SIPRI WRITING AND STYLE GUIDE 2013

SIPRI EDITORIAL AND PUBLICATIONS DEPARTMENT

Contents

1. Writing guide

Everything that can be thought at all can be thought clearly. Everything that can be put into words can be put clearly.

Ludwig Wittgenstein

This guide is intended to give both general advice on writing and specific guidance on how to structure a SIPRI text.[1] On when, what and how to cite sources, see chapter 3.

I. Planning

Once your research is complete, the starting point for structuring and writing a document should be your conclusions and recommendations. Once you have decided on these, draw up a detailed structure for the publication outlining exactly what topics and arguments will be presented in each section and sub-section. This will help identify whether you are following the best route from your premises to your conclusions. It will also help you to avoid overlaps and gaps when you work separately on different sections.

The structure, and what you include and exclude, should be determined by the aim of taking your readers through logical and understandable steps from what they know to what you want them to know (or think or do). Give the readers all of the definitions, background, evidence and argument they need to see how you reached your conclusions and recommendations. Leave everything else out.

Introductory sections should include:

- a clear statement of the topic and purpose of the publication—what it is about and why we should read it;
- the kinds of questions you answer and the kinds of conclusions and recommendations you give;
- what is covered and what is not;
- an overview of the structure of the publication, including what each chapter (of a book) or section (of a paper or chapter) deals with;
- enough background information to allow a reasonably well-informed member of the target readership to understand the publication without specialist knowledge;
- clear and precise working definitions of key concepts and frequently occurring specialist terms that appear in the publication.

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[1] For more about good writing style see e.g. Burchfield, R. W., *The New Fowler's Modern English Usage*, Revised edn (Oxford University Press: Oxford, 1998); Shrunk, W. and White, E. B., *The Elements of Style*, 4th edn (Allyn and Bacon: Boston, MA, 2000); Grave, R. and Hodge, A., *The Use and Abuse of the English Language* (Paragon House: New York, 1990); and Amis, K., *The King's English: A Guide to Modern Usage* (HarperCollins: London, 1997).

Middle sections should:

- follow the structure laid out in the introduction;
- provide data and evidence;
- offer clearly laid out arguments that refer to the data and evidence presented and lead through logical steps to original conclusions;
- reflect your original analysis;
- lead the reader right up to the brink of your conclusions and recommendations.

Comment on the data and opinions you present. Give your own arguments and state clear positions throughout. Do not use 'may's and 'perhaps's without saying why you cannot be more certain. If people 'have criticized' or 'have argued' something, say whether they were right or wrong, or at least why it matters that they did so. Try also to remind the readers that what they are reading has important implications.

Concluding sections should include:

- summaries and discussions of the main conclusions from your analysis;
- no new information;
- no conclusions that do not follow directly from your earlier analysis;
- recommendations (if you include them) that: (*a*) are clearly linked to a stated problem or task; (*b*) are clearly aimed at someone who could carry them out (you could group them for different groups of actors); and (*c*) build on your arguments and analysis.

II. Writing

Paragraphs

Each paragraph is a collection of related sentences dealing with a single topic. The readers should discover the purpose of each paragraph as they begin to read it and retain the purpose in mind as they end it.

As a rule, the most generally useful kind of paragraph is one in which

- a topic sentence comes at or near the beginning, indicating in a general way what idea or thesis the paragraph deals with and signalling that a new step in the development of the subject has been reached;
- the succeeding supporting sentences include specific evidence and analysis that explain or establish or develop the statement made in the topic sentence;
- the final sentence either emphasizes the thought of the topic sentence or states some important consequence—avoid ending with a digression or with an unimportant detail.

Individual paragraphs that are short, lack sufficient supporting information or have no topic sentence may be a sign of a premature or underdeveloped thought.

An effective paragraph has the following traits:

- *Unity*. Keep one idea to one paragraph. You can have one idea and several bits of supporting evidence within a single paragraph. You can also have several points in a single paragraph as long as they relate to the overall topic of the paragraph.
- *Coherence*. Link sentence and paragraphs together logically and intelligibly. The ideas in a sentence or paragraph should be ordered such that the readers need not rearrange them in their minds. The readers must feel that they move easily from one sentence to the next.
- *Adequate development*. The topic (which is introduced by the topic sentence) should be discussed fully and adequately. All ideas should be expressed concisely, but without abruptness.

Sentences

Good ideas, no matter how complex, can be communicated clearly. You are competing for the reader's time and energy—their goodwill can be squandered quickly with unnecessarily complicated writing. The reader should not need to read something more than twice (ideally, not more than once) to understand it.

Tone

The tone of SIPRI writing is relatively formal, but not pedantic or overly academic. Text should not be written in the first person, singular or plural.

Voice

Voice shows whether the subject acts (active voice) or is acted on (passive voice). To the greatest extent possible, use the active voice. It is usually more direct and vigorous than the passive.

Active: The storm broke the tree's branch.
Passive: The tree's branch was broken by the storm.

Jargon and specialized terms

Never use a foreign phrase, a scientific word or a jargon word if you can think of an everyday English equivalent. However, there is a difference between jargon and the legitimate use of specialized terms. If you must use a specialized term, define it.

Concision

Vigorous writing is concise. Every time you write a sentence or a paragraph, make it a habit to try to reduce its length by half by cutting out redundancy. If it is possible to cut a word, always cut it. Any words that do not contribute meaning to a passage dilute its power.

Sentences should not be so long that the reader loses their way in them. No unnecessary strain should be put on the reader's memory.

To prune sentences:

- when possible, eliminate prepositions, conjunctions and adverbial expressions made up of two or more words (e.g. with reference to, in conjunction with, in the event that, as to whether);
- eliminate unnecessary or redundant determiners and modifiers (i.e. words that explain the obvious or provide excessive detail);
- omit redundant pairs (e.g. 'finish' implies complete, so the phrase 'completely finish' is redundant in most cases);
- omit redundant categories (e.g. a period is a segment of time, so write 'period', not 'time period').

Concise writing does not always have the fewest words, but it always uses the most effective ones.

III. Revision

You learn how to write by writing. You learn how to write better by revising.

After completing a rough draft, revise it backwards, starting from your conclusions and recommendations. Ask yourself the following:

- Does the publication have a clear thesis? Try to imagine that it belongs to someone else. Do you know what it is going to be about?
- Does the body of your publication support your thesis?
- Do all of the ideas relate back to the thesis? Is there anything that does not seem to fit? If so, you should either change your thesis to reflect the idea or cut the idea. Save only the good pieces.
- Is the writing writer-centred to reader-centred? Try to detach yourself from what you have written; pretend that you are reviewing someone else's work.
- Do all of the ideas in the publication make sense? Are there unclear or confusing ideas or sentences? Read the publication out loud and listen for awkward pauses and unclear ideas. Look for sentences where the reader might stumble and break them down.
- Do your sentences 'hang together' to create unity and cohesion? Will the reader be able to identify quickly the topic of each paragraph?
- Are there any extra words, vagueness and misused words? Look for inconsistent or undefined jargon, redundancies, irrelevancies, tangents, excessive detail or unnecessary background.

