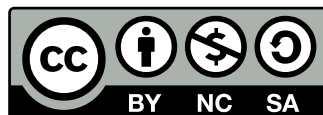


# INTERNATIONAL IDEA'S EDITORIAL GUIDELINES 2022



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# INTERNATIONAL IDEA'S EDITORIAL GUIDELINES 2022



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# Acknowledgement

*International IDEA's Editorial Guidelines* is the work of many individuals and has been developed over time. Our thanks go to previous colleagues, Florencia Enghel, Nadia Handal-Zander, Susan Heads and David Prater for their dedication to consistency in our editorial style and the quality of International IDEA's publications. The current team members, Lisa Hagman and Tahseen Zayouna, have both contributed to the 2022 edition.

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# INTRODUCTION

*International IDEA's Editorial Guidelines* provides its staff members as well as external authors, editors and proofreaders with guidance on the style and format of the Institute's publications. In this document you will find information on spelling, referencing, acronyms and many other aspects of written communication.

It is of vital importance that the Institute's 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. More information about writing for web and social media can be found in the [Communications and Writing Guide 2018](#).

The information in the Editorial Guidelines applies to all International IDEA publications. The Publications team is ultimately responsible for ensuring that individual publications follow the Editorial Guidelines.

The Editorial Guidelines builds on the Institute's previous guidance document for authors and editors, the *Editorial Standards* (International IDEA 2018); in many other aspects it draws on *The Oxford Guide to Style* (Ritter 2002).

For all inquiries, please contact the Publications team ([publications@idea.int](mailto:publications@idea.int)).

## Chapter 1

# INTERNATIONAL IDEA'S STYLE

---

**International IDEA's style is concise, objective and inclusive.**

International IDEA is an intergovernmental organization. Its preferred style is concise, objective and inclusive.

The style of a specific text depends on the context, the intended audience and the content type. For example, different styles will be appropriate for publications with an ISBN, case studies shared at a conference or annual reports for donors.

Above all, when applying the Editorial Guidelines, aim for consistency within an individual text, and across a specific or inter-related series of texts.

---

**Avoid long sentences and complex constructions.**

---

### 1.1. OUR STYLE IS CONCISE

A style of writing that is concise gets to the point quickly. It avoids over-long sentences and complex constructions. Where technical detail is necessary, it provides the reader with explanations and resources for further reading.

#### Spelling

International IDEA uses Oxford English spelling in all of its publications, including '-ize' (e.g. 'standardize', but note 'analyse' rather than 'analyze') and '-our' (e.g. 'colour') spellings.

Editors 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 C for exceptions.

Editors can also refer to the Oxford English Dictionary website (subscription required) for spelling, hyphenation and italicization:

<<https://languages.oup.com/dictionaries>>.

## Jargon

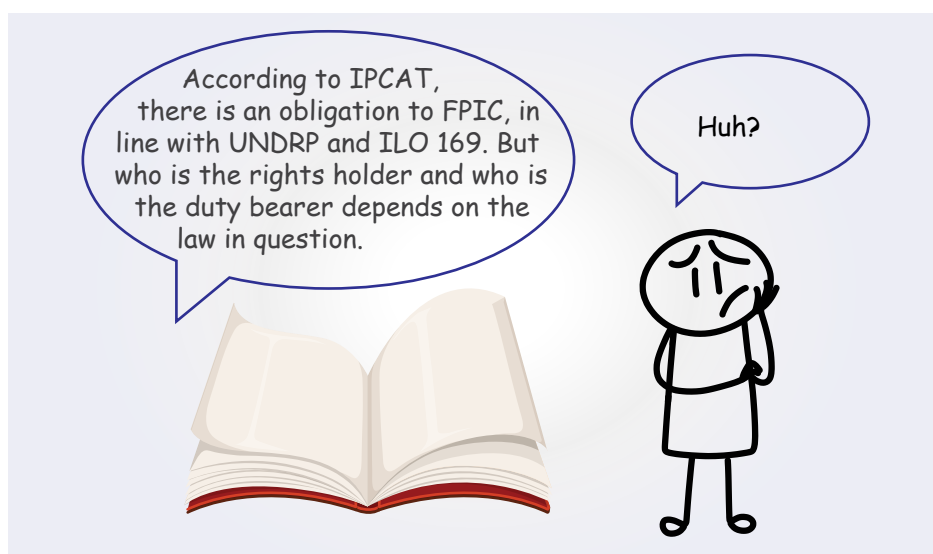
Many International IDEA publications address complex or technical topics. While it is important to accurately reflect the current state of knowledge in a given field (e.g. constitutional law or electoral processes), International IDEA publications are also written for a general audience.

Please avoid jargon and highly technical language in contexts where it might alienate the general reader. Attempt, wherever possible, to make use of a human approach to terminology. To take one example, in discussions of Covid-19, avoid de-humanizing terminology related to 'cases' and 'deaths'; consider instead 'people with Covid-19' or 'people who have died with Covid-19'.

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 shorthand or abbreviated references to concepts, please ensure that this is done consistently. For longer publications, including Handbooks, consider including a glossary of terms.

---

**Avoid jargon and highly technical language in contexts where it might alienate the general reader.**



## Verb forms

Use the active tense whenever possible. An active sentence makes the best use of verbs as 'doing' words. It also engages the reader and propels an argument forward (Box 1.1).

In an active sentence, the subject of the sentence performs an action on the object of the sentence. The use of the passive tense is acceptable in some situations, for example where the object is more important, or deserves greater emphasis. 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.

**Box 1.1. Examples of active and passive tense**

<b>Active tense</b>	The government amended the Constitution.
<b>Passive tense</b>	The 1918 Constitution was amended three times in the period 1989–1994.

**1.2. OUR STYLE IS OBJECTIVE**

An objective style is neutral and avoids emotional appeals. It promotes accuracy and reliability. It also allows the Institute to present a range of viewpoints without casting judgement.

**Third-person point of view**

International IDEA publications are never strictly the work of a single author. For this reason, the Institute prefers texts written in the third person. Exceptions include Forewords and case studies, which may be written in the first person (Box 1.2).

**Box 1.2. Write in the third person**

<b>Correct</b>	The literature on electoral observation missions is complex and wide-ranging.
<b>Incorrect</b>	I've done some reading on electoral observation missions and I think it's pretty complicated.

**Tables and figures sourced from other publications always need formal approval from the original publisher.**

**Referencing, sourcing and plagiarism**

International IDEA places a high value on its reputation as a producer of comparative knowledge products that meet academic standards. 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 drafts submitted to the Publications team for editing will undergo a plagiarism check using special software. For further information, please refer to the Institute's [Anti-Plagiarism Policy](#).

The easiest way to avoid plagiarism is to provide references for all source materials used in a publication. International IDEA uses a combination of in-text citations and reference lists (bibliographies). For more details see Annex A. For referencing examples, see Annex B.

All tables, figures and photographs must be attributed. Please note that tables and figures sourced from other publications always need formal approval from

the original publisher. Photographs should only be used if they have been made available under a Creative Commons licence.

### Disclaimers

International IDEA is registered as a publisher with the Kungliga Biblioteket (Swedish Royal Library). The Institute retains sole copyright in its publications (except for co-published works).

Furthermore, authors (external and internal) agree to transfer their copyright in their work to the Institute. However, in most cases the Institute acknowledges the author(s) of a work, either through an author credit on the title page or in the acknowledgements section.

To retain the Institute's objective role as a publisher, most publications include a generic disclaimer (Box 1.3).

#### Box 1.3. Generic disclaimer

International IDEA publications are independent of specific national or political interests. Views expressed in this paper do not necessarily represent the views of International IDEA, its Board or its Council members.

Publications with co-publishers should include all partners in the disclaimer (Box 1.4).

#### Box 1.4. Generic disclaimer with co-publisher

International IDEA publications are independent of specific national or political interests. Views expressed in this publication do not necessarily represent the views of International IDEA or the Global Initiative against Transnational Organized Crime, or those of their respective Boards and Council members.

Publications containing maps or other data related to country names may also contain more specific disclaimers (see Chapter 6: Countries, places and currencies).

**Words matter. International IDEA's publications are an expression of the Institute's core values.**

**Language shapes perceptions: it can affect behaviour and increase the chances of policy change.**

### 1.3. OUR STYLE IS INCLUSIVE

Words matter. International IDEA's publications are an expression of the Institute's core values. One of the Institute's core values is respect. An inclusive style empowers individuals and groups facing marginalization and discrimination. It respects and promotes inclusive terms and grammatical forms. It also signals a commitment to universal values such as diversity, equality and representation.

#### **Inclusive and accessible language**

When a text communicates information in an inclusive and accessible way, it is clear, direct and easy to understand. Accessible language seeks to enlighten rather than mystify.

Inclusivity also extends to word choice. Avoid comparisons between 'normal' and 'abnormal' behaviours or situations. Avoid culturally bound or specific metaphors (e.g. sporting metaphors) that may unconsciously exclude certain audiences.

Authors and editors are encouraged to familiarize themselves with terminology and guidelines on these issues (see Box 1.5).

