

Style Manual

For the presentation of English-language texts
intended for publication by UNESCO

Second revised edition

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Contents

Introduction 5

Acknowledgements 6

Presentation of text 7

Author 7

Copyeditor 7

Proofreader 9

Terminology and spelling 10

Geographical names 10

Names of organizations, titles 10

Foreign words and phrases 11

Transliteration 11

English usage 12

Avoiding bias and stereotypes 12

Age 12

Cultural diversity 12

Disability 12

Non-sexist language 13

Formal language 14

Collective nouns 16

Miscellaneous 16

Hyphenation and word division 18

Prefixes 18

Fractions and numbers 18

Compound adjectives 18

Word division 18

Capitalization 20

Geographical and political designations 20

Government and church institutions 20

Historical eras and events 20

Titles of publications 21

Miscellaneous 21

Punctuation 23

Comma 23

Full stop (point or period) 23

Quotation marks 24

Placing of commas 24

Placing of note references 24

Placing of bibliographical references 24

Placing of bibliographical and note references 24

Placing of question marks 24

Ellipsis (mark of omission) 25

Placing of punctuation marks 25
Square brackets 25
Dashes 25
Apostrophe 26
Possession 26
Contractions 26
Miscellaneous 26

Quoted matter 28

Italic 29

Numbers 31

More on dates 31
More on times 32
More on currencies 32
Miscellaneous 32

Abbreviations and acronyms 34

Specific cases 34

Displayed matter 36

Tables 36
Figures 37
Equations 38

Bibliographical references 39

Author–date (Harvard) system 39
Presentation of references 39
All publications 39
Books and documents 40
Examples with single author 41
Examples with multiple authors 41
Examples with corporate author 41
Examples with translated title 41
Examples with author of chapter and editor(s) 42
Example with series title (in parentheses) 42
Example with volume editor in series with general editor 42
Example with unpublished work 42
Periodicals 42
Examples 43
Reference-by-number system 43
Electronic sources 43
Example in references 44
Example in notes 44

Notes 45

Examples 45

Indexes 47

Cross-references 47

Appendices 48

- 1 Parts of a book 48
- 2 Imprint page 48
- 3 Disclaimers 49
- 4 Copyright 50
- 5 UNESCO Member States 50
- 6 Russian transliteration 52
- 7 Arabic transliteration 53
- 9 North American states, provinces and territories 53
- 10 Recommended words and phrases 56
[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)
- 11 Query sheet 79
- 12 French proof-correction marks 80

Introduction

The English-language *Style Manual*, first published by UNESCO in 1981, has been immensely popular both within and outside the Organization; more than two decades later requests are still being received for the ‘little yellow book’. The manual has now been updated and revised to take into account computerization, online publishing and other changes that have taken place in UNESCO and in general usage.

As with the first edition, the main purpose of this manual is to ensure that the style used in UNESCO English-language publications is clear, correct and consistent by laying down principles for capitalization, hyphenation, presentation of bibliographical references and many other points of style. The manual makes no claim to being a comprehensive guide, which would necessitate a much longer text. It is rather a concise and user-friendly guide to the problems and pitfalls commonly encountered when preparing UNESCO documents and publications. As such, it should facilitate the work of authors, translators, editors and typesetters, and help to eliminate unnecessary corrections during the preparation process, thereby saving time and money. As in other United Nations agencies, this manual is based on established international precedents; where these do not exist, British precedents that are acceptable internationally have been followed.

Where changes occur frequently, as in the list of UNESCO Member States, a link to the appropriate website is given.

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The compilers also acknowledge the numerous sources from outside UNESCO whose advice has been used and occasionally quoted (further details are given in the text where appropriate), notably *The Chicago Manual of Style*, *Concise Oxford English Dictionary*, Judith Butcher's *Copy-Editing* (Cambridge University Press), European Commission Translation Service's *Fight the Fog*, European Union *Interinstitutional Style Guide*, Food and Agriculture Organization of the United Nations (FAO) house style, *Fowler's Modern English Usage*, International Institute for Educational Planning (IIEP) style sheets, The Open University's *Equal Opportunities Guide*, *The Oxford Manual of Style* (comprising *Hart's Rules for Compositors and Readers* and *The Oxford Dictionary for Writers and Editors*), *The Oxford Spelling Dictionary*, *The Student's Handbook of Modern English* (Holmes McDougall) and Bill Bryson's *Bryson's Dictionary of Troublesome Words*.

Any amendments and further contributions from readers to keep the online manual up to date would be most welcome. Please forward all suggestions by email to the [English Editor](#) at UNESCO Publishing.

Presentation of text

Author

It is particularly important that texts and computer files should be carefully prepared before being submitted for publication. Disks or electronic files sent by email should be accompanied by a paper printout (hard copy) containing as few written corrections as possible. The hard copy should consist of paginated, double-spaced, single-sided sheets allowing for the insertion of typesetting instructions, etc. All illustrations should be saved separately in accurately identified files with hard-copy versions collected at the end of the edited typescript.

The hard copy and the electronic file must be identical. If the file is even slightly modified after a printout has been made, this should be clearly marked on the hard copy or, preferably, fresh page(s) supplied.

In addition to the text, the following should be provided:

- information on the type of software used to prepare the electronic file
- preliminary matter: (a) half-title; (b) list of previous titles in series; (c) title page; (d) preface; (e) list of contents
- a list of captions to accompany illustrations
- a detailed hierarchy of headings and subheadings

If not using a Word style sheet for the various levels of heading, differentiate them by presentation, e.g. **bold** (first level), ***bold italic*** (second level), *italic* (third level), roman underlined (fourth level). Or use numerals (preferably only to the second level; use *italic* then roman underlined thereafter):

Chapter 1 (style for general text)	Chapter 1 (style for scientific text)
Bold	1.1, 1.2, 1.3, etc. (first level)
<i>Bold italic</i>	1.1.1, 1.1.2, 1.1.3, etc. (second level)
<i>Italic</i>	<i>Italic</i>
<u>Roman underlined</u>	<u>Roman underlined</u>

In captions and headings, use an initial capital for the first letter only (e.g. **The sugar trade**, not **THE SUGAR TRADE** or **The Sugar Trade** (no full stop after headings)).

- If an index is required, either a full index should be compiled after receipt of final page proofs, or a list of key words submitted with the text for automatic indexing. See '[Indexes](#)'.

Copyeditor

A copyeditor is not a designer and is not expected to be responsible for layout.

Copyeditors are, however, responsible for indicating or clarifying the following:

- hierarchy of headings
- when text should be set as an extract

- where displayed matter should be placed in the text (this should be indicated using place markers, e.g. **[Insert Figure 1.1 near here]**)
- beginning and end of boxed text
- where chapters and parts begin on new pages or new rectos

All instructions to the typesetter should be added in square brackets [...] in bold and preferably highlighted in colour, so that they stand out from the body text.

On receipt of the files, the following checks should be made:

- that all elements are present or accounted for, checked against table of contents, list of illustrations, etc. If no such lists are provided confirm content and order with UNESCO; compile and submit lists with finished edit.
- that there is no untranslated text. If there is, warn UNESCO. A copyeditor is not expected to translate text except by prior agreement.

Before starting the edit, the following procedure should be followed:

- If the text arrives as separate chapters, assemble them as one sequentially complete Word document, including preliminary matter. The revised text must be submitted in this form and assembling the file at the outset avoids problems such as conflicts in footnote and page numbers.
- Ensure that all body text is formatted as 'Normal' in Times New Roman (12 point). This should remove any hidden commands. Warn UNESCO immediately if there are any problems with the files such as appearing and disappearing text.
- Format paragraphs in double line spacing, with the first line of paragraphs indented (1.25 cm). Paragraphs following headings should not be indented. Remove all line spaces between paragraphs except before and after extracts and lists (numbered or bulleted).
- Check with UNESCO to see if there are any specific instructions for the publication and compile a Word style sheet (style, font(s) and type size(s)).
- Tables and figures in software other than Word (e.g. Excel tables, files with extensions such as .tiff, .jpg, etc.) must be treated as separate files in their original format, not as Word copies.

Switch on tracked changes

Before revising the text in detail, carry out standard search/replace, for example:

- remove double paragraph returns
- remove extra line spaces after paragraph returns
- change double to single spaces
- remove spaces before punctuation (e.g. before semi-colons)
- change single/double quotation marks as appropriate
- change 'straight' to standard 'curved' quotation marks
- change hyphens to en rules as appropriate (e.g. number and page ranges)
- change spellings (e.g. s to z) and Member States to UNESCO style

A list of usage for each publication, including decisions on word choices, spelling, footnotes, bibliographical references, etc. forwarded with the revised text will be helpful for proofreading.

Author queries should be compiled and forwarded at the earliest opportunity as authors often have packed schedules. Please inform UNESCO ahead of time if there are a substantial number of queries. Queries can be forwarded either:

- using the Word comment function, as part of the document
- on a separate query sheet ([Appendix 10](#))
- listed in an email

Note: The use of tracked changes frequently alters pagination so references to page numbers will be meaningless to the author, who will be referring to the original text. Pinpoint queries using the following: chapter, heading, paragraph, and approximate line number. If chapter numbering has altered, remember this when forwarding queries.

Proofreader

The various checks that all elements are present, as made by the copyeditor, should also be made by the proofreader. Then read text and notes carefully against the copy. Check with UNESCO to see if both typesetter instructions and proof-correction marks should be in English or French. For a guide on French proof-correction marks see [Appendix 11](#). For British proofreading marks, use British Standard proof-correction marks (BS 5261 Part 2 1976 and supplements, reproduced in *The Oxford Guide to Style*, pp. 58–59, or Judith Butcher’s *Copy-Editing*, Appendix 13).

Additional tasks for proofreaders

- *Preliminary pages:* read carefully and check that all items are consistent with house style.
- *Contents, lists of illustrations:* check that the titles of chapters and sections, and numbering and captions of figures, tables, boxes, etc. match those in the text.
- *Page numbers:* check if correct or insert if missing. Numbers should not be printed on blank pages or the half-title and verso, title page and verso, dedication pages, or part titles. They may also be omitted with turned illustrations or those extending into the margin.
- *Running heads:* watch out for different verso and recto. Running heads are usually omitted above chapter or part headings, above turned illustrations and those that extend into the margin.
- *Footnotes:* check that footnotes appear on the correct page, and that the corresponding text calls appear in the text. Sometimes the text of long notes runs on to the following page, in which case check that a rule is included above the continuation.
- *Endnotes:* check that the correct text calls for endnotes appear in the text.
- *Cross-references:* ensure that the relevant page numbers are inserted.

Terminology and spelling

A very useful database for technical terms and abbreviations/acronyms, in UNESCO working languages, is available online (<http://termweb.unesco.org/>).

As is the practice throughout the United Nations system, the *Concise Oxford English Dictionary* (10th edn, 1999) is followed for spelling in UNESCO publications. There are a few exceptions, which are given in [Appendix 9](#).

The Oxford Guide to Style (revised edition of *Hart's Rules for Compositors and Readers*) is a valuable guide. It includes not only a section on spelling but also sections on punctuation, word division, capitalization and foreign-language texts. An additional guide is *The Oxford Dictionary for Writers and Editors*. This is useful for the formation of irregular plurals, the doubling of consonants with suffixes, and the italicization of foreign words and phrases, for example. Both these guides are now available in one volume, *The Oxford Manual of Style* (2002).

Some useful hints can also be picked up from Judith Butcher's *Copy-Editing* (3rd edn, 1992), which although aimed at the professional copyeditor is equally useful for authors and anyone involved in publishing, as is *The Chicago Manual of Style* (15th edn, 2003), which is a model of clarity although its United States usage often differs from that of UNESCO. The latest edition includes comprehensive guidance on electronic publishing.

Geographical names

- Geographical names should normally be spelled according to the official usage of the country concerned, where there exists a local spelling in letters of the roman alphabet:

Beijing, Daejeon, Dar es Salaam, Djibouti, Frankfurt am Main, Frankfurt an der Oder, Jakarta, Luxembourg, Strasbourg

- Where a well-established English conventional form exists, however, it should be used:

Basle, Beirut, Belgrade, Brussels, Copenhagen, Damascus, Geneva, Lisbon, Milan, Prague, Rome, Tehran, The Hague, Turin, Vienna, Warsaw, Zurich

Note: Use Marseille (*not* Marseilles) and Lyon (*not* Lyons). Quebec or Québec may be used, depending on the context.

- Use United States rather than America(n) where there is a possibility of ambiguity. Similarly, do not confuse England, Great Britain (England, Scotland and Wales) and the United Kingdom (Great Britain and Northern Ireland).
- See also UNESCO Member States ([Appendix 5](#)).

Names of organizations, titles

- When citing the names of organizations and institutions of an English-speaking country, the national usage should be followed, as it should for the titles of officials and styles of address.
- When an organization has English as one of its official working languages, the English spelling and hyphenation that it uses for its own name and the titles of its officials should be followed:

Director-General of UNESCO

Executive Director of UNICEF

Organisation for Economic Co-operation and Development (OECD)

Pan American

United States Department of Defense

Foreign words and phrases

- Foreign words and phrases are set in italic, apart from a number of exceptions that have become anglicized (see [Appendix 9](#)). These familiar words are set in roman and are unaccented (*quid pro quo*, *a priori*, *weltanschauung*, *perestroika*, *intifada*, *jihad*). Latin words and abbreviations such as *ibid.* and *et al.* are also roman.
- When reproducing foreign words it is important to include the diacritical marks that are placed in various languages above or beneath certain letters (e.g. tilde in Spanish) and that have the effect of modifying their pronunciation. However, the hamza (') and ayn (') are not used in Arabic transliterations (*Shiite*, *not Shi'ite*).
- Foreign proper nouns (*Centre National de la Recherche Scientifique*), people's names (*Genghis Khan*) and the names of currencies (*kroner*, *centimes*, *pesos*), should never be italicized.
- As the family name is the first element in unwesternized Chinese and Japanese names, they should not be inverted. Watch out for honorific terms as in *U Thant*. Spanish and Portuguese names often include two surnames.

Transliteration

- The language most frequently encountered in transliterated form in UNESCO documents and publications is Russian. See [Appendix 6](#) for a transliteration table of the modern Russian alphabet.
- For the presentation of Arabic, see 'UNESCO texts on Arab and Islamic subjects: instructions for authors and translators' (some useful points reproduced in [Appendix 7](#)).
- For the transliteration of Chinese proper nouns, the Pinyin system of romanized spelling should be used. Familiar names, however, can be added in the Wade-Giles system in parentheses, e.g. *Mao Zedong (Mao Tse-tung)*.

