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The Centre for International Governance Innovation (CIGI) has created this guide to help CIGI staff, fellows, researchers, external authors and freelance editors prepare their work for publication. This guide applies to both CIGI print publications and online content, unless otherwise noted. The CIGI Style Guide follows the conventions of The Chicago Manual of Style (16th edition) and the Canadian Oxford Dictionary (2nd edition). There are some exceptions to these publications that are specific to CIGI, which are listed in this guide.

This style guide sets out all of the relevant guidelines for CIGI house style. It provides a set of standards for the writing and submission of CIGI documents, either for official or formal CIGI publications (set out in the CIGI Strategic Plan and available on CIGI’s Intranet), official CIGI corporate publications or for CIGI’s website. Adherence to the style guide provides uniformity in style and formatting across all CIGI publications.

Authors are required to use this style guide when preparing their work for publication; our editors are charged with enforcing the CIGI house style. As with any academic or research institution, CIGI is rigorous about documentation formatting style for citations, footnotes and references used when preparing papers for publication.

When writing CIGI publications, including those for the website, bear in mind that CIGI has a global audience and seeks to achieve influence through the presentation of cogent and accessible ideas. Your writing for CIGI should be of the highest standard. Clarity of communication is important, as is consistency in the way material is presented.

CIGI style applies to all official or formal CIGI publications; however, CIGI news or press releases may defer to Canadian Press style or journalistic norms — where these vary from CIGI style — given the intended newsroom audience. Social media, particularly tweets, are exempt from CIGI style given their unique conventions.

Blogs should adhere to CIGI style, but given their informal, conversational style, have wider latitude. Blogs should not be confused with formal online content, such as CIGI commentaries, which adhere to CIGI style. CIGI blogs are still the public face of CIGI; therefore, it is extremely important that the writing adheres to the basic rules of grammar and spelling, and the style of writing matches the content. Your blogging style and CIGI branding is one and the same.
TOP STYLE AND WRITING TIPS

GENERAL

- For general conventions of spelling and grammar, use the Canadian Oxford Dictionary (2nd edition) and The Chicago Manual of Style (16th edition) as primary resources. The Chicago Manual of Style can be accessed by CIGI staff within the CIGI building for free online at: www.chicagomanualofstyle.org/home.html. The username is: CIGISTAFF and the password is: cigi1234.

- Refer to the CIGI Style Guide for formatting references, capitalization, punctuation and spelling queries.

- Acronyms are spelled out on first use when repeated in the text. Do not include an acronym if the term is not used again in the text. Don’t assume that everyone knows acronyms such as OECD, NOAA and UNFCC. For a list of commonly used acronyms in CIGI publications, please see pages 29–32.

- Write out numbers less than 10; use numerals for all other numbers.

- Familiarize yourself with the type of document you are writing — for example, conference report, policy brief or paper. Be attentive to the format of the document you are writing. The Publications page on the CIGI website includes brief descriptions of the different types of CIGI publications. Descriptions of the official publication categories can be found in Appendix 2 of CIGI’s Strategic Plan, which is available to CIGI fellows and staff on the Intranet.

- Stay within the suggested word length for each document type.

- Submissions should be in Microsoft Word. Keep all paragraphs left aligned with no indentations at the start of a paragraph. Paragraphs should have one line space between them. There should only be one space between sentences or after a period or full stop.

WHEN WRITING

- Clarity, clarity, clarity. Be concise and clear — do not overwrite, overstate or use fancy words. Ornate prose is difficult to absorb and often obscures the point you are trying to make; overstatement puts a reader on guard and makes them skeptical. Avoid the elaborate, the pretentious and the cute — don’t be tempted to use a five-dollar word when a five-cent one works just as well. Avoid the use of qualifiers such as rather, little and very, as they tend to suck the life out of words.

- Write with nouns and verbs, not with adjectives and adverbs. Use the active tense to maintain readers’ attention.

- Always use gender neutral and inclusive language.

- Do not inject your opinion into the writing; place yourself in the background, drawing the attention of the audience to the sense and subject of the writing.

- Consider your audience. Writing is communication, so gauge the nature and interests of the intended reader and write with that reader in mind.
**SPELLING**

As a Canadian-based think tank, CIGI uses Canadian spelling; however, American spelling may be adopted in exceptional circumstances for certain publications, such as those aimed primarily at the US market. This decision will be made by the Managing Editor, Publications.

For Canadian spelling, consult the *Canadian Oxford Dictionary* (2nd edition). However, please refer to the **CIGI Spellings** section below for exceptions and commonly used words in CIGI publications. In material quoted directly from other sources, preserve the original spelling; do not alter to CIGI spelling. If, however, the quoted material is an interview, but not a published speech, CIGI and Canadian spelling guidelines should be used.

Hyphens are used where the unhyphenated word might create confusion in meaning or pronunciation, or where the closed-up word would be awkward or difficult to read (post-test, pro-union, co-worker). See the **Hyphens** section on page 27.

