SAIIA STYLE GUIDE

The SAIIA Style Guide is based on *The Economist* Style Guide, *Fowler's Modern English Usage*, *The Oxford Writer's Dictionary*, *The Concise Oxford Dictionary* (11th edition, 2006), *Nesfield and Wood's Manual of English Grammar and Composition*, the South African Institute of Race Relations' Style Book and *Mind the Gaffe: The Penguin Guide to Common Errors in English*.

Part one: Publication types and word counts

The Institute has, in addition to books, five primary publication outputs:

- Policy Briefings (PB)
- Policy Insights (PI)
- Occasional Papers (OP)
- Research Reports (RR)
- Diplomatic pouches (Dp)

Policy briefings (1 month)

Policy briefings are intended for policymakers, whether in government or business. They must be concise, providing a brief analysis of the issue at hand and making policy recommendations. They must include an executive summary on the first page, and three or four policy recommendations, as well as an indication of who they are aimed at.

Format: 4 X A4 pages in length

Total word count: 2 300 words (including the executive summary, body text, recommendations, about the author, endnotes, title and sub-headings).

Endnotes to be kept to a minimum.

Requirements:

- Title: maximumimum 7 words (consider keywords for optimising online search effectiveness)
- Executive summary: maximumimum 150 words
- About the author: maximum 30 words
- Policy recommendations: 3 to 4 bullet points, maximum 170 words
- Body text including endnotes: maximum 1 950 words
- Always refer to SAIIA (rather than written out in full) in the endnotes

Policy Insights (1 month – 6 weeks)

Policy insights are situation analysis papers intended for policymakers, whether in government or business. They are designed to bridge the space between policy

briefings and occasional papers by offering more visual material, drawing attention to key concepts/facts through pull quotes and looking less 'academic'. They should be concise while offering deeper analysis than allowed in a PB.

A PI must include graphically represented information and can include recommendations that are incorporated into the conclusion (not on the front page as for the PBs).

The PI must include an executive summary on the first page, endnotes and a brief author biography. See below for word count guidelines.

Format: 8 X A4 pages in length/ full colour AND 12 X A4 pages in length/ full colour

Total word count: 2 300 – 3 000 (8-page) including endnotes and 1x graphic
2 300 – 4 000 (12-page) including endnotes and 2x graphic

Requirements:

- Title: maximum 7 words (consider keywords for optimising online search effectiveness)
- Executive summary: maximum 130 words
- About the author: maximum 30 words
- Tables/figures/maps (supplied in high resolution formats where possible/relevant)
- Selection of pull quotes: 2 to 4 maximum depending on the length of the paper

Occasional papers (2 months)

Occasional papers are analytical pieces of variable length that explore particular issues/ contribute to a debate. The focus is not overtly policy-related, although this is not discouraged.

Total word count: 2 300 – 16 000 words
Author to mark-up pull-quotes

Requirements:

- Abstract (up to 350 words)
- About the author(s) – biography (up to 100 words)
- List of abbreviations and acronyms

- Footnotes
- Images, tables, charts, etc – full colour

Research reports (3 months)

Research reports are lengthier analytical papers, usually reflecting on and analysing the findings of field research, whether commissioned or undertaken by SAIIA staff. The target audience is not necessarily policymakers, but rather the academic, think tank and student community.

Total word count: 16 000 – 45 000 words

Requirements:
- About the author(s) – biography
- Contents page
- Executive summary
- List of abbreviations and acronyms
- Acknowledgements (optional)
- Footnotes

Diplomatic pouches / Opinion pieces (website publications)

Published electronically

Total word count: 600 – 800 words

These are opinion pieces that appear on the website. The purpose is to discuss current and upcoming events or debates, and to draw attention to SAIIA research and expertise in the process. They should be written in an engaging, non-academic style, and ideally focus on one core message.

They **should not** include any form of formal referencing (no footnotes, no in-text forms) – but hyperlinks linking certain facts or statements to their source are encouraged. They should include mention of any relevant SAIIA links to further reading: publications, other op-eds on the same topic, etc.

EXAMPLE OF LAYOUT FOR SUBMISSION TO COMMUNICATIONS DEPARTMENT

TITLE
Date

By xxxxx
Headline *[Please provide a very short title for the article. Please limit this to 6–8 WORDS]*

Word count: *[Please note that SAIIA website articles could be between 800 **and** 1 200 words. However if your piece is really intended to be an OP-ED for a newspaper, please limit it to 800 words.]*

Text: *[Body of article.]*

[*Insert name*] is [*insert position*] with [*insert programme*].

Any publication/video/audio/etc. you would like to add/link to your Diplomatic Pouch:

Content name	Author/Copyright	Link

Op-eds (communications department publications)

Opinion pieces that are intended for first publication in a newspaper (and thereafter on the SAIIA website) follow all the same guidelines as the diplomatic pouch above. However, they must have a very clear news hook (a recent event, a public statement, a global day of remembrance, an article in the same paper) and be very engaging in style. Notes are available from the communications department on the media op-ed training course.

Total word count: 800 – 900 words for a Sunday paper
650 – 750 words for a daily paper

Part two: References and endnotes

SAIIA gives full publication details in endnotes, NOT in a bibliography at the end. In-text references, such as (Smith, 1989:233) are not used. Endnote indicators are placed after the punctuation.

When several citations relate to one entry, list them in one endnote separated by semi-colons and use only one endnote indicator (ie, xxx[1] NOT xxx[1, 2]).

Page numbers are required for direct quotes

Books

Potter AM, *How to Lay out an Informative Footnote: Common Authorial Errors*. Cape Town: FPP Productions, 2009, pp. 49–52.

Mills G & J Stremlau, *The Reality Behind the Rhetoric: US, South Africa and Africa*. Johannesburg: SAIIA with CSIS, 2000, p. 34.

Laubscher BT et al., *Does It Matter if He Won't Be In?* New York: WW Norton, 2003.

