



# UN ENVIRONMENT REFERENCING AND STYLE GUIDE

VERSION 2



2020 Version

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## Introduction

These guidelines are intended to reinforce the science base and credibility of the United Nations Environment Programme (UNEP) publications and reports through proper citation and attribution, as well as achieve coherence and standardization in the style of UNEP publications. Their objective is to ensure that UNEP respects good practice and legal requirements of professional and ethical writing.

## 1. Citation and Referencing

The underpinning principle behind citation and referencing requirement is copyright, which conveys to creators the rights, both economic and moral, to be acknowledged for their literary and artistic work. Since many of the publications and reports produced by UNEP rely on the findings of external publications, such publications and reports must comply with the ethical and legal requirements to acknowledge the sources of their findings. Therefore, the following questions must be addressed when content from other sources is being borrowed: i) who created the content; and ii) what are the conditions for using it. Failure to address these questions exposes UNEP publications to the risk of plagiarism and represents a major reputational threat for the organization.

Appropriate citation and referencing of material that supports statements and findings in UNEP publications is essential to ensuring their integrity and credibility. UNEP must acknowledge the sources of information they give and provide accurate and consistent links to these sources. Citing correctly entails i) including an in-text citation whenever one refers to someone else's work or ideas, and ii) providing a reference list at the end of the documents giving full details of the work cited in the document.

The primary style for UNEP publications and reports is the Harvard Referencing, However, the numbered referencing style may be used for the preparation of shorter documents such as briefs and technical summaries.

### 1.1 Harvard Referencing

The Harvard referencing is a style in which the author's surname and the publication year of the source being cited are enclosed within parentheses and embedded in the text, complemented by a full alphabetized list of sources at the end of the text.

#### 1.1.a In-text Citation

The adopted format for in-text citations in UNEP is (author's surname Year). No commas between source and its date, for example (UNEP 2015) and not (UNEP, 2015).

Citing can be done in three different ways: quoting (using the words exactly as they appear in the source); paraphrasing (using the information in the source in your own words); and summarizing (reporting the main points from a source in your own words).

Paraphrasing is generally preferred in scientific writing, whereas quoting is most commonly used in humanities. Directly quoted text should not make more than 10% of the text.

When citing a source, the last name of the author or editor and the year of publication should be provided within parentheses (Surname Year) when the name of the author is not mentioned in the text.

Example

A recent study found a relationship between the Zika virus and microcephaly (Kwabe 2016).

When the author's name is mentioned directly in the text, only the year should be given in parentheses.

Example

Kwabe (2016) found a relationship between the Zika virus and microcephaly.

Page numbers must absolutely be included when quoting a specific text, or using a table, figure, etc. from the source.

Page numbers must also be included when paraphrasing specific ideas or explanations from the source, especially when those ideas or explanations are located on a page or a range of pages.

Citations referring to a source as a whole should only include the author and date (Ainsworth 1998), while citations of specific text, figure, table, etc. should specify the page number(s)

Example

(Ainsworth 1998, p. 51).

When the source has four or more authors, include all their names in the list of references, but use only the first author's surname in the citation between brackets in the text, followed by "et al."

Multiple sources must be separated by a semicolon.

Example

(UNEP 2013; FAO 2014)

Multiple sources from the same author must be stated in full.

Example

(UNEP 2014; UNEP 2015) instead of (UNEP 2014; 2015)

Multiple sources from the same author from different years must be cited in ascending chronological order.

Example

(UNEP 2014; UNEP 2015)

Multiple sources from the the same author the same year must be cited in full with lower case letters in alphabetical added to the publication date.

Example

(UNEP 2015a; UNEP 2015b) instead of (UNEP 2015a; 2015b) or (UNEP 2015a;b)

Multiple sources from different authors must be cited in ascending chronological order.

Example

(Sung 1980; Alper 2010)

Multiple sources from different authors from the same year must be cited in alphabetical order by author/editor.

Example

(Omam 2015; UNEP 2015)

When citing multiple sources from different authors with the same surname, add a comma and initial to the surname and arrange in ascending chronological order.

Example

(Wilson, M. 1990; Wilson, C. 2005).

Citing institutional authors: Spell out the name the first time followed by the abbreviation in square brackets, thereafter use the abbreviated form of the name.

Examples

(International Monetary Fund [IMF] 2005) – First occurrence

(IMF 1998) – Subsequent occurrences

Note: You may opt not to spell out the name of the institutional author if it has been defined in the list of abbreviations/acronyms.

United Nations Masthead documents are cited in the text by document symbol normally after the full title or description.

Example

In his letter dated 31 October 2007 (S/2007/647), the President of the Security Council informed the Secretary-General of that the members of the Council had decided to send a mission to Timor-Leste.

Government publications with ministry or department as author: The name of the department should be preceded by the name of the country and a comma.

Example  
(Kenya, Ministry of Environment 2010).

Do not cite database names (e.g. FAOStat), report titles (e.g. HRD or Human Development Report) or conference titles (e.g. WSSD or Rio+20) but rather the institution responsible for operating the database, publishing the report or document, or for organizing the conference.

Example: Food and Agriculture Organization of the United Nations, United Nations Development Programme and United Nations Department of Economic and Social Affairs.

Figures and tables borrowed from another source must be referenced in three ways: in the running text, the caption for the figure and the reference list.

However, if they are created for the purpose of the current work, there should be no in-text citation and no reference entry. These figures should simply be given a number and caption, and included in the list of figures/tables.

### 1.1.b References

The format for references is as follows: Author (Year). Title. [and other relevant information about the source].

#### Examples

Elzen, B., Geels, F.W. and Green, K. (2004). *System Innovation and the Transition to Sustainability: Theory, Evidence and Policy*. Chetenham: Edward Elgar.

[https://www.e-elgar.com/shop/system-innovation-and-the-transition-to-sustainability?\\_website=uk\\_warehouse](https://www.e-elgar.com/shop/system-innovation-and-the-transition-to-sustainability?_website=uk_warehouse).

Bogoyavlenskiy, D. and Siggner, A. (2004). Arctic demography. In *Arctic Human Development Report*. Einarsson, N., Larsen, J.N., Nilsson, A. and Young, O.R. (eds.). Stefansson Arctic Institute, Akureyri, chapter 2. 27-44. [http://rafhladan.is/bitstream/handle/10802/9093/AHDR\\_chp\\_2.pdf?sequence=3](http://rafhladan.is/bitstream/handle/10802/9093/AHDR_chp_2.pdf?sequence=3).

#### Author(s)

Provide the surname followed by a comma, then the initials. There should be no space between initials. E.g. Andrews, C.J.

When there is more than one author, use the first author's surname, followed by a comma, initial(s) with full stop(s), a comma, the next surname, initial(s) with full stop(s), etc. Before the last name, use "and" instead of a comma. Do not use ampersands (&). For example: Neumayer, E. and Plümper, T.

Corporate/institutional authors, the full name must be written out. When the institutional author is also the publisher, the name of the publisher may be omitted.

United Nations Environment Programme (2016). *The Emissions Gap Report: A UNEP Synthesis Report*. Nairobi.

#### Year

The year must be provided in round brackets, followed by a full stop.  
(2007).

#### Title

Titles of integral sources (reports, books) should be given in *Title Case Italics*. There should be a colon between the main title and the subtitle where appropriate.

#### Example

*Women at the Frontline of Climate Change: Gender Risks and Hopes*.

When the source is an integral publication and is part of a series, the title of the source is given in *Title Case Italics*, followed by a full stop. Then title of the series in Title Case (no italics) full stop.

#### Example:

*Stability with Growth: Macroeconomics, Liberalization and Development*. Initiative for Policy Dialogue Series.

When the source is a part of a larger publication (serial e.g. journal articles, book sections, etc.), the title should be given in sentence case followed by a full stop and space then the title of the integral publication in *Title Case Italics* full stop.

Example: Participation and accountability at the periphery: Democratic local governance in six countries.  
*World Development*.

### *Place of publication and publisher*

This information is often used for published sources such as books and reports and should be provided as follows: Place of publication followed by a colon (:) space Name of Publisher full stop.

- The name of the publisher should be transcribed from the source.
- For the place of publication, provide the name of the city, not the country. For US cities, also provide the name of the city followed by a comma, space and acronym of the state.

Example:

Oxford: Oxford University Press. Princeton, NJ: Princeton University Press.

### *Volume, issue number/date, and pagination*

These elements are often used to describe the source in the context of the larger publication of which it is a part (journal article, book section etc.) Details of the larger publication should be provided as follows:

*Serial Title*, Volume number(Issue number), page numbers. (Where there is issue number)

*Serial Title*, Volume number, issue date. (For electronic articles for instance)

For a journal article, provide the journal title in italics followed by a comma, then the volume number, then the issue number in round brackets followed by a comma, and the page numbers.

Example

*Journal Title - in italics and title case*, followed by a comma

Volume number – only provide the number, do not write “volume” for vol. etc.

(Issue number) – round brackets followed by a comma, no space between volume information and issue number.

Issue (electronic article) and Issue date (wepaper article): one or two digit day, month spelled out (no year) full stop.

Page numbers – provide page numbers in full. Do not write “pp” or “pages” etc.

Example:

Nenets migration in the landscape: Impacts of industrial development in Yamal peninsula, Russia.

*Pastoralism: Research, Policy and Practice* 3(1), 1-21.

### *URL*

This should lead to the specific source, for instance the PDF of the source for text sources.

### *Access date for URLs*

Follow the following format: one or two-digit day, month spelled out, and four-digit year.

#### 1.1.c Summary checklist: Citing and Referencing Authors

One author

Citation: (Milanovic 2005).

Reference list: Milanovic, B. (2005).

Two authors

In-text: (Epstein and Buhovac 2014). Follow the same order as in the source.

Reference list: Epstein, M.J. and Buhovac, A.R. (2014).

Three authors

In-text: (Grizzetti, Bouraoui and Aloe 2012).

Reference list: Grizzetti, B., Bouraoui, F. and Aloe, A. (2012).

Four to six authors

In-text: (Kenny *et al.* 2009)



Reference list: Kenny, J.F., Barber, N.L., Hutson, S.S., Linsey, K.S., Lovelace, J.K. and Maupin, M.A. (2009). (list all authors).

Seven or more authors

In-text: (Seneviratne *et al.* 2012).

Reference list: Seneviratne, S.I., Nicholls, N., Easterling, D., Goodess, C.M., Kossin, J., McInnes, K. *et al.* (2012). (List the first six, followed by *et al.*).

Institutional authors (generic)

Citation: (United Nations Environment Programme [UNEP] 2015) – first occurrence; (UNEP 2015) – subsequent occurrences.

Reference: United Nations Environment Programme (2015).

Institutional authors – United Nations and its principal organs

Citation: (United Nations, General Assembly [UNGA] 2016) – first occurrence; (UNGA 2016) – subsequent occurrences.

Reference: United Nations, General Assembly (2016).

United Nations Environment Assembly

Citation: (United Nations Environment Assembly [UNEA] 2017) – first occurrence; (UNEA 2017) – subsequent occurrences.

Reference: United Nations Environment Assembly (2016).

United Nations Environment Programme and partnerships (STAP, Inquiry, etc.)

Citation: (United Nations Environment Programme [UNEP] 2015) – first occurrence; (UNEP 2015) – subsequent occurrences.

Reference: United Nations Environment Programme (2015).

Multilateral Environmental Agreements

Citation: (Convention on Biodiversity [CBD] 2014) – first occurrence; (CBD 2014) – subsequent occurrences.

Reference: Convention on Biodiversity (2014).

Government body

Citation: (France, Ministry of Agriculture 2020). NOT *Republique francaise* (official name)

Reference: France, Ministry of Agriculture (2020). Or

Citation: (United States Agency for International Development [USAID] 1996) – first occurrence; (USAID 1996) – subsequent occurrences.

Reference: United States Agency for International Development (1996).

Source with editor(s) and no author

Citation: (Huntington and Pfirman eds. 2014).

Reference: Huntington, H.P. and Pfirman, S. (eds.) (2014).

Source with no author

Citation: (*World Tales* 1966). – Use title in lieu of the author.

Reference: World tales (1966).

#### 1.1.d How to write citations and references in the Harvard Style reference list

Type	Citation	Reference
Book/Report/e book	Provide the author's surname and year of publication in round brackets	Surname and initials of authors - no space between initials. (Year of publication) – in round brackets followed by a full stop. <i>Title</i> – in Title Case italics then full stop. [ebook] if applicable Place of publication then colon(:) Publisher then full stop. URL full stop.

