

ICTSD Style Guide

The following style guide has been written and edited by Andrew Aziz, Sofía Baliño, and Kimberley Botwright. Any questions should be directed to them at aaziz@ictsd.ch; sbalino@ictsd.ch; or kbotwright@ictsd.ch, respectively. The rules outlined in the following pages apply to both ICTSD research publications and periodicals and is adapted partly from the Modern Language Association (MLA) guidelines.

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1.1 Language

- Papers should be written and edited using British spelling. Please use -ise (not -ize), as in “organisation.” In case of doubts, a useful guide can be found here:
<http://www.oxforddictionaries.com/words/british-and-american-spelling>
- **Exceptions** to this spelling are when using proper nouns, such as when spelling an organisation’s official name. For instance: World Trade Organization; Food and Agriculture Organization of the United Nations.

1.2 Numbers and Currencies

- All numbers up to and including nine must be spelled out; all numbers 10 and above are expressed numerically.
- Separate all numbers above 9999 with a comma between thousands place (e.g., 9000 and 500,000).
- Spell out million, billion, trillion.
- Starting a sentence with a number should be avoided. If it cannot be avoided, the number must be spelled out.
- When referring to currency, use the following style: US\$, £, €, ¥, A\$, RMB, CHF, C\$. If you are using a dollar currency, make clear which country’s dollar you are referring to (see A\$, C\$, US\$ above, which denote Australian, Canadian, and US dollars, respectively). The Chinese yuan renminbi and the Japanese yen both technically use the symbol ¥. To distinguish between them, represent the Chinese yuan renminbi as RMB and the Japanese yen as ¥.
- However, always include the equivalent in US\$ in parentheses following. (i.e., The cost for such measures is estimated at A\$50 billion (US\$39.6 billion at today’s exchange rate)). Round numbers to the nearest 10th (US\$6.4 million not US\$6.42 million).
- Where the value of a currency in a particular year is in question, this should be clearly explained.
- A fall from four percent to two percent is a drop of two percentage points, or of 50 percent, but not of two percent.
- When referring to percentages, write “percent” (not “per cent” or “%”).

1.3 Dates

- Day/month/year is preferred: e.g. 29 May 1984. If the year being referred to is the same as the current one, just use day/month, (e.g., 29 May).
- No commas needed

1.4 Quotations

- Quoted words, phrases, and sentences run into the text are enclosed in “double quotation marks.”
- ‘Single quotation marks’ enclose quotations within double quotation marks. (e.g., “Andrew said updating the guide was ‘a difficult and time-consuming task.’”)
- LONG QUOTES – If quotations are four lines or more, they should be separated from the rest of the text in an indented section and should not be enclosed within any quotation marks. However, quotations within such separated quotations should be given single quotation marks.
- All commas or full stops should fall inside double quotations and outside single quotations. (“Timing is crucial in the ‘Green Room,’” he said.)
- Any omissions of words within a quote should be denoted by brackets and an ellipsis.

(e.g., “This is an unexpected move [...] to vote against a trade deal of this value,” the US official said.)

- The same applies when replacing a term within a quote, such as when clarifying something being referred to in the quote for the reader. (E.g., “The [TTIP] deal will be a game-changer for EU-US trade ties,” the official said.)
- Quotations should agree grammatically with the larger sentence within which they are included. As a result, quoted sentences may need to be altered, such as by adding or changing a pronoun. In such cases, these alterations should be denoted within brackets.

1.5 Additional Punctuation

- Use only a single space after a full stop. Do not use double spaces after a full stop.
- Avoid the use of e.g., as well as i.e., when possible in research publications. If they must be used, punctuate as follows: This sentence example (e.g., example given here). Another example (i.e., with clarification here). Do not use them at all in news articles.

1.6 Capitalisation

- Do not use uppercase letters when referring to “state,” “member states,” or “government.” The same applies when referring to a WTO “member.”
- Words such as minister, ministry, etc., should only be given a capital initial when referring specifically to someone’s official title. (e.g. US Trade Representative Michael Froman)
- When referring to modes of services trade specifically, such as Mode 4, use a capital letter. When referring to these modes more generally, use a lowercase letter.

