# The ITC Style Guide

NINTH  EDITION

International
Trade
Centre

TRADE IMPACT FOR GOOD

# THE ITC STYLE GUIDE

NINTH EDITION

Geneva, 2022

# Acknowledgements

Cover image: © Shutterstock

First edition December 2004/June 2005
Second edition September 2009
Third edition March 2013; Reprint May 2013
Fourth edition January 2015
Fifth edition June 2016, 3rd reprint November 2016
Sixth edition January 2018, updated July 2018
Seventh edition June 2019
Eighth edition January 2021
Ninth edition-February 2022

# What's inside

# Using the ITC Style Guide

## What is the ITC Style Guide?

This guide helps you to be consistent in the presentation, spelling, punctuation, and terminology of ITC writing. It also advises you on ITC editorial style as part of our brand positioning. This is the ninth edition and it reflects evolving staff needs and recommendations.
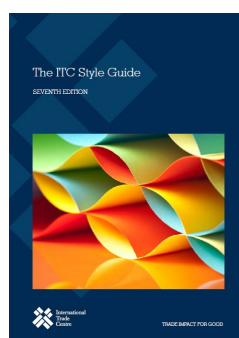
## Why should I consult it?

This guide helps you understand the principles behind ITC style. It serves as a reference tool in your daily writing from letters and e-mails to donor reports, announcements, articles, flyers, web texts, publications, and more.

ITC style is an essential element of ITC's corporate branding. Our credibility suffers when text is inconsistent, wordy or poorly spelled.

Most ITC writers are not native English speakers. Many are subject specialists first, and writers second. Some are new to ITC, including external writers, interns who research and write, and new ITC staff.

## How do I use it?

Each part of the guide is independent. See tips and checklists for writing and translation.

Use the A to Z glossary for ITC preferred spelling, style and terminology, and guidance on commonly misspelled words.

You can find reference lists for country names, ITC programmes and regional groupings.

## Can I get training on using the Style Guide and how to write effectively?

Yes. See the L&D Hub for dates on training: Overview of publishing practices, Basics of ITC style (Level 1), Writing for clarity (Level 2), and Writing for impact (Level 3).

### About ITC

ITC areas of work
Management
Organization chart  < **NEW!**

- Division of Market Development (DMD)
- Division of Programme Support (DPS)
- Division of Country Programmes (DCP)
- Division of Entreprises and Institutions (DEI)

Project management guidelines
Project portal (old Project portal)
Open Data website < **NEW!**
Innovation Lab
Strategic Plan
Annual Report
SMC minutes
Gender Equality, Diversity and Inclusion at ITC
Good Governance
UN and ITC regulations/rules
UN Board of Auditors Report

### Admin and e-facilities

DPS Service Centre < **NEW!**
Book a meeting room < **NEW!**
Security and Safety (Covid-19)
Legal Instruments Tool
Documents management
Visual Directory – Office
Training and workshops calendar
Travel services
Telephone billing
e-Pay < **NEW!**
Software Requests
DSA
Exchange rates

### Human resources

Who is who
Departing staff
New comers
ITC Core Processes (video-tutorials) < **NEW!**
L&D HUB
Work-Life Balance e-System
Contract Management Form
Leave calendar
Hiring of consultants
Internship recruitment tool
Vacancies
Joint Advisory Committee (JAC)
Staff Council
Missions
Leadership Dialogue
Carte de Legitimation

### Communication

Services
CE new ticket
ITC brand
Templates
Tutorials, guidelines and checklists
Printing requests
Media library
ITC Style Guide
Publishing guidelines
Publication database
ITC e-library

- Online database

ITC events
CRM system
New ITC website < **NEW!**

## Where can I get my own copy?

Print copies are available for all ITC staff. The guide is available for all external writers at https://www.intracen.org/ITC-Style-Guide_Ninth-Edition.pdf

# A quick guide to writing

# ITC's writing style

## Write simply

Think about what you want to say, then say it as simply as possible: **good English is simple English**.

Whether you are a manager, author, editor, or proofreader, this guide helps you to follow the **four Cs**: **consistent, clear, concise**, and **comprehensive**.

- ✓ Never use a long word where a short one will do.
- ✓ If it is possible to cut a word out, always cut it out.
- ✓ Never use the passive where you can use the active.
- ✓ Never use a foreign phrase, a scientific word or a jargon word if you can think of an everyday English equivalent.
- ✓ Long paragraphs, like long sentences, can confuse.

## The target audience influences our style

ITC's written communications target trade policymakers, business support institutions, and firms.

Our style should be simple for several reasons. The majority of our readers are not native English speakers. What's more, part of our audience is the business community. Crisp, businesslike writing is part of ITC's image, and enhances our credibility as the United Nations partner for the business sector in developing countries.

Whether our readers are young professionals starting an export business, trainers, busy policymakers or trade and investment support institutions, they seek hands-on advice and informed, concise analysis about trade trends.

The writing style therefore should be accessible rather than academic. Language should be plain and concise. Avoid acronyms and jargon; define unfamiliar terms the first time they appear.

## Write to fit your layout

Adapt your writing style and length to the ITC layout templates at your disposal. A one page fact sheet, a marketing brochure, a book, a press release, or a letter, each has its own visual style.

Very often, texts that are not well positioned or simply too long could be avoided by first checking the templates available on our intranet pages under: **Communications, Services or Templates.**

| About ITC | Admin and e-facilities | Human resources | Communication |
|---|---|---|---|
| ITC areas of work | Security and Safety (Covid-19) **< NEW!** | Who is who | Services |
| Management | Legal Instruments Tool | Departing staff | CE new ticket |
| Organization chart | Documents management | New comers | ITC brand |
| • Division of Market Development (DMD) | Core processes & Umoja new ticket | L&D HUB | Templates |
| • Division of Programme Support (DPS) | CSS new ticket | Work-Life Balance e-System | Tutorials, guidelines and checklists |
| • Division of Country Programmes (DCP) | Visual Directory – Office Space | Contract Management Form | Printing requests |
| • Division of Entreprises and Institutions (DEI) | Training and workshops calendar | Leave calendar | Media library |
| | Travel services | Hiring of consultants | ITC Style Guide |
| Project management guidelines | IT&S portal | Internship recruitment tool | Publishing guidelines |
| Project portal (old Project portal) | | Vacancies | Publication database |
| Innovation Lab | • New ticket | Joint Advisory Committee (JAC) | ITC e-library |
| Strategic Plan | • Equipment reservation | Staff Council | |
| Annual Report | | Missions | • Online database |
| SMC minutes | Telephone billing | Leadership Dialogue | |
| Gender Equality, Diversity and Inclusion at ITC | e-Pay **< NEW!** | Carte de Legitimation | ITC events |
| Good governance (Anti-Fraud) | DSA | | CRM system **< NEW!** |
| UN and ITC regulations/rules | Exchange rates | | |

# Quick guide to structuring a publication

ITC publications have:

- ✓ A (front and back) cover

- ✓ Front matter

- ✓ Chapters

- ✓ End matter

The **front matter** is the set of preliminary pages in a book or paper, which appears before the substantive chapters. Use Roman numerals for pagination.

**Cover and spine:** four pages in total prepared by CE with consultation regarding images on cover.

**Title page:** page I, but visually, number does not appear on the page.

**About the paper/book (abstract page):** page ii, which includes abstract (blurb) ITC document number, suggested citation, publication date, and copyright. The blurb should be 100 words maximum.

**Foreword:** page iii. All books have signed forewords by the Executive Director. Forewords are one page in length. They provide the political context, the need and market positioning for the publications. For joint forewords or partner forewords, signatures must be provided as jpgs.

**Acknowledgements:** avoid courtesy titles such as Mr., Mrs., Ms., Dr. or titles of posts, such as Senior Adviser on Environmental Programmes.

**Contents:** Should tell the story of the publication and its message at a glance.

**Acronyms, abbreviations and notes:** Acronyms are listed alphabetically and spelled out in full. Notes include references to currency, weight and /or terminology.

**Executive summary:** The key message, recommendations and conclusions should be in the summary. Put here the primary elements you want your target audience to do differently as a result of the findings in the publication (in simple language).

**Chapters:** in Arabic numbers. Use footnotes sparingly, and always left to right for English, Chinese, French, Spanish and Russian. If too many, add as endnotes.

The **end matter** is as follows:

**Annex**

**Endnotes/Reference:** List bibliographic references alphabetically and according to the APA style. This widely known reference style is similar to the UN style. The Publications team will support staff with references, running them through a tool which uses the correct style.

Joint publications have a slightly different cover design. Please see with CE for placement of logos. Logos must be provided as jpgs.

For more publishing guidance, ITC staff can consult the ITC intranet, under the category Publications, where a list of available guidelines can be downloaded. See also L&D on the intranet for training courses.

The Publications team should brief external authors before the start of each new publication. Kindly contact the publications team via a CE ticket: C&E Service Desk Portal - New ticket (itc-cci.net) (Select category 'Publication' then 'New publication').

# Quick editing checklist

✓ **International Trade Centre** with *re* and not *er*.

✓ **Centre du commerce internacional** (French), **Centro de Comercio Internacional** (Spanish).

✓ **ITC** – not *the* ITC. The acronym ITC stays the same in all languages.

✓ **British spelling** – except words ending in -ize (**exception: analyse, catalyse, paralyse**).

✓ **Organization** and organi**z**ed is spelled with a *z*, not *s*.

✓ **ITC programmes and project names**: Capitalize them. Do not use quotes or italics. Use the British spelling, 'programme'. 'The ITC Trade Map' rather than 'ITC's' (United Nations editorial manual: avoid using Anglo-Saxon genitives with acronyms).

✓ **SMEs:** small and medium-sized enterprises – not small and medium enterprises.

✓ **LDCs:** least developed countries (in lower case).

✓ **Remember**, just because acronyms are capitalized, it doesn't mean that the phrase is when spelled out. See LDCs and SMEs above.

✓ **$** – Do not use US$ if it is US dollars (in **all three** languages). There is no space between the symbol '$' and the figure: **$10**.

✓ **%** – Use the symbol, not the phrase 'per cent' (two words, not one; percentage is one word).

✓ **Titles, subtitles, box titles** – first letter upper case, subsequent lower case (exception proper nouns and words that normally take upper case).

✓ **Charts and figures, annexes** – give them all titles and give source if applicable.

✓ **Websites** – check all links to ensure they work.

✓ **Country names** – as part of the United Nations, we must use official names. Countries sometimes complain officially when this is not the case. See country names list in the back of this guide.

✓ **Do not use clichés**: e.g. 'at the end of the day', 'at this moment in time', 'at the present time', 'fit for purpose', 'in the field of', 'going forward' and 'period of time'.

# Quick formatting checklist

✓ **Spacing** – do a 'search and replace' for double spaces and double dashes. Check whether the double dash is a typo, or whether it should be converted into an en dash (–).

✓ **Font** – ITC's preferred font style is Arial. Make sure that font styles and sizes are consistent (in body content it is size 10, captions, footnotes should be size 8).

✓ **Paragraphs** – Cut long paragraphs. Short paragraphs (two to five lines) are easier to read.

✓ **Figure/Table/Graph/Chart/Chapter**: Capitalize these terms in the running text.

✓ **Note** always precedes **Source** in tables and figures. The title (Note, Source) should be in bold.

✓ **Numbers in running text** – English: 10,000.00   French: 10 000,00   Spanish: 10.000,00

✓ **Numbers in tables in all languages**: 10 00

✓ **Document template**: https://insight.itc-cci.net/oed/ce/publications/Pages/default.aspx

# The A to Z Guide

# The A to Z Guide

# A

## abbreviations and acronyms

**Use abbreviations and acronyms sparingly**.

On first mention, write the name in full, followed by the acronym between parentheses: World Trade Organization (WTO). Use the abbreviation. If a term is used only once or appears only a few times, spell it out in full **each time**. Do not list it in a publication under acronyms if only used a few times.

**United Nations preferences:** 'United Nations' should not be abbreviated in English, but 'ONU' is acceptable in French. 'UK' for the United Kingdom and 'USA' for the United States of America should not be used in body matter, unless they form part of official names of organizations, institutions, etc.

**Avoid definite articles.** Write 'ITC programme'; 'WTO officials', not 'ITC's programmes', 'WTO's officials'. The definite article may be included if the acronym is being used as an adjective: 'the WTO Agreements', 'the ITC website'.

When an acronym can be pronounced like a word, it doesn't take a definite article. Example: NATO, SECO, REC, but **the** ABC, **the** AUC.

**Pronunciation determines indefinite articles: an** NGO, **an** UNCTAD document, **a** WTO meeting.

**Use of capitals:** Acronyms are written in capital letters; Measurements are in lower case. For example: cm, kg, km.

## accents

Use the appropriate accents on foreign words and phrases. In Word, you can access variants of the letters of the alphabet by clicking on: Insert > Symbol.

## accommodation

## acknowledgement

## active verbs

Active verbs, not passive ones, will make your text more concise: The Swiss Parliament recommended that local politicians consider new environmental legislation.

Bad example with passive voice: **A recommendation was made by the Swiss Parliament that consideration be given by local politicians to new environmental legislation**.

## adverbs

Put adverbs after the verb (not before it). Do not split infinitives with an adverb: to eat happily, not to happily eat.

A hyphen is not used when adverbs qualify adjectives: **a thoroughly evil person, an absolutely wicked thought, a perfectly plausible explanation.**

A few phrases with adverbs are better written with the hyphen: **well-adjusted personality, well-behaved child, well-defined objective.** They lose their hyphen when they are no longer in a phrase: **The ITC objectives are well defined.**

If you are looking to cut words, adverbs can often be deleted without changing the sense of the text. For example, in 'he scrutinized the object carefully', the word 'carefully' is superfluous.

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**advertise, advertisement**

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**advice** (noun), **adviser** (noun), **advise** (verb)
Not advisor with an 'o'.

---

**afterwards**
Always with an 's'. Not afterward.

---

**agribusiness**
Avoid using the term agrobusiness or agro-industry.

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**agrifood**
Not agro-food.

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**agri-enterprise**

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**agritourism**

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**agroecosystem**

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**agroforestry**

---

**agroprocessing**

---

**Aid for Trade**
Try to avoid using A4T or AfT. It is not hyphenated.

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**air condition** (noun), **air-condition** (verb)

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**allot, allotted, allotment**

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**all right**

---

**aluminium**

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**among, amid**
Not amongst or amidst.

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**analogue**
Use this spelling, except when referring to **analog** in computer technology.

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**analyse**
Not analyze.

---

**and**
Use the word, not the symbol '&'.

---

### annexes and appendices

**Annex:** an addition to a document. It is a term used mostly in business models and ideas. An annex can also be called an appendix but the same does not hold true for an appendix.

Annexes are in Roman numerals, beginning with I for each chapter. A single annex is not numbered. On the annex itself, the word 'Annex' and the first word of the title are capitalized. These elements are set out in separate lines as follows:

Annex I

Title

**Appendix:** an addition made towards the end of a thesis. It contains data that cannot be placed in the main text. It is referenced in different parts of the main body and ideally should not be a stand alone document. It is a term used in the research field.

### apostrophes

Plural forms of numbers or abbreviations do not take apostrophes: **NGOs, TPOs, pilots of 747s**, **1990s.**

Use the plural possessive in expressions such as **three years' time, several hours' delay**.

Use the plural possessive **s'** in nouns ending in s: **Danes', Joneses'**, including names ending in s that take a singular verb: **Reuters', Barclays'**.