**CIGI SPELLINGS**

| Acknowledgements | Counternarcotics | Euro, euro zone (euro zone is two words) |
| Adviser | Counterterrorism | Fora (plural of forum) |
| Al-Qaeda | Cross-border | “Framework for Strong, Sustainable and Balanced Growth” |
| Anticorruption | Curricula (plural of curriculum) | Fulfill |
| Bank of Canada | Cyber attacks | G5, G8, G20 (no hyphens) |
| Basket case | Cybercrime | G8+ |
| Benefitted, benefitting | Decision making (noun); decision-making (adj.) | G8+5 |
| Breakup (adverb, no hyphen) | Defence | G20 Framework (capitalized) |
| Ceasefire | Doha Round | G20 summit |
| Cellphone (one word) | East, Eastern (political) | Geoengineering (one word, no hyphen) |
| Cold War (capitalized) | East, eastern (direction) | Global South |
| Cooperation | Ebook | Internet (capitalized) |
| Coordination | Ecommerce | Interagency |
| COP 15 (space between COP and 15, no hyphen) | Email | Interstate, intrastate |
| Copyedit (one word), copy editor (two words) | Enroll, enrolled, enrollment | Installment |
| Côte d’Ivoire (not Ivory Coast) | European Union (noun); EU (adj.) | Judgment |
| Counterinsurgency | Et al. (include period) |  |
Leaders’ 20 (L20)
licence (noun)
license (verb)
M.A. (Master of Arts)
macro-coordination
macro-level
makeup (noun)
manoeuvres
modelled, modelling
multi-year
multilateral
nation building (noun);
nation-building (adj.)
non-economic
non-governmental
nonlinear (no hyphen)
non-professional
non-proliferation
non-resident
non-state
North (political, as in the global “North” of affluent countries)
north, northern (direction)
OECD DAC (space, no hyphen)
online
organization
overarching
Parliament
peace building (noun);
peace-building (adj.)
peacekeeping
peacemaking
percent
Ph.D. (Doctor of Philosophy)
pluri-lateral
policy makers (noun);
policy-makers (adj.)
policy making (noun);
policy-making (adj.)
position taking
pro-reformers
pro-UN
pseudo-government
Research In Motion (all words capitalized)
re-prioritize
right-financing
rightsizing
round table (two words)
secretary general (except for UN Secretary-General, which should always be capitalized and hyphenated)
Seoul summit; Seoul G20 Summit
September 11
Sherpa, Sous-Sherpa
signalled
single-handedly
skeptical
skillful
socio-economic
South (political, as in the global “South” of developing countries)
south, southern (direction)
spillover (no hyphen)
percent
Ph.D. (Doctor of Philosophy)
pluri-lateral
policy makers (noun);
policy-makers (adj.)
policy making (noun);
policy-making (adj.)
position taking
pro-reformers
pro-UN
pseudo-government
Research In Motion (all words capitalized)
re-prioritize
right-financing
rightsizing
round table (two words)
secretary general (except for UN Secretary-General, which should always be capitalized and hyphenated)
Seoul summit; Seoul G20 Summit
September 11
Sherpa, Sous-Sherpa
signalled
single-handedly
skeptical
skillful
socio-economic
South (political, as in the global “South” of developing countries)
south, southern (direction)
spillover (no hyphen)
As a rule of thumb, include reference citations in your work. Extraneous citations, if any, can always be removed during the editing process. The Chicago Manual of Style (16th edition) states: “Whether quoting, paraphrasing or using others’ ideas to advance their own argument, authors should give credit to the source of those words or ideas.”

To be clear, failure to cite the source for any material — whether it is written text drawn from another research paper, book or website, charts or graphs that are being reproduced, even if you have permission to use it — is considered plagiarism. When in doubt, cite the source. If you have any questions about whether or not you need to include a citation for material you are including, consult one of CIGI’s publications editors.

Citations are not required, however, for common knowledge. For example, it is unnecessary to include a citation to say that “The Canadian Forces (CF) were deployed to Afghanistan in 2001.” Citations would, however, be included for discussions of specific CF units or operations.

Citations must be included for all quotations. CIGI uses in-text (or embedded) citations as follows:“(Author’s Last Name, Year: Page Number).” The author’s name and year of publication are critical, but the page number may not always be available or required.

Examples


If an author’s name is introduced before the citation, the year should be given following the name, and there is no need for a citation following the quote.

Example

According to Nicholas Stern (2009), “if Keynes and White sat down now they would design institutions very different from the current Bretton Woods sisters.”

Do not use footnotes for citations. Footnotes may be used sparingly to explain significant points, but should not be used for citations in CIGI publications. Always use in-text (embedded) citations; the full reference is always included in the Works Cited list at the end of the text.

Citations should be avoided in feature or journalistic writing on the website. If citations, footnotes or sources need to be included, they should be inserted at the end of the article.

Following The Chicago Manual of Style (16th edition), for titles of works (such as books, articles or online
sources) use headline-style capitalization, unless they are in a foreign language. For foreign titles of works, use sentence-style capitalization.

**EXAMPLES**

- **Headline**: “Opt-out HIV Testing during Antenatal Care.”
- **Sentence**: “Baudelaire, Hugo et la royauté du poète: le romantisme en 1860.”

**IN-TEXT CITATIONS AND WORKS CITED LIST: FORMAT AND EXAMPLES**

**BOOKS WITH ONE AUTHOR**

**EXAMPLES**

*Format:* Author name (year). *Title.* City: Publisher.


*In-text citation:*

(Clarkson and Wood, 2010: 158–172)

**BOOKS WITH TWO OR THREE AUTHORS**

**EXAMPLES**

For works with two or three authors:

*Format:* Author names (year). *Title.* City: Publisher.


*In-text citation:*

(Clarkson and Wood, 2010: 158–172)

For works with more than three authors, list the first author’s name only, followed by “et al.” in both the in-text citation and in the Works Cited.
EXAMPLES

Format: Author names (year). Title. City: Publisher.


In-text citation:

(Lorente et al., 2002)

EDITED BOOKS

EXAMPLES

Format: Author name(s) (ed[s].) (year). Title. City: Publisher.


In-text citation:

(Heinbecker and Momani, 2007)

CHAPTERS IN A BOOK

EXAMPLES

Format: Author name (year). “Chapter Title.” In Book Title, edited by Editor(s) name(s). Page numbers. City: Publisher.


In-text citation:

(Curtis, 2008)

MULTI-VOLUME WORKS AS A WHOLE

EXAMPLES

Format: Author name (year). Book Title. Number of volumes. City: Publisher.

