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Economic Commission for Africa

Writing for ECA

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Economic Commission for Africa

Writing for ECA

A Style Guide for Preparing Publications

2004

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or contact

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PREFACE

The Economic Commission for Africa (ECA) has prepared the "Writing for ECA" style guide to reflect its writing and publishing policies and preferences, and to adapt and customize United Nations editorial style and practice. It is meant to facilitate convergence and standardization of in-house writing and publishing styles for various categories of publications, consolidate the ECA publishing function and help to reduce the time spent on editing, re-writing and re-structuring documents for publication. It will be updated periodically to keep it useful and relevant.

The Communication Team (CT) has compiled this work, including the spelling and acronyms lists, as a short, reference handbook to assist divisional staff, consultants and resource persons to draft, compile, edit, proofread, design, lay out, and publish substantive ECA documents. Publishing takes place in both print and electronic formats, including on websites and on CD-ROMs. Parallel staff in other regional commissions and specialized agencies may also find this style guide useful.

The material essentially reflects the most important points in the United Nations Editorial Manual (ST/DCS/2) published in 1983 by the Department of Conference Services, United Nations Headquarters, New York. In the last two decades since the abovementioned Editorial Manual was printed, new computer hardware and software and use of the Internet and of Intranet sites have transformed publishing and printing within and outside the United Nations System.

At New York Headquarters, a Multilingual Support Project has strengthened standardization of style and terminology, and favoured electronically updated and accessible guidelines and glossaries. Use of the Manual has largely been superseded by the Terminology Bulletins of the UNTERM databases, covering specific sectors, for example, environment, gender and development and peacekeeping (visit <http://157.150.197.21/dgaacs/unterm.nsf>, or <http://intranet.un.org/terminology/>).

United Nations documentation is special in that it caters for many nations and cultures and must be neutral and factual in tone and purpose. At ECA, text must be easily translatable into English, French and/or Arabic. Although the new United Nations reform process leaves room for flexibility and creative interpretation of rules and regulations, persons preparing manuscripts and documents for publication must ensure language use that is factual and accurate, non-inflammatory, non-judgmental, impartial and neutral, non-sexist, non-racist, and standardized in terms of use of

the UN logo, citation symbols and numbers, style, spelling, design and layout and modes of distribution and dissemination.

Feedback and suggestions are welcome for improving future editions. For more detailed information or for points not covered here, please refer to the original 1983 United Nations Editorial Manual, or visit the website www.un.org/ or <http://157.150.197.21/dgaacs/unterm.nsf>,

You may consult CT editorial and design staff at:

UNCC, Press Area

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Tel: 251-1- 445064/443168/443770

I. ECA DOCUMENTS AND PUBLICATIONS

A. Turning manuscripts into documents

Draft manuscripts are researched, word-processed and peer-reviewed in the Commission's Divisions and Subregional Offices (SROs). They are called "documents" when the written material is officially issued for an intended audience, using the UN masthead, with logo and imprint. Documents may be selected to become "publications".

The ECA Publication Policy is available on the ECA Intranet. Major publication categories include:

- Flagship Publications
- Research Papers;
- Policy Papers;
- Policy Briefs;
- Conference Proceedings and Reports;
- Other Publications (non-recurrent publications); and
- Newsletters (printed and online).

Most documents are intended to serve first as conference working/briefing papers, as a basis for discussion at meetings of member State leaders and officials, technical experts, private sector and civil society leaders and development partners or as a record of proceedings. Most manuscripts produced will develop into documents according to the corporate and divisional Programme Implementation Plans (PIPs).

Each document receives an identification code in numbers and symbols, allocated by the Administrative Assistant in the Division, in consultation with the Documents Control office in the Conference and General Service Division (CGSD).

However, not all documents become publications. Those documents selected for publication by ECA, as official records or for special or wider dissemination, must undergo internal and/or external peer review and be approved by the Chief of the Division. Flagship and policy publications have to be approved by the Executive Secretary.

Documents approved and peer-reviewed for publication should be submitted by the responsible Consulting Officer to the CT Publications Officer for insertion into the Tracking System, priority setting, timeframes, assignment to editorial and Desk Top Publishing (DTP) staff, design and quality control, tracking and monitoring, printing and dissemination planning. Consulting Officers should also liaise with the Publications Officer and DTP staff with regard to design templates, colour coding, publishing formats, quantities, languages and so on.

The ECA Print Shop prints or reproduces documents issued under the masthead with the document symbols of identification, according to United Nations style and practice. A symbol is a combination of numbers and letters which serves as a unique identifier for a United Nations document. It generally does not give any significant indication of the subject of a document. All language versions of a document carry the same symbol. The first component usually reflects the parent organ issuing the document or to which the document is being submitted, e.g. ECA. Secondary or tertiary components indicate subsidiary bodies, divisions or departments e.g. ECA/TRID/. A document control number for the document or for the series, followed by the year comes next, e.g. ECA/TRID/137/03.

The Print Shop has been rehabilitated and with the new machinery and equipment coming into use in 2004, has upgraded capacity to print flagships and other full colour publications previously outsourced for external printing.

In turning manuscripts into documents and documents into publications, remember that:

- You are writing for United Nations audiences and client groups. Use of non-inflammatory, non-judgmental, impartial language and standard formats and style with regard to spelling and layout have to be respected.
- United Nations documentation is special in that it caters for many nations and cultures and must be neutral and factual in tone and purpose, and at ECA, easily translatable into English, French or Arabic.
- Documents for publication that are produced with sufficient lead-time should be submitted to the Reference Unit in CGSD, through the Documents Control office. Otherwise, the author division must ensure that referencing is done, according to United Nations practice. In assessing the quality of texts, trained staff must act

as pre-editors and ensure that all texts are thoroughly checked to ensure that they are not entirely or partly reproduced from other documents and papers, to avoid plagiarizing and copyright violations. Quotations, including indirect or hidden quotations, repetitive elements and material taken from documentation issued by other organizations, should be identified and acknowledged.

- All texts of relevance to the working document, i.e. background documentation, reports on the same subject, similar texts that can serve as models, and material from specialized agencies that can be obtained only by means of thorough research, should be obtained and checked.
- Titles and terms, especially obscure and specialized terminology, should be checked. The most current titles and terms, reflecting changes in usage decided upon in United Nations reference, terminology, editorial, translation, protocol or legal affairs offices and units should be obtained.
- Any errors or inconsistencies should be noted and remedied before submission for editing and/or translation.
- The sources used should be authoritative and up-to-date. In providing the best resources to editing and translation, both Intranet and Internet-based databases, including databases of the specialized agencies, other international organizations, libraries and universities, should be exhaustively checked. For treaties and conventions only authentic legal material should be used.

B. Turning documents into publications

The Commission plans its publications series and categories according to content, intended audience and statutory requirements. ECA, as a regional commission, operates under the statutory, reporting and programme requirements of the United Nations Secretariat. It has policy, advocacy and technical assistance roles, in addition to its role in convening member State officials, national and regional delegates and development partners.

ECA is also a leading African knowledge management and publishing centre for generating, packaging and disseminating conference documents, reports on meetings, resolutions and recommendations, policy guidelines for various development sectors, case studies, best practices, research findings and development news and opportunities,

in both print and electronic formats. The current "Knowledge Initiative" is a work in progress at ECA. It is further structuring and establishing the Commission as an African knowledge management centre of high repute and wide outreach.

Staff writers or consultants prepare a draft manuscript and after peer review and approval by the Chief of the Division or the Executive Secretary as required, submit the electronic files to the CT by e-mail, floppy disk or CD-ROM. Documents for publication have to be submitted on a timely basis, to the Publications Officer in charge of documents control, quality control and management of the publications tracking and monitoring database.

Timeframes: Are you allowing enough time for peer review, editing, text processing, proofreading, translation, desktop publishing and printing?

It is important to note that the publication process, especially writing, peer review, editing and translation will be strongly affected by the deadline for the job and the timeliness of submission. Time constraints will also have an impact on referencing, that is, checking facts and references, and on consultation with the author(s).

Poor drafting causes additional work at the editorial, text processing and proofreading stages, and affects the quality of the final product, especially when the work is submitted late. Ideally, ECA documents should be submitted 3-6 months before they are needed as publications in more than one language. Six weeks, for a rush job, is the minimum lead-time required for work requiring layout and design, with light-to-medium editing and no translation.

The level of peer review, editing and translation will also be influenced by the nature and purpose of the text (e.g. whether it is a Statutory Report to the General Assembly and Economic and Social Commission of the United Nations (ECOSOC), a discussion conference paper, a book-length policy perspective or research data document, or a technical publication with many statistical graphs, tables and annexes.

The first step in the publication process is consultation with the Communication Officer (CO) assigned to the respective source division. He or she is the CT Focal Point, including for the Publications Programme and will provide advice on preparing and completing the document, assist with re-writes and pre-editing, and help to arrange peer review and clearance for printing.

C. Checklist: Is your document ready for publication?

The following is a checklist of pre-publishing actions and decisions, to be taken before submission for publication:

Divisional issues

- Involvement and approval of the Chief of the Division obtained;
- Inputs from the assigned Communication Officer obtained;
- Deadlines agreed. By when and for what event is the publication needed? A conference? A launch?
- Original language of writing. Is the original language to be English, French or Arabic?
- Type of publication, whether research data, working paper series, flagship, etc;
- Mode of dissemination. Is it to be published in print or electronically?
- Target audience identified and language use and format adjusted accordingly;
- Consistency with previous documents published on the topic. Check previous publications in the same series or on the same topic. Use institutional memory where it exists;
- Peer review arranged and carried out, internally and/or externally;
- Determination of translation needs, in which language(s) and by when;
- Number of copies to be printed in each language.

Language, style and format

- Clear titling, concise, not too lengthy, chosen with subject matter and target audience in mind;
- Draft cover page with title, division and document number and symbol citation from the Division;
- A Table of Contents (TOC) required for any document over 8

pages long, well structured, with a consistent outline of numbers and/or letters - (I, II; A, B; 1, 2; (a), (b); (i), (ii). Or 1.0,1.1; 2.0, 2.1, etc.

- A list of acronyms if there are many in the text;
- All sources, footnotes and bibliography present and set out in a consistent format, including use of punctuation, capitalization, and use of bold, italics and underline.
- Clear, straightforward style that is easily understood by the intended audience; Well-written text, high-quality wording and flow of ideas, logical argument if any;
- Accurate data or substantive information, with relevant statistics and graphics if any;
- Grammar, spelling and punctuation correct; spelling and punctuation should conform to United Nations editorial guidelines and practice;
- Correct terminology and specialized vocabulary;
- Preferred British spelling, except for "z" instead of "s" in words such as organization, and a few other exceptions to the latter rule, such as "s" in analyse;
- Factual style, direct and unambiguous. The text should be understandable to all interested readers and should not present unnecessary difficulties for translators;
- Ideas should be presented in a logical sequence and the overall structure of the text should be coherent;
- Specific rules governing the style and structure of United Nations documents applied;
- Terminology and proper names should be consistent throughout the document, and identical word combinations, phrases and sentences should be rendered in the same way throughout;
- All repetitions, extraneous material, value judgements, politically incorrect comparisons, references or slurs, removed;
- All gender-insensitive wording removed or changed, e.g. manpower becomes human resources, labour, personnel, staff, etc.;
- Alphabetization of any list of countries mentioned in the text, unless some ranking is involved;
- Facts, figures, quotations, footnotes and references checked for accuracy.

D. Editing and proofreading assessment criteria

What does the Editor/Proofreader look for? What do you expect from the Editor/Proofreader?

The editor checks language, grammar, substance, sourcing and referencing and the outline and structure. Editing is done before layout, preferably using double-spaced Word files. Proofreading has to be done at least twice in the workflow, after insertion of corrections and after layout. Proofreading entails checking the new revised product for accurate insertion of the editor's corrections and amendments.

The following attract major editorial and proofreading focus:

- Grammar, spelling and punctuation. The text should be free of grammatical, spelling and punctuation errors. Spelling and punctuation should conform to United Nations rules.
- Accuracy. Facts, figures, quotations, footnotes and references should be accurate. Terminology and the names of persons and places should be accurate, consistent and in conformity with United Nations usage.
- Language and substance. The language should be clear and appropriate to the readership.
- Style and structure. The style should be factual, direct and unambiguous. The text should be understandable to all interested readers and should not present unnecessary difficulties for translators. Ideas should be presented in a logical sequence and the overall structure of the text should be coherent.
- Format. The format should help to elucidate the information presented and should reflect the structure of the text and tables. Format codes for headings and other elements should be applied in accordance with United Nations guidelines.
- Concordance. Editors who bring different language versions into concordance must ensure that each language version accurately reflects the meaning of the original text.
- Authorization to make editorial changes. The level of editing and formatting may be determined by instructions from author divisions. Limits on editorial changes to specific elements or to the text as a whole may be negotiated, bearing ECA and overall United Nations rules and regulations in mind.
- Submission of complete documents. Defects in the document, such as missing table of contents and list of acronyms where appropriate, missing pages, tables, footnotes, bibliographies, and so on will mean non-acceptance for publication. Poor drafting with unclear or unfinished sentences, incorrect references, gaps in the data and so on will slow down the editing process and affect the quality of the final product. Conforming to the original. There should be no summarization, abbreviation or omission of material without consultation with the author division. There should be no

unnecessary additions or serious shifts in emphasis that give the wrong nuance or meaning.

- Referencing. Reference materials provided by the author department or the CGSD Reference Unit should be used intelligently. Generally available sources of terminology and background information should also be consulted.

E. Flagships and other research publications

Recurrent and special flagship publications reflect a Commission-wide effort coordinated by the respective lead Divisions and tested by internal and external peer reviews. Flagships reflect ECA strategic priorities and lead areas and currently include *Economic Report on Africa*, *African Women's Report* and *Annual Report on Integration in Africa (ARIA)*. Flagships are given the highest priority for publishing in high-quality hard copy, on CD-ROMs and on websites and have to be approved by the Executive Secretary of the Commission.

Acceptable lengths for publications at ECA

The length of flagships may vary but brevity, clarity and compactness are expected, as well as new knowledge to add to the field. On A4 paper size, single spaced, text should not exceed 200 pages.

Conference reports with resolutions and recommendations and annexes, surveys, manuals and directories, should be no longer than 150 pages.

Other publications that fall under such categories as research findings, position papers, briefing papers, working papers, occasional papers, and selected technical and statistical studies, should aim for 24 pages, especially if the text must also be translated into French or Arabic.

ECA writers need to submit shorter, more compactly worded texts to meet these guidelines.

