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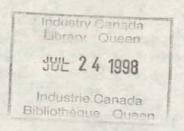
PUBLICATION POLICY AND PROCEDURES

PN 160 B88 1991



Communications Canada Canadä

PN 160 B88 1991



Department of Communications Communications Research Centre

PUBLICATION POLICY AND PROCEDURES



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Approved by:

M. Binder, ADMRS

Date

FOREWORD

The aim of this document is to assist CRC personnel to prepare high-quality technical publications in a standardized and readily-recognizable format. It replaces its predecessor, prepared in 1972 by the late Ted Atkins, then head of the CRC Publications Section.



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1.0 INTRODUCTION

1.1 BACKGROUND

Very few CRC Technical Notes and CRC Reports have been produced during the last several years. A number of factors may have contributed to this. The first among these may have been the introduction of the requirement for simultaneous bilingual publication of reports. This is not a trivial requirement for highly technical matter and contributed to long and frustrating publication delays. A second factor may have been the lack of a well-defined and up-to-date policy and procedure guideline for preparation, approval and publication of reports. Thirdly, the standard cover design for our reports had not been updated and was unappealing.

It is important for us to re-establish authorship of these CRC publications. With almost fifty person-years dedicated to the Defence Recoverable Program and contracted research being conducted for many other government departments, CRC Technical Notes and Reports provide the ideal means of providing clients with interim and final reports on contracted work. The importance of easily-identifiable CRC publications has also been highlighted by the recent Lortie Commission report and other similar surveys.

The introduction of the new cover design, coupled with this document and its introduction of the new policy eliminating mandatory bilingual publication, should help all our authors take renewed interest in producing CRC Technical Notes and Reports.

1.2 PURPOSE

The purpose of this document is to provide guidelines to CRC staff on the preparation, approval and distribution of formal CRC research publications issued under the authority of ADMRS.

1.3 SCOPE

The guidelines in this document extend to all formal publications, external presentations, contributions to standard bodies and contractor reports. The document includes a format guide but not a style guide. Readers are referred to the bibliography in Appendix D for appropriate style guides.

2.0 TYPES OF PUBLICATION

2.1 CRC REPORT

The CRC Report is a serially-numbered formal publication that reports upon the completion of a project task or study and thereby constitutes a permanent record. There is a minimum distribution list for this document series, given in Appendix A. The CRC Report is normally placed in the public domain and may be cited as a literature reference*.

2.2 CRC TECHNICAL NOTE

The CRC Technical Note is a serially-numbered formal publication that reports upon any aspect of a project or study and may employ tentative or interim data. There is a minimum distribution list for this document series, given in Appendix A. The CRC Technical Note is normally placed in the public domain and may be cited as a literature reference*.

2.3 TECHNICAL MEMORANDUM

A Technical Memorandum (TM) is NOT a formal CRC publication. It is a working document produced in a laboratory during the course of a research project. Peer review is not mandatory and so TMs must not be cited in the open literature as a reference. Technical Memoranda are prepared by the staff of the directorate concerned. Distribution is determined by the author and TM's are available outside CRC only by special arrangement. A notice to this effect is included on the front cover. Copies held in the library are for internal use only.

2.4 PUBLICATION IN THE OPEN LITERATURE

This is a formal publication in the public domain and copyright is normally vested in the publisher. A copy must be sent to the CRC library for inclusion in the DOC and, where appropriate, the NASA aerospace database.

2.5 PAPERS PRESENTED AT CONFERENCES ETC. AND SUBSEQUENTLY PUBLISHED IN A FORMAL CONFERENCE DOCUMENT

This is a formal publication in the public domain and copyright is normally vested in the publisher. A copy must be sent to CRC library for inclusion in the DOC and, where appropriate, the NASA aerospace database.

2.6 CONTRACTOR REPORTS

Contractor Reports resulting from work sponsored by CRC are allocated a contractor report serial number by CRC library. Contractor Reports are normally accessible by outside agencies unless circulation is limited because of national security or intellectual property considerations.

^{*} Unless otherwise constrained by contractual arrangements, such as DND/CRAD, where distribution is determined by the client.

3.0 CRC PUBLICATIONS POLICY

3.1 FORMAL CRC PUBLICATIONS

3.1.1 General

The publication and distribution of formal CRC documents, as defined in Section 2.0, result in the formal commitment of CRC to the information and opinions contained. The final responsibility for ensuring that all formal CRC documents meet appropriate standards rests with the Director-General of the publishing branch. Without formal approval on the DG's behalf, documents will not be released for external distribution.