In-text citation:

(Luo, 2005)

**PARTICULAR VOLUMES OF A MULTI-VOLUME WORK**

**EXAMPLES**

*Format*: Author name (year). *Book Title*. Number of specific volume. City: Publisher. Number of volumes.


In-text citation:

(Luo, 2005)

**UNKNOWN AUTHORS**

**EXAMPLES**

*Format*: “Title of Article” (year). *Name of Publication*, Month and day.


In-text citation:

(Interpreting Smoke Signals, 2005)

**CONFERENCE PAPERS AND REPORTS**

**EXAMPLES**


*Format:* Author name (year). *Title.* Type of Conference Report, month.


*In-text citations:*

(Soliman, 2004) and (Heap, 2011)

**UNPUBLISHED PAPERS**

**EXAMPLES**

*Format (single paper):* Author name (year). “Title of Paper” (working paper). Available at: URL.


*Format (part of working paper series):* Author name (year). “Title.” Name of Working Paper Series, No. Available at: URL.


*In-text citations:*

(Ang, 2010) and (Essid, Bohl and Siklos, 2011)

**CO-PUBLICATIONS**

**EXAMPLES**


*In-text citation:*

(Subacchi and Jenkins, 2011)
SPEECHES AND LECTURES

EXAMPLES

Format: Author name (year). “Title of Speech or Lecture.” Description, Date. Place.


In-text citation:

(Heinbecker, 2004)

NEWSPAPER, MAGAZINE AND JOURNAL ARTICLES

EXAMPLES

Format (journal): Author(s) (year). “Article Title.” Journal Name volume number, issue number: pages.


Format (newspapers and magazines): Author(s) (year). “Article Title.” Newspaper Name, Month and day.


In-text citations:

(Genberg and Siklos, 2010) and (Carin and Smith, 2010)

BOOK REVIEWS

EXAMPLES

Format: Author(s) (year). Review of Book Title, by author name. Journal Name volume number, issue number: pages (month of publication).


In-text citation:

(Supeene and Slee, 2011)
NEWS RELEASES

EXAMPLES


In-text citation:

(Foreign Affairs, 2011)

BLOGS

EXAMPLES

Format: Author name(s) (year). “Title of Blog Post,” Name of Blog, month and day, URL.


In-text citation:

(Clapp, 2011)

TV AND RADIO PROGRAMS

EXAMPLES

Format: Author name(s) (year). “Title of Broadcast,” Name of Program, Name of Broadcaster. Month and day. Available at: URL (if available).


In-text citations:

(Antkiewicz, 2009) and (Sedra, 2010)
### M.A. THESES


**EXAMPLES**


*In-text citation:*

(Vedrashko, 2006)

### PH.D. DISSERTATIONS


**EXAMPLES**


*In-text citation:*

(Zohry, 2002)

### GOVERNMENT PUBLICATIONS


**EXAMPLES**


*In-text citations:*

(Government of Ireland, 1987) and (Government of St. Lucia, 2001)
PUBLICATIONS AUTHORED BY ORGANIZATIONS

EXAMPLES


|-----------------------------|------------------------------------------------------------------------------------------------------------------|

In-text citations:

(World Bank, 2009) and (UN, 1989)

MULTIPLE WORKS BY THE SAME AUTHOR

In the Works Cited, use the full author name (or acronym if previously defined in the text) for the first reference only; for subsequent references use three em dashes (———). The in-text citation would still use the full name (or acronym), not three em dashes.

EXAMPLE

|-----------------------------|------------------------------------------------------------------------------------------------------------------|

In-text citations:

(UNSC, 2007), (UNSC, 2008) and (UNSC, 2010)

MULTIPLE WORKS BY THE SAME AUTHOR WITH THE SAME PUBLICATION DATE

EXAMPLES

In the in-text citations and the Works Cited, differentiate publications with the same year of publication by adding a lowercase letter to the end of the date. List the entries for the same year alphabetically by title.


*In-text citations:*

(CARICAD, 1992), (CARICAD, 2000a) and (CARICAD, 2000b)

**ONLINE PUBLICATIONS**

Online publications preserve the formatting of their paper-based counterparts; consult the conventions for the type of publication in the preceding pages. When such publications are available online, add the URL to the end of the Works Cited entry. Note that “http://” is not required where a “www” is available for a website. Do not include date of access when referencing online sources, but ensure that links are active and up to date.

**EXAMPLES**

*Format: Author name(s) (year). [formatting of original publication]. Available at: URL.*


*In-text citations:*

(Essid, Bohl and Siklos, 2011), (World Health Organization, 2010), (Sulaiman, 2007) and (United Nations Development Programme, 2008)

**FORTHCOMING WORKS**

Do not use “n.d.” for forthcoming publications.

In-text citation:

(Chin, forthcoming 2011)

WRITING ABOUT CORPORATIONS, ORGANIZATIONS AND INSTITUTIONS

Corporations, organizations and institutions are treated as singular subjects, therefore, use singular pronouns and verbs with corporate nouns.

EXAMPLES

Correct use:

NATO sent its forces into the region.

Incorrect use:

NATO sent their forces into the region.

Similarly…

Correct style:

It is unlikely the Government of Canada will invest in a missile defence shield; it has spoken against such systems many times before.

Incorrect style:

It is unlikely the Government of Canada will invest in a missile defence shield; they have spoken against such systems many times before.

OFFICIAL NAMES OF CORPORATIONS, ORGANIZATIONS AND INSTITUTIONS

In all cases, use the official spelling of an institution’s name, project or property, even when the CIGI Style Guide dictates a different spelling of the words as common nouns. For example, keep the extra “me” at the end of “World Food Programme,” even though “program” is CIGI’s preferred spelling. Another example: the “Organisation for Economic Co-operation and Development” is correct, even though “organization” and “cooperation” are the standard CIGI spellings.
Capitalize definite articles when they are part of an institution’s official name.

