



International IDEA

The International Institute for Democracy
and Electoral Assistance

Editorial Standards 2016



**International IDEA
Editorial Standards 2016**

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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, which is 'to be the primary global actor in sharing comparative knowledge and experience in support of democracy'.

In achieving this vision, it is of vital importance that our publications—from Handbooks, Country 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 or 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 management processes), it is also worth bearing in mind that International IDEA publications are also written for an international (i.e. not necessarily academic) audience.

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 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'.

Explanations and examples of gender-sensitive language can be found in the United Nations publication *Gender-sensitive Language: Guidelines*: <<http://www.escwa.un.org/information/conference/1400199.pdf>>.

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).

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. Both of the following sentences are acceptable:

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

Women who stood as candidates were twice as likely as to experience harassment.

A number of International IDEA publications discuss sexual orientation and gender expression. Authors and editors are encouraged to familiarize themselves with the terminology in this field, as summarized in the following glossary: <<http://www.hrc.org/resources/entry/glossary-of-terms>>.

Spelling and referencing

International IDEA uses Oxford English spelling in all of its publications. Editors should refer to the 12th edition of the Concise Oxford Dictionary (Oxford University Press 2011). Authors may refer to the Oxford Dictionaries website for spelling, hyphenation and italicization: <<http://www.oxforddictionaries.com>>.

Always apply the first-cited usage except where these guidelines indicate otherwise. See Annex 2 for exceptions.

In terms of referencing, International IDEA uses a combination of in-text citations, reference lists (bibliographies), footnotes and endnotes. These are explained in a separate section.

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 verb form).

The constitution was amended three times in the period 1989–94 (passive verb form).

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.

When referring to ‘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 (‘UN’, ‘UK’ or ‘USA’) on subsequent mentions. Do not add these terms to the abbreviations list.

Provide a full, separate list of all other abbreviations used. A draft list of abbreviations should be provided by authors and 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 countries and territories use the UN list at <http://untermportal.un.org>.

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.

Use United States of America (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.

Please 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 2016, International IDEA's regions are Africa and West Asia, Asia and the Pacific, and Latin America and the Caribbean. 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.

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 3. 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.

When referring to street addresses, spell out Street (note capitalization), strasse, vägen and so on.

Currencies

For currencies, use the three-letter symbols to be found in International Standard 4217 (5th edn, 1995), available at <http://www.xe.com/iso4217.htm>. If needed, provide a conversion to the US dollars (USD).

The OANDA website gives historical values for the past 2,000 days: <http://www.oanda.com/convert/fxhistory>.

6. Foreign-language names, words and phrases

Use the *Oxford Dictionary* online to decide whether or not a word should be italicized. If a word is considered to have entered the English language (e.g. *perestroika*, *nomenklatura*) it is not italicized. If it is not in the Oxford Dictionary or the Concise Oxford 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 Spider: <<https://my.idea.int/display/comdep/Publications>>.

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 throughout the text, using styles. Chapter headings should always be numbered. Headings at levels 1, 2 and 3 may also be numbered (e.g. 5.1, 5.2, 5.2.1, 5.2.2) if the publication is of a more technical nature and includes multiple cross-references.

For both chapter titles and subheadings, use sentence case (i.e. 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 Etreorum 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 no.)

8. Hyphens, rules and the forward slash

Hyphens

On hyphenation, International IDEA follows Oxford style. Therefore, always hyphenate terms such as ‘decision-maker’, ‘constitution-building’, and so on. The same applies to terms such as ‘constitution-building processes’. However, please note Oxford style is to not hyphenate ‘peacekeeping’, ‘policymaker’, ‘email’, ‘ongoing’, ‘intergovernmental’ and so on and other terms.

Note: ‘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 2 for a more comprehensive word list and, if in doubt, consult the Oxford Dictionary online.

