



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR Style Companion

**A quick reference guide
for writing at work**

FEBRUARY 2012

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Introducing the Style Companion

In a multicultural and multilingual environment such as UNHCR's, the rules and grammar of the English language can cause many headaches for writers. The UNHCR Style Companion offers basic guidelines to help you use English correctly and effectively when writing at work. It also helps ensure consistency of language in the various publications that we produce.

Today, more than ever before, we need to reach a wide array of audiences. In our messages, we need to speak clearly about the work we are doing and how we would like key stakeholders and partners to help us do it even better. This means that our communications must be purposeful, convincing, and well-written.

When you begin writing, first think: who needs what? Think about the message you want to communicate and the audience you want to reach. Then after determining the appropriate level of information, adapt your language and choice of words accordingly.

In general, try to follow the KISS principle – Keep It Short and Simple! If you do, you will not need to worry about complex grammar and syntax and you will get your message across with much more ease.

For those who need to produce official documents or correspondence for the Executive Committee or General Assembly bodies, our Secretariat colleagues can provide further guidance on appropriate style, expression, structure and format. The United Nations Editorial Manual (<http://69.94.137.26/editorialcontrol/>) is another key reference for editing purposes.

I hope that this Style Companion will be a useful tool for you. If you have any comments or suggestions on how we might improve it further, please send your thoughts to the Secretariat (email to: jakupi@unhcr.org or mackech@unhcr.org).

Daisy Dell, Director of the Division of External Relations
17 February 2012



Section I - Spelling

This section aims to help you with spelling rules. Spelling of English words may vary from one part of the world to another, so in line with the United Nations, UNHCR takes as its key reference the latest version of the *Concise Oxford English Dictionary*. Where there is a choice of spelling given in the *COE* dictionary, use the first one, e.g. organize (also – ise). This means that contrary to previous practice, when in traditional British English you would use the –ise or –isation spelling, you should now write organize or organization.

A few similar words always take an “s” and these have been included in the list below; however, for most verbs ending in “ise”, use the “ize” form. Please note that some specific terms are spelt differently from the first version in the *COE* dictionary on the basis of customary usage in UNHCR, e.g. asylum-seeker is hyphenated in UNHCR documents, but not in the dictionary. These have been marked with an asterisk (*). Most of these spelling/hyphenation rules are consistent with United Nations style recommendations, and the overall aim is to simplify the choice of spelling/hyphenation and provide you with an easy reference tool to complement the *Concise Oxford English Dictionary*.

This section provides you with lists of:

- troublesome words commonly used, giving the preferred spelling for UNHCR communications;
- Latin and other non-English expressions commonly used in UNHCR documents and their meanings;
- country names, including accepted official short forms as well as formal country names (which must be used when writing in official context, such as a note verbale).

Any subsequent changes to this information (notably country names) will be reflected in the next revision of the Style Companion, but if in doubt about a name or reference, do not hesitate to contact the Secretariat.

Word list – preferred spelling for UNHCR communications

A

abridgement
acknowledgement
across-the-board*
ad hoc
advertise
advice (noun)
advise (verb)
adviser
advocate **with** someone **for** something
aesthetic
aforementioned
after-effects
age-specific (adj.)
ageing
aggression
aide-memoire (plural: aides-memoire)
air-conditioned
allot, allotted, allotment
alongside
alphanumeric
aluminium
amenorrhoea
anaemia
analogue
analyse
antenatal
antibody
anti-discrimination measures*
anti-scabies
anytime (or any time)
appal, appalled, appalling
appendix (plural: appendices)
appraise
apprise
arise
armour
artefact
artwork
Assistant Secretary-General
assisted self-settlement*
asylum-seeker*
attaché
audio-visual

authorize
avant-garde
averse
awareness raising (noun)
awareness-raising (adj.)

B

backlog
backstop
backward (adj.)
backwards (adverb)
bandwidth
bednet
bee-keeping
behaviour
benchmark
benefited, benefiting
biannual (twice a year)
biased
bilateral
biennial (every second year)
biennium (plural: bienniums)
biometric
biotechnology
birth control
birth rate
blueprint
border crossing
bookkeeping
bottleneck
breadwinner
breakdown (noun)
breakthrough (noun)
break through (verb)
breastfeeding, breastfed
breast milk
broad-based (adj.)
broadcast (noun and verb)
budgeted
bullet-point form
bureaux (plural of bureau)*
burden sharing (noun)
burden-sharing (adj.)

by-law

C

calibre

cancel, cancelled, cancelling

cannot

canvas (cloth)

canvass (to solicit)

capacity building (noun)

capacity-building (adj.)

capitalizing

cardiovascular

caregiver

carry over (verb)

carry-over (noun)

carte blanche

case-by-case*

case study

case worker

catalogue

catalyse

catastrophe

CD-ROM

ceasefire (noun and adj.)

centralize

centre, centred, centring

chair, chairman, chairperson,

chairwoman

channelled, channelling

characterized

chargé d'affaires

checklist

checkpoint

check-up (noun)

chef de cabinet

cheque (bank)

childbearing

childbirth

childcare

child-centred

child-rearing

child-spacing

client oriented

client-oriented (adj.)

co-education

co-funded

coexistence

cognizant

cohabitation

colleague, collegial

colloquium (plural: colloquiums)

colour

colour coded

colour-coded (adj.)

combated, combating

communiqué

community-based

compel, compelled

complexion

comprise

compromise

conflict-related (adj.)

conflict resolution

confidence-building (adj.)

connection

consensus

cooperate, cooperation

coordinate, coordination

co-organize

co-ownership

coprocessor

co-produce

cornerstone

co-sponsor

cost-effective(ness)

cost-sharing (adj.)

councillor (elected member of council)

counselling

counsellor (adviser)

counter-argument

counter-attack

counterbalance

counter-example

countermeasure

counter-offensive

counterpart

counterproductive

countrywide

country level

country of origin

country-of-origin information

coup/ coup d'état (plural: coups d'état)

coursework

cross-border operations*

cross-cultural
cross reference (noun)
cross-reference (verb)
cross section (noun)
curriculum vitae (plural: curricula vitae)
cutbacks (noun)
cut back (verb)
cut-off (noun and adj.)
cut off (verb)

D

databank
database
data collection (noun)
data-collection (adj.)
data processing (noun)
data-processing (adj.)
day care (noun)
day-care (adj.)
day-to-day
deadline
death rate
decentralization
decision maker
decision-making (adj.)
defence (but Department of Defense of the United States)
demining
demise
demobilization
dependant (noun)
dependent (adj.)
Deputy Secretary-General
deregistration
deregulation
desiccate
desktop
despise
détente
devise
diarrhoea
disaggregate
disc
disenfranchise
disguise

dispatch
dissension
dissociate
distance learning
downstream
downward (adj. and adverb)
drier (adj.)
drop-out (noun)
drop out (verb)
duty-free

E

earmark
eastern
ecosystem
electromechanical
elite
email
embargo, embargoes
embarkation
emergency response
émigré
emphasis
emphasize
encyclopaedia
endeavour
end result
end-user
enfranchise
enrol, enrolment, enrolling, enrolled
en route
ensure
enterprise
equalled
everyday (adj.)
exacerbate
exaggerate
excise
exercise
expertise
expel, expelled, expelling
exposé
extrabudgetary
extralegal
extramarital
extramural

extraregional
extraterritorial

F

face-to-face (adj. + adv.)
fact-finding*
fait accompli
fallout
familiarize
far-flung
far-reaching
fast track
favour
feedback
female head of household
female-headed household
field-based (adj.)
field-focused (adj.)
fieldwork
finalized
flavour
flow chart
flow sheet
focused, focusing
foetal
follow-up (noun and adj.)
follow up (verb)
foodstuff
footnote
force majeure
forego (precede)
foreword
forfeit
forgo (go without)
formula (plural: formulas)
forum (plural: forums)
freedom fighter
freshwater
front line (noun)
front-line (adj.)
fulfil, fulfilment, fulfilled, fulfilling
fund raising (verb); fund-raising (adj.)

