



# **UNDP EDITORIAL STYLE MANUAL**



# **UNDP Editorial Style Manual**

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## INTRODUCTION

The UNDP Editorial Style Manual is intended to offer guidance on grammar, spelling and punctuation to ensure clarity and consistency in UNDP for print and online internal and external communications, covering publications, speeches and statements, press releases and media advisories, social media, multimedia products, including photo captions. All staff members and consultants are encouraged to familiarize themselves with the Editorial Style Manual. Effective communication of UNDP's message relies on consistent use of language across the organization.

Together with other writing and publishing guides available in the [UNDP Communications Toolkit](#), the **UNDP Editorial Style Manual** is intended as a resource to allow all of us at UNDP to speak as one in our communications.

Key resources:

1. [UN Editorial Manual](#)
2. [UNDP Brand Manual](#)
3. [UNDP Guidelines for Photography](#)

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## ABBREVIATIONS AND ACRONYMS

### Abbreviations

Abbreviations should not be used for words or titles—of articles, books, organizations or people—that occur only once or twice in a text. If a title occurs many times in a document, a short form may be used. The full title should be given the first time it appears and repeated only where necessary for clarity. Thereafter, a short title may be used unless there is a risk of ambiguity. Examples of short titles are: the Assembly, the Council, the Commission, the Committee, the Special Committee.

“United Nations” may be abbreviated in information materials in English but not in formal documents. The form “ONU” is acceptable in French in certain texts. The following titles should not be abbreviated in running text: Economic and Social Council, UN General Assembly, UN Secretary-General, Security Council.

### Common abbreviations

cf. = compare

e.g. = for example

et al. = and others (note punctuation)

etc. = *et cetera*

i.e. = that is to say

NB = *nota bene* ('please note')

No. = number

p. = page

pp. = pages

Vol. = Volume or vol. = volume

### Acronyms

Acronyms are formed from the initial letters of other words e.g. UNDP. They have the advantage of brevity and the disadvantage of needing to be memorized and giving a document the appearance of 'alphabet soup'. Acronyms are written entirely in capital letters, without full stops or periods, in United Nations usage. So: UNDP and not U.N.D.P.

A title or name of an organization (e.g. World Food Programme) or programme (e.g. United Nations Volunteers) or an institution (e.g. Department for International Development) that recurs should normally be written in full the first time it is mentioned and should be followed by the acronym between parentheses; thereafter, only the acronym should be used consistently throughout the text.

Acronyms should **not** be used for names that rarely appear in a text unless the acronym is more familiar than the full name, e.g.:

[UNICEF](#) (United Nations Children's Fund)

[UN Women](#) (United Nations Entity for Gender Equality and the Empowerment of Women).

If the text is very long and contains many acronyms, a list of acronyms should be inserted either at the beginning or the end of a publication; the names should still be written out on first use in the text.

It is especially important to explain acronyms in documents that are to be translated, since translators may not be familiar with UNDP or even United Nations terms. See the [UN Term database](#)

if you have questions on United Nations acronyms or terminology.

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

Acronyms should normally be used **without** the definite article, e.g.:

*The cooperation of WHO was sought.*

*UNDP and ILO jointly sponsored a workshop.*

However, exceptions are made, such as: the OAU; the ICC (International Criminal Court); the WB (World Bank).

Do not use an apostrophe to form the plural of abbreviations and acronyms (write NGOs, not NGO's; PSAs, not PSA's). It is incorrect.

Acronyms should never be hyphenated at the end of a line. A list of frequently used acronyms is provided in **Annex III**.

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## CAPITALIZATION

Generally, capitalization should be avoided except where necessary, according to the guidelines below.

A list of commonly used words that for which the UN requires initial capital letters and those that do not is provided in **Annex II**.

Official titles of conferences and years should be capitalized regardless of whether or not the conference has been held at the time of writing.

EXAMPLE:

*A draft programme was prepared for the International Year for the Eradication of Poverty.*

## Proper nouns and adjectives and recognized geographical names

Initial capital letters should be used for proper nouns and adjectives and for recognized names or titles

EXAMPLES:

*Dag Hammarskjöld*

*Asian, Icelandic*

*World Wide Web (or 'the Web')*

*Web editor*

*southern Africa*

*South Africa*

*Mexico City*

*the city of Chicago*

*Place de la Concorde*

*the Government of France*

*the English Channel*

*Yunan Province*

*Mount Everest*

*Lake Titicaca*

*South China Sea*

*the Danube River*

*the Rhine and Danube river*



The word state is capitalized in specific references when it refers to a country but not when referring to a part of a federal entity, such as the state of New York or the states of Brazil, or as an adjective, as in state school.

**Names of organizations**

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

EXAMPLES:

*Agence France-Presse (AFP)*  
*Fédération Internationale de Football Association (FIFA)*

When an organization has English as one of its official or working languages, the English spelling and hyphenation that it uses for its own name and for the titles of its officials should be followed.

Country specific institutions (e.g. *L'Académie Française*, *Loya Jirga*, *Keidanren*, etc.) and acronyms of world-renowned institutions (NASA, FBI, CIA, etc.) should be left as is and explained in brackets.

.....  
**FORMATTING A DOCUMENT**

The Executive Board documents must strictly follow the rules for UN Document submission with regards to formatting, number of words and length. See examples of properly formatted UN Documents on the UNDP Executive Board [website](#).

**Font**

For all official communications, especially UNDP publications, Proxima Nova 10 pt font should be used. Alternative fonts can be used according to design needs for publications. For more information on branding design requirements please refer to the [UNDP Brand Manual](#).

**Sentences**

A single space is used after each period or full stop to separate sentences.

**Paragraphs**

It is preferred style for paragraphs to be separated by a single empty line, except in cases where space limitations make this impractical. In such cases, the first paragraph in a chapter or article or following a subheading is not indented, and all other paragraphs begin with an initial indent. Paragraphs on websites are never indented.

An initial large capital, or drop cap, is often used at the beginning of an article or chapter, as part of a *design element*, not for regular Microsoft Word documents. As this technique is not as effective if the first word consists of only one or two letters, the first sentence may require reworking so that it begins with a longer word. Also for reasons of appearance, a drop cap should never be preceded by quotation marks.

Try to avoid what typesetters refer to as widows and orphans—a short single line at the bottom or top of a column or page.

## Chapter headings

In UNDP publications, the usual style used for chapter headings is to capitalize the first word, unless the heading contains a proper noun or a book title, e.g. *Facts for Life*.

## Subheadings

As mentioned above, the first paragraph following a subheading should not be indented, although subsequent paragraphs should begin with an indent.

## Lists

Ideally, lists should be used with simple bullet points to indicate each item. Numbering can also be used, if the nature of the document or specific content (such as pointers or checklists) requires it. Numbering and lettering are used often for official UN/UNDP documents or legal papers.

## References and bibliographies

For detailed information on references, bibliographies, comparing *ibid.* and *op. cit.* and how to format footnotes and references to a variety of different sources, please refer to the relevant section of the [United Nations Editorial Manual](#).

In providing references, consistency of style is most important. In general, information is ordered in the following sequence with the items separated by commas: author (first author listed, with last name first) or source, title (titles of articles or documents are enclosed in single quotes, book titles are italicized), editor(s), publisher, place of publication, year of publication, pages cited. Such terms as *ibid.* and *op. cit.* are **no longer** italicized. For clarity, these terms are compared below.

## Use of *ibid.*

Ibid. (the abbreviation for *ibidem*, meaning “in the same place”) refers to the work cited in the preceding footnote or to the preceding work within the same footnote. The term should not be used when the preceding footnote includes more than one source.

Ibid. is used when it is not possible to repeat footnote indicators (e.g. in documents and publications when the repeated reference is more than six double-spaced pages away from the first reference) and to replace those elements that are identical in the preceding footnote or the preceding work within the same footnote. It is never used solely to replace the name of an author. When different works by the same author are cited in consecutive footnotes, the author’s name is repeated in full each time.

### EXAMPLES:

<sup>1</sup> United Nations, *Treaty Series*, vol. 75, No. 973.

<sup>2</sup> *Ibid.*, vol. 2187, No. 38544.

<sup>3</sup> *Official Records of the General Assembly, Fifty-eighth Session, Supplement No. 20 (A/58/20)*, para. 239; and *ibid.*, *Sixty-first Session, Supplement No. 20 (A/61/20)*, paras. 245 and 260.

<sup>4</sup> Paul Kennedy, *The Parliament of Man: The Past, Present, and Future of the United Nations* (New York, Random House, 2006).

<sup>5</sup> Paul Kennedy, *Preparing for the Twenty-first Century* (New York, Random House, 1993).