Use the singular possessive **'s** sparingly for words ending in s: **caucus's, boss's**. The result of the caucus is more elegant than the caucus's results.

### apprise

### Arab States

### as of

Write **on** or **after,** or **since 27 March** if that is what you mean; or **in March**.

### authorize

### awareness-raising (noun and adjective)

# B

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**balance of payments** (noun), **balance-of-payments** (adjective)

---

**baseline**

---

**behaviour, behavioural**

---

**benefited, benefiting**

Not two 't's.

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**beside, besides**

**Beside** means next to: **He sat beside me. Besides** means in addition to: **I have no other family besides my parents.**

---

**biannual, biennial, biennium**

Be careful: each of these words means a different thing. **Biannual** means twice a year; biennial**,** every second year; and **biennium,** a period of two years.

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**bibliographies**

Check the correctness and completeness of bibliographic entries. List bibliographic references alphabetically and according to the APA style.

Contact the Publications Team to support you.

---

**billion**

**Billion** denotes 1 thousand million. See NUMBERS.

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**bimonthly**

Avoid using this word, which can mean either every two months or twice a month. Write: **The magazine appears every two months. The newsletter is issued twice a month.**

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**bold**

Avoid using bold or italics for emphasis in running text. Emphasis should be made clear from the way a sentence or paragraph is written. Instead, use titles and subtitles to emphasize the message you wish to highlight for readers.

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**brackets […]**

Square brackets are used when a writer or editor inserts words or an explanation in a quotation taken from a text written by someone else:

The report noted: 'Programmes aimed at SMEs **[small and medium-sized enterprises]** include training to increase the professionalism of small-scale producers in 18 countries.' The Executive Director said: 'Angel Gurría **[Secretary-General of the OECD]** has highlighted that ownership and active engagement are critical to the success of Aid for Trade programmes.'

**break-up** (noun), **break up** (verb)

**build-up** (noun), **build up** (verb)

**businessman, businesswoman**

**by-law**

**by-product**

**book titles**

Titles of books, names of newspapers and journals are in italics, with all words capitalized (except for articles and prepositions). Titles of documents and articles are in roman type, enclosed in single quotes, with only the first word (and words that would normally carry an initial capital) capitalized: The *New York Times* published an article entitled 'The way forward for the United Nations'.

**bullet points**

Be consistent when structuring lists and bullet points. Do not mix nouns and verbs.

**Example 1: Short bullet points**

The following items were on her list:

- Butter
- Bread
- Honey
- Orange juice

**Example 2: List with sentences**

Import prices are influenced by:

- Production conditions and domestic demand;
- Quality and type of product available for export;
- Availability of competitive products.

# C

---

**calibre**

---

**cancel, cancelled, cancelling**

---

**cannot**

---

**capacity building** (noun), **capacity-building** (adjective)

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**capitalization**

Use capitals sparingly.

Use initial capitals for names of established organizations, ITC and United Nations programmes, and companies, but not for planned or projected bodies: **United Nations Development Programme,** but **They agreed to establish a trade support institution.**

Book titles are capitalized.

Capitalize the first word of chapter titles, section and column headings, text in columns and items in lists. Use lower case for all other words (with the exception of words that would generally be capitalized, e.g. proper nouns).

Section heading: **Foreign trade regulations**, not Foreign Trade Regulations

Column heading: **Annual increase**, not Annual Increase

Lists in a text:

**Import prices are influenced by:**

- **Production conditions and domestic demand;**
- **Quality and type of product available for export;**
- **Availability of competitive products.**

The following words always take an initial capital:

The noun **Government** when referring to a particular government. Use **government** for general references and as an adjective: the **Government of the Islamic Republic of Iran; government officials in the Islamic Republic of Iran.**

The noun **Member** when referring to a WTO member country. Use **member** as an adjective: **In 1999, WTO had 139 Members**; but **There are many LDCs among its member countries**.

**State,** when referring to an independent country.

Use initial capitals for parts of recognized geographical names: **Northern Ireland** (the province), but **northern England** (a description in general terms). (See also northern, southern, etc.)

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**capitalize**

---

**caregiver**

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**care provider**

**caseload**

**case study**

**catalyse**

**categorize**

**centralize**

**centre, centred, centring**

But capital **C** when part of an official name: **Centers for Disease Control; Asian Disaster Preparedness Center**.

**checklist**

**checkpoint**

**channelled, channelling**

**characterized**

**co-design**

**coexist**

**collective nouns**

Collective nouns generally use singular verbs: **The council was elected in March. The staff is in agreement**.

A government, a company, and a country are always singular. The United Nations is singular.

**colloquial words**

Colloquial or informal words should not be used. Colloquialisms include **kids** (unless you are talking about young goats), **hike** (when describing an increase), **hit the big time, go up in smoke** and **set someone up.**

**colon**

A colon is most often used to indicate that an expansion, qualification or explanation is about to follow (for example, a list of items in running text).

Do not leave a space between a colon and the preceding word (unlike French usage).

Do not use a colon to introduce new paragraphs or sections.

Do not use a colon at the end of headings or to introduce a table or graph.

**colour**

**combated, combating**

**comma**

Use commas as an aid to understanding. Too many in one sentence can be confusing. Sometimes the absence of a comma can completely change the meaning of a sentence, for example:

The ship's captain ordered a change of course.

The ship's captain ordered a change, of course.

Use two commas, or none at all, when inserting a clause in the middle of a sentence.

Use commas with "and" as follows: **Its main exports were tobacco, pepper, meat and butter.** But: **Its exports are tobacco, hides and skins, fruits and vegetables, and copper.**

Do not put a comma between the subject and the verb, or between the verb and its direct object.

**compare**

A is **compared with** B when you draw attention to the difference. A is **compared to** B when you want to stress their similarity.

**competitiveness**

Not **competitivity**.

**comprise, compose**

Comprise means is composed of: **The whole comprises the parts; The committee comprises men of different views.** But: **People of different views make up the committee.**

**compromise**

**computerize**

**connection**

**consensus**

**convener**

**cooperate, cooperation**

An exception is the Organization on Co-operation and Development (OECD).

**coordinate, coordination**

**corruption**

Try to avoid this term.

**co-sponsor**

**councillor**

Member of a council. Not to confuse with counsellor.

**counsellor, counselling**

Somebody who advises.

## country names

See a list of country names in English, French and Spanish on page 61. Watch out for:

**Chinese Taipei** (not Taiwan – ITC exception, listed unter T)
**Côte d'Ivoire** (in all three languages)
**Democratic People's Republic of Korea** (not North Korea) and **Republic of Korea** (not South Korea)
**Eswatini** (not Swaziland)
**Hong Kong, China** (not Hong Kong SAR, except in statistical reports. New rule.)
**Lao People's Democratic Republic** (not Laos, not Lao PDR)
**North Macedonia** (not The Former Yugoslav Republic of Macedonia)
**Russian Federation** (not Russia)
**State of Palestine** (not Palestine)
**United Republic of Tanzania** (not Tanzania, listed under U, not T)
**Viet Nam** (not Vietnam)

If no ranking is involved and no structure is obvious, list countries alphabetically. All country names are singular nouns. The pronoun used for countries is it, not she.

Capital cities are not followed by country names. For example: The World Export Development Forum took place in Kigali (2014), Doha (2015) and Colombo (2016). Other cities and towns are always followed by the country name.

## countrywide

## coup d'état, coups d'état (plural)

## courtesy and professional titles

Abbreviations of these items are written with a full stop (period). For example, **Dr.** (note: only doctors of medicine are referred to as 'Dr.' in the United Nations system); **Mr., Mrs., Ms., Prof.** for Professor. Make sure to use the respective language versions when addressing someone in a French or Spanish letter (Mme, Monsieur, Señora, Señor).

## COVID-19

Always in caps and always hyphenated with the number 19.

## co-worker

## criticize

## cross-border

## crowdsourced, crowdsourcing

## currency

Use $ when referring to US$. There is no space between $ and the figure: $10. See page 61 for use in French and Spanish.

The plural is **euros** in English, French and Spanish (note that the European Commission uses euro in both the singular and the plural).

The official abbreviation of euro(s) is **EUR** for all languages or the symbol **€** (see currency on page 59). There is no official abbreviation for cent; either c or ct could be used.

## cut back (verb), cutback (noun)

**cut off** (verb), **cut-off** (noun and adjective)

**cyber**

All compound forms are closed: **cyberattack; cybercafé; cybernaut.**

# D

## dash

There are two types of dash. The en dash, which is the length of the letter n, and the em dash, which is the length of the letter m. There is also a hyphen. See HYPHEN.

The en dash (–) is commonly used to indicate a span or range of numbers, dates, or time.

Unspaced en dashes are used to join coordinating or contrasting pairs of words: **buyers–sellers meeting, cost–benefit analysis**; to indicate a range of numbers **34–96**, including dates: **1956–2001**; or to give a range in months or page numbers: **May–August; pp. 37–48**.

Use an en dash to express a minus sign: **–10°C**.

It is only when en dashes take the role of em dashes – for example, in setting off parenthetical statements such as this one – that they take spaces around them.

The em dash (—) is used to separate extra information or mark a break in a sentence: **data can help one better understand how online marketplaces function — and how to make informed choices.** A spaced or unspaced em dash is a question of style. Both are acceptable.

To insert dashes, go to the Word toolbar Insert>Symbol>Special characters. Select en dash or em dash.

## data

Data is a plural word, so data are collected, not data is collected.

## database

## dates

Use this format: **22 March 2001**.

When you would like to indicate the time or date from which something starts use: **as of 22 March 2001**; or **as of today.**

A period of calendar years is indicated by an en-dash: **1990–2012** or **1990–91** if period is in the same decade.

Fiscal and crop years are indicated by a slash: **1990/91**.

Decades are written in figures, without an apostrophe: **1990s**. Centuries are expressed in words: **nineteenth century**, not 19th century.

For the adjective, insert a hyphen between the number and century: **There is a good market for twentieth-century art**.

Avoid from 26–28 September, or from 1992–1993; say from 26 to 28 September or in 1992–1993.

## dealt

## decision maker, decision-making

**defence**

Except for **United States Department of Defense, Israel Defense Forces.**

**demise**

**dependant** (noun), **dependent** (adjective)

**desktop**

**destabilize**

**devise**

**disc**

But **disk** in computing.

**disguise**

**dispatch**

**donors**

To be used instead of **funders.**

**dots** (ellipsis points)

Dots are used to mark omissions within a quotation. Do not use them for omissions at the beginning or end of a quotation. Three ellipsis points (…) are used for omissions within a sentence and between complete sentences. Within a sentence, insert a space before and after the ellipsis points.

To indicate the omission of one or more paragraphs within a block quotation, insert the ellipsis points on a separate line of text and align them with the normal paragraph indents.

Example:

She reminded the Committee that under article 38 of the Convention on the Rights of the Child:

"1. States Parties shall undertake to respect … rules of international humanitarian law applicable to them in armed conflicts which are relevant to the child.

…

"3. States Parties shall refrain from recruiting any person who has not attained the age of fifteen years into their armed forces."

**downward** (adjective and adverb)

**downturn**

**due, owing**

**Due to** can mean
- owed to: **$1 is owed to Smith**;
- arranged or timed to: **The rent is due on Friday**;
- because of: **The meeting was cancelled due to the rain.**

# E

**e-**

All compound forms are hyphenated, except where the second element begins with a capital letter: **e-banking; e-communications; e-commerce; e-mail**. But **eDoc; eMeets; ePAS**.

**e-trade**

**Note:** The ITC programme title is: e-Trade for Impact; at the beginning of a sentence it is capitalized: E-Trade for Impact.

**east(ern)**

Use initial capitals when referring to a continent or major region, for example **East Africa, Eastern Europe**. But **east(ern)** when referring to a geographical direction or an area within a country, for example **eastern Angola; an easterly wind was blowing**.

**economize**

**eco-label**

**ecosystem**

**e.g., for example, for instance**

These words imply that the listing is partial. Do not add etc., among others, or *inter alia* after them.

**e.g., i.e.**

Avoid overuse of e.g. and i.e. It is more elegant to write the term in English (for example). When used, e.g. and i.e. should not be followed by a comma.

**emphasize**

**en-dash/em-dash**

See DASH.

**Enhanced Integrated Framework**

Acronym: EIF.

**equalize**

**excise**

**exclamation marks**

Do not use them.

**exercise**

**extra-budgetary**
Acronym: XB.

**extraregional**

# F

---

**face mask(s)**

---

**fair trade**

Unless it is the name of an organization that spells it in one word (Fairtrade.org.uk).

---

**fast track** (noun), **fast-track** (verb with object)

---

**fertilize**

---

**fewer**

Means not as many and is used with countable nouns, such as countries. **There are fewer countries on list A compared to list B.** In contrast, less means not as much and is used with uncountable nouns, such as rain. **We have had less rain fall today compared to yesterday.**

---

**field trip**

---

**fieldwork, fieldworker**

---

**finalize**

---

**first-hand** (adjective and adverb)

---

**fivefold**

---

**focused, focusing**

---

**follow-up** (noun and adjective), **follow up** (verb)

---

**footnotes**

Authors should check footnote entries for accuracy and completeness. Footnotes in body matter are numbered consecutively, in Arabic numerals, throughout the book. Footnote references in the text are in superscript and are placed outside the punctuation: **By far the largest supplier in 2001 was Italy.[1] The second largest was Poland,[2] followed by Spain and the United States.**

Publications and documents are presented in footnotes in the same way as in bibliographies. When citing URLs as sources, you don't need a colon after the word **see.** Example, **See http://xyz**.

### Latin in footnotes

*Ibid.* This is used to replace all or part of the reference in a footnote immediately preceding it regardless of how far back in the document the preceding footnote is. In the second note in the example below, *Ibid.* stands for *International Labour Review,* vol. 93, No. 1*;* in the third note, it stands for *International Labour Review,* vol. 93, No. 2; in the fourth note, it stands for *International Labour Review,* vol. 93, page 66; and in the fifth note, it stands for *International Labour Review*.

1.    International Labour Office. *International Labour Review,* 92, 3.

2.    *Ibid.*, 93, 1.

3.    *Ibid.*, 93, 2.

4.    *Ibid.*: 93, 66.

5.    *Ibid.*, 89, 1.

Note that a comma is used after *ibid., op. cit.* and *loc. cit.* if they are followed by figures indicating volume numbers, series numbers, dates, etc. But **the comma is replaced by a colon when the figures indicate page numbers**. See the fourth footnote above.

*Ibid.* may be used to refer to a footnote with *op. cit.* if the *op. cit.* footnote comes immediately before it.

Tinbergen, *op. cit.*: 118.

*Ibid.*: 120.

*Op. cit.* ('in the work cited') is used to replace repetitive references to books and pamphlets. *Loc. cit.* ('in the place cited') replaces references to articles in periodicals. They may be used only with the surname of an author. They are never used with the name of an organization or other body.

2. Van Wyck, R.J. (1979). Technological change: a macro perspective. *Technological Forecasting and Social Change,* vol. 15, No. 4 (December), pp. 281–283.

...

5. Van Wyck, *loc. cit.*: 285.

If the name of the author (in this case, Van Wyck) appears in the text preceding the reference indicator:

10. *Loc. cit.*: 283.

