

# Manuscript style guidelines



This manuscript uses the [Publisher's Name Withheld] Manuscript Guidelines as its base style. The following is a summary of other choices made throughout the text which have been made consistent.

## General Conventions

British English with '-ise' spelling is used throughout the text.

Serial (Oxford) comma throughout.

Single quotes, with punctuation outside of the quote marks.

Spelling is according to the *Concise Oxford English Dictionary*, with additional spelling according to *Collins Dictionary*.

*Chicago Manual of Style* has been used for further language and style adjustments, including the citation/reference system.

Short forms such as e.g., etc., and i.e. are used exclusively in parentheses and footnotes and are otherwise spelled in full in the text.

## Heading capitalisation and styling

Headline style is used on the chapter level, sentence style is used for subsequent levels.

Bold is used for second level headings; italics and bold are used for third level headings; and italics only are used for fourth level headings.

A number system is used to identify different levels and include the chapter number (e.g. 4.1.2.3).

## Figures and tables

Figure/Table is spelled in full and a full stop is included after the numeral designation.

All captions above and below are treated as full sentences with proper punctuation.

Ex. **Figure 1.2. Hierarchy of terms in verteran affairs.**

## Lists

As with the Chicago Manual of Style, all lists in run-in text should have enclosed parenthesis.

e.g. (1) Atlanta, (2) Baltimore, and (3) Concord; *or* (a) Albania, (b) Bosnia, and (c) Czech Republic; *etc.*

For vertical lists, numbers are presented with a full stop after and bullets are used for unnumbered lists.

## Punctuation notes

Ellipses are according to Chicago rules indicated using only three spaced dots without brackets (i.e. . . . ).

Brackets are only used for word inserts or to indicate an ellipsis in a quote which already includes an ellipsis—there are none in this text).

## Translation rules

As with the publisher's manual, foreign words are italicised and as per CMOS, only the first instance they are used.

e.g. Clients were allowed to use *stravenky* in the store, but *stravenky* were very unpopular among the management.

However, names of ministries and published titles which are set in roman according to CMOS are not italicised. Furthermore, if there is an officially published English name, it is presented first with the foreign title in parentheses.

e.g. Security Information Service (BIS; Bezpečnostní informační služba)

In cases where a translation and another acronym is being provided, the acronym comes first.

e.g. State Security (StB; Státní bezpečnost),

If there is no published English name, the foreign language (using the Latin alphabet) is used with an English translation in parentheses using sentence style.

e.g. the project 'Zvol si info' (Choose Your Info)

Only that which is not in parentheses are stylised according to the Chicago Style Guide.

e.g. the book *Média, lži a příliš rychlý mozek* (Media, lies, and a brain that's too fast)

## Numbers

The book uses the lower value of the Chicago rule whereby only numerals 0–10 are spelled in full. Their derivatives in hundreds, thousands, hundreds of thousands, or millions are also spelled

i.e. two hundred thousand *but* 23,000

Dates will use the format ## Month #####

## The spelling of names

Ukraine *not* the Ukraine

Czech Republic *not* the Czech Republic

Daesh or Islamic State *not* ISIS or ISIL

World War I or II *or* Second/First World War, *not* World War 1 or 2 or WW1/WWII

## Word form choices

abovementioned *not* above-mentioned

bandwagon *not* band wagon

case law

countermeasures

counter-propaganda

crowdsource *not* crowd-sourced

cyberattack *not* cyber attack or cyber-attack

cyberspace

cyberwarfare

cyber threat

cyber defence

cyber espionage

data mining *not* data-mining unless used as adjective

fact deniers *not* facts deniers or fact-deniers

fake news

email *not* e-mail

grass roots *not* grassroots

homegrown *not* home-grown

nondemocratic *not* non-democratic

micro-targeted *not* microtargeted

non-transparent

sidetrack

social media (singular), social media platforms (plural)

supranational

time-consuming

webpage *not* web page

website *not* web site

whistle-blower

offline *not* off-line

online *not* on-line

## Capitalization choices

internet *as adjective*, but the Internet *as noun*.

The Convention *when referencing* the European Convention on Human Rights

world *is lower-case*, Earth *is capitalized when referring to the planet*

the Far-Left/Right *as per Chicago rules*, but also the alt-Right

the Holocaust

## Italics choices

While most italicisation is done in accordance with the Chicago Manual of Style, in the case of chapter 6, all legal cases in the footnotes have been set in roman (an option provided in the manual in cases where many cases are cited).

## Terms used that are not in the dictionary

truthless

infobox

digital-born

whataboutism

deepfake

securitise/securitisation (international relations meaning)

Photoshopped (with capitalisation)

bandwagon (as verb)

fact-check (as verb)

name-call (as verb)