
Centre for International
Governance Innovation

A hand holding a red pen over a document, with a keyboard visible in the foreground. The background is a solid blue color.

CIGI EDITORIAL STYLE GUIDE

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INTRODUCTION

CIGI has a global audience — policy makers and decision makers in international affairs, in particular — and seeks to communicate its research findings through the most effective means possible. The circulation of cogent and well-presented ideas is a cornerstone of such endeavours; it is important, therefore, that CIGI publications are objective, meeting an accepted standard of research excellence; have been peer reviewed; are consistent in content and appearance; and have a reputation for quality and integrity. Precision in both language and form gives readers confidence in the credibility of the document.

This guide sets out the relevant guidelines for CIGI house style, providing uniformity in style and formatting across all CIGI publications. This guide will help CIGI staff, fellows, researchers, external authors and editors to prepare CIGI publications, and should be used for formatting references, capitalization of words, punctuation and spelling queries. The guide follows the conventions of *The Chicago Manual of Style*, 16th edition (*Chicago*), and the *Canadian Oxford Dictionary*, 2nd edition (*Canadian Oxford*).

CIGI style applies to all official or formal CIGI publications; however, more informal communications are given greater latitude.

Unofficial online content and press releases are still the public face of CIGI, however, and it is therefore extremely important that the writing adheres to the basic rules of grammar and CIGI spelling. Please see the section on “Digital Publications.”

WRITING STYLE

Authors of research or academic papers should generally avoid using first-person voice. In most formal or traditional academic writing, authors are discouraged from the use of first or second person (*I, we, you*), as it does not sound objective. The use of first- and second-person pronouns can also make your work less concise. The “rule” against split infinitives is not followed strictly today, as avoiding a split infinitive can sound clumsy. Recasting a sentence to avoid a split infinitive can alter its meaning — for example, “it’s best to always get up early” (*always* modifies *get up*) is not quite the same as “it’s always best to get up early” (*always* modifies *best*). Sometimes “fixing” a split infinitive makes the sentence sound unnatural, as in “it’s best to get up early always.”

SPELLING

Standard Conventions

CIGI uses Canadian spellings. The *Canadian Oxford Dictionary*, 2nd edition, should be consulted to determine correct and preferred spellings. Refer to the “CIGI Spellings” list below for exceptions and words commonly used in CIGI publications.

Where there are discrepancies between *Chicago*, *Canadian Oxford* and CIGI spellings (as determined by the publisher), the CIGI spelling prevails. If you are unsure of which spelling conventions should apply, please contact the publications editors at publications@cigionline.org.

CIGI Spelling

Aboriginal

administration (e.g., Obama administration)

adviser (unless “advisor” in a person’s title)

al-Qaeda

among (not amongst)

anti-competitive

anticorruption

anti-dumping

balance of payments (noun); balance-of-payments (adj.)

buildup (noun); build up (verb)

Cabinet

Cold War

combatting

cooperation; cooperative

copyedit; copy editor

Côte d’Ivoire

counter-insurgency

counterterrorism

credit rating agency (no hyphen)

cross-border

crowdsourcing

cyber attacks

cybercrime

cyber security

cyberspace

cyberwarfare

data (treated as singular)

data set

decision making (noun);
decision-making (adj.)

defence (unless “defense” in title, e.g., US Department of
Defense)

East, Eastern (political)

east, eastern (direction)

“e-” words use hyphen, except for ebook and email
enrolment (but enroll, enrolled)

Eurobond; Eurodollar

euro zone (noun); euro-zone (adj.)

fintech

First Nations

follow-through (noun); follow through (verb)

fora (plural of forum)

for example (not e.g.)

fulfill

G5, G8, G20 (no hyphens) (but spell out at first mention, for
example, Group of Twenty)

G20 Framework

G20 summit (not capitalized because not a specific one, but
St. Petersburg G20 Summit)

geoengineering

geopolitics, geopolitical

Global North, Global South

health care

indexes (plural, not indices)

Indigenous (when referring to Indigenous peoples);
indigenous (when referring to something that is native
to a given place)

internet

licence (noun); license (verb)

log-in (noun only)

long-standing (adj.)

M.A., Ph.D., LL.B., M.Sc. (with periods)

macro-economy

macroprudential

microfinance

multilateral

multinational

multi-party

multi-stakeholder

multi-year

nation building (noun); nation-building (adj.)	south, southern (direction)
nation-state(s)	spillover (noun and adj.)
non-economic	state building (noun); state-building (adj.)
non-financial	subnational
non-resident (except in original title, e.g., Brookings nonresident fellow)	subregion
non-state	Sub-Saharan Africa (noun); Sub-Saharan African (adj.); sub- Saharan (adj.)
North (political)	task force
north, northern (direction)	Think 20 (T20)
offline	tool kit
Ojibwe (not Ojibwa)	toward (not towards)
Parliament	track one; track two, but track 1.5 (no cap; no hyphen unless adj.)
party-state	trade-off (noun); trade off (verb)
peace building (noun); peace-building (adj.)	vice president (no hyphen, unless in original title)
peacekeeping (noun and adj.)	“war on terror” (including quotation marks)
percent (no space)	Washington, DC
policy maker; policy making (noun); policy-making (adj.)	Web
post-doctoral	webpage
postgraduate	website
postwar	well-being (noun and adj.)
pre-eminent	West, Western (political)
pre-empt	west, western (direction)
pre-industrial	Western Hemisphere
pro-cyclical	while (not whilst)
research and development (R&D is the acronym)	Wi-Fi
road map	world view
round table	World War I, World War II (never First World War or Second World War)
secretary general; but UN Secretary-General	
September 11 preferred over 9/11	
skeptical	
skillful	
smartphone (not smart phone)	
socio-economic	
South (political)	

PUNCTUATION

Periods

Periods at the end of a sentence are always followed by a single space. When an entire sentence is enclosed in parentheses or brackets, the period is placed inside the closing bracket or parenthesis.

Commas

Serial Comma

CIGI does not use the serial comma (also called the Oxford comma because it was traditionally used by editors at Oxford University Press). This is an instance when CIGI does not conform to *Chicago*. However, the serial comma should be used when necessary to prevent ambiguity and clarify the meaning of a sentence.

Examples

China requires great mineral, energy and agricultural resources. (no serial comma)

I would like to thank my parents, Neil Young, and Joni Mitchell. (serial comma required to clarify that Neil Young and Joni Mitchell are not the person's parents)

Commas with Quotations

Commas can be used to introduce quoted dialogue or other text; however, if the quotation is introduced by *that*, *whether* or another similar conjunction, no comma is required.

Example

He notes in this study that “this was a commonplace practice.”

As he notes in his study, “This was a commonplace practice.”

Other Uses of Commas

Commas are also used to set off extra or non-essential information.

Examples

The internet, which is a network of thousands of independently owned networks, is only part of cyberspace.

John Higginbotham, a CIGI senior fellow, is an expert on international economic relations, maritime, air, road and rail transportation systems and systems of governance.

Semicolons

General Use: Joining Clauses

Semicolons are used to join two independent clauses that are not otherwise joined by a conjunction, in order to indicate the connection between them. Semicolons should be used to precede adverbs (such as *however* or *therefore*) when two independent clauses are joined. A comma normally follows the adverb, but may be omitted if the sentence seems just as effective without it.

Examples

The funding scare of early August 2007 was largely ignored, but the bankruptcy of Lehman Brothers on September 15, 2008, was immediately seen as the global version of the Wall Street crash of 1929; the comparison endures, in spite of many significant differences.

Adopting a cost-benefit model to analyze the cost of extending the national grid to rural settlements in relation to the potential benefits is not an attempt to price human development; however, it shows that extending the national grid to all rural communities appears to be an impractical approach to rural electrification.

Semicolons in a Complex Series

When series lists contain internal punctuation, such as commas, using semicolons to separate the list items can improve clarity.

Examples

With experts from academia, national agencies, international institutions and the private sector, the Global Economy Program supports research in the following areas: management of severe sovereign debt crises; central banking and international financial regulation; China’s role in the global economy; governance and policies of the Bretton Woods institutions; the Group of Twenty; global, plurilateral and regional trade agreements; and financing sustainable development.

Institutional considerations include the ability to write, and enforce, contracts that capture quasi-rents; risks of knowledge spillovers in destination countries that reduce profits; and risks of expropriation.

Colons

A colon introduces an element or series of elements.