EXAMPLES


PLACE NAMES

Given that CIGI addresses a global audience, it is generally better to identify a village, town or city as belonging to a country rather than a province or state, however, the context will determine whether it is more suitable to say Waterloo, Ontario, or Waterloo, Canada. When printing CIGI’s address, we generally use both province and country. If more than one well-known place has the same name in the country to which you are referring, identify the state or province — for example, Waterloo, Quebec, Canada. Do not use abbreviations for provinces, such as ON, QB, BC, and so on.

INTERNET ADDRESSES

Do not include http:// unless www is not included in the address. No underline, followed by a period or full stop unless the address is included in the middle of a sentence. URLs should be avoided within a paper except as an in-text citation or a footnote, as they can be long and difficult to read, breaking the flow of the writing. It is preferable to use the title of the article or the name of the website and create a link that can be accessed either in a pdf or html for a web-only article. See the section on hyperlinks on page 17.

EXAMPLE

A footnote could read:

A description of this project is available at: www.nsi-ins.ca/english/pdf/FindingsSSR.pdf.

REFERENCING WEB-BASED INFORMATION

When referring to information found on the Internet, avoid writing out the full URL or using live hyperlinks in the text. This information should be included in the Works Cited or a footnote, and may be hyperlinked in online publications.

EXAMPLES

For a general reference to a website:

Dr. Smith found information on the world food situation on the FAO’s website.
A footnote is not necessary in this case, but can be used to direct the reader to the FAO website. It would read: See www.fao.org.

To direct a reader to web-based information not specifically used in your work:

Dr. Smith read the report, “Joint FAO/WHO Expert Meeting to Review Toxicological and Health Aspects of Bisphenol A,” to obtain the information.

A footnote can be used to direct the reader to the FAO report. It would read: See www.fao.org/ag/agn/agns/chemicals_en.asp.

To reference specific information from a website:

Dr. Smith noted that 14 percent of the children in China are undernourished (FAO, 2011).

The full reference to the information at the FAO’s website would be included in the Works Cited.

**HYPERLINKS**

Occasionally, a web-based document will include live hyperlinks in the text. Hyperlink a word or term rather than including the full URL in the text, and ensure that all links are active and up to date.

**EXAMPLES**

The Initiative on Soaring Food Prices was a response to sharp increases in food prices.

Click here for all CIGI papers.

**ABBREVIATIONS/ACRONYMS**

Abbreviations and acronyms may be used if a term appears more than once in the text. For the first reference, the name should be spelled out in full, followed by the abbreviation in brackets. Thereafter, the abbreviation or a synonym should be used, including in the Works Cited.

The use of US for United States, UK for United Kingdom and EU for European Union, however, is dependent on usage. When United States, United Kingdom or European Union are used as proper nouns, they 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. When the United States, United Kingdom or European Union are used as adjectives, the abbreviation should be used.

Note: CIGI does not use the acronym WB for World Bank. If it is referred to numerous times, it can be referred to as “the Bank.”
• In the face of deficits in the US budget...

• If the United States runs a deficit...

• The government hired the Economic Analysis Group (EconAl) to evaluate policies regarding Latin America. EconAl concluded its work in February 2009.

• The World Health Organization (WHO) may have problems with its supply ships due to piracy; therefore, the WHO is looking for alternatives. Unfortunately, the WHO has been slow to accept new ideas.

When an acronym follows an indefinite article, the choice of a or an is determined by how the acronym would sound if it was read aloud.

You could write about a NATO operation, a UN resolution, an FBI record or an ASEAN summit.

Avoid using “e.g.” or “i.e.”; use “for example” and “that is.” Similarly, avoid using “etc.” in sentences, and use only in a list of more than three items; it is better to use another expression, such as “and so forth.”

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.

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.

These are words such as therefore, moreover, furthermore, of course, indeed and rather. The best place to use them is after a semicolon, or in the middle of a sentence, rather than at the beginning of a sentence.
**EXAMPLES**

Preferred:

- When times were good, financial institutions favoured fair-value accounting; however, those same institutions abandoned fair-value accounting when the economy soured.

- Those same institutions, however, abandoned their support of fair-value accounting when the economy soured.

- Those same institutions abandoned their support of fair-value accounting when the economy soured, however.

- Although when times are good, financial institutions favoured fair-value accounting, those same institutions abandoned this practice when the economy turned sour.

Accepted, but not preferred:

When times were good, financial institutions favoured fair-value accounting. However, those same institutions abandoned fair-value accounting when the economy soured.

**FORMATTING**

**BOLD AND ITALICS**

Generally, CIGI avoids the use of *bolding* except in headings and subheadings. Italics may be used to add emphasis to a word, but should be used sparingly. Italics are also used to denote the titles of publications, including books, periodicals, newspapers, television shows, court cases and all CIGI publications such as papers, policy briefs, policy memos, commentaries and conference reports. The title of a series is not italicized, but is capitalized, as is the number of the paper. Names of blogs are capitalized, but are not italicized or enclosed in quotation marks.

**EXAMPLES**

The author often cites *The New York Times* in his work.

Her article appeared on *FT.com*.

*The Future of Security Sector Reform* was CIGI’s first ebook publication.

Chapter 6 of *The Future of Security Sector Reform* is entitled “Towards Second Generation Security Sector Reform.”
Avoid italics for common Latin words such as *per se*, *de novo*, *quid pro quo*, *de jure*, *ipso facto*, *ad hoc*, *a priori*, *inter alia*, and so on. Italics, however, are used for foreign language words such as *fuero military*, *bazungu* or Latin words that are not commonly used or known such as *audi alteram partem*.

### EXAMPLES

- The author attended the ad hoc meeting on food aid reform.