Type	Citation	Reference
Edited Book	Provide the editor's surname followed by ed. (singular) or eds. (plural) then year. This information should be included in round brackets.	<p>Example Andrew, R. (2014). <i>Socio-economic Drivers of Change in the Arctic</i>. Oslo: Arctic Monitoring and Assessment Programme.</p> <p>Surname, Initials of the editor(s) (ed.) or (eds.) – in round brackets. Note the full stop is inside the brackets, not outside (Year) – in round brackets followed by a full stop. <i>Title</i> - in Title Case italics then full stop. Place of publication then colon(:) Publisher then full stop. URL if available Example Huntington, H.P. and Pfirman, S. (eds.) (2014). <i>The Arctic in the Anthropocene: Emerging Research Questions</i>. Washington, DC: Polar Research Board.</p>
Book with an author and editor		<p>Surname and initials of author or full name of institution (Year) - in round brackets then full stop. <i>Title</i> – in Title Case italics then full stop. Surname and initials of editor(s) followed by (ed.) or (eds.) in round brackets then full stop. Place of publication then colon(:) Publisher then full stop. URL if available Example Intergovernmental Panel on Climate Change (2013). <i>Climate Change 2013: The Physical Science Basis: Contribution of Working Group I to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change</i>. Stocker, T.F., Qin, D., Plattner, G.-K., Tignor, M.M.B., Allen, S.K., Boschung, J., Nauels, A., Xia, Y., Bex, V. and Midgley, P.M. (eds.). Cambridge: Cambridge University Press. <a href="http://www.climatechange2013.org/images/report/WG1AR5_ALL_FINAL.pdf">http://www.climatechange2013.org/images/report/WG1AR5_ALL_FINAL.pdf</a></p>
Book section/chapter	In round bracket, provide the surname of the author of the chapter then the year of publication of the book. Example (Lifset and Graedel 2002)	<p>Surname and Initials of the chapter's author(s) (Year) - in round brackets then full stop. Title - in Sentence case then full stop. In <i>Title of the Book</i> - in Title Case italics and then full stop. Surname and initials of editor(s) followed by (ed.) or (eds.) in round brackets then full stop. Place of publication then colon(:) Publisher then full stop. Chapter full stop. Page range full stop. URL if available  Example Lifset, R. and Graedel, T.E. (2002). Industrial ecology: Goals and definitions. In <i>A Handbook of Industrial Ecology</i>. Ayres, R.U. and Ayres, L. (eds.). Cheltenham: Edward Elgar. Chapter 1. 3-15. <a href="http://planet.botany.uwc.ac.za/nisl/ESS/Documents/Industrial_Ecology_Overview.pdf">http://planet.botany.uwc.ac.za/nisl/ESS/Documents/Industrial_Ecology_Overview.pdf</a> .</p>
Chapter in a multi-volume	Give the name of the chapter's author and the year of	Surname and Initials of the chapter's author(s) (Year) – in round brackets then full stop.

Type	Citation	Reference
book	<p>publication of the volume in round brackets.            Example            (Kamau 1970)</p>	<p>Title of chapter – Sentence case full stop.            In <i>Title of the Book and vol. number</i> - in italics and Title Case then full stop.            Surname and initials of editor(s) followed by (ed.) or (eds.) in round brackets then full stop.            Place of publication then colon(:)            Publisher then full stop.            Chapter then full stop.            Page range full stop.            URL if available.            Example            Kamau, P. (1970). The modernization of agriculture. In <i>Agricultural Revolution vol. 2: Africa</i>. Atkins, C. and Thomson, R. (eds.). Leeds: Woodley. 254-275.</p>
Journal article	<p>Provide the surname of the article's author and the year of publication of the journal in round brackets.            Example            (Degteva and Nellemann 2013)</p>	<p>Surname and Initial of the reporter/author (Year) - in round brackets then full stop.            Title - in Sentence case the full stop.  <i>Title of the Newspaper</i> - in italics and Title case            Volume number – unbracketted followed by (Issue number) - in round brackets then comma            Page range full stop.            URL full stop.            Example            Degteva, A. and Nellemann, C. (2013). Nenets migration in the landscape: Impacts of industrial development in Yamal peninsula, Russia. <i>Pastoralism: Research, Policy and Practice</i> 3(1), 1-21.  <a href="http://www.pastoralismjournal.com/content/3/1/15">http://www.pastoralismjournal.com/content/3/1/15</a>.</p>
United Nations masthead document	<p>Give the symbol of the masthead document being cited in parentheses in the text, normally after the full title or description.            Example            For its consideration of the item, the Committee had before it the report of the Secretary-General on measures to prevent terrorists from acquiring weapons of mass destruction (A/62/156).             If a document is issued under a double symbol, the both symbol must be provided after the descriptive title, separated by a hyphen (-)             Example            ----- (A/52/871-S/1998/318)</p>	<p>United Nations comma (,)            Name of the intergovernmental body to which the document was submitted            Year (in round brackets) full stop.            Title – In title Case <i>italics</i> full stop.            Date – one or two-digit day and month spelled out full stop.            Symbol full stop.            URL if accessed online full stop.            Accessed one or two-digit day month spelled out four-digit year full stop.            Example            United Nations, General Assembly (2007). <i>Measures to Prevent Terrorists from Acquiring Weapons of Mass Destruction: Report of the Secretary-General</i>. 27 July. A/62/156.             Documents submitted by special rapporteurs are normally listed with the United Nations as author; the name of the special rapporteur appears in the descriptive title of the report.            Example            United Nations, Human Rights Council (2008). <i>Report of the Special Rapporteur on the Situation of Human Rights in the Sudan, Sima Samar</i>. 2 September. A/HRC/9/13.            Example            United Nations (2014). <i>World Urbanization Prospects: The 2014 Revision: Highlights</i>. New York.</p>
Publication or report by United Nations	<p>As a rule, attribute the authorship to the United Nations. In no case shall the</p>	<p>Example            United Nations (2014). <i>World Urbanization Prospects: The 2014 Revision: Highlights</i>. New York.</p>

<b>Type</b>	<b>Citation</b>	<b>Reference</b>
department or division	authorship be attributed to a unit smaller than the department. Example (United Nations 2014)	ST/ESA/SER.A/352.
Publication by a United Nations commission	Provide the name of the Department or Commission, preceded by “United Nations” and a comma.	United Nations comma(,) then name of the department or commission (Year) in round brackets full stop. <i>Title of the Publication</i> in Title Case Italics full stop. Place of publication colon (:) then Publisher full stop (or place of publication full stop if the publisher is also the author). Symbol if any. Example United Nations, Economic Commission for Latin America and the Caribbean (2016). <i>Strengthening the Relationship Between India and Latin America and the Caribbean</i> . Mexico City. LC/MEX/L.1223.
International instruments including conventions and treaties		<i>Title of the instrument</i> in italics space (year) comma(,) adoption and entry into force dates as appropriate. Example <i>Convention on the Rights of the Child</i> (1989), entered into force 2 September 1990.  Note: If the document cites several international instruments, a separate list labelled “International Instruments” may be created under the reference list
Conference paper	Give the surname and initials of the paper’s author(s) and the year of publication in round brackets. Example (Carroll <i>et al.</i> 2004)	Author of paper (Year of publication) - in round brackets Title of paper – in Sentence case full stop. <i>Title of conference: subtitle</i> – in italics Title Case full stop. Surname and initials of editors (eds.) full stop. Location, date of the conference full stop. Place of publication then colon(:) Publisher then full stop. Page range URL. Example Carroll, A.L., Taylor, S.W., Regniere, J. and Safranyik, L. (2004). Effects of climate change on range expansion by the mountain pine beetle in British Columbia. <i>Mountain Pine Beetle Symposium: Challenges and Solutions</i> . Shore, T.L., Brooks, J.E. and Stone, J.E. (eds.). Kelowna, British Columbia, 30-31 October 2003. Victoria: Natural Resources Canada. 223-232
Conference proceedings	Give the surname and initials of the editor(s) and the year of publication in round brackets. Example (Shore, Brooks and Stone eds. 2004)	Surname and initials of editors (eds.) full stop. <i>Title of conference: Subtitle</i> – in italics Title Case full stop. Location comma, dates of the conference full stop. Place of publication then colon(:) Publisher then full stop. URL full stop. Example Shore, T.L., Brooks, J.E. and Stone, J.E. (eds.) (2004). <i>Mountain pine beetle symposium: Challenges and</i>

Type	Citation	Reference
		<i>solutions</i> . Kelowna, 30-31 October 2003. Victoria: Natural Resources Canada
Website article	Give the surname of the article's author and the year of publication of the article in round brackets.	Author – Surname comma Initial or full name of institutional author (Year). - in round bracket full stop. Title of article - in Sentence case comma, Date – one or two-digit day and Month spelled out full stop. URL full stop. Accessed Day (one or two digit) and month (in full) and four-digit year full stop Example European Commission (2008). Keeping promises to the developing world, 9 April. <a href="http://ec.europa.eu/news/external_relations/080409_2_en.htm">http://ec.europa.eu/news/external_relations/080409_2_en.htm</a> . Accessed 20 November 2016.
Online database	Provide the name of the responsible organization and year in round brackets. Example (United Nations 2008)	Institution spelled out (Year) – in round brackets full stop. Title of the database – In Title Case full stop. URL full stop. Accessed one or two-digit day month spelled out four-digit year full stop. Example United Nations (2008). National Accounts Main Aggregates Database. <a href="http://unstats.un.org/unsd/snaama/Introduction.asp">http://unstats.un.org/unsd/snaama/Introduction.asp</a> . Accessed 30 July 2009.
Dataset	(Author or creator and year) in round brackets	Author or creator (Year) in round brackets full stop. Title or description of the dataset Title Case full stop. Publisher of data full stop. URL full stop. Accessed one or two-digit day month spelled out four-digit year full stop. Doi if available.
Press release	(Author Year) in round brackets. Example (United Nations Environment Programme 2016).	Author or organization (Year issued) – in round bracket full stop. <i>Title of communication</i> - in italics and sentence case full stop. Issue date - Day (one or two digit) and month (in full) full stop. URL full stop. Example United Nations Environment Programme (2016). <i>Cancun pledges analysis from Emissions Gap Report 2016</i> . 3 November. <a href="https://wedocs.unep.org/bitstream/handle/20.500.11822/10015/Emisssions%20Gap%20Cancun%20Pledge%20Analysis.docx?sequence=1&amp;isAllowed=y">https://wedocs.unep.org/bitstream/handle/20.500.11822/10015/Emisssions%20Gap%20Cancun%20Pledge%20Analysis.docx?sequence=1&amp;isAllowed=y</a> .
Public statement	Provide the name of the statement's author and year in round brackets. Example (Gurría 2007)	Author's Surname comma initials (Year) – in round brackets Title of paper – in Sentence case full stop. Description or context full stop. Place of statement comma, Date – One or two-digit day month spelled out full stop.

Type	Citation	Reference
Interview	Provide the name of the interviewee and year in round brackets. Example (Hassan 2003)	URL if available full stop. Example: Gurría, A. (2007). Water: How to manage a vital resource. Statement to the OECD Forum 2007. Paris, 14 May. <a href="http://www.oecd.org">www.oecd.org</a> .  Interviewee's surname comma initials Year) – in round brackets Title of the interview – in Sentence case full stop. Place of the interview comma, Date – One or two-digit day month spelled out full stop. Example Hassan, O.A. (2003). Interview by Panel of Experts on Somalia. London, 4 January.
Unpublished paper	Provide the name of the paper's author and year in round brackets. Example (Salagaev 2002)	Individual (Surname comma initials) or institutional author (spelled out) (Year) – in round brackets Title of paper – in Sentence case full stop. Description full stop if available. Place comma Date full stop. Example Salagaev, A. (2002). Juvenile delinquency. Paper presented at the Expert Group Meeting on Global Priorities for Youth. Helsinki, October.
Film on Youtube	(Originator or Creator Year) Example (United Nations Environment Programme [UNEP] 2015)	Originator of video (Year) in round brackets full stop. Title of Video in <i>Title Case Italics</i> full stop. [online video]. Date of Video - Day (one or two digit) and month (in full) full stop. URL full stop. Accessed one or two-digit day month spelled out four-digit year full stop. Example United Nations Environment Programme (2015). Seven Billion Dreams. One Planet. Consume with Care. [online video], 5 June. <a href="https://www.youtube.com/watch?v=JyL58vIbvgw">https://www.youtube.com/watch?v=JyL58vIbvgw</a> . Accessed 4 December 2016.
Map	Provide the surname of the cartographer or editor or the name of the corporate author then the year in round brackets. Example (Rekacewicz 2005)	Surname and initials of cartographer or editor (Year) - in round brackets then full stop. <i>Title</i> – in italics then full stop. Scale full stop. Place of publication: Publisher full stop. URL. Accessed Access date Example Rekacewicz, P. (2005). <i>Permafrost distribution in the Arctic</i> . UNEP/GRID-Arendal. <a href="http://www.grida.no/graphicslib/detail/permafrost-distribution-in-the-arctic_3823">http://www.grida.no/graphicslib/detail/permafrost-distribution-in-the-arctic_3823</a> .
Illustrations including tables, graphs, charts, photographs, etc.	Illustrations must be referenced in three ways: in the running text, in the caption and in the list of references.	The presentation of the reference entry depends on the scenario as detailed below.

