UNDP Editorial Style Manual

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**INTRODUCTION**

The UNDP Editorial Style Manual is intended to offer guidance on grammar, spelling and punctuation to ensure clarity and consistency in UNDP for print and online internal and external communications, covering publications, speeches and statements, press releases and media advisories, social media, multimedia products, including photo captions. All staff members and consultants are encouraged to familiarize themselves with the Editorial Style Manual. Effective communication of UNDP’s message relies on consistent use of language across the organization.

Together with other writing and publishing guides available in the UNDP Communications Toolkit, the **UNDP Editorial Style Manual** is intended as a resource to allow all of us at UNDP to speak as one in our communications.

Key resources:

1. [UN Editorial Manual](#)
2. [UNDP Brand Manual](#)
3. [UNDP Guidelines for Photography](#)
4. [UNAIDS HIV and AIDS Terminology](#)
5. [Unicef Reporting Guidelines to Protect Children](#)
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ABBREVIATIONS AND ACRONYMS

Abbreviations

Abbreviations should not be used for words or titles—of articles, books, organizations or people—that occur only once or twice in a text. If a title occurs many times in a document, a short form may be used. The full title should be given the first time it appears and repeated only where necessary for clarity. Thereafter, a short title may be used unless there is a risk of ambiguity. Examples of short titles are: the Assembly, the Council, the Commission, the Committee, the Special Committee.

“United Nations” may be abbreviated in information materials in English but not in formal documents. The form “ONU” is acceptable in French in certain texts. The following titles should not be abbreviated in running text: Economic and Social Council, UN General Assembly, UN Secretary-General, Security Council.

Common abbreviations

- cf. = compare
- e.g. = for example
- et al. = and others (note punctuation)
- etc. = et cetera
- i.e. = that is to say
- NB = nota bene (‘please note’)
- No. = number
- p. = page
- pp. = pages
- Vol. = Volume or vol. = volume

Acronyms

Acronyms are formed from the initial letters of other words e.g. UNDP. They have the advantage of brevity and the disadvantage of needing to be memorized and giving a document the appearance of ‘alphabet soup’. Acronyms are written entirely in capital letters, without full stops or periods, in United Nations usage. So: UNDP and not U.N.D.P.

A title or name of an organization (e.g. World Food Programme) or programme (e.g. United Nations Volunteers) or an institution (e.g. Department for International Development) that recurs should normally be written in full the first time it is mentioned and should be followed by the acronym between parentheses; thereafter, only the acronym should be used consistently throughout the text.

Acronyms should not be used for names that rarely appear in a text unless the acronym is more familiar than the full name, e.g.:

- UNICEF (United Nations Children’s Fund)
- UN Women (United Nations Entity for Gender Equality and the Empowerment of Women).

If the text is very long and contains many acronyms, a list of acronyms should be inserted either at the beginning or the end of a publication; the names should still be written out on first use in the text.

It is especially important to explain acronyms in documents that are to be translated, since translators may not be familiar with UNDP or even United Nations terms. See the UN Term database if you have questions on United Nations acronyms or terminology.

Acronyms derived from languages other than the language of the document should be avoided. However, if they are used, the full name in the original language should be supplied.

Acronyms should normally be used without the definite article, e.g.:

- The cooperation of WHO was sought.
- UNDP and ILO jointly sponsored a workshop.

However, exceptions are made, such as: the OAU; the ICC (International Criminal Court); the WB (World Bank).
Do not use an apostrophe to form the plural of abbreviations and acronyms (write NGOs, not NGO’s; PSAs, not PSA’s). It is incorrect.

Acronyms should never be hyphenated at the end of a line. A list of frequently used acronyms is provided in Annex III.

CAPITALIZATION

Generally, capitalization should be avoided except where necessary, according to the guidelines below.

A list of commonly used words that for which the UN requires initial capital letters and those that do not is provided in Annex II.

Official titles of conferences and years should be capitalized regardless of whether or not the conference has been held at the time of writing.

EXAMPLE:

A draft programme was prepared for the International Year for the Eradication of Poverty.

Proper nouns and adjectives and recognized geographical names

Initial capital letters should be used for proper nouns and adjectives and for recognized names or titles.

EXAMPLES:

<table>
<thead>
<tr>
<th>Proper noun/adjective</th>
<th>Capitalized Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dag Hammarskjöld</td>
<td>the Government of France</td>
</tr>
<tr>
<td>Asian, Icelandic</td>
<td>the English Channel</td>
</tr>
<tr>
<td>World Wide Web (or ‘the Web’)</td>
<td>Yunan Province</td>
</tr>
<tr>
<td>Web editor</td>
<td>Mount Everest</td>
</tr>
<tr>
<td>southern Africa</td>
<td>Lake Titicaca</td>
</tr>
<tr>
<td>South Africa</td>
<td>South China Sea</td>
</tr>
<tr>
<td>Mexico City</td>
<td>the Danube River</td>
</tr>
<tr>
<td>the city of Chicago</td>
<td>the Rhine and Danube river</td>
</tr>
</tbody>
</table>

*Place de la Concorde*

The word *state* is capitalized in specific references when it refers to a country but not when referring to a part of a federal entity, such as the state of New York or the states of Brazil, or as an adjective, as in *state* school.

Names of organizations

When citing the names of organizations, organs and institutions of any country, the national usage should be followed. It should also be followed for the titles of officials and styles of address.

EXAMPLES:

<table>
<thead>
<tr>
<th>Organization Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agence France-Presse (AFP)</td>
</tr>
<tr>
<td>Fédération Internationale de Football Association (FIFA)</td>
</tr>
</tbody>
</table>

When an organization has English as one of its official or working languages, the English spelling and hyphenation that it uses for its own name and for the titles of its officials should be followed.

Country specific institutions (e.g. *L’Académie Française*, *Loya Jirga*, *Keidanren*, etc.) and acronyms of world-renowned institutions (NASA, FBI, CIA, etc.) should be left as is and explained in brackets.
FORMATTING A DOCUMENT

The Executive Board documents must strictly follow the rules for UN Document submission with regards to formatting, number of words and length. See examples of properly formatted UN Documents on the UNDP Executive Board [website].

Font

For all official communications, especially UNDP publications, Myriad Pro 10 pt font should be used. Alternative fonts can be used according to design needs for publications. For more information on branding design requirements please refer to the [UNDP Brand Manual].

Sentences

A single space is used after each period or full stop to separate sentences.

Paragraphs

It is preferred style for paragraphs to be separated by a single empty line, except in cases where space limitations make this impractical. In such cases, the first paragraph in a chapter or article or following a subheading is not indented, and all other paragraphs begin with an initial indent. Paragraphs on websites are never indented.

An initial large capital, or drop cap, is often used at the beginning of an article or chapter, as part of a design element, not for regular Microsoft Word documents. As this technique is not as effective if the first word consists of only one or two letters, the first sentence may require reworking so that it begins with a longer word. Also for reasons of appearance, a drop cap should never be preceded by quotation marks.

Try to avoid what typesetters refer to as widows and orphans—a short single line at the bottom or top of a column or page.

Chapter headings

In UNDP publications, the usual style used for chapter headings is to capitalize the first word, unless the heading contains a proper noun or a book title, e.g. Facts for Life.

Subheadings

As mentioned above, the first paragraph following a subheading should not be indented, although subsequent paragraphs should begin with an indent.

Lists

Ideally, lists should be used with simple bullet points to indicate each item. Numbering can also be used, if the nature of the document or specific content (such as pointers or checklists) requires it. Numbering and lettering are used often for official UN/UNDP documents or legal papers.

References and bibliographies

For detailed information on references, bibliographies, comparing ibid. and op. cit and how to format footnotes and references to a variety of different sources, please refer to the relevant section of the [United Nations Editorial Manual].

In providing references, consistency of style is most important. In general, information is ordered in the following sequence with the items separated by commas: author (first author listed, with last name first) or source, title (titles of articles or documents are enclosed in single quotes, book titles are italicized), editor(s), publisher, place of publication, year of publication, pages cited. Such terms as ibid. and op. cit. are no longer italicized. For clarity, these terms are compared below.
Use of ibid.

Ibid. (the abbreviation for *ibidem*, meaning “in the same place”) refers to the work cited in the preceding footnote or to the preceding work within the same footnote. The term should not be used when the preceding footnote includes more than one source.

Ibid. is used when it is not possible to repeat footnote indicators (e.g. in documents and publications when the repeated reference is more than six double-spaced pages away from the first reference) and to replace those elements that are identical in the preceding footnote or the preceding work within the same footnote. It is never used solely to replace the name of an author. When different works by the same author are cited in consecutive footnotes, the author’s name is repeated in full each time.

EXAMPLES:

2. Ibid., vol. 2187, No. 38544.
6. Ibid.

Footnotes and text notes

**Footnotes.** In resolutions and decisions, all sources are cited in footnotes. In masthead documents (those documents using the UN letterhead format at the top of the page), sales publications and reports issued as supplements to the *Official Records*, footnotes are used to cite:

- United Nations sales publications
- Reports of United Nations conferences
- Instruments issued in the United Nations or League of Nations *Treaty Series*
- Advisory opinions, judgments and orders of the International Court of Justice
- Documents and publications issued by other organizations and by Governments
- Books, periodicals and articles contained therein
- Working papers and research reports in a published series
- Unpublished papers and dissertations

**Footnotes, text notes or references directly in the text.** In masthead documents, publications and supplements, references to newspaper articles, public statements, interviews, personal communications and material on a website may be given in footnotes, text notes or directly in the text, as appropriate.

