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## IFAD EDITORIAL STYLE GUIDE

Conference and Language Services

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## Foreword

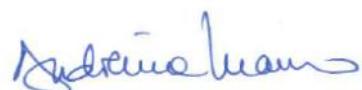
The IFAD Editorial Style Guide sets out the rules and conventions to be followed when preparing English language documents destined for IFAD's governing bodies. It covers a wide range of areas that will be useful to the writer of IFAD documents, including information on spelling, hyphenation and capitalization through to gender-neutral language. It can also be used as a reference for the preparation of other types of official written material.

This version builds on the 2016 edition, with modifications aimed at giving the reader a guide that is more comprehensive, easier to use and aligned with the changing face of IFAD. The word list has been expanded to include terms that are emerging as a result of IFAD's evolving policies and Strategic Framework. It also includes words that follow hard-to-remember spelling conventions specific to IFAD.

New sections have been added on: titles, honorifics and government terms (section X); IFAD governance: meetings, sessions and terminology (section XI); institutions, organizations, initiatives, agreements and useful terminology (section XIV); and gender-neutral language (section XV). Also new to the manual is the inclusion of a list of IFAD divisions and departments; a list of IFAD policies, strategies and agreements; and a list of IFAD-specific acronyms. An increase in academic references in governing body documents prompted the inclusion of more detailed guidance on how to cite these sources correctly (section XVII). Finally, a summary of the editing process has been included to clarify the different stages involved in finalizing a governing bodies document for dispatch.

While rules and procedures are important to ensure consistency and clarity, they should not interfere with the readability of a document, or create unnecessary work for writers and editors. For this reason, we have eliminated some rules that were hard to enforce and did not add to the quality of the document. Similarly there can be a degree of flexibility in applying the rules.

Updating the guide was a collaborative effort involving all members of the English team in Conference and Language Services. We hope that it will be a useful tool for all those involved in producing official documentation.



Andreina Mauro  
Chief, Conference and Language Services



# Governing bodies editing process

## Editorial action and originator approval

Once the originating division has uploaded a document to Scriptoria, the Governing Bodies team sends it to Conference and Language Services (CLS). The first person in CLS to work on the document will be the English editor.

The editor reviews the document for incorrect or awkward phrasing, spelling and grammatical mistakes, repetition and lack of clarity. The editor ensures that the document reads well and resolves issues that could be problematic for translators, for instance, ambiguous wording that could be interpreted in different ways in the various language versions of the document. The editor works on the document in track-changes mode, so that changes are visible to the originator. Editorial queries are inserted in comment boxes within the document. It is then sent back to the originator for clearance.

## Subediting

After the originator has cleared the document and addressed all queries, it is sent for translation into Arabic, French and Spanish. At the same time, it enters the subediting phase. The subeditor's focus is on fact-checking (for example, project/programme titles, country names, government departments), ensuring accuracy and consistency of numbers, dealing with acronyms and aligning documents with house style.

Checking this information often requires speaking to originators and resolving queries that have arisen during subediting or translation. Occasionally this can give rise to changes that need the approval of the originator. In this case, the originator will receive a second e-mail requesting document clearance, sometimes close to the deadline for document dispatch. It is therefore important that the originator provides that clearance as quickly as possible.

## Dispatch

When the subediting stage is complete, the document is ready for dispatch and is uploaded to the Member States Interactive Platform for review by the participants who will attend the governing body meeting.

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# I. SPELLING

## A. Introduction

### 1. About IFAD spelling

This section is a guide to the preferred spelling for IFAD governing bodies documents.

The Concise Oxford English Dictionary, twelfth edition, is the current authority for spelling in IFAD. If more than one spelling is given in the dictionary, use the form listed first. The A-Z spelling list below includes words frequently used in IFAD documents but not found in the Concise Oxford English Dictionary, twelfth edition.

## B. General guidelines

### 2. “-ize” not “-ise”

IFAD spells words like organize, realize and finalize with the “ize” rather than the “ise” ending. The “ize” ending is standard British English usage, and does not belong to American English.

### 3. “our” not “or”

colour (not color)  
flavour (not flavor)  
neighbour (not neighbor)

### 4. “re” not “er”

centre (not center)  
fibre (not fiber)  
metre (not meter)

### 5. Verbs that must always be spelled with -ise at the end:

advertise	advise	apprise	chastise	comprise	compromise
despise	devise	disguise	excise	exercise	improvise
incise	prise	promise	revise	supervise	surmise
surprise	televisé				

### 6. Verbs that must always end in “yse”:

analyse      catalyse      paralyse      psychoanalyse

### 7. Miscellany

amid (not amidst)  
among (not amongst)  
while (not whilst)  
grey (not gray)  
programme (not program)

## II. ALPHABETICAL LISTING OF WORDS AND TERMS

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### A

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above

below

... in guidelines in paragraph 2.4, above, are to be observed.

... the dates listed in table 5, below, are proposed.

above-mentioned

abridgement

aforementioned

aforesaid

absorptive capacity (not absorption capacity)

account

Use upper case if a defined term in a resolution or other legal document

(...hereinafter the "Account"...).

across-the-board (adj.), across the board (adv.)

an across-the-board increase

an increase across the board

action research (= structured learning-by-doing)

action-oriented research

add-on (n., adj.)

add on (v.)

ad hoc (no italics, no hyphen)

admissible

advertise

advice (n.)

advise (v.)

adviser

Use upper case as an IFAD title (Adviser, Senior Adviser).

Maintain "advisor" spelling in titles provided by officials from outside IFAD.

aftermath

aftershock

afterthought

after-effect

after-hours (discussions, trading)

afterwards (later)

afterword (an epilogue)

ageism, ageing

age-profile models

age-selective

age-specific

agribusiness

agrifood

agrobiology

agrochemical(s)

agroecology, agroecological

agroecosystem

agroentrepreneur

agroforestry

agropastoral, agropastoralists

agroprocessing

agro-industry, agro-industrial

air conditioner, air conditioning (n.)

air-conditioned (adj.)

air-condition (v.)

aircraft (singular and plural)  
airdrop  
airfare  
airfield  
airfreight  
airlift  
airspace  
air raid  
air traffic control  
aim at + gerund (example: aim at attaining the objectives)  
    to + infinitive (example: aim to attain the objectives)  
airmail  
all-inclusive  
all-purpose  
all-round  
all-terrain  
all-weather  
all-time (adj.), all time (in prepositional phrase)  
    an all-time high  
    one of the greatest achievements of all time  
alley cropping  
allot, allotted, allotting, allotment  
Al-Qaida  
alternate (n.) a back-up person or substitute, as for a delegate; (adj.) every second one  
amortize, amortization  
anaemia  
anaesthetic  
analogue (but: "analog" in computer technology)  
analyse (not analyze)  
anti-  
    If followed by a word beginning with i - use a hyphen:  
        anti-inflation, anti-inflammatory; anti-immune  
    If followed by an upper-case letter - use a hyphen:  
        anti-Arab; anti-American; anti-Japanese  
anti-abortion  
anti-aircraft  
antibiotic  
anticorruption  
antidumping  
anti-erosion  
antifertility  
antimalarial  
antimicrobial  
antinatalism  
antinatalist  
anti-personnel  
anti-poverty  
antipollution  
antisocial  
antitrust  
annul, annulled, annulment  
antennae (insects)  
antennas (aerials)  
aquaculture  
Arab (noun only)  
Arabic (adj.) e.g. the Arabic language  
arm's length transaction(s)

arm's length quality assurance  
asset liability management  
asylum-seeker  
at-risk (adj.)  
    an at-risk project      at-risk groups  
    but: groups at risk      at risk of not achieving its goals  
audio tape (n.)  
audiotape (v.)  
audio-visual  
axis, axes

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## B

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backdrop  
backhoe  
backlog  
backstop (n. and v.)  
back to back (adv. phrase), back-to-back (pre-positioned adj.)  
    seats placed back to back  
    a back-to-back letter of credit  
back up (v.)  
backup (n., adj.)  
backward (adj.)  
backwards (adv.)  
balance of payments (n.)  
balance-of-payments (adj.)  
    a deficit in the balance of payments  
    the balance-of-payments deficit  
balance sheet  
bandwidth  
baseline (n. and adj.)  
bee-keeping (form to be preferred over "apiculture")  
bee-keeper(s)  
beforehand  
benchmark (n. and v.)  
benefit, benefited, benefiting  
bi-  
    No hyphen is required after this prefix:  
    biannual; biennial; bimonthly; biweekly  
biannual (= twice a year, semi-annually, twice-yearly, six-monthly)  
biennial (= every second year)  
bimonthly  
    As this word means both "every two months" and "twice a month", it is better  
    to use one of those phrases to prevent any confusion.  
biweekly  
    As this word means both "every two weeks" and "twice a week", it is better to  
    use one of those phrases to prevent any confusion.  
bias (n. and v.)  
    noun: bias, biases  
    verb: bias, biases, biasing, biased  
bio-  
    No hyphen is required after this prefix, unless the unhyphenated word would  
    cause difficulty in reading or pronunciation:  
        bioassay; bioecological; biofuel; biosocial; bioethanol  
        but: bio-occlusion  
birth control

birth rate  
birthplace  
birthright  
birthweight  
blackout (n., adj.)  
black out (v.)  
bloc (coalition or alliance of persons, nations: currency, economic, political, power, trading blocs)  
block (of shares; water, energy, power sales)  
    Voting: a voting bloc (alliance of voters)  
    but: a block (unit) of votes  
Board of Directors of the Credit Union of IFAD Employees  
Executive Committee of the Staff Association (ECSA)  
boldface (n.)  
boldfaced (adj.)  
borehole  
-born  
    firstborn (n., adj.) stillborn newborn (n., adj.)  
born out, borne out  
    a solution born out of [=the consequence of] a desperate need  
    a hypothesis that has not been borne out [proved valid]  
-borne  
    foodborne, waterborne (disease), airborne (pollution)  
    Less common compound words may require a hyphen: insect-borne, vector-borne (in which case, only the first item is capitalized in titles: Combating Vector-borne Diseases)  
borrower  
    Use lower case unless it is a defined term in a legal document such as a resolution or set of regulations: ... (hereinafter the "Borrower"), ...  
bottleneck  
bottom up (adv. phrase), bottom-up (pre-positioned adj.)  
top down (adv. phrase), top-down (pre-positioned adj.)  
    management from the bottom up/management from the top down  
    a bottom-up approach/a top-down approach  
brain drain  
branch, Branch  
    the Executive Branch (of the government of a named country)  
    the executive branch of government (generally)  
break down (v.)  
breakdown (n.)  
break even (v.)  
break-even (adj.)  
    break-even point, break-even analysis  
break through (v.)  
breakthrough (n., adj.)  
break up (v.)  
break-up (n., adj.)  
-breeder, -breeding  
    plant-breeding cattle breeders  
broad-based  
broad-minded  
broadband  
broadcast (n. and v. – both past and past participle)  
broadside  
budget, budgeted, budgeting  
build up (v.)  
build-up (n.)  
built-in, built-up (pre-positioned adj.)

built in, built up (past participle)  
a built-in escalation allowance  
a built-up area of the county  
The borrower has built in an allowance for escalation.  
The company has built up a huge database.

burden-sharing  
burka  
burn, burned, has burned  
bush fire  
businessman, businessmen; businesswoman, businesswomen  
Note: Unless it is important to denote the sex of the person or group involved, preference should be given to the following plural forms to denote a group (empresarios, entrepreneurs) that no doubt includes persons of both sexes: business executives; business owners, business operators; representatives of the business community; business professionals; business circles; business leaders; people in business.

buy back (v.), buy-back (n., adj.)  
buy down (v.), buy-down (n., adj.)  
to buy down part of the interest payments; buy down the interest rate  
an interest-rate buy-down

by-catch  
by-election  
by-product  
by-laws Upper-case form: By-laws  
bypass (n., v., adj.)  
bystander

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## C

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calibre  
calorie(s) Heat energy context: symbol cal  
Food, dietary context: symbol Cal  
cancel, cancelled, cancelling, cancellation  
capacity-building (n. and adj.)  
confidence-building (n. and adj.)  
caregiver  
caretaker  
carry forward (verb)  
carry-forward (noun)  
3 per cent carry-forward  
but: Guidelines for use of 3% carry-forward funds (PB 2012/6)  
case by case (adv.): The list will be examined case by case.  
case-by-case (pre-positioned adj.): on a case-by-case basis  
case study  
cash crop  
cash flow (n.): a meagre cash flow  
the sustainable cash flow mechanism  
cassava (not manioc)  
catalogue, catalogued, cataloguing  
cattle 12 head of cattle, not 12 cattle  
cattle-raising (n., adj.)  
cattle raisers  
cave-in(s) (n.)  
cave in (v. phrase)

centre, centred, centring

In editing, retain the spelling center, if it appears in the official name of a building or organization.

central government

channel, channelled, channelling

cheque (means of payment) not check

checklist

checkpoint

check up (v.)

check-up (n., adj.)

chef de cabinet

childbearing (n., adj.)

childbirth

childcare (n., adj.)

child-rearing

child-spacing

citywide (adj., adv.)

a citywide survey

searched citywide for ...

classroom

clean up (v.)

clean-up (n., adj.)

clear-cut (v., adj.), clear-cutting

clearing house

climate-smart

cloakroom

closed-end

a closed-end investment fund; closed-end management companies

co-\_\_\_\_\_, co\_\_\_\_\_  
As a general rule, join the prefix co- to the stem with a hyphen:

co-author, co-op, co-opt, co-coordinator, co-fund, co-invest/co-investor, co-owner/co-ownership, co-worker: Exceptions include:

cooperate/cooperation/cooperative, coordinate/coordination/coordinate, coexecuting, coexist/coexistence, cofinance

co-author

co-fund

co-produce

co-sponsor

coefficient

coexist

cofinance, cofinancing

cooperate/cooperation/cooperative

coordinate

cocoa bean (a cacao seed)

cocoa butter

combat, combated, combating

combatant

commit, committed, commitment, committing

compel, compelled, compelling

complement (to make complete, supplement)

compliment (to praise)

comprise/include

Comprise is used when all parts of a whole are named, and include when only some are:

The team comprises seven women and four men.

The team includes 11 people from Boston.

consist in

Consist in means to lie, reside, inhere.

Some believe that national strength consists in national armies.

consist of

Consist of means to be made up of: Coal consists mainly of carbon.

control, controlled, controlling

cornerstone

cost accounting

cost-benefit analysis, ratio

cost-effective(ness)

cost-efficient, cost-efficiency

cost of living (n.)

cost-of-living (adj.)

an increase in the cost of living

a cost-of-living increase

cost recovery (n.)

counsel, counselled, counselling

counsel (n., sing. and pl.)

the Office of the General Counsel (LEG)

counteract

counter-argument

counter-attack

counterbalance

counterclaim

counterclockwise

counterculture

counter-example

counter-guarantee

counter-insurgency

counter-intelligence

countermeasure

counterpoint

counterproductive

counter-revolution

counter-terrorism

countertrade

counter-urbanization

countryside

countrywide (adj., adv.)

a countrywide survey

known countrywide

craftworker – Preferred English term for "artisans".

crisis (pl. crises)

crop dusting

crop farmer; crop-farming (n., adj.)

cropland

cross reference (n.)

cross-reference (v.)

cross-referenced

cross-referencing

cross section (n.)

cross-section (v.)

cross-section(al) (adj.)

cross-breed

cross-fertilize

cross-subsidize

crossover

crosswise

crosswind  
cross-cutting  
crowding-in effect  
crowd out (v. phrase)  
crowding out (n.)  
crowding-out (adj.)  
The public sector is crowding out the private sector.  
Individuals and businesses are crowded out of credit markets.  
Crowding out can cause economic activity to slow.  
The crowding-out effect is evident.

crystallize  
cure-all (n., adj.)  
customs, Customs  
Use upper case only when part of a name: the Peruvian Customs Service, and when the reference is clearly to such a service, even if unmodified:  
... in line with a recent Customs decision to ...  
Elsewhere, use lower case:  
customs formalities; customs authorities  
revamping the country's customs system

cut back (v., past participle)  
cutback (n., adj.)  
cut off (v., past participle)  
cut-off (n., adj.)  
cyber  
Compound forms are closed (i.e. not hyphenated): cybercafé, cyberspace, etc.

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## D

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data (Note: This word is plural in construction: "These data show that ...")

databank  
database  
dataset  
data collection (n.)  
data processing (n.)  
data-collection (adj.)  
data-processing (adj.)  
day care (n.)  
day-care (adj.)  
children in day care  
day-care centre, day-care providers

day-to-day (adj.)  
day to day (adv. phrase)

The director is in charge of the agency's day-to-day operations.  
The low-income population lives from day to day.

de-  
Unless this prefix is followed by the letter e, no hyphen is required:  
demobilize, decommission ; But de-emphasize, de-energize  
debt-equity ratio; debt-to-equity ratio; but: ratio of debt to equity  
debt-equity swap; debt-for-equity swap  
debt-nature swap; debt-for-nature swap  
debt-obligation guaranty (operation)  
debt service (n.)  
debt servicing (n.)  
debt-service (adj.)  
debt-servicing (adj.)  
debt-service coverage, debt-service ratio

decision maker (n.)

decision-making (n., adj.)

decree-law

Decreto-Ley 2.019 may be translated as "executive order 2,019" or "decree-law 2,019".

defence but: United States Department of Defense

dependant (n.)

dependent (adj.)

desktop

dialogue (n., v.)

disc (laser \_\_\_\_; optical \_\_\_\_; a phonograph record; \_\_\_\_ plough)

disk (computer \_\_\_\_)

discernible not discernable

discreet (circumspect: a discreet person; discreet inquiries)

discrete (separate: discrete units. Also in econometrics: a discrete variable)

dispel, dispelled, dispelling

document

Use lower case even if followed by a number: document EB 2007/89/R.55

donor dependence

donor-dependent

donor-funded

down-

As a rule, no hyphen is required after this prefix: download, downgrade,

downsize, downstream, downtime

but: down-to-earth (adj.)