English usage

The classic guide is *Fowler's Modern English Usage* (3rd edn, 1996). Below are some topics suggested by the compilers of this manual. Users are encouraged to contribute suggestions and additions relating to problems they have faced. Please send these by email to the [English Editor](#) at UNESCO Publishing.

Avoiding bias and stereotypes

Age

Being old is equated far too often with undesirable attitudes, such as dependence, rigidity of thought and the inability to learn new things. 'The elderly' is not now regarded as an acceptable term, whereas terms such as 'pensioners' and 'senior citizens' may be accepted by some but not by others. 'Older people' is generally accepted by all. Images should be avoided which portray older people as clumsy or frail, in contrast to younger members of the family. Neither should a link be assumed between youth and beauty or between age and ugliness.

Cultural diversity

Racism – beliefs and attitudes that discriminate against or marginalize people judged to be different – can be unintentional in that only the views and values of the predominant group are presented. For texts intended for an international readership, therefore, avoid a patriarchal or white ethnocentric approach.

The two most common forms of bias are omission and stereotyping:

- *Omission*: the inclusion of certain points of view or experiences and the exclusion of others can greatly influence the reader. Different forms of art, music, beliefs or social organization are considered worthy of mention; others are of less significance.
- *Stereotyping*: members of minority groups may be portrayed with characteristics such as laziness or criminality, or seen as inferior or threatening. Even 'benign' stereotyping is misleading. Roles are often stereotyped by skin colour, as they are by gender.

Disability

When discussing people with disabilities in general, it is easy to fall into the trap of using discriminating language:

- *Marginalizing*: people cannot be fitted into a homogeneous category defined by a disability, using terminology such as 'epileptics', 'the blind', 'the deaf', and so on. Instead, use 'people with epilepsy', 'blind people', 'deaf people'.
- *Patronizing*: reinforcing the image of people with disabilities as 'unfortunate' or 'pathetic' in some way, rather than as people with legitimate expectations and equal rights – to accessible public facilities, to employment. Language such as 'confined to a wheelchair' or 'victim of AIDS' should be avoided. Equally undesirable is the 'hero' treatment whereby someone with a disability succeeds despite his/her disability rather than because of his or her ability. Trying too hard can however be condescending: people who are blind do use terms like 'See you later'.

The following examples show how it is usually possible to avoid giving offence.

Instead of these ...

the disabled (disability is defining feature)
 affliction, handicap
 spastics, epileptics
 mental handicap
 mental age
 victim of, crippled by, suffering from
 confined to a wheelchair
 deaf
 the blind

Try these ...

people with a disability
 impairment, condition, disorder, difficulty, disability
 people with cerebral palsy, people with epilepsy
 learning difficulties, learning disabilities
 severe/profound learning difficulties
 person who has .../person with ...
 wheelchair user, impaired mobility
 hearing impaired, profoundly deaf
 blind or partially sighted person, visual impairment

Non-sexist language

UNESCO avoids gender-specific words for general terms (layman, mankind), to reduce ambiguity and stereotyping. The aim is not to alter already established texts, but to consider the alternatives in current texts. Try to replace with a neutral alternative (non-specialist, humanity).

The following examples show how it is usually possible to improve the level of accuracy while avoiding giving offence. Where both sexes are meant, it is always preferable to use a term that includes, or at least does not exclude, women and girls.

Instead of these ...

best man for the job
 businessman/woman
 cameraman
 chairman/woman
 charwoman, cleaning lady
 craftsman/woman
 fireman
 forefathers
 foreman/woman
 headmaster/mistress
 housewife/husband
 layman
 man, mankind
 man (v.)
 man and wife
 manhood
 man-hour
 man in the street
 man-made

Try these ...

best person for the job
 entrepreneur, executive
 camera operator, camera crew (pl.), photographer
 chair, chairperson, convener, head
 cleaner
 artisan, craftsperson, craftworker
 firefighter
 ancestors, forebears
 supervisor
 head teacher
 consumer, homemaker, shopper
 non-specialist
 humanity, human race
 operate, staff, work at
 husband and wife
 adulthood
 work-hour, labour time
 average/ordinary/typical citizen/person
 artificial, manufactured, synthetic, human-induced

manning	staffing
manpower	human resources, labour force, personnel, workers, workforce
men of letters	literary people, writers
policeman/woman	police officer, police (pl.)
primitive man	primitive people/peoples, primitive humans
right-hand man	chief assistant, lieutenant
salesgirl/man/woman	sales/shop assistant/agent/clerk/representative/staff (pl.)
spokesman	spokesperson, representative
sportsmanship	fairness, good humour, sense of fair play
statesman/woman	leader, politician
steward/ess	airline staff, cabin crew (pl.), flight attendant
taxman	tax collector/inspector, tax office
waitress	waiter, server
working man/mother/wife	breadwinner, wage-earner, taxpayer, worker
workman	worker, operative
workmanlike	efficient, proficient, skilful, thorough

See also the [UNESCO Guidelines on Gender-Neutral Language](#) available online.

Formal language

Where there is a choice between long words or phrases and shorter simpler words, prefer the latter. (Please note, however, that that this rule is not always appropriate for the drafting and editing of UNESCO speeches or internal documents.)

Instead of these ...	Try these ...
accordingly, consequently	so
a certain number of	some
amongst	among
approximately	about, around
cease	stop
combat	fight, tackle, address (in order of intensity)
concept	idea (sometimes)
concerning, regarding	about
decisive innovation	breakthrough
demonstrate	show
determine	set
endeavour	try
elementary	basic
emphasize	highlight

employment opportunities	jobs
following	after
for the purpose of, in order to	to
if this is not the case	if not
if this is the case	if so
inform	tell
initiate	start, begin
in the event of	if
in view of the fact that	as
necessity	need
objective	goal, target
orient	steer
participate	take part
prior to	before
request	ask
requirements	needs
sever	cut
subsequently	after, later
substantial	big
sufficient	enough
the majority of	most
transportation	transport
whilst	while
within the framework of	under
with reference/regard to	about
with respect to	on

Another simple step to clearer English is to use verbs rather than nouns:

Instead of these ...	Try these ...
by the introduction of	by introducing
carry out a study	study
carry out an evaluation of	evaluate
come to an agreement	agree
conduct a review of	review
perform an assessment of	assess
submit an application for	apply for
the provision of	providing

Collective nouns

Most collective nouns, such as the names of organizations (the BBC, UNESCO), companies (Microsoft, United Biscuits) or countries (the United States, the Philippines) are singular and the following verb should agree: UNESCO *is* striving to extend Education for All.

Common exceptions are people, staff and the police (the people *are* desperate for food; the staff *are* going on strike; the police *are* arresting those responsible). Media, in the sense ‘television, radio and the press collectively’, can take either a singular or plural verb, but be consistent.

Generally, with collective nouns use a singular verb with the definite article and plural with the indefinite article:

- *The* number of people *was* large; *a* large number of people *were* present.
- *The* percentage of tourists *is*; *a* small percentage of tourists *were* disappointed ...

An exception may be made when the individuals of a group are emphasized:

The Committee *adheres* to its decision; *the* committee *have* signed their names to the report.

Note also: One and a half months *is* allowed; 20 per cent of the age group *are* out of school.

- Nouns ending in –ics (statistics, ethics, politics) are singular when they denote an art or science (politics is the art of government); plural when they denote activities or practices (the minister’s politics *are* democratic).

Miscellaneous

- Use *that* in a defining relative clause and *which* in a non-defining relative clause (introduced by a comma):

Defining clause: The girl made a list of books *that* had influenced her (not books generally, but books as defined by the *that*-clause).

Non-defining clause: She always buys his books, *which* have influenced her greatly (the clause does not limit or define ‘his books’, it gives a reason or introduces a new fact).

- In the majority of cases *that* can be used instead of *which*, and often *that* can be omitted altogether: This is the book [that] she enjoyed most.
- Used after a comparative, *that* is redundant: The sooner [that] we do it the better.
- ‘On to’ and ‘onto’ – *on to* is used where *on* would suffice:

if you retire, the work will fall on [to] your colleague

As one word, *onto* is a preposition:

she poured sauce onto the meal

Or when *on* is an adverb:

we ran on to the end of the road

- ‘Cannot’ is one word, except where *not* refers to something other than *can*:
the ability to drive can not only increase mobility but also give confidence
- ‘Due’ should be used with a noun or pronoun, ‘owing to’ with a verb:
the children’s *failure* was due to the shortage of books

the children *failed* owing to the shortage of books

Or substitute ‘resulted from’ or ‘because of’:

the children’s failure *resulted from* the shortage of books

the children failed *because of* the shortage of books

- As many UNESCO texts are translated from French, a few ‘false friends’ may be useful:

French	English
actuel	current, topical
adéquat	suitable
assister à	attend, participate
capacité	ability, capability
compléter	supplement
contrôler	supervise, check
Cour Pénale Internationale	International Criminal Court
développement durable	sustainable development
disposer de	have, keep
disposition	provision (of an Act)
entrées	arrivals (tourism)
éventuel	any
éventuellement	possibly
groupe de travail	working group (<i>not</i> party)
illettré	functionally illiterate
important	large
intervention	contribution, speech, statement
matériel	supplies, equipment
menaces non-armées	non-violent threats
opportunité	advisability
organes directeurs	governing bodies
Palais de justice	courthouse
pauvreté extrême	absolute poverty
pays tiers	non-member countries
perspectives	prospects, outlook
possibilité	opportunity
prévu	provided for, planned
réalisation	success, insertion (in labour market)
responsable(s)	person(s) in charge
sécurité sociale	welfare, national health service
stagiaire	trainee
Statut (des fonctionnaires)	(Staff) Regulations

Hyphenation and word division

There are no strict rules for the use of hyphens (see *Fowler's Modern English Usage*, 3rd edn, 1996), but in general it is advisable to use them sparingly.

The hyphenation adopted in the latest edition of the *Concise Oxford English Dictionary* should be followed wherever possible. If a word cannot be found there or in [Appendix 9](#), the following examples may be useful.

Prefixes

A hyphen is used to join a prefix to the main word when:

- the prefix ends and the word begins with a vowel, which might lead to phonetic confusion:
pre-eminent
re-employ
extra-uterine
- the prefixes non-, ex-, self-, are used to make a compound:
non-contributory (*but* nonconformist)
ex-directory
self-discipline

Fractions and numbers

Use a hyphen in e.g. twenty-four, two-thirds and three-quarters.

Compound adjectives

- A hyphen should be used when a compound adjective precedes the noun it modifies:
up-to-date information (*but* the information is up to date)
a hand-to-mouth existence (*but* living from hand to mouth)
nineteenth-century architecture (*but* architecture from the nineteenth century)
- No hyphen is required if the first word of a compound adjective is clearly recognized as an adverb (usually ending in -ly):
readily available information
a poorly constructed sentence
(*but* a well-known musician)

Word division

The division of words at the end of a line of print should, as far as possible, be avoided (turn off automatic hyphenation in word processing programs). Where division is necessary, *The Oxford Spelling Dictionary* (2nd edn, 1995) is recommended, although any good etymological dictionary will be helpful for word breaks. The major aims are unobtrusiveness and to avoid misleading the

reader, as in read-just, reap-pear, recover/re-cover, recreation/re-creation. For word breaks in other languages see *The Oxford Guide to Style* (or *Hart's Rules*).

Some general indications can be given here:

- Divide according to pronunciation, as before suffixes (-ing, -est, -ment, -tion; *but* not the shorter suffixes -ed and -er) and after prefixes (pre-, sub-, inter-, extra-).
- Divide between double consonants (obses-sion), *but* not between two consonants that form one sound (fas-hion).

These rules are qualified by those for the division of hyphenated compounds, thus non-governmental should not be divided before 'mental', co-education should not be divided before 'tion' and so on. These compounds can of course be divided at the hyphen. Avoid dividing personal names.

Capitalization

Initial capitals should be used sparingly and consistently within the same publication. There are several specific cases where initial capitals should normally be used; these are listed below. A number of problem words (e.g. western, government, socialist) are included in [Appendix 9](#).

Geographical and political designations

Accepted geographical and political designations take initial capitals for specific titles, *but* not for general descriptions:

Canadian Government/Government of Canada (*but* the government issued a decree)

Caspian Sea

Cayman Islands (*but* island of Cyprus)

East/West Africa

Eastern/Western Europe (political) (*but* eastern/western Europe – geographical)

Equatorial Africa

Gulf Stream

Lake Superior

River Danube/Danube River (*but* Rhine and Danube rivers)

South-East Asia (*but* southern Africa – geographical)

Government and church institutions

- When the word ‘state’ is used in reference to a political unit it should be capitalized with the name of a specific state (State of New York), *but* not in general references (the states of Brazil).
- When the word ‘government’ is used in reference to a specific government it should be capitalized (the French Government), *but* not in general references (the government was democratically elected).
- The names of specific political parties and religions take initial capitals:
the Conservative Party or Conservative policy (*but* conservative voters, a conservative dresser)
the Communist Party (*but* a communist society)
the Roman Catholic Church (*but* the church was rebuilt)

Historical eras and events

Use initial capitals for historical eras, titles of meetings, declarations and conventions when the full title is given:

during the Second World War measures were taken to ensure ...

at the thirty-first International Conference of Translators it was decided that ...

the Universal Declaration of Human Rights, in its opening paragraphs ...

the Convention relating to the Distribution of Programme-carrying Signals Transmitted by Satellite, discussed in Geneva ...

Resolution 15.2 adopted by the General Conference of UNESCO at its 25th session

(*but* during the war ...; the convention was attended by ...; the resolution was debated ...)

Titles of publications

Use initial capitals for the principal words (nouns, adjectives, adverbs and verbs, and the first word following a colon) in titles of books and journals (see examples below). For articles and chapters use an initial capital for the first word only. This applies to titles in English only. For other languages, use the form recognized in the language concerned. In German, for example, the capitalization of all nouns must be respected. (However, a translated book/journal title in square brackets should have initial capitals and be set in roman.) See also '[Bibliographical references](#)'.

Hearst, F. R. and Broadstreet, K. J. 1992. The computerization of archival material. *Archives and Informatics: A Reappraisal*. London/New York, Methuen/Basic Books, pp. 23–24.

Pellegrin, J.-P. 1991. *Le plaisir de se battre*. Paris, Maspero.

