

Journal of Public and International Affairs (JPIA)
EDITOR AND AUTHOR STYLE SHEET

JPIA relies on the *Chicago Manual of Style (15th edition)* for items not addressed specifically in this style sheet. Please consult the *Chicago Manual of Style (15th edition)* and last year's journal for any additional inquiries.

TITLES AND INCLUSIVE LANGUAGE

We urge all writers to use gender-neutral language and to adhere to the following guidelines.

Don't use "he" when referring to an unspecified person. Instead, recast the sentence into the plural or avoid the use of pronouns all together.

Example:

Original: Each student is expected to turn in his paper on Thursday.

Better: Students are expected to turn in their papers on Thursday.

Student papers are due on Thursday.

If it is impossible to solve the problem using these approaches, remember that "he or she" is preferable to "he/she."

Avoid using gender specific titles or terms.

(Instead of ... say): chairman...chair
 businessman...business executive, manager
 congressman...Representative
 fireman...firefighter

Avoid using terms such as "ours" and "theirs" in favor of specific references to "U.S allies," "Chinese policy," "NATO budgets," and the like.

TERMS AND PROPER NOUNS

United States should be spelled out when used as a noun and should be abbreviated as U.S. when used as an adjective (e.g., U.S. imports).

Foreign words should be italicized the first time they are used and written in standard type thereafter.

WORDS COMMON TO PUBLIC AND INTERNATIONAL AFFAIRS

The following standards apply to commonly-used words: policy-making, policy maker.

CITATIONS, ENDNOTES AND BIBLIOGRAPHIC REFERENCES

Do not use footnotes!

Instead, use the author-date system recommended by *The Chicago Manual of Style*. Sources are to be cited in the text, usually in parentheses, by the author's last name, the publication date of the work cited, and a page number if needed. Full details about the sources are to appear in a bibliography entitled "References" at the end of the article. See *The Chicago Manual of Style (15th edition)* for more detail or for guidelines not covered here.

Examples of sources cited in text:

Miller sees nations as an integral part of the system (Morgenthau 1967, 9).

General emancipation was not completed until 1864 (Crowe 1991, 66-67).

Endnotes should be used only for commentary or descriptive text, numbered consecutively throughout the text with superscript Arabic numerals.

Bibliographic references should be alphabetized and presented as a single list. Major title words should be capitalized, regardless of publication type. Various types of references are presented below.

Books

Forbes, Dean and Nigel Thrift, eds. 1986. *The Price of War: Urbanization in Vietnam 1954-1985*. London: Allen and Unwithen.

Costa, Frank J. et. al., eds. 1989. *Urbanization in Asia: Spatial Dimensions and Policy Issues*. Honolulu: University of Hawaii Press.

Carter, Barry E. and Philip R. Trimble. 1991. *International Law*. Boston: Little, Brown.

Wilson, James Q. 1989. *Bureaucracy: What Government Agencies Do and Why They Do It*. New York: Basic Books.

World Resources 1990-1991. 1991. Washington, DC: World Resources Institute.

Journal Articles

Diskin, Joseph. 1992. The Revolt of the Industrialists. *Politics of Soviet Economic Reform* 2: 3-4.

Grosveld, Irena. 1990. Prospects for Privatization in Poland. *European Economy* 43: 142.

Newspaper and Newsweekly Articles

Aslund, Anders. 1992. Go Faster on Russian Reform. *The New York Times*, December 7.

Jehl, Douglas. 1990. GLS Escalate Attack on Drugs in South America. *The Los Angeles Times*, January 27.

Magnuson, Edward. 1990. More and More, a Real War. *Time*, January 22.

Newspaper Editorials (no author)

About Face. 1990. About Face, August 13.

The Wall Street Journal. 1991. China Fouls Its Environment, June 6.

Reports

Asian Development Bank (ADB). 1993. *Asian Development Outlook 1993*. Oxford: Oxford University Press.

