

STYLE GUIDE FOR AUTHORS, EDITORS, COPY EDITORS
AND OTHER STYLE-CONSCIOUS CONTRIBUTORS TO THE
IMISCOE-AMSTERDAM UNIVERSITY PRESS SERIES

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Information about transmission of documents for authors

For the review process

- The manuscript should be submitted by email to the Managing Editor of the IMISCOE Editorial Committee, Karina Hof (k.t.hof@uva.nl).
- The file should be saved as a single *.doc or *.pdf file.
- Exceptionally large files should be compressed or sent via an online digital content delivery service such as YouSendIt (www.yousendit.com).

After the review process, for submission of the final draft

Text files should be saved as:

- Word (*.doc);
- Rich Text Format (*.rtf); or
- Standard ASCII (*.txt).

Text files should be formatted as follows:

- Size: A4 (21 x 29.7 cm), portrait
- Margins: 2.5 cm for top, bottom, left and right
- Line spacing: single, also within and between footnotes
- Spacing after end punctuation: single
- Paragraph spacing: single, no line breaks between paragraphs unless new section under same heading
- Paragraph indents: first line by 1.27 cm, except for first lines after headings, tables, figures, enumerations and/or new section line breaks
- Alignment: left, no right-hand justification or word breaks
- Tabs and indents: always use tabs or paragraph indents
- Headers and footers: not permitted
- Page numbers: not permitted
- Word breaks: not permitted, though they will automatically be created in the typesetting process and thus appear in the proof of the manuscript. To check for correct word breaks when proofreading, consult syllabication of words by Merriam-Webster (www.merriam-webster.com).

Graphics should be saved as individual files in their original format, not embedded in text documents.

Tables should be saved as:

- MS Excel (*.xls, *.xlsx); or
- Word (*.doc).

Raw data should be saved as:

- SPSS 5.0 or higher (*.saf, *.sps).

Compressed files should be saved as:

- ZIP (*.zip);
- RAR (*.rar); or
- 7z (*.7z).

Information on house style for authors, editors and copy editors

General notes on style

- Be succinct.
- Avoid run-on sentences.
- Avoid unnecessary capitalisation, defaulting to Oxford English conventions.
- Avoid excessive use of scare quotes.
- Avoid excessive use of prepositional phrases in a sequence.
- Never use quoted text without proper citation.
- For further tips on style, refer to:
 - The Elements of Style* by William Strunk, Jr. & E. B. White
 - MLA Handbook for Writers of Research Papers*
 - The Guardian's* style guide (www.guardian.co.uk/styleguide).

The following rules apply to all original text appearing in the manuscript. Cited text, references and names of organisations, institutions, laws or other proper nouns should not be manipulated to conform to house style. Authors' own interview transcriptions and/or first-hand accounts of reported speech should conform to house style, unless being cited from already published material.

Spelling

- Use Oxford English spelling (N.B.: use *-ise* instead of *-ize*).
- For any doubts, consult the Oxford English Dictionary (OED).
- If a copy of the OED is not readily accessible, consult AskOxford (www.askoxford.com).

Punctuation

Colons and semicolons

- Follow colons (:) with a single space but do not precede with a space (as is the practice in other languages, e.g. French).
- Follow colons with a lowercase letter in running text, but with an uppercase letter in titles, headers and captions.
- Follow semicolons with a single space but do not precede with a space (as is the practice in other languages, e.g. French).
- Follow semicolons (;) with a lowercase letter.

Commas

- Do not use the serial comma, e.g. *dogs, cats and mice* not *dogs, cats, and mice*; *He prefers to garden, to paint or to clean* not *He prefers to garden, to paint, or to clean*.
- Note that the following are usually set off with commas when surrounded by words in running text: *but rather, etc., for example, for instance, in general, in particular, however, moreover, namely, nonetheless, on the one hand, on the other hand, respectively*.

Dashes

- Use en-dashes (-) with no spaces on either side to indicate ranges, e.g. *September-December 1979, 12.00-13.00, ages 18-24*.

