

Comparativ – English Style Guide

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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.

Contents

Section I: Document Guidelines

| | |
|---------------|----------|
| Text | 3 |
| Format | 3 |

Section II: Style Notes

| | |
|-----------------------------------|----------|
| Rules | 4 |
| <i>Capitalization</i> | 4 |
| <i>Spelling</i> | 5 |
| <i>Quotations</i> | 5–6 |
| <i>Dates</i> | 6 |
| <i>Figures</i> | 6–7 |
| <i>Abbreviations and Acronyms</i> | 7 |
| <i>Colons, Commas, and Dashes</i> | 8 |
| <i>Hyphens</i> | 8 |
| <i>Italics</i> | 9 |

Section III: Referencing

| | |
|-----------------------|-----------|
| Rules | 10 |
| Print Sources | 11 |
| <i>Books</i> | 11–12 |
| <i>Articles</i> | 12–13 |
| <i>Other</i> | 13 |
| Online Sources | 13 |
| <i>Articles</i> | 13–14 |
| <i>Websites</i> | 14 |
| <i>Other</i> | 14 |

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 | |
|--|---|
| <i>Capitalization</i> | |
| 1. Acronyms | |
| EFTA | UNICEF |
| 2. Acts, laws, legal texts | |
| Nowak’s CCPR Commentary | Equal Treatment Directive |
| Article 130 | Georgian Constitution |
| 3. Titles of books and articles | |
| Use headline style capitalization (capitalize the first word and all other significant words): | |
| A River Runs Through It | “In Defence of the Homeland: Post-Colonialism in the Republic of Georgia” |
| 4. Titles | |
| Capitalization should be used if the title refers to a particular person: | |
| King Richard | |
| But not if used as an appositive: | |
| Richard II, the king of England, reigned from 1377 to 1399. | |
| 5. Official names of governmental organizations or bodies | |
| National Assembly of France | German Bundestag |
| But no capitalization of the words, however specific, government and state, or if the institution is being spoken of in general: | |
| The French parliament passed several laws. | The government of Germany signed the treaty. |
| 6. Cardinal directions | |
| Capitalization should only be used when referring to geopolitical and/or cultural regions: | |
| Central and Eastern Europe | Southern Africa |
| East | West |
| Global North | Global South |
| But not for general locations: | |
| northern Germany | southern Argentina |

| <i>Spelling</i> | |
|---|---|
| 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: | |
| -ize (e.g. criticize, emphasize, jeopardize, recognize) | -izing (e.g. criticizing, emphasizing, jeopardizing, recognizing) |
| -lled- (e.g. channelled, labelled, travelled) | -lling- (e.g. channelling, labelling, travelling) |
| -lyse (e.g. analyse) | -lysing (e.g. analysing) |
| -mme (e.g. programme) | -our (e.g. neighbour) |
| defence | enquiry |
| practice (noun) | practise (verb) |
| <i>Quotations</i> | |
| 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 | |
| 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”. | |

| | |
|---|---|
| <p>Omission of words or sentences in quotations use square brackets surrounding an ellipsis and are offset by spaces on both sides:</p> | |
| <p>“There is no suggestion in the present case [...] that the father is in any way unfit to have access”.</p> | |
| <p><i>Dates</i></p> | |
| <p>1. European date format</p> | |
| <p>23 September 1991</p> | |
| <p>Do not use only numbers for dates:</p> | |
| <p>23.09.91</p> | |
| <p>2. Spans of dates</p> | |
| <p>Link with an en dash (not a hyphen):</p> | |
| <p>The Helsinki Summit (2–8 June 1989) was the culmination of past endeavours.</p> | |
| <p>3. Spans of years</p> | |
| <p>Use full year span:</p> | |
| <p>During the period 1990–1995, growth was considerable in the country.</p> | |
| <p>For consecutive years, use a forward slash:</p> | |
| <p>In 1978/79, political tension grew among the elite.</p> | |
| <p>4. Decades</p> | |
| <p>Use an “s” without an apostrophe:</p> | |
| <p>1960s</p> | <p>In the 1980s, NGOs were considerably active.</p> |
| <p>5. Centuries</p> | |
| <p>Spelled out and all lower case:</p> | |
| <p>twentieth century</p> | |
| <p>As an adjective, insert a hyphen:</p> | |
| <p>twentieth-century art</p> | |
| <p><i>Figures</i></p> | |
| <p>1. Numbers</p> | |
| <p>Spell out numbers up to ten unless in the case of using numbers greater than ten in the same sentence:</p> | |
| <p>There were 9 boys and 15 girls in the class.</p> | |