-down

As a rule, no hyphen is required in compound nouns ending in this suffix:

Breakdown, rundown, slowdown

A hyphen should be used in less common terms, particularly when the first element consists of two or more syllables: dressing-down

down payment (n.)

downward (adj. and adv.)

draft (of a text)

draught (animals; of a ship; air current)

drawback (disadvantage; rebate of customs duties)

drawdown (the act of drawing on available loan facilities)

draw down (v.)

drawdown (n., adj.)

authorization to draw down (=draw on) the line of credit, the first drawdown of the line of credit

drift net (n.)

drift-net (adj.)

drinking water

drop out (v.)

dropout (n., adj.)

drug-taking (n. and adj.)

drug trafficking

dry land (land as opposed to sea)

dryland(s) (type of ecosystem)

dyeing (clothes)

dying (death)

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## E

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e-business

e-commerce

e-mail (not: email)

ecoclimate  
ecosystem  
ecotourism  
ecozone  
elite capture  
-end (in financial jargon)  
    closed-end (fund, mortgage)  
    open-end (clause, fund, lease, mortgage)  
        Compare with the general term open-ended (question, interview).  
endeavour (n., v.) not endeavor  
end product  
end result  
end use (n.), end-user(s) (n., adj.) of great help to end-users; end-user assistance  
end-borrower(s) (n., adj.) rate charged to end-borrowers; end-borrower concerns  
    Note: The term "subborrower" is used at some IFIs for the end (final) borrower of a loan made to a (first) borrower, which then onlends the funds, often through one or more intermediaries. The term "end-borrower" is in common use elsewhere in the development lending community and can be used in IFAD documents.  
English-speaking: non-English-speaking  
    the English-speaking Caribbean countries  
enrol, enrolled, enrolling, enrolment  
equal, equalled, equalling  
equator  
evaluability  
everyday (adj.) These are everyday concerns.  
every day (adv. phrase) The reports are filed every day.  
everyone (pronoun) (=everybody) Everyone is here; we can begin.  
every (adj.) one (=every single one) Every one of you can help.  
executive summary  
extol, extolled, extolling  
extra-  
    Usually, a hyphen is not required: extrajudicial; extramural; extraterritorial; extrabudgetary  
    but: extra-curricular  
    Use a hyphen before a capital letter: extra-European

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## F

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far-flung  
-farming  
    crop-farming, fish-farming, stock-farming, wheat-farming (n., adj.)  
far off (adv. phrase); far-off (adj.)  
    far off the beaten path  
    far-off places  
far-ranging  
far-reaching  
far-sighted  
farther (adj.) more distant ... the farther side of town  
further (adj.) additional: "with no further thought of consequences"  
fibreglass  
fieldwork  
fine-tune (v.)

fine-tuned (adj.)  
fine-tuning (n.)  
first-come, first-served (on a \_\_\_\_\_ basis)  
first-floor bank(ing)  
first-hand (adj., adv.)  
    a first-hand account; facts learned first-hand  
    (Rarely, as a noun: facts learned at first hand)  
first quarter (n.)  
first-quarter (adj.)  
    earnings in the first quarter  
    first-quarter earnings  
first-rate (adj., adv.)  
first-tier bank  
fish farm (n.)  
fish-farming (n., adj.)  
fishmeal  
fish oil  
fishers not: fishermen, fisherfolk, fisherwomen  
fishing communities  
floodgate  
flood plain  
focus, focuses (n.)  
focus, focusing, focuses, focused (v.)  
-fold  
    When the number preceding this suffix is a single unhyphenated word, no hyphen is needed:  
    twofold; tenfold; fourteenfold; hundredfold; thousandfold  
    With a figure, use a hyphen:  
    38-fold; 200-fold  
follow up (v.)  
follow-up (n., adj.)  
    will follow up on the request  
    close follow-up  
    a follow-up report; the Follow-up Committee  
feed crop  
food crop  
foot-and-mouth disease  
food-insecure (adj.)  
    The project will target food-insecure households.  
    Many of the households in the project area are food-insecure.  
forbid, forbade (past), forbidding  
forecast (v.) past tense forecast (not forecasted)  
forgo not forego (to abstain from, do without, dispense with: to forgo a raise)  
forgone principal, but foregone conclusion  
forward (adj. and adv.) not forwards  
forfeit (n., v.); forfeiting  
forfait(ing)  
    This spelling is used only in international finance, to denote the discounting of medium-term notes.  
for-profit (adj.)  
    a for-profit commercial concern  
forsake, forsook, forsaken  
forward linkage  
forward-looking  
four-wheel drive (n.) – As an adjective: a four-wheel-drive vehicle  
free of charge (adv. phrase)

free-of-charge (adj.)  
services offered free of charge  
free-of-charge [=free] services  
freelance translator; a freelance; to freelance  
fuel, fuelled, fuelling  
fuelwood  
fulfil, fulfilled, fulfilling, fulfilment  
full-blown  
full-length (adj.)  
full-scale (adj.)  
full-service (adj.)  
full-size (adj.)  
We require a full-scale model.  
but: The full scale of the disaster is unknown.  
full-time (adj., adv.)  
The company is hiring full-time clerks.  
The clerks will work full-time.  
fund-raising (n., adj.)  
fund-raiser (n.)  
fungus, fungi  
funnel, funnelled, funnelling

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## G

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gauge (n., v.)  
gender-neutral  
gender-sensitive  
gender-specific  
-general, -General (in titles)  
germ plasm  
goodbye  
goodwill  
grassland  
grasslands  
grass roots (n.)  
grass-roots (adj.)  
grass-roots concerns; working at the grass-roots level  
but: seeking changes at the grass roots  
grey  
greenhouse; the greenhouse effect  
ground floor  
groundwater (n., adj.)  
-growers, -growing (in compound nouns)  
rice-growers; vegetable-growing; wheat-growers  
gruelling

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## H

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half-  
Hyphenate half- compounds that are used as adjectives or adverbs, whether they precede or follow the noun: half-asleep; half-timbered  
half hour (n.)  
half-hour (adj.)

half-hourly (adj., adv.)  
bulletins on the half hour  
waited one half hour; a one-half-hour wait  
half-hour intervals  
half-hourly news reports

half-time (adj., adv.)  
a person hired to work half-time

half-truth

halfway (adj., adv.)

half-weekly (adj., adv.)

half year

half-year (adj.)

half-yearly (adj., adv.)  
reports covering each half year from \_\_\_\_ to \_\_\_\_  
(Note: The term "six months" or "six-month period" is often a more idiomatic rendering of the French and Spanish "semestre".)  
at half-year intervals  
required to report half-yearly

hand in hand (adv. phrase)

hand-in-hand (adj.)  
These two problems go hand in hand.  
a hand-in-hand approach

handmade

handover (n. and adj.)

hand over (v.)

home-made

man-made

hands-off (adj.), hands off (n. + prep.)  
a hands-off approach  
keep one's hands off a matter

hand-to-mouth (adj.)

hand to mouth (adv. phrase)  
The community's residents lead a hand-to-mouth existence.  
They live hand to mouth.

handwriting, handwritten

hard copy

hardship (n., adj.)

hardware (n., adj.)

hardwood

hard-working

headlong

head-on (adj.)

head on (adv.)  
a head-on collision  
approach the matter head on

headwater

health care (n.)

home care (n.)

health-care (adj.)

home-care (adj.)

help desk

haemorrhage not hemorrhage

hereafter (after this point in time; henceforward)

hereinafter (in the following part of this document)

hereinabove (at a prior point in this document)

hereinbefore (in the preceding part of this document)

here below (at a subsequent point in this document)

heretofore (before this, up to this time) (= hitherto)

herewith (attached to this letter)

high-calibre (adj.)

high calibre (adj. + n.) ("work of very high calibre")

high-energy (adj.)

high-level (adj.)

high level (adj. + n.)

    high-level meetings

    meetings at a high level

highlands

highly

    No hyphen is required when the word is used as a modifier:

        highly indebted countries

        countries that are highly indebted

high-quality (adj.)

high quality (adj. + n.)

    high-quality work

    work of high quality

high speed (adj. + n.)

high-speed (adj.)

    vehicles travelling at high speed

    high-speed rail transit

high-value (adj.)

historic(al)

    A historic event or occasion is an important occurrence, one that stands out.

    A historical event is any event that occurred in the past.

-holder

    Bondholder; landholder; policyholder

home country travel

home leave

homeowner(ship)

home page not homepage

homogeneous not homogenous

hook up (v.)

hook-up (n.)

    to hook up water service

    the hook-up of the new pump (referring to the connecting point or mechanism, or the act of "hooking up"); water main hook-ups

hothouse (n., adj.)

-hour

    ampere-hour(s); kilowatt-hour(s); watt-hour(s)

    person-hour(s) (of consulting services)

-house

    clearinghouse, custom[s]house, boardinghouse, greenhouse (n., adj.)

woman-headed households

man-headed households

child-headed households

human resource \_\_\_, human resources \_\_\_ (adj. phrase)

    Both forms are correct, but usage should be consistent throughout a document. No hyphenation. Similarly: natural resource(s) management.

hydroelectric

hydropower

hydrosystem

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impassable (passage impossible: a bridge or road)  
impassible (not sensitive to pain and suffering)  
inaccessible  
inasmuch as  
insofar as  
income generation (n.)  
income-generation (adj.)  
income-generating activities (IGAs)  
incur, incurred, incurring  
in-depth study  
    but: to study in depth the effects of ...  
infrastructure (not infrastructures)  
indispensable  
industry-wide (adj., adv.)  
information and communications technology  
Information and Communications Division (ICT)  
    Do not use acronym unless in reference to the IFAD division.  
infrared  
in-house (adj., adv.)  
    an in-house publication; work done in-house  
innocuous but inoculate, inoculation  
inpatient (n., adj.)  
outpatient (n., adj.)  
input(s) (n.)  
input (v.), input (past tense and past participle)  
in-service (adj.)  
    in-service training  
    but: The elevator is not in service.  
install, installed, installation, installing  
instalment  
instil, instilled, instillation, instilling  
instilment  
institution-strengthening (adj., unmodified noun)  
institution-building  
institutional development  
-intensive  
    Hyphenate compound adjectives ending in -intensive, whether they precede  
    the noun or appear in the predicate: capital-intensive project; projects that  
    are labour-intensive  
interaction  
interactive  
inter-agency  
inter-American  
intercountry  
inter-annual  
intercropping  
intercultural  
interdepartmental  
interdisciplinary  
inter-ethnic  
intergovernmental  
inter-group  
inter-industry  
inter-institutional

interlinkage  
inter-organizational  
interprovincial  
interracial  
interregional  
interrelate  
intersectoral  
intersessional  
interspace  
interstate  
inter-unit  
interest-bearing, non-interest-bearing (adj.)  
Internet (always upper case)  
intranet  
    the IFAD intranet  
intra-

As a general rule, a hyphen is required after this prefix only when the word following begins with a vowel or upper-case letter:

    intra-European trade, intra-Andean commerce  
    intra-atomic, intra-industry, intra-urban

This guideline concerning the use of a hyphen before a vowel is usually not followed in medical contexts - for instance, intraoral and intrauterine (although intra-abdominal).

inward  
irreversible  
irrevocable  
IT (no need to spell out)

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## J

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jail (not gaol)  
jihad, jihadi  
judgement (not judgment)

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## K

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-keeper, -keeping  
    bee-keeper, bee-keeping (form to be preferred over "apiculture")  
    bookkeeping  
    peacekeeper, peacekeeping  
    shopkeeper, shopkeeping  
keynote address  
keynote speaker  
kilogram (not kilogramme)  
kilometre (not kilometer)  
know-how (n.)  
knowledgeable (not knowledgable)  
Koran (not Qur'an, Quran)

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## L

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labelled, labelling

labour

Do not capitalize when referring to a country's labour force as an organized segment of the economy ("labour-management relations"; "talks with labour").

landfill

landholder, landholding

landlocked

landowner, landowning

land use

land-use (adj.)

regulations governing land use

land-use regulations

large scale

large-scale (adj.)

a project conceived on a large scale a large-scale project

(As a main title) Medium- and Large-scale Projects

law, Law

civil law; criminal law

Use lower case even when followed by a number: law 4,131

The names of laws enacted by a government or authority may be upper-cased. The word Act can also be used in such cases:

the Foreign-Exchange Law; the Emergency Measures Act

the Central Bank Act; the new Central Bank Act

the Law Governing Relations between ...

References to laws are not upper-cased when preceded by an indefinite article:

a law governing foreign-exchange transactions

a new budget law

lay off (v.)

layoff (n., adj.)

lay out (v.)

layout (n.)

lead (v.)

to lead; it leads; it led (past); it has (had) led

learned (past tense, part.) [not: learnt]

lengthwise

liaise

liaison

license (v.)

licence (n.)

life cycle

lifelong

lifespan

lifestyle

lifetime

-like

Write common compounds ending in this suffix as one word:

Childlike; businesslike; lifelike

except where this would result in a double or triple L:

cell-like; shell-like

Hyphenate temporary compounds (coined for a specific text):

nut-like; petal-like; Ghandi-like

A hyphen also is used in medical terms: malaria-like

local (adj.)  
locale (n.)  
logical framework (hereafter: logframe)  
log in, log on, log off, log out (v.)  
login, logon, logoff, logout (n.)  
-long as a suffix  
    Hyphens are used in all cases:  
        day-long; month-long; decade-long; century-long  
long range  
long-range (adj.)  
    short- and long-range plans  
    planning for the long range  
long standing  
long-standing (adj.)  
    a custom of long standing  
    a long-standing commitment  
long term  
long-term (adj.)  
    planning for the long term  
    short- and long-term debt  
    Report on Long-term Debt (document title)  
long time  
long-time (adj.)  
    partners who have worked together for a long time  
    a long-time partnership  
lower case (n.)  
upper case (n.)  
lower-case (adj., v.)  
upper-case (adj., v.)  
low-income (adj.)  
low income (n. phrase)  
    low-income segments of the population  
    a family with a low income  
lowlands  
lump sum  
lump-sum (adj.)  
    payable in a lump sum; a lump sum of US\$1,000  
    lump-sum payment, lump-sum contract  
-ly  
    Compound modifiers consisting of an adverb ending in -ly (highly, fully and so on) do not require a hyphen before an adjective or past participle:  
    a highly developed technology base  
    fully satisfactory performance

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## M

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macro (not hyphenated except for macro-unit)  
macroeconomic(s)  
    but: macro- and microeconomics  
make up (v. phrase)  
make-up (n., adj.)

-maker  
 decision maker  
 lawmaker  
 peacemaker  
 policymaker  
 decision-making  
 law-making  
 peacemaking  
 policymaking  
 manageable, manageability  
 mango, mangoes  
 manoeuvre (n., v.) (not maneuver)  
 marketplace  
 market town  
 marshal, marshalled, marshalling  
 meagre  
 medium-sized (adj.)  
 middle-sized  
 midsized  
 metadata  
 metalworking industry, metalworkers  
 micro  
 (not hyphenated except for micro-environment, micro-organism and micro-unit)  
 microentrepreneur(s); women microentrepreneurs  
 microenterprise(s)  
     Avoid the construction "small and microenterprise", the expression "small enterprise" being two words, unhyphenated; an alternative is "small business(es) and microenterprise(s)".  
 mid- (as a prefix)  
     With few exceptions (for instance, before numbers and before a capital letter), no hyphen is needed after "mid": mid-Victorian, the mid-1970s, mid-1984.  
 midday  
 midpoint (n.)  
 midstep  
 midterm (adj.)  
 midway (adj., adv.)  
 midweek  
 midyear  
 mileage  
 minefield (n., literal and figurative)  
 model, modelled, modelling  
 moneys, monies  
     moneys: different kinds of currencies  
     monies: funds  
 monocropping  
 month long (a \_\_\_, one \_\_\_)  
 month-long (adj.)  
 mosquito, mosquitoes  
 multi-  
     Compound forms are not hyphenated except for:  
 multi-access  
 multi-bilateral  
 multi-cause  
 multi-centre  
 multi-country  
 multicultural  
 multidimensional

multidisciplinary  
multi-donor  
multi-ethnic  
multifaceted  
multifamily  
multi-faith  
multigrade  
multilateral  
multilevel  
multilingual  
multimedia  
multimillion  
multinational  
multiparty  
multi-purpose  
multiracial  
multisector(al)  
multistage  
multi-stakeholder  
multi-skilled  
multi-storey  
multi-user  
multi-utility  
multi-year

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## N

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nationwide (adj., adv.)  
nearby (adj., adv.)  
next of kin (n.)  
next-to-last (adj.)  
next to last (adv. phrase)  
    the next-to-last line  
    was ranked next to last in the appraisal  
non-  
    always hyphenated (with some exceptions – see below)  
non-accrual (e.g. status)  
non-aligned (e.g. nations)  
non-English-speaking  
non-existent  
non-governmental organization(s) (NGOs)  
non-interest-bearing  
non-lending  
non-native  
non-negotiable  
non-oil  
non-oil-producing countries  
non-regional  
non-reimbursable  
non-traditional  
non-performing (e.g. loans)  
non-profit  
nonchalant  
nonconformist  
nondescript  
nonentity

nonfeasance

nonpareil

nonetheless

no one

North-South (dialogue, trade relations)

not-for-profit

As some "non-profit" entities do "make" a profit (post a surplus), "not-for-profit" signals that they were not established for commercial gain.

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## O

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occur, occurred, occurrence, occurring

-odd

twenty-odd

odour, odourless (not odor)

odorous

-off (as a suffix)

In nouns and adjectives, a hyphen is used: cut-off, set-off, spin-off, trade-off, write-off

Exceptions include: layoff

The verb form consists of two words – (to) set off, trade off – as do nouns describing the process rather than the result:

the writing off of bad loans (but: loan write-offs)

When the two-word verb is used as an adjective, it is hyphenated:

the recently written-off loans (but: the loans were recently written off)

off- (as a prefix)

off-farm (adj.) ...in such off-farm activities

off farm (adv.) ...and other work done off farm

on-farm (adj.) ...in such on-farm activities; ...in such on- and off-farm activities

on farm (adv.) ...and other work done on farm; ...work done on and off farm

offline (adj., adv.) system is currently offline

online (adj., adv.) online access, working online

off season (n.)

off-season (adj., adv.)

offset (n., v., adj.)

offsetting

Past tense and participle: offset

In 1988 the company offset its losses with the sale of assets.

It has offset its losses quickly.

offshore/onshore (adj., adv.)

offshoot

off site/on site (adv.) ...facilities located on site; ... working off site

off-site on-site (adj.) ...on-site supervision; ...off-site processing

offence (not offense) but: offensive

offhand

offtake

oilcake

oilfield

oilseed

oil meal

oil palm

oil well

-old

Compounds ending in -old should be hyphenated:

a year-old plan; the centuries-old city of Rome.

one half (n.)

one-half (adj.)

one half of the world; one half mile (=one half of a mile)

a one-half-mile stretch of road

paid time and a half for overtime

The adjectival form is hyphenated: a one-half share

on- (as a prefix)

A hyphen is usually required before these prefixes, but see some common exceptions in following entries.

online (not on-line)

ongoing

onlend, onlending, onlent

This is the more idiomatic (and industry-preferred) rendering, rather than "sublending". Also used: relend, relending

on-the-job (adj.)

on the job (adv.)

We offer on-the-job training.

We provide training on the job.

onward (adj. and adv.)

oral (not verbal)

Oral refers to spoken words (an oral report, as opposed to a written one).

Verbal means expressed in words (either orally or in writing). In IFAD texts, it is rare that the word "verbal" is really intended.

organigram (not organigramme) (but organizational chart is the preferred term)

organization

Retain the spelling organisation if it appears in the official name of an organization.

Example: Organisation for Economic Co-operation and Development (OECD) organizational chart

out (as a suffix)

In nouns, a hyphen is usually not required before this suffix: blackout; fallout; walkout

The verb form consists of two words – (to) black out, to cut out – as do nouns describing the process rather than the result:

the blacking out of power systems

but: power system blackouts

When the two-word verb is used as an adjective, it is hyphenated:

a carefully thought-out plan (but: This plan has not been carefully thought out.)

outgoing

outmigrant

outmigration

Migration of persons from one place in country X to another place within that country

in-migrant

in-migration

Flows into a place in country X from places in that same country

out-of-date (preceding noun)

out-of-date information

out of date (following verb)

information that is out of date

outpost

outsource

over- (as a prefix)

A hyphen is usually not required after this prefix:

overestimate overspending oversupply overtired overextended

overcapitalize overcommitment overrun overreach override

overreliance overexploitation

Exceptions include: over-abundant; over-represent

-over (as a suffix)

A hyphen is usually not required before this suffix in nouns and adjectives:

Changeover crossover stopover takeover turnover

Exceptions include: carry-over

The verb form of these terms consists of two words – (to) carry over, to take over – as do nouns describing the process rather than the result:

concerns about carrying over liabilities to the following year

but: carry-overs of liabilities

the taking over of several state-owned enterprises

but: takeovers of several state-owned enterprises

When the two-word verb is used as an adjective, it is hyphenated:

the carried-over amounts (but: the amounts carried over to the following year)

overall (n., adj., adv.)

over all (prep. + adj.)

overalls (worn by worker, farmer)

overall length, overall sales, overall picture

Overall, the quality is good. (= generally)

but: He prefers this course of action over all others.