1.7 Names of People

- Upon first mention, refer to a person by their full title and full name (e.g., Japanese Prime Minister Shinzo Abe). Use last name from then onward (e.g., “Abe said”) or title (e.g., “The Japanese premier said”). Do not use any prefixes such as “Mr.” or “Ms.” The same applies for “Dr.,” unless in exceptional circumstances.
- In rare instances, a title and name may be repeated upon a later mention, if the first mention was so far up in the text that the reader may have forgotten this person’s name and/or title. In those cases, use only title and last name (not first name) in the second reference (e.g., “USTR Froman”).

1.8 Acronyms

- Acronyms and abbreviations should not be separated by full stops (i.e., the US and the FAO instead of the U.S. and F.A.O).
- If you cite an organisation’s name in English when their original name is in another language, include the acronym in its original language in parentheses, while noting that this acronym reflects the original language’s spelling. (E.g., The Brazilian Cotton Growers Association (ABRAPA, by its Portuguese acronym) is one of the main lobby groups involved in the dispute.)
- As a general rule, too many acronyms make for tedious reading. If a term is only referred to once, avoid including the acronym unless that same acronym is better known than the full name itself.
- Also consider finding other ways to refer to an organisation if you are mentioning it

multiple times. For example, rather than saying WTO repeatedly, consider alternating with other terms such as “global trade body,” “global trade club,” or similar.

- Except for the most common abbreviations, such as the US, the EU, the UN, or the WTO, always spell the acronym out in full when mentioned for the first time (i.e., the General Agreement on Trade in Services (GATS); Council for Trade in Services (CTS)).
- Always spell out the full name of a WTO agreement upon first use; this is a common problem we find in our publications. This includes when referring to the General Agreement on Tariffs and Trade (GATT).
- A list of abbreviations and acronyms must be provided by the author with every paper submitted, along with the full name of the term being abbreviated.

1.9 Hyphenation

- Compound adjectives, such as “highly-anticipated agreement,” should be hyphenated. However, nouns such as “fossil fuels” should not. If in doubt, consult an editor.
- When using dashes for parenthesis, only use one pair per sentence, and ideally not more than one pair per paragraph. Make sure to use the “em dash” (–) and not the narrower “en dash” (-) when doing so. (E.g., “The US has protested the participation rules for the Lisbon Agreement negotiations – a deal that covers appellation of origins – on the grounds that the revisions will affect trade for members and non-members alike.”)

1.10 Lists

- If the lists are of single terms, then they should be separated by commas. (E.g., She bought pears, beans, apples, and bananas.)
- Make sure to use the Oxford/serial comma in such lists (see the example above, specifically the use of a comma before the last item in the list).
- If the lists are of phrases, or strings of words, then there should be a semi-colon after each phrase and a full stop at the end. (E.g., The revenue will be distributed between funding alternative energy sources; supporting energy efficiency measures; and planting pine, evergreen, and spruce trees.)
- Countries should be listed alphabetically, unless there is a specific reason not to do so.

1.11 Title

- In general, the title of a research paper should not exceed 10 words.
- If possible, acronyms should be avoided.

1.12 Author’s Name and Bio

- The author’s name with no salutations should appear under the title.

A short bio with only the author’s position and affiliated institution can be included at the end of the article. The only exception to this requirement would be news articles for ICTSD periodicals’ news streams (i.e., for anything not in the “magazine” version).

References

ICTSD attaches a high importance to proper references and citations. These should enable the readers to find a source the author refers to as quickly and easily as possible. Thus, sources that are not accessible to all readers (e.g., speeches and theses) should only be used if unavoidable.

Along with a **Works Cited** section, ICTSD research publications use endnotes when wishing to refer to a citation within the text. These citations should also be listed in the author's full **Works Cited** list.

Please note that while the below applies to both ICTSD research publications and the magazine versions of ICTSD periodicals, news stories use a different referencing style. For the latter, please contact the relevant editor for more information.

Furthermore, please note that the magazine versions of ICTSD periodicals will only use endnotes for basic source referencing and only when absolutely necessary.

Footnotes should be used only in cases where the author aims to provide additional information or clarification about the topic under discussion. They should not be used for basic source referencing. ICTSD does not use parenthetical citations.

