

# Democracy & Society

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In-House Style Guide

Derived from *The Chicago Manual of Style*, 15<sup>th</sup> ed.

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## Editors' Note

While the following provides general guidance for the *Journal's* most common uses, please consult the *Chicago Manual of Style* for full treatment of these topics.

## Numbers

### *Numerals or Words?*

1. When numbers appear within text, whole numbers from one through one hundred should be spelled out. Numbers twenty-one through twenty-nine, thirty-one through thirty-nine, et cetera, must be hyphenated:

three, fourteen, fifteen, ninety-two, sixty-five

2. Spell out numbers over one hundred when they are round numbers and approximations, but use numerals for precise figures:

The U.S. force level in Afghanistan is expected to rise by thirty thousand troops.

*but*

There were 625,472 ballots found in the municipal dump outside of Accra.

3. Very large numbers may be expressed in numerals followed by *million*, *billion*, and so forth:

The Department of the Treasury moved forward with the \$700 billion bailout.

4. Consistency is crucial, so if numerals are used for one of the numbers in a given category, then use numerals for all:

There are 25 graduate students in the philosophy department, 56 in the classics department, and 174 in the romance language department.

5. If a number is the first word in a sentence, it must be spelled out:

Two hundred fifteen undergraduate students study international politics.

6. All percentages should be numerals, but percent must be written out:

About 87 percent of School of Foreign Service students will discuss the week's reading even if the professor does not show up.

7. When possible, express a number between one thousand and ten thousand in terms of hundreds:

The application required an essay of fifteen hundred words.

8. Ordinal numbers follow the same rules as ordinary numbers:

fifth and seventh

*but*

125<sup>th</sup> and 269<sup>th</sup>

9. Express quantities according to normal rules; however, if the text is heavily scientific, quantities may be expressed in numerals. (This exception applies primarily to the “Science & Technology” section.)

The political temperature dropped twenty degrees. *ordinary text*

The temperature fell 20 degrees. *scientific usage*

10. Common fractions should be written out, but quantities including both whole numbers and fractions should be in numerals. Cumbersome fractions or sentences that include fractions and whole numbers can be written with numerals.

More than two-thirds of the registered voters stayed away from the polls on election day.

*and*

Abdullah walked three and one-half miles to his job downtown.

*but*

All manuscripts are to be typed on 8½-by-11-inch paper.

### ***Dates and Time***

1. Use numerals for all decades:

The ostentatious fashion of the 1980s is a stark contrast to the taste and glamour of the 1920s.

2. Spell out centuries:

Europe has undergone many political changes since the eleventh century.

3. Write out exact dates in month-day-year sequence without internal punctuation:

On 20 February 2009 the *Journal* celebrates its tenth anniversary.

4. There should be no internal punctuation between a month and year:

Soothsayers predicted that a UN secretary general would be born in July 1979.

5. If necessary for clarification, use C.E. (common era) and B.C.E. (before the common era), rather than AD or BC, in small caps with periods:

The *Journal* was founded in 1998 B.C.E.

6. 9/11: The terrorist attacks on the World Trade Center and the Pentagon and related events of 11 September 2001 must always be referred to as 9/11. The only exception is if the date is used in the context of wholly unrelated events (e.g. the Indonesian court's decision on 11 September 2001).

## ***Currency***

1. Write all monetary figures in U.S. dollars when possible. Currency follows the same rules as numerals. If the number is spelled out, so is the unit of currency:

The price rose by twenty-five cents.

They raised twenty-five dollars.

We raised \$25 million.

2. Set fractions as decimals. Whole dollar amounts include decimals only when appearing in the same context as fractional amounts:

The cover price of the *Journal* rose from \$7.95 to \$8.95 in 2009.

3. Like other large numbers, express obscene amounts of money in units of millions or billions, accompanied by numerals and a dollar sign:

Holiday spending decreased 2 percent this year to \$12.03 billion, according to comScore.<sup>13</sup>

4. The same rules apply for the euro and other currencies as for the dollar. If the number is plural, use the plural of euro, euros:

She spent seventy-five euros on a vacuum cleaner.

