

IFAD Editorial Style Manual

Office of the Secretary
Conference and Language Services



IFAD EDITORIAL STYLE MANUAL

Conference and Language Services

March 2022 – electronic edition

Foreword

The IFAD Editorial Style Manual 2022 sets out the rules and conventions to be followed when preparing English language documents for submission to IFAD's governing bodies. It should be used in conjunction with the [President's Bulletin on Revised Corporate Guidelines for Governing Body Documents](#), issued in February 2022.

This edition of the manual is easier to navigate and includes new entries related to policies and strategies adopted during the Eleventh Replenishment of IFAD's Resources (2019–2021). All sections have been updated and a list of acronyms commonly used in official documents has been added.

Updating the manual was a collaborative effort involving all members of the English team in Conference and Language Services. We hope that you will find it useful.



Alessandra Zusi Bergés
Chief
Conference and Language Services

Contents

1. SPELLING	5
2. ABBREVIATIONS AND ACRONYMS	6
3. CAPITALIZATION	9
4. HYPHENATION	13
5. NUMBERS, MEASUREMENTS, DATES AND TIMES.....	16
6. GRAMMAR, PUNCTUATION AND STYLE.....	23
7. GEOGRAPHICAL NAMES	28
8. INCLUSIVE LANGUAGE	30
9. FOREIGN, LATIN AND GREEK TERMS.....	32
10. TITLES, HONORIFICS AND GOVERNMENT TERMS.....	35
11. IFAD GOVERNANCE: MEETINGS, SESSIONS AND TERMINOLOGY	39
12. TABLES.....	43
13. REFERENCES AND FOOTNOTES	45
14. USEFUL RESOURCES	48
15. WORD INDEX.....	51
16. ACRONYM LIST	71

Language processing

Editorial action

When the document is received in the Conference and Language Services unit, it is first reviewed by the English editor, whose role is to address incorrect or awkward phrasing, spelling and grammatical mistakes, repetition and lack of clarity. The editor ensures that the document reads well and resolves issues that could be problematic for translators, for instance, ambiguous wording that could be interpreted in different ways in the various language versions. The editor works in track-changes mode and inserts queries in comment boxes. The document is then uploaded to the CLS workflow system for subediting and translation into Arabic, French and Spanish.

Subediting

The subeditor's focus is on fact-checking (e.g. project/programme titles, country names, government departments), ensuring accuracy and consistency of numbers, dealing with acronyms and aligning documents with house style.

Once subediting has been completed, the document is sent to the originator for review and clearance.

English editing team (editors@ifad.org)

Maura McNamee, Editor (m.mcnamee@ifad.org)

Esther Eshetu, Language Support Assistant (e.eshetu@ifad.org)

Sebastiana D'Amico, Editorial Assistant (s.damico@ifad.org)

1. SPELLING

Introduction

About IFAD spelling

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

The Concise Oxford English Dictionary, twelfth edition, is the current authority for spelling in IFAD. The [Lexico online dictionary](#) is an acceptable alternative. If more than one spelling is given in the dictionary, use the form listed first.

General guidelines

“-ize” not “-ise”

IFAD spells words like organize, realize and finalize with the “ize” rather than the “ise” ending (similarly, organization, realization and finalization).

Exceptions: “ise”:

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

Exceptions: “yse”:

analyse	catalyse	paralyse	psychoanalyse
---------	----------	----------	---------------

“our” not “or”

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

“re” not “er”

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

Miscellany

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

2. ABBREVIATIONS AND ACRONYMS

Introduction to abbreviations and acronyms

General rules

Avoid overusing abbreviations and acronyms (which are formed with the initial letters of words, e.g. IFAD) as they can make the document difficult to read.

Acronym list

Create an acronym list only where useful to the reader, bearing in mind that documents are generally read in digital form and the reader is likely to use the search function to find a definition.

Three-time rule

Add an acronym or abbreviation only if used three times or more in document.

Do not add acronyms or abbreviations if not used in document.

For a list of useful acronyms, please see the [acronym list](#) in this document.

Executive summary

Avoid using acronyms in executive summaries where possible. If acronyms are required, there is usually no need to spell them out again in the main report (unless for reasons of clarity).

For example: the Consultation on the Eleventh Replenishment of IFAD's Resources (IFAD11 Consultation) would **not** need to be written out in full more than once.

Annexes

A degree of judgement is needed when dealing with acronyms in annexes. Introduce them again if this will improve clarity (e.g. if the acronym hasn't been used recently in the main report). However, if the acronym has been used repeatedly throughout the document and its meaning is obvious, there is no need to spell it out again.

Acronym position and brackets

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

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

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

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

Do not use an acronym for:

IFAD governing bodies (unless as part of a document/meeting code)

Audit Committee; Executive Board; Governing Council
(not: EB representatives discussed the AC minutes.)

United Nations

United Nations resolution... (not: UN resolution) unless it is part of a specific quotation from an outside source.

Government of a Member State

Government of Finland (not: GoF)

No need to spell out:

IFAD IT NGO GDP G7 G20 HIV AIDS p.m. a.m. COVID-19 CGIAR
Common measurements: km cm kg

Articles

When not to use “the”

IFAD generally does not use the word “the” before acronyms.
e.g. UNICEF offered...;arrangements with FAO; LEG decided...

Where “the” is used

Names of initiatives, facilities, funds

the IMF (International Monetary Fund)

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

the PoLG (programme of loans and grants)
the PMU (project/programme management unit)

Corporate frameworks and other systems

the DSF (Debt Sustainability Framework)
the PBAS (performance-based allocation system)

Committees (IFAD-internal and others)

the EMC (Executive Management Committee)
the OMC (Operations Management Committee)
the OSC (Operational Strategy and Policy Guidance Committee)

Amounts, values and indexes

the EIRR (economic internal rate of return)
the NPV (net present value)

IFAD reports

the RIDE (Report on IFAD’s Development Effectiveness)
the ARRI (Annual Report on Results and Impact of IFAD Operations)
the PRISMA (President’s Report on the Implementation Status of Evaluation Recommendations and Management Actions)

Abbreviations preceded by an indefinite article

Follow the English pronunciation:
a GDP of ____; an NPV of ____; an NGO

Plural of acronyms

Use a lower-case s, with no apostrophe

NGOs (not: NGO's)

Do not pluralize abbreviations of weights and measures

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

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

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

Punctuation

No full stops in abbreviations

As a general rule, do not separate letters by punctuation

USAID; UNDP (not: U.S.A.I.D., U.N.D.P., etc.)

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

3. CAPITALIZATION

Introduction

Follow the standard rules of capitalization for the first word of a sentence, subparagraph or item on a list regardless of final punctuation. Proper nouns should always be capitalized.

IFAD-specific capitalization

Capitalize

Fund (when referring to IFAD)

Agreement Establishing the International Fund for Agricultural Development

IFAD strategies and policies

IFAD Policy on Gender Equality and Women's Empowerment

IFAD Strategic Framework 2016-2025

IFAD manuals, systems, programme and procedures

Human Resources Procedures Manual, Staff Rules

Note: no need to write the full title each time; the reference can be shortened as follows: the gender policy.

Exception: programme of loans and grants

IFAD projects/programmes and annual reports

Rural Finance Project

Smallholder Support Programme

Annual Report on Results and Impact of IFAD Operations

IFAD-related facilities

the Financing Facility for Remittances

Do not capitalize

Document parts

annex I

chapter 3

paragraph 5

appendix III

section 4

subparagraph (iv)(a)

article I

part one

volume I

attachment IV

part A

Non-text document parts

table 1

graph 3

chart 4

box 2

Project/programme components

component 1

subcomponent B

Project/programme phases/stages

stage 1

phase II

Abbreviations of units of measurement

cm

kg

km

m²

ha

Resolutions and laws

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

Regulations and rules

financial regulation IX rule 16 of the ...

General references to papers, reports, statements

agreement at completion point
agenda
country strategic opportunities programme
project completion report

Note: Unless it is a defined term in a legal document (...hereinafter the "Agreement")

In hyphenated words

Capitalize only the first element if the word is usually hyphenated

Ninety-fourth Session (on cover pages)
High-level Panel on ... (not: High-Level Panel...)
Sector-wide Approaches to Agriculture (not: Sector-Wide...)
Results-based Assessment (not: Results-Based...)

If the compound combines a suffix or prefix – such as non or pre – capitalize both elements

Treaty on the Non-Proliferation of Weapons (not: ... non-Proliferation...)
Summary of Pre-Conference Agreements (not: ... pre-Conference...)

If the first and second elements are of equal value, capitalize both

the Secretary-General (not: Secretary-general)
South-South and Triangular Cooperation (not: South-south and...)

Quick reference list

Capitalize	
Associate Vice-President	IFAD Country Office
Chairperson (of an IFAD Committee)	Italian Conference Room
Chief (of division)	Management
Committee	Member State
Department (named department)	Oval Room
Director (of named division)	President
Division (named division)	Professional (staff)
Executive Board	P-5 (the grade)
Fund (when referring to IFAD)	Replenishment (specific reference)
General Counsel	Secretariat
General Service	Secretary of IFAD
Governing Council	Vice-President
Governor	

Lower case

accountant	IFAD headquarters
administration	member (of a committee)
budget officer	programme assistant
cafeteria	reception desk
country programme manager	representative (of Member State)*
country director	resident coordinators
delegates' lounge	room B-322

* "representative" (as in, "the representative of France") is a generic term, not a title. But: the Permanent Representative of Algeria (because "Permanent Representative" is an official title).

Agenda items

Agenda items should be written in lower-case unless they clearly refer to a document

1. Opening of the session
2. Update on change, delivery, innovation and IFAD's decentralization
3. Annual Report on the Results and Impact of IFAD Operations (ARRI)

Agenda items should be lower-cased when referred to in minutes and Chairperson's reports

The Committee discussed the following items: (i) opening of the session; (ii) update on change, delivery, innovation and IFAD's decentralization; and (iii) Annual Report on the Results and Impact of IFAD Operations.

Government/Ministry/Department

Government: Capitalize when referring to a specific government unit representing a state: the Government of India

But do not capitalize:

- local or municipal government, transitional government (general reference)
- government scheme, government programme (when used as an adjective)

Ministry: Capitalize when referring to a specific ministry: the Ministry of Agriculture of France

Department: Capitalize when referring to a specific state department: The United States Department of the Treasury

But do not capitalize general references or when referring to the plural form.

Capitalize

Titles of organizations

International Labour Organization
Global Environment Facility

Specific designations or functions

Secretary-General
President of IFAD
Vice-President
Associate Vice-President
The Governor for Indonesia was elected President of the Council

4. HYPHENATION

Introduction

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 word index or the most recent edition of the Concise Oxford English Dictionary, twelfth edition, first to see if an entry exists for the term in question. The [Lexico online dictionary](#) is an acceptable alternative.

Always hyphenate

Compound modifiers consisting of more than two elements

non-interest-bearing notes
upper-middle-income countries
lower-middle-income countries
step-by-step guidelines

Noun + -ing compound modifying a noun

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

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

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

Any compound modifier preceding a noun when ambiguity might otherwise result

cold-storage vaults (i.e. vaults for cold storage, and not storage vaults that are cold)

third-party insurance (i.e. the insurance is supplied by a third entity, and not someone insuring their social gathering, which they have done twice before)

Ordinal numbers

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

Compound units of measurement

person-year kilowatt-hours

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

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

No hyphenation

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

cost recovery crop husbandry decision maker knowledge management

Mixed hyphenation

Noun + noun compounds modifying a third noun

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

water supply project value chain approach

Compound nouns

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

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

Exceptions to this trend

Written together as a single word

bookkeeping	childbearing	housekeeping
moneylending	peacebuilding	peacekeeping
peacemaking	policymaking	stocktaking

Written as two separate words

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

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

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

Fractions (for more information on fractions, see [chapter 5](#))

Hyphenated when used as modifiers, otherwise not

No hyphenation as a noun:

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

But: hyphenation when an adjective or adverb:

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.

