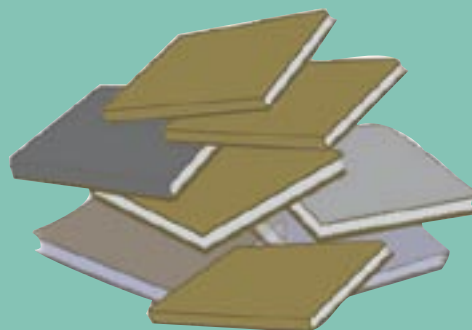




# Surviving the Publication Process

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## Prepkit for Publications



### **APRI**

**Asia Pacific Regional HDR Initiative**

**UNDP Regional Centre in Colombo**



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# Introduction

This Prepkit is an internal document intended for UNDP colleagues providing useful inputs for publishable print media documents. It is an attempt to put together, in one place, APRI's experiential, hands-on knowledge accumulated in the process of publishing Asia-Pacific RHDRs and other reports. It provides a quick reference for the production process including drafting, editing, reviewing and publication of publishable documents. This Prepkit does not substitute the HDR Toolkit for National and Regional Human Development Report Teams, which may be seen at <http://hdr.undp.org/nhdr/toolkit/>. This Prepkit is an informal guide for the preparation and production of research based printed knowledge products. The steps listed in this document should be customized to specific situations. They do not have to be necessarily followed in each case, but are useful to consider in the process of production. This Prepkit is largely drawn from our experience of working on Regional Human Development Reports, MDG Reports and other published knowledge products.



# Steps in the Production Process

## I. Initiating the Process

1. Select a **THEME/ISSUE** that is of relevance to the country.
2. Identify **PARTNERS** or **COLLABORATORS** for the project, if applicable. The partnership can be on the basis of various factors, but primarily thematic and research interests. You may also like to consider strategic interests.
3. Draft a **PROJECT PROPOSAL** which includes the rationale for the project, the objective, methodology, timeline and budget estimates. Where applicable, the proposal should clearly identify the countries to be covered and the scope of the research. A tentative, “sub-zero” draft outline of the Report could also be included.
4. It is useful to institute a **MANAGEMENT COMMITTEE** for major documents like the NHDR or and MDG Report. The ManCom for the HDR includes the agents that are funding the project. The ManCom meets at regular intervals (physically or virtually) during the drafting period to make decisions related to both administrative and content matters.

## II. Developing a Timeline

1. A timeline detailing all activities related to the preparation stage – submission of outputs, consultations, Management Committee meetings, reviews, revisions, etc. – helps to facilitate and track the process. The timeline evolves and is periodically updated according to ManCom decisions and other factors.

### **III. Consultations**

1. An INCEPTION/SCOPING WORKSHOP, is useful to initiate the work before the drafting process. This consultation will include researchers, concerned UNDP COs, government representatives and other experts to seek their inputs on the scope and draft outline of the Report, and identify critical issues that need to be addressed. The draft project proposal can be revised based on the inputs of the workshop.
2. LOCAL LEVEL CONSULTATIONS can also be organized to obtain feedback from various stakeholders into the scope of the research. For multi-country studies, this may mean conducting country-level studies. For national studies, more regional and local level consultations can be organized.
3. TECHNICAL REVIEW REGIONAL CONSULTATIONS. These Consultations are held at the later stages of drafting in order to obtain substantive and specific feedback on the content and treatment of chapters from the experts. Chapters are fairly well developed at this point. The consultations take place in a series over a period of few months until all crucial content-related issues are discussed. Chapters are revised based on feedback from the consultations, and the process of finalizing of the knowledge product begins.

### **IV. Drafting**

1. The drafting process depends on the methodology agreed. Various consultants can work on sub-thematic research areas while an Overall Research Coordinator could take charge of the drafting (re-writing) of the complete report. Alternatively, a single researcher can be in charge of drafting the complete report with appropriate research support.
2. Select CONSULTANTS/ RESEARCH INSTITUTES. Their terms of reference are drafted, and recruitment and contracting follows. TORs should allow for some changes in approach and content – sometimes ManCom meetings and peer reviews can change directions.



3. If required, a STATISTICIAN/ECONOMIST may be recruited to work on statistical work related to document, including research on possible indices. A Technical Study - an off-shoot of main document, yet a separate product - can add value to the final publication.
4. SPECIAL CONTRIBUTORS to the report can be identified and contributions requested. Special Contributors are distinguished international/national personalities, whose pieces are displayed prominently in boxes to highlight a particular issue(s), adding reader interest, credence and advocacy potential. Box items, which can be anecdotal pieces, add interest and 'colour' to the report.
5. Box items. It is a good idea to collect specific examples, particular cases, factual information, etc. which can make useful box items. These can later be rewritten or edited depending on space, importance and prioritization.
6. Data and statistics are critical. All data should be referenced and specific sources provided. INTERNATIONAL DATA is used in multi-country HDRs for easy comparability. Common data sources include the World Bank databases, UN Statistics Division, UNESCAP. NHDRs may use international, national or sub-national data.

## V. Review

1. PEER REVIEWERS, who may be from within the UN system or outside, are selected in various ways. THEMATIC REVIEWERS are chosen on the basis of their expertise on the theme or sub-themes of the Report. OVERALL PEER REVIEWERS, generally well-known 'Star Experts' and whose association adds weight and credibility to the report, can also be selected.
2. It helps to pay peer reviewers in order to ensure that reviews are conducted substantively, and that their submission is timely. It is hard to follow-up, request written comments and expect timelines to be adhered to if no payment is made. It is advisable to prepare a TOR which can serve as a guide for peer reviewing.

