

ORF America Style Guide

Updated: February 2024

I. Requirements

ORF America relies on the Chicago Manual of Style for general stylistic references and grammar. ORF America bases all publications on American-English spelling and usage, with Merriam-Webster as the primary reference dictionary.

Format

For Background Paper submissions, authors will submit drafts between 2,000-3,000 words in the body (this does not include citations) in a Microsoft Word document. Submissions with body word count over 3,000 will not be considered. Times New Roman size 12 is the required font, with Times New Roman size 10 for footnotes.

Structure

Papers should either be structured as descriptive or prescriptive and focused on a relevant policy challenge or issue for the United States and/or India. In both structures, the key idea and argument need to be stated clearly as a thesis no later than the conclusion of the second paragraph. In either case, keep the mindset of “show, do not tell,” at the forefront. If descriptive, then the intent of the paper is to tackle a new policy problem, or reframe a well-known challenge from a fresh perspective so that policy makers can make better informed decisions. If prescriptive, the argument should present clear and specific recommendations to resolve a policy challenge. All papers should try to address and engage counter-arguments proactively.

II. Style Guidelines

Tone

- Write the analysis impartially.
- Avoid passive voice. For example, “The moon was jumped over by the cow.”
- Use impersonal language. Do not use “we” or “us” or “them” or slang.
- Do not add technical jargon without explanation.
- Do not use contractions or split infinitives.

Layout

The author may have to revise elements to meet style, editorial, or layout requirements, for example, if utilizing external tools like Zotero or ArcGis to compile citations or images or graphics or data,

Titles

Ensure correct usage for titles. If using an adjectival phrase to modify the noun, the noun should be lowercase.

- Prime Minister Narendra Modi of India
- Indian prime minister Narendra Modi
- Prime Minister Modi
- U.S. president Joseph Biden
- former secretary-general Ban Ki-Moon of the United Nations
- former prime minister Abe

Abbreviations and Acronyms

On first use, spell out all abbreviations and acronyms for proper nouns in full. If the subject is to be referenced multiple times, include the short form enclosed in parentheses after first use.

- Comprehensive Nuclear-Test-Ban Treaty (CTBT)
- Department of Energy (DOE)
- gross domestic product (GDP)
- Observer Research Foundation America (ORF America)
- Senate Committee on Armed Services (SASC)
- United Nations (UN)
- Virginia (VA)

III. Copyright and Attribution - Graphics/Images/Tables/Illustrations

If the author is repurposing a graphic or image or table or illustration, the author must demonstrate that it is available to use under copyright law within requirements. **By default, assume that such works are protected by full copyright, unless the author can prove otherwise.** Acceptable frameworks include works licensed under Creative Commons or GNU General Public License. Make certain to abide by the parameters included in the license. If written permission is obtained to use a particular item, it should be submitted to the editor. Attribute the source of the information under any figure, including those the author designed.

IV. Citations

When submitted, draft papers should include full citations via footnotes, based on the citation examples provided below. Reference number(s) should only appear at the end of the respective sentence where the fact or idea is referenced, following the period. Citations should include author, title, name of publisher, and date, along with URL if applicable, offset by commas throughout and concluding with a period. Incomplete citations or incorrect citations will result in the paper being returned to the author. URLs should be the most concise form possible.

Book:

Agathe Demarais, *Backfire: How sanctions reshape the world against U.S. interests*, Columbia University Press, 2022, <https://doi.org/10.7312/dema19990>.

Report:

Dhruva Jaishankar, “The Indigenisation of India’s Defense Industry,” Brookings India, August 2019, <https://www.brookings.edu/wp-content/uploads/2019/08/The-Indigenisation-of-India-Defence-Industry-without-cutmar-for-web.pdf>.

Report with two authors:

Florian J. Egloff and Andreas Wenger, “Public Attribution of Cyber Incidents,” CSS Analyses in Security Policy, May 2019, <https://css.ethz.ch/content/dam/ethz/special-interest/gess/cis/center-for-securities-studies/pdfs/CSSAnalyse244-EN.pdf>.

Report with three authors:

Andreas Kuehn, Debra Decker, and Kathryn Rauhut, “WhoDunit in Cyberspace: The Rocky Road from Attribution to Accountability,” ORF America, December 2023, https://static1.squarespace.com/static/5ca0ec9b809d8e4c67c27b3a/t/657796e1dc13a61fe096c3ca/1702336225633/Whodunit_CyberSpace_RockyRoad_Attribution_Accountability_BP_18_ORF_America_Kuehn_120823.pdf.

Four or more Authors:

Michael A. Woodhouse et al., “Crystalline Silicon Photovoltaic Module Manufacturing Costs and Sustainable Pricing: 1H 2018 Benchmark and Cost Reduction Road Map,” February 2020, <https://doi.org/10.2172/1495719>.

Government Document:

“Fact Sheet: United States and India Elevate Strategic Partnership with the initiative on Critical and Emerging Technologies (iCET),” White House, January 31, 2023, <https://www.whitehouse.gov/briefing-room/statements-releases/2023/01/31/fact-sheet-united-states-and-india-elevate-strategic-partnership-with-the-initiative-on-critical-and-emerging-technology-icet/>.

News article:

David Gritten, “Albania severs diplomatic ties with Iran over cyber-attack,” *BBC News*, September 7, 2022, <https://www.bbc.com/news/world-europe-62821757>.

Recurring citation on second use:

Gritten, “Albania severs diplomatic ties with Iran over cyber-attack.”

Database (make sure to list the date accessed):

The World Bank, “The Global Findex Database 2021: Financial Inclusion, Digital Payments, and Resilience in the Age of COVID-19,” accessed on August 27, 2023, <https://www.worldbank.org/en/publication/globalfindex>.

Youtube Video:

Asianometry, “The History of the Semiconductor Photomask,” YouTube Video, 18:02, October 30, 2022, <https://www.youtube.com/watch?v=Pt9NEnWmyMo>.

Compound citation (multiple sources in the same footnote are offset by a semi-colon):

Dinakar Peri, “India’s indigenous aircraft carrier and largest warship INS Vikrant joins Navy,” *The Hindu*, September 3, 2022, <https://www.thehindu.com/news/national/pm-modi-commissions-ins-vikrant-indias-indigenous-aircraft-carrier/article65839748.ece>; Sandip Dighe, “Army gets 16 Made-in-India armoured vehicles for UN peacekeeping deployment,” *The Times of India*, October 10, 2022, http://timesofindia.indiatimes.com/articleshow/94766938.cms?utm_source=contentofinterest&utm_medium=text&utm_campaign=cppst.