

## GTI Publication Style Guide

### Specific style rules:

Periods and spacing	Only one space should be used between a period “.” and the beginning of a new sentence.
Placement of punctuation when using quotation marks	When using a comma or period, place it inside the quotation marks (“Taiwan.” rather than “Taiwan”). When using a colon, semicolon, or exclamation mark, place it outside of the quotation marks (“Taiwan”: rather than “Taiwan:”).
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. 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. Measurements (such as “8 meters”) should be numeral.
Ordinal numbers	first, second, third, 10 <sup>th</sup> , 21 <sup>st</sup> 100 <sup>th</sup> (ending in superscript, one-nine are spelled, 10 and above numeral)
Dates	January 1, 2021 (not January 1 <sup>st</sup> , 2021)
Money	Convert all dollar amounts to USD (or add dollar-amount equivalent in parentheses); format is done in the form of currency acronym/abbreviation followed by the amount: f.e. “USD 5 million” or “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)	<p>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.</p> <p>Example: Hao Chung-jen (郝充仁), “中華民國股份有限公司破產” [Taiwan ROC Inc., Bankruptcy], <i>Business Today</i>, December 2015.</p>

Endnotes with Chinese text (title)	<p>Endnotes with Chinese text in the title should include a translation. This should be provided in brackets after the original title.</p> <p>Example: Hao Chung-jen (郝充仁), “中華民國股份有限公司破產” [Taiwan ROC Inc., Bankruptcy], <i>Business Today</i>, December 2015.</p>
Dates vs. “later,” “last year,” “this year”	Dates are preferred; if other time words are used, please make sure the date is still clear and accurate.
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	<p>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.</p> <p>Asian names should be written in source form (i.e. Surname Given name), unless an individual uses an English name (i.e. Johnny Chiang).</p> <p>Exceptions will be given to individuals that have clear preferences otherwise (i.e. Yun Sun).</p>
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	<p>Always capitalize CCP when it is being referred to in its entirety, but not when stating “the party.”</p> <p>Chinese Communist Party (CCP, 中國共產黨)</p>
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 (adjective only)
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,” 一帶一路)
Titles of books (and other standalone works such as reports, plays, etc.) - italicize	<i>Pride and Prejudice</i>
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 <i>New York Times</i> , <i>Foreign Policy</i> , and <i>Global Taiwan Brief</i> .
Pieces of legislation	<i>Italic text</i>
Foreign terms – in italics	Examples: <i>ad hoc</i> , <i>de facto</i> , <i>vice versa</i> (except status quo)
Non-Chinese foreign names	Use source language spelling, including accents and diacritics (Note: For Ukrainian President Volodymyr Zelenskyy, use the “double y” spelling).
Other cases requiring italicization	Names of ships and other vessels (USS <i>Campbell</i> )
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 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]).
Covid-19 vs. COVID-19 vs. Covid	When referring to the SARS COVID-19 virus, use COVID-19
Full vs. Short Names	When referring to an individual's first name, always use their full legal name. It is also acceptable to simply use "Title Lastname." For example: President Joseph Biden (instead of Joe Biden or Biden), or President Biden. Just the last name can be used as an adjective, f.e. "Biden era" or "Biden Administration." However, if the name is being used multiple times then the shortened version of the name is fine.
Prefix Titles	If an individual has a PhD, refer to them as Dr. Full Name in research texts (such as a GTB body or report), biography description (not title), and program descriptions (such as podcast episode descriptions, but not titles).
Emphasis added to quotes	When italicizing parts of quotes for emphasis, always add [emphasis added] following the ending quotation marks. The style should be as follows:  "Quote <i>emphasis</i> " [emphasis added]. Next sentence...
Time Zones	When listing a time, it is important to add a timezone for reference. The Eastern Time acronym should be written as "ET" rather than "EST."
Quadrilateral Security Dialogue shorthand	the Quad
Hyphens with Adverbs ending "-ly"	When using adverbs ending in "-ly" as modifiers, do not use a hyphen between the adverb and the word it is modifying. Ex. "strongly worded" rather than "strongly-worded"
gray zone tactics	When referring to gray zone tactics, it should use the American spelling and not be hyphenated