Carpenter, Ted Galen and Channing Rouse. 1990. *Perilous Panacea: The Military in the Drug War*. A CATO Institute Occasional Paper. February 15.

GAO/NSIAD-158. 1993. *The Drug War: Colombia is Undertaking Antidrug Programs But Impact is Uncertain*. August.

World Bank. 1990. *Social Indicators of Development*. Baltimore: The Johns Hopkins University Press.

Doctoral Dissertations

Dawkins, Peter. 1979. *The United States Army and the Other War in Vietnam: A Study of the Complexity of Implementing Organizational Change*. Woodrow Wilson School of Public and International Affairs, Princeton University, doctoral dissertation.

Web Sources

To cite Web sources, generally follow the guidelines for other sources above based on the nature of the source (e.g. for an electronic journal, follow the guidelines for journal citation; for an electronic newspaper, follow those for newspaper citation), but add the URL to the citation. Additionally, for particularly time-sensitive sources, cite the date the material was last accessed.

Parkinson, James. 2003. Rethinking the Digital Divide. *Information, Technology, and Society* 3. <http://www.its.edu/journal/issues/3/4156/4156.html> (accessed August 12, 2003).

PUNCTUATION

Periods/Commas

The preferred use of commas in lists is as follows: students, faculty, and staff . . .

Commas and periods always belong inside double quotation marks.

Periods should be outside of parentheses when at the end of a sentence, unless the entire sentence is in parentheses.

Examples:

A title is useful (for example on a letter or poster).

(If you have a question, refer to the dictionary.)

Punctuation following italicized titles should be in standard type.

Semicolons

Semicolons should always be used between the two parts of a compound sentence when they are not connected by a conjunction.

There should be only one space after periods, commas, semi-colons, and other punctuation.

QUOTATIONS

Use double quotation marks (or single quotation marks for inner quotes) in the text for quotes of less than 5 lines.

Use block quotations for quotes of 5 lines or more, which should be indented 5 spaces on both sides.

Exclamation points and question marks belong inside the double quotation marks when they are part of the material being quoted; they belong outside the double quotation marks when they have been added by the author.

Ellipses should be used for information excluded from a quotation. Ellipses should conform to the "three-or-four-dot method" described on pages 460-462 of *The Chicago Manual (15th edition)*. Three dots should be used to indicate an omission within a quoted sentence, while four dots should be used to indicate the omission of one or more sentences. When using three dots, a space precedes and follows the dots. When using four dots, there is no space preceding the dots, but there is a space after them.

CAPITALIZATION

The Chicago Manual recommends a "down" style which emphasizes use of lowercase when possible. In general, accepted proper nouns should be capitalized and words derived from or associated with proper nouns should be lowercase.

Do not capitalize words to make them seem important--important words and phrases carry their own weight.

Titles

A title is capitalized when it immediately precedes a person's name (becoming, in effect, part of the name). The title is not capitalized when it follows a name.

Bill Clinton, president of the United States; President Bill Clinton
Robert Dole, the senator from Kansas; Senator Robert Dole
Seymour Carmen, professor of history; Professor Seymour Carmen

When the title is a proper noun itself, it is capitalized.
Speaker of the House of Representatives; Speaker of the House

Endowed professorships are capitalized.
Elaine Showalter, Avalon Foundation Professor of the Humanities

Nationalities, Tribes and Other Groups of People

Capitalize names of racial, linguistic, tribal, religious and other groupings but not more general designations based on color, size, habitat or customs.

Arab; Caucasian; Hispanic; Catholic
bushmen, white, black

Geographical Names

Geographical proper names are capitalized but descriptive geographical terms, cultural or climactic terms, or latitudinal or longitudinal descriptions are not.

Central America, Western Hemisphere
the equator, tropic of Cancer

East, west, north and south are capitalized when they refer to regions but not points on the compass.

the East; the West
east, west, north, south

Political Divisions

Words such as empire, state, county and city are capitalized when part of a proper name but are otherwise not capitalized.

