

Christian Aid House Style

A–Z Guide for Authors
2013



Introduction

This easy-to-reference A-Z Guide for Authors outlines Christian Aid's house style.

House style is not about enforcing arbitrary or inflexible grammatical rules: it's about building trust in the Christian Aid brand and ensuring our writing is accurate, appropriate, inclusive and clear.

House style should always be followed, except on the rare occasions when to do so would lead to ambiguity or misunderstanding, or would be inappropriate for the context or audience. In such a case, an editor is responsible for evaluating whether to depart from the style guide.

This 2013 guide supersedes any rules and conventions included in all previous guides. Since language changes constantly, this document will be updated on a rolling basis.

The guide is arranged alphabetically (click the letters below for quick navigation). It contains information on general editorial and branding issues, including: style for spelling where there are alternatives, preferred usage of words that are relevant to Christian Aid's work and preferred style for punctuation.

Entries in red relate to how to use particular words or phrases. **Entries in orange** relate to broader categories, such as titles and abbreviations.

Each entry appears as it should be used, so if a word begins in lowercase, then that's the house style.

The [Appendix](#) includes more detailed guidance on areas such as numbers, dates and endnotes.

This guide is not exhaustive: if you're looking for something that hasn't been covered, or have any suggestions for insertions or changes, contact the Editorial team.

For other useful information – such as the guidelines for church language, Christian Aid News style and Gift Aid wording – see the [Creative wiki](#).

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a

a or an Use 'an' only if the 'h' is silent: **an hour, an heir**; but **a history or a hero**.

Abbreviations Where used, abbreviated titles such as **Mrs, Dr or Rev**, appear without full stops. Do not abbreviate Christian Aid to CA, even in internal documents (the exception is Twitter, where space is short). Latin abbreviations (**ie, eg, etc**) can be used, unless the context requires them to be spelled out, in which case use their text equivalents: **that is, for example, so on**.

Accents We rarely use accents: they appear predominantly in foreign-language words and personal or place names. They also appear in some words in common English usage, such as **précis, café or cliché**.

Acronyms These do not use full stops between initials and are all caps (**BBC, UN, EU**). In most cases, spell out the full name in the first instance, followed by the acronym in brackets if it is referred to again in the text: **the Department for International Development (DFID)**. However, some abbreviations are so common that

there is no need to explain their meaning. These include: **AM, BBC, CD, DVD, EU, HIV/AIDS, MEP, MP, NGO, NATO, UK, US**. It often depends on the context/audience, but if in doubt spell it out – we also spell out more widely known acronyms such as EC and UN on the first mention.

Use uppercase acronyms for phrases written in lowercase: **civil society organisation (CSO)**. Web-based abbreviations, such as **jpg** and **pdf**, are usually lowercase and not spelled out. (However, when writing link text on the website to identify the file size of a downloadable document, PDF is written in caps.)

Acts of Parliament If quoting the title of a legislative act – for example, **the Climate Change Act** – it takes uppercase. When referring to it generically, it takes lowercase: **Christian Aid welcomed the new act on climate change**.

ACT Alliance (formerly Action by Churches Together) is the ecumenical humanitarian, advocacy and development network, of

which Christian Aid is a member. We refer to it simply as **ACT Alliance, ACT** or **the alliance**, but never 'the ACT Alliance'.

acknowledgement not acknowledgment.

adivasi people can be shortened to **adivasis**.

Addresses Use commas to separate contact detail elements in running text, except between the town/city and the postcode. For instance: **send your postcard to Christian Aid, 35 Lower Marsh, London SE1 7RL, tel 020 7620 4444**. Remove the commas in display text, such as on the front of an envelope or on a poster, keeping the area and postcode together on one line with no separating comma. In the above example, tel would be on a separate line, with a capital T.

advertisements can be abbreviated to **ads** and **adverts**.

advice is a noun, advise is a verb.

adviser not advisor.

A cont'd...

Africa Only use uppercase when referring to a country name or a recognised region/geopolitical area. So **southern Africa** not Southern Africa, but **South Africa, West Africa, East Africa, the Horn of Africa**. See [Compass points](#).

Afrikaaner (person) or **Afrikaans** (language or culture generally).

Age Do not specify a person's age unless it is relevant to the story. When doing so, hyphenate the age when used as an adjective: a **14-year-old boy**. The style for citing age ranges is as follows: **Christmas assembly for 7- to 11-year-olds**, but **ages in the school ranged from 5-11 years**. (If one of the numbers in an age range is nine or under, and the other is above 10, then both should be written in digits). If using 'between' to indicate the range, separate the numbers with 'and' rather than 'to': **the boys were between two and four years of age**.

AIDS We never refer to AIDS on its own; instead, we refer to HIV or, where necessary, HIV/AIDS. See [HIV/AIDS](#).

al-Qaida not al-Qaeda.

America, the Americas Do not use America when referring to the **US**. **Latin America** describes the cultural, linguistic and geographic area of the Americas encompassing Mexico, Central America and South America. South America is the continent south of Central America, starting with Colombia. While we say that Mexico is in Central America because of the cultural and political connections, North Americans and Mexicans are taught that Mexico is geographically part of **North America** and culturally part of Latin America.

among not amongst.

Ampersands (&) These are only used in charts or graphs to save space, not in body copy or in names: **Marks and Spencer** not Marks & Spencer. However, Twitter is an exception to this rule.

antiretroviral treatment should be spelled out at the first instance, then referred

to as **ART** thereafter. We also refer to **antiretrovirals** or **antiretroviral drugs (ARVs)**.

Apostrophes These are always used to indicate possession or to show that a letter or letters have been omitted. This leads to confusion with **its**, which is already possessive and doesn't need an apostrophe, and **it's**, which is a contraction for 'it is'. Generally, do not use 's after a word that already ends in an s – for example: **Reuters' office** not **Reuters's**; and **Jesus' love**. Do use apostrophe and s after words that are already plural (**children's**). Do not use apostrophes to create a plural: **pdfs**, not pdf's. Do not use apostrophes with decades: **1990s** not 1990's.

autumn and all other seasons begin with a lowercase.

b

Bangla is the language of Bangladesh; Bangladeshi refers to nationality. Bengali refers to the people and the language of the Indian state of Bengal.

Bible or **Holy Bible**, but **biblical reference**.

Biblical references Use a colon with no space after it to distinguish chapter numbers from verse numbers: **Matthew 1:5**. If citing a range of verses, use a hyphen. Do not use ordinals to describe the first, second or third book: **1 Corinthians 2:4-7** not **1st Corinthians**. A passage continuing into another chapter should use 'to' rather than a hyphen. Thus: 'We read the Sermon on the Mount in **Matthew 5:1 to 7:29**.' After its first reference, the name of the book can be left out: '**Blessed are the peacemakers**' (5:9). Bible references are usually taken from the New Revised Standard Version (NRSV). References from other versions should be indicated in brackets after the quotation: '**Speak up for the people who have no voice**.' **Micah 3:8 (The Message)**.