## **Commas**

1. In most numbers of one thousand or more, use commas between groups of three digits, counting from the right:

32,987

2,146

Exceptions include page numbers, addresses, and years of four—but not five—digits:

He read from page 1246 of *Black's Law Dictionary*.

They met at 3805 T Street.

Thus, 1848 was a year to remember.

DNA evidence suggests that the dog was domesticated from wolves around 13,000 B.C.E.<sup>3</sup>

## **Distinctive Treatment of Words and Spelling**

### ***American or British English***

This is an American publication. Almost without exception, use American words and spellings. The most practical way to catch British spelling is to run a spell-check with Microsoft™ Word© and be sure the software is configured to “American English.” For British words that are unfamiliar, use Merriam-Webster online at <http://www.m-w.com>. If the dictionary contains two variations, use the first spelling. Examples of British words that do not belong in the *Journal* are:

lorry = (should be) truck

boot = trunk

flat = apartment

pavement = sidewalk

car park = parking lot

UN Development Programme = UN Development Program

except when the British spelling falls in the title of a work or quoted material

### ***Spelling Rules***

#### 1. Plurals

- a. Multiple forms: When the dictionary gives two different plurals for the same word (e.g. memorandums or memoranda), the first is generally preferred. The choice should be consistent throughout the work. (n.b. To remain consistent with past issues of the *Journal*, please use “millennia.”)
- b. Italicized words: If the name of the newspaper, book, or other italicized name which itself is singular is used in the plural, the *s* should not be italicized:

Randall bought two *Boston Globes* and four *Journals*.

*but*

He also bought three *New York Times*.

- c. The plural of an italicized foreign word should end with a roman *s*:

Article 40 of the Indian constitution set forth units of self-government known as *panchayats*.

If the word is in its plural form, leave it as-is:

*Blume, Blumen*

*rivière, rivières*

- d. Names of persons and other proper nouns form the plural by adding *s* or *es*:

all the Edwards and Charleses

two Walden Ponds

three Chiefs Justice

rainy Sundays

Exceptions must be made when the ending would suggest a false pronunciation, such as in French names ending in unpronounced *s*, *z*, or *x*:

The sixteen King Louis of France.

There are Charlevoix in both Michigan and France.

## Foreign Words and Languages

### *Foreign Words*

#### 1. Italics

- a. Italicize isolated words and phrases in a foreign language if they are likely to be unfamiliar to readers. (n.b. To confirm that a word is familiar, consult a dictionary. If it is in the dictionary, the word may be considered familiar.) A full sentence in a foreign language should only be included as part of an English sentence, while a passage of two or more sentences in a foreign language is often treated as a quotation and thus not italicized:

The *grève du zèle* is not a true strike but a fastidious obeying of work rules.

*Homo sum, humani nihil a me alienum puto* is Feuerbach's motto of the new humanism.

- b. Proper nouns that are foreign are not italicized, even when cited as foreign terms:

Moscow (in Russian, Moskova) has been the capital of the Russian national state since the late fourteenth century.

- c. Familiar words or phrases in a foreign language should be set in roman type:

a priori, blitzkrieg, de facto, de jure, fait accompli, fatwa, kibitz, laissez faire

- 2. Translation appended. If a definition follows a foreign word or phrase, include the definition in parentheses or quotation marks:

The word she used was not *une poêle* (frying pan) but *un poêle* (stove).

Volition is expressed by the infix *-ainu-*, as in the phrase *ena tuainubo*, “I would like to eat,” or *ena tuainu-iai*, “I wanted to eat.”