Compound modifiers

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

Number + unit of measurement

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

5. NUMBERS, MEASUREMENTS, DATES AND TIMES

Cardinal numbers

Write out numbers under 10

The project targets five regions.

Use figures from 10 upwards

The project will be implemented in 10 regions and reach 5,000 smallholder households.

Exception: Sentences beginning with a number should always be spelled out.

Twenty-five smallholder farmers attended the workshop.

For series above and below 10, use figures only

There are 12 African, 8 Asian and 5 European countries involved.
(not: There are 12 African, eight Asian and five European...)

For statistics and measurements, use figures

More than 3 billion people live in the rural areas of developing countries.
By project completion, 9 km of feeder roads had been upgraded.

Percentages

Express in figures

Wages increased by 1 per cent (not: ... by one per cent)
At least 70 per cent of the project beneficiaries will be women.
(but: Seventy per cent of the project beneficiaries will be women.)
per cent is spelled as two words

Word or % sign?

Spell out in running text.

Only 38 per cent of GDP ... (not: Only 38% of...)
When expressing percentages as a range in running text:
Between 40 and 55 per cent of community members joined the committee.
(no need to repeat "per cent")

Use percentage sign only in tables and figures. (For detailed guidelines on tables see [chapter 12](#).)

Ordinal numbers

IFAD meetings up to number 99

The thirty-ninth session of the Governing Council

Note: Hyphenate two-word numbers - twenty-third

IFAD meetings from 99 upwards

The 100th session of the Executive Board

For most ordinary purposes

She was the ninth farmer interviewed.

Note: For larger numbers, figures are preferred:

The country ranked 67th in the Human Development Index.

To indicate floors

2nd floor; 7th floor

Use superscript

15th or 21st (not 15th or 21st)

Currencies

Write out

Isolated and general references to currency

"... denominated in special drawing rights and United States dollars."
(not ... in SDR and US\$)

President's reports –recommendation section

RESOLVED: that the Fund shall provide a loan designated in euro on highly concessional terms to the Republic of Kenya in the amount of eleven million seven hundred and fifty-five thousand euros
(EUR 11,755,000) ...

Table/graph headings

Table 1
Project costs by component and financier
(Thousands of United States dollars)

Spacing

With a symbol

No space between symbol and number

US\$5 million

With a letter

Add space

EUR 5 million SDR 4.3 million

Exchange rates

When to write out currencies

In isolated occurrences in text, write out in long form.

The exchange rate was 250 Mexican pesos to 1 United States dollar.

In frequently occurring references in financial documents

... the EUR:US\$ exchange rate changed from EUR 0.897:US\$1 to EUR 0.841:US\$1...

Dates

Follow the day-month-year order

21 April 2018 (not: April 21 2018)

Use cardinal numbers

21 April (not: 21st April)

Date ranges

In running text

The 134th session of the Executive Board will be held **from 14 to 16** December.

The 163rd meeting of the Audit Committee will be held **on 23 and 24** November.

Document cover pages, tables and titles: use an en dash with no spaces (–)

23–24 November 2021

Centuries

Write out: nineteenth century (not: the 19th century or the XIX century)

Decades

the 1990s, the mid-1990s (not: the nineties)

Time of day

IFAD uses the 12-hour system

In running text

8 a.m. (not 8:00 a.m.)

9 a.m. to 1.30 p.m.

9 to 10 a.m. (note: abbreviation appears only once)

midnight/noon: not 12.00 a.m./p.m.

If you need to specify the time zone – for example in meeting invitations – add “Central European Time” in brackets.

The meeting will run from 2 to 4 p.m. (Central European Time).

Use the 24-hour system for timetables and schedules

09.00–12.30	Keynote address
16.30–17.00	Closing remarks

Ranges

Linking numbers in running text

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

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

For dates and percentages, separate figures with the word "to".

Inflation rose from 3.5 to 6 per cent.

For measurements, use an en-dash

"... to increase by an additional 2–4 kg."

Express in different styles to distinguish between different elements

15 five-phase schemes
three 2-year plans

A period covering two or more full calendar years

2010–2015 the biennium 2004–2005

A period of less than 24 months that straddles two years

2017/2018
In financial year 2018/2019, IFAD...

Use the same style for two numbers in a range

Between 3,430,500 and 4,500,000 housing units were built
(not: 3,430,500 and 4.5 million)

To reduce confusion, express numbers in full

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

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

Ranges with symbols: repeat symbol

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

Tickets for the match cost between US\$20 and US\$25.
(not: US\$20 and 25)

Ranges with word or abbreviation: do not repeat

... ranged from 3 to 6 per cent (not: 3 per cent to 6 per cent)

The convoy travelled at only 45-50 km an hour.

Symbols

No space between numbers and symbols

10° US\$15 75%

Negative amounts

In text: use the “-” sign or spell out the word “minus” to avoid ambiguity.

Negative interest rates, ranging from -3 to -2 per cent...

The budget balance is minus EUR 6.5 million.

In tables

Use brackets (not the minus sign) to denote negatives: (10) not: -10

Roman numerals

Upper case

Annexes, appendices and attachments to IFAD documents

annex I, appendix III

Governing Council session numbers in resolutions and decisions

Governing Council resolution 147/XL

Lower case

Lists in running text, use lower case and place within parentheses

The project will support: (i) value chain development; (ii) market access; and (iii) small-scale irrigation.

Punctuation

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

Telephone numbers

Use spaces (not parentheses or hyphens)

+39 06 5459 1000 (not: 0039 (06) 5459-1000)

Fractions and decimals

Write out

Simple fractions

Almost three quarters of the population had to be evacuated.

Express in figures

Compound fractions and decimals

The accident occurred 2 1/4 miles from the checkpoint.
Costs fell by 3.75 per cent in 2014 and 0.85 per cent in 2015.

Always include a "0" before the decimal point.

0.8 per cent (not: .8 per cent)

Ratios and map scales

Use numbers and a separating colon

A cofinancing ratio of 1:1.2 ... A new map on the scale 1:250,000 ...

Use a hyphen not a slash to express simple ratios

debt-equity ratio (not: debt/equity ratio)

In more complex cases, spell out the ratio

ratio of long-term debt to equity
ratio of current assets to current liabilities

Numbers only

Weights, measures and distances

The animals stopped 300 metres from the camp.
The yield was 3 tons per hectare.

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

0.25 percentage point 0.5 ton

Abbreviations: Use lower case. No punctuation.

120 kg
100 cm, 50 cm²

Ages

Mortality rates declined for children under 5 years of age.
Fertility rates in the age group 15–19

Temperatures

10.15° C; 92° F; -20° C

Note: there is a space between the degree symbol (°) and F or C.

Page numbers

In running text: "see pages 19–26." In footnotes: "see pp. 19–26"

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, write

1 million

3.4 million

Commas and full stops

US\$1.477 million = US\$1,477,000

US\$1,477 million = US\$1,477,000,000

Billion

In the United Nations system, 10⁹ (1,000,000,000)

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

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

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

Quick conversion table for millions/billions/trillions

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

6. GRAMMAR, PUNCTUATION AND STYLE

Quotations and quotation marks

Double quotation marks

Quoted words, sentences and paragraphs

It would give IFAD “the right to decide” ... (not: ‘the right to decide’)

Around specialized terms when they are first introduced and defined

Thereafter, these words should be written without quotation marks.

Single quotation marks

To enclose quotations within quotations

Rule 60 states that “the phrase ‘members present and voting’ means members casting an affirmative or negative vote”.

Direct quotations

General rule

Reproduce the original text exactly and check carefully for accuracy.

Permitted text changes (as necessary)

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

The final punctuation may be omitted.

The original footnotes and footnote indicators may be omitted.

Typographical and other clearly unintentional errors may be corrected.

Quotations of a complete paragraph of more than five typed lines

Set off as an indented block of text.

Punctuation and quotation marks

Place full stops and commas within quotation marks.

The Chairperson referred to rule 28, which allows for amendment “to the extent that such amendment is consistent with the Agreement.”

Omissions

Use an ellipsis (...) to mark omissions within a quotation.

“The Fund shall give resources ... on highly concessional terms.”

Note: Omissions at the start or end of a quotation do not need to be flagged.

Indicate a paragraph omission within a block quotation, by inserting the ellipsis points on a separate line of text and align them with the normal paragraph indents.

Square brackets within quotations

Use square brackets to insert or alter words in a direct quotation. The brackets enclose words intended to clarify meaning, provide a brief explanation or integrate the quote into the sentence.

“Within the framework of the above-mentioned priorities, eligibility for assistance shall be [provided] on the basis of objective economic and social criteria with special emphasis on [the needs of] low-income countries.”

Footnotes within quotations

Omit 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 resolution, decisions and IFAD documents

Short passages from resolutions and reports may be presented as an indirect quotation and are therefore not enclosed by quotation marks. Wording that is not strictly relevant may be omitted but the wording should adhere as closely as possible to the original text.

Indirect reported speech

The minutes of governing body meetings are written using indirect reported speech. The focus is on content and extra words are eliminated.

Direct reported speech: “I would like to express my appreciation to our Governors for their excellent proposals,” said the Chairperson.

Indirect reported speech: The Chairperson commended the Governors’ proposals.

Note: see the [United Nations Editorial Manual](#) for more detailed guidelines.

Serial comma/Oxford comma

“and” is not preceded by a comma before the last element in a series

Argentina, France **and** Switzerland ...

Unless the final or next-but-last element contains “and”

Various initiatives will be implemented to improve implementation support, monitoring **and** evaluation, and transparency in operations.

Apostrophes

Do not use with

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

Plural form of acronyms (NGOs; SMEs)

but:

four years’ grace (= four years of grace)

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

Possessives

Apostrophe + s

Possessive of singular nouns, even to words ending in -s or -z

Mrs Pérez's suggestion; the hostess's invitation

Mrs Jones's appointment

Some exceptions (mostly historical expressions)

Achilles' heel in Jesus' name

Apostrophe + no added s

Possessive of plural nouns

Ministry of Fisheries' budget (not: ...Fisheries's budget);

indigenous peoples' organizations (not: peoples's organizations)

Note: United Nations (not: United Nation's)

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

dash/en-dash/hyphen

To set off phrases within a sentence: use an en-dash (–) not a hyphen (-)

Leave a space before and after each dash

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

To insert an en-dash in Word, press Ctrl + minus sign on the keyboard number pad.

Round brackets ()

In normal circumstances and for acronyms

The Vice-President (representing the Fund) met with representatives of the World Food Programme (WFP) ...

For paragraph subdivisions within round brackets

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

Punctuation with round brackets

Full stop within a closing bracket only if the words form a complete sentence.

Square brackets []

Use square brackets when parenthetical information needs to be inserted into text already enclosed by parentheses.

IFAD will work with several development partners in the target area (e.g. the African Development Bank [AfDB] and the Bill & Melinda Gates Foundation).

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

In algebraic expressions

[(x + y) + z]

e.g. (for example)

Use in parenthetical references and do not follow by a comma

... items (e.g. computers, printers and scanners) ... (not: e.g., ...)

Elsewhere, write the words out in full

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

i.e. (abbreviation of the Latin id est, "that is")

Not followed by a comma

i.e. the Audit Committee ... (not: i.e., the Audit Committee)

Always preceded by a comma or bracket

Governing bodies, i.e. the Governing Council

etc.

Always preceded by a comma and followed by full stop

... machinery, equipment, etc.

Note: Do not use "etc." in phrases introduced by "e.g.", "including", "such as" or "for example" as these indicate that the list is not exhaustive.

Ibid.

In footnotes

10. Agreement Establishing IFAD, article 3, section 1(a).
11. Ibid., article 6, section 2(c).
12. Ibid., section 3(d) [The same article number as in preceding note.]

Italics

Used for the following:

Some foreign words (see [chapter 9](#).)
Latin names of animal and plant species
Titles of laws and decrees in a foreign language
Titles of books, publications, periodicals, newspapers, films, plays, and radio and television programmes
Variables in mathematical expressions

Not used for the following:

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

Bound spaces/soft returns

To keep two numbers or words from splitting at line break, insert a bound space between them. In Word, press Ctrl + Shift + space bar.