Type	Citation	Reference
	<p>If the image or illustration is an independent entity, provide the name of the creator and year in round brackets. Example (Doe 2012)</p>	<p>Creator of illus. (Year). Title of illus. [Type]. Place of publication: Publisher or URL. Accessed Access date. Example Doe, D. (2012). <i>Sunset in Arusha</i> [painting]. <a href="http://www.jamesdoe.com/photo_123.html">http://www.jamesdoe.com/photo_123.html</a>. Accessed 19 November 2015.</p>
	<p>If the illustration or image was borrowed from a source where the author is also the author of the illustration:</p>	<p>The source must be referenced as appropriate according to the type, with page reference of the illustration added at the end.</p>
	<p>Provide the name of the author of the source and the year in round brackets. Example (UNEP 2015)</p>	
	<p>The source including page number and year may appear below the image. e.g. <i>Source:</i> (UNEP 2015 fig 4.1).</p>	
	<p>For each photograph, also provide the name of the copyright holder and the photographer below the photograph. Example © UNEP/Josephat Kariuki</p>	
	<p>If the illustration or image was borrowed from a source where the author is NOT the author of the illustration:  Provide the name of the author of the illustration and the year in round brackets. Example (Doe 2012)</p>	<p>Creator (Year). <i>Title of illustration in Sentence case italics full stop.</i> [Type of illustration] full stop. In Surname Initials of author of source (Year of source) full stop. (format according to type of source) Page reference or URL. Example Doe, D. (2012). <i>Sunset in Arusha</i> [painting]. In United Nations Environment Programme (2014). <i>Oceans Governance</i>. Nairobi. 91.</p>

In publications of a scientific/research nature, sources of non-scientific nature should be avoided, including: newspapers articles, newsletter articles, blogs, articles without reference/bibliography lists, general websites, personal communications, unpublished material, etc.

### 1.1.e Order of entries in the list of references

The entries in the reference list must be arranged alphabetically by the last name of the author or editor. Institutional authors are alphabetized by the first word in the full official name, excluding articles.

Several sources by the same authors are arranged in ascending chronological order.

Sources by the same author from the same year are arranged alphabetically by the lowercase letters assigned after the year.

Example

United Nations (2005a). *Report on the World Social Situation 2005: The Inequality Predicament*.

United Nations (2005b). *World Economic and Social Survey 2005: Financing for Development*.

Co-authors: List a single-author reference before a multi-author reference beginning with the same first author.

Example

Brooks, J. (2002).

Brooks, J. (2007).

Brooks, J., Duarte, R. and Heller, S. (2004).

When the list includes more than one work by the same co-authors, the references are listed in ascending chronological order.

When the first author is listed with a series of different co-authors, the entries in the list are arranged alphabetically by the last name of the first author, then the last names of the co-authors.

Example

Gattuso, J.-P., Hoegh-Guldberg, O. and Pörtner, H.-O. (2014).

Gattuso, J.-P., Magnan, A., Billé, R., Cheung, W.W.L., Howes, E.L., Joos, F. *et al.* (2015).

Carefully verify the alphabetical and chronological order of the lists of references before submitting them. Also pay particular attention to punctuation in the list of references.

### 1.1.f Reference list categories

The reference list may be divided into subcategories when it contains different kinds of documents that cannot easily be presented together or when it would more helpful to distinguish between them (e.g. United Nations documents, international instruments, legislation, etc.). Entries under each category must be listed alphabetically.

## 1.2 Keyed (Numerical) Citation Style

This style may be used for the preparation of reports that by definition should be kept short such as summaries and briefs, especially when the same sources are cited repeatedly.

With this style, when explanatory footnotes are required, asterisks and other symbols should be used as footnote indicators instead of numbers or letters.

### 1.2.a How to write in-text citations using the Keyed Style

- Arabic numbers are allocated to the cited sources.
- The sources are numbered sequentially in the text and a number can be repeated each time the same source is cited.
- The number is placed in square brackets (e.g. [1]). Superscripts (e.g.<sup>1</sup>) can also be used. Whatever the format chosen, it is important that it be applied consistently throughout the text.
- are placed in the text after the item or statement being referenced. The chosen format should be used throughout the text.
- The numbers are placed inside any punctuation marks (e.g. comma, colon or period). They refer to the numbered entries in a keyed reference list containing full details of the works cited.

#### *Citing one author*

Recent research [1] found that... or Recent research<sup>1</sup> found that...

#### *Citing more than one source at the same time*

When citing several sources in the same sentences, each source must have a unique citation indicator. Non consecutive numbers should be separated by a comma, while consecutive numbers may be separated by a hyphen. There should be no space between commas or hyphens.

Several studies [1-4,5,7,9] indicate... or Several studies<sup>1-4,5,7,9</sup> indicate...



### *Citing the author's name in the text*

The author of the source being cited may be included in the text, however the citation indicator should be included as well.

A report by UNEP [7] found that... or A report by UNEP<sup>7</sup> found that...

### *Citing more than one author's name in the text*

If the source being cited has more than one author, “*et al.*” must be used after the surname of the first author or after the first institutional author, and again the citation indicator should be included as well.

Campbell *et al.* [1] found that... or Campbell *et al.*<sup>1</sup> found that...

### *Citing a direct quotation in the text*

When a direct quotation from the source, include the page number(s) after the citation indicator. The quoted text should be included in double quotation marks.

As concluded by UNEP [5] or As concluded by UNEP<sup>5</sup>

“Demand-side material efficiency widens the spectrum of emissions mitigation strategies and may therefore reduce the need for other risky, contested, unproven or expensive technologies.” (p. 82) or

As concluded by UNEP [5, p.82] or As concluded by UNEP<sup>5, p.82</sup>

“Demand-side material efficiency widens the spectrum of emissions mitigation strategies and may therefore reduce the need for other risky, contested, unproven or expensive technologies.”

## 1.2.b Reference list

The numbered reference list is placed at the end of the text after any annexes and is labelled “References”.

The references in the list are numbered and listed in the order in which they are first mentioned in the text, not alphabetically. The numbers in the list are followed by a period and are not enclosed in brackets.

## 1.2.c How to write citations and references in the Keyed Style reference list

- The format of the author is as follows:
  - Surname of the author followed by a space and initials (no space between initials).
  - Name written in full (no acronym) for institutional authors
- When there are two to six authors, use a comma and space between authors. Replace the comma with “and” before the last author.
- When there seven authors or more, write the names of the first six followed by “*et al.*”
- Authors’ names should be entered in the order in which they appear on the source.

### Book/eBook

Author of the book. *Title of the Book*. Edition [if not first]. Place of publication: Publisher; Year of publication. Pagination. Available from: URL or doi [Accessed dd Month yyyy].

Example: Collins DA. *Stolen Future, Broken Present: The Human Significance of Climate Change*. Ann Harbor: Open Humanities Press; 2014. Available from: <https://quod.lib.umich.edu/o/ohp/12832550.0001.001> [Accessed 31 August 2020].

### Edited book

Editor (ed. or eds.). *Title of the Book*. Edition [if not first]. Place of publication: Publisher; Year of publication. Pagination. Available from: URL or doi [Accessed dd Month yyyy].

### Example:

Mitra P (ed.). *Recent Trends in Communication Networks*. London: IntechOpen; 2020. Available from: <https://doi.org/10.5772/intechopen.83215>.

### Chapter in an edited book

Author of the chapter. Title of the chapter. In: *Title of the Book*. Surname, first initials of the editor (ed.). Place of publication: Publisher; year of publication. Chapter number, pagination. Available from: URL or doi [Accessed dd Month yyyy].

Example:

Dhawan N. The Unbearable slowness of change: Protest politics and the erotics of resistance. In: *The Philosophical Salon: Speculation, Reflections, Interventions*. Marder, M and Vieira, P. (eds.). London: Open Humanities Press; 2017. Part I, 30-33.

Journal article

Format

Author of the article. Title of the article. *Title of the Journal*. Year of publication; vol number(issue number): pagination. Available from: doi or URL [Accessed dd month yyyy]

Example;

Natr, L. Non sustainable development: CO2, plants and climate. *Kvasný Průmysl*. 2006; 52(9): 293-294. Available from <https://doi.org/10.18832/kp2006025>.

Pre-print journal articles

Format

Author(s) of the article. Title of the article. To be published in *Title of the Journal*. [Preprint]. Year of writing. Available from: doi or URL.

### 1.3 Reference management

The sourcing, management and formatting of cited sources can be facilitated and enhanced by the use of a reference management software. Authors who are using Endnote should contact UNEP Science Division for a copy of the style.

### 1.4 Permission

Permission is required for content protected by copyright, including literary works such as reference work, journal and newspaper articles; computer programs and databases; films and musical composition; artistic works such as paintings, drawings and photographs; maps, charts, tables and graphs.

Permission must be sought for the text excerpts beyond fair use. Some factors used to determine fair use include intended use, amount of text copied, impact on the copyrighted work, etc. Check the rights owner's definition of fair use to determine the amount of words beyond which permission is required (long quotations), or how many times the same source can be cited within the same document.

Adapted material: Authors may need to redraw and adapt copyrighted material (figures, maps, tables, etc.) to suit their needs. Even in such cases, permission is required.

Permission is required even if the protected content is publicly and freely available (e.g. on numerous corporate websites). Some organizations however provide a statement authorizing certain uses of their content (e.g. non-commercial, educational). These include:

Google Maps, Google Earth and Street View materials within the prescribed terms of services.

<https://www.google.com/permissions/geoguidelines.html#maps-print>;

<https://www.google.com/permissions/geoguidelines/attr-guide.html>.

A growing number of organizations, including the United Nations (e.g. UNEP publications).

As a rule, it is advisable to consult the copyright statement of any source being cited for the conditions of use of the content. In case of doubt, it is recommended to request permission.

It is the responsibility of the author of the draft to request permission for use of the content they wish to cite.

## 1.4.a Exceptions

Permission may not be required for the following sources:

### **Open access content**

Open access was defined by the Budapest Open Access Initiative (BOAI) in 2002 as follows:

By "open access" to this literature, we mean its free availability on the public internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself. The only constraint on reproduction and distribution, and the only role for copyright in this domain, should be to give authors control over the integrity of their work and the right to be properly acknowledged and cited.

To date, there are several open access initiatives and resources, some of which may constitute valuable sources of information for the UN Environment products. These include:

- Creative Commons, a global community advocating universal access to research. Content created under a Creative Commons license enable their creators to retain copyright while allowing others to copy, distribute and even in certain cases make commercial uses of their work. <http://creativecommons.org>.
- The Directory of Open Access Journals (DOAJ), an online directory that indexes and provides access to high quality, open access, peer-reviewed journals. [www.doaj.org](http://www.doaj.org).
- The Directory of Open Access Repositories (OpenDOAR). <http://www.opendoar.org>.
- The Public Library of Science (PLOS), an open access publisher providing access to scientific content. <https://www.plos.org>.
- Open access content from traditional publisher such as Elsevier and Springer. <https://www.elsevier.com/about/open-science>; <https://www.springeropen.com/journals>; etc.

### **Public access content**

Public access content has the same goals as open access but refers to research that has been funded by the government or published by government bodies, e.g. material from the United States Government.

### **Public domain content**

Public domain content refers mainly to works ineligible for copyright or with copyright that has expired (usually fifty years after the death of the author) e.g. Project Gutenberg.

## 1.4.b Requesting permission

- Identify the rights owner and their contact details. The appropriate contact may be the author, the publisher, or the collective management organization.
- Request permission in writing, specifying such details as the intended use (educational, commercial, etc.), the number of copies, distribution, etc.
- Ensure written permission is obtained before the material can be used.
- Share this permission statement with the UNEP publication manager.

## 1.5 Submitting drafts

Authors must submit their drafts to UNEP along with all permissions for third-party materials therein included. Authors must ensure that their draft has not been submitted for contribution to another publication. Authors must further avoid previously submitted content.



## 2. Style Guide

### 2.1 Front Matter

The front matter (preliminary pages) of UNEP publications must include the following elements: cover, title page, title page verso (or title copyright page, with bibliographic data, copyright statement and disclaimer) and contents list.

It may also include the spine, a preface foreword and/or preface (including, where relevant, acknowledgements, list of contributors), list of abbreviations and executive summary, in that order. What to include depends on the nature of the publication and the needs of the reader.

Preliminary pages should have lower-case Roman page numbers, which begin with the title page, but do not become visible until the contents page.

#### 2.1.a Cover

##### *Front cover*

The outside front cover must bear the following information:

- The title
- The subtitle, volume and supplement number where applicable.
- The UN Environment emblem.
- The name “United Nations Environment Programme” identifying the UN Environment as the publisher of the work at the bottom of the page, in the language(s) of issue.

##### *Back cover*

The back cover includes two elements:

- A box containing information in the six official languages of the United Nations on how to obtain the publication.
- The tagline bearing (i) the words “Printed in” and the name of the country in which the publication is printed, (ii) the job number as well as the month and year of the publication and the print run (number of copies printed).

#### 2.1.b Title page

##### *Recto of the title page*

The recto of the title page bears the following information:

- The title of the work.
- The subtitle, volume number and supplement number where applicable.
- The words “United Nations Environment Programme, Nairobi” identifying the UN Environment as the sole publisher of the work.
- The series and serial number where relevant.
- The document symbol in the upper right-hand corner where the publication also serves as a meeting document.

##### *Verso of the title page*

The verso of the title page normally bears the following information:

- Where applicable, the customary disclaimer concerning the legal status of countries and territories and the delimitation of their frontiers (e.g. The designations employed and the presentation of the material in this publication do not imply the expression of any opinion whatsoever on the part of the Secretariat of the United Nations concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries).
- If it is appropriate to include a disclaimer concerning the views expressed in the publication by authors or contributors, such disclaimer is normally included in the preface or introductory note. However, if there is no preface or introductory note, the disclaimer may appear on the recto of the title page.

### 2.1.c Joint publications with other bodies

#### Joint publication versus joint authorship

The term "joint publication" is used when the United Nations Environment Programme and other bodies are jointly responsible as publishers. This implies joint financing of the publication.

The term "joint authorship" is used to indicate that the United Nations Environment Programme and other bodies are jointly responsible for the preparation of the text.

