

EQUAL RIGHTS TRUST HOUSE STYLE: *The Equal Rights Review*

Using a house style helps us to produce clear and consistent documents that reflect the professionalism, accuracy and impartiality of our work. It also reinforces the idea that the Equal Rights Trust speaks with one voice.

The following rules cannot answer all style questions but act as a guideline.

Above all, be consistent within the same document.

EQUAL RIGHTS TRUST STANDARD USAGE

Spelling

- Follow the *Chambers 21st Century Dictionary* using the first word/main.
- Use English UK spelling
- Use -ise spellings (not -ize) *Example: globalise*
- Above all, be consistent within the same document.
- Use dictionary.com for online reference.

Some words and phrases where ERT has chosen a particular form:

Muslim
asylum-seeker
Shi'a
intifada
people of different sexual orientation

This list can be added to by sending suggestions to the Executive Assistant.

- Avoid biased, politically loaded or offensive language.
- Some words that should be avoided, unless used in quotations, are:
barbaric civilised/uncivilised fanatic
savage tyrant
- Try to avoid language that is gender-specific when you are talking about both women and men.
- Do not use language which depersonalises or dehumanises people.
- When referring to victims or witnesses of human rights violations, use first and last name at first mention, and subsequently use either both names or the last name only, but not the first name only. When referring to children, a first-name-only use may be appropriate.

Abbreviations

Spell out abbreviations and put the abbreviation in brackets on first mention.

Example: The Equal Rights Trust (ERT)

Exceptions: UN, UK, USA, AIDS/HIV

Each subsequent mention in smaller publications will be with the acronym only.

However, in major publications of over 50 pages the rule will be different. Each major part of the publication that will be presented by a separate link on the website should be treated as a separate publication in terms of acronyms. This is to allow readers who want to read only that part to understand the acronym without having to refer to earlier parts. The Executive Summary should also be treated as a stand-alone document. Acronyms introduced in it will be re-introduced in each major part as well.

In bigger publications (over 50 pp) there will be a list of Acronyms at the beginning.

Use full stops for the following abbreviations only: people's initials, No. (number), p. (page) and pp. (pages), e.g. (for example).

The Equal Rights Trust

Use The Equal Rights Trust or ERT (with no article) or the Trust.

Capital Letters

- Keep capitalisation consistent within a document.
- Use initial capitals for proper names and official titles.
- Use initial capitals in titles and sub-titles
- The words "section" (in a law document), "state", "government" and "court" should not be capitalised unless they refer to a specific body.

Dates and Times

20 March 2007, 20-24 May 1948, 12 am, 3 pm.

Endnotes/Footnotes

- When the note number is at the end of the sentence, put it after the full stop.
- Begin the note with a capital letter and end with a full stop.

Font

- All ERT correspondence, memos and publications should be in Cambria 11.
- Footnotes and endnotes should be in Cambria 10.

Hyphens

Use hyphens for composite adjectives.

Hyphenate words to indicate special meaning or to avoid ambiguity. *Example: high-school student*

Italics

Use italics for foreign words not absorbed into English, titles of books, journals, reports and newspapers, and Latin legal terms not well known in English. Italics should not be used for names of organisations

Layout

- Do not indent main text. **In ERR only**, indent the first line of paragraphs which are quotes.

- Leave one space between paragraphs.
- Leave one space between paragraphs and titles/subtitles.
- Make sure there are no widow titles at the bottom of pages.
- Insert page numbers at the bottom on the right.
- The alignment for normal text should be “justified”.
- For footnotes and endnotes, use left alignment.
- Leave a space between each two footnotes or endnotes.
- In Country reports and other books, quoted texts which are more than two lines long should come as a separate paragraph, in italics, without quotation marks, and indented 1.75 on both sides.
- In ERR, quoted texts that are more than two lines long should come in a separate paragraph. Indented on the left only by 1.75, in double quotation marks, no italics.
- To express the fact that you have changed a capital letter to a small or vice versa from the original source, use square brackets around the changed letter.