US\$2.1[]million 16[]per[]cent Mr[]Michael[]Smith

Addresses

Note the placement of commas. "Via" is capitalized.

IFAD, Via Paolo di Dono 44, 00142 Rome

Style

Consistency

Make sure that names, titles, places, projects, policies, departments, numbers, years, statistics, etc. are correct and referred to consistently throughout the document.

Common inconsistencies within the same document

Project or programme	<i>First reference:</i> "The Rural Development <u>Programme</u> will last ..." <i>Later reference:</i> "The <u>project's</u> components are as follows: ..."
Loan/grant amounts	<i>First:</i> "... a grant of US\$7. <u>5</u> million." <i>Later:</i> "... in addition to the grant of US\$7. <u>6</u> million, IFAD..."
Dates	<i>First:</i> "The project was approved in 200 <u>4</u> ..." <i>Later:</i> "After its approval in 200 <u>5</u> ..."
Departments/divisions	<i>First:</i> "... with the help of the "Operational Policy and Results <u>D</u> ivision." <i>Later:</i> "Operational Policy and Result <u>D</u> ivision will ..."
IFAD policies/strategies	<i>First:</i> "... in line with the <u>IFAD Climate Change Strategy</u> ." <i>Later:</i> "The IFAD <u>strategy</u> for climate change permits ..."
Government departments	<i>First:</i> "... with the Government's Department of Agriculture ..." <i>Later:</i> "The Department of Agriculture <u>and Livestock</u> will ..."
Government policies	<i>First:</i> "The Government's Ten-Year <u>Agriculture Plan</u> will ..." <i>Later:</i> "... the Ten-Year <u>Plan for Agriculture</u> ..."
Statistics	<i>First:</i> "The project aims to help <u>10,000</u> smallholder farmers." <i>Later:</i> "Beneficiaries – including <u>11,000</u> smallholder farmers ..."
Project titles	<i>First:</i> "... like the Rural Small <u>holder</u> Farmer Project ..." <i>Later:</i> "... as before in the Rural Small <u>holding</u> Farmer Project."
Components	<i>First:</i> "Component 1: Rural youth entrepreneurship." <i>Later:</i> "... component of <u>poor</u> rural youth entrepreneurship <u>projects</u> ..."

Use of "as"

as at (followed by specific time/date)

as of (can mean "beginning on" and "on a specific time/date")

as from (beginning on)

Avoid "as well as" unless the elements preceding it are the additional items and the items following are the core element:

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

shall/will

In contracts and other legal documents

Shall: undertakings of, e.g. borrower or guarantor to the agreement.

Will: expresses future or contingent action on the part of IFAD.

7. GEOGRAPHICAL NAMES

Introduction

The official names of IFAD Member States are listed in the [CIAO2.0](#) database. Three ways of writing the name are provided: formal, informal and short.

The formal name is used for:

Cover pages of COSOPs and projects proposals
Recommendation sections of President's reports for project proposals
Official correspondence

The informal name is used for:

References to the country in narrative text.

The short name is used in:

Tables, figures, etc.

Common errors and incorrect forms

Country names in common use may differ from the names used in an official diplomatic context. Always check the CIAO database to ensure the correct form is used.

<i>Incorrect form</i>	<i>Name in tables</i>	<i>In running text</i>
Bolivia	Bolivia (Plurinational State of)	Plurinational State of Bolivia
Cape Verde	Cabo Verde	-
Congo (Rep.)	Congo	-
D.R. Congo	Democratic Republic of the Congo	-
Gambia	Gambia (The)	The Gambia
Guinea Bissau	Guinea-Bissau	-
Iran	Iran (Islamic Republic of)	-
Ivory Coast	Côte d'Ivoire	-
North Korea	Democratic People's Republic of Korea	-
South Korea	Republic of Korea	-
Laos	Lao People's Democratic Republic	-
Macedonia	North Macedonia	-
Micronesia	Micronesia (Federated States of)	Federated States of Micronesia
Moldova	Republic of Moldova	-
Russia	Russian Federation	-
Swaziland (formerly)	Eswatini	-
Syria	Syrian Arab Republic	-
Tanzania	United Republic of Tanzania	-
Venezuela	Venezuela (Bolivarian Republic of)	Bolivarian Republic of Venezuela
Timor Leste	Timor-Leste	-
Vietnam	Viet Nam	-

Alphabetization

List in alphabetical order, usually by short name

"... from **C**anada, **S**udan and **V**iet Nam" (not: Sudan, Viet Nam and Canada)

Alphabetize by key word in the short form

e.g.: **B**olivia (Plurinational State of) = B not P

"The" is not taken into account for alphabetization purposes

The **B**ahamas and France (not: France and **T**he Bahamas)

Spelling of regions, states, counties, etc.

Refer to [Statoids](#).

Capitalization of place names

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

the Nile Delta	but: the delta
the Amazon River	but: the Amazon River valley
the Atyrau Region	but: the region
the Al Kufrah District	but: the district
the Daejeon Province	but: the province

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

Points of the compass

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

Central Africa, South-East Asia

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

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

The ICO is located in the east of the country (not: in the East)
The project is in northern Uganda (not: in Northern Uganda)

Use hyphen for compound forms

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

8. INCLUSIVE LANGUAGE

Diversity at IFAD

IFAD is committed to respecting and promoting diversity in its work and workplace. It values a diversity-rich workforce, free of discrimination as to ethnic, social or political background, colour, nationality, religion, age, sex, disability, marital status, family size or sexual orientation. For further information see the [IFAD Strategy on Diversity, Equity and Inclusion](#).

Language in official documents

The language used in IFAD documents should not marginalize people or groups of people on the basis of gender, cultural background, physical ability or any other potentially discriminatory factor. Inappropriate or exclusionary language can create a barrier and delay progress towards goals and objectives.

Gendered and gender-neutral terms

Language identifying gender should only be used when deemed necessary for the sake of clarity. If using a gendered term does not add value to the sentence consider using a gender-neutral term. For additional guidance on the use of inclusive language see the [United Nations guidelines for gender inclusive language](#) and the [Glossary on gender issues](#).

Alternatives to using a gendered pronoun

- Use the plural they, them or theirs
- Rephrase the sentence to omit the use of a pronoun
- Replace "his" with the definite article "the" or indefinite article "a"
- Use the pronoun "one"
- Use the relative pronoun "who"

Exclusionary terms and proposed alternatives

brotherhood	solidarity; human fellowship; human kinship
businessmen	business owners; business operators
camera man	camera operator; camera crew (plural)
chairman	chairperson; chair
founding fathers	founders
gentleman's agreement	honourable agreement; unwritten agreement
husbands/wives	spouses; partners
landlord	owner; proprietor
man	person; individual
manhood	adulthood
mankind	humanity
man-months/years	person-months/years
manpower	workforce; labour force; workers
policeman	police officer
spokesman	spokesperson; representative
to man (verb) a project	to hire personnel for a project

Additional gender neutral terminology

ombudsman, ombudsmen (gender-neutral)

This Swedish word meaning “representative, commissioner” (“...man” signifies “one” in Swedish, and thus encompasses both sexes) is used to denote an official appointed to investigate complaints and help achieve equitable settlements.

rapporteur (m., f.)

sex-disaggregated data (not: gender-disaggregated data)

Persons with disabilities

The “people-first” approach should always be favoured. The term “disabled people” places the emphasis on the disability, not the person, therefore “persons with disabilities” is the preferred term that is used by the [United Nations](#). For further guidance see the [United Nations disability-inclusive language guidelines](#).

Note: PwD is not an approved acronym for persons with disabilities and should not be used.

Indigenous peoples

Do not use “natives” as a term for the original peoples of a territory. Many different terms and definitions are used around the globe to refer to indigenous peoples and there is no universal definition. However, IFAD has a working definition based on various criteria listed in its [Policy on Engagement with Indigenous Peoples](#). An [Indigenous Peoples Glossary](#) has also been compiled in English, French and Spanish to ensure consistency and accuracy of terminology used in official documentation.

Note: Do not refer to in the singular, i.e. “indigenous people”.

Possessive

- indigenous peoples’ issues
- indigenous peoples’ organizations

Exceptions

- Indigenous Peoples Forum
- Indigenous Peoples Assistance Facility

9. FOREIGN, LATIN AND GREEK TERMS

Foreign terms

Italicize if not in the Concise Oxford English Dictionary

e.g. salle d'écoute

"Observers followed the session from the *salle d'écoute*."

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

a posteriori

a priori

an a priori argument; decided a priori

ad hoc (no hyphen)

ad infinitum

ad interim

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

aide-memoire,

(pl.) aides-memoires

bureau, bureaux

campesino (n., adj.)

circa

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

de facto

de jure

dirigisme

elite

en route (adj., adv.)

enfant terrible

ex ante

ex post (no hyphen)

fait accompli

(pl.: faits accomplis)

force majeure

a force majeure clause

honoris causa

idem (Latin idem, "the same")

Used in scholarly works and bibliographies, for instance in place of an author's name in successive references within one note to several works by the same person.

in situ

inter alia

laissez-faire

laissez-passer (n.)

(singular is same as plural)

modus operandi

mutatis mutandis

note verbale

(pl.: notes verbales)

ombudsman, ombudsmen

(gender-neutral; see [chapter 8](#).)

op. cit.

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

pari passu

per capita

Can be abbreviated to "pc" in GNPpc

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
(n.) quasi-corporation
(adj.) quasi-corporate

rapporteur (m., f.)

rapprochement

regime

rendezvous

sic

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

sine qua non

Means “without which not”; an indispensable requisite or condition.

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

tsunami, tsunamis

versus (not: vs, vs.)

vice versa**Keep accent but do not italicize**

raison d'être

vis-à-vis

El Niño, La Niña

(climatic phenomena)

émigré

résumé

démarche

détente

attaché

cliché

communiqué

coup d'état (pl.: coups d'état)

For project- and country-specific terms, use italics, keep accents and provide translation

kolkhoz (collective farm)

raion (administrative district)

Foreign addresses in translations**Legal texts**

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

Correspondence

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.).

Foreign terms: plural forms**addendum, addenda**

(not addendums)

antennae (for insects)**antennas** (aerials)**appendix, appendices**

(not appendixes)

biennium, bienniums

(two-year period)

colloquium, colloquiums**compendium, compendiums****corrigendum, corrigenda****criterion, criteria****curriculum, curricula**

(plural: curricula vitae)

encyclopedia, encyclopedias

but: the *Encyclopaedia*

Britannica

formula, formulas

(Use formulae only in scientific and mathematical contexts)

forum, forums (not fora)**honorariums****indices** (statistical),**indexes** (lists in a book)**larva, larvae****matrix, matrices**

medium, media
medium of exchange, media
Media takes a plural verb in all
senses (including the press,
radio and television): "The
media are interested..."
memorandum, memorandums
(not memoranda)

millenniums (not millennia)
moratoriums
nucleus, nuclei
referendum, referendums
(not referenda)
symposium, symposiums
thesis, theses

Accents on names (diacritics)

Drop accent

Only if the name has become naturalized in English

Brasilia; Panama; Haiti; Mexico; Montreal, Quebec, etc.

Accents on capital letters

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

FÊTE SALLE D'ÉCOUTE ÉTAT

Alphabetization of surnames

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

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

Chinese names

Word order

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" 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.

10. TITLES, HONORIFICS AND GOVERNMENT TERMS

IFAD correspondence

Salutations*

[CIAO^{2.0}](#) is the official source for information on Member State contacts.

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

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

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

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

Ms and Mr

First letter capitalized, no full stops

Mr Smith Ms Smith

Ambassador/Embassy

Ambassador of [country] to [country/organization]

... the Ambassador of Germany to Kenya.