Meléndes, G. 1990. *La evolución precolombina de México* [Evolution of Pre-Columbian Mexico]. Mexico City, Siglo XXI.

D. S. Ironmonger, 1977, National primary socio-economic data structures, *International Social Science Journal*, Vol. 29, No. 4, p. 786.

Miscellaneous

- Initial capitals should be used for trade names such as Apple, Formica and Pyrex.
- Volume, number, part, chapter, appendix, figure, table, plate and their abbreviations (vol., no., fig., etc.) take an initial capital when followed by numbers; the same applies to words such as section and grade when followed by numbers:

the data are given in Table 14

the changes are shown in Figure 7

Prospects, Vol. 23, No. 2, 1993

the school taught children up to Grade 4

Note: Capitals are not used when the above words are used in a general sense:

the table opposite lists those countries ...

the present volume is the last in the present series

the section on drug abuse is particularly apt

many children drop out after the third grade

- Titles of organizations, committees, associations, universities, agreements, contracts, laws, regulations, treaties, etc. take initial capitals when the full title is given:

the Meeting of Experts on Copyright Syllabuses convened by UNESCO ...

the Executive Committee of the ALAI decided ...

(*but* the committee decided that ...)

Titles of organizations etc. in French and Spanish take an initial capital only:

the Centre national de la recherche scientifique, meeting at ...

Note: Organization, when referring to UNESCO, is capitalized.

- In general references to trends, designations of movements are not capitalized (the women's movement, liberation movements).
- Names of the seasons (spring, summer, autumn, winter) are not capitalized, nor do they need a definite article. Seasons should not be used to specify dates, as they vary according to the hemisphere. 'The report will be published in spring 2004' could therefore be altered to 'The report will be published in early 2004'.
- Academic subjects (mathematics, history) are not capitalized, with the exception of languages (English, Japanese).
- Names of stars and planets (Sun, Earth, etc.) should be capitalized if used in a scientific context but not in descriptive text (sun-baked earth).
- In notes use initial capitals for *Ibid.* or *Cf.* when they begin a sentence. However, *E.g.* and *I.e.* should be avoided at the beginning of a sentence by using 'For example,'; 'In other words,'; or by rearranging the note.

Punctuation

Comma

The comma is used to separate clauses and phrases, direct speech, and items in lists. The following list covers common cases of comma misuse:

- It should *not* be used before ‘and’ in such phrases as ‘men, women and children’

But, for clarity, a comma can be used before ‘and’ in a phrase such as:

... consisted of children, adolescents and adults, and many other groups ...

- It should *not* be used after e.g., etc. and i.e. (note that a comma is needed *before* these abbreviations):

In capital cities, e.g. Algiers, Cairo, Rabat, Tripoli, Tunis ...

Unity in the midst of diversity of language, religion, etc. was very important ...

He attacked reactionaries, i.e. those whose opinions ...

(Please note that, unless unavoidable, e.g. and i.e. should not be used in body text and should be substituted with ‘for example’ and ‘that is’/‘in other words’. They are acceptable, however, in text within parentheses or footnotes. Quoted matter, obviously, should not be amended.)

- It should *not* be used after street numbers and before postcodes in addresses:

19 Kingston Road, Manchester M17 1QH

1342 Lexington Avenue, New York NY 10022

with the exception of French addresses:

7, Place de Fontenoy, 75700 Paris

- It should *not* be used before Ltd, Inc., etc.:

Wiley & Sons Inc.

- It should *not* be used before opening parentheses:

perhaps (and it seems likely) the group ...

Full stop (point or period)

The full stop signals the end of a sentence, usually a complete thought. It can also be used after abbreviations (see also ‘[Abbreviations and acronyms](#)’):

Inc. No. p. pp. Vol.

But omit the stop:

- after contractions (abbreviations that include first and last letter of the singular):

Dr Jr ft Ltd Mr Mme Ms Retd

(*but* Rt. in Rt. Hon.)

Note: In plural abbreviations (eds, vols) omit the stop.

- after abbreviations of units of measurement (note space between value and unit):

15 cm 100 g 10 ha 65 kg 5 km 2 m 350 ml 8 mm

(*but* in. for inch or inches)

Note: The plural of abbreviated units is the same as the singular, e.g. 5 h *not* 5 hs or 5 hrs (hours)

- at the end of titles and short captions:
(*but* punctuate longer captions, or those of more than one sentence)
- Omit punctuation before and after website addresses at the end of references, where they can appear as a separate item:

<http://www.unesco.org>

If website addresses appear in running text or notes, however, enclose in parentheses (<http://www.unesco.org/>). See also '**Bibliographical references**'.

Quotation marks

- In quoted matter, use single quotation marks (also called 'inverted commas'), closed up; double quotation marks should be used for quotations within quotations:
The report stated: 'at no time were "drop-outs" mentioned before that year'.
- Punctuation marks should be placed within quotation marks if these form part of the original, otherwise they should be placed outside.

Placing of commas

'Leave me alone,' she said, 'I'm tired.'

'The situation remains', he said, 'very tense.' (no comma after 'remains' in original sentence)

Placing of note references

As Smith (1992) insists: 'This is partly due to a wide experience of education systems.'³

We can see that 'amateurs',* who are ...

Placing of bibliographical references

Anderson is of the opinion that 'there is no ready-made social programme' [22].

This was 'proved long ago by Marx' (Anderson, 1992).

Placing of bibliographical and note references

The project was 'indefinitely postponed' (Swann, 1987).¹

Placing of question marks

The slogan was 'Who shall be first?'

(*but* Why was the programme 'put on ice'?)

- Angle brackets < > should not be used in place of quotation marks in English. Where text is quoted in languages that commonly use angle brackets, replace them with English quotation marks.

Ellipsis (mark of omission)

Use an ellipsis (three spaced points ...) to denote an omission. The computer-generated symbol ... is acceptable if used consistently. If the preceding sentence is complete in itself it should finish with a full stop, followed by a space and the ellipsis:

From a strictly personal point of view ... independence should be achieved.

From a strictly personal point of view, I feel that Jones was right. ... Independence should be achieved.

- Do *not* use the following to indicate an ellipsis: ..., (...) or [...].
- An ellipsis should not be used as in French to denote tail-off in a list – use ‘etc.’ or ‘and so on’ instead.

Placing of punctuation marks

cannot be dismantled ...’.¹ (unfinished sentence)

it was not foreseen ...’ (Jones, 1990).* (unfinished sentence)

‘It was well worth all the effort. ... Now we must look forward.’ (complete sentences)

Square brackets

Square brackets should be used for:

- editorial additions to quotations:

‘There were many adverse comments on his [Smith’s] individual style.’

- parentheses within parentheses:

The language from which the book was translated (Spanish [Argentina]) was clearly shown on the cover.

Note: Use parentheses rather than square brackets for translations or explanations in text, e.g. the steadily increasing number of *gurdwaras* (places of worship) around the globe; the rise of the Bhangra (traditional dance) industry

Dashes

- Dashes are used for parenthetical breaks in a text; they help to clarify a complex sentence. In UNESCO publications use a word-spaced en rule (symbol in Word special characters is ‘En Dash’, keyboard shortcut Control + N):

The aim was to enhance the efficiency – and the relevance – of some specific aspects of ...

- A dash is also used (closed up) in page numbers, dates, etc. and to denote association, direction, etc.:

pp. 17–19 1939–45 UNESCO–IIEP north–south axis

- Use words rather than a dash for ‘from ... to ...’ or ‘between ... and ...’. Do not write, for example: ‘between 6–12 per cent’, but ‘between 6 per cent and 12 per cent’.

Apostrophe

The apostrophe is much misused as in the ‘greengrocers’ apple’s and pear’s, like the hyphen. It has two functions: to denote possession and to indicate a contraction.

Possession

- Singular nouns, including those ending in s, form the possessive by adding ’s:

the lady’s handbag

Gerald’s position

Mr Malpass’s book

Note: For certain proper nouns, where the addition of a possessive ’s would create a buzzing sound, only an apostrophe is added, e.g. Jesus’ life and Moses’ law. For other cases, the s remains, e.g. Keats’s poems and Dickens’s characters.

- Plural nouns ending in s form the possessive by the addition of an apostrophe alone:

the ladies’ waiting room

the Malpasses’ house

- Plural nouns not ending in s, like singular nouns, form the possessive by adding ’s:

children’s needs

men’s department

Contractions

It’s Monday today.

They didn’t see the film – they wouldn’t have enjoyed it anyway.

Note: An apostrophe is no longer used to form the plurals of numbers and letters: use the 1990s, the 3 Rs, Ps and Qs. (Please note, however, that American English retains the older usage; any quotes/extracts in the text written in American English and using, for example, 1990’s need therefore not be queried.)

Miscellaneous

- The punctuation marks : ; ? ! should always be closed up to the preceding word in English.
- Non-breaking spaces should be inserted wherever two units are inseparable:
 - between the initials of a name and between initials and surname (J. S. Smith)
 - between number and noun (200 sheep)
 - between number and unit(s) in measurements (60 °C, 2 m, 16 g m⁻²)
 - between symbols and numbers (< 5) with the exception of currency symbols (US\$160)
 - between e.g. or i.e. and the first word of the text that follows
- In certain phrases it is clearer to use an oblique stroke in place of a hyphen:
 - student/teacher ratios
- An oblique stroke is also used to denote inclusive periods, such as academic and fiscal years:
 - 2000/01

Note: UNESCO biennia (being two separate years) are always written 2002–2003, with a dash, not a hyphen.

- An ampersand (&) should only be used in such cases as the following:

Marks & Spencer (company name)

R&D (research and development – no space)

Quoted matter

Quotations should not generally exceed one paragraph in length. When submitting text, any quotation made in translation must be accompanied by the original language version because UNESCO publications may be translated into other languages, one of which may be the original of the quotation.

If a passage is quoted in the original language but a published translation into French, Spanish or English is known to the author, this translation, or at least a full bibliographical reference to it, should be supplied separately.

Quotations in text are treated in two ways, according to length:

- *Isolated words or short quotations* (four lines or less of text) use single quotes closed up (see also 'Quotation marks'). This type of quotation is run on with the preceding text:

Time has described shale-oil as 'a researcher's dream and an economist's nightmare'.

- *Longer quotations* (extracts of more than four lines of text) are normally set in a type size smaller than that of the text and should be indicated clearly, such as by indentation. A line space is inserted above and below the quoted matter. Opening and closing quotes are not required and single quotes are used for a quotation within the quoted matter:

The study found that there were

substantive differences between experts on two general constituents of the 'inquiry' method: the specific roles of teacher and student in the inquiry process, and the emotional context in which the inquiry is carried out.⁴

Experts who stress the affective objectives believe that these problems ...

Where more than one paragraph is quoted, an extra line space is not required between paragraphs, but indent the first line of each paragraph after the first.

- In English-language quotations, respect the spelling of the original (as in British or American usage, or hyphenation). Latin for 'thus' [*sic*] – no full stop – may be used in brackets to draw attention to a quoted error or doubtful conclusion.

Italic

Italic should be used sparingly; using it to signify emphasis should be avoided unless absolutely necessary. Non-anglicized foreign words (other than proper nouns) and expressions are usually italic. Familiar abbreviations such as et al., etc., ibid., i.e. and op. cit. are however roman. Examples of usage are given in [Appendix 9](#).

Italic is used for:

- titles of published works, except for the Bible and the Koran (titles of chapters, articles and unpublished papers are not italicized but are placed within quotation marks in text, unquoted in bibliographical references):

In the chapter entitled ‘Two familiar faces’, in his book *Staying the Course*, James P. Appleton describes ...

Appleton, J. P., Two familiar faces. *Staying the Course* ...

- titles of periodicals and newspapers:

Museum, Vol. 44, No. 1, 1992

in the *International Herald Tribune* it was reported that the war ...

- titles of plays, films, television and radio programmes:

Uncle Vanya

Gone With the Wind

The Archers

- titles of operas, oratorios and ballets; *but* concertos, symphonies, etc. are set in roman, unquoted. Quotation marks may be used for the popular title of a work:

Mozart’s *The Magic Flute*

Beethoven’s Ninth Symphony

the ‘New World’ symphony

- long poems which are virtually books in themselves; *but* roman within quotation marks is used for the titles of shorter poems:

Paradise Lost

The Faerie Queene

‘Elegy Written in a Country Churchyard’

- titles of paintings and sculptures:

the *Mona Lisa*

Jane Poupelet’s *Woman at Her Toilet*

but, Calder’s statue of George Washington

- names of ships (apart from their prefixes), oil platforms and space vehicles; *but* use roman for types of ship, etc.:

H.M.S. *Britannia*

Voyager 2

Polaris submarines

- biological genera, species and varieties (genus capitalized, species lower case):

Pinus halepensis

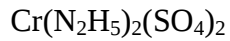
the Aleppo pine

However, roman is used for families of plants and animals:

Cactaceae, Homaridae

- mathematical variables (including Greek characters), *but* roman is used for chemical symbols and abbreviations of functionals:

$$2ab + 4xy = 6c$$



$$F(t/\text{ha}) = P_{\max} + \sin T$$

- names of parties in legal cases:

State of Wyoming v. Jameson

Numbers

- In general, spell out numbers from one to ninety-nine, 100 and above should be in numerals. Avoid mixing spelled-out numbers and numerals in the same sentence by using numerals for all:

There were nine candidates, seven of whom were women.

... with 8, 25 and 123 participants respectively

Note: In technical, statistical or scientific texts and internal UNESCO documents, spell out numbers from one to ten, 11 and above should be in numerals.