Bills If quoting the title of a legislative bill,

for example the **Climate Change Bill**, it takes uppercase. When using it generically, it takes lowercase: **Christian Aid welcomed the new bill on climate change**. The same applies for conventions.

BOAG, the British Overseas Aid Group: its members are Christian Aid, ActionAid, Save the Children UK, CAFOD and Oxfam GB.

Board of Trustees but **the trustees, the board**.

borehole not bore hole.

Book titles When referring to a book or report, use title case and italics (but single quotes online). When there is a subtitle, which follows a colon, capitalise the first word only: ***The Audacity of Hope: Thoughts on reclaiming the American dream***.

Brazil Brasil is the Portuguese spelling and is only used if it is in a partner's or other Brazilian organisation's name.

Britain is the official short form of United

Kingdom of Great Britain and Northern Ireland. Great Britain refers only to England, Wales and Scotland. **Christian Aid is the official agency of churches in Britain and Ireland** – rather than the UK, Great Britain or the UK and Ireland. In supporter-facing materials we do not refer to 'the UK church' or 'churches in the UK'. Instead, we say 'the church in Britain and Ireland' or 'British and Irish churches'. However, it is acceptable to refer to the UK when the context is political. For instance: **Christian Aid is calling on the UK government to tackle tax dodging, both in the UK and overseas**.

Bullet points If the words before a colon start a sentence that is completed by each of the bullets that follow, use lowercase and no full stop for each subsequent line, except the closing line. For example, **we have three foundations for our writing style:**

- **our essential purpose**
- **our Partnership for Change strategy**
- **our Poverty Over statement.**

Where the bullets are self-contained sentences, they should have initial caps and full stops at the end of each line.

B cont'd...

Burma is always referred to as **Myanmar**.

burned not burnt. Burned is the past tense form ('he burned the cakes'); burnt is the past participle, an 'adjectival' form of the verb (the cakes are burnt). See learned and spelled.

C

café with an accent.

Calcutta is now referred to as **Kolkata**. You can add **(formerly Calcutta)** if you feel your audience may not be familiar with this name.

campesinos should be translated as peasant farmers, not peasants.

Capitalisation Use capitals sparingly, and for clarity. See separate entries for specific capitalisation rules such as [Job descriptions](#), [Book titles](#) and so on.

carbon dioxide is spelled out at first mention in body copy. Thereafter abbreviate to CO₂ or CO₂ using the subscript function. It can be abbreviated in tables, charts and graphs.

cash for work but **cash-for-work scheme**.

catholic starts with a lowercase c when meaning universal, but when describing the denomination, always use **Roman Catholic**, not Catholic.

Centuries We would always say **21st century**

or **21st century**, rather than twenty-first century, 21st-century or 21st C. Numbers below 10 also take numerics: **7th century**. But: **21st-century invention**.

Chair of Christian Aid takes an uppercase C. So: **Christian Aid Chair Dr Rowan Williams, former Archbishop of Canterbury**.

Charity numbers Christian Aid's charity numbers and company numbers are listed on the [Creative wiki](#).

Chief Executive Officer of Christian Aid is now Loretta Minghella's title, not director. Abbreviate to **Chief Executive**.

Christian Aid Do not abbreviate to CA, even in internal documents (however, Twitter is the exception). Whether you refer to Christian Aid in first or third person depends on the context and audience. In general, try to use the first person for a more inclusive and informal feel, especially in supporter-facing materials.

Christian Aid Collective, the, but **the**

Collective. Do not abbreviate to CAC in external materials.

Christian Aid departments, divisions and teams Use lowercase for the words department, division and team, but caps for the function: **Finance and Operations department, Communications division, Humanitarian team**.

Christian Aid key information Christian Aid is the official development agency of churches in Britain and Ireland. **We work in 46 countries with 814 partners**. In Britain and Ireland, we are known as **Christian Aid Wales, Christian Aid Scotland, Christian Aid Ireland**. Overseas we are known as **Christian Aid Bangladesh, Christian Aid Nigeria** and so on. In Spain, we operate as **InspirAction**, which is part of Christian Aid International.

childcare not child care.

Churches Use capital c when mentioning the name of a specific church, a denomination or the Christian body: **St George's Church, the Methodist Church, United Reformed**

C cont'd...

Church, the UK Church. However, use lowercase c when referring to churches generically or where the word is being used to describe a church that isn't an official denomination: **black majority churches, evangelical churches, liberal churches, local churches in Yorkshire.** Consequently, we'd refer to **evangelicals** or **liberal Christians**, but **Methodists, Baptists and Anglicans.** Note: **the Church of England**, not the Anglican Church, which is synonymous with the worldwide Anglican Communion.

Church language See the [Creative wiki](#) for detailed information.

civil society organisation (CSO)

Clichés Avoid them. The tendency is to feel comfortable with a cliché because you are used to seeing it, but familiar figures of speech do not necessarily result in clear or lively writing, and may result in the opposite.

Colombia, not Columbia.

Collective nouns These take a singular verb or pronoun when thought of as a single unit, and a plural when thought of as a group of individuals. So: **the team has reached the final** (a single unit); **our partner is hoping to extend its work.** But: **the team were out enjoying a celebration drink** (collection of individuals). **Christian Aid is a Christian organisation** (single unit); **we believe poverty is a scandal** (a collection of individuals).

Colons and semi-colons We use colons to introduce speech, rather than commas. For instance, **the director said: 'The consultation is now closed.'** In the case of long lists, semi-colons can be used to separate items.

Commas These are not needed before the final 'and' in a list: **he grew kale, maize, cassava and yam.** However, sometimes it can help the reader to distinguish between various elements in a list: **the appeal will provide funding for medical kits, shelter, food and water supplies, and sanitation.**

communal violence refers to inter-religious conflict, but it also includes violence between castes in India and between ethnic groups in Sri Lanka.

Company and organisation names These should usually be spelled as they are by the company or organisation itself. So, use **World Health Organization** rather than World Health Organisation. Do not use ampersands in company names, so **Marks and Spencer**, not Marks & Spencer or M&S.

Compass points For UK regions, use lowercase and hyphenated compounds: **the north, the north-east, northern Scotland, south-west England.** However, when mentioning a Christian Aid regional office, compass points should use uppercase with no hyphens: **the North East office, the South East regional team.**

For country names, only use uppercase for compass points when they refer to part of the title of an area or a geopolitical region. So: **sub-Saharan Africa, East Africa, West**

C cont'd...

