

Where not specified, follow the *Concise Oxford Dictionary*, *Hart's rules* and the *Oxford dictionary for writers and editors*. Whenever in doubt, refer to Judith Butcher, *Copy-editing*.

z-spellings throughout (e.g. 'globalize'): except for 'analyse', 'revise', 'advise', etc., which are always 'se' in English spelling (see *Hart's lists*).¹

Accessibility: bear in mind that the text should be comprehensible to a well-informed reader outside the field, for instance an *FT* reader. This means (a) that the texture should not be too technical, and (b) that the arguments and linkages between them should be clear. **Jargon** should be translated, but technical language, though it needs explaining, is not jargon. This also applies to key IR and economic concepts.

Abbreviations take a full point, contractions don't: Mr; Dr; p.; the Hon. Boring but the Rt Hon. Boring. No. (as in number) takes a full point.

Initials and organizations, etc.: no full points, all caps—the UN, EU, NEPAD, UNHCR, ASEAN etc. If very well known, as for EU, NATO, OPEC, GATT, WTO, NGO, ICC, CIA, OECD, IMF, initials will do; if ignorance on part of reader is assumed, spell out the first time and use the acronym thereafter, e.g.: 'the European Union Institute for Security Studies (EUISS), the EU's lead agency dealing with the analysis of foreign, security and defence policy issues'. Always use uppercase for acronyms, not Nato, Gatt, etc. If an organization appears only once, don't bother to give its acronym in parentheses, just use it in full. This applies particularly in book reviews.

Dates and numerals:

- 6 January 2001; in footnotes save space by abbreviating months, e.g. *The Times*, 6 Jan. 2001: Jan. Feb. March April May June July Aug. Sept. Oct. Dec.
- on 20 March; on the 3rd (though avoid where possible);
- 1990s (no apostrophe, and not 'the nineties');
- 1946–7; 1900–1907, 2002–2003 (2002–03 fine in footnotes); 1999–2001 (use en-dash);
- Elide except for teens and after a 0: 11–12, 60–61, 100–108, 107–27, 107–207, 200–201 (use en-dashes. The rule is to use the fewest possible digits compatible with clarity);
- 13 per cent in text, but 13% in tables and footnotes;
- Spell out numbers from one to twelve, figures thereafter. Ditto for ordinals, except for names of centuries on aesthetic grounds, e.g. sixteenth, nineteenth century (but nineteenth-century if adjective). You may sometimes want to spell out high round numbers if they occur in a literary, as opposed to a statistical context;
- Spell out units of measurement (kilometres, kilograms etc.) in text but abbreviate (km, kg) in fns
- Commas in thousands: 3,569.
- Hyphenate adjectival measurements: an 18,000-tonne ship
CE/BCE or AD/BC according to author, but always small caps

Uppercase used only when essential. UK government, parliamentary privilege, presidential elections, the presidency (but the President when referring to a particular individual). The socialists, communism, but Marxism. Uppercase should be used for quotations and extracts only after a colon and when it is the

¹ e.g.: advertise; agonize; analyse; antagonize; apologise; apprise; authorize; catalyse; characterize; chastise; civilize; colonize; compromise; concretize; criticize; emphasize; excise; exercise; improvise; incise; jeopardize; legitimize; modernize; neutralize; paralyse; philosophize; polarize; prioritize; privatize; realize; recognize; standardize; summarize; westernize.

start of the quotation/extract; i.e. Tyson explains that: ‘A cautious activist such as myself...’, *but* Tyson explains that in the broader US–Japan relationship, ‘if sector-specific disputes are allowed...’.

Book titles: only proper names are capitals, e.g. *The decline of communist internationalism*.

Journal and newspaper titles: titles are preserved; e.g. *Financial Times*, *Strategic Review*, in italics.

Places: capitals for global political concept or entity, e.g. North–South, East–West, the global South, the Far East, the Middle East, North Africa, Asia–Pacific; lowercase for all other geographical and regional designations: central and eastern Europe, west European, central Asia, south-east Asia, south Asia, southern France, northern Europe, south-east England.