-owner, -owning

One-syllable nouns (and their derivatives) are commonly joined to these words without a hyphen:

homeowner; homeownership; landowner; landownership; landowning

Using hyphens in less frequent expressions, and those in which combinations of letters could cause confusion at first glance as to pronunciation or meaning, may be helpful to readers:

car-owners (rather than "carowners")

Compounds in which a first noun of two or more syllables is followed by owner, owning are commonly written open (no hyphen):

property owner(s); vehicle owner(s)

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P

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panellist

parallel, paralleled, paralleling

paralyse

parameter(s)

paramedical

paramilitary

parastatal

parliamentary (procedure, prerogative)

part-time (adj., adv.)

    part-time work

    working part-time

part-way (adv.)

pay-for-performance pilot

payroll

peri-urban

permissible

person-months

person-years

staff-years

Avoid: consultant/months, expert-months, man-months, man-years

personnel (see staff)

phenomenon, phenomena

piazza (not translated to square if part of place name)

place name(s)

plough (n., v.) (not: plow)

point-blank (adj. and adv.)

policyholder

post- (as a prefix)

Usually hyphenated:

post-cold war      post-1950 post-tsunami

post-session      post-war

but: postgraduate

practice (n.)

practise (v.)

pre- (as a prefix)

Usually hyphenated before a vowel, a capital letter or a number. Check

Concise Oxford for hyphenation before a consonant. Some examples:

prearrange

preconceive

precondition

predefine

predestined

predetermine

predispose

preheat

prehistory

prejudge

premarital

prenatal

preoccupy

prepaid

prerequisite

preschool

pre-Columbian

pre-1980

pre-date

pre-eminent

pre-empt, pre-emptive

pre-establish

pre-screened

preselect

pre-session

preset

presuppose

prewash

pre-war

pre-exist(ing)

pre-investment

pre-modern

pre-qualify/pre-qualified

pre-register

present day (n. phrase), present-day (adj.)

in the present day

present-day concerns

pretence

printout

private sector (adj. + n.)

private-sector (adj.)

concerns in the private sector

private-sector concerns

an innovative private-sector approach

privatize, privatization (not privatise, privatisation)  
proactive (not pro-active)  
profit, profited, profiting  
program (n.) – in computing only  
programme, programmed, programming  
promoter  
prorate, prorated, prorating (v.)  
provision(s), provisioning  
    loan loss provision(s), loan loss provisioning

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## Q

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quintile  
quinoa  
quorum  
quick-disbursing (loan)  
    Synonym: fast-disbursing.

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## R

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R&D Research and development. Use ampersand not "and" in abbreviation.  
rainfall  
rainforest  
rainwater  
rainfed (e.g. agriculture)  
-raising  
    cattle-raising; poultry-raising  
rangeland  
re- (as a prefix)  
    A hyphen is usually not needed after this prefix unless the e is followed by another e, by a capital letter (rare), by the letters -re, or a hyphen is needed to distinguish between homographs:  
reactivate  
readmit  
reaffirm  
reallocates  
reappoint  
rearrange  
reauthorize  
recost  
redeploy  
refinance  
reinforce  
reissue  
reorganize  
reorient  
retool  
re-engineering  
re-elect  
re-emphasize  
re-employ  
re-establish  
re-evaluate  
re-examine  
re-export

re-record  
re-release  
re-route  
re-elect  
re-entry  
re-present (vs. represent)  
recover (recoup, get back) re-cover (cover again)  
resort (have recourse to) re-sort (sort again)  
realize, realizable, realization  
real time (n.)  
real-time (adj.) (in data processing)  
    applications executed in real time  
    real-time processing, real-time control  
recognize (not recognise)  
recur, recurred, recurrent, recurring  
red tape (n.)  
red-tape (adj.)  
    a great deal of red tape; countless red-tape problems  
remodel, remodelled, remodelling  
360-degree reporting  
-resistant  
    DDT-resistant; resistant to DDT; water-resistant  
retrofit, retrofitting  
reversible  
reviser (not revisor)  
rice field  
rice paddy  
Richter scale  
right(s) of way (n.)  
right(s)-of-way (adj.)  
rigour (not rigor)  
road map  
roll out (verb) roll-out (noun)  
rubber stamp (n.)  
rubber-stamp (v., adj.)  
rundown (n. = brief analysis or summary)  
run-down (adj. phrase only)  
    (v.) to run down the road; run down the figures  
    (adj. phrase) They occupy run-down buildings.  
    (n.) We will prepare a rundown of the figures.  
run-off (n., adj.)  
rush hour (n.)  
rush-hour (adj.)  
    traffic during rush hour; rush-hour traffic

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## S

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saleable  
salle d'écoute  
salt flat  
salt marsh  
salt pan  
salt pit  
salt water (but: saltwater [adj.])

scale up (v.) Do not use "upscale" in this sense.

In verbs, no hyphen used: to scale up

In nouns and adjectives, use a hyphen: the scaled-up project

Except in the gerund form: the scaling up of the project

sceptic(al), scepticism (not skeptic)

school-age children (but: children of school age)

schoolchildren

schoolteacher

second-hand (adj., adv.)

second-hand knowledge; knowledge gained at second hand

second-floor bank(ing)

second-tier bank(ing)

sector

sectoral (avoid sectorial)

sector-wide (adj., adv.)

self-

This prefix usually is followed by a hyphen in compound words:

self-assessment; self-contained; self-evaluation; self-knowledge; self-sustaining

When self is the root, no hyphen is used:

selfhood; selfless; selfsame

semi-annual, semi-annually

semi-arid

semi-autonomous

semi-independent

semi-official

semicircle

set back (v.)

setback (n.)

set up (v.)

set-up (n., adj.)

sewage (waste matter)

sewerage (system of drains)

shanty town

sheikh

shortlist

side effects

signal, signalled, signalling

signage

sizeable

skilful, skilfully

slow down (v.)

slowdown (n.)

small and medium-sized enterprises (SMEs; an SME; an SME operator)

small business(es); small and medium-sized businesses

(Avoid: small and medium enterprises.)

smallholders

Currently the preferred term to refer to IFAD's target group.

so-called (adj.)

so called (adv. phrase following a noun)

...the so-called "Chinese wall"

...the "Chinese wall", so called because in the 1970s ....

social security

In lower case unless part of an official name: the Malian Social Security

Administration

sociocultural

sociodemographic

socioecology

socio-economic

socio-medical

socio-political

socio-medical

socio-political

sociocultural

sociodemographic

some time, sometime, sometimes

    some time (adj. + n.) Indefinite, often with the meaning of "considerable", "a long time":

    It will be some time before this happens again.

    sometime (adv.) At some indeterminate time (at some point) in the past or future:

        I will do it sometime.

        This happened sometime in the past.

    sometime (adj.) Former: also erratic in loyalty or dependability:

        ... author and sometime professor of history

        a sometime ally; a sometime phenomenon

    sometimes (adv.) Occasionally:

        ... illustrated with sometimes breathtaking photographs

        He sometimes forgets to call ahead for reservations.

soybean

specialize

spell, spelled, has spelled [not: spelt]

staff (also personnel)

    A collective noun that takes a plural verb when thought of as a number of individuals (the most common occurrence):

    The staff are concerned.

    The plural form "staffs" denotes two or more such assemblages (not individual staff members):

        The staffs of IFAD, FAO and WFP

        Two IFAD staff members (not two IFAD staffs)

spill over (v.)

spillover (n., adj.)

spin off (v.)

spin-off (n., adj.)

Staff Association

stand-alone (adj., n.)

    a stand-alone document

    networks versus stand-alones

stand by (v.)

standby (n. and adj.)

    They do not plan to stand by while this crisis is unfolding.

    an IMF standby arrangement

    standby generator/one team kept on standby

start up (v.)

start-up (n., adj.)

state of the art (n. phrase)

state-of-the-art (adj.)

    The technology being proposed is far from the state of the art.

    The project will employ state-of-the-art technology.

stationary (adj.) (not moving)

stationery (n.) (paper)

straightforward

strikethrough

stumbling block

sub-account  
sub-amendment  
sub-area  
sub-block  
sub-branch  
sub-centre  
sub-entry  
sub-folder  
sub-issue  
sub-item  
sub-office  
sub-Saharan  
sub-unit  
subarctic  
subatomic  
subcategory  
subcommission  
subcommittee  
subcomponent  
subclause  
subcontinent  
subcontract  
subculture  
subdivision  
subedit  
subdistrict  
subgroup  
subheading  
subheading  
subnational  
subparagraph  
suboptimal  
subprogramme  
subregion  
subregion, subregional  
subsection  
subsector  
substandard  
subsystem  
substructure  
substandard  
subtitle  
subtotal  
subset  
sugar cane  
summarize  
superscript  
supersede  
supervisor  
supplementary funds  
surpluses

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**T**

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take over (v. phrase)  
takeover (n., adj.)

tape-record (v.)  
tape recorder, tape recording (n.)  
targeted, targeting  
tariff  
task force  
tax-exempt  
tax-free  
taxpayer  
tax list  
tax roll  
teenage (adj.)  
teenager (n.)  
tele-education  
telemedicine  
telecommute  
teleconference, teleconferencing  
terms (IFAD provides loans on highly concessional, blend and ordinary terms)  
therefore (thus; for that reason; accordingly; consequently)  
therefor (following a noun: "for same")  
    Example: adjustments in the contract and the reasons therefor  
think tank  
thought out (past participle)  
thought-out (adj.)  
    This plan has been carefully thought out.  
    She brought us a carefully thought-out plan.  
threefold  
twofold  
tenfold  
three fourths  
three-fourths (adj.)  
    three fourths of the voting power  
    a three-fourths majority  
three quarters (adj. + n.)  
three-quarter (adj.)  
    three quarters of the population  
    a three-quarter share  
tie, tied, tying  
    index-tied (adj.)  
tie in (v.)  
tied in (participle)  
tie-in (n., adj.)  
time-consuming (adj.)  
    This is a time-consuming task.  
    This task is time-consuming.  
time frame  
time lag  
time limit  
time line  
time period  
time series  
timescale  
timespan  
timetable  
tomato, tomatoes  
top-level, top-ranking, top-rated (adj.)  
total, totalled, totalling  
towards  
tradable

trademark  
trade off (v. phrase)  
trade-off (n., adj.)  
traffic, trafficked, trafficking  
transfer, transferred, transferring  
transferable, transferor  
travel, travelled, travelling, traveller  
turn around (v. phrase)  
turnaround (n., adj.)  
turning point  
turn over (v. phrase)  
turnover (n., adj.)

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## U

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ultra-  
Compounds are closed except for ultra-high frequency (UHF).  
unaccounted-for water  
undercapitalized  
underdeveloped  
Avoid this word as a modifier of country or nation. Use developing nation, less developed countries, less advanced countries (economies).  
underinvestment  
underlie, underlying  
underreport  
underrate  
underrecord  
underreport  
underrepresent  
underresourced  
Undersecretary  
Except for: Under-Secretary-General  
under way (adv. phrase) [not: underway]  
    projects under way; ... plans to have the programme under way  
unforeseen  
-up (as a suffix)  
    In verbs, no hyphen used: to break up, to build up, to check up, to scale up, to set up  
    In nouns and adjectives, a hyphen is always used: break-up, build-up, check-up, clean-up, follow-up, set-up  
    Except in the gerund form: the breaking up of, the building up of, the checking up of, the scaling up of, the setting up of  
up front (adv. phrase)  
up-front (adj.)  
    payment up front of a small fee  
    a small up-front fee  
upgrade  
upkeep  
upriver  
upstream  
up to date (adv. phrase)  
up-to-date (adj.)  
    This report is not up to date. The manual needs to be brought up to date.  
    To prepare the report, we need up-to-date information.  
upward (adj. and adv.)  
usable

usability

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V

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value added (n., adj.)  
greater value added  
new value added requirements; value added tax  
value chain (n., adj.)  
value chain approach  
veto, vetoes  
videoconference  
vice-chairman  
vice-president  
vice-minister  
Deputy Minister is a more idiomatic rendering in English.  
video camera  
video cassette  
videoconference  
videotape (n., v.)  
vigour (not vigor)

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W

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wage earner  
wage-earning  
waste product  
rainwater  
wastewater  
well water  
waterborne  
watercourse  
waterline  
waterproof  
watershed  
waterway  
waterworks  
water level  
water supply  
water table  
Web (World Wide Web) (always upper case)  
webcam  
webcast  
webinar  
webmaster  
website  
webpage  
webinar  
weekday  
weekend  
well-being  
well(-)  
Hyphenate as a compound adjective preceding a noun: She is a well-known  
economist.  
Do not hyphenate when following a verb: He is well known in financial circles.  
wetland(s)

whistle-blower(s)

whistle-blowing

white-collar (workers)

wholehearted(ly)

-wide as a suffix

To standardize, it is suggested that a hyphen be used after a proper noun, following words of three or more syllables, and in terms that do not denote a geographical expanse or physical location:

Fund-wide (=throughout IFAD); Canada-wide

Citywide; countrywide; nationwide; statewide; worldwide

but:

(three syllables) hemisphere-wide; industry-wide

(not geographical or physical location) sector-wide system-wide

When the unhyphenated form is especially uncommon or looks odd (e.g. provincewide), it is best to reword the text.

wide-ranging

widescreen

widespread

Wi-Fi

wildlife (n., adj.)

wilful, wilfully

-wise

As a rule, there is no hyphen in compound words ending with -wise:

crosswise; coastwise trade

woman-headed households; households headed by women

word-process (v.)

word-processing (n.)

word-processing (adj.)

word processor

workday

workflow

workforce

workload

workplace

worksheet

workshop

workspace

workstation

workweek

work-hour

working hours

work permit

workplan

write off (v.)

write down (v.)

write-off (n.) Example: debt write-offs (i.e. the writing off of bad debts)

write-down (n.)

wrongdoing

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## X

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X-ray, X-rayed, X-raying (not xray)

## Y

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year-end (n., adj.)

Many style manuals only accept as an adjective (year-end figures, a year-end report), but it is now established usage in the financial press and documents (at year-end).

year-on-year

year-round

yogurt

young people

youth

Never "youths"

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## Z

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zero, zeros

zero-based budgeting

Although be aware of IMF and World Bank usage if quoting from their texts:

zero-base budgeting.

zero population growth

## III. ABBREVIATIONS AND ACRONYMS

### A. Introduction to abbreviations and acronyms

#### 1. General rules

Abbreviations and acronyms (which are formed with the initial letters of words, e.g. IFAD) are intended to make a text less cumbersome for the reader and should not be used indiscriminately throughout a text.

In IFAD documents, provide an acronym after a full name only if the acronym alone is to be used again in the text.

Names of institutions, companies, etc., should be abbreviated only after they have first been written out once in full – and in many instances an editor/translator may elect not to abbreviate a name or term at all, if it occurs infrequently in the text.

Since executive summaries are essentially stand-alone documents, show an acronym in brackets after a name there only if the acronym alone is used again within the executive summary. If used in the main document, the acronym should be spelled out at first mention there.

#### 2. Acronym list

For a list of useful IFAD acronyms, please see page 97 below.

### B. Acronym position and brackets

#### 3. Place the acronym in (round) brackets after the name in running text

"The World Food Programme (WFP) helped on the project."  
(Not: "WFP – the World Food Programme – helped on the project."

#### 4. If the name is spelled out within round brackets, put the acronym in square brackets

... (which was funded by the World Food Programme [WFP])

### C. Do not spell out

#### 5. Some acronyms do not need spelling out. Examples include:

IFAD IT NGO GDP G7 G20 HIV AIDS

### D. Spell out (and do not use acronym)

IFAD governing bodies (unless on document/meeting code)  
Audit Committee; Executive Board; Governing Council

The United Nations

"United Nations resolution..." (not: UN resolution)

Government of a Member State

Government of Finland (not: GOF)

## E. Grammar and punctuation in abbreviations and acronyms

### 6. Full stops in abbreviations

As a general rule, do not separate letters in an abbreviation or acronym by full stops:

USAID; UNDP

Not: U.S.A.I.D., etc.

Exceptions: a.m.; p.m.; Washington, D.C.; A.D.

### 7. Use abbreviations for:

Commonly used units of measurement (invariable): cm, ha, kg and km

kilogram(s) (symbol kg in singular and plural: 120.5 kg)

kilometre(s) (symbol km in singular and plural: 150.7 km)

hectare(s)

(= 10,000 square metres) (symbol ha – invariable: 325 ha)

The full word should be used in running text. The symbol can be used in tables and in paragraphs in which a list of two or more mentions of this unit of measurement would make use of the full form cumbersome.

a 1,450-hectare farm

hundredweight (symbol cwt)

ton (i.e. metric ton; not tonne)

horsepower (symbol hp) a 50-horsepower motor; a 2-horsepower motor

barrels per day (symbol bbl/d)

watt(s) (symbol W)

watt-hour(s) (symbol Wh)

are(s) (unit of measure of 100 square metres) Do not abbreviate.

### 8. Language of abbreviations

Use the source language abbreviation of ministries and their units (only if including the abbreviation is unavoidable), decentralized agencies, banks and so on (MINSALUD, BANCOMER). An English acronym may be coined for generic terms – such as "project executing unit".

### 9. Capitalization of acronyms

Generally, all letters of acronyms are capitalized. Exceptions include:

Some IFAD terms and phrases

programme of loans and grants (PoLG)

programme or work (PoW)

Government ministries (when an acronym is used)

Ministry of Agriculture and Livestock (MoAL)

## F. Articles with abbreviations/acronyms

### 10. When not to use “the”

IFAD follows the standing practice of the United Nations not to use the word “the” before most acronyms. This applies essentially to organization names, IFAD organizational units, centres and associations:

UNICEF offered...; ....arrangements with FAO; LEG decided...

### 11. Where “the” is used

(i) Names of initiatives, facilities, funds:

the IMF (International Monetary Fund)  
the IMI (Initiative for Mainstreaming Innovation)

(ii) IFAD-internal programmes and structures (i.e. pertaining to IFAD administration as opposed to programmes/projects with countries):

the ASAP (Adaptation for Smallholder Agriculture Programme)  
the PoLG (programme of loans and grants)  
the PMU (project/programme management unit)

(iii) IFAD-funded projects and programmes in the field

(iv) Corporate frameworks and other systems

the DSF (Debt Sustainability Framework)  
the GIS (geographical information system)  
the PBAS (performance-based allocation system)  
the RMF (Results Measurement Framework)

(v) Committees (IFAD-internal and others):

the EMC (Executive Management Committee)  
the OSC (Operational Strategy and Policy Guidance Committee)  
the TRC (Technical Review Committee)  
the OVC (Oversight Committee)

(vi) Amounts, values and indexes:

the CPI (consumer price index)  
the EIRR (economic internal rate of return)  
the GDI (Gender Development Index)  
the HDI (Human Development Index)  
the NPV (net present value)

### 12. Abbreviations preceded by an indefinite article

Follow the English pronunciation:

a GDP of \_\_\_\_; an NPV of \_\_\_\_; an NGO

### 13. Sequence of original name/translation/acronym

When a name in a language other than English is used, the standard sequence in running text is as follows:

name in English [name in original language for information] (acronym)

Exceptions can be made for commonly occurring institutions, for example:

KfW Development Bank (KfW)

### 14. Plural of acronyms

Use a lower-case s, with no apostrophe

IFIs (international financial institutions)

NGOs (non-governmental organizations)

SOEs (statements of expenditure)

Do not pluralize abbreviations of weights and measures

42 km, 10 kcal (not: 42 kms, 10 kcals)

If symbols are used, repeat them after each number/figure in a group

15 m x 13.9 m not: (Not: 15 x 13.9 m)

### 15. Abbreviations for parts of a book or document

Use the following abbreviations in footnotes and within parentheses.

number, numbers                    no., nos.

page, pages                        p., pp.

paragraph, paragraphs            para., paras.

volume, volumes                  vol., vols.