**Placement of footnotes**

Footnotes to items in the text are placed at the bottom of the page. Endnotes are not used. Footnotes to figures and tables are placed directly below the figure or table. Footnotes to items in a boxed text contained in a document or publication are normally placed within the box.

Footnotes indicated by asterisks and other symbols are placed above footnotes indicated by numbers and lower-case letters when they appear at the bottom of the same page. For additional information, see *Footnote indicators/ Footnotes indicated by lower-case letters* and *Footnotes indicated by asterisks and other symbols*.

**Footnotes in boxed summaries.** Footnotes are not given for items in a boxed summary at the beginning of a document if the items can be referenced in the main body of the text. When it is necessary to include a footnote to an item in a boxed summary, the footnote is indicated by a lower-case letter and placed within the box.

**Text notes.** In documents, publications and supplements to the *Official Records*, text notes are used to cite:
● United Nations documents
● Reports issued as supplements to the UN Official Records.
● Statements and oral reports made before a United Nations body

Endnotes:
Generally, endnotes are similar to footnotes except that they are just placed at the end of a document instead of the bottom of the page, as with footnotes.

Footnotes in digital publications
For publications that are created from layout files for the print publication—PDF files—footnotes can appear in normal placements. When using apps for digital publications where there are not necessarily regularized page numbers, a footnote should follow the paragraph in which it is cited and be linked to the footnoted text. The reader can then choose to click on the link to read the footnote and then go back to the regular text.

GRAMMAR

Among/between
Use between when referring to two parties. When referring to three or any number over three, use among.

That/which
The basic rule governing the use of that and which is:

● that introduces defining clauses, which are critical to the meaning of the sentence, and
● which introduces non-defining clauses, which provide additional clarification but are not mandatory to understand the meaning of the sentence.

EXAMPLE:
Each student made a list of books that had influenced her. The list refers not to books in a general sense but only to books that had influenced her.

Contrast with: I always buy his books, which have influenced me greatly.

A quick way to note the difference between the two types of clauses is to remember that non-defining, or which, clauses need commas, and defining, or that, clauses do not.

EXAMPLES:
The dog that I saw yesterday came back to the house.

Nations that ratify the Convention are obliged to protect people from maltreatment.

That may be omitted in some cases; which is never omitted as it changes the meaning of the sentence.

Note: The book I am reading for The book that I am reading.

Whereas, This fact, which you admit, condemns you cannot be changed to This fact, you admit, condemns you.

Less/fewer
Less refers to quantity, fewer to number:

“His troubles are less than mine” means that they are not so great.
“His troubles are fewer than mine” means that they are not so numerous.
In general, *less* is applied to *mass* nouns and *fewer* to *count* nouns. As the name implies, a count noun is a noun that can be counted. A mass noun cannot be counted.

**EXAMPLES:**

There was *less* money available.
There were *fewer* funds available.

An exception to this rule is made in the case of *time, money and distance*, which always use *less*.

**EXAMPLES:**

The meeting lasted *less* than three hours.
The town was *less* than four miles away.
The total cost was *less* than I had expected.

**Omit needless words**

Every word should serve a purpose. Also, some advice from Orwell's essay, *Politics and the English Language*:

- Never use a long word where a short one will do. *(See suggestions of short words below)*
- If it is possible to cut a word out, always cut it out.

**Some examples:**

- The question as to whether
- There is no doubt but that
- He is a man who
- The reason why is that
- In spite of that fact that
- The fact that she had arrived
- As to whether
- As yet
- Egypt is a country that
- Firstly, secondly, thirdly
- overly, thusly

**Overused words and phrases:**

**Instead of**

- facility
- insightful
- roll out
- jump start

**try**

- hospital, prison, bathroom, etc.
- perceptive
- introduce, implement
- energize, invigorate

**NAMES**

**Names of countries**

In United Nations terminology, country names have two forms. The full name, as used in formal documents, must be observed especially when dealing with UN Member States and UNDP Executive Board Members. The names to
be used for all ordinary purposes are listed in Annex IV. Some of these short names may be abbreviated in certain circumstances, as explained below, but all the others should always be given in full.

**Permissible abbreviations**

Once the full name, such as the United Republic of Tanzania, has been mentioned, or where space is limited, for instance in a table, the short form Tanzania may be used. Short forms such as Libya and Syria, United Kingdom and United States may be used, and the abbreviations UK and US may be used as adjectives and in tables.

**Alphabetization**

Countries are usually listed in alphabetical order, which follows the normal word order of each name. The Republic of Korea, for instance, is listed under the letter R, not K. When several countries are given as examples in running text, they should also be alphabetized. Any exceptions to this practice should be explained.

EXAMPLES:
Cameroon, the Central African Republic, Côte d’Ivoire and Myanmar.

**English usage**

As indicated in Annex III, some country names are preceded by the (as the Bahamas). The article is omitted in lists, tables and headings and, with the exception of the former Yugoslav Republic of Macedonia, countries are alphabetized without the. UN Protocol provides a continually updated list of official country names at: http://www.un.int/protocol/documents/Officialnamesofcountries.pdf

A country is treated as singular even when its name has a plural form: the Philippines is …; Trinidad and Tobago is ….

Common errors:

**The** Netherlands: must use The
Viet Nam: **two words** (in UNDP)
The former Yugoslav Republic of Macedonia should **never** be shortened to Macedonia.
Democratic People’s Republic of Korea **not** North Korea
Republic of Korea **not** South Korea
Democratic Republic of the Congo: must use the

Côte d’Ivoire **not** Ivory Coast. Note the accented character.

Kazakhstan, **not** Kazakstan

For country names in the official UN languages consult UN Term (United Nations Multilingual Terminology Database) maintained by the Terminology and Reference Section, Documentation Division, UN Department for General Assembly and Conference Management, New York. The names are provided in the six official languages of the United Nations. Revisions to the files are issued from time to time, please visit the UN Terminology website to learn more. [Go to the database. Under Subjects, select Country names. ]

**Disputed territories**

The list below gives the currently accepted terms and additional important information for several geographical areas of political sensitivity.

● The former Yugoslav Republic of Macedonia—-if used in an alphabetical list, **must** be listed under letter ‘t’.

● occupied Palestinian territory (oPt)—note capitalization. Should **not** be referred to as a country, nor should it appear in a list of countries.
• Kosovo—should **not** be referred to as a country, nor should it appear in a list of countries. The name Kosovo should always be annotated with the following footnote: *Hereafter referred to in the context of UN Security Council Resolution 1244 (1999)*.

Therefore, when referring to UNDP’s presence around the world, please reference “… more than 170 countries and territories…”

**Styles of address**

In a publication, it is preferable to use an adult’s first and last names on first reference without the honorific unless the person is a medical doctor (in which case use Dr. before the full name). In subsequent references use the honorifics of Mr., Ms., Mrs., or Dr. (for medical doctors only) and the last name. For the names of children, use the full name in first reference. The first name only may be used in subsequent references. Please see further information on referencing children in publications in the Unicef Reporting Guidelines to Protect Children.

**Names of persons**

Current UNDP Administrator Helen Clark should be referred to by her full name, or, in subsequent references within the same document as Miss Clark, as per her request. In the case of other women, you can use the honorific Ms.

Always check to make sure names are spelled correctly. For UNDP and the UN Secretariat headquarters staff, consult the UN Telephone Directory. Staff outside New York, however, cannot access this internal online document.

For spelling of the names of permanent mission and delegation staff, consult the United Nations Protocol and Liaison Service.

People’s names should be spelled identically in English, French and Spanish texts—do not translate them. Names should include any accents that are used in the original language.

**EXAMPLES:**

- French: H.E. Mr. Mamadi Touré
- Spanish: H.E. Mr. Héctor Virgilio Alcántara Mejía
- Portuguese: H.E. Mr. Álvaro José Costa de Mendonça e Moura
- Slovakian: H.E. Mr. František Ružička

**NUMBERS**

**Numbers expressed in words**

In general, numbers under 10 (one to nine) should be written in words. Numbers should also be spelled out in the following contexts: at the beginning of a sentence; in approximate or isolated references to dimensions, weights and measures in non-technical, non-statistical texts; in fractions in narrative text; and in reference to ages in non-technical, non-statistical texts.

**Ordinal numbers**

Ordinal numbers indicate a position in relation to other numbers: first, second, third.

Ordinal numbers are written when they exist as a single word: the **second** meeting of the day.

Ordinals that would require two words are expressed as figures: the 24th day of the month.

Please note that the ordinal form is **not** used when writing dates: 8 November, not 8th November.
When a cardinal and an ordinal number are used in conjunction with the same noun, the ordinal always precedes the cardinal: The first two programmes are to be completed this year.

**Numbers expressed in figures**

Numbers between 10 and 999,999 should normally be expressed in figures. In addition, the following are always expressed in figures: percentages; ratios; results of voting; dates and time of day; numbers with decimal places; fractions; statistics; degrees; dimensions, weights and measures, except when they are obviously intended to be approximate or in isolated references in a non-technical context; series of figures; document symbols; and page and paragraph references.

