



Investing in rural people

ENGLISH SECTION

ENGLISH REFERENCE MANUAL

February 2016

The information given herewith reflects preferred IFAD style for all documents destined for governing bodies. Individual texts for some specific IFAD audiences may have other, special requirements.

Please consult the latest edition of the Concise Oxford English Dictionary for words that are not listed, and use the first spelling provided.

If you have suggestions or questions, please contact:

Maura McNamee
English Editor
Telephone: (+39) 06 5459 2678
e-mail m.mcnamee@ifad.org.

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I. ABBREVIATIONS AND ACRONYMS

Introduction to abbreviations and acronyms

As a general rule, 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, accordingly, 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. Above all, do not use the name + acronym combination throughout a document, since this defeats the purpose of the abbreviation.

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.

Do not use abbreviations and acronyms for:

IFAD governing bodies:

Audit Committee; Executive Board; or the Governing Council

United Nations

Government of a Member State

Government of Finland, not: GOF

Government ministries

Ministry of Agriculture, not: MOA

(Unless absolutely unavoidable due to repetition.)

Information on the use of abbreviations and acronyms

Full stops in abbreviations

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

CEMIG; AUSAID; UNDP

Not: C.E.M.I.G etc.

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

Use abbreviations for:

Commonly used units of measurement:

cm, ha, kg and km

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".

"The" before an acronym in running text

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...

Not: The UNICEF offered...; arrangements with the FAO....

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-related development index)
 the HDI (human development index)
 the NPV (net present value)

Abbreviations preceded by an indefinite article

Follow the English pronunciation:

a GDP of ___; an NPV of ___; an NGO; an ROI of ___ per cent

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)

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: (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)

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.

II. CAPITALIZATION

Words and phrases to capitalize

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.”

Proper nouns and adjectives

- United Nations (Not: the UN or U.N.)
- Italian authorities

Official titles

Persons, councils, commissions, committees, IFAD organizational units, organizations, institutions, political parties, and organized movements

For example:

- Secretary-General of the United Nations
- International Labour Organization
- President, Vice-President
- Global Mechanism of the United Nations Convention to Combat Desertification (thereafter: the Global Mechanism)
- Board (when referring to an identified board, e.g. the Executive Board of IFAD, the Joint Appeals Board, the IMF Executive Board)
- Committee (when referring to a named committee)
- 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 Controller’s and Financial Services Division)
- Fund (when referring to IFAD; avoid using to refer to the International Monetary Fund)

Specific designations of functions

- Chairperson of the Evaluation Committee
- IFAD Governor (for France); the Governors (in IFAD context)
- Chargé d’affaires of the Permanent Mission of Italy
- 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 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 an IFAD division)

Names of specific rooms, halls and buildings

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

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

(See section X for complete list.)

Human Resources Procedures Manual, Human Resources Policy, Staff Rules, Human Resources Implementing Procedures
 IFAD Policy on Gender Equality and Women's Empowerment, etc.

Note: no need to re-write the full policy/strategy name each time in the text.

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)

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
 Member of the Replenishment Consultation

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.

Executive Board representative (Not: member)

- (ii) IFAD Country Office when referring to a specific office
the IFAD Country Office in Ghana
Do not capitalize in general references in running text: staff
outposted to IFAD country offices

- (iii) 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

Capitalize only the first word in:

Headings of tables, figures, sections, subsections and annexes

Words and phrases not capitalized

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

Non-text document parts

table 1, graph 3, chart 4, box 2, inset 5

Project/programme components

component 1, subcomponent B, the microenterprise support
component

Project/programme phases/stages

stage 1, phase II

Named title

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

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

Papers, reports, notes, statements

agreement at completion point, country programme evaluation,
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, IFAD headquarters, the
Fund's headquarters.

government

Capitalize when referring to a specific government unit representing a
state or a specific state in a federation: the Government of India, the
National Transitional Government of Liberia, 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

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

In hyphenated words

Capitalize only the first element if the word is usually hyphenated (i.e. not a temporary compound)

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
 Family Subsidies for Pre-school Children
 Sector-wide Approaches to Agriculture
 Impact of Results-based Management on Performance
 Findings of the Wrap-up Meeting
 Sub-area Planning Techniques
 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 the second element:

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

III. GEOGRAPHICAL NAMES

Names of places: Capitalization and translation

General rules

As a general rule, capitalize common nouns 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 Three Gorges Dam	but: the dam
the Nile Delta	but: the delta
the Dead Sea	but: the sea

In the plural, the generic term is capitalized when it is (i) part of a single name or (ii) used with two or more names both of which begin with the generic term:

- (i) the Galapagos Islands
the Republic of the Fiji Islands
the Atlas Mountains
the Great Lakes
- (ii) Lakes Tanganyika, Victoria and Albert
Mounts Everest and Annapurna
the Rivers Plate and Thames

Use lower case when the generic term comes second and applies to two or more names:

- the Ganges and Yumana rivers
- the Himalaya and Pamir mountains
- the Indian and Pacific oceans

Specific usages

Times Atlas of the World, complemented by the maps available at the Cartographic Section www.un.org/Depts/Cartographic/english/htmain.htm).

For names not found there, the following rules apply:

Basin – Use lower case to denote a watershed (the Amazon basin, the Lake Victoria basin, the lower Mekong basin) and upper case to denote a named geographical feature (the Cayman Basin, the Yucatán Basin) or geopolitical region (nations of the Caribbean Basin).

Bay/lake/river – Use established English names for internationally known names: the Amazon River, the River Plate, the Rio Grande, Lake Maracaibo, Panama Bay. When the source-language name contains a proper noun or a common noun or adjective, form an English construction but do not translate the name: the Tietê River, the Senegal River, the Samborombón Bay, the Esperanza River (for the Spanish: Río de la Esperanza).

Dam – Use lower case except in references to the few structures that have become akin to place names: Hoover Dam

Elsewhere: the Peñavista dam

Points of the compass

Capitalize in reference to a major region or in a political context:

Central Africa
 Central America
 Central Asia
 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)
 East-West dialogue
 North Africa
 North America
 North-South dialogue (but: the northern hemisphere)
 South America
 South Africa (the country)
 Southern Africa (as a socio-political region)
 South-East Asia (except in: Association of Southeast Asian Nations)
 South-South cooperation (but: the southern hemisphere)
 Western Europe
 the Western Powers, the Western world
 the Near East
 the Middle East (avoid: the Mid-East)
 the Far East

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

east, eastern
 north, northern
 south, southern
 west, western
 south-western Europe
 north-east, north-eastern
 pointing towards the north, a north wind, a northern climate
 to fly east, an eastward move, in the south-west of Azerbaijan

Miscellany

(In alphabetical order)

Amazon

the Amazon River; the Amazon [River] basin; the Amazon River valley
 the Amazon rainforest, the Amazon jungle

American

(n.) Use in the sense of "citizen of the United States" only where the context clearly supports this meaning.

(adj.) Avoid except in titles such as Organization of American States or American Association of Railroads. Use "United States (of America)" for the country, and "of the Americas" (or some other suitable paraphrase) in references to the hemisphere.

Americas, the

This expression, referring technically to the continents of North and South America with Central America in between, is less common in English than is *las Américas* in Spanish, which is used with the aforementioned meaning OR to refer to the two continents minus the United States and Canada. In the former sense it is often best translated as "the Western Hemisphere"; elsewhere, where the context is clear, it may be translated as "the region" or "Latin America and the Caribbean" or "Latin America".

In the name of one international wildlife convention, for instance, the Spanish reads ... *en los Países de América*, and the English ... in the Western Hemisphere.

Andes (the ___); the Andes mountain system Avoid: the Andes Mountains

Anguilla

Bedouin (n. and adj.) (s. and pl.)

Beijing

Brasilia (no accent in English)

Cartagena, Colombia (for the Spanish Cartagena de (las) Indias)

Cayman Islands (the ___)

central, Central

in reference to an area within a country: central Nigeria

in reference to a major region: Central Africa(n), Central Europe(an), Central Asia(n)

Chile Capital: Santiago, Chile (not "Santiago de Chile")

Cortés

Hernán Cortés

Puerto Cortés

but: the Sea of Cortez

Curaçao, Netherlands Antilles

D.C. ... in Washington, D.C., on 1 November 1996 at 4 p.m.

Ecuadorian

El Niño

Eskimo, Eskimos

Used in references to indigenous peoples of Alaska. Note, however, that in United States Government contexts the term "Alaska Natives" is now found. When the reference is to one of the indigenous peoples of Canada, use the terms *I nuk* (singular), *I nuit* (pl. and adj. form): *I nuit* artists.

euro area

Eurozone

French Canadian, French Canadians

French West Indies (the ____)

francophone (n., adj.)

but: French-speaking

geoeconomic

geographic, geographical

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

Titles of institutions and publications should not be edited:

National Geographic National Geographic Society

geographical information system(s) (GIS[s])

geopolitical, geothermal

Greater ____ (as a translation; e.g. "Greater Cairo")

Use Metropolitan ____ (Metropolitan Cairo) if the reference is to a political/administrative unit; otherwise: the Cairo metropolitan area.

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

highlands

Normally used in lower case, to refer to a geographical region. A term such as "the Central Highlands" may be used to render a geographical name such as "Sierra Central".

Ibero-America, Ibero-American

Indian(s)

Always in upper case, as a noun or adjective: West Indian trade, Mohawk Indians

the Yuqui Indians Yuqui (or Yuqui Indian) settlements, villages

Inuk (sing.), Inuit (pl. and adjectival form) Inuit sculpture; Inuit traditions

Luso-Brazilian

Maghreb countries

Unofficial grouping that includes Algeria, Libya, Morocco and Tunisia.

Mashreq countries

Unofficial grouping that includes Egypt (although this country is not considered part of the group by all authors), Iraq, Jordan, Lebanon, Gaza and the West Bank, and the Syrian Arab Republic.

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. For instance, as the title block on a page:

SECOND MEETING OF INTERGOVERNMENTAL AGENCIES
Amsterdam, The Netherlands
16 July 2007

North America, North American

north; north-east; north-eastern; north-north-east

Capitalize when referring to a named major geographical region or socio-political region (the North; the North-east, North Africa, Northern Europe). Otherwise, in lower case: winds from the north; north-eastern Viet Nam, north-western Uruguay; the north-central region of the Sudan.

Pacific Rim (n., adj.)

Pacific Rim countries, region

Note: The countries included by an author in the term "Pacific Rim" will vary from one context to another. According to one source, "The Pacific Rim, literally defined, includes the Pacific Ocean and all countries lying within or bordering it. However, the term often implicitly excludes some Pacific coastal states such as Canada, the United States, Latin America and Southeast Asia, but almost always includes East Asia, the Association of Southeast Asian Nations (ASEAN) - Indonesia, Thailand, Malaysia, Philippines, Singapore and Brunei - and Oceania." The report then goes on to deal specifically with "developed East Asia" - Japan, South Korea, Taiwan and Hong Kong, Oceania (Australia and New Zealand) and Canada. Another source refers to "Japan, Australia and New Zealand, Hong Kong, Singapore, South Korea and Taiwan".

pan-American/Pan American/Pan-American

Use lower case for first element, unless a different official spelling exists:

the goal of pan-American free trade

but: the Pan American Health Organization (PAHO)

the Pan American Sanitary Bureau

the Pan American Union

the Pan American Games

Philippines

Short name: Philippines (in vertical lists); the Philippines (in running text)

Treat the Philippines as a singular noun: "The Philippines is preparing ..."

