

Notes on UNU Press style

UNU Press uses *The Chicago Manual of Style* (sixteenth edition) and the *Concise Oxford English Dictionary* (2004) as its guides for all matters of style and spelling.

Spelling: Follow spelling as given in the *Concise Oxford English Dictionary*, latest edition. If more than one spelling is given, use the first form listed. Common *OED* spellings are as follows:

- **“ize”** (rather than “ise”) e.g. “realize”, “recognize”, “sympathize”, “organize”, and “organization”, “globalization”, etc.
- **“yse”** spelling in “analyse”, “paralyse”, “catalyse”, etc.
- **“our”** spelling in “behaviour”, “neighbour”, “colour”, “labour”, etc.
- **“logue”** spelling in “dialogue”, “catalogue”, etc.
- **“re”** spelling in “centre”, “fibre”, etc.
- **“ce”** spelling in “defence”, etc.
- **“il”** spelling in “fulfil”, “skilful”, etc.
- “per cent”
- “policymaker”, but “policy-making”, “decision-maker” and “decision-making”
- “United Nations” should be used as a noun; “UN” as an adjective, e.g. “The strategies of the United Nations were drawn up by the UN Transitional Administration.”

Punctuation: Enclose quoted matter using double quotation marks; use single quotation marks for a quotation within a quote. Punctuation should follow closing quotation marks, except for grammatically complete sentences beginning with a capital. Question marks and exclamation marks can appear inside or outside of the quotation marks depending on whether they belong to the quoted material. Do not use a serial comma in a list of three or more items [*a, b and c*]. A one-point space should be left after commas and periods.

Chapter titles, headings and subheadings: Please use sentence style for headings and titles throughout (e.g. “The state of the environment in Asia: Implications for policymakers”). Note that a capital letter should follow a colon in all headings.

Numbers: For non-technical uses, spell out whole numbers from one to nine. Should a sentence have figures of 10 or above, use Arabic numerals throughout for consistency. A comma should be used in numbers of four or more digits (e.g. 2,000). Numbers in millions, billions and trillions may be written in mixed form: 3 million, 4.2 billion. Spell out ordinal numbers from first to one hundredth, e.g. twenty-first century, 125th item. When a number begins a sentence, it is always spelled out (even if the number is greater than nine); please consider rearranging the sentence in these cases.

Dates: Dates should be presented in the order of day, month, year, without internal punctuation.

References: We prefer authors to follow the author–date (Harvard) reference system, but will accept the Vancouver (endnotes) system with prior discussion. Referencing style should be consistent throughout the manuscript. Please consult *The Chicago Manual of Style* or numerous online sources for examples. Notes should appear as endnotes, at the end of each chapter, with Arabic numbering.