- Use em-dashes (–) with spaces on both sides to set off parenthetical or emphatic thoughts, e.g. *Domestic servants – because they are considered ‘non-workers’ – are not covered by the national Employment Act.*

Hyphens

- Use a hyphen between a modifier and a past participle in a compound adjective phrase, e.g. *well-educated migrants, low-skilled workers.*
- Use a hyphen between a modifier and a noun in a compound adjective phrase, e.g. *first-rate citizen, low-income housing, short-term benefits, higher-status jobs.*
- Do not use a hyphen between a modifier ending in *-ly* and a past participle in a compound adjective phrase, e.g. *expertly devised programme, quickly improved law, highly skilled migrants.*

Parentheses and brackets

- Use parentheses (()) for interpolations in running text.
- Use brackets ([]) for editorial notes within quoted text.
- Although in some languages (e.g. German, Dutch) the use of parentheses enclosing a prefix, the first part of a compound, a word or a phrase can be used to indicate and/or, in English this construction is unacceptable. Examples are as follows:
 - **(trans)national* would have to be expressed in such a way that means transnational and/or national, e.g. *transnational and/or national ties, transnational and national ties, transnational or national ties, ties that may be transnational or national.*
 - **(digital) surveillance* would have to be expressed in such a way that specifies surveillance in general and, specifically, surveillance that is digital, e.g. *surveillance, digital or otherwise,*
 - **It is important to monitor (use of) natural resources.* would have to be expressed in such a way that specifies the simultaneous importance of monitoring natural resources and how they are used, e.g. *It is important to monitor natural resources and their use.*

Quotation marks

- Use English curved single quotes (‘...’) for cited speech or text, where applicable in references and, sparingly, for square quotes.
- Use English curved double quotes (“...”) for quoted text or scare quotes within quoted text.
- Quotes should be typographic (also known as curly) as in the above example rather than straight (‘.../’...”).
- Quotes in quoted text should enclose punctuation, e.g. *‘Thousands of migrants have arrived,’ the Prime Minister reported, ‘and thousands more are expected.’*
- Yet the closing quote around any cited speech or text that comes at the end of a sentence should precede closing punctuation, e.g. *The Prime Minister described the influx of migrants as a ‘serious issue for the twenty-first century’.*
- Punctuation comes before the closing quote only when the cited speech or text itself is a full sentence, e.g. *The Prime Minister said he had consulted with officials to ‘to address the growing migration crisis. And yet, the situation cannot be solved overnight.’*

Stylistic specifications**Acronyms and abbreviations**

- Do not use periods between letters, e.g. *AD, BC, EU, PhD, ILO, IMISCOE*.
- Provide long version of a name on first-instance appearance within chapter, followed by the acronym or abbreviation in parenthesis, e.g. *International Labour Organization (ILO)*.
- The reverse order from above may be more appropriate in some instances, e.g. *NIMBY* (*'Not in my backyard'*), *the 3Ds* (*dirty, dangerous and demeaning*).
- Provide long version of translated names on first-instance appearance within chapter, followed by translation and then acronym, e.g. *National Fund for Scientific Research (Fonds de la Recherche Scientifique, FNRS)*.

Block quotations

- Use a block quotation (also known as a hanging quote or an indented quote) when quoting text that runs three lines or more.
- Do not use quotation marks to open or end quotation.
- Do not italicise quotation unless it is in a foreign language.
- If quotation has quoted text embedded within, enclose the text with single quotation marks.
- In-text citation should come either in the final sentence of the paragraph introducing the quotation or at the end of the quotation itself, e.g.
In explaining this tendency, as Kivisto (2001: 568) states:
[...] transnational migrants forge their sense of identity and their community, not out of a loss or mere replication, but as something that is at once new and familiar – a bricolage constructed of cultural elements from both the homeland and the receiving nation.
- If in-text citation is placed at the end of the quote, punctuation should precede the parentheses, e.g.
They have thus appropriated the most important reflex of contemporary liberal cosmopolitanism, taking advantage of economic opportunity: sell whatever is in demand a lower price, always respond to demand, and acquire captive markets. (Diouf 2000: 696)

Chapters

- Chapters should be enumerated.
- Chapter titles should contain only one subtitle.
- Refer to chapters in running text with lowercase *chapter* and numerical expression of chapter number, e.g. *chapter 1*.

Currency

- Whenever possible use €, \$ and £.
- For all other currencies, spell out name or, if easily recognisable within context, use International Organization for Standardization abbreviations (www.iso.org/iso/currency_codes_list-1) preceding the number with a space, e.g. *32 Danish Krone* or *DKK 32*; *2,000 Philippine pesos* or *PHP 2,000*.

Dates

- Use day-month-year style, e.g. *3 August 2004*.
- Do not abbreviate month names.

