CIGI EDITORIAL STYLE GUIDE

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INTRODUCTION

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

This guide sets out the relevant guidelines for CIGI house style, providing uniformity in style and formatting across all CIGI publications. This guide will help CIGI staff, fellows, researchers, external authors and editors to prepare CIGI publications, and should be used for formatting references, capitalization of words, punctuation and spelling queries.

The guide follows the conventions of *The Chicago Manual of Style*, 17th edition (*Chicago*), and the *Canadian Oxford Dictionary*, 2nd edition (*Canadian Oxford*). The United Nations Editorial Manual Online may be consulted for additional guidance.

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."

Character Limit for Titles

Titles (including subtitles) can be a maximum of 70 characters (including spaces). This applies to all publication types (special reports, papers, policy briefs, conference reports, essays and essay series) as well as digital publications and other CIGIonline content (opinions, multimedia and events).

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

antisemitic, antisemitism

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, cabinet committee)

cellphone

Chinese Communist Party (CCP) (not Communist Party of China [CPC])

clickbait

click farms

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)

denial of service attacks

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

First World War, Second World War (not World War I, World War II)

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) (depending on context, 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)

geoeconomics

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)

livestream (noun and 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

member of Parliament

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.)

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.)

special drawing rights

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.)

surveil, surveilled

system-wide

task force

techlash

tech optimism

techno-solutionism

telco (noun for telecommunications company); telcom (short form for telecommunication or the telecommunications industry, can be used as adj.)

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)

Türkiye (not Turkey)

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)

whistle-blower (noun); whistle-blowing (noun and adj.)

Wi-Fi

world view

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

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

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

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

Parentheses and Brackets

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

Square brackets are used in a quotation to add words written by someone other than the original author. Square brackets are also used 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.

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

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

Examples

> Toronto, Canada
>
> Paris, France
>
> Washington, DC

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

Examples

the North Pole

the Pacific and Atlantic Oceans

The Hague

Regions of the World

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

Examples

Central America; but central Asia

the East

the North; the northern plains

the West; the West Coast

Popular Place Names or Epithets

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

Examples

the Gaza Strip

the Promised Land

the Rust Belt

Silicon Valley

Political Divisions

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

Examples

the Ottoman Empire

the British Commonwealth; but a commonwealth

the Republic of Lithuania; the republic

Washington State; but the state of Washington

Topographical Divisions

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

Examples

Lake Michigan

the river Thames

the Beaufort basin

Military Terms

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

Examples

Canadian Forces

United States Army

Canadian Coast Guard

Ships

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

Examples

Nordic Orion

Xue Long

Titles of Works

Titles of books, reports, periodicals and CIGI papers, policy briefs and reports are italicized. Shorter works — such as newspaper articles, chapters, 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 and in column headings. Use sentence-style capitalization for items in rows and for labels. The title should appear above the figure or table. Tables that break over a page should have title "Table X (continued)" and column headings should be repeated. Source information, including copyright and/or permission, if required, 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: BRICS+, CEO, EU, GDP, GPS, 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, km^2 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 km^2) 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." The Works Cited entry should include all authors; however, for more than 10 authors, list the first seven, followed by "et al."

In text: (Zhao et al. 2017)

In Works Cited:

Zhao, Jieyu, Tianlu Wang, Mark Yatskar, Vicente Ordonez and Kai-Wei Chang. 2017.

> **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

Blustein, Paul. 2019. *Schism: China, America and the Fracturing of the Global Trading System.* Waterloo, ON: CIGI.

Book — Multiple Authors

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

Book — Edited

Fitzgerald, Oonagh E., ed. 2020. *Corporate Citizen: New Perspectives on the Globalized Rule of Law.* Waterloo, ON: CIGI.

Book Chapter

Maclay, Colin Miles. 2010. "Protecting Privacy and Expression Online: Can the Global Network Initiative Embrace the Character of the Net?" In *Access Controlled: The Shaping of Power, Rights, and Rule in Cyberspace,* edited by Ronald J. Deibert, John Palfrey, Rafal Rohozinski and Jonathan Zittrain, 87–108. Cambridge, MA: MIT Press.

Group, Corporation or Organization as Author

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

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

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

WTO. 2018. *World Trade Report 2018.* Geneva, Switzerland: WTO. www.wto.org/english/res_e/publications_e/ world_trade_report18_e.pdf.

Government Sources

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

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

Legal Sources

For legislation, legal cases and some international materials (such as UN resolutions and conventions), CIGI follows the *Canadian Guide to Uniform Legal Citation,* 9th edition (the McGill guide).

Examples

Access to Information Act, RSC 1985, c A-1, s 2(1), online: *Justice Laws Website* <https://laws-lois.justice.gc.ca/eng/ acts/a-1/>.

Rogers-Shaw—Notice of Application pursuant to s 92 – Public (9 May 2022), CT-2022-002, online: *Competition Tribunal* <https://decisions.ct-tc.gc.ca/ct-tc/cdo/en/ item/520922/index.do>.

Merck Frosst Canada Ltd v Canada (Health) [2012] 1 SCR 23 at para 63.

Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment, 10 December 1984, UNTS 1465 (entered into force 26 June 1987), online: *Human Rights Instruments* <www.ohchr.org/en/instruments-mechanisms/instruments/convention-against-torture-and-other-cruel-inhuman-or-degrading>.

Journal Articles

Zuboff, Shoshana. 2015. "Big Other: Surveillance Capitalism and the Prospects of an Information Civilization." *Journal of Information Technology* 30 (1): 75–89.

