



No Peace Without Justice  
Non c'è pace senza giustizia

# NPWJ

# STYLE MANUAL

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## I. General Overview

This document is intended to set out general style and usage rules for all forms of written material produced by No Peace Without Justice to ensure that our materials are of a consistent presentation and quality. This manual establishes style and formatting guidelines to be applied to all materials designed for a public audience.

The style guidelines are by no means comprehensive, but are designed to provide a basic framework for writing, copyediting and formatting NPWJ publications and public documents. They have adopted as a principal baseline *The Economist Style Guide* 8th edn (Profile Books Ltd, Great Britain, 2003). For word usage, the house standard is the *Oxford English Dictionary* (which is available on-line).

## II. Style Guidelines

### Composition

The goal of NPWJ publications is clarity, readability, directness and an emphasis on facts. This is the general rule for all NPWJ publications, although different types of materials may need to be written in different ways; for example, research papers may be more technical, while press releases may be more “punchy”. In any case, we should avoid jargon, informality and “in house shorthand” while ensuring that technical and complicated matters are clear and understandable by a broad audience.

Some general rules to make writing more direct and easier to read and understand are:

- Use the active voice

e.g. write “NPWJ prefers the prosecution of those who bear the greatest responsibility for war crimes in an international court”, instead of “Prosecution of those who bear the greatest responsibility for war crimes in an international court is to be preferred”.

- Use specific and concrete language wherever possible
- Use short sentences

As a general rule, any sentence that goes for more than three lines is too long. A paragraph should never be composed of only one sentence. If a sentence requires a list of items, separate the items with a semi-colon.

- Avoid gender specific language

Do not say “he” or “she” by themselves; also do not say “he/she” or “s/he”. Reword the sentence to avoid having to use singular pronouns or say “he or she” (and “she or he”).

Do not use compound words with “man” in them; e.g. write “Chair” instead of “Chairman”; “postal worker” instead than “postman”; “humanity” instead of “mankind”.

- Writing for an International Readership

Remember that NPWJ publications are distributed around the world. Things that may seem self-evident could be confusing for an international audience. For example, when referring to cities, also put the name of the country. For a European audience, “Athens” is understood to be in Greece, but for an American audience, it could be understood to be in the US State of Georgia. Likewise, avoid referring to seasons in the abstract; winter in the Northern hemisphere runs from December to March, but in the Southern hemisphere runs from June to September.

## Punctuation

### *Full stops*

Do not use full stops when you abbreviate words. For example, write “Dr” instead of “Dr.” and “Mr” instead of “Mr.”.

Likewise, acronyms should not use full stops: write “UN” instead of “U.N.”, “USA” instead of “U.S.A.” and “ICC” instead of “I.C.C.”.

### *Commas*

Use commas to separate words, phrases and clauses in a series, and before but, but never use a comma before the last item in a sequence:

“NPWJ promotes justice and accountability as a means of securing a future based on respect for democracy, human rights and the rule of law.”

For sequences of long items, especially if the items in the series have internal commas, use semicolons instead (also see above on length of sentences):

“This project is designed to meet the specific objectives of capacity-building of local actors; promoting dialogue between civil society, governments and policy-makers; and restoring citizens’ trust in democratic institutions.”

Use commas for interrupting clauses:

“Justice must be seen to be done and, as demonstrated by experience, outreach is an indispensable tool for victims and affected communities to see justice being done.”

Use commas after introductory clauses:

“In 2000, NPWJ launched its Female Genital Mutilation program.”

### *Inverted commas*

Quotations within inverted commas are set off with single inverted commas:

“The guard said ‘smile’.”

### *Inverted commas for unfamiliar term:*

An unfamiliar term (or one whose context may be misunderstood) should be used within inverted commas for its first use and then immediately defined or clarified. In subsequent use, the term should not normally have quotes unless it appears much later in the document and might need to be defined again.