- 3. Latin words or abbreviations Use roman type for such scholarly Latin words and abbreviations as *ibid.*, *et al.*, *ca.*, and *passim idem*. Set *sic* in italics in quoted matter:

They are furnished “separate [*sic*] but equal facilities.”<sup>7</sup>

- 4. Foreign languages using the Roman alphabet. Capitalization: Capitalize only the words that should be capitalized in normal prose and according to the rules of the foreign language. For nearly all languages, capitalize only the first word of the title and the first word of a subtitle and all proper nouns. For German, this means capitalizing all unfamiliar nouns and, for Dutch, capitalizing proper adjectives.

- 5. Transliterated and romanized languages: Arabic, Aramaic, Chinese, Hebrew, Hindi, Japanese, Korean, Persian, Russian, Urdu, and others not written using the Roman alphabet.

- 6. Arabic

In transliterating Arabic (or Aramaic, Hebrew, Persian, Ottoman, Turkish, Urdu, et al.), use as few diacritics as possible. There is no universally accepted form for the transliteration of Arabic, but there are a few simple rules to follow:

- a. The definite article *al* should always be joined with a hyphen and the *a* should only be capitalized if at the start of a sentence:



al-Islam al-  
Qaeda *but*  
the AlHurra television station

Al-Jazeera and the rest of the burgeoning Arab satellite channels do not pretend to be objective or neutral on the Israeli-Palestinian war.

A Yemeni Jihad Organization engineer has links to al-Qaeda.

- b. Capitalization. Since Arabic does not employ capital letters, this is only a problem in transliteration. In general, capitalization should only occur in the first word of a work, names of organizations or people, and proper nouns such as cities.

Ibn Battuta's *Rihla* relates a few apparently fictional tales from the fourteenth century.

## 7. Chinese and Japanese

- a. The Chinese romanization system called *pinyin* is preferable to the Wade Giles system:

Zhou *not* Chou

Qing *not* Ch'ing

Mao Zedong *not* Mao Ts-tung

Deng Xiaoping *not* Teng Hsiao-p'ing

Use Beijing, Shanghai, Guangdong, Dalian, and Sozhou.

- b. Japanese romanization. Japanese is romanized following a system that places an apostrophe after an *n* at the end of a syllable that is followed by a vowel or *y*:

*Gen'e, San'ya*

A macron (ē) is used over a long vowel in all Japanese words except well-known place-names (Kyoto, Tokyo, Hokkaido) and words that have entered the English language and are thus not italicized (shogun, daimyo). Consult *Kenkyusha's New English-Japanese Dictionary* with questions.

- c. Capitalization and italics. Personal names and place-names are capitalized, but in hyphenated names only the first element is capitalized (see below). Common names and other words used in an English sentence are set in lowercase and italics

as foreign words. Names of institutions, schools of thought, religions, and so forth are usually set in roman if they are capitalized; in italics if they are in lowercase.

Tung-lin Academy; Tung-lin movement  
Buddhism, Taoism, *feng shui*, *kaizen*

Under the Ming dynasty the Board of War (*ping-pu*) administered the postal service through a central office in Beijing (*hui-t'ung kuan*).

The heirs of the Seiyūkai and Minseitō are the Liberal and Progressive parties of Japan.

- d. Publications. Set titles of books and periodicals in roman, enclosed with quotation marks. The first word of a romanized title is always capitalized, and proper nouns (especially in Japanese) are often capitalized as well.
- e. References. Chinese and Japanese characters are necessary in references to works that can only be found, even in Western libraries, if one knows the characters for the author's name and the title of the work. In general, their use should be confined to bibliographies and glossaries; in running text they disrupt the type line and should be avoided.

## Abbreviations

### *Introduction*

To the greatest extent possible, abbreviations should not be used in running text. Exceptions should be made in technical matter, such as articles in the "Science & Technology" section.

1. Confine abbreviations such as *etc.*, *e.g.*, *i.e.*, and *n.b.* to parenthetical reference.
2. A symbol or representative figure beginning a sentence is always spelled out:

Gamma rays have the highest frequency and shortest wavelength in the electromagnetic spectrum.

*not*

$\gamma$ -rays have...

