

Health and Human Rights:

An International Journal

Editorial Style Guide

2010

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Acknowledgments

This document is an extensive guide to journal style for *Health and Human Rights: An International Journal*. In 2008, the journal's production team at the FXB Center formed a working group to develop specific editorial guidelines for our in-house copyeditors and proofreaders. The resulting document will also be useful to authors as they prepare manuscripts for submission. These guidelines are based on the journal's 1994–2006 editorial guidelines but addresses many new style questions and recommended revisions that were discussed during the online and print development of volume 10, the first issue published under the editorship of Dr. Paul Farmer. The working group included several individuals who had also served as copyeditors for earlier issues under the editorship of Dr. Sofia Gruskin. An extensive range of details were discussed at length; the aim was clarity and consistency. The result is a consensus document. Thanks are due to team members: Sarah Bundick, Ann Barger Hannum, Susan R. Holman, Alec Irwin, Catlin Rockman, and Curtis W. Peterson. We especially thank Alec Irwin for his leadership on a broad spectrum of content and production details during this transition, and Ann Barger Hannum for her expert final decisions and advice on how to cite legal, UN, and other international documents.

As a digital document, this Guide is both a completed project and is open to further correction and emendation. Address any suggestions to the journal's editorial office at: hhrjournal@hsph.harvard.edu.

2010

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Health and Human Rights: An International Journal
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Health and Human Rights: An International Journal

**Editorial Style Guide
2010**

This document provides extensive guidelines on style and formatting that have been developed to address most issues related to the editorial phase of journal layout as they specifically relate to *Health and Human Rights: An International Journal*. While the development of this style guide was structured conceptually on the latest edition of *The Chicago Manual of Style* (CMS) as a reference standard, *HHR* style differs from CMS on many details. For questions not answered here, users should refer to the CMS.

I. GENERAL SPELLING AND USAGE GUIDELINES FOR TEXT

A

abbreviations: In general, do not use abbreviations, but do for names of states in endnotes and for academic degrees (but do not use periods or spaces) — e.g., BA, MA, PhD, JD; US, UN, CT, MA. Do not abbreviate journal names in references; do not use periods for abbreviation of “editors” (eds) or “editor” (ed); *do* add periods after initials in bibliography (see citation format) — e.g., A. B. Smith.

acknowledgments: Do not spell with an *e*.

acronyms: 1) If using an acronym, always spell out at first use and put acronym in parentheses; use acronyms, however, only if they are going to be referred to (as stand-alone item) more than once in subsequent text. If clarity invites using the full name again later on in the article, it is fine to use the full name, but don't define the acronym again. 2) Depending on the context and the item in question, it is sometimes preferable not to use an acronym at all, even if one exists for the organization or concept in question.

ad hoc: Do not italicize.

age: Hyphenate, as in four-year-old girl; five- to eight-year-old children.

Alma-Ata Declaration: When subsequently referencing, use “the declaration.” If necessary, use full name (with capitalizations) for clarity.

Amazon People’s Resource Initiative (APRI)

American: “US” as adjective is preferable.

American spelling: Do not use British — exception is in direct quotes and in citations of book and article titles. (Common examples: “toward,” not “towards,” “labor,” not “labour,” “organization,” not “organisation,” “while,” not “whilst,” etc.)

amicus curiae brief: This should be italicized.

antenatal

anti: Close up in some cases — e.g., antibiotic, antibody; but hyphenate when it helps reader — e.g., anti-discrimination, anti-tuberculosis, anti-abortion.

antiretroviral (ARV) treatment

Article: Capitalize and spell out — e.g., Article 12.2a (for UN covenants and declarations); do not abbreviate in text or endnotes.

author addresses: For articles with more than one author, write: “Please address correspondence to the authors c/o [lead author, address].”

B

bear: Use “borne” for past tense.

Beijing Conference: Fourth World Conference on Women (FWCW), Platform for Action of the Fourth World Conference on Women, September 1995, UN Doc. No. A/CONF.177/20 (October 17, 1995).

biannual

binational

biomedical

bioterrorism

black: For race, use African-American if context applies to US nationals; where “African-American” is not appropriate to context, author may prefer to use “black” or culturally acceptable terms. Do not capitalize; “white” is not capitalized.

block quotes: The punctuation between the text and the block quote will depend on narrative flow; in most cases a colon may be used but where the block quote reads as a natural continuation of the sentence in the preceding text there need not be any punctuation between the text and the start of the block quote.

bulleted items: Set flush left and generally do not capitalize first letter of each item. For bulleted lists that may include long text, complete sentences, or occasionally several sentences: 1) if each item on the list completes a sentence that precedes the first bullet, do not capitalize first letter of first word, and punctuate with semicolon between bulleted points; add “and” before the last item, and end bulleted section with final period; 2) if any of the bullet points contains a full sentence, treat each of the bullet points as sentences: capitalize first letter of first word and end each of the bullet points with a period. Where a variant of these guidelines seems to make more sense in an individual situation, consistency should be the final rule. In general, pay particular attention to parallel structure throughout bulleted lists: all items need to be similar in structure — e.g., if one starts with a verb or a noun, all others must conform.

C

Cairo Conference: International Conference on Population and Development (ICPD) Programme of Action of the International Conference on Population and Development, Report of the International Conference on Population and Development, September 5–13, 1994, UN Doc. No. A/CONF.171/13 (October 18, 1994). [**ICPD+5**; Do not use “Cairo+5.”]

capitalization: 1) For formatting purposes when submitting ms. to HHR design, all words in *title and main headings* must be in lower case to aid conversion to InDesign. For *subheadings*, capitalize only the first word and proper nouns, and, if there is a colon in the subheading, capitalize the first word after the colon. 2) Within the text, after a colon, follow capitalization guide in CMS 15, 6.64 — usually lower-case. If a colon is followed by two or more questions, the first word of each question should be capitalized. 3) For endnotes, follow *sentence style* — that is, use capital letter for first word only (except for proper nouns) — for titles of articles, chapters, reports, and books. Follow *title case* — that is, capitalize all major words — for titles of journals and newspapers. 4) In titles in endnotes, capitalize first word after colon or exclamation point if a subtitle is used. Generally, standardize French/Spanish titles that contain periods to conform with HHR style by replacing periods with colons. If period must be kept, capitalize first word that follows it.

capacity-building

CARE USA

centerpiece

Centers for Disease Control and Prevention (CDC)

Central Europe

cf: Do not italicize; capitalize at beginning of sentence. Means “see by way of comparison.” Do not use if “see” alone, or “see also” is meant. In general, do not use, or limit use to notes only.

chair or chairperson: Do not use “chairman.”

charter: Capitalize when referring to UN, etc. — e.g., UN Charter.

children’s

citation numbers: Citation numbers must always be at the end of sentences. Each sentence should have only one citation number associated with it. Citation numbers are always sequential.

co- : Hyphenate all words that begin with “co-“ — e.g., “co-author.”