**Millions**

In English, numbers in the millions should be written as follows: 15 million, 3.4 million, BUT 3,432,583 if you are using an exact number.

In UNDP, sometimes numbers in millions are rounded up to the nearest decimal point, especially when referring to funds, and depending on the type of product where these numbers appear (print, online, social media, etc.).

**EXAMPLES:**

3,432,583 can be expressed as US$3.43 million
3,476,583 can be expressed as $3.48 million or $3.5 million
3,432,583 can be rounded up to $3 million

**Billions and trillions**

Inasmuch as the term billion is generally accepted throughout the world in the sense of a thousand million, it should be so used in United Nations documents. If there is any possibility of confusion, the use of the term should be defined in an explanatory note or in a footnote.

**Currency**

Funding references are almost always in US dollars except when referring to the Euro. In writing, please use this format for the first reference: US$20 million (NB: no spaces in between).

**Do not use USD.** In subsequent references to the US dollar, the US need not be used, just the dollar sign ($) as in $20 million.

**Time of day**

References to the time of day using the 12-hour system should be made as follows: 9 a.m. (not 9:00 a.m.), noon (not 12 noon), 1:15 p.m., 3 p.m., 9:05 p.m., midnight.

The time of day expressed in four figures using the 24-hour system should be written without punctuation, e.g. 2100 hours, not 21.00 hours.

**Dates**

The standard form for dates is day/month/year, for example: 2 January 2013. Do not use a comma after the month. Forms such as 2/1/98 should be avoided because of differences in usage regarding the order of the numerals indicating the day and month.

**Collective dates**

In references to an inclusive period of two or more full years, the years are given in full and connected by a short dash (–), called an en dash. For example: 1997–1998 (meaning the two-year period); 2001–2005; the annual

The form 2012/2013, using the slash, is appropriately used in describing academic years and fiscal years. In UNDP, this form is often used in annual reports because of UNDP’s financial accounting period.

In references to an inclusive period of two or more days, the form 23 and 24 July, for example, should be used in running texts. Where space is limited, the form 23–24 July may be used.

In references to a period of hours before and after midnight, a stroke (or slash) should be used between the two dates, for example, 23/24 July, during the night of 31 July/1 August.

**Decades**

In English, references to decades should be expressed in figures, for example, the 1990s, the mid-1990s (NOT the nineteen-nineties, the 90s or the 1990’s); in French, les années 90; in Spanish, el decenio de 1990.

**Centuries**

References to centuries should be expressed as follows: in English, the 19th Century; in French, le XIXe siècle; in Spanish, el siglo XIX. Please note use of upper case for Century in English.

**Percentages**

Percentages should be expressed in figures, e.g. 15%. The % sign should only be used in tables, callouts, infographics, etc. In UNDP style, percent is written as one word, as opposed to two words in the Concise Oxford English Dictionary.

**Ranges**

When a quantity is expressed by two numbers indicating a range:

- If the name of the unit is written out, it should be given only once, after the second number, e.g. for 10- to 15-year-olds; increases ranging from three to four percent a year;

- If the name of the unit is represented by a symbol, the symbol should always be repeated, e.g. a high temperature of 63°– 70° (when denoting temperature, indicate Fahrenheit or Celsius);

- If the name of the unit is represented by a symbol or abbreviation consisting of a letter or letters, the symbol or abbreviation should be given only once if an en dash or hyphen is used to mark the range, e.g. it required 15–20 kg of rice;

- The two numbers showing the range should be parallel in structure, e.g. from 3,430,700 to 4,000,000 units (NOT from 3,430,700 to 4 million units);

- To guard against any possible confusion, numbers should be expressed in full, whether in figures or in words, when a range is indicated, e.g. it increased from $2 million to $5 million (NOT from $2 to $5 million).

**Two numbers occurring together**

When two numbers occur together, they should be expressed in different styles, according to the nature of the elements and the context.

EXAMPLES:
- twenty 15-cent stamps;
- 20 three-year-old girls;
- ten 15-foot pipes.
Series of numbers to which different rules apply

When two or more numbers to which different rules apply occur in a series, the rule applying to the higher or highest number should apply to all, e.g. 14, previously 9, NOT 14, previously nine.

Fractions

Fractions should be spelled out, e.g. two thirds of the population. However, numbers with fractions should be written in figures, e.g. 1½ cups of flour.

A fraction is hyphenated only when used as an adjective.

EXAMPLES:
  two thirds of the funds
  two-thirds full

Numbers in references to parts of documents or publications

References to specific parts of documents, books, reports and other publications should normally go from the general to the particular, e.g. Part One, chapter V, section 2, paragraph 3, NOT paragraph 3, chapter V.

Collective page references should include all digits, e.g. pages 131–139, NOT 131–39 or 131–9. When reference is made to two successive pages, the reference should read pages 9–10 if the subject follows on from one page to the other; pages 9,10 or pages 6 and 7 if the subject is disconnected on the two pages.

Abbreviations

Abbreviations such as lb, kg, km, should not be followed by a period or full stop.

Whole numbers

In both running text and tables, the normal usage for the language concerned should be followed for figures expressing whole numbers of more than three digits, i.e. commas in English, spaces in French, and periods in Russian and Spanish.

EXAMPLES:
  English:  2,632,597
  French:  2 632 597
  Russian:  2.632.597
  Spanish:  2.632.597

Note that whole numbers expressed in digits should not be broken at the end of a line in text.

........................................................................................................................................................................

PUNCTUATION

Double quotation marks

Double quotation marks are used for direct speech. Quoted speech is never preceded by that.

Punctuation marks used in direct speech should fall inside the double quotation marks.

EXAMPLES:
  He said, “She is quite capable.”
  He said that he might go fishing.

Single quotation marks

Single quotation marks are used to enclose quotations within quotations. In UN documents, single quotation marks should be used to enclose names of documents, themes of UN conferences, phrases or specific words, etc.
EXAMPLES:
Rule 60 of the rules of procedure of the Council states that "the phrase 'members present and voting' means members casting an affirmative or negative vote". (*Note use of single and double quotation marks*).

The document ‘Report of UNDP on the recommendations of the Joint Inspection Unit in 2012’ is available on the website. (*Note use of single quotation mark*).

**Bullets, dashes, French and Spanish punctuation marks**

The **Symbol** function on the Word toolbar contains a range of accented characters, monetary symbols, fractions, mathematical symbols, bullets, arrows and trademarks, registered marks and service marks. Use the **Insert** command in Word to use these symbols.

Common French and Spanish punctuation marks found in the Symbols menu:

- « » *guillemets* – French quotation marks
- ¿ ? *question marks* in Spanish
- ¡ ! *exclamation marks* in Spanish

**Apostrophe**

Avoid using the apostrophe in pluralized acronyms, e.g. ‘PSAs,’ not ‘PSA’s,’ ‘UNVs,’ not ‘UNV’s,’ etc.

**Italics**—reference [UN Editorial Manual](#)

*Italics* are used for the following:

- non-English words found in an English text;
- words other than those that are generally considered to have been adopted into the language; e.g. *ad hoc, vis-à-vis*;
- the titles of books, periodicals, newspapers, films, plays and television programmes; e.g.: *The New York Times;* the movie *Star Wars;* the play *Romeo and Juliet;*
- the names of vessels and aeroplanes (but not the names and numbers of types of aircraft such as Boeing 707); the airline carrier, *Aer Lingus,* the ocean liner, *Queen Mary;*
- algebraic symbols and equations (such as \(b^2 - 4ac = 0\));
- the names of laws, Parliamentary decrees etc. in foreign languages.
Comma

In general cases, in a series of three or more items with a conjunction, the UNDP style is to use a comma after each item except the one preceding the conjunction and the last.

EXAMPLES:
organs, organizations and bodies
Viet Nam, Yemen and Zimbabwe

However, a comma should be inserted before the conjunction when needed for clarity.

EXAMPLE:
The issues raised were human rights, armed conflict and military expenditure, access to information, and the needs of people living or working on the streets.

In situations where the name of a country is given after a city, place a comma after the city; there is no need for a comma after the country name.

EXAMPLE:
The United Nations Conference on Sustainable Development (UNCSD), also known as Rio+20, was held in Rio de Janeiro, Brazil in June 2012.

Colon

When introducing a table, quotation or enumeration, a colon is used. The word following a colon should start with a capital letter if it begins a complete sentence or if it occurs in a headline.

EXAMPLE:
UNDP programmes: capacity development, poverty reduction and crisis prevention

African Human Development Report 2012: Towards a Food Secure Future

Dash

A dash—specifically an em dash, the longest dash—is used to set off an abrupt break or interruption or to show emphasis. Avoid placing a dash at the beginning of a line. Dashes should be kept to a minimum.

An en dash is a shorter dash and is used between numerals, such as years or page numbers, signifying to. (See Collectives dates, page 16.)

Points of ellipsis

To show that text has been omitted from a quoted text, three points of ellipsis should be used.

EXAMPLE:
“The situation of most African children remains critical due to . . . natural disasters, armed conflicts, exploitation and hunger.”

SPELLING

Follow the current edition of The Concise Oxford English Dictionary. UNDP maintains a license for use of this edition by all staff via the Teamworks site where you must use your UNDP login information.

