CJILS Copyediting and Layout Manual

Philippe Mongeon

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Table of contents

Introduction

Welcome to the official guide for supporting the copyediting process of manuscripts submitted to the *Canadian Journal of Information and Library Science (CJILS)*. This resource is designed to assist the journal editors, managers, and copyeditors editors in preparing CJILS articles for publication—ensuring clarity, consistency, and compliance with journal style.

Whether you're a seasoned language professional or newly joining the CJILS editorial workflow, this guide provides step-by-step instructions, templates, checklists, and formatting support tailored to the specific needs of our journal.

Contents

Section 1. Copyediting Process and Tools

- Overview
- Open Journal System (OJS)
- Overleaf
- Checklist

Section 2. LaTeX guide

- Header
- Title Page
- Main Text
- Figures
- Tables
- References
- Appendices

Part I

Copyediting Process and Tools

Overview

Introduction

Manuscript submission

Peer-review

Copyediting

Accepting an invitation to copyedit a manuscript

Accessing the

#

Production

Publication

Open Journal System

This is a Quarto book.

To learn more about Quarto books visit https://quarto.org/docs/books.

```
1 + 1
```

```
[1] 2
```

Overleaf

Upcoming....

Checklist

Upcoming...

Part II

LaTeX

Header

First page header

The first page header contains the following information

- The journal title in both language and capitalized (should already be in the template).
- The volume number
- The issue number
- DOI
- Document type

```
\journal{\scriptsize{The Canadian Journal of Information and Library Science - La Revue canad
\volume{\scriptsize{Vol. vv, No. i (yyyy)
\\
DOI: 10.5206/cjils-rcsib.v--i-.-----
\\
\textbf{\textit{Conference paper}}}}} % Document type
```

test ### Document type

Running Head

Odd Pages

gfsdfgd

```
\shorttitle{CJILS/RCSIB Vol. 47, No. 2 (2024). DOI: 10.5206/cjils-rcsib.v-i--.--}
```

Even Pages

gdfg

```
\leftheader{Lastname and Lastname}
```

test

Summary

Title page

Title

Abstract

Keywords

Authors

ORCID

Affiliations

Authors with Multiple Affiliations

Corresponding Author

Main text

Overview

Sections

Paragraphs

Lists

Bullet points

Numbered lists

Spacing between list items

Footnotes

Citations

Quotes

Short quotes

Long quotes

Hyperlinks

Spelling

Figures

Upcoming...

Tables

One vs two column tables

Single Column Table

```
\begin{table}
  \begin{tabular}
  \end{tabular}
\end{table}
```

Two-Column Table

```
\begin{table*}
  \begin{tabularx}
  \end{tabularx}
\end{table*}
```

Long Tables

single column

Two column

```
\begin{table*}
  \begin{longtable}
  \end{longtable}
\end{table*}
```

Table Position

LaTeX will not always put your table exactly where you placed it in the text due to its internal layout rules. **If** the default position is not ideal, you can attempt giving LaTeX some instructions to better position the table.

If you're happy with the table placement, you don't have to do anything.

Specifiers

Specifier	Meaning
h	Place the table **here**, roughly at the current location
t	Place the table at the **top** of the page
b	Place the table at the **bottom** of the page
p	Place the table on a **separate page** for floats only
!	Override LaTeX's internal float placement rules
H	Place the table **exactly here** (requires `float` package)

Example

```
\begin{table*}
  \begin{longtable}
  \end{longtable}
\end{table*}
```

Tips and tricks

- You can combine them (e.g.,`[htbp!]`)to give LaTeX flexibility while nudging it toward your preferred location.

- It is recommended not to use [h] alone, as it can sometimes be ignored. Prefer [ht] or [htbp].

> 💡 Do not fight LaTeX
>
> Often, you might find that latex is not at all cooperating with you when it comes to positioning tables. My advice is to not die on that hill. Your table is showing up somewhere in the document. It looks good, but it's not where you want it, so you spend a few minutes trying different strategies to move it to a better spot. No luck? Just move

on.

Caption

The caption is the first element in the table.

```
\caption{\label{tbl-mytable}\textit{title of the table goes here}}
```

Columns

```
\begin{tabularx}{\textwidth}{%
  >{\raggedright\arraybackslash}p{1.5in}
  >{\raggedright\arraybackslash}p{2.5in}
  >{\raggedleft\arraybackslash}p{2.5in}
}
```

Alignment

Column width

{\textwidth}

p{1.5in}

Rows

Borders

Notes

Layout

Tips and tricks

Copy pasting from Word

Copilot