3.1.2 Official Languages

It is the responsibility of managers to ensure that the provisions of the official languages policy are respected when publishing CRC Reports and Technical Notes. In order to ensure timeliness of publication, this will be implemented by publishing in the official language of the author's choice and including abstracts in both official languages. Should a significant demand arise in the other official language, the document will be translated.

3.2 OPEN LITERATURE PUBLICATIONS

Publications submitted to the open literature and papers presented at conferences with associated publication must be approved by the DG of the publishing branch.

3.3 EXTERNAL PRESENTATIONS

The necessary clearance and approval by the appropriate DG must be obtained before undertaking a commitment to present a paper outside CRC.

3.4 PUBLICATION COSTS

All publication costs, such as preparation of camera-ready copy, printing and page charges, will be borne by the originating responsibility centre.

3.5 INCLUSION IN DATABASES

Copies of CRC papers published in the open literature (including conference proceedings) will be routinely sent to CRC library for inclusion in DOC and NASA aerospace databases.

3.6 CONTRACTOR REPORTS

Publications which result from work performed at CRC under industrial or personal contract with CRC, will be processed as CRC publications.

For other contracted work, readers are referred for specific directions to the document "Guidelines for the DOC-CR Contractor Report Series" available from the Technology Transfer Office, CRC.

Copies of final reports of contracted work will routinely be sent to the CRC library for inclusion in the library's holdings and for DOC and NASA aerospace databases. When completing the CRC Publication Approval and Record, appropriate protection should be provided for company-supplied proprietary information.

4.0 SECURITY CLASSIFICATION

The author of a document is responsible for assigning the proper classification. Where required, the author should seek the advice of the Division Director and/or the CRC Security Officer. Detailed instructions for classification of documents are contained in DND Publication A-SJ-100-001/AS-000, Security Orders.

To determine classification requirements it will be necessary to decide if the subject matter concerns the defence and maintenance of the social, political and economic stability of Canada, and thereby the security of the Nation (National Interest); also, if the matter is exempt from release under the provisions of the Access to Information Act and the Privacy Act (ATIP).

All sensitive government information exempt from release under the provisions of the ATIP falls into two broad categories:

- a) information classified in the National Interest; and
- b) information designated PROTECTED that is not in the National Interest such as:
 - (1) government research;
 - (2) undue benefits to persons; and
 - (3) third party information of a confidential nature.

Authors should contact the Departmental ATIP secretariat where further information is required. Further information on the classification and marking of documents is contained in Section 2 of the DREO Publication Guidelines (October 1988) available from PMD or from the CRC library.

Note that classified material must not be typed on standard electronic word-processing equipment. TEMPEST-rated equipment must be used.

5.0 PUBLICATIONS PROCEDURES

5.1 FORMAL CRC PUBLICATIONS

5.1.1 Serial Number Allocation

CRC Reports and CRC Technical Notes are serially numbered. Authors will obtain serial numbers for their reports from the CRC library. The librarian will need the fully-approved CRC Publication Approval and Record form before issuing a number.

5.1.2 Review and Approval Process

The draft report will receive two initial reviews. Firstly by a technical reviewer knowledgeable in the topic field, who will endeavour to ensure the technical accuracy of the report. Secondly by an editor to ensure clarity, conciseness and observance of the normal rules of language usage. Following this, the Section Head and subsequently the Division Director will verify that the report is suitable for publication in the form proposed, that the classification is correct and the distribution is appropriate. To assist and record this process, the CRC Publication Approval and Record form shown in Appendix B will be used.

Final release approval will be given by the DG of the publishing branch on receiving the camera-ready copy and the completed Publication Approval and Record. A signature space for this purpose will be allocated in the lower right corner of the title page, with the caption "Approved for issue as a CRC Report (or Technical Note) by:". CRC Publication Approval and Record forms will be kept on file in the library.

5.1.3 Distribution Control and Archiving

Distribution of reports may need to be restricted due to security classification or protection required for intellectual property. To assist the library by providing reasons (where necessary) for limiting circulation of copies of reports, the CRC Publications Approval and Record form includes space for appropriate directions. This will be held on file by the library for future reference. The library will store the camera-ready copy after printing is completed.

