STYLE MANUAL

United Nations Development Programme

UNDP Style Manual

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Contents

ABBREVIATIONS AND ACRONYMS

Abbreviations

Abbreviations should not be used for words or titles 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 (although not in Spanish) in certain texts. The following titles should not be abbreviated in running text: Economic and Social Council, General Assembly, 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
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 periods, in United Nations usage.

A title that recurs should normally be written in full the first time it is mentioned and should be followed by the acronym between parentheses; thereafter the acronym alone 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. If the text is very long and contains many acronyms, a list of acronyms should be inserted either at the beginning or the end; 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 http://unterm.un.org/ 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'.

Do not use an apostrophe to form the plural of abbreviations and acronyms (write NGOs, not NGO's).

Acronyms should never be broken at the end of a line.

A list of frequently used acronyms is given in **Annex III**.

CAPITALIZATION

A list of commonly used words that require initial capital letters in United Nations practice and of others that do not is provided in **Annex II**.

Official titles of conferences and years should be **capitalized** regardless of whether the conference has been held at the time of writing.

EXAMPLE:
A draft programme was prepared for the observance of a Peace Year.

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. The noun is only capitalized if it is part of the title.

EXAMPLES:
Dag Hammarskjöld
Asian, Icelandic
World Wide Web (or 'the Web')and Web editor, but website
southern Africa
South Africa
Mexico City
the city of Chicago
Place de la Concorde
the Dead Sea
the Cayman Islands
the island of Cyprus
the Government of France (or the French Government), but 'policies governments should adopt'
the English Channel
the Bay of Naples
Yunan Province

Mount Everest
Lake Titicaca
South China Sea
Danube River, River Danube
the Rhine and Danube rivers
the rivers Rhine and Danube
the state of Florida

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.

PUBLICATION REQUIREMENTS

Date

For all UNDP publications, the month and year of production should be included.

UNDP logo

The UNDP logo is used to identify all printed materials produced by UNDP and to increase the public's recognition of what 'UNDP' represents. The logo should always appear in one colour, Pantone 293 or in black and white when colour is not an option. For further details, consult the UNDP Branding Graphic Standards and the UNDP Branding website. For the French version of the Graphic Standards please click here, and for the Spanish version please click here.

Credits

Credits for photographs and illustrations should consist of the name of the photographer/UNDP (or other source).

Captions

Photo captions should be short and lively and should tie in with the text. Details that clarify the photo, such as its geographic location, and names of people are helpful to the reader.

Boundaries and names on maps

Great care should be taken when using maps in a publication. They should always be accompanied by a disclaimer such as *The boundaries and names shown on this map do not imply official endorsement or acceptance by the United Nations.*

However, political problems with boundaries, even with a disclaimer, may cause the publication to be withdrawn. Whenever possible, the UN Cartographic Unit should be consulted prior to using the map. Maps provided by the Cartographic Unit can be downloaded in PDF format and then opened in Adobe Illustrator.

Paper stocks

An effort should be made to print UNDP publications on recycled paper. In the event the recycled paper is not available, chlorine free stock is suggested. Please include the words 'Printed on recycled paper' in the appropriate language, along with the recycling symbol, when using recycled paper.

FORMAT

Paragraphs

The first paragraph in a chapter or article or following a subheading is not indented. All other paragraphs begin with an initial indent.

An initial large capital, or 'drop cap', is often used at the beginning of an article or chapter. 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.

Subparagraphs

To set off a series of subparagraphs following a colon, a design element such as a bullet (•) may be used. Line spaces above and below subparagraphs may also be used. (For example, see treatment of 'Italics' on pages 16 and 17.)

Subparagraphs normally begin with a lower-case letter and end with a semicolon, even if a complete sentence is contained in the subparagraph. The last item then ends with a period. However, if the subparagraphs are very long, they can begin with a capital letter.

Any further divisions under the subparagraphs should be differentiated by design techniques such as indentation.

Chapter headings

In UNDP publications, the usual style used for chapter or side 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.

References and bibliographies

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.

Comparing ibid. and op. cit.

Ibid. (*ibidem*, meaning 'in the same place') refers to a single work cited in the note **immediately** preceding. Ibid. takes the place of the author's name, the title of the work and as much of the succeeding information about the reference as is identical.

Op. cit. (*opere citato*, 'in the work cited') is used to replace references to books or pamphlets cited earlier but not necessarily immediately beforehand. Op. cit. is used **only** with the surname of an author, never with the name of an organization. A short form of the referenced title may be used instead of op. cit.

For further information and alternative styles of references, please see the *United Nations Editorial Manual* or *The Chicago Manual of Style*.

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.

For 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 man **that** I saw yesterday told me.
Nations **that** ratify the Convention are obliged to protect people from maltreatment.

'That' may be omitted in some cases, 'which' never. 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.

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."
- "If it is possible to cut a word out, always cut it out.

Not/but

Not	**but**
'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	**try**
'contact'	'be in touch with'
'facility'	'hospital,' 'prison,' 'bathroom,' etc.
'insightful'	'perceptive'
'roll out'	'introduce,' 'implement'
'jump start'	'energize,' 'invigorate'

NAMES

Names of countries

In United Nations terminology, country names have two forms. The full name, as used in formal documents, such as treaties, rarely concerns us at UNDP. 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, as 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.

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

English usage

As indicated in Annex IV, 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'.

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

Source reference

The names of the countries in Annex IV have been taken from the [United Nations Multilingual Terminology Database](#) maintained by the Terminology and Reference Section, Documentation Division, Department for General Assembly and Conference Management, New York, from files generated on 18 May 2007. 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.

Names of organizations and titles

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

> 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.

EXAMPLES:
    Secretary-General of the United Nations
    Secretary General of the Organization of American States
    Administrator of UNDP
    Associate Administrator of UNDP
    UNDP Resident Representative
    UNDP Deputy Resident Representative
    UNDP Communications Officer
    International Labour Organization
    Pan American Health Organization
    (United States) Department of Defense

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.

Names of persons

Always check to make sure names are spelled correctly. For members of the UN Secretariat, Headquarters staff can consult the UN Telephone Directory, and for UNDP staff members the UNDP Telephone Directory on the intranet is available.

For spelling of the names of permanent mission and delegation staff, consult the website Permanent Missions to the United Nations. The United Nations Protocol and Liaison Service may also provide guidance.

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

NUMBERS

Numbers expressed in words

In general, numbers under 10 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.

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 or vulgar 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: 1 million, 3.4 million, BUT 3,432,000 (if there is more than one digit to the right of the decimal point).

Billions and trillions

Special care should be taken in the use of the word 'billion'. In strict British usage, 'billion' is equivalent to a million million; in American usage, it is equivalent to a thousand million.

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

The term 'trillion' signifies a million 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 1998. 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); 1973–1978; the annual average for the period 1975–1980. The forms 1997–8, and 1997–98 should NOT be used, nor should the form 'from 1995–2000'. The phrase 'from 1995 to 2000' is acceptable.