Where the dictionary provides alternative spellings, use the preferred spelling, the one that is printed first, or to which other spellings are referred. Avoid American spellings, which the dictionary indicates by an asterisk.
NOTE: The use of the letter z in words such as organize, organization, mobilize, etc., is not an Americanization. It is the preferred spelling in *The Concise Oxford English Dictionary*.

EXAMPLES:
Respect the spelling of proper names:
US Centers for Disease Control and Prevention vs. UNDP International Policy Centre

Respect use of accents and special characters in proper names.

EXAMPLE:
Kemal Derviş

A list of useful spellings has been included as Annex I.

**Doubling final consonants**

When a suffix beginning with a vowel is added to a word ending in a single consonant preceded by a single vowel, the consonant should be doubled if it ends a word of one syllable or if it ends an accented syllable.

EXAMPLES:
allot, allotted, allotting
commit, committed, committing
get, getting
occur, occurred, occurring

In words ending in l the last consonant is generally doubled whether stressed on the last syllable or not.

EXAMPLES:
annul, annulled, annulling
fulfil, fulfilled, fulfilling
total, totalled, totaling
travel, travelled, travelling

**Plurals for words of foreign origin**

For plurals of words of foreign origin, use the preferred, or first, form given in the current edition of *The Concise Oxford English Dictionary*. The list below shows the prescribed plurals for nouns frequently used in United Nations publications.

<table>
<thead>
<tr>
<th>Singular</th>
<th>Plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>aide-mémoire</td>
<td>aides-mémoire</td>
</tr>
<tr>
<td>appendix</td>
<td>appendices</td>
</tr>
<tr>
<td>Attorney-General</td>
<td>Attorneys-General</td>
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<tr>
<td>biennium</td>
<td>bienniums</td>
</tr>
<tr>
<td>bureau</td>
<td>bureaux</td>
</tr>
<tr>
<td>crisis</td>
<td>crises</td>
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<tr>
<td>criterion</td>
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<tr>
<td>formula</td>
<td>formulas</td>
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<tr>
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<td>forums</td>
</tr>
<tr>
<td>honorarium</td>
<td>honorariums/honoraria</td>
</tr>
<tr>
<td>hypothesis</td>
<td>hypotheses</td>
</tr>
<tr>
<td>index</td>
<td>indexes (a list in a book)</td>
</tr>
</tbody>
</table>
medium: media (for channels of information)
memorandum: memoranda
note verbale: notes verbales
ombudsman: ombudsmen
phenomenon: phenomena
Secretary-General: Secretaries-General
series: series
spectrum: spectra
stimulus: stimuli
stratum: strata
syllabus: syllabuses
symposium: symposia
thesis: theses
virus: viruses

Usually the word agenda takes a singular verb and the word data takes a plural verb.

Hyphenated words

For guidelines on hyphenated words, please follow the current edition of The Concise Oxford English Dictionary. If you cannot find a particular word, follow the style given for an analogous word.

Do not over-hyphenate. Words such as ‘multidimensional,’ ‘worldwide,’ ‘midwife,’ ‘wildlife,’ etc., are not hyphenated. When in doubt, refer to The Concise Oxford English Dictionary or the UN Editorial Manual.

Pendent hyphens

In a series of two or more compound words, the use of pendent hyphens is permissible. The common base may be shown by a hyphen whether or not the compound words are normally spelled with a hyphen, e.g. two-, three- or four-year periods; two- or threefold; two- and three-year-old boys.

EXAMPLES:

Small- and medium-sized enterprises
Small-and-medium enterprises

It is usually preferable, however, to redraft the sentence in order to avoid the pendent hyphens. See example below:

Programmes were established for two-, three- and four-year periods could be revised to read, Programmes were set up for periods of two, three and four years.

Hyphenating groups of words

The basic principle in hyphenating groups of words is to prevent ambiguity.

EXAMPLE: a little used car or a little-used car

However, certain general principles should be followed even when clarity is not at risk. Many groupings of two or more words acquire hyphens when used attributively (preceding the word they modify). Groupings of this type that often appear in UNDP documents include:

in the long term: the long-term aim
keep up to date: keep an up-to-date list
contributions for specific purposes  specific-purpose contributions
decision makers  decision-making personnel
personnel at district level  district-level personnel

In attributive adverb/participle pairings, the hyphen is generally used only if it has become customary, or if the adverb is one that can double as an adjective. **Never use a hyphen after an adverb ending in ly.**

**EXAMPLES:**

- an efficiently run project
- a fully documented case
- a well-run project
- a better-documented case
- a long-established rule

**Division of words**

Try to avoid dividing words at the end of a line. If the entire word will not fit at the end of a line, carry it over to the next line.

+S E N S I T I V E  L A N G U A G E+

As UNDP policies and programmes evolve and change, so too does the language used in our day-to-day work. Keeping up with such changes can be difficult. Below is a sample of phrases that have recently changed.

**Past usage**  
**Suggested usage**

- HIV/AIDS  
  - HIV and AIDS
- AIDS orphans  
  - children orphaned by AIDS
- developed countries  
  - industrialized countries
- field office  
  - Country Office
- prostitutes  
  - commercial sex workers
- street people  
  - people living or working on the streets
- underdeveloped countries  
  - developing countries

For language on HIV and AIDS please see Annex IV.

**Avoid sexist and racist language**

All writers and editors should try to make sure that the texts they are preparing do not show sexual or racial bias in content or expression. The most important point is for the writer to remember that both men and women, and various racial groups, will be reading the manuscript. The following general rules can also be helpful:

- Avoid making generalizations about the characteristics of certain nationalities or racial groups;
- Use a term that includes men and women (e.g. “the best candidate for the job,” rather than “the best man for the job”);
- Except where strictly necessary, try to avoid the use of he when referring to both sexes. You can put the sentence into the plural (e.g. not the worker ... he but workers ... they), leave the pronoun out, change the pronoun to a definite article, use a noun (or a general noun like individual) instead of the pronoun, or use he or she;
- Remember that most jobs or roles can be performed by either men or women;
- Whenever possible, replace words ending in “man” with a term that can apply to either sex, e.g. police officer and fire-fighter rather than policeman and fireman.
ANNEX I

Useful Spellings for UNDP

You can access the The Concise Oxford English Dictionary through the UNDP Intranet. You can also check the UN Editorial Manual for additional spellings.

above-mentioned attaché
accede audiovisual
acknowledgement auxiliary
ad hoc avant-garde
ad infinitum averse
advertise
advice (n.), advise (v.) back-up (n. and adj.)/back up (v.)
adviser backward (adj)/backwards (adv)
aesthetic balance of payments (n)
age-specific (adj) balance-of-payments (adj)
age-reporting/age-misreporting balance sheet
aging bandwidth
aggression baseline
agroforestry behaviour/behavioural
agro-industry benefit/benefited/benefiting
aide-mémoire (pl. aides-mémoire) biannual (twice a year)
air-conditioned biennial (every second year)
airline biennium(s)
airspace bimonthly (every two months or twice a month)
allot/allotted/allotting/allotment bio-demographic
aluminium biotechnology
analogue (but analog in computer technology) birth control
analyse (NOT analyze) birth rate
ancillary birth-spacing (as in child-spacing)
apartheid biweekly (every two weeks or twice a week)
appal/appalled/appalling boldface (type)
appendix (pl. appendices) bona fide
a priori bond market
armour bookkeeping
artwork borehole
bottleneck
bourgeoisie
brain drain
breadwinner
breakdown (n)/break down (v)
breakthrough (n)/break through(v)
break-up (n)/break up (v)
breastfeeding, breastfed
budgeted/budgeting
build-up (n)/build up (v)
bureau (pl. bureaux)
by-product
calibre
call-forward (n)/call forward (v)
cancel/cancelled/cancelling
candour
cannot
canvas (cloth)
canvass (to solicit)
capacity-building
capital (city)
Capitol (building, with reference to the US Capitol)
cardiovascular
caregiver
carte blanche
caseload
case study
catalogue (but catalog in computer technology)
catalyse
catastrophe
ceasefire (n. and adj.)
centre/centred
centrepiece
channel/channelled/channelling
chargé d’affaires (pl. chargés d’affaires)
checklist
checkpoint
chef de cabinet
cheque (bank)
childbirth
child-care (adj)/childcare (n)
child-rearing
classroom
clearing house
coeducation
coercion
coexist/coexistence
colloquium(s)
colour
combat/combated/combating
commando(s)
commit/committed/commitment
communiqué
community-based
compel/compelled/compelling
complexion
connection
consensus
controlling
cooperate/cooperation
coordinate/coordination
co-production
copy-edit (v)/copy editor (n)
copyright
copywriter
co-sponsor
cost-effective
councillor (member of a council)
<table>
<thead>
<tr>
<th>Term</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>counselling</td>
<td>derestricted</td>
</tr>
<tr>
<td>counsellor (one who gives counsel)</td>
<td>desktop</td>
</tr>
<tr>
<td>counter-argument</td>
<td>détente</td>
</tr>
<tr>
<td>counter-attack</td>
<td>diarrhoea</td>
</tr>
<tr>
<td>countermeasure</td>
<td>diphtheria</td>
</tr>
<tr>
<td>counter-productive</td>
<td>disk (vertebrae)</td>
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<tr>
<td>countersign</td>
<td>disk (computer and electronic term)</td>
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<td>countrywide</td>
<td>dispatch (variant spelling: despatch)</td>
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<td>coup d’état</td>
<td>dissension</td>
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<td>dissociate</td>
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<td>doable</td>
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<td>crossfire</td>
<td>downward (adj. and adv.)</td>
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<tr>
<td>cross-reference</td>
<td>draft (text)</td>
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<tr>
<td>cross-section</td>
<td>draught (air, animal and ale)</td>
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<td>curriculum vitae (pl. curricula vitae, c.v.)</td>
<td>drier</td>
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<td>cutback (n)/cut back (v)</td>
<td>drift-net</td>
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<td>cut-off (n. and adj.)</td>
<td>drop-out (n)/drop out (v)</td>
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<td>dwelling-unit (place, house)</td>
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<td>earmark</td>
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<td>ecosystem</td>
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<td>data collection (n)/data-collection (adj)</td>
<td>embargo(es)</td>
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<td>data entry (n)/data-entry(adj)</td>
<td>embarkation</td>
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<td>embargo(s)</td>
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<td>embarrassament</td>
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<td>dead weight</td>
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<td>death rate</td>
<td>encyclopaedia</td>
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<td>decision maker</td>
<td>endeavour</td>
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<tr>
<td>decision-making (n. and adj.)</td>
<td>end product</td>
</tr>
<tr>
<td>de facto</td>
<td>end result</td>
</tr>
<tr>
<td>defence (but US Department of Defense)</td>
<td>enrol/enrolled/enrolling/enrolment</td>
</tr>
<tr>
<td>de jure</td>
<td>en route</td>
</tr>
<tr>
<td>demine/demining</td>
<td>ensure</td>
</tr>
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<td>dependant (n)/dependent (adj)</td>
<td>equalled</td>
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<tr>
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<td>estrogen</td>
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</tbody>
</table>
et al.
everyday (adj)/every day (adv)
exaggerate
exorbitant
expel/expelled/expelling
expense
exposé
ex post facto
extrabudgetary
extralegal
extramarital
extraregional