In title blocks only: Manila, The Philippines

Salvadorian

São Paulo

Third World (n., adj.) This term is obsolete. Preferred terminology: developing countries.

Trinidad and Tobago

Trinidad and Tobago is treated as a singular noun ("Trinidad and Tobago is preparing ..."). The name Trinidad is not used alone unless reference is being made to the geographical island by itself.

tropic of Cancer, tropic of Capricorn

United States

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

Capital: Washington, D.C. (Not DC).

The abbreviations "U.S.", "US", "USA", etc., should never 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

Yucatán

IV. HYPHENATION

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.

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

Hyphenation

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 30-year-old pledge a five-year-old pledge

a three-day seminar a 300-kilovolt line

a 5-year-old child, a class of 5-year-olds

(Note: ages always in figures)

but: a 5 per cent increase

(Note: percentages always in figures)

Fractions

(for more information on fractions, see section V.)

Hyphenated when used as modifiers, otherwise not:

a one-half share (but: one half of the population)

a two-thirds majority (but: two thirds of the population)

a three-quarter share (but: three quarters of the votes)

three-fourths completed (but: three fourths of the population)

A hyphen should also be used when compound numbers are involved:

five one-hundredths

Cardinal numbers up to 100

(in cases where the spelled-out form is used, e.g. some legal texts)

twenty-one

fifty-four

but: one hundred and twenty

Ordinal numbers

forty-seventh

the Twenty-first Conference (e.g. on Deep-Sea Fishing)

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

Occasionally, when the phrase is more unwieldy or when copying from previously coined names, the first hyphen is omitted:

a debt and debt-service reduction programme

Compound units of measurement

person-year
kilowatt-hours

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

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)

Compound modifiers consisting of more than two elements

non-English-speaking participants
the all-too-familiar scenario
non-interest-bearing notes
the as-yet-unexplored areas of the north

Noun + -ing compound modifying a noun

institution-strengthening measures
decision-making authority
problem-solving ability
a time-consuming task (a task that is time-consuming)

Noun + noun compounds modifying a third noun

Given the frequency with which certain terms are used unhyphenated throughout IFAD, it would be unproductive (and often unnecessary grammatically) to insist upon a hyphen. For standardization purposes, the IFAD preference in such cases is not to use a hyphen:

a water supply project
a value chain approach

To hyphenate or not?

Compound nouns

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

cost recovery
crop husbandry
decision maker
knowledge management

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

awareness-raising
capacity-building
child-rearing
decision-making
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

Exceptions are often based on historical reasons and/or the extent to which a term has become accepted – or currently used – in English.

Separate words:

action research
alley cropping
asset liability management
balance sheet
birth rate
case study
cash crop
clearing house
down payment
grass roots
health care
help desk
income generation
land use

oil palm
road map
round table
shanty town
side effects
time frame
time limit
time period
wage earner
water supply
water table

Single words:	landholder, landholding
bandwidth	marketplace
baseline	oilseed
birthplace, birthweight	rainfall, rainforest, rainwater
checklist	shortlist
	soybean
childcare cropland, farmland,	timetable
dryland, grassland, rangeland,	watercourse, watershed,
highlands, lowlands	waterway
databank, database	workplace, workflow,
dataset	workforce, workplan, workload
drawback	webmaster, webpage, website
groundwater, headwater,	
rainwater, wastewater	
homepage	
policymaker	

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
ever-growing threat
well-tended farms (but: farms that were well tended)

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

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)

Words with common prefixes and suffixes

agribusiness	co-sponsor
agrifood	
	coefficient
agrobiology	coexist
agrochemical	cofinance, cofinancing
agroecological	cooperate/cooperation/ cooperative
agroecology	coordinate
agroecosystem	
agroforestry	e-business
agro-industry	e-commerce
agropastoral	e-mail (with hyphen, Not: email)
agroprocessing	
co-author	
co-fund	ecoclimate
co-produce	ecosystem

ecotourism	multiracial
ecozone	multisector(al)
	multistage
interaction	multistakeholder
interactive	multi-year
inter-agency	
inter-American	non-
intercountry	always hyphenated except
inter-annual	for the following:
intercropping	nonchalant
intercultural	nonconformist
interdepartmental	nondescript
interdisciplinary	nonentity
inter-ethnic	nonfeasance
intergovernmental	nonpareil
inter-group	
inter-industry	online
inter-institutional	
interlinkage	prearrange
inter-organizational	preconceive
interprovincial	precondition
interracial	pre-date
interregional	predefine
interrelate	predestined
intersectoral	predetermine
intersessional	predispose
interspace	pre-eminent
interstate	pre-empt
inter-unit	pre-establish
	pre-exist
macro	preheat
(not hyphenated except for	prehistory
macro-unit)	pre-investment
	prejudge
micro	premarital
(not hyphenated except for	pre-modern
micro-environment, micro-	prenatal
organism and micro-unit)	preoccupy
	prepaid
multi-access	pre-qualify
multi-cause	prerequisite
multi-centre	pre-school
multicultural	pre-screened
multidimensional	preselect
multidisciplinary	pre-session
multi-donor	preset
multi-ethnic	presuppose
multifaceted	prewash
multifamily	pre-war
multigrade	
multilateral	
multilevel	re-
multilingual	not hyphenated except
multimedia	before e or when confusion
multimillion	could occur:
multinational	re-engineering
multiparty	re-elect
multi-purpose	re-entry

re-create (vs. recreate)
re-cover (vs. recover)
re-present (vs. represent)

sociocultural
sociodemographic
socioecology
socio-economic
socio-medical
socio-political

sub-account
sub-amendment
subarctic
sub-area
subatomic
sub-block
sub-branch
subcategory
sub-centre
subclause
subcommission
subcommittee
subcomponent
subcontinent
subcontract
subculture
subdistrict
subdivision
subedit
sub-entry

subfecundity
subgroup
subheading
sub-issue
sub-item
subnational
sub-office
suboptimal
subparagraph
subpopulation
subprogramme
subregion
sub-Saharan
subsection
subsector
subset
substandard
substructure
subsystem
subtitle
subtotal
sub-unit

under: not hyphenated
underrate
underrecord
underreport
underrepresent
underresourced
but: Under-Secretary-General

V. NUMBERS, DATES, TIMES AND MEASUREMENTS

Numbers expressed in words

Numbers under 10:

Five households out of 10 are food-insecure.

At the beginning of a sentence:

Sixty staff members received awards.

In simple fractions:

Almost three quarters of the population had to be evacuated.

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

Numbers expressed in figures

Numbers between 10 and 999,000

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.

Compound fractions and decimal fractions

The accident occurred $2\frac{1}{4}$ 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

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

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

Ages

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

Temperatures

10.15° C; 92° F; -20° C
 [Note: space between the degree symbol (°) and F or C].

Page numbers

pages 19-26; pp. 1392-1396

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.

Thousands, millions, billions and trillions

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).

The same rules apply to numbers in the billions and trillions. The term "billion" (French: milliard; Spanish: mil millón) is used in United Nations documents to mean a thousand million. The term "trillion" (French: billion; Spanish: billón) is used to mean a million million. (See below.)

Billion

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

In translating a non-IFAD document produced in Europe, be aware that billón (Spain), billion (France, United Kingdom = 1,000 milliards), bilião (Portugal) generally refer to 1 million millions, i.e. 10^{12} (in the United States: trillion).

In Spanish-language IFAD documents received for translation, billones invariably turns out to be a literal rendering of "billions" from English, but as countrywide figures inch towards (United States) trillions, it may be necessary to consult the author occasionally to ensure that mil millones is indeed meant.

Quick conversion table for millions/billions/trillions

4,000,000	4 million
4,400,000	4.4 million
40,400,000	40.4 million or .04 billion
400,400,000	400.4 million or .4 billion
4,400,000,000	4.4 billion
40,400,000,000	40.4 billion (or .04 trillion)
400,400,000,000	400.4 billion (or .4 trillion)
4,400,000,000,000	4.4 trillion
40,400,000,000,000	40.4 trillion
400,400,000,000,000	400.4 trillion

Quick conversion table for thousands of thousands into millions
(Useful for tables in thousands of dollars/euros, etc.)

Thousands	In millions	Actual figure
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

Numbers occurring together or in a series

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

twenty 4-hectare plots

15 five-year-old girls

When two or more numbers to which different rules apply occur in a series, the rule applying to the higher or highest number applies to all:

Representatives from 12 African, 8 Asian and 5 Latin American countries attended the meeting.

Only 9 of the 25 countries surveyed experienced real economic growth.

Note: This rule does not necessarily apply if the series includes disparate items: A total of 23 people were injured in four separate incidents.

Ranges of numbers

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).

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 per cent." Do not use "from" with a hyphen (not: from 20-30 per cent.)

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

Between ... and ...: "... for girls between 10 and 15 years of age." Do not use "between ...to...": (not: between 15 to 20 representatives).

If the unit of the range is represented by a symbol, the symbol is always repeated.

The temperature rose from 15° C to 30° C.

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

If the unit of measurement is written out or abbreviated (e.g. km/per cent, etc.) it is given only once, after the second number.

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

The convoy travelled only 45-50 km an hour.

Signs and symbols with figures

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

+ - ± : % ° \$

So: 10° not: 10 °

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.

Percentages

Per cent Always two words: per cent not: percent

Do not use the symbol % in running text.

(i.e. "Only 38 per cent of people..." Not: Only 38% of people

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

Note: Per cent followed by a singular or plural verb: When a plural word (as opposed to a collective noun) follows an "of" construction, use a plural verb:

Fifty per cent of the members were there.
but: Fifty per cent of the population lives in rural areas.

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 67th in the human development index.

They are also expressed in words to indicate:

Sessions and meetings of most IFAD bodies up to number 100: the thirty-ninth session of the Governing Council; the eighty-fourth session of the Executive Board, the seventy-seventh meeting of the Audit Committee

From 100 onwards, use figures: the 101st session of the Executive Board; the 115th meeting of the Audit Committee

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

Ordinals expressed in figures

Ordinals are written in figures to indicate floors: 4th floor; 38th floor

Fractions

half, quarter, third, fourth, etc.