Cold War-era war plans

colon: A colon may be used to introduce statement, extract, or speech in dialogue, but do not use to introduce list that follows an introductory statement — e.g., “Care must be taken to 1) use series commas and 2) use colons properly. Furthermore, 1) note what follows numbers in a series, 2) decide how many elements will follow the statement, and 3) add colons and commas as needed.” (exception: see “capitalization”).

colons with quotation marks: colons should be placed after the closing quotation marks (see CMS 6.9)

coloureds: This is the correct spelling for the South African racial group (term also used in other parts of Southern Africa).

commas, special consideration: 1) Do not add comma or any other punctuation mark after title of a publication if the title ends in a question mark — e.g., D. Kennedy, “The international human rights movement: Part of the problem?” *Harvard Human Rights Journal* 15 (2002), p. 101. 2) In a series, use commas before final item — e.g., HIV/AIDS, tuberculosis, and malaria.

commercial sex workers: Delete ‘commercial’. Use sex workers, sex work, or sale of sexual services.

commission: Use lower case when general reference; capitalize when specific.

communism: Use lower case generally but capitalize for specific reference — same with “democracy”: Communist Party/Democratic Party.

community-based organizations (CBOs)

community health worker (CHW): Always spell out on first use; acceptable alternative to “village health worker.”

conventions and covenants: Use lower case when referred to generally.

counseling: Use one *l*.

Country Coordinating Mechanisms (CCMs)

covenants: Always capitalize when referring to ICESCR and ICCPR.

crackdown

cross-section

currencies: Do not use spaces — e.g., US\$1, FF1 (French francs), \$4 million.

D

data: “data” is the plural form of “datum,” so the correct usage is “data are/were” rather than “data is/was”

dates: 1) Use American style, with comma between day and year — e.g., June 16, 2005. Do not use comma between only month and year — e.g., September 2005; comma should follow year in introductory phrases — e.g., “In January 1999, the UN . . . 2) Within endnotes, if no date is available, indicate as “n.d.” for “no date.” 3) Within endnotes, include a date for cross-references only when referring to a previous publication by an author who has more than one publication cited in one note — that is, to distinguish one publication from another by the same author within one note — e.g., Farmer (2005, see note 4) *if and only if* Farmer has more than one publication in note 4. Otherwise, do not use date — e.g., Farmer (see note 6).

decision making: Do not hyphenate as an unmodified noun (“The team responsible for decision making”) but do hyphenate if it is used as one term modified by an adjective (“fast decision-making”) or when it is used as an adjective (“decision-making body”). Note that this differs from journal style on “policymaking” due to considerations of best clarity in most cases)

defining terms: Put word in quotation marks at 1st use.

Democratic Republic of the Congo (DRC): note the correct official name includes the word “the”.

developed (e.g., countries): Do not use; substitute “industrialized,” “resource-rich,” and “affluent.” The use of “rich” v. “poor” is acceptable.

developing (e.g., countries): Usage is OK.

de facto: Do not italicize as this is common usage.

Directly Observed Treatment (DOT)

Directly Observed Treatment, Short-course (DOTS)

Down syndrome

drug-resistant TB
drug-susceptible
duty-bearers

E

Eastern Europe

e.g. (meaning, “for example”): Do not abbreviate; spell out and follow with comma, even within parenthetical usage — for example: (for example, when referring to the “governing bodies” of WHO, use lower-case letters).

ellipsis: Use “CMS sets” — three dots with a space on either side of the three; add a fourth dot if the preceding phrase is the end of a full sentence. When four periods are used, the initial period should be a “true” period and follow immediately after the last letter of the final word (other punctuation here may be used, e.g. a comma or question mark). The standard ellipsis character (...) is easiest for layout search and replace. In the Word file for four periods: add a period at the end as usual, then add the 3 dots which Word automatically converts into ellipses.

email: Do not hyphenate.

em dashes: Use for emphasis and to set off phrases; use space before and after.

en dashes: Use between inclusive numbers such as dates, times, page numbers, etc. Do not add space before and after: 1972–1978.

endnotes: The FXB Center uses endnotes, not footnotes.

endnote numbers: Citation numbers must always be placed at the end of sentences, not in the middle. Each sentence can have only one citation number associated with it. Citation numbers are always sequential.

et al.: This means “and others”; do not use comma before it. 1) In first full reference: use “et al.” only if there are more than 4 authors (name first three, then add “et al.” as “et al.” implies 2 or more); 2) In repeat citations where full reference has already been given, if there are only 1 or 2 authors, list all; if there are more than 2, list as first author “et al.” followed by “(see note [number]).” Include year only if it would otherwise be confusing (see “dates,” above, #3).

etc.: Do not use. Spell out “and so forth,” or initiate sequence with “, including,” or “, such as.”

European Convention for the Protection of Human Rights and Fundamental Freedoms, opened for signature by the Council of Europe on November 4, 1950; entered into force on September 3, 1953.

evidence-based reports

ex gratia: Use italics.

executive orders: Write as follows: William J. Clinton, Executive Order: Access to HIV/AIDS Drugs and IP/Trade Issues, May 10, 2000.

extrajudicial

F

fall out: As verb, use “fall out”; as noun, “fallout.”

FY1999: Close up.

female genital cutting (FGC)

female genital mutilation (FGM)

fieldworker

follow up: As verb, use “follow up”; as adjective, “follow-up” (e.g., strategies).

foreignness

foreign words: Do not use quotation marks if italicized — e.g., write either “doble discurso” (double discourse) or *doble discurso*; italicize foreign words when not in common usage. See also below, “translated articles and related; quoting foreign language material.”

François-Xavier Bagnoud Center for Health and Human Rights: Refer to it as either “the FXB Center,” or “the Center”; for programs within the Center, always spell out at first mention and supply standard abbreviations if applicable.

Frendeskreis Indianerhilfe/Fundacion Alemana Ayuda a los Nativos (FAAN)

fueled

fulfill

fulfillment: Use two *l*'s.

G

Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM): This can also be referred to as “the Global Fund” after the full name has been spelled out.

Global Network of People Living with HIV/AIDS (GNP+)

Grand Rounds

H

harm reduction program

the Hague: “the” is lowercase.

health care: Open in all cases; do not hyphenate as adjective.

hermaphrodite: Do not use; use “intersex” instead.

high-risk behavior

HIV: HIV-positive women; people living with HIV/AIDS; note that the phrase “affected by HIV/AIDS” refers to social/environmental influences on non-infected persons who live in high-prevalence communities or countries.

HIV prevention efforts

homosexual/s: Do not use; see entry on “sexuality” for recommended alternative terms.

HM Government: stands for “Her/His Majesty” (UK government publication); like “DC” do not use periods between initials.

human rights: Do not hyphenate as adjective.

human rights: This is generally used as plural noun.

human rights-based approaches (HRBAs)

human rights-holders: Do not use “human right-holders.”

hyphenation: Hyphenate all words that begin with “co-“ (e.g., co-author); also, four-year-old girl; five-to eight-year-old children; also one-and-a-half times the national average.

I

i.e. (meaning, “that is”): Do not abbreviate — spell out and follow with comma.

illegal immigrant: Do not use; substitute “undocumented immigrant.”

indigenous peoples

information, education and communication (IEC); May be capitalized, as Information, Education and Communication Programmes.

injecting drug use (IDU): Can keep if the author uses this term.

inter alia (meaning, “among other things”): Use italics.

inter-agency: Retain hyphens in words with *inter*-prefixes if it helps readability.

International Committee of the Red Cross (ICRC)

International Community of Women with HIV/AIDS (ICW)

International Reproductive Rights Research Action Group (IRRRAG)

internet: Do not capitalize.

intravenous drug use (IDU): use this term unless the author strongly prefers “injecting drug use”

in vitro fertilization: Do not italicize.

italics: Never use both italics and quotations together; use one or the other and be consistent in usage throughout the document.