3. REVIEW GUIDELINES can be circulated to peer reviewers. While reviewers are free to use their own criteria for providing feedback, these guidelines can serve as useful pointers. (See suggested Peer Review Guidelines - pg 11)
4. Preliminary draft chapters are first circulated and reviewed internally and updated accordingly.
5. Revised (and more developed) drafts are circulated to thematic peer reviewers for review.
6. After the revisions from the Technical Consultations are incorporated into the draft, a final completed draft is circulated to the panel of OVERALL PEER REVIEWERS.

## **VI. Editing**

1. Editing is of two kinds – CONTENT EDITING and COPY EDITING
2. A good CONTENT EDITOR can transform a draft from a well researched but what may be a somewhat disjointed piece of writing into a coherent, internally consistent document with a common thread tying the different parts of the report together. It is worth having an experienced content editor as early as possible. It is very useful for the content editor to participate in the various consultations.
3. COPY EDITING involves the final nitty-gritty of grammar, punctuation, spelling, etc. It is useful to hire an COPY EDITOR who is familiar with the UNDP Style and Spelling guides (see pg. 17 for details on Style and Spelling List can be found in Annex IV pg 45).

## **VII. Publication**

1. PUBLICATION processes need to be initiated early in the timeline. Publishers are selected generally after a process of competitive bidding, and selection is based

on various criteria including quality of work, costs, and value-added services the publishers provide. Deciding on SPECIFICATIONS for publication can be a time consuming process and it is best if discussions on this are initiated at the beginning. Attached on page 27 is a model format detailing specifications for a Report (Printing Specifications: Sample Table).

2. Notification to the UNDP PUBLICATIONS BOARD (Annex III, see pg 40) needs to be sent to inform UNDP about upcoming publications.
3. The DESIGNING process of the report can be initiated simultaneously with the publishing process. This can take place in various ways. Some publishers offer 'design and layout' as part of their value added services, which may or not be taken up. A separate LAYOUT/DESIGN CONSULTANT can also be recruited for design work, such as the cover design, other designs related to the layout of the report, as well the designing of publicity material and media kit.
4. See pg 29 for the POLICY ON LOGO and NAME USAGE (Annex I) and page 33 for the UNITED NATIONS DEVELOPMENT PROGRAMME PUBLICATIONS POLICY (Annex II).

## **VIII. Dissemination**

1. LAUNCH(ES). It is good publicity if the knowledge product launch is pegged to an important theme-related international event. Multiple launches are acceptable though strictly, the latter are really dissemination events
2. If there is no 'event' to piggy-back on, one may have to think about how to get an audience.
3. COUNTRY DISSEMINATIONS. Dissemination events of key findings/messages are important – preparation for these should start early and not post-publication.

## **Knowledge Product Preparation and Production: The Don'ts**

- Do not attempt to initiate activities sequentially – it will lead to delay. Many things can be pursued in parallel.
- Do not expect research institutions/consultants to be responsible for the product; or, to deliver quality products timely. Have at least one designated person in the internal team to backstop consultants and maintain timelines.
- Do not hire all 'stars' for they may not be able to devote enough time to the task. Before recruiting a Consultant, check his/her research and analytical capability – writing skills are important!
- Do not send first drafts to reviewers; they tend to be rough cuts.
- Do not send draft for peer review without suggested guidelines.
- Do not send draft for external review until it has been reviewed internally and updated.
- Do not send feedback on drafts directly to writers. Have a vetting system for assessing key points and consolidation of relevant feedback.

# Peer Review Guidelines

## I. Objective

Peer review is an important part in the process of preparation of HDRs and other knowledge products. It consists of obtaining diverse but substantive comments from experts in the field who are not directly involved in its preparation. This also helps add credibility to the report.

## II. General Note

While reviewers are free to use their own criteria while reading, when providing feedback, here are some useful suggestions. The aim of the review is to be constructive in order that the writer is better able to express himself. The more specific a reviewer is, the more useful the writer will find the inputs.

## III. Possible Parameters for Peer Reviews

- The role of the peer reviewer is to assist writers in expressing their ideas. Do not get caught up in providing critical evaluations, and do not re-write the paper. Makes your own job easier.
- Read as a reader, rather than as a critic. Describe how *you* react to the piece. Point out where something doesn't read well but then offer specific suggestions for improvement.
- Your role is not primarily as a proofreader. Hence if you notice a recurring error, do point it out, but don't spend a lot of your time correcting typos and individual spelling, grammar, or punctuation problems. Your time is precious.

- Always offer assistance/comments. It does not have to be in the form of advice.
- If the draft seems successful as is, your saying just that may matter a good deal (and may be as astute as any set of suggestions). There is no need to feel duty bound to find something to criticize.
- Criticize the lack of relevant citations but then suggest what articles they should consider including.
- Point out flaws in logic (if evident) and offer a correction.

#### IV. Some Useful Key Questions

- Can you identify the main idea (or ideas)? Do you find each idea in the draft engaging? Are any parts of the draft confusing? Did you find yourself presented with points that had already been made clear to you?
- Do the style, diction, and point of view seem appropriate to (a) the kind of idea that's being considered; and (b) the expected audience?
- Does the paper's structure allow evidence and information to be presented in a compelling manner?
- Do certain points need to be more thoroughly illustrated? Does the evidence seem inadequate to the points being made?
- Is too much evidence presented for points you are ready to accept? Does the main point seem to you less interesting than the evidence that is used to support it?

#### V. Evaluation Criteria

- **Style:** Is the writing and layout clear and unambiguous? [If no, give specific guidance for rewriting]. Is the writing understandable to an interested lay reader?