United Kingdom/United States: spell out the first time, but thereafter capitals are acceptable. Spell out in full for aesthetic reasons as often as you can; ‘America’ and ‘Britain’ okay, but not USA.

Countries and ships (and other vehicles) are it, not her.

Quotations: single quotation marks. Doubles are only used for quotations within quotations. Original punctuation is preserved. In articles (but not reviews) longer quotations (≥ 40 words) are displayed, i.e. marked ‘extract’ in smaller type, with space above and below and no quotation marks.

En-rules and hyphens: en-rules are used between words when the connection means ‘and’, ‘to’ or ‘between’: e.g. German–British; the 1914–18 war. But when the first word is a prefix (Sino-, Franco-, as opposed to Chinese– or French–) it cannot stand alone and takes a hyphen:

- **En-rule:** pp. 9–14; US–Russia relations; East–West; Greek–Turkish conflict; civil–military relations;
- **Hyphen:** Franco-German relationship; Sino-Soviet split; pre-industrial; fractions: two-thirds.

Italics: titles of published books and periodicals, names of ships, plays, films. Except for *The Times* and *The Economist*, ‘the’ in periodical titles is not italicized, i.e. the *Pacific Review*, the *Washington Post*. Code names and operation names *not* italic: Operation Pagoda etc.

Roman for article and chapter titles, unpublished works and theses, with quotation marks.

Legal cases: names of plaintiff and defendant in italic, ‘v.’ in roman followed by year in parentheses, e.g. *Rose v. Wade* (1986).

Footnotes: Footnotes should include the following information: author name (full forenames unless given only as initials in source); title of work; (for a book) place of publication, publisher, date and page reference; (for an article) journal title, volume and issue numbers, year and page reference. Please avoid *ibid.*, *loc.cit.* and use short titles to refer to works already cited: e.g. Henry Kissinger, *A world restored: Metternich, Castlereagh and the problems of peace*, becomes Kissinger, *A world restored*.

Footnotes should be presented as follows:

Books: Rosemary Foot, *The practice of power: US relations with China since 1949* (Oxford: Oxford University Press, 1995), p. 131. **Subsequent mentions:** Foot, *The practice of power*, p. 48.

Articles: Anette Stimmer and Lea Wisken, ‘The dynamics of dissent: when actions are louder than words’, *International Affairs* 95: 3, May 2019, pp. 515–533. **Subsequent mentions:** Stimmer and Wisken, ‘The dynamics of dissent’, p. 515.

Articles in books: Laurence D. Weiler, ‘No first use: a history’, in David N. Schwarz, ed., *NATO’s nuclear dilemmas* (Washington DC: Brookings, 1983), pp. 000–00. **Subsequent mentions**: Weiler, ‘No first use’. Different chapter: [full details] in Schwarz, ed., *NATO’s nuclear dilemmas*, pp. 000–00.

Spellings and usages

A

Abd al-Hamid [in Arabic source; Abdülhamit in modern Turkish]

Abkhazia

ad bellum (ital.)

administration, government, parliament, state, constitution (lowercase)

ad hoc (roman); but *ad hominem* (ital. as rarer)

adviser [but advisor when referring to US role, e.g. the National Security Advisor; but adviser when referring to the State Department legal adviser]

African American (n. and adj.)

ageing [not aging]

Ahmadinejad, Mahmoud

AIDS/HIV

air power, air crew, air strike

airspace, airbase

aircraft carrier

Alawites

Al-Arabiya

[al-]Assad, Bashar

Al-Gama’a al-Islamiyya

Al-Hijra

Al-Ittihad al-Islami (AIAI)—the Islamic Union

Al Jazeera [company name, doesn’t use hyphen]

Al-Qaeda

Al-Qaeda in the Arabian Peninsula (AQAP)

