

<b>Acronyms and Abbreviations</b>	<u>Spell out fully on first mention in the text.</u> Well known ones, like UN, EU and NATO, do not need to be spelt out.
<b>Ampersands</b>	Do not use &, only 'and'.
<b>British English</b>	Unless a proper noun (like Department of Defense) <u>use British spellings.</u> <ul style="list-style-type: none"><li>• Use –ise spelling (organisation, analyse, organise)</li><li>• Use –re and –mme spellings (centre, metre, programme)</li></ul>
<b>Capitalisation</b>	Keep to a minimum: the basic rule is capitals for <u>specific references to specific things.</u> The King is capitalised; a gathering of kings is not.
<b>Commas</b>	Commas are <u>not needed before 'and'</u> in a list: Red, white and blue.
<b>Contractions</b>	<u>Do not use contractions</u> such as don't, shouldn't, can't.
<b>Currency</b>	<u>Write in number form:</u> £5, £5,000, £5 million. Use pound, dollar, euro symbols.
<b>Dashes</b>	Use to indicate a related remark – like this. Use en-dash (–), with space before and after.
<b>Dates</b>	1 January 2007; 2006–07; 1996–2006; the 2000s; the twenty-first century.
<b>Foreign Words</b>	<u>Al-Qa'ida, Osama bin Laden, Hizbullah, Ba'ath, Shia, Qu'ran</u> Italicise uncommon foreign words or phrases (but not commonly known French or Latin).
<b>Full Stops</b>	US, not U.S., likewise Washington DC, not D.C. Do not place stops after headlines, titles or bullet points, but use them at the end of captions or references.
<b>Gender</b>	Do not use 'they' to refer to third person singular (e.g. in place of 'he', 'he or she')
<b>Hyphenation</b>	Use in words such as co-ordinate, co-operate, etc (where the prefix and modified word meet with separately pronounced vowels). Use in two-word terms used as an adjective; so long-term changes. <ul style="list-style-type: none"><li>• <u>Counter-insurgency, counter-terrorism</u></li><li>• <u>State-building, but peacekeeping</u></li><li>• No hyphen with 'bi' or 'multi': <u>multilateral</u></li></ul>
<b>Names</b>	Be careful spelling names, domestic or foreign: <u>always double check.</u>
<b>Numbers</b>	Write out numbers below twenty. Write 5 billion. <ul style="list-style-type: none"><li>• Ordinals are written out as first, second, until 10<sup>th</sup>.</li><li>• Use American billion (1,000,000,000)</li><li>• Use en-dashes to indicate elision (e.g., 1–5; pp. 550–51)</li></ul>
<b>Percentages</b>	Use <u>per cent</u> and <u>percentage point.</u> Always use with a number: <u>5 per cent.</u>
<b>Quotation Marks</b>	<u>Use single quotes,</u> but use double marks for a quotation within single marks: 'What does "corrigible" mean?' Punctuation falls outside the quote unless it is part of the original.

## Referencing

**RUSI publications use notes (not in-line citation) with full referencing in the first end/footnote with short author name and short title thereafter.**

Endnotes are used in the majority of RUSI publications, with the exception of some reports and papers. For large or multi-author volumes, notes appear at the end of a chapter; in single-author reports, notes appear at the end of the paper.

When citing a page range, always use at least two digits to show the upper limit (unless it is single figures), therefore pp. 1–5, 156–62, or 593–94; but 100–300. See *Numbers*, above.

Try to use full first names where you can, not initials, unless the author themselves use initials only.

## Commonly Cited Publications

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### **Strategic defence reviews, past and present**

HM Government, *National Security Strategy and Strategic Defence and Security Review 2015: A Secure and Prosperous United Kingdom* (SDSR 2015), Cm 9161 (London: The Stationery Office, November 2015).

HM Government, *Securing Britain in an Age of Uncertainty: The Strategic Defence and Security Review* (SDSR 2010), Cm 7948 (London: The Stationery Office, October 2010).

Ministry of Defence, *Adaptability and Partnership: Issues for the Strategic Defence Review*, Cm 7794 (London: The Stationery Office, February 2010).

Ministry of Defence, *Delivering Security in a Changing World: Future Capabilities* (London: The Stationery Office, July 2004).

Ministry of Defence, *The Strategic Defence Review*, Cm 3999 (London: The Stationery Office, 1998).

National Audit Office, *Ministry of Defence: Major Projects Report 2009* (London: The Stationery Office, December 2009).

### **Doctrinal publications**

US Army and Marine Corps, *Field Manual No. 3-24: Counterinsurgency* (Chicago: University of Chicago Press, 2007).

British Army, 'Army Field Manual Volume 1, Part 10: Countering Insurgency', Warminster, Land Warfare Centre, 2009.

Ministry of Defence, 'Future Character of Conflict', Development, Concepts and Doctrine Centre, Shrivenham, 3 February 2010.

