ICCT Style Guidelines

Revised October 2021

Contents

ICCT Style Guidelines

ICCT Style Guide

Spelling and grammar

- ICCT uses British English (e.g. radicalisation not radicalization, behaviour not behavior).

- When you begin your piece, **please change the language of the Word document to English (United Kingdom)**; this will make it easier for you to stick to British English, as well as assist in making the editing process more efficient.

- The only exception for the use of British English is when directly quoting text that was not written in British English.

- ICCT follows in-house style guidelines based on the [Chicago Manual of Style](#) (17th edition), with some modifications. Please refer to this for guidance on issues not included in this style guide.

- ICCT uses Oxford commas (also called serial commas). This requires the placement of a comma after the final word in a series before "and," "nor," and "or." Example: I like oranges, apples, and grapefruits.

- Commas and final punctuation should be placed inside quotation marks. As per the Chicago Manual of Style, "The title of a work that ends in a question 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."

- Please submit all publications in Times New Roman font, size 12, with 1.5 line spacing. ICCT uses a single space after all end punctuation.

ICCT uses the following spellings*:

- Counter-terrorism (not counterterrorism)

- Al-Qaeda, al-Qaeda (not al Qaeda or al Qaida) [Use a small 'a' except at the start of a sentence. In general, ICCT recommends joining the Arabic definite article, al, to a noun with a hyphen]

- Hezbollah (not Hizbullah or Hizballah)

- IS, ISIS, or the Islamic State (Daesh is also acceptable, context-depending, not ISIL)

- War on Terror (WOT), Global War on Terror (GWOT)

- P/CVE (not C/PVE or P-CVE)

- Southeast Asia (not South East Asia or South-East Asia)

* If there are specific reasons you need to use a variation of these spellings, please include this in the email when you submit your draft. In quotes, please maintain what was used by the original author. ICCT reserves the right to change the spelling of other words within received manuscripts to maintain consistency across our publications.

Foreign words

- Foreign words are generally italicised, unless they are well-known words; in such case, they do not need to be italicised.

- Uncommon foreign words are italicised in the first instance they are used. Thereafter, foreign words are written as normal.

- A section of words deemed common enough to our readership to not be italicised includes, but is not limited to:

  — bay'at, burqa, dawa, hijrah, jihad, imam, niqab, shari'a, Salafi(sm), Qur'an, Takfiri, ummah, ulama, Wahhabi(sm), wilayah

  — De facto, inter alia, modus operandi, sui generis, status quo

- Isolated references in text to well-known persons or places should employ the forms familiar to English-speaking readers. For example:

  — Mecca (not Makka or Makkah)

  — Damascus (not Dimashq)

  For further clarification on the use of languages other than English, consult Chicago Manual of Style 17th edition, Chapter 11.

Capital letters

ICCT prefers to refrain from capitalising the first letter of too many words. While it is quite common to capitalise for example the word "states" in legal writing, the ICCT style guide suggests to only use capitals when certain states are referred to, for example, EU Member States. The "internet" is not capitalised.

Organisations (e.g. United Nations), names (e.g. the USNS Grapple), brands (e.g. Coca Cola), titles (e.g. the President), documents (e.g. the Declaration of Human Rights, the Dutch Constitution), headings (e.g. book titles and chapter headings), and similar words referring to specific items, are capitalised. The word "government" should not be capitalised, even if it refers to a specific institution.

Compass points are not usually capitalised, unless they refer to a specific region, such as South Dakota, West Africa, or Eastern Europe. "The West" is also capitalised.

He went north to North Africa
The Middle East
She lives in the west of the country
Sources in Western and Arab media

For Arabic words, capitalise only the first word and any proper nouns. This practice applies to titles of works as well as to names of journals and organisations. Note that al, like the, is capitalised only at the beginning of a sentence or a title.

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Abbreviations

ICCT does not use periods in acronyms and abbreviations, e.g. PhD, US, UK, DC, ICCT, however, periods are used for initials standing for given names, e.g. J.M. Synge. No space is left on either side of an ampersand used within an initialism.