#### **Box 1.5. Resources on inclusive language**

Explanations and examples of inclusive language can be found in the following resources:

- Associated Press, *AP Stylebook: Race-related coverage, 56th Edition* (AP, 2022), <<https://www.apstylebook.com/race-related-coverage>>, accessed 13 September 2022
- European Parliament, 'Glossary of Sensitive Language for Internal and External Communications', [n.d.], <[https://www.europarl.europa.eu/trad/etu/pdf/glossary\\_sensitive\\_language\\_2020\\_en.pdf](https://www.europarl.europa.eu/trad/etu/pdf/glossary_sensitive_language_2020_en.pdf)>, accessed 13 September 2022
- Gold, M., 'The ABCs of L.G.B.T.Q.I.A.+', *New York Times*, 21 June 2018 (updated 7 June 2019), <<https://www.nytimes.com/2018/06/21/style/lgbtq-gender-language.html>>, accessed 13 September 2022
- Human Rights Campaign, 'Glossary of Terms', [n.d.], <<http://www.hrc.org/resources/entry/glossary-of-terms>>, accessed 13 September 2022
- National Assembly of State Arts Agencies, 'Inclusive Language Guide', [n.d.], <[https://nasaa-arts.org/nasaa\\_research/inclusive-language-guide](https://nasaa-arts.org/nasaa_research/inclusive-language-guide)>, accessed 13 September 2022
- United Nations Educational, Scientific and Cultural Organization (UNESCO), *Guidelines on Gender-Neutral Language*, 1999, French and English, <<https://unesdoc.unesco.org/ark:/48223/pf0000377299>>, accessed 13 September 2022
- United Nations, 'Disability-inclusive language guidelines', [n.d.], <<https://www.ungeneva.org/sites/default/files/2021-01/Disability-Inclusive-Language-Guidelines.pdf>>, accessed 13 September 2022
- United Nations, 'Guidelines for gender-inclusive language in English', [n.d.], <<https://www.un.org/en/gender-inclusive-language/guidelines.shtml>>, accessed 13 September 2022
- University of South Carolina (USC) Aiken, 'Inclusive language guide', [n.d.], <<https://www.usca.edu/diversity-initiatives/training-resources/guide-to-inclusive-language/inclusive-language-guide/file>>, accessed 13 September 2022

Gender-sensitive language

Gender dimensions must be adequately and consistently reflected in International IDEA’s publications, and all authors should use gender-sensitive language. Authors and editors should be aware of the subtleties of language and the ways in which usage can reinforce gender stereotypes.

Linguistic distinctions between people based on their gender may sometimes be appropriate. To take one example, in publications on parliamentary representation, the words ‘female’ and ‘male’ are often used as adjectives for the purpose of comparison. However, contemporary practice varies, especially regarding the use of ‘female’ as an adjective (and also as a noun). There is a growing body of literature arguing that ‘female’ should be avoided as it refers to women’s biological functions (as opposed to their gender) and excludes trans and non-binary people. For this reason, authors should consider using ‘women’ and ‘men’ as umbrella terms to cover anyone who identifies as such. ‘Woman’ or ‘women’ may also be used as an adjective in certain contexts (Box 1.6).

Box 1.6. Examples of gender-sensitive language

Correct	Female candidates were more likely than male candidates to experience harassment. Women were more likely than men to experience harassment.
Incorrect	Females were more likely than men to experience harassment. Women candidates were more likely to experience harassment than males.

If in doubt, consider alternative formulations, such as ‘women in parliament’ (rather than ‘female parliamentarians’ or ‘women parliamentarians’).

Gender-neutral language

When referring to people in general, be careful to be gender neutral. There is usually no call to introduce gendered language into a generalist text.

- Write ‘a person’ or ‘one’ rather than ‘he or she’.
- Consider ‘they’ or ‘their’ rather than ‘he/she’ or ‘her/his’.
- Most personal terms have a neutral alternative, as in ‘chairperson’ (or just ‘chair’) rather than ‘chairman’ or ‘chairwoman’.
- Avoid terms such as ‘mankind’ (use ‘people’ instead).

Inclusivity and sexuality

Sexual orientation, gender identity or expression, and sex characteristics vary across cultural and national contexts. International IDEA uses the acronym LGBTQIA+ to refer to lesbian, gay, bisexual, transgender, queer, intersex and asexual people as a group or groups. However, there is no single right or wrong grouping of terms for people who identify as LGBTQIA+. This means that when discussing inclusivity and sexuality in a publication, it may be necessary (and

International IDEA uses the acronym LGBTQIA+ to refer to lesbian, gay, bisexual, transgender, queer, intersex and asexual people as a group or groups.

useful) to include a glossary of terms and contextual information (for example, on the history of the acronym LGBT).

### Inclusivity and Indigenous peoples

International IDEA's publications refer to Indigenous peoples. Always capitalize words such as Indigenous, Aboriginal, First Nation, Inuit, Métis and Sami as a sign of respect, in the same way that words such as English, French and Spanish are capitalized (Indigenous Corporate Training Inc. n.d.).

Terms such as 'Native' or 'Indian' should only be used if describing a law or an act that includes these words in its name. Avoid possessive phrases as these carry connotations of ownership (Box 1.7).

#### Box 1.7. Examples of writing about Indigenous peoples

<b>Correct</b>	Indigenous peoples of Canada
<b>Incorrect</b>	Canada's indigenous Peoples

### Inclusivity and disability

Many of International IDEA's publications mention the importance of including people with different forms of disability in political life. Language shapes perceptions: it can also affect behaviour and increase the chances of policy change. A [guide](#) published by the United Nations (United Nations n.d.a) provides many good examples and recommendations (see Box 1.4). As a general guide, use people-first language and avoid labels and stereotypes (Box 1.8).

#### Box 1.8. Examples of writing about persons with disabilities

<b>Correct</b>	Children with albinism Persons with disabilities Blind and partially sighted persons (exception to the rule about people-first language)
<b>Incorrect</b>	Disabled persons The blind

### Inclusivity and race and ethnicity

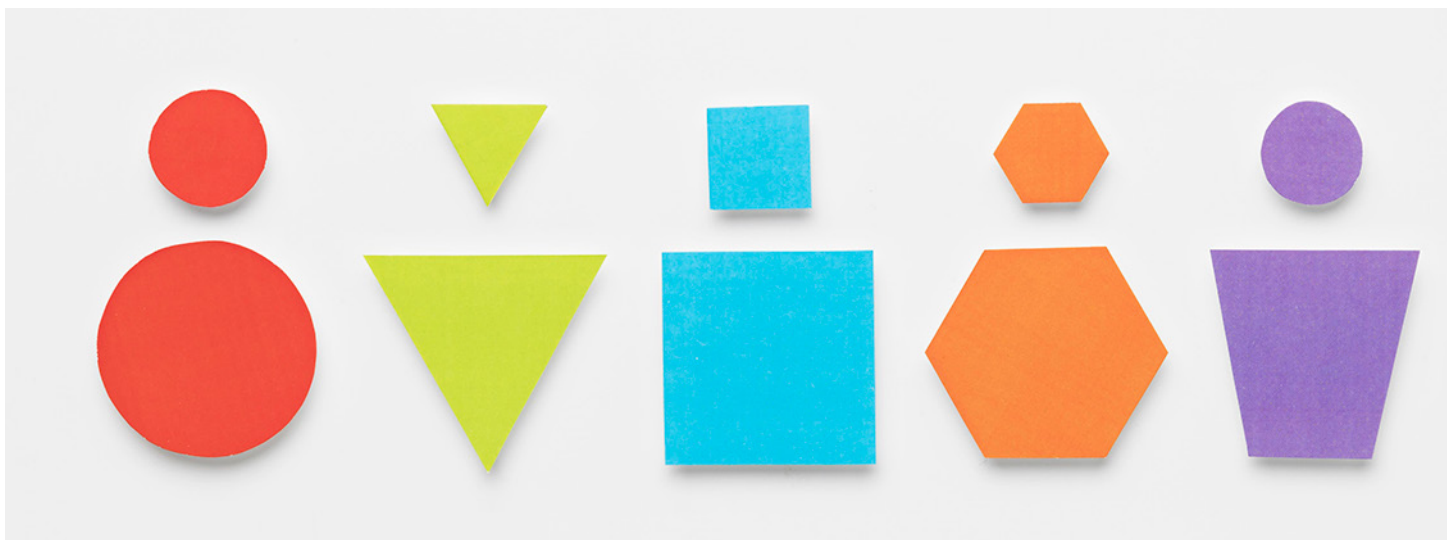
Writing about issues involving race and ethnicity calls for thoughtful consideration, precise language, and an openness to discussions with others of diverse backgrounds about how to frame the text or what language is most appropriate, accurate and fair (AP Stylebook 2022). Place careful consideration to which words are used to describe race or ethnicity and as a general rule ask



the individual/group what terms they prefer. Examples and guidance can be found in the resources provided in Box 1.4.

Avoid broad generalizations and labels. Refer to specific minority groups when possible (e.g. Rohingya, Roma) and if listing different ethnic groups, please ensure that the list includes all relevant groups and not just a selection.

Consider carefully whether to identify people by ethnicity or race. Often, it is an irrelevant factor and draws unnecessary attention to someone's race (AP Stylebook 2022).