Many writers incorrectly assume that a colon is always needed before a series or list. To merit a colon, the words that introduce a series or list should themselves constitute a grammatically complete sentence.

When a colon is used within a sentence, the first word following the colon is lowercased unless it is a proper name. When a colon introduces two or more sentences, a speech, dialogue or direct question, the first word is capitalized.

Examples

GDP per capita seems to correlate better with penetration, although not with prices: Tunisia, South Africa, Mauritius and Seychelles all have high penetration levels and above-average prices.

The question remains: how will Canada work toward implementing UNDRIP in Canada?

As *The Economist* (2002) notes: “Having seen the results, America’s trading partners have been quick to follow suit.”

Hyphens and Dashes

hyphen - en dash – em dash —
3-em dash — — —

Hyphen

Hyphens are used with prefixes (and occasionally suffixes) where the unhyphenated word might create confusion in meaning or pronunciation, or where the closed-up word would be awkward or difficult to read (for example, post-test, pro-union, co-worker). Hyphens are also used in some compound words and names; consult the *Canadian Oxford Dictionary* for specific examples.

Examples

decision-making body
Canada-US relations
socio-economic
in-depth
Jean-Frédéric Morin
headline-style capitalization

En Dash

En dashes, which generally signify “up to and including,” are primarily used to connect numbers, such as dates, times and page numbers.

They can also be used to replace “to.” CIGI style does not use a space on either side of the en dash.

Examples

2008–2012
the Toronto–Montreal train
Monday–Wednesday

Em Dash

Em dashes are used to set off mid-sentence lists punctuated by commas, or to provide additional or explanatory information that could also be contained in parentheses. CIGI style uses a space on either side of the dash.

Examples

Before World War I, tariff protectionism was an important part of the coping mechanism — a sure way of protecting losers of globalization, while also ensuring that there were gains.

Each of these choices offers a distinctly different economic exposure to future outcomes for growth and inflation and, therefore, one cannot argue — on macroeconomic grounds alone — that one approach is superior to the others.

3-Em Dash

In the reference list (“Works Cited”) of a CIGI publication, 3-em dashes, followed by a period, are used to indicate the same author or editor named in the previous entry.

Examples

IMF. 2015. “Antigua and Barbuda: Staff Report for the 2014 Article IV Consultation and Post-Programme Monitoring — Press Release; and Staff Report.” Washington, DC: IMF.

— — —. 2016a. “Jamaica: 2016 Article IV Consultation, Eleventh and Twelfth Review Under the Extended Fund Facility and Request for Modification of Performance Criteria — Press Release; Staff Report; and Statement by the Executive Director for Jamaica.” Washington, DC: IMF.

— — —. 2016b. “Belize: 2016 Article IV Consultation — Press Release; Staff Report; and Statement by the Executive Director for Belize.” Washington, DC: IMF.

Parentheses and Brackets

Use parentheses (also called round brackets) to include non-essential or amplifying information. Parentheses are also used to enclose in-text citations.

Square brackets are used in a quotation to add words written by someone other than the original author. Square brackets are also used to define acronyms within an in-text citation.

Italics

Avoid italics for common Latin phrases such as *et al.*, *per se*, *quid pro quo*, *de jure*, *ipso facto*, *ad hoc*, *a priori* and so on. Italics are used for less commonly known Latin words and phrases, such as *audi alteram partem*, *ceteris paribus*, *ex ante*, *ex post*, *in media res*, *inter alia* and *pari passu*. Foreign words, such as *aide-mémoire* or *fuero militar*, are also italicized. Do not use italics for French or foreign words that have been anglicized, such as *laissez-faire*, or for proper nouns, such as Académie Diplomatique Internationale. Consult *Canadian Oxford* when in doubt.

Italics should not be overused for emphasis.

When mentioned in the text or Works Cited, titles of books, newspapers and periodicals are italicized. If “the” is part of a newspaper’s name, it is retained and italicized. Note that the titles of all formal CIGI publications — papers, policy briefs and reports — are italicized. Titles of online or digital-only publications such as opinion pieces are set in roman text within quotation marks.

Examples

The New York Times

The Globe and Mail

Journal of Institutional Economics

Quotation Marks

Use double quotation marks for short, in-text quotations less than 100 words. Quotations exceeding 100 words should be set off in block quotations, and no quotation marks should be used. Commas and periods should appear inside of double quotations marks.

For a unique term (a term that the author either created or is introducing in the publication, to be used many times throughout), the first instance is often given in quotation marks, but subsequent uses are given without quotation marks.

Vertical Lists

CIGI lists should be bulleted instead of numbered, except when used to indicate priority, a process, chronology or some other significant ranking.

Vertical lists are best introduced by a complete grammatical sentence followed by a colon. Items carry no closing punctuation unless they consist of complete sentences.

In a vertical list that completes a sentence begun in an introductory element and that consists of phrases or sentences with internal punctuation, semicolons may be used between the items and a period should follow the final item. Each item begins with a lowercase letter.

Example

Narrowing the list to 54 countries was based on an analysis using the following indicators:

- status as an LDC;
- member of the OECD and the European Union;
- population of less than two million people; and
- status being “not free” and “authoritarian regime.”

NAMES OF PEOPLE, PLACES AND THINGS

Personal Names

Capitalization of Personal Names

Names and initials of persons are capitalized. A space should be used between any initials.

Example

P. D. James

Author Names

For names of authors and others mentioned in the text, both the first and the last name should be included in the first instance; subsequent instances can be last name only. For authors mentioned only in footnotes, the first name is not needed in the first instance.

Names with Particles

Many names include particles, such as *de*, *d'*, *van* or *von*. Confirmation of the person's name should be sought in an authoritative source. When the surname is used alone, the particle is usually retained, capitalized (or lowercased) and spaced as in the full name, and always capitalized when beginning a sentence.

Examples

Paul de Man; de Man

John Le Carré; Le Carré

Anwar el-Sadat; Sadat

Robert van Gulik; van Gulik

Asian Names

Chinese and most Asian names put the family name first. CIGI follows this convention for Chinese, Japanese, Korean and other Asian names. Note that in some Asian countries, people are usually known by their given names rather than by a surname or family name. For example, Indonesian writer Pramoedya Ananta Toer would be referred to as Pramoedya (given name), and not as Toer (family name), after the name is given in full.

If there is ambiguity surrounding which is the surname in a government leader's name, a good resource is *The CIA World Factbook*, which capitalizes the family name.

In Works Cited lists, the family name is listed first.

Example

In text: Xi Jinping; Chinese President Xi

In Works Cited: Xi, Jinping.

This practice should be followed in English contexts with names of Asian persons but not with those of persons of Asian origin who have westernized their names.

Example

In text: Haruki Murakami

In Works Cited: Murakami, Haruki

Titles and Offices

When to Capitalize Titles

Always capitalize civil, military, religious and professional titles when they immediately precede a personal name and thus form part of the name. Titles are normally lowercased when following a person's name, or when used in place of a person's name. However, in promotional or ceremonial contexts, such as a list of donors in a project's acknowledgements or a list of corporate officers in an annual report, titles are usually capitalized, even when following a personal name. Such exceptions may also be called for in other contexts for reasons of courtesy or diplomacy.

Examples

Prime Minister Justin Trudeau; but Justin Trudeau, the prime minister

James A. Haley, CIGI senior fellow

the minister of foreign affairs, Chrystia Freeland; but Minister of Foreign Affairs Chrystia Freeland

Exception

the Secretary-General of the United Nations; UN Secretary-General António Guterres

CIGI Biographies

In bios on the CIGI website and in publications and agendas, use the person's full name in the first instance, then use the first name only. CIGI style does not use honorifics, with the exception of "Dr." for a medical doctor.

Example

CIGI Senior Fellow Pierre Siklos is professor of macroeconomics at Wilfrid Laurier University.

Capitalize departments and faculties at a university, but lowercase the teaching area. Chairs are lowercased, unless the full name of the chair is given (this often happens when the chair is named after a specific person); this also applies to specific professorships.

Examples

Faculty of Humanities

Department of Economics

professor of biology

the Lester B. Pearson Professor of International Development Studies

the chair of the Bundesbank Foundation

The names of CIGI programs are capitalized. The names of specific projects are capitalized but "project" is not.

Examples

Global Security & Politics Program

Arctic Governance project

NAMES AND TERMS

CIGI's Name

CIGI's full name is the Centre for International Governance Innovation (previously "The" was capitalized). The "t" is not capitalized when using CIGI's full name unless it begins a sentence. When printing CIGI's address, generally both province and country are included.

