

Official Style Guide for Contributors

(This style guide is drawn and adapted from the International Affairs House Style Guide prepared in October 2025)

Where a word or preferred usage is not specified in this guide, we recommend Oxford English Dictionary spellings.

We use UK English **spellings**, hence ‘behaviour’ not ‘behavior’. We use ‘**z**’-**spellings** throughout (e.g. ‘globalization’): except for ‘analyse’, ‘revise’, ‘advise’, etc., which are always ‘se’ in English spelling (see *Hart’s* lists).¹

Accessibility Bear in mind that the text should be comprehensible to a well-informed reader outside the field—for instance, a reader of the *New York Times*, *the Guardian*, *Bloomberg*, or *Financial Times*. This means 1) that the text should not be too technical, and 2) that the arguments and linkages between them should be clear. **Jargon** should be translated, but technical language, though it needs explaining, is not jargon. This also applies to key social, cultural, political, philosophical, scientific, and economic concepts.

Abbreviations take a full stop, contractions don’t: Mr; Dr; p.; the Rt Hon. Boring. No. (as in number) takes a full stop.

Initials and acronyms for organizations, etc.: no full stops, all upper case—the UN, EU, UNHCR, ASEAN etc. If very well known, as for EU, NATO (not Nato), OPEC, GATT (not Gatt), WTO, NGO, ICC, CIA, OECD, IMF, initials will do; if ignorance is assumed on the part of the reader, spell out the first time and use the acronym thereafter, e.g.: ‘the European Union Institute for Security Studies (EUISS), the EU’s lead agency dealing with the analysis of foreign, security and defence policy issues’. If an organization appears only once, there’s no need to give its acronym in parentheses, just give its name in full. (This applies particularly in book reviews.)

Dates and numerals

- 6 January 2025; in footnotes save space by abbreviating months, e.g. *The Times*, 6 Jan. 2025: Jan. Feb. March April May June July Aug. Sept. Oct. Dec.
- on <date>: e.g. the election took place on 20 March
- 1990s (no apostrophe, and not ’90s or ‘the nineties’); mid-2020s; mid- to late 2010s (only one hyphen)
- 1946–7; 1900–1907, 2002–2003 (2002–03 fine in footnotes); 2002–22; 1999–2001 (use en-rule)
- Elide except for teens and after a 0: 11–12, 60–61, 100–108, 107–27, 107–207, 200–201 (use en-rules. The rule is: use the fewest possible digits compatible with clarity)
- 13 per cent in text, but 13% in tables and footnotes

¹ e.g.: advertise; agonize; analyse; antagonize; apologise; apprise; authorize; catalyse; characterize; chastise; civilize; colonize; compromise; concretize; criticize; emphasize; excise; exercise; improvise; incise; jeopardize; legitimize; modernize; neutralize; paralyse; philosophize; polarize; prioritize; privatize; realize; recognize; standardize; summarize; westernize.

- Spell out numbers from one to twelve, and use figures thereafter (unless used in a figurative context: thousands of refugees). The same applies for ordinals (e.g. twelfth, 13th), except for names of centuries on aesthetic grounds, e.g. sixteenth, nineteenth century (but nineteenth-century if adjective). If you use ‘st’, ‘rd’, ‘nd’ or ‘th’, these should not be superscript.
- Distinguish between 2016/17 (a specific 12-month period within two calendar years—typically a financial year) and 2016–17 (either a full period of two calendar years or a less specific period spanning two years)
- Don’t mix and match when using ‘between/and’, ‘from/to’, ‘in’ etc. to describe periods. Write ‘in 2006–17’ or ‘**between 2006 and 2017**’ or ‘**from 2006 to 2017**’; not ‘between 2006–17’ or ‘from 2006–17’ or ‘between 2006 to 2017’
- Delimit numbers larger than a thousand with commas: 3,569
- Use numerals in front of ‘million’, ‘billion’ etc.: 5 million, 1.5 billion
- Spell out units of measurement in full (kilometres, kilograms etc.) in text but abbreviate (km, kg) in footnotes or tables
- Hyphenate if using a measurement as an adjective: an 18,000-tonne ship
- CE/BCE or AD/BC according to author, but always small caps

