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CANADIAN GOVERNMENT PUBLICATIONS: A CITATION GUIDE

Since no uniform method exists for citing Canadian federal government documents, students often encounter great difficulties in trying to design suitable bibliographic references. Their efforts are most commonly foiled by the following two basic problems: information vital to locating a cited document is often omitted, while extraneous details unnecessarily clutter references. This guide is designed to help alleviate this confusion in citing Canadian federal government documents by outlining the type of information that should be included in a reference to ensure that it can be easily traced and by suggesting possibilities for organizing each reference.

The information included in this guide is based on citation manuals which focus on jurisdictions other than Canada, primarily Great Britain and the United States. The citation data and formats proposed in these manuals have been adapted to conform to the Canadian system of government and the peculiarities of Canadian government publishing.

The citation procedure illustrated in this guide should not be construed as the sole correct method for citing Canadian federal documents. It simply represents one approach to the problem. It must be remembered that in the same paper, citations to government publications should conform as much as possible to the citation style applied to non-government publications, and as a result some alterations to the government citations are inevitable.

In order to receive the greatest benefit from this guide, read it in its entirety before attempting to construct any citations. Study each example carefully for details of punctuation, spacing, capitalization, underlining, etc. Two examples are given for each title; the first illustrates the format for a reference in a bibliography, while the second illustrates a footnote reference. Occasionally, items of information drawn from the title page or cover of a document are highlighted if this information is thought to clarify the examples.

Table of contents

I. PUBLICATIONS OF DEPARTMENTS, AGENCIES, COMMISSIONS, ETC.	2
A. AUTHOR	2
B. TITLE	5
C. EDITION	7
D. SERIES	7
E. PLACE OF PUBLICATION AND PUBLISHER	8
F. DATE OF PUBLICATION	10
II. PARLIAMENTARY PUBLICATIONS	11
A. DEBATES (HOUSE OF COMMONS OR SENATE)	11
B. JOURNALS (HOUSE OF COMMONS OR SENATE)	11
C. VOTES AND PROCEEDINGS (HOUSE OF COMMONS)	12
D. MINUTES OF THE PROCEEDINGS (SENATE)	12
E. COMMITTEE PROCEEDINGS	12
F. SESSIONAL PAPERS	14
III. STATUTES, BILLS, REGULATIONS, AND TREATIES	14
A. STATUTES	14
B. BILLS	17
C. REGULATIONS	19
D. TREATIES	20
IV. PERIODICALS	21
A. GOVERNMENT BODY	21
B. VOLUME, ISSUE, AND DATE DESIGNATIONS	22
V. SPECIAL CATEGORIES OF PUBLICATIONS	23
A. CONFERENCE PROCEEDINGS	23
B. STATISTICS CANADA PUBLICATIONS	24
SELECTED BIBLIOGRAPHY	25

I. PUBLICATIONS OF DEPARTMENTS, AGENCIES, COMMISSIONS, ETC.

The information that is typically included in footnotes and bibliographies (author, title, publisher, etc.) should be drawn from the title page of a document. If insufficient information is provided on the title page, consult the verso of the title page, the cover, or any other aspect of the document as required to provide a complete reference.

A. AUTHOR

1. Jurisdiction

Begin each reference by supplying the jurisdiction, “Canada.”

Canada. National Energy Board. Canadian Energy Supply and Demand, 1980-2000. Ottawa : Min. of Supply and Services, 1981.

¹Canada., National Energy Board, Canadian Energy Supply and Demand, 1980-2000 (Ottawa : Min. of Supply and Services, 1981), p. 23.

2. Government body

The government body is the organization responsible for the content of the document. It is often referred to as the issuing body or corporate author. The government body may be a d ministry, board, agency, committee, commission, etc. Transcribe the name of the government body exactly as it appears on the title page, positioned after “Canada.” If the government body begins with “Department” or “Ministry”, use the abbreviations Dept. or Min., respectively.

Canada. Dept. of Finance. The Current Economic Situation and Prospects for the Canadian Economy in the Short and Medium Term. Ottawa: Dept. of Finance, 1981.

¹Canada, Dept. of Finance, The Current Economic Situation and Prospects for the Canadian Economy in the Short and Medium Term (Ottawa : Dept. of Finance, 1981), p. 17.

a) Government body begins with “Canada” or “Canadian”

When the name of the government body begins with the word “Canada” or “Canadian”, it is not necessary to supply the jurisdiction “Canada” preceding the government body.

Canada Council. The Individual, Language and Society in Canada. Edited by W.H. Coons, Donald M. Taylor, and Marc-Adélar d Tremblay. Ottawa: Canada Council, 1977.

¹Canada Council, The Individual, Language and Society in Canada, ed. W.H. Coons, Donald M. Taylor, and Marc-Adélar d Tremblay (Ottawa: Canada Council, 1977), p. 221.

b) Subdivisions of government body

Include any branches, divisions, or subdivisions of the government body as noted on the title page, in descending hierarchical order. If the hierarchy is not clear from the positioning of the various elements on the title page, consult one of the following sources for clarification:

Govt. Docs. no. Organization of the Government of Canada.
CAN/T8
07

Govt. Docs. no. Government of Canada Telephone Directory.
CAN/G6

G6

Canada. Consumer and Corporate Affairs Canada. Policy Coordination Bureau. Policy Research, Analysis and Liaison Directorate. Audio and Video Home Taping: Impact on Copyright Payments, by Jim Keon. Copyright Revision Studies. Ottawa : Min. of Supply and Services, 1982.