The author will provide the library with five copies of all CRC publications produced. An extra copy will be provided for the NASA aerospace database where appropriate. The originating directorate will store all copies left after initial distribution.

5.2 OPEN LITERATURE PUBLICATIONS

Many of the well-established engineering and scientific journals have their own editorial policy with respect to format, mathematical symbols, subheadings, tables and illustrations, etc. Authors are expected to be familiar with the policy and to prepare papers accordingly.

5.2.1 Review and Approval Process

As for CRC Reports and Technical Notes, open literature publications will undergo a similar review, editing and approval process. A CRC Publication Approval and Record form will be completed and approved (Appendix B). In the case of joint authorship with individuals not employed at CRC, document review and approval will be a joint responsibility of both organizations.

5.2.2 Inclusion in Databases

Copies of publications will be provided to the CRC library together with a completed Publication Approval and Record form. Where appropriate, papers will be submitted by the library for inclusion in the NASA aerospace database.

5.3 CONTRACTOR REPORTS

The Scientific Authority for the research contract will complete a CRC Publication Approval and Record form indicating whether the report is releasable, conditionally realeasable or non-releasable. This will be sent to CRC library together with five copies of the final report. An extra copy will be provided for the NASA aerospace database where appropriate. The library will issue a contractor report serial number for the publication.

5.4 REPORTS PREPARED FOR DND

The Defence Recoverable Program is of great importance to CRC and it is necessary to observe special procedures for reports prepared for DND/DREO. All submissions are reviewed by the DREO Document Review Panel (DRP) particularly to determine whether the document is assigned the correct classification level. The following forms etc. must be completed and accompany the document to the DRP:

- a) DREO/DRP Document Submission Record (yellow form)
- b) DREO/DRP Publication Record (green form); and
- c) Document Control Data (DCD) pages (two) which are to be included as the last two pages of the document.
- d) In the case of tasking from DND directorates via H/TLO, the author must obtain a letter of concurrence from the sponsor for the classification assigned to the document.

Appendix C contains examples of the DRP "yellow" and "green" forms and the DCD pages, indicating how these should be completed. An example of a letter soliciting classification concurrence is also included.

Note that CRC Reports and Technical Notes prepared for DND/DREO are to contain an executive summary which will follow the abstract. The executive summary is to be written in non-technical language and will convey the main points of the document.

DND is responsible for the printing and distribution of CRC Reports and Technical Notes publishing results of work carried out for DND under the Recoverable Program. The author is responsible for obtaining the appropriate serial number from the CRC library by presenting a fully-approved CRC Publication Approval and Record form.

Full information on DRP procedures can be found in the DREO Publication Guidelines (October 1988) available from PMD or the CRC library.

5.5 CONTRIBUTIONS TO INTERNATIONAL ORGANIZATIONS

Organizations such as CCIR, TTCP and NATO/AGARD have their own format and document approval processes which authors are expected to follow. In the case of CCIR for example, each National Study Group (NSG) has a format guide for contributions. Draft documents are reviewed both in working groups and in full NSG meetings. The NSG approves documents which are limited to subjects entirely within its mandate. Other documents are approved by the Advisory Group composed of the chairmen from all NSGs.

6.0 ORGANIZATION OF FORMAL CRC PUBLICATIONS

The recommended organization of CRC Reports and Technical Notes is to divide them into the following sections:

Abstract

Executive Summary

Introduction

Discussion

Conclusions

Recommendations

References/Bibliography

Appendix

The nature and contents of each of these sections will be discussed next.

6.1 THE ABSTRACT

The main function of the Abstract is to help the reader decide whether to read the report. A good abstract is an exposition of the key contents and key words of the document and as such should not only present the main results but also the method by which they were achieved, for example analysis, experiment, or computer simulation. It should also present the significance of the results. Generally, abstracts are between 50 and 200 words long.

6.2 THE EXECUTIVE SUMMARY

The Executive Summary is written in relatively non-technical and jargon-free language, in order to be as widely understandable as possible. It is a recapitulation or synthesis of the main points of the report as opposed to the abstract, which is an exposition. If the document is meant to initiate action, the summary should include the author's recommendations. The summary is written after completion of the main part of the document, but is placed near the beginning, usually on a separate page.