Measurements

- Use abbreviations for metric measurements. *Example:* **14mm, 12cm, 5m, 10km, 12g, 10kg**
- Use 12km² for area.
- Use 30°C for temperature.
- Spell out imperial measurements. *Example:* **inches, miles**

Money

- Use digits. *Example:* **£50, RM 10,000,**
- Give the US dollar or EURO equivalents if required by the context in brackets. *Example:* **10 kroner (US\$15)**

Names

- Give a person’s full name without title on first reference. After that you can abbreviate the name in a culturally appropriate way, but use the same abbreviation throughout the document. Unless the person is a child, avoid use of first name only when referring to victims or witnesses of human rights abuses.
- For organisations, give the name in original language followed by brackets, and within the brackets give acronym in the original language and translation into English)
Example: **Partido da Renovação Social (PRS, Social Renewal Party)**

Numbers

- Use words to start a sentence.
- Use words for one to nine, including fractions
- For 10 and over use figures. Fractions become decimals.
- For 1,000 and more use a comma.
- Use figures for percentages and millions. *Example:* **3%, 5 million**

Omitted words/passages

Use three dots in between brackets (...) but do not use this at the start or end of quoted texts.

Quotation marks

- Use double quotation marks, and then single marks within.

- Only put punctuation that forms part of the quote inside the quotation marks.
- Use quotation marks to indicate special usage of certain words. *Example*: “**death squad**”

References

- Bibliography: Author’s family name, author’s initials, “Title of Article”, *publication*, or *book title*, publisher, year, p. 1 or pp. 3-8, or Para 3 or Paras 3-8.
- When quoting court cases, follow the referencing system used by the court itself.
- Make sure there is only one space between the uppercase number of a footnote or endnote and its text, and that footnote or endnote numbers are always uppercase, no italics, no bold in both main text and notes.
- Leave in the references all available online links. The editor will later decide which links are not necessary and will remove them, but they must be submitted in all drafts to enable fact-checking.

REFERENCES BY TYPE OF PUBLICATION ARE AS FOLLOWS:

FOR ACADEMIC ARTICLE

Author’s family name, Author’s initials, “Title of Article”, *journal name* (IN ITALICS), Vol. or No. of journal (IN SHORT VERSION), year, p. 1 or pp. 3-8.

Example

Uccellari, P., “Multiple Discrimination: How Law Can Reflect Reality”, *The Equal Rights Review*, Vol. 1, 2008, pp. 24-49.

FOR NGO or INTERNATATIONAL ORGANISATION REPORTS (INCLUDING GENERAL COMMENTS OR RECOMMENDATIONS OF TREATY BODIES and SR REPORTS)

Organisations/Bodies Name, *Title of document*, Publication date, weblink (available at: www.blablaba.com).

Example

Open Society Justice Initiative, *Human Rights and Legal Identity: Approaches to Combating Statelessness and Arbitrary Deprivation of Nationality - Thematic Conference Paper*, 2006, p. 2.

FOR NON-ACADEMIC ARTICLE (E.G. MAGAZINE, NEWSPAPER, Online Media OR PERIODICAL)

Author’s Family Name, Author’s Initials, “Title of Article”, *Name of publication*, Publication date (dd, Month, Year), pp. 12 – 13.

Example

BBC, “Albania Takes Guantanamo Uighurs,” *BBC News*, 6 May 2006, available at: <http://news.bbc.co.uk/2/hi/americas/4979466.stm>.

BOOK

Author’s Family Name/Organisation (if the author is an organisation), Author’s Initial or initials, *Title of Book (ITALICS)*, publisher, year.

Example

Lang, K., *Poverty and Discrimination*, Princeton University Press, 2007.

AUTHORED CHAPTER in BOOK

Author's Family Name, Author's Initial, "Title of Chapter", in *Title of Book*, (eds.) Editor's Family Name, Editor's Initial, publisher, year, pp. 20-26.

Example

Taylor, C., "The Politics of Recognition", in Gutmann, A. (ed), *Multiculturalism: Examining the Politics of Recognition*, Princeton: Princeton University Press, 1994, pp. 60, 102.

CROSS REFERENCES

WHEN REFERRING TO A REFERENCE *IMMEDIATELY* ABOVE

Ibid. (*ITALICS*), p. 15.

WHEN REFERRING TO A REFERENCE ABOVE IN *ALL OTHER CASES*

- When referring to a footnote already fully referenced in the document, use "See above, note XX". When the footnote above in which the source is already mentioned is one of several in that footnote, give: "See Author's family name, above note XX, p. 1 or pp. 3-8".
- When referring to a source just mentioned as a cross reference (ie when the previous footnote is "see above, note xx", use *ibid.*; this means you cannot have two or more identical footnotes each of which says: See above, note 45.

Note: As a rule, cross-references will be done at the very last editorial stage!

Note: For the purposes of cross-referencing, every major part of a bigger publication that will appear as a separate link in the website, including Executive Summary, must be treated as a separate publication. While the numbering of footnotes will be continuous throughout the book, the cross-referencing will be only to references within the respective major part.