¹Canada, Consumer and Corporate Affairs Canada, Policy Coordination Bureau, Policy Research, Analysis and Liaison Directorate, Audio and Video Home Taping Impact on Copyright Payments, by Jim Keon, Copyright Revision Studies (Ottawa : Min of Supply and Services, 1982) , p. 49.

c) Government body vs. personal author

When the individual who authored the document is mentioned on the title page in addition to the corporate author or government body, the publication is still cited under the name of the government body. The personal author is transcribed after the title. It is seldom advisable to cite government publications under the name of the personal author.

Canadian Advisory Council on the Status of Women. Women and Unions, by Julie White. Ottawa : Min. of Supply and Services, 1980.

¹Canadian Advisory Council on the Status of Women, Women and Unions, by Julie White (Ottawa : Min. of Supply and Services, 1980), pp. 84-85.

d) Government body within title

When the name of the government body is incorporated into the title of the document, with draw it from the title and transpose it to its habitual position in a citation.

Title page information:

The Eighth Annual Report of the Canadian Transport Commission 1974.

Citation:

Canadian Transport Commission. Eighth Annual Report, 1974. Ottawa : Information Canada, 1975.

¹Canadian Transport Commission, Eighth Annual Report, 1974 (Ottawa: Information Canada, 1975), p. 14.

Title page information:

Report of the Royal Commission on the Status of Women.

Citation:

Canada. Royal Commission on the Status of Women. Report. Ottawa : Information Canada, 1970.

¹Canada, Royal Commission on the Status of Women, Report (Ottawa : Information Canada, 1970), p. 230.

e) Government body vs. administrator of government body

When the title page only indicates the name and position of a government administrator, rather than the name of the government body which he heads, supply the name of the government body for citation purposes.

Title page information:

Proposals for a Communications Policy for Canada / A Position Paper of the Government of Canada / The Honourable Gérard Pelletier / Minister of Communications.

Citation:

Canada. Dept. of Communications. Proposals for a Communications Policy for Canada: A Position Paper of the Government of Canada, by Gerard Pelletier. Ottawa: Information Canada, 1973.

¹Canada, Dept. of Communications, Proposals for a Communications Policy for Canada: A Position Paper of the Government of Canada, by G Pelletier (Ottawa: Information Canada, 1973), p. 8.

B. TITLE

Copy the title exactly as it appears on the document in terms of wording, and underline it. Follow rules on capitalization as outlined in any standard manual of style.

Canada. Economic Council of Canada. The Foreign Experience with Income Maintenance for the Elderly, by Harry Weitz. Ottawa : Min. of Supply and Services, 1979.

¹Canada, Economic Council of Canada, The Foreign Experience with Income Maintenance for the Elderly, by Harry Weitz (Ottawa : Min. of Supply and Services, 1979), p. 21.

Note: Although an article is not normally capitalized unless it is the first or last word in a title, it is capitalized when positioned immediately after a colon in a subtitle, as in the following example:

Canada. Task Force on Canadian Unity, A Time to Speak : The Views of the Public. Ottawa : Min. of Supply and Services, 1979.

¹Canada, Task Force on Canadian Unity, A Time to Speak : The Views of the Public (Ottawa : Min. of Supply and Services, 1979) , pp. 20-21.

1. Punctuation in title

Often a title and subtitle are printed on two separate lines on the title page of a document with no punctuation between them, the spacing serving as a substitute for punctuation. When such a title and subtitle are transcribed in a footnote or bibliography, however, the missing punctuation, usually a colon, must be supplied.

Title page information:

The Japanese Way
Contemporary Industrial Relations

Citation:

Canada. Labour Canada. The Japanese Way : contemporary Industrial Relations, by Charles J. Connaghan. Ottawa : Min. of Supply and Services, 1982.

¹Canada, Labour Canada, The Japanese Way : Contemporary Industrial Relations, by Charles J. Connaghan (Ottawa : Min. of Supply and Services, 1982), pp. 50-51.

2. Supplementary information to title

When important supplementary information is noted on the title page which relates to the title but is not strictly part of it, this information should be positioned following the title with out being underlined.

Canada. Dept. of National Health and Welfare. Fitness and Amateur Sport Directorate. Leisure in Canada. The Proceedings of the Montmorency Conference on Leisure, Montmorency, Quebec, September 2-6, 1969. Ottawa : Information Canada, 1973.

¹Canada, Dept. of National Health and Welfare, Fitness and Amateur Sport Directorate, Leisure in Canada, The Proceedings of the Montmorency Conference on Leisure, Montmorency, Quebec, September 2-6, 1969 (Ottawa : Information Canada, 1973), pp. 19-20.

Canada. Employment and Immigration Canada. Labour Market Development in the 1980s. A Report of the Task Force on Labour Market Development Prepared for the Minister of Employment and Immigration as a Contribution to a Process of Consultation with Provincial Governments and Organizations Representing Different Elements of the Private Sector. Ottawa : Min. of Supply and Services, 1981.

¹Canada, Employment and Immigration Canada, Labour Market Development in the 1980s, A Report of the Task Force on Labour Market Development Prepared for the Minister of Employment and Immigration as a Contribution to a Process of Consultation with Provincial Governments and Organizations Representing Different Elements of the Private Sector (Ottawa : Min. of Supply and Services, 1981), p. 19.

3. Government body within title

See I.A.2.d.

C. EDITION

If the edition is indicated on the publication, note it in the citation following the title. Abbreviate all elements in the edition statement.