The following reference guide is taken from the University of Geneva (UNIGE) English Department's 2008 Style Sheet and has been adapted and abridged to fit ICTSD's needs. The UNIGE version was itself adapted from the Modern Language Association's (MLA) *Handbook for Writers of Research Papers* (6th ed.).

The original UNIGE version is available at the following URL:

<http://www.unige.ch/lettres/angle/files/4214/2443/4861/Stylesheet2008.pdf>

2.1 Works Cited (Bibliography)

List all cited sources in a **Works Cited** section at the end of the publication. Arrange the entire list **alphabetically** by author, or title where appropriate. List more than one primary or secondary source by the same author alphabetically according to the title. Single-space each entry, with a **double space between entries**. Begin the first line of each entry at the left margin and indent any following lines.

2.1.1 Books

For books the format is as follows:

• Author's name

Author's surname, followed by a comma, first name(s) or initial(s) as given on the title page of the work itself, followed by a period. If the work has more than one author, see the example (at 4.4) under **Lees**. If two or more entries are by the same author, see examples under **Chomsky** and **Conrad**. If the book has an editor instead of an author, see example under **Martin**. If the book has more than three authors or editors, see example under **Abrams**. If there is no author indicated on the title page, list the text alphabetically according to the first word of the title, omitting small words such as "the" or "a" or "an"; see example under *Man Superior to Woman*.

Lees, Robert B. and Edward Klima. "Rules for English Pronominalization."
Language 39 (1963): 17-28.

Chomsky, Noam. *Topics in the Theory of Generative Grammar*. The Hague: Mouton, 1966.

---. *Cartesian Linguistics*. New York: Harper and Row, 1966.

---. "Remarks on Nominalisation." *Readings in English Transformational Grammar*. Ed. R.A. Jacobs and P.S. Rosenbaum. Waltham, Mass.: Ginn, 1970. 184-221.

Conrad, Joseph. *Heart of Darkness*. 1902. Harmondsworth: Penguin, 1977.

---. *Nostromo*. 1904. New York: Dell, 1961.

• Title of Book

Title of book, underlined or italicised, as it appears on the title page. Separate the subtitle, if any, as in the example under **Robinson**. Where additional information is called for, provide it in the following order, preceding the place and date of publication:

Robinson, Ian. *The New Grammarians' Funeral: A Critique of Noam Chomsky's Linguistics*. Cambridge: Cambridge UP, 1975.

- If the book is an **anthology**, write the title of the text to which you refer in inverted commas, followed by original date of publication, and title of the book italicised or underlined. See examples under **Wilde** and **Whitman**. If the text you refer to was originally published individually (play, novel, etc.), italicise the title. See example under **Congreve**.

Whitman, Walt. "Memories of President Lincoln. When Lilacs Last in the Dooryard Bloomed". 1865. *Walt Whitman. The Complete Poems*. London: Penguin, 1996.

Wilde, Oscar. "Preface to *The Picture of Dorian Gray*". 1891. *The Best of Oscar Wilde: Selected Plays and Writings*. New York: Penguin Books, 2004.

Congreve, William. *The Way of the World*. 1700. *Restoration Plays*. ed. Robert G. Lawrence. London: J.M. Dent, 1994.

- **Name(s) of editor(s) or translator(s)**: see examples under **Spenser** and **Todorov**.

Spenser, Edmund. *The Poetical Works*. Ed. J.C. Smith and E. de Selincourt. Oxford: Oxford UP, 1912.

Todorov, Tzvetan. "The Origin of Genres." *Genres in Discourse*. Trans. Catherine Porter. Cambridge: Cambridge UP, 1990.

- **The number of the edition used**, if not the first: see the example under **Abrams**.

Abrams, M. H. et al., eds. *The Norton Anthology of English Literature*. 5th ed. 2 vols. New York: W.W. Norton, 1986.

- **The series of which the book is a part**: see the example under **Simon**.

Simon, Renée. *Nicolas Fréret, académicien*. Studies on Voltaire and the Eighteenth Century, 17. Geneva: Fondation Voltaire, 1961.

- **The total number of volumes of this title**, if relevant, or the number of volumes actually cited: see example under **Abrams**.