| | |
|---|----------------------|
| 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 |
| <i>Abbreviations and Acronyms</i> | |
| 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. | |

| | |
|--|------------------------------|
| <p>If the acronym is taken from the original name, provide it in parentheses together with the original name following the English form:</p> | |
| <p>Democratic Convention of Romania (Conventia Democrata Romana, CDR)</p> | |
| <p><i>Colons, Commas, and Dashes</i></p> | |
| <p>1. Colons</p> | |
| <p>Phrases or words following a colon should be lower case unless a proper noun:</p> | |
| <p>The members of the government included the following: the president, cabinet ministers, and parliamentarians.</p> | |
| <p>2. Commas</p> | |
| <p>Use the serial comma in a list of items:</p> | |
| <p>The flags of China, Norway, Spain, and the UK contain the colour red.</p> | |
| <p>3. Dashes</p> | |
| <p>Use en dashes offset by spaces on both sides to enclose elements that need greater emphasis than with commas:</p> | |
| <p>The adoption of a minority law – notwithstanding the questions remaining regarding its implementation – was received favourably.</p> | |
| <p><i>Hyphens</i></p> | |
| <p>1. Prefixes</p> | |
| <p>Prefixes that do not exist as separate words must be joined to the following word either by being conjoined or by hyphenation.</p> | |
| interethnic | ex-president |
| co-decided | cooperation |
| multiethnic | supranational |
| transborder | transnational |
| <p>2. Hyphenated forms</p> | |
| <p>Second element of the compound is capitalized:</p> | |
| pan-European | anti-Maastricht |
| <p>Compound adjectives:</p> | |
| ten-year plan | eighteenth-century invention |
| <p>Certain noun forms:</p> | |
| power-sharing | decision-making |

| | |
|---|-----------------------------|
| Do not use a hyphen in adverb + adjective combinations when the meaning is clear: | |
| a highly appreciated negotiator | |
| <i>Italics</i> | |
| 1. Foreign phrases or words | |
| Italicize foreign phrases or words: | |
| <i>mezhdunarodniki</i> | <i>doitsu</i> |
| Provide a translation in parentheses following the term: | |
| The word used was not <i>une poêle</i> (frying pan) but <i>un poêle</i> (stove). | |
| German has two terms for eating – one for the way humans eat (<i>essen</i>) and another for the way animals eat (<i>fressen</i>). | |
| 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 | |
|---|---------------------------------|
| 1. Punctuation | |
| All citations end with a period. | |
| ⁹ R. Clogg, Religion, in: G. Hewitt (ed.) <i>The Abkhazians</i> , New York 1998, pp. 204–217. | |
| 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”. ⁴ | |
| 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, <i>Autonomy and Conflict: Ethnoterritoriality and Separatism in the South Caucasus – Cases in Georgia</i> , Uppsala 2002, pp. 185–186. | |
| ¹⁰ R. Clogg, Religion, in: G. Hewitt (ed.) <i>The Abkhazians</i> , New York 1998, pp. 204–217. | |
| ¹¹ Cornell, <i>Autonomy and Conflict</i> , pp. 210–211. | |
| 7. Duplicate sources | |
| When there is a consecutive reference to the preceding footnote, use <i>ibid.</i> (page numbers may vary): | |

⁸ International Crisis Group, *Abkhazia Today*, Europe Report 176 (2006), pp. 1–33.