6.3 THE INTRODUCTION

This section prepares readers for what follows in the main body of the report. It introduces them to the circumstances leading up to the project, the reason it was undertaken and its limitations. There are usually three main components:

- a) The Background, which describes events and circumstances preceding the project, other related work and the reasons why the project was considered necessary.
- b) The Purpose, which defines the objectives of the project or study, who authorized it and its terms of reference.
- c) The Scope, which defines the limitations of the project or study, such as factors included or omitted.

6.4 THE DISCUSSION

This is the main section of the report and may be entitled more appropriately to the subject, such as "Experiment Methodology and Results", for example. It will include a general-to-specific description of the circumstances, factors influencing the conduct of the work, a description of the way in which the work was conducted and finally a presentation of the results, together with some interpretation of their significance.

6.5 THE CONCLUSION

In the Conclusion section, the author reduces the data and other information presented to a few well-reasoned deductions and inferences. The temptation to re-iterate the supporting facts should be avoided. The Conclusion has a different function from the Summary: the Conclusion is the final judgement on the facts presented. It introduces no new facts.

6.6 THE RECOMMENDATIONS

Although the use of (mainly) active voice throughout enhances the readability of reports, this is particularly important in the Recommendations section. "I recommend" or "we recommend" is much stronger than "it is recommended that". Recommendations should satisfy the requirements established in the Introduction and follow naturally from the Conclusions. Recommendations are often presented in descending order of importance and may be placed in point form if numerous.

6.7 REFERENCES/BIBLIOGRAPHY

This section lists all the documents used by the author while conducting the project and presents enough information for the reader to be able to retrieve the document and refer to it. References to documents which may be difficult or impossible to obtain such as "Private communication with---" should be avoided. The main differences between a list of references and a bibliography are:

- a) References are numbered and appear in the sequence in which each piece of information is referred to in the report.
- b) Bibliography entries are not numbered and appear in alphabetical sequence of the authors' names.

6.8 THE APPENDIX

The Appendix contains supporting or supplementary information which would unnecessarily interrupt the reading flow of the Discussion section if included there. In other words, it contains detailed evidence to support what is written more briefly in the Discussion.

7.0 FORMAT OF FORMAL CRC PUBLICATIONS

The recommended format for formal reports is exemplified by this document. All sections and sub-sections starting with the Introduction are numbered (arabic) and titled as in the following guidelines.

7.1 MAIN SECTIONS

This includes the main divisions of the report including Introduction, Discussion, etc. The section number and heading are centred and in capital letters (bold) e.g:

1.0 MAIN HEADING

7.2 SUB-SECTIONS

Sub-section numbers and headings are left-justified. First-order subsection headings are capitalized and lower orders are in lower-case, e.g.

1.1 SUB-HEADING

1.1.1 Sub-sub-heading

7.3 ABSTRACT, SUMMARY AND APPENDIX

These sections are not numbered. The section heading (capitalized) and, in the case of the appendix, the title, are centred above the text.

APPENDIX A

Minimum Distribution List for CRC Reports and Tech. Notes

A minimum number of one hundred copies shall be printed. A copy will be reserved for each author and five copies will be sent to the CRC library. Of the latter, two will be forwarded to DOC HQ library. Reports prepared for clients such as DND will have a further specific distribution, determined by the client.

For reports other than client reports, copies shall be sent via CRC library to the following organizations:

National Library of Canada (two copies)
NRC/ Canada Institute for Scientific and Technical Information
Engineering Index
INSPEC
Provincial Research Council Libraries
CWARC Library
Regional Resource Centres (5)

APPENDIX B

CRC Publication Approval and Record Form

CRC Publication Approval and Record Form

This form is to be completed for all publications and presentations originating at or sponsored by CRC. Its purpose is to provide the necessary approvals and to provide a record. The level of approval varies with the category of the publication. These categories are listed below. For details of publication procedures, and of this form, see the document: *Publication Policy and Procedures*. For items sponsored by DND the DREO yellow and green sheets must also be prepared and submitted separately.

Category A: CRC Reports, and CRC Technical Notes. Category B: Open literature papers. Category C: Contributions to outside documents such as TTCP, CCIR, AGARD, standards, etc. Category D: Presentations and Conference Proceedings. Category E: University and industrial contractor reports. Category F: Directorate Tech Memo.

