Editorial Standards 2018

International Institute for Democracy and Electoral Assistance

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Contents

1. Introduction

International IDEA's style

International IDEA's style is concise, objective and inclusive. International IDEA is an intergovernmental organization and, as such, its publications are never strictly the work of a single author. A wide range of inputs, both internal and external, helps ensure that our publications embody our vision (see Box 1). In achieving this vision, it is of vital importance that our publications—from Handbooks, Reports and Policy Papers through to case studies, web articles and even tweets—adhere to high standards of visual and textual design and readability.

This is not to say that these Editorial Standards are inflexible. The tone and format of a specific text depends on the context and the content type. For example, different styles will be appropriate for an official International IDEA publication with an ISBN; a case study designed to be printed out and shared at a conference; a news item on the International IDEA website; and an annual report for donors. Above all, when applying these Editorial Standards, aim for consistency within an individual text, and across a specific or inter-related series of texts.

Jargon

Many International IDEA publications address topics of a complex or technical nature. While it is important that such publications accurately reflect the current state of knowledge in a given field (e.g. constitutional law, or electoral processes), it is also worth bearing in mind that International IDEA publications are also written for an international (i.e. not necessarily academic) audience.

Box 1. Our vision

A world in which democratic processes, actors and institutions are inclusive and accountable and deliver sustainable development to all.

Source: International IDEA, *Strategy 2018–22* (Stockholm: International IDEA, 2018: 5), ‹https://www.idea.int/sites/default/files/reference_docs/international-idea-strategy-2018-2022-screen.pdf›, accessed 26 March 2018

Please avoid jargon and highly technical language in contexts where the use of such language might alienate the general reader. If your publication contains terms that an average reader would have trouble understanding, ensure that you define and explain them adequately within the text. Where it is necessary to use short-hand or abbreviated references to concepts, please ensure that this is done consistently.

Gender-sensitive language

International IDEA's publications are an expression of the Institute's core values and policies. The goal of the Institute's Gender Policy is 'to promote gender equality and ensure that International IDEA's internal management systems and practices and work on supporting sustainable democracy through the provision of comparative knowledge, assistance in reform and influencing policies and politics help to overcome inequalities between men and women'.

Gender dimensions must be adequately and consistently reflected in the thematic areas of all International IDEA publications, and all authors should use gender-sensitive language. For example, where necessary, write 'he or she' (rather than 'he'), 'they' (which is perfectly acceptable), 'chairperson' (or just 'chair'), 'her or his' (note alphabetical order) or 'their'.

Some of International IDEA's publications focus on gender equality and women's participation and representation. While practices vary with regards the use of 'female' as an adjective when referring to women, there is a substantial body of literature arguing that the word 'female' should be avoided as it refers to women's biological functions (as opposed to their gender). A number of International IDEA publications also discuss sexual orientation and gender expression. Authors and editors are encouraged to familiarize themselves with the terminology in this field (see Box 2).

Linguistic distinctions between women and men (and, indeed, people who identify as neither women nor men) on the basis of their gender may therefore be both appropriate and necessary when writing or editing a publication on this topic, but authors and editors should be aware of the subtleties of language and the ways in which particular usages reinforce certain gender stereotypes. Avoid using the words 'women' and 'men' as adjectives. Use 'female' and 'male' as adjectives for the purpose of comparison only. For example:

Female candidates were more likely than male candidates to experience harassment.

Box 2. Resources on gender-sensitive language

Explanations and examples of gender-sensitive language can be found in the following publications:

- United Nations Educational, Scientific and Cultural Organization (UNESCO), *Guidelines on Gender-Neutral Language* (1999), <http://unesdoc.unesco.org/images/0011/001149/114950mo.pdf>, accessed 21 March 2018

- United Nations Development Programme (UNDP), *UNDP Guidelines for Gender-Sensitive Language* (2016), <http://www.ss.undp.org/content/south_sudan/en/home/library/Gender_Equality_Women_Empowerment/UNDP-Guidelines-for-Gender-Sensitive-Language.html>, accessed 21 March 2018

- Human Rights Campaign, 'Glossary of Terms', [n.d.], <http://www.hrc.org/resources/entry/glossary-of-terms>, accessed 21 March 2018

Spelling

International IDEA uses Oxford English spelling in all of its publications, including '-ize' spellings (e.g. 'standardize', but note 'analyse' rather than 'analyze'). Editors and authors should refer to the 12th edition of the *Concise Oxford English Dictionary* (Oxford University Press 2011). Always apply the first-cited usage except where these guidelines indicate otherwise. See Annex B for exceptions.

Authors may also refer to the Oxford Dictionaries Online website for spelling, hyphenation and italicization: <http://www.oxforddictionaries.com>.

Referencing

International IDEA places a high value on its reputation as a producer of comparative knowledge products that meet the professional standards of academic practice. As a reflection of this value, the Institute is committed to a zero-tolerance approach to plagiarism. Therefore, the Institute's published outputs must adhere to professional standards of referencing and attribution.

All source materials used in a publication need to be cited, referenced and properly attributed. International IDEA uses a combination of in-text citations and reference lists (bibliographies). Footnotes and endnotes should be used sparingly, and only for the presentation of additional relevant material (i.e. not for listing references). These are explained in Section 14, with reference examples provided in Annex A.

Active and passive verb forms

While active sentence construction—whereby the subject of a sentence performs an action on the object of the sentence—is preferred, the use of the passive tense is acceptable in a range of situations, particularly where the object is more important, or deserves greater emphasis. Both the following sentences are acceptable:

The Government amended the Constitution. (active)

The 1918 Constitution was amended three times in the period 1989–94. (passive)

The key, as with any written text, is to ensure clarity for the reader and a structure that flows easily from one sentence to the next.