Mashoda T, *West African Politics in the Late Twentieth Century*. Johannesburg: Heinemann, forthcoming.

- Capitalise the first letter of all words except conjunctions, prepositions and articles that are not the first word.
- Use the ampersand (&) in authors' names and places of publication, but not in titles of works, unless the original does.
- Do not use honorifics such as Dr or Prof., or affiliations.
- Initials have no spaces between them, and no full stops.
- For two or more authors, reverse all surnames and initial(s), except for the final one, and separate authors by using commas, but not before an ampersand (&). If there are more than three authors, use 'et al.' after the first named author.
- Include the place of publication and publisher. The place of publication should ideally be a city. Do not add the state, province, region or country.

Exceptions are Cambridge, MA, to differentiate between Cambridge, Massachusetts and the UK's Cambridge and Washington, DC.

- If published in two places, use both. If co-published, use the first given. If the publisher and place of publication are unknown, leave them out.
- In the name of the publisher, omit 'The', '& Co.', 'Inc.', 'Ltd.', 'Publishers', 'Publications', etc.:
  - Cambridge, MA & London: Harvard University Press.
  - Cambridge: Polity Press.
  - Boulder: Lynne Rienner.
  - Washington, DC: World Bank (not The World Bank).
- Separate page numbers using the en-rule: pp. 200–250.

Edited works and chapters in edited works

Assad MR (ed.), *Dealing with Climate Change: International Responses*. London & New York: Oxford University Press, 2010, pp. 23–24.

White L, 'The EU–SA agreement', in Mills G & J Stremlau (eds), *Global Economics: The Effect on SADC Trade*. London: Sage, 2011, pp. 201–202.

E-books

Montgomery MD & VR Garth, *Peace and the Congo 1965*. New York: Center for International Development and Conflict Management, 1967, http://www.cidcm.umd.edu/inscr/PC05print.pdf, accessed 31 May 2005.

Occasional and background papers

Hughs T, 'Human Rights in Foreign Policy and Practice: The South African Case Considered', Occasional Paper, 45. Johannesburg: SAIIA (South African Institute of International Affairs), 2009.

Conrad C, 'The State of Zimbabwe's Agriculture, 2002', AgriZimbabwe Working Paper, 6. Harare: AgriZimbabwe, 2003.

Briefings

Zounmenou D, 'Notions of Autonomy: Economics of Francophone Africa', Policy Briefing, 71. Pretoria: Institute for Security Studies, 2001, p. 3.

Series

Abaza H (ed.), 'The Present State of Environmental and Resource Accounting and Its Potential Application in Developing Countries', Environmental Economics Series, 5. New York: UN Environment Programme, 1992, pp. 100 – 105.

- Series titles are not italicised, with the key words capitalised. Omit the editor of the series.
- The number/volume number is given as for journals.
- Place of publication and publisher should be given, unless there is only a URL.

Journals

Peters BL & JE Peters, 'Women and land tenure dynamics in Zimbabwe', *Journal of Public and International Affairs*, 9, 1998, pp. 100–3.

Peters BL & N Malan, 'Caveats for land reform in South Africa: Lessons from Zimbabwe', *South African Journal of International Affairs*, 7, 2, Winter 2000, pp. 154–55.

- Put the <u>title of the article</u> in quotation marks and the <u>journal name</u> in italics (capitalise as for book titles). The title of the article is in lower case except for the first letter of the first word, the first word in a subtitle after a colon, and proper names.
- The volume number (omitting 'vol.') and issue number follow the journal title, with a comma separating them, thus volume 23, number 2 becomes 23, 2. Use Arabic numbers (ie, 23, not XXIII).

Newspapers (print and electronic)

West E, 'SA and Namibia edging towards borderline feud', *The Star*, 4 June 2001.

Dutschke M & C Smith, 'Gauging children's rights to care and protection', *Mail & Guardian Online*, 2 June 2008, http://www/mg/co.za/articlePage.aspx?articleid

Business Day, 'Rwanda aims to curb "hate" reports', 29 June 2001.

The East African (Kenya), 'The people are starving', 11 March 2000; *Sunday Times* (London), 'Celeb says "Let them eat cake"', 12 March 2001.

Polity, 'Manuel appointed to planning ministry', 28 May 2009.

- If the author of the item is given (ie, if there is a byline), use that name. If not, give the newspaper's name first.
- If the newspaper has the same name as another in a different country, give the country or city where it is published in brackets after the name of the paper.
- If the newspaper is an online publication, use the same style as for print news articles.

Institutional authors (organisations, companies and governments)

South Africa, Department of Welfare, White Paper for Social Welfare. Pretoria: Government Printer, 1997.

FAO (Food & Agriculture Organization), *Environmental Issues in Third World Trade*. Rome: FAO, 1992, p. 3.

UNGA (UN General Assembly), *Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects ('CCW Treaty')*, 10 October 1980, reproduced in UN doc. A/CONF.95/15, 27 October 1980.

EATA (Euro-Atlantic Trade Alliance), *EATA and the Challenge of Developing Regional Trade*, EATA(P)2004/23, 4 November 2004. Amsterdam: EATA, 2005, paras. 34–35.

Marks and Spencer, *Annual Report 2003–2004*, 2004, http://www-marks-and-spencer.co.uk/corporate/annual2003/, accessed 4 June 2005.

Social Security Agency Act No. 9 of 2004. Pretoria: Government Printer.

- Enter governments under the name of the country first, followed by government departments, committees, etc.
- Spell out names in full, but use abbreviations for the United Kingdom (UK) and United States (US).
- If the 'author' is an organisation with a standard abbreviation, enter the abbreviation first, with the full name in brackets afterwards. Use only the abbreviation in subsequent references.
- White papers and acts of Parliament are capitalised like a book title, but not italicised.
- The UN and other organisations often give reference numbers to their documents. These should be included where available. Note that there may be a difference between the date when a UN resolution is adopted and when it is published.

Law reports and legal cases

R v White (John Henry), EWCA Crim 689, 2005 WL 104528.
Jones v Lipman [1962] 1 WLR 832, 2005.

