

# The Canadian Style

A Guide to Writing and Editing



by The Department of the Secretary of State of Canada

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Preface . . . .

Foreword . . .

#### Abbreviation:

1.01 Introducti

1.02 Periods .

1.03 Plurals . .

1.04 Capital let

1.05 Titles use

1.06 Military a

1.07 University  
awards ar

1.08 Geographi

1.09 Points of

1.10 Latitude a

1.11 Streets an

1.12 Parts of a

1.13 Latin term

1.14 Scientific

1.15 Corporate

1.16 Acronyms

1.17 Number a

1.18 Ampersar

1.19 Social ins

1.20 Monetary

1.21 Months a

1.22 The metri  
Internatio

1.23 A note on

#### 4.11 School subjects, courses and degrees

In keeping with 4.10 above, the names of languages are always capitalized. Do not capitalize the names of other disciplines when used in a general sense. When used to refer to school subjects or the names of particular courses, they should be capitalized:

She is interested in history.  
He reads articles on economics and biology in his spare time.

**but**

She passed with a "B" in History this term.  
He is taking Chemistry 101 and Economics 406.

Do not capitalize the name of a degree in general references, but do capitalize it when it follows a person's name and when its title is stated in full:

Janet is earning her master's degree.  
Ellen Compton, Doctor of Philosophy  
He holds a Master of Arts degree from McGill University.

#### 4.12 Military terms

Capitalize the names of military bases, forces and units of all sizes and of decorations, medals and exercises:<sup>2</sup>

|                              |                         |
|------------------------------|-------------------------|
| the Canadian Forces          | 450 Helicopter Squadron |
| Mobile Command               | Exercise Rapier Thrust  |
| Canadian Forces Base Trenton | the Victoria Cross      |

#### 4.13 Ships, aircraft, etc.

Capitalize the names of types of aircraft, the names of makes of cars and other modes of transportation, and the names of individual ships, locomotives, spacecraft, etc.:

the Cessna-7  
a Boeing 747  
HMCS *Donnacona* (italics for the name; roman type for the designation abbreviation)  
the Bricklin  
*Mariner IV*

See 6.07 for further information about the italicization of such names.

2. In Canadian Forces writing, the names of exercises and vessels are written in full capitals.

#### 4.14 Time referer

Capitalize the r  
historical and g

Wednes  
October  
Thanksg  
April Foc  
Passove  
Christma  
The First  
Thirty-

Do not capitaliz  
are personified

spring  
winter  
the twen  
the fifties

**but**

the Roari  
the Winte

#### 4.15 Cultural peri

Capitalize noun:  
religious and ar  
from proper nar

Aristoteli  
Cartesiar  
the Bauh  
Gregoria

Otherwise, such  
tinguish a style  
Thus:

cubism  
existentie  
humanisr  
rococo