

STYLE GUIDE

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Like most book and journal publishers, we resolve style matters with the *Chicago Manual of Style*, 15th ed. (Chicago, University of Chicago Press, 2003). We urge you to use this book as a style guide for your writing.

Abbreviations

Abbreviations must be used at the first occurrence of a term [i.e., United Nations (UN); European Union (EU); fiscal year (FY)]. Acceptable to use both abbreviation and full term throughout text. U.S. executive departments should be shortened to all-caps, except for departments with prepositions in the name (DoD, not DOD) and always referred to by their formal title (“Department of State,” not “State Department” or “State”).

- Use “that is” for i.e. and “for example” for e.g.
- For articles do not use p. or pp. in footnotes; but do use them in book reviews.
Spell out United States as a noun; use U.S. as an adjective.
- Washington, DC (no periods)

Bibliographic Citations

Notes:

- When submitting manuscripts, authors must use endnotes, NOT footnotes. Do so in the following style:
 - [1] David Smith, “European Resistance,” in David Stafford, ed., *Britain and European Resistance, 1940-1945* (Toronto: University of Toronto Press, 1980), 86.
- We reserve notes for bibliographical citations—NOT subsidiary textual information. Authors who place textual material in footnotes will be asked to either cut the notes containing this information or to move them into the text.
- Do not use p. or pp. Numbers alone are sufficient.
- When referencing a source published by an organization, do not include an author’s name if one is not given. Instead, use the following format:
 - “Three Pillars of Cooperation,” *BRICS*,
<https://brics2023.gov.za/three-pillars-of-cooperation/>.

Articles or chapters within books

Note: No comma after “in”

Note: Use the first citation style when referring the reader to a specific page and the latter when referring the reader to an entire chapter.

[1] David Smith, “European Resistance,” in David Stafford, ed., *Britain and European Resistance, 1940-1945* (Toronto: University of Toronto Press, 1980), 86.

[2] David R. Mayhew, *Electoral Realignments: A Critique of an American Genre* (New Haven, CT: Yale University Press, 2002), chap. 4.

Books

Note: Unless referring the reader to the entire book, please provide specific page citations.

[3] David Stafford, ed., *Britain and European Resistance, 1940-1945* (Toronto: University of Toronto Press, 1980), 90.

Electronic Sources

For World Wide Web citations, include publishing date & year, if listed, and always include <http://> in the URL.

[4] Doug Struck, "Japan's Prime Minister Contest Heats Up," *Washington Post*, April 11, 2001, <http://www.washingtonpost.com/wp-dyn/articles/A5073-2001Apr11.html>.

Magazines

[5] "Currents in the News," *U.S. News & World Report*, February 11, 1980, 5.

Multiple Citations

Note: For note references to a work you have already cited, use last name of author, short title, and page number.

Do not use op. cit. Do not use ibid. Do not use idem; instead, repeat the author's last name.

[6] Sharpe, "Post Vietnam," 546.

Newspapers

Note: Include the author and title for each article. Omit page number. Use our date style.

[7] Peter Golden, "Robert Moses, Master Builder, is Dead at 92," *New York Times*, July 30, 1984.

Scholarly Journals

Note: Include the volume number, month or season, and year.

[8] Kenneth E. Sharpe, “The Post-Vietnam Formula under Siege: The Imperial Presidency and Central America,” *Political Science Quarterly* 102 (Winter 1987–1988): 549–569.

Think Tank Reports

[9] Lloyd Dixon et al., *The Cost and Affordability of Flood Insurance in New York City*, RR 1776-NYCEDC (Santa Monica, CA: RAND, 2017), 29, https://www.rand.org/pubs/research_reports/RR1776.html.

TV Sources

[10] George Pataki, ABC News, *Nightline*, 14 September 2001.

United States Reports

Note: The United States Reports are the official reports of the United States Supreme Court. By convention, THEY ARE NOT CITED WITH A PUBLISHER’S NAME.

[11] *Smith v. Jones*, 100 United States Reports 100 (1900).

Capitalization

Western/Eastern: cap when using politically (including Southern region of the United States), but lowercase when using geographically. Also cap when using broadly, as in “Western businessmen” or “Eastern custom.”

Majors and minors are also capitalized (e.g., “John majors in History with a minor in Political Science”).

Figures

Figures must always include a source.