IV. Help is available

The SIPRI editors and your other colleagues and can advise you at any stage of the drafting process. Getting it right in the early stages will save a lot of work later, speed up the editing and publication, and improve the quality of the finished piece.

2. Style guide

I. General

SIPRI follows Oxford style, with modifications. For spelling and terminology, consult:

- *Concise Oxford English Dictionary* (*COED*), 12th edn, for word meaning and spelling; where alternative spellings are offered, use the first; do not use spellings described as variant;
- the United Nations website, <http://www.un.org/members/list.shtml>, for spelling of country names;
- the United Nations Multilingual Terminology Database, <http://unterm.un.org/>, for UN terminology;
- *Statesman's Yearbook 2013* (also at <http://www.statesmansyearbook.com/>) for transliterations of non-English political terminology (e.g. politician's names, capital cities, province names, national currencies etc.);
- the BBC News website, <http://www.bbc.co.uk/news/>, for transliterations of personal and place names and *The Times Comprehensive Atlas of the World*, 13th edn (also at <http://www.timesatlas.com/FindThatPlace/Pages/Search.aspx>), for place names not covered by the above and geographical features.

See sections II–V for specific instances where SIPRI style differs from the above standards.

Style of writing

SIPRI texts are relatively formal, but not pedantic or overly academic, and are written both for specialists and for interested non-specialist readers for whom English may be a second language.

SIPRI texts should be clear and concise.

SIPRI texts should be in the active voice (i.e. every sentence should have a subject) and should not be in the first person, singular or plural (i.e. no 'one's, 'we's or 'I's): 'The SIPRI Arms Transfers Programme developed a methodology', not 'We developed a methodology' or 'A methodology was developed'.

Titles

Give SIPRI books, chapters and sections titles that are simple, concise and informative. They should be explicit and include the keywords related to the contents of the book, chapter or section.

Avoid abbreviations and acronyms in headings and titles.

Chapters, sections and headings

Use chapters, sections and subsections to break up the text into logical segments. The type of subdivision varies with the type of SIPRI publication. The rank order is:

- Chapter heading: different style for each series; consult a published book
- A heading (section): numbered with an upper-case Roman numeral: 'I. Introduction' (not used in Policy Papers)
- B heading (subsection): bold (unnumbered)
- C heading (sub-subsection): italic (unnumbered)

Footnotes

Use footnotes primarily to provide sources for facts or data or to provide documentary evidence. When a term or concept that may be unfamiliar to the general reader is introduced, an explanation may be given in a footnote. Avoid using footnotes to continue discussion or to discuss an opposing point of view. Much text that appears in footnotes can either be moved to the main text or deleted.

Compose footnotes (other than references) in full sentences.

Footnote reference numbers should be placed at the end of a sentence, after the final punctuation mark. Either break up the sentence or combine references in one note to achieve this.

See also chapter 3 on references.

II. Words, spelling and punctuation

Use British spelling and follow the *COED*. Use Oxford British -ize spellings: standardize, organization but comprise, compromise, analyse, paralyse.

Abbreviations, acronyms and contractions

Use an abbreviation only when it is widely recognized or it helps to make a text more readable. Introduce an abbreviation in brackets following the first mention of the full term in either the volume or each chapter: financial year (FY), North Atlantic Treaty Organization (NATO).

Do not use such contractions as don't, doesn't, can't, won't etc. Always spell them out in full: do not, does not, cannot, will not.

Contractions such as Dr (for Doctor), edn (for edition) or eds (for editors) that retain the final letter of the full word do not take a full stop.

Capital letters

Use title case (i.e. upper case initial letters) for names of a specific body and official titles: Canadian Government, German Army, European Commission,

Socialist Party, 'the Prime Minister, Tony Blair'. This does not extend to plurals: British and US governments, departments of Defense and State.

Use lower case for eastern, northern etc., in their geographic (rather than political) senses, unless part of a proper noun: Western Australia. Use title case where the terms have a political or cultural significance: the West, Central Europe, Middle East, South East Asia. Use the shorter forms North, South, East, West for continents and subregions, with the exception of Europe and Southern Africa, which take the longer -ern form: North America, East Asia, South Eastern Europe (but South East European).

Otherwise, use a minimum of capital letters: state, treaty, the government, northern hemisphere, cold war, member state, former president, earth and moon.

Use lower case for internal references and references to other books: table 6.1, figure 5.1, chapter 3. But use upper case for articles and chapters of treaties: Article V of the North Atlantic Treaty, Chapter 7 of the UN Charter etc.

Concepts, terms and terminology

At the first mention, explain concepts and terms that may be unfamiliar to the intended reader.

Be specific about terminology: NATO, not 'the alliance'; ASEAN or the ASEAN member states, as appropriate; EU, not European. Use terms such as the (Global) North, the (Global) South, the West correctly and consistently. Avoid out-dated terms such as the Third World and undeveloped country.

Check the correctness of terminology against a primary document or one of the references listed in section I.

Conflicts and wars

At the first mention of a specific war or armed conflict give the year(s) of duration: 1950–53 Korean War, 1990–91 Gulf War.

Use title case when referring to a specific conflict with a widely recognized name. Use lower case in other cases: the Middle East conflict, after the war, the cold war, the conflict in Sudan.

For conflicts covered by the UCDP's data sets, follow the UCDP definitions of conflict and war. If a conflict has been termed a 'war' in one year according to the UCDP definition, then continue to refer to it as a war in future years. In other cases, editors will consult researchers about the correct term (e.g. conflict, war, civil war, insurgency etc.). Note that such terms as 'rebel', 'insurgent' and 'occupation' may be disputed and should be used with caution.

Conjunctions (and, or, but)

Do not use a comma (the Oxford comma) before the 'and' that introduces the last item in a list unless 'and' appears internally in the list or if otherwise helpful for

clarity: 'red, white and blue' not 'red, white, and blue'; but 'Bosnia and Herzegovina, Montenegro, and Serbia'. A similar rule applies to 'or'.

Do not start a sentence with a conjunction. An exception may be made for 'But'. But do not overdo it; it is usually better to keep such clauses within the same sentence or to use 'However'.

Except when citing specific legal language, do not use 'and/or'.

Italics

Use italics for names of ships, titles of books and for many non-English words, phrases and abbreviations.

Non-English proper nouns should not be italicized: Riksdag, Bundeswehr.

Lists

1. Lists consisting of full sentences or paragraphs are divided into paragraphs numbered with Arabic numerals (as in this list), with an indented first line. If the numbers do not indicate a rank order, this should be stated.

2. Lists consisting of phrases or items (i.e. not complete sentences) are (*a*) run on in the text and (*b*) labelled with italic letters within parentheses. If a list within a list is absolutely required, use lower case Roman numerals: (i), (ii), ...

3. Try to impose a parallel structure on the entries of a list.

4. Because bulleted lists draw the reader's eye to what are often insignificant lists, avoid them. Exceptions may be made for lists of genuinely significant items in short texts, such as brief recommendations in a summary or significant facts in a Fact Sheet or box.