### *Personal Names, Titles, and Proper Nouns*

1. Abbreviations should not be used for given names; however, initials are acceptable for middle names and should be followed by a period:

Harry S. Truman

*but*

F. W. de Klerk

2. The *Journal* does not use abbreviated versions of titles. Always spell out the title before the name:

Senator Richard G. Lugar *not* Sen. Richard G. Lugar

Honorable Henry J. Hyde *not* Hon. Henry J. Hyde

*but*

Mansoor Moaddel is professor of Sociology at Eastern Michigan University.

3. Omit unnecessary honorary titles and qualifications:

Hans Küng and Albert Einstein *not* Drs. Hans Küng and Albert Einstein

Anthony Wright *not* Anthony Wright, Esq.

4. Company names. In flowing text, it is best to give a firm's name in full; however, *Inc.* or *Ltd.* may often be omitted.

G. Becker Company

Cadmus Publishing Corporation

Always retain free but consistent use of abbreviations in endnotes for *Bros.*, *Co.*, *Corp.*, *Inc.*, *Ltd.*, and *&*:

Symantec Corp., W. W. Norton & Co.

5. Agencies and organizations. Names of government agencies, international organizations, network broadcasting companies, associations, fraternal and service organizations, unions, and such are often abbreviated after the first time mentioned in the article. Set such abbreviations in full caps with no periods:

CAFTA, NAFTA, NBC, OPIC, UNESCO

The full names of these well-known organizations do not need to be spelled out before using an abbreviation:

ASEAN, APEC, EU, IMF, OPEC, UN, WTO

6. Abbreviations as adjectives. Agencies may be used as adjectives by simply using the abbreviation:

a UN resolution, UN involvement

Hyphenate the abbreviation to make a compound adjective:

IMF-mandated, a UN-brokered peace initiative, UN-led force, EU-wide adoption

7. Indefinite articles. Uncertainty arises concerning the proper choice of the indefinite article before an abbreviation. One solution is based on the way such an abbreviation is read. The assumption is that it is read either as a series of letters or as a neologism (in the positive sense). If it is treated as a series of letters, as is often the case, the choice of the indefinite article depends on the pronunciation of the first letter:

a TVA power station

If the abbreviation is widely pronounced as though it were a word, the article is determined by the pronunciation of the neologism:

a NATO program

an EU partnership

8. Geographical terms. Names of countries and U.S. states and territories should always be spelled out in flowing text, except for the *former Soviet Union* which is abbreviated as the *USSR*. Three basic rules dictate whether to use *United States* or *U.S.* See the final section for guidance on endnotes.

- a. Use *United States* as a noun.

Iranian posturing vis-à-vis the United States is of perennial interest to analysts.

- b. Use *U.S.* as an adjective.

U.S.-led invasion, U.S. involvement in Asia, U.S. courts, U.S. policy in the region

- c. Never begin a sentence with U.S.

United States Department of State spokesperson Sean McCormack began...  
*better*

Sean McCormack, spokesperson for the U.S. Department of State, began...

9. Time designations. Always spell out names of months and days of the week in flowing text. They may be abbreviated in chronologies, notes, tabular matter, and so forth as follows:

Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.  
Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

## Compound Words

1. Use hyphens for clarity and to avoid misinterpretation.
2. An open compound is a combination of words that are closely related and clearly constitute a single concept:

settlement house, lowest common denominator, Global War on Terror, prisoner of war

3. A hyphenated compound is a combination of words joined by one or more hyphens, usually to avoid misreading or remove ambiguity. A phrasal adjective (compound modifier) acts as a unit to modify a noun:

heir-apparent, kilowatt-hour, mass-produced, ill-favored, tie-and-dye  
prisoner-of-war status

4. Closed compounds are two or more words that, although originally separate words, are spelled as one word. These compounds are generally accepted as one word in the English language:

notebook, policymaking

5. Most compound adjectives are hyphenated if they are placed before the noun, but the hyphen is omitted if the adjective comes after the noun:

It was a well-intentioned mandate.

*but*

The mandate was well intentioned.

