public-private partnerships revisited: Implications for future governance.” *International Review of Administrative Sciences* 70 (2) June: 195—306.

All the works attributed to one author (whether as editor, compiler or translator) should appear in chronological order:

Kernaghan, Kenneth. 1993. “Partnership and public administration: Conceptual and practical considerations.” *Canadian Public Administration* 36 (1) Spring: 57—76.

-----, ed. 2004. “Symposium on public-private partnerships revisited: Implications for future governance.” *International Review of Administrative Sciences* 70 (2) June: 195—306.

-----, 2005. “Moving toward the virtual state: Integrating services and service channels for citizen-centred service.” *International Review of Administrative Sciences* 71 (1) March: 119—331.

- 3.9** The “author” can also be in the form of **jurisdiction** or **administrative district** (e.g., country, province), a **ministry** or **committee**, a **company** or **agency**. Care must be taken to note the correct name of these corporate authors (see also 1.17—1.18).

- 3.10** The **order in which the author elements appear** in the reference entry is from the largest jurisdiction (e.g., country, province) to those bodies within the larger administrative body. The long dash is used to represent a repeated author. The dash stands for as much of the name as is the same in the preceding entry.

- 3.11** Note that the entries below are **alphabetized** according to the first and then second author body, and, in two instances, the entries are alphabetized (using the title) within the same publication year:

British Columbia. Executive Council. 2003. *Transcript of the Open Cabinet Meeting May 30, 2003*. Victoria: Province of British Columbia.

-----, Ministry of Finance. 2002a. *Capital Assets Management Framework – Guidelines*. Victoria: Province of British Columbia.

-----, -----, 2002b. *Capital Assets Management Framework – Overview*. Victoria: Province of British Columbia.

-----, Office of the Premier. 2001. *Guidelines for the Core Review*. Victoria: Province of British Columbia.

United Kingdom. National Audit Office. 2003a. *The Operational Performance of PFI Prisons: Report by the Comptroller and Auditor General HC 700 Session 2002—2003*. London: NAO.

-----, 2003b. *PFI: Construction Performance*. London: NAO.

United States. National Council on Public-Private Partnerships. 2005. *Creating Effective Public-Private Partnerships for Buildings and Infrastructure in Today's Economic Environment*. Washington, D.C.: NCPPP.

- 3.12** Please note that in alphabetizing a title entry, the **initial article** (e.g., “The,” “A,” “An”) may be discounted (but articles in foreign-language entries are included).
- 3.13** If a publication issued by an organization, ministry or committee lists a **personal author on the title page** of the document, the personal author’s name is listed in the author element:

Greene, Jo-Ann E.C. 2003. *Towards Resolving the Division of On-Reserve Matrimonial Real Property Following Relationship Breakdown: A Review of Tribunal, Ombuds and Alternative Dispute Resolution Mechanisms*. Ottawa: Public Works and Government Services Canada.

For the text citation, see 1.18.

In the foregoing example, the title page clearly states that the author was contracted by the Women’s Issues and Gender Equality Directorate of Indian and Northern Affairs Canada to do the research. The opinions expressed in the report are her own. The report was written by the consultant *for* Indian and Northern Affairs and published by PWGSC.

- 3.14** The temptation to list a **commission chairperson** as the author should be resisted, since the commission is more accurately the corporate author. The text citation (see 1.17) should contain the commission name as author (including the jurisdiction in which it is held), but the commission chair may be listed at the end of the reference entry:

Canada, Mackenzie Valley Pipeline Inquiry. 1977. *Northern Frontier, Northern Homeland: Report*. Vol. 1. Ottawa: Supply and Services Canada. Chaired and report prepared by Mr. Justice Thomas Berger.

Date (year of publication)

- 3.15** As illustrated in the many examples above and below, the date (year) of publication immediately follows the author’s name in both the text citation and in the reference list.
- 3.16** For books and journal articles **still in the publication process**, however, it is permissible to use “n.d.” in place of the year in the text citation (see 1.4). “Forthcoming” or “In press” may be added at the end of the reference list entry:

Clark, Ian D. n.d. “Professionalizing policy analysis in Canada.” *Canadian Public Administration* 51 (1) March: Forthcoming.

Titles (for chapters, articles, books, journals)

3.17 Chapter titles in books and **article titles** in journals, periodicals and newspapers appear in roman type (**within quotation marks**), in the “**sentence-style**” format (with only the first word, proper nouns, proper adjectives and the personal pronoun “I” capitalized), ending with a period.

3.18 A sub-title begins with a capital letter and is separated from the main title with a colon.

3.19 Book titles and **journal titles** appear in **italics** and in “**title**” format (nouns and verbs capitalized) and follow chapter titles and article titles:

Svara, James. 1999. “The shifting boundary between elected official and city manager in large council-manager cities.” *Public Administration Review* 59 (1) January/February: 44—53.