Canada. Labour Canada. Women's Bureau. Legislation Relating to Working Women. 4th ed. Ottawa: Min. of Supply and Services, 1979.

¹Canada. Labour Canada, Women's Bureau, Legislation Relating to Working Women, 4th ed. (Ottawa: Min. of Supply and Services, 1979), p. 13.

Canada. Dept. of Agriculture. Publications, 1867-1974. 2d rev. ed. Ottawa: Information Canada, 1975.

¹Canada, Dept. of Agriculture, Publications, 1867-1974, 2d rev. ed. (Ottawa: Information Canada, 1975), p. 2.

D. SERIES

A series is a group of publications each one of which has an individual title and in addition a collective title which applies to the entire group. A series may be numbered or unnumbered. If a document is part of a numbered series, include the number in the citation, separated by a comma from the name of the series. Note that the series name is not underlined.

1. Numbered series

Canada. Indian and Northern Affairs Canada. Parks Canada. National Historic Parks and Sites Branch. The Ceramics of Lower Fort Garry: Operations 1 to 31, by Lynne Sussman. History and Archaeology, 24. Ottawa: Min. of Supply and Services, 1979.

¹Canada, Indian and Northern Affairs Canada, Parks Canada, National Historic Parks and Sites Branch, The Ceramics of Lower Fort Garry Operations: 1 to 31, by Lynne Sussman, History and Archaeology, 24 (Ottawa: Min. of Supply and Services, 1979), p. 191.

2. Unnumbered series

Canada. Law Reform Commission of Canada. Unemployment Insurance Benefits: A Study of Administrative Procedure in the Unemployment Insurance Commission, by Pierre Issalys and Gaylord Watkins. Administrative Law Series. Ottawa: Min. of Supply and Services, 1977.

¹Canada, Law Reform Commission of Canada, Unemployment Insurance Benefits: A Study of Administrative Procedure in the Unemployment Insurance Commission, by Pierre Issalys and Gaylord Watkins, Administrative Law Series (Ottawa : Min. of Supply and Services, 1977), p. 101.

3. Multiple series

If one publication is part of two- different series, record both series in the citation, separated by a semi-colon.

Canada. Environment Canada. Inland Waters Directorate. National Hydrology Research Institute. A Practical Method of Estimating Peak from Mean Daily Flows with Applications to Streams in Ontario, by B.P. Sangal. NHRI Paper, no. 16; IWD Technical Bulletin, no. 122. Ottawa: Min of Supply and Services, 1981.

¹Canada, Environment Canada, Inland Waters Directorate, National Hydrology Research Institute, A Practical Method of Estimating Peak from Mean Daily Flows with Applications to Streams in Ontario, by B.P. Sangal, NHRI Paper, no. 16; IWD Technical Bulletin, no. 122 (Ottawa: Min. of Supply and Services, 1981), pp. 7-8.

E. PLACE OF PUBLICATION AND PUBLISHER

Over the years, the responsibility for printing and distributing Canadian federal government publications has fallen to the government bodies listed below. Although they are not strictly speaking “publishers of the government documents which bear their imprint, they assume the position in a citation that the publisher would normally hold. If the name of one of the following government bodies appears on a publication, usually on the verso of the title page or on the title page, treat it as the publisher and transcribe it after “Ottawa” whether or not the name of the city is actually printed on the document. Abbreviate Minister of Supply and Services as Mm. of Supply and Services.

Note: In a citation, use the format given in the left-hand column, even if the document bears one of the variant forms listed in the right-hand column.

FORM FOR CITATION	VARIANTS
Min. of Supply and Services	Minister of Supply and Services Canada Supply and Services Canada
Information Canada	
Queen’s Printer	Queen Printer and Controller of Stationery Queen’s Printer for Canada

King's Printer	Printer to the King's Most Excellent Majesty Law Printer to the King's Most Excellent Majesty Printer to the King's Most Excellent Majesty and Controller of Stationery
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Title page information:

Printer to the King's Most Excellent Majesty.

Citation:

Canada. Dept. of Mines and Resources. Indian Affairs Branch. Census of Indians in Canada, 1939. Ottawa : King's Printer, 1940,

¹Canada, Dept. of Mines and Resources, Indian Affairs Branch, Census of Indians in Canada, 1939 (Ottawa : King's Printer, 1940), p. 18.

1. Issuing body as publisher

If there is no evidence anywhere on the publication of one of the government printing and distributing bodies mentioned above, repeat the government body which issued the document as the publisher, omitting any of its subdivisions. If the city is not noted on the publication, supply "Ottawa" as the place of publication as-long as the agency is known to be based there.

Canada. Dept. of the Environment. Fisheries and Marine Service. Marine Environmental Data Service. Time Series of Oceanographic Bottle Stations along ICNAF Standard Sections, by Jean Gagnon. Ottawa : Dept. of the Environment, 1977.

¹Canada, Dept. of the Environment, Fisheries and Marine Service, Marine Environmental Data Service, Time Series of Oceanographic Bottle Stations along ICNAF Standard Sections, by Jean Gagnon (Ottawa Dept. of the Environment, 1977), p. 83.

2. Issuing body as publisher, abbreviated

If the issuing body of the document is repeated as the publisher, and if it has a commonly recognized abbreviation frequently used in its publications, use the abbreviated form in the publisher statement.

Canada Mortgage and Housing Corporation. Annual Report, 1980. Ottawa : CMHC, [1981].