The form 1997/98, using the slash, is appropriately used in describing academic years and fiscal years.

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.

Percentages

Percentages should be expressed in figures. The '%' sign should only be used in tables. 'Percent' should be written out in one word.

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 lb of acid;

- 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, e.g. 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. 1 5/8 km.

A fraction is hyphenated only when used as an adjective.

EXAMPLE:
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. Use US$ only if needed for clarity or when other dollar currencies are cited.

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

Single quotation marks

Single quotation marks should be used to enclose names of documents, themes of conferences, phrases or specific words, terms, words being defined, radio programmes, etc.

Double quotation marks

Double quotation marks are used for direct speech only. Direct (or quoted) and indirect speech should not be confused. 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.

Bullets, dashes, French and Spanish punctuation marks

Use the 'Insert' and 'Symbol' functions on the Word toolbar
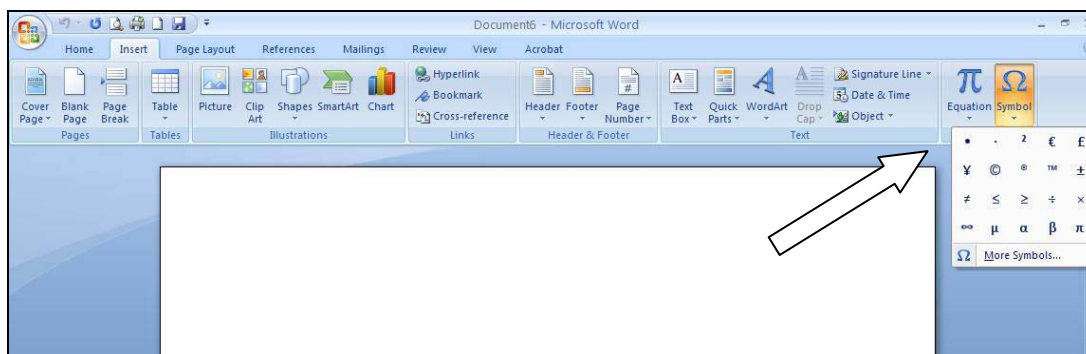
Apostrophe

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

Italics

Wherever possible, avoid using italics for emphasis. The use of boldface type is preferable.

Italics (or underlining in texts that are not set in type) are used for the following:

- non-English;

- words other than those that are generally considered to have been adopted into the language;

- the titles of books, periodicals, newspapers, films, plays and television programmes;

- the names of vessels and aeroplanes (but not the names and numbers of types of aircraft such as Boeing 707 or Hercules carriers);

- algebraic symbols and equations (such as $b^2 - 4ac = 0$);

- the titles of laws, decrees and the like in foreign languages.

Italics are **not** used for the following:

- non-English names of organizations, institutions, firms, ministries and the like;

- emphasis;

- the titles of books in bibliographies and book lists (other than reference lists);

- the names of radio programmes (which are given in single quotation marks).

Comma

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

EXAMPLES:
iron, iodine and vitamin A
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, the country name is not enclosed with commas. Parentheses are preferred.

EXAMPLE:
The World Conference on Education for All was held at Jomtien (Thailand) in 1990.

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 in action

Dash

A dash — specifically an em 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 13.)

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."

Please note that points of ellipsis should not be used to indicate a pause.

SPELLING

Follow ***The Concise Oxford English Dictionary*** (Eleventh Edition). All offices should have copies of this latest edition (published in 2004), as it contains a significant number of revisions.

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 Dictionary**.

Respect the spelling of proper names (Cent<u>er</u>s for Disease Control and Prevention)

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, totalling
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 Concise Oxford English Dictionary*** (Eleventh Edition). The list below shows the prescribed plurals for nouns frequently used in United Nations publications.

Singular	Plural
aide-mémoire	aides-mémoire
appendix	appendices
biennium	bienniums
bureau	bureaux
crisis	crises
criterion	criteria
curriculum	curricula
formula	formulas
forum	forums
genus	genera
honorarium	honorariums/honoraria
hypothesis	hypotheses
index	indexes (a list in a book)
medium	media (for channels of information)
memorandum	memoranda
note verbale	notes verbales
ombudsman	ombudsmen
phenomenon	phenomena
plateau	plateaux
sanatorium	sanatoriums
series	series
spectrum	spectra
stimulus	stimuli
stratum	strata
syllabus	syllabuses
symposium	symposia
thesis	theses
virus	viruses
vortex	vortexes/vortices

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

Accents

If you don't have a language keyboard, accents for words, such as those in French and Spanish, can be found under "Symbol" in the Microsoft Word toolbar.

Hyphenated words

For guidelines on hyphenated words, please follow ***The Concise Oxford English Dictionary*** (Eleventh Edition). If you cannot find a particular word, follow the style given for an analogous word. If you still encounter problems, follow your preference. What matters most is consistency throughout a particular document.

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***.

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.

It is usually preferable, however, to redraft the sentence in order to avoid the pendent hyphens. Thus, the sentence, '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.

For example:

a little used car
a little-used car

She used a camel's-hair brush.
She used a camel's hairbrush.

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

two thirds of the funds
two-thirds full

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'.** For example:

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. Where hyphenation is required, refer to ***Webster's New Collegiate Dictionary*** for word division.

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.

Past usage	Suggested usage
AIDS orphanschildren	orphaned by AIDS
developed countries	industrialized countries
field office	country office
peri-urban areas	shanty towns, squatter settlements (when implying poor areas)

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 VI.

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. "seafarer," "police officer" and "fire-fighter" rather than "seaman," "policeman" and "fireman;"

- Photographs and illustrations showing people should include women, various social and ethnic groups, etc., as appropriate.

— Adapted from the *ILO Style Manual*

ANNEX I

Useful spellings

above-mentioned
abridgement
accede
acknowledgement
acquired immune deficiency syndrome (AIDS)
ad hoc
ad infinitum
advertise
advice (n.), advise (v.)
adviser
aerial
aeroplane (<u>but</u> try to use: aircraft)
aesthetic
age group
age-specific (adj)
age-reporting/age-misreporting
aging
aggression
agroforestry
agro-industry
aide-mémoire (pl. aides-mémoire)
air-conditioned
aircraft
airline
airspace
allot/allotted/allotting/allotment
alphanumerical
aluminium
amenorrhoea
anaemia
analogue (<u>but</u> analog in computer technology)
analyse (NOT analyze)
ancillary
apartheid
appal/appalled/appalling
appendix (pl. appendices)
a priori
armour
artwork
attaché
audiovisual
auxiliary
avant-garde
averse