Africa, Southeast Asia, South Asia, the Horn of Africa, southern Africa. Avoid 'the West', as this is becoming an outdated term. Instead, use **global South** and **global North**,

Also, use caps when the compass point is part of a county or province name: **East Sussex, East Java, South America, South Wales.**

Contractions Can't, won't, don't, we're, what's, you'll and so on are fine to use in supporter-facing materials, such as campaigns, fundraising and churches materials. But as a rule, excessive use of contractions should be avoided in more formal publications such as policy briefings and reports. In most cases, the editor will make a judgement on a case-by-case basis, taking the material's audience, content and purpose into account.

cooperate not co-operate.

coordinate not co-ordinate.

Copyright Christian Aid owns the copyright of all materials produced by in-house and commissioned authors, and all publications should carry a copyright line and date, for example © Christian Aid September 2013.

corn is the US term: use **maize** or **sweetcorn** instead.

continued overleaf is our standard style for ending the first page of a direct marketing letter.

Country and place names See Compass points. For any places not mentioned elsewhere in this style guide, please contact the Editorial team.

countdown not count-down.

Crucifixion, the

Currencies Use **pounds** sterling in the UK (£), and **US dollars** (\$) for international economic figures. In any situation where an alternative dollar currency is cited (eg the Australian dollar), convert into US dollars. The equivalent in **euros** (€) should be used in addition to sterling for resources available in the Republic of Ireland.

Other currency conventions are as follows: **1p** (not one pence or £0.01), **£1** (not £1.00), **£1m** (not £1 million), **\$6bn** (not \$6 billion), **£100m**. See Appendix for further details of number usage.

d

dalits (formerly known as ‘untouchables’) always uses lowercase d.

data should be treated as a singular noun.

Dates The format is day month year, with no commas: **11 October 2013**. If including the day of the week, include a comma before the year: **Thursday 11 October, 2013**. We don’t use abbreviations (such as Oct, Nov, Mon or Thurs) and we don’t use ordinals, such as 1st, 2nd, 3rd.

In display text, such as in poster titles or headings, use an en-dash with no space either side to describe a date range: **Christian Aid Week 2014: 11–17 May** or **the event runs from 23 August – 11 September**. In body copy and online, we use hyphens: **the debate takes place from 11-13 October**. However, we use en dashes when the date range spans more than one month, as in the above example.

We tend to avoid using days of the week in date ranges.

DEC, the Disasters Emergency Committee is abbreviated after the first mention. Christian Aid is a member of the DEC, which brings together the leading UK aid agencies to finance disaster relief overseas.

Decades These are given as **1980s**, not 1980’s, or the **1960s**, not the Sixties.

decision maker is not hyphenated.

Degree or exam subjects take uppercase when used alongside the qualification. So: **He obtained an English GCSE and an International Relations MA**. However, use lowercase when referring to an overall subject: **He wanted to be a science teacher, but had a poor grasp of physics**.

Department for International Development, the, is abbreviated to **DFID**, all caps.

Democratic Republic of Congo, the is abbreviated to **the DRC**, not the Congo. The DRC is not the same as the Republic of Congo, a neighbouring country that is sometimes referred to Congo Brazzaville.

Direct quotes Use single quote marks, rather than double quote marks, unless it’s a quote within a quote: **He said: ‘The minister praised the charity for doing a “commendable” job.’**

We rarely amend direct quotes, although they can be edited restrictively for sense and impact. For example, filler words such as ‘you-knows’ and ‘ums’ can be removed, such as in the following example: **He said, you know, that this was, um, an awful disaster**.

We use square brackets to show when a word has been inserted to clarify the sense or replace a word. For example: **‘More effective [disaster] prevention strategies would save not only tens of billions of dollars, but also tens of thousands of lives.’**

It is legitimate to leave out part of a quote, so long as this does not alter the meaning. This can be indicated by three dots if necessary. For instance, the quote: ‘Despite their much-vaunted regard for the rule of law, and more recent concern for human rights, they have allowed a financial system to develop that is wide open to abuse’ could become: **‘Despite**

D cont'd...

their much-vaunted regard for the rule of law... they have allowed a financial system to develop that is wide open to abuse.'

Disabilities We say **people with disabilities**, not disabled people or the disabled.

disaster risk reduction is lowercase, not hyphenated, and is abbreviated to DRR.

Diseases These take lowercase: **measles, malaria, tuberculosis**, but **HIV**.

disinterested 'He was a disinterested observer,' has a very different meaning from 'he was an uninterested observer'. The former means he had no bias as he listened, the latter that he had no interest in what he was hearing.

Dominican Republic, the and Haiti are not individual islands; they are separate nations sharing the island of Hispaniola.

door to door v door-to-door We went door to door, collecting for Christian Aid. But when it modifies the noun, it is hyphenated:

This year, door-to-door collections raised thousands of pounds. The same rules apply to house to house.

DVD titles When referring to a DVD in text, use title caps throughout and italicised, including subtitles, which usually appear after a colon. For example ***A History of Christianity: Complete BBC Series***. The exception is online, where single quotes are used instead.



Early Church This term refers to the new Christians – former followers of Judaism – who belonged to the first movement of Christianity following Jesus’ ascension. But **early Christianity**.

Earth with a capital E when referring to our planet, but lowercase e when referring to the ground beneath your feet.

East, the is an outdated term, so avoid where possible. If used, it takes an uppercase E, as does **East Africa**. But **eastern Europe**.

East Jerusalem with a capital E.

eg has no full stop inbetween the letters and no comma afterwards.

email not e-mail.

Endnotes Christian Aid reports use endnotes rather than academic-style references or footnotes. The key is that there should be enough information so that a reader would easily be able to track down the source for themselves if they wanted to.

Endnote references are normally numbered consecutively throughout a report, regardless of chapter breaks, after the punctuation mark. They usually appear at the back of the report, not at the bottom of pages or the end of chapters. For full details of style, formatting and punctuation, see the Appendix.

Enough Food For Everyone IF campaign on the first mention, and the IF campaign thereafter.

Essential purpose Our **essential purpose** (which does not use caps) is to expose the scandal of poverty, to help in practical ways to root it out from the world, and to challenge and change the systems that favour the rich and powerful over the poor and marginalised.

etc has no full stop inbetween the letters and no comma afterwards.

eucharist lowercase e.

evangelical always takes lowercase when it

is used as an adjective: **evangelical churches**. But Evangelicalism.

Events When referring to events, only capitalise the letters if it is a recognised title (ie, a proper noun) rather than just a general description. For instance, **Christian Aid Week, London Marathon, Great North Run**, but a book sale in Edinburgh.

