Comparativ – English Style Guide
v1.3 (2017)

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How to use:
For ease, utilize the bookmark/table of contents tab in the PDF reader to jump quickly between the sections and sub-sections. Check boxes have been provided to help with writing/editing.
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<td>Other</td>
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Section I: Document Guidelines

## Text

### 1. Length
The text should not exceed 50,000 characters (including spaces and footnotes/endnotes).

### 2. Headings
Use a number system for headings.

## Format

### 1. Page size and margins
Set page size to A4.
Set margins to 2.5 cm for top, bottom, left, and right.

### 2. Font and font size
Set font to Times or Times New Roman.
Set font size for the main text to 12.
Set font size for footnotes to 10.

### 3. Line spacing, text alignment, tabs, and hyphenation
Set line spacing for main text to 2.
Set line spacing for footnotes to 1.
Set text alignment to justified (block text).
Do not use tabs to indent paragraphs or paragraph breaks.
Turn off hyphenation.

### 4. Text colour and hyperlinks
Set text colour to black.
While hyperlinks can be left active, remove underline.
### Section II: Style Notes

#### Rules

<table>
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<tr>
<th>Capitalization</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Acronyms</strong></td>
</tr>
<tr>
<td>EFTA</td>
</tr>
<tr>
<td><strong>2. Acts, laws, legal texts</strong></td>
</tr>
<tr>
<td>Nowak’s CCPR Commentary</td>
</tr>
<tr>
<td>Article 130</td>
</tr>
<tr>
<td><strong>3. Titles of books and articles</strong></td>
</tr>
<tr>
<td>Use headline style capitalization (capitalize the first word and all other significant words):</td>
</tr>
<tr>
<td>A River Runs Through It</td>
</tr>
<tr>
<td><strong>4. Titles</strong></td>
</tr>
<tr>
<td>Capitalization should be used if the title refers to a particular person:</td>
</tr>
<tr>
<td>King Richard</td>
</tr>
<tr>
<td>But not if used as an appositive:</td>
</tr>
<tr>
<td>Richard II, the king of England, reigned from 1377 to 1399.</td>
</tr>
<tr>
<td><strong>5. Official names of governmental organizations or bodies</strong></td>
</tr>
<tr>
<td>National Assembly of France</td>
</tr>
<tr>
<td>But no capitalization of the words, however specific, government and state, or if the institution is being spoken of in general:</td>
</tr>
<tr>
<td>The French parliament passed several laws.</td>
</tr>
<tr>
<td><strong>6. Cardinal directions</strong></td>
</tr>
<tr>
<td>Capitalization should only be used when referring to geopolitical and/or cultural regions:</td>
</tr>
<tr>
<td>Central and Eastern Europe</td>
</tr>
<tr>
<td>East</td>
</tr>
<tr>
<td>Global North</td>
</tr>
<tr>
<td>But not for general locations:</td>
</tr>
<tr>
<td>northern Germany</td>
</tr>
</tbody>
</table>
### Spelling

#### 1. Spelling forms

Set the document’s language to British English or English (United Kingdom).

Use spelling according to the Oxford dictionary (http://oxforddictionaries.com/). However, follow the listed spelling forms:

<table>
<thead>
<tr>
<th>-ize (e.g. criticize, emphasize, jeopardize, recognize)</th>
<th>-izing (e.g. criticizing, emphasizing, jeopardizing, recognizing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>-led- (e.g. channelled, labelled, travelled)</td>
<td>-lling- (e.g. channelling, labelling, travelling)</td>
</tr>
<tr>
<td>-lyse (e.g. analyse)</td>
<td>-lysing (e.g. analysing)</td>
</tr>
<tr>
<td>-mme (e.g. programme)</td>
<td>-our (e.g. neighbour)</td>
</tr>
<tr>
<td>defence</td>
<td>enquiry</td>
</tr>
<tr>
<td>practice (noun)</td>
<td>practise (verb)</td>
</tr>
</tbody>
</table>

### Quotations

#### 1. End punctuation

Place punctuation outside of quotation marks unless a complete sentence is included:

“We will not give in”, said the president.

End punctuation within a quotation replaces the end punctuation of the sentence:

The Congress stated, “Nevertheless, in this situation the limitation could be justified.”

#### 2. Double smart quotation marks (" ")

Use for direct quotations:

The doctor said, “Take two aspirin and call me in the morning.”

Or for emphasizing single words or phrases, for example, to express a critical attitude:

The label of “ethnic cleansing” has been overly used since the end of the Cold War.

#### 3. Single smart quotation marks (‘ ’)

Use for quoting material within quotations:

The prime minister was considered to have “grossly overextended his power over other ‘leaders’ in the party”.

#### 4. Insertions

Insertions of an author’s text into quotations use square brackets [ ]. These are also used to indicate a change of lower case to upper case or vice versa:

The Court continued by stating that “[t]here is no suggestion that he [the father] is in any way unfit”.