G

gender-based (adj.)
gender-related
gender mainstreaming*
generalize
goodwill
gram
grass roots (noun)
grass-roots (adj.)
grey
groundwater
groundwork
guerrilla
guideline
Gulf war
gunfire

H

haemorrhage
halfway
hand-held
handover (noun)
harass
harbour
harmonized
headquarters
health care (noun)
health-care (adj.)
health centre
heavyweight
high-level (adj.)
high-risk (adj.)
HIV-positive
high-mortality (adj.)
home-care
home-grown
homeowner
homogeneous
honorarium (plural: honorariums)
honorary
honour
honourable
horsepower
hotbed
human immunodeficiency virus (HIV)
hydroelectric
hydropower

hydrosystem
hygiene
hypertension (high blood pressure)
hypotension (low blood pressure)

I

ill-treatment*
imperilled
improvise
immunize
inasmuch as
industrialize
incise
income-generating (adj.)*
income generation (noun)
incommunicado
in-depth (adj.)
index (plural: indexes - lists in a book)
indices (mathematical, technical)
indispensable
Indo-Chinese
information-sharing (adj.)
infrared
initialling
in-kind*
in-line (adj.)
inpatient (as opposed to outpatient)
inquire
inquiry
insofar as
instalment, install, installation
instil
institutionalize
insure (take out insurance)
intake
inter alia
inter-agency*
inter-American
intercede
intercountry
intercultural
interdepartmental
interdependence
interdisciplinary
inter-ethnic
intergovernmental

interim
internet
interpersonal
interregional
interrelate
intersectoral
inter-State
interstate (within a country)
intra-African
intra-family
intraregional
intra-urban
intra-uterine
inward

J

jail
jeopardize
judgement (except legal judgments,
e.g. judgment of the International
Court of Justice)

K

kilogram (kg)
kilometre (km)
kilowatt (kW)
kilowatt-hour (kWh)
know-how

L

label, labelled
laborious
labour
labour-intensive (adj.)
laissez-passer
landholder
landlocked
landmine
landowner

large-scale (adj.)
layout
lead time
lead-up (noun)
lead up to (verb)
learned (past and past participle)
lessons learned
leukaemia
liaison
licence (noun)
license (verb)
life cycle
lifeline
lifelong
life-saving (adj.)
lifespan
life-supporting (adj.)
life-sustaining (adj.)
life-threatening (adj.)
lifestyle
lifetime
lightweight
litre
liveable
live birth
live-born (adj.)
livelihood (noun/adj.)
livelihoods (noun)
living-space
long-standing
long-staying (adj.)
long-term (adj.)
long(er) term (noun)
loophole
low-cost (adj.)
low mortality
lump sum (noun)
lump-sum (adj.)

M

machine-gun
machine-readable
macroscopic
mainframe
mainland
mainstreaming
mandate-related

man-made
manoeuvre
many-sided
marginalized
market place
market town
marshalled
mass-media (adj.)
masthead
materiel (military equipment)
maximize
meagre
meantime
meanwhile
medium-high/low
meeting management (noun)
meeting-management (adj.)
meeting-place
meltdown
memorandum (plural: memoranda or memorandums)
meter (instrument for measuring)
metre (unit of length)
microcomputer
microcredit (noun)
microeconomics
microelectronics
micro-environment
microfiche
microfilm
microfinance
micronutrient
micro-organism
microprocessor
micro-projects*
microwave
midday
mid-point
mid-step
midway
mid-year
mileage
militia
mine awareness
mine risk
minicomputer
minimize
misperception

misspelt
misstatement
mobilize
modelled
modernize
moneys (but monies if assorted
 currencies)
mores
mother-to-child
motor car
mould
much-needed
much-publicized
multi-bilateral
multidimensional
multidisciplinary
multi-ethnic
multifaceted
multifunctional
multigenerational
multilateral
multilingual
multimedia
multinational
multi-party
multi-purpose
multiracial
multi-sectoral
multi-stage
multi-year

N

nationwide (adj.)
naturalization
needs-based (adj.)
neighbour
neonatal
newborn (adj.)
newly-arrived (adj.)
non-administrative
non-committal
non-compliance
non-contraceptive
non-cooperation
non-CIS*
non-expandable (adj.)

non-food (adj.)
nonetheless
non-existent
non-formal education*
non-governmental
non-interference principle*
non-refoulement principle*
non-signatory*
non-State agent/actor
no one
northern
north-east(ern)
northward
north-west(ern)
North-western* (e.g. for names of
 politically recognized regions like
 North-western Somalia)
note verbale (plural: notes verbales)
noticeable

O

occur, occurred, occurrence
offence
offensive
offhand
offprint
offset
offshore
old age (noun)
old-age (adj.)
ombudsman (plural: ombudsmen)
one-third
ongoing
online (adj. and adverb)
on-the-job training*
onward (adj. and adverb)
open-ended
operationalize
organigram(me)
organization, organize
organization chart
outdated (adj.)
outpatient
out of date (it is out of date)
out-of-date (an out-of-date model)
outreach

outsource
overarch
overall
overdue
overemphasize
overestimate
overflight
overpopulation
overrate
overriding
overrun
oversimplify
overspend
overthrow
overuse
overutilize

P

paralyse
paramedical
paramilitary
partnership-building (adj.)
payroll
peacebuilding (noun and adj.)
peacekeeper
peacekeeping (noun and adj.)
peacemaker/ peacemaking
peacetime
per annum
per capita
per cent
per diem
perinatal
phase down (noun or verb)
phase out (noun)
phase out of (verb)
piecemeal
pinpoint
pipeline
place name
plebiscite
policyholder
policy maker
policy-making (noun and adj.)
post-flight reasons for persecution*
postgraduate

post-marital
post-natal
post-neonatal
post-partum
post-session (adj.)
post-war
practice (noun)
practise (verb)
pre-arrival procedures*
preconceive
precondition
pre-date
pre-departure
pre-empt
pre-entry procedures*
pre-investment
premarital
prenatal
pre-registration
prerequisite
pre-school
pre-session
pretence
pre-war
principal (main, most important)
principle (fundamental truth)
printout
prioritize
proactive
pro bono
procès-verbal (plural: procès-verbaux)
pro-choice
programme
proof-reader
pro rata
protection-related
psychosocial (adj.)

pullout
pull out (verb)
purpose-built

Q

quorum

R

radioactive
rainforest
rainwater
raison d'être
rancour
rapprochement
reaffirm
re-allocate
realize
rearrange
re-establish
recognize
referendum (plural: referendums or referenda)
reflection
refoulement
refugee-affected
refugee-assisting organizations*
refugee-hosting areas
refugee-like situation
Refworld*
regime
regularization
reinforce
re-ignite
reinsure
reintegration
reissue
reiterate
reorganize
reorient
reunited
re-route
results-based management
résumé
rigorous
rigour
risk-taking
river water (noun)
river-water (adj.)
roadblock
roll-call
roll-out (noun)
roll out (verb)
rooming house
round table (noun)

round-table (adj.)
rumour
rundown (noun)
run down (verb)
rural-to-rural*
rural-urban migration*

S

safeguard
saleable
salt water (noun)
salt-water (adj.)
sanitary material
savour
sceptic(al), scepticism
schoolchild, schoolchildren
school fees
schoolteacher
screened-out*
seabed
sea level
sea water (noun)
sea-water (adj.)
Secretary-General (plural: Secretaries-General)
sectoral
(N.B. All compound forms with "self" are hyphenated.)
self-employed*
self-sufficiency (noun)
self-sustaining (adj.)
semi-skilled
sensitize
setback (noun)
set-down (noun)
set-up (noun)
set up (verb)
sewage (waste matter)
sewerage (system of drains)
shanty town
Shariah
shortcoming
shortfall
short-lived
side effect
sizeable

skilful, skilfully, skilfulness
 skill-sharing (adj.)
 skills sharing*
 skills training*
 slave trader
 slowdown (noun)
 slum-dweller
 small-scale (adj.)
 so-called
 socio-cultural (adj.)
 socio-economic
 socio-political
 solution-oriented
 southern
 south-eastern
 south-western
 spearhead
 specialize
 spelt
 spillover
 spill-over effects
 spring water (noun)
 spring-water (adj.)
 stabilize
 staff member
 stakeholders
 stand-alone (adj.)
 standardize
 standby (noun)
 stand by (verb)
 stand-by (adj.)
 standstill
 starting point
 stateless (adj.)
 statelessness (noun)
 stationary (not moving)
 stationery (paper)
 stillbirth
 stillborn
 stockpile
 storey (building)
 straightforward
 study time
 stumbling block
 sub-agreement
 sub-amendment
 subarctic
 sub-area
 sub-block
 subcategory
 sub-centre
 sub-clause
 sub-commission
 sub-committee
 subcontinent
 subcontract
 subdivision
 sub-district
 sub-entry
 sub-group
 sub-heading
 sub-item
 subject matter
 sub-office
 subparagraph
 subprogramme
 subregion, subregional
 sub-Saharan
 subsection
 subset
 subsidize
 subsoil
 substructure
 subsystem
 subtitle
 subtotal
 subunit
 sulphur
 summarize
 supersede
 superstructure
 supervise
 supervisor
 support for sth or sme
 supranational
 surface water (noun)
 surface-water (adj.)
 syllable
 symmetry
 symposium (plural: symposia)
 synchronize
 synthesis, synthesize
 systematize
 system-wide