In words:

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

In expressions such as the above, 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 "th" or "of":

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

Roman numerals

Roman numerals are used to identify annexes, appendices and attachments to IFAD documents: annex I, appendix III

Governing Council session numbers in resolutions and decisions: Governing Council resolution 147/XL

Length, weight, volume, size, etc.

cm, cm², cm³ (invariable: 120 cm²)

Symbols for centimetre(s), square centimetre(s), cubic centimetre(s)

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

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

acre

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

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

Btu - acronym for British thermal unit[s] 1 Btu 1,000 Btu

gigawatt(s) (1 million kilowatts) Symbol GW (250 GW)

gigawatt-hour(s) Symbol GWh (400 GWh)

hertz (cycles per second) (symbol Hz)

hundredweight (symbol cwt)

ton (not: tonne)

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

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

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
-----	-----------

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

Dates

Dates should be expressed in terms of the standard (Gregorian) calendar.

The standard format for dates is: day, month, year: 21 April 2015.

Months are normally written out in full but may be abbreviated in tables if space is limited.

Examples:

20 April 2015

a meeting planned for Wednesday, 20 April 2012, at 4 p.m.
on Thursday and Friday, 19 and 20 October 2012

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

Century

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

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

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.

Decades

Decades are expressed as follows: the 1990s, the mid-1990s (not: the nineties, the 90s, the 1990's or the 90's).

Time of day

In running text, use the 12-hour system, as follows:

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".

Write two full stops: a.m.

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

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

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 (i.e. 19.45) to avoid confusion with years.

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

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

Ranges

In expressions of two or more quantities, symbols or units should be repeated: between US\$2 million and US\$14 million; 3" x 5"

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

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.

Money

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:

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

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]

United States dollars

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

Euro, euros, EUR (€)

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

IFAD will finance the amount of EUR 3.5 million.

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

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.

Cent (fraction of a currency)

Currency should be specified at first mention.

Use the word, rather than a symbol, in isolated occurrences in text:

a dividend of 44 cents this quarter
residential neighbourhoods that pay 1.1 cents per kilowatt-hour

K

To be used as an abbreviation for the number 1,000.

Do not use with currency amounts: US\$30,000 (not: US\$30K).

VI. GRAMMAR AND PUNCTUATION

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).

Hence: Rondônia (which may appear in Spanish-language documents unaccented); Banque de la République d'Haïti (which generally appears as "Banco de la República de Haití" in Spanish-language texts).

Accents on CAPITAL letters. In English texts, retain diacritics on upper-case words in all languages:

PHILIPPE ADHÉMAR; JOSÉ DA CONCEIÇÃO; FÊTE; ÉTAT

Addresses

(street, avenue names) in translations

In legal texts such as proposed resolutions, reproduce the address exactly as it appears in the source language. For example, in documents concerning the purchase of property: "a property located at Calle Serrano No. 60" or "a property located at Calle Serrano, 60", exactly as the address appears in the text sent for translation.

In correspondence (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.).

IFAD address: Via Paolo di Dono 44, 00142 Rome, Italy

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

When used as part of the short form of the country name, the word "the" is not taken into account for alphabetization purposes, with certain exceptions. In vertical lists the word "the" is not used, with certain exceptions. See CIAO^{2.0} for updated country names and established alphabetical order (i.e. letter under which the country is to be alphabetized).

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

of two months' duration

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); the
regional directorates' planning offices; indigenous peoples'
organizations

Bound spaces

A bound space (also called required or 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;

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, beginning with a capital letter:

... in the contract. (See proposed resolution.)

If the words in brackets are a continuation of the previous phrase (i.e. they begin with a lower-case letter), place the full stop after (=outside) the closing bracket:

... in the contract (see draft resolution).

Use square rather than round brackets in the following cases:

Around original terms following English translations coined by the translator of the names of organizations, cooperatives, etc., 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:

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

Brackets within brackets:

"... the use of lower case (in the word 'resolution[s]') ..."
... agreed (but must advise the borrower[s] of same) ...

But when the letters within inner parentheses are section or paragraph subdivisions, use parentheses rather than square brackets:

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

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

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.

Conversions

In translations, do not do any mathematical conversions from or to metric units, or from traditional measurements such as vara, manzana, to the metric or Imperial system.

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 ...

Not hyphens: ... the new agency- and not its predecessor- is being...

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 ...

et al.

(no italics, no bold)

In an IFAD context, this abbreviation of the Latin phrase et alii, et aliae, et alia ("and others") will occur mainly in notes and bibliographies in scholarly publications, to cite a work having more than three authors.

In bibliographies, all authors of a work are usually named; if they are not shown in the source-language text, use the following form (for book references):

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

In notes in body matter, the standard format is to use only the last name of the first author: " ... this assertion (Smith et al. 1967)".

In footnotes, the most common form is:

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

et seq. (no italics, no bold and no underline)
Abbreviation of the Latin et sequentes (m., f.), et sequentia (neut.), meaning "and the following".

ff. (no italics, no bold and no underline)
Abbreviation sometimes used rather than et seq. to refer reader to a given page and the pages following:

... in paragraphs 2.33 et seq. of document ...
... approved in June (see pages 48ff. of the draft document).

As a rule, et seq. and ff. are used only in running text; avoid in indexes, bibliographic footnotes and bibliographies.

When the reference is to the numbered page cited plus a single following page, the abbreviation is f. Preferred form in IFAD documents, for standardization purposes: pages 208 et seq.

etc.

Always put a point after etc. That is: etc. not etc
Always put a comma before etc:

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

Note: Do not use "etc." in phrases introduced by "including" or "such as".

ibid.

Abbreviation of the Latin ibidem, "in the same place"

Used in scholarly works; other than in bibliographies of papers for publication, it will rarely be needed in IFAD documents.

In text: "according to some experts (ibid., 282) ..."

In note form:

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.]

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 ...

Index, indexes

Use of the plural form indices is restricted to mathematical expressions, medical contexts and statistics:

the indices 2 and 3 used to locate the element a_{23} in the second row and third column of a determinant

but: consolidated subject indexes of minutes of the Board; price indexes, market indexes

Italics

Italics are used for the following:

- Foreign words that do not appear in the current edition of the Concise Oxford English Dictionary
- The titles of laws and decrees in a foreign language
- The titles of court cases
- The titles of books, United Nations publications, databases, CD-ROMs, periodicals, newspapers, films, plays and radio and television programmes
- The names of ships
- Latin names of animal and plant species (for further information, see The Chicago Manual of Style)
- Variables in mathematical expressions (for further information, see The Chicago Manual of Style)

Italics are not used for the following:

- Emphasis
- Non-English names of organizations, institutions and corporations

Quotations and quotation marks

Double and single quotation marks

Quoted words, sentences and paragraphs are enclosed within double quotation marks. Single quotation marks are used only to enclose quotations within quotations.

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".

For quotations within quotations within quotations, use double quotation marks.

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.

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.

Example:

In her closing statement, the Chairperson made the following observation:

The most commendable feature of this evaluation exercise was that it was not an in-office desk-review; rather it was undertaken through an extensive consultative process with key stakeholders, IFAD projects beneficiaries, policymakers, relevant divisions and line agencies, and independent experts. The Independent Evaluation Office of IFAD kept the Government involved and updated at each stage of the consultations. The draft country programme evaluation was distributed to all stakeholders in April 2010 for comments.

Omissions

Ellipsis points (dots) are used to mark omissions within a quotation. It is not normally 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.

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.

Quotations from resolutions, decisions and IFAD documents

Short passages from resolutions and decisions or from previously issued reports are normally presented as indirect quotations and are therefore not enclosed in quotation marks. It may be necessary to change the verb tenses in the indirect quotation to make them consistent with the rest of the text. 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.

Indirect/reported speech

Indirect speech conveys a report of something that was said or written rather than the exact words that were spoken or written. It is used in many IFAD documents, including summary records and reports on the proceedings of governing bodies. Indirect speech is not enclosed in quotation marks.

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.

Elsewhere, use will, will be required to, must, is/are to, etc., as appropriate to each context.

Footnotes

The word itself is written in lower case: "... (see footnote 9)".

In English text, footnote numbers should follow punctuation marks, with no intervening space. Follow the footnote number with a single space:

... on 2 July 1993.¹ According to recent reports, ...
 ... was approved today,³ but no provision has been made ...
 ... end-borrowers;⁵ executing agencies⁶ and stakeholders.

Normally, footnotes are numbered consecutively throughout a document. Exception: if a document has an executive summary and/or annexes and/or appendices, each such component is considered to stand alone for footnoting-sequence purposes. Thus, restart the footnoting at ¹ in each element.

¹ The borrower has agreed to hire a consulting firm with experience in venture capital funds to deliver a course to its employees.

Place a full stop after all footnotes, however short:

¹ Per 1,000 live births.
² Estimated.

As the foregoing example shows, when there are two or more footnotes on the same page, do not separate them with a blank line.

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.

Citations in footnotes

Follow The Chicago Manual of Style.

Example:

¹ Samuel A. Morley, *Poverty and Inequality in Latin America: The Impact of Adjustment and Recovery* (Baltimore: Johns Hopkins University Press, 1995), 24-25.

In subsequent references, only the last name of the author or of the editor is needed if already given in full in the first reference. The main title of the work cited may also be shortened if more than four words.

² Morley, *Poverty and Inequality*, p. 43.

Foreign terms

Use italics only if term does not appear in the Concise Oxford English Dictionary, making sure that an acceptable English rendering either follows the term or is provided in a footnote. Foreign terms should be used as sparingly as possible.

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

bona fide	par excellence	elite	regime
zeitgeist	wunderkind	naive	
de facto	de jure	ersatz	aide-memoire
elite, elitism, elitist	modus operandi		
rendezvous	laissez-faire	altiplano	honoris causa
dirigisme	enfant terrible	rapprochement	mutatis mutandis
in situ	inter alia	a meeting held in camera	

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

raison d'être	vis-à-vis	éminence grise
émigré	résumé	démarche détente

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

kolkhoz (collective farm)
raion (administrative district)

aide-memoire, (pl.) aides-memoires

attaché

avant-garde

bureau, bureaux

cliché

communiqué

coup d'état (pl.: coups d'état)

en route (adj., adv.)

fait accompli (pl.: faits accomplis) (no italics, no bold, no underline)

force majeure (no italics, no bold, no underline)

a force majeure clause

laissez-faire (n. phrase, adj.)

a policy of laissez-faire; a laissez-faire approach

laissez-passer (n.) [singular is same as plural]

A pass or permit, real or metaphorical ("a laissez-passer to new frontiers of the universe").

note verbale (pl.: notes verbales)

ombudsman, ombudsmen

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.)

rendezvous

tsunami, tsunamis

vis-à-vis

Latin terms

Latin scientific names

Italicize the Latin names of genera and species: the sugar maple (*Acer saccharum*)

but not the names of the larger subdivisions (phyla, classes, orders, families, tribes)

the sugar maple (*Acer saccharum*) of the family *Aceraceae*.