#### The United Nations Environment Programme and other bodies as joint publishers

Where the United Nations Environment Programme and another body or bodies are joint publishers, the emblems and imprints of all bodies concerned appear in the lower part of the cover and of the title page, respectively, in the publisher position, the name of the United Nations Environment Programme appearing on the left and all the emblems being given equal typographical prominence. In such cases, it is not necessary for the names of the bodies to appear also at the top of the page in the author position.

#### The United Nations Environment Programme as sole publisher

Where the United Nations Environment Programme and another body or bodies are joint authors, and the United Nations Environment Programme is the publisher, the United Nations Environment Programme emblem and the United Nations Environment Programme imprint appear in the lower part of the cover and of the title-page in the publisher position.

The names and emblems of both or all the joint authors may appear at the top of the cover page in the author position, being given equal typographical prominence. Those of the United Nations Environment Programme should appear on the left. In such cases, the emblems but not the names of the bodies concerned should appear in the same sequence in the upper part of the title-page, the emblem of the United Nations Environment Programme normally appearing on the left.

### 2.1.d Table of contents

The table of contents should come before the text of the publication, after the preface or foreword. Front matter preceding the table of contents should be listed in the table.

The table of contents should consist of three elements arranged in parallel columns: (a) chapter or section numbers, (b) list of headings and major subheadings, and (c) page numbers. Annexes and appendices should also be listed. Chapter numbers, in roman numerals, should appear under the column heading "Chapter" and be aligned on the right.

#### *Main body*

Headings and subheadings listed in the table of contents should correspond exactly with those in the text in wording, punctuation and the use of initial capital letters. The relation of subheadings to main headings should be shown by the use of progressive indentation. Annexes to chapters should be listed as subheadings to their relevant chapters.

Page numbers should be given under the heading "Page". The page number indicated should be that of the page on which the section or passage covered by the heading or subheading begins. The contents should not indicate the page on which the section ends.

#### *Annexes and appendices*

If there is only one annex, the word "Annex", in initial capital letters and lowercase, underlined, should be centered.

If there is more than one annex, the word "Annexes", in initial capital letters and lowercase, underlined, should be centered. The numbers of the annexes in roman numerals, should be listed in a column under the Chapter column. The numbers should be aligned on the right. Each annex should be paginated separately, beginning with I.

The titles of the annexes should be arranged under the headings and subheadings and should be followed by leaders extending to the Page column.

### List of tables

If there are only a few tables, they may, if desired, be mentioned under the appropriate chapter heading or subheading in the table of contents. If there are many and if it appears useful to do so, all the tables contained in the document may be listed in the table of contents. They should be given under a centered heading reading "List of tables". The number and title of each table should be given, with the page reference. Tables should always be listed in the order in which they appear.

### List of figures

If a publication has only one or two figures these may, if desired, be listed under the appropriate chapter heading or subheading in the table of contents. If a publication has a considerable number of figures, they should be listed, by number and title, in the table of contents, under the heading "List of figures", following the list of tables, if any.

### List of maps

If there are only a few maps, they may, if desired, be listed under the appropriate heading or subheading in the table of contents. If there are a number of them, they should be listed, by number and title, under a separate heading reading "List of maps". The list should come after the list of figures, if any.

## 2.2 Attribution of authorship in United Nations Publications

The attribution of authorship in the publications and documents of the United Nations, including the United Nations Environment Programme, is governed by the United Nations Administrative instruction ST/AI/189/Add.6/Rev.5 dated 22 August 2008. Relevant provisions are given below.

### 2.2.a Attribution to UNEP, organizational units and individuals within the organization

As a rule, the cover and title page of UNEP publications may bear the name "United Nations Environment Programme".

In a preface, foreword or introduction, attribution may also be made to any properly identified organizational unit not below the level of a division that had a major responsibility in the preparation of the publication.

However, in order to inter alia acknowledge original intellectual contributions to the preparation of UN Environment publications and to provide appropriate recognition of the intellectual accomplishment of individual staff working in the organization, attribution may be made to units below the division level and to individuals in specific categories of publications. The table below illustrates the different scenarios of authorship attribution and the placement of attribution.

<b>Type of report or publication</b>	<b>Author/contributor</b>	<b>Placement of attribution</b>
1. Flagships and other major reports	(a) United Nations Environment Programme	(a) Front cover, title page
	(b) Organizational units or individual staff, providing overall guidance/coordination	(b) Acknowledgements page, inside the publication
	(c) Authors/coordinators of chapters; copy editors; other staff contributing original text, graphics, translation etc.	(c) Acknowledgements page, inside the publication, back page or back cover, with professional affiliations but no specific chapter-by-chapter attribution.

<b>Type of report or publication</b>	<b>Author/contributor</b>	<b>Placement of attribution</b>
2. Technical reports, periodicals and collections	(a) Editors/single authors	(a) Front cover
	(b) Authors of specific chapters/papers	(b) Acknowledgements page, inside the report or publication, table of contents or chapter heads
	(c) Other staff contributing original text, graphics, translation etc.	(c) Acknowledgements page, reverse-of-title page, back page or back cover, with professional affiliations but no specific chapter-by-chapter attribution.

### 2.2.b Attribution to consultants

Attribution or other reference to consultants especially engaged for the purpose of preparing a publication or report may, at the discretion of the author division, be given in a preface, foreword, introduction or footnote. Authorship of such publication or report shall not be attributed to the consultant.

### 2.2.c Attribution to a government or other entity

Where a government, foundation or other entity has cooperated or is jointly responsible with the United Nations Environment Programme for preparation of a paper or a publication, it may be given appropriate mention on the cover and the title page in such terms as the following:

“Prepared in cooperation with [the Ministry of ... of the Government of ...] [the name of the foundation] [name of the entity]”.

### 2.2.d Disclaimers

When a publication is in whole or in part attributed to individual authors within the organization, the prefatory material shall contain a statement indicating the position of the United Nations towards such material. Such a disclaimer shall read:

The views expressed are those of the author(s) and do not necessarily reflect those of the United Nations.

As a rule, disclaimers should be used in a publication only when they are really necessary. In a publication they should be placed in the front matter, either on the reverse of the title-page or under the heading "Explanatory notes".

Annex 3 provides examples of texts that are standard for the subject to which they relate.

## 2.3 Quotations

Short quotations (five typed lines or less) should be enclosed in double quotation marks (“ ”) and placed in the body of the text.

Block quotations (long direct quotes) consisting of more than five typed lines or a complete paragraph, should be set off as an indented block of text preceded by a colon. They are not enclosed in quotation marks.

## 2.4 Footnotes



Do not use footnotes for citation purposes. Footnotes should be used to provide additional details, such as references or explanations that are not appropriate in the body of the text, cross-references to information contained in another part of the text, to substantiate statements made in the text etc.

- In the main body of the text, footnotes are numbered consecutively, beginning with 1, and placed at the bottom of the page on which the footnote reference appears.
- In most tables and figures, footnotes are indicated by lower-case letters and placed at the bottom of the table.

## 2.5 Figures, Tables, Boxes and Photographs

Figures (charts, graphs, maps and photographs) must be mentioned in the text before they appear and placed as close as possible to where they were first mentioned.

Figures, tables and boxes must be numbered separately and consecutively (Fig. 1, Fig. 2, Table 1, table 2, etc.). If preferred, they can be numbered in chapters (Fig. 1.1, Fig. 2.3, Table 2.2, Table 2.4 etc.).

The publication of maps is governed by the United Nations administrative issuance ST/AI/189/Add.25/Rev.1. The Geospatial Information Section must be consulted when preparing maps for publications. Maps and geographical information are available at <http://www.un.org/Depts/Cartographic/english/htmain.htm>.

Credit should be given for each photograph, generally including the copyright holder and the photographer's name (e.g. © UNEP/Josephat Kariuki).

If the data for or the whole of an illustration is from another source, that source must be mentioned in a note introduced by the word "Source(s):" in italics.

## 2.6. Country Names

The short form of the country name may be used in UNEP publications and reports (See Annex1)

## 2.7. Abbreviations and Acronyms

As a rule, the use of abbreviations and acronyms should be avoided in UNEP publications. When used, they must be explained by writing out the name or title the first time it occurs in the document, followed by the abbreviation in parentheses.

If the document contains several abbreviations and acronyms, the list may be included after the table of contents or at the end of the document if there is no table of contents. See Annex 2 for official abbreviations.

## 2.8. Spelling

The current authority for spelling in the United Nations is the *Concise Oxford English Dictionary*, twelfth edition. The following list provides spellings for commonly-used words in the United Nations.

## Annexes

### Annex 1: Country Names

Short Name	Full Name	Adjective/People
Afghanistan	Islamic Republic of Afghanistan	Afghan
Albania	Republic of Albania	Albanian
Algeria	People's Democratic Republic of Algeria	Algerian
Andorra	Principality of Andorra	Andorran
Angola	Republic of Angola	Angolan
Antigua and Barbuda	Antigua and Barbuda	of Antigua and Barbuda
Argentina	Argentine Republic	Argentine
Armenia	Republic of Armenia	Armenian
Australia	Australia	Australian
Austria	Republic of Austria	Austrian
Azerbaijan	Republic of Azerbaijan	Azerbaijani
Bahamas	Commonwealth of Bahamas	Bahamian
Bahrain	Kingdom of Bahrain	Bahraini
Bangladesh	People's Republic of Bangladesh	Bangladeshi, of Bangladesh
Barbados	Barbados	Barbadian
Belarus	Republic of Belarus	Belarusian
Belgium	Kingdom of Belgium	Belgian
Belize	Belize	Belizean
Benin	Republic of Benin	Beninese
Bhutan	Kingdom of Bhutan	Bhutanese
Bolivia	Plurinational State of Bolivia	Bolivian
Bosnia and Herzegovina	Bosnia and Herzegovina	of Bosnia and Herzegovina
Botswana	Republic of Botswana	of Botswana
Brazil	Federative Republic of Brazil	Brazilian
Brunei Darussalam	Brunei Darussalam	of Brunei Darussalam
Bulgaria	Republic of Bulgaria	Bulgarian
Burkina Faso	Burkina Faso	of Burkina Faso
Burundi	Republic of Burundi	Burundian, of Burundi
Cabo Verde	Republic of Cabo Verde	Cabo Verdean
Cambodia	Kingdom of Cambodia	Cambodian
Cameroon	Republic of Cameroon	Cameroonian
Canada	Canada	Canadian
Central African Republic	Central African Republic	Central African, of Central African Republic
Chad	Republic of Chad	Chadian
Chile	Republic of Chile	Chilean
China	People's Republic of China	Chinese
Colombia	Republic of Colombia	Colombian
Comoros	Union of the Comoros	Comorian
Congo	Republic of the Congo	Congolese
Cook Islands	Cook Islands	of Cook Islands
Costa Rica	Republic of Costa Rica	of Costa Rica
Côte d'Ivoire	Republic of Côte d'Ivoire	Ivorian
Croatia	Republic of Croatia	Croatian
Cuba	Republic of Cuba	Cuban
Cyprus	Republic of Cyprus	Cypriot
Czech Republic	Czech Republic	Czech
Democratic People's Republic of Korea	Democratic People's Republic of Korea	of the Democratic People's Republic of Korea
Democratic Republic of the Congo	Democratic Republic of the Congo	of the Democratic Republic of the

Short Name	Full Name	Adjective/People
		Congo
Denmark	Kingdom of Denmark	Danish, a Dane, of Denmark
Djibouti	Republic of Djibouti	of Djibouti, Djiboutian
Dominica	Commonwealth of Dominica	of Dominica
Dominican Republic	Dominican Republic	Dominican
Ecuador	Republic of Ecuador	Ecuadorian
Egypt	Arab Republic of Egypt	Egyptian
El Salvador	Republic of El Salvador	El Salvadorian, Salvadoran
Equatorial Guinea	Republic of Equatorial Guinea	of Equatorial Guinea
Eritrea	State of Eritrea	Eritrean
Estonia	Republic of Estonia	Estonian
Ethiopia	Federal Democratic Republic of Ethiopia	Ethiopian
Fiji	Republic of Fiji	Of Fiji, Fiji Islanders
Finland	Republic of Finland	Finnish, a Finn
France	French Republic	French, a Frenchman, a Frenchwoman
Gabon	Gabonese Republic	Gabonese
Gambia	Republic of the Gambia	Gambian
Georgia	Georgia	Georgian
Germany	Federal Republic of Germany	German
Ghana	Republic of Ghana	Ghanaian
Greece	Hellenic Republic	Greek
Grenada	Grenada	Grenadian
Guatemala	Republic of Guatemala	Guatemalan
Guinea	Republic of Guinea	Guinean
Guinea-Bissau	Republic of Guinea-Bissau	of Guinea-Bissau
Guyana	Republic of Guyana	Guyanese
Haiti	Republic of Haiti	Haitian
Honduras	Republic of Honduras	Honduran
Hungary	Hungary	Hungarian
Iceland	Republic of Iceland	Icelandic, an Icelander
India	Republic of India	Indian
Indonesia	Republic of Indonesia	Indonesian
Iran (Islamic Republic of)	Islamic Republic of Iran	Iranian
Iraq	Republic of Iraq	Iraqi
Ireland	Ireland	Irish, the Irish, an Irishman, an Irishwoman
Israel	State of Israel	Israeli
Italy	Republic of Italy	Italian
<i>Ivory Coast: see Côte d'Ivoire</i>		
Jamaica	Jamaica	Jamaican
Japan	Japan	Japanese
Jordan	Hashemite Kingdom of Jordan	Jordanian
Kazakhstan	Republic of Kazakhstan	Kazakh
Kenya	Republic of Kenya	Kenyan
Kiribati	Republic of Kiribati	of Kiribati
<i>Korea: see Democratic People's Republic of Korea, and Republic of Korea</i>		
Kuwait	State of Kuwait	Kuwaiti
Kyrgyzstan	Kyrgyz Republic	Kyrgyz
Lao People's Democratic Republic	Lao People's Democratic Republic	Lao, a Lao, the Lao
Latvia	Republic of Latvia	Latvian
Lebanon	Lebanese Republic	Lebanese
Lesotho	Kingdom of Lesotho	of Lesotho