<sup>6</sup> *Ibid.*

## Footnotes and textnotes

**Footnotes.** In resolutions and decisions, all sources are cited in footnotes. In masthead documents (those documents using the UN letterhead format at the top of the page), sales publications and reports issued as supplements to the *Official Records*, footnotes are used to cite:

- United Nations sales publications
  - Reports of United Nations conferences
  - Instruments issued in the United Nations or League of Nations *Treaty Series*
  - Advisory opinions, judgments and orders of the International Court of Justice
  - Documents and publications issued by other organizations and by Governments
  - Books, periodicals and articles contained therein
  - Working papers and research reports in a published series
  - Unpublished papers and dissertations

**Footnotes, text notes or references directly in the text.** In masthead documents, publications and supplements, references to newspaper articles, public statements, interviews, personal communications and material on a website may be given in footnotes, text notes or directly in the text, as appropriate.

### Placement of footnotes

Footnotes to items in the text are placed at the bottom of the page. Endnotes are not used. Footnotes to figures and tables are placed directly below the figure or table. Footnotes to items in a boxed text contained in a document or publication are normally placed within the box.

Footnotes indicated by asterisks and other symbols are placed above footnotes indicated by numbers and lower-case letters when they appear at the bottom of the same page. For additional information, see [Footnote indicators/ Footnotes indicated by lower-case letters](#) and [Footnotes indicated by asterisks and other symbols](#).

**Footnotes in boxed summaries.** Footnotes are not given for items in a boxed summary at the beginning of a document if the items can be referenced in the main body of the text. When it is necessary to include a footnote to an item in a boxed summary, the footnote is indicated by a lower-case letter and placed within the box.

**Text notes.** In documents, publications and supplements to the *Official Records*, text notes are used to cite:

- United Nations documents
  - Reports issued as supplements to the [UN Official Records](#).
  - Statements and oral reports made before a United Nations body

**Endnotes:**

Generally, endnotes are similar to footnotes except that they are just placed at the end of a document instead of the bottom of the page, as with footnotes.

**Footnotes in digital publications**

For publications that are created from layout files for the print publication—PDF files—footnotes can appear in normal placements. When using apps for digital publications where there are not necessarily regularized page numbers, a footnote should follow the paragraph in which it is cited and be linked to the footnoted text. The reader can then choose to click on the link to read the footnote and then go back to the regular text.

.....  
**GRAMMAR**

**Among/between**

Use between when referring to two parties. When referring to three or any number over three, use among.

**That/which**

The basic rule governing the use of that and which is:

- that introduces defining clauses, which are critical to the meaning of the sentence, and
- which introduces non-defining clauses, which provide additional clarification but are not mandatory to understand the meaning of the sentence.

EXAMPLE:

**Each student made a list of books that had influenced her.** The list refers not to books in a general sense but only to books that had influenced her.

Contrast with: **I always buy his books, which have influenced me greatly.**

A quick way to note the difference between the two types of clauses is to remember that non-defining, or which, clauses need commas, and defining, or that, clauses do not.

EXAMPLES:

The dog **that** I saw yesterday came back to the house.

Nations **that** ratify the Convention are obliged to protect people from maltreatment.

That may be omitted in some cases; which is never omitted as it changes the meaning of the sentence.

Note: **The book I am reading** for **The book that I am reading**.

Whereas, **This fact, which you admit, condemns you** cannot be changed to **This fact, you admit, condemns you**.

### Less/fewer

Less refers to quantity, fewer to number:

"His troubles are **less** than mine" means that they are not so great.

"His troubles are **fewer** than mine" means that they are not so numerous.

In general, less is applied to mass nouns and fewer to count nouns. As the name implies, a count noun is a noun that can be counted. A mass noun cannot be counted.

EXAMPLES:

There was **less** money available.

There were **fewer** funds available.

An exception to this rule is made in the case of **time, money and distance**, which always use **less**.

EXAMPLES:

The meeting lasted **less** than three hours.

The town was **less** than four miles away.

The total cost was **less** than I had expected.

### Omit needless words

Every word should serve a purpose. Also, some advice from Orwell's essay, *Politics and the English Language*:

- Never use a long word where a short one will do. (*See suggestions of short words below*)
- If it is possible to cut a word out, always cut it out.

### Some examples:

The question as to whether	whether
There is no doubt but that	doubtless
He is a man who	he
The reason why is that	because
In spite of that fact that	although
The fact that she had arrived	her arrival
As to whether	whether
As yet	yet
Egypt is a country that	Egypt
Firstly, secondly, thirdly	first, second, third

overly, thusly

over, thus

## Overused words and phrases:

### Instead of

facility  
insightful  
roll out  
jump start

### try

hospital, prison, bathroom, etc.  
perceptive  
introduce, implement  
energize, invigorate

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## NAMES

### Names of countries

In United Nations terminology, country names have two forms. The full name, as used in formal documents, must be observed especially when dealing with UN Member States and UNDP Executive Board Members. The names to be used for all ordinary purposes are listed in **Annex IV**. Some of these short names may be abbreviated in certain circumstances, as explained below, but all the others should always be given in full.

### Permissible abbreviations

Once the full name, such as the United Republic of Tanzania, has been mentioned, or where space is limited, for instance in a table, the short form Tanzania may be used. Short forms such as Libya and Syria, United Kingdom and United States may be used, and the abbreviations UK and US may be used as adjectives and in tables.

### Alphabetization

Countries are usually listed in alphabetical order, which follows the normal word order of each name. The Republic of Korea, for instance, is listed under the letter **R**, not **K**. When several countries are given as examples in running text, they should also be alphabetized. Any exceptions to this practice should be explained.

#### EXAMPLES:

Cameroon, the Central African Republic, Côte d'Ivoire and Myanmar.

### English usage

As indicated in Annex III, some country names are preceded by the (as the Bahamas). The article is omitted in lists, tables and headings and, with the exception of the former Yugoslav Republic of Macedonia, countries are alphabetized without the. UN Protocol provides a continually updated list of official country names at: <http://www.un.int/protocol/documents/Officialnamesofcountries.pdf>

A country is treated as singular even when its name has a plural form: the Philippines is ...; Trinidad and Tobago is . . .

#### Common errors:

**The** Netherlands: must use **The**

Viet Nam: **two words** (in UNDP)

The former Yugoslav Republic of Macedonia should **never** be shortened to North Macedonia.

Democratic People's Republic of Korea **not** *North Korea*

Republic of Korea **not** *South Korea*

Democratic Republic of **the** Congo: must use **the**

**Côte d'Ivoire** not Ivory Coast. Note the accented character.

**Kazakhstan**, not Kazakstan

**The Gambia**, not Gambia

For country names in the official UN languages consult UN Term ([United Nations Multilingual Terminology Database](#)) maintained by the Terminology and Reference Section, Documentation Division, UN Department for General Assembly and Conference Management, New York. The names are provided in the six official languages of the United Nations. Revisions to the files are issued from time to time, please visit the UN Terminology website to learn more. [Go to the database. Under *Subjects*, select *Country names*.]

### Disputed territories

The list below gives the currently accepted terms and additional important information for several geographical areas of political sensitivity.

- North Macedonia—if used in an alphabetical list, **must** be listed under letter 'N'.
- Programme of Assistance to the Palestinian People (PAPP)—note capitalization. Should **not** be referred to as a country, nor should it appear in a list of countries.
- Kosovo—should **not** be referred to as a country, nor should it appear in a list of countries. The name Kosovo should always be annotated with the following footnote: *Hereafter referred to in the context of UN Security Council Resolution 1244 (1999)*.

Therefore, when referring to UNDP's presence around the world, please reference "... more than 170 countries and territories..."

### Styles of address

In a publication, it is preferable to use an adult's first and last names on first reference without the honorific unless the person is a medical doctor (in which case use Dr. before the full name). In subsequent references use the honorifics of Mr., Ms., Mrs., or Dr. (for medical doctors only) and the last name. For the names of children, use the full name in first reference. The first name only may be used in subsequent references. Please see further information on referencing children in publications in the [Unicef Reporting Guidelines to Protect Children](#).

### Names of persons

Current UNDP Administrator Achim Steiner should be referred to by his full name.

Always check to make sure names are spelled correctly. For UNDP and the UN Secretariat headquarters staff, consult the [UN Telephone Directory](#). Staff outside New York, however, cannot access this internal online document.

For spelling of the names of permanent mission and delegation staff, consult the website maintained by the [United Nations Protocol and Liaison Service](#).

People's names should be spelled identically in English, French and Spanish texts—do not translate them.

Names should include any accents that are used in the original language.

EXAMPLES:

French: H.E. Mr. Mamadi Touré

Spanish: H.E. Mr. Héctor Virgilio Alcántara Mejía

Portuguese: H.E. Mr. Álvaro José Costa de Mendonça e Moura

Slovakian: H.E. Mr. František Ružička

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## NUMBERS

### Numbers expressed in words

In general, numbers under 10 (one to nine) should be written in words. Numbers should also be spelled out in the following contexts: at the beginning of a sentence; in approximate or isolated references to dimensions, weights and measures in non-technical, non-statistical texts; in fractions in narrative text; and in reference to ages in non-technical, non-statistical texts.

### Ordinal numbers

Ordinal numbers indicate a position in relation to other numbers: first, second, third.