If more than one work by the same author has been cited, *op. cit.* and *loc. cit* should not be used. The title should be repeated, without the publication data; a short form may be used, if convenient, in the following cases:

Where more than one work by the same author has been referred to:

1. Maddux, J.F. and D.P. Desmond (1974). Obtaining life history information about opioid users. *International Journal of Addictions,* No. 1, p. 190.

2. Maddux, J.F. and D.P. Desmond (1975). Reliability and validity of information from chronic heroin users. *Journal of Psychiatric Research,* No. 12, p. 93.

...

7. Maddux and Desmond, 'Obtaining life history information ...': 197.

*Op. cit.* and *loc. cit.* are never used if the abbreviated title is shown at the first full citation:

9. United Nations. *Report of the United Nations Conference on Science and Technology for Development, Vienna, 20–31 August 1979* (Sales No. E.79.1.21 and corrigenda) (hereinafter referred to as *Report of the Conference*).

### forego, forgo

**Forego** means to precede; **forgo** to go without.

### foreign words

See Latin and foreign words, and italics.

### formalize, formalized

### formulas

But **formulae** in mathematics.

### forums

Never **fora**.

### foreword, forward

These are two different words. One moves **forward**, or looks **forward** to the future. A **foreword** is found in the beginning of a book.

The foreword for ITC books and papers always carries the name (and more often than not the signature) of the ITC Executive Director. However, there can be other forewords with other names. The text must be approved by the official who signs the foreword. Joint publications carrying the name of the ITC Executive Director must also carry the name of a similar-level official from the joint publisher.

### fuelled, fuelling

### fulfil, fulfilled, fulfilling, fulfilment

### full stop or period

No full stop is required if a complete quotation ends in a full stop, question mark or exclamation mark before the final quotes: **'Are these people coming with us?' 'How cold it is!' The official said: 'My country cannot vote for the resolution.'**

### fundraiser, fundraising

# G

---

## galvanize

---

## gender

Use gender-neutral word forms. Plural forms may help: they/them instead of he/him.

For example, use **people, humanity, humankind, human race** instead of man, mankind; the **average person** instead of the average man, **chair, chairperson** (unless you actually do mean chairman or chairwoman); **craftsworker, artisan** instead of craftsman; **political leader, stateswoman** (where appropriate) instead of statesman; **staff, workforce, labour, personnel** instead of manpower; spokesperson (spokesman or spokeswoman when a specific person is referred to), **representative, official** instead of spokesman; **statecraft** instead of statesmanship; **work-hour, work-month** instead of man-hour, man-month.

---

## generalize

---

## Global Goals

The United Nations Sustainable Development Goals (SDGs/Global Goals), officially known as The 2030 Agenda for Sustainable Development.

---

## global public goods

No capitalization.

---

## government

Government takes a capital G when referring to a particular government, but a lower-case g in general references and as an adjective: **the Swiss Government; government officials in the Islamic Republic of Iran; the government policy on trade**.

---

## gross domestic product

No capitalization. Acronym: GDP.

---

## groundnut

---

## guide, guidebook

**Guidebook** means 'a book of information about a place for visitors, tourists, etc.'. So use **guide** in phrases like guide to trading practices.

# H

**handmade**

**handwoven**

**hard-working**

**harmonize**

**haven**

A **haven** is by definition a place of safety. Do not write 'a safe haven'.

**home page**

**hyper**

All compound forms are closed: **hyperactive; hyperlink; hyperspace.**

**hyphens**

Used to create a compound word. Use hyphens for:

- Fractions, whether as nouns or as adjectives**: two-thirds, one-half**.

- Adjectives formed from two or more words: **affirmative-action policy, balance-of-payments difficulties; a 6-year-old child.**

- Nouns formed from prepositional verbs: **get-together, round-up, set-up**.

- The quarters of the compass: **north-east, south-west**, etc.

Adjectives formed of proper nouns are not hyphenated: **British Museum staff**; **Hong Kong style**; **New England roots**.

Note: Many words have lost their hyphens **(cooperate, cooperation, coordinate, coordination, coprocessor, predetermine, presuppose, workforce)**.

Consult the Oxford English Dictionary for correct usage. Not to be confused with the en dash and em dash. See DASH.

# I

---

**immunize**

---

**improvise**

---

**inasmuch as**

---

**incise**

---

**Incoterms 2010**

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---

**in-depth** (adjective)

---

**index**

The plural of index is **indexes** for an alphabetical list of entries in a book. **Indices** is the mathematical or technical term: **The oral hygiene index was calculated as the sum of the debris and calculus indices**. ITC does not produce indexes for books or papers.

---

**indirect or reported speech**

| Direct | Indirect |
|---|---|
| She said: 'Many states are represented in the working group.' | She said that 15 States were represented in the working group. |
| He said: 'I am studying to become a doctor'. | He said that he was studying to become a doctor. |
| She said: 'We planted too many coffee trees'. | She said that they had planted too many coffee trees. |
| He said: 'The commission has been following the question with interest'. | He said that the commission had been following the question with interest. |
| We said that they would go forward in peace and progress. | We said that they would go forward in peace and progress. |

---

**industrialize**

---

**inquire, inquiry**

Not enquire, enquiry (except in **national enquiry point**, a WTO term).

---

**insofar as**

---

**install, installation but instalment**

---

**institutionalize**

---

**inter-agency** (adjective)

**interdepartmental**

**interdependent**

**interdisciplinary**

**intergovernmental**

**interlock**

**international value chain**

This is the preferred term, rather than 'global value chains'. Avoid using acronym: IVC.

**internationalize**

**internet**

**interregional**

**interrelate**

**intersectoral**

**intranet**

**intraregional**

**ISO**

ISO stands for **International Organization for Standardization**. ISO standards are covered by copyright, and permission to reproduce them must be obtained.

**italics**

Titles for books, papers, magazines and journals, as well as newpaper names.

Most foreign words and phrases.

**The following do <u>not</u> go in italics**:

- ad hoc, ad infinitum, aide-mémoire, apartheid, a posteriori, a priori, coup d'état, de facto, per annum, per capita, per diem, per se, pro bono, raison d'état, raison d'être, status quo, vice versa and vis-à-vis.

- Official names of companies and organizations in foreign languages.

- ITC programmes and projects. The titles of established ITC programmes and projects are capitalized, not italicized and not enclosed in quotation marks. The titles of proposed programmes and projects are not capitalized.

# J

## jargon

Avoid it. Your writing should be intelligible to all your readers.

## JAG

Joint Advisory Group

- Official documentation should not exceed 24 pages and is written in indirect speech.

- It is printed on special headed paper, carrying a document number assisgned by the Senior Executive and External Relations Officer, and dated. The doc number follows this format: ITC/AG(XLVI)/245; the number in Roman numerals refers to the JAG session).

- Authorization to print, release on the website and distribute is given by the External Relations Unit.

## jeopardize

## jeweler, jewellery

# K

**keynote**

**kilogram**

Abbreviation: kg. No space between figure and kg: 20kg.

**kilometre**

British spelling. Abbreviation: km. No space between figure and km: 20km.

**know-how**

# L

---

**label, labelled, labelling**

---

**labour, but laborious**

---

**landlocked**

Landlocked developing country. See Regional Groupings. Acronym: LLDC.

---

**large-scale** (adjective)

---

**Latin and foreign words and expressions**

Avoid as much as possible. Most foreign and Latin words and expressions are written in italics, although some have become common in English and are written in roman. See italics above for the list of words that are written in roman.

---

**learned** (past and past participle)

Lessons learned, not lessons learnt.

---

**least developed country**

Lower case spelling. Acronym: LDC.

---

**less**

See FEWER.

---

**licence** (noun); **license** (verb and adjective)

---

**life cycle**

---

**lifespan**

---

**lifestyle**

---

**lifetime**

---

**lists**

Refer also to 'bullet points' for short lists. Country lists should be alphabetical. Events should be listed consistently (chronological or reverse chronological order, or grouped by order of importance).

---

**litre**

---

**livelihood**

Never with s.

## localize

## logframe

## long-term (adjective), long term (noun)
Never one word: **The long-term policy**; but **the policy in the long term.**

## lower-middle income country
But **lower income country** without hyphen.

# M

---

## macroeconomics

---

## maps

Avoid using maps with country names and boundaries. Border conflicts can always emerge, and the United Nations remains neutral. While the United Nations Cartographic Section (Department of Public Information) reviews all maps for political accuracy, this is a long process. Please refer to page 73.

---

## marketplace

---

## matchmaking

---

## materialize

---

## maximize

---

## may, might

In certain constructions, either/or may be used, with might indicating greater uncertainty: **You may be wrong** (meaning it is possible that you are wrong). **There might be a thunderstorm tonight** (meaning it is possible that it will happen, but it is also possible that it won't happen).

Might is also used to indicate that a past event was possible, but did not happen, as in: **You should not have tried to swim during that storm. You might have (could have) killed yourself**.

---

## medium-sized companies

Not medium companies.

---

## Memorandum of Understanding

Acronym: MOU.

---

## member states

Exception: WTO Member states or WTO Members.

---

## memorize

---

## metre, meter

Use metre when referring to a unit of length, but meter when referring to an instrument: **gas meter, parking meter, thermometer**.

**micro, small and medium-sized enterprises**
Lower case spelling. Acronym: MSMEs.

**microeconomics**

**microenterprise**

**microfinance**

**micro-entrepreneur**

**micro-producer**

**million**
Spell out, do not use 'm' or 'mn'. Write: $20 million. See NUMBER.

**mindset**

**minimize**

**mobilize**

**months**
These months can be abbreviated: Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec. May, June and July are not abbreviated.

**more than, over**
Use more than when referring to quantities or to compare two quantities: **the doctor treated more than 20 patients; their exports were worth more than $10 million**.

Use over when referring to a place or location: **the sign hung over the door**.

**multicultural**

**multidisciplinary**

**multilateral**

**multilingual**

**multimedia**

**multinational**

**multipurpose**

**multisectoral**

**multi-year**

# N

## non-existent

## non-governmental
As in non-governmental organization (NGO).

## non-industrial

## non-tariff measures
Use the hyphen and lower case letters. Acronym: NTMs.

## not-for-profit

## note taker, note taking

## north(ern), north-east(ern), north-west(ern)
Use initial capitals when referring to a continent or major region: **North America, North Africa, North-Western Europe.** But **north(ern), north-east(ern), north-west(ern)** when referring to a geographical direction or an area within a country: **north-eastern Senegal, the north-east wind**.

## numbers
Never start a sentence with a figure: write the number in words instead or recast the sentence.

Use words for numbers from one to nine, but figures for 10 upwards. Use numbers for 1st, 2nd, 3rd, 9th, 23rd, 45th, etc. Use figures for sets of numbers: **The numbers of occasions in the past three years were 19, 3 and 9.**

Use figures for all numbers that include a decimal point or a fraction: **4.25, 4½,** and those that refer to percentages: **95%, 200%, 1%–10%.** See DATES, MEASURES, PERCENTAGES, PRICES, RATIOS, and WEIGHTS.

Numbers in millions: **1 million, 3.4 million**. In a text, if the number has more than one digit to the right of the decimal point, write it out: **3,432,000** (i.e. not 3.432 million).

See BILLION and TRILLION.

### Ranges of numbers
If the name of the unit is written out, it should be given only once, after the second number: **10-to-15-year-old age group.**

If the name of the unit is represented by a symbol or abbreviation consisting of letters, the symbol or abbreviation should be given only once: **15–20kg**.

However, if the name of the unit is represented by an abbreviation, the abbreviation should always be repeated: **63°C–70°C**.

Numbers should always be expressed in full to avoid confusion, whether in figures or in words: **from $2 million to $5 million**, not from $2 to $5 million.

### Rounding numbers

It is acceptable to round numbers. This should be to one decimal point for milliions (3.2 million) two decimal points for billions (3.22 billion) and three decimal points for trillions (3.222 trillion). However, when numbers appear in both text and graphics, it is best to use the same number in both to avoid confusion.

### Two numbers occurring together

When two numbers occur together, they should be expressed in different styles: **twenty 15-cent stamps; five 15-year-old boys** or **thirty 15-metre ladders**.

### Fractions

**Hyphenated and spelled out where possible: one-quarter, three-quarters, one-third, two-thirds**, and so forth.

### Punctuation

In running text, when a number has four digits or more, it should be split by means of a comma after every three digits to the left: **Country X has a population of 2,422,321.** (See page 59 for usage in French and Spanish texts.)

**In tables,** separation between hundreds, thousands, millions should be indicated by a space to permit use of the same table in all language versions:

**10 530 600**          **2 632 597**          **1 326**

### Numbering parts of text

Sections, subsections, paragraphs and lists are not numbered in books. In JAG documents, paragraphs are numbered, but not sections.

### Numbering in tables

| Country | 2010 | 2011 | 2012 | 2013 |
|---|---|---|---|---|
| Switzerland | 2 000 | 400 | 2 500 | 3 800 |

# O

---

**occur, occurred, occurrence**

---

**OECD**

Organi**s**ation for Economic Co-operation and Development. Note that it uses an 's' in Organisation. United Nations' bodies use 'z', such as 'World Health Organization'. Also note that the hypen in Co-operation is allowed because it is in a formal name.

---

**offence** (noun), **offensive** (adjective)

---

**ongoing**

---

**online**

---

**only**

To avoid ambiguity, only should follow the verb it qualifies: **They mate only in June**. To say that **they only mate in June** implies that in June they do nothing else.

---

**on-site**

---

**onward** (adjective and adverb)

---

**operation, operationalize**

---

**organization, organize**

Not with an 's'.

---

**organizations and associations**

Use exact names and acronyms. ITC spells organization with a 'z'.

In most cases, acronyms are not preceded by 'the': **policies of ITC**, not policies of the ITC. They are not followed by **'s**; **ITC policies**, not ITC's policies.

Organizations are capitalized only once they are official: **The proposed national trade information centre …** but **The National Trade Information Centre (NTIC) was set up in January 2013**.

---

**over**

Compound forms with 'over' generally do not have a hyphen: **overestimate; overproduce; overrate; override; overuse; overvalue.**

**Over-elaborate; over-exercise; over-optimistic; over-refine** are exceptions. See MORE THAN, OVER.

---

**overseas**

Avoid using this word. It excludes landlocked countries.

# P

## panellist

## paralyse

## parentheses

Use parentheses (brackets in British English) to explain rather than to comment or add an acronym. For example: **The farmers rely on a good harvest after the annual rainy season (January to March). Trade promotion organizations (TPOs) help countries to…**

When the parenthesis forms part of a sentence, the full stop (period) comes after the second round bracket (as here). (However, when the whole sentence is a parenthesis, as here, then the full stop comes before the second bracket.)

## patronize

## per cent, percentages

Use the symbol '%', not the word per cent, in text and tables. See NUMBERS.

## Persian Gulf, Gulf

The term **Persian Gulf** is used for the body of water between the Arabian Peninsula and the Islamic Republic of Iran.

The term **Gulf** is used for the area surrounding or adjacent to the above-mentioned body of water: **Gulf area, Gulf region, Gulf States**.