back-up (n. and adj.)/back up (v.)
backward (adj)/backwards (adv)
balance of payments (n)
balance-of-payments (adj)
balance sheet
bandwidth
baseline
baulk
behaviour/behavioural
benefit/benefited/benefiting
biased
biannual (twice a year)
biennial (every second year)
biennium(s)
bilharziasis
bimodal
bimonthly (every two months or twice a month)
bio-demographic
biotechnology
birth control
birth rate
birth-spacing (as in child-spacing)
birthweight
biweekly (every two weeks or twice a week)
blueprint
boldface (type)
bona fide
bond market
bookkeeping
borehole
bottle feeding
bottleneck
bourgeois
bourgeoisie
brain drain
breadwinner
breakdown (n)/break down (v)
breakthrough (n)/break through(v)
break-up (n)/break up (v)
breastfeeding, breastfed
breastmilk
budgeted/budgeting
build-up (n)/build up (v)
bureau (pl. x)
by-product

calibre
call-forward (n)/call forward (v)
cancel/cancelled/cancelling

candour
cannot
canvas (cloth)
canvass (to solicit)
capacity-building
capital (city)
Capitol (building)
car (Not: motor car)
cardiovascular
caregiver
caretaker
carte blanche
caseload
case study
catalogue (<u>but</u> catalog in computer technology)
catalyse
catastrophe
cathode ray tube
ceasefire (n. and adj.)
centre/centred
centrepiece
channel/channelled/channelling
chargé d'affaires (pl. chargés d'affaires)
checklist
checkpoint
chef de cabinet
cheque (bank)
childbearing
childbirth
child-care (adj)/childcare (n)
child-centred
child-rearing
child-spacing
city-size (adj)
classroom
clearing house
coeducation
coefficient
coercion
coexist/coexistence
cold-chain (adj)/cold chain (n)
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
coprocessor
co-production
copy-edit (v)/copy editor (n)
cornerstone
co-sponsor
cost-effective
councillor (member of a council)
counselling
counsellor (one who gives counsel)
counter-argument
counter-attack
counter-example
counter-magnet
countermeasure
counter-productive
counter-trade
countrywide
coup d'état
crossfire
cross-reference
cross-section
curriculum vitae (pl. curricula vitae)
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
death rate
decision maker
decision-making (n. and adj.)
de facto
defence (but Department of Defense, United States)
de jure
demine/demining
dependant (n)/dependent (adj)

derestricted
desiccate
desktop
détente
diarrhoea
diphtheria
disc (vertebrae)
disk (computer and electronic term)
dispatch
dissension
dissociate
doable
downward (adj. and adv.)
dracunculiasis (guinea worm disease)
draft (text)
draught (air, animal and ale)
drier
drift-net
drop-out (n)/drop out (v)
dwelling-unit (place, house)

earmark
ecosystem
elite
embargo(es)
embarkation
embarrassment
email
emigrant
encyclopedia
endeavour
end product
end result
enrol/enrolled/enrolling/enrolment
en route
ensure
equalled
estrogen
et al.
everyday (adj)/every day (adv)
exaggerate
exorbitant
expel/expelled/expelling
expense
experimental design
exposé
ex post facto
extrabudgetary
extralegal

extramarital
extramural
extraregional

fact-finding (adj.)
fait accompli
fallout
far-reaching
favour/favourable/favourite
feedback
fieldwork
filmstrip
first aid
flavour
flow chart
flowsheet
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
funds-in-trust

gauge
goitre
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
heretofore
hierarchy/hierarchical
high/low-mortality range
high/low-mortality country/zone
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
hydrosystem
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
interdependence
interdisciplinary
interdivisional
intergovernmental
interim
inter-institutional
interministerial
interpersonal
interregional
interrelated
intersectoral
intersessional
interspace
interstate (within a country)
inter-State (among countries)
in toto
intra-African
intra-family
intra-industry
intraregional
intra-urban
intrauterine
in utero
inward
ipso facto

jail
jeopardize
jewellery
judgement (except Judgment of the International Court of Justice)

kilogram (kg)
kilometre (km)
kilowatt (kW)
kilowatt-hour (kWh)
kin-groups
know-how

krugerrand
kwashiorkor

label/labelled/labelling
labour/laborious
laissez-passer
landholder
landlocked
landmine
landowner
large-scale (adj)
last-mentioned
layout (n)
lead time
learned (past and past participle)
leukaemia
levelled, levelling
liaison
licence (n)/license (v)
life cycle
lifelong
life skills (n. and adj.)
lifespan
lifestyle
life-table
lifetime
litre
liveable
live birth
live-born
living-space
loc. cit.
long-range
long-term (adj)/long term (adv.)
loophole
low-birth-weight (adj)/ low birth weight (n)
low-cost (adj)
lower age-limit

machine-gun
machine-readable
macroeconomics
macrolevel
macroscopic
mainframe
mainland
man-hour (preferable: person-hour)
man-made (preferable: fabricated)
manoeuvre

manpower (preferable: personnel, staff)
many-sided
marketplace
market town
marshal (v)/marshalled/marshalling
masthead
meagre
meantime
meanwhile
medallist
medieval
medium-high/low (adj.)
meeting-place
meter (instrument)
metre (unit of length)
microcomputer
microeconomics
microelectronics
micro-environment
microfiche
microfilm
microlevel
micronutrient
microprocessor
microwave
midday
middle-high/low
mid-point
mid-step
midway
midwife (pl. midwives)
mid-year/mid-1998
mileage
millennium
mine-awareness (adj)/mine awareness (n)
mine-clearance (adj)/mine clearance (n)
minicomputer
misspelled or misspelt
modeled/modelling
moneys (funds)
monies (assorted currencies)
morbidity (incidence of disease)
mores
mould
much-needed
multibillion
multidimensional
multidisciplinary
multifaceted

multigenerational
multilateral
multilingual
multimedia
multimillion
multinational
multipurpose
multiracial
multisectoral
multi-stage
multi-year

nationwide (adj)
neighbour/neighbourhood
neonatal
nevertheless
newborn (n. and adj.)
night-blindness
non-administrative
noncommittal
non-compliance
non-cooperation
non-contraceptive
non-existent/non-existence
non-formal
non-governmental
non-industrial
non-numeric(al)
nonetheless
no one
north-east(ern)/-west(ern)
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)
onchocerciasis
ongoing
online
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
overflight
overpopulation
overproduction
overrate
overreport
override/overriding/overrun
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
peri-urban areas (avoid; when implying poor areas use: shanty towns, squatter
    settlements, etc.)
per se
phenomenon (pl. phenomena)
photocopy
piecemeal
pinpoint
pipeline
place name
plebiscite
policyholder
policy-making (adj. and noun)/policy maker
poliomyelitis

postgraduate
post-marital
postnatal
post-neonatal
post-partum
post-session (adj)
post-war
practice (n)/practise (v)
precede
preconceive
precondition
pre-empt
pre-investment
premarital
pre-modern
prenatal
pre-primary
prerequisite
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)
pronatalism
proof-reader
prorate
psychomotor
psychosocial

radioactive
rainforest
rainwater (n)
raison d'être
rancour
rapprochement
reaffirmation
realize/realization
reallocation
rearrange
re-equip
re-establish
reflection
regime
regrettably