Title:
Author(s):
Author's or Scientific Authority's Branch and Section: Category: Details of Publication or Presentation (e.g. report type and number; name and sponsor of journal, technical body (ex. TTCP), or conference; contractor; date and place of publication or presentation; etc.):
Security Classification:
Releasability: Not Applicable () Releasable () Non releasable () Conditionally
releasable () If conditional, describe conditions in next entry. Limitations on Distribution and Release (Insert "N/A" if not applicable):
For category A documents, any supplementary distribution list should be attached to this sheet.
Intellectual Property What, if any, protection does the IP in this publication require or
have?
Certifications
All Categories:
Author or Scientific Authority and date:
Section Head/Supervisor and date:
For Categories A. B. and D:
Reviewer and date:
Editor and date:
For Categories A.B. D and F:
Director and date:
For Category A. B. and D
Director General and Date:

APPENDIX C

DREO/DRP Forms

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UPPER CASE Classification of Form

DREO DOCUMENT SUBMISSION RECORD

DRP #
to DREO Reports, Technical Notes, Technical contractor reports for archiving at DSIS, papers literature and at conferences or TTCP or NATO
CASE WITH CLASSIFICATION LETTER IN ()
AUTHORS
JUST HAVE ONE
Working Paper for TTCP
Working Paper for NATO
ribution outside DND
posed to any agency not included on the on List (Yes/No)If Yes, RTS MUST HAVE DISTRIBUTION LIST
Abstract
WHERE AND WHEN
y Name
S: UPPER CASE / (EX: CANADIAN EYES ONLY)

Statements on this form regarding classified asons for limiting announcement and distribution or DREO/DRP. The distribution list defines he Document Control Data sheet (DCD) contains and documentation centres. This sheet ech. Notes, Tech. Memos. and Contractor Reports a copy of the proposed distribution list. pen literature, abstracts and oral presentations A shall ensure that properly prepared nt.

COMPLETE CERTIFICATIONS OVERLEAF

UPPER CASE

(classification of form)

UPPER CASE (classification of form)

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Author/SA:	Date:
(The next two certifications are not required for C	ontractor Reports)
Certified that this document has been reviewed and is suitable for publication.	Reviewer:
Certified that this document has been edited and is suitable for publication.	Editor:
Certified that this document is suitable for form proposed, the classification is correct appropriate.	publication or archiving in the and the distribution is
Section Head/Supervisor: (PMD SIGNATURE)	Date:
Director: (H/TLO SIGNATURE)	Date:
Certified all information required for publication	is complete and attached:
Divisional DRP Rep.: (H/TLO SIGNATURE)	_Date:
Vers. 3, 28 Mar 88	

UPPER CASE (classification of form)

