

ERRC STYLE SHEET

General Notes

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 used by authors in ERRC publications.

Spelling

The ERRC uses British spelling.

Please use: judgment not judgement; asylum seeker not asylum-seeker; focusing not focussing; NGOs not NGO's; the 1990s not the 1990's; and organisation not organization.

Punctuation

- Do not insert full stops after headings or in acronyms/titles (i.e. Mr, Ms, Dr). Initials should include a full stop (i.e. Mr R.D.)
- “AM” and “PM” are caps with no punctuation.
- All abbreviations should be written out in full at the first use in the text or footnote: for example, United Nations (UN)
- In lists of three or more items, do not use a comma before the ‘and’ or ‘or’. Use a capital letter after a colon.
- Short quotations should be incorporated into the text and are not indented. Single quotation marks should be used at the beginning and end of the quote. Quotations over 4 written lines in length should be indented and quotation marks for such quotes are not required. If the quotation forms a complete sentence, the closing full stop should fall inside the closing quotation marks; if the quotation is not a complete sentence, the full stop 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 their correct original form. (For example: *Oršuš*, *Ondřej*, *Çingene*).
- Numbers from one to nine should be written as words; higher numbers should be included as numerals. If a number falls at the beginning of a sentence, it should always be written out in full. Use commas rather than spaces or full stops in numbers with four or more digits (e.g. 1,000).
- Write %, not percent
- Dates should be written as follows: 18 January 2009.
- The words Article, Paragraph and Volume should not be abbreviated.

Roma/Romani

The ERRC uses the following forms:

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

Referencing

The ERRC follows the Chicago Manual of Style.

Footnotes/Endnotes: Articles in ERRC publications and ERRC reports use footnotes, not endnotes.

- Footnote numbers fall outside punctuation marks (judgment.¹).
- 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, cross-reference to the principal footnote, giving the author's surname followed by n. 00 above (i.e. Acton n. 5 above)
- Use *Ibid.* to refer to the immediately preceding reference.

Referencing Style: Footnote references should follow the Chicago Style bibliographical references: As an exception, include precise page numbers at the end. Please note that some of the examples cited below are taken from the official site of the Chicago Style referencing. For further examples, please see: http://www.chicagomanualofstyle.org/tools_citationguide.html

Book: One author

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

Book: Two authors

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

Book: Four or more authors

Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. *The Social Organization of Sexuality: Sexual Practices in the United States*. Chicago: University of Chicago Press, 1994. p. 264.

Book: Editor, translator, or compiler instead of author

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

Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951. p.66.

Chapter or other part of a book

Wiese, Andrew. ‘‘The House I Live In’’: Race, Class, and African American Suburban Dreams in the Postwar United States.’ In *The New Suburban History*, edited by Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press, 2006.

Book published electronically

Kurland, Philip B., and Ralph Lerner, eds. *The Founders’ Constitution*. Chicago: University of Chicago Press, 1987. <http://press-pubs.uchicago.edu/founders/>. Also available in print form and as a CD-ROM.

Journal article

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

Article in an online journal

Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. ‘Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial.’ *Journal of the American Medical Association* 287, no.5 (February 6, 2002), <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo>.

Article/report as an online source

Andreescu, Gabriel. ‘Romania. Shadow Report: October 1999,’ *Report of the Strasbourg Ombudspersons for National Minorities*, (1999), http://www.riga.lv/minelres/reports/romania/romania_NGO.htm

Amnesty International, ‘Romania: Annual Report 2000,’ Country Reports, <http://www.web.amnesty.org/web/ar2...7625c802568f200552961>.

Popular magazine article

Hertzberg, Hendrik. ‘Transitioning’, *New Yorker*, 19 January 2009, 15.

Newspaper article

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

Legal documents:

European Court of Human Rights. 13 November 2007. *D.H. and others v. The Czech Republic*. Application no. 57325/00. Judgment available at: <http://www.errc.org/db/02/D1/m000002D1.pdf>

Canada. Ottawa. C-34, *Agricultural Marketing Programs Act*. 2nd session, 35th Parliament, 1997. Assented to 25 April 1997, Statutes of Canada 1997, c. 20.

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.

Canada. Supreme Court. *R. v. Handy*. 2002 SCC 56. 2 S.C.R. 908.

International/governmental documents and treaties:

World Trade Organization. *International Trade: Trends and Statistics*. Geneva: WTO, 1995.

Rozanski, Mordechai. 'Investing in Public Education: Advancing the Goal of Continuous Improvement in Student Learning and Achievement.' Prepared on behalf of the Education Equality Task Force. Toronto: Ministry of Education, 2002.

League of Nations. *Monetary and Economic Conference: Draft Annotated Agenda Submitted by the Preparatory Commission of Experts*. II. Economic and Financial, 1933. II. Spec. I.

UNHCR, Note on International Protection, UN Doc. A/AC.96/830, 1994. para. 54

United Nations Secretariat. Department of Economic Affairs. *Methods of Financing Economic Development in Underdeveloped Countries*, 1951.

Websites:

Bush, George. 'Principles of Ethical Conduct for Government Officers and Employees,' Executive Order 12674, 12 April 1989, pt. 1, <http://www.usoge.gov/exorders/eo12674.html>.

Nowacek, Rebecca S. 'Putting Grammar in Its Place . . . But Making Sure It Has a Place,' Writing across the Curriculum, University of Wisconsin-Madison, 2005, http://mendota.english.wisc.edu/~WAC/page.jsp?id=52&c_type=category&c_id=34.

Weenink, Nico. '18.123 European dialects,' Humanist Discussion Group, 5 August 2004, http://lists.village.virginia.edu/lists_archive/Humanist/v18/0120.html.

European Union. The Charter of Fundamental Rights of the European Union. European Parliament. http://www.europarl.europa.eu/charter/default_en.htm.

Bibliographies: Roma Rights articles do not include bibliographies. However, the ERRC reports contain bibliographies of literature referred to, as well as including other relevant existing literature on all of the topics addressed by the report.

- All published texts referred to in the report should be included in the bibliography.
- All relevant laws should be included in the bibliography, including full bibliographical reference.
- Do not include letters, e-mails and other unpublished documents, unless they are forthcoming or are comprehensive texts, such as an MA thesis, in which case they are 'unpublished'.
- The bibliography is organised in alphabetical order by author/editor surname.
- If no author is given, start with the title.
- If there is more than one entry for an author, list them according to the date of publication order from newest to oldest.
- If no date of publication is available, please write, 'Undated' or 'No date'.