¹Canada Mortgage and Housing Corporation, Annual Report, 1980 (Ottawa : CMHC, [1981]), p. 34.

3. Joint publication of government and commercial publisher

Occasionally, publications are issued jointly by the government and a commercial publisher. In such cases, transcribe the city, publisher and date of each, placing the government publishing data first in the citation.

Canada. Dept. of the Secretary of State. Encore : Recycling Public Buildings for the Arts, by Harold Kalman, Keith Wagland, and Robert Bailey. Ottawa : Min. of Supply and Services, 1980; Don Mills, Ont: Corpus, 1980.

¹Canada, Dept. of the Secretary of State, Encore : Recycling Public Buildings for the Arts, by Harold Kalman, Keith Wagland, and Robert Bailey (Ottawa : Min of Supply and Services, 1980); Don Mills, Ont. : Corpus, 1980), pp. 201-202.

F. DATE OF PUBLICATION

Use the copyright date as the date of publication. If there is more than one copyright date indicated, prefer the most recent.

Disregard dates that simply refer to a reprinting or reimpression of the publication by the same body that originally issued it.

1. Date supplied from external source

When no date is indicated on a publication, but it can be determined from an external source such as the library's card catalogue or a bibliography, place the date in square brackets in a citation.

Canada Council. Doctoral Fellows - What Happens? Report of a Follow-Up Study of 1968-69 Canada Council Doctoral Fellows, by René H. Lemieux. Ottawa: Canada Council, [1976].

¹Canada Council, Doctoral Fellows - What Happens? Report of a Follow-Up Study of 1968-69 Canada Council Doctoral Fellows, by René H. Lemieux (Ottawa: Canada Council, [1976]), p. 11.

2. No date

If the date cannot be determined by any means, use the abbreviation n.d., meaning no date.

Canada. Consumer and Corporate Affairs Canada. Background Papers for the Bankruptcy and Insolvency Bill (1978). Ottawa: Consumer and Corporate Affairs Canada, n.d.

¹Canada, Consumer and Corporate Affairs Canada, Background Papers for the Bankruptcy and Insolvency Bill (1978) (Ottawa: Consumer and Corporate Affairs Canada, n.d.), p. 11.

II. PARLIAMENTARY PUBLICATIONS

This section deals with the techniques used in citing Debates, Journals, Votes and Proceedings, Minutes of the Proceedings Parliamentary Committee Proceedings and Sessional Papers. Citations to all of the above-noted types of publications, with the exception of Joint Committee Proceedings and Sessional Papers share the same initial elements, namely “Canada. Parliament.” followed by either “House of Commons” or “Senate” as the situation dictates. The remaining citation characteristics for each category of parliamentary publications are illustrated in the following examples:

A. DEBATES (HOUSE OF COMMONS OR SENATE)

1. Bound volumes

Canada. Parliament. House of Commons. Debates, 30th Parl., 2d sess., vol. 3 (1976-77).

¹Canada, Parliament, House of Commons, Debates, 30th Parl., 2d sess., 3 (1976-77) : 2978-2979.

2. One bound volume per session

Often the Senate Debates for a particular session consist of a single volume. Such volumes are cited as follows:

Canada. Parliament. Senate. Debates, 31st Parl., 1st sess. , 1979.

¹Canada, Parliament, Senate, Debates, 31st Parl., 1st sess., 1979, pp. 214-215.

3. Daily edition

Canada. Parliament. House of Commons. Debates [Daily Edition], 32d Parl., 1st sess., November 13, 1981.

¹Canada, Parliament, House of Commons, Debates [Daily Edition], 32d Parl., 1st sess., November 13, 1981, p. 12737.

B. JOURNALS (HOUSE OF COMMONS OR SENATE)

Canada. Parliament. House of Commons. Journals, 30th Parl., 4th sess., 1978-1979.

¹Canada, Parliament, House of Commons, Journals, 30th Parl., 4th sess., 1978-1979, pp. 393-394.

C. VOTES AND PROCEEDINGS (HOUSE OF COMMONS)

Canada. Parliament. House of Commons. Votes and Proceedings, 32d Parl., 1st sess., no. 234, October 14, 1981.

¹Canada, Parliament, House of Commons, Votes and Proceedings, 32d Parl., 1st sess., no. 234, October 14, 1981, pp. 3257-3258.

D. MINUTES OF THE PROCEEDINGS (SENATE)

Canada. Parliament. Senate. Minutes of the Proceedings, no. 227, June 30, 1982.

¹Canada, Parliament, Senate, Minutes of the Proceedings, no. 227, June 30, 1982, p. 2317.

E. COMMITTEE PROCEEDINGS

1. House of Commons or Senate

On the title page of most committee proceedings, the name of the committee is incorporated into the title. Withdraw the name of the committee from the title and position it after “House of Commons” or “Senate” in the citation.

Note that although committee proceedings of a single parliamentary session may be bound in several volumes, the volume number is not included in a citation. Rather it is the issue number that is cited, since each issue is paged separately.

Title page information:

Minutes of Proceedings and Evidence of the Standing Committee on National Resources and Public Works.

Citation:

Canada. Parliament. House of Commons. Standing Committee on National Resources and Public Works. Minutes of Proceedings and Evidence, 30th Parl., 1st sess., issue 65 (1976).

¹Canada, Parliament, House of Commons, Standing Committee on National Resources and Public Works, Minutes of Proceedings and Evidence, 30th Parl., 1st sess., issue 65 (1976) : 20-24.