2. Acronyms and abbreviations

Spell out acronyms in full the first time they appear in the text, for example 'Australian Labor Party (ALP)'. Then use the acronym without brackets throughout the text. Do not place full stops between the letters of the acronym (i.e. do not write 'A.L.P.')

In single-author books, spell out names or abbreviations in full the first time they appear and add the acronym or abbreviation in brackets immediately afterwards. In multi-author books and/or books that include case studies, spell them out the first time they appear in each chapter or case study.

If the acronym of an organization or phrase only appears once, spell out the name in full and avoid using the acronym unless the organization or phrase is best known by the acronym, for example, 'FRELIMO', in which case spell it out and put the acronym in brackets.

Use 'International Institute for Democracy and Electoral Assistance (International IDEA)' on first mention. 'International IDEA' should then be used throughout the text, without brackets. Do not add this term to the abbreviations list.

When referring to 'the European Union', 'the United Nations', 'the United Kingdom' or 'the United States', spell out on first mention (without adding the acronym) and then only use the acronym ('EU', 'UN', 'UK' or 'USA') on subsequent mentions. Do not add these terms to the abbreviations list.

Authors should include a draft list of all other abbreviations used at the beginning of the text. This list will be double-checked by editors.

3. Capitalization

Use an upper-case first letter for all names of organizations, parliaments, proper names and recognized geographical regions. For names of ministries, use upper case as for a proper name: 'the French Ministry of Foreign Affairs', 'the British Government', 'the US Administration', 'the US Congress', and 'the French National Assembly'. When referring to institutions in general, use lower case:

> Australia has had a functioning parliament for over 100 years.

When in doubt, or when the name of an organization conflicts with these standards, go with the name an organization gives itself. For example, note the spelling of 'Organisation for Economic Co-operation and Development (OECD)' and the hyphen usage in 'Organization for Security and Co-operation in Europe (OSCE)'.

Capitalize treaties and laws, and always include date at first mention (e.g. '1993 Treaty on European Union', '1945 United Nations Charter', 'the 2000 British Political Parties, Elections and Referendums Act'), but use lower case for articles and sections of laws or treaties. On subsequent mentions within the same paragraph, revert to lower case:

> The 1945 United Nations Charter specifies the International Court of Justice as its 'principal judicial organ' (article 92).

> The charter was signed in San Francisco on 26 June 1945.

Capitalize the word Constitution if it appears in reference to, or as part of the name of, a country's constitution (either past or present).

> The United Kingdom does not have a written constitution.

> Japan's Constitution includes a clause . . .

> The Constitution of Tanzania (1977) . . .

4. Conflicts

As far as possible, refer to wars and conflicts in a neutral, factual manner. Where appropriate, provide a date or date range in order to avoid confusion between multiple conflicts in the same geographic area. Capitalize all well-known wars.

the 1980–88 Iran–Iraq War

the 2003 invasion of Iraq

the ongoing conflict in Ukraine

World War II

the 1990–91 Gulf War

Avoid references to 'terrorist' organizations or throw-away references to authoritarian regimes. For example, on first mention, rather than 'the Assad regime', write 'the regime of Syrian President Bashar al-Assad'.

5. Countries, places and currencies

Countries

For the names of countries and territories use the UN list at <http://untermportal.un.org>. Use United States (USA) for the name of the country, US for the adjectival form. Use United Kingdom (UK) for the name of the country, British for the adjectival form. When listing countries, regions or other geographical units, do so alphabetically unless the order of the list is significant in some other way. Both of the following are acceptable:

> The three largest countries in the world by area are Russia, Canada and China.

> Representatives from Canada, China and Russia attended the event.

Note that International IDEA uses the name Myanmar with no gloss to explain that the country was previously called Burma. Also, observe the distinction between the adjective for an ethnic group and the adjective for an inhabitant of a country, for example, Serb/Serbian.

Places

Prioritize International IDEA's regional naming conventions when referring specifically to our work. As of January 2018, International IDEA's regions are Africa and West Asia, Asia and the Pacific, Latin America and the Caribbean, and Wider Europe. For regions in general, refer to Oxford spelling (e.g. 'the Asia-Pacific region', 'South East Asia' but 'northern India' and so on). For more information on International IDEA terminology, including programme names, staff should refer to the International IDEA Operations Manual (available on the Staff Intranet).

When referring to street addresses, spell out Street (note capitalization), Strasse, vägen and so on. When giving the name of a city, don't add the name of the country if the city appears on the list of international datelines in Annex C. For all other cities, add the name of the country as follows:

> Speaking after a meeting in Bamako, Mali, the UN Secretary-General reaffirmed the importance of dialogue in solving the ongoing conflict in the country's north.

Currencies

For currencies, use the three-letter symbols found in International Standard 4217 (2015), available at <https://www.iso.org/iso-4217-currency-codes.html>. If needed, provide a conversion to US dollars (USD). The OANDA website gives historical values for the past 2,000 days: <http://www.oanda.com/convert/fxhistory>.

6. Names, words and phrases in languages other than English

Use the Oxford Dictionaries Online to decide whether or not a word should be italicized. If a word is considered to have entered the English language (e.g. de facto, coup d'etat, perestroika) it is not italicized. If it is not in the Oxford Dictionaries Online or the *Concise Oxford English Dictionary*, italicize (e.g. *gacaca* tribunals).

Use foreign-language terms or concepts when they cannot be properly translated into English or an exact English-language translation does not exist, or when a foreign-language term has entered into common use (e.g. *gacaca*). For example, *rido* can be satisfactorily replaced with 'inter-clan violence'.

Foreign-language names and proper titles (e.g. Bundestag) are not italicized. When in doubt about the spelling of the name of a foreign dignitary, leader or other actor, consult the Statesman's Yearbook online: <http://www.statesmansyearbook.com/>.