F. Reports and resolutions

Reports are often statutory documents called for under specific resolutions and procedures. The *Annual Report of the Commission to the Secretary-General and the General Assembly* is one such example. Reports on meetings should be published and distributed within three months of the event. The opening and closing formalities are usually condensed and

addresses and statements are summarized. A reasonable guideline is 1-2 paragraphs per speaker or panelist. Reporting follows the order of the agenda items and should be action-oriented for follow up. Paragraphs are numbered continuously. Usually, the following sections help to structure reports, but all reports do not necessarily use all these sections:

Executive Summary or Abstract

Acknowledgements

Attendance

Opening Statements

Election of Officers

Adoption of the Agenda and Programme of Work

Account of Proceedings by Agenda Item

Recommendations and resolutions

Closing Statements

Annexes (such as the Programme of Work, List of Participants and Resolutions)

Resolutions adopted are usually attached to a meeting report. They remain draft resolutions until they have been adopted by delegates. Resolutions must be drafted and amended with great care, because they represent the will of those concerned, which may affect expenditure of funds and the responsibilities of institutions, specialized agencies and member States.

Although reports are mandatory for all conferences, seminars and workshops, and at the end of a mission abroad, most are only reproduced for internal circulation and may follow a style convenient to the writer.

For more on Report Writing for the United Nations, please consult *Principles of Report Writing for the United Nations*, issued by the Training Service, OHRM, United Nations, New York.

G. Use of the UN logo

The United Nations logo may be used on all official documents, that is, those bearing a document symbol.

Use of the logo and imprint should be along strict lines, as laid out in document ST/AI189/Add.2 and Amen.1, paragraphs 3 and 3a. On official documents, it may appear on the title page in the masthead. It should

appear on the cover page and the title page of a publication, preferably against the top left margin or centered in the lower half of the page. The words 'United Nations' usually appear beside or below the logo, followed by the name of the specific agency or Commission.

The UN logo is also used for all documentation and public information materials for United Nations global and regional conferences and designated international years and decades. Non-recurrent publications such as conference background papers, technical material, statistical documents, papers produced as reference material, booklets, directories, flyers and posters may also carry the UN logo. It may, but does not have to appear on non-official documents such as newsletters, and on-going conference and seminar working papers.

H. Attribution of authorship and copyright

Except in cases of original research, authorship is not attributed to individual staff members. If mention is made in front or end matter, official titles are usually used, not names. Staff rule 112.7 clearly states that "All rights, including title, copyright and patent rights, in any work performed by a staff member as part of his or her official duties shall be vested in the United Nations."

Papers and studies prepared outside the United Nations system by national government officials and by external experts and consultants may be attributed to them.

The general practice is that publications are issued in the name of the United Nations, by a specific department, office, or commission, and normally not below the substantive Division or Programme or Initiative that produced the work.

Administrative instruction ST/AI/189/Add.2 deals with the area of copyright. The general principle is that the United Nations does not retain copyright, as the policy is to facilitate dissemination to the public domain and not to restrict use of the material.

Permission to reprint or otherwise quote UN materials is usually given freely, depending on the source and purpose of the material. ECA asks that use of its materials should be acknowledged, as in common professional and academic practice and a copy of the text produced be sent to ECA for its archives and outreach monitoring.

Certain material in specific statistical, technical and scientific fields, especially sales materials may be copyrighted, usually to ensure proper usage or cost coverage.

I. Prefaces and forewords

It is the choice of the writer whether to call an introductory piece for the front matter of a publication a "preface" or a "foreword". Both deal with the origin and purpose of the publication.

A foreword is written by someone other than the author and is signed. A preface is usually prepared by the author and is not signed. A foreword in an ECA publication is usually signed by the Executive Secretary of the Commission.

J. Disclaimers

When a work is attributed to individual authors or is controversial in some way, front matter should contain a statement that attributes responsibility to the authors. Such controversy may be aroused with regard to publication of the content of a national paper or an individual's statement for a UN conference, map boundaries, editorial or substantive issues, or mention of any political action, opinion, firm name or commercial product that could be taken as UN endorsement

It is important when writing for the United Nations to treat nations and governments respectfully and impartially. The United Nations may disclose points of view on important international developments without necessarily taking sides. It should provide facts not endorse opinions or comments on sensitive issues that may seem partial to some member States.

A disclaimer should be included only when it is considered necessary. In a publication, it is placed in the front matter, usually on the page following the title page.

Standard UN protective disclaimers

1. The designation employed and the presentation of material in this publication do not imply the expression of any opinion whatsoever on the part of the Secretariat of the United Nations concerning the legal status of any country, territory, city, or area or of its authorities, or concerning the delimitation of its frontiers or boundaries. OR
2. The views expressed are those of its authors and do not necessarily reflect the views of the United Nations. OR
3. The findings, interpretations and conclusions expressed in this publication are those of the various United Nations staff members, consultants and advisers to the Economic Commission for Africa who prepared the work and do not necessarily represent the views of the United Nations or its Member States. The information is provided "as is", without warranty of any kind, either express or implied, including, without limitation, warranties of merchantability, fitness for a particular purpose and non-infringement. The United Nations specifically does not make any warranties or representations as to the accuracy or completeness of the information.

K. Newsletters and bulletins

Newsletters and bulletins are public information materials. As a general guideline, newsletters cover "news" and are not expected to contain in-depth substantive, analytical or political material, but should supply basic information about programmed activities, staff and management achievements, special events and major developments and opportunities in the respective field. The formats are usually A4, 2- or 3-column arrangements. Length should not be more than 16 pages. Photos are welcomed.

- Newsletter articles should average about 350 words or less; feature articles may be longer, to a maximum of 700 words;
- Heading suggestions: Helvetica Bold, 24 pt for feature headlines on page 1, 18 pt or less for article headings;
- Centre the headlines. Capitalize as in a sentence, with only the first word and proper nouns capitalized; do not use all uppercase;
- Submit copy to the respective editors of the newsletters; and
- Such unofficial publications should avoid glorifying the activities of individual United Nations officials and positively seek to enhance

internal and external communication and partnership between staff and management, other UN agencies and development cooperation partners.

Bulletins are governed by these same guidelines but usually highlight news and findings from a specific sector, such as population, and may be more statistical in nature with longer articles and features and more graphs, figures and maps. Some ECA newsletters and bulletins target staff internally, while others have external audiences in various countries, sectors and institutions.

L. Web publishing

ECA documents posted on the official websites are considered “web-published”. The technical requirements and process are different from print publishing and design considerations may affect length, access to related links and degree to which text and subheadings are “searchable”. However, the general style and presentation guidelines in “*Writing for ECA*” still apply.

For more information, consult the ECA Webmaster and the CT policy document called “*ECA Web Guidelines and Internet Publishing Policy*”, that is posted on the ECA Intranet (<http://intranet.uneca.org/>)

M. Correspondence

The United Nations Correspondence Manual, United Nations, New York, 2000, (ST/DCS/4/Rev.1) is the guide for drafting, processing and dispatching official communications, including emails. The guidelines ask staff members to use concise, clear and accurate language in a direct but dignified, polite style, correct in form and attractive in appearance. Remember that:

- British spelling remains the general rule and letterhead stationary should be used.
- A reference or identifying number should be assigned to each piece of outgoing correspondence.
- All outgoing correspondence should be approved and cleared by the respective authorized official.
- Where there has been previous correspondence, make a precise reference to the last communication, referring to date, subject matter or reference number.

Example: “*With reference to your letter of 5 April 2004*”

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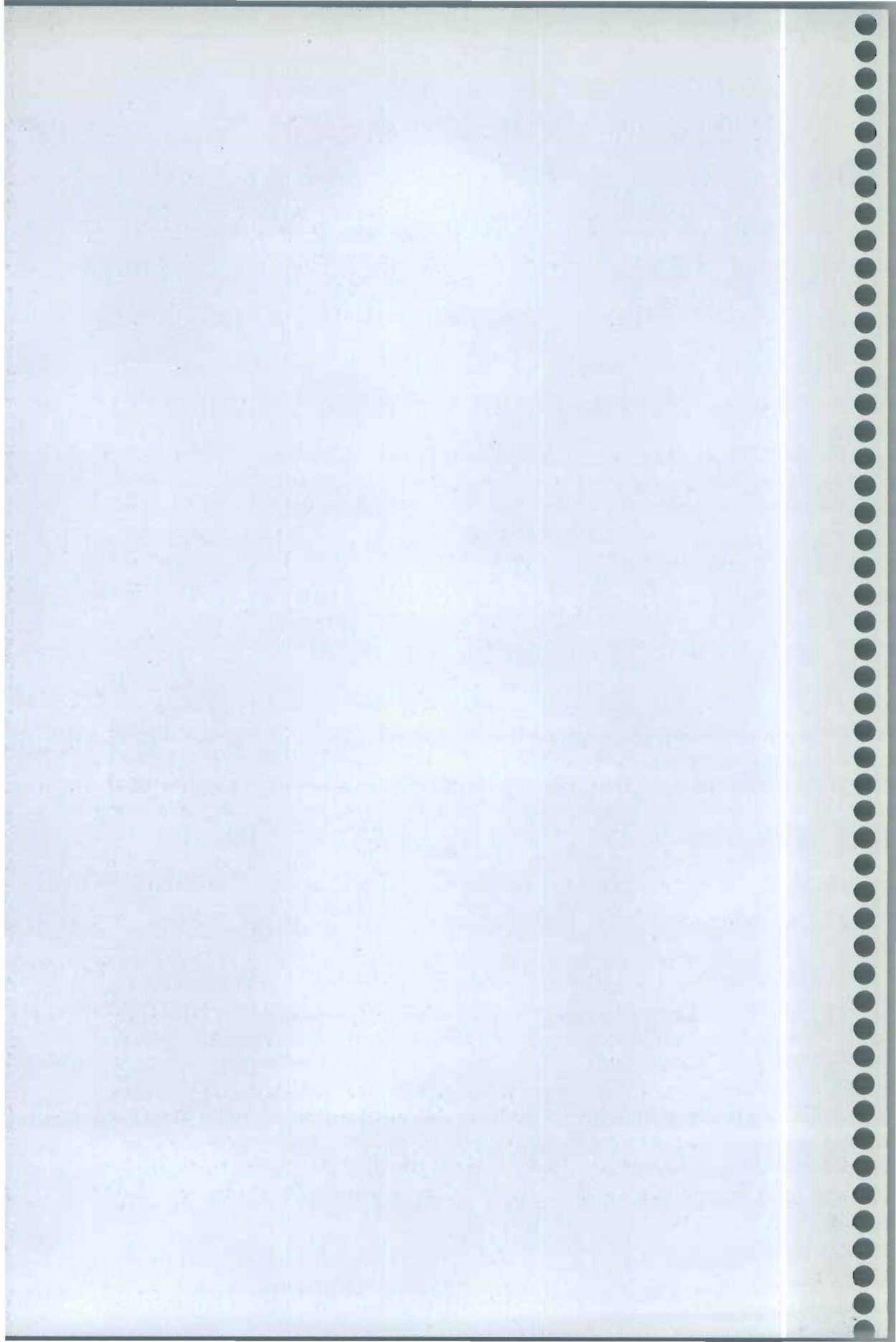
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HIV/AIDS Transport decade Implementation Globalization Integration Sustainable African Union (AU) food water trade equality Human Rights Peace Building ICTs HIPC NEPAD NICI SROs Gender Issues Harnessing Technology Annual Report Governance HIV/AIDS Transport decade Implementation Globalization Integration Sustainable African Union (AU) food water trade equality Human Rights Peace Building ICTs economics NEPAD Writing for ECA SROs Gender Issues Harnessing Technology Annual Report Governance HIV/AIDS water decade food ICTs

water **THE WRITING PROCESS** equality Sustainable African Union (AU) food water trade A Style Guide for Preparing Publications Human Rights Documents and Reports Peace Building ICTs HIPC NEPAD NICI SROs Gender Issues Harnessing Technology Annual Report Governance HIV/AIDS Transport decade Implementation Globalization Integration Sustainable African Union (AU) food water trade equality Human Rights Peace Building ICTs HIPC NEPAD NICI SROs Gender Issues Harnessing Technology Annual Report Governance HIV/AIDS Transport decade Implementation Globalization Integration Sustainable African Union (AU) food water trade 2004 equality Human Rights Peace Building ICTs HIPC NEPAD NICI SROs Gender Issues Peace



II. THE WRITING PROCESS

Remember you are doing formal descriptive, research and analytical writing. Writing for the United Nations "calls for the same qualities of brevity, clarity, simplicity of language and logical organization of material as are desirable in all writing of a factual character" (ST/CS/SER.A/13/Rev.3, para.4).

A. Beginning to write

First steps

- Make sure you correctly understand your topic of assignment.
- Know who your target audience is, whether government officials, women leaders, development partners, media, etc.
- Choose an accurate, brief title that fits in 1-2 lines when centred. Overly long titles are cumbersome and should be avoided.
- The parts of a title may be separated with a colon.
Example: *NGO Activity in Southern Africa: A Gender Perspective.*
- Collect and review recent work done at the Commission and elsewhere in your assigned area, as background references.
- Research and referencing may be done by reviewing sources in the relevant Divisions, in the Reference Unit of CGSD, on Intranet and Internet websites, in the ECA Library and in the Libraries of other UN and other international agencies, including that of the African Union (AU).
- Decide on placement of footnotes. They normally go at the bottom of the page on which they occur. However, some contemporary publications allow abbreviated footnotes bracketed in the text as they occur, with more details in the bibliography. Whichever style chosen must be consistently followed throughout the document.
- Remember that in UN publications the spelling is usually British, with a few exceptions. If a writer chooses American spelling, this must be consistent throughout the text and not switch back and forth.
- Reference the material thoroughly. Check that all quotes, extracts and publications are accurately attributed, footnoted and sourced in the bibliography. References to dates, publications, resolutions, declarations, communiqués, conventions, conferences must be accurate and in full, especially when used for the first time in the text.

Example: The name of a conference must be the full, formal reference, with date and location. Thus, not "the 1995 Beijing Conference" but the "Fourth United Nations World Conference on Women", held in Beijing, China in 1995.

- For footnotes, the first name of an author goes in front, not after as for bibliographies.

Example: Mary White, *Gender in the Year 2000*, Zed Press, New York, 1997, page 12.

- Make sure you record the complete meaning of any acronym when you use it for the first time in the text. Thereafter, the acronym will suffice.
- Keep your electronic materials in a special directory for order and ease of access.
- Keep print materials and personal notes in well-labeled folders, card files, etc.
- Record necessary publishing data of sources, including titles, authors, publishers, specific page references, and website addresses as applicable.

