



DIE Style Guide

German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE)

Status: 7 January 2022

This style guide is not exhaustive and there will be editorial issues that arise which are not covered in these pages. Copy-editors should make informed decisions in these cases based on their editorial experience.

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I Common text elements

Cover pages for Discussion Papers and Studies:

(These parts are added during typesetting/layout by the Publication Office)

Discussion Paper / Deutsches Institut für Entwicklungspolitik
ISSN 1860-0441

Die deutsche Nationalbibliothek verzeichnet diese Publikation in der Deutschen Nationalbibliografie; detaillierte bibliografische Daten sind im Internet über <http://dnb.d-nb.de> abrufbar.

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If a publication is project-financed it must include:

This publication is from the DIE project “XYZ”, financed by ZYX.

[Example: This publication is from the DIE project “Supporting Sustainable Peace”, financed by the Federal Ministry for Economic Cooperation and Development (BMZ)]

Alternatively, it may include the more general note (however, this should be the exception):

Published with financial support from the Federal Ministry for Economic Cooperation and Development (BMZ)

Standard page footer

German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE)

→ This is the Institute’s official and only name in English. Please make sure it is used correctly in all texts, including the list of references.

→ The abbreviation DIE is the only abbreviation. The abbreviation “GDI” is not to be used at all.

Wrong:

GDI/DIE

GDI

German Development Institute (DIE)

Deutsches Institut für Entwicklungspolitik / German Development Institute

Deutsches Institut für Entwicklungspolitik (GDI)

etc. ...

Contents

Even though some manuscripts may already contain a List of Contents, the final list is created automatically through links during formatting and need not be checked before. However, it should be checked in the proofs (PDF).

II Structure

"Abstract" / "Foreword (Preface)" / "Acknowledgements" (if applicable) are placed before the Contents in this order. The section "Contents" is followed by "Abbreviations".

Beginning of body text:

Executive summary (if there is no abstract), followed by Section 1. If there is an "Introduction" this is numbered "1" and the first Section is therefore numbered "2":

1 Introduction

Every Discussion Paper and Study must contain an abstract (Studies: back cover text). It can also contain an Executive summary. If it does, the abstract does not need to be included in the paper; the publication of the abstract on the website is then sufficient.

Headings and sub-headings thereafter are numbered: 2, then 2.1, 2.2 etc. There is no punctuation after the number.

1

1.1

1.1.1

(Do not create more than max. five levels; avoid levels 4 and 5, if possible)

Do not use various different sub-headings without numbers, for example:

Defining the goals

Defining the goals

Sub-headings without numbers are not included in the Contents and therefore should not be used for larger subsections. The only allowed sub-heading without number is this:

Defining the goals

If, for some specific reason, it is advisable to include another sub-heading without numbers, it should be formatted as follows:

Defining the goals

This sub-heading is superior to the one in italics.

Some authors like to use **bold print** or *italics* in order to stress words or sentences – alternatively they like to underline them. This is to be used sparingly and, more importantly, systematically and consistently. These structuring devices must not be applied/mixed at random.

- ➔ Do not correct the formatting at random! Always check the structure intended by the author, that is, look at the structure of the text in its entirety, before beginning with the correction.

Please make sure that cross-references do not include page numbers as these will change during layout! Cross-references should always refer to Sections, Tables, Figures, etc., but never to pages.

Annex or Appendix?

An annex and an appendix are both forms of addendums to a main document.

An appendix contains data that cannot be placed in the main document but has references in the original document.

An annex, on the other hand, is usually a standalone document that offers additional information than contained in the main document.

III Technical elements

UK spelling, grammar and punctuation are used for all of DIE's official publications. Exceptions are made for in-text citations and references in the list, which are formatted according to APA 6th style, and for external publications (e.g. journals) if the publisher requires authors to use a specific in-house style guide. (APA style applies to references only, not to layout or to any other aspect of a DIE publication!)

Spelling examples	organisation, travelling, neighbour, metre, programme
Commas	In simple lists, open comma system: apples, oranges and bananas (<u>not</u> : apples, oranges, and bananas) ¹ In lists containing compound items, it may be necessary to add an extra comma before "and" to show where one item ends and another begins.
Slashes	no spaces
Example:	morning/evening
Exception:	German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE)
Contractions	Avoid excessive use of contractions. They reflect informal speech and writing.