Title page information:

Proceedings of the Special Committee of the Senate on Science Policy.

Citation:

Canada. Parliament. Senate. Special Committee on Science Policy. Proceedings, 30th Parl., 2d sess., issue 4A (1977).

¹Canada, Parliament, Senate, Special Committee on Science Policy, Proceedings, 30th Parl., 2d sess., issue 4A (1977) : 20-21.

2. Joint committee proceedings

Committees composed of members of both the House of Commons and the Senate are known as Joint Committees. Citations to the proceedings of such committees begin with the elements “Canada. Parliament.” followed by the exact name of the Joint Committee. The terms “House of Commons” and “Senate” are never included in a citation to the proceedings of a Joint Committee.

Title page information:

Minutes of Proceedings and Evidence of the Special Joint Committee of the Senate and the House of Commons on the Constitution of Canada.

Citation:

Canada. Parliament. Special Joint Committee on the Constitution of Canada. Minutes of Proceedings and Evidence, 30th Parl., 3d sess., issue 2 (1978).

¹Canada, Parliament, Special Joint Committee on the Constitution of Canada, Minutes of Proceedings and Evidence, 30th Parl., 3d sess., issue 2 (1978): 44.

Title page information:

Minutes of Proceedings and Evidence of the Standing Joint Committee on Regulations and other Statutory Instruments.

Citation:

Canada. Parliament. Standing Joint Committee on Regulations and other Statutory Instruments. Minutes of Proceedings and Evidence, 30th Parl., 4th sess., issue 14 (1979).

¹Canada, Parliament, Standing Joint Committee on Regulations and other Statutory Instruments, Minutes of Proceedings and Evidence, 30th Parl., 4th sess., issue 14 (1979) : 22.

F. SESSIONAL PAPERS

Between 1867 and 1925, many reports of government commissions and departments that were tabled in Parliament were printed in the series *Sessional Papers of the Dominion of Canada*. When citing this series, be certain to include the year or inclusive years as marked on the binding of the sessional paper volume as part of the series title. If the title of the sessional paper is noted in the body of the paper, it is not necessary to repeat it in the footnote citation.

Canada. Parliament. *Sessional Papers, 1915*. Paper no. 22, “List of Shipping Issued by Department of Marines and Fisheries Being a List of Vessels on the Registry Books of the Dominion of Canada on the 31st Day of December 1914.”

¹Canada, Parliament, *Sessional Papers, 1915*. Paper no. 22, “List of Shipping Issued by Department of Marines and Fisheries Being a List of Vessels on the Registry Books of the Dominion of Canada on the 31st Day of December 1914,” pp. 204-205.

or

¹Canada, Parliament, *Sessional Papers, 1915*, Paper no. 22, pp. 204-205.

III. STATUTES, BILLS, REGULATIONS, AND TREATIES

The rules which follow are designed to provide very general guidance in citing Canadian legislation and treaties. They are directed at the student who wishes to cite such documents within the context of a term paper in the social sciences. Writers of legal documents will no doubt prefer to consult one of the legal citation guides aimed at the specialist, some of which are noted in the bibliography appended to this guide.

A. STATUTES

Statutes are cited much more often in footnotes than in bibliographies. The instructions which follow, therefore, concentrate on the citation format for footnotes. Brief instructions for citing federal acts in a bibliography are presented in section III.A.5.

All statute citations should include the following information: short title (if available), name of the series of statutes in abbreviated form, year, and chapter. References to sections and sub sections are also included in citations as required.

1. Short title

In many acts, a short title is prescribed in addition to the full title. When a short title exists, it is usually set forth in section one of the act. Always prefer the short title for citation purposes.

Long title: An Act to Impose a Charge on the Export of Crude Oil and certain Petroleum Products to Provide Compensation for certain Petroleum Costs, and to Regulate the Price of Canadian crude Oil and Natural Gas in Interprovincial and Export Trade.

Short title: Petroleum Administration Act.

Citation:

¹Petroleum Administration Act, S.C. 1974-75-76, c.47.

Long title: An Act Respecting Unemployment Insurance in Canada.

Short title: Unemployment Insurance Act, 1971.

Citation:

¹Unemployment Insurance Act, 1971, S.C. 1970-71-72, c. 48.

2. Title given within text of paper

When the title of the act being cited is given within the text of the paper, it is not necessary to repeat the title in the citation. If, for example, the titles of the acts noted above had been included in the text, the citations would then appear as follows:

¹S.C. 1974-75-76, c.47.

²S.C. 1970-71-72, c.48.

3. Statute series and year

Canadian federal statutes are published on a sessional basis in the Statutes of Canada (abbreviated as S.C.), and are cumulated periodically in the Revised Statutes of Canada (abbreviated as R.S.C.). The abbreviated form is always used in citations, followed directly by the year or span of years printed on the spine of the volume.

¹Penitentiaries Act, R.S.C. 1970, c.P-6.

²Air Canada Act, 1977, S.C. 1977-78, c.5.

³Postal Services Continuation Act, S.C. 1978-79, c.1.

Note: Two supplement volumes accompany the Revised Statutes of Canada 1970. Acts in these volumes are cited as follows:

¹Canada Water Act, R.S.C. 1970 (1st Supp.), c.5.

²Bail Reform Act, R.S.C. 1970 (2d Supp.), c.2.

