

Pambazuka News style guide

Abbreviations and acronyms

Unless an abbreviation is very common (*USA, UN*), it should be spelled out in full when it is first used, with the abbreviation appearing in brackets immediately afterwards:

foreign direct investment (FDI)
official development assistance (ODA)
Orange Democratic Movement (ODM)

Note that while abbreviations are generally in caps, the term when spelt out will not necessarily require initial caps.

Do not use full stops with abbreviations

Mr Ms etc USA UNDP

with the following exceptions:

e.g. i.e. no. (meaning number) p. pp. vol.

Spell out 'for example' and 'that is', using the abbreviations *e.g.* and *i.e.* only in tables or notes or in parentheses.

Alphabetical order

If you need to place a list in alphabetical order, e.g. in a bibliography, be ruthlessly logical and ignore breaks between words, the use of capital or lower case letters

e.g. Delaware, de Witt, Macarthur, MacNeil, McArthur,

British or American English?

Use British and not American English:

colour, not *color*
petrol, not *gas*

Capital letters

Keep initial capital letters to the minimum. Only use for names, titles and words that are used as proper nouns. Do not use for words such as *government, state, law.*

For job titles write:

Prime Minister Tony Blair but *Tony Blair is the British prime minister.*

For organisations, only use capital letters with the full name:

the University of the Witwatersrand has a policy, but *the university has a policy.*

Chapter 1 (but, this chapter), the World Bank (but, the bank)

Currencies

- Use £, \$, € with figures, not pounds, dollars or euros
- No space between symbol and first figure, e.g. £500, €25
- Spell out million and billion unless used very frequently, in which case the abbreviations 'm' and 'bn', closed up to the last figure, are acceptable, e.g. Ksh14m or \$7bn
- For Chinese currency, use yuan rather than renmimbi (RMB)
- For other currencies, use accepted abbreviations
£1,500 \$10 million Ksh500,000 7.3 million yuan

Dates

Day (with no 'th'), month, year:

11 January 2000

Decades:

1980s, not *the eighties*, not *80s*, not *1980's*

Centuries:

20th century [no superscript]

Use dashes for date spans. If first two digits are repeated, leave them out of the second date:

1984–88, *1992–2004*

Do not elide any figures for years of birth and date:

1917–1994

Direct questions

When introduced by a phrase/clause ending in a colon, do not start with an initial capital letter but do end with a question mark.

That brings us to the most important point: when should you start writing?

Ellipsis

- Leave a space on either side of an ellipsis if it is inside a quotation; do not leave a space if the ellipsis is at the beginning or end of a quotation (but see bullet point below)
- Ellipses don't normally require any punctuation before or after them
- It is usually not necessary to start or end a quotation with an ellipsis.

Exclamation marks

Avoid!

Figures

All diagrams, charts, graphs, maps, etc are called figures

Number figures consecutively in the order in which they appear:

Figure 1 **Figure 2** **Figure 3**

Refer to them in the text as Figure 1, Figure 2, etc, not figure 1, nor 'the figure below'.

Headings and subheadings

Initial capital letters only for first words and proper nouns.

Keep headings as short as possible. Think of them as a label, not a précis of the contents. If possible, avoid one heading immediately following another.

Italics

Use italic type only for titles (of books, films, etc) and for words (but not proper nouns) in languages other than English. Foreign proper nouns should be in roman with initial capital letters.

Lists

Lists can be bulleted or numbered. Only use numbers if the list is a sequence or a hierarchy.

- Start the platform with a capital letter and end it with a colon.

- Start each bullet point with a capital letter.
- There should be no punctuation at the end of a bullet point unless:
 - It is a full sentence.
 - It is the last bullet point in the list, when it should have a full stop.
- Do not use 'and' at the end of the penultimate bullet point.
- You can use 'or' at the end of the penultimate bullet point (after the semi-colon) if the list is a set of alternatives.

If the platform is a full sentence but the bullet points are not, rephrase or repunctuate the platform so that it becomes the first clause of the sentence.

Numbers

One to nine in words, 10 and above in figures

Always use commas to indicate thousands and millions:

1,545 2,350,000

First, second – rather than firstly, secondly

Page spans

Use the fewest figures that will make the span clear

pp. 27–9, pp. 105–37,

Percentages

In text, use a figure followed by per cent:

2 per cent 33.3 per cent

In tables, use a figure followed by the per cent sign, with no space between the two:

2% 33.3%

Quotation marks/inverted commas

Always single, not double, unless needed within a quote when double should be used.

Follow the British convention so that in a quote which is a full sentence, the closing punctuation comes **inside** the closing quotation mark, e.g.

'They agreed that they would call it a day.'

but:

They agreed that they would 'call it a day'.

Measurements

All measurements should be written in figures, with no space between the number and the measurement. Use the accepted abbreviated form of a measurement, with no 's' for plural amounts:

10p 21kg 25m 3m³ 50km²

Money

In running text, do not include .00 in sums of money, e.g. They had to pay \$2 each, *not* \$2.00 each.

