UNICEF
STYLE BOOK

September 2018

unicef | for every child

UNICEF STYLE BOOK

September 2018

Contents

Why does UNICEF need a *Style Book*?

Good writing is important for all organizations. UNICEF faces a constant demand for information and must ensure that its publications and other documents are professionally crafted and clearly understood, and that they resonate with their intended audience.

The *UNICEF Style Book* has the following objectives:

- **To promote good writing and the highest quality editorial standards** in UNICEF's publications, documents and other materials – both printed and electronic. The *Style Book* provides guidance on language, style, usage and rules governing writing within the organization.

- **To promote consistent use of terminology and clarity in communications across the organization.** When this is done, readers can concentrate on the substance of a document rather than be distracted by variations in the use of spelling, grammar, punctuation and formatting.

- **To enhance the organization's corporate image and help promote and preserve the UNICEF brand.** The quality and consistency of every communication is a reflection on the organization. The *Style Book* helps create a level of uniformity, so that information produced by several groups is shaped into one consistent voice and appears to come from a unified source.

- **To make the process of writing and producing documents easier.** Rather than having to 'reinvent the wheel' with each publication, authors, editors and project managers can turn to the *UNICEF Style Book* to find clarification on the recommended house standard.

- **To provide a quick reference guide that includes information to inform the writing and editing process.** Links to a range of ancillary documents are included in the *Style Book*, which help all those who write for the organization to produce work that meets the highest professional standards.

Who should follow UNICEF house style?

An established house style benefits authors, editors, programme and policy staff – as well as readers. Familiarity with and use of the *UNICEF Style Book* by all staff and consultants producing publications, reports, briefing documents, fact sheets, media materials and web content will help ensure that the organization's message is clearly understood. It will promote consistency in terminology and correct spelling across the organization. And most importantly, it will help UNICEF speak with one voice and inspire confidence in its programmes and activities.

About the *UNICEF Style Book*

This revised edition of the *UNICEF Style Book* provides guidance on grammar, spelling, punctuation and other key elements necessary to ensure consistency and clarity in UNICEF's printed and electronic publications. It has been revamped to streamline the content and to promote complementarity with the *UNICEF Publication Toolkit*.

The *Style Book* is meant to be used in conjunction with other communications guidelines, such as the *UNICEF Publication Toolkit* and *the UNICEF Brand Tool Kit*. Further guidance on matters of style and terminology can be found in the following sources:

Oxford Dictionaries online:

The Chicago Manual of Style (16th or 15th edition): <www.chicagomanualofstyle.org/home.html>

United Nations Editorial Manual: <http://69.94.137.26/editorialcontrol/>

United Nations Multilingual Terminology Database (UNTERM): <http://unterm.un.org>

* Please note that UNICEF and United Nations style guidance supersede *The Chicago Manual of Style*.

###

The basics

Voice

UNICEF's voice is the tone used to express its mission to its many stakeholders. That tone should indicate that UNICEF gets things done in ways that are:

– Positive
– Engaging
– Direct
– Authoritative

All of UNICEF's writing must convey these qualities. Generally, simplicity of expression and brevity allow for ease of understanding. UNICEF's writing must be clear, direct and precise. Therefore, the use of foreign words, jargon and acronyms should be avoided or kept to a minimum.

The writing of UNICEF's staff and consultants, while acknowledging difficulties and challenges, should be positive and forward-looking. Bold writing shows that the organization is confident and innovative. UNICEF seeks to engage all its stakeholders, including younger audiences. Straightforward language and a contemporary writing style will help engage children and young people.

Spelling

The authority for spelling is the *Concise Oxford English Dictionary*. In 2013, the version in use was the twelfth edition (Oxford University Press, Oxford and New York, 2004).

When an alternate spelling is provided in the dictionary, always use the first listing, which denotes the preferred spelling. Use the root spelling, rather than a variant, and avoid US spellings, which the dictionary show in parentheses:

✗ diarrhea   ✓ diarrhoea

✗ endeavor   ✓ endeavour

However, respect the spelling of proper names that differ from the spelling given in the *Concise Oxford English Dictionary*. Follow the official spelling used by the relevant organization or entity. For example:

— Centers for Disease Control and Prevention (CDC) (not Centres)
— Organisation for Economic Co-operation and Development (OECD) (not Organization)

Words ending in -ize, -ise and -yse

The first spelling of words ending in -ize, -ise and -yse provided in the *Concise Oxford English Dictionary*, twelfth edition, is to be used. Examples of the spelling of commonly used words:

✖	authorise	✔	authorize
✖	criticise	✔	criticize
✖	formalise	✔	formalize
✖	generalise	✔	generalize
✖	organisation	✔	organization

But

✖	advertize	✔	advertise
✖	analyze	✔	analyse
✖	catalyze	✔	catalyse

Doubling final consonants

When -ed or -ing is added to a word ending in a single consonant preceded by a single vowel, double the final consonant:

allot, allotted, allotting
commit, committed, committing
occur, occurred, occurring
Exception: benefit, benefited

Plurals for words of foreign origin

For plurals of words of foreign origin, use the preferred, or first, form given in the *Concise Oxford English Dictionary*. The list below shows the prescribed plurals for nouns frequently used in United Nations publications.

Singular	*Plural*
aide-memoire	aides-memoires
biennium	bienniums
bureau	bureau
compendium	compendiums
crisis	crises
criterion	criteria
curriculum	curricula
forum	forums (not 'fora')
plateau	plateau
stimulus	stimuli

Usually, the word 'agenda' takes a singular verb, and the word 'data' takes a plural verb.

Accents

Accents, such as those in French and Spanish, can be found in Microsoft Word by selecting 'Insert', 'Symbol', then the appropriate symbol. If you regularly work in languages other than English, you will need to add or modify the languages available to you.

Punctuation

Period [.]

A period should always be followed by one space (preceding the following sentence), not two.

Comma [,]

In a series of three or more items with a conjunction, UNICEF style is to use a comma after each item except the one preceding the conjunction:

> iron, iodine and vitamin A

However, a comma may be inserted before the conjunction when needed for clarity:

> The issues raised were human rights, armed conflict and military expenditure, access to information, and the needs of children living or working on the street.

If the name of a country is provided after a city, the country name is enclosed in commas:

> The World Conference on Education for All was held at Jomtien, Thailand, in 1990.

Do not allow commas in compound predicates. Make sure there is a noun in the second part of the sentence or delete the comma:

> ✘   She wrote the report over the course of five months, and submitted it to the Executive Director.
>
> ✔   She wrote the report over the course of five months, and then she submitted it to the Executive Director.
>
> ✔   She wrote the report over the course of five months and submitted it to the Executive Director.

Single quotation marks [' ']

Single quotation marks should be used to enclose titles of certain kinds of documents (see p. 61 for a complete list), themes of conferences, slogans, special terms, and words and letters used as words. Punctuation marks (other than those that are part of the title, phrase or term) fall outside single quotation marks:

> The international recognizes the need for development to have a 'human face'.
>
> Halperin, Daniel, et al., 'A Surprising Prevention Success: Why did the HIV epidemic decline in Zimbabwe?', *PLoS Medicine*, vol. 8, no. 2, February 2011.
>
> The typewriter was missing the letter 'e'.

Double quotation marks [" "]

Double quotation marks are used for quoting text or direct speech only.

Depending on the type, punctuation may fall inside or outside of double quotation marks. Commas and periods – as well as question marks, exclamation points, en dashes and ellipses that are part of the quoted material – fall inside double quotation marks. Colons and semicolons, as well as punctuation marks that are not part of the quoted material, fall outside double quotation marks:

> She said, "Hello."

> He admitted, "She is quite capable"; she elaborated, "Indeed, anything you can do, I can do better!"

> Do you know who said, "Written words change us all"?

Quotations of 10 or more lines should be set outside of running text as block quotes. Begin these on a separate line from the preceding text, flush left (i.e., starting at the left margin). Do not use quotation marks but ensure that proper attribution is given.

All quotations used as introductory pieces or otherwise presented outside of running text should be flush left. The attribution related to a quotation should be on a separate line, also flush left, preceded by an en dash.

> "The most important thing is to enjoy life – to be happy – that's all that matters."

> – Audrey Hepburn

Colon [:]

A colon tells the reader that what follows is closely related to the preceding clause. It is used to introduce a quotation, an explanation or an enumeration:

> The three goals are: protect children, help mothers and care for the elderly.

A colon should always be followed by one space, not two. The word following a colon should start with a capital letter if it begins a complete sentence or if it occurs in a headline:

> It was a dreadful day: The sky was dark, a foul rain battered the pavement and the smell of sulfur permeated the air.

> Child Survival: Where we stand

Semicolon [;]

Use a semicolon:

1. To separate elements of a series, especially where at least one element includes a comma:

> The membership of the commission was as follows: United States, 12; Peru, 15; Italy, 16.

> They bought eggs, milk and flour; a toothbrush; and motor oil.

2.	To link independent clauses that are closely related:

> The package was due last week; it arrived today.

En dash [−]

An en dash, with one space on each side, is used to set off an abrupt break or interruption or to show emphasis. It is also used – without spaces – in number ranges, where it replaces the word 'to' (see 'Number ranges', pp. 56–57).

Points of ellipsis […]

To show that text has been omitted from a quotation, three points of ellipsis should be used:

> "The situation of most African children remains critical due to … natural disasters, armed conflict, exploitation and hunger."

In most cases, it is better to rephrase the text (and not use the quotation) to avoid using the ellipsis. Please note that points of ellipsis should not be used to indicate a pause. Consult *The Chicago Manual of Style* for more examples.

Hyphen [-]

For guidelines on hyphenated words, please follow the *Concise Oxford English Dictionary*. If you cannot find a particular word, follow the style given for an analogous word or check *The Chicago Manual of Style* (7.85 in the 16th; 7.90 in the 15th edition) for general rules by type of hyphenated compound. If you still cannot find a guide-line that applies, follow your preference. What matters most is consistency throughout your document. See p. 19 of this book for rules on capitalizing hyphenated compounds.

1.	**Pendent hyphens**

In a series of two or more compound words, the use of pendent hyphens is permissible. The first prefix in the series should be followed by a hyphen – whether or not the compound word is normally spelled with a hyphen:

> two- or threefold

It is preferable to redraft a sentence in order to avoid pendent hyphens:

> ✘	Programmes were established for two-, three- and four-year periods.

> ✓	Programmes were set up for periods of two, three and four years.

2.	**Hyphenating groups of words**

Groups of words are hyphenated to prevent ambiguity:

> ✘	a little used car	✓	a little-used car

Certain general principles should be followed even when clarity is not at risk. Many groupings of two or more words acquire hyphens when used attributively – that is, preceding the word they modify:

Following:	*Preceding:*
centres for day care	day-care centres
keep a list up to date	keep an up-to-date list
personnel at district level	district-level personnel

In attributive adverb/participle pairings, the hyphen is generally used only if it has become customary, or if the adverb is one that can double as an adjective. Never use a hyphen after an adverb ending in 'ly':

✘	an efficiently-run project	✓	an efficiently run project
✘	a fully-documented case	✓	a fully documented case

Symbols

Some forms of punctuation are not easily found on conventional keyboards. To insert a symbol in Microsoft Word, select the 'Insert' tab or menu, then click on 'Symbol' and select the appropriate symbol.

Italics

In keeping with UNICEF's brand guidelines, the use of stylistic elements such as italics and boldface should be kept to a minimum. Use italics for the following:

– Non-English words that do not appear in the *Concise Oxford English Dictionary*.

– Titles of certain kinds of documents (see list on p. 61)

– Names of maritime vessels and aeroplanes (but not the names and numbers of types of aircraft, e.g., Boeing 707, Hercules carrier).

Do not use italics for the following, which should remain in roman type:

– Non-English names of organizations, institutions, ministries and the like.

– Non-English words that appear in the *Concise Oxford English Dictionary.*

Italics can also be used for emphasis, but they should not be overused:

– How do we learn to think in terms of *wholes*?

Language

As UNICEF policies and programmes evolve and change, so too does the language used in our day-to-day work. Keeping up with such changes can be difficult. When in doubt regarding the language to be used, staff should consult with the relevant functional/technical area. Following is a sample of phrases that have changed over the past few years:

✘ children in need of special protection measures	✔ child protection
✘ 'Edukit'	✔ School-in-a-Box
✘ mosquito nets or bednets	✔ insecticide-treated mosquito nets or insecticide-treated nets (ITNs) or long-lasting insecticidal nets, as relevant

⇒ Further terms to avoid and preferred terminology by subject are featured in the *UNICEF Publication Toolkit* .

Avoiding sexist, racist and other discriminatory language

All efforts must be made to ensure that in-house texts do not show sexual, racial or other discriminatory bias in content or expression. Avoid making generalizations about the characteristics of certain nationalities, ethnicities, or religious or racial groups. Use terms that include men *and* women:

✘ the best man for the job

✔ the best candidate for the job

Except where strictly necessary, try to avoid the use of 'he' when referring to both sexes. Use 'she/he' and 'her/his' (do not alternate with 'he/she' or 'his/her') or put the sentence into the plural. Instead of 'worker ... he' use 'workers ... they'. Never use 'they' to refer to a single person:

✘ Ensure that the child or guardian knows that they are talking with a reporter.

✔ Ensure that children or guardians know that they are talking with a reporter.

Remember that most jobs or roles can be performed by either men or women. Whenever possible, replace words ending in 'man' with a term that can apply to persons of either gender.

✘ seaman	✔ seafarer
✘ policeman	✔ police officer
✘ fireman	✔ firefighter

Definitions of 'children', 'adolescents' and 'youth'

Term	Age range	According to
children	0–18 years	United Nations (Convention on the Rights of the Child, article 1)
adolescents	10–19 years	United Nations
youth	15–24 years	United Nations General Assembly Resolution A/RES/50/81 of 14 December 1995

Note that each national government may have its own definition and age threshold for children, adolescents and youth. 'Adolescents' and 'youth', while overlapping categories, should not be used interchangeably.

Principles of composition

Active vs. passive voice

The active voice is direct and dynamic. Its use emphasizes the agency of the subject of the sentence:

> UNICEF promotes the use of insecticide-treated mosquito nets to prevent malaria.

When, instead, the emphasis needs to be on an event that has unfolded, the passive voice is preferred:

> Two million insecticide-treated mosquito nets were distributed by UNICEF.

Verbiage

Simplicity of expression is recommended. Avoid needless words that compromise the clarity of the message. Whenever possible, avoid using the phrase 'the fact that'.

✘	in view of the fact that	✓	because
✘	owing to the fact that	✓	since
✘	at the present time	✓	now

Verb tense in summaries

If a summary is written in the present tense, preceding actions should be expressed in the past tense:

> The Health Minister **reports** that the vaccination campaigns **were** successful.

If a summary is in the past tense, use the pluperfect for preceding actions:

> The Health Minister **reported** that the vaccination campaigns **had been** successful.

Parallel structure

Every element of a series should serve the same grammatical function in the sentence:

> ✘ My favourite things include a walk in the woods, swimming in the ocean and ice cream.

> ✓ My favorite things include *walking* in the woods, *swimming* in the ocean and *eating* ice cream.

Ambiguity

To avoid ambiguity and confusion, words and phrases that are associated with each other should be kept together.

1. Dangling modifiers

A modifier is a word or phrase that describes a noun. In most cases, a reader will associate a modifier with the noun closest to it.

If the noun associated with the modifier is missing – or if another noun comes between the modifier and the noun to which it belongs – the reader may misunderstand the sentence, which will often be reduced to nonsense:

> ✘ Having received all the comments, the report was finalized in one day.
>
> ✘ At the age of 7, her family moved to a new town.
>
> ✘ She found a gold coin sifting through the garbage.
>
> ✘ As a refugee, his future is uncertain.

To correct a dangling modifier, first identify the noun to which it refers. Then, rephrase the sentence so that the appropriate noun is the subject of the clause that immediately follows the modifier:

> ✓ Having received all the comments, he finalized the report in one day.
>
> ✓ At the age of 7, she moved to a new town with her family.
>
> ✓ Sifting through the garbage, she found a gold coin.
>
> ✓ As a refugee, he faces an uncertain future.

2. Pronoun reference

Pronouns derive their meaning from their context. A reader will normally interpret a pronoun as standing for the closest noun that agrees with it in gender and number.

Confusion results when there is no antecedent that meets the gender and number criteria – or when more than one noun meets these criteria:

> ✘ Strategies were developed to reduce barriers to the provision of services that result from factors such as poverty.
>
> ✘ I circulated a final draft of the budget plan. It was approved by the committee.
>
> ✘ The cookie jar was full, and they were tasty.

If the pronoun's antecedent is not clear, rephrase the sentence(s) or replace the pronoun with a noun:

> ✓ Strategies were developed to extend the provision of services by reducing barriers that result from factors such as poverty.
>
> ✓ I circulated a final draft of the budget plan. The draft was approved by the committee.
>
> ✓ The cookie jar was full, and the cookies were tasty.

A second area of confusion can occur when, in an otherwise praiseworthy attempt to avoid sexist language, the plural pronouns 'they' or 'their' are used with a singular noun:

    ✘   When a young person is interviewed, they must grant permission to the reporter.

To correct the problem, either pluralize the noun or change 'they' to 'she or he':

    ✓   When young people are interviewed, they must grant permission to the reporter.

    ✓   When a young person is interviewed, she or he must grant her or his permission to the reporter.

Yet a third area of pronoun confusion centres on case. A possessive noun must be followed by a possessive pronoun or else the pronoun must be changed to a noun. These instances are often dangling modifiers.

In the following sentence, 'he' has no referent, as the only noun in the nominative case in the preceding clause is 'speech':

    ✓   When the Secretary-General's speech was over, he returned to his office.

In this case, the pronoun must be replaced with the noun:

    When his speech was over, the Secretary-General returned to his office.

Comparatives and superlatives

Without context, comparatives and superlatives are devoid of meaning:

    ✘   Pursuing equity is the right course of action, and it is more cost-effective.

    ✘   Peer educators are more likely to reach young people.

These sentences leave the reader wondering, "More cost-effective than what? More likely than whom?"

When using comparatives and superlatives, be sure to indicate the starting point for the comparison. This may be provided in the sentence that contains the comparative or superlative term, or it may be given in the larger context:

    ✓   Pursuing equity is the right course of action, and it is more cost-effective than the current path.

    ✓   Professional teachers have formal credentials, but in some cases young people may find them intimidating. Peer educators are more likely to reach young people.