Uppercase should be used only when essential. UK government, parliamentary privilege, presidential elections, the presidency (but the President when the title is immediately followed by the post-holder’s name). The socialists, communism, but Marxism. Uppercase 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 global political concept or entity, e.g. North–South, East–West, the global South, the Far East, the Middle East, North Africa, Asia–Pacific; lowercase for all other geographical and regional designations: central and eastern Europe, west European, central Asia, south-east Asia, south Asia, southern France, northern Europe, south-east England.

United Kingdom/United States: spell out the first time, but thereafter capitals are acceptable (UK/US). Spell out in full for aesthetic reasons as often as you can; ‘America’ and ‘Britain’ okay, but not USA.

Countries and ships (and other vehicles) are it, not she/her.

Quotations: use single quotation marks. Doubles are only used for quotations within quotations. Original punctuation is preserved in quotations and extracts. In articles (but not reviews) longer quotations (≥40 words) are displayed, i.e. marked ‘extract’ in smaller type, with space above and below and no quotation marks.

En-rules and hyphens: en-rules are used between words when the connection means ‘and’, ‘to’ or ‘between’: 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:

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

- **Hyphen:** Franco-German relationship; Sino-Soviet split; pre-industrial; fractions: two-thirds.

More on hyphens: Omit hyphens in compound adjectives that use ‘-ly’ adverbs. Hence ‘privately owned company’ not ‘privately-owned company’, ‘newly elected government’. In contrast, ‘a well-intentioned gesture’, a ‘fast-moving situation’.

Italics: titles of published books and periodicals, names of ships, plays, films. Except for some exceptions where ‘The’ is included in the masthead (including *The Times* and *The Economist*), ‘the’ in periodical titles is not italicized, i.e. the *Washington Post*. Code names and operation names *not* italic: Operation Pagoda etc.

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. *Roe v. Wade* (1986).

Footnotes

Footnotes should include the following information: author name (full forenames unless given only as initials in source—n.b. initials should be separated by a space, apart from in the case of T.V. Paul!); title of work; (for a book) place of publication, publisher, date and page reference; (for an article) journal title, volume and issue numbers, year and page reference. Please avoid *ibid.*, *loc.cit.*, *passim*; use short titles to refer to works already cited: e.g. Henry Kissinger, *A world restored: Metternich, Castlereagh and the problems of peace*, becomes Kissinger, *A world restored*.

Footnotes should be presented as follows for each type of source:

Books: Fawaz A. Gerges, *What really went wrong: the West and the failure of democracy in the Middle East* (New Haven, CT: Yale University Press, 2024), p. 131. **Subsequent mentions:** Gerges, *What really went wrong*, p. 278. Multi-volume work: Michael Mann, *The sources of social power*, vol. 4: *Globalizations* (Cambridge, UK: Cambridge University Press, 2013), p. 331.

- Part of a book series: roman minimum caps in quotes: Stephen M. Gardiner, *A perfect moral storm: the ethical tragedy of climate change*, ‘Environmental ethics and science policy’ series (Oxford: Oxford University Press, 2011).

- Translated book: Basil Muhammad, *Al-ansar al-’arab fi afghanistan* [The Arab supporters in Afghanistan], 2nd edn (Riyadh: Lajnat al-Birr al-Islamiyya, 1991). For non-Roman scripts, use transliteration rather than original characters.

- Republished works: (London: Pluto, 1997; first publ. in 1932).

Journal articles: G. John Ikenberry, ‘Three Worlds: the West, East, South and the competition to shape global order’, *International Affairs* 100: 1, 2024, pp. 121–38 at p. 125, <https://doi.org/10.1093/ia/iiaad284>. **Subsequent mentions:** Ikenberry, ‘Three Worlds’, p. 125.