Exclamation marks Generally, exclamation marks are more effective when used sparingly. It is fine to use exclamation marks to emphasise humour or a light-hearted tone in some contexts (for instance, in schools materials).

Expletives Avoid at all costs.

f

Facebook with an uppercase F

fairtrade is lowercase when describing a fairly traded product. Only use an uppercase F when referring to the Fairtrade Foundation, the mark or an organisation that has received accreditation: **a Fairtrade school** but **a fairtrade banana**.

female genital cutting (fgc) is preferred to female genital mutilation (fgm), as the latter tends to stigmatise the person carrying out the practice.

First World War not World War One.

focused not focussed, and **focusing** rather than focussing.

Footnotes We use Endnotes, rather than footnotes.

Foreign words and phrases Non-English language words, such as *coup de grâce*, are italicised unless they are so familiar that they have become anglicised: **ad hoc**, **apartheid**, **realpolitik**, **status quo**.

fundraiser and fundraising not fund-raiser and fund-raising.

Full stops Don't use full stops after abbreviations or at the end of pull quotes. However, photo captions always end with a fullstop.

g

Gaza crossings not Gaza borders, to refer to Erez and crossings from Israel into Gaza. The exception is Rafah, which is a border.

Gaza Strip is referred to as the West Bank and Gaza Strip in the first instance – thereafter, you can refer just to Gaza but only if it is clear you mean the Strip, not Gaza City.

Gender Do not specify a person’s gender unless it is relevant. Do not, for example, say ‘male nurse’ or ‘female guerrilla’ as a matter of course.

Gift Aid not gift aid, and in the declaration keep Gift Aided in capitals, as this is the official text. The Gift Aid logo does not use capitals and appears as ‘gift aid it’. For further information, see the [Creative wiki](#).

global South/North with a lowercase g and an uppercase S/N.

God and Jesus Use lowercase h for he, him and his, when referring to God or Jesus. Use

uppercase for recognised names that appear in the Bible, such as: **Son of God; the Christ; Lord; the Father; Prince of Peace; the Lamb of God; Wonderful Counsellor, the Messiah.** If in doubt, see the church language guide on the [Creative wiki](#), or check the style in the NRSV (using biblegateway.com).

Gospel, the takes an uppercase G when referring to the Bible; but **gospel message**.

Government, the when referring to the name of a national government, such as **the UK Government**. But use a lowercase g when referring to it generically: **the government issued a statement**.

Great Britain refers only to England, Wales and Scotland. **Britain** is the official short form of United Kingdom of Great Britain and Northern Ireland. Consequently, **Christian Aid works in Britain and Ireland** (not the UK and Ireland).

green paper lowercase.

h

Hamas authorities in Gaza not Hamas administration or any other variation.

Haiti and the Dominican Republic are not individual islands; they are separate nations sharing the island of Hispaniola.

Harvest always uses uppercase H when referring to the festival.

healthcare not health care.

Heaven uppercase H, but **heavenly**.

high-income lowercase, hyphenated. The same goes for middle-income and low-income.

HIV/AIDS HIV is a virus (the human immunodeficiency virus) and AIDS is a syndrome (acquired immune deficiency syndrome). We refer to HIV, not AIDS, where possible, because it is a more accurate description of the condition. We speak of **people living with HIV**, and never people infected with or suffering from HIV. Most

people who have HIV or are HIV-positive do not show any symptoms, and are generally well. It is important, in the interests of helping to reduce stigma, to use language that does as little as possible to define a person by their medical condition, or that makes any judgements about infection.

Holy Communion but the communion service.

Holy Land, the Although this is not a modern geographically defined area, it is commonly used in church materials as a synonym for Israel and the occupied Palestinian territory.

Holy Spirit rather than Holy Ghost. Refer to the Holy Spirit as a 'he', rather than 'it'.

House of Commons is capitalised, as is **the Commons**.

House of Lords is capitalised, as is **the Lords**.

House to house See door to door.

Hyphenation We tend to hyphenate as little as possible, where grammar allows (so **cooperate** not co-operate; **multifaith** not multi-faith).

Generally, we use hyphens for compound adjectives, such as **food-security strategy**, in particular where not to do so could lead to confusion. However, we wouldn't hyphenate roles such as policy makers.

Do not use a hyphen after an adverb, as the 'ly' does the job of linking the two words. For instance, **genetically modified rice** or a **happily married couple**.

When referring to dates in a headline or title, use an en-dash rather than a hyphen, for clarity. For instance, **Christian Aid Week 11–17 May**. Use hyphens for dates in body copy: **3-5 June**.

i

ie should have a comma after it, but no full stop between the two letters. **ie**, like this.

Images Our style for photo credits is: Christian Aid/Matt Gonzalez-Noda, with no spaces after the slash. For more, see the Corporate visual identity guidelines.

Immanuel is preferred when referring to one of the names of Jesus, rather than Emmanuel (unless referring to the hymn, 'O come, o come Emmanuel').

imply or infer To imply something is to suggest it; to infer something is to pick up on that suggestion. So: **I implied that he was trustworthy; she inferred from my comments that he was trustworthy.**

Independence and **Liberation** should always have caps when referring to the independence struggles of Bangladesh (1971) and India (1948) respectively.

infer or imply See entry for imply or infer (above).

InspirAction is the name we use for Christian Aid in Spain, part of Christian Aid International. Both organisations share the same brand positioning and values.

Institutions Use the full official name of an institution or organisation on the first mention. Thereafter, you can use a shortened version, which would not generally take capitals. Eg **Barts and the London NHS Trust** is shortened to **Barts hospital**.

intifada We refer either to the first *intifada* (1987-89) or the second *intifada*, which started in 2000. We do not use **Al-Aqsa intifada** as it wrongly implies the uprising is of a religious nature. Nor do we talk about the Temple Mount.

interfaith without a hyphen.

international financial institutions (IFIs) describes the World Bank and International Monetary Fund.

international human rights law is based on the United Nations' Universal Declaration of Human Rights, the International Covenant on Civil and Political Rights and the International Covenant on Economic, Social and Cultural Rights. These are legally enforceable.

Israel and the occupied Palestinian territory should be spelled out at the first instance. Revert to the acronym **Israel and the oPt**.

Israeli army or **Israeli forces**, not Israeli defence forces (IDF), although reference to the IDF is occasionally unavoidable.

Italics Foreign words and phrases, such as *coup de grâce*, are italicised unless they are so familiar that they have become anglicised: **ad hoc**, **apartheid**, **status quo**. Do not italicise place or proper names. Newspapers, magazines, journals, books, films, major reports (including Christian Aid reports), plays, albums/CDs, DVDs and PowerPoint presentation titles are italicised. Italics should not be used online, for accessibility reasons (they are less legible than roman text).

j

Jargon Try to avoid using jargon, as it can be very exclusive. Don't slip into the habit of believing that jargon from the third sector, which many of us will use in our professional lives, is accessible language to the rest of the world. Everything we write should be accessible to any reader, so if there doesn't seem to be an alternative, provide an explanation.