Latin plurals

addendum, addenda

antennae (for insects), antennae (aerials)

appendix, appendices

biennium, bienniums (two-year period)

colloquium, colloquiums

compendium, compendiums

corrigendum, corrigenda

criterion, criteria

(Criteria takes a plural verb.)

curriculum, curricula

(Plural: *curricula vitae*)

Formula, formulas

(Use *formulae* only in scientific and mathematical contexts)

forums

honorariums

memorandums

millenniums

moratoriums

referendums

symposium, symposiums

matrices

indices (statistical), indexes (lists in a book)

Other Latin words/phrases

ad interim (no bold, no italics, no underline)

ad hoc (no bold, no italics, no underline, no hyphen)

an *ad hoc* committee; rules devised *ad hoc*

but: the *Ad Hoc* Working Group on Governance

ad infinitum (no bold, no italics, no underline)

a posteriori (no bold, no italics, no underline, no hyphen)

a priori (no bold, no italics, no underline, no hyphen)

an *a priori* argument; decided *a priori*

apropos (adj., adv.), *apropos of* (preposition)

circa

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

op. cit. (no boldface, italics or underlining)

Abbreviation of the Latin *opere citato*, *opus citatum*, "in the work cited"; used mainly in bibliographies. 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.*, to save the reader from having to search back for the name of the work.

ex ante (as first words in a title that would otherwise capitalize all main words: *Ex ante Appraisal*)

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*)

ex post facto

ex gratia

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 capita basis*; *per capita income*; *per capita expenditure*

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; contact the writer or other person in charge of the document to clear up the problem and have the original corrected if necessary.

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.

Some form of regulation is a sine qua non of [or for] a sound banking system.

Some authors of English-usage texts term this expression a cliché. It is suggested that the term be used sparingly in translations of operations documents.

versus [not: vs, vs.]

vice versa

VII. TITLES AND HONORIFICS

(In alphabetical order)

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.

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

chargé d'affaires

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

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.

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.

Deputy

An official referred to in the original as diputado or député may be a member of either a state assembly or of the lower house of a national congress, parliament or equivalent (House of Representatives, House of Commons, etc.).

While the translation of the terms diputado, Cámara de Diputados, etc., may vary from one context to another, as a general rule the word Representative can be used for diputado, and House of Representatives for Cámara de Diputados, Cámara de Representantes. The word "Chamber" is not commonly used in this context in English-speaking countries.

State representatives

If the source-language text states that a person is deputado/ deputado por/de ____ followed only by the name of a state (Deputado do Estado da Bahia), he or she may be that state's representative to a national assembly, or a member of the state assembly in question. If the context clearly indicates that the official is a representative to the national assembly:

Mr/Mrs/Ms ____, Member of the [Brazilian] National Assembly

If it is clear that the official is a representative to the state assembly:

Mr/Mrs/Ms ____, Member of the [Bahia] State Assembly

If you are not certain whether the person is a national or state "deputy" for the state named:

Mr/Mrs/Ms ____, Representative, State of [Bahia].

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 style ... 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.

-designate

____ ____, Alternate Executive Director-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 ____

embassy, Embassy

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

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 _____,

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.

High Commission of _____ in _____

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

High Commissioner of _____ to _____

but: the United Nations High Commissioner for ____

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.

Highness

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

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)

Junior/Jr/Senior/Sr

Mr Michael Smith Jr has agreed to lead the discussion.

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

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:)

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

Messrs

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

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)

Minister-Counsellor (plural: Ministers-Counsellor)

Jane/John Doe, Minister-Counsellor, Embassy of ___ in ___ or

Jane/John Doe, Minister-Counsellor at the Embassy of ___ in ___

President (of a country)

Use upper case when referring to a specific person:

His Excellency ____, President of the Argentine Republic; the
President of Argentina

the Presidents of France and Italy

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).

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.

representative

Use lower case since this is not an official IFAD title.

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

Secretary of IFAD

Always use the full title.

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
Secretary-General of UNCTAD
Secretary-General of OECD

but:

Secretary General of the Organization of American States
Secretary General of the European Bank for Reconstruction and Development

staff

Collective noun meaning "personnel" (staff members); the plural form "staffs" denotes two or more such assemblages:

the staffs of IFAD, FAO and WFP

"Staff" usually takes a singular verb, but can take a plural verb if the emphasis is on the individual members of a corps [=total "strength" of an organization] rather than on the corps itself.

The Fund's staff is its most valuable resource.
A small staff of technicians deals with customer complaints.
Staff are requested not to remove documents from these pigeonholes.

A definite article is commonly used when the word takes a singular verb:

The security staff has been instructed to lock the doors.
Security staff have been instructed to lock the doors.

VIII. IFAD GOVERNANCE: MEETINGS, SESSIONS AND TERMINOLOGY

IFAD sessions

Name	Session or Meeting	Participants
Body		
• Governing Council	session	Governors
• Executive Board	session	representatives
• Evaluation Committee	session	members
• Audit Committee	meeting	members
• Consultation (on Replenishment of IFAD's Resources)		Members
Others		
• Ad Hoc Working Group on Governance		
• Convenors and Friends		

Example cover page references to the above meetings/sessions:

(Note punctuation, spacing, capitalization, etc.)

Executive Board — 116th Session
Rome, 16-17 December 2015

Audit Committee — 138th Meeting
Rome, 19 November 2015

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

Notes on sessions and meetings

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”.

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

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

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 ...)

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").

Evaluation Committee

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

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

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 _____,

addendum, addenda (to a document)

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

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

adviser

Use upper case as an IFAD title (Adviser, Senior Adviser).
Maintain "advisor" spelling in titles provided by officials from outside IFAD.

After-Service Medical Coverage Scheme (thereafter: the 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").

annex (to a document)

appendix, appendices

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

(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

board of governors (generally)

References do not need to be capitalized in body matter:

the board of governors of the ___ Federal Reserve Bank

However, in meeting programmes and official correspondence, upper case may be appropriate.

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)

Consultation

Each three-year replenishment exercise is referred to as a "consultation" and comprises a series of meetings, 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 Replenishment Consultation, e.g. "IFAD's Contribution to Reaching the Millennium Development Goals: Report of the Consultation on the Seventh Replenishment of IFAD's Resources (2007-2009)".

Convenors and Friends

Co-Convenors

corporate-level evaluation (CLE)

corporate-level evaluation of IFAD's institutional efficiency and the 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)

Corporate Planning and Performance Management System (CPPMS)

anticorruption policy

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

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

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) – formerly (before 2006) stood for: country strategic opportunities paper. Sometimes referred to as: results-based country strategic opportunities programme.

Credit Union of IFAD Employees

<http://intranet/cu/index.htm>

Debt Sustainability Framework (DSF)

Key document: EB 2007/90/R.2

delegation

members of the IFAD delegation

development effectiveness

Different Spanish renderings have been used in different documents, e.g. efectividad en el desarrollo, eficacia (or efectividad) en función del desarrollo, eficacia para el desarrollo, etc.

Internet-based regional networks of IFAD operations

FIDAFRIQUE

FIDAMERICA

ENRAP

KariaNet

No need to spell out these acronyms in IFAD texts

environmental impact assessment (EIA, EIAs)

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

fund, Fund

Use upper case whenever referring to IFAD. Avoid in references to the International Monetary Fund (use IMF instead). Use upper case in named funds of IFAD or other organizations and references thereto; but: establish a revolving fund for ...

General Conditions for Agricultural Development Financing (thereafter: the General Conditions)

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 ___th
 session of the Governing Council

IFAD Country Office

Capitalize when referring to a specific office, for example:

the IFAD Country Office in Ghana

Use lower case for general references :

"Knowledge management workshops will be organized by IFAD
 country offices."

IFAD Member States Interactive Platform

IFAD Code of Conduct

Independent External Evaluation of IFAD (thereafter: the IEE)

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 PresidentInvestment, Finance and ALM Advisory Committee (FALCO) – operational
 committee

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

lapse-of-time procedure

Lending Policies and Criteria (replaced by the Policies and Criteria for IFAD Financing – ref.: 2011 GC 34 resolution)

Learning Notes

www.ifad.org/rural/learningnotes/index.htm

List Convenors

loan

Use lower case even when followed by a number: loan PE-234

Loans and Grants System (the LGS). Now obsolete, this has been replaced by the Grant and Investment Projects System (GRIPS).

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 101st 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)

Multilateral Debt Relief Initiative (thereafter: the MDRI; the Initiative)

www.imf.org/external/np/exr/facts/mdri.htm

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)

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
whereas: 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)

resolution
rule

Except in a quote, do not use the symbol # or abbreviation N^o 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

Tenth Replenishment. Term may be abbreviated as IFAD plus relevant number:

Tenth Replenishment of IFAD's Resources (IFAD10)
the IFAD10 period
Consultation on the Tenth Replenishment of IFAD's Resources

report, Report

A few reports produced in or for IFAD have been so prominent or so widely referred to in IFAD documents – sometimes long after their publication – that their names can be considered to have become "proper names", and hence should be upper-case:

- the President's Report on the Implementation Status of Evaluation Recommendations and Management Actions
- the Annual Report on Results and Impact of IFAD Operations
- Rural Poverty Report 2001
- 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.

report and recommendation of the President

RIMS

IFAD's Results and Impact Management System (RIMS)
Even if the acronym is not used in the document, please be sure to include it, since many readers may be more familiar with the abbreviation than the full form.

A detailed list of the various indicators and other background information is available (in all IFAD languages) at
<http://intranet/knowledge/rims/index.htm>.

round table (n.)

round-table (adj.)

organizing a round table on ...

organizing a round-table discussion on ...

Governors' Round Table

Rules of Procedure of the Executive Board; Rules of Procedure of the Governing Council

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

stakeholders

Term in widespread use in development circles to denote parties who have a substantial interest, credibility, power or other "capital" invested in a programme, and thus can be held to be to some degree at risk with it. In the larger sense, both supporters and opponents of a programme are stakeholders. The term may have different shades of meaning in other contexts; for some organizations, "stakeholders" are the parties they are intended to serve.

strategic workforce plan (SWP)

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

work programme

IX. IFAD DEPARTMENTS/DIVISIONS/UNITS

Administrative Services Division (ADM)
Asia and the Pacific Division (APR)
Budget and Organizational Development Office (BOD)
Communications Division (COM)
Controller's and Financial Services Division (CFS)
Corporate Services Department (CSD)
East and Southern Africa Division (ESA)
Environment and Climate Division (ECD)
Ethics Office (ETH)
Field Support Unit (FSU)
Financial Operations Department (FOD)
Financial Planning and Analysis Unit (FPA)
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 the General Counsel (LEG)
Office of the President and Vice-President (OPV)
Office of the Secretary (SEC)
Partnership and Resource Mobilization Office (PRM)
Policy and Technical Advisory Division (PTA)
Programme Management Department (PMD)
Strategic Planning and Impact Assessment Division (SPA)
Strategy and Knowledge Department (SKD)
Treasury Services Division (TRE)
West and Central Africa Division (WCA)

International Land Coalition (ILC)

X. IFAD POLICIES, STRATEGIES AND AGREEMENTS

Agreement Establishing the International Fund for Agricultural Development

The Agreement was opened for signature in New York in December 1976, and entered into force on 30 November 1977. It has been amended on several occasions.

Key document: www.ifad.org/pub/basic/agree/e/!01agree.pdf

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.

