

petri dish; pasteurize (If in doubt, check the dictionary.)

### **Trade names**

Rephrase text to remove trade names (e.g., use photocopier rather than Xerox), but if a trade name must be used, ensure that the capitalization is correct.

We use WordPerfect.

### **Titles of books and articles**

When referring to a published book or article in the text, it is departmental style to capitalize the first word of all titles, as well as all nouns, pronouns, adjectives, verbs (including the verb "to be"), adverbs, subordinate conjunctions (e.g., because, where) and prepositions of five letters or more. Articles (the, a, an), coordinate conjunctions (and, or, but, nor), prepositions of four letters or fewer and the word "to" in infinitives are lowercase unless they are the first word of the title or subtitle.

*The Converging Roles of Arms Control Verification, Confidence-Building Measures, and Peace Operations: Opportunities for Harmonization and Synergies* (Titles of books are italicized.)

"The End Is Near: What to Do?" (Titles of articles are put in quotation marks.)

The first word of a hyphenated compound appearing in a title is always capitalized. The second word is capitalized if it is a noun or proper adjective, or if it has equal force with the first word. Do not capitalize the second part of the compound if both elements constitute a single word.

Post-Keynesian Economics  
High-Income Earners  
Non-tariff Barriers

### **Subheadings**

In headings that sit at the left-hand margin, capitalize only the first word and any proper nouns.

### **Titles of office or rank**