## First Reference

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Full citation information – as detailed below – should be provided the first time an item is cited in the text.

## Subsequent References

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When an item has been cited for the first time in a publication, subsequent citations can use a shorter form of reference. (But use just *ibid* when a subsequent reference is right in the next note, eg *ibid.* pp. 5–7).

The author's surname may be used, as may an organisation's acronym or abbreviation. A short version of the title that is clear can also be used, so for example, subtitles may be excluded.

Last name, 'Article or Chapter Title' / *Book Title*, p. #.

So for example,

Mearsheimer, 'The False Promise of International Institutions', p. 32; Nye, *Soft Power*, p. 51.

For newspaper articles, you can exclude the date *except* when it is necessary for clarity, for instance when citing a regular column.

## Articles in Journals and Magazines

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First Name Last Name, 'Article Title', *Journal or Magazine* (Vol. #, No. #, Month Year), p. #.

e.g. John Mearsheimer, 'The False Promise of International Institutions', *International Security* (Vol. 19, No. 3, Winter 1993-94), p. 32.

## Books

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First Name Last Name, *Book Title* (Place: Publisher, Year), p. #.

e.g. Joseph Nye Jr, *Soft Power: The Means to Success in World Politics* (London: Public Affairs, 2004), p. 51.

## Book Chapters

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First Name Last Name, 'Chapter Title', in First Name Last Name, *Book Title* (Place: Publisher, Year), p. #.

e.g. Frédéric Bozo, 'The Effects of Kosovo and the Danger of Decoupling' in Jolyon Howorth and John Keeler (eds), *Defending Europe: The EU, NATO and the Quest for European Autonomy* (Basingstoke: Palgrave, 2003), p. 63.

## Conference Papers

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First Name Last Name, 'Paper Title', paper presented to Name of Conference, Location, Date of Conference

e.g. Renfrew Christie, 'South Africa's Nuclear History', paper presented to the Nuclear History Program, Fourth International Conference, Nice, France, 23-27 June 1993.

## Declarations/Summit Reports

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Diplomatic declarations need not have an author:

e.g. 'Joint UK – France Declaration, 27 March 2008', <URL if not otherwise easily available>.

## Internet

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When citing material on the internet, choose the most appropriate format (such as book, article or report) and append:

<http://[URL of resource]>, accessed date.

However, do not cite URLs unless the material is solely available online. **Do not give URLs when the text is easily available in print, such as when citing newspaper articles, or is on a major websites (like the BBC).**

When citing blogs or online publications, prefer citing the website domain, rather than a specific link to the individual post. (Even so-called permalinks can change.)

## Interviews or Correspondence

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Type of interview/correspondence with First Name Last Name, Location, Date

e.g. Personal interview with Waldo Stumpf, Pretoria, 5 May 1999.

## Newspapers

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First Name Last Name, 'Article Title', *Newspaper*, Date.

e.g. R. Jeffrey Smith, 'Pretoria's Candor and Nuclear Program Questioned', *Washington Post*, 25 March 1993.

If an article is not attributed, use *Newspaper*, 'Article Title', Date.

## Reports, Papers and Manuscripts

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For general reports and papers, give as much information as possible using the general formula:

Author/Organisation, 'Report Title', Series Title and Number/Type of Publication, Reference Code if Applicable, Organisation if Applicable [if not already given], Year.

e.g. UN, 'South Africa's Plan and Capability in the Nuclear Field', United Nations Disarmament Study Series No. 2, A/35/402, 1980.

## Speeches

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Name, 'Speech Title if Applicable', speech given at organisation/in city name, date, <URL if not otherwise widely available>.

e.g. Barack Obama, 'America's missile defence strategy and Eastern Europe', speech given in Prague, July 2009.

## White Papers

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Organisation/department, *Title of White Paper*, Cm ##### (Publisher – e.g. The Stationery Office), p. #.

So the 2010 Strategic Security and Defence Review is cited thusly:

HM Government, *Securing Britain in an Age of Uncertainty: The Strategic Defence and Security Review*, Cm 7948 (London: The Stationery Office, October 2010), para. 2.4.

Note: Cm refers to the 'command number'; this is the particular reference number issued by the legislature or executive, and may vary in form by country.

## Whitehall Papers

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RUSI Whitehall Papers are, as of 2010, published as a book series, so each individual paper is a unique title with its own ISBN. This means any from paper 74 onwards must be cited as a book:

Richard Tueten and Daniel Korski, *Preparing for Peace: Britain's Contribution to Stabilisation*, RUSI Whitehall Paper 74 (London: Taylor and Francis, 2010).

Whitehall Papers written *before* number 74 were assigned ISSNs, and are thus considered as journals. They should be cited like this:

Jonathan Eyal, 'Who Lost Russia? An Enquiry into the Failure of the Russian-Western Partnership', *RUSI Whitehall Paper* (No. 71, 2009).