

RUSI House Style for External Writers



This sheet contains a concise summary of the most important style rules to consider when writing for the Institute, as well as its referencing style. Application of these rules will speed publication and ensure accuracy.

Acronyms and Abbreviations	<u>Always spell out fully on first mention.</u> Well known ones, like UN, EU and CD, do not need to be spelt out.
Ampersands	Do not use &, only 'and'.
British English	Unless a proper noun (like Department of Defense) <u>use British spellings.</u> <ul style="list-style-type: none">• Use –ise spelling (organisation, analyse, organise)• Use –re and –mme spellings (centre, metre, programme)
Capitalisation	Keep to a minimum: the basic rule is capitals for <u>specific references to specific things.</u> The Manager is capitalised; a group of managers is not.
Commas	Commas are <u>not needed before 'and'</u> in a list: Red, white and blue.
Contractions	<u>Do not use contractions</u> such as don't, shouldn't, can't.
Currency	<u>Write in number form:</u> £5, £5,000, £5 million. Use pound, dollar, euro symbols.
Dashes	Use to indicate a related remark – like this. Use en-dash (–), with space before and after.
Dates	1 January 2007; 2006-07; 1996-2006; the 2000s. Twenty-first century.
Foreign Words	<u>Al-Qa'ida, Osama bin Laden, Hizbullah, Ba'ath, Shia, Qu'ran</u> Italicise uncommon foreign words or phrases (but not commonly known French or Latin)
Full Stops	US, not U.S., likewise Washington DC, not D.C. Do not place stops after headlines, titles or bullet points, but use them at the end of captions or references.
Gender	Do not use 'they' to refer to third person singular (e.g. in place of 'he')
Hyphenation	Use in words such as co-ordinate, co-operate, etc (where the prefix and modified word meet with separately pronounced vowels). Use in two-word terms used as an adjective; so long-term changes. <ul style="list-style-type: none">• <u>Counter-insurgency, counter-terrorism</u>• <u>State-building, but peacekeeping</u>• No hyphen with 'bi' or 'multi': <u>multilateral</u>
Names	Be careful spelling names, domestic or foreign: <u>always double check.</u>
Numbers	Write out numbers above 100: seventy-two, but 172. Write 5 billion. <ul style="list-style-type: none">• Ordinals are written out as first, second, until 10th.• Use American billion (1,000,000,000)
Percentages	Use <u>per cent</u> and <u>percentage point.</u> Always use with a number: <u>5 per cent.</u>
Quotation Marks	<u>Use single quotes,</u> but use double marks for a quotation within single marks: 'What does "corrigible" mean?' Punctuation falls outside the quote unless it is part of it.
Spacing	Always use <u>single spacing.</u>

Referencing

Endnotes, not footnotes, are used in the majority of RUSI publications, with the exception of some reports and papers.

When citing a page range, always use at least two digits to show the upper limit (unless it is single figures), therefore pp. 156–62, or 593–94; but 100–300. And remember to use an en-dash to separate the numbers.

Always use full first names, not initials, unless the author themselves initials only.

Commonly Cited Publications

Strategic defence reviews, past and present

HM Government, *Securing Britain in an Age of Uncertainty: The Strategic Defence and Security Review (SDSR)*, Cm 7948 (London: The Stationery Office, October 2010).

Ministry of Defence, *Adaptability and Partnership: Issues for the Strategic Defence Review*, Cm 7794 (London: The Stationery Office, February 2010).

Ministry of Defence, *Delivering Security in a Changing World: Future Capabilities* (London: The Stationery Office, July 2004).

Ministry of Defence, *The Strategic Defence Review*, Cm 3999 (London: The Stationery Office, 1998).

National Audit Office, *Ministry of Defence: Major Projects Report 2009* (London: The Stationery Office, December 2009).

Doctrinal publications

US Army and Marine Corps, *Field Manual No. 3-24: Counterinsurgency* (Chicago: University of Chicago Press, 2007).

British Army, *Army Field Manual Volume 1, Part 10: Countering Insurgency* (Warminster, Land Warfare Centre: 2009).

Ministry of Defence, 'Future Character of Conflict', Development, Concepts and Doctrine Centre, Shrivenham, 3 February 2010.

Citing Again: *Ibidem*

Use *Ibid.* when an endnote refers to the same work as the previous reference. If the page is the same, you may use *ibid.* without another page reference.

e.g. *Ibid.*, p. 33.

Citing Again: Short title

When citing a work more than once, subsequent references should be in author and short title format. The author's surname may be used, as may an organisation's acronym or abbreviation. A short version of the title that is clear can also be used, so for example, subtitles may be excluded.