Names of Organizations, Corporations and Institutions

In all cases, use an institution's official preferred spelling, even when this style guide recommends a different spelling of the word as a common noun. The names of foreign organizations, corporations and institutions should be in regular type (not italics). Names can be English translations or in the original language, but should be consistent throughout the publication. If an acronym that only makes sense in the original language is used, the name in the original language should be given in parentheses after the translated name, along with the acronym.

Examples

World Food Programme
 Organisation for Economic Co-operation and Development
 Caisse de dépôt et placement du Québec
 Social Democratic Party (Partido Social Democrata or PSD)
 Corruption Eradication Commission (Komisi Pemberantasan Korupsi or KPK)

Acts, Treaties and Government Programs

Formal or accepted titles of pacts, plans, policies, treaties, acts, programs and similar documents or agreements are capitalized. Incomplete or generic forms are usually lowercased. Parts of such documents or agreements are lowercased, although chapters of agreements may be uppercased.

Examples

the Constitution Act
 the Universal Declaration of Human Rights
 the United Nations Declaration on the Rights of Indigenous Peoples
 Canadian Charter of Rights and Freedoms
 the Marshall Plan
 the Treaty of Versailles; the treaty
 the North American Free Trade Agreement; NAFTA
 Chapter 11 of NAFTA; article 1105 of NAFTA

Legal Cases

The names of legal cases are italicized when mentioned in text. When a CIGI publication makes extensive reference to legal cases or legislation, the *Canadian Guide to Uniform Legal Citation*, or "McGill guide" (8th edition), should be used as a guide. See the section "ILRP Citation Style Guide" below.

Examples

United States v Gatlin
Fisher v Fisher
Taylor v Law Society of Prince Edward Island

Continents, Countries, Cities and Oceans

For the spelling of place names, consult an up-to-date source, such as the *The CIA World Factbook* (available at www.cia.gov/library/publications/the-world-factbook/).

Names of countries should be spelled out in full when used as nouns. Abbreviations of country names are only used adjectivally.

Examples

the United Kingdom
the UK election

Names of cities are usually identified as belonging to a country rather than to a province or state. If more than one place has the same name in the country to which you are referring, identify the state or province as well as the country — for example, Waterloo, Ontario, Canada and Waterloo, Quebec, Canada.

Examples

Toronto, Canada
Paris, France
Washington, DC

Entities that appear on maps are always capitalized, as are adjectives and nouns derived from them. An initial *the* as part of the name is lowercased in running text, except in the rare case of an initial *the* in the name of a city.

Examples

the North Pole
the Pacific and Atlantic Oceans
The Hague

Regions of the World

Terms denoting regions of the world or of a particular country are often capitalized, as are a few of the adjectives and nouns derived from such terms.

Examples

Central America; but central Asia
the East
the North; the northern plains
the West; the West Coast
Popular Place Names or Epithets

Popular place names and epithets are normally capitalized. Quotation marks are not needed.

Examples

the Gaza Strip
the Promised Land
the Rust Belt
Silicon Valley
Political Divisions

Words denoting political divisions are capitalized when they follow a name and are used as an accepted part of the name.

Examples

the Ottoman Empire
the British Commonwealth; but a commonwealth
the Republic of Lithuania; the republic
Washington State; but the state of Washington

Topographical Divisions

Names of mountains, rivers, oceans, islands, etc. are capitalized. When a generic name is used descriptively rather than as part of a name, or when used alone, it is lowercased.

Examples

Lake Michigan
the river Thames
the Beaufort basin

Military Terms

Names of armies, navies, air forces and so on are capitalized. Unofficial but well-known names, such as Green Berets, are also capitalized. Words such as *army* and *navy* are lowercased when standing alone, when used collectively in the plural, or when not part of an official title.

Examples

Canadian Forces
United States Army
Canadian Coast Guard

Ships

Names of ships and other vessels are both capitalized and italicized.

Examples

Nordic Orion
Xue Long

Titles of Works

Titles of books, reports, periodicals and CIGI papers, policy briefs and reports are italicized. Shorter works — such as newspaper articles, chapters, non-CIGI policy briefs, commentaries or working papers — are set in roman (not italicized) and enclosed in quotation marks.

NUMBERS

Numerals versus Words

Write out numbers from zero to nine, but use numerals for 10 and above. If a sentence begins with a number, spell it out in full.

Use numerals for numbers referring to pages, chapters, parts, volumes and other divisions of a book, as well as numbers referring to illustrations or tables. (Note that “Figure” or “Table” in the text is capitalized.)

Centuries should be written out, as should ordinal numbers, with the exception of those related to editions of a publication in the Works Cited.

Examples

Figure 1
section 2
chapter 3
article 6
four
23
twentieth century
twenty-first century
second

Inclusive Numbers

When to use the En Dash

Use an en dash in place of *to* between two numbers. Do not use an en dash if “from” or “between” is used before the first of a pair of numbers. CIGI style is to use a hyphen between numbers with a range of one.

Examples

Refer to pages 156–60.

From 1999 to 2003, he was senior deputy governor at the Bank of Canada.

156–201

7–8

7–80

101–8

1161–70

1161–203

Percentages

Percentages are written as numerals except when one to nine (one percent, 10 percent, but 1.3 percent) or when they appear at the beginning of a sentence. The word “percent” should be used following the numeral. Use the symbol (%) only to note percentages in scientific references, figures and tables.

Examples

The commission noted that 37 percent of this country’s GDP came from the informal market.

Fifty-six percent of eligible voters participated in the last federal election.

Currency

Use symbols (\$, €, ¥, £) with currency. These currencies should be clearly identified. Currency abbreviations and symbols are not added to the acronyms list.

Examples

US\$100 million

CDN\$200,000

A US\$30-billion deal

Dates and Times

Month, Day and Year

Dates should appear in the order of month, day and year: April 12, 2008. For a span of years, use the following: from 2004 to 2008; between 2004 and 2008; in 2003–2008. For decades, use 1990s (not ’90s).

Time of Day

Use numerals for times of the day. In CIGI publications, the style is to use “a.m.” and “p.m.” (lowercase with periods). In agendas for CIGI events, use the twenty-four-hour system, unless specified otherwise.

Examples

10:30 a.m.

6:00 p.m.

9:00 Opening Remarks

13:00–13:30 Break

FIGURES AND TABLES

Tables and figures should be numbered sequentially. Use single numbering (1, 2, 3 and so on) for shorter publications; use the format 1.1 (number period number) for longer publications (with chapters) or publications with many figures and tables. Every figure and table in a publication should have a corresponding reference in the text.

Use headline-style capitalization in figure and table titles. The title should appear above the figure or table. Source information should be placed under the corresponding figure or table — for example, “*Source: UN Office on Drugs and Crime (2005, 5)*” — with the full source identified in the Works Cited list as follows: UN Office on Drugs and Crime. 2005. *Afghanistan: Opium Survey 2005*. November.

FORMATTING TEXT

Titles and Subtitles

CIGI uses headline style for titles. This means that the first and last words in titles and subtitles are always capitalized, and all other major words (nouns, pronouns, verbs, adjectives, adverbs and some conjunctions). Lowercase the articles *the*, *a* and *an*. Lowercase prepositions regardless of length, except when they are stressed, such as “through” in *A River Runs Through It*; are used adverbially or adjectivally, such as “up” in *Look Up*; or are used as conjunctions, such as “before” in *Look Before You Leap*. Lowercase the conjunctions *and*, *but*, *for*, *or* and *nor*. Lowercase the words *to* and *as* in any grammatical function. For hyphenated words, always capitalize the first word, and lowercase the second word unless it is a proper noun or adjective.

Examples

Zero-rating in Emerging Economies

European Capital Markets Union Post-Brexit

Formatting Headings and Subheadings

CIGI does not use numbers or letters on headings and subheadings. Heading levels are differentiated by design styles applied during layout, determined by our CIGI brand guidelines.

ABBREVIATIONS

Acronyms and Initialisms

Acronym refers to terms based on the initial letters of their various elements and read as single words (AIDS, laser, NATO); *initialism* refers to terms read as a series of letters (IMF, G20, OECD).

