ISS guidelines for spelling, style, layout and references

Spelling and usage

- Refer to the Oxford English Dictionary.
- Use of 'the' before abbreviated names of organizations: there are several conflicting rules about this, so it is a matter of preference and custom. It is, for example, always 'the UN', but it is 'UNDP'. Abbreviated names that can be spoken as words never have a 'the' (UNICEF). A good solution is to look on the organization's website. They should know what to call themselves (this goes for their full names, too). For ISS we use preferably 'ISS'; only in those cases that only 'ISS' looks incorrect we use 'the ISS' (The ISS was founded in 1952.)
- Use of an apostrophe with ISS in the possessive form: you use an apostrophe if 'the ISS' is a noun used in the possessive form (e.g. 'the ISS' policy'. This is the same form as 'the government's policy'). You don't use an apostrophe if 'ISS' is used as an adjectival noun (e.g. 'ISS policy'. This is the same form as 'government policy'). If there is already an adjective, the two options are written like this: 'the ISS' new policy' and 'new ISS policy'. Because the form with an apostrophe is quite clumsy (and difficult to speak out loud), it is preferable to use the form without an apostrophe where possible.
- Plurals of abbreviations have no apostrophe (NGOs, SAPs).
- Decades also have no apostrophes (1970s).
- Use 'z' rather than 's' spelling (e.g. organization). There are a number of exceptions to this rule – consult the Oxford English Dictionary if in doubt.
- Use GB spelling (labour, centre).
- Use single quotation marks ('quotation'). Use double for quotes within quotes.
- Don't use points in abbreviations (USA, Mr, Dr) unless the abbreviation consists of the first part of the word (Prof.).
- Don't use a hyphen with common compound words (socioeconomic, cooperation, postgraduate).

- Write numbers up to 9 in full (nine), use numerals for 10 and above. Don't mix the two in the same phrase (Between 8 and 10 people…)
- Spell out 'per cent' in the text. Use % in tables.
- Write dates as: 1 January 2009.
- Date and page references should be as short as possible without allowing for ambiguity (10-19, 42-5, 1991-4, 1972-85).
- Use superscript numbers to designate end/footnotes.
- The Netherlands is spelt with a small 't' in running text (They live in the Netherlands). In an address form (i.e. each part of a new line), the Netherlands has a capital 'T'. The Hague is always spelt with a capital 'T' (They live in The Hague).
- The adjective of the Netherlands is Dutch, not Netherlands. Netherlands is used in certain official names (Netherlands Government, Royal Netherlands Embassy), but Dutch is used for these too in running text (The programme is sponsored by the Dutch government).
- There are different ways to write Masters Programme (with or without capitals and apostrophes). ISS will use 'Masters Programme', 'Diploma Programme'. You should not capitalise 'programme' when talking in general terms (The ISS has focused on MA programmes for the last 25 years.).
- Don't use abbreviations like 'hrs', 'approx.' or 'ha' in running text. Write them in full (hours, approximately and hectares).
- Generally speaking, don't use abbreviated forms like don't, shouldn't, etc. in written texts. If the text is chatty/informal (like this text), it is acceptable.
- Use long dashes (–) rather than short dashes (-) or double dashes (--) to insert clauses in sentences: 'the ISS – which celebrated its 55th Anniversary recently – is a leading international……'.
- In bulleted lists, make sure the lead sentence and content match. E.g.:
  > We aim to achieve this by:
  - increasing the number of enrolments;
  - investing in marketing activities;
  - seeking more sponsors, etc.

Lists should be punctuated as above, with semi-colons (;) and a full stop after the last item. In short lists, you can also use no punctuation at all, as follows:

- Doctoral Programme
- MA Programme
- Diploma Programme

Style

- Don't use brackets in English to designate a choice: (inter)national means either just 'international' or 'national and international'; (provisional) programme means 'provisional programme'.
- Don't overuse the construction 'On the one hand....on the other hand'. It is only used in English for a genuine juxtaposition of factors. Otherwise 'and' is perfectly suitable. Or nothing. The same applies to 'as well as'.
- Avoid combinations of prepositions (it is 'of the people, for the people and by the people' not 'of, for and by the people').
- Don't be unnecessarily repetitive. There is no need to say 'ISS' ten times in one paragraph. The Institute or simply 'It' are perfectly good alternatives. In many cases, you can leave it out, especially in ISS texts.
- Don't overuse the passive. 'The programme looks at...' Is much better than 'In the programme...... are looked at.'
- Titles, headings and subheadings should be brief and accurate. Further information should be provided in the text itself.
- Avoid too many levels of subheading.

