

House Style: International Affairs

August 2004

Where not specified, follow the *Concise Oxford Dictionary*, *Hart's rules*, and the *Oxford dictionary for writers and editors*. Whenever in doubt, refer to Judith Butcher, *Copy-editing*.

Basic principles:

1. **z-spellings throughout** (e.g. 'globalize'): except for 'analyse', 'revise', 'advise', etc., which are always 'se' in English spelling (see *Hart's* lists).
2. **Accessibility**: you should bear in mind that the text should be comprehensible to a well-informed reader outside the field: for instance, an FT reader. This means (a) that the texture should not be too technical, and (b) that the arguments and linkages between them should be clear.
3. **Jargon** should be translated, but technical language, though it needs explaining, is not jargon. This also applies to key IR and economic concepts. A list of acceptable terms is gradually being added to this style sheet.

House style:

Names of places and people, follow *Statesman's yearbook* or similar reliable reference source.

Abbreviations take a full point, contractions don't, e.g. Mr; Dr; p.; cont.; E.H. Carr; the Hon. Boring but the Rt Hon. Boring. No. (as in number) takes a full point anyway.

Initials and organizations, etc.: no full points, all caps — the UN, EU, NEPAD, UNHCR, ASEAN etc. If very well known, as for NATO, OPEC, GATT, WTO, NGO, ICC, CIA, OECD, initials will do; if ignorance on part of reader is assumed, spell out the first time and use the acronym thereafter, e.g.: 'European Union (EU) enlargement is the subject of much debate among existing EU members'. Always use upper case for acronyms, not Nato, Gatt, etc. If an organization appears only once, don't bother to give its acronym in parentheses, just use it in full. This applies particularly in reviews.

Dates: 6 January 2001; in footnotes save space by abbreviating months, e.g. *The Times*, 6 Jan. 2001.

Numerals:

- elide except for teens and after a 0: 11–12, 60–61, 100–108, 107–27, 107–207, 200–201. Use en-rules.
- 12 per cent in text, but 12% in tables and footnotes.
- 1960s, 1970s.
- Spell out numbers from one to twelve, figures thereafter. Ditto for ordinals, except for names of centuries on aesthetic grounds, e.g. sixteenth, nineteenth century.
- Commas in thousands: 3,569.

Upper case used only when essential. UK government, parliamentary privilege, presidential elections, the presidency (but the President when referring to a particular individual). The socialists, communism, but Marxism. Upper case should be used for quotations and extracts only after a colon and when it is the start of the quotation/ extract; i.e. Tyson explains that: 'A cautious activist such as myself...', *but* Tyson explains that in the broader US–Japan relationship, 'if sector-specific disputes are allowed...'

Book titles: only proper names are capitals, e.g. *The decline of communist internationalism*.

Journal and newspaper titles: titles are preserved; e.g. *Financial Times*, *Strategic Review*, in italics.

Places: capitals for political concept or entity, e.g. North–South, East–West, South-East Asia, Eastern and Central Europe, etc. But lower case when geographical: southern France, northern Europe, south-east England.

United Kingdom/ United States: spell out United Kingdom/ United States the first time, but thereafter capitals are acceptable. Spell out in full for aesthetic reasons as often as you can.

Countries, ships and anything else of biological origin are it, not her!

Foreign words and phrases: if in current usage, roman and no accents unless needed for pronunciation, i.e. elite, detente, role; but communiqué, protégé, cliché. Less common words are in italic and accented, i.e. *tour d'horizon*, *pièce de resistance*, etc. However, foreign proper names are always roman, e.g. the Bundestag. Foreign language quotations are usually roman, as italic is redundant if quotation marks are used.

Quotations: single quotation marks. Doubles are only used for quotations within quotations. Original punctuation is preserved. In articles (but not reviews) longer quotations are displayed, i.e. marked 'extract' in smaller type, with space above and below and quotation marks whited out (see design spec.).

En-rules and hyphens: en-rules are used between words when the connection means 'and' or 'to': e.g. German–British; the 1914–18 war. But when the first word is a prefix (Sino-, Franco-, as opposed to Chinese- or French-) it cannot stand alone and takes a hyphen. E.g.

En-rule: pp.9–14; US–Russia relations; East–West; Greek–Turkish conflict; civil–military relations;

Hyphen: Franco-German relationship; Sino-Soviet split; socio-economic; pre-industrial; two-thirds (always hyphen for fractions).

Italic: titles of published books and periodicals, names of ships, plays, films.

NB Except for *The Times* and *The Economist*, 'the' in periodical titles is not italicized, i.e. the *Pacific Review*, the *Washington Post*.

Roman for article and chapter titles, unpublished works and theses, with quotation marks.

Legal cases: names of plaintiff and defendant in italic, 'v.' in roman followed by year in parentheses, e.g. *Smith v. Anderson* (1986).

Missiles are roman.

Internet addresses: <http://www.unhcr.ch.statistics>. (roman, no underline, followed by full stop)

Footnotes: Footnotes should include the following information: author name; title of work; (for a book) place of publication, publisher, date and page reference; (for an article) journal title, issue number, year and page reference. Please avoid *ibid.*, *loc.cit.* and use short titles to refer to works already cited: e.g. Henry Kissinger, *A world restored: Metternich, Castlereagh and the problems of peace*, become Kissinger, *A world restored*.

Footnotes should be presented as follows:

Books:

¹ Jimmy Burns, *The land that lost its heroes: the Falklands, the war and Alfonsin* (London: Bloomsbury, 1987), p. 131. **Subsequent mentions:** Burns, *The land that lost its heroes*, p. 478.