J

journal: When referring to the *Health and Human Rights* journal, do not capitalize the *j*. The preferred formal title includes a colon: *Health and Human Rights: An International Journal*.

Jr.: follow with a period; do not set off with commas, e.g., John Smith Jr.

judgment: Do not use *e*.

juvenile prostitution : can use this (when juvenile is expressly written) but do not use “prostitution” alone (replace with “sex work”)

K

Kazakhstan

kilometers: State: “8,000 square kilometers,” but “10–50 km.”

L

legal cases: These should be set in italic — e.g., *Toronto (City) Board of Education v. Quereshi* (1991), 14 C.H.R.R. D/243 at D/249; *State v. Tapley*, (1952) I.R. 62, December 12, 1950; Case 13/63 *Italy v. Commission* [1963] ECR 31. Use “v.” rather than “vs.”

letters: Letters referred to as letters should be set in italics rather than quotation marks — e.g., the letter *l*.

locus standi: Use italics; in law, the meaning is “place to stand,” “the right to bring an action.”

long-term

M

Maastricht Guidelines on Violations of Economic, Social and Cultural Rights, Maastricht, January 22–26, 1997.

Magna Carta: Do not use italics.

mega: Hyphenate generally as a prefix — e.g., “mega-corporations.”

men who have sex with men (MSM): See entry on “sexuality.”

Millennium Development Goals (MDGs)

mother-to-child transmission (MTCT)

Ms.: Do not use “Miss.”

multi-country studies

multidrug

multidrug resistant: As adjective, note: “multidrug-resistant parasite.” Also, multidrug-resistant TB (MDRTB).

multisectoral

Myanmar: Do not use; use “Burma.”

N

naïve

names: Within text, always include first names at first mention; use only last names in subsequent mention. An exception to the latter may be made if the name starts a new paragraph or section.

nation-state

nationwide

nd: Do not use superscript — e.g., 2nd, and do not use superscript for “th” or “rd,” etc.

neoliberal

non: Close up in most cases — e.g., noncompliant, nongovernmental, nonprofit, nonrecognition.

Exceptions: hyphenate if not in dictionary or if it helps with readability — e.g., non-criminals, non-disabled, non-payment, non-reproductive, non-response. *Do* hyphenate non-discrimination. *Do* hyphenate when the phrase is part of a fixed-text legal statement (such as “non-commercial” in the journal’s Creative Commons copyright statement).

numbered lists in text: Use numbers in parentheses in lists as follows: “1) point one and 2) point two”; “1) point one, 2) point two, and 3) point three.” Limit use of numbers to short lists; if text refers to serial

list that is longer (e.g., paragraph-length), adjust use of numbers in a manner that enables the flow of the narrative to remain as smooth as possible — e.g., by spelling out numbers.

numbers: 1) Spell out if less than 10; otherwise use numerals. The exception is the use of numbers at the beginning of sentences — always spell out: “Twenty-seven out of the 259 members were absent.” Use “20th century” rather than twentieth century, unless at the beginning of a sentence. Another exception: when numbers are within a sentence, adjust for consistency in prose, and do not mix — e.g., “three out of ten,” or “3 out of 10,” but not “three out of 10” [but “Three out of 10 is ok when “Three” begins the sentence]. 2) When referring to large numbers, generally use numerals rather than spell out — e.g., “1.5 million,” rather than “one and a half million. 3) When referring to fractions, spell out and hyphenate — e.g., “one-third,” “three-quarters.” 4) Reference numbers within the text should always be placed at the end of a sentence, not in the middle. 5) All numerals (except years, e.g., 1999) with four (or more) digits should contain a comma between the hundreds and thousands place, e.g., 1,234.

O

offense: Use this American spelling unless in direct quote where British spelling (offence) appears.

Ombuds Office (with caps): Use this instead of “Ombudsman.” When referring to such offices in the plural, do not capitalize “office”— as in the following excerpt: “Some are formal and mandated to hold the government to account in terms of its legal obligations (for example, courts, Ombuds offices, and human rights commissions).”

ongoing

online

open access: Never hyphenate, even if used as an adjective — e.g., “open access periodical.”

Organization of African Unity (OAU)

Organization of American States (OAS)

overall

over-reporting

P

“p.” v. “pp.”: Use “p.” when referring to single page numbers in endnotes — e.g., “p. 23”; “pp.” precedes multiple pages — e.g., “pp. 23–25.”

page numbers in endnotes: These should be inclusive (1031–1038), not shortened (1031–38). Also see above. If un-numbered document is hyperlinked, there is no need to provide page numbers, since the reader can do a word search online.

para: Spell out in text but okay to abbreviate in endnotes — e.g., para. 3; paras. 34–37.

peer-reviewed journal: Hyphenate as an adjective.

PEPFAR: President’s Emergency Plan for AIDS Relief (president is US president).

per capita: common English usage; do not italicize.

percentages: Use symbols in our journal and in scientific, technical text — e.g., 5% — but may want to spell out in proposals, annual reports — e.g., “5 percent.”

periods: A period should follow a URL at the end of a sentence or reference.

per se: common term so do not italicize

policymaking: use as single word for both adjective and noun; however: policy maker (do not hyphenate); note that this differs from journal style on “decision making” due to considerations of best clarity in most cases.

poor: It is acceptable journal style to use this word as an adjective for “people” and “country”; may wish to replace with other phrases such as “developing country,” “those with scant resources,” etc.

post-infection

Preamble: Use an initial capital letter for covenants, etc. — e.g., “the Covenant.”

pre-test counseling

press releases: Use as a style sample: UNAIDS, “New public/private sector effort initiated to accelerate access to HIV/AIDS CARE and treatment in developing countries” [press release], May 11, 2000.

prima facie: Use italics; means “at first sight; before closer inspection”: They had, *prima facie*, a legitimate complaint. A *prima facie* case is one that, at first glance, presents sufficient evidence for the plaintiff to win.

Principles for the Protection of Persons with Mental Illness (MI Principles)

priority setting: no hyphen unless used as an adjective

pro bono: Do not italicize.

problematic

programmatic

promiscuity: Do not use; substitute “high levels of sexual activity.”

prostitutes: Do not use; substitute “sex workers.” However, can talk of juvenile prostitution.

psycho-: Close up — e.g., “psychosocial.”

punctuation exception: Do not add comma after title of publication if the title ends in a question mark: D. Kennedy, “The International Human Rights Movement: Part of the Problem?” *Harvard Human Rights Journal* 15 (2002), p. 101.

Q

question marks: In punctuating references, question marks and exclamation marks should always replace rather than occur next to commas or colons. For example, if a title ends in a question mark, punctuate as follows: D. Kennedy, “The international human rights movement: Part of the problem?” *Harvard Human Rights Journal* 15 (2002), p. 101.

quotations, including block quotations (extracts): 1) Introduce block quotations with a colon, unless phrased as [According to John Surlap, “The issue is a matter of great urgency.”]. Otherwise, generally use a comma to introduce quotations within text. 2) Use block quotation — indent the quotation — if a) the meaning is “self-contained”— that is, the quotation can stand alone as is and is still meaningful and b) the quotation is quite long (HHR does not set an exact minimum line number). However, if the quotation depends heavily on the immediate context for full meaning AND it is short, it should remain in quotation marks within the paragraph.

quotation marks: Never use both quotation marks and italics together; use one or the other and be consistent throughout document. Do not use quotation marks for longer quotations that are indented.

quotations followed by a colon or semicolon: colons and semicolons should be placed after the closing quotation marks (see CMS 6.9)

quotations with commas: See CMS 15, 6.52–6.55.