Al Sa’ud [family]

Al-Shabaab

Allies (world wars)

all-out

all-important

Ambassador *cap where specific person*: the US Ambassador to Britain

Amman

among [not amongst]

analytical [not analytic]

Anglophone

Anti-Ballistic Missile (ABM) Treaty, but antiballistic

anti-colonial, anti-personnel

anti-Semitism

anti-terrorism/ist

apartheid

appendices (not appendixes)

Arab renaissance

Arab Spring

Arabian peninsula

Arafat, Yasser [not Yasir]
 Argentine, or Argentinian [not Argentinean]
 army [but US Army, Fifth Army]
 article 0 [of treaty etc.]; art. in footnotes *but*
 Article 5 of the North Atlantic Treaty; Article VI of the NPT; Article 21 of the UN Charter
 article [in *IA*; not ‘paper’ or ‘essay’]
 Asia–Pacific
 assure [to set someone’s mind at rest—cf. ensure, insure]
 asylum-seeker
 autarkic
 author [noun—do not use as verb]
 Azerbaijan [ethnic group: Azeris; citizens: Azerbaijanis]

B

Ba’ath (Party), Ba’athist
 Baathification, de-Baathification
 back-up (noun)
 backyard
 Baha’i [faith]
 bailout
 balance of power; balance of power politics (no hy)
 Balochistan
 Baltic states
 battle of . . .
 battlefield, battlegroup
 bazaar
 Bedouin (s. + pl.)
 Beijing [i.e. Pinyin throughout]
 Belarus [not Byelorussia]; Belarusian [not Byelorussian]
 belief-system
 benefited, benefiting
 bi-monthly [prefer ‘six times a year’ or ‘twice monthly’ for the sake of clarity]
 biodiversity
 biofuel
 birth-rate
 blacks/whites (lowercase)
 blue-collar (adj.)
 blueprint
 Boko Haram
 Bosnia and Herzegovina [not Bosnia-Herzegovina, Hercegovina]
 Bosphorus
 breakup, buildup
 Bretton Woods system
 Brezhnev, Leonid
 burden-sharing
 burka
 Burma *see* Myanmar
 bypass
 by-product

C

cabinet
 caliph; Caliph al-Ma’mun

caliphate
 Camp David Accords
 capacity-building
 carbon dioxide/CO₂: prefer spell out unless many instances; abbrev. in fns
 casbah
 case-by-case [if used adjectivally]
 case-study
cause célèbre
 ceasefire
 Ceausescu, Nicolae [and Elena]
 Centigrade
 central Asia
 Chapter VII of the UN Charter
 Chechnya
 Chetniks [Serbian nationalist movement]
 Chiang Kai-shek
 church [e.g. Catholic church]
 city-state
 civil service/ant
 class of warship: Vanguard class (ship itself is *Vanguard*)
 clean-up
 clear-cut (adj.) [if used before noun—‘a clear-cut case’, but ‘the situation is not clear cut’]
 Clinton, Hillary
 coastguard
 code name
 coexist, cooperate, coordinate
 co-opt
 co-author, co-editor, co-found, co-manufacture
 Cold War
 command and control (or C3 I; stands for ‘command, control, communications and intelligence’)
 Commander-in-chief (uppercase)
 Common Security and Defence Policy (CSDP) [EU]
 commonsense (adj.); common sense (noun)
 communist/m, nationalist/m, socialist/m, except when political parties (e.g. ‘the Italian Socialists’
 meaning the Italian Socialist Party)
 competence (EU etc.) *not* competency
 comprise [the whole comprises the parts, not ‘of’]
 confidence-building
 Congress; but congressional; [US; do not use ‘the’]
 Congressman [avoid: for generic references, say member of Congress; for titles, use Representative or
 Senator]
 the [European] continent s
 constitution
 constitutional
 cooperate/cooperation, but co-op
 co-opt
 Côte d’Ivoire
 counter-force, counter-insurgency, counter-intelligence, counter-intuitive, counter-measures, counter-
 offensive, counter-proliferation, counter-revolution, counter-reaction
 counterterrorism, counterproductive, counterbalance
 coup (roman), but *coup d’état* (ital.)
 co-worker
 Crimea (not the Crimea)