See also **Order**.

Names of countries

For UN member states, follow the spelling used by the country's UN delegation. Only give the full name (e.g. Republic of Cyprus, Russian Federation) in contexts where the simple form (e.g. Cyprus, Russia) would cause confusion.

In the case of the two Korean states, at first mention give the full form: Democratic People's Republic of Korea (DPRK, North Korea); Republic of Korea (South Korea). In subsequent references, use the short form: North Korea; South Korea. When only given a passing mention, use the short forms.

Use the singular third-person gender-neutral pronoun (i.e. it) for countries. Use the singular verb for all countries, even those that appear to be plural (e.g. the Comoros, the Netherlands, the United States).

Do not use a country's capital as a synonym for that country or its government.

See also **Order**.

Names of people

Give the full name (including first names) and full identification (job title at the time of consideration) at the first mention of any individual. Do not use Miss, Ms, Mrs or Mr. Other titles (e.g. President, King, Dr, Professor) can be given when current and relevant. At subsequent mentions, only the surname is necessary.

See the Statesman's Yearbook for transliterations of names. Note the different practices in North and South Korea and by Chinese people from mainland China and elsewhere.

Order

Lists (of names or terms) in text or a table should be presented in alphabetical order, unless in a specified rank order or a clearly logical progression.

Order countries according to the principal country name; for example, North Korea is alphabetized under K for Korea, but South Africa and South Sudan are alphabetized under S for South.

Quotation marks

Use single quotation marks, reserving double quotation marks for quotes within quotes.

Use quotation marks for verbatim quotations. Otherwise, use them sparingly, for example, to introduce a technical term. Avoid use of 'scare quotes' to emphasize the use of a word in an unconventional sense.

Final quotation marks appear before the punctuation mark, unless an entire sentence is quoted.

Treaties and national laws

At the first mention, give the title of the act or treaty preceded by the year in which it was signed into law, adopted or, in the case of a treaty, opened for signature: 1968 Treaty on the Non-Proliferation of Nuclear Weapons (Non-Proliferation Treaty, NPT), 2009 Enhanced Partnership with Pakistan Act. A footnote should then follow with full details (see chapter 3 on references).

III. Numbers, symbols and units

Numbers

In text, write out cardinal numbers one to nine; use figures for numbers 10 and greater. In footnotes and table notes always use figures. The same rules apply to ordinal numbers: the second largest exporter of arms, the 21st century.

Figures are always used with a unit of measurement: 1 million, $9 billion, 5 per cent, 50 kilometres, but five tanks.

Do not start a sentence (in text or notes) with a figure.

Avoid several consecutive numbers written in figures: 'China purchased 40 20-mm guns in 2000' instead of 'In 2000 40 20-mm guns were purchased by China'.

Ranges

Use an en rule (–; alt+-) in a range of figures: 4–5 kg, pp. 15–19. Elide numbers as much as possible, retaining at least the final two digits: 11–14, 103–106, 215–17, 2140–49, 2199–240, $5–10 million, but $5000–10 000.

Write 'between 5 and 10 kilograms' or 'from 1936 until 1954', not 'between 5–10 kilograms' or 'from 1936–54'.

Spaces

In text and notes, figures above 9999 have a non-breaking space (shift+alt+space) separating each group of three figures (counting from the right): 27 000 076. Leave no space in figures with four and fewer digits: 8976.

In tables, the space should be used in all figures above 999, to allow alignment of figures in columns (see also section IV below).

Ampersand

Use an ampersand only when part of the official version of a trade name or a well-established abbreviation: Taylor & Francis, *Aviation Week & Space Technology*, R&D.

Chemical isotopes

In text write isotopes (forms of the same element of different masses) as uranium-235. They may be abbreviated as U-235 in text or as ^{235}U in tables.

Dates

In text write dates as 23 November 2004 (i.e. with the day before the month and no intervening commas). In tables, figures and notes abbreviate months to three letters followed by a full stop, except for May, June, July, which are always written in full: 23 Sep. 2001, 20 July 2006.

For decades, write the 1990s, not the 1990's or the nineties. The 2000s is the first decade of the 21st century, not the entire century.

Monetary values

When quoting figures in local currencies, always provide the equivalent in a standard currency throughout a volume: 40 000 yen ($449). This standard currency is usually the US dollar, but may be the euro for texts with a European focus.

Use an appropriate exchange rate and state whether figures are current prices (i.e. the price at the time stated) or constant prices (i.e. adjusted for inflation). The Military Expenditure Project can provide IMF average exchange rates and price indexes for each month and each year.

Percentages

Write 'per cent' (two words) in text, but use '%' in tables, notes and footnotes. Always use figures: 2 per cent.

Ratios

Use a slash between words and use a colon with a non-breaking space (shift+alt+space) either side between figures: the height/diameter ratio is 2 : 5.

Units

Always use the metric system (SI). If a non-metric unit is absolutely required, give the metric equivalent in parentheses: 30 miles (48 km).

Non-metric (long British or short US) tons should be converted to (metric) tonnes.

Use MW(e) and MW(t) for megawatt electric and thermal (not MWe, MWt). Use MW(t)d for megawatt thermal day.

IV. Boxes, figures and tables

General

Each box, figure (diagram, map, graph etc.) and table should be entirely self-contained, to allow it to be independently reproduced. All abbreviations and conventions used should be defined (including those that are also defined in the main text). Details of all sources and references should be given in full in the notes and sources, with no cross-references to full details given elsewhere.

Table 2.1. Treaty accessions, 1996

State	Treaty or convention	Year opened for signature
France	Treaty on Open Skies[a]	1992
UAE	NPT	1968

UAE = United Arab Emirates; NPT = Treaty on the Non-Proliferation of Nuclear Weapons (Non-Proliferation Treaty)

Note: The NPT entered into force on 5 Mar. 1970.

[a] The depositaries of the Treaty on Open Skies are the Canadian and Hungarian governments.

Source: Goldblat, J., *Arms Control is a Good Thing* (Sage: London, 2000), p. 2.

Table 2.2. Treaty accessions, 1996

State	Treaty or convention	Year opened for signature
France	Treaty on Open Skies	1992
United Arab Emirates	Treaty on the Non-Proliferation of Nuclear Weapons	1968

The text should never read into a box, figure or table (e.g. with a colon). References in the text should read 'see figure 1.1' (not 'fig. 1.1') or '(table 2.1)', not 'see the table below'.

All boxes, figures and tables must be referred to in the text.

Captions

Boxes, figures and tables should be numbered (independently) within each chapter or appendix: table 1.1, figure 1.1, table 1.2, table 2.1, box 2.1, table 2.2, figure 3A.1. For papers that are not divided into chapters, the numbering is simpler: table 1, figure 1, table 2, table 3, box 1, table 4, figure 2.

Each caption should be self-contained (i.e. contains no abbreviations) and descriptive of its contents:

Figure 1.2. French military expenditure, 2001–2007

Notes

Notes should be complete sentences. They should be lettered independently within each box, figure and table: [a], [b], [c], . . . (see table 2.1).