- Do not use inclusive numbers for year ranges, e.g. *1992-1998* not *1992-98*.
- Decades should be spelled out with an uppercase letter or numerically expressed as a century with an -s and no apostrophe, e.g. *the Seventies* or *the 1970s*.
- Centuries should be spelled out, with appropriate hyphenation, e.g. *eighth century BC*, *twenty-first century*, *eighteenth-century literature*.

Ellipses

- Use three periods enclosed by brackets for an ellipsis within quoted text, e.g. *Migrants, finds Jones (1996), 'comprise the largest share of the workforce [...] and will for decades to come.'*
- If the ellipsis comes at the end of a sentence of quoted text use appropriate punctuation after three bracketed periods, e.g. *Migrants, finds Jones (1996), 'comprise the largest share of the workforce in the two cities under study [...].'*

Geographical names

- Use Oxford English spelling whenever available.

Headings, sub-headings and image captions

- Whether or not to enumerate headings is a matter of preference, so long as style is consistently applied throughout manuscript.
- Number first-level sub-headings *1.1*, *1.2*, etc.; second-level sub-headings *1.1.1*, *1.1.2*, etc.; third-level sub-headings *1.1.1.1*, *1.1.1.2*, etc.; numbers do not end with a period.
- Refer to sections and sub-sections in running text consistently with lowercase use of *section* and, if available, numerical expression of section number, e.g. *section 1.1*.
- Heading titles should take sentence case (when only first word, proper nouns, adjectives or abbreviations and first word after a colon are spelled with an uppercase letter).
- Do not use a period unless text happens to be a full sentence.

Images (tables, figures and graphics)

- Tables in text documents should be made with a table function.
- Tables and figures should be numbered per chapter, e.g. *Table 2.1*, *Table 2.2*; *Figure 2.1*, *Figure 2.2*.
- For all images, headings and captions should take sentence case (when only first word, proper nouns, adjectives or abbreviations and first word after a colon are spelled with an uppercase letter).
- All text within images should take sentence case (when only first word, proper nouns, adjectives or abbreviations and first word after a colon are spelled with an uppercase letter).
- A period should follow text within images only if it is a sentence.
- Due to space constraints, use the following symbols whenever possible both within images and their headings and captions: %, €, \$, £.
- Due to space constraints, use the following abbreviations whenever possible within images: *EU*, *NA*, *UK*, *US*.
- Avoid unconventional abbreviations within images, their headings and/or captions.
- Source citation should come immediately below image preceded by *Source:* or *Sources:* in italics followed by the source information in roman and no period e.g. *Source: Light (1972)* or *Sources: Light (1972); Light, Bernard & Kim (1999)*.

- Attributions to the author/s should be listed with no period, e.g. *Author's own computation* or *Authors' own computation*.
- Notes should come immediately below source information either as:
 - a footnote linked to a superscript, such as *, **, ^a, ^b, within the image or
 - a general note, in which case it should be preceded by *Note:* in italics.
- A period should follow only if note is a sentence, e.g. *Note: This table is based on data gathered from a field site in the outskirts of Bangkok.*
- Refer to tables and figures in running text consistently with uppercase use of *Table* or *Figure* and numerical expression of table or figure number, e.g. *see Table 2.1, as Figure 2.2 demonstrates.*

Italics

- Italicise foreign words if they do not appear in the OED.
- Do not italicise Latin words or phrases commonly used in English.
- Do not italicise foreign-language names of organisations, institutions, laws or other proper nouns but, if necessary, do provide a translation in parentheses after first mention; translation does not require quotation marks unless it is a transliteration or requires scare quotes.
- Use italics sparingly for emphasis (rather than bold or underlining).
- Use italics rather than quotation marks for epigraphs.
- Use italics for cited text that is in a foreign language.
- If using italicised quoted text, indicate as *emphasis in original*, *emphasis mine* or *emphasis ours*.

Names and titles

- Whenever possible, provide person's full name on first-instance appearance and then subsequently use surname only, e.g. *Christiane Amanpour is the chief international correspondent at CNN. From Sarajevo to New Orleans, Amanpour has reported from crises all over the world.*
- Avoid including titles, such as *Mr.*, *Mrs.* or *Ms.*, in names of people who are not in public office, including those who hold a professional title, such as *Dr.*, *Prof.* or *Esq.* If it is necessary to indicate their profession, endeavour do so in prose, e.g. *Rinus Penninx, professor of migration studies at the University of Amsterdam, founded IMISCOE in 2004.*
- Use titles before names for people in public office; provide full name, just first name or just surname as appropriate, e.g. *President Barack Obama, Queen Beatrix, Prime Minister Netanyahu.*
- Subsequent references to such people within the same context should use surname only or title only, as appropriate, e.g. *the President* or *Obama*; *the Queen*; *the Minister*, *the Prime Minister* or *Netanyahu*.