⁹ *Ibid.*, 2–3.

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:

⁷ V. Chirikba, *An Abkhaz Perspective: Abkhazia after Kosovo*, Russian Analytical Digest 40 (2008), pp. 14–16; R. Clogg, Religion, in: G. Hewitt (ed.) *The Abkhazians*, New York 1998, pp. 204–217.

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

¹¹ T. Trier, H. Lohm and D. Szakonyi, *Under Siege: Interethnic Relations in Abkhazia*, London 2010, p. 23.
¹² *Ibid.*, 17; E. Auch, *The Abkhazia Conflict in Historical Perspective*, OSCE Yearbook (2004), pp. 221–235; R. Clogg, *The Politics of Identity in Post-Soviet Abkhazia: Managing Diversity and Unresolved Conflict*, in: *Nationalities Papers* 36 (1998) 2, pp. 305–329.

9. Introductory signals, explanatory statements, and select pages

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

³ *See* K. Malfliet et al., *Minorities in Central and Eastern Europe: The Link Between Domestic Policy, Foreign Policy and European Integration*, Leuven 1998.

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

¹⁴ *Cf.* B. Fawcett (ed.), *Practice and Research in Social Work: Postmodern Feminist Perspectives*, London 2000, pp. 65–66.

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*:

⁹ S. Lak’oba, *History: 18th Century–1917*, in: G. Hewitt (ed.), *The Abkhazians*, New York 1998, pp. 67–88, at 72–74.

10. Secondary sources

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

⁹ L. Zukofsky, *Sincerity and Objectification*, in: *Poetry* 37 (February 1931), p. 269, quoted in: B. Costello, *Marianne Moore: Imaginary Possessions*, Cambridge, MA 1981, p. 78.

11. Non-English Sources

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

| Print Sources |
|--|
| <i>Books</i> |
| Single author |
| Author, Book, Place of Publication Year, Page(s). |
| P. Thornberry, <i>International Law and the Rights of Minorities</i> , Oxford 1991, p. 385. |
| Two to three authors |
| Authors, Book, Place of Publication Year, Page(s). |
| P. van Dijk and G.J.H. van Hoof, <i>Theory and Practice of the European Convention on Human Rights</i> , The Hague 1998, p. 406. |
| More than three authors |
| First author et al., Book, Place of Publication Year, Page(s). |
| K. Malfliet et al., <i>Minorities in Central and Eastern Europe: The Link Between Domestic Policy, Foreign Policy and European Integration</i> , Leuven 1998, pp. 135–136. |
| Editor(s) in lieu of author(s) |
| Editor(s) (ed. / eds.), Book, Place of Publication Year, Page(s). |
| B. Fawcett (ed.), <i>Practice and Research in Social Work: Postmodern Feminist Perspectives</i> , London 2000, pp. 65–66. |
| Corporate author |
| Author, Book, Place of Publication Year, Page(s). |
| International Monetary Fund, <i>Surveys of African Economies</i> , Washington, DC 1977, p. 27. |
| Translator in addition to author(s) |
| Author, Book [Translation], Translator (trans.), Place of Publication Year, Page(s). |
| G. Márquez, <i>El amor en los tiempos del cólera</i> [Love in the Time of Cholera], E. Grossman (trans.), New York City 1988, pp. 242–255. |
| 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). |
| R. Lattimore (trans.), <i>The Iliad of Homer</i> , Chicago 1951, pp. 91–92. |
| Volumes and editions |
| Volumes and editions are listed following the title of the book: |