## Chapter 2

# STRUCTURING AND FORMATTING A PUBLICATION

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### 2.1. STANDARD ELEMENTS

While individual publication types vary, most consist of three standard elements: frontmatter, main text and endmatter. Each of these elements can of course contain more than one subelement.

1. *Frontmatter*. Includes the title and colophon pages, table of content, a foreword and a preface (if required) and a list of acronyms and abbreviations. Generally, the Publications team will be responsible for formatting and generating these pages as part of the production process. Authors and programme staff may also be responsible for sign-off on specific elements such as disclaimers and forewords.
2. *Main body*. Includes the introduction, individual chapters and their textual and visual elements (e.g. pull out quotes, tables, figures and boxes), as well as conclusions and recommendations. Authors will be responsible for providing this content and responding to edits and queries from the Publications team. At the same time, the main body will also need to conform with the requirements of the individual publication type.
3. *Endmatter*. Includes the reference list, author biographies, organizational details and back cover blurb. As with frontmatter, the Publications team will be responsible for formatting these pages as part of the production process. At the same time, as with the main body, authors will be responsible for providing most of this content (e.g. author biographies and a formatted list of references), and responding to edits and queries from the Publications team.

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## 2.2. TYPOGRAPHICAL ELEMENTS

In addition to the standard elements outlined above, any International IDEA publication will contain a number of typographical elements, each of which should follow specific formats.

The Publications team has created an MS Word template to simplify the task of writing, formatting and editing International IDEA's publications. This template should be used when drafting reports and other knowledge products. It can be downloaded from the intranet together with instructions on how to install and use the template.

### Titles and subtitles

Each publication will need a title that is short and catchy. The title should be formatted in title case, with all nouns and important words capitalized.

For chapter and section titles, only capitalize the first word and any proper nouns.

### Headers and footers

The contents of a header (which is placed at the top of a page) will usually consist of the page number, the title of the publication (or a shorter version of it) and the name of the chapter. These elements will be added by the Publications team during production and should not be added by authors. The design template for publications does not have a footer.

### Headings and subheadings

Headings provide structure as well as a key means of navigation (both on the page and in the table of contents). Ensure that all headings and subheadings are formatted in a consistent way.

The introduction chapter is not numbered. Chapter headings should always be numbered. Headings at lower levels (i.e. sections) 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).

### Body text

Ensure that body text is formatted in a consistent, simple way.

Please pay particular attention to the following:

- Paragraph alignment should be left-hand aligned, with no indents.
- Do not use italics, bold text or underlined text to highlight key words or important phrases.
- Ensure that there are no double spaces at the end of sentences or after colons.
- Hyperlinks should be activated (i.e. clickable).
- Turn off automatic hyphenation in MS Word.

---

**Publication titles and chapter titles should be short and catchy.**

Final formatting of body text will be carried out during the design stage but it is important that all paragraph styles are consistent to reduce the number of errors in the design phase.

### All tables, figures and boxes must be referred to in the main text.

#### Citations and cross-references

When a publication contains multiple parts (e.g. chapters), it is often necessary to refer to these parts in the body text. The same applies to tables, figures and boxes, all of which must be referred to in the main text (see Chapter 13: Tables, figures and boxes).

As a general rule, when cross-referencing a specific chapter, provide the chapter number, a colon and the title. In a sentence with multiple chapter cross-references, there is no need to include the chapter title. Add contextual information (e.g. 'see Chapter 4' or 'see also 1.1: Country context') if necessary. Avoid cross-references to 'sections' (see Box 2.1).

If cross-referencing a specific numbered section within a chapter, provide the section number (see also Annex A). Only include the title of the sub-chapter.

#### Box 2.1. Examples of cross-references

<b>Correct</b>	This Guide provides guidance on when to capitalize words (see Chapter 4: Capitalization). This Guide provides guidance on when to capitalize words (see Chapter 4), how to refer to conflicts (Chapter 5) and country names (Chapter 6).
<b>Incorrect</b>	This Guide provides guidance on when to capitalize words (in chapter 4, 'Capitalization'). This Guide provides guidance on when to capitalize words (chap. 4), how to refer to conflicts (chap. 5) and country names (ch. 6).

### Use indented block quotes for quoted text that takes up five lines or more.

#### In-text quotations

Use indented 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 cortis 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 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.

—Interviewee name, location, YEAR



## Chapter 3

# ACRONYMS AND ABBREVIATIONS

**Spell out all  
acronyms and  
abbreviations in full  
the first time they  
appear in the text.**

Acronyms and abbreviations are formed by omitting letters from a word or words. An acronym takes the first letter of each word in a phrase or name to form a new word which can also be pronounced as a word (NATO, FRELIMO). Because it is a whole word, an acronym can be used to start a sentence.

Some abbreviations also take the first letter of each word in a sequence but are not pronounced as words (ALP, OECD). For this reason, an abbreviation should never be used to start a sentence. Other abbreviations omit only part of a word. For example, in English, 'Dr' is a common abbreviation of 'Doctor'.

Spell out all acronyms and abbreviations in full the first time they appear in the text. Then use the shortened form without parentheses throughout the text. Do not place full stops between the letters of the acronym or abbreviation (Box 3.1).

### Box 3.1. Examples of acronyms and abbreviations

<b>Correct</b>	The Australian Labor Party (ALP) has been in opposition in the Australian Parliament since 2013. The current leader of the federal ALP is Anthony Albanese.
<b>Incorrect</b>	The A.L.P. has been in opposition in the Australian federal parliament since 2013. The Australian Labor Party (A.L.P.) has been in opposition in the Australian federal parliament since 2013.

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

If the acronym or abbreviation for 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, the Frente de Libertação de Moçambique is best known as FRELIMO, so spell it out and put the acronym in parentheses, even if it appears only once.

Use 'International Institute for Democracy and Electoral Assistance (International IDEA)' on first mention in the body text. 'International IDEA' should then be used throughout the text, without parentheses. Do not add this term to the abbreviations list. Never use 'IDEA' in isolation or as shorthand.

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. Use 'US' for adjectival form (e.g. US Government) and not USA (see also Chapter 6). Do not add these terms to the abbreviations list.

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

Avoid the use of ampersands (&) in abbreviations and in general text, unless the ampersand is found in common usage (e.g. A&E for accident and emergency; M&E for monitoring and evaluation). In all other cases, 'and' will suffice (e.g. 'lost and found').

Avoid Latin abbreviations such as 'e.g.', 'i.e.' and 'etc.' in body text. Both 'e.g.' and 'i.e.' may be used within parentheses.

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**Never use 'IDEA' in isolation or as shorthand.**

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**Avoid Latin abbreviations such as 'e.g.', 'i.e.' and 'etc.' in body text.**

## Chapter 4

# CAPITALIZATION

### 4.1. ORGANIZATIONS AND INSTITUTIONS

Use an upper-case first letter for all names of organizations, parliaments, proper names and recognized geographical regions.

For names of governments and 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'.

As a general rule, if the name of a country precedes the name of the institution, capitalize it. When referring to institutions in general, use lower case instead. See Box 4.1 for examples.

#### Box 4.1. Examples of capitalization

<b>Correct</b>	Australia has had a functioning parliament for over 100 years. Popular protests for better government in countries like Chile and Sudan have led to important reforms. Millions of cameras are spread throughout China, while ... The Polish Government ... In Poland, a series of government reforms ...
<b>Incorrect</b>	During 2021, protesters questioned election results in Belarus, where the Government responded with violent repression. In Taiwan, the Government used humorous digital campaigns to communicate with the public. The Polish government ... In Poland, a series of Government reforms ...



When in doubt, or when the name of an organization conflicts with these standards, go with the name an organization gives itself, either on its website or in its publications. Remember that any two organizations may spell the same word differently. For example, note the spelling of ‘Organisation for Economic Co-operation and Development (OECD)’ and ‘Organization for Security and Co-operation in Europe (OSCE)’.

When referring to specific structural units within an organization, only capitalize if the organization itself does so (Box 4.2).

**Box 4.2. Examples of capitalization for structural units within an organization**

Correct	International IDEA’s Publications team ... International IDEA’s Democracy Assessment Unit ...
Incorrect	International IDEA’s Publications Team ... International IDEA’s democracy assessment unit ...

**4.2. TREATIES AND LAWS**

Capitalize treaties and laws, and always include the date at first mention (e.g. ‘the 1993 Treaty on European Union’, ‘the 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 (Box 4.3).

**Box 4.3. Examples of capitalization of treaties and laws**

Correct	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.
Incorrect	The 1945 UN charter specifies the International Court of Justice as its ‘principal judicial organ’ (article 92). The United Nations Charter was signed in San Francisco on 26 June 1945.

### 4.3. CONSTITUTIONS

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) (Box 4.4).

#### Box 4.4. Examples of capitalization of constitutions

<b>Correct</b>	The United Kingdom does not have a written constitution. Japan's Constitution includes a clause ... The Constitution of Tanzania (1977) ...
<b>Incorrect</b>	The United Kingdom does not have a written Constitution. Japan's constitution includes a clause ... The constitution of Tanzania (1977) ...

Do not capitalize references to specific parts of a constitution (e.g. articles, sections) unless quoting directly from the text of the constitution itself.

### 4.4. PUBLICATION TYPES

For the names of publication types, only capitalize if the type of publication is recognized by the organization itself as a series (Box 4.5).