4. Chapter and section

The final elements in a citation to federal legislation represent the chapter number of the statute volume and the specific section or sections within the chapter if necessary. If further precision is required, reference can be made to subsections. The number of the sub section is placed in parentheses immediately following the section number. The following abbreviations are employed:

chapter - c.

section - s.

sections - ss.

Examples:

¹Railway Act, R.S.C. 1970, c.R-2, ss.11-12.

²Territorial Supreme Courts Act, S.C. 1972, c.17, s.3.

³Fishing and Recreational Harbours Act, S.C. 1977-78, c.30, s.5(4).

5. Statute citations in bibliographies

Citations of acts in a bibliography duplicate the footnote format with the following exceptions:

- a. They are preceded by “Canada.”
- b. The title of the act is never excluded.
- c. Section and subsection numbers are omitted.

Examples:

Canada. Unemployment Insurance Act, 1971, S.C. 1970-71-72, c.48.

Canada. Penitentiaries Act, R.S.C. 1970, c.P-6.

Canada. Bail Reform Act, R.S.C. 1970 (2d Supp.), c.2.

Canada. Fishing and Recreational Harbours Act, S.C. 1977-78, c.30.

6. Office consolidations

The government occasionally issues updated versions of individual acts which are known as office consolidations. These special compilations which incorporate the act and its amendments, and in some cases regulations, are meant to serve as convenient reference tools, but have no

official sanction. On the title page of office consolidations, the Revised Statutes of Canada is often abbreviated as R.S., and references to the sessional statute volumes are not prefaced - by S.C. However, in citations to office consolidations, the complete format as outlined in the previous sections should be used.

Title page information:

Office Consolidation / Indian Act / R.S., c.I-6 / amended by c.10 (2nd Supp.) / 1974-75-76, c.48.

Citation:

¹Indian Act, R.S.C. 1970, c.I-6, amended by R.S.C. 1970 (2d Supp.), c.10; S.C. 1974-75-76, c.48, Office Consolidation.

Title page information:

Office Consolidation / Citizenship Act / 1974-75-76, c.108 / amended by 1976-77, c.52 / 1977-78, c.22 / Citizenship Regulations / made by P.C. 1977-218 / amended by P.C. 1979-95.

Citation:

¹Citizenship Act, S.C. 1974-75-76, c.108, amended by S.C. 1976-77, c.52; S.C. 1977-78, c.22. Citizenship Regulations, P.C. 1977-218, amended by P.C. 1979-95, Office Consolidation.

B. BILLS

As is the case with federal acts, bills are most often cited in footnotes. The following rules, therefore, concentrate on the citation format for footnotes, with the exception of section III.B.7 which details how to cite bills in a bibliography.

1. Short title

If a short title is set forth in section one of the bill, use this form of the title in citations.

Long title: An Act to Establish the Canada Post Corporation, to Repeal the Post Office Act and other Related Acts and to Make Related Amendments to other Acts.

Short title: Canada Post Corporation Act..

Citation:

¹Canada Post Corporation Act, Bill C-42, As Passed April 14, 1981 (Canada, 32d Parl., 1st sess.)

2. Title given within text of paper

When the title of the bill being cited is given within the text of the paper, it is not necessary to repeat the title in the citation. If, for example, the title of the bill noted above had been included in the text, the citation would appear as follows:

¹Bill C-42, As Passed April 14, 1981 (Canada, 32d Parl., 1st sess.)

3. Bill number

Transcribe the bill number immediately following the title. Bills which originate in the House of Commons bear numbers that are prefaced by the letter “C” while bills which originate in the Senate are prefaced by “S”.

¹Canada-Germany Tax Agreement Act, 1982, Bill S-24, As Passed July 7, 1982 (Canada, 32d Parl., 1st sess.)

²An Act to Amend the Canada Student Loans Act, Bill C-55, First Reading, January 20, 1981 (Canada, 32d Parl., 1st sess.)

4. First reading / As passed

When a bill is introduced in Parliament, its printed form bears the phrase “First Reading” on the cover, followed by the date on which first reading took place. Once a bill passes, it is printed in its final format, with the phrase “As Passed” on the cover, followed by the date of passage. Since many changes in the text can conceivably take place between first reading and the final passage of a bill, it is essential to specify in a citation which version of the bill was consulted. This information is transcribed following the bill number.

On cover: As passed by the House of Commons June 30, 1981.

Citation:

¹Canadian Home Insulation Program Act, Bill C-75, As Passed June 30, 1981 (Canada, 32d Parl., 1st sess.)

On cover: First reading, May 2, 1980.

Citation:

²Atomic Energy Control Act, 1980, Bill C-218, First Reading, May 2, 1980 (Canada, 32d Parl., 1st sess.)

5. Jurisdiction, Parliament, session

In parentheses, indicate the jurisdiction “Canada,” the number of the Parliament and the number of the session. This information is provided on the cover of all bills.

¹Bankruptcy Act, 1975, Bill C-60, First Reading, May 5, 1975 (Canada, 30th Parl., 1st sess.)

6. Section, subsection

When it is necessary to cite a specific section of a bill, place this element last in a citation. Use the abbreviation “s.” for section or “ss.” for sections. Subsection numbers are placed in parentheses immediately following section numbers:

¹Energy Security Act, 1982, Bill C-94, First Reading, February 26, 1982 (Canada, 32d Parl., 1st Sess.), ss. 22

²Banks and Banking Law Revision Act, Bill C-6, As Passed November 19, 1980 (Canada, 32d Parl., 1st sess.), s. 44(2).

