

ERRC STYLE SHEET

The publications produced by the ERRC are among the prime sources in the field of Roma rights. These publications are frequently referred and/or quoted in the works of governmental, intergovernmental and non-governmental bodies. The ERRC attributes this reputation to the high quality it pursues in all its publications. The quality of a publication relies not only on its content, but also owes much to its style. Thus, the following set of rules should be followed by authors contributing to ERRC publications.

Spelling: The ERRC uses British spelling and punctuation norms. We strongly suggest that Microsoft Word users set the language of the blank document to UK English before beginning to type.

Examples:

centre not center	labour not labor
combating, combated	licence (noun), license (verb)
consensus	organisation not organization.
Defence not defense	programme
focusing not focussing	realise not realize
install, instalment, installation	while not whilst
judgment not judgement	

Note: exceptions are names of private companies or organisations, please use their preferred spelling

Hyphenation: follow common British usage, but particularly use hyphens with fractions, with most words beginning with anti, non and neo, with adjectives formed from two or more words (including ages), with some titles, when separating identical letters and with cardinal directions. Examples of these and other hyphenated words follow:

25-year-old woman	mid-August
anti-fascist, anti-Semitic	nation-state
asylum-seeker	neo-Nazi
co-operation	non-violent
cross-border	right-wing groups, the right wing of the party
health-care (adjective)	south-east(ern)
government-run	starting-point
inter-governmental	stumbling-block
like-minded	task-force
long-standing	vice-president

Notable exceptions/non-hyphenated words:

all right	nonconformist
birth rate	nonstop
health care (noun)	no one
grassroots	online/offline
multilingual	statewide
nationwide	vice versa

Punctuation

- Do not insert full stops after headings or in acronyms/titles. Initials should include a full stop.
Example(s): **Mr, Ms and Dr** **Mr R.D. and J. Smith**
- In a series (list of three or more items) do not use a comma before “and” or “or”.
Example(s): **lions, tigers and bears, oh my!**
- All abbreviations should be written out in full at the first use in the text or in a footnote, then the abbreviation follows in parentheses.
Example(s): **United Nations (UN)** **European Union Member States (EU MS).**
- Do not use apostrophes to indicate plural form of an abbreviation or acronym
Example(s): **NGOs not NGO's** **the 1990s not the 1990's**

Capitalisation

- Headline style capitalisation should be used in article titles (all major words capitalised).
Example(s): **Arrest the Precedent! Segregated Schooling in Contemporary Europe**
- Sentence-style capitalisation should be used for subtitles within articles (only sentence-initial words capitalised).
Example(s): **Wilful blindness? The myth of natural processes**
- “AM” and “PM” are caps with no punctuation.
- Use a capital letter after a colon only if the explanatory statement is more than one sentence or is a formal quote.
Example(s): She made her point: First, there is no interest. Second, we don’t have the capacity.
Example(s): She argued with him: “There is no interest. We don’t have the capacity.”

Quotations

- Generally, use double quotations “for quotes”
- Use single quotation marks only for quotations within quotations.
Example(s): **The ERRC style guide says, “do not use a comma before ‘and’ or ‘or’.”**
- Short quotations (less than 4 lines of text) should be incorporated into the text and are not indented. Quotation marks should be used at the beginning and end of the quote.
- Quotations over 4 written lines in length should be indented, justified and quotation marks for such quotes should not be used.
- If the quotation forms a complete sentence, the closing full stop (or other punctuation) should fall inside the closing quotation marks; if the quotation is not a complete sentence, the full stop (or other punctuation) should fall outside the closing quotation marks.
- When omitting words in a quotation, use square brackets with a series of three full stops inside [...].

Style Points

- Special characters in person or location names from non-English languages should be written in correct original form.
Example(s): **Mirjana Oršuš**
- Non-English terms should be italicised if not commonly used in English. If translation is included, please use parentheses.
Example(s): **He was referred to as *gadjo* (non-Romani person).**
- Numbers from one to nine should be written as words; higher numbers should be included as numerals.
- Exceptions: If a number falls at the beginning of a sentence, it should always be written out in full. If a number is part of an adjective describing age it should always be a numeral.
Example(s): **Fifteen states ratified the treaty. The child was a 4-year-old boy**
- Use commas rather than spaces or full stops in numbers with four or more digits
Example(s): **1,000,000 or 3,500 EUR**
- Write %, not percent.
- Dates should be written as follows: 18 January 2009. Dates should always use numerals, not words.
- The words Article, Paragraph and Volume should not be abbreviated in the main text.

Roma/Romani: The ERRC uses the following forms:

- **Roma:** Plural noun, especially when referring to the people as a whole
Example(s): **Roma come from India.**
- **Romani:** Adjective
Example(s): **A Romani man was attacked in Budapest.**
- **Romani** (name of the language): The ERRC uses “Romani” when referring to the name of the language instead of *Romanes*.
Example(s): **“Romani is an Indic language.”**
- **Romani instead of *Romany*:** The ERRC uses “Romani” instead of “Romany”.