T

takeover (noun)
targeted
tax free
tax-deductible
taxpayer
teenage, teenager
televise
textbooks*
tie and dye*
think-tank
time-consuming
time frame
time lag
time limit
time management (noun)
time-management (adj.)
timescale
timetable
tool kit
ton
tonne (abbreviation = MT)
topsoil
totalling
towards
toxaemia
trade-off (noun)
trafficking
tranquillity
transatlantic
transborder
transferable
trans-ship
travelling
tripartite
tumour
turnaround (of ships)
turning point
turnkey (operation)
turnover
two-faced
twofold
two thirds (noun)
two-thirds (adj.)
typesetting

U

ultraviolet
underdeveloped
underemployment
underestimate
underfund
underground
underlie
undernourished
underprivileged
under-report
under-represented
Under-Secretary-General
underuse
underutilize
underwater (adj.)
under way
UNHCR-funded
unidirectional
unmistakable
upcoming
up-country
update
upgrade
uproot
up to date
up-to-date (adj.)
upward(ly)
urbanization
urban-to-urban
usability
usable
user-friendly
utilize

V

valour
value system
versus
via
Vice-Chairman ; Vice-President
vice versa
viewpoint
vigorous
vigour

vis-à-vis

W

wage earner
wagon
warlike
warlords
war-torn (adj.)
wartime
waste water
water-borne
watercourse
waterlogged
water-points
way station
website
weekday
weekend
well-being
well-defined (adj.)
well-founded (adj.)*
well-known (adj.)
well-planned (adj.)
well water
western
wholehearted
wide-ranging

widespread
wildlife
wilful, wilfulness
withhold
woodwork
word processing (noun)
word-processing (adj.)
worldwide
workbook
workday
workforce
work-hour
working hours
workload
workplace
work plan
workstation
worksheet
work time
worldwide
worthwhile
worn-out (adj.)

X

X-ray

Commonly used non-English expressions

The list presented below should not be taken as encouragement to use these terms. Your writing will be clearer and pose fewer problems to your reader without the use of words of French or Latin origin.

Nevertheless, since international protection is at the core of UNHCR's work, it is quite common to find French or Latin legal or diplomatic expressions in documents. These words or phrases are often typed in *italics*; however, today the more common expressions are often typed without italics, e.g. *ad hoc* (see the *COE* dictionary). Most of the following examples may now be used without italics; however, please note specific cases when you should always use italics in UNHCR texts, and if in doubt, or in order to be consistent throughout a text, you may continue to use italics.

PHRASE	MEANING
a posteriori	from effect to cause, based upon actual observation
a priori	from cause to effect; based on deduction rather than actual observation (opposed to a posteriori)
ad hoc	for this (special purpose)
ad infinitum	to infinity; endlessly
aide(s)-mémoire(s)	a book or note used to aid the memory, a diplomatic memorandum
Bis	Twice
bona fide	good faith; without fraud
de facto	in reality; actually existing
de jure	by right; according to law
démarche (s)	a political step or initiative
e.g.	for example (from Latin "exempli gratia" for the sake of example)
et al.	and others
etc.	Et cetera: and so on. Always preceded by a comma after previous word and always a full stop after. Avoid using at the end of a list when possible.
ex post facto	from or by subsequent action
force majeure	unforeseeable circumstances that prevent someone from fulfilling a contract, a superior strength
ibid.	in the same place
i.e.	that is to say (from Latin "id est", that is)
Idem	the same as previously given
in lieu (of)	instead of
in toto	in all; in the whole
inter alia	among other things
ipso facto	by the fact itself
loc. cit.	in the place or passage already mentioned (preceded name of author)

modus operandi	method of operating or functioning
<i>non-refoulement</i>	a core principle of refugee law that prohibits States from returning refugees in any manner whatsoever to countries or territories in which their lives or freedom may be threatened
note(s) verbale(s)	a formal note written in the third person
op. cit.	in the work cited (preceded by name of author)
per se	by or in itself, intrinsically
pourparlers	informal discussions preliminary to negotiations
prima facie	at first sight, accepted as so until proved otherwise (but see also specific use in UNHCR next)
<i>prima facie</i> refugee recognition	refers to a practice by which all persons forming part of a large-scale influx are regarded as refugees
pro bono	denoting work undertaken without charge
<i>refoulement</i>	the removal of a person to a territory where she/he would be at risk of being persecuted, or of being moved to another territory where she/he would face persecution
refugees <i>sur place</i>	persons who were not refugees when they left their countries of origin, but who became refugees at a later date, owing to intervening events
sine qua non	something essential
status quo	existing or previously existing state or condition
supra	someone or something mentioned earlier, above
<i>vis-à-vis</i>	in relation to

Country names

The first three columns of the following list provide the latest version of official country names, in accordance with United Nations Terminology. If in doubt about the possible changes to a country name, please contact Secretariat. The fourth column indicates the UNHCR standard country/territory codes which are used in many UNHCR reporting mechanisms and operational software e.g. registration software (proGres), the Groupwise system and UNHCR statistical reports.

In most UNHCR texts, the short form for country names may be used. The formal name may be used for notes verbales or in a formal context to convey politeness. However, for some countries, the long formal name is the same as the short name, meaning that they must be written in full at all times, even when a short form is commonly used verbally – see country names highlighted in yellow below.

Please also note the correct position in an alphabetical list or table (according to current United Nations protocol guidelines).

Short name	Formal name	Adjective/ nationality	UNHCR standard country codes
Afghanistan	the Islamic Republic of Afghanistan	Afghan	AFG
Albania	the Republic of Albania	Albanian	ALB
Algeria	People's Democratic Republic of Algeria (the)	Algerian	ALG
Andorra	the Principality of Andorra	Andorran	AND
Angola	the Republic of Angola	Angolan	ANG
Antigua and Barbuda	Antigua and Barbuda	of Antigua and Barbuda	ANT
Argentina	the Argentine Republic	Argentine	ARG
Armenia	the Republic of Armenia	Armenian	ARM
Australia	Australia	Australian	AUL
Austria	the Republic of Austria	Austrian	AUS
Azerbaijan	the Republic of Azerbaijan	Azerbaijani	AZE
Bahamas (the)	the Commonwealth of the Bahamas	Bahamian	BHS
Bahrain	the Kingdom of Bahrain	Bahraini	BAH
Bangladesh	the People's Republic of Bangladesh	(of) Bangladesh; a Bangladeshi	BGD
Barbados	Barbados	Barbadian	BAR
Belarus	the Republic of Belarus	Belarusian	BLR
Belgium	the Kingdom of Belgium	Belgian	BEL
Belize	Belize	Belizean	BZE

Benin	the Republic of Benin	Beninese	BEN
Bhutan	the Kingdom of Bhutan	Bhutanese	BHU
Bolivia (Plurinational State of)	the Plurinational State of Bolivia	Bolivian	BOL
Bosnia and Herzegovina	Bosnia and Herzegovina	(of) Bosnia and Herzegovina	BSN
Botswana	the Republic of Botswana	(of) Botswana	BOT
Brazil	the Federative Republic of Brazil	Brazilian	BRA
Brunei Darussalam	Brunei Darussalam	(of) Brunei Darussalam	BRU
Bulgaria	the Republic of Bulgaria	Bulgarian	BUL
Burkina Faso	Burkina Faso	(of) Burkina Faso	BKF
Burundi	the Republic of Burundi	(of) Burundi, Burundian	BDI
Cambodia	the Kingdom of Cambodia	Cambodian	CAM
Cameroon	the Republic of Cameroon	Cameroonian	CMR
Canada	Canada	Canadian	CAN
Cape Verde	the Republic of Cape Verde	Cape Verdean	CVI
Central African Republic (the)	the Central African Republic	of the Central African Republic; Central African	CAR
Chad	the Republic of Chad	Chadian	CHD
Chile	the Republic of Chile	Chilean	CHL
China	the People's Republic of China	Chinese	CHI
Colombia	the Republic of Colombia	Colombian	COL
Comoros	the Union of the Comoros	Comorian	COI
Congo	the Republic of the Congo	Congolese	COB
Cook Islands	the Cook Islands	of the Cook Islands	COK
Costa Rica	the Republic of Costa Rica	Costa Rican	COS
Côte d'Ivoire	the Republic of Côte d'Ivoire	Ivorian	ICO
Croatia	the Republic of Croatia	Croatian	HRV
Cuba	the Republic of Cuba	Cuban	CUB
Cyprus	the Republic of Cyprus	Cypriot	CYP
Czech Republic	the Czech Republic	Czech	CZE