- Provide the following:
  - Names of the parties involved in the law case
  - Law reporting series
  - Volume and number
  - Page reference
  - Year of reporting

Reports

World Bank, *Trade Blocs*, policy research report. Washington, DC: Oxford University Press, 2000.

- Reports should be treated as books and italicised, unlike articles/chapters/conference papers.

- If the publication title page specifies this, a brief explanation of the document, such as 'policy research report', may be given.

Conference papers

Anderson KP & A Agrawal, 'Equity, institutions, and the environment: Socio-economic aspects of local forest governance', paper presented at Survival of the Commons: Mounting Challenges and New Realities, 11th Conference of the International Association for the Study of Common Property, Bali, 19–23 June 2006.

- For papers from conferences, symposia and seminars, use quotation marks for the title of the paper. The title is formatted like that of a journal article.
- Give the details of the name of the conference, where it was held, and the dates. The official conference name should be capitalised (except for prepositions, etc.), but if the information is something like 'paper presented at a seminar at King's College London', then only the name of the organisation would have caps.
- If a paper appears in a collection of all the papers at a particular conference, the format should be as for a chapter in a book and the same type of publishing information should be given.

Internet sources

Cox H, 'The link between security and development', *Journal of African Security*, 6, 5, 1997, http://www.jas.co.za, accessed 15 December 2013.

UN Comtrade (UN Commodity Trade Statistics Database), database, http://comtrade.un.org/db/, accessed 3 January 2009.

Stats.com, 'Worldwide Trade Stats', database, http://www.world_trade_stats/stats.com/database, accessed 27 January 2008.

- Internet references should follow the same conventions as those of printed publications, depending on the availability of information.
- If a work is clearly of book length or is a report, italicise the title as for a book/report; if not (and this will apply to most Internet references), insert it in single quotes, with only the first word and proper nouns with initial capitals.

- If there is no 'title', then whatever appears at the top of a website can be used as the title (in quotes); alternatively, simply 'Website' or 'Database' can be given (not in quotes).
- Include 'http://' consistently in the URL. A website that is constantly updated, such as a database, should have an 'accessed' date. If a database has a title, then give it, and state that it is a database immediately after the title.

Dissertations and theses

Julie Richmond, Customer expectations in the world of electronic banking: A case study, unpublished PhD thesis, University of North West, Potchefstroom, 2005, 344.

Videos

WWF (World Wide Fund for Nature), *Heading for Extinction?* [video], London: WWF, 2007. (Narrated by DR Eaton.)
- Full title
- Type of medium (video) in square brackets
- Place of publication
- Publisher
- Year of publication
- Other relevant details

Interview references

Personal (or telephonic) interview, Mohammed Seyed, acting director-general, Research and Planning Department, South African Institute of International Affairs, Addis Ababa, 17 January 2008.

Repeat references

- If the reference is the same as the one immediately before the one you are endnoting, use *ibid.*, with the page number if different from the preceding reference: *Ibid.*, p. 12.
- If the reference has been used before, but not in the immediately preceding endnote, the words *op. cit.* should be used, but preceded by the name(s) of the author(s): Mthemba C & BL Peters, *op. cit.*

- If there is more than one reference by the same author, then give the date of the specific publication to distinguish it: Ferreira W, 2005, *op. cit*. If there are two or more publications in the same year by an author, distinguish each by using a, b, c, etc. added to the date when the reference is first given. For example, if there were two publications by J Idun in 2007, they would be 2007a, 2007b. A repeat reference to the 2007b reference would be: Idun J, 2007b, *op. cit*., p. 21.

Part three: Style, grammar and punctuation

Abbreviations and acronyms

- An abbreviation is a set of letters providing a shortened form of an organisation's name etc., such as UN for United Nations.
- An acronym is a word formed by the initial letters of other words, such as NATO, from the first letters of North Atlantic Treaty Organisation.
- Write the words in full on first mention followed by the acronym/abbreviation in brackets, except for the following, which only take the abbreviation/ acronym and are not added to the list of acronyms in the publication:

  AU

  ANC

  BRICS

  CNN

  ECOWAS

  EU

  G-8 / G-20

  NATO

  SADC

  UK

  UN

  UNESCO

  UNICEF

  US

  WTO

  ZANU-PF
- Abbreviations/acronyms that are composed of parts of words are written out in upper and lower case: Frelimo, Renamo, Unicef, Unprofor. All others are written in capitals. (See **Part five** for a list of common abbreviations and acronyms.)
- Normal rules of spelling apply, ie, a common noun is spelt in lower case: gross domestic product (GDP).
- If an organisation's name appears only once in the document, do not give the abbreviation/acronym in brackets and do not include it in the list of abbreviations and acronyms.

- If the full term is already in parentheses, use a comma (,) and or to indicate the abbreviation: The minister first outlined his strategy there (at the 1999 congress of the African National Congress, or ANC).
- If an abbreviation can be pronounced (NAFTA, NATO, SAIIA, NEPAD, UNESCO) it does not take the definite article unless used as an adjective: NATO countries, UNESCO reported that …
- Do not invent abbreviations and acronyms – if you use an acronym it has to be in general use.
- SAIIA's style for Latin abbreviations are: ie, (not i.e.), eg, (not e.g.)
- The acronym rules apply from the Executive Statement of a policy briefing onward or from after the list of abbreviations and acronyms in any other publication (ie, acronyms used in an occasional paper's Abstract need to be given in full again in the body of the text).

Accents

Check the latest version of the Concise Oxford English Dictionary for current usage. Some are retained for clarity, such as cliché, communiqué, émigré, protégé, résumé, coup d'état. But: elite, facade, melee.