DOCUMENT REVIEW PANEL PUBLICATION RECORD

	Se	is form is to be completed for nd one copy of the completed any).	Name of Est DND publications form to DSIS toge	sent for DSIS pr	ocessing. stribution List, I	OSIS copies and those for distribut
			BIBLIOGRAP	PHIC DATA		
1.	PUBLICATION	SERIES and NO.		2. CONTRA	CT and/or PR	OJECT NO(s) (please specify)
	SEE "DOCU YELLOW FO	MENT INTENDED FOR RM	R" ON	MUST H	AVE ONE	
3.	TITLE	· · · · · · · · · · · · · · · · · · ·	1			4. TITLE CLASSIFICATION
	UPPER CAS	E AND CLASSIFICA	TION LETTER	R IN ()		UPPER CASE
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	LAST AND	FIRST NAMES OF A	LL AUTHORS			LEAVE BLANK IF NOT KNOWN
7.	TITLE (IF KN	tended for publication in a jou	ANK)			le details: prox) DATE
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8.		ITY Classification of document	******************			
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	LIMITS OF AV	AILABILITY
14.	May document be given UNLIMITED distribution?	Yes (GO TO #18) No
	(i.e Is the document suitable for release to the general public patents pending may not be given Unlimited distribution).	:
15.	Why is distribution of the document LIMITED? Indicate below () classification () contains foreign defence information or information provided to DND in confidence by third parties (indicate information so provided, by whom, and	the reason(s). Attach separate sheet if necessary. () contains IP or militarily-critical technology which must be protected for exploitation within Canada or as part of an international agreement (specify details of the IP or technology and the country involved)
	restrictions mandated by third party)	() patent or agreement to license pending (give details)
	() contains references to classified reports	() contains proprietary material (state what is proprietary and to whom)
	() produced or distributed under auspices of international agency or agreement (specify) () contains information which could be embarrassing	() contains subjective analyses produced for informational purposes within DND or to a selected external audience (state sensitive material and to whom it must not be released)
	to Canada or allied countries (specify information and to whom it must not be released) () contains analyses of how countries have reacted in	() contains information which must not be released to industry (identify information and reason(s))
	the past, or may react in the future	() other (state reason, describe limitations, identify text)
16.	DOCUMENT AVAILABILITY To which ORGANIZATIONS may the document be released without further reference to the Document Review Panel (DRP)?	17. FOREIGN DISTRIBUTION To which COUNTRIES or INTERNATIONAL BODIES may the document be released without further reference to the DRP?
	(a) Defence departments and contractors OR	(a) Canada only (no foreign distribution) OR
	(b) Defence departments and Canadian contractors OR	(b) NATO countries
	(c) Government departments and agencies OR	(c) NATO agencies: HQ, SACLANT, STC, etc.
	(d) Defence departments OR	(d) TTCP countries
	(e) The following units	(e) Canada and the following countries/bodies:
	**************************************	······································
18.	DISTRIBUTION AUTHORITY (a) What agency may authorize further distribution by DSIS? (b) What other DND or other agencies have responsibility in material sponsor (Author WILL KNOW)	DREO/CRC ALWAYS tters discussed in the document?
	(c) Have the agencies agreed on classification, warning term and	distribution? Yes No
10	DOCUMENT ANNOUNCEMENT	(SEE ATTACHED EXAMPLE LETTER)
19.	(a) Full unlimited announcement (c) To gove	ay this document be announced? rnment departments and agencies (e) Unannounced defence departments
20.	FOREIGN ANNOUNCEMENT May DSIS announce this document outside Canada? Yes (It is recommended that "No" be selected with "No foreign distribu	Nontion", item 17a)
	AUTHORI	ZATION
21.	Record the meeting number and date of action of Establishment or	HQ Document Review Panel.
	DRP Meeting No.	Date
Appr	Chairman of Document Review Panel	
Encl	osures: Distribution List, etc. (sheet(s))	
	Copies for DSIS and distribution	,
FOR	M: DRPPR Rev. (06/88)	19.

SECURITY CLASSIFICATION OF FORM (highest classification of Title Abstract Keywords)

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DSAT 8020-1

5th June 1991

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Atten: Ms. J. Black, DEEM 5-?

Dear Ms. Black,

Re: Task No. 0417T: Classification and Distribution of Final Report

I would like your concurrence for our proposed classification and distribution of the final report for DEEM Task 0417T, "A Study of Space Qualification Specifications (U)". A copy of the draft report and distribution list is enclosed.

If you agree, please sign below and return this letter to me.

Yours sincerely,

Roger LeBlanc, Mgr./Milsatcom

I concur with the unclassified title, report classification "SECRET" and distribution proposed.

Jane Black, DEEM 5-?

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APPENDIX D

Annotated Bibliography

Blicq, Ron S. Writing Reports to get Results: Guidelines for the Computer Age. New York: IEEE Inc. 1987. CRC library call no. HF5719 B55 1987.

This excellent book on report writing by a Canadian author was sponsored by the IEEE Professional Communications Society.

Defence Research Establishment Ottawa. Publication Guidelines. October 1988.

Available through PMD or from the CRC library, this is an indispensable guide for all those working on the Defence Recoverable Program. Very thorough.

Dept. of the Secretary of State of Canada. *The Canadian Style*. Toronto, Dundurn Press, 1985. Call no. REF Z253 G85e 1985.

This style guide has particular relevance for the civil servant.

Institution of Electrical and Electronic Engineers

Information for IEEE Authors

A Supplement to Information for IEEE Authors

IEEE Recommended Practice for Units in Published Scientific and Technical Work

Available as a package from the IEEE. Invaluable reference material, particularly on SI units and symbols.

Messenger, W.E. and J. DeBruyn. *The Canadian Writer's Handbook*. 2nd ed. Scarborough, Ontario: Prentice-Hall, 1986. Call no. REF PE 1408 M48 1986

A highly recommended style guide emphasizing Canadian English usage, correct methods of quoting references and many other topics.

Treasury Board Canada. "Publishing." *Administrative Policy Manual*, Chapter 335, Dec. 1978

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