Notes

- Use footnotes rather than endnotes; enumeration should begin with 1 per chapter.
- Superscript number flagging note falls outside punctuation marks, e.g. *text*, *text*, *text*.¹ and *text*,² *text text text*.
- Notes are for remarks, not references, with the exception of URLs that are too long to fit elegantly within parentheses in the running text.
- All notes end with a period.

Numbers, per cents and fractions

- One to twenty are expressed in words, but 21 and up appear in figures, unless used in general terms, e.g. *about a thousand people*.
- Use a comma to indicate thousands' place, millions' place, etc., e.g. *8,000, 190,000, 243,000,000*.
- Use a point for decimals, e.g. *88.9%, 4.6 billion people, €19.6 million*.
- Spell out ordinal numbers up to twentieth except when expressing centuries, e.g. *first, seventeenth, twenty-first century* but *the 21st name on the waiting list*.
- Do not use superscript for ordinal numbers, e.g. *21st* not *21st*.
- Do not shorten inclusive numbers, but write them in full, e.g. not *130-39*, but *130-139*.
- In running text, per cent should be spelled out and the number should appear in figures, e.g. *5 per cent, 68-70 per cent*; use the % symbol only in tables.
- Spell fractions with a hyphen only if used as a modifier, e.g. *a two-thirds majority* but *one third of the population*.

URLs

- Do not include *http://* if standard *www.* is part of URL, e.g. *www.imisco.org* but *http://en.wikipedia.org/wiki/IMISCOE*.
- Specifying date of access is a matter of preference, though it is recommended that dates be provided for more ephemeral websites.
- To indicate date of access, close URL with a period and follow with *Accessed*, the date and a period, e.g. *www.vancouver2010.com. Accessed 9 February 2010*.

Which vs. that

- Use *that* to introduce restrictive clauses, e.g. *The domestic work that these migrant women do rarely gives access to legalisation*.
- Use *which* – preceded by a comma – to introduce non-restrictive clauses, e.g. *Domestic work, which is often done by migrant women, rarely give access to legalisation*.

References

The author-date system gives the author's or authors' and editor's or editors' (herein generally referred to as 'author') surname/s and the year of publication both as an in-text citation and in the list of references at the end of the article, book or, in the case of an edited volume, at the end of each chapter.

In-text citations

- **Whether or not to include a first name** when citing authors in running text is a matter of preference, though the style should be applied consistently throughout the manuscript; options are as follows:
 - no use of first name whatsoever, e.g. *As Moukarbel (2009) has explained*;
 - use of first name on first-instance citation in manuscript or per chapter followed by surname, e.g. *As Nayla Moukarbel (2009) has explained...* and elsewhere *A similar case as that presented by Moukarbel (2009)*.
- The **author's name, date of publication and, if needed, page reference** are given in parenthesis, e.g. *(Light 1972)*, *(Light 1977: 468)*. Note:
 - if the author's name forms part of the sentence it is not necessary to repeat it in the in-text citation, e.g. *The statistics will prove useful for years to come according to Light (1977: 468)*;
 - if the author has two or more published works from one year, disambiguate them with lowercase letters both in the in-text citation and in the list of references, e.g. *(1977a)*, *(1977b)*;
 - if more than one same-year reference is included in a single in-text citation list the year followed by letters separated by a comma and a space, e.g. *(1977a, b)*.
- **Do not shorten inclusive page numbers**, but write them in full, e.g. not *21-4* but *21-24* and not *1130-52* but *1130-1152*.
- **Works by two authors** should give both names separated by & symbol not *and*, e.g. *(Light & Gold 2000)*; in running text spell out *and*, e.g. *As Light and Gold (2000) indicate*.
- **Works by three or more authors** should list all names in the first-instance citation but may subsequently be abbreviated as *et al.*, e.g. *(Light, Bernard & Kim 1999)* and elsewhere in the text *(Light et al. 1999)*.
- **Works with same-named authors** should be disambiguated by providing the first initial of each author followed by a period, e.g. *(F. Goldscheider 1999)* and elsewhere in the text *(C. Goldscheider 1990)*.
- **Do not use cf., but use see**, e.g. *(see Light 1977)*.
- **Do not use see for example, but see e.g.**, e.g. *(see e.g. Light 1977)*; in running text, spell out *for example*, e.g. *For more background on this particular case see, for example, Light (1977)*.
- **To reference particular information from a source**, first specify information and then follow with reference; use a comma only if the text preceding the reference is more than a few words e.g. *(for Austria see Jandl et al. 2008)*, *(for the case of Sri Lankan domestic workers in Lebanon and their relationship to their employers, see Moukarbel 2009)*.
- Refer to **authors in same book** with *in this volume*, e.g. *(Light in this volume)*, *(Light in this volume; Gold 2000)*.
- Refer to **authors with more than one chapter in same book** with author's surname plus *ch.* and chapter number, e.g. *(Light ch. 2 in this volume)*.