Rules and slashes

The En rule (–) links two different but equal things (e.g. the military–industrial complex), dates (2000–2002) and sequences of page numbers (thus, 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 six official formats:

- 1. *Handbooks*.** The International IDEA Handbook Series seeks to present comparative analysis, information and insights on a range of democratic institutions and processes.
- 2. *Country and regional reports*.** This publication type covers a range of reports on specific countries or regions.
- 3. *Overviews*.** Includes overviews of International IDEA Databases, summaries of regional publications and translations of longer documents.
- 4. *Policy Papers*.** Analytical publications highlighting key recommendations derived from either a major International IDEA publication or a series of workshops or consultations.
- 5. *Discussion Papers*.** Relatively informal documents about a particular topic, often produced for an event or activity.
- 6. *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 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 ten.

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.

Use of the percentage symbol (%) is permitted in tables and figures.

Use British style with comma thousand separator (e.g. 3,000). Use a dot for the 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 official invitations and event programmes, informal web or news articles (see separate section on writing for the web) and case studies referring to individuals by their first name. Where titles are necessary, omit full stops (periods) 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 Vladimir Putin was elected President . . .

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 some text has been omitted. It should be added manually by inserting non-breaking spaces rather than by using MS Word’s automatic ellipsis feature. If the sentence continues, there should be no space between the full stops but a space before the first full stop and after the last. If the sentence ends with the ellipsis, do not do a fourth full stop. Square brackets around the ellipsis are not needed: square brackets within quoted text indicate that the author has inserted something.

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:

‘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’.

Source: Huyse, L., ‘Introduction: tradition-based approaches in peacemaking, transitional justice and reconciliation policies’, in L. Huyse and M. Salter (eds), *Traditional Justice and Reconciliation after Violent Conflict: Learning from African Experiences* (Stockholm: International IDEA, 2008), <http://www.idea.int/publications/traditional_justice>, accessed 18 January 2016

13. References, footnotes and endnotes

For references, use citations in text.

(Nassmacher 1994)

Nassmacher (1994) argues that . . .

and then give full details of the work cited in a separate list of references and further reading at the end of the publication.

When citing multiple references, separate each reference 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 (UNODC 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).

If including quotations, give page numbers in the in-text references, for example, (Nassmacher 1994: 100). Ensure that exact page numbers are given for all quotations.

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

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

Never use footnotes or endnotes to continue or elaborate on the 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.

Supply a complete list of references according to the examples given in Annex 1.

¹ Our Editorial Standards are also available online: <<https://my.idea.int/display/comdep/Publications>>.

14. 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. References should read ‘see table X.N’, never ‘see the table below’. This will facilitate the process of graphic design/layout.

Tables must have a caption and indicate the source (unless the source is the author of the text). The source should always appear immediately below, and be done as a full bibliographical reference (not as an endnote or in the shortened ‘citation in text’ form).

Source: United Nations Development Programme, *2014 Human Development Report*, 24 July 2014, <<http://www.undp.org/content/undp/en/home/librarypage/hdr/2014-human-development-report.html>>, accessed 22 October 2015

Tables should normally be numbered from 1 on in sequence in each chapter (e.g. in Chapter 5, we would have tables 5.1, 5.2 and so on).

If all the figures 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 2000 prices and 2000 exchange rates’. If the figures 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 doing 2.17, 3, 4.6). When the row or column includes percentage calculations of other figures in the column or table, make these figures italic. When the row or column ends with a total of other figures in the column or table, make these figures bold.

A sample table has been included in the International IDEA MS Word template available on Spider: <<https://my.idea.int/display/comdep/Publications>>.

Annexes



Annex 1. Bibliographical references

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 list of further reading. Both lists need to conform to International IDEA's standards for bibliographic referencing.

List references in a single list at the end of your text, alphabetically by author's last name (and by title in the case of unattributed works). The author's last name should be followed by their initials.

Lastname, X., 'Title', Source, date, <URL if relevant>, accessed [date of access] (only for URLs)

Where there is more than one work by the same author, list them chronologically by date of publication (oldest item first). Where there is more than one work published in the same year, mark them (2000a), (2000b) and so on, and in the main text write:

(Smith 2002a; Brown 2001b: 102)

Use italics for titles of monographs, journals or annuals. 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.