## G. Symbols with acronyms

### 16. In some cases an ampersand (&) is used.

research and development R&D

monitoring and evaluation M&E

## IV. CAPITALIZATION

### A. Words and phrases to capitalize

1. The first word of a sentence, a subparagraph or item on a list, regardless of final punctuation

Example:

"The Governing Council had requested the President:

To continue his efforts to mobilize the necessary resources; etc."

2. Proper nouns and adjectives

- United Nations (Not: the UN or U.N.)
- Government of the Italian Republic

3. Official titles

High-level functions, councils, commissions, committees, IFAD organizational units, organizations, institutions

For example:

- International Labour Organization
- Global Mechanism of the United Nations Convention to Combat Desertification (thereafter: the Global Mechanism)
- Board (when referring to a named board, e.g. the Executive Board of IFAD)
- Committee (when referring to a named committee)
- Government/Parliament
- Department (when referring to a named IFAD department, government or other department)
- Division (when referring to a named IFAD or other division, i.e. the Accounting and Controller's Division)
- Fund (when referring to IFAD)
- IFAD Country Office (ICO); always capitalize both in general and specific usage

4. Specific designations of functions

- Associate Vice-President
- Chairperson of the Evaluation Committee
- IFAD Governor (for France); the Governors (in IFAD context)
- Chargé d'affaires of the Permanent Mission of Italy
- President of IFAD
- Vice-President
- The Governor for Indonesia was elected President of the Council.

- The representative of Spain was elected Chairperson of the Committee.  
("representative" is a generic term, not a title)  
representative of France but: the Permanent Representative of Algeria  
(because "Permanent Representative" is an official title)
- Secretary-General of the United Nations
- Secretary of IFAD
- Secretary of the Audit Committee
- Secretariat (only when referring to IFAD as the Secretariat of the Governing Council or Executive Board; otherwise: the secretariat of the Audit Committee)
- Professional category; General Service category (but: accountant, budget officer, country programme manager, translator, programme assistant)
- Director (of a named IFAD division)

## 5. Names of specific rooms, halls and buildings

Italian Conference Room  
 Oval Room  
 but  
 cafeteria  
 reception desk  
 delegates' lounge  
 room B-322

## 6. IFAD manuals, policies, systems, named strategies, programmes, in-house databases and procedures

Human Resources Procedures Manual, Staff Rules, Human Resources Implementing Procedures  
 IFAD Policy on Gender Equality and Women's Empowerment, IFAD Strategic Framework 2016-2025 (also see section XIII)

Note: no need to re-write the full policy/strategy name each time in the text; the reference can be shortened as follows: the gender policy.

## 7. IFAD projects/programmes and annual reports

Rural Finance Project (thereafter: the project)  
 Smallholder Support Programme (thereafter: the programme)  
 Annual Report on Results and Impact of IFAD Operations (ARRI)

## 8. Terms in IFAD documents

### (i) member/representative

Member State of IFAD (and in contexts where reference is to a Member State, e.g. a State not a Member of IFAD)

a non-Member State  
 a Member of Parliament  
 Membership

but: Audit Committee member

Note: Pursuant to the Rules of Procedure of the Executive Board, the members and alternate members of the IFAD Executive Board are not the Executive Board representatives but the Member States. By extension, the members of the Board's two standing committees (the Audit Committee and the Evaluation Committee) are also the respective IFAD Member States and not the Board representatives representing those states.

(ii) management

IFAD has three management mechanisms

Executive Management Committee (EMC)  
Operations Management Committee (OMC)  
IFAD Management Team

When the reference is to the cadre of officials of IFAD (as opposed to the Executive Board): Management

but: programme management; financial management

## B. Words and phrases not capitalized

### 9. Document parts

annex I, appendix III, attachment IV, chapter 3, section 4, part one, part A of the IFAD Procurement Guidelines, paragraph 5, subparagraph (iv)(a), volume I

### 10. Non-text document parts

table 1, graph 3, chart 4, box 2

### 11. Project/programme components

component 1, subcomponent B, the microenterprise support component

### 12. Project/programme phases/stages

stage 1, phase II

### 13. Abbreviations of units of measurement

cm, kg, km, m<sup>2</sup>, ha, etc.

### 14. Resolutions and laws

resolution XXX/29, law 5,540, decree DL-549-06

### 15. Regulations and rules

financial regulation IX (of the Financial Regulations of IFAD); rule 16 of the Rules of Procedure of the Executive Board; rule 25 of the Rules of Procedure of the Governing Council

### 16. General references to papers, reports, notes, statements

agreement at completion point, country programme evaluation, country strategy note, poverty reduction strategy paper, agenda, country strategic opportunities programme, project completion report, technical

advisory note, financial statements of IFAD, instrument(s) of contribution, programme of loans and grants

#### 17. Government/Parliament

Capitalize when referring to a specific government unit representing a state or a specific state in a federation: the Government of India, the Bihar State Government

but: local or municipal government, transitional government, a system of government, a change of government, a government department, the central (federal/state/provincial) government. Similarly, Parliament/parliament.

#### 18. state/province

Capitalize when making a specific reference to a country or a specific state in a federation: Mato Grosso State, the State of Uttar Pradesh, Córdoba Province

Capitalize also in the plural: the States of Madhya Pradesh and Uttar Pradesh

### C. In hyphenated words

#### 19. Capitalize only the first element if the word is usually hyphenated

Ninety-fourth Session (on cover pages)

High-level Panel on Innovative Approaches to Financing for Development

United Nations Special Fund for Land-locked Developing Countries

Agro-industry and the Cooperative Sector

Sector-wide Approaches to Agriculture

Impact of Results-based Management on Performance

Findings of the Wrap-up Meeting

E-mail Abuse in the Workplace

If the compound combines a form that could not stand by itself as a word such as non or pre), capitalize both elements:

Movement of Non-Aligned Countries

Treaty on the Non-Proliferation of Nuclear Weapons

Summary of Pre-Conference Agreements Reached

Self-Sustaining Development Actions

If the first and second elements are of equal value or coordinate, capitalize all elements:

the Secretary-General

Meeting on North-South Relations

Examples of Lesson-Learning and -Sharing

### D. Miscellaneous

IFAD headquarters, the Fund's headquarters

IFAD-related facilities:

the Financing Facility for Remittances

the Childcare Facility (at IFAD)

Treasury bill, bond, note

## V. GEOGRAPHICAL NAMES

### A. Introduction

#### 1. English spelling of names, regions, districts, states, etc.

See [www.statoids.com](http://www.statoids.com)

### B. References to names of Member States

#### 2. Full IFAD Member State list

Refer to CIAO<sup>2.0</sup> for the names of Member States (<https://ciao.ifad.org>).

#### 3. The formal form and short form of country names

Use the formal form (e.g. the Republic of Albania, the Republic of Benin) for title pages of governing body documents (e.g. COSOPs, project proposals), recommendation paragraphs and legal sections, and in official correspondence when referring to the government of a country (e.g. the Government of the Republic of Benin).

The short form suffices elsewhere. Some countries have specific short forms, which should be dealt with as follows:

IFAD short name in tables	IFAD short name in running text
Bahamas (The)	The Bahamas
Bolivia (Plurinational State of)	Plurinational State of Bolivia
Democratic Republic of the Congo	Democratic Republic of the Congo
Gambia (The)	The Gambia
Iran (Islamic Republic of)	Islamic Republic of Iran
Lao People's Democratic Republic	Lao People's Democratic Republic
The former Yugoslav Republic of Macedonia	The former Yugoslav Republic of Macedonia
Micronesia (Federated States of)	Federated States of Micronesia
Republic of Moldova	Republic of Moldova
Democratic People's Republic of Korea	Democratic People's Republic of Korea
Russian Federation	Russian Federation
Republic of Korea	Republic of Korea
Syrian Arab Republic	Syrian Arab Republic
United Republic of Tanzania	United Republic of Tanzania
Venezuela (Bolivarian Republic of)	Bolivarian Republic of Venezuela

#### 4. Alphabetization

Countries should be listed in alphabetical order, usually by short name

Exceptions:

"... with project completions in Cameroon, Bolivarian Republic of Venezuela and Yemen"  
(not: Bolivarian Republic of Venezuela, Cameroon and Yemen)

In tables:

Member State	Project completion
Cameroon	Yes
Venezuela (Bolivarian Republic of)	Yes
Yemen	Yes

5. "The" is not taken into account for alphabetization purposes

The Bahamas and France (not: France and The Bahamas)

**C. Currencies**

6. **Currency symbols**

In alignment with the practice of the United Nations system, IFAD generally uses currency symbols (with no intervening space between symbol and number) rather than the three-letter ISO codes (i.e. US\$ rather than USD). Search by country name in the United Nations database, unterm.un.org, for a full listing of currency symbols and abbreviations.

ISO codes may sometimes be used in tables, appendixes, annexes, etc. especially for data received from IFAD computer-application outputs.

7. **When writing out amounts, currency names should be lower-cased:**

10,000 United States dollars    10,000 Chinese renminbi.

**D. Names of places: Capitalization and translation**

8. **General rules**

Capitalize common nouns (singular or plural) or adjectives when used as part of a proper name. When the common noun is used alone as a substitute for the name of a place, do not capitalize.

the Ganges River	but: the river
the Nile Delta	but: the delta
the Amazon River	but: the Amazon River valley

Also: Lakes Tanganyika, Victoria and Albert but the Indian and Pacific oceans

**E. Points of the compass**

9. **Capitalize in reference to a major region or in a political context:**

Central Africa

Central Europe (e.g. the politics of Central Europe in the past century  
but: Prague is located in central Europe)

Eastern Europe (e.g. Romania is part of Eastern Europe but: the Danube flows through eastern Europe)

North Africa

North America

South Africa (the country)

Southern Africa (as a socio-political region)

South-East Asia (except in: Association of Southeast Asian Nations)

the Near East

the Middle East (avoid: the Mid-East)

the Far East (not: the Orient)

**10. Do not capitalize in reference to geographical direction or an area within a country**

The ICO is located in the east of the country (not: ... in the East of the country)

The project is being implemented in northern Uganda (not: ... in Northern Uganda)

**11. Use hyphen for compound forms**

Located in north-eastern Nigeria  
in the south-west of Azerbaijan

**F. Miscellany**

El Niño, La Niña (climatic phenomena)

euro area

Eurozone

geographic, geographical

These adjectives are largely interchangeable; however one form should be chosen and used consistently within a document.

geographical information system (GIS)

hemisphere, Hemisphere

Use lower case when the term has a purely geographic meaning:

When it is winter in the southern hemisphere ...

... plants not found in the eastern hemisphere

In general usage, the word is upper-cased to denote a socio-political (sometimes socio-economic) region such as "the South", the Eastern bloc:

standards of living in the Western Hemisphere

hurricane

Hurricane Alexander, Hurricane Hugo

Netherlands

Constitutional capital: Amsterdam. Seat of government: The Hague ("... in The Hague")

"The Netherlands" is treated as a singular noun ("...the Netherlands is preparing ...").

Upper-case the article (The Netherlands) only when the country name appears in isolation, not as part of a sentence.

pan-American/Pan American

Use lower case for first element:

the goal of pan-American free trade

but: the Pan American Health Organization (PAHO)

Third World (n., adj.)

This term is obsolete. Preferred terminology: developing countries.

United States

Adjective/nationality: (of the) United States (of America); American

The abbreviations "U.S.", "US", "USA", etc., should not be used.

The name United States (of America) is treated as a singular noun: "the United States is planning ...", "was contributing ..."

(formally) the Government of the United States of America

(less formally) the United States Government (never "United States' Government")

Viet Nam (not Vietnam)

Washington, D.C. (not: Washington DC)

## VI. HYPHENATION

### A. Introduction

#### 1. General rules

A full, A-Z list of words with or without a hyphen is included at the beginning of this document.

When editing to standardize the use of hyphens in compound words the overriding concern should be clarity of meaning and consistency within a single document.

Check the most recent edition of the Concise Oxford English Dictionary first to see if an entry exists for the term in question.

### B. Always hyphenate

#### 2. Compound modifiers consisting of more than two elements

- non-English-speaking participants
- the all-too-familiar scenario
- non-interest-bearing notes
- upper-middle-income countries

#### 3. Noun + -ing compound modifying a noun

- institution-strengthening measures
- decision-making authority
- problem-solving ability
- a time-consuming task

#### 4. Noun + adjective compounds, in all instances

- duty-free goods; goods that are duty-free
- climate-smart technology; technology that is climate-smart
- food-insecure households; households that are food-insecure
- gender-sensitive approach; an approach that is gender-sensitive
- supply-driven demand; demand that is supply-driven

#### 5. Split compounds

As a general rule, use a hyphen after each modifier with a space after the first hyphen:

- Report on Short- and Long-term Debt
- short-, medium- and long-term objectives

but: small and medium-sized companies (since "small" is not part of a compound modifier here)

and: macro- and microeconomics

6. Any compound modifier preceding a noun when ambiguity might otherwise result
  - sustained-yield management (i.e. management of a sustained yield, and not sustained management of a yield)
  - cold-storage vaults (i.e. vaults for cold storage, and not storage vaults that are cold)

## 7. Ordinal numbers

forty-seventh  
the Twenty-first Conference on ...

## 8. Compound units of measurement

person-year  
kilowatt-hours

## 9. Cardinal numbers up to 100 (in cases where the spelled-out form is used, e.g. in some legal texts)

twenty-one  
fifty-four  
but: one hundred and twenty

## C. No hyphenation

### 10. In compound nouns formed by two nouns, the trend is not to hyphenate

cost recovery  
crop husbandry  
decision maker  
knowledge management

### 11. Hyphenation is not used in IFAD documents to divide words at line ends.

## D. Mixed hyphenation

### 12. Noun + noun compounds modifying a third noun

For frequently occurring terms, the IFAD preference is not to use a hyphen.

a water supply project  
a value chain approach

### 13. Compound nouns

When the second word is a gerund (i.e. it ends in -ing), the trend is to hyphenate:

awareness-raising  
capacity-building  
institution-building  
knowledge-sharing  
partnership-building

### Exceptions to this trend

Written together as a single word:

bookkeeping  
childbearing  
housekeeping  
moneylending  
peacebuilding  
peacekeeping  
peacemaking  
policymaking

Written as two separate words:

cost accounting  
crop dusting  
data processing  
drug trafficking  
family planning  
alley cropping

#### 14. Adverb + another modifier with a noun

Adverb ending in -ly: No hyphen used:

newly industrialized countries  
mutually supportive processes  
highly technical systems

Other adverbs, hyphenate before the noun:

far-reaching events  
ever-increasing numbers  
well-tended farms (but: farms that were well tended)

Exceptions: Least Developed Countries, less developed countries, more developed countries

15. Nouns derived from two-word verbs describing a process rather than the result

the writing off of bad loans but: loan write-offs  
but: project start-up  
the scaling up of a project (never: upscaling)

## 16. Fractions (for more information on fractions, see section VII)

Hyphenated when used as modifiers, otherwise not:

No hyphenation as a noun:

But: hyphenation when an adjective or adverb:

- three quarters of the votes
- two thirds of the population
- one half of the population
- three fourths of the population

a three-quarter share  
a two-thirds majority  
a one-half share  
three-fourths completed

Note: A hyphen should also be used when compound numbers are involved: five one-hundredths

## 17. Compound modifiers

Aside from the specific categories given below, IFAD style is to hyphenate compound modifiers only when the meaning is not clear without them. One instance in which hyphens are particularly helpful to the reader are strings of modifiers in a structure that could otherwise be confusing ("large-vehicle safety research").

Number + unit of measurement

- a five-year-old pledge
- a three-day seminar
- a 300-kilovolt line
- a 5-year-old child
- a class of 5-year-olds

## VII. NUMBERS, DATES, TIMES AND MEASUREMENTS

### A. Numbers expressed in words

#### 1. Numbers under 10

Five households out of 10 are food-insecure.

#### 2. At the beginning of a sentence

Sixty staff members received awards.

#### 3. In simple fractions

Almost three quarters of the population had to be evacuated.

The amendment was adopted by the required two-thirds majority.

### B. Numbers expressed in figures

#### 4. Numbers between 10 and 999,000

There were 13 projects carried out in the region.

#### 5. Percentages

Wages increased by 1 per cent in 2002 and 3 per cent in 2003.

Note: per cent    percentage point. An increase in a rate from 10 per cent to 12 per cent is an increase of 2 percentage points, or (in this case) 20 per cent.

#### 6. Compound fractions and decimal fractions

The accident occurred 2 1/4 miles from the checkpoint.

The refugee camp is 8.5 km from the border.

Costs fell by 3.75 per cent in 2014 and 0.85 per cent in 2015.

In decimal fractions of numbers less than one, include an "0" before the point.

Write: 0.8 not: .8

#### 7. Ratios and map scales

The student-teacher ratio is 9 to 1.

A new map on the scale 1:250,000 was published in 2003.

A ratio is expressed in figures as follows:

a debt-equity ratio of 1:1 (with a colon between numbers)

a ratio of current assets to current liabilities of 1.5:1

#### 8. Weights and measures

The tanks stopped 300 metres from the camp.

The yield was 3 tons per hectare.

The sample weighed 5 ounces.

The closest health centre was 1.5 miles from the village.

Note: In measurements of less than one, express the unit in the singular:

0.25 percentage point 0.5 ton

## 9. Ages

Age should always be expressed in figures:

Mortality rates declined for children under 5 years of age.

Fertility rates in the age group 15-19

Schoolchildren age 6 or older

Women aged 55 or older

## 10. Temperatures

10.15° C; 92° F; -20° C

[Note: space between the degree symbol (°) and F or C].

## 11. Page numbers

pages 19-26; pp. 1392-1396

## 12. Results of voting

The resolution was adopted by 15 votes to none, with 65 abstentions.

The resolution was rejected by 26 votes to 9, with 1 abstention.

Note: In votes, the word "none" is always used instead of the figure "0". The majority vote is always given first.

## C. Thousands, millions, billions and trillions

### 13. In running text, numbers in the millions are written as follows:

1 million

3.4 million

If there are more than two digits to the right of the decimal point, the number should normally be written out in full:

3,432,000

(not: 3.432 million).

### 14. Billion

In the United Nations system,  $10^9$  (1,000,000,000).

US\$1 billion = 1 thousand million dollars (not: 1 million million)

Note: US\$1 billion = French: 1 milliard and Spanish 1 mil millón

US\$1 trillion = French: 1 billion and Spanish 1 billón

**15. Quick conversion table for millions/billions/trillions**

<i>Actual figure</i>	<i>Thousands</i>	<i>Millions</i>	<i>In letters</i>
10 000	10	0.01	ten thousand
100 000	100	0.1	one hundred thousand
1 000 000	1 000	1.0	one million
10 000 000	10 000	10	ten million
100 000 000	100 000	100	one hundred million
1 000 000 000	1 000 000	1000	one billion

**D. Numbers occurring together or in a series**

**16. When two numbers occur together, they should be expressed in different styles**

twenty 4-hectare plots

15 five-phase schemes

**17. When a series combines numbers above and below 10, use only numbers:**

There are 12 African, 8 Asian and 5 European countries involved.

(not: There are 12 African, eight Asian and five European countries involved.)

**E. Ranges of numbers**

**18. When two numbers are used to indicate a range, the two numbers should be homogeneous.**

Between 3,430,500 and 4,000,000 housing units were built  
(not: Between 3,430,500 and 4 million housing units).

To reduce the possibility of confusion, the numbers should be expressed in full, whether in words or figures:

Earnings increased from US\$2 million to US\$5 million  
(not: from US\$2 to US\$5 million).

Governing Council resolutions 139/XXX to 141/XXX  
(not: 139 to 141/XXX or 139-141/XXX).

**19. When linking two numbers in a range, choose one of the following forms and use consistently.**

A hyphen: "... to increase by an additional 2-4 kilos."