6. Adjectives ending in *-ly* plus another word in the compound do not need a hyphen:

highly developed capital markets

poorly designed operational plan

## **Titles and Offices**

1. Civil, military, religious, noble, and professional titles are capitalized when they immediately precede a personal name, or if it refers to more than one name. Note carefully how capitalization depends on the place and the name in relation to the title:

President Clinton

Clinton was president

William J. Clinton, 42<sup>nd</sup> president of the United States

the president

the presidency

the president of the United States, Bill Clinton

President Bill Clinton

the Clinton administration

Vice President Hamlin

the emperor Maximilian

Dean Robert Gallucci

Robert Gallucci is dean of the School of Foreign Service.

Professor Emerita Irene Tinker *prefer* Irene Tinker, professor emerita

Mayors Cermak and Walker

Ambassador David Satterfield

*but*

David Satterfield, ambassador from the United States

Speaker of the House is always capitalized:

Speaker of the House Nancy Pelosi *and* Nancy Pelosi, Speaker of the House

## **Punctuation**

### ***Periods***

1. Periods always belong inside quotation marks:

Tom Hagen said, “Mr. Corleone is a man who insists on hearing bad news immediately.”

2. When a sentence ends with a parenthesis or bracket, the period goes after the closing parenthesis. However, when parentheses are used to enclose an independent clause, it can be a separate sentence, in which case the period goes inside the parentheses:

Shelley demanded another bottle of whisky. (I had noticed his determined debauchery many times before.)

## **Commas**

1. When the independent clauses of a compound sentence are joined by a conjunction (*and, but, or, for, not, so, yet*), a comma is usually placed before the conjunction unless the two clauses are short and closely related:

Are we really interested in preserving law and order, or are we only interested in preserving our own privileges?

*but*

The State Department financed the program and USAID implemented it.

He had accompanied Sanford on his first expedition and had volunteered to remain alone at Port Royal.

2. In a series of independent clauses, the last two of which are joined by a conjunction, commas should be put between each clause but not after the conjunction:

Miles e-mailed the photograph to the governor, the governor discussed it with the senator, and the senator called the president's wife.

3. Use commas after introductory (a) clauses, (b) phrases, or (c) words that come before the main clause:
  - a. Introductory clauses that should be followed by a comma can be identified by common opening words (*after, although, as, because, if, since, when, while, etc.*); however, if these subordinate clauses come after the main clause, there should be no comma after the main clause:

While U.S. troops were preparing for a ground assault, bombers began the air raid.

*or*

Bombers began the air raid while U.S. troops were preparing for a ground assault.

- b. Introductory phrases such as participial and infinitive phrases, absolute phrases, appositive phrases, and long prepositional phrases (of over four words) should be followed by a comma:

Having lowered the interest rate, the chairman of the Bank of Manhattan hoped to spurn lending.

- c. Common introductory words (*yes, well, however*) should be followed by a comma:

Yes, there is hope for greater political participation on the part of the *jirgas*.

Well, the squad suffered no unnecessary injuries.

However, the representative delivered congratulatory remarks to the winner.

- 4. Essentiality. Use commas to set off clauses, phrases, and words that are not essential to the meaning of the sentence. To determine if the element is essential to the sentence, ask: If the clause, phrase, or word is omitted, does the sentence still make sense? Does the clause, phrase, or word interrupt the flow of words in the original sentence? If the element is moved to a different position in the sentence, does the sentence still make sense? If “yes” is the answer to any of the questions above, the element in question is nonessential and should be set off by commas:

Monday, which is my wife’s birthday, is the only night that I can dine with the prime minister.

The conversation with the judge was lively. The substance, however, was rather weighty.

We note your commitment to finding value. With the Barnett portfolio, however, you have exceeded all expectations.

- 5. Coordinate adjectives. Separate coordinate adjectives with commas. However, if the first adjective enhances the idea expressed by the second adjective and the noun, no comma should be used:

Rocco told safety committee members that it was going to be a cold, dangerous winter.