cross-border, cross-current, cross-cutting
 cross-reference (noun and verb)
 the Crown (as institution); a Crown colony
 Cuban Missile Crisis
 Cultural Revolution [China only]
 cyber attack, cyber security (cyber-security adj.)
 cybercrime; cyberspace; cybertechnology; cyberterrorism; cyberwar

D

Dagestan
 Dar es Salaam
 data [plural, i.e. ‘the data are’, not ‘the data is’]
 database, dataset
 day-to-day (adj.) [but ‘from day to day’]
 deadlock
 debacle
 decision-maker, decision-making
 deep-seated
 de facto (rom.)
 degree (temperature): spell out unless many instances, when use symbol ° (e.g. 20°C)
de jure (ital.)
 Defense Secretary [US only]
déjà vu
démarche
 Democratic Republic of Congo, but ‘the Congo’
 Deng Xiaoping
dénouement
 Department of Defense [US only]; abbrev. DoD
 detente, elite, melange, regime (rom.; elite: sg.)
 Deutschmark [also Deutsche Mark]
 DFID (Department for International Development)
 Diaspora [of the biblical Jews only; otherwise lowercase]
 discernible
 dispatch
 Doctrine: Monroe Doctrine, Bush Doctrine
 dominions (Br. empire/Commonwealth)
 dotcom
 double-edged
 downwards (but downward pressure)
 drug-trafficking
 due to [avoid—use ‘owing to’—unless antecedent noun for it to be attached to. ‘The famine was due to drought. Owing to the drought, there were many refugees.’]
 Dugin, Alexander
 дума

E

Earth (planet)
 east Africa / east Asia
 eastern Europe
 eastern Germany (pre-unification, East Germany)
 Ebola
 ecosystem
 Ecuadorian [not Ecuadorean]

effendi

e.g. (for example) [only follow with a comma if there would be one if spelled out in full in the sentence]

email

émigré (rom.)

embassies: the British Embassy where specific institution/building

empire: British empire, American empire

end-state, end-game, end-point

English School [of IR]

enquiry, enquire (inquiry means official investigation)

en vogue

ElBaradei, Mohamed

equilibria [not equilibriums]

et al.

EU28

Eurasianism

euro [currency] 100 euros—but use symbol € if possible where other currency symbols in use

eurozone

Eurocentric, Eurosceptic

eurozone (lower case)

European Commission [all references to ‘European Community Commission’ and ‘European Union Commission’ can be replaced by ‘European Commission’—spell out to avoid confusion]

European Community (EC)

European Council [spell out to avoid confusion]

European Economic Community (EEC) [after 31 December 1991 the name EEC was replaced by the EU]

European Security Strategy [itals only when document cited in footnote]

Eurosceptic

eurozone

ever-expanding

exchange rate, but exchange-rate regime

Executive, Legislature when these mean the US president and Congress

exposé

F

façade

Faisal [Saudi king; otherwise Faysal]

fallout

Far East

far right

fast-changing

fatwa

fault-line

fedayeen (ital.)

federal

fellah (sing.), fellahin (pl.)

fieldwork

Figure 1: Caption essential caps only

first, second, third/first, secondly, thirdly [both OK, but be consistent. Preferable to use first, second, third]

first-hand (but ‘at first hand’)

First World War, Second World War [not World War I, II]

focus, focused, focusing; focuses, not foci [prefer anglicised plural]

forego [meaning ‘go before’]; forgo [meaning ‘abstain’ or ‘relinquish’]

foreign policy making
 follow-up (noun)
 foreword [introductory matter]
 Former Yugoslav Republic of Macedonia
 formulas, forums [prefer anglicised plural]
 free-rider
 free market, free world, free trade
 fresh water; freshwater resources/fishing
 front line; front-line forces
 full time (noun); full-time (adj.)
 fulfil, fulfilment; fulfilling, fulfilled
 fundraiser, fundraising