#### Box 4.5. Examples of capitalization of publication types

<b>Correct</b>	The latest International IDEA Policy Paper is based on a paper delivered at a conference in ... In a white paper issued by the British Government in September 2020 ...
<b>Incorrect</b>	The latest International IDEA policy paper is based on a paper delivered at a conference in ... In a White Paper issued by the British Government in September 2020 ...

**The term 'election day' should never be capitalized.**

### 4.5. PHRASES

Avoid capitalizing important words or phrases for the sake of emphasis: the term 'election day', for example, should never be capitalized (see Annex C for more examples).

# Chapter 5

# 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 (Box 5.1).

Box 5.1. Examples of conflicts

Correct	The 1980–1988 Iran–Iraq War The 2003 invasion of Iraq World War II The 1990–1991 Gulf War
Incorrect	The Iran–Iraq War The US invasion of Iraq The Second World War The Gulf War

Avoid references to ‘terrorist’ organizations or throw-away references to authoritarian regimes (Box 5.2).

Box 5.2. Examples of how to describe authoritarian regimes

Correct	The regime of Syrian President Bashar al-Assad.
Incorrect	The Assad regime ...

## Chapter 6

# COUNTRIES, PLACES AND CURRENCIES

**The terms 'country' and 'state' are synonymous, although 'state' can also refer to a political unit within a country or state.**

### 6.1. COUNTRIES

The terms 'country' and 'state' are synonymous, although 'state' can also refer to a political unit within a country or state. For this reason, the Institute refers to 'countries' rather than 'states' or 'nations' in its publications. This should not preclude authors from using terms such as 'state capture' or 'the nation-state', as long as they are defined for general audiences.

For the names of countries and territories (and capital cities within these units) follow the spelling of the short form as listed in the European Union's 'List of countries, territories and currencies': <<http://publications.europa.eu/code/en/en-5000500.htm>>.

Please note the following:

- Several countries have recently changed the spelling of their names, including Cabo Verde (formerly Cape Verde), Czechia (formerly the Czech Republic) and Eswatini (formerly Swaziland).
- References to The Gambia should be sure to capitalize the definite article ('The') but list the country alphabetically under G (rather than T).
- International IDEA uses the name Myanmar with no gloss to explain that the country was previously called Burma.
- Use Timor-Leste for the name of the country and East Timorese for the adjectival form.
- 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 (rather than Great Britain, which does not include Northern Ireland) but British for the adjectival form.
- Observe the distinction between the adjective for an ethnic group and the adjective for an inhabitant of a country, for example, Serb/Serbian.

For publications referring to contested areas or countries in conflict over geographical boundaries, it may be prudent to include a country-specific disclaimer on the colophon page (Box 6.1).

**Box 6.1. Country-specific disclaimer**

References to the names of countries and regions in this publication do not represent the official position of International IDEA regarding the legal status or policies of the entities mentioned.

When listing countries, regions or other geographical units, list them in alphabetical order unless the order of the list is significant in some other way (Box 6.2).

**Box 6.2. Examples of how to list countries**

<b>Correct</b>	The three largest countries in the world by area are Russia, Canada and China. Representatives from Canada, China and Russia attended the event.
<b>Incorrect</b>	Representatives from Russia, Canada and China attended the event. 22 countries committed to strengthening elections at home. These also included older democracies such as Australia, United States and Ireland.

**6.2. REGIONS, CITIES AND OTHER GEOGRAPHICAL UNITS**

Prioritize International IDEA’s regional naming conventions when referring specifically to our work. As of January 2022, International IDEA’s regions are Africa and West Asia, Asia and the Pacific, Europe (formerly Wider Europe) and Latin America and the Caribbean.

For regions in general, use Oxford spelling (e.g. ‘the Asia-Pacific region’, ‘South East Asia’ but ‘northern India’ and so on) (Box 6.3).

**Box 6.3. Examples of how to capitalize regions**

<b>Correct</b>	Voter turnout in northern Europe is declining.
<b>Incorrect</b>	Voter turnout in Northern Europe is declining.

When listing the names of cities, list them in alphabetical order unless the order of the list is significant in some other way.

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 D. For all other cities, add the name of the country, followed by a comma (Box 6.4).

#### Box 6.4. Examples of how to specify countries

<b>Correct</b>	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.
<b>Incorrect</b>	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.

### 6.3. 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>> and place it before the numbers. Please insert a non-breaking space between the currency symbol and the number (Box 6.5).

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>>.

#### Box 6.5. Examples of how to write currencies

<b>Correct</b>	Just under 50 per cent of total general election spend (GBP 21.5 million) was used on the production of campaign materials. Total campaign spend increased from INR 90,000 million in 1998 to over INR 550,000 million in 2019.
<b>Incorrect</b>	Total campaign spend increased from 90,000 million rupees in 1998 to over 550,000 million rupees in 2019. Some of these democracies include Albania, Bulgaria, Mongolia and with the backsliding Philippines topping the list, with fines of 20,000 USD. Some countries criminalize the spread of disinformation with fines up to \$20,000.



## Chapter 7

# NAMES, WORDS AND PHRASES IN LANGUAGES OTHER THAN ENGLISH

Use the *Concise Oxford English Dictionary* 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'état*, *perestroika*, *apartheid*) it is not italicized. If it is not in 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'.

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**Foreign-language names and proper titles (e.g. Bundestag) are not italicized.**

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.

Give names of institutions, ministries, political parties or organizations in English first, then in parentheses 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).



## Chapter 8

# HYPHENS, DASHES AND THE FORWARD SLASH

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### 8.1. HYPHENS

A hyphen (-) has two purposes: (a) to break a word over two lines and (b) to join one or more words on the same line. International IDEA does not hyphenate words over two lines in its publications, so the first purpose is not relevant here. However, the second purpose is grammatical and therefore universally applicable.

The rules governing the use and placement of hyphens are complex. As a general guide, International IDEA follows Oxford style. Therefore, always hyphenate terms such as 'lead-up', 'user-generated' and so on.

For compound words, hyphen usage varies and evolves over time. To take one example, the word 'peacekeeper' is generally no longer hyphenated, while the closed compound word 'policymaker' in some style guides is left open ('policy maker') or hyphenated ('policy-maker').

Oxford style does not hyphenate 'peacekeeping', 'policymaker', 'email', 'ongoing' or 'intergovernmental' but usage of and guidance on similar terms such as 'decision making' varies between publishers.

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'.

For suffixes (e.g. 'pre', or 're'), hyphenate when to not hyphenate would cause confusion. For example, the words 'resign' and 're-sign' have separate meanings.

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**Do not apply a hyphen to words like 'cooperation' or 'coordinate'.**

Compound words (including adjectives) are usually hyphenated if they modify a noun (e.g. 'decision-making process', 'third-party material') but not when separated from the noun (i.e. 'decision making', 'third party').

There are, of course, exceptions. For example, International IDEA-specific terms such as 'constitution-building' and 'constitution-building processes' are always hyphenated. As ever, consistency is key. See Annex C for a more comprehensive word list and, if in doubt, consult the *Concise Oxford English Dictionary*.

## 8.2. DASHES

Dashes (also referred to as rules) are visually similar to hyphens but perform different functions.

An En dash (–) links two different but equal things (e.g. the military–industrial complex), date ranges (2000–2002) and page ranges (pp. 45–57).

An Em dash (—) is used where a comma or parentheses might be used instead, and often for emphasis. Do not insert blank spaces before or after an En or Em dash. See Box 8.1 for examples.

### Box 8.1. Examples of how to use dashes

<b>Correct</b>	Another limitation on the 21st century Panglong process was that the military—who had to be included—retained their veto power. While International IDEA's Editorial Standards are not new—in fact, the first version of these Standards was published in 2007—the 2022 version includes detailed information on referencing based on developments with online resources.
<b>Incorrect</b>	With regard to substance, the FDC includes explicit – but not detailed - commitments to a federal system, parliamentary democracy, a bicameral parliament, independent commissions, human rights and security sector reform.

**Do not insert a space before or after a forward slash.**

## 8.3. THE FORWARD SLASH

Do not insert a space before or after a forward slash. For example, write '2014/2015' for the fiscal year. Avoid using a forward slash in other contexts (e.g. 'and/or').

## Chapter 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 (Box 9.1).

**Use lists selectively for clarity.**

### Box 9.1. Example of numbered list

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 (Box 9.2).

Use bullet lists for emphasis. As with shorter items that do not amount to complete sentences, add a semi-colon after each item, and a semi-colon plus

**Box 9.2. Lettered list in body text**

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.

‘and’ after the penultimate item. If a new sentence follows, insert a full point (full stop) at the end of the list.

If the phrase preceding the bulleted list forms part of a complete sentence, add a colon at the end of the phrase. Be sure to preserve formatting and punctuation if quoting from an original source (Box 9.3).

**Box 9.3. Bulleted list**

A mandatory referendum must be held (article 140 section 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.

## Chapter 10

# NUMBERS, DATES AND TIMES

## 10.1. NUMBERS

Spell out numbers between one and nine. Use numerals for numbers 10 and above. However, use numerals:

- where a range is indicated (e.g. 6–8, 8–12);
- where numbers include decimal points (e.g. 2.1 per cent);
- for physical quantities (e.g. 5 kg);
- with percentages (e.g. 5 per cent);
- for ratios (e.g. 2:1);
- when an abbreviation or a symbol is used as the unit of measure (e.g. 5 mph, 5 mm); or
- when a sentence contains numbers both above and below 10.