Sources

If the box, figure or table is taken from or based on another work, the sources must be stated (see table 2.1).

Permissions

The author should secure written permission to reproduce copyrighted maps, illustrations, tables or significant amounts of data taken from other sources.

Boxes

A box is surrounded by a black border. The box contains, in order, the caption, the text, any notes and any source (all within the border).

Figures

The figure itself is surrounded by a black border. Below the figure (and outside the border) appear, in order, the caption, any notes and any source.

Consult the editors before drawing complex figures—we may be able to help.

Tables

Each table contains, in order, (*a*) the caption, (*b*) any measure row (see below), (*c*) the table itself, (*d*) definitions of any conventions and abbreviations used, (*e*) any notes (general notes followed by lettered notes) and (*f*) the sources.

Alignment

Text in tables (including column and row headings and any text entries) should be ranged left.

Column headings should be ranged down, on the bottom line (see tables 2.1 and 2.2).

Percentage calculations of other figures in the table should be italic (see table 2.3).

A row or column with the total of other figures in the table should be bold (see table 2.3).

Units

Identify the unit of measure for any figures used in the table. If all the figures in a table are in the same unit, use a complete sentence or phrase in the measure row (below the caption):

Figures are in US $m., at 2006 prices and exchange rates.

If the figures in different columns (or rows) are in different units, give the unit of measurement in the heading ($, %, km etc.)—see table 2.3.

The same number of decimal places must be given throughout: 2.17, 3.00, 4.60, not 2.17, 3, 4.6.

Table 2.3. Output and improvement of techniques I–III

Technique	Output (kg)	Improvement (%)
I	33 270[a]	2.6
II	4 163	10.0
III	25 003	1.7
Total	**62 436**	**2.7**

[a] This figure is as of 2003.

Source: Based on Block, J., *Improving Techniques* (Technical Press: London, 1996), p. 2.

Table 2.4. Forest characteristics

	Forest		
	Black	New	Sherwood
Age (years)	20	43	69
No. of trees	10 530	4 702	27 998
Infection (%)	5.6	7.3	12.0

Conventions

Use '. .' for data not available or not applicable, '–' (en rule; alt+-) for nil or a negligible figure, and '( )' for uncertain data.

V. Word list

The following terms either appear frequently in SIPRI texts or SIPRI style differs from the standard reference works listed in section I.

act, green paper, white paper	lower case, unless part of a longer, formal title
al-Qaeda	*not* al-Qaida
although	*not* though
America, American	replace with 'the USA', 'US' or 'US citizen'
among	*not* amongst
as well as	can be useful, but avoid as a substitute for 'and'
b.	billion (thousand million); the abbreviation may only be used in tables
billion	thousand million (10^9)
c.	approximately; the abbreviation may only be used in text in parenthesis, in footnote and in tables
capacity building	*not* capacity-building (other than as an adjective)
chair	*not* chairperson
China	refers to the People's Republic of China
China–	*not* Sino-
China, Republic of	use Taiwan
codecision	*not* co-decision

co-locate	*not* colocate
cold war	lower case; no hyphen when an adjective
combat aircraft	*not* fighter
communism	use a capital C when referring to an official form of communism, such as in China and the former Eastern bloc; otherwise (e.g. as a general political theory) use lower case
confidence building	*not* confidence-building (other than as an adjective)
Council	in EU contexts, refers to the Council of the European Union or one of its configurations; not to be confused with the European Council or the Council of Europe; avoid the archaic term Council of Ministers
Council common position	lower case, unless referring to a specific title; superseded since December 2009 by Council decisions
Council decision	lower case, unless referring to a specific (numbered) title
Council joint action	lower case, unless referring to a specific (numbered) title; superseded since December 2009 by Council decisions
Council regulation	lower case, unless referring to a specific (numbered) title
counterinsurgency	no hyphen
counternarcotics	no hyphen
counterproliferation	no hyphen
data	is singular
decision making, decision maker	*not* decision-making (other than as an adjective) or decision-maker
defence	replace with military in military spending, military expenditure, military economy, military burden etc.
détente	*not* detente
developed country	economically and socially advanced
developing country	becoming more economically and socially advanced
drone	see UAS, UAV
East, the	replace with Asia, East Asia or East and South East Asia, as appropriate; in historical contexts, it can be used to refer to the former Communist bloc
edn	edition (no full stop)
e.g.	for example; the abbreviation may only be used in text in parenthesis, in footnote and in tables
elite	*not* élite

etc.	and so on; the abbreviation may only be used in text in parenthesis, in footnotes and in tables; not preceded by a comma
EU	use as the adjective form (*not* European) in EU contexts, unless part of an official title (e.g. EU policy, but European Commission); do not use Europe as a synonym for the EU
fiscal	in British English it refers to government income (especially taxes); in US English it is a synonym for financial (i.e. refers to both income and expenditure)—replace with financial whenever appropriate
g	gram; the abbreviation may only be used in tables and footnotes
'global war on terrorism'	always apply this form, with quote marks; *not* 'war against terror' or other variants; do not use the abbreviation GWOT
gram	*not* gramme
Gulf, the	*not* the Persian Gulf or the Arabian Gulf; rephrase formulations like 'Arab Gulf states' as 'Arab states of the Gulf'
ibidem, ibid., ib.	do not use
i.e.	that is; the abbreviation may only be used in text in parenthesis, in footnote and in tables
inter alia	avoid; it is often unnecessary or can be replaced with 'among others'
kg	kilogram; the abbreviation may be used after the first appearance of the full term without definition
km	kilometres; the abbreviation may be used after the first appearance of the full term without definition
Korea	see under Names of countries above; order both North and South Korea under K in alphabetical lists
Kosovar	refers only to ethnic Albanian Kosovans
kt	kiloton; the abbreviation may be used after the first appearance of the full term without definition
loc. cit.	do not use
m.	million; the abbreviation may only be used in tables
materiel	*not* matériel
metre	*not* meter
MIRVed	*not* MIRV'ed
Mt	Megaton; the abbreviation may be used after the first appearance of the full term without definition
MW(e), MW(t)	*not* MWe, MWt for megawatt electric, megawatt thermal

nation	do not use as a synonym for state
nation building	refers to the building of a sense of national identity; often confused with state building
no-first-use	two hyphens
non-nuclear weapon state	one hyphen
North, the (Global)	the industrialized and economically advanced states of the world, which are predominantly (but not exclusively) in the northern hemisphere; the West is a distinct subset of the Global North
nuclear weapon-free zone	one hyphen
nuclear weapon-possessing state	use to refer to the eight states that possess nuclear weapons: the five nuclear weapon states plus India, Israel and Pakistan
nuclear weapon state	no hyphen; refers only to the five legally recognized nuclear weapon states: China, France, Russia, the UK and the USA; do not use nuclear powers
op. cit.	do not use
peace operation	*not* peace mission (but mission alone is acceptable when referring to a specific operation)
peacebuilding	*not* peace-building or peace building
peacekeeping	*not* peace-keeping
policymaking, policymaker	*not* policy making or policy maker, except in, for example, 'foreign policy making'
programme	in general, but computer program
al-Qaeda	listed under a
re-	generally requires a hyphen only when the next letter is an 'e': re-entry
regime	*not* régime
region	use to refer to continents and subcontinents, not subnational areas
regional	means relating to a region; does *not* mean 'in a region'
sanction	can mean (*a*) a threatened penalty for disobeying a law or rule; (*b*) measures taken by a state to coerce conformity to an international agreement or norms of conduct ('sanctions'); or (*c*) official permission or approval for an action (as a noun or verb)—because of possible confusion, avoid senses *a* and *c* whenever possible
SIPRI Yearbook	never plural; there is one SIPRI Yearbook with many editions
South, the (Global)	the less industrialized and economically advanced states of the world, which are predominantly in the southern hemisphere