fact-finding (adj.)
fait accompli
fallout
far-reaching
favour/favourable/favourite
feedback
fieldwork
first aid
flavour
flow chart
focus/focused/focusing
foetal
follow-up (n. and adj.)/follow up (v)
foodstuff
footnote
force majeure
forcible
forego (precede, as in foregoing; see forgo)
forever
foreword (brief preface)
forfeit
forgo (go without)

forum(s)
framework
freedom fighter
front line (n)/front-line (adj)
fuelled/fuelling
fulfil/fulfilled/fulfilling/fulfilment
full-time (adj)/full time (n.)
fund-raising
gauge
good will (virtuous intent)
goodwill (adj.)/Goodwill Ambassador
gram
grass-roots (adj)/grass roots (n)
grey
groundnut
ground-breaking
groundwater
groundwork
growth-centre (adj. only)
gruelling
guerrilla
guidelines
gunfire
gynaecology

haemorrhage
halfway
handpump
harass
harbour
health care (n. and adj.)
heartfelt
hierarchy/hierarchical
highlight
home care (n)/home-care (adj)
homeowner
homogeneous
honorary/honorarium(s)
honour/honourable
hopefully (in a hopeful manner)
horsepower
hotbed
human immunodeficiency virus (HIV)
ydroelectric
hydro-interaction
hydropower
hygiene
hypothesis

ibid.

idem
immigrant, immigration
immunize
immunodeficiency
imperilled
inasmuch as
income-generating (adj)/ income generation (n)
incommunicado
in-depth (adj)/ in depth (adv)
indexes (pl., a list in a book)/ indices (pl., mathematical)
indispensable
infra-red
infrastructure
initial/initialled/initialling
in-session
insofar as
install/installed/installing/installment
instil/instilled/instilling
insure (take out insurance)

inter-agency

inter alia
inter-American
intercede
intercountry
interdepartmental
interdisciplinary
intergovernmental
interim
inter-institutional
interministerial
interpersonal
interregional
interrelated
intersectoral
interspace
interstate (within a country)
inter-State (among countries)
in toto
intra-African
intra-family
intra-industry
intraregional
intra-urban
inward

ipso facto

jail
jeopardize
jewellery
judgement (except Judgment of the International Court of Justice)

kilogram (kg)
<table>
<thead>
<tr>
<th>English Word</th>
<th>Pronunciation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>microwave</td>
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<td>microwave oven</td>
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<td>middle-high/low</td>
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<td>mine-awareness (adj)/mine awareness (n)</td>
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<td>morbidity (incidence of disease)</td>
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<td>multi-stage (v)/multistage (adj)</td>
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<td>multi-stage (v)/multistage (adj)</td>
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<td>multi-storey</td>
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<td>no one</td>
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<td>north-east(ern)/west(ern) (adj)</td>
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<td>occur/occurred/occurring/occurrence</td>
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<td>occur/occurred/occurring/occurrence</td>
</tr>
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<td>offence/offensive</td>
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organize/organization
out-of-date (attributive adj)/out of date (predicative adj.)
overall (n. and adj.)
overcome
overemphasize
overestimate
overexpenditure
overpopulation
overproduction
overrate
overreport
override/overriding/overrun
overrule
oversimplify
overspend
overstate
overthrow
overuse
overutilize
overvalue

percent/percentage
per cent/per diem
perestroika
perinatal
per se
phenomenon (pl. phenomena)
photocopy
piecemeal
pinpoint
pipeline
place name
plebiscite
policyholder
policymaking (adj. and noun)/policymaker
poliomyelitis
postgraduate
post-marital
post-session (adj)
post-war
practice (n)/practise (v)
precede
preconceive
precondition
pre-empt
pre-investment
premarital
pre-modern
pre-primary
pre-press
prerequisite
pre-record
pre-schooler
pre-session
pretence
pre-war

paediatric
paralyse (NOT paralyze)
paramedical
paramilitary
paraprofessional
part-time
payroll
peacebuilding
peacekeeper/peacekeeping (n. and adj.)
peacemaker/peacemaking
peacetime
per annum
per capita
principal (adj. and n.) (head person)  
principle (n.) (fundamental truth)  
printout  
privilege  
procès-verbal (pl. -verbaux)  
programme (but computer program)  
proofreader  
prorate  
prorater  
psychosocial  
radioactive  
rainforest  
rainwater (n)  
raison d’être  
rancour  
rapprochement  
reaffirmation  
realize realization  
reallocation  
rearrange  
re-equip  
re-enact  
re-establish  
re-evaluate  
referendum(s)  
reflection  
regime  
regrettably  
reimbursable  
reinforce  
reintegrate  
reorganize  
reorient  
re-route  
résumé  
rigour/rigorous  
river water (n)  
roadblock  
roll-back  
roll-call  
round-table (adj)/round table (n)  
rumour  
rundown (n)/run down (v)  
saleable  
savour  
sceptic(al)/scepticism  
seabed  
sea level  
sea water (n)/sea-water (adj)  
Secretary-General  
sectoral  
self-sufficient  
semi-skilled  
setback (n)/set back (v)  
set-down (n)  
sewage (waste matter)  
sewerage (system of drains)  
shanty town  
shortcoming  
shortfall  
short-lived  
side effect  
sine qua non  
sizeable  
skilful  
slowdown (n)  
slum-dweller  
smelled (v)  
smelt (n, meaning extract metal or small fish)
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<td>sombre</td>
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<td>sometime/sometimes</td>
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<td>subsection</td>
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<td>subdivide, subdivision</td>
<td>targeted/targeting</td>
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<td>sub-editor</td>
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taxpayer
teacher-training (adj)/teacher training (n)
telegram
test-ban (adj)
textbook
threecold
time-consuming
time-frame
time lag
time limit
time-point
time-series
time-serving
time sheet
timetable	
title-page
tonne
topsoil
total/totalled/totalling
towards
trade mark
trade-off (n)/trade off (v)
trafficking
tranquillity
transatlantic
transfer/transferred/transferring
transferable
trans-ship
travel/travelled/travelling
traveller
terble
T-shirt
tube-well
tumour
tunnelled/tunnelling
turnaround (n)
turning point
turnkey (operation)
turnover			
twofold
two-thirds (adj)/two thirds (n)
typesetting
tyre (of a vehicle)
ultraviolet
underdevelop
underemployment
underenumerate (preferable: undercount)
underestimate
underexpose
underground
underlie
undernourished
undernutrition
underpopulated
underprivileged
underreport
underrepresented
Under-Secretary-General
underserve
understaffed
underuse
underutilize
underwater (adj)
under way
underweight (adj)/under weight(n)
unmistakable
unrepresented
update
upgrade
upper age-limit
uproot
up-to-date (attributive adj)/up to date (predictive adj.)
upward (adj. and adv.)
urban dweller
usable, usability

valour
value system
versus
via
vice versa
viewpoint
vigour/vigorous
vis-à-vis

wagon
warlike
wartime
water-borne
watercourse
waterlogged
water pipe
water-pump
watershed
webmaster
website (one word in UNDP use; two words in The Concise Oxford English Dictionary)
weekday
weekend
well-being
well-developed
well-founded (attributive adj)/well founded (predicative adj.)
well-known (attributive adj)/well known (predicative adj.)
well water (noun)
wholehearted
widespread
wildlife
wilful/wilfulness
withhold
word-processing (adj)/
word processing (n)
workflow
work-hour
workforce
workload
workplace
work plan
workstation
worldwide
worthwhile (attributive adj)/worth while (predicative adjective)