Developing your preliminary outline

- Work out your preliminary outline before starting to write, as this will help you to organize your thoughts and your material. It will evolve further as you write.
- Main headings for chapters, sections, volumes and annexes usually use Roman numerals, (I. II. etc.). Upper case letters (A.B.C.) are usually used for the first-level subheadings with Arabic numerals (1.2.3) for second- level subheadings. Arabic numerals may be used to organize shorter pieces of work that do not require a large number of first-, second- and third-level subtitles.
- Although less used in writing for the UN, the decimal system for outlining may be used if the writer prefers this. In this case, the main heading would be 1 and the first-level subheading 1.1.
- If you are writing a report you may choose to number all paragraphs continuously, within the usual outline structure.
- Place numbered tables in the text section, as they occur. Tables in the annexes should have a separate numbering system.
- Seek early review of your draft manuscript by colleagues and experts.

Teamwork

Teamwork is the established style at ECA. Writing an ECA publication is never a solitary task with individual copyright. Teamwork, both vertical and horizontal, is essential and effective quality control and monitoring at various stages of production is required for a high-quality final product. Successful dissemination to the targeted readership and positive feedback are the ultimate tests.

B. Keying in

- Key in your manuscript using Microsoft Word software; use Microsoft Excel for tables.
- Use Times New Roman font, point size 12 or similar and avoid choices that increase the size of the file, or decrease readability.
- Check your margins. Leave margins of 2.5 to 3 cm at the top, bottom and sides of the page. Align your document left and right.
- Number all pages consecutively with Arabic numerals, that is 1, 2, 3. Numbers are usually centred at the bottom of the page, but variations are possible with the new software in use.
- Do not use the space bar twice when keying in text; there should be only one space after a full stop, a colon or a semicolon.
- Start each new chapter or section on a new page.
- As back-up, save and continually update your work on floppy disks, CD-ROMs and/or network drives in case of computer crashes or virus infections, etc.

C. Controlling and structuring your writing

Writing Tip

Control your writing, paragraph by paragraph and section by section and avoid having it control you

Writing with awareness

- Stay within the terms of references of the assigned topic and within the boundaries of your outline;
- Keep your desired length and target audience in mind;
- Aim for readability, ease of comprehension, and retention of the interest of the reader;
- Make your objectives and methodology clear in the introductory matter; follow through in the succeeding chapters or sections, limiting yourself to the terms of references and avoid digressions;
- Arrange the information and data and state your case and argument without clouding the presentation with personal value judgments and biases;
- Avoid words that are slang, colloquial or strictly regional;
- Avoid jargon and buzz words of the moment;
- Avoid gender, racial or other bias in word usage. Occupational and agent nouns and titles such as “ambassador”, “author”, and “poet”

are used to designate both men and women. However, although the word "chairman" is still generic, there are more instances of women chairing meetings and more use of "chairperson". Words such as "manpower" are easily replaced with "human resources", "personnel" or "staff".

Example: Note the gender and judgemental assumptions respectively in:

"The shopkeeper tending his shop . . ." Instead try: "the shopkeeper tending the shop . . ." or "shopkeepers tending their shops . . ." Not "small entrepreneur" but "small-scale entrepreneur", to indicate clearly the size of the operation and not that of the entrepreneur.

Maintaining language integrity

- The table of contents need not go beyond the headings and subheadings;
- For each sentence you write, be aware of what it contributes to the overall paragraph. Avoid padding and verbosity, and repetition of information in the same or different words;
- For each paragraph you write, check for the main point being made, the key sentence, the key words and phrases, and for brevity. Can what you have to say be said more logically and compactly?
- Avoid overly long, obscure and highly technical terminology unknown to the average readership in member States. Use of elitist, or highly academic and professorial terms may put off the average layperson or government official;
- Note that English writing style does not use as many connectives as does French. Do not overuse "however", "moreover", "nevertheless", "undoubtedly", etc.
- Avoid the use of informal language such as "naturally" and "of course", "as you know", etc. First and second person pronouns such as "I", "we" and "you". "I think", "we think" should also be avoided except in statements and addresses.
- Contractions such as "can't" or "won't" should never be used except perhaps in popular newsletters.
- Do not overuse the article "the". Check each use and see if you really need it or if the concept stands alone;

Example: not *"The regional integration plans are key to the African States"* but *"Regional integration plans are key to African States"*.

- Acronyms for institutions and organizations should be given in brackets after the first full reference made. Thereafter, the acronym alone may be used.

- Use active sentences and avoid passive sentence structures.
Example: *e.g....planned by the Programme Manager. Instead, The Programme Manager plans...*
- Lists after a colon (:) whether using (a), (b), (c) or bullets should have each item starting with a capital.
Example: *Governments should adopt the measures necessary to:*
 - (a) Provide formal and non-formal training and retraining to equip unemployed women with marketable skills. Such training should include personal vocational development programmes;
 - (c) Guarantee unemployed women with social security benefits, adequate accommodation and medical services, based on individual need.
- References to countries and territories must be neutral and in alphabetical order.
Example: *Burkina Faso, Cameroon, Ghana, Zambia.*
- Use the formal names for countries in official listings:
Example:
United Republic of Tanzania
Libyan Arab Jamahiriya
- Reports on events from the past, such as conference proceedings, have to be written in the past tense.
Example: *"The delegate from Rwanda stated that his country intended to take action on the matter as soon as possible."*

D. Structuring your document

Customize and use the following models and elements to present and structure your final draft manuscript, creatively and consistently. A publication may include some or all of the following elements, normally arranged in the order shown:

Front matter	Cover and spine
	Title-page
	Back of title-page
	Acknowledgements
	Disclaimers
	Foreword and/or preface
	Table of contents, including lists of tables, figures and maps and boxes.
	List of acronyms

Body	Body of the text, including tables, figures and maps, footnotes and notes.
End Matter	Bibliography or references Appendices Annexes Glossary Index

Author's Responsibilities

The author is responsible for providing all elements. The document should be complete when it is submitted for editing. Some publications, especially popular reports, newsletters and promotional materials, depending on audience, may prefer a more informal, less structured style. However, official reports and publications should adhere to a consistent format easily followed in discussion or negotiation in various languages. Major reports, for example, have numbered paragraphs to aid official record keeping, negotiations and deliberations, and to aid alignment in two or more languages.

Text-formatting modes

The format below can be adjusted to suit a publication and its audience and may use graphic devices instead of letters and numbers, as long as the style and structure chosen is consistent throughout.

Chapter heading: I. II. III.

First-level subheading: A., B., C.

Second level degree: 1. 2. 3.

Third-level: (a), (b), (c); French: a) b) c)

Fourth level: (i) (ii) (iii); French: i) ii) iii)

Heading	Style
Part One (optional)	Part, centred and underlined
RECENT TRENDS IN INDUSTRIALIZATION	
I. PROBLEMS OF INDUSTRIALIZATION	Chapter heading, centred, upper case, bold
A. <u>Principal problems</u>	Subheading 1, centred and underlined or smaller font size, bold, lower case
1. Basic materials	Subheading 2, centred and underlined or smaller font, bold, lower case
(a) <u>Coal</u> [In French: a) <u>Coal</u>]	Subheading 3, underlined or smaller font size aligned left. Listings need not have subheads.
(i) <u>Sources of supply</u> [In French: i) <u>Sources of supply</u>]	Subheading 4, underlined or smaller font size, tab one space
a. <u>Operating mines</u>	Subheading 5, underlined, tab two spaces
i. <u>Anthracite</u>	Subheading 6, underlined or smaller font size. Tab three spaces.

In a text, all levels of subheadings possible are rarely needed, especially with the use of various types of bullets, cases, font styles and point sizes and other graphic methods in computer software. It is better to keep your structure simple.

Underlining obsolete

Underlining is advised in several instances in the above United Nations Secretariat text format. However, with the new software options, it is less often needed. In most ECA documents now, italics, bold, different font point sizes or colours and shadings may indicate structural differentiation.

Paragraph numbering

- When you number paragraphs, use Arabic numerals, that is, 1,2,3.
- Numbering and lettering of headings and subheadings are separate from the numbering of paragraphs. That is, both occur

together when paragraphs are numbered.

- Start the numbering with the main text and number consecutively throughout the document, regardless of part, chapter, or subheading. Paragraphs in the front matter of a text are not usually numbered.
- The preambular paragraphs of a resolution or communiqué are not numbered.
- When subparagraphs depend on an introductory phrase, end each item except the last with a semicolon, even if within the subparagraph there is a full stop and new sentence. End the last item with a full stop.
- Simple lists do not need numbering. Although dashes are sometimes used they seem informal and may not be necessary.

Example: *The office was equipped with the following items:*

Computer
Printer
File cabinet
Desk and chair

E. Tables

Elements of a table

A table is a systematic arrangement of data or information in a format that allows the reader to observe trends and to make comparisons. A table contains most or all of the following elements:

- Number and title
- Column headings
- Stub, or row headings
- Field, where the data are presented
- Footnotes and source

Constructing Tables

Use MS Excel to construct and manipulate tables. Ideally, a table fits vertically on a single page. A wide table can be presented using the landscape function, or it can run vertically on two facing pages. A long table can run onto additional pages. For any table running onto more than one page, repeat the table number and title, adding "continued" after the title and repeat the column headings.

Every table should have a number and a title. Tables should be numbered consecutively through the text, table 1,2,3, etc. In groupings, table 1a, 1b, etc. is possible. If the document is long with many tables, a list of tables should be given at the bottom of the table of contents

The title of the table should be brief and descriptive and is usually centred at the top of the table. It is not a sentence and does not carry a full stop at the end. All tables should be cited in the text, by number, citing its subject matter and relevance to the argument or analysis. Unless starting out a sentence, reference in the text to a table need not be capitalized.

Example: (See table 1); *but, Table 1 presents data that show...*

Designing tables

- Columns should be arranged from left to right in some logical sequence: chronological, alphabetical, rank of importance. If possible, the same unit or measure should apply to the entire column.
- Items should be arranged in a logical sequence, such as rank of importance, alphabetical, chronological. In a listing of countries or areas under continents, the countries should be arranged alphabetically under each continent.
- Align digits at the right or at the decimal point. If figures in the column are not comparable, they may be centred.
- Use spaces rather than commas or full stops to set off digits in groups of three. This is by an internationally agreed convention, which allows the same table to be used and understood in both English and Continental styles.

Examples:

2 523 170 *not* 2,523,170 or 2.523.170

26 531

423 375 422

1 000 523

0.023 587

- For French documents, commas are used instead of decimal points and can cause confusion during English translation.
- Use a full stop to indicate the decimal point. If a figure is less than 1, place a zero before the decimal: 0.58, *not* .58.
- Align words, abbreviations, and signs on the left within the column.
- No cell, or space in the field, should be left blank. Two dots (..) or *na* indicate that no data are available.
- The bibliographic source appears below the rule at the foot of the table. Explanatory and specific notes may follow, the latter referenced in the table with a superscript letter: ^{a, b}. See the table model below.

Table 1. National poverty lines in selected developed market countries

Country and year	Proportion of population below poverty line	Poverty line as percentage of private disposable income per capita		
		For one person ^a	For two persons ^a	For a family of four
Australia (1973)	8.2	65.1	87.1	122.2
Belgium (1972) ^b	14.4	56.3	92.3	131.0
Canada (1972)	15.1	74.7	124.4	174.2
France (1972)	...	29.8	59.6	92.7
Ireland (1971) ^b	24.0	62.0	103.4	166.3
United Kingdom (1972)	13.2	78.4	112.5	154.3
United States of America (1972)	11.9	63.0	81.3	123.7

Source: Organization for Economic Cooperation and Development (OECD), *Public Expenditure on Income Maintenance and Programmes*, Paris, July 1976, p. 65.

^a Non-retired.

^b Private estimates.

F. Figures

A figure can illustrate a trend or emphasize contrasts more easily than can a table. Trends are illustrated in line graphs, comparisons and contrasts in bar charts.

- Prepare all figures in MS Excel.
- Number all figures with Roman numerals(I,II,III) as they occur in the text.
- Include a list of figures after the list of tables at the end of the table of contents.

G. Text boxes

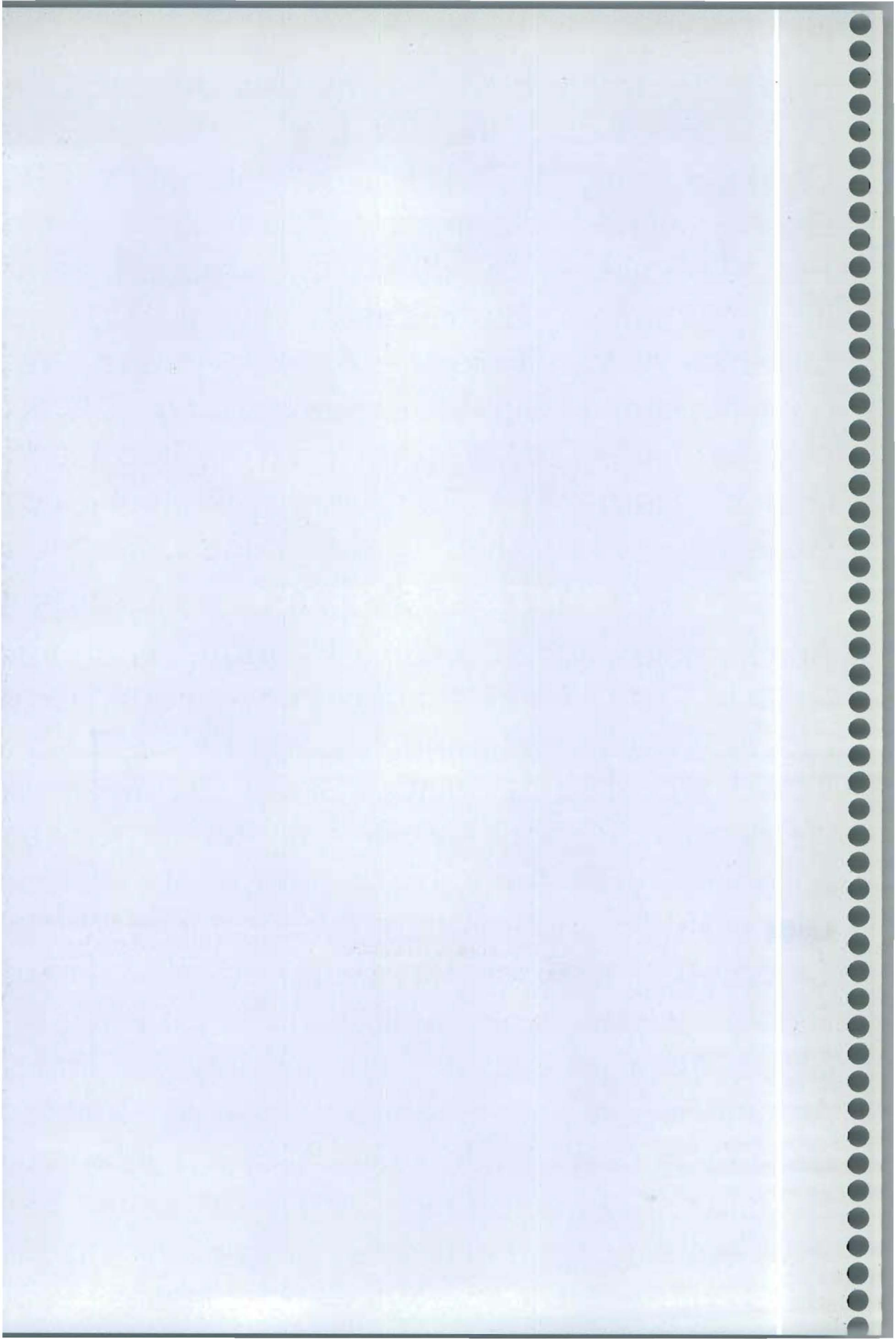
Enclosing specific pieces of text in a box is meant to highlight and encapsulate compact, selected information for purposes of summarization, highlighting or contrasting. A text box may stand alone or may be shaded for highlight and contrast. Boxes may be central to a page or set off to the side, bar style. Boxes are usually but not always numbered and titled.