Embassy of [country] in [country]

The Embassy of Sweden in Saudi Arabia

Forms of address

Her/His Excellency [name], Ambassador of [country] to [country]

Her Excellency Jane Smith, Ambassador of Australia to Ghana

-elect, -designate

Members of an official party of an incoming president

Mr John Smith, President-elect [of ____]

John Smith, Vice-President-elect (or Vice-President-designate)

_____, Minister-designate of Finance

_____, Director-General-designate, Finance Division, ...

Ambassadors: Avoid "designate", use "appointed"

His Excellency John Smith, Appointed Ambassador of Italy to France

Excellency, Excellencies

Title blocks in addresses delivered at the Governing Council

Address by His Excellency John Smith, President of ____ at ____

Honorific followed by a name

Her Excellency Martha Grimes, Ambassador of ____ to ____

Honorific without a name

... to welcome His Excellency, the President of ____

Government, government

Treat as a singular noun

The Government has pledged ...

Capitalize

Specific references to a government representing a state

the Government of France; the Governments of Haiti and Guatemala;

Lower case

Generic references

local or municipal government

a change of government

When used as an adjective

government institution

Abbreviations

Do not abbreviate governments of Member States

The Government of Argentina decided ... (not: the GoA decided ...)

Write the name out in full or, where the meaning is clear, use "the Government".

High Commission, Commissioner

Forms

High Commission of [country] in [country]

High Commission of Trinidad and Tobago in China

British High Commission in Poland

but: the United Nations High Commission for _____

the United Nations High Commissioner for _____

Right Honourable

Use before a name not a title

Right Honourable John Smith, Prime Minister of _____

(not: Right Honourable Prime Minister of _____)

Majesty, Highness

Upper case in all contexts

... conferred by Her Majesty, Queen Elizabeth II

Her Royal Highness ...; Their Royal Highnesses

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

Upper case

Specific references

the Ministry of Agriculture of India

the Ministries of Agriculture and Energy of Spain

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

Lower case

Unmodified plural forms

representatives of several ministries

There will be three ministers on the committee

President (of a country)

upper case

when referring to a specific person

His Excellency ____, President of the Argentine Republic
the President-elect of Ecuador
the Congress must consult the President

Note: avoid the informal style of President + surname

Secretary-General, Secretaries-General

Do not abbreviate

Secretary-General of ASEAN (not: SG of ASEAN)

Hyphenation

Follow official spelling

Secretary-General of the United Nations

Secretary General of the European Bank for Reconstruction and Development

University degrees

Lower-case

a bachelor of arts in history (not: a Bachelor of Arts ...)
holds a master's degree in science (not: a Master's degree...)

Abbreviations – note capitalization

received a BA in history BSc MA MSc MBA PhD, etc.

Use of Dr

Note: The title Dr is used only for a doctor of medicine acting in a medical capacity. However, use Dr to address university chancellors or comparable university officials when they are present at a ceremony involving IFAD, and the title is used in original documentation.

Honorary degrees and other honours

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

Other diplomatic titles

chargé d'affaires

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

Minister-Counsellor (plural: Ministers-Counsellor)

11. IFAD GOVERNANCE: MEETINGS, SESSIONS AND TERMINOLOGY

Session or meeting? Governor, member or representative?

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

Documentation for presentation at governing body meetings must be prepared using the correct template and follow the guidelines on word count set forth in the [President's Bulletin on Revised Corporate Guidelines for Governing Body Documents](#), issued in February 2022.

Member State/member

Upper case

Member States of IFAD
 Member States of United Nations agencies
 non-Member States
 Membership; IFAD Membership (collective term for all Member States)

Lower case (except in correspondence)

Evaluation Committee members
 Audit Committee members

Governing Council/Governor

Upper case

Governor
 Alternate Governor

Usage

The Governor for Pakistan ... (not: "of" Pakistan)
 Distinguished Governors
 Governing Council of...

Do not abbreviate to "GC" in official documents. The Governing Council convenes in sessions.

Executive Board/representative

Usage

Executive Board representatives

Representative “of” not representative “for” an IFAD Member State

The representative of Japan said... (not: the representative for ...)

Lower case

When referring to IFAD Executive Board representatives
(except in official correspondence – see below)

The representative of Nigeria asked ...

Upper case

In official correspondence for opening and closing salutations:

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

Note: The Executive Board convenes in sessions. Do not abbreviate to “EB” in
official documents.

Audit Committee/member

Lower case

Audit Committee member
Audit Committee meeting

Upper case

Audit Committee Chairperson

Note: 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.

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 ...)

Evaluation Committee/representative

Lower case

Evaluation Committee representative
Evaluation Committee session

Upper case

Evaluation Committee Chairperson

Note: One of the standing committees of the Executive Board. The Evaluation Committee convenes in sessions. Do not be abbreviate to "EC" in official documents.

Consultation on the [-] Replenishment of IFAD's Resources/member

The year-long Consultation exercise comprises a series of sessions convened by the Governing Council between IFAD and its Member States to decide on the replenishment level and other high-level matters for the next replenishment cycle. The next exercise will take place in 2023.

Upper case

Consultation on the Twelfth Replenishment of IFAD's Resources

The Governing Council approved the Report of the Consultation on the Twelfth Replenishment of IFAD's Resources (IFAD12 Report).

The Governing Council adopted the Resolution on the Twelfth Replenishment of IFAD's Resources (IFAD12 Resolution).

Lower case

During the session, Consultation members discussed the IFAD12 business model.

Member States: Lists

Note: Refer to the [Agreement Establishing IFAD](#) for an explanation of IFAD Lists.

List A

List B

List C: sub-List C1, sub-List C2 and sub-List C3

Lists A, B and C

members of this List

statements by the Lists

President

Upper case

When referring to a specific person

the President stated, the President will arrive, former President of IFAD

Use lower case when the sense is generic

Generic sense

IFAD has had many presidents since its founding.

Management

Upper case

When referring to the cadre of officials of IFAD

After reviewing the situation, Management decided...

Lower case

In normal usage

programme management; financial management

IFAD has three management mechanisms

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

Secretary of IFAD

Always use the full title

The Secretary of IFAD invited...
(not: The Secretary... or the IFAD Secretary...)
Office of the Secretary

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.

The term "constituency" is used to refer to a country or country group's seat on the Board.

Action taken by governing bodies

Depending on the meeting and item, governing bodies are invited to **review, approve, authorize or adopt** documents.

12. TABLES

Overview

This is a typical example of a table found in IFAD documents.

Table 1

Indicative programme costs by expenditure category and financier

(Thousands of United States dollars)

<i>Expense category</i>	<i>Borrower/ counterpart</i>		<i>IFAD loan</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>
1. Works	3 042.5	7.6	8 798.3	21.9	28 407.6	70.6	40 248.3	61.7
2. Vehicles	716.9	71.0	292.8	29.0	-	-	1 009.7	1.5
3. Equipment and materials	7.1	7.6	86.6	92.4	-	-	93.7	0.1
4. Consultancies	28.9	0.8	1 925.0	53.8	764.9	21.4	3 577.0	5.5
5. Training	197.9	1.6	2 943.5	64.5	-	-	4 562.8	7.0
6. Goods services and inputs	235.3	6.9	1 945.6	56.8	-	-	3 424.0	5.3
7. Matching grants and associated investments	-	-	5 155.5	100	-	-	5 155.5	7.9
8. Credit guarantee scheme ^a	-	-	2 978.3	100	-	-	2 978.3	4.6
9. Staff salaries and allowances ^b	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	29 172.5	44.8	65 189.5	100.0

^a In conjunction with AsDB.

^b To be managed by CPM.

Bolding and italics

Rows of totals (as above)

Column headers should be in italics and not bold

Follow this example for the bolding of a table title:

Table 1

Indicative programme costs by expenditure category and financier

(Thousands of United States dollars)

Fonts

Table title: Arial 9 – table number and table title
Arial 8 – currency/percentage

Within table: Arial 8

Footnotes: Arial 8

Lines

No vertical lines.

Bottom line and the line under column headers: 1.5 points width and bold.

Top line and all other horizontal lines: 0.5 points width.

Break in line between columns: 3 points, “white” colour.

Numbers

Space not comma for thousands: 27 564.10 (not: 27,564.10)

When a monetary amount is "nothing" it should be indicated with a hyphen "-"

When a percentage amount is "zero" it should be indicated by 0%

No need to repeat symbols (%/\$ etc.) next to numbers, when already included in column heading.

Negative numbers should be in brackets (not with a minus sign)

Minus 250 = (250) not -250

Alignment

Column wording: bottom left.

Numbers: bottom right.

"Total" or "Subtotal" indent from left.

Total lines: centre words and numbers.

Spacing

Aim to fit table across page, portrait layout.

Note: if too large it is acceptable to use landscape layout.

Consistent row height.

Space between title above table and footnotes below: 3-4 points.

Footnotes in tables

If there is only one footnote, use the * symbol.

For multiple footnotes, use letters (a, b, c, etc.) – do not use numbers.

Leave space between word and footnote symbol/letter for clarity:

Contributions ^a (not Contributions^a)

Quick conversion table for thousands of thousands into millions

Useful for tables in thousands of dollars/euros:

<i>Thousands</i>	<i>In millions</i>	<i>Actual figure</i>
10	0.01	10 000
100	0.1	100 000
1 000	1.0	1 000 000
10 000	10.0	10 000 000
100 000	100.0	100 000 000

13. REFERENCES AND FOOTNOTES

Governing body document titles

Capitalization

Use capital initial letters for document titles.

2018 Annual Report on Results and Impact of IFAD Operations

A general reference can then be made to the document without providing its full title. For instance:

“In discussing the decentralization document, the Board....”

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

High-level Budget Preview (not: High-Level Budget Preview)

Do not capitalize references to books or documents in footnotes or parentheses.

number, numbers	no., nos.
page, pages	p., pp.
paragraph, paragraphs	para., paras.
volume, volumes	vol., vols.

Document codes

Document codes should be inserted between brackets after the title, omitting the word document.

“PBAS report” (EB 2017/120/R.5) **not:** ... (document EB 2017/120/R.5)

IFAD agenda items in minutes

Agenda items should not be capitalized unless they are also document titles.

“The Board approved the agenda as proposed, with the inclusion of an additional item under other business.”

Footnotes

Sequencing and punctuation

The word “footnote” is written in lower case.

... (see footnote 9).

Place a full stop after all footnotes, however short even if the footnote is a hyperlink.

¹ Per 1,000 live births.

² Estimated.

³ <https://www.ifad.org>.

Footnote numbers should be written in superscript and be placed outside punctuation marks, with no intervening space. Follow the footnote number with a single space:

... on 2 July 1993.¹ According to recent reports, ...

... was approved today,³ but no provision has been made ...

In tables

A footnote to an item in a table (whether or not the table is enclosed in a box) is part of the table, and does not follow the document footnoting sequence.

Accordingly, footnotes to a table should be typed manually, using superscript letters of the alphabet rather than numbers. Where there is only one note to a table, use an asterisk.

Footnote style: Chicago Manual of Style, 17th edition

One author or more

Word order:

Full name, comma, title in italics (place published: publisher, year).

Ted Heller, *Slab Rat* (New York: Scribner Press, 2000).

With less information:

Ted Heller, *Slab Rat* (New York, 2000).

Ted Heller, *Slab Rat* (2000).

Two authors: as above but names listed in order they appear on cover page.

More than three authors: list first name given as it appears followed by "and others" or "et al."

Page numbers

Jane Austen, *Pride and Prejudice* (Oxford: Oxford University Press, 2015), 89.

Organization as author – even if also publisher

World Health Organization, *WHO Editorial Style Manual* (Geneva: World Health Organization, 1993).

UN General Assembly, *International Currency Manipulation* (New York, 2001).

Subtitles in references

One subtitle: title, then colon and begin subtitle with a capital letter:

Shirley Hazzard, *Greene on Capri: A memoir* (London, 1979).

Two subtitles: colon first and semi-colon second:

Shirley Hazzard, *Greene on Capri: A memoir; New life* (London, 1979).

Quoting chapters – use inverted commas around chapter name, and give page number at end.

Ann Carr, "Religion and Feminism", in *Religion, Feminism and the Family* (London: Penguin, 1996), 11-32.

Periodicals – inverted commas for piece, italics for periodical, page number after colon. The issue number (if it is given) is separated from the volume number with a comma and is preceded by “no.”