From ... to ...: "The Committee will meet from 12 to 23 April"

Between ... and ...: "... for girls between 10 and 15 years of age."

**20. If the unit of the range is a symbol, repeat it**

The temperature rose from 15° C to 30° C. (not: ...15 to 30° C)

Prices averaged US\$20-US\$25 a pound.

21. If the unit of the range is a word or an abbreviation, do not repeat it:

Salary increases ranged from 3 to 6 per cent a year.

The convoy travelled only 45-50 km an hour.

## F. Signs and symbols with figures

22. Do not insert a space between numbers and the following symbols:

+ - ± : % ° \$

So: 10° not: 10 °

23. When necessary to avoid ambiguity, spell out the word minus instead of using the minus sign.

The country has negative real interest rates, ranging from -84 per cent a year to -2 per cent.

The budget balance is minus CFAF 6.5 million.

24. Percentages

Per cent: Always written as two words: per cent not: percent

Do not use the symbol % in running text.

i.e. "Only 38 per cent of the target group..." Not: Only 38% of the target group

The % symbol may be used in column headings and tables when space is limited.

25. Ordinals expressed in words

Ordinals are expressed in words for most ordinary purposes:

She was the tenth candidate on the roster.

Note: For larger numbers, figures are preferred: The country ranked 67<sup>th</sup> in the human development index.

Sessions and meetings of IFAD governing bodies up to number 100

The thirty-ninth session of the Governing Council; the seventy-seventh meeting of the Audit Committee

Sessions and meetings of IFAD governing bodies from 100 onwards

The 101<sup>st</sup> session of the Executive Board; the 115<sup>th</sup> meeting of the Audit Committee

Centuries

nineteenth century (not: 19th century or XIX century)

26. Ordinals expressed in figures

To indicate floors

4<sup>th</sup> floor; 38<sup>th</sup> floor

## 27. Fractions

half, quarter, third, fourth, etc.

Spell out the words in running text (not "1/20 of the population").

Fractions may be used in operations documents to denote years (two and a half years, or 2 1/2 years), expressions of measurement (1 1/2 km) and interest rates (5 1/2 per cent). In isolated occurrences in running text, the long form is preferred.

Fractions expressed in figures are not followed by "<sup>th</sup>" or "of":

1/25 (not: 1/25<sup>th</sup>)  
3/8 inch (not: 3/8 of an inch)

For rules on hyphenation, see the hyphenation section.

## 28. Roman numerals

For annexes, appendices and attachments to IFAD documents:

annex I, appendix III

Governing Council session numbers in resolutions and decisions:

Governing Council resolution 147/XL

## 29. Length, weight, volume, size, etc.

Note the space between the number and the measurement

120.5 kg not 120.5kg  
150.7 km not 150.7km

For a full list of abbreviations, see the abbreviations and acronyms section.

cm, cm<sup>2</sup>, cm<sup>3</sup> (invariable: 120 cm<sup>2</sup>)

## 30. Punctuation of figures

In running text

Whole numbers of more than three digits are punctuated as follows:  
2,632,597

In tables

A space replaces the punctuation marks in whole numbers of more than three digits. A column of numbers is thus presented as follows:

10 530 600  
632 597  
1 326

### 31. Decimals

A full stop is used in English to designate a decimal.

The comma used in the decimal position in figures in Spanish or French texts and tables must be changed to a full stop in the English version.

Decimals are punctuated as follows in both running text and tables:

3.4 / US\$10.65

### 32. Telephone and fax numbers

Telephone and fax numbers should be written without parentheses or hyphens.

As most IFAD texts indicate both a country and a city code, leave a space between the two codes and between the codes and the telephone or fax number. In the following example, the first block of numbers (39) is the country code for Italy and the second block (06) is the city code for Rome.

Tel: +39 06 5459 5555

### 33. Dates

The standard format for dates is: day, month, year

21 April 2018 (not April 21 2018)

### 34. Date ranges

(in a title block) 20-23 April 2012

29 May to 1 June 2012

(in text) ... its meeting from 20 to 23 April 2012

### 35. Century

the nineteenth century (not: the 19th century or the XIX century)  
twentieth-century ideals

### 36. Ages, age groups

Use figures rather than words, even for numbers under 10:

children over 5 years of age; children under 5; age group 15-19

### 37. Collective years

A single period covering two or more full calendar years is written as follows:

1999-2003 (or from 1999 to 2003); the biennium 2004-2005.

A period of less than 24 months that overlaps two years is written as follows:

2001/02. This form is often used for crop years, academic years (in the northern hemisphere, mainly) and other financial or statistical periods.

### 38. Decades

Decades are expressed as follows:

the 1990s, the mid-1990s (not: the nineties, the 90s, the 1990's or the 90's).

### 39. Time of day

In running text, use the 12-hour system:

9 a.m. (not: 9:00 a.m.); noon; 1.30 p.m.; 9.50 p.m.; midnight

Note: Remember that 12.00 is neither a.m. nor p.m. as these mean "before noon" and "after noon".

For detailed schedules and timetables, the 24-hour system is clearer.

11.00-12.30      Keynote address  
16.30-17.00      Closing remarks

With the 24-hour system, use a full stop and not a colon

19.45

The 24-hour format should be retained throughout the document, also in running text.

a.m. and p.m.

Write two full stops: a.m. and p.m. (not am. and pm.)

There is a space between the number and a.m./p.m.

So: 9 a.m. (not: 9a.m.)

Do not combine "a.m." or "p.m." with "o'clock": 10 a.m. or 10 o'clock (in the morning)

2 p.m. or two o'clock (in the afternoon)

In formal invitations, write out in full: at eight o'clock

### 40. Ranges

In expressions of two or more quantities, symbols or units should be repeated: between US\$2 million and US\$14 million;

Words do not need to be repeated: a 50 to 60 per cent share

### 41. Ratios

Use a hyphen not a slash (with or without the word "to") to express simple ratios:

debt-equity ratio  
cost-benefit analysis  
student-teacher ratio of 40:1  
reserves-to-loans ratio  
debt-to-export(s) ratio

In more complex cases, spell out the ratio:

ratio of long-term debt to equity  
ratio of current assets to current liabilities (in finance circles, usually simply "current ratio")

A ratio is properly expressed in figures as follows:

a debt-equity ratio of 1:1  
a ratio of current assets to current liabilities of 1.5:1

If the source language says simply "1.5" in such cases, the translator may elect to complete the formula (1.5:1), but it can be assumed that in general finance and operations documents the full expression is understood.

## G. Money

### 42. Currency amounts

When the last element of the abbreviation is a symbol, no intervening space is used:

US\$5 million      ¥5,154,000      3.2 million

When the last element of the abbreviation is a letter, an intervening bound space is inserted (press Ctrl + Shift + space bar):

EUR 5 million SDR 4.3 million SwF 3,750,000 CFA 1.2 million

### 43. million/billion/trillion: space between word and number

US\$3.5 billion (not: US\$3.5billion)

but: living on less than a dollar a day  
(rather than \$1 a day or US\$1 a day)

### 44. United States dollars

US\$ (not: USD) i.e. US\$300 (not: USD 300)

### 45. Euro, euros, EUR (€)

In running text a euro amount should be written as follows:

IFAD will finance the amount of EUR 3.5 million.

### 46. Exchange rate

In text matter:

The exchange rate was 250 Mexican pesos to one United States dollar.

In footnotes or tables:

Exchange rate: US\$1=Mex\$250

### 47. Currency names and symbols

In isolated occurrences in the text, write currency names out in full (1.5 million Mexican pesos); use the currency symbol or abbreviation in tables and if there are several such references in a text.

## VIII. GRAMMAR AND PUNCTUATION

### A. Quotations and quotation marks

#### 1. Double quotation marks

Quoted words, sentences and paragraphs.

Double quotation marks are also used around specialized terms when they are first introduced and defined. Thereafter, these words should be written without quotation marks.

#### 2. Single quotation marks

To enclose quotations within quotations.

For example:

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".

#### 3. Quotations

Direct quotations should reproduce the original text exactly and should be carefully checked for accuracy. Only the following changes are permitted:

The initial letter may be changed to a capital or lower-case letter as necessary.

The final punctuation may be omitted as necessary.

The original footnotes and footnote indicators may be omitted.

Typographical and other clearly unintentional errors may be corrected.

Quotations that consist of a complete paragraph of more than five typed lines are normally set off as an indented block of text.

#### 4. Omissions

Use ellipsis points (dots) to mark omissions within a quotation. It is not necessary to use ellipsis points for omissions at the beginning or end of a quotation.

Three ellipsis points (...) are used for omissions within a sentence and between complete sentences. To indicate the omission of one or more paragraphs within a block quotation, insert the ellipsis points on a separate line of text and align them with the normal paragraph indents.

The objective of the Fund shall be to mobilize additional resources ... on concessional terms for agricultural development in developing Member States.

#### 5. Footnotes within quotations

Footnotes contained within quotations are omitted unless the meaning or purpose of the quotation would be obscured without the footnote. If the footnote must be retained, keep the original footnote number and place the footnote directly below the quotation, separated by a 10-space line. The final quotation marks should follow the footnote.

## 6. Quotations from resolutions, decisions and IFAD documents

Short passages from resolutions and reports may be presented as indirect quotation and are therefore not enclosed in quotation marks. While wording that is not strictly relevant to the context may be omitted, the indirect quotation should nevertheless adhere as closely as possible to the original text.

## 7. Indirect/reported speech

Indirect speech is used for minutes of meetings and is not enclosed within quotation marks.

## B. Punctuation

### 8. Addresses

IFAD headquarters:

Via Paolo di Dono 44, 00142 Rome, Italy (capital "v" for "Via")

### 9. Serial comma

"and" is not preceded by a comma before the last element in a series:

Argentina, France and Switzerland ...

Mr Martínez, Miss Rami and Ms Smith ...

Unless the final or next-but-last element contains "and": For breakfast she has juice, coffee, and bread and butter. For breakfast she has juice, coffee, bread and butter, and eggs.

## 10. Apostrophes

Do not use with:

Decades (the 1970s; the mid-1950s)

Plural form of acronyms (NGOs; PCs)

but:

four years' grace (= four years of grace)

two hours' work (= two hours of work) one hour's work

Apostrophe following an s, x or z ending

Possessive of singular nouns: As a rule, add 's even to words ending in -s or -z:

Mr Cárdenas's remarks, Mrs Cox's remarks; Miss Pérez's suggestion; the hostess's invitation; Valdez's discoveries

Some exceptions (mostly historical expressions):

Achilles' heel

in Jesus' name

Possessive of plural nouns – add only an apostrophe (not additional s):

the Ministry of Fisheries' budget (not: ...Fisheries's budget); indigenous peoples' organizations

## 11. Use of "as"

as at (followed by specific time/date)  
 as of (ambiguous because it can mean "beginning on" but also "on a specific time/date")  
 as from (beginning on)  
 as on (followed by specific date)  
 as well as means "and not only"; it does not mean "additionally", so the elements preceding it are in actuality the "additional items" and the item(s) following is/are the core element.

Example: This project's core objective is health care support. However, it will provide basic housing as well as health care services.

## 12. Bound spaces

A bound space (also hard space) is inserted between two words, or two other groups of letters or symbols, to keep the two from splitting at a line break. In Word, press Ctrl + Shift + space bar. Typical occurrences of such spaces in IFAD documents:

US\$2.1[ ]million  
 Mr[ ]Michael[ ]H.[ ]Smith; Ms[ ]S.[ ]Parker; Mrs[ ]Solana  
 ... following requirements: (a)[ ]the borrower's obligation to; ... (b)[ ]the lender's agreement to; ....

## 13. Brackets

round brackets ( ) (also known as parentheses)  
 square brackets [ ]

Punctuation with round brackets: Place a full stop before a closing bracket if the words in brackets constitute a complete sentence.

Use square rather than round brackets in the following cases:

Around original terms following English translations coined by the translator that do not have an official English name, upon first appearance in a chapter, and in listings of invitations received by IFAD.  
 For instance:

... the Municipal Sanitation Authority [Instituto Municipal de Saneamiento] (IMS)

Note that the acronym (in round brackets) follows the square-bracketed English rendering.

Translations of the names of books and articles (as coined by the translator) in a footnote:

<sup>1</sup> Pedro Argida, Política coyuntural [Trade Cycle Policy]. Lima: Editorial Fundamentos, 1989.

Brackets within brackets:

"... the use of lower case (in the word 'resolution[s]') ..."

However, use round brackets for paragraph subdivisions:

"... as indicated earlier (see section 4(b))."  
 ... (see paragraph 8(a)).

In algebraic expressions:  $[(x + y) + z]$

**14. Commas with quotation marks**

When the context calls for a comma at the end of material enclosed in quotation marks, the comma should be placed inside the quotation marks.

**15. dash/en dash**

Use an en dash (which is slightly longer than a hyphen) to set off phrases within a sentence.

Leave a space before and after each dash:

... the agency – and not its predecessor – is being ...

**16. e.g. (for example)**

The abbreviation is usually confined to parenthetical references and is not followed by a comma:

... many items (e.g. computers, typewriters and scanners)

Elsewhere, write the words out in full:

... a number of problems, for example, the lack of ...

**17. et al. (no italics)**

In an IFAD context, this abbreviation will occur mainly in footnotes and bibliographies to cite a work having more than three authors.

In bibliographies, use the following form (for book references):

Smith, Martin L., et al. 1967. Economic Milestones. Manchester:  
Andrews Press.

In footnotes, use the following form:

<sup>1</sup> Martin L. Smith, et al. Economic Milestones (Manchester: Andrews Press, 1967), p. 345.

**18. etc.**

Always preceded by a comma and followed by full stop.

... machinery, equipment, etc., and in the installation of ...

Note: Do not use "etc." in phrases introduced by "including" or "such as" as both of these indicate that the list is not exhaustive.

**19. ibid.**

In footnotes:

10. Losh, Diaries and Correspondence 1:150.
11. Ibid., 2:175.
12. Ibid., 176 [The same volume number as in preceding note.]
13. Ibid. [The same page as in the preceding note.]

20. i.e.

Abbreviation of the Latin *id est*, "that is"

Not followed by a comma:

... for the governing bodies of IFAD (i.e. the Governing Council and Executive Board).

But should be preceded by one (or by brackets):

The governing bodies of IFAD, i.e. the Governing Council and Executive Board, have authority over ...

21. Italics

Italics are used for the following:

Foreign words

Titles of laws and decrees in a foreign language

Titles of court cases

Titles of books, United Nations publications, databases, periodicals, newspapers, films, plays and radio and television programmes

Names of ships

Latin names of animal and plant species

Variables in mathematical expressions

Italics are not used for the following:

Emphasis

Non-English names of organizations, institutions and corporations

22. namely

Typically preceded and followed by a comma (or an en dash, for lengthier breaks) in body matter:

... three positions, namely, president, secretary and treasurer, before the committee will ...

23. shall/will

In contracts and other legal documents, the word shall is often used to express undertakings of a party to the agreement other than IFAD (as, for instance, a borrower or guarantor; a financial intermediary), while will is often used to express future or contingent action on the part of IFAD.

Can be changed elsewhere, as appropriate, to: will, will be required to, must, is/are

## IX. FOREIGN, LATIN AND GREEK TERMS

### A. Foreign terms

1. Use italics only if term does not appear in the Concise Oxford English Dictionary

E.g. *salle d'écoute*

Foreign terms should be used as sparingly as possible.

2. If it is "naturalized in English", do not underline it or use italics.

Examples include:

elite  
 régime  
 de facto  
 de jure  
*modus operandi*  
*rendezvous*  
*laissez-faire*  
*honoris causa*  
*dirigisme*  
*rapprochement*  
*mutatis mutandis*  
*in situ*  
*inter alia*  
*aide-mémoire*, (pl.) *aides-mémoires*  
*bureau*, *bureaux*  
*en route* (adj., adv.)  
*fait accompli* (pl.: *faits accomplis*)  
*force majeure*  
*a force majeure clause*  
*laissez-passer* (n.) [singular is same as plural]  
*note verbale* (pl.: *notes verbales*)  
*ombudsman*, *ombudsmen* (gender-neutral)  
*rapporteur* (m., f.)  
*tsunami*, *tsunamis*

3. A number of terms keep their accents but do not require italics:

*raison d'être*  
*vis-à-vis*  
*émigré*  
*résumé*  
*démarche*  
*détente*  
*attaché*  
*cliché*  
*communiqué*  
*coup d'état* (pl.: *coups d'état*)

4. For other terms, use italics, keep accents and provide translation:

*kolkhoz* (collective farm)  
*raion* (administrative district)

campesino (n., adj.) (no footnote, italics or underlining)  
In Spanish-speaking countries a "peasant farmer". If only women are being referred to (campesinas), paraphrase as "women tenant farmers", "women farm workers", etc.; avoid "women campesinos".

## 5. Foreign addresses: street, avenue names in translations

### Legal texts

In legal texts such as proposed resolutions, reproduce the address exactly as it appears in the source language.

### Correspondence

In outgoing English originals, or English translations of outgoing or incoming correspondence in another language: translate the city, state or province, and country, and reproduce the rest of the address in the original language (including any abbreviation used for boulevard, avenida, etc.).

## B. Latin and Greek terms

### 6. Latin scientific names

Refer to FAOterm at [www.fao.org/faoterm/en](http://www.fao.org/faoterm/en)

### 7. Latin/Greek plurals

addendum, addenda (not addendums)  
antennae (for insects), antennas (aerials)  
appendix, appendices (not appendixes)  
biennium, bienniums (two-year period)  
colloquium, colloquia  
compendium, compendia  
corrigendum, corrigenda  
criterion, criteria  
curriculum, curricula (plural: curricula vitae)  
encyclopedia, encyclopedias but: the Encyclopaedia Britannica  
formula, formulas  
(Use formulae only in scientific and mathematical contexts)  
forum, forums (not fora)  
honorarium  
indices (statistical), indexes (lists in a book)  
larva, larvae  
matrix, matrices  
medium, media  
medium of exchange, media  
Media takes a plural verb in all senses (including the press, radio and television): "The media are interested ...".  
memorandum, memorandums (not memoranda)  
millenniums (not millennia)  
moratoriums  
nucleus, nuclei  
referendum, referendums (not referenda)  
symposium, symposiums  
thesis, theses

## 8. Other non-English words/phrases

ad interim (often abbreviated to a.i. for job titles)

ad hoc (no hyphen)

an ad hoc committee; rules devised ad hoc

but: the Ad Hoc Working Group on Governance

ad infinitum

a posteriori

a priori

an a priori argument; decided a priori

circa

Used in footnotes – Data circa 1983. – or in brackets (circa 1981).

op. cit.

If a publication is cited in several footnotes, in the second and subsequent mentions use a short title such as "Martin, Socio-economic prospects", rather than op. cit.

ex ante

As first words in a title that would otherwise capitalize all main words:

Ex ante Appraisals

ex officio ... as chairperson ex officio of the committee

ex post evaluation

As the first words of a title that would otherwise capitalize all main words: Ex post Evaluation

idem (Latin idem, "the same")

Used in scholarly works, for instance in place of an author's name in successive references within one note to several works by the same person. It will rarely be needed in IFAD documents, other than in bibliographies in papers.

pari passu

per capita

per diem (rate); per diems (monies received for living expenses);

per diem allowance

five times the per diem rate; a payment equal to five per diems

per se

pro forma (adj.)

pro forma equality; pro forma balance sheet; pro forma invoice

pro rata (adj., adv.)

a pro rata assessment; a decision to assess costs pro rata

quasi

Use a hyphen in compound nouns and adjectives containing this term (except in direct quotes where it is spelled without a hyphen or as a single word).