- **Literature:** Does the author mention the necessary references? [If no, list the omitted ones]
- **Methods:** Has the author used the proper methods?
- **Data Presentation:** Are the data presented adequately (e.g., tables, figures, graphs)?
- **Visual Presentation:** Is the document constructed in an engaging way?
- **Interpretation:** Has the author given the appropriate interpretation to the literature or data?
- **Discussion:** Does the author end with an appropriate discussion and conclusion?
- **Significance:** Is this project a significant contribution to the field?

## VI. Administrative Feedback

Three options are suggested. Reviewers may give their final conclusions as:

- Should be accepted. No revision necessary.
- Should be accepted with revisions as indicated.
- Should not be accepted. If you feel the draft should not be accepted as it now stands, please state what changes might be made to make it acceptable. Please be specific and constructive.





# UNDP Branding Messages

## I. Core Concept

UNDP is the UN's global development network.

## II. One Sentence Version:

UNDP is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life.

## III. One Paragraph Version:

UNDP is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.

## IV. Three Paragraph Version (including as text for main web site):

UNDP is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.

World leaders have pledged to achieve the Millennium Development Goals, including the overarching goal of cutting poverty in half by 2015. UNDP's network

links and coordinates global and national efforts to reach these Goals. Our focus is helping countries build and share solutions to the challenges of:

- Democratic Governance
- Poverty Reduction
- Crisis Prevention and Recovery
- Energy and Environment
- HIV/AIDS

UNDP helps developing countries attract and use aid effectively. In all our activities, we encourage the protection of human rights and the empowerment of women.

# Style<sup>1</sup>

## I. Alphabetization

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

*EXAMPLE: Cameroon, the Central African Republic, Côte d'Ivoire and Myanmar.*

## II. Bibliography

Bibliography items are listed alphabetically at the end of the main text. These items are referred to in the body of the document using the In-Text style. Examples are provided to ensure uniformity in style used. For further details the Chicago Manual of Style Citation Guide (see <http://www.lib.ohio-state.edu/guides/chicagod.html>).

- Example 1 – Book (one author)

*Bibliography:*

Blinksworth, Roger. 1987. *Converging on the evanescent*. San Francisco: Threshold Publications.

*In-Text:* (Blinksworth 1987, 23)

- Example 2 – Book (two to three authors)

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<sup>1</sup> Based on the UNDP Publications Policy and UNDP Style Manual, CoA, <http://intra.undp.org/coa/index.html>

*Bibliography:*

Collins, Geoffery, and Matthew D. Wortmaster, eds. 1953. *The collected works of G. Farthington Pennyloss*. Boston: C.F. Pennyloss.

*In-Text:*

(Collins and Wortmaster 1953, 127)

- Example 3 – Book (more than three authors)

*Bibliography:*

Sanders, G.S., T.R. Brice, V.L. DeSantis, and C.C. Ryder. 1989. *Prediction and prevention of famine*. Los Angeles: Timothy Peters.

*In-Text:*

(Sanders et al. 1989, 113)

- Example 4 – Book (corporate or organization author)

*Bibliography:*

Ohio State University. College of Administrative Science. Center for Human Resource Research. 1977. *The national longitudinal surveys handbook*. rev. ed. Columbus.

*In-Text:*

(Ohio State 1977, 147)

- Example 5 - Journal Article

*Bibliography:*

Banks, Willian, 1958. Secret meeting in boise. *Midwestern Political Review* 6:26-31.

*In-Text:*

(Banks 1958, 28)

- Example 6 – Unpublished background papers/country studies/technical support documents

*Bibliography:*

Banks, William, 2004. "Trade and Human Development in Asia." Background paper for *Asia Trade and Human Development Report*, United Nations Development Programme.

*In-Text:*

(Banks 2004, 28)

### III. Comparing **ibid.** and **op. cit.**

**Ibid.** (*ibidem*, meaning 'in the same place') refers to a single work cited in the note **immediately** preceding. **Ibid.** takes the place of the author's name, the title of the work and as much of the succeeding information about the reference as is identical.

**Op. cit.** (*opere citato*, 'in the work cited') is used to replace references to books or pamphlets cited earlier but not necessarily immediately beforehand. **Op. cit.** is used **only** with the surname of an author, never with the name of an organization. A short form of the referenced title may be used instead of **op. cit.**

### IV. Country Names and Currencies

Country names and currencies are listed in the United Nations Multilingual Terminology Database (<http://unterm.un.org>).

After you start your search, enter the name of the country in the "search" field. Under "subject", click on the down arrow and choose "country name". Both the short and formal country names are given. The short form is used for most purposes in the United Nations. The formal name is generally used in legal texts, such as treaties.

In communications from Governments issued as United Nations documents, the country designations used by the author of the communication are retained in

the edited text, even if they are not consistent with established United Nations terminology.

## V. Foreign Words

The foreign words listed in *The Concise Oxford Dictionary* are considered to have been adopted into the English language and are therefore not italicized. Foreign words not listed in the COD should be italicized.

Non-English names of organizations, firms, ministries and the like are not italicized.

### Notes

- A single asterisk (\*) indicates a change from previous practice
- A double asterisk (\*\*) indicates a variation from the eleventh edition of *The Concise Oxford Dictionary*
- Fractions expressed in words are not hyphenated (e.g. one third of the total), unless they are used as adjectives (e.g. one-third share)
- In technical texts, ages are expressed in figures

## VI. Language

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

### ***Avoid sexist and racist language***

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

Past usage	Suggested usage
AIDS orphans	children orphaned by AIDS
developed countries	industrialized countries
field office	country office
peri-urban areas	shanty towns, squatter
settlements	(when implying poor areas)
prostitutes	commercial sex workers
street people	people living or working on the streets
underdeveloped countries	developing countries

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

— Adapted from the ILO house style manual

## ***UNDP HIV-related language policy***

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

*UNDP has adopted the following principles to guide its HIV-related language.*

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

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

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

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



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

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

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

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

## **VII. Numbers**

### ***Numbers expressed in words***

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

### ***Numbers expressed in figures***

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

series of figures; document symbols; and page and paragraph references.