South East Asia	*not* South-East Asia
state-building	with a hyphen; refers to the building of state institutions; often confused with nation building
states parties	the plural of state party (*not* states party)
sub-Saharan Africa	lower case s
t	tonne; the abbreviation may only be used in tables and footnotes
Taliban	is plural; *not* Taleban
terror	do not use as a synonym for terrorism
terrorist attacks on the United States of 11 September 2001	*not* 911 or 9/11; after the first full mention, refer to 'September 2001' rather than '11 September'
th.	thousand; the abbreviation may only be used in tables
Third World	do not use; change to a more modern euphemism such as developing countries
tonne	metric tonne, equal to 1000 kg; convert imperial (long, 2240 lb or 1.016 tonne) or US (short, 2000 lb or 0.907 tonne) tons to tonnes
towards	*not* toward
tr.	trillion (million million); the abbreviation may only be used in tables
trans-shipment	*not* transhipment
trillion	million million (10^{12})
UAS, UAV	an unmanned aerial system (UAS) is the larger system (including e.g. control systems and data links) that includes an unmanned aerial vehicle (UAV); avoid the term 'drone'
UK	United Kingdom; the abbreviation may be used after the first appearance of the full term without definition
UN	United Nations; the abbreviation may be used after the first appearance of the full term without definition
USA (noun), US (adjective)	United States; the abbreviation may be used after the first appearance of the full term without definition
West, the	Western and Central Europe and North America; not synonymous with the Global North; historically, the non-Communist states of Europe and North America
while	*not* whilst
WikiLeaks	has a capital L
World War II	*not* Second World War

3. References guide

I. When to cite

SIPRI publications are transparent about their sources of information.

When a statement of fact is made—important information that is not widely known or is controversial or debatable—sources of that fact or of data or documentary evidence that support it should be provided in a footnote.

If the work or opinion of another writer is quoted or paraphrased, always indicate this with, at least, a footnote reference to the source.

II. What to cite

SIPRI publications are based on open sources; that is, sources that are published or otherwise publically accessible. Do not cite sources that the reader cannot realistically verify.

Anything stated as fact should be verifiable from at least two reliable sources. Use your judgement as to whether no source (for something that is already well established as fact), one source or—in exceptional cases—multiple sources need to be cited in a footnote.

Any data or fact provided in only one source, whether printed or in an interview or personal communication, should be marked appropriately (e.g. 'according to').

A few authoritative publications, including SIPRI publications, can be trusted as single sources because they have rigorous standards.

Whenever possible, refer to primary sources and original documents, not just someone else's descriptions of them. Avoid news articles if there is a reliable alternative source of the cited information.

Use personal interviews and personal communications only as a source of opinion that cannot be found in a printed source. If an interview, unpublished text or verbal conference presentations is the only source for a piece of data, this should be clearly signalled in the text and the data should not be assumed to be correct. Name the interviewee, unless this endangers them in some way.

Give the source of any quotation.

Keep a record of all your sources:

- for books, journal articles and other printed sources, a copy of, at the least, the first few pages with the bibliographic information;
- for web pages and social media, either a printout of the web page which shows its URL or the web page or screenshot saved as a PDF file, again showing the URL;
- for other electronic sources, all the relevant files stored together.

Apart from being good practice, the editor will need to see these to confirm the details of references.

III. How to cite

A complete reference consists of, in order:

- the author, which could be one or more individuals or institutions;
- the title or other description;
- the publication details, such as the publisher, or other details of where the publication can be obtained, such as a URL;
- the date of publication;
- any specific page, paragraph or section references.

Basic examples

See also the examples in section IV below.

Books

[1] Singh, R. P. (ed.), SIPRI, *Arms Procurement Decision Making*, vol. 2, *Chile, Greece, Malaysia, Poland, South Africa and Taiwan* (Oxford University Press: Oxford, 2000).

[2] Lachowski, Z., *Foreign Military Bases in Eurasia*, SIPRI Policy Paper no. 18 (SIPRI: Stockholm, June 2007), pp. 12–15.

Book chapters

[3] Sköns, E., 'Analysing risks to human lives', *SIPRI Yearbook 2007: Armaments, Disarmament and International Security* (Oxford University Press: Oxford, 2007), table 7.2.

[4] Adejumobi, S. and Binega, M., 'Ethiopia', eds W. Omitoogun and E. Hutchful, SIPRI, *Budgeting for the Military Sector in Africa: The Processes and Mechanisms of Control* (Oxford University Press: Oxford, 2006).

[5] Sköns, E. and Dunne, J. P., 'Economics of arms production', ed. L. Kurtz, *Encyclopedia of Violence, Peace, and Conflict*, 2nd edn (Elsevier: Oxford, 2008).

[6] Rojas Aravena, F., 'Chile', ed. Singh (note 1).

Periodical and newspaper articles

[7] Hider, J., 'Gaza Fatah fighters to take refuge in West Bank', *The Times*, 4 Aug. 2008.

[8] Collier, P., Hoeffler, A. and Söderbom, M., 'Post-conflict risks', *Journal of Peace Research*, vol. 45, no. 4 (July 2008), p. 471.

[9] Reuters, 'Agreement on Kirkuk could speed vote in Iraq', *International Herald Tribune*, 5 Aug. 2008.

[10] Roeber, J., 'Hard-wired for corruption: the arms trade and corruption', *Prospect*, no. 113 (28 Aug. 2005).

[11] 'Afghans say Karzai assassination plot foiled', BBC News, 5 Oct. 2011, <http://www.bbc.co.uk/news/world-south-asia-15187069>.

Other sources

[12] United Nations, Security Council, Report of the Secretary-General on the situation in Somalia, S/2008/466, 16 July 2008, para. 15.

[13] Natsios, A. S., US President's Special Envoy to Sudan, Statement before the US Senate Committee on Foreign Relations, 11 Apr. 2007, <http://www.senate.gov/~foreign/hearings/2007/hrg0704 11a.html>.

[14] NATO, 'Visit of Ukrainian Vice Prime Minister', Press Release (2008)092, 1 July 2008, <http://www.nato.int/docu/pr/2008/p08-092e.html>.

[15] 'Lavrov sets condition for new UN move', Reuters, 20 June 2007, <http://www.reuters.com/article/topNews/idUSL2092290920070620>.

