If you have a query about a style issue or use of capitalisation, etc., not specifically referred to in this document, please contact the Publications Office.

All (job) titles should have a lower-case initial letter, unless the title is used as part of a person’s name, as in, ‘President Higgins’, but ‘UN secretary-general António Guterres’

All currencies should be specified: US$100, stg£100, €100. Where possible, euro equivalents should be given in parentheses for all currency amounts.

Use ‘27 per cent’ except in a paper with many percentages (e.g. annual review of the foreign aid programme), in which case use % sign.

Capitalise only significant words in title of paper and in running headline.

In general, footnote marks should appear at the end of the sentence.

Apart from abbreviations or acronyms listed in glossary/list at back of journal, spell out in full at first mention in body text; give abbreviation/acronym in parentheses and use that thereafter (if first mention is in a footnote or table/fig. caption, spell out in full and don’t include abbreviation).

Abbreviations do not always have to be used in preference to the spelled-out version. In cases of repetition or where the meaning of the otherwise abbreviated term needs to be emphasised, it may be better to spell it out: ‘American power was due to US economic dominance…’.

ad hoc
Afghan (meaning ‘native of Afghanistan’ etc.—not ‘Afghani’)  
AIDS  
AK-47  
al-Jazeera  
allies/d, unless talking about the Allies in WWI or II  
al-Qaeda  
Anglican Church  
anti-communist  
anti-Treaty  
Arab-Islamic (like ‘Irish-American’)  
Armistice (when referring to the end of the First World War)
inter-war
intifada
Ireland (this is the name of the country, not ‘the Republic of Ireland’ or ‘Southern Ireland’ or ‘the South’; please also avoid using ‘the North’ as short-hand for Northern Ireland)

Irish constitution
Irish question, the
Islamist
Jemaah Islamiyah
jihad
Joint Committee on… [e.g. Foreign Affairs]
judgement
left (political wing)
legation; embassy
liberal democratic
lord chancellor
loyalist, loyalty
Mass (as in Roman Catholic eucharist)
member states
Minister Siobhán Reilly (thereafter, ‘the minister’)
minister for foreign affairs (do not use uppercase when referring to officeholder generally)
Ministry of Defence
modus operandi
mujahideen
multi-ethnic
multilateral
multi-party
Names of political parties and other organisations should be in roman: e.g. Sinn Féin, Euskadi Ta Askatasuna.
nation states / member states
nationalist, nationalism
neo-liberal
No campaign, No vote, voting No etc. (no quotation marks)
No. 10 Downing Street
north–south, relations, etc. (note use of en-dash, not hyphen, between the words);
North–South (official organisation titles) BUT please avoid using ‘the North’ or ‘the South’ when referring to Northern Ireland and Ireland respectively

Op-Ed
opposition (as in ‘the leader of the opposition protested at…’)
outturns
overcautious
Parliament (when referring specifically to Westminster; if referring generally to a legislative grouping use a lowercase ‘p’)
peace-building
peacekeeping
peacemaking
Pearl Harbor (per Spelling dictionary)
per capita
Petersberg Tasks (not ‘-burg’)
petrodollar(s) (notional unit of currency earned by a state exporting petroleum)
policy-makers
post-I I September world
post-Cold War Europe
post-colonial
post-war
presidency
press conference
Press release (in footnotes: 'xxx', Press release from xxx, 1999; not in running text)
pro-Treaty
rank and file (noun); rank-and-file (adjective)
rapprochement
republican, republicanism (belief in a republic as opposed to a monarchy)
Republican, Republicanism (a specific case, as in the US)
right (political wing)
Roman Catholic Church
RTÉ
Second World War
Secretary of State Ariadne O'Shaughnessy
secretary-general (hyphenate titles of this form, but not e.g. lieutenant general)
Section 6 (of this paper)
shariah law
Shi'ite / Sunni
socialist
socio-economic
State Department (US)
Sub-Committee on…
sui generis
summits, etc.: better lower-case (the Zagreb summit) because full title likely to be longer
superpower
Taliban
taoiseach
task force (2 words)
Third World; Third World countries
time-frame
timescale
top secret
Treaty Ports, the
Troubles (in Northern Ireland)
turning point
Twin Towers
underestimate
under-secretary for political affairs
unionist, unionism
vis-à-vis
walkabout (when a politician meets people in the street)
War of Independence
war on terrorism (not War on Terror)
web site
Western civilisation; Western governments
western France
White Paper
Wilson’s fourteen points (no quotation marks)
World Trade Center (per Spelling dictionary)
worldwide
Yes campaign, Yes vote, voting Yes, etc. (no quotation marks)
zero-sum