*but*

The elder council members have no use for bureaucratic political institutions.

- 6. Serial comma. When a conjunction joins the last two elements in a series or list, a comma goes before the conjunction:

The students read treatises by de Tocqueville, Kant, Marx, and Mill.

Senators from Kentucky, Indiana, and Montana vetoed the bill.

- 7. Et cetera. Although *et cetera* should be avoided in text, it should be set off by commas when used in a list.

My compass, map, canteen, wallet, et cetera, plummeted to the bottom of the ravine.



8. Commas are never used around essential elements of a sentence. *That* clauses are inherently essential and should never be set off by commas. *Which* clauses are usually not essential and often require commas.

The resolution that the Speaker of the House put forward is outstanding.  
They believe that the municipal elections were conducted freely and fairly.  
*but*

Nicaragua's election, which was marred by electoral fraud, went unnoticed by residents of central Illinois.

9. *Who* clauses are frequently essential to descriptions and should not be set off by commas; however, use commas if the clause is not essential.

Registered voters who do not show up on polling day have no right to complain.  
The candidate who ran for re-election won. *better* The incumbent won.  
*but*

The House majority leader, who was hoping to sweep her rival on Tuesday, won by a margin of less than 1 percent.

## **Semicolons**

1. Semicolons join two coordinate clauses (independent clauses) into one sentence. When used to join two independent clauses, the adverbs *accordingly*, *besides*, *hence*, *however*, *indeed*, *then*, *therefore*, and *thus* must be preceded by a semicolon; however, they may or may not be followed by a comma, depending on how the sentence reads:

The defense minister says she hopes the conflict will diminish soon; however, she is sending more troops to the front line.

2. When items in a series are long and complex or involve internal punctuation, they should be separated by semicolons to avoid confusion:

The membership of the UN commission was as follows: France, 14; Germany, 12; Great Britain, 1; Italy, 1; the United States, 1.

3. Semicolons are placed outside of quotation marks and parentheses. If quoted material ends with a semicolon, change the semicolon to the appropriate punctuation such as a comma or period.

## **Colons**

1. Colons can be used to introduce a formal statement or extract:

The resolution began thus: Whereas we find no evidence that South Africa is pursuing a program to develop weapons of mass destruction...

2. Colons often introduce a list or a series; however, if the list is introduced by an expression such as *for example*, *for instance*, *namely*, or *that is*, do not use a colon:

The study group made special recommendations for the three areas of concern: Baghdad, Fallujah, and Ramadi.

*but*

The study group made recommendations for three areas of concern, namely, Baghdad, Fallujah, and Ramadi.

3. Do not use a colon to introduce a list that is the complement or object of an element in the introductory statement. One clue is to avoid placing colons after a verb:

The metals measured in the water sample were arsenic, lead, and mercury.

4. Place colons outside of quotation marks and parentheses.

### ***Ellipses***

1. The *Journal* uses the three dot method when at least one word is omitted. Do not place the ellipses ... in brackets and do not place a space on either side of it.

The secretary forewarned mass foreclosures...rampant bankruptcy filings, and lower interest rates.

### ***Dashes***

1. Em dashes — are commonly used in the *Journal*. Em dashes can (a) denote a sudden break in thought that would change the sentence structure, (b) expand a phrase for emphasis or clarification, or, (c) further define an element in the sentence:

The chancellor—she had been awake half the night waiting in vain for a reply—came down to breakfast in an angry mood.

He spent several hours carefully explaining the operation—an operation that would, he hoped, but an end to the rebel resistance.

It was to the international zone—a cordoned area of the city—that the world would focus its attention.

The influence of three impressionists—Monet, Sisley, and Degas—can clearly be seen in his early works.

2. If a dash is used where a comma would ordinarily separate two clauses, the comma should be omitted:

Because the *Literary Digest* based its 1936 prediction of Alf Landon’s victory over Franklin D. Roosevelt on biased data—its 2.3 million “voters” had a Republican bent—George Gallup’s scientifically-based survey set the stage for modern polling.