Use of "i.e."/"e.g." in main text, footnotes and within brackets

The major style manuals (MLA, APA and Chicago) agree that Latin abbreviations should be kept out of the main body of a text – that is, they should not appear in ordinary sentences within ordinary paragraphs. Certain abbreviations may be used in brackets within the body of a text (etc., e.g., i.e.), but the rest should appear only in footnotes, endnotes, tables, and other forms of documentation.

Capitalisation following colons and bulleted lists

See <http://www.getitwriteonline.com/archive/101406VerticalLists.htm>

Capitalisation of official titles (see also: IV Title styles: Personal titles)

the president	President Steiner
the prime minister	Prime Minister Hayward

End-of-line breaks

Line breaks are sometimes necessary for layout reasons, especially in Briefing Papers due to the two-columned layout. Make sure the text does not contain any hyphens for end-of-line breaks. If any, only soft hyphens (German: "bedingter Trennstrich") may be used for line breaks because "normal" hyphens may lead to errors after formatting (because of different fonts etc.)!

Example

Manuscript: Lorem ipsum dolor sit amet, aliquid verterem ad ius, facilisi electram conceptam nam et, populo equidem qui id. Ei sea prima insolens percipitur, utroque oporteat usu id. **Pe-tentium** ad, phaedrum volutpat efficiantur id sea. Utamur detracto verterem pro ei. Ancillae imperdiet cotidieque vel no, ea eum patrioque suscipiantur. Quem disce **demo-critum** disputando pri no.

Formatted paper: Lorem ipsum dolor sit amet, aliquid verterem ad ius, facilisi electram conceptam nam et, populo equidem qui id. Ei sea prima insolens percipitur, utroque oporteat usu id. **Pe-tentium** ad, phaedrum volutpat efficiantur id sea. Utamur detracto verterem pro ei. Ancillae imperdiet cotidieque vel no, ea eum patrioque suscipiantur. Quem disce **demo-critum** disputando pri no.

¹ Does not apply to in-text citations in APA 6th style, see Section XII in this style guide.

IV Title styles

Short, attractive titles are preferred – they should be concise but informative so that keywords are picked up in online searches.

Umschlag/cover title This Is the Title Style on the Cover
This Is the Subtitle

Exception: If the author insists on the other style, this may be used instead:
This is the title style: this is the subtitle

The first and last words and all nouns, pronouns, adjectives, verbs, adverbs and subordinating conjunctions (*If, Because, As, That*, etc.) are capitalised. Articles (*a, an, the*), coordinating conjunctions (*and, but, or, for, nor*), and prepositions, regardless of length, are lowercased unless they are the first or last word of the title or subtitle. The *to* infinitive is also lowercased. Acronyms are the only things in all caps: UNICEF, etc. Exception: phrasal verbs – e.g., Facing Up to the Realities of Globalisation.

Main title for Discussion Papers and Studies This is the title style

Main title for Briefing Papers This Is the Title Style

Headers and section titles in all texts This is the title style

Subtitles with colon/en rule (en dash) This is the title style: this is the subtitle
(not: This is the title style: This is the subtitle)
Title style – this is the subtitle

Exceptions apply for titles in references: According to APA 6th style titles and subtitles are written as follows:
This is the title: And this is the subtitle (Sentence Case, not Title Case!)

Hyphenated words where headline style is used Development Policy in Post-Conflict Zones

Title style for figures and tables See Section XI “Illustrations”

Capitalise elements when specifically cited The figure below shows.../In Figure 2 we have evidence...
table(s)/Table 3
section(s)/Section 4, Section 4.1 or subsection 4.1

How to present publications, summits, institutions, etc. in main text

Newspapers/journals *Financial Times / Journal of Economics*

Book/report titles “This Is the Title of the Book or Report”

Journal/newspaper articles “This Is the Title of the Article”

Studies/papers/briefings/documents “This Is the Title of the Paper”

Project “Supporting Sustainable Peace”

Institutions/organisations World Trade Organization

Ministries Ministry of Labour

Conferences/summits/conventions United Nations Climate Change Conference

Initiatives Global Reporting Initiative

Programmes Social Cash Transfer Programme

Agreement Trans-Pacific Partnership/Paris Agreement

Seminar Paris Trade Seminar

(Please note that names of organisations must retain their original spelling. For example, the name World Trade Organization should not be changed to “Organisation”. But the spelling of government branches may be changed to fit UK spelling rules, for example one can change the US Department of Defense to “Defence”, and “Labor” to “Labour”, etc.)

Personal titles

Titles in running text

It was the president who made the decision.

It was President Müller who made the decision.

Noun in apposition

It was the president, Gerhard Müller, who spoke.