R

re-emergence: Hyphenate “re” compounds for words beginning with “e” (but note: “preeminent”).

reference numbers: Always place outside end-of-sentence punctuation.

re-frame

rights-based approaches

rights-holders

right wing and left wing: Capitalize “the Left,” the “Far Right,” and the “radical Right,” but not “left-wingers,” “on the left,” or “members of the right wing.”

rivers: Capitalize as: Amazon River and Amazon River basin, but Marañon and Amazon rivers.

S

safer sex

scale up: Do not hyphenate as verb, but do as adjective — e.g., “scale-up activities.”

2nd International Conference on Health and Human Rights: Do not spell out “2nd.”

Secretary-General

see, for example: Use commas after “see” and “for example.” “See also” should be followed by comma, as well as “see generally.”

self-determination

self-selected

semicolons: place after closing quotations marks (see CMS 6.9)

semi-nomadic: Hyphenate most “semi” compounds.

serial comma (“a, b, and c”): Always use comma before final item in a series.

seroprevalance/seropositive: do not hyphenate; close up.

service-provider initiated testing

sexuality: Avoid the use of the term “homosexual/s”; instead, choose one of the following for better accuracy: “sexual minorities”; “lesbian, gay, bisexual, and transgender (LGBT) persons”; “lesbian and gay persons”; “men who have sex with men (MSM).” Use “transgender” instead of “transgendered”— i.e., “transgender persons.” “Lesbian,” “gay,” “bisexual,” and “transgender” should be used as adjectives, not nouns; thus, “Many gay and lesbian individuals were disheartened over the passage of Proposition 8 in California” would be correct, while “Many gays and lesbians were disheartened over the passage of Proposition 8 in California” would be incorrect.

sexual preference: Do not use; use “sexual orientation” instead.

sex workers: Use this instead of “prostitutes.”

socio-cultural**socioeconomic**

so-called: Do not use quotation marks after “so-called” — e.g., “so-called multi-drug treatment.”

sodomy: Do not use. Preferred: “oral and anal sex”

Southeast Asia

spacing: 1) Always include a space between author’s initials in references and elsewhere (A. B. Smith, never A.B. Smith). 2) Use only one space between sentences. 3) Colons, semicolons, and question marks should also be followed by a single space only. *Copy editors:* search for *double spaces* before submitting final article.

Special Rapporteurs: capitalize but use sentence case for the text that follows describing the mandate of the particular rapporteur (e.g., Special Rapporteur on the right to food). Rapporteurs whose mandate titles are quite long may be abbreviated within the text but please spell out the full title in the first reference note that follows and provide the appropriate url, if applicable. For example, text may say, “Paul Hunt, the Special Rapporteur on the right to health...” but the reference note should spell out his full title, “Special Rapporteur on the right of everyone to the enjoyment of the highest attainable standard of physical and mental health.” For more details, see citation notes below for United Nations documents, subsection (d). Information on UN-related websites and hints for standard citation formats is also available at <http://www2.ohchr.org/english/bodies/chr/special/index.htm>.

Sr.: follow with a period; do not set off with commas, e.g., John Smith Sr.

Standard Rules on Equalization of Opportunities for Persons with Disabilities (StRE)

state: Use lowercase, except in “States parties” (see following).

States parties (to covenants): Capitalize “States” but not “parties.”

sub: Close up — e.g., subsurface. Exception: sub-Saharan Africa.

Supplement: In notes, use “Suppl.” (capitalized, followed by a period) to indicate that a paper is from a supplement. For example, “*AIDS Education and Prevention* 14/5 Suppl. B (2002), pp. 114–123.”

Sudan: Use Sudan, not “the Sudan.”

super-annuated

superscript: Do not use in text; use standard size font instead — e.g., 2nd, 3rd, 4th, etc.

T**task force****Thai AIDS Treatment Action Group (TTAG)**

th: Do not use as superscript for this or “nd,” etc.

the: Generally, omit “The” in reference titles, including *New York Times*, *Boston Globe*, and *Lancet*. Some flexibility may be necessary.

The AIDS Support Organization (TASO) [in Uganda]

titles: 1) Do not use periods with MD, PhD, etc., but do for Mr., Dr., etc. 2) Use a comma after title in prose — e.g., “Joe Saturn, MD, is a director...” 3) Do not use commas around Jr. or Sr., so “John Smith Jr. says” should be used and not “John Smith, Jr., says.” Cite the name first and then title — e.g., “John Smith, Director of the Program on Health and Human Rights, was instrumental in...” 4) Do not use formal civil or other titles in text — e.g., “Prof. John Martin.” Instead use “John Martin” (and if necessary, follow with “professor of law at xx...”) Generally write out titles such as “professor,” and “president,” if describing a person’s function (following capitalization guidelines in CMS 15, 15.11–15.20), but these may occasionally be abbreviated before name within the references — e.g., Msgr. Jimenez v. the Right Reverend Monsignor Jimenez. 5) If the official title is not capitalized in its original (foreign) language, capitalize it according to English-language conventions as in examples.

totaled: Use one *l*.

toward: Use “toward” rather than the British usage, “towards.”

transgender: Never use “transgendered”— e.g., a transgendered person. Use “transgender” instead: “transgender person.”

traveler: Use one *l*.

Treatment Action Campaign (TAC) (South Africa)

tuberculosis (TB)

U

Ukraine: Do not use “the Ukraine.”

underserved/underreported

UNICEF: In general, this does not need to be spelled out, as is the case with WHO.

United Nations (UN): Do not use periods.

United Nations Development Programme (UNDP): As in this instance, retain British spelling if actual name is spelled that way.

United Nations General Assembly Special Session’s five-year review of the International Conference on Population and Development (ICPD+5)

URLs: Use Roman type — e.g., <http://www.hsph.harvard.edu>. Use “http://” and “Available at” followed by URL and period at the end. It isn’t necessary to state date of access. Do not link, do not underline, and use black font — e.g., “Available at <http://hsph.harvard.edu>.” The inclusion of urls in references is optional as long as the full print citation is included. Please be sure urls will open directly to the indicated document.

United States (US): Do not use periods or space between letters.

US\$1.00: Do not use spaces, but use them to separate the number from “million,” etc. — e.g., US\$64 million.

US dollars

USA: Do not use periods.

V

vis-à-vis: Do not italicize.

vs.: Do not italicize unless in title of legal case; should be consistent use of “v.” for cases.

village health workers (VHW) — It is preferable not to use this acronym. May substitute with “community health workers” if appropriate.

voluntary counseling and testing (VCT)

W

web: Capitalization is not necessary if used alone and meaning is obvious due to common usage, e.g., “It is posted on the web.” In case of potential confusion, edit content (e.g., using website or internet); however, use of full the formal name should always be capitalized (World Wide Web).

website: Spell as one word and do not capitalize.

well-being

western Europe

the West: Western world: Capitalize when referring to region; same for the South, East, and North.

whilst: This is British; use “while” instead.

widows: single lines of text that proofreaders note at the bottom of columns in final design documents are acceptable in the references, but should be adjusted in the body of the text to include at least 2 lines.

women’s and girls’ rights

World Health Organization (WHO): Do not use “*the* WHO.”