Give names of institutions, ministries, political parties or organizations in English first, then in brackets give the name in the original language together with any acronym, without italics. For example, Commission for Historical Clarification (Comisión para el Esclarecimiento Histórico, CEH).

7. Formatting

International IDEA MS Word template

In order to simplify the task of writing, formatting and editing International IDEA publications, we have created a simple MS Word template, which you can download from the staff Intranet. This template should be used when drafting reports and other knowledge products.

Body text

Ensure that body text is formatted in a consistent way throughout the text, using the styles included in the International IDEA MS Word template. Paragraph alignment should be justified. Do not indent paragraphs. Final formatting will be carried out during the design stage.

- Hyperlinks should not be activated (i.e. clickable). To de-link an activated URL, highlight the text and select CTRL+6.

- Insert page numbers as footers (centred).

- Turn off automatic hyphenation in MS Word. International IDEA does not hyphenate paragraphs.

- Use italics rather than bold type for emphasis but be sparing in their use.

- Please make sure that there are no double spaces at the end of sentences or after colons.

Headings and subheadings

Ensure that headings and subheadings are formatted in a consistent way, using styles. Chapter headings (H1) should always be numbered. Headings at lower levels may also be numbered (e.g. 5.1, 5.2.1) if the publication is of a more technical nature and includes multiple cross-references. Annexes should be lettered (e.g. Annex A, Annex B). For chapter titles and subheadings, only capitalize the first word and any proper nouns.

In-text quotations

Use block quotes for quoted text that takes up five lines or more in a paragraph. Do not use inverted commas around block quotes. Do not italicize quotes.

> Fortum ego cortes achum, clestis? Palabus signa, quam pro C. Satquam consulum opotamp eribus Maedien tiliis, conemolinc rei incumus vius prehenti, vit, num opostere, mant? Romnoximmoli in verim verio cont. Si senit quon Etreorunum aure iam audet, tata virmaione tem publi ignonsul urbit, suntimiliae, ut vitatuu ssilic vid fatum re aturnum locreissus mortur publis halii publis ocrem desses venditem nequa quam mor quo menatante mores culeger orave, consum noravent.
>
> (Source YEAR: page number)

For interview quotes, use the following format:

> Fortum ego cortes achum, clestis? Palabus signa, quam pro C. Satquam consulum opotamp eribus Maedien tiliis, conemolinc rei incumus vius prehenti, vit, num opostere, mant? Romnoximmoli in verim verio cont. Si senit quon Etreorunum aure iam audet, tata virmaione tem publi ignonsul urbit, suntimiliae, ut vitatuu ssilic vid fatum re aturnum locreissus mortur publis halii publis ocrem desses venditem nequa quam mor quo menatante mores culeger orave, consum noravent.
>
> —Interviewee name, location, YEAR

8. Hyphens, rules and the forward slash

Hyphens

On hyphenation, International IDEA follows Oxford style. Therefore, always hyphenate terms such as 'decision-making' (but not 'decision maker'), 'lead-up', 'user-generated' and so on, as well as International IDEA-specific terms such as 'constitution-building' and 'constitution-building processes'. However, please note Oxford style does not hyphenate 'peacekeeping' 'policymaker', 'email', 'ongoing', 'intergovernmental' and other terms. Furthermore, 'co-opt', 'co-own' and 'co-occur' are the only three hyphenated 'o-o' words in the Concise Oxford Dictionary. Therefore, do not apply a hyphen to words like 'cooperation' or 'coordinate'. See Annex B for a more comprehensive word list and, if in doubt, consult the Oxford Dictionaries Online.

Rules and slashes

The En rule (–) links two different but equal things (e.g. the military–industrial complex), dates (2000–02) and sequences of page numbers (pp. 45–57).

The Em rule (—) is used where a comma or parentheses might be used instead, often for emphasis. Do not insert blank spaces before or after an Em rule.

> While International IDEA's Editorial Standards are not new—in fact, the first version of these Standards was published in 2007—the 2016 version includes information on spelling, hyphenation and numbering based on recent developments in Oxford style.

Do not insert a space before or after a forward slash. For example, write '2014/15' for the fiscal year.

9. Lists

Use lists selectively for clarity. For substantial items consisting of complete sentences, use numbered lists (i.e. 1., 2., 3. and so on). Start a new paragraph for each, with a full stop at the end of each sentence and insert a paragraph break before the start and at the end of the list. Numbered lists can also be used to produce definition lists, which include a term (in italics) and a definition or explanation in plain text.

International IDEA produces publications in several official formats, including:

1. *Handbooks*. The International IDEA Handbook Series seeks to present comparative analysis, information and insights on a range of democratic institutions and processes.

2. *Reports*. This publication type covers a range of reports on specific countries or regions.

3. *Policy Papers*. Analytical publications highlighting key recommendations derived from either a major International IDEA publication or a series of workshops or consultations.

4. *Policy Briefs*. General overviews of a policy or topic that can be understood at a glance.

For shorter items that do not amount to complete sentences, and for the next logical level below, use a lettered list within the body text, starting with (a), (b), (c) and so on. Use lower-case first letters for the first word in each item, a semi-colon after each item, and a semi-colon plus 'and' after the penultimate item.

International IDEA uses several types of lists in its publications, including (a) numbered lists (for complete sentences); (b) lettered lists such as this one (for shorter items that do not amount to complete sentences); and (c) bullet lists, which should only be used sparingly, and for emphasis.

Use bullet list sparingly, and indent, where you have a short list of items and want emphasis. As with shorter items that do not amount to complete sentences, a semi-colon after each item, and a semi-colon plus 'and' after the penultimate item. If a new sentence follows, insert a full point (full stop) at the end of the list.

A mandatory referendum must be held (article 140 § 1 FC):

- in the event of a total or partial revision of the federal constitution;

- to join a collective security organization or a supranational community; or

- to introduce urgent federal legislation without the required constitutional basis and which will be in force for longer than a year.