**Layout**

Bullet points: **if not complete sentences**, delimit with semi-colons and put ‘and’ after the final semi-colon; do not capitalise first word in individual points.
Underlined text: if an author quotes a document from, say, the National Archives, and underlines a word, leave it underlined (rather than changing it to italic).

**Punctuation**

Act dates go in parentheses, ‘Northern Ireland Act (1998)’.
Cm. is an abbreviation for ‘Command Paper (sixth series, 1986–)’, referring to UK government documents. Style as, e.g., ‘Cm. 3883’.
No comma after an adverbial clause of time (‘In 1990 the UN…’).
No full stop after abbreviations that contain the last letter of the word (‘eds’, ‘cols’).
€m (as in million) does not require a full stop.
Titles separated from subtitles by a colon.
‘TD’ is delimited by commas
Washington, DC

**Hyphens and en-dashes**
the Irish-American lobby; Anglo-Irish trade agreement; French–Chinese relations

**Misc.**

11 September (not September 11, or any other variation)
Replace America with United States/US if only US is meant.
Department of Foreign Affairs and Trade/minister for foreign affairs/minister of state at the…
Luxembourg presidency (i.e. ‘Luxembourg’ can be used adjectivally)
National Assembly for Wales (not of)
OSCE = Organization for Security and Co-operation in Europe
Replace ‘Garda’ with ‘police officer’ where appropriate.
‘Ukraine’ means the country; ‘the Ukraine’ implies the region.
Date ranges: 1903–26, 1931–8 (always use an ‘en-dash’ rather than a hyphen between dates and other numbers, for example page ranges and so on)
Dates: OK to use ‘the twenties’, ‘the sixties’ etc.

**Footnotes**
Archive citations—examples:
PRO, PREM 13/2847, Wilson to O'Neill, 31 October 1968.
(Note: ‘CAB 128’ refers to Cabinet minutes. Apparently ‘all scholars in the field’ know this. Nevertheless, we still spell it out.)

Dáil debates, vol. 184, cols 734, 1018, 1284 (9, 16 and 17 December 1960), and vol. 185, cols 864–5, 1090–1 (7 and 14 December 1960).

European stuff:
General Secretariat of the EU Council, ‘Conclusions and plan of action of the Extraordinary European Council meeting on 21 September 2001’, Brussels, SN 140/01 EN.

FRUS series: cite as, e.g., Foreign relations of the United States, 1951. Vol. 4: Europe: political and economic relations (Washington, DC, 1985), 538–9. (No author or editor name, series title given as part of volume title.)

NATO Review (no vol. nos, give season and year)
‘chap.’; but ‘XXX, cited in chapter XXX’

Omit The from the titles of newspapers, except for The Times, The Irish Times and The Economist. In text: ‘…writing in The Irish Times’

Give US state of publication after city if not well known; give state in abbreviated form as in Butcher 397–8: ‘(New Haven, Conn., 1998)’

Give UK county of publication after city if not well known: ‘(Aldershot, Hants., 1998)’; Notts., Middx,

Undated documents: ‘Document name, undated [December 1968]’. Add question marks as appropriate to indicate uncertainty of day, month or year (e.g. ‘[December? 1968]’ or ‘[3? December 1968]’).


Web pages sometimes don’t have a clear title (and different pages on a site often have identical <title> tags). Cite as, e.g., ‘World Bank, ‘Debt relief for sustainable development’, 1999, part of the ‘About’ section of the HIPC web site, available at http://www.worldbank.org/hipc/about/hipcbr/hipcbr.htm (30 July 2001).’

Editions: ‘A farewell to arms? (2nd edn, Manchester, 2000)’.
In short-title system no need to repeat ‘(eds)’: Cox et al., A farewell to arms?.