When to Use Abbreviations

Acronyms and initialisms may be used if a term appears more than once in the text. For the first reference, the term should be spelled out in full, followed by the shortened form in brackets. Thereafter, the shortened form should be used, including in the Works Cited. Book chapters should be treated as separate documents, with terms given in full for the first reference in each chapter. Avoid inventing abbreviations — that is, do not use an abbreviation for a term that appears frequently in the text, but is not commonly referred to using a short form (for example, do not use GE for global economy, or WB for World Bank). Exception: If a term is better known by its abbreviated form, for example, a highly technical term, but you wish to expand the term in parentheses to give its origin or full form for non-technical readers, that is acceptable. Include it in the acronyms list only if it is used more than once.

Note that CIGI does not define the following acronyms: EU, GDP, UK, UN, US.

List of Abbreviations and Acronyms

Include a list of abbreviations and acronyms if there are 10 or more in the document.

Articles with Abbreviations

When an abbreviation follows an indefinite article, the choice of *a* or *an* is determined by how the abbreviation would be read aloud. Acronyms are pronounced as words and are rarely preceded by *a*, *an* or *the*, except when used adjectivally. Initialisms are read as a series of letters and are often preceded by an article.

Examples

a G20 summit

an IMF meeting

a member of NATO

a NATO operation

Possessives and Plurals with Abbreviations

If an abbreviation is introduced following a possessive form of the term in full, the abbreviation should include “s.” If an abbreviation is introduced in its plural form, the abbreviation should include “s.”

Examples

the International Monetary Fund’s (IMF’s)
greenhouse gases (GHGs)

Academic Degrees

CIGI style retains the use of periods in academic degrees.

Examples

Ph.D.
M.A.
LL.D.
J.D.

Geographical Abbreviations

The use of “US” for United States, “UK” for United Kingdom and “EU” for European Union is dependent on usage. When used as proper nouns, the names should be written out in full. The exception to this rule is in those instances where the proper noun is used frequently in a paper (to be determined on a case-by-case basis). When these names are used as adjectives, their abbreviations should be used.

Examples

the UK prime minister
the US government
a research project on the European Union

Abbreviations for Measurement Units: Weight, Length, Volume

Units of measurement should be consistent throughout the document, and should generally follow the metric system. For metric units, use the abbreviations cm, m, km, km² and so on. Do not use a period after the abbreviation (unless the abbreviation is at the end of a sentence). For imperial units, use the abbreviations in., ft., sq. ft. and so on.

Note that periods are used with the abbreviations for imperial units, but not for metric. The numbers that appear with units of measurement should be expressed as numerals.

Examples

Most of the total area of Egypt (1 million km²) is arid and hyper-arid.

There was a distance of about 1,200 ft. between the two points.

QUOTATIONS

Run-in versus Block Quotations

Use double quotation marks for short in-text quotations of fewer than 100 words. Extracts of more than 100 words should be indented and set apart from the text as block quotations, and no quotation marks should be used.

For block quotations, give the source in parentheses at the end of the quotation. The opening parenthesis appears after the final punctuation mark of the quoted material. No period either precedes or follows the closing parenthesis.

Quotes within Quotes

Use single quotation marks inside double quotation marks (for a quotation within a quotation).

Ellipses

An ellipsis (...) is used to indicate the omission of a word, phrase, line, paragraph or more from a quoted passage. A period is added before an ellipsis to indicate the omission of the end of a sentence (....). Use three periods in an ellipsis to separate thoughts in a quotation (block or in-text) wherein the following thought is not the start of a new sentence. For example: “While it is thought that this is the best way...in reality, it could be done better.” Use four periods in an ellipsis when the following thought is the start of a new sentence. For example: “While it is thought that this is the best way to write a sentence, in reality, it could be done better...This is the way it has been done for centuries.” (Note that CIGI style does not use spaces between the periods.)

Examples

On the contrary, “the imposition in pre-default cases of non-negotiated, unilateral deals by the debtor with concurrence by the IMF...would severely undermine creditor property rights and market confidence and thus raise secondary bond market premiums for the debtor involved and other debtors in similar circumstances” (IIF 2014).

As one farmer noted about the 1960s in a later interview, “We existed, we got by. But we never could make plans for expansion...We just didn’t have any money to take that step” (quoted in Cameron 1990).

DOCUMENTING SOURCES

Two Documentation Systems

To reflect the differing needs of CIGI’s audiences, two documentation systems are in use for CIGI publications.

The Global Economy Program and the Global Security & Politics Program use *The Chicago Manual of Style*’s parenthetical author-date system, with a corresponding list of Works Cited. Examples are provided below.

CIGI’s International Law Research Program uses the *Canadian Guide to Uniform Legal Citation* (8th edition). See the section “ILRP Citation Style Guide” below.

Formatting In-text Citations in the Author-Date System

When citing a publication or other source — books, chapters, multi-volume works, conference papers or reports, speeches, lectures, co-publications, articles, blogs, TV and radio programs, theses, dissertations — the author’s last name and the year of publication of the work cited should be placed within parentheses. No punctuation is used between the name and the date. When two sources are cited for the same point, the sources are separated by a semicolon.

If the “author” of the source is an organization, an acronym for the organization’s name can be used in the citation if it has been introduced earlier in the running text. An acronym may even be introduced in the parenthetical citation if the acronym is used again within the running text, but should not be used if it is only used again in the Works Cited.

There must be a complete Works Cited entry for every in-text citation and for any citations that appear in footnotes.

Examples

Single Author

(Ivus 2016)

Multiple Authors

(Lombardi and Wang 2015)

(Choi, Manicom and Palamar 2015)

For four or more authors, list only the first author, followed by “et al.” Note that the Works Cited entry for four or more authors should include *all* authors’ names, while the in-text citation would say et al.

In text: (Barnes et al. 2010)

In Works Cited: Barnes, Jim, Alison Sweeney, John Jones and Samantha Fox. 2010.

Group, Corporation, Organization or Government as Author

(World Bank 2009)

(UN 2014)

(IMF 2016)

Multiple Sources (Same Author)

(Stiglitz 2010; 2015)

Multiple Sources (Different Authors)

(Brown 2011; Zhang and Whalley 2013)

Using “Ibid.” with Subsequent In-text Citations

“Ibid.” may be used if subsequent citations come from the same source, with no intervening citation of a different source. If a direct quotation is being cited, a page number is needed; for example (ibid., 114). If the reference is to the same page as the source previously cited, “ibid.” should be used alone.

Direct Quotations in Citations

Original Sources with Page Numbers

When a source is quoted directly in running text or in a footnote, the in-text citation should include the page number(s). A comma separates the year of publication and the page number(s).

Examples

(Bak 2017, 15)

(Gehring and Phillips 2016, 3)

(Lopour 2016, 1, 9)

(He 2016, 10; Lombardi and Wang 2015, 231).

Original Sources without Page Numbers

For direct quotations from original sources without page numbers, include a subheading, chapter or paragraph number, or other organizational division of the work. A comma separates the year of publication and the number.

Examples

(UN 2009, para. 28)

(Mueller 2010, chapter 9)

Secondary Sources

For citations taken from secondary sources quoting original works, the original and secondary source must be cited. The original author and date should be used in the running text of the narrative, and the in-text citation refers to the secondary work, using the words “quoted in” or “cited in.”

Example

The UN Secretary-General declared that “things were looking up” (quoted in Carin 2013).

Formatting Citations in Footnotes

Where necessary, footnotes may be used to explain significant points. Any source citations in footnotes should be treated the same way as in-text citations.

Example

1. See Blustein (2013, 17) for a further discussion about the IMF's role.

Formatting Works Cited Lists

When giving complete source information in the Works Cited list, always retain the capitalization style of titles as originally published. CIGI's own publications use "headline style," meaning that all words are uppercased, with the exception of conjunctions (*and*, *but*, *for*, *or* and *nor*), articles (*the*, *a* and *an*) and prepositions (such as *up*, *down*, *in*, *on*). There are some exceptions to these rules, but the basic principles outlined should help authors in most situations.

In a Works Cited entry, the year of publication follows the name of the author(s). The elements are separated by periods, and only the first author's name is inverted (last name first).

Examples

Book — Single Author

Blustein, Paul. 2016. *Laid Low: Inside the Crisis That Overwhelmed Europe and the IMF*. Waterloo, ON: CIGI.

Book — Multiple Authors

Sovacool, Benjamin K., Roman V. Sidortsov and Benjamin R. Jones. 2014. *Energy Security, Equality, and Justice*. Abingdon, UK: Routledge.

Book — Edited

de Mestral, Armand, ed. 2016. *Second Thoughts: Investor-State Arbitration between Developed Democracies*. Waterloo, ON: CIGI.