Here are the full names of some key policies and strategies and links to their original documents:

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 2011-2015
[EB 2011/102/R.2/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](#)

Financial Regulations of IFAD
<http://www.ifad.org/pub/basic/fin/e/!03finre.pdf>

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

The IFAD manual: http://wiki.ifad.org/wiki/IFAD_Manual

XI. INSTITUTIONS, ORGANIZATIONS, INITIATIVES, AGREEMENTS AND USEFUL FINANCIAL TERMINOLOGY

Rome-based agencies:

World Food Programme (WFP)

Food and Agriculture Organization of the United Nations (FAO)

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

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)

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.

Asian Development Bank (ADB)

Asian Development Fund (ADF) (the concessional lending window of the ADB)

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).

Bill & Melinda Gates Foundation (B&MGF)

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

International Monetary Fund (IMF)

the IMF Executive Board

Bretton Woods (___ agreement, ___ conference, ___ institutions, ___ system)

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)

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.

consumer price index (CPI)

COSO

Formally: the Committee of Sponsoring Organizations of the Treadway Commission (New York).

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

Economic Commission for Europe (ECE)

Free Trade Area of the Americas; the FTAA (www.ftaa-alca.org)

G8 (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 that as of January 2011 the German Agency for Technical Cooperation (GTZ) has been 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.

gross domestic product (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

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.

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").

Inter-American Institute for Cooperation on Agriculture (IICA)

Interim Committee (former IMF ____)

Now the International Monetary and Financial Committee of the Board of Governors. Meets twice-yearly to discuss macroeconomic policy and balance-of-payment issues in the member countries.

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)

ISO (International Organization for Standardization)

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 necessary: "The 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

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

multilateral development banks (MDBs)

net present value (NPV)

North American Free Trade Agreement (thereafter: NAFTA)

One United Nations Initiative

Organization of the Petroleum Exporting Countries (the ___)

Abbreviation: OPEC (no article)

OPEC Fund for International Development

In subsequent references: 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).

ROPFA [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

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.

SWIFT

No need to spell out in text. Abbreviation of Society for Worldwide Interbank Financial Telecommunications, a non-profit cooperative organization that facilitates the exchange of payment messages between financial institutions around the world.

The SWIFT network

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").

XII. ALPHABETICAL LISTING OF WORDS AND TERMS

A

-able

bridgeable
changeable
knowledgeable
peaceable
desirable
movable
saleable
sizeable
forcible
indispensable

above

below

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

... in table 5, below, are to be observed.

above-mentioned

aforementioned

aforesaid

abridgement

absorption capacity, absorptive capacity

Both these terms are found in original English documents in different contexts (medicine, environment, economic, education/learning); one form may be more prevalent in the jargon of a given discipline.

absorptive-capacity constraints (in an economy)
absorption (or absorptive) capacity of the economy
absorption capacity of policymakers

accept + noun

She accepted the assignment.

agree + to + (verb or noun)

She agreed to go. She agreed to the assignment

Incorrect: She accepted to go.

accommodate, accommodation (avoid: accommodations)

account

Use upper case if a defined term in a resolution or other legal document (...hereinafter the "Account"...).

acknowledgement

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.)

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

admissible
 advertise

advice (n.)
 advise (v.)
 advisory

aeroplane
 aesthetic(s)

aftermath
 aftershock
 afterthought

after-effect
 after-hours (discussions, trading)
 after-image

afterwards (later)
 afterword (an epilogue)

ageism, ageing
 (unless copying an organization name in which the word is spelled "Aging")

age-profile models
 age-selective
 age-specific
 agribusiness

Note: According to information received from some international development sources, a distinction is drawn between agribusiness and agro-industry, which in the past have been used as synonyms. Agro-industry has traditionally been associated with medium-scale and large enterprises, while agribusiness (a term coined in 1952) is considered to be "scale neutral"; the aim is to stress that the "agribusiness approach" is as relevant for small-scale producers and rural development as it is for agro-industries.

agriculture

In English the word "agriculture" means "crop-raising and livestock-raising", i.e. in one word, it covers the concepts that the Romance languages need two words to express (agricultura y ganadería, agriculture et élevage, etc.). It is standard usage in the United Nations system to use "Ministry of Agriculture" in such cases as the translation for countries that do not have English as their principal language or as their official language of dealing with the respective agency. When a distinction needs to be made (e.g. for

specific project components or for separate ministries), then terms such as “crop-raising” and “livestock-raising” are used in English; otherwise, “agriculture” covers it all in a single word.

agrobiology
 agrochemical(s)
 agroecology, agroecological
 agroecosystem
 agroentrepreneur
 agroforestry
 agropastoral, agropastoralists
 agroprocessing

agro-industry, agro-industrial

aide (nurse's, teacher's aide)
 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

algae (pl.)

alignment

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 ("on alternate Saturdays") or in succession ("alternate sun and clouds")

alternative (n.) an option

(adj.) something available as an alternative ("an alternative route") or as a substitute ("alternative medicine")

Avoid using "alternate" as an adjective, i.e. "alternate plans, alternate date"

altogether, all together

altogether (adv.) (=completely; as a whole; in all; in the main)

... losses amounting altogether to nearly US\$2 million.

Altogether IFAD compares favourably with its counterparts.

all together (adv. phrase) (=considered as a whole; counted, summed up)

... all together, there were 21 entries.

aluminium

amendment(s) to (to the by-laws, to clause X of ____)

amid (not amidst)

among (not amongst)

amortize, amortization

anaemia

anaesthetic

analogue (but: "analog" in computer technology)

analyse (not analyze)

and

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.

annul, annulled, annulment

antenatal

antennae (insects)

antennas (aerials)

anti

- followed by a lower-case i - use a hyphen:

anti-inflation, anti-inflammatory; anti-immune

- followed by any other lower-case vowel or consonant -

hyphenation varies per Concise Oxford

anti-abortion; anti-aircraft; antibiotic; antidumping; anti-erosion;

antifertility; antimalarial; antimicrobial; antinatalism; antinatalist;
anti-personnel; anti-poverty; antipollution; antisocial; antitrust.

- followed by an upper-case letter - use a hyphen:
anti-Arab; anti-American; anti-Japanese

anyone (pron.), any one (adj. + pron.)

Anyone can make a mistake.

Any one (=any single one) of the candidates would be suitable.

apartheid

aquaculture

Arabic language

arabic numeral

archaeology, archaeological

army, Army

air force, Air Force

Use upper case in full titles of this branch of the armed forces, or as a short form of a full branch designation:

the United States Air Force

the United States Army

arm's length transaction(s)

arm's length quality assurance

around the clock (adv. phrase); around-the-clock (adj.)

will work around the clock

around-the-clock coverage

artefact (not: artifact)

artesian well

article

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

artisan, artisanal

A skilled worker who makes things by hand. Avoid using when the meaning is better conveyed by "smallholder" or "subsistence" or "family-based" (example: subsistence fishers). Note, however, that such terms as "artisanal fisheries" are gaining currency in development circles.

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.

asset liability management (ALM)

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

assist in + gerund (example: assist in organizing the meeting)

in + noun (example: assist in the ceremony)

+ noun (example: assist the programme manager)

[Not: assist + infinitive]

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

autumn/fall

As the designations of the seasons relate to different times of the year in the northern and southern hemispheres, they should be used with care. A phrase such as "a meeting to be held in the spring" is ambiguous; a precise date (or month or quarter) should be given, if this can be ascertained.

awareness-raising (n. and adj.)

awhile (adv.), a while

I plan to stay awhile.

I plan to stay for a while.

axe (n., v.)

axis, axes

B

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

barrels per day (symbol bbl/d)

The abbreviation varies widely in English technical publications. The above is suggested simply to standardize.

baseline (n. and adj.)

baseline data, baseline studies, baseline survey, baseline scenario,
as a baseline for the survey

bee-keeping (form to be preferred over "apiculture")

bee-keeper(s)

beforehand

behaviour

bellwether (= a leader or indicator of a trend)

belt

the Orinoco belt the corn belt

benchmark (n. and v.)

benefit, benefited, benefiting

beside (at the side of)

besides (in addition to)

bi-

No hyphen is required after this prefix:

biannual; 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.)

BOO, BOOM, BOOT, BOT

Abbreviations of build-own-operate, build-own-operate-maintain, build-own-operate-transfer, build-operate-transfer.

the BOOM concept in mining project finance

build-own-operate projects

BOT schemes for operating public utilities

bond market

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

broad beans

broccoli

Brussels sprout(s)

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

bus, buses (noun)
busses, bussing, bussed (verb)

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

C

Cabinet

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

calibre

calorie(s) Heat energy context: symbol cal

Food, dietary context: symbol Cal

campesino (n., adj.)

Since this word appears in the Concise Oxford English Dictionary (“[in Spanish-speaking countries] a peasant farmer”) and in Webster’s Third New International Dictionary (“a native of a Latin American rural area; esp. a Latin American Indian farmer or farm laborer”), it can be used in English texts without a footnote, italics or underlining. If only women are being referred to (campesinas), paraphrase as “women tenant farmers”, “women farm workers”, etc.; avoid “women campesinos”.

cancel, cancelled, cancelling, cancellation

candour

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

catalyse

catholic, Catholic

a Catholic church located on Oak Street
St. Mark's Catholic Church on Oak Street

but: a person of catholic tastes; a catholic appreciation

cattle 12 head of cattle, not 12 cattle

cattle-raising (n., adj.)

cattle raisers

cave-in(s) (n.)

cave in (v. phrase)

cc: (at bottom of letter or memorandum)

centre, centred, centring

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

If a centre has an official English name, use that name in English translations, not providing the source-language name at any point:

International Centre for Settlement of Investment Disputes (ICSID)

International Center for Maize and Wheat Improvement (CIMMYT)

Elsewhere: Use an idiomatic translation, providing the original in square brackets at the first mention:

... Women's Craft Centre [Centro de Artesanía Femenina] (CAF)

and thereafter: the centre or CAF (not "the Centre", "the Centro").

centrepiece

central government

channel, channelled, channelling

chapter

Use lower case even when followed by a number: in chapter 2

chart

Use lower case even if followed by a number: "see chart 4".

cheque (means of payment)

checklist

checkpoint

check up (v.)

check-up (n., adj.)

chef de cabinet

childbearing (n., adj.)

childbirth

childcare (n., adj.)

child-rearing

child-spacing

children in especially difficult circumstances

Term adopted by the United Nations and other agencies in the mid-1980s, encompassing working and street children, neglected or abused children, children in situations of armed conflict, and children affected by natural disasters.

Abbreviated as CEDC (invariable: CEDC projects).