## Plant nomenclature (Latin names)

Both parts of the name should be in italics, with the generic name given an initial capital: *Equus caballus; Primula vulgaris.* After the first mention of a species, when the name is given in full, the name may be shortened thus: *E. caballus; P. vulgaris.*

Plants may have a third name after an abbreviated form of a word indicating their rank, which is printed in roman type. The third name is in italics: *Salix repens* **var.** *fusca; Myrtus communis* **subsp.** *tarentina.*

Names of hybrid plants are indicated by a multiplication sign: *Cytisus x kewensis.*

The names attached to cultivated varieties of plants should follow the Latin names, printed in roman, within single quotation marks: *Rosa wichuraiana* 'Dorothy Perkins'. Or, the cultivar may be preceded by the abbreviation cv., in which case the quotation marks are not used: *Rosa wichuraiana* **cv. Dorothy Perkins.**

The surname or initial of the authority associated with plants or animals is printed in roman after the Latin name. *Primula vulgaris* **Huds.** (for Hudson, who first used this Latin name) or *Homo sapiens* **L.** (for Linnaeus, the first to use this name for humankind).

## policymaker, policymaking, but policy-setting

## politicize

**post-conflict country**

**practice** (noun), **practise** (verb)

**preconceive**

**precondition**

**predetermined**

**pre-empt**

**pretence**

**printout**

**prioritize**

**prise** (to force open), **prize** (to value highly)

**private sector** (noun), **private-sector** (adjective)

**privatize**

**programme**

Use the British spelling for this noun. Exception: If the formal name is spelled differently, then do not change it – for example, US Child Welfare Program.

**projects**

Do not put ITC project names in quotes, but capitalize: ITC Women and Trade programme.

**publicize**

**public-private partnership**

# Q

### question marks

Question marks are not necessary for indirect questions: **Who worked on the treaty?** But **He asked who worked on the treaty.** Or **I would like to know who worked on the treaty.**

### quotation marks

Do not use quotation marks to enclose technical words or phrases that have become part of the trading, business, commercial or other vocabulary: just-in-time delivery, not 'just-in-time' delivery. Resist the temptation to enclose a word in quotation marks because it is not being used in its conventional sense; instead, choose a more appropriate word.

Do not enclose the titles of ITC programmes and projects in quotation marks.

### quotations or quotes

Single quotation marks are used for a quotation; double marks are used for a quotation within a quotation. If there should be yet another quotation within the second quotation it is necessary to revert to single quotation marks – although in such a case, it might be preferable to split the quote in two.

Quotations that exceed three lines should be broken off from the text (start on a new line) and be set in a smaller typeface. They are not enclosed by quotation marks. Quotations within such excerpts are in single quotation marks; any bridging words added by authors are set in square parentheses [ ].

Example:

Sir Mervyn King [Governor of the Bank of England] has endorsed tearing up the government's debt-reduction goal after he said it was 'acceptable' to miss the target if the economy continued to grow slowly. King said the weak state of the economy justified revising the target, which had been drawn up in better times.

# R

**realize**

**recognize**

**re-establish, re-establishment**

**references**

Check the correctness and completeness of bibliographic entries. List bibliographic references alphabetically and according to the APA style.

For official ITC publications, the publications team uses a referencing tool to organize bibilographies.

**regional economic community**

Avoid using acronym: REC.

**regional groupings**

Please see the separate part on regional groups of this guide starting page 50.

**regionalization, regionalize**

**representative**

Should be followed by **of** and not by **from**.

**rerouted**

**revise**

**revitalize**

**right hand** (noun), **right-hand** (adjective)

**Right-hand side, right-hand corner**, but: **She is her father's right hand.**

**roadblock**

**roadmap**

ITC-specific spelling in one word.

**rundown** (noun), **run-down** (adjective)

**round table** (noun), **round-table** (adjective)

# S

## sectoral

## semicolon

A semicolon is used to link two connected thoughts in the same sentence; separate items in a series in running text, especially phrases containing commas; add emphasis.

## semi-skilled

## sensitize

## services, service

In relation to WTO and its General Agreement on Trade in Services (GATS), the plural is often used as an adjective, particularly when the reference is to services in general.

## set-up (noun), set up (verb)

## SheTrades

## shortfall

## shortlist, shortlisted

## short-term

## should, would

Use should in the sense of **ought to**. Would is used to express future in the past: **I told you that you would find Russian difficult to learn. Dynamite would soon dominate the world's explosives market [in 1867] –** *New Yorker,* **1987.**

## single quotes

Use single quotes for direct speech. See QUOTATION or QUOTES.

## skill set

## slash (/)

Do not use the slash when you mean 'and'. Use 'and' instead.

## small and medium-sized enterprise

Lower case spelling. Acronym: SMEs.

## small island development States

Acronym: SIDS. (The United Nations spells States in this case with a capital 'S').

**smallholder**

**small-scale** (adjective)

**sociocultural**

**socioeconomic**

**sociopolitical**

**south(ern), south-east(ern), south-west(ern)**
Use initial capitals when referring to a continent or major region: **South America, Southern Africa, Southern Europe, South-East Asia.** Note: ASEAN is the Association of Southeast Asian Nations). But **south(ern), south-east(ern), south-west(ern)** when referring to a geographical direction or an area within a country: **south-east France, they sailed in a south-westerly direction**.

**South-South trade**

**specialize**

**spelling**
This A-Z section lists many preferred ITC spellings. For words that are not in this list, use the Oxford English Dictionary.

**stabilize**

**standardize**

**standalone**

**start-up**

**statehood**

**stationary, stationery**
An automobile that is not moving is **stationary**; an envelope is an item of **stationery**.

**subcommission**

**subcommittee**

**subcontinent**

**subcontract**

**subdivision**

**sub-entry**

**subgroup**

**subheading**

**sub-item**

**subjunctive**

*The New Fowler's,* 3rd ed., says: 'In British English the subjunctive mood is most likely to be found in formal writing ... particularly after such verbs as demand, insist, pray, recommend, suggest and wish; nouns and adjectives such as demand, essential, important, insistence, proposal, suggestion, vital and wish; and a number of conjunctions such as although, as if, as though, if, unless, etc. But it is seldom obligatory...'

**Past subjunctive or 'were' subjunctive**

Use it when you are posing a hypothesis contrary to fact: **If Mao were alive today, he could tell us whether he kept a diary.**

Do not use it when the hypothesis may or may not be true: **If this diary is not Mao's, we we are not publishing it.**

If you have **would** in the main clause, you must use the subjunctive in the **if** clause: **If you were to disregard this rule, you would make a fool of yourself.**

**subprogramme**

**subregion, subregional**

**subroutine**

**sub-Saharan Africa**

ITC-specific spelling: lower case 's' in sub-. United Nations spelling is not consistent for this term.

**subsection, subsector**

**subsidize**

**subsystem**

**subtitle**

**subtotal**

**subunit**

**summarize**

**supervise**

**surmise**

### Sustainable Development Goals

Acronym: SDGs. Officially known as The 2030 Agenda for Sustainable Development. Please note that one can also refer to it as the 2030 Agenda when the term appears many times on a page.

### synchronize

### synthesize

# T

---

**targeted**

---

**that, which**

See WHICH, THAT.

---

**time-consuming**

---

**time-frame**

---

**time of day**

Use the 24-hour system, writing the time of day in four figures with a colon between the hours and minutes: **1:10, 9:45, 11:30, 21:00**. Do not add 'hours' after the time. See page 59 for translations.

---

**timetable**

---

**ton**

Not tonne or metric ton.

---

**totalling**

---

**towards**

Always with an 's'.

---

**trademark**

---

**trade-related technical assistance**

Acronym: TRTA.

---

**trade and investment promotion organization**

No capitalization. No hyphen. Acronym: TIPO. (ITC prefers not to use the acronym.)

---

**trade promotion organization**

No capitalization. No hyphen. Acronym: TPO.

---

**travel, travelling, travelled, traveller**

---

**trillion**

**Trillion** denotes 1 million million. See NUMBERS.

---

**twofold**

Same goes for fourfold – one word.

# U

---

**underlining**

Underlining is rarely used in ITC publications.

<u>Underlining</u> or **bold face** should not be used for emphasis; that effect is achieved by appropriate presentation, use of subtitles and paragraphs.

---

**underserved**

---

**underuse**

---

**underutilize**

Avoid using this word – write underused instead.

---

**un-earmarked**

---

**United Nations**

Spell out when mentioned first. On second mention, ITC style is to use United Nations. Normally, United Nations insists on spelling it out – always.

---

**United States of America**

ITC style is to use United States. Do not use US as a noun. It can be used as an adjective (US market), except in highly official documents.

---

**up-to-date, up to date**

An up-to-date report, but this report is up to date.

---

**upward** (adjective and adverb)

---

**urbanize**

---

**utilize**

Avoid utilize – write **use** instead.

# V

**value added** (noun), **value-added** (adjective)

**value chain** (noun), **value-chain** (adjective)

**videography**
> Not **video photography**.

**visualize**

# W

### website(s)

Always check names and addresses, and whether they still exist. Some of them are short-lived. When citing URLs as sources, you don't need a colon after 'see': **See http://xyz**.

### week-long

### weights and measures

Metric measurements are preferred.

Nouns of measurement are singular when used with a number before another noun: **a three-metre wall;** not a three-meters wall. But: **the wall is three metres high**.

For the unit of weight, **use ton**, not metric ton or tonne. (A metric ton is not the same weight as an Imperial or a US ton. Convert measures to metric ton if it is not the case, or specify when it is not a metric ton.)

Some commonly used abbreviations of weights and measures are listed below. They do not change in the plural: **4kg**, not 4kgs. Abbreviations frequently used in a publication should be listed respectively in the front matter of a book or a technical paper.

**Length:** millimetre (mm); centimetre (cm); metre (m); kilometre (km)

**Area:** square millimetre ($mm^2$); square centimetre ($cm^2$); square metre ($m^2$); hectare (ha)

**Volume:** cubic millimetre ($mm^3$); cubic centimetre ($cm^3$); cubic metre ($m^3$)

**Weight:** milligram (mg); gram (g); kilogram (kg)

**Liquid capacity:** millilitre (ml); centilitre (cl); litre (l)

**Energy:** alternating current (AC); direct current (DC); watt (W); volt (V); kilowatt (kW); kilovolt (kV); horsepower (hp); kilowatt hour (kWh); kilojoule (kJ); megawatt (MW); megawatt hour (MWh)

**Velocity:** kilometres per hour (kph); metres per second (m/s); revolutions per minute (rpm)

**Temperature:** degrees Celsius (°C); degrees Fahrenheit (°F)

### well-being

### well-known, well known

A well-known study, but this study is well known.

### west(ern)

Use initial capitals when referring to a continent or major region: **West Africa, West Australia, Western Europe**. But **west(ern)** when referring to a geographical direction or an area within a country: **the western provinces; a west wind**.

### wide-ranging

### which, that

**Which** informs, **that** defines. If you can delete the subordinate clause without changing the meaning of the sentence, use **which** to introduce it.

**This is the house that Jack built**. But: **This house, which Jack built, will last forever**. In the second sentence, you could delete 'which Jack built' without changing the sense of

the sentence. That is not the case for the first sentence; if you delete 'that Jack built', the sentence does not make sense.

**The translations, which have been revised, can now be formatted. Which** adds detail and indicates that all the translations have been revised. As all the translations have been revised, you could delete 'which have been revised' without changing the meaning of the sentence.

**The translations that have been revised can now be formatted**. **That** in this case defines exactly what is to be formatted, i.e. only those translations that have been revised. If you deleted 'that have been revised', the sentence would not have the same meaning.

---

**withhold**

---

**women-owned business**

---

**work-hour**

---

**workflow**

---

**workforce**

---

# Regional Groupings

# Country groups by region

ITC staff and external writers frequently have questions about the use of regional groupings, and which countries apply.

In all cases, ITC writers should use the proper country names. These are listed separately in this guide.

## Key terminology to use

For regional groupings by development level, the United Nations uses the following broad terminology: developing countries and developed countries. There is no established convention to designate developed and developing countries.

Least developed countries are a subset of developing countries. United Nations list of LDCs.

ITC also uses the United Nations lists for Small island developing States and Landlocked developing countries.

Transition economies are in Eastern Europe and Central Asia.

Economies is a term used in economic writing among international organizations that refers to national economies. It is often used as a synonym for country. If you are writing in business terms, use the word "country" and not "economy."

## Managing differences in terminology

As part of the United Nations system, ITC follows United Nations practice. However, discrepancies exist between lists provided by the United Nations Statistical Division and UNCTAD. For example, UNCTAD notes that UNIDO uses the term 'emerging industrial economies', which is not used by the United Nations Statistical Division or by UNCTAD.

This edition of the ITC Style Guide recommends that the listing from the United Nations Statistical Division be used as the first reference source. The list of countries and territories is included in full.

Please use the list with care. Countries are sensitive regarding their regional groupings. Consult with the Communications and Events team, or the regional country offices in the ITC Division of Country Programmes if the lists in this edition do not address your writing needs.

ITC sometimes also refers to economic groupings that emerge from research conducted by WTO, OECD and the World Bank. Categories overlap but are not the same. Where possible, ITC staff should use this terminology only when quoting research from these organizations.

# Country regions – the United Nations Statistical Division

The list is regularly updated online at: http://unstats.un.org/unsd/methods/m49/m49regin.htm

The United Nations Statistical Division notes the following common practice:

- In international trade statistics, the Southern African Customs Union is treated as a developed region. Israel is treated as a developed country. Countries from the former Yugoslavia are treated as developing countries (ITC does not recommend this practice); and countries of eastern Europe and of the Commonwealth of Independent States in Europe are not included under either developed or developing regions.
- Sub-Saharan Africa includes all of Africa except northern Africa. The Sudan is in sub-Saharan Africa.
- North America includes Canada, the United States, the Caribbean, and Central America.
- Japan is in Asia; Australia and New Zealand in Oceania.