British English vs American

Use	Avoid
enter	access
write	author
analyse critically	critique
hold	host
lend	loan
meet	meet with
protest against	protest
different from	different to / than
appeal against	appeal
outside	outside of

- Avoid turning nouns into verbs or adjectives.
- British spelling differs from American in some respects. Always prefer the British spelling:

Correct	Incorrect
metre	meter
honour	honor
labour	labor
enumerate	innumerate

- Use -ise/-yse, not -ize/-yze: advertise, televise, emprise, comprise, analyse, paralyse, etc.
- The American form should be retained in direct quotations from sources and in titles of books, articles, etc.

Brackets

- If a whole sentence is within brackets, put the full stop at the end of the sentence, inside the brackets:
  (None of the respondents felt that the government was unbiased in the matter.)
- Use square brackets for any material you have added in direct quotations. The wording added in the square brackets should never alter the intended meaning of the quotation:
  'It is for us [the committee] to decide.'

Capitals

- People: Use upper case for ranks and titles when written in conjunction with a name, but lower case when written on their own:
  President Thabo Mbeki, but the president, Thabo Mbeki, or the then-president, Laurent Kabila.
- Organisations, departments, treaties, acts, etc.: These generally take upper case when the full name is used:
  Department of Trade and Industry, but the department
  the Algiers Convention on the Prevention and Combating of Terrorism (the Algiers Convention), but the convention
- The full names of political parties: These take upper case, including the word 'party': Democratic Party; Mouvement de Libération du Congo

- A political, economic or religious label formed from a proper name:
  Marxist, Buddhism, Islamist
- Places: Use initial caps for definite geographic places, regions, areas and countries and for recognised political or geographic areas:
  the West, Middle East, East Asia / West Asia (not the Far East), South-East Asia, Southern Africa, Western Europe
  but regions that are used in a geographical sense are lower case:
  northern and southern Zimbabwe, the eastern DRC, in the north of Mali
  (regions of uncertain proper-noun status are assumed not to have attained it)
  The terms North and South are used to refer to the 'developed' and 'developing' countries of the world.
  Directions such as south are not proper nouns and are therefore lower case (and composite directions are hyphenated: north-west)
- Trade names: Intel, Teflon, Google.
- Miscellaneous: Internet, Hispanics, the Bar, Protestants, New Deal, Cold War, Parliament
  but email, the queen, the press, realpolitik, cabinet, white paper, the government, apartheid

Colons

- Use them to introduce long lists or more detailed explanations of an initial statement.
  For example: Upon coming to power, he made several changes: more taxes, less freedom of speech and fewer cabinet ministers.
- Never use a colon after including or namely
- The word following a colon is capitalised only if:
  - The colon serves to introduce more than one sentence or question:
    The following questions have to be addressed: Who are responsible? How many attackers were at the scene? Who orchestrated the attacks?
  - The colon follows a sub-heading in the body of the text, when part of a list:
    In the case of Libya, there are a number of notable factors:
    - Ability to evade capture: The nature of the terrain allows members to evade capture.
    - Porous borders: This enables both the movement of the group's members and the smuggling of weapons.

> ▪ Poor socio-economic conditions: Communities tend to welcome generous financial providers.

Commas

- Use commas as an aid to the reader's understanding:

  Also in 1994, Mandela said …

  According to the IFP, …

  but In 1994 the minister of housing … (no comma after the year except where the date is followed by a numeral: In November 1999, 524 teachers …).

- A comma precedes including:

  Three people, including two UN peacekeepers, were killed.

- Note the use of the comma before and after certain name uses:

  The Minister of Water Affairs, Ronnie Kasrils, said …

  but French Prime Minister Jacques Hollande attended …

- Do not use a comma before or or and at the end of a list, except to avoid confusion:

  He bought apples, pears, oranges and pineapples. **But**: His research interests include the Middle East, Islam, and Africa.

- However is followed by a comma, yet is not.

Countries and their inhabitants

- The Netherlands, The Gambia, Côte d'Ivoire, Burkina Faso, the Democratic Republic of the Congo, Congo-Brazzaville (not the Republic of the Congo)

- Scandinavia = Norway, Sweden, Denmark and Iceland (plus Finland = Nordic countries).

- Argentines, not Argentinians; Zimbabweans; inhabitants of Madagascar are Malagasy citizens or people; European, American, French parentage/style, etc.

- It is best to refer to specific nationalities, ie, Canadians, not North Americans.

Currencies

- Use $ as the standard currency or provide the $ equivalent in brackets after the amount. Do not use US in front of the dollar sign ($).

- Except for $ (US), use standard three-letter currency codes to refer to all currencies. For example, ZAR, GBP, EUR, UGX, SLL (codes are available on http://www.xe.com/iso4217.php). Give the full meaning of the three-letter code in an endnote on first appearance.

- Insert a space between the code and the amount, and use metric commas: GBP 204.56, ZAR 2,400.25
- CNY is the currency code for the Chinese yuan/renminbi (yuan is the currency used domestically in China, while renminbi [RMB] is used internationally).
- The *reais* is the plural of real, the Brazilian currency, and is italicised to avoid confusion; dollar, euro, rand, pound, etc. are lower case and roman.

Dashes

- En rules (–) are used in pairs for parenthesis or to introduce an explanation, paraphrase or amplification, and take a space before and after when used for this:
  She examined the road – which was hardly fit for driving – carefully, considering her options.
- Avoid overuse, particularly in the same paragraph.
- En rules are set between words not ordinarily linked, but joined in this way to show a relationship, span or axis; they generally link two entities of equal value:
  The period 1990–94 was not a good one for labour–business co-operation; Asia–Pacific; EU–South Africa; the Johannesburg–Tshwane highway.
- They can be inserted by clicking on 'Insert', 'Symbol', 'Special Characters'.

Dates and chronological items

- Day, month, year, in that order, with no commas: eg, 11 September 2001.
- Give dates, not 'last month' or 'last week' or 'this year', to avoid confusion (except if writing for a newspaper).
- 20th century, 19th-century ideas, a man in his 20s, First World War (not World War One or WW1), 1724 AD, 3 BC, 1923 CE

Ethnic groups

This is a disputed term and should be used carefully when connected with exclusion. Strive for accuracy rather than political correctness.