Note: The term "minors in especially difficult circumstances" has been documented once or twice in United Nations texts.

chilli, chilli pepper(s)

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

clientele

climate-smart

cloakroom

closed-end

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

club, Club

the Paris Club

the Club of Rome

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/coordinator, coexecuting, coexist/coexistence, cofinance

That being said, some United Nations position titles or committee names have adopted specific official spellings. Examples: Committee for Programme and Co-ordination; Administrative Committee on Co-ordination.

coastline

cacao

bean-like seeds (or the small tropical evergreen tree that bears those seeds) from which cocoa, cocoa butter and chocolate are made

Note, however, that the term preferred in the cocoa trade is "cocoa", rather than "cacao": International Cocoa Agreement, International Cocoa Council, International Cocoa Organization. The International Cocoa Agreement defines cocoa as meaning "cocoa beans and cocoa products."

cocoa bean (= a cacao seed)

cocoa butter

coconut

coconut milk

coconut palm

cold war

collapsible

college, College

If the word colegio or collège is translated, it will very frequently be as "School" and not "College", unless in the original it is followed by a modifier like "Universitario".

colour (n., v.)

combat, combated, combating

combatant

commit, committed, commitment, committing

common sense (n.), commonsense (adj.)

a commonsense approach

Commonwealth of Independent States

community, Community

Use upper case when referring to the European Community or (former) European Economic Community, following a first full reference:

"Accordingly, financing was sought from the Community ..."

compactor

compel, compelled, compelling

compare with = examining two things to discover their likenesses and differences (e.g. This year's figures were up compared with last year's.)

compare to = likening one thing to another (e.g. He compared the computer to a human brain.)

complement, compliment
complementary, complimentary

As a noun:

- compliment: an expression of praise or courtesy
complement: - the entire labour force (personnel) of an organization or ship
- anything that complements (see verb form)

As a verb:

- compliment: to express praise, or make a courtesy remark
complement: to make complete, supplement

As an adjective:

- complimentary: free (ticket); expressing praise; (of) courtesy
complementary: one of a pair; completing or perfecting;
additional, further, supplementary

complementary financing

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

comprise/include/consist in, consist of

Below are some guidelines (greatly abridged and simplified) from several English style manuals.

Most authors concur that comprise is used when all parts of a whole are named or referred to, and include when only some are (i.e. where it is at least suggested that other components could be added):

The team comprises seven women and four men.
The team includes 11 people from Boston.

This section of the book comprises 10 different subjects.
This section of the book includes the author's recommendations.

Comprise is encountered in the active and passive voices:

Active: noun (usually plural) + verb comprise + noun (usually sing. or collective)

individuals who comprised the planting aristocracy
the US\$750 billion in tax cuts that comprise the heart of the Government's programme
... discussion over what comprises a literary generation

Passive: The propriety of the form comprised of ("... social situations are comprised of complex interrelated variables") is rather hotly debated among style manual authors. One of the less prescriptive manuals says, in its summation, "Our advice ... is to realize that the disputed [=passive] sense is established and standard, but nevertheless liable to criticism. If such criticism concerns you, you can probably avoid comprise by using compose, constitute or make up, whichever fits your sentence best."

consist in, consist of

consist in means to lie, reside, inhere. It defines an entity, indicates a quality that is possessed by something:

Some believe that national strength consists in national armies.

consist of means to be(come) composed or made up of (and thus is often a synonym of contain):

Coal consists mainly of carbon.

Hence:

The programme consists of two subprogrammes and consultant support.

comptroller; Comptroller General

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

controller

cessionaire

cession-holder

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 the 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...").

connection (not: connexion)

consensus

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 ...

consultancy, consultancies

Dictionaries define this term as (i) consultation [=two or more persons conferring]; (ii) an agency that provides consulting services, or (iii) the position of a consultant. Thus, it is not an accurate translation of consultoria when the Spanish term refers to services to be provided by an IFAD consultant. Options in translations: consulting services, consulting contract(s), consultant services, etc. Sometimes the word "consultant" alone will be adequate (hire a consultant, engage a consultant to ...).

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).

control, controlled, controlling

When editing, remember that some authors may be unaware that the French and Spanish cognates of this word mean “monitor” or “verify”, rather than “exercise command” or “regulate” as in English.

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.)

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.

counsel, counselled, counselling

counsel (n., sing. and pl.)

the Office of the General Counsel (LEG)

countercyclical

This term is more idiomatic than “anticyclical” in English.

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 rendering for “artisans” (French) and “artesanos” (Spanish), and sometimes for “artisanat” or “artesanado”.

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.)

custom house

a custom-house broker

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.

D

data

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

databank
database

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
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: the Inter-American Defense Board (IADB), United States Department of Defense

demarcation

dependant (n.)

dependent (adj.)

desktop

dialogue (n., v.)

diarrhoea

disc (laser ____; optical ____; a phonograph record; ____ plough)

disk, diskette (computer ____)

discernible

discreet (prudent, circumspect: a discreet person; discreet inquiries)

discrete (separate, detached: discrete units, a discrete problem. Also in econometrics and mathematics: a discrete variable)

dispatch

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 (text)

draught (animals; of a ship; air current)

drawback (disadvantage; rebate of customs duties)

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)

dyke

E

eastward

ecoclimate

ecosystem

ecotourism

ecotype

ecozone

elite capture

encyclopedia, encyclopedias

but: the Encyclopaedia Britannica

-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.)

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

enquire, enquiry = request for information
inquire, inquiry = formal investigation

enrol, enrolled, enrolling, enrolment

ensure = make certain
insure = provide insurance (coverage)

equal, equalled, equalling

equator

eras (geological time)
Capitalize names of geological eras, periods, etc., but not the words era, period, etc.:

the Cenozoic era; the Pliocene epoch

eradicate, eradication

evaluability

even-handed (adj.)

eventual, eventually

When editing, remember that some authors may be unaware that the French and Spanish cognates of these words mean "possibly" or "if the case arises", rather than "ultimately" or "will in fact occur" as in English. (The English word "eventuality", on the other hand, contains the idea of the Romance language cognates.)

everyday (adj.), every day (adv. phrase)

These are everyday concerns.

The reports are filed every day.

everyone (pronoun) (=everybody)

every (adj.) one (=every single one)

Everyone is here; we can begin.

Every one of you can be proud of the Fund's achievements.

ex- meaning "former"

In formal writing, former _____ is preferred. Elsewhere, join hyphen to first word: ex-Air Force pilot

executive branch, Executive Branch

the executive branch of government (generally)
 the Executive Branch (of the government of a named country)

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.

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

F

facility, Facility

Use upper case when a named, permanent "financing facility" with its own regulations:

the Global Environment Facility – the GEF
 the Community Empowerment Facility (of the International Land Coalition) – the CEF
 the Poverty Reduction and Growth Facility (of the IMF) – the PRGF

IFAD-related facilities:

the Financing Facility for Remittances
 the Childcare Facility (at IFAD)

fact-finding mission

fallout (n., adj.); fall out (v.)

nuclear fallout; fallout from a decision
 to fall out of favour

faraway (adj.), far away (adv. phrase)

faraway places (mainly literary, poetic usage)
 villages located far away (from a given point of reference)

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, further

English style and usage manuals devote entire pages to historical and suggested distinctions between these two words, used as adjectives or as adverbs. The following is a general guideline only:

As an adjective, "further" conveys the idea of additional:

... with no further thought of consequences

whereas "farther" is generally limited to the idea of "more distant" – usually, but not always, in the sense of literal distance:

... the farther side of town

As an adverb, "further" is the usual choice:

His remarks further strained relations.

fault (geologic ___)

the San Andreas fault

favour

favourable

favourite

fibre

fibreglass

fieldwork

figure

Use lower case, even when followed by a number: see figure 7

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

first vice-chairperson (of a committee)

... that each committee have a first vice-chairperson

... Mr ____, First Vice-Chairperson of the Committee

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".

fish farm (n.)

fish-farming (n., adj.)

fishmeal

fish oil

fishers Do not use: fishermen, fisherfolk, fisherwomen

fishing communities

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

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

floodgate

flood plain

flyer (handbill)

focus, focuses (n.) – Medical and scientific contexts only: foci (of swine flu)

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

Do not use: hoof-and-mouth disease.

food-insecure (adj.)

The project will target food-insecure households.

Many of the households in the project area are food-insecure.

forbear

(v.) to avoid, shun; refrain from; be patient

(hence, forbearance, forbearing)

forebear(s) (n.) ancestor[s]

forbid, forbade (past), forbidding

force account (n.), force-account (adj.)
 work done on force account (=by actual labour force of a municipality, for instance, rather than contracted out)
 the force-account method of handling municipal maintenance

forecast (as a verb)
 past tense forecast
 perfect participle (has, have, had) forecast
 ... reports for the past two years have forecast increased sales ...

forego (to go before: a foregone conclusion; the foregoing pages)
 forgo (to abstain from, do without, dispense with: to forgo a raise)
 forgone principal

forever (except in the expression: for ever and ever)

foreword (n.: a prologue)
 forward (adj. and adv.)

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

forum, forums
 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

fuelwood

fulfil, fulfilled, fulfilling, fulfilment

full-blown
 full-length (adj.)

full recourse finance, financing
 Sometimes simply "recourse finance/financing". Contrasts with non-recourse finance, limited recourse finance.

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

G

gauge (n., v.)

gender-neutral

gender-sensitive

gender-specific

-general, -General (in titles)

generally accepted accounting principles

generally accepted auditing standards

generally accepted engineering principles

generally accepted risk principles

germ plasm ("germplasm" only in quoted text)

glamour

glamorous

go-between

goodbye

goodwill

graduate (v.)

John Doe graduated from Harvard University. (Note: "John Doe was graduated from Harvard University" is also common usage but mainly in the United States.)

graduate (n.)

is a graduate of _____

graduate-level (adj.)

postgraduate

undergraduate

graph

Use lower case, even when followed by a number: graph 2 (not graph No. 2).

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.)

group, Group

the Andean Group

the World Bank Group

-growers, -growing (in compound nouns)

rice-growers; vegetable-growing; wheat-growers

gruelling

guarantee (n., v.) – formal assurance that certain conditions will be fulfilled, especially that restitution will be made if a product is not of a specified quality; something that ensures a specific outcome

guaranty (n.) – an undertaking to answer for the payment or performance of another person's debt or obligation; a thing serving as security for such an undertaking

guarantor

Gulf crisis

Gulf war

gully, gullies

H

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

hall, Hall

Capitalize in names: Dunston Hall

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

harbour

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

health care (n.)

home care (n.)

health-care (adj.)

home-care (adj.)

help desk

haemorrhage

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)

herebelow (at a subsequent point in this document)

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

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

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)

highway, Highway

Use upper case only for formally named international highways:

the Inter-American Highway (sometimes used loosely as a synonym of Pan American Highway, although it is properly a segment of the latter, running from Nuevo Laredo, Mexico, to Panama City).

the Pan American Highway

the Trans-Amazonian Highway

but: the Patacambo-Aullán highway

Generally, a hyphen can be used to separate names such as in the foregoing example. However, if one of the place names in such a construction is itself hyphenated (in the example below, Iru-Nova), use an en dash to separate the place names somewhat more distinctly:

the 23-kilometre Patacayama–Iru-Nova–San Juan section

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.

HIV/AIDS – no need to spell out

-holder

Bondholder; landholder; policyholder

home country travel

home leave

homeowner(ship)

home page

homogeneous

honour

honorary

Honourable

hoof-and-mouth disease

The preferred form is foot-and-mouth disease.

