



The Hague Journal of Diplomacy  
**HOUSE STYLE**

Where not specified, consult: *Concise Oxford Dictionary*  
*Oxford Dictionary for Writers and Editors*

**Basic Principles**

- UK English
- z spellings throughout, except for words such as advertise, analyse, etc., which are always 's' in UK English
- Accessibility: text should be comprehensible to a well-informed reader. Jargon should be avoided
- Be active: use active forms of a verb rather than passive

**Headings**

Headings should show a clear hierarchy. Authors are asked to use two levels of subheadings:

H1 = bold, flushed left, preceded and followed by a line space

H2 = italic, flushed left, preceded and followed by a line space

If a third level is necessary, it should be:

H3= italic, indented, not followed by a line space

Upper-case initial letters should be used for all important words

**Block Quotations**

Lengthy quotations should not be italicized or fixed in the main text, but included as a block quotation: that is, preceded by a colon and a line space, indented and followed by a line space

Do not use quotation marks around block quotations

**Lists**

Lists should be used for long or complex items and should be introduced by a colon and line space, listed with bullet points, each item should start with a capital letter, should be closed with a full point and followed by a line space, e.g.

... and includes:

- Policies that achieve ...
- Development of ...
- Investment in ...
- Research into possible follow-up programmes.

## Notes

Numbered footnotes, not endnotes or a bibliography, should be used

Note designators should appear as superscript numbers and may appear at the end of headings. If possible they should appear at the end of a sentence, after the full point and any parenthesis

All references should be spelt out in full at the first mention. *Ibid.* and *op. cit.* should not be used. At subsequent mentions the citation can instead be abbreviated to Surname, 'Chapter Title' (or *Book Title*), date (only if necessary for clarification)

The style of footnote references should be consistent. Authors are asked to conform to the following:

Jan Melissen (ed.), *New Public Diplomacy: Soft Power in International Relations* (Basingstoke: Palgrave Macmillan, 2005). [Thereafter Melissen, *New Public Diplomacy*.]

Paul Sharp, 'Revolutionary States, Outlaw Regimes and the Techniques of Public Diplomacy', in Jan Melissen (ed.), *New Public Diplomacy: Soft Power in International Relations* (Basingstoke: Palgrave Macmillan, 2005), pp. xx-xx. [Thereafter Sharp, 'Revolutionary States, Outlaw Regimes and the Techniques of Public Diplomacy', p. reference.]

Jamie Frederic Metzl, 'Popular Diplomacy', *Daedalus*, vol. 128, no. 2, spring 1999, pp. 177-179. [Thereafter Metzl, 'Popular Diplomacy', p. reference.]

*BBC News*, 23 February 2005.

*New York Times*, 23 August 2005.

## Quotations

Use single quotation marks and doubles for quotations within quotations

## Dashes

Use 'em' dashes for parenthetical clauses (not spaced 'en' dashes)

In other cases use hyphens: post-Second World War, sub-Saharan Africa, 2000-2001, pp. 65-98

## Names

Check names of people and places with *International Who's Who*, *Times Atlas* (or similar).

Be consistent in spelling!

Always refer to someone first time by his or her full name, e.g. Paul Sharp. Thereafter surnames only may be used: Sharp

Avoid using Mr, Mrs, etc., but professional titles (Dr, Professor) may be used if the person is generally known by that title

You should use lower-case for general mention, e.g. the French foreign minister, but upper-case for the specific, e.g. President Bush, Prime Minister Blair

Use gender-neutral language

## Abbreviations

Abbreviations take a full point; contractions do not. For example: Mr Smith and Dr Brown, but Prof. Jones

Initials in a proper name take a full point, e.g. H.G. Wells, J. Melissen  
Although they should be avoided and spelt out in full wherever possible, Latin abbreviations take a full point: e.g., i.e., etc., except for am and pm (NOTE: e.g. and i.e. should be spelt out in full wherever possible as 'for example' and 'that is' respectively)  
No. (number) takes a full point

### **Initials for Organizations**

If the acronym is well known, it can be used without qualification from the beginning, e.g. the US, the UK, the UN

For lesser-used acronyms and abbreviations, the full name should be given at first mention with the abbreviation in parentheses. Thereafter the acronym or abbreviation should be in capitals and use no full points: the OECD, the AU, UNESCO, the IMF  
Only show the abbreviation if the name or term appears more than once

### **Names of Bodies and Treaties**

Use the correct name for the first mention. Thereafter you can use a more familiar version: Commission of the European Union (= correct full title), thereafter the European Commission

### **Dates and Time**

Day-number-Month-year, e.g. Tuesday 30 August 2005 (not 30<sup>th</sup>)  
Seasons are not capitalized (winter, spring)

### **Numerals**

Spell out numbers to twenty, thereafter use numerals (except at start of sentence). BUT do not mix words and numerals, e.g. from 6 to 60 (*not* from six to 60)  
1980s, 1990s (not eighties, 1990's)  
Spell out ordinal numbers: first not 1<sup>st</sup>, twentieth not 20<sup>th</sup>  
Use commas in thousands: 62,000  
Use points for decimals: 1.75  
Always use numerals for the following: dates, money, statistics, votes, measurements

### **Currency**

Use the standard abbreviations used by international banks in front of numbers: US\$ 5,000, GBP 10,000  
For the euro you can use either 25,000 euros (note the lower-case e) or the euro symbol before the amount

### **Publication Titles**

Upper-case titles  
Italic for books, journals and TV or radio programmes  
Single quotation marks for book chapters and magazine articles

### **Regions**

Use lower case for general regions or areas such as northern Europe or southern Italy  
BUT watch out for the West, the South  
Capitalize terms that refer to a definite area, region or country: South Africa, Northern Ireland, South Korea, South America

### **Foreign Words and Phrases**

Foreign words should be italicized unless in common usage: *coup d'état* but elite and détente

If in doubt check the *Oxford Dictionary for Writers and Editors*

### Hyphens

- 1) For prefixes
- 2) For attributive uses, e.g. the author is well known, but the well-known author, BUT never a hyphen with -ly, e.g. the newly elected parliament
- 3) When two 'e's are found together, e.g. re-enter, re-establish
- 4) To avoid confusion, e.g. the Prime Minister resigned, the Prime Minister re-signed the contract
- 5) For fractions: one-third, three-quarters

NOTE cooperate, coordinate and coincide are not hyphenated, but where 'co' is used as a prefix it should be hyphenated, e.g. co-author, co-decision, co-organize

### Particular Spellings (to be constantly updated)

ad hoc (not italic)

Alhurra and Aljazeera

al-Qaeda

among (not amongst)

case study (two words)

cooperate, coordinate (no hyphen)

decision-making (hyphen)

email (no hyphen and lower-case e)

*et al.* (italic)

focuses, focusing (one s)

fulfil (one l) but fulfilling

internet (not I)

interrelate, interconnect, interdependent (one word)

inter-state, intra-state (hyphen)

online (no hyphen)

peacemaking, peacekeeping (no hyphen), BUT peace-building

per cent (always two words), BUT percentage

policy-maker

socio-economic (hyphen) BUT macroeconomic

think tank (two words)

towards (not toward)

the US or the United States (not America)

*vis-à-vis* (italic)

website (no hyphen)

world-view (hyphen)

'9/11'