Phillip Kitcher, “How to save the planet,” *BioScience* 58, no. 4 (2005): 22.

Web links – at the end of the citation after a comma

Web page

Richard Kimberly Heck, “About the Philosophical Gourmet Report,” last modified August 5, 2016,
<http://rgheck.frege.org/philosophy/aboutpgr.php>.

Book online

Donald Davidson, *Essays on Actions and Events* (Oxford: Clarendon, 2001), <https://bibliotecamathom.files.wordpress.com/2012/10/essays-on-actions-and-events.pdf>.

Journal online

International Development Agency, “Working effectively in Fragile Situations”, *IDA annual paper* 58, no. 3 (2010): 0-33. Accessed 4 February, 2022. www.idaannualpaper.com.

Spelling and such

The spelling, hyphenation, capitalization and punctuation in the original title should be preserved with the following exceptions: capitalization maybe adjusted, “&” can become “and” and 12th can become 12th.

Multiple citations in footnotes

A note that applies to more than one location should be cross-referenced to maintain sequencing. Therefore, put:

¹⁸ See note 4 above.

Avoid using more than one note reference at a single location, as below:

“... which were agreed by the committee ^{3, 4} when it met.”

14. USEFUL RESOURCES

Web resources

[CIAO^{2.0}](#)

[Disability Inclusive Language Guidelines \(United Nations\)](#)

[FAO Term](#)

[Glossary on gender issues \(IFAD\)](#)

[Guidelines for gender-inclusive language \(United Nations\)](#)

[IFAD Manual](#)

[IFAD Policy on Engagement with Indigenous Peoples](#)

[Indigenous Peoples Glossary \(IFAD\)](#)

[Lexico](#)

[Office of the Secretary \(IFAD\)](#)

[People](#)

[President's bulletin: Revised Corporate Guidelines for Governing Body Documents](#)

[Statoids](#)

[United Nations Editorial Manual](#)

[United Nations Term Portal](#)

Key policies and strategies (2019–2021)

IFAD Knowledge Management Strategy

EB 2019/126/R.2/Rev.1

IFAD's Strategy and Action Plan on Environment and Climate Change 2019-2025: Results Management Framework

EB 2019/126/R.3

IFAD Private Sector Engagement Strategy 2019-2024

EB 2019/127/R.3

Revised Operational Guidelines on Targeting

EB 2019/127/R.6/Rev.1

Internal Control Framework

EB 2019/127/R.39

Information and Communication Technology for Development (ICT4D) Strategy

EB 2019/128/R.5

Framework for Operational Feedback from Stakeholders: Enhancing Transparency, Governance and Accountability

EB 2019/128/R.13

Revision of IFAD's Project Procurement Guidelines

EB 2019/128/R.40

Anti-Money Laundering and Countering the Financing of Terrorism Policy

EB 2019/128/R.41/Rev.1

Capital Adequacy Policy

EB 2019/128/R.43

Debt Sustainability Framework Reform

EB 2019/128/R.44

People, Processes and Technology Plan: Implementation of a Targeted Investment in IFAD's Capacity

EB 2020/129/R.3/Rev.2

Framework for IFAD non-Sovereign Private Sector Operations and Establishment of a Private Sector Trust Fund

EB 2020/129/R.11/Rev.1

Utilization of Resources under the IFAD Regular Grants Programme for the Implementation of the Private Sector Engagement Strategy and Other New Initiatives

EB 2020/129/R.26/Rev.1

Accelerated Repayment and Voluntary Prepayment Framework

EB 2020/130/R.34

IFAD's Liquidity Policy

EB 2020/131(R)/R.20/Rev.1

IFAD's Integrated Borrowing Framework

EB 2020/131(R)/R.21/Rev.1

Regular Grants Policy

EB 2021/132/R.3

Revised IFAD Evaluation Policy

EB 2021/132/R.5/Add.1/Rev.1

Borrowed Resource Access Mechanism: Framework for Eligibility and Access to Resources

EB 2021/132/R.9/Rev.1

Update to IFAD's Financing Conditions

EB 2021/132/R.10/Rev.1

Global Communications and External Advocacy – The way forward to IFAD12 and Beyond

EB 2021/133/R.4

IFAD Graduation Policy

EB 2021/133/R.5

Inclusive Rural Finance Policy

EB 2021/133/R.6

Enterprise Risk Management Policy

EB 2021/133/R.7

Establishment of IFAD's Euro Medium-Term Note Programme

EB 2021/133/R.11

IFAD South-South and Triangular Cooperation Strategy 2022-2027

EB 2021/134/R.8

IFAD Strategy on Diversity, Equity and Inclusion

EB 2021/134/R.9

IFAD Strategy on Biodiversity 2022-2025

EB 2021/134/R.10

Proposed Amendments to the Policies and Criteria for IFAD Financing and Adoption of the Framework on Financing Conditions

EB 2021/134/R.19

IFAD Risk Appetite Statement

EB 2021/134/R.21/Rev.1

Annex I of the Revised IFAD Evaluation Policy

EB 2021/134/R.35

Multi-Year Evaluation Strategy of the Independent Office of Evaluation of IFAD

EB 2021/134/R.36

15. WORD INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

- above-mentioned**
- abridgement**
- acknowledgement**
- aforementioned**
- aforsaid**
- absorptive capacity**
(not: absorption capacity)
- 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**
- addendum** (singular)
- addenda** (pl.)
- add-on** (n., adj.)
- add on** (v.)
- ad hoc** (no italics, no hyphen)
- admissible**
- advertise**
- advice** (n.)
- advise** (v.)
- adviser**
Use upper case as an IFAD title
(Adviser, Senior Adviser).
Maintain "advisor" spelling in titles
provided by officials from outside
IFAD.
- aftermath**
- aftershock**
- afterthought**
- after-effect**
- after-hours** (discussions, trading)
- afterwards** (not: afterward)
- afterword** (an epilogue)
- ageism, ageing** (not: aging)
- age-profile models**
- age-selective**
- age-specific**
- agribusiness**
- agrifood**
- agrobiolgy**
- agrochemical(s)**
- agroclimatic**
- agroecology, agroecological**
- agroecosystem**
- agroentrepreneur**
- agroforestry**
- agropastoral, agropastoralists**
- agroprocessing**
- agro-dealer**
- agro-industry, agro-industrial**
- air conditioner, air conditioning** (n.)
- air-conditioned** (adj.)
- air-condition** (v.)
- aircraft** (singular and plural)
- airdrop**
- airfare**
- airfield**
- airfreight**
- airlift**
- airspace**
- air raid**
- air traffic control**
- aim**
at + gerund (example: aim at
attaining the objectives)
to + infinitive (example: aim to attain
the objectives)
- airmail**
- all-inclusive**
- all-purpose**
- all-round**
- all-terrain**
- all-weather**
- all-time** (adj.)
- all time** (in prepositional phrase)
an all-time high
one of the greatest of all time
- alley cropping**
- allot, allotted, allotting, allotment**
- Al-Qaida**
- alternate** (n.)
a back-up person or substitute, as for
a delegate; (adj.) every second one
- amortize, amortization**
- anaemia**
- anaesthetic**
- analogue** (but: analog in computer
technology)
- analyse** (not: analyze)

anti-

If followed by a word beginning with
"i", use a hyphen:

anti-inflation, anti-inflammatory;
anti-immune

If followed by an upper-case letter,
use a hyphen:

anti-Arab; anti-American;
anti-Japanese

anti-abortion**anti-aircraft****antibiotic****anticorruption****antidumping****anti-erosion****anti-money-laundering****anti-poverty****antipollution****antisocial****antitrust****annul, annulled, annulment****antennae** (insects)**antennas** (aerials)**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****baseline** (n. and adj.)**base-year** (adj.)**bee-keeping** (form to be preferred over
"apiculture")**bee-keeper(s)****beforehand****benchmark** (n. and v.)**benefit, benefited, benefiting****best-practice** (adj.)**best practice** (n.)**appendix** (singular)**appendices** (plural)**aquaculture****Arab** (noun only)**Arabic** (adj.) e.g. the Arabic language**arm's length transaction(s)****arm's length quality assurance****as at** (on a specific date)**as of** (on and after a specific date)**Associate Vice-President****assure** (distinguish between assure,
ensure and insure)assure people, ensure events, insure
things**asylum-seeker****at-risk** (adj.)

an at-risk project, at-risk groups

but: groups at risk, at risk of not

achieving its goals

audio-visual**awareness-raising****axis, axes****bi-**

No hyphen is required after this

prefix: biannual; biennial; bimonthly;

biweekly

biannual (= twice a year, semi-
annually, twice-yearly, six-monthly)**biennial** (= every second year)**bimonthly**As this word means both "every two
months" and "twice a month", it is
better to use one of those phrases to
prevent any confusion.**biweekly**As this word means both "every two
weeks" and "twice a week", it is
better to use one of those phrases to
prevent any confusion.**bias** (n., 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: e.g. bio-occlusion

birth control**birth rate****birthplace****birthright****birthweight****bitcoin**

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
boldface (n.)
boldfaced (adj.)
bookkeeping
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)
bottleneck
brain drain
break away (v.)
breakaway (n., adj.)
break down (v.)
breakdown (n.)
break even (v.)
break-even (adj.)
 break-even point
 break-even analysis
break-out (adj.)
 break-out room

C

calibre
calorie(s)
cancel, cancelled, cancelling, cancellation
capacity-building (n., adj.)
confidence-building (n., adj.)
caregiver
caretaker
carry forward (v.)
carry-forward (n.)
 3 per cent carry-forward

break through (v.)
breakthrough (n., adj.)
break up (v.)
break-up (n., adj.)
-breeder, -breeding
 cattle breeders, plant-breeding
broad-based
broad-minded
broadband
broadcast (n. and v. – both past and past participle)
broadside
budget, budgeted, budgeting
build up (v.)
build-up (n.)
built-in, built-up
 (pre-positioned adj.)
built in, built up (past participle)
 a built-in escalation allowance
 a built-up area of the county
 The borrower has built in an allowance for escalation.
 The company has built up a huge database.
burden-sharing
bureau
bureaux
burka
burn, burned, has burned
bush fire
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

case by case (adv.): The list will be examined case by case.
case-by-case (pre-positioned adj.): on a case-by-case basis
case study
cash crop
cash flow (n.): a meagre cash flow
 the sustainable cash flow mechanism
cassava (not: manioc)
catalogue, catalogued, cataloguing
cattle 12 head of cattle, not 12 cattle

cattle-raising (n., adj.)

cattle raisers

cave-in(s) (n.)

cave in (v., phrase)

centre, centred, centring

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

central government

channel, channelled, channelling

cheque (means of payment) not check

checklist

checkpoint

check up (v.)

check-up (n., adj.)

chef de cabinet

childbearing (n., adj.)

childbirth

childcare (n., adj.)

child-rearing

citywide (adj., adv.)

a citywide survey
searched citywide for ...

classroom

clean up (v.)

clean-up (n., adj.)

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

clearing house

climate change (no hyphen)

climate-smart

cloakroom

closed-end

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

co-

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

co-author, co-locate

co-op, co-sponsor,

co-worker

Exceptions include:

coefficient, cooperate/cooperation/

cooperative; coordinate/

coordination/coordinator; coexecuting;

coexist/coexistence;

cofinance/cofinancing/cofinanced

cocoa bean (a cacao seed)

cocoa butter

combat, combated, combating

combatant

commit, committed, commitment,

committing

compel, compelled, compelling

complement (to make complete, supplement)

compliment (to praise)

comprise/include

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

The team comprises seven women and four men.

The team includes 11 people from Boston.