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 (Box 10.1).

**Spell out numbers between one and nine. Use numerals for numbers 10 and above.**

### Box 10.1. Examples of how to use numbers

Correct	A president may serve a maximum of two terms. The act contains 33 articles. Three candidates each received 30 per cent of the votes, while a fourth candidate received the remaining 10 per cent.
Incorrect	1 president may serve a maximum of 2 terms. The act contains thirty-three articles. 3 candidates each received thirty % of the votes, while a 4th candidate received the remaining ten percent.

The same number of decimal places should be used when multiple numbers are cited in the same sentence or paragraph, unless there is a valid reason for the distinction. For example, voter turnout figures are often given to two decimal places (Box 10.2).

#### Box 10.2. Examples of how to use decimals

<b>Correct</b>	In the 2016 elections the party received 2.17 per cent of the vote. By 2019 this figure had risen to 3.00 per cent. Recent polling suggests it is on track to attract 4.66 per cent of the vote in 2022.
<b>Incorrect</b>	In the 2016 elections the party received 2.17 per cent of the vote. By 2019 this figure had risen to 3 per cent. Recent polling suggests it is on track to attract 4.6 per cent of the vote in 2022.

Some additional points to consider:

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

## 10.2. DATES AND TIMES

Dates should only be expressed in the day/month/year format (Box 10.3).

Avoid using a comma after a date unless you are adding a modifying clause (Box 10.4).

When expressing a date range, do not shorten years, and separate years with an En dash (e.g. 1945–1954; 1980–1988). The same applies to date ranges that cross two or more centuries, or for dates in the first decade of a century (e.g. 1989–2008; 2003–2005). Do not write 'from 1989–2008' but instead 'from 1989 to 2008' or 'in the period 1989–2008'.

Box 10.3. Date format

Correct	22 November 1964
Incorrect	November 22, 1964 the 22nd of November 1964 22nd November 1964

Box 10.4. Examples of when to add a comma with dates

Correct	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.
Incorrect	On 16 September 2015 exactly 20 years since International IDEA's founding an event was held to celebrate the Institute's achievements.

Time should be expressed in 24-hour format, for example, '15:30' (with colon). Add an extra zero with times ranging from midnight to 09:00 (e.g. 06:00)

Avoid seasonal references (e.g. 'in the summer of 2021'), as a reader may live in the opposite hemisphere. If a specific month cannot be identified but a time reference is useful for the reader, consider a more general reference (e.g. 'in mid-2021').

**Avoid seasonal references as a reader may live in the opposite hemisphere.**



## Chapter 11

# PERSONAL AND PROFESSIONAL TITLES

**In general, avoid using titles in International IDEA texts.**

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. Use lower case when referring to a role or title of a position in general (e.g. a president, prime minister or judge) (Box 11.1).

### Box 11.1. Examples of when to capitalize a title

<b>Correct</b>	When Olaf Scholz was elected as Chancellor ... The commissioners were nominated by the president.
<b>Incorrect</b>	The mechanisms for the removal of a President are complex. The Prime Minister is the head of the government.



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



When listing the names of several people, list them according to the alphabetical order of their surname.

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 (Box 11.2).

**List people according to the alphabetical order of their surname.**

**Box 11.2. Staff member’s title**

Correct	Daniel Zovatto, International IDEA’s Regional Director for Latin America and the Caribbean, spoke at the event.
Incorrect	Mr Daniel Zovatto spoke at the event.

## Chapter 12

# PUNCTUATION

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**In general, do not use a comma before the word 'and'.**

### Apostrophes

An apostrophe signifies possession (e.g. 'the president's powers') or the omission of parts of a word or sequence (e.g. 'won't'). For standard apostrophe usage check *The Oxford Guide to Style* (Ritter 2002). Using an apostrophe with an acronym is acceptable (e.g. 'International IDEA's publications catalogue').

### Commas

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'.

### Colons

The function of the colon ( : ) is to point forward—it indicates 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 dash is preferable (e.g. 'It comes in two colours—red and blue').

A colon is used after the title of a work to introduce the subtitle. Please note that the subtitle should start with a capital letter.

### Semi-colons

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.

## Ellipses

The ellipsis ( ... ) within a quotation indicates that text has been omitted. If the ellipsis follows a complete sentence, add a fourth full point. Square brackets around the ellipsis are not needed (Box 12.1).

### Box 12.1. Ellipses

<b>Correct</b>	I was asked to show three forms of identification, including ... my passport ... before being allowed to enrol to vote. ... Others reported similar experiences.
<b>Incorrect</b>	I was asked to show three forms of identification, including [...] my passport [...] before being allowed to enrol to vote [...] . Others reported similar experiences.

## Inverted commas

For all quotations in text, use single inverted commas but double inverted commas for quotations within a quotation.

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 (Box 12.2).

**Use single inverted commas for all quotations in text but double inverted commas for quotations within a quotation.**

### Box 12.2. Inverted commas

<b>Correct</b>	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'.
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## Parentheses and square brackets

In British English, round brackets ( ) are called parentheses, to distinguish them from square brackets [ ].

Parentheses should be used for in-text citations (Author YEAR), asides within the main text (such as this one) and cross-referencing (see also Chapter 2: Structuring and formatting a publication). Square brackets should only be used in specific referencing situations (see Annex A).

## Chapter 13

# TABLES, FIGURES AND BOXES

### Tables, figures and boxes must be referred to in the text.

Tables, figures and boxes should be used to complement the text, not repeat it. Please note that tables and figures sourced from other publications always need formal approval from the publisher, and that it is the author's responsibility to obtain this approval.

Tables, figures and boxes must have a title, and must be referred to in the text—preferably in parentheses (e.g. 'see Table 1.1'). Avoid the formulation 'see the table below', as the table may end up on an adjacent page during the layout process.

Tables and figures should indicate the source, which should be placed immediately below the table or figure and be listed as a full bibliographical reference (not as a footnote or a shortened in-text citation). If the source of a table or figure is the author of the text, this should be indicated (Box 13.1).

#### Box 13.1. How to format sources

<b>Correct</b>	Source: International IDEA, Global State of Democracy Indices, < <a href="https://www.idea.int/gsod-indices/welcome">https://www.idea.int/gsod-indices/welcome</a> >, accessed 10 July 2022. Source: Author's calculations.
<b>Incorrect</b>	Source: International IDEA (2022). For calculations see (Author Name YEAR).

Tables, figures and boxes should normally be numbered from 1 onwards in sequence in each chapter. So, for example, in Chapter 5, we would have Table 5.1, Figure 5.1, Box 5.1 and so on. Headings should contain the second full stop (e.g. Figure 1.1. Title) but this does not apply when the figure is referred to in the text (e.g. Figure 1.1).

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### 13.1. TABLES

If you embed a table in Word from Excel you should supply separately the raw data in Excel format. If the table has been created in Excel, it will probably need to be reformatted. The Publications team will handle this.

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 and 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.

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### 13.2. FIGURES

Please ensure that you separately supply the raw data for any figures you have created. If the figure has been created in Excel, for example, it will probably need to be redrawn in Adobe Illustrator using the Excel data. The Publications team or an external designer will handle this.

For photographs and other images, you will need to ensure that you have permission to reproduce them. Screenshots (e.g. of web-pages or social media posts) should never be included, for copyright and privacy reasons. Photos and figures should be high-resolution files (300 pixels per inch) to allow for possible printing.

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### 13.3. BOXES

Boxes may be used to draw attention to a specific issue or to highlight text that may not fit into the overall structure. Each box should be numbered and include a descriptive title (e.g. Box 13.2. How to use boxes). The main text should refer to the box.

When formatting a box, avoid inserting a text object (as these objects may become lost in the typesetting process). Simply use plain body text and apply

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**The same number of decimal places should be used throughout a single table.**

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**Send the raw data for any figure or table when submitting your publication for production.**

---

**Avoid inserting box text as a separate text object in MS Word.**

a border around the box and its heading. The proper formatting will be applied during the production phase.

**Box 13.2. How to use boxes**

The content within a box should be considered as a stand-alone text. This means that any acronyms or abbreviations used in the box should be spelt out in full, even if they have appeared elsewhere in the main text.

## Annex A

# REFERENCING

International IDEA expects all staff members to ensure that their published outputs adhere to professional standards of referencing and attribution. References 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.

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**References must be supplied for all knowledge, data, quotations and other materials produced by third parties.**

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### GENERAL PRINCIPLES

While the level of referencing in a publication will depend on its format and context, the general principles of honesty, acknowledgement, accuracy and transparency apply to all knowledge products, from tweets and blog posts to stand-alone papers and report series.

Why provide references? There are many possible answers to this question. References demonstrate that an author or organization has researched a topic prior to writing a publication. They are also incredibly useful resources for readers and other researchers interested in the topic of the publication.

Looking at the question from another angle, if the Institute released a publication that did not contain references, it could imply that the author created the knowledge in the publication themselves. This would be highly unlikely, given that the fields of electoral assistance and democracy support are well defined and extensive.

