CIGI EDITORIAL STYLE GUIDE

Centre for International Governance Innovation
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.


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

Online content and collateral pieces are the public face of CIGI; therefore, it is extremely important that the writing adheres to the basic rules of grammar and CIGI spelling. Please see the section “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 the 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 that follows for exceptions and words commonly used in CIGI publications.

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

Aboriginal
administration (e.g., Obama administration)
adviser (unless “advisor” in a person’s title)
al-Qaeda
among (not amongst)
anti-competitive
anticorruption
anti-dumping
antitrust
anti-vaccination (adj.)
balance of payments (noun); balance-of-payments (adj.)
big data
big tech (but Big Tech podcast)
biometric (adj.); biometrics (plural noun)
bitcoin
Black
buildup (noun); build up (verb)
Cabinet (the Cabinet; but cabinet minister)
cellphone
Chinese Communist Party (CCP) (not Communist Party of China [CPC])
clickbait
Cold War
combatting
cooperation; cooperative
copyedit; copy editor
Côte d’Ivoire
counter-cyclical
counter-insurgency
counteropportunity
counterterrorism
COVID-19 (refers to the disease, use full form, coronavirus disease 2019, if context demands it; use “COVID-19 virus” when referring to the pathogen; avoid “the coronavirus” since there are many coronaviruses)
COVID-19 pandemic (not coronavirus pandemic)
credit rating agency (no hyphen)
cross-border
crowdsourcing
crypto-asset
cryptocurrency
cyberattacks
cybercrime
cybersafe
cybersecure
cybersecurity
cyberspace
cyberspies
cyberthreat
cyberwarfare
cyberwarriors
dark net
dark web
data (treated as singular)
data mining (noun); data-mining (adj.)
data set
decision making (noun); decision-making (adj.)
deepfake (noun and adj.)
deep web
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.)
fact-check (verb); fact-checking (noun)
fifth-generation (5G) (adj.)
fintech
First Nations
Five Eyes
follow-through (noun); follow through (verb)
fora (plural of forum)
for example (not e.g.)
free trade agreement
fulfill
G5, G7, 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
gig work, gig worker
Global North, Global South
goodwill
hard-liner (noun)
health care (noun); health-care (adj.)
indexes (plural, not indices)
Indigenous (when referring to Indigenous peoples); indigenous (when referring to something that is native to a given place)
Indigenous Nations
internet
Internet of Things
Islamic State (IS) or Daesh (do not use ISIS)
knowledge capital
knowledge engineering
knowledge worker
law maker
lead up (verb); lead-up (noun)
least-developed countries
LGBTQ+ (lesbian, gay, bisexual, transgender, queer or questioning and other sexualities)
licence (noun); license (verb)
log-in (noun only)
long-standing (adj.)
low Earth orbit
M.A., Ph.D., LL.B., M.Sc. (with periods)
machine knowledge (noun); machine knowledge capital (no hyphen)
machine learning (noun); machine-learning (adj.)
macro-economy
macroprudential
mergers and acquisitions (M&A) (no spaces)
microfinance
middle-power countries
most-favoured-nation (MFN) (adj.)
multi-component
multidisciplinary
multilateral
multinational
multi-party
multi-stakeholder
multi-year
nation building (noun); nation-building (adj.)
nation-state(s)
natural language processing
neo-conservative, neo-conservatism
neo-liberal, neo-liberalism
newsfeed
non-economic
non-financial
non-resident (except in original title, e.g., Brookings nonresident fellow)
non-state
North (political)
north, northern (direction)
offline
Ojibwe (not Ojibwa)
ongoing (no hyphen)
open innovation model
oversurveil, oversurveilled
page view
Parliament; parliamentary
party-state
peace building (noun); peace-building (adj.)
peacekeeping (noun and adj.)
People's Republic of China (PRC) or China
percent (one word)
platform governance (noun and adj.)
policy maker; policy making (noun); policy-making (adj.)
policy maker; policy making (noun); policy-making (adj.)
post-doctoral
postgraduate
postwar
pre-eminent
pre-empt
pre-industrial
preventive (not preventative)
pro-cyclical
profit-making (noun, adj.)
pushback (noun); push back (verb); push-back (adj.)
Q&A
real time (noun); real-time (adj.)
research and development (R&D is the acronym; always spell out at first reference)
rights holder
risk-averse
risk capital
risk taking (noun)
road map
round table
rulemaking (noun; one word)
secretary general; but UN Secretary-General
September 11 preferred over 9/11
skeptical
skillful
skill set
small and medium-sized enterprises
smartphone (not smart phone)
socio-economic
South (political)
south, southern (direction)
spacefaring (noun and adj.)
spillover (noun and adj.)
start-up (noun)
state building (noun); state-building (adj.)
subject matter experts
subnational
subregion
Sub-Saharan Africa (noun); Sub-Saharan African (adj.);
sub-Saharan (adj.)
surveillance, surveilled
system-wide
tech optimism
techno-solutionism
task force
Think 20 (T20)
time-stamp (noun)
tool kit
toward (not towards)
track one; track two, but track 1.5 (no cap; no hyphen unless adj.)
trade-off (noun); trade off (verb)
Treasury (capped when referring to the country’s Treasury;
e.g., US Treasury)
Uighur (as in Uighur Muslim minority; not Uyghur)
under way (two words)
vice president (no hyphen, unless in original title)
“war on terror” (including quotation marks)
Washington, DC
Web (noun) (capped only when referring to the World Wide Web)
web (lowercase as adj. and combining form)
webpage
web panels
web scraping
website
well-being (noun and adj.)
West, Western (political)
west, western (direction)
Western Hemisphere
while (not whilst)
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
Thus, CUSMA states unequivocally in article 19 that “no Party shall prohibit or restrict the cross-border transfer of information, including personal information, by electronic means if this activity is for the conduct of the business of a covered person.”