Within a sentence, to aid the reader, if a list of items is long or includes subordinate clauses, separate the items with semi-colons.

10. Numbers, dates and times

Numbers

Spell out numbers between one and nine. Use numerals for numbers 10 and above. However, use numerals (a) where a range is indicated (e.g. 6–8, 8–12); (b) for physical quantities (e.g. 5 kg); (c) with percentages (e.g. 5 per cent); (d) for ratios (e.g. 2:1); (e) when an abbreviation or a symbol is used as the unit of measure (e.g. 5 mph, 5 mm); or (f) when a sentence contains numbers above and below 10.

> A president may serve a maximum of two terms.
> The act contains 33 articles.

Note, however, that it may sometimes be clearer to use words for one set of figures and numerals for a second set of figures in the same sentence.

> Three candidates each received 30 per cent of the votes, while a fourth candidate received the remaining 10 per cent.

Some additional points to consider:

- Use of the percentage symbol (%) is permitted in tables and figures.
- Use a comma for a thousand separator (e.g. 3,000). Use a full point (full stop) for a decimal separator (2.3 million).
- A billion is a thousand million (i.e. 1,000,000,000).
- Avoid starting a sentence with a numeral: for example, write 'Three hundred internally displaced persons . . .' or 'A total of 300 internally displaced persons . . .'.
- For decades, avoid casual usage. For example, write '1980s' (not '1980's' or '80s').

Dates and times

Dates should only be expressed in the day/month/year format. For example, write 22 November 1964 (not November 22 1964, the 22nd of November 1964 or 22nd November 1964). Avoid using a comma after a date unless you are adding a modifying clause:

> On 16 September 2015 International IDEA celebrated its 20th anniversary.
> On 16 September 2015, exactly 20 years since International IDEA's founding,
> an event was held to celebrate the Institute's achievements.

When expressing a date range, shorten years to the smallest two-digit number possible, separated by an en rule (e.g. 1945–54; 1980–88). For date ranges that cross two or more centuries, or for dates in the first decade of a century, express the years in full (e.g. 1989–2008; 2003–2005). Do not write 'from 1989–2008' but instead 'from 1989 to 2008' or 'in the period 1989–2008'.

Time should be expressed in 24-hour format, for example, '15:30' (with colon).

11. Personal and professional titles

In general, avoid using titles in International IDEA texts. Exceptions to this rule include author titles in a Foreword or Preface to a report, documents relating to International IDEA Member States, official invitations and event programmes, informal web or news articles and case studies referring to individuals by their first name. Where titles are necessary, omit full points (full stops) after salutations such as 'Ms', 'Mr', 'Mrs' and 'Dr' where the last letter of the abbreviation is the same as the last letter of the full word.

Official titles are normally capitalized. For example, President Bill Clinton, Prime Minister Mikhail Fradkov, Ambassador Rolf Ekéus. The same is true when a sentence refers to a person's official title:

> When Angela Merkel was elected as Chancellor . . .

When using the title Secretary-General, exercise caution: both International IDEA and the United Nations use the hyphen but check usage within other organizations, many of which do not use the hyphen form.

When discussing events or conferences involving International IDEA staff, include the staff member's title, and only give the project or programme name if it is relevant.

> Daniel Zovatto, International IDEA's Regional Director for Latin America and the Caribbean, spoke at the event.

12. Punctuation

In general, do not use a comma before 'and' or 'or' and the final item in a list. Do use it, however, to add clarity and thus assist the reader—for example, 'Croatia, Bosnia and Herzegovina, and Serbia and Montenegro'.

The function of the colon (:) is to point forward—indicate that we are about to move from a premise to a conclusion, from a general statement to an example or from a statement to something that explains it. It is best used if a complete sentence follows. If there is no verb in what follows, the Em rule is preferable (e.g. 'It comes in two colours—red and blue').

The semi-colon (;) is used to separate two or more main clauses (which each contain a verb) or to provide more emphasis than a comma would. Where there are already numerous commas in a sentence (e.g. indicating subordinate clauses), the use of a semi-colon instead of a comma can help to add clarity and thus assist the reader.

The ellipsis (. . .) within a quotation indicates that text has been omitted. It should be added manually by inserting full points (full stops) and non-breaking spaces rather than by using MS Word's automatic ellipsis feature. If the ellipsis follows a complete sentence, add a fourth full point. Square brackets around the ellipsis are not needed.

> I was asked to show three forms of identification, including . . . my passport . . .
> before being allowed to enrol to vote. . . . Others reported similar experiences.

Please note that International IDEA follows British practice in always putting the punctuation mark after a closing inverted comma, unless that which is within the inverted commas consists entirely of one or more complete sentences. In the following example, both quotations are formatted correctly:

> As Huyse (2008: 7) notes: 'The term "traditional" with its Eurocentric
> connotations tends to suggest the existence of profoundly internalized normative
> structures.' It also refers to patterns that are seemingly embedded in static
> political, economic and social circumstances. But 'it must be borne in mind that
> African institutions, whether political, economic or social, have never been inert.
> They respond to changes resulting from several factors and forces'.

13. Tables, figures and boxes

Tables, figures and boxes should be used to complement the text, not repeat it. They must be referred to in the text—preferably in parenthesis (e.g. see Table 1.1). Avoid the formulation 'see the table below'. This will facilitate the process of graphic design/layout.

Tables, figures and boxes must have a title. Tables and figures should indicate the source (unless the source is the author of the text). The source should always appear immediately below the table or figure, and be listed as a full bibliographical reference (not as an endnote or in the shortened 'citation in text' form).

Tables, figures and boxes should normally be numbered from 1 onwards in sequence in each chapter (e.g. in Chapter 5, we would have Table 5.1, Figure 5.1, Box 5.1 and so on).