**Developing Regions**

Africa
Americas excluding Northern America
Caribbean
Central America
South America
Asia excluding Japan
Oceania excluding Australia and New Zealand

**Developed Regions**

Northern America
Europe
Japan
Australia and New Zealand

**Least developed countries (LDCs)**

| | | |
|---|---|---|
| Afghanistan | Gambia | Rwanda |
| Angola | Guinea | Sao Tome and Principe |
| Bangladesh | Guinea-Bissau | Senegal |
| Benin | Haiti | Sierra Leone |
| Bhutan | Kiribati | Solomon Islands |
| Burkina Faso | Lao People's Democratic Republic | Somalia |
| Burundi | Lesotho | South Sudan |
| Cambodia | Liberia | Sudan |
| Central African Republic | Madagascar | Timor-Leste |
| Chad | Malawi | Togo |
| Comoros | Mali | Tuvalu |
| Congo | Mauritania | Uganda |
| Djibouti | Mozambique | United Republic of Tanzania |
| Eritrea | Myanmar | Yemen |
| Ethiopia | Nepal | Zambia |
| | Niger | |

## Landlocked developing countries (LLDCs)

Afghanistan
Armenia
Azerbaijan
Bhutan
Bolivia (Plurinational State of)
Botswana
Burkina Faso
Burundi
Central African Republic
Chad
Eswatini
Ethiopia

Kazakhstan
Kyrgyzstan
Lao People's Democratic Republic
Lesotho
Malawi
Mali
Mongolia
Nepal
Niger
North Macedonia
Paraguay

Republic of Moldova
Rwanda
South Sudan
Tajikistan
Turkmenistan
Uganda
Uzbekistan
Zambia
Zimbabwe

## Small island developing States (SIDS)

American Samoa
Anguilla
Antigua and Barbuda
Aruba
Bahamas
Barbados
Belize
Bonaire, Sint Eustatius and Saba
British Virgin Islands
Cabo Verde
Comoros
Cook Islands
Cuba
Curaçao
Dominica
Dominican Republic
Fiji

French Polynesia
Grenada
Guam
Guinea-Bissau
Guyana
Haiti
Jamaica
Kiribati
Maldives
Marshall Islands
Mauritius
Micronesia (Federated States of)
Montserrat
Nauru
New Caledonia
Niue
Northern Mariana Islands

Palau
Papua New Guinea
Puerto Rico
Saint Kitts and Nevis
Saint Lucia
Samoa
Sao Tome and Principe
Seychelles
Singapore
Sint Maarten (Dutch part)
Solomon Islands
Suriname
Timor-Leste
Tonga
Trinidad and Tobago
Tuvalu
United States Virgin Islands
Vanuatu

## Africa

| Eastern Africa | Middle Africa | Northern Africa | Southern Africa | Western Africa |
|---|---|---|---|---|
| British Indian Ocean Territory | Angola | Algeria | Botswana | Benin |
| Burundi | Cameroon | Egypt | Eswatini | Burkina Faso |
| Comoros | Central African Republic | Libya | Lesotho | Cabo Verde |
| Djibouti | Chad | Morocco | Namibia | Côte d'Ivoire |
| Eritrea | Congo | Sudan | South Africa | Gambia |
| Ethiopia | Democratic Republic of the Congo | Tunisia | | Ghana |
| French Southern Territories | Equatorial Guinea | Western Sahara | | Guinea |
| Kenya | Gabon | | | Guinea-Bissau |
| Madagascar | Sao Tome and Principe | | | Liberia |
| Malawi | | | | Mali |
| Mauritius | | | | Mauritania |
| Mayotte | | | | Niger |
| Mozambique | | | | Nigeria |
| Réunion | | | | Saint Helena |
| Rwanda | | | | Senegal |
| Seychelles | | | | Sierra Leone |
| Somalia | | | | Togo |
| South Sudan | | | | |
| Uganda | | | | |
| United Republic of Tanzania | | | | |
| Zambia | | | | |
| Zimbabwe | | | | |

## Oceania

| Australia and New Zealand | Melanesia | Micronesia | Polynesia |
|---|---|---|---|
| Australia | Fiji | Guam | American Samoa |
| Christmas Island | New Caledonia | Kiribati | Cook Islands |
| Cocos (Keeling) Islands | Papua New Guinea | Marshall Islands | French Polynesia |
| Heard Island and McDonald Islands | Solomon Islands | Micronesia (Federated States of) | Niue |
| New Zealand | Vanuatu | Nauru | Pitcairn |
| Norfolk Island | | Northern Mariana Islands | Samoa |
| | | Palau | Tokelau |
| | | United States Minor Outlying Islands | Tonga |
| | | | Tuvalu |
| | | | Wallis and Futuna Islands |

## Americas

Americas are divided into Latin America and the Caribbean and Northern America. Latin America and the Caribbean are again divided into Caribbean, Central America and South America.

| Caribbean | Central America | South America | Northern America |
|---|---|---|---|
| Anguilla | Belize | Argentina | Bermuda |
| Antigua and Barbuda | Costa Rica | Bolivia (Plurinational State of) | Canada |
| Aruba | El Salvador | Bouvet Island | Greenland |
| Bahamas | Guatemala | Brazil | Saint Pierre and Miquelon |
| Barbados | Honduras | Chile | United States of America |
| Bonaire, Sint Eustatius and Saba | Mexico | Colombia | |
| British Virgin Islands | Nicaragua | Ecuador | |
| Cayman Islands | Panama | Falkland Islands (Malvinas) | |
| Cuba | | French Guiana | |
| Curaçao | | Guyana | |
| Dominica | | Paraguay | |
| Dominican Republic | | Peru | |
| Grenada | | South Georgia and the South Sandwich Islands | |
| Guadeloupe | | Suriname | |
| Haiti | | Uruguay | |
| Jamaica | | Venezuela (Bolivarian Republic of) | |
| Martinique | | | |
| Montserrat | | | |
| Puerto Rico | | | |
| Saint Barthélemy | | | |
| Saint Kitts and Nevis | | | |
| Saint Lucia | | | |
| Saint Martin (French part) | | | |
| Saint Vincent and the Grenadines | | | |
| Sint Maarten (Dutch part) | | | |
| Trinidad and Tobago | | | |
| Turks and Caicos Islands | | | |
| United States Virgin Islands | | | |

## Asia

| Central Asia | Eastern Asia | Southern Asia | South-eastern Asia | Western Asia |
|---|---|---|---|---|
| Kazakhstan | China | Afghanistan | Brunei Darussalam | Armenia |
| Kyrgyzstan | China, Hong Kong Special Administrative Region | Bangladesh | Cambodia | Azerbaijan |
| Tajikistan | China, Macao Special Administrative Region | Bhutan | Indonesia | Bahrain |
| Turkmenistan | Democratic People's Republic of Korea | India | Lao People's Democratic Republic | Cyprus |
| Uzbekistan | Japan | Iran (Islamic Republic of) | Malaysia | Georgia |
| | Mongolia | Maldives | Myanmar | Iraq |
| | Republic of Korea | Nepal | Philippines | Israel |
| | | Pakistan | Singapore | Jordan |
| | | Sri Lanka | Thailand | Kuwait |
| | | | Timor-Leste | Lebanon |
| | | | Viet Nam | Oman |
| | | | | Qatar |
| | | | | Saudi Arabia |
| | | | | State of Palestine |
| | | | | Syrian Arab Republic |
| | | | | Republic of Türkiye |
| | | | | United Arab Emirates |
| | | | | Yemen |

## Europe

| Eastern Europe | Northern Europe | Southern Europe | Western Europe |
|---|---|---|---|
| Belarus | Åland Islands | Albania | Austria |
| Bulgaria | Channel Islands (Guernsey, Jersey, Sark) | Andorra | Belgium |
| Czechia | Denmark | Bosnia and Herzegovina | France |
| Hungary | Estonia | Croatia | Germany |
| Poland | Faeroe Islands | Gibraltar | Liechtenstein |
| Republic of Moldova | Finland | Greece | Luxembourg |
| Romania | Iceland | Holy See | Monaco |
| Russian Federation | Ireland | Italy | Netherlands |
| Slovakia | Isle of Man | Malta | Switzerland |
| Ukraine | Latvia | Montenegro | |
| | Lithuania | North Macedonia | |
| | Norway | Portugal | |
| | Svalbard and Jan Mayen Islands | San Marino | |
| | Sweden | Serbia | |
| | United Kingdom of Great Britain and Northern Ireland | Slovenia | |
| | | Spain | |

# World Bank groupings

The World Bank, WTO and OECD use this listing primarily for analysing research from these agencies. For further denomination information, go to link: http://data.worldbank.org/about/country-and-lending-groups#Low_income – which is updated online – and provides country classifications by region, and by income as follows:

**Regions**

East Asia and Pacific

Europe and Central Asia

Latin America and the Caribbean

Middle East and North Africa

North America

South Asia

Sub-Saharan Africa

**Income**

Low-income economies (GNI of $1,045 or less)

Lower-middle-income economies (GNI of $1,046 to $4,095)

Upper-middle-income economies (GNI of $4,095 to $12,695)

High-income economies (GNI of $12,696 or more)

# Translations and trilingual references

# Translations

## What materials are translated?

ITC governance documents are issued in the six languages of the United Nations. These are used for the ITC annual meeting of the Joint Advisory Group, known as JAG.

ITC books and technical papers are generally in English only. Other languages are used when relevant to target markets.

Language versions can be developed in partnership with national organizations, on the basis of a legal agreement. The ITC book, *Export Quality Management*, for example, exists in languages such as Arabic and Swahili.

Other ITC materials are translated as needed.

## French and Spanish editorial guidelines

Translated materials always need to be reviewed. Staff should arrange to conduct these reviews directly.

**Direct your translators to the ITC Style Guide.** Use Part 1, to gain an overview of our audience and our business-like style. They can refer to Part 5 for official translations of country names and ITC programmes.

**Request them to write simply.** Translations for magazines, op-eds and marketing materials should have a journalistic or marketing style, in line with the original. For books and papers, the style should be businesslike, with a minimum of jargon. Avoid literal translations. Look for ways of saying things that sound natural.

**Encourage them to be concise.** Translators should keep titles and sub-titles short, since they are usually in larger fonts. Other languages tend to use more words than English. Avoid long sentences. It may be better to break an English sentence into two in translation. As in English, use active, rather than passive, verbs. (Active: 'The Secretary-General informed delegates.' Passive: 'The delegates were informed by the Secretary-General.')

**Ensure accuracy.** Translators must self-revise their work before submitting what they consider final text to ITC. Translators should translate all captions, text in boxes and figures, bibliographies, references, glossaries and other front matter or text. They should check country names and currencies.

**Provide your translators with references.** These improve the quality and speed of translation. If you have good translations with terminology on non-tariff measures, for example, supply them. If you have a recurrent publication, provide the previous edition.

See theTranslators Manual in Spanish at
https://dms.itc-cci.net/Documents/OED-CE/PUBG20381.pdf

See also the trilingual WTO Terminology Database at
http://wtoterm.wto.org/multiterm (use Chrome)

## Frequently asked translation questions

**Currency**

| English | French | Spanish |
|---|---|---|
| $ (not USD) | $ (not USD) | $ (not USD) |
| billion (956 billion) | milliards (956 milliards) | mil millones (956.000 millones) |
| Where a symbol such as $ or € is used to represent a unit of currency, there is no space between the symbol and the figure: $20, €2, etc. | | |

United Nations currency abbreviations can be found for each country at:
http://unterm.un.org/UNTERM/portal/welcome

**Temperature**

The format is the same for all languages: 15°C; between 10°C and 20°C. Use Celsius.

**Numerical punctuation**

**In the main text:** English uses commas; French and Russian do not. Spanish uses decimal points.

**English**: 2,632,597          **French/Russian**: 2 632 597          **Spanish**: 2.632.597

**In tables - English/French/Spanish/Russian**

No punctuation is used, in order to make multilingual publishing easier.

10 530 600

632 597

1 326

**Using decimals in main text and tables**

| English | French/Spanish/Russian |
|---|---|
| 3.4 | 3,4 |
| $10.65 | $10,65 |
| €178.47 | €178,47 |

**Time**

| English | French | Spanish |
|---|---|---|
| 9:00, 13:30, 21:05 | 9 heures, 13 h 30, 21 h 5 | 9 horas, 13.30 horas, 21.05 horas |

**Months**

**English**: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.

**French**: jan., févr., mars, avril, mai, juin, juill., août, sept., oct., nov., déc.

**Spanish**: ene., feb., mar., abr., mayo, jun., jul., ago., sep., oct., nov., dic.

# United Nations Country Names

Below is the list of United Nations country names in English, French and Spanish, updated in February 2022. A full list of country names in all six languages is available on the United Nations Terminology Database at http://unterm.un.org/UNTERM/portal/welcome. Please use the short name in your correspondence and in publications. For diplomatic correspondence, the full country name is required. The list below is extracted from the above-mentioned link and updated for each new edition of the ITC style guide.

| Short name E/F/S | Formal name E/F/S | Adjective E/F/S |
|---|---|---|
| **Afghanistan**<br>**Afghanistan (l') [masc.]**<br>**Afganistán (el)** | the Islamic Republic of Afghanistan<br>la République islamique d'Afghanistan<br>la República Islámica del Afganistán | Afghan<br>Afghan<br>afgano |
| **Albania**<br>**Albanie (l') [fém.]**<br>**Albania** | the Republic of Albania<br>la République d'Albanie<br>la República de Albania | Albanian<br>Albanais<br>albanés |
| **Algeria**<br>**Algérie (l') [fém.]**<br>**Argelia** | the People's Democratic Republic of Algeria<br>la République algérienne démocratique et populaire<br>la República Argelina Democrática y Popular | Algerian<br>algérien<br>argelino |
| **Andorra**<br>**Andorre (l') [fém.]**<br>**Andorra** | the Principality of Andorra<br>la Principauté d'Andorre<br>el Principado de Andorra | Andorran<br>andorran<br>andorrano |
| **Angola**<br>**Angola (l') [masc.]**<br>**Angola** | the Republic of Angola<br>la République d'Angola<br>la República de Angola | Angolan<br>angolais<br>angoleño |
| **Antigua and Barbuda**<br>**Antigua-et-Barbuda [fém.]**<br>**Antigua y Barbuda** | Antigua and Barbuda<br>Antigua-et-Barbuda<br>Antigua y Barbuda | of Antigua and Barbuda<br>antiguais et barbudien<br>de Antigua y Barbuda |
| **Argentina**<br>**Argentine (l') [fém.]**<br>**Argentina (la)** | the Argentine Republic<br>la République argentine<br>la República Argentina | Argentine<br>argentin<br>argentino |
| **Armenia**<br>**Arménie (l') [fém.]**<br>**Armenia** | the Republic of Armenia<br>la République d'Arménie<br>la República de Armenia | Armenian<br>arménien<br>armenio |
| **Australia**<br>**Australie (l') [fém.]**<br>**Australia** | Australia<br>l'Australie<br>Australia | Australian<br>australien<br>australiano |
| **Austria**<br>**Autriche (l') [fém.]**<br>**Austria** | the Republic of Austria<br>la République d'Autriche<br>la República de Austria | Austrian<br>autrichien<br>austríaco |
| **Azerbaijan**<br>**Azerbaïdjan (l') [masc.]**<br>**Azerbaiyán** | the Republic of Azerbaijan<br>la République d'Azerbaïdjan<br>la República de Azerbaiyán | Azerbaijani<br>azerbaïdjanais<br>azerbaiyano, azerí |
| **Bahamas (the)**<br>**Bahamas (les) [fém.]**<br>**Bahamas (las)** | the Commonwealth of the Bahamas<br>le Commonwealth des Bahamas<br>el Commonwealth de las Bahamas | Bahamian<br>bahamien<br>bahamés |
| **Bahrain**<br>**Bahreïn [masc.]**<br>**Bahrein** | the Kingdom of Bahrain<br>le Royaume de Bahreïn<br>el Reino de Bahrein | Bahraini<br>bahreïnien<br>de Bahrein |
| **Bangladesh**<br>**Bangladesh (le) [masc.]**<br>**Bangladesh** | the People's Republic of Bangladesh<br>la République populaire du Bangladesh<br>la República Popular de Bangladesh | (of) Bangladesh<br>bangladais<br>de Bangladesh |
| **Barbados**<br>**Barbade (la)**<br>**Barbados** | Barbados<br>la Barbade<br>Barbados | Barbadian<br>barbadien<br>barbadense |
| **Belarus**<br>**Bélarus (le) [masc.]**<br>**Belarús** | the Republic of Belarus<br>la République du Bélarus<br>la República de Belarús | Belarusian<br>bélarussien<br>belaruso |
| **Belgium**<br>**Belgique (la) [fém.]**<br>**Bélgica** | the Kingdom of Belgium<br>le Royaume de Belgique<br>el Reino de Bélgica | Belgian<br>belge<br>belga |
| **Belize**<br>**Belize (le) [masc.]**<br>**Belice** | Belize<br>le Belize<br>Belice | Belizean<br>bélizien<br>beliceño |