G

G7, G8, G20 etc. (no hyphen)
 Gaddafi, Muammar
 Gaza Strip
 GDP [not 'the GDP'] [gross domestic product]
 Geneva Conventions; the Convention(s)
 gender-neutral, gender-inclusive
 geographic [not geographical]
 geo-economic
 geopolitical, geostrategic
 glasnost (lowercase)
 global South
 goodwill
 Gorbachev, Mikhail
 the government (lowercase, sg.)
 grass roots (noun); grassroots (adj.)
 Great Famine
 Great Powers; Great Game; Great War
 the Greens
 ground-breaking
 Guantánamo Bay
 guerrilla
 Gulag
 Gulf War
 Gulf states
 Gurkha

H

Haaretz (italics)
hadith (italics)
 hajj
 half-year (noun); half-yearly
 hard-line(r)
 HarperCollins
 Hashemite
hawza (italics)
 health care
 Hellenism
 Hezbollah [not Hizbullah]
 High-level Panel (UN etc.)

High Representative for Foreign and Security Policy (EU)

high-technology (adj.); ‘high-tech’, but not ‘hi-tech’

hijab

hisba [enforcement of religious laws]

Hizb ut-Tahrir

Hobsbawm, Eric

Holy Land

home-grown

homeowner

Houthi(s), the Houthi rebellion [not ‘the al-Houthis’]

human intelligence, signals intelligence (not humint, sigint)

Huntington, Samuel

Hussein, Saddam

hyperinflation

I

ice cap

ice-breaker

ideal-type/ical

i.e., or ‘that is’

imam [when not a specific person]

imam(ate); imaret

impact [noun; do not use as verb]

in-depth

indexes [not indices, except in maths]

Indo-China

in-fighting

Ingushetia

insight into

in situ

in so far as

institution-building

insure [use in reference to insurance only – cf. ensure, assure]

intelligence-gathering

inter alia (ital.)

inter-agency, inter-ethnic

international relations, but International Relations theory

internet

interpretative [not interpretive]

interregional, interrelated, interrelationship

interstate, intrastate

interwar

intifada (rom.)

iPad; iPhone; iPod

ipso facto (italics)

Iran–Iraq War

Iranian Revolution

Iraq War

Irbil [not Arbil, Erbil]

Iron Curtain

Islam, Islamic, Islamism, Islamist, Islamize, Islamization [not Islamicate]

Islamic State in Iraq and Syria (ISIS); *subsequent mentions* ISIS or Islamic State

Islamic or Iranian Revolution [1979 revolution]

Israeli War of Independence [1948 war]

J

jail *rather than* gaol

jamahiriya (lower case, ital.)

Jiang Zemin

jihad (roman, lowercase); jihadist(s), not jihadi(s)

judgement [but judgment in legal context]

K

Kabardino-Balkaria

Kadyrov, Ramzan

kafir

Karachaev-Circassia

Karroubi, Mehdi

Kazakhstan (ethnic group: Kazakhs, citizens: Kazakhstani –adjectival)

Khartoum

Khatami, Mohammad

Khmer Rouge (plural)

Khomeini

Khrushchev, Nikita [not Kruschev]

Kifaya movement

Kim Il-sung, Kim Jong-il , Kim Jong-un

Ki-moon, Ban

knowhow

Korean peninsula

Kosovar, Kosovars

Krajina [region]

kufiya

Kurdish Autonomous Region, Kurdistan Region

Kurdistan Workers' Party (PKK)

Kiev [not Kyiv]

Kyrgyzstan (Kyrgyz etc. as for Kazakhstan)

L

labelled

laissez-faire

landmine, landmass

large-scale (adj.)