Book Chapter

Walender, Akinyi Roselyn. 2017. "Women and Conflict: Roles in Conflict Mitigation and Reosolution in Africa." In *The Fabric of Peace in Africa: Looking beyond the State*, edited by Pamela Aall and Chester A. Crocker, 219–25. Waterloo, ON: CIGI.

Group, Corporation or Organization as Author

If a publication issued by an organization or corporation carries no personal author's name on the title page, the organization may be listed as author in the reference list, even if it is also given as publisher.

UN. 1989. *Administrative and Budgetary Aspects of the Financing of United Nations Peacekeeping Operations. Report of the Secretary-General*. A/44/605. October 11.

World Bank. 2009. *Doing Business Report 2009*. The World Bank and the International Finance Corporation.

Government Sources

Standing Committee on Foreign Affairs and International Development. 2013. *Canada and the Arctic Council: An Agenda for Regional Leadership*. 1 sess., 41st Parliament. http://publications.gc.ca/collections/collection_2013/parl/xc11-1/XC11-1-411-7-eng.pdf.

US Congress. 1985. *Food Security Act of 1985*. HR 2100. 99th Cong., 1st sess. *Congressional Record* 131, no. 132, daily ed. (October 8): H 8353–8486.

Legal Sources

For Canadian legal cases and secondary sources, CIGI follows the *Canadian Guide to Uniform Legal Citation*, 8th edition (the McGill guide), and *The Bluebook* for US legal cases. See the section "ILRP Citation Style Guide" below.

Journal Articles

González, Felipe, Guillermo Marshall and Suresh Naidu. 2017. "Start-up Nation? Slave Wealth and Entrepreneurship in Civil War Maryland." *The Journal of Economic History* 77 (2): 373–405.

Online Journal Articles

For citations of journals consulted online, *Chicago* recommends including the DOI or a URL; the DOI is preferred. Note that in source citations, “DOI” is lowercased and followed by a colon (with no space after the colon).

When no DOI has been provided, include the URL instead.

Hardin, Garrett. 1968. “The Tragedy of the Commons.” *Science* 162 (3859): 1243–48. doi:10.1126/science.162.3859.1243.

Working Paper

Allen, Robert. 2016. “Absolute Poverty: When Necessity Replaces Desire.” *Oxford Economic and Social History Working Papers* No. 141.

Newspapers or Popular Magazine Articles (including Electronic)

Wang, Amy B. 2017. “Did Amelia Earhart die on a remote Pacific island? Bone-sniffing border collies may find out.” *The Washington Post*, June 22. www.washingtonpost.com/news/worldviews/wp/2017/06/22/did-amelia-earhart-die-on-a-remote-pacific-island-bone-sniffing-border-collies-may-find-out/?utm_term=.6081df303712&hpid=hp_no-name_hp-in-the-news%3Apage%2Fin-the-news.

Unsigned (Authorless) Newspaper or Popular Magazine Articles

The name of the newspaper stands in place of the author when no author name is given.

The Globe and Mail. 2017. “Police must be held to account for abuse of Indigenous women.” *The Globe and Mail*, June 19. www.theglobeandmail.com/opinion/editorials/globe-editorial-police-must-be-held-to-account-for-abuse-of-indigenous-women/article35375506/.

Press/News Release

Agriculture and Agri-Food Canada. 2017. “Canada and Germany announce closer ties in agricultural research.” Agriculture and Agri-Food Canada press release, May 22.

Sound Recording

Holiday, Billie. 1958. “I’m a Fool to Want You” (vocal performance). By Joel Heron, Frank Sinatra and Jack Wolf. Recorded February 20 with Ray Ellis. On *Lady in Satin*, Columbia CL 1157, 33 1/3 rpm.

Speech/Presentation/Paper Presented at a Meeting

Heinbecker, Paul. 2004. “Multilateralism in an Age of Empire.” Speech given at the American Political Science Association, Chicago, September 4.

Benes, Jaromir, Michael Kumhof, Douglas Laxton, Dirk Muir and Susanna Mursula. 2013. “The Benefits of International Policy Coordination: Beyond Conventional Monetary Policy.” Paper presented at a joint Chatham House-IMF seminar, New Directions in Policy Coordination, Washington, DC, September 11.

Survey

Carin, Barry and Domenico Lombardi. 2013. CIGI Survey on Global Economic Governance. <http://interactive.cigionline.org/survey-of-progress>.

Thesis or Dissertation

Vedrashko, Ilya. 2006. “Advertising in Computer Games.” Master’s thesis, MIT.

Peihani, Maziar. 2014. “Basel Committee on Banking Supervision: A Post-crisis Analysis of Governance and Legitimacy.” Ph.D. dissertation, University of British Columbia.

Video Recording

Cleese, John, Terry Gilliam, Eric Idle, Terry Jones and Michael Palin. 2001. “Commentaries.” Disc 2. *Monty Python and the Holy Grail*, special edition DVD. Directed by Terry Gilliam and Terry Jones. Culver City, CA: Columbia Tristar Home Entertainment.

Blog

Momani, Bessma and David Kempthorne. 2013. “The Kettle Calling the Pot Black: Regulators and Supervisors from North to South.” *Wealth and International Politics* (blog), October 15. www.cigionline.org/blogs/wealth-and-international-politics/kettle-calling-pot-black-regulators-and-supervisors-north-so.

Webpage

Office of the High Commissioner for Human Rights.
n.d. "OHCHR Fact Sheet: The UN Declaration on the Rights of Indigenous Peoples." www2.ohchr.org/English/issues/indigenous/docs/IntDay/IndigenousDeclarationeng.pdf.

Forthcoming Publications

In-text: (Burch, forthcoming 2017) [note the comma before "forthcoming"]

In Works Cited: Burch, Sarah. Forthcoming 2017.

Sources with No Publication Date

In text: (West n.d.) [note the comma before "n.d."]

In Works Cited: West, Jeremy. n.d.

If there is more than one undated source by the same author, use n.d.(a), n.d.(b) and so on. For example:

World Bank. n.d.(a)

———. n.d.(b)

An undated source should appear at the end of a list of sources by the same author. For example:

UNICEF. 2016.

———. 2017.

———. n.d.

ILRP CITATION STYLE GUIDE

General Comments

This section applies only to the documentation of sources in footnotes in ILRP publications. CIGI style, as set out above, applies to the main text of ILRP publications, and to any textual information (such as commentary or quotations) that may appear within footnotes.

In ILRP publications, all sources are listed in footnotes and are formatted according to the 8th edition of the *Canadian Guide to Uniform Legal Citation* (the McGill guide). This section provides an overview of the McGill guide, as it applies to ILRP publications, but is not intended to replace the McGill guide.

Provide a footnote at the first reference to a specific document, decision or other source (other than in the executive summary) and then again for any subsequent quotations or paraphrases from that source (see "Subsequent References" below).

The executive summary must not include any footnotes. If a source is referred to in the executive summary, provide a footnote at the first reference to the source in the main text of the publication, rather than in the executive summary.

Subsequent References (*supra* and *ibid*)

General Instructions

The full citation for any source is included in the first footnote for that source only. Create a short form (see below) for the source, if necessary, and include it in the first footnote.

Ibid directs the reader to the immediately preceding footnote. *Ibid* can refer to the first (full citation) footnote, to a *supra* note or to another *ibid*.

Ibid without a pinpoint reference (see below) refers to the

same pinpoint in the previous footnote, if there was one. Add a pinpoint after *ibid* if the pinpoint is different from the one in the previous footnote. If the previous footnote included a pinpoint, but you want to refer to the entire source, use *supra* and refer to the first footnote for that source.

Do not use *ibid* to refer to a single source in the previous footnote if the previous footnote contains more than one source. Use *supra* instead, referring to the first footnote in which the source was cited.

Supra always refers to the first footnote for the source, which contains the full citation. *Supra* is always followed by a reference to the original footnote number.

Examples

1. *Dunsmuir v New Brunswick* (2006), 297 NBR (2d) 151 at paras 44–50, 265 DLR (4th) 609 (CA) [*Dunsmuir* cited to NBR].

2. *Ibid* at para 52.

3. EC, *Charter of the Fundamental Rights of the European Union*, [2000] OJ, C 364/01, art 17 [EC, *Charter*].

4. *Dunsmuir*, *supra* note 1 at para 52.

5. EC, *Charter*, *supra* note 3, art 23.

6. *Ibid*.

