WIIS Style Guide

This WIIS Style Guide outlines the editorial guidelines for WIIS publications, providing information about specific usage and providing citation examples. The Addendum at the end of this style guide contains a Style Sheet that provides basic spelling, punctuation, and usage tips applied to WIIS publications. The WIIS style guide is based on the style convention used by the Chicago Manual of Style, with slight alterations.

American Spelling: Please note that we use only American spelling (defense, stabilization, armor). British spelling should be retained only in quoted material, titles, and names. For preferred spellings, see Webster’s Collegiate Dictionary; for usage, please refer to the Chicago Manual of Style (usage, format, and punctuation).

Advice on Specific Usage

- **Ours and theirs**: references to “us” and “them” should be avoided in favor of specific references, such as “the U.S. allies” or “the U.S. budget.”

- **United States; “U.S. “– not “US”**
  - Use as a noun: The Chicago Manual of Style (Chicago style) says that both the United States and the abbreviation U.S. can be used as a noun; however, the abbreviation should only be used as a noun if “the meaning is clear from [the surrounding] context.”
  - **Abbreviation**: There are several ways of abbreviating “United States.” Preference is given here for abbreviating with periods when United States is acting as an adjective (U.S. Supreme Court), in line with U.S. government printing practices.

- **percent vs. %**: Preference is for the use of “percent” (in non-technical contexts), and when there are few statistical references. Exception: when your writing contains a lot of statistical data (e.g. public opinion data), it is better to use the “%” symbol.

HEADINGS: The use of headings is encouraged to help the reader follow your argument.

TERMS AND ACRONYMS: Please provide explanations for terms, acronyms, and other terms of art that may not be familiar to the wide readership WIIS has.

CITATIONS: WIIS uses endnotes, not footnotes. The following information on notes is taken from the Chicago Manual of Style. It is the author’s responsibility to ensure the endnotes are correct, both in format and in citation source.

NOTES FORMAT: https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html

These examples demonstrate the basic note format. When in doubt, check the Chicago Manual of Style and provide all bibliographical information in a format that closely follows the following examples. Though the most recent edition (17th ed.) is by subscription, the Q&A and several editorial tools are free,
and there are some websites that offer a free download. Many university library sites also provide short style sheets explaining basic aspects of the Chicago Style grammar and usage.

NOTES AND BIBLIOGRAPHY: SAMPLE CITATIONS

The following examples illustrate the notes system. Sample notes show full citations followed by shortened citations for the same sources. For more details and many more examples, see chapter 14 of *The Chicago Manual of Style*. For examples of the same citations using the author-date system, follow the Author-Date link above.

**Book**

**Notes**


**Shortened notes**


**Chapter or other part of an edited book**

In a note, cite specific pages.

**Note**


**Shortened note**


**Translated book**

**Note**


**Shortened note**

**E-book**

For books consulted online, include a URL or the name of the database. For other types of e-books, name the format. If no fixed page numbers are available, cite a section title or a chapter or other number in the notes, if any (or simply omit).

*Notes*


*Shortened notes*


**Journal article**

In a note, cite specific page numbers. For articles consulted online, include a URL or the name of the database.

*Notes*


*Shortened notes*

**Shortened note**

8. Bay et al., “Predicting Responses,” 466.

**News or magazine article**

Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. Page numbers, if any, can be cited in a note but are omitted from a bibliography entry. If you consulted the article online, include a URL or the name of the database.

**Notes**


**Shortened notes**

7. Pegoraro, “Apple’s iPhone.”

**Book review**

**Note**


**Shortened note**
2. Kakutani, “Friendship.”

**Interview**

**Note**


**Shortened note**

2. Stamper, interview.

**Website content**

It is often sufficient simply to describe web pages and other website content in the text (“As of May 1, 2017, Yale’s home page listed . . .”). If a more formal citation is needed, it may be styled like the examples below. For a source that does not list a date of publication or revision, include an access date (as in example note 2).

**Notes**


**Shortened notes**


5. “Yale Facts.”


**Social media content**
Citations of content shared through social media can usually be limited to the text (as in the first example below). A note may be added if a more formal citation is needed. In place of a title, quote up to the first 160 characters of the post. Comments are cited in reference to the original post.

**Text**

Conan O’Brien’s tweet was characteristically deadpan: “In honor of Earth Day, I’m recycling my tweets” (@ConanOBrien, April 22, 2015).