WHO’s 3 by 5 Initiative

World Wide Web

worldwide (but: World Wide Web)

wrongdoing

Y

year-old: Hyphenate as: “20-year-old.”

yes: Do not use quotation marks around “yes” or “no” — e.g., “The answer is yes.”

II. AUTHOR NAMES AND AFFILIATIONS FOR ARTICLES

Basic structure:

Names of author/s, their degrees, and their titles at corresponding department(s) and institution(s) to which the work should be attributed. Due to space limitations, authors with multiple institutional affiliations should list only one (or at most, two). For articles with multiple authors, the bio section may be further abbreviated to fit journal space.

Name, mailing address, and email address of the author responsible for correspondence about the manuscript (this author may or may not be the "guarantor" for the integrity of the study as a whole); do not list telephone and fax numbers unless author strongly prefers.

Examples:

Judith Sohmen, MD, MPH, MSc, is Professor of Clinical Medicine in the Department of Internal Medicine and Department of Family and Social Medicine at Montefiore Medical Center, Albert Einstein College of Medicine, Bronx, NY, USA.

Raul Fernandez, MD, PhD, is Professor of Psychiatry in the Department of Health Behavior and Health Education at the University of North Carolina at Chapel Hill, NC, USA, and research and policy consultant for Ipas Central America, Managua, Nicaragua.

Please address correspondence to the authors c/o Judith Sohmen, Department of Internal Medicine, Montefiore Medical Center, Albert Einstein College of Medicine, Bronx, New York, USA 02335, email: jsohmen@dimmm.edu.

III. DOCUMENTATION

General

The Center uses endnotes, not footnotes, for citations. Endnote numbers within the text should be placed at the end of the sentence, rather than within the sentence. Each sentence may include only one. Combine into this note all relevant reference material from the sentence.

Example:

I situate open access publishing within a broader movement that has emerged in the digital era to create a public “knowledge commons,” which can play a crucial role in supporting an informed citizenry in its efforts to promote human rights.³

Style

For titles within endnotes, follow *sentence style* — that is, use capital letter for first word only (except for proper nouns) — for titles of articles, chapters, reports, and books. Follow *title case* — that is, capitalize all major words — for titles of journals and newspapers.

Example:

J. Pitanguy, “From Mexico to Beijing: A new paradigm,” *Health and Human Rights: An International Journal* 1/1 (1995), pp. 454–460.

In titles in endnotes, capitalize first word after colon or exclamation point if a subtitle is used. Generally, standardize French/Spanish titles that contain periods to conform with HHR style by replacing periods with colons. If period must be kept, capitalize first word that follows it. English translations of foreign language titles should be enclosed in parentheses and quotation marks should be used:

F. Vieira and P. Zucchi, “Distorções causadas pelas ações judiciais à política de medicamentos no Brasil” (“Distortions to national drug policy caused by lawsuits in Brazil”), *Revista de Saúde Pública* 41/2 (2007), pp. 214–222.

Book, first citation, one author

Basic structure:

Author’s first initial

Author’s last name (followed by “ed” or “eds” in parentheses if it is an edited work) followed by comma

Title of book in italics (use sentence case, not title case)

Mention of 2nd (3rd, etc) edition, separated from title by a comma; do not italicize

Within parentheses, place of publication (forward slash to separate multiple places of publication [mindful that the journal may need to insert a space following the slash to facilitate final layout]), colon, name of publisher, comma, year of

publication, followed by final parenthesis and a period (full stop) or comma and page numbers, using p. or pp.

Examples:

P. Farmer, *Health, human rights and the new war on the poor* (Berkeley, CA: University of California, Berkeley, 2003), pp. 23–25.

F. Terry, *Condemned to repeat?: The paradox of humanitarian action* (Ithaca, NY: Cornell University Press, 2002).

See B. G. Ramcharan (ed), *The right to life in international law* (Dordrecht/ Boston: Martinus Nijhoff Publishers, 1985).

See, for example, C. L. R. James, *The black Jacobins: Toussaint L'Ouverture and the San Domingo Revolution* (London/New York: Penguin Books Ltd., 2001).

O. Solar, A. Irwin, and J. Vega, “Determinants of health and disease: Overview and framework,” in R. Detels, R. Beaglehole, M. A. Lansang, and M. Gulliford (eds), *Oxford textbook of public health*, 5th ed. (Oxford/New York: Oxford University Press, 2009), vol. 1, pp. 329–382.

Book, multiple authors

Note: Author names should appear in the same order as they appear in the original publication.

P. Dauvin and J. Siméant, *Le travail humanitaire: Les acteurs des ong, du siège au terrain* (Paris: Presse de la Fondation Nationale des Sciences Politiques, 2002).

Note: Use “et al.”:

1) in first full reference only, if there are more than 4 authors (list first three, then add “et al.” since “et al.” implies 2 or more);

2) for repeat citations where full reference has already been given. If there are only 1 or 2 authors, list these; if there are more than 2, list as first author “et al.” followed by “(see note [number]).” Include year only if it would otherwise be confusing.

J. C. Semenza, L. Roberts, A. Henderson, et al., “Water distribution system and diarrheal disease transmission: A case study in Uzbekistan,” *American Journal of Tropical Medicine and Hygiene* 59 (1998), p. 941.

Kim et al. (2007, see note 15). [Use year only if a preceding note contains more than one publication by the same author.]

Book, subsequent mention

Use “Ibid.” if the citation immediately follows same citation:

P. Trouiller et al., “Drug development for neglected diseases: A deficient market and a public health policy failure,” *Lancet* 359 (2002), p. 2188.

Ibid., p. 2189.

If citation is the same as one that does not immediately precede it, use 1) the last name of the author or the name of the organization and 2) (see note [number]):

Willinsky (see note 4).

London (2007, see note 14). [Include year if more than one preceding reference with same author.]

Kamara, “Maternal mortality: A public health perspective,” in *Learning to dance* (see note 1). See also, C. Overs, J. Doezema, and M. Shivdas, “Just lip service? Sex worker participation in sexual and reproductive health interventions,” in A. Cornwall and A. Welbourn, *Realizing rights: Transforming approaches to sexual and reproductive well-being* (London: Zed Books, 2002) (see note 7), pp. 21–35.

Chapter from a book

C. Overs, J. Doezema, and M. Shivdas, “Just lip service? Sex worker participation in sexual and reproductive health interventions,” in A. Cornwall and A. Welbourn (eds), *Realizing rights: Transforming approaches to sexual and reproductive well-being* (London: Zed Books, 2002), pp. 21–35.

Journal articles, first citation

Basic structure:

Name of author followed by comma

Within quotation marks, title of chapter, in sentence case, followed by comma, end quotation marks

Name of journal, in full (no abbreviations), italicized

Number of journal / issue followed by year in parentheses, followed by either period or comma and page numbers. Use “Suppl” to indicate that an article is from a supplement.

Examples:

J. Pitanguy, “From Mexico to Beijing: A new paradigm,” *Health and Human Rights: An International Journal* 1/1 (1995), pp. 454–460.

The PLoS Medicine Editors, “How can biomedical journals help to tackle global poverty?” *PLoS Medicine* 3/8 (2006), p. e380.