7. *Hupacasath First Nation v Canada (Minister of Foreign Affairs)*, 2015 FCA 4, 379 DLR (4th) 737 [*Hupacasath*]; *Energy Charter Treaty*, 17 December 1994, 2080 UNTS 95, 34 ILM 360 (entered into force 16 April 1998) [ECT].

8. *Hupacasath*, *supra* note 7.

9. *Ibid*.

10. *Dunsmuir*, *supra* note 1; *Hupacasath*, *supra* note 7.

11. *Hupacasath*, *supra* note 7.

Short Forms

General Instructions

“Short form” refers to a shortened title for ease of reference in subsequent footnotes.

Provide a short form for a source only if there is more than one footnote for that particular source.

The short form is provided in square brackets at the end of the citation information but before the URL or DOI, if there is one. The formatting and punctuation of the long form is preserved in the short form.

For case law, use a shortened version of the style of cause, unless the style of cause is very short (for example, *Hall v Hall*).

For secondary sources (journal articles, books, etc.), the short form is automatically the last name(s) of the author(s). There is no need to create a short form unless the same author is cited for more than one source. In that case, the short form is the author’s name plus a shortened version of the title.

For legislation and other instruments, such as treaties and trade agreements, create a short form using a shortened version of the instrument’s title, preserving the formatting.

Examples

General Motors of Canada Ltd v City National Leasing, [1989] 1 SCR 641 [*General Motors*].

David A Gantz, “The Marcona Settlement: New Forms of Negotiation and Compensation for Nationalized Property” (1977) 71 AJIL 474 at 491 [Gantz, “Marcona”].

David A Gantz, “Settlement of Disputes under the Central America–Dominican Republic–United States Free Trade Agreement” (2007) 30 Boston College Intl & Comp L Rev 331 [Gantz, “Settlement”], online: <<http://lawdigitalcommons.bc.edu/cgi/viewcontent.cgi?article=1069&context=iclr>>.

United Nations Declaration on the Rights of Indigenous Peoples, GA Res 295, UNGAOR, 61st Sess, Supp No 49, UN Doc A/RES/61/295, 46 ILM 1013 (2007) [UNDRIP].

EC, Commission, *Comprehensive Economic and Trade Agreement between Canada, of the one part, and the European Union [and its Member States...]*, 29 February 2016 [CETA], online: <http://trade.ec.europa.eu/doclib/docs/2016/february/tradoc_154329.pdf>.

Free Trade Agreement Between the United States and Colombia, 22 November 2006 (entered into force 15 May 2012) [US–Colombia FTA].

Pinpoints

General Instructions

If a specific page, paragraph or section of a source is referred to or if there is a direct quotation from the source, provide a pinpoint reference. The pinpoint can be to a single page or a range of pages.

Use a comma between non-consecutive pinpoints and an en dash between consecutive pinpoints.

A McGill-style footnote for a journal article or book chapter provides a reference to the first page of the document and then a pinpoint reference (single page or range of pages) if necessary.

For court or tribunal decisions, the same rule applies. The citation indicates the first page of the decision in the reporter and then a pinpoint reference (if necessary) to specific pages or paragraphs. If there is a neutral citation for the decision, the pinpoint is placed with the neutral citation. If there is no neutral citation, place the pinpoint after the first page of the first reporter.

When a URL or DOI is included in the citation, the pinpoint is placed before the URL or DOI.

Examples

David A Gantz, “Settlement of Disputes under the Central America–Dominican Republic–United States Free Trade Agreement” (2007) 30 Boston College Intl & Comp L Rev 331 at 335–42, online: <<http://lawdigitalcommons.bc.edu/cgi/viewcontent.cgi?article=1069&context=iclr>>.

Rogers Wireless v Muroff, 2007 SCC 35 at paras 91–103, [2007] 2 SCR 921, 284 DLR (4th) 675.

Rogers Wireless v Muroff, [2007] 2 SCR 921 at paras 91–103, 284 DLR (4th) 675.

Clayton v Canada, Expert Report of David Estrin, 8 July 2011, PCA Case No 2009-04 at para 101, online: <www.italaw.com/sites/default/files/case-documents/italaw6286.pdf>.

Quotations

General Instructions

Provide a footnote whenever a source is quoted from or paraphrased.

The text in the quote may be emphasized by using italics and placing “[emphasis added]” at the end of the citation in the footnote for the quotation. If there were italics in the original copy, place “[emphasis in original]” at the end of the citation. Similarly, place “[footnotes omitted]” at the end of the citation if there were footnotes in the original that are not reproduced. If the footnote for the quotation includes a short form, place these expressions after the short form but before the URL or DOI, if any.

Examples

27. Max H Hulme, “Preambles in Treaty Interpretation” (2016) 164 U Pa L Rev 1282 at 1297 [Hulme, “Preambles”] [emphasis added], online: <http://scholarship.law.upenn.edu/penn_law_review/vol164/iss5/5>.

28. Smith et al, *supra* note 19 at 43 [emphasis in original].

29. Hulme, “Preambles”, *supra* note 27 at 1299 [footnotes omitted].

Case Law

General Instructions

The citation for a legal decision must indicate the style of cause, the year of the decision, the jurisdiction and the court. References to report series and online databases and parallel cites are recommended, but they are no longer absolutely required.

If the style of cause is provided in the main text, it does not have to be repeated in the footnote.

Court or Tribunal Decision

General Format

[*style of cause*] [(year of decision)], [neutral cite, if available], [official reporter], [semi-official reporter], [online database] [(jurisdiction and court)].

General Instructions

If a pinpoint reference is required, it is placed after the neutral cite. If there is no neutral cite, the pinpoint is placed after the first page of the reporter.

US decisions follow this format with the one variation that the year of the decision is placed at the end of the citation in round brackets and with the court if that is not otherwise indicated in the citation. There is no system of uniform citation yet in the United States.

International decisions (ICJ, ECJ, CJEU, ECHR) follow a similar format. McGill rules regarding the style of cause apply. The footnote should include the essential elements: the style of cause, year of decision and court.

In ILRP publications, international arbitration decisions follow a modified format (see below).

Examples

Dunsmuir v New Brunswick, 2008 SCC 9.

Dunsmuir v New Brunswick, 2008 SCC 9 at paras 44–50, [2009] 1 SCR 190, 372 NR 1, 229 NBR (2d) 1.

Dunsmuir v New Brunswick (2009), 329 NBR (2d) 1 at paras 44–50 (SCC).

Dunsmuir v New Brunswick (2006), 297 NBR (2d) 151, 265 DLR (4th) 609 (CA).

Dunsmuir v New Brunswick (2006), 265 DLR (4th) 609 (NBCA).

Ethyl Canada Inc v Canada (AG), [1997] OJ No 4225 (QL) (Gen Div).

Pfizer Inc v Canada, [1999] 4 FC 441 at para 45, 171 FTR 211, aff'd 250 NR 66, 1999 CanLII 8952 (FCA).

Penn Central Transportation Co v New York City, 438 US 104 (1978).

Commission v Council, C-22/70, [1971] ECR 263.

Case Concerning Pulp Mills on the River Uruguay (Argentina v. Uruguay), [2010] ICJ Rep.

International Arbitration Decision

General Format

[*style of cause*], [type of proceeding], [date], [case no., if any], [reporter, if any] [(arbitration framework)] [(arbitrators)] [pinpoint, if any].

General Instructions

For the style of cause, use the McGill format and include punctuation that is part of the company name. Use the common country name, rather than the full name (for example, Mexico, rather than United Mexican States).

Where the type of proceeding as provided in the arbitration document is “Notification of Intent,” use “Notification of Intent” in the citation but “notice of intent” in the text and elsewhere in the footnotes.

If names of arbitrators are included in the citation (this is optional), follow this format: “(Arbitrators: Dr Eduardo Jiménez de Aréchaga, Mohamed Amin El Mahdi, Robert F Pietrowski Jr)”. Or, if the president or chair of the panel is significant: “(Arbitrators: Karl-Heinz Böckstiegel, pres, Charles N Brower, Marc Lalonde)”.

If the proceeding is only in a language other than English, add the language in parentheses at the end of the citation, but before the pinpoint or URL, if any.

Examples

Neer v Mexico, Decision on Merits, 15 October 1926, 4 RIAA 50 at para 4.

United Parcel Service of America Inc v Canada, Award on Jurisdiction, 22 November 2002 (UNCITRAL).