largess

Lashkar-e-Tayyiba

latter-day

lawmaking/er

Lebanese War [1982 war]

left–right (en-dash for contrasting terms)

left-wing

leitmotiv (lowercase, italics)

lesser-known

liberal democratic (adj.)

lifestyle

linchpin

lingua franca (rom.)

lip service

Little, Brown [publisher]
 local-level (adj.)
 long-range (adj.)
 longstanding
 lower-middle-income (adj.)
 Lviv [not Lvov]

M

macroeconomic, microeconomic
madrassa (italics)
 Maghreb(ian)
 Mahdi; Mahdist
 Mamluk [Egyptian dynasty]; mamluk [slave/soldier]
 Mandate [n./adj., British or French occupation after the First World War]
 Manichaeian
 man-made
 Mao Zedong [not Tsetung]
 marines [but US Marine Corps]
 mark-up (noun)
 marshal, marshalled
 Marxist/Leninist (oblique, not en-dash; or use hyphen)
 Media (can take singular or plural)
 member state (no hyphen)
 memorandum of understanding (MoU)
 Messiah; messianic; messianism
 meta-narrative
 Middle East
 middle-income
 mid-1980s (no apostrophe); mid- to late 1980s (only one hyphen)
 midweek, midyear
 Miliband, Ed and David
 milieu/s (as forum/s)
 military-industrial [hyphen not en rule]
 million, billion [in full]
 Milosevic, Slobodan
 mindset
 Ministry of Defence / MoD (UK)
 minuscule
mission civilisatrice (italics)
 Mitterrand, François
 Middle Ages
 mine, miner, *no hyphen*: coal miner, copper mines (*but* copper-mining sites)
modus operandi, modus vivendi (italics)
 Moldova [not Moldavia]
 Morsi, Mohammed
 monocausal
 Moscow [for the city], but the Moskva [for the river, even though it's the same word in Russian]
 Mossadegh
 most favoured nation (MFN) (noun); most-favoured-nation status (adj.)
 Mousavi, Mir-Hossein
 Mubarak, Hosni
 muezzin
 mufti

Muhammad*mujahideen* (lowercase, italics) [not mujahedin]

mullah

multi-agency

multidimensional, multifaceted, multinational, multiparty, multipolar, multipurpose

Musharraf, Pervez

must-read [avoid]

Myanmar (Burma)

myriad (adj.), a myriad of (noun) [both ok]

N

Nabucco [pipeline]

Nagorno-Karabakh

naive, naivety (not naïve, naïveté)

nakba (italics)

Nasrallah, Hassan

Nasser, Gamal Abdel

nation-state (but member state)

Native Americans

NATO alliance, the alliance (lowercase)

Nazi party

neo-classical, neo-liberal, neo-conservative, neo-realist etc.

new world order/disorder (lowercase)

Nietzschean

Nineveh [city, not Ninevah]; Ninewa [region, governorate]

no-fly zone

nomenklatura (ital.)

Non-Aligned Movement (NAM)

nonconformist/ity (*rel.*)

non-combatant

nonetheless

non-governmental

non-interference

non-highly compensated (adj.)

non-nuclear;

non-state actor

Non-Proliferation Treaty (NPT), or Nuclear Non-Proliferation Treaty; non-proliferation

NPT Review Conference

no one (two words)

North Africa

North–South (en-dash)

notwithstanding

Nowruz [Persian New Year]

nuclear weapon state

nuclear weapon-free (adj.; e.g. nuclear weapon-free zone)

Nuremberg Trials

O

occupied territories

offshore

‘belt and road initiative’ (BRI)ongoing

onto [one word]

OpenDemocracy (website, in footnotes)

opt-out (n.); opt out (v.)