(n.) quasi-corporation    quasi-equity    quasi-money

(adj.) quasi-corporate    quasi-fiscal    quasi-public

sic

Latin term that signals to the reader an error being copied exactly from another source (spelling or grammar error, or a number that is evidently incorrect). Do not use in translations of official IFAD documents.

sine qua non

Latin expression meaning literally "without which not"; an indispensable requisite or condition.

"This book is a sine qua non for today's business manager."

versus [not: vs, vs.]

vice versa

### C. Accents on names (diacritics)

In English, drop the accent from foreign-language names only if they have become naturalized in English: Bogota; Brasilia; Panama; Haiti; Mexico; Montreal, Quebec, etc. In other cases, retain the diacritics of the original language (and not - in the case of Haiti and Brazil, for instance - the Spanish spelling used in documents produced in that language).

Accents on capital letters

In English texts, retain diacritics on upper-case words in all languages:

PHILIPPE ADHÉMAR; JOSÉ DA CONCEIÇÃO; FÊTE; ÉTAT

### D. Alphabetization of proper names

As a general rule, in English alphabetize using the "letter by letter" system, ignoring intervening word spaces.

Cabañas  
 Chuecos  
 Cyrilson  
 DaCosta, T.  
 da Costa, V.  
 da Cunha  
 De Falco  
 de la Torre  
 Llosa  
 López

### E. Chinese names

When drafting or editing English-language correspondence to a Chinese person, remember that in Chinese practice the family name traditionally is placed before the given name (which can consist of two elements). In English, then, the salutation in a letter written in response to one signed by "Chen Yuan" would be "Dear Mr Chen", not "Dear Mr Yuan".

The distinction between first and last name will not always be readily apparent. Given the English-type initial, "Chen S. Yu" is probably "Mr Yu"; but for "Lien Chan" the editor/translator may need to check with the office that requested the text to see if it has previous correspondence or a business card that would demonstrate which is the last name.

## X. TITLES, HONORIFICS AND GOVERNMENT TERMS

### A. Salutations to be used for IFAD correspondence\*

Addressee	<i>English salutations</i>	
	<i>Opening salutation</i>	<i>Complimentary close</i>
<b>Member States</b>		
Head of State	Excellency,	Accept, Excellency, the assurances of my highest consideration.
Head of Government	Excellency,	Accept, Excellency, the assurances of my highest consideration.
Minister	Excellency,	Accept, Excellency, the assurances of my highest consideration.
Ambassador or Minister Plenipotentiary	Excellency,	Accept, Excellency, the assurances of my highest consideration.
Secretary-General	Dear Mr Secretary-General,	Yours sincerely,
Heads of Organizations and Agencies	Dear Mr [Surname], or Dear Ms [Surname],	Yours sincerely,
Other Embassy, Ministry or Organization staff	Dear Mr [Surname], or Dear Ms [Surname],	Yours sincerely,
<b>Special roles at IFAD</b>		
Governor of IFAD (rank of Ambassador and above)	Distinguished Governor,	Accept, Distinguished Governor, the assurances of my highest consideration.
Governor of IFAD (below the rank of Ambassador)	Mr Governor, or Madam Governor,	Yours sincerely,
Executive Board Representative (rank of Ambassador and above)**	Distinguished Executive Board Representative,	Accept, Distinguished Executive Board Representative, the assurances of my highest consideration.
Executive Board Representative (below the rank of Ambassador)	Mr Executive Board Representative, or Madam Executive Board Representative,	Yours sincerely,
<b>Circular letters***</b>		
Governors	Distinguished Governors,	Accept, Distinguished Governors, the assurances of my highest consideration.
Executive Board Representatives	Distinguished Executive Board Representatives,	Accept, Distinguished Executive Board Representatives, the assurances of my highest consideration.

\* Salutations for members of royal families, ecclesiastical dignitaries, etc. can vary greatly and are therefore not referenced here. Please contact the Office of the Secretary for queries on salutations for these roles.

\*\* Executive Board Representative is written with a capital "R" in official correspondence. Elsewhere, in governing body documents, a lower-case "r" is used.

\*\*\* On occasions when a letter is addressed to multiple addressees such as Governors or Executive Board Representatives.

### B. Terms in alphabetical order

#### 1. aide-de-camp (to visiting dignitary), aides-de-camp

Use aide-de-camp only after the name of a person for whom a military title is shown; otherwise: aide.

#### 2. Ambassador of \_\_\_\_\_ to \_\_\_\_\_

Her/His Excellency \_\_\_\_\_ Smith, Ambassador of \_\_\_\_\_ to the United States of America

(but: Embassy of \_\_\_\_\_ in the United States of America)

the Permanent Observer of \_\_\_\_\_ to the Organization of American States, Ambassador John Smith; Ambassador and Mrs Smith

3. chargé d'affaires

As a specific title: Chargé d'affaires a.i. of the Permanent Mission

4. Chairperson

Use upper case (the Chairperson) when the reference is to the head officer of the Governing Council or the Executive Board, or any meeting of a standing or ad hoc committee of those bodies: the Chairperson of the Audit Committee.

Note: The word "chair" is sometimes used informally among the Board representatives and Management officials but in most instances the word "seat" or "constituency" are used to refer to a country or country group's seat on the Board.

5. Degrees (university)

The field in which a degree was awarded should not be capitalized:

a bachelor of arts in history  
holds a bachelor of science degree from the University of ...  
a bachelor's degree in economics from ...  
earned a master of science degree from the University of Paris  
holds a master's degree in science from the University of Paris  
a doctorate in economics from

Informal ... received a BA in history from/holds a BSc in science/an MA in architecture/an MSc in agricultural economics/an MBA from/a PhD in sociology

Use either a person's title of address (Mr Michael Harman) or the person's name followed by an academic degree (Michael Harman, MA), but do not combine the two as "Mr Michael Harman, MA".

Dr (preceding the name of a man or woman; plural: Drs)

Retain in a translation only if the person is a medical doctor.

Elsewhere, translate in English as Mr, Mrs, Miss, Ms \_\_\_\_.

Note: According to some protocol guides, the title Dr is often used to address university chancellors or comparable university officials, or to refer to them when they are present at a ceremony. In the rare instances in which such a case might arise in IFAD (perhaps an academic ceremony attended by the President), the title could be used in English if it is used in the original.

6. -designate

Occasionally it may be necessary to edit or translate a list of members of the official party of an incoming president visiting the Fund, all of whom are designados. Use the following forms in such cases:

(Preface with Mr/Mrs/Ms, as applicable):

\_\_\_\_\_, President-elect [of \_\_\_\_]  
\_\_\_\_\_, Vice-President-elect (or Vice-President-designate)  
\_\_\_\_\_, Minister-designate of Finance  
\_\_\_\_\_, Minister-designate for International Institutions  
\_\_\_\_\_, Director-designate, Foreign Affairs Division, ...  
\_\_\_\_\_, Director-General-designate, Finance Division, ...

Ambassadors: Avoid the word "designate" to refer to an ambassador who has yet to present credentials to a head of state:

His Excellency \_\_\_, Appointed Ambassador of \_\_\_ to \_\_\_

7. **embassy, Embassy**

(formally) the Embassy of Israel; (less formally) the Israeli embassy  
... information sent to Swedish embassies in the Member States

8. **Excellency**

Title blocks in addresses delivered at the Governing Council:

Address by His Excellency \_\_\_\_\_, President of \_\_\_\_\_,  
at the Inaugural Session

Honorific followed by a proper name:

Her Excellency Martha Grimes, Ambassador of \_\_\_ to \_\_\_

Honorific without a proper name:

... to welcome His Excellency the President of \_\_\_,

9. **government, Government**

Treat as a singular noun: The Government has pledged ...

Capitalize when making specific reference to a government representing a state: the Government of France; the Governments of Haiti and Guatemala; the French Government, the National Transitional Government of Liberia, any Government wishing to participate, all Governments concerned, the Government-sponsored project, the Government officials concerned

Elsewhere, as a general rule, use lower case

the central (or national, or state, or federal) government  
the former government of \_\_\_  
local or municipal government  
transitional government  
a system of government  
a change of government

Abbreviations of IFAD Member State governments' names

Do not use internal IFAD codes to denote the governments of Member States (e.g. "GOA" for "Government of Argentina"). Write the name out in full or, where the meaning is clear, use "the Government", following the above guideline.

10. **High Commission of \_\_\_\_\_ in \_\_\_\_\_**

High Commission of Trinidad and Tobago in \_\_\_  
British High Commission in \_\_\_  
but: the United Nations High Commission for \_\_\_

11. **High Commissioner of \_\_\_\_\_ to \_\_\_\_\_**

but: the United Nations High Commissioner for \_\_\_

12. Right Honourable

These honorifics are used only before a proper name, not before a title; hence, the Right Honourable \_\_\_, Prime Minister of \_\_\_, but not "the Right Honourable Prime Minister [of] \_\_\_".

The abbreviated forms Hon. and Rt. Hon. are commonly found even in official documents, but the full form is preferred in invitations and title blocks of speeches; though style manuals differ on this point, the full form is also preferred when the honorific is preceded by "the": the Honourable John Smith. In a list of officials: Hon. John Smith.

Note: The usage of Right Honourable and Honourable is not identical in all Commonwealth countries. Consult the Office of the Secretary (Protocol) to translate, for instance, Su Excelencia for the honorific of a Commonwealth official.

13. Highness

Use upper case in all contexts: Her Royal Highness ...; Their Royal Highnesses (whether preceding proper names or standing in place of them).

14. Honorary degrees and other honors

received an honorary doctorate from Yale University  
holds an honorary degree from the Universidad Complutense de Madrid  
a doctorate honoris causa (no italics)

15. Junior/Jr/Senior/Sr

Mr Michael Smith Jr has agreed to lead the discussion.

16. King/Queen

Always capitalized (King Juan Carlos; the King; Queen Elizabeth II; the Queen) unless speaking generically of hereditary heads of state (" ... the domain of kings, queens and princes.").

... conferred by Her Majesty, Queen Elizabeth II

17. madam

This word either stands alone or is followed by another title, not by the person's name.

English translation of a direct form of address used by a speaker in another language, whose statement has been transcribed.

Madam Chairperson, I would ask that ...

Madam Vice-President, may I express my appreciation ...

Preceding certain titles in outgoing English correspondence, or translations of incoming correspondence, as the counterpart of Mr \_\_\_ (President, Minister), etc.:

Dear Madam President:

Dear Madam Secretary-General,

Dear Madam Ambassador,

In less formal correspondence (e.g. business correspondence), Madam also serves as a stand-alone form of address (counterpart for Dear Sir):

Dear Madam, (or Dear Madam: )  
Dear Sir/Madam, (or Dear Sir/Madam: )  
Dear Madam/Sir, (or Dear Madam/Sir: )

18. **manager**

Use upper case when the name of the person is given (typically in correspondence, invitations, other official documents):

... Mr Michael Darby, General Manager of ABC Corporation

In such documents, upper-case the title even if no name is shown: "... the President will receive a delegation headed by the General Manager of the Bolivian Exporters Association ...".

Use lower case when no name is given (typically, in documents describing staff of a proposed executing agency):

The manager of ICOSA is responsible for ...

The agency will appoint a general manager to oversee

19. **Messrs and Mmes**

Use this abbreviation (no full stop at end) only if the names of three or more men follow, and if the list contains no names of women. Do not use in a list containing names of both men and women, in which case place Mr, Mrs, Miss or Ms before each name.

Mmes: the counterpart of Messrs

20. **minister, Minister (for...)/ministry, Ministry (of...)**

the Ministry of Agriculture

the Ministries of Agriculture and Energy

... approved by the Minister; according to the Ministry

Unmodified plural forms (even for a named country) are not upper-cased:

representatives of several ministries

There will be three ministers on the committee.

Use lower case when used as an explanatory term:

the United Kingdom's finance minister, Chancellor of the Exchequer \_\_\_\_

—,

but: German Finance Minister \_\_\_\_ (literal rendering of Finanzminister)

21. **Minister-Counsellor (plural: Ministers-Counsellor)**

Jane/John Doe, Minister-Counsellor, Embassy of \_\_\_\_ in \_\_\_\_ or  
Jane/John Doe, Minister-Counsellor at the Embassy of \_\_\_\_ in \_\_\_\_

22. **President (of a country)**

Use upper case when referring to a specific person:

His Excellency \_\_\_\_, President of the Argentine Republic

the President-elect of Ecuador

the Congress must consult the President

Note: The construction "President Obama" should be avoided in official texts (although it is common in newspaper style).

23. President (of IFAD)

Use upper case when referring to a specific person:

the President stated, the President will arrive, former President of IFAD,  
when \_\_\_\_ was President of IFAD

Use lower case when the sense is generic:

IFAD has had \_\_\_\_ presidents since its founding.

24. representative

Use lower case since this is not an official IFAD title (except in official correspondence, where it should be capitalized).

However: Permanent Representative of Canada to the Rome-based Food and Agriculture Organizations

25. Secretary of IFAD

Always use the full title.

26. Secretary-General, Secretaries-General (but: General Secretariat)

Do not abbreviate. To translate Secrétaire général, or its equivalent in other languages, ascertain the spelling used in the agency in question, from its official English-language publications. Some examples

Secretary-General of ASEAN  
Secretary-General of the United Nations  
but:  
Secretary General of the Organization of American States  
Secretary General of the European Bank for Reconstruction and Development

C. Miscellaneous

Cabinet

Use upper case when referring to the group of senior ministers of a country.

chef de cabinet

Congress, congress

Of a country, always use upper case unless speaking generically of national legislatures.

For large meetings, use upper case when part of the full meeting name, and lower case when isolated.

Although the article is frequently omitted before the word in the United States media (it being understood that the United States Congress is being referred to), it should be used generally in all formal texts and translations ("... sending a bill to the Congress...").

constitution, Constitution

Of a country – use upper case even if unmodified:

the Constitution of the Republic of ...

... according to the Constitution, the law cannot be enacted ...

Use upper case also for the formal name of the constitution of an agency or organization:

the Constitution of the World Health Organization

.... according to its Constitution ...

councillor – member of a council

counsellor – one who gives guidance; a senior diplomatic officer; a barrister  
Embassies and consulates

When the title has been supplied in English by a representative of, or in a document from, the country in question, retain the English spelling given (with a single or double l), even if this will leave a mixture of spellings for this title in a list of meeting participants, for example.

When no such English version has been supplied, use Counsellor.  
decree-law

Decreto-Ley 2.019 may be translated as "executive order 2,019" or "decree-law 2,019".

executive decree [more idiomatically: executive order]

Use lower case even if followed by a number: executive decree 4,318; an executive decree [or executive order] dated 2 May 1990.

"Executive order" is an idiomatic translation of decreto ejecutivo/décret exécutif, and also of decreto-ley/décret-loi.

law, Law

civil law; criminal law

Use lower case even when followed by a number: law 4,131

The names of laws enacted by a government or authority may be upper-cased. The word Act can also be used in such cases:

the Foreign-Exchange Law; the Emergency Measures Act

the Central Bank Act; the new Central Bank Act

the Law Governing Relations between ...

References to laws are not upper-cased when preceded by an indefinite article:

a law governing foreign exchange transactions/a new budget law

legislature

Usually in lower case, as a generic noun referring to an organized body having the authority to make laws for a political unit. The exact name of the body varies from country to country (and, within any one country, may be different at the state and national level): congress, parliament, legislative assembly, etc.

"Organic Law"

The terms organic law and organic act have specific legal meanings that can be consulted in legal dictionaries; in its most common occurrence in IFAD documents, Ley Orgánica del \_\_\_\_/Loi Organique de \_\_\_\_ usually can be rendered simply "\_\_\_\_ Act" (the Ministry of Education Act; the Development Cooperation Fund Act).

organization

Retain the spelling organisation if it appears in the official name of an organization.

Example: Organisation for Economic Co-operation and Development (OECD)

plan, Plan

Use upper case for named plans: the Brady Plan the Collor Plan the Austral Plan

When the modifier of "Plan" is not a proper name or currency unit, the decision on how to refer to the plan in English translations will be made on a case-by-case basis. If the modifier is a readily translatable word, the translator may prefer to use an English rendering, followed upon first appearance by the original name in italics:

... the recent adoption of the Summer Plan (Plano Verão)

If a transparent English translation is not possible, use the original name, in italics, followed upon first appearance with an English rendering in brackets:

... the recent adoption of the Plan Canasta [Health-Services Package Plan]

political parties, translation of names of

Do not translate names of political parties or their adherents. Use upper case for such terms, without using bold, italics or quotation marks:  
Sandinismo; former Peronistas; the Colorados

States parties; States party to

... any State party may withdraw from the treaty ...  
... attendance of the Presidents of the four States parties  
... the four States party to the agreement

Undersecretary

Except for: Under-Secretary-General  
vice-minister (deputy Minister is a more idiomatic rendering in English.)

## XI. IFAD GOVERNANCE: MEETINGS, SESSIONS AND TERMINOLOGY

### A. IFAD sessions

#### 1. Session or meeting? Governor, member or representative?

Name	Session or meeting?	Participants
<b>Body</b>		
• Governing Council	session	Governors
• Executive Board	session	representatives
• Evaluation Committee	session	members
• Audit Committee	meeting	members
• Consultation (on Replenishment of IFAD's Resources)	session	members
<b>Others</b>		
• Ad Hoc Working Group on Governance	meeting	Governors
• Convenors and Friends	meeting	convenors or friends
• PBAS Working Group	meeting	members

#### 2. Example cover page references to the above meetings/sessions

Executive Board — 116<sup>th</sup> Session  
Rome, 16-17 December 2015

Audit Committee — 138<sup>th</sup> Meeting  
Rome, 19 November 2015

Evaluation Committee — Eighty-ninth Session  
Rome, 9 October 2015

(Note punctuation, spacing, capitalization, etc.)

### B. Notes on sessions and meetings

#### 3. Executive Board representative (of IFAD)

"the Board representative for France ..."

Exception: In official correspondence, "Representative" should be capitalized.  
Therefore the opening and closing salutations should read:

Distinguished Representative,

Accept, Distinguished Representative, the assurances of my highest consideration.

Note: The term "Executive Board Director" is no longer valid. Avoid where possible the term "Executive Board member".

#### 4. Audit Committee

One of the standing committees of the Executive Board. Unlike the Evaluation Committee (which convenes in sessions), the Audit Committee convenes in meetings. Do not be abbreviate to "AC" in official documents.

Key document: EB 2002/76/R.5

5. **Governing Council of IFAD**

(thereafter: the IFAD Governing Council, the Governing Council, the Council.  
Not: IFAD's Governing Council)

Treat as a singular noun: ... distributed to the Governing Council for its information

6. **committee, Committee IFAD contexts**

Use upper case in all committee names:

a meeting of the Audit Committee

and in references to such committees:

... suggested by the Chairperson of the Committee

Committee is generally treated as a singular noun:

the Committee is meeting today

for its (the Committee's) information

although occasionally a plural form may be appropriate ("the committee were asked for their opinions", i.e. the members of the committee were asked ...)

Note: The word "committee" should be in lowercase when preceded by an indefinite article ("agreed to form a steering committee to examine ...") and in the plural ("committees to deal with budget, finance and evaluation").

7. **Evaluation Committee**

A standing committee of the Executive Board. In subsequent references: the Committee. Do not abbreviate to EC.

8. **Lists**

List A (also: members of this List, of the Lists)

List B

List C

Note: sub-List C1

sub-List C2

sub-List C3

## C. IFAD-specific terms and spelling

Addresses (speeches)

Speeches given at the annual Governing Council sessions by Governors of the Fund, speaking on behalf of their country or a group of countries, are called addresses.