Maffezini v Spain, Award, 13 November 2000, ICSID Case No ARB/97/7, online: Itlaw <www.italaw.com/cases/641>.

Gallo v Canada, Award, 15 September 2011, PCA Case No 55798 (UNCITRAL).

Legislation

Statutes

General Format

[*title*], [statute volume and jurisdiction] [year], [chapter], [pinpoint, if needed].

General Instructions

If the title of the statute has been provided in the main text, it does not have to be repeated in the footnote.

In the pinpoint, abbreviate “section” to “s”, “sections” to “ss”, “article” to “art” and “articles” to “arts.” Do not abbreviate Preamble or similar words.

See the McGill guide, section 2.2 (page E-33) for examples of how to cite constitutional statutes. Please note that pinpoints for the *Charter* and the *Constitution Act, 1982* are placed immediately after the titles of those statutes.

The McGill guide also provides detailed instructions and examples for citing bills and regulations.

Examples

Income Tax Act, RSC 1985, c 1 (5th Supp).

Green Energy Act, 2009, SO 2009, c 12, Schedule A, s 7.2.

Secondary Sources

Periodical

General Format

[author(s)], [“title of article”] [(year of publication)] [volume: issue] [title of journal] [first page of article] [pinpoint, if needed] [short form, if needed], online: <URL>.

General Instructions

The title of the journal should be abbreviated according to McGill’s standard abbreviations. Appendix D of the McGill guide lists abbreviations for a number of journals.

Authors’ names are listed by first name last name. If there is more than one author, the names are separated by commas and an ampersand (&). If there are four or more joint authors, provide only the first author’s name, followed by et al.

Examples

Sikina Jinnah & Julia Kennedy, “A New Era of Trade-Environment Politics: Learning from US Leadership and its Consequences Abroad” (2011) 12:1 *Whitehead J Diplomacy & Intl Rel* 95.

James Rodger Fleming, “The Pathological History of Weather and Climate Modification: Three Cycles of Promise and Hype” (2006) 37:1 *Hist Stud in Physical Sci* 25, online: <www.colby.edu/sts/06_fleming_pathological.pdf>.

Mark Killian Brewer, “The European Union and Legitimacy: Time for a European Constitution” (2001) 34 *Cornell Intl LJ* 555 at 578.

Pete Smith et al, “Biophysical and Economic Limits to CO₂ Emissions” (2016) 6 *Nature Climate Change* 42.

Book

General Format

[author(s)], [title] [(place of publication: publisher, year of publication)] [pinpoint, if needed].

Examples

John T Hardy, *Climate Change: Causes, Effects and Solutions* (Hoboken, NJ: Wiley, 2003).

Peter W Hogg, *Constitutional Law of Canada*, 5th ed (Toronto, ON: Carswell, 2007).

Elisabeth Caesens & Maritere Padilla Rodríguez, *Climate Change and the Right to Food* (Berlin, Germany: Heinrich Böll Stiftung, 2009) at 43.

Essay or Chapter in Anthology

General Format

[author(s)], [“title of essay/chapter”] in [editor(s)], [title of book] [(place of publication: publisher, year of publication)] [first page of essay] [pinpoint, if needed].

Examples

Parvan P Parvanov & Mark Kantor, “Comparing US Law and Recent US Investment Agreements” in Karl P Sauvart, ed, *Yearbook on International Investment Law & Policy 2010-2011* (Oxford, UK: Oxford University Press, 2011) 741 at 778-79.

Simon Caney, “Climate Change, Human Rights and Moral Thresholds” in Stephen Gardiner et al, eds, *Climate Ethics* (New York, NY: Oxford University Press).

Newspaper

General Format

[author(s)], [“title of article”], [title of newspaper] [(date)] [page number, if available].

Examples

Purple S Romero, Rosalind Reeve & Tony Lavina, “Loud and Clear, Paris Agreement signals need to protect ecosystems and human rights”, *Forests News* (18 February 2016).

Shawn McCarthy, “Canada Presses for Recognition of Human, Indigenous Rights in Climate Deal”, *The Globe and Mail* (10 December 2015), online: <www.theglobeandmail.com/news/world/canada-presses-for-recognition-of-human-indigenous-rights-in-climate-deal/article27680518/>.

Report, Paper or Other Publication Available Online

General Format

[author(s)], [title] [(place of publication: publisher, year of publication)] [pinpoint, if needed], online: [URL].

General Instructions

These types of documents include government and non-governmental organization reports and papers available in pdf and other formats. Include the place of publication, publisher and year of publication if that information is available.

Also see “Electronic Sources” below.

Examples

Canada, *Achieving a Sustainable Future: A Federal Sustainable Development Strategy for Canada 2016–2019* (Gatineau, QC: Environment and Climate Change Canada, 2016), online: <www.ec.gc.ca/dd-sd/CD30F295-F19D-4FF9-8E03-EAE8965BE446/3130_FSDS_Eng_FINAL.pdf>.

UNEP, Ozone Secretariat, *Synthesis of the 2014 Reports of the Scientific, Environmental Effects, and Technology & Economic Assessment Panels of the Montreal Protocol* (Nairobi, Kenya: UNEP, 2014) at 5, online: <ozone.unep.org/Assessment_Panels/SynthesisReport2014.pdf>.

CIGI Paper, Special Report or Policy Brief

General Format

[author(s)], [“title”] CIGI, [name of series or indication of type of publication], [date of publication] [pinpoint, if needed].

Examples

Basil Ugochukwu, “Climate Change and Human Rights: How? Where? When?” CIGI, CIGI Papers No 82, 27 November 2015 at 9.

David A Gantz, “Investor-State Dispute Settlement in US Law, Politics and Practice: The Debate Continues” CIGI, Investor-State Arbitration Series Paper No 9, 30 August 2016.

A Neil Craik & William CG Burns, “Climate Engineering under the Paris Agreement” CIGI, Special Report, 1 November 2016 at 6–9.

CIGI Book

General Format

[author(s)], [title] (Waterloo, ON: CIGI, [year of publication]) [pinpoint, if needed].

Examples

Pamela Aall & Chester A Crocker, eds, *Minding the Gap: African Conflict Management in a Time of Change* (Waterloo, ON: CIGI, 2016) at 191.

Paul Blustein, *Laid Low: Inside the Crisis that Overwhelmed Europe and the IMF* (Waterloo, ON: CIGI, 2016).

International Documents

General Instructions

While there is no generally accepted form for citing international materials, the McGill guide does provide some guidelines as follow.

UN Treaty or Convention

General Format

[title], [date of signing or opening for signature], [citation info, for example, UNTS, ILM, etc., parallel cites separated by commas] [pinpoint reference, if any] [(entered into force...)] [short form, if any], online: [name of website if needed for clarity] <URL>.

Examples

Energy Charter Treaty, 17 December 1994, 2080 UNTS 95, 34 ILM 360 art 24(2) (entered into force 16 April 1998) [ECT], online: <www.energycharter.org/fileadmin/DocumentsMedia/Legal/ECTC-en.pdf>.

Charter of the United Nations, 26 June 1945, Can TS 1945 No 7 art 55(c), online: <www.un.org/en/sections/un-charter/un-charter-full-text/index.html>.

Convention on Biological Diversity, 5 June 1992, 1760 UNTS 79, 31 ILM 818 (entered into force 29 December 1993) [CBD], online: <https://www.cbd.int/convention/text/>.

European Convention on International Commercial Arbitration, 21 April 1961, 484 UNTS 364 (entered into force 7 January 1964) [Geneva Convention].

United Nations Framework Convention on Climate Change, 9 May 1992, 1771 UNTS 107, 31 ILM 849 (entered into force 21 March 1994) [UNFCCC].

UN Document (Resolution, Decision, Declaration) EU Treaty

General Format

[issuing body, optional], [title], [resolution or decision number], [body's acronym + OR], [session number or calendar year], [supp number, if available], [UN Doc #], [(calendar year) if not already given] [first page and/or pinpoint] [short form], online: <URL>.

Examples

Transforming Our World: The 2030 Agenda for Sustainable Development, GA Res 70/1, UNGAOR, 70th Sess, UN Doc A/RES/70/1 (2015).

United Nations Framework Convention on Climate Change, Conference of the Parties, *The Cancun Agreements: Outcome of the Work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention*, FCCC Dec 1/CP.16, UNFCCC, 2010, UN Doc FCCC/CP/2010/7/Add.1 at para 8 [Cancun Agreements], online: <<http://unfccc.int/resource/docs/2010/cop16/eng/07a01.pdf>>.