- Nevertheless, most Timorese understand those *indulto* to be “pards,” most notably President Ramos-Horta, who refers to his actions as granting “pardons.”

### CAPITALIZATION AND TITLES

Always capitalize the first letter in the proper names of people, countries, political parties, association names and institutionalized official meetings.

### EXAMPLES

- Stephen Harper, China, United Nations, Liberal Party of Canada, International Monetary Fund, Toronto G20 Summit (but Toronto summit)

Capitalize honorific titles when they precede a name, but not afterwards.

### EXAMPLES

- Prime Minister Stephen Harper; Stephen Harper, the prime minister of Canada
- President Obama; Obama, the US president
- Distinguished Fellow Jane Doe; Jane Doe, distinguished fellow at CIGI

Capitalize inverted titles.

### EXAMPLE

- Minister of Foreign Affairs John Baird; Foreign Affairs Minister John Baird

Capitalize first letters for words in headings and titles. Do not use all caps for titles of papers or books. Capitalization of headings and titles follows the following format:
EXAMPLES

- Self-restraint and the G20: Stay Focused and Build New Consensus
- Limits to the Exercise of National Sovereignty

DATES


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.

Capitalize the first letter of each of the major words in figure and table titles. The title of the table or chart should appear above the table or figure. Source information should be placed under the corresponding figure or table.

EXAMPLE

| Table 1: Afghanistan Potential Opium Production, 1994–2005 (metric tons) |
|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 3,400            | 2,300            | 2,200            | 2,800            | 2,700            | 4,600            | 3,300            | 185              | 3,400            | 3,600            |

Source: Afghanistan: Opium Survey 2005

In this instance, the source would be identified in the Works Cited as follows:

LISTS

Lists are always bulleted, not numbered, except when used to indicate priority, a process, chronology or some other significant ranking; only in these circumstances are lists numbered. When items in the list are stand-alone sentences, use full sentence structure: capitalize the first word of each bullet and use periods rather than semicolons at the end of each entry.

EXAMPLES

The conference participants agreed on the following policy recommendations:

• The IMF should employ more people in senior positions from the regions in which it is involved, in order to better garner the support of client countries.

• Greater emphasis should be placed on regional studies so IMF policies will be more appropriate for the given environments.

• A feedback forum should be established so experts can comment on reform progress.

To purge files, start with the following steps:

1. Choose the undelete icon.

2. Select the directory and choose the Drive button.

3. Select the files you want to purge.

In all other instances the start of each bullet should be lowercase, with a semicolon at the end of each entry. At the end of the second-to-last entry, follow the semicolon with “and” then use a period instead of a semicolon at the end of the last entry.

EXAMPLE

The international community should:

• accept its responsibility to protect targets of ethnic cleansing programs;

• update UN policies regarding authorization for intervention; and

• streamline medical aid programs in conflict zones.

NUMBERS AND CURRENCY

Write out numbers less than 10, but use numerals for all other numbers (four, 23).

If numbers appear in a series, write them as numerals (1, 2, 3, 4…).

If a sentence begins with a number, spell it out in full.
Examples

Seven thousand people attended the rally.

There are seven policy briefs and 12 discussion papers.

Centuries should be written out (twenty-first century) as should ordinal numbers (first, second, third, fourth and so forth), with the exception of those related to the editions of a publication contained in Works Cited or references.

Example


For numbers with more than three digits, use a comma separator.

Examples

1,000; 120,500; 1,345,000.

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 for scientific references, figures and tables and when percentages are listed in a series.

Examples

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

Anomalies were observed at saturation levels of 10%, 15% and 20%.

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

In CIGI publications, if all dollar values are in one currency, state that currency at the outset, otherwise note the country of origin in each specific use. Given that CIGI’s readership is global, do not assume that the dollar value stated is known to be in Canadian or US dollars.

Examples

CDN$100; US$100; €100; £100, US$99.95; €500.78; US$1 billion.

Use numerals for times of the day.
EXAMPLES

10:30 a.m.; 6:00 p.m.

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.

EXAMPLES

chapter 1; page 10; part 3; table 4

WRITING

GENDER NEUTRAL OR INCLUSIVE LANGUAGE

CIGI is committed to using inclusive language in all published materials. Authors should avoid using the generic masculine pronoun *he* when referring to both sexes. Awkward substitutions, such as *s/he, he/she* or *they* are equally undesirable. In such cases, it is preferable to rephrase the sentence and adopt a more appropriate form.

EXAMPLES

Preferred:

A new director, with greater executive authority, should be appointed.

Not preferred:

A new director should be appointed, and he should have greater executive authority than his predecessor.

ACTIVE VS. PASSIVE VOICE

Active verbs maintain the reader’s attention and help keep sentences concise. It is best, in most cases, to write with an active voice.

EXAMPLES

Preferred:

The prime minister asked Minister Oda to better disseminate information regarding Canadian-led development and reconstruction efforts in Afghanistan.
Accepted, but not preferred:

Minister Oda was asked by the prime minister to better disseminate information regarding Canadian-led development and reconstruction efforts in Afghanistan.

**PUNCTUATION**

**COMMAS**

CIGI uses the “open” punctuation style for the comma, not the series (serial or Oxford) comma. This is an instance when CIGI style does not conform to *The Chicago Manual of Style*.

Commas are used in the followings ways:

- Between items in a series, but not before the final *and*, unless needed for clarity.

  **EXAMPLES**

  China needs greater mineral, energy and agricultural resources.

  The prices of fuel, fruits and vegetables, and clothing increased drastically last year.

- To set off phrases with extra or non-essential information.

  **EXAMPLE**

  Joe Bloggs, a CIGI fellow, is from the United Kingdom.

- Inside quotation marks, even if it was not part of the quoted text.

  **EXAMPLES**

  The president deployed his security forces “to round up political dissidents and other criminals,” despite the protests of Human Rights Watch.