(the)			
Democratic People's Republic of Korea (the)	the Democratic People's Republic of Korea	of the Democratic People's Republic of Korea	KRN
Democratic Republic of the Congo (the)	the Democratic Republic of the Congo	of the Democratic Republic of the Congo; Congolese	COD
Denmark	the Kingdom of Denmark	Danish; a Dane; of Denmark	DEN
Djibouti	the Republic of Djibouti	(of) Djibouti; a Djiboutian	DJB
Dominica	the Commonwealth of Dominica	(of) Dominica	DMA
Dominican Republic (the)	the Dominican Republic	Dominican	DOM
Ecuador	the Republic of Ecuador	Ecuadorian	ECU
Egypt	the Arab Republic of Egypt	Egyptian	ARE
El Salvador	the Republic of El Salvador	Salvadoran	SAL
Equatorial Guinea	the Republic of Equatorial Guinea	(of) Equatorial Guinea	EGU
Eritrea	Eritrea	Eritrean	ERT
Estonia	the Republic of Estonia	Estonian	EST
Ethiopia	Federal Democratic Republic of Ethiopia	Ethiopian	ETH
Fiji	the Republic of Fiji	(of) Fiji; Fiji Islanders	FIJ
Finland	the Republic of Finland	Finnish; a Finn	FIN
France	the French Republic	French; a Frenchman; the French	FRA
Gabon	the Gabonese Republic	Gabonese	GAB
Gambia (the)	the Republic of the Gambia	Gambian	GAM
Georgia	Georgia	Georgian	GEO
Germany	the Federal Republic of Germany	German	GFR
Ghana	the Republic of Ghana	Ghanaian	GHA
Greece	the Hellenic Republic	Greek	GRE
Grenada	Grenada	Grenadian	GRN
Guatemala	the Republic of Guatemala	Guatemalan	GUA
Guinea	the Republic of Guinea	Guinean	GUI
Guinea-Bissau	the Republic of Guinea-	(of) Guinea-	GNB

	Bissau	Bissau	
Guyana	the Republic of Guyana	Guyanese	GUY
Haiti	the Republic of Haiti	Haitian	HAI
Holy See (the)	the Holy See	of the Holy See	VAT
Honduras	the Republic of Honduras	Honduran	HON
Hungary	Hungary	Hungarian	HUN
Iceland	the Republic of Iceland	Icelandic; an Icelander	ICE
India	the Republic of India	Indian	IND
Indonesia	the Republic of Indonesia	Indonesian	INS
Iran (Islamic Republic of)	the Islamic Republic of Iran	Iranian	IRN
Iraq	the Republic of Iraq	Iraqi	IRQ
Ireland	Ireland	Irish; an Irishman; the Irish	IRE
Israel	the State of Israel	Israeli	ISR
Italy	the Republic of Italy	Italian	ITA
Jamaica	Jamaica	Jamaican	JAM
Japan	Japan	Japanese	JPN
Jordan	the Hashemite Kingdom of Jordan	Jordanian	JOR
Kazakhstan	the Republic of Kazakhstan	Kazakh	KAZ
Kenya	the Republic of Kenya	Kenyan	KEN
Kiribati	the Republic of Kiribati	(of) Kiribati	KIR
Kuwait	the State of Kuwait	Kuwaiti	KUW
Kyrgyzstan	the Kyrgyz Republic	Kyrgyz	KGZ
Lao People's Democratic Republic (the)	the Lao People's Democratic Republic	Lao; a Lao; the Lao	LAO
Latvia	the Republic of Latvia	Latvian	LVA
Lebanon (the)	the Lebanese Republic	Lebanese	LEB
Lesotho	the Kingdom of Lesotho	(of) Lesotho	LES
Liberia	the Republic of Liberia	Liberian	LBR
Libya	Libya	Libyan	LBY
Liechtenstein	the Principality of Liechtenstein	(of) Liechtenstein	LIE
Lithuania	the Republic of Lithuania	Lithuanian	LTU
Luxembourg	the Grand Duchy of Luxembourg	(of) Luxembourg	LUX
Madagascar	the Republic of Madagascar	Malagasy	MAD
Malawi	the Republic of Malawi	Malawian	MLW

Malaysia	Malaysia	Malaysian	MLS
Maldives (the)	the Republic of Maldives	Maldivian	MDV
Mali	the Republic of Mali	Malian	MLI
Malta	the Republic of Malta	Maltese	MTA
Marshall Islands (the)	the Republic of the Marshall Islands	of the Marshall Islands; Marshallese	MHL
Mauritania	the Islamic Republic of Mauritania	Mauritanian	MAU
Mauritius	the Republic of Mauritius	Mauritian	MTS
Mexico	the United Mexican States	Mexican	MEX
Micronesia (the Federated States of)	the Federated States of Micronesia	of the Federated States of Micronesia	FSM
Monaco	the Principality of Monaco	Monegasque	MCO
Mongolia	Mongolia	Mongolian	MNG
Montenegro	Montenegro	Montenegrin	MNE
Morocco	the Kingdom of Morocco	Moroccan	MOR
Mozambique	the Republic of Mozambique	Mozambican	MOZ
Myanmar	the Republic of the Union of Myanmar	(of) Myanmar	MYA
Namibia	the Republic of Namibia	Namibian	NAM
Nauru	the Republic of Nauru	Nauruan	NRU
Nepal	The Federal Democratic Republic of Nepal	Nepalese	NEP
Netherlands (the)	the Kingdom of the Netherlands	(of the) Netherlands; a Netherlander;	NET
New Zealand	New Zealand	(of) New Zealand; a New Zealander	NZL
Nicaragua	the Republic of Nicaragua	Nicaraguan	NIC
Niger	the Republic of Niger	(of the) Niger	NGR
Nigeria	the Federal Republic of Nigeria	Nigerian	NIG
Niue	The Republic of Niue	of Niue	NIU
Norway	the Kingdom of Norway	Norwegian	NOR
Oman	the Sultanate of Oman	Omani	OMN
Pakistan	the Islamic Republic of Pakistan	(of) Pakistan; a Pakistani	PAK
Palau	the Republic of Palau	of Palau	PLW

Panama	the Republic of Panama	Panamanian	PAN
Papua New Guinea	Papua New Guinea	(of) Papua New Guinea; a Papua New Guinean	PNG
Paraguay	the Republic of Paraguay	Paraguayan	PAR
Peru	the Republic of Peru	Peruvian	PER
Philippines (the)	the Republic of the Philippines	Philippine; a Filipino	PHI
Poland	the Republic of Poland	Polish; a Pole	POL
Portugal	the Portuguese Republic	Portuguese	POR
Qatar	the State of Qatar	(of) Qatar	QAT
Republic of Korea (the)	the Republic of Korea	of the Republic of Korea	KOR
Republic of Moldova (the)	the Republic of Moldova	Moldovan	MDA
Romania	Romania	Romanian	ROM
Russian Federation (the)	the Russian Federation	of the Russian Federation; Russian	RUS
Rwanda	the Republic of Rwanda	Rwandan	RWA
Saint Kitts and Nevis	Saint Kitts and Nevis	of Saint Kitts and Nevis	STK
Saint Lucia	Saint Lucia	Saint Lucian	LCA
Saint Vincent and the Grenadines	Saint Vincent and the Grenadines	of Saint Vincent and the Grenadines	VCT
Samoa	the Independent State of Samoa	Samoaan	WES
San Marino	the Republic of San Marino	(of) San Marino	SMA
Sao Tome and Principe	the Democratic Republic of Sao Tome and Principe	of Sao Tome and Principe	STP
Saudi Arabia	the Kingdom of Saudi Arabia	Saudi Arabian	SAU
Senegal	the Republic of Senegal	Senegalese	SEN
Serbia	the Republic of Serbia	Serbian	SRB
Seychelles	the Republic of Seychelles	(of) Seychelles; a Seychellois	SEY
Sierra Leone	the Republic of Sierra Leone	Sierra Leonean	SLE
Singapore	the Republic of Singapore	Singaporean	SIN
Slovakia	the Slovak Republic	Slovak	SVK
Slovenia	the Republic of Slovenia	Slovene	SVN
Solomon Islands (the)	the Solomon Islands	(of) Solomon Islands	SOL