> R&D
> Texas A&M

Many civil or military titles preceding a full name may be abbreviated. When preceding a surname alone, however, they should be spelled out. The US military omits periods in the official abbreviated forms of its ranks. The abbreviations for a given title may vary across branches. In such cases, traditional abbreviations—which tend not to vary across the armed forces—are preferred. For the latest official forms of rank insignia, consult the website of the [US Department of Defense](#).

> Rep. Dan Lipinski; Representative Lipinski
> Sen. Kirsten E. Gillibrand; Senator Gillibrand
> Vice Adm. Carol M. Pottenger; Vice Admiral Pottenger

Unlike the Chicago Manual, **ICCT does not use a comma after the abbreviations e.g., i.e., or incl.**

Quotes

Please do not change the grammar or spelling of direct quotes. Even if you quote a sentence that was originally written in American English, do not change the spelling. For mistakes other than American/English spelling, you may use "[sic]" to demonstrate that the original text contained an error.

For direct quotes, use double quotation marks: " … ". For quotes within quotes, please use single quotation marks: ' … '

> Mr. X argued that "the use of so-called 'quotation marks' should be consistent."
> Or:
> Mr. X argued: "[T]he use of so-called 'quotation marks' should be consistent."

Any punctuation, such as a full-stop or comma, is placed *outside* the quotation marks; only punctuation that is essential to a quote is placed inside the quotation marks. Punctuation that is essential or part of a quote includes question marks and exclamation marks at the end of a sentence.

> Take, for example, the first line of "To a Skylark": "Hail to thee, blithe spirit!".
> Which of Shakespeare's characters said, "All the world is a stage"?
> "What's the rush?" she wondered.

Direct quotes of more than three lines length should be depicted as bloc quotes indented 1 on both sides, text size 10.5, and with quotation marks omitted. The preceding sentence should end with a colon and the quote should start with a capital letter. If the original text does not start with a capital letter, please replace it in square brackets. The superscript number for a footnote is placed after the last punctuation, usually a full-stop.

When changing parts of a direct quote, replacing or adding additional words, please use square brackets. When omitting parts of a sentence, please indicate so by placing three full-stops in a square

bracket.

> "The director implied that they [terrorists] were angry."
> "She conceal[ed] her scar."
> "He had a long […] journey home to his wife. He enjoyed it."
> "He had a long, troublesome journey […]. He enjoyed it."
> "He had a long, troublesome journey […], but h]e enjoyed it."

Use of italicised terms and quotation marks

Quotation marks are often used as "scare quotes" to alert readers that a term is used in a nonstandard (or slang), ironic, or other special sense. Like any such device, scare quotes lose their force and irritate readers if overused.

When a word or term is not used functionally in its "normal" use, but is instead referred to as a term, it is italicised. Proper nouns used as words, on the other hand, are not italicised.

> The term *critical mass* is more often used metaphorically than literally.
> What is meant by *neurobotics*?
> The *i* in the name iPod is supposed to invoke the internet.

Although italics are the traditional choice, quotation marks may be more appropriate in certain contexts. In the first example below, italics set off the foreign term, and quotation marks are used for the English. In the second example, quotation marks help to convey the idea of speech.

> The Spanish verbs *ser* and *estar* are both rendered by "to be".
> Many people say "I" even when "me" would be more correct.

Titles of books, newspapers, and periodicals are italicised in the text of the body. Note that titles of articles, chapters, and other shorter works are in quotation marks and not italicised.

Numbers

Spelled-out

ICCT advises spelling out whole numbers from zero through one hundred and certain round multiples of those numbers. Certain numbers such as "thousand", "million", and "billion" are also written in words.

> From twenty million to 220 million.
> Thirty-two people…
> The population of our city is more than two hundred thousand.

Centuries should always be spelled out.

> Twenty-first century.

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Words should also be used for all numbers or years appearing at the beginning of a sentence. To avoid awkwardness, a sentence can often be recast.

> One hundred ten candidates were accepted.
> *or*
> In all, 110 candidates were accepted.