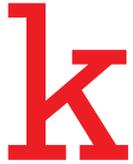
Here are some examples where great care is needed: mainstreaming, accountable governance, capacity-building, leverage (when used as a verb), resilient livelihoods, private sector actors, going forward. Try to use alternatives, where appropriate. For instance, building resilient livelihoods means 'ensuring people's livelihoods are resilient to shocks and stresses'; private sector actors are 'those operating within the private sector'; going forward simply means 'in the future'; and capacity-building is better described as 'giving people tools and resources to do x, y and z'.

Jesus see [God and Jesus](#).

Job descriptions When used alongside a name, official title or department, a job description takes uppercase: **Joseph Stead, Senior Economic Policy Adviser**. When it is a description of a function, use lowercase: **the senior economic policy adviser issued a statement**. Also: **President Obama; the President of the United States, Barack Obama; Queen Elizabeth; the Queen of England**.

When describing a department/division/team name, use lowercase for the words 'division', 'department' and 'team': **Susan Barry, the Church Fundraising Manager, based in the Church Participation team**. Note that Loretta Minghella's job title, **Chief Executive**, and the heads of the five departments – the **Directors** – always use initial caps.

Jubilee Debt Campaign (JDC) formerly Jubilee 2000, is a coalition of organisations campaigning to end developing-country debt.



kilometre is abbreviated to km when referring to a distance: the town was 50km away. However, when referring to a sporting event, use k. So: **a 10k fun run**.

Kingdom uses initial caps when referring in Biblical terms to the **Kingdom of God**.

Kolkata rather than Calcutta. You can add (formerly Calcutta) if you feel your audience may not be familiar with the Indian name.

Kurdistan is referred to as northern Iraq, not Iraqi Kurdistan, but you can refer to Iraqi Kurds and Iraqi partners.

1

learned not learnt (the latter is now considered to be a little archaic). See burned and spelled.

Legislation Use title caps when quoting the name of legislation: the **Climate Change Act**. When referring to it generically, as **the act** or **the bill**, it takes lowercase, as does **white paper** and **green paper**.

Lent uppercase L, but **lenten fast**.

Libel The burden of proof rests with the author and the publisher. That means you must be able to prove an assertion. It is not good enough to say it is generally believed, or a partner told us, or that you are quoting someone else. In cases of libel, you have to be able to back what you say with hard evidence. If in doubt, seek advice from the Head of Media.

If you have anything checked by a lawyer, the wording must not be changed afterwards. Governments cannot sue for libel but individuals in them can. If you are the author of a potentially litigious story and the facts

change, it is your job to ensure anything current is changed to reflect this, especially on the website.

Liberation see Independence.

like generally shouldn't be used as a synonym for 'for example', unless it refers to a name. **Children like Verity struggle to get to school; issues such as gender play a key role in poverty.**

Lord's Prayer

low-income lowercase, hyphenated.

Low-income countries is abbreviated to LICs.

m

maize or sweetcorn is preferable to the US term, corn.

Marital status Do not specify a person's marital status unless it is relevant.

Measurements We generally abbreviate measures of length, area, distance or weight. Such as, 50km or 100g.

Member of Parliament uppercase M and P. Also, MP and MPs.

Mental health Refer to people with mental disabilities or mental health problems, or a person with learning disabilities (not mentally ill/handicapped).

middle-income lowercase, hyphenated.

Millennium Development Goals (MDGs).

Mrs, Mr, Ms without a full stop at the end.

Muhammad, the prophet not Mohammad or Mohammed.

mujahedeen not mujahedin.

multinational corporations or multinationals, never multinational companies (if a company operates in more than one country, it's a corporation by definition). After the first mention of multinational corporations (MNCs), you can revert to the acronym.

Mumbai rather than Bombay.

Muslim not Moslem.

Myanmar not Burma.

n

Names Since some of our communications are more formal than others, how we describe people differs in each publication. In general, the important point is that we identify clearly the people we are writing about. So the first reference to anyone should be both by first and surname, plus any positional reference. For example, Prime Minister David Cameron or local campaigner Olive Sampson. (Children mentioned in schools' or young people's resources are an exception to this full-name rule.) Thereafter, you can use either first name alone or just surname: the choice will depend on context. Use the surname if someone is mentioned in an official capacity, but first name in other contexts, such as case studies: **Cameron delivered a speech in Parliament; Mary has five children and lives in northern Uganda.**

Potential difficulties may arise where we have more than one style in the same document: for example, in a formal policy or media report where we talk about leading politicians and also include case studies. If in doubt, ask the Editorial team for advice.

We generally don't use Mr, Mrs, Ms, although some titles may be relevant (see the [Appendix](#) for more on this). If it is useful for your reader to know someone's role or title, explain this when you first mention their name. So: 'Jane Smith, Professor of Politics at York University...' Thereafter, they would be Prof Smith. We don't use foreign titles such as *señor, señorita*.

Some people do not use titles or have surnames (for instance, in dalit communities); explain this omission if possible.

Latin Americans and a lot of Spanish people have two surnames: one from each of their parents. The first of the two is the main surname, although the correct practice is to use both names. So, for example, Gabriel García Márquez is not shortened to Gabriel Márquez. If for some reason you must have only one surname, it would be García.

Arab names such as al-Aqsa and al-Jazeera usually take lowercase 'a' in 'al' except at the beginning of a sentence.

national curriculum does not take caps.

National Union of Journalists has a [Code of Conduct](#) that gives some excellent pointers to ethical communications and should be followed.

northern Iraq not Kurdistan or Iraqi Kurdistan. However, you can refer to Iraqi Kurds and Iraqi partners.

Northern Ireland Assembly, the Members of the Legislative Assembly are MLAs.

not only... but also If you use the phrase 'not only' you need to balance it with the other half of the equation – usually 'but also'. So: **'Not only in the area of health, but also in the area of gender.'**

Numbers Generally, numbers one to nine are written in words, with all other numbers in figures. See the [Appendix](#) for other rules of number usage and formatting.



occupied Palestinian territory, not Palestine:
oPt is the acronym, but avoid using this if possible.

OECD is the Organisation for Economic Co-operation and Development. Note the hyphen.

organise rather than organize. But note:
World Health Organization.

Organisation and company names These should usually be spelled as they are by the company or organisation itself. So, use **World Health Organization** rather than World Health Organisation. Do not use ampersands in company names, so **Marks and Spencer**, not Marks & Spencer or M&S. See Institutions.

p

Palestine Use **occupied Palestinian territory**, not Palestine: **oPt** is the acronym, but avoid using this if possible.

papaya rather than paw paw.

