

The deluxe OFFDOC guide for report writers

OFFDOC checklist

Tips to keep in mind

Examples of footnote and bibliographic references

Alphabetical list of problem words

Disclaimer: OFFDOC is providing these documents as a temporary measure until the *ILO house style manual* is updated. The *Alphabetical list of problem words* is updated on a regular basis and can be found at <http://mirror/intranet/english/support/publ/words.htm>

November 2004

OFFDOC checklist

Is your manuscript ready for submission to OFFDOC?

- Is this the final version of your manuscript?
- Has your manuscript been approved for submission to OFFDOC by the Chief of the author unit, the Director-General's Office and/or the relevant hierarchy?
- Is the hierarchy of titles clear? Have you provided a contents page?
- Have you sought copyright permission for any lengthy text citations, figures, tables and artwork included in your manuscript?
- Does your manuscript include complete footnotes and/or bibliographic references to your source material (author, title, series, publisher, date of publication, page number)?
- Have you kept a hard copy of each of the sources you have used, and clearly marked and numbered the specific references in each case?
- Are the sources ready to submit to the OFFDOC documentalists?
- Have you prepared both electronic and hard copies of your manuscript according to PRODOC specifications (MS-Word format)?
- Have you prepared both electronic and hard copies of figures and tables according to PRODOC specifications (MS-Excel, with corresponding data tables)?
- Is your manuscript double-spaced and are the pages numbered?
- Have you run an electronic spellcheck of your manuscript?

If so, please submit your manuscript (in both hard copy and electronic format) and your sources to OFFDOC. Thank you.

Author: _____

Unit: _____

Word count of your complete manuscript: _____

Word count agreed with OFFDOC: _____

Date of submission of your complete manuscript: _____

Date of submission agreed with OFFDOC: _____

Tips to keep in mind...

1. 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.
2. British rather than American spelling is used at the ILO. Always follow the first spelling listed in the latest edition of the *Concise Oxford dictionary of current English* (e.g. organize, organise; organization, organisation; fulfil, fulfill), and remember to consult the *Alphabetical list of problem words and expressions*, the list of *States Members of the ILO* (<http://www.ilo.org/public/english/standards/relm/country.htm>) and the *ILO country and area designations and rules for their use* (<http://www.ilo.org/public/english/standards/relm/ctry-ndx.htm>).
3. Abbreviations or acronyms should be spelt out the first time they are used, e.g. World Health Organization (WHO); subsequently, only the abbreviation or acronym should be used. You may wish to include a "list of recurring abbreviations". Always spell out *United Kingdom*, *United Nations* and *United States*. Note the use of *per cent*.
4. Avoid Latin words and expressions where there is an accepted English equivalent. Latin abbreviations are only to be used where space is an issue, e.g. in tables. Avoid using *etc.*; use *including* or *among others*, or reword the sentence.
5. Spell out numbers from one to ten in the text. Always spell out a number that starts a sentence. Use numbers before *million* and *billion*, and for ages, dates, numbers over ten, page references, percentages, serial numbers, times of the day and units of measurement or money. Use a comma for numbers of four or more figures, e.g. 1,234, except in tables. Spell out centuries, e.g. the twentieth century.
6. International labour Conventions and Recommendations should be referred to by their official (short) titles and serial numbers. In continuous text, the comma in the short title should be followed by a second one, e.g. "the Worst Forms of Child Labour Convention, 1999 (No. 182), has been ratified by..."
7. 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/or biographical references to a minimum.
8. 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.
9. The use of politically sensitive material should be carefully considered to avoid causing embarrassment or offence. Any such material should be appropriately referenced. JUR should be consulted if there is any doubt with regard to the acceptability of a statement or position.
10. Run the spell check.

Examples of footnote and bibliographic references

Footnote references

- 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).

Bibliographic references

**Harvard
system**

Boyden, J., Ennew, J. (eds.). 1997. *Children in focus: A manual for participatory research with children* (Stockholm, Rädda Barnen).

—. 1995. *Children: research issues* (Stockholm, Rädda Barnen).

N.B. Bibliographic references occur at the end of the publication. There is a change 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 a long dash.

The reference in the text should read:

- (i) ...maintaining that sparks would fly (Fauvel et al., 2001; Philips, 2000).
- (ii) Boyden and Ennew (1997a) stated that... ; subsequent studies (1997b, p. 24) showed that...

N.B. If there is more than one work in the same year by the same author, 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 one is needed.