Heron, Anne Louise. 2003. “Council-staff harmony: Using a sound policy framework helps.” *Municipal World* 113 (4) April: 25—8.

Ontario. Ministry of Public Infrastructure Renewal. 2004. *Building a Better Tomorrow Framework: An Infrastructure Planning, Financing and Procurement for Ontario’s Public Sector*. Toronto: Queen’s Printer.

3.20 Please note that in alphabetizing any title entry, the **initial article** (e.g., “The,” “A,” “An”) may be discounted (but articles in foreign-language entries are included).

3.21 When a **chapter is authored by a person other than the book’s overall editor** the name(s) of the editor(s) is added to the reference list entry. The italicized title of the edited volume is preceded by “In” and followed by a comma and “edited by,” with the editor’s name in natural order:

Pratchett, Lawrence. 2001. “The inherently unethical nature of public service ethics.” In *Ethics in Public Service for the Millennium*, edited by Richard A Chapman. Burlington, Vermont: Ashgate Publishing.

Facts of publication

3.22 “Published” works are produced in multiple copies and made available to the public (sometimes in PDF format on websites). A published document also bears an ISBN number (ISSN for periodicals and serials), which can usually be found on the title or copyright page of the document.

In reference list entries, the **place of publication** and the **publisher’s name** (in that order and separated by a colon and following the titles) are the only necessary elements. This applies to all published sources (including government documents) except journals, periodicals and newspapers (discussed below).

Books and government documents

a. Place of publication

- 3.23** The **city of publication** is usually the one in which the **publisher’s main editorial office** is located. If the title page lists **two cities**, the city listed first is the one to use.
- 3.24** If the city of publication is **not widely known** – and the name of province or state does not appear in the name of the publisher – it may be helpful to add, following a comma, the common abbreviation for the province, state or country (e.g., Mass., not MA, for Massachusetts).
- 3.25** If the place is **not listed**, this may be indicated by using the abbreviation “n.p.” (meaning “no place”). If the place is known but not listed on the title or copyright page, it may be identified in square brackets [Kalamazoo, Mich.]

b. Publisher

- 3.26** The publisher’s **name is given in full**, as printed on the title page or copyright page, but “The,” “Inc.,” “Ltd.” should be omitted (but retain “Co.”). Punctuation and spelling of the publisher’s name should be carefully noted and transcribed.
- 3.27** If the publisher’s name contains an **ampersand** (“&”), this symbol should also be accurately transcribed (e.g., Harper & Row). Some publisher’s names change over time so these changes should be duly noted (e.g., Harcourt, Brace & Co. is now Harcourt Brace Jovanovich, with no comma).
- 3.28** For **government documents**, the corporate author body is often *not* the publisher. Many federal government documents are actually published by “**Public Works and Government Services Canada**.” This department holds copyright on behalf of the Crown (Her Majesty the Queen in Right of Canada). This information can usually be gleaned from the copyright page. Authors are asked to pay particular attention to which government body actually holds copyright on a government document.
- 3.29** If **two publishers** are jointly responsible for publication, then these should be listed in the order in which they appear on the source’s title page. If the two publishers are in two different cities, these are listed in the order that corresponds to the listed publishers:

Kernaghan, Kenneth, and John W. Langford. 1990. *The Responsible Public Servant*. Toronto and Halifax: Institute of Public Administration of Canada and Institute for Research on Public Policy.

Journals

- 3.30** The italicized journal title (spelled out in full, capitalizing nouns and verbs) is immediately followed by the volume number, the issue number, enclosed in parentheses, the season or month (followed by a colon) and the inclusive page numbers:

Fenn, Michael. 2003. “Building effective council-staff relations.” *Municipal World* 113 (4) April: 17—22.

Periodicals

- 3.31** In the case of a well-known periodical, the reference entry need only list the full date of publication, followed by a colon and inclusive page numbers. Note the use of a comma following the italicized periodical title:

Coyne, Andrew. 2008. "A hunger for the real, and Obama's feeding it." *Maclean's*, 21 January: 10.

Newspapers

- 3.32** Care must be taken to **accurately spell out the names of newspapers** (taking note to see if the title begins with "The" and / or contains a hyphen).
- 3.33** If the **city name** does not appear in the newspaper title – and it often does not – the italicized newspaper title should be followed by the name of the city in parentheses. This is followed by a comma and full publication date and the page number(s) of the article.
- 3.34** If the source is in a national newspaper, it may be necessary to list the **edition** in which the article is found:

Beatty, J., and Craig McInnes. 2002. "Patients and students first." *The Vancouver Sun*, 26 January: A1.

