

GUIDANCE NOTE 8

3RP Style and Terminology Guidelines

1. General

- Please keep writing as short and clear as possible and avoid putting too many messages in one sentence;
- The 3RP is a comprehensive, multi-partner plan. Try to avoid putting too much emphasis on one agency (i.e. “UNHCR will do this..”, “UNHCR and its partners will do that...”, “... according to UNHCR’s strategy ..”, etc.) and give due recognition to all actors/groups of actors. When number of partners is too long to list or not know, consider using phrases such as “humanitarian partners”;
- Beneficiaries are people and should be referred to as “who” rather than “that” (e.g. “the number of beneficiaries who will benefit from the intervention is.” rather than “number of beneficiaries that will benefit...”);
- Avoid absolute language. While we would love to be able to ensure full access to education, etc., humanitarian actors may not be the final decision-makers on these issues. Consider using alternative wording such as *enhance, contribute to, optimize*, etc.;
- Every word and expression should be spelled out once in the document before being referred to by its acronym. This is particularly important for sector-specific terminology which may be unfamiliar to a lay audience (e.g. MCH, SME, MHPSS);
- Refugees not living in camps should be referred to as “refugees living in the community”;
- Members of the host country populations targeted for humanitarian assistance should be referred to as “members of impacted communities”;
- Whenever possible, please avoid using terminology which can have different meanings for different actors within the response (e.g. durable solutions, vulnerability).

2. Numbers

- Spell out numbers from one to nine, use figures for 10 onwards;
- Numbers should always be spelled out at the beginning of sentences, unless referring to amounts of money – which should be avoided as much as possible;
- Years are always figures, even if at the beginning of a sentence;
- Format: USD 1,000, USD 1 million, USD 10 million, USD 1.3 million
But
USD 101,000 (not USD101 thousand);
- Per cent should be spelled out in the text, but the per cent sign can be used in graphs or tables (and please remember: two words, not one):
 - When giving percentages, use figures, e.g. four girls, **but** 4 per cent;

3. Spelling

- Use mostly American spellings: realize, organization, etc:
 - **BUT** labour, centre, programme, etc.;
 - * For a list of preferred spellings refer to the UNHCR Style Companion.
- Be consistent in the use of place names. Ex: Camp names: Zaatari and Azraq;
- Capitalization:
 - Governorates are only capitalized when referring to a specific one, such as “Irbid Governorate”; likewise for ministries;
 - Titles are only capitalized when preceding someone’s name, such as “Minister John Doe”, otherwise “the minister”;
- Do not use contractions such as “don’t”, “aren’t”, “didn’t”;
- Use one space after full stop;
- Names of countries, towns, partner organizations, etc. should normally be listed in alphabetical order;
- When referring to partner organizations please use spelling and acronyms consistent with the list of names and acronyms developed for 3RP (attached);
- Bullet points: if it’s a complete sentence, use a full stop at the end. If not, use a semi-colon and only use a full stop for the last bullet point;
- etc. should always be preceded by a comma and followed by a full stop;
- No sub-headings – unless absolutely necessary, for longer chapters such as Protection;
- Numerical ranges should be indicated with an en dash (–) rather than a hyphen (-);
- Footnotes come after the punctuation marks;
- Gender marker: the phrase should always be “women, girls, boys and men”, the acronym WGBM should only be used in tables;
- Date format: 7 November 2013.

4. Correct spelling of commonly used words:

Age-specific (adj.)

Asylum-seeker

Awareness raising (noun)

Awareness-raising (adj.)

Burden sharing (noun)

Burden-sharing (adj.)
Capacity building (noun)
Capacity-building (adj.)
Centre
Child-centred
Child-friendly spaces
Community-based
Countrywide
Country level
Follow-up (noun and adj.)
Follow up (verb)
Gender-based (adj.)
In-kind
Inter-agency
Intergovernmental
Life-saving (adj.)
Metre
Mid-point
Mid-year
Multi-year
Needs-based (adj.)
Non-food (adj.)
Organization, organize
Programme
Psychosocial
Refugee-affected
Refugee-hosting areas
System-wide
Time frame
Well-being

5. List of Agencies involved in 3RP and their acronyms

	Acronym	Full name
1	ABAAD	Resource Center for Gender Equality
2	ACF	Action Contre la Faim
3	ACH	Association de Charite Humanitaire
4	ACTED	Agency for Technical Cooperation and Development
5	ActionAid	ActionAid
6	ADRA	Adventist Development and Relief Agency
7	AEC	Arc En Ciel
8	AJEM	Association Justice et Miséricorde
9	Al Majmouaa	Al Majmoua Lebanese Association for Development
10	Aman Association	AMAN Jordanian Association
11	AMEL	Lebanese Popular Association for Popular Action
12	AMERA	Africa and Middle East Refugee Assistance
13	AMU	Arab Medical Union
14	ARDD	Arab Renaissance for Democracy and Development - Legal Aid
15	AVSI	Association of Volunteers in International Service
16	BBC	BBC Media Action
17	BC	British Council
18	BEYOND	Beyond Association
19	CAKL	Central Association for Kindergarten Supervisors League
20	CARE	CARE International
21	CARITAS	Caritas
22	CDO	Civil Development Organization
23	CEOSS	Coptic Evangelical Organization for Social Services
24	CHF	CHF International (now known as: Global Communities)
25	CISP	Comitato Internazionale per lo Sviluppo dei Popoli
26	CLMC	Caritas Lebanon Migrant Center
27	CONCERN	CONCERN
28	COOPI	Cooperazione Internazionale
29	CRS	Catholic Relief Services
30	CVT	Center for Victims of Torture
31	DRC	Danish Refugee Council
32	FAO	Food & Agricultural Organization
33	FCA	Finn Church Aid
34	FGAC	Family Guidance and Awareness Center
35	FPSC	Fundacion Promocion Social de la Cultura
36	FRC	Finnish Red Cross
37	FRC/IRCS	Finnish Red Cross/ Iraqi Red crescent Society
38	GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
39	Global Communities	Global Communities (formerly: CHF International)
40	GVC	Gruppo di Volontariato Civile
41	HAI	Heartland Alliance International