- Numbers should also be spelled out in the following contexts:
 - at the beginning of a sentence (Two hundred and fifty people were injured in the accident ...), or rearrange the sentence (A total of 250 people were injured ...)
 - in approximate or isolated references to dimensions, weights and measures in non-technical texts (in the past hundred years)
 - in fractions in narrative text (half an inch; three-quarters of the population)

- Always use numerals for dates, times, percentages, units of money or measurement, ages, page references, ratios, scales:

25 December 2002 23–29 April 2001

during the 1990s (*not* during the nineties – *but* twentieth century)

9 a.m. (*not* 9.00) 9.05 a.m. (*not* 9.5) 7.30 p.m. 19.00 hours

25 per cent 25% (use symbol in statistical text, tables, figures)

\$17.99 €125.50 £24.75

6 ft 35 mm 100 kg

He was 27 years old (*but* in his twenties)

When the children reach 11 years

A class of 5-year-olds (*but* a ninety-year-old agreement)

See pp. 2–22 on page 2 of the book

teacher/student ratio of 1:9 (*or* 1 to 9)

1:500,000 (map scale)

Note also:

2,000 (*not* two thousand or 2 thousand)

3 million (*not* 3,000,000)

7.5 million (*not* 7,500,000)

(*but* 3,574,900)

10 billion (*not* 10,000 million): a billion is 1,000 million – the older British use of a billion to mean 1 million million is disappearing

More on dates

- The day is followed by the month and year without commas (8 October 1950).
- When the day of the week is specified, follow it with a comma (Sunday, 8 October 1950).
- Periods of two days should be referred to as follows: The meeting was held on 7 and 8 October (*not* from 7 to 8 October).
- Periods longer than two days should be referred to as *from* (date) *to* (date), e.g. The meeting was held from 8 to 12 October (*neither* 8–12 October, *nor* from 8–12 October).
- If dates according to the Muslim lunar calendar are used, the corresponding dates according to the Christian calendar should be given after them, separated by an oblique stroke: AH 429/AD 1037.

Note: If both systems are to be used throughout a document, it may be useful to include a note to that effect and omit AH and AD: 429/1037.

- Muslim/Christian periods should be expressed: 334–447/945–1055, not 334/945–447/1055.
- Centuries given according to both systems should take the form: third/ninth century; third and fourth/ninth and tenth centuries.
- Dates followed by Ma (millions of years ago) or Ka (1,000 years ago) never take a minus sign, i.e. 180 Ma, not -180 Ma

More on times

- Use the 24-hour system in preference to the 12-hour system.
- Write times with a point between hours and minutes, without h or o'clock (11.30).
- For midnight use the word 'midnight' or 24.00 (for periods ending then) or 00.00 (for periods starting then).
- For duration use h (5 h journey).

More on currencies

- Where a sum is written in words, use the form Canadian dollars, Danish kroner, pounds sterling, Swiss francs, etc.
- Abbreviations and symbols for units of currency should be used only if it is clear what currency is being referred to. The unit should be written in full at the first mention if there is any possibility of ambiguity (... a contribution of 1 million euros was reported). Thereafter a symbol can be used (€1 million).
- When the unit is written in full it follows the amount (40 pounds), when a symbol is used it precedes the amount (£40).
- There should be no space between the symbol for the unit of currency and the numerals (US\$75,000, US\$1 million). If there is no possibility of ambiguity, as there could be between American and Canadian dollars, the \$ symbol can be used alone for US\$.
- Currency *abbreviations* (DKK, GBP, CHF), as opposed to symbols, take a non-breaking space (GBP 1 million, CHF 17.5).

Miscellaneous

- In text, avoid writing numerals as they might be spoken:
25, 50, 75 and 100% should be written 25%, 50%, 75% and 100%
16, 18 and 30 m should be written 16 m, 18 m and 30 m
- In English, decimals are shown by a point on the line, not a comma. The number of decimal places depends on the context, but avoid mixing when comparing data (add zeros):
5.60 3.33 19.20
- Use Second World War (*not* World War II, 2nd World War, etc.).
- Use a comma in four-digit numbers and above (except in tables, where a thin space is used – see ‘**Tables**’):
1,020 24,699

Note: Omit the comma in four-digit page references and dates:

pp. 1134–56 (*but* a work comprising 1,156 pages)

AD 1131 AH 1323 (AD and AH before date)

3000 BC 9000 BP (BC and BP after date)

(*but* 3,000 years before our era)

Five-figure dates take a comma; five-figure page references do not:

10,000 BP

pp. 12149–52

- Decades are referred to as the 1980s, mid-1950s, etc. Centuries are spelled out in lower case (the nineteenth century, the twenty-first century). Change ambiguous references to the ‘last’ century to ‘nineteenth’ or ‘twentieth’ as appropriate.
- For pagination and number spans in references, bibliographies, indexes and notes, number as follows:

p. 7 pp. 1–9 pp. 16–19 pp. 71–78 pp. 101–05 pp. 122–24 pp. 1225–345

Note: For ranges of dates, the last two digits should always be retained: 1998–99. For academic or fiscal years, use an oblique stroke: 1998/99. UNESCO bienniums always take the full form: 1996–1998.

- Numbered paragraphs with subdivisions should be presented as follows:
 1. These are the types of property quoted in the report: (a) administrative; (b) commercial; (c) residential, (i) houses, (ii) flats, (iii) mobile homes; and (d) institutional.
 2. Other types of property were mentioned in the annex.

Abbreviations and acronyms

Abbreviations (short forms of words – Mr) or acronyms (initial letters of words – AIDS) should be used sparingly in ordinary texts and avoided if they lead to confusion or ambiguity.

- Expand even familiar abbreviations at the first mention in the text and use the short form only thereafter.
a spokesperson for the World Health Organization (WHO) stated ...
the figures for gross domestic product (GDP) were not quoted when the report was published, although GDP had been one of the criteria ...
- Avoid explaining a term or expanding an abbreviation a second time. This can easily occur in a multi-author work. If there are many abbreviations, consider listing them in an annex.
- Harmonize initial capitals for each word of the expanded abbreviations (Geographic Information System/Geographic information system/geographic information system). Check the consistency of capital use or non-use.

Apart from the specific cases that follow, full stops are used for abbreviations but not for contractions:

B.Sc. Calif. ed. fig. Ph.D.
Dr Jr Mr Sr St

Note: For abbreviations of North American states and Canadian provinces, etc., see [Appendix 8](#).

Specific cases

- Do not use full stops for acronyms consisting of initial capitals:
BBC EC ILO UNDP UNESCO UNICEF

Note:

United Nations, United Kingdom, United States at first mention, thereafter UN, UK and USA can be used (with the exception of internal UNESCO documents).

Titles, however, do not change, e.g. UK National Commission for UNESCO,
US Department of Defense.

- There is often no need for the definite article before the acronym for an organization, e.g. UNESCO, *not* the UNESCO; *but* the BBC, *not* BBC. If the acronym is generally pronounced as a word, it acts like a proper noun and does not need ‘the’; if pronounced as a set of letters, it usually does need ‘the’.
- Use full stops for lower-case abbreviations such as:
e.g. i.e. p.m.
- Points of the compass are presented as follows:
N S E W NE NNE
- Geographical coordinates are presented thus (note space between value and coordinate):
23°15' S 40°45' E
- Abbreviations of measurements, weights, etc. do not take a plural s nor a full stop:

cm km m m² l or L ml g kg

Note: For abbreviations of symbols and units follow the [International System of Units](#) (SI) as defined by the International Organization for Standardization (ISO).

- Temperatures in degrees Celsius and Fahrenheit are presented thus (note space between value and unit, whereas the degree sign is part of the unit so is closed up):

17 °C 80 °F 17–19 °C

- Temperatures on the Kelvin scale do not take a degree sign (note space between value and unit):

298 K

- Use the following abbreviations in bibliographical references (see also '[Capitalization](#)')

• appendix	• app. (plural apps)
• bibliography	• bibliog.
• chapter	• ch. or chap. (plural chs)
• collection	• coll.
• compiled/compiler	• comp.
• diagram	• diag.
• edition	• edn (plural edns)
• editor/edited	• ed. (plural eds)
• enlarged	• enl.
• figure	• fig. (plural figs)
• folio	• fol. (plural fols)
• frontispiece	• frontis.
• illustration	• illus. (sing. and plural)
• impression	• impr.
• no date	• n.d.
• number	• no. (plural nos)
• page	• p. (plural pp.)
• paragraph	• para. or § (§ closed up)
• part	• pt (plural pts)
• plate	• pl. (plural pls)
• preface	• pref.
• reprint	• repr.
• revised	• rev.
• translated/translator	• trans.
• volume	• vol. (plural vols)

Displayed matter

Displayed matter, that is, any material separate from the main text, may include tables, figures, text boxes and equations.

Tables

Special attention must be paid to tables; few are perfectly presented in the typescript. To avoid repetition and to ensure clarity, the presentation may have to be modified.

- Tables should be numbered and any missing text references to table numbers supplied. Numbering should be consecutive throughout the work, unless it consists of articles by different authors (e.g. in proceedings of symposia, or in periodicals), where the numbering should be by article. In multi-author books the tables may be numbered by chapter or by volume, as appropriate. Table numbers and text references to them dispense with the need to place tables immediately after their reference in the text. Avoid ‘in the table/figure/box above/below’, but use ‘in Table 6’, etc.
- All table columns should have clear and concise headings. Column headings should normally be set horizontally and (apart from the first and last headings) centred over their columns. There should be no final punctuation. If all the numbers in one column refer to the same unit, the name (or an abbreviation) of the unit should be included in the column heading wherever possible (within parentheses).
- In columns of numbers, the comma is replaced by a thin space. Align the numbers to the right, or on the decimal point, for identical forms of data but centre the columns for mixed data or ranges. Avoid a decimal point to one place after some numerals (30.2), to two places for others (22.47) and none after others (78) when comparing data. Add zeros to equalize, in this example 30.20, 22.47, 78.00.
- Generalize within tables the abbreviation ‘n.a.’ to mean ‘not applicable’ and an en rule to mean ‘not available’.
- Avoid vertical rules in tables.
- Footnotes to the table itself should be placed above the final rule of the table (i.e. within the table), not at the bottom of the page.
- Sources should be treated as a final unnumbered footnote, introduced by *Source:* or *Sources:* in italic, not indented.

Below is the type of presentation to be adopted for tables. To avoid loss of data or transfer between columns, always use the word-processor table function rather than tabulations to set out tables. As a general rule, table text and caption should be set one size smaller than the main text, column headings and notes two sizes smaller.

Table 7. Statistical publications: number of titles and publications per year

Frequency of issue ¹	Number of titles ²			Total number of publications per year
	Bureau	Other	Total	
• Daily	• –	• 3	• 3	• 780
• Weekly	• –	• 2	• 2	• 104
• Fortnightly	• –	• 1 ³	• 1	• 26
• Monthly	• 96 ⁴	• 10	• 106	• 1 272
• Eight-weekly	• –	• 1	• 1	• 6
• Quarterly	• 43	• 18	• 61	• 244
• Half-yearly	• 2	• 7	• 9	• 18
• Yearly	• 120	• 12	• 132	• 132
• Less frequently	• 152	• 2	• 154	• 31
• Total	• 413	• 56	• 469	• 2 613

1. Data supplied by the publishers.

2. Data given are for 1968.

3. As from 1976, appears monthly.

4. Does not include *Statistical Bulletin*.

Source: D. S. Ironmonger, 1977, National primary socio-economic data structures, *International Social Science Journal*, Vol. 29, No. 4, p. 786.

Note: The source can be given in Harvard style (see ‘[Bibliographical references](#)’) if full bibliographical details appear elsewhere in the publication. In which case, note below the table the author’s surname, date of publication and page reference: *Source:* Ironmonger (1977, p. 786). If there are several sources, separate them with semicolons, e.g. Smith (1994a); Roger and Jones (1992); adapted from Maxwell et al. (1995). The same rule applies to sources of figures.

Figures

Figures include charts, graphs and photographs.

- All figures should be submitted as separate, clearly identified image files.
- All charts and graphs should be labelled parallel to the axis, with the quantity measured and the unit used:

Gross intake rate (%) (note use of upper and lower case, unit in parentheses)

Note: All numbers over four digits on graph axes, labels and sources take a comma:

+10,000

-4,500

- Each figure should be numbered, with a brief description giving the source. The full reference should be noted in the bibliography.
- Figures in Word format are unsuitable for editing and authors should contact UNESCO if they have any doubts about the quality of the material or what software to use.
- Where colours have been used in graphs and charts, they must be clearly differentiated if they are to be printed in black and white.
- If photographs have been scanned and imported into the typescript, each colour image should have a minimum definition of 300 dpi and each black and white image a minimum of 600 dpi. Below this, images will need to be rescanned. The authors should have supplied a good quality slide or photograph whenever the definition of the scanned image is poor.
- It is important to verify if the publication is to contain a colour plates section. If so, these figures must be identified as 'plates' and numbered sequentially as Plate 1, Plate 2, etc. Identifying these at the outset avoids the task of redefining figures and maps as plates at a later date; a time-consuming process which can result in having to renumber figures – and references to them – throughout the text.

Equations

- Times New Roman is the best typeface to use for scientific or mathematical formulae because it has the most complete set of symbols. A hard copy printout of the Word file(s) should be supplied to ensure that the correct formulae are set. (In co-author works, different type sizes or styles may be used by authors for the equations/figures in their chapter.)
- Do not mix styles for equations (10×20 km; 10 km by 20 km). Use the multiplication sign in the 'Symbol' font ($\times$) rather than a letter x or X.
- Short formulae can be set in the line of text rather than displayed, in which case use an oblique stroke for division: $(a + b)/(c + d)$.

Bibliographical references

Two reference systems are used in UNESCO publications: the author–date system (commonly known as the Harvard system, used mainly in scientific and academic works) and, less frequently, the reference-by-number system where reference numbers are placed within square brackets in the text.

Author–date (Harvard) system

- In this system the author and/or year of publication are placed within parentheses in the text, and the full reference in a list at the end of the chapter or article (or sometimes grouped together at the end of a work).
- All published works referred to in the text must appear in full in the list.
- Text calls to references are made by inserting the author’s surname and the date of publication:
In the experiments carried out in Africa (Smith, 1987), it was ...

But

if the author’s name forms part of the sentence, it is not repeated in the text call:

In his experiments carried out in Africa, Smith (1987) proved that ...

- A reference to a work by two authors is presented thus (note page reference):
The policy of wildlife protection (Blaney and White, 1992, p. 19) was accepted ...

or

In the field of wildlife protection, Blaney and White (1992, p. 19) gained acceptance ...

- Should there be three or more authors of a single work, the name of the first is given, followed by ‘et al.’:
Although this had already been investigated (see Smith et al., 1990), it was considered ...
- If more than one work is referred to, the authors’ names should be separated by semicolons and presented in alphabetical order:
According to several authors (Blaney, 1989a, 1989b; Castleton, 1990; Schwartz and Delaney, 1991) ...
- If there are repeated calls to the same work in the same section of text, try to avoid duplication by using just one call per paragraph, if no other work has been cited since the last call to the repeated work.

Presentation of references

Bibliographical references should contain the elements essential to sure and rapid identification. To ensure that these are presented uniformly in all UNESCO publications, the principles outlined below should be applied.