### *Inverted commas in relation to other punctuation*

Full stops and commas should be placed outside inverted commas, except when they are part of the quotation. For example, the full text of a sentence in a judgment might be: “The Chamber

therefore feels the submission of observations would be helpful for the proper determination of the case.” This sentence could be quoted as follows:

*e.g. 1:* The judgment referred to the need for “the submission of observations”.

*e.g. 2:* The Chamber requested the parties to submit their observations, noting that it would “be helpful for the proper determination of the case.”

See also below for more information on quotations.

#### *Punctuation and footnotes*

Footnotes always go outside punctuation marks:

- footnote.<sup>1</sup> not footnote<sup>1</sup>.
- footnote,<sup>1</sup> not footnote<sup>1</sup>,
- footnote;<sup>1</sup> not footnote<sup>1</sup>;

Except for parentheses:

- (footnote<sup>1</sup>) not (footnote)<sup>1</sup>

#### Spelling and hyphenation

##### *Standard dictionary*

For general matters of spelling, use *Oxford English Dictionary* (which is available on-line). Also be sure to set your Word dictionary to English (UK) spelling. For users of Microsoft Office Word, access the dictionary through the “tools” menu (Tools → Language → Set language). Run a spell check (F7 in most Microsoft Word programs) before circulating any document, including internal circulation.

##### *American and British spelling*

Always use UK English. Common things to look for include:

<b>American</b>	<b>British</b>
check	cheque
color, favor etc	colour, favour etc
defense	defence
gray	grey
harmonize, criticize etc	harmonise, criticise etc
license, offense etc	licence, offence etc
theater, center etc	theatre, centre etc
traveled	travelled

Specific exceptions include: program, not programme (e.g. “International Criminal Justice Program”) unless part of a proper name, such as “United Nations Development Programme”.

Note that “data”, together with other collective nouns like “information” and “news” take the singular, not plural, verb.

Be careful with prepositions: for example, it is always “participate in”, never “participate to”.

### *Hyphenation*

Some of the most common spelling questions concern compound terms, which could be done in the following ways:

- open compound, i.e. two separate words, such as high school;
- hyphenated compound, i.e. with a hyphen, such as tight-lipped; and
- closed compound, i.e. single word, such as hundredfold.

Words that might otherwise be misread, such as re-creation, should always be hyphenated. In the absence of hard and fast rules, we will need to make choices to made for consistency. In case of doubt, ask your supervisor.

Here are some commonly used terms:

#### Do not hyphenate:

cooperation	counterattack	crossfire
de facto	landmines	nonviolent
paramilitary	peacemaking/er	refocused
roadblock	socioeconomic	website

#### Do hyphenate:

22-year-old	cross-examine	ill-treatment
long-range	long-term	long-standing
mid-1980s	non-citizen	policy-maker
pro-democracy		

### Capitalisation

Capitalise the following:

- first and last words of English titles and everything else except prepositions, articles, and coordinating conjunctions
- first word of subtitles (first word after a colon in a title)
- first word of proper names and first word of titles and subtitles for non-English titles
- the names of months (January, February etc)
- the names of countries, including when they are used as adjectives (e.g. Italian cooking).

### *Titles of people*

Job titles etc should be capitalised when immediately preceding the person's name:

e.g. Secretary-General Ban Ki-moon; NB he always has a hyphen in his title (note also the correct capitalisation in his name, which is very important).

NB In press releases and other public documents, the first time a person is mentioned use their full name and title, e.g. "General Radko Mladic". Subsequently, use their title and surname, e.g. "General Mladic". Always use a person's title, particularly when they are indicted or the subject



of an arrest warrant. E.g. “President Al-Bashir is the subject of an arrest warrant for war crimes, crimes against humanity and genocide”; *never* just say “Al-Bashir”. Respect the office while emphasising everyone is accountable for their actions, including Heads of State.

### *Organisation names*

Capitalise full names of international, regional, executive, legislative, judicial and administrative bodies.