<div align="center">###</div>

Format

The following information is also contained in the UNICEF *Brand Tool Kit*, which should be consulted for additional detail. The latest edition of the *Brand Tool Kit* is available on the Intranet, at <http://intranet.unicef.org/docny/branding.nsf/Webpage/Page02>.

Paragraphs

All paragraphs should be aligned flush left, with a ragged right margin. End each paragraph with a hard return. (Do not use a hard return at the end of the other lines within a paragraph.) On page proofs (i.e., publications in layout), hyphens should normally be avoided at the end of lines in a ragged-right setting. Take any broken or compound words down to the line below, if possible.

✘ The department head sent an inter-
   agency memo.

✓ The department head sent an
   inter-agency memo

Breaks on already hyphenated words should also be avoided. There should not be two hyphens in a hyphenated word.

✘ The department head sent an inter-agen-

   cy memo.

Chapter headings and subheadings

In UNICEF publications, chapter headings and subheadings should be set in sentence case style (However, as a style preference, chapter headings may be set in upper case entirely). Capitalize only the first letter of the heading or subheading and any other words that would ordinarily be capitalized. If the heading or subheading consists of two parts separated by a colon, only the first letter of the first word after the colon and any proper nouns should also be capitalized.

Gender and protection in adolescence
Child survival: Where we stand
but: Financing human development: Africa, Asia and the Middle East

The guidance on chapter headings and subheadings should not be confused with the guidance provided for Citations and References *(see Author section, p. 60)*.

Contents

The heading for a list of contents should be the word 'Contents' and not 'Table of contents'. The headings and subheadings in the 'Contents' should correspond exactly with those in the text in wording and punctuation. Page numbers, indicating the page on which the relevant text begins, should be provided.

References to figures, tables, charts and panels

References to figures, tables, charts, panels, etc., in running text should be enclosed in parentheses, italicized and placed at the end of the relevant sentence. The name of the element (e.g., 'Table'), should be capitalized and preceded by 'see':

Although they could be found in countries on all continents, most of them lived in sub-Saharan Africa *(see Table 1)*.

Source notes for figures, tables and charts should always be preceded by 'Source:' (which should be singular even if more than one source is listed) and followed by a period. When 'Source' is set boldface, the colon should be set in the regular font:

Source: DHS, MICS and other national household surveys.

###

Aa Capitalization

For common names and terms, the general rule is as follows: Specific references should be capitalized, while generic references should be set in lower case.

For most titles and offices, capitalize specific references only when followed by the titleholder's name or when modified by the name of the country. Generic references should be set in lower case.

> secretary of state
>
> Secretary of State Hillary Rodham Clinton
>
> ministry of education
>
> Rwandan Ministry of Education

The following titles are always capitalized, whether or not they are followed by the titleholder's name:

> President (of a State or a recognized national or international body)
>
> United Nations Secretary-General
>
> UNICEF Executive Director

A list of commonly used words that require initial capital letters in United Nations practice, and of others that do not, is provided on p. 20. A more comprehensive list is available in the *United Nations Editorial Manual*, at <http://69.94.137.26/editorialcontrol/ed-guidelines/style/capitalization.htm>.

Geographical names

Nouns denoting geographical entities or features (e.g., a city, river, or an island) are only capitalized if they are part of the title:

> Dag Hammarskjöld Library
>
> Mexico City
>
> the city of Chicago
>
> Place de la Concorde
>
> the Dead Sea
>
> the Cayman Islands
>
> the island of Cyprus
>
> the English Channel
>
> the Bay of Naples
>
> Mount Everest
>
> Danube River, River Danube
>
> the Rhine and Danube rivers

The words 'central', 'north(ern)', 'south(ern)', 'east(ern)' and 'west(ern)' should be capitalized when they are part of the name of a political subregion or a recognized geographical entity. When they are used as modifiers to indicate geographical location within a geographical or political entity, they should be lower case:

> Central and Eastern Europe
>
> central Europe
>
> North Africa
>
> Northern Rocky Mountains
>
> northern Canada
>
> South Asia
>
> southern India

The word 'state' is capitalized in references to a specific country, but not when it refers to a part of a federal entity. It should also be lower case when used as an adjective:

> the State of Japan
>
> the state of New York
>
> a state school

The word 'region' is not capitalized unless it is part of the title of an administrative division of a State.

> the Tigray region of Ethiopia
>
> Special Envoy for the Great Lakes Region

Hyphenated words

The following rules apply to hyphenated words in titles and headings:

1. Always capitalize the first element.

2. Capitalize any subsequent elements, unless:

   - They are articles, prepositions or conjunctions.
   - The first element is a prefix that could not stand by itself as a word (e.g., inter-, pre-, non-). If, however, the following element is a proper noun or adjective, it should be capitalized.
   - The compound is a spelled-out number.

Some examples of titles including hyphenated terms:

> Long-Term Solutions
>
> Out-of-School Children
>
> Inter-agency Standing Committee
>
> Inter-American Development Bank
>
> Thirty-seventh Session of the General Assembly

Capitalization of commonly used terms

A

agenda	Use lower case for general and specific references. *Example*: agenda item 24.
ambassador	Use lower case in reference to regional ambassadors or general references. Use upper case for UNICEF Goodwill Ambassador.
annex	Use lower case for general references, upper case when referring to a specific annex to a specific document. Examples: the annexes to the report; Annex III
anniversary	This word is in lower case. *Example*: 50th anniversary of the Convention.
appendix	Use lower case for general references, upper case when referring to a specific appendix to a specific document. *Examples*: the appendices to the report; Appendix III.
Arab States of the Persian Gulf	The designation is written in upper case.
armed forces	Set in lower case in reference to the armed forces of a particular State.
article	Use upper case when making a specific reference to an Article of the Charter of the United Nations.
assistant secretary-general	Use lower case for general references.

B

background paper	Use lower case.
Balkans, the	Use upper case.
Bamako Initiative	Always written in upper case.

C

cabinet	Use upper case when referring to a Cabinet of senior ministers or secretaries of State.
central	Use lower case to refer to a geographical location. *Example*: central Africa. Use upper case to denote a political subregion. *Example*: Central Africa.
Central Asian republics	Set 'republics' in lower case.
chair	Use upper case when making specific references.
chapter	When making a specific reference to a Chapter of the Charter of the United Nations, use upper case.
charter	Use upper case for the Charter of the United Nations and also for the UNICEF Charter.
child-friendly schools, cities, etc.	Lower case general references. *Example*: She attends a child-friendly school. Capitalize if part of a specific proper name. *Example*: The Child-Friendly Cities Initiative was launched in 1996.

cold war	Always lower case.
commission	Set general references in lower case. *Example*: The regional commissions. Use upper case to refer to an established commission. *Example*: The Commission on the Status of Women.
conference	Official titles of conferences should be capitalized regardless of whether the conference has been held at the time of writing.
conference room	Use upper case in specific references. *Example*: The meeting will be in Conference Room 4.
constitution	Use lower case when referring generally to a written constitution or to the constitutions of many States. Use upper case in a specific reference to the Constitution of a State, a specialized agency, etc.
continent	Use lower case for general references. *Example*: The continent of Africa.
convention	Use upper case when citing the title of a specific instrument. *Example*: Convention on the Rights of the Child.
council	Use upper case when using as a short title, whether the short title serves as noun or adjective. *Example*: The Council passed a new resolution.
country office	Use lower case in general references; upper case in specific references that are preceded by the name of the country. *Example*: The report was sent to all UNICEF country offices for review. The Kenya Country Office was the first to respond.

D

day	Use upper case in references to specially designated days. *Example*: Day of the African Child.
decade	Use upper case when part of a specially designated decade. *Example*: First United Nations Development Decade.
declaration	Use upper case when citing the title of a specific declaration by a government or international agency. *Example*: United Nations Declaration on the Rights of Indigenous Peoples.
delegation	Use lower case for general use.
department	Use upper case for specific references. *Example*: The Department of International Economic and Social Affairs.
deputy executive director	Use upper case in specific references only when followed by the name of the titleholder.
DevInfo	Set only 'D' and 'I' in upper case.
district	Use lower case in general references but capitalize in specific references when preceded by a proper name. *Example*: Kabaale District.

E

east, eastern	Use lower case to refer to a geographical location. *Example*: eastern Asia. Use upper case to denote a political subregion. *Example*: East Asia.

Executive Director	Upper case references to UNICEF's Executive Director whether or not followed by the specific titleholder's name. Otherwise, use upper case only when immediately followed by the titleholder's name.
executive secretary	Use upper case only when followed by the name of the titleholder.
expert	Use lower case. *Example*: A group of experts reviewed the programme. *Exception*: Use upper case when it is part of the name of a specific group. *Example*: Joint Group of Experts on the Scientific Aspects of Marine Pollution.

F

financial rules and regulations	Use upper case specifically for the 'Financial Rules of the United Nations'. However, use lower case for general references. *Example*: financial rule 113.1.
First World War	Always set in upper case. 'World War I' may also be used.

G

general service	Use lower case to refer to the staff category of the United Nations.
Goodwill Ambassador	Upper case, whether or not followed by a specific person's name.
government	Use upper case for specific reference to a particular government representing a State or in an expression such as 'Heads of State and Government'. *Example*: The Government of Indonesia. Use lower case for general references. *Example*: UNICEF is working with governments on policies affecting children. When 'government' is used as an adjective, it is always in lower case. *Example*: There is consensus that government agricultural policies need reform.
grade	Use upper case when referring to a specific grade (in school or otherwise), only when the number (or letter) comes last. *Example*: Grade 5, Grade A meat. Otherwise, use lower case. *Example*: What grade are you in? I am in the fifth grade.
group	Use upper case when referring to a recognized regional group. *Example*: The African Group.
Gulf States	Set in upper case.

H

Headquarters of the United Nations	Use upper case when referring specifically to the United Nations building in New York.
Heads of State and Government	Set in upper case.

I

internet Set in lower case.

item Use lower case for general references such as 'an agenda item'.

>

Joint Strategic Plan Use upper case.

L

level Use upper case when referring to a specific level, only when the number comes last. *Example*: Level 5. Otherwise, use lower case. *Example*: You have reached the next level. I am still on the second level.

liaison officer Use lower case.

M

mandate Use lower case for general references, except in such cases as 'League of Nations Mandate'.

member Use upper case for specific references to a Member State of the United Nations. Use lower case when referring in general to a State that is a member of a United Nations organ or in other general references. *Examples*: members of the General Assembly; member of Parliament. *Example:* The Member States of the United Nations are attending a special session.

member state Capitalize both terms when the context is the United Nations. Lower case 'member' when speaking of other associations. *Examples*: The Member States voted on the resolution. The member States of NATO agreed on a joint course of action.

memorandum of understanding Use upper case when referring to a specific agreement between two States. *Example*: Memorandum of Understanding.

Millennium Development Goals Always capitalized.

minister, ministry Use upper case for specific references such as 'India's Ministry of Health'.

mission Use upper case for a permanent mission to the United Nations or to a visiting mission. *Example:* The United States Mission to the United Nations.

N

National Committee Use upper case in both general and specific references, when referring to UNICEF's National Committees.

Examples: The Lithuanian National Committee for UNICEF; National Committees are a powerful force for children; many National Committees.

no.	Use upper case, when followed by a numeral and used as an abbreviation for 'number'. *Example*: *Progress for Children* No. 9.
	For the issue number of a journal, use lower case. *Example*: *Journal of the American Medical Association*, no. 29.
Non-aligned Movement	Always set in upper case.
non-member observer State	Only the 'S' in State is capitalized. Example: The State of Palestine is a United Nations non-member observer State.
non-self-governing peoples	Written in lower case.
Non-Self-Governing Territories	Use upper case for all references.
non-state actor	Always set in lower case.
north, northern	Use lower case to refer to a geographical location. *Example*: northern Africa. Use upper case to denote a political subregion. *Example*: North Africa.
North-South dialogue	Only 'dialogue' is set in lower case.

O

observer	Use upper case to refer to a person appointed to attend a meeting without the right to vote.
office	Use lower case except in official titles. *Examples*: Office of Legal Affairs of the United Nations Secretariat; Office of the United Nations High Commissioner for Refugees. *Example*: The section chiefs are meeting in that office.
official records	Use upper case when referring to the series of Official Records of organs of the United Nations.
Optional Protocol	Always set in upper case.
organization	Use upper case to refer to the United Nations. *Example*: The Organization works tirelessly to promote children's rights.

P

parliament	Use lower case unless referring specifically to a legislative body that is actually called 'Parliament'.
part	Use upper case for a heading or a specific reference. *Example*: Part 1 of the report.
party	Use upper case in a formal text such as the text of a treaty or when referring to a specific political party. *Examples*: the Parties to the present Convention; the Conservative Party. Use lower case for a State 'party' to a treaty.
permanent mission	Use upper case for a permanent mission to the United Nations. *Example*: The Permanent Mission of Japan to the United Nations.

permanent observer	Use upper case to refer to a United Nations Permanent Observer.
permanent representative	Use upper case in a specific reference to a permanent representative to the United Nations, in headings, formal texts, signatures and lists of delegations.
pledging conference	Use upper case for an official title. *Example*: Fourth Pledging Conference for the World Food Programme.
presidency	The 'presidency' of the Security Council for the month of April; but the 'Presidency' of the Uruguay.
president	Use upper case for the President of the General Assembly, of a United Nations council, of a State or of a recognized international or national body, even if it appears without the titleholder's name.
professional	Use upper case for the staff category of the United Nations.
programme	Use upper case in references to a separately constituted body. *Example*: the United Nations Development Programme.
province	Use upper case in specific references. *Examples*: Province of Herat in Afghanistan; Herat and Farah Provinces.

R

road map	Use lower case.
region	Use lower case except when 'region' is part of the title of an administrative division of a State.
regional office	Use lower case in general references; upper case in specific references that are preceded by the name of the region. *Example*: The report was sent to all UNICEF regional offices for review. The Europe and Central Asia Regional Office was the first to respond.
regulation	Use upper case only for 'Staff Regulations'; lower case for references such as 'regulation 2.1', etc.
representative	Use lower case for a general representative. *Examples*: the representative of France; the personal representative. Capitalize in references such as 'Special Representative of the Secretary-General'; 'Permanent Representative of Algeria'.
resident representative	Capitalize in a specific reference. *Example*: the Resident Representative of UNDP in Turkey.
resolution	Capitalize references to United Nations resolutions; use lower case for general references. *Examples*: Security Council Resolution 1612; The Member States are working on a peaceful resolution to the crisis.
room	Use lower case in general references, but capitalize for specific references. *Example*: Conference Room 4.

rule	Use upper case only for 'Staff Rules'; lower case for references such as 'rule 104.5', etc.
rules of procedure	Use lower case in general and specific references.

S

secretariat	Use upper case in general or specific references to the Secretariat of the United Nations; but lower case in all other cases.
secretary	Capitalize in a specific reference. *Example*: The Secretary of the UNICEF Executive Board.
Secretary-General	Capitalize the title of the United Nations Secretary-General, even if it appears without the titleholder's name.
section	Use lower case in general or specific references, except in the official title of a Secretariat unit or other institutional unit.
seminar	Capitalize if part of an established title.
session	Use upper case for references such as 'the Thirty-seventh Session of the General Assembly'.
south, southern	Use lower case to refer to a geographical location. *Example*: southern Asia. Use upper case to denote a political subregion. *Example*: South Asia.
South-South	Use upper case for references such as 'South-South and triangular cooperation'
special representative	Use upper case in specific references only.
staff regulation	Use lower case for references such as 'staff regulation 4.5'.
staff rules	Use upper case for references such as the 'Staff Rules' of the United Nations; but 'staff rule 312.6'.
state	Capitalize when referring to a country. *Example*: the State of Israel
	Lower case also when referring to a specific state in a federation. *Example*: the state of New York.
	Lower case when used as an adjective. *Example*: All his children went to state schools for college.
State party or **States parties**	Upper case in reference to countries that have become parties to a treaty or convention.
sub-Saharan Africa	Lower case 's' in 'sub'.

T

territory	Capitalize in a general or specific reference to a Non-Self-Governing Territory or a Trust Territory.

Third Channel	Set in upper case.
treaty	Capitalize the title of a specific instrument.
20/20 Initiative	Use upper case for 'I'.

U

United Nations	Always use upper case.
United Nations Information Centres	Always use upper case.
Universal Declaration of Human Rights	Capitalize the title.

V

vice president	Capitalize in references to the Vice President of the General Assembly or of a United Nations council, whether or not followed by the name of the titleholder. Lower case in references (when not followed by a proper name) to the vice president of a nation.

W

war	Capitalize First and Second World War; World War I and II, or One and Two, may be used
web, website	web and website should be set in lower case.
week	Use upper case for specific references, such as 'World Breastfeeding Week' and its short form.
west, western	Use lower case to refer to a geographical location. *Example*: western Africa. Use upper case to denote a political subregion. *Example*: West Africa.
working group	Use upper case when referring to a specific group with an established title.
working paper	Use lower case in general references.

Y

year	Use upper case for specific references to accepted official titles and their short forms. *Examples*: Year of the Child … the Year; Peace Year.
	Also use upper case to refer to years in an academic context, when the number comes last. *Examples*: The Year 1 students had an assembly. Second-year students threw water balloons at them.

Acronyms and abbreviations

Use of acronyms and abbreviations should be kept to a minimum in publications for general audiences, advocacy and fundraising. Terms that occur only once or twice in a text should not be abbreviated, but should be spelled out in full.

Short forms

A short form may be used in place of a name, title or other term that occurs many times in a document, provided there is no risk of ambiguity. The full name or title should be given the first time it appears; thereafter, the short form may be used. The short name or title should be capitalized. *Example*:

> the Committee on the Rights of the Child … the Committee

Abbreviations

Most abbreviations are given with periods. This differs from the practice for acronyms, which do not use periods (*see below*).

> John David Jr. (Note that no comma is used before 'Jr.' or 'Sr.')
>
> vol. 1, no. 3, p. 57
>
> Washington, D.C.
>
> Cambridge, Mass.
>
> 560 B.C.E.
>
> 4:22 p.m.

Exceptions include academic degrees, orders of chivalry, and weights and measures:

> Rudolph Giuliani, KBE
>
> Stephen Hawking, PhD
>
> 273 K

For a list of common abbreviations, please consult the *United Nations Editorial Manual*, <http://69.94.137.26/editorialcontrol/ed-guidelines/style/abbreviations.htm>.

Acronyms and initialisms

Acronyms are words formed from the initial letters of other words. They are pronounced as words, not as series of letters. For example, the acronym 'UNESCO' stands for the 'United Nations Educational, Scientific and Cultural Organization'.