[16] Putin, V. V., Speech at the 43rd Munich Conference on Security Policy, Munich, 10 Feb. 2007, <http://www.securityconference.de/konferenzen/rede.php?sprache=en&id=179>.

[17] 'Uzbek incumbent wins presidential poll without "genuine choice"', Radio Free Europe/Radio Liberty, 24 Dec. 2007, <http://www.rferl.org/featuresarticle/2007/12/66C01656-B3BF-4DF6-BE9D-8DE161C309DD.html>.

[18] Jenkins, D., US Department of State, Interview with author, Washington, DC, 17 Oct. 1997.

[19] Stapleton, B., 'Disarming the militias: DDR and DIAG and the implications for peace-building', Paper presented at the Swedish Afghan Committee conference, 6–7 Nov. 2008, <http://www.sak.se/arkiv/artiklar/artiklar/2009/peace/>.

[20] Sert, D., 'Property rights in IDP return and resettlement: a quantitative and comparative case study', Unpublished PhD dissertation, City University of New York, 2008, <http://www.internal-displacement.org/8025708F004CE90B/(httpDocuments)/52D0482BF09AC104C12575460053EA71/$file/Deniz+Sert+Dissertation.pdf>.

[21] Kristensen, H. M., 'U.S. nuclear weapons removed from the United Kingdom', FAS Strategic Security Blog, Federation of American Scientists, 26 June 2008, <http://www.fas.org/blog/ssp/2008/06/us-nuclear-weapons-withdrawn-from-the-united-kingdom.php>.

[22] Korean Central News Agency (KCNA), 'DPRK Foreign Ministry vehemently refutes UNSC's "Presidential Statement"', 14 Apr. 2009, <http://www.kcna.co.jp/item/2009/200904/news14/2009 0414-23ee.html>.

[23] US Embassy in Berlin, 'Germany requests information concerning Iranian procurement of xxxxxxxxxxxx test chamber', Cable to US State Department, no. 08BERLIN643, 16 May 2008, <http://www.wikileaks.org/cable/2008/05/08BERLIN643.html>.

[24] Otunbayeva, R., Twitter, 7 Apr. 2010, <https://twitter.com/otunbayeva/status/11746252591>.

In the case of unpublished sources, such as conference papers and theses, always indicate how or where these can be obtained (most often this will simply be a URL).

Author

Give each author's surname followed by his or her initials as given in the publication. Do not give full first names. Use 'and' between the last two authors, with no preceding comma.

List up to three authors. If there are more than three authors, give the first author followed by 'et al.'

Do not give titles other than (relevant) military titles, abbreviated in parentheses: Petraeus, D. H. (Gen.).

An institution (e.g. Reuters, British Ministry of Defence, United Nations) may appear as an author.

In the case of an edited volume, give the editors' names, followed by '(ed.)' or '(eds)'. When citing a chapter in an edited volume, follow the chapter details by 'ed.' or 'eds' and then the editors' initials and surname (in that order) and the book title. (See notes 4, 5 and, for the case of the SIPRI Yearbook, 3.)

Title

The titles of free-standing publications (e.g. books and periodicals) are given in italics in title case (i.e. upper case initial letters).

Titles of non-free-standing texts (chapters, articles, papers, web pages etc.) are given in sentence case (i.e. only capitalize the first word) in single quotes.

Some texts are identified by a description or other information (see note 12).

These types of title and description may appear alone or in combination.

Treaties and laws are treated differently; see under **Treaties and laws** in section IV.

Publication details

In the case of a book, necessary publication details are, in order, the publisher, city of publication and date of publication. These should appear in parentheses. (See notes 1 and 2.)

In the case of a journal, the issue date should follow the volume and part numbers in parentheses. Volume and part numbers are not needed for weekly or daily periodicals—in these cases, omit the parentheses. (See notes 7, 8 and 9.)

Other references should include, at the least, the date of publication (or [n.d.] if there is no such date) and an institution or URL from which it can be obtained.

Page, paragraph or section references

The final part of any reference is the relevant page, paragraph or section numbers. Cite only the pages, paragraphs or sections that contain the specific information that is being cited (see notes 2, 3, 8 and 12).

When referring to an entire chapter or article, do not give the page range (see notes 4, 7 and 9). Use an en rule (–; alt+-) in number ranges (see note 2).

Internet addresses

Whenever you find a reference online, give the complete URL—even if it will not appear in the final, published version, it will help the editors to find the reference and verify its details. Keep a copy of the online sources that you cite (in electronic or paper form)—the contents may change by the time that your publication is published.

When there is a choice of URLs, choose the one that is the more official (i.e. closest to the original source of the publication) or reputable. For example, many think tanks and pressure groups post copies of official documents and news releases online—avoid these versions whenever there is an official alternative.

The URL should include the initial 'http://' (or equivalent) and should appear in angle brackets (chevrons): < >. Do not precede a URL with unnecessary text such as 'URL', 'available at', 'downloaded from'.

See the examples in notes 11–24.

Cross-references

Since your publication will be re-drafted, revised and edited a number of times, and references will be removed or deleted, you should not use cross-references to footnotes when drafting or revising your text. In particular, never use ibid., loc. cit. or op. cit. During editing, the editor will apply the following rules.

References to a previously cited source give the last name of the author or editor (no initials) or the name of the institutional author and, in parentheses, 'note x' referring back to the original note. If a reference does not have an author, then give the reference title in place of the author name.

25 Sköns and Dunne (note 5), p. 25; United Nations (note 12); and Singh, ed. (note 1).
26 'Afghans say Karzai assassination plot foiled' (note 10).
27 Bailes, A. J. K., 'A world of risk', *SIPRI Yearbook 2007* (note 3).

When there are many documents by the same institutional author (e.g. the IAEA, the United Nations or the EU institutions), then the addition of a document number to cross-references is helpful.

28 United Nations, S/2008/466 (note 12).

See note 73 for the cross-reference format for treaties and laws.

SIPRI Yearbook cross-references

When referring to a chapter elsewhere in the same edition of the SIPRI Yearbook, just give the chapter and section numbers.

29 See chapter 4, section II, in this volume.

When referring to a chapter or appendix in a previous edition of the Yearbook, give the authors and chapter title as normal, but follow these with a truncated form of the Yearbook title, without publishing details.

30 Soder, K., 'Multilateral peace operations, 2008', *SIPRI Yearbook 2009*.

References and cross-references to Yearbook chapters and appendices in other publications should follow the format in notes 3 and 26.

General points

Spell out words such as series, monograph, memorandum, chapter. Always abbreviate paragraph as para., volume as vol. and number as no. and always follow with Arabic numerals.

Supplementary information should be put at the end of the reference, in parentheses: (in Russian), (author's translation), (emphasis added).

Two or more references are separated by semicolons; use 'and' before the last reference (see note 25).

Avoid unnecessary wordiness in references; for example, omit 'See' before a reference, unless part of a longer (and necessary) phrase such as 'For further detail see . . . '.