<b>Short Name</b>	<b>Full Name</b>	<b>Adjective/People</b>
Liberia	Republic of Liberia	Liberian
Libya	Libya	Libyan
Lithuania	Republic of Lithuania	Lithuanian
Luxembourg	Grand Duchy of Luxembourg	of Luxembourg
<i>Macedonia: see the former Yugoslav Republic of Macedonia</i>		
Madagascar	Republic of Madagascar	Malagasy
Malawi	Republic of Malawi	Malawian
Malaysia	Malaysia	Malaysian
Maldives	Republic of Maldives	Maldivian
Mali	Republic of Mali	Malian
Malta	Republic of Malta	Maltese
Marshall Islands	Republic of the Marshall Islands	of the Marshall Islands, Marshallese
Mauritania	Islamic Republic of Mauritania	Mauritanian
Mauritius	Republic of Mauritius	Mauritian
Mexico	United Mexican States	Mexican
Micronesia (Federated States of)	Federated States of Micronesia	of the Federated States of Micronesia
<i>Moldova: see Republic of Moldova</i>		
Monaco	Principality of Monaco	Monegasque
Mongolia	Mongolia	Mongolian
Montenegro	Montenegro	Montenegrin
Morocco	Kingdom of Morocco	Moroccan
Mozambique	Republic of Mozambique	Mozambican
Myanmar	Republic of the Union of Myanmar	of Myanmar
Namibia	Republic of Namibia	Namibian
Nauru	Republic of Nauru	Nauruan
Nepal	Federal Democratic Republic of Nepal	Nepalese
Netherlands	Kingdom of the Netherlands	of the Netherlands, a Netherlander
New Zealand	New Zealand	of New Zealand, a New Zealander
Nicaragua	Republic of Nicaragua	Nicaraguan
Niger	Republic of the Niger	of the Niger
Nigeria	Federal Republic of Nigeria	Nigerian
Niue	Republic of Niue	of Niue
Norway	Kingdom of Norway	Norwegian
Oman	Sultanate of Oman	Omani
Pakistan	Islamic Republic of Pakistan	of Pakistan, a Pakistani
Palau	Republic of Palau	of Palau
Panama	Republic of Panama	Panamanian
Papua New Guinea	Independent State of Papua New Guinea	of Papua New Guinea, a Papua New Guinean
Paraguay	Republic of Paraguay	Paraguayan
Peru	Republic of Peru	Peruvian
Philippines	Republic of the Philippines	Philippine, a Filipino
Poland	Republic of Poland	Polish, a Pole
Portugal	Portuguese Republic	Portuguese
Puerto Rico	Puerto Rico	Puerto Rican
Qatar	State of Qatar	of Qatar, Qatari
Republic of Korea	Republic of Korea	of the Republic of Korea
Republic of Moldova	Republic of Moldova	Moldovan
Romania	Romania	Romanian
Russian Federation	Russian Federation	of the Russian Federation, Russian
Rwanda	Republic of Rwanda	Rwandan

<b>Short Name</b>	<b>Full Name</b>	<b>Adjective/People</b>
Saint Kitts and Nevis	Saint Kitts and Nevis	of Saint Kitts and Nevis
Saint Lucia	Saint Lucia	Saint Lucian
Saint Vincent and the Grenadines	Saint Vincent and the Grenadines	of Saint Vincent and the Grenadines
Samoa	Independent State of Samoa	Samoaan
San Marino	Republic of San Marino	of San Marino, San Marinense
Democratic Republic of Sao Tome and Principe	Democratic Republic of Sao Tome and Principe	of Sao Tome and Principe
Saudi Arabia	Kingdom of Saudi Arabia	Saudi Arabian
Senegal	Republic of Senegal	Senegalese
Serbia	Republic of Serbia	Serbian, a Serb
Seychelles	Republic of Seychelles	of Seychelles, a Seychellois
Sierra Leone	Republic of Sierra Leone	Sierra Leonean
Singapore	Republic of Singapore	Singaporean
Slovakia	Slovak Republic	Slovak
Slovenia	Republic of Slovenia	Slovene
Solomon Islands	Solomon Islands	of Solomon Islands, a Solomon Islander
Somalia	Federal Republic of Somalia	Somali
South Africa	Republic of South Africa	South African
South Sudan	Republic of South Sudan	South Sudanese
Spain	Kingdom of Spain	Spanish, a Spaniard, the Spanish
Sri Lanka	Democratic Socialist Republic of Sri Lanka	of Sri Lanka, Sri Lankan
Sudan	Republic of the Sudan	Sudanese
Suriname	Republic of Suriname	Surinamese
Swaziland	Kingdom of Swaziland	Swazi
Sweden	Kingdom of Sweden	Swedish, a Swede
Switzerland	Swiss Confederation	Swiss
Syrian Arab Republic	Syrian Arab Republic	Syrian
Tajikistan	Republic of Tajikistan	Tajik
<i>Tanzania: see United Republic of Tanzania</i>		
Thailand	Kingdom of Thailand	Thai
The former Yugoslav Republic of Macedonia	The former Yugoslav Republic of Macedonia	of the former Yugoslav Republic of Macedonia
Timor-Leste	Democratic Republic of Timor-Leste	of Timor-Leste, Timorese
Togo	Togolese Republic	Togolese
Tokelau	Tokelau	of Tokelau
Tonga	Kingdom of Tonga	Tongan
Trinidad and Tobago	Republic of Trinidad and Tobago	of Trinidad and Tobago
Tunisia	Republic of Tunisia	Tunisian
Turkey	Republic of Turkey	Turkish, a Turk
Turkmenistan	Turkmenistan	Turkmen
Tuvalu	Tuvalu	Tuvaluan
Uganda	Republic of Uganda	Ugandan
Ukraine	Ukraine	Ukrainian
United Arab Emirates	United Arab Emirates	Of the United Arab Emirates
United Kingdom of Great Britain and Northern Ireland	United Kingdom of Great Britain and Northern Ireland	of the United Kingdom, British
United Republic of Tanzania	United Republic of Tanzania	Tanzanian
United States of America	United States of America	of the United States (of America), American
Uruguay	Eastern Republic of Uruguay	Uruguayan
Uzbekistan	Republic of Uzbekistan	Uzbek
Vanuatu	Republic of Vanuatu	of Vanuatu, Vanuatuan

<b>Short Name</b>	<b>Full Name</b>	<b>Adjective/People</b>
Venezuela (Bolivarian Republic of	Bolivarian Republic of Venezuela	Venezuelan
Viet Nam	Socialist Republic of Viet Nam	Vietnamese
Yemen	Republic of Yemen	Yemeni, a Yemenite
<i>Zaire: see Democratic Republic of the Congo</i>		
Zambia	Republic of Zambia	Zambian
Zimbabwe	Republic of Zimbabwe	Zimbabwean

## Annex 2: Abbreviations and acronyms

### 1. Principal officially recognized abbreviations and acronyms

The table below provides the list of United Nations officially recognized abbreviations and acronyms.

<b>Acronym</b>	<b>Full Name</b>
ADB	Asian Development Bank
AfDB	African Development Bank
AFISMA a.i.	African-led International Support Mission in Mali (replaced by MINUSMA) ad interim; not usually written out
AIDS	acquired immunodeficiency syndrome; not usually written out
AMIB	African Mission in Burundi
AMIS	African Union Mission in the Sudan
AMISOM	African Union Mission in Somalia
APEC	Asia-Pacific Economic Cooperation
ASEAN	Association of Southeast Asian Nations
B	
BCG	bacillus Calmette-Guérin (tuberculosis vaccine); never written out
BINUB	United Nations Integrated Office in Burundi (replaced by BNUB)
BINUCA	United Nations Integrated Peacebuilding Office in the Central African Republic
BNUB	United Nations Office in Burundi
BONUCA	United Nations Peacebuilding Support Office in the Central African Republic (replaced by BINUCA)
C	
CARUCOM	Caribbean Community
CCISUA	Coordinating Committee for International Staff Unions and Associations of the United Nations System
CEB	United Nations System Chief Executives Board for Coordination
CELAC	Community of Latin American and Caribbean States
CELADE	Latin American and Caribbean Demographic Centre [Centro Latinoamericano y Caribeño de Demografía]
CEMAC	Central African Economic and Monetary Community [Communauté économique et monétaire de l'Afrique centrale]
CEN-SAD	Community of Sahelo-Saharan States
CEPGL	Economic Community of the Great Lakes Countries [Communauté économique des pays des Grands Lacs]
CFA	Communauté financière africaine; not usually written out: CFA franc (CFAF)
CFC(s)	chlorofluorocarbon(s)
CILSS	Permanent Inter-State Committee on Drought Control in the Sahel [Comité permanent inter-États de lutte contre la sécheresse dans le Sahel]
CIS	Commonwealth of Independent States
CNDD-FDD	Conseil national pour la défense de la démocratie-Forces pour la défense de la démocratie [Burundi]
COMESA	Common Market for Eastern and Southern Africa
CPI	consumer price index
D	
DNA	deoxyribonucleic acid; never written out
E	
EBRD	European Bank for Reconstruction and Development
ECA	Economic Commission for Africa
ECCAS	Economic Community of Central African States
ECE	Economic Commission for Europe
ECLAC	Economic Commission for Latin America and the Caribbean
ECOMOG	Economic Community of West African States Monitoring Group

<b>Acronym</b>	<b>Full Name</b>
ECOWAS	Economic Community of West African States
EEZ	exclusive economic zone
EFTA	European Free Trade Association
ESCAP	Economic and Social Commission for Asia and the Pacific
ESCWA	Economic and Social Commission for Western Asia
EUFOR	European Union military mission in Bosnia and Herzegovina
Europol	European Police Office
Eurostat	European Union statistical office; never written out
F	
FANCI	Forces armées nationales de Côte d'Ivoire
FAO	Food and Agriculture Organization of the United Nations
FDI	foreign direct investment
FICSA	Federation of International Civil Servants' Associations
FNL	Forces nationales de libération [Burundi]
Frente Polisario	Frente Popular para la Liberación de Saguia el-Hamra y de Río de Oro [Western Sahara]
G	
GDP	gross domestic product
GEF	Global Environment Facility
GIS	geographic information system
GNP	gross national product
GPS	Global Positioning System
GSP	Generalized System of Preferences
H	
HIV	human immunodeficiency virus; not usually written out
I	
IADB	Inter-American Development Bank
IAEA	International Atomic Energy Agency
IBRD	International Bank for Reconstruction and Development
ICAO	International Civil Aviation Organization
ICFTU	International Confederation of Free Trade Unions
ICRC	International Committee of the Red Cross
ICSC	International Civil Service Commission
ICSC	International Council for Science [formerly International Council of Scientific Unions]
ICT	information and communications technology
IDA	International Development Association
IDB	Islamic Development Bank
IFAD	International Fund for Agricultural Development
IFC	International Finance Corporation
IGAD	Intergovernmental Authority on Development
ILO	International Labour Organization
IMF	International Monetary Fund
IMIS	Integrated Management Information System
IMO	International Maritime Organization
Infoterra	Global Environmental Information Exchange Network [UNEP]; not usually written out
INSTRAW	International Research and Training Institute for the Advancement of Women [transferred to UN-Women]
INTERPOL	International Criminal Police Organization
IOM	International Organization for Migration
IP	Internet Protocol; not usually written out
IPSAS	International Public Sector Accounting Standards
IPU	Inter-Parliamentary Union
ISAF	International Security Assistance Force [Afghanistan]
ITC	International Trade Centre
ITU	International Telecommunication Union
J	
JEM	Justice and Equality Movement [Sudan]
JVA	Juba Valley Alliance [Somalia]
K	