Bermingham, John. 2002. "Private health care firms met with bureaucrat." *The Province* (Vancouver), 26 June: A19.

Greenwood, John. 2003. "Teachers put B.C. investing on hold." *National Post* (national edition), 15 May: FP1.

Hume, Jim. 2006. "Bill Bennett: An insider's view." *Times-Colonist* (Victoria), 16 April: D5.

LeBlanc, Daniel. 2002. "PM backs Eggleton as attacks intensify." *The Globe and Mail* (Toronto edition), 28 February: A1, A6.

- 3.35** Given the fairly short shelf-life of much of the material found on the Internet, authors are asked to list the bibliographic information that pertains to the "hard" copy of the newspaper and to rely less on its **on-line edition**. On-line editions often charge users a fee for accessing archived material.

Other sources

- 3.36** The same bibliographic elements listed for books and journals are also required for sources such as the ones below:

a. Parliamentary documents

Debates and proceedings

3.37 In addition to the author elements (from the largest jurisdiction to the smallest), the year and the italicized title for legislative proceedings, parliamentary documents require the number of the legislature and session and the date (these three elements being separated by commas and ending with a period). The final element is the (capital) city of publication and the proper name of the **official publisher**:

Newfoundland and Labrador. House of Assembly. Social Legislation Review Committee. 1990. *Proceedings (Hansard)*. 41st Legislature, 2nd Session, 19 September. St. John's: Queen's Printer.

Canada. Parliament. House of Commons. 2007. *Strong Leadership. A Better Canada. Speech from the Throne, 16 October 2007* [Michaëlle Jean]. 39th Parliament, 2nd Session. Ottawa: Her Majesty the Queen in Right of Canada.

Bills

3.38 Bills may be cited in **full bibliographic form in the text** (see 1.20) and need not be repeated in the reference list.

Statutes

3.39 Statutes may be cited in **full bibliographic form in the text** (see 1.21) and need not be repeated in the reference list.

b. Judgments or case citations

3.40 Judgments and case citations may be cited in **full bibliographic form in the text** (see 1.22) only and need not be repeated in the reference list.

c. News releases

3.41 News or press releases, from companies, interest groups, government departments and committees, might only be one page in length but **they are published documents** nevertheless.

3.42 These may be issued in standard "News Release" **formats**, with the title of the particular release in subordinate status to the main title *News Release* (as was the case in the first example below), or the title of the release may predominate, with the words "News Release" barely appearing on the document (second example). If the latter is the case, then the source must be identified, in square brackets, as a news release. The title of the news release is italicized. A comma separates the title and the actual date of the release. The final element is the place of publication and the publisher.

Professional Institute of the Public Service of Canada. 1992. *News Release: Bill C-26, A Victory for Senior Managers*, 19 May. Ottawa: PIMS.

Canada. Prime Minister's Office. 2006. *Prime Minister Harper Announces Nominee for Supreme Court Appointment* [news release], 23 February. Ottawa: Public Works and Government Services Canada.

d. Unpublished works (manuscripts, research papers, dissertations, presentations at conferences and speeches, some internal documents of government departments and companies, letters, memos, e-mails, diaries)

- 3.43** Even though these sources are not published, it is still possible to elicit the bibliographic elements necessary for a complete reference entry. Unlike published sources, unpublished – or not yet published – works are less likely to be found in libraries than in archives, files and private collections. Publication information is then replaced with *repository* information (see also 1.24).
- 3.44** The first element is the **author's last name**, followed by the given name. **Titles** of unpublished works are listed in roman type, in the “sentence-style” format (with only the first word, proper nouns, proper adjectives and the personal pronoun “I” capitalized), end with a period and are enclosed within quotation marks.

The next element should be a **description** of the nature of the document (here shown in boldface) (e.g., diary, research paper) and its origin. Relevant dates, if appropriate, should also be listed.

The **repository** (city and institution, separated by a colon) and any **cataloguing information**, separated by comma(s), take the place of the publication elements:

Brownlow, Louis. 1934. **Diary**, 31 December. Boston: John F. Kennedy Library Archives, Louis Brownlow Papers, Box 43.

Canadian Union of Public Employees. CUPE Locals 34, 1948, 2268 and 3730. 2001. “Public risk, private profit: Why lease back schools are bad for K-12 education.” **Brief** to the Saskatoon Catholic and Public School Board. Ottawa: CUPE.

Greve, Carten, and Niels Ejersbo. 2003. “When public-private partnerships fail – the extreme case of the NPM-inspired local government of Farum in Denmark.” **Paper** presented for Nordisk Kommunal forskningskonference, 29 November—1 December. Odense, Denmark.