V Quotations and quotation marks

Formatting quoted materials

Quotations should be formatted in roman type (*not in italics*):

Williams concludes that “liberal democracy is a necessary element” (Koenig, 2009).

Changing quotations and handling errors

Original spelling and punctuation (e.g. comma usage) should always be retained in quotations. The only exception is “%” (change to “per cent”).

For grammar or spelling errors within quotations, the editor should query the author asking if the error is part of the original text (or merely a typing error). If it is part of the original, during the second text review, the editor can indicate the error with “[sic]”:

Williams concludes that “liberal democracy is a nessary [sic] element” (Koenig, 2009).

Display quotes/block quotes

Quotes of 40 words and longer are set off from the main text and indented. When citing a reference at the end, the full stop follows the final sentence, not the reference:

Nevertheless, Moi was able to hold on to power due to flawed elections and a disunited opposition both in 1992 and 1997. In 2002 the constitution prohibited Moi from running for office again. His chosen successor, Uhuru Kenyatta, was challenged by Mwai Kibaki, the joint candidate of the National Rainbow Coalition, a coalition combining 15 opposition parties. (Murunga & Nasong’o, 2006)

(Please use the “word count” function in MS Word to determine the length of a quote.)

Quotation marks for non-standard usage words/terms

Tanzania has been a “donor darling” for several decades.

(The quotation marks are only used on the first example and deleted in following instances.)

Double vs. single quotation marks

Always use double quotation marks – except within a quote. We prefer curly quotations marks but the most important aspect in this context is consistency within the manuscript!

Placing commas and full stops inside/outside quotation marks

UK English applies. Please check respective grammar books.

Capitalising (or not) initial letter of opening quotes

Example: It is not only the EEA which concludes that “[e]xcessive use of natural resources jeopardises humanity’s safe operating space” (EEA, 2015a, p. 46).

Use of ellipses [...] for indicating breaks within quoted materials

Use a three point ellipsis in square brackets [...] to indicate an omission, with a space before and after the ellipsis:

“There is a problem [...] in the way that revenue is currently distributed.”

Quick reference paragraph for quotations

Set against this is the definition of the KIT Royal Tropical Institute (KIT) (2010) which sees value chains as the full range of activities that are required to bring a product [...] to its end use. The value chain consists of enterprises that collaborate in various degrees [sic]; the chain is defined by its raw material and market segment.

VI Footnotes

Footnote numbers are placed outside commas and full stops, but before semicolons:

- Based on the 2013 Public Expenditure Review,²² Table 2 shows a decrease in spending.²³
- This is based on the government’s own estimates²⁴; however, these have not been verified.
- Do not use endnotes, only footnotes.
- Do not use footnotes for references, even if the reference is only a link: This link, too, has to appear in the reference list like all the other references and should be placed in brackets in the main text according to APA 6th style.²
- For punctuation in footnotes, see this footnote.³

VII Numbers**General rules**

- Spell out numbers zero to nine; use figures for numbers 10 and above, except when figures/statistics are being directly compared. Example: “In 2012, 7 communities fell under this regulation, while in 2013 the number rose to 12.”
The same applies to first, second, third, etc., but use 11th, 12th, 13th, etc.
- A sentence cannot begin with a number; either spell out in full (“Thirty-eight”) or rewrite to avoid starting with a numeral.
- Possible exceptions (use of numerals instead of words): See example in Section 7.1.2: <https://goetheindia.files.wordpress.com/2010/01/new-harts-rules.pdf>
- Place commas in thousands: 1,500.
- Always use numerals with percentages: 7 per cent (except in tables/figures).
- Use a hyphen for inclusive number ranges and use the full form of numbers: “Refer to pages 122-128” (not 122-8 or 122-28 and not 122–128).
- Use en rule (not em rule) with one space at each side for separating clauses. Example: Use an en rule – the shorter one – to do this. (Not an em rule—like this. And not a hyphen - like this.)

² <http://www.die-gdi.de/en/the-current-column/article/the-eus-response-to-the-refugees-crisis-one-year-after-the-valletta-summit/> = wrong. → Correct: (Castillejo, 2016) in body text, not in footnote. PLUS full entry in reference list (author’s work).

³ If a footnote has a finite verb it ends with a full stop.
www.no-fullstop-behind-a-link.com

Tables

Use the “%” symbol at top of column. If the entire table is devoted to percentages, this can be stated in the table title, for example: “Table 1: Monthly returns in developed equity market (%)”. Be sure to use decimal points instead of commas when tenths of a percentage are used (55.3 – not 55,3). In cases where the “%” symbol is used with the number, do not insert a space (50%).

