

# UNCRD Styleguide

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## Information for Authors

Revised December 2013



**United Nations**  
**Centre for Regional Development**

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## INTRODUCTION

The goal of the United Nations Centre for Regional Development (UNCRD) is to promote local and regional development in the developing countries. To this purpose, it seeks to publish and disseminate material pertinent to the concept, policy, and practice of local and regional development.

This guide is intended to provide instructions on the preparation of papers, reports, or case studies intended for dissemination in UNCRD publications. Authors should read this guide carefully so as to gain a clear understanding of the style used by the Centre in the publications. It is essential that material submitted to UNCRD for consideration follows, as far as possible, the stipulated style guidelines described in this booklet.

## MANUSCRIPT SPECIFICATIONS

Manuscripts submitted for publication in UNCRD's journals, the *Regional Development Dialogue (RDD)* (semiannual) and the *Regional Development Studies (RDS)* (annual) should generally not exceed fifteen to twenty typewritten pages. Research must be timely. Previously published research and reprints are not accepted.

Manuscripts should be typed on A4 size paper, double-spaced, on one side of the page only, and have margins of 1 inch (2.5 cm) at the top and bottom and on both sides of the page. Paragraphs should be indented five spaces.

A personal computer should be used. Files should be saved in Word Document format. Please submit to UNCRD only the final version of the paper (electronic version) through e-mail.

The title page should contain only the title of the paper or case study, your name (and any collaborators or coauthors), and the institution at which you are affiliated (the complete name and mailing address).

The first page of the manuscript should, in addition to the text, contain the title of the paper or case study and your name.

Maps and other figures should, as far as possible, be camera-ready for printing. The journals is black and

white, with no colour reproduction.

Every page of the manuscript should be numbered.

## GENERAL STYLE

Authors should communicate with the broad spectrum of interests and specializations in the development and planning fields. The presentation should be in clear and concise English. Plain English is preferred over obscure jargon.

The rule of good style is to be consistent throughout the manuscript. Use compatible verb forms. Avoid excessively long sentences and paragraphs.

## SPELLING

UNCRD usage follows the spelling given in *Merriam-Webster's New Collegiate Dictionary*, 10th or later editions.

The words "analyse," "behaviour," "centre," "colour," "defence," "endeavour," "favour," "honour," "labour," "manoeuvre," "neighbour," "programme," and similar words are exceptions to this general rule and should follow the British variant spelling.

The spelling of the names of organizations and institutions follows their own usage.

**EXAMPLE:** Asian and Pacific Development Centre, Asian Productivity Organization, International Development Center of Japan, International Labour Office, and Organisation for Economic Co-operation and Development.

## CAPITALIZATION

When in doubt, do not capitalize.

### **Capitalize:**

- All titles attached as a title with a name.

**EXAMPLE:** City Development Coordinator John Chance.

Do not capitalize titles which are not directly with a name.

**EXAMPLE:** The city development coordinator is an influential person.

- President of a country, Vice-President, and cabinet members, and titles such as senator, representative, governor, or mayor when used with a specific name or referring to a specific person.

**EXAMPLE:** Governor Raul Contreras or the Governor of Mountain Province, but not governor in general.

- Names of national and international organizations, movements, and political parties (but not just the word “party” or “movement”).

**EXAMPLES:** Association of Southeast Asian Nations (ASEAN) and Progressive party or movement.

- Specific names of government bodies.

**EXAMPLES:** Delhi Development Authority, Lagos Executive Development Board, and Metro Manila Commission.

- Full formal or accepted titles of pacts, plans, policies, treaties, acts, laws, and similar documents or agreements (but not incomplete names or pending legislation).

**EXAMPLES:** National Housing and Community Development Act; the housing act; the act; the antipollution bill.

- Names and governments of countries, adjectives of nationality, and specific references to Governments.

**EXAMPLES:** Japan; Government of Japan; that Government; the Government concerned; Japanese.

#### **Do not capitalize:**

- The words “national,” “federal,” “state,” and “local.”
- Nouns and adjectives designating political and economic systems of thought.

**EXAMPLES:** communism, democracy, socialism.

#### **ITALICS**

When in doubt, do not italicize.

#### **Italicize:**

- Titles of books and periodicals.
- National Laws/Legislative Acts, National Development Plans, and Constitutions.
- Non-English words and phrases.

