

## Essential elements of house style for research submissions

This list of essential house style elements has been produced to help authors prepare submissions to the IOM Publications Unit (e.g. for the Migration Policy Practice publication).

### Acronyms

Do not use acronyms in titles or headings and use them sparingly in the text. Write out the term in full the first time it occurs and insert the acronym in parentheses. In general, the acronym is not given if the term is referred to only once or twice in the text. IOM does not need spelling out the first time it is used. Generally, “United Nations” and “African Union” should always be spelled out. Two-letter acronyms should not be used, with the exception of the EU and specific terms that are known by their two-letter acronyms (e.g. TB).

### Capitalization

Initial caps should be used only when required and should not be used to add emphasis or when spelling out an acronym in full (e.g. small island developing States); neither should they be used when referring to the title of something that is not yet final and might change (e.g. a publication that is still being worked on, or an agreement still under negotiation). Initial caps are used inter alia for proper nouns, the official titles of established bodies and for the first word in the titles and subheadings of research articles and papers (unless the word would ordinarily require initial caps, e.g. a proper noun or adjective). Initial capitals are used for all words in the titles of periodicals and publications except articles, conjunctions and prepositions. The following examples should also be noted:

Government (of a specific country)	government (in general, e.g. “many governments participated”)
Organization (when referring to a specific organization such as IOM)	organization (in general, e.g. “international organizations”)
State (in reference to a country or countries, whether generic or specific, or to a specific state in a federation, e.g. the State of New York)	

### Dates

The day is followed by the month and year (e.g. 1 February 2017). There is no comma between the month and year.

### Footnotes

Footnote numbers should be written in superscript and placed after punctuation marks. Place a full stop at the end of all footnotes, however short they may be (including after an electronic address). Please see references section for more details.

### Numbers

The general editorial rule is that numbers under 10 should be expressed in words and numbers from 10 onwards expressed in figures. However, all numbers are expressed in figures for percentages, units

of money or measurement, page references, ages and ratios. When starting a sentence, numbers are always expressed in words.

## Spelling

The spelling used should follow the IOM spelling list, according to which the “-ize” verb endings and related “-ization” noun endings should be used. Here are some words that are often misspelled:

analyse	<b>Not</b> analyze
capacity-building (noun and adj.)	<b>Not</b> capacity building
centre	<b>Not</b> center (unless for the name of an entity, e.g. Centers for Disease Control)
organization	<b>Not</b> organisation (unless for the name of an entity, e.g. International Organisation of Employers)
per cent	<b>Not</b> percent, or % (unless used between parentheses)
programme	<b>Not</b> program (unless referring to computing)
awareness-raising	<b>Not</b> awareness raising

## Quotation marks

All quotations are put within double quotation marks (“–”); a quotation within a quotation is put within single inverted commas. Double quotation marks are used around specialized terms when they are introduced and defined for the first time. In any subsequent references, these words should be written without quotation marks. Quotations are not italicized.

If a quotation extends beyond four lines it may be presented in the form of a single indented block that is not set within quotation marks.

## Maps

The following text should appear underneath each map after the source and any other notes.

This map is for illustration purposes only. The boundaries and names shown and the designations used on this map do not imply official endorsement or acceptance by the International Organization for Migration.

## References: Footnote/bibliography referencing system

Source material should be clearly referenced, and primary sources (rather than secondary) referred to for data and statistics. There should be no in-text citing or reference list at the end of the manuscript. Instead, all authors and titles of publications referred to in the text are to be listed in the footnotes and all references should be hyperlinked in footnotes. As MPP is for a policy audience, **no more than 10 footnote references should be included.**

The following elements in a reference to a publication should be given as follows:

- The author’s surname followed by a comma and his or her initials; for example, Smith, A. (for more than one author, the names of the subsequent authors are not inverted, e.g. Beck, J., A. Smith and P. Wilson);

- The year of publication; if there are several publications by the same author, they are listed in chronological order; when the year of publication is not known, the abbreviation “n.d.” (no date) can be used;
- The title of an article in a journal is to be referred to with initial capitals used only for the first word of the title, proper nouns and words that would usually take initial capitals;
- The title of a book or journal is written in italics with the first letter of each word capitalized (except articles, prepositions and conjunctions);
- An indication of the series, if any, of which the work forms a part, together with the serial number (optional);
- Name of the publisher, number of the edition and place of publication; when the place of publication is not known, the abbreviation “n.p.” (no place) can be used;
- Where applicable, volume number and page numbers;
- When relevant, instead of providing lengthy electronic addresses, **please add a hyperlink to the title of the work that is being referred to**. The hyperlinked text should not be underlined, and the link should take you directly to the work being referenced, and not to a website where it is available.
- Provide the date on which the reference was accessed only if the information it relates to is likely to be updated (e.g. information found in a database).

Below are some examples of how to present various references in the footnotes.

#### Article in journal

Vearey, J. 2008. Migration, access to ART, and survivalist livelihood strategies in Johannesburg. *African Journal of AIDS Research*, 7(3):361–374.