- Give the DOI as a URL at end of first mention, after page numbers.

- Translated article: Muhammad al-Salim, ‘Yusuf al-’uyayri: shumukh fi zaman al-hawan’ [Yusuf al-Uyayri: standing tall in an age of lowliness], *Sawt al-Jihad*, no. 1, 2003. For non-Roman scripts, use transliteration rather than original characters.

Articles in books: Barry Cannon, ‘Populism and the right in Latin America’, in Ronaldo Munck, Mariana Mastrangelo and Pablo Pozzi, eds, *Populism: Latin American perspectives* (London: Agenda Publishing, 2023), pp. 000–00. **Subsequent mentions:** Cannon, ‘Populism and the right’. Different chapter: [full details] in Munck, Mastrangelo and Pozzi, eds, *Populism*, pp. 000–00. For a single editor: Rahul Walawalkar and Debmalaya Sen, ‘Energy storage: enabling a greener grid’, in Annika Bose Styczynski, ed., *India’s energy revolution: insights into the becoming of a global power* (Abingdon and New York: Routledge, 2024), pp. 000–00.

Online First/Advance articles: Elena Pokalova, ‘The Wagner Group in Africa: Russia’s quasi-state agent of influence’, *Studies in Conflict & Terrorism*, publ. online 2 July 2023, <https://doi.org/10.1080/1057610X.2023.2231642>.

Blogposts, online periodicals: same principle as print publication, i.e. italic where name of publication but not where name of organization: *Mail*, *Guardian*, but Brookings, Human Rights Watch, Reuters, BBC News (no need to include ‘online’ unless part of formal title on web page masthead).

Research paper published on organization website: [author name if available], *DRC: situation of human rights in the east of the Democratic Republic of the Congo* (London: Amnesty International, 2025), <https://www.amnesty.org/en/documents/afr62/9016/2025/en>. On first citation with URL in each article (not doi), add: ‘(Unless otherwise noted at point of citation, all URLs cited in this article were accessible on [date checked].)’

Resolutions

UN Security Council Resolution 0000 *or* UNSC Resolution 1737, adopted by the Security Council at its 5612th meeting on 23 Dec. 2006, <https://main.un.org/securitycouncil/en/s/res/1737-%282006%29>, accessed 11 Feb. 2023. UN General Assembly, A/Res/60/1, 24 Oct. 2005.

Reports/repeat publications

Where ‘author’ and publisher are the same, put at beginning, do not repeat at the end: World Bank, *World Development Report 2023: migrants, refugees and societies* (Washington DC, 2023). Short ref.: World Bank, *World Development Report*.

Where institutional title has an acronym, spell out only as author, not in bracketed publication details: World Health Organization, *Global defence against the infectious disease threat* (Geneva, 2003); **Second mention:** WHO, *Global defence*.

Yearbooks and similar: capitalize main word as for journals, but subtitle etc. minimum caps: *Global Health Watch 2005–2006: an alternative world health report*.

Archives

GEN129(74)3, ‘Terrorist threat at Heathrow Airport’, 16 Jan. 1974, CAB130/636, UK National Archives, Kew (hereafter UKNA).

Miscellaneous

Commons committee reports: House of Commons International Development Committee, *FCDO and disability-inclusive development: government response*, 1st Special Report of Session 2024–25, HC 568 (London: The Stationery Office, 2025), <https://publications.parliament.uk/pa/cm5901/cmselect/cmintdev/568/report.html>, p. 4.

‘Article title’, *Title of Periodical*, no. 00 [where no vol. no.]

Millennium: Journal of International Studies

No need to give state of publication if obvious/well known: e.g Princeton, not Princeton, NJ. Cambridge, UK *or* Cambridge, MA

(emphasis added) *or* (emphasis in original)

RAND (caps)

Personal interview, source, place, date.

Personal communication, place, date.

Conference entitled ‘Title minimum caps’ unless regular well-known institution.