United Nations Millennium Declaration, GA Res 55/2, UNGAOR, 55th Sess, UN Doc A/Res/55/2 (18 September 2000) at 6.

International Trade Agreement

General Format

[title], [date of signing or opening for signature], [citation info, if any] [pinpoint reference, if any] [(entered into force...)] [short form, if any], online: [name of website if needed for clarity] <URL>.

Examples

Free Trade Agreement Between Canada and Korea, 22 September 2014, Can TS 2015 No 3, (entered into force 1 January 2015), online: Global Affairs Canada <www.international.gc.ca/trade-agreements-accords-commerciaux/agr-acc/korea-coree/toc-tdm.aspx?lang=eng>.

Free Trade Agreement Between the United States and Colombia, 22 November 2006 (entered into force 15 May 2012) [US-Colombia Free Trade Agreement], online: <<http://investmentpolicyhub.unctad.org/IIA/country/223/treaty/3388>>.

General Format

[title], [date of signing or opening for signature], [citation info, cite to OJ (Official Journal), series (L, C or S) issue number/first page] [pinpoint reference, if any] [(entered into force...)] [short form, if any], online: [name of website if needed for clarity] <URL>.

Examples

Treaty on the Functioning of the European Union, 13 December 2007, [2008] OJ, C 115/47 (entered into force 1 December 2009) [TFEU].

Treaty of Amsterdam Amending the Treaty on European Union, The Treaties Establishing the European Communities and Related Acts, 10 November 1997, [1997] OJ, C 340/1 (entered into force 1 May 1999).

EU Document

General Format

[publisher], [title], [cite to OJ year, series (L, C or S) issue number/first page], [pinpoint].

General Instructions

Commission press releases and communications can be cited to the date of the release, document number or the “COM” reference.

Use “EC” for European Community; “EC, Commission” for European Commission publications.

Examples

EC, *Charter of the Fundamental Rights of the European Union*, [2000] OJ, C 364/01, art 17.

EC, Commission, Press Release, “Commissioner Malmström consulted the European Parliament on reforms of investment dispute resolution in TTIP and beyond” (6 May 2015), online: <trade.ec.europa.eu/doclib/press/index.cfm?id=1303>.

EC, Commission, “Towards a comprehensive European international investment policy”, Communication, COM(2010)343 final.

Electronic Sources

General Format

[citation information], online: [name of website, if needed for clarity] <[URL]>.

[citation information], DOI: <[digital object identifier]>.

General Instructions

The McGill guide prefers traditional citations, supplemented with online sources. Online sources should be cited only if the author believes that the source will provide an archive of material for a reasonable period of time, “preferably several years.”

A URL or DOI may be added as a supplement to any McGill-style traditional citation, but neither is strictly required unless a source is only available online.

The URL or DOI is always the last item in the citation. Place pinpoints and items in square brackets (for example, short forms or “[emphasis added]”), if any, before the URL or DOI.

For a URL, remove the “http://” protocol, if possible. McGill directs that the “https://” protocol be left in the URL.

Examples

Naomi Roht-Arriaza, “First, Do No Harm: Human Rights and Efforts to Combat Climate Change” (2010) 38:3 Ga J Intl & Comp L 593 at 606 [emphasis added], online: <<http://digitalcommons.law.uga.edu/cgi/viewcontent.cgi?article=1134&context=gjicl>>.

T Gasser et al, “Negative Emissions Physically Needed to Keep Global Warming Below 2°C” (2015) 6 Nature Communications 7958, DOI: <10.1038/ncommm8958>.

Aled Dilwyn Fisher, *A Human-Rights Based Approach to Environment and Climate Change*, online: GI-ESCR Practitioner’s Guide <<http://globalinitiative-escr.org/wp-content/uploads/2014/03/GI-ESCR-Practitioners-Guide-Human-Rights-Environment-and-Climate-Change.pdf>>.

DIGITAL PUBLICATIONS

The style in this guide applies to cigionline.org and OpenCanada.org. Digital publications are acquired and edited by the digital media team, under the direction of the online managing editors. CIGI editors provide proofreading support for [cigionline](http://cigionline.org) opinion pieces, but do not proof [OpenCanada](http://OpenCanada.org) content. Proofreaders may work on a draft or final Word file, or review text once it is uploaded to the [cigionline](http://cigionline.org) content management system (i.e., entering changes into copy loaded on the Drupal platform).

For the most part, the same CIGI mechanics of style are applied — spelling, punctuation, capitalization, treatment of acronyms and abbreviations, treatment of numbers and capitalization of article titles — whether copy is destined for the website only or will be both digital and print. There are, however, a few exceptions to the usual style rules, which are set out below.

Opinion pieces acquired for [cigionline](http://cigionline.org) are usually written in a more journalistic, less academic style. Tone, voice, style and presentation differ — for example, language should be less academic or formal; first-person plural voice may be used — at the managing editor’s discretion. Footnotes should be used sparingly, if at all, as footnotes are awkward in the display and format of a digital publication.

Exceptions to CIGI Style for Online-only Articles

- Opinion pieces should not use references and instead rely on hyperlinks. Citations of any kind are very rare in editorial or op-ed content. As a general guide, there should be one footnote per 250 words. However, if a hyperlink is available for a reference, it should be used and not a footnote. Only use a footnote when there is no digital link available. References should be reserved for rare cases such as when an academic writer has made heavy and explicit use of references and no suitable substitute hyperlinks are available. Look for ways to present the material in an accessible and uncluttered manner. If references must be included, there should not be more than five references in an opinion article.

In the first instance, hyperlink directly to the source, linking the URL to a minimum amount of appropriate text.

The following are suggestions for working around references:

- bringing references inline, using CIGI’s author-date citation system; or
- working sources into the text as part of the narrative.
- A descriptive blurb (styled as a “subtitle” in the Drupal template) below the article title may be used for opinion pieces. The line is capitalized in sentence style and usually without end punctuation.
- Article titles are usually less formal and less academic and are often written or rewritten by the managing editor for maximum audience appeal (proofreaders are also invited to comment on titles, with this objective in mind). The final decision on a title for online-only publications rests with the managing editor.
- Proofreaders need to check that links are active.
- The online fields in Drupal for figure and table titles, notes and captions cannot include superscripts, italics, bold or other character formatting, and have a maximum length.

Dual-format Publications

Occasionally, articles published first as an opinion piece on cigionline will also be planned for secondary publication as a CIGI paper or report — for example, as an essay within a special report. Given that the article will first be published as a digital publication, the author should ensure that citations are used sparingly, as this will impact the display of the article online as noted above.

The digital and publications teams will coordinate to make sure that the manuscript and proofs are handled as formal publications and move through the regular checklists and processes for CIGI publications, such as author review and approval of edits and titles.

On a collaborative project, all editors and proofreaders should be mindful of late-breaking corrections or revisions that could impact collateral media, such as video title cards, press releases and so on.

CIGI PRESS BOOKS

CIGI Press books adhere to the CIGI style guide for spelling, punctuation, capitalization, treatment of acronyms and abbreviations, treatment of numbers, and citations. There are, however, some exceptions to the usual style, which are set out below:

- Tone, voice, style and presentation may differ — for example, language may be less academic or formal, and first-person plural voice may be used.
- Numbered notes appear at the bottom of the page (as footnotes) for all books except those that are outputs of the ILRP. ILRP books will position notes at the end of each chapter as endnotes, given that they follow McGill style and are much longer than typical footnotes.
- Acronyms used in a book will be collected into a single list to appear in the front matter. In a collected volume, each acronym should be (re)introduced alongside the term’s full form and defined in every chapter at first appearance. In a monograph, acronyms are introduced once and not re-defined in every chapter.

Material from Other Sources

When wishing to include textual material from other sources in a book, the author must seek permission from the original copyright holder to use the material. (In a CIGI research publication that is available for free, permission is not required, only a citation with information on the original source.) When direct quotes are included in a book, the author must secure permission to use the quote from the original source. The rules of “fair use” apply, and should be discussed with the publisher if the author is unsure of whether permission is required, even for a short quote of only one or two lines.

When authors wish to include in their books figures or other graphics that they did not create, they *must* secure permission to do so. For example, it is not acceptable to simply download a chart from the internet and include it without proper permission from the creator of the chart. Consult the publisher if you are unsure whether permission is required.

CONTACT INFORMATION

For questions concerning this guide and applying CIGI style, please contact publications@cigionline.org.

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