



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

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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

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 punctuati

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.

| | |
|----------------|--|
| 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 |
|----------------|--|

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. Titled a

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;

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.

F. SESSIONAL PAPERS

Between 1867 and 1925, many reports of government commissions and departments that were

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.)

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.

“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

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

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.

SELECTED BIBLIOGRAPHY

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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