Somalia	the Somali Republic	Somali	SOM
South Africa	the Republic of South Africa	South African	RSA
South Sudan	the Republic of South Sudan	South Sudanese	SSD
Spain	the Kingdom of Spain	Spanish; a Spaniard	SPA
Sri Lanka	the Democratic Socialist Republic of Sri Lanka	(of) Sri Lanka; Sri Lankan	LKA
Sudan (the)	the Republic of the Sudan	Sudanese	SUD
Suriname	the Republic of Suriname	Surinamese	SUR
Swaziland	the Kingdom of Swaziland	Swazi	SWA
Sweden	the Kingdom of Sweden	Swedish; a Swede	SWE
Switzerland	the Swiss Confederation	Swiss	SWI
Syrian Arab Republic (the)	the Syrian Arab Republic	Syrian	SYR
Tajikistan	the Republic of Tajikistan	Tajik	TJK
Thailand	the Kingdom of Thailand	Thai	THA
The former Yugoslav Republic of Macedonia	The former Yugoslav Republic of Macedonia	of the former Yugoslav Republic of Macedonia	MKD
Timor-Leste	The Democratic Republic of Timor-Leste	of Timor-Leste	TMP
Togo	the Togolese Republic	Togolese	TOG
Tonga	the Kingdom of Tonga	Tongan	TON
Trinidad and Tobago	the Republic of Trinidad and Tobago	of Trinidad and Tobago	TRT
Tunisia	the Republic of Tunisia	Tunisian	TUN
Turkey	the Republic of Turkey	Turkish; a Turk	TUR
Turkmenistan	Turkmenistan	Turkmen	TKM
Tuvalu	Tuvalu	Tuvaluan	TUV
Uganda	the Republic of Uganda	Ugandan	UGA
Ukraine	Ukraine	Ukrainian	UKR
United Arab Emirates (the)	the United Arab Emirates	of the United Arab Emirates	UAE
United Kingdom of Great Britain and Northern Ireland (the)	the United Kingdom of Great Britain and Northern Ireland	(of the) United Kingdom (of Great Britain and Northern Ireland); British	GBR
United Republic of Tanzania (the)	the United Republic of Tanzania	Tanzanian	TAN

United States of America (the)	the United States of America	(of the) United States (of America); American	USA
Uruguay	the Eastern Republic of Uruguay	Uruguayan	URU
Uzbekistan	the Republic of Uzbekistan	Uzbek	UZB
Vanuatu	the Republic of Vanuatu	of Vanuatu	VAN
Vatican City State (the)	see: Holy See (the)		VAT
Venezuela (Bolivarian Republic of)	the Bolivarian Republic of Venezuela	Venezuelan	VEN
Viet Nam	the Socialist Republic of	Vietnamese	SRV
Yemen	the Republic of Yemen	Yemeni; a Yemenite	YEM
Zambia	the Republic of Zambia	Zambian	ZAM
Zimbabwe	the Republic of Zimbabwe	Zimbabwean	ZIM

Additional notes on country/territorial names

The United Nations Multilingual Terminology Database is a useful resource in checking for updated country names, as well as for referencing commonly used words in the UN system, in all six official languages: <http://unterm.un.org/>.

Please also take note of the following:

Republic of the <u>C</u> ongo	(always write out in full in official documents when first referred to, i.e. the Republic of the Congo (Congo) and then the short name “Congo” may be used)
<u>C</u> ôte d’Ivoire	(not Ivory Coast)
<u>D</u> emocratic People's Republic of Korea	(not North Korea)
<u>D</u> emocratic Republic of the Congo	(always write out in full in official documents; however, in UNHCR’s Global Appeals and Reports, after initial reference to the Democratic Republic of the Congo (DRC), the acronym DRC may be used alone after that)
<u>K</u> yiv, Ukraine	(not Kiev)

<u>L</u> ao People's Democratic Republic	(always write out in full in official documents; however, in UNHCR's Global Appeals and Reports, after initial reference to the Lao People's Democratic Republic (Laos), Laos may be used after that)
<u>M</u> yanmar	(not Burma)
<u>R</u> epublic of Korea	(not South Korea)
<u>S</u> yrian Arab Republic	(always write out in full in official documents; however, in UNHCR's Global Appeals and Reports, after initial reference to the Syrian Arab Republic (Syria), Syria may be used after that)
<u>T</u> he former Yugoslav Republic of Macedonia	(do not use Macedonia, TfyR Macedonia, fYRoM, or FYROM. When abbreviating in tables, The former Yug. Rep.of Macedonia is acceptable; please note that the "T" is not capitalized unless it starts a sentence or table cell; the small "f" in "former" may never be capitalized)
<u>T</u> imor-Leste	(not East Timor)
<u>U</u> nited Kingdom and <u>U</u> nited States are accepted as informal short forms	(do not use UK or USA) once the full name has been mentioned, or where space is limited, for instance in a table, the shorter forms may be used
<u>U</u> nited Republic of Tanzania	(always write out in full in official documentation; however, in UNHCR's Global Appeals and Reports, after initial reference to the United Republic of Tanzania (Tanzania), Tanzania may be used after that)
Viet Nam	(not Vietnam)

Other territorial references

Hong Kong SAR, China Macao SAR, China	(SAR: Special Administrative Region. Do not refer to Hong Kong or Macao <u>as countries</u> : they should be referred to as territories or economies)
Chechnya (Russian Federation)	(Chechnya, Ingushetia and North Ossetia-Alania are republics of the Russian Federation)
Gulf or Persian Gulf	The term "Persian Gulf" should be used for the "sea area between the Arabian Peninsula and the Islamic Republic of Iran", whereas the term "Gulf" is used "to identify or

refer to the general geographical area surrounding or adjacent to the sea area.

Kosovo (S/RES/1244 (1999))	use Kosovo (S/RES/1244 (1999)) with a footnote at the first reference that reads, “Security Council Resolution 1244 (1999), or, when referring to the territory in an alphabetical country listing, Serbia (and Kosovo: S/RES/1244 (1999)), with the same footnote at the first reference
Kurdistan region	or Kurdistan Regional Government
Republika Srpska	Republic of Srpska may also be used, but the term should not be translated into English as Serb Republic
“Somaliland” and “Puntland”	generally used in quotes in Global Report, or can otherwise be italicized
Tibet, China	avoid using Tibet alone; when referring to the territory in an alphabetical country listing use China (Tibet)
Western Sahara	(Use either Western Sahara or the Territory - but <u>not</u> Western Sahara Territory). Adjective/nationality Sahrawi*
Occupied Palestinian Territories	(Sometimes also referred to in United Nations documents as the Occupied Palestinian Territory)

***The term Rohingya should be avoided. The term “refugee from northern Rakhine State” could be used in the context of a regional update or in a report on activities in Bangladesh; alternatively the word “Muslim population” or “Muslim residents” could be used for a report on activities in Myanmar.**

Section II - Language usage

This section provides guidance and tips on:

- Words that frequently confuse
- Discriminatory language to be avoided
- Abbreviations

Words and expressions that frequently confuse

Below is a list of commonly confused and often misused words and expressions with a short explanation of the precise meaning.

address redress	To address is to speak formally to; to direct one's remarks to; or to begin to deal with To redress is to remedy or set right or to remedy or compensate for a wrongdoing
affect (verb) effect (verb), effect (noun)	To affect is to influence or change. To effect is to bring about. An effect is a result or an influence. e.g. Drinking alcohol <u>affects</u> her driving ability. Whisky <u>effects</u> an undesirable change in his personality; he shouts and tells you that drink does not have any <u>effect</u> on his speech. Note: "to impact" is often inappropriately used as a verb; "to affect" is a better choice. e.g. Rather than writing: these cuts <u>impact</u> our project, write: these cuts <u>affect</u> our project.
all ready, already	All ready means "completely ready" or "everyone is ready." Already means "previously."
alternate (verb) alternate (noun) alternative (noun) alternative (adj.)	To alternate is to occur in successive turns; first one, then the other. e.g. The Chairperson and Vice-Chairperson will <u>alternate</u> in leading the monthly meetings. An alternate is a substitute or second choice. e.g. In the absence of the President, an <u>alternate</u> will make the presentation. An alternative is a choice among mutually exclusive objects or courses of action. eg. The <u>alternative</u> to building a school would be to build a medical centre. An alternative is something available or usable instead of another. An <u>alternative</u> route should be used.
among, between	Among is used with more than two items. Between is used with two items, except in some close collective relationships. e.g. We quarrelled <u>among</u> the five of us, but the real argument was <u>between</u> him and me.