If a year must begin a sentence, spell it out; it is usually preferable, however, to reword.

> Nineteen seventy-nine was marked, among other things, by the beginning of the Islamic Revolution in Iran.
> *or, better,*
> The year 1979…

Numericals

Any number above twenty as well as numbers with decimal places should be depicted numerically. Exceptions: When writing dates, the day is usually depicted as a number. When using percentages you may also use numericals for numbers below twenty when using multiple numbers in the same (series of) paragraph(s), if doing so will improve clarity and consistency.

> All in all, 13 percent agreed and 56 percent disagreed.
> He was born on 3 March 1957

If an abbreviation or a symbol is used for the unit of measure, the quantity is always expressed by a numeral.

> 500 m (kilometres); a 50 km race
> 21 ha (hectares)
> 4.5 L (litres)

Ordinals

Ordinal numbers are words indicating a position or ranking, for example "third", "tenth", "321st". "First" to (and including) "twentieth" are spelled out fully, all numbers above twenty are depicted numerically. Ordinal numbers are not used for dates. The letters in ordinal numbers should not appear as superscripts (e.g. 122nd, not 122nd).

> First; second; third; twentieth; 21st; 103rd

Percentages

Percentages are preferably written numerically ("She told us that 31 percent agreed, 19 percent disagreed") and generally ICCT prefers not to use the %-sign, but to spell "percent" as one word. In papers that are based on quantitative research or writings which include frequent references to percentages, you are encouraged to use the %-sign. Whichever way you choose, please be consistent throughout. The percentage sign follows a number without space.

Monetary numbers and decimals

Isolated references to amounts of money are spelled out for whole numbers of one hundred or less.

>Fifteen pounds = £15
>250 euro = €250

Whole amounts expressed numerically should include zeros and a decimal point only when they appear in the same context with fractional amounts.

>Children can ride for seventy-five cents.
>The eighty-three dollars was quickly spent.
>The instructor charged €125 per lesson.
>Prices ranged from $0.95 up to $10.00.

For some currencies, the International Organization for Standardization's three-letter currency codes (e.g. THB for Thai Baht, CAD for Canadian dollars, NZD for New Zealand dollars, AUD for Australian dollars, and MXN for Mexican pesos) may be clearer or more appropriate. The list of codes is available [here](#).

Unlike the Dutch way of depicting decimal places, ICCT uses the British style, where decimals are preceded by a full-stop and commas may be used to mark thousands.

>The prediction was €1.6 billion, but we only earned €1,234,567.89.

Dates

Dates are depicted in the order used in British English: Day, Month, Year. Ordinal numbers should not be used for dates.

>He was born on 6 January 1990.
>I went home on 18 January.

Fractions

Simple fractions are spelled out. For the sake of readability and to lend an appearance of consistency, they are hyphenated in noun, adjective, and adverb forms.

>Four-fifths of the students are boycotting the class.
>A two-thirds majority was required.

For further clarification on the use and formatting of numbers, consult Chicago Manual of Style 17th edition, Chapter 9.

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Data and Graphs

- 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.

- **Do not include graphs, tables, or charts as pictures or screenshots.** They may need to be altered during the editing process, thus ICCT needs the ability to do so from within the MS Word doc.

- 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 also be submitted in a separate file labelled with the name of the element (Table 1, Table 2 or Figure 1, Figure 2). Footnotes for tables and figures should be attached to the table or figure in its own file. These footnotes should not be commingled with those of the body of the article

Referencing

- ICCT uses the Chicago Manual of Style (17th edition) for all referencing.

- If using online references, such as newspaper articles, websites, or blogs, you must **always** include a stable link in both the footnote and the bibliography.

Footnotes

- In MS Word, make **automatic footnotes** by pressing the CTRL KEY + ALT KEY + F KEY simultaneously (CTRL+ALT+F) (Endnotes would be CTRL + ALT + E) or, from the menu, go to REFERENCES/INSERT FOOTNOTE (do not make manual superscripts since they will not automatically renumber if we move the text around during the editing process).

- Footnotes should include complete source citations.