Abrams, M. H. et al., eds. *The Norton Anthology of English Literature*. 5th ed. 2 vols. New York: W.W. Norton, 1986.

- **City of publication: Publisher**

Indicate the city of publication, followed by a colon, and the name of the book's publisher. If more than one city is given, cite only the first.

- **Year of publication**

Conclude the entry with the year of publication, followed by a period. If the book is a reprint, list the original date after the title, as in examples under **Congreve**, **Conrad**, and **Shakespeare**

Congreve, William. *The Way of the World*. 1700. *Restoration Plays*. ed. Robert G. Lawrence. London: J.M. Dent, 1994.

Conrad, Joseph. *Heart of Darkness*. 1902. Harmondsworth: Penguin, 1977.

---. *Nostromo*. 1904. New York: Dell, 1961.

Shakespeare, William. *Richard III*. 1597. Ed. G. Blakemore Evans. Baltimore: Penguin, 1959.

* Note the following special cases:

- If you are citing a book with **no author or editor's name** on the title page, such as a

dictionary or encyclopedia, begin the entry with the title, as in the example under **Oxford English Dictionary**.

Oxford English Dictionary. 2nd ed. CD-ROM. New York: Oxford UP, 1992.

- If you are citing an **unpublished dissertation**, put the title in quotation marks, following the examples under **Prevosti** and **Ross**.

Prevosti, Sandra. "Religion in the Major Fiction of Daniel Defoe." *Mémoire de licence*. University of Geneva, 1989.

Ross, Jeremy R. "Constraints on Variables in Syntax." Diss. MIT, 1976.

- If you are citing a book in a foreign language, the entry style remains the same. See example under **Simon**.

Simon, Renée. *Nicolas Fréret, académicien*. Studies on Voltaire and the Eighteenth Century, 17. Geneva: Fondation Voltaire, 1961.

2.1.2 Articles and periodicals

For **articles in periodicals**, the format is as follows:

- **Author's name**, followed by a period.
- The **title of the article**, in quotation marks, followed by a period.
- The **name of the periodical**, underlined or italicised. This may be abbreviated in accordance with listings of standard abbreviations found in most annual bibliographies, followed by a period.
- The **volume number** of the periodical, no period.
- The **date of the periodical**, in parentheses, followed by a colon, and the **page range** of the article, followed by a period.

* Note the following special cases:

- For a **periodical** not using continuous pagination throughout a volume, give the number of the issue as in the example under **Lyon**.

Lyon, George Ella. "Contemporary Appalachian Poetry: Sources and Directions." *Kentucky Review* 2.2 (1981): 3-22.

- Cite an article from a newspaper or weekly magazine as in the example under **Garment**.

Garment, Leonard. "The Hill Case." *The New Yorker*. 17 April 1989: 90-110.

2.1.3 Articles in books

For **articles in books**, the format is as follows:

- **Author's name**, followed by a period.
- **Title of the article**, in quotation marks, followed by a period.
- **Title of the book**, underlined or italicised, followed by the name(s) of the editor(s), the publication data, and page numbers, as in the example under **Stevens**.

Stevens, Hugh. "Queer Henry *In the Cage*." *The Cambridge Companion to Henry James*. Ed. Jonathan Freedman. Cambridge: Cambridge UP, 1998. 220-38.

* Note the following special cases:

- If the book or collection is part of a **series**, identify it as in the example under **Enkvist**.

Enkvist, Nils Erik. "What Happened to Stylistics?" *The Structure of Texts*. Ed. Udo Fries. *Swiss Papers in English Language and Literature*, 3: 11-28. Tübingen: Gunter Narr, 1987.

- If you refer to **several articles** in the same collection, list each by author. To avoid repeating the publishing data in each entry, identify the collection by its editor(s), as in the example under **Weisbuch**, and list it fully once, as in the example under **Freedman**.

Weisbuch, Robert. "Henry James and the Idea of Evil." In Freedman. 112-139.

Freedman, Jonathan, ed. *The Cambridge Companion to Henry James*. Cambridge: Cambridge UP, 1998.

- If you are quoting from an **introduction, preface, foreword, or afterword**, follow the example under **Elliot**.

Elliot, Emory. Afterword. *The Jungle*. By Upton Sinclair. New York: Signet, 1990. 342-50.

