20**13**

STYLE **GUIDE**

Better **English** and style, in print and online

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The *Council of Europe English style guide* and the *Typomémo – Mémento typographique français* are available in electronic form (PDF) on the DGA Intranet pages:

–   on the DLOG portal, in the "Useful links" rubric;

–   on the *Publications production* page, in the "Theme Files" rubric.

They are also available in the *Administrative Handbook*.

A paper version can be printed using the in-house SCRIB printing system. For complete instructions, please consult the guide "How to print the *English style guide* using SCRIB", available in the *Administrative handbook*.

Contents

Foreword

The *Council of Europe English style guide* has been compiled for anyone who writes, prepares, translates, types, lays out, corrects, copy-edits or proofreads documents or publications for the Council of Europe, in-house or externally.

It is intended to offer clear guidance on typographical, linguistic and stylistic issues and is based upon rules and standards used in the printing and publishing industries. The inherent challenge has been twofold: to summarise, in one volume, a number of useful rules and guidelines without reproducing information that can be easily found in dictionaries and in the reference works cited at the beginning of this guide (*1. Sources and main reference works*).

The main objective is to improve the quality of texts produced within the Organisation, both on paper and in electronic format, making them more comprehensible and coherent. It is our hope to produce a new, updated edition every two years.

If we may be allowed to sum up the intention of this style guide and to offer some advice in the form of "words from the wise", let us quote George Orwell, from *Politics and the English Language* (1946), on the subject of writing in English:

> *Never use a metaphor, simile, or other figure of speech which you are used to seeing in print.*
>
> *Never use a long word where a short one will do.*
>
> *If it is possible to cut a word out, always cut it out.*
>
> *Never use the passive voice where you can use the active.*
>
> *Never use a foreign phrase, a scientific word, or a jargon word if you can think of an everyday English equivalent.*
>
> *Break any of these rules sooner than say anything outright barbarous.*

Should you only retain one line of this quotation, let it be the last.

Acknowledgements

Great and many thanks to all those who devoted some of their precious time to this new edition, and in particular the dedicated members of the different departments of the Organisation and our external copy-editors and proof-readers, whose pertinent – and often difficult – questions helped point us in the right direction to improve this work. We strongly encourage the users of this guide to send any questions and/or suggestions to the following e-mail address, mentioning "Style guide 2013" in the subject line: *spdp.wkf.ue@coe.int*.

Changes since the previous edition

All significant changes since the previous edition (2011) are indicated in dark red in the PDF document, and appear in grey in the printed version. This is to make it easier for the regular user to pick out the updated sections.

<div align="right">

Editorial Unit
SPDP/Prepress
Council of Europe

</div>

FAQ – Frequently asked questions

1.   Sources and reference works

1.1.   Main reference works

Entries in this style guide are limited to questions not covered in the works listed below. References are to the latest edition unless otherwise specified.

- ***Oxford Dictionary of English (ODE)***
  Oxford University Press, Oxford

- ***Copy-editing: the Cambridge handbook for editors, authors and publishers***
  Butcher J. (2003), Cambridge University Press, Cambridge

- ***Fowler's Modern English Usage***
  Burchfield R. W., Oxford University Press, Oxford

- ***Marks for copy preparation and proof correction***
  British Standard 5261-2:2005, Copy preparation and proof correction. Specification for typographic requirements, marks for copy preparation and proof correction, proofing procedure, British Standards Institution, London, 2005.

- ***The Council of Europe French-English legal dictionary***
  Bridge F. H. S. (1998), Council of Europe Publishing, Strasbourg

1.2.   Secondary sources

Secondary sources should be considered when the main reference works offer no guidance. These three works are available as a set from Oxford University Press.

- ***New Oxford Dictionary for Writers and Editors (NODWE)***
  Contains an alphabetical listing of recommended uses. May complement the *Oxford Dictionary of English*, especially regarding the use of italics or roman with foreign words.

- ***New Oxford Spelling Dictionary (NOSD)***
  For spelling and word division.

- ***New Hart's Rules (NHR)***
  Handbook of style for writers and editors.

1.3.   Other publications

The following publications may be of interest.

- ***Essential English – For Journalists, Editors and Writers***
  Evans H. (2000), Pimlico, London
  Originally published as *Newsman's English*. Good advice for crisp, clear and precise style.

- ***The Economist style guide***
  The Economist/Business Books, London

- ***Punctuation for now***
  McDermott J., Macmillan, London

- ***Eats, Shoots & Leaves: The Zero Tolerance Approach to Punctuation***
  Truss L., Profile, London

- ***The Chicago manual of style***
  University of Chicago Press, Chicago

- ***The BBI Dictionary of English Word Combinations***
  Benson M. et al. (1997), John Benjamins Publishing Co., Amsterdam

1.4. Complementary online sources

The Internet is a rich source of information, but its use is subject to caution as information may be out of date, politically motivated or just plain wrong. In addition, characters not used in English may be problematic or ignored entirely, and many sites offering information require a subscription. This section contains a small selection of useful sites.

Council of Europe

– Treaty Office website: *http://conventions.coe.int*
– Committee of Ministers adopted texts: *www.coe.int/t/cm/adoptedTexts_en.asp*
– Parliamentary Assembly adopted texts: *http://assembly.coe.int/ASP/Doc/XrefATListing_E.asp*
– HUDOC (European Court of Human Rights case law database): *http://hudoc.echr.coe.int/*
– Congress of Local and Regional Authorities: *www.coe.int/t/congress/texts/adopted-texts_en.asp*
– Bilingual list of committees, groups, working parties, meetings, bureaus, boards and other bodies, including abbreviations: *ADMIN/LING(2007)1.* Only available on the Council of Europe Intranet. Drop us a line if you need a recent copy.

Other style guides

– *The Guardian, Observer* and guardian.co.uk style guide: *www.guardian.co.uk/styleguide*
– The BBC News Style Guide (2003): *http://www2.media.uoa.gr/lectures/linguistic_archives/academic_papers0506/notes/stylesheets_3.pdf*
– *Elements of Style* (William Strunk, Jr.): *www.bartleby.com/141/*

Online dictionaries

– AskOxford (the *Compact Oxford English dictionary* online): *www.askoxford.com*
– *Oxford English Dictionary Online* (by subscription): *www.oed.com*

Bibliographical references

– The British Library: *http://catalogue.bl.uk/*
– The Library of Congress: *www.loc.gov/homepage/lchp.html*

Online encyclopaedias

– *Wikipedia* – "the free encyclopaedia that anyone can edit": *http://en.wikipedia.org/wiki/Main_Page*
– *Encyclopedia.com* – Portal for many free online reference sources: *www.encyclopedia.com*
– *Classic Encyclopedia* – based on the 11th edition of the Encyclopaedia Britannica (1911): *www.1911encyclopedia.org*
– *Symbols.com* – Encyclopaedia of western signs and ideograms: *www.symbols.com*

Atlases, geo-political information

– *Atlapedia.com*: *www.atlapedia.com*
– *Infoplease.com* – *atlas*: *www.infoplease.com/atlas*
– *CIA World Factbook*: *www.cia.gov/library/publications/the-world-factbook/index.html*

Specialist sites

– Society for Editors and Proofreaders: *www.sfep.org.uk*
– The Electric Editors – "the Internet community for editors, proofreaders, indexers, translators and publishers": *www.electriceditors.net*

2. Abbreviations

Abbreviations should normally be avoided in running text. Use "that is/namely", rather than "i.e." and "for instance/for example" rather than "e.g.". We do use "etc.", preceded by a comma if more than one term precedes it, but avoid overuse. Abbreviations can, however, be used to avoid repetition over several sentences or to save space in tables, charts or footnotes, for example. In such cases the following rules apply.

2.1. Initials

Initials before a surname take points and a following space (J. S. Bach). Initials follow the same rules in bibliographies, but come after the surname (Evermore R. C.). *See FAQ 3. Bibliographies*, on page 9.

2.2. Acronyms

Unless the acronym is well known (EU, USA, UN), always use the full title the first time it appears, followed by the acronym in brackets, e.g.: "The European Youth Centre (EYC) …". Otherwise, acronyms should be written in all capitals, subject to the following conditions:

– if an organisation/institution makes consistent use of a different style for the acronym which makes up its name, the name of a sub-entity, body or a treaty or convention for which it is responsible, we must respect their choice. Failing this, try the relevant website, if available;
– if an acronym is an abbreviated form of the name of anything other than an organisation (i.e. a disease such as Aids), reference can be made to generally accepted practice in the relevant professional fields.

The plural of abbreviations is formed by adding an "s" (lower case, no apostrophe): MPs, NGOs. Acronyms of names that are usually used in the plural should be written as they are spoken (e.g. OCTs, SMEs – not OCT, SME – unless used as an adjective).

Generally, the definite article is only used with acronyms which are not pronounceable: the OSCE, but UNESCO, UNMIK. The World Health Organization is an exception, as referring to "the WHO" can be confused with a certain British rock'n'roll band.

See Appendix 2: common acronyms, on page 45, for specific examples.

2.3.   Official texts

In adopted texts, conventions, treaties and other official texts or legal instruments of equal legal value in English and French, certain abbreviations should be avoided. For example, "EU" (European Union) and "EP" (European Parliament) are relatively frequent in English, but are not used as commonly in French, so they should be avoided. This does not hold for publications or other printed documents.

2.4.   Mr, Dr, Ltd, eds, etc.

No full stops:

– in contractions (where the short form contains the first and last letters of the complete word): Mr, Dr, Ltd, eds, etc. The plural of "vol.", however, is "vols.", just as the plural of "No." is "Nos.".

Full stops:

– in abbreviations (where the short form does not contain the last letter of the complete word): pp., No. (not "no"), ed. (for "editor" or "edited by"), etc. By this logic, "Rt Hon." has a stop at the end only. Note that "St" is used for "Saint", but "St." for "street".

2.5.   Measurements

When abbreviated, most units of weight and measurement take neither a full stop nor an "s" in the plural: kg, km, ha, ft, yd, etc. Leave a space between the number and the unit.

For areas (e.g. square miles) and volumes (e.g. cubic metres), the superscript figures ^{2} and ^{3} should be used only in technical and scientific contexts. Prefer "square kilometres" or "sq. km" to "km^2".

2.6.   op. cit., ibid., cf., p., pp., etc.

These abbreviations, and others, are covered in *Appendix 3*, on page 49, and in the *NODWE*.

3.   Bibliographies

Bibliography is the citing of reference works in a consistent and accurate manner in order to i) inform the readers and enable them to identify and locate the works cited, and ii) give full credit to the authors whose works contributed to the writing of the book at hand.

Plagiarism, on the other hand, is taking credit for someone else's work, in the form of texts, unique ideas, images or music, whether intentionally or not. This includes using quotations or parts of a work without acknowledging the original author or artist.

Giving credit for the works, images and ideas used in a publication is an ethical and legal obligation.

These links provide general information on plagiarism and tools for prevention and detection:

– general overview of the problem: *http://en.wikipedia.org/wiki/Plagiarism*;
– a site specialising in the issue: *www.plagiarism.org/*;
– "The 20 Best Free Anti-Plagiarism Tools", on the BlogHerald, lists prevention and detection tools (*www.blogherald.com/2007/06/25/the-20-best-free-anti-plagiarism-tools/*);
– Internet search on "online plagiarism detector" to find free online plagiarism-detection tools for text.

If there is any doubt about the true origin of text, images or ideas presented in a publication, please contact the Editorial Unit immediately.

3.1.   General

A bibliographical reference should ideally appear in an ordered list, although less practical options such as inserting full references directly in the text or in a footnote do exist. Grouping references in a list can avoid repetition, save space and even make the work easier to read. There are generally two types of such lists:

– a "bibliography" lists works more or less related to the subject matter of the work and used in its drafting;
– a "references" list gives the exact references of works to which the author refers directly in the text.

Council of Europe style is to prefer the author–date system for references. We strongly recommend using this system from the outset, as imposing it upon an existing manuscript requires a large number of changes, thus increasing production delays and costs. Multi-author works with separate bibliographies for each contribution should use the same system throughout.

References should be placed in a list, as specified below (3.2), not in footnotes, because references in footnotes take up a great deal of space on the page and very quickly become repetitive and unmanageable. In long works with many references, identical references take up space needlessly, variations of similar references appear by mistake, and so-called solutions such as "op. cit.", "see note (number)" or "*supra*" referring back to previous references are either useless to the reader or unmanageable for those producing the work.

For the use of abbreviations in bibliographical matter (ibid., *idem*, op. cit., loc. cit., etc.), see specific entries in *Appendix 3: commonly used foreign words, Latinisms and a few abbr.*, on page 49, and *New Hart's Rules*.

3.2.   "Bibliography" and/or "References"

In general and academic publishing (humanities), bibliographies appear at the end under the heading "Bibliography". A list following these guidelines is generally sufficient when the author does not refer directly to sources in the body of the text.

A reference section comes at the back of the work, or at the end of each article or contribution in the case of multi-author works, under the heading "References" (not "Bibliography").

In both cases, entries should be in this order:

– ① Author (date), ② *Title*, ③ Publisher, ④ Place of publication.

   Koppy E. D. (2010), *Proofreading*, Tallulah Press, Tallulah.

Commas separate each piece of information and a full stop closes the reference.

① **Author (date)**: the author's surname comes first, then his/her initial(s). There is no comma between the author's surname and initial(s) or the date. Initials take points and a space between each if more than one. List authors/editors with compound names according to the first of their surnames. For names with prefixes (de, van, von, etc.), list according to the surname and put the prefix after the initial, in parentheses:

– Pozo Martín F.
– Boer-Buquicchio M. (de).

If two or more references have the same author/editor and publication year, each should have a lower-case letter (roman type) added to the year to distinguish them (examples listed below, under 3.3).

② **Title**: titles of books and periodicals should be in italics (no quotation marks), with initial capitals on the first word of the title and on proper nouns only (*see min. caps*, on page 31). Titles of articles, contributions, chapters, dissertations, booklets, reports or unpublished works should be in roman min. caps, in quotation marks.