All publications

- Entries are listed alphabetically by author (individual or corporate). If more than one work by an author is given, these are arranged chronologically. When two or more titles by the same author and published in the same year are listed, the titles are arranged alphabetically with *a*,

b, c, etc. added after the date. Chronological order may also be used if the author prefers, but be consistent.

- In the absence of author(s), entries should be listed alphabetically by the title of the work (disregarding definite and indefinite articles).
- Single-author works are listed before dual-author works and the latter before multi-author works when these concern the same initial author. Also, names beginning with separate prefixes such as ‘Van Dyke’ and ‘de Beer’ are treated the same way as when the prefix is attached to the name, as in the case of Vanderbilt.
- For Arabic names, ignore the prefix *al-* in alphabetical order (*al-Bahman, Bardouz, al-Hamad, Hamdan, Al soroosh, etc.*).
- Where a translation of a title is given after the original it is set in roman and placed in square brackets.
- There is no need to list the country of publication if the publisher is located in the capital city (London, Berlin), an exception being made for New York although not a capital city. The abbreviation of the state or province (see [Appendix 8](#)) should be added for smaller North American towns, in which case there is no need to add USA or Canada.
- For co-publications link places of publication, and names of publishers, with an oblique stroke /.
- A series title or document number is given at the end of the reference in parentheses, full stop inside.
- If several chapters are cited from a work listed separately, the chapter entries may use a short form of that work:

Hawarden, F. S. 1988. Specialized uses of computerized cartography. Stott and Strickland, op. cit., pp. 137–46.

Stott, G. H. and Strickland, W. C. (eds). 1988. *Maps and Mapmakers*, Vol. 2. London, Century Editions.

Books and documents

The order of bibliographical elements, together with the relevant punctuation, is shown below.

- *Author* (surname in upper and lower case, followed by initial(s) with non-breaking spaces) or corporate author (government, public body, institution, etc.). Two authors are separated by ‘and’; if more than two separate by commas with ‘and’ before the last name. Exceptionally, if multiple authors’ names are unavailable, et al. may be used after the first author.

Punctuation: stop

- *Year of publication.*

Punctuation: stop

- *Chapter title* (roman, lower case in English except first word).

Punctuation: stop

- *Book or document title* (italic, main words capitalized in English)

Punctuation: stop (if edition or volume follow, comma)

- *Edition, volume* (if any, e.g. 2nd edn, Vol. 1).

Punctuation: stop

- *Editor, translator, compiler, etc.* (if any).

Punctuation: stop

- *Place of publication.*

Punctuation: comma

- *Publisher.*

Punctuation: comma

- *Page reference* (if any, e.g. pp. 99–100).

Punctuation: stop

- *Number of volumes, etc., tables, figures, maps, bibliography, appendix, index, etc.* (abbreviated as shown in ‘Abbreviations’ and separated by commas).

Punctuation: stop

- *Title of series or document number* (if any, roman, in parentheses).

Punctuation: stop (inside parentheses)

- *Note on original language* (if applicable, in parentheses).

Punctuation: stop (inside parentheses)

Examples with single author

Leventhorpe, J. C. 1987. *Scandinavian Influence on Northern English Dialects*, 2nd edn, Vol. 1. Oxford, Oxford University Press.

UNESCO. 1975. *UNISIST Guidelines for the Organization of Training Courses*. Paris, UNESCO, pp. 99–100. (Doc. SC/75/WS/29.)

———. 1999. *UNESCO Statistical Yearbook 1999*. Paris/Lanham, Md., UNESCO Publishing/Bernan Press.

Examples with multiple authors

Blaney, H. L. and Suza, W. W. 1988. *Wildlife in Western Europe*. London, Hutchinson, illus.

Smith, R., Richards, J. and White, S. 1990. *The Flora and Fauna of Europe and Africa*. London, Hutchinson.

Examples with corporate author

United Kingdom. British Library. 1992. *The State of Libraries Today*. London, The Stationery Office.

———. 1995. Lending Division. *Microfiches*. London, The Stationery Office.

Examples with translated title

Alkahaer, H. R. 1960. *Det danske marked* [The Danish Market]. Charlottenlund, Almqvist & Wiksell. (In Danish.)

Ozawa, Y. and Yoshino, M. M. 1992. *Shôkikô Chôsahô* [Methods in Local Climatology]. Tokyo, Asahi. (In Japanese.)

Examples with author of chapter and editor(s)

- Simmons, J. 1999. Education for development reconsidered. M. P. Todaro (ed.), *The Struggle for Economic Development*. New York, Longmans, pp. 262–75.
- Hawarden, F. S. 1988. Specialized uses of computerized cartography. G. H. Stott and W. C. Strickland (eds), *Maps and Mapmakers*, Vol. 2. London, Century Editions, pp. 137–46.

Example with series title (in parentheses)

- Sangster, B. A. 2000. *What is Curricular Evaluation and Why are They Saying Such Terrible Things About It?* West Lafayette, Ind., Purdue University Press. (Education Studies, 35.)

Example with volume editor in series with general editor

- Adams, J. 1980. After Piaget. B. Russell (ed.), *Adolescents in the 1970s*, Vol. III of *Cognitive Behaviour* (gen. ed. A. Mansell). London, Varsity Press, pp. 123–28.

Example with unpublished work

- Menon, V. 1998. Popular princes: kingship and social change in Travancore and Cochin, 1870–1930. Ph.D. thesis, University of Oxford, UK.

Note: Personal communications are not listed in bibliographical references but details are given in parentheses in the text (J. W. Brown, personal communication, December 2003).

Periodicals

The order of bibliographical elements, together with the punctuation following each, is given below.

- *Author* (surname in upper and lower case, followed by initial(s) with non-breaking space). If Two authors are separated by ‘and’; if more than two separate by commas with ‘and’ before the last name; if a corporate author with more than one element, separate by full stops.

Punctuation: stop

- *Date*.

Punctuation: stop

- *Title of article* (roman, first word capitalized in English).

Punctuation: stop

- *Title of periodical* (unabbreviated title italic, main words capitalized in English); if abbreviation is necessary use the form given in the [World List of Scientific Periodicals](#) but do not mix abbreviated and full titles in the same work.

Punctuation: comma (if place of publication follows, no punctuation)

- *Place of publication (if applicable)* (roman, in parentheses).

Punctuation: comma

- *Volume* (if applicable, abbreviated Vol.).

Punctuation: comma

- *Number* (if applicable, abbreviated No.).

Punctuation: comma

- Page reference.

Punctuation: stop

Examples

- Blaney, H. L. 1984. Vegetation in Namibia. *J. Agric. Res.*, Vol. 43, No. 3, pp. 122–27.
- . 1985a. Vegetation in Zambia. *J. Agric. Res.*, Vol. 44, No. 4, pp. 32–38.
- . 1985b. Vegetation in Zimbabwe. *J. Agric. Res.*, Vol. 44, No. 2, pp. 142–58.
- Derrickson, F. 1987. Transformation and success: the politics and culture of scientific achievement. *Anthropology and Science Quarterly*, Vol. 13, No. 2, pp. 355–78.
- Lazarev, V. N. 1971. Novye dannye o mozaikah i freskah Sofii Kievskoj [New facts on the mosaics and frescoes of St Sophia, Kiev]. *Vizantijski Vremennik* (Moscow), Vol. 15, p. 151.
- Libby, T. J. and Carlson, F. F. 1993. How can we define comparative education? *Prospects*, Vol. 23, No. 1, pp. 23–24.

Reference-by-number system

This system is simpler than the Harvard system, but has the disadvantage of being less flexible if references are added or deleted at proof stage and the references have to be renumbered.

- The references are numbered from 1 onwards, the numbers within square brackets. Unlike footnotes, the number should be placed before the final punctuation mark (see also ‘**Punctuation**’):

This aspect of the problem has already been discussed by Swithenbank [1, p. 3].

Bowles provided an ‘analysis of the pre-test results’ [2].

There was a very useful article by Armstrong et al. [3] in a back number of *Computer Review*.

- The list of references should be in bibliographical style but in numerical rather than alphabetical order:
 1. Swithenbank, A. S. 1992. A heuristic program to solve symbolic integration problems. S. Short and B. L. Monney (eds), *Computers Today and Tomorrow*. San Francisco, Jossey-Bass, pp. 20–34.
 2. Bowles, E. A. 1990. *Towards a New Dimension in Content Analysis*. London, Basic Books.
 3. Armstrong, R., Field, S. C. and Sturgeon, P. R. 1992. If it’s on disk, it’s ok. *Computer Review* (London), Vol. 3, No. 2.

Electronic sources

More and more work is being published electronically and may never appear in conventional print form. These sources are in a constant state of flux but still have to be cited as found when a text is prepared by the author (access date). As punctuation is an important part of many internet addresses, certain conventions of citation punctuation have been changed and/or adapted, such as the omission of full stops.

Examples in references

Canada. 2000. *Freedom from Fear: Canada's Foreign Policy for Human Security*. Ottawa, Department of Foreign Affairs and International Trade. <http://www.dfait-maeci.gc.ca/foreignp/humansecurity/menu-e.asp> (Accessed 22 August 2001.)

UNICEF. 2000. *Multiple Indicator Cluster Survey (MICS2)*.
<http://www.childinfo.org/MICS2/Gj99306k.htm> (Accessed 31 June 2003.)

Examples in notes

1. For a description of the methodology used see UNESCO (1995b). Available on UIS website (unesco.stat.unesco.org).

Sources: Based on reports of the International Organization for Migration field missions (<http://www.iom.int>).

Notes

Notes should not be multiplied unreasonably. It is often possible and indeed preferable to integrate much note material, sometimes all of it, into the text. If full bibliographical details appear elsewhere in the publication and a note contains *only* a bibliographical reference, it should be converted into a Harvard text call (see Notes 1, 2, 11, 12 below). If there is more information in the note, then it should be kept along with its own text call(s) to references (Notes 3, 8, 10).

Whether the notes are footnotes or endnotes depends on several factors. Endnotes are not so convenient for the reader, but easier as far as composition and make-up are concerned. For periodicals and works containing numerous notes too lengthy to be inserted in the text, it is better to use endnotes. This avoids difficulties at the page makeup stage and improves the appearance of the printed page. If an endnote system is used, it is essential that notes should not be added or deleted at proof stage as, in this method, the notes are numbered consecutively throughout the book or chapter, and any change involves renumbering.

- If footnotes are used, they should be numbered consecutively whether printed at foot of page or grouped at end of chapter or article.
- When a reference is repeated in the notes, 'op. cit.' and 'ibid.' should be used for references on the same or facing page only of the printed work. In notes use initial capitals for Ibid. or Cf. when they begin a sentence. (Do not use op. cit. and ibid. in bibliographical references as entries are intended to be consulted independently, except in the case of chapters cited from a book whose full details are given in the same list.)
- For footnotes and endnotes, superior numbers (without parentheses) are used in the text, placed *after* the punctuation mark. Ordinary numbers are used in the note itself.
- Note that commas are used to separate the different elements, and that authors' initials precede the surname, initials being omitted when 'op. cit.' is used.
- In general, notes should be set two sizes smaller than the main text.

The following examples illustrate most of the points concerning bibliographical references in notes.

Examples

1. See L. R. Calvin, 1987, Buildings and equipment, *Public Library Services for Children*, Paris, UNESCO, pp. 319–34. (UNESCO Public Library Monographs, 7.)
Or delete note and insert at appropriate point in text the following: (Calvin, 1987).
2. Cf. J. R. Hicks, 1989, *Value and Capital*, 1st edn, App. Chap. III, Oxford, Oxford University Press.
Or delete note and insert at appropriate point in text the following: (Hicks, 1989).
3. This is not really a convincing argument if we take into account the facts contained in F. G. Kennedy, 1992, *The Post Cold War World*, Chicago, New Horizon Press.
Or 3. This is not really a convincing argument if we take into account the facts contained in Kennedy (1992).
4. Calvin, op. cit., p. 56.
5. Ibid.
6. Hicks, op. cit., App. Chap. V.
7. He was also awarded a degree from the same university two years later. See ibid.
8. See, for example, E. Schneider, Automatism or discretion in monetary policy, in P. R. Steele (ed.), 1979, *Western Monetary Policy: Aims for the Future*. New York, Wiley, pp. 74–87.
Or 8. See, for example, E. Schneider, Automatism or discretion in monetary policy, in Steele (1979, pp. 74–87).

9. Hicks, op. cit.

10. F. A. Peterson (1983, *New Problems in Africa*, London, Macmillan) does not subscribe to this view.

Or 10. Peterson (1983) does not subscribe to this view.

11. For a fuller discussion, see P. Young Lee, 1997, Modern architecture and the ideology of influence, *Assemblage*, No. 34, December, pp. 6–29.

Or delete note and insert at appropriate point in text the following: (see also Young Lee, 1997).

12. R. A. M. Stern, 1996, Save our recent past, *Architecture (AIA)*, Vol. 85, No. 5, pp. 77, 79, 81, 83.

Or delete note and insert at appropriate point in text the following: (Stern, 1996).

Indexes

As indexing is a specialized task and too complex for detailed discussion here, readers are referred to such works as British Standard 3700: 1988, *Preparing Indexes to Books, Periodicals and Other Documents*, and M. D. Anderson's *Book Indexing* (Cambridge University Press, rev. edn 1985). Specimen entries are given below, however, to illustrate indentation of subentries. Note that turnover lines should be indented farther than the start of the last subentry.

Most computerized systems now have indexing software, but authors or copyeditors should still indicate all entries and subentries on an electronic file to which the system will add the page numbers. Care should be taken that there is no confusion between entries. The system may not be able to distinguish between, for example, the name 'Wells' and 'wells' for drawing water.

Abbreviations, 75–99, 109–10,
 111–13, 177, 186
 ambiguity in, 86, 88, 90–94,
 101–02
 apostrophes in, 75, 87–88, 90
 in footnotes, 87, 91–100
 reference numbers, 92
 sections, 93, 95, 97, 100,
 121–23
Abstracts of papers in multilingual
 editions, 223–24
Accents, 16, 18

If subentries are numerous, to save space they may be run on between semicolons (note turnover indentations);

Limestone in England and Wales, 17–30
 carboniferous, 19–20, 22–23, 24; crinoidal, 20, 21;
 jurassic, 24, 25, 26–27; magnesian, 30;
 other types, marbles, etc., 29–30
Lintels, 211–30, 261–69, 276, 285, 288–89
 arched, 285; carved, 263, 268; plain, 212, 228
London clay, 115, 122

Cross-references

For a concise guide see Judith Butcher's *Copy-Editing* (3rd edn, 1992), from which the following points are taken:

- Cross-references should correspond to existing entries in word order, punctuation and page references.
- If the entry is only a cross-reference, the heading is followed by a comma and *see* in italic. If the cross-reference forms only part of the entry, *see also* is more appropriate.
- If the cross-reference is to an entry with few page references, it is better to have all page references in both places (avoid some in one and some in the other).
- It may be helpful to cross-reference an abbreviation to its full form (and vice versa), or cross-reference from a synonym or alternative to the form used in the text.

