

EDITORIAL STYLE GUIDE OF THE ITU JOURNAL ON FUTURE AND EVOLVING TECHNOLOGIES (ITU J-FET)

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This ITU Journal Editorial Style Guide was drafted with reference to the updated ITU English Language Style Guide from Conferences and Publications Department.

1 SPELLING

1.1 General

The latest print edition (12th) of the *Concise Oxford English Dictionary* should generally be followed. Where alternative forms are given in those dictionaries, the preferred spelling, presented first, should be used. This is in line with current United Nations practice adopted in official documents.

1.2 American or British spelling

Authors are encouraged to use British spelling in their submission to the ITU Journal, as it is adopted throughout the United Nations system. American spelling is also authorized; however, it must be consistently applied throughout the paper. The *Concise Oxford English Dictionary* provides both a US spelling version, as well as the UK spelling version.

1.3 Words ending in -ize, -ise and -yse

Where there is a choice between using the suffix -ize or -ise (e.g. organize, liberalization, standardization, harmonize), -ize, derived from the Greek *-izo*, is preferred.

Note that for some words, where -ise is not a suffix but part of the root of the word, there is no choice and -ise must be used (e.g. surprise, comprise, enterprise, improvise, advertise, franchise). Similarly, -yse must be used for words derived from the Greek *lusis* (as in analyse, dialyse and hydrolyse). Note that these words end in -yze for US spellings.

1.4 Telecommunication(s)

The words "telecommunications" and "telecommunication" are both correct and are used more or less interchangeably throughout the world, according to regional and author preference.

In ITU, for the sake of standardization, the following rule is adopted:

- **Noun**: "telecommunications":
e.g. "The role of telecommunications for development"
- **Adjective**: "telecommunication":
e.g. "Telecommunication development is a key issue".

2 HYPHENS

2.1 General

Hyphens are used to connect words that are more closely linked to each other than to the surrounding syntax. Their use should be kept to a minimum, a hyphen being introduced only when one is necessary or useful to avoid ambiguity or hesitation.

2.2 Permanent hyphens

Some compound words have permanent hyphens (e.g. Secretary-General, time-limit, policy-maker).

In line with the trend towards consolidation, most prefixes and combining forms should not be separated from the next word by a hyphen (e.g. subregion, multipath, repatriate, extracurricular, interregional, semiconductor, tripartite, bilateral, microcomputer, preselection, copolar, postdated, antisocial, cybersecurity). There are, however, quite a few exceptions, including the following:

- a) the prefixes non-, self-, quasi- or ex- (in the sense of "formerly"): e.g. non-geostationary, self-sufficient, quasi-linear, ex-boss;
- b) when the prefix or combining form ends with a vowel and the next word begins with the same vowel or a "y": e.g. pre-eminent, micro-organism, semi-intensive, multi-year;
- c) so as to avoid any awkward or misleading juxtapositions of letters: e.g. co-worker;
- d) to distinguish between similarly spelled words with different meanings: e.g. re-count (meaning count a second time, as opposed to recount meaning narrate);
- e) when the next word begins with a capital letter: e.g. sub-Saharan, inter-American, pan-African.

Words formed with a prefix in the above categories have become so common and familiar that they are now treated as a single unit and no longer follow the general pattern (e.g. cooperation, coordination).

Words beginning with the prefix "e-" (for "electronic") should be hyphenated (e-commerce, e-health, e-government, e-business, e-learning, etc.). Nonetheless, for established names/organizations/ events/applications/documents, the original spelling should be maintained, (e.g. eMIFR, eValidation).

Words beginning with the prefix "cyber" are not hyphenated (cyberattack, cybercrime, cybercommunity, cybersecurity, cyberspace, cyberterrorism, cyberwar, etc.). Note however the commonly used exceptions to this rule: "cyber affair", "cyber issue" and "cyber-related".

Nor are words beginning with the prefix "tele" hyphenated, unless the first letter of the root word is a vowel (telemedicine, telework, telematics; *but* tele-education).

2.3 Temporary hyphens

A temporary hyphen is used to join two or more words which would normally be written separately, in order to avoid ambiguity or hesitation:

next-generation network	light-blue coat	labour-intensive industry
first-class results	man-eating tiger	better-trained staff
up-to-date information	part-time work	cost-benefit ratio

No hyphen is used, unless omission would give rise to ambiguity or hesitation, when:

- a) the first word of a compound adjectival expression is an adverb ending in -ly:
readily available data, partially implemented project, highly contentious issue
- b) the expression is derived from a proper name:
the New York cable infrastructure, Latin American telecommunication operators
- c) the expression consists of a foreign-language expression not normally hyphenated:
ad hoc group per diem allowance ex officio member

but: laissez-faire policy.