Table 1: Budget		
	% of budget	No. of aid projects*
Agriculture	55.3	7
Transport	33.2	5

*All phrases in Figures and Tables begin with a capital letter: “No.”, not “no.”.

Monetary terms in tables – millions vs. billions

Present currency terms in table title rather than adding “m” or “bn” in table next to numbers, when possible.

Table 2: Transfers to sub-national governments 2006-2008 (in INR millions)			
Agriculture	24.6	26.7	28.2
Transport	33.2	36.5	39.7

Quick reference list for numbers

General usage

nine, 10 (except when comparing statistics directly)
 ninth, 10th (except when comparing statistics directly)
 4,000
 two-thirds
 G8/G20
 pp. 75-100

Years/dates/time

mid-2009
 19th century (do not use superscript = 19th)
 1930s (not “thirties”, “nineteen thirties”, or “1930’s”)
 7.30 p.m.
 6 October 2014
 6 October
 2000-2001
 2000/2001

Currencies

- Currency symbols (\$) or codes (USD) should be applied uniformly throughout a text and not mixed.
 \$2 million/USD 2 million
 €2 million/EUR 2 million
- If currency amounts are initially given in US dollars, for example, highlight instances in text where the authors use a different currency for amounts later in text (e.g. euros).
- For ease of comparison, in general only one currency should be used in a text.

Measurements

- Introduce rare/unfamiliar measurement abbreviations on first use and add to abbreviations list.
- Use numerals for all measurements.

First usage/following usage

56 km	10 m ³
60 ha	50 MW
1,600 kg	44 billion kWh
	20 per cent (in tables: 20%)

15-20 per cent (*exceptions: from 15 to 20 per cent; between 15 and 20 per cent*)

20 per cent reduction (*not 20-per-cent reduction*)

Any uncommon measurements should be introduced on first use:

100,000 barrels per day (bpd)/100,000 bpd

VIII Abbreviations

Technically, the word “abbreviations” incorporates both acronyms and initialisms. The word **acronym** refers only to terms based on the initial letters of their various elements and read as single words (NATO, UNESCO, NAFTA); **initialism** refers to terms read as a series of letters (BBC, ATM, GIZ).

General rules

- No full stops are used (PhD, NATO, US, WTO).
- Mr A, Ms B, Dr C (*but* Prof. D)
- Use ALL CAPS, regardless of length: NAFTA, ECOSOC, UNICEF (do not use Nafta, Ecosoc, Unicef)
- Introduce acronym upon first use only in text: “These were the findings of the World Trade Organization (WTO).” Thereafter use WTO.
 - Exception No. 1: You can use the full name again later in the text if many pages (e.g. 20+ pp.) have passed since the acronym was last mentioned. But do not re-introduce the acronym.
 - Exception No. 2: If the term is first mentioned in the Executive summary/Abstract, you should nevertheless re-introduce it upon its first use in the main text as of 1 Introduction.
- Every abbreviation that appears in the text more than twice must be included in the list. Abbreviations that appear just once or twice may also be listed (not mandatory).
 - For foreign organisation names, use the English name (if one exists) in the body text, followed by the original (foreign) acronym, which will be explained in the abbreviations list (see also X (Foreign language terms and names):
“This was a programme of the German Development Bank (KfW).”
 - However, if it is an in-text reference, APA 6th style applies:
“This is a programme of the German Development Bank (KfW [Kreditanstalt für Wiederaufbau], 2014).”

Abbreviation lists

Use singular form where possible:

LDC	least-developed country
NTD	neglected tropical disease
ODA	Official Development Assistance

List English name first:

DIE	German Development Institute / Deutsches Institut für Entwicklungspolitik
-----	---------------------------------------------------------------------------

Where appropriate and helpful, include the country in brackets:

MRH	Ministry of Roads and Highway (Ghana)
-----	---------------------------------------

If the abbreviation is lowercase in the main text, list it the same way:

bcm	billion cubic metre
-----	---------------------

“A” or “an” before an acronym

When an abbreviation follows an indefinite article, the choice of “a” or “an” is determined by the way the abbreviation would be read aloud. Acronyms are read as words and – except when used adjectivally – are rarely preceded by *a*, *an*, or *the* (“member nations of NATO”). Initialisms are read as a series of letters and are often preceded by an article (“member nations of the EU”).

an NGO initiative	a BMZ conference
an FAO programme	a UN organisation
an EU project	a NATO member

IX Frequently used vocabulary: recommended spelling forms

Uniform spelling within a paper is paramount.

decision-maker/making
member states (Member States)
good governance
Official Development Assistance (official development assistance)
policy-maker/making
cooperate (co-operate)
coordinate (co-ordinate)
2030 Agenda for Sustainable Development
German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE)
...(to be continued)

Frequently used hyphenated terms

aid-dependent nations	post-2015
private-sector aid	policy-maker (<i>hyphen optional, but must be consistent throughout the whole text</i>)
public-sector organisation	
...(to be continued)	

X Foreign language terms and names

Terms, abbreviations, etc.