- 5 -
Omission of words or sentences in quotations use square brackets surrounding an ellipsis and are offset by spaces on both sides:

“There is no suggestion in the present case [...] that the father is in any way unfit to have access”.

### Dates

1. **European date format**

23 September 1991

Do not use only numbers for dates:

23.09.91

2. **Spans of dates**

Link with an en dash (not a hyphen):

The Helsinki Summit (2–8 June 1989) was the culmination of past endeavours.

3. **Spans of years**

Use full year span:

During the period 1990–1995, growth was considerable in the country.

For consecutive years, use a forward slash:

In 1978/79, political tension grew among the elite.

4. **Decades**

Use an “s” without an apostrophe:

1960s

In the 1980s, NGOs were considerably active.

5. **Centuries**

Spelled out and all lower case:

twentieth century

As an adjective, insert a hyphen:

twentieth-century art

### Figures

1. **Numbers**

Spell out numbers up to ten unless in the case of using numbers greater than ten in the same sentence:

There were 9 boys and 15 girls in the class.
Use a comma separator with numbers over one thousand:

| 4,000 | 1,567,344 |

2. Percentages

When referring to statistical data, use numbers and per cent instead of the sign %:

| 65 per cent | 22.3 per cent |

3. Fractions

Write out in full unless in a list of statistics:

Two-thirds of the people believed the media reports to be true.

Use a hyphen in the noun, adverbial, and adjectival forms:

| two-thirds complete | a one-third increase |

4. Currencies

Use the three-letter abbreviations (refer to http://www.oanda.com/convert/classic):

| GBP 3,300 | CHF 55,000 |

5. Page numbers

Link with an en dash and repeat the full numerals:

| 124–135 | 337–398 |

Abbreviations and Acronyms

1. Abbreviations

Abbreviations are generally followed by a period:

| Doc. | Cf. |
| no. | vol. |
| ed. / eds. | para. / paras. |

But no period after abbreviations and acronyms that are capitalized:

| ECHR | WHO |
| US | UK |

2. Acronyms

Acronyms are always introduced when first mentioned in the text:

The American Civil Liberties Union (ACLU) was founded in 1920. The original focus of the ACLU was the freedom of speech, specifically concerning anti-war protesting.
If the acronym is taken from the original name, provide it in parentheses together with the original name following the English form:

Democratic Convention of Romania (Conventia Democrata Romana, CDR)

### Colons, Commas, and Dashes

#### 1. Colons

Phrases or words following a colon should be lower case unless a proper noun:

The members of the government included the following: the president, cabinet ministers, and parliamentarians.

#### 2. Commas

Use the serial comma in a list of items:

The flags of China, Norway, Spain, and the UK contain the colour red.

#### 3. Dashes

Use en dashes offset by spaces on both sides to enclose elements that need greater emphasis than with commas:

The adoption of a minority law – notwithstanding the questions remaining regarding its implementation – was received favourably.

### Hyphens

#### 1. Prefixes

Prefixes that do not exist as separate words must be joined to the following word either by being conjoined or by hyphenation.

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>interethnic</td>
<td>ex-president</td>
</tr>
<tr>
<td>co-decided</td>
<td>cooperation</td>
</tr>
<tr>
<td>multiethnic</td>
<td>supranational</td>
</tr>
<tr>
<td>transborder</td>
<td>transnational</td>
</tr>
</tbody>
</table>

#### 2. Hyphenated forms

Second element of the compound is capitalized:

<table>
<thead>
<tr>
<th>Compound</th>
<th>Adjective</th>
</tr>
</thead>
<tbody>
<tr>
<td>pan-European</td>
<td>anti-Maastricht</td>
</tr>
<tr>
<td>ten-year plan</td>
<td>eighteenth-century invention</td>
</tr>
<tr>
<td>power-sharing</td>
<td>decision-making</td>
</tr>
</tbody>
</table>
Do not use a hyphen in adverb + adjective combinations when the meaning is clear:

- a highly appreciated negotiator

## Italics

### 1. Foreign phrases or words

Italicize foreign phrases or words:

| mezhdunarodniki     | doitsu          |

Provide a translation in parentheses following the term:

- The word used was not *une poêle* (frying pan) but *un poêle* (stove).
- German has two terms for eating – one for the way humans eat (*essen*) and another for the way animals eat (*fressen*).

Foreign phrases or words that have become part of common usage in English do not need to be italicized:

| coup d’état          | manga          |

Proper nouns are not italicized:

- École normale supérieure
- Deutsche Nationalbibliothek

### 2. Latin expressions

Common forms are not italicized:

| ad hoc               | inter alia     |
| de facto             | de jure        |
| per se               | sui generis    |

Abbreviated forms are not italicized:

| Ibid.                | i.e.           |
| e.g.                 | et al.         |
## Section III: Referencing

### Rules

<table>
<thead>
<tr>
<th>1. Punctuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>All citations end with a period.</td>
</tr>
</tbody>
</table>


### 2. Notation

Notation can be either footnotes or endnotes.