No hyphen is used in compound adjectival expressions used predicatively:

better-prepared experts, but:	these experts are better prepared
up-to-date documents, but:	bring the document up to date
part-time work, but:	request to work part time
gender-sensitive language, but:	the text should be gender sensitive.

3 CAPITALIZATION

3.1 General

Capital letters are generally used sparingly in submissions to the ITU Journal, and the following rules and exceptions apply to the common cases adopted in the case of scientific research.

3.2 Keywords

Keywords are to be provided alphabetically and the use of initial capital letters is limited to the first word in the list and where a phrase forms an acronym.

Example: Android, bitcoin, Internet of Things (IoT), network slicing, quantum

Note however that proper nouns remain capitalized, e.g. International Telecommunication Union (ITU).

3.3 References to documents and texts

Where reference is made to a particular section, figure, equation or table within the paper, a capital may be used.

Example: Table 2 takes into consideration the physical network described in Subsection 3.2.

However, note that when referring to several tables, sections, figures or equations, then this is in lower case.

Examples: See tables 1 to 5; sections 5 to 8 provide different examples of use cases.

4 ABBREVIATIONS AND ACRONYMS

4.1 General

Acronyms and abbreviations are used to save space and to avoid the repetition of long words or phrases. On first appearance in the research paper, abbreviations and acronyms should be defined the first time they are used in the text, even if they have already been defined in the abstract. Abbreviations and acronyms should be avoided in the title.

Where an abbreviation is given the expanded version must be provided in the first instance with the initial letters capitalized.

Example 1: An artificial Multiple-Input Multiple-Output (MIMO) propagation environment can be formed, which enables mmWave MIMO communications to certain environments.

Terms that are used generally within the text do not require capitalization, unless they are proper nouns or given as an abbreviation (only capitalized in the first instance).

Example 2: Recently, there have been many advances in Machine Learning (ML) and Artificial Intelligence (AI).

However, note that without the abbreviation the sentence is written as: Recently, there have been many advances in machine learning and artificial intelligence.

Example 3: This equation uses a Fast Fourier Transform (FFT) algorithm.

Example 4: This equation uses a fast Fourier transform algorithm.

4.2 Plurals of abbreviations

The plural of a fully capitalized abbreviation (where such usage cannot be avoided) is formed by adding a lower case "s", e.g. ICTs, LDCs (but *not* LDC's or LDCS), MCTs, NGNs.

4.3 Punctuation in abbreviations

A full stop (period) is normally used at the end of an abbreviated word when the word is truncated, such that the final letter of the abbreviation is not the same as the final letter of the complete word (e.g. Corp. for "Corporation"). In most cases, there should be no full stop at the end of an abbreviation when the middle part of the word is omitted, such that the final letter of the abbreviation is the same as the final letter of the complete word (e.g. Ltd for "Limited").

The abbreviations "e.g." and "i.e." are not followed by a comma, and the abbreviation vs (for versus) is not followed by a full stop.

5 EQUATIONS AND UNITS

Equations can be provided in text or in display. Where provided, an equation is treated as the object of the equation, adopting the appropriate punctuation.

In most cases, no punctuation will be necessary before an equation unless it is a comma used after words such as "Hence", "Therefore", "That is". A colon (:) should only be used before an equation where it comes after the terms "as follows", "the following", "such as".

Where appropriate, a comma and full stop (period) may be used after an equation.

Where equations are provided as a display, each equation must be listed in sequential order from (1) onwards.

$$P_{OUT,OPT} = \frac{\eta_{PA}}{\eta_{MOD}} (P_{RFU} + P_{LO}) \quad (1)$$

Units should be expressed as much as possible in international units, and a dot (".") should be used to express decimal points (not ",").

6 TABLES AND FIGURES

Where included, tables and figures are to be captioned in chronological numerical order. The caption should be provided in font size 9pt and begin with "Table 1" or "Figure 1", as appropriate. The caption should contain capitals only where necessary, such as at the beginning of the sentence.

For tables, the caption should be centered and provided above the table it is referring to. For figures, the caption should be placed below the referred figure and justified to the left.

Subsequent reference to the figure should be provided with the abbreviation, "Fig." as opposed to "Figure".

However, as stated above, when referring to several tables, sections, figures or equations, these elements should begin with a lower case.

Example 1: See tables 1 to 5.

Example 2: Note that sections 5 to 8 provide different examples of use cases.