Give foreign-language titles in the original, followed by a translation into English in square brackets. This is helpful to clarify at once 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 stops at the end of references.

Where you have added information that is not on the original publication, use square brackets to indicate this, for example, [United Nations], *Gender-sensitive Language: Guidelines*, available at <<http://www.escwa.un.org/information/conference/1400199.pdf>>.

Examples

The examples here are divided up by type of publication only for ease of reference. In 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 (in chevrons/angled brackets) and date accessed (see also below).

Monographs, edited books, reports and annuals

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 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’, FOI, 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)

Bulmer, E., ‘Exclusionary constitutionalism: developments in Chile and Hungary’, in International IDEA, *Annual Review of Constitution-Building Processes: 2014* (Stockholm: International IDEA, 2015)

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

All items that are available in paper form as well as on the Internet should be treated as in the examples above. Give as much detail as possible about the source and the titles of Internet pages and dates, not just the URL. Always include the date when the item was last accessed.

University of Essex, Department of Government, Elections in Eastern Europe database, <<http://www2.essex.ac.uk/elect/database/legislation.asp>>, accessed 14 December 2006

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

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

Film

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 publications

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

Anderson, G. and Choudhry, S., *Constitutional Transitions and Territorial Cleavages* (Stockholm: International IDEA, 2015)

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)

Interviews and personal communications

Moroz, A., Chairman of the Ukrainian Socialist Party, author's interview, Kiev, October 2000

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

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Newspaper articles

Articles where there is no author:

The Guardian, 'Burma to hold general election on 8 November', 8 July 2015

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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

Laws, treaties and international agreements

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

Interim National Constitution of the Republic of Sudan (2005), article 24

Republic of Indonesia, 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, Constitution of South Africa (1996), <<http://www.constitutionnet.org>>, accessed 25 August 2015

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/propositioner/sou/sou2000.htm>>, accessed 25 August 2015

UK Department for International Development, *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.

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

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

Unpublished papers and articles

Format as for conference papers and add 'unpublished' at the end.

Unpublished theses

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

Annex 2. International IDEA Word List

We've compiled a list of words and phrases that are commonly misspelled or misused in International IDEA publications. For updates to this list, visit International IDEA's Staff Intranet (Spider): <<https://my.idea.int/display/comdep/International+IDEA+Word+List>>.

Correct usage	Incorrect usage	Comments
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, <i>apartheid</i>	
approximately	circa, ca.	
benefiting	benefitting	
Chair, chairperson	Chairman	
Cold War	cold war, Cold war	Always capitalize
cross-cutting, cross-cutting theme	crosscutting, cross cutting	
decision-maker	decisionmaker, decision maker	But note that 'peacekeeping' and 'policymaker' are exceptions to this rule
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
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, <i>hijab</i>	Lower case, no italics
Islamic State in Iraq and Syria (ISIS)	'Islamic State', Daesh, ISIL, IS	Spell out on first usage, then refer to Islamic State or ISIS

Correct usage	Incorrect usage	Comments
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	long term	See also short-term
Member State	member-state, Member-State	Always capitalize when referring to International IDEA Member States
multiparty	multi-party, Multi-Party	
Myanmar	Burma	
non-governmental organization	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 and so on
status quo	status-quo, status quo	Only italicize Latin terms that do not appear in the Oxford Dictionary
subarticle, subgroup	sub-article, sub-group	

Correct usage	Incorrect usage	Comments
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 3. International datelines

The names of the following cities 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 AP Stylebook list of international datelines.

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

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

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.

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International IDEA's style is concise, objective and inclusive. A wide range of inputs helps ensure that our knowledge resources embody our vision, which is 'to be the primary global actor in sharing comparative knowledge and experience in support of democracy'.

In achieving this vision, it is of vital importance that our publications—from Handbooks, Country 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 through to references, footnotes and endnotes.



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