Entries are listed in alphabetical order by author or editor (including institutional works). To avoid repeating an author's name, it can be replaced with double em-dashes in subsequent entries (but leave the date). Put multiple works by the same author(s)/editor(s) in date order (earliest first). Then put in date order any works where the same author/editor is the first named (of two or more); these should be cited as "[Author] et al.". Edited works may be (but need not be) interfiled with authored works.

3.3.   Author–date references in the text

When authors refer directly to their sources, prefer the author–date system ("Harvard system"). Simply put, an abbreviated reference is inserted in the text, in parentheses, where the author makes direct reference to another's work, providing the name of the author/editor and the year of publication for that work, with no punctuation between the two; page numbers may be inserted after a colon for precision:

– (Smithers 2000)
– (Butcher 2003a)
– (Butcher 2003b: 251-8).

The reader can then consult the reference section (3.2, above) for the full reference. An acceptable alternative is to put this abbreviated reference in a footnote.

3.4.   Niceties of presenting bibliographies

3.4.1.   Series

Put series titles (capitals on all significant words) and the number in the series after the title:

– Author (date), *Title*, **Series Title No. in series**, Publisher, Place of publication.

Evermore R. (2012), *Webliography*, **Editorial Studies No. 7**, Ps & Qs Publishing, London.

3.4.2.   Article or chapter in a larger work

For an article or chapter in a larger work, respect the following order ("in" roman type):

– Author (date), **"Title"**, in Author/editor (year), *Title of work*, Publisher, Place of publication.

Hamm E. B. (1980), **"English breakfast returns"**, in Sauce H. P. (ed.), *Cooking nation*, Unwin, London.

3.4.3.   Periodicals

When referring to an article in a periodical or journal:

– Author (date), "Title", *Title of Periodical* number, page numbers.

Smith J. (1990), "Culinary upstarts", **Revolutionary Cooking No. 43**, pp. 151-67.

Publisher details may be added after the page numbers if known. For titles of periodicals, see *FAQ 4.3. Initial capitals in bibliographies and reference lists*, on page 13.

3.4.4.   Multi-author works

Up to three authors – put the names as they appear on the cover of the work:

Witherspoon M. and Merry P. (1924), *Ersatz upbringing*, Pingu Publishing, Cheswick.

More than three authors – first name to appear on the cover of the work, followed by "et al.":

Irvine Q. et al. (2007), *Lopsided geometry*, Fiddlers, Tottenham.

3.4.5.   Editors, translators

In compilations and compendiums, the editor's name appears first, followed by "(ed.)" (plural "(eds)"). To indicate a translator's name, add "(tr.)" after the title, followed by the name:

Wedley H. and Stanley P. (eds) (2010), *Antidisestablishmentarianism today*, O'Reilly, Cork.

Rubikk E. (1990), *Life in a cube*, **(tr.) Moore S.**, Lubrik, Sussex.

3.4.6.   Editions

As necessary, put the edition number in parentheses after the title, no comma before: "(2nd edn)":

Wise G. (2012), *Penny wise, euro foolish* **(9th edn)**, Bankish, London.

3.4.7.   Foreign language titles and translations

Works should be cited as referred to by the author. If the original language is not English, there are two possibilities: either a reference to an English translation, if available, can be given in addition, or a translation of the title in English can be given in roman min. caps, in square brackets:

Kastanji L. (1983), *Életem*, Kiado, Budapest; **Engl. translation as *My life***, Rumhouse, Oxford, 2001.

Rugen I. (1999), *Ferien bei mir* **[Holidays at my place]**, Stumpf, Berlin.

Conversely, it may be useful to give the original-language edition if the main reference is to a translation:

Nonante J. D. (2000), *Insignificant social diseases*, Nailer, New York **[French orig. *Maladies sociales insignifiantes*, Brouette, Paris, 1989]**.

3.4.8.   Websites

References to websites might contain any of the information given above. Follow the basic template chosen, but add the URL (Universal Resource Locator, or Internet address), preceded by ", available at", and provide the date accessed. If the URL begins with "www.", leave off the preceding "http://", which is unsightly and takes up space:

Hollo Z. (2006), *National anthems, national fruits*, **available at www.homelanddo.org/NANF.html, accessed 1 October 2007**.

Avoid long URLs by providing the home page URL and the rubric to visit. Be as specific as possible because the Internet is constantly changing. Avoid references such as: "John Doe has written an article. It can be found at www.johndoe.com/article.html". If the link changes, the reference is useless, but if readers have the exact title or reference of a document, they have a good chance of finding it elsewhere.

4.   Capitalisation

There is a trend in British English to steer away from capital letters. Book titles, for example, are often no longer capitalised throughout, and have only an initial capital on the first word and proper nouns (*see min. caps*, on page 31). We at the Council of Europe are using capitals less frequently as well, but quote the title of official and adopted texts (conventions, recommendations, resolutions, etc.), as they were first written – in other words, according to the practice prevailing at the time of adoption. This is less strictly applied to titles in bibliographies (see 4.1, below).

The rule currently in force is to put initial capitals on a full/official name/title only if it is complete or in a commonly accepted short form (e.g. "the 3rd Summit" instead of "the 3rd Summit of Heads of State and Government of the Council of Europe"). This applies, for example, when referring to an institution, conference, committee or other body, action plan, campaign, project, programme, process, job title, document or legal instrument, article or session, as well to geographical formations, rivers, bodies of water, etc.

For example, when the reference is specific:

> the Ukrainian Chairmanship/Presidency [e.g. of the Committee of Ministers], the Chair/President of the Committee on Climate Change, the Committee of Experts on Social Affairs, the European Charter for Regional or Minority Languages, the Action Plan of the 3rd Summit of the Council of Europe, the Swiss Government, the European Youth Centre, Recommendation Rec(2004)12, Article 6.1, the 44th Session, the Prime Minister of Canada, the Communist Party USA, the Mississippi River, the River Thames, the Danube Basin, the Nile Valley, Mount Fuji;

… but otherwise, in general use:

> the chairmanship/presidency, the chair/president, the committee, a treaty, a charter, the action plan, the government, the centre, the recommendation, an article, the session, the prime minister, a communist, the river, a valley, a mountain.

Use the same rule when the reference is plural. If the full form is used (e.g. "Articles 2 and 3", "Recommendations Rec(2004)12 and Rec(2004)24", "the Finnish and Russian Governments"), use initial capitals; but do not otherwise (several articles, four recommendations, two governments).

Do not change capitalisation within quotations.

4.1.   Council of Europe style

The following are generally lower case: titles of draft documents or agreements; member (PACE); paragraph; meeting; partner for democracy (status).

"Party" or "contracting party" are lower case, unless in a convention or other legal instrument or with the title of such an agreement. Likewise, when the text of a convention and other legal instrument refers to itself ("the present Convention/Recommendation/etc."), initial capitals should be used.

When referring to the Council of Europe, use initial capitals. The "Organisation" is also acceptable; never shorten to "the Council" or "CoE".

The following exceptions are made for certain well-established short forms in general use and when the context ensures that the reference is clear: the Convention [for the Protection of Human Rights and Fundamental Freedoms]; the [European] Court [of Human Rights]; the [(revised) European Social] Charter; the Committee [of Ministers]; the [Parliamentary] Assembly; the Bureau [of the Parliamentary Assembly]. Other exceptions are covered under individual words in the alphabetical listing.

In relation to the Parliamentary Assembly of the Council of Europe, use initial capitals when referring to people, as opposed to states or other entities: Representatives; Substitutes; Special Guest; Observer.

In titles and headings, put a capital letter after an en-dash, but not after a colon.

4.2.   State: initial capital or lower case?

The answer to this question will depend entirely on the context.

In publications, reports or generally any type of document not listed below, "state" is always lower case (state, member state, special guest state, observer state, state party, etc.).

In statutory texts (ETS and CETS legal instruments, Committee of Ministers and Parliamentary Assembly adopted texts, judgments and decisions of the European Court of Human Rights, Congress of Local and Regional Authorities adopted texts), however, an initial capital letter is used (State, member State, non-member State, observer State, etc.).

Compound or derived forms such as "interstate", "non-state" and "stateless" are lower case in all contexts.

4.3. Initial capitals in bibliographies and reference lists

Initial capitals in the titles of published works present a particular problem in bibliographies, where the reader is confronted with many different styles. To avoid inconsistency, experience has shown that the easiest approach to this problem is to harmonise along the lines of Council of Europe practice, as laid out at the beginning of this section. This means book and article titles in bibliographies and reference lists should have initial capitals on the first word of the title and on proper nouns only, but not on the other words (*see min. caps*, on page 31). The titles of newspapers and journals should keep the capitals of their registered name, however.

Do not change initial capitals for the foreign-language titles of books, organisations, etc., as they may not follow the same rules as English titles. Check titles on the Internet or with a native speaker if in doubt.

5. Word division

Words can be divided at the ends of lines of text in justified paragraphs to avoid large spaces appearing between words. Word division is not used in paragraphs that are not justified (ragged-right margin).

Word divisions are determined using a combination of rules based on pronunciation (syllable division) and others based on the constituent parts of words (their morphology). A few guidelines are given below, but we recommend consulting the *New Oxford Spelling Dictionary*, on page 7, for individual words. Dictionaries will often indicate levels of "preferred" and "permitted" divisions.

Do not allow line breaks at the end of a page. Never allow more than two successive lines ending in word breaks.

Word division is language-specific, so the rules in one language cannot be applied in another. This is why the correct language setting must be used in word processing and desktop publishing software.

5.1. Hyphens and hyphenation

When a word breaks at the end of a line, a soft (or discretionary) hyphen is inserted at the break point. A hard hyphen is one that is a mandatory part of the word (i.e. fleet-footed). Words that contain a hard hyphen have only one possibility for division at the end of a line: the existing (hard) hyphen. For more on hyphens and other dashes, *see FAQ 6. Dashes*, below.

5.2. Syllable division

Word division should correspond as closely as possible to syllable division (i.e. *con|stant*, *bar|ber*), without being misleading or confusing to the reader as to the meaning of the word. Unfortunate divisions such as *therapist > the|rapist* should also be avoided.

5.3. Morphological division

Divide words according to their construction: for compound words, divide between the constituent words (i.e. *bath|tub*, *rain|bow*); divide at a prefix or suffix (i.e. *help|less*, *in|dent*). This applies unless the division is contrary to accepted pronunciation (i.e. *chil|dren*, not *child|ren*; *human|ism*, but *criti|cism*).

5.4. Our recommendations

Divide gerunds and present participles at "-ing", unless they end in "-ling". "Puz-zling" is a notable exception.

If in doubt, try dividing after an unstressed vowel (i.e. *insti|gate*, *repli|cate*) or between two vowels or consonants that are pronounced separately (i.e. *conster|nate*, *initi|ate*).

Do not:

– divide words of one syllable or fewer than six letters (exceptions do exist, however);
– leave one letter at the end of a line;
– leave fewer than three letters on the next line;
– allow automatic line breaks in URLs, as inserting a soft hyphen will prevent the Internet link from functioning; only divide at slashes (/), underscores (_) or full stops, ensuring that no soft hyphen is added;
– divide numbers, even at decimal points;
– separate numbers and abbreviated units.

6. Dashes

Three types of dash are commonly used in typesetting:

– - hyphen (French: *trait d'union*);
– – en-dash (French: *tiret*) (width of a capital "N"); [CTRL+NUM-], or [ALT+0150];
– — em-dash (French: *tiret long*) (width of a capital "M"); [ALT+CTRL+NUM-] or [ALT+0151].

A hyphen is generally used to:

– add a prefix or join a compound word: "anti-Maastricht campaigners", "broad-brush";
– indicate a range of numbers or period of time: "300-400 participants", "1990-95", "20-24 January";
– indicate word breaks at the end of a line (soft hyphen, automatically inserted by word-processing software if the hyphenation option is used).

An en-dash is used:

– to introduce a parenthesis, either paired or singly: "The Council of Europe – founded by 10 states in 1949 – does not always receive the recognition it deserves." A space should be typed either side of the en-dash;
– to introduce listed items or sub-paragraphs;
– to express connection or relation of equality (roughly "to" or "at"): "editor–author collaboration" (use a hyphen if the elements are adjectives: "Sino-Soviet");
– as a minus sign on negative numbers: "Temperatures dropped to –20°".

Em-dashes are rarely used in Council of Europe publications.

7. Lists

Lists, like all text, should be grammatically sound. Check that each entry reads on logically and grammatically from the preceding text. A simple list of one-word entries following an introductory sentence ending with a colon requires no punctuation apart from a final full stop at the end. For example:

The weather in Strasbourg can be:
– rainy
– snowy
– cold.

Longer lists with more complex entries require more attention. There are essentially two possibilities:

– the preceding text ends with a colon and the list continues the sentence, each entry beginning with a lower-case letter and ending with a semi-colon, except the final entry, which ends with a full stop (the case of this list);
– the introductory sentence ends with a full stop and each entry is composed of one or more full sentences, all beginning with a capital and ending with a full stop.

Do not mix the two styles above. In manuscripts, prefer en-dashes (flush left) to bullet points at the first level, followed by indented dashes at the second level if necessary.

8. Footnotes and endnotes

Use sparingly, especially in periodicals and on display pages (title pages, headlines, and so on). Footnotes are rarely seen in British and American newspapers and magazines, which try to incorporate the information in the body of the text. In addition, too many (or too long) footnotes can cause technical problems for the page layout.

In publications, do not put bibliographical references in footnotes because this clutters up the page and does not make the work any easier to read. An author–date or numbering system in conjunction with a reference list at the end of the work/article is preferable (*see FAQ 3. Bibliographies*, on page 9). This style should be consistently applied throughout works and needs to be checked, particularly in multi-author works.

8.1. Footnotes v. endnotes

Footnotes and endnotes serve different purposes, depending on the type of publication, the information they contain and the intended readership. They may coexist within a single publication, assuming their use is clearly distinguished (e.g. author's notes and editor's notes). Most non-specialist literature uses footnotes, which are easier for the reader to consult.

8.2. Style and formatting

In the body of the text use superscript numbers as footnote cues, not symbols such as *, §, †, ‡, etc. Footnotes should be numbered from "1" to "n" throughout the book. Footnote cues should be placed after any punctuation. Do not put brackets around footnote cues. In the note itself, use "1.", "2.", etc. (not superscript, followed by a full stop and a single space). Do not use a hanging-indent paragraph format for footnote text. The footnote should be in a smaller typeface (8-point notes for 10-point body text, for example).[1]

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1. For more information on the use of footnotes and endnotes, *see Butcher 2003*, on page 7.