Ordinal numbers are written when they exist as a single word: the **second** meeting of the day.

Ordinals that would require two words are expressed as figures: the 24<sup>th</sup> day of the month.

Please note that the ordinal form is **not** used when writing dates: 8 November, not 8<sup>th</sup> November.

When a cardinal and an ordinal number are used in conjunction with the same noun, the ordinal always precedes the cardinal: The first two programmes are to be completed this year.

### Numbers expressed in figures

Numbers between 10 and 999,999 should normally be expressed in figures. In addition, the following are always expressed in figures: percentages; ratios; results of voting; dates and time of day; numbers with decimal places; fractions; statistics; degrees; dimensions, weights and measures, except when they are obviously intended to be approximate or in isolated references in a non-technical context; series of figures; document symbols; and page and paragraph references.

### Millions

In English, numbers in the millions should be written as follows: 15 million, 3.4 million, BUT 3,432,583 if you are using an exact number.

In UNDP, sometimes numbers in millions are rounded up to the nearest decimal point, especially when referring to funds, and depending on the type of product where these numbers appear (print, online, social media, etc.).

EXAMPLES:

3,432,583 can be expressed as US\$3.43 million

3,476,583 can be expressed as \$3.48 million or \$3.5 million

3,432,583 can be rounded up to \$3 million



## Billions and trillions

Inasmuch as the term billion is generally accepted throughout the world in the sense of a thousand million, it should be so used in United Nations documents. If there is any possibility of confusion, the use of the term should be defined in an explanatory note or in a footnote.

## Currency

Funding references are almost always in US dollars except when referring to the Euro. In writing, please use this format for the first reference: US\$20 million (*NB: no spaces in between*).

**Do not use USD.** In subsequent references to the US dollar, the US need not be used, just the dollar sign (\$) as in \$20 million.

## Time of day

References to the time of day using the 12-hour system should be made as follows: 9 a.m. (not 9:00 a.m.), noon (not 12 noon), 1:15 p.m., 3 p.m., 9:05 p.m., midnight.

The time of day expressed in four figures using the 24-hour system should be written without punctuation, e.g. 2100 hours, not 21.00 hours.

## Dates

The standard form for dates is day/month/year, for example: 2 January 2013. Do not use a comma after the month. Forms such as 2/1/98 should be avoided because of differences in usage regarding the order of the numerals indicating the day and month.

## Collective dates

In references to an inclusive period of two or more full years, the years are given in full and connected by a short dash (–), called an en dash. For example: 1997–1998 (meaning the two-year period); 2001–2005; the annual average for the period 1975–1980. The forms 2013-4, and 2013-14 should NOT be used, nor should the form from 1995–2000. The phrase from 1995 to 2000 is acceptable.

The form 2012/2013, using the slash, is appropriately used in describing academic years and fiscal years. In UNDP, this form is often used in annual reports because of UNDP's financial accounting period.

In references to an inclusive period of two or more days, the form 23 and 24 July, for example, should be used in running texts. Where space is limited, the form 23–24 July may be used.

In references to a period of hours before and after midnight, a stroke (or slash) should be used between the two dates, for example, 23/24 July, during the night of 31 July/1 August.

## Decades

In English, references to decades should be expressed in figures, for example, the 1990s, the mid-1990s (NOT the nineteen-nineties, the 90s or the 1990's); in French, *les années 90*; in Spanish, *el decenio de 1990*.

## Centuries

References to centuries should be expressed as follows: in English, the 19th Century; in French, *le XIXe siècle*; in Spanish, *el siglo XIX*. Please note use of upper case for Century in English.

## Percentages

Percentages should be expressed in figures, e.g. 15%. The % sign should only be used in tables, callouts, infographics, etc. In UNDP style, percent is written as one word, as opposed to two words in the *Concise Oxford English Dictionary*.

## Ranges

When a quantity is expressed by two numbers indicating a range:

- If the name of the unit is written out, it should be given only once, after the second number, e.g. for  
10- to 15-year-olds; increases ranging from three to four percent a year;
- If the name of the unit is represented by a symbol, the symbol should always be repeated, e.g. a high temperature of 63°– 70° (when denoting temperature, indicate Fahrenheit or Celsius);
- If the name of the unit is represented by a symbol or abbreviation consisting of a letter or letters, the symbol or abbreviation should be given only once if an en dash or hyphen is used to mark the range, e.g. it required 15–20 kg of rice;
- The two numbers showing the range should be parallel in structure, e.g. from 3,430,700 to 4,000,000 units (NOT from 3,430,700 to 4 million units);
- To guard against any possible confusion, numbers should be expressed in full, whether in figures or in words, when a range is indicated, e.g. it increased from \$2 million to \$5 million (NOT from \$2 to \$5 million).

## Two numbers occurring together

When two numbers occur together, they should be expressed in different styles, according to the nature of the elements and the context.

EXAMPLES:

twenty 15-cent stamps;  
20 three-year-old girls;  
ten 15-foot pipes.

## Series of numbers to which different rules apply

When two or more numbers to which different rules apply occur in a series, the rule applying to the higher or highest number should apply to all, e.g. 14, previously 9, NOT 14, previously nine.

## Fractions

Fractions should be spelled out, e.g. two thirds of the population. However, numbers with fractions should be written in figures, e.g. 1½ cups of flour.

A fraction is hyphenated only when used as an adjective.

EXAMPLES:

two thirds of the funds

two-thirds full

## Numbers in references to parts of documents or publications

References to specific parts of documents, books, reports and other publications should normally go from the general to the particular, e.g. Part One, chapter V, section 2, paragraph 3, NOT paragraph 3, chapter V.

Collective page references should include all digits, e.g. pages 131–139, NOT 131–39 or 131–9. When reference is made to two successive pages, the reference should read pages 9–10 if the subject follows on from one page to the other; pages 9,10 or pages 6 and 7 if the subject is disconnected on the two pages.

## Abbreviations

Abbreviations such as lb, kg, km, should **not** be followed by a period or full stop.

## Whole numbers

In both running text and tables, the normal usage for the language concerned should be followed for figures expressing whole numbers of more than three digits, i.e. commas in English, spaces in French, and periods in Russian and Spanish.

EXAMPLES:

English: 2,632,597

French: 2 632 597

Russian: 2.632.597

Spanish: 2.632.597

Note that whole numbers expressed in digits should not be broken at the end of a line in text.

---

## PUNCTUATION

### Double quotation marks

Double quotation marks are used for direct speech. Quoted speech is never preceded by that.

Punctuation marks used in direct speech should fall **inside** the double quotation marks.

EXAMPLES:

He said, "She is quite capable."

He said that he might go fishing.

## Single quotation marks

Single quotation marks are used to enclose quotations within quotations. In UN documents, single quotation marks should be used to enclose names of documents, themes of UN conferences, phrases or specific words, etc.

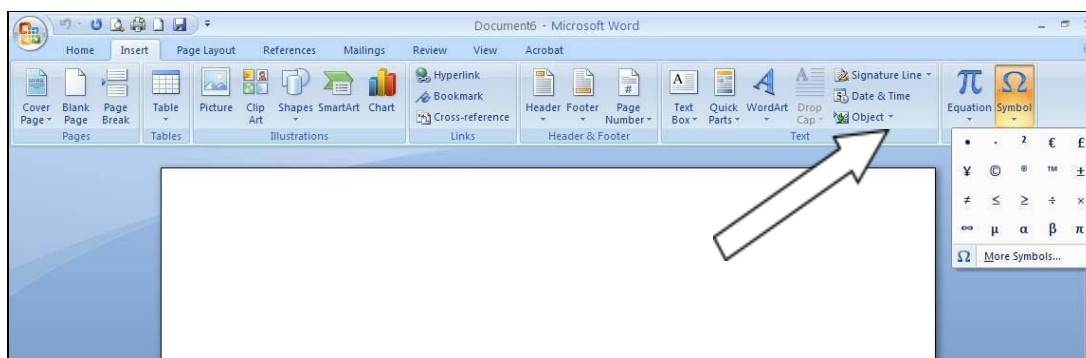
### EXAMPLES:

Rule 60 of the rules of procedure of the Council states that "the phrase 'members present and voting' means members casting an affirmative or negative vote". (*Note use of single and double quotation marks*).

The document 'Report of UNDP on the recommendations of the Joint Inspection Unit in 2012' is available on the website. (*Note use of single quotation mark*).

## Bullets, dashes, French and Spanish punctuation marks

The Symbol function on the Word toolbar contains a range of accented characters, monetary symbols, fractions, mathematical symbols, bullets, arrows and trademarks, registered marks and service marks. Use the Insert command in Word to use these symbols.



Common French and Spanish punctuation marks found in the Symbols menu:

- « » *guillemets* – French quotation marks
- ¿ ? question marks in Spanish
- ¡ ! exclamation marks in Spanish

## Apostrophe

Avoid using the apostrophe in pluralized acronyms, e.g. 'PSAs,' not 'PSA's,' 'UNVs,' not 'UNV's,' etc.