<b>Acronym</b>	<b>Full Name</b>
KFOR	Kosovo Force
L	
LAS	League of Arab States
LRA	Lord's Resistance Army [Uganda]
LURD	Liberians United for Reconciliation and Democracy
M	
MENUB	United Nations Electoral Observer Mission in Burundi
MERCOSUR	Southern Common Market [Mercado Común del Sur]
MINURCAT	United Nations Mission in the Central African Republic and Chad
MINURSO	United Nations Mission for the Referendum in Western Sahara
MINUSCA	United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic
MINUSMA	United Nations Multidimensional Integrated Stabilization Mission in Mali
MINUSTAH	United Nations Stabilization Mission in Haiti
MISAB	Inter-African Mission to Monitor the Implementation of the Bangui Agreements [Central African Republic]
MODEL	Movement for Democracy in Liberia
MONUC	United Nations Organization Mission in the Democratic Republic of the Congo (replaced by MONUSCO)
MONUSCO	United Nations Organization Stabilization Mission in the Democratic Republic of the Congo
N	
NATO	North Atlantic Treaty Organization
NEPAD	New Partnership for Africa's Development
NGO	non-governmental organization
O	
OAS	Organization of American States
OAU	Organization of African Unity (now African Union)
ODA	official development assistance
ODS	Official Document System
OECD	Organization for Economic Cooperation and Development
OECS	Organisation of Eastern Caribbean States
OHCHR	Office of the United Nations High Commissioner for Human Rights
OIC	Organization of Islamic Cooperation (formerly Organization of the Islamic Conference)
OIF	International Organization of la Francophonie
OIOS	Office of Internal Oversight Services
ONUB	United Nations Operation in Burundi
OPCW	Organization for the Prohibition of Chemical Weapons
OPEC	Organization of the Petroleum Exporting Countries
OSCE	Organization for Security and Cooperation in Europe
P	
PAHO	Pan American Health Organization
Palipehutu	Parti pour la libération du peuple hutu [Burundi]
PLO	Palestine Liberation Organization
Polisario	see Frente Polisario
ppp	purchasing power parity
R	
RNA	ribonucleic acid; never written out
RRA	Rahanwein Resistance Army [Somalia]
RUF	Revolutionary United Front [Sierra Leone]
RUFFP	Revolutionary United Front Party [Sierra Leone]
S	
SAARC	South Asian Association for Regional Cooperation
SADC	Southern African Development Community
SAR	Special Administrative Region of China (Hong Kong SAR; Macao SAR)
SARS	severe acute respiratory syndrome
SDR(s)	special drawing right(s) [IMF]; SDR 12 million

<b>Acronym</b>	<b>Full Name</b>
SELA	Latin American Economic System [Sistema Económico Latinoamericano]
SFOR	Stabilization Force [Bosnia and Herzegovina]; replaced by EUFOR from December 2004
SLM/A	Sudan Liberation Movement/Army [Darfur]
SPLM/A	Sudan People's Liberation Movement/Army
T	
TRIPS	trade-related intellectual property rights
U	
UHF	ultra-high frequency; not usually written out
UNAIDS	Joint United Nations Programme on HIV/AIDS
UNAMA	United Nations Assistance Mission in Afghanistan
UNAMI	United Nations Assistance Mission for Iraq
UNAMID	African Union-United Nations Hybrid Operation in Darfur
UNCITRAL	United Nations Commission on International Trade Law
UNCTAD	United Nations Conference on Trade and Development
UNDOF	United Nations Disengagement Observer Force [Golan Heights]
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFICYP	United Nations Peacekeeping Force in Cyprus
UNFIP	United Nations Fund for International Partnerships
UNFPA	United Nations Population Fund
UN-Habitat	United Nations Human Settlements Programme
UNHCR	Office of the United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
UNIDIR	United Nations Institute for Disarmament Research
UNIDO	United Nations Industrial Development Organization
UNIFEM	United Nations Development Fund for Women [transferred to UN-Women]
UNIFIL	United Nations Interim Force in Lebanon
UNIKOM	United Nations Iraq-Kuwait Observation Mission
UNIOGBIS	United Nations Integrated Peacebuilding Office in Guinea-Bissau
UNIPSIL	United Nations Integrated Peacebuilding Office in Sierra Leone
UNISFA	United Nations Interim Security Force for Abyei
UNITA	União Nacional para a Independência Total de Angola
UNITAR	United Nations Institute for Training and Research
UNMEE	United Nations Mission in Ethiopia and Eritrea
UNMEER	United Nations Mission for Ebola Emergency Response
UNMIBH	United Nations Mission in Bosnia and Herzegovina
UNMIK	United Nations Interim Administration Mission in Kosovo
UNMIL	United Nations Mission in Liberia
UNMIN	United Nations Mission in Nepal
UNMIS	United Nations Mission in the Sudan
UNMISS	United Nations Mission in South Sudan
UNMIT	United Nations Integrated Mission in Timor-Leste
UNMOGIP	United Nations Military Observer Group in India and Pakistan
UNMOVIC	United Nations Monitoring, Verification and Inspection Commission [Iraq]
UNOCA	United Nations Regional Office for Central Africa
UNOCI	United Nations Operation in Côte d'Ivoire
UNODC	United Nations Office on Drugs and Crime
UNOGBIS	United Nations Peacebuilding Support Office in Guinea-Bissau (replaced by UNIOGBIS)
UNOL	United Nations Peacebuilding Support Office in Liberia
UNOMIG	United Nations Observer Mission in Georgia
UNOPS	United Nations Office for Project Services
UNOWA	United Nations Office for West Africa (replaced by UNOWAS)
UNOWAS	United Nations Office for West Africa and the Sahel

<b>Acronym</b>	<b>Full Name</b>
UNPOS	United Nations Political Office for Somalia (replaced by UNSOM)
UNRISD	United Nations Research Institute for Social Development
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East
UNSMIL	United Nations Support Mission in Libya
UNSMIS	United Nations Supervision Mission in the Syrian Arab Republic
UNSOA	United Nations Support Office for the African Union Mission in Somalia (replaced by UNSOS)
UNSOM	United Nations Assistance Mission in Somalia
UNSOS	United Nations Support Office in Somalia
UNTOP	United Nations Tajikistan Office of Peacebuilding
UNTSO	United Nations Truce Supervision Organization [Middle East]
UNU	United Nations University
UNV	United Nations Volunteers programme
UN-Women	United Nations Entity for Gender Equality and the Empowerment of Women
UNWTO	World Tourism Organization
UPU	Universal Postal Union
UT, UTC	Universal Time, Universal Time Coordinated; not usually written out
V	
VAT	value added tax
VHF	very high frequency; not usually written out
W	
WAEMU	West African Economic and Monetary Union
WFP	World Food Programme
WHO	World Health Organization
WIDER	World Institute for Development Economics Research
WIPO	World Intellectual Property Organization
WMO	World Meteorological Organization
WTO	World Trade Organization

## 2. Other abbreviations

### Date and time

a.m.: *ante meridiem*  
p.m.: *post meridiem*  
B.C.: before Christ

### Degrees

BA: Bachelor of Arts  
BS, BSc: Bachelor of Science  
PhD: Doctor of Philosophy  
LLD: Doctor of Laws

### Length, area and volume

mm: millimetre  
cm: centimeter  
cm<sup>2</sup>: square centimetre  
cm<sup>3</sup>: cubic centimeter  
m: metre  
m<sup>2</sup>: square metre  
m<sup>3</sup>: cubic metre  
km: kilometer  
km<sup>2</sup>: square kilometre  
ha: hectare

### Weights

mg: milligram  
g: gram  
kg: kilogram  
oz: ounce  
lb: pound  
cwt: hundredweight

### Capacity

ml: milliliter  
cl: centiliter  
l: litre  
pt: pint  
qt: quart  
gal: gallon  
bbl: barrels  
bpd: barrels per day

### Electricity

A: ampere  
kA: kiloampere  
V: volt  
kV: kilovolt  
kVA: kilovolt-ampere  
MVA: megavolt-ampere  
W: watt

kW: kilowatt  
MW: megawatt  
Hz: hertz  
kHz: kilohertz  
MHz: megahertz

### Energy

Btu: British thermal unit  
kWh: kilowatt-hour  
MWh: megawatt-hour  
GWh: gigawatt-hour  
Hp: horsepower  
cal: calorie  
kcal: kilocalorie  
J: joule  
K: Kelvin  
N: Newton

### Parts of a book or document

art., arts.: article, articles  
chap., chaps.: chapter, chapters  
No., Nos.: Number, numbers  
p., pp.: page, pages  
para., paras.: paragraph, paragraphs

sect., sects.: section, sections

vol., vols.: volume, volumes

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## Annex 4 Spelling List

above-mentioned  
abridgement  
acknowledgement  
addenda  
ad hoc  
ad infinitum  
ad litem  
adviser  
aeroplane  
aesthetic  
aforementioned  
after: compound forms are closed  
except:  
    after-effect  
    after-image  
age-appropriate (adj.)  
ageing  
ageism  
age-selective (adj.)  
age-specific (adj.)  
agribusiness  
agrifood  
agriscience  
agritourism  
agroecological  
agroecosystem  
agroforestry  
agro-industry

**B**  
blood-brain barrier  
bond market  
bookkeeping  
bottleneck  
brain drain  
break away (verb)  
breakaway (noun and adj.)  
break down (verb)  
breakdown (noun)  
breakthrough  
break up (verb)

**C**  
calibre  
cancelled, cancelling  
canvas (cloth)  
canvass (to solicit)  
capacity-building (noun and adj.)  
capital (city, money)  
Capitol (building)  
caregiver  
care provider  
caretaker  
CarLog  
carry over (verb)  
carry-over (noun)  
carte blanche  
case-by-case (adj.)  
case-fatality rate  
case law

agropastoral  
agroterrorism  
aides-memoires  
AIDS (acquired immunodeficiency  
syndrome)  
airbag  
air conditioner, air conditioning  
(noun)  
air-conditioned, air-conditioning  
(adj.)  
aircraft (singular and plural)  
aircrew  
airdrop  
airfare  
airfield  
airfreight  
airlift  
air raid  
airspace  
air strike  
air traffic control  
AK-47  
allot, allotted, allotment  
Al-Qaida  
aluminium  
among (not “amongst”)  
anaemia  
anaesthetic  
analogue (but analog in computer  
technology)  
analyse

break-up (noun)  
breastfeed  
bride price  
bride wealth  
Brigadier General  
broad band, broad banding (verb  
and noun, in ICSC documents)  
broad-banded, broad-banding (adj.,  
in ICSC documents)  
broadband (telecommunications)  
build up (verb)

caseload  
case study  
catalogue  
catalyse  
cathode ray tube  
CD-ROM  
ceasefire (noun and adj.)  
cellmate  
cell phone  
cellular phone  
centre, centred, centring  
centrepiece  
chador  
changeover (noun)  
channelled, channelling  
chargé d'affaires (plural: chargés  
d'affaires)

antenatal  
antennae (insects)  
antennas (aerials)  
anti-abortion  
anti-aircraft  
antifertility  
anti-inflammatory  
antimalarial  
antimicrobial  
antinatalism, antinatalist  
anti-poverty  
apartheid  
a posteriori  
appal, appalled, appalling  
appendices  
a priori  
artefact  
Assistant Secretary-General  
(plural: Assistant Secretaries-  
General)  
asylum seeker  
attaché  
attorney general  
audiobook  
audiovisual  
auditor general  
avant-garde  
awareness-raising (noun and adj.)  
ayatollah

build-up (noun)  
bureaux  
burka  
burned (not “burnt”)  
businessperson  
buy-back (noun)  
buy-in (noun)  
by-catch  
by-law  
by-product  
bystander

chat room  
checklist  
checkpoint  
check-up (noun)  
chef de cabinet (plural: chefs de  
cabinet)  
cheque (bank)  
chequebook  
childbearing  
childbirth  
childcare  
child-rearing  
child-sensitive (adj.)  
child spacing  
chlorofluorocarbons  
classroom  
clearing house

closed-end (adj.)  
 co-chair  
 coequal  
 coexist  
 cofactor  
 cogeneration  
 cohort-component projections  
 cold war  
 co-locate  
 colloquiums  
 colour  
 combatant  
 combated, combating  
 common law (noun)  
 common-law (adj.)  
 communiqué  
 compel, compelled  
 compendiums  
 confidence-building (noun and adj.)  
 connection  
 consensus  
 consortiums  
 contingent-owned equipment  
 contraceptive-calendar method  
 cookstove  
 cooperate, cooperation  
 coordinate, coordination  
 co-payment  
 copy-edit  
 copy editor

cornerstone  
 corrigenda  
 cost accounting  
 cost-effective  
 cost-efficient  
 cost-of-living index  
 cost recovery (noun)  
 cost-recovery (adj.)  
 councillor  
 counsel (verb and noun, singular and plural)  
 counselling, counsellor  
 counteract  
 counterargument  
 counter-attack  
 counterbalance  
 countercharge  
 counterclaim  
 counterclockwise  
 counterculture  
 countercyclical  
 counterdemonstration  
 counter-espionage  
 counter-example  
 counter-guarantee  
 counter-insurgency  
 counter-intelligence  
 counter-intuitive  
 countermeasure  
 counter-narcotics  
 counteroffensive

counterpoint  
 counterproductive  
 counterproliferation  
 counterproposal  
 counter-revolution  
 counter-terrorism  
 countertrade  
 counter-urbanization  
 countryside  
 countrywide  
 coup d'état (plural: coups d'état)  
 couple-years  
 co-worker  
 creditworthiness  
 cropland  
 cross-country  
 cross-cutting  
 cross-reference (verb)  
 cross reference (noun)  
 cross section  
 cross-sectoral  
 cross-tabulation  
 crowdsourced, crowdsourcing  
 curriculum vitae (plural: curricula vitae)  
 cut back (verb)  
 cutback (noun)  
 cut off (verb)  
 cut-off (noun and adj.)  
 cyber: compound forms are closed