- United Nations Security Council → UN Security Council
- US Department of State → State Department
- European Union

### *Other capitalisations*

- “Government”, when referring to a specific government, e.g. the Tunisian Government, or the Government of Tunisia
- “State”, when referring to a county, e.g. member States of the United Nations

## Typography

### *Italics*

- Italicise foreign words (when it should be defined), unless they are now part of the English language (i.e., in the dictionary), in which case, don’t italicise.
- Do not italicise punctuation around an italicised word or phrase, unless the punctuation is part of the phrase.
- Italicise the names of ships, books, newspapers, magazines, movies and TV series.
- Italicise words for emphasis rather than using all caps or bold.

### *“Smart” quotes and apostrophes*

All inverted commas, whether single or double, should be true (“smart”) quotes rather than straight quotes (i.e. [“ ”] or [‘ ’] instead of [ " " ] or [ ' ' ]). Apostrophes also need to be “smart” (i.e. [’] and not straight [']). Straight marks often end up in text when people cut and paste from the Internet or from other documents.

**Tip:** How to get smart quotes as you type

Go To the “Format” drop-down menu, selecting “Autoformat,” selecting “Options,” and on the “Autoformat” and “Autoformat As You Type” tabs, making sure the “Replace ‘Straight quotes’ with ‘smart quotes’” boxes are checked. Then click “OK” and then in the next box, “Cancel” (if you click “OK” instead of “Cancel” when closing the final box, it will reformat whatever document you are in, which you most likely do not want to have happen). Note that having your autoformatting set this way will not fix straight quotes and apostrophes that you cut and paste from other documents—only ones that you type yourself.

### *Numbers*

- In general, spell out numbers from one to ten only (e.g. one, 14).
- Also spell out numbers one through ten when followed by hundred, thousand, hundred thousand, million and so on.

- For all other numbers, you should usually use numerals, except:
- Always spell out numbers at the beginning of a sentence: Two hundred years ago, etc.
  - Always spell out ordinal numbers: first, second, sixteenth, thirty-third, etc (not 1st, 2nd, 16th, 33<sup>rd</sup> etc).
  - When expressing percentages, always use numerals with “percent” spelled out: There was a 20 percent attrition rate.
- Use commas to denote thousands and full stops for decimal points. 1,000.50 (not 1.500,50).

### *Dates*

- Spell out all dates without abbreviations in main text and in footnotes/endnotes: 27 December 2011 (not 27 Dec 11) and January 2003 (not Jan 03).
- Never use commas in dates: September 2001 marked an important shift.
- Never use numbers to refer to months: 01/05/11 could mean either 1 May 2011 or 5 January 2011. Spell it out to avoid confusion.
- Complete dates should be in day, month, year format: 27 December 2002 (not December 27, 2002). Do not use “th” or “st”, e.g. say “1 July 2002” instead of “1<sup>st</sup> July 2002” or “1<sup>st</sup> of July 2002”.
- The numeral of a date should always be on the same line as the month (see below on hard spaces).
- References to decades should normally be spelled out: During the fifties (not ’50s).
- When it is preferable to use numerals for decades or when referring to centuries, never put an apostrophe before the “s”: 1800s (not 1800’s).

### *Quotations*

Quotations should be quoted exactly as they appear in the original text. Only quote as much of the source as necessary and make sure you phrase the sentence in such a way that the quoted words fit both logically and grammatically. Normally, a direct quote should exactly reproduce the wording, spelling, capitalisation and internal punctuation of the original text, even when it is different from NPWJ style guidelines. The following changes, however, are permitted to make a quote fit more smoothly into a work’s syntax and typography:

- Final punctuation may be changed and punctuation marks may be omitted where ellipses are used.
- Original footnote reference marks in short quotation from a scholarly work should usually be omitted.
- Any idiosyncrasies of spelling should be preserved; let the reader know that the error was in the original by following it with “sic”, which should be in italics and enclosed in brackets.

