Style Guide for Authors Publishing in English at INED

Please follow the rules given below.

Spelling
Using English spelling, but with “z” for organization, organize, etc…

Titles and headings
The first letters of words in the main title and running titles should be capitalized (excluding the, of, and etc.). For all other titles, capitalize the first letter of the first word only (except for proper nouns etc.).

Tables and figures
Capitalize the words Table, Figure, Box etc. in the main text when referring to a specific appended table or figure. E.g.: See Table 1, the curve in Figure 2

Present titles of figures and tables as follows:

Figure 1. Female birth rate in China

Capitalize first letter of title/caption only and do not put full stop at the end.
Capitalize only the first letter of the first word of column headings etc. for tables and graphs

Nineteenth century (not 19th century)

Dates: DDMMYY (11 November 1918) not MMDDYY (November 11, 1918)

De 02h00 à 18h00: From 2am to 6pm (not 2 A.M. to 6 P.M.).
When using 24-hour clock: from 02.00 to 18.00.

ages: 15-19 not “15 to 19”

Avoid starting a sentence with a number wherever possible.
E.g.: 35 households… → A total of 35 households…etc.

For numbers under ten, write out in full, unless they form part of a list or a series of numbers.

Punctuation
Use the “%” sign and not “percent” or “per cent”
No space before the % (8%) or in front of ; ; ? !

Footnote numbers: after the punctuation (not before, as in French)

Quote marks “xxx” should be double ones, except when there is a quote within a quote: in this case, the inner ones will be single.

Dashes
When placing a phrase between parenthetical dashes, use a spaced en rule: (not US-style em rule):
China – remarkably – is excluded from the list.

Type acronyms in full caps with no periods. E.g. INED, INSEE, WHO, AIDS

Geographical terms commonly accepted as proper names are capitalized. Other descriptive or identifying geographical terms that either are not taken to apply to one geographical entity only or have not become commonly regarded as proper names for these entities are not capitalized.

Do not capitalize east(ern), west(ern), north(ern) south(ern) unless part of a proper name: South Africa but southern India

For spelling of country names, refer to the ISO 3166 list of country names and codes.

For the geographical entity “département” leave as is and put into italics: “département”.

Titles of organizations etc. in a foreign language
For titles in foreign languages the following rules apply.
If the body/committee etc. has an official translation, use the translated title and capitalize:
Example:
Institut national de la statistique et des études économiques (Insee)
Translate as follows:
National Institute for Statistics and Economic Studies (INSEE)
After giving the title in full, use original language acronym in subsequent text.
Do not use italics.

If there is no official translation for the body, leave in original language. Give description in brackets followed by a comma and acronym

Example:
Direction générale de l’action sociale (DGAS)
Translate as follows:
Direction générale de l’action sociale (French government welfare department, DGAS)
If a more detailed description is needed for non-French readers, add a footnote.
After giving the title in full, use French acronym in subsequent text.

Do not use full caps for names of people.

But italicize: *ceteris paribus, ad hoc, status quo,*
as well as foreign words: *complément familial, Babyjahr* etc
Replace “et al” by “et al.”
Replace “vs” by “vs.”

Sing/pl:
“Data” is always plural
“Behaviour” should generally be singular (as a translation of “les comportements”)
“Migration” is singular (les migrations)

Political correctness

Words to be avoided:
- elderly, (use older people, older adults, seniors)
- handicap (use disability)

References

They are presented at the end of the article, in alphabetical order and
chronologically for each author. They are indicated in the text as (Laslett, 1977),
(Ekert-Jaffé et al., 2002; Guilmoto and Attané, 2005).
They should adopt the following style (surname in bold capitals, followed by
first name in lower case for each author):
☐ For a journal article:
EKERT-JAFFÉ Olivia, JOSHI Heather, LYNCH Kevin, MOUGIN Rémi,
RENDALL Michael, 2002, “Fertility, timing of births and socioeconomic
status in France and Britain: social policies and occupational polarization”,
☐ For a book:
University Press, 270 p.
☐ For a book chapter:
GUILMOTO Christophe Z., ATTANÉ Isabelle, 2005, “The geography of
deteriorating child sex ratio in China and India” in ATTANÉ Isabelle and