## D

darknet  
 databank  
 database  
 data-collection (adj.)  
 data processing (noun)  
 data-processing (adj.)  
 data processor  
 data set  
 day care (noun)  
 day-care (adj.)  
 dead weight  
 death rate  
 decies or deciens  
 decision maker  
 decision-making (noun and adj.)  
 de-emphasize  
 de facto  
 defence (but United States Department of Defense, Israel Defense Forces)  
 de jure  
 delink  
 delist  
 demagogy  
 démarche  
 demining

demographic-economic model  
 dependant (noun)  
 dependent (adj.)  
 depositary (person or entity with which a treaty is deposited)  
 depositary (warehouse)  
 derestricted  
 desiccate  
 desktop  
 détente  
 diarrhoea  
 dieback (noun)  
 digitize  
 diktat  
 Director General (plural: Directors General) (but Director-General of the United Nations Offices at Geneva, Vienna and Nairobi)  
 disc (but disk in computer technology)  
 discreet (prudent)  
 discrete (separate)  
 dispatch  
 donor dependence  
 donor-dependent (adj.)  
 donor-funded (adj.)

dot-com  
 dot-org  
 doubling time  
 down payment  
 downstream  
 downward (adj. and adv.)  
 draft (text)  
 draught (air and animal)  
 draw down (verb)  
 drawdown (noun)  
 drift net (noun)  
 drift-net (adj.)  
 drinking water  
 drop out (verb)  
 dropout (noun and adj.)  
 drug dealer  
 drug dealing  
 drug-taking  
 drug trafficking  
 drug user  
 drug-using (adj.)  
 dry land (land as opposed to sea)  
 dryland(s) (type of ecosystem)  
 dunum  
 dwelling unit  
 dysfunctional

## E

e-:all compound forms are hyphenated, except where the

second element begins with a capital letter:

eDoc  
 eMeets

ePAS  
eRef  
early-initiation (adj.)  
early-marriage (adj.)  
early warning system  
earmark  
east(ern) (a geographical direction  
or an area within a country)  
East(ern) (a major region, e.g. East  
Africa, Eastern Europe)  
east-north-east, east-south-east  
eastward  
eco-friendly  
eco-label, eco-labelling  
ecosystem  
ecotourism  
eco-warrior  
ecozone  
Eid al-Adha  
Eid al-Fitr  
eLUNa  
e-mail

## F

fact-finding  
fait accompli  
fall-off (noun)  
fall out (verb)  
fallout (noun)  
family-life (adj.)  
family planning (noun and adj.)  
farmland  
far-reaching  
favour  
feedback  
fetus, fetal  
fibreglass  
fibre-optic (adj.)  
fibre optics (noun)  
field trip  
fieldwork, fieldworker  
fine-tune  
firearm  
firebomb  
fire-control (adj.)  
fire engine  
firefight

## G

gauge  
gData  
gDoc  
gender-neutral  
gender-specific  
girl child  
globalization  
globalize  
gMeets

## H

haemoglobin  
haemorrhage

embargoes  
émigré  
emir  
encyclopedia  
endeavour  
endogenization  
end product  
end result  
end user  
energy-efficient  
enrol, enrolled, enrolling,  
enrolment  
en route  
enterprise resource planning (not  
hyphenated)  
equalled, equalling  
equipped, equipping  
euro, euros  
Eurobond  
eurozone  
ever-married (adj.)  
everyday (adj.)

firefighter  
firefighting  
firehouse  
first-hand (adj.)  
fixed-period (adj.)  
fixed-wing (adj.)  
flak  
flash flood  
flavour  
flexitime (generic)  
Flexitime (attendance system)  
flow chart  
flowsheet  
focused, focuses, focusing  
follow through (verb)  
follow-through (noun)  
follow up (verb)  
follow-up (noun and adj.)  
foodgrain  
foodstuff  
footnote  
force majeure  
forcible

good-neighbourly (adj.)  
goodwill  
gonorrhoea  
gram  
grant-in-aid (plural: grants-in-aid)  
grassland(s)  
grass roots (noun)  
grass-roots (adj.)  
grey

hajj (note: "hajj pilgrimage" is  
redundant)  
halfway

every day (adv.)  
exaggerate  
Excel  
ex gratia  
ex officio  
exorbitant  
expel, expelled, expelling  
export-processing zone  
exposé  
ex post facto  
extrabudgetary  
extracurricular  
extrajudicial  
extralegal  
extramarital  
extranet  
extraregional  
extraterritorial  
extrauterine  
eyewitness

foregoing (preceding)  
forest lands  
forever  
foreword (to a book)  
forgo (go without)  
formulas (but "formulae"  
in mathematics)  
forums  
forward (verb, adj. and adv.)  
freedom fighter  
freelance, freelancer  
free trade (noun and adj.)  
fresh water (noun)  
freshwater (adj.)  
front line (noun)  
front-line (adj.)  
fuelled, fuelling  
fuelwood  
fulfil, fulfilled, fulfilling,  
fulfilment  
full-time  
fundraiser  
fundraising

grounds pass  
groundwater  
groundwork  
gText  
guerrilla  
guidelines  
gunfire  
gynaecology

hand grenade  
handheld  
Haram al-Sharif

harbour  
hard-walled (adj.)  
hardwired  
hashtag  
hawala  
headwater  
health care (noun)  
health-care (adj.)  
help desk  
helpline  
heretofore  
herpesvirus  
high-mortality-risk (adj.)

HIV (human immunodeficiency virus)  
HIV-positive  
Hizbullah  
home care (noun)  
home-care (adj.)  
home-made  
homeowner  
homeownership  
home page  
homeschool  
homogeneous  
honorariums  
honorary

honour  
hostage-taking  
hot-desking  
hotelling  
hotspot  
human resources (not hyphenated)  
Humvee  
hydroelectric  
hydro-interaction  
hydropower  
hydrosystem  
hygiene  
hyper: compound forms are closed

## I

Ibero-American  
ibid.  
imperilled  
inasmuch as  
income generation (noun)  
income-generation (adj.)  
in-depth (adj.)  
indexes (lists in a book), indices (statistical)  
indispensable  
information and communications technology  
infrared  
in-house  
initialled, initialling  
in-kind (adj.)  
in-migration  
inpatient  
in-session (adj.)  
in situ  
insofar  
insourcing  
install, installation, instalment  
instil  
institution-building  
interactive  
inter-agency  
inter alia  
inter-American  
inter-annual  
interbank

inter-birth  
intercommunal  
intercountry  
intercultural  
interdenominational  
interdepartmental  
interdependence  
interdisciplinary  
interdivisional  
inter-ethnic  
interfaith  
interfamily  
intergenerational  
intergovernmental  
intergroup  
inter-industry  
inter-institutional  
interlink, interlinkage  
interministerial  
inter-mission (between missions)  
intermission (between acts)  
Internet  
inter-office  
inter-organizational  
interparliamentary  
interprovincial  
interracial  
interregional  
interrelate  
interreligious  
intersectoral

intersession (noun), intersessional  
interspace  
inter-State (between countries)  
interstate (between states)  
inter-unit  
intifada  
in toto  
intra-agency  
intracommunal  
intracountry  
intradepartmental  
intradistrict  
intradivisional  
intrafamily  
intragovernmental  
intra-industry  
intranet  
intraregional  
intraspecies  
intrastate (within a state)  
intra-State (within a country)  
intra-urban  
intrauterine  
intravenous  
in vitro  
inward (adj.)  
inwards (adv.)  
ipso facto  
iSeek  
IV drug user

## J

jail  
jihad, jihadi  
Judaize

judgment (see  
also Capitalization in English)  
judgmental

jump-start

## K

keffiyeh  
kick-start  
kilogram (kg)  
kilometre (km)

kilovolt-ampere (kVA)  
kilowatt (kW)  
kilowatt-hour (kWh)  
kin group

know-how  
knowledge-sharing  
Koran

## L

labelled, labelling  
laborious  
labour

labour-force (adj.)  
labour-market (adj.)  
laissez-faire

laissez-passer (singular and plural)  
landholder  
landline



landlocked  
landmine  
landowner  
land use (noun)  
land-use (adj.)  
laserdisc  
lawmaker  
law-making  
lay off (verb)  
layoff (noun)  
lead time  
lead-up (noun)  
learned (not “learnt”)  
least developed countries  
letter of assist

## M

machine gun  
machine-readable  
macro: compound forms are closed  
except:  
    macro-unit  
mainframe  
mainland  
Major General  
mandate holder  
man-hour  
man-made  
manoeuvre  
man-portable air defence system  
(not MANPADS)  
marketplace  
market town  
mark up (verb)  
markup (noun)  
marriage timing (noun)  
marriage-timing (adj.)  
marshal  
marshalled, marshalling  
master plan  
materiel  
matrices  
meagre  
meantime  
meanwhile  
medium-sized (adj.)  
medium-variant (adj.)  
meeting place  
megacity  
megajoule (MJ)  
megavolt (MV)  
megavolt-ampere (MVA)  
member-days  
memorandums  
Mesoamerica  
Messrs. (in English)  
meter (instrument)  
metre (unit of length)  
micro: compound forms are closed  
except:  
    micro-business  
    micro-entrepreneur  
    micro-environment

leukaemia  
levelled, levelling  
liaison  
liberalization  
liberalize  
licence (noun)  
license (verb)  
Lieutenant General  
life cycle  
lifelong  
lifespan  
lifestyle  
life table (noun)  
life-table (adj.)  
lifetime

    micro-event  
mid-1990s  
mid-air  
midday  
middleman  
midlife (noun and adj.)  
mid-ocean, mid-oceanic  
midpoint  
mid-range  
mid-season  
mid-size  
midsummer  
midterm  
midway  
midweek  
midwife  
midwinter  
midyear  
mileage  
milieux  
millenniums  
mindset  
mine clearance (noun)  
mine-clearance (adj.)  
minefield  
minimize  
misspelled (not “misspelt”)  
misstep  
Mmes. (in English)  
modelled, modelling  
modus operandi  
money-laundering  
moneylender, moneylending  
money market (noun and adj.)  
moneys  
moratoriums  
mores  
mould  
movable  
Mr.  
Mrs.  
Ms.  
Muhammad (the Prophet)  
mujahid (plural: mujahidin)  
multi-access  
multi-bilateral

litre  
live birth  
live-born  
living space  
local area network  
log in, log out (verb)  
login, logout (noun)  
log on, log off (verb)  
logon, logoff (noun)  
long-standing (adj.)  
long-term (adj.)  
loophole  
Lotus Notes  
lower-case (adj.)  
low-level (adj.)

multibillion  
multi-cause  
multicellular  
multi-centred  
multichannel  
multi-client  
multicoloured  
multi-country  
multicultural  
multidimensional  
multidisciplinary  
multi-donor  
multi-ethnic  
multi-faith  
multifocal  
multifunctional  
multigenerational  
multigrade  
multigrain  
multigravida  
multi-hazard  
multilateral  
multilayer  
multilingual  
multimedia  
multimillion  
multinational  
multipara  
multipartite  
multiparty  
multiphase  
multiplatform  
multiple-choice (adj.)  
multipolar  
multiprocessor  
multipurpose  
multiracial  
multisectoral  
multi-skilled  
multi-stakeholder  
multistorey  
multitalented  
multitask, multitasker, multitasking  
multitrack  
multi-user  
multi-utility

multivendor  
multi-year

## N

nation State  
nationwide  
neighbour  
neonatal  
netbook  
nevertheless  
newborn  
newsfeed  
newsflash  
newsgroup  
news stand  
newswire

## O

octies or octiens  
odour  
oedema  
oesophagus  
offence  
offensive  
off-gas  
offhand  
off-hours (noun)  
office holder  
off-label (adj.)  
off-limits (adj.)  
offline  
offload  
off-message (adj.)  
off-peak  
off-ramp (noun)  
off-road  
off season (noun)  
off-season (adj. and adv.)  
offset

## P

paediatric  
paedophile  
panellist  
paper-smart (adj.)  
paralyse  
paramedical  
paramilitary  
part-time  
passer-by (plural: passers-by)  
payback (noun)  
payday  
payroll  
peacebuilder, peacebuilding  
peacekeeper, peacekeeping  
peacemaker, peacemaking  
peacetime  
per annum  
per capita  
per cent  
per diem  
perinatal  
peri-urban

Muslim  
mutatis mutandis

newsworthy  
niqab  
no-fly zone  
no-man's-land  
non-: compound forms are  
hyphenated except:  
nonconformist  
nondescript  
nonfeasance  
nonetheless  
non sequitur  
no one

offshore  
off-site (adj.)  
offspring (singular and plural)  
oilfield  
oil well  
old age (noun)  
old-age (adj.)  
old-growth (adj.)  
omega-3 fatty acid  
on-board (adj.) (on a ship or  
aircraft)  
onboarding (in human resources)  
ongoing  
online  
on-message (adj.)  
on-screen  
onshore  
on-site (adj.)  
onward (adj. and adv.)  
op-ed (noun and adj.)  
ordinance (law)

per se  
person-day, person-hour  
phyto-: combinations are closed  
place name  
plebiscite  
plough  
policyholder  
policymaker, policymaking  
policy-setting  
post-adolescent  
post-cold-war  
postdoctoral  
post-feminist  
postglacial  
postgraduate  
post-industrial  
post-marital  
postmillennial  
postmodern  
post-mortem  
postnatal  
post-neonatal

north(ern), north-east(ern), north-  
west(ern) (a geographical  
direction or an area within a  
country)  
North(ern) (a continent or major  
region, e.g. North America,  
North Africa, Northern Europe)  
northward  
note verbale (plural: notes  
verbales)  
novies or noviens  
nursing home (noun)

ordnance (munitions)  
organization  
organization chart (not  
“organigram(me)” or  
“organizational chart”)  
organize  
outmigration  
out-of-court (adj.)  
out-of-date (adj.)  
outpatient  
outsource  
out-take (noun)  
over: compound forms are closed  
except:  
over-elaborate  
over-exercise  
over-optimistic  
over-refine  
overabundant  
overrepresent

postnuptial  
post-operative  
post-partum  
post-session  
post-war  
power plant  
power-sharing  
practice (noun)  
practise (verb)  
pre-adolescent  
pre-book  
précis  
précis-writer, précis-writing  
preconceive  
precondition  
pre-construction  
predate  
predeployment  
pre-eclampsia  
pre-embryo  
pre-eminent  
pre-empt

pre-establish  
pre-exist  
pre-ignition  
pre-industrial  
pre-initiation countries  
pre-inspection  
pre-investment  
premarital  
pre-modern  
prenatal  
pre-owned  
pre-package  
pre-plan  
pre-position  
pre-press  
pre-production  
pre-qualify

## Q

quater  
quinquies or quinquiens

## P

radioactive  
radioisotope  
rain-fed  
rainforest  
rainwater  
raison d'être  
range area  
rangeland(s)  
rapprochement  
rateable  
ratepayer  
re-: combinations are closed  
except:  
    re-advertise  
    re-edit  
    re-educate  
    re-elect  
    re-emerge  
    re-emphasize  
    re-employ  
    re-enact  
    re-engineer  
    re-enter  
    re-equip

## S

safe-period method  
salary earner  
saleable  
salt water (noun)  
saltwater (adj.)  
satphone  
savings bank  
sceptic, sceptical, scepticism  
school-age (adj.)  
schoolbook  
schoolchild  
schoolday  
schoolroom  
schoolteacher

pre-record  
pre-register  
pre-release  
preschool  
pre-screen  
pre-sell  
pre-session  
pretence  
pretrial (but Pre-Trial Chamber of  
the International Criminal Court)  
pre-war  
prima facie  
principal (first in rank) (noun and  
adj.)  
principle (fundamental truth)  
(noun)  
printout

re-erect  
re-establish  
re-evaluate  
re-examine  
re-export  
read-only memory  
readout (noun)  
record-breaking (adj.)  
referendums  
reflection  
refoulement  
regime  
region-wide  
reroute  
results-based (adj.)  
results-oriented (adj.)  
résumé  
retro: combinations are closed  
reversible  
right to life (noun)  
right-to-life (adj.)  
rigorous  
rigour  
risk reduction (noun and adj.)

schoolwork  
seabed  
sea floor  
sea level  
seaport  
seawater  
Secretary-General (plural:  
Secretaries-General)  
sectoral  
self-: compound forms are  
hyphenated  
sell off (verb)  
sell-off (noun)  
semi-annual (twice a year)

private sector (not hyphenated)  
privatization  
privatize  
procès-verbal (plural: procès-  
verbaux)  
pro-choice  
procyclical  
program (computing only)  
programme  
pronatalism, pronatalist  
proofread, proofreader  
pro rata  
prorate  
psycho: compound forms are  
closed  
public sector (not hyphenated)

riverbed  
river water  
roadbed  
roadblock  
road map  
roadwork  
rollback (noun)  
roll call (noun)  
roll-call (adj.)  
roll out (verb)  
roll-out (noun)  
roll over (verb)  
rollover (noun)  
round table (noun)  
round-table (adj.)  
routing  
RU486  
rule of law (not hyphenated)  
rumour  
run-off (noun and adj.)  
run-up (noun)  
rural-urban (demographic  
movement)  
rural/urban (comparison)

semi-automatic  
semi-autonomous  
semicircle  
semicolon  
semiconductor  
semi-conscious  
semi-cylinder  
semi-darkness  
semi-detached  
semi-final  
semi-finished  
semi-independent  
semi-invalid  
semi-literate

semi-monthly  
semi-official  
semi-permanent  
semi-precious  
semi-professional  
semi-retired  
semi-rigid  
semi-skilled  
semi-solid  
semi-trailer  
septicaemia  
septies or septiens  
seroprevalence  
serostatus  
set back (verb)  
setback (noun)  
set up (verb)  
set-up (noun)  
sewage (waste matter)  
sewerage (system of drains)  
sexies or sexiens  
sex-selective (adj.)  
shake up (verb)  
shake-up (noun)  
shanty town  
sharia  
sheikh  
shellfire  
Shia  
Shiite  
shopkeeper  
shortcoming  
shortfall  
shortlist  
short-lived  
side effect  
sine qua non  
sizeable  
size class  
skilful  
skill set  
slow down (verb)  
slowdown (noun)  
slum dweller  
sociobiology  
sociocultural  
sociodemographic  
socioeconomic  
sociomedical  
sociopolitical  
soft-walled (adj.)  
solicitor general (plural: solicitors  
general)  
sombre

T  
takeover (noun)  
Taliban  
targeted, targeting  
tariff  
task force  
taxpayer  
tele-health

south(ern), south-east(ern), south-  
west(ern) (a geographical  
direction or an area within a  
country)  
South(ern), South-East(ern),  
South-West(ern) (a continent  
or major region, e.g. South  
America, Southern Africa,  
Southern  
Europe, South-East Asia;  
exception: Association of  
Southeast  
Asian Nations)  
South-South cooperation  
southward  
spatial-profile model  
specialize  
speed-dial (verb)  
speed dial (noun)  
spelled (not "spelt")  
spillover (noun and adj.)  
stabilization  
stabilize  
staff-day, staff-hour  
staff member  
stakeholder  
stalemate  
standby (noun and adj.)  
stand-alone (adj.)  
stand in (verb)  
stand-in (noun)  
State-building  
stationary (not moving)  
stationery (paper)  
status-conscious  
status-of-forces agreement  
status quo  
steady-state (adj.)  
step: compound forms are closed  
except:  
step-parent  
stillbirth  
stillborn (adj.)  
stockbreeder  
stockbroker  
stockholder  
stock market  
stockpile  
stocktaking  
storefront  
storekeeper  
storey (of a building)  
straightforward  
strikebreaker

telemedicine  
ter  
test-ban (adj.)  
text-processing  
text processor  
therefor (for that purpose)  
therefore (consequently)

strike-slip fault  
strip-search  
sub: compound forms are closed  
except:  
sub-account  
sub-amendment  
sub-aquatic  
sub-area  
sub-assembly  
sub-body  
sub-bottom  
sub-branch  
sub-bureau  
sub-calibre  
sub-centre  
sub-discipline  
sub-element  
sub-entry  
sub-folder  
sub-interval  
sub-issue  
sub-item  
sub-lessee  
sub-lessor  
sub-let  
sub-munitions  
sub-office  
sub-prefect  
sub-prefecture  
sub-prime  
sub-province  
sub-Saharan  
sub-theme  
sub-working group  
sub-zero  
subject matter (noun)  
subprogram (computing only)  
subprogramme  
subunit  
succour  
summarize  
Sunna (traditional Muslim law)  
Sunni (adj. and noun, singular and  
plural)  
Sunnite  
super-Power  
supersede  
superstructure  
supervisor  
surface water (noun)  
surface-water (adj.)  
suspense account  
symposiums  
system-wide

think tank  
time-consuming  
time deposit  
time frame  
time-horizon  
timekeeper  
time lag

time limit  
timeline  
time period  
time-release (adj.)  
timescale  
time series  
time sheet  
timespan  
timetable  
title page  
ton (i.e. metric ton)  
topsoil  
totalled, totalling  
towards  
town hall meeting  
toxaemia  
tradable  
trade-off (noun)  
traffics, trafficked, trafficking

## U

ultra: compound forms are closed  
except:  
    ultra-high frequency (noun)  
    ultra-high-frequency (adj.)  
under: compound forms are closed  
except when modifying  
a hyphenated compound  
undersecretary  
Under-Secretary-General (plural:  
Under-Secretaries-General)  
under way

## V

vacuum aspiration method  
vacuum-pack (verb)  
vacuum-packed (adj.)  
value added (noun and adj.)  
value system  
vapour  
vari: compound forms are closed  
V-chip  
venepuncture  
versus  
vice (tool)  
Vice-Chair

## W

wage earner  
wage-earning  
wagon  
Wahhabi  
walkie-talkie  
walk in (verb)  
walk-in (adj.)  
walkout (noun)  
walk-through (noun)  
wallboard  
wallchart  
Walloon  
war chest  
war crime  
war criminal

training ground  
tranquillity  
transalpine  
transatlantic  
transboundary  
transcontinental  
trans-fat, trans-fatty acid  
transferable, transference  
transferred, transferring  
transgender  
transglobal  
transmigrant  
trans-Pacific  
transracial  
transsexual  
trans-ship, trans-shipment  
travelled, travelling  
tripwire  
troop contributor

uni: compound forms are closed  
unmistakable  
update  
upgrade  
upper-case (adj.)  
uproot  
up-to-date (adj.)  
upward (adj. and adv.)  
urban dweller  
urban-rural (demographic  
movement)

Vice-President  
vice versa  
video camera  
videoconference  
videodisc  
video game  
videographics  
videography  
video link  
video map  
video on demand  
videophone

war cry  
war game  
warhead  
warlike  
warlord  
warmonger  
warpath  
warplane  
warship  
wartime  
war-torn (adj.)  
washout (noun)  
washtub  
wastewater  
Washington, D.C.

troop-contributing  
T-shirt  
tsunamis  
tunnelled, tunnelling  
turn around (verb)  
turnaround (noun)  
turning point  
turnkey (adj.)  
turn off (verb)  
turn-off (noun)  
turn out (verb)  
turnout (noun)  
turn over (verb)  
turnover (noun)  
two-faced  
twofold  
typeset, typesetting, typesetter  
tyre

urban/rural (comparison)  
usability  
usable  
use-by date  
use-effectiveness  
user-friendly  
username  
utilize  
U-turn  
Uzi

video pirate  
video recorder  
video recording  
viewfinder  
viewpoint  
vigorous  
vigour  
vis-à-vis  
vitamin A  
voicemail  
voice-over (noun and adj.)  
voiceprint

watch list (noun and adj.)  
watchtower  
waterbird  
water birth  
waterboard, waterboarding  
waterborne  
water cannon  
watercourse  
watercraft  
waterfowl  
waterfront  
waterhole  
water level  
waterline  
waterlogged

water main  
 watermark  
 watermill  
 water power  
 waterproof  
 water-repellant (adj.)  
 water-resistant (adj.)  
 watershed  
 water supply  
 water table  
 watertight  
 water torture  
 water tower  
 waterway  
 waterworks  
 watt-hour  
 wattmeter  
 wavelength  
 weather-beaten  
 weatherproof  
 webcam  
 webcast  
 web hosting  
 webinar  
 webisode  
 weblink  
 weblog  
 webmail  
 webmaster  
 web page  
 web ring  
 website  
 webspace  
 weekday  
 weekend  
 well: compound adjectives are hyphenated only when preceding a noun (e.g. a well-designed project; the project is well designed)  
 well-being  
 well-to-do  
 well water (noun)  
 well-wisher  
 west(ern) (a geographical direction or an area within a country)

## X

X chromosome  
 xeno: compound forms are closed

## Y

yarmulke  
 Y chromosome

## Z

zero gravity  
 zeros  
 zero-sum (adj.)  
 zero-tolerance (adj.)

West(ern) (a major region, e.g. West Africa, Western Europe)  
 west-north-west, west-south-west  
 westward  
 wetland(s)  
 wet lease  
 wheelchair  
 while (not “whilst”)  
 whistle-blower, whistle-blowing  
 whiteboard  
 white list (noun)  
 white-list (verb)  
 whitewash  
 wholegrain  
 wholehearted  
 wholewheat  
 wide area network  
 wideband  
 widebody  
 Wi-Fi  
 wild card  
 wildcat  
 wildfire  
 wildfowl  
 wilful  
 windblown  
 windborne  
 windbreak  
 windburn  
 wind chill  
 windfall  
 windowpane  
 windowsill  
 windproof  
 windscreen  
 windshield  
 windstorm  
 windswept  
 winegrower  
 winemaker  
 wingspan  
 wingspread  
 win-win (adj.)  
 wiretap, wiretapping, wiretapper  
 witchcraft

## X factor

X-ray

year-on-year (adj.)  
 year-round (adj.)

zigzag  
 zoogeography  
 zookeeper  
 zoonosis

witch-hunt  
 withhold  
 woman-month, woman-year  
 woodblock  
 woodchip  
 woodpile  
 woodshed  
 woodsmoke  
 woodwork  
 woodyard  
 word-processing  
 word processor  
 work around (verb)  
 workaround (noun)  
 workday  
 workflow  
 workforce  
 work-hour  
 workload  
 work out (verb)  
 workout (noun)  
 work permit  
 workplace  
 workplan  
 workroom  
 worksheet  
 workshop  
 worksite  
 workspace  
 workstation  
 workweek  
 worldwide  
 would-be (adj.)  
 write down (verb)  
 write-down (noun)  
 write in (verb)  
 write-in (noun)  
 write off (verb)  
 write-off (noun)  
 write-protect, write-protected  
 write up (verb)  
 write-up (noun)  
 wrongdoing

YouTube

zooplankton  
 Z particle

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