7. Bill citations in bibliographies

Citations of bills in a bibliography duplicate the footnote format with the following exceptions:

- a. The jurisdiction is placed at the beginning of the citation.
- b. The title of the bill is never excluded.
- c. Section and subsection numbers are omitted.

Example:

Canada. Energy Security Act, 1982, Bill C-94, First Reading, February 26, 1982 (32d Parl., 1st sess.)

C. REGULATIONS

Federal regulations are printed in two different government sources, the Canada Gazette, Part II and the Consolidated Regulations of Canada, 1978. Citation formats for the two sources differ greatly.

The examples which follow illustrate the citation format for footnotes only since, as is the case with federal acts and bills, regulations are cited almost exclusively in footnotes.

1. Consolidated Regulations of Canada, 1978

Begin the citation with the title of the regulations, opting for the short title if one is set forth in section one. Follow it by the abbreviation C.R.C.1978, the volume, chapter, section and subsection numbers:

¹Cable Television Regulations, C.R.C.1978, vol. 4, c.374, s.19(1).

2. Canada Gazette, Part II

The first citation element consists of the title of the regulations. Use the short title if one is provided. Follow the title by the order-in-council number (the number prefaced by P.c.) and the date. Be sure to transcribe the date that is printed directly beside the order-in-council number, rather than any other date printed on the page. The next element is the regulation number. It consists of the letters SOR, which stand for Statutory Orders and Regulations, combined with the last two digits of the year and the registration number of the regulation in the Privy council Office. For example, SOR/79-2 refers to the second regulation registered in the Privy council Office in 1979. References to sections, subsections, etc. follow this information.

The remainder of the citation pinpoints the volume, number, page and date of the Canada Gazette, Part II where the regulation is printed:

¹Dangerous Goods Shipping Regulations, P.C.1981-3287, 19 November, 1981, SOR/81-951, s.2, Canada Gazette, Part II, vol.115, no. 23, p. 3525, December 9, 1981.

D. TREATIES

The Treaty Series contains the texts of treaties, agreements, and notes to which Canada is a signatory. In a citation to the Treaty Series, the title of the treaty is transcribed immediately following the jurisdiction and is underlined. The subsequent citation element is the series title. Note that the year is included as an intrinsic part of the series title (i.e. Treaty Series, 1972). After the series title, the treaty number is indicated followed by the exact date of Canada's signature. Publication data is not required in a citation to the Treaty Series.

Canada. Economic Cooperation Agreement between Canada and the Republic of Cuba. Treaty Series, 1975, no. 9, March 18, 1975.

¹Canada, Economic Cooperation Agreement between Canada and the Republic of Cuba, Treaty Series, 1975, no. 9, March 18, 1975, p. 5.

IV. PERIODICALS

Periodicals are publications that are issued at regular intervals (weekly, quarterly, bi-monthly, etc.) and usually consist of separate articles, often by named authors. Periodicals issued by the federal government are cited similarly to non-government periodicals except for the insertion of the government body responsible for the publication following the title. Note that it is not customary to indicate place of publication or publisher when citing a periodical.

A. GOVERNMENT BODY

Insert the name of the government body which issues the periodical in parentheses following the title. It is unnecessary to supply the jurisdiction “Canada” before the government body if either the word “Canada” or “Canadian” forms an inherent part of the name of the government body. Omit any subdivisions of the government body that may be indicated on the title page.

“The Commonwealth Agricultural Policy.” Agriculture Abroad (Agriculture Canada) 37 (February 1982): 40-49.

¹“The Commonwealth Agricultural Policy,” Agriculture Abroad (Agriculture Canada) 37 (February 1982) : 40.

Jack, B.J. “The Story of Chief Anahim.” Tawow (Canada. Dept. of Indian Affairs and Northern Development) 2 (Spring 1971): 28-29.

¹B.J. Jack, “The Story of Chief Anahim, Tawow (Canada. Dept. of Indian Affairs and Northern Development) 2 (Spring 1971) : 28.

1. Government body and jurisdiction named within title

If both the jurisdiction and the government body are named within the title of the periodical, they need not be repeated in parentheses following the title.

“Various Measures of Average Earnings Per Worker and Their Relative Growth Rates.” Bank of Canada Review, May 1982, pp. 20-37.

¹“Various Measures of Average Earnings Per Worker and Their Relative Growth Rates.” Bank of Canada Review, May 1982, pp. 20-37.

2. Government body named within title

In situations where the government body is included within the title of the periodical, but not the jurisdiction, supply the jurisdiction in parentheses following the title,

“Mass Deacidification at the NL.” National Library News (Canada) 14 (March-April 1982) : 1-3.

¹“Mass Deacidification at the NL,” National Library News (Canada) 14 (March-April 1982): 1.

B. VOLUME, ISSUE, AND DATE DESIGNATIONS.

1. Date designation only

If the various issues of a periodical are distinguished by date only, with no volume or issue number indicated, the exact date is transcribed following the government body. Note that when no volume number is included in a citation, the abbreviations p. or pp. precede the page designations.

Neuchterlein, Donald E. “An American Looks at Canada.” International Perspectives (Canada. Dept. of External Affairs) July/August 1978, pp. 31-35.

¹Donald E. Neuchterlein, “An American Looks at Canada,” International Perspectives (Canada. Dept. of External Affairs) July/August 1978, p. 31.

2. Designation by volume, issue number, and month or season

When each issue of a periodical is designated by volume, issue number, and month or season, it is only necessary to transcribe the volume number and the month or season in a citation.

