



Acadamh Ríoga na hÉireann  
Royal Irish Academy

## ***Irish Studies in International Affairs***

### **General**

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.

### **Abbreviations**

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...'

### ***Capitalisation and spelling (including hyphenation and italicisation)***

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)

Ascendancy (when referring to the privileged social class in Irish history)  
asylum-seekers  
Aznar, José María (note accents; please always insert the appropriate accents/diacritics on individuals' names)  
bin Laden, Osama (not Usama)  
Cabinet  
case study  
ceasefire  
Celtic Tiger  
chapter II, article 3 (of the UN Charter)  
chargé d'affaires (not italicised)  
civil war (uppercase may be used when referring to a specific one)  
Cold War (noun and adjective)  
Congress  
Congressmen/-women: when gender is undefined.  
cooperate, cooperation  
cross-border  
DAC: Development Assistance Committee; 'the DAC'  
de facto  
de Valera  
debt relief; debt-relief programmes  
decision-makers  
démarche (not ital., as per *Oxford Dictionary for Writers and Editors*)  
Department of Foreign Affairs and Trade (note: department titles are subject to change as governments change; please ensure you use the complete, up-to-date department title)  
dot-com (noun and adjective)  
EDF 9  
elite  
e-mail  
euro (the currency)  
euro zone (two words, no caps)  
Eurocentric  
far right (political wing)  
First World War  
flip side  
focused, focusing  
General John de Chastelain  
government; government departments (do not use uppercase 'g')  
grassroots: one word when used adjectivally  
Hezbollah (not Hizbollah or Hizballah)  
HIV/AIDS  
Home Rule  
houses of the Oireachtas  
*inter alia*  
interdepartmental  
intergovernmental  
Internet  
inter-parliamentary  
interstate

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, loyalism  
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-11 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:

NAI, 99/1/281–3, 'A note on north–south policy', 11 November 1968, marked 'Top copy to taoiseach, TKW'.

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: give author, title, date, URL and date accessed: OECD/DAC, 'Title of news release', News release, 17 June 2001, available at: <http://www.oecd.org/dac/htm/dcr00.htm> (24 July 2001). [**Note** always give DATE OF ISSUE of press release in the body of reference, and date web site was accessed in parentheses at the end of the reference]

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?*.