Initialisms are also formed from the initial letters of other words. They are pronounced as a string of letters. For example, the initialism 'ORT' stands for 'oral rehydration therapy'.

In United Nations usage, acronyms and initialisms are typically written entirely in capital letters, without periods:

| ✖ | U.N.D.P. | ✓ | UNDP |
| ✖ | U.K. | ✓ | UK |

Exception: U.S. Fund for UNICEF (Note the periods in 'U.S.')

In general, do not use the definite article with acronyms or initialisms:

UNICEF and UNFPA jointly sponsored a workshop.

Exceptions: the IMF; the G8; the CIA

To pluralize an acronym or initialism, add a lowercase 's' to the end. For example, the plural of 'NGO' would be 'NGOs'.

Acronyms and initialisms should not be used in the possessive form:

- ✓ the Commander of UNMIL

- ✓ the UNMIL Commander

- ✖ UNMIL's Commander

Acronyms and initialisms should never be broken (i.e., hyphenated) at the end of a line.

The following should *not* be abbreviated, although short forms may be used where appropriate:

— United Nations

— Principal organs and major offices of the United Nations:
  General Assembly
  Security Council
  Economic and Social Council

— Titles of senior officials:
  Secretary-General
  Under-Secretary-General
  Special Representative of the Secretary-General

— Offices, departments, divisions, sections, etc. of the United Nations Secretariat

— Most commissions and committees, boards, panels and the like

— Conventions, treaties, plans/programmes of action

— Non-technical terms and concepts in widespread use, such as 'the rule of law', 'human rights', 'human resources' and 'sustainable development'

— United Nations funds, programmes and the like that are not established as organizations

— Names of United Nations Member States

— Courts and tribunals

— Military or police forces

— Military terms

Exceptions:

> Office of the United Nations High Commissioner for Refugees (UNHCR)
>
> Office of the United Nations High Commissioner for Human Rights (OHCHR)
>
> United Nations Office for Project Services (UNOPS)
>
> Office of Internal Oversight Services (OIOS)
>
> United Nations System Chief Executives Board for Coordination (CEB)

⇒ Always spell out 'United Nations' in English-language publications; the initialism 'UN' may not be used. The form 'ONU' is acceptable in French and Spanish in certain texts.

Avoid using acronyms or initialisms to stand for individuals or groups of people. The practice de-emphasizes their humanity.

✘	OOSC	✔	out-of-school children
✘	IDPs	✔	internally displaced persons

In general, acronyms and initialisms should be used sparingly. When they are used, the following rule applies: A title that recurs should normally be written in full the first time it is mentioned, followed by the acronym or initialism in parentheses. Thereafter, the acronym or initialism alone should be used consistently throughout the text:

> The Millennium Development Goals (MDGs) are eight international development goals established following the adoption of the United Nations Millennium Declaration. The MDGs …

Acronyms and initialisms should not be used for names that appear rarely in a text, unless the acronym is more familiar than the full name (e.g., HIV/AIDS, DNA).

If the text is very long and contains many acronyms and initialisms, a list of acronyms and initialisms should be included at the beginning. The names should be written out on first reference, along with the acronyms or initialisms.

It is especially important to explain acronyms and initialisms in documents that are to be translated, since translators may not be familiar with terms that are specific to UNICEF or the United Nations.

Acronyms and initialisms derived from languages other than the language of the document should be avoided. However, if they are used, the full name in the original language should also be supplied.

###

Acronyms, initialisms and other abbreviations

A

AARR	average annual rate of reduction *(also see ARR below)*
ACC/SCN*	Administrative Committee on Coordination/Subcommittee on Nutrition
ACSD	Accelerated Child Survival and Development
ACT	artemisinin-based combination therapy
ADB	Asian Development Bank
AfDB	African Development Bank
AFP	acute flaccid paralysis
AIS	AIDS Indicator Surveys
ALRI	acute lower respiratory infections
AMREF	African Medical and Research Foundation
ANPPCAN	African Network for the Prevention and Protection against Child Abuse and Neglect
APR	*A Promise Renewed* (abbreviated form of the global movement *Committing to Child Survival: A Promise Renewed*)
ARC	American Red Cross
ARR	annual rate of reduction *(also see AARR above)*
ART	antiretroviral therapy (per UNAIDS, this term is more inclusive than ARV, *see below*)
ARV	antiretroviral (refers to the medicines themselves and not their use. 'Antiretroviral therapy' is a more inclusive term)
ASEAN	Association of Southeast Asian Nations
AU	African Union
AZT	azidothymidine (zidovudine)

B

BCC	behaviour change communication
BCG	anti-tuberculosis vaccine (bacille Calmette-Guérin)
BMI	body mass index
BMS	breast-milk substitute

C

C4D	Communication for Development
CARICOM	Caribbean Community
CATS	Community Approaches to Total Sanitation
CBO	community-based organization

CBR	community-based rehabilitation
CCA	Common Country Assessment
CCCs	Core Commitments for Children (in Emergencies)
CDC	Centers for Disease Control and Prevention (United States)
CEAP	Corporate Emergency Activation Procedure
CEB	United Nations System Chief Executives Board for Coordination
CEDAW	Convention on the Elimination of Discrimination against Women *(**Note**: Avoid using this acronym if possible, but when necessary it should be used to refer to the Convention on the Elimination of Discrimination against Women rather than the Committee on the Elimination of Discrimination against Women.)*
CEE/CIS	The regional office is now referred to as ECARO, as of 1 August 2017.
CERF	Central Emergency Response Fund
CFSC	Communication for Social Change
CFS/LS	child-friendly schools/learning spaces
CHAP	Common Humanitarian Action Plan
CHW	community health worker
CIDA	Canadian International Development Agency
C-IMCI	Community Integrated Management of Childhood Illness
CLTS	Community-Led Total Sanitation
CMAM	community-based management of acute malnutrition
CME	Child Mortality Estimates
CMT	Country Management Team (UNICEF)
c-MYP	comprehensive multiyear plans for immunization
CPAP	Country Programme Action Plan (UNICEF)
CPD	Country Programme Document (UNICEF)
CPI	consumer price index
CPMP	Country Programme Management Plan (UNICEF)
CPR	Country Programme Recommendation (UNICEF)
CRB	Central Review Body (UNICEF)
CRC	Convention on the Rights of the Child *(**Note**: Avoid using this acronym if possible. When it is used, it should be used to refer to the Convention on the Rights of the Child rather than the Committee on the Rights of the Child.)*
CSD	child survival and development; Commission on Sustainable Development (United Nations)
CSO	civil society organization

CSR	corporate social responsibility
CSW	Commission on the Status of Women

D

DAC	Development Assistance Committee (Organisation for Economic Co-operation and Development)
DALY	disability-adjusted life year
Danida	Danish development cooperation, Ministry of Foreign Affairs of Denmark
DAO	Delivering as One (United Nations) *(**Note**: Do not use as an acronym)* Spell out with initial caps when referring to the initiative: Delivering as One. Use lower case with quotation marks when referring to the phrase as a principle: 'delivering as one'.
DCI	Defence for Children International
DevInfo	Database system for compiling and presenting child-related data and data on the goals contained in the Millennium Declaration
DFAM	Division of Financial and Administrative Management (UNICEF)
DFID	Department for International Development (United Kingdom)
DHR	Division of Human Resources (UNICEF)
DHS	Demographic and Health Surveys
DNA	deoxyribonucleic acid; *never written out*
DOC	Division of Communication (UNICEF)
DPI	Department of Public Information (United Nations)
DPS	Division of Policy and Strategy (UNICEF)
DPT	diphtheria, pertussis and tetanus vaccine
DPT3	three doses of combined diphtheria/pertussis/tetanus vaccine

E

EAPRO	East Asia and the Pacific Regional Office (UNICEF)
ECA	Economic Commission for Africa (United Nations)
ECARO	Europe and Central Asia Regional Office (ECARO). Formerly known as CEE/CIS Regional Office. The name change took effect on 1 August 2017.
ECC	early childhood care
ECD	early childhood development
ECE	Economic Commission for Europe (United Nations) Economic Commission for
ECLAC	Latin America and the Caribbean United Nations Economic and Social Council
ECOSOC	United Nations Economic and Social Council
ECOWAS	Economic Community of West African States

ECPAT	A global network of NGO coalitions and grassroots organizations. Formerly spelled out as 'End Child Prostitution, Child Pornography and Trafficking of Children for Sexual Purposes'. Use 'ECPAT International' or 'ECPAT'
EDAR*	Annual Report of the Executive Director of UNICEF (the acronym relates to the informal name: Executive Director's Annual Report)
EEPCT	Education in Emergencies and Post-Crisis Transition
EFA	Education for All
EFA-FTI	Education for All-Fast Track Initiative
ELDS	Early Learning and Development Standards
EMIS	Education Management Information System
EMOPS	Office of Emergency Programmes (UNICEF Division)
EOI	Expression of Interest (procurement term)
EPF	Emergency Programme Fund (UNICEF)
EPI	Expanded Programme on Immunization
ESARO	Eastern and Southern Africa Regional Office (UNICEF)
ESCAP	Economic and Social Commission for Asia and the Pacific
ESCWA	Economic and Social Commission for Western Asia (United Nations)
EU	European Union

F

FAO	Food and Agriculture Organization of the United Nations
FCB	Futbol Club Barcelona
FGM/C	female genital mutilation/cutting
FINNIDA	Finnish International Development Agency
FNUAP**	Fonds des Nations Unies pour la population (United Nations Population Fund)
FTI	Fast Track Initiative

G

G8	Group of Eight
G20	Group of Twenty
GAIN	Global Alliance for Improved Nutrition
GAM	global acute malnutrition
GAVI Alliance	Global Alliance for Vaccines and Immunization Use GAVI Alliance (it is no longer spelled out)

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*   Denotes acronyms that may be used only in documents of organs directly concerned with their work.
**   Denotes acronyms that should be used only in non-English text.

GBD	global burden of disease
GDI	Gender-Related Development Index
GDP	gross domestic product
GER	gross enrolment ratio
GIZ**	Deutsche Gesellschaft für Internationale Zusammenarbeit
GMA	Governance, United Nations and Multilateral Affairs (UNICEF Division)
GMC	Global Movement for Children
GMP	growth monitoring and promotion
GMT	Global Management Team (UNICEF)
GNC	Global Nutrition Cluster
GNP	gross national product
GPI	gender parity index
GPS	Global Positioning System
GSA	Global Staff Association (UNICEF)

H

HAART	highly active antiretroviral therapy
HAC	Humanitarian Action for Children (UNICEF report)
HACT	harmonized approach to cash transfers
HepB	hepatitis B vaccine
H4+	A joint effort to improve the health of women and children and accelerate progress towards achieving MDGs 4 and 5. Partners include: UNAIDS, UNFPA, UNICEF, UN Women, WHO and the World Bank
Hib	*Haemophilus influenzae* type b
HIPC	Heavily Indebted Poor Countries
HIV	human immunodeficiency virus (use acronym only)
HLCM	High-level Committee on Management
HLCP	High-level Committee on Programmes
HMN	Health Metrics Network (WHO)
HPI	Human Poverty Index
HRBAP	human rights-based approach to programming

I

IADB	Inter-American Development Bank
IAEA	International Atomic Energy Agency
IASC	Inter-Agency Standing Committee
IAVI	International AIDS Vaccine Initiative

** Denotes acronyms that should be used only in non-English text.

IBFAN	International Baby Food Action Network
IBIS	Internet, Broadcast and Image Section (UNICEF)

ICC	International Criminal Court (United Nations)
	    *do not use initialism, as it may be confused with others, e.g., International Chamber
	        of Commerce*

ICCIDD	International Council for the Control of Iodine Deficiency Disorders
ICD	Information and Communications for Development
ICDB	International Children's Day of Broadcasting (a yearly event organized by UNICEF since 1992)
icddr,b	International Centre for Diarrhoeal Disease Research, Bangladesh
ICF	International Classification of Functioning, Disability and Health
ICJ	International Court of Justice (United Nations); *do not use initialism*
ICPD	International Conference on Population and Development (Cairo, 1994)
ICRC	International Committee of the Red Cross
ICT	information and communication technology
ICTY	International Criminal Tribunal for the former Yugoslavia (United Nations); *do not use initialism*
IDA	International Development Association
IDB	Islamic Development Bank
IDD	iodine deficiency disorders
IDU	injecting drug user (acceptable, but better to say 'person who injects drugs'. In some instances, use of a broader term may be necessary)
IFAD	International Fund for Agricultural Development
IFE	infant feeding in emergencies
IFI	International Financial Institution
IGBM	Inter-agency Group on Breastfeeding Monitoring
IGME	Inter-agency Group for Child Mortality Estimation (United Nations)
IHP+	International Health Partnership
ILO	International Labour Organization
IMCI	Integrated Management of Childhood Illness
IMF	International Monetary Fund
IMIS	Integrated Management Information System (United Nations)
IMNCI	Integrated Management of Neonatal and Childhood Illness
IMO	International Maritime Organization
IMR	infant mortality rate

INEE	Inter-agency Network for Education in Emergencies
IOM	International Organization for Migration
IP	International Professional
IPA	International Pediatric Association
IPCID	International Programme for the Control of Iodine Deficiency Disorders
IPEC	International Programme on the Elimination of Child Labour (ILO)
IPPF	International Planned Parenthood Federation
IPSAS	International Public Sector Accounting Standards
IPU	Inter-Parliamentary Union
IPV	inactivated poliovirus vaccine
IR	Intermediate Result (UNICEF indicator)
ISCED	International Standard Classification of Education (UNESCO)
ISDR	International Strategy for Disaster Reduction
ISPCAN	International Society for the Prevention of Child Abuse and Neglect
IT	information technology
ITN	insecticide-treated net (variant: insecticide-treated mosquito net) *also see 'LLIN' below*
ITSS	Information Technology Solutions and Services Division
IYCF	infant and young child feeding

J

JMP	WHO/UNICEF Joint Monitoring Programme for Water Supply and Sanitation
JNSP	Joint Nutrition Support Programme (UNICEF/WHO)
JPO	Junior Professional Officer
JSP	Joint Strategic Plan

K

KAP	knowledge, attitudes and practices
KPA	key performance area
KRA	key result area

L

LACRO	Latin America and Caribbean Regional Office
LAN	local area network
LAS	League of Arab States
LBW	low birthweight
LDCs	least developed countries
LLIN	long-lasting insecticidal net

M

M&E	monitoring and evaluation
MAM	moderate acute malnutrition
MCH	maternal and child health
MCP	multiple concurrent partnerships
MCV	measles-containing vaccine
MDDs	micronutrient deficiency diseases
MDGs	Millennium Development Goals
MDR-TB	multi-drug-resistant tuberculosis
MDTF	multi-donor trust fund
MENARO	Middle East and North Africa Regional Office (UNICEF)
MICS	Multiple Indicator Cluster Surveys; middle-income countries
MMR	maternal mortality ratio
MNP	multiple micronutrient powder
MNT	maternal and neonatal tetanus
MOE	Ministry of Education
MOFA	Ministry of Foreign Affairs
MOH	Ministry of Health
MoRES	Monitoring Results for Equity System (UNICEF)
MOU	memorandum of understanding
MSF	Médecins Sans Frontières (Doctors Without Borders)
MSM	men who have sex with men
MTCT	mother-to-child transmission (of HIV)
MTSP	medium-term strategic plan (UNICEF)
MUAC	mid-upper-arm circumference

N

NAFTA	North American Free Trade Agreement
NATO	North Atlantic Treaty Organization
NCD	non-communicable disease
NCHS	National Center for Health Statistics (United States)
NEPAD	New Partnership for Africa's Development

NER	net enrolment ratio
NETI	New and Emerging Talent Initiative (UNICEF)
NGO	non-governmental organization
NID	National Immunization Day
NIH	National Institutes of Health (United States)
NISPED	National Initiative to Support Primary Education Development
NO	National Officer
NORAD	Norwegian Agency for Development Cooperation
NPA	national programme of action or national plan or action
NT	neonatal tetanus

O

OAS	Organization of American States
OCHA	Office for the Coordination of Humanitarian Affairs (United Nations)
ODA	official development assistance
ODS	Official Document System (United Nations)
OECD	Organisation for Economic Co-operation and Development
OECS	Organisation of Eastern Caribbean States
OED	Office of the Executive Director (UNICEF)
OHCHR	Office of the United Nations High Commissioner for Human Rights
OIC	Organization of Islamic Cooperation
OIOS	Office of Internal Oversight Services (United Nations)
OMS**	Organisation mondiale de la santé (World Health Organization)
ONG**	organisation non gouvernementale (non-governmental organization)
OPV3	three doses of oral poliomyelitis vaccine
OR	other resources (UNICEF)
ORE	other resources emergency (UNICEF)
ORR	other resources regular (UNICEF)
ORS	oral rehydration salts
ORT	oral rehydration therapy
OSCE	Organization for Security and Co-operation in Europe
OSEB	Office of the Secretary of the Executive Board (UNICEF)
OXFAM	Oxford Famine Relief Campaign (*use acronym only*)

** Denotes acronyms that should be used only in non-English text.

P

PAHO	Pan American Health Organization
PAM**	Programme alimentaire mondial (World Food Programme)
PAR	participatory action research
PARMO	Public-Sector Alliances and Resource Mobilization (UNICEF Division)
PATH	Program for Appropriate Technology in Health
PCR	Programme Component Result (UNICEF indicator)
PCV	pneumococcal conjugate vaccine
PD	Programme Division (UNICEF)
PDF	portable document format (*use acronym only*)
PEM	protein-energy malnutrition
PEP	post-exposure prophylaxis
PEPFAR	(United States) President's Emergency Plan for AIDS Relief
PFC	*Progress for Children* (UNICEF publication)
PFP	Private Fundraising and Partnerships (UNICEF Division)
PHC	primary health care
PIB**	produit intérieur brut (gross national product)
PIH	Partners in Health
PIPs	Priority integrated partnerships
PITC	provider-initiated testing and counselling
PMNCH	Partnership for Maternal, Newborn and Child Health
PMTCT	prevention of mother-to-child transmission (of HIV)
PNUD**	Programme des Nations Unies pour le développement (United Nations Development
PPP	purchasing power parity
PrEP	pre-exposure prophylaxis
PROMS	Programme Manager System (UNICEF)
PRSP	poverty reduction strategy paper
PSI	Population Services International
PTCT	parent-to-child transmission (of HIV)

Q

QCPR	quadrennial comprehensive policy review (of operational activities for development of the United Nations system)