reimbursable
reinforce
reorganize
reorient
re-route
résumé
rigour/rigorous
river water (n)
roadblock
rock salt
roll-call
rooming house
round-table (adj)/round table (n)
rumour
rundown (n)

saleable
savour
sceptic(al)/scepticism
schistosomiasis
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
size class
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
spaceship
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-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
supra
supranational
surface water (n)/surface-water (adj)
syllable
symmetry
symposium (pl. symposia)
synchronize
synthesis, synthesize
system-wide

takeover (n)/take over (v)
targeted/targeting
taxpayer
teacher-training (adj)/teacher training (n)
teenage/teenager
telegram
test-ban (adj)
textbook
thermonuclear
threefold
time-consuming
time-frame
time lag
time limit
time-point
time-series
time-serving
timetable
title-page
ton
topsoil
total/totalled/totalling
towards
toxaemia
trachoma
trade mark
trade-off (n)/trade off (v)
trafficking
tranquillity
transatlantic
transfer/transferred/transferring
transferable
trans-ship
travel/travelled/travelling

traveller
treble
T-shirt
tube-well
tumour
tunnelled/tunnelling
turnaround (n)
turning point
turnkey (operation)
turnover
two-faced
twofold
two-thirds (adj)/two thirds (n)
typesetting
tyre (of vehicle)

ultraviolet
underdevelop
underemployment
underenumerate (preferable: undercount)
underestimate
underexpose
underground
underlie
undernourished
undernutrition
underpopulated
underprivileged
underreport
underrepresented
Under-Secretary-General
underserve
understaffed
underuse
underutilize
underwater (adj)
under way
underweight (adj)/under weight(n)
unidirectional
unmistakable
unrepresented
update
upgrade
upper age-limit
uproot
up-to-date (attributive adj)/up to date (predictive adj.)
upward (adj. and adv.)
urban dweller
usable, usability

valour
value system
versus
via
vice versa
viewpoint
vigour/vigorous
vis-à-vis
vitamin A

wagon
warlike
wartime
water-borne
watercourse
waterlogged
water pipe
water-pump
watershed
webmaster
website
weekday
weekend
well-being
well-developed
well-founded (attributive adj)/well founded (predicative adj.)
well-known (attributive adj)/well known (predicative adj.)
well water (noun)
wholehearted
widespread
wildlife
wilful/wilfulness
withhold
word-processing (adj)/
word processing (n)
workflow
work-hour
workforce
workload
workplace
work plan
workstation
worldwide
worthwhile (attributive adj)/worth while (predicative adjective)

xerophthalmia
X-ray

ANNEX II

Capitalization

Administration — in specific references, when used in the sense of 'Government'
administrative instruction
agenda, agenda item, agenda item 24
annex, an annex, annex III, the annexes to the report
Annexes — when referring to a series of the Official Records of organs of the United Nations where the word Annexes forms part of the title
appendix, an appendix, appendix IV, the appendices
article, an **article, article 3** (for instance, of the Convention of the Rights of the Child)
Article — when making a general or a specific reference to an Article of the Charter of the United Nations
Assistant Secretary-General

background paper

central Africa (geographical)
Central Africa, Central African, (political) to denote the subregion
Central Asian republics
Chair or **Chairman** — in specific references, otherwise lower case
chapter — in a book
Chapter — when making a general or a specific reference to a Chapter of the Charter of the United Nations
Chargé d'affaires — in specific references
Charter — of the United Nations, also UNDP Charter
civil service
Commission — when referring to a specific body e.g. Human Rights Commission and as a short title
committee(s)
Committee — when using it as a short title for an established entity already identified
Common Country Assessment, CCA in subsequent mention
Conference — when using it as a short title; also accepted official titles of conferences should be capitalized
conference room — in general references, e.g. conference room paper
Conference Room — in specific references, e.g. Conference Room 4, Hank Shannon Conference Room
constitution — a written constitution, the constitutions of many States
Constitution — in a specific reference to the Constitution of a State, a specialized agency, etc.
continent, e.g. the continent of Africa
Convention — in citing the title of a specific instrument; otherwise lower case
Convention on the Rights of the Child (do not abbreviate as CRC, which stands for Committee on the Rights of the Child)
Convention on the Elimination of All Forms of Discrimination against Women
Council — when using it as a short title, as noun or adjective, e.g. Council resolution 1979/81
Country Office
Country Cooperation Framework, CCF in subsequent mention

Day — in specific references, such as the Day of the African Child, Environment Day and in the short form referring to such Days

decade

Decade — when referring to a specific decade, e.g. First United Nations Development Decade

Declaration — when citing the title of a specific declaration made by a government or International agency

delegation, a delegation, the delegation

department — in general references

Department — in specific references, e.g. the Department of Economic and Social Affairs

Deputy Resident Coordinator

east, eastern (geographical) Preferable to use: the eastern part of Africa

East, Eastern (political) e.g. East-West dialogue

East Africa, East African, (political) to denote the subregion

executing agency (of UNDP)

Executive Director

Executive Board (of UNDP)

Executive Secretary of ECE, etc.

Expanded Management Group — refers to UNDP's internal management group of ASGs who meet to decide on corporate priorities and policies

expert, a group of experts

the Group of Experts, when referring to a specific group

Financial Rules and Regulations of the United Nations

financial regulation 3.5

First World War — World War I may also be used.

French franc

foreign direct investment

General Assembly

General Service, staff category of the United Nations

gender-related development indicator

Government — only in specific reference to a particular Government representing a State, e.g., the Government of Indonesia, or in an expression such as 'Heads of State and Government'

government — local or municipal government, a government department, post, school, etc., a system of government, a change of government, government-owned, government agency.   When 'government' is used as an adjective, even when referring to a specific government, it is always in lower case.

Gross Domestic Product — GDP in subsequent mention

Gross National Product — GNP in subsequent mention

Group — when referring to a recognized regional group such as the African Group

Head — of a delegation or Government, in general or specific references

headquarters, headquarters of ECLAC, the Commission headquarters building at Santiago

Headquarters of the United Nations, the Headquarters building (when referring specifically to the United Nations building in New York)

Human Development Index — HDI in subsequent mention
human poverty index

Information Centres (United Nations)
international civil service, international civil servant
International Civil Service Commission
interregional adviser — in general or specific references
introduction, e.g. In the introduction to his report, he stated that . . .

liaison officer

mandate — except when referring specifically to a League of Nations Mandate
Meeting — when used as a short title for an established entity that has already been
    identified
Member — in general or specific references to a State Member of the United Nations
member — when referring to an individual, member of a committee; when referring to a
    State member of a United Nations organ (e.g. members of the General Assembly) or to a
    member of a specialized agency or any other organization; note, also, a non-member State
Minister, Ministry — in specific references (e.g. Nepal's Ministry of Health)
Mission — in specific reference to a permanent mission to the United Nations or to a visiting
    mission
multi-year funding framework (MYFF)