Without references to factual and publicly available sources, there would be no way for a reader to assess whether the content of a publication was accurate and reliable. Furthermore, publications without references often copy from—in other words, plagiarize—other sources without giving credit to the authors of those sources.

From an organizational perspective, the Institute references other people's and institutions' ideas because it works within a field where multiple actors contribute to the wealth of public knowledge on democracy and elections. Crediting the work of others increases the Institute's credibility and standing within this field.

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## EXAMPLES OF REFERENCING SYSTEMS

Three common referencing systems found in English publications are: (a) the footnote/endnote system (the Oxford system); (b) the author–date system (commonly referred to as the Harvard system); and (c) the sequential endnote/link system (known as the Vancouver system).

The Oxford referencing system is associated with Oxford University (although not exclusively). It involves inserting a numbered marker at the end of a sentence (more on that below), and then placing the full reference either at the foot of the page (hence, 'footnote') or else at the end of the section or text (hence, 'endnote').

The Harvard system is associated with Harvard University, although the connection has been overstated. Rather than footnotes or endnotes, it involves placing a reference to the author and date (and sometimes a page number) in the text in parentheses (e.g. Author 2022: 46), and then listing the full reference for the work in a separate bibliography.

A third system commonly used in the physical sciences is the Vancouver system. It involves keying in numbered in-text references (which may be formatted as hyperlinks) and assigning one number (e.g. [1]) to each reference, which is included in a separate reference list. Wikipedia, for example, uses the Vancouver system for its footnotes. Box A.1. explains the main components of a reference.

---

## WHEN TO REFERENCE

Authors should always provide a reference when:

- quoting directly from another source;
- paraphrasing an original idea or argument previously published elsewhere;
- providing statistics or numerical figures;
- referring to a document issued by a government or an international organization;
- making an assertion about current or newsworthy events; and
- drawing on knowledge in another International IDEA publication.



### Box A.1. The components of a reference

The following five questions refer to components of a reference, with the caveat that individual reference types may not require all five (or may indeed call for more details). While creating a reference is not a test, identifying the five components listed below will make the task of editing and formatting that reference a lot easier for an editor.

#### 1. Who created it?

The most important component of a reference is the author, whether a person (or multiple people) or an organization (or multiple organizations). Identifying the author can sometimes be difficult but the principle of giving credit where it is due should always apply.

#### 2. What is it called?

The title of the work is another key component of any reference. But how should that title be formatted? When should italics, quotation marks and capitalization be applied? Is it necessary to follow the original source's formatting exactly?

#### 3. When was it published?

Providing a date for a work allows the reader to assess its relevance. However, the correct date can be difficult to ascertain, and the placement of the date in the reference itself can vary depending on the format of the work.

#### 4. Where was it published?

The place of publication can be either physical or virtual. For books, the city of publication forms part of a separate component of the reference, while for other formats (e.g. news articles), the title of the outlet (or series) is usually sufficient.

#### 5. How can I find it?

As more and more publications become available online, the question of how to access them becomes more important. Hyperlink formats such as digital object identifiers (DOIs) and universal resource locators (URLs) are treated in separate subsections below.

---

## WHAT NOT TO REFERENCE

Authors should avoid referencing a secondary source that quotes an original source. Instead, reference the original source. For this reason, a Wikipedia article is not an acceptable reference, especially given that most Wikipedia articles provide a list of external sources, and it is user-edited text that can be changed many times.

---

## FORMS OF PLAGIARISM

The following extract from the Institute's [Anti-Plagiarism Policy](#) provides guidance on the forms of plagiarism (and, by implication, the characteristics of proper referencing).

Forms of plagiarism:

- Word-for-word quotation without indicating a citation or without adequate reference to the source;
- paraphrasing the work of others by changing the order of the words without adequate reference to the source (giving the misleading impression that the paraphrased wording or ideas are your own is also considered plagiarism);
- failure to acknowledge substantive assistance to the production of your work;
- citing incorrectly according to the standards of the field;
- auto-plagiarism (i.e. publishing your own already published work without citation);
- copying images, diagrams, graphics, figures or sounds without reference to the source and without permission from the publisher; and
- translating texts without adequate reference to the source.

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## INTERNATIONAL IDEA'S REFERENCING SYSTEM

International IDEA's referencing system consists of two main components:

1. The Harvard Author–Year system for in-text citations.
2. Reference lists (bibliographies) formatted using Oxford style.

### In-text citations

The Institute follows Harvard style for in-text citations of third-party material. For references cited in body text, enclose the surname of the author or authors and the date in parentheses (Author YEAR). The in-text citation can be hyperlinked directly to the source but the full reference needs to be added to the list of references.

International IDEA's publications are no exception to the rule of referencing an author but make sure that you mention that it is an International IDEA publication in the main text.

When a document is undated, use (Lastname n.d.) for the in-text citation and type [n.d.] in the place of the date in the reference list (Box A.2).

When citing multiple sources, separate each citation with a semi-colon (;) (Box A.3).

### Box A.2. In-text citations

<b>Correct</b>	<p>During the 2020 US presidential election campaigns, 97,000 advertisers spent approximately USD 2.2 billion on 14 million Facebook and Google ads (Center for Responsive Politics 2020).</p> <p>Nassmacher (1994) argues that ...</p> <p>This issue has been discussed by numerous commentators (see e.g. Nassmacher 1994).</p> <p>Some embassies (see e.g. Embassy of the Republic of Singapore in Bern n.d.) produce FAQs for their specific areas of responsibility or links to relevant pieces of national legislation on OCV.</p> <p>As described in International IDEA's Handbook on <i>Electoral Management Design</i> (Catt et al. 2014), electoral management bodies (EMBs) are the state institution or institutions established and mandated to organize or, in some instances, supervise the essential (or core) elements of this process.</p>
<b>Incorrect</b>	<p>At the European Union level, business interests are found to dominate online consultations (Rasmussen &amp; Carroll, 2014, pp. 32-34), as well as expert groups (Rasmussen and Gross; 2015), and they make up two-thirds of all organizations registered for lobbying (Dellis and Sondermann, 2017).</p>

### Box A.3. In-text citations with multiple sources

<b>Correct</b>	<p>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).</p>
<b>Incorrect</b>	<p>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, and Pansters 2012).</p>

If citing more than one work by a single author, list them chronologically (oldest first). 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 (Box A.4).

Ensure that exact page numbers are given for all direct quotations. When a quotation goes over more than one page in the original source, or when citing

**Box A.4. In-text citations with more than one author**

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

a longer passage of text, separate page numbers with an En dash, and elide to two digits (e.g. 22–29, not 22–9; 110–20, not 110–120).

Page ranges should also be provided when an original source has been paraphrased or summarized, as a more exact reference will help the interested reader locate the relevant passages in the original (Box A.5).

**Box A.5. In-text citations with page numbers**

<b>Correct</b>	Out-of-country voting (OCV)—which is also referred to as voting from abroad or external voting—is defined as: ‘procedures which enable some or all electors of a country who are temporarily or permanently outside the country to exercise their voting rights from outside the national territory’ (International IDEA 2007: 8–9).
<b>Incorrect</b>	Although the 2007–2008 financial crisis sparked a similar decline, this is the first time since 1975 that the world has seen five consecutive years of this negative trend (International IDEA 2019, pp. 101–112)

This guidance also applies when referring to the same source multiple times in the same paragraph. Err on the side of caution, even if the in-text citations become repetitive. Repeat the in-text citation and do not use Latin abbreviations such as ‘*ibid.*’ or ‘*op. cit.*’ to signify works already referenced or cited, either within the same paragraph or elsewhere in the same text.

**International IDEA’s publications may occasionally contain footnotes although these should be kept to a minimum.**

**FOOTNOTES AND ENDNOTES**

International IDEA’s publications may occasionally contain footnotes (i.e. notes located at the bottom of the page), although these should be kept to a minimum. Never use footnotes to continue or elaborate on an argument, or to provide a citation for a reference. Never place a footnote in a heading.

International IDEA’s publications no longer make use of endnotes (i.e. a list of notes located at the end of a chapter or full publication). If a text authored by a

contributor contains endnotes, these should be converted to footnotes during the editing phase. If the note is a reference it should be converted to an in-text citation and added to the list of references.

Any superscripts for footnotes 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 (Box A.6).

**Box A.6. Placement of footnotes**

<b>Correct</b>	International IDEA's Editorial Guidelines has been updated. <sup>1</sup>
<b>Incorrect</b>	International IDEA's Editorial Guidelines has been updated <sup>1</sup> .

Acknowledgements, such as 'X conducted primary research for this section', may be included as a footnote on the first page of a chapter, although a mention in the acknowledgements section is preferred. Above all, aim for consistency within a document, and within a series.

**REFERENCE LISTS**

Supply a complete list of cited references and sources at the end of a publication, following the style of the examples given in Annex B. For each publication, an author is expected to create a single list under the heading 'References', unless the text refers to many interviews, legal cases, laws or constitutions (in which case create separate subheadings for each).

References should be listed alphabetically by author's last name (and by title in the case of unattributed works).

Authors may also consider including a separate list of further reading. This list also needs to conform to International IDEA's standards for bibliographic referencing.

The first line of each reference should be flush with the left margin, with any following lines indented.