Figures (numbers)

- Never start a sentence with a figure, but write the words in full:

> Twenty-eight people were injured in the operation, of whom 20 were treated for serious injuries.

- One to nine in words, but 10 and above in numerals, unless the number is a decimal (eg, 4.6 or 5.9) or precedes a unit of measurement (eg, 4%, 20kg, 2 °C):

  There are an estimated 50 300 refugees in Tanzania.

  Two insurgents were caught.

  They were given 20–25 bags of maize.

  Three to four months before the election.

- Fractions should be hyphenated: two-thirds, one-quarter.
- Million/billion should be written out (except in tables): $6 million. Use % in place of percent, but write 'percentage'.
- Figures that express sums of money are written with commas separating the thousands: ZAR 3,405,697 or GBP 20,504.89
- Thousands of any kind of thing other than sums of money are indicated by spaces between the thousands: 24 879 refugees, 3 400 tonnes

Foreign words

- Put foreign words and all but the most common Latin tags in italics, but only use these when there is no English alternative.
- Prefer 'per person' to 'per capita' and 'a year' to 'per annum'. Note the exception: GDP per capita. (See also separate entries under Italics and Latin.)

Gender

Avoid sentence constructions that stress specific gender words. Use plurals or 'one' where possible, but avoid sounding absurd. Use he/she if the alternatives are too clumsy. The secret is to write your way out of difficulties/clumsy constructions.

Not: A doctor knows that he has to respect the patient.

Rather: Doctors know that they have to respect their patients.

Header levels

Indicate the hierarchy of levels as follows:

HEADING LEVEL 1

Heading level 2

Heading level 3
Text text text

Italics

Use for:

- Foreign words and phrases such as *de retour en grâce*, unless they are well known, such as sharia law, de facto, de jure, coup d'état, ad hoc, realpolitik, status quo, versus and per se. If a word/term appears in the Concise OED, assume that it is well known and does not need to be italicised.
- Newspapers, book titles and periodicals: *The Economist*, *The New York Times*, *The Sunday Independent* but the *Mail & Guardian* and the *Sunday Times* (check their websites to see if they include 'the' in their title).
- Lawsuits: *Roe v Wade*; *State v Abrahams*.
- Names of ships, aircraft and spacecraft. A ship is a she, a country is an it.

Do not use for:

- Non-English proper names: Frente de Libertação de Moçambique, Forces Armées de la République Démocratique du Congo.

Journalese and jargon
Use natural, clear vocabulary at all times.

Avoid
utilise
enhance
impact (as verb)
input (as verb)
output (as verb)

Latin

Correct	Incorrect
ZAR 100 a year	ZAR 100 per annum
ZAR 10 a month	
per capita expenditure	

- Preferred plurals: bureaux, syllabi, curricula, forums, quorums and referendums (data is singular).
- Preferred abbreviations:
  - ie,   that is
  - eg,   for example
  - viz   namely
  - et al.
  - op. cit.

Legislation

Pan South African Language Board Act No. 43 of 1995 (not Pan South African Language Board Act No. 43, 1995).

The Promotion of Equality and Prevention of Unfair Discrimination Bill (or the Equality Bill) was enacted as the Promotion of Equality and Prevention of Unfair Discrimination Act (or the Equality Act).

- The year must be given in the text at the first mention (and subsequently if this is necessary to avoid confusion).
- Use capitals for all the main words in both the full and the abbreviated title of a piece of legislation.
- Subsequent references to only the act or the bill (without using the title) are in lower case.
- Once a bill is passed, it becomes an act.

Lists

When the entries are sentence fragments, start after the bullet with a lower-case letter:

A raft of legislation was passed, including on the following:

- freedom of expression;
- property rights; and
- citizenship requirements.

Or:

The mechanism can be used in four different ways, as it can

- allow for control of the army;
- be used to restrain the president;
- empower citizens; and
- improve financial control of the government's expenditure.

Where the entries in a bulleted list are full sentences, the introductory sentence is a full sentence with a full stop, with the entries starting with a capital letter and ending in a full stop:

The mechanism can be used in four different ways: It can

- allow for control of the army;
- be used to restrain the president;
- empower citizens; and
- improve financial control of the government's expenditure.

Bulleted entries must be grammatically consistent (do not mix full sentences with sentence fragments), and, where the entries start with lower case, must follow grammatically from the lead-in to the bullets.

Incorrect:

The department listed several complaints and guidelines:

- rudeness;
- lack of knowledge; and
- when in doubt, 'the customer is always right'.

Measurements

Correct	Incorrect
ha (hectares)	acres
km (kilometres)	miles
m (metres) m² (square metres) m³ (cubic metres)	yards
l (litres)	gallons
t (tonnes)	tons
°C (Celsius)	Fahrenheit

Names

- The first time a person is mentioned, his/her first name(s) and surname should be given, together with his/her full designation (if applicable). In all subsequent instances, only the surname is used:
  Dr Nkosazana Dlamini-Zuma, Prof. Wiseman Nkulu, Judge Albie Sachs, Schabir Shaik
- Give accurate renderings of foreign names (noting where the surname precedes the first name for later reference).
- Leave out unnecessary titles and honorifics, such as Mr or Ms.

Per cent

- Use 5% rather than 5 per cent, and 5.1% rather than 5,1%.
- Per cent is not the same as a percentage point. If it trebles it increases by 200%. An increase in 4 percentage points means it moves from 10% to 14% (of another figure such as 10/100 to 14/100). An increase of 4% means it moves from 10% to 10.4%.
- Write in full as per cent, not percent.

Portmanteau phrases

Avoid
delivery (which can mean performance, concrete action, desired action, effectiveness etc.)
impact (which can mean result, consequence, effect)
benchmark (which can mean criterion, high standard, uniqueness)
watershed
synergy

These are examples of vague expressions that could mean one (or all) of many different things, none of them clear or specific. This is undesirable in research writing. Say what you mean, simply.

