International Arms Control Essay Contest Style Guidelines
December 2012


Endnotes
The Nonproliferation Review uses endnotes, not footnotes. Endnote callouts should only appear at the end of sentences, and never in titles or headers. Endnotes should include complete source citations. Keep in mind that the goal of an endnote is to allow the curious reader to easily locate the referenced material; to that end, all notes should include the author, title, publication, date, and page number (if possible). Below are some examples.

The Review does NOT use "op. cit." or "idem." If an endnote citation is identical to its predecessor, use "ibid." The second time a source is cited (nonsequentially) in the endnote section, a shortened note including author last name, title, and page number is sufficient (e.g., Kotkin, Steeltown, p. 209). If an acronym has been spelled out in the text of the article, it is unnecessary to spell it out again in the endnotes.

The Review strongly prefers all sources to be named. In the rare instance that anonymity must be granted, the author should be prepared to share the name of the source with the editor and give a description of the source’s qualifications for print. In the absence of a name, authors should identify their source based on their expertise or job qualifications relevant to the article and include the date and city of interview(s).

Book, single author

Book, multiple authors

Chapter in an edited volume

Conferences and symposia papers

Delegate Statements

Directives/guidelines

Dissertations

Interviews/personal correspondence
Amy Smithson, senior fellow, James Martin Center for Nonproliferation Studies, e-mail correspondence with author, August 3, 2010.
mark or exclamation point should now be followed by a comma if the grammar of the sentence would
normally call for one or, in source citations or in an index, if a comma would normally follow the title."

_Centuries_. Spell out—twenty-first century.

_Ellipses_. Follow the “three-or-four-dot method” as described in the _Chicago Manual of Style_. Use three
dots ... when material has been omitted from the middle of a sentence in a quote. When material has
been deleted after a full sentence that does not end the quotation, be sure to use four dots. ... The first
dot is the period ending the sentence. Insert a space before and after the ellipses.

_Em dashes_. Do not put a space on either side of an em dash (Mac: shift + option+ hyphen). Thus, if you
use an em dash—and we do not discourage it—please follow the usage in this sentence.

_En dashes_. For number ranges, use an en dash (Mac: option/alt + hyphen): 1996–98; pp. 326–28; $2
million–$5 million, pp. 101–8).

_Italics_. Use for books, radio and television show names, vessel names (USS _Cole_), and for uncommon
foreign words. Use sparingly for emphasis. Missile names (e.g., _Agni_) are not italicized.

_Periods_. Unnecessary in acronyms and abbreviations: PhD, US (as an adjective), DC, IAEA.

_Quotations_. Authors should identify the origin of all quoted material in a numbered endnote. Material
reproduced from other sources must be credited. Do not alter or edit quotations.

_Quotation marks and apostrophes_. Use “smart,” not straight, quotation marks and
apostrophes. Do not use an apostrophe before the “s” in 1950s, 1980s, etc. For possessives ending in s,
use two s’s, (i.e., John Gaddis’s biography of George Kennan is exceptional.)

_Numbers_. In general, for non-measurements/nontechnical contexts, spell out numbers from zero through ninety-nine
and use numerals for 100+; use numerals for all measurements (e.g., twelve experts, 12 kilograms). This
applies also to ordinal numbers. Exceptions include very large whole numbers in nontechnical contexts,
which may be spelled out.

_Currency_ should be expressed in numerals ($8 billion).

.Elements on first reference: polonium-210; on second reference abbreviated: Po-210. (Abbreviate only
with isotope number; spell out otherwise, i.e., 20 kilograms of plutonium.)

_Fractions_ less than one should be spelled out (one-half, three-eighths).

_Percentages_ always use numerals and never the percentage symbol: 6 percent.

.Measurements_ should use numerals: The 5-kiloton warhead flew 1,250 kilometers.
Spell out units of measurement on first use and abbreviate on subsequent uses: The bomblet weighed 70
kilograms (kg), but the casing weighed only 5 kg.

_Capitalization_. In general, use a minimum of capitalization. Capitalize "Cold War" but not seasons or centuries (twenty-
first century). Titles of individuals are not capitalized unless they are used before a person’s name:
Secretary of State Warren Christopher said that the United States would comply with the resolution, and
Boris Yeltsin, the Russian president, said his country would also comply.
Capitalize national legislatures, but not their adjectival forms: Congress, congressional.
Use lower case for government (i.e., Ukrainian government) and administration (i.e., Clinton
administration).
Foreign phrases
Italicize uncommon foreign phrases. If it is necessary to translate parenthetically (as opposed to contextually), follow this example: De Gaulle believed in a strategy of *dissuasion du faible au fort* (weak-to-strong deterrence).

Long quotations/excerpts
Set off and indent any quotation that is longer than five typed lines. Do not italicize the quote. Shorter quotations remain within the paragraph in which they appear.

Proper names/transliteration
Standardize transliteration when possible (Hussein instead of Hussayn); when spelling is in question, the predominate style used in the *New York Times* is preferred. For Korean names, use initial capitals without a hyphen (Kim Jong Il). For Chinese, Japanese, and Korean names, the first name listed is the family name (for Kim Jong Il, use Kim). Exception: The personal preference of the person whose name it is. For Spanish names, use the first of the two last names on second and subsequent references (for Carlos Pastora de Fiello, use Pastora).

