

Review of Democracy

Publications Style Guide

Editorial Workflow

- Submit your draft in **Word format (.docx or .doc)** via email to the assigned editor or directly to **revdem@ceu.edu** after reviewing the checklist below.
- Your editor will review the submission for clarity, structure, tone, and alignment with RevDem's mission and audience.
- Revisions may include suggestions for cuts, clarification, reorganization, refinement of argument and expression, tighter focus, or better balance within a series or thematic cluster.
 - Most contributions go through one or two rounds of revision before final approval.
- Authors are encouraged to clarify or push back on editorial suggestions, but final decisions rest with the editorial team.

Publication Checklist

Before submission:

- Review the manuscript for **clarity, readability, brevity, and factual accuracy**.
- Ensure the final version includes **a brief bio** (a maximum of two to three sentences) for the author(s), reviewer(s), and interviewee(s) (if applicable) with institutional affiliation and area of focus. Place these **at the end of the manuscript**.
- Include **a short teaser** in bold under the title, summarizing the topic, contributor's name and affiliation, and the RevDem interviewer (if relevant).
- Highlight key insights using **pop quotes**: standalone, complete phrases of approximately **40–50 words**. Aim for **four to six pop quotes per article**, subject to editorial discretion.
- Suggest **relevant tags** for search engine visibility.
- Provide **a horizontal portrait** of the interviewee(s)/author(s) (minimum 1280x720 px).

Tone and Purpose

- Write with **clarity** and **urgency**. RevDem pieces are meant to inform and provoke thought in an accessible yet rigorous way.
- Aim for **journalistic sharpness with scholarly depth**. Avoid dense academic jargon.
- To keep your work meaningful and accessible to a broader readership, **define key concepts** briefly, clearly, and in context **the first time you use them**, especially if they are central to your argument (e.g., *sovereignty*, *neoliberalism*, *illiberal democracy*).
 - Keep definitions short and to the point (one to two sentences maximum).
 - Explain why the term matters in your context. Use examples if helpful.
 - Do not assume shared understanding of specialized terms, even widely used academic terms vary across disciplines and audiences.
- Abbreviations and institutional names help keep writing concise, but if not introduced clearly, they can confuse readers unfamiliar with the topic.

- Always write out the full institutional names **at first mention**, followed by the abbreviation in parentheses (e.g. *European Court of Human Rights (ECHR)*, *Alternative for Germany (Alternative für Deutschland, AfD)*). Use the abbreviation consistently afterward.
- Well-known acronyms (e.g., *EU*, *UN*, *NATO*) may stand alone if you are confident they will be understood.
- For individuals, use **the full name on first reference**, and **last name only after that** (e.g., *Emmanuel Macron*, then *Macron*).
- Preserve correct spelling of names, including accents, diacritics, and characters specific to the original language (e.g., *Orbán*, *Çavuşoğlu*, *Łódź*). Do not anglicize or omit these unless requested by the author(s) or interviewee(s).

Length

- Op-eds, commentaries, and open letters should generally range between **800–1,200 words**.
- Feature articles may extend to **1,500 words** if the content warrants it.

Structure

- Open with **a clear lead**: What is the argument? Why is it important now? Why should readers care?
- Organize the body into **short, focused sections**.
- Use **subheadings** where needed to guide the reader, but sparingly and purposefully.
 - Use **title case**: Capitalize the main words, but not conjunctions or prepositions (e.g., *Learning to Belong – On Ukraine’s Path to the European Union*). You may use [this tool](#) to help.
- **Interview Formatting**:
 - The title should be two-part: First, a key idea or theme; second, the name of the interviewee (e.g. “*In Conversation with XY*”).
 - Bold the name of interviewer(s) and interviewee’s only **the first time they appear**.
 - Bold **only** the questions (not responses) throughout the text.

Citations & Hyperlinks

- **Authors are responsible** for verifying dates, figures, and references. Avoid vague claims (e.g. “*Recent research shows...*”) without citation or support.
- Attribute all quotes and claims clearly and include author credentials concisely.
- Avoid footnotes. Use **hyperlinks** for references (where available).
 - Authors should add hyperlinks while they draft op-eds or features. For interviews, editors or interviewers should include links to referenced content (e.g. *books, institutions, events, prior RevDem publications*).
 - Embed hyperlinks into two to three relevant words only, not full sentences or vague phrases.
 - Use hyperlinks strategically. Too many links can overwhelm the reader and distract from your argument.
- **Cross-references** to other RevDem content are particularly encouraged.

Style & Formatting

Follow [AP style](#) and **American spelling**, in line with CEU policies. Most importantly:

➤ **Numbers:**

- Spell out numbers one through nine. Use numerals for 10 and above.
- Spell out numbers at the beginning of a sentence (unless it is a year).
- Use figures for dates, ages, dollars and cents, measurements, and percentages.

➤ **Punctuation:**

- Use a single space after a period.
- Place commas and periods inside quotation marks.
- Use double quotation marks for direct quotes, and single quotation marks for quotes within quotes.
- Use hyphens (-) for compound adjectives (e.g., *decision-making process*), en dashes (–) for number ranges (e.g., *2010–2020*), and em dashes (—) (without spaces) to indicate breaks in thought or emphasis (e.g., *This idea is central—and often misunderstood*). Use em dashes sparingly.

➤ **Capitalization:**

- Capitalize proper nouns and adjectives.
- Lowercase most common nouns unless part of a formal name.
- Use title case for headlines: capitalize all major words (four letters or more), including nouns, verbs, adjectives, adverbs, and pronouns.

➤ **Dates and Times:**

- Abbreviate months (e.g. *Jan., Feb., Aug., Dec.*) when used with a specific date.
- Use figures for dates (e.g., *Jan. 15*) and times, with a space between the number and “am” or “pm” (e.g., *10:30 am*).

➤ **Other:**

- Use italics for titles of books, movies, and TV shows.
- Use quotation marks for titles of articles, book chapters, and songs.