Where they are numbered and titled, they are placed in the text as they occur and should be listed in the Table of Contents after the list of tables, before the list of annexes. Arabic numbers are used. Thus, "Box 1 shows".

HIV/AIDS Transport decade Implementation Globalization Integration Sustainable African Union (AU) food water trade equality Human Rights Peace Building ICTs HIPC NEPAD NICI SROs Gender Issues Harnessing Technology Annual Report Governance HIV/AIDS Transport decade Implementation Globalization Integration Sustainable African Union (AU) food water trade equality Human Rights Peace Building ICTs economics NEPAD Writing for ECA SROs Gender Issues Harnessing Technology Annual Report Governance HIV/AIDS water decade food ICTs water

POINTS OF STYLE equality

Sustainable African Union (AU) food water trade A Style Guide for Preparing Publications Human Rights Documents and Reports Peace Building ICTs HIPC NEPAD NICI SROs Gender Issues Harnessing Technology Annual Report Governance HIV/AIDS Transport decade Implementation Globalization Integration Sustainable African Union (AU) food water trade equality Human Rights Peace Building ICTs HIPC NEPAD NICI SROs Gender Issues Harnessing Technology Annual Report Governance HIV/AIDS Transport decade Implementation Globalization Integration Sustainable African Union (AU) food water trade 2004 equality Human Rights Peace Building ICTs HIPC NEPAD NICI SROs Gender Issues Peace



III. POINTS OF STYLE

A. Spelling rules

In general, spelling and usage are British. The United Nations guide in English matters of word usage is Fowler's *Dictionary of Modern English Usage*, Oxford University Press. In matters of spelling, use the *Concise Oxford Dictionary*, latest edition, as reference. This pertains mostly to spellings and usages that have alternatives, such as "-ize" or "-ise", programme or program. At ECA, *program* is usually used to refer to computer programs, while organized activities are termed "programme".

- Use "z", instead of "s" in such words as "recognize" and "organization". Although the British English spell-check in the MS Word program indicates the "-ise" spelling, the "-ize" form should be used and added to the computer spell check. Some words, however, are always spelled with "-ise", with no alternative: advertise, circumsise, incise.
- Use "-yse" (rather than the American "-yze") for such words as analyse, catalyse, paralyse.
- Be aware of the difference in spelling between verb and noun forms, such as:

practise [v] practice [n]
license [v] licence [n]

- Remember the basic spelling rule, "the i before the e, except after c."
- Study forms of legal references:

Examples:

Contracting Party, in treaties, conventions
The member States
States parties to a treaty
The Parties to the present Convention
The resolution
The Convention on...
The Treaty of...

- Fractions expressed in words are not hyphenated (e.g., one half of the total), unless they are used as adjectives (e.g., one-fourth share).

B. List of approved spellings

A

about (for numbers, e.g., about 3,000; about half; use "around" for dates)

abovementioned

*abridgment

acknowledgement

acquired immunodeficiency syndrome (AIDS)

ad hoc

ad infinitum

advertise

advisable

adviser

aerial

aeroplane

aesthetic

aftercare (services) (adj.)

after-effect

*aged five years or over

age 5,6 etc. (but 5,6 years of age)

age/grade-transition period

age group (age group 15-19 etc.)

age-heaping (noun and adj.)

ageing

age-limit

age-misreporting

age-profile models

age-reporting

age-selective

age-specific (adj.)

age-time plan

aggression

*agroecological

agroecosystem

agroforestry

agro-industry

agropastoral

*aide-mémoire (plural: aide-mémoire, as in French)

air conditioner, air conditioning

air-conditioned,

aircraft

aircrew

airdrop

air fare

airfield

airfreight

airlift

airline

air raid

airspace

allege

allot, allotted, allotment

alphanumeric

aluminium

amenorrhoea

amniocentesis

amparo

anaemia

analogue (but analog in computer technology)

analyse

antenatal (before birth; during or related to pregnancy)

antenna (plurals: -ae (insects), -as (aerials))

anti-abortion

anti-aircraft

antibody

anticontraception law

antifertility

anti-inflammatory

antimalarian

antimicrobial

antinatalism

antinatalist

apartheid

a posteriori

appal, appalled, appalling

appendices

a priori

armour

around (for dates, e.g., around 1990, around December; use "about" for numbers)

artefact

artwork

asylum-seeker

attaché

audio cassette

B

- baby boom (noun)
 baby-boom (adj.)
 baby-boom cohort
 back burner
 back-calculation procedure
 backstop (noun and verb)
 backstopping
 back up (verb)
 back-up (noun and adj.)
 backward (adj.)
 backwards (adv.)
 balance of payments (noun)
 balance-of-payments (adj.)
 balance sheet
 bandwidth
 baseline
 base-period migrations, estimates
 base-year (adj.)
 *Bedouin (singular and plural)
 bedridden
 beforehand
 behaviour
 belligerent
 benchmark
 benefited, benefiting
 bi
 biannual (twice a year)
 biased
 biennial (every second year)
 biennium (plural: bienniums)
 bio (compounds formed with this
 prefix are closed)
 bilateral
 bilingual
 bimodal
 bimonthly
 bio-behavioural
 bio-demographic
 bioethical
 biomedical
 biotechnology
 birth control
 birth rate
bis
 blood-brain barrier (medical term)
 blueprint
 boldface (type)
 bona fide
 bond market
 booby trap
 bookkeeping
 bottleneck
 bourgeois, bourgeoisie
 boyfriend
 brain drain
 breadwinner
 break down (verb)
 breakdown (noun)
 breakthrough
 break up (verb)
 break-up (noun)
 breastfeeding, breastfed
 breast milk
 bride price
 bride-wealth
 Btu (British thermal unit(s))
 budgeted
 building block
 build up (verb)
 build-up (noun)
 bureau (singular)
 bureaux (plural)
 buy-back (noun)
 by-law
 by-product
 bystander

a/ Based on the ninth edition of *The Concise Oxford Dictionary* (1995).

Note: An asterisk indicates a change from previous practice.

Fractions expressed in words are not hyphenated (e.g., one half of the total), unless they are used as adjectives (e.g., one-fourth share).

C

calibre
cancel, cancelled, canceling
cannot
canon law (noun)
canon-law (adj.)
canvas (cloth)
canvass (to solicit)
capacity-building (noun and adj.)
capital
Capitol (building)
cardiovascular
caregiver
care provider
caretaker
carte blanche
carryover (verb)
carry-over (noun)
case-by-case (adj.)
case-by-case basis
case-fatality rate
case law
caseload
case study
catalogue (but catalog in computer technology)
catalyse
catastrophe
cathode ray tube
CD4 molecule, CD4 antigen
CD-ROM
ceasefire (noun and adj.)
Central Asia
Central Europe
centre, centred, centring
centrepiece
changeover (noun)
channelled, channelling
chargé(e) d'affaires (singular)
chargé(e)s d'affaires (Plural)
charter party
checklist
checkpoint
check-up (noun)
chef de cabinet
cheque (bank)
chequebook

childbearing
childbirth
*childcare (noun and adj.)
child-rearing
child-spacing
chlorofluorocarbons
city-size (adj.)
civil law (noun)
civil-law (adj.)
classroom
clearing house
closed-end (adj.)
clue (not clew, except in nautical sense)
co-education
coefficient
coexistence
cofactors
co-financing
cohort-component projections
cold war
colloquium (plural: colloquiums)
colour
combatant
combated, combating
comeback (noun)
commando, commandos
common law (noun)
common-law (adj.)
communiqué
compel, compelled
compendium (plural: compendiums)
complexion
comprise (the section comprises four units)
connection
consensus
contingent-owned equipment (do not use "COE")
contraceptive-calendar method
contraceptive-status calendar
contraceptive use-effectiveness
contraceptive use-failure
contraceptive use-interval
contraceptive use-pattern
cooperate, cooperation
coordinate, coordination

coprocessor
 co-production
 copy-edit
 copy editor
 cornerstone
 co-respondent
 co-residence
 co-sponsor
 cost accounting
 cost-allocation method
 cost-effective
 cost-effectiveness
 cost-efficiency
 cost recovery (noun)
 cost-recovery (adj.)
 councillor
 counsel (noun: singular and plural)
 counselling, counsellor
 counteract
 counter-argument
 counter-attack
 counter balance
 *counterclaim
 *counterclockwise
 *counterculture
 counter-example
 counter-insurgency
 counter-intelligence
 counter-magnet
 countermeasure
 *counterproductive
 counter-revolution
 counter-terrorism
 *countertrade
 counter-urbanization
 countryside
 *countrywide
 coup
 coup d'état (plural :coups d' état)
 couple-years
 co-worker
 creditworthiness
 cropland
 cross-country
 cross reference (noun)
 *cross-reference (verb)
 cross-section
 cross-tabulation

curriculum vitae (plural: curricula
 vitae)
 cut back (verb)
 cutback (noun)
 cut-off (noun and adj.)
 cut off (verb)

D

*databank
 database
 data collection (noun)
 data-collection (adj.)
 data processing (noun)
 data-processing (adj.)
 data sets
 date-heaping
 day care (noun)
 day-care (adj.)
 deadline
 dead weight
 death rate
 decies or deciens
 decision maker
 decision-making (noun and adj.)
 de facto
 defence (but Department of
 Defense (United States))
de jure
 demagogy
 demarcation
 démarche
 demining (prefer : mine clearance)
 demographic-economic models
 dependant (noun)
 dependent (adj.)
 depositary (of a treaty)
 depositary (warehouse)
 derestricted
 desiccate
 desirable
 desktop
 détente
 develop, developed
 *dieback (noun)
 diktat
 disassociate

disc (but disk in computer technology)
 discreet (polite)
 discrete (separate)
 dispatch
 dissension
 dissociate
 donor dependence
 donor-dependent (adj)
 donor-funded
 doubling time
 down payment
 downstream
 downward (adj. and adverb)
 draft (text)
 draught (air and animal)
 drawdown (noun)
 drier
 *drift net (noun)
 drift-net
 drinking water
 *dropout (noun)
 drop out (verb)
 drug-taking (noun and adj.)
 drug trafficking
 dryland (s)
 dwelling unit (place, house)
 dysfunction (noun)
 dysfunctional (adj.)

E

early-initiation countries
 early-marriage pattern
 early warning system
 earmark
 east(ern) (a geographical direction or an area within a continent)
 East(ern) (a major, e.g. East Africa, Eastern Europe)
 e-commerce
 ecosystem
 ecozone
 ecu 20 billion
 Eid al-Adha
 Eid al Fitr
 eke out

elite
 e-mail
 embargo, (plural : embargoes)
 embarkation
 émigré
 enclose
 encyclopedia
 endeavour
 endogenization
 end product
 end result
 end-use
 end-user
 energy-efficient
 enquire, enquiry (referring to request for information) (cf. inquire)
 enroll, enrolled, enrolling, enrolment
 en route
 ensure
 equalled
 equilibrium
 equipped, equipping
 et al. (preferred : and others)
 euro (2 million euros)
 ever-use (noun)
 ever used (verb)
 ever-used (adj.)
 ever married (pred. adj.)
 ever-married (attrib. adj.)
 every day (adv.)
 everyday (adj.)
 exaggerate
 *EXCEL
ex officio
 exorbitant
 expel, expelled, expelling
 expense
 export-processing zones
 exposé
ex post facto
 extended use-effectiveness
 extended use-failure
 extrabudgetary
 extracurricular
 extrajudicial
 extralegal

extramarital
extramural
extraregional
extraterritorial
extra-uterine
eyewitness

F

fact-finding
fait accompli
fall-off (noun)
fall out (verb)
fallout (noun)
family cycle (noun)
family-cycle (adj.)
family-life (adj.)
family-life education
family planning (noun and adj.)
family planning programmes
*farmland
far-reaching
favour
feedback
female-to-male transmission
fibre-optic (adj.)
fibre optics (noun)
field trip
fieldwork, fieldworker
fine-tune
fine-tuning
firearm
firebomb
*firefighting
first aid
first-hand (adj. and adv.)
first marriage
fixed-period (adj.)
fixed-period migration
flash flood
flavour
flow chart
flowsheet
focused, focusing
foetal
foetus
follow-through (noun)

follow-up (noun and adj.)
foodgrains
foodstuff
footnote
force majeure
forcible
forego (recede)
forest lands
for ever (for all future time)
*forever (forever complaining)
foreword
forfeit
forgo (go without)
formulas (except for chemistry,
maths., etc.)
forum (plural: forums)
free-choice marriage
freedom fighter
freelance
fresh water (not polluted) (noun)
fresh-water (not polluted) (adj.)
freshwater (versus saltwater)
front line (noun)
front-line (adj.)
fuelwood
fulfil, fulfilled, fulfilling, fulfilment
fund-raising

G

gauge
gender-neutral
gender-specific
generalizability
glasnost
goal
good-neighbourly (relations) (adj.)
good will (virtuous intent)
goodwill (kindly feeling,
benevolence)
grade-transition method
gram (g)
grassland
grass roots (noun)
grass-roots (adj.)
grey
groundnut

groundwater (noun and adj.)
groundwork
Group of Eight (G-8)
Group of Seven (G-7)
Group of 77
guerrilla
guidelines
Gulf crisis, Gulf war
gunfire
gynaecology