Quotations

The governor added that 'poverty is the main cause of the trouble'.
The study noted: 'None of the respondents felt that the government was unbiased in the matter.'
He stated: 'The minister did not call them "lackeys of foreign agents".'

- Use single quotation marks for quotations and double quotation marks for quotes within quotes.
- Keep punctuation that belongs to the quote within the quote marks.
- If the quoted sentence/phrase has no punctuation, then any extra marks should be placed outside the inverted commas.
- The source of a quote should be supplied in an endnote.
- If an entire sentence is quoted in such a way that it becomes a grammatical part of the larger sentence, the first letter loses its capitalisation: The authors emphasised that 'the events of the Arab Spring could not have been foreseen'.
- An ellipsis is used to inducate that material from the quoted text has been omitted and is represented by ellipsis points (a set of three unspaced periods preceded and succeeded by an open space …).

Long quote format: If a quotation longer than 40 words is used, the convention is to put it in a separate paragraph, indented, one font size smaller, and without quotation

marks (unless these are used within the quotation). If an endnote is given, it should be attached to the phrase that precedes the long quote:

As Gavin Smith notes: [insert endnote number here]

> Long quote follows here. Long quote follows here. Long quote follows here. Long quote follows here. Long quote follows here. Long quote follows here. Long quote follows here. Long quote follows here. Long quote follows here. Long quote follows here. Long quote follows here. Long quote follows here. Long quote follows here. Long quote follows here. Long quote follows here. Long quote follows here.

Tables and figures

Example:

Table 1.2: Mobile phone operators in the DRC, 2007–08

Operator	System	Launch date	Subscribers[a]	Cost per 3-minute call ($)[b]
Vodacom Congo	GSM 900	1999	3 178 000	0.30
Celtel DRC	GSM 900	2000	2 134 000	0.29
CCT	GSM 900/1800	2001	609 000	0.30
Millicom (Tigo)	GSM 1800	2001	395 000	0.25
Supercell	GSM 900/1800	2002	47 000	0.28
Total			6 363 000	

[a] As of September 2007

[b] As of June 2008

Source: James H, 2008b, op. cit., p. 8; Mills H, Mobile Phones in the DRC: An Overview. Durban: Heinemann, 2010, pp. 16–17

- Tables are anything set out in tabular form, with rows and columns.
- Figures are everything else: maps, graphs of whatever kind, pie charts, illustrations (pictures), etc.
- Figures and tables should be numbered consecutively in a paper or briefing: Table 1, Table 2, Figure 1, Figure 2, Figure 3.
- In books they should be numbered according to the chapter number: in chapter 3, Table 3.1, Table 3.2, etc.

- In the text, refer to the table/figure number, not 'the table above' or 'the table below' (it may not be possible to place it in the same position in the printed version); and use title case:

  In Table 4.2, FDI growth for the period 1998–2008 is reflected.

- Titles of figures/tables should contain the date covered by the contents (if applicable), and the unit, if a common one is used throughout (eg, $, %). The unit should be placed in brackets just after whatever it is that is reflected in the table:

  Table 6: Resources as a proportion of GDP (%), 1998–2008

- If a unit, such as % or $, is given in the title or column heading and applies to all the amounts given, there is no need to insert it before/after each figure given.

- If different columns in a table are in different units, the unit for each should be included in the column heading (in bold). For example: Increase in costs (%); Increase in FDI ($). No unit will appear in the table title in such circumstances.

- If totals are included, check the totals of columns and rows; if calculations are done using the figures (such as to produce a column reflecting the figures in one column as a percentage of figures in another column), check these calculations carefully – it is easy to make mistakes.

- Often percentages that form part of a total do not add up to exactly 100, due to rounding. A note indicating this should be included below the table for that particular row/column (see the example table above for how to insert a note).

- Items in the key to a figure should start with a capital, but the rest should be lower case, except for proper names. The same goes for headings of columns and titles of figures.

- Check that the same number of items appear in the key as are used in the figure.

- All notes pertaining to a table/figure should be included below it, and not in endnotes. Notes for individual items should use a superscript letter (to distinguish from normal endnote numbers) — see the example. A general note should start with Note:. Notes end in a full stop and appear before the source. The source is given in the same form as an endnote (see example), and has no full stop at the end.

Part four: Problematic words and expressions

Spelling and hyphenation

Use the Concise OED, preferably the 2006 edition, for the latest spelling of a particular word. Often even the OED seems arbitrary (socio-economic, but macroeconomic), so the important thing is to be consistent within the same document.

See **Part six** for examples.

Affect, effect

Affect means 'to have an effect on'. To effect something is to bring it about or cause it to exist:

The struggling economy had a disastrous effect on the gold price.

The struggling economy affected the gold price terribly.

Agreed

Things are agreed on, to or about, not just agreed.

Alternative

An alternative is one of two, not three or four or more. Use options or choices for more than two. (The same restriction to two applies to joint and anything starting with bi.)

An

Use it before words starting with vowels or silent h's and acronyms pronounced as though they start with a vowel (including numbers): an MP, an EU agreement, an honour, but a European ('y' sound), a hotel.

Anti- or non-

Prefixes are increasingly used to convert positive words to negative versions, for example non-aligned, non-existent, anti-war, antiretroviral drugs. However, this can get out of hand. Converting a term such as 'oil-producing states' to 'non-oil-producing states' is logically (and aesthetically) unacceptable. There are many more states that are not oil producers than there are countries that do produce this commodity.

Anticipate

Does not mean expect. Instead it refers to an action performed because something was expected.

As well

This is a much-overused term that can usually be replaced with and: 'After the election, the government introduced new laws, taxes, as well as policies' can simply be written: After the election, the government introduced new laws, taxes and policies. As well is normally used when you are adding something extra onto a list: After the election, the government introduced new laws, taxes and policies, as well as specific regulations to control taxi violence.