Tables

If all the numbers in a table are in the same unit of measure, use a complete sentence or phrase in roman type, under the caption: 'Figures are in million USD, at 2001 prices and 2001 exchange rates'. If the numbers in different columns are in different units, give the unit of measurement in the column heading (USD, % or km and so on).

Column headings and text entries in each column should be ranged left unless they can be ranged on the decimal point, or are in the same unit of measurement and can be added up (e.g. all are in USD), in which case they should be ranged right.

The same number of decimal places should be used throughout a single table (e.g., avoid writing 2.17, 3, 4.6). When the row or column includes percentage calculations of other figures in the table, make these figures italic. When the row or column ends with a total of other figures in the table, make these figures bold.

A sample table has been included in the International IDEA MS Word template available on the staff Intranet.

Please note that tables and graphs sourced from other publications always need formal approval from the publisher, and that it is the author's responsibility to obtain this approval.

14. Citations, endnotes and footnotes

Citations

International IDEA expects all staff members to ensure that their published outputs adhere to professional standards of referencing and attribution. Citations must be supplied for all knowledge, data, quotations and other materials produced by third parties. This also applies when citing other International IDEA knowledge products.

The Institute follows Harvard style for in-text citations of third-party material. For citations in body text use the following author–date format:

Nassmacher (1994) argues that . . .

This issue has been discussed by numerous commentators (see e.g. Nassmacher 1994).

When citing multiple sources, separate each citation with a semi-colon:

In some cases, such as Argentina, Costa Rica or Ecuador, the rise of criminal organizations with a presence in communities or public institutions is relatively new (UNDOC 2010a; Schmall 2012), while in others, most notably Colombia and Mexico, this influence is based on post-colonial or even older cultures of banditry, local fiefdoms, smuggling or extensive illegal and informal activities (Thoumi 2009; Campbell 2009; Pansters 2012).

Ensure that exact page numbers are given for all quotations. If citing more than one work by a single author, list them chronologically. If two or more works by the same author have been published in the same year, list them chronologically (for works with an exact publication date) or alphabetically (by title), using a lower-case letter:

This issue has been discussed by many commentators (see e.g. Bell 2017, 2018; Smith 2002a, 2002b; Brown 2001: 102).

Supply a complete list of cited references and sources at the end of a publication, following the style of the examples given in Annex A.

Endnotes and footnotes

International IDEA publications may occasionally contain additional notes, although these should be kept to a minimum. When multiple notes are required, these will be included as endnotes during the design phase, depending on the publication format. Any superscripts for endnotes should appear at the end of a sentence, after the full point (full stop), with no space between the full point and the reference marker:

International IDEA's Editorial Standards have now been updated.[1]

Never use endnotes to continue or elaborate on an argument.

Acknowledgements, such as 'X conducted primary research for this section', may be included as asterisked footnotes, or as endnotes. If endnotes are used in multi-author books or books that include case studies, they should appear at the end of each corresponding chapter/case study. Above all, aim for consistency within a document, and within a series.

Annex A. Reference examples

General principles

Depending on its length and complexity, each International IDEA publication should include a list of references cited in the text. Authors may also consider including a separate list of further reading. Both lists need to conform to International IDEA's standards for bibliographic referencing.

List references at the end of your text, alphabetically by author's last name (and by title in the case of unattributed works). Create a single list under the heading 'References', unless the text refers to a large number of interviews, legal cases, laws or constitutions (in which case create separate subheadings for each).

The author's last name should be followed by their initials. For edited works, list the author's initials first (but file under surname as usual). When listing more than one work by the same author, do so chronologically (oldest item first). Second and subsequent works by the same author should be marked by an Em rule in place of the author's name.

> Lastname, X., 'Title', Source, DATE, <URL/DOI>, accessed DATE (for URL/DOI)

> —, 'Title', Source, date, <URL/DOI>, accessed DATE (for URL/DOI)

> X. Lastname and Y. Lastname (eds), *Title: Subtitle* (Location: Publisher, YEAR)

Use italics for titles of monographs, journals, newspapers or annuals. Do not use italics for the names of news outlets such as Al Jazeera, BBC News or Reuters. Use single smart quotes around titles of articles in journals or conference papers. Capitalize all important words for titles of publications (except newspaper and journal articles) and do not simply copy the form used in the original. However, make sure you preserve the exact spelling of the original work, including US spelling.

Sources that are available on the Internet can be referenced in virtually the same way as printed sources. Give as much detail as possible about the source and the titles of Internet pages and dates, not just the URL. When including URLs, enclose them in chevrons (<URL>) and strip out any extraneous code (e.g. code that identifies the referral source). Always include the date the item was last accessed. If a source provides a digital object identifier (DOI; see Box 3), list the DOI instead of the URL.

Box 3. Digital object identifiers (DOIs)

As of September 2018 International IDEA will assign digital object identifiers (DOIs) to the electronic versions of its publications. Similar to a URL, a DOI provides a link to an online resource; unlike a URL, a DOI remains stable even if the location of the resource (e.g. a PDF file) changes. DOIs are increasingly being used by libraries and academics (among others) to track citations and provide provide a reliable way to link to the Institute's content.

Some additional observations:

- Give foreign-language titles in the original, followed by a translation into English in square brackets. This shows that the item is in a language that the reader may not read.

- Spell out months in full.

- Use et al. if there are more than three authors (and do not italicize it).

- In page ranges, separate page numbers with an en rule, and elide to two digits (e.g. pp. 22–29, not pp. 22–9; pp. 110–20, not pp. 110–120).

- Do not use full points (full stops) at the end of references.

- Add a space between multiple initials in an author's name (e.g. J. R. R. Tolkien).