H

haemorrhage
hajj (not "the hajj pilgrimage",
which is redundant)
halfway
handbook
hand grenade
harass
harbour
headwater
health care (noun)
health-care (adj.)
heartfelt
heretofore
hierarchy, hierarchical
highlight
high/low-mortality country/zone
high/low-mortality range
high-mortality-risk groups
high-prevalence pattern
high-variant projections
historic (famous/important history-
a historic event)
historical (of/concerning history-
historical evidence)
HIV (human immunodeficiency
virus)
HIV-positive
home care (noun)
home-care (adj.)
home-made
home page
homeowner, homeownership
homogeneous
honorarium (plural: honorariums)

honorary
honour
honourable
horsepower
hostage-taking
Humvee
hotbed
hotline
hydroclimate, hydroclimatic
hydroelectric
hydro-interaction
hydropower
hydrosystem
hygiene
hyperinflation
hypocrisy

I

ibid
idem
imperilled
improvise
inasmuch as
in between (adv.)
income-generation
income tax
incommunicado
in depth (to study in depth) (adv.)
in-depth (an in-depth study) (adj.)
index (plurals: indexes (lists in a
book), indices (mathematical))
indirect failure-rate method
indispensable
infectivity (synonymous with
infectiousness)
*infrared
infrastructure
initialling
in kind (contributions in kind) (adj.
and adv.)
Inmarsat-M (e.g.)
in-migrant
in-migration
*inpatient
inquire, inquiry (referring to a
formal investigation)

in-session (adj.)
in situ
 insofar
 install, installation, instalment
 instil
 insure (take out insurance)
 interactive
 inter-agency
inter alia
 inter-American
 inter-annual
 inter-birth
 inter-birth intervals
 intercede
 intercensal-survival (adj.)
 intercountry
 intercultural
 interdepartmental
 interdependence
 interdisciplinary
 inter-ethnic
 inter-fund
 intergovernmental
 inter-group
 interim
 inter-industry
 inter-institutional
 interlink, interlinkage
 intermediate-marriage pattern
 inter-ministerial
 international Labour Organization
 inter-office
 inter-organizational
 interprovincial
 interracial
 interregional
 interrelate, interrelation
 intersectoral
 intersessional
 interspace
 inter-State (between States)
 interstate (between States, within
 a country)
 inter-survey
 inter-unit
 intifada

in toto
 intra-African
 intra-agency
 intra-corporate
 intracountry
 intradistrict
 intrafamily
 intra-industry
 Intranet
 intraregional
 intrastate (within a state in a
 country)
 intra-urban
 intrauterine
 in vitro fertilization
 inward
ipso facto
 IV drug users

J

jail
 jewellery
 Judaize, Judaization
 judgement (except Judgment
 of the International Court of
 Justice)

K

kick-start (verb and noun)
 kilogram (kg) *not Kilo*
 kilometre (km)
 kilovolt-ampere (kVA)
 kilowatt (kW)
 kilowatt-hour (kWh)
 kin-groups
 know-how
 Koran
 krugerrand

L

label, labelled, labelling
 laborious
 labour
 labour-force age (adj.)
 labour force participation
 labour-market (adj.)
 laissez-faire
 laissez-passer (plural : laissez-
 passer)
 landfill
 landholder
 landlocked
 land-management (adj.)
 landmine
 landowner
 land tax
 land-use (adj.)
 laserdisc
 last-mentioned
 late-initiation countries
 late-marriage pattern
 lay off (verb)
 lay-off (noun)
 layout
 lawmaker
 law-making
 lead time
 learned (past tense and past
 participle)
 letter of assist (do not use "LOA")
 leukaemia
 levelled, levelling
 liaison
 licence (noun)
 license (verb)
 life cycle
 life-history data
 lifelong
 lifespan (noun and adj.)
 lifestyle
 *life-table (noun and adj.)
 lifetime
 litre
 liveable
 live birth
 live-born

*living-space
 loc. cit. (preceded by name of
 author)
 log in, log on, log off, log out
 (verb))
 login, logon, logoff, logout (noun))
 long-standing (adj.)
 long-term (adj.)
 loophole
 *LOTUS 1-2-3
 loudspeaker
 lower age-limit
 low-prevalence pattern
 low-variant projections

M

*machine-gun
 machine-readable
 macro (compounds formed with
 this prefix are closed; exception:
 macro-unit)
 macrodemographic
 macroeconomics
 macroeconomy
 macro-forces
 macrolevel
 macro-models
 macro-policies
 macro-sale
 macroscopic
 macro-simulation (models)
 macrosocial
 macro-stage
 macro-unit
 mainframe
 mainland
 Major General
 male-to-female transmission
 man-hour
 man-made
 manoeuvre
 manpower
 many-sided
 *marketplace
 market town
 mark up (verb)

mark-up (noun)
 marriage timing
 marriage-timing pattern
 marshal (-led) (verb)
 master plan
 masthead
 matrices
 meagre
 meantime
 meanwhile
 medieval
 medium-high/low
 medium-sized (adj.) (small and
 medium-sized companies)
 medium-variant (adj.)
 medium-variant projections
 meeting place
 mega-city
 megajoule (MJ)
 megavolt (MV)
 megavolt-ampere (MVA)
 member-days
 memoranda, memorandum (plural:
 memorandums)
 meso-sale
 meso-stage
 meter (instrument)
 metre (unit of length) (m)
 method-specific rates
 micro (micro-organism, micro-unit)
 microbuses
 microcomputer
 microcredit
 microdemographic
 microeconomic(s)
 microeconomy
 microelectronics
 microenterprise
 micro-environment
 microfiche
 microfilm
 microfinance
 microform
 microlevel
 micro-models
 micropollutants
 microprocessor
 micro-simulation

microsoil
 micro-stage
 micro-unit
 microwave
 mid-air
 midday
 middle-high/low
 middleman
 mid-1950
 *midpoint
 *midstep
 *midterm
 midway
 midweek
 mid-year
 mileage
 mine clearance (noun) (rather than
 demining)
 mine-clearance (adj.)
 minefield
 minicomputer
 *misspelt
 MJ (megajoule(s))
 Mlle(s) (no period)
 Mme(s) (no period)
 modelled
 modus operandi
 money-laundering
 moneylender
 money lending
 money market
 moneys (but monies if assorted
 currencies)
 monopsonistic
 monopsony
 mores
 motor car
 mould
 Mr.
 Mrs.
 Ms.
 much-needed
 multi-bilateral
 multi-cause
 multi-centre
 multicultural
 multidimensional
 multidisciplinary

multi-ethnic
 multifaceted
 multifamily
 multigenerational
 multi-hazard
 multilateral
 multilevel
 multilingual
 multimedia
 multimillion
 multinational
 *multiparty
 multi-purpose
 multiracial
 multi-round
 multisector(al)
 multisexual
 *multistage
 multi-year
 Muslim
mutatis mutandis
 MV (megavolt(s))
 MVA (megavolt-ampere(s))

N

nationwide (adj.)
 negotiate
 neighbour
 neonatal
 network (noun and adverb)
 nevertheless
 never-user (noun)
 no-man's-land
 newborn
 non (compounds formed with this
 prefix are hyphenated)
 non-administrative
 non-committal
 non-compliance
 non-contraceptives
 non-cooperation
 non-existent
 non-governmental
 non-industrial
 non-infected
 non-intervention

non-medical
 non-numeric(al)
 nonetheless
 no one
 Norplant (initial cap only)
 north-east(ern), north-west(ern)
 (a geographical direction or an
 area within a country)
 North-West(ern) (a continent
 or major region, e.g. North
 America, North Africa, Northern
 Europe)
 note verbale (plural: notes
 verbales)
 noticeable
 nursing home (noun)
 nursing-home (adj.)

O

occur, occurred, occurrence
 octies or octiens
 oedema
 off-colour
 offence
 offensive
 offered
 offhand
 offprint
 off season (noun)
 off-season (adj. and adv.)
 offset
 offshore
 offspring (singular and plural)
 oilfield
 old age (noun)
 old-age (adj.)
 ombudsman (plural: ombudsmen)
 ongoing
 *online (adj. and adverb)
 onward (adj. and adverb)
 op.cit. (preceded by name of author)
 operationalize (-action)
 organization, organize
 organization chart (not organigram
 or organizational chart)
 *outmigrant

*outmigration
 out-of-date (attrib. adj.)
 out of date (pred. adj.)
 outpatient
 outsource
 outreach
 over (compounds formed with this
 prefix are closed)
 over age 5
 overall (noun and adj.)
 overemphasize
 overestimate
 overexploitation
 over-expenditure
 overflight
 overland (adj. and adv.)
 overpopulation
 overproduction
 overrate
 over-reliance
 *over-report(ing)
 *over-represented
 overriding
 overrun
 oversimplification
 oversimplify
 overspend(ing)
 overstatement
 overstimulate
 overthrow
 overuse
 overutilize
 overvalue
 own-financial base
 own-revenue base

P

paediatric
 panelled, panellist
 paralyse
 paramedical
 paramilitary
 parapublic
 passbook
 passer-by (plural: passers-by)
 payback (noun)

pay day
 payroll
 peace-building
 peacekeeping (adj. and noun)
 peacemaker, peacemaking
 peacetime
 per annum
 per capita
 per cent
 per diem
 perestroika
 perinatal
 period-age time plan
 period-cohort age time plan
 peri-urban
 per se
 petrochemical
 photocopy
 piecemeal
 piecework
 pinpoint
 pipeline
 place name
 plebiscite
 policyholder
 policy maker
 policy-making (noun and adj.)
 postgraduate
 post-marital
 post-mortem
 post-natal
 post-neonatal
 post-partum
 post-session (adj.)
 post-war
 Power (the administering/
 occupying Power)
 power plant
 power sharing
 practice (noun)
 practise (verb)
 preconceive
 precondition
 pre-date
 pre-empt
 pre-initiation countries
 pre-investment
 premarital

pre-modern
 prenatal
 prerequisite to (adj.) a prerequisite
 of (noun)
 pre-school
 pre-screened
 pre-session
 pretence
 pre-war
prima facie
 principal (first in rank) (noun and
 adj.)
 principle (fundamental truth, etc.)
 (noun)
 printout
procès-verbal (plural: *procès-*
 verbaux)
 pro-choice
 program (computing only)
 programme
 pronatalism, pronatalist
 proof-read(er)
 pro rata
 prorated
 pro tempore
 psychosocial
 public-health (adj.)

Q

*quater
 *quinquies or quinquiens

R

radioactive
 radioisotope
 rain-fed
 rainforest
 rainwater (noun)
raison d'être
 rancour
 range area
 rangeland(s)
 rapprochement

ratepayer
 reactivate
 readmit
 reaffirmation, reaffirm
 realize
 reallocate
 rearrange
 reappoint
 recognize
 redeploy
 re-elect
 re-emphasize
 re-employ(ment)
 re-establish
 re-evaluate
 re-examination, re-examine
 refinance
 reflection
 refoulement
 regime
 region-wide
 reinforce
 reinsure
 reissue
 reorder
 reorganize
 reorient
 re-route
 resource-use
 résumé
 reuse
 reverse-order solution
 reverse-survival rates
 reversible
 right to life (noun)
 right-to-life (adj.)
 rigour
 rigorous
 riverbed
 river water (noun)
 river-water (adj.)
 roadblock
 rock salt
 role prescriptions
 roll-call
 rollover (noun)
 Roman-Dutch law (common law)
 Romano-Germanic law (civil law)

rooming house
 round table (noun)
 round-table (adj.)
 RU486
 Rubb Hall
 rumour
 rundown (noun)
 rural-rural, urban-urban
 (movement)
 rural-urban, urban-rural
 (movement)
 rural/urban (comparision)

S

safe-period method
 salary earner
 saleable
 salt water (noun)
 saltwater (adj.)
 savings bank
 savour
 sceptic(al), scepticism
 school-age (adj.)
 schoolchild
 schoolteacher
 SDR 145 billion
 seabed
 sea level
 seaport
 sea water (noun)
 sea-water (adj.)
 sectoral
 self (compound forms are
 hyphenated)
 selling point
 semi-annual
 semicircle
 semi-skilled
 septies or septiens
 seroconversion
 seroconvert
 seropositivte, seropositivity
 seroprevalence
 setback (noun)
 set-down (noun)
 set-up (noun)

sewage (waste matter)
 sewerage (system of drains)
 sexes or sexiens
 sex-selective
 sexual-activity data
 sexual-activity group
 sexual-activity table
 sexual-orientation group
 shanty town
 *Shariah (the way to follow)
 shellfire
 *Shia
 Shi ah
 Shi-ite
 shortcoming
 shortfall
 shortlist (noun and verb)
 short-lived
 side effect
 sine qua non
 sizeable
 size class
 skilful
 slave trade(r)(ing)
 slow down (verb)
 slowdown (noun)
 slum-dweller
 smelt (past tense and past
 participle of smell)
 smokestack
 so-called
 socialist law (noun)
 socialist-law (adj.)
 sociocultural
 sociodemographic
 socio-economic
 socio-medical
 soliciting
 sometime (at an unspecified time)
 in May
 sometimes (occasionally)
 South-South cooperation
 south-east(ern), south-west(ern)
 (a geographical direction or an
 area within a country)
 South(ern), South-East(ern),
 South-West(ern) (a continent
 or major region, e.g. South

underweight
unidirectional
unmistakable
updated
upgrade
upper age-limit
uproot
up-to-date (attrib. adj.)
up to date (pred. adj.)
upward (adj. and adv.)
urban-dweller
urban-rural (movement)
urban/rural (comparison)
urban-urban (movement)
usability
usable
use-effectiveness (when modified)
use failure
use-failure rate
user- friendly

V

vacuum aspiration (do not use the term "vacuum extraction")
vacuum aspiration method
valour
value system
versus
via
vice-chairman
vice-president
video camera
video cassette
videoconference
videodisc
videotape (noun and verb)
vice versa
viewpoint
vigorous
vigour
vis-à-vis

W

wage earner
wage-earning (adj.)
wagon
wallchart
warlike
warplane
wartime
waste water (noun)
waste-water (disposal) (adj.)
water-borne
watercourse
water level
waterlogged
watershed
water supply
*watertable
waterway
wearing apparel
webcast
webmaster
web page (noun)
web-page (adj.)
*Website (noun and adj.)
weekday
weekend
well-being
well-founded (adj.)
*well known (pred. adj.)
well-known (attrib. adj.) (usually unnecessary)
well water (noun)
well-water (adj.)
west(ern) (a geographical direction or an area within a country)
West(ern), North-West(ern) (a major region, e.g. West Africa, Western Europe)
wetland(s)
wholehearted(ly)
widespread
wildlife
wilful, wilfulness
withhold
woman-month
woman-year
woolen
word-process (verb)
word processing (noun)

word-processing
 word processor
 workday
 workforce (noun and adj.)
 work-hour
 working hours
 workload
 work permit
 workplace
 work plan (noun)
 work-plan (adj.)
 workshop
 workstation
 workweek
 World Wide Web (the Web)
 worldwide
 *worthwhile (adj.)
 worth while (pred. adj.)
 write off (verb)
 write-off (noun)

X

*x-ray

C. Punctuation

Punctuation aids presentation of information as well as readability and comprehension. It is better to use a series of short sentences than one that is too long, with too many phrases between subject, verb and object. Note the use of the following punctuation marks:

- Comma: used to separate series of clauses and phrases
- Apostrophe for possessives: but not for contractions, such as "it's"
- Semi-colon: in complicated series; balanced parts before and after
- Colon: for listed examples
- Full stop: end of sentences
- Exclamation mark: not usually in documents unless in quoted matter
- Subheadings and headings: not followed by full stop, colon or semi-colon

Hyphenation of compound words

- Hyphenate participial modifiers that come before the noun, but not after the verb:
 - donor-financed project* *the project was donor financed*
 - fast-growing population* *the community is fast growing*
- Hyphenate adjective-noun compounds serving as adjectives when coming before another noun:
 - high-quality publication* *publication of high quality*
 - low-priority project* *project of low priority*
 - small-scale enterprise* *enterprises operated on a small scale*
- Do not hyphenate adverb-adjective compounds with the adverb ending in -ly:
 - Closely followed programme*
 - Extremely competent performer*
- The following prefixes are generally hyphenated, but check the Oxford Concise for specific combinations:

in-

in-depth
in-house
in-law
in-line
in-session

inter-

inter-allied
inter-agency
inter-class
inter-sessional
inter-war

but

interregional
intergovernmental

intra-

intra-industry

multi-

multi-access
multi-ethnic
multi-party
multi-purpose
multi-user

over-

over-abundant

pre-

pre-election
pre-industrial
pre-investment
pre-session

sub-

sub-clause
sub-committee
sub-entry
sub-group
sub-item
sub-lease, sub-let
sub-paragraph
sub-Saharan

but

subregion, subregional

non-

non-governmental organization

but

nonconformist

Capitalization

Contemporary English usage minimizes the use of initial capital letters. If in doubt, use lowercase rather than uppercase. The United Nations in general uses little initial capitalization, even in footnotes and bibliographic matter.

