



## “Church”

When referring to the institution at large, capitalize (whether or not the particular denomination is specified). When referring to the act of going to church, or to the church building itself, do not capitalize ([according to Church doctrine](#) but [respondents’ regular church attendance](#)).

## Colons

If a colon is followed by a complete sentence that could, theoretically, stand on its own, start that sentence with a capital letter. Do not capitalize if the colon is not followed by a complete sentence (but just a list of items, for example).

## Commas

*DemRes* uses the Oxford or serial comma – use a comma before the last “and” and “or” when listing three or more items ([Population, economy, and environment](#)).

Do use a comma after very long introductory phrases and sentences starting with “thus,” “therefore,” “subsequently,” and the like, but not after very short introductory or adverbial phrases ([In the past three years \[no comma\] we have seen...](#)).

Do not use commas to enhance rhythm.

## Dashes

It’s safe to say that you will never find an em dash in *DemRes*.

- Page ranges and time spans take an en dash without spaces ([1890–1911](#)).
- Breaks, juxtapositions, or insertions in the body text take en dashes with surrounding spaces ([Ayeni and Olayinka also use ‘family visitors’ – another variant of itinerant registrars – to complement their sample.](#)).
- We also use the en dash to express connection or relation between words, when it stands for (roughly) “to” or “and” ([Dover–Calais crossing, conservative–liberal split, editor–author relationship](#)).

See also MATHEMATICAL NOTATIONS and HYPHENS.

## “Data”

**Update:** *DemRes* recognizes authors’ preference with regard to using the word ‘data’ as a singular or plural noun, provided that usage is consistent throughout the paper.

## Dates

Always use four-digit years.

- [1945–1947](#)
- [January 24, 1963](#) or [24 January 1963](#) (may be abbreviated in figure/table captions)
- [in the 19th century, the 19th-century trend toward](#)
- [1930s](#) (no apostrophe; not ‘30s)

## “First, second, third”

Please use “first,” “second,” and “third” instead of “firstly,” “secondly,” “thirdly” or “first,” “secondly,” “thirdly.”

## Hyphens

**Do not use a hyphen** with the following compound words:

- compounds that cannot be misread ([high school](#), [real estate](#))
- compounds with an adverb ending in -ly ([randomly assigned participants](#))
- compounds with prefixes such as after-, co-, counter-, macro-, extra-, non-, pre-, re-, semi-, socio-, and ultra-. These compounds are written as one word. This rule is reversed if the prefix is being joined to a number, as in [post-1970](#), or to a proper noun, as in [non-Ghanaian](#).

**Do use a hyphen**

- if the term could be misunderstood ([different word lists](#) vs. [different-word lists](#)) or misread ([re-pair](#) vs. [repair](#)) or if the term expresses a single thought ([intellectual clearing-house](#))
- if the term has the prefixes ex- or self-
- if the term has two prefixes ([non-cohabiting](#))
- for compounds with a comparative or superlative adjective ([higher-order births](#), [lesser-paid participant](#))

See also DASHES.

## Italics

Italics should not be used to emphasize portions of text.

Foreign words that are now part of the English language will not need italicization. If in doubt, check the current dictionary.

No italics are needed for Latin-origin abbreviations such as [i.e.](#), [e.g.](#), and [et al.](#) Periods are used, however. Please also note that commas should follow these abbreviations just as they would follow the phrases “that is” and “for example.”

## Mathematical notations

Please use punctuation before and after mathematical equations as if they were regular words/phrases. Please use nonbreaking spaces (hold down the Ctrl and Shift keys as you press the space bar) to set off the symbols functioning as verbs in an equation, as per Chicago 12.16.

Note that at any time  $t$  and for any  $y \geq 0$ ,  $B_y = B_{y+1} + UD_y + LD_y$  (see Figure 3). Besides, the inductive hypothesis implies that  $\Omega_y(t+1) = B_y - LD_y$ . Hence,

$$\begin{aligned} \Omega_{y+1}(t) &= \Omega_y(t+1) - \kappa_{y+1}(t) = B_y - LD_y - UD_y - LD_{y+1} \\ (11) \quad &= B_{y+1} + UD_y + LD_y - LD_y - UD_y - LD_{y+1} \\ &= B_{y+1} - LD_{y+1} \end{aligned}$$

which proves (8). Given that the right-hand terms of (11) do not depend on time, this result stands for all time  $t$ .

We also ask you to keep an eye out for minus signs, for which we use an en dash. If there are many negative values in a table, for example, we'd like you to make sure the minus signs are en dashes, not hyphens (as long as there's enough space in the table columns). ([The overall value for this variable is -0.12.](#))

## Numbers

**Figures** should be used for all numbers above ten, numbers that are grouped for comparison with numbers ten and above (5 of the 12 respondents), units of measurement, statistical or mathematical functions (5% of the sample), dates, ages (the 5-year-old respondent), specific numbers of subjects in an experiment, and scores and points on a scale. References to specific graphics, tables, and sections in the text should be indicated by capitalization and a figure number (Figure 3, Table 4, Section 6).

**Words** should be used for numbers up to and including ten that do not represent precise measurements and that are grouped for comparison with numbers below ten (five trials), common fractions (a two-thirds majority), and any number that begins a sentence, title, or heading (Eleven participants answered the questionnaire).

*Exception:* If a sentence starts with a statistical function, then leave as figure (better yet, rewrite the sentence so that it starts with a word).

Do not abbreviate page or year range numbers. (171–188, not 171–88; 1980–1990, not 1980–90.)

In numbers of more than three digits, use a comma after every third digit from right to left. Also use a decimal point, not a comma (1,000 women, 9,435,000 inhabitants, 6,789.8 square miles).

## Numbered lists

Please enclose list element numbers in parentheses. Pigs are (1) smart and kind, (2) cute and sometimes furry, and (3) curly-tailed.

## Percent

Use the symbol (%) unless there is a real reason for spelling it out.

## “Person-years”

“Person-years” takes a hyphen.

## Quotation marks

As a general rule, *DemRes* only uses double quotation marks for actual direct quotations. When we’re drawing attention to a word as word, or using quotation marks to indicate (ironic) detachment, we use single quotation marks. (Bunschwitz’s use of the term ‘Oriental’ is problematic for several reasons.)

See also BRITISH/AMERICAN ENGLISH.

## Racial/ethnic groups

*DemRes* has no hard and fast rule stipulating whether “black(s)” and “white(s)” should be capitalized, even though we prefer lower case. Please use as you prefer and check for consistency throughout.

Please have an eye out for “hyphenated” identities such as “African-Americans”; *DemRes* prefers African Americans, Asian Americans, etc.

Please always capitalize names of ethnic groups (Hispanic, Chicano/Chicana, Latino/Latina, Sinti, Roma, etc.).

## Slash

Please make sure there are no spaces before and after a forward slash. (Racial/ethnic composition, not racial / ethnic composition.)

## “Total fertility rate (TFR)”

While “TFR” is capitalized, please see to it that “total fertility ratio” is treated like a regular (sentence-case) phrase.

### **“They” as singular pronoun**

*DemRes* accepts “they” (or its inflected or derivative forms) as a singular pronoun. We prefer the gender-inclusive singular “they” over the generic “he.”

### **Waves of a survey**

Please treat as follows: [wave 2 of the survey](#), [the survey’s second wave](#). Note that “wave” is not capitalized.