Online Journal Articles

For citations of journals consulted online, *Chicago* recommends including the DOI or a URL; the DOI is preferred. A DOI forms a permanent URL that begins "https://doi.org/." When no DOI has been provided, include the URL instead.

Stirling, Andy. 2008. "'Opening Up' and 'Closing Down': Power, Participation, and Pluralism in the Social Appraisal of Technology." *Science, Technology & Human Values* 33 (2): 262–94. https://doi.org/10.1177/0162243907311.

Working Paper

Fischer, Andrew M. 2016. "Aid and the Symbiosis of Global Redistribution and Development: Comparative Historical Lessons from Two Icons of Development Studies." International Institute of Social Studies Working Paper 618.

Bradshaw, Samantha and Philip N. Howard. 2018. "Challenging Truth and Trust: A Global Inventory of Organized Social Media Manipulation." Working Paper 2018.1. Oxford, UK: Project on Computational Propaganda, Oxford Internet Institute.

Newspapers or Popular Magazine Articles (including Electronic)

Mozur, Paul. 2018. "A Genocide Incited on Facebook, With Posts From Myanmar's Military." *The New York Times*, October 15. www.nytimes.com/2018/10/15/technology/myanmar-facebook-genocide.html.

Unsigned (Authorless) Newspaper or Popular Magazine Articles

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

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

The Economist. 2020. "America's latest salvo against Huawei is aimed at chipmaking in China." *The Economist*, May 23. www.economist.com/business/2020/05/23/americas-latest-salvo-against-huawei-is-aimed-at-chipmaking-in-china.

Press/News Release

Agriculture and Agri-Food Canada. 2017. "Canada and Germany announce closer ties in agricultural research." Press release, May 22.

Forthcoming Publications

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

In Works Cited: Burch, Sarah. Forthcoming 2021.

Sources with No Publication Date

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

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

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

———. n.d.(b)

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

UNICEF. 2016.

———. 2017.

———. n.d.

Speech/Presentation/Paper Presented at a Meeting

Vigneault, David. 2018. "Remarks by Director David Vigneault at the Economic Club of Canada." Canadian Security Intelligence Service speech, December 4. www.canada.ca/en/security-intelligence-service/news/2018/12/remarks-by-director-david-vigneault-at-the-economic-club-of-canada.html.

Ciuriak, Dan. 2018. "Frameworks for Data Governance and the Implications for Sustainable Development in the Global South. Notes for Remarks at the Workshop 'Big Data, Meager Returns? Fairness, Sustainability and Data for the Global South.'" John F. Kennedy School of Government, Harvard University, Cambridge, MA.

Hathaway, Melissa and John E. Savage. 2012. "Duties for Internet Service Providers." Paper presented at Cyber Dialogue 2012. Canada Centre for Global Security Studies, Munk School of Global Affairs, University of Toronto, March.

Survey

CIGI and Ipsos. 2018. "2018 CIGI-Ipsos Global Survey on Internet Security and Trust." www.cigionline.org/internet-survey-2018.

Thesis or Dissertation

Branch, William A. 2018. "Artificial Intelligence and Operational-Level Planning: An Emergent Convergence." Master's thesis, US Army Command and General Staff College. https://apps.dtic.mil/dtic/tr/fulltext/u2/1070958.pdf.

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

Webpage

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

Blog

Nelson, Mei. 2019. "Debating China's AI Path: 'Alternative Routes,' or 'Overtaking on the Curve'?" *New America* (blog), November 12. www.newamerica.org/cybersecurity-initiative/digichina/blog/debating-chinas-ai-path-alternative-routes-or-overtaking-on-the-curve/.

YouTube

The Verge. 2019. "How AI will completely change video games." March 6. YouTube video, 7:08. www.youtube.com/watch?v=NPuYtHZud0o&feature=youtu.be.

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

McDonald, Sean. 2019. "Reclaiming Data Trusts." Opinion, Centre for International Governance Innovation, March 5. www.cigionline.org/articles/reclaiming-data-trusts.

CIGI Opinion/Essay Series (Online Only)

Etlinger, Susan. 2020. "To Imagine the Future, We Must Confront the Past." Global Cooperation after COVID-19 Opinion Series, Centre for International Governance Innovation, July 20. www.cigionline.org/articles/imagine-future-we-must-confront-past.

CIGI Essay Series

Fay, Robert. 2019. "Digital Platforms Require a Global Governance Framework." In *Models for Platform Governance*, 27–31. Waterloo, ON: CIGI. www.cigionline.org/publications/models-platform-governance.

CIGI Multimedia

McDonald, Sean. 2020. "Technology Theatre." Directed and produced by Steve D'Alimonte. Centre for International Governance Innovation, July 13. Video, 2:06. www.cigionline.org/multimedia/technology-theatre.

Shull, Aaron and Wesley Wark. 2020. "Security, Intelligence and the Global Health Crisis." Directed and produced by Steve D'Alimonte. Centre for International Governance Innovation, August 24. Video, 2:06. www.cigionline.org/multimedia/video-security-intelligence-and-global-health-crisis.

Owen, Taylor and David Skok. 2020. "Carly Kind on Contact-tracing apps," June 4, in *Big Tech*, produced by Antica Productions, podcast, 32:45. www.cigionline.org/big-tech/carly-kind-contact-tracing-apps.

Digital Policy Hub Working Paper

da Mota, Matthew. 2024. "Toward an AI Policy Framework for Research Institutions." Digital Policy Hub Working Paper. www.cigionline.org/digital-policy-hub/working-papers/.

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. Titles can be a maximum of 70 characters (including spaces).

→ Proofreaders need to check that links are active.

CONTACT INFORMATION

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