Example: Shaw, Ruth. "The impact of war" in *Post-conflict economies*, Henderson Press, London, 1997.

At ECA, other academic styles may be accepted, as long as the style chosen is consistent throughout. Initial capitalization occurs more frequently, showing cultural preferences for more respectful approaches in formal, hierarchical situations, for example, in official titles and names and for designated functions. Thus, Member States, Head of Translation, Plan of Action, UN Specialized Agencies.

Official titles. Initial capitals for official titles of persons, councils, commissions, committees, secretariat units, organizations, institutions, political parties and the like and for the official titles of treaties and international conventions, names of States, and references to a specific Government. Thus, "African governments need to carry out structural reforms", *but* "The Government of Uganda has carried out structural reforms".

Names of States. When the word "State" is used in reference to a sovereign, organized political unit under one government, it is capitalized, whether or not it is used together with the name of a specific State.

Example: a modern State. When the word "State" is used in reference to a part of a federal entity, the word is capitalized in specific references, "State of New York", but not in general references, "states of Brazil".

Use of italics

Foreign words and phrases. Use italics for non-English words and phrases, but not for those that are generally considered to have been adopted into the language.

Examples:

attaché

chargé d'affaires

chef de cabinet
 e.g.
 etc. (but et cetera)
 i.e.
 laissez-passer
 versus (vs., v.)
 vice versa
 vis-à-vis

Still appearing in italics:

ad hoc
ibid.
idem
inter alia
loc. cit.
op. cit.

Titles of publications. Titles of books, periodicals, newspapers, films, plays, television programmes are *italicized* (but the names of articles in a journal or of radio programmes are enclosed in quotation marks).

Quotations

All quoted matter must be checked with the utmost care to make sure that the words, spelling and punctuation are exactly as the original. A quotation of three lines or more is generally indented and set off in what is called a "block quote".

- If the quotation is less than three lines, it may run in with the text.
- To indicate that words, or a sentence, or even whole paragraphs are omitted from a quotation, use an ellipsis, three spaced points (. . .). follow the full stop.
- If there is a quote within a quotation, it is enclosed in single quotation marks: (' ')
- Quotes must be accurately attributed to avoid accusations of plagiarizing and "cut and paste" methods of writing.

D. Numbers and symbols

The nature of the text determines whether numbers are expressed in figures or words. In legal, formal, literary and narrative texts, words are more generally used; in scientific, technical and statistical texts, figures are used almost exclusively. As numerals are quicker for the reader to grasp than words, contemporary style is towards the use of numerals.

- In general, express single-digit numbers (1 to 9 inclusive) in words. Spell out numbers at the beginning of a sentence; spell them out in non-technical texts, in approximate or isolated references to weights and measures, in fractions in narrative text, and in references to age.

Twenty kilograms is the maximum allowance.

Better: The maximum allowance is 20 kg.

Four hundred and fifty women were selected for the test.

Better: A total of 450 women were selected for the test.

Three quarters of the population, not $\frac{3}{4}$ of the population

- Express numbers from 10 on in figures except as otherwise indicated.

Thus, there are "two factors" involved,

but, there are "22 delegates" at the meeting.

- Always express the following in figures, even numbers under 10:

percentages

ratios

voting results

dates and times of day

numbers with decimals or vulgar fractions

statistics

degrees

dimensions, weights and measures (except when approximate or when they occur in isolated references in non-technical texts)

series of figures

document symbols

page and paragraph references

- When two numbers occur together, they should be expressed in different styles:

twenty 15-cent stamps

120 fifteen-cent stamps

20 three-year-old girls

five 20-year-old houses

- In the text, numbers consisting of more than three digits, place a comma between each group of 3, going in either direction from the decimal point:*

26,531

423,375,422

1,000,523

0.023, 587

*Note that spaces, not commas, are used in tables.

- Large numbers are more easily grasped by the reader if they are written as follows:
6 billion people
3.4 million tons
- Take special care in using billions. The United Nations now follows the American usage of the word to mean a thousand million; in British usage, the word means a million million.

Units of measure

All measures should be given in consistent and standard abbreviated units. Full stops and an 's' for plurals are not used. Thus, 6 km, 110 g, 22 ml

Express in figures any number that immediately precedes an abbreviated standard unit of measure. Thus, 3 g, 18 mm, 300 m², 3.5 ha

- Write out the unit if it is used without numerals. Example: 'The number of square kilometres covered in the survey . . .'
- In general text, isolated references to units of weight or measure should not be abbreviated. Examples:
The villages were 4 kilometres apart.
The average temperature is 18 degrees Celsius.
Baggage allowance shall not exceed 50 kilogrammes.

Percentages

- Express the number in a figure and write out the words "per cent":
25 per cent discount, 5 per cent margin. Percent is sometimes in contemporary American usage. The form used must be consistent throughout the document and switch back and forth.
- Use the sign % only in tables and there only if necessary to save space. Some statistical presentations may use % in the text.

Ranges

- If the unit is in words or an abbreviation, use it only once:
3 to 4 per cent, not 3 per cent to 4 per cent
10–12 per cent
10 to 15-year-olds
10–15 km

- If the unit is expressed in a symbol, repeat it:

16°–20° (of arc) 16°–20°C

- Express range using words or an en-dash, but do not mix:

from 4 to 6 kg, not from 4–6 kg; from 10 to 15 March not from 10–15 March

between 4° and 5° degrees Celsius, not between 4°–5° degrees Celsius

1988–1998, not 1988–98

- However, in referring to financial or statistical periods, a solidus or oblique stroke (/) is used to connect the two years that the period overlaps, and the second figure is truncated:

The financial year 1991/92

The school year 1998/99

A range of page numbers should include all the digits:

pages 131–139, not 131–39 or 131–9

Series

When numbers to which different rules apply occur in a series, the rule applying to the highest number applies to all.

The reports of 12 seminars, 8 workshops and 2 conferences were summarized in two volumes.

The 7 apple trees, 20 plum trees, and 1 avocado tree were given six applications of dust.

Time

- If you are using the 12-hour system, follow these examples:

9 a.m., not 9.00 a.m.

noon

1:15p.m.

midnight

- For the 24-hour system, use internal punctuation:

16:35

24:00 (midnight)

Dates

The standard form is day month year, without punctuation:

3 November 1999, never 3rd or 5th Nov.

- Months may be abbreviated in a table when there is a lack of space, in the following forms:
Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec.
No abbreviation is used for May, June, July
- Avoid using numbers only for dates, because of the ambiguity they can cause in different societies.
1/6/90 can be 1 June, but means 6 January in the American system
- Days of the week may be abbreviated in a table.
Sun., Mon., Tues., Wed., Thurs., Fri., Sat.
- Inclusive years are given in full, connected with an en dash:
1991–1992, indicating a two-year period
the annual average for the period 1990 – 1995

Ordinals

- In the United Nations system, ordinals are used to designate sessions and meetings. They are expressed in words for sessions and in figures for meetings:
at the thirty-fifth session of the General Assembly; at its 10th plenary meeting
- Ordinals also identify main committees, conferences, decades and programmes.
Fifth Committee
Second Transport and Communications Decade
During the sixty-fourth session
At the fifth meeting
- In other contexts, the same rules apply as to cardinal numbers:
33rd trip
54th parallel
third occasion
fourth attempt

Currencies

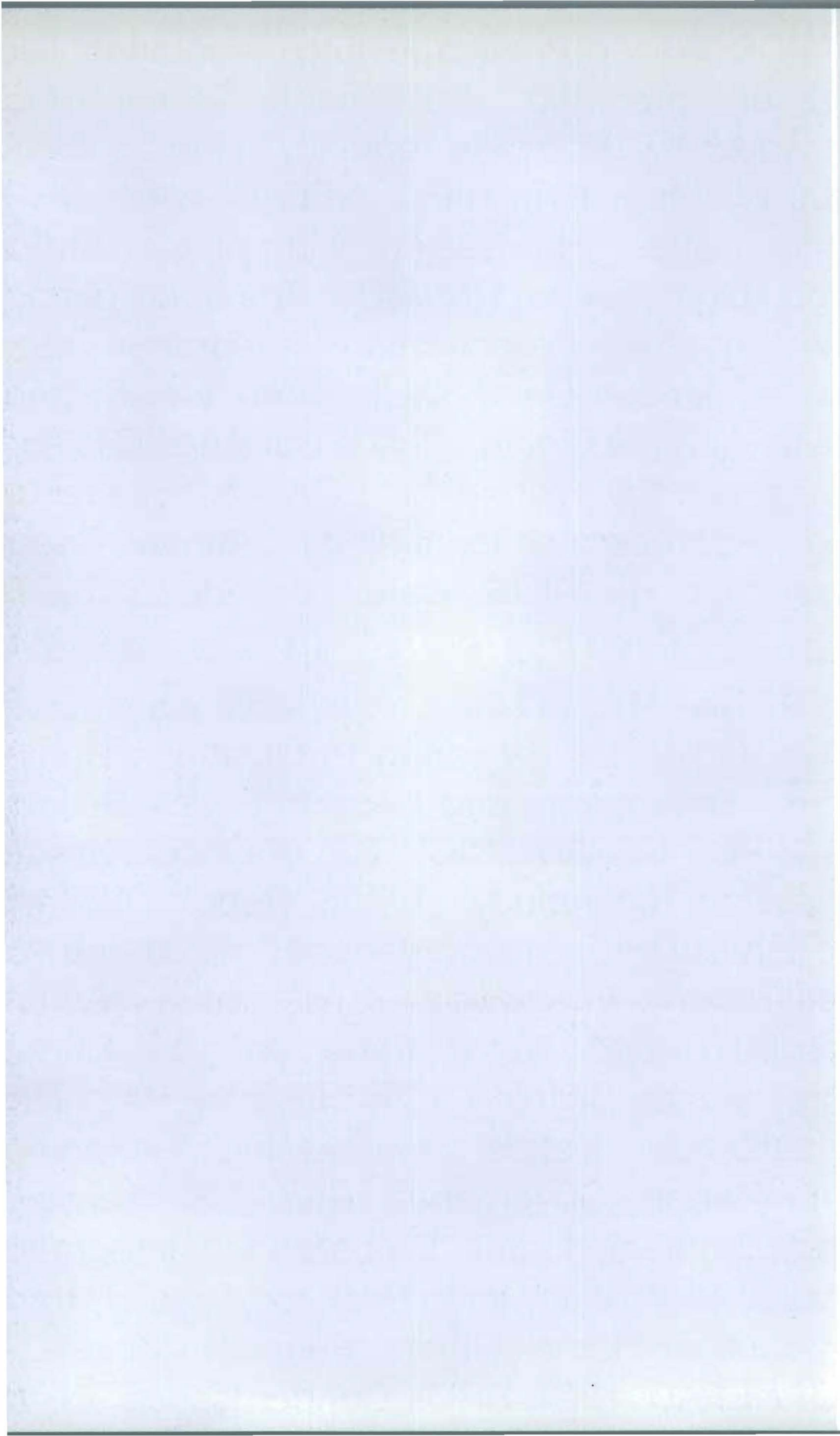
A United Nations Terminology Bulletin exists on currency references. It gives the names and abbreviations in English, French and Spanish.

- The currency symbol should come before the numbers, with no space between the symbol and the first number: \$US10 000.00
- For a well-known currency, only the first reference has to be identified. Thereafter, the \$ symbol is taken to mean American dollars. Less well-known currencies should be written in full preceding the numbers, as birr 2000.
- A reference or explanatory note should indicate value in relation to \$US: 1.00.

HIV/AIDS Transport decade Implementation Globalization Integration Sustainable African Union (AU) food water trade equality Human Rights Peace Building ICTs HIPC NEPAD NICI SROs Gender Issues Harnessing Technology Annual Report Governance HIV/AIDS Transport decade Implementation Globalization Integration Sustainable African Union (AU) food water trade equality Human Rights Peace Building ICTs economics NEPAD Writing for ECA SROs Gender Issues Harnessing Technology Annual Report Governance HIV/AIDS water decade food ICTs water

COUNTRY NAMES equality

Sustainable African Union (AU) food water trade A Style Guide for Preparing Publications Human Rights Documents and Reports Peace Building ICTs HIPC NEPAD NICI SROs Gender Issues Harnessing Technology Annual Report Governance HIV/AIDS Transport decade Implementation Globalization Integration Sustainable African Union (AU) food water trade equality Human Rights Peace Building ICTs HIPC NEPAD NICI SROs Gender Issues Harnessing Technology Annual Report Governance HIV/AIDS Transport decade Implementation Globalization Integration Sustainable African Union (AU) food water trade 2004 equality Human Rights Peace Building ICTs HIPC NEPAD NICI SROs Gender Issues Peace



COUNTRY NAMES

A. Usage

- Make sure the names of countries are correctly spelled.
- A United Nations Terminology Bulletin (ST/CS/SER.F/347/Rev.1) lists all the official names of member States. Entries consist of the "short" name, the full or formal name, the adjective of nationality and the noun denoting a national, in English and French, and in English the International Organization for Standardization (ISO) two-letter and three-letter codes for the country.