D. Blane, “Social determinants of health — socioeconomic status, social class, and ethnicity,” *American Journal of Public Health* 85/7 (1995), pp. 903–904.

C. Hess and E. Ostrom, “Ideas, artifacts, and facilities: Information as a common-pool resource,” *Law and Contemporary Problems* 66 (2003), pp. 111–145. Available at <http://www.law.duke.edu/journals/66LCPHess>.

Kennedy et al. (eds), “Income distribution and mortality: Cross sectional ecological study of the robin hood index in the United States,” *British Medical Journal* 312 (1996), pp. 1004–1007.

S. Gruskin, L. Ferguson, and J. O’Malley, “Ensuring sexual and reproductive health for people living with HIV: An overview of key human rights, policy and health systems issues,” *Reproductive Health Matters* 15/Suppl 29 (2007), pp. 18–19.

See, for example, L. Highleyman, “The global epidemic: Affordable drug access for developing countries,” *Bulletin of Experimental Treatments for AIDS* (Summer/Autumn 2001).

Journal articles, subsequent mention

Use same guidelines as for books:

Use “Ibid.” if the citation immediately follows same citation:

Ibid., p. 29.

Ibid., pp. 135–136, citing F. Fernand, A. Ross, and H. Perry, “Assessing the causes of under-five mortality in the Albert Schweitzer Hospital service area of rural Haiti,” *Panamerican Journal of Public Health* 18/3 (2005), pp. 178–186.

If the citation is the same as one that does not immediately precede it, use 1) the last name of the author or the name of the organization and 2) (see note x):

See, for example, Copelon (see note 24), pp. 116–152.

Eaton (2005, see note 12).

A. Yamin, “Transformative combinations: Women’s health and human rights,” *Journal of the American Medical Women’s Association* 56 (1997), pp. 169–173; Freedman (see note 19), p. 324.

Physicians for Human Rights (see note 21), pp. 33–53.

General citation of an edited book or compilation

A. Yamin, “Embodying shadows: Tracing the contours of women’s rights to health,” in N. Gordon (ed), *From the margin of globalization: Critical perspectives on human rights* (New York: Lexington Books, 2004), pp. 223–257.

See generally, R. Künnemann, “Extraterritorial application of the International Covenant on Economic, Social and Cultural Rights,” in F. Coomans and M. T. Kamminga (eds), *Extraterritorial application of human rights treaties* (Antwerp: Intersentia, 2004).

Reports

Use same guidelines as for books:

A. Sha'ar, P. Kelly, and E. Kleinau, *USAID village water and sanitation program. West Bank of Palestine. Environmental health assessment — Phase II* (Washington, DC: Environmental Health Project, June 2003).

If a report is credited to an organization rather than an individual:

Amnesty International, *Torture worldwide: An affront to human dignity* (New York: Amnesty International, 2000), pp. 2–6.

HM Government, *Health is global: A UK Government strategy 2008–13* London: Central Office of Information, 2008). Available at http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_088702.

World Bank, *Development and human rights: The role of the World Bank* (Washington, DC: World Bank, 1998). Available at <http://www.worldbank.org/html/extdr/rights/>.

World Health Organization, *The world health report 2004: Changing history* (Geneva: WHO, 2004).

WHO and UNAIDS, *Progress on global access to HIV antiretroviral therapy: A report on “3 by 5” and beyond* (Geneva: WHO, 2006), p. 34.

Contribution to a series**Basic structure:**

Author’s first initial

Author’s last name, followed by comma

Title of article within quotation marks, followed by a comma

Name of series followed by parentheses

Within parentheses, publication place, followed by colon, publisher, a comma and date.

Example:

M. Yahya, *Polio vaccines — Difficult to swallow: The story of a controversy in northern Nigeria*, University of Sussex Working Paper 261 (Brighton, UK: Institute for Development Studies, 2006); M. Yahya, “Polio vaccines: ‘No thank you!’ Barriers to polio eradication in Northern Nigeria,” *African Affairs*, 106/423 (2007), pp. 185–204.

Newspaper articles**Basic structure:**

Author’s first initial

Author's last name, followed by comma
Title of article within quotation marks, followed by comma
Name of newspaper, in italics and title case
Within parentheses, month, day, and year of publication, followed by period
May be followed by URL and period.

Examples:

J. Boyle, "Sold out," *New York Times* (March 31, 1996). Available at http://www.law.duke.edu/boylesite/Sold_out.htm.

"Patent wrongs," *Washington Post* (Editorial, February 25, 2001); T. Karon, "AIDS drugs case puts our ideas about medicine on trial," *Time World* (March 5, 2001).

Agence France Presse, "WHO backs South Africa in anti-AIDS drug case" (March 6, 2001).

Presentations at conferences

Basic structure:

Name of presenter, followed by comma
Name of presentation, in quotation marks and in sentence case
Within parentheses, "presentation at" followed by name of conference in title case, followed by place and date of conference, all separated by commas.

Examples:

D. Gordon, "Monitoring the right to health" (presentation at Exclusion and the Right to Health: The Role of Health Professionals, IFHHRO Conference, Lima, Peru, October 13, 2006). Available at http://www.edhucasalud.org/documents/DAVE_GORDON_PGS.pdf.

See also, R. K. Murthy, B. Klugman, S. Weller, and L. Aizenberg, "Draft 2: Sexual and reproductive rights in service: Accountability and community participation" (presentation at The Expert Consultation on Decentralization, Integration of Service Programs, Community Participation and Accountability As These Pertain to Sexual and Reproductive Rights and Health, Capetown, South Africa, April 24 and 25, 2003).

C. Juma, "Reinventing African economies: Technological innovation and the sustainability transition" (presentation at The John Pesek Colloquium on Sustainable Development, Iowa State University, Ames, Iowa, USA, April 6–7, 2006).

P. Hunt, "Keynote address" (presented at Lessons Learned from Rights Based Approaches to Health, Emory University, Atlanta, GA, USA, April 14–16, 2005).

For example, see M. Heywood, "Debunking 'Conglomo-talk:' A case study of the *amicus curiae* as an instrument for advocacy, investigation and mobilisation" (paper presented at Health Law and Human Rights: Exploring the Connections, an International Cross-disciplinary Conference Honouring Jonathan M. Mann, September 29–October 1, 2001, Philadelphia, PA).

Government sources (see also “Legal citations” and “US law/legislation” sections below)

South African Department of Education, *Draft national policy on HIV/AIDS for learners and educators in public schools, and students and educators in further education and training institutions*. Notice Number 1926 of 1999 (Pretoria: Department of Education, 1999).

The Socialist Republic of Vietnam, *The national target program on poverty reduction for the period 2006-2010*, 5th draft (Hanoi: 2005).

US Department of Health and Human Services, Centers for Disease Control and Prevention, *HIV/AIDS Prevention Bulletin* (April 19, 1993).
Central Bureau of Statistics, Kenya, *Demographic and health surveys, 2003, preliminary report* (Nairobi: Central Bureau of Statistics, 2003). Available at http://www.measuredhs.com/countries/country.cfm?ctry_id=20.

This section draws extensively from the UK Department of Health, *Health is global: Proposals for a UK government-wide strategy* (A Report from the UK’s Chief Medical Adviser, Sir Liam Donaldson, 2007), especially at p. 46.