Beg the question

This phrase is used to indicate a logical error in an argument and should not be used when you mean that 'the question of … needs to be asked' or '… raises the question'. It's also known as arguing in circles. The point is, it is not a true question, if it IS a question. Occasionally the term is used to cast doubt on an answer, implying that it is not a proper reply to the point raised. In either case, it's a faulty question or a faulty answer, such as:

Capital punishment is necessary because without it murders would increase.

Democracy is the best form of government because the majority is always right.

Between

Between is used for two things, not three or more, for which among should be used.

Biannual, biennial

Biannual means twice a year, while biennial means lasting two years or happening once every two years.

Both … and …

A preposition placed after both must also be placed after and. Also apply this to either … or …, neither … nor …, not only … but (also) …:

They want not only to vote, but also to feel safe.

The same principle applies both to the man and to the woman or

The same principle applies to both the man and the woman

Centred

Centred on, not around or in:

The debate centred on racial issues.

Compare

Compare A to B to stress their similarities. Compare A with B to show their differences:

The Johannesburg landscape cannot compare with Cape Town's scenic beauty.

The current political situation in Turkey can be compared to that in South Africa during the 1980s.

If you are making a comparison, you should be careful to compare two things of the same kind. In the first example, it's the scenic beauty of two different towns that is being compared, so you must indicate that: you cannot say 'Johannesburg cannot compare with Cape Town's scenic beauty' because two unlike things, a town and a picturesque setting, are being measured against each other.

Comprise

This means is composed of. Therefore it does not take 'of':

SACU comprises South Africa, Botswana, Lesotho, Swaziland and Namibia.

Continual/ continuous

Continual implies a recurrence at frequent intervals; continuous means extending uninterruptedly, unbroken and connected:

You can learn to play a musical instrument by continual practice; but your effort cannot be continuous.

Convince/persuade

Convince means something different from persuade. When you are convinced, there is content to the conviction and it refers to a strongly held belief; whereas when you are persuaded, you have merely yielded to a request or an argument, as in being persuaded to accompany someone on a trip.

Data

Technically this is the plural of 'datum', and so should take a plural verb, no one talks about 'a datum' nowadays, and data is seen as singular:

Not much data is available.

Deny/refute

Newspapers frequently use refute when they mean deny. To deny something is merely to say that is untrue, whereas to refute something is to prove that it is untrue.

Deliver

This verb is transitive, which means that it must be used with whatever is delivered:

He delivered a letter or the delivery of services, not he promised to deliver.

It is preferable to use a phrase such as 'turning rhetoric into concrete action' to the over-used and ungrammatical term delivery.

Due/due to/owing to

Due is an adjective that qualifies a noun. Due to is an adjectival phrase that can be used in three ways to mean:

- caused by: The evacuation of Parliament was due to a bomb scare.
- owed to: Two months' salary was due to the director of studies.
- arranged or timed to: The conference was due to resume after lunch.

Owing to, in contrast, is meant to qualify a verb: this or that happened owing to such-and-such circumstances. Often writers use 'due to' instead of 'owing to' when they are describing a reason for an action. Rule of thumb: if what you mean is equivalent to 'because of', then 'owing to' is correct usage, and 'due to' is not.

Existing

Be careful of the overworked term 'existing'. Most of the time it is tautologous, as in: Existing arrangements will have to be changed. If it necessary to differentiate between one set of arrangements and another, refer to present or current arrangements.

Fewer

Fewer than 15 farmers (individual items or people) but less tobacco (non-measurable quantity).

Infer/imply

This is not a synonym for 'imply'. A speaker implies, a reader infers.

The prime minister implied that a decision was imminent (ie, she hinted that one would soon be made).

From your remark, I infer that you do not support that argument. (What do you imply by that remark? What am I to infer from that remark?)

Leadership

This is not a synonym for leaders or the political elite. It is an abstract noun denoting a quality.

Lend/loan/borrow

Lend is the verb; loan is the noun:

A company lent the entrepreneur $50,000 and he was grateful for the loan. The entrepreneur borrowed $50,000 from the company.

Licence/ license

The letter 'c' is used in the noun, while the letter 's' is used in the verb. Hence, licence is a noun, while license is a verb:

The company was granted a mining licence.

The Department of Mining has the authority to license mining companies.

Likely

Likely is not a synonym for probably.

Majority/a number of

Majority refers to a number of people (or voters) out of many, and therefore takes a plural noun.

The majority of voters voted for the opposition.

In the same way, a number of is grammatically plural:

A number of citizens were arrested.

Media

Media is a plural noun and takes a plural verb.

Mitigates

Mitigates mean to mollify (to appease anger or anxiety). Militates (be a powerful factor, usually against something) does the opposite.

Neither … nor

This is the negative form of either … or:

Neither the president nor his deputy was able to attend the function.

The logical equivalent of neither … nor is not … and not, or of two, not one of them. The difficulty arises when a writer inserts an extra negative: He denied that neither person involved had an ulterior motive. This turns out to mean the opposite of what

was presumably intended (which is that neither of the two had an ulterior motive), because the negations ('deny' being one) cancel each other out. So that sentence means: At least one of the persons involved had an ulterior motive.

Practice, practise
The letter 'c' is used in the noun, while the letter 's' is used in the verb. Hence, practice is a noun, while practise is a verb:

Many medical professionals in South Africa have opened private practices.

It is important for government to practise fiscal restraint.

Rebut/refute
Rebut and refute do not mean 'deny'. They mean to put to flight or to disprove in a reasoned argument.

Regarding/with regard to
This is rather pompous: use about, on or for; or concerning if you must.

Relationship
This is often better when replaced with relations.

Repercussion
Do not overuse as a synonym for consequence or result. It should be confined to consequences that are unexpected and unpleasant, and multiply themselves; the idea underlying the word is of something hitting back.

Report
Report on, not into:

The presenter started by handing out copies of the report on blood diamonds.

States parties
States parties is a legal and diplomatic term from the French and does not adhere to English grammatical rules:

Among the states parties to the Rome Statute are South Africa and Kenya.

