

# GUIDANCE NOTE 7

## 3RP Style and Terminology Guidelines

### 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)

### 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 of tables (and please remember: two words, not one)
  - When giving percentages, use figures, e.g. four girls, **but** 4 per cent

## 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 RRP6 (attached), which is also consistent with FTS
- 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

## 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

Work plan

## List of Agencies involved in RRP6 and their acronyms

<b>Acronym</b>	<b>Full name</b>
1 AJEM	Association Justice et Miséricorde
2 AEC	Arc En Ciel
3 KG	KG Supervisors League
4 MADA	MADA
5 Harikar	(blank)
JRC (IFRC, SRC,	
6 GRC)	(blank)
7 ABAAD	ABAAD Resource Center for Gender Equality
8 ACF	Action contre la faim
9 ACH	Association de Charite Humanitaire
10 ACTED	Agency for Technical Cooperation and Development
11 ActionAid	ActionAid
12 ADRA	Adventist Development and Relief Agency
13 Al Majmouaa	Al Majmoua Lebanese Association for Development
14 Aman Association	AMAN Jordanian Association
15 AMEL	Association - Lebanese Popular Association for Popular Action
16 AMERA	Africa and Middle East Refugee Assistance
17 AMU	Arab Medical Union
18 ARDD	ARDD-Legal Aid
19 AVSI	The Association of Volunteers in International Service
20 BBC	BBC Media Action
21 BEYOND	Beyond Association
22 BC	British Council
23 CAKL	Central Association for Kindergarten Supervisors League
24 CARE	CARE International
25 CARITAS	Caritas
26 CDO	Civil Development Organization
27 CEOSS	Coptic Evangelical Organization for Social Services
28 CHF	CHF International
29 CISP	Comitato Internazionale per lo Sviluppo dei Popoli

30	CLMC	Caritas Lebanon Migrant Center
31	CONCERN	CONCERN
32	COOPI	Cooperazione Internazionale
33	CRS	Catholic Relief Services
34	CVT	Center for Victims of Torture
35	DRC	Danish Refugee Council
36	FAO	Food & Agricultural Organization
37	FCA	Finn Church Aid
38	FGAC	Family Guidance and Awareness Center
39	FPSC	Fundacion Promocion Social de la Cultura
40	FRC	Finnish Red Cross
41	FRC/IRCS	Finnish Red Cross/ Iraqi Red crescent Society
42	GIZ Global Communities	Deutsche Gesellschaft für Internationale Zusammenarbeit Global Communities Partners for Good
44	GVC	Gruppo di Volontariato Civile
45	HAI	Heartland Alliance International
46	HI	Handicap International
47	HRC	High Relief Commision
48	HRF	Human Relief Foundation
49	HUMEDICA	Humedica
50	HWA	Hilfswerk Austria International
51	ICCS	International Childrens' Continenence Society
52	ICMC	International Catholic Migration Commission
53	IFH/NHF	Institute for Family Health/Noor Al Hussein Foundation
54	ILO	International Labour Office
55	IMC	International Medical Corps
56	IA	International Alert
57	INTERNEWS	Internews
58	INTERSOS	INTERSOS
59	IOCC	International Orthodox Christian Charities
60	IOM	International Organization for Migration
61	IRAP	Iraqi Refugee Assistance Project
62	IRC	International Rescue Committee
63	IRD	International Relief and Development
64	IRW	Islamic Relief Worldwide
65	IYL	Iraqi Youth League
66	JBA	JBA
67	JEN	JEN
68	JHAS	Jordan Health Aid Society
69	JHCO	Jordan Hashemite Charity Organization
70	JOHUD	Jordan Hashemite Fund for Human Development
71	JRC	Jordan Red Crescent
72	JRF	Jordan River Foundation
73	JRS	Jesuit Refugee Service
74	JWU	The Jordanian Women's Union
75	KAFA	KAFA (enough) Violence & Exploitation
76	KnK	KnK Children without Borders
77	KURDS	KURDS
78	LWF	Lutheran World Federation

79	MA	Muslim Aid
80	MADRASATI	Madrasati Initiative
81	MAG	Mines Advisory Group
82		Mahmoud Mosque Society
83	MAKASSED	Makassed
84	MAKHZOUMI	Makhzoumi Foundation, Armadilla S.c.s. Onlus
85	MAP	Medical Aid for Palestinians
86	MdM	Médecins du Monde
87	MEDAIR	Medair
88	MC	Mercy Corps
89	MU	Mercy USA
90	MOPH	Ministry of Public Health
91	MPDL	Movement for Peace
92	MWI	Ministry of Water and Irrigation
93	NAJMAH	National Alliance Against Hunger and Malnutrition
94	NCCA	National Center for Culture and Arts
95	NICCOD	Nippon International Cooperation for Community Development
96	NRC	Norwegian Refugee Council
97	ODWC	Organization for the Development of Women and Children
98	OPM	Operation Mercy
99	OXFAM	Oxfam
100	PAO	Public Aid Organization
101	PCPM	Polish Center for International Aid
102	PIN	PEOPLE IN NEED
103	PLAN	Plan International
104	PSTIC	Psycho Social Training and Services Institute of Cairo
105	PU-AMI	Première Urgence-Aide Médicale Internationale
106	QANDIL	QANDIL
107	QUESTSCOPE	Questscope
108	RDFL	Rassemblement Democratique des Femmes du Liban
109		Refugee Egypt
110	RESALA	Resala
111	RESCATE	RESCATE
112	RESTART	RESTART
113	RET	Refugee Education Trust
114	RHAS	Royal Health Awareness Society
115	RI	Relief International
116	SAFADI	Safadi Foundation
117	SAWA	SAWA Group association Lebanon
118	SCI KR-I	Save the Children Kurdistan Region of Iraq
119	SCI	Save the Children International
120	SCJ	Save the Children Jordan
121	SCL	Save the Children Lebanon
122	S GLOBAL	SeraphimGLOBAL
123	SFCG	Search for Common Ground
125	SHEILD	Social, Humanitarian, Economical Intervention for Local Development
126	SI	Solidarités International
127	SIDC	Soins infirmiers et developpement comunautaire
128	SIF	Secours Islamique France

129	SOLIDAR	Solidar Suisse
130	StARS	St. Andrew's Refugee Education Service
131	STEP	STEP
132	TADAMON	TADAMON – The Egyptian Refugee Multicultural Council
133	TAGHYEER	Taghyeer
134	TDH	Terre des Hommes
135	TDHI	Terre des Hommes Italia
136	TGH	TRIANGLE GH
137	THW	German Federal Agency for Technical Relief
138	UAERC	Red Crescent
139	UNWOMEN	UN Women
140	UNDP	United Nations Development Programme
141	UNESCO	United Nations Educational, Scientific and Cultural Organization
142	UNFPA	United Nations Population Fund
143	UNHABITAT	UN-Habitat
144	UNHCR	United Nations High Commissioner for Refugees
145	UNICEF	United Nations Children's Fund
146	UNAMI Human Rights	United Nations Assistance Mission for Iraq - Human Rights
147	UNOPS	UNOPS
148	UNRWA	United Nations Relief and Works Agency
149	UPP	Un Ponte Per
150	WAAJC	WAAJC
151	WC-UK	WarChild UK
152	WARVIN	WARVIN
153	WCH	War Child Holland
154	WFP	World Food Programme
155	WHO	World Health Organization
156	WRF	World Rehabilitation Fund
157	WVI	World Vision International
158	WVL	World Vision Lebanon
159	YMCA	Young Man's Christian Association
160	Y-PEER	Y-PEER