### **Millions**

In English, numbers in the millions should be written as follows: 1 million, 3.4 million, BUT 3,432,000 (if there is more than one digit to the right of the decimal point).

### **Percentages**

Percentages should be expressed in figures. The ‘%’ sign should only be used in tables. ‘Percent’ should be written out in one word.

## **VIII. Ranges**

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

- If the name of the unit is written out, it should be given only once, after the second number, e.g. for 10- to 15-year-olds; increases ranging from three to four percent a year;
- If the name of the unit is represented by a symbol, the symbol should always be repeated, e.g. a high temperature of 63°–70° (when denoting temperature, indicate Fahrenheit or Celsius);
- *If the name of the unit is represented by a symbol or abbreviation consisting of a letter or letters, the symbol or abbreviation should be given only once if an en dash or hyphen is used to mark the range, e.g. it required 15–20 lb of acid;*
- The two numbers showing the range should be parallel in structure, e.g. from 3,430,700 to 4,000,000 units (NOT from 3,430,700 to 4 million units);
- To guard against any possible confusion, numbers should be expressed in full, whether in figures or in words, when a range is indicated, e.g. it increased from \$2 million to \$5 million (NOT from \$2 to \$5 million).

## IX. Spellings

*The Concise Oxford Dictionary*, eleventh edition, is the current authority for spelling in the United Nations.

According to the UNDP Style Manual published by the Communications Office of the Office of the Administrator:

*Where the dictionary provides alternative spellings, use the preferred spelling, the one that is printed first, or to which other spellings are referred. Avoid American spellings, which the dictionary indicates by an asterisk.*

*NOTE: The use of the letter 'z' in words such as 'organize,' 'organization,' 'mobilise,' etc., is not an Americanization. It is the preferred spelling The Concise Oxford Dictionary, q.v.*

A list of useful spellings has been included as **Annex IV**.



## Printing Specifications: Sample Table

This sample table presents suggested guidelines for specifying technical details to a printer or publisher. It can be modified depending on the requirements and budget of each publication, but below are the details that have worked in past RHDR publications.

Proposal No.	
Customer	United Nations Development Programme
Contact Person	
Date	
Author(s)	
ISBN	To be allotted
Title of Report	Human Development Report on "XXXX"
Size	8.5" X 11"
Page Specs	<ul style="list-style-type: none"> <li>● Approx. 450 pages in Two Colour + 7 pages in 4 Colour</li> <li>● Three column layout</li> </ul>
Cover Paper: S/D/4 Col	4 Colour

Cont.

Cont.

Text paper Specs	90 Gsm Sinar Mass Matt – tentative for estimates of costing (Publisher may suggest paper type based on number of pages etc.).
Cover paper Specs	350 gsm Art Card
Processing	E Files
Value-added Services	<ul style="list-style-type: none"><li>● Designing &amp; Layout</li><li>● Content, Copy Editing &amp; Proof Reading</li><li>● Paper, Printing, Binding, Manufacturing &amp; Packaging</li></ul>
Production Time	3 weeks days after the approval of the final PDF
Print Run and Cost	3000; USD 10 per copy

## Annexure 1

# Policy on Logo and Name Usage <sup>1</sup>

1. There are only two versions of the logo: UNDP (English) and PNUD (French/Spanish).
2. Each country office will decide for itself which version of the logo to use, based on country-specific circumstances.
3. As described in the Graphic Standards guidelines, the only exception is a special configuration of the logo for country offices, which includes below the logo, the country name in English, French and Spanish, and the Cyrillic and Arabic scripts. Please refer to the Graphic Standards, specifically to Pages 5 and 6, which show how to use the logo with country names. It also shows how not to use the new logo. Nothing but the country name can be added underneath the logo.
4. All HQ produced reports and material will be printed with the language equivalent logo. Country Offices decide what language version of the logo to use on any nationally produced report, document and/or material. The logo is for use by country offices on publications and other materials for use in that country. This version has been developed to reinforce the field-driven nature of UNDP.

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<sup>1</sup> From the website of the Communications Office of the Administrator, <http://intra.undp.org/coa>

5. HQ bureaux and units (including any UNDP Internet forum, the RR net etc.) will use the new UNDP logo as their only logo. There should not be any separate or stand-alone logos used. There are no exceptions to this rule. The template for this is provided in the Graphic Standards.
6. a) On all print magazines, reports, books, brochures and flyers – except for the Human Development Report (HDR) and the Administrator’s Illustrated Annual Report (IAR) – the UNDP logo should be placed at the top right-hand corner on the front cover of the publication. (In the case of Arabic language publications, the logos would be placed on the upper left corner).

The HDR and the IAR are exempt from this rule for the following reasons: the HDR is an independent publication although sponsored by UNDP; hence it is important for the credibility of the publication that it not look like a UNDP “corporate” product and that it has its own identity. The IAR is a publication about the organization. Its design changes every year, depending on the theme.

- b) When producing a publication with other partners, all logos should be placed on the same line either at the bottom or at the top of the front cover of the publication. All logos should be visually equal; no one logo should take precedence over the other logos of partnering agencies or organizations. There are no exceptions to this rule.
  - c) Logos of commercial publishing houses should be placed discreetly on the back cover of the publication, on the spine or on the inside pages of the publication e.g. the HDR.
7. SURFs will use the new UNDP logo as their only logo, with the name of the relevant region with Sub- Regional Resource Facility spelled out in full. There should not be any separate or stand-alone logos used. There are no exceptions to this rule. The template for this is provided in the Graphic Standards.