United Nations documents

(Please note that not every citation will include a reference to an article or paragraph; references to them below are included as examples of where these would be placed.)

a) Resolutions (including Declarations)

Universal Declaration of Human Rights (UDHR), G.A. Res. 217A (III) (1948), Art. xx. Available at <http://www.un.org/Overview/rights.html>.

Declaration on the Right to Development, G.A. Res. 41/128 (1986), para. xx. Available at <http://www.un.org/documents/ga/res/41/a41r128.htm>.

Security Council Res. 940, UN Doc. No. S/RES/940 (July 31, 1994) para. xx. Available at <http://www.un.org/docs/scres/1994/scres94.htm>.

b) International conventions, treaties, covenants, and other binding instruments

International Covenant on Civil and Political Rights (ICCPR), G.A. Res. 2200A (XXI) (1966), Art. xx. Available at <http://www2.ohchr.org/english/law/ccpr.htm>.

International Covenant on Economic, Social and Cultural Rights (ICESCR), G.A. Res. 2200A (XXI), Art. xx. (1966). Available at <http://www2.ohchr.org/english/law/cescr.htm>.

Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment, G.A. Res. 39/45 (1984). Available at <http://www2.ohchr.org/english/law/cat.htm>.

International Convention on the Elimination of All Forms of Racial Discrimination, G.A. Res. 2106A (XX) (1965). Available at <http://www2.ohchr.org/english/bodies/ratification/2.htm>.

Convention on the Rights of the Child (CRC), G.A. Res. 44/25 (1989). Available at <http://www2.ohchr.org/english/law/crc.htm>.

Convention on the Rights of Persons with Disabilities, G.A. Res. 61/106 (2006). Available at <http://www2.ohchr.org/english/bodies/ratification/15.htm>.

International Convention on the Elimination of All Forms of Discrimination against Women, G.A. Res. 34/180 (1979). Available at <http://www2.ohchr.org/english/law/cedaw.htm>.

c) Documents of world summits and conferences

Platform for Action of the Fourth World Conference on Women, UN Doc. No. A/CONF.177/20 (1995), para. xx.

United Nations, World Conference on Human Rights: Vienna Declaration and Programme of Action, Vienna, June 14–25, 1993, UN Doc. No. A/CONF.157/24 (Part I) (1993), reprinted in *International Legal Materials* 32, p. 1661, para. xx.

d) Reports of committees, special procedures, and subsidiary bodies

Committee on the Rights of the Child, Concluding Observations on Viet Nam, UN Doc. No. CRC/C/15/Add.200 (2003), para. xx.

UN Sub-Commission on the Promotion and Protection of Human Rights, Report on the Right to Food as a Human Right, UN Doc. E/CN.4/Sub.2/1987/23 (1987), para. xx.

UN Human Rights Committee, General Comment No. 31, The Nature of the General Legal Obligations Imposed on State Parties to the Covenant, UN Doc. No. CCPR/C/21/Rev.1/Add.13. (2004).

UN Human Rights Committee, General Comment No. 28, Equality of Rights between Men and Women (Article 3), UN Doc. No. CCPR/C/21/Rev.1/Add.10 (2000).

Committee on Economic, Social and Cultural Rights, General Comment No. 14, The Right to the Highest Attainable Standard of Health, UN Doc. No. E/C.12/2000/4 (2000). Available at <http://www.unhchr.ch/tbs/doc.nsf/0/40d009901358b0e2c1256915005090be?Opendocument>.

Committee on Economic, Social and Cultural Rights, General Comment No. 3, The Nature of States Parties' Obligations, UN Doc. No. E/C.12/1991/23 (1990).

Committee on the Elimination of Discrimination Against Women, General Recommendation No. 24, Women and Health, UN Doc. No. CEDAW/C/1999/I/WG.II/WP.2/Rev.1 (1999).

UN Human Rights Committee, General Comment No. 6, The Right to Life, UN Doc. No. A/37/40 (1982).

Paul Hunt, UN Special Rapporteur on the right of everyone to the enjoyment of the highest attainable standard of physical and mental health, Title of Report, UN Doc. No. xx. Available at <http://www2.ohchr.org/english/issues/health/right/>.

e) UN publications

United Nations Population Fund, *Culture matters* (Geneva: UNPF, 2000), p. xx.

Documents of regional organizations

European Convention on Human Rights, European Treaty Series No. 5 (1950), Art. xx. Available at <http://www.conventions.coe.int/Treaty/en/Treaties/Word/005.doc>.

African Commission on Human and Peoples' Rights, Declaration of Principles on Freedom of Expression in Africa (2002), Art. xx. Available at <http://www1.umn.edu/humanrts/achpr/expressionfreedomdec.html>.

American Convention on Human Rights, O.A.S. Treaty Series No. 36 (1969). Available at <http://www.cidh.oas.org/Basicos/basic3.htm>.

European Social Charter, 529 U.N.T.S. 89 (1961). Available at <http://conventions.coe.int/treaty/en/treaties/html/035.htm>.

African Charter on Human and Peoples' Rights, OAU Doc. No. CAB/LEG/67/3 rev. 5 (1981), reprinted in *International Legal Materials* 21 (1982), p. 58. Available at <http://www1.umn.edu/humanrts/instree/z1afchar.htm>.

African Charter on the Rights and Welfare of the Child, OAU Doc. No. CAB/LEG/24.9/49 (1990). Available at <http://www.un.org/children/conflict/keydocuments/english/africancharteron22.html>.

Additional Protocol to the American Convention on Human Rights in the Area of Economic, Social and Cultural Rights (Protocol of San Salvador) (1988). Available at <http://www.oas.org/juridico/English/Treaties/a-52.html>.

General style format

Name of Special Rapporteur, UN Special Rapporteur on (name — e.g., Special Rapporteur on the right of everyone to the enjoyment of the highest attainable standard of physical and mental health), Title of Report, UN Doc. No. xxx/xxx (year), para. xx.

Committee on xx, General Comment No. xx, Title of General Comment, UN Doc. No. xxx/xxx (year), para. xx.

Internet sources

Basic structure:

**Document title and complete URL, including <http://www>. (followed by period)
 “Available at” (no comma) followed by URL
 Do not underline or link; black type only.
 Use <http://www>. for all URLs.**

Examples:

The MARAM Project, *Prevalence of vitamin a deficiency among children, aged 12–59 months, in the West Bank and Gaza Strip* (June 2004). Available at http://www.healthinform.net/files/nutrition/VitamnA_report.pdf.

C. A. Odinkalu, “Why more Africans don’t use human rights language,” *Human Rights Dialogue* 2/1 (New York: Carnegie Council on Ethics and International Affairs, Winter 2000). Available at http://www.cceia.org/resources/publications/dialogue/2_01/articles/602.html.

SQW Limited (compiled by), *Economic analysis of scientific research publishing*; commissioned by the Wellcome Trust (revised edition, October 2003). Available at <http://www.wellcome.ac.uk/assets/wtd003182.pdf>.

Newsletters

U. von Pilar, “Sharing knowledge! The La Mancha Training Center,” *La Mancha Gazette* (MSF Internal Newsletter, May 2006), p. 12.

Unpublished works

See H. Potts, *Human rights in public health: Rhetoric, reality and reconciliation*, PhD thesis (2006).

Legal citations

Note: Legal cases should be italicized.