Standard English heading for Governors' addresses:

ADDRESS BY MR/MISS/MRS/MS \_\_\_\_\_,

GOVERNOR FOR \_\_\_\_\_,

administrative budget

Since this is an internal document (not a Fund publication like the Annual Report), it does not need to be upper-cased.

adopt, approve, authorize

The Board approves loan/grant proposals, projects/programmes, and so forth. The Board authorizes a document for transmittal to the Governing Council. Resolutions are adopted by the Governing Council.

After-Service Medical Coverage Scheme (ASMCS)

agenda, agendas

draft agenda

agreement, Agreement

Use upper case always (even if unmodified) when referring to the Agreement Establishing the International Fund for Agricultural Development

Elsewhere, use lower case: the technical cooperation agreement; agreement at completion point

unless it is a defined term in a legal document (...hereinafter the "Agreement").

amendment(s) (to a document)

annex (to a document)

anticorruption policy

Formally: IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations

Key document: EB 2005/85/R.5/Rev.1

appendix, appendices

article

Use lower case even if followed by number: Pursuant to article 3 of the Agreement Establishing IFAD, ...in article III of ...

asset liability management (ALM)

REPL.VII/2/R.3 of April 2005

Associate Professional Officers (APOs)

"....to date, IFAD has hosted 121 APOs."

Enhanced Associate Professional Officer Programme (of IFAD)

Less formally: the Enhanced APO Programme

[www.ifad.org/job/va/apo/eapop.htm](http://www.ifad.org/job/va/apo/eapop.htm)

(proposed in 2005: REPL.VII/4/R.9 of September 2005)

attachment

Use lower case even when followed by a number:

... contained in the annex

annex V (not: annex No. V)

appendix III to the loan proposal ... contained in appendix II (not: appendix No. II) attachments 4 and 7

annual workplan and budget (AWP/B)

audited financial statements of IFAD

basic documents of IFAD

**By-laws for the Conduct of the Business of IFAD**

An IFAD basic document:

<http://intradev:8015/pub/basic/bylaws/e/!04by-la.pdf>

No italics, underline or quotation marks.

**Carlson Wagonlit Travel (IFAD travel agent)**

**concessional partner loan (CPL)**

Capitalize only with reference to the Concessional Partner Loan Framework.

**consultant, consultants**

Use lower case unless it is a defined term in a legal document:

(... hereinafter the "Consultant", ...)

Use lower case when identifying an IFAD consultant: prepared by \_\_\_\_  
\_\_\_\_ (consultant).

**Consultation**

Each three-year replenishment exercise is referred to as a "consultation" and comprises a series of sessions, convened by the Governing Council, between IFAD and its Member States to decide on the replenishment level and other high-level matters. The official title is the Consultation on the [xxx] Replenishment of IFAD's Resources. A report is produced at the end of each year-long replenishment consultation (Report of the Consultation on the [XXX] Replenishment of IFAD's Resources) and a resolution is adopted by the Governing Council.

**Convenors and Friends**

**Co-Convenors**

**corporate-level evaluation (CLE)**

**Corporate-level Evaluation of IFAD's Institutional Efficiency and the country strategy and programme evaluation (CSPE)**

Previously called country programme evaluation (CPE)

**Efficiency of IFAD-funded Operations (CLEE) (EB 2013/108/R.3)**

Also, IFAD Consolidated Action Plan to Enhance Operational and Institutional Efficiency (EB 2013/109/R.12)

**evaluation synthesis report (ESR)**

**Corporate Planning and Performance Management System (CPPMS)**

**country programme evaluation(s) (CPE)**

**country programme manager (CPM)**

Formerly stood for: country portfolio manager

Capitalized only when used after individual's name:

Jane Doe, Country Programme Manager

**country programme officer (CPO)**

Officer based in an IFAD Country Office

**country strategic opportunities programme (COSOP)**

Also: results-based country strategic opportunities programme (RB-COSOP)

**Credit Union of IFAD Employees**

**Debt Sustainability Framework (DSF)**

Key document: EB 2007/90/R.2

**document**

Use lower case even if followed by a number: document

EB 2007/89/R.55

**Internet-based regional networks of IFAD operations:**

**FI DAFRI QUE**

**FI DAMERICA**

**ENRAP**

**KariaNet**

No need to spell out these acronyms in IFAD texts  
external auditor of IFAD

farmer field school(s)

Use acronym FFS only in conjunction with other nouns: the FFS approach, FFS principles

the Farmers' Forum (not: the Farmers Forum or Farmer's Forum)

fund, Fund

Use upper case whenever referring to IFAD.

General Conditions for Agricultural Development Financing

Governor(s)

Alternate Governor(s)

Always use upper case in references to IFAD: the Governor for Kenya; the Governors for Canada and Mexico

Grants

IFAD Policy for Grant Financing

global and regional grants window

small/large country grants

global-regional grants

country-specific grants

"IFAD will provide a grant ..." (not "IFAD will make a grant")

Grant and Investment Projects System (GRIPS)

GRIPS replaces IFAD's Project Portfolio Management System (PPMS)

headquarters

the headquarters of IFAD; at IFAD headquarters

IFAD's headquarters building; the headquarters building of IFAD

The word can take a singular or plural verb:

IFAD's headquarters have moved from Via del Serafico to Via Paolo di Dono.

The cooperative's headquarters is in Lima.

Heads of Delegation

Use upper case in references to IFAD: Heads of Delegation to the \_\_\_ session of the Governing Council

IFAD Country Office (ICO)

Always capitalized.

IFAD Member States Interactive Platform

IFAD Code of Conduct

Independent External Evaluation of IFAD

Initiative for Mainstreaming Innovation (IMI)

indigenous peoples

Do not use the term "natives" as a stand-alone term for the original peoples of a territory.

Do not refer to in the singular, i.e. "indigenous people".

Possessive form: indigenous peoples' issues; indigenous peoples' organizations

But: Indigenous Peoples Forum; Indigenous Peoples Assistance Facility

Investment and Finance Advisory Committee (FISCO)

High-level committee chaired by President

Investment, Finance and ALM Advisory Committee (FALCO)

Two committees established by PB/2007/01 of 15 January 2007 to supersede the former Investment Advisory Committee (IAC).

lapse-of-time procedure

Learning Notes

[www.ifad.org/rural/learningnotes/index.htm](http://www.ifad.org/rural/learningnotes/index.htm)

List Convenors

loan

Use lower case even when followed by a number: loan PE-234 logical framework (thereafter: logframe)

Management (of IFAD)

It was agreed that Management would prepare a report.

Treat as a singular noun: "... to Management for its information".  
meeting

At its ninety-fifth meeting, the Audit Committee ....

From 100 onwards, ordinals should be expressed as figures:

... will consider the matter at its 101<sup>st</sup> meeting.

meeting room

Member State(s) of IFAD

Membership (of IFAD)

member of a committee

member of a List (or of a sub-List)

member(s) state(s) (of other organizations)

memorandum(s) of understanding

missions (of the Fund)

In lower case: identification mission short-term mission appraisal

mission

office, Office

Capitalize when part of a unit or agency's official name.

the Independent Office of Evaluation of IFAD

(the) office of attorney general (= the post or position of attorney general)

(the) Office of the Attorney General (the government unit headed by the Attorney General)

Office of the Comptroller General of the Republic (name of this official audit authority)

Operational Strategy and Policy Guidance Committee (OSC)

Original Members and Non-original Members of the Fund

(as defined in the Agreement Establishing IFAD).

Use these terms when quoting from or referring to the Agreement or when legal connotations dictate. In other texts (i.e. those intended for a more general public), other idiomatic renderings may convey the idea better, e.g. ....X is a founding member of the Fund...

Oversight Committee (OVC)

Established in 2000 by the President of IFAD. Disbanded in 2007 when its functions were reassigned to the Office of Audit and Oversight (with its new Investigations Section) and the Sanctions Committee was established.

performance-based allocation system (PBAS)

the PBAS Working Group

Variables related to IFAD's PBAS formula:

Country Policy and Institutional Assessment (CPIA)

rural sector performance (RSP) score

portfolio-at-risk (PAR) value

gross national income per capita (GNI pc)

International Development Association (IDA) Resource Allocation Index (IRAI)

IFAD Vulnerability Index (IVI)

Policies and Criteria for IFAD Financing

Approved by the Governing Council in February 2011 to replace the Lending Policies and Criteria

programme of work of IFAD (PoW)

the work programme of IOE

public-private-producer partnerships (4Ps)

results-based programme of work and regular and capital budgets (IFAD)

results-based work programme and budget (IOE)

recommendation/resolution/rule

Except in a quote, do not use the symbol # or abbreviation N° before a recommendation or resolution number, and use lower case even if followed by a number:

recommendations 16 and 17 of the  
pursuant to a recent Governing Council decision (resolution 150/XXX)...  
under rule 231, the staff member is....

replenishment, Replenishment

Capitalize when referring to a specific replenishment: the Tenth  
Replenishment of IFAD's Resources; can be abbreviated as IFAD10 (and  
so forth)

report, Report

The following reports produced are widely referred to in IFAD documents  
and hence should be upper-cased:

President's Report on the Implementation Status of Evaluation

Recommendations and Management Actions

Annual Report on Results and Impact of IFAD Operations

Rural Development Report

Report on IFAD's Development Effectiveness

As a general rule, lower-case names of interim or progress reports,  
quarterly or semi-annual reports, and others that are not "final" or  
definitive.

RIMS

IFAD's Results and Impact Management System (RIMS)

round table (n.)

round-table (adj.)

organizing a round table on ...

organizing a round-table discussion on ...

Governors' Round Table

a regular event held at the annual Governing Council session. The  
event has been renamed Governors' Dialogue.

Rules of Procedure of the Executive Board

Rules of Procedure of the Governing Council

Social, Environmental and Climate Assessment Procedures (SECAP)

special drawing rights

Capitalize only the abbreviation (SDR, SDRs).

Invariable with figures: SDR 27.1 million

If the abbreviation is used in running text, add an -s:

the SDR valuation basket

but: the use of SDRs in international finance

strategic workforce plan (SWP)

terms of reference

In running text, avoid the abbreviation TOR unless repetition of the full  
form in a single section of text would make it cumbersome for the  
reader. The full form should always be given upon first appearance,  
followed by the abbreviation in parentheses if it is going to be used  
frequently on its own thereafter.

United Nations

"United Nations" should be written out in all instances. The  
abbreviations "UN", "U.N.", "UNO", etc., are all considered to be  
unofficial style and inappropriate for official documents.

Voting results

Show vote counts in figures:

... carried 18 votes to 4, with 1 abstention

## XII. IFAD DEPARTMENTS/DIVISIONS/UNITS

Accounting and Controller's Division (ACD)  
Administrative Services Division (ADM)  
Asia and the Pacific Division (APR)  
Communications Division (COM)  
Corporate Services Department (CSD)  
East and Southern Africa Division (ESA)  
Environment and Climate Division (ECD)  
Ethics Office (ETH)  
Field Support Unit (FSU)  
Financial Management Services Division (FMD)  
Financial Operations Department (FOD)  
Financial Planning and Analysis Unit (FPA)  
Financial Reporting and Corporate Fiduciary  
Global Engagement, Knowledge and Strategy Division (GKS)  
Global Engagement and Research Division (GER)  
Human Resources Division (HRD)  
Independent Office of Evaluation of IFAD (IOE)  
Information and Communications Technology Division (ICT)  
Latin America and the Caribbean Division (LAC)  
Near East, North Africa and Europe Division (NEN)  
Office of Audit and Oversight (AUO)  
Office of Budget and Organizational Development (BOD)  
Office of the General Counsel (LEG)  
Office of the President and Vice-President (OPV)  
Office of the Secretary (SEC)  
Operational Programming and Effectiveness Unit (OPE)  
Partnership and Resource Mobilization Office (PRM)  
Policy and Technical Advisory Division (PTA)  
Programme Management Department (PMD)  
Research and Impact Assessment Division (RIA)  
Strategy and Knowledge Department (SKD)  
Treasury Services Division (TRE)  
West and Central Africa Division (WCA)

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International Land Coalition (ILC)

## XIII. IFAD POLICIES, STRATEGIES AND AGREEMENTS

### A. Key agreement

The Agreement was opened for signature in New York in December 1976, and entered into force on 30 November 1977. It has been amended several times. Its full title is:

Agreement Establishing the International Fund for Agricultural Development

The Agreement is sometimes referred to by Governors, Executive Board representatives, and Management officials in English as the organization's charter or Charter. In narrative text referring to the Agreement, and in translations of Governors' statements, the word "charter" (lower case) can be used occasionally in translation to avoid repetition of "Agreement" in a short section of text. (See [www.ifad.org/pub/basic/agree/e/!01agree.pdf](http://www.ifad.org/pub/basic/agree/e/!01agree.pdf).)

### B. Key policies and strategies

Reaching the Rural Poor: IFAD Policy on Targeting  
[EB 2006/88/R.2/Rev.1](#)

IFAD Policy on Gender Equality and Women's Empowerment  
[EB 2012/105/R.2/Rev.1](#)

Policy for Grant Financing  
[EB 2015/114/R.2/Rev.1](#)

IFAD Climate Change Strategy  
[EB 2010/99/R.2/Rev.1](#)

IFAD Rural Enterprise Policy  
[EB 2003/78/R.14](#)

IFAD Rural Finance Policy  
[EB 2009/96/R.2/Rev.1](#)

IFAD Policy on Engagement with Indigenous Peoples  
[EB 2009/97/R.3/Rev.1](#)

IFAD Strategic Framework 2016-2025  
[EB 2015/116/R.4/Rev.1](#)

IFAD Policy on Improving Access to Land and Tenure Security  
[EB 2008/94/R.2/Rev.1](#)

Private-Sector Strategy: Deepening IFAD's engagement with the private sector  
[EB 2011/104/R.4/Rev.1](#)

Sovereign Borrowing Framework: Borrowing from Sovereign States and State-Supported Institutions  
[EB 2015/114/R.17/Rev.1](#)

Other policies and regulations

Terms of Reference and Rules of Procedure of the Audit Committee of the Executive Board

Financial Regulations of IFAD

Policies and Criteria for IFAD Financing

By-laws for the Conduct of the Business of IFAD

Financial Regulations of IFAD

Rules of Procedure of the Executive Board

For a full list of IFAD strategies, policies and regulations see:

The IFAD manual: [http://wiki.ifad.org/wiki/IFAD\\_Manual](http://wiki.ifad.org/wiki/IFAD_Manual)

## XIV. INSTITUTIONS, ORGANIZATIONS, INITIATIVES, AGREEMENTS AND USEFUL TERMINOLOGY

### A. United Nations agencies in Rome

#### 1. Rome-based agencies (RBAs)

IFAD

World Food Programme (WFP)

Food and Agriculture Organization of the United Nations (FAO)

### B. Alphabetical list

ACCION International

This is the official (mixed Spanish and English) name of this non-governmental organization, based in Cambridge, Massachusetts (as it appears in its annual reports); for that reason, omit the accent on the Spanish word ACCION.

Administrative Tribunal of the International Labour Organization

(ILOAT)

administration

Use lower case to refer to the whole class of a nation's public functionaries, or to its executive branch specifically, usually under a specific chief executive at a given time:

changes in the administration; the Obama administration;  
the Peruvian administration; successive administrations

African Development Bank (AfDB)

African Development Fund (AfDF)

The concessional lending window of the AfDB  
aid effectiveness

Forums on this topic include: Rome (2003) – High-level Forum on Harmonization – issuing the Rome Declaration on Harmonization; Paris (2005) – High-Level Forum on Aid Effectiveness – issuing the Paris Declaration on Aid Effectiveness; Accra (2008) – Third High-Level Forum on Aid Effectiveness – issuing the Accra Agenda for Action; Busan (2011) – High-Level Forum on Aid Effectiveness – issuing the Busan Partnership for Effective Development Cooperation; Addis Ababa (2015) – Third International Conference on Financing for Development – issuing the Addis Ababa Action Agenda.

Asian Development Bank (AsDB)

Asian Development Fund (AsDF)

The concessional lending window of the AsDB  
Andean Development Corporation (CAF)

The combination of English name/Spanish acronym is used consistently in English-language documents such as CAF's own annual report (perhaps because the organization is known internationally by its Spanish acronym and has no English-speaking member states).

the balance-of-payments deficit

Bill & Melinda Gates Foundation (B&MGF)

(Always Bill & Melinda not: Bill and Melinda...)

Board of Directors of the Credit Union of IFAD Employees

Executive Committee of the Staff Association (ECSA)

bond market

borrower

Use lower case unless it is a defined term in a legal document such as a resolution or set of regulations: ... (hereinafter the "Borrower"), ...

businessman, businessmen; businesswoman, businesswomen

Note: Unless it is important to denote the sex of the person or group involved, preference should be given to the following plural forms to denote a group (*empresarios, entrepreneurs*) that no doubt includes persons of both sexes: business owners, business operators; business people; representatives of the business community.

central bank, Central Bank

As a general rule, when the term is unmodified, or when several central banks are referred to, use lower case:

"... consultations with the central bank to determine ..."

"... the central banks of Gabon, the Niger and Zimbabwe ..."

"... using as a benchmark the central bank rate for the dollar."

When the name is relatively transparent, an English equivalent can be used, without indicating the name in the original language ("the Central Reserve Bank of El Salvador"). Elsewhere, leave the name in the original, without an English article, and add, upon first appearance in a text, "\_\_\_'s central bank" for the reader's information.

Note: Some countries, such as Spain, have a commercial bank called Banco Central that is not their central bank of issue – which in Spain is Banco de España. The name of such a commercial bank would not be translated: "... a loan from Banco Central".

Commercial bank names

Commercial bank names are equivalent to the names of corporations, and do not require translation even upon first appearance, nor do they need to be prefaced with "the". Hence: "a programme with Banco Español de Crédito"; "cofinanced with Banque du Méridien".

Chamber of Commerce

Use upper case if the name of an organization: the Rabat Chamber of Commerce

Such names can be used in English, without the source-language name.

Elsewhere, use lower case: "talks with the local chamber of commerce"

civil society organization (CSO)

Commonwealth of Independent States

comptroller; Comptroller General

Use the spelling comptroller for government financial officers and controller for corporate financial officers: the Comptroller General (of the Republic)

Consultative Group to Assist the Poor (the CGAP)

CGIAR (Consultative Group on International Agricultural Research)

Referred to only by the acronym CGIAR following a major transformation in 2008.

complementary financing

Not a synonym of cofinancing, joint financing or parallel financing.

consumer price index (CPI)

Committee of Sponsoring Organizations of the Treadway Commission (COSO)

COSO issued models, including: the Internal Control–Integrated Framework model (commonly referred to as "the COSO model").

Department for International Development (DFID)

Spell out as "the United Kingdom's Department for International Development"

Department of State; the United States Department of State

Less formally: the State Department

Department of the Treasury

Less formally: the Treasury Department

Development Assistance Committee (DAC)

of the Organisation for Economic Co-operation and Development

end-borrower(s) (n., adj.)

Rate charged to end-borrowers; end-borrower concerns

Note: The term "subborrower" is used at some IFIs for the end (final) borrower of a loan made to a (first) borrower, which then onlends the funds, often through one or more intermediaries. The term "end-borrower" is in common use elsewhere in the development lending community and can be used in IFAD documents.

fiscal year

References to a financial year gone by:

the fiscal year ended 31 December 2011

References to the current financial year or a future financial year:

the fiscal year ending 31 December 2013

Avoid the informal usage "fiscal 2012".

Use "the 2012 fiscal year" or "the 2011/2012 fiscal year".

fixed-at-disbursement (rate, lending rate, loans)

fixed-at-approval (rate, lending rate, loans)

Free Trade Area of the Americas (FTAA)

G7/G8/G20

i.e. the Group of \_\_\_\_ (countries); the abbreviated form is preferred.

Do not spell out on first mention.