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

hotel, Hotel

Proper names: the Waldorf-Astoria Hotel

Indefinite references: the city has a Sheraton hotel

In English documents, including brochures and other publications concerning workshops, Replenishment Consultation sessions, etc., use the name as it is seen in the source language:

(the) Hotel Konradshof; (the) Stadtpark Hotel

(the) Macuto Sheraton Hotel

(the) Hostal Nicolás de Ovando

(the) Hotel El Camino Real

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, including with respect to hyphenation: human resource management, human resources management. Similarly: natural resource(s) management.

hurricane

Hurricane Alexander, Hurricane Hugo

hydroelectric

hydropower

hydrosystem

I

identification mission

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 communication technology (ICT)

infrared

in-house (adj., adv.)

an in-house publication; work done in-house

innocuous

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

institutional priorities (IPs)

-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

intercountry

intercropping

intercultural

interdepartmental

interdisciplinary

intergovernmental

interlinkage

interprovincial

interracial

interregional

interrelate

intersectoral

intersessional

interstate

inter-agency

inter-American

inter-annual

inter-ethnic

inter-group

inter-industry

inter-institutional

inter-organizational

inter-unit

interest-bearing, non-interest-bearing (adj.)

Internet

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

J

jail

jewellery

jihad, jihadi

Joint Appeals Board (thereafter: the Board [avoid: the JAB])

judgement

Except in official citations of the International Court of Justice or its predecessor, the Permanent Court of International Justice: East Timor (Portugal v. Australia), Judgment, I.C.J. Reports 1995, p. 90

K

-keeper, -keeping

bee-keeper, bee-keeping (form to be preferred over "apiculture")

bookkeeping

peacekeeper, peacekeeping

shopkeeper, shopkeeping

keynote address

keynote speaker

khat (no italics, no boldface, no underline)

know-how (n.)

knowledgeable

Koran

L

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

larva, larvae

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]

legislative assembly, Legislative Assembly

Use upper case when the reference is to a specific legislative body with that name (Asamblea Legislativa/Assemblée législative) of a named country or state. Use lower case in general references ("the supreme legislative assembly of each of the countries").

legislative branch, Legislative Branch

Use upper case in references to a specific country's legislative branch:

an agreement worked out with the Legislative Branch (of ___:
country name understood in the context)

the legislative branch of government (generally)

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.

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 (thereafter: logframe)

log in, log on, log off, log out (v.)

login, logon, logoff, logout (n.)

-long as a suffix

Daylong; weeklong; monthlong; yearlong

Hyphens usually are used after words of two or more syllables:

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

lump sum
 lump-sum (adj.)
 payable in a lump sum; a lump sum of US\$1,000
 lump-sum payment, lump-sum contract

luncheon
 the Executive Directors' luncheon(s)
 the Technical Assistants' luncheon

-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

M

macro (not hyphenated except for macro-unit)

macroeconomic(s)
 but: macro- and microeconomics

mainframe (n., adj.)

maintenance of value (n. phrase)
 maintenance-of-value (adj.)
 provisions to assure maintenance of value

a maintenance-of-value clause

decision maker

lawmaker
peacemaker
policymaker

decision-making
law-making

peacemaking
policymaking

make up (v. phrase)
make-up (n., adj.)

manageable, manageability

management information system(s) (MISs) (an MIS)
A data-processing system designed to furnish a company's management with current information. Usually treated as a generic (and hence lower-cased).

set up an MIS
three different MISs in operation in the company

mango, mangoes

manoeuvre (n., v.)

marketplace
market town

marshal, marshalled, marshalling

masthead

meagre

medium, media
medium of exchange, media of exchange
Media takes a plural verb in all senses (including the press, radio and television): "The media are interested ...".

medium-sized (adj.)
middle-sized
midsized
memorandum(s) of understanding
metadata

metalworking industry, metalworkers

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)".

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

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

Avoid using the term: small and medium enterprises.

Some related gender-neutral terms: owners and operators of small businesses; owner/operators of small-scale enterprises, and so on. In projects targeting women, terms like "small[-] business women" can be paraphrased as "women owner/operators of small businesses", "women running (heading up, operating) small businesses", etc.

micro-organism, microplanning

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)

missions (of the Fund)

In lower case: identification mission short-term mission appraisal mission

model, modelled, modelling

moneys, monies

moneys: different kinds of currencies

monies: funds

monocropping

month long (a ____, one ____)

month-long (adj.)

moratoriums

mosquito, mosquitoes

most-favoured-nation (adj.)

multi-

Compound forms are not hyphenated except for:

multi-access
 multi-bilateral
 multi-cause
 multi-centred
 multi-country
 multi-ethnic
 multi-faith
 multi-purpose
 multi-stakeholder
 multi-skilled
 multi-storey
 multi-user
 multi-utility
 multi-year

municipality, municipio

The word *municipio* in Latin America often refers to a territorial subdivision for which there is no ready English equivalent – typically a rural area taking in various villages. In English translations, leave the word in the original language: "municipio" if the country in question is Spanish-speaking, "município" if it is Brazil (no bold, no italics, no underline, no quotation marks).

Some countries have a city, a *municipio*, and a state of the same name (e.g. São Paulo). If it is clear from the text that "municipio/município" refers strictly to a city or the city government, it can be rendered as "m[M]unicipality":

the Municipality of Medellín (for instance, as a borrower)
 streets in the municipality of Medellín

N

Ñ

If the Spanish letter Ñ is assigned to a section of a Spanish-language document (sections M, N, Ñ, O, etc.), that section should be called "N bis" in the English document, so as to preserve matching labels for subsequent sections.

namely

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

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

nationwide (adj., adv.)

nearby (adj., adv.)

neighbour

neighbouring

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-/non_____

Most compound forms are hyphenated.

non-accrual (e.g. status)

non-aligned (e.g. nations)

non-English-speaking

non-existent

non-governmental organization(s) (NGOs)

non-interest-bearing

non-native

non-negotiable

non-oil

non-oil-producing countries

non-regional

non-reimbursable

non-traditional

non-performing (e.g. loans)

non-profit

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.

nonetheless

none the less

He is, nonetheless, a first-class employee. [=nevertheless]

The organization is none the less admirable for having slipped up in this one instance. [=no less admirable]

no one

North-South (dialogue, trade relations)

nucleus, nuclei

O

occur, occurred, occurrence, occurring

oceangoing

seagoing

seafaring

-odd

twenty-odd

odour, odourless

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)

on- (as a prefix)

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

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

offensive

offhand

offtake

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)

official development assistance (ODA)

Note: In some proper names, ODA can refer to “overseas development assistance” and should thus always be verified.

official gazette, Official Gazette

Though this is a generic term denoting an official journal containing notices of official acts, public notices, etc., upper-case if used as a transliteration of Gaceta Oficial, Journal Officiel, etc.

It might also be added, in lower case, alongside the name of such a gazette in the source language, if the editor/translator knows the publication to be the country's official gazette and thinks the clarification would be helpful:

... published in the official gazette Diario de ...

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 ...

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

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.)

operating, operational, operations, operative (as adjectives)

These terms are not synonymous and care should be taken to ensure the proper one is used to convey the intended meaning. Some examples:

operational system in data processing (not a synonym of operating system).

operations analysis operations research

operating income, operating expenses, operating profit

The facility will be operational (= up and running) next month.

The phrase programa operativo has been seen translated differently in different contexts (IFAD and other): operating programme, operations

programme, programme of operations, programme of work; generally it is synonymous with pipeline [of operations] or if no grants are shown, with lending programme. Also seen: business plan, working programme

oral, verbal

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

Verbal means expressed in words (either orally or in writing) as opposed to another form of communication (verbally as opposed to "by one's actions").

In IFAD texts, it is rare that the word "verbal" is really intended.

organigram (however organizational chart is the preferred term)

"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)

organizational chart

organize

-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

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, in toto)

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

own-revenue base

-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)

P

panellist

parallel, paralleled, paralleling

paralyse

parameter(s)

paramedical

paramilitary

parastatal

Parliament

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

the Canadian (Finnish, Israeli, Norwegian) Parliament

both houses of Parliament (of a named country)

tabled in the Parliament (of a named country)

but: the National Assembly (the French parliament)

since in this instance the term "parliament" is a descriptive one, following the actual name of the French national legislature.

Although the article the is frequently omitted before the word in Commonwealth countries (it being understood that the parliament of the country in question is being referred to), it should be used generally in official texts ("... send a bill to the Parliament...").

parliamentary (procedure, prerogative)

participative, participatory

Dictionaries make little, if any, distinction between these two adjectives. An Internet search shows thousands of examples for each. In practice, one form may be prevalent in the jargon of a given discipline:

participatory development participatory democracy

("participative" appears in English texts as well)

participative management, participative processes

("participatory" appears in English texts as well)

The words are often used as synonyms in the same text: participatory or participative research, for instance.

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

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

The personnel are concerned (= the staff members are concerned).

phenomenon, phenomena

piazza (as part of place name)

place name(s)

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*]

Avoid mixing languages in a name (for instance, "the Verão Plan"). "Austral Plan" and "Cruzado Plan" are acceptable because these currency names also are used in English.

Exception: Even though the currency unit real is used in both Portuguese and English, a translation of o Plano Real as the "Real Plan" could confuse English readers. In such cases a clearer approach might be to place "real" in quotations (the "Real" Plan) – perhaps with a brief definition upon first appearance, if not given in the source language – or leave the complete name in Portuguese (... the adoption of the Plano Real).

Constructions such as Plan Primavera II can be rendered "the second Spring Plan, the second stage of the Spring Plan", etc., always showing the original name upon first appearance.

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

point-blank (adj. and adv.)

policyholder

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

post- (as a prefix)

Usually hyphenated:

post-cold war	post-1950	post-tsunami
post-session	post-war	

but: postgraduate

poverty alleviation/poverty reduction

Some organizations draw a distinction between two categories of action: poverty alleviation programmes, which contribute to temporary relief of the poor, and poverty reduction programmes, which increase the capabilities of the poor in the long run to procure their own income on a permanent basis. The latter programmes typically provide skills training, assets, and access to market and credit.

As the intended term in IFAD texts is usually "poverty reduction", editors should verify any occurrences of "poverty alleviation" with the author.

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:

preconceived

precondition

prerequisite

preschool

pre-Columbian

pre-1980

pre-date

pre-eminent

pre-empt, pre-emptive

pre-exist(ing)

pre-investment

pre-qualified

pre-register

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

in the present day

present-day concerns

pretence

principal, principle

Principal as a noun:

1. The person first in importance: a school principal; principals of an accounting firm

2. The capital amount of a loan or loan repayment, as distinct from interest: payments of principal and interest
3. (legal contexts) Party who orders, disposes, owns goods, etc., as distinct from the agent or attorney that party may hire to represent him. ("John Doe, as principal, has entered into an agreement ...")

