

Style Guidelines

Fertility and Family Planning Section
Population Division
Department of Economic and Social Affairs

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Font:

- Use Times Roman 11

Line spacing:

- Single spacing

Paper size and margins:

- The size of paper used for reproduction is the standard 8.5" x 11.0" (21.6 x 27.9 cm)
- Please leave a margin of at least 1 inch (2.5 cm) on all sides of the text
- Keep in mind that all tables and figures should be designed to fit in pages of standard size

Title of paper and author's name:

- They should not appear at the top of the first page of text, but rather on a separate cover sheet.

Page numbering:

- Pages should be numbered consecutively starting with page 3 as the first page of the text (pages 1 and 2 are the cover page and its back)
- Page numbers should be centred at the bottom of each page and should appear as numbers alone without other characters

Headings and subheadings of sections and sub-sections:

- The first level of headings should be identified by capital letters (A, B, C and so on); the second level by arabic numerals (1, 2, 3....) and the third by small letters (a, b, c....). The following style should be followed in positioning the titles at the different levels:

A. SECTION HEADING

1. *Sub-section heading*

a. *Sub-sub-section heading*

That is, a first-level heading is centred and in small caps; a second-level heading is centred and in italics; and a third-level heading is flushed left and in italics.

Tables:

- Numbered consecutively using Arabic numerals
- Data sources for the Tables should be indicated at the foot of the table by presenting full references to the data sources including, as appropriate, the pages or table numbers used in the original publication of the data (see *References* below and the example of a table provided with these notes)
- The word "Table" should precede the number
- Tables should have a brief descriptive title
- Table headings should be in italics and should specify clearly the types of quantities being displayed in the table
- To the extent possible, only full words should be used in table headings: avoid abbreviations and acronyms
- Tables should be placed at the end of the paper, after the list of references
- In referring to tables in the text, use the lower case word "table" followed by the appropriate numeral. There is no need to indicate where the table should be inserted in the text at the time of final printing

Figures:

- Figures should be numbered consecutively in roman numerals
- The word "Figure" should precede the number
- Figures should have a brief descriptive title
- The source or sources of the information depicted in a figure should be indicated on the same page as the figure by citing full references, including the page or table numbers where the information underlying the figure can be found (see *References* below and the example of a figure provided with these notes)
- Figures should be placed at the end of the paper after the complete set of tables.
- To refer to figures in the text, use the lower case word "figure" followed by the appropriate roman numeral. There is no need to indicate where the figure should be inserted in the text at the time of final printing

Formatting:

In the text, words should not appear:

- In bold
- Underlined
- In color
- In italics (only for certain foreign words, such as *inter alia*, *ceteris paribus*)

Writing:

- Acronyms should be spelled out when used for the first time (UN is never abbreviated; United States of America is never abbreviated to USA or US)
- An apostrophe with an acronym should never be used to denote possession (e.g., not UNDP's administrator; but the administrator of UNDP)
- Time and place references should be as specific as possible (e.g., this meeting took place in Dhaka, Bangladesh in June 2008)
- When a city is mentioned, the country name should be added (e.g. Paris, France)
- Direct speech should be used, not indirect speech
- "I" and "we" should not be used at all
- Refrain from using long, involved sentences; keep sentences as short and succinct as possible

- Avoid slang and words that embellish the text (e.g. the great success, the wonderful meeting)
- Use percentage and per cent, never use %
- Countries should be listed in alphabetical order, if not noted otherwise
- When referring to ranges, repeat the units. Thus “between 5 million and 10 million”, from “5 per cent to 10 per cent”. Note that both numbers should be accompanied by their “units” even if it sounds repetitive
- Do not use “age range” when you mean “age group”
- When talking about any open-ended age interval, refer to it as “aged x or over” do not use “aged x or older” or “aged x and over”
- Write out “third”, “fifth”, “one fifth”, “two thirds” etc.

Currency:

- If a country is indicted before the currency symbol, there should be space left between the symbol and the figure, e.g. US\$ 800 million

Footnotes/Endnotes:

- Only endnotes should be used, no footnotes
- References to websites should be moved to endnotes
- Endnotes should appear at the end of the text (before the list of references and the tables and figures) under the following heading

NOTES

References:

- Articles/Books not directly referred to in the text should not be listed under the References
- References should be under the following heading

REFERENCES

- Entries in the reference list should follow a specific style according to the type of publication that is being cited. The first line of each reference should be typed beginning at the left-hand margin and subsequent lines should be indented five spaces. Examples of the style to be followed in citing different types of material follow.
- **Books:**

Acsadi, Gwendolyn T. and George Johnson-Acsadi (1983). Demand for Children and Spacing in Sub-Saharan Africa. Washington, D.C.: World Bank.