General usage

Abbreviations
US, UK, EU, and UN are to be used as adjectives only, never as nouns (use United States, United Kingdom, European Union, or United Nations as nouns): “The UN representative traveled to the United States.”

Dates
Use month, day, year format: “December 4, 1992.” When referring to September 11, 2001, use the full date on first mention; “9/11” is acceptable thereafter.

Titles
Spell out fully and capitalize before names: Ambassador Thomas R. Pickering, Senator Lugar; lowercase when not preceding a proper name: Hillary Clinton, the secretary of state. Give state and party affiliation for US politicians: Senator Dick Durbin (Democrat of Illinois).

Acronyms/abbreviations
Spell out the first reference to any acronym or abbreviation, followed by the acronym or abbreviation in parentheses if it is referred to again in the article. Keep use to a minimum to avoid “alphabet soup.” Be mindful of possessives and spell out to avoid confusion. For plurals, add s, not apostrophe s (ABWRs, FBRs.)

Frequently used examples:
advanced boiling water reactor (ABWR)
boiling water reactor (BWR)
confidence-building measures (CBMs)
Department of Defense (DOD)
electromagnetic isotope separation (EMIS)
fast breeder reactor (FBR)
heavy water reactor (HWR)
high-temperature gas-cooled reactor (HTGR)
instrumentation and control (I&C)
intercontinental ballistic missile (ICBM)
International Atomic Energy Agency (IAEA)
light water reactor (LWR)
Magnetic Laser Isotope separation (MLIS)
non-nuclear weapon state (NNWS)
nuclear steam supply system (NSSS)
nuclear-weapon-free zone (NWFZ)
nuclear weapon state (NWS)
Operational Safety and Rescue Team (OSART)
pressurized heavy water reactor (PHWR)
pressurized water reactor (PWR)
research and development (R&D)
surface-to-air missile (SAM)
weapons of mass destruction (WMD)

Common treaties and conventions
Anti-Ballistic Missile Treaty (ABM Treaty)
Biological and Toxin Weapons Convention (BWC)
Comprehensive Nuclear-Test-Ban Treaty (CTBT)
Conventional Armed Forces in Europe Treaty (CFE)
Fissile Material Cutoff Treaty (FMCT)
Intermediate-Range Nuclear Forces Treaty (INF Treaty)
New Strategic Arms Reduction Treaty (New START)
Strategic Arms Limitations Talks (SALT I, SALT II)
Strategic Arms Reduction Treaty (START I, START II, START III, New START)
Strategic Offensive Reductions Treaty (SORT, or the Moscow Treaty)
Treaty on the Non-Proliferation of Nuclear Weapons (NPT)

Common in-house usage
al Qaeda (not Al Qaeda or al-Qaida)
antisatellite
coauthor
certainty-building measures
Cuban Missile Crisis
de facto, inter alia (no italics)
decision makers, decision making; decision-making process
downblend, downblending
e-mail
ever into-force; enter into force
Final Document (of a specific conference; if in the abstract—e.g., a potential future conference outcome—then use “final document”)
fiscal 2011 (not fiscal year 2011 or FY2011)
flight-test, flight-tested (n. and v.)
geostrategic
global zero
grand bargain
Group of Eight (G-8)
hardline, hardliner
Hussein, Saddam (full name preferred on all references, but Saddam is acceptable on second reference)
Iraq war
juche
low Earth orbit
member states
mutual assured destruction
nation states
National Security Strategy (the US document)
NATO (OK on first reference)
New Triad
Non-Aligned Movement
NPT Review Conference, 2005 NPT Review Conference, review conference
Nuclear Posture Review
nuclear weapon program, nuclear weapon state (singular)
Osirak (not Osiraq)
Oslo Process
policy makers, policy making; policy-making process
Qaddafi, Muammar
R&D (OK on first reference)
shutdown (n.), shut down (v.)
six-party talks
State Department
state parties
Tehran (not Teheran)
track-two diplomacy
underway
war-fighting plans
weapon-grade (as a modifier)
weapons-usable (as a modifier)
white paper (capitalized if part of a proper name)
WMD (OK on first use)

**Tables, Figures, and Photographs**
Authors are responsible for obtaining permission to reprint previously published tables, figures, or photographs. All tables and figures should have suggested titles. Tables and figures should be created in Microsoft Word or Excel without shading or special formatting. Tables should have references in the text in chronological order and should be referred to as “Tables” (Table 1, Table 2, etc.). Any graphical elements, such as graphs, pictures, illustrations, and photographs, should be referred to in the text as “Figures” in chronological order.

All tables, figures, and photographs should be submitted in a separate file (not embedded in the text) labeled with the name of the element (Table 1, Table 2 or Figure 1, Figure 2). Endnotes for tables and figures should be attached to the table or figure in its own file. These endnotes should *not* be commingled with those of the body of the article.