Appendices

1 Parts of a book

The following list shows the preferred order of preliminary pages and other elements in UNESCO publications. Essential elements are italicized.

Half-title (book title, or series title if in a series)

Verso of half-title (list of titles in the series)

Title page (with title of book, author and publisher)

Verso of title page (with imprint, ISBN and disclaimer(s), if necessary)

Preface

Contents

List of figures and/or tables

List of contributors

Introduction or Foreword

Acknowledgements

Text

Appendices

Glossary

Bibliography or references

Index

2 Imprint page

The required disclaimer content for the imprint page (verso of title page), to be used in first and subsequent editions and reprints, is given in [Appendix 3](#).

First edition

Published in 1998 by the United Nations Educational,
Scientific and Cultural Organization

7, Place de Fontenoy

75352 Paris 07 SP

Typeset by [typesetter, town]

Printed by [printer, town]

ISBN: [number]

French edition: [number]

Spanish edition: [number]

[further editions]

© UNESCO 1998

Printed in [country]

Second and subsequent editions

First published in 1998 by the United Nations Educational,
Scientific and Cultural Organization

7, Place de Fontenoy

75352 Paris 07 SP

Typeset by [typesetter, town]

Printed by [printer, town]

Second edition 2000

ISBN: (Presentation as above, but note change of ISBN;
keep original copyright date and add new edition date)

© UNESCO 1998, 2000

Printed in [country]

Further impressions or changes

Follow the examples above for presentation, but add any further changes as follows:

Second edition 2000

Second impression 2001

Second edition 2000

Second impression 2001

Third edition 2003

Second edition 2000

Second impression 2001

Third edition 2003

Second impression October 2003

Note: The copyright date and ISBN remain unchanged on reprints.

3 Disclaimers

Disclaimer of content

For all UNESCO publications, except those that express the official views of the Organization, the following standard disclaimers should be used:

Books

The author(s) [or institution(s)] is(are) responsible for the choice and the presentation of the facts contained in this publication and for the opinions expressed therein, which are not necessarily those of UNESCO and do not commit the Organization.

Periodicals

Authors are responsible for the choice and the presentation of the facts contained in signed articles and for the opinions expressed therein, which are not necessarily those of UNESCO and do not commit the Organization.

Geographical disclaimer

When necessary (for certain publications such as directories, yearbooks, maps or statistical surveys, or for any publication dealing with frontiers and boundaries, past and present), the following sentence should be added (usually on verso of title page).

The designations employed and the presentation of material throughout this publication do not imply the expression of any opinion whatsoever on the part of UNESCO concerning the legal status of any country, territory, city or area or of its authorities or concerning the delimitation of its frontiers or boundaries.

Note: The above provisions also apply to co-publications.

4 Copyright

It is the responsibility of the author(s) to obtain written permission from the copyright holder to reproduce a diagram/table copied from another publication without modification, or a photograph. Full credit must be given to the copyright holder in the list of illustrations. UNESCO reserves the right to request a copy of the document signed by the copyright holder confirming permission to reproduce the original figure/photograph.

No copyright permission need be obtained for illustrations (diagrams, tables, etc.) containing data which have been rearranged, taken from multiple sources or which include the author's original data, but the source of all data must be clearly identified.

5 UNESCO Member States

Great care should be taken to ensure that titles of UNESCO Member States are correct and up to date. A complete updated list cannot be included here as changes occur too frequently. Readers are therefore referred to the [list of Member States and Associate Members](#) available online. This gives the standard forms, based on United Nations official practice, to be used in UNESCO publications. For any doubtful cases that may arise, contact the [Sector for External Relations and Cooperation \(ERC\)](#).

Notes

The order given in the list of Member States is to be followed in all tables and text arranged alphabetically in English. The principles are:

- a definite article is disregarded except in two cases (El Salvador, which comes under E; and the former Yugoslav Republic of Macedonia, which comes under T, there being no short form)
- the short form of the country name determines alphabetical order (People's Democratic Republic of Algeria comes under A) with the exception of the Islamic Republic of Iran, which comes under Iran (Iran, Islamic Republic of)

- names containing a definite article (the Netherlands, the Philippines) are given with the article, though it should normally be omitted in lists, tables and headings and when a country name is given in parentheses after a representative's name
- in English, names such as the Netherlands and the Philippines are treated as singular nouns (the Philippines is ...), and the corresponding pronoun is 'it', not 'they' (the same applies to Trinidad and Tobago).

6 Russian transliteration

Transliteration of the modern Russian alphabet

Russian				Transliteration
printed		written		
а	А	а	А	a
б	Б	б	Б	b
в	В	в	В	v
г	Г	г	Г	g
д	Д	д, g	Д	d
дж	ДЖ	дж	ДЖ	dzh
е (ё)	Е (Ё)	е(ё)	Е(Ё)	e (ë)
(ë should be given in an English transliteration only if it is used in the Russian spelling of the name)				
ж	Ж	ж	Ж	zh
з	З	з, z	З	z
и	И	и	И	i
й	Й	й	Й	i
final ай	АЙ	ай	Ай	ai
final ей	ЕЙ	ей	Ей	ei
final ий	ИЙ	ий	Ий	y
final ой	ОЙ	ой	Ой	oy
final ый	ЫЙ	ый	Ий	y
к	К	к	К	k
кс	КС	кс	КС	ks
л	Л	л	Л	l
м	М	м	М	m
н	Н	н	Н	n

Russian				Trans- literation
printed		written		
final ин	ИН	ин	ИИ	in
о	О	о	О	o
п	П	п	П	p
р	Р	р	Р	r
с	С	с	С	s
т	Т	т	Т	t
у	У	у	У	u
ф	Ф	ф	Ф	f
х	Х	х	Х	kh
ц	Ц	ц	Ц	ts
ч	Ч	ч	Ч	ch
ш	Ш	ш	Ш	sh
щ	Щ	щ	Щ	shch
ъ	Ъ	ъ	Ъ	omitted
ы	Ы	ы	Ы	y
ь	Ь	ь	Ь	omitted
ье	ЬЕ	ье	ЬЕ	ye
ьи	ЬИ	ьи	ЬИ	yi
э	Э	э	Э	e
ю	Ю	ю	Ю	yu
я	Я	я	Я	ya
final ия	ИЯ	ия	ИЯ	ia

7 Arabic transliteration

Please note that internal UNESCO documents follow separate guidelines, which are issued by its Translation Unit.

Personal Names

- Do not capitalize the article (al-Ghazali) unless at the beginning of a sentence (Al-Ghazali). Capitalize 'ibn' only if at the beginning of a name (Ibn Khaldun, *but* al-Fadl ibn Marwan).

Place Names

- Where traditional English forms exist they should be used, although the original form may be indicated in parentheses at the first occurrence: Mecca (Makkah).

Cultural Phenomena

- Do not hesitate to refer to specific cultural phenomena in the original language in transcription. Such words should be italic and followed on the first occurrence by a short explanation in parentheses: *hadith* (Prophetic tradition, as handed down through authenticated chains of transmission).
- The English plural *s* should be used for words referring to things (*madhhabs*, not *madhahib*), but the original plural may be used for words referring to people (*fuqaha*, rather than *faqih*s).
- Names of dynasties, schools of law, religious and political movements, etc. are roman with initial capitals. Use the English plural rather than the original plural (Abbasid/Abbasids, Fatimid/Fatimids, Sunni/Sunnis, Shiite/Shiites).

Diacritical marks

- In general, only unfamiliar foreign words and expressions are italicized and accented as in their original language; familiar ones remain in roman type and are unaccented (intifada, jihad). The hamza (') and ayn (') are not used in Arabic transliterations (Shiite, not Shi'ite).

8 North American states, provinces and territories

In running text, the names of states and territories should be spelled out when standing alone and preferably (except for DC) when following the name of a city. In bibliographical references, tables or lists they are usually abbreviated, with the exception of those traditionally not abbreviated. The two-letter, unpunctuated abbreviations preferred by the postal service are for use in addresses, often with a zip code. Canadian provinces and territories are usually spelled out in text but may be abbreviated in bibliographies, etc. However, the abbreviations NY, DC, BC and PEI are commonly used even in everyday discussion: 'The conference took place in PEI'. 'The conference took place in Ont.' would be less appropriate.

United States	Abbreviation as in bibliographies, etc.	Zip-code as in addresses
<i>States</i>		
Alabama	Ala.	AL

Alaska		AK
Arizona	Ariz.	AZ
Arkansas	Ark.	AR
California	Calif.	CA
Colorado	Colo.	CO
Connecticut	Conn.	CT
Delaware	Del.	DE
District of Columbia	DC	DC
Florida	Fla.	FL
Georgia	Ga.	GA
Hawaii		HI
Idaho		ID
Illinois	Ill.	IL
Indiana	Ind.	IN
Iowa		IA
Kansas	Kans.	KS
Kentucky	Ky.	KY
Louisiana	La.	LA
Maine		ME
Maryland	Md.	MD
Massachusetts	Mass.	MA
Michigan	Mich.	MI
Minnesota	Minn.	MN
Mississippi	Miss.	MS
Missouri	Mo.	MO
Montana	Mont.	MT
Nebraska	Nebr.	NE
Nevada	Nev.	NV
New Hampshire	NH	NH
New Jersey	NJ	NJ
New Mexico	N.Mex., NM	NM
New York	NY	NY
North Carolina	NC	NC
North Dakota	N.Dak., ND	ND
Ohio		OH
Oklahoma	Okla.	OK
Oregon	Oreg.	OR
Pennsylvania	Pa., Penn., Penna.	PA
Rhode Island	RI.	RI
South Carolina	SC	SC

South Dakota	S.Dak., SD	SD
Tennessee	Tenn.	TN
Texas	Tex.	TX
Utah		UT
Vermont	Vt.	VT
Virginia	Va.	VA
Washington	Wash.	WA
West Virginia	W.Va.	WV
Wisconsin	Wis., Wisc.	WI
Wyoming	Wyo.	WY
<i>Territories</i>		
American Samoa	Amer. Samoa	AS
Canal Zone	CZ	CZ
Guam		GU
Puerto Rico	PR	PR
Virgin Islands	VI	VI

Canada

Provinces

Alberta	Alta	AB
British Columbia	BC	BC
Manitoba	Man.	MB
New Brunswick	NB	NB
Newfoundland and Labrador		NL
Nova Scotia	NS	NS
Ontario	Ont.	ON
Prince Edward Island	PEI	PE
Quebec or Québec	PQ, Qué	QC
Saskatchewan	Sask.	SK

Territories

Northwest Territories	NWT	NT
Nunavut		NU
Yukon	YT	YT

9 Recommended words and phrases

This list contains words and phrases frequently used in UNESCO publications. Entries are shown in roman or italic, upper or lower case, according to recommended usage. When in doubt, refer to the *Concise Oxford English Dictionary* (10th edn, 1999). Usage should be consistent throughout a work. Remember that UNESCO uses ‘z’ spellings (organization, organize, organizing). Exceptions, to be spelled with an ‘s’, are listed separately after the alphabetical entries.

A

aberrance, aberrant, aberration
above-mentioned
accommodate, accommodation
ACE (after Common Era, can be used in place of AD for international readership; SMALL CAPS)
acknowledgement (*not* acknowledgment)
acquaint, acquire (-acq)
Act (of parliament, etc.)
AD (*Anno Domini*, Christian era; SMALL CAPS)
addendum (pl. addenda)
ad hoc
admissible
advertise
advice (n.), advise (v.)
adviser (person), advisory committee
aeon
aerial
aetiology (*not* etiology)
affect (v., to have an effect on, *see* effect)
a fortiori
aftershock
afterwards (adv.) (*not* afterward)
age group
ageing (*not* aging)
agnostic, agnosticism
agriculturist (*not* agriculturalist)
AH (*Anno Hegirae*, Muslim era; SMALL CAPS)
a.i. (but *ad interim*)
AIDS (acquired immune deficiency syndrome)
aircraft (*not* aeroplane, plane)
aka (also known as)
alga (pl. algae)
algorithm
all right (*not* alright)
all-time (adj.)
al-Qaeda
alternate(ly) (by turns)
alternative(ly) (a choice between alternatives)
aluminium (*not* aluminum)
among (*not* amongst)

anaemia, anaemic (*not* anemia, anemic)
analogue (*not* analog except computer terminology), analogous
analyse
Ancient Greek
anglophone (English-speaking)
antenna (pl. antennae, zool.; antennas, aerials)
antiquity
apartheid
appendix (pl. appendices)
apprise (inform)
a priori
Arab States
archaeological (*not* archeological)
artefact (*not* artifact)
artisan (n.), artisanal (adj.)
ASCII (computing) American Standard Code for Information Interchange
assure (to give an assurance removing doubt, *see* ensure, insure)
asylum-seeker
atheism, atheist
attaché
audiocassette, audiotape, audiovisual
aural (re. ears and hearing), *see* oral
automobile (*use* car or vehicle)
autumn (*not* fall)