#### Book with one author or editor

Ghosh, B. (ed.). 1998. *Huddled Masses and Uncertain Shores*. Kluwer Law International, Martinus Nijhoff Publishers, The Hague.

#### Book with two authors or editors (names are listed in same order as on the title page)

Castles, S. and M.J. Miller. 2009. *The Age of Migration: International Population Movements in the Modern World*. Fourth edition, Palgrave MacMillan, Basingstoke.

#### Book with three authors or editors

Goldin, I., G. Cameron and M. Balarajan. 2011. *Exceptional People: How Migration Shaped Our World and Will Define Our Future*. Princeton University Press, Princeton, New Jersey.

#### Book with more than three authors or editors

King, R., R. Black, M. Collyer, A.J. Fielding and R. Skeldon. 2010. *The Atlas of Human Migration: Global Patterns of People on the Move*. Earthscan Atlas Series, Earthscan, London.

### Chapter in a book

Grant, S. 2007. The legal protection of stranded migrants. In: *International Migration Law: Developing Paradigms and Key Challenges* (R. Cholewinski, R. Perruchoud and E. MacDonald, eds.). T.M.C. Asser Press, The Hague, p. 29.

### IOM publications

International Organization for Migration (IOM). 2001. *Index of International Migration 1961–2001*. IOM, Geneva.

International Organization for Migration (IOM). 2001. *The Role of Regional Consultative Processes in Managing International Migration*. IOM Migration Research Series, No. 3, IOM, Geneva, pp. 16–19.

McAuliffe, M. 2020. *Immobility as the Ultimate “Migration Disrupter”: An Initial Analysis of COVID-19 Impacts through the Prism of Securitization*. IOM Migration Research Series, No. 64, IOM, Geneva.

### Government publications

United Kingdom, Home Office. 2006. *A Points-Based System: Making Migration Work for Britain*. The Stationery Office, London.

### Newspaper article

Swing, W.L. 2009. Helping migrants weather the storm. *New York Times*, 9 September.

### Material not yet published

Adepoju, A. and A. van der Wiel. *Seeking Greener Pastures Abroad – A Migration Profile of Nigeria*. Safari Publishers (forthcoming).

### Online newspapers and news sites

Sriskandarajah, D. and L. Chappell. 2010. Think tank: Immigration beats aid in reducing world poverty. *Timesonline*, 23 May.

### Databases

International Organization for Migration (IOM). 2006. *Migration Law Database* (accessed 5 July 2011).

### Interviews or personal communications

Interview with Charles Kwenin, Senior Regional Adviser for Sub-Saharan Africa, IOM, 10 September 2012.

*Note:* The subheadings “Interviews” or “Personal communications” should be used in the list of references to introduce such items, which appear at the end of the list. If more than one person is referred to, the names are listed alphabetically according to the surname.

## Subsequent footnotes

Please note that a footnote cannot appear out of sequence. Please repeat the content of a footnote that applies to more than one citation following the rules below.

- If the same footnote immediately follows the last, you may use “Ibid.” with or without reference to a specific page number.
  1. Vearey, J. 2008. Migration, access to ART, and survivalist livelihood strategies in Johannesburg. *African Journal of AIDS Research*, 7(3):361–374.
  2. Ibid, p. 362.
- If the exact same footnote appears later in the text, you may cross reference.
  1. International Organization for Migration (IOM). 2001. *Index of International Migration 1961–2001*. IOM, Geneva.
  2. ....
  3. See note 1 above.
- If you would like to refer to the same source again, but refer to a different page number, provide the complete reference in the first footnote and the author’s name, year of publication, and page number in the second footnote.
  1. McAuliffe, M. 2020. *Immobility as the Ultimate “Migration Disrupter”: An Initial Analysis of COVID-19 Impacts through the Prism of Securitization*. IOM Migration Research Series, No. 64, IOM, Geneva, p. 8.
  2. ...
  3. McAuliffe, 2020, p. 3.
- If the same author is referenced in two or more different texts, include a shortened title (4 words or less) in subsequent notes.
  1. International Organization for Migration (IOM). 2001. *Index of International Migration 1961–2001*. IOM, Geneva.
  2. International Organization for Migration (IOM). 2001. *The Role of Regional Consultative Processes in Managing International Migration*. IOM Migration Research Series, No. 3, IOM, Geneva, pp. 16–19.
  3. ...
  4. IOM, “Regional Consultative Processes”, p. 18

## Citing more than one source at a time

Please note that a single footnote can contain more than one citation, see example below:

1. King, R., R. Black, M. Collyer, A.J. Fielding and R. Skeldon. 2010. *The Atlas of Human Migration: Global Patterns of People on the Move*. Earthscan Atlas Series, Earthscan, London.; Goldin, I., G. Cameron and M. Balarajan. 2011. *Exceptional People: How Migration Shaped Our World and Will Define Our Future*. Princeton University Press, Princeton, New Jersey.