Jacobsen, P. 2003. “Approval of procurement strategy and funding commitment for Richmond-Airport-Vancouver Rapid Transit.” **Memo** from Pat Jacobsen, CEO to the GVTA Board of Directors. Burnaby: Greater Vancouver Transit Authority.

McCorquodale, Susan. 1973. “Public administration in Newfoundland during the period of Commission of Government: A question of political development.” **Ph.D. diss.** Kingston: Queen's University.

Mintz, Jack. 1995. “An evaluation of the joint venture agreement establishing the Alberta Special Waste Management System.” **Research paper**. Toronto: University of Toronto, Faculty of Management.

Shortt, Adam. 1923. **Letter** to William Grant, 16 March. Ottawa: National Archives of Canada, William Grant Papers, Vol. 9, Correspondence files.

e. Non-paper sources (interviews, recordings, mass media broadcasts, websites, blogs and podcasts)

3.45 Most of these sources may be **cited directly in the running text** (see 1.25—1.34) and omitted from the reference list. However, if a web-based document exists both in PDF and “hard” copy formats, the source’s publication details must be listed, using author and publication year in the text citation and full bibliographic details in the reference list entry. The following document was only viewed in PDF format:

Canada. Royal Commission on Aboriginal Peoples. 1996. *Report. Volume 4. Perspectives and Realities*. Ottawa: Canada Communications Group Publishing.

References

(This list is composed of the examples used above.)

Barrette, Jacques, Louise Lemyre, Wayne Corneil, and Nancy Beauregard. 2007. “Organizational learning among senior public-sector executives: An empirical investigation of culture, decisional latitude and supportive communication.” *Canadian Public Administration* 50 (3) Fall: 333—53.

Beatty, J., and Craig McInnes. 2002. “Patients and students first.” *The Vancouver Sun*, 26 January: A1.

Bermingham, John. 2002. “Private health care firms met with bureaucrat.” *The Province* (Vancouver), 26 June: A19.

British Columbia. Executive Council. 2003. *Transcript of the Open Cabinet Meeting May 30, 2003*. Victoria: Province of British Columbia.

-----, Ministry of Finance. 2002a. *Capital Assets Management Framework – Guidelines*. Victoria: Province of British Columbia.

-----, -----, 2002b. *Capital Assets Management Framework – Overview*. Victoria: Province of British Columbia.

-----, Office of the Premier. 2001. *Guidelines for the Core Review*. Victoria: Province of British Columbia.

Brownlow, Louis. 1934. Diary, 31 December. Boston: John F. Kennedy Library Archives, Louis Brownlow Papers, Box 43.

Canada. Mackenzie Valley Pipeline Inquiry. 1977. *Northern Frontier, Northern Homeland: Report*. Vol. 1. Ottawa: Supply and Services Canada. Chaired and report prepared by Mr. Justice Thomas Berger.

-----, Parliament. House of Commons. 2007. *Strong Leadership. A Better Canada. Speech from the Throne, 16 October 2007* [Michaëlle Jean]. 39th Parliament, 2nd Session. Ottawa: Her Majesty the Queen in Right of Canada.

- Prime Minister's Office. 2006. *Prime Minister Harper Announces Nominee for Supreme Court Appointment* [news release], 23 February. Ottawa: Public Works and Government Services Canada.
- Royal Commission on Aboriginal Peoples. 1996. *Report. Volume 4. Perspectives and Realities*. Ottawa: Canada Communications Group Publishing, Chapter 2.
- Canadian Union of Public Employees. CUPE Locals 34, 1948, 2268 and 3730. 2001. "Public risk, private profit: Why lease back schools are bad for K-12 education." Brief to the Saskatoon Catholic and Public School Board. Ottawa: CUPE.
- Chew, Russ. 2005. *Presentation to Air Traffic Control Association Symposium*. Washington: Federal Aviation Administration.
- Clark, Ian D. n.d. "Professionalizing policy analysis in Canada." *Canadian Public Administration* 51 (1) March: Forthcoming.
- Coyne, Andrew. 2008. "A hunger for the real, and Obama's feeding it." *Maclean's*, 21 January: 10.
- Fenn, Michael. 2003. "Building effective council-staff relations." *Municipal World* 113 (4) April: 17—22.
- Fitzgerald, Peter. 2004. *Review of Partnerships Victoria Provided Infrastructure. Final Report to the Treasurer*. Melbourne: Growth Solutions Group.
- Greene, Jo-Ann E.C. 2003. *Towards Resolving the Division of On-Reserve Matrimonial Real Property Following Relationship Breakdown: A Review of Tribunal, Ombuds and Alternative Dispute Resolution Mechanisms*. Ottawa: Public Works and Government Services Canada.
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