Footnotes in tables should use either symbols (*, §, †, ‡, etc.) or lower-case letters (a, b, c, etc.) and should appear at the foot of the table, not at the foot of the page, to avoid confusion with footnotes to the text.

9.   Numbers, figures, numerals

9.1.   House style

One to nine in letters, 10 and after in figures. Numbers in figures and letters may appear in one sentence, but prefer all figures in an enumeration. Hard (non-breaking) spaces, not commas, separate thousands: 4 000, 500 000; but points separate decimals: 26.5, 426.25. Use an en-dash as a minus sign for negative numbers.

Ages of persons are always given in figures: "children aged 5 and above".

In order to correspond with the French in statutory documents only (working documents and adopted texts only, not publications) numbers expressing duration will be written out. This is only to align with the French, which has a definite rule on the matter. For example: "The study showed that 80% of immigrants having lived in France for more than fifteen years spoke French."

For millions or billions, use the figure followed by the word "million" or "billion". The figure 1 billion means 10^9 (10 000 000 000); the dated usage of "billion" for 10^{12} should not be followed.

9.2.   In general

Do not start a sentence with a figure. For example, "1988 was a momentous year" should be rewritten, perhaps as "The year 1988 was momentous …"

Existing series of conferences, sessions, etc., are numbered with figures: 18th Conference of European Ministers of Education, 44th Ordinary Session.

Ordinals follow the same rule as cardinals with regard to being spelt out or in figures, except for centuries, which should always be in figures: the 1st century, the 19th century, etc.

Numbers which form part of a compound modifier, such as "an eight-member committee" or "a 21-gun salute", should follow general house-style rules given above.

For numerals in conjunction with units of weight and measure, *see FAQ 2. Abbreviations*, on page 8.

9.3.   Special cases and exceptions

No.: abbreviate "number" as "No." ("No. 1", plural "Nos. 1 and 2"). Initial capital, the "o" should not be written in superscript, full stop after the "o" and a space before the number. The European Court of Human Rights' practice here is at variance with the rest of the Council of Europe ("application no." but "series A No. 356") and should be brought into line with general practice in any publications not emanating from the Court itself.

Figures: figures are to be used when stating quantities, dimensions, ages, etc., especially before an abbreviation: 6 kg, 3 metres, 9 tonnes, 7 years old.

Percentages: prefer the symbol (% or ‰), no space between the figure and the symbol; in words write "per cent" or "per mille" (two words, no point). In statistics each decimal place, even if zero, adds to accuracy: 3.5% is not the same as 3.50% or 3½%. The fraction is more approximate. Make the distinction between "%" and "percentage point(s)". Repeat the percentage symbol in ranges linked by "to" or "and", ("from/between 50% to/and 60%), but not when linked with a hyphen: "30-40%".

Degrees: 25° (as also in temperature, alcohol content, angles and degrees of latitude and longitude).

Pagination, etc.: use figures (p. 250, Fig. 5, footnote 6).

Ranges: a range of numbers may be elided: page numbers: "pp. 312-17"; use "to" in case of ambiguity, particularly with measurements which may use a descending as well as an ascending scale: "31-5" may mean "31 to 5" or "31 to 35"; write either "from 50 to 100" or "50-100"; but not "from 50-100".

Roman numerals: use Roman numerals only for titles, appendices, book or document sections, etc., and royalty (e.g. Edward VII).

10.   Punctuation

Do not insert spaces before punctuation. This is French practice and should be systematically avoided in English-language publications.

10.1.   Quotation marks

Council of Europe style is to use double quotation marks. Use typographic quotation marks (whether "double" or 'single'). In other words, prefer "smart quotes" to "upright quotes".

Use double quotation marks ("…") for a first quotation, and single quotation marks ('…') for a quotation within a quotation. Should a third level of quotation appear, revert to double quotation marks.

Many pages have been written about the relative placing of quotation marks and punctuation. In-house style is to keep the punctuation with the sentence to which it belongs, bearing in mind that a comma may fulfil the purpose of a full stop at the end of the quoted sentence.

Examples:

– "Yes, by all means, if it's fine on Thursday," said Mr Hamilton.
– "Have you any idea," said Sir Montgomery, "what a 'Jabberwocky' is?"
– The report concluded that the project had been "a complete waste of money".

Some authors may use a system which distinguishes between single quotation marks (to 'set off' an unfamiliar or newly coined term or one used in a technical sense, or as a 'scare quote') and double quotation marks (to quote a source). This is acceptable only if consistently applied, but do not try to apply this yourself. In a multi-author work, harmonise to use double quotes for both.

Titles of articles in periodicals and chapters in books should be put in double quotation marks in bibliographies.

When reproducing several lines or paragraphs of text in a publication or report, it can be helpful to the reader to display the text by indenting it and using a smaller font size. If displayed, quotation marks are not necessary at the beginning and end of the quotation. *See displayed quotes/extracts*, on page 25.

10.2. Square brackets

Explanatory text added to a quotation, which does not form part of the quoted matter, should be placed within square brackets: [text]. For example: "the aim of the [European Social] Charter is …".

Do not use square brackets for ellipses (*see 10.3. Ellipsis*, below).

10.3. Ellipses

An ellipsis indicates when part of a quoted text is not reproduced. This is represented by three points. Do not use an ellipsis at the beginning or end of quoted matter (which is by definition an extract), except in the rare case where you wish to indicate a pause at the end of reported speech ("suspension points"). Leave a space before and after the three points. An ellipsis at the end of an incomplete sentence is not followed by a fourth full point. Do not use enclosing square brackets or parentheses. Be wary of changing the meaning of a quote by including or omitting punctuation before or after an ellipsis. Refer to *New Hart's Rules* for more details.

10.4. Spaces

Do not insert double spaces after a full stop in running text. This is a throwback to the days of typewriters which used monospace fonts – a very long time ago, indeed – and the intention was to make type easier to read. They will systematically be replaced with single spaces.

11. Spelling

Consult the latest edition of the *Oxford Dictionary of English* (*ODE*) first for spelling and some elements of style. Failing this, check the *New Oxford Dictionary for Writers and Editors* (*NODWE*) and *New Hart's Rules (NHR)*, then the other sources listed above as necessary.

The number of hits in an Internet search can indicate predominant, if not necessarily correct, usage. Use with caution.

Use British English (e.g. honour, labour, traveller, paediatrics), not American (e.g. honor, labor, traveler, pediatrics). Note that our practice differs from that of the recognised sources in the following areas:

– in general, use the "-ise" spelling rather than the "z" variant ("-ize");
– use -ct-, rather than -x- in "connection", "reflection", etc.
– spell "co-operate", "co-ordinate", "unco-ordinated", etc., with hyphens.

11.1. Hyphenation

Always make sure the correct language option is set in word processing and DTP software.

One word cannot be hyphenated twice. In certain circumstances, word processing and DTP software may break the word "co-operate", for instance, incorrectly to give "co-op-erate". Correct this.

11.1.1. Use a hyphen

– to separate prefixes where vowels might otherwise be pronounced as a diphthong: re-enter, co-opt; or with other letter combinations where the pronunciation might be ambiguous: co-production;
– where the second element of a compound word takes a capital: pan-European, anti-Maastricht;

– with adverb + adjective combinations, to clarify the sense: consider the difference between "a little-used car" and "a little used car" (example from *The Economist style guide*);

– with "well + adjective" before a noun: a well-read woman, a well-meaning idea; but not after a noun: I like my steaks well done;

– when using an adjective as a modifier: "20th-century history", but "in the 20th century"; "decision-making authority", but "responsible for decision making";

– with nouns based on phrasal verbs (e.g. "to hold up a bank", but "a hold-up at the bank"; "to follow up an issue", but "the follow-up on the issue");

11.1.2. *Do not use a hyphen*

– in "adverb + adjective" combinations where the adverb ends in "-ly";

– with fractions when spelt out and used as a noun ("The rent takes up two thirds of their income."); insert hyphens when used as an adverb or adjective (two-thirds complete, a two-thirds increase).

For more on hyphenation, *see New Hart's Rules, Chapter 3*, and *FAQ 6. Dashes*, on page 13.

11.2. Compound words

It is difficult to lay down rules about the use of the hyphen in compound words, since preferences vary between users and hyphens are often dropped in words accepted into daily speech. As a basic rule, prefixes that have no existence as separate words, such as *inter-*, *ex-*, *non-*, must be joined to the following word (either hyphenated or run together). *See also under multi-*, on page 31.

12. Text formatting

12.1. Italics

Italics are a sloping style of typeface; text is either in roman type (upright) or italics.

Do not allow italics for emphasis. If the sentence does not convey the right stress without italics, rephrase it.

Foreign words that have not yet been sufficiently assimilated into the English language are italicised. Convention, not logic, generally determines which words meet this assimilation criterion. See individual words in *Appendix 3: commonly used foreign words, Latinisms and a few abbr.* on page 49 or, failing this, the *NODWE* (as the *ODE* offers no guidance on this point). This applies to foreign words used in a general sense, not to proper names or, more specifically, the names of regions, districts, administrations, courts, organisations or bodies, which should appear in roman type (with a possible translation in brackets). *Land/Länder*, for example, are in italics because they are used in a general sense; "Bundestag", however, is in roman type.

Use italics for the titles of court cases (European Court of Human Rights and other), including the "*v.*" for the full title, e.g. *Campbell v. the United Kingdom*; in references to cases such as "the Campbell case", leave the name of the case in roman, even if the Court tends to put such references in italics. *See court cases*, on page 24.

The titles of books, periodicals, journals, plays, films and songs are italicised, as are ship names and biological names (*see biological names*, on page 21). For more on the use of italics in bibliographies, *see FAQ 3. Bibliographies*, on page 9.

Parentheses: when all the text in parentheses is in italics, the parentheses should also be in italics; if not, the parentheses should be in roman type.

When a title or other piece of text is italicised, any words that, according to the above rules, should be printed in italics are usually printed instead in roman (a sort of "reverse italics").

12.2. Bold and underline

There should be no bold or underlining in the body of the text. Bold should be reserved for headings and table headers.

12.3. Superscript, subscript

Superscript type is primarily used for footnote/endnote cues in Council of Europe publications (*see FAQ 8. Footnotes and endnotes*, on page 14), but both superscript and subscript type should obviously be used in mathematical, chemical or other formulae where appropriate. Other abbreviations may be defined in context.

Do not use superscript for ordinals (1st, 2nd, 3rd) or abbreviations/contractions such as Dr, Mr, Mrs. It can be useful in this regard to locate and deactivate any automatic formatting options that your word processing software may offer by default.

Alphabetical listing

A

abbreviations

accents and diacritical marks
> Very few words in English require accents, but they are retained for some foreign or borrowed words. These are covered in the reference works cited above; if not, it is usually because the word is not naturalised in English, in which case it takes italics and its normal accents. Partly naturalised words, like "naïve", are roman with accents.
>
> Keep accents on proper names except for geographical names with anglicised spellings, such as "Zurich".

acquis
> Italics, e.g. *acquis communautaire*.

acronyms

Act, legislative
> To standardise practice and avoid confusion, use the British system for non-English speaking countries, following the example of the European Court of Human Rights.
>
> **Act v. Law**
> – Prefer "Law" if followed by a number, and "Act" without (e.g. "Law No. 315", but "Administrative Court Act").
> – Capitalise both "Act" and "Law" if the name appears in full, and "Law" if followed by a number, otherwise use lower case (e.g. "section 28 of the act refers to …").
>
> **Article v. section**
> – Article: of a convention, code, decree, constitution (initial cap if followed by a number – e.g. "Article 25 of the Criminal Code").
> – section: Act, Law or Ordinance (no initial cap, even when followed by a number – e.g. "section 2 of the 1976 Act").
>
> **Paragraphs, articles, sections, etc.**
> – Paragraph(s): write out in full or, if in long lists or tables, use "para." or "paras." (e.g. "Article 6, paragraph 2, of the Convention").
> – Do not use section/subsection marks " § " or " §§ " unless they appear in quoted matter.
> – Short form: use a full stop between the article/section and the paragraph (e.g. "Article 6.2 of the Convention").

AD
> In dates, AD and BC look better in small capitals, with a non-breaking space between the year and the period marker: "Columbus sailed to the New World in AD 1492". Note that AD precedes the year, whereas BC follows the year (333 BC).
>
> Sometimes the more politically correct CE (Common Era) or BCE (Before Common Era) are used instead of AD and BC. In such cases follow author's usage if consistent.

addendum
> Plural addenda. Capital if numbered, e.g. "Addendum I". Usually used with Roman numerals.

ad hoc
> Roman, lower case unless part of the title of a committee, in which case "Ad hoc", with capital "A" and lower-case "h". Never hyphenate.

administration
> Lower case for general use. When referring to a government, e.g. "the US Administration", use an initial cap as this is analogous to "the German Government".

adopted texts of Council of Europe organs and institutions

Committee of Ministers
Recommendation
– up to and including Recommendation No. R (2000) 13: "Recommendation No. R", followed by the year in parentheses (a space on either side of the parentheses), followed by the number;
– from Recommendation Rec(2000)14 onwards: "Recommendation Rec", followed by the year in parentheses (no space either side of the parentheses), followed by the number;

Resolution
– up to and including Resolution (2000) 6: "Resolution", followed by the year in parentheses (a space on either side of the parentheses), followed by the number;
– from Resolution Res(2000)7 onwards: "Resolution Res" followed by the year in parentheses (no space either side of the parentheses), followed by the number.

As from 1 January 2007, all Committee of Ministers recommendations and resolutions take the prefix "CM/" before "Rec" or "Res", respectively. The designation of recommendations and resolutions adopted in the framework of partial agreements does not change, however, as these are adopted by the contracting parties to the partial agreements, not by the Committee of Ministers as such. Therefore:

– CM/Rec(2007)1, CM/Res(2007)1, but ResAP(2007)1.

Whether or not this system can be simplified to include all the relevant adopted texts as of Rec(2000)14 and Res(2000)7 (see above) is unclear at the time of drafting.