Orientalist/Orientalism

orientate

Orthodox [when faith, otherwise lowercase]

Ostpolitik (uppercase, italics)

out-of-area operations

overemphasize, overreact, overriding, oversimplify, overuse

P

P5

Palestinian National Authority (PNA) or Palestinian Authority (PA) [interchangeable]

pan-African movement, pan-Africanist *but* Pan African Congress

pan-Arabism

pan-Slavism

par excellence

parties: the Labour Party, the Conservative Party, *but* party

Pax Americana

peacebuilding, peacekeeping, peacemaking (noun and adj.)

Pearl Harbor

per capita (roman)

per cent (% in tables and footnotes); percentage points

perestroika (lowercase, roman)

permanent members of the Security Council: P5

permanent representative

per se (italics)

peshmerga

petrodollar

photojournalist/m

PKK [see Kurdistan Workers' Party]

policy-making/ers

post-modernism, post-classical, post-colonial, post-mortem, post-structuralism

post-Cold War

postwar, prewar

PoW [but lowercase prisoner of war]

pp. [not pages] for page references [p. for single ref; pp. for range]

predate

pre-eminent

pre-emptive, pre-empt

present-day (adj.)

the president (lowercase for all titles unless when referring to a particular individual, also former office holders)

preventive [not preventative]

prima facie

Primakov, Yevgeny

prime minister [but 'Prime Minister David Cameron']

private sector (noun); private-sector (adj.)

the Prophet (Muhammad)

protester (*not* -or)

Provisional IRA

Q

Qandil mountains

qat [drug]
 Qizilbash
 quid pro quo (roman)
 Qur'an [not Koran]; Qur'an(ic)

R

raison d'état (ital.)
raison d'être (ital.)
 rapporteur
rapprochement (ital.)
 rational–bureaucratic state
 realism, realist [IR school]
realpolitik (lowercase, italics)
 reappraise, realign, reintroduce, rewrite (no hyphen); but re-emerge (and pre-empt)
 Reconquest [of Spain]
 record-keeping
 referendums (not referenda)
 regime-building
 re-inscribe
 the Renaissance (but 'a renaissance')
 renminbi (lower case)
 Responsibility to Protect (R2P) [norm/principle]
 Review Conference (of NPT)
 revolutions: colour revolutions; Orange Revolution/Tulip Revolution
 Rhenish [referring to the River Rhine]
 rial(s) [currency]
 Rice, Condoleezza
 right-wing (adj.)
 risk-averse (adj.)
 roadmap, roadblock
 rollback, rollover (noun)
 Romania
 rouble [not ruble]
 Rouseff, Dilma
 rule-making, rule-based, rules-based
 run-up, run-off (noun)
 Russian/Bolshevik Revolution
 Russian Far East (RFE)

S

Saakashvili, Mikheil
 Sa'dah
 St Antony's College, Oxford
 St Catharine's College, Cambridge
 St Catherine's College, Oxford
 St Petersburg
 Salafi, Salafism
 saleable
 Sana'a
 São Tomé and Príncipe
 saving or savings (noun) [singular is the flow, plural is the stock]
 secretary-general of the UN/NATO (hyphen; pl.: secretaries-general) when referring to the office

Secretariat (of the UN)
 Secretary-General of the UN/NATO when referring to a particular individual
 Sevastopol
 setback (n.)
 set-up (n.)
 shah, but Shah when referring to Reza Pahlavi
 shari'a (lowercase, roman)
 sheikh, Sheikh Muhammad bin Fulan
 Shi'a (sing., not Shia/Shiism); Shi'as (plural, not Shiites); Shi'a (adj., not Shiite), e.g. Shi'a Islam
 shockwaves
shura (italics)
 shutdown (n.); shut down (v.)
[sic] (italics, square brackets)
 Sinai Peninsula
 Six-Day War [1967 Arab–Israeli war]
 six-party talks
 sizeable
 slowdown
 Social Chapter (EU)
 social democratic (adj.)
 socio-political, socio-economic
 the South; the global South
 south Asia, south-east Asia
 south-eastern Europe (short hyphen)
 South Sudan
 South Korea [not Korea]
 South Ossetia
 southern
 Spanish Civil War
 special forces (lowercase)
 spillover (n.)
 spinoff
 standoff
 starting-point
 state visit, state opening
 statebuilding
 state-centric
 state system
 State of the Nation Address
 status quo (roman)
 standby (force)
 stand-off (noun)
 start-up
 starting-point
 State of the Union address (US)
 state system
 status quo (no italics)
 step by step (noun); step-by-step (adj.)
 Strategic Defence and Security Review (not ital unless cited as document in fns)
 subcontinent [i.e. Indian subcontinent], subregion/al, substrategic
 subject-matter
 sub-prime
 substate, subtitle, subset, subcommittee