Washington State; state of Washington
New York City; city of New York

Legislative and Administrative Bodies

The full name of legislative and administrative bodies are capitalized but derived adjectives and other paraphrastic designations are not.

United States Congress; congressional
Parliament; parliamentary; both houses of Parliament
Department of State; State Department; the department

The following are not usually capitalized.

administration; Eisenhower administration
federal government
state powers, state laws

Acts, Treaties and Programs

Full names of acts and treaties and the programs resulting from them are capitalized but incomplete descriptions are not.

Federal Housing Act of 1961; the 1961 act
Constitution of the United States

NUMBERS

Spell out numbers one through one hundred, round numbers, and any number beginning a sentence.

There were seven people at the meeting.
There were thirty-six students in the class.
There are approximately 4,500 undergraduates.
There are a thousand reasons.
There are 143 colleges in the state.
One hundred thirteen students ran across the lawn.

If two or more numbers appear in a series or list, and one of them should be written as a numeral according to the preceding rule, use numerals for all of them.

There are 45 graduate students in the art department, 49 in the music department, and 18 in the Romance language department, making a total of 112 students in three departments. (“Three” is spelled out because it is under 100 and is not part of the same series as the other figures.)

Express all percentages as numerals, with percent written as a word: 3 percent, 130 percent.

For very large sums of money use numerals with a dollar sign and spell out million or billion.

\$1.8 million; between \$1 and \$2 billion; U.S.\$17 million.

Fractions other than those used in mathematical equations should be spelled out.

Ex: Three-fourths of the student body was present at the assembly.

Time of Day

Even, half and quarter hours are spelled out.

Students must arrive by noon on Friday.

She left at four o'clock. He ate at half past six.

When emphasizing an exact time or using a.m. or p.m., use figures.

4:00 p.m.; 11:30 a.m.

The program will begin at 8:30 tonight.

Plurals

Examples: The three Rs, in twos and threes; the early 1960s; M.A.'s and Ph.D.'s

Class Numerals

When class numerals are used, there is a single space and an apostrophe before the numbers. John Doe '92.

DATES

Use month-day-year order, both in text and references. July 14, 1789.

If month-year: July 1789.

For decades: 1840s (no apostrophe), the forties.

For date ranges: "in 1950-51" or "from 1950 to 1951," but in titles "in 1950-1951."

Note: 2000 BC, but AD 500.

Spell out months of the year.

MISCELLANEOUS

Names followed by a "Jr." have a comma after the last name; names followed by a roman numeral do not.

Thomas H. Wright, Jr.

W. James Hart III

Write out acronyms in the first reference only.

Ex: Palestinian Liberation Organization (PLO). The next reference should be written as only PLO.

Try to avoid the passive voice.

FORMATTING

Much of the formatting that appears in the final product (i.e. placing the author's affiliation at the bottom of the title page) will be conducted in the page layout stage and not by contributing editors. However, contributing editors should ensure that papers conform to the formatting standards below.

Title pages should include the title of the article, the author's name, and the author's school or affiliation.

A one paragraph abstract of 3-5 sentences summarizing the paper’s main argument should be included as the second page of the manuscript.

Section headings should be centered in bold 14-point font with characters in small-caps and sub-headings should be paragraph-justified (i.e. left-justified) in bold 14-point font. Any further division should be in bold and italicized.

The first paragraph after each heading or sub-heading should be flush left, with subsequent paragraphs indented.

EDITOR’S CHECKLIST

Please Spell Check the papers before submitting them.

Use global find and replace commands to find all occurrences of a word, phrase or symbol pattern that need changing.

In addition to the standard global finds suggested below, a good technique is to keep your own running vocabulary list tailored to the paper so that you can efficiently find all errors and make the paper's style more consistent.

Suggested standard global finds, for use with caution, include:

find:	replace with:
“	”
.”	”
“	”
,	,
due to	“because of” or “owing to”
U.S.	United States (if used as a noun)
United States	U.S. (if used as an adjective)