List of references

- The **list of references should appear in alphabetical order** at the end of the article, book or, in the case of an edited volume, at the end of each chapter.
- If there are **several works cited for one author**, cite single-authored works first in chronological order, starting with most recent year:
 - Light, I. (1977),
 - Light, I. (1972),
- **Works written by the same author plus one other author** should be next listed, in alphabetical order of their second authors, and then chronologically, starting with most recent year:
 - Light, I. & S. Gold (2000), ...
 - Light, I. & S. Karageorgis (1997), ...
 - Light, I. & S. Karageorgis (1994), ...
- **Authors' first names** can either be given in full or indicated simply with initials, so long as a consistent style is applied throughout the manuscript.
- **Surnames with prefixes**, such as De, Den, Van, Von, are spelled with an uppercase letter if they are not preceded by a first name, e.g. (*Van Liempt 2003*).
- **Surnames with prefixes** should be alphabetised according to English conventions, e.g. De under 'D', Van under 'V'.
- **All initials** should be followed by a period and a space except in instances of hyphenated first names and their subsequent hyphenated initials, e.g. *M.-J.* for Marie-Joseph.
- **Names of journals, newspapers and conferences** should be spelled in title case (when all words are spelled in uppercase except for non-initial articles and prepositions).
- **Titles of books, articles, dissertations, theses, working papers and workshops** should be spelled in sentence case (when only first word, proper nouns, adjectives or abbreviations and first word after a colon are spelled with an uppercase letter).
- **Titles and subtitles should be separated by a colon**, not a period or a dash.
- **A colon separating a title from a subtitle** should be followed by an uppercase letter.
- **Foreign titles** can, if necessary, be followed by a translation; if a translation is provided, it should be placed in brackets after the title.
- Do not italicise **type that should in fact be roman**, as often happens in careless formatting of punctuation marks.
- Do not shorten **inclusive numbers**, but write them in full, e.g. not *21-4* but *21-24* and not *1130-52* but *1130-1152*.
- **Multiple publishers** should be separated by a semicolon, e.g.
 - Smelser, N. J. & R. Swedberg (eds.) (1994), *The handbook of economic sociology*. Princeton: Princeton University Press; New York: Russell Sage.
- **Multiple publishing cities** should be separated by a slash, e.g.
 - Smith, A. (1998), *Nationalism and Modernism*. London/New York: Routledge.
- **City of publication** should be given in English, e.g. *The Hague* not *Den Haag*, *Vienna* not *Wien*, *Turin* not *Torino*.
- Do not **provide state name or state abbreviation** for publishing cities in the US.
- **Providing date of access to a URL** is a matter of preference, though the style should be applied consistently throughout the list of references; it is recommended that dates be provided for more ephemeral websites.
- **All entries** should end with period.

- The **various kinds of work** in the list of references should be formatted as follows:

Books:

Light, I. (1972), *Ethnic enterprise in America*. Berkeley: University of California Press.

Light, I. & S. Gold (2000), *Ethnic economies*. New York: Academic Press.

Edited books:

Palmer, H. (ed.) (1975), *Immigration and the rise of multiculturalism*. Toronto: Copp Clark Publishing.

Smelser, N. J. & R. Swedberg (eds.) (1994), *The handbook of economic sociology*. Princeton: Princeton University Press; New York: Russell Sage.

Contributions to edited works:

Castles, S. (1997), 'Multicultural citizenship. The Australian experience', in V. Bader (ed.), *Citizenship and exclusion*, 113-138. Houndmills: Macmillan.

Jahn, A. & T. Straubhaar (1999), 'A survey of the economics of illegal migration', in M. Baldwin Edwards & J. Arango (eds.), *Immigrants and the informal economy in Southern Europe*, 16-42. London: Frank Cass.