National Human Development Report — NHDR in subsequent mention
new international economic order
Non-Aligned Movement (NAM)
non-governmental organization — NGO in subsequent mention
Non-Self-Governing Territories — in general or specific references
No. — when followed by a numeral and used as an abbreviation for number, as in Supplement
    No. 2; note the plural form, Nos. (numbers)
north, northern, north-east, north-eastern, north-west, north-western (geographical)
North-South dialogue
northern Africa (geographical)
North Africa, North African (political), to denote the subregion

observer — in general and specific references, e.g. the United Nations military observer in . . .
Observer — in references to a person appointed to attend a meeting without the right to
    vote
office — except in official titles, e.g. Office of Legal Affairs of the United Nations Secretariat,
    Office of the United Nations High Commissioner for Refugees
Official Records — when referring to the series of Official Records of organs of the United
    Nations
Operations Group — when referring to UNDP's internal management group

Part — in general references, e.g. as stated in Part One (or Part I) of the report, or as a heading
participating and executing agency (of UNDP)
Permanent Mission — in a specific reference to a permanent mission to the United Nations
Permanent Observer

Permanent Representative — in a specific reference to a permanent representative to the United Nations, in headings, formal texts, signatures and lists of delegations

plan — five-year plan

plenary — in general and specific references

President, of the General Assembly, of a United Nations council, of a State or of a recognized international or national body

Professional, staff category of the United Nations

programme — in general references

Programme — in references to a separately constituted body, e.g. the United Nations Development Programme

region, except when part of the title of an administrative division of a State

regional adviser — in general or specific references

regional cooperation framework

Regional Director

regulation, regulation 2.1 (of the Staff Regulations, etc.)

report (first, second, annual, interim, etc.) **—** in general or specific references, except when used as a short title

representative, a representative, the representative of France, the personal representative of the Secretary-General, the senior . . . representative; but capitalize in references such as

Special Representative of the Secretary-General (as a title); **Permanent Representative of Algeria**

Resident Coordinator

Resident Representative, of the United Nations Development Programme

resolution — in general or specific references

Second United Nations Development Decade

Second World War — **World War II** may also be used

Secretariat — in general or specific references to the Secretariat of the United Nations; but **secretariat** in all other cases

secretary — in general references

Secretary — in a specific reference, e.g. the Secretary of the UNDP Executive Board

Secretary-General

Seminar, for a specific seminar with an established title

session, e.g. the thirty-seventh session of the General Assembly

south, southern, south-east, south-eastern, south-west, south-western (geographical)

South-East Asia

southern Africa (geographical)

Special Representative(s) — in specific references only

specialized agency — in general or specific references

staff — in general or specific references

Staff Regulations, of the United Nations (as title of the publication), but **staff regulation** 4.5

Staff Rules, of the United Nations; but **staff rule** 312.6

State — whether making a general or a specific reference to a country, except when used as an adjective, e.g. state support.

State party or **States parties** — in reference to a country or countries that have become party(ies) to a treaty or convention

strategic results framework

subcommission(s) — in general

Subcommission — when used as a short title
subcommittee(s)
Subcommittee — when used as a short title
Sub-regional resource facility
summary record
sustainable human development

table — in general or specific references
Territory — in a general or specific reference to a Non-Self-Governing Territory or a Trust
Territory
trust funds
Trust Territory — in general or specific references

Under-Secretary-General
United Nations
United Nations Information Centres
United States dollar (US$)
Universal Declaration of Human Rights

Vice-Chairman — in specific references, otherwise lower case
Vice-President — of the General Assembly, of a United Nations council, of a State or of a
recognized international or national body

war, during the world wars, the cold war, the threat of a third world war, but the First, Second
World **War**; also World **War** I and II; World **War** One and Two may be used
Week — in specific references, such as Disarmament Week and in its short form
west, western (geographical), **Western** (political or economic), e.g. the Western Powers, the
market economy of Western Europe
West Africa, West African (political), to denote the subregion
working group — in general references
Working Group— when referring to a specific group with an established title
working paper — in general or specific references

Year — in specific references to accepted official titles, such as the Year of the Child and in its
short form

ANNEX III

Acronyms

AA	Administrative Agent
ACABQ*	Advisory Committee on Administrative and Budgetary Questions (United Nations)
ACC*	Administrative Committee on Coordination (United Nations)
ACC/SCN*	Administrative Committee on Coordination/Subcommittee on Nutrition (United Nations)
ACP	Advisory Committee of Procurement (UNDP)
AfDB	African Development Bank
AFRO	Regional Office for Africa (WHO)
AGFUND	Arab Gulf Programme for the United Nations Development Organizations
AusAID	Australian International Development Aid Bureau
AIDS	acquired immune deficiency syndrome
AMREF	African Medical Research Foundation
ASD	Administrative Services Division
AsDB	Asian Development Bank
ASEAN	Association of Southeast Asian Nations
AU	African Union
BCA	Basic Cooperation Agreement
BCPR	Bureau for Crisis Prevention and Recovery (UNDP)
BDP	Bureau for Development Policy (UNDP)
BOM	Bureau of Management (UNDP)
BRAC	Bangladesh Rural Advancement Committee
BRC	Bratislava Regional Centre (UNDP)
CARE	Cooperative for American Relief Everywhere, Inc. (*use acronym only*)
CARICOM	Caribbean Community
CARITAS	International Confederation of Catholic Charities *(use acronym only)*
CBS	Centre for Business Solutions (UNDP)
CCAQ*	Consultative Committee on Administrative Questions (United Nations)
CCAs	Common Country Assessments
CCSQ(OPS)*	Consultative Committee on Substantive Questions (Operational Activities) (United Nations)
CD	Country Director
CDC	Centers for Disease Control and Prevention (United States)
CEB	Chief Executives Board (United Nations)
CEDAW	Convention on the Elimination of All Forms of Discrimination against Women (*Avoid using this acronym if possible, but when necessary it should be used to refer to the* **Convention** *on the Elimination of All Forms of Discrimination against Women, NOT the* **Committee** *on the Elimination of All Forms of Discrimination against Women*.)
CIDA	Canadian International Development Agency
CIS	Commonwealth of Independent States
CO	Country Office

* Denotes acronyms that may be used only in documents of organs directly concerned with their work.