Articles:

⁶ Lawrence Freedman, 'The Atlantic crisis', *International Affairs* 58: 2, Summer 1982, pp. 13–17. **Subsequent mentions:** Freedman, 'The Atlantic crisis', p. 15.

Articles in books:

⁹ Laurence D. Weiler, 'No first use: a history', in David N. Schwarz, ed., *NATO's nuclear dilemmas* (Washington DC: Brookings, 1983).

Subsequent mentions: Weiler, 'No first use'. [T1][T2][T3][T4][T5]

Spellings and usages

NB As noted above, words in –ize are spelt with a 'z'. If in doubt follow the *Oxford dictionary for writers and editors*.

acknowledgement

administration, government, parliament, state, constitution (lower case)

ad hoc (roman); but *ad hominem* (ital as rarer)

adviser (not advisor)

ageing (not aging)

AIDS/HIV

Ambassador Robert Jones, High Commissioner Ruud Lubbers; but the ambassador said..., the high commissioner worked...

among (not amongst)

analytical (not analytic)

anti-globalization

anti-Semitism

apartheid

asylum seeker

Ba'ath (Party), Ba'athist

benefited

blacks/ whites (lower case)

breakup, buildup (one word)

case-study

ceasefire

the Church

coexist, cooperate, coordinate

Cold War

Comecon; use in preference to CMEA
command and control (or C³ I; stands for 'command, control, communications and intelligence)
communist/m, nationalist/m, socialist/m, except when political parties (e.g. 'the Italian Socialists' meaning the Italian Socialist Party)
Congress (but congressional)
coup (roman), but *coup d'état*
Cultural Revolution
data takes plural verb
decision-making/ ers
de facto (roman)
detente, elite, regime, role (roman, no accents)
due to: **avoid** unless antecedent noun for it to be attached to
enquiry, enquire (inquiry means official investigation)
Executive, Legislature when these mean the US president and Congress
fedayeen (ital.)
Festschrift (ital.)
first, second, third / first, secondly, thirdly: both are OK, but be consistent within each article or review. Preferable to use first, second, third
First World War, Second World War (not World War I, II)
focused
free trade (no hyphen)
GCC (Gulf Cooperation Council)
glasnost
grass roots
Great Powers
the Greens
guerrilla
human intelligence, signals intelligence (not humint, sigint)
judgement (but judgment in legal context)
i.e. (full points), or 'that is'
Indo-China
international relations, but International Relations theory
interstate, intrastate
Iron Curtain
Islam, Islamic, Islamism, Islamist, Islamize, Islamization
jihad
Qur'an (not Koran)
left, right
leitmotiv
Marxism/ ist (cap)
Marxist/ Leninist (oblique not en-rule)
millennium
million, billion (in full)
Mitteleuropa (roman)
macroeconomic, microeconomic
man-made
Middle Ages

MNCs/TNCs: at first mention say 'multinational companies / corporations (MNCs)', thereafter avoid 'MNCs' and use 'multinational companies' or 'multinationals'. Same with TNCs and don't interchange TNCs and MNCs unless author does.

mujahedin (ital.)

multinational, transnational

multiparty

naive, naivety (not naïve, naïvety)

nation-state (but member state, i.e. no hyphen)

NATO alliance, the alliance (lower case)

neo-classical, liberal etc.

new world order / disorder (lower case)

nomenklatura (ital.)

Non-Aligned Movement

nonetheless

no one (two words)

North–South

onto (one word)

Ostpolitik

peacekeeping

per capita (roman)

per cent (% in tables and footnotes)

perestroika

policy-making/ ers

post-modernism, post-classical, post-mortem

post-Cold War

postwar, prewar

PoW

pp. (not pages) for page reference in reviews

predate

pre-emptive

quid pro quo (roman)

rapprochement (ital.)

realpolitik

reappraise, rewrite (no hyphen); but re-emerge (and pre-empt)

Romania

rouble (not ruble)

Secretary General of the UN (no hyphen)

[*sic*] (italic, square brackets)

sizeable

socio-political, socio-economic

Stalinism/ ist

starting-point

status quo (roman)

subcontinent (i.e. Indian subcontinent)

subject-matter

subtitle

superpower

targeting, targeted

Third World

tonne (not ton)
towards (not toward)
unilateral/ bilateral/ multilateral
weapons of mass destruction (WMD)
website
western/ the West
while (not whilst)
vice versa (roman, no hyphen)
vis-à-vis (italic, hyphens)
yearbook (no hyphen)
9/11 or September 11

Name spellings

Al-Jazeera
Al-Qaeda
Azerbaijan
Beijing (i.e. Pinyin throughout)
Blackwell
Bosnia and Herzegovina (not Bosnia-Herzegovina, Hercegovina)
Boutros Boutros-Ghali
Brezhnev
Condoleezza Rice
Deng Xiaoping
Guantánamo Bay
HarperCollins
Hu Jintao
Jiang Zemin
Kazakhstan (Kazakhs)
Kim-Il Sung
Khrushchev
Kyrgyzstan (Kyrgyz)
Little, Brown
Mao Zedong (not Tsetung)
Michael MccGwire
Mitterrand
Osama bin Laden
Pearl Harbor
Qadhafi (not Gadaffi)
Samuel Huntington
Shari'a
Shi'a (sing); Shi'is (plural); Shi'i (adj.)
Tajikistan (Tajiks)
Taleban
Tiananmen
Turkmenistan (Turkmen)
Twin Towers
United States, America, US (all okay, not USA)
United Kingdom, Britain, UK (all okay)
former Soviet Union, former USSR (both okay)

Uzbekistan (Uzbeks)
Wahhabi(s)
World Trade Center (WTC)
Weidenfeld & Nicolson
former Yugoslavia (not Jugoslavia)
Zaire (not Zaïre)