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.
There are, in various stages of maturity, a number of technology-focused auditing campaigns that try to address this gap, but they struggle to realistically predict the full range of potential harms based on a scaled deployment of emerging technologies.

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.

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
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.

These characteristics include powerful network effects; cross-subsidization; scale without mass, which enables a global reach; panoramic scope; generation and use of user data to optimize their services; substantial switching costs; and, in some markets, winner-take-all or winner-take-most tendencies.

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 a 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 parenthetical explanatory information. 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


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 as parentheses within parentheses, for example, 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, periodicals and reports 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 that have fewer 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 not in quotation marks. Single quotation marks are used only for quotations within quotations.

Examples
- Paul de Man; de Man
- John Le Carré; Le Carré
- Anwar el-Sadat; Sadat
- Robert van Gulik; van Gulik

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 participants in conference (or event) materials and reports or in the acknowledgements in the 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 (for example, in an event description).

Examples

Prime Minister Justin Trudeau; but Justin Trudeau, the prime minister
James A. Haley, CIGI senior fellow
In a conference agenda: Christine Piché, Senior Director, Patent Branch, Canadian Intellectual Property Office

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 event programs, 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. In some cases, honorifics may be maintained for participants in event descriptions.

Example

Eric Jardine is a CIGI fellow and an assistant professor of political science at Virginia Tech.

Capitalize departments and faculties at a university but lowercase the teaching area. Academic degrees are also lowercased. 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 rule also applies to specific professorships.

Examples

Faculty of Humanities
Department of Economics
professor of biology
the Lester B. Pearson Professor of International Development Studies
bachelor of science
the chair of the Bundesbank Foundation

For the University of Western Ontario/Western University, use Western University when referring to current appointments or graduation since 2012 but use the University of Western Ontario when referring to degrees obtained prior to the name change in 2012.

Examples

Bassem teaches in the Faculty of Law, Western University.
Wally earned his bachelor of science in computer science at the University of Western Ontario.

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 proper 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)

The International Grand Committee (IGC) may be referred to as the International Grand Committee on Big Data, Privacy and Democracy or as the International Grand Committee on Disinformation and “Fake News” depending on context. Use whatever it was last called unless the reference is specific to a meeting. If referring to the work of the IGC since the 2019 Dublin meeting in a general sense, use International Grand Committee on Disinformation.

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 Canada-United States-Mexico Agreement; CUSMA (in certain contexts, a note may be included saying that it’s known as the United States-Mexico-Canada Agreement in the United States); if United States is focus, use United States-Mexico-Canada Agreement (USMCA)
- 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” (9th edition), should be used as a guide.

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 CIA World Factbook (available at www.cia.gov/library/publications/the-world-factbook/). For Taiwan and Palestine, CIGI style follows the UN’s directive: Taiwan, Province of China, and State of Palestine. Use Taiwan, Province of China, for the first reference and repeat where it makes sense; “Taiwan” may be sufficient for subsequent references in some cases.

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
- 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

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, essays, 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.

Examples

- Refer to pages 156–60.
- From 1999 to 2003, he was senior deputy governor at the Bank of Canada.
- 156–201
- 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 24-hour system, unless specified otherwise. For international events (for example, a virtual think tank town hall), include the Coordinated Universal Time (UTC) offset.