MOU	When Memorandum/Memoranda of Understanding is written as an acronym, it should be written as MOU, not MoU
Indo-Pacific vs indo-pacific	Indo-Pacific
united front work	Write as lowercase unless referring to the department itself (ex. United Front Work Department)

Article guidelines:

**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]

***Subheadings***

**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)

## Common Citations

### 1. Taiwan Relations Act

U.S. Congress, House, *Taiwan Relations Act*, PL 96-8, 96th Cong., introduced in House January 1, 1979,

<https://www.ait.org.tw/our-relationship/policy-history/key-u-s-foreign-policy-documents-region/taiwan-relations-act/>.

### 2. TAIPEI Act

U.S. Congress, House, *Taiwan Allies International Protection and Enhancement Initiative (TAIPEI) Act of 2019*, PL 116-135, 116th Cong., passed in House March 26, 2020,

<https://www.congress.gov/bill/116th-congress/senate-bill/1678?q=%7B%22search%22%3A%5B%22Taiwan+Travel+Act%22%5D%7D&s=3&r=10>.

### 3. Congressional Bill

U.S. Congress, House/Senate, *Title*, bill code, # Cong., # sess., introduced/passed in House/Senate date, link.

U.S. Congress, House, *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT ACT) Act of 2001*, HR 3162, 107th Cong., 1st sess., introduced in House October 23, 2001,

<https://www.gpo.gov/fdsys/pkg/BILLS107hr3162ih/pdf/BILLS-107hr3162ih.pdf>.

### 4. Press Releases

Institution, "Title" (press release), date, link.

American Institute in Taiwan, "Joint letter to State and Local Government Officials" (press release), November 21, 2019,

<https://www.ait.org.tw/joint-letter-to-state-and-local-government-officials/>.

### 5. Online Panel/Seminar

Firstname Lastname of speaker, "Title of event" (medium, sponsorship, location, date).

Kelley Currie, "Taiwan's International Space and the UN System" (online seminar, Global Taiwan Institute, Washington, DC, October 19, 2021).

### 6. Congressional hearing



U.S. Congress, Senate/House, Committee Title, Hearing Title, # Cong., # sess., year, pages of transcript, link if applicable.

U.S. Congress, Senate, Committee on Environment and Public Works, *Global Climate Change: Hearings before the Committee on Environment and Public Works*, 105th Cong., 1st sess., 1997, 202-205.

#### 7. Podcast episode

Host Firstname Lastname, interview with Firstname Lastname, Podcast title, podcast audio, date, link.

Marshall Reid and Adrienne Wu, interview with Tuhi Martukaw, GTI Insights, podcast audio, November 16, 2021,  
<https://anchor.fm/global-taiwan-institute/episodes/Season-2--Episode-15-A-Conversation-with-Tuhi-Martukaw-on-Opportunities-and-Challenges-for-Taiwans-Indigenous-Communities-e1aaob9>.

#### 8. Social Media Posts

Firstname Lastname (Screen name), "Post text", social media service, indication of format/medium, publication date, time stamp, URL.

Taiwan Ministry of Foreign Affairs (@MOFA\_Taiwan), "The 45th #TaiwanFlag of Taiwan-#JapanFlag of Japan Economic & Trade Conference is a go! TJRA Chairperson Chou & JTEA Rep. Ohashi opened proceedings & set the stage for more 2-way collaboration in potential-laden sectors of the future. Also high on the agenda was backing Taiwan's bid to join the #CPTPP.", Twitter, timeline update, January 11, 2022, 5:11 AM,  
[https://twitter.com/MOFA\\_Taiwan/status/1480844934274220032?s=20](https://twitter.com/MOFA_Taiwan/status/1480844934274220032?s=20).

**When using Ibid. with a page number:**

Ibid. 75

**Further helpful sources:**

[Books, periodicals, websites, interviews, lectures](#)

[Government documents](#)

[Podcasts, Youtube videos, multimedia](#)