In tables, if any numbers include a decimal point, all numbers must include figures after the decimal point, even if they are 00.

Notes

Many authors use Word's automatic facility to generate footnotes/endnotes, but the automatic links are lost when we transfer the text to our editing template. We can therefore only publish notes if you manually insert a number in square brackets in the appropriate place in the text and then list the notes themselves in numerical order at the end of the article.

Please note that we cannot publish footnotes, only endnotes, placing them at the end of the article.

References

Our preference is to use the Harvard, or author-date, system for references.

The author's surname and the date of publication is included in the text:

...as Kalumba (1997) has demonstrated...

...as was shown in a recent study in Zimbabwe (Kalumba 1997)...

- Works with more than two authors should list all the authors when first cited, thereafter only the first author followed by et al:
Bennett, Russell and Mills (1995) Bennett et al (1995)
- If more than one work is referred to, separate the references with a comma:
... as has been shown by recent studies in southern Africa (Kalumba 1997, Loewenson 1999).
- If the author has two or more publications in the same year, label them Kalumba 1997a, Kalumba1999b in the text and also in the list of references.
- If a page number is required, for example when giving the source of a quotation, add the page number as in these examples:
(Kalumba 1997, p. 153) or Loewenson (1999, p. 42)

The full list of references appears at the end of the text in alphabetical order of authors' surnames.

- Several works by the same author should appear in chronological order.
- If there are two or more works by the same author published in the same year, add a, b, c, etc after the date, in the order in which they are cited in the text.
- Works by a single author appear before those by the same author with collaborators.
- Put author's family name first, followed by initials.
- Use full stops after initials.
- Put brackets around the year of publication.
- Do not include day and month of publication unless needed to identify the issue, e.g. of a daily newspaper or monthly magazine.
- If no date is available, use (n.d.).
- Use initial capitals for all important words in book, booklet and journal titles.
- Put book and journal titles in italics.
- Only use initial capitals for the first word and any proper nouns in article, chapter and unpublished document titles.

- Put single inverted commas around article, chapter and unpublished document titles
- Do not use full stops at the end of references.

The following are examples of how various kinds of references should be listed:

Books

Cornia, G.A. and Helleiner, G.K. (eds) (1994) *From Adjustment to Development in Africa: Conflict, Controversy, Convergence, Consensus?*, London, Macmillan

Lafond, A. (1995) *Sustaining Primary Health Care*, London, Earthscan Publications

Ramphal, S. and Carlsson, I. (1995) *Global Neighbourhood, Report of the Commission on Global Government*, Oxford, Oxford University Press

Chapters in books

Bates, R. (1994) 'The impulse to reform in Africa', in Widner, J.A. (ed) *Economic Change and Economic Liberalisation in Sub-Saharan Africa*, Baltimore, Johns Hopkins University Press

Journal articles

For articles published in journals, please use vol. for volume, no. for number and p. or pp. for page or pages if this information is available:

Calamitis, E.A. (1999) 'Adjustment and growth in sub-Saharan Africa: the unfinished agenda', *Finance and Development*, vol. 36, no. 1, pp. 6–9

Carmody, P. (1998) 'Constructing alternatives to structural adjustment in Africa', *Review of African Political Economy*, vol. 75, pp. 25–46

If the author has not provided the necessary information, use the same system they do, e.g. *Population and Development Review*, 20(3): 631–4

Newspaper articles

Mail & Guardian (2005) 'Zambia may qualify for debt relief, says IMF', 10 February

Meldrum, Andrew (2005) 'Mugabe finds succour in Beijing deals', *The Guardian*, 27 July

Unpublished documents

CIDA (1998) 'Canadians and development assistance: Environics poll results', Communications Branch, unpublished mimeo, Ottawa

Edwards, M., Hulme, D. and Wallace, T. (1999) 'NGOs in a global future: marrying local delivery to worldwide leverage', background paper to NGOs in a Global Future Conference, Birmingham, January

Marren, P. (1999) 'The Asian crisis and the Indonesian experience', paper presented at ETISC Conference, Dublin, 20 February

Stiglitz, J. (1998) 'More instruments and broader goals: moving towards the post-Washington consensus', WIDER Annual Lecture, Helsinki, 7 January

Websites

<http://www.fahamu.org>

If referring to a specific page, provide explicit directory and filenames and extensions. e.g. <http://www.fahamu.org/who/index2.html>

Beware: some files have an extension .html whereas others have .htm

Electronic publications

Because of the ephemeral nature of some urls, it is important to indicate when a site was last accessed.

For an article:

IRIN (2005) 'Zambia: HIPC targets have been met, IMF team', 11 February, <http://www.irinnews.org/report.asp?ReportID=45518>, accessed 13 May 2007

For a website:

Make Poverty History (2005) <http://www.makepovertyhistory.org/aim2.html>, accessed 26 August 2006

For a book/booklet:

Situmbeko, L.C. and Jones, Zulu J. (2004) *Zambia: Condemned to Debt. How the IMF and World Bank have Undermined Development*, London, World Development Movement, <http://www.wdm.org.uk/campaigns/cambriefs/debt/zambia/zambia.pdf>, accessed 17 February 2008

References in endnotes

Here is guidance on our style for references provided in numbered endnotes.