**Italics**—reference [UN Editorial Manual](#)

Italics are used for the following:

- non-English words found in an English text;
- words other than those that are generally considered to have been adopted into the language; e.g. *ad hoc*, *vis-à-vis*;
- the titles of books, periodicals, newspapers, films, plays and television programmes; e.g.: *The New York Times*; the movie *Star Wars*; the play *Romeo and Juliet*;

- the names of vessels and aeroplanes (but not the names and numbers of types of aircraft such as Boeing 707); the airline carrier, *Aer Lingus*, the ocean liner, *Queen Mary*;
- algebraic symbols and equations (such as  $b^2 - 4ac = 0$ );
- the names of laws, Parliamentary decrees etc. in foreign languages.

# Comma

In general cases, in a series of three or more items with a conjunction, the UNDP style is to use a comma after each item except the one preceding the conjunction and the last.

EXAMPLES:

organs, organizations and bodies  
Viet Nam, Yemen and Zimbabwe

However, a comma should be inserted before the conjunction when needed for clarity.

EXAMPLE:

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

In situations where the name of a country is given after a city, place a comma after the city; there is no need for a comma after the country name.

EXAMPLE:

The **United Nations Conference on Sustainable Development (UNCSD)**, also known as **Rio+20**, was held in Rio de Janeiro, Brazil in June 2012.

# Colon

When introducing a table, quotation or enumeration, a colon is used. The word following a colon should start with a capital letter if it begins a complete sentence or if it occurs in a headline.

EXAMPLE:

UNDP programmes: capacity development, poverty reduction and crisis prevention  
*African Human Development Report 2012: Towards a Food Secure Future*

# Dash

A dash—specifically an em dash, the longest dash—is used to set off an abrupt break or interruption or to show emphasis. Avoid placing a dash at the beginning of a line. **Dashes should be kept to a minimum.**

An en dash is a shorter dash and is used between numerals, such as years or page numbers, signifying to. (See *Collectives dates*, page 16.)

# Points of ellipsis

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

EXAMPLE:

“The situation of most African children remains critical due to . . . natural disasters, armed conflicts, exploitation and hunger.”

.....

# SPELLING

Follow the current edition of [\*The Concise Oxford English Dictionary\*](#).

**Where the dictionary provides alternative spellings, use the preferred spelling, the one that is printed first**, or to which other spellings are referred. Avoid American spellings, which the dictionary indicates by an asterisk.

NOTE: The use of the letter z in words such as organize, organization, mobilize, etc., is not an Americanization. It is the preferred spelling in ***The Concise Oxford English Dictionary***.

EXAMPLES:

Respect the spelling of proper names:

US Centers for Disease Control and Prevention vs. UNDP International Policy Centre

Respect use of accents and special characters in proper names.

EXAMPLE:

Kemal Derviş

A list of useful spellings has been included as Annex I.

### **Doubling final consonants**

When a suffix beginning with a vowel is added to a word ending in a single consonant preceded by a single vowel, the consonant should be doubled if it ends a word of one syllable or if it ends an accented syllable.

EXAMPLES:

allot, allotted, allotting

commit, committed, committing

get, getting

occur, occurred, occurring

In words ending in l the last consonant is generally doubled whether stressed on the last syllable or not.

EXAMPLES:

annul, annulled, annulling

fulfil, fulfilled, fulfilling

total, totalled, totaling

travel, travelled, travelling

### **Plurals for words of foreign origin**

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

Singular

Plural

aide-mémoire

aides-mémoire

appendix

appendices

Attorney-General

Attorneys-General

biennium

bienniums

bureau

bureaux

crisis	crises
criterion	criteria
curriculum	curricula
formula	formulas
forum	forums
honorarium	honorariums/honoraria
hypothesis	hypotheses
index	indexes (a list in a book)
medium	media (for channels of information)
memorandum	memoranda
<i>note verbale</i>	<i>notes verbales</i>
ombudsman	ombudsmen
phenomenon	phenomena
Secretary-General	Secretaries-General
series	series
spectrum	spectra
stimulus	stimuli
stratum	strata
syllabus	syllabuses
symposium	symposia
thesis	theses
virus	viruses

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

### Hyphenated words

For guidelines on hyphenated words, please follow the current edition of [\*The Concise Oxford English Dictionary\*](#). If you cannot find a particular word, follow the style given for an analogous word.

Do not over-hyphenate. Words such as 'multidimensional,' 'worldwide,' 'midwife,' 'wildlife,' etc., are not hyphenated. When in doubt, refer to [\*The Concise Oxford English Dictionary\*](#) or the UN Editorial Manual.

### Pendent hyphens

In a series of two or more compound words, the use of pendent hyphens is permissible. The common base may be shown by a hyphen whether or not the compound words are normally spelled with a hyphen, e.g. two-, three- or four-year periods; two- or threefold; two- and three-year-old boys.

#### EXAMPLES:

Small- and medium-sized enterprises  
Small-and-medium enterprises

It is usually preferable, however, to redraft the sentence in order to avoid the pendent hyphens. See example below:



Programmes were established for two-, three- and four-year periods could be revised to read, Programmes were set up for periods of two, three and four years.

**Hyphenating groups of words**

The basic principle in hyphenating groups of words is to prevent ambiguity.

EXAMPLE: a little used car    or    a little-used car

However, certain general principles should be followed even when clarity is not at risk. Many groupings of two or more words acquire hyphens when used attributively (preceding the word they modify). Groupings of this type that often appear in UNDP documents include:

in the long term	the long-term aim
keep up to date	keep an up-to-date list
contributions for specific purposes	specific-purpose contributions
decision makers	decision-making personnel
personnel at district level	district-level personnel

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

EXAMPLES:

- an efficiently run project
- a fully documented case
- a well-run project
- a better-documented case
- a long-established rule

**Division of words**

Try to avoid dividing words at the end of a line. If the entire word will not fit at the end of a line, carry it over to the next line.

.....

**SENSITIVE LANGUAGE**

As UNDP policies and programmes evolve and change, so too does the language used in our day-to-day work. Keeping up with such changes can be difficult. Below is a sample of phrases that have recently changed.

<b>Past usage</b>	<b>Suggested usage</b>
HIV/AIDS	HIV and AIDS
AIDS orphans	children orphaned by AIDS
developed countries	industrialized countries
field office	Country Office
prostitutes	commercial sex workers
street people	people living or working on the streets

underdeveloped countries

developing countries

For language on HIV and AIDS please see Annex IV.

### **Avoid sexist and racist language**

All writers and editors should try to make sure that the texts they are preparing do not show sexual or racial bias in content or expression. The most important point is for the writer to remember that both men and women, and various racial groups, will be reading the manuscript. The following general rules can also be helpful:

- Avoid making generalizations about the characteristics of certain nationalities or racial groups;
- Use a term that includes men **and** women (e.g. “the best candidate for the job,” rather than “the best man for the job”);
- Except where strictly necessary, try to avoid the use of he when referring to both sexes. You can put the sentence into the plural (e.g. not the worker ... he but workers ... they), leave the pronoun out, change the pronoun to a definite article, use a noun (or a general noun like individual) instead of the pronoun, or use he or she;
- Remember that most jobs or roles can be performed by either men or women;
- Whenever possible, replace words ending in “man” with a term that can apply to either sex, e.g. police officer and fire-fighter rather than policeman and fireman.

## **ANNEX I**

### **Useful Spellings for UNDP**

You can access the [\*The Concise Oxford English Dictionary\*](#). You can also check the [\*UN Editorial Manual\*](#) for additional spellings.

above-mentioned

accede

acknowledgement

*ad hoc*

ad infinitum

advertise

advice (n.), advise (v.)