#### **Do not italicize:**

- Words that have become common usage in English.

#### **EXAMPLES:**

aide-mémoire	a priori
chargé d'affaires	chef de cabinet
communiqué	curriculum vitae
e.g. (for example)	élite
émigré	esprit de corps
exposé	i.e. (that is)
interim	laissez-passer
note verbale	per annum
per capita	per diem
procès-verbal	raison d'être
résumé	vice versa

#### **QUOTATIONS**

Use quotation marks for all quotations of no more than four lines of copy. Longer quotations should be inset (five spaces from both the left- and the right-hand margins) and should not have quotation marks. Single-space inset quotations.

Quotation marks should be used to set off a word of unusual meaning or an unfamiliar, excessively slangy, or coined word the first time it is used. Quotes are unnecessary thereafter.

#### **ABBREVIATIONS**

When in doubt, spell it out.

Generally avoid abbreviations except in such commonly used cases as the name of a university degree.

Do not use titles such as “Professor,” “Dr.,” “Mr.,” “Ms.,” and “Mrs.”

Do not use periods with abbreviations of government agencies or associations.

**EXAMPLES:** National Economic and Development

Authority (NEDA) and National Land Agency (NLA). When a government agency or other organization is mentioned for the first time in the text, spell it out in full, followed by the abbreviation in parentheses. Use the abbreviation thereafter.

## NUMBERS

Numbers from one to ninety-nine should be spelled out; 100 up to numbers in the thousands should be written as digits. Numbers in the millions and above should use a combination of digits and the appropriate word.

**EXAMPLE:** 1 million, 2 billion. Do not begin a sentence with a digit.

Use digits for percentages, formulae, and mathematical text.

**EXAMPLE:** 99 per cent. Spell out “per cent” as two words.

Spell out numbers of centuries, countries, meeting/training participants; sessions of Congress; and session of the UN General Assembly, of its committees or councils, or of UN commissions.

**EXAMPLES:** twenty-first century; twelve mid-level officials; eleven countries; fourth session of Congress; Committee for Development Planning, twenty-second session; Commission for Social Development, twenty-eighth session.

Use Arabic numerals for sums of money, preceded by the appropriate currency sign.

**EXAMPLES:**

US\$6.50; ¥2,000; Rs600. Large sums may be expressed in numbers and words.

**EXAMPLES:** US\$6.6 million; ¥2 billion. (The name of the currency may be spelled out when it is required for clarity.)

Dates are in the form: 18 June 1994; not June 18, 1994. Forms such as 18/6/94 are not used in United Nations publications because of differences in usage regarding the positions of the numerals indicating the day and the month.

## SYMBOLS

Use symbols for measuring systems or elements.

### EXAMPLES:

bu	bushel	C	centigrade
cc	cubic centimetre	cm	centimetre
g	gram	ha	hectare
kg	kilogram	km	kilometre
km <sup>2</sup>	square kilometre	m	metre
m <sup>2</sup>	square metre	mm	millimetre

## PUNCTUATION

### Periods

Use periods to indicate ellipsis; that is, the omission of words from a statement. Use three periods (...) to indicate omission of words at the beginning of or within a sentence; four periods (....) at the end of a sentence.

### Commas

Put a comma before “and” and “or” connecting the last two elements in a sequence of three or more. **EXAMPLE:** Planning, programming, and budgeting.

A comma may be used to set off introductory or transitional words (such as “hence” or “however”) or introductory subordinate clauses, and to separate independent clauses or parenthetical words, phrases, or clauses from the rest of the sentence.

Do not separate month and year by a comma.

**EXAMPLE:** “June 1994,” not “June, 1994.”

### Apostrophes

Use an apostrophe for measures of time.

**EXAMPLE:** forty hours’ pay; four weeks’ rent.

For possessives of proper nouns ending in “s,” use an apostrophe “s”.

**EXAMPLE:** Hills’s.

For double authors, use as follows: Masser’s and Wilson’s book.

Do not use apostrophes to create plurals: 1980s, not 1980’s.

### Hyphens

When in doubt, refer to the dictionary.

Hyphenate words used as adjectives, such as: T-group training, decision-making process. However, do not hyphenate when words are used as nouns.