Books in a series:

Penninx, R., M. Berger & K. Kraal (eds.) (2006), *The dynamics of migration and settlement in Europe: A state of the art*. IMISCOE Joint Studies. Amsterdam: Amsterdam University Press.

Journals articles:

Burgers, J. & G. Engbersen (1996), 'Globalisation, migration, and undocumented immigrants', *New Community* 22 (4): 619-635.

Light, I. (1977), 'The ethnic vice industry, 1880-1944', *American Sociological Review* 42: 464-479.

Newspaper articles:

Chang, Kenneth. (2002), 'The melting (freezing) of Antarctica', *The New York Times* 2 April, F1+.

Martin, J. (2010), 'Voice of disaffected youth who withdrew from the world', *Financial Times* 30 January, www.ft.com.

Conference papers:

Van Liempt, I. (2003), 'Towards a typology of smuggling operations', paper presented at the workshop 'New insights into human smuggling into Europe' at the Eighth International Metropolis Conference, Vienna, 15 September 2003.

Internet references:

ABS (Australian Bureau of Statistics) (2000), *Australia now: A statistical profile*. www.abs.gov.au. Accessed 2 July 2004.

Specific words and phrases

2000s

9/11

African American

AIDS

al-Qaeda

America: to be avoided in reference to the US; preferred is *United States* or *US*
and/or

asylum seeker

autumn [rather than *fall*]

black [in reference to a race of people]

black-and-white [hyphenate as an adjective]

ca.: to be avoided; preferred is *approximately* or a synonym

café

care-taker

centre

cf.: to be avoided; preferred is *see*

city-state

cold war/Cold War [usually *the Cold War*]communist/Communist [usually *the Communist Party*]

cooperation

cooperative

coordinator

decision maker

decision-making

Eastern Europe

Eastern European [not *East European*]

eBay

e.g. [comma precedes but does not follow]

email

encyclopaedia

etc. [comma precedes and follows if enclosed by text]

et al. [note the period]

EU: for European Union only after first-instance appearance of long version within
chapterEuropean Commission [do not abbreviate as *EC*]

fiancé

fiancée

field-work

filmmaker

first generation [as a noun]

first-generation [as an adjective]

focused

focusing

former [rather than *ex* as in *the former Yugoslavia* not *ex-Yugoslavia* though OK to use in
commonplace terms, e.g. *ex-husband*]

guest worker

he or she [not *he/she*]

health care

hip-hop

his or her [not *his/her*]

historical: should be preceded with *a* rather than *an*, e.g. *a historical event*

homegrown

home-leave

home-maker

home-town

i.e. [comma precedes but does not follow]

IKEA

internet

labelled

labelling

left-wing [as an adjective]

macro- [spell with hyphen unless prefix is actual part of word and listed in OED, e.g. *macroeconomic* but *macro-theory*]

Master's

maths

member state

micro- [spell with hyphen unless prefix is actual part of word and listed in OED, e.g. *microparticle* but *micro-vegetation*]

NA [for none available or not applicable]

naive

nation-state

no one

NGOs

Northern Europe

Northern European [not *North European*]

north-east

north-west

OK [not *okay*]

online

PhD

policymaker

policymaking

postmodern [as a noun and an adjective]

post-colonial

post-modernity

practise [as a verb]

programme

re-* words: consult OED, as some words retain the hyphen after the prefix and others do not, e.g. *re-Americanisation* but *reacquisition*

right-wing: as an adjective

second generation [as a noun]

second-generation [as an adjective]

second-hand [as an adjective]

Seventh Framework Programme or FP7 after first-instance appearance of long version
within chapter

Sixth Framework Programme or FP6 after first-instance appearance of long version
within chapter

Southern Europe

Southern European [not *South European*]

south-east
south-west
sub-Saharan
state of the art [as a noun]
state-of-the-art [as an adjective]
Surinam
The Hague
the Netherlands
theatre
Third World
third-country national
towards [not *toward*]
transnational
T-shirt
UK: for United Kingdom only after first-instance appearance of long version within chapter
UN: only after first-instance appearance of long version within chapter
US: for United States only after first-instance appearance of long version within chapter
USA: to be avoided; preferred is *US*
vis-à-vis
vs. or versus
website
West, Western [in reference to culture and lifestyle]
Western Europe
Western European [not *West European*]
whilst: to be avoided; preferred is *while*
white [in reference to a race of people]
World War I
World War II
YouTube