- When a document is undated, use (Smith n.d.) for the in-text citation and type [n.d.] in the place of the date in the full reference.

- When referring to a city of publication in the United States, add the abbreviation for the state in which the city is located (e.g. Norman, OK), except when referring to the city of New York (in which case no state name is necessary).

- For forthcoming publications, add (forthcoming YEAR) in place of the usual publisher and date information.

- When adding references for online documents (e.g. PDFs), as far as possible link to the landing page rather than the individual document.

Examples

The examples here are ordered by type of publication for ease of reference. In International IDEA publications references should be given in one single sequence. Where a publication is available online, give the full standard reference followed by the URL or DOI.

Monographs, edited books and reports

Anderson, G., *Federalism: An Introduction* (Toronto: Oxford University Press, 2008)

Böckenförde, M., Schmidt, J. and Wiesner, V., *Max Planck Manual on Different Forms of Decentralization*, 3rd edn (Heidelberg: Max Planck Institute for Comparative Public Law and International Law, 2009)

Concise Oxford English Dictionary, 12th edn, rev. (Oxford: Oxford University Press, 2011)

Hirschl, R., *Towards Juristocracy: The Origins and Consequences of the New Constitutionalism* (Cambridge, MA: Harvard University Press, 2007)

Human Rights Watch, *Stateless at Sea: The Moken of Burma and Thailand*, June 2015, <https://www.hrw.org/report/2015/06/25/stateless-sea/moken-burma-and-thailand>, accessed 8 July 2015

Huntington, S. P., *The Third Wave: Democratization in the Late Twentieth Century* (Norman, OK: University of Oklahoma Press, 1991)

P. Lewis (ed.), *Party Structure and Organization in East–Central Europe* (Cheltenham and Brookfield: Edward Elgar, 1996)

Conference papers

Siegert, J., 'Russian Civil Society: Recent Developments', Paper presented at the conference 'The Challenges for the Politicized Russian Economic System', Swedish Defence Research Agency, Stockholm, 20 March 2014

Contributions to multi-author books

Ellis, A., 'The "Richmond Case": the United Kingdom', in J. Orozco-Henríquez, A. Ayoub and A. Ellis (eds), *Electoral Justice: The International IDEA Handbook* (Stockholm: International IDEA, 2010), <https://www.idea.int/publications/catalogue/electoral-justice-international-idea-handbook>, accessed 1 March 2018

Bulmer, E., 'Exclusionary constitutionalism: developments in Chile and Hungary', in International IDEA, *Annual Review of Constitution-Building Processes: 2014* (Stockholm: International IDEA, 2015), <https://www.idea.int/publications/catalogue/annual-review-constitution-building-processes-2014>, accessed 1 March 2018

Tishkov, V., 'Sotsial'no-kul'turny aspekt fenomena terrorizma' [The socio-cultural aspect of the phenomenon of terrorism], in *Sotsial'nye i psikhologichskiye problemy bor'by o mezhdunarodnym terrorizmom* [Social and psychological problems of combating international terrorism] (Moscow: Nauka, 2002)

Electronic sources

Uppsala Conflict Data Program (UCDP), UCDP Conflict Encyclopedia, <http://www.ucdp.uu.se>, accessed 3 September 2018

International IDEA, Electoral Risk Management Tool (ERM Tool), <http://www.idea.int/elections/ermtool>, accessed 1 March 2015

—, Political Finance Database, <http://www.idea.int/political-finance/index.cfm>, accessed 1 April 2016

Building Resources in Democracy, Governance and Elections (BRIDGE) Programme, <http://www.bridge-project.org>, accessed 10 March 2015

World Bank Group, Official website, <http://www.worldbank.org/>, accessed 1 April 2018

Films

International Women's Development Agency (IWDA), 'Karen Young Women's Leadership School' [film], <http://www.iwda.org.au/our-work/civil-and-political-participation/kywls/>, accessed 28 January 2013

International IDEA, 'Sergio Bitar's Story: Democracy doesn't happen by chance', YouTube, 14 November 2017, <https://www.youtube.com/watch?v=3GpgATetzoc>, accessed 20 February 2018

International IDEA publications

If there is an author on the title page, the work is listed under the author name (and cited in the text under that name).

Anderson, G. and Choudhry, S., *Constitutional Transitions and Territorial Cleavages* (Stockholm: International IDEA, 2015), <https://www.idea.int/publications/catalogue/constitutional-transitions-and-territorial-cleavages>, accessed 1 March 2017

Where there is no author name, the work is listed under International IDEA as the responsible author (and cited in the text under International IDEA).

International IDEA, *Media Assistance and Elections: Toward an Integrated Approach* (Stockholm: International IDEA, 2015), <https://www.idea.int/publications/catalogue/media-assistance-and-elections-toward-integrated-approach>, accessed 1 March 2018

Interviews and personal communications

Moroz, A., Chairman of the Ukrainian Socialist Party, author's interview, Kiev, October 2002

Cooper, J., email communication with the author, 1 January 2014

Note: the in-text citations for these references should be (Moroz 2000) and (Cooper 2014).

Journal articles

Börzel, T. A. and Risse, T., 'From Europeanisation to diffusion: introduction', *West European Politics*, 35/1 (2012), pp. 1–19, <https://doi.org/10.1080/01402382.2012.631310>, accessed 3 September 2018

Ford, R. and Goodwin, M., 'Britain After Brexit: A Nation Divided', *Journal of Democracy*, 28/1 (2017), pp. 17–30, <https://doi:10.1353/jod.2017.0002>, accessed 3 September 2018

Chatterjee, A., 'The UN at sixty three: problems and prospects of reforming a veteran', *Journal of Management and Social Sciences*, 5/1 (2009), pp. 22–29

Newspaper articles, blog posts and newsletters

Indicate an author, or the name of the newspaper where there is no author.