**Notes**


**Shortened notes**

3. Souza, “President Obama.”

4. Michele Truty, April 17, 2015, 1:09 p.m., comment on Chicago Manual of Style, “singular they.”

**Government Document**

**Note:**

Note #: Name of Government & Issuing Agency, *Title of Publication*, Author(s) First-name Last-name. Publication/Report Number, Place of Publication: Publisher, Year. Medium, URL (Accessed Date)

**Example:**


**Short Note:**

Note #: Name of Issuing Agency, *Title of Publication*.

**Example:**
**ADDENDUM: WIIS Style Sheet**

Use of:

<table>
<thead>
<tr>
<th>U.S. noun: United States and U.S. (thereafter)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>abbreviation:</strong> U.S. government (use periods when United States is acting as an adjective)</td>
</tr>
</tbody>
</table>

Endings:

| ize | “mobilize” |

Serial commas:

| YES | “women, peace, and security” |

Quotation marks:

| double | “the country” |
| single within | “the ‘new’ regime” |

Punctuation:

| inside quotations | “a new day.” |

Numbers:

| spelled out to ten; Arabic thereafter |

Dates:

| June 6, 1944 |

Spacing:

| 1 space | after end-of-sentence periods / endnote numbers |

No periods/points:

| UN, EU, US, UK, WPS, most acronyms |

Abbreviations/acronyms:

| Spell out in full; first-time used in each chapter |
| Use abbreviation/acronym thereafter |

CITATIONS:

| Use U.S. capitalization for titles of articles/books |
| Do not change UK spelling to US spelling |

| Ibid. | Always with period; no italics |
| et al. | Always with period; no italics |

Authors:

| Full name, if available |
| Periods, no spaces: A.F.K. Organski |

20th / 21st century | “century” is lower case |
9/11 | not “9-11” |
al-Qaedã | note the capitalization, hyphenate |
ISIS | not IS, Islamic State, or Daesh |
ad hoc no hyphen, no italics (common Latin usage)
battlefield one word
broad-based hyphenate
co-located hyphenate
**conflict-related** sexual violence hyphenate
counter-terrorism hyphenate
datasets one word, no hyphen
decisionmaking /decisionmakers one word, no hyphen (used as nouns)
far-reaching hyphenate
fault line two words
gender-based violence hyphenate
gender-neutral (policy) hyphenate
hetero-normative hyphenate
intact not “in-tact”
intergovernmental one word; no hyphen
large-scale hyphenate as modifier
lawmakers one word; no hyphen
long-term hyphenate as modifier
makeup one word
member states no hyphen: For UN, NATO, EU, etc. with a Z
mobilize/mobilization
near-term hyphenate as modifier
**NGO / NGOs** OK
non-governmental organizations hyphenate
non-discrimination hyphenate
onset not “on-set”
override one word, no hyphen
oversimplification one word, no hyphen
peacemaking / peacekeeping one word (used as noun)
peacetime

**percent**

policymaking / policymakers

policy-making decisions

preexisting

re-assert
re-cast
re-draft
reemergence
reorganization
re-write
rollback / roll back

Secretary-General

services
servicewomen
short-term
small-scale
socio-cultural
socio-economic
step-by-step
superpower

troop-contributing (countries)

underreported
underrepresentation

wartime

well-defined
well-established
well-received

widespread

Women, Peace and Security

one word, no hyphen

*see explanation on page 1*

one word, no hyphen

hyphen when used as modifier

one word; no hyphen

hyphenate

hyphenate

hyphenate

common usage, so no hyphen

common usage, so no hyphen

hyphenate

noun is 1 word; verb is 2 words

UN: caps + hyphen
NATO SG: caps, but no hyphen

(as in military services), lower case

one word; no hyphen

hyphenate as modifier

hyphenate as modifier

hyphen

hyphen

hyphenate as modifier

one word

hyphenate

no hyphen

no hyphen

one word

hyphenate as modifier

hyphenate as modifier

hyphenate as modifier

one word; not “wide-spread”

Capitalized if referring to UN resolutions or the WPS movement/agenda
| WPS agenda                          | “agenda” is lower case                      |
| women, peace and security          | spell out, if appropriate in the text       |
| World War I / II                   | not “First World War” or “Second World War” |