### *Ellipses*

Omission of any text from a quoted passage must be indicated by bracketed ellipsis points, all of which should appear on the same line (see section on hard spaces below). Care must be taken not to skew the original meaning of the quotation. If the omission is within a quoted sentence, only three ellipsis points are needed with spaces before and after:

“The Chamber therefore feels the submission (...) would be helpful for the proper determination of the case.”

### *Hard spaces*

You can ensure that the ellipsis points appear on the same line by creating hard (non-breaking) spaces between them, which prevents an automatic line break. You create a hard space by holding down the [shift] and [control] keys at the same time and pressing the space bar.

NB When you are writing “No Peace Without Justice”, make sure the “No” and the “Peace” are always on the same line.

**Tip:** You can tell the difference between a regular space and a hard space by clicking on the “show invisibles” or paragraph symbol on your toolbar (¶), or by pressing [control][shift] and the number 8. Regular spaces will appear as small dots [•] and hard spaces as small circles [°].

## Abbreviations and Acronyms

### *Initial reference*

Write out the full name of a title the first time it is mentioned, followed by the acronym or abbreviation in brackets afterwards. Use the acronym or abbreviation thereafter. For longer documents, this may be repeated in each chapter.

“Female Genital Mutilation (FGM) is a human rights issue. Millions of women and girls around the world are subjected to FGM.”

### *Foreign organisations*

When citing foreign organisations, give the name in English, followed by the name in the original language, followed by the acronym in parentheses.

e.g. The Argentine Forensic Anthropology Team (*Equipo Argentino de Antropología Forense*, EAAF).

### *Glossaries*

A report with numerous abbreviations and acronyms should include a complete glossary in the front matter in which acronyms are listed alphabetically.

## References

The purpose of referencing is to identify the source of specific quotations, facts, or analysis cited in your text. Crediting the original source substantiates what is said and makes it possible for your reader to locate your source. References follow standardised formats to identify your sources with the greatest possible clarity.

Inserting references thoroughly as you research and write, including all of the necessary citation elements, will save you a lot of trouble later on. It is also prudent not to shorten citations until the document you are writing has been completed and substantially edited, as citations almost always get scrambled in the writing and editing process and it can take a lot of time and effort to go back to find the correct citation for sources.

See section on capitalisation, above, for rules on which words in titles, etc., need to be capitalised and which should be lower case.

### *Footnotes and Endnotes*

NPWJ publications generally use footnotes rather than endnotes.

**Tip:** In reviewing documents, remember that double-clicking on the footnote (or endnote) number will take you to the text of the note. Double-click the number in the note to return to the text.

### *General points about footnotes*

- Notes that include information other than referencing your sources, such as substantive footnotes with additional facts or commentary, should be used sparingly. In most cases, material of this kind should be omitted or incorporated into the main text.
- Use “*ibid*” to refer to a single source cited in the immediately preceding note (do not italicise “*ibid*” in the footnote text). For references to other previously cited sources, used shortened forms of the references (see below).
- Page references should be indicated by the abbreviations p (for a single page) or pp (for multiple pages). Note there is no full stop after the “p” or “pp”.
- For UN Security Council resolutions and similar documents, reference the paragraph from which the citation is taken, indicating whether it is a preambular paragraph or an operative paragraph. The abbreviation for paragraph is “para” (for one paragraph) or “paras” (for multiple paragraphs). Note there is no full stop after the “para” or “paras”.
- The page or paragraph number should be on the same line as “p”, “pp”, “para” or “paras” (see above on hard spaces).
- For electronic sources that do not have page numbers, use a subhead, chapter, or paragraph number as a locator where possible.
- See above for the placement of footnote markers in the text with respect to punctuation. Do not attach footnote or endnote numbers to headings or subheadings.