adviser

aesthetic

age-specific (adj)

age-reporting/age-misreporting

aging

aggression

agroforestry

agro-industry

*aide-mémoire* (pl. *aides-mémoire*)

air-conditioned

airline

airspace

allot/allotted/allotting/allotment

aluminium

analogue (but analog in computer technology)

analyse (NOT analyze)

ancillary	<i>bona fide</i>
apartheid	bond market
appal/appalled/appalling	bookkeeping
appendix (pl. appendices)	borehole
<i>a priori</i>	bottleneck
armour	bourgeoisie
artwork	brain drain
<i>attaché</i>	breadwinner
audiovisual	breakdown (n)/break down (v)
auxiliary	breakthrough (n)/break through(v)
avant-garde	break-up (n)/break up (v)
averse	breastfeeding, breastfed
	budgeted/budgeting
back-up (n. and adj.)/back up (v.)	build-up (n)/build up (v)
backward (adj)/backwards (adv)	bureau (pl. bureaux)
balance of payments (n)	by-product
balance-of-payments (adj)	
balance sheet	calibre
bandwidth	call-forward (n)/call forward (v)
baseline	cancel/cancelled/cancelling
behaviour/behavioural	candour
benefit/benefited/benefiting	cannot
biannual (twice a year)	canvas (cloth)
biennial (every second year)	canvass (to solicit)
biennium(s)	capacity-building
bimonthly (every two months or twice a month)	capital (city)
bio-demographic	Capitol (building, with reference to the US Capitol)
biotechnology	cardiovascular
birth control	caregiver
birth rate	<i>carte blanche</i>
birth-spacing (as in child-spacing)	caseload
biweekly (every two weeks or twice a week)	case study
boldface (type)	

catalogue (but catalog in computer technology)  
 catalyse  
 catastrophe  
 ceasefire (n. and adj.)  
 centre/centred  
 centrepiece  
 channel/channelled/channelling  
*chargé d'affaires* (pl. *chargés d'affaires*)  
 checklist  
 checkpoint  
*chef de cabinet*  
 cheque (bank)  
 childbirth  
 child-care (adj)/childcare (n)  
 child-rearing  
 classroom  
 clearing house  
 coeducation  
 coercion  
 coexist/coexistence  
 colloquium(s)  
 colour  
 combat/combated/combating  
 commando(s)  
 commit/committed/commitment  
*communiqué*  
 community-based  
 compel/compelled/compelling  
 complexion  
 connection  
 consensus  
 controlling  
 cooperate/cooperation

coordinate/coordination  
 co-production  
 copy-edit (v)/copy editor (n)  
 copyright  
 copywriter  
 co-sponsor  
 cost-effective  
 councillor (member of a council)  
 counselling  
 counsellor (one who gives counsel)  
 counter-argument  
 counter-attack  
 countermeasure  
 counter-productive  
 countersign  
 countrywide  
*coup d'état*  
 cross-cut  
 cross-cutting  
 crossfire  
 cross-reference  
 cross-section  
*curriculum vitae* (pl. *curricula vitae*, c.v.)  
 cutback (n)/cut back (v)  
 cut-off (n. and adj.)  
 cybercafé  
  
 data bank  
 database  
 data collection (n)/data-collection (adj)  
 data entry (n)/data-entry(adj)  
 data processing (n)/data-processing (adj)  
 day-care (adj)/day care (n)  
 deadline

dead weight	emigrant
death rate	encyclopaedia
decision maker	endeavour
decision-making (n. and adj.)	end product
<i>de facto</i>	end result
defence (but US Department of Defense)	enrol/enrolled/enrolling/enrolment
<i>de jure</i>	<i>en route</i>
demine/demining	ensure
dependant (n)/dependent (adj)	equalled
derestricted	estrogen
desktop	<i>et al.</i>
<i>détente</i>	everyday (adj)/every day (adv)
diarrhoea	exaggerate
diphtheria	exorbitant
disc (vertebrae)	expel/expelled/expelling
disk (computer and electronic term)	expense
dispatch (variant spelling: despatch)	exposé
dissension	<i>ex post facto</i>
dissociate	extrabudgetary
doable	extralegal
downward (adj. and adv.)	extramarital
draft (text)	extraregional
draught (air, animal and ale)	
drier	fact-finding (adj.)
drift-net	<i>fait accompli</i>
drop-out (n)/drop out (v)	fallout
dwelling-unit (place, house)	far-reaching
	favour/favourable/favourite
earmark	feedback
ecosystem	fieldwork
embargo(es)	first aid
embarkation	flavour
embarrassment	flow chart
email	focus/focused/focusing

foetal  
 follow-up (n. and adj.)/follow up (v)  
 foodstuff  
 footnote  
*force majeure*  
 forcible  
 forego (precede, as in foregoing; see forgo)  
 forever  
 foreword (brief preface)  
 forfeit  
 forgo (go without)  
 forum(s)  
 framework  
 freedom fighter  
 front line (n)/front-line (adj)  
 fuelled/fuelling  
 fulfil/fulfilled/fulfilling/fulfilment  
 full-time (adj)/full time (n.)  
 fund-raising  
  
 gauge  
 good will (virtuous intent)  
 goodwill (adj.)/Goodwill Ambassador  
 gram  
 grass-roots (adj)/grass roots (n)  
 grey  
 groundnut  
 ground-breaking  
 groundwater  
 groundwork  
 growth-centre (adj. only)  
 gruelling  
 guerrilla  
 guidelines

gunfire  
 gynaecology  
  
 haemorrhage  
 halfway  
 handpump  
 harass  
 harbour  
 health care (n. and adj.)  
 heartfelt  
 hierarchy/hierarchical  
 highlight  
 home care (n)/home-care (adj)  
 homeowner  
 homogeneous  
 honorary/honorarium(s)  
 honour/honourable  
 hopefully (in a hopeful manner)  
 horsepower  
 hotbed  
 human immunodeficiency virus (HIV)  
 hydroelectric  
 hydro-interaction  
 hydropower  
 hygiene  
 hypothesis  
  
 ibid.  
*idem*  
 immigrant, immigration  
 immunize  
 immunodeficiency  
 imperilled  
 inasmuch as

income-generating (adj)/ income generation (n)  
 incommunicado  
 in-depth (adj)/ in depth (adv)  
 indexes (pl., a list in a book)/ indices (pl., mathematical)  
 indispensable  
 infra-red  
 infrastructure  
 initial/initialled/initialling  
 in-session  
 insofar as  
 install/installed/installing/instalment  
 instil/instilled/instilling  
 insure (take out insurance)  
 inter-agency  
  
*inter alia*  
 inter-American  
 intercede  
 intercountry  
 interdepartmental  
 interdisciplinary  
 intergovernmental  
 interim  
 inter-institutional  
 interministerial  
 interpersonal  
 interregional  
 interrelated  
 intersectoral  
 interspace  
 interstate (within a country)  
 inter-State (among countries)  
*in toto*

intra-African  
 intra-family  
 intra-industry  
 intraregional  
 intra-urban  
 inward  
*ipso facto*  
  
 jail  
 jeopardize  
 jewellery  
 judgement (except Judgment of the International Court of Justice)  
  
 kilogram (kg)  
 kilometre (km)  
 kilowatt (kW)  
 kilowatt-hour (kWh)  
 know-how  
  
 label/labelled/labelling  
 labour/laborious  
*laisser-faire*  
*laissez-passer*  
 landholder  
 landlocked  
 landmine  
 landowner  
 large-scale (adj)  
 last-mentioned  
 layout (n)  
 lead time  
 learned (past and past participle)  
 leukaemia

levelled, levelling	meantime
liaison	meanwhile
licence (n)/license (v)	medallist
life cycle	medieval
lifelong	medium-high/low (adj.)
life skills (n. and adj.)	meeting-place
lifespan	meter (instrument)
lifestyle	metre (unit of length)
lifetime	microeconomics
litre	microelectronics
liveable	micro-environment
living-space	microfinance
long-range	microfiche
long-term (adj)/long term (adv.)	microfilm
loophole	micro-hydro
low-cost (adj)	microlevel
	microprocessor
machine-gun	microwave
machine-readable	midday
macroeconomics	middle-high/low
macro level	mid-point
macroscopic	mid-step
mainframe	midway
mainland	midwife (pl. midwives)
man-hour (preferable: person-hour)	mid-year/mid-1998
man-made (preferable: fabricated)	mileage
manoeuvre	millennium
manpower (preferable: personnel, staff)	mine-awareness (adj)/mine awareness (n)
many-sided	mine-clearance (adj)/mine clearance (n)
marketplace	misspelled or misspelt
market town	misstate/misstatement
marshal (v)/marshalled/marshalling	modeled/modelling
masthead	money ( <i>p/ monie</i> )
meagre	morbidity (incidence of disease)



mores  
 mould  
 much-needed  
 multibillion  
 multidimensional  
 multidisciplinary  
 multifaceted  
 multigenerational  
 multilateral  
 multilingual  
 multimedia  
 multimillion  
 multinational  
 multi-purpose  
 multiracial  
 multisectoral  
 multi-stage (v)/multistage (adj)  
 multi-storey  
 multi-year  
 nationwide (adj)  
 neighbour/neighbourhood  
 neonatal  
 nevertheless  
 newborn (n. and adj.)  
 night-blindness  
 non-administrative  
 noncommittal  
 non-compliance  
 non-cooperation  
 non-existent/non-existence  
 non-formal  
 non-governmental  
 non-industrial  
 non-numeric(al)

nonetheless  
 no one  
 north-east(ern)/-west(ern) (adj)  
*note verbale* (plural: *notes verbales*)  
 noticeable  
  
 occur/occurred/occurring/occurrence  
 offence/offensive  
 off-colour  
 offhand  
 offset  
 offshore  
 old age (n)/old-age (adj)  
 ombudsman (pl. ombudsmen)  
 ongoing  
 online  
 on-site  
 onward (adj. and adv.)  
*op. cit.*  
 organize/organization  
 out-of-date (attributive adj)/out of date  
 (predicative adj.)  
 overall (n. and adj.)  
 overcome  
 overemphasize  
 overestimate  
 overexpenditure  
 overpopulation  
 overproduction  
 overrate  
 overreport  
 override/overriding/overrun  
 overrule  
 oversimplify