Commonly used foreign terms or abbreviations should not be italicised (*ad hoc*, *a priori*, *de facto*, *e.g.*, *et al.*, *ex post*, *i.e.*, *vice versa*, *vis-à-vis*, etc.). Only foreign words that are unfamiliar to the intended audience (e.g. *Umurenge*, *dusun*, *guurti*) should be italicised. An exception is *sic*, which should be italicised and placed in square brackets [*sic*].

In case of doubt, opt for italicising the term(s).

Use the English name for any ministry, organisation or institute, if available, followed by the abbreviation for its original name (then list it in the Abbreviations list; refer to the “Abbreviations” section in this guide):

- This project benefitted from the technical and financial support of the German Federal Ministry for Economic Cooperation and Development (BMZ).

If the organisation does not have an official English name, then be sure that it is explained or identified through the context in which it is presented, if the author has not already done so:

- The programme was developed in 2012 by the German development cooperation organisation, Deutsche Gesellschaft für Internationale Zusammenarbeit, and concluded in March of 2015.
- The Bundesrat (the upper house of the German parliament) convened to debate the measure in the summer of 2014.
- Bolsa Família (Family Allowance) is a programme of the Brazilian government.

Chinese names: WANG Jing, XI Jinping

XI Illustrations

Tables, Figures, Boxes

Only these three categories are to be used. (Do *not* use: chart, exhibit, etc. – Only exception: When pictures/photos are displayed)

For authors only: If editable figures (e.g. Excel or Powerpoint format) cannot be provided, please ensure that the image files are of print quality and that they do not contain the title (which is to be placed *above*). The minimum resolution that can be used is 300dpi.
All tables must be provided in Word format, in the body of the text. Please avoid submitting tables as un-editable image files.

Tables should be numbered as follows: **Table 1: Table title**, **Table 2: Table title**, etc., even when there is only one table. The same applies to Figures and Boxes.

Titles are always to be placed above, notes and sources underneath the table/figure.

Tables/figures may contain **abbreviations** in order to let the illustration fit on one page. Abbreviations should be explained below or in the heading (unless they have already been explained in the main text). If this is not possible for reasons of space, they can be explained in the general list of abbreviations instead.

Sources

Every table and figure must have a source.

Boxes that clearly serve only to highlight a certain aspect (and not to quote somebody else) need not be followed by "Source: Author".

When authors provide their own illustrations, write "Source: Author(s)" beneath rather than "Source: Own illustration" or "Source: Own compilation".

For adapted material write:

Figure 1: Distribution of natural resources across the continent

[Illustration]

Adapted from Smith 2011, p. 33 or

Based on Smith 2011, p. 33 or

Author's representation, adapted from ...

Sources in figures/tables are counted together with those in text as regards first/second instance.

Notes

Figures/tables should not contain footnotes, only notes that are placed below the figure and above the source.

The frames shown below will be included during formatting at the latest. Authors and copy-editors do not have to format tables and figures accordingly. However, it is important to make sure the structure is correct, i.e. title above, notes and source below.

The layout department does not check any contents whatsoever. This is the copy-editor's (and the author's) responsibility.

Examples:

Figure 1: Example
[Illustration inserted here]
Note: All figures are given in per cent. Source: Author

Table 1: Example			
	Column 1	Column 2	Column 3
X	65	43	42
Y	78	33	99
Z	97	32	64
Note: All figures are given in per cent. Source: Author			

Table 4: Correlation structure in the Environmental Performance Index (EPI) framework		
	Environmental health	Ecosystem vitality
Environmental health	0.96***	-0.25**
Air (effects on human health)	0.87***	-0.21*
Water (effects on human health)	0.95***	-0.25**
Air (ecosystem effects)		0.59***
Biodiversity and habitat		0.68***
Agriculture		
Forests	0.28**	-0.28**
Fisheries		
Climate change and energy	-0.59***	0.65***
Notes: Pearson correlation coefficients that are non-significant at the 95%-level are not reported. ***, **, and * denote significance at 0.1, 1, and 5 per cent, respectively. Source: Stepping, 2013		