Parliamentary Assembly
Recommendation, resolution, opinion, order
These only take upper case when followed by a number. Spaces should be inserted between the title and the number and date, e.g. Recommendation 1423 (1998).

NB the Parliamentary Assembly no longer adopts orders: the last was No. 587, adopted on 2 April 2003.

al-

Lower case and hyphen for the definite article (e.g. "al-Qaeda", "al-Jazeera", "al-Aqsa"), but capital A for kin group (e.g. "Al Fayed").

al-Qaeda

a.m. (and p.m.)

Lower case, full stops, non-breaking space before: 10 a.m.; 11.30 p.m. Leave off double zeros for full hours.

ambassador

Takes title capital when referring to a particular ambassador. Addressed as His/Her/Your Excellency.

America(n)

Noun and adjective should be used to refer to the continents of North and South America, not to the United States of America. Venezuelans and Canadians, for example, are therefore American. *See USA*, on page 38.

anti-Semitism

Prefer this spelling, which appears in the *ODE*. The variant spelling "antisemitism" is used by some to mean a form of discrimination targeting Jews exclusively, not Arabs.

anti-terrorism

appendix

Lower case except when followed by a number. Always write out in full (never App.). Plural "appendices" (in anatomy: "appendixes"). Try to avoid use of the term "Annex", although it may appear in adopted texts and conventions (e.g. ETS No. 78). Verify before changing.

article

Always written out in full, never abbreviated to "art.". Initial capital if followed by a number. *See Act, legislative*, on page 19, for more.

Ashkalia

Invariable. Ethnic group from South-Eastern Europe.

asylum seekers/asylum-seeking

Assembly
> Initial capitals when referring to the Parliamentary Assembly, but "enlarged Assembly".

audiovisual
> One word, no hyphen.

B

Balkan Wars
> Two wars in South-Eastern Europe in 1912-13. Not the "war in the Balkans" (*see Yugoslav Wars*, on page 39).

Baltic states
> Estonia, Latvia, Lithuania.

the Bar

BC
> *See AD*, on page 19.

Belarus
> Formerly "Byelorussia", name changed in 1992, but may be correct in a historical context. *See Appendix 1c: other relevant states*, on page 43, for more details. Adjective "Belarusian".

Bern Convention
> Short form for the Convention on the Conservation of European Wildlife and Natural Habitats. Try to remain consistent, avoiding "Berne" for both the city and the convention.

Bible, Old Testament and New Testament
> No italics, for these or for individual books (e.g. Mark).

bibliography
> *See FAQ 3. Bibliographies*, on page 9.

biological names
> A genus and its subdivisions are printed in italics (usually two, sometimes three words). The first letter of the first word is capitalised. Examples from Council of Europe publications: *Ursus arctos* (brown bear), *Marsilea quadrifolia* (four-leaf clover), *Canis lupus* (wolf). The name of the person who suggested the name is sometimes added, often in abbreviated form: it is printed in roman: *Felis leo* Scop. (lion).
>
> Divisions larger than genus (phylum, class, order and family) have an initial capital but are printed in roman. Examples from *The Chicago manual of style*: Chordata, Chondrichthyes, Monotremata, Hominidae. If anglicised they drop the capital: hominids, carnivores (from Carnivora).

biomedicine
> ETS No. 164: Convention for the Protection of Human Rights and Dignity of the Human Being with regard to the Application of Biology and Medicine: Convention on Human Rights and Biomedicine. Abbreviated to "Convention on Human Rights and Biomedicine", or the "Oviedo Convention".

bis
> Roman. Same for "ter", "quater", "quinquies", "sexies", "septies", "octies", "novies", "decies".

bloc
> Never "block" when referring to a group of countries or political parties (e.g. Soviet bloc, Eastern bloc).

Bosnia and Herzegovina
> With "z". Not hyphenated. Avoid the abbreviation "BiH". Grammatically singular, i.e. "Bosnia and Herzegovina is a country divided into two entities…". The three peoples are the Bosniacs (Muslims), Croats and Serbs, but all three are referred to as Bosnian.

Bretton Woods institutions
> The World Bank and its sister organisation, the International Monetary Fund, were created at Bretton Woods, New Hampshire, in 1944. They are referred to as the Bretton Woods institutions, or BWIs.

Britain
> The island also called "Great Britain"; it contains England, Scotland and Wales.

budget
> Lower case: 2013 budget.

bureau (pl. bureaux)

C

Cairo+10
> No space before or after "+". International Conference on Population and Development (ICPD) held in Cairo in 1994.

campaign titles
> Full titles of campaigns, conferences, projects, programmes and seminars take initial capital letters on all significant words and no inverted commas, e.g. Europe, a Common Heritage Campaign. *See also conferences*, on page 23.

capitalisation
> *See FAQ 4. Capitalisation*, on page 12.

cardinal points
> North, east, south, west. In a general sense, these words (as well as their adjectival forms ending in "-ern" and composed forms) do not need a capital. Use "northern England", "south-eastern France", "the west of Ireland". When used in a geographical sense, south-east(ern), north-west(ern), etc., are written lower case.
>
> For names of countries or where a region has a defined boundary, some official status and/or political/historical significance, use a capital: Eastern bloc, North America, North Korea, South Africa, East Anglia, the North Caucasus, South-East Asia.
>
> South-Eastern Europe, but "Stability Pact for South Eastern Europe".
>
> Since the blurring of the distinction between "western" and "eastern" Europe, capitals are no longer necessary; in "central and eastern Europe", for a long time capitalised, adjectives now have a purely geographical and far less of a political sense, and should be left lower case.
>
> However, the distinction is still made between "North" and "South" as economic entities (where it is understood that Australia lies in the south but does not form part of the South), and here the capitals are appropriate. The same rule applies to "East" and "West" when referred to as economic and political entities.

case file

case law

caseload

Caucasus
> Northern Caucasus and Southern Caucasus take initial capitals.

central and eastern Europe
> Lower case; *see cardinal points*, above.

CETS/ETS
> From 2004, the European Treaty Series (ETS Nos. 1 to 193) is continued by the Council of Europe Treaty Series (CETS No. 194 and on). The Treaty Office Internet site (*http://conventions.coe.int*) references all treaties as "CETS" for technical reasons, but the historical distinction should be maintained. Leave off initial zeros.

chapter
> *See article*, on page 20.

chair
> Prefer "chair" to gender-specific titles such as "chairman" and the neutral "chairperson".

Charter of Fundamental Rights of the European Union
> EU charter, not to be confused with the European Convention on Human Rights.

Chechnya

Not Chechenya. Adjective: Chechen.

code

Upper case if part of a title. Prefer "Criminal Code" to "Penal Code", which is a Gallicism. *See Act, legislative*, on page 19.

co-operate/co-operation

Hyphenate.

co-ordinate/co-ordinating

Hyphenate.

"communautarian"

Use inverted commas; no italics. Relatively new usage, probably derived from the French *communautaire*, as in *acquis communautaire*; refers to a tendency to keep decision-making powers within EU institutional structures, as opposed to giving them to intergovernmental bodies (i.e. the Council of Ministers and the European Council).

Community

Initial capital when referring to the European Community. "Community" is the accepted short form providing the context is clear.

competence/competency

These words are synonymous when referring to the ability to do something in general. "Competence" is used to designate the legal authority of a court or other body to intervene in a particular matter.

compound words

See FAQ 11. Spelling – Hyphenation, on page 16.

conferences

Full conference, campaign, seminar or meeting titles take initial capitals, but no inverted commas. The theme of a conference can be cited in inverted commas without initial capitals.

conflict of interest

Singular.

Congress of Local and Regional Authorities of the Council of Europe

No longer the "Congress of Local and Regional Authorities of Europe", as of 14 October 2003. Short form: "the Congress".

constitution

Lower case except when used with the name of a given country, for example, "the Lithuanian Constitution" or "the Constitution of Lithuania", or in a full title of a given document.

Contracting States, Contracting Parties

These legal terms, when used within the text of conventions or with the title of a convention, retain initial capitals, e.g. "Contracting Parties to the European Convention on Human Rights"; elsewhere lower case.

convention

Lower-case "c" in most circumstances, but initial capital if part of a title. Two exceptions where a capital "C" is used: "the European Convention on Human Rights", short form "the Convention" when the reference is clear, and within the text of a convention which is referring to itself.

co-rapporteur

Hyphenate.

Côte d'Ivoire

Prefer this name, the official name of the country as registered with the United Nations; not "Ivory Coast".

country names

The Council of Europe uses the official names of countries as registered with the United Nations. A list of UN member states is available here: *www.un.org/en/members/*.

court

When the title of a court is in a foreign language, do not attempt to translate it, because specific legal concepts linked to the name may not be carried over; the first mention can usefully be followed by a "descriptive" translation, however.

Lower case for "court of appeal", "appelate court", etc. The following in upper case:

– European Court of Human Rights (can be shortened to "the Court"), single Court (of the Council of Europe), the Strasbourg Court, the Judges in Strasbourg, Grand Chamber;
– Supreme Court;
– Constitutional Court;
– Court of Cassation;
– Court of Justice of the European Union (Luxembourg) – or the Court of Justice of the European Communities (original name);
– International Criminal Court (set up by the Rome Statute, situated in The Hague);
– International Court of Justice (The Hague).

court cases

Use the definite article before the United Kingdom and the Netherlands. Initial capital on "Others", e.g. *Smith and Others v. the Netherlands*. *See also FAQ 12. Text formatting,* on page 17.

currencies

Currency names do not take initial capitals. They are normally written out in full, except for euros (€), UK pounds (£), US dollars (US$) and Japanese yen (¥), where the symbols may be used if no confusion is likely. The symbols are placed before the figure, with no space: €64, £500, US$25, ¥15 600.

Otherwise use the full name once followed by the *ISO 4217* (*http://en.wikipedia.org/wiki/ISO_4217*) currency code in brackets, e.g. "100 Turkish lira (TRY)"; thereafter, use the ISO code before the number with a non-breaking space between them, e.g. "TRY 100".

cybercrime

One word, no hyphen except when used as an adjective. NB the Convention on Cybercrime (ETS No. 185) does not have "European" in the title.

Cyrillic names

The transliteration of Cyrillic names and words in general is different in English and French (e.g. Putin/Poutine). Beware of accepting the French spelling of Cyrillic names. Follow BBC usage.

D

dashes

See FAQ 6. Dashes, on page 13.

data

Treat as plural.

dates and time

Dates: in full: "Wednesday 25 June 1997" (no comma after day of the week, use numerals, not ordinals). Note that no comma comes before the year. Without the day: "25 June 1997".

Consecutive days should be linked with "to" ("The conference took place from 12 to 14 April 1990"), or "and" if only two days are involved. If the date is added in parentheses a hyphen may be used: "The Helsinki Summit (2-8 June 1989)". Do not use numbers for months, to avoid confusion between the European and American conventions.

For spans of years, do not repeat more than the last two digits: "During the period 1990-95 …", unless spanning more than one century (1993-2003). Always use "and" with "between", and "to" with "from", e.g. "between 1999 and 2003" (not "between 1999-2003"); "from 1999 to 2003" (not "from 1999-2003").

Note that "1990-91" is not the same as "1990/91". The former denotes a span of time over two calendar years, whereas the latter denotes a one-year period (a financial year, an academic year, etc.).

For references to decades, use e.g. 1960s, 1980s: in figures, with "s" (no apostrophe).

Use figures for centuries, not words: the 20th century. In attributive (adjectival) use, a hyphen should be inserted: "20th-century art". Note that Roman numerals are used in French.

Time: use the 12-hour system plus "a.m." (ante meridiem) or "p.m." (post meridiem). Note the space before a.m./p.m. and the full stops. Initial zeros are unnecessary (and unsightly). Conventionally, 12 p.m. is noon; any mention of 12 a.m. or midnight should clarify the day(s).

Dayton

Dayton Agreements for Peace in Bosnia and Herzegovina. This can be used in the shortened form "Dayton (Peace) Agreements" or "Dayton (Peace) Accord".

decimal points

Decimal points replace decimal commas, except in bilingual tables, where commas can be used.

decision maker/making

No hyphen unless used as a modifier, e.g. "decision-making process".

declaration

Initial capital when using the full name or the number (*cf. final declaration*, on page 27), e.g. "Declaration on Intercultural Dialogue and Conflict Prevention", "Declaration No. 59".

degree

For temperatures, specify Celsius or Fahrenheit: –40°C = –40°F. Use the degree sign (ALT+0176) rather than a superscript letter or number. *See also FAQ 9. Numbers, figures, numerals – Degrees*, on page 15.

département

There is no English equivalent, so leave in French and italicise.

D'Hondt method

A method for allocating seats in party-list proportional representation. Capital "D". After Victor D'Hondt.

diaspora

May refer to the spread of any people from their homeland. "The Diaspora" refers specifically to the spread of the Jewish people.

disabled

Prefer "people with disabilities".

disc

Spell with "c".

displayed quotes/extracts

Quotes longer than two lines can be displayed: indent paragraph, font size reduced by 1 or 2 pts, no quotation marks, text in roman. Give source. Quotations of five lines or more must be displayed.

document

Normally lower case, but the working documents of the Assembly, when the number is quoted, take a capital (Document 6221). *See also final declaration*, on page 27.

draft titles

Titles of draft versions of official texts (not yet adopted) take lower case until they are adopted.

Duma

Russian Parliament. No italics.

E

east(ern)

See cardinal points, on page 22.

e.g.

Comma before, not after. Prefer ", for example" unless space is an issue, as in this style guide.

e-mail

With hyphen; capitalise at the beginning of a sentence, but not in a list.

embassy

Lower case unless full name specified, e.g. "American embassy" but "Embassy of the United States of America".

empire

Capitals for "British Empire", "Ottoman Empire" and official titles; lower case for unofficial titles: the "Soviet empire", the "Inca empire".

etc.

Takes a comma before, a full stop after. "Etc" is followed by only one full stop if it comes at the end of a sentence; omit full stop if following punctuation contains a stop (? ! : ;); leave full stop if followed by any other punctuation.