3. When the element set off by dashes requires its own punctuation, this punctuation should be retained inside the dashes:

All at once Cartwright—can he have been out of his mind?—shook his fist in the ambassador’s face.

Later that night Alexandra—what an extraordinary woman she was!—rode alone to Bucharest to warn the people.

4. The en dash – is primarily used to connect inclusive numbers such as dates, times, and reference numbers. Use an en dash instead of a hyphen when one of the elements is an open compound or hyphenated compounds (See 6.85 In place of a hyphen).

1968–72	<i>but</i>	from 1968 to 1972
10:00 a.m.–5:00 p.m.	<i>but</i>	between 10:00 a.m. and 5:00 p.m.
May–June 1967	<i>but</i>	from May to June 1967
post–Cold War espionage		

5. Hyphens are used to separate numbers that are not inclusive, such as telephone numbers:

(202) 687-1461 *or* 202-687-1461

## **Brackets**

1. Use brackets to enclose translations or editorial explanations, clarifications, or comments in quoted material:

Despite the damning evidence that the prosecutor presented [the glove stained with Harvey’s blood], the jury acquitted the defendant.

2. Use brackets as parentheses within parentheses or to enclose phonetic transcription of a foreign word. Avoid the latter in article text.

## **Question Marks**

1. A question mark closes a directly interrogative element:

How can the two panels reach an agreement? was the reporter's conclusion.

2. An indirect question does not need a question mark and is not set off from the rest of the sentence by a comma:

How the two panels could reach an agreement was of primary concern.

3. A question mark should be placed inside the quotation marks, parentheses, or brackets only when it is part of the quoted or parenthetical matter:

The ambassador prodded, "Then why are your drones flying into Pakistan?"

When Charlie was introduced to the agent (had he met him before?), he turned to his host and winked.

## **Endnotes**

The *Journal* uses endnotes to cite facts, figures, and important statements. Use *Ibid.* in roman font to indicate the work cited immediately above.

## **Internet**

1. Author First Last, "Title," Internet, <http://www.website.com> (date accessed: 14 February 2009). Include the date accessed whenever possible and certainly if the URL is no longer valid. Cite scholarly journals according to "periodicals" notation whenever possible. Do not add line breaks, hyphens, or spaces to the URL.

Alex Magaisa, "Understanding Mugabe's 'End of History' Ideology," Internet, <http://www.newzimbabwe.com/pages/magaisa79.18240.html> (date accessed: 8 August 2008).

## **Books**

1. Author, *Title* (City: Publisher, year of publication), page.

Asoka Bandarage, *The Separatist Conflict in Sri Lanka: Terrorism, Ethnicity, Political Economy* (London: Routledge, 2009) 87.

2. For multiple editors (*eds.*), translators (*trans.*), or compilers (*comp.*) insert the abbreviation after their names. For more than three authors, list only the first:

Martin Heidegger, *Introduction to Metaphysics*, Gregory Fried and Richard Polt, trans., (New Haven: Yale University Press, 2000), 40.

Angel Rabasa and others, *Beyond al-Qaeda: Part 1; The Global Jihadist Movement* (Santa Monica: RAND Corporation, 2007), 8.

3. Section of book

“The System Was Blinking Red,” in *The 9/11 Commission Report* (New York: W. W. Norton & Co., 2004), 254-277.

4. Cite the organization first if no specific author or editor is mentioned in the work:

National Intelligence Council, *Global Trends 2025: A Transformed World*, (Washington, D.C., 2008).

5. For multivolume works, place the volume number and a colon before the page number(s).

John G. Nicolay, *Abraham Lincoln: A History* (Whitefish, MT: Kessinger Publishing, 2004), 1:213.

Muriel St. Clare Byrne, ed., *The Lisle Letters* (Chicago: University of Chicago Press, 1981), 4:243.

