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"**

  o Use as a <u>noun</u>: 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."

  o <u>Abbreviation</u>: 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

    1. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.

    2. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

Shortened notes

    3. Smith, *Swing Time*, 320.

    4. Grazer and Fishman, *Curious Mind*, 37.

Chapter or other part of an edited book

In a note, cite specific pages.

Note

    1. Henry David Thoreau, "Walking," in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 177–78.

Shortened note

2. Thoreau, "Walking," 182.

Translated book

Note

    1. Jhumpa Lahiri, *In Other Words*, trans. Ann Goldstein (New York: Alfred A. Knopf, 2016), 146.

Shortened note

2. Lahiri, *In Other Words*, 184.

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

1. Herman Melville, *Moby-Dick; or, The Whale* (New York: Harper & Brothers, 1851), 627, http://mel.hofstra.edu/moby-dick-the-whale-proofs.html.

2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), chap. 10, doc. 19, http://press-pubs.uchicago.edu/founders/.

3. Brooke Borel, *The Chicago Guide to Fact-Checking* (Chicago: University of Chicago Press, 2016), 92, ProQuest Ebrary.

4. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), chap. 3, Kindle.

Shortened notes

5. Melville, *Moby-Dick*, 722–23.

6. Kurland and Lerner, *Founders' Constitution*, chap. 4, doc. 29.

7. Borel, *Fact-Checking*, 104–5.

8. Austen, *Pride and Prejudice*, chap. 14.

Journal article

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

Notes

1. Susan Satterfield, "Livy and the *Pax Deum*," *Classical Philology* 111, no. 2 (April 2016): 170.

2. Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality," *Journal of Human Capital* 11, no. 1 (Spring 2017): 9–10, https://doi.org/10.1086/690235.

3. Peter LaSalle, "Conundrum: A Story about Reading," *New England Review* 38, no. 1 (2017): 95, Project MUSE.

Shortened notes

    4. Satterfield, "Livy," 172–73.

    5. Keng, Lin, and Orazem, "Expanding College Access," 23.

    6. LaSalle, "Conundrum," 101.

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

    1. Rebecca Mead, "The Prophet of Dystopia," *New Yorker*, April 17, 2017, 43.

    2. Farhad Manjoo, "Snap Makes a Bet on the Cultural Supremacy of the Camera," *New York Times*, March 8, 2017, https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html.

    3. Rob Pegoraro, "Apple's iPhone Is Sleek, Smart and Simple," *Washington Post*, July 5, 2007, LexisNexis Academic.

    4. Tanya Pai, "The Squishy, Sugary History of Peeps," *Vox*, April 11, 2017, http://www.vox.com/culture/2017/4/11/15209084/peeps-easter.

Shortened notes

    5. Mead, "Dystopia," 47.

    6. Manjoo, "Snap."

    7. Pegoraro, "Apple's iPhone."

8. Pai, "History of Peeps."

Book review

Note

    1. Michiko Kakutani, "Friendship Takes a Path That Diverges," review of *Swing Time*, by Zadie Smith, *New York Times*, November 7, 2016.

Shortened note

2. Kakutani, "Friendship."

Interview

Note

1. Kory Stamper, "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English," interview by Terry Gross, *Fresh Air*, NPR, April 19, 2017, audio, 35:25, http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english.

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

1. "Privacy Policy," Privacy & Terms, Google, last modified April 17, 2017, https://www.google.com/policies/privacy/.

2. "About Yale: Yale Facts," Yale University, accessed May 1, 2017, https://www.yale.edu/about-yale/yale-facts.

3. Katie Bouman, "How to Take a Picture of a Black Hole," filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 12:51, https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

Shortened notes

4. Google, "Privacy Policy."

5. "Yale Facts."

6. Bouman, "Black Hole."

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

1. Pete Souza (@petesouza), "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit," Instagram photo, April 1, 2016, https://www.instagram.com/p/BDrmfXTtNCt/.

2. Chicago Manual of Style, "Is the world ready for singular they? We thought so back in 1993," Facebook, April 17, 2015, https://www.facebook.com/ChicagoManual/posts/10152906193679151.

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:
3. U.S. National Commission on Terrorist Attacks upon the United States, *9/11 Commission Report: The Official Report of the 9/11 Commission and Related Publications,* by Thomas H. Kean and Lee Hamilton, Y 3.2:T 27/2/FINAL, Washington, D.C.: GPO, 2004, http://www.gpoaccess.gov/911/index.html (accessed May 6, 2006).

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

Example:

7. National Commission on Terrorist Attacks upon the United States, *9/11 Commission Report*.

ADDENDUM: WIIS Style Sheet

	Use of: (thereafter)	**U.S.**	**noun: United States and U.S.**

abbreviation: U.S. government
(use periods when United States is acting as an adjective)

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-Qaeda	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.
mobilize/mobilization	with a Z
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	one word, no hyphen
percent	*see explanation on page 1*
policymaking / policymakers	one word, no hyphen
policy-making decisions	hyphen when used as modifier
preexisting	one word; no hyphen
re-assert	hyphenate
re-cast	hyphenate
re-draft	hyphenate
reemergence	common usage, so no hyphen
reorganization	common usage, so no hyphen
re-write	hyphenate
rollback / roll back	noun is 1 word; verb is 2 words
Secretary-General	UN: caps + hyphen
	NATO SG: caps, but no hyphen
services	(as in military services), lower case
servicewomen	one word; no hyphen
short-term	hyphenate as modifier
small-scale	hyphenate as modifier
socio-cultural	hyphen
socio-economic	hyphen
step-by-step	hyphenate as modifier
superpower	one word
troop-contributing (countries)	hyphenate
underreported	no hyphen
underrepresentation	no hyphen
wartime	one word
well-defined	hyphenate as modifier
well-established	hyphenate as modifier
well-received	hyphenate as modifier
widespread	one word; not "wide-spread"
Women, Peace and Security	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"