Notation symbols should be consecutive numbers and follow punctuation marks:

Despite the crisis, the legislature assured that “no emergency powers would be implemented”.

### 3. Author names

Shorten author’s names by using only the initial(s) of the first name:

| K. Malfliet | P. van Dijk and G.J.H. van Hoof |

### 4. Place of publication

Provide only one place of publication for each source. Use the headquarters of the publishing house if there are multiple places of publication. If the place of publication could be confused with another, add the abbreviation of the state, province, or country:

| Cambridge, MA | Cambridge, UK |

### 5. Pages

Use p. for a single page and pp. for a span of pages:

| p. 5 | pp. 4–18 |

### 6. Author/title short form

When repeating a source in a following footnote, use a short form of the title with the author’s last name: Author Last Name, Short Title, Page(s).

9 S.E. Cornell, Autonomy and Conflict: Ethnoterritoriality and Separatism in the South Caucasus – Cases in Georgia, Uppsala 2002, pp. 185–186.
11 Cornell, Autonomy and Conflict, pp. 210–211.

### 7. Duplicate sources

When there is a consecutive reference to the preceding footnote, use Ibid. (page numbers may vary):
### 8. More than one citation

For easier readability, citations can be consolidated into one footnote where appropriate. Footnotes with more than one citation should be alphabetized according to the first letter of the last name of the first author, or in the case of corporate authors the first letter of the author. Each source should be separated by a semi-colon:


If Ibid. is used in reference to a preceding footnote, place Ibid. first in the footnote with the following citations alphabetized after:


### 9. Introductory signals, explanatory statements, and select pages

When drawing attention to a specific supportive source, use see:


When drawing attention to a specific source that contradicts the argument, use cf.:


Explanatory statements in footnotes should be placed before sources surrounded by parentheses:

2 According currently to the Georgian government, the regions making up Abkhazia and South Ossetia, despite de facto secession, are considered “occupied territories of Georgia” (Government of Georgia, About Georgia, 2010, http://gov.ge (accessed 2 August 2012)).

When drawing attention to a specific page(s), use at:


### 10. Secondary sources

When using secondary sources, provide both the original and secondary source:


### 11. Non-English Sources

When utilizing non-English sources, follow the same rules as provided for the English.
## Print Sources

### Books

#### Single author

Author, Book, Place of Publication Year, Page(s).


#### Two to three authors

Authors, Book, Place of Publication Year, Page(s).


#### More than three authors

First author et al., Book, Place of Publication Year, Page(s).


#### Editor(s) in lieu of author(s)

Editor(s) (ed. / eds.), Book, Place of Publication Year, Page(s).


#### Corporate author

Author, Book, Place of Publication Year, Page(s).


#### Translator in addition to author(s)

Author, Book [Translation], Translator (trans.), Place of Publication Year, Page(s).


In subsequent citations, use the author and original book title.

#### Translator in lieu of author(s)

Translator (trans.), Book, Place of Publication Year, Page(s).


### Volumes and editions

Volumes and editions are listed following the title of the book:

Chapters in books

Author, Chapter Title, in: Editor (ed.), Book, Place of Publication Year, Page(s).


Articles

Journals

Author, Article Title, in: Journal Volume (Year) Issue, Page(s).


Encyclopaedias

Author, Article Title, in: Editor (ed.), Encyclopaedia, Edition, Volume, Place of Publication Year, Page(s).


Magazines

Author, Article Title, in: Magazine, Date, Page(s).


Newspapers

Author, Article Title, in: Newspaper, Date, Section, Page(s).


Other

Reports and working papers

Author, Title, Report or Working Paper Type Volume (Year) Issue Number, Page(s).


Unpublished papers, reports, and theses

Author, Title, Report or Thesis Type, Place of Presentation, Year or Date, Page(s).
### Online Sources

#### Articles

**Journals without pages**

Author, Article Title, in: Journal Volume (Year) Issue, Web Address (accessed Date).


**Magazines**

Author, Article Title, in: Magazine, Date, Web Address (accessed Date).


**Newspapers with author**

Author, Article Title, in: Newspaper, Date, Web Address (accessed Date).


**Newspapers with corporate author**

Corporate Author, Article Title, Date, Web Address (accessed Date).


#### Websites

**Website articles**

Author, Website Article Title, Website Title (where relevant), Date (if available), Web Address (accessed Date).


#### Other

**Reports and working papers**

Author, Title, Report or Working Paper Type Volume (Year) Issue Number, Page(s), Web Address (accessed Date).