Table 5: Correlation structure in the Environmental Performance Index (EPI) framework		
EPI indicators	EPI dimensions	
	Environmental health	Ecosystem vitality
Environmental health	0.96 ^a	-0.25
Forests	0.28 ^b	-0.28
Climate change and energy	-0.59 ^c	0.65
Notes: a Here is the explanation for note a. b Here is the explanation for note b. c Here is the explanation for note c. Source: Author		

XII Outline: Reference guidelines (APA Style, 6th edition) <http://www.apastyle.org/>

Note: The editor is not responsible for supplying missing information regarding the sources. It suffices to indicate (in a comment) what is missing. It's the respective author's responsibility to find and add the missing information.

1 Heading

Reference lists should only include works cited in the text. Exception: Reference lists in Studies may include more than all the works cited in a paper: They may also include other works that the author consulted, even if they are not mentioned in the text. These lists are to be superscribed "**Bibliography**".

2 Reference sources in text (in-text citations):

Reference sources should be embedded in the text (not in footnotes!) and cited partially, e.g. (Brandt, 1998, p. 5). If there is more than one publication within brackets these should be in alphabetical order and are separated using semicolons, e.g. (Ashoff, 2002, p. 7; Brandt, 1998; World Bank, 2003a). Footnotes are only to be used for references entailing further explanations.

Examples:

Kind of reference	First citation in text	Second and further citation in text	First citation in brackets in text	Second and further citation in brackets in text (no "ibid.")
One author (1)	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
Two authors (2)	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
Three authors (3)	Bradley, Ramirez and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
Four authors (4)	Bradley, Ramirez, Soo and Walsh (2006)	Bradley et al. (2006)	(Bradley, Ramirez, Soo, & Walsh, 2006)	(Bradley et al., 2006)
Five authors(5)	Walker, Allen, Bradley, Ramirez and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
Six or more (6+) authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Groups/institutions as authors	European Union (EU, 2003)	EU (2003)	(EU [European Union], 2003) ⁴	(EU, 2003)
Groups as authors without acronym	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

If 'et al.' is used for a second citation and this means that, by chance, two different sources might be confused because both begin with the same author:

(Beaton et al., 2013)

then the second author should also be mentioned:

(Beaton, Gerasimchuk et al., 2013)

(Beaton, Lontoh et al., 2013)

For citation in text see:

<http://blog.apastyle.org/apastyle/2011/01/writing-in-text-citations-in-apa-style.html>

⁴ This is a deviation from the APA 6th style. For practical reasons, DIE has decided to stick with abbreviated institutions rather than spelling them out (except when mentioning them for the first time).

3 Name of author(s)

Surnames first. **First names** should always be abbreviated.

Link two authors using „&“.

Separation of several authors through commas, the last name is linked using „&“.

Examples: Ashoff, G.
Ashoff, G., Loewe, M., & Liebig, K.
Ashoff, G. (Ed.).

If a publication has more than seven authors the first six are listed, followed by a space, three dots (...) and the name of the last author.

Rosler, A., Ulrich, C., Billino, J., Sterzer, P., Weidauer, S., Bernhardt, T., ...Kleinschmidt, A. (2005). Effects of arousing emotional scenes on the distribution of visuospatial attention: Changes with aging and early subcortical vascular dementia. *Journal of the Neurological Sciences*, 229, 109-116. doi:10.1016/j.jns.2004.11.007

Institutions are not written out.⁵ The full name is listed in the first appearance in the list of references:

Example:

OECD (Organisation for Economic Co-operation and Development). (2015a).
OECD. (2015b). ...
OECD. (2016). ...

Several institutions are linked with a slash (/) without using spaces.

OECD/DAC.

World Bank:

In references, the World Bank is written without the article but when mentioned in the text with the article:

He is a researcher at the World Bank.

But in the list of references:

World Bank. (2017). *Doing business 2017: Equal opportunity for all*. Retrieved from
<http://dx.doi.org/10.1596/978-1-4648-0948-4>

Not: The World Bank. (2017). ...

As a place of publication:

Washington, DC: World Bank (not: Washington, DC: The World Bank)

4 Year of publication

Year of publication in brackets after the author's name; full stop after the brackets.

Messner, D. (2000). ...