overspend  
 overstate  
 overthrow  
 overuse  
 overutilize  
 overvalue  
  
 paediatric  
 paralyse (NOT paralyze)  
 paramedical  
 paramilitary  
 paraprofessional  
 part-time  
 payroll  
 peacebuilding  
 peacekeeper/peacekeeping (n. and adj.)  
 peacemaker/peacemaking  
 peacetime  
 per annum  
 per capita  
 percent/percentage  
 per diem  
 perestroika  
 perinatal  
*per se*  
 phenomenon (pl. phenomena)  
 photocopy  
 piecemeal  
 pinpoint  
 pipeline  
 place name  
 plebiscite  
 policyholder  
 policymaking (adj. and noun)/policymaker

poliomyelitis  
 postgraduate  
 post-marital  
 post-session (adj)  
 post-war  
 practice (n)/practise (v)  
 precede  
 preconceive  
 precondition  
 pre-empt  
 pre-investment  
 premarital  
 pre-modern  
 pre-primary  
 pre-press  
 prerequisite  
 pre-record  
 pre-schooler  
 pre-session  
 pretence  
 pre-war  
 principal (adj. and n.) (head person)  
 principle (n.) (fundamental truth)  
 printout  
 privilege  
*procès-verbal* (pl. *-verbaux*)  
 programme (but computer program)  
 proofreader  
 prorate  
 psychosocial  
  
 radioactive  
 rainforest  
 rainwater (n)

*raison d'être*

rancour

*rapprochement*

reaffirmation

realize/realization

reallocation

rearrange

re-equip

re-enact

re-establish

re-evaluate

referendum(s)

reflection

regime

regrettably

reimbursable

reinforce

reintegrate

reorganize

reorient

re-route

résumé

rigour/rigorous

river water (n)

roadblock

roll-back

roll-call

round-table (adj)/round table (n)

rumour

rundown (n)/run down (v)

saleable

savour

sceptic(al)/scepticism

seabed

sea level

sea water (n)/sea-water (adj)

Secretary-General

sectoral

self-sufficient

semi-skilled

setback (n)/ set back (v)

set-down (n)

sewage (waste matter)

sewerage (system of drains)

shanty town

shortcoming

shortfall

short-lived

side effect

*sine qua non*

sizeable

skilful

slowdown (n)

slum-dweller

smelled (v)

smelt (n, meaning extract metal or small fish)

sociocultural

socio-economic

sombre

sometime/sometimes

south-east(ern)/-west(ern)

soybean

spacecraft

specialize

spelled

spillover

spring water (n)/spring-water (adj)  
staff member  
standpipe  
stationary (not moving)  
stationery (paper)  
status quo  
stockpile  
stocktaking  
stopover  
storey (building)  
straightforward  
stumbling block  
sub-amendment  
subarctic  
sub-area  
sub-block  
sub-centre  
subcommission  
subcommittee  
subcontinent  
subcontract  
subculture  
subdistrict  
subdivide, subdivision  
sub-editor  
sub-entry  
subgroup  
subheading  
sub-item  
subject matter  
subnational  
sub-office  
subordinate  
subparagraph

subprogramme  
subregion, subregional  
sub-Saharan  
subscribe  
subsection  
subsoil  
substructure  
subsystem  
subtitle  
subtotal  
subunit  
sulphur  
supersede  
superstructure  
supervise/supervisor  
surface water (n)/surface-water (adj)  
syllable  
syllabus (pl. syllabi or syllabuses)  
symmetry  
symposium (pl. symposia)  
synchronize  
synthesis, synthesize  
system-wide  
  
takeover (n)/take over (v)  
targeted/targeting  
taxpayer  
teacher-training (adj)/teacher training (n)  
telegram  
test-ban (adj)  
textbook  
threefold  
time-consuming  
time-frame

time lag	typesetting
time limit	tyre (of a vehicle)
time-point	
time-series	ultraviolet
time-serving	underdevelop
time sheet	underemployment
timetable	underenumerate (preferable: undercount)
title-page	underestimate
tonne	underexpose
topsoil	underground
total/totalled/totalling	underlie
towards	undernourished
trade mark	undernutrition
trade-off (n)/trade off (v)	underpopulated
trafficking	underprivileged
tranquillity	underreport
transatlantic	underrepresented
transfer/transferred/transferring	Under-Secretary-General
transferable	underserve
trans-ship	understaffed
travel/travelled/travelling	underuse
traveller	underutilize
treble	underwater (adj)
T-shirt	under way
tube-well	underweight (adj)/under weight(n)
tumour	unmistakable
tunnelled/tunnelling	unrepresented
turnaround (n)	update
turning point	upgrade
turnkey (operation)	upper age-limit
turnover	uproot
two-faced	up-to-date (attributive adj)/up to date (predictive adj.)
twofold	upward (adj. and adv.)
two-thirds (adj)/two thirds (n)	

urban dweller	well-known (attributive adj)/well known (predicative adj.)
usable, usability	well water (noun)
	wholehearted
valour	widespread
value system	wildlife
versus	wilful/wilfulness
via	withhold
vice versa	word-processing (adj)/
viewpoint	word processing (n)
vigour/vigorous	workflow
<i>vis-à-vis</i>	work-hour
	workforce
wagon	workload
warlike	workplace
wartime	work plan
water-borne	workstation
watercourse	worldwide
waterlogged	worthwhile (attributive adj)/worth while (predicative adjective)
water pipe	
water-pump	
watershed	X-ray ( <i>note upper case X</i> )
webmaster	
website (one word in UNDP use; two words in <i>The Concise Oxford English Dictionary</i> )	year-round
weekday	YouTube
weekend	
well-being	zeros
well-developed	zero-sum (adj)
well-founded (attributive adj)/well founded (predicative adj.)	

## ANNEX II

### Acronyms

AAC	Audit Advisory Committee (UNDP)
ACABQ	Advisory Committee on Administrative and Budgetary Questions (United Nations)
ACC	Administrative Committee on Coordination (United Nations)
ACP	Advisory Committee on Procurement (UNDP)
ADB	Asian Development Bank
ADR	Assessment of Development Results (UNDP)
AfDB	African Development Bank (also ADB)
AGFUND	Arab Gulf Programme for Development (previously known as Arab Gulf Programme for the United Nations Development Organizations)
AusAID	Australian Agency for International Development
APEC	Asia-Pacific Economic Cooperation
ASEAN	Association of Southeast Asian Nations
ASG	Assistant Secretary-General
AU	African Union
BERA	Bureau of External Relations and Advocacy (UNDP)
BMS	Bureau for Management Service (UNDP)
BPPS	Bureau for Policy and Programme Support (UNDP)
BRICS	Brazil, Russia, India, China and South Africa
CARICOM	Caribbean Community
CB	Crisis Bureau (UNDP)
CCPD	common country programme document (UNDP)
CEB	Chief Executives Board (United Nations System Chief Executives Board for Coordination)
CEDAW	Committee on the Elimination of Discrimination against Women Convention on the Elimination of All Forms of Discrimination against Women <i>(The acronym is not to be used in formal documents to refer to the Convention or to the Committee)</i>
CIDA	Canadian International Development Agency
CIS	Commonwealth of Independent States
CO	Country Office (UNDP)

CPD	country programme document (UNDP)
CSD	Commission on Sustainable Development (United Nations)
CSO	civil society organizations
CSW	Commission on the Status of Women (United Nations)
DAC	Development Assistance Committee (variant—OECD/DAC)
DANIDA	Danish International Development Agency
DFID	Department for International Development (United Kingdom)
DPA	Department of Political Affairs (United Nations)
DPI	Department of Public Information (United Nations)
DPKO	Department of Peacekeeping Operations (United Nations)
DRR	disaster risk reduction
DRR	Deputy Resident Representative (UNDP)
DSS	development support services (UNDP)
EB	Executive Board (UNDP, UNFPA and UNOPS)
EBRD	European Bank for Reconstruction and Development
EC	European Commission
ECA	Economic Commission for Africa (United Nations)
ECE	Economic Commission for Europe (United Nations)
ECLAC	Economic Commission for Latin America and the Caribbean (United Nations)
ECOSOC	Economic and Social Council (United Nations)
ECOWAS	Economic Community of West African States
EFTA	European Free Trade Association
EO	Evaluation Office (UNDP)
ESCAP	Economic and Social Commission for Asia and the Pacific (United Nations)
ESCWA	Economic and Social Commission for Western Asia (United Nations)
EU	European Union
ExCom	Executive Committee agencies
ExO	Executive Office (UNDP)
FAO	Food and Agriculture Organization (United Nations)
FINNIDA	Finnish International Development Agency
GA	General Assembly (United Nations)
GBV	gender-based violence ( <i>if possible, avoid using this acronym</i> )