Examples

- 10:30 a.m.
- 6:00 p.m.
- 9:00 Opening Remarks
- 13:00–13:30 Break
- 8:30 a.m. EDT (UTC–04:00)
- 9:00 a.m. EST (UTC–05:00)

FIGURES AND TABLES

Figures and tables 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 (but see “Formatting Works Cited Lists” regarding titles in reference lists). 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 compounds, the following rules apply:

→ Always capitalize the first element.
→ Capitalize subsequent elements unless they are articles, prepositions and coordinating conjunctions.
→ If the first element is a prefix or combining form that could not stand by itself as a word (for example, anti, pre, or post), do not capitalize the second element unless it is a proper noun or adjective.
→ Capitalize the second element in a hyphenated spelled-out number or hyphenated simple fraction.

Examples

The Post-pandemic Future of Trust in Digital Governance
A New Canadian National Security Doctrine Requires Wider and Deeper Public-Private Collaboration
Canadian Network Sovereignty: A Strategy for Twenty-First-Century National Infrastructure Building

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. Author bios are also treated as separate entities from the main text. 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 DDE for data-driven 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: CEO, EU, GDP, Q&A, UK, UN, US.

List of Acronyms and Abbreviations

Include a list of acronyms and abbreviations 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
the WHO

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.
2°C (no space)

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).

Epigraphs
Quotation marks are not used around epigraphs. Epigraphs are often indented from the left or right and are sometimes italicized. The source should be given on a separate line, preceded by an em dash. Full source information can be given in the Works Cited.
Examples

How will rules written for the world of 1994 fare in a world of talking teapots and connected cars?
—Anupam Chander (2019)

Developments of the 1960s raise sober doubts as to the permanence of GATT...The Kennedy Round may emerge in the perspective of history as the twilight of the GATT.
—John W. Evans, assistant special representative for trade in the Executive Office of the President of the United States

DOCUMENTING SOURCES

Author-Date Documentation System

CIGI publications use The Chicago Manual of Style’s parenthetical author-date system, with a corresponding list of Works Cited. Examples are provided 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 its only other appearance is in the Works Cited list.

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

Examples

Single Author
(Girard 2019)

Multiple Authors
(Leblond and Aaronson 2019)
(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: (Zhao et al. 2017)
In Works Cited:

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
(UNCTAD 2019, 9)
(King and Rosen 2019, 2)
(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 General Assembly 2018, para. 42)
(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
“Computers at that time were a billion times slower than they are now....Computers then did an OK job and cost a couple million dollars. Now, what used to be thought of as supercomputers are inside smartphones. They cost a million times less, are a million times faster and have a million times as much memory” (Soley, quoted in Forbes 2018).

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

Book — Multiple Authors

Book — Edited

Book Chapter

Group, Corporation or Organization as Author


Government Sources


Legal Sources
For Canadian legal cases and secondary sources, CIGI follows the Canadian Guide to Uniform Legal Citation, 9th edition (the McGill guide), and The Bluebook for US legal cases.

Journal Articles

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.

**Working Paper**


**Newspapers or Popular Magazine Articles (including Electronic)**


**Unsigned (Authorless) Newspaper or Popular Magazine Articles**

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


**Press/News Release**


**Forthcoming Publications**

In-text: (Burch, forthcoming 2021) [note the comma before “forthcoming”]


**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.


———. n.d.

**Speech/Presentation/Paper Presented at a Meeting**


**Survey**


**Thesis or Dissertation**


Webpage

Blog

YouTube

Twitter
Chaslot, Guillaume. 2019. “YouTube announced they will stop recommending some conspiracy theories such as flat earth” (Twitter thread). Twitter, February 9, 2:17 p.m. https://twitter.com/gchaslot/status/1094359564559044610.

CIGI Opinion

CIGI Opinion/Essay Series (Online Only)

CIGI Essay Series

CIGI Multimedia


DIGITAL PUBLICATIONS
The style in this guide applies to CIGIonline.org. Digital publications are acquired and edited by the digital media team, under the direction of the online managing editor. CIGI editors provide copyediting and proofreading support for CIGIonline opinion pieces.

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 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 should 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 rather than 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 generally be no 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.

→ Article titles are usually less formal and less academic and are often written or rewritten by the managing editor for maximum audience appeal (publications team copyeditors/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.

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.

→ 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 redefined 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 publications editors 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 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 publications editors if you are unsure whether permission is required.

CONTACT INFORMATION

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