ETS

euro

No initial capital. Plural "euros". Symbol "€" (ALT+0128) with no space before the figure if the figure is quoted. Prefer "€" to "EUR" (ISO practice), but this is acceptable if consistent.

Seventeen countries have adopted the euro as their official currency as of 1 January 2011: Austria, Belgium, Cyprus, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, Netherlands, Portugal, Slovakia, Slovenia and Spain.

~~euroland~~

Prefer eurozone.

euroregions

Lower case unless referring to a specific, established region (e.g. Adriatic Euroregion).

eurozone

Denotes the group of countries having adopted the euro as their official currency (*see euro,* above). Also "Euro Area"; avoid "euroland".

eurodistrict

Lower-case "e".

European Centre for Global Interdependence and Solidarity

Otherwise known as the North-South Centre (based in Lisbon).

European Commission for Democracy through Law

Otherwise known as the Venice Commission.

European Convention

Short name for the European Convention on the Future of Europe, shortened to "European Convention" to avoid confusion with "the Convention" when used as the short form of the European Convention on Human Rights. When talking about both within the same text, use "European Convention" when referring to the European Convention on the Future of Europe and "ECHR" when referring to the European Convention on Human Rights, rather than "the Convention", to avoid confusion.

European Convention for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment

Short form: European Convention for the Prevention of Torture (not CPT, as this refers to the European Committee for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment).

European flag

The European flag was devised by the Council of Europe, but is also used by the European Union. It must be oriented so that each star presents a point at "12 o'clock". Colours for printing are Pantone Reflex Blue and Pantone Yellow 2C.

European Social Charter

Short forms: "Social Charter" and "Charter" with capitals, to be used in context. Opened for signature in 1961. The European Social Charter (revised) was adopted in 1996 and came into force 1999. Lower-case "r".

European Youth Centre

Abbreviated to "the centre" or occasionally "the EYC".

European Youth Foundation

Abbreviated to "EYF".

F

fascism
Lower case in most usages. Collins draws a useful distinction between Fascism in the narrow sense (the Italian Fascist Party) and fascism, the broader philosophy.

federal parliament/federal government
Lower case, except when followed by "of" and a country name.

federation
Lower case, except when part of a country name, e.g. "Russian Federation".

figures
See FAQ 9. Numbers, figures, numerals, on page 15.

final declaration
Conferences often produce a summing-up document called a final declaration, concluding document or similar. Phrases like the "Vienna Concluding Document", "the Helsinki Declaration", "the Lisbon Final Declaration" are treated as titles and capitalised. *See also declaration*, on page 25.

First World
Initial capitals.

footnotes
See FAQ 8. Footnotes and endnotes, on page 14.

fractions
Written out in full (one half, two thirds, etc.). Hyphenate only when used as an adverb or an adjective. When in a list of statistics, written in figures.

Framework Convention for the Protection of National Minorities
Short form: "Framework Convention".

G

G4, G6, G7, G8, G20
Keep figures. No hyphen.

There are several "Groups of N", each representing various numbers of states with common characteristics and/or interests. The most common are dealt with below. While some have longstanding official status, others seem to come and go.

G4 – Group of Four
Can actually refer to two separate groups:
– a group composed of European Union member states which meets to discuss financial and economic matters (France, Germany, Italy and the United Kingdom);
– an alliance among Brazil, Germany, India and Japan for the purpose of supporting each other's bid for permanent seats on the United Nations Security Council.

G6 – Group of Six
See G7 – Group of Seven, below. The term G6 is now frequently applied to the six most populous countries within the European Union.

G7 – Group of Seven
The G7 is the meeting of the finance ministers from a group of seven industrialised nations (Canada, France, Germany, Italy, Japan, United Kingdom and the United States of America). Set up in the early 70s as the G6, it became the G7 when Canada joined in 1976.

It is not to be confused with the G8 – Group of Eight.

G8 – Group of Eight
In full: "Group of 8 leading industrialised nations". The G8 is a forum for the heads of government of Canada, France, Germany, Italy, Japan, Russia, the United Kingdom and the United States; in addition,

the EU is represented within the G8, but cannot host or chair. The Russian Federation has been a member since the Birmingham Summit in 1998.

"G8" can refer to the participating states or to the annual summit meeting of the G8 heads of government. G8 ministers also meet throughout the year, such as the G7/G8 finance ministers (who meet four times a year), G8 foreign ministers or G8 environment ministers.

G20 – Group of 20

The G20 represents 19 of the world's largest economies plus the European Union, which are strategically important and influential in the world economy (Argentina, Australia, Brazil, Canada, China, France, Germany, India, Indonesia, Italy, Japan, Mexico, Russia, Saudi Arabia, South Africa, South Korea, Turkey, United Kingdom, United States of America and the European Union).

The G20 was formed as a forum for co-operation and consultation on matters pertaining to the international financial system. It seeks to promote international financial stability and address issues that go beyond the responsibilities of any one government or organisation.

Gaddafi

Prefer this spelling, which corresponds to BBC usage. Over 20 different transliterations exist.

geographical names

The anglicised versions of place names are usually used. Note Lyons and Marseilles. *NODWE* is very good on this. Exceptions are covered under individual words.

Geneva conventions

Use upper case Roman numerals to number the different conventions, e.g. Geneva Convention I, Geneva Convention II, etc.

Germany

Until 3 October 1990: the Federal Republic of Germany ("West Germany") and the German Democratic Republic ("East Germany"). Since reunification, the latter has ceased to exist. Germany is sufficient in most cases.

government

Lower case unless used with the name of a country, e.g. "the British Government" or "the Government of Britain". Takes singular verb, e.g. "The government is …", not "The government are …".

grass roots

Two words, but "at grass-roots level".

Green Paper/White Paper

Initial capitals for Green Paper/White Paper, inverted commas for name of report in question.

Great Britain

England, Scotland and Wales. *See United Kingdom*, on page 38.

greater Europe

Lower-case "g". Generally considered to cover the geographical area occupied by Council of Europe member states, as opposed to Europe in the sense of the European Union. *See pan-European*, on page 32.

~~Greffe~~

Do not refer to the Parliamentary Assembly Secretariat as the Greffe, prefer "the Secretariat".

groups, political

Political groups of the PACE:

– European Democrat Group (EDG) – not "Democratic"
– Group of the European People's Party (EPP/CD)
– Alliance of Liberals and Democrats for Europe (ALDE) – as of 20 June 2005 (formerly the Liberal, Democratic and Reformers' Group – LDR)
– Socialist Group (SOC)
– Unified European Left (UEL)

Gypsy

Adjective and noun (plural "Gypsies"). Prefer the term "Roma". *See Roma*, on page 34.

H

handicapped

Prefer "people with disabilities".

headline style

The practice of putting initial capitals on all important words in titles of works and headings, as opposed to sentence style (min. caps), where only the first word takes an initial capital. *See Capitalisation*, on page 12.

heads of state

Lower case.

health care

Two words. Exception: European Directorate for the Quality of Medicines & HealthCare. See "EDQM" in *Appendix 2: Common acronyms*, on page 45.

Holocaust, the

Initial cap when referring to the mass murder of Jews by the Nazi regime; lower case elsewhere.

hyphens

See FAQ 11. Spelling, on page 16.

I

index

Normal plural is indexes. Use "indices" only in the scientific sense.

initials

See FAQ 2.1. Initials, on page 19.

Internet, the

Use the article and a capital.

Internet addresses

Do not underline in text. Only keep the "http://" if there is no "www." before the domain name. *See FAQ 3.4.8. Websites*, on page 11, for bibliographical use.

inter-institutional

interparliamentary

No hyphen, except for Inter-Parliamentary Union.

interracial

interreligious

Iron Curtain

italics

See FAQ 12. Text formatting, on page 17.

Ivory Coast

See Côte d'Ivoire, on page 19.

J

Jagland, Thorbjørn

Secretary General of the Council of Europe, elected in autumn 2009.

judgment

In-house use is without the "e" in all contexts.

K

Kale

Koran

Not Coran or Qur'an.

Kosovo

Prefer the use of "Kosovo" as an adjective in terms such as "Kosovo authorities" or "Kosovo Albanian(s)"; avoid Kosovan or Kosovar. The following disclaimer is generally put in a footnote at the first instance of the term Kosovo in official texts and publications:

> All reference to Kosovo, whether to the territory, institutions or population, in this text shall be understood in full compliance with United Nations Security Council Resolution 1244 and without prejudice to the status of Kosovo.

Kyoto Protocol

Full title: Kyoto Protocol to the United Nations Framework Convention on Climate Change.

L

Land

Initial capital, italics. Plural *Länder*. One of the constituent states of the Federal Republic of Germany. The "new *Länder*" are those born out of the former German Democratic Republic.

Law

level

Say "at European level", not "on the European level"; prefer singular: "at local, regional and national level", although the plural is acceptable if consistently used.

local democracy agencies

Abbreviated to LDAs (no longer local democracy embassies).

Lode

Initial capital only. Local democracy programme, established in 1992 to promote local democracy and develop local and regional authorities in the countries of central and eastern Europe.

long term/short term

Hyphen only when used as modifier, e.g. "long-term unemployment", but "in the long term".

M

Maastricht Treaty

In full, the Treaty on European Union. Replaced by the Amsterdam Treaty of October 1997.

Macedonia

This name should never be used in reference to "the former Yugoslav Republic of Macedonia", which is the official denomination of the country (according to the United Nations and the Council of Europe) (*see also Appendix 2: Common acronyms – ~~FYROM~~*, on page 46). Use the official name in the Organisation's official texts, documents and publications.

Never attempt to shorten the official name, even if authors use another form consistently, or to improve upon a text by changing the name to "Macedonia". Where necessary and/or unavoidable, the following footnote must be added at the first occurrence of "Macedonia":

> The use in the text of the term "Macedonia" is for descriptive purposes and the convenience of the reader; it does not reflect the official position of the Council of Europe.

Mahmoud Abbas

Not Mahmud; also known as Abu Mazen; President of the Palestinian National Authority (PNA).

measurement, units of

Prefer the full unit (e.g. 45 kilograms) in running text and use abbreviations only where absolutely necessary, e.g. in tables.

Metric tonnes (= 1 000 kg) are spelt French style, and all statistics will be given in this form. The imperial ton (= 2 240 lbs) may still crop up in a general sense, however, as in "several tons", "thousands of tons of rock". No exact figure is implied here, and to use "tonnes" would seem pedantic. For information: 1 tonne = 0.9842 tons; 1 ton = 1.016 tonnes.

Médecins du monde

Roman type. Offshoot of MSF (*See Appendix 2: common acronyms – MSF*, on page 47) created in 1980.

member state/State

Lower case in publications. Upper case in statutory documents, conventions and treaties. *See FAQ 4.2. State: initial capital or lower case?*, on page 12.

Meskhetia, Meskhetian Turks

microeconomic

No hyphen.

Middle East

No hyphen. Translated as *Proche orient* or *Moyen orient* in French.

min. caps

Also called "sentence style". The practice of putting initial capitals on the first word and on proper nouns only in titles of works and in headings. This is standard Council of Europe practice. *See FAQ 4. Capitalisation*, on page 12, and *headline style*, on page 29.

minister

Normally lower case, except when the full title (including country name) is given. A government minister, the minister, a meeting of ministers responsible for drug control, the minister for culture; but the German Minister for Health, the Russian Foreign Minister, etc.

In Council of Europe documents "the Ministers" (capital "M") denotes the Committee of Ministers.

The minister for culture, for health, etc., but minister of the interior, minister of state, minister of justice.

modalities

Often used to translate French *modalités*; prefer "procedures", "arrangements" or "methods".

money laundering

Two words, no hyphen unless used as a modifier, e.g. "money-laundering activities".

Monitoring Committee

Short name for the Parliamentary Assembly Committee for the Honouring of Obligations and Commitments by Member States of the Council of Europe.

multi-/multi

Hyphenate where two vowels meet: multi-ethnic. No hyphen otherwise: multicultural; multilateral, multimedia.

N

Nazi, Nazism

Capital "N". National Socialism also takes initial capitals.

Netherlands, the

Referred to in singular. Lower-case "t" except when at the beginning of a sentence or in a vertical list. The people and language are Dutch, but "the Netherlands Government". Holland is one of the six provinces of the Netherlands. Comes under "n" in alphabetical lists.

newly independent states

No need for capitals. Prefer full title to NIS.

non-refoulement
> Italics, hyphenate. French for not turning foreigners back at borders, not refusing entry onto the national territory. Used particularly in connection with refugees and asylum seekers.

north(ern), north-east(ern), north-west(ern)
> *See cardinal points*, on page 22.

North-South Centre
> In full, the European Centre for Global Interdependence and Solidarity.

numerals
> *See FAQ 9. Numbers, figures, numerals*, on page 15.

O

official titles
> Official titles take initial capitals when the reference is specific and complete. Compare: the president, the President of the French Republic; the mayor, the Mayor of Exeter. Acronyms are a notable exception (CEO). *See FAQ 4. Capitalisation*, on page 12.

ombudsman/ombudswoman
> Not italic, and no initial capital. Plural ombudsmen/~women. The form ombudsperson(s) may be used.

online
> No hyphen.

Open Partial Agreement …
> on the Prevention of, Protection Against and Organisation of Relief in Major Natural and Technological Disasters (EUR-OPA Major Hazards Agreement). Only upper case when used with full title.

organisation
> To make things easier (and to tally with the French), organisation always takes an "s", except in quotations or in (proper) names of organisations spelt with a "z". Capital "O" used when the Council of Europe is being referred to, e.g. "the Organisation".

P

PACE
> Parliamentary Assembly of the Council of Europe. Prefer the short form "the Assembly" to the acronym in running text.