**EXAMPLE:** T group, decision making.

## TABLES, FORMULAE, AND MATHEMATICAL SYMBOLS

Tables, formulae, and mathematical symbols should be typed neatly in position with appropriate spaces above and below.

Equations should be numbered in parentheses flush to right; omit dots leading to the numbers.

Subscripts and superscripts should be clearly indicated as such. Do not align with the rest of the text numbers and letters which are intended to be subscripts or superscripts.

Footnotes to tables may consist of: (1) source notes, (2) other general notes, and (3) notes on specific parts of the table. These footnotes should always appear in the order (1), (2), (3) as indicated above. In table footnotes of type (1), the word "Source(s)" should appear, followed by a colon. In table footnotes of type (2), the word "Note(s)" should appear, followed by a colon. In table footnotes of type (3), no such label should be used, but such footnotes should be indicated by superior numbers (framed) or letters (framed) in that order of preference depending on the nature of the material in the table, i.e., do not use indicators that could be confused with the contents of the table. Table note signs should always read across the columns. If books are quoted in footnotes to tables, the format should be the same as in footnotes to the text.

## FIGURE CAPTIONS AND TABLE HEADINGS

Figures, tables, and illustrations should be numbered consecutively throughout the paper.

When figures and tables are referred to in the text, they should be typed in full thusly: table 1 (i.e., without an initial capital).

Figure captions should appear above the figure, with the caption in initial capital letters. The actual figure number should be in Arabic figures.

**EXAMPLE:** Figure 1. Map of Baguio City.

Table headings should always appear above the table with one line space between the heading and the table. With the actual table number in Arabic figures, the word "TABLE" and the heading should be typed in capitals.

**EXAMPLE:** TABLE 1. PROVISION OF SOCIAL SERVICES.

Column headings should be arranged unambiguously over the column or columns to which they refer.

## ILLUSTRATIONS

Illustrations, whether line drawings or photographs, should be positioned close to the first mention of them in the text. Line drawings should be drawn legibly, slightly oversized, and placed in their correct position in the text.

Photographs should be black and white, on glossy paper, and should have strong contrasts. They should be separate from the text but approximately the same size. All photographs should be numbered and quoted in the text.

Please note that the pages may be reduced about 20 per cent, and that the illustrations should be distinct after this reduction.

## HEADINGS AND PAGE NUMBERS

Manuscripts should be organized under headings and subheadings.

Running heads should be typed on all pages.

For the *RDD*, the page number, without parentheses or other markings, must be placed in the top left-hand corners for even-numbered pages and in the top righthand corners for odd-numbered pages.

In the case of full-page illustrations or tables, page numbers should not be inserted.

Section headings should be in capital letters. Such a heading should neither be underlined nor indented from the left-hand margin. Leave three blank spaces above and two blank spaces below each heading.

Subsection headings should be in capital and small letters with initial capital letters for all the main words, and placed flush to the left-hand margin of the typing area and on a separate line.

Subsubheadings should be all small letters with a capital for the first letter of the first word and proper nouns only. They should not be underlined. They are placed flush to the left-hand margin of the typing area and on the same line as the text.

## FOOTNOTES

Explanatory footnotes should be as short as possible.

Footnotes should be typed at the end of the text. They should be indented, block style.

Footnotes should be numbered consecutively throughout the paper with Arabic numerals.

Footnotes in a language other than English, provision of the English translation is necessary.

Footnotes to tables, charts, graphs, or other illustrative material are not numbered with the text footnotes. Such notes are typed at the foot of the table.

### Primary Citations

The bibliographic information and sequence required for different types of sources are listed below:

#### For a book:

- (1) Name of the author or editor in natural order (not inverted), followed by a comma.
- (2) Title of book, in italics (underlined in typewriting), followed by an opening parenthesis.  
NOTES: If the book is part of a series, the title of the series may be named. If the book has gone through more than one edition, the number of the edition should be indicated.
- (3) Place of publication (if more than one city is named, the first is sufficient), followed by a colon.
- (4) Publisher, followed by a comma.
- (5) Date (if more than one date is listed, the most recent should be given), followed by a closing parenthesis and then by a comma.
- (6) Page or pages referred to, followed by a period.

#### EXAMPLE:

Chris Manning, *Indonesian Labour in Transition: An East Asian Success Story?* (Cambridge, UK: Cambridge University Press, 1998), pp. 275-314.