8. The UNDP Thematic Centres: i.e. Oslo Governance Centre, RIO and the Drylands Development Centre will use the UNDP logo as its only logo, with i.e. the Oslo Governance Centre spelled out in full, placed under 'The United Nations Development Programme'. The template for this is provided in the Graphic Standards.
9. Any initiative or programme that is part of or directly managed by UNDP should carry the new UNDP logo as its logo. There should not be any separate or stand-alone logos used. There are no exceptions to this rule. (i.e. The Equator Initiative, Capacity 21 etc.)
10. For partnerships such as GEF, the Montreal Protocol (MP), the new UNDP logo should be used in conjunction with the appropriate partners.
11. Any field project should carry the new UNDP logo as its logo only. If required the name of the project should be spelled out in full placed next to the logo (not under it). There should not be any separate or stand-alone logos used. There are no exceptions to this rule. In case the project is managed with a partner, which needs to be acknowledged visually, the new UNDP logo should be used in conjunction with the logo of the other partner(s) only.
12. The Regional Bureaux should add the names of their region (e.g., "Africa," not "Regional Bureau for Africa") beneath the UNDP logo in the same manner as the country offices. This is to be applied on Web pages, relevant documents and reports. Please note that for regional bureau letterheads, the name of the bureau should also be spelled out in full and placed on the left hand side under "United Nations Development Programme."
13. Country Offices servicing more than one country, such as the Country Office of Trinidad and Tobago, Fiji etc. should add under the logo only the country name of the country where the Country Office is located.

14. All Liaison Offices, UNDP Bureaux and units (BOM, BRSP, BDP etc) use the standard UNDP logo - they do not add their departmental name to the logo.
15. Country Offices may write out the full name, "United Nations Development Programme," in any appropriate local language, on stationery, signs, publications, or elsewhere, regardless of whether they use the "PNUD" or "UNDP" logo.
16. For stationery, the Graphic Standards (pp. 9-10) prescribe standard typefaces for the name, and standard layouts with a fixed relationship between the name and logo elements.
17. The name "United Nations Development Programme" (or translation) should not be placed directly beneath the logo as the country office names are. In general, please avoid crowding the name or any other element too closely around the logo: leaving "clear space" around the logo increases its impact.
18. RR Stationery will change in accordance with the new Graphic Standards including the logo, font and set-up. This has no bearing on the RC stationery which will remain the same.
19. RR/RC business cards will be printed on the same card on both sides. One side includes the RR function printed in accordance with the new Graphic Standards, the other side with the RC function as before. If you have two-language cards, you will need to produce each two-sided card as described above in two languages.

Any queries about these rules should be made directly to Director, Office of the Administrator.

## Annexure II

# United Nations Development Programme PUBLICATIONS POLICY<sup>1</sup>

### Objective

The purpose of the UNDP Publications Policy is to ensure production of high quality publications that are coherent and cost-effective and to keep a comprehensive record of information materials produced for external audiences by UNDP. All information materials will be published in accordance with established guidelines to promote the corporate identity of UNDP. The ultimate goal is to sharpen the profile and visibility of UNDP in both donor and programme countries, generating increased support for UNDP. The Policy will be implemented by the UNDP Publications Board, which will be accountable to the Administrator.

1. UNDP publications are defined as print information materials, including brochures and promotional materials, intended expressly for external audiences, concerning either UNDP as an organization, or issues in which UNDP is involved in. External audiences include donors, developing countries, civil society organizations, including non-governmental organizations, parliamentarians, academics, the private sector, media and other constituents. These publications may be produced periodically, occasionally or once only. Posters and exhibits for global use should be referred to COA for advice and assistance in adhering to the UNDP branding guidelines.

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<sup>1</sup> From the website of the Communications Office of the Administrator, <http://intra.undp.org/coa>

UNDP publications for Publications Board clearance do not include materials prepared for internal use (for purposes of learning, training or in-house discussion). The Communications Office of the Administrator is available for advice on the implementation of the Publications Policy. Regional Bureaux should contact their respective regional focal points for advice.

2. Until 2002, the Publications Policy applied to units at UNDP New York (headquarters) and UNDP Liaison Offices for publications defined in paragraph 1. On 28 February 2002, the Executive Team decided to extend the Publications Policy to country offices. Country offices are encouraged to apply the Policy when producing publications. For now, country offices need not get approvals or clearances from the Publications Board. However, country offices are required to send their quarterly publication plans to their Publications Board representatives in the respective regional bureaux.
3. The Publications Board shall exempt from substantive content review existing publication series such as the Human Development Report, the National Human Development Reports (NHDR) and publications produced by the Evaluation Office. Publications by the Evaluation Office shall conform to corporate design guidelines.
4. National Human Development Reports shall always bear the date of the year in which they are launched rather than the date of the final draft. All published reports shall be made available online prior to media and/or advocacy outreach. The NHDR Unit in New York is ready to assist country offices with posting the reports online. For assistance, contact [juan.pablo.mejia@undp.org](mailto:juan.pablo.mejia@undp.org).
5. A separate e-publications board will manage UNDP electronic publications.
6. As recommended by the Executive Board, at six-month intervals of each calendar year, every unit at UNDP headquarters shall provide the Publications Board with a master plan of its intended publications for the next six months. Master plans

should include:

- The objective of each publication;
  - Target audiences;
  - Foreword by the Administrator, if needed;
  - Funding source;
  - Editorial and production cost estimates;
  - Price, if it is a sales publication;
  - Intended language versions;
  - Date of issuance;
  - Distribution plan, including UNDP Reference Unit, the Dag Hammarskjöld Library and United Nations depository libraries, and
  - Launch plans, if any.
7. Any headquarters unit planning to produce a UNDP publication shall provide the above information electronically, using the prescribed notification form, to the secretariat of the Publications Board in the Communications Office of the Administrator for review and clearance. This form shall be filled out and submitted before assigning staff or contracting consultants to work on proposed projects. Incomplete forms will be returned to originating units. The form is available on <http://intra.undp.org/coa/Notification%20form.doc>
- a) The purpose of the notification form is to keep a comprehensive record of publications produced by UNDP as a whole, and to track the amount of resources spent on publications.
  - b) Submitting a publication proposal to the Publications Board is intended to assist the originating unit in producing a quality product, and for the unit to benefit from the collective expertise and advice of Publications Board members, and to obtain maximum visibility for the publication, if warranted. The Communications Office of the Administrator will be on hand to advise the unit every step of the way – from recommending writers and/or editors, designers, printers, and media outreach. In some instances, the

Communications Office will help launch the publication with the media and other target audiences.

- c) Proposals to the Publications Board for publications on corporate policy matters should show evidence of having been approved by UNDP's Strategic Management Team and/or Executive Team. Proposals for publications should also show evidence of having been cleared by a peer review group. This group may include UNDP staff and/or external reviewers. The peer review is of extreme importance to help expedite clearances by the Board.
  - d) The secretariat shall review all unit proposals originating at headquarters before submitting them for the attention of the Board for clearance. Further guidelines for the approval of publications will be established by the Publications Board. UNDP Resident Representatives will approve country office publications and will be held accountable for the quality of the final product.
8. a) An effort should be made to produce publications in the working languages of UNDP (English, French and Spanish). If, owing to budget constraints, UNDP publications cannot be translated, one-page summaries should be provided in the other UNDP working languages, when deemed appropriate.
- b) Country offices should produce UNDP publications in the local language(s), on a needs basis.
9. While creativity in the design of UNDP publications is encouraged, it is essential to maintain a consistent corporate identity [UNDP's Graphic Standards can be found at <http://intra.undp.org/branding/GraphStandE.pdf>]. The Communications Office of the Administrator should invariably advise on corporate identity. Thus, all units must comply with the following:
- (a) The UNDP logo should be placed at the top right-hand corner on the front cover of all print publications: magazines, reports, books, brochures, posters,

flyers and exhibit displays with the exception of the Human Development Report and the Administrator's Illustrated Annual Report. (In the case of Arabic language publications, the logos would be placed on the upper left corner.) The Policy on Logo Use can be found at <http://intra.undp.org/branding/GSEp4.pdf>. The UNDP logo can be downloaded from <http://intra.undp.org/branding/download.html>.

- b) When producing a publication with other partners (e.g., UNDP, UNICEF, UNFPA, government institutions, civil society organizations and private sector entities), all logos should be placed on the same line either at the bottom or at the top of the front cover of the publication. All logos should be visually equal; no one logo should take precedence over the other logos of partnering agencies or organizations. There are no exceptions to this rule.
- (c) A standard description on UNDP shall appear at the beginning or end of each publication. The standard descriptions are also available in English, French and Spanish at <http://intra.undp.org/branding/coreMessages.html>.
- (d) The back cover should list the date of the publication and the contact address for copies and information. Generally, this will be the unit postal address, phone/fax numbers, e-mail, and Web site address;
- (e) Units may also seek ISBN or ISSN numbers for major publications, which makes bibliographic control easier. However, all publications for sale should carry an ISBN number. To obtain these numbers, please contact Leslyn Camacho at [camacho@un.org](mailto:camacho@un.org) or at 212 963 4469. The Communications Office of the Administrator can advise on procedures;
- (f) All units shall ensure that publications meet UNDP standards for quality of content, writing, editing, translation, design and printing. The Communications Office of the Administrator can advise and recommend writers, editors, translators and designers who meet UNDP editorial and

design standards and who will help to ensure that the publications are user-friendly and avoid the abuse of acronyms, jargon and other aspects unsuitable for an external audience. A UNDP Style Manual is now online at <http://intra.undp.org/coa/stylemanual/undpstylemanual16dec.pdf>. Originating units will be responsible for in-house and external peer review of the publication.

- (g) Any maps used in publications or exhibits shall be obtained from the United Nations Cartographic Unit [[www.un.org/Depts/Cartographic/english/index.htm](http://www.un.org/Depts/Cartographic/english/index.htm)] and must carry the following disclaimer: "The designations employed and the presentation of material on this map do not imply the expression of any opinion whatsoever on the part of the Secretariat of the United Nations or UNDP concerning the legal status of any country, territory, city or area or its authorities, or concerning the delimitation of its frontiers or boundaries.";
- (h) Units shall produce a short description of their publication (it can be as short as one paragraph) for use in UNDP public information efforts in catalogues and on the UNDP Web site.

10. Executive Board decision 99/10 provides for funds to be set aside in UNDP-funded projects or programmes for producing publications for the media and/or advocacy purposes. Materials for external audiences to highlight the impact and results of national, regional and global projects should follow the guidelines set out in the Publications Policy. Managers should be strategic and selective in their communications with partners about project results.
11. Units shall investigate the sales potential of publications, drawing on experience both within and outside UNDP.
12. All printed publications shall be posted on the UNDP Internet or Intranet Web sites. Each unit shall be responsible for posting its publication on its



own Web site and providing links to the UNDP homepage ([www.undp.org](http://www.undp.org)) in accordance with the Internet guidelines drawn up by the Office of Information Systems and Technology (OIST/BOM). The Web posting of each publication should include the following: complete bibliographic information, languages available, where to obtain the publication, and its price, where applicable. Each unit is also responsible for updating and/or revising the information on these publications.