GDP	gross domestic product
GEF	Global Environment Facility (World Bank/UNDP/UNEP)
GFATM <i>Fund</i> )	Global Fund to Fight AIDS, Tuberculosis and Malaria ( <i>subsequent reference, The Global</i>
GNI	gross national income
GNP	gross national product
GIZ	German Agency for International Cooperation
GLOC	government contributions towards local office costs (UNDP)
HACT	harmonized approach to cash transfers (UNDP)
HC	Humanitarian Coordinator
HDI	human development index
HDR	<i>Human Development Report</i> (UNDP)
HDRO	Human Development Report Office (UNDP)
HIPC	heavily indebted poor countries
HIV	human immunodeficiency virus
IADB	Inter-American Development Bank (also IDB)
IAEA	International Atomic Energy Agency
IATI	International Aid Transparency Initiative
IBRD/IDA	World Bank ( <i>covers both the Bank and its constituent parts, which include the International Bank for Reconstruction and Development and the International Development Association; the latter two acronyms are rarely used in UNDP</i> )
ICAO	International Civil Aviation Organization
ICFTU	International Confederation of Free Trade Unions
ICPD	International Conference on Population and Development
ICRC	International Committee of the Red Cross
ICSC	International Civil Service Commission
IDA	International Development Association
IDB	Islamic Development Bank
IDP	internally displaced person
IFAD	International Fund for Agricultural Development
IFI	international financial institution
IFRC	International Federation of Red Cross and Red Crescent Societies
IGO	intergovernmental organization
ILO	International Labour Organization

IMF	International Monetary Fund
IMO	International Maritime Organization
IPSAS	International Public Sector Accounting Standards
IPU	Inter-Parliamentary Union
IRRF	integrated results and resources framework (UNDP)
IRRI	International Rice Research Institute
ITC	International Trade Centre
ITU	International Telecommunication Union
JICA	Japan International Cooperation Agency
JIU	Joint Inspection Unit
JPO	Junior Professional Officer
LDC	least developed country
LSO	Legal Support Office* (UNDP)
MCT	Management Consulting Team* (UNDP)
MDG	Millennium Development Goal ( <i>acronym should read “MDGs” when referring to more than one Goal</i> )
MDTF	multi-donor trust fund
MERCOSUR	Common Market of the South
MIC	middle-income country
MOU	memorandum of understanding
MSA	management service agreement (MSA)
NAFTA	North American Free Trade Agreement
NATO	North Atlantic Treaty Organization
NCC	net contributor country (UNDP)
NEPAD	New Partnership for Africa’s Development
NGO	non-governmental organization
NHDR	national human development report (UNDP)
Norad	Norwegian Agency for Development Cooperation
OAI	Office of Audit and Investigations (UNDP)
OAS	Organization of American States
OCHA	Office for the Coordination of Humanitarian Affairs (United Nations)

ODA	official development assistance
OECD	Organisation for Economic Co-operation and Development
OECS	Organization of Eastern Caribbean States
OHCHR	Office of the United Nations High Commissioner for Human Rights
OIC	Organization of Islamic Cooperation ( <i>formerly Organization of Islamic Conference</i> )
OIST	Office of Information Systems and Technology* (UNDP)
OPEC	Organization of the Petroleum Exporting Countries
OPCW	Organisation for the Prohibition of Chemical Weapons
PAHO	Pan American Health Organization
PAPP	Programme of Assistance to the Palestinian People (UNDP)
PRS	poverty reduction strategy (UNDP)
PRSP	poverty reduction strategy paper
QCPR	quadrennial comprehensive policy review (United Nations)
RBA	Regional Bureau for Africa (UNDP)
RBAP	Regional Bureau for Asia and the Pacific (UNDP)
RBAS	Regional Bureau for the Arab States (UNDP)
RBEC	Regional Bureau for Europe and the CIS (UNDP)
RBLAC	Regional Bureau for Latin America and the Caribbean (UNDP)
RBM	results-based management
REDD	reducing emissions from deforestation and forest degradation in developing countries (reducing emissions from deforestation and forest degradation; referred to as UN-REDD)
RO	Representation Office* (UNDP)
RR	Resident Representative (UNDP)
RSC	Regional Service Centre* (UNDP)
SAARC	South Asian Association for Regional Cooperation
SADC	Southern African Development Community
SBAA	Standard Basic Assistance Agreement (UNDP)
SDG	Sustainable Development Goals
SG	Secretary-General
SHD	sustainable human development
Sida <i>(acronym)</i>	Swedish International Development Cooperation Agency ( <i>note use of lower case for acronym</i> )

SIDS	Small Island Developing States
SMEs	small- and medium-sized enterprises
SMSG	Special Representative of the Secretary-General
SSC	South-South cooperation
STD	sexually transmitted disease
TICAD	Tokyo International Conference on African Development
TRAC	target for resource assignment from the core (UNDP)
TTF	thematic trust fund (UNDP)
UN DCO	United Nations Development Coordination Office
UNAIDS	Joint United Nations Programme on HIV/AIDS
UNCDF	United Nations Capital Development Fund
UNCSD	United Nations Conference on Sustainable Development (Rio+20 Conference)
UNCT	United Nations country team
UNCTAD	United Nations Conference on Trade and Development
UNDAF	United Nations Development Assistance Framework
UNDG	United Nations Development Group
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNEG	United Nations Evaluation Group
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFCCC	United Nations Framework Convention on Climate Change
UNFIP	United Nations Fund for International Partnerships
UNFPA	United Nations Population Fund
UN-Habitat	United Nations Human Settlements Programme
UNHCR	Office of the United Nations High Commissioner for Refugees
UNHQ	United Nations Headquarters
UNIC	United Nations Information Centre
UNICEF	United Nations Children's Fund
UNIDO	United Nations Industrial Development Organization
UNITAR	United Nations Institute for Training and Research
UNODC	United Nations Office on Drugs and Crime
UNOG	United Nations Office at Geneva
UNON	United Nations Office at Nairobi
UNOPS	United Nations Office for Project Services

UNOV	United Nations Office at Vienna
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East
UNU	United Nations University
UNV	United Nations Volunteers
UN Women	United Nations Entity for Gender Equality and the Empowerment of Women
UNWTO	United Nations World Tourism <i>Organization (general reference is World Tourism Organization)</i>
USAID	United States Agency for International Development
USG	Under-Secretary-General
WB	World Bank
WBG	World Bank Group
WFP	World Food Programme
WHO	World Health Organization
WIPO	World Intellectual Property Organization
WTO	World Trade Organization

## ANNEX III

### UNDP Offices Worldwide

UNDP works in over 170 countries. For nearly 40 years, the UN Resident Coordinator and UNDP Representative roles have been combined into one position. That changed in May 2018 when UN Member States backed a significant reform of the UN's development system, separating these roles into two distinct positions.

A UNDP Country Office is defined as one that is based in a developing country and headed by a Resident Representative, who is always a UNDP staff member. Some UNDP Country Offices manage programmes and operations of neighbouring countries in the region, in addition to the programme country.

For example: the UNDP Country Office in Malaysia manages programmes and activities in Brunei and Singapore. The UNDP Country Office in Fiji supports nine other countries in the region—the Federated States of Micronesia, Kiribati, Marshall Islands, Nauru, Palau, Solomon Islands, Tonga, Tuvalu and Vanuatu. This means UNDP has Country Offices and a presence in Malaysia and Fiji, as well as a presence in host of other countries in the regions mentioned. It is important to make the distinction between a UNDP Country Office and UNDP presence as this has an impact on how we describe UNDP's on-the-ground presence as a global organization. ***As of 31 January 2018, UNDP has a presence on the ground in about 170 countries and territories.*** Please check with the [Office of Communications](#) for updates, if any.

The [one paragraph description of UNDP](#) reads as follows:

**UNDP is the leading United Nations organization fighting to end the injustice of poverty, inequality, and climate change. Working with our broad network of experts and partners in 170 countries, we help nations to build integrated, lasting solutions for people and planet.**

**UN Resident Coordinator:** Resident coordinators are the designated representatives of the Secretary-General for development operations at the country level. All agency heads work with the UN Resident Coordinator.

There are about **170 UNDP Country Offices around the world**. Please check the UNDP Intranet for a listing of UNDP Country Offices worldwide, staff and contact details.

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**Regional Bureau for Africa Country Offices** (45 COs + 1 for presence on the ground = 46)

Angola	Chad	Eswatini
Benin	Comoros	Ethiopia
Botswana	Congo	Gabon
Burkina Faso	Côte d'Ivoire	The Gambia
Burundi	Democratic Republic of the Congo	Ghana
Cameroon	Equatorial Guinea	Guinea
Cape Verde	Eritrea	Guinea-Bissau
Central African Republic		Kenya

Lesotho	Namibia	South Sudan
Liberia	Niger	Togo
Madagascar	Nigeria	Uganda
Malawi	Rwanda	United Republic of Tanzania
Mali	Sao Tome and Principe	Zambia
Mauritania	Senegal	Zimbabwe
Mauritius*	Sierra Leone	
Mozambique	South Africa	

\*UNDP Mauritius services the Seychelles.