Parliament, but parliamentary. Capitalise the **Welsh Assembly**; the **Scottish Parliament**, the **Northern Ireland Assembly**, **House of Commons**, **House of Lords**.

Partners We talk about **Christian Aid partners**, not Christian Aid partner organisations. We have 814 of them (according to the 2012/13 Annual Report). When first writing the name of a partner, spell it out in full with the acronym in brackets. Thereafter use the acronym. Often, where we have translated the name of a partner, the acronym does not always correspond. If in doubt, check with CIU.

However, try not to overuse the word partner, which carries more meaning to Christian Aid staff than to most readers. Try to use explanatory alternatives whenever

you can – a local organisation supported by Christian Aid, a community group, the Zambian campaign to end tax dodging and so on. The aim is to convey our key principle of working in partnership but without repeating the word partner.

Partnership for Change is only italicised when referring to the publication, rather than the strategy itself.

Percentages Always use figures and the % symbol: **5%** rather than five per cent.

Philippines, the not The Philippines or Philippines), but **Filipinos**.

phone is an acceptable abbreviation of telephone. When providing contact details on posters or online, it is fine to say 'Tel' followed by a colon.

Phnom Penh is the preferred spelling for the capital of Cambodia.

Photo captions They should tell you who, what and where, in present tense. They end in a full stop. They can and should be used to add information, rather than just repeat what is already stated elsewhere.

Place and country names For any not mentioned in this style guide, please contact the Editorial team.

policy maker is not hyphenated.

Political parties use the lowercase for 'party': **Labour party, Conservative party**.

Poor When referring to the people whom Christian Aid supports, we say **poor people, poor communities, or people/communities in poverty**. Try to avoid saying 'the poor', which is impersonal and somewhat dehumanising.

Pope, the is always uppercase, as it's a title, not a job description: there is only one Pope.

postgraduate not post-graduate.

P cont'd...

Poverty Over As we move to our new Partnership for Change strategy, the emphasis on Poverty Over is being reduced. The default position is now to omit the graphical device except where there is a definite need for it.

PowerPoint with two uppercase Ps. When referring to the name of a presentation, use title case and italics. Such as the ***Tax Justice Tour*** presentation.

practice is a noun, **practise** is a verb.

Prayers Use normal punctuation and capitalisation in prayers (ie do not start each new line with a capital letter unless the previous line ends with a full stop). Do not indent lines. New lines will usually follow a comma or full stop, although lines are often broken where there is no punctuation, for visual effect. If in doubt, read it out. The final word, Amen, sits on a separate line, in bold, with a full stop. For example:

Our Father in heaven,
hallowed be your name.
Your kingdom come.
Your will be done,
on Earth as it in Heaven.
Amen.

Prepositions Try to avoid ending a sentence with a preposition. So avoid constructions such as: the countries Christian Aid works in. Instead say: **The countries where Christian Aid works.** There are times when putting the preposition in the middle of a sentence sounds clunky: in such cases, the editors will use their discretion.

president is lowercase, unless it's being used as an honorific title. So, **the president of Ghana attended the event**, but **President of Ghana John Dramani Mahama attend the event.** (See [Job descriptions](#).)

Psalms but **psalmist**

PS takes uppercase with no full stop.

Pull quotes These are usually taken from text, although the wording can be altered minimally for display purposes, so long as the sense is not changed. Use single quote marks and never end with a full stop, even where the quote features two sentences.

q

quilombola with a lowercase q. So, **the quilombolas in this region of the Amazon are one of many quilombola communities in Brazil.**

Quotes When using quotes, they must always convey clearly what was said, but they can be edited restrictively for sense and impact. For example, filler words might be removed, as in the following quote where it would be doing the speaker a favour to remove the 'you-knows' and 'ums': **'He said, you know, that this was, um, an awful disaster.'** It should become: **'He said that this was an awful disaster.'**

Square brackets show that you have inserted a word to clarify or replace a word within a quote. For example: **'More effective [disaster] prevention strategies would save tens of thousands of lives.'**

It is also fine to leave out part of a quote, so long as this does not alter the meaning. This can be indicated by three dots if necessary. For instance, the quote: **'Despite their commitment to gender equality, and**

more recent concern for human rights, they have allowed a political system to develop that perpetuates discrimination,' could become: **'Despite their commitment to gender equality... they have allowed a political system to develop that perpetuates discrimination.'** Leave a space after the ellipsis (...) and before the next word.

Punctuation before a quote is usually a colon followed by an open quote. So, **the prime minister said: 'We must increase the overseas aid budget.'** For reported speech, no colon is needed: **The campaigner argued that tax dodging was 'an outrage'.**

Quote marks The style is single marks for quotes, with double quote marks for a quote within a quote. Single quote marks or inverted commas are also sometimes used to express scepticism or to attempt to highlight a phrase. They are also used in endnotes where a report or book chapter is being referenced.

Quran rather than Koran or Qu'ran. Quranic, not Koranic.

r

Race Do not specify a person's race unless it is relevant to the information you are trying to convey. See the National Union of Journalists' Code of Conduct.

Ramadan

Re/re- Use a hyphen after 're' when it's followed by 'e', but no hyphen after anything else: **re-examine** but **reunite, rearrange, reinstate**.

References Always in the form of endnotes, not footnotes. (See Endnotes.)

Religion Do not specify a person's religion unless it is relevant. See the National Union of Journalists' Code of Conduct.

Report titles When referred to in body copy, use italicised title case throughout (unless online, in which case use roman font). When a report has a subtitle, use a colon and only capitalise the first letter after the colon. For example, ***Fixing the Cracks in Tax: A plan of action***.

Republic of Ireland The Dáil in Ireland is equivalent to Westminster; Irish politicians are **TDs**; Irish currency is the **euro**.

Resurrection, the

Reverend is never spelled out in full. It is abbreviated to **the Rev**, not the Revd. Always use 'the' immediately before: **the Rev Suzanne Matala**. After the first mention, use the honorific title: Ms Matala.

right wing is used as the noun; right-wing is used as the adjective.

Roman Catholic never Catholic.

royal family is lowercase.

rupee not Rupee. The same applies for all currencies.

S

s or z Use s where possible, as z is the American variant. So **realise** and **organise**. But note: **World Health Organization**.

São Paulo always includes a tilde over the a.

SAVE approach to HIV prevention – after the first mention, include the following description in brackets: (Safer practices; Available medications; Voluntary counselling and testing; Empowerment).

Scottish Parliament, the Members of the Scottish Parliament are known as **MSPs**.