13. Units should take note of the UNDP Global Communications Strategy adopted by the Executive Board in June 2000 [<http://intra.undp.org/coa/ebs/coa-ebs.ppt>]
14. Where opinions and views are expressed in UNDP-published works, where the author's name is mentioned, UNDP publications shall carry a disclaimer to the effect that: "The views expressed in this publication are those of the author(s) and do not necessarily represent those of the United Nations, including UNDP, or their Member States." Authors' names should not appear on the front cover of any UNDP publication but on the inside front cover.
15. Questions on the application of this policy should be addressed to the Communications Office of the Administrator. Email: [pubsboard@undp.org](mailto:pubsboard@undp.org), tel: 212-906 5317.

## Annexure III

# Notification to UNDP Publications Board<sup>1</sup>

Documents produced by UNDP intended for external audiences need to go through the UNDP Publications Board. The form below needs to be completed and sent to the Publications Board.

UNDP PUBLICATIONS BOARD

NOTIFICATION TO PUBLISH

Return to [pubsboard@undp.org](mailto:pubsboard@undp.org)

Originating Office

Bureau/Division/Liaison Office:

Room No.:

Contact Person:

Tel. No.:

Title:

Fax No.:

E-mail:

### Publication Information

Title:

UNDP Practice area(s):

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<sup>1</sup> From the website of the Communications Office of the Administrator,  
<http://intra.undp.org/coa>

Will ISBN or ISSN Number be sought?

Yes

No

Format:

Book

Booklet

Newsletter

Brochure

CD-ROM

Other (please specify):

Number of copies:

English

French

Spanish

Other language (please specify)

Purpose:

Brief description:

Cite potentially sensitive policy and/or political issues:

Linkages (with the UN and its agencies; other institutions/organizations; initiatives and publications):

Target audiences (categories, sizes):

Foreword from the Administrator needed:

Yes

No

Date to be issued:

## **Publication Requirements:**

UNDP logo on cover: required

No; Reason:

Partner logos

Insertion of branded description of UNDP (<http://intra.undp.org/branding/coreMessages.html>)

1 sentence

1 paragraph

3 paragraphs

Peer Review

List members of Review Group and their designation and/or expertise.

Production and Distribution

Printing process:

B/W

2 colour

4 colour with colour photos

Distribution methods:

Pouch (bulk mailing to country offices)

- \_\_\_\_\_ Inter-office mail
- \_\_\_\_\_ Hand delivery
- \_\_\_\_\_ Conference/meeting hand out
- \_\_\_\_\_ Shipment of diskette/CD-ROM
- \_\_\_\_\_ Sales:
  - Sales Price \_\_\_\_\_
  - Outlet(s): \_\_\_\_\_

Posting on the Web:

- \_\_\_\_\_ Internet
- \_\_\_\_\_ Intranet

### **Format of electronic files(s):**

- \_\_\_\_\_ MS Word
- \_\_\_\_\_ PDF
- \_\_\_\_\_ HTML

Give URL of publication:

### **Media/Advocacy outreach**

Special Launch Requirements:

Press Release Requirements:

### **Proposed Budget:**

Writing/Editing: \$ \_\_\_\_\_

Translation: \_\_\_\_\_

Design: \_\_\_\_\_

Printing: \_\_\_\_\_

Preparation of electronic version(s): \_\_\_\_\_

Distribution: \_\_\_\_\_

TOTAL: \_\_\_\_\_

Funding source(s):

Expected shelf-life:

\_\_\_\_\_ Months

\_\_\_\_\_ Years

## **Submission to UNDP Publications Board**

Date of submission:

Date of decision by Publications Board:

Secretariat comments:

### II. Acknowledgement of Notification

I hereby certify that the UNDP Publications Board has been notified of the above-mentioned publication and endorses its production.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

## Annexure IV

# The United Nations Spelling List<sup>1</sup>

The Concise Oxford Dictionary, eleventh edition, is the current authority for spelling in the United Nations. If more than one spelling is given, use the form listed first. The United Nations spelling list supplements and indicates exceptions to the COD

### A

about (for numbers, e.g. about 3,000; about one third; for dates, use “around”)

above-mentioned

abridgement

acknowledgement

ad hoc

ad infinitum

adviser

aeroplane

aesthetic

after (compounds formed with this prefix are closed; exceptions: after-effect, after-image)

aged 5 years or over

age 5, 6, etc. (also 5, 6, etc. years of age)

age group (age group 15-19, etc.)

ageing

age-limit

age-misreporting

age-profile models

age-reporting

age-selective

age-specific (adj.)

age-time plan

agroecological

agroecosystem

agroforestry

agro-industry

agropastoral

aide-memoire (plural: aides-memoires)

\*\* AIDS (acquired immunodeficiency syndrome)

air conditioner, air conditioning

air-conditioned

aircraft

aircrew

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<sup>1</sup> From the website of the Communications Office of the Administrator, <http://intra.undp.org/coa>

airdrop  
 airfare  
 airfield  
 airfreight  
 airlift  
 air raid  
 airspace  
 allot, allotted, allotment  
 Al-Qaida  
 aluminium  
 amenorrhoea  
 anaemia  
 analogue (but analog in computer technology)  
 analyse  
 antenatal (before birth; during or related to pregnancy)  
 antenna (plurals: -ae (insects), -as (aerials))  
 anti-abortion  
 anti-aircraft  
 antibody  
 antifertility  
 anti-inflammatory  
 antimalarial  
 antimicrobial  
 antinatalism, antinatalist  
 anti-poverty  
 apartheid  
 a posteriori  
 appal, appalled, appalling  
 appendices  
 a priori  
 around (use for dates, e.g. around 1990, around December; for numbers, use “about”)  
 artefact  
 artwork  
 asylum-seeker  
 attaché  
 audio cassette  
 audio tape (noun)  
 audiotape (verb)  
 audio-visual  
 avant-garde  
 awareness-raising