Referencing

Articles in ERRC publications and ERRC reports should use footnotes, not endnotes. Please use a citation for every piece of information that is not general knowledge.

- Footnote numbers always fall outside punctuation marks
Example(s): judgment.¹ He referenced the 2008 report,² which includes data about Roma in Serbia.
- Within footnotes, text should run on, avoiding paragraphs and indents.
- Full details of a book or article need only be given only in the first citation. When re-citing a source, use the basic short form: author's last name, shortened title, page number.
*Example(s): Fonseca, **Bury Me Standing**, 89.* (See below for full reference)
- If referring to the immediately preceding reference there is no need to use the short form; Ibid. should be used and the page number, if different.
Example(s): Ibid. Ibid., 95.
- When citing online sources that correspond to print sources, such as those published in journals magazines or newspapers online, please follow the pattern of their print counterparts adding the URL and access date (if available).
- When writing citations, preserve punctuation and capitalisation of the original publication, except when full capitals are used, in which case it should be converted to sentence style capitalisation.
Example(s): "No Man's Land" should replace "NO MAN'S LAND"
- If some information about a source is missing, include the information that is available. If no guideline here is applicable to your source, please provide as much information as possible for the ERRC editor.

Referencing Examples:

Books

Book: One author

Isabel Fonseca, *Bury Me Standing: The Gypsies and Their Journey* (New York: Vintage, 1996), 89.

Book: Two or three authors

Roma Nutkiewicz Ben-atar and Doron S. Ben-Atar, *What Time and Sadness Spared: Mother and Son Confront the Holocaust* (Virginia: University of Virginia Press, 2006), 54.

Book: Four or more authors

Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), 264.

Book: Editor, translator or compiler instead of author

Thomas Acton and Gary Mundy, eds., *Romani Culture and Gypsy Identity* (Hatfield: University of Hertfordshire Press, 1997), 47.

Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 66-67.

Chapter or other part of a book:

Andrew Wiese, "The House I Live In": Race, Class, and African American Suburban Dreams in the Postwar United States", in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 99-119.

Book published electronically:

Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution*, (Chicago: University of Chicago Press, 1987), available at: <http://press-pubs.uchicago.edu/founders/> (accessed: 27 June 2006).

Organisation as author

University of Chicago Press, *The Chicago Manual of Style*, 15th ed. (Chicago: University of Chicago Press, 2003), 656.

Articles

Newspaper article

Jeremy Eichler, "Masur returns, on a Mission for Mendelssohn", *Boston Globe*, 18 January 2009, Arts section.

Press release

National Transportation Safety Board, "Airline fatalities for 1994 climbed to five-year high", press release, 19 January 1995.

Article in a print journal

Larry Olomoofe, "Arrest the Precedent! Segregated Schooling in Contemporary Europe", *Roma Rights* Number 1 (2008): 67-73.

Unpublished information

Interviews/personal communication

Interview with Tara Bedard, European Roma Rights Centre. Budapest, Hungary: 2 August 2009.

Interview with a 33-year-old Romani woman. Rome, Italy: 10 February 2010.

Email correspondence with Robert Kushen, European Roma Rights Centre: 1 January 2010.

Telephone interview with José Manuel Barroso, European Commission: 10 November 2006.

Paper presented at a meeting or conference/Lecture

Stacy D'Erasmus, "The Craft and Career of Writing" (lecture, Northwestern University, Evanston, IL, 26 April 2000).

Legal sources

Legal documents:

European Court of Human Rights, *D.H. and others v. The Czech Republic*, Application no. 57325/00, 13 November 2007, available at:

<http://cmiskp.echr.coe.int/tkp197/view.asp?item=1&portal=hbkm&action=html&highlight=57325/00&sessionid=45478424&skin=hudoc-en>.

Canada, Ottawa, *Access to Information Act*, RSC 1985, c. A-1, s. 3.

Canada, Federal Court, *BMG Canada Inc. v. John Doe*, [2004] 3 F.C.R., 241.

Office of the High Commissioner for Human Rights, *General Comment 4: The Right to Adequate Housing (Art. 11(1) of the Covenant)*, 1991, available at:

<http://www.unhchr.ch/tbs/doc.nsf/0/469f4d91a9378221c12563ed0053547e?OpenDocument> (accessed: 1 October 2004).

Committee on the Elimination of Racial Discrimination, *Concluding Observations of the Committee on the Elimination of Racial Discrimination: Bulgaria*, 23 March 2009,

<http://www2.ohchr.org/english/bodies/cerd/cerds74.htm> (accessed: 14 June 2009).

United Nations Security Council, *Resolution 1895 (2009)*, 18 November 2009, available at:

<http://www2.ohchr.org/english/bodies/cerd/cerds74.htm> (accessed: 1 January 2010).