- Footnote callouts should only appear at the end of sentences (unless doing so enhances clarity), and never in titles or headers. Footnotes should include complete source citations.

- ICCT does NOT use "op. cit." or "idem." If a citation is identical to its predecessor, use "ibid." The second time a source is cited (non-sequentially), a shortened note including author last name, title, and page number is sufficient (e.g. Norton, Hezbollah, p. 109).

- If an acronym has been spelled out in the text of the article, it is unnecessary to spell it out again in the footnotes.

Book, single author

Glenn Feldman, *Politics, Society and the Klan in Alabama* (Tuscaloosa, AL: University of Alabama Press, 1999), 210–12.

Book, multiple authors

Charles D. Ferguson and William C. Potter, with Amy Sands, Leonard S. Spector, and Fred L. Wheling, *The Four Faces of Nuclear Terrorism* (London: Routledge, 2005), 112–15.

Chapter in an edited volume

Gbemisola Abdul-Jelil Animasawun, "Portents of a Fractured Boko Haram for Nigeria's Counter-Terrorism Strategy and Tactics," in *Understanding Boko Haram Terrorism and Insurgency in Africa*, eds. James J. Hentz and Hussein Solomon (New York, NY: Routledge, 2017), 25.

Conferences and symposia papers

Julian Whichello and Davide Parise, "Novel Technologies for the Detection of Undeclared Nuclear Activities," paper delivered at the Symposium on International Safeguards: Addressing Verification Challenges, Vienna, Austria. 16-20 October, 2006.

Delegate Statements

Statement by Kamal Kharrazi, foreign minister of Iran, to the Conference on Disarmament, CD/PV.796, 4 June, 1998.

Directives/guidelines

IAEA, "The Physical Protection of Nuclear Material," INFCIRC/225/Rev.3, September 1993.

Dissertations

Mansour Salim H Alshammari, "Takfīr and terrorism: historical roots, contemporary challenges and dynamic solutions. With special reference to al-Qa'ida and the Kingdom of Saudi Arabia.," (PhD diss., University of Leeds, 2013): 120-123.

Interviews/personal correspondence

Colin Clarke, Senior Research Fellow, Soufan Center, email correspondence with author, May 18, 2019.

Journal article

Martha Crenshaw, "The Causes of Terrorism," *Comparative Politics* 13, no. 4 (July 1989): 379.

For more than one author, list only the first, followed by 'et al.'

Journal article, no volume number

Ivan T. Boskov, "Russian Foreign Policy Motivations," MEMO, No. 4 (April 1993): 6.

Magazine article (online)

Graeme Wood, "What ISIS Really Wants," *The Atlantic*, March 2015.
https://www.theatlantic.com/magazine/archive/2015/03/what-isis-really-wants/384980/.

Magazine article

Karl W. Eikenberry, "The Limits of Counterinsurgency Doctrine in Afghanistan," *Foreign Affairs*, September/October 2013, 22–25.

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Newspaper article (online)
Ed O'Loughlin, "Lyra McKee, Northern Ireland Journalist, Is Killed in 'Terrorist Incident,' Police Say," *New York Times*, 19 April, 2019. **https://www.nytimes.com/2019/04/19/world/europe/lyra-mckee-northern-ireland-violence.html?searchResultPosition=3**.

Newspaper article
Karina M. Tehusijaranakkk, "Activists slam govt's plan to monitor Jokowi haters," *The Jakarta Post*, 8 May, 2019, p. C3.

Newspaper article, wire service (no author listed)
Associated Press, "Head of U.S. Nuclear Agency Leaving Under Pressure over Security Lapses," 5 January, 2007, http://usatoday30.usatoday.com/news/washington/2007-01-04-nuclear_x.htm.

Non-English sources
Translate important citation information in brackets. Using non-Latin script is acceptable.

Jean-Luc Marret, Techniques du terrorisme [Techniques of terrorism] (Paris: Presses Universitaires de France, 2002): 63–66.