X-ray (note upper case X)

year-round
YouTube
zeros
zero-sum (adj)
ANNEX II

Acronyms

AAC  Audit Advisory Committee (UNDP)
ACABQ  Advisory Committee on Administrative and Budgetary Questions (United Nations)
ACC  Administrative Committee on Coordination (United Nations)
ACP  Advisory Committee on Procurement (UNDP)
ADB  Asian Development Bank
ADR  Assessment of Development Results (UNDP)
AfDB  African Development Bank (also ADB)
AGFUND  Arab Gulf Programme for Development (previously known as Arab Gulf Programme for the United Nations Development Organizations)
AusAID  Australian Agency for International Development
APEC  Asia-Pacific Economic Cooperation
ASEAN  Association of Southeast Asian Nations
ASG  Assistant Secretary-General
AU  African Union

BCPR  Bureau for Crisis Prevention and Recovery* (UNDP)
BDP  Bureau for Development Policy* (UNDP)
BERA  Bureau of External Relations and Advocacy* (UNDP)
BOM  Bureau of Management* (UNDP)
BRC  Bratislava Regional Centre* (UNDP)
BRICS  Brazil, Russia, India, China and South Africa

CARICOM  Caribbean Community
CCPD  common country programme document (UNDP)
CD  Country Director (UNDP)
CEB  Chief Executives Board (United Nations System Chief Executives Board for Coordination)
CEDAW  Committee on the Elimination of Discrimination against Women

Convention on the Elimination of All Forms of Discrimination against Women
(The acronym is not to be used in formal documents to refer to the Convention or to the Committee

CIDA  Canadian International Development Agency
CIS  Commonwealth of Independent States
CO  Country Office (UNDP)

*name may be subject to change as the 2013 UNDP Structural Review is implemented
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>CPD</td>
<td>country programme document (UNDP)</td>
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<tr>
<td>CSD</td>
<td>Commission on Sustainable Development (United Nations)</td>
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<tr>
<td>CSO</td>
<td>civil society organizations</td>
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<tr>
<td>CSW</td>
<td>Commission on the Status of Women (United Nations)</td>
</tr>
<tr>
<td>DAC</td>
<td>Development Assistance Committee (variant—OECD/DAC)</td>
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<tr>
<td>DANIDA</td>
<td>Danish International Development Agency</td>
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<tr>
<td>DFID</td>
<td>Department for International Development (United Kingdom)</td>
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<tr>
<td>DOCO</td>
<td>Development Operations Coordination Office (<em>first reference should be United Nations Development Operations Coordination Office</em>)</td>
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<tr>
<td>DPA</td>
<td>Department of Political Affairs (United Nations)</td>
</tr>
<tr>
<td>DPI</td>
<td>Department of Public Information (United Nations)</td>
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<tr>
<td>DPKO</td>
<td>Department of Peacekeeping Operations (United Nations)</td>
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<tr>
<td>DRR</td>
<td>disaster risk reduction</td>
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<tr>
<td>DRR</td>
<td>Deputy Resident Representative (UNDP)</td>
</tr>
<tr>
<td>DSS</td>
<td>development support services (UNDP)</td>
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<tr>
<td>EB</td>
<td>Executive Board (UNDP, UNFPA and UNOPS))</td>
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<tr>
<td>EBRD</td>
<td>European Bank for Reconstruction and Development</td>
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<tr>
<td>EC</td>
<td>European Commission</td>
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<tr>
<td>ECA</td>
<td>Economic Commission for Africa (United Nations)</td>
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<tr>
<td>ECE</td>
<td>Economic Commission for Europe (United Nations)</td>
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<tr>
<td>ECLAC</td>
<td>Economic Commission for Latin America and the Caribbean (United Nations)</td>
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<td>ECOSOC</td>
<td>Economic and Social Council (United Nations)</td>
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<td>ECOWAS</td>
<td>Economic Community of West African States</td>
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<td>EFTA</td>
<td>European Free Trade Association</td>
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<td>EO</td>
<td>Evaluation Office (UNDP)</td>
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<td>ESCAP</td>
<td>Economic and Social Commission for Asia and the Pacific (United Nations)</td>
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<td>ESCWA</td>
<td>Economic and Social Commission for Western Asia (United Nations)</td>
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<td>EU</td>
<td>European Union</td>
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<td>ExCom</td>
<td>Executive Committee agencies</td>
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<td>ExO</td>
<td>Executive Office (UNDP)</td>
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<td>FAO</td>
<td>Food and Agriculture Organization (United Nations)</td>
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<td>FINNIDA</td>
<td>Finnish International Development Agency</td>
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<td>GA</td>
<td>General Assembly (United Nations)</td>
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</table>
GBV  gender-based violence *(if possible, avoid using this acronym)*

GDP  gross domestic product

GEF  Global Environment Facility (World Bank/UNDP/UNEP)

GFATM  Global Fund to Fight AIDS, Tuberculosis and Malaria *(subsequent reference, The Global Fund)*

GNI  gross national income

GNP  gross national product

GIZ  German Agency for International Cooperation

GLOC  government contributions towards local office costs (UNDP)

HACT  harmonized approach to cash transfers (UNDP)

HC  Humanitarian Coordinator

HDI  human development index

HDR  *Human Development Report* (UNDP)

HDRO  Human Development Report Office (UNDP)

HIPC  heavily indebted poor countries

HIV  human immunodeficiency virus

IADB  Inter-American Development Bank (also IDB)

IAEA  International Atomic Energy Agency

IATI  International Aid Transparency Initiative

IBRD/IDA  World Bank *(covers both the Bank and its constituent parts, which include the International Bank for Reconstruction and Development and the International Development Association; the latter two acronyms are rarely used in UNDP)*

ICAO  International Civil Aviation Organization

ICFTU  International Confederation of Free Trade Unions

ICPD  International Conference on Population and Development

ICRC  International Committee of the Red Cross

ICSC  International Civil Service Commission

IDA  International Development Association

IDB  Islamic Development Bank

IDP  internally displaced person

IFAD  International Fund for Agricultural Development

IFI  international financial institution

IFRC  International Federation of Red Cross and Red Crescent Societies

IGO  intergovernmental organization

ILO  International Labour Organization

IMF  International Monetary Fund
IMO International Maritime Organization
IPSAS International Public Sector Accounting Standards
IPU Inter-Parliamentary Union
IRRF integrated results and resources framework (UNDP)
IRRI International Rice Research Institute
ITC International Trade Centre
ITU International Telecommunication Union

JICA Japan International Cooperation Agency
JII Joint Inspection Unit
JPO Junior Professional Officer

LDC least developed country
LSO Legal Support Office* (UNDP)

MCT Management Consulting Team* (UNDP)
MDG Millennium Development Goal (acronym should read “MDGs” when referring to more than one Goal)
MDTF multi-donor trust fund
MERCOSUR Common Market of the South
MIC middle-income country
MOU memorandum of understanding
MSA management service agreement (MSA)

NAFTA North American Free Trade Agreement
NATO North Atlantic Treaty Organization
NCC net contributor country (UNDP)
NEPAD New Partnership for Africa’s Development
NGO non-governmental organization
NHDR national human development report (UNDP)
Norad Norwegian Agency for Development Cooperation