Several publications of the same author in the same year:

Messner, D. (2000a). ...
Messner, D. (2000b). ...
Messner, D. (2000c). ...

Several publications of the same author in different years are sorted in ascending order:

Messner, D. (1999).
Messner, D. (2001).
Messner, D. (2004).

⁵ This is a deviation from the APA 6th style. For practical reasons, DIE has decided to stick with abbreviated institutions rather than spelling them out (except when mentioning them for the first time).

5 Title of publication

Titles with subtitles: Subtitles are separated using a colon; the first letter of the subtitle is capitalised:

Moore, M. (2011). *The governance agenda in long term perspective: Globalisation, revenues and the differentiation of states*. Retrieved from <https://www.ids.ac.uk/files/dmfile/Wp378.pdf>.

Exception: When titles already contain a different punctuation mark, e.g. a dash (-):

Wolff, P. (2002). *Vietnam – the incomplete transformation*

Further subtitles are also added using a colon:

Meier, K. (1999). *Politik und Entwicklungshilfe: Zwei Welten treffen aufeinander: Vergleichende Untersuchungen*

English titles are written in lower case (except for names and the first letter after a colon).

Müller, K. (2005). *Transforming the Latvian health system: Accessibility of health services from a pro-poor perspective*.

The reference always ends with a full stop. Exceptions: If the reference ends with a website (cf. 7.6), a doi address or a reference to the original work (cf. 8.).

6 Source citation

6.1 Monograph

Place of publication and publisher should always be indicated; this information is separated by a colon.

Author, A., & Author, B. (year of publication). *Title* (edition, where applicable). Place of publication: Publisher (series, where applicable).

Klingebiel, S., Mahn, T., & Negre, M. (2016). *The fragmentation of aid: Concepts, measurements and implications for development cooperation*. Basingstoke: Palgrave Macmillan UK.

In cases of two or more publishers, only the first publisher and place of publication should be cited. In the case of several offices, only the main or first office is cited.

6.2 Publication in a series:

Author, date and title of the publication, then name and numbering of series in brackets:

Rudolph, A. (2017). *The concept of SDG-sensitive development cooperation: Implications for OECD-DAC members* (Discussion Paper 1/2017). Bonn: German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE).

If an institution/body is cited as the **author and publisher** of a publication, its name should **not be repeated** as the publisher. Instead, write "Author":

BMZ (Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung). (2003). *Elfter Bericht zur Entwicklungspolitik der Bundesregierung* (BMZ-Materialien 111). Bonn: Author.

If a publication is listed under its editor and the **editor is at the same time the publisher**, it should end with place: Editor.

6.3 Chapter in an anthology/multi-author publication:

The aforementioned structure is followed by:

...Title. In E. Editor (Ed.), *Title* (pages). Place: publisher.

No colon after the "In".

Note: In this case only the title of the anthology is italicised, but not the title of the chapter.

When listing the name(s) of editor(s) in an anthology, the initial(s) of the first name(s) always come before the surname(s). Editors are marked adding (Ed.) or (Eds.) respectively.

The publication title is separated from the editors using a comma (not a full stop)!

Page numbers are preceded by „p.“; „pp.“.

Page numbers are linked using a hyphen (-).

Haybron, D. M. (2008) Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NW: Guilford Press.

6.4 Source in a journal:

The aforementioned structure is followed by:

Author, A. (year). Title. *Name of journal*, volume(issue), pages.

The title of the journal is italicised, the title of the article isn't. The volume is italicised. No space between volume and issue. If there is no issue, the comma after the volume number is italicised, too. Never add "Vol." or "No.".

Editor and place of publication are not listed. Exception: If the editors write an article or the whole journal is listed as a reference, the authors are also listed as editors:

Rotf, L. (Ed.). (2012). Beyond the LOLcats: Maru, Nyan Cat, and more [Special issue]. *The Journal of Internet Memes*, 115(3).

In this case, page numbers are **not** preceded by "p."; "pp.":

Berry, A., Rodriguez, E., & Sandee, H. (2002). Firm and group dynamics in the small and medium enterprise sector in Indonesia. *Small Business Economics*, 18(2), 141-161.

Wolff, P. (2005). China im Wandel der Zeit. *Außenwirtschaft*, 34(5), 213-287.

[34 = volume; (5) = issue]

How to reference a complete journal with a certain issue number of volume:

<http://blog.apastyle.org/apastyle/2012/09/citing-a-whole-periodical.html>

If a journal uses continuous numbering (and does not include volume information):

... . *Journal title*, continuous number, page numbers

... . *Asian Survey*, 237, 4-65.

