

African Security Review

Short Guide to Style and Formatting

General principles:

- Set the language on your word processor to English UK: -ise endings and not -ize endings; realisation not realization.
- **Run a spell check.** Double check the spelling of all names used.

Acronyms and abbreviations:

- Write out the full version if used in the title of the article.
- Use sparingly and do not invent acronyms/abbreviations.
- Provide the full wording at first reference with the acronym in brackets behind it. Thereafter, use only the acronym/abbreviation.

Bullet points:

- The text introducing the list of bullet points should end with a colon.
- If the text following the bullet point is a complete sentence, each bullet should begin with a capital letter and end with a full stop.
- If the text following the bullet point is not a complete sentence, each bullet should begin with a capital letter but does not need any punctuation (including semi-colons) at the end.

Capital letters:

- Do not use capital letters for compass points/directions unless part of a name (e.g. *West Africa is the name of a region, but 'the western part of Africa' is a description*).
- Do not use capital letters for currencies (e.g. *'a billion-dollar project', not 'a billion-Dollar project'*) except when used as a unit measure in front of a number (e.g. *'R50 million in taxpayers' money'*).
- Do not use capital letters after a colon or semi-colon.
- Use capital letters only when it refers to a specific individual's current position, not when referred to generically or to refer to a former title.
Correct: *Several ministers were present at the occasion. In his speech, President Jacob Zuma mentioned former president Nelson Mandela's legacy.*

Dates:

- Dates are always written: day month year
Correct: *14 April 2006 or 14 April*

Endnotes:

- Use endnotes, not footnotes.
- Use Arabic numerals (1, 2, 3, 4...), not Roman numerals (i, ii, iii, iv...).
- When appearing at the end of a sentence, the super-scripted number must be outside of the full stop.
Correct: *Chirwa and Nijzing identify three core elements for the accountable exercise of public power.¹*

Full stops:

- Do **not** use full stops:
 - In acronyms (Correct: The ICC)
 - In initials (Correct: Franklin D Roosevelt)
 - After Dr and Mr, or any other abbreviation that ends on the same letter as the full word (Correct: Dr Jakkie Cilliers)
- **Do** use full stops for:
 - e.g.
 - etc.
 - i.e.

Italics:

- Use italics for names of publications, newspapers or books.
- Use italics for foreign-language words that have not been internationally assimilated into English should also be in italics, along with the meaning in brackets in English behind it.
Example: 'coup' and 'café' are originally French words, but their meaning in English is well known and these words can be found in English dictionaries. They therefore do not require italics. A word like *ubuntu* might be understood by English speakers in South Africa, but not internationally – and should therefore be written in italics.

Names:

- Give the full name (and title, if relevant) of a person at first mention, then use only the surname.

Numbers:

- Write out one to nine, use numerals for double digits (10 and up).
- Do not start a sentence with a number – if unavoidable, write out number.
- Fractions get a hyphen (e.g. 'Two-thirds of the population').
- Use a space not a comma to separate thousands (e.g. 1 000).
- A decimal comma is used, not a full stop (e.g. 1,4 million people).
- Use a comma to separate rands and cents (e.g. R15,50).
- With millions and billions:
 - Always write out the word 'million' (e.g. one million, not 1 000 000).
 - If the quantity is between one and nine, write it out. If it is more than nine, use numerals (e.g. one million and 10 million, not 1 million or ten million) – except when a decimal comma is used – in which case numerals are always used (e.g. 1,4 million, not 'one point four million').
 - If referring to a monetary value, always use numerals (e.g. R50 million, not fifty million rand).

Quotations:

- Use single quotation marks.
- Use double quotation marks only for a quote within a quote.
- Use either a comma or a colon before direct speech.

- **Block quotations:** a long quote (more than four lines, or consisting of more than one paragraph) is formatted as a block quotation. Block quotes are not enclosed in quotation marks and are indented in the text.

Per cent:

- Use the symbol %.

Preferred spellings:

Muammar Gaddafi

al-Qaeda

al-Shabaab

BRICS

Central African Republic – the CAR

Democratic Republic of Congo – the DRC

sub-Saharan

Tables and figures:

- Number table and figure sequences separately (e.g. Table 1, Table 2, Figure 1).
- Table/figure numbers and headings go above the table (e.g. Table 1 Proposed security sector reforms)
- The source goes below the table or figure (e.g. Source Author's compilation).

Units of measurement

- Use abbreviations for the unit of measure not the full word (e.g. kg for kilogramme, km for kilometre).
- There has to be a space between the number and the unit of measure (e.g. 2 km).
- Use numbers whenever an abbreviation or unit of measurement (as opposed to the full word) is used (e.g. 2 km, not two km)
- For currencies:
 - Use US\$ not USD; use the € symbol for euros and £ for pound sterling.
 - There is no space between the number and the unit (e.g. US\$70 million).