Comptroller General

Use the spelling **comptroller** for government financial officers and **controller** for corporate financial officers

consist of

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

control, controlled, controlling cornerstone

cost accounting

cost-benefit analysis, ratio

cost-effective(ness)

cost-efficient, cost-efficiency

cost of living (n.)

cost-of-living (adj.)

an increase in the cost of living

a cost-of-living increase

cost recovery (n.)

counsel, counselled, counselling

counsel (n., sing. and pl.)

the Office of the General Counsel

counsellor

However, respect the spelling (i.e.

with a single or double **l**) supplied by representatives even if this will leave a mixture of spellings for this title in a list of meeting participants.

councillor

elected member of a local government

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

country-level (adj., adv.)
country level (n.)
 country-level programmes
 ... at the country level
countryside
countrywide (adj., adv.)
 a countrywide survey
 known countrywide
COVID-19
pre-COVID
craftworker – preferred English term
 for “artisans”.
crisis (pl. **crises**)
crop dusting
crop farmer; crop-farming (n., adj.)
cropland
cross reference (n.)
cross-reference (v.)
cross-referenced
cross-referencing
cross section (n.)
cross-section (v.)
cross-section(al) (adj.)
cross-breed
cross-fertilize

D

data (note: This word is plural in
 construction: “These data show that
 ...”)
databank
database
dataset
data collection (n.)
data processing (n.)
data-collection (adj.)
data-processing (adj.)
day care (n.)
day-care (adj.)
 children in day care
 day-care centre, day-care providers
day-to-day (adj.)
day to day (adv. phrase)
 The director is in charge of the
 agency's day-to-day operations.
 The low-income population lives from
 day to day.
de-
 Unless this prefix is followed by the
 letter e, no hyphen is required:
 demobilize, decommission
 but: de-emphasize, de-energize
debt-equity ratio; debt-to-equity
ratio; but: **ratio of debt to equity**
debt-equity swap;
debt-for-equity swap

cross-subsidize
crossover
crosswise
crosswind
cross-cutting
crowd in
crowding-in effect
crowd out (v.)
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.)
cut back (v., past participle)
cutback (n., adj.)
cut off (v., past participle)
cut-off (n., adj.)
cybersecurity

debt-nature swap; debt-for-nature
swap
debt-obligation guaranty
(operation)
debt relief (n.)
debt-relief (adj.)
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.)
decentralize (not: decentralise)
decentralization
 (not: decentralisation)
decree-law
Decreto-Ley 2.019 may be translated
 as “executive order 2,019” or
 “decree-law 2,019”.
defence but: United States Department
 of Defense
de minimus
dependant (n.)
dependent (adj.)
desktop
dialogue (n., v.)
discernible not discernable

discreet (circumspect: a discreet person; discreet inquiries)
discrete (separate: discrete units. Also in econometrics: a discrete variable)
dispel, dispelled, dispelling
document Use lower case even if followed by code: e.g. 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.)

E

e-
 Always use a hyphen in words with an "e" prefix.
 Capitalize the "e" when starting a sentence:
 "E-mail addresses should ..."
 Capitalize both elements in headings and titles:
 "Unlocking the Potential of E-Commerce in Development"
e-business
e-commerce
e-mail (not: email)
e-signature
ecoclimate
ecosystem
ecotourism
ecozone
elite capture
-end (in financial jargon)
 closed-end (fund, mortgage)
 open-end (clause, fund, lease, mortgage)
 Compare with the general term open-ended (question, interview).
endeavour (n., v.) not endeavor
end product
end result

downward (adj., adv.)
draft (of a text)
draught (animals; of a ship; air current)
drawback (disadvantage; rebate of customs duties)
drawdown (the act of drawing on available loan facilities)
draw down (v.)
drawdown (n., adj.)
 authorization to draw down
 (=draw on) the line of credit, the first drawdown of the line of credit
drift net (n.)
drift-net (adj.)
drinking water
drop out (v.)
dropout (n., adj.)
drought-affected
drought-prone; flood-prone
drug-taking (n. and adj.)
drug trafficking
dry land (land as opposed to sea)
dryland(s) (type of ecosystem)
dyeing (clothes)
dying (death)

end use (n.), **end-user(s)** (n., adj.)
 of great help to end-users;
 end-user assistance
end-borrower(s) (n., adj.)
 rate charged to end-borrowers;
 end-borrower concerns
Note: The term "subborrower" is used at some IFIs for the end (final) borrower of a loan made to a (first) borrower, which then onlends the funds, often through one or more intermediaries. The term "end-borrower" is in common use elsewhere in the development lending community and can be used in IFAD documents.
English-speaking;
non-English-speaking
 the English-speaking Caribbean countries
enrol, enrolled, enrolling, enrolment
equal, equalled, equalling
equator
eurozone
evaluability
everyday (adj.) These are everyday concerns.

every day (adv. phrase) The reports are filed every day.

everyone (pronoun) (=everybody)
Everyone is here; we can begin.

every (adj.) **one** (=every single one)
Every one of you can help.

ex ante, ex post

executive summary

external auditor of IFAD

Always singular and in lower case.

F

far-flung

-farming (n., adj.)

crop-farming, fish-farming,
stock-farming, wheat-farming

far off (adv. phrase); **far-off** (adj.)

far off the beaten path

far-off places

farmer field school(s)

farmers' organizations

not: farmer organizations/farmers
organizations

far-ranging

far-reaching

far-sighted

farther (adj.) more distant:

the farther side of town

further (adj.) additional:

with no further thought of
consequences

fibreglass

fieldwork

fine-tune (v.)

fine-tuned (adj.)

fine-tuning (n.)

fintech

first-come, first-served

(on a ____ basis)

first-hand (adj., adv.)

a first-hand account; facts learned
first-hand. (Rarely, as a noun: facts
learned at first hand)

first quarter (n.)

first-quarter (adj.)

earnings in the first quarter
first-quarter earnings

first-rate (adj., adv.)

first-tier bank

fish farm (n.)

fish-farming (n., adj.)

fishmeal

fish oil

fishers not: fishermen, fisherfolk,
fisherwomen

fishing communities

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

fit-for-purpose

fit-for-purpose institution

the institution should be fit for
purpose

fixed-income investment

floodgate

flood plain

focus, focuses (n.)

focus, focusing, focuses, focused (v.)

-fold

When the number preceding this
suffix is a single unhyphenated word,
no hyphen is needed:

tenfold; 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

feed crop

food crop

foot-and-mouth disease

food-insecure (adj.)

The project will target
food-insecure households.

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

forbid, forbade (past), **forbidding**

forecast (v.) past tense forecast

(not: forecasted)

forgo not forego (to abstain from, do
without, dispense with: to forgo a
raise)

forgone principal

but: **foregone conclusion**

forums (not: fora)

forward (adj. and adv.) not forwards

forfeit (n., v.); **forfeiting**

forfait(ing)

This spelling is used only in
international finance, to denote the
discounting of medium-term notes.

for-profit (adj.)
a for-profit commercial concern
forward-looking
four-wheel drive (n.) – As an
adjective: a four-wheel-drive vehicle
-free (compound forms hyphenated
(e.g. disease-free)
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
front-load (v.)
fuel, fuelled, fuelling
fuelwood

G

gauge (n., v.)
gender-neutral
gender-sensitive
gender-specific
-general, -General (in titles)
General Service (GS) posts
geographic, geographical
Adopt one and apply consistently.
germ plasm
Gini coefficient
goodbye
goodwill

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

fulfil, fulfilled, fulfilling, fulfilment
full-blown
full-length (adj.)
full-scale (adj.)
We require a full-scale model.
but: The full scale of the disaster is unknown.
full-service (adj.)
full-size (adj.)
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

grass roots (n.)
grass-roots (adj.)
grass-roots concerns; working at the grass-roots level
but: seeking changes at the grass roots
grey (not: gray)
greenhouse; the **greenhouse** effect
ground floor
groundwater (n., adj.)
-growers, -growing
(in compound nouns)
rice-growers; vegetable-growing;
wheat-growers
gruelling

half-year (adj.)
half-yearly (adj., adv.)
reports covering each half year from ____ to ____
(Note: The term "six months" or "six-month period" is often a more idiomatic rendering of the French and Spanish "semestre".)
at half-year intervals
required to report half-yearly
hand in hand (adv. phrase)
hand-in-hand (adj.)
These two problems go hand in hand.
a hand-in-hand approach
handmade
handover (n., adj.)
hand over (v.)
home-made
hands-off (adj.)

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

hand-to-mouth (adj.)

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

handwriting, handwritten

hard copy

hardship (n., adj.)

hardware (n., adj.)

hardwood

hard-working

headlong

head-on (adj.)

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

headquarters (not: HQ)

health care (n.)

home care (n.)

health-care (adj.)

home-care (adj.)

help desk

haemorrhage not hemorrhage

hereafter (after this point in time; henceforward)

hereinafter (in the following part of this document)

hereinabove (at a prior point in this document)

hereinbefore (in the preceding part of this document)

here below (at a subsequent point in this document)

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

herewith (attached to this letter)

high-calibre (adj.)

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

high-energy (adj.)

high-level (adj.)

high level (adj. + n.)
 high-level meetings
 meetings at a high level

highlands

highly
 No hyphen is required when the word is used as a modifier:
 highly concessional terms
 countries that are highly indebted

high-quality (adj.)

high quality (adj. + n.)
 high-quality work
 work of high quality

high speed (adj. + n.)

high-speed (adj.)
 vehicles travelling at high speed
 high-speed rail transit

high-value (adj.)

historic(al)
 A **historic event or occasion** is an important occurrence, one that stands out.
 A **historical** event is any event that occurred in the past.

-holder
 bondholder; landholder; policyholder

home country travel

home leave

homeowner(ship)

home page not homepage

homogeneous not homogenous

hook up (v.)

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

hothouse (n., adj.)

-hour
 ampere-hour(s); kilowatt-hour(s); watt-hour(s); person-hour(s)
 (of consulting services)

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

women-headed households

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

hydroelectric

hydropower

hydrosystem

I

impassable (passage impossible: a bridge or road)

impassible (not: sensitive to pain and suffering)

inaccessible

inasmuch as

inbuilt

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

indices (numbers)

index, indexes (literary)

infrastructure (not: infrastructures)

indispensable

industry-wide (adj., adv.)

information and communications

technology

infrared

in-house (adj., adv.)

an in-house publication; work done

in-house

in kind (adv.)

contributions in kind

in-kind (adj.)

in-kind contributions only hyphenated

in running text before a noun

innocuous but **inoculate, inoculation**

inpatient (n., adj.)

outpatient (n., adj.)

input(s) (n.)

input (v.), **input** (past tense and past participle)

in-service (adj.)

in-service training

but: The elevator is not in service.

install, installed, installation,

installing

instalment

instil, instilled, instillation, instilling

instilment

institution-strengthening

(adj., unmodified noun)

institution-building

institutional development

-intensive

Hyphenate compound adjectives ending in -intensive, whether they precede the noun or appear in the predicate: capital-intensive project; projects that are labour-intensive

inter alia

interaction

interactive

inter-agency

inter-American

intercountry

inter-annual

intercropping

intercultural

interdepartmental

interdisciplinary

inter-ethnic

intergovernmental

inter-group

inter-industry

inter-institutional

interlinkage

inter-organizational

interprofessional

interprovincial

interracial

interregional

interrelate

intersectoral

intersessional

interspace

interstate

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

J

jihad, jihadi

K

keynote

keynote address

keynote speaker

kick-start (n., v.)

kilogram (not: kilogramme)

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").

labour force

landfill

landholder, landholding

landlocked

landowner, landowning

land use

land-use (adj.)

regulations governing land use
land-use regulations

lapse-of-time procedure

large scale

large-scale (adj.)

a project conceived on a large scale,
a large-scale project
(as a main title) Medium- and Large-scale Projects

law, Law

civil law; criminal law

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

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

the Foreign-Exchange Law; the
Emergency Measures Act
the Central Bank Act;

the 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

judgment (not: judgement)

kilometre (not: kilometer)

know-how (n.)

knowledge-sharing (n., adj.)

knowledgeable (not: knowledgable)

Koran (not: Qur'an, Quran)

lawmaker (n.)

law-making (adj.)