Resolutions
UN Security Council Resolution 1325, S/Res/1325, 31 October, 2000. [Include the issuing body and resolution number and the date of adoption (not the document issue date).]

Testimony or hearings
Robert Jordan, prepared statement for the Senate Committee on Foreign Relations, "Famine in Africa: Hearing before the Committee on Foreign Relations," 99th Cong., 1st sess., 17 January, 1985, 12.

Treaties
To cite treaties in footnotes, give the common treaty name, the date it entered into force, and section and paragraph numbers if necessary:

International Convention for the Suppression of the Financing of Terrorism, 10 April, 2002, No. 38349.

Unnamed sources
Terrorist actors' weapons and cyber capabilities expert at the Office of the Director of National Intelligence (name withheld by request), personal interviews with author, Washington, DC, 15 August, 2012.

Web citations, URLs
For web-only items, provide author, title, date, and as full or complete a URL address as is likely to remain stable over time; do not include URL information whose content changes, as in the locator for the current edition of a newspaper.

Jeffrey Lewis, "How Suicide Bombers are like Nuclear Ones," *Arms Control Wonk*, October 2, 2010, **https://www.armscontrolwonk.com/archive/203008/how-is-suicide-bombers-like-nuclear-bombs/**.

Bibliography

Book, single author

Feldman, Glenn, Politics, Society and the Klan in Alabama (Tuscaloosa, AL: University of Alabama Press,1999) pp. 210–12.

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Boskov, Ivan T. "Russian Foreign Policy Motivations," MEMO, No. 4 (April 1993): 6.

Magazine article (online)

Wood, Graeme. "What ISIS Really Wants," *The Atlantic*, March 2015.
https://www.theatlantic.com/magazine/archive/2015/03/what-isis-really-wants/384980/

Magazine article

Eikenberry, Karl W. "The Limits of Counterinsurgency Doctrine in Afghanistan," *Foreign Affairs*, September/October 2013, 22–25.

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O'Loughlin, Ed. "Lyra McKee, Northern Ireland Journalist, Is Killed in 'Terrorist Incident,' Police Say," *New York Times*, 19 April, 2019. **https://www.nytimes.com/2019/04/19/world/europe/lyra-mckee-northern-ireland-violence.html?searchResultPosition=3**

Newspaper article
Tehusijaranakkk, Karina M. "Activists slam govt's plan to monitor Jokowi haters," *The Jakarta Post*, 8 May, 2019, p. C3.

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Associated Press, "Head of U.S. Nuclear Agency Leaving Under Pressure over Security Lapses," 5 January, 2007, http://usatoday30.usatoday.com/news/washington/2007-01-04-nuclear_x.htm.

Non-English sources
Marret, Jean-Luc. Techniques du terrorisme [Techniques of terrorism] (Paris: Presses Universitaires de France, 2002): 63–66.

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Terrorist actors' weapons and cyber capabilities expert at the Office of the Director of National Intelligence (name withheld by request), personal interviews with author, Washington, DC, 15 August, 2012.

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Lewis, Jeffrey. "How Suicide Bombers are like Nuclear Ones," *Arms Control Wonk*, 2 October, 2010, **https://www.armscontrolwonk.com/archive/203008/how-is-suicide-bombers-like-nuclear-bombs/**

About ICCT

The International Centre for Counter-Terrorism (ICCT) is an independent think and do tank providing multidisciplinary policy advice and practical, solution-oriented implementation support on prevention, the rule of law and risk assessment, three vital pillars of effective counter-terrorism.

ICCT's work focuses on themes at the intersection of countering violent extremism and criminal justice sector responses, as well as human rights-related aspects of counter-terrorism. The major project areas concern preventing and countering violent extremism, rule of law, foreign fighters, country and regional analysis, rehabilitation, civil society engagement, and victims' voices.

Functioning as a nucleus within the international counter-terrorism network, ICCT connects experts, policymakers, civil society actors, and practitioners from different fields by providing a platform for productive collaboration, practical analysis, and exchange of experiences and expertise, with the ultimate aim of identifying innovative and comprehensive approaches to preventing and countering terrorism.

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