Title page information:

Vol. 5, no. 2, Spring 1982

Citation:

Ryback, Stephen. “Canada’s Giant Log Transporters.” Transpo 82 (Transport Canada) 5 (Spring 1982) : 11-13.

¹Ryback, Stephen, “Canada’s Giant Log Transporters,” Transpo 82 (Transport Canada) 5 (Spring 1982) : 11-13.

3. Designation by volume and issue number, each issue paged separately

Title page information:

Vol. 14, no. 1, 1982.

Citation:

Atkinson, William, "Canadarm : Summa Cum Laude." Science Dimension (National Research Council Canada) 14, no. 1 (1982) : 4-10.

¹William Atkinson, "Canadarm Summa Cum Laude," Science Dimension (National Research Council Canada) 14, no. 1 (1982) : 4.

4. Designation by volume and issue number, continuous pagination throughout volume

Title page information:

Vol. 43, no. 8, 1965.

Citation:

Boyce, H.R., and Foott, W.H. "Insects of the Season in Southwestern Ontario, 1965." The Canadian Insect Pest Review (Canada. Dept. of Agriculture) 43 (1965) : 213-215.

¹H.R. Boyce and W.H. Foott, "Insects of the Season in Southwestern Ontario, 1965," The Canadian Insect Pest Review (Canada. Dept. of Agriculture) 43 (1965): 213.

V. SPECIAL CATEGORIES OF PUBLICATIONS

A. CONFERENCE PROCEEDINGS

When the proceedings of a conference are published, and the issuing body is noted on the publication, cite the proceedings as indicated in section I.B.2. However, if there is no indication of an issuing body, enter it under the name of the conference, followed by the city in which it was held and the date or inclusive dates of the conference. If publication data is available, transcribe it following the title.

Federal-Provincial Conference of First Ministers on the Economy, Ottawa, February 1982. Joint Provincial Statement on Fiscal Arrangements.

¹Federal-Provincial Conference of First Ministers on the Economy, Ottawa, February, 1982, Joint Provincial Statement on Fiscal Arrangements, p.2.

Constitutional Conference, Victoria, June 14, 1971. Proceedings. Ottawa: Information Canada, 1971.

¹Constitutional Conference, Victoria, June 14, 1971, Proceedings. (Ottawa: Information Canada, 1971), pp. 54-55.

B. STATISTICS CANADA PUBLICATIONS

1. Period of coverage

Include the period of coverage as part of the title. The period of coverage is usually indicated directly below the title on any Statistics Canada publication.

Canada. Statistics Canada. Vital Statistics, October-December 1981. Catalogue no. 84-001. Ottawa : Min. of Supply and Services, 1982.

¹Canada, Statistics Canada, Vital Statistics, October-December 1981, Catalogue no. 84-001 (Ottawa : Min. of Supply and Services, 1982), p. 10.

2. Catalogue number

Each Statistics Canada serial publication bears a five digit catalogue number. This number usually appears on the cover of the document in the upper left-hand corner. In a citation, transcribe the catalogue number immediately following the title. Many Statistics Canada publications bear volume and issue numbers, but it is unnecessary to include these elements in a citation as long as the date and the catalogue number are cited.

Canada. Statistics Canada. Prices Division. The Consumer Price Index, May 1982. Catalogue no. 62-001. Ottawa: Min. of Supply and Services, 1982.

¹Canada, Statistics Canada, Prices Division, The Consumer Price Index, May 1982, Catalogue no. 62-001 (Ottawa: Min. of Supply and Services, 1982) , p. 26.

3. Census publications

Census publications are cited similarly to other documents issued by Statistics Canada. All citations must identify the publication title followed by its catalogue number. This information is positioned immediately after the identification of the census. However, when a census publication indicates a volume number and volume title in addition to the publication title and catalogue number, the information regarding the volume is positioned first in the citation.

Canada. Statistics Canada. 1976 Census of Canada. Vol. 6, Census Tracts. Population and Housing Characteristics: Montreal, Catalogue no. 95-811. Ottawa : Min. of Supply and Services, 1978.

¹Canada, Statistics Canada, 1976 Census of Canada, vol. 6, Census Tracts, Population and Housing Characteristics: Montreal, Catalogue no. 95-811 (Ottawa: Min. of Supply and Services, 1978), p. 8.

Canada. Statistics Canada. 1981 Census of Canada. Agriculture: Newfoundland, Catalogue no. 96-902. Ottawa : Min. of Supply and Services, 1982.

¹Canada, Statistics Canada, 1981 Census of Canada, Agriculture: Newfoundland, Catalogue no. 96-902 (Ottawa: Min. of Supply and Services, 1982), p. 17-21.

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PN171 F56 S9 (Government Information & McLennan Ref.)

Canada. Public Archives of Canada. Suggestions for the Citation of Archival Documents at the Public Archives of Canada. Compiled by Terry Cook. Ottawa: Min. of Supply and Services, 1982.

LB2369 G53 2003 (McLennan Ref.)

Modern Language Association of America. MLA Handbook for Writers of Research Papers. New York: Modern Language Association of America, 2003.

LB2369 T8 1996 (McLennan Ref.)

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. 6th ed. Chicago: University of Chicago Press, 1996.

KE265 Y63 2004 (Nahum Gelber Law Library)

Iosipescu, Michael J. Legal Writing and Research Manual. 6th ed. Markham, ON: LexisNexis Butterworths, 2004.

Compiled by: Phyllis Rudin
1983

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Updated: July 22, 2005

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