Scottish Government, the

Seasons For a global audience, where seasons occur at different times of the year, it is best to use dates or months rather than seasons. Where you use seasons they are lowercase: **winter, spring, summer, autumn**.

secondhand not second-hand.

Second World War not World War Two or WW2.

Sellotape is a trademarked name. Call it **sticky tape** instead. The same rule applies to Post-it notes (sticky notes).

separation barrier is used to describe the barrier between Israel and the West Bank. Don't use 'security barrier'.

Sexual orientation Do not specify unless it is relevant. In most cases, use gay (adjective) rather than homosexual, and straight, rather than heterosexual.

shantytowns not shanty-towns.

Six Day War refers to the 1967 war between Israel and Egypt.

Song titles When referring to a song title or album in text, use italicised title caps throughout. If it has subtitle, use a colon and only capitalise the first letter after the colon.

South, uppercase S when referring to the **global South**. But **southern governments, Southeast Asia, South America** (see Compass points).

South Sudan (previously southern Sudan) became an independent state in 2011, after separating from Sudan. If referring to it pre-independence, state that it was 'formerly southern Sudan'.

soya bean in preference to the US soy bean.

spelled not spelt when referring to the past tense, but **spelt** when referring to the past participle: 'She spelled it out for him: "the word is spelt like this."'

Split infinitives Try to avoid split infinitives: however, the effect of splitting an infinitive can occasionally be less awkward than the strict grammatical construction. It is one of those items of grammar that can cause annoyance in some readers, which we can avoid easily. Rather than 'to better develop their farming methods', we can say: 'to develop their farming methods more effectively'.

Sponsoring churches We are the official development agency of 41 sponsoring churches in Britain and Ireland.

S cont'd...

spring lowercase s.

Standfirsts These should always end with a full stop.

subcommittee not sub-committee.

sub-Saharan Africa takes an initial lowercase.

Sudan not the Sudan. It became two countries in 2011: **Sudan** and **South Sudan**.

summer lowercase s.

sustainable development goals (but SDGs).

sweetcorn or maize, in preference to the US term 'corn'.

t

Taliban not Taleban.

Tamil Tigers or the **Liberation Tigers of Tamil Eelam (LTTE)**, the main separatist group in Sri Lanka.

tax dodging is the umbrella term for tax **evasion** (illegal) and tax **avoidance** (legal). If in doubt, use tax dodging – especially where tax evasion can't be proved.

telephone can be abbreviated to phone and tel.

Telephone codes Don't hyphenate. For metropolitan numbers, separate the metropolitan area code (for example **0151**), the local area code and the local number. Thus **020 7620 4444** or **0151 123 4567**. For all other numbers, separate the area code only, for example **01904 345678**. Marketing numbers may have codes that signify, for example, freephone or a premium line, so the signifying code should be clearly defined: for example **0845 6000 933**. For non-UK audiences, write numbers in international format: **+44 (0) 20 7123 4567**.

Use commas to separate addresses and phone numbers in running text. For instance, **Josie Jones can be contacted at 14 Carthage Gardens, Yeovil, Somerset BA20 3LT, tel 01935 789789**.

Temperature Temperatures are in figures with a degree symbol and capital letter for the calibration: **2°C**.

Tenses Use active verbs not passive ones. For example, **Our partners gave support to disaster-hit communities**, not 'Disaster-hit communities were given support by our partners'. Where possible within the context, use the present tense.

Texting is fine; texted is also common parlance, although in more formal contexts consider using 'sent a text' instead.

Third world should never be used. We say **developing countries** instead.

Timbuktu is the more common variant of the Malian town, and is preferred to Timbouctu.

Time We use the 12-hour clock, usually with am or pm and no full stops: **5am** (not 5.00am), **6.30pm**. But **11 o'clock at night** is also OK. Use **12 noon** and **12 midnight**. For time ranges, use hyphens: **11.30am-1pm, 5-6pm, 6.30-8pm**, but **12 noon to 5pm**.

Trademarks Christian Aid has a number of trademarks that we need to protect vigorously. In Britain and Ireland, all materials should carry the following trademark page furniture: **The Christian Aid name and logo are trademarks of Christian Aid; Poverty Over is a trademark of Christian Aid** (if the Poverty Over device is used).

Trading name Christian Aid has a number of registered company addresses which appear on the corporate letterheaded paper. See the [Creative wiki](#) for more details.

Twitter Christian Aid has various Twitter handles, including @christian_aid, @CAglobal @christianaidirl and @TheCAcollective.

U

UK aid not UKAid, UKaid or UK Aid. When referring to funding or support from DFID, do not mention DFID itself. Instead, we should say: 'supported/funded by the UK Government'. Materials produced with DFID funding (such as the ENCISS newsletter) should carry the following statement: 'This material has been funded by UK aid from the UK Government, however the views expressed do not necessarily reflect the UK Government's official policies.'

UK Aid Match funding or **matched funding** thereafter.

uninterested See disinterested.

United Kingdom is always abbreviated to the UK.

United Nations Office for the Coordination of Humanitarian Affairs, the is abbreviated to OCHA after the first mention.

United Nations High Commissioner for Human Rights, the is abbreviated to UNHCHR after the first mention.

US rather than America.

url is lowercase.

USAID is all uppercase.



vicar is a cleric of the Anglican Church, and no other denomination. Other denominations have different titles for ordained leaders, such as reverends, ministers, pastors and church leaders. See the church language guide on the [Creative wiki](#).

W

Web addresses When writing out, leave out the http://www, unless the url does not work without http://. So **christianaid.org.uk** Do not put a full point at the end, even when the web address finishes a sentence.

Check with the digital content editors in advance if you are using a web address to direct people to any of our own websites. They will check accuracy and may be able to provide you with a shorter version (particularly if the url is long and complex). Check for yourself that the website or specific page is actually there before you direct other people to it.

Christian Aid urls:

christianaid.org.uk

christianaid.ie

christianaid.org.uk/cymru

christianaid.org.uk/scotland

christianaid.org.uk/learn

christianaidcollective.org

surefish.co.uk

presentaid.org

webcam is one word.

website not web-site or web site.

wellbeing not well-being.

Welsh Assembly, the is capitalised. **Welsh Assembly** members are known as AMs.

West, the takes a capital W, as does **West Africa**. But **western** governments.

Which or that? 'That' defines and doesn't follow a comma, while 'which' gives extra information and usually follows a comma. Eg **This is the report that Christian Aid published about tax justice** but **This is the report, which Christian Aid published in November, about tax justice**.

while not whilst.

white paper

Will uses uppercase W to avoid ambiguity in Legacy materials. Lowercase if used elsewhere.

winter lowercase w

World Health Organization (WHO) rather than World Health Organisation.

worldwide web is very rarely used these days, and is simply referred to as the web.

y

Years For a span of years, separate with a hyphen referring to a calendar year: **the programme ran from 2011-12**. Separate with a slash when referring to a financial year: **Annual Report 2011/12**. Note: when referring to financial years extending beyond one year, revert to a hyphen: **Corporate Strategy 2012-15**.

