

Wounds Canada Style Guide

Updated: December 2024

GUIDELINES

Use Canadian spelling referencing *Oxford Canadian Dictionary of Current English*.

Use Vancouver Style, with minor exceptions, for References (see “References” below).

No full stops in personal initials or credentials, e.g., PhD

No serial commas, unless meaning is unclear without

Em dashes closed up to the text before and after

En dashes with no space in number ranges (*But* use “to” rather than en dash in ranges within body of article.) Use en dashes in article titles with space before and after.

Ellipses spaced out with spaces before and after. In quoted material, use three ellipsis points where material is elided mid-sentence; use a period plus three ellipsis points where material is elided at end of sentence.

Quotation marks: Use double quotes. Commas and full stops go inside the closing quote; colons and semi-colons go outside. Exclamation points and question marks go inside or outside depending on context (if part of the quote material they go inside). Use single quotes only inside double quotes.

Bulleted lists: Cap the first word of each list item. Use end punctuation only if list item is a full sentence.

Use numbered lists generally only where steps are involved—that is, the items have to be completed in a particular order. Otherwise, use bullets.

Use abbreviations – e.g., mL per kg – in both text and parentheses. Spell out in full only if obscure.

Do not capitalize job titles in body of articles.

Italics for emphasis (no boldface, underlining or all-caps)

In a sentence, place a parenthetical reference to a Figure, Table or Box *inside* the sentence’s end punctuation, e.g., (see Figure X).

Use plural and “they/their” rather than singular and he/his or she/hers unless referring to a specific individual who uses those pronouns.

Use hyphen if two of the same vowels are together: *re-entry* but *reposition*.

Allow use of we/you.

Organizations are singular (e.g., BCS Publishing is).

SI formatting for units. Insert space between number and unit, e.g., 50 mg.

Articles may include hyperlinks if appropriate and useful to the reader.

If a whole sentence is quoted then the final period goes inside the quotation mark. If a partial sentence is quoted then the period goes outside the quotation mark.

SPELLING

Aspirin

BC (British Columbia)

caregiver

centred not centered

cofactor

comorbidity

co-operate

co-ordinate

day-to-day activities

decision maker

diabetes care (no hyphen even when used as adjective)

dietitian

Dr.

e.g.,

email

et al.

evidence-based practice

first, second

foot care (no hyphen even when used as adjective)

frontline (as an adjective)

full-time

health care (hyphenated when in a compound phrase, e.g., health-care team)

home care (hyphenated when in a compound phrase, e.g., home-care nurse)

i.e.,

infrared

inner ear

inpatient

internet
judgement
line-up
long-term care
micro-organisms
multi-disciplinary
non-healable
offloading
online
on-site
periwound
policy maker
postoperative
practice (n), practise (v)
preventative (not preventive)
primary care (hyphenated when in a compound phrase, e.g., primary-care doctor)
professionalization
reassess
relearn
self-
staff (usually plural, but go with what sounds right)
ultraviolet
web, website
well-being
wound care (no hyphen even when used as adjective)

NUMBERS

Numbers spelled out to nine and figures used for 10 and above, except for large, rounded numbers, e.g., \$5 million.

Numbers over 1,000 take a comma.

Phone numbers: XXX-XXX-XXXX, ext. XXX or X-XXX-XXX-XXXX

Use % symbol rather than spelling out “per cent”

Use SI formatting for units.

Use dollar symbol (\$) rather than spelling out “dollars.”

FORMATTING

Boldface titles and subtitles, as well as Figure and Table heads.

Tag Section title [H-Section].

Tag main article title [H1] and subsequent subtitles in hierarchical order [H2], [H3], etc.

Turquoise highlighting: standard design elements, e.g., sidebar or callout

Yellow highlighting: instructions to other editors or designer as well as unclear or missing text

Sidebar or Box: Titles are title case without end punctuation

Figures: Bold for **Figure X:** or **Table X:** -- but no boldface for title, and no end punctuation

Permissions: Insert under Table or Figure, in italics, with end punctuation

REFERENCES

Use Vancouver Style (all subsequent edits will be made by our staff)

For authors' names, list last name then initials, no punctuation, e.g., Bassett KE, Rosenthal S.

No period in authors' initials

For articles, list up to 6 authors. If more, use “et al.”

DOI numbers should be included with links if available.

FOR JOURNALS ONLY

Article titles: all capitals: example: Pressure Injury Risk Assessment Tools: A Literature Review

No commas between name and credentials in articles: example: Andrea Moser MD MSc CCFP FCPC

Commas between the names of the article authors: example: Carol Ott MD FRCPC, Kennedy Ayoo MD, Andrea Moser MD MSc CCFP FCPC (COE) CMD and Giuseppe Papia MD MSc FRCSC FRSCS