The Guardian, 'Burma to hold general election on 8 November', 8 July 2015, <https://www.theguardian.com/world/2015/jul/08/burma-to-hold-general-election-on-8-november>, accessed 3 September 2018

Gorst, I., 'Russian military budget sapped by corruption', *Financial Times*, 24 May 2011, <http://www.ft.com/intl/cms/s/0/961668be-8628-11e0-9e2c-00144feabdc0.html>, accessed 25 May 2011

'Me? Whee! The Quotable Guide to Punctuation', OxfordWords blog, 20 February 2018, <https://blog.oxforddictionaries.com/2018/02/20/stephen-spector-quotable-guide-to-punctuation/>, accessed 20 February 2018

International IDEA, 'Making technology work for democracy' [online newsletter], July–September 2017, <https://us14.campaign-archive.com/?u=d030dc981e01b4e6eb409cf0f&id=c45efb22bb>, accessed 20 February 2018

Cases, laws, treaties and international agreements

For guidance on citation of legal cases, consult the 'Oxford University Standard for the Citation of Legal Authorities', 4th edn (2012), <https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf>.

African Union, 'Constitutive Act of the African Union adopted by the Thirty-Sixth Ordinary Session of the Assembly of Heads of State and Government', 11 July 2000, Lomé, Togo

Sudan, Republic of, Interim National Constitution of the Republic of Sudan, entered into force 6 July 2005

Indonesia, Republic of, Law No. 8/2012 on General Election of the Members of the House of Representatives, People's Representative Council and Regional House of Representatives, <http://www.anfrel.org/wp-content/uploads/2012/08/IFES-Indonesia-Unofficial-Translation-of-Law-82012-on-Legislative-Elections-v1_2012-06-14.pdf>, accessed 14 August 2015

Rome Statute of the International Criminal Court, UN document A/CONF.183/9, 17 July 1998, articles 7, 'Crimes against Humanity', and 8, 'War Crimes', pp. 7–13

Treaty of Lisbon amending the Treaty on European Union and the Treaty establishing the European Community, signed at Lisbon, 13 December 2007, *Official Journal of the European Union*, C306/1, 17 December 2007, <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2007:306:FULL:EN:PDF>, accessed 8 July 2015

Official publications issued by national governments

Australian Electoral Commission (AEC), *Annual Report 1997/1998* (Canberra: AEC, 1998)

South Africa, Republic of, Constitution of the Republic of South Africa (1996), <http://www.constitutionnet.org/vl/item/constitution-republic-south-africa-1996-english>, accessed 20 March 2018

Swedish Government, *En Uthållig Demokrati: Politik för Folkstyrelse på 2000-talet* [A robust democracy: policy for popular government in the 21st century], SOU 2000:1 (Stockholm, 2000), <http://www.regeringen.se/rattsdokument/statens-offentliga-utredningar/2000/01/sou-20001/>, accessed 25 August 2015

British Department for International Development (DFID), *2010 to 2015 Government Policy: Women and Girls in Developing Countries*, Policy Paper, May 2015, <https://www.gov.uk/government/publications/2010-to-2015-government-policy-women-and-girls-in- developing-countries/2010-to-2015-government-policy-women-and-girls-in-developing-countries>, accessed 7 July 2015

Documents issued by international organizations

Always give the title as well as the document symbol. If a report is known by a certain description, this should also be included.

United Nations, *Report of the Panel on United Nations Peace Operations* [Brahimi Report], UN document A/55/305, S/2000/809, 21 August 2000

United Nations Security Council Resolution 1325 [Women, peace and security], 31 October 2000

European Union, 'Council Decision of 22 December 2000 Establishing a European Police College', Document 2000/820/JHA, *Official Journal of the European Communities*, L336 (30 December 2000), pp. 1–3, <http://europa.eu.int/eur-lex/pri/en/oj/dat/2000/l_336/l_33620001230en00010003.pdf>, accessed 25 August 2015

Unpublished theses, papers and articles

Format as for conference papers and add 'unpublished'.

Maiyo, J., 'Political Parties and Intra-Party Democracy in East Africa: from Representative to Participatory Democracy', Master's Thesis, Leiden University (2008), unpublished

Materials in languages other than English

Bundesamt für Migration und Flüchtlinge [German Federal Office for Migration and Refugees, BAMF], 'Strukturförderprogramm des BAMF: Strukturförderung von Migrantenorganisationen auf Bundesebene' [Structural promotion programme of the Federal Office for Migration and Refugees: structural promotion of migrant organizations at federal level], 2016a, <http://www.bamf.de/DE/Infothek/Projekttraeger/Strukturfoerderung-MO/strukturfoerderung-mo-node.html>, accessed 1 May 2017

P. Bevelander and M. Spång (eds), *Valdeltagande och Representation – Om Invandring och Politisk Integration i Sverige* [Voter participation and representation: Immigration and political integration in Sweden] (Stockholm: Delegationen för migrationsstudier, 2017), <http://www.delmi.se/publikationer-seminarier#!/valdeltatande-och-representation-om-invandring-och-politisk-integration-i-sverige-rapport-och-policy>, accessed 5 October 2017

Annex B. Word List

This Annex features a list of words and phrases that are commonly misspelled or misused in International IDEA publications. For updates to this list, visit the staff Intranet.