When the footnote begins with text and is followed by the reference for that sentence or fact, complete the text with a full stop and then follow it with the reference:

[31] There were 5 regiments. Senghaas, D., *Rüstung und Militarismus* [Arms and militarism] (Suhrkamp: Frankfurt, 1972).

Non-English publications

Languages using the Roman alphabet

If the author of a non-English language publication is an institution, give the English translation of its name: French National Assembly not Assemblée Nationale. However, do not translate the name of a book's publisher; give it as it appears on the publication.

[32] Ojanen, H. (ed.), *Neutrality and Non-alignment in Europe Today*, Finnish Institute of International Affairs Report 6/2003 (Ulkopoliittinen instituutti: Helsinki, 2003).

Give the title in the original language in full, followed by a translation in square brackets.

[33] Senghaas, D., *Rüstung und Militarismus* [Arms and militarism] (Suhrkamp: Frankfurt, 1972).

Do not translate titles of periodicals.

[34] 'Odenbergs avgång en protest mot nedskärningar' [Odenberg's resignation a protest against cuts], *Dagens Nyheter*, 5 Sep. 2007.

When an English translation of a non-English text is available, it may be useful to give the details of both.

[35] French Government, *Défense et sécurité nationale: Le livre blanc* [Defence and national security: the White Paper] (Odile Jacob: Paris, June 2008). English translation: French Government, *The French White Paper on Defence and National Security* (Odile Jacob: New York, 2008), pp. 14, 55.

Languages using non-Roman alphabets

In general, do not transliterate titles in non-Roman alphabets (e.g. Arabic, Chinese, Japanese, Russian etc.), just give the translation in square brackets:

[36] [SKP RF has published new information on genocide in South Ossetia], RIA-Novosti, 23 Dec. 2008, <http://rian.ru/osetia_news/20081223/157916348.html> (in Russian).

An exception to this may be made when the subject matter focuses on a particular country and the typical reader may wish to follow up on the reference. Transliterate, but do not translate, titles of periodicals.

[37] Gertsev, O., [Development of 'Bulava' is proceeding according to plan], *Voenno-Promyshlennyi Kurier*, 5–11 Sep. 2007 (in Russian).

Open Source Center

Open Source Center, <https://www.opensource.gov/>, is a foreign news service maintained by the Office of the US Director of National Intelligence. It provides

translated and English-language news and information from thousands of media sources within days of the original publication. It replaced the Foreign Broadcast Information Service (FBIS) and incorporates World News Connection, maintained by the US Department of Commerce, National Technical Information Service (NTIS).

If Open Source Center has translated the reference into English, then this must be stated.

[38] 'Defense minister expects Albania to have "small professional army" by 2010', *Rilindja Demokratike* (Tirana), 13 Nov. 2006, Translation from Albanian, Open Source Center.

[39] 'Georgian parliament approves 2008 state budget', Kavkaz-Press, Tbilisi, 28 Dec. 2007, Translation from Russian, Open Source Center.

If the reference is untranslated (i.e. if the original is in English and if the text is unchanged), then simply give the details of the original article.

IV. Reference examples

See also **Basic examples** in section III.

SIPRI publications

[40] Lachowski, Z., 'Conventional arms control', *SIPRI Yearbook 2005: Armaments, Disarmament and International Security* (Oxford University Press: Oxford, 2005), pp. 350–55.

The current SIPRI Yearbook subtitle was introduced in 1995. Check the form of earlier editions. See also notes 29 and 30 on the style to be used within the Yearbook.

[41] Seybolt, T. B., SIPRI, *Humanitarian Military Intervention: The Conditions for Success and Failure* (Oxford University Press: Oxford, 2007).

[42] Kile, S. N. (ed.), *Europe and Iran: Perspectives on Non-proliferation*, SIPRI Research Report no. 21 (Oxford University Press: Oxford, 2005).

[43] Wezeman, S. T., *The Future of the UN Register of Conventional Arms*, SIPRI Policy Paper no. 4 (SIPRI: Stockholm, Aug. 2003).

[44] Perlo-Freeman, S. and Sköns, E., 'The private military services industry', SIPRI Insights on Peace and Security no. 2008/1, Sep. 2008, <http://books.sipri.org/product_info?c_product_id=361>.

[45] Soder, K., 'Multilateral peace operations: Africa, 2008', SIPRI Fact Sheet, July 2009, <http://books.sipri.org/product_info?c_product_id=384>.

[46] Stockholm International Peace Research Institute, *The Problem of Chemical and Biological Warfare*, vol. 1, *The Rise of CB Weapons* (Almqvist & Wiksell: Stockholm, 1971), p. 25.

Government documents

[47] White House, *The National Security Strategy of the United States of America* (White House: Washington, DC, Mar. 2006); and US Office of Homeland Security, *National Strategy for Homeland Security* (Office of Homeland Security: Washington, DC, Sep. 2002).

[48] US Office of Management and Budget, *Budget of the United States Government, Fiscal Year 2008: Historical Tables* (Government Printing Office: Washington, DC, 2007), pp. 59–60.

[49] Russian Ministry of Finance (MOF), [Federal budget 2006] (MOF: Moscow, July 2005).

[50] British Ministry of Defence (MOD), *The Strategic Defence Review: Modern Forces for the Modern World*, Cm 3999 (MOD: London, July 1998), p. 63.

[51] US Embassy in Berlin (note 23).

[52] US Government Accountability Office (GAO), *Global War on Terrorism: DOD Needs to Take Action to Encourage Fiscal Discipline and Optimize the Use of Tools Intended to Improve GWOT Cost Reporting*, GAO-08-68 (GAO: Washington, DC, Nov. 2007), pp. 6, 19–20.

Prior to July 2004 the GAO was the General Accounting Office.

[53] Adams, G., 'Budgeting for Iraq and the GWOT', Testimony before the US Senate Committee on the Budget, 6 Feb. 2007, <http://budget.senate.gov/republican/NewHearings&Testi2007.htm>.

[54] Belasco, A., *The Cost of Iraq, Afghanistan, and Other Global War on Terror Operations Since 9/11*, Congressional Research Service (CRS) Report for Congress RL33110 (US Congress, CRS: Washington, DC, 8 Feb. 2008), pp. 6–7.

European Union documents

[55] European Commission, Communication from the Commission to the Council and to the European Parliament on relations with Russia, COM(2004) 106 final, 10 Feb. 2004.

[56] European Council, 'A secure Europe in a better world: European Security Strategy', Brussels, 12 Dec. 2003, <http://www.consilium.europa.eu/cms3_fo/showPage.ASP?id=266>.

[57] Council of the European Union, 2839th Council meeting, Press release, 16326/07, 10 Dec. 2007, pp. 9–10.

Note that the European Council and the Council of the European Union are distinct bodies.

The Official Journal of the European Union has three series: the L series contains EU legislation; the C series contains EU information and notices; and the S series is a supplement containing invitations to tender. The issue numbers (e.g. L287) start at 1 each January. Prior to February 2003 the title was *The Official Journal of the European Communities*.