42	Harikar	Harikar
43	HI	Handicap International
44	HRC	High Relief Commission
45	HRF	Human Relief Foundation
46	HUMEDICA	Humedica
47	HWA	Hilfswerk Austria International
48	IA	International Alert
49	ICCS	International Childrens' Continenence Society
50	ICMC	International Catholic Migration Commission
51	IFH/NHF	Institute for Family Health/Noor Al Hussein Foundation
52	ILO	International Labour Organization
53	IMC	International Medical Corps
54	INTERNEWS	Internews
55	INTERSOS	INTERSOS
56	IOCC	International Orthodox Christian Charities
57	IOM	International Organization for Migration
58	IRAP	Iraqi Refugee Assistance Project
59	IRC	International Rescue Committee
60	IRD	International Relief and Development
61	IRW	Islamic Relief Worldwide
62	IYL	Iraqi Youth League
63	JEN	JEN
64	JHAS	Jordan Health Aid Society
65	JHCO	Jordan Hashemite Charity Organization
66	JOHUD	Jordan Hashemite Fund for Human Development
67	JRC	Jordan Red Crescent
68	JRP	Jordan Response Plan
69	JRF	Jordan River Foundation
70	JRS	Jesuit Refugee Service
71	JWU	The Jordanian Women's Union
72	KAFA	KAFA (enough) Violence & Exploitation
73	KnK	KnK Children without Borders
74	KURDS	Kurdistan Reconstruction and Development Society
75	LWF	Lutheran World Federation
76	MA	Muslim Aid
77	MADA	MADA
78	MADRASATI	Madrasati
79	MAG	Mines Advisory Group
80	MMS	Mahmoud Mosque Society
81	MAKASSED	The Makassed Philanthropic Islamic Association of Beirut
82	MAKHZOUMI	Makhzoumi Foundation
83	MAP	Medical Aid for Palestinians
84	MC	Mercy Corps
85	MdM	Médecins du Monde
86	MEDAIR	Medair
87	MOPH	Ministry of Public Health
88	MPDL	Movement for Peace, Disarmament and Liberty

89	MWI	Ministry of Water and Irrigation
90	NAJMAH	National Alliance Against Hunger and Malnutrition
91	NCCA	National Center for Culture and Arts
92	NICCOD	Nippon International Cooperation for Community Development
93	NRC	Norwegian Refugee Council
94	ODWC	Organization for the Development of Women and Children
95	OPM	Operation Mercy
96	OXFAM	Oxfam
97	PAO	Public Aid Organization
98	PCPM	Polish Center for International Aid
99	PIN	People in Need
100	PLAN	Plan International
101	PSTIC	Psycho Social Training and Services Institute of Cairo
102	PU-AMI	Première Urgence-Aide Médicale Internationale
103	QANDIL	QANDIL Swedish Humanitarian Aid Organization
104	QUESTSCOPE	Questscope
105	RDFL	Rassemblement Democratique des Femmes du Liban
106	Refugee-Egypt	Refugee-Egypt
107	RESALA	Resala Charity Organization
108	RESCATE	ONG RESCATE Internacional
109	RESTART	Restart Center for Rehabilitation of Victims of Violence and Torture
110	RET	Refugee Education Trust
111	RHAS	Royal Health Awareness Society
112	RI	Relief International
113	SERAPHIM	SeraphimGLOBAL
114	SAFADI	Safadi Foundation
115	SAWA	SAWA Group association Lebanon
116	SCI	Save the Children International
117	SCI KR-I	Save the Children Kurdistan Region of Iraq
118	SCJ	Save the Children Jordan
119	SCL	Save the Children Lebanon
120	SFCG	Search for Common Ground
121	SHEILD	Social, Humanitarian, Economical Intervention for Local Development
122	SI	Solidarités International
123	SIDC	Soins infirmiers et developpement comunautaire
124	SIF	Secours Islamique France
125	SOLIDAR	Solidar Suisse
126	StARS	St. Andrew's Refugee Education Service
127	STEP	Social Transformation & Educational Prosperity
128	TADAMON	The Egyptian Refugee Multicultural Council
129	TAGHYEER	Taghyeer
130	TDH	Terre des Hommes
131	TDHI	Terre des Hommes Italia
132	TGH	TRIANGLE GH
133	THW	German Federal Agency for Technical Relief
134	UAERC	Red Crescent Society of the United Arab Emirates

135	UNAMI	United Nations Assistance Mission for Iraq
136	UNDP	United Nations Development Programme
137	UNESCO	United Nations Educational, Scientific and Cultural Organization
138	UNFPA	United Nations Population Fund
139	UNHABITAT	UN-Habitat
140	UNHCR	United Nations High Commissioner for Refugees
141	UNICEF	United Nations Children's Fund
142	UNOPS	The United Nations Office for Project Services
143	UNRWA	United Nations Relief and Works Agency
144	UNWOMEN	UN Women
145	UPP	Un Ponte Per
146	WARVIN	Warvin Foundation for Women's Issues
147	WCH	War Child Holland
148	WC-UK	War Child UK
149	WFP	World Food Programme
150	WHO	World Health Organization
151	WRF	World Rehabilitation Fund
152	WVI	World Vision International
153	WVL	World Vision Lebanon
154	YMCA	Young Man's Christian Association
155	Y-PEER	Y-PEER