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, participle)

(not: learnt)

lengthwise

liaise

liaison

license (v.)

licence (n.)

life cycle (n.)

life-cycle (adj.)

lifelong

life-saving

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

Hyphens are used in all cases:
day-long; month-long; decade-long;
century-long

long range

long-range (adj.)

short- and long-range plans
planning for the long range

long standing

long-standing (adj.)

a custom of long standing
a long-standing commitment

long term

long-term (adj.)

planning for the long term
short- and long-term debt
Report on Long-term Debt (document title)

long time

long-time (adj.)

partners who have worked together for a long time
a long-time partnership

M

macro (not: hyphenated except for **macro-unit**)

macroeconomic(s)

but: macro- and microeconomics

make up (v. phrase)

make-up (n., adj.)

manageable, manageability

mango(es)

manoeuvre (n., v.) (not: maneuver)

marketplace

market town

marshal, marshalled, marshalling

meagre

medium-sized (adj.)

middle-sized

midsized

metadata

metalworking industry,

metalworkers

micro

(not: hyphenated except for
micro-environment,
micro-organism and micro-unit)

microentrepreneur(s)

microenterprise(s)

Avoid the construction "small and microenterprise", the expression "small enterprise" being two words, unhyphenated; an alternative is

lower case (n.)

lower-case (adj., v.)

lower-middle-income (adj.)

low-income (adj.)

low income (n. phrase)

low-income segments of the
population

a family with a low income

lowlands

lump sum

lump-sum (adj.)

payable in a lump sum; a lump sum
of US\$1,000

lump-sum payment, lump-sum

contract

-ly

Compound modifiers consisting of an
adverb ending in -ly (highly, fully and
so on) do not require a hyphen before
an adjective or past participle:

a highly developed technology
base, fully satisfactory
performance

"small business(es) and
microenterprise(s)".

mid- (as a prefix)

With few exceptions (for instance,
before numbers and before a capital
letter), no hyphen is needed after
"mid": mid-Victorian, the mid-1970s,
mid-1984.

midday

middle-income (adj.)

midpoint (n.)

midstep

midterm (adj.)

midway (adj., adv.)

midweek

midyear

mileage

minefield (n., literal and figurative)

model, modelled, modelling

moneys, monies

moneys: different kinds of currencies
monies: funds

monocropping

month long (a ____, one ____)

month-long (adj.)

mosquito, mosquitoes

multi-

Compound forms are not hyphenated
except for:

multi-access

multi-bilateral

multi-cause
multi-centre
multi-country
multi-donor
multi-ethnic
multi-faith
multi-purpose

multi-stakeholder
multi-skilled
multi-storey
multi-user
multi-utility
multi-year

N

nationwide (adj., adv.)
nearby (adj., adv.)
next of kin (n.)
next-to-last (adj.)
next to last (adv. phrase)
the next-to-last line
was ranked next to last in the appraisal

no later than (instead of "not later than")

non-

Generally hyphenated:

non-accrual (e.g. status),
non-aligned (e.g. nations),
non-compliance,
non-English-speaking,
non-existent, non-governmental organization(s),
non-interest-bearing,

non-lending, non-native,
non-negotiable, non-oil, non-oil-producing countries, non-regional,
non-reimbursable,
non-traditional, non-performing (e.g. loans), non-profit

Exceptions:

nonconformist, nondescript,
nonentity, nonfeasance, nonpareil

nonetheless

no-objection basis

no one

North-South (dialogue, trade relations)

not-for-profit

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

O

occur, occurred, occurrence, occurring
-odd

twenty-odd

odour, odourless (not: odor)

odorous

off- (as a prefix)

off-farm (adj.)

...in such off-farm activities

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

-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)

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

off season (n.)

off-season (adj., adv.)

offset (n., v., adj.)

offsetting

Past tense and participle: offset

In 2021 the company offset its losses with the sale of assets.

It has offset its losses quickly.

offshore/onshore (adj., adv.)

offshoot

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

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

offence (not: offense) but: offensive

offhand

offtake

oilcake

oilfield
oilseed
oil meal
oil palm
oil well
-old

Compounds ending in -old should be hyphenated:

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

one half (n.)

one-half (adj.)

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

a one-half-mile stretch of road
paid time and a half for overtime

The adjectival form is hyphenated: a
one-half share

on- (as a prefix)

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

ongoing

onlend, onlending, onlent

(not: on-lend)

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

on-the-job (adj.)

on the job (adv.)

We offer on-the-job training.

We provide training on the job.

onward (adj. and adv.)

oral (not: verbal)

Oral refers to spoken words (an oral
report, as opposed to a written one).
Verbal means expressed in words
(either orally or in writing). In IFAD
texts, it is rare that the word "verbal"
is really intended.

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

organization

But: retain the spelling organisation if
it appears in the official name of an
organization.

e.g.: Organisation for Economic Co-
operation and Development (OECD)

organizational chart

-out (as a suffix)

In nouns, a hyphen is usually not
required before this suffix:

blackout; fallout; walkout

The verb form consists of two words –
(to) black out, to cut out – as do

nouns describing the process rather
than the result:

the blacking out of power systems
but: power system blackouts

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

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

outgoing

outmigrant

outmigration

Migration 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 (adj.)

out-of-date information

out of date (adv.)

information that is out of date

outpost

outsource

over- (as a prefix)

A hyphen is usually not required after
this prefix:

overestimate, overreliance,
override, overrun, oversupply

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.

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 (garment)

overall length, overall sales, overall
picture

Overall, the quality is good.

(=generally)

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

-owner, -owning

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

homeowner; homeownership;
landowner; landownership;
landowning

P

panellist

parallel, paralleled, paralleling

paralyse

parameter(s)

paramedical

paramilitary

parastatal

parliamentary

(procedure, prerogative)

part-time (adj., adv.)

part-time work
working part-time

part-way (adv.)

pay-for-performance pilot

payroll

peacekeeper

peacekeeping

penholder

per cent

percentage

peri-urban

permissible

person-months

person-years

staff-years

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

personnel (see staff)

phasing-in (n.) **phase in** (v.)

phasing-out (n.) **phase out** (v.)

phenomenon, phenomena

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

pipeline

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

point-blank (adj. and adv.)

policyholder

policymaker

policymaking

post- (as a prefix)

Usually hyphenated:

post-1950, post-cold war, post-harvest
post-tsunami, post-session, post-war, but: postgraduate

practice (n.)

practise (v.)

prearrange

preconceive

precondition

predefine

predestined

predetermine

predispose

preheat

prehistory

prejudge

premarital

prenatal

preoccupy

prepaid

prerequisite

preschool

pre-COVID

pre-date

pre-eminent

pre-empt, pre-emptive

pre-establish

pre-screened

preselect

pre-session

preset

presuppose

pre-exist, pre-existing

pre-investment

pre-modern

pre-qualify/pre-qualified

pre-register

present day (n. phrase)

present-day (adj.)

in the present day

present-day concerns

pretence

printout

private sector (adj. + n.)

concerns in the private sector

private sector concerns

privatize, privatization

(not: privatise, privatisation)

pro-poor

proactive (not: pro-active)

producers' organizations

not: producer organizations or
producers organizations

profit, profited, profiting
program (n.) – in computing only
programme, programmed, programming
problem-solving (adj., n.)
promoter

Q

quintile
quinoa
quorum

R

rainfall
rainfed
rainforest
rainproof
rainwater
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
real effective exchange rate
reallocate
reappoint
rearrange
reauthorize
recost
redeploy
refinance
reforestation
reinforce
reissue
reorganize
reorient
resilience-building
retool
re-engineering
re-elect
re-emphasize
re-engage
re-establish
re-evaluate

prorate, prorated, prorating (v.)
provision(s), provisioning
loan loss provision(s), loan loss provisioning
public sector (adj. + n.)

quick-disbursing (loan)
synonym: fast-disbursing

re-examine
re-export
re-record
re-release
re-route
re-elect
re-entry
re-present (vs. represent)
recover (recoup, get back)
re-cover (cover again)
resort (have recourse to)
re-sort (sort again)
realize, realizable, realization
real time (n.)
real-time (adj.) (in data processing)
applications executed in real time
real-time processing, real-time control
recognize (not: recognise)
recur, recurred, recurrent, recurring
remodel, remodelled, remodelling
-resistant
DDT-resistant; resistant to DDT;
water-resistant
retrofit, retrofitting
reversible
reviser (not: revisor)
rice field
rice paddy
Richter scale
rigour (not: rigor)
risk-bearing (adj.)
roadmap
roll-out (n.)
roll out (v.)
Rome-based agency
roundtable (n., adj.)
run-off (n., adj.)

S

Sahel (the)

Sahelian zone

saleable

salt flat

salt marsh

salt pan

salt pit

salt water (n.)

saltwater (adj.)

scale up (v.) (not: "upscale")

scaled-up (adj.)

scaling up (n.)

school-age children

(but: children of school age)

schoolchildren

schoolteacher

sector

sectoral (avoid **sectorial**)

sector-wide (adj., adv.)

seed bank

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)

sharecropper; sharecropping

sheikh

shelf-life

shopkeeper

shopkeeping

shortfall

short term (n.)

short-term (adj.)

shortlist

signal, signalled, signalling

signage

smallholder farmers

(not: small farmers)

small-scale (adj.)

sociocultural

sociodemographic

socioecology

socio-economic

socio-political

soybean

specialize

spell, spelled (not: spelt)

staff (also personnel)

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

The staff are concerned.

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

The staffs of IFAD, FAO and WFP

Two IFAD staff members (not: two IFAD staffs or two IFAD staff)

Sustainable Development Goals (SDGs) SDG 1 (not: SDG1)

spill over (v.)

spillover (n., adj.)

spin off (v.)

spin-off (n., adj.)

stand-alone (adj., n.)

a stand-alone document

networks versus stand-alones

stand by (v.)

standby (n., 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.)

stationary (adj.) (not: moving)

stationery (n.) (paper)

stockpiling

straightforward

striketrough

sub-account

sub-amendment

sub-area

sub-block

sub-branch

sub-centre

sub-delegation

sub-entry

sub-folder

sub-issue

sub-item
sub-office
sub-Saharan
sub-unit
subarctic
subatomic
subcategory
subcommission
subcommittee
subcomponent
subclause
subcontinent
subcontract
subculture
subdivision
subedit
subdistrict
subgroup
subheading
subnational

subparagraph
suboptimal
subprogramme
subregion
subregional
subsection
subsector
substandard
subsystem
substructure
substandard
subtitle
subtotal
subset
sugar cane
summarize
superscript
supersede
supplementary funds
system-wide

T

take away (v.)
takeaway(s) (n.)
take over (v. phrase)
takeover (n., adj.)
targeted, targeting
tariff
task force
teamwork
therefore (thus; for that reason;
accordingly; consequently)
therefor (following a noun: "for same")
Example: adjustments in the contract
and the reasons therefor
think tank
twofold
tie, tied, tying
index-tied (adj.)
tie in (v.)
tied in (participle)
tie-in (n., adj.)
time-bound
time-consuming (adj.)
This is a time-consuming task.
This task is time-consuming.
timeframe
time lag

time limit
timeline
time period
time series
timescale
timespan
timetable
tomato(es)
ton (i.e. metric ton)
toolbox
topsoil
top-rated (adj.)
total, totalled, totalling
towards (not: toward)
tradable
trademark
trade off (v. phrase)
trade-off (n., adj.)
traffic, trafficked, trafficking
transfer, transferred, transferring
transferable, transferor
travel, travelled, travelling, traveller
turn around (v. phrase)
turnaround (n., adj.)
turn over (v. phrase)
turnover (n., adj.)

