

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 Research Series).

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” should always be spelled out.

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 (when referring to a country or countries or a specific state in a federation, e.g. the State of New York)	state (in general references to states in a federation, e.g. “northern states of India”)

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

Use footnotes sparingly. 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).

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

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.

In-text references: author-date system

When the publication, report or article has a bibliography, the author-date system should be used instead of footnotes to cite the sources used when preparing the text. All references in the text to source material should be inserted in parentheses at the appropriate place in the text, preferably at the end of a sentence, as follows: last name of author, year of publication and page number(s) (if available). (The full reference is given in the bibliography – see following section.)

A recent study suggests that out of more than 600 doctors, only 50 remain in the country (USAID, 2009).

If the author’s name is mentioned in the text, only the year of publication and page(s) are to be referred to.

As Wilson was able to demonstrate (1990:7), migration...

For up to three authors, the authors' last names should be given. In the case of more than three authors, the term "et al." (note the full stop and the use of roman typeface) is placed after the name of the first author. The names of all the authors are given in the bibliography. For institutional authorship, minimum identification is to be provided.

If there are several publications by the same author in the same year, they should be distinguished by lower-case letters placed after the year (e.g. 2000a, 2000b, 2000c) in the text and in the bibliography or list of references. The letter used depends on the order in which the references appear in the text, namely the first reference to 2000a, must appear before the first reference to 2000b, and so forth. If some of these works are not referred to in the text, list them alphabetically in the bibliography (after the ones referred to in the text and already attributed letters) and continue the letters in sequence.

Multiple references concerning the same author should be separated by commas.

(Wilson, 1990, 1993, 1995)

Semicolons should be used to separate references to several authors on the same topic, listed within the same parentheses.

(Wilson, 1990; Smith, 1995)

Bibliography

All authors and titles of publications referred to in the text are to be listed in the bibliography or list of references together with all other publications consulted and relevant to the subject, even when they are not specifically referred to in the text.

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 a bibliography or list of references at the end of a publication.

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)

2001a *Index of International Migration 1961–2001*. IOM, Geneva.

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

Same author with various publications (listed in chronological order)

Ghosh, B.

- 1997 *Gains from Global Linkages: Trade in Services and Movements of Persons*. St. Martin's Press, New York.
- 1998 *Huddled Masses and Uncertain Shores* (ed.). Kluwer Law International, Martinus Nijhoff Publishers, The Hague.

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.