### *Books*

Citations of books should include the author, title, publisher, place of publication, date and page number(s), with the name of the book in italics, as follows:

Cesare Romano, Andre Nollkaemper and Jann Kleffner, *Internationalized Criminal Courts: Sierra Leone, East Timor, Kosovo, and Cambodia* (Oxford University Press, New York, 2004), pp 138-9.

In a subsequent citation not immediately following the footnote containing the first reference, use a shortened reference:

Romano et al, *Internationalized Criminal Courts*, p 126.

### *Newspaper articles*

Newspaper articles should include the reporter's name, article title, newspaper name and article date. The page number is not required. Titles of articles are placed inside inverted commas and the newspaper name is italicised.

If you obtained the article online, put a reference to the URL and note the date on which the URL was accessed in parenthesis following the words "accessed on".

Mohammed Massaquoi, "AG Margai in Legal Drama", *Concord Times*, 29 July 2011, available at <http://allafrica.com/stories/201108011333.html> (accessed on 2 August 2011)

Note that the URL should be preceded by the words "available at." It should not be formatted as a hyperlink (i.e. it should not be underlined and in blue font) but should look the same as the rest of the footnote text.

### *United Nations Publications*

Official UN records, treaty series, mimeographed documents etc. should all include author, title and UN document number:

United Nations Secretary-General, "Letter dated 8 April 1994 from the Secretary-General to the President of the General Assembly and to the President of the Security Council" (New York: United Nations, 1994), UN Doc No A/48/928/S/1994/448.

Resolutions of the UN Security Council or General Assembly should include the title, resolution number, date and UN document number:

United Nations General Assembly Resolution, "Moratorium on the use of the death penalty", 18 December 2007, UN Doc No A/RES/62/149.

## **III. Formatting Guidelines**

### Format for NPWJ documents

NPWJ documents should use the following format settings:

- Page set-up:
  - Paper size: A4
  - Left and right margins: 1.27cm
  - Top and bottom margins: 2.54cm
- Font:
  - Style: Normal (see below on headings and creating tables of contents)
  - Font: Garamond
  - Font size: 12
- Paragraph set-up:
  - Space before paragraphs: 0pt
  - Space after paragraphs: 6pt
  - Space after paragraphs for bullet points and lists: 0pt
  - Line spacing: single
  - Window/orphan control on

- Alignment: Justified
- File type:
  - Save your Word documents as type “Word document” (i.e. “.doc”, not “.docx”). The more recent MS Word after Word 2003 (i.e. “.docx”) is not always easy to read by earlier versions of Word or by portable email devices.

## Headings

NPWJ generally uses one main heading and one or two sub-headings. The main heading should be in bold type and numbered; the first sub-heading should be in underlined type and lettered; the second sub-heading should be italicised and use roman numerals:

### **1. The ICC’s Prosecutorial Policy**

#### 1.a Who should be prosecuted?

##### *1.a.i The experience of the Special Court for Sierra Leone*

Headings and sub-headings should always be on the same page as the first two lines of the body of text following them. **Tip:** You can ensure this will happen by marking headings “Keep with next” in the paragraph formatting box.

## Table of contents

If you are working on a long document, you may wish to create a table of contents. To do so, you will need to apply styles to your headings and subheadings:

Main heading: style “heading 1”

First sub-heading: style “heading 2”

Third sub-heading: style “heading 3”

Note that Microsoft Word styles are pre-set, so when you apply the heading styles, the format will probably change. You will therefore need to change the format back to that used by NPWJ, in “format for NPWJ documents” and “headings” above.

To create a table of contents, put the cursor on the first page of your documents, access the “reference” menu through “insert” and select “Index and tables”. Use the “table of contents” tab and ensure there are not more than 3 levels used to create the table.

## Filenames

Your filenames should clearly reflect the contents of the file and should include a date and version number, where applicable:

NPWJWeeklyMtgRpt08AUG11.doc

NPWJConceptNoteCompletionStrategy\_rev1.doc

Do not put spaces in the filename, as this can cause problems for downloading.