B

Bachelor of Arts (B.A.)
Bachelor of Science (B.Sc.)
backward (adj.), backwards (adv.)
Bamiyan
Basle (*not* Bâle or Basel)
bas-relief
battalion
BC (before Christ; SMALL CAPS)
BCE (before Common Era – can be used in place of BC for international readership; SMALL CAPS)
Bedouin
behaviour (*not* behavior)
Beijing (*not* Peking)
Beirut (*not* Beyrouth)
Belgrade (*not* Beograd)
belle époque
benchmark
benefit, benefited, benefiting
besiege
best-seller
bi- compounds closed up (bilingual, binational)
biannual (twice a year/every six months, *see* biennial)
biased (*not* biassed)
Bible, biblical
bicentenary, bicentennial
biennial (every second year/every two years, *see* biannual)

biennium (pl. biennia, period of two years)
 bilingual
 Bill (parliamentary)
 billion (1,000 million)
 bimonthly (*use* twice-monthly *or* every two months, as appropriate)
 binational
 bio- compounds closed up (biodiversity, bioethics), except before some vowels (bio-assay)
 birth date, birth rate, birth weight
 birthplace
bis
 biweekly (*use* twice-weekly *or* fortnightly/every two weeks, as appropriate)
 black (ethnic)
 blackboard
 bloc (political grouping)
 blueprint
 Bogotá
 Bombay (*use* Mumbai)
 bona fide
 bookbinding, bookkeeping, bookseller
 Borobudur
 bottom-up
 bourgeois
 BP (before present, *use* in prehistoric dates, SMALL CAPS)
 Braille
 brain drain
 break down (v.), breakdown (n.)
 break through (v.), breakthrough (n.)
 breastfeed, breastmilk
 breathalyse
 Brunei Darussalam
 Brussels (*not* Bruxelles)
 the Buddha, Buddhism, Buddhist
 budgeted, budgeting
 build up (v.), buildup (n.), built-up (adj.)
 bureau (pl. bureaux)
 buses, busing (*not* busses, bussing)
 bush fire, bushmeat
 by-law
 bypass
 by-product
 byte (computer term)

C

C (Celsius, centigrade)
c. (*circa*)
 Cabinet (of ministers)
 calibre (*not* caliber)
 cancel, cancellation, cancelled, cancelling
 capacity-building
 capitalist
 Caribbean

carry over (v.), carryover (n., adj.)
 case study
 cash crop
 catalogue
 catalyse
 CD-ROM
 CE (Common Era, Christian Era; SMALL CAPS)
 CEC (Commission of the European Communities *or* European Commission, *not* EC)
 ceasefire
 census (*but* 1996 Census)
 centimetre (cm) (*not* centimeter)
 centre (*not* center), centred, centring
 cf. (compare)
 change over (v.), changeover (n.)
 channel, channelled, channelling
 chargé d'affaires (ambassador's deputy)
 chastise
 chateau (pl. chateaux)
 checklist
 check up (v.), checkup (n.)
 chef de cabinet
 cheque (bank)
 child-bearing, child-rearing
 childbirth
 child care
 Christian, Christianity, Christendom
 church (building); Church (religious body)
 circumcise
 CIS (Commonwealth of Independent States)
 civilization
 classical (architecture, etc.)
 classmate, classroom
 clayey
 clearing house
 cliché
 clientele
 co- compounds: generally no hyphen (coexist, coexistence) *but* co-author, co-chair, co-education
 coal mining
 coloration
 colour, colourist, colourless
 combat, combatant, combated, combating
 commemorate, commemoration
 committee (*but* Housing Committee)
 common sense (n.), commonsense (adj.)
 communiqué
 communism (political theory); communist (supporter of system)
 Communism (system; society); Communist Party
 compact disc
 compare to (similarity), compare with (comparison)
 complement (something that completes), compliment (expression of praise)
 comprise (*not* comprised of)

compromise
 Confucian, Confucianism
 Congress (US Government)
 connection (*not* connexion)
 consensus (*not* concensus)
 conservative, Conservative Party
 constitution (*but* Constitution of India)
 contentious
 continual (recurring at intervals), continuous (no intervals, uninterrupted)
 continuing training (*not* continuous)
 convenor (*not* convener)
 cooperate, cooperation, cooperative
 co-opt
 coordinate, coordination
 Copenhagen (not København)
 co-publisher
 copy-edit, copy-editing, copyeditor
 cornerstone
 corrigendum (pl. corrigenda)
 cost effective, cost-effective (adj.), cost-effectiveness (n.)
 council (administrative body), councillor (council member)
 counsel (n. advice; v. advise), counsellor (adviser)
 counteract, countermeasure, counterproductive
 counter-attack, counter-attraction, counter-revolution
 countryside
 coup, coup d'état
 co-worker
 crisis (pl. crises)
 criss-cross
 criterion (pl. criteria)
 cross-cutting, cross-reference, cross-section
 curriculum vitae (pl. curricula vitae)
 cut back (v.), cutback (n.)
 cut off (v.), cutoff (n.)

D

Daejeon (Rep. of Korea, *not* Taejon)
 Dakar (capital Senegal)
 Damascus (*not* Damas or Dimashq)
 Dar es Salaam (*no* hyphens)
 data (use as plural)
 data bank, data file, data processing, data sheet
 database
 date-palm
 day care
 daylight, daytime
 day-to-day (adj.), from day to day
 DC (District of Columbia)
 deadline
 death rate
 débâcle

debug (computer)
 decision-maker, decision-making
 deep-freeze, deep-frozen
 deep-sea fishing
 de facto
 defence (*not* defense unless proper noun), defensive
 de jure
 demise
 denouement
 dependant (n.), dependent (adj.)
 desiccation
 desktop publishing (DTP)
 desperate (*not* desparate)
 despise
 détente
 devise
 Dhaka (capital Bangladesh)
 dharma
 dialogue (*not* dialog)
 diameter (*not* diametre)
 diarrhoea (*not* diarrhea)
 diaspora (generally), Diaspora (of Jews)
 different from (*not* different than *or* different to)
 diktat
 Director-General (of UNESCO, etc.), directors-general
 disabled (*not* handicapped)
 disc (all uses except computer)
 discoloration, discolour
 discreet (tactful)
 discrete (distinct, separate)
 disguise
 disk (computer), disk drive
 dispatch
 display-case
 Djibouti
 DNA (deoxyribonucleic acid)
 doctorate (Ph.D.)
 download
 downward (adj.), downwards (adv.)
 Dr
 draft (rough draft, bank draft), draught (of air, draught animal)
 drop out (v.) drop-out (n.)
 drystone (wall)
 due to (*due* is an adjective only and must always modify a noun; ‘owing to’ used prepositionally is acceptable, ‘due to’ used prepositionally is not)
 dwelling place
 dyke

E

Earth (in scientific text, otherwise lower case)
 eastern (geographical), Eastern (political and cultural)

EC (European Community, superseded EEC – since 1993 European Union, EU), *see* CEC
 ecotourism
 educationist (*not* educationalist)
 education system (*not* educational)
 educational activities
 EFA (Education for All)
 effect (v., to bring about, *not* effectuate, *see* affect)
 e.g.
 eighth
 elite, elitist
 email
 embarrass, embarrassing, embarrassment
 émigré
 enamel, enamelled
 encyclopedia (*not* encyclopaedia)
 endogenous
 enforceable
 Enlightenment (Buddhism)
 enquire (ask), enquiry (*see* inquire)
 enrol, enrolled, enrollee, enrolling, enrolment
 ensure (to make sure of, *see* assure, insure)
 enterprise
 entrepreneur
 envelope, enveloped, enveloping
 equal, equalled, equalling
 equator, equatorial (lower case unless proper noun – Equatorial Current)
 erratum (pl. errata)
 Eskimo (Inuit in North American contexts)
 estimate (n. an estimate is the value of an estimation)
 et al. (and others)
 etc.
 ethnolinguistic, ethnomusicology
 et seq. (and the following)
 euro (pl. euros *or* euro in legal text)
 European Commission (initiator of European Community action)
 ever-changing, ever-growing, ever-increasing
 everlasting
 excise
 exercise
 ex officio
 exorcize
 expertise
 extra- compounds: no hyphen (extrabudgetary, extracurricular, extramural) except when followed by ‘a’ or proper noun (extra-atmospheric, extra-Community)

F

fact sheet
 fairy tale (n.), fairy-tale (adj.)
 fall out (v.), fallout (n.)
 far-flung
 farm work

farmworker, farmyard
farther (use for distances – 2 km farther to go; otherwise use further – further objections)
fascism, fascist
fast food
favour, favourable, favourite (*not* favor-)
federal
feed back (v.), feedback (n.)
fertilizer
fewer (use for countable items, e.g. fewer animals; use less for amounts, e.g. less food)
fibre
fiche (pl. fiches)
field office
field test (n.), field-test (v.)
field worker
fieldwork
film-maker
filmstrip
filter paper
fin-de-siècle (adj.)
firebreak, firefighter
firewood (use fuelwood)
first aid
first-aid kit
first-hand (*but* at first hand)
First World (*use* industrialized countries)
First World War (*not* World War I)
fish (pl. fish unless more than one species – fishes)
fish farm
fishing tackle
fishmeal, fishnet
fish oil, fish pond, fish stocks
five-year plan
fjord
fledgling
flip chart
floodgate, floodplain
flood tide
floodwall, floodwater
Florence (*not* Firenze)
flow chart
flower bed
focused, focuses, focusing
foetus (*not* fetus)
fold- compounds (no hyphen, e.g. threefold)
folk language/poetry/literature
folklore
folk music/song/tale
follow up (v.), follow-up (n., adj.)
font (word processing)
food crops
food for work (n.), food-for-work (adj.)

foodstuff(s) for human consumption; feedstuff(s) for animal consumption
forbear (v., refrain from), forebear (n., ancestor)
forego (v., precede), forgo (go without)
forestall
for ever (eternally), forever (continually)
foreword, of book (*not* forword or forward)
format, formatted, formatting, formatter
formula (pl. formulas; formulae in scientific text)
forum (pl. forums)
fourfold
franchise
francophone (French-speaking)
Frankfurt am Main, Frankfurt an der Oder
-free compounds (hyphenated, e.g. disease-free)
freelance
fresco (pl. frescoes)
freshwater (n., adj.)
ftp (file transfer protocol)
fuelwood (*not* firewood)
fulfil, fulfilled, fulfilling, fulfilment
full-scale (adj.) *but* at full scale
full time (adv.); full-time (adj.)
fundraiser (n.), fundraising (n., adj.), to raise funds (v.)
further (*see* farther)

G

Gaddafi
gaol
gauge
Gdańsk (*not* Danzig)
GDP (gross domestic product)
gene bank, gene pool
General Service category (UNESCO staff)
Geneva (*not* Genève or Ginevra)
geothermic
gigabyte (GB, computer term)
GNP (gross national product)
goodwill
governing bodies
government (*but* Japanese Government)
Grade 6 (school)
Graeco-Roman
gram (g) (*not* gramme)
grass roots (n.), grass-roots (adj.)
green belt
greenhouse
grey (*not* gray)
grotto (pl. grottoes)
ground cover, ground rent
groundwater (n., adj.)
growth rate

Guangzhou (*not* Canton)
guarantee
guard, guardian
guidebook, guideline(s)
Gulf war
Gypsies (ethnic group)

H

Habsburg (*not* Hapsburg)
haemoglobin (*not* hemoglobin)
half a dozen, a half-dozen
hamam
handbook
handcraft (v.), handicraft (n.)
hand out (v.), handout (n.)
harass, harassment
hardback
hard cover
hard-working
Headquarters (UNESCO, *not* HQ)
health care, health services
hectare (ha)
Hegira
Hemisphere (Northern, Southern)
heterogeneous (mixed), heterogeneity, heterogenous (origin in outside source)
Hindu, Hinduism
historic (famous, significant), historical (of history, events of the past)
HIV (human immunodeficiency virus)
HIV/AIDS
Holy See/See of Rome (not another name for the Vatican)
home-grown, home-made
homogeneity, homogeneous (parts all of same kind)
honorarium (pl. honorariums)
honorary, honour, honourable (retain US spelling, honorable, in titles)
horticulturist (*not* horticulturalist)
House of Commons (UK Government)
House of Lords (UK Government)
http (hypertext transfer protocol)
hydroelectric
hygiene, hygienic

I

ibid. (in the same place)
ICTs (information and communication technologies)
idem (as mentioned before – no full stop)
idiosyncrasy (pl. idiosyncrasies)
i.e. (that is)
imam
immuno-assay
improvise

inasmuch
inbred, inbreeding
inbuilt
incisive
incommunicado
in-country
independent
in-depth
index (pl. indexes; indices when technical or statistical)
indigenous
indispensable
Indo-China, Indo-European
infrared, infrastructure
in-house
input (computer term)
inquire (investigate), inquiry (*see* enquire)
in-service
in-session
in situ
in so far (to the extent that)
install, installation, instalment
instil, instilled
insure (insurance policies only, *see* assure, ensure)
inter- compounds often closed up (interdisciplinary, interface, intergovernmental, interregional, interrelated) *but* inter-agency, inter-ethnic, inter-state, inter-war
inter alia
interim
internet
intersectoral (*not* intersectorial)
into
intra-industry
intranet
intra-state
invigorate
in vitro
in vivo
inward (adj.), inwards (adv.)
Islam, Islamic (Muslim)
itinerary
it's (it is), its (possessive)

J

Jakarta (*not* Djakarta)
Jew, Jewish, Jewry (Judaism, Judaeo-Christian)
jewellery (*not* jewelry)
Johns Hopkins (University)
Jr
judgement (*but* judgment in legal text)

K

Ka (1,000 years ago)
Kathmandu
Keynesian
kilobyte (KB, kbyte, computer term)
kilogram (kg) (*not* kilogramme)
kilometre (km) (*not* kilometer)
know-how
knowledgeable (*not* knowledgable)
Koran (or Quran, depending on context – the latter in specialist texts)

L

label, labelled, labelling
laborious
labour (*not* labor)
labourer
labour force
labour-intensive
Labour Party
laissez-faire
laissez-passer
landfill, landform, landlocked, landmine, landowner
laptop (computer)
large scale (n.), large-scale (adj.)
laser printer
Latin American (adj., no hyphen)
lay off (v.), layoff (n)
lay out (v.), layout (n.)
LDCs (least-developed countries)
learned (*not* learnt)
lend (v.), loan (n.)
less (*see* fewer)
levelled, leveller, levelling
liaise, liaison
liberal
Liberal Party
licence (n.), license (v.)
life cycle
life-saving
-like compounds usually hyphenated (business-like) *but* lifelike, lifelong, lifestyle
lingua franca (pl. lingua francas)
Lisbon (*not* Lisboa)
litre (l or L)
log on (v.), log-on (adj.)
long term (n.), long-term (adj.)
look out (v.), lookout (n.)
loophole
loose-leaf (adj.)
Ltd
Luxembourg (*not* Luxemburg)

Lyon (*not* Lyons)

M

Ma (millions of years ago)

M.A. (Master of Arts)

Machu Picchu

macro- compounds closed up (macroeconomic) *but* macro-level

madrasa (pl. *madrasas*)

Maghreb

man-made

manoeuvre, manoeuvrability (*not* maneuver, maneuverability)

market place

Marseille (*not* Marseilles)

Mashriq

mass media

Maya (people), Mayan (culture)

medieval (*not* mediaeval)

mediterranean (land-locked), Mediterranean (Sea, climate)

medium term (n.), medium-term (adj.)

megabyte (MB, mbyte, computer term)

member countries

member of parliament

Member States (of UNESCO)

memento (pl. mementoes)

memorandum (pl. memoranda)

merchandise

Messiah, the (Jesus, Christ)

mestiza (female), mestizo (male) (pl. mestizas, mestizos)

metalwork

meter (measuring device), metre (m, unit of length)

micro- compounds closed up (microeconomics) *but* micro-computer, micro-level

microfiche (pl. microfiches)

midday

Middle East

middle-sized (*use* medium-sized)

midway (n., adj.)