The appropriate number should be added manually in the text in squared brackets (e.g., [1], [2]) and then the notes manually listed in numerical order at the end of the article. Do not use Word's automatic footnote or endnotes as they are not picked up by the web programme.

- If the number in the text has to go alongside a punctuation mark, insert the number *immediately after* the punctuation mark (and ignore Word's insistence that that is incorrect)
- In the list of endnotes, insert a stop after the endnote number
- As the endnotes are not in alphabetical order, there is no need to invert the authors' names, e.g. Patrick Bond or P. Bond is fine, *not* Bond, Patrick or Bond, P.
- Use either authors' first name or initials
- Use full stops after the authors' initials, with no spaces between multiple initials
- Put brackets around the year of publication
- Do not include day and month of publication unless needed to identify the issue, e.g. of a daily newspaper or monthly magazine.
- Use initial capital letters for all important words in book and journal titles
- Put book, booklet and journal titles in italics
- Only use initial capital letters for the first word and any proper nouns in article, chapter and unpublished document titles

- Put single inverted commas around article, chapter and unpublished document titles
- Page or paragraph numbers for quotations should appear at the end of the footnote.
- If the source is the same as for the previous endnote, just put *Ibid.* beside the endnote number, adding the new page number if relevant
- If the source has been cited in an earlier (but not the previous) endnote, it is sufficient to provide the author's surname and the date of publication in brackets
- Please use *vol.* for volume, *no.* for number and *p.* or *pp.* for page or pages if this information is available. If not, use the system provided by the author, e.g. *Population and Development Review*, 20(3): 631–4
- End each note should with a full stop.

The following are examples of how various kinds of endnotes should be listed:

1. NEPAD (2001) *The New Partnership for Africa's Development*, Abuja, Nigeria, October, <http://www.nepad.org/2005/files/documents/inbrief.pdf>, para 47.
2. *Ibid.*, para. 91.
3. Patrick Bond (ed) (2002) *Fanon's Warning. A civil society reader on the New Partnership for Africa's Development*, Trenton, African World Press.
4. NEPAD (2001), para. 185.
5. T. Mkandawire and C.C. Soludo (eds) (1999) *'Our Continent, Our Future': African perspectives on structural adjustment*, Dakar, CODESRIA, p. 11.
6. *Ibid.*, p. 137.
7. World Bank (2005) *World Development Report 2006: Equity and Development*, Washington DC, World Bank.
8. *Ibid.*, p. 2.
9. See S. Reddy and C. Minoiu (2005) 'Has world poverty really fallen?', <http://www.socialanalysis.org>, accessed 3 November 2007, and S. Reddy and C.C. Minoiu (2005) 'China's poverty reduction experience in the 1990s', <http://www.socialanalysis.org>, accessed 17 February 2009.
10. See, for example, Christopher Burnside and David Dollar (2000) 'Aid, policies and growth', *American Economic Review*, vol. 90, no. 4.
11. World Bank (2005), p. 192.
12. P. Goodison (2005) 'The European Union: new start or old spin?', *Review of African Political Economy*, vol. 32, p. 103.
13. Mark O'Neill (2007) 'A new frontier', *South China Morning Post*, 29 January.
14. D. Poston et al (1994) 'The global distribution of the overseas Chinese around 1990', *Population and Development Review*, vol. 20, no. 3, pp. 631–4. [or *Population and Development Review*, 20(3): 631–4, if the author has not provided information on what the numbers refer to.]
15. Isabel Hilton (2009) 'China's 30 missing years', *The Guardian*, 1 October.

Serial or Oxford commas

Do not use a serial comma in lists of more than two items before the last 'and' or 'or' unless it is needed to ensure clarity.

oranges, lemons and apples

We decided to go to London, find the best bookshop and spend the whole day there.

Sexism

Avoid gender specific terms such as policeman or fireman. Use alternatives such as police officer or firefighter.

Do not write *he/she, s/he, him/her*, but instead use *they, them*

Slash symbol (solidus)

Use unspaced.

Nairobi/Oxford, not *Nairobi / Oxford*

Style

Writing style should be simple, using short sentences and avoiding jargon.

Tables

Number tables consecutively, in the order in which they appear:

Table 1 Table 2 Table 3

Refer to them in the text as Table 1, Table 2, etc, not at 'the table on this page'.

- Don't use upper case for totals boxes, e.g. not TOTAL COSTS, but Total costs
- Don't use colons at end of column and row headings, e.g. not Direct project costs: but Direct project costs

Tenses

When alerting readers to forthcoming content, use the simple present rather than future tense:

e.g. *This chapter looks at...* and not *This chapter will look at...*

Time

Use am and pm for preference:

8am 10.30pm

For 12am and 12pm, use noon or midnight.