

York Global Affairs Editing Guidelines

Dates

- Please write the date as '1 January'
- Only include the day if it is relevant to the article eg. 'The early May bank holiday took place on Friday 8 May 2020, rather than Monday 4 May, as is typical, to mark 75 years since the end of the Second World War. This bank holiday usually occurs on the first Monday of May'
- Only include the year for the year that we aren't currently in eg. 'Margaret Thatcher died on 8 April 2013', 'Prince Philip died on 9 April' (for future reference, this guide was written in 2021)
- If writing a date range, then use 'to' between the two dates eg. 'Donald Trump's was President of the United States from 2017 to 2021.'

Numbers

- Numbers up to ten should be written. 11 and higher should be written in numerical form, unless from a written quote
- When writing numbers over 10,000, use a comma. Numbers up to 9999 should not contain a comma
- If using a percentage, please write out the word 'percent'
- If using a fraction, please write out the fraction

Titles

- The first word of the title should be capitalised and then any proper nouns eg. 'A change in Britain's foreign policy is indicated by Johnson'

What should be capitalised?

- 'Government' should only be capitalised when its sentence placement requires it or it is capitalised in the name of a government agency for example
- 'Parliament' should be capitalised when referring to it in reference to a specific country eg. British Parliament

Italics or Inverted commas?

- Titles of books, films, TV shows, games, albums, newspapers should be italicised
- *The Brief* should be italicised
- Inverted commas should be used for song titles, article titles, TV show episode titles

Quoting

- When quoting use inverted commas (' ') rather than quotation marks (" ")

- If you are changing a word in a quote in order for it to make sense in a sentence eg. changing 'they' to 'YUSU' to add context and make it clearer to read, then use square brackets - please do this minimally
- If you are using an ellipsis in a quote to indicate a section of a quotation you are not using, put these in square brackets

Miscellaneous

- For acronyms, use them in the same way at the organisation does eg. 'Ofsted' has only the 'O' capitalised, 'NA SA' has all the letters capitalised
- Hyphenate words or sayings such as 'thought-provoking', 'full-time'
- Use the British spellings of words, such as 'favourite', 'capitalisation'
- Use 'Covid', rather than 'Covid-19', 'Coronavirus', 'COVID'

Image instructions

Alongside an article, send a picture from:

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