CPMP	country programme management plan
CRS	Catholic Relief Services
CSD	Commission on Sustainable Development (United Nations)
CSO	civil society organizations
CSW	Commission on the Status of Women (United Nations)
DAC	Development Assistance Committee
DANIDA	Danish International Development Agency
DFID	Department for International Development (United Kingdom)
DHA	Department of Humanitarian Affairs (United Nations)
DOCO	UN Development Operations Coordination Office (formerly United Nations Development Group, UNDG)
DPI	Department of Public Information (United Nations)
DPKO	Department of Peacekeeping Operations (United Nations)
DRM	Division for Resources Mobilization (UNDP)
DUNA	Division for United Nations Affairs (UNDP)
EAP	Energy and Atmosphere Programme
EB	Executive Board (UNDP)
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
ECU	European Currency Unit
EO	Evaluation Office (UNDP)
ERM	Enterprise Risk Management
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
FAO	Food and Agriculture Organization of the United Nations
FfD	Financing for Development
FINNIDA	Finnish International Development Agency
GCC	Gulf Cooperation Council
GDP	Gross Domestic Product
GEF	Global Environment Facility (World Bank/UNDP/UNEP)
GFATM	Global Fund to fight Aids, Tuberculosis and Malaria
GNP	Gross National Product
GTZ	German Agency for Technical Cooperation
HDR	*Human Development Report*
HDRO	Human Development Report Office (UNDP)
HIPC	Heavily Indebted Poor Countries
HIV	human immunodeficiency virus

IAEA	International Atomic Energy Agency (United Nations)
IAPSO	Inter-Agency Procurement Services Organization (United Nations)
IASC	Inter-Agency Standing Committee (United Nations)
IBRD/IDA	World Bank (*covers both the Bank and its constituent parts, which include the International Bank for Reconstruction and Development and the International Development Association; these acronyms are rarely used in UNDP*)
ICFTU	International Confederation of Free Trade Unions
ICRC	International Committee of the Red Cross
ICSC	International Civil Service Commission
IDA	International Development Association
IDB	Inter-American Development Bank
IDEP	International Day for the Eradication of Poverty
IFAD	International Fund for Agricultural Development
IFRC	International Federation of Red Cross and Red Crescent Societies
IITA	International Institute of Tropical Agriculture
ILO	International Labour Organization
IMF	International Monetary Fund
IMIS	Integrated Management Information System (United Nations)
IMO	International Maritime Organization
INCAP	Institute of Nutrition of Central America and Panama
INSTRAW	United Nations International Research and Training Institute for the Advancement of Women
IPPF	International Planned Parenthood Federation
IPS	Inter-Press Service
IPU	Inter-Parliamentary Union
IRRI	International Rice Research Institute
ISCA	International Save the Children Alliance
ITC	International Trade Centre
IYC	International Year of the Child
IYDP	International Year of Disabled Persons
IYF	International Year of the Family
IYSH	International Year of Shelter for the Homeless
IYY	International Youth Year
JBIC	Japan Bank for International Cooperation
JCGP	Joint Consultative Group on Policy (UNICEF, UNDP, UNFPA, WFP, IFAD)
JICA	Japan International Cooperation Agency
JIU*	Joint Inspection Unit
JPO	Junior Professional Officer
JUNIC	Joint United Nations Information Committee
LAN	local area network
LDCs	least developed countries
LRC	Learning Resources Centre (UNDP)
LSO	Legal Support Office (UNDP)
MCT	Management Consulting Team (UNDP)
MDG	Millennium Development Goals

MDGR	Millennium Development Goals Report
MDTF	Multi-Donor Trust Fund
MOA	memorandum of agreement
MOU	memorandum of understanding
MP	Montreal Protocol
MSF	Médecins Sans Frontières (Doctors Without Borders)
MTP	medium-term plan
MTR	mid-term review
NAFTA	North American Free Trade Agreement
NATO	North Atlantic Treaty Organization
NEPAD	New Partnership for Africa's Development
NEX	national execution
NGO	non-governmental organization
NORAD	Norwegian Agency for International Development
OAI	Office of Audit and Investigations (UNDP)
OAS	Organization of American States
OAU	Organization of African Unity
OC	Office of Communications (UNDP)
OCHA	Office for the Coordination of Humanitarian Affairs (United Nations)
OCP	Office of Planning and Budgeting (UNDP)
ODA	official development assistance
ODS	Office of Development Studies (UNDP)
OECD	Organisation for Economic Co-operation and Development
OECS	Organization of Eastern Caribbean States
OEOA	Office for Emergency Operations in Africa (United Nations)
OFA	Office of Finance and Administration (UNDP)
OG	Operations Group (UNDP)
OHR	Office of Human Resources (UNDP)
OIC	Organization of the Islamic Conference
	Officer-in-Charge
OIST	Office of Information Systems and Technology (UNDP)
OLS	Operation Lifeline Sudan
OPB	Office of Planning and Budgeting (UNDP)
OPEC	Organization of Petroleum Exporting Countries
ORT	oral rehydration therapy
OSG	Operations Support Group (UNDP)
OXFAM	Oxford Famine Relief Campaign (*use acronym only*)
PAHO	Pan American Health Organization
PAPP	Programme of Assistance to the Palestinian People (UNDP)
PB	Partnerships Bureau (UNDP)
PROMS	Programme Manager System
PSA	public service announcement
PSD	Private Sector Division (UNDP)
PSO	Procurement Support Office (UNDP)
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)
RC	Resident Coordinator
RCA	Results and Competency Assessment
RSC	Regional Service Centre (UNDP)
SAARC	South Asian Association for Regional Cooperation
SADC	Southern African Development Community
SBAA	Standard Basic Assistance Agreement
SDNP	Sustainable Development Networking Programme
SBEAA	Standard Basic Executing Agency Agreement
SDP IWG	Sport for Development and Peace International Working Group
SG	Secretary-General
SHD	sustainable human development
SID	Society for International Development
SIDA	Swedish International Development Cooperation Agency
SIDS	Small Island Development States
SMT	Senior Management Team (UNDP)
STD	sexually transmitted disease
SU/SSC	Special Unit for South-South Cooperation (UNDP)
TICAD	Tokyo International Conference on African Development
TTF	Thematic Trust Fund
UN-HABITAT	United Nations Centre for Human Settlements
UNAIDS	Joint United Nations Programme on HIV/AIDS
UNBOA	United Nations Board of Auditors
UNCDF	United Nations Capital Development Fund
UNCED	United Nations Conference on Environment and Development (the Earth Summit)
UNCT	United Nations Country Team
UNCTAD	United Nations Conference on Trade and Development
UNDAF	United Nations Development Assistance Framework
UNDC	United Nations Development Corporation
UNDP	United Nations Development Programme
UNDTCD	United Nations Department of Technical Cooperation for Development
UNEP	United Nations Environment Programme
UNEG	United Nations Evaluation Group
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFIP	United Nations Fund for International Partnerships
UNFPA	United Nations Population Fund
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
UNIMIS	United Nations Integrated Management Information System

UNIS	United Nations International School
UNITAR	United Nations Institute for Training and Research
UNOPS	United Nations Office for Project Services
UNPAAERD	United Nations Programme of Action for African Economic Recovery and Development
UNRFNRE	United Nations Revolving Fund for Natural Resource Exploration
UNRRA	United Nations Relief and Rehabilitation Administration
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East
UNSO	United Nations Office to Combat Desertification and Drought
UNTAC	United Nations Transitional Authority in Cambodia
UNU	United Nations University
UNV	United Nations Volunteers
USAID	United States Agency for International Development
WB	World Bank
WAN	Wide Area Network
WACAP	World Alliance of Cities Against Poverty
WFC	World Food Council
WFP	World Food Programme
WHA	World Health Assembly
WHO	World Health Organization
WLO	Washington Liaison Office
WSSD	World Summit on Sustainable Development
WTO	World Trade Organization

ANNEX IV

Names of countries

Source reference

The names of the countries have been taken from the [United Nations Multilingual Terminology Database](#) maintained by the Terminology and Reference Section, Documentation Division, Department for General Assembly and Conference Management, New York, from files generated on 18 May 2007. The names in the database are provided in the six official languages of the United Nations; below you will find the English short and English formal names. Revisions to the files are issued from time to time; please visit the UN Terminology website to learn more.