Table B.1. International IDEA Word List

Correct usage	Incorrect usage	Comments
advisor	adviser	However, note: International IDEA's Board of Advisers
al-Qaeda	Al Qaeda, Al-Qaeda	Note: lower-case 'al' and hyphen
Arab Uprisings	Arab Spring, Arab Awakening, Arab Revolutions	Use with caution
among	amongst	
analyse	analyze	This is a tricky one! But think of 'analysis' and you'll never need the 'z' ...
apartheid	Apartheid, *apartheid*	
approximately	circa, ca.	
benefiting	benefitting	
Chair, chairperson	Chairman, chairwoman	
Cold War	cold war, Cold war	
cross-cutting, cross-cutting theme	crosscutting, cross cutting	
decision maker	decisionmaker, decision-maker	But see 'decision-making', 'peacekeeping' and 'policymaker'; when in doubt, consult Oxford Dictionaries online
democracy support, democracy building	democracy promotion	
data set	dataset, data-set	
election day	Election Day, Election day, election-day	
electoral management body	Electoral Management Body	Always in lower case

Correct usage	Incorrect usage	Comments
email	Email, E-mail, e-mail	Only capitalize at the start of a sentence
fieldwork	field work, field-work	
forums	fora	One forum, several forums
Global North, Global South	global North, Global south	Always capitalize
hijab	Hijab, *hijab*	
Islamic State in Iraq and Syria (ISIS)	'Islamic State', Daesh, ISIL, IS	Spell out on first usage, then refer to Islamic State or ISIS
intergovernmental	Inter-Governmental, inter-Governmental	Also interparty, intraparty
International Institute for Democracy and Electoral Assistance (International IDEA)	IDEA, International-IDEA, IIDEA	Always spell out on first usage. Never shorten to 'IDEA'.
Internet	internet, inter-net	Always capitalize
long-term plan, in the long term	long term plan; in the long-term	See also short-term
Member State, member state	member-state, Member-State	Always capitalize when referring to International IDEA Member States, lower case when referring to other organizational member states
memorandum of understanding (MOU)	MoU	
multiparty	multi-party, Multi-Party	
Myanmar	Burma	
non-governmental organization (NGO)	Non-Governmental Organization	Always lower case in text
ongoing	on-going, on going	
Palestine	Palestinian Territories	
peacekeeping	peace keeping, peace-keeping	
per cent	percent, per-cent, %	Always spell out in body text (but use % in brackets and tables)
post-war	post war, postwar	But: postmodern
policymaker	policy maker, policy-maker	
programme	program	But: Uppsala Conflict Data Program (UCDP)
quality control process	quality-control process	
round table	roundtable, round-table	But note the adjectival form: round-table meeting
Secretary-General	Secretary General	Always hyphenate for International IDEA and the United Nations, and check with other organizations for their preferred usage
short-term	short term	See also long-term
socio-economic	socioeconomic	But sociocultural, monocultural etc

Correct usage	Incorrect usage	Comments
status quo	status-quo, status quo	Only italicize Latin terms that do not appear in the Oxford Dictionary
subarticle, subgroup	sub-article, sub-group	
terms of reference (TOR)	ToR	
therefore	thus, thusly	
think tank	think-tank	
towards	toward	
website	web site, web-site, Web-site	
while	whilst	
World War II	World War 2, the Second World War	
youth	youngsters	Depending on the context, 'young people' may also be acceptable

Annex C. International datelines

The names of the cities in Table C.1 can stand alone in an in-text reference (i.e. you do not need to add the country name after the city). The list is derived from the list of international datelines in the Associated Press Stylebook.

The meeting, held in Panama City, led to the signing of a ceasefire agreement.

Names of all other cities should be followed by the country name.

With a subregional office in Lima, Peru, International IDEA sponsors activities focusing on electoral and party reform to strengthen democracy.

Table C.1. International datelines

Amsterdam	Geneva	Kuwait City	Munich	Shanghai
Baghdad	Gibraltar	London	New Delhi	Singapore
Bangkok	Guatemala City	Luxembourg	Panama City	Stockholm
Beijing	Havana	Macau	Paris	Sydney
Beirut	Helsinki	Madrid	Prague	Tokyo
Berlin	Hong Kong	Mexico City	Quebec City	Toronto
Brussels	Islamabad	Milan	Rio de Janeiro	Vatican City
Cairo	Istanbul	Monaco	Rome	Vienna
Djibouti	Jerusalem	Montreal	San Marino	Zurich
Dublin	Johannesburg	Moscow	Sao Paulo	

Source: Associated Press (AP), 'International datelines', *AP Stylebook*, [various dates], <https://writingexplained.org/ap-style/ap-style-datelines>, accessed 21 March 2018

About International IDEA

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization with the mission to advance democracy worldwide, as a universal human aspiration and enabler of sustainable development. We do this by supporting the building, strengthening and safeguarding of democratic political institutions and processes at all levels. Our vision is a world in which democratic processes, actors and institutions are inclusive and accountable and deliver sustainable development to all.

What do we do?

In our work we focus on three main impact areas: electoral processes; constitution-building processes; and political participation and representation. The themes of gender and inclusion, conflict sensitivity and sustainable development are mainstreamed across all our areas of work.

International IDEA provides analyses of global and regional democratic trends; produces comparative knowledge on good international democratic practices; offers technical assistance and capacity-building on democratic reform to actors engaged in democratic processes; and convenes dialogue on issues relevant to the public debate on democracy and democracy building.

Where do we work?

Our headquarters is located in Stockholm, and we have regional and country offices in Africa, the Asia-Pacific, Europe and Latin America and the Caribbean. International IDEA is a Permanent Observer to the United Nations and is accredited to European Union institutions.

<http://www.idea.int>

International IDEA's style is concise, objective and inclusive. A wide range of inputs helps ensure that our knowledge resources embody our vision of 'a world in which democratic processes, actors and institutions are inclusive and accountable and deliver sustainable development to all'.

In achieving this vision, it is of vital importance that our publications—from Handbooks, Reports and Policy Papers through to case studies, web articles and even tweets—adhere to high standards of visual and textual design and readability.

These Editorial Standards aim to provide guidance for International IDEA's internal and external authors, editors and proofreaders on all aspects of style, from acronyms and abbreviations to citations, endnotes and references.