U

ultra-
Compounds are closed except for
ultra-high frequency (UHF).
unaccounted-for water

undercapitalized
underdeveloped
underemployment
underfunded

undernutrition

United Nations (avoid the abbreviation UN except when reproducing a title or a quotation)

United Nations system**underinvestment****underlie, underlying****underrate****underrepresent****underresourced****Undersecretary**

Except for: Under-Secretary-General

under way (adv. phrase)

(not: underway)

unforeseen**-up** (as a suffix)

In verbs, no hyphen used:

to break up, to build up, to check up, to scale up, to set up

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

Except in the gerund form:

the breaking up of, the building up of, the checking up of, the scaling up of, the setting up of

upper case (n.)**upper-case** (adj., v.)**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.)**upward** (adj. and adv.)**V****value added** (n., adj.)

greater value added

new value added requirements; value added tax

value chain (n., adj.)

value chain approach

veto(es)**vice-chairperson****vice-president****vice-minister**

Deputy minister is a more idiomatic rendering in English.

videoconference**vigour** (not: vigor)**W****wage earner****wage-earning****waste product****wastewater****well water****waterborne****watercourse****waterline****waterproof****watershed****waterway****waterworks****water level****water supply****water table****web****webcam****webcast****webinar****webmaster****website****webpage****webinar****weekday****weekend****well-being****well(-)_____**

Hyphenate as a compound adjective preceding a noun: She is a well-known economist.

Do not hyphenate when following a verb: He is well known in financial circles.

wetland(s)**whistle-blower(s)****whistle-blowing****wholehearted, wholeheartedly**

-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

workday

workflow

workforce

work permit

work-hour

working group

Capitalize when referencing a specific working group.

working hours

workload

workplace

workplan

worksheet

workshop

workspace

workstation

workstreams

workweek

World Bank

(not: WB)

write off (v.)

write-off (n.)

Example: debt

write-offs (i.e. the writing off of bad debts)

wrongdoing

X

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

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, etc. (at year-end).

year-on-year

year-round

young people

youth

(not: 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 hunger

zero-tolerance

zero population growth

16. ACRONYM LIST

3S Initiative	Initiative for Sustainability, Stability and Security in Africa	CLEAR	Centers for Learning on Evaluation and Results	ECL	expected credit loss
4Ps	public-private-producer partnerships	CO2	carbon dioxide	ECOWAS	Economic Community of West African States
ABC Fund	Agribusiness Capital Fund	COI	core outcome indicator	ECSA	Executive Committee of the Staff Association
ADB	Asian Development Bank	COP	Conference of the Parties	EDA	effective development assistance
ADF	Asian Development Fund	COSOP	country strategic opportunities programme	EIRR	economic internal rate of return
AFD	Agence Française de Développement	CPE	country programme evaluation	EMC	Executive Management Committee
AfDB	African Development Bank	CPI	consumer price index	EMTN	IFAD's Euro Medium-Term Note Programme
AfDF	African Development Fund	CPIA	country policy and institutional assessment	ENRM	environment and natural resources management
ALM	asset and liability management	CPL	concessional partner loan	EPR	external peer review
ALO	Americas Liaison Office	CPM	country programme manager	ERM	enterprise risk management
ALP	asset and liability portfolio	CPO	country programme officer	ERMF	Enterprise Risk Management Framework
APEC	Asia-Pacific Economic Cooperation	CRC	Contracts Review Committee	ESMS	environmental and social management system
APEX	Achieving Project Excellence in Financial Management	CRD	Corporate Risk Dashboard	ESR	evaluation synthesis report
ARRI	Annual Report on Results and Impact of IFAD Operations	CRP	conference room paper	ESS	environmental and social standards
ASAP	Adaptation for Smallholder Agriculture Programme	CSN	country strategy note	FALCO	Investment, Finance and ALM Advisory Committee
ASAP+	enhanced Adaptation for Smallholder Agriculture Programme	CSO	civil society organization	FAO	Food and Agriculture Organization of the United Nations
ASMCS	After-Service Medical Coverage Scheme	CSPE	country strategy and programme evaluation	FARMS	Facility for Refugees, Migration, Forced Displacement and Rural Stability
AVANTI	Advancing Knowledge for Agricultural Impact	CVaR	conditional value at risk	FDI	foreign direct investment
AVP	Associate Vice-President	D2.0	Decentralization 2.0	FFR	Financing Facility for Remittances
AWPB	annual workplan and budget	DAC	Development Assistance Committee (of OECD)	FIPS	Faster Implementation of Project Start-up
BOS	Business Operations Strategy (RBA terminology)	DC	deployable capital	Fls	financial intermediaries
BPR	business process re-engineering	DEF	Development Effectiveness Framework	FISCO	Investment and Finance Advisory Committee
BPs	basis points	DELIVER	Driving Delivery of Results in the Agriculture Sector	FOs	farmers' organizations
BRAM	Borrowed Resource Access Mechanism	DFI	development finance institution	FTE	full-time equivalent
CAF	Development Bank of Latin America	DHC	blend of Debt Sustainability Framework and highly concessional lending terms	GAFSF	Global Agriculture and Food Security Program
CAR	Climate Action Report	DMR	divisional management result	GALS	Gender Action Learning System
CBO	Common Back Office (RBA terminology)	DoA	delegation of authority (Delegation of Authority Framework)	GCF	Green Climate Fund
CCA	common country analysis	DRE	debt reduction equivalent	GDI	Graduation Discussion Income
CCR	COSOP completion report	DSF	Debt Sustainability Framework	GEF	Global Environment Facility
CDC	Centers for Disease Control and Prevention	DWP	dynamic workforce planning	GGWI	Great Green Wall Initiative
CGAP	Consultative Group to Assist the Poor	EaD	exposure at default	GIS	geographic information system
CIS	climate information services	EBRD	European Bank for Reconstruction and Development	GIZ	German Agency for International Cooperation
CFS	Committee on World Food Security	ECB	European Central Bank	GNI	gross national income
CLE	corporate-level evaluation	ECD	evaluation capacity development	GNIpc	gross national income per capita
				GNP	gross national product
				GRIPS	Grants and Investment Projects System

GSS	Global Staff Survey	KfW	KfW Development Bank	OSC	Operational Strategy and Policy Guidance Committee
HDI	Human Development Index	KM	knowledge management	PAD	portfolio performance and disbursement
HIPC	Heavily Indebted Poor Countries	KPI	key performance indicator	PAR	portfolio-at-risk
HR	human resources	KRI	key risk indicator	PARM	Platform for Agricultural Risk Management
HRIP	Human Resources Implementing Procedures	LDN	land degradation neutrality	PBAS	performance-based allocation system
IAI	Impact Assessment Initiative	LIC	low-income country	PCE	project cluster evaluation
IASB	International Accounting Standards Board	LMIC	lower-middle-income country	PCR	project completion report
IBF	Integrated Borrowing Framework	LOT	lapse-of-time (procedure)	PCRV	project completion report validation
IBRD	International Bank for Reconstruction and Development	M&A	mergers and acquisitions	PCS	preferred creditor status
ICF	Internal Control Framework	M&E	monitoring and evaluation	PCU	project/programme coordination unit
ICIs	intermediary credit institutions	MDB	multilateral development bank	PD	probability of default
ICO	IFAD Country Office	MDGs	Millennium Development Goals	PDB	public development bank
ICP	IFAD Client Portal	MEAL	monitoring, evaluation, adaptation and learning	PDR	project design report
ICT	information and communications technology	MFI	microfinance institution	PDT	project delivery team
ICT4D	information and communications technologies for development	MFS	(countries with the) most fragile situations	PES	performance evaluation system
IDA	International Development Association	MIC	middle-income country	PIM	project implementation manual
IDB	Inter-American Development Bank	MLR	minimum liquidity requirement	PMU	project/programme management unit
IE	impact evaluation	MOPAN	Multilateral Organization Performance Assessment Network	PO	purchase order
IFAD12	Twelfth Replenishment of IFAD's Resources	MoU	memorandum of understanding	PoLG	programme of loans and grants
IFC	International Finance Corporation	MRG	Management Review Group	PoW	programme of work
IFFIm	International Finance Facility for Immunisation	MSIP	Member States Interactive Platform	PPA	project performance assessment
IFI	international financial institution	MSME	micro, small and medium-sized enterprise	PPE	project performance evaluation
IFPRI	International Food Policy Research Institute	MTP	medium-term plan	PPTP	People, Processes and Technology Plan
IFRS	International Financial Reporting Standards	MTR	midterm review	PRiME	Program in Rural Monitoring and Evaluation
IGA	income-generating activity	NAV	net asset value	PRISMA	President's Report on the Implementation Status of Evaluation Recommendations and Management Actions
ILC	International Land Coalition	NCC	net contributor country	PSC	project steering committee
ILO	International Labour Organization	NDC	nationally determined contribution	PSFP	Private Sector Financing Programme
ILOAT	Administrative Tribunal of the International Labour Organization	NPLs	non-performing loans	PSS	Private Sector Engagement Strategy
IMF	International Monetary Fund	NPV	net present value	QAIP	quality assurance and improvement programme
INBAR	International Bamboo and Rattan Organisation	NRM	natural resource management	R&D	research and development
INGO	international non-governmental organization	NSOs	non-sovereign operations	RAC	resources available for commitment
IOCs	instruments of contribution	ODA	official development assistance	RBA	Rome-based agency
IOG	institutional output group	OECD	Organisation for Economic Co-operation Development	RBL	results-based lending
IPS	Investment Policy Statement	OMC	Operations Management Committee	RESOLVE	Results-based Management for Rural Transformation
IRR	internal rate of return	OMT	Operations Management Team (RBA terminology)	RIDE	Report on IFAD's Development Effectiveness
ISA	IFAD Staff Association	OPEC	Organization of the Petroleum Exporting Countries	RIMS	Results and Impact Management System
IsDB	Islamic Development Bank	OPEC Fund	OPEC Fund for International Development	RMF	Results Management Framework
ISO	International Organization for Standardization	ORMS	Operational Results Management System	RPSF	Rural Poor Stimulus Facility
IVI	IFAD Vulnerability Index				

RSP	rural sector performance	SIF	Smallholder and Small and Medium-Sized Enterprise Investment Finance Fund	UNDS	United Nations Development System
RSPA	rural sector performance assessment	SME	small and medium-sized enterprise	UNEG	United Nations Evaluation Group
RTA	reimbursable technical assistance	SO	strategic objective	UNEP	United Nations Environment Programme
S&P	Standard & Poor's	SOE	statement of expenditure	UNFCCC	United Nations Framework Convention on Climate Change
SACCOs	savings and credit cooperative organizations	SOFI	State of Food Security and Nutrition in the World	UNFSS	United Nations Food Systems Summit
SAFIN	Smallholder and Agri-SME Finance and Investment Network	SRE	subregional evaluation	UNICEF	United Nations Children's Fund
SARP	Smallholder Agribusiness and Resilience Project	SRI	socially responsible investment	UNSDCF	United Nations Sustainable Development Cooperation Framework (formerly UNDAF)
SBF	Sovereign Borrowing Framework	SSTC	South-South and Triangular Cooperation	UNSDG	United Nations Sustainable Development Group
SCF	sustainable cash flow approach	SWP	strategic workforce planning	USAID	United States Agency for International Development
SD3C	Joint Programme for the Sahel in Response to the Challenges of COVID-19, Conflict and Climate Change	TA	technical assistance	VfM	value-for-money
SDC	Swiss Agency for Development and Cooperation	TE	thematic evaluation	WFP	World Food Programme
SDG	Sustainable Development Goals	TLL	target liquidity level	WHO	World Health Organization
SDR	special drawing rights	ToC	theory of change	WIGSI	within-grade step increment
SECAP	Social, Environmental and Climate Assessment Procedures	ToRs	terms of reference	WRMF	Weather Risk Management Facility
SH/SEA	sexual harassment/sexual exploitation and abuse	UMIC	upper-middle-income country		
SIDS	small island developing states	UNCT	United Nations Country Team		
		UNDF	United Nations Decade of Family Farming		
		UNDP	United Nations Development Programme		


Contact

Maura McNamee
English Editor
Conference and Languages Services
Office of the Secretary
E-mail: m.mcnamee@ifad.org



International Fund for Agricultural Development
Via Paolo di Dono, 44 - 00142 Rome, Italy
Tel: +39 06 54591 - Fax: +39 06 5043463
Email: ifad@ifad.org
www.ifad.org

 ifad-un.blogspot.com

 www.facebook.com/ifad

 [instagram.com/ifadnews](https://www.instagram.com/ifadnews)

 www.twitter.com/ifadnews

 www.youtube.com/user/ifadTV