### ***Periodicals***

1. Author, “Title,” *Source* volume, number (date): pages. Use a colon after the date of publication to include page numbers—*p.* is omitted. The volume and issue numbers precede the date of publication and *vol.* is omitted when the issue number is given.

Frederick Buttel, “How Epoch Making Are High Technologies? The Case of Biotechnology,” *Sociological Forum* 4, no. 2 (June 1989): 247-261.

Benjamin F. Jones and Benjamin A. Olken, “Do Leaders Matter? National Leadership and Growth since World War II,” *Quarterly Journal of Economics* 120, no. 3 (August 2005): 835-864.

### ***Newspapers***

1. Author, “Title,” *Source*, Date.

Pamela Constable, "A Modernized Taliban Thrives in Afghanistan: Militia Operates a Parallel Government," *Washington Post*, 20 September 2008.

### **Speeches**

1. Speaker, "Title," (type of event [*lecture or otherwise; may omit to avoid repetitive details*], location, date).

Robert M. Gates, "Landon Lecture" (Kansas State University, Manhattan, KS, 26 November 2007).

### **Legal Works**

1. Give the case name in italics with no period after the *v* for *versus*:

*Hamdan v Rumsfeld*, 548 U.S. 557 (2006), slip opinion, 65.

### **Interviews**

1. Interview from a published text: Interviewee First Last, "Title," interview by interviewer first last, *Source*, number (date): page.

Richard G. Lugar, "Cooperative Threat Reduction and Nuclear Security," interview by Carolyn Barnett and Devin Conley, *Georgetown Journal of International Affairs* 10, no. 1 (Winter/Spring 2009): 183-189.

2. Personal interview: interviewee name, interviewer name, means, place, date:

Yolande Bornik, interview with Aaron Beitman, tape recording, Washington, D.C., 13 January 2009.

### **Personal Communication**

1. Name, means (not applicable to telephone conversations), place, date.

William Allen, conversation with author, Madison, Wisconsin, 3 January 2009.

## “Watch Out For”

1. Use one space, not two, between sentences.
2. When using *the United States* as a noun, spell it out. When using it as an adjective, write *U.S.* Never write *America* as a noun, but you may use *American* as an adjective.  
Example: The United States could make better U.S. foreign policy. It could also make better American foreign policy.
3. A hyphen is short and goes between two words to make a compound adjective. A dash is longer and is used to emphasize part of a sentence. Neither should have spaces on either side. Example: The wild-eyed guy—the one with a fluffy red beard—raised his hand.
4. When using percentages, write the number as a numeral but do not use a percent sign.  
Example: 90 percent
5. When a title comes before a person’s name, capitalize it. When it comes after, do not.  
Examples: President George Bush; George Bush, the U.S. president
6. Write dates with the day, then the month, then the year. Example: 11 December 1983
7. Do not capitalize the word “administration.” Example: the Bush administration
8. The “UN” should have no periods.
9. When using a series, put commas between each item. If there are commas within each item, use semi-colons. Examples: apples, oranges, and pears *but* apples, which I bought at the store; oranges, which I did not; and pears, which my mom gave me...
10. Use *9/11*.
11. Always put ’s to make a single noun possessive, even for the United States. Example: the United States’s interest writ large...
12. Use single quotation marks inside a quote.
13. Write out numbers if they are less than one hundred. However, if there is a sentence with other numbers written as numerals, use numerals. Example: There were ninety-nine students. *but* There were 99 students and 103 gorillas in the cage.
14. Commas should be used after two prepositional phrases that begin a sentence, but not just one. Example: After 1990 things got more serious. *but* After the fall of the Berlin Wall, things got much more serious.
15. Use commas between independent clauses but not between compound verbs. Example: He went to the store, and then he did a dance. *but* He went to the store and then did a dance.
16. Endnotes go only at the end—not in the middle—of sentences. The only exception is to place endnotes at the end of the relevant clauses to avoid confusingly long endnotes.
17. Use *policymaking* as both a noun and an adjective; use *decision making* as a noun but *decision-making* as an adjective.