Sudetenland
 Suez Crisis/Suez War
 Sufi(sm)
sui generis (italics)
 sultan (lowercase)
 Sunni
 superpower, superstate

T

Table 1: Heading essential caps only

Tajikistan [ethnic group: Tajiks; citizens: Tajikistanis]
 take-off, take-over
takfir [excommunication]
 Taliban (pl.)
 targeting, targeted
tasawwuf [mysticism]
 task force
 Tbilisi
 Tehran
 think-tank
 Third World [uppercase, but rather use ‘developing countries’]
 Tiananmen
 time-frame
 tonne [not ton]
tour de force, tour d’horizon
tout court
 towards [not toward]
 tsar [not czar]
 tradeable [not tradable]
 trade-off
 transatlantic, transnational, transboundary
 Transnistria [not Transdnestria, Trans-Dniester, etc.]
 Troubles (NI, hist.)
 Turkmenistan [ethnic group: Turkmen (not Turkman, Turkomen, Turcoman); citizens: Turkmenistanis]
 Twitter (etc.) roman, not ital.
 twofold, threefold
 Two plus Four talks
 Tymoshenko, Yulia

U

Uighur
 Ukraine [not the Ukraine]
ulama
umma (italics)
 underestimate, underutilize etc.
 under-secretary, under-researched, under-represented
 under way (two words)
 unilateral/ bilateral/ multilateral
 UN Security Council / the Council
 upper-middle-income (adj.)
 up to date (hyphens where adjectival)
 US\$ (no space or hyphen); US dollar
 use [avoid utilize]

Ustasa [movement; members of the movement: Ustase]
 Uzbekistan [ethnic group: Uzbeks; citizens: Uzbekistanis]

V

value added tax
 value-system
 vice-president
 vice versa (roman, no hyphen)
 Vietnam War
vis-à-vis (italics, hyphens)
 vizier
 vs (versus)

W

Wæver, Ole
 Wahhabism, Wahhabi(s)
 ‘war on terror’
 war-fighting (n. and adj.)
 war-torn
 Washington Consensus
 Washington DC
 weapons of mass destruction (WMD) [not WMDs]
 weapons-grade material
 website; the web; World Wide Web
 Weidenfeld & Nicolson
 well- (hyphen in adjectival use only)
 well-being
 the West *but* western
 western Europe western Germany [pre-unification, West Germany]
 western hemisphere
 while [not whilst]
 white paper
 white-collar (adj.)
 wide (countrywide, industry-wide, nationwide, worldwide)
 wide-ranging
 WikiLeaks
wilayat al-faqih [Supreme Leader of Iran] (italics)
 Women, Peace and Security agenda (where referring to UN framework)
 workforce, workplace
 world-view
 worldwide

X

Xinjiang

Y

Yanukovich, Viktor
 Yazidi [not Yezidi]
 Yearbook
 Year Zero
 Yemen [not ‘the Yemen’]
 Yom Kippur War [1973 war, October war]
 Young Turk Revolution [1908 revolution]

Yugoslavia [not Jugoslavia]

Z

Zaire [not Zaire; from 1997 Democratic Republic of the Congo, the DRC]

zakat

Zaydi [not Zaidi]

Zebari, Hoshyar

Zeitgeist

Zhou En-lai