

The *International Affairs Review* - Web Edition Style Guide

Spelling and style use the conventions of standard American English

Example: theater vs theatre, December 11 vs. 11 December

Countries are singular, and all words referencing a country should agree with this singularity

Example: (Japan thinks the agreement is favorable to it vs. Japan thinks the agreement is favorable to them)

First-person pronouns are never acceptable

Example: I, we

Contractions are never allowable.

Hyperlink citations should be as short as possible. Oftentimes placing the hyperlink on the verb of the operative clause of a sentence is best.

<p>Acronyms for U.S. federal agencies and international organizations</p>	<p>Acronyms for U.S. federal agencies and international organizations not in the below list must first be written out and then have their acronym introduced immediately afterward in parentheses. Every subsequent mention of the agency or organizations must then use the abbreviation.</p> <p>The list of exceptions is below:</p> <ul style="list-style-type: none">● FBI (Federal Bureau of Investigation)● CIA (Central Intelligence Agency)● UN (United Nations)● IMF (International Monetary Fund)● U.K. (United Kingdom)● U.A.E. (United Arab Emirates)● U.S. (United States)● USAID (United States Agency for International Development)● ASEAN (Association of Southeast Asian Nations)● GOP (Grand Old Party)● GDP (Gross Domestic Product)● GNP (Gross National Product)● ICBM (intercontinental ballistic missiles)● Interpol (International Criminal Politics Organization)● WMD (weapons of mass destruction)● NATO (North Atlantic Treaty Organization)● EU (European Union)● SALT (Strategic Arms Limitation Treaty)
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Administration	Administration should always be lowercase unless this rule is in violation of a convention of standard American English (The Biden administration stated...)
Armed forces	Capitalize armed services names only when: 1) referring to U.S. forces (U.S. Navy vs. Chinese navy; the Pentagon's Air Force regulations vs. Israeli air force size); and 2) using the official name of a foreign armed service (Royal Navy).
Cabinet	"Cabinet" should be capitalized when referring to a specific cabinet (The British Cabinet is considering...; President-Elect Biden's Cabinet nominees...)
Capitalization	Capitalize common nouns when they are an integral part of the full name of the noun (Democratic Party; Volga River), lowercase the nouns when they stand alone (the party, the river), and lowercase the common noun in plural phrases (Democratic and Republican parties; Volga and Vistula rivers). Capitalize titles only when they immediately precede a person's name (Chancellor Angela Merkel said...; the German chancellor said...) Capitalize directional names only when they are part of a place's name (<u>South Africa</u> vs. southern Africa; the <u>American Southeast</u> vs. southeastern Indonesia) or when they refer to regions but not to directions (West Africa; south of Afghanistan is Pakistan).
Centuries	Centuries should be spelled out (twentieth century)
Common Arabic words	Shia Al-Qua'ida Koran
Constitution	Only capitalize "constitution" when referring to the U.S. Constitution or when using the official name of a foreign constitution.
COVID-19/coronavirus	COVID-19 and coronavirus are both acceptable, but never covid, Covid, or COVID.
Dates	Date ranges - Use "from" and "to" (<u>From 1998 to 2000...</u> vs. From 1998-2000...)

	Decades - Do not use apostrophes (<u>2000s</u> vs. 2000's)
Demonyms	Use the shorter demonym when a place uses more than one (<u>Argentine</u> vs. Argentinean)
Em dash	Em dashes may be used in place of commas, parentheses, and colons. To insert an em dash in Google Docs, go to "insert," then "special characters," and then search for and click on "em dash."
Emphasis	Add emphasis to words using italics.
Hemisphere names	Capitalize "Northern Hemisphere," "Southern Hemisphere," "Eastern Hemisphere," and "Western Hemisphere." Lowercase in all other instances.
Hyphens	Hyphenate adjectives when an adjective and noun are used together to modify a noun (fiber-optic cable).
Measurements	All measurement units should be spelled out.
Member states of international organization	Never capitalize "member state(s)."
Numbers	<p>Spell numbers zero through nine. Use numerals for numbers 10 and higher.</p> <p>Spell ordinal numbers first through ninth. Use numerals for ordinal numbers 10th and higher.</p> <p>Always use numerals for percentages and spell out "percent" instead of using %.</p> <p>Always use numerals for numbers that include decimals.</p> <p>Use \$, £, ¥, and € for United States Dollars, British Pound-Sterling, Japanese Yen, and Euro, respectively. All other currencies should be spelled out on the first instance. Sums of money should be spelled out at one million and higher (\$367,890, \$22.3 million)</p> <p>Commas should always be used unless referring to a year (1,024 deaths).</p> <p>Ages should always use numerals and should be hyphenated when coming before a noun (7-year-old agreement; the agreement is 20 years old).</p>
Oxford comma	Use the Oxford comma.

Policymaker, policymaking	“Policymaker” and “policymaking” are each one word without hyphens.
Publications	Italicize the name of publications and only capitalize words that are part of the publication’s official name (the <i>New York Times</i> , <i>Time</i> magazine)
Quotes	Quotes are set off by commas. Punctuation marks appear inside quotation marks. Use “ , not ‘ unless using a quote inside a quote.
State names	Use the names for states as recognized by the UN unless the name is not is wide use. (<u>Eswatini</u> vs. Swaziland; <u>Czech Republic</u> vs. Czechia; <u>Brunei</u> vs. Brunei Darussalam; <u>North Korea</u> vs. Democratic People’s Republic of Korea)
Seasons	Seasons are always lowercase unless part of a proper noun (Winter Olympics)
Subheadings	Subheadings should follow capitalization conventions of titles and appear in bold.
Titles of officials	Capitalize titles only when they immediately precede a person’s name (Chancellor Angela Merkel said...; the German chancellor said...)
U.S.	Only use the abbreviation “U.S.” when using it as an adjective (U.S. interests). Whenever discussing the country as another part of speech, spell out “United States (The United States sanctioned...)
U.S. government	Never capitalize “government” in “U.S. government.”
War	Only capitalize “war” when using the name of a specific war (World War II).
-wide	Never hyphenate words ending in -wide (citywide, nationwide)