** Denotes acronyms that should be used only in non-English text.

R

RFP	request for proposal
RFQ	request for quotation
RMT	regional management team
ROSA	Regional Office for South Asia (UNICEF)
RR	regular resources (UNICEF)
RRT	Rapid Response Team
RUIF	ready-to-use infant formula
RUSF	ready-to-use supplementary foods
RUTF	ready-to-use therapeutic foods
RV	rotavirus vaccine
RWSN	Rural Water Supply Network

S

SAGE	Strategic Advisory Group of Experts on Immunization
SAM	severe acute malnutrition
SAR	Special Administrative Region of China (Hong Kong SAR; Macao SAR) Severe
SARS	Acute Respiratory Syndrome
SC	stabilization centre
SCF	Save the Children Federation
SDGs	Sustainaible Development Goals (SDGs)
SDC	Swiss Agency for Development and Cooperation
SFAI	School Fee Abolition Initiative
SFP	supplementary feeding programme
Sida	Swedish Agency for International Development Cooperation
SIDA**	syndrome d'immunodéficience acquise (acquired immunodeficiency syndrome) (use acronym only)
SIDS	sudden infant death syndrome (also stands for Small Island Developing States)
SIGN	Safe Injection Global Network
SitRep	situation report
SMI	Safe Motherhood Initiative
SMI**	santé maternelle et infantile (maternal and child health)
SMIS	School Management Information System
SMS	Short Message Service (part of rapid technology systems)

** Denotes acronyms that should be used only in non-English text.

SNID	Subnational Immunization Day
SOWC	*The State of the World's Children* (UNICEF report)
SRH	sexual and reproductive health
SSC	(United Nations General Assembly) Special Session on Children (New York, 2002)
SSP**	soins de santé primaires (primary health care)
STI	sexually transmitted infection [preferable to 'sexually transmitted disease (STD)']
SUN	Scaling Up Nutrition movement
SWAp	sector-wide approach to programming or planning
SWS	safe water system

T

TB	tuberculosis *(do not use initialism)*
TBA	traditional birth attendant
TEP	Teacher Education Programme
T4D	Technology for Development
TFP	therapeutic feeding programme
TMM**	taux de mortalité maternelle (maternal mortality rate)
TRO**	thérapeutique de réhydratation orale (oral rehydration therapy)
TT	tetanus toxoid vaccine
TT2	two doses of tetanus toxoid vaccine

U

U5MR	under-five mortality rate
UIP	Universal Immunization Programme
UIS	UNESCO Institute for Statistics
UNAIDS	Joint United Nations Programme on HIV/AIDS
UNCDF	United Nations Capital Development Fund
UNCED	United Nations Conference on Environment and Development (the Earth Summit, Rio de Janeiro, 1992)
UNCT	United Nations Country Team
UNCTAD	United Nations Conference on Trade and Development
UNDAF	United Nations Development Assistance Framework
UNDC	United Nations Development Corporation
UNDG	United Nations Development Group

** Denotes acronyms that should be used only in non-English text.

UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFIP	United Nations Fund for International Partnerships
UNFPA	United Nations Population Fund
UNGEI	United Nations Girls' Education Initiative
UN-Habitat	United Nations Human Settlements Programme
UNHCR	United Nations High Commissioner for Refugees
UNIC	United Nations Information Centre
UNICEF	United Nations Children's Fund
UNICRI	United Nations International Crime and Justice Research Institute
UNIDIR	United Nations Institute for Disarmament Research
UNIDO	United Nations Industrial Development Organization
UNIFEM	United Nations Development Fund for Women
UNITAR	United Nations Institute for Training and Research
UNODC	United Nations Office on Drugs and Crime
UNOPS	United Nations Office for Project Services
UNRISD*	United Nations Research Institute for Social Development
UNRRA	United Nations Relief and Rehabilitation Administration
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East
UNSAS	United Nations System Accounting Standards
UNU	United Nations University
UNV	United Nations Volunteers
UPU	Universal Postal Union (United Nations)
UN Women	United Nations Entity for Gender Equality and the Empowerment of Women
U.S. Fund for UNICEF	United States Fund for UNICEF (note use of periods in 'U.S.')
USAID	United States Agency for International Development
UT/UTC	Universal Time/Universal Time Coordinated; not usually spelled out
UXO	unexploded ordnance

V

VAD	vitamin A deficiency
VAT2**	deux doses du vaccin antitétanique (two doses of tetanus toxoid)

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*   Denotes acronyms that may be used only in documents of organs directly concerned with their work.
** Denotes acronyms that should be used only in non-English text.

VCT	voluntary counseling and testing (for HIV)
VIH**	virus de l'immunodéficience humaine (human immunodeficiency virus)
VII	Vaccine Independence Initiative
VIP	ventilated improved pit (latrine)
VISION	Virtual Integrated System of Information (UNICEF's enterprise management resource system)
VoIP	Voice over Internet Protocol
VOY	Voices of Youth (UNICEF)
VUE**	vaccination universelle de l'enfant (universal child immunization)

W

WABA	World Alliance for Breastfeeding Action
WASH	water, sanitation and hygiene
WCARO	West and Central Africa Regional Office (UNICEF)
WFC	World Food Council
WFFC	*A World Fit for Children* (the outcome document of the 2002 United Nations Special Session on Children)
WFP	World Food Programme
WHO	World Health Organization
WHA	World Health Assembly
WIPO	World Intellectual Property Organization
WMO	World Meteorological Organization
WSB	wheat-soy blend
WSW	women who have sex with women
WTO	World Trade Organization

X

XDR-TB	extensively drug-resistant tuberculosis

Y

YCSD	young child survival and development

Notes

— Non-English names of organizations should be set in roman font. Italics and underlining should not be used.

— For additional acronyms, abbreviations and initialisms see the *United Nations Editorial Manual* at <http://dd.dgacm.org/editorialmanual/>, and UNTERM at <http://unterm.un.org>.

** Denotes acronyms that should be used only in non-English text.

Troublesome issues

Prepositions

A preposition is a word used to indicate a relationship (e.g., in time or space) between the noun or pronoun that follows it and some other element in the clause. Use of prepositions is often difficult for non-English speakers to master; indeed, many native English speakers have difficulty mastering the use of prepositional phrases. Example:

> She threw the book **out** the window. (A spatial relationship between 'book' and 'window'.)
>
> They ate **before** traveling. (A temporal relationship between 'ate' and 'traveling'.)

The use of prepositions with verbs, nouns and adjectives is not governed by any rules; one must simply memorize the correct combinations. Some words take no preposition, or more than one – in which case, the meaning will usually vary.

The following is a non-exhaustive list of verbs, nouns and adjectives and the prepositions they are used with:

abstain from

accede to

accompany with (but accompanied by)

account for

accountable to

accuse of

addicted to

adhere to

admit (meaning 'let in') to, into

admit (meaning 'acknowledge') – no preposition

admit to (something or doing something)

advocate (n.) of something

advocate (n.) for someone

advocate (v.) – takes no preposition

affinity with

afflict with

agree to (e.g., a contract, a demand)

agree with (e.g., a person, an idea)

agree on, upon

approve (v.)

approve of

argue with

attempt to

attribute (v.) to

attribute (n.) of

aversion to

aware of

call (v.)

call upon

call off (meaning 'cancel')

capable of

cater to

centre on (not around)

comment on (something)

comment about (another person or situation)

comment to (someone)

commiserate with

compare to (used to point out or imply resemblances)

compare with (used to emphasize differences)

comply with

composed of

comprise (never with 'of')

conform to

congruent with

consider (not 'consider as')

consist in (means 'reside' or 'inhere')

consist of (means 'be composed of')

consistent with

continue (v.)

correspond to, with

decide against

decide between, among

decide in favour of

decide on

deficiency in

define as

depend on (preferable to 'upon')

depict as

desirous of

deviate from

differ about, over, on (an issue)

differ from (a thing or quality)

differ with (a person)

different from, than

differentiate among, between

differentiate from

disapprove of

disdain for

dispute (v.)

dispute (n.) over

dissimilar to

enlist in

equal to

except – no preposition

fall off

forbid from (doing something)

free from (e.g., an expense, a responsibility)

help to, with

independent of

inhere in (not 'within')

know (v.)

know about

know of

meet (v.)

meet with (difficulties)

militate against

mistake for (e.g., 'do not mistake me for a fool')

name (v.)

necessity of

oblivious to

partake of

perspective about, on

preferable to (not 'than')

prohibit from

protect from, against

reconcile to (a situation)

reconcile with (a person)

regard as

requirement for

requirement of

restrain from

result (v.) from

result (v.) in

result (n.) of

sensitized to (not 'about')

separate from

similar to

skilful (adj.) at, in (an activity)

skilful (adj.) with (tools)

stir

sympathy for; in sympathy with

tamper with

tend (meaning 'take care of')

unequal (adj.) (not equal in quantity, size or value)

used (adj.) for (means 'applied')

used (adj.) to (means 'accustomed')

Notes:

In addition to its use as a preposition, 'to' is also used to make up the infinitive form of a verb (e.g., 'to read', 'to write'). Some verbs take an infinitive as a direct object:

They were trying **to jump** over the fence.
She intends **to leave** tomorrow.
I want **to eat** some ice cream.
They continued **to sing** despite the neighbours' protests.
The children were forbidden **to enter** the library.

An infinitive may also serve as a complement to an adjective:

They are free **to leave** at any time.
The book is not easy **to understand**.

The preposition 'by' is used to introduce the agent in a passive construction:

The ball was thrown **by** the girl in the blue shirt.
When he went shopping, he was accompanied **by** the children.

Some words often appear with prepositions in colloquial American English, but this practice should not be carried over into formal writing.

		No preposition		*With extra preposition*
alongside	✓	the boat lay alongside the wharf	✗	the boat lay alongside of the wharf
call	✓	please call your boss	✗	please call up your boss
continue	✓	continue the meeting	✗	continue with the meeting
equally	✓	equally important	✗	equally as important
help	✓	she helped with the chores	✗	she helped out with the chores
inside	✓	inside the building	✗	inside of the building
outside	✓	outside the box	✗	outside of the box
meet	✓	meet people	✗	meet with people*
name	✓	named Minister of Finance	✗	named as Minister of Finance
off	✓	I fell off my bed	✗	I fell off of my bed
stir	✓	I stirred the glass of lemonade	✗	I stirred up the glass of lemonade
tend	✓	tend the campfire	✗	tend to the campfire
visit	✓	visit your grandmother	✗	visit with your grandmother

Exception: 'Meet with difficulties' is an idiomatic expression that is acceptable in formal writing.

###

Commonly misused words and expressions

The list below is not exhaustive. Further guidance and an expanded list of troublesome words and expressions may be found in *The Chicago Manual of Style*, 16th edition, section 5.220, or in the 15th edition, section 5.202.

accept, except	'To accept' means to receive. *Example*: He accepts an award. Except' means to exclude. *Example*: Everyone has contributed, except him.
accord, accordance	'Accord' means agreement. *Example*: The accord is to liaise with the NGOs. 'Accordance' means conformity. *Example*: The policy is not in accordance with United Nations guidelines.
adapt, adept	'Adapt' means to adjust. *Example*: She's adapting well in her new environment. 'Adept' means to be skilled. *Example*: She is adept at public speaking.
adequate, sufficient, enough	'Adequate' refers to the suitability of something in a particular circumstance. *Example*: Offering candies to the kids is an adequate gesture. 'Sufficient' means 'enough' and is usually used with a mass noun. *Example*: There is sufficient water. 'Enough' modifies both count nouns and mass nouns. *Example*: There were enough people; but there wasn't enough oil.
affect, effect	To 'affect' means to influence. *Example*: This decision affects a lot of children. *Note*: Do not use 'impact' as a verb when you mean 'affect' or 'have an influence on'. To 'effect' means to accomplish or bring about a result. *Example*: The new guidelines effect change. An 'effect' is a result or consequence. *Example*: The study examined the effects of undernutrition on learning. 'Affect' is also occasionally seen as a noun. Used primarily in a psychological context, it denotes emotion or desire. *Example*: His lack of affect disturbed the psychiatrist.
alternate, alternative	'Alternate', used as either a noun or an adjective, indicates that one thing is substituted for another. *Example*: Because of the traffic, I took an alternate route to work today. 'Alternative', also used as either a noun or an adjective, has to do with a choice between two or more options. It carries a connotation of departure from the norm. *Example*: Children who do not flourish in traditional schools may benefit from alternative approaches to education.
altogether, all together	'Altogether' means wholly or entirely; 'all together' refers to a unity of time, place or people.
among, between	among, between 'Between' involves two parties. Example: An agreement between two Member States. When more than two people are involved, 'among' is required. Example: The proceeds were divided among the three NGOs.

anybody, any body	To convey the sense of 'any person', 'anybody' must be written as one word. 'Any body' means any human form or any group. The rule holds equally for 'everybody', 'nobody' and 'somebody'.
anyone, any one	'Anyone' is written as one word to mean 'anybody'. 'Any one' means any single person.
beside, besides	'Beside' means at the side of. *Example*: She sat beside me. 'Besides' means in addition to. *Example*: Besides espresso, she also enjoys a good cup of cappuccino.
biannual, biennial	'Biannual' is synonymous with semiannual. *Example*: The biannual meeting of NGOs. 'Biennial' means every two years. *Example*: The biennial plan of action is up for review this year.
bring, take	If the action is directed towards someone, something or someplace, 'bring' is used. *Example*: I will bring drinks to the party. If the action is directed away from someone, something or someplace, 'take' is used. *Example*: I took the leftovers home from the party. 'Take' is also used to mean 'convey' or 'guide'. *Example*: Take me to your leader!
cession, secession	'Cession' (from the verb 'to cede') means giving up a power or territory. The preposition 'by' is used with the entity that is doing the ceding. *Example*: The referendum led to the cession of South Sudan by the Sudan. 'Secession' (from the verb 'to secede') means withdrawing from membership in a union. The preposition 'from' is used with the entity from which the other entity has withdrawn. *Example*: The secession of South Sudan from the Sudan was followed by the new country's admission to the United Nations.
compliment, complement	To 'compliment' is to offer praises. *Example*: I compliment you on your skills. To 'complement' is to complete. *Example*: These data will complement the report.
compose, comprise	The whole comprises the parts; the parts compose the whole. To 'compose' means 'to constitute' or 'to make up'. *Example*: Five members compose the board. To 'comprise' means 'to consist of' or 'to be made up of'. *Example*: The board comprises five members. 'Comprises' is equivalent to 'is composed of'. *Example*: The board is composed of 7 peers. Do not use 'comprised of' in place of 'composed of' or 'consisting of'.
connotation, denotation	A word's 'denotation' is its literal meaning – its dictionary definition. 'Denote' is also used more generally to mean 'indicate' or 'stand for'. *Example*: In this text, italics denote words of foreign origin. A word's 'connotation' comprises the emotional implications or associations beyond its literal meaning. It is important to be aware not only of a word's denotation, but also of its connotations. Synonyms have the same meaning (denotation) but may nevertheless be distinguished by their connotations. *For example*, compare the words 'persevering', 'persistent' and 'stubborn'. All three convey the concept of continuing to do something despite encountering obstacles, yet their connotations are different: The first word is strongly positive, the second rather neutral and the third, decidedly negative.

'Connote' is also used more generally to mean 'suggest' or 'imply'. *Example*: The sans-serif font connotes modernity and simplicity.

contagious, infectious	'Contagious' refers to the mode of transmission of a disease, i.e., that it is transmissible from person to person. *Example*: Influenza is contagious. 'Infectious' refers to the cause of a disease, i.e., that it is caused by a pathogen such as a virus or bacterium. *Example*: Tetanus is infectious but not contagious.
data	Like 'strata', 'phenomena' and 'media', 'data' is a plural word and should be used with plural verbs and modifiers. *Example*: These data are misleading.
decease, disease	'Decease' means death. *Example*: His estate went to the city upon his decease. 'Disease' means illness. *Example*: This disease is caused by rare bacteria.
definite, definitive	'Definite' means clear and exact. *Example*: It's a definite yes. 'Definitive' means conclusive, final and most authoritative. *Example*: A definitive resolution was passed.
discrete, discreet	'Discrete' means individually separate and distinct. *Example*: The money arrived in discrete amounts, so as not to overwhelm the banking system. 'Discreet' means careful and prudent, so as to avoid giving offense or drawing attention. *Example*: Although the politician was very discreet in conducting her affairs, it all came to naught when a disgruntled former aide called in the paparazzi.
due to, owing to, because of	'Due to' is synonymous with 'attributable to'. *Example*: Her absence was due to illness. Use 'because of' or 'owing to' when 'due to' is used in a way not synonymous with 'attributable to'. *Example*: They moved out of the city owing to (because of) the worsening air pollution.
dying, dyeing	'Dying' means ceasing to live. *Example*: When the ambulance arrived, he was already dying. 'Dyeing' means coloring. *Example*: Yarn dyeing is common in India.
e.g., i.e.	'E.g.' is an abbreviation for *exempli gratia*, which means 'for example'. It is preceded and followed by a comma. A list beginning with 'e.g.' should not end in 'etc.' 'I.e.' is an abbreviation for *id est*, which means 'that is' and is always preceded and followed by a comma.
ensure, insure	To 'ensure' means to make sure something will or will not happen. *Example*: The programme seeks to ensure that children get at least one complete meal per day. To 'insure' means to arrange for financial compensation in the event of loss or damage. *Example*: I insured my camera against accidental damage before embarking on the rock-climbing expedition.
everyday, every day	When written as one word, 'everyday' is an adjective meaning 'ordinary' or 'commonplace'. *Example*: Arriving at the posh restaurant, she felt underdressed in her everyday clothes. The two-word 'every day' is an adverbial expression meaning 'daily' or 'each day'. *Example*: I eat an orange for breakfast every day.
farther, further	'Farther' has to do with distance; 'further', with time or quantity. *Examples*: You chase a ball farther than the other fellow. You pursue a subject further.