| Short name E/F/S | Formal name E/F/S | Adjective E/F/S |
|---|---|---|
| **Benin**<br>**Bénin (le) [masc.]**<br>**Benin** | the Republic of Benin<br>la République du Bénin<br>la República de Benin | Beninese<br>béninois<br>beninés |
| **Bhutan**<br>**Bhoutan (le) [masc.]**<br>**Bhután** | the Kingdom of Bhutan<br>le Royaume du Bhoutan<br>el Reino de Bhután | Bhutanese<br>bhoutanais<br>bhutanés |
| **Bolivia (Plurinational State of)**<br>**Bolivie (État plurinational de) [fém.]**<br>**Bolivia (Estado Plurinacional de)** | the Plurinational State of Bolivia<br>l'État plurinational de Bolivie<br>el Estado Plurinacional de Bolivia | Bolivian<br>bolivien<br>boliviano |
| **Bosnia and Herzegovina**<br>**Bosnie-Herzégovine (la) [fém.]**<br>**Bosnia y Herzegovina** | Bosnia and Herzegovina<br>la Bosnie-Herzégovine<br>Bosnia y Herzegovina | (of) Bosnia and Herzegovina<br>bosnien<br>bosniaco; bosníaco |
| **Botswana**<br>**Botswana (le) [masc.]**<br>**Botswana** | the Republic of Botswana<br>la République du Botswana<br>la República de Botswana | (of) Botswana<br>botswanais<br>botswanés |
| **Brazil**<br>**Brésil (le) [masc.]**<br>**Brasil (el)** | the Federative Republic of Brazil<br>la République fédérative du Brésil<br>la República Federativa del Brasil | Brazilian<br>brésilien<br>brasileño |
| **Brunei Darussalam**<br>**Brunéi Darussalam (le) [masc.]**<br>**Brunei Darussalam** | Brunei Darussalam<br>le Brunéi Darussalam<br>Brunei Darussalam | (of) Brunei Darussalam<br>Brunéien<br>de Brunei Darussalam |
| **Bulgaria**<br>**Bulgarie (la) [fém.]**<br>**Bulgaria** | the Republic of Bulgaria<br>la République de Bulgarie<br>la República de Bulgaria | Bulgarian<br>bulgare<br>búlgaro |
| **Burkina Faso**<br>**Burkina Faso (le) [masc.]**<br>**Burkina Faso** | Burkina Faso<br>le Burkina Faso<br>Burkina Faso | (of) Burkina Faso<br>burkinabé [inv.]<br>de Burkina Faso |
| **Burundi**<br>**Burundi (le) [masc.]**<br>**Burundi** | the Republic of Burundi<br>la République du Burundi<br>la República de Burundi | (of) Burundi<br>burundais<br>burundés |
| **Cabo Verde**<br>**Cabo Verde [masc.]**<br>**Cabo Verde** | the Republic of Cabo Verde<br>la République de Cabo Verde<br>la República de Cabo Verde | Cabo Verdean<br>caboverdien<br>caboverdien |
| **Cambodia**<br>**Cambodge (le) [masc.]**<br>**Camboya** | the Kingdom of Cambodia<br>le Royaume du Cambodge<br>el Reino de Camboya | Cambodian<br>cambodgien<br>camboyano |
| **Cameroon**<br>**Cameroun (le)**<br>**Camerún (el)** | the Republic of Cameroon<br>la République du Cameroun<br>la República del Camerún | Cameroonian<br>camerounais<br>camerunés |
| **Canada**<br>**Canada (le)**<br>**Canadá (el)** | Canada<br>le Canada<br>el Canadá | Canadian<br>canadien<br>canadiense |
| **Central African Republic (the)**<br>**République centrafricaine (la) [fém.]**<br>**República Centroafricana (la)** | the Central African Republic<br>la République centrafricaine<br>la República Centroafricana | of the Central African Republic<br>centrafricain<br>centroafricano |
| **Chad**<br>**Tchad (le)**<br>**Chad (el)** | the Republic of Chad<br>la République du Tchad<br>la República del Chad | Chadian<br>tchadien<br>chadiano |
| **Chile**<br>**Chili (le)**<br>**Chile** | the Republic of Chile<br>la République du Chili<br>la República de Chile | Chilean<br>chilien<br>chileno |
| **China**<br>**Chine (la)**<br>**China** | the People's Republic of China<br>la République populaire de Chine<br>la República Popular China | Chinese<br>chinois<br>chino |
| **Chinese Taipei**<br>**Taipei chinois**<br>**Taipéi Chino** | Taiwan Province of China****<br>province chinoise de Taiwan<br>provincia china de Taiwán | -- |
| **Colombia**<br>**Colombie (la)**<br>**Colombia** | the Republic of Colombia<br>la République de Colombie<br>la República de Colombia | Colombian<br>colombien<br>colombiano |
| **Comoros (the)**<br>**Comores (les) [fém.]**<br>**Comoras (las)** | the Union of the Comoros<br>l'Union des Comores<br>la Unión de las Comoras | Comorian<br>comorien<br>comorano |
| **Congo (the)**<br>**Congo (le)**<br>**Congo (el)** | the Republic of the Congo<br>la République du Congo<br>la República del Congo | Congolese<br>congolais<br>congoleño |

| Short name E/F/S | Formal name E/F/S | Adjective E/F/S |
|---|---|---|
| **Cook Islands (the)**<br>**Îles Cook (les)**<br>**Islas Cook (las)** | the Cook Islands**<br>les Îles Cook<br>las Islas Cook | of the Cook Islands<br>des Îles Cook<br>de las Islas Cook |
| **Costa Rica**<br>**Costa Rica (le)**<br>**Costa Rica** | the Republic of Costa Rica<br>la République du Costa Rica<br>la Repúblca de Costa Rica | Costa Rican<br>costaricien<br>costarricense |
| **Côte d'Ivoire**<br>**Côte d'Ivoire (la)**<br>**Côte d'Ivoire** | the Republic of Côte d'Ivoire<br>la République de Côte d'Ivoire<br>la Repúblca de Côte d'Ivoire | Ivorian<br>ivoirien<br>de Côte d'Ivoire |
| **Croatia**<br>**Croatie (la)**<br>**Croacia** | the Republic of Croatia<br>la République de Croatie<br>la Repúblca de Croacia | Croatian<br>croate<br>croata |
| **Cuba**<br>**Cuba [fém.]**<br>**Cuba** | the Republic of Cuba<br>la République de Cuba<br>la Repúblca de Cuba | Cuban<br>cubain<br>cubano |
| **Cyprus**<br>**Chypre [fém.]**<br>**Chipre** | the Republic of Cyprus<br>la République de Chypre<br>la Repúblca de Chipre | Cypriot<br>chypriote<br>chypriota |
| **Czechia**<br>**Tchéquie (la)**<br>**Chequia** | the Czech Republic<br>la République tchèque<br>la Repúblca Checa | Czech<br>tchèque<br>checo |
| **Democratic Republic of the Congo (the)**<br>**République démocratique du Congo (la)**<br>**República Democrática del Congo (la)** | the Democratic Republic of the Congo<br>la République démocratique du Congo<br>la Repúblca Democrática del Congo | of the Democratic Republic of the Congo<br>de la République démocratique du Congo<br>congolés |
| **Democratic People's Republic of Korea (the)**<br>**République populaire démocratique de Corée (la)**<br>**República Popular Democrática de Corea (la)** | the Democratic People's Republic of Korea<br>a République Populaire démocratique de Corée<br>la Repúblca Popular Democrática de Corea | Of the Democratic People's Republic of Korea<br>De la République Populaire démocratique de Corée<br>De la República Popular Democrática de Corea |
| **Denmark**<br>**Danemark (le)**<br>**Dinamarca** | the Kingdom of Denmark<br>le Royaume du Danemark<br>el Reino de Dinamarca | Danish; a Dane; of Denmark<br>danois<br>danés; dinamarqués |
| **Djibouti**<br>**Djibouti [masc.]**<br>**Djibouti** | the Republic of Djibouti<br>la République de Djibouti<br>la Repúblca de Djibouti | (of) Djibouti<br>djiboutien<br>de Djibouti |
| **Dominica**<br>**Dominique (la)**<br>**Dominica** | the Commonwealth of Dominica<br>le Commonwealth de Dominique<br>el Commonwealth de Dominica | (of) Dominica<br>dominiquais<br>dominiqués |
| **Dominican Republic (the)**<br>**République dominicaine (la)**<br>**República Dominicana (la)** | the Dominican Republic<br>la République dominicaine<br>la Repúblca Dominicana | Dominican<br>dominicain<br>dominicano |
| **Ecuador**<br>**Équateur (l') [masc.]**<br>**Ecuador (el)** | the Republic of Ecuador<br>la République de l'Équateur<br>la Repúblca del Ecuador | Ecuadorian<br>équatorien<br>ecuatoriano |
| **Egypt**<br>**Égypte (l') [fém.]**<br>**Egipto** | the Arab Republic of Egypt<br>la République arabe d'Égypte<br>la Repúblca Árabe de Egipto | Egyptian<br>égyptien<br>egipcio |
| **El Salvador**<br>**El Salvador [masc.]**<br>**El Salvador** | the Republic of El Salvador<br>la République d'El Salvador<br>la Repúblca de El Salvador | Salvadorian<br>salvadorien<br>salvadoreño |
| **Equatorial Guinea**<br>**Guinée équatoriale (la)**<br>**Guinea Ecuatorial** | the Republic of Equatorial Guinea<br>la République de Guinée équatoriale<br>la Repúblca de Guinea Ecuatorial | (of) Equatorial Guinea<br>équato-guinéen<br>guineano |
| **Eritrea**<br>**Érythrée (l') [fém.]**<br>**Eritrea** | the State of Eritrea<br>l'État d'Érythrée<br>el Estado de Eritrea | Eritrean<br>érythréen<br>eritreo |
| **Estonia**<br>**Estonie (l') [fém.]**<br>**Estonia** | the Republic of Estonia<br>la République d'Estonie<br>la Repúblca de Estonia | Estonian<br>estonien<br>estonio |
| **Eswatini**<br>**Eswatini (l')**<br>**Eswatini** | the Kingdom of Eswatini***<br>le Royaume d'Eswatini<br>el Reino de Eswatini | Swazi<br>swazi<br>suazi |
| **Ethiopia**<br>**Éthiopie (l') [fém.]**<br>**Etiopía** | the Federal Democratic Republic of Ethiopia<br>la République fédérale démocratique d'Éthiopie<br>la Repúblca Democrática Federal de Etiopía | Ethiopian<br>éthiopien<br>etíope |

| Short name E/F/S | Formal name E/F/S | Adjective E/F/S |
|---|---|---|
| **Fiji**<br>**Fidji (les) [fém.]**<br>**Fiji** | the Republic of Fiji<br>la République des Fidji<br>la República de Fiji | of Fiji<br>fidjien<br>de Fiji; de Fiyi; fiyiano |
| **Finland**<br>**Finlande (la)**<br>**Finlandia** | the Republic of Finland<br>la République de Finlande<br>la República de Finlandia | Finnish<br>finlandais<br>finlandés |
| **France**<br>**France (la)**<br>**Francia** | the French Republic<br>la République française<br>la República Francesa | French<br>français<br>francés |
| **Gabon**<br>**Gabon (le)**<br>**Gabón (el)** | the Gabonese Republic<br>la République gabonaise<br>la República Gabonesa | Gabonese<br>gabonais<br>gabonés |
| **Gambia (the)**<br>**Gambie (la)**<br>**Gambia** | the Republic of the Gambia<br>la République de Gambie<br>la República de Gambia | Gambian<br>gambien<br>gambiano |
| **Georgia**<br>**Géorgie (la)**<br>**Georgia** | Georgia<br>la Géorgie<br>Georgia | Georgian<br>géorgien<br>georgiano |
| **Germany**<br>**Allemagne (l') [fém.]**<br>**Alemania** | the Federal Republic of Germany<br>la République fédérale d'Allemagne<br>la República Federal de Alemania | German<br>allemand<br>alemán |
| **Ghana**<br>**Ghana (le)**<br>**Ghana** | the Republic of Ghana<br>la République du Ghana<br>la República de Ghana | Ghanaian<br>ghanéen<br>ghanés |
| **Greece**<br>**Grèce (la)**<br>**Grecia** | the Hellenic Republic<br>la République hellénique<br>la República Helénica | Greek<br>grec [fém. grecque]<br>griego |
| **Grenada**<br>**Grenade (la)**<br>**Granada** | Grenada<br>la Grenade<br>Granada | Grenadian<br>grenadien<br>granadino |
| **Guatemala**<br>**Guatemala (le)**<br>**Guatemala** | the Republic of Guatemala<br>la République du Guatemala<br>la República de Guatemala | Guatemalan<br>guatémaltèque<br>guatemalteco |
| **Guinea**<br>**Guinée (la)**<br>**Guinea** | the Republic of Guinea<br>la République de Guinée<br>la República de Guinea | Guinean<br>guinéen<br>guineo |
| **Guinea-Bissau**<br>**Guinée-Bissau (la)**<br>**Guinea-Bissau** | the Republic of Guinea-Bissau<br>la République de Guinée-Bissau<br>la República de Guinea-Bissau | (of) Guinea-Bissau<br>bissau-guinéen<br>de Guinea-Bissau |
| **Guyana**<br>**Guyana (le)**<br>**Guyana** | the Co-operative Republic of Guyana<br>la République coopèrative du Guyana<br>la República Cooperativa de Guyana | Guyanese<br>guyanien<br>guyanés |
| **Haiti**<br>**Haïti [masc.]**<br>**Haití** | the Republic of Haiti<br>la République d'Haïti<br>la República de Haití | Haitian<br>haïtien<br>haitiano |
| **Holy See (the)**<br>**Saint-Siège (le)**<br>**Santa Sede (la)** | the Holy See*<br>le Saint-Siège<br>la Santa Sede | of the Holy See<br>du Saint-Siège<br>de la Santa Sede |
| **Honduras**<br>**Honduras (le)**<br>**Honduras** | the Republic of Honduras<br>la République du Honduras<br>la República de Honduras | Honduran<br>hondurien<br>hondureño |
| **Hong Kong, China**<br>**Hong Kong (Chine)**<br>**Hong Kong (China)** | Hong Kong, China*****<br>Hong Kong (Chine)<br>Hong Kong (China) | -- |
| **Hungary**<br>**Hongrie (la)**<br>**Hungría** | Hungary<br>la Hongrie<br>Hungría | Hungarian<br>hongrois<br>húngaro |
| **Iceland**<br>**Islande (l') [fém.]**<br>**Islandia** | the Republic of Iceland<br>la République d'Islande<br>la República de Islandia | Icelandic<br>islandais<br>islandés |
| **India**<br>**Inde (l') [fém.]**<br>**India (la)** | the Republic of India<br>la République de l'Inde<br>la República de la India | Indian<br>indien<br>indio |
| **Indonesia**<br>**Indonésie (l') [fém.]**<br>**Indonesia** | the Republic of Indonesia<br>la République d'Indonésie<br>la República de Indonesia | Indonesian<br>indonésien<br>indonesio |
| **Iran (Islamic Republic of)**<br>**Iran (République islamique d') [masc.]**<br>**Irán (República Islámica del)** | the Islamic Republic of Iran<br>la République islamique d'Iran<br>la República Islámica del Irán | Iranian<br>iranien<br>iraní |