2.1.4 Unpublished dissertations

- **Author's name**, followed by a period.
- The **title of the dissertation**, in quotation marks, followed by a period.
- The **type of dissertation**, underlined or italicised, followed by a period.
- The **institution** at which the dissertation was completed, followed by a comma.
- The date.

2.1.5 Non-Print and other sources

- **CD-ROM Databases:** Cite the author (if given), title of the work or section of database (underlined, italicised, or in quotation marks, as specified in section 1.8 and 1.9), title of the product, edition or version (if relevant), publication medium (CD-ROM), city of publication, name of publisher, and year of publication. See examples under **Brontë** and **Oxford English Dictionary**.

“Brontë, Emily.” *Discovering Authors*. Vers. 1.0. CD-ROM. Detroit: Gale, 1992.

Oxford English Dictionary. 2nd ed. CD-ROM. New York: Oxford UP, 1992.

- **Electronic journals, electronic newsletters, and electronic conferences** (e.g. moderated forums, such as discussion lists): Cite the name of the author (if given), title of article or document, title of journal, newsletter, or conference (underlined), volume number, year or date of publication (in parentheses), pages (if given), date of access, and URL (underlined). See example under **Chan**.

Chan, Evans. “Postmodernism and Hong Kong Cinema.” *Postmodern Culture* 10.3 (2000). *Project Muse*. 20 May 2000
<http://muse.jhu.edu/journals/pmc/v010/10.3chan.html>

- **An online information database or professional or personal site (e.g. Blogs):**

Cite the project or database title (underlined), name of the editor (if given), electronic publishing information, including version number, last update, name of sponsoring institution or organisation, and date of access and URL (underlined). See examples under **Britannica Online** and **Romantic Chronology**.

Romantic Chronology. Ed. Laura Mandel and Alan Liu. Nov. 1997. U of California, Santa Barbara. 22 June 2003 <http://humanities.ucsb.edu/projects/pack/rom-chrono/chrono.htm>.

Britannica Online. Vers. 98.2, Apr. 1998. Encyclopedia Britannica. 8 May 2003 <http://eb.com/>.

- **An online book, an article in an online periodical, or an online review:** Cite the author’s name (if given), or the title of the article, and the same electronic publishing information listed above. See examples under **Austen**, **Elam**, and **Angelo**.

Austen, Jane. *Pride and Prejudice*. Ed. Henry Churchyard. 1996. 10 Sept. 2003
<http://www.pemberley.com/janeinfo/bridprej/html>.

Elam, Diane. “Disciplining Woman: Feminism or Women’s Studies.” *Surfaces* 5.101 (1995): 11 pp. 24 June 2003
<http://tornado.ere.umontreal.ca:80/~guedon/Surfaces/vol5/elam.html>

Angelo, Gretchen. Rev. of *The Book of the Body Politic*, by Christine de Pizan.
Bryn Mawr Medieval Review 96.1.7 (1996). 26 Jan. 2003
gopher://gopher.lib.virginia.edu:70/00/alpha/bmmr/v96/96-1-7.

- **Interview:** Begin with name of person interviewed. Cite name of the publication, television program, or broadcast. If the interview is untitled, title it Interview (without quotation marks, underlining or italics). See example under **Wolfe**.

Wolfe, Tom. Interview. *The Wrong Stuff: American Architecture*. Dir. Tom
Bettag. Videocassette. Carousel, 1983.

- **Advertisement:** State name of product, company, or institution that is the subject of the advertisement, followed by the descriptive label Advertisement (neither underlined, italicised nor in quotes). Cite publication or broadcast information. See example under **Tribù**.

Tribù (United Colors of Benetton). Advertisement. *Vibe* Sept. 1993: 70-71.

- **Lecture or speech:** Give the speaker's name, the title of the presentation (in quotations marks), the meeting and sponsoring organisation (if applicable), the location, and the date. If there is no title, use an appropriate descriptive label (Lecture, Reading, Keynote speech, etc). See example under **Atwood**.

Atwood, Margaret. "Silencing the Scream." Boundaries of the Imagination Forum.
MLA Convention. Royal York Hotel, Toronto. 29 Dec. 1993.