assure, ensure, insure	<p>Assure means "to convince," "to guarantee." Ensure means "to make certain." Assure and ensure are often used interchangeably, but they actually have different meanings. <u>Assure</u> takes a direct object - usually a person or group of persons. You <u>assure</u> someone that something has been done. <u>Ensure</u> does not imply that you are giving assurance to someone else. You <u>ensure</u> that something has been done. Insure means "to guard against loss." e.g. I <u>assure</u> you of my good intentions. Do <u>ensure</u> that you lock your car. Please <u>insure</u> this package because it is valuable.</p>
Because	<p>Because is definite and specific in its meaning of "since" or "for the reason that." It is used solely to express cause or reason. e.g. He left the party early <u>because</u> he was tired.</p>
beside, besides	<p>Beside is a preposition, meaning "by the side of". Besides is an adverb meaning "moreover", or a preposition meaning "in addition to." e.g. The proposed site is <u>beside</u> the river. <u>Besides</u>, it has many trees.</p>
biannual biennial	<p>Biannual is occurring twice a year Biennial is taking place every other year</p>
cite, site, sight	<p>A reference is cited. A site is a place. Sight relates to vision.</p>
compare to, compare with	<p>Compare to means "assert a likeness." e.g. He <u>compared</u> the city <u>to</u> Geneva; both are attractive and cosmopolitan. Compare with means "analyse for similarities and differences." e.g. He <u>compared</u> the city <u>with</u> Geneva to decide which one was more expensive.</p>
complement, compliment	<p>Complement means to add to in a way that enhances or improves. A compliment is flattery or praise.</p>
compose, comprise, consist of, include	<p>A whole is composed of parts. A whole comprises or consists of parts. Comprise may refer to all parts or only major parts., Consist of means that all parts are listed, but include only means some. e.g. Concrete is <u>composed of</u> cement, aggregate, and water. Concrete <u>comprises</u> (or <u>consists of</u>) cement, aggregate, and water. Concrete <u>includes</u> cement and aggregate. "Is comprised of" should not be used.</p>
continual, continuous	<p>Continual means "intermittent" or "repeated at intervals." Continuous means "without interruption" or "unbroken."</p>
different from, different than, different to	<p>Different from is preferred although these expressions are all widely used.</p>
dependant, dependent	<p>Dependant (noun) is a persons who relies on someone else; who is dependent on (adj) on someone.</p>

discreet, discrete	These words, pronounced alike, have entirely different meanings. To be discreet is to be prudent, cautious, careful, trustworthy, circumspect. Discrete means separate, distant, apart, detached.
device (a) devise (to)	A device is a thing made or adapted for a particular purpose, To devise means to plan or invent (a complex procedure or mechanism)
due to, owing to	Due to means "caused by" and as an adjective has to agree with a noun, e.g. The <i>cancellation</i> of the match was <i>due</i> to bad weather. Owing to means "because of" or "on account of". However, if in doubt, use "owing to" or "because of", which are always safe.
disinterested, uninterested	Disinterested means "impartial" whereas uninterested means "not interested."
either,...or neither,... nor	Either is used before the first of a series of alternatives (the other being introduced by 'or'). Neither , is used before the first of two, occasionally more, alternatives (the latter being introduced by 'nor') to indicate that they are not true, false, etc. e.g. You should choose <u>either</u> the red button <u>or</u> the blue one. <u>Neither</u> one, <u>nor</u> the other was in good shape.
economic, economical	Economic applies to material wealth and to business or household enterprise. Economical means careful/thrifty with money or other resources e.g. It would make sound <u>economic</u> sense to stop the bus service on Sundays, when there are very few passengers. I am being <u>economical</u> with my salary, so I can afford both a winter and a summer holiday.
eminent, imminent	Eminent means "distinguished," "high in rank," "noteworthy." Imminent means "about to occur," "impending." e.g. an <u>eminent</u> statesman; an <u>imminent</u> rain storm.
farther, further	Farther refers to distance. Further indicates additional degree, time, or quantity. e.g. As you go <u>farther</u> away, your ability to hear is <u>further</u> decreased.
fewer, less	Fewer refers to units or individuals. Less refers to mass or bulk. <u>Fewer</u> cows: <u>less</u> beef, <u>fewer</u> <u>steaks</u> . <u>Less</u> salary: <u>fewer</u> dollars, even <u>fewer</u> steaks!
imply, infer	Imply means "to suggest." Infer means "to deduce," "to guess," "to conclude." e.g. His shirt and tie colours <u>imply</u> (suggest) that he is colour-blind. He is not colour-blind, so we <u>infer</u> (deduce) that he merely has bad taste.
indiscriminate, non-	Indiscriminate means done or acting at random or without careful judgement.

discriminatory	Non-discriminatory means done in a manner which does not discriminate.
lay, lie	Lay (lay, laid, laid, laying) means "to put" or "to place." This verb requires a direct object to complete its meaning. e.g. Please <u>lay</u> the boxes on the pallets with extreme care. I <u>laid</u> the message right on your desk. I had <u>laid</u> two other notes there yesterday. He is always <u>laying</u> the blame on his assistants. Lie (lie, lay, lain, lying) means "to recline, rest, or stay" or "to take a position of rest." It refers to a person or thing as either assuming or being in a reclining position. This verb cannot take an object. e.g. Now he <u>lies</u> in bed most of the day. The mountains <u>lay</u> before us as we proceeded west. This letter has <u>lain</u> unanswered for two weeks. Today's mail is <u>lying</u> on the receptionist's desk.
One the one hand,...on the other	Used to list a series of factors in favour or against. On the one hand, there are many outstanding needs, on the other, we have limited funds
practical, practicable practically	Practical means "useful in actual practice." Practicable means "feasible" or "workable". Practically means 1) "almost; or 2) in a practical manner.
principal (noun) principal (adj), principle (noun)	Principal as a noun, means "head" or "chief;" Principal (adj.) means "highest", "main" or "best." Principle means "basic truth, law, or assumption." e.g. The <u>principal</u> of the school introduced the audience to the <u>principal</u> guest who then gave the lecture. He acted according to the highest <u>principles</u> .
prior, previous, before	Prior is an adjective and is interchangeable with previous . Before is an adverb. e.g. He was hired according to <u>prior</u> agreement. The agreement was reached <u>before</u> his arrival.
specially, especially	Specially means "for a special purpose." Especially means "in particular."
stationary stationery	Stationary means "not moving." Stationery means "paper, etc."
Unique	This word means "having no like or equal" and expresses absoluteness. Something cannot be "more unique" or "less unique."
who, whom	Who means what or which person; "who" is the subjective of a verb. Whom is used instead of "who" as the object of a verb. e.g. There is a new colleague in the office who will join us for the workshop. There is a new colleague in the office whom I would like to contact.

Discriminatory language to be avoided

Areas in which communication can easily be unintentionally discriminatory include age, disabilities, family status, gender, impairment, race, religion, and sexual orientation. To avoid expressions such as the generic, "he", "his" and "him," and "he/she" or "s/he," cast the sentence in the plural. Don't be too specific concerning age, disability, gender, race, and sexual orientation, etc. if not really necessary. See examples below:

Instead of	use
Each manager will give his staff	managers will give their staff ...
Anyone who wants his work assessed ...	those/staff who want their work assessed
The ladies in the office	the office staff
The disabled lecturer	the lecturer
The Asian cleaners	the cleaning staff, the cleaners
Managers and their wives	managers and their spouses or partners
Chairman	Chairperson or Chair
The average man	the average person
Spokesman	Spokesperson
Policeman	Police Officer
The disabled	people with disabilities
Victim of HIV/AIDS	person living with HIV-related disease or with AIDS-related disease
Aids orphans	Children orphaned by AIDS
Vulnerables, EVIs	groups with specific needs

The terminology regarding sexual orientation is still evolving and different terms may be preferred at different times and in different places. Sexual orientation and gender identity are often referred to jointly with the acronym LGBT(I) (Lesbian, Gay, Bisexual, transgender, and intersex). The term homosexual may have a negative connotation and should be avoided. Use "gay" as an adjective, not a noun, such as "gay man," "gay woman," or "gay people." The term "lesbian" is preferred for women (note: "lesbian woman" is redundant). In combination, use: "gay men and lesbians", not "gays and lesbians".

Abbreviations

Abbreviations and acronyms can be useful when you are certain that all your readers are familiar with their meaning. However, if your readers include people unfamiliar with the terminology, problems can arise. Written communications intended for a

wide audience should avoid abbreviations that are not strictly necessary, and carefully explain those they do use. The more abbreviations there are the more obscure the text will be, even to readers with a reasonable knowledge of the subject matter.

In general:

- Always spell out abbreviations and acronyms in full the first time they appear in a text e.g. Comprehensive Plan of Action (CPA).
- Remember your readers. Only use abbreviations and acronyms if they will make the text more readable (not easier to write!) and the message more accessible (i.e. because it can be made more concise).
- Do not abbreviate United Nations, European Union or African Union to UN, EU, or AU when used as a noun form. In official correspondence and reports it must always be spelt out in full. However, in some texts, when used as an adjective (e.g. the UN Country Team, the EU guidelines, the AU Declaration), using the acronym may be acceptable.
- After initial reference to the 1951 Convention relating to the Status of Refugees, or informally, the short form, “Refugee Convention” may be used. The term “Geneva Convention” may be confused with the 1949 Geneva Conventions – if used, the year 1951 should precede the reference, i.e. 1951 Geneva Convention.
- In tables and figures, where space is very limited, abbreviations can be used. Where necessary, they should be explained in the text or included in a glossary.