Layout

- For a new paragraph skip a line or use an indent.
- A new paragraph is introduced by the first sentence of the paragraph rather than the last sentence of the previous one:

E.g.: '....of macroeconomic policy. This can be illustrated by looking at the situation in Zimbabwe.' In English, this last sentence would be used to start the new paragraph.

- It is not normal in English to make long lists in running text using a colon (:) and a series of semi-colons (;). Use straight text and commas or make a bulleted list.

References

- Works cited in the text should read like this: (Smith, 1992: 63-4) or Smith (1992, 1993). With multiple citations, order them alphabetically (not chronologically) and separate them with a semi-colon, like this: (Brown, 1992; Jones, 1994; Smith, 1989). Use *et al.* when citing a work with more than two

authors. Use letters to distinguish works by the same author in the same year: (Smith 1999a, 1999b).

- All works cited in the text should be listed alphabetically under References at the end of the main text.
- Where there is more than one author, invert the first author only (Smith J. and A. Jones).
- Use (ed.) for one editor and (eds) for multiple editors.
- In end/footnotes, don't quote the full details of a reference repeatedly. The title and the page number are sufficient.
- Use *Ibid.* for a subsequent identical reference.
- Indicate opening and closing page numbers for articles in journals and chapters in books.
- Italicize Latin words and phrases (*Ibid., et al.*).
- Italicize the titles of books and journals; use single quotation marks for articles in books or journals.

Examples of references

Journal articles

Lovell, P.A. (1993) 'The Geography of Economic Development and Racial Discrimination in Brazil', *Development and Change* 24(1): pp.83-101.

Books

King, K. (1996) *Jua Kali Kenya: Change and Development in an Informal Economy, 1970-95.* London: James Currey; Nairobi: EAEP; Athens, OH: Ohio University Press.
Watson, S. and K. Gibson (eds) (1995) *Postmodern Cities and Spaces*. Oxford and Cambridge, MA: Blackwell.

Contributions to books

Elson, D. (1996) 'Appraising Recent Developments in the World Market for Nimble Fingers', in A. Chhachhi and R. Pittin (eds) *Confronting State, Capital and Patriarchy*. Basingstoke and London: Macmillan Press; New York: St Martin's Press, pp. 35-55.

Dissertations

Srinivasan, Sharada (2006) 'Development, Discrimination and Survival. Daughter Elimination in Tamil Nadu, India'. PhD dissertation, Institute of Social Studies, The Hague.

Online Resources

NB: always indicate the date that the source was accessed, as online resources are frequently updated or removed.

Sopensky, E. (2002) 'Ice Rink Becomes Hot Business', *Austin Business Journal.* http://www.bizjournals.com/austin/stories/2002/10/14/smallb1.html (accessed 16 October 2004).

Galtung, J. (2003) 'Rethinking Conflict: The Cultural Approach'. Speech delivered at the Informal Meeting of the European Ministers Responsible for Cultural Affairs, Council of Europe, Strasbourg (17–18 February). www.coe.int/T/E/Cultural_Co-operation/ (accessed 8 August 2006).

Unpublished Papers

Waithanji, E. (1999) 'The Role of Community in Improving Animal Health Service Delivery in Rumbek County: Community Leaders'. Unpublished report of Oxfam workshop, Rumbek Town, Southern Sudan (26–28 April).

Conference papers

Kane, P. (1983) 'The Single Child Family in China: Urban Policies and their Effects on the One-Child Family'. Paper presented at the International Workshop, Contemporary China Centre, Oxford (17-18 March).

Working papers

White, H and M. McGillivray (1992) 'Descriptive Measures of the Allocation of Development Aid'. ISS Working Paper no. 125, The Hague: Institute of Social Studies.