Yemen not the Yemen.

yoghurt rather than yogurt.



z or s See s or z.

Appendix

1. Numbers

Generally, numbers **one to nine** are written in words, all other numbers in figures.

Exceptions where figures instead of words are used for all numbers:

- where there is a mix of numbers above and below nine
- where two numbers are cited in a range, and one is nine or below and the other is above 10: such as **5-15**.
- percentages
- in page or chapter references
- in tables, charts and recipes
- where the number is part of a measurement, such as **9km**, or is used with a currency symbol, **£9**
- where the number is more than 999,999, then use **1 million, 6 billion (1m, 6bn in charts and tables)**, or **£1m, US\$6bn** if currency
- where the number includes a decimal point
- to represent temperature, as in **2°C**.

Exceptions where words instead of figures are used for numbers higher than nine:

- at the start of a sentence
- referring to a rough or rhetorical figure (such as **a thousand curses**)
- they stand out strangely in the text, especially in standfirsts, headlines or pull quotes
- they are fractions not attached to whole numbers: he gave **a tenth of his salary** to the church.

Other rules:

- Numbers higher than 999 should include a comma before the last three digits: **2,000; 3,987**, except years: Christian Aid Week 2013.
 - When referring to millions, write million rather than using six zeros: **6 million**.
 - A billion indicates a thousand million.
 - Write more than or less than when referring to numbers, instead of over or under. However, when referring to countable nouns, use fewer, not less.
 - Generally, do not use more than one decimal place.
 - Fractions are usually hyphenated: one-half, three-quarters.
 - Rather than .25 or 0.5, use a quarter or half; 25 or 50 per cent; one in four or one in two.
 - Use a **hyphen** to indicate a range of numbers when:
 - both numbers are higher than 10, so both in digits: ‘he received a sentence of **15-20** years in jail’.
 - only one of the numbers is higher than 10: ‘each person spoke for **5-10** minutes’.
 - when referring to percentages: 1-2 per cent
 - when referring to monetary value: £100-£150 or £5,000-£6,000 (in the latter case, write out the full figure, rather than £5-6,000)
- Use the word **‘to’** to indicate a range of numbers when:
- both numbers are below 10, so are spelled out: ‘he promised that he would escape within **three to four weeks**’ (not three-four weeks).
 - there are more than three digits in each number:

‘in the space of a year, 500,000 to 1 million people were displaced’.

– the numbers refer to a ‘before and after’ scenario: ‘the total of refugees rose from 2 million to 3 million’.

Use the word **‘and’** where the word ‘between’ is being used to convey a range: ‘They hoped that between 50,000 and 75,000 people would sign the petition’.

- Where a ratio is being used adjectivally, figures and hyphens may be used, but only if one of the figures is greater than ten: a **50-20** vote, a **19-9 vote** – otherwise, spell out the figures and use to: a **two-to-one vote**, a **three-to-one probability**.

2. Measurements

The following weights and measures are abbreviated:

- kilograms kg
- grams g
- kilometres km
- centimetres cm
- millimetres mm
- pounds lb

These abbreviations should be written straight after the figure, with no gap or full stop: **60km**. When using these abbreviations, all numbers should be written as figures: 8km, not eight km.

We prefer acres to hectares, kilometres to miles, metres to yards, litres to gallons, kilos to pounds, tonnes to tons, Celsius to Fahrenheit and so on. Do not mix metric and imperial measures.

3. Endnotes

Order

Endnotes are normally numbered consecutively throughout a document, regardless of chapter breaks. They appear at the back of the publication, not at the bottom of pages or the end of chapters. The order should be (as required): number, author(s), publication title, publisher, date, page number(s), url.

For example:

1 Alex Prats, *Who Pays The Price? Hunger: The hidden cost of tax injustice*, Christian Aid, 2013, p5.

Formatting and punctuation

- **Numbers in text.** Arabic not Roman numerals, in superscript, not bold, usually after the punctuation at the end of the relevant sentence.
- **Numbers in the endnotes section.** Bold, full out, not in superscript, without a full point.
- **Punctuation.** In most instances, there is a comma between each part within one note (see above). Each endnote finishes with a full point unless it ends with a url, when there is no full point.
- **Ibid.** This indicates that the source is identical to the one immediately preceding it. No italics. Does not end in a full point unless it is at the end of a sentence.
- **Author(s).** First name or initial first, surname second. No full points after initials. No ampersands between names – use ‘and’. If there are more than three authors, list the first three then ‘et al’.
- **Titles of reports, books, films, CDs, DVDs and exhibitions.** Title caps, in italics, no quote marks. If referring to a chapter in a book or report (see below for style), the order is chapter first in

single quotes, then book title. For example ‘**The new land grabs**’, in *Hungry for Justice: Fighting starvation in an age of plenty*.

- **Other titles.** Newspaper or website articles, chapters in books, hymns, songs, prayers, poems: in single quotes, sentence case.
- **Titles of newspapers.** In italics but do not italicise or capitalise ‘the’ (as in the *Guardian*).
- **Publisher details.** It is not usually necessary to include the place of publication. If it is relevant, put the place before the publisher followed by a colon. For example: **Jeffrey Sachs, *The End of Poverty: Economic solutions for our time*, New York: Penguin, 2005, p19.**
- **Page numbers.** These are often needed for book references and newspaper articles, although it is increasingly common these days for newspaper articles to be referenced from archive websites rather than the original, in which case the url is needed instead (see below). Page numbers are indicated by a p then the number (no spaces between) if a single number; pp if a range of numbers. The numbers in a range are hyphenated, no spaces.
- **Journal issue and volume numbers.** These should appear where appropriate, particularly for references to more academic-style journals. They appear after the journal title in the following order: issue number, volume number, page number(s). For example: ***Journal of Conflict Resolution* 49 (4), pp538-562.**
- **Url.** In black and not underlined. Do not include http:// unless, as occasionally, there is no www. Do not finish with a full stop even if it is the end of a sentence. To refer to a section on a website, such as ‘News’, cap up in single quotes.

- **Duplicate citations.** Use *ibid* if the repetition is from the endnote immediately above. Style is lowercase (unless it begins a line) without a full point, not italicised. We do not use *op cit*. If you need to re-reference an earlier endnote, reference that endnote’s number rather than having to duplicate. For example, if endnote 6 is the same as endnote 1, simply reference endnote 6 ‘See note 1’.