forego, forgo	To 'forego' is to go before; to 'forgo' is to do without.
formally, formerly	'Formally' means ceremoniously. *Example*: The Council formally approved the sanctions. 'Formerly' means in the past. *Example*: He was formerly associated with the project.
however	Avoid starting a sentence with 'however' when the meaning is 'nevertheless'. The word usually works better when not in first position. *Example*: The roads were almost impassable. At last, however, we succeeded in reaching camp. When 'however' comes first and is not followed by a comma, it works as a modifier of the word that follows it, meaning 'in whatever way' or 'to whatever extent'. *Example*: However discouraging the prospect, it never caused them to lose heart.
human, humane	'Human' means pertaining to mankind. *Example*: human nature. 'Humane' means kind. *Example*: The humane treatment of animals. 'Humane' also refers to moral and intellectual advancement. *Example*: She is interested in humane studies.
impact	Do not use 'impact' as a verb. Instead, use 'affect' or 'have an influence on'.
imply, infer	To 'imply' is to suggest or hint. *Example*: Her words were cordial, but the tone in which she said them implied that she was less than happy to see her visitors. To 'infer' is to deduce. *Example*: From the piles of clothes on the floor, I infer that you have not done laundry in a while.
in regard to	'In regard to', 'as regards' and 'with regard to' are all correct and equivalent to 'regarding'. 'In regards to' and 'as regards to' are incorrect and should not be used.
inflict, afflict	To 'inflict' means to impose or force something unpleasant or painful on someone or something. *Example*: Recent torrential rains have inflicted severe damages on the villages. To 'afflict' means to cause bodily or mental suffering; it is usually used when speaking of illnesses and analogous conditions. *Example*: The villages are afflicted with drought.
lay, lie	'Lay' means to place something on a surface. It is a transitive verb. *Example*: We saw her lay the documents on the table. 'Lie' is an intransitive verb that means to be at rest on something. *Example*: It is not permitted to lie on the table. To 'lie' also means to make a false statement. *Example*: She lied when she said she liked your shoes.
less, fewer	'Less' is used for mass nouns. *Examples*: less salt, less water 'Fewer' is used for countable things. *Example*: fewer people
literally	'Literally' means in the usual or primary sense of the word(s), without any metaphorical meaning. *Example*: The text is translated literally. People often use 'literally' to mean 'figuratively', as in 'Her bestselling books are literally flying off the shelves'. Avoid this usage in formal writing.
may, might	'May' refers to what is possible or factual. *Example*: We may end up expanding the unit. 'Might' refers to something that is hypothetical. *Example*: The job might have been done if there had not been a strike.

meaningful	The modifier 'meaningful' conveys no useful information and is to be avoided. Instead of: "We are making many meaningful changes to the *Style Book*," say, "We are updating the *Style Book*."
moral (adj.)**, morale** (n.)	The adjective 'moral' means 'right and proper'. *Example*: It is a moral thing to do. The noun 'morale' refers to a sense of confidence and well-being. *Example*: After we lost to the other team, our morale was low.
new, novel	'New' means recent. *Example*: The section was moved to a new building. 'Novel', used as a noun, refers to a fictitious prose narrative. *Example*: Her novels have been translated in 150 languages. 'Novel' is also an adjective that means fresh and original. *Example*: She has novel ideas.
observance, observation	'Observance' means obedience to a rule or custom, whereas 'observation' means either a study of something or a remark based on such a study. *Example*: The anthropologist made observations about the observance of the national holiday.
ordinance, ordnance	'Ordinance' refers to a law, prescribed practice or usage. *Example*: The ordinance was enacted by the city government. 'Ordnance' refers to military supplies. *Example*: The troops have run out of ordnance.
perpetuate, perpetrate	To 'perpetuate' something is to prolong it. *Example*: The Division perpetuates the tradition. To 'perpetrate' is to commit or perform (an act). *Example*: He perpetrated a serious crime.
personal, personnel	'Personal' means individual or private. *Example*: This matter is very personal to me. 'Personnel' denotes the staff of an organization. *Example*: The personnel welcomed the new management.
practise (v.)**, practice** (n.)	'Practise' is a verb; 'practice' is a noun
precede, proceed, proceeds	To 'precede' means to go before. *Example*: She preceded him in the long line of senior accountants. 'Proceed' means to begin. *Example*: Why don't you proceed with the presentation? 'Proceeds' is a noun that means money obtained from an event. *Example*: The proceeds will go to a charitable organization.
program, programme	'Program' should only be used in a computing context; in all other contexts, use 'programme'.
regardless	Please note that 'irregardless' is not a word; use 'regardless' instead.
resume, résumé	To 'resume' means to begin again. *Example*: Let's resume deliberations. A 'résumé' is a summary of one's achievements. *Example*: I need to update my résumé.

that, which	The basic rule governing the use of 'that' and 'which' is as follows:
	'That' introduces defining (restrictive) clauses, which are critical to the meaning of the sentence. Such clauses restrict the meaning of the noun they modify. *Example*: Each student made a list of books that had influenced her.
	The list refers not to books in general but only to the set of books that had influenced her.
	'Which' introduces non-defining (non-restrictive) clauses, which provide additional clarification but are not essential to the meaning of the sentence. *Example*: These books, which I can barely fit in my backpack, are too heavy to carry.
	A quick way to determine whether a clause requires 'that' or 'which' is to remove the clause and see if it changes the thrust of the sentence. In the first example above, removing "that had influenced her" changes the meaning of the sentence such that it becomes about books in general. In the second example, removing the 'which' clause does not alter the meaning of the sentence, which is about books being too heavy to carry.
	Non-defining ('which') clauses require commas, while defining ('that') clauses do not take commas.
	'That' may be omitted in some cases. *Example*: The book that I am reading = The book I am reading. By contrast, 'which' may never be omitted. *Example*: This fact, which you admit, condemns you ≠ This fact, you admit, condemns you.
	Note: Some writers, particularly in British English, consistently use 'which', without commas, to introduce defining clauses. This is not technically incor-
waver, waiver, waive, wave	To 'waver' means to hesitate. *Example*: Detectives questioned the accused, who wavered under pressure.
	To 'waive' means to give up a claim. *Example*: He waived all rights to the money. A 'waiver' is an act or instance of waiving. *Example*: Because the sky diving instructor would rather not be sued should one of her students have an unfortunate accident, she requires everyone to sign a waiver prior to taking the class.
	Do not confuse 'waive' with 'wave'. The verb 'to wave' means to move one's hand to and fro in greeting; the noun 'wave' denotes a swell in a body of water.

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Numbers

As a general rule, use words for numbers under 10 and figures for numbers 10 and over. When numbers under 10 occur together in a series with numbers 10 and above, express all numbers in figures.

Numbers that appear at the beginning of a sentence should be spelled out, or the sentence should be rewritten to avoid having to do so.

Usage	Format
Numbers expressed in words	In general, numbers under 10 should be expressed in words: e.g., eight (*not* 8).

Numbers expressed in figures	Numbers 10 and above should normally be expressed in figures:
	    There were 600 people at the rally.
	When numbers occur at the beginning of a sentence or in approximate references to dimensions, they are spelled out:
	    Four hundred and fifty women were appointed.
	    The town is about ten miles away.

Two numbers occurring together	When two numbers occur together, they should be expressed in different styles, according to the nature of the elements and the context:
	    Twenty 15-cent stamps
	    20 four-leaf clovers
	    ten 15-foot pipes
	However, when two or more numbers to which different rules apply occur in a series, the rule applying to the higher or highest number should apply to all:
	    14, previously 9
	    8 cows, 12 horses and 1 sheep

Ordinal numbers	Ordinals define an object's order in a series. In most cases, ordinals from first to ninety-ninth are expressed in words.
	In a United Nations context, use words for sessions, but figures for meetings and to designate floors and room numbers:
	    At the thirty-fifth session of the General Assembly, a decision was taken.
	    The Council resumed its 10th plenary meeting.
	    The meeting is on the 38th floor, room 612.

Fractions or decimals

Fractions should be spelled out in narrative text. However, numbers with fractions or decimals should be written in figures:

> two thirds of the population
> 1 5/8 km
> 3.5 per cent

A fraction is hyphenated only when used as an adjective:

> The salad bowl is two-thirds full.

Age

Age should be expressed in figures, except in the expression 'X-year-old' or 'X-month-old', where ages one through nine should be expressed in words:

> 5 months old
> under 18 years of age
> 10-year-olds
> children aged 5–10 years
> a seven-year-old child

Exceptions: under-five mortality; under-five deaths

Grades, school years and levels

Grades, school years and levels should be expressed in figures; the noun should be capitalized:

> Grade 12
> Year 3
> Level 5

If using ordinal numbers to express grades, years or levels, spell out numbers up to ninety-ninth, and use figures for 100th and above. The noun should be lower case:

> a fifth-grader
> the tenth grade
> the third year of law school
> the 101st level

Percentages, ratios, proportions and comparisons

Percentages and ratios should always be expressed in figures:

> Only 4 per cent of the total is used, compared with 14 per cent the previous year.
> The teacher-student ratio is 1 to 9.

The '%' sign should only be used in tables. 'Per cent' should be written out as two words, but 'percentage' is one word.

For proportions, if both numbers are under 10, use words; if at least one number is 10 or above, use figures for both:

> one in five children
> 1 out of every 10 households

When making comparisons, express numbers under 10 in words. Numbers 10 and over, as well as numbers with decimals or fractions, should be expressed in figures:

Percentages, ratios, proportions and comparisons (cont'd)	four times more likely 1.9 times as likely fivefold, 30-fold *Exception*: tenfold

Numbers with more than three digits	In running text, charts and tables, figures expressing whole numbers of more than three digits should be given with commas in English, spaces in French and periods in Spanish.
	    English: 2,632,597
	    French: 2 632 597
	    Spanish: 2.632.597

Millions	In English, numbers in the millions should be written as follows: 1 million, 3.4 million. However, if there are more than two digits to the right of the decimal point, the entire number should be given in figures:
	    oil-producing capacity of 2 million tons per year
	    a grant of US$1.75 million
	    3,432,000 people
	If a number in the millions comes at the beginning of a sentence, spell it out only if there are no digits to the right of the decimal point (e.g. 'Twenty million ...'). If there are any digits to the right of the decimal point, rephrase the sentence so that the number does not come first.

Billions and trillions	In strict British usage, 'billion' is equivalent to a million million; in American usage, it is equivalent to a thousand million. However, inasmuch as the term 'billion' is generally accepted throughout the world in the sense of a thousand million, it should be so used in United Nations documents. If there is any possibility of confusion, the use of the term should be defined in an explanatory note or in a footnote. Please note that the term 'trillion', which means a million million, is subject to different interpretations. Again, add an explanatory note if there is any possibility of confusion.

Number ranges	When a quantity is expressed by two numbers indicating a range, the following rules apply:
	
	An en dash or a conjunction should be used consistently:
	    The boat landed 2–3 km from the village.
	    The boat landed 2 to 3 km from the village.
	The two numbers showing the range should be parallel in structure:
	    ✓ from 3,430,700 to 4,000,000 units
	    ✗ from 3,430,700 to 4 million units

Number ranges (cont'd)

To guard against any possible confusion, numbers should be expressed in full, whether in figures or in words, when a range is indicated:

- ✓ It increased from $2 million to $5 million.

- ✘ It increased from $2 to $5 million.

If the name of the unit is expressed in words, it should be given only once, after the second number:

10- to 15-year-olds

If the name of the unit is represented by a symbol, the symbol should always be repeated. When denoting temperature, indicate Fahrenheit (F) or Celsius (C) only once, after the second value in the range:

a temperature of 63°–70° F

If the name of the unit is represented by an abbreviation consisting of a letter or letters – and if an en dash is used to mark the range – the abbreviation should be given only once:

It required 15–20 lb of acid.

Dates

The standard form for dates is day month year:

1 February 2008

Forms such as 2/1/08 should be avoided because differences in usage (i.e., the order of the day and the month) may cause confusion.

Date ranges

In references to an inclusive period of two or more full years, the years are given in full and connected by an en dash or the word 'to':

1997–1998 (<u>not</u> 1997–8, 1997–98)

from 1995 to 2000 (<u>not</u> from 1995–2000)

the period 1975–1980

Academic and fiscal years:

Use the form '1997/98' [with a forward slash separating the years]

In running text, references to an inclusive period of two or more days should be given as follows:

23 and 24 July

23 to 30 July

23–30 July

Where space is limited, the form '23–24 July' may be used.

In references to a period of hours before and after midnight, a slash should be used between the two dates:

23/24 July

during the night of 31 July/1 August

Decades	In English, decades should be expressed in figures:
	✓ the 1990s, the mid-1990s
	✗ the nineteen-nineties, the 90s, the 1990's
	French: les années 90
	Spanish: el decenio de 1990
Centuries	In English, references to particular centuries are spelled out and lower-cased:
	nineteenth century
Time of day	Use the 12-hour system for references to the time of day, with 'a.m.' (*ante meridiem*) and 'p.m.' (*post meridiem*):
	9 a.m. (*not* 9:00 a.m.)
	noon (*not* 12 noon)
	1:15 p.m.
	midnight
	References using the 24-hour system should be written without punctuation:
	2100 hours (<u>not</u> 21.00 hours)
Time zones	When it is necessary to indicate time zones, use the appropriate abbreviation:
	EST: eastern standard time
	GMT: Greenwich mean time
	EDT: eastern daylight time
	BST: British summer time
Currencies	When numerals are used to designate an amount in US dollars, they are accompanied by the symbol $ or US$ for clarity:
	The United States donated $7.2 million for child survival in the least developed countries.
	When a dollar symbol is used to denote currencies of other countries, the currencies should be identified accordingly:
	Canada: C$3.6 million (*or* Can$3.6 million)
	New Zealand: NZ$6.5 million
	Australia: Aus$5.5 million
	For publications that make reference to one currency, the document may use the symbol only and include a note such as:
	Unless otherwise stated, all amounts shown are in US dollars.
Weights and measures	Weights and measures should be expressed in figures:
	The villages were 4 kilometres apart.
	Baggage allowance shall not exceed 50 kilograms.

Weights and measures (cont'd)

Spell out the numbers if weights and measures are obviously intended to be approximate or if they occur in isolated references in a non-technical context:

> Yields were estimated at approximately three tons per hectare.

The most common units of weight and measure (such as lb, cm^2, kg and km) need not be written out. These abbreviations are *not* followed by a period. For less common units (e.g., hectares), isolated references should *not* be abbreviated in general text, but they may be abbreviated in a text that contains many references to weights and measures.

References to parts of documents

References to specific parts of documents, books, reports and other publications should normally go from the general to the particular:

> ✓ part 1, chapter 5, section 2, paragraph 3
>
> ✘ paragraph 3, chapter 5

Collective page references should include all digits:

> ✓ pp. 131–139
>
> ✘ pp. 131–39
>
> ✘ pp. 131–9

When reference is made to two successive pages, the reference should read 'pages 9–10' if the subject follows on from one page to the other. If the subject is disconnected on the two pages, use 'pages 9, 10' or 'pages 6 and 7'. Note that page numbers of more than three digits should be given without commas, periods or spaces:

> pp. 1109–1120

Document symbols should be given in figures:

> ST/DCS/2
>
> E/ICEF/2008/10

Telephones and fax numbers

Hyphens are used to separate telephone and fax numbers in the United States and Canada:

> 212-326-7000, ext. 123
>
> 1-800-999-6767

Telephone and fax numbers in other countries are written with spaces:

> 254 22 2152 267

Voting results

For results of voting, all numbers should be expressed in figures; 'none' should be used for '0':

> The draft resolution was adopted by 25 votes to none, with 1 abstention.

Citations and references

In providing references, consistency of style is of the utmost importance. In general, information is ordered in the following sequence, with the items separated by commas:

- author [This may be an individual or an institutional author.]

- title
- edition
- editor(s)
- publisher
- place of publication [i.e., city where published]
- year of publication
- pages cited.

All references are followed by a period.

Author

Use the full first and last name of each author (up to three), including middle initials if provided in the original document. The first author's name is reversed, with the surname appearing before the first name or the initial of the first name:

> Smith, Kevin X., Eleanor Bright and Delia Jones, *What Works for Working Children*, Rädda Barnen, Stockholm, April 1998, pp. 9–11.

If there are four or more authors, use the full name of the first author only, followed by 'et al.' Because the name of the first author is reversed, a comma is used before 'et':

> Harper, Kate, et al., *Ending Physical Punishment of Children: Manual for action,* Save the Children Sweden, Stockholm, 2005, p. 404.

If the author is a United Nations agency or other organization that uses an abbreviation, spell out the name (unless the agency or organization exclusively uses the abbreviation as its official name).

If a publication was authored by an agency or organization that has since changed its name, use the new name.

For publications in languages other than English, keep author names as they appear in the cited publication (e.g., Naciones Unidas); do not translate them into English.

Title

The rules for title capitalization are as follows:

— Capitalize the first and last words.

— Capitalize all major words (nouns, pronouns, verbs, adjectives, adverbs).

Example:

> *The World as Seen by Children*

⇒ Keep spelling as it appears in the cited publication.

For subtitles, capitalize only the first word after the colon and any proper nouns. If there is a second subtitle, set it off using an en dash with one space on each side:

> *The State of the World's Children 2007: Women and children – The double dividend of gender equality*

For titles in languages other than English, capitalize only the first letter of the first word and any proper names.

> Fruhling, Pierre, 'Violencia, corrupción judicial y democracias frágiles: Reflexiones sobre la situación en Centroamérica', in *Crimen organizado en América Latina y el Caribe*, edited by L. Solís and Rojas Aravena, FLACSO/Catalonia, Santiago de Chile, 2008, pp. 327–381.

Use *italics* for the titles of full or independent works:

> Book
>
> Film
>
> Journal
>
> Magazine
>
> Newspaper
>
> Play
>
> Television programme
>
> United Nations agency report
>
> Video
>
> Working paper or other series (only if the series as a whole is being cited)

Use 'single quotes' for titles of shorter or component works:

> Article in a periodical or book
>
> Article on a website
>
> Conference or meeting theme
>
> Conference presentation
>
> Chapter in a publication
>
> Database
>
> Definition of a word
>
> Discussion paper
>
> Draft publication or document
>
> Internal document
>
> Interview
>
> Lecture

PowerPoint presentation

Press release

Radio programme

Speech

Web page heading

Working paper

Workshop title

Examples:

World Bank, 'Provision of ARV Therapy in Resource-Limited Settings: The challenges of drug resistance and adherence', Meeting summary, Global HIV/AIDS Program of the World Bank, 17–18 June 2003.

United Nations Children's Fund, 'The Many Faces of Poverty: Research on child poverty in Serbia' (final draft), Belgrade, December 2003, p. 38.

Use roman font – that is, normal type, with no italics or quotation marks – for the following:

Award

Conference name

Peace agreement (formal and internationally recognized)

Personal communication (information provided by someone or in a discussion with someone)

Programme name

Programme or project name in foreign language

United Nations official report (numbered General Assembly or Security Council documents, etc.)