| Short name E/F/S | Formal name E/F/S | Adjective E/F/S |
|---|---|---|
| **Iraq**<br>**Iraq (l') [masc.]**<br>**Iraq (el)** | the Republic of Iraq<br>la République d'Iraq<br>la República del Iraq | Iraqi<br>iraquien<br>iraquí |
| **Ireland**<br>**Irlande (l') [fém.]**<br>**Irlanda** | Ireland<br>l'Irlande<br>Irlanda | Irish; the Irish; an Irishman<br>irlandais<br>irlandés |
| **Israel**<br>**Israël [masc.]**<br>**Israel** | the State of Israel<br>l'État d'Israël<br>el Estado de Israel | Israeli<br>israélien<br>israelí |
| **Italy**<br>**Italie (l') [fém.]**<br>**Italia** | the Republic of Italy<br>la République italienne<br>la República Italiana | Italian<br>italien<br>italiano |
| **Jamaica**<br>**Jamaïque (la)**<br>**Jamaica** | Jamaica<br>la Jamaïque<br>Jamaica | Jamaican<br>jamaïcain<br>jamaiquino |
| **Japan**<br>**Japon (le)**<br>**Japón (el)** | Japan<br>le Japon<br>el Japón | Japanese<br>japonais<br>japonés |
| **Jordan**<br>**Jordanie (la)**<br>**Jordania** | the Hashemite Kingdom of Jordan<br>le Royaume hachémite de Jordanie<br>el Reino Hachemita de Jordania | Jordanian<br>jordanien<br>jordano |
| **Kazakhstan**<br>**Kazakhstan (le)**<br>**Kazajstán** | the Republic of Kazakhstan<br>la République du Kazakhstan<br>la República de Kazajstán | Kazakh<br>kazakh [fém. kazakhe]<br>kazajo |
| **Kenya**<br>**Kenya (le)**<br>**Kenya** | the Republic of Kenya<br>la République du Kenya<br>la República de Kenya | Kenyan<br>kényan<br>keniano |
| **Kiribati**<br>**Kiribati [fém.]**<br>**Kiribati** | the Republic of Kiribati<br>la République de Kiribati<br>la República de Kiribati | of Kiribati<br>kiribatien<br>kiribatí; kiribatiano |
| **Kuwait**<br>**Koweït (le)**<br>**Kuwait** | the State of Kuwait<br>l'État du Koweït<br>el Estado de Kuwait | Kuwaiti<br>koweïtien<br>kuwaití |
| **Kyrgyzstan**<br>**Kirghizistan (le)**<br>**Kirguistán** | the Kyrgyz Republic<br>la République kirghize<br>la República Kirguisa | Kyrgyz<br>kirghize [m. et f.]<br>kirguiso |
| **Lao People's Democratic Republic (the)**<br>**République démocratique populaire lao (la)**<br>**República Democrática Popular Lao (la)** | the Lao People's Democratic Republic<br>la République démocratique populaire lao<br>República Democrática Popular Lao (la) | Lao<br>lao<br>lao; un lao; los lao; laosiano |
| **Latvia**<br>**Lettonie (la)**<br>**Letonia** | the Republic of Latvia<br>la République de Lettonie<br>la República de Letonia | Latvian<br>letton<br>letón |
| **Lebanon**<br>**Liban (le)**<br>**Líbano (el)** | the Lebanese Republic<br>la République libanaise<br>la República Libanesa | Lebanese<br>libanais<br>libanés |
| **Lesotho**<br>**Lesotho (le)**<br>**Lesotho** | the Kingdom of Lesotho<br>le Royaume du Lesotho<br>el Reino de Lesotho | (of) Lesotho<br>lesothan<br>de Lesotho |
| **Liberia**<br>**Libéria (le)**<br>**Liberia** | the Republic of Liberia<br>la République du Libéria<br>la República de Liberia | Liberian<br>libérien<br>liberiano |
| **Libya**<br>**Libye (la)**<br>**Libia** | The State of Libya<br>l'État de Libye<br>el Estado de Libia | Libyan<br>libyen<br>libio |
| **Liechtenstein**<br>**Liechtenstein (le)**<br>**Liechtenstein** | the Principality of Liechtenstein<br>la Principauté du Liechtenstein<br>el Principado de Liechtenstein | (of) Liechtenstein<br>liechtensteinois<br>de Liechtenstein |
| **Lithuania**<br>**Lituanie (la)**<br>**Lituania** | the Republic of Lithuania<br>la République de Lituanie<br>la República de Lituania | Lithuanian<br>lituanien<br>lituano |
| **Luxembourg**<br>**Luxembourg (le)**<br>**Luxemburgo** | the Grand Duchy of Luxembourg<br>le Grand-Duché de Luxembourg<br>el Gran Ducado de Luxemburgo | (of) Luxembourg<br>luxembourgeois<br>luxemburgués |
| **Madagascar**<br>**Madagascar [masc.]**<br>**Madagascar** | the Republic of Madagascar<br>la République de Madagascar<br>la República de Madagascar | Malagasy<br>malgache<br>malgache |

| Short name E/F/S | Formal name E/F/S | Adjective E/F/S |
|---|---|---|
| **Malawi**<br>**Malawi (le)**<br>**Malawi** | the Republic of Malawi<br>la République du Malawi<br>la República de Malawi | Malawian<br>malawien<br>malawiano |
| **Malaysia**<br>**Malaisie (la)**<br>**Malasia** | Malaysia<br>la Malaisie<br>Malasia | Malaysian<br>malaisien<br>malasio |
| **Maldives**<br>**Maldives (les) [fém.]**<br>**Maldivas** | the Republic of Maldives<br>la République des Maldives<br>la República de Maldivas | Maldivian<br>maldivien<br>maldivo |
| **Mali**<br>**Mali (le)**<br>**Malí** | the Republic of Mali<br>la République du Mali<br>la República de Malí | Malian<br>malien<br>maliense |
| **Malta**<br>**Malte [fém.]**<br>**Malta** | the Republic of Malta<br>la République de Malte<br>la República de Malta | Maltese<br>maltais<br>maltés |
| **Marshall Islands (the)**<br>**Îles Marshall (les)**<br>**Islas Marshall (las)** | the Republic of the Marshall Islands<br>la République des Îles Marshall<br>la República de las Islas Marshall | of the Marshall Islands; Marshallese<br>marshallais<br>de las Islas Marshall |
| **Mauritania**<br>**Mauritanie (la)**<br>**Mauritania** | the Islamic Republic of Mauritania<br>la République islamique de Mauritanie<br>la República Islámica de Mauritania | Mauritanian<br>mauritanien<br>mauritano |
| **Mauritius**<br>**Maurice [fém.]**<br>**Mauricio** | the Republic of Mauritius<br>la République de Maurice<br>la República de Mauricio | Mauritian<br>mauricien<br>mauriciano |
| **Mexico**<br>**Mexique (le)**<br>**México** | the United Mexican States<br>les États-Unis du Mexique<br>los Estados Unidos Mexicanos | Mexican<br>mexicain<br>mexicano |
| **Micronesia (Federated States of)**<br>**Micronésie (États fédérés de) [fém.]**<br>**Micronesia (Estados Federados de)** | the Federated States of Micronesia<br>les États fédérés de Micronésie<br>los Estados Federados de Micronesia | of the Federated States of Micronesia<br>micronésien<br>de los Estados Federados de Micronesia |
| **Monaco**<br>**Monaco [masc.]**<br>**Mónaco** | the Principality of Monaco<br>la Principauté de Monaco<br>el Principado de Mónaco | Monegasque<br>monégasque<br>monegasco |
| **Mongolia**<br>**Mongolie (la)**<br>**Mongolia** | Mongolia<br>la Mongolie<br>Mongolia | Mongolian<br>mongol<br>mongol |
| **Montenegro**<br>**Monténégro (le)**<br>**Montenegro** | Montenegro<br>le Monténégro<br>Montenegro | Montenegrin<br>monténégrin<br>montenegrino |
| **Morocco**<br>**Maroc (le)**<br>**Marruecos** | the Kingdom of Morocco<br>le Royaume du Maroc<br>el Reino de Marruecos | Moroccan<br>marocain<br>marroquí |
| **Mozambique**<br>**Mozambique (le)**<br>**Mozambique** | the Republic of Mozambique<br>la République du Mozambique<br>la República de Mozambique | Mozambican<br>mozambicain<br>mozambiqueño |
| **Myanmar**<br>**Myanmar (le)**<br>**Myanmar** | the Republic of the Union of Myanmar<br>la République de l'Union du Myanmar<br>la República de la Unión de Myanmar | of Myanmar<br>du Myanmar<br>de Myanmar |
| **Namibia**<br>**Namibie (la)**<br>**Namibia** | the Republic of Namibia<br>la République de Namibie<br>la República de Namibia | Namibian<br>namibien<br>namibiano |
| **Nauru**<br>**Nauru [fém.]**<br>**Nauru** | the Republic of Nauru<br>la République de Nauru<br>la República de Nauru | Nauruan<br>Nauruan<br>nauruano |
| **Nepal**<br>**Népal (le)**<br>**Nepal** | the Federal Democratic Republic of Nepal<br>la République fédérale démocratique du Népal<br>la República Democrática Federal de Nepal | Nepalese<br>népalais<br>nepalés |
| **Netherlands (the)**<br>**Pays-Bas (les)**<br>**Países Bajos (los)** | the Kingdom of the Netherlands<br>le Royaume des Pays-Bas<br>el Reino de los Países Bajos | Netherlands<br>néerlandais<br>neerlandés |
| **New Zealand**<br>**Nouvelle-Zélande (la)**<br>**Nueva Zelandia** | New Zealand<br>la Nouvelle-Zélande<br>Nueva Zelandia | (of) New Zealand<br>néo-zélandais<br>neozelandés |
| **Nicaragua**<br>**Nicaragua (le)**<br>**Nicaragua** | the Republic of Nicaragua<br>la République du Nicaragua<br>la República de Nicaragua | Nicaraguan<br>nicaraguayen<br>nicaragüense |

| Short name E/F/S | Formal name E/F/S | Adjective E/F/S |
|---|---|---|
| **Niger (the)**<br>**Niger (le)**<br>**Níger (el)** | the Republic of the Niger<br>la République du Niger<br>la República del Níger | (of the) Niger<br>nigérien<br>nigerino |
| **Nigeria**<br>**Nigéria (le)**<br>**Nigeria** | the Federal Republic of Nigeria<br>la République fédérale du Nigéria<br>la República Federal de Nigeria | Nigerian<br>nigérian<br>nigeriano |
| **Niue\*\***<br>**Nioué**<br>**Niue** | Niue<br>Nioué<br>Niue | Niuean/Niuean<br>niouéen<br>niuano |
| **North Macedonia**<br>**Macédoine du Nord (la)**<br>**Macedonia del Norte** | Republic of North Macedonia<br>la République de Macédoine du Nord<br>la República de Macedonia del Norte | of North Macedonia<br>de la Macédoine du Nord<br>de Macedonia del Norte |
| **Norway**<br>**Norvège (la)**<br>**Noruega** | the Kingdom of Norway<br>le Royaume de Norvège<br>el Reino de Noruega | Norwegian<br>norvégien<br>noruego |
| **Oman**<br>**Oman [masc.]**<br>**Omán** | the Sultanate of Oman<br>le Sultanat d'Oman<br>la Sultanía de Omán | Omani<br>omanais<br>omaní |
| **Pakistan**<br>**Pakistan (le)**<br>**Pakistán (el)** | the Islamic Republic of Pakistan<br>la République islamique du Pakistan<br>la República Islámica del Pakistán | (of) Pakistan<br>pakistanais<br>pakistaní |
| **Palau**<br>**Palaos (les)**<br>**Palau** | the Republic of Palau<br>la République des Palaos<br>la República de Palau | of Palau<br>palaosien<br>de Palau |
| **Panama**<br>**Panama (le)**<br>**Panamá** | the Republic of Panama<br>la République du Panama<br>la República de Panamá | Panamanian<br>panaméen<br>panameño |
| **Papua New Guinea**<br>**Papouasie-Nouvelle-Guinée (la)**<br>**Papua Nueva Guinea** | the Independent State of Papua New Guinea<br>l'État indépendant de Papouasie-Nouvelle-Guinée<br>el Estado Independiente de Papua Nueva Guinea | (of) Papua New Guinea; a Papua New Guinean<br>papouan-néo-guinéen [fém. papouane-néo-guinéenne; pl. papouans-néo-guinéens]<br>de Papua Nueva Guinea; papú; papúa |
| **Paraguay**<br>**Paraguay (le)**<br>**Paraguay (el)** | the Republic of Paraguay<br>la République du Paraguay<br>la República del Paraguay | Paraguayan<br>paraguayen<br>paraguayo |
| **Peru**<br>**Pérou (le)**<br>**Perú (el)** | the Republic of Peru<br>la République du Pérou<br>la República del Perú | Peruvian<br>péruvien<br>peruano |
| **Philippines (the)**<br>**Philippines (les) [fém.]**<br>**Filipinas** | the Republic of the Philippines<br>la République des Philippines<br>la República de Filipinas | Philippine<br>philippin<br>Filipino |
| **Poland**<br>**Pologne (la)**<br>**Polonia** | the Republic of Poland<br>la République de Pologne<br>la República de Polonia | Polish<br>polonais<br>polaco |
| **Portugal**<br>**Portugal (le)**<br>**Portugal** | the Portuguese Republic<br>la République portugaise<br>la República Portuguesa | Portuguese<br>portugais<br>portugués |
| **Qatar**<br>**Qatar (le)**<br>**Qatar** | the State of Qatar<br>l'État du Qatar<br>el Estado de Qatar | (of) Qatar<br>qatarien<br>qatarí |
| **Republic of Korea (the)**<br>**République de Corée (la)**<br>**República de Corea (la)** | the Republic of Korea<br>République de Corée (la)<br>República de Corea (la) | of the Republic of Korea<br>de la République de Corée<br>de la República de Corea |
| **Republic of Moldova (the)**<br>**République de Moldova (la)**<br>**República de Moldova (la)** | the Republic of Moldova<br>la République de Moldova<br>la República de Moldova | Moldovan<br>moldove<br>moldovo |
| **Romania**<br>**Roumanie (la)**<br>**Rumania** | Romania<br>la Roumanie<br>Rumania | Romanian<br>roumain<br>rumano |
| **Russian Federation (the)**<br>**Fédération de Russie (la)**<br>**Federación de Rusia (la)** | the Russian Federation<br>Fédération de Russie (la)<br>Federación de Rusia (la) | of the Russian Federation<br>de la Fédération de Russie<br>de la Federación de Rusia |
| **Rwanda**<br>**Rwanda (le)**<br>**Rwanda** | the Republic of Rwanda<br>la République du Rwanda<br>la República de Rwanda | Rwandan<br>rwandais<br>rwandés |
| **Saint Kitts and Nevis**<br>**Saint-Kitts-et-Nevis [masc.]**<br>**Saint Kitts y Nevis** | Saint Kitts and Nevis<br>Saint-Kitts-et-Nevis [masc.]<br>Saint Kitts y Nevis | of Saint Kitts and Nevis<br>kittitien et névicien<br>de Saint Kitts y Nevis |