For non-continuous numbering with year and missing volume number:

... . *Zeitschrift Entwicklungspolitik*, 2004(2), 3-7.

6.5 Newspaper article

The **newspaper title** should be **italicised**.

Volume, number, place of publication and publisher are not cited.

The **publication date** should be cited in the language format used for the publication for which the bibliography is to be prepared:

Schwartz, J. (30 April 1993). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

6.6 Online sources

The aforementioned structure is followed by:

.... *Title*. Retrieved from <http://www.....>

The Internet source is set off from the title by a **full stop**.

If the publication has appeared in bibliographic form (e.g. in a journal or series), the latter source must be cited. An additional reference to the Internet source is optional.

If a publication has appeared only online, the Internet source must be cited.

If the electronic document (e.g. a journal article) has a doi number, this number must be cited:

Author, A. (year). Title. *Title of journal, continuous number*, page numbers. doi: ...

References of online sources and doi addresses are **not** ended by a full stop.

It is not necessary to cite the access date. Exception: Websites that are subject to frequent edits (e.g. Wikipedia). Note for editors or student assistants: If the access date in the manuscript is missing, please insert the date of revision.

Online sources are **black** and **non-underlined**. Please refrain from manual line breaks in publications that have not yet been formatted.

Loewe, M. (2013). *Industrial Policy in Egypt 2004-2011* (Discussion Paper 13/2013). Bonn: German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE). Retrieved from http://www.die-gdi.de/uploads/media/DP_13.2013.pdf

6.7 Unpublished literature / „Grey literature“

Missing details can be cited as follows:

s. a. (sine anno)	=	no year of publication
s. l. (sine loco)	=	no place of publication
mimeo	=	unpublished manuscript
in press	=	manuscripts submitted and accepted for publication

(Cf.: <http://blog.apastyle.org/apastyle/2012/08/almost-published.html>)

Brandt, H. (s. a.). *Hat Afrika noch eine Zukunft? Überlegungen für die kommenden Jahre*. Eschborn: Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ).

If references haven't been published the precise details must be cited (i.e. form of document, e.g. dissertation or manuscript). Unpublished documents have often been presented at conferences:

Adams-Labonte, S. K. (2012, August). *Daytime impairment due to college students' technology use during sleep: Similarities to sleep apnea*. Poster session prepared for the meeting of the American Psychological Association, Orlando, FL.

(Cf.: <http://blog.apastyle.org/apastyle/2012/08/how-to-cite-materials-from-meetings-and-symposia.html>)

7 Publication data

These include: place of publication, publisher, edition, pagination, publication in a series.

Please ensure that abbreviations of publication data are adapted to the publication language, e.g.:

Hrsg.	=	Ed. (Eds.)	Juli	=	July
Abgerufen von	=	Retrieved from	Bd.	=	Vol.
Brüssel	=	Brussels	2. Aufl.	=	2nd ed.

Publications with place of origin/publisher in the United States should be cited including the respective state (abbreviated). (*postal code*, cf. <http://www.infoplease.com/ipa/A0110468.html>)

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.

Hofstede, G. (1980). *Culture's consequences: International differences in work-related values*. Newbury Park, CA: Sage.

8 Information on volume/edition

Multi-volume publications: Details about volume or/and edition should be cited in the original language using brackets after the title.

Krause, M. (2003). Hoffnung oder Albtraum? In *Lexikon der internationalen Politik* (Vol. 3, 2nd edition, pp. 45-67). Freiburg: Herder.

Whole anthology citation:

Strachey, J. (Ed. & Trans.). (1953). *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 4). Retrieved from <http://books.google.com/books>

Multivolume anthology citation:

Koch, S. (Ed.). (1959-1963). *Psychology: A study of science* (Vols. 1-6). New York, NY: McGraw-Hill.

Work in an anthology citation:

Freud, S. (1953). The method of interpreting dreams: An analysis of a specimen dream. In J. Strachey (Ed. & Trans.), *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 4). Retrieved from <http://books.google.com/books> (Original work published 1900)

Lewin, K. (1999). Personal adjustment and group belongingness. In M. Gold (Ed.), *A Kurt Lewin reader: The complete social scientist* (pp. 327-332). Washington, DC: American Psychological Association. (Original work published 1941)

9 Citing the German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE) in English:

(Also see Section I "Common text elements – standard page footer")

Stamm, A. (2004). *Kooperation mit Ankerländern als Herausforderung und Chance* (Discussion Paper 3/2004). Bonn: German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE).