

2007/D.5

# ILO

# House style

# manual

March 2007



INTERNATIONAL LABOUR OFFICE GENEVA

---



# **ILO**

# **House style**

# **manual**



## Contents

	<i>Page</i>
Introduction .....	1
General guidelines .....	2
Effective writing .....	2
Spelling.....	4
General rules .....	4
Specific cases .....	4
Hyphenation .....	5
General rule.....	5
Specific cases .....	5
Compound expressions .....	5
Use of hyphens .....	5
Use of en dashes.....	6
Prefixes .....	6
Special problems.....	6
Numbers.....	7
Word division.....	7
Abbreviations .....	8
General rule.....	8
Specific cases .....	8
Full stops.....	8
Months .....	8
Units of measurement .....	8
Currencies .....	9
International Labour Conference .....	9
International organizations .....	9
United Kingdom, United States .....	9
Italics .....	10
General rule.....	10
Specific cases .....	10
Foreign words and expressions.....	10
Scientific notations .....	10
Titles of publications .....	11
Italics within italics.....	11

Initial capitals .....	12
General rules .....	12
Specific cases .....	12
Proper nouns and adjectives.....	12
Political parties, religions and schools of thought .....	12
Organized bodies and office-holders .....	13
Territorial designations .....	13
Historical eras and events .....	13
Legislative texts .....	13
Subdivisions of books, etc. ....	14
Punctuation.....	15
Preliminary remarks .....	15
Spacing.....	15
Quotation marks .....	15
Parentheses and square brackets .....	15
Footnote numbers.....	16
Combinations of several punctuation marks.....	16
Colons .....	16
Ellipsis.....	16
Numbers .....	18
Hyphens and en dashes .....	18
Use of figures .....	18
Dates and times.....	19
Centuries and decades.....	19
Decimals and fractions.....	19
Ordinals.....	20
Votes .....	20
Tables .....	21
Purpose of tables .....	21
Table headings .....	21
Column headings and items .....	21
Numbers in tables.....	22
Blanks and symbols.....	22
Wide tables.....	23
Notes and sources.....	23
General presentation.....	23

Text boxes .....	25
Purpose of text boxes .....	25
Numbering .....	25
Sources .....	25
Graphs and illustrations.....	26
Copyright permissions .....	26
Provide clear and usable data.....	26
Headings .....	26
Notes and sources.....	26
Presentation of figures .....	26
Layout.....	27
General remarks .....	27
Pagination .....	27
Titles and headings.....	27
Document text.....	27
(a) Quotations .....	28
(b) Texts with subdivided paragraphs.....	29
(c) Official texts.....	30
(d) Lists, agendas, etc. ....	31
Simple lists (running text).....	31
Complex lists.....	32
Agendas.....	33
Choice of letters or figures.....	33
Avoiding sexist and racist language.....	34
Citations and bibliographical references .....	35
General remarks .....	35
Standard bibliographical abbreviations.....	35
Translations of place names and official titles.....	35
Use of initial capitals.....	36
In English-language references.....	36
The URL .....	36
DOIs.....	36
Footnotes and endnotes.....	36
Legal references .....	36
Legal instruments.....	37
Judicial decisions .....	37
Bibliographic references and footnotes.....	38
Bibliographies.....	38
Footnotes.....	40

International labour Conventions and Recommendations .....	41
Short titles .....	41
Long titles .....	41
Commas in titles.....	41
Initial capitals.....	41
Copyright permissions.....	42
Indexes.....	43
Country and area designations.....	44
Special cases.....	44
Hong Kong.....	44
Macau.....	44
Taiwan .....	44
Kosovo.....	45
Palestine.....	45
Exceptions.....	45
Political/geographical areas .....	46
Africa.....	46
Americas.....	46
Asia.....	46
Europe .....	46
Appendices	
I. Alphabetical list of “ILO-isms” and frequently used terms.....	47
II. Reference note on -ize/ise verb endings .....	62
III. List of ILO member States (at July 2006: 179) .....	63
IV. Checklist for editors.....	64



## Introduction

The purpose of this manual is to codify current practices in the presentation of English texts within the ILO. By setting out principles for the use of capitals, the layout of bibliographical references, etc., they should make for uniformity in the work of authors, word-processing operators, translators, editors, copy-preparers and proofreaders, and thereby eliminate unnecessary corrections at each successive stage in the preparation of a publication or document.

The rules are not, however, intended to be a guide to the writing of good English; readers seeking such a guide are referred to the following: R.W. Burchfield: *The new Fowler's modern English usage*, revised third edition (Oxford, Oxford University Press, 1998); Sir Ernest Gowers: *The complete plain words*, third edition, revised by S. Greenham and J. Whitcut (Penguin, 2002); D. Collinson, G. Kirkup, R. Kyd and L. Siocome: *Plain English* (Penguin, 2002); J. Butcher, C. Drake and M. Leach (eds.): *Butcher's copy-editing: The Cambridge handbook for editors, copy-editors and proofreaders*, fourth edition (Cambridge, Cambridge University Press, 2006); *The Economist Style Guide*, ninth edition (London, Profile Books, 2006; see also [www.Economist.com/research/StyleGuide](http://www.Economist.com/research/StyleGuide)); R.M. Ritter (ed.): *The Oxford dictionary for writers and editors*, second edition (Oxford, Oxford University Press, 2000); and E. Partridge and J. Whitcut: *Usage and abuse: A guide to good English* (Penguin, 1999).

Nor are the rules intended to put writers in a straitjacket; the principles suggested may sometimes have to be waived on grounds of appropriateness or common sense. The most important point to bear in mind is that usage should be consistent throughout a document.

Changes in style can distract readers' attention and make a text appear less professional. Using this manual will help you to keep a consistent style that will make your work more coherent and easier to read. It will also help maintain a recognizable ILO identity across our publications. Detailed guidance is provided on all aspects of ILO house style.

## General guidelines

British rather than American spelling is used at the ILO. Always follow the first spelling listed in the latest edition of the *Oxford English Dictionary* (e.g. organize not organise, fulfil not fulfill), and remember to consult the *Alphabetical list of ILO-isms and frequently used terms*.

Avoid Latin and other foreign language terms where there is an accepted English equivalent. Latin abbreviations are only to be used where space is an issue, such as in tables. Avoid using etc., instead use *including* or *among others*, or reword the sentence.

In general, spell out numerals from one to ten, and use figures thereafter, and spell out all abbreviations the first time they appear in the text.

The sign “%” is used only in tables. In text “per cent” is spelt out.

Cite international labour Conventions and Recommendations correctly, referring to them by their short form, e.g. the Worst Forms of Child Labour Convention, 1999 (No. 182), with subsequent references abbreviated to Convention No. 182.

Boxes, figures and tables should be used to draw attention to specific information. However, too many of these will make the report cluttered and difficult to read. If you present statistics in this way, avoid unnecessary duplication of the information in the text.

The use of politically sensitive material should be carefully considered to avoid causing embarrassment or offence. Any such material should be appropriately referenced. The Office of Legal Services (JUR) should be consulted if there is any doubt with regard to the acceptability of a statement or position.

Use your word-processor’s spell-checker, but be aware of its limitations: the word list it uses contains multiple spellings of the same word (such as advisor and adviser), which will not help you with consistency. Many of its hyphenation and spelling rules will not agree with the *Oxford English Dictionary*.

## Effective writing

ILO publications are distributed the world over, and read mostly by people who do not speak English as a first language. To communicate the work and messages of the ILO effectively, our publications need to be well written: clear and well structured, free of jargon, and stylistically consistent.

Remember that you are writing to be read and understood. However complex your ideas might be, you will communicate your message best if you write in clear, simple language, avoiding technical jargon.

Not all readers will read every word of your publication, so clarity and brevity will help keep their interest. Organize your main messages and supporting data logically so that these elements are easy to pick out.

Accuracy and timeliness are essential to the relevance of your text. Check that all references to names, titles and bodies are correct, and that all data are correctly cited from the most recent, reputable source. It is good practice to clearly mark the exact page, paragraph or figure on your original source.

As you are writing your report, clearly mark where you have taken your references from on the original source, i.e. the exact page, paragraph or figure. This will help you find your references again should you need to, and it is required by the documentalists and editors. Reference material should be used to support statements in the text, but should not form the basis of it. Keep footnotes and bibliographical references to a minimum. Use Harvard style references in the text, backed up by a full bibliography. Keep footnotes or endnotes to a minimum. Only the first letter of the publication title is capitalized, unless it is one of a series with the same name.

Write clear, concise sentences. Be consistent in your use of terminology and do not use buzz words, jargon or unnecessary technical language. Avoid the frequent use of little-known abbreviations. Do not use bold type, capitals, italics, quotation marks or underlining to emphasize text. Use alphabetical order when listing countries or other information, unless there is a specific reason to do otherwise.

## Spelling

### General rules

Follow the spelling given in the latest edition of the *Oxford English Dictionary* and, where it indicates alternative spellings or forms, adopt the one given first (e.g. organize, organise; organization, organisation; rhyme, rime; fulfil, fulfill; connection, connexion), or the one to which the reader is referred from an entry listing another spelling. Where a word does not appear or where more than one form is shown as equally acceptable (e.g. enquire, inquire; enquiry, inquiry), further guidance may be sought from the *Collins dictionary of the English language* (i.e. prefer inquire and inquiry). Should any doubt subsist, the criterion should be consistency throughout the text.

With respect to the adoption of the -ize and -ization spelling instead of -ise and -isation, the *Oxford English Dictionary* has the following to say: “The form -ize has been in use in English since the sixteenth century; it is widely used in American English, but is not an Americanism”. However, some words retain the “s” – e.g. analyse, advertise, televise, compromise, surprise, advise, revise, enterprise (see Appendix II, Reference note on -ize/ise verb endings).

### Specific cases

For a list of ILO-isms and frequently used terms, see Appendix I, ILO-isms and frequently used terms.

## Hyphenation

### General rule

Avoid using a hyphen except where clarity or risk of ambiguity demands one (“Near the hotel is a large moor reserved for shooting-visitors.” – Fowler). The rest of this section elaborates on this rule. The general rule is consistency throughout the text.

### Specific cases

#### *Compound expressions*

##### Use of hyphens

When a compound expression is very familiar, write it as one word.

footnote, pipeline, overtime, workplace, jobseeker, workforce, database, microcomputer, macroeconomics

When a compound expression is already familiar, but usage or elegance as yet prevents it from being written as one word, use a hyphen.

cross-question, melting-point, de-ice, cross-section

When a compound adjectival expression is followed by a noun, use a hyphen if its omission might lead to ambiguity or hesitation.

man-eating tiger, labour-intensive industry, first-class results, red-hot ingots, better-trained teachers, part-time worker, basic-needs strategy, secondary-school leaver

Note, however, that it is better to omit hyphens from lengthy adjectival expressions (“minimum wage fixing machinery regulations”) and better still to avoid them by redrafting.

Note also that no hyphen is required if the first word of a compound adjectival expression is an adverb ending in “ly”:

readily available information, beautifully furnished houses

No hyphen is used, unless omission would give rise to ambiguity or hesitation, where a compound adjectival expression followed by a noun:

(a) consists of two nouns not normally hyphenated:

trade union activities, income tax authorities, capital accumulation rates

(b) is derived from a proper name:

the New York railway network, Latin American countries

(c) consists of a foreign-language expression not normally hyphenated:

ad hoc committee, ex officio member, per diem allowance; **but:** laissez-faire policy

No hyphen is used in compound adjectival expressions, used predicatively:

these teachers are better paid

the woman works part time; **but** part-time work

### Use of en dashes

An en dash is longer than a hyphen, and can be used either as:

- (1) a parenthetical dash. In this case use a spaced en dash, e.g.:

His words occasioned a diplomatic incident between Britain – in the person of the foreign secretary – and the American minister in London.

or

- (2) to convey a distinction in sense, when the first part of a compound does not modify the meaning of the second part. Here the en dash can be thought of as standing for “and” or “to”, and is used without spaces, e.g.:

labour–management relations, oil–water interface, input–output ratio, 1998–2006, September–January, cost–benefit analysis, JTUC–RENGO, ILO–IPEC.

### Prefixes

A hyphen is frequently used to join a prefix to the main word:

- (a) when the prefix ends and the word begins with the same vowel:

pre-eminent, re-employ; **but** coordinate, cooperate

- (b) when the prefix is used to make a hybrid or occasional formation:

non-contributory, re-create, extra-European, ex-member, multi-bilateral

### Special problems

If redrafting is impossible, a hyphen may have to be repeated where part of a compound expression has been omitted.

labour- and capital-intensive techniques

long- and short-term policies

**but**

small and medium-sized enterprises

Problems occasionally arise with the prefixes “inter-” and “sub-”. Here again, the more familiar terms tend to be written as one word. The *Oxford English Dictionary* suggests the following spellings:

interact, interaction, interdepartmental, intergovernmental, interracial, interregional, interstate, interurban

subcommittee, subdivision, subparagraph, subprogramme, subregional, subsection

**but**

sub-branch, sub-clause, sub-item

The principles outlined above may have to be waived to avoid awkwardness or confusion.

## schoolchild

**but**

pre-school child

**Numbers**

For information on the use of hyphens with numbers, see *Hyphens* under *Numbers*, page XX.

**Word division**

If it is necessary to split a word at the end of a line, follow the word division given in the *Oxford English Dictionary*, rather than the automatic hyphenation provided by Word (e.g. “op-posite”, not “oppo-site”). Note that some common words should never be split (e.g. “country”, “edition”, “financial”, “interest”, “session”).

Names and acronyms should in general not be hyphenated. Avoid separating titles and initials from a person’s name, a number from “per cent” (or other unit of measurement) or “p.” or “pp.” from a following page number. Wherever possible an entire mathematical formula should appear on the same line.

## Abbreviations

### General rule

Use abbreviations sparingly in ordinary textual matter and avoid them if they might lead to confusion. A recurring abbreviation should be explained on first use, e.g. “the International Maritime Organization (IMO)”. Abbreviations of names of states in the United States should not be used (with the exception of Washington, DC), as not all readers will be familiar with them.

### Specific cases

#### *Full stops*

Abbreviations consisting of capital letters do not take full stops.

ILO, UNESCO, UNIDO, CINTERFOR, PIACT, DSO, MP, R&D, SA

Elsewhere ILO practice has been to retain the full stops, except for “per cent” and abbreviated units of measurement.

i.e., e.g., cf., etc., viz., pp., c.i.f., f.o.b., St. (street), a.m., p.m., ed., para.

Contractions should not have a full stop.

Mrs, Ms, Mr, Dr, Jr, St (saint), Ltd, Dept, eds, paras

#### *Months*

In tables, figures and bibliographical references months are abbreviated to the first three letters, followed by a full stop (except for May, June and July, which are not abbreviated). Thus: Mar. **not** March; Sep. **not** Sept. However, months in dates of meetings or in complete sentences are not abbreviated.

#### *Units of measurement*

In texts containing isolated units of measurement, the units should be written out in full.

a ruler 12 inches long

a strip 0.5 centimetres wide

In texts containing numerous references to units of measurement, the abbreviations recommended by the International Organization for Standardization (ISO) should be used. The same abbreviation is used for both singular and plural (km = kilometre, kilometres) and there are no full stops (e.g. 3 km). Superscript figures can often be used, especially in technical documents, for areas and volumes (m<sup>2</sup>, m<sup>3</sup>), on condition that they are not likely to be confused with footnote references. The ILO prefers the use of the word “per” rather than a stroke for compound units.

ten days per year **not** ten days/year



## **Currencies**

International readers will not necessarily be familiar with national currencies. Spell the currency out when first used and specify the UN-approved currency abbreviation in brackets.

a budget of 5 million intis in Peru

an outlay of 5,000 euros (€) – €5,000

3,000 Swiss francs

Where abbreviations can or must be used, adopt the sequence that is easiest to the ear.

**US\$ (not \$US)**

Note that in a text with numerous figures in a specific currency such as US dollars it is sufficient, after the initial use of the full abbreviation, to use the symbol (e.g. \$) alone.

## **International Labour Conference**

International Labour Conference should be written out in full on first use, followed by (ILC). Thereafter the acronym may be used. As the International Law Commission has the same acronym, care should be taken to avoid confusion.

## **International organizations**

Use the definite article where the acronym is spelt out in speech (the ILO, ITU, UNDP, WHO, etc.) and not where it is pronounced as a word (UNICEF, UNIDO, etc.). As for the indefinite article, use the form that would be used in everyday speech (an SPWP programme, a SEED programme).

United Nations and European Union may be abbreviated to UN and EU, followed by the acronyms in brackets when first used (UN and EU).

## **United Kingdom, United States**

United Kingdom and United States may be abbreviated to UK and US when used adjectivally.

US Department of Labor, US Attorney-General, UK Foreign Office

## Italics

### General rule

Excessive use of italics for emphasis often defeats its own purpose and can look ugly. Italics are used in ILO publications for:

- (a) foreign words and expressions not in common use
- (b) scientific notations
- (c) titles of publications

### Specific cases

#### ***Foreign words and expressions***

The tenth edition of the *Concise Oxford Dictionary* states that one of the principal uses of italics is “to denote foreign words and phrases that are not yet regarded as English ... , *film noir*, *joie de vivre*, *magnum opus*. This practice is becoming less common, and many dictionaries (including this one) print them in ordinary roman type”. Therefore ILO practice is to italicize foreign words and expressions that are not listed in the *Concise Oxford Dictionary*.

Where a word or phrase conveying a particular concept is so untranslatable as to justify leaving it in its original language in italics, this must be followed immediately by a tentative English rendering or explanation of the concept within parentheses, for example:

*amparo* (protection of constitutional rights)

Subsequently, use *amparo*.

For the names of institutions and organizations for which there is no official English translation use the foreign term, followed by a suitable English translation within brackets and thereafter use the foreign term in roman type.

For names of foreign institutions or organizations for which there IS an official ILO English translation, proceed as follows: English translation, followed by original language name in brackets, in roman type; thereafter use the English translation.

Single Confederation of Workers of Colombia (Central Unitaria de Trabajadores)

#### ***Scientific notations***

Italicize letters in algebraic equations, but not chemical formulae.

$b^2 - 4ac = 0$

but CO<sub>2</sub>

***Titles of publications***

Italics are used for the titles of all publications (e.g. books, periodicals, reports, seminar papers, working papers). This excludes the titles of articles in a periodical and the titles of contributions/chapters in a book published under an editor's name; these are given in roman type between quotation marks, as they appear in the list of references at the end of the article.

***Italics within italics***

In italic passages or headings, all words or letters that would normally be in italics are printed in roman type.

*Clause (a), dealing with amparo, was adopted unanimously.*

## Initial capitals

### General rules

Initial capitals should be used sparingly, and consistently within the same document. Hard and fast rules are impossible to lay down, but some distinctions can be drawn.

One rule of thumb, as useful as it is simple, is “capital for the specific, lower case for the generic”. This forms the basis of the principles set out in this section.

A further rule of thumb for capitalized titles (for instance, official bodies, departments, periodical publications) is to use initial capitals for all words except articles, conjunctions and prepositions (“regarding”, “concerning” and “respecting” being treated as prepositions).

Committee on Freedom of Association  
Management Advisory Services Unit  
Labour–Management Relations Series  
Rules concerning the Powers, Functions and Procedures of Regional Meetings

### Specific cases

There are several specific cases where initial capitals should normally be used. These are listed below.

#### ***Proper nouns and adjectives***

Proper nouns and adjectives should have initial capitals.

Switzerland, the American way of life

#### ***Political parties, religions and schools of thought***

The names of specific political parties, religions and schools of thought and the adjectives designating them take initial capitals (but not the related philosophies in -ism except where based on a proper noun).

the Liberal Party, the Democratic candidate for the Presidency, Conservative policy, the Church of England

**but**

a democratic government, a very conservative attitude  
socialism, communism

**but**

Marxism, Peronism, Taylorism

Here again, distinguish between Christianity (from the proper name Christ) and atheism, and between the Baptist Church (the institution as a whole) and the Baptist church (a building).

## ***Organized bodies and office-holders***

The titles of specific organized bodies and senior office-holders, whether complete or abridged, take initial capitals.

the House of Representatives (the House), the International Monetary Fund (the Fund), the Minister of Labour (the Minister), the Chief Inspector of Factories (of a specific country/entity),

the Chairperson/President/Treasurer/Head/Secretary/Executive Committee, etc. (of a specific body)

**but**

labour inspectorates/inspectors, ministries of labour, a panel headed by a chairperson, the treasurer of a trade union fund

## ***Territorial designations***

Accepted geographical, political, administrative and similar designations take initial capitals for specific titles but not for general descriptions.

Lake Superior, New York City, Greater London, City of Dublin, the Province of Quebec, the State of New South Wales, the River Thames, the Suez Canal, South Africa

**but**

the township of Soweto, village of Hale, town of Flint, northern Europe, southern Africa

## ***Historical eras and events***

Use initial capitals for the names of historical eras, wars, treaties and the like.

the Industrial Revolution, the Second World War, the Great Depression, the Locarno Treaty, the Gulf War

## ***Legislative texts***

Use initial capitals for the short titles of legislative texts and international instruments.

the Family Allowances Act 1964, the Private Employment Agencies Convention, 1997 (No. 181)

**but**

the Act of 14 April 1964 respecting the grant of family allowances, the 1964 Act on family allowances, the Convention concerning private employment agencies

Note, in this connection, that the key word in the long title of a specific legislative text or international instrument takes an initial capital (Act, Bill, Convention, Decree, Legislative Order, etc.); where, however, the reference is unspecific (“the Minister may by order”, “several decrees have recently been promulgated”, “two bills on the subject were brought before Parliament”), lower case is used. Two exceptions in ILO practice: international labour “Conventions” and “Recommendations” always take an initial capital.

### ***Subdivisions of books, etc.***

Major subdivisions of a book or text take initial capitals only if followed by a number or letter.

Volume I, Book 2, Part A, Title 4, Chapter VI, Division 1, Appendix VI, Annex 2,

**but**

in the next chapter; in the appendix to this document

The word “Article” in ILO Conventions and other **international** instruments (including treaties) and the word “Paragraph” in ILO Recommendations, whether followed by a number or not, are also both capitalized.

Article 4 (of a treaty), this Article (of a Convention), Paragraph 9 of the Recommendation,

The word “article” in the ILO Constitution and other **national** constitutions, labour codes, national laws, etc. are NOT capitalized.

article 19 of the Constitution, article 5 of the Labour Code/Law on unemployment/Act

Minor subdivisions and classifications, whether followed by a number or letter or not, take lower case.

section 2, subsection (3), clause (a), item (i), regulation 4, the second paragraph, category B, group I, table 2, the following diagram, figure 6, point 3 of the questionnaire, amendment 6

**but**

Point 6 of the proposed Conclusions

## Punctuation

### Preliminary remarks

Punctuation, like English style, lies outside the scope of these rules and the user is referred to the books mentioned in the Introduction for a full discussion of the topic. There are, however, a number of traditions that have grown up in the ILO; these are set out in the following paragraphs.

### Spacing

The ILO standard is to have one space after all punctuation.

### Quotation marks

Quotation marks are placed after a full stop if the quotation is a complete sentence in itself (or, in a long passage, if it ends with a complete sentence); otherwise the full stop is placed outside.

In the words of one authority: “The country’s public health service is hopelessly inadequate.”

In the words of one authority, the country’s public health service is “hopelessly inadequate”.

Where quotation marks are used to indicate that the expression is meant only in a figurative sense or is a neologism not yet in current usage, one such use will normally suffice. However, in cases where a term is politically sensitive or may be construed as derogatory, it may be necessary to retain the quotation marks, e.g. “homelands”.

Where two sets of quotation marks occur, one within another, single quotation marks should be used for the secondary quotation.

See also *Quotations*, p. XX

### Parentheses and square brackets

The same principle is followed as for quotation marks.

(This assertion is surprising and apparently gratuitous.)

This assertion is surprising (and apparently gratuitous).

Square brackets are used in a quotation to show that the text between them is not part of the original. Usually, this means replacing a pronoun by a noun for greater clarity, or substituting an initial capital (in square brackets) for a lower case letter, or vice versa, to maintain the flow of text.

“He [the Employers’ delegate] thought that the main point at issue (and the most intractable one) was the status of *saisonniers* [seasonal workers].”

[R]epercussions are to be anticipated.

Square brackets can also be used to indicate a comment or clarification inserted in the text by the editor.

## Footnote numbers

A footnote number is normally placed after a punctuation mark.

the Office.<sup>1</sup> ... so-called “worker”<sup>1</sup> ... United States,<sup>1</sup> ... child labour;<sup>1</sup> (No. 6)<sup>1</sup>

However, when there are brackets within brackets, the footnote should be placed before the close of the second pair of brackets when the footnote refers solely to the phrase enclosed in the brackets within brackets.

The Governing Body (at its 294th Session (GB.294/5)<sup>1</sup> held in November 2005) decided

The Governing Body (at its 294th Session (GB.294/5)<sup>1</sup>) decided ...

## Combinations of several punctuation marks

It sometimes happens that several punctuation marks occur together. Observance of the principles outlined above will usually yield the following solutions:

with a comma: ... work”,<sup>1</sup>  
 with a full stop: ... work.”<sup>1</sup> or ”.<sup>1</sup>  
 with a comma: ... work),<sup>1</sup>  
 with a full stop: ... work.)<sup>1</sup> or ).<sup>1</sup>

The correct choice between the alternative versions will depend on the form of the preceding text.

## Colons

Use a colon where the text is broken, e.g. to introduce a table, quotation or enumeration.

This can be seen from the following table:

The calculation of working hours should satisfy two conditions:

- (a) the arrangement provides for daily working hours not exceeding nine hours; and
- (b) the introduction of the arrangement is approved by the competent authority.

## Ellipsis

Where words (or sentences) are omitted from a quotation, the fact is acknowledged by the insertion of an ellipsis.

As one delegate pointed out: “This was obvious ... as far back as 1951.”

The omission of one or more paragraphs may be indicated by an ellipsis at the left-hand margin.



It is important to ensure that the resulting quote respects the meaning of the original quote. Note that where the omission follows a full stop, the latter is retained and is preceded by a space.

[T]he clerks tended to attach more value to the products of their craft than to the experiences of daily life. ... The development of theoretical science was in fact entrusted to a leisured class (Childe, 1942, p. 142).

## Numbers

### Hyphens and en dashes

A hyphen is used if, for any reason, a number above 20 is spelt out, and also between the numerator and denominator of spelt-out fractions (unless the numerator or denominator is already hyphenated).

twenty-three, two hundred and sixty-eight, two-thirds, two twenty-sixths, one and three-quarters

The following are more examples of expressions involving numbers and fractions:

time-and-a-half rates; half-hour, half-inch, half-dozen **but** half a dozen, half an hour, half an inch

Note that the ILO uses an en dash for number ranges.

paragraphs/Articles/sections (etc.) 23–66 **not** paragraphs/Articles/sections 23 to 66 **but** Act No. 63-1-432

1–10 May (**but** from 1 to 10 May **not** from 1–10 May)

the Programme and Budget for 2008–09

When eliding year ranges, note that the decade should always be repeated:

1967–69 (**but** from 1967 to 1969 **not** from 1967–69)

1996–99 (**but** 1996–2004)

### Use of figures

Spell out numbers from one to ten inclusive in the body of the text.

there were two cases of malaria, eight of enteritis and 13 of dysentery

Always use figures before “million” and “billion”, for dates, percentages, units of money or measurement, ages, times of the day, page references, serial numbers, etc.

3 million, 5 May 1980, 5 per cent, US\$4, 3 inches

5 m, 6 years old, 3 p.m., page 7, Chapter 8, Vol. XXX

figure 2, example 6

Note, however, that a number that forms the first word of a sentence should be spelt out regardless of the above rules. Ugly examples can usually be avoided by redrafting.

The year 1980 was one of solid achievement **not** Nineteen eighty was a year ...

Some 3,437 people were displaced **not** Three thousand, four hundred and thirty-seven people were displaced

Numbers consisting of four or more figures should take a comma (e.g. “1,500”), **except** in tables (leave a space instead, e.g. “23 527”). Page references, dates and serial numbers of laws or decrees and periodicals take no space or comma.

1,237 work-hours, 28,000 persons **but** see page 1231, in 1961, Decree No. 1277

Round millions and billions should be written as follows:

27 million (also, as convenient, 6.5 billion, 2.35 million) **but** 3,426,000, 2,203,750

The word “billion” is now accepted in both American and British usage as meaning 1,000 million. The word “trillion” is best avoided as being unclear; use instead 1,000 billion.

References to years normally follow the pattern “1914–18” or “from 1914 to 1918” **not** “from 1914–18”.

Use “per cent” rather than “%” except in tables and figures.

In ratios of x:1,000, the formula “per 1,000” (not “per thousand”) should be used, e.g. “23.7 industrial accidents per 1,000 employees”.

### **Dates and times**

Within text, dates and times follow the pattern:

Wednesday, 7 February 2007, at 9 a.m. **or** 3 p.m.

In timetables, daily bulletins and schedules, use the 24-hour clock:

09.00 or 16.45

### **Centuries and decades**

Spell out centuries.

the twentieth century, the mid-nineteenth century

In referring to decades use the following forms, without an apostrophe in either case:

in the early 1980s, in the late 1920s, in the early 2000s

### **Decimals and fractions**

Decimal fractions below one should be preceded by a nought, both in tables, figures, etc., and in the text.

0.5 per cent

Vulgar fractions should be spelt out if figures are not required by the rules set out above under *Use of figures* and if the resulting text is not unduly cumbersome.

one-tenth, one twenty-fifth, one and a half, two-thirds, one-and-a-half months

**but**

3½ inches

It is often convenient to convert vulgar fractions into decimals.

0.1, 0.04, 1.5, 8.75

### **Ordinals**

Ordinal numbers are spelt out up to and including “tenth”; figures are used from “11th” onwards, except when reference is made to centuries. Superscript should not be used for ordinal suffixes.

Eighth Session, 14th Session, 171st Session  
The ninth reason is that ...  
In the twenty-first century  
14th Asian Regional Meeting

### **Votes**

Figures are always used for votes.

The amendment was rejected by 7 votes in favour, 63 against, with 0 abstentions

Note that in English the votes in favour are placed first, irrespective of the outcome of the vote.

## Tables

### Purpose of tables

The purpose of a table is to gather a large amount of statistical information in a form that will facilitate its assimilation by the reader. Tables should not be used to present scraps of information that can be included in the text. Tables should be so arranged that related elements can be taken in at a glance. Try to make them fit easily into the format of the final document.

### Table headings

The headings of a table should enable readers to see at once what the table is about and, hence, whether it is of any interest to them. For example, “Table 3. Labour force statistics” may be enough; but “Table 3. Chile: Distribution of the labour force, by sector, age and sex, 1995–2005” would probably be better. The heading may also be an appropriate place to indicate the units used (percentages, thousands of rupees, etc.); but if several different units are used, they must be indicated in the body of the table, otherwise confusion will result. If there are two or more tables, they may be numbered in sequence either throughout the manuscript or by chapter (e.g. 1.1, 1.2).

### Column headings and items

Each column, including the first, should have a heading (although the first is often very difficult to label adequately). Only the initial letter is capitalized (e.g. “Number of employed persons” **not** “Number of Employed Persons”). Recognized abbreviations and symbols (“US\$”, “%”, “No.”, etc.) may be used, particularly if space is limited.

Do not separate column headings and items by vertical lines.

Avoid repetitions by grouping common elements together in the heading.

No. of workers		<b>not</b>	No. of persons	
Males	Females		Male workers	Female workers

The same applies to items in the left-hand column.

Programme and year	<b>not</b>	Project
First (2000)		First programme, 2000
Second (2001)		Second programme, 2001
Third (2002)		Third programme, 2002

The left-hand column should be clearly subdivided, where necessary, by the use of italics, colons, indenting, etc. The reader should not have to work out the structure of the table from the internal evidence of the figures.

Skilled workers	563	<b>not</b>	Skilled workers	563
Industry	500		Industry	500
Agriculture	63		Agriculture	63

Unskilled workers	269	Unskilled workers	269
-------------------	-----	-------------------	-----

Bold or italics may replace an indent if lateral space needs to be saved.

Category of worker, by sector	No. employed	%
<b>Skilled</b>		
<i>Industry</i>		
Males	1 094	6.13
Females	492	5.62
<i>Agriculture</i>		
Males	677	19.15
Females	599	18.26
<b>Unskilled</b>		
...		

Note that column headings are left aligned, not centred over the column.

## Numbers in tables

Where thousands and millions appear in tables, the commas are replaced by spaces:

1 405 724 **not** 1,405,724

Figures that are comparable should, if possible, be aligned on some meaningful element, such as a decimal point, e.g.:

1 235

–

104.5

0.75

36

However, where it is necessary to avoid excessive spreading out, as is often the case in tables, and the figures do not add up to a total, they may be aligned on the right-hand digit (see the examples under *General presentation* below).

## Blanks and symbols

Blanks in tables are to be avoided, as they may puzzle the reader. Fill in blanks with:

n.a. or ... = data not available

– = nil or negligible

and give an explanation in a table note.

## Wide tables

Wide tables usually have to be presented in landscape format, although they are less convenient to type and study in this format. Often there is no other way, but many short, wide tables can be converted into long narrow ones by transposing the headings and first column entries, as follows:

Year	Men	Women
1991		
1992		
1993		
...		
2000		

rather than:

Sex	1991	1992	1993	...	2000
Men					
Women					

There may even be the further possibility of “doubling up” a very long table, as follows:

Year	Men	Women	Year	Men	Women
1981			1991		
...			...		
1990			2000		

## Notes and sources

Notes and sources, in that order, should be given at the bottom of the table, not at the bottom of the page. Notes should be numbered “horizontally”, as in table 1 under *General presentation*.

## General presentation

The general presentation of a table is shown below. Note that lines in tables should have a width of ½ pt. Also, when a table is split over two or more pages, there is no line at the bottom of the page and the header row(s) is repeated on the following page(s).

**Table 1. Sales and assets for Ford Motors and Mitsubishi, 1998–99**  
(US\$ million)

Country	Sales (US\$)				Assets (US\$)			
	Ford Motors		Mitsubishi		Ford Motors		Mitsubishi	
	1998	1999	1998	1999	1998	1999	1998	1999
Canada	34 567	234 567	34 567	34 567	4 567	34 567	23 567	223 567
Central African Republic	234 567	221 <sub>1</sub>	345	566 958	87 543	907 076 <sub>2</sub>	878	8 654
France	234 567	54 853	234 567	567	234 567	234 567	234 567	24 567

Country	Sales (US\$)				Assets (US\$)			
	Ford Motors		Mitsubishi		Ford Motors		Mitsubishi	
	1998	1999	1998	1999	1998	1999	1998	1999
Germany	34 567	4 567	264 752	234 567	34 567	...	567	567
Italy	234 567	234 567	4 567	34 567	531	34 567	2 567	2 567
Japan	34 567	34 567	34 567	4 567	34 567	4 567	24 567	4 567
Norway	375	4 567	584	234 567	234 567	34 567	2 567	4 567

<sup>1</sup> Government figure. <sup>2</sup> Includes non-metropolitan territories.

... = data not available.

Source: IMF, 1998, p. 12.

**Table 2. Work on cargo ships**

Type of cargo/ship	1970 average GRT	1998 average GRT	1970–98 increase in per cent of GRT	1970 average time spent (h.min.)	1998 average time spent (h.min.)	1970–98 decrease in per cent of hours
All ships	3 444	14 812	430	138.30	15.49	892
Dry bulk	122 306	12 488	541	150.37	48.36	310
Cars	7 983	31 076	1 389	207.00	13.19	1 569
General cargo/containers	–	2 814	–23	150.37	11.23	1 350
Liquid bulk	2 517	4 752	88	58.22	17.07	341
Petroleum products	65 852	4 206	–28	35.04	n.a.	58
Forest products	2 441	16 885	691	263.00	28.38	944

– = negligible. n.a. = data not available.

Note: In the 1970s general cargo ships carried a wide variety of small quantities of loose items, e.g. boxes, bags, packing cases, drums. Later containers come to dominate the transport of general cargo.



## Text boxes

### Purpose of text boxes

Boxes are used to introduce information which does not fit within the main text but usefully illustrates its argument. Boxes can amplify briefly a detail of the main text through a case study or other specific example.

### Numbering

The numbering of boxes should be sequential either throughout the text (1, 2, 3, etc.) or for each chapter (1.1, 1.2, 2.1, 2.2, etc.) and should be consistent with the style used for tables and figures.

### Sources

If the text box has been adapted from a published work, a source should be given at the bottom. Harvard style is preferable, with a full reference provided in the bibliography.

#### Box 1

##### **Crisis response – An ILO rapid reaction strategy**

Of particular interest over the past few years has been the ILO's involvement in the international response to crises. Bringing the ILO's basic values and principles and developmental concerns to bear in a crisis context is essential both to tackle the immediate negative effects of crises and to create the conditions for a successful subsequent development process. The main emphasis of the programme is on employment-related assistance, such as the promotion of employment-intensive reconstruction and rehabilitation works, the socio-economic reintegration of crisis-affected groups, social dialogue, skills training, local economic development initiatives and the promotion of small enterprises and cooperatives. Other activities include data collection and macroeconomic analysis, gender and other equality issues, fundamental rights and social protection. As women and children are often most strongly affected by crises, they receive close attention in planning the ILO contribution to post-crisis reintegration and reconstruction processes.

When a massive earthquake off the coast of Sumatra in December 2004 triggered a series of tsunami waves, coastal regions in Asia and Africa bore the brunt of the damage. In response to this disaster, the ILO, together with the governments and employers' and workers' organizations in the four countries most affected – India, Indonesia, Sri Lanka and Thailand – fully engaged in its largest-ever effort for regional income generation and employment creation, helping to restore the employment and livelihoods of those affected.

Source: ILO, 2005.

## Graphs and illustrations

### Copyright permissions

Graphs, illustrations and photographs are often not ILO copyright. In this case, permission from the copyright-holder needs to be sought, using the Copyright Permission form available in English, French and Spanish on <http://www.ilo.org/intranet/english/support/publ/edit.htm>.

### Provide clear and usable data

Nowadays most graphs are created in Excel and either included in the Word document or supplied as separate files accompanying the main text. Where a graph is supplied as an image, it is important to supply the data with it so that it can be accurately redrawn in the style used in the ILO layout.

If a separate file is being provided, type the full heading and source in the Word document, near where the graph should be placed, and include a reference to it in the body of the text, e.g.:

Non-agricultural employment rose between 1970 and 1990 (see figure 6.2) particularly in services . . .

### Headings

The ILO uses the word “figure” to describe graphs and illustrations. Number the figures separately from the tables in your document. The numbering can be either sequential throughout the text (1, 2, 3) or for each chapter (1.1, 1.2, 2.1, 2.2, etc.) but whichever system is chosen should be used for the tables and boxes too.

Figure headings, like table headings, should be clear and consistent throughout, giving countries/regions, dates and units as applicable, in that order, e.g.

**Figure 6.2. Women’s share of non-agricultural employment, Sweden, 1970–90 (percentages)**

### Notes and sources

These should be given immediately below the figure, preferably in Harvard style, in which case a bibliography should be provided.

### Presentation of figures

Label graph axes clearly and consistently, using the Excel format, i.e. the label for the vertical axis appears vertically, centred on the left-hand side; the label for the horizontal axis is centred (or set left) at the foot of the figure but before the notes and sources.

Legends can appear either within the figure if there is room, or set to the right of the figure, or at the foot of the figure before the notes and sources. Make sure that any symbols are explained.

Countries should appear in the alphabetical order of the original language document.

## Layout

### General remarks

Manuscripts that are to be submitted for editing or revision should be typed in double spacing throughout, including footnotes. Authors and editors are advised to consult the appropriate section of RELCONF or TRAITEXT on all questions of general presentation (chapter headings, subdivisions, etc.) as layout may vary from one publication or document to another (studies and manuals, *Review* articles, Conference reports, Governing Body documents, etc.). Above all, they should simplify the structure of their manuscripts to ensure that there are not more than two or three levels of subheading within each chapter. Beyond this number clarity and readability suffer.

### Pagination

Use the following order:

Cover pages, copyright	
Preface or Foreword	page iii
Contents	page v (or next odd page)
Acknowledgements	page vii (or next odd page)
Executive summary	page ix (or next odd page)
Abbreviations	page xi (or next odd page)
Introduction	page 1
Chapter 1	page 3 (or next odd page)
Following chapters	continuous pagination, not necessarily an odd page (some Conference reports are an exception to this rule)
Bibliography or References	Next odd page
Appendix/Appendices	Appendix I (always roman numeral) – next odd page. Subsequent appendices – new page, continuous pagination

For the layout of the covers and preliminary pages of ILO publications and documents, see PRODOC design guidelines.

### Titles and headings

In the case of composite titles or headings, each part should be introduced by an initial capital (whether the division is made by a colon or a dash):

Bringing jobs to people: Employment promotion at regional and local levels

### Document text

Textual matter usually consists of a series of straightforward paragraphs. Different layouts are used in the following cases:

- (a) quotations;

- (b) texts with subdivided paragraphs;
- (c) official texts following a rigid pattern (such as Conventions and Recommendations);
- (d) lists, agendas, etc.

These are discussed below.

### (a) **Quotations**

**Short quotations** (fewer than five lines) are incorporated in the body of the text and are indicated by double quotation marks. If a quotation appears within such a passage, single quotation marks are used.

30. The Government members of Botswana, Kenya, Malawi and Zimbabwe introduced an amendment to paragraph 2 to insert the words “and on the basis of an ‘assessment’ of safety and health hazards involved”. The Employer members and the Worker members opposed the amendment, which was withdrawn.

**Lengthy quotations** (five lines or more) are given special treatment. They are set in a smaller font, indented from the left margin, and start on a new line (without quotation marks, since the reader can see from the layout that the passage has been quoted). If a quotation appears within such a passage, double quotation marks are used. Whether a quotation begins with a capital letter or not, an indented first line or even three dots (see *Punctuation*, page XX) will depend on the form of the original text from which the passage has been taken. If the main text continues after the quotation, it should be given a new paragraph, or a new line starting at the margin.

The Government members of the Member States of the EU proposed that their amendment be modified to read:

In so far as it is compatible with national laws and regulations, where a principal contractor, or such other person or body with actual control over or as is primarily responsible for overall worksite activities, is not present at the site, he shall nominate a competent person at the site with the authority and means necessary to ensure on his behalf coordination and compliance with the measures foreseen in subparagraph (a).

The Government members of Canada and Zimbabwe consequently withdrew their amendments in favour of the EU amendment as subamended.

In a text with numbered paragraphs, a quotation also consisting of numbered paragraphs should always be indented, to avoid any confusion between the two series of numbers.

125. *Immunity of employees.* An employee shall be entitled to the same immunity as is conferred upon a workers’ committee or trade union in terms of section 124 and, in addition, his employment shall not be terminated on the ground that he has threatened, recommended or engaged in any lawful collective job action:

107. Agrarian reform shall abolish large landholding estates (*latifundio*), tenant farming, inefficiency in production and the exploitation of peasant farmers, and shall promote types of property which are compatible with the economic and social aims of the nation, as set forth in this Constitution.

108. Landownership by all property owners who work the land productively and efficiently shall be guaranteed. Special regulations and exceptions shall be issued under law, in conformity with the aims and objectives of agrarian reform.

126. Appeals. (1) Any person who is aggrieved by:

- (a) a show cause order or the refusal to make such order; or
- (b) a disposal order made by an appropriate authority or by refusal of any such authority to make such order.

### **(b) Texts with subdivided paragraphs**

Paragraphs are often subdivided into subparagraphs, clauses, items, etc., falling within the body of the paragraph itself. Such subdivisions are laid out in the form of first-, second- and third-level indents and so on, as necessary. The principle of indented paragraphs is that the first line (including the letter, number, bullet or dash) is set flush with the margin of the preceding textual matter and the second and subsequent lines are indented further.

Example (paragraph with first-, second- and third-level indents)

No workers' organization or registered or certified trade union or federation which threatens, recommends or engages in lawful collective job action shall be liable to any civil liability or proceedings other than as specified in this Part:

- (1) A designated agent of an employment council may:
  - (a) require any employer in the undertaking or industry and within the area for which the employment council is registered:
    - (i) to grant him reasonable access to his employees;
    - (ii) to grant him reasonable access to his premises and to the books, records and other documents relating to his employment;
  - (b) require the employer to ... workers' organization.
- (2) The agent is therefore bound by law to ... law and practice.

The transition from one form of layout to another is heralded by a colon, the items being separated from each other by semicolons.

It sometimes happens that an item of an indented paragraph is broken up by the inclusion of one or more independent sentences or beginning with a title or subject. In this case use the following layout:

- (b) Maternity benefits. This is an important innovation. The financial implications are discussed in Chapter 3.

Items may be lettered (a), (b), (c), or numbered (1), (2), (3), 1., 2., 3., or (i), (ii), (iii), or even left without letters or numbers and preceded by square bullets or dashes, at the option of the author (though official texts leave less latitude in this respect). Note that when there are two levels of hanging indents, the first level takes a square bullet and the second level takes a dash. What is important is that the structure should be clear and the use consistent.

- exploring new methods of standard setting;
- preparing the ground for new standards, especially in the areas of:
  - maternity protection;

- night work;
- social security;

- accelerating the revision of outdated instruments.

**(c) Official texts**

Conventions and Recommendations and certain other official texts are laid out according to rigid patterns having their own particular terminology for the subdivisions.

**(i) Conventions**

These are successively divided into:

- **Parts**, with the word “Part” centred, followed by a figure in roman numerals and the title of the Part, all in small capitals;
- **Articles**, with the word “Article” centred, in italics, followed by the number in Arabic figures;
- **paragraphs**, a division of the Article, numbered 1., 2., 3., etc. (Arabic), and laid out as ordinary paragraphs;
- **subparagraphs**, a division of the paragraph, or of the Article, where this is not divided into paragraphs, identified by (a), (b), (c), etc., and laid out as first-level indents;
- **clauses**, a division of the subparagraph, numbered (i), (ii), (iii), etc., and laid out as second-level indents.

**(ii) Recommendations**

These are successively divided into:

- **Parts**, indicated by a number in roman figures, centred, followed by the title of the Part, all in small capitals;
- **Paragraphs**, numbered 1., 2., 3., etc., and laid out as ordinary paragraphs;
- **subparagraphs**, a division of the Paragraph, numbered (1), (2), (3), etc., and laid out as ordinary paragraphs. The figure (1) follows the Paragraph number and is preceded by an en space (e.g. 27. (1));
- **clauses**, a division of the subparagraph (or of the Paragraph, where this is not divided into subparagraphs), identified by (a), (b), (c), etc., and laid out as first-level indents;
- **sub-clauses**, a division of the clause, numbered (i), (ii), (iii), etc., and laid out as second-level indents.

**(iii) Resolutions (of the Conference or of sectoral committees, etc.)**

These are successively divided into:

- **paragraphs**, numbered 1., 2., 3., etc., and laid out as ordinary paragraphs;

- **subparagraphs**, lettered (a), (b), (c), etc., and laid out as first-level indents.

**(iv) Questionnaires (for Conference reports)**

These are successively divided into:

- **parts**, if applicable, as above;
- **questions**, numbered 1., 2., 3., etc., and laid out as ordinary paragraphs;
- **paragraphs**, a division of the question, numbered (1), (2), (3), etc., and laid out as ordinary paragraphs. The figure (1) follows the question number and is preceded by an en space (e.g. 27. (1));
- **subparagraphs**, clauses, a division of the paragraph (or of the question, where this is not divided into paragraphs), lettered (a), (b), (c), etc., and laid out as first-level indents;
- **clauses**, a division of the subparagraph, numbered (i), (ii), (iii), etc., and laid out as second-level indents.

**(v) Conclusions (in Conference reports)**

These are successively divided into:

- **parts**, if applicable, as above;
- **points**, numbered 1., 2., 3., etc., and laid out as ordinary paragraphs;
- **paragraphs**, **subparagraphs** and **clauses**, numbered or lettered and laid out as in a questionnaire.

**(vi) Internal references to subdivisions**

Internal references to subdivisions of official texts should normally take the shortest possible form.

Article 12(1)(a) of the Convention,  
clause (a)(i) of this Paragraph

The main purpose is to avoid ugly and cumbersome references such as “subparagraph (a) of paragraph 1 of Article 12 of the Convention”.

Common sense will demand a departure from the above rule from time to time.

Clauses (i) and (ii) of subparagraph (a) are mandatory, whereas clauses (iii) and (iv) are permissive.

**(d) Lists, agendas, etc.**

Simple lists (running text)

In very simple lists with a few short items it is better to run the text on than to give each item a new line, and often even to omit any kind of numbering or lettering.

If numbers or letters are used, separate the items by semicolons or commas and, if necessary for clarity, introduce the list with a colon.

Its repercussions are twofold: economic and social.

The Committee was mainly concerned with the economic origins of the crisis, its social repercussions, and the effect on the environment.

The Committee was mainly concerned with (a) the economic origins of the crisis, (b) its social repercussions, and (c) the effect on the environment.

The Committee was mainly concerned with the following: (a) the economic origins of the crisis; (b) its social repercussions; and (c) the effect on the environment.

## Complex lists

More complex lists can be laid out in one of two ways: as hanging indents or as first-level indents.

**Hanging indents.** Hanging indents are useful for text consisting of items that are not linked together by any thread of argument (e.g. not consisting of sentences in their own right). This form of layout is consequently used for indexes, bibliographies, lists of participants, etc. The hanging indent clearly separates the items and often dispenses with the need for numbering or lettering. Start each item with an initial capital and end with a full stop.

Mr Victor Myachin, International Officer, Russian Independent Coal Employees' Union (ROSUGLEPROF), Moscow, Russian Federation.

Mr Dennis Bryan O'Dell, Administrator, Department of Occupational Health and Safety United Mine Workers of America (UMWA), Fairfax, Virginia, United States.

Ms Joanna F. Langton, Deputy Administrator for Coal Mine Safety and Health, Mine Safety and Health Administration, Department of Labor, Arlington, Virginia, United States.

**First-level indents.** These are used in all other cases, and should be given serial numbers, letters, bullets or dashes to make the sequence clear (one item may consist of two or more paragraphs).

Punctuation depends on whether the listed items are complete sentences or not. In the example below, they are not complete sentences and therefore begin with lower-case letters and end with semi-colons, except for the final item which takes a full stop.

The new jobholder will:

- (a) develop a set of guidelines for recruitment policy;
- (b) consider the effects of competition focusing on key issues and requirements, taking into account recent changes in management.

In the following example, the listed items are complete sentences and therefore begin with capital letters and end with full stops. See also the section on texts with subdivided paragraphs (page XX).

The speaker made two points:

- Aboriginal people across the world have been persecuted in the name of civilization.
- Enlightened governments have broken treaties made in good faith by aboriginals.



## Agendas

Omit all punctuation from the end of items in an agenda:

The agenda will be as follows:

1. Preview of the Programme and Budget proposals for 2008–09 and related questions
  - (a) Strategy for the continued improvement of results-based management in the ILO
  - (b) Preview of programme and budget proposals
2. Evaluations
  - (a) Annual evaluation report 2005
  - (b) Independent evaluation of the ILO's strategy for employment-intensive investment
  - (c) Country programme evaluation: The Philippines
3. Report of the Building Subcommittee

### ***Choice of letters or figures***

English, unlike French, has no particular preference for one form of serial notation rather than another. Consistency throughout a document is nevertheless desirable and care should be taken to avoid a system of notation that has already been given some particular significance within the text (e.g. in Conference reports, and especially Report (2) for first discussion, where numbers or letters are used for replies to specific questions in the questionnaire to governments).

## Avoiding sexist and racist language

All writers and editors should try to avoid sexist or racist bias in content or expression in the texts they are preparing. They should use inclusive, non-discriminatory language, bearing in mind that both men and women, and various racial groups, will be reading the manuscript. The following general rules can be helpful:

- Avoid making generalizations on the basis of nationality, race or sex.
- Use a term which includes men **and** women (e.g. “the best candidate for the job”, rather than “the best man for the job”).
- Except where strictly necessary, try to avoid the use of “he” when referring to both sexes. It is preferable to use the plural (e.g. not “the worker ... he” but “workers ... they”), or avoid the pronoun by rephrasing.
- Substitute “his” or “her” with “they” as an inclusive pronoun, even though it means a clash of number, e.g. “each researcher was asked to make a presentation of their findings”.
- Replace words ending in “-man” with a term which can apply to either sex, e.g. “seafarer”, “police officer” and “firefighter”.

Further guidance can be found in *The handbook of non-sexist writing for writers, editors and speakers*, third edition (Women’s Press), *Copy-editing: The Cambridge handbook for editors, authors and publishers*, fourth edition (Cambridge University Press), *Talking about people: A guide to fair and accurate language* (Oryx) and various online guides.

## Citations and bibliographical references

### General remarks

The ILO's preferred form of citation is the Harvard system, i.e. the inclusion in the text, within parentheses, of the author's last name, year of publication and, if applicable, page number(s). The corresponding references are provided in an alphabetical list in a bibliography, without distinction between individuals and corporate authors, at the end of the text, or in the form of footnotes.

The number of bibliographical references should be kept to a minimum. The practice of documenting every statement should be avoided as far as possible. Nonetheless, a complete and accurate bibliography, with page references, should be provided. All the works in the bibliography must be cited at least once in the main body of the text, in a Harvard reference or as the source of a figure or table. Dates of publication and the spelling of authors' names given in the text must match those in the bibliography.

All quotations and page numbers must be checked against the original or a photocopy of the relevant passage. Problems to look out for include misquotation, contextual distortion of the original meaning of the passage referred to, and mistakes such as finding that the relevant passage is not, say, on page 12, but on page 112. For more on citations with quotations, see *Quotations*, page XX.

### Standard bibliographical abbreviations

art./Art. = article;  
 ch./Ch. = chapter;  
 doc. = document;  
 ed. = editor (or edition);  
 et al. = and others (of authors)  
 ibid. = in the same place  
 idem = the same person or thing  
 loc. cit. = in the place quoted  
 op. cit. = in the work quoted  
 p. = page;  
 pp. = pages;  
 para. = paragraph;  
 pp. 14 ff. = page 14 and an unspecified number of following pages;  
 Vol. = volume;

### Translations of place names and official titles

The names of towns and countries should be given in English. The names of government departments, patron institutions and publishing houses, on the other hand, should be left in the original language (to assist identification and possible correspondence by the reader), unless an official English version is provided (e.g. Ministry of Labour, University of Gothenberg, Government Printing Office, Organisation for Economic Co-operation and Development). The national practice for spelling and capitalization (see below) should be respected.

## Use of initial capitals

### *In English-language references*

It is recommended elsewhere in these rules that initial capitals should be used for English proper names. The application of this principle to bibliographical references means capitalizing not only the names of patron institutions, publishing houses, government departments, etc., and the titles of conferences, meetings and the like, but also the titles of periodicals (including newspapers) and series.

All other words should be typed in lower case, a single initial capital being used to introduce the title, and subtitle if any, and following a colon or en dash within these titles, of an article or publication.

Note that the original spelling should be retained in the titles of American articles, books and periodicals, e.g. *Monthly Labor Review*.

## The URL

The web site address, or URL, should be shown with its stem, e.g. <http://www.ilo.org> not [www.ilo.org](http://www.ilo.org). At times the entire reference will be to a URL plus the date of last accession. However, if a printed version exists, it should be cited first, followed by “also available at: <http://www.ilo.org>. etc.

## DOIs

Digital Object Identifiers (DOIs) are a means of ensuring persistent access to a URL by assigning a unique identification number to an online publication. The first part of the DOI (e.g. 10.1093) is an identifier specific to the article’s publisher. DOIs should be shown at the end of a reference prefixed by: “; doi:”, and closed up to the identifier.

## Footnotes and endnotes

The number of footnotes and endnotes should be kept to a minimum. They may, however, have several useful functions:

- (a) to give subsidiary or explanatory information that would interrupt the flow of the main text;
- (b) to support individual statements.

Notwithstanding (a) above, *short* explanatory and parenthetical matter should be included in the text where possible.

## Legal references

The rules for presenting the different types of legal references are rather complex and may vary accordingly to the usage of the country concerned. In general, it is best to follow national practice or to consult a legal specialist before attempting to introduce changes. A few guidelines are given below.

## Legal instruments

Laws, statutes, regulations and so on should normally be referred to by their full name, followed by the date, without a comma:

the Factories Regulations 1961

the Mining (Amalgamated) Act 1977

**but**

Law No. 65 of 18 October 1972

the Employment Act No. 54, 1978

the Employment Protection (Consolidation) Act 1978, dated 31 July 1978

## Judicial decisions

References to case law may appear in one of two forms.

In the first, the names of the plaintiff and defendant are italicized, with the “v.” (versus) in roman:

*Fry v. United States*

These names may be followed by a combination of letters and figures identifying the court having rendered the decision:

*Los Angeles Department of Water & Power v. Manhart*, 435 US 702, 716 (1998)

or the report in which it has been published:

*W. & A. McArthur Ltd. v. Queensland*, 28 CLR 530 (1990)

*Smith v. Anderson* [1962] AC 209

Full stops should be removed from abbreviations, following the ILO house style. However, care should be taken in altering the format of such references. If in doubt, consult a legal specialist.

In the second type of reference, the normal sequence is as follows: name of the court and date of the decision (in roman), followed by a full stop; the name of the journal in which the decision appears (in italics), place of publication (in parentheses), date and page reference, as for a normal bibliographical reference:

Supreme Court of Canada, 9 April 1987. *Canadian Labour Law Reports* (Don Mills, Ontario), 1987, p. 4021.

Court of Saluzzo, 21 November 1985. *Rivista Italiana di Diritto del Lavoro* (Milan), July-Sep. 1986, pp. 526-530.

## Bibliographic references and footnotes

### *Bibliographies*

Bibliographic references occur at the end of the publication. There is a difference in presentation from that used in footnote references, as follows: author's surname and initials, full stop; year, full stop. The bibliography is arranged in alphabetical order, and, if there are several works by one author, these are listed in descending chronological order, e.g. 2004, 2001, 1999, etc., under that author's name. In this case, the author's name is only written out the first time and is subsequently replaced by an em dash (—).

The reference in the text should read:

maintaining that sparks would fly (Fauvel et al., 2001; Philips, 2000).

Boyden and Ennew (1997a) stated that ...; subsequent studies (1997b, p. 24) showed that ...

If there is more than one work in the same year by the same author(s), add a lower-case a, b, c, etc. to the year of publication, in the order in which the works are referred to in the text. Include the page number if necessary.

<b>Only the first letter of the title and subtitle are capitalized</b>	Alan, C.S. 1997. "Institutions challenged: German unification, policy errors and the 'siren song of deregulation'", in L. Turner (ed.): <i>Negotiating the new Germany: Can social partnership survive?</i> (Ithaca, NY, Cornell University Press).
<b>Last name followed by initial for cited author; initial followed by last name for author/editor of volume in which chapter appears</b>	Brosnan, P. 2003. "The political economy of the minimum wage", in B. Burchell; S. Dearin; J. Michie (eds): <i>Systems of production</i> (London, Routledge), pp. 192–212.
<b>City first, then publisher (include state for American cities)</b>	Card, D.; Krueger, A.B. 1995. <i>Myth and measurement: The new economics of minimum wage</i> (Princeton, NJ, Princeton University Press).
<b>Always include page numbers of journal articles, volume and issue numbers, month, etc., as appropriate</b>	Currie, J.; Fallick, B.C. 1996. "The minimum wage and the employment of youth: Evidence from the NLSY", in <i>Journal of Human Resources</i> , Vol. 31, No. 2, pp. 404–428.
<b>Series names are capitalized</b>	Dercksen, H.J.; de Koning, J. 1996. <i>The new public employment service in the Netherlands</i> , Discussion Paper Series FSI 96-201 (Berlin, Wissenschaftszentrum).
<b>Retain the article only if part of the official title of an institution or publication</b>	<i>The Economist</i> . 2006. "Denmark's labour market: Flexicurity", 7 Sep. Available at: <a href="http://www.economist.com">http://www.economist.com</a> [29 Jan. 2007].
<b>Author references should go from the general to the specific</b>	European Commission, Mutual Information System on Social Security (MISSOC). 1996. <i>Social security in the Member States of the European Union</i> (Luxembourg).
<b>Use the original spelling, even when it does not conform to ILO style</b>	—. 1997. <i>Modernising and improving social protection in the European Union</i> , Communication from the Commission, COM (97) 1021 (Luxembourg).
<b>Months can be abbreviated to three letters, but do not abbreviate May, June, July</b>	Ford, H. 1926. "Why do I favor five days' work with six days' pay?" (interview with S. Crowther), in <i>World's Work</i> , Oct., pp. 613–16.
<b>Use "et al." when there are more than three authors/editors</b>	Gladstone, A. et al. 1989. <i>Current issues in labour relations: An international perspective</i> (Berlin, de Gruyter).

<b>Include the department only if it is cited on the title page</b>	Hogarth, T. et al. 2001. <i>Work–life balance 2000: Results from the baseline study</i> (Norwich, UK, Department for Education and Employment).
<b>ILO Conference reports include the session number</b>	International Labour Office (ILO). 1970. <i>Accident prevention on board ships at sea and in port</i> , Report V(1), International Labour Conference, 55th Session, Geneva, 1970 (Geneva).
<b>The title of a serial publication is capitalized, the subtitle is not</b>	—. 1998. <i>World Employment Report 1998/99: Employability in the global economy – How training matters</i> (Geneva).
<b>Publications by the same author are listed in date order, followed by co-authors; publications in the same year are then listed in the order in which they appear in the text</b>	—. 1992. <i>Minimum wages: Wage-fixing machinery, application and supervision</i> , Report III (Part 4B), International Labour Conference, 79th Session, Geneva, 1992 (Geneva). —. 1997a. <i>Minimum wage fixing in Brazil</i> , Briefing Note No. 9, Aug. (Geneva). —. 1997b. “News: Latin America and the Caribbean”, in <i>1997 Labour Overview</i> No. 4 (Lima, ILO Regional Office).
<b>No need to include the publisher when it is also the author</b>	International Monetary Fund (IMF). 2006. <i>Regional Economic Outlook: Western hemisphere</i> (Washington, DC).
<b>When not yet published, use “forthcoming”</b>	Kucera, D. (ed.). Forthcoming. <i>Qualitative indicators of labour standards</i> (Dordrecht, Springer).
<b>There is no need to repeat the title of an edited volume that has a full entry in the bibliography</b>	Kucera, D. Forthcoming. “Introduction and Overview”, in D. Kucera (ed.), forthcoming, pp. 1–25.
<b>For conference or workshop papers and reports, give the full conference or workshop name, the session (where appropriate), the city and the date</b>	Larsson, A. 1999. <i>Towards a European pact for employment</i> , paper presented at the ILO Transition Workshop, The Hague, 14 Jan.
<b>Give full details when a publication is not cited individually in the bibliography</b>	Lee, S. 2004. “Working hour gaps: Trends and issues”, in J. Messenger (ed.): <i>Working time and workers’ preferences in industrialized countries: Finding the balance</i> (London, Routledge), pp. 29–59.
<b>Chapters in books are treated in the same way as articles in journals</b>	—; McCann, D. 2006. “Working time capability: Towards realizing individual choice”, in J. Boulin et al. (eds.): <i>Decent working time: New trends, new issues</i> (Geneva, International Labour Office), pp. 65–91.
<b>Give names in full with the acronym in brackets</b>	Organisation for Economic Co-operation and Development (OECD). 1998. “Making the most of the minimum: Statutory minimum wages, employment and poverty”, in <i>Employment Outlook</i> (Paris), pp. 31–77.
<b>Add a translation in square brackets for publications in lesser known languages</b>	Simagin, Y. 1998. “Ob Otsenkakh masshtabov dopolnitel’noy zanyatosti naseleniya” [On estimates of the size of additional (secondary) employment of the population], in <i>Voprosy ekonomiki</i> , No. 1, pp. 99–104.
<b>It is good practice to add the date consulted after a web address (in square brackets)</b>	UNAIDS. 2006. <i>Report on the Global AIDS Epidemic 2006</i> . Available at: <a href="http://www.unaids.org">http://www.unaids.org</a> [26 Jan. 2007].

**Footnotes**

- Book** J. Boyden and J. Ennew (eds.): *Children in focus: A manual for participatory research with children* (Stockholm, Rädda Barnen, 1997).
- Chapter in a book** Z.S. Pawlowski: "Control of ascariasis within primary health care", in D.W.T. Crompton, M.C. Nesheim and Z.S. Pawlowski (eds.): *Ascariasis and its public health significance* (London, Taylor and Francis, 1985), pp. 245–252.
- Article in a journal or a newspaper** J.P. Fauvel et al.: "Perceived job stress but not individual cardiovascular reactivity to stress is related to higher blood pressure at work", in *Hypertension* (Baltimore, MD, American Heart Association, 2001), Vol. 38, No. 1, July, pp. 71–75.
- N.B. For more than three authors/editors, use the name of the first author/editor followed by "et al."*
- D. Walker: "Statistics show immigration beneficial to economy", in *The Guardian* (London), 29 Jan. 2001.
- ILO references** ILO: *Stopping forced labour*, Report of the Director-General, International Labour Conference, 89th Session, Geneva, 2001.
- ILO: *Sustainable agriculture in a globalized economy*, Report for discussion at the Tripartite Meeting on Moving to Sustainable Agricultural Development through the Modernization of Agriculture and Employment in a Globalized Economy, ILO Sectoral Activities Programme (Geneva, 2000).
- ILO: *Programme and Budget proposals for 2004–05*, Governing Body, 286th Session, Geneva, Mar. 2003, GB.286/PFA/9, p. 81.
- ILO: *Report of the Committee of Experts on the Application of Conventions and Recommendations*, Report III (Part 1A), International Labour Conference, 90th Session, Geneva, 2002, p. 141.
- Paper** ILO: *Trade unions and the global economy: An unfinished story*, Background paper for the International Symposium to Strengthen Workers' Participation in the United Nations System and Impact on the Bretton Woods Institutions, Geneva, 24–28 Sep. 2001.
- P. Wickramasekara: *Policy responses to skilled migration: Retention, return and circulation* (Geneva, ILO, Perspectives on Labour Migration 5E, 2002).
- Foreign language reference** J. Mezzera: *Diferencias de inserción e ingresos en el mercado de trabajo urbano del Brasil, según género y raza* [Differences in integration and income in the urban labour market in Brazil, according to gender and race] (Brasilia, ILO, 2001).
- Internet reference** *First synthesis report on the working conditions situation in Cambodia's garment sector*, ILO, Social Dialogue Sector, 2001, <http://www.ilo.org/public/english/dialogue/cambodia.htm> (accessed 12 June 2001).
- N.B. Try to avoid using web sites as references as they quickly become obsolete. If a published document has been put on a web site, refer to the original document, providing all details, and not to the web site where it may be found.*
- Unpublished documents** Y. Tsikata: *Liberalization and trade performance in South Africa* (Washington, DC, World Bank, 1998), unpublished document, pp. 31–34.
- Forthcoming publications** J.B. Figueiredo and Z. Shaheed (eds): *New approaches to poverty analysis and policy – II: Reducing poverty through labour market policies* (Geneva, ILO, forthcoming).



## International labour Conventions and Recommendations

### Short titles

International labour Conventions and Recommendations should normally be referred to by their official (short) titles and serial numbers. However, it is also acceptable to refer to, for example, Convention No. 182 if the official title has already been mentioned.

the Worst Forms of Child Labour Convention, 1999 (No. 182)

the Worst Forms of Child Labour Recommendation, 1999 (No. 190)

the Worst Forms of Child Labour Convention, 1999 (No. 182), and Recommendation (No. 190)

Protocol of 2002 to the Occupational Safety and Health Convention, 1981

### Long titles

All international labour Conventions and Recommendations also have a long title, which, if it needs to be quoted for any special reason, is normally typed in lower case.

Convention concerning occupational safety and health and the working environment

### Commas in titles

In continuous text, the comma in a short title requires to be followed by a second.

The Placing of Seamen Convention, 1920 (No. 9), puts the main emphasis on ...

### Initial capitals

Titles of Conventions and Recommendations already adopted by the International Labour Conference take initial capitals.

Promotional Framework for Occupational Safety and Health Convention (No. 185), 2006

Before adoption they take lower case.

proposed Convention on the promotional framework for occupational safety and health

## Copyright permissions

To reproduce non-ILO copyright material in an ILO publication, the authorization of the copyright holder (publisher and/or author) must be obtained and acknowledged. This applies to the reproduction of any drawing, diagram, graph, table or photograph, even if the original material has been slightly altered or certain parts omitted, as well as to extracts of text.

Authorizations must be given in writing. The Copyright Permission form (ILO510) can be found at <http://www.ilo.org/intranet/english/support/publ/edit.htm>. The form should be completed in duplicate and sent to the appropriate publisher or copyright holder. When the form is returned, it should be filed and a copy submitted with the completed manuscript. The form of acknowledgement requested by the publisher should be adhered to.

Short extracts of text and limited numbers of tables and illustrations can often be reproduced without written permission, as long as the original source is acknowledged: a practice described as “fair dealing” or “fair use”. Fair dealing is interpreted differently in different countries, so this should always be checked with the publisher or author.

## Indexes

Certain major publications may require an index.

For complex indexes, it is preferable to pay a qualified member of the Society of Indexers to do the work. An index takes between two weeks and a month to prepare, and can only be completed at final proof stage. The names and addresses of qualified indexers are available from ILO PUBLICATIONS.

## Country and area designations

This section gives the standard ILO nomenclature, based on United Nations usage, relating to country and area designations which must be used in all ILO publications and documents. For the standard Office nomenclature relating to ILO member countries and other countries, territories and areas, please refer to our web site <http://www.ilo.org/public/english/standards/relm/country.htm>.

Short titles of countries as given in the above list (for example Germany) are normally used for all purposes except in strictly formal contexts or documents. This short title should be used for all ordinary Office purposes and generally in all publications and documents issued by the ILO, whatever their form of reproduction, particularly with regard to titles, headings, tables, lists and enumerations.

Full or official titles (such as the Federal Republic of Germany) are normally reserved for more formal uses, such as publication in the Official Bulletin or formal communications from governments concerning such matters as membership of the Organization; letters and communications addressed to Heads of State and ambassadors or heads of permanent missions; communications constituting formal agreements with governments; and formal communications to governments (new admissions, withdrawals).

In the case of a few countries, however, only the long title is used. These are as follows:

Islamic Republic of Iran, Lao People's Democratic Republic, Libyan Arab Jamahiriya, Republic of Korea, Republic of Moldova, Russian Federation, Syrian Arab Republic, United Republic of Tanzania, The former Yugoslav Republic of Macedonia, Bolivarian Republic of Venezuela

In certain contexts, for example in tables where space is limited, these may be suitably abbreviated (Tanzania, United Rep. of)

## Special cases

### *Hong Kong*

As from 1 July 1997, the Hong Kong Special Administrative Region is part of the People's Republic of China. In text, Hong Kong should be referred to either by its full title "Hong Kong Special Administrative Region, China", or by its short title "Hong Kong, China", but to avoid confusion in lists of countries in text: "Hong Kong (China)".

### *Macau*

As from 20 December 1999, the Macau Special Administrative Region is part of the People's Republic of China. In text, Macau should be referred to either by its full title "Macau Special Administrative Region, China", or by its short title "Macau, China", but to avoid confusion in lists of countries in text: "Macau (China)".

### *Taiwan*

Taiwan should not be treated as a country, since its status is that of a province of the People's Republic of China. If in exceptional cases it has to be mentioned in an ILO publication or document it should be referred to as Taiwan, China.

## **Kosovo**

*Kosovo* should not be treated as a country. This territory is under an interim international civilian administration (UNMIK) upon decision of the Security Council on 10 June 1999 (resolution 1244).

## **Palestine**

The adjective “Palestinian” is always acceptable, except with the term “territories”. Here, the proper terminology is “occupied territories” or “occupied Arab territories”. “Palestinian Authority” or “Authorities” is used to denote the administration responsible for the territories under its jurisdiction, which should be referred to as “territories under the Palestinian Authority”. In doubtful cases, the Office of the Legal Adviser should be consulted.

## **Exceptions**

In records of speakers’ statements during the Conference and other meetings which clearly do not represent an expression of opinion on the part of the Office, the country and area designations employed by speakers should normally be retained. Thus, a reference by a speaker to “Burma” should not normally be changed to “Myanmar”. This also applies to certain official correspondence from governments in which a deliberate choice of a non-ILO designation is made. The same applies to statements and passages which are reproduced from, or are closely based on, other sources (e.g. papers submitted to the Governing Body or the Conference, information supplied by the authorities of an area concerning that area).

Where countries, groups of countries or portions of countries are referred to as geographical areas, and not as political entities, they may be designated by terms other than those given here, provided that the reference is clearly a geographical one. The need for such references is likely to arise particularly in connection with economic, statistical and other technical information.

ILO publications and documents, whatever their form of reproduction, which are intended for distribution particularly outside the Office (e.g. studies, manuals, papers submitted to the Governing Body, reports for the Conference, sectoral and other ILO meetings, reports for United Nations bodies) and in which references are made to countries, areas or territories, must contain the following standard disclaimer:

The designations used in ILO publications, which are in conformity with United Nations practice, and the presentation of material therein do not imply the expression of any opinion whatsoever on the part of the International Labour Office concerning the legal status of any country, area or territory or of its authorities, or concerning the delimitation of its frontiers.

## Political/geographical areas

the North (hemispheric, economic concept)

the South (hemispheric, economic concept)

Middle East

### Africa

Central Africa

East Africa

North Africa

South Africa

West Africa

eastern Africa

northern Africa

southern Africa

western Africa

### Americas

Central America

Latin America and the Caribbean

North America

South America

### Asia

Asia and the Pacific

East Asia

South Asia

South-East Asia

West Asia

eastern Asia

northern Asia

southern Asia

western Asia

### Europe

Eastern Europe

Western Europe

Central and Eastern Europe

Central Europe

northern Europe

southern Europe

## Appendix I

### Alphabetical list of “ILO-isms” and frequently used terms

This is a list of words, titles and phrases frequently used in the ILO. If a word is not on this list, consult the latest edition of the *Concise Oxford Dictionary* (Oxford University Press, 2004). If more than one spelling is given in the dictionary, take the first.

Words and phrases marked (M) are maritime-related.

#### A

able seaman (M)  
 abovementioned  
 Act (of Parliament) see decree, Decree  
 Acting (preceding capitalized title)  
 Active Partnership Policy  
 ad hoc committee  
 Administration (as a synonym of “Government”, e.g. the Clinton Administration)  
 adviser (*not* advisor)  
 AFL-CIO (American Federation of Labor and Congress of Industrial Organizations)  
 Africa group (small “g” – pertaining to the ILO) (everything for GB is Africa group, i.e. small “g”).  
 ageing (*not* aging)  
 Agenda 21 *see* Rio Summit  
 all-out (competition)  
 alongshore (M)  
 alongside (M)  
 among (avoid amongst)  
 anchor watch (M)  
 Andean Community: Bolivia, Colombia, Ecuador, Peru, Bolivarian Republic of Venezuela  
 Appendix IV/Annex 3 (initial capitals only when followed by a number) **but** Appendix/Annex to an international labour Convention or Recommendation. Note that in all ILO documents/publications, appendix is used rather than annex  
 antenatal  
 anti-fascist  
 apartheid  
 armed forces, army  
 article (in Acts, Orders, the ILO Constitution and national constitutions, Standing Orders, Financial Regulations, etc.)  
 Article (in international labour Conventions and in international treaties)  
 Asia-Pacific group  
 Assistant (preceding capitalized title)  
 Association of Southeast Asian Nations (ASEAN)  
 audiovisual  
 autumn *but* Autumn when referring to a season of publication  
 awareness raising **but** awareness-raising campaigns

**B**

BA (Bachelor of Arts, bachelor's degree)  
back-up (noun); back up (verb)  
bareboat charter State (M)  
bargee (M)  
bargeman (M)  
basic needs, basic needs strategy  
Basle (*not* Basel)  
benefited, benefiting  
Berne (*not* Bern)  
biannual – twice a year  
biennial – every two years (or lasting two years)  
bill, Bill (in Parliament) see decree, Decree (a Bill becomes an Act when adopted, i.e. Bill is a proposed/draft Act)  
billion (one thousand million)  
bimonthly/biweekly/biyearly can mean *either* twice monthly/weekly/yearly or every two months/weeks/years, and should be avoided as they are ambiguous  
birth rate  
bis and ter typed close up to figure (9bis and 9ter)  
boarding officer (M)  
boatman (M)  
Bosnia *replace with* Bosnia and Herzegovina  
box 1 (in text)  
break-bulk operators (M)  
break-up (noun); break up (verb)  
Bretton Woods institutions  
BSc (Bachelor of Science, bachelor's degree)

**C**

cabin boy (M)  
Cabinet (of ministers)  
cabotage (M)  
canton, Canton *see* government, Government  
capacity building **but** capacity-building measures  
Cape Town  
capital/output ratio  
capitalism, capitalist  
cargo boat, cargo ship (M)  
cast anchor (verb) (M)  
CEDAW (United Nations Committee on the Elimination of Discrimination against Women)  
census (the census of 1950)  
century (nineteenth, twentieth, twenty-first)  
certificate of registry (M)  
CGT–FO (Confédération générale du travail–Force ouvrière) (France) should not be translated into English and not italicized  
chairperson (*not* chairman) lower case except where part of a specific title, e.g. Chairperson of the Committee; Chairperson of the Governing Body; “the Chairperson stated ...”; the Chair  
chairpersonship/presidency  
changeover (noun); change over (verb)  
channel ferry (M)  
Chapter 1 (**but** in this chapter)  
charterer  
chief mate, chief officer, chief steward (M)



Church (organized body, e.g. the Catholic Church)  
 city **but** City of London  
 civil service (e.g. the French civil service)  
 coalfield, coalgetter, coalminer, coalmining, coalworker  
 coalmine/coalminer **but** Coal Mines Committee/Coal Mineworkers' Charter  
 coastguard (M)  
 coasting (M)  
 code of practice [ILO code of practice *Ambient factors in the workplace* (proper title) or  
 code of practice on ambient factors in the workplace (not proper title)]  
 co-determination  
 co-management  
 combating, combated  
 commander (M)  
 Commission of the European Communities; *see also* European Union  
 Committee of Experts on the Application of Conventions and Recommendations (ILO)  
 committee, Committee *see* chairperson, Chairperson  
 communism  
 communist, Communist (the Communist Party, the Communist member of ..., the  
 Communist Party member)  
 compare to (state a similarity); compare with (make a detailed comparison)  
 compose, comprise, include – *Compose* means put together to form a whole. *Comprise*  
 typically means consist of. *Comprised of* is therefore incorrect. *Include* means contain  
 as part of a whole. Use *comprise* or *composed of* to introduce the complete list of items  
 that make up a whole, and *include* to introduce a list of some of those items  
 conclusions (whether followed by a number or not), proposed conclusions **but** proposed  
 Conclusions when referring to a Convention, Recommendation or Protocol  
 Conference committees **but** this Conference Committee; General Conference  
 conning bridge (M)  
 constitution (of a person or association)  
 Constitution (of a State, of the ILO); Note: Constitution of the International Labour  
 Organization **but** in footnotes and bibliographies when referring to the Constitution as  
 a publication: *Constitution of the International Labour Organisation*  
 Contracting State (M)  
 Convention (international labour Convention, whether followed by a number or not; and  
 specific treaty)  
 Convention on Facilitation of International Maritime Traffic, 1965 (FAL Convention) (M)  
 Convention on the Elimination of All Forms of Discrimination Against Women, 1979  
 (ratified 1983)  
 Convention on the Rights of the Child (UN, 1989), resolution 44/25  
 cooperate, cooperation, non-cooperation, uncooperative  
 coordinate, coordination, uncoordinated  
 co-partner, co-partnership  
 Copenhagen Declaration and Programme of Action, 1995  
 co-sponsor  
 council, counsel – *Council* is an advisory body of people formally constituted and meeting  
 regularly. As a verb, *counsel* means advise. As a noun, *counsel* means advice.  
 Country Employment Policy Review (CEPR)  
 co-worker  
 craftsmen *replace with* skilled workers, craft workers (artisans)  
 creditworthiness  
 crew list (M)  
 crew space (M)  
 cross-section  
 Crown (in sense of State, noun and adjective)  
 crown (unit of money)

**D**

Dar es Salaam  
data bank, data set  
database  
(one) day's wages, (two) days' wages  
de facto, de jure (not italics)  
deadweight (M)  
decent work, **but** the Director-General's Report *Decent work*  
Decent Work Agenda  
Decent Work Country Programmes  
decision-maker, decision-making  
Declaration on Fundamental Principles and Rights at Work and its Follow-up, 1998 (ILO)  
(not in italics unless cited in a footnote or bibliography) **but** follow-up to the  
Declaration/Declaration follow-up  
decree (if unspecific); Decree (if reference is made to a specific text)  
deep-sea container ships (M)  
Democrat (referring to party or party member)  
department **not** *département* (territorial division)  
dependant (noun); dependent (adjective)  
Deputy (preceding capitalized title)  
developed countries  
*Digest of decisions and principles of the Freedom of Association Committee*, fourth (or  
fifth) edition  
direct contacts mission  
Director-General, Directors-General  
dispatch (*not* despatch)  
dock labourer (M)  
dock work **but** dockworker (M)  
docking (M)  
dog watch (M)  
drinking water  
drop-out (noun); drop out (verb)  
dry dock (noun); dry-dock (verb) (M)  
dry-bulk carriers (M)  
dwt (deadweight tonnage) (M)

**E**

each, every – Each means all of two or more people or items, regarded and identified separately; it highlights individuality. Every refers to all the individual members of a group or collection of items; it is also used to indicate the frequency of a particular action or event. The phrase each and every is verbose, and should be replaced with each or every.

ECE (Economic Commission for Europe – UN)  
ECLAC (Economic and Social Commission for Latin America and the Caribbean – UN)  
e-commerce, e-business, **but** email  
economic, economical – Economic means of or relating to economics or maintained for profit. Economical means sparing in the use of resources; avoiding waste.  
ECOSOC (Economic and Social Council – UN)  
Ecuadorian (not Ecuadorean)  
e.g. and i.e. – The abbreviation e.g. means for example. The abbreviation i.e. means that is. They should preferably be written out in full in the body of a text but can be abbreviated in footnotes or bibliographies, preceded (not followed) by a comma  
El Niño

El Salvador  
 elite  
 email, **but** e-commerce, e-business  
 emergency drill (M)  
 Employer member, Chairperson, Vice-Chairperson, spokesperson, expert, representative  
 Employers' delegate, adviser, group  
 end product  
 engine-room (M)  
 enquire, enquiry *always use* inquire, inquiry  
 ESCAP (Economic and Social Commission for Asia and the Pacific – UN)  
 et al. (not italicized)  
 etc. – Means “and other things” and is therefore never applied to people. Best avoided as it looks lazy. For a non-exhaustive list, prefer some formulation along the lines “factors including X, Y and Z” rather than “X, Y, Z, etc.”.  
 euro(s) (currency)  
 European Convention on Human Rights (full title: Convention for the Protection of Human Rights and Fundamental Freedoms – Council of Europe, 1950)  
 European Social Charter of the Council of Europe, 1961 (ratified 1980)  
 European Union (EU), from 1993; European Community (EC) replaced European Economic Community (EEC) after Maastricht Treaty, Jan. 1993 (signed Feb. 1992)  
 ex officio member  
 expert(s) (always lower case) (Government, Employer, Worker expert)  
 export processing zone(s)  
 extra-budgetary  
 extra-European

## F

farm worker  
 federal (a federal State, federal authorities)  
 fewer, less – *Fewer*, the comparative of few, is used when referring to a smaller number of something that is countable. *Less*, the comparative of little, is used when referring to a smaller amount of something that is uncountable  
 figure 2 (in text)  
 firefighter; firefighting  
 first aid **but** first-aid box  
 first mate (M)  
 First World War (*not* World War I or 1914–18 War or Great War)  
 fishing boat (M)  
 flag State (noun and adjective), e.g. flag State authorities/inspectors/responsibilities/control (M)  
 flagship (admiral on board) (M)  
 focused, focusing  
 ...fold (no hyphen, e.g. twofold)  
 forego (to precede); forgo (to relinquish)  
 foreign-flag ship (M)  
 formatted, formatting  
 formulas **but** formulae (scientific or mathematical)  
 forum, plural is forums *not* fora  
 Fourth World Conference on Women, Beijing, 1995; sometimes also referred to as the Beijing Conference  
 freighter (M)  
 full time, full-time job

## G

galley (M)  
 gender, sex (see sex, gender)  
 General Conference (of the ILO)  
 General Service category  
 General Survey on ... (specific) **but** in this survey  
 Germany, eastern/western (since 1991) – former German Democratic Republic and former Federal Republic of Germany  
 Global Employment Agenda  
 Global Occupational Safety and Health Strategy  
 Global Report (when referring to the Report of the Director-General)  
 Global Union federation(s)  
 goodwill (of firm); good will (virtuous intent)  
 Governing Body (of the ILO or other specific institution) otherwise governing body  
 Governing Body committees  
 government:  
 (1) mode of government, e.g. “government by the people”  
 (2) the ruling body of a country when the term is used generally, e.g. “the governments of many countries”, “the first socialist government in North America”, “seven governments accepted the proposal (Chile, Ghana, ...)”; the following governments voted in favour: Australia, Brazil, ...;  
 (3) when used adjectively, e.g. government control, government-aided  
 Government:  
 (1) in specific titles, e.g. “the Government of Belgium”, “the Governments of Spain and Portugal”, “the Provincial Government of Quebec”, and in subsequent references, e.g. “the Government” (“of India” understood), “the Fraser Government”, or as the synonym of “State”  
 (2) central Government, federal Government (specific country)  
 (3) Government delegate, member, adviser, group (at ILO meetings)  
 (4) Government member (of the Governing Body)  
 gram (*not* gramme)  
 grass roots (noun), grass-roots (adjectival)  
 Great Britain *see* United Kingdom  
 gross ton (M)  
 gross tonnage (M)  
 gross weight (M)  
 Group of 7

## H

half-hour meeting **but** half an hour  
 half-yearly  
 hand over (verb); handover (noun)  
 harbour master, harbour pilot (M)  
 headquarters (of the ILO)  
 Heads of State and Government  
 health care **but** health-care workers, institutions, etc. (adjectival)  
 helmsman, steersman (M)  
 High-level Segment (ECOSOC, 2006)  
 High-level Tripartite Working Group on Maritime Labour Standards  
 Histadrut  
 home port (M)  
 home work (**but** home-work activities) – cf. homework (schoolwork to be done at home)

homeworker  
 Hong Kong Special Administrative Region, China *or* Hong Kong, China (short form in non-official texts), after July 1997 – province; Hong Kong, before 1997 – area.  
 Hong Kong (China) [in lists of countries in text], but Hong Kong, China [in tables, columns]  
 35-hour week  
 Human Resources Strategy (ILO)

## I

ill health  
 IMO Assembly resolution A.741(18) (M)  
 IMO Council (M)  
 IMO/ILO *Document for Guidance* (M)  
 in so far as (*not* insofar as)  
 inasmuch as (*not* in as much as)  
 indexes (of books), cf. indices (statistical measurement, e.g. consumer price indices)  
 InFocus (no space in between – abbreviation of International Focus)  
 InFocus Initiative(s)  
 InFocus Programme(s)  
 informal economy (preferable to informal sector)  
 in-migration/out-migration  
 inquire, inquiry (*not* enquire, enquiry)  
 install, instalment  
 Instrument of Amendment, 1997 (of the ILO Constitution) – this is the correct title; other variations take lower case: 1997 constitutional amendment, instrument for the amendment of the Constitution  
 instrument of ratification  
 inter-class  
 intercoastal (M)  
 inter-ministerial  
 International Convention on the Elimination of All Forms of Racial Discrimination, 1966  
 International Covenant on Civil and Political Rights, 1966  
 International Covenant on Economic, Social and Cultural Rights, 1966  
 International Labour Conference, the General Conference (*not* the ILO Conference)  
 international labour Convention  
 International Labour Office (the secretariat of the International Labour Organization)  
 International Labour Organization (a specialized agency of the United Nations)  
 international labour Recommendation  
 international labour standards (avoid abbreviation ILS)  
 International Organisation of Employers – IOE (*not* Organization)  
 Internet, the  
 interoccupational  
 interorganizational  
 interregional  
 interrelationship  
 interstate (between states); inter-State (between countries)  
 interurban  
 intifada  
 intra-European  
 intranational  
 intraregional  
 IPEC – International Programme on the Elimination of Child Labour (ILO)  
 ISM Code (M)  
 ISO (International Organization for Standardization)

**J**

jack-in-the-basket (M)  
jobholder, jobseeker  
job-sharing  
Johns Hopkins University Press  
Joint Maritime Commission  
joint-stock company  
judgement **but** Judgments of the Administrative Tribunal of the ILO

**K**

kilogram (*not* kilogramme)  
kilometre (*not* kilometer – US spelling)  
know-how (noun, informal)  
Korea *always* use Republic of Korea (South Korea) *or* Democratic People's Republic of Korea (North Korea)  
Kosovo (territory, not country)

**L**

Labour (referring to Party or Party member)  
labour force **but** workforce  
labour-intensive  
labour-management relations  
laissez-faire, laissez-passer (not italicized)  
Land, Länder (German territorial unit)  
large-scale (adjective)  
latifundio, latifundios, latifundista (in Latin America)  
lay day (M)  
lay-off (noun); lay off (verb)  
layout (noun); lay out (verb)  
least developed countries  
leave of absence (M)  
Liberal (referring to Party or Party member)  
Libyan Arab Jamahiriya *not* Libya  
lien(s) (M)  
life cycle **but** life-cycle model  
lifeboat (M)  
lifelong education  
lighterman (M)  
LILS – Committee on Legal Issues and International Labour Standards (ILO, GB)  
LO (Swedish Trade Union Confederation *and* Norwegian trade union movement)  
lockout (noun); lock out (verb)  
logbook (M)  
long-distance, long-standing  
longshoreman (M)  
long-term (adjective) **but** longer term activities  
lookout man (M)  
low-cost (adjective)  
lump-sum reimbursement (**but** as a lump sum)  
Lyons (in English), Lyon (in French)

**M**

MA (Master of Arts, master's degree)  
 Macau Special Administrative Region, China, *or* Macau, China (short form in non-official texts), after 20 December 2000; Macau, before that Macau (China) [in lists of countries in text], but Macau, China [in tables, columns]  
 man-hours, man-months, man-years (*replace with* work-hours, work-months, work-years)  
 maquiladora  
 marine, mariner (M)  
 marine surveyor (M)  
 Maritime Session (or Sessions) of the ILC, 94th (Maritime) Session of the ILC  
 marketplace  
 Marrakesh  
 master (M)  
 means test (noun), means-test (transitive verb), means-tested benefit  
 Member of the ILO (meaning a member country), State Member of the ILO (**but** member State)  
 Member State (of the EU)  
 member States (ILO and other organizations), member countries, members of the Governing Body  
 Memorandum of Understanding  
 Memorandum of Understanding on Port State Control (M)  
 merchant marine (M)  
 MERCOSUR: Common Market of the Southern Cone (Mercado Común del Sur):  
     Argentina, Brazil, Paraguay, Uruguay  
 micro state *or* micro State (no hyphen)  
 micro-enterprise, micro-entrepreneur  
 microfinance  
 microinsurance  
 Millennium Development Goals  
 mineworker  
 motor room (M)  
 MSc (Master of Science, master's degree)  
 multi-bilateral, multi-bi project  
 multiskilling

**N**

NAFTA (North American Free Trade Agreement): Canada, Mexico, United States  
 navigation bridge (M)  
 newly industrializing economies (NIEs)  
 nineteenth century; nineteenth century science, twenty-first century science  
 no one (no hyphen)  
 No. (abbreviation for "number")  
 Non-Aligned Movement  
 non-compliance  
 non-profit-making  
 non-wage-earning; non-wage-earner (*see* wage earner)  
 north-east, north-west  
 noticeboard

## O

Occupation (during the First and Second World Wars)  
occupied Arab territories  
ocean transport (M)  
OECD – Organisation for Economic Co-operation and Development  
*OECD Economic Outlook* (annual publication)  
Office (= International Labour Office), Area Office, Branch Office, Regional Office **but**  
area offices, etc.  
office worker  
officer of the deck (M)  
oil-tanker (M)  
old-age pension, old-age benefit  
one and a half **but** one-and-a-half hours  
one-world problems  
operational objective 1a  
order in council, Order in Council *see* decree, Decree  
order, Order *see* decree, Decree  
ordinance, Ordinance *see* decree, Decree  
Outcome document (of UN World Summit, 2005)  
out-migration  
outsource, outsourcing, outwork, outworker  
overtonnage (M)

## P

page 32 (p. 32 and pp. 32-33 in footnotes, bibliographies and references)  
Palestine always use West Bank and Gaza Strip, occupied territories, Gaza Strip and  
Jericho Area  
Palestinian Authorities or territories under the Palestinian Authority  
pan-American (**but** Pan American Union)  
paragraph (**but** Paragraph in international labour Recommendations, whether followed by  
a number or not)  
parliament, Parliament – *see* government, Government  
Part 1 (*not* part 1) in a text  
part-time job **but** he works part time  
Party (when preceded by Conservative, Labour, etc.)  
people, persons – prefer people  
per cent  
per diem allowance  
petty officer (M)  
PhD (Doctor of Philosophy)  
piece-rate, piece-rate system  
pitch (to) (verb) (M)  
policy-maker, policy-making  
port administration (M)  
port of call (M)  
port of destination (M)  
port of documentation (M)  
port of registry (M)  
port regulations (M)  
port State (noun and adjective), e.g. port State authorities/inspectors/responsibilities/control  
(M)  
Port-of-Spain  
portworker (M)



postnatal  
 post-war  
 Poverty Reduction Strategy Papers (PRSPs) **but** poverty reduction strategy  
 Power (meaning State)  
 PREALC (Programa Regional del Empleo en América Latina y el Caribe – ILO)  
 preamble – lowercase if only referring to the preambular paragraphs;  
 Preamble – uppercase if the heading “Preamble” exists  
 prenatal  
 Preparatory Technical Maritime Conference (M)  
 president, President *see* chairperson, Chairperson  
 President-elect  
 pre-vocational training  
 pre-war  
 principal, principle – As an adjective, principal means most important. As a noun, principal means the leader, ruler or superior. Principle refers to a fundamental truth or law as the basis of reasoning or action.  
 pro rata, pro-rata basis  
 Professional category (ILO staff)  
 programme, not program (except in computer terminology)  
 Programme and Budget proposals for 1998–99; the Programme and Budget for 1998–99; the proposed Programme and Budget for 1998–99, **are the correct titles and take initial capitals. Other variations do NOT take initial capitals, for example:** 1998–99 programme and budget proposals, the programme and budget (no date)  
 proposed Convention, Recommendation, Protocol, Conclusions  
 Protocol to the Convention (always capital)  
 Province of New Brunswick (federal unit) (**but** in that province)  
*Provisional Record No. 25* or *Provisional Record Nos. 25 and 26*  
 purser (M)

## Q

quartermaster (M)  
 quasi-public

## R

R&D (no spaces)  
 Radical (referring to party or party member)  
 rate, ratio – *Rate* is used to compare two measurements that have different units. *Ratio* is used when comparing numbers that have the same units. When a colon is used to indicate a ratio, there should be no space between the numbers and the colon.  
 Recommendation (of the ILO, international labour Recommendation, whether followed by a number or not)  
 Regional Meetings (of the ILO – formerly Regional Conferences)  
 regular budget, regular budget for technical cooperation (RBTC)  
 RENGO (Japanese Trade Union Confederation)  
 report (of ILC and GB committees, etc.), **but** Report of the Director-General on the situation of workers of the occupied Arab territories, Report of the Director-General to the Conference, Special Report (of the Director-General), General Report (of the CEACR)  
 Reporter (in ILO meetings) *not* Rapporteur  
 representative (e.g. of the Director-General) **but** Resident Representative (UNDP)  
 Republican (referring to Party or Party member)  
 Resistance Movement

resolution (whether followed by a number or not)  
retraining  
Review of annual reports – when referring to the Review of annual reports under the follow-up to the ILO Declaration  
Rio +10  
Rio Summit: United Nations Conference on Environment and Development (UNCED), Rio de Janeiro, June 1992 (adopted Agenda 21)  
roll-on-roll-off ships (M)  
run aground (verb) (M)  
Russia, *replace with* the Russian Federation

## S

SafeWork (all one word, with two caps) = “Security and productivity through safety and health at work”  
school leaver **but** secondary-school leaver  
schoolchild **but** primary-school child, schoolmaster  
sea level  
seafarer *not* seaman (gender bias)  
Seafarer member, spokesperson, representative, expert, Vice-Chairperson **but** Seafarers’ group, adviser, delegate (same as for Employer/Worker) (M)  
seagoing (M)  
seaport (M)  
Second World War (*not* World War II or 1939-45 War)  
secretariat (of the ILO)  
Secretary-General  
section 1 (in text)  
secure anchors for sea (verb) (M)  
session of the General Assembly (with or without a number)  
session, Session (when preceded by a number), i.e. 294th Session of the Governing Body, 95th Session (2006) of the ILC, 294th Session (November 2005) of the Governing Body **but** November 2005 session; March session  
shift work **but** shiftworker  
ship boy (M)  
shipbreaking, shipbuilding, shipowner (M)  
shipmaster (M)  
Shipowner member – see Seafarer (M)  
shop-floor, shop-floor management  
shore leave (M)  
shoreworkers (M)  
short-sea trades (M)  
short-term plan (adjective) **but** in the short term (noun)  
Singapore Ministerial Conference  
sitting (always lower case)  
sizeable  
slowdown (noun); slow down (verb)  
small-scale (adjective)  
SME (small and medium-sized enterprise)  
so-called **but** properly so called  
social partners (i.e. employers’ and workers’ organizations)  
socialism  
socialist **but** Socialist (referring to Party or Party member)  
socio-economic  
SOLAS: International Convention for the Safety of Life at Sea, 1974 (M)  
-speaking (e.g. French-speaking countries)

Special Rapporteur (UN)  
 Special technical cooperation programme for Colombia  
 specialized agencies  
 spring, *but* Spring when referring to season of publication  
 Standing Orders of the Conference  
 starting point  
 state (1) in generic references to units of a federation, e.g. the Australian states;  
 when adjectival, e.g. state-aided, state-owned, state control  
 State (2) meaning the national community (ratifying States) or as part of an  
 official title of a unit of a federation (“New York State”)  
 States Members (in the expression “States Members of the ILO” – the formal term  
 “Member” for official texts and the informal terms “member country” and “member  
 State” for more widely disseminated publications are preferred)  
 States parties (to a Convention)  
 strategic budget for 2001  
 Strategic Objective No. 1, 2, 3, 4; but “the four strategic objectives and their related  
 InFocus Programmes”  
 strategic plan  
 Strategic Policy Framework  
 subamendment  
 sub-branch  
 sub-clause  
 subcommittee  
 subeconomies  
 Subgroup of the High-level Tripartite Working Group on Maritime Labour Standards (M)  
 sub-item  
 subject matter  
 subnational  
 subparagraph  
 subprogramme  
 subregion, subregional  
 sub-Saharan Africa  
 summer, *but* Summer when referring to season of publication  
 Supplementary Reports of the Director-General: First Supplementary Report

## T

table 1 (in text)  
 Taiwan, China (refer to as area, *not* country)  
 task-rate system  
 teleworker  
 that, which – “that” introduces a defining (or essential) clause, that is, one that cannot be  
 eliminated without changing the meaning of the sentence. Example: “The targets that  
 were not achieved in 2005 all concerned employment” (implies that other targets were  
 achieved).  
 “Which” normally introduces a parenthetical clause introducing some additional  
 information, and is normally set off by commas: “The targets, which were not achieved  
 in 2005, will be reviewed in 2006” (implies that no targets were achieved).  
 Third World *instead use* developing countries  
 time limit, time schedule, time zone  
 time-and-a-half rates  
 timecharter, timekeeper (M)  
 time-rate system  
 ton (avoirdupois)  
 tonne (metric)

tradable (*not* tradeable)  
trade union  
trade-off (noun); trade off (verb)  
Treaty of Versailles  
Turin Centre – International Training Centre of the ILO  
twentieth/twenty-first century; twentieth century technique; twenty-first century technique

## U

UN Convention on Conditions for Registration of Ships (M)  
UN resolution 49/28 (M)  
under way (*not* underway)  
underdevelop, underdeveloped, underdevelopment  
underground  
under-represent  
underutilize  
United Kingdom (1927) – England, Scotland, Wales and Northern Ireland; Great Britain  
(1707) – England, Scotland and Wales  
United Nations common system  
United Nations Decade for Women  
Universal Declaration of Human Rights, 1948 (UN)  
unlash, unmoor, untie, unseaworthy (M)  
up to date (never hyphenated)  
utilize (*not* utilise), although this is usually an unnecessary substitution for “use”

## V

value added, value added tax  
vice-chairperson, Vice-Chairperson, see chairperson, Chairperson  
vice-president, Vice-President see chairperson, Chairperson  
voivodship

## W

wage earner; wage-earning population  
wage fixing; wage-fixing machinery (**but** minimum wage fixing machinery)  
wage rate  
watchkeeping (M)  
watchman (M)  
watch-standing seafarers (M)  
web site, web page **but** the Web, the Worldwide Web  
welfare state  
well-being  
which, see “that”  
while, whilst (prefer while)  
winter, *but* Winter when referring to a season of publication  
with regard to, **not** with regards to (prefer regarding)  
work study techniques  
workday  
Worker member – see Employer member  
Workers’ delegate – see Employers’ delegate  
work-hours, work-months, work-sharing, work-years  
working party/Working Party (ILO), initial capitals if specific *not* working group  
workplan

works council (no apostrophe)

worksurface

*World Employment 1995; World Employment 1996/97; World Employment Report 1998-99; World Employment Report 2001; World Employment report* if before 1998; after 1998 *World Employment Report*

*World Labour Report*

World Summit for Social Development, Copenhagen, 1995 (sometimes referred to as the Social Summit), *see also* Copenhagen Declaration and Programme of Action

WP/SDG – Working Party on the Social Dimension of Globalization

## XYZ

X-ray

year (*ages*)

10 years old

a 10-year-old boy

10-year-olds

10–14 year-olds *Yearbook of Labour Statistics* – “Year book” two words if publication is earlier than 1995

Yugoslavia is to be used to refer only to the Socialist Federal Republic of Yugoslavia (i.e. before 1992-93)

Zaire – the Democratic Republic of the Congo since 1997

Zurich

## Appendix II

### Reference note on -ize/ise verb endings

The ILO has decided to revise its house style for the English language as outlined in the new *ILO house style manual* (D.4/1992). One of the major changes is to adopt the “ize” rather than the “ise” spelling for most verbs. The list below gives some common examples of -ize spellings, and almost all the -ise spellings. If a verb does not appear in the -ise list, use the following rule: “**If in doubt, modernize ...**”.

#### **-ISE**

advertise  
advise  
analyse  
apprise  
chastise  
comprise  
compromise  
demise  
despise  
devise  
disfranchise  
disguise  
enfranchise  
enterprise  
excise  
exercise  
exorcise  
improvise  
incise  
paralyse  
premise  
prise (to force open)  
promise  
raise  
revise  
rise (and arise)  
supervise  
surmise  
surprise  
televise

#### **-IZE**

authorize  
capitalize  
centralize  
computerize  
criticize  
deputize  
economize  
emphasize  
equalize  
fertilize  
formalize  
harmonize  
industrialize  
memorize  
organize  
pressurize  
prize (to value highly)  
rationalize  
realize  
recognize  
sensitize  
specialize  
standardize  
summarize  
synthesize  
utilize  
visualize  
vitalize

The *Concise Oxford dictionary* (Tenth edition, Oxford University Press, 2001) states:

... the -ise ending is obligatory in certain cases: first, where it forms part of a larger word-element, such as *-mise* in **compromise**; and second, in verbs corresponding to nouns with **-s** in the stem, such as **advertise** and **televise**.

## Appendix III. List of ILO member States (at July 2006: 179)

Afghanistan	Dominica	Lebanon	San Marino
Albania	Dominican Republic	Lesotho	Sao Tome and Principe
Algeria	Ecuador	Liberia	Saudi Arabia
Angola	Egypt	Libyan Arab Jamahiriya	Senegal
Antigua and Barbuda	El Salvador	Lithuania	Serbia
Argentina	Equatorial Guinea	Luxembourg	Seychelles
Armenia	Eritrea	Madagascar	Sierra Leone
Australia	Estonia	Malawi	Singapore
Austria	Ethiopia	Malaysia	Slovakia
Azerbaijan	Fiji	Mali	Slovenia
Bahamas	Finland	Malta	Solomon Islands
Bahrain	France	Mauritania	Somalia
Bangladesh	Gabon	Mauritius	South Africa
Barbados	Gambia	Mexico	Spain
Belarus	Georgia	Moldova, Republic of	Sri Lanka
Belgium	Germany	Mongolia	Sudan
Belize	Ghana	Montenegro	Suriname
Benin	Greece	Morocco	Swaziland
Bolivia	Grenada	Mozambique	Sweden
Bosnia and Herzegovina	Guatemala	Myanmar	Switzerland
Botswana	Guinea	Namibia	Syrian Arab Republic
Brazil	Guinea-Bissau	Nepal	Tajikistan
Bulgaria	Guyana	Netherlands	Tanzania, United Republic of
Burkina Faso	Haiti	New Zealand	Thailand
Burundi	Honduras	Nicaragua	The former Yugoslav Republic of Macedonia
Cambodia	Hungary	Niger	Timor-Leste
Cameroon	Iceland	Nigeria	Togo
Canada	India	Norway	Trinidad and Tobago
Cape Verde	Indonesia	Oman	Tunisia
Central African Republic	Iran, Islamic Republic of	Pakistan	Turkey
Chad	Iraq	Panama	Turkmenistan
Chile	Ireland	Papua New Guinea	Uganda
China	Israel	Paraguay	Ukraine
Colombia	Italy	Peru	United Arab Emirates
Comoros	Jamaica	Philippines	United Kingdom
Congo	Japan	Poland	United States
Costa Rica	Jordan	Portugal	Uruguay
Côte d'Ivoire	Kazakhstan	Qatar	Uzbekistan
Croatia	Kenya	Romania	Vanuatu
Cuba	Kiribati	Russian Federation	Venezuela, Bolivarian Republic of
Cyprus	Korea, Republic of	Rwanda	Viet Nam
Czech Republic	Kuwait	Saint Kitts and Nevis	Yemen
Democratic Republic of the Congo	Kyrgyzstan	Saint Lucia	Zambia
Denmark	Lao People's Democratic Republic	Saint Vincent and the Grenadines	Zimbabwe
Djibouti	Latvia	Samoa	

## Appendix IV

### Checklist for editors

#### *General*

Have you provided a clean hard copy (double spacing), as well as the corresponding electronic files?

Is the manuscript numbered sequentially (or by chapter)? Are any pages missing?

Is the electronic file an exact copy of the manuscript?

Does each chapter have a separate file (over-long files are unmanageable and cause problems)?

Are any graphics files (Excel or other) separate from, and not embedded in, the manuscript?

Is there, as applicable:

a preface or foreword

a table of contents

acknowledgements

a list of abbreviations

a bibliography

appendices?

Does the table of contents include headings to the third level (chapter heading and two further levels)?

Does it include lists of figures, tables, boxes and illustrations (as applicable)?

Does the table of contents correspond exactly to what is in the text?

Are any special characters (e.g. unusual accented characters, mathematical symbols) identified and clearly marked?

Are part/chapter/section numbering (if applicable) and headings clear and logical?

Have appendices been numbered in roman numerals? Are they referred to in the text?

Have all cross-references to chapter and sections been checked (if possible, avoid exact page references, as these will have to be changed at proof stage)?

Are all references in the text to “first”, “second” and so on reflected in what follows?



## **Sensitive issues**

Have you discussed any politically sensitive statements with the author, or flagged them?

Have you used gender-neutral language?

## **Style and consistency**

The most important point is that usage should be consistent throughout the manuscript.

For numbered lists, is the style (bullets, dashes, numbers, letters) clear and consistent?

Are subheadings clear, uniform in style and pertinent?

Have lower-case initials been used for all headings and titles (except for proper names)?

Have all abbreviations been spelt out the first time they occur?

Is spelling consistent throughout (see *OED* and the *Alphabetical list of ILO-isms and frequently used terms*, page XX)?

Has -ize spelling been used (as in standardizing not standardising)?

Are correct country and area designations used (see page XX)?

Are ILO house rules for numerals observed?

Are the correct short titles of ILO Conventions and Recommendations used?

Have dates, proper names, etc., been checked as far as possible? Are they consistent?

## **Quotations**

Have all direct quotations been checked as far as possible? Are page numbers given? (Always check references to international labour Conventions and Recommendations, the ILO Constitution, the Declaration of Philadelphia, the Declaration on Fundamental Principles and Rights at Work and its Follow-up, as well as ILO publications and documents.)

Are long quotations (five lines or more) indented, rather than being run on in the text within quotation marks?

For very long quotations (extracts of over 400 words or several extracts amounting to over 800 words), reproduced graphics, tables or photographs, has permission been sought from the copyright holders? The Copyright Permission Form ILO 510(E) should be used for this purpose.

## **Tables, figures, boxes and illustrations**

Are they all numbered (separately for tables, figures, etc.), either sequentially throughout the text (1, 2, 3) or for each chapter (i.e. 1.1, 1.2, 2.1, 2.2)?

Are all titles clear and consistent throughout (giving countries/regions, dates and units as applicable, in that order)?

Do they all have a text reference? Do the data given in the text correspond with the table, figure, etc.?

Do they all have a source?

For illustrations or photographs, are captions and credits given?

Is the general presentation clear?

Would any tables be better presented as graphics, or vice versa?

Are row/column headings consistent?

Are graph axes clearly and consistently labelled?

Are spaces (not commas) inserted between 1,000s and 100s in columns of figures (the commas can be left in units on an axis)?

Do totals add up (or is a rounding note given)?

Are any symbols explained?

Are the footnotes clear? Is the numbering system consistent (and separate from text footnotes)?

For figures (which will be prepared separately), have the titles and notes been typed in the text, near the reference to the figure?

### **Footnotes**

Has use been made of short forms (op. cit., loc. cit., idem, ibid.) only within chapters? (See *Avoidance of repetitions*, page XX).

Are any abbreviations used (Vol. II, p., pp., etc.) consistent? (See *Abbreviations*, page XX).

Are all footnotes numbered sequentially by chapter (in superscript)?

### **Bibliographies**

Have the references been presented in accordance with the ILO house style (see page XX)?

Have the order, completeness and punctuation of each item been checked?

Are the entries for each author in descending order (i.e. earliest date first)?

Does each citation have a reference list entry and vice versa?

If there are several publications by the same author for the same year, are they numbered a, b, c, etc.?

If applicable, do the text references correspond to the bibliography (author's name, date)?

Has final alphabetical order been checked?