Palais de l'Europe
> Headquarters of the Council of Europe in Strasbourg. No italics in English. Short form: the Palais.

pan-European
> Lower-case "p" except in titles such as Pan-European Biological and Landscape Diversity Strategy. This adjective can be used to distinguish between the European Union area/member states and the Council of Europe area/member states. *See greater Europe*, on page 28.

partner for democracy status
> Status granted to parliamentary delegations from non-member states by the Parliamentary Assembly of the Council of Europe. Lower case.

paragraph
> Lower-case "p", even when number is cited. Avoid abbreviation "para." unless space is an issue (tables, charts, footnotes). Always put commas around paragraph number in expressions such as "Article 10, paragraph 2, states …".
>
> The Court often uses the section mark "§" for paragraphs when referring to the ECHR, e.g. "Article 10 § 2", but also when referring to paragraphs of its judgments. In addition, a full stop or parentheses are quite common, e.g. "Article 10.2/10(2)".
>
> We recommend using the full-stop abbreviation when necessary, and to avoid the use of "§" or parentheses, in order to save space and maintain coherency and simplicity.

parliament

Initial capital only when named in full: the Lithuanian Parliament, the Parliament of the Czech Republic.

In certain contexts, where the word is used without an article almost as a proper noun, a capital should be used: "The Prime Minister announced that Parliament would be kept fully informed." The names of parliaments of different countries, e.g. the Sejm (Poland) and the Duma (Russian Federation), take initial capitals and are written in roman.

Otherwise, lower case. *See also government*, on page 28.

partial agreement

Takes initial capitals only within the context of the full title, e.g. Partial Agreement on the Prevention of, Protection Against and Organisation of Relief in Major Natural and Technological Disasters (EUR-OPA Major Hazards Agreement).

part-session

The Parliamentary Assembly holds one session per year, divided into four part-sessions (January, April, June and September). Hyphenate.

party

Upper case only when referring to the full name of a political party (Conservative Party, Communist Party, etc.). *See also FAQ 4. Capitalisation*, on page 12, and *State Party*, on page 36.

peacekeeper/peacekeeping

One word.

percentage figures

Use symbol "%" (e.g. 4%). No space before.

pharmacopoeia

No ligature for "oe". Use capital "P" for the European Pharmacopoeia.

policy maker/making

Two words; hyphenate when used as a modifier: policy-making decisions.

political groups, PACE

See groups, political, on page 28.

politics

In the abstract, singular: "Politics is the skilled use of blunt objects." (Lester B. Pearson); company/party politics are plural.

Pompidou Group

Short form of Co-operation Group to Combat Drug Abuse and Illicit Trafficking in Drugs.

Pope, the

Initial capital when referring to the Bishop of Rome as head of the Roman Catholic Church or when the reference is specific (a title or followed by a name) in other cases.

population

Treat as singular.

practice/practise

For practice, licence, and other c/s words, spell with "c" for the noun, "s" for the verb. Think of advice/advise, where the pronunciation acts as a reminder.

president

See official titles, on page 32. For the use of capitals, *see FAQ 4. Capitalisation*, on page 12.

prince, princess

Upper case when full title is used, e.g. "Prince Edward", "the Prince of Wales"; lower case for other uses, e.g. "princes William and Harry", "the prince". *See also FAQ 4. Capitalisation*, on page 12.

Pristina

No caron on the "s", which corresponds to the Serbian transcription.

professor

Initial capital only when followed by name.

programmes

> *See campaign titles*, on page 22. No inverted commas.

program/programme

> In British English, "program" is used for computer software, "programme" otherwise.

progress report of the Bureau and Standing Committee

> Lower case for progress report.

project

> *See campaign titles*, on page 22. No inverted commas.

Prokuratura

> Prosecutor's Office in certain former Soviet bloc countries. Prefer this term, which conveys the specificities of a different legal system, to a translation. Initial capital and italics.

punctuation

> *See FAQ 10. Punctuation*, on page 15.

Q

quotations

> *See FAQ 10. Punctuation*, on page 15.

R

Rada

> Full title Verkhovna Rada. Ukrainian Parliament, no italics.

rapporteur

> Lower case unless followed by the committee title, e.g. "Rapporteur for the Committee on Legal Affairs and Human Rights". *See co-rapporteur*, on page 23.

referendum

> Plural forms: referendums or referenda; adopted texts tend to prefer referendums, so leave as is.

refoulement

> Italics. French for the act of turning foreigners back at borders. *See non-refoulement*, on page 32.

Representatives (and Substitutes)

> Initial capitals when referring to Parliamentary Assembly.

republic

> Upper case only when used as part of the name of a country, e.g. French Republic, Republic of Moldova.

Republika Srpska

> One of the two entities of Bosnia and Herzegovina (*see Bosnia and Herzegovina*, on page 21). Not to be referred to as RS.

respect

> Respect for (not of) human rights. An emperor may have the respect of his people without having any respect for them.

regime

> Roman, no accent.

road map

> Two words. No hyphen.

Roma

> General term which refers to the three groups of Roma people: Roma, Sinti and Kale. Adjective "Roma", language "Romani".

> Since 2010, the Council of Europe uses only the term "Roma" (not "Roma and Travellers" or "Roma/Gypsies") with the following text to appear as a footnote at the first usage:

The term "Roma" used at the Council of Europe refers to Roma, Sinti, Kale and related groups in Europe, including Travellers and the eastern groups (Dom and Lom), and covers the wide diversity of the groups concerned, including persons who identify themselves as Gypsies.

For further details, please see the "Descriptive glossary of terms relating to Roma issues" (2012 version) of the SRSG support team. *See also Travellers*, on page 38.

roman

Lower case "r" when referring to a typeface (as opposed to italics), initial capital elsewhere. *See FAQ 12. Text formatting*, on page 17.

Rome, Treaty of

The founding treaty of the EC (1957). Capitals; not Rome Treaty.

Russian Federation

The constituent entities of the Russian Federation should be known as "subjects of the Russian Federation".

S

Saeima

Latvian Parliament. No italics.

Sami

Indigenous people of the Scandinavian Peninsula, the Kola Peninsula, Karelia and Finland. Refers to the language as well. "Lapp" may be considered derogatory.

Schengen Agreement

The term "Schengen Agreement" refers to two agreements concluded among European states in 1985 and 1990 on the abolition of physical borders and of systematic border controls. Schengen is a small town in Luxembourg near where the agreements were signed.

The Schengen rules (the body of legal provisions, or the *Schengen Acquis*) include provisions on common policy on the temporary entry of persons (including the Schengen Visa), the harmonisation of external border controls and cross-border police and judicial co-operation.

At 1 March 2013, the Schengen area comprised 26 states which apply the agreements in full (22 EU member states plus Iceland, Liechtenstein, Norway and Switzerland). Ireland and the United Kingdom only implement the provisions on police and judicial co-operation. Bulgaria, Croatia, Cyprus and Romania are working towards the implementation of the agreements.

Secretary General

The Council of Europe has two secretaries general – the Secretary General of the Council of Europe and the Secretary General of the Parliamentary Assembly (former title: the Clerk). Two capitals, no hyphen. Hyphenate for the United Nations and OECD Secretaries-General. Plural "Secretaries General".

secretariat

Takes upper-case "s" only when referring to Council of Europe Secretariat and the Secretariat of the Parliamentary Assembly of the Council of Europe.

section

See Act, legislative, on page 19.

Sejm

Polish Parliament. No italics. Speaker of Sejm known as Marshal.

Serbia and Montenegro, the former State Union of

"Federal Republic of Yugoslavia" from 28 April 1992 to 4 February 2003, when it was reconstituted as the "State Union of Serbia and Montenegro". This was officially dissolved when Montenegro and Serbia both declared their independence. With effect from 3 June 2006, the Republic of Serbia continues the membership of the Council of Europe previously exercised by the State Union of Serbia and Montenegro (Committee of Ministers decisions CM/Del/Dec(2006)967/2.3a and …/2.3b of 16 June 2006). Montenegro officially joined the Council of Europe on 11 May 2007.

seminar

Titles of seminars take initial capitals, and no inverted commas; *see conferences*, on page 23.

senate

Upper case when part of a title, e.g. "US Senate", "French Senate".

sentence style

See min. caps, on page 31.

session

Lower case unless part of a title, e.g. "2002 Ordinary Session of the Parliamentary Assembly".

Sinn Fein

No accent, initial capitals (in Irish: Sinn Féin).

Sinti

See Roma, on page 34.

Sharia Law

Not "Sha'ria" Law.

Shiite

Adjective. Capital "s", no apostrophe. The noun is "Shia".

single Court

See court, on page 23. Term in use since the creation of the permanent European Court of Human Rights, replacing the tandem of the former Court and Commission of Human Rights (Protocol No. 11, ETS No. 155, entry into force 1 November 1998).

Slovakia

Official full name is Slovak Republic, but "Slovakia" is also an officially recognised short form.

Slovenia

Official full name is Republic of Slovenia, but "Slovenia" is also an officially recognised short form.

Social Development Fund

Abbreviated to "the fund", lower-case "f".

socio-economic

Hyphenate.

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

See cardinal points, on page 22.

spokesman/spokeswoman/spokesperson

spelling

See FAQ 11. Spelling, on page 16.

spine titles

In English publications, the spine title reads from top to bottom, the opposite from most other languages. The publication's title takes precedence over the publisher in all commercial publications.

Stability Pact for South Eastern Europe

Can be shortened to "Stability Pact".

state

Lower case in general use. For exceptions, *see FAQ 4.2. State: initial capital or lower case?*, on page 12.

status quo

The existing state of affairs. Roman type. NB in French: "statu quo", roman.

State Party

Plural "States Parties", following the French; "states party to [convention]" is correct and may be used if consistent. Initial capitals in the text of conventions and other legal instruments or when used with the full title of a convention, e.g. "State Party to the European Convention on Human Rights". Lower case elsewhere. *See FAQ 4. Capitalisation*, on page 12.

sub

Hyphenate: sub-amendment, sub-branch, sub-clause, sub-committee, sub-edit, sub-heading, sub-lease, sub-let, sub-machine-gun, sub-paragraph, sub-standard

Don't hyphenate: subaltern, subcategory, subclass, subconscious, subcontract, subdivide, subdivision, subhuman, subkingdom, subnormal, subprime, subscript, subsection, subsonic, subspace, subspecies, substratum, substructure, subterranean, subtotal, subway

sub-amendment

Initial capitals only when number given: Sub-Amendment No. 1.

subscript

See FAQ 12.3. Superscript, subscript.

Summit, 1st/2nd/3rd

The full title is 1st/2nd/3rd Summit of Heads of State and Government of the Council of Europe (do not add "of the Member States"). "Vienna/Strasbourg/Warsaw Summit" or "1st/2nd/3rd Summit" are acceptable shortened forms.

superscript

See FAQ 12.3. Superscript, subscript.

symposium

Titles of symposia take initial capitals (*see conferences*, on page 23).

T

Taliban

Not Taleban. Treat as plural.

telephone numbers

Keep telephone numbers as written in the country of origin as far as possible. For international numbers, a "+" symbol indicates the country code, followed by a slash (" / "), and a "(0)" generally precedes the area code or the number to be dialled in the country: +33/(0)4 16 22 18 18.

temperature

See FAQ 9. Numbers, figures, numerals, on page 15.

"the former Yugoslav Republic of Macedonia"

See Macedonia, on page 30.

Third World

Initial capitals.

time

See dates and time, on page 24.

titles (of jobs)

See official titles, on page 32.

ton/tonne

See measurement, units of, on page 31.

transatlantic

No hyphen, no capital "a".

Transcaucasia

Armenia, Azerbaijan, Georgia.

transeuropean

No hyphen, no capital "e".

Transnistrian region of the Republic of Moldova

North-east Moldova, between the Dniester River and the Ukrainian border. The Slavic majority of this region (Russian and Ukrainian) proclaimed the "Transnistrian Moldovan Republic" (unrecognised, and therefore a term to be avoided). "Capital" Tiraspol.

Travellers
This term refers to an ethnically Irish people who were formerly nomadic but who are now mostly sedentary. They mostly live in Ireland and the United Kingdom. *See Roma*, on page 34.

twofold
No hyphen.

U

United Kingdom
England, Scotland, Wales and Northern Ireland. *See Great Britain*, on page 28.

United Nations
Not UNO. Acronym "UN" can be used occasionally to avoid too much repetition.

units of measurement
See *measurement, units of*, on page 31.

USA, US
These acronyms can be used for variety where "United States of America" would be too long, or to avoid repetition. USA should be used as a noun referring to the country; US can be used as both noun and adjective, and in conjunction with the dollar sign to designate the currency of the USA. *See America(n)*, on page 20.

"The States" is purely colloquial and should be avoided in Council of Europe publications.

V

Van
In Dutch names: the correct practice in the Netherlands is lower-case "v", but upper case if alone or used with Mr, Ms or Mrs. In English we tend to use lower case unless it appears at the beginning of a sentence or if there is a specific request.

Venice Commission
Short form of European Commission for Democracy through Law.

Vienna Summit
See Summit, 1st/2nd/3rd, on page 37.

W

wars
Capitalise: First/Second World War (not World War I/II or WW I/II), Gulf War, Falklands War; also Cold War (in keeping with Iron Curtain).

Warsaw Pact

Web
Initial capital when referring to the World Wide Web (the Internet), but "web page".

website
One word.

well-being
Hyphenate.

west(ern)
See cardinal points, on page 22.

White Paper
See Green Paper/White Paper, on page 28.

working group

    Lower case unless part of a title.

World Bank

    Can be referred to as "the Bank".

worldwide

    No hyphen. Always one word.

World Wide Web

    Three words.

Y

Yugoslavia

    Socialist Federal Republic of Yugoslavia: 1943-1991.

    Federal Republic of Yugoslavia: 1992-2003, composed of the republics of Serbia and Montenegro.

    State Union of Serbia and Montenegro: 2003-2006. The dissolution of this state union is commonly regarded as the end of what was left of the former Yugoslavia.

    See Serbia and Montenegro, on page 35.

Yugoslav Wars

    A series of wars in the territory of the former Socialist Federal Republic of Yugoslavia that took place between 1991 and 2001. Not "Balkan Wars" (*see Balkan Wars*, on page 21).