Discussion papers/working papers/briefing papers in italics if publicly available on the internet as a free-standing item: *Title of paper*, working paper no. 20, name of department (Place: University/publisher, month, year.) *or*: *Trade policy and jobs in Vietnam: the unintended consequences of US–China trade tensions*, IMF Working Papers, 2024(263), 2025, <https://www.elibrary.imf.org/view/journals/001/2024/263/001.2024.issue-263-en.xml>.

—*unless* paper not publicly available, in which case title should be roman and in single quotes. Hansard (Commons), 8 July 1998, col. 1073.

News agencies: if not well known, give ‘news agency’ on first mention only. Not necessary for Reuters, AFP.

Title of thesis, PhD diss., name of university, year.

And finally: Multiple works: separate by semi-colons, not ‘and’. Use ‘and’ only where two works by same author with name not repeated.

Publishers: no word ‘Press’ except for Free Press and university presses. Exception: Lynne Rienner Publishers.

Multiple publishers: (Basingstoke and New York: Macmillan/St Martin’s, 2020).

Non-English words and phrases

If in current usage, roman and no accents unless needed for pronunciation, i.e. elite, detente, role; but communiqué, protégé, cliché. (See spelling list that follows.) Less common words are in italics and accented, i.e. *tour d’horizon*, *pièce de resistance*, etc. However, non-English proper names are always roman, e.g. the Bundestag. Non-English quotations are usually roman, as italic is redundant if quotation marks are used. German nouns in lowercase italics except in citations, i.e. *leitmotiv*, *realpolitik*, but *Ostpolitik*. For French, leave out the accent unless it’s a proper name or leaving the accent out changes the meaning of the word.

Transliteration: Simplify for typesetting by omitting diacritics (macron, caron, acute accents, etc.) and ligatures, e.g. Milosevic rather than Milošević; Basho rather than Bashō; but keep diacritics in languages that consistently use the Latin alphabet, e.g. umlaut in Turkish (Kemal Atatürk), accents in Spanish (Guantánamo Bay), etc.

Slavic languages

- Omit the ‘soft sign’ in Russian, e.g. Vladimir Gelman rather than Vladimir Gel’man; Yury Aykhenvald rather than Yury Aykhenval’d (but respect people’s spelling preference for their own name).
- Name spellings (Andrei/Andrey; Yuri/Yury; Alexander/Aleksandr/Oleksandr; etc.): Simplify -yj and -ij word endings to -y for consistency (but respect people’s spelling preference for their own name, e.g. Dmitri Trenin, rather than the more commonly used ‘Dmitry’).
- Capitalization conventions in Cyrillic are much like those of French and should be preserved in transliteration. Pronouns, days of the week, months, and most proper adjectives are lowercased.
- Geographic destinations are capitalized when they apply to formal institutions or political units but otherwise lowercased.²
- Titles of Russian works: Only the first word and any proper nouns are capitalized in titles.³ We cannot typeset the Russian alphabet, so please give a transliteration.

Arabic

- The definite article (‘al-’) always takes a hyphen and is lower case, except when it is the first word of a sentence—some exceptions, e.g. Al-Qaeda.
- However, where ‘Al’ stands not for the definite article but for ‘the family of’ (pronounced ‘aal’) it is capitalized and does not take a hyphen—as in Al Saud, Al Khalifa, Al Sabah, Al Thani.
- When an Arabic name is shortened to just the surname, the ‘al-’ is retained, e.g. Hasan al-Banna becomes Al-Banna. Some exceptions, e.g. ok to refer to Nouri al-Maliki as Maliki when surname only.
- Connectors in names (such as bin, ben, abu, etc.) are lowercased only when preceded by a name, e.g. Osama bin Laden, but Bin Laden.

Chinese

For Chinese names, do not change them to western order at copyediting stage, but keep ‘family name–first name’ if that is the order the author is using (unless for any reason it seems essential to change). Same for Japanese names. Use transliterated forms, not Chinese characters.

² The Chicago manual of style, 16th edition (Chicago: The University of Chicago Press, 2010).

³ The Chicago manual of style.