***Regional Bureau for Asia and the Pacific Country Offices* (24 COs + 14=38)**

Afghanistan	Maldives
Bangladesh	Mongolia
Bhutan	Myanmar
Cambodia	Nepal
China	Pakistan
Democratic People's Republic of Korea	Papua New Guinea
Fiji*	Philippines
India	Samoa***
Indonesia	Sri Lanka
Iran (Islamic Republic of)	Thailand
Lao People's Democratic Republic	Timor-Leste
Malaysia**	Viet Nam

\*UNDP Fiji services: the Federated States of Micronesia, Kiribati, the Marshall Islands, Nauru, Palau, Solomon Islands, Tonga, Tuvalu, Vanuatu

\*\*UNDP Malaysia services: Brunei, Singapore

\*\*\*UNDP Samoa services: Cook Islands, Niue, Tokelau

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***Regional Bureau for Arab States Country Offices* (17 COs + 2=19)**

Algeria  
Bahrain  
Djibouti  
Egypt  
Iraq  
Jordan  
Kuwait  
Lebanon  
Libya

Morocco  
Saudi Arabia  
Somalia  
Sudan  
Syrian Arab Republic  
Tunisia  
\*United Arab Emirates  
Yemen

\*UNDP United Arab Emirates services **Qatar**.

*The Programme of Assistance to the Palestinian People oversees programmes and activities in the **occupied Palestinian territories**. It is not considered a country, hence not a Country Office.*

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***Regional Bureau for Europe and the Commonwealth of Independent States Country Offices*** (19 COs + 1=20)

Albania	Turkey
Armenia	Turkmenistan
Azerbaijan	Ukraine
Belarus	Uzbekistan
Bosnia and Herzegovina	Kyrgyzstan
Georgia	Montenegro
Kazakhstan	North Macedonia
Republic of Moldova	Serbia
Tajikistan	

*UNDP maintains an office in the UN administered province of Kosovo (Hereafter referred to in the context of UN Security Council Resolution 1244 (1999)).*

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***Regional Bureau for Latin American and the Caribbean Country Offices*** (25 COs + 12=37)

Argentina	Haiti
Barbados	Honduras
Bolivia	Jamaica
Brazil	Mexico
Chile	Nicaragua
Colombia	Panama
Costa Rica	Paraguay
Cuba	Peru
Dominican Republic	Suriname
Ecuador	Trinidad and Tobago
El Salvador	Uruguay
Guatemala	Venezuela
Guyana	

UNDP Barbados services: Anguilla, Antigua and Barbuda, the British Virgin Islands, Dominica (Commonwealth of), Grenada, Montserrat, Netherlands Antilles, St. Helena, St. Christopher (Kitts) and Nevis, St. Lucia, St. Vincent and the Grenadines.

UNDP El Salvador services Belize.

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**UNDP Project Support Office:** UNDP operates a Project Support Office when a UNDP Country Office has been transformed into a national project support office due to the completion of the country programme. The country then becomes a net contributing country. As of December 2013, there were Project Support Offices in 12 countries:

Cyprus

Slovakia

Greece

Slovenia

Romania

Russian Federation

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UNDP maintains 10 offices in the following countries to build partnerships and advance the development agenda:

Belgium

Denmark

Finland

Germany (UN Volunteers)

Japan

Republic of Korea (Seoul Policy Centre)

Norway

Sweden

Switzerland

United States

## ANNEX IV

### Guide to HIV-related Language

Language and the image it evokes shape and influence behaviour and attitudes. The words used locate the speaker with respect to others, distancing or including them, setting up relations of authority or of partnership, and affect the listeners in particular ways, empowering or disempowering, estranging or persuading, and so on. The use of language is an ethical and a programmatic issue.

Language should be inclusive and not create and reinforce a Them/Us mentality or approach. For example, a term such as intervention places the speaker outside of the group of people for or with whom he or she is working. Words like control set up a particular type of distancing relationship between the speaker and the listeners. Care should be taken with the use of the pronouns they, you, them, etc.

It is better if the vocabulary used is drawn from the vocabulary of peace and human development rather than from the vocabulary of war. For example, synonyms could be found for words like campaign, control, surveillance, etc.

Descriptive terms used should be those preferred or chosen by persons described. For example, sex workers is often the term preferred by those concerned rather than prostitutes; people living with HIV or people living with AIDS are preferred by infected persons rather than victims.

Language should be value neutral, gender sensitive and should be empowering rather than disempowering. Terms such as promiscuous, drug abuse and all derogatory terms alienate rather than create the trust and respect required. Terms such as victim or sufferer suggest powerlessness; haemophiliac or AIDS patient identify a human being by their medical condition alone. Injecting drug user is used rather than drug addicts. Terms such as living with HIV recognize that an infected person may continue to live well and productively for many years.

Terms used need to be strictly accurate. For example, AIDS describes the conditions and illnesses associated with significant progression of infection. Otherwise, the terms used included HIV infection, HIV epidemic, HIV-related illnesses or conditions.

Situation of risk is used rather than risk behaviour or risk groups, since the same act may be safe in one situation and unsafe in another. The safety of the situation has to be continually assessed.

The terms used need to be adequate to inform accurately. For example, the modes of HIV transmission and the options for protective behaviour change need to be explicitly stated so as to be clearly understood within all cultural contexts.

The appropriate use of language respects the dignity and rights of all concerned, avoids contributing to the stigmatization and rejection of the affected and assists in creating the social changes required to overcome the epidemic.

**A summary of preferred terminology and errors to avoid, abstracted from the [UNAIDS Terminology Guidelines](#), is found on the next page.**

# Summary of preferred terminology and errors to avoid

Past terminology	Preferred terminology
HIV/AIDS; HIV and AIDS	<b>Use the term that is most specific and appropriate in the context</b> to avoid confusion between HIV (a virus) and AIDS (a clinical syndrome). Examples include 'people living with HIV', 'HIV prevalence', 'HIV prevention', 'HIV testing and counselling', 'HIV-related disease', 'AIDS diagnosis', 'children orphaned by AIDS', 'AIDS response', 'national AIDS programme', 'AIDS service organisation'. Both 'HIV epidemic' and 'AIDS epidemic' are acceptable, but 'HIV epidemic' is a more inclusive term.
AIDS virus	There is no AIDS virus. The virus that causes AIDS is the human immunodeficiency virus ( <b>HIV</b> ). Please note that 'virus' in the phrase 'HIV virus' is redundant. Use 'HIV'.
AIDS-infected	No one is infected with AIDS; AIDS is not an infectious agent. AIDS describes a syndrome of opportunistic infections and diseases that can develop as immunosuppression deepens along the continuum of HIV infection from acute infection to death. Avoid 'HIV-infected' in favour of <b>person living with HIV</b> or <b>HIV-positive person</b> (if serostatus is known).
AIDS test	There is no test for AIDS. Use <b>HIV test</b> or <b>HIV antibody test</b> . For early infant diagnosis, HIV antigen tests are used.
AIDS victim	Use <b>person living with HIV</b> . The word 'victim' is disempowering. Use AIDS only when referring to a person with a clinical diagnosis of AIDS.
AIDS patient	Use the term 'patient' only when referring to a clinical setting. Use <b>patient with HIV-related illness (or disease)</b> as this covers the full spectrum of HIV-associated clinical conditions.
Risk of AIDS	Use ' <b>risk of HIV infection</b> ' or ' <b>risk of exposure to HIV</b> ' (unless referring to behaviours or conditions that increase the risk of disease progression in an HIV-positive person).
High(er) risk groups; vulnerable groups	Use <b>key populations at higher risk</b> (both key to the epidemic's dynamics and key to the response). Key populations are distinct from vulnerable populations, which are subject to societal pressures or social circumstances that may make them more vulnerable to exposure to infections, including HIV.
Commercial sex work	This says the same thing twice in different words. Preferred terms are <b>sex work</b> , <b>commercial sex</b> , or the <b>sale of sexual services</b> .
Prostitute or prostitution	These words should not be used. For adults, use terms such as <b>sex work</b> , <b>sex worker</b> , <b>commercial sex</b> , <b>transactional sex</b> , or the <b>sale of sexual services</b> . When children are involved, refer to <b>commercial sexual exploitation of children</b> .
Intravenous drug user	Drugs are injected subcutaneously, intramuscularly, or intravenously. Use <b>person who injects drugs</b> to place emphasis on the person first. A broader term that may apply in some situations is <b>person who uses drugs</b> .
Sharing (needles, syringes)	Avoid 'sharing' in favour of <b>use of non-sterile</b> injecting equipment if referring to risk of HIV exposure or <b>use of contaminated</b> injecting equipment if the equipment is known to contain HIV or if HIV transmission occurred through its use.
Fight against AIDS	Use <b>response to AIDS</b> or AIDS response.
Evidence-based	Use <b>evidence-informed</b> in recognition of other inputs to decision-making.
HIV prevalence rate	Use <b>HIV prevalence</b> . The word 'rate' implies the passage of time and should not be used in reference to prevalence. It can be used when referring to incidence over time e.g. incidence rate of 6 per 100 person-years.