**Author names**

- An individual author's last name should always be followed by their initials.
- List multiple authors in the same order in which they appear in the original. For two authors, add 'and' between them (do not use '&').
- Add a space between multiple initials in an author's name (e.g. Tolkien, J. R. R.).

**Authors should supply a complete list of cited references and sources at the end of a publication.**

- 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 or group of authors, do so chronologically (oldest item first).
- Second and subsequent works by the same author or authors should be marked by an Em dash in place of the author's or authors' name(s). If the subsequent works share some of the authors, all authors names should be listed for that reference and none should be replaced by an Em dash.
- Use et al. in an in-text citation if a source has more than three authors (and do not italicize it). For the reference list, mention the names of all authors.
- When listing an organization as an author, use the acronym or abbreviation that has been used in the in-text citation. Provide the full name first, followed by the acronym in parenthesis (e.g. United Nations Office for Disarmament Affairs (UNODA)).

### **Titles of works**

- Use italics for titles of books and publications. This applies to the title as it appears in the reference list as well as any in-text citation of the title itself.
- Capitalize all important words for titles of individual publications and reports but not for newspaper, journal or web articles or chapters of a publication, and do not simply copy the form used in the original.
- Make sure you preserve the exact spelling and punctuation of the original work, including US spelling and use of En dashes.
- Use single smart quotes (inverted commas) around newspaper, journal or web articles, chapters of a publication or conference papers.
- 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 be able to read.

### **Dates**

- As for dates in general text, use the date format XX Month YEAR. Be sure to spell out the name of the month in full. For variations and placement see Annex B.
- When a document is undated, type [n.d.] in the place of the date in the full reference.
- For forthcoming publications, add (forthcoming YEAR) in place of the usual publisher and date information.

### **Publisher/source names**

- Use italics for titles of journals, newspapers or annuals. Do not use italics for the names of news outlets such as Al Jazeera, BBC News or Reuters.
- For books, reports and monographs, list the name of the publisher and where possible the place of publication. See Annex B for examples.
- If an organization with an acronym is listed as the author or publisher of a book or monograph, the acronym or abbreviation can be used in the reference listing.
- 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).

## Hyperlinks

- 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 in a reference, enclose them in angle brackets (<URL>) and strip out any extraneous code (e.g. code that identifies the referral source).
- Include the date the item was last accessed, unless the source provides a digital object identifier (DOI; see below), in which case list the DOI instead of the URL and do not include the access date.
- When adding references for online documents (e.g. PDFs), as far as possible link to the landing page rather than the individual document or PDF file.
- When linking to International IDEA's publications, include the DOI of the publication page on the corporate International IDEA site rather than the URL from ConstitutionNet, ACE or other related sites.
- URLs in reference lists will be automatically linked in the final publication PDF. Authors have the option of including direct links to sources in in-text citations. Links will be added during the production process (see Box A.7).

### Box A.7. Hyperlinks in citations and reference lists

In-text citation:

A number of countries have enacted laws governing political finance, although such legislation is often 'ambiguous or too ambitious for the specific context' (Andía and Hamada 2019: 11).

Reference listing:

Andía, R. and Hamada, Y., *The Integrity of Political Finance Systems in Latin America: Tackling Political Corruption*, International IDEA Policy Paper No. 21 (Stockholm: International IDEA, 2019), <<https://doi.org/10.31752/idea.2019.38>>

## Digital object identifiers (DOIs)

International IDEA assigns digital object identifiers (DOIs) to the electronic versions of its publications. DOIs are increasingly being used by libraries and academics to track citations and provide a reliable way to link to the Institute's content. 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.

Because DOI links are stable, there is no need to provide an access date.

Many journals and publishers now list a DOI on the landing page of a specific article, issue or full publication. Authors and editors should include this DOI

**Because DOI links are stable, there is no need to provide an access date.**

rather than the URL, even if both are available. A tool for checking DOIs can be found at: <<https://apps.crossref.org/SimpleTextQuery>>.

During the production process, the Publications team will double-check references for missing DOIs, including DOIs for older International IDEA publications.





## Annex B

# REFERENCE EXAMPLES

The examples here are ordered by type of publication for ease of reference. In International IDEA's 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.

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### BOOKS AND PUBLICATIONS

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, 2007)

Elkins, Z., Ginsburg, T. and Melton, J., *The Endurance of National Constitutions* (Cambridge University Press, 2009), <<https://doi.org/10.1017/CBO9780511817595>>

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)

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## WORKING PAPERS AND RESEARCH REPORTS

*Note:* Some working papers or research reports are issued as books or publications with an ISBN or ISSN. In such cases, the work is treated as a book and the title is italicized.

Musila, G., 'The Spread of Anti-NGO Measures in Africa: Freedoms Under Threat', Freedom House, May 2019, <<https://freedomhouse.org/report/special-report/2019/spread-anti-ngo-measures-africa-freedoms-under-threat>>, accessed 24 June 2020

United Nations Economic Commission for Latin America and the Caribbean (ECLAC), 'The Recovery Paradox in Latin America and the Caribbean – Growth Amid Persisting Structural Problems: Inequality, Poverty and Low Investment and Productivity', Special Report No. 11, 8 July 2021, <<https://www.cepal.org/en/publications/47059-recovery-paradox-latin-america-and-caribbean-growth-amid-persisting-structural>>, accessed 12 January 2022

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## CONFERENCE PAPERS

Siebert, 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

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## 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

Houlihan, E. C., 'The bumpy road to women's equal participation in constitution-building and peace processes: a milestone year marking progress and setbacks', in International IDEA, *Annual Review of Constitution-Building: 2020* (Stockholm: International IDEA, 2021), <<https://doi.org/10.31752/idea.2021.102>>

Tishkov, V., 'Sotsial'no-kul'turny aspekt fenomena terrorizma' [The sociocultural 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)

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## ELECTRONIC SOURCES

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

International IDEA, Electoral Risk Management Tool, [n.d.], <<https://www.idea.int/data-tools/tools/electoral-risk-management-tool>>, accessed 1 March 2015

—, Political Finance Database, [n.d.], <<https://www.idea.int/data-tools/data/political-finance-database>>, accessed 1 April 2016

—, '2020 Outcome Report' (2021), <<https://www.idea.int/2020-annual-report>>, accessed 1 April 2021

—, 'Global overview of COVID-19: Impact on elections', last updated 4 February 2022, <<https://www.idea.int/news-media/multimedia-reports/global-overview-covid-19-impact-elections>>, accessed 4 February 2022

Office for National Statistics (UK), 'Updating ethnic contrasts in deaths involving the coronavirus (COVID-19), England and Wales: deaths occurring 2 March to 28 July 2020', 16 October 2020, <<https://www.ons.gov.uk/peoplepopulationandcommunity/birthsdeathsandmarriages/deaths/articles/updatingethniccontrastsindeathsinvolvingthecoronaviruscovid19englandandwales/deathsoccurring2marchto28july2020>>, accessed 12 January 2022

Uppsala Conflict Data Program, UCDP Conflict Encyclopedia, <<https://ucdp.uu.se>>, accessed 3 September 2018

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

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## FILMS

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 Women's Development Agency (IWDA), 'COVID-19: A Message From Young Women' [film], 8 December 2020, <<https://iwda.org.au/young-womens-leadership>>, accessed 28 April 2022

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## INTERNATIONAL IDEA PUBLICATIONS

If there is an author on the title page, the work is listed under the author's name (and cited in the text under that name). Where there is no author name, the work is listed in the reference section under International IDEA as the responsible author (and cited in the text under International IDEA). Do not spell out the full name of the Institute in references or in-text citations.

Abebe, A., *Taming the Incumbency Advantage: Innovative Constitutional Designs from the 'South'*, International IDEA Discussion Paper 2/2021 (Stockholm: International IDEA, 2021), <<https://doi.org/10.31752/idea.2021.87>>

International IDEA, *The Global State of Democracy 2021: Building Resilience in a Pandemic Era* (Stockholm: International IDEA, 2021), <<https://doi.org/10.31752/idea.2021.91>>

Mahmood, Z., 'Elections during Covid-19: The Indian experience in 2020–2021', Case Study, 10 January 2022, <<https://www.idea.int/sites/default/files/elections-during-covid-19-the-indian-experience-in-2020-2021-en.pdf>>, accessed 4 February 2022

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## INTERVIEWS AND PERSONAL COMMUNICATIONS

There might be a need for interviewees to remain anonymous for safety reasons. A note should be added explaining the methodology and the circumstances. The main text can refer to 'an interviewee'. This is an example of a note:

The methodology for this case study consists of 15 semi-structured interviews which were carried out in Czechia, Sweden and Thailand, with regional and international donors, international advocacy organizations, local civil society partners and Women's Union members. Due to the sensitive nature of many of the interviewees' comments, names and other identifying information have been removed.

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

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

*Note:* The in-text citations for these references should be (Moroz 2002) and (Cooper 2014).