| |
|---|
| E.H. Lemay, <i>Dictionnaire des constituants 1789–1791</i> , 2 vols, Oxford 1991. J.C. Jaeger, <i>Fundamentals of Rock Mechanics</i> , 3rd edn, London 1979. |
| Chapters in books |
| Author, Chapter Title, in: Editor (ed.), Book, Place of Publication Year, Page(s). |
| M. Pentikäinen, The Role of the Human Dimension of the OSCE in Conflict Prevention and Crisis Management, in: M. Bothe, N. Ronzitti and A. Rosas (eds.), <i>The OSCE in the Maintenance of Peace and Security: Conflict Prevention, Crisis Management and Peaceful Settlement of Disputes</i> , The Hague 1997, pp. 83–122. |
| <i>Articles</i> |
| Journals |
| Author, Article Title, in: Journal Volume (Year) Issue, Page(s). |
| A. Gillespie, Ideas of Human Rights in Antiquity, in: <i>Netherlands Quarterly of Human Rights</i> 17 (1999), pp. 233–258. W. Korey, The Unanticipated Consequences of Helsinki, in: <i>OSCE ODIHR Bulletin</i> 3 (1995) 3, pp. 7–14. |
| Encyclopaedias |
| Author, Article Title, in: Editor (ed.), Encyclopaedia, Edition, Volume, Place of Publication Year, Page(s). |
| M.H. Hansen, Athenian Democracy, in: P. Mattar (ed.), <i>The Oxford Classical Dictionary</i> , 2nd edn, vol. 3, Oxford 1996, pp. 98–102. |
| Magazines |
| Author, Article Title, in: Magazine, Date, Page(s). |
| E.W. Caspari and R.E. Marshak, The Rise and Fall of Lysenko, in: <i>Science</i> , 16 July 1965, p. 276. |
| Newspapers |
| Author, Article Title, in: Newspaper, Date, Section, Page(s). |
| T. Kepner, A Battering of Santana Saves the Yankees' Weekend, in: <i>New York Times</i> , 15 June 2009, sec. D, p. 56. |
| <i>Other</i> |
| Reports and working papers |
| Author, Title, Report or Working Paper Type Volume (Year) Issue Number, Page(s). |
| International Crisis Group, <i>Abkhazia: Ways Forwards</i> , Europe Report 179 (2007), pp. 1–37. |
| Unpublished papers, reports, and theses |
| Author, Title, Report or Thesis Type, Place of Presentation, Year or Date, Page(s). |

J. Smith, War Crimes in International Law, LL.M. thesis, George Washington University School of Law, 2000, pp. 1–76.

P. Norris, Designing Democracies: Institutional Arrangements and System Support, Panel paper, JFK School of Government Workshop, 25–27 August 1997, pp. 1–23.

Online Sources

Articles

Journals without pages

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

Z. Anjaparidze, How Emigration Affects Georgia, in: Prism 4 (1998) 13, [http://www.jamestown.org/single/?no_cache=1&tx_ttnews\[tt_news\]=7276](http://www.jamestown.org/single/?no_cache=1&tx_ttnews[tt_news]=7276) (accessed 5 August 2010).

Magazines

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

B. Youngsmith, Green Room, in: Slate, 4 February 2009, <http://www.slate.com/id/2202431/> (accessed 3 March 2010).

Newspapers with author

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

N. Khutsidze, Draft Law on Local Self-Governance Proposed, in: Civil Georgia, 7 November 2005, <http://www.civil.ge/eng/article.php?id=11109> (accessed 10 November 2011).

Newspapers with corporate author

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

Civil Georgia, Cabinet Newcomer to Oversee “Second Wave” of Reforms, 2 February 2009, <http://www.civil.ge/eng/article.php?id=20363> (accessed 5 August 2011).

Websites

Website articles

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

Ministry of Foreign Affairs of Georgia, Chronology of Basic Events in EU - Georgia Relations, http://www.mfa.gov.ge/index.php?lang_id=ENG&sec_id=462 (accessed 10 November 2011).

Other

Reports and working papers

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

H. Lohm, Dukhobors in Georgia: A Study of the Issue of Land Ownership and Interethnic Relations in Ninotsminda rayon (Samtskhe-Javakheti), ECMI Working Paper 35 (2006), pp. 1–44, http://www.ecmcaucasus.org/upload/publications/working_paper_35_en.pdf (accessed 10 October 2011).