Following is a list, in alphabetical order, of the names of the African States within the United Nations.

B. List of African country names

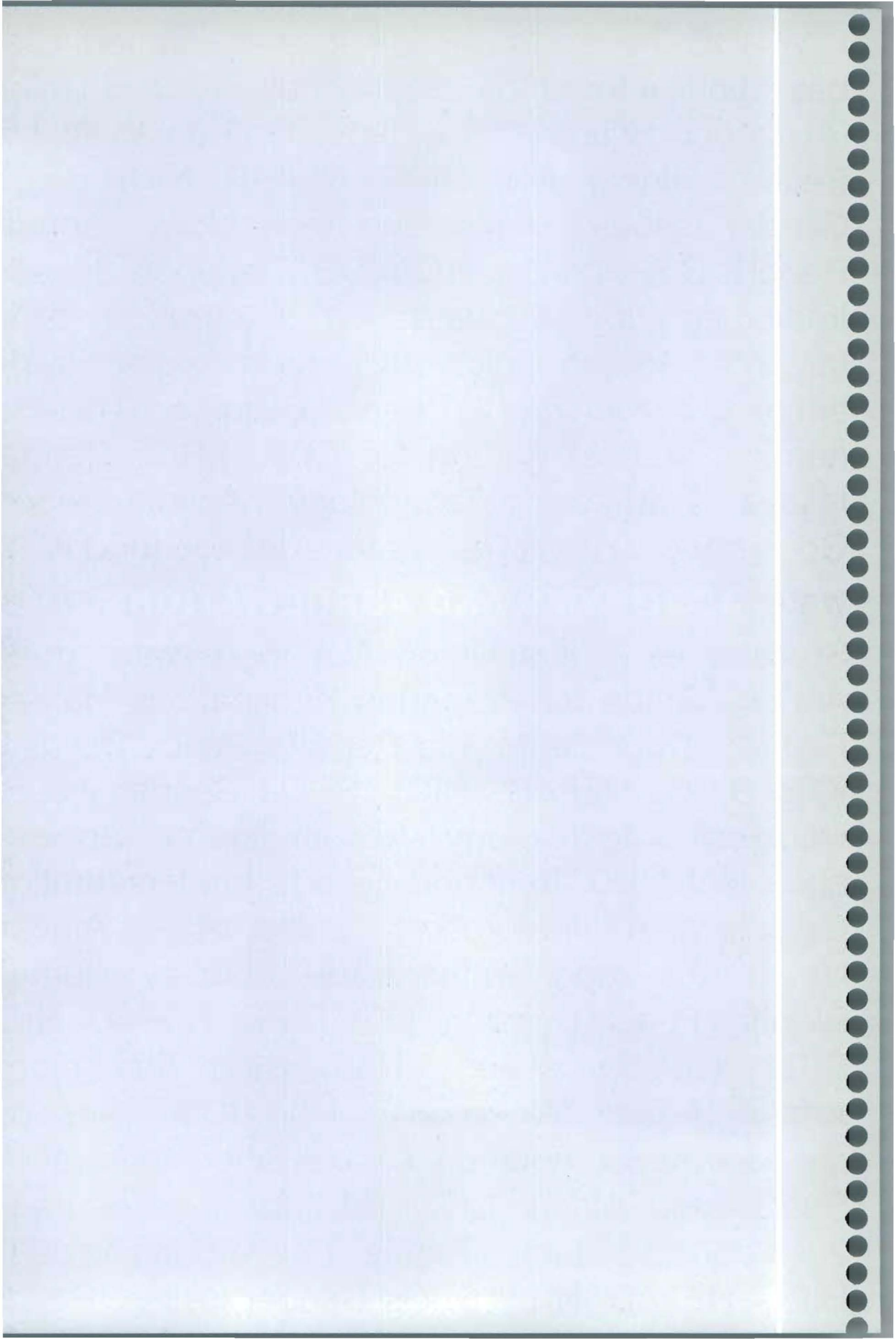
Short name (English and French)	Formal name (English and French)	Adjective & nationality (English, French)	ISO 2- & 3-letter codes (Engl)
Algeria Algérie (l') (fém.)	The People's Democratic Republic of Algeria la République algérienne démocratique et populaire	Algerian algérien	DZ DZA
Angola Angola (l') (masc.)	The Republic of Angola la République d'Angola	Angolan angolais	AO AGO
Benin Bénin (le)	The Republic of Benin la République du Bénin	Beninese béninois	BJ BEN
Botswana Botswana (le)	The Republic of Botswana la République du Botswana	(of) Botswana botswanais	BW BWA
Burkina Faso Burkina Faso (le)	Burkina Faso le Burkina Faso	(of) Burkina Faso du Burkina Faso, Burkinabè [subst. pl. inv.]	BF BFA
Burundi Burundi (le)	The Republic of Burundi la République du Burundi	(of) Burundi; Burundian burundais	BD BDI
Cameroon Cameroun (le)	The Republic of Cameroon la République du Cameroun	Cameroonian camerounais	CM CMR
Cape Verde Cap-Vert (le)	The Republic of Cape Verde la République du Cap-Vert	Cape Verdean cap-verdien	CV CPV

Central African Republic (the) République centrafricaine (la)	The Central African Republic la République centrafricaine	of the Central African Republic, Central African centrafricain	CF CAF
Chad Tchad (le)	The Republic of Chad la République du Tchad	Chadian tchadien	TD TCD
Comoros (the) Comores (les)	The Islamic Federal Republic of the Comoros la République fédérale islamique des Comores	Comorian comorien	KM COM
Congo (the) Congo (le)	The Republic of the Congo la République du Congo	Congolese congolais	CG COG
Côte d'Ivoire Côte d'Ivoire (la)	The Republic of Côte d'Ivoire la République de Côte d'Ivoire	Ivorian ivoirien	CI CIV
Democratic Republic of Congo (The) République démocratique du Congo (la)	The Democratic Republic of the Congo la République démocratique du Congo	of the Democratic Republic of the Congo; Congolese de la République démocratique du Congo; congolais	CD COD
Djibouti Djibouti (masc.)	The Republic of Djibouti la République de Djibouti	(of) Djibouti; a Djiboutian djiboutien	DJ DJI
Egypt Egypte (l') (fém.)	The Arab Republic of Egypt la République arabe d'Egypte	Egyptian égyptien	EG EGY
Equatorial Guinea Guinée équatoriale (la)	The Republic of Equatorial Guinea la République de Guinée équatoriale	(of) Equatorial Guinea équato-guinéen	GQ GNQ
Eritrea Erythrée (l') (fém.)	Eritrea l'Erythrée	Eritrean érythréen	ER ERI
Ethiopia Ethiopie (l') (fém.)	Federal Democratic Republic of Ethiopia République fédérale démocratique d'Ethiopie	Ethiopian éthiopien	ET ETH
Gabon Gabon (le)	The Gabonese Republic la République gabonaise	Gabonese gabonais	GA GAB
Gambia (the) Gambie (la)	The Republic of the Gambia la République de Gambia	Gambian gambien	GM GMB
Ghana Ghana (le)	The Republic of Ghana la République du Ghana	Ghanaian ghanéen	GH GHA
Guinea Guinée (la)	The Republic of Guinea la République de Guinée	Guinean guinéen	GN GIN

Guinea-Bissau Guinée-Bissau (la)	The Republic of Guinea-Bissau la République de Guinée-Bissau	(of) Guinea-Bissau de la Guinée-Bissau	GW GNB
Kenya Kenya (le)	The Republic of Kenya la République du Kenya	Kenyan kényen	KE KEN
Lesotho Lesotho (le)	The Kingdom of Lesotho le Royaume du Lesotho	(of) Lesotho du Lesotho, lesothan	LS LSO
Liberia Libéria (le)	The Republic of Liberia la République du Libéria	Liberian libérien	LR LBR
Libyan Arab Jamahiriya (the) Jamahiriya arabe libyenne (la)	The Socialist People's Libyan Arab Jamahiriya la Jamahiriya arabe libyenne populaire et socialiste	Libyan libyen	LY LBY
Madagascar Madagascar (fém.)	The Republic of Madagascar la République de Madagascar	Malagasy malgache	MG MDG
Malawi Malawi (le)	the Republic of Malawi la République du Malawi	Malawian malawien	MW MWI
Mali Mali (le)	the Republic of Mali la République du Mali	Malian malien	ML MLI
Mauritania Mauritanie (la)	the Islamic Republic of Mauritania la République islamique de Mauritanie	Mauritanian mauritanien	MR MRT
Mauritius Maurice (fém.)	the Republic of Mauritius la République de Maurice	Mauritian mauricien	MU MUS
Morocco Maroc (le)	the Kingdom of Morocco le Royaume du Maroc	Moroccan marocain	MA MAR
Mozambique Mozambique (le)	the Republic of Mozambique la République du Mozambique	Mozambican mozambicain	MZ MOZ
Namibia Namibie (la)	the Republic of Namibia la République de Namibie	Namibian namibien	NA NAM
Nigeria Nigéria (le)	the Federal Republic of Nigeria la République fédérale du Nigeria	Nigerian nigérian	NG NGA
Niger (the) Niger (le)	the Republic of the Niger la République du Niger	(of the) Niger nigérien	NE NER
Rwanda Rwanda (le)	the Rwandese Republic la République rwandaise	Rwandan rwandais	RW RWA
Sao Tome and Principe Sao Tomé-et-Príncipe (fém.)	the Democratic Republic of Sao Tome and Principe la République démocratique de Sao Tomé-et-Príncipe	of Sao Tome and Principe de Sao Tomé-et- Principe; santoméen	ST STP

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V. ACRONYMS AND ABBREVIATIONS

A. Acronyms

When using an acronym, write the name in full at the first usage, followed by the initials in parenthesis. Thereafter, use the acronym only, without full stops or spaces: the United Nations Environment Programme (UNEP).

- An acronym is usually used without a definite article: "the aim of UNEP"; not "the aim of the UNEP". It should not be used with an apostrophe: "UNESCO programmes", not "UNESCO's programmes".
- Keep a separate list of all acronyms you use and their full names. If there are many, the publication may carry a list of the acronyms used in it, in the front matter.

A partial list of officially used acronyms at ECA and in African development literature is given below:

List of Acronyms

AAC	African Association of Cartography
AAPAM	African Association of Public Administration and management
AAU	Association of African Universities
ACBF	African Capacity Building Foundation
ACC	Administrative Committee on Coordination
ACGD	African Centre for Gender and Development
ACW	African Centre for Women
ACP	African, Caribbean and Pacific Group
ADB; AfDB	African Development Bank
ACABQ	Advisory Committee on Administrative and Budgetary Questions
ADF	African Development Forum
AERC	Africa Economic Research Consortium
AFWIC	African Woman in Crisis
AIDS	Acquired Immune Deficiency Virus
AISI	African Information Society Initiative
AITC	International Association of Conference Translators
AMCW	African Ministerial Council on Water
AMU	Arab Maghreb Union

ANC	African National Congress
APPER	Africa's Priority Programme for Economic Recovery
APRM	African Peer Review Mechanism
ASEAN	Association of South-East Asian Nations
AU	African Union
AWCPD	African Women's Committee on Peace and Development
AWTF	African Water Task Force
BCEAC	Central Bank of Central African States
BCEAO	Central Bank of West African States
BOAD	West African Development Bank
CBO	Community-based Organization
CBS	Central Bureau of Statistics
CDF	Comprehensive Development Framework
CEDAW	Convention on the Elimination of All Forms of Discrimination against Women
CEAO	West African Economic Community
CEMAC	Economic and Monetary Union of Central Africa
CEPGL	Economic Community of the Great Lakes Countries
CG	Consultative Group
CGSD	Conference and General Services Division of ECA
CHGA	Commission for HIV/AIDS and Governance in Africa
CIDA	Canadian International Development Agency
CODESRIA	Council for the Development of Economic and Social Research in Africa
COES	Cabinet Office of the Executive Secretary of ECA
COMESA	Common Market for Eastern and Southern Africa
CPR	Contraceptive Prevalence Rate
CRC	Convention on the Rights of the Child
CSO	Civil society organization
DAC	Development Assistance Committee (of OECD)
DCPMS	Documents Control and Publications Management System
DFID	Department for International Development (UK)
DHS	Demographic health Survey
DISD	Development Information Services Division of ECA
DMD	Development Management Division of ECA

DND	Dakar/Ngor Declaration
DPC	Data Processing Centre
DPMD	Development Policy and Management Division
EAC	East African Community
ECOSOC	Economic and Social Council of the United Nations
ECA	Economic Commission for Africa
ECCAS	Economic Community of Central African States
ECE	Economic Commission for Europe
ECLAC	Economic Commission for Latin America and the Caribbean
ECOWAS	Economic Community of West African States
ECOSOC	Economic and Social Commission of the United Nations
EDF	European Development Fund
EDI Bank	Economic Development Institute of the World Bank
ES	Executive Secretary of ECA
ESI	Economic Sustainability Index
ESAMI	Eastern and Southern African Management Institute
ESCAP	Economic and Social Commission for Asia and the Pacific
ESCWA	Economic and Social Commission for Western Asia
ESPD	Economic and Social Policy Division of the ECA
EU	European Union
FAO	Food and Agriculture Organization of the United Nations
FDI	Foreign Direct Investment
FSSDD	Food Security and Sustainable Development Division of the ECA (now renamed Sustainable Development Division (SDD))
GA	General Assembly of the United Nations
GCA	Global Coalition for Africa
GDP	Gross Development Product
GNP	Gross National Product
GRN	Government of the Republic of Namibia
GTZ	German Agency for Technical Cooperation
HA	Habitat Agenda

HDI	Human Development Index
HIPC	Highly Indebted Poor Countries (Initiative)
HIS	Health Information System
HIV	Human Immune Virus
HPI	Human Poverty Index
HRRFD	Human Resources and Finance Division of ECA
HRSMD	Human Resources and Systems Management Division of the ECA
IAMLDP	Inter-Agency Meeting on Languages, Documents and Publications
ICAO	International Civil Aviation Organization
ICPD	International Conference on Population and Development
ICRC	International Committee of the Red Cross
ICSU	International Council of Scientific Unions
ICT	Information and Communication Technology
ICTR	International Criminal Tribunal for Rwanda
IDA	International Development Association
IDEP	African Institute for Development and Planning
IDP	Internally Displaced Persons
IDS	International Development Strategy
IFAD	International Fund for Agricultural Development
IFORD	Institute for Demographic Training and Research
IGAD	Intergovernmental Authority on Development
IGO	Intergovernmental Organization
ILO	International Labour Organization
ILRI	International Livestock Research Institute
IMF	International Monetary Fund
INSTRAW	United Nations International Research and Training Institute for the Advancement of Women
IOC	Indian Ocean Commission
IOM	International Organization for Migration
I-PRSP	Interim Poverty Reduction Strategy
IRIN	Integrated Regional Information Network
ISO	International Organization for Standardization
IT	Information Technology
ITU	International Telecommunication Union
JIAMCATT	Joint Inter-Agency Meeting on Computer-Assisted Translation and Terminology
JICA	Japan International Co-operation Agency
JSA	Joint Staff Assessment

