**GTI Publication Style Guide**

<u>Specific style rules:</u>

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| Periods and spacing | Only one space should be used between a period "." and the beginning of a new sentence. |
| Oxford Comma | Use a comma before "and" in a list of three or more items: Taiwan, Japan, and the United States. |
| Hyperlinks | If a web source is available, it should be linked rather than footnoted. A relevant word or phrase should be linked, rather than reproducing the entire url.<br>When hyperlinking a proper noun with Chinese translation in parentheses, only hyperlink the name in English, excluding the parentheses. |
| Em dashes | "—" not "--" (No spaces—just the em dash.) |
| Numerals | One-nine spelled, 10 and above numeral |
| Ordinal numbers | 1st, 2nd, 3rd, 100th (ending in superscript) |
| Dates | January 1, 2021 (not January 1st, 2021) |
| Money | Convert all dollar amounts to USD (or add dollar-amount equivalent in abbreviations); format: "USD $5 million;" "NTD $143 million (USD $5 mil.)" |
| Endnotes | All endnotes should be rendered in Chicago Style; an additional bibliography is not required. |
| Endnotes with Chinese text (author) | Endnotes to a Chinese source with the author's name in characters should use the anglicized version of the Chinese name (if available) first but include characters in parentheses.<br><br>Example: Hao Chung-jen (郝充仁), "中華民國股份有限公司破產" [Taiwan ROC Inc., Bankruptcy], *Business Today*, December 2015. |
| Endnotes with Chinese text (title) | Endnotes with Chinese text in the title should include a translation. This should be provided in brackets after the original title.<br><br>Example: Hao Chung-jen (郝充仁), "中華民國股份有限公司破產" [Taiwan ROC Inc., Bankruptcy], *Business Today*, December 2015. |
| Dates vs. "later," "last year," "this | Dates are preferred; if other time words are used, please |

| year" | make sure the date is still clear and accurate. |
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| Subheadings | Title capitalization (capitalize nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions) |
| Chinese characters | Traditional characters should be used when possible. If names, titles, etc are originally in Simplified Mandarin, please change them to Traditional characters. |
| Chinese names | For all native Chinese speakers and Taiwan or China-based institutions, the Chinese characters for their names should be included the first time they are mentioned in parentheses. |
| Romanization of Chinese names | Generally, use Pinyin romanizations when referring to individuals from the PRC and Wade-Giles romanizations for individuals from Taiwan. If there is uncertainty about a specific individual, use the romanization that is most commonly used. |
| Referring to the mainland or mainland China | Try to avoid the term "mainland" if possible. If using, do not capitalize. "PRC" and "China" are better options. |
| When referring to the Chinese Communist Party | Always capitalize CCP when it is being referred to in its entirety, but not when stating "the party." |
| On how to write the One-China Policy | Please write it as "One-China Policy" (the same applies to "One-China Principle") |
| On the 1992 Consensus | Please write as "1992 Consensus" |
| Percent versus % | Percent |
| U.S. or US | US |
| US versus United States | US used as an adjective only ("US policy"), United States used as a proper noun |
| cross-Strait | Unless starting a sentence, "cross" in cross-Strait is always lower case |
| PRC or P.R.C. | PRC |
| EU or E.U. | EU |
| Belt and Road Initiative | Belt and Road Initiative (BRI, formerly known as "One Belt, One Road," 一带一路) |
| Titles of books (and other standalone works such as reports, plays, etc.) - italicize | *Pride and Prejudice* |

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| Titles of articles in journals and publications (and other short works) - quotation marks | "Assessing the Patterns of PLA Air Incursions into Taiwan's ADIZ" |
| Titles of Magazines and Newspapers (including online journals) - italics | Italicize titles of journals and magazines, such as the *New York Times*, *Foreign Policy,* and *Global Taiwan Brief*. |
| Pieces of legislation | Regular text |
| Foreign terms – in italics | Examples: *ad hoc, de facto, vice versa* |
| Other cases requiring italicization | Names of ships and other vessels (*USS Campbell*) |
| Titles and functions | Capitalized only if directly preceding a name (e.g., President Tsai Ing-wen, but Tsai Ing-wen, president of Taiwan) |
| Capitalization of "administration" | Capitalize when it's part of a proper noun ("Tsai Administration," "Biden Administration," but not "incoming administration") |
| Using shortened forms of words | Use formal writing style, full-length words, do not shorten verbs ("do not," not "don't") |
| Acronyms | Always write out the full acronym the first time it appears and include the acronym in parentheses after (e.g., Ministry of Foreign Affairs (MOFA)) |
| Description and source under images, graphs, and tables | In italics, center aligned<br>Format: Image description, followed by hyperlinked source in parentheses |
| Acknowledgements | Acknowledgements (for research support, interviews, etc.) should be in italics and placed after the Main Point |
| Chinese/Taiwan organizations with acronyms | After writing out the full title the first time it appears, include the acronym and Chinese characters in parentheses (e.g., National Security Bureau (NSB, 國家安全局)) |

**Title** [Note: Make the title non-generic (e.g., NOT "Taiwan-Japan Relations")]

By: [Author's name]

*[Author's name] is [position and affiliation]*

[Body Text]

**The main point**: [1-2 sentence summary of the article's main points]

**Common Chinese and Taiwanese Names**:

Tsai Ing-wen (蔡英文)

Xi Jinping (習近平)

Jaushieh Joseph Wu (吳釗燮)

Lai Ching-te (William Lai) (賴清德)

Chen Chien-jen (陳建仁)

Ma Ying-jeou (馬英九)

Chen Shui-bian (陳水扁)

Lee Teng-hui (李登輝)

Kuomintang (KMT, 國民黨)

Democratic Progressive Party (DPP, 民進黨)

New Southbound Policy (NSP, 新南向政策)

Global Cooperation and Training Framework (GCTF, 全球合作暨訓練架構)