Stark, Oded (1991). The Migration of Labour. Cambridge, Massachusetts: Basil Blackwell.

United Nations (1992). World Economic Survey 1992. United Nations publication, Sales No. E.92.II.C.1.

United Nations (1992). *World Population Monitoring, 1991: With Special Emphasis on Age Structure*. Population Studies, No. 126. United Nations publication, Sales No. E.92.XIII.2.

United Nations Population Fund (1993). *The State of the World Population, 1993*. New York.

United States of America, Department of Justice, Immigration and Naturalization Service (1989). *1989 Statistical Yearbook of the Immigration and Naturalization Service*. Washington, D.C.: Government Printing Office.

World Health Organization (1986). *World Health Statistics Annual, 1986*. Geneva.

- **Articles in books:**

Petras, Elizabeth M. (1981). The global labour market in the modern world economy. In *Global Trends in Migration: Theory and Research on International Population Movements*, Mary M. Kritz, Charles B. Keely and Silvano M. Tomasi, eds. Staten Island, New York: Center for Migration Studies, pp. 44-63.

Portes, Alejandro (1995). Economic sociology and the sociology of immigration: a conceptual overview. In *The Economic Sociology of Immigration: Essays on Networks, Ethnicity, and Entrepreneurship*, Alejandro Portes, ed. New York: Russell Sage Foundation, pp. 1-41.

- **Articles in journals:**

Goodwin-Gill, Guy S. (1992). Safe country? Says who? *Refugees* (Geneva), No. 89 (May), pp. 37-38.

Lipton, Michael (1980). Migration from rural areas of poor countries: the impact on rural productivity and income distribution. *World Development* (Boston, Massachusetts), vol. 8 (January), pp. 1-24.

Massey, Douglas S., Joaquín Arango, Graeme Hugo, Ali Kouaouci, Adella Pellegrino, and J. Edward Taylor (1993). Theories of international migration: a review and appraisal. *Population and Development Review* (New York), vol. 19, No. 3, pp. 431-466.

Suhrke, Astri (1994a). Environmental degradation and population flows. *Journal of International Affairs* (New York), vol. 47, No. 2 (Winter), pp. 473-496.

- **Articles in newspapers:**

Rosenthal, Elisabeth (1992). TB, easily transmitted, adds a peril to medicine. *The New York Times* (13 October).

- **Unpublished material:**

Lim, Lin Lean (1991). International labour migration in Asia: patterns, implications and policies. Paper presented at the Informal Expert Group Meeting on International Migration, organized by the United Nations Population Fund and the United Nations Economic Commission for Europe. Geneva, 16-19 July.

Muus, Philip (1992). International migration in the Netherlands. Report of the Netherlands SOPEMI correspondent to the Organisation for Economic Co-operation and Development, 1992, Amsterdam. Mimeographed.

Shah, Nasra M. (1993). Migration between Asian countries and its likely future. Paper presented at the United Nations Expert Group Meeting on Population Distribution and Migration, Santa Cruz, Bolivia, 18-22 January.

Union of Soviet Socialist Republics, State Statistical Committee (1992). Questionnaire on the One-time Sample Survey of Labour and Living Conditions of Soviet Women. Moscow. Unpublished.

- **Internet Entries:**

Pollak, Jacques J., and Peter B. Clark (2005). A new perspective on SDR allocations, new rules for global finance. Available from <http://www.new-rules.org/docs/polak.pdf> (accessed 23 June 2005).

- **Working Papers:**

Eichengreen, Barry (2004). Global imbalances and the lessons of Bretton Woods. NBER Working Paper, No. 10497. Cambridge, MA: National Bureau of Economic Research.

Citing references in text:

- Author-date system (in parenthesis) should be used (e.g. Jones, 1987 or United Nations, 2005)
- If there are more than one work by the same author published in the same year, distinguish publications by letters after the date (Miller 2005a, Miller 2005b)

Some common spelling errors:

Yes	No
adviser	advisor
ageing	aging
analyse	analyze
behaviour	behavior
capacity-building	capacity building
centre	center
et al.	et. al.
focused	focussed
forums	fora
irregular migration flows	illegal migration flows
labour	labor
macroeconomic	macro-economic
minimize	minimise
neighbour	neighbor
optimize	optimise
organization	organisation
policymaker	policy-maker
policymaking	policy-making
programme	program
transnational community or expatriate community	diaspora
UN/DESA	UN-DESA
undocumented migrant	illegal migrant