OAI Office of Audit and Investigations (UNDP)
OAS Organization of American States
OCHA Office for the Coordination of Humanitarian Affairs (United Nations)
ODA official development assistance
OECD Organisation for Economic Co-operation and Development
OECS Organization of Eastern Caribbean States
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<th>Abbreviation</th>
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<td>OHCHR</td>
<td>Office of the United Nations High Commissioner for Human Rights</td>
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<td>OIC</td>
<td>Organization of Islamic Cooperation (formerly Organization of Islamic Conference)</td>
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<td>OIST</td>
<td>Office of Information Systems and Technology* (UNDP)</td>
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<td>OPEC</td>
<td>Organization of the Petroleum Exporting Countries</td>
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<td>OPCW</td>
<td>Organisation for the Prohibition of Chemical Weapons</td>
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<td>PAHO</td>
<td>Pan American Health Organization</td>
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<td>PAPP</td>
<td>Programme of Assistance to the Palestinian People (UNDP)</td>
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<td>PRS</td>
<td>poverty reduction strategy (UNDP)</td>
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<td>PRSP</td>
<td>poverty reduction strategy paper</td>
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<td>QCPR</td>
<td>quadrennial comprehensive policy review (United Nations)</td>
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<td>RBA</td>
<td>Regional Bureau for Africa (UNDP)</td>
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<td>RBAP</td>
<td>Regional Bureau for Asia and the Pacific (UNDP)</td>
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<td>Regional Bureau for the Arab States (UNDP)</td>
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<td>RBEC</td>
<td>Regional Bureau for Europe and the CIS (UNDP)</td>
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<td>RBLAC</td>
<td>Regional Bureau for Latin America and the Caribbean (UNDP)</td>
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<td>RBM</td>
<td>results-based management</td>
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<td>RC</td>
<td>Resident Coordinator (United Nations)</td>
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<td>REDD</td>
<td>reducing emissions from deforestation and forest degradation in developing countries (reducing emissions from deforestation and forest degradation; referred to as UN-REDD)</td>
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<td>RR</td>
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<td>RSC</td>
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<td>SAARC</td>
<td>South Asian Association for Regional Cooperation</td>
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<td>SADC</td>
<td>Southern African Development Community</td>
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<td>SBAA</td>
<td>Standard Basic Assistance Agreement (UNDP)</td>
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<td>SHD</td>
<td>sustainable human development</td>
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<td>Sida</td>
<td>Swedish International Development Cooperation Agency (note use of lower case for acronym)</td>
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<td>SIDS</td>
<td>Small Island Developing States</td>
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<td>SMEs</td>
<td>small- and medium-sized enterprises</td>
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<td>SRSG</td>
<td>Special Representative of the Secretary-General</td>
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<td>SSC</td>
<td>South-South cooperation</td>
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<td>STD</td>
<td>sexually transmitted disease</td>
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<td>Acronym</td>
<td>Full Name</td>
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<td>TICAD</td>
<td>Tokyo International Conference on African Development</td>
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<td>TRAC</td>
<td>target for resource assignment from the core (UNDP)</td>
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<td>TTF</td>
<td>thematic trust fund (UNDP)</td>
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<td>UNAIDS</td>
<td>Joint United Nations Programme on HIV/AIDS</td>
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<td>UNCDF</td>
<td>United Nations Capital Development Fund</td>
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<td>UNCSD</td>
<td>United Nations Conference on Sustainable Development (Rio+20 Conference)</td>
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<td>UNCT</td>
<td>United Nations country team</td>
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<td>UNCTAD</td>
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<td>UNDG</td>
<td>United Nations Development Group</td>
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<td>United Nations Development Programme</td>
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<td>United Nations Environment Programme</td>
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<td>UNEG</td>
<td>United Nations Evaluation Group</td>
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<td>UNESCO</td>
<td>United Nations Educational, Scientific and Cultural Organization</td>
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<td>United Nations Framework Convention on Climate Change</td>
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<td>United Nations Fund for International Partnerships</td>
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<td>UNFPA</td>
<td>United Nations Population Fund</td>
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<td>UN-Habitat</td>
<td>United Nations Human Settlements Programme</td>
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<td>UNHQ</td>
<td>United Nations Headquarters</td>
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<td>UNIDO</td>
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<td>UNITAR</td>
<td>United Nations Institute for Training and Research</td>
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<td>UNODC</td>
<td>United Nations Office on Drugs and Crime</td>
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<td>United Nations Office at Nairobi</td>
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<td>United Nations Office for Project Services</td>
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<td>United Nations Office at Vienna</td>
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<td>United Nations University</td>
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<td>United Nations Volunteers</td>
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<td>UN Women</td>
<td>United Nations Entity for Gender Equality and the Empowerment of Women</td>
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<tr>
<td>UNWTO</td>
<td>United Nations World Tourism Organization (general reference is World Tourism Organization)</td>
</tr>
<tr>
<td>USAID</td>
<td>United States Agency for International Development</td>
</tr>
<tr>
<td>Acronym</td>
<td>Full Form</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>USG</td>
<td>Under-Secretary-General</td>
</tr>
<tr>
<td>WB</td>
<td>World Bank</td>
</tr>
<tr>
<td>WBG</td>
<td>World Bank Group</td>
</tr>
<tr>
<td>WFP</td>
<td>World Food Programme</td>
</tr>
<tr>
<td>WHO</td>
<td>World Health Organization</td>
</tr>
<tr>
<td>WIPO</td>
<td>World Intellectual Property Organization</td>
</tr>
<tr>
<td>WTO</td>
<td>World Trade Organization</td>
</tr>
</tbody>
</table>
ANNEX III

UNDP Offices Worldwide

A UNDP Country Office is defined as one that is based in a developing country and headed by a Resident Representative, who is always a UNDP staff member. Some UNDP Country Offices manage programmes and operations of neighbouring countries in the region, in addition to the programme country.

For example: the UNDP Country Office in Malaysia manages programmes and activities in Brunei and Singapore. The UNDP Country Office in Fiji supports nine other countries in the region — the Federated States of Micronesia, Kiribati, Marshall Islands, Nauru, Palau, Solomon Islands, Tonga, Tuvalu and Vanuatu. This means UNDP has Country Offices and a presence in Malaysia and Fiji, as well as a presence in host of other countries in the regions mentioned. It is important to make the distinction between a UNDP Country Office and UNDP presence as this has an impact on how we describe UNDP’s on-the-ground presence as a global organization. As of 31 January 2014, UNDP has a presence on the ground in 182 countries and territories. Please check with the Office of Communications for updates, if any.

The one paragraph description of UNDP reads as follows:

**UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in more than 170 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.**

**UN Resident Coordinator:** In some countries, the UNDP Resident Representative also acts as the UN Resident Coordinator for all joint UN activities in the country. There are many countries where the UN Resident Coordinator is from another UN agency, and not from UNDP. All agency heads work with the UN Resident Coordinator.

There are **130 UNDP Country Offices around the world.** Please check the UNDP Intranet for a listing of UNDP Country Offices worldwide, staff and contact details.

---

Regional Bureau for Africa Country Offices (45 COs + 1 for presence on the ground = 46)

<table>
<thead>
<tr>
<th>Angola</th>
<th>Ethiopia</th>
<th>Namibia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benin</td>
<td>Gabon</td>
<td>Niger</td>
</tr>
<tr>
<td>Botswana</td>
<td>Gambia</td>
<td>Nigeria</td>
</tr>
<tr>
<td>Burkina Faso</td>
<td>Ghana</td>
<td>Rwanda</td>
</tr>
<tr>
<td>Burundi</td>
<td>Guinea</td>
<td>Sao Tome and Principe</td>
</tr>
<tr>
<td>Cameroon</td>
<td>Guinea-Bissau</td>
<td>Senegal</td>
</tr>
<tr>
<td>Cape Verde</td>
<td>Kenya</td>
<td>Sierra Leone</td>
</tr>
<tr>
<td>Central African Republic</td>
<td>Lesotho</td>
<td>South Africa</td>
</tr>
<tr>
<td>Chad</td>
<td>Liberia</td>
<td>South Sudan</td>
</tr>
<tr>
<td>Comoros</td>
<td>Madagascar</td>
<td>Swaziland</td>
</tr>
<tr>
<td>Congo</td>
<td>Malawi</td>
<td>Togo</td>
</tr>
<tr>
<td>Côte d’Ivoire</td>
<td>Mali</td>
<td>Uganda</td>
</tr>
<tr>
<td>Democratic Republic of the Congo</td>
<td>Mauritania</td>
<td>United Republic of Tanzania</td>
</tr>
<tr>
<td>Equatorial Guinea</td>
<td>Mauritius*</td>
<td>Zambia</td>
</tr>
<tr>
<td>Eritrea</td>
<td>Mozambique</td>
<td>Zimbabwe</td>
</tr>
</tbody>
</table>

*UNDP Mauritius services the Seychelles.
### Regional Bureau for Asia and the Pacific Country Offices (24 COs + 14 = 38)

<table>
<thead>
<tr>
<th>Country</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afghanistan</td>
<td>Maldives</td>
</tr>
<tr>
<td>Bangladesh</td>
<td>Mongolia</td>
</tr>
<tr>
<td>Bhutan</td>
<td>Myanmar</td>
</tr>
<tr>
<td>Cambodia</td>
<td>Nepal</td>
</tr>
<tr>
<td>China</td>
<td>Pakistan</td>
</tr>
<tr>
<td>Democratic People’s Republic of Korea</td>
<td>Papua New Guinea</td>
</tr>
<tr>
<td>Fiji*</td>
<td>Philippines</td>
</tr>
<tr>
<td>India</td>
<td>Samoa***</td>
</tr>
<tr>
<td>Indonesia</td>
<td>Sri Lanka</td>
</tr>
<tr>
<td>Iran (Islamic Republic of)</td>
<td>Thailand</td>
</tr>
<tr>
<td>Lao People’s Democratic Republic</td>
<td>Timor-Leste</td>
</tr>
<tr>
<td>Malaysia**</td>
<td>Viet Nam</td>
</tr>
</tbody>
</table>

*UNDP Fiji services: the Federated States of Micronesia, Kiribati, the Marshall Islands, Nauru, Palau, Solomon Islands, Tonga, Tuvalu, Vanuatu

**UNDP Malaysia services: Brunei, Singapore

***UNDP Samoa services: Cook Islands, Niue, Tokelau

### Regional Bureau for Arab States Country Offices (17 COs + 2 = 19)

<table>
<thead>
<tr>
<th>Country</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algeria</td>
<td>Morocco</td>
</tr>
<tr>
<td>Bahrain</td>
<td>Saudi Arabia</td>
</tr>
<tr>
<td>Djibouti</td>
<td>Somalia</td>
</tr>
<tr>
<td>Egypt</td>
<td>Sudan</td>
</tr>
<tr>
<td>Iraq</td>
<td>Syrian Arab Republic</td>
</tr>
<tr>
<td>Jordan</td>
<td>Tunisia</td>
</tr>
<tr>
<td>Kuwait</td>
<td>*United Arab Emirates</td>
</tr>
<tr>
<td>Lebanon</td>
<td>Yemen</td>
</tr>
<tr>
<td>Libya</td>
<td></td>
</tr>
</tbody>
</table>

*UNDP United Arab Emirates services Qatar.