Milan (*not* Milano)

millennium (pl. millennia)

millimetre (mm) (*not* millimeter)

mini- compounds closed up (minibus)

miniature

minimum (pl. minima)

minuscule (*not* miniscule)

mischievous (*not* mischievious)

misspelled (*preferred to* misspelt)

modernist

Moenjodaro

Mohammed (*use* Muhammad)

mono- compounds closed up except when followed by vowel (mono-unsaturated)

Moon (in scientific text, otherwise lower case)

Moslem (*use* Muslim)

mould (n., v.) (*not* mold)
moult (n., v.) (*not* molt)
movable (*not* moveable)
Mr, Messrs, Mrs, Ms
Mudejar
Muhammad, the Prophet (*not* Mohammed)
multi- compounds closed up except when followed by vowel (multi-author, multi-ethnic)
multinational (ownership by more than one nationality, *see* transnational)
Mumbai (*not* Bombay)
Munich (*not* München)
Muslim (*not* Moslem)

N

naïve, naivety
National Commissions (for UNESCO)
nation-state
nationwide
Nazi, Nazism
near by (adv.), nearby (adj.)
neighbour (*not* neighbor)
neoclassical
Neoplatonism
never-ending
nevertheless
newsletter
NGO (non-governmental organization)
no. (number) *but* No. 3, etc.
Nobel prizewinner
no man's land
non- compounds usually hyphenated (non-cooperation, non-self-governing) *but* nonconformist
nonetheless
no one
North (geopolitical)
notebook
note verbale (pl. *notes verbales*)
noticeable, (*not* noticable)
notwithstanding

O

objet d'art
occur, occurred, occurrence, occurring
OECD (s spelling: Organisation for Economic Co-operation and Development)
offence (*not* offense), offensive
off-line
offprint
offshore
ombudsman (pl. ombudsmen)
ongoing
online
onshore

on-site
onward (adj.), onwards (adv.)
op. cit.
oral (mouth and speaking, *see* aural)
Organization (cap. when referring to UNESCO)
otherwise
out of date (adv.), out-of-date (adj.)
outperform
outward (adj.), outwards (adv.)
overall
over- compounds usually closed up (overdevelop, overrule)
owing to(*see* due to)
ozalid

P

paediatric (*not* pediatric)
paedo- compounds closed up (paedophile)
palaeo- compounds closed up (palaeoanthropology, Palaeolithic)
Palladian
pan- compounds closed up if second part lower case (pandemic); otherwise hyphenate (pan-African)
paperback
parallel, paralleled
paralyse
par excellence
partially (to a limited extent)
partly (not the whole)
part time (adv.), part-time (adj.)
passim (throughout)
pastime
pavilion
PC (personal computer)
pdf (portable document format)
peacebuilding, peacekeeping
pedagogue
Peking (*use* Beijing)
penchant
pencil, pencilled
per annum, per capita, per diem
per cent (% in statistical and scientific texts, tables, figures [this rule is not applied to internal UNESCO documents])
percentage
peri-urban
Permanent Delegation
per se
Persian (*use* Iranian except in 'Persian Gulf')
Ph.D. (Doctor of Philosophy)
Philippines
photo- compounds closed up (photocopy, photovoltaic)
phyto- compounds closed up (phytochemical, phytoplankton)
pidgin
pipeline

pisciculture
 plateau (pl. plateaux or plateaus)
 plough (*not* plow)
 pluri-ethnic
 PO Box
 policy-maker, policy-making
 poly- compounds closed up (polyunsaturated)
 portico (pl. porticoes)
 post- compounds often closed up (postcode, postgraduate, posthumous, postmodern) *but* post-session, post-war
 practice (n.), practise (v.)
 Prague (*not* Praha)
 pre- compounds often closed up (Precambrian, precondition) *but* pre-Columbian, pre-eminent, pre-investment, pre-school, pre-session, pre-war
 précis
 prefer, preferred, preferring
 premise (n. buildings, etc.; v. apply a premiss)
 premiss (pl. premisses; theory, statement)
 prescribe (order or recommend, *see* proscribe)
 present (at present, now), presently (soon, shortly)
 president (*but* President Bhutto)
 pretence (*not* pretense)
 preventive (*not* preventative)
 primary-school teacher
 prime minister
 primeval
 principal (adj., chief, main), principle (n., moral truth, rule)
 print out (v.), printout (n)
 print run
 prise
 proactive
 problematic (*not* problematical)
procès-verbal (pl. *procès-verbaux*)
 Professional category (UNESCO staff)
 pro forma (n.), pro-forma (adj.)
 program (computer), programme (other)
 prophecy (n.), prophesy (v.)
 proofreader
 proscribe (prevent or ban, *see* prescribe)
 pro rata
 protégé
 purdah
 pure-bred
 Pygmy

Q

qadi (Muslim judge)
 quarrel, quarrelled, quarrelling
 quasi (hyphen after)
 questionnaire
 QWERTY (keyboard)

R

R&D (research and development)
R&T (research and technology)
radioactive
rainforest, rainstorm, rainwater
record-keeping
re- compounds closed up (readmit, reaffirm, reafforestation, rearrange, redefine, regroup, reorganize, rethink, reuse, rewrite), except when followed by 'e' (re-elect) or to distinguish meaning (resort/re-sort, recover/re-cover, re-create/recreation)
reflection (*not* reflexion)
regime
regret, regrettable
regular budget
regular programme
Reims (*not* Rheims)
reinstate
remote sensing
Renaissance
reprise
responsible
resting place
résumé
revise
revoke, revocable
rhyme, rhythm
right-hand(ed) (adj.)
river bed, river bank
riverside
Riyadh (*not* Riyad)
role
Roman Catholic (*not* Catholic)
Rome (*not* Roma)
root crop
round table (n.), round-table (adj.)
run off (v.), runoff (n.)

S

sacrilegious
Sahara (*not* Sahara Desert)
Sahel, Sahelian
saltwater
Sana'a
sandbank, sandstorm
sand dune
Santiago, Chile (*not* Santiago de Chile)
savannah
sceptical (*not* skeptical)
schoolbook, schoolboy, schoolchildren, schoolgirl, schoolroom, schoolteacher (*but* primary-school teacher)

school leaver
 school-leaving certificate
 seabed, seabird, seafood, seashell, seawater, seaweed
 sea floor, sea level, sea wall
 Second World War (*not* World War II)
 sectoral (*not* sectorial)
 seed bank, seed bed
 see of Florence, etc. (bishop's jurisdiction), *but* Holy See/See of Rome (see of the Pope)
 seize
 self- compounds all hyphenated (self-determination, self-respect)
 semicircle
 semiconductor
 Senate, senator (US Government)
 set back (v.), setback (n.)
 set up (v.), set-up (n.)
 sharia (Muslim law)
 shellfish
 shelterbelt
 Shia (branch of Islam), pl. *same or* Shias, Shiism, Shiite
 Shinto (Japanese religion), Shintoism, Shintoist
 shortcoming
 shortfall
 short-lived
 short term (n.), short-term (adj.)
 short wave (n.), short-wave (adj.)
 showcase
 shut down (v.), shut-down (adj.), shutdown (n.)
sic (thus)
 side effect
 sideline
 siege
 sieve
 Sikh, Sikhism
 silkworm
sine qua non (essential prerequisite)
 sizeable (*not* sizable)
 skiing
 skilful, skilfully, skilfulness
 -skin compounds closed up (goatskin)
 slaughterhouse
 smallholder, smallholding
 small scale (n.), small-scale (adj.)
 SME (small and medium-sized enterprise)
 Smithsonian Institution
 Socialist, Socialist Party
 socio- compounds usually closed up (sociocultural, sociolinguistic) *but* socio-economic, socio-political
 software
 soul-searching
 South (geopolitical)
 South-East Asia

sovereignty
 soybean
 speciality (*not* specialty)
 Specialized Agencies (of the United Nations)
 spelled (*preferred to* spelt)
 spreadsheet
 Staff Regulations and Staff Rules
 stakeholder
 stand by (v.), standby (n.)
 start up (v.), start-up (n., adj.)
 starting point
 state (but State of Kerala)
 state-of-the-art (adj.)
 states parties
 statewide
 stationary (not moving), stationery (writing materials)
 status quo
 stockbreeder
 stock owner
 stockpile (n., v.)
 stoichiometric
 storey (pl. storeys, floors of building)
 storyteller
 Strasbourg (*not* Strassburg)
 stratagem
 style sheet
 sub- compounds closed up (subarctic, subcommittee, subtotal), unless followed by 'b' (sub-basin),
but sub-Saharan
 subject matter
 sulfur (*also* sulfate (not sulphur, sulphate)
 Sun (in scientific text, otherwise lower case)
 sun dry (v.), sun-dried (adj.)
 Sunni (branch of Islam), pl. *same or* Sunnis
 supersede (*not* supercede)
 supervise, supervisor
 sura (pl. suras)
 surmise
 surprise
 sutra
 symposium (pl. symposia)
 synthesis (pl. syntheses)
 system-wide

T

take over (v.), takeover (n.)
 take up (v.), take-up (n.)
 Taliban
 Taoism, Taoist, Taoistic
 tape recorder (n.), tape-record (v.)
 tap-root, tap-water
 target, targeted, targeting

task force
teamwork
Tehran (*not* Teheran)
televise
terracotta
test run, test tube (*but* test-tube baby)
textbook
theatre (*not* theater)
The Hague (cap. T)
think tank
Third World (*use* developing countries)
threshold
Timbuktu (Mali)
time-frame, time-saving, time-span
timescale, timetable
titration, titre
today, tomorrow, tonight
top-down
topsoil
total, totalled, totalling
towards (*not* toward)
tradable (*not* tradeable)
trade-off
trade union (*but* Trades Union Congress)
traffic, trafficker, trafficking
transfer, transferred, transferring
transhumance
transnational (operating across international boundaries, *see* multinational)
transport (*not* transportation)
transship, transshipment
travel, travelled, traveller
trawl-line, trawl-net
treatise
trompe l'œil
T-shirt
turban, turbaned
Turin (*not* Torino)
turnaround
turning point
turnover
twelfth
typeface, typescript, typeset
type size
tyre (*not* tire)

U

ultrasonic, ultraviolet
unbiased
uncooperative
uncoordinated

under- compounds generally closed up (underachieve, underemployed, underestimate) *but* under-represented, under-resourced, under-secretary
underdeveloped (of countries, *use* developing countries)
under-fives
underrated
under way
Universal Declaration of Human Rights
unmistakable (*not* unmistakeable)
unshakeable (*not* unshakable)
unwieldy
upgrade
up-river
up to date (adv.), up-to-date (adj.), update (v., *or* bring up to date)
upward (adj.), upwards (adv.)
usable (*not* useable)

V

vs (*or* versus)
valorize
valour (*not* valor)
value added (n.), value-added (adj.)
vapour (*not* vapor)
Vatican (*see* Holy See)
veld
veranda
VET (vocational education and training)
veterinarian (n.), veterinary (adj.)
via
vice-president
vice versa
video cassette, video-cassette recorder (VCR)
videodisc, videotape
Vienna (*not* Wien)
Viet Nam (*not* Vietnam), Vietnamese
view-finder
viewpoint
vigorous, vigour
vine leaves
vineyard
vis-à-vis
viz. (namely)

W

wadi (watercourse, pl. wadis)
wage-earner
wagon (*not* waggon)
war (*use* First/Second World War)
Warsaw (*not* Warszawa)
Washington DC
wastewater

watchtower
waterbird, watercourse, waterproof, watertight, waterway
water-power, water-soluble, water-tower, water-weed
water supply, water table
wavelength
webcam, webcast, webmaster, website
web page
weekday, weekend
weird
well-being
well known (adv.), well-known (adj.)
well-nigh
well-water
western (geographical), Western (political & cultural)
wetlands
what is more
whereas (*not* while, for 'in comparison to the fact that')
while (*not* whilst)
white (ethnic)
White Paper (UK Government)
who's (who is), whose (possessive)
wide- compounds: close up countryside, nationwide, worldwide, widespread; hyphenate
organization-wide, system-wide, wide-ranging, wide-reaching
wildlife
wilful (*not* willfull)
willy-nilly
windbreak, windfall
wind chill, wind farm
withhold
wood stove
woodwork
woollen (*not* woolen), woolly
word processor
work plan, work site, work station
workforce, workload, workplace, workroom, workshop
World Heritage List, World Heritage site
World Wide Web (the web)
worldwide
worth while (adv.), worthwhile (adj.)
WYSIWYG (what you see is what you get)

X

xerox
Xhosa

Y

yearbook
year-end (adj.), year-long (adj.), year-round (adj.)
yoghurt

Z

zeros (pl., *not* zeroes)

Zurich (*not* Zürich)

The following are spelled –ise, not -ize

advertise	expertise
advise	franchise
affranchise	guise
apprise (inform)	improvise
arise	incisive
chastise	merchandise
circumcise	misadvise
comprise	mortise
compromise	practise (v.)
concise	premise
demise	prise
despise	reprise
devise	revise
disguise	supervise
emprise	surmise
enterprise	surprise
excise	televisе
exercise	treatise

The following are spelled –yse, not -yze

analyse
breathalyse
catalyse
dialyse
electrolyse
hydrolyse
paralyse

10 Query sheet

Typescript Details

Title:	
Author(s):	

QUERIES

[illegible]

[MÉMENTO DES SIGNES DE CORRECTION]	
Center la ligne	
Changer une lettre	
Changer un mot	
Ajouter une lettre	
Ajouter un mot	
Supprimer une lettre	
Supprimer un mot	
Corrections multiples	
Correction annulée	
Faire un alinéa	
Composer en lettres du corps	
Composer en romain	
Composer en italique	
Composer en grandes capitales	
Baisser l'interligne	
Augmenter l'interligne	
Diminuer l'interligne	
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Espace à baisser	
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