A few acceptable examples of abbreviations in tables and figures:

Rep.	Republic of (in country names)
UR	United Republic of
%	per cent
&	and
Jan, Feb, Mar, Apr, Jun, Jul, Aug, Sep, Oct, Nov, Dec	January, February, March, April, June, July, August, September, October, November, December

- Acronyms should be typed in upper case and without a full stop, e.g. UNESCO, UNDP, UNCTAD, ILO, IOM. One exception to this rule is the abbreviation of the Executive Committee of the High Commissioner’s Programme which is customarily written as “ExCom”.
- In the following common abbreviations, the full stop is retained in United Nations documents:
i.e. e.g. cf. pp. Mr. / Mrs. / Ms. / Dr.
- Where currency abbreviations are used, watch the spacing. If letters and symbols are needed, a single space is required (US\$ 4,000, AUD 15,000), but

where the currency sign alone is used, there is no space (\$4,000, £200, €60,000).

Acronyms

N.B. (*) denotes an acronym used specifically within UNHCR and which should always be spelled out in full and/or defined in a glossary when used in external communications.

AGDM*	Age, Gender and Diversity Mainstreaming
ADB	Asian Development Bank
AfDB	African Development Bank
ARC	Action for the Rights of Children
ASEAN	Association of Southeast Asian Nations
AU	African Union
BOA*	Board of Auditors
CAP	Consolidated Appeals Process (inter-agency)
CCA	Common Country Assessment
CDD	Community-driven development
CDF	Comprehensive Development Framework
CEAS	Common European Asylum System (EU)
CEDAW	Committee on the elimination of all forms of discrimination against women
CERF	Central Emergency Response Fund (UN)
CIS	Commonwealth of Independent States
CoE	Council of Europe
COP*	Country Operations Plan
CPA	Comprehensive Plan of Action
CPR	Conflict Prevention and Post-Conflict Reconstruction Network
DAC	Development Assistance Committee (UN)
DAR*	Development Assistance for Refugees
DDR	Disarmament, Demobilization and Reintegration
DIP*	Division of International Protection (UNHCR)
DSA	Daily Subsistence Allowance
DPA	Department of Political Affairs (UN)
DPKO	Department of Peacekeeping Operations (UN)

EASO	European Asylum Support Office (EU)
EBRD	European Bank for Reconstruction and Development
EC	European Commission
ECA	Economic Commission for Africa (UN)
ECHA	Executive Committee on Humanitarian Affairs (UN)
ECHO	European Commission Humanitarian Office
ECOSOC	Economic and Social Council (UN)
ECOWAS	Economic Community of West African States
ECPS	Executive Committee on Peace and Security (UN)
ECRE	European Council on Refugees and Exiles
EDF	European Development Fund
EFTA	European Free Trade Association
ELENA	European Legal Network on Asylum
EPRS	Emergency preparedness and response section (UNHCR)
ERC	Emergency Relief Coordinator (UN)
EU	European Union
EVI	Extremely vulnerable individual
ExCom*	Executive Committee of the High Commissioner's Programme (UNHCR)
FAO	Food and Agriculture Organization
FGM	Female genital mutilation
GIS	Geographic Information System
GPS	Global Positioning System
HC	Humanitarian Coordinator (UN)
HC*	High Commissioner (UN/UNHCR)
HIV/AIDS	Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome
IAOC*	Independent Advisory and Oversight Committee (UNHCR)
IASC	Inter-Agency Standing Committee (UN)
IC	Individual case
ICC	International Criminal Court
ICJ	International Court of Justice
ICRC	International Committee of the Red Cross
ICVA	International Council of Voluntary Agencies

IDP	Internally displaced person
IFA	Internal flight or relocation alternative
IFAD	International Fund for Agricultural Development
IFRC	International Federation of Red Cross and Red Crescent Societies
IGAD	Intergovernmental Authority on Development
IGO	Inspector General's Office (IGO)
ILC	International Law Commission
ILO	International Labour Organization
IMF	International Monetary Fund
IOM	International Organization for Migration
IOM/FOM*	Inter-Office Memorandum/ Field-Office Memorandum
IPSAS	International Public Sector Accounting Standards
IPs	Implementing partners
IRPs*	Involuntarily relocating persons
JAC	Joint Advisory Committee (UNHCR)
JAM	Joint assessment mission
JICA	Japan International Cooperation Agency
JIU	Joint Inspection Unit (UN)
JPO*	Junior Professional Officer
LGBT(I)	Lesbian, gay, bisexual, transgender, and intersex
LOU	Letter of Understanding
MDGs	Millennium Development Goals
MENA* (UNHCR)	Regional Bureau for the Middle East and Northern Africa
MERCOSUR	Mercado Común del Sur - Common Market of the Southern Cone (of Latin America)
MFA	Ministry of Foreign Affairs
MOH	Ministry of Health
MOI	Ministry of the Interior
MORSS	Minimum Operating Residential Security Standards (UN)
MOSS	Minimum Operating Security Standards (UN)
MOU	Memorandum of Understanding
MSRP*	Management Systems Renewal Project
NATO	North Atlantic Treaty Organization

NEPAD	New Partnership for Africa's Development
NFI	Non-food item
NFRI	Non-food relief item
NGO	Non-governmental organization
OCHA	Office for the Coordination of Humanitarian Affairs (UN)
OECD	Organization for Economic Cooperation and Development
OHCHR	Office of the High Commissioner for Human Rights
OHR	Office of the High Representative (Bosnia and Herzegovina)
OIOS	Office of Internal Oversight Services (UN)
OPs	Operational partners
OSCE	Organization for Security and Co-operation in Europe
PHARE	EU-Community programme for assistance for economic restructuring in the countries of Central and Eastern Europe
PRSP	Poverty Reduction Strategy Paper (UN)
QIPs	Quick Impact Projects
RBM	Results-based management
RC	Resident Coordinator (UN)
RH	Reproductive Health
RSD	Refugee Status Determination
SGBV	Sexual and Gender-based Violence
SIBA*	Staff-in-between-assignments
SRS	Self-Reliance Strategy
SRSG	Special Representative of the United Nations Secretary-General
STI	Sexually Transmitted Infection
THAP	Temporary Humanitarian Assisted Persons
TOR	Terms of Reference
TRC	Truth and Reconciliation Commission
UAM	Unaccompanied Minor
UN	United Nations
UNAIDS	Joint United Nations Programme on HIV/AIDS
UNCT	United Nations Country Team
UNCTAD	United Nations Conference on Trade and Development
UNDAF	United Nations Development Assistance Framework
UNDCP	United Nations International Drug Control Programme

UNDG	United Nations Development Group
UNDP	United Nations Development Programme
UNDSS	United Nations Department of Safety and Security
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFPA	United Nations Population Fund
UN-HABITAT	United Nations Human Settlements Programme
UNHCHR	United Nations High Commissioner for Human Rights
UNHCR	United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
UNIDO	United Nations Industrial Development Organization
UNIFEM	United Nations Development Fund for Women
UNJLS	United Nations Joint Logistics Centre
UNMACC	United Nations Mine Action Coordination Centre
UNODC	United Nations Office on Drugs and Crime
UNOPS	United Nations Office for Project Services
UNV	United Nations Volunteers (UNV) programme
UN WOMEN of Women	United Nations Entity for Gender Equality and the Empowerment
UXOs	Unexploded ordnance
WEM*	Workshop on emergency management
WB	World Bank
WFP	World Food Programme
WG	Working Group
WHO	World Health Organization

Footnotes

Footnotes are used to provide additional details, such as references or explanations that would disrupt continuity if included in the body of a text. They should be kept to a minimum. As a general rule, very short notes, such as cross-references to other sections of pages in the same document, should be given in parentheses in the text. For the preparation of ExCom and other official documents:

- Place footnotes at the bottom of the page on which the footnote reference appears.
- Use superscript Arabic numerals to identify footnotes in a text, and for a table of numbers use superscript lower-case letters of the alphabet, to give a clear contrast.
- Footnotes in a text should follow punctuation (comma, semi-colon, full stop, etc.) and not precede it, e.g. ... as reported by the Working Group,¹ following the meeting held in May 2003 in Nairobi.²
- Use consecutively numbered footnotes for the entire work. The text of the footnotes can then appear either at the bottom of the page where they occur, or as a list of endnotes - at the end of the whole text following one blank page and placed before a bibliography, if any. Indicate consecutive references to the same source by the word “Ibid” (meaning: “the same”). You may also use “Ibid” as the first footnote on a page if it refers to the previous footnote, regardless of the fact that the latter may have appeared several pages before.
- If two or more passages on the same page require the same footnote, the footnote should appear only once and the reference mark should be repeated.