The Programme of Assistance to the Palestinian People oversees programmes and activities in the occupied Palestinian territories. It is not considered a country, hence not a Country Office.
**Regional Bureau for Europe and the Commonwealth of Independent States Country Offices (19 COs + 1=20)**

<table>
<thead>
<tr>
<th>Country</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albania</td>
<td>Romania</td>
</tr>
<tr>
<td>Armenia</td>
<td>Tajikistan</td>
</tr>
<tr>
<td>Azerbaijan</td>
<td>Turkey</td>
</tr>
<tr>
<td>Belarus</td>
<td>Turkmenistan</td>
</tr>
<tr>
<td>Bosnia and Herzegovina</td>
<td>Ukraine</td>
</tr>
<tr>
<td>Croatia</td>
<td>Uzbekistan</td>
</tr>
<tr>
<td>Former Yugoslav Republic of Macedonia</td>
<td>Kyrgyzstan</td>
</tr>
<tr>
<td>Georgia</td>
<td>Montenegro</td>
</tr>
<tr>
<td>Kazakhstan</td>
<td>Serbia</td>
</tr>
<tr>
<td>Republic of Moldova</td>
<td></td>
</tr>
</tbody>
</table>

UNDP maintains an office in the UN administered province of Kosovo (Hereafter referred to in the context of UN Security Council Resolution 1244 (1999)).

**Regional Bureau for Latin American and the Caribbean Country Offices (25 COs + 12=37)**

<table>
<thead>
<tr>
<th>Country</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>Haiti</td>
</tr>
<tr>
<td>Barbados</td>
<td>Honduras</td>
</tr>
<tr>
<td>Bolivia</td>
<td>Jamaica</td>
</tr>
<tr>
<td>Brazil</td>
<td>Mexico</td>
</tr>
<tr>
<td>Chile</td>
<td>Nicaragua</td>
</tr>
<tr>
<td>Colombia</td>
<td>Panama</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>Paraguay</td>
</tr>
<tr>
<td>Cuba</td>
<td>Peru</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>Suriname</td>
</tr>
<tr>
<td>Ecuador</td>
<td>Trinidad and Tobago</td>
</tr>
<tr>
<td>El Salvador</td>
<td>Uruguay</td>
</tr>
<tr>
<td>Guatemala</td>
<td>Venezuela</td>
</tr>
<tr>
<td>Guyana</td>
<td></td>
</tr>
</tbody>
</table>

UNDP Barbados services: Anguilla, Antigua and Barbuda, the British Virgin Islands, Dominica (Commonwealth of), Grenada, Montserrat, Netherlands Antilles, St. Helena, St. Christopher (Kitts) and Nevis, St. Lucia, St. Vincent and the Grenadines.

UNDP El Salvador services Belize.
**UNDP Project Support Office:** UNDP operates a Project Support Office when a UNDP Country Office has been transformed into a national project support office due to the completion of the country programme. The country then becomes a net contributing country. As of December 2013, there were Project Support Offices in 12 countries:

<table>
<thead>
<tr>
<th>Country</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulgaria</td>
<td>Malta</td>
</tr>
<tr>
<td>Cyprus</td>
<td>Poland</td>
</tr>
<tr>
<td>Greece</td>
<td>Romania</td>
</tr>
<tr>
<td>Hungary</td>
<td>Russian Federation</td>
</tr>
<tr>
<td>Latvia</td>
<td>Slovakia</td>
</tr>
<tr>
<td>Lithuania</td>
<td>Slovenia</td>
</tr>
</tbody>
</table>

UNDP maintains 10 offices in the following countries to build partnerships and advance the development agenda:

Belgium  
Denmark  
Finland  
Germany (UN Volunteers)  
Japan  
Republic of Korea (Seoul Policy Centre)  
Norway  
Sweden  
Switzerland  
United States
ANNEX IV

Guide to HIV-related Language

Language and the image it evokes shape and influence behaviour and attitudes. The words used locate the speaker with respect to others, distancing or including them, setting up relations of authority or of partnership, and affect the listeners in particular ways, empowering or disempowering, estranging or persuading, and so on. The use of language is an ethical and a programmatic issue.

Language should be inclusive and not create and reinforce a Them/Us mentality or approach. For example, a term such as intervention places the speaker outside of the group of people for or with whom he or she is working. Words like control set up a particular type of distancing relationship between the speaker and the listeners. Care should be taken with the use of the pronouns they, you, them, etc.

It is better if the vocabulary used is drawn from the vocabulary of peace and human development rather than from the vocabulary of war. For example, synonyms could be found for words like campaign, control, surveillance, etc.

Descriptive terms used should be those preferred or chosen by persons described. For example, sex workers is often the term preferred by those concerned rather than prostitutes; people living with HIV or people living with AIDS are preferred by infected persons rather than victims.

Language should be value neutral, gender sensitive and should be empowering rather than disempowering. Terms such as promiscuous, drug abuse and all derogatory terms alienate rather than create the trust and respect required. Terms such as victim or sufferer suggest powerlessness; haemophiliac or AIDS patient identify a human being by their medical condition alone. Injecting drug user is used rather than drug addicts. Terms such as living with HIV recognize that an infected person may continue to live well and productively for many years.

Terms used need to be strictly accurate. For example, AIDS describes the conditions and illnesses associated with significant progression of infection. Otherwise, the terms used included HIV infection, HIV epidemic, HIV-related illnesses or conditions.

Situation of risk is used rather than risk behaviour or risk groups, since the same act may be safe in one situation and unsafe in another. The safety of the situation has to be continually assessed.

The terms used need to be adequate to inform accurately. For example, the modes of HIV transmission and the options for protective behaviour change need to be explicitly stated so as to be clearly understood within all cultural contexts.

The appropriate use of language respects the dignity and rights of all concerned, avoids contributing to the stigmatization and rejection of the affected and assists in creating the social changes required to overcome the epidemic.

A summary of preferred terminology and errors to avoid, abstracted from the UNAIDS Terminology Guidelines, is found on the next page.
## Summary of preferred terminology and errors to avoid

<table>
<thead>
<tr>
<th>Past terminology</th>
<th>Preferred terminology</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIDS virus</td>
<td>There is no AIDS virus. The virus that causes AIDS is the human immunodeficiency virus (HIV). Please note that ‘virus’ in the phrase ‘HIV virus’ is redundant. Use ‘HIV’.</td>
</tr>
<tr>
<td>AIDS-infected</td>
<td>No one is infected with AIDS; AIDS is not an infectious agent. AIDS describes a syndrome of opportunistic infections and diseases that can develop as immunosuppression deepens along the continuum of HIV infection from acute infection to death. Avoid ‘HIV-infected’ in favour of person living with HIV or HIV-positive person (if serostatus is known).</td>
</tr>
<tr>
<td>AIDS test</td>
<td>There is no test for AIDS. Use HIV test or HIV antibody test. For early infant diagnosis, HIV antigen tests are used.</td>
</tr>
<tr>
<td>AIDS victim</td>
<td>Use person living with HIV. The word ‘victim’ is disempowering. Use AIDS only when referring to a person with a clinical diagnosis of AIDS.</td>
</tr>
<tr>
<td>AIDS patient</td>
<td>Use the term ‘patient’ only when referring to a clinical setting. Use patient with HIV-related illness (or disease) as this covers the full spectrum of HIV-associated clinical conditions.</td>
</tr>
<tr>
<td>Risk of AIDS</td>
<td>Use ‘risk of HIV infection’ or ‘risk of exposure to HIV’ (unless referring to behaviours or conditions that increase the risk of disease progression in an HIV-positive person).</td>
</tr>
<tr>
<td>High(er) risk groups; vulnerable groups</td>
<td>Use key populations at higher risk (both key to the epidemic’s dynamics and key to the response). Key populations are distinct from vulnerable populations, which are subject to societal pressures or social circumstances that may make them more vulnerable to exposure to infections, including HIV.</td>
</tr>
<tr>
<td>Commercial sex work</td>
<td>This says the same thing twice in different words. Preferred terms are sex work, commercial sex, or the sale of sexual services.</td>
</tr>
<tr>
<td>Prostitute or prostitution</td>
<td>These words should not be used. For adults, use terms such as sex work, sex worker, commercial sex, transactional sex, or the sale of sexual services. When children are involved, refer to commercial sexual exploitation of children.</td>
</tr>
<tr>
<td>Intravenous drug user</td>
<td>Drugs are injected subcutaneously, intramuscularly, or intravenously. Use person who injects drugs to place emphasis on the person first. A broader term that may apply in some situations is person who uses drugs.</td>
</tr>
<tr>
<td>Sharing (needles, syringes)</td>
<td>Avoid ‘sharing’ in favour of use of non-sterile injecting equipment if referring to risk of HIV exposure or use of contaminated injecting equipment if the equipment is known to contain HIV or if HIV transmission occurred through its use.</td>
</tr>
<tr>
<td>Fight against AIDS</td>
<td>Use response to AIDS or AIDS response.</td>
</tr>
<tr>
<td>Evidence-based</td>
<td>Use evidence-informed in recognition of other inputs to decision-making.</td>
</tr>
<tr>
<td>HIV prevalence rate</td>
<td>Use HIV prevalence. The word ‘rate’ implies the passage of time and should not be used in reference to prevalence. It can be used when referring to incidence over time e.g. incidence rate of 6 per 100 person-years.</td>
</tr>
</tbody>
</table>