Last name, 'Article or Chapter Title' / *Book Title*, p. #.

So for example,

Mearsheimer, 'The False Promise of International Institutions', p. 32.

or

Nye, *Soft Power*, p. 51.

Articles in Journals and Magazines

First Name Last Name, 'Article Title', *Journal or Magazine* (Vol. #, No. #, Month Year), p. #.

e.g. John Mearsheimer, 'The False Promise of International Institutions', *International Security* (Vol. 19, No. 3, Winter 1993-94), p. 32.

Books

First Name Last Name, *Book Title* (Place: Publisher, Year), p. #.

e.g. Joseph Nye Jr, *Soft Power: The Means to Success in World Politics* (London: Public Affairs, 2004), p. 51.

Book Chapters

First Name Last Name, 'Chapter Title', in First Name Last Name, *Book Title* (Place: Publisher, Year), p. #.

e.g. Frédéric Bozo, 'The Effects of Kosovo and the Danger of Decoupling' in Jolyon Howorth and John Keeler, *Defending Europe: The EU, NATO and the Quest for European Autonomy* (Basingstoke: Palgrave, 2003), p. 63.

Conference Papers

First Name Last Name, 'Paper Title', paper presented to Name of Conference, Location, Date of Conference

e.g. Renfrew Christie, 'South Africa's Nuclear History', paper presented to the Nuclear History Program, Fourth International Conference, Nice, France, 23-27 June 1993.

Declarations/Summit Reports

Diplomatic declarations need not have an author:

e.g. 'Joint UK – France Declaration, 27 March 2008', <URL if not otherwise easily available>.

Internet

When citing material on the internet, choose the most appropriate format (such as book, article or report) and append:

<[http://\[URL of resource\]](#)>, accessed date.

e.g. *BBC News*, 'UN "Slow" to stop Congo abuses', 23 October 2007, <<http://news.bbc.co.uk/1/hi/world/africa/7057950.stm>>, accessed 23 October 2007.

or where author is known:

Andrew Legon, 'Myanmar: Fake Calm, Real Storm', *RUSI.org*, 15 November 2009, <<http://www.rusi.org/research/studies/asia/commentary/ref:C4704B188E6B8D/>>, accessed 23 October 2007.

Do not cite URLs unless the material is solely available online, such as when citing a blog, or most easily accessed online, such as some reports, or foreign language texts.

Do not cite a URL to avoid giving the name of an author or origin where possible, or the publishing date.

Do not give URLs when the text is easily available in print, such as when citing newspaper articles, or major news websites (like the BBC).

Interviews

Type of interview with First Name Last Name, Location, Date

e.g. Personal interview with Waldo Stumpf, Pretoria, 5 May 1999.

Newspapers

First Name Last Name, 'Article Title', *Newspaper*, Date.

e.g. R. Jeffrey Smith, 'Pretoria's Candor and Nuclear Program Questioned', *Washington Post*, 25 March 1993.

If, like in *The Economist*, articles are not attributed, use *Newspaper*, 'Article Title', Date.

Reports

Organisation (Reference Code if Applicable), 'Report Title', Series Title if Applicable, Year.

e.g. UN Report (A/35/402), 'South Africa's Plan and Capability in the Nuclear Field', United Nations Disarmament Study Series No. 2, 1980.

Speeches

Name, 'Speech Title if Applicable', speech given at organisation/in city name, date, <URL if not otherwise widely available>.

e.g. Barack Obama, 'America's missile defence strategy and Eastern Europe', speech made by the president in Prague, July 2009.

White Papers

Organisation/department, *Title of White Paper*, Cm ##### (Publisher – e.g. The Stationery Office), p. #.

So the 2010 Strategic Security and Defence Review is cited thusly:

HM Government, *Securing Britain in an Age of Austerity: The Strategic Defence and Security Review*, Cm 7948 (London: The Stationery Office, October 2010), para. 2.4.

Note: Cm refers to the 'command number'; this is the particular reference number issued by the legislature or executive, and may vary in form by country.

Whitehall Papers

RUSI Whitehall Papers are, as of 2010, published as a book series, so each individual paper is a unique title with its own ISBN. This means any from paper 74 onwards must be cited as a book, as indicated by the following example:

Richard Tueten and Daniel Korski, *Preparing for Peace: Britain's Contribution to Stabilisation*, RUSI Whitehall Paper 74 (London: Taylor and Francis, 2010).

Whitehall Papers written *before* number 74 were assigned ISSNs, and are thus considered as journals. They should be cited like this:

Jonathan Eyal, 'Who Lost Russia? An Enquiry into the Failure of the Russian-Western Partnership', *RUSI Whitehall Paper* (No. 71, 2009).