English-Short	**English-Formal**
Afghanistan	the Islamic Republic of Afghanistan
Albania	the Republic of Albania
Algeria	the People's Democratic Republic of Algeria
Andorra	the Principality of Andorra
Angola	the Republic of Angola
Antigua and Barbuda	Antigua and Barbuda
Argentina	the Argentine Republic
Armenia	the Republic of Armenia
Australia	Australia
Austria	the Republic of Austria
Azerbaijan	the Republic of Azerbaijan
Bahamas (the)	the Commonwealth of the Bahamas
Bahrain	The Kingdom of Bahrain
Bangladesh	the People's Republic of Bangladesh
Barbados	Barbados
Belarus	the Republic of Belarus
Belgium	the Kingdom of Belgium
Belize	Belize
Benin	the Republic of Benin
Bhutan	the Kingdom of Bhutan
Bolivia	the Republic of Bolivia
Bosnia and Herzegovina	Bosnia and Herzegovina
Botswana	the Republic of Botswana
Brazil	the Federative Republic of Brazil
Brunei Darussalam	Brunei Darussalam
Bulgaria	the Republic of Bulgaria
Burkina Faso	Burkina Faso
Burundi	the Republic of Burundi
Cambodia	the Kingdom of Cambodia
Cameroon	the Republic of Cameroon
Canada	Canada
Cape Verde	the Republic of Cape Verde

Central African Republic (the)	the Central African Republic
Chad	the Republic of Chad
Chile	the Republic of Chile
China	the People's Republic of China
Colombia	the Republic of Colombia
Comoros (the)	Union of the Comoros (the)
Congo (the)	the Republic of the Congo
Cook Islands *	the Cook Islands
Costa Rica	the Republic of Costa Rica
Côte d'Ivoire	the Republic of Côte d'Ivoire
Croatia	the Republic of Croatia
Cuba	the Republic of Cuba
Cyprus	the Republic of Cyprus
Czech Republic (the)	the Czech Republic
Democratic People's Republic of Korea (the)	the Democratic People's Republic of Korea
Democratic Republic of the Congo (the)	the Democratic Republic of the Congo
Denmark	the Kingdom of Denmark
Djibouti	the Republic of Djibouti
Dominica	the Commonwealth of Dominica
Dominican Republic (the)	the Dominican Republic
Ecuador	the Republic of Ecuador
Egypt	the Arab Republic of Egypt
El Salvador	the Republic of El Salvador
Equatorial Guinea	the Republic of Equatorial Guinea
Eritrea	Eritrea
Estonia	the Republic of Estonia
Ethiopia	the Federal Democratic Republic of Ethiopia
Fiji	the Republic of the Fiji Islands
Finland	the Republic of Finland
France	the French Republic
Gabon	the Gabonese Republic
Gambia (the)	the Republic of the Gambia
Georgia	Georgia
Germany	the Federal Republic of Germany
Ghana	the Republic of Ghana
Greece	the Hellenic Republic
Grenada	Grenada
Guatemala	the Republic of Guatemala
Guinea	the Republic of Guinea
Guinea-Bissau	the Republic of Guinea-Bissau
Guyana	the Republic of Guyana
Haiti	the Republic of Haiti

Holy See (the)	the Holy See
Honduras	the Republic of Honduras
Hungary	the Republic of Hungary
Iceland	the Republic of Iceland
India	the Republic of India
Indonesia	the Republic of Indonesia
Iran (Islamic Republic of)	the Islamic Republic of Iran
Iraq	the Republic of Iraq
Ireland	Ireland
Israel	the State of Israel
Italy	the Republic of Italy
Jamaica	Jamaica
Japan	Japan
Jordan	the Hashemite Kingdom of Jordan
Kazakhstan	the Republic of Kazakhstan
Kenya	the Republic of Kenya
Kiribati	the Republic of Kiribati
Kuwait	the State of Kuwait
Kyrgyzstan	the Kyrgyz Republic
Lao People's Democratic Republic (the)	the Lao People's Democratic Republic
Latvia	the Republic of Latvia
Lebanon	the Lebanese Republic
Lesotho	the Kingdom of Lesotho
Liberia	the Republic of Liberia
Libyan Arab Jamahiriya (the)	the Socialist People's Libyan Arab Jamahiriya
Liechtenstein	the Principality of Liechtenstein
Lithuania	the Republic of Lithuania
Luxembourg	the Grand Duchy of Luxembourg
Madagascar	the Republic of Madagascar
Malawi	the Republic of Malawi
Malaysia	Malaysia
Maldives	the Republic of Maldives
Mali	the Republic of Mali
Malta	the Republic of Malta
Marshall Islands (the)	the Republic of the Marshall Islands
Mauritania	the Islamic Republic of Mauritania
Mauritius	the Republic of Mauritius
Mexico	the United Mexican States
Micronesia (Federated States of)	the Federated States of Micronesia
Moldova	the Republic of Moldova
Monaco	the Principality of Monaco
Mongolia	Mongolia
Montenegro	the Republic of Montenegro

Morocco	the Kingdom of Morocco
Mozambique	the Republic of Mozambique
Myanmar	the Union of Myanmar
Namibia	the Republic of Namibia
Nauru	the Republic of Nauru
Nepal	Nepal
Netherlands (the)	the Kingdom of the Netherlands
New Zealand	New Zealand
Nicaragua	the Republic of Nicaragua
Niger (the)	the Republic of the Niger
Nigeria	the Federal Republic of Nigeria
Norway	the Kingdom of Norway
Oman	the Sultanate of Oman
Pakistan	the Islamic Republic of Pakistan
Palau	the Republic of Palau
Panama	the Republic of Panama
Papua New Guinea	Papua New Guinea
Paraguay	the Republic of Paraguay
Peru	the Republic of Peru
Philippines (the)	the Republic of the Philippines
Poland	the Republic of Poland
Portugal	the Portuguese Republic
Qatar	the State of Qatar
Republic of Korea (the)	the Republic of Korea
Romania	Romania
Russian Federation (the)	the Russian Federation
Rwanda	the Republic of Rwanda
Saint Kitts and Nevis	Saint Kitts and Nevis
Saint Lucia	Saint Lucia
Saint Vincent and the Grenadines	Saint Vincent and the Grenadines
Samoa	the Independent State of Samoa
San Marino	the Republic of San Marino
Sao Tome and Principe	the Democratic Republic of Sao Tome and Principe
Saudi Arabia	the Kingdom of Saudi Arabia
Senegal	the Republic of Senegal
Serbia	the Republic of Serbia
Serbia and Montenegro [superseded]	Serbia and Montenegro
Seychelles	the Republic of Seychelles
Sierra Leone	the Republic of Sierra Leone
Singapore	the Republic of Singapore
Slovakia	the Slovak Republic
Slovenia	the Republic of Slovenia

