



First Sea Lord's Essay Contest 2024

Style guide

Abbreviations, acronyms and punctuation

Please write out acronyms in full in the first instance, e.g., United Kingdom (UK). Use full stops after abbreviations (p., Prof.) but not after contractions or in acronyms: Dr, Mr, Ms, UK, US, BBC, NATO, AUKUS, etc.

Spelling

Please use English, not American English.

Numerals

Please use written form for all numerals under 10. Use the % symbol for percentages in all cases, e.g. 50%, 66%, etc.

Quotations and quotation marks

Please use single quotation marks (' ') in all cases except for quotations within quotations, where double quotation marks (" ") should be used. Insert quotation marks 'as is' – in other words, include punctuation within the quote marks if it is in the quotation cited; if it is not, then place the punctuation outside. Use quotation marks for quotations not longer than three lines. For longer quotations, indent all text in the quote:

This quotation is indented by 1.27 centimetres. This is because it is longer than three lines. When a quotation is indented, there is no need to insert quotation marks. If you need to insert a quotation within a quotation, use double quotation marks (" ") for that quotation.

Hyphens and dashes

Use hyphens (-) to separate numbers, dates and/or words and en dashes (–) for clauses in or at the end of sentences, e.g., 2nd-3rd March 2021 and 'The bus – large and red – trundled along the road.'

Names and positions

Write names out in full in the first instance, using surnames in all subsequent appearances. Put the name before the position, e.g., Boris Johnson, Prime Minister.

Chromebook codes for special characters

CTRL and SHIFT + u then 2013	–
CTRL and SHIFT + u then 2018	‘
CTRL and SHIFT + u then 2019	’
CTRL and SHIFT + u then 201c	“
CTRL and SHIFT + u then 201d	”
CTRL and SHIFT + u then 00a9	©
CTRL and SHIFT + u then 00b0	°

References

Please use footnotes and ensure that the footnote number in the text is inserted after any punctuation, e.g., The dog is black.¹

For footnote text please use Merriweather (9 point).

Please cite references in the following way:

Book

Niall Ferguson, *Empire: How Britain Made the Modern World* (London: Allen Lane, 2003).

Book chapter

Colin S. Gray, ‘In defence of the Heartland: Sir Halford Mackinder and his critics a hundred years on’, Brian W. Blouet (ed.), *Global Geostrategy: Mackinder and the Defence of the West* (Abingdon: Frank Cass, 2005).

Report or Policy Paper

Charles Parton, ‘How the Chinese Communist Party “positions” the United Kingdom’, *Council on Geostrategy*, 22/04/2021, <https://www.geostrategy.org.uk/research/how-the-chinese-communist-party-positions-the-united-kingdom/> (checked: 19/10/2021).

Journal article

James Rogers, ‘European (British and French) geostrategy in the Indo- Pacific’, *Journal of the Indian Ocean Region*, 9:1 (2013).

Website (including online magazine or newspaper)

James Rogers, ‘In defence of the defence cuts’, *The Spectator*, 22/03/2021, <https://www.spectator.co.uk/article/in-defence-of-the-defence-cuts> (checked: 19/10/2021).

Magazine or newspaper (print)

Charlie Parker, 'China expert warns of diplomatic doghouse', *The Times*, 30/03/2021, p. 2.

Speech

Stephen Lovegrove, Speech: 'Sir Stephen Lovegrove speech at the Council on Geostrategy', Cabinet Office, 16/09/2021, <https://www.gov.uk/government/speeches/sir-stephen-lovegrove-speech-at-the-council-on-geostrategy> (checked: 19/10/2021).

Government publication

'Global Britain in a Competitive Age: the Integrated Review of Security, Defence, Development and Foreign Policy', Cabinet Office (UK), 07/03/2021, <https://www.gov.uk/government/publications/global-britain-in-a-competitive-age-the-integrated-review-of-security-defence-development-and-foreign-policy> (checked: 14/07/2022).

Foreign source

王义 [Wang Yi], Speech: '就维护世界和平与安宁的全球安全倡议采取行动' ['Acting on the Global Security Initiative to Safeguard World Peace and Tranquility'], 中华人民共和国外交部 [Ministry of Foreign Affairs of the People's Republic of China], 24/04/2022, https://www.fmprc.gov.cn/mfa_eng/wjdt_665385/zyjh_665391/202205/t20220505_10681820.html (checked: 28/09/2022).

Interview

Interview with Rishi Sunak, Prime Minister, conducted by the author on 01/11/2022.

Anonymous interview

Interview with Parliamentarian A, conducted by the author on 01/11/2022.

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