  For more information, see *Quotation Marks* on page 28.

- To separate elements of dates and after years.

  **EXAMPLES**

  December 21, 2008

  On July 1, 2011, Canada Day will be celebrated with a number of festivities.

- After provinces and states.
EXAMPLE

When he went to Ottawa, Ontario, he toured Parliament.

SEMICOLONS

The semicolon can be used in a series or in a bullet list, but it is generally used between two independent or complete clauses or thoughts. The semicolon should be used before the following adverbs when used as a transition between independent clauses: then, however, thus, hence, indeed, accordingly, besides and therefore. (See also “Using Adverbs.”)

EXAMPLES

The controversial law was struck down by Parliament; indeed, it should never have become law in the first place.

The prime minister planned to attend the G20 meeting in France; however, he was unable to go due to the crisis at home.

DASHES: EN DASHES AND EM DASHES

An en dash (–) is twice as long as a hyphen (-), while the em dash (—) is three times as long. CIGI style uses a space on either side of the em dash.

Use an em dash to set off mid-sentence lists punctuated by commas, or additional information that could also be contained in brackets.

EXAMPLE

The conference attendees — diplomats, policy makers and politicians — represented a wide range of countries.

Use an en dash in place of to in words or figures.

EXAMPLES

Refer to pages 156–160 of the working paper.

The financial crisis of 2008–2010 was the impetus for forming the G20 at the leaders’ level.

The Berlin–Rome railway train leaves on track 22.
The following table illustrates CIGI style for hyphen use:

<table>
<thead>
<tr>
<th>USE A HYPHEN</th>
<th>NO HYPHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the compound is an adjective, use the hyphen.</td>
<td>If the compound is a noun, don’t use the hyphen.</td>
</tr>
<tr>
<td>decision-making challenges</td>
<td>CIGI seeks to improve decision making in international institutions.</td>
</tr>
<tr>
<td>capacity-building priorities</td>
<td>Several NGOs are engaging in capacity building in West Africa.</td>
</tr>
<tr>
<td>policy-making process</td>
<td>Policy making at the senior level was severely flawed.</td>
</tr>
<tr>
<td>up-to-date information</td>
<td>The information was up to date.</td>
</tr>
<tr>
<td>long-term solutions</td>
<td>In the long term, in the short term</td>
</tr>
<tr>
<td>While projections vary, the one-quarter estimate seems most reasonable.</td>
<td>An estimated one quarter of development funds are lost due to corruption.</td>
</tr>
<tr>
<td>exchange rate policy</td>
<td></td>
</tr>
<tr>
<td>Use a hyphen for an adverb ending in –ly only when the compound has become established as part of an accepted lexicon.</td>
<td>Do not use a hyphen after an adverb ending in –ly, in most cases.</td>
</tr>
<tr>
<td>wholly-owned subsidiary</td>
<td>publicly funded program</td>
</tr>
<tr>
<td></td>
<td>environmentally friendly</td>
</tr>
</tbody>
</table>

**PARENTHESES**

Use round brackets ( ) to include non-essential or amplifying information and in-text references.

**EXAMPLE**

The students (who arrived from across Ontario) attended CIGI’s Global Youth Forum.

Use square brackets for any text inside a quotation that was not written by the original author, or for defining acronyms within an in-text citation or for text requiring brackets already within round brackets.

**EXAMPLE**

“[The foreign affairs minister] resigned today because he lost confidential documents, albeit accidentally,” the prime minister said (International Monetary Fund [IMF], 2009).
QUOTATION MARKS

Use double quotation marks for short in-text quotations of less than 100 words. Quotations greater than 100 words should be indented and set apart from the text, and no quotation marks should be used.

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

**EXAMPLE**

“Nixon vowed, ‘I am not a crook.’”

Use double quotation marks for commonly used or informal terms.

**EXAMPLE**

The thirty-first armoured brigade, commonly referred to as the “Black Guard,” led the assault.

Periods and commas should appear inside quotation marks. Colons and semicolons appear outside quotation marks. Question marks and exclamation points appear outside quotation marks unless they are part of the quoted or parenthetical material.

**EXAMPLES**

“There is no single cause that explains the crisis that has affected the FAO for several years,” says a former, disillusioned, senior official.

The project researchers concluded that “large-scale nuclear projects remain unfeasible in the region”; the government will have to pursue alternative energy sources.

The ambassador asked, “Has the Marine Corps been alerted?”

Where can I learn more about the G20’s “Framework for Strong, Sustainable and Balanced Growth”?

Quotation marks are also used for titles of journal and newspaper articles and chapters.

SLASHES

It is best to avoid using a slash if possible. For example, instead of and/or, use one or the other to make your meaning clear. Instead of writing $450/week, write $450 per week. Use a space before and after a slash if more than one relevant word appears before and after it (Environment Canada / Environnement Canada).

Avoid spaces before and after a slash if only one relevant word appears on either side (Hercules/Heracles).

The use of the slash in 9/11 is acceptable, but September 11, 2001 is preferred.
Acronyms and abbreviations are used to shorten names or phrases to avoid repetition. They are formed from the initial letter or letters of each successive part of a compound term, for example, NATO, CARICOM and CIGI.

**CIGI GUIDELINES FOR USING ACRONYMS**

Capitalize acronyms and do not use periods. When acronyms have been integrated into the language as common nouns, for example, radar or laser, they should no longer be capitalized. To form the plural of an acronym, add a lowercase “s” without an apostrophe, for example, IFIs.

When using an acronym the first time in a given publication, use the full phrase followed by the acronym in round parentheses. Thereafter, the acronym should always be used in the article or paper. Do not include an acronym if the term is only used once within your document.

A list of acronyms is necessary to avoid ambiguity. CIGI, for example, may refer to the Canadian International Grains Institute or to The Centre for International Governance Innovation.

If your paper or article contains many acronyms (for example, more than 10), provide a list of acronyms in the front matter of your document as a guide for the reader.

The following list contains acronyms commonly used in CIGI publications.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>3G</td>
<td>Global Governance Group</td>
</tr>
<tr>
<td>ACS</td>
<td>Association of Caribbean States</td>
</tr>
<tr>
<td>ADB</td>
<td>Asian Development Bank</td>
</tr>
<tr>
<td>ANC</td>
<td>African National Congress</td>
</tr>
<tr>
<td>APRM</td>
<td>African Peer Review Mechanism</td>
</tr>
<tr>
<td>ASEAN</td>
<td>Association of Southeast Asian Nations</td>
</tr>
<tr>
<td>AU</td>
<td>African Union</td>
</tr>
<tr>
<td>BCBS</td>
<td>Basel Committee on Banking Supervision</td>
</tr>
<tr>
<td>BIS</td>
<td>Bank for International Settlements</td>
</tr>
<tr>
<td>BMENA</td>
<td>The Broader Middle East and North Africa</td>
</tr>
<tr>
<td>BRIC</td>
<td>Brazil, Russia, India, China</td>
</tr>
<tr>
<td>BRICS</td>
<td>Brazil, Russia, India, China, South Africa</td>
</tr>
<tr>
<td>BRICSAM</td>
<td>Brazil, Russia, India, China, South Africa, ASEAN states and Mexico</td>
</tr>
<tr>
<td>Brookings</td>
<td>The Brookings Institution</td>
</tr>
<tr>
<td>CarabpRI</td>
<td>Caribbean Policy Research Institute</td>
</tr>
<tr>
<td>CARICOM</td>
<td>Caribbean Community</td>
</tr>
<tr>
<td>CARIFORUM</td>
<td>Caribbean Forum of African, Caribbean and Pacific States</td>
</tr>
<tr>
<td>CARIFTA</td>
<td>Caribbean Free Trade Association</td>
</tr>
<tr>
<td>CCS</td>
<td>carbon capture and storage</td>
</tr>
<tr>
<td>CCTC</td>
<td>Canadian Centre for Treaty Compliance</td>
</tr>
<tr>
<td>CDB</td>
<td>Caribbean Development Bank</td>
</tr>
<tr>
<td>CEC</td>
<td>Commission for Environmental Cooperation (North America)</td>
</tr>
<tr>
<td>CFGS</td>
<td>Centre for Global Studies</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Full Name</td>
</tr>
<tr>
<td>--------------</td>
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</tr>
<tr>
<td>CFS</td>
<td>Committee on World Food Security (United Nations)</td>
</tr>
<tr>
<td>CGFS</td>
<td>Committee on the Global Financial System</td>
</tr>
<tr>
<td>CIDA</td>
<td>Canadian International Development Agency</td>
</tr>
<tr>
<td>CIGI</td>
<td>The Centre for International Governance Innovation</td>
</tr>
<tr>
<td>CMI</td>
<td>Chiang Mai Initiative</td>
</tr>
<tr>
<td>CPSS</td>
<td>Committee on Payment and Settlement Systems</td>
</tr>
<tr>
<td>CSME</td>
<td>Caribbean Single Market and Economy</td>
</tr>
<tr>
<td>DFAIT</td>
<td>Department of Foreign Affairs and International Trade (Canada)</td>
</tr>
<tr>
<td>EBRD</td>
<td>European Bank for Reconstruction and Development</td>
</tr>
<tr>
<td>EC</td>
<td>European Commission</td>
</tr>
<tr>
<td>ECCB</td>
<td>Eastern Caribbean Central Bank</td>
</tr>
<tr>
<td>ECLAC</td>
<td>Economic Commission for Latin America and the Caribbean</td>
</tr>
<tr>
<td>ECOSOC</td>
<td>Economic and Social Council (United Nations)</td>
</tr>
<tr>
<td>EFO</td>
<td>Economic and Financial Organization (League of Nations)</td>
</tr>
<tr>
<td>EFSF</td>
<td>European Financial Stability Facility</td>
</tr>
<tr>
<td>EMU</td>
<td>European Monetary Union</td>
</tr>
<tr>
<td>EPA</td>
<td>Economic Partnership Agreement (Caribbean)</td>
</tr>
<tr>
<td>ESCB</td>
<td>European System of Central Banks</td>
</tr>
<tr>
<td>ESRC</td>
<td>Economic and Social Research Council (United Kingdom)</td>
</tr>
<tr>
<td>Acronym</td>
<td>Full Form</td>
</tr>
<tr>
<td>---------</td>
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</tr>
<tr>
<td>IADB</td>
<td>Inter-American Development Bank</td>
</tr>
<tr>
<td>IAEA</td>
<td>International Atomic Energy Agency</td>
</tr>
<tr>
<td>IAIS</td>
<td>International Association of Insurance Supervisors</td>
</tr>
<tr>
<td>IASB</td>
<td>International Accounting Standards Board</td>
</tr>
<tr>
<td>IASC</td>
<td>Inter-Agency Standing Committee</td>
</tr>
<tr>
<td>IFI</td>
<td>international financial institution</td>
</tr>
<tr>
<td>IGC</td>
<td>International Grains Council</td>
</tr>
<tr>
<td>ILO</td>
<td>International Labour Organization</td>
</tr>
<tr>
<td>IMF</td>
<td>International Monetary Fund</td>
</tr>
<tr>
<td>IMFC</td>
<td>International Monetary and Financial Committee (IMF)</td>
</tr>
<tr>
<td>IMS</td>
<td>international monetary system</td>
</tr>
<tr>
<td>INET</td>
<td>Institute for New Economic Thinking</td>
</tr>
<tr>
<td>INGO</td>
<td>international non-governmental organization</td>
</tr>
<tr>
<td>INURED</td>
<td>Interuniversity Institute for Research and Development</td>
</tr>
<tr>
<td>IOSCO</td>
<td>International Organization of Securities Commissions</td>
</tr>
<tr>
<td>IPU</td>
<td>Inter-Parliamentary Union</td>
</tr>
<tr>
<td>ISAF</td>
<td>International Security Assistance Force</td>
</tr>
<tr>
<td>ISF</td>
<td>Internal Security Forces</td>
</tr>
<tr>
<td>ISSAT</td>
<td>International Security Sector Advisory Team</td>
</tr>
<tr>
<td>KDI</td>
<td>Korea Development Institute</td>
</tr>
<tr>
<td>MAP</td>
<td>Mutual Assessment Process</td>
</tr>
<tr>
<td>MDC</td>
<td>Movement for Democratic Change (Zimbabwe)</td>
</tr>
<tr>
<td>MDGs</td>
<td>Millennium Development Goals (United Nations)</td>
</tr>
<tr>
<td>MDRP</td>
<td>Multi-Country Demobilization and Reintegration Program</td>
</tr>
<tr>
<td>MEF</td>
<td>Major Economies Forum</td>
</tr>
<tr>
<td>MINUSTAH</td>
<td>UN Stabilization Mission in Haiti</td>
</tr>
<tr>
<td>MoD</td>
<td>Ministry of Defence</td>
</tr>
<tr>
<td>MONUC</td>
<td>UN Mission in the Democratic Republic of the Congo</td>
</tr>
<tr>
<td>MoU</td>
<td>Memorandum of Understanding</td>
</tr>
<tr>
<td>NAFTA</td>
<td>North American Free Trade Agreement</td>
</tr>
<tr>
<td>NATO</td>
<td>North Atlantic Treaty Organization</td>
</tr>
<tr>
<td>NGO</td>
<td>non-governmental organization</td>
</tr>
<tr>
<td>NPGL</td>
<td>National Perspectives on Global Leadership</td>
</tr>
<tr>
<td>NPSIA</td>
<td>Norman Paterson School of International Affairs (Carleton University)</td>
</tr>
<tr>
<td>NPT</td>
<td>Nuclear Nonproliferation Treaty</td>
</tr>
<tr>
<td>NSI</td>
<td>North-South Institute</td>
</tr>
<tr>
<td>OAS</td>
<td>Organization of American States</td>
</tr>
<tr>
<td>OECD</td>
<td>Organisation for Economic Co-operation and Development</td>
</tr>
<tr>
<td>OECD DAC</td>
<td>OECD’s Development Assistance Committee</td>
</tr>
<tr>
<td>OECS</td>
<td>Organization of Eastern Caribbean States</td>
</tr>
<tr>
<td>OFC</td>
<td>offshore financial centre</td>
</tr>
<tr>
<td>OHCHR</td>
<td>Office of the High Commissioner for Human Rights (United Nations)</td>
</tr>
<tr>
<td>ONS</td>
<td>Office of National Security (Sierra Leone)</td>
</tr>
<tr>
<td>ORLSI</td>
<td>Office of Rule of Law and Security Institutions (United Nations)</td>
</tr>
<tr>
<td>OTC</td>
<td>over-the-counter</td>
</tr>
<tr>
<td>Acronym</td>
<td>Full Form</td>
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<tr>
<td>---------</td>
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</tr>
<tr>
<td>PBF</td>
<td>Peacebuilding Fund (United Nations)</td>
</tr>
<tr>
<td>PBoC</td>
<td>People’s Bank of China</td>
</tr>
<tr>
<td>PEFA</td>
<td>Public Expenditure and Financial Accountability</td>
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<tr>
<td>PER</td>
<td>Public Expenditure Review</td>
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<td>PFM</td>
<td>Public Finance Management</td>
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<tr>
<td>PPP</td>
<td>purchasing power parity</td>
</tr>
<tr>
<td>PPPs</td>
<td>public-private partnerships</td>
</tr>
<tr>
<td>ROSCs</td>
<td>Reports on the Observance of Standards and Codes</td>
</tr>
<tr>
<td>RPA</td>
<td>Rwandan Patriotic Army</td>
</tr>
<tr>
<td>RPF</td>
<td>Rwandan Patriotic Front</td>
</tr>
<tr>
<td>SAF</td>
<td>Sudan Armed Forces</td>
</tr>
<tr>
<td>SALW</td>
<td>small arms and light weapons</td>
</tr>
<tr>
<td>SAS</td>
<td>Small Arms Survey</td>
</tr>
<tr>
<td>SDRs</td>
<td>Special Drawing Rights</td>
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<tr>
<td>SEC</td>
<td>Securities and Exchange Commission (United States)</td>
</tr>
<tr>
<td>SICs</td>
<td>systemically important countries</td>
</tr>
<tr>
<td>SIDA</td>
<td>Swedish International Development Agency</td>
</tr>
<tr>
<td>SMEs</td>
<td>small and medium-size enterprises</td>
</tr>
<tr>
<td>SPLA</td>
<td>Sudan People’s Liberation Army</td>
</tr>
<tr>
<td>SSB</td>
<td>standard setting body</td>
</tr>
<tr>
<td>SSPS</td>
<td>Southern Sudan Police Service</td>
</tr>
<tr>
<td>SSR</td>
<td>security sector reform</td>
</tr>
<tr>
<td>START</td>
<td>Stabilization and Reconstruction Task Force</td>
</tr>
<tr>
<td>TIJM</td>
<td>Traditional Informal Justice Mechanism</td>
</tr>
<tr>
<td>TPRM</td>
<td>Trade Policy Review Mechanism (WTO)</td>
</tr>
</tbody>
</table>
CIGI MASTHEAD

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