Solomon Islands	Solomon Islands
Somalia	the Somali Republic
South Africa	the Republic of South Africa
Spain	the Kingdom of Spain
Sri Lanka	the Democratic Socialist Republic of Sri Lanka
Sudan (the)	the Republic of the Sudan
Suriname	the Republic of Suriname
Swaziland	the Kingdom of Swaziland
Sweden	the Kingdom of Sweden
Switzerland	the Swiss Confederation
Syrian Arab Republic (the)	the Syrian Arab Republic
Tajikistan	the Republic of Tajikistan
Thailand	the Kingdom of Thailand
the former Yugoslav Republic of Macedonia	the former Yugoslav Republic of Macedonia
Timor-Leste	the Democratic Republic of Timor-Leste
Togo	the Togolese Republic
Tonga	the Kingdom of Tonga
Trinidad and Tobago	the Republic of Trinidad and Tobago
Tunisia	the Republic of Tunisia
Turkey	the Republic of Turkey
Turkmenistan	Turkmenistan
Tuvalu	Tuvalu
Uganda	the Republic of Uganda
Ukraine	Ukraine
United Arab Emirates (the)	the United Arab Emirates
United Kingdom of Great Britain and Northern Ireland (the)	the United Kingdom of Great Britain and Northern Ireland
United Republic of Tanzania (the)	the United Republic of Tanzania
United States of America (the)	the United States of America
Uruguay	the Eastern Republic of Uruguay
Uzbekistan	the Republic of Uzbekistan
Vanuatu	the Republic of Vanuatu
Venezuela (Bolivarian Republic of)	the Bolivarian Republic of Venezuela
Viet Nam	the Socialist Republic of Viet Nam
Yemen	the Republic of Yemen
Zambia	the Republic of Zambia
Zimbabwe	the Republic of Zimbabwe

* Denotes the names of States that are not Members of the United Nations.

ANNEX V

UNDP offices worldwide:

AFRICA
Angola
Benin
Botswana
Burkina Faso
Burundi
Cameroon
Cape Verde
Central African Republic
Chad
Comoros
Congo, Republic of
Congo, Democratic
        Republic of
Cote d'Ivoire

Ethiopia
Eritrea
Gabon
Gambia
Ghana
Guinea
Guinea-Bissau
Kenya
Lesotho
Liberia
Madagascar
Malawi
Mali
Mauritania
Mauritius
Mozambique
Namibia
Niger
Nigeria
Rwanda
Sao Tome and Principe
Senegal
Seychelles
Sierra Leone
South Africa
Swaziland
Tanzania
Togo
Uganda

Zambia
Zimbabwe

ARAB STATES
Algeria
Bahrain
Djibouti
Egypt
Iraq
Jordan
Kuwait
Lebanon
Libya
Morocco
Programme of Assistance
        to the Palestinian
        People
Saudi Arabia
Somalia
Sudan
Syria
Tunisia
United Arab Emirates
Yemen

ASIA AND THE PACIFIC
Afghanistan
Bangladesh
Bhutan
Cambodia
China
Democratic Peoples
        Republic of Korea
Fiji
India
Indonesia
Iran
Laos
Malaysia
Maldives
Mongolia
Myanmar
Nepal

Pakistan
Papua New Guinea
Philippines
Republic of Korea
Samoa
Sri Lanka
Thailand
Timor-Leste
Viet Nam

EUROPE AND THE CIS
Albania
Armenia
Azerbaijan
Belarus
Bosnia and Herzegovina
Bulgaria
Croatia
Cyprus
Czech Republic
Georgia
Hungary
Kazakhstan
Kosovo
Kyrgyzstan
Latvia
Lithuania
Macedonia, The Former
        Yugoslav
        Republic of
Malta
Moldova
Montenegro
Poland
Romania
Russian Federation
Serbia
Slovak Republic
Slovenia
Tajikistan
Turkey
Turkmenistan
Ukraine
Uzbekistan

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

LIAISON OFFICES
Brussels, Belgium
Copenhagen, Denmark
Geneva, Switzerland
Tokyo, Japan
Washington, DC, USA

REGIONAL SERVICE CENTRES
Bangkok, Thailand
Bratislava, Slovak Republic
Colombo, Sri Lanka
Johannesburg, South Africa
Suva, Fiji

ANNEX VI

UNDP HIV-related language policy

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 users" 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.

Summary of preferred terminology from the UNAIDS Terminology Guidelines

Do not use this	Use this
HIV/AIDS	Use HIV unless specifically referring to AIDS. Examples include people living with HIV, the HIV epidemic, HIV prevalence, HIV prevention, HIV testing, HIV-related disease; AIDS diagnosis, children made vulnerable by AIDS, children orphaned by AIDS, the AIDS response. Both HIV epidemic and AIDS epidemic are acceptable.
AIDS virus	There is no "AIDS virus." The virus associated with AIDS is called the Human Immunodeficiency Virus, or HIV. Please note: the phrase HIV virus is redundant. Use HIV.
AIDS-infected	Avoid the term infected. Use person living with HIV or HIV-positive person. No one can be infected with AIDS, because it is not an infectious agent. AIDS is a surveillance definition meaning a syndrome of opportunistic infections and diseases that can develop as immunosuppression deepens along the continuum of HIV infection from primary infection to death.
AIDS test	There is no test for AIDS. Use HIV or HIV antibody test.
AIDS sufferer or victim	The word "victim" is disempowering. Use person living with HIV. Use the term AIDS only when referring to a person with a clinical AIDS diagnosis.
AIDS patient	Use the term patient only when referring to a clinical setting. Preferred: patient with HIV-related illness.
Risk of AIDS	Use risk of HIV infection; risk of exposure to HIV.
High(er) risk groups; vulnerable groups	Key populations at higher risk (both key to the epidemic's dynamics and key to the response).
Commercial sex worker	Sex work or commercial sex or the sale of sexual services.
Prostitute	Use only in respect to juvenile prostitution; otherwise use sex worker.
Intravenous drug user	Use injecting drug user. Drugs may be injected subcutaneously, intramuscularly or intravenously.
Sharing (needles, syringes)	Use non-sterile injecting equipment if referring to risk of HIV exposure; use contaminated injecting equipment if the equipment is known to contain HIV or if HIV transmission has occurred.
Fight against AIDS	Response to AIDS
Evidence-based	Evidence-informed
HIV prevalence rates	Use HIV prevalence. The word "rates" connotes the passage of time and should not be used here.
Acronyms and abbreviations	Please spell out all terms in full. For example, PMTCT should be prevention of mother-to-child transmission, etc.