KMI	Knowledge Management Initiative
LA21	Local Agenda 21
LDC	Least Developed Country
LGC	Local Governance Code
LG	Learning Group
LLS	Level of Living Survey
LPA	Lagos Plan of Action
LPP	Law of Popular Participation
MBESC	Ministry of Basic Education, Sports and Culture
MDG	Millennium Development Goal
MoF	Ministry of Finance
MoH	Ministry of Health
MP	Member of Parliament
MTEF	Medium-term Expenditure Framework
NATO	North Atlantic Treaty Organization
NCBO	National Capacity Building Assessment
NDP	National Development Plan
NEPAD	New Partnership for African Development
NGO	Non-governmental organization
NICI	National Information and Communication Infrastructure (Plan)
NPC	National Planning Commission
NPRAP	National Poverty Reduction Action Plan
OAS	Organization of American States
OAU	Organization of African Unity
OCHA	Office for the Coordination of Humanitarian Affairs
ODA	Official Development Assistance
OECD	Organization for Economic Cooperation and Development
OHRM	Office of Human Resources Management
OPEC	Organization of Petroleum Exporting Countries
OSSREA	Organization for Social Science Research in Eastern and Southern Africa
PA	Programme of Action
PARENT	Participatory Resource Network
PANA	Pan-African news Agency
PANAFCON	Pan-African Implementation and Partnership Conference on Water
PEAP	Poverty Eradication Action Plan
PEDA	Population, Environment, Agriculture nexus

PEMP	Performance and Efficiency Management Programme
PPA	Participatory Poverty Assessment
PRSP	Poverty Reduction Strategic Plan
PRS	Poverty Reduction Strategy
PRT	Poverty Relevance Test
PSIP	Public Sector Investment Programme
PSIS	Programme for Strategic and International Security Studies
PSO	Private Sector Organization
PTA	Preferential Trade Area of Eastern and Southern African States
RASCOM	Regional African Satellite Communication System
RBA	Regional Bureau for Africa (UNDP)
RCID	Regional Cooperation and Integration Division of the ECA
REC	Regional Economic Communities
RIPS	Rural Integrated Project Support
SADC	Southern African Development Community
SAP	Structural Adjustment Programme
SG	Secretary-General (of the United Nations)
SIDA	Swedish International Development Cooperation Agency
SME	Small and Medium Enterprise
SPA	Strategic Partnership for Africa
SRDC	Subregional Development Centre (now renamed ECA Subregional Office)
SRO	Subregional Development Office
SSA	Sub-Saharan Africa
SWAP	Sector-wide Approach
TEPCOW	Technical Preparatory Committee of the Whole
TICAD	Tokyo International Conference on African Development
TFR	Total fertility rate
TISS	Translation and Interpretation Section of CGSD/ECA
TRID	Trade and Regional Integration Division of the ECA
UAR	Union of African Railways
UDEAC	Central African Customs and Economic Union

UEMOA	Economic and Monetary Union of West Africa
UNCHS	United Nations Centre for Human Settlements (Habitat)
UNCTAD	United Nations Conference on Trade and Development
UNDAF	United Nations Development Assistance Framework
UNDESA	Department of Economic and Social Affairs
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFPA	United Nations Population Fund
UNGASS	special session of the General Assembly on HIV/AIDS
UNHCR	Office of the United Nations High Commissioner for Refugees
UNIC	United Nations Information Centre
UNICEF	United Nations Children's Fund
UNIDO	United Nations Industrial Development Organization
UNIFEM	United Nations Development Fund for Women
UNNADAF	United Nations New Agenda for the Development of Africa in the 1990s
UNMEE	United Nations Mission in Ethiopia and Eritrea
UNOG	United Nations in Geneva
UNON	United Nations in Nairobi
UNOV	United Nations in Vienna
UN-PAAERD	United Nations Programme of Action for African Economic Recovery and Development
UNRISD	United Nations Research Institute for Social Development
UNSID	United Nations Special Initiative for Africa
UNV	United Nations Volunteer
USAID	United States Agency for International Development
VAWC	Violence Against Women and Children
WAD	Women and Development
WAEMU	The West African Economic and Monetary Union
WCAR	World Conference against Racism, Racial Discrimination, Xenophobia and Related Intolerance

WB	World Bank
WFP	World Food Programme
WHO	World Health Organization
WIPO	World Intellectual Property Organization
WMO	World Meteorological Organization
WSSD	World Summit on Sustainable Development
WTO	World Trade Organization

B. Abbreviations

Full stops are not normally used between or following the letters in abbreviations made up of initial letters, for example, UN, USA. Some exceptions include a.m., p.m., B.A., Ph.D.

Except for permitted abbreviations such as "Dr.", "Mr.", etc, writing for ECA demands the use of full wording in most cases. Thus, "including", not "inc."; "international", not "int."; "governments", not, "govts"; "departments", not "depts".

Acceptable abbreviations include: i.e.; eg;

HIV/AIDS Transport decade Implementation Globalization Integration Sustainable African Union (AU) food water trade equality Human Rights Peace Building ICTs HIPC NEPAD NICI SROs Gender Issues Harnessing Technology Annual Report Governance HIV/AIDS Transport decade Implementation Globalization Integration Sustainable African Union (AU) food water trade equality Human Rights Peace Building ICTs economics NEPAD Writing for ECA SROs Gender Issues Harnessing Technology Annual Report Governance HIV/AIDS water decade food ICTs

FOOTNOTES AND BIBLIOGRAPHIES

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VII. FOOTNOTES AND BIBLIOGRAPHIES

- Footnotes and bibliographies contain the same elements of bibliographic detail, but the elements are arranged and presented in somewhat different styles.
- All minimally contain, for a book, the author, book title; facts of publication; for an article in a periodical, the author, article title, name of periodical, its volume, issue, date.

A. Footnotes

For a book

Name of author(s) as shown on the title page, followed by a comma (sometimes followed by a full stop).

Title of book, underlined or in italics;

Edition, if any;

Name of editor(s), compiler(s), translator(s);

Name of publisher, place of publication, date of publication (sometimes, but not necessarily placed in brackets);

Volume number, e.g., vol. 3;

Chapter, paragraph or page number

Year of publication

Example:

Christopher Turk and John Kirkman, *Effective writing: improving scientific, technical and business communication*, London, E. & F. N. Spon, 1989.

For a periodical:

Author;

Article title in quotation marks;

Name of periodical;

Volume and issue number;

Date;

Pages where the article is found.

Article in a periodical:

Michael Thresh, "The future of plant virology in Africa", *Spore*, No. 76, August 1998, p.11.

B. Bibliographies

Bibliographic styles are not as rigid as they used to be, as long as the style used is consistent. The following format is the basic style:

Name of author, surname first, then given name or initials; second and succeeding authors names are not inverted; end with a full stop.

Title: in full; subtitle separated by a colon; sentence-style capitalization; end with a full stop.

Edition, if other than the first; end with a full stop.

Publisher's imprint: place of publication, name of publisher, year of publication; separated by commas; end with a full stop.

United Nations style is to minimize the use of capitalization within titles of books and articles in journals, etc. Italics have largely replaced underlining for the titles of books and journals and newspapers, but a simple reference without compound parts can remain in normal print. Sometimes publishing data or time data are bracketed, but this is not always done.

Examples:

Turk, Christopher, and John Kirkman. *Effective writing: improving scientific, technical and business communication*. London, E. & F. N. Spon, 1989.

Plotnik, Arthur. *The elements of editing: a modern guide for editors and journalists*. New York, Macmillan, 1982.

Mellor, John W. "The landed and the landless", in *Ceres*, Vol. II, No.1, January-February, 1978.

In contemporary styles, the year of publication is sometimes placed after the author's name, especially if the author is an institution. Capitalization in the titles is very common in ECA documents and is allowed if used consistently. Website sources must also be cited in footnotes and bibliographies.

Example:

UNECA. 2000. (or UNECA (2000)). "The African Consensus and Plan of Action: Leadership to Overcome HIV/AIDS." ADF 2000, Addis Ababa, 3-7 December. (www.uneca.org/adf2000/consensus.htm).

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balization Integration Sustainable African Union
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SUBMISSION OF DOCUMENTS FOR PUBLICATION

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VII. SUBMISSION OF DOCUMENTS FOR PUBLICATION

A. Publication planning

- Identify your target audience(s) and write and plan ahead according to your main messages and objectives.
- Stay in close contact with CT publications staff.
- Respect the lead times set out by the CT and the Print Shop.
- Set realistic deadlines and launch dates and make sure that your document has been entered in the Documents Control and Tracking System.
- Discuss preferred formats and designs with CT staff from early, including paper size, style, graphs and charts. It is important for CT members to know in advance the type and number of charts, graphs, figures and other graphics as a specialized data entry for tables may be needed. Photographs may have to be taken, purchased or searched for in the photo archive.
- Arrange for internal or external peer review before submitting your document for publication.
- Editing and translation time estimates should take into account the amount of work needed on the document. A light edit or a brief text for translation might take 3 days. A major edit that includes major overhaul and re-writes could take up to 3 weeks, as could a long document for translation.
- Stick to the plan or delays have a multiplier effect. When documents are submitted late, all downstream processes are affected. Editing, proof reading, translation and layout and dissemination cannot be completed on time.
- Rushed editing, translation and proofreading compromise the final product, as does late dissemination.
- Outsourced projects are particularly vulnerable to inevitable freight and custom clearance procedures.

B. Submission process

- Lead time should be at least six weeks;
- Documents should be peer-reviewed in the Division before submission to the CT for publication;
- Documents should be edited before submission for translation;

IMPORTANT NOTICE!

After layout by DTP/CT, the master files for the publication remain with the CT Publications Officer. Any subsequent changes or additions should be written clearly on a print out on the line and page of insertion or should be clearly visible electronically using the "Track Changes" functions under "Tools" on the toolbar. This is to avoid the need for re-editing the whole document upon its return to the CT for publication.

Documents should not be submitted to CT for editing and to CGSD for translation at the same time, as this will cause non-aligned text in the various languages if substantial editing, re-writing and re-structuring prove necessary.

Checklist for submission of a document for publication

- Make sure that documents to be published are included in the yearly publication plan and budget;
- Peer review, internal and/or external must be arranged, as well as publication clearance from the Chief of the Division and/or the Executive Secretary;
- When the document is ready at the Divisional level, the Consulting Officer or Administrative Assistant should submit the document, with clear instructions by e-mail or on the work control form of the Tracking System, about the nature and deadline of the work, special features or publishing preferences;
- Make sure the Consulting Officer from the Division is named and the telephone extension given;
- To avoid confusion of versions, the CT Publications Officer maintains all master files of final submissions. Any corrections have to be centralized and coordinated;
- Documents returned to the Division after the first edit, due to numerous queries, gaps and/or corrections must be addressed and remedied by the Division sponsoring the publication. Assisted by the Consulting Officer(s), the CT will then proofread the work again before printing.
- Documents found to be unfinished or below standard will be returned to the Division for further work.
- If an edited document returned to the Division for proofreading and approval undergoes major revision and addition, the document will have to be re-edited and must join the queue once more.
- A document should not be sent on for translation until all editing and revisions have taken place.

- The final product has to be cleared by the Chief of the Division and the Publications Committee. The Executive Secretary or his designate must approve all flagships for publication.
- Submit the files both the diskette or CD-ROM and the print out on A4 size paper, for editing and formatting.
- Make sure that you turn in your document at least six weeks before it is needed, allowing even more time if it has to be translated into other working languages.
- In the case of externally printed publications, the lead-time necessary is four to six months.

C. Documents control

Documents for conferences and special events

In the case of a Conference document for reproduction by the Print Shop, (i.e. not yet ready for publication) the Consulting Officer or the Administrative Assistant in the Division submits to Documents Control, CGSD, a print out of the document, the electronic file by e-mail, floppy disk or CD-ROM, and a filled work control form available from Documents Control, detailing the work to be done. Tasks include editing, translation, proofreading or alignment of one language with another, level of urgency and date by which the work is required, with approximate lead time of at least 6 weeks.

Documents for publication

An ECA customized Documents Tracking and Monitoring System is currently under development and installation by Information Services Section (ISS). In the interim, the Publications Officer fills the following Publications Log with information provided by the Consulting Officer submitting the document for publication:

CT Publications Log		Date:	
		No: 04-	
Title:			
No. of Pages:	Type of publication: <i>If other, please specify --></i>		
Division:	Contact person:	Extension:	
Date submitted:		Date required:	
Pre-Editing task person:		Editing dates: From:	To:
Editing task person:		Editing dates: From:	To:
Design task person:		Design dates: From:	To:
Comments/Remarks:			

Besides such publication control instructions, cover and other design and packaging requirements, number of copies, colours to be used, languages and other preferences must be agreed with the Publications Officer.

The document received then passes through the CT editorial, text processing and proofreading staff before proceeding for layout to DTP staff. Proofreading precedes and follows layout.

After design and layout, the draft publication returns to the Consulting Officer for Division-based proofreading and approval for printing by the Chief of the Division in consultation with the Executive Secretary and the ECA Publications Committee.

The Publications Officer is in charge of all the master files being prepared for submission to the Print Shop and will coordinate all final changes and printing plans. At this point, changes in the Division should be done manually on a print- out or using tracked changes online, so that any requested change can be easily pinpointed and so that there can be no confusion about the version for printing.

The Publications Officer liaises with the Consulting Officer, with DTP Officers, and with the Chief of the Print Shop regarding final changes, printing instructions, type and size of paper, and number of copies required by what date.

D. Translation and Interpretation Services Section (TISS)

The Administrative Assistant or the Consulting Officer in the Division is responsible for submitting the document or publication to Documents Control, Translation Services, where it will be given a document control number.

To avoid confusion, only the final edited version of the text should be submitted for translation.

At ECA, most documents are prepared in English as the original language, with translation into French and Arabic, according to target audience and funds available.

References:

A Guide to Writing for the United Nations, Department of Conference Services, United Nations, New York, 1984.

Guidelines on the Preparation and Submission of Documentation, Conference Services Division, United Nations Office at Geneva, 2002.(M/CONF/2002/10)

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