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## 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>>

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

Ford, R. and Goodwin, M., 'Britain after Brexit: A nation divided', *Journal of Democracy*, 28/1 (2017), pp. 17–30, <<https://doi.org/10.1353/jod.2017.0002>>

Moher, D., Liberati, A., Tetzlaff, J., Altman, D. G. and the PRISMA Group, 'Reprint—Preferred Reporting Items for Systematic Reviews and Meta-Analyses: The PRISMA Statement', *Physical Therapy*, 89/9, (2009), pp. 873–80, <<https://doi.org/10.1093/ptj/89.9.873>>

Peroni, S., Osborne, F., Di Iorio, A., Nuzzolese, A. G., Poggi, F., Vitali, F. and Motta, E., 'Research articles in simplified HTML: a web-first format for HTML-based scholarly articles', *PeerJ Computer Science*, 3:e132 (2017), <<https://doi.org/10.7717/peerj-cs.132>>

Tedeschi, S. K., Ellrodt, J., Stratton, J., Santacroce, L., Chandler, P. D., Gravallesse, E. M. and Solomon, D. H., 'Acceptability of vaccines against preventable infections including coronavirus disease 2019 among patients with rheumatic disease', *ACR Open Rheumatology*, 4/1 (2022), pp. 3–7, <<https://doi.org/10.1002/acr2.11351>>

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## NEWSPAPER AND WEB ARTICLES, BLOG POSTS AND NEWSLETTERS

Indicate an author, or the name of the newspaper where there is no author. For newswire articles with no author, list the newswire as the author, and the publication in which the article appears as the source.

Brechenmacher, S. and Hubbard, C., 'How the coronavirus risks exacerbating women's political exclusion', Carnegie Endowment for International Peace, 17 November 2020, <<https://carnegieendowment.org/2020/11/17/how-coronavirus-risks-exacerbating-women-s-political-exclusion-pub-83213>>, accessed 12 January 2022

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

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

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

Reuters, 'Omicron subvariant BA.2 likely to have same severity as "original" – WHO', 1 February 2022, <<https://www.reuters.com/business/healthcare-pharmaceuticals/omicron-subvariant-ba2-likely-have-same-severity-original-who-2022-02-01>>, accessed 2 February 2022

Schermerhorn, R., 'Restrictions for the unvaccinated: the next democratic dilemma in the Covid-19 pandemic', Democracy Notes [International IDEA blog], 13 January 2022, <<https://www.idea.int/blog/restrictions-unvaccinated-next-democratic-dilemma-covid-19-pandemic>>, accessed 2 February 2022

Zinets, N. and Soldatkin, V., 'Putin accuses U.S. of trying to lure Russia into war', Reuters, 2 February 2022, <<https://www.reuters.com/world/europe/ukraine-announces-plan-boost-army-foreign-leaders-rally-2022-02-01>>, accessed 2 February 2022

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## 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](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

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*Note:* If a forthcoming publication is available online (URL or DOI) make sure to add an access date.

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## SOCIAL MEDIA POSTS

Social media content should be referenced in the same way as any other source. Most social media posts have an author, title, source, date and URL.

For Twitter and Instagram, the name of the author should include the user's handle in parentheses (@handle). For Facebook and LinkedIn, the name of the user or page is sufficient.

The title should be an abridged version of the post (i.e. the first few words) or the title/caption of the media item (if a photo or video).

The publisher is the name of the social media platform. Be sure to include the date of the original post (i.e. do not include the date of any repost).

When pasting links to social media posts, strip out extraneous code at the beginning and end of the URL (e.g. iframe coding, or specifications regarding image size). Double check that the URL still works and be sure to copy the URL directly from the browser address bar, to ensure that the original formatting of the link is preserved (Box B.1).

### Box B.1. Social media posts

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## Annex C

## WORD LIST

This Annex features a list of words and phrases that are commonly misspelled or misused in International IDEA's publications.

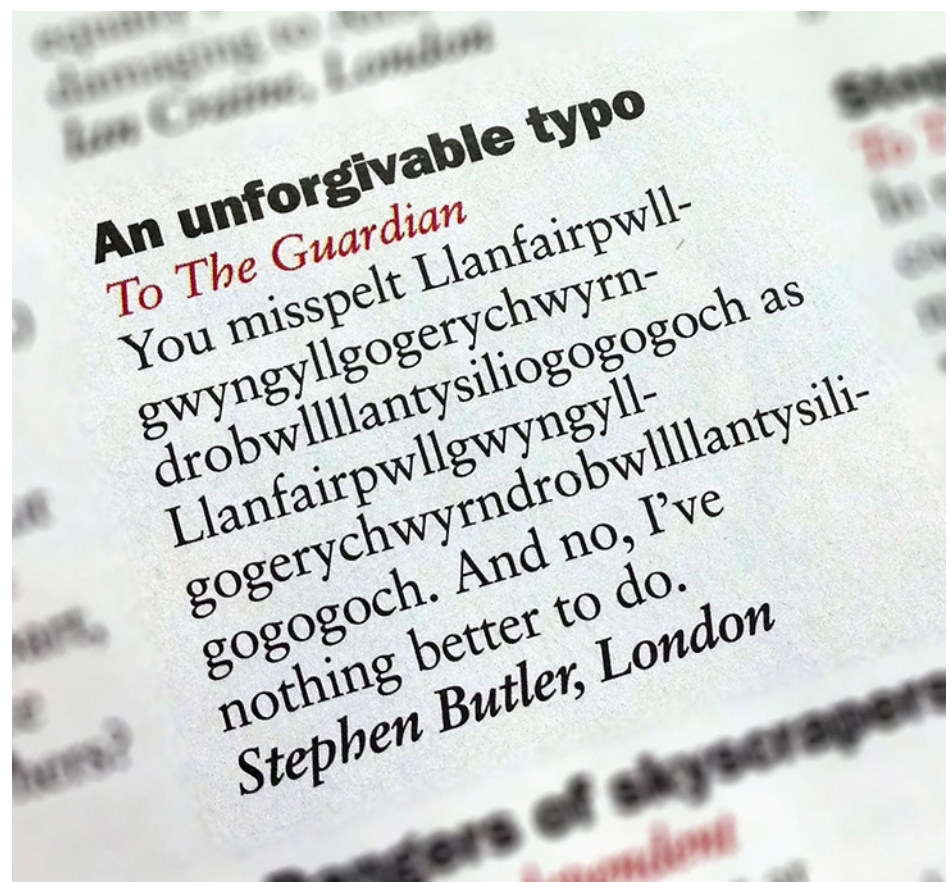


Table C.1. International IDEA's word list

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, <i>apartheid</i>	
approximately	circa, ca.	
benefiting	benefitting	
capacity building	capacity-building	But 'capacity-building activities' (adjective)
chair, chairperson	chairman, chairwoman	
Cold War	cold war, Cold war	
Covid-19	COVID-19, coronavirus	
cross-cutting, cross-cutting theme	crosscutting, cross cutting	
decision maker, decision making	decisionmaker, decision-making	But 'decision-making process' (adjective)
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, Election 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
free and fair elections		Consult the Electoral Processes team about using the phrase 'free and fair elections' in relation to electoral observation
Global North, Global South	global North, Global south	Always capitalize

Table C.1. International IDEA's word list (cont.)

Correct usage	Incorrect usage	Comments
healthcare	health-care, health care	
hijab	Hijab, <i>hijab</i>	
Islamic State in Iraq and Syria (ISIS)	'Islamic State', Daesh, ISIL, IS	Spell out on first usage, then refer to Islamic State or ISIS
Indigenous, Indigenous peoples	indigenous	Note: capital 'I'
intergovernmental	Inter-Governmental, inter-Governmental	Also interparty, intraparty
interregional	Inter-regional	Not hyphenated according the Oxford dictionary
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 provider, Internet voting	internet, inter-net	Always capitalize
LGBTQIA+	LGBT, LGBTI	Lesbian, gay, bisexual, transgender, queer, intersex and asexual. + is a denotation of everything on the gender and sexuality spectrum that letters and words cannot yet describe
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, peacekeeper, peacemaker, peacebuilding	peace keeping, peace-maker	
per cent	percent, per-cent, %	Always spell out in body text (but use % in figures and tables)
people of colour	coloured, non-white	

Table C.1. International IDEA's word list (cont.)

Correct usage	Incorrect usage	Comments
post-war	post war, postwar	But: postmodern
policymaker, policymaking	policy maker, policy-maker	
programme	program	But: Uppsala Conflict Data Program (UCDP)
quality control process	quality-control process	
referendum, referendums	referenda	
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 plan, in the short term	short term plan, in the short-term	See also long-term
socio-economic	socioeconomic	But sociocultural, monocultural, etc.
status quo	status-quo, <i>status quo</i>	Only italicize Latin terms that do not appear in the Oxford Dictionary
subarticle, subgroup, subregional, substate, subattribute	sub-article, sub-group, sub-regional, sub-attribute	Possible exception: 'sub-branch' (to avoid the double-b)
terms of reference (TOR)	ToR	
think tank	think-tank	
towards	toward	
well-being	wellbeing, well being	
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 D

## INTERNATIONAL DATELINES

The names of the cities in Table D.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](#). Names of all other cities should be followed by the country name.

Table D.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 31 August 2022

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# 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.

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## WHAT 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.

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## WHERE 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.

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International IDEA's style is concise, objective and inclusive. It is of vital importance that the Institute's 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.

The Editorial Guidelines 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, footnotes and references.

Together with the Communications and Writing Guide, these Editorial Guidelines will ensure consistency in all our knowledge resources and communications products.