| Short name E/F/S | Formal name E/F/S | Adjective E/F/S |
|---|---|---|
| **Saint Lucia**<br>**Sainte-Lucie [fém.]**<br>**Santa Lucía** | Saint Lucia<br>Sainte-Lucie [fém.]<br>Santa Lucía | Saint Lucian<br>saint-lucien [fém. saint-lucienne; pl. saint-luciens]<br>santalucense |
| **Saint Vincent and the Grenadines**<br>**Saint-Vincent-et-les Grenadines [fém.]**<br>**San Vicente y las Granadinas** | Saint Vincent and the Grenadines<br>Saint-Vincent-et-les Grenadines [fém.]<br>San Vicente y las Granadinas | of Saint Vincent and the Grenadines<br>saint-vincentais et grenadin<br>de San Vicente y las Granadinas, sanvicentino |
| **Samoa**<br>**Samoa (le)**<br>**Samoa** | the Independent State of Samoa<br>l'État indépendant du Samoa<br>el Estado Independiente de Samoa | Samoan<br>samoan<br>de Samoa |
| **San Marino**<br>**Saint-Marin [masc.]**<br>**San Marino** | the Republic of San Marino<br>la République de Saint-Marin<br>la República de San Marino | (of) San Marino<br>saint-marinais [fém. saint-marinaise; pl. saint-marinais]<br>sanmarinense |
| **Sao Tome and Principe**<br>**Sao Tomé-et-Principe [masc.]**<br>**Santo Tomé y Príncipe** | the Democratic Republic of Sao Tome and Principe<br>la République démocratique de Sao Tomé-et-Principe<br>la República Democrática de Santo Tomé y Príncipe | of Sao Tome and Principe<br>santoméen<br>santotomense |
| **Saudi Arabia**<br>**Arabie saoudite (l') [fém.]**<br>**Arabia Saudita (la)** | the Kingdom of Saudi Arabia<br>le Royaume d'Arabie saoudite<br>el Reino de la Arabia Saudita | Saudi Arabian<br>saoudien<br>árabe saudita; saudita; saudí |
| **Senegal**<br>**Sénégal (le)**<br>**Senegal (el)** | the Republic of Senegal<br>la République du Sénégal<br>la República del Senegal | Senegalese<br>sénégalais<br>senegalés |
| **Serbia**<br>**Serbie (la)**<br>**Serbia** | the Republic of Serbia<br>la République de Serbie<br>la República de Serbia | Serbian<br>serbe<br>serbio |
| **Seychelles**<br>**Seychelles (les) [fém.]**<br>**Seychelles** | the Republic of Seychelles<br>la République des Seychelles<br>la República de Seychelles | (of) Seychelles<br>seychellois<br>de Seychelles |
| **Sierra Leone**<br>**Sierra Leone (la)**<br>**Sierra Leona** | the Republic of Sierra Leone<br>la République de Sierra Leone<br>la República de Sierra Leona | Sierra Leonean<br>sierra-léonais<br>sierraleonés |
| **Singapore**<br>**Singapour [fém.]**<br>**Singapur** | the Republic of Singapore<br>la République de Singapour<br>la República de Singapur | Singaporean<br>singapourien<br>singapurense |
| **Slovakia**<br>**Slovaquie (la)**<br>**Eslovaquia** | the Slovak Republic<br>la République slovaque<br>la República Eslovaca | Slovak<br>slovaque<br>eslovaco |
| **Slovenia**<br>**Slovénie (la)**<br>**Eslovenia** | the Republic of Slovenia<br>la République de Slovénie<br>la República de Eslovenia | Slovene<br>slovène<br>esloveno |
| **Solomon Islands**<br>**Îles Salomon (les)**<br>**Islas Salomón (las)** | Solomon Islands<br>les Îles Salomon<br>las Islas Salomón | (of) Solomon Islands<br>salomonais<br>de las Islas Salomón |
| **Somalia**<br>**Somalie (la)**<br>**Somalia** | the Federal Republic of Somalia<br>la République fédérale de Somalie<br>la República Federal de Somalia | Somali<br>somalien<br>somalí |
| **South Africa**<br>**Afrique du Sud (l') [fém.]**<br>**Sudáfrica** | the Republic of South Africa<br>la République sud-africaine<br>la República de Sudáfrica | South African<br>sud-africain<br>sudafricano |
| **South Sudan**<br>**Soudan du Sud (le)**<br>**Sudán del Sur** | the Republic of South Sudan<br>la République du Soudan du Sud<br>la República de Sudán del Sur | South Sudanese<br>sud-soudanais<br>sursudanés |
| **Spain**<br>**Espagne (l') [fém.]**<br>**España** | the Kingdom of Spain<br>le Royaume d'Espagne<br>el Reino de España | Spanish; a Spaniard; the Spanish<br>espagnol<br>español |
| **Sri Lanka**<br>**Sri Lanka [masc.]**<br>**Sri Lanka** | the Democratic Socialist Republic of Sri Lanka<br>la République socialiste démocratique de Sri Lanka<br>la República Socialista Democrática de Sri Lanka | (of) Sri Lanka; Sri Lankan<br>sri-lankais<br>de Sri Lanka ceilandés |
| **State of Palestine**<br>**État de Palestine (l')**<br>**Estado de Palestina (el)** | State of Palestine*<br>l'État de Palestine<br>el Estado de Palestina | Palestinian<br>palestinien<br>palestino |

| Short name E/F/S | Formal name E/F/S | Adjective E/F/S |
|---|---|---|
| **Sudan (the)**<br>**Soudan (le)**<br>**Sudán (el)** | the Republic of the Sudan<br>la République du Soudan<br>la República del Sudán | Sudanese<br>soudanais<br>sudanés |
| **Suriname**<br>**Suriname (le)**<br>**Suriname** | the Republic of Suriname<br>la République du Suriname<br>la República de Suriname | Surinamese<br>surinamais<br>surinamés |
| **Sweden**<br>**Suède (la)**<br>**Suecia** | the Kingdom of Sweden<br>le Royaume de Suède<br>el Reino de Suecia | Swedish<br>suédois<br>sueco |
| **Switzerland**<br>**Suisse (la)**<br>**Suiza** | the Swiss Confederation<br>la Confédération suisse<br>la Confederación Suiza | Swiss<br>Suisse<br>suizo |
| **Syrian Arab Republic (the)**<br>**République arabe syrienne (la)**<br>**República Árabe Siria (la)** | the Syrian Arab Republic<br>la République arabe syrienne<br>la República Árabe Siria | Syrian<br>syrien<br>sirio |
| **Tajikistan**<br>**Tadjikistan (le)**<br>**Tayikistán** | the Republic of Tajikistan<br>la République du Tadjikistan<br>la República de Tayikistán | Tajik<br>tadjik<br>tayiko |
| **Thailand**<br>**Thaïlande (la)**<br>**Tailandia** | the Kingdom of Thailand<br>le Royaume de Thaïlande<br>el Reino de Tailandia | Thai<br>thaïlandais<br>tailandés |
| **Timor-Leste**<br>**Timor-Leste (le)**<br>**Timor-Leste** | the Democratic Republic of Timor-Leste<br>la République démocratique du Timor-Leste<br>la República Democrática de Timor-Leste | Timorese/of Timor-Leste<br>timorais<br>timorense |
| **Togo**<br>**Togo (le)**<br>**Togo (el)** | the Togolese Republic<br>la République togolaise<br>la República Togolesa | Togolese<br>togolais<br>togolés |
| **Tonga**<br>**Tonga (les) [fém.]**<br>**Tonga** | the Kingdom of Tonga<br>le Royaume des Tonga<br>el Reino de Tonga | Tongan<br>tongan<br>tongano |
| **Trinidad and Tobago**<br>**Trinité-et-Tobago (la)**<br>**Trinidad y Tabago** | the Republic of Trinidad and Tobago<br>la République de Trinité-et-Tobago<br>la República de Trinidad y Tabago | of Trinidad and Tobago<br>trinidadien<br>de Trinidad y Tabago |
| **Tunisia**<br>**Tunisie (la)**<br>**Túnez** | the Republic of Tunisia<br>la République tunisienne<br>la República de Túnez | Tunisian<br>tunisien<br>tunecino |
| **Türkiye**<br>**Türkiye (la)**<br>**Türkiye** | the Republic of Türkiye<br>la République de Turkiye<br>la República de Türkiye | Turkish<br>turc [fém. turque]<br>turco |
| **Turkmenistan**<br>**Turkménistan (le)**<br>**Turkmenistán** | Turkmenistan<br>le Turkménistan<br>Turkmenistán | Turkmen<br>turkmène<br>turcomano |
| **Tuvalu**<br>**Tuvalu (les) [masc.]**<br>**Tuvalu** | Tuvalu<br>les Tuvalu<br>Tuvalu | Tuvaluan<br>tuvaluan<br>de Tuvalu |
| **Uganda**<br>**Ouganda (l') [masc.]**<br>**Uganda** | the Republic of Uganda<br>la République de l'Ouganda<br>la República de Uganda | Ugandan<br>ougandais<br>ugandés |
| **Ukraine**<br>**Ukraine (l') [fém.]**<br>**Ucrania** | Ukraine<br>l'Ukraine<br>Ucrania | Ukrainian<br>ukrainien<br>ucraniano |
| **United Arab Emirates (the)**<br>**Émirats arabes unis (les) [masc.]**<br>**Emiratos Árabes Unidos (los)** | the United Arab Emirates<br>les Émirats arabes unis<br>los Emiratos Árabes Unidos | of the United Arab Emirates<br>des Émirats arabes unis<br>de los Emiratos Árabes Unidos |
| **United Kingdom of Great Britain and Northern Ireland (the)**<br>**Royaume-Uni de Grande-Bretagne et d'Irlande du Nord (le)**<br>**Reino Unido de Gran Bretaña e Irlanda del Norte (el)** | the United Kingdom of Great Britain and Northern Ireland******<br>le Royaume-Uni de Grande-Bretagne et d'Irlande du Nord<br>el Reino Unido de Gran Bretaña e Irlanda del Norte | (of the) United Kingdom (of Great Britain and Northern Ireland); British<br>britannique<br>del Reino Unido de Gran Bretaña e Irlanda del Norte; británico |
| **United Republic of Tanzania (the)**<br>**République-Unie de Tanzanie (la)**<br>**República Unida de Tanzanía (la)** | the United Republic of Tanzania<br>la République-Unie de Tanzanie<br>la República Unida de Tanzanía | Tanzanian<br>tanzanien<br>tanzano |

| Short name E/F/S | Formal name E/F/S | Adjective E/F/S |
|---|---|---|
| **United States of America (the)**<br>**États-Unis d'Amérique (les) [masc.]**<br>**Estados Unidos de América (los)** | the United States of America******<br>les États-Unis d'Amérique<br>los Estados Unidos de América | of the United States (of America)<br>des États-Unis d'Amérique; américain<br>des États-Unis d'Amérique; de los Estados Unidos (de América); estadounidense |
| **Uruguay**<br>**Uruguay (l') [masc.]**<br>**Uruguay (el)** | the Eastern Republic of Uruguay<br>la République orientale de l'Uruguay<br>la República Oriental del Uruguay | Uruguayan<br>uruguayen<br>uruguayo |
| **Uzbekistan**<br>**Ouzbékistan (l') [masc.]**<br>**Uzbekistán** | the Republic of Uzbekistan<br>la République d'Ouzbékistan<br>la República de Uzbekistán | Uzbek<br>ouzbek [fém. ouzbèke]<br>uzbeko |
| **Vanuatu**<br>**Vanuatu (le)**<br>**Vanuatu** | the Republic of Vanuatu<br>la République du Vanuatu<br>la República de Vanuatu | of Vanuatu<br>vanuatuan<br>vanuatuense |
| **Venezuela (Bolivian Republic of)**<br>**Venezuela (République bolivarienne du)**<br>**Venezuela (República Bolivariana de)** | the Bolivarian Republic of Venezuela<br>la République bolivarienne du Venezuela<br>la República Bolivariana de Venezuela | Venezuelan<br>vénézuélien<br>venezolano |
| **Viet Nam**<br>**Viet Nam (le)**<br>**Viet Nam** | the Socialist Republic of Viet Nam<br>la République socialiste du Viet Nam<br>la República Socialista de Viet Nam | Vietnamese<br>vietnamien<br>vietnamita |
| **Yemen**<br>**Yémen (le)**<br>**Yemen (el)** | the Republic of Yemen<br>la République du Yémen<br>la República del Yemen | Yemeni<br>yéménite<br>yemení |
| **Zambia**<br>**Zambie (la)**<br>**Zambia** | the Republic of Zambia<br>la République de Zambie<br>la República de Zambia | Zambian<br>zambien<br>zambiano |
| **Zimbabwe**<br>**Zimbabwe (le) [masc.]**<br>**Zimbabwe** | the Republic of Zimbabwe<br>la République du Zimbabwe<br>la República de Zimbabwe | Zimbabwean<br>zimbabwéen<br>zimbabuense |

\*      Observer State.

\*\*      Member of Specialized Agencies.

\*\*\*      Eswatini is former Swaziland.

\*\*\*\*      The United Nations uses 'Taiwan Province of China', but ITC prefers 'Chinese Taipei'. Can be written as 'the Separate Customs Territory of Taiwan, Penghu, Kinmen and Matsu (Chinese Taipei).

\*\*\*\*\*      Hong Kong Special Administrative Region and Hong Kong SAR are used only in statistical publications.

\*\*\*\*\*\* Once the full name has been mentioned or where space is limited, use the United Kingdom, the United States.

# Editorial references
# in English, French and Spanish

**English**

- The *Oxford Dictionary* (2016) is the authority for ITC spelling. If in doubt, use the first preferred spelling of the *Oxford Dictionary* *https://www.oxfordreference.com/view/10.1093/acref/9780199571123.001.0001/acref-9780199571123*. Link provides access to spelling, but not definitions.

- The ITC Style Guide http://www.intracen.org/itc/publications/the-itc-style-guide/

- ITC Terminology and Acronyms (E, F, S) ITC TERMINOLOGY AND ACRONYMS_15122014.pdf (itc-cci.net)

- United Nations Editorial Manual – English http://dd.dgacm.org/editorialmanual/

- UNTERM – the United Nations terminology database, including country names in six languages http://unterm.un.org

- United Nations official correspondence manual: http://archive.unu.edu/hq/library/resource/UN-correspondence-manual.pdf

**English, French, Spanish**

- WTO Terminology Database – Trilingual http://wtoterm.wto.org/multiterm (open in Chrome)

- Translators Manual – Spanish https://dms.itc-cci.net/Documents/OED-CE/PUBG20381.pdf

# United Nations Maps

# United Nations Maps

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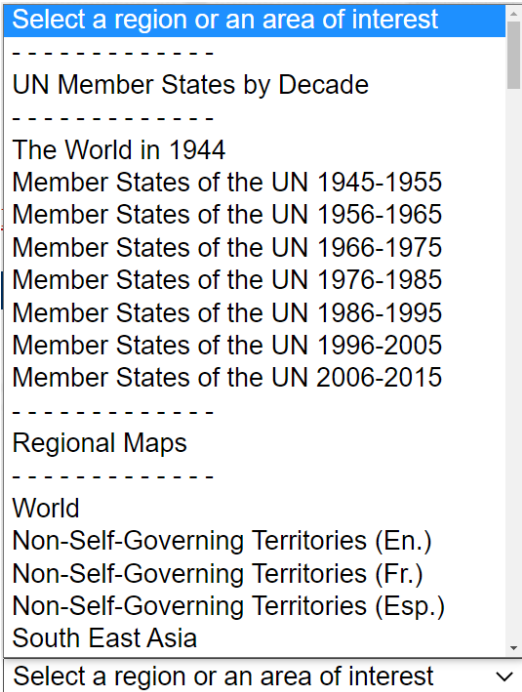
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