#### For a periodical article:

- (1) Name of the author in natural order (not inverted), followed by a comma (if not signed, begin with the title of article).
- (2) Title of article, in quotation marks, followed by a comma.
- (3) Title of periodical, in italics (underlined in typewriting).

- (4) Volume number, in Arabic numerals, followed by an opening parenthesis.
- (5) Month or season and year of publication, followed by a closing parenthesis.

NOTE: If the month or season is not given, cite the issue number, followed by a colon and then by year of publication; for example, 1:2005.

- (6) Page or pages referred to, in Arabic numerals, followed by a period.

#### EXAMPLE:

B. C. Chikulo, "Decentralization for Good Governance and Development: The Zambian Experience," *Regional Development Dialogue* 21 (Spring 2000):26-48.

#### For an article in a book:

- (1) Name of the author in natural order (not inverted), followed by a comma.
- (2) Title of the article, in quotation marks, followed by the word "in".
- (3) Name of the author(s) or editor(s) of the book in natural order (not inverted), followed by a comma.
- (4) Title of the book, in italics.
- (5) Place of publication, followed by a colon.
- (6) Publisher, followed by a comma.
- (7) Date, followed by a closing parenthesis and then by a comma.
- (8) Page or pages referred to, followed by a period.

#### EXAMPLE:

Shashi Jain, "Basic Social Security in India" in Wouter van Ginneken, ed., *Social Security for the Excluded Majority: Case Studies of Developing Countries* (Geneva: International Labour Office, 1999), pp. 37-67.

#### For an unpublished paper presented at a seminar or conference:

- (1) Name of the author in natural order (not inverted), followed by a comma.
- (2) Title of paper, in quotation marks, followed by an opening parenthesis.
- (3) The phrase "Presented at the," followed by title of seminar or conference, sponsoring agency or location of meeting, dates of the seminar or conference, followed by a closing parenthesis and then a

comma.

- (4) Page or pages referred to, followed by a period.

**EXAMPLE:**

Mike Douglass, “Urban and Regional Policy after the Era of Naïve Globalism” (Paper presented at the Global Forum on Regional Development Policy, Nagoya, 1-4 December 1998), p. 2.

**For a website:**

- (1) Name of the author in natural order (not inverted), followed by a comma.
- (2) Title of article in quotation marks.
- (3) Title of the website or the name of its owner, in italics.
- (4) Publication or revision date, in parenthesis.
- (5) The phrase “Available at,” followed by URL.
- (6) The phrase “retrieved on,” followed by access date.

**EXAMPLE:**

“Katrina’s Gender Focus Offers Lesson for Recovery,” *Women’s E-News* (2007) (Available at [www.womensenews.org/article.chm?aid=3298](http://www.womensenews.org/article.chm?aid=3298); retrieved on 15 March 2009).

**Secondary Citations**

After a source has been cited once in a footnote, subsequent references to it should be given in shortened form. The information required includes:

- (1) Last name (or surname) of author, followed by a comma.
- (2) Short title (key word or words from the main title), followed by a comma.
- (3) Page or pages referred to, followed by a period.

**EXAMPLE:**

van Ginneken, ed., *Social Security for the Excluded Majority*, p. 180.

The shortened form is given in place of the term *op. cit.* (from Latin *opere citato*, “in the work cited”) or the term *loc. cit.* (from Latin *loco citato*, “in the place cited”).

When a footnote refers to the same source as the one immediately preceding, *ibid.* (from Latin *ibidem*, “the same place”) is used, followed by the page citation; however, if the same page of the same work is referred to, the form *idem* (“the same”) should be used.

When there are more than three authors, the name

of the first author only is used, followed by the term *et al.* (from Latin *et alia*, “and others”).

**BIBLIOGRAPHIES OR REFERENCES**

For bibliographies or references the name of the author is given in inverted order (last name or surname first). The information and sequence required are the same as in footnotes.

**EXAMPLE:**

Chasek, Pamela S., ed., *The Global Environment in the Twenty-First Century: Prospects for International Cooperation* (Tokyo: United Nations University Press, 2000). 465p.

**Note:** In matters of style not dealt with specifically in this styleguide, authors may refer to the University of Chicago Press, *The Chicago Manual of Style*, 14th ed. (Chicago, 1993) or later editions.

**For further information, contact:**

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