Stationary/stationery
Stationary means still, not moving: a stationary vehicle.

Stationery is writing paper, etc.

That/which/who

These introduce defining and non-defining relative clauses. The words that follow that in the sentence are essential to the meaning of the sentence, and that is not preceded by a comma: Go down the street until you see a house that has no front door.

Which provides extra information and is preceded by a comma, ie, the sentence could stand on its own without the clause introduced by which:

The decision was implemented in late December, which was too late to affect Christmas sales.

When you are referring to people, the word applicable is who:

These are the school children who raised the money.

However, a noun denoting a group of people takes which, eg, committee, government, department.

A committee, firm, government, etc. is referred to as 'it', not 'they':

The government felt that it was not responsible and refused to accept liability.

Under way

Under way is two words and means in hand or in progress.

Verbal

All agreements use words, whether spoken or written, so all are verbal. If you want to distinguish between a written agreement and one that has not been recorded, call it an oral agreement.

Viable

This means capable of living. Therefore 'economically viable' is not an accurate use of the term. Use 'profitable' instead.

While

Note that the word while is the SAIIA style, not whilst.

Similarly, it is the style of SAIIA to use the word among rather than amongst.

Part five: Commonly used acronyms and abbreviations

AfDB	African Development Bank
AGOA	African Growth and Opportunity Act
BEE	black economic empowerment
CITES	Convention on International Trade in Endangered Species
Comesa	Common Market for Eastern and Southern Africa
COP	Conference of the Parties
DRC	Democratic Republic of the Congo
EAC	East African Community
Earth Summit	UN Conference on Environment and Development
ECOWAS	Economic Community of West African States
EPA	economic partnership agreement
FOCAC	Forum on China–Africa Cooperation
FDI	foreign direct investment
Frelimo	Frente de Libertação de Moçambique (full name to go in brackets)
FTA	free trade agreement (not area)
GDP	gross domestic product
ICC	International Criminal Court
ICGLR	International Conference on the Great Lakes Region
IGAD	Inter-Governmental Authority on Development
IMF	International Monetary Fund
LoC	line of credit
MoU	Memorandum of Understanding
NGO	non-governmental organisation
OECD	Organisation for Economic Co-operation and Development
Renamo	Resistência Nacional Moçambicana (full name to go in brackets)
Rio+10	World Summit on Sustainable Development
Rio+20	UN Conference on Sustainable Development
SADC	Southern African Development Community
SME	small and medium enterprise
SOE	state-owned enterprise
SPLM/A	Sudan People's Liberation Movement/Army
TTIP	Transatlantic Trade and Investment Partnership
TPP	Trans-Pacific Partnership
UNEP	UN Environment Programme

UNFCC UN Framework Convention on Climate Change

UNSC UN Security Council

Part six: Word lists

ONE WORD	TWO WORDS	HYPHENATED WORDS
afterthought	air base	anti-facist
alleyway	air force	Anti-retrovirals
antenatal	aircraft carrier	Asia-Pacific
anticlimaximum	ballot box	attorney-general
antidote	capacity building	bail-out
antihijacking	car maker	book-keeping
antitrust	child care	build-up
backlog	common sense	buy-in
backyard (noun)	decision maker	co-operate
bilateral	deputy director	co-ordinate
biodiversity	district attorney	counter-attack
biofuel	drug dealer	country-wide
blueprint	free enterprise	decision-making
boardroom	general secretary	director-general
businessman	girl friend	drawing-board
bypass	gold mine	end-year
bywords	hand grenade	foreign-policy maker
ceasefire	health care	fund-raising
comeback	judge president	G-8/G-20/G-7/G-8
counterculture	judge president	get-together
counterparty	mine owner	grass-roots
database	no one	high-ranking
demining	old age	ill-equipped
email	on to	infra-red
foothold	peace builder	kilowatt-hour
footprint	petrol bomb	know-how
forever	pipe dream	long-standing
piecemeal	right wing	long-term
geopolitics	role player	major-general
goodwill	side effect	neo-realism
grassroots	stock market	no-go
halfhearted	stone throwing	non-existent
handout	stumbling block	non-ferrous
hardline	task force	non-governmental organisation
hijack	think tank	non-payment
hyperpower	under way	non-violent
infighting	vice chancellor	north-east (compass points)
interact	vice versa	on-site
intercommittee	waiting list	open-ended
interlocking	witch hunt	over-ambitious
interpersonal		post-apartheid

interracial		post-war
interrelatedness		pre-eminent
interstate		pre-war
intrastate		re-align
loophole		re-assess
macroeconomic		re-create
microenterprise		re-develop
multilateral		re-emerge
multilingual		re-entry
multiparty		re-sort
multipolarity		right-wing group
nationwide		role-play
neocolonialism		secretary-general
neoconservative		shack-dweller
neoliberal		shake-up
nevertheless		short-term
nonetheless		socio-economic
offshore		socio-political
peacemaking, peacekeeper		South-South co-operation
oilfield		starting-point
ongoing		sub-Saharan Africa
openness		turning-point
outdated		two-thirds (fraction)
overcrowded		under-resourced
overestimate		vice-president/vice-chair
overpaid		well-being
override		well-informed
overrule		whistle-blower
peacebuilding		wholly-owned
peacekeeper		window-dressing
peacekeeping		working-party
peacemaker		
plateau/s (not -x)		
policymaker		
policymaking		
postgraduate		
precondition		
predate		
proactive		
profitmaking		
rearrange		
reborn		
regeneration		
reinterpret		
reportback		
rethink		
shortlist		

stakeholder		
subcommittee		
subcontinent		
subcontract		
subculture		
sublet		
subnational		
subregion		
subsector		
supranational		
supraregional		
takeover		
taskmaster		
timetable		
tonnes		
transnational		
undercover		
underdeveloped		
underdog		
underpaid		
underpinning		
underrate		
undersecretary		
understaff		
underway		
wartime		
wellbeing		
withhold		
workforce		
worldwide		
worthwhile		