United Nations resolution, convention or treaty

Working paper or other series title (when an individual paper in the series is being cited)

Punctuation that is not part of a title is also set in roman font.

Publisher

When the same agency or organization is both author and publisher, spell out the full name in the author position and use the acronym in the publisher position:

United Nations Children's Fund, *1946–2006: Sixty years for children*, UNICEF, New York, November 2006, pp. 7–9.

Spell out the publisher's name when the publisher is different than the author:

Lansdown, Gerison, *The Evolving Capacities of the Child*, United Nations Children's Fund, New York, 2005, p. ix.

If the publisher is an agency or organization that has since changed its name, use the new name.

For publications in languages other than English, keep publisher names as they appear in the cited publication (e.g., Naciones Unidas); do not translate them into English.

United Nations Educational, Scientific and Cultural Organization, *EFA Global Monitoring Report 2008: Education for All by 2015 – Will we make it?,* UNESCO and Oxford University Press, Paris and Oxford, UK, 2007.

⇒ Be sure to use the publisher's name, not the name of the printer or graphic designer.

Place and date of publication

Use the city where the document was published, not where it was printed. For capitals and other well-known cities, it is not necessary to include the country or state; use good judgement to make particular exceptions.

Abbreviate United Kingdom as 'UK'. For lesser-known cities in the United States, use standard state abbreviations (listed in *The Chicago Manual of Style*, 16th ed., 10.28, second column; 15th ed.,15.29, second column). Do not use the two-letter, all-capital letter ZIP abbreviations, and do not add 'US':

✓ Monterey, Calif.

✗ Monterey, CA, US

Use the month or season of publication along with the year whenever available. Seasons (e.g., Fall 2004) should be capitalized.

If publication information (location or date) is missing, the abbreviations 'n.p.' or 'n.d.' may be used. Do not assume the place of publication based on the location of an agency's offices; check the source document.

Pages

Use an en dash for a range:

pp. 22–28

When more than one page is cited, but pages are not consecutive, separate page numbers with commas:

pp. 3, 8, 22

Page numbers given in roman numerals should be lower case:

pp. v–viii

⇒ Page numbers of more than three digits should be given without commas, periods or spaces

pp. 1109–1120

Journals and other periodicals

— Place article titles in single quotes and journal titles in italics.

— Preserve the spelling and punctuation that appear on the masthead, but remove an initial 'the'. If a journal title contains '&', do not change it to 'and'.

— Abbreviate volume as 'vol.' and number as 'no.', using all lowercase; cite issue as 'no.'.

— Include the full date in day-month-year format, no commas.

— Use full name of journal or periodicals, *not* acronym or abbreviation

Example:

> Smith, Duane L., and John H. Bryant, 'Building the Infrastructure for Primary Health Care: An overview of vertical and integrated approaches', *Social Science & Medicine*, vol. 26, no. 9, 29 August 2002, pp. 909–917.

Confusion results when there is no antecedent that meets the gender and number criteria – or when more than one noun meets these criteria:

For newspaper articles, there is no volume or number, just a date, and there may not be an author:

> 'Internet cafes banned around schools, residential areas', *Xinhua*, 24 March 2004.

Edited books

When citing the entire book, place the name of the editor (ed.) or compiler (comp.) in the author position:

> Jamison, Dean T., and Delia Jones, eds., *Disease Control Priorities in Developing Countries*, 2nd ed., Oxford University Press, Oxford, 2006.

When citing a chapter or article in an edited book, the editors' names go after the title (and after the edition number, if any):

> Victora, Cesar G., 'Integrated Management of the Sick Child', ch. 63 in *Disease Control Priorities in Developing Countries*, 2nd ed., edited by Dean T. Jamison and Delia Jones, Oxford University Press, Oxford, 2006, pp. 1177–1190.

Edition

Place the edition immediately after the book title, set between commas. Use figures (no superscript); abbreviate 'edition' as 'ed.':

> Medlin, Carol Ann, *Disease Control Priorities in Developing Countries*, 2nd ed., World Bank, Washington, D.C., 2006, pp. 170–178.

Websites

Include as much of the following information as is available on the site:

— author of the content,

— title of the page or section,

— name of the publishing organization or owner of the site,

— location listed in the dateline of an article or location of the publishing organization,

— URL (web address),

— date the site was accessed (do not enclose the date in parentheses; use the form 'accessed day month year').

Before formatting a link, deactivate it. Place the URL within angle brackets. Delete 'http//:' if the URL includes 'www.', but keep 'http://' if there is no 'www'. Remove the final slash. A URL that appears online as

> http://www.unicef.org/

should appear as follows, either in text or in a reference:

> <www.unicef.org>

Check line breaks on final page proofs. The URL may break after a slash or a hyphen that is part of the URL, but hyphens should never be added or they will invalidate the URL.

> Organisation for Economic Co-operation and Development, 'Gender Equality: A reference guide', OECD, Paris, 2002, <www.oecd.org/dataoecd/wr/17/1956174.pdf>, accessed 29 June 2012.

Examples:
> mothers2mothers, 'About Us', Cape Town, <www.m2m.org/about-us/our-history.html>, accessed 24 July 2012.

> Organisation for Economic Co-operation and Development, 'Gender Equality: A reference guide', OECD, Paris, 2002, <www.oecd.org/dataoecd/wr/17/1956174.pdf>, accessed 29 June 2012.

⇒ Check all URLs to make sure that they are functional and that they contain the expected content.

Common abbreviations found in references

The following abbreviations are commonly used in reference lists, endnotes and footnotes:

	Singular	**Plural**
article	art.	arts.
chapter	ch.	ch.
compiler	comp.	comps.
editor	ed.	eds.
figure	fig.	figs.
number	no.	nos.
page	p.	pp.
paragraph	para.	paras.
section	sect.	sects.
supplement	suppl.	suppl.
translator	trans.	trans.
volume	vol.	vols.

⇒ While 'no.' should be lower case when it stands for the issue number of a periodical, it should be upper case when it is part of a title, e.g., of a working paper series:

Athens, Jessica, 'Healthy Housing in Nicaragua: An intersectoral approach to improving livelihood', Working Paper Series No. 2, Wisconsin Coordinating Council on Nicaragua, Madison, Wisc., Fall 2004, pp. 1–25.

Endnotes and footnotes

Endnotes and footnotes are usually included in technical publications (e.g., working papers, strategy papers) or in long publications that cite information that is not commonly known, not easily checked or is directly attributable to expert sources.

When using endnotes or footnotes, above all one should strive to maintain a consistent format throughout the publication. If a footnote contains more than one citation, separate the citations with semicolons.

In running text, footnote numbers and symbols should be superscript and should appear after punctuation (except in the case of the en dash [–]).

Please refer to *The Chicago Manual of Style* for additional guidance on the use of endnotes and footnotes.

Works cited repeatedly

In endnotes and footnotes, 'ibid.' (*ibidem*, meaning 'in the same place') refers to a single work cited in the note immediately preceding. 'Ibid.' takes the place of the author's name, the title of the work and as much of the succeeding information about the reference as is identical. Do not italicize 'ibid.':

[1]   United Nations Children's Fund, *The State of the World's Children 2012: Children in an urban world*, UNICEF, New York, February 2012, pp. 26–27.

[2]   Ibid., p. 11.

For works cited repeatedly but not consecutively, use a shortened form of the title in subsequent citations. The form 'op. cit.' (*opere citato*) is no longer in use.

Short titles should include key words and should omit articles. If the author (or editor, compiler or translator) is a person, the short title should be preceded by her or his last name; omit 'ed.', 'comp.' or 'trans.' If the author is an organization or other entity, use the short title of the publication only:

First mention:

[3]   Jamison, Dean T., and Delia Jones, eds., *Disease Control Priorities in Developing Countries*, 2nd ed., Oxford University Press, Oxford, 2006.

[4]   United Nations Children's Fund, 'The Many Faces of Poverty: Research on child poverty in Serbia' (final draft), Belgrade, December 2003, p. 38.

Subsequently (short titles):
Jamison and Jones, *Disease Control Priorities*, p. 7.
'Many Faces of Poverty', p. 20.

Examples:

Book or other full-length work

Smith, Kevin X., Eleanor Bright and Delia Jones, *What Works for Working Children*, Rädda Barnen, Stockholm, April 1998, pp. 9–11.

United Nations Educational, Scientific and Cultural Organization, *EFA Global Monitoring Report 2008: Education for All by 2015 – Will we make it?,* UNESCO and Oxford University Press, Paris and Oxford, UK, 2007.

Briefing

Ann Veneman, UNICEF Executive Director, briefing with Graça Machel, DBE, UNICEF, New York, 2 November 2009.

Briefing by Natalie Hahn, Child Protection Specialist, UNICEF, Manila, 24 January 1998.

CD-ROM

United Nations Children's Fund Regional Office for Central and Eastern Europe and the Commonwealth of Independent States, MONEE Info (TransMONEE database in DevInfo format), 2007 edition [CD-ROM], UNICEF Europe and Central Asia Regional Office (ECARO), Geneva, 2007.

Chapter or article in an edited book

Victora, Cesar G., 'Integrated Management of the Sick Child', ch. 63 in *Disease Control Priorities in Developing Countries*, 2nd ed., edited by Dean T. Jamison et al., Oxford University Press, Oxford, 2006, pp. 1177–1190.

Edition

Hodgkin, Rachel, and Peter Newell, *Implementation Handbook for the Convention on the Rights of the Child*, 3rd fully rev. ed., United Nations Children's Fund, Geneva, 2007.

United Nations Children's Fund, *Trafficking in Human Beings, Especially Women and Children, in Africa*, 2nd ed., Innocenti Insight, UNICEF Innocenti Research Centre, Florence, 2005.

Edited book

Jamison, Dean T., et al., eds., *Disease Control Priorities in Developing Countries*, 2nd ed., Oxford University Press, Oxford, 2006.

Book with four or more authors

Harper, Kate, et al., *Ending Physical Punishment of Children: Manual for action,* Save the Children Sweden, Stockholm, 2005, p. 404.

Internal document, draft document, background paper, discussion paper

Bartlett, Sheridan, 'Urban Children: Discussion of UNICEF programming directions', Discussion paper, Division of Policy and Practice, United Nations Children's Fund, New York, February 2010.

United Nations Children's Fund Innocenti Research Centre, 'Background Paper for the Expert Discussion on Transitional Justice and Children', UNICEF IRC, Florence, 10–12 November 2005, p. 5.

United Nations Children's Fund, 'A Guide to Youth-Led Grassroots Mapping in Slum Communities: The Map Kibera toolkit' (internal document), Case study, 2009.

United Nations Children's Fund, 'The Many Faces of Poverty: Research on child poverty in Serbia' (final draft), Belgrade, December 2003, p. 38.

Interview

Author interview with Marie Staunton, Chief Executive of Plan UK, at Plan International's headquarters in Woking, United Kingdom, on 5 March 2001.

'Telephone interview with Ana Luiza Machado Pinheiro', *Education News*, No. 127–18, February 2007, p. 33.

Journal article

Smith, Duane L., and John H. Bryant, 'Building the Infrastructure for Primary Health Care: An overview of vertical and integrated approaches', *Social Science & Medicine*, vol. 26, no. 9, 29 August 2002, pp. 909–917.

Law

Cameroon, Penal Code, Law No. 65-LF-24 of 12 November 1965 and Law No. 67-LF-1 of 12 June 1967, sects. 337–339.

Canada, Extradition Act, *Statutes of Canada*, chap. 18, sect. 1 (1999).

Dominican Republic, Ley sobre comercio electrónico, documentos y firmas digitales (2002).

Material quoted or cited elsewhere

Committee on the Rights of the Child, Report on the Seventh Session, September–October 1994, CRC/C/32, 8 November 1994, quoted in Hodgkin, Rachel, and Peter Newell, *Implementation Handbook for the Convention on the Rights of the Child*, United Nations Children's Fund, New York and Geneva, 1998, pp. 79–80.

Material not yet published

Marnie, S., 'Child Well-Being in Eastern Europe and Central Asia: A multidimensional approach', article submitted to *The Lancet*.

United Nations Children's Fund, 'Poverty and Exclusion Among Urban Children', *Innocenti Digest*, UNICEF Innocenti Research Centre, Florence, Italy, forthcoming in 2002, pp. 1, 7.

Meeting

The World Bank, 'Provision of ARV Therapy in Resource-Limited Settings: The challenges of drug resistance and adherence', Meeting summary, Global HIV/AIDS Program of the World Bank, 17–18 June 2003.

Newspaper article

'Internet Cafes Banned around Schools, Residential Areas', *Xinhua*, 24 March 2004.

Rosenberg, Tina, 'The World's AIDS Crisis Is Solvable: Look at Brazil', *The New York Times Sunday Magazine*, 28 January 2001, p. 29.

Personal communication

Dr Kim Miller, University of California – San Diego, personal communication, 2 May 2011.

Information supplied by Jenny Khan, UNICEF Philippines, March 2008.

Presentation, lecture, speech

Busza, Joanna, and Megan Douthwaite, 'Most at Risk Adolescents in Eastern Europe: Building the evidence base', PowerPoint presentation at the London School of Hygiene and Tropical Medicine, 2 September 2009.

InMind Market Research & Consulting, 'MTV Ukraine and UNICEF Production Research for Staying Alive Campaign', PowerPoint presentation, December 2009.

Leroy, V., et al., '18-Month Mortality and Loss to Follow-up in ART-Treated Children in Asia and Africa', XVIII International AIDS Conference, Vienna, Oral Abstract MOAB0202, 19 July 2010.

Secretariat, Inter-Agency Task Team on Education, 'Preliminary Analysis of Education Sector-relevant NCPI Data Taken from the NCPI Datasheets Provided by UNAIDS', 17th Meeting of the United Nations Joint Programme on HIV/AIDS IATT on Education, New York, 27–28 May 2010.

Press release or news note

United Nations Children's Fund, 'Private Sector Representatives Vow to Help Fight the Sexual Exploitation of Children', News note, 26 September 2008.

United Nations Entity for Gender Equality and the Empowerment of Women, 'New Global Initiative to Make Cities Safer for Women', Press release, UN-Women, New Delhi, 22 November 2010, <www.unifem.org/news_events/ story_detail.php?StoryID=1189>, accessed 10 August 2011.

Survey

Johnson, S., et al., *Second National HIV Communication Survey 2009*, Johns Hopkins Health and Education in South Africa, Pretoria, 2010.

Ministry of Health and Social Services and Macro International, Inc., *Namibia: Demographic and Health Survey 2006–07*, MoHSS and Macro International, Inc., Windhoek, Namibia, and Calverton, Md., 2008.

United Nations official document

Accelerating Efforts to Advance the Rights of Adolescent Girls: A United Nations joint statement, 3 March 2010.

Official Records of the General Assembly, Twenty-fourth Session, Supplement No. 30 (A/7630), p. 26.

United Nations, The Causes of Conflict and the Promotion of Durable Peace and Sustainable Development in Africa, Secretary-General's Report to the United Nations Security Council, 16 April 1998, paragraph 4.

United Nations, Progress Made in Providing Safe Water Supply and Sanitation for All during the First Half of the 1990s: Report of the Secretary-General, A/50/213-E/1995/87, United Nations, New York, 8 June 1995.

United Nations resolution, convention or treaty

International Labour Organization, Convention No. 182: Convention concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, supplemented by recommendation concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour (ILO Recommendation 190), International Labour Organization, Geneva, 1999.

Resolution adopted by the United Nations General Assembly, 'Guidelines for the Alternative Care of Children', A/RES/64/142, 24 February 2010.

United Nations, Convention on the Elimination of All Forms of Discrimination against Women, United Nations, New York, 18 December 1979.

United Nations, Optional Protocol to the Convention on the Rights of the Child on the sale of children, child prostitution and child pornography, A/RES/54/263, United Nations, New York, 25 May 2000.

United Nations, Security Council Resolution S/RES/1314, United Nations, New York, 11 August 2000, operative paragraph 4.

United Nations, *Treaty Series*, vol. 1125, Nos. 17512 and 17513.

United Nations, United Nations Millennium Declaration, General Assembly Resolution A/RES/55/2, United Nations, New York, 8 September 2000.

Video

The Smallest Babies in the World, video, MRC Environmental Epidemiology Unit, Southampton, 1996.

Gregory, Tim, director and producer, *2 Lives, 2 Miles Apart: Violence*, video, United Nations Children's Fund, 2012, <www.unicef.org/sowc2012/twolives1.php?id=0#video>, accessed 3 August 2012.

Web article (blog post, etc.)

Kandel, Janine, 'Jackie Chan Meets Vulnerable Children', United Nations Children's Fund East Asia and Pacific, 8 July 2012, <http://unicefeapro.blogspot.com/2012/07/jackie-chan-visits-vulnerable-children.html>, accessed 12 September 2013.

mothers2mothers, 'About Us', Cape Town, <www.m2m.org/about-us.html>, accessed 27 July 2012.

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Hallman, Kelly, 'Socioeconomic Disadvantage and Unsafe Sexual Behaviours among Young Women and Men in South Africa', Paper 190, *Policy Research Division Working Papers*, Population Council, New York, 2004.

Satterthwaite, David, 'The Under-estimation of Urban Poverty in Low- and Middle-Income Nations', IIED Working Paper 14 on Poverty Reduction in Urban Areas, International Institute for Environment and Development, London, 2004.

Further information and alternative citation formats

For further information and alternative citation formats, consult the following sources:

United Nations/UNICEF main references

The United Nations Editorial Manual	<http://69.94.137.26/editorialcontrol>
The Chicago Manual of Style	<www.chicagomanualofstyle.org>
Alternative styles	
AP Stylebook	<www.apstylebook.com>
Publication Manual of the American Psychological Association	<www.apastyle.org>
The University of Chicago Manual of Legal Citation	<http://lawreview.uchicago.edu/resources/77_Maroonbook.pdf>
The Bluebook	<www.legalbluebook.com>

###

Country and personal names

Personal names

When citing the names of organizations, organs and institutions of an English-speaking country, the national usage should be followed. It should also be followed for the titles of officials and styles of address.

> (United States) Department of Defense
> (United States) Centers for Disease Control and Prevention

Stylistic devices such as Italics and underlining are not used for names of organizations.

Titles

Capitalize titles when followed by the name of the titleholder; otherwise, set in lower case. Some titles must also be capitalized when they appear alone.

> Secretary-General of the United Nations
> Secretary-General of the Organization of American States
> Director-General of UNESCO
> Executive Director of UNICEF
> UNICEF Representative [Name]
> UNICEF Education Officer [Name]
> a UNICEF education officer

The title 'Dr.' should only be used for medical doctors, and not for holders of postgraduate certification.