¹ The text of the first line of the footnote is indented as for a paragraph. Each footnote should end with a full stop.

² *Names of books and titles of documents* are italicized (previously underlined).

Section III - Punctuation

This section provides guidelines on the use of:

- Hyphenation
- Apostrophes
- Capitalization

It also gives some guidance on special problems with email and Internet addresses as well as miscellaneous tips on writing.

Hyphenation

There are many rules about the use of hyphens. Some of these rules change frequently as compound words become more common and lose their hyphens. Words like footnote, overtime, workplace and backyard all began life as hyphenated compounds.

As part of a general trend towards simpler text with the minimum of punctuation, fewer hyphens are now found in compound nouns (e.g. burden sharing, refugee status determination procedures, mother tongue teaching) . In the absence of a strict rule, include hyphens in combinations when used as an adjective (e.g. short-term, labour-intensive, high-level meeting), or with a participle (e.g. self-sustaining, policy-making etc.).

Authorities on the use of the English language may not always agree on certain points of grammar or punctuation, but the uses of the hyphen offered below are generally accepted by all. If in doubt, check in the *COE* dictionary.

Use a hyphen:

1. To join two or more words serving as a single adjective *before* a noun, e.g. a well-known ambassador; a part-time worker; income-generating projects. However, when compound modifiers come *after* a noun, they are not hyphenated, e.g. the ambassador was well known; my colleague works part time; the projects were income generating.
2. With compound numbers, e.g. thirty-three; ninety-one; the applicant was fifty-three years old.
3. Note also: half-hour (but half an hour); one and three-quarters; time-and-a-half rates.
4. When a prefix ends and the word begins with the same vowel, or to avoid confusion, e.g. semi-isolated (but semiconscious); pre-eminent (but premature); re-sign a petition (in contrast with resign from a job).

5. With the prefixes ex- (meaning former), all-, and self-; between a prefix and a capitalized word; and with figures, e.g.
- ex-husband
 - all-inclusive
 - self-sustaining
 - self-help projects
 - mid-September
 - anti-American
 - pre-Civil War
 - mid-1990s

Hyphenation used to be a problem at the end of lines, but today word processing software takes care of this. Hyphenated terms that are common or specific to UNHCR are noted in the Word List with an asterix.

Apostrophes

Apostrophes have two main uses: ownership and omission.

1. Shows ownership, e.g.

the secretary's chair	the chair of the secretary
the secretaries' chairs	the chairs of the secretaries
the man's jacket	the jacket of the man
the men's jackets	the jackets of the men
anyone's drink	the drink of anyone
someone's fault	the fault of someone
the NGO's office	The office of the NGO
the NGOs' concerns	The concerns of the NGOs

Confusion over whether to place the apostrophe before or after the “s” can be easily overcome by recasting the phrase in the non-possessive form as above in the second column. Look at the last word. If it ends in “s” (e.g. the chairs of the secretaries), place the apostrophe after the “s” (secretaries' chairs). If it does not end in “s”, including plural nouns like men, add “s” (anyone's drink, men's jackets).

There are a few exceptions, mainly for names that would have two consecutive sibilant sounds - sounds like a hiss (-ss) or a buzz (-zz) – if treated in the same way as in the list above. In these cases, the apostrophe should be used but the “s” dropped, e.g. Marx' theories (the theories of Marx); Sally Jones' diary (the diary of Sally Jones).

2. Shows omission, e.g.

I'll	I will
It's	it is
Don't	do not

N.B: Do not use apostrophes for the 1990s or NGOs: these are plurals, denoting the years of the decade from 1990 to the end of 1999 or more than one NGO.

Cyber-punctuation

Writing down Internet sites and email addresses can present difficulties in a text. Problems can occur when the end of sentence punctuation (full stops) gets mixed up with these addresses; or when web addresses occurring at the end of a line run onto the next line of text, sometimes picking up a hyphen from the word-processing software in the process.

Some solutions to these problems:

- put long web addresses on a separate line by themselves;
- if the web address must run into two lines, force a break at a slash (e.g. after http://);
- enclose web and email addresses in parenthesis or special brackets (another@dynamite.com.au) or <another@dynamite.com.au> with all incidental punctuation outside;
- underline the web or email address to avoid any possible confusion relating to a full stop: another@unhcr.org.

Capitalization

People tend to overuse initial capitals. The following examples show some of the most common criteria for using capitals:

1. Specific or non-specific references

Specific	Non-specific
Commission on Human Rights	The commissions of the Economic and Social Council
He has passed Mathematics 1 and Genetics 1.	He is studying mathematics and genetics.
The Ministry of Foreign Affairs	Officers should contact ministries immediately.
Solomon Islands	All islands are vulnerable to attack.
Doctor Smith	You should go to your doctor to be vaccinated.
World War I	He served in several wars
The Clothing Company	At this company, the director...
The Spring 2007 meeting	This spring there will be many meetings

N.B. “State” is always capitalized in official United Nations documents for both general and specific references to a country or to a State in a federation”. For example: “the State of New York”, “States Parties to the 1951 Convention”, but “the state of the camp was well below acceptable standards”.

2. Direct quoted speech should start with a capital letter, e.g.:

- (Direct) The applicant stated, "The army persecutes everyone in the village."
(Indirect) The applicant stated that the army had persecuted everyone in the village.

3. Other instances where capital letters are used in English:

<u>Instance</u>	<u>Example</u>
Most words derived from people's names	Elizabethan times, Stalinist era
Most words derived from place names	Romanesque, Tuscan
The names of national and ethnic groups	Aborigine, Maltese, Polynesian
The names of deities	Allah, God
The names of religions and words derived from them	Buddhism, Christianity, Islam, Judaism Buddhist, Christian, Islamic, Jewish, Moslem
Names of festivals and holidays	Eid Al-Fitr , New Year's Day, Holy Month of Ramadan
Geopolitical names	eastern, northern, western, southern. Capitalize if using to describe countries or recognized political entities, e.g. "the Governments of the Economic Community of West African States" but in lower case if used geographically, e.g "people arriving in southern Europe", and use "sub-Saharan Africa" unless written at the beginning of a sentence.

Miscellaneous tips on writing

Bullet points:	<p>When each bullet point is a sentence, then use a full stop each time.</p> <p>When not a full sentence, end each but the last with a semi-colon, and the last with a full stop.</p>
Time	<p>Time of day expressed using the 24-hour system should be written without punctuation (e.g. 1800 hours).</p> <p>Using the 12-hour system, the aforementioned example would be expressed as 6 p.m.</p>
Dates	<p>Use the form 10 January 2005 (not 10th January 2005 or January 10, 2005).</p>
Figures and Decimal points	<p>Note the use of commas and full stops in the following: <u>US\$ 23.8 million; €70,000; 350,748 refugees.</u></p> <p>Don't confuse with French which uses commas for decimal points and full stops for thousands (i.e. 23,8; 70.000; 350.748). In many documents, particularly in tables, such figures will often be presented as 350 748 - using a space instead.</p> <p>US\$ is preferable to USD, however the Global Reports use USD</p>
For example	<p>Use e.g. (no comma necessary)</p>
Full stops	<p>Do not use full stops at the end of headings, sub-headings, or captions that are not full sentences.</p> <p>After a full stop, put two spaces before starting the next sentence. (N.B. only one space is used in French texts)</p>
Numbers – in general	<p>As a general rule, write out numbers from one to nine in full and use Arabic numerals for numbers of 10 and over. However, always use numerals for percentages and measurements, e.g. 3 per cent, 3 tons, the ratio is 1 to 8, 12 kilometres, 3 million and for lists of figures.</p>
Numbers at the beginning of a sentence	<p>Always write out numbers in full <u>at the beginning of a sentence</u>, i.e. <u>Ten</u> people showed up for the event. <u>Three hundred and sixty-five</u> days make up a year.</p> <p>However, years are always expressed in figures, i.e. <u>1977</u> was a very good year.</p>
Per cent	<p>Write out <u>per cent</u> in full in text: use % in tables and figures only.</p>
That is	<p>Use <u>i.e.</u> (no comma necessary)</p>
Years	<p>Use <u>1993–1998</u>, <u>1996–1999</u>, etc. (not 1996–9 or 1996–99). <u>1998–1999</u> indicates a <u>two-year period</u>. If a yearly period <u>overlaps two years</u> (e.g. a financial year or a growing season), use a slash, thus: <u>1998/99</u>.</p>