Appendix 1a: 47 member states of the Council of Europe

State	Citizen	Language(s)	Adjective(s)	Currency and subunit	Currency ISO code	Capital city	Other place names	Parliament (diacritics inexact)
Albania	Albanian	Albanian	Albanian	lek/quindar (quindarka)	ALL	Tirana		Kuvendi Popullor
Andorra	Andorran	Spanish	Andorran	euro/cent	EUR	Andorra la Vella		Consell General de les Valls
Armenia	Armenian	Armenian	Armenian	dram/luma	AMD	Yerevan		Azgayin Zhoghov
Austria*	Austrian	German	Austrian	euro/cent	EUR	Vienna	Tyrol	Bundesversammlung
Azerbaijan	Azerbaijani	Azerbaijani	Azerbaijani	manat/kepik	AZM	Baku	Nagorno-Karabakh	Milli Mejlis
Belgium*	Belgian	Dutch, French	Belgian	euro/cent	EUR	Brussels	Antwerp, Bruges	Senaat/Sénat
Bosnia and Herzegovina	Bosnian, Herzegovinian	Bosnian Croatian Serbian	Bosnian, Herzegovinian	convertible mark/fening	BAM	Sarajevo	Republika Srpska, Federation of Bosnia and Herzogovina, Mostar, Srebrenica	Skupstina
Bulgaria*	Bulgarian	Bulgarian	Bulgarian	lev (leva)/ stotinka (stotin-ki)	BGL	Sofia	Krajina	Narodno Sobranie
Croatia*	Croatian	Croatian	Croatian	kuna/lipa	HRK	Zagreb	Split, Zadar	Sabor
Cyprus*	Cypriot	Greek, Turkish	Cypriot	euro/cent	EUR	Nicosia	Larnaca	Vouli Antiprosopon
Czech Republic*	Czech	Czech	Czech	koruna (koru-ny)/ halér (halére)	CZK	Prague		Parlament
Denmark*	Dane	Danish	Danish	krone (kroner)/ øre	DKK	Copenhagen		Folketing
Estonia*	Estonian	Estonian	Estonian	euro/cent	EUR	Tallinn		Riigikogu
Finland*	Finn	Finnish	Finnish	euro/cent	EUR	Helsinki	Åland Islands	Eduskunta
France*	Frenchman Frenchwoman	French	French	euro/cent	EUR	Paris	Lyons, Marseilles, Strasbourg	Assemblée nationale
Georgia	Georgian	Georgian	Georgian	lari/tetri	GEL	Tbilisi	Mingrelia	Umaghiesi Sabcho
Germany*	German	German	German	euro/cent	EUR	Berlin	Cologne, Munich, Nuremberg, Frankfurt, Hanover, Baden Württem-berg	Parlament
Greece*	Greek	Greek	Greek	euro/cent	EUR	Athens	Thessaloníki	Vouli ton Ellinon
Hungary*	Hungarian	Hungarian	Hungarian	forint	HUF	Budapest		Országgyűlés

State	Citizen	Language(s)	Adjective(s)	Currency and subunit	Currency ISO code	Capital city	Other place names	Parliament (diacritics inexact)
Iceland	Icelander	Icelandic	Icelandic	króna (krónur)/ eyrir (aurar)	ISK	Reykjavik		Althing
Ireland*	Irishman Irishwoman	Irish, English	Irish	euro/cent	EUR	Dublin		Parliament or Oireachtas
Italy*	Italian	Italian	Italian	euro/cent	EUR	Rome	Genoa, Milan, Naples, Turin	Parlamento
Latvia*	Latvian	Latvian	Latvian	lats	LVL	Riga		Saeima
Liechtenstein	Liechtensteiner	German	of Liechtenstein	franc/centime	CHF	Vaduz		Landtag
Lithuania*	Lithuanian	Lithuanian	Lithuanian	litas	LTL	Vilnius		Seimas
Luxembourg*	Luxembourger	Luxembourgish, French, German	Luxembourgish, of Luxembourg	euro/cent	EUR	Luxembourg		Chambre des Députés
Malta*	Maltese	Maltese, English	Maltese	euro/cent	EUR	Valetta		
Moldova	Moldovan	Moldovan	Moldovan	leu (pl. lei)/ban (pl. bani)	MDL	Chişinău	Tiraspol, Transnistria (region), Dniester (river)	Parlamentul
Monaco	Monégasque	French	Monégasque	euro/cent	EUR	Monaco Monte Carlo		Conseil National
Montenegro	Montenegrin	Montenegrin	Montenegrin	euro/cent	EUR	Podgorica		
Netherlands*	Dutch	Dutch	Dutch	euro/cent	EUR	The Hague	Amsterdam, Maastricht	Staten Generaal
Norway	Norwegian	Norwegian	Norwegian	kroner	NOK	Oslo		Storting
Poland*	Pole	Polish	Polish	zloty	PLN	Warsaw	Cracow Wrocław	Sejm (lower chamber)
Portugal*	Portuguese	Portuguese	Portuguese	euro/cent	EUR	Lisbon		Assembleia da Republica
Romania*	Romanian	Romanian	Romanian	leu (pl. lei)/ban (pl. bani)	RON	Bucharest	Timişoara	Parlament
Russian Federation	Russian	Russian	Russian	rouble/kopek	RUR	Moscow	St Petersburg, Grozny, Caucasus (Northern/Southern)	Duma
San Marino	San Marinese	Italian	San Marinese	euro/cent	EUR	San Marino		Consiglio Grande e Generale
Serbia	Serbian	Serbian	Serbian	Serbian dinar	RSD	Belgrade	Kosovo, Vojvodina, Pristina	
Slovak Republic*	Slovak	Slovakian	Slovakian	koruna	SKK	Bratislava		Narodna Rada Slovenskej Republiky
Slovenia*	Slovene	Slovenian	Slovenian	euro/cent	EUR	Ljubljana		Drzavni Zbor
Spain*	Spaniard	Spanish, Catalan, Basque, Galician	Spanish	euro/cent	EUR	Madrid	Barcelona, San Sebastian, Basque Country, Catalonia	Las Cortes Generales

State	Citizen	Language(s)	Adjective(s)	Currency and subunit	Currency ISO code	Capital city	Other place names	Parliament (diacritics inexact)
Sweden*	Swede	Swedish	Swedish	krona (pl. kronor)/öre	SEK	Stockholm	Gothenburg	Riksdag
Switzerland	Swiss	French, German, Italian	Swiss	franc/centime	CHF	Bern	Basle, Geneva, Lausanne, Lucerne, Zurich	Federal Assembly Bundesversammlung Assemblée Fédérale Assemblea Federale
"The former Yugoslav Republic of Macedonia"	Macedonian	Macedonian	Macedonian	denar/deni	MKD	Skopje		Sobranie
Turkey	Turk	Turkish	Turkish	lira	TRY	Ankara	İzmir, Istanbul	Turkiye Buyuk Millet Meclisi
Ukraine	Ukrainian	Ukrainian	Ukrainian	hryvnia	UAH	Kiev	Chernobyl	Verkhovna Rada
United Kingdom*	British	English	British	pound/penny (pl.: pence)	GBP	London		Parliament

* indicates that the country is also a member state of the European Union.

Appendix 1b: states/parliaments observers to the Committee of Ministers and/or PACE

State	Citizen	Language(s)	Adjective	Currency & Subunit	Currency ISO code	Capital city	Other place names	Parliament
Canada*[§]	Canadian	English, French	Canadian	dollar/cent	CAD	Ottawa	Montreal, Quebec	Parliament (bicameral: House of Commons and Senate)
Holy See*	–		Vatican; of the Vatican	euro/cent	EUR	Vatican City	–	
Israel[§]	Israeli	Hebrew	Israeli	new Israeli shekel	ILS	Jerusalem	Tel Aviv, Bey West Bank, Gaza Strip, Golan Heights	Knesset (unicameral)
Japan*	Japanese	Japanese	Japanese	yen	JPY	Tokyo		Kokkai or Diet bicameral: Shugi-in (House of Representatives), Sangi-in (House of Councillors)

State	Citizen	Language(s)	Adjective	Currency & Subunit	Currency ISO code	Capital city	Other place names	Parliament
Mexico*§	Mexican	Spanish	Mexican	peso	MXN	Mexico City	Cancún	National Congress bicameral: Federal Chamber of Deputies, Senate
United States of America*	American	English	American	dollar/cent	USD	Washington DC		Congress bicameral: House of Representatives, Senate

*   State observer to the Committee of Ministers of the Council of Europe.
§   National parliaments observers to the Parliamentary Assembly of the Council of Europe.

Appendix 1c: other relevant states

State	Citizen	Language(s)	Adjective	Currency & Subunit	Currency ISO code	Capital city	Other place names	Parliament
Afghanistan	Afghan	Afghan Persian or Dari, Pashtu	Afghan	afghani	AFA	Kabul		(currently non functioning) National Assembly, bicameral: Wolesi Jirga (House of People), Meshrano Jirga (House of Elders)
Australia	Australian	English	Australian	dollar/cent	AUD	Canberra	Sydney	Federal Parliament bicameral: House of Representatives and Senate
Belarus	Belarusian	Belarusian	Belarusian	rouble/kopek	BYR	Minsk		National Assembly bicameral: Chamber of Representatives, Council of the Republic
China	Chinese	Standard Chinese or Mandarin	Chinese	yuan	CNY	Beijing (not Peking)	Tiananmen	National People's Congress
Cuba	Cuban	Spanish	Cuban	Cuban peso	CUP	Havana	Guantánamo Bay	National Assembly of People's Power
Kyrgyzstan/ Kyrgyz Republic	Kyrgyz	Kyrgyz, Russian	Kyrgyz	som	KGS	Bishkek		Supreme Council bicameral: Legislative Assembly, Assembly of People's Representatives

State	Citizen	Language(s)	Adjective	Currency & Subunit	Currency ISO code	Capital city	Other place names	Parliament
Indonesia	Indonesian	Bahasa Indonesia	Indonesian	rupiah	IDR	Jakarta	East Timor	House of Representatives
Iraq	Iraqi	Arabic, Kurdish	Iraqi	dinar	IQD	Baghdad		National Assembly
Iran	Iranian	Persian	Iranian	rial	IRR	Tehran		Islamic Consultative Assembly
Thailand	Thai	Thai	Thai	baht	THB	Bangkok		National Assembly bicameral: House of Representatives, Senate
Uzbekistan	Uzbek	Uzbek	Uzbek	som	UZS	Tashkent	Andijan	Supreme Assembly or National Assembly (*Oliy Majlis*)

Appendix 2: common acronyms

A bilingual list of committees, commissions and other bodies of the Council of Europe (ADMIN/LING(2007)1) is available on the Intranet (DGA > DPFL > Translation > Theme files > Services). Drop us a line if you need a recent copy but don't have access to the Council of Europe Intranet.

Aids	Initial capital only
ALDE	Alliance of Liberals and Democrats for Europe (PACE political group, formerly Liberal, Democratic and Reformers Group – LDR, below)
ALECSO	Arab League Educational, Cultural and Scientific Organization
Althea	EU-Althea military deployment in Bosnia and Herzegovina to oversee the military implementation of the Dayton Agreement
BRIC	BRIC countries: Brazil, Russia, India and China, the four largest economies of the developing world
Cahmin	Ad hoc Committee for the Protection of National Minorities (set up by the Vienna Summit)
Cahteh	Ad hoc Committee on Action against Trafficking in Human Beings
CAP	Common Agricultural Policy
CCET	Centre for Co-operation with Economies in Transition
CDCC	Council for Cultural Co-operation. In French: Conseil de la coopération culturelle
CD-Rom	Compact Disc – Read only memory (cannot be written to)
CE/BCE	Common Era, Before Common Era, sometimes used as a politically correct alternative to BC and AD
CEB	Council of Europe Development Bank (formerly Social Development Fund)
Cedaw	Convention on the Elimination of All Forms of Discrimination against Women – UN convention (1979)
CEDH	Use ECHR (CEDH is French) to refer to the European Convention on Human Rights, not the Court. This abbreviation is sometimes used in bibliographies when referring to a volume of the European Court of Human Rights publication of judgments and reports – e.g. ECHR 2000-X
CEFTA	Central European Free Trade Agreement
CEI	Central European Initiative
CEMAT	Council of Europe Conference of Ministers responsible for Spatial/Regional Planning
CEPEJ	European Commission for the Efficiency of Justice
CETS	Council of Europe Treaty Series (CETS No. 194 and following). *See CETS/ETS*, on page 22
CFSP	Common Foreign and Security Policy
CIS	Commonwealth of Independent States. Member states are: Armenia, Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan, Moldova, the Russian Federation, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan. Now they apparently prefer to be called EECCA countries (eastern Europe, Caucasian and central Asian)
~~CLRAE~~	This acronym for the Congress of Local and Regional Authorities of the Council of Europe was dropped in a Bureau decision on 14 October 2003. Now abbreviated to "the Congress".
CODEXTER	Committee of Experts on Terrorism, replaced the Multidisciplinary Group on International Action Against Terrorism (GMT) in 2003
~~CoE~~	Do not abbreviate "Council of Europe" to "the Council" or to "CoE".
Comecon	Council for Mutual Economic Assistance. Lower case, initial capitals
COP	Abbreviation to denote Conference of the Parties to the United Nations Framework Convention on Climate Change, usually followed by a number to denote which one
CPT	European Committee for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment. Not to be used when referring to the Convention for the Prevention of Torture
CSCM	Conference on Security and Co-operation in the Mediterranean
DTP	Desktop publishing. Computer-based typesetting systems or software offering many of the functions of professional phototypesetting systems. French: "PAO" – *publication assistée par ordinateur*
EAR	European Agency for Reconstruction
EBRD	European Bank for Reconstruction and Development. Capital B for Bank when used alone
EC	See EU, below
ECHR	This acronym refers exclusively to the European Convention on Human Rights (in full: the Convention for the Protection of Human Rights and Fundamental Freedoms). This abbreviation is not to be used in reference to the European Court of Human Rights (*see court*, on page 23, and next entry) in Council of Europe publications, although it is sometimes used in bibliographies when referring to a volume of the European Court of Human Rights publication of judgments and reports – e.g. ECHR 2000-X.
~~ECtHR~~	This abbreviation for the European Court of Human Rights is found in some literature but has no standing with the Court itself. Prefer a full reference followed by "the Court", "the Strasbourg Court" or "the Judges in Strasbourg".
ECRI	European Commission against Racism and Intolerance
ecu	European currency unit (superseded by the euro.) Lower case, plural "ecus"