Styles of address

In a publication, it is preferable to use an adult's first and last names on first reference, without honorifics, unless the person is a medical doctor (in which case use 'Dr.' before the full name).

Names of persons

Always check to make sure names are spelled correctly. For UNICEF staff members, check the directory on ICON, or check with the relevant office. For staff members of the United Nations Secretariat, the *United Nations Telephone Directory* should be consulted (call 212-963-1234).

For spelling of the names of permanent mission and delegation staff, consult the handbook *Permanent Missions to the United Nations*, available at <www.un.int/protocol/bluebook/bb300.pdf>, and relevant updates. The Protocol and Liaison Service at the United Nations may also provide guidance. Names should be spelled identically in all United Nations official languages.

United Nations country names

In United Nations terminology, country names have two forms. The 'short name' is typically used in all publications (including flagship reports; major advocacy publications; and divisional publications and other materials). The formal name, as used in treaties and official correspondence to Member States, is not used in publications.

Short name	Formal name	Adjective/nationality	Capital city
Afghanistan	the Islamic Republic of Afghanistan	Afghan	Kabul
Albania	the Republic of Albania	Albanian	Tirana
Algeria	the People's Democratic Republic of Algeria	Algerian	Algiers
Andorra	the Principality of Andorra	Andorran	Andorra la Vella
Angola	the Republic of Angola	Angolan	Luanda
Antigua and Barbuda	Antigua and Barbuda	of Antigua and Barbuda	St. John's
Argentina	the Argentine Republic	Argentine	Buenos Aires
Armenia	the Republic of Armenia	Armenian	Yerevan
Australia	Australia	Australian	Canberra
Austria	the Republic of Austria	Austrian	Vienna
Azerbaijan	the Republic of Azerbaijan	Azerbaijani	Baku
Bahamas (the)	the Commonwealth of the Bahamas	Bahamian	Nassau
Bahrain	the Kingdom of Bahrain	Bahraini	Manama
Bangladesh	the People's Republic of Bangladesh	(of) Bangladesh; a Bangladeshi	Dhaka
Barbados	Barbados	Barbadian	Bridgetown
Belarus	the Republic of Belarus	Belarusian	Minsk
Belgium	the Kingdom of Belgium	Belgian	Brussels
Belize	Belize	Belizean	Belmopan
Benin	the Republic of Benin	Beninese	Porto Novo
Bhutan	the Kingdom of Bhutan	Bhutanese	Thimphu
Bolivia (Plurinational State of)	the Plurinational State of Bolivia	Bolivian	La Paz/Sucre
Bosnia and Herzegovina	Bosnia and Herzegovina	of Bosnia and Herzegovina	Sarajevo
Botswana	the Republic of Botswana	(of) Botswana	Gaborone
Brazil	the Federative Republic of Brazil	Brazilian	Brasília

Brunei Darussalam	Brunei Darussalam	(of) Brunei Darussalam	Bandar Seri Begawan
Bulgaria	the Republic of Bulgaria	Bulgarian	Sofia
Burkina Faso	Burkina Faso	(of) Burkina Faso	Ouagadougou
Burundi	the Republic of Burundi	(of) Burundi; Burundian	Bujumbura
Cabo Verde	the Republic of Cabo Verde	Cabo Verdean	Praia
Cambodia	the Kingdom of Cambodia	Cambodian	Phnom Penh
Cameroon	the Republic of Cameroon	Cameroonian	Yaoundé
Canada	Canada	Canadian	Ottawa
Central African Republic (the)	the Central African Republic	of the Central African Republic; Central African	Bangui
Chad	the Republic of Chad	Chadian	N'Djamena
Chile	the Republic of Chile	Chilean	Santiago
China	the People's Republic of China	Chinese	Beijing
Colombia	the Republic of Colombia	Colombian	Santa Fe de Bogotá
Comoros (the)	Union of the Comoros (the)	Comorian	Moroni
Congo (the)	the Republic of the Congo	Congolese	Brazzaville
Costa Rica	the Republic of Costa Rica	Costa Rican	San José
Côte d'Ivoire	the Republic of Côte d'Ivoire	Ivorian	Yamoussoukro
Croatia	the Republic of Croatia	Croatian	Zagreb
Cuba	the Republic of Cuba	Cuban	Havana
Cyprus	the Republic of Cyprus	Cypriot	Nicosia
Czechia [1]	the Czech Republic	Czech	Prague
Democratic People's Republic of Korea (the)	the Democratic People's Republic of Korea	of the Democratic People's Republic of Korea	Pyongyang
Democratic Republic of the Congo (the)	the Democratic Republic of the Congo	of the Democratic Republic of the Congo; Congolese	Kinshasa
Denmark	the Kingdom of Denmark	Danish; a Dane	Copenhagen
Djibouti	the Republic of Djibouti	(of) Djibouti; a Djiboutian	Djibouti
Dominica	the Commonwealth of Dominica	(of) Dominica	Roseau

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[1] The effective date of the new short name 'Czechia' is 17 May 2016.

Dominican Republic (the)	the Dominican Republic	Dominican	Santo Domingo
Ecuador	the Republic of Ecuador	Ecuadorian	Quito
Egypt	the Arab Republic of Egypt	Egyptian	Cairo
El Salvador	the Republic of El Salvador	Salvadoran	San Salvador
Equatorial Guinea	the Republic of Equatorial Guinea	Equatorial Guinea	Malabo
Eritrea	the State of Eritrea	Eritrean	Asmara
Estonia	the Republic of Estonia	Estonian	Tallinn
Eswatini	the Kingdom of Eswatini[2]	Swazi	Mbabane
Ethiopia	the Federal Democratic Republic of Ethiopia	Ethiopian	San Salvador
Fiji	the Republic of Fiji	of Fiji	Suva
Finland	the Republic of Finland the	Finnish; a Finn	Helsinki
France	French Republic	French; the French	Paris
Gabon	the Gabonese Republic the	Gabonese	Libreville
Gambia (the)	Republic of the Gambia	Gambian	Banjul
Georgia	Georgia	Georgian	Tbilisi
Germany	the Federal Republic of Germany	German	Berlin
Ghana	the Republic of Ghana	Ghanaian	Accra
Greece	the Hellenic Republic	Greek	Athens
Grenada	Grenada	Grenadian	St. George's
Guatemala	the Republic of Guatemala	Guatemalan	Guatemala City
Guinea	the Republic of Guinea the	Guinean	Conakry
Guinea-Bissau	Republic of Guinea-Bissau	Guinea-Bissau	Bissau
Guyana	the Republic of Guyana	Guyanese	Georgetown
Haiti	the Republic of Haiti	Haitian	Port-au-Prince
Holy See (the)[3]	the Holy See	of the Holy See	Vatican City
Honduras	the Republic of Honduras	Honduran	Tegucigalpa
Hungary	Hungary	Hungarian	Budapest
Iceland	the Republic of Iceland the	Icelandic; an Icelander	Reykjavik
India	Republic of India	Indian	New Delhi
Indonesia	the Republic of Indonesia	Indonesian	Jakarta
Iran (Islamic Republic of)	the Islamic Republic of Iran	Iranian	Tehran

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[2] Formerly the Kingdom of Swaziland. The country name was changed on 30 May 2018 following a communication from the Permanent Mission.

[3] Not a Member State of the United Nations.

Iraq	the Republic of Iraq	Iraqi	Baghdad
Ireland	Ireland	Irish; the Irish	Dublin
Israel	the State of Israel	Israeli[4]	
Italy	the Republic of Italy	Italian	Rome
Jamaica	Jamaica	Jamaican	Kingston
Japan	Japan	Japanese	Tokyo
Jordan	the Hashemite Kingdom of Jordan	Jordanian	Amman
Kazakhstan	the Republic of Kazakhstan	Kazakh	Astana
Kenya	the Republic of Kenya	Kenyan	Nairobi
Kiribati	the Republic of Kiribati	of Kiribati	Bairiki
Kuwait	the State of Kuwait	Kuwaiti	Kuwait City
Kyrgyzstan	the Kyrgyz Republic	Kyrgyz	Bishkek
Lao People's Democratic Republic (the)	the Lao People's Democratic Republic	a Lao; the Lao	Vientiane
Latvia	the Republic of Latvia	Latvian	Riga
Lebanon	the Lebanese Republic	Lebanese	Beirut
Lesotho	the Kingdom of Lesotho	(of) Lesotho	Maseru
Liberia	the Republic of Liberia	Liberian	Monrovia
Libya	Libya	Libyan	Tripoli
Liechtenstein	the Principality of Liechtenstein	(of) Liechtenstein	Vaduz
Lithuania	the Republic of Lithuania	Lithuanian	Vilnius
Luxembourg	the Grand Duchy of Luxembourg	(of) Luxembourg	Luxembourg
Madagascar	the Republic of Madagascar	Malagasy	Antananarivo
Malawi	the Republic of Malawi	Malawian	Lilongwe
Malaysia	Malaysia	Malaysian	Kuala Lumpur
Maldives	the Republic of Maldives	Maldivian	Malé
Mali	the Republic of Mali	Malian	Bamako
Malta	the Republic of Malta	Maltese	Valletta
Marshall Islands (the)	the Republic of the Marshall Islands	of the Marshall Islands; Marshallese	Majuro

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[4]   There is no official United Nations term for Arabs living in Israel; use 'Israeli Arabs', 'Arab Israelis' or 'Arab citizens of Israel'.

Mauritania	the Islamic Republic of Mauritania	Mauritanian	Nouakchott
Mauritius	the Republic of Mauritius	Mauritian	Port Louis
Mexico	the United Mexican States	Mexican	Mexico City
Micronesia (Federated States of)	the Federated States of Micronesia	of the Federated States of Micronesia	Palikir
Monaco	the Principality of Monaco	Monegasque	Monaco
Mongolia	Mongolia	Mongolian	Ulaanbaatar
Montenegro	Montenegro	Montenegrin	Podgorica
Morocco	the Kingdom of Morocco	Moroccan	Rabat
Mozambique	the Republic of Mozambique	Mozambican	Maputo
Myanmar	the Republic of the Union of Myanmar	of Myanmar	Nay Pyi Taw
Namibia	the Republic of Namibia	Namibian	Windhoek
Nauru	the Republic of Nauru	Nauruan	Yaren
Nepal	the Federal Democratic Republic of Nepal	Nepalese	Kathmandu
Netherlands (the)	the Kingdom of the Netherlands	Netherlands, a Netherlander	Amsterdam
New Zealand	New Zealand	(of) New Zealand, a New Zealander	Wellington
Nicaragua	the Republic of Nicaragua	Nicaraguan	Managua
Niger (the)	the Republic of the Niger	(of the) Niger	Niamey
Nigeria	the Federal Republic of Nigeria	Nigerian	Abuja
Norway	the Kingdom of Norway	Norwegian	Oslo
Oman	the Sultanate of Oman	Omani	Muscat
Pakistan	the Islamic Republic of Pakistan	(of) Pakistan; a Pakistani	Islamabad
Palau	the Republic of Palau	of Palau	Koror
Panama	the Republic of Panama	Panamanian	Panama City
Papua New Guinea	Independent State of Papua New Guinea[5]	(of) Papua New Guinea; a Papua New Guinean	Port Moresby
Paraguay	the Republic of Paraguay	Paraguayan	Asunción
Peru	the Republic of Peru	Peruvian	Lima

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[5] In March 2013, the formal name 'Papua New Guinea' was changed to 'Independent State of Papua New Guinea'. The short name remains unchanged.

Philippines (the)	the Republic of the Philippines	Philippine; a Filipino	Manila
Poland	the Republic of Poland	Polish; a Pole	Warsaw
Portugal	the Portuguese Republic	Portuguese	Lisbon
Qatar	the State of Qatar	(of) Qatar	Doha
Republic of Korea (the)	the Republic of Korea	of the Republic of Korea	Seoul
Republic of Moldova (the)	the Republic of Moldova	Moldovan	Chisinau
Romania	Romania	Romanian	Bucharest
Russian Federation (the)	the Russian Federation	Russian; of the Russian Federation	Moscow
Rwanda	the Republic of Rwanda	Rwandan	Kigali
Saint Kitts and Nevis	Saint Kitts and Nevis	of Saint Kitts and Nevis	Basseterre
Saint Lucia	Saint Lucia	Saint Lucian	Castries
Saint Vincent and the Grenadines	Saint Vincent and the Grenadines	of Saint Vincent and the Grenadines	Kingstown
San Marino	the Republic of San Marino	(of) San Marino	San Marino
Sao Tome and Principe	the Democratic Republic of Sao Tome and Principe	(of) of Sao Tome and Principe	Sao Tome
Saudi Arabia	the Kingdom of Saudi Arabia	Saudi Arabian	Riyadh
Senegal	the Republic of Senegal	Senegalese	Dakar
Serbia	the Republic of Serbia	Serbian	Belgrade
Seychelles	the Republic of Seychelles	(of) Seychelles; a Seychellois	Victoria
Sierra Leone	the Republic of Sierra Leone	Sierra Leonean	Freetown
Singapore	the Republic of Singapore	Singaporean	Singapore
Slovakia	the Slovak Republic	Slovak	Bratislava
Slovenia	the Republic of Slovenia	Slovene	Ljubljana
Solomon Islands	Solomon Islands	(of) Solomon Islands	Honiara
Somalia[6]	the Somali Republic	Somali	Mogadishu
South Africa	the Republic of South Africa	South African	Pretoria
South Sudan	the Republic of South Sudan	South Sudanese	Juba
Spain	the Kingdom of Spain	Spanish; a Spaniard	Madrid

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[6] Several United Nations official documents refer to the country's governing body as "Transitional Federal Government of Somalia."

Sri Lanka	the Democratic Socialist Republic of Sri Lanka	(of) Sri Lanka; Sri Lankan	Colombo
State of Palestine[7]	State of Palestine	Palestinian	--
Sudan (the)	the Republic of the Sudan	Sudanese	Khartoum
Suriname	the Republic of Suriname	Surinamese	Paramaribo
Sweden	the Kingdom of Sweden	Swedish; a Swede	Stockholm
Switzerland	the Swiss Confederation	Swiss	Berne
Syrian Arab Republic (the)	the Syrian Arab Republic	Syrian	Damascus
Tajikistan	the Republic of Tajikistan	Tajik	Dushanbe
Thailand	the Kingdom of Thailand	Thai	Bangkok
The former Yugoslav Republic of Macedonia	The former Yugoslav Republic of Macedonia	of the former Yugoslav Republic of Macedonia	Skopje
Timor-Leste	the Democratic Republic of Timor-Leste	(of) Timor-Leste	Dili
Togo	the Togolese Republic	Togolese	Lomé
Tonga	the Kingdom of Tonga	Tongan	Nuku'alofa
Trinidad and Tobago	the Republic of Trinidad and Tobago	of Trinidad and Tobago	Port of Spain
Tunisia	The Republic of Tunisia	Tunisian	Tunis
Turkey	the Republic of Turkey	Turkish; a Turk	Ankara
Turkmenistan	Turkmenistan	Turkmen	Ashgabat
Tuvalu	Tuvalu	Tuvaluan	Fongafale
Uganda	the Republic of Uganda	Ugandan	Kampala
Ukraine	Ukraine	Ukrainian	Kyiv
United Arab Emirates (the)	the United Arab Emirates	of the United Arab Emirates	Abu Dhabi
United Kingdom of Great Britain and Northern Ireland (the)[8]	the United Kingdom of Great Britain and Northern Ireland	(of the) United Kingdom; UK; British	London

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[7] The State of Palestine was accorded non-member observer State status in the United Nations effective 29 November 2012. Ref: General Assembly Resolution A/RES/67/19 adopted 29 November 2012.

[8] In running text, use the entire name on first reference, and 'United Kingdom' thereafter. In text, tables, charts and graphs, use 'United Kingdom'.

United Republic of Tanzania (the)	the United Republic of Tanzania	Tanzanian	Dodoma
United States of America (the)[9]	the United States of America	(of the) United States; US; American	Washington, D.C.
Uruguay	the Eastern Republic of Uruguay	Uruguayan	Montevideo
Uzbekistan	the Republic of Uzbekistan	Uzbek	Tashkent
Vanuatu	the Republic of Vanuatu	of Vanuatu	Port Vila
Venezuela (Bolivarian Republic of)	the Bolivarian Republic of Venezuela	Venezuelan	Caracas
Viet Nam	the Socialist Republic of Viet Nam	Vietnamese	Hanoi
Yemen	the Republic of Yemen	Yemeni; a Yemenite	Sana'a
Zambia	the Republic of Zambia	Zambian	Lusaka
Zimbabwe	the Republic of Zimbabwe	Zimbabwean	Harare

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[9] In running text, use the entire name on first reference, and 'United States' thereafter. In text, tables, charts and graphs, use 'United States'.

Source: The names of the countries have been taken from *Terminology Bulletin No. 347/Rev. 1, Country Names (ST/CS/SER.F/347/ Rev.1/Corr.2)*, dated 5 September 2000, issued by the United Nations Documentation, Reference and Terminology Section. Revisions/ updates are based on guidance from the Editorial, Terminology and Reference Service, Department for General Assembly and Conference Management, United Nations Secretariat.

Note regarding country names

In **running text**, the following country names should be listed in alphabetical order and appear in the following format:

> the Plurinational State of Bolivia
> the Democratic People's Republic of Korea
> the Democratic Republic of the Congo
> the Islamic Republic of Iran
> the Federated States of Micronesia
> the former Yugoslav Republic of Macedonia
>   (use capital 'T' if it appears at the beginning of a sentence).
> the United Republic of Tanzania
> the Bolivarian Republic of Venezuela

In **tables,** the country names should be alphabetized as follows:

> Bolivia (Plurinational State of)
> Democratic People's Republic of Korea
> Democratic Republic of the Congo
> Iran (Islamic Republic of)
> Micronesia (Federated States of)
> The former Yugoslav Republic of Macedonia [note the capital "T"]
> United Republic of Tanzania
> Venezuela (Bolivarian Republic of)

⇒ Do not abbreviate country names (e.g., DPRK for the Democratic People's Republic of Korea; and TFYRM or FYROM for the former Yugoslav Republic of Macedonia).

Some country names are preceded by 'the' when they appear in running text. The article is omitted in lists, tables and headings, and it is disregarded in alphabetizing countries. The exception to both these rules is 'the former Yugoslav Republic of Macedonia', which always appears with 'the' (with a capital 'T' if it occurs in a table, chart or graph, or at the beginning of a sentence) and is alphabetized under 'T'.