See, for example, *Paschim Banga Khet Mazdoor Samity v. State of West Bengal* (1996), 4 S.C.C. 37; *Eldridge v. British Columbia* (Attorney General) (1997), 3 S.C.R. 624; *Minister of Health and Another v. Treatment Action Campaign and Others* (2002), 5 South African Law Report 721 (South African Constitutional Court); *Viceconti v. Ministry of Health and Social Welfare* (1998) (Argentina, Poder Judicial de la Nación, Causa no. 31.777/96, June 2, 1998); *Cruz Bermudez et al. v. Ministerio de Sanidad y Asistencia Social* (Supreme Court of Justice of Venezuela, Case No.15.789, Decision No. 916, July 15, 1999).

US law/ legislation

Refer to CMS 17.310 for general format; preferred index to use is the *US Statutes at Large*. A searchable database of this source is available at <http://www.constitution.org/uslaw/sal/sal.htm>. For capitalization, follow that found in formal text of act (i.e. NOT sentence case). Italicize title of act and *US Statutes at Large*. For page number, include p. or pp. (NB: this is slightly different from CMS).

Example:

See, for example, the *National Industrial Recovery Act of 1933*, Public Law 73-67, *US Statutes at Large* 48 (1933), p. 195. Available at <http://www.ourdocuments.gov/doc.php?flash=true&doc=66>; see also the *United States Housing Act of 1937*, Public Law 93-383, *US Statutes at Large* 88 (1937), p. 653 as amended by the *Quality Housing and Work Responsibility Act of 1998*, Public Law 105-276, *US Statutes at Large* 112 (1998), p. 2518 in addition to others as of March 2, 1999. Available at <http://www.nhl.gov/offices/ogc/usha1937.pdf>.

IV. FORMATTING GUIDE: For submissions to HHR Design

capitalization:

Author names: Capitalize first letter of each name.

Do not use caps in text for:

Article title

Main section headings in text, even if these contain proper names such as those of countries or organizations.

For *subheadings*, italicize, and capitalize only first letter of first word, proper nouns, and first letter of first word that follows a colon.

Do not use third-level sub-headings.

main section headings: 1) Do not bold any main or subheadings.

subheadings: 1) Italicize; 2) Capitalize first word, any proper nouns, and first word that follows any colon in subtitle.

em dashes: Use for general interruptions; use space before and after.

en dashes: Use for dates, times, range of page numbers, etc. Do not use dashes/hyphens between page numbers; use dashes/hyphens only to designate hyphenated words. Do not use spaces before or after en dash: September 29–October 1, 2001, pp. 34–56.

font: Use Times New Roman, size 12, for text and endnotes. Format as flush left for entire text, including endnotes.

indents: Make all text flush left — do not indent paragraphs — but do not worry about size of tab. This includes title.

long quotes: Leave one line space above and below the quote. Do not indent or offset the quote, and add citation number at the end of the quotation. See notation for “quotations” above.

numbering: For numbering endnotes, use regular size font (not superscript) — 12 pt — followed by a period and *tabs*. **Do not use space bar to move text after numbers.**

order:

article title (*not in bold*) [in final Word layout title should be all lower case and centered on the page]

Author/s name/s (*not in bold* and centered on the page)

[After this NO more centering – all justified to left side of page]

Author bio (for each author; if 2 authors, limit to less than ~50 words; if more than 2 authors, will need to be very brief due to space limitations; see “Author names and information”). (in bio, always **bold author names but text of bio beginning with comma after each author name should *not* be in bold**)

Contact info: “Please address correspondence to the author” followed by name and desired contact information for the contact author

Competing interests: (“Competing interests”) None declared.[final wording can depend on authors’ preference in asserting competing interests, if any]

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abstract (“abstract” in *all lower case*)

Text (primary subheads are all lower case, Roman font; secondary subheads in sentence case, italics, with appropriate capitalization; HHR does not have level-3 subheads; see further below)

Introduction (“introduction” in all lower case)

acknowledgments (“acknowledgments” in *all lower case and bold*)

References [here place endnotes but the section should be titled References];

(“references” in *all lower case and bold*)

Note regarding translated material — e.g., *This article, including all quotations from cases and other Spanish-language material, has been translated from Spanish into English by xxxx xxxxx.*

spacing:

1) Use single space for everything except between paragraphs and sections. Do not use a line space between subtitles (primary or secondary) and text that follows — i.e., use only one line/space before each heading, following the previous paragraph. Do not add line space after heading the text that follows.

Example (showing primary and secondary subtitle):

politics of power

Lack of clean water is among the most severe human rights challenges faced by the people of Haiti today. In 2002, Haiti ranked 101 of 127 countries in terms of the quantity and quality of fresh water; the existence of wastewater treatment facilities; and the presence of legal structures, such as pollutant regimes. Relying on a human rights-based framework, the authors argue that actors have corresponding obligations that they should observe.

A nation in jeopardy: Historical burdens

The Republic of Haiti declared its independence from France on January 1, 1804, after 12 years of revolutionary war that claimed over 100,000 Haitian lives and destroyed the colonial infrastructure, such that clean water, adequate sanitation, health care, and stable food supplies were virtually eliminated.

2) For long quotations (also see above section, “quotations”), leave one line space above and below the quote. *Do not indent or offset the quote.*

3) Add space between initials (letters) of names in endnotes: J. Y. Kim and P. Farmer, “AIDS in 2006 — Moving toward one world, one hope?” *New England Journal of Medicine* 355 (2006), pp. 645–647. Also use space before and after em dashes, such as title in preceding line, but not before en dashes, such as pp. 645–647.

4) Use single space between sentences.

tables: Use sentence case as in reference style. Except in rare cases for emphasis, the text of tables should not be in bold..

endnotes: Word document formatting for importing endnotes into InDesign (titled “References”):

- Format the Endnotes *paragraph* style (not the Endnotes *letter* style). To do this, go to the Format drop-down menu /Style/Endnote Text/Format/Numbers. See pdf example. Then close those windows.
- Select all the endnotes and make sure the little style window in the Word formatting bar above the document pages says “Endnote Text.” The drop down menu will not let you choose this setting — you will have to type “Endnote Text” into the box directly.
- You will see a repeat number (followed by a period!) appear in front of each note at the end of the document. Do not worry about this. The production team will take care of this. (If the copyeditor will be re-formatting authors’ submissions, the copy editor will be asked to remove the extra superscript numbers.) The layout designer will then import and manually fix the tabs, etc.

translated articles and related; quoting foreign language material:

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1. Use the English translation that is provided by the individual who does the translation for HHR, and in the first citation linked to such a translation (in the notes), add a statement to the effect that “all translations of sources within this article are by [name of translator] unless stated otherwise.”** EXCEPTION:
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**NOTE: Citing translation source in first note should be *in addition to* a statement provided at the end of all manuscripts published in HHR that have been translated by a consulting translator. The translator should be credited by a note at the end of the manuscript that reads, for example (with modifications as appropriate):

This article, including all quotations from cases and other Spanish-language material, has been translated from Spanish into English by Victoria Furio.

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3. If a translation is provided, the original-language text does not need to be included in the manuscript; citing the source/translation is sufficient.

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- b. Table 1. Types of injections during survey period. Source: Based on data collected by the World Health Organization, *Injection practices in the third world* (Geneva, Switzerland: WHO, 2004), pp. 45–48.

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