EDG	European Democrat Group (political group in the PACE). NOT "Democratic"
EDQM	European Directorate for the Quality of Medicines & HealthCare
EEA	European Economic Area (not Space)
EFTA	European Free Trade Association
EMS	European Monetary System
EMU	Economic Monetary Union
EPO	European Patent Organisation. Secretariat called the European Patent Office. The abbreviations "EPOrg" and "EPOff" are sometimes used to avoid confusion
EPP/CD	Group of the European People's Party (political group in the PACE)
ERM	Exchange Rate Mechanism
ESDP	European Security and Defence Policy
ETS	*See CETS/ETS*, on page 22
EU	European Union. Since 1 November 1993; formerly the European Community. Should be referred to in full the first time it is mentioned. "EU" or "the Union" may be used for variety thereafter, except in very formal contexts. *See also FAQ 2.2. Acronyms*, on page 8
EUFOR	EU-NATO force in Bosnia and Herzegovina. Took over from Sfor on 2 December 2004
EUR-OPA	Open Partial Agreement on the Prevention of, Protection Against, and Organisation of Relief in Major Natural and Technological Disasters (known as the EUR-OPA Major Hazards Agreement)
EUREKA	Pan-European research and development funding and co-ordination organisation (abbreviated as "E!")
Eurimages	European Support Fund for the Co-production and Distribution of Creative Cinematographic and Audio-visual Works
Europol	European Police Office. European Union law-enforcement organisation that handles criminal intelligence
FAO	Food and Agriculture Organization of the United Nations, set up in Rome in 1945
FCNM	Framework Convention for the Protection of National Minorities; short form: the Framework Convention
FRY	Federal Republic of Yugoslavia – *see Yugoslavia*, on page 39
~~FYROM~~	Unacceptable in Council of Europe documents and publications. Only the full form ("the former Yugoslav Republic of Macedonia") should be used. "The" only takes a capital 'T' when the country is part of a vertical list or at the beginning of a sentence. In alphabetical lists, it should always be placed under "t" (for "the"). *See Macedonia,* on page 30.
GRECO	Group of States against Corruption
GRETA	Group of Experts on Action against Trafficking in Human Beings
HIV	Human immunodeficiency virus. All capitals. See also "Aids", above
IAEA	International Atomic Energy Agency
IATA	International Air Transport Association
IBRD	International Bank for Reconstruction and Development (part of the World Bank Group)
ICANN	Internet Corporation for Assigned Names and Numbers
ICAO	International Civil Aviation Organization
ICC	International Criminal Court, in The Hague. Set up by the Rome Statute 1 July 2002
ICPO-Interpol	International Criminal Police Organization-Interpol
ICT	Information and Communication Technology. Plural ICTs.
ICTY	International Criminal Tribunal for the former Yugoslavia, in The Hague
IDA	International Development Association
IDPs	Internally displaced persons
Ifad	International Fund for Agricultural Development
IFC	International Finance Corporation
Ifor	The Multinational Military Implementation Force
IGO	International Governmental Agency
IID	International Institute for Democracy
IIDH	International Institute for Human Rights
ILO	International Labour Organization (Secretariat of the ILO is the International Labour Office (not abbreviated) – be wary of confusing the two)
IMF	International Monetary Fund
IMO	International Maritime Organization
IMS	International Monetary System
INGO	International Non-Governmental Organisation
Instraw	International Research and Training Institute for the Advancement of Women
Interpol	See ICPO-Interpol, above
IOM	International Organization for Migration
IPU	Inter-Parliamentary Union

IRA	Irish Republican Army
ISBN	International Standard Book Number. All the Council of Europe's commercial publications have one. ISBNs have 13 digits in five groups and are usually printed with separators, either with dashes: 978-92-871-1981-3 (the style preferred in-house); or spaces: 0 226 10390 0. The ISBN should appear on the im-print page together with copyright information and country of printing, and on the back cover
ISESCO	Islamic Educational, Scientific and Cultural Organization
ISSN	International Standard Serial Number: an eight-digit number which identifies periodical publications as such, including electronic serials
ITU	International Telecommunication Union
Kfor	Kosovo Force, NATO-led international security force. Not to be confused with Sfor
LDR	Liberal, Democratic and Reformers' Group. Former political group in the PACE; see ALDE, above
MAI	Multilateral Agreement on Investment
MONEYVAL	Committee of Experts on the Evaluation of Anti-Money Laundering Measures and the Financing of Terrorism
MoU	Memorandum of Understanding
MSF	Médecins sans frontières. No italics; initial capital on Médecins only. Informally referred to as "the French doctors". Do not confuse with Médecins du monde
NACSE	North Atlantic Conference on Security in Europe
NASA	National Aeronautics and Space Administration
NATO	North Atlantic Treaty Organization
NGO	Non-governmental organisation; plural NGOs
NICTS	New information and communication technologies
OAS	Organization of American States
ODIHR	Office for Democratic Institutions and Human Rights – usually associated with OSCE (OSCE/ODIHR)
OECD	Organisation for Economic Co-operation and Development
OHCHR	Office of the United Nations High Commissioner for Human Rights
OIC	Organization of the Islamic Conference
OSCE	Organization for Security and Co-operation in Europe
PACE	Parliamentary Assembly of the Council of Europe
PFP	Partnership for Peace. NATO defence co-operation programme
Phare Programme	Initial capitals only. One of three pre-accession instruments financed by the European Union. Originally: "Poland and Hungary: Assistance for Restructuring their Economies". "Phare" is French for lighthouse
PISG	Provisional Institutions of Self-Government (Kosovo). Takes initial capitals
PKK	Kurdish workers' party
Sars	Severe acute respiratory syndrome
SEEMO	South East Europe Media Organisation (based in Vienna)
Sfor	Stabilization Force; NATO-led international stabilisation force in Bosnia and Herzegovina; replaced by Eufor on 2 December 2004. Not to be confused with Kfor
SMEs	Small and medium-sized enterprises
SOC	Socialist Group (political group in the PACE)
TACIS	Technical Aid to the Commonwealth of Independent States. A foreign and technical assistance programme implemented by the European Commission to help members of the Commonwealth of Independent States (and Mongolia), in their transition to democratic market-oriented economies
TRNC	Turkish Republic of Northern Cyprus, recognised only by Turkey
UEL	Unified European Left (political group in the PACE)
UNAIDS	Joint United Nations Programme on HIV/AIDS
UNCHS	United Nations Centre for Human Settlements (Habitat)
UNCTAD	United Nations Conference on Trade and Development
UNDOF	United Nations Disengagement Observer Force
UNDP	United Nations Development Programme
UNDRO	Office of the United Nations Disaster Relief Co-ordinator
UNECE	United Nations Economic Commission for Europe
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFCCC	United Nations Framework Convention on Climate Change (Conference of the Parties to the UNFCCC known as COP 1, 2, etc.)
UNFICYP	United Nations Peacekeeping Force in Cyprus
UNFPA	United Nations Fund for Population Activities
UNHCR	Office of the United Nations High Commissioner for Refugees
UNICEF	United Nations International Children's Emergency Fund

UNIDIR	United Nations Institute for Disarmament Research
UNIDO	United Nations Industrial Development Organization
UNIFIL	United Nations Interim Force in Lebanon
UNITAR	United Nations Institute for Training and Research
UNMIK	United Nations Interim Administration Mission in Kosovo
UNMOGIP	United Nations Military Observer Group in India and Pakistan
UNODC	United Nations Office on Drugs and Crime (abbreviated to Office on Drugs and Crime)
Unprofor	United Nations Protection Force
UNRISD	United Nations Research Institute for Social Development
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East
UNSO	United Nations Sudano-Sahelian Office
UNTSO	United Nations Truce Supervision Organization
UNU	United Nations University
UNV	United Nations Volunteers
UPU	Universal Postal Union
USSR	Prefer Soviet Union, but USSR is allowed for variety
WADA	World Anti-doping Agency
WCO	World Customs Organization
WEU	Western European Union
WHO	World Health Organization. To avoid confusion with the rock band, do not use the definite article
WIPO	World Intellectual Property Organization
WTO	World Trade Organization
WWF	World Wide Fund for Nature (changed from "World Wildlife Fund" in 1986)

Appendix 3:
commonly used foreign words, Latinisms and a few abbr.

Foreign words are usually italicised in English, but can be written in roman if they are very commonly used. This appendix gives a short list of common examples, their meanings and whether or not they should be italicised. For anything not in this list, refer first to the *Oxford Dictionary for Writers and Editors*, reference on page 7.

Word	Meaning and use	Typographical indications
a fortiori	(Latin) "with a yet stronger reason than a conclusion previously accepted"	Roman, two words
a posteriori	(Latin) "proceeding from experiences to the deduction of probable causes"	Roman
a priori	(Latin) "based on deduction rather than observation"	Roman
ad hoc	(Latin) "for this purpose"	Roman
avant-garde	(French) "advanced guard"; avant-gardist, avant-gardism	Roman, hyphenated
bona fide	(Latin) "genuine, real"	Roman
cf.	Abbr. of *confer* (Latin) "compare with"	Roman
de facto	(Latin) "in actual fact"	Italics
de jure	(Latin) "rightfully, by right"	Italics
e.g.	Abbr. of *exempli gratia* (Latin) "for example"	Comma before Full form: italics, abbr.: roman
et al.	Abbr. of *et alii* (Latin) "and others"	Full form: italics, abbr.: roman
etc.	Abbr. of et cetera (Latin) "and other things"	Roman, comma before. Avoid "&c.". *See etc.*, on page 26
ex officio	(Latin) "by virtue of one's status or position"	Italics
ff.	"folios", "following pages"; prefer to et seq.	Roman
glasnost	Literally "publicity", "openness". An official policy of the former Soviet government emphasising candour with regard to discussion of social problems and shortcomings	Roman, no initial capital
glasnost	(in the former USSR) wider dissemination of official information	Roman
habeas corpus	a writ requiring a person to be brought before court; abbr. "hab. corp."	Roman
i.e.	Abbr. of *id est* (Latin) "that is", "namely". Prefer either of these two unless space is a big concern	Comma before Full form: italics, abbr.: roman
ibid.	Abbr. of *ibidem* (Latin) "in the same source". Used to avoid repetition of a reference (strictly speaking only the title of a work, but the author's name can be presumed) in bibliographic matter when citing more than one identical work in uninterrupted succession. Prefer abbreviation	Full form: italics, abbr.: roman
idem	(Latin) "the same person". Used to avoid repetition of an author's name in bibliographic matter when citing more than one identical author in uninterrupted succession. Prefer the full form to the abbreviation "id.", which is less common	Full form: italics, abbr.: roman
in camera	not in open court	Roman
in absentia	(Latin) in his/her/their absence	Italics
in re	(Latin) in the legal case of; with regard to	Italics
in situ	(Latin) "in position"	Italics
infra	(Latin) "below". Should be avoided in bibliographical matter for the same reasons as "op. cit." and "*supra*", below. English equivalent is perfectly satisfactory in other situations	Italics
inter alia	(Latin) "among other things"	Italics, comma before
intra vires	(Latin) "within one's power"	Italics
ipso facto	(Latin) "by the very fact or act"	Italics
ius/jus	(Latin) "law"	Italics. Spelling correct with either "i" or "j"

Word	Meaning and use	Typographical indications
jihad	(Arabic) A Muslim holy war or spiritual struggle against infidels. A crusade or struggle	Roman, lower case. Variant spelling "jehad"
laissez-aller	(French) "absence of restraint"	Roman, hyphenated, not "laisser"
laissez-faire	(French) "let things take their own course"	Roman, hyphenated, not "laisser"
laissez-passer	(French) "pass, permit", not "laisser"	Roman, hyphenated, not "laisser"
loc. cit.	Abbr. of *loco citato* (Latin) "in the cited place". Used to avoid repeating a reference to a specific location in a work. This is often misused and misunderstood, so should be avoided; the indication is very specific, and therefore of limited use to the reader in any case.	Full form: italics, abbr.: roman
modus operandi	(Latin) "way of doing something", pl. *modi operandi*. Abbr. "MO"	Roman
mutatis mutandis	(Latin) "making necessary alterations while not affecting the main point"	Italics
NB	Abbr. of *nota bene* (Latin) "mark well"	Roman, upper case, not followed by any punctuation
non-refoulement	(French) "not turning foreigners back at borders, not refusing entry onto the national territory".	Italics, hyphenate
oblast	(Russian) An administrative territorial division within Russia and other former Soviet republics, including Ukraine and Kyrgyzstan	Italics. Ex: Kaliningrad *oblast*
op. cit.	Abbr. of *opere citato* (Latin) "in the work quoted". Used to avoid repeating a complete bibliographic reference, but should be avoided as it gives no indication where the initial reference is to be found. *See FAQ 3. Bibliographies*, on page 9, for more details.	Roman
p., pp.	Abbr. of "page", plural "pp.".	Roman
par excellence	(French) "pre-eminently"	Roman
per se	(Latin) "intrinsically"	Roman
perestroika	(in the former USSR) reform of the economic and political system	Roman
prima facie	(Latin) "from the first impression"	Roman
procès-verbal	(French) "written report of proceedings"; pl. "*procès-verbaux*"	Italics, hyphenate
quid pro quo	favour or advantage in return	Roman, plural with "s" (~ quos)
raison d'être	(French) "purpose"	Italics
rapprochement	(French) establishment of harmonious relations	Roman
realpolitik	(German) "politics based on realities and material needs, rather than on morals or ideals"	No capital, roman
refoulement	(French) "the act of turning foreigners back at borders, of refusing entry onto the national territory"	Italics
res judicata	(Latin) "having already decided"	Roman
sensu stricto	(Latin) "strictly speaking, in the narrow sense" NB the French say "*stricto sensu*"	Italics
sine qua non	(Latin) "an indispensable condition". Used as a noun	Roman
supra	(Latin) "above". Essentially the same as "op. cit", above, and should therefore be avoided in bibliographical matter. English equivalent is perfectly satisfactory in other situations	Italics
versus	(Latin) "against"; abbr. "v." (prefer to "vs")	Roman
vice versa	(Latin) "the order being reversed"	Roman, no hyphen or accent
vis-à-vis	(French) "in relation to"	Roman
viz	Contraction of *videlicet* (Latin), "namely". No full stop. Prefer "namely"	Roman, comma before

Appendix 4: notes