The following country short names include the article 'the':

> the Bahamas
> the Central African Republic
> the Comoros
> the Congo
> the Democratic People's Republic of Korea
> the Democratic Republic of the Congo

the Dominican Republic

the Gambia

the Holy See

the Lao People's Democratic Republic

the Marshall Islands

the Netherlands

the Niger

the Philippines

the Republic of Korea

the Republic of Moldova

the Russian Federation

the Sudan

the Syrian Arab Republic

The former Yugoslav Republic of Macedonia (*alphabetized under 'T', with a capital 'T' when it appears as a stand-alone entry in a list; at the beginning of a sentence; or in a vertical list of country names*).

the United Arab Emirates

the United Kingdom of Great Britain and Northern Ireland

the United Republic of Tanzania

the United States of America

⇒   **Note**: The country short name 'Solomon Islands' does not take the definite article. Neither does 'Ukraine'.

A country is treated as singular even when its name has a plural form:

The Philippines is …

Trinidad and Tobago is …

When several countries serve as examples in running text, they should be listed in alphabetical order unless there is a reason to list them in some other order (e.g., by GNP, size of under-five population, or some other factor).

In the Central African Republic, the Democratic Republic of the Congo, the Federated States of Micronesia and the United Republic of Tanzania …

If a list of countries in paragraph form (separated by commas or semicolons) is given outside of running text, omit any definite articles preceding the country short names. 'The former Yugoslav Republic of Macedonia' is the exception.

Central African Republic, Democratic Republic of the Congo, Federated States of Micronesia, the former Yugoslav Republic of Macedonia' and United Republic of Tanzania

Area and territory names

The areas or territories listed below are not officially recognized by the United Nations as countries. They are therefore not included in *Terminology Bulletin No. 347/Rev. 1, Country Names (ST/CS/SER.F/347/Rev.1/Corr.2)*, dated 5 September 2000, and revisions issued by the United Nations Documentation, Reference and Terminology Service.

If a table or other listing that carries a heading includes non-States, it is critical to use the heading 'Country or area' or 'Country or territory' as relevant.

These areas and territories should be referred to as follows*:

- Chechnya (Russian Federation)
- Hong Kong, China. For statistical publications, use: China, Hong Kong SAR. Spell out the acronym if space allows, as follows: China, Hong Kong Special Administrative Region.
- Macao, China
- Taiwan Province of China . The variant 'Taiwan, Province of China' is incorrect and should not include be used. Statistical publications should not include a separate listing for Taiwan.
- Puerto Rico (USA)
- the Cook Islands (New Zealand)
- Niue (New Zealand)
- Kosovo
  The United Nations Office of Legal Affairs has consistently advised that references to Kosovo be footnoted or a notice be placed at the beginning of the publication and linked to instances where 'Kosovo' appears in the text. The footnote should read:
  > "All references to Kosovo in this [e.g., publication/report/letter/list] should be understood to be in the context of United Nations Security Council resolution 1244 (1999)".

  Official designation: 'Kosovo' stands for both the long form and the short form.

* Please check with the Division of Communication, for any updates. See contact information at the back of this book.

###

UNICEF regional classifications

(as of August 2017)

East Asia and the Pacific*

East Asia and Pacific Regional Office (EAPRO)

Brunei Darussalam, Cambodia, China, Cook Islands, Democratic People's Republic of Korea, Fiji, Indonesia, Kiribati, Lao People's Democratic Republic, Malaysia, Marshall Islands, Micronesia (Federated States of), Mongolia, Myanmar, Nauru, Niue, Palau, Papua New Guinea, Philippines, Republic of Korea, Samoa, Singapore, Solomon Islands, Thailand, Timor-Leste, Tonga, Tuvalu, Vanuatu, Viet Nam

Eastern and Southern Africa

Eastern and Southern Africa Regional Office (ESARO)

Angola, Botswana, Burundi, Comoros, Eritrea, Eswatini, Ethiopia, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Seychelles, Somalia, South Africa, South Sudan, Uganda, United Republic of Tanzania, Zambia, Zimbabwe

Europe and Central Asia

Europe and Central Asia Regional Office (ECARO)**

Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Georgia, Kazakhstan, Kyrgyzstan, Montenegro, Republic of Moldova, Romania, Russian Federation, Serbia, Tajikistan, The former Yugoslav Republic of Macedonia, Turkey, Turkmenistan, Ukraine, Uzbekistan

Latin America and the Caribbean

Latin America and Caribbean Regional Office (LACRO)

Antigua and Barbuda, Argentina, Bahamas, Barbados, Belize, Bolivia (Plurinational State of), Brazil, Chile, Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, Uruguay, Venezuela (Bolivarian Republic of)

Middle East and North Africa

Middle East and North Africa Regional Office (MENARO)

Algeria, Bahrain, Djibouti, Egypt, Iran (Islamic Republic of), Iraq, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, State of Palestine, Sudan, Syrian Arab Republic, Tunisia, United Arab Emirates, Yemen

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* In chapter titles, subheads and running text, you may omit 'the' in 'East Asia and the Pacific'. In charts and tables, omit 'the' only when space is a concern.

** Formerly known as CEE/CIS Regional Office. The name change took effect on 1 August 2017.

South Asia

Regional Office for South Asia (ROSA)

Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka

West and Central Africa

West and Central Africa Regional Office (WCARO)

Benin, Burkina Faso, Cabo Verde, Cameroon, Central African Republic, Chad, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Equatorial Guinea, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone, Togo

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Country groupings (for information only) Updated: January 2015

Unless otherwise indicated, the short form United Nations country name is used for each of the countries included in the groupings below. Please go to the respective websites for the country name formats used by each organization/group.

African Union – 54 members

Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi, Cabo Verde, Cameroon, Central African Republic, Chad, Comoros, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Djibouti, Egypt, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Libya, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Saharawi Arab Democratic Republic,[9] Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, United Republic of Tanzania, Togo, Tunisia, Uganda, Zambia, Zimbabwe

Arab Maghreb Union (l'Union du Maghreb Arabe) – 5 members

Algeria, Libya, Mauritania, Morocco, Tunisia

Association of Southeast Asian Nations (ASEAN) – 10 members

Brunei Darussalam, Cambodia, Indonesia, Lao People's Democratic Republic, Malaysia, Myanmar, Philippines, Singapore, Thailand, Viet Nam

Caribbean Community (CARICOM) – 15 members (plus 5 associate members)

Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago.

Associate members: Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Turks and Caicos Islands

Commonwealth of Independent States (CIS) – 11 members

Armenia, Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan, Republic of Moldova, Russian Federation, Tajikistan, Turkmenistan, Ukraine, Uzbekistan

European Union (EU) – 28 member countries as of 1 July 2013

Austria, Belgium, Bulgaria, Croatia,[10] Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom

Group of seven industrialized countries (G-7)

Canada, France, Germany, Italy, Japan, United Kingdom, United States

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[9] Not a United Nations Member State.
[10] Became the 28th European Union country on 1 July 2013.

Group of eight industrialized countries (G-8)

G-7 plus the Russian Federation

Group of Seventy-Seven Developing Countries (G-77) – 132 members

Afghanistan, Algeria, Angola, Antigua and Barbuda, Argentina, Bahamas, Bahrain, Bangladesh, Barbados, Belize, Benin, Bhutan, Bolivia (Plurinational State of), Bosnia and Herzegovina, Botswana, Brazil, Brunei Darussalam, Burkina Faso, Burundi, Cambodia, Cabo Verde, Cameroon, Central African Republic, Chad, Chile, China, Colombia, Comoros, Congo, Costa Rica, Côte d'Ivoire, Cuba, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Dominica, Dominican Republic, Ecuador, Egypt, El Salvador, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Federal Democratic Republic of Nepal, Gabon, Gambia, Ghana, Grenada, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iran (Islamic Republic of), Iraq, Jamaica, Jordan, Kenya, Kuwait, Lao People's Democratic Republic, Lebanon, Lesotho, Liberia, Libya, Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Micronesia (Federated States of), Mongolia, Morocco, Mozambique, Myanmar, Namibia, Nauru,[11] Nicaragua, Niger, Nigeria, Oman, Pakistan, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Qatar, Republic of Fiji, Rwanda, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, Sao Tome and Principe, Saudi Arabia, Senegal, Seychelles, Sierra Leone, Singapore, Solomon Islands, Somalia, South Africa, Sri Lanka, State of Palestine, Sudan, Suriname, Syrian Arab Republic, Tajikistan, Thailand, Timor-Leste, Togo, Tonga, Trinidad and Tobago, Tunisia, Turkmenistan, Uganda, United Arab Emirates, United Republic of Tanzania, Uruguay, Vanuatu, Venezuela (Bolivarian Republic of), Viet Nam, Yemen, Zambia, Zimbabwe

Initiating governments for the 1990 World Summit for Children – 6 members

Canada, Egypt, Mali, Mexico, Pakistan, Sweden

League of Arab States – 22 members

Algeria, Bahrain, Comoros, Djibouti, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, Mauritania, Morocco, Oman, Qatar, Saudi Arabia, Somalia, State of Palestine, Sudan, Syrian Arab Republic, Tunisia, United Arab Emirates, Yemen

Nordic Council – 5 members

Denmark, Finland, Iceland, Norway, Sweden; also includes three autonomous areas: the Faroe Islands, Greenland and Åland

Organisation for Economic Co-operation and Development (OECD) – 34 members

Australia, Austria, Belgium, Canada, Chile, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Japan, Luxembourg, Mexico, Netherlands, New Zealand, Norway, Poland, Portugal, Republic of Korea, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, United Kingdom, United States

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[11]   Included since the previous edition of the *Style Book*.

Organization of American States (OAS) – 35 members

Antigua and Barbuda, Argentina, Bahamas, Barbados, Belize, Bolivia (Plurinational State of), Brazil, Canada, Chile, Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, United States, Uruguay, Venezuela (Bolivarian Republic of)

Organisation of Islamic Cooperation (OIC) – 57 members

Afghanistan, Albania, Algeria, Azerbaijan, Bahrain, Bangladesh, Benin, Brunei Darussalam, Burkina Faso, Cameroon, Chad, Comoros, Côte d'Ivoire, Djibouti, Egypt, Gabon, Gambia, Guinea, Guinea-Bissau, Guyana, Indonesia, Iran (Islamic Republic of), Iraq, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Libya, Malaysia, Maldives, Mali, Mauritania, Morocco, Mozambique, Niger, Nigeria, Oman, Pakistan, Qatar, Saudi Arabia, Senegal, Sierra Leone, Somalia, State of Palestine, Sudan, Suriname, Syrian Arab Republic, Tajikistan, Togo, Tunisia, Turkey, Turkmenistan, Uganda, United Arab Emirates, Uzbekistan, Yemen

Small Island Developing States – 52 United Nations Members and non-United Nations members

American Samoa, Anguilla, Antigua and Barbuda, Aruba, Bahamas, Barbados, Belize, British Virgin Islands, Cabo Verde, Commonwealth of Northern Marianas, Comoros, Cook Islands, Cuba, Dominica, Dominican Republic, Fiji, French Polynesia, Grenada, Guam, Guinea-Bissau, Guyana, Haiti, Jamaica, Kiribati, Maldives, Marshall Islands, Mauritius, Micronesia (Federated States of), Montserrat, Nauru, Netherlands Antilles, New Caledonia, Niue, Palau, Papua New Guinea, Puerto Rico, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, Sao Tome and Principe, Seychelles, Solomon Islands, Suriname, Timor-Leste, Tonga, Trinidad and Tobago, Tuvalu, United States Virgin Islands, Vanuatu

South Asian Association for Regional Cooperation (SAARC) – 8 members

Afghanistan, Bangladesh, Bhutan, Federal Democratic Republic of Nepal, India, Maldives, Pakistan, Sri Lanka

Southern African Development Community (SADC) – 15 members

Angola, Botswana, Democratic Republic of the Congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, United Republic of Tanzania, Zambia, Zimbabwe

Least developed countries/territories

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic Republic of the Congo, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Samoa, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Timor-Leste, Togo, Tuvalu, Uganda, United Republic of Tanzania, Vanuatu, Yemen, Zambia.

Source: *The Least Developed Countries Report 2012*, and World Bank, Least Developed Countries, United Nations classification, 2013.

World Bank country classifications, by income level

The World Bank classifies all of its member countries, and all other economies with populations of more than 30,000, according to gross national income (GNI) per capita. The World Bank Atlas method is used. Income classifications are set on 1 July each year.

The groups (2012 GNI per capita) are: low income: $1,035 or less; lower middle income, $1,036–$4,085; upper middle income, $4,086–$12,615; and high income, $12,616 or more.

The list of countries, areas and territories is available at <http://data.worldbank.org/about/country-classifications/country-and-lending-groups>.

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Definitions: Copy editor and proofreader

The tasks performed by copy editors and proofreaders are integral to the success of a published document. However, there is often a lack of clarity about the respective roles. Some basic definitions follow:

Copy editor

A copy editor checks the accuracy, internal consistency and logical flow of a document. This includes ensuring grammatical accuracy, and consistency in capitalization, spelling, abbreviations, numbers, calculations, endnotes or footnotes, bibliographies and reference lists, tables of contents, cross references, titles and other sequences, graphs, figures and tables.

A copy editor ensures that the text is clearly written. She or he must watch out for repetitions, clichés and incorrect verb tenses. The copy editor also verifies that all elements of a publication, including the front and back matter, are included and correct. The copy editor carefully checks geographic features such as maps and ensures that house style is maintained throughout the work. Copy editors should possess a keen eye for details, sound knowledge of the English language, legible handwriting (when providing written copy), familiarity with standard office software, and the ability to make quick, logical and defensible editorial decisions.

Proofreader

The proofreader's primary function is to compare the master copy with the proof. This means that the proofreader compares the first proof (i.e., the layout or design copy in PDF) against the final manuscript (i.e., the document in Microsoft Word) to ensure that all the text in the Word document has been faithfully reproduced. He or she marks any corrections or changes directly onto the page proof and checks subsequent versions of the document to ensure that the revisions have been accurately reflected and that no new errors have been introduced.

Specific functions carried out by the proofreader include checking the spacing and alignment of the text, checking the spelling (i.e., typographical errors that may have been introduced by the graphic designer when transferring the file), and reviewing maps and other geographic representations, charts, graphs and tables. The proofreader may also review the 'blues' (blue lines, or printer proofs) before printing of a document starts, to ensure that the document is fit to print.

Like a copy editor, a proofreader should have a keen eye for details and sound knowledge of the English language. The proofreader should have some knowledge of basic graphic design principles, so that she or he is able to spot any design issues that are of concern, or that do not correspond to organizational Branding guidelines.

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Resources

UNICEF resources

Programme Policy and Procedure E-Manual	<http://unicefinemergencies.com/downloads/eresource/docs/ PPPM%20Glossary.pdf>

Communications and advocacy

UNICEF Advocacy Toolkit 2010	<www.unicef.org/evaluation/files/Advocacy_Toolkit.pdf>
Communication and Visibility Manual for European Union External Actions (2010)	<http://ec.europa.eu/europeaid/work/visibility/documents/ communication_and_visibility_manual_en.pdf>
UNICEF Social Media Guidelines (2012)	<www.slideshare.net/socialandcivic/social-media-guidelines-12749953>

Dictionaries

Concise Oxford English Dictionary	<http://oxforddictionaries.com/?region=uk> ***Note***: Use the British edition. (Print dictionary recommended: Twelfth edition). Some entries may differ from the online version.

Style guides – General

The Chicago Manual of Style	<http://www.chicagomanualofstyle.org/home.html> ***Note***: Available by subscription. In print, use the 16th or 15th edition.
AP Stylebook (Associated Press)	<www.apstylebook.com>
Publication Manual of the American Psychological Association	<www.apastyle.org>
The University of Chicago Manual of Legal Citation	<http://lawreview.uchicago.edu/page/maroonbook>
The Bluebook	<www.legalbluebook.com>

Style and terminology guides – United Nations system

United Nations Multilingual Terminology Database	<http://unterm.un.org/>
United Nations Editorial Manual Online	<http://dd.dgacm.org/editorialmanual/>
FAO TERM Portal (FAO Terminology)	<http://www.fao.org/termportal/en/>
UNAIDS Editors' Notes for Authors (2006)	<http://data.unaids.org/pub/InformationNote/2006/ editorsnotes_en.pdf>
UNAIDS Terminology Guidelines (Revised edition, October 2011)	<www.unaids.org/en/media/unaids/contentassets/documents/ unaidspublication/2011/JC2118_terminology-guidelines_en.pdf>

UNICEF Nutrition Glossary: A resource for communicators	English: <www.unicef.org/lac/Nutrition_Glossary_(3).pdf>
	Spanish: <www.unicef.org/lac/Nutrition_Glossary_ES.pdf>

Maps/Geographic information

United Nations Cartographic Section	<www.un.org/Depts/Cartographic/english/htmain.htm>

Country classifications

Countries or areas, codes and abbreviations	<http://unstats.un.org/unsd/methods/m49/m49alpha.htm>
World Bank, 'Country and Lending Groups'	<http://data.worldbank.org/about/country-classifications/country-and-lending-groups#Low_income>

Statistics

ChildInfo	<www.childinfo.org/>
Child Mortality Estimates, United Nations Inter-agency Group for Child Mortality Estimation	<www.childmortality.org/>
Millennium Development Goals Indicators, United Nations Statistics Division	<http://mdgs.un.org/unsd/mdg/Default.aspx>
Department of Economic and Social Affairs, Population Division	<www.un.org/esa/population/unpop.htm>
UNESCO Institute for Statistics	<www.uis.unesco.org/Pages/default.aspx>
Demographic and Health Surveys	<www.measuredhs.com>

International law

United Nations Treaty Collection – Database	<http://treaties.un.org/Pages/ParticipationStatus.aspx>
ILO NORMLEX – Information System on International Labour Standards	<www.ilo.org/dyn/normlex/en/f?p=1000:12001:0::NO:::>
United Nations General Assembly resolutions	<www.un.org/documents/resga.htm>
United Nations Security Council resolutions	<www.un.org/en/sc/documents/resolutions/index.shtml>

United Nations information

Member States of the United Nations	<www.un.org/en/members/index.shtml>
Non-member States of the United Nations	<www.un.org/en/members/nonmembers.shtml>
'Blue Book': Permanent Missions to the United Nations	<www.un.int/protocol/bluebook.html>
United Nations Protocol and Liaison Service, Manual of Protocol	<www.un.int/protocol/manual_toc.html>

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