Principal as an adjective:

Main, most important: the principal players; the principal problem

Principle (noun; rarely, adj. form "principled"):

Fundamental law, doctrine, belief: the principle of "user pays"; generally accepted accounting principles

printout

private sector (adj. + n.)

private-sector (adj.)

concerns in the private sector

private-sector concerns

an innovative private-sector approach

privatize, privatization

profit, profited, profiting

program (n.) – in computing only

programme, programmed, programming

programme (n.)

Use upper case only when part of full title; otherwise, use lower case:

the Northern Fishing Communities Development Programme; the programme

promoter

prorate, prorated, prorating (v.)

Protocol, protocol

Use upper case only in the titles of named agreements: the Madrid Protocol.

Otherwise, use lower case: ... a protocol to the Vienna Convention of 1985

...

provision(s), provisioning

loan loss provision(s), loan loss provisioning

Q

quasi-equity instruments

quick-disbursing (loan)

Synonym: fast-disbursing.

R

R&D

Abbreviation of "research and development".

Note: If the term is used frequently in a document dealing with research and development programmes as such, give the full form once before using the abbreviation.

rainfall
rainforest
rainwater

rainfed (e.g. agriculture)

-raising

cattle-raising; poultry-raising

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
reallocate
reappoint
rearrange
reauthorize
recost
redeploy
refinance
reinforce
reissue
reorganize
reorient
retool

re-elect
re-emphasize
re-employ
re-establish
re-evaluate
re-examine
re-export

re-record
re-release
re-route

really (actually) re-ally (ally again)
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

recommendation

recur, recurred, recurrent, recurring

red tape (n.)

red-tape (adj.)
a great deal of red tape; countless red-tape problems

regime

reign (v.) to rule; to be prevalent, predominant

These forests have reigned for millions of years

rein [in] (v.) (assoc. with the noun rein(s), leather strap for horses)

to rein in inflation

As a noun: give free rein to

to seize the reins

remodel, remodelled, remodelling

360-degree reporting

-resistant

DDT-resistant; resistant to DDT; water-resistant

retrofit, retrofitting

revenue-sharing (n., adj.); sharing [out] of revenues

reversible

reviser

rice field

rice paddy

Richter scale

right(s) of way (n.)

right(s)-of-way (adj.)

rigour

rigorous

road map

roll-call

roman numeral/arabic numeral

rubber stamp (n.)

rubber-stamp (v., adj.)

rumour

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

S

saleable

salt flat

salt marsh

salt pan

salt pit

salt water (but: saltwater [adj.])

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

the scaling up of the project

sceptic(al), scepticism

scholarship, study grant

A generic translation of bourse, beca for IFAD documents is study grant, which can cover a short study tour to another country, for instance, or a full academic year or more of studies. Scholarship may be appropriate in education programmes in which students receive support for a full academic year.

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 (as an adjective)

Avoid sectorial, which is documented mainly in technical texts on subjects such as geometry and botany.

Sector is used when the meaning is "for a (given) sector", "for some sectors":

sector loan, sector lending, sector project, sector programme
sector adjustment loan, sector adjustment lending
multisector global credit programme

sector investment, sector study, sector specialist

Sectoral is an acceptable alternative in phrases such as the following, where it means "relating to a sector or sectors generally" (as opposed, for instance, to an entire economy or nation):

cross-sectoral concerns; across sectoral lines
a sectoral approach; sectoral considerations (as opposed to national ones)

Obviously, there will be many borderline cases: sector (sectoral) policies; sector (sectoral) studies.

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)

sewer system

Strictly speaking, the expression "sewerage system" is redundant, since "sewerage" refers to a "system of sewers". The term "sewer system" is the best choice.

shanty town

slum-dweller

share out (v.)

share-out (n.)

the decision to share out central government revenues
central government [revenue] share-outs to the provinces
the sharing out of central government revenues

sheikh

shortcoming

shortfall

shortlist (n. and v.)

a shortlist of firms; shortlisted firms; five firms were shortlisted

short-lived (adj.)

short range/short term (n.)

short-range/short-term (adj.)

plans for the short range; short-range plans; short- and medium-range goals

plans for the short term; short-term plans; short- and long-term plans

Short-term Projections (as document title)

side-by-side (adj.)

side by side (adv.)

a side-by-side display; partners working side by side

side effect(s)

side event

side event schedule

signal, signalled, signalling

sizeable

skilful, skilfully

slow down (v.)

slowdown (n.)

smallholders

Currently the preferred term in-house and used to describe small-scale farmers and producers.

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

socio-economic

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.

This happened at some time in the past.

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.

special, specially

The choice of "special(ly)" or "especial(ly)" is a matter of personal preference; these words should not be changed in revising or editing.

specialize

spell, spelled, has spelled [not: spelt]

spill over (v.)

spillover (n., adj.)

spin off (v.)

spin-off (n., adj.)

Staff Association

stand-alone (adj., n.)

a stand-alone document

a stand-alone workstation; 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.

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

stationary (adj.) (not moving)

stationery (n.) (paper)

straightforward

stumbling block

sub-account
sub-area
sub-branch
sub-entry
sub-folder
sub-item
sub-Saharan
sub-unit

subcommission
subcommittee
subcomponent
subdistrict
subheading
subnational
subparagraph
subregion, subregional
subsection
subsector
substandard
subtitle
subtotal

sugar cane

summarize

supersede

supervisor

supplementary funds

surpluses

T

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

tender procedures

Note: The words "bid" and "tender" when used as nouns are fully synonymous. However, a distinction often needs to be made between bidding – the submission of an offer, proposal or quotation by a supplier, bidder, "tenderer" – and the act of calling for bids (tenders, offers, proposals, quotations), which is often referred to as tendering to distinguish it from bidding. Tendering here would mean issuing an invitation to bid; putting a contract out to tender, etc. – what the client or owner or principal (a ministry or other executing agency who is calling for bids for a project) does.

According to a World Bank document on procurement: "American usage, followed also in the World Bank Guidelines, is to use the word 'bid' rather than the word 'tender'. These words are used interchangeably in this manual." On the same page, tendering is defined as "a formal procedure by which competing bids for a particular contract are invited, received and evaluated [emphasis ours] whereupon the contract is awarded to the tenderer who has submitted the most advantageous bid. Tendering can be either open or selective."

Avoid using the term "public bidding", which is a literal rendering of *licitación pública*, sometimes seen in English documents. The term in use in the development community is competitive bidding (international competitive bidding, local competitive bidding, etc.). Synonyms used by some agencies: open tender[ing] and public tender[ing].

responsible bidder (tenderer), responsive bidder (tender)

A World Bank training manual on international procurement draws a distinction between responsive (=conforming to bidding documents) and responsible (=reliable, trustworthy; tenderer has the "capability and resources effectively to carry out the contract concerned"). Elsewhere in the text: "... only those tenders that are substantially responsive are evaluated; the non-responsive tenders are rejected."

terms (in Paris Club and other debt-relief arrangements)
Houston terms, Toronto terms, Trinidad terms.

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.

therefore (thus; for that reason; accordingly; consequently)
therefor (following a noun: "for same")

Example: adjustments in the contract and the reasons therefor

thermoelectric, thermonuclear

thesis, theses

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

Treasury bill, bond, note

Administrative Tribunal (thereafter: the Tribunal)

turn around (v. phrase)
turnaround (n., adj.)

turning point

turnkey (adj.)
turn over (v. phrase)
turnover (n., adj.)

two-way

U

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

underrepresent

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 clean up, to follow up, to make up, to scale up, to set up

In nouns and adjectives, hyphen always used: break-up, build-up, check-up, clean-up, follow-up, make-up, set-up

Except in the gerund form: the breaking up of, the building up of, the checking up of, the cleaning 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

V

value added (n., adj.)

greater value added

new value added requirements; value added tax

value chain (n., adj.)

value chain approach

veto, vetoes

vice-chairman

vice-president

vice-minister

Deputy Minister is a more idiomatic rendering in English.

video camera

video cassette

videoconference

videotape (n., v.)

vigour

vigorous (adj.)

vigorously (adv.)

W

wage earner
wage-earning

waste product

rainwater
wastewater
well water

waterborne
watercourse
waterline
waterproof
watershed
waterway
waterworks

water level
water supply
water table

watt(s) (symbol W)
watt-hour(s) (symbol Wh)

Web (World Wide Web)

webcast
webmaster
website

web page (n.)
web-page (adj.)
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

women, women's

woollen

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

worthwhile (adj.)
a worthwhile endeavour

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

X

X-ray, X-rayed, X-raying

Y

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"

Z

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

zero-sum (game, approach)

XIII. TABLES

Key points to remember:

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	<i>Borrower/ counterpart</i>		<i>IFAD loan</i>		<i>IFAD grant</i>		<i>Cofinancier</i>		<i>Total</i>	
	<i>Amount</i>	<i>%</i>	<i>Amount</i>	<i>%</i>	<i>Amount</i>	<i>%</i>	<i>Amount</i>	<i>%</i>	<i>Amount</i>	<i>%</i>
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	847.1	23.7	764.9	21.4	3 577.0	5.5
5. Training	197.9	1.6	2 943.5	64.5	654.1	14.3	-	-	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
Total project costs	4 930.2	7.6	27 564.1	42.3	1 501.2	2.3	29 172.5	44.8	65 189.5	100.0

Fonts and bolds

- The titles ABOVE the table:
 - Table number: Arial 9 not bold
 - Table title: Arial 9 bold
 - Currency: Arial 8 and not bold.
- All text WITHIN the table is Arial 8 font.
- Totals (bottom row) always in bold.

Lines

- Notice that there are NO VERTICAL LINES on the table.
- There are two bolder lines in each table: below the column headers/bottom line. These should be 1.5 points in width.
- The top line and the line above the "Total project costs" row are both ½ a point in width.
- Note also the little space for each column in the horizontal line that goes above the 'Amount' and '%' row. This helps separate the columns neatly.

Numbers

- Thousands are with spaces instead of commas:
E.g. 27,564.10 becomes 27 564.10

Alignment

- The words in the 'Expense category' column are usually aligned BOTTOM LEFT.
- The columns of numbers are usually aligned BOTTOM RIGHT.
- The 'Total project costs' header is usually moved in from the left.
- The words 'Total project costs' are aligned CENTRE LEFT. The rest of the row CENTRE RIGHT.

Spacing

- Try to fit the table across the page in portrait orientation.
- There is no standard width or height of the cells- but try to make it consistent if possible.
- The space between the 'Thousands of United States dollars' and the table itself should be 3-4 points.

Footnotes

- Footnotes should be 3-4 spacing points below the bottom of the table – not at the bottom of the page.
- For multiple footnotes, use letters (a, b, c etc.) and not a number. (This is to avoid confusion with the numbers that are normally used within the rest of the document.)
- If there is only one footnote, use the * symbol, not a letter or number.

The word 'table'

- Capitalize this word only as part of the title of a table:
Table 2. Summary figures for 2007
- References to that table in the text: "shown in table 2".
- Use lower case if unmodified: "the figures in the table ..."

Quick conversion table for thousands of thousands into millions

Useful for tables in thousands of dollars/euros:

Thousands	In millions	Actual figure
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