[58] Council Joint Action 2006/184/CFSP of 27 Feb. 2006 in support of the Biological and Toxin Weapons Convention, in the framework of the EU Strategy against the Proliferation of Weapons of Mass Destruction, *Official Journal of the European Union*, L65, 7 Mar. 2006.

[59] Ninth Annual Report according to Operative Provision 8 of the European Union Code of Conduct on Arms Exports, *Official Journal of the European Union*, C253, 26 Oct. 2007, p. 3.

[60] Agreement for cooperation between the European Atomic Energy Community and the Government of the Russian Federation in the field of nuclear safety, signed on 3 Oct. 2001, *Official Journal of the European Communities*, L287, 31 Oct. 2001.

International organization documents

[61] United Nations, General Assembly, 'Chemical and bacteriological (biological) weapons', Report of the Secretary-General, A/44/561, 4 Oct. 1989.

[62] United Nations, Security Council, Report of the panel of experts established pursuant to Resolution 1874 (2009), 12 May 2010, annex to S/2010/571, 5 Nov. 2010.

[63] United Nations (note 12).

[64] United Nations, Security Council, Letter from the Permanent Representatives of the UK and the US to the UN addressed to the President of the Security Council, S/2003/538, 8 May 2003.

[65] United Nations, Security Council, 6384th meeting, S/PV.6384, 15 Sep. 2010

[66] UN Security Council Resolution 1945, 14 Oct. 2010, para. 10; and UN General Assembly Resolution 60/288, 20 Sep. 2006.

UN document numbers are not needed for Security Council and General Assembly resolutions, as they duplicate the resolution number and year. Give the date that the resolution was adopted, not the date it was published. When referring to a specific part of a UN document, prefer identifying paragraphs (as in notes 12 and 66), rather than pages.

[67] International Atomic Energy Agency, Board of Governors, 'Implementation of the NPT Safeguards Agreement in the Islamic Republic of Iran', Report by the Director General, GOV/2004/83, 15 Nov. 2004, p. 9.

[68] International Atomic Energy Agency, Communication received from members regarding the export of nuclear material and of certain categories of equipment and other material, INFCIRC/209, 3 Sep. 1974.

[69] International Atomic Energy Agency, GOV/2004/83 (note 67).

[70] International Atomic Energy Agency (IAEA), *Nuclear Forensics Support: Reference Manual*, IAEA Nuclear Security Series no. 2, Technical Guidance (IAEA: Vienna, 2006), pp. 2–3.

When a number of different documents from the same organization are cross-referenced, follow the pattern in notes 28 and 69.

Treaties and laws

References to treaties and laws should give the full, original title, relevant dates (in the case of treaties, the date the treaty was signed or opened for signature and the date of entry into force) and an official source of the text. Annex A of the SIPRI Yearbook has these details for many arms control treaties.

Example laws

[71] Henry J. Hyde United States–India Peaceful Atomic Energy Act of 2006, US Public Law 109-401, signed into law on 18 Dec. 2006, <http://thomas.loc.gov/cgi-bin/bdquery/z?d109:HR05682:>.

[72] Loi relative à la programmation militaire pour les années 2003 à 2008 [Law on military planning for the years 2003 to 2008], French Law no. 2003-73 of 27 Jan. 2003, <http://www.legifrance.gouv.fr/WAspad/UnTexteDeJorf?numjo=DEFX0200133L>.

[73] Council Joint Action 2006/184/CFSP (note 58).

Example treaties

[74] Treaty on the Non-Proliferation of Nuclear Weapons (Non-Proliferation Treaty, NPT), opened for signature 1 July 1968, entered into force 5 Mar. 1970, INFCIRC/140, 22 Apr. 1970, <http://www.iaea.org/Publications/Documents/Treaties/npt.html>.

[75] Convention on the Prohibition of the Development, Production and Stockpiling of Bacteriological (Biological) and Toxin Weapons and on Their Destruction, opened for signature 10 Apr. 1972, entered into force 26 Mar. 1975, *United Nations Treaty Series*, vol. 1015 (1976).

[76] Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons which may be Deemed to be Excessively Injurious or to have Indiscriminate Effects (CCW Convention, or 'Inhumane Weapons' Convention), opened for signature 10 Apr. 1981, entered into force 2 Dec. 1983, <http://treaties.un.org/Pages/CTCTreaties.aspx?id=26>.

[77] Treaty on Conventional Armed Forces in Europe (CFE Treaty), signed 19 Nov. 1990, entered into force 9 Nov. 1992, <http://www.minbuza.nl/en/treaties/004285>.

[78] Soviet–US Treaty on the Reduction and Limitation of Strategic Offensive Arms (START I), signed 31 July 1991, entered into force 5 Dec. 1994, expired 5 Dec. 2009, <http://www.state.gov/t/avc/trty/146007.htm>.

[79] Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on their Destruction (Chemical Weapons Convention, CWC), opened for signature 13 Jan. 1993, entered into force 29 Apr. 1997, <http://treaties.un.org/Pages/CTCTreaties.aspx?id=26>.

[80] Comprehensive Nuclear-Test-Ban Treaty (CTBT), opened for signature 24 Sep. 1996, not in force, <http://treaties.un.org/Pages/CTCTreaties.aspx?id=26>.

[81] Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on their Destruction (APM Convention), opened for signature 3 Dec. 1997, entered into force 1 Mar. 1999, <http://treaties.un.org/Pages/CTCTreaties.aspx?id=26>.

[82] Final Act of the Conference of the States Parties to the Treaty on Conventional Armed Forces in Europe, Istanbul, 17 Nov. 1999, *Istanbul Document 1999* (OSCE: Vienna, 2000).

[83] Agreement on Adaptation of the Treaty on Conventional Armed Forces in Europe, signed 19 Nov. 1999, not in force, *Istanbul Document 1999* (OSCE: Vienna, 2000).

[84] Convention on Cluster Munitions, opened for signature 3 Dec. 2008, entered into force 1 Aug. 2010, <http://treaties.un.org/Pages/CTCTreaties.aspx?id=26>.

[85] Russian–US Treaty on Measures for the Further Reduction and Limitation of Strategic Offensive Arms (New START, Prague Treaty), signed 8 Apr. 2010, entered into force 5 Feb. 2011, <http://www.state.gov/t/avc/newstart/c39903.htm>.

In the Yearbook, a reference to a treaty that appears in annex A should take the following shorter form:

[86] For a summary and other details of the 1968 Treaty on the Non-Proliferation of Nuclear Weapons see annex A in this volume.

Interviews and personal communications

Interviews and personal communication may be used as sources of opinion that cannot be found in a printed source. Do not use them as a source of fact. The source should be made clear in the main text: According to a senior Foreign Ministry official, the EU-level approach is . . . .

Unnamed sources should be the exception, not the rule: endeavour to secure permission to name all such sources, and give their position or affiliation, the place (if meaningful) and the date of the interview.

[87] Jenkins, D., US Department of State, Communication with authors, 26 Apr. 2008.
[88] Chinese MFA official, Interview with author, Beijing, 11 Sep. 2009.