Figures of money should be specified in U.S. dollars only if unclear, as in referring to a foreign country (\$6 billion USD). Use of domestic currency such as the euro, pound sterling, ruble, etc. is acceptable but must be specified.

General Grammar

Technical jargon, i.e. factor loadings, eigenvalues, regressions, should be defined and used limitedly.

Colloquial language can generally remain.

Never include phrases like “This essay argues...” or “In this paper, I argue that...”. These are entirely unnecessary; simply state the argument instead.

Contractions are not allowed.

Names/Titles

Use the full name of any individual the first time it is mentioned. Common names are permitted (“President Joe Biden,” for instance, instead of “President Joseph Biden”). All uses after the first occasion should refer to individuals by a proper title (Mr., Miss, Mrs., Dr.). Do not, except in quotations, use the definite article in titles (Rev., not *the* Rev; Hon., not *the* Hon.).

Capitalize a person's title when followed by name (President Clinton) or when reference to a specific president is understood. (If ambiguous, use the name as well.) Use lowercase when speaking of the office itself. Spell out all titles every time it is used (“Prime Minister,” not “PM”).

Initials are always closed up (D.H. Lawrence, not D. H. Lawrence).

Titles of full-length, free-standing works such as books, newspapers, and periodicals should be capitalized and italicized (*The New York Times*, not the New York Times). Quotation marks are appropriate for the titles of lectures, book chapters, articles, speeches, or the like (for instance, in keeping with the previous rule, “All You Need is Love” from the Beatles’ album *Yellow Submarine*). Underlining should never be used.

Numbers/Dates

Our date style: July 29, 1999 and “I was born on January 29.” In date ranges, do not elide the dates, for example, “1997–1999,” not “1997–99.”

Do not use numbers or letters for lists in an article. Use nothing at all or first, second, third, etc. Bulleted lists OK.

Spell out numbers up to 10 (unless they are part of a series of numbers). Always spell out “percent” and give the number of percentages in Arabic numerals, unless it is the first word of a sentence, in which case spell out the number. Always give a number of chapters in Arabic numerals (i.e., chapter 3, chapter 5).

Always spell out “the twentieth century” and all other ordinals (the “Eleventh Congressional District,” “the seventh visit,” the “twenty-fourth year.”). Two words when used in nouns; hyphenate in adjectives: “twentieth-century literature.”

Page ranges: inclusive page ranges are preferred (e.g., 153–167)

Punctuation

Always use serial commas.

Use 's for possessives with proper nouns that end with 's': Dinkins's hat; Congress's.

Use postal abbreviations for states in footnotes. No periods: DC.

Use quotation marks to emphasize special meaning, or new words only at first use. Extensive use of quotation marks should be eliminated. Use italics for foreign words.

Hyphenation

Do not hyphenate terms that connote ethnic or national affiliation (i.e., African American men).

Allow hyphens if the next word starts with the same letter, i.e., anti-inflationary, (but do not hyphenate if word is not hyphenated in Webster's, e.g., reelect), or if use of a hyphen aids in comprehension. Generally, however, prefixes can be attached to the following word, i.e., anticolonial.

Hyphenate constructions such as "then-Turkish Prime Minister Turgut Özal."

Quotations/Dialogue

Any prose quotations of five or more lines, or more than 100 words, should be presented as a block quote rather than in-line within quotation marks. Blocked quotations are indented on a new line with the same line spacing and are not enclosed in quotation marks. They may be cited as any other quote, with an endnote and attribution to the original speaker.

In-line quotations should be adjusted in capitalization and punctuation to suit the syntax in the sentence they are used in, rather than to reflect the words as they appear in the original work. It is appropriate to use brackets to clarify (for example, substituting a man's name in brackets as a replacement for a pronoun).

Quotations within quotations should make use of single quotes, for clarity. Triple quotations may return again to double quotations, and so on in alternating fashion.

All quotations should include ellipses when it otherwise would not be clear that there was an omitted part of the matter quoted: "Art. II sec. 2 of the Constitution provides

that ‘each state shall appoint ... a number of electors equal to the whole number of senators and representatives.’”

Single quotes should be used when referring to an abstract concept that is not referenced directly by a source: The ‘Middle Country’ refers to the literal translation of *Zhongguo*, the Chinese name for China. (Double quotes are not used on either side of this example contrary to standard practice when providing an example of a stylistic concept to demonstrate clearly the particular concept being described here.)