G77 (countries)

The abbreviated form is preferred. A grouping of developing countries, formed in 1967, whose numerical designation has persisted, although its membership has increased to 127 countries. The group functions as a caucus as well as the negotiating arm of the developing countries, particularly in United Nations forums on international development.

German Agency for International Cooperation (GIZ)

Note: In January 2011 the German Agency for Technical Cooperation (GTZ) was merged, along with other agencies, into GIZ.

Gini coefficient

Represents the gap between the perfect distribution diagonal (where a given percentage of the population earns a proportionate amount of all income) and a country's actual distribution curve. A Gini coefficient of 0 indicates perfect income equality, while a 1 would imply that all wealth is concentrated in a single person.

Global Environment Facility (GEF) (Note: not "Environmental")

Sometimes referred to as the "Green Fund", "Global Fund". Operated by the World Bank, United Nations Development Programme and United Nations Environment Programme. The original Global Environment Trust Fund (GET) was superseded by the Global Environment Facility Trust Fund (GEF Trust Fund) in 1994.

Global Agriculture and Food Security Program (GAFSP)

A multilateral funding mechanism set up by the World Bank (in January 2010) following the G20 summit in Pittsburgh in September 2009. Public sector funding is held in a trust fund at the World Bank, with all decisions on resource allocation made by an external steering committee of contributing donors and a matching number of recipient country representatives.

GDP; gross national product (GNP); gross national income (GNI)

The phrases and their abbreviations often are used without an article ("gross domestic product rose by 4 per cent last year"; "... equivalent to 5 per cent of GDP").

- Heavily Indebted Poor Countries Debt Initiative (the \_\_\_\_)**  
the HIPC Initiative the HIPC Debt Initiative  
the HIPC Trust Fund/the Initiative  
completion point/decision point/sunset clause  
Initiative approved by the [World Bank/IMF] Development Committee on  
30 September 1996.
- high-level segment**  
The annual substantive session of the United Nations Economic and Social Council (ECOSOC) is typically divided into segments (e.g. high-level segment, cooperation segment, operational activities segment, humanitarian affairs segment, coordination segment, general segment).  
The high-level segment is usually held on the first two days of the session.
- Human Development Report**
- International Labour Organization (ILO)**  
Use this acronym only to refer to the International Labour Organization (not to the International Labour Office).  
The International Labour Office is the secretariat of the International Labour Organization.
- income-generating activities (IGAs)**
- Inter-American Development Bank (IDB – not: IADB)**
- Inter-American Dialogue**  
An organization based in Washington, D.C. that describes itself as a non-governmental channel of communication and exchange among leaders throughout the Americas. In its publications, the group abbreviates its name as the Dialogue ("the North American Co-Chairman of the Dialogue").
- intermediary credit institutions (ICIs)**
- international financial institutions (IFIs)**
- International Accounting Standards Board (IASB)**
- International Financial Reporting Standards (IFRS)**  
Formerly: International Accounting Standards (IAS) and frequently referred to as IAS/IFRS.
- International Public Sector Accounting Standards (IPSAS)**
- Islamic Development Bank (IsDB)**
- International Organization for Standardization (ISO)**  
Because of the sequence of letters in the organization's official acronym ISO, many authors mistakenly refer to the agency as the International Standards Organization.
- KfW Development Bank (KfW)**  
No article: "Partnership between IFAD and KfW Development Bank ..."
- Least Developed Countries (LDCs)**
- LIBOR (London Interbank Offered Rate)**  
Do not spell out.  
Note: The term "interbank offered rate(s)" is lower-cased to refer generally to rates of interest offered by banks for large loans to the most creditworthy banks in specified circumstances. Interest-rate expressions such as "LIBOR plus 3%" and "LIBOR + 4%" are common in the financial press and in-house documents, and may be used in translations when they are used in the source language.
- low-income countries (LICs)**
- Low-Income Food-Deficit Countries (LIFDCs)**

**Common Market of the South (MERCOSUR)**

The name given to this trade and integration agreement between Argentina, Brazil, Paraguay and Uruguay in the Spanish-language Treaty of Asunción was Mercado Común del Sur (no mention of Cono). Because the official languages of the organization are Spanish and Portuguese only, there is no "official" English version of the name.

**middle-income countries (MICs)**

**Millennium Development Goals (MDGs)**

Reference documents: complete texts are available at:  
[www.paris21.org/betterworld](http://www.paris21.org/betterworld) and  
[www.un.org/millennium/declaration/ares552e.htm](http://www.un.org/millennium/declaration/ares552e.htm).

**multilateral development banks (MDBs)**

**net present value (NPV)**

**North American Free Trade Agreement (NAFTA)**

**official development assistance (ODA)**

**One United Nations Initiative**

**Organization of the Petroleum Exporting Countries (OPEC)**

**OPEC Fund for International Development (OFID)**

Avoid using "the OPEC Fund".

It is not necessary to spell out OPEC in this term, even at first mention.

**post-2015 development agenda**

**REAF Commission on Family Farming**

Note: REAF is made up of government institutions and civil society organizations of the Expanded MERCOSUR (Brazil, Paraguay, Uruguay, Bolivia, Chile, Argentina and the Bolivarian Republic of Venezuela). The REAF is part of the MERCOSUR integration process and aims to strengthen public policies for family farming and agrarian reform and to generate farmer income by facilitating trade. It is made up of national public institutions working in these areas and actively involves social movements and civil society organizations (FAO).

**ROPPA**

(Réseau des organisations paysannes et des producteurs agricoles de l'Afrique de l'Ouest] (Network of Farmers' Organizations and Agricultural Producers of Western Africa)

**Rural Poverty Portal**

In subsequent references: the portal ([www.ruralpovertyportal.org](http://www.ruralpovertyportal.org))

**Regional Unit for Technical Assistance (RUTA)**

**sector-wide approach (SWAp)**

**South-South Cooperation**

**South-South and Triangular Cooperation**

**Spanish Food Security Cofinancing Facility Trust Fund**

Abbreviate to Spanish Trust Fund.

**Society for Worldwide Interbank Financial Telecommunications (SWIFT)**

No need to spell out in text. A non-profit cooperative organization that facilitates the exchange of payment messages between financial institutions around the world.

The SWIFT network

**2030 Agenda for Sustainable Development (2030 Agenda)**

The outcome document of the United Nations Summit for the Adoption of the post-2015 Development Agenda, adopted by the United Nations General Assembly on 21 October 2015 (General Assembly resolution 70/1) to build upon the achievements of the Millennium Development Goals.

The document sets out the 17 internationally agreed Sustainable Development Goals (SDGs) and 169 targets.

**triple A rating; AAA rating**

Rating accorded to the highest-grade securities by bond rating agencies (investment advisory services) Standard & Poor's (S&P), Moody's, and Fitch.

The convention in finance texts is to use the abbreviation: bonds rated AAA; bonds with an implicit AAA rating. Note, however, that Moody's top rating is Aaa; in a sentence referring to both S & P and Moody's, the form triple A can encompass both ("IFAD's debt is rated triple A by both Moody's and Standard & Poor's").

The construction "a[n] AAA rating" appears rarely in English texts; though the article a is seen in some finance texts – because readers in finance circles automatically read "AAA" as "triple A" [=beginning with a consonant] – it is suggested that in IFAD translations the regular English pattern of an + vowel be used ("an AAA rating").

**World Bank**

Do not use the abbreviation WB.

According to the World Bank website, the official name World Bank refers to two bodies: the International Bank for Reconstruction and Development (IBRD) and the International Development Association (IDA).

**World Bank Group Boards of Executive Directors**

**zero-based budgeting**

Although be aware of IMF and World Bank usage if quoting from their texts: zero-base budgeting.

## XV. GENDER-NEUTRAL LANGUAGE

### A. Introduction

Pay maximum attention to the need to use gender-sensitive language when drafting and editing documents. Some pronoun solutions to avoiding sex-specific references are shown below:

- Use the plural (preferable option)
- He/she; she/he; he or she; she or he; s/he
- His/her; her/his; his or her; her or his
- Rephrase to omit pronoun
- Replace "his" with definite article (the) or indefinite article (a)

### B. Exclusionary terms and proposed alternatives:

man	person; individual
mankind	humanity
chairman	chairperson; chair
spokesman	spokesperson; representative
businessmen	owners and operators of small businesses
manpower	workforce; labour force; workers
to man (verb) a project	to staff a project; to hire personnel for the project
cameraman	camera operator; for plural: camera crew
policeman	police officer
founding fathers	founders
manhood	adulthood
man-months/years	person-month/years
gentleman's agreement	honourable agreement; unwritten agreement
landlord	owner; proprietor
brotherhood	solidarity; human fellowship; human kinship

### C. Miscellany

#### 1. Gender-neutral language

ombudsman, ombudsmen (gender-neutral)

This Swedish word meaning "representative, commissioner" ("...man" meaning "one" in Swedish, and thus in that language encompassing both sexes) has been adopted by many organizations and governments to denote an official appointed to investigate complaints and help achieve equitable settlements.

rapporteur (m., f.)

sex-disaggregated data, not gender-disaggregated data

## XVI. TABLES

### 1. Overview:

This is a typical sort of table that will be found IFAD documents:

**Table 1  
Indicative programme costs by expenditure category and financier**  
(Thousands of United States dollars)

Expense category	Borrower/ counterpart		IFAD loan		Cofinancier		Total	
	Amount	%	Amount	%	Amount	%	Amount	%
1. Works	3 042.5	7.6	8 798.3	21.9	28 407.6	70.6	40 248.3	61.7
2. Vehicles	716.9	71.0	292.8	29.0	-	-	1 009.7	1.5
3. Equipment and materials	7.1	7.6	86.6	92.4	-	-	93.7	0.1
4. Consultancies	28.9	0.8	1 925.0	53.8	764.9	21.4	3 577.0	5.5
5. Training	197.9	1.6	2 943.5	64.5	-	-	4 562.8	7.0
6. Goods services and inputs	235.3	6.9	1 945.6	56.8	-	-	3 424.0	5.3
7. Matching grants and associated investments	-	-	5 155.5	100	-	-	5 155.5	7.9
8. Credit guarantee scheme	-	-	2 978.3	100			2 978.3	4.6
9. Staff salaries and allowances	528.4	14.1	3 224.7	85.9	-	-	3 753.1	5.8
10. Operating costs	173.3	44.8	213.9	55.2	-	-	387.2	0.6
<b>Total project costs</b>	<b>4 930.2</b>	<b>7.6</b>	<b>27 564.1</b>	<b>42.3</b>	<b>29 172.5</b>	<b>44.8</b>	<b>65 189.5</b>	<b>100.0</b>

### 2. Bolding

Rows of totals (as above)

Column headers should be in italics and not bold

Follow this example for the bolding of a table title:

**Table 1  
Indicative programme costs by expenditure category and financier**  
(Thousands of United States dollars)

### 3. Font

Table title: Arial 9 – table number and table title  
Arial 8 – currency/percentage

Within table: Arial 8

### 4. Lines

No vertical lines.

Bottom line and the line under column headers: 1.5 points width and bold.

Top line and all other horizontal lines: 0.5 points width.

Break in line between columns: 3 points, “white” colour.

### 5. Numbers

Space not comma for thousands: 27 564.10 (not: 27,564.10)

The number zero “0” can be replaced with a hyphen “-”

Do not use symbols (%/\$ etc.) by numbers, only as column headers.

Negative numbers should be in brackets (not with a minus sign):

Minus 250 = (250) not -250

## 6. Alignment

Column wording: bottom left.

Numbers: bottom right.

"Total" or "Subtotal" indent from left.

Total lines: centre words and numbers.

## 7. Spacing

Aim to fit table across page, portrait layout.

Consistent row height.

Space between title above table and footnotes below: 3-4 points.

## 8. Footnotes in tables

If there is only one footnote, use the \* symbol.

For multiple footnotes, use letters (a, b, c etc.).

Do not use numbers.

## 9. Quick conversion table for thousands of thousands into millions

Useful for tables in thousands of dollars/euros:

<i>Thousands</i>	<i>In millions</i>	<i>Actual figure</i>
10	0.01	10 000
100	0.1	100 000
1 000	1.0	1 000 000
10 000	10.0	10 000 000
100 000	100.0	100 000 000

## XVII. REFERENCES AND FOOTNOTES

### A. Governing body document titles

#### 1. Capitalization

Use capital initial letters for document titles:

2018 Annual Report on Results and Impact of IFAD Operations

A general reference can then be made to the document without providing its full title. For instance:

"In discussing the decentralization document, the Board...."

Capitalize only the first element if the word is usually hyphenated:

High-level Budget Preview (not: High-Level Budget Preview)

#### 2. Document codes

Document codes should be inserted between brackets after the title, omitting the word "document".

"PBAS report" (EB 2017/120/R.5) not: ... (document EB 2017/120/R.5)

#### 3. IFAD agenda items in minutes

Agenda items should not be capitalized unless they are also document titles:

"The Board approved the agenda as proposed, with the inclusion of an additional item under other business."

### B. Footnotes

#### 4. Sequencing and punctuation

The word "footnote" is written in lower case

... (see footnote 9).

Place a full stop after all footnotes, however short

---

<sup>1</sup> Per 1,000 live births.

<sup>2</sup> Estimated.

Footnote numbers should be written in superscript and be placed outside punctuation marks, with no intervening space. Follow the footnote number with a single space:

... on 2 July 1993.<sup>1</sup> According to recent reports, ...

... was approved today,<sup>3</sup> but no provision has been made ...

## In tables

A footnote to an item in a table (whether or not the table is enclosed in a box) is part of the table, and does not follow the document footnoting sequence. Accordingly, footnotes to a table should be typed manually, using superscript letters of the alphabet rather than numbers. Where there is only one note to a table, use an asterisk.

### 5. Footnote style: Chicago Manual of Style, 15<sup>th</sup> edition

One author or more (Chicago 17.26 and 17.96)

Word order:

Full name, comma, title in italics (place published: publisher, year).

Ted Heller, *Slab Rat* (New York: Scribner Press, 2000).

With less information:

Ted Heller, *Slab Rat* (New York, 2000).

Ted Heller, *Slab Rat* (2000).

Two authors: as above but names listed in order they appear on cover page.

More than three authors: list first name given as it appears followed by "and others" or "et al."

Organization as author—even if also publisher (17.47 and 17.355)

World Health Organization, WHO Editorial Style Manual (Geneva: World Health Organization, 1993).

UN General Assembly, International Currency Manipulation (New York, 2001).

Subtitles in references (17.53)

One subtitle: title, then colon and begin subtitle with a capital letter:

Shirley Hazzard, *Greene on Capri: A memoir* (London, 1979).

Two subtitles: colon first and semi-colon second:

Shirley Hazzard, *Greene on Capri: A memoir; New life* (London, 1979).

Quoting chapters—use inverted commas around chapter name, and give page number at end (17.69)

Ann Carr, "Religion and Feminism", in Religion, Feminism and the Family (London: Penguin, 1996), 11-32.

Periodicals—inverted commas for piece, italics for periodical, page number after colon (17.148)

Phillip Kitcher, "How to save the planet," BioScience (September 2005): p.22.

Web links—at the end of the citation after a comma (17.42)

International Development Agency, "Working effectively in Fragile Situations", IDA annual paper (March 2010), [www.idaannualpaper.com](http://www.idaannualpaper.com).

Volumes and numbers (17.83)

Robert Smith, Smallholder farming in Angola, Smallholding around the world, vol.1, no.14 (New York, Columbia University Press, 1999)

Pages, lines and chapters

Jane Austen, Pride and Prejudice (Oxford: Oxford University Press, 2015), chap.17.

Jane Austen, Pride and Prejudice (Oxford: Oxford University Press, 2015), p.89.

Spelling and such (17.52)

The spelling, hyphenation, capitalization and punctuation in the original title should be preserved with the following exceptions: capitalization maybe adjusted, "&" can become "and" and 12<sup>th</sup> can become 12<sup>th</sup>.

Multiple citations in footnotes (16.33 and 16.34)

A note that applies to more than one location should be cross-referenced to maintain sequencing. Therefore, put:

<sup>18</sup> See note 4 above.

Avoid using more than one note reference at a single location, as below:

"... which were agreed by the committee <sup>3, 4</sup> when it met."

## XVII . Acronym list

	Acronym	Full spelling out	Acronym	Full spelling out	Acronym	Full spelling out
AC	Audit Committee	Audit Controller's Division	FSD	Field Support Unit	PCR	Project completion report
ADM	Accounting and Controllers' Division	FTE	full-time equivalent	PCRV	Project validation report	
ACD	Administrative Services Division	GB	Governing Bodies	PES	Performance evaluation system	
ALO	Administrative Services Division	GC	Governing Council	PMD	Programme Management Department	
APR	Asia and the Pacific Division	GKS	Global Engagement, Knowledge and Strategy Division	PO	Purchase order	
ARRI	Annual Report on Results and Impact of IFAD Operations	GRIPS	Grant and Investment Projects System	POG	Global programme of grants	
ASAP	Adaptation for Smallholder Agriculture Programme	HRD	Human Resources Division	PPE	Project Performance Evaluation	
ASMCs	After-Service Medical Coverage Scheme	HRI	Human Resources Implementing Procedures	IAI	Impact Assessment Initiative	
AUD	Office of Audit and Oversight	HRP	Human Resources Implementation Procedures	PRISSMA	President's Report on the Implementation Status of	
AWP/B	Annual Workplan and budget	IICP	IFAD Country Office	PR	Evaluation Recomendations and Management Actions	
BOD	Office of Budget and Organization Development	IICO	IFAD Country Portal	PTA	Partnership and Resource Mobilization Office	
CLE	Corporate-level evaluation	ICF	Internal Control Framework	PRM	Policy and Technical Division	
CPO	Country programme officer	IPS	Investment Policy Statement	RSP	Rural Sector Performance	
CRC	Contracts Review Committee	LEG	Latin America and the Caribbean Division	RTA	reimbursable technical assistance	
CSD	Corporate Services Department	SAFIN	Office of the General Counsel	SBF	Smallholder Borrowing Framework	
CRP	Confidence room Paper	LAC	Latin America and the Caribbean Division	SCF	Sustainable cash flow approach	
CSE	Country strategy and programme evaluation	LEG	Office of the General Counsel	SEC	Office of the Secretary	
CSOP	Country programme opportunities programme	IPS	Investment Policy Statement	MFS	(countries with the) most fragile situations	
CPE	Country programme evaluation	MRG	Management Review Group	SEACP	(countries with the) most fragile situations	
DEP	Development effectiveness framework	MSP	Member States Liaison and Protocol	MF	Procedures of IFAD	
DSF	Debt Sustainability Framework	MSLP	Medium-term Plan	SLWOP	Strategic Planning and Impact Assessment Division	
EC	Evaluation Committee	MTP	Near East, North Africa and Europe Division	SPD	Special knowledge Department	
EMC	Executive Management Committee	NET	Neer East, North Africa and Europe Division	SPA	Strategic objective	
ECB	Environment and Climate Division	OMC	Operations Management Committee	SWP	Strategic workforce planning	
ERG	External Relations and Governance Department	OPI	Office of the President and Vice-President	TRE	Treasury Services Division	
ETH	Ethics Office	OPV	Office of the President and Vice-President	UMIC	Upper-middle-income country	
ESR	Evaluation synthesis report	ORMS	Operational Results Management System	VIA	Vacancy announcement	
FALCO	Facility for Refugees, Migration, Forced Displacement and Rural Stability	OSC	Operational Strategy and Policy Guidance Committee	VA	Within-grade step increase	
FMD	Financial Management Services Division	PAR	Portfolio-at-risk	WCA	West and Central Africa Division	
FSCO	Investment and Finance Advisory Committee	PARM	Platform for Agricultural Risk Management	WRMF	Weather Risk Management Facility	
FFR	Financing Facility for Remittances	PBS	Performance-based allocation system			
FOD	Financial Operations Department					