**B**

baby boom (noun)  
 baby-boom (adj.)  
 back-calculation procedure  
 backstop (noun and verb)  
 \* backup (noun and adj.)  
 back up (verb)  
 backward (adj.)  
 backwards (adv.)  
 balance of payments (noun)  
 balance-of-payments (adj.)  
 balance sheet  
 bandwidth  
 baseline  
 base-period migrations, estimates  
 base-year (adj.)  
 Bedouin (singular and plural)  
 beforehand  
 behaviour  
 belligerent



benchmark  
benefited, benefiting  
bi (compounds formed with this prefix are closed)  
biannual (twice a year)  
biased  
biennial (every second year)  
biennium (plural: bienniums)  
bio (compounds formed with this prefix are closed)  
birth control  
birth rate  
bis  
blood-brain barrier  
bond market  
bookkeeping  
bottleneck  
brain drain  
break down (verb)  
breakdown (noun)  
breakthrough  
break up (verb)  
break-up (noun)  
bride wealth  
bride price  
budgeted  
Btu (British thermal unit(s))  
build up (verb)  
build-up (noun)  
bureaux (plural)  
burnt (past participle)  
buy-back (noun)  
by-law  
by-product

bystander

## C

calibre  
cancelled, cancelling  
cannot  
canon-law (adj.)  
canvas (cloth)  
canvass (to solicit)  
capacity-building (noun and adj.)  
capital  
Capitol (building)  
caregiver  
care provider  
caretaker  
carte blanche  
carry over (verb)  
carry-over (noun)  
case-by-case (adj.)  
case-fatality rate  
case law  
caseload  
case study  
catalogue  
catalyse  
cathode ray tube  
CD4 molecule, CD4 antigen  
CD-ROM  
ceasefire (noun and adj.)  
Central Asia  
Central Europe  
centre, centred, centring  
centrepiece  
changeover (noun)

channelled, channelling  
 chargé d'affaires (plural: chargés)  
 checklist  
 checkpoint  
 check-up (noun)  
 chef de cabinet  
 cheque (bank)  
 chequebook  
 childbearing  
 childbirth  
 childcare (noun and adj.)  
 child-rearing  
 child-spacing  
 chlorofluorocarbons  
 classroom  
 clearing house  
 closed-end (adj.)  
 clue (not clew, except in nautical sense)  
 co-education  
 coefficient  
 coexistence  
 cofactors  
 co-financing  
 cohort-component projections  
 cold war  
 colloquium (plural: colloquiums)  
 colour  
 combatant  
 combated, combating  
 common law (noun)  
 common-law (adj.)  
 communiqué  
 compel, compelled  
 compendium (plural: compendiums)  
 confidence-building (adj. and noun)  
 consensus  
 contingent-owned equipment (do not use "COE")  
 contraceptive-calendar method  
 contraceptive use-effectiveness, use-failure, use-interval, use-pattern  
 cooperate, cooperation  
 coordinate, coordination  
 coprocessor  
 co-production  
 copy-edit  
 copy editor  
 cornerstone  
 co-residence  
 co-respondent  
 co-sponsor  
 cost accounting  
 cost-allocation method  
 cost-effective(ness)  
 cost efficiency, cost-efficient  
 cost recovery (noun)  
 cost-recovery (adj.)  
 councillor  
 counsel (noun: singular and plural)  
 counselling, counsellor  
 counteract  
 counter-argument  
 counter-attack  
 \* counterbalance (noun and verb)  
 counterclaim  
 counterclockwise  
 counter-example

counter-insurgency  
counter-intelligence  
countermeasure  
counterpoint  
counterproductive  
counter-revolution  
\*\* counter-terrorism  
countertrade  
counter-urbanization  
countryside  
countrywide  
coup d'état (plural: coups d'état)  
couple-years  
co-worker  
creditworthiness  
cropland  
cross-country  
cross reference (noun)  
cross-reference (verb)  
cross-tabulation  
curriculum vitae (plural: curricula vitae)  
cut back (verb)  
cutback (noun)  
cut off (verb)  
cut-off (noun and adj.)  
cyber (compounds formed with this prefix are closed)

## D

databank  
database  
data collection (noun)  
data-collection (adj.)

data processing (noun)  
data-processing (adj.)  
data sets  
date-heaping  
day care (noun)  
day-care (adj.)  
\* deadweight  
death rate  
decies or deciens  
decision maker  
decision-making (noun and adj.)  
de facto  
defence (but United States Department of Defense)  
de jure  
demagogy  
démarche  
demining (preferred: mine clearance)  
demographic-economic model  
dependant (noun)  
dependent (adj.)  
depository (person or entity with whom a treaty is deposited)  
depository (warehouse)  
derestricted  
desiccate  
desktop  
détente  
develop, developed  
dieback (noun)  
diktat  
disc (but disk in computer technology)  
discreet (polite)

discrete (separate)  
dispatch  
donor dependence  
donor-dependent  
donor-funded  
doubling time  
down payment  
downstream  
downward (adj. and adv.)  
draft (text)  
draught (air and animal)  
drawdown (noun)  
drier  
drift net (noun)  
drift-net (adj.)  
drinking water  
drop out (verb)  
dropout (noun)  
drug-taking (noun and adj.)  
drug trafficking  
\*\* dryland(s)  
dwelling unit (place, house)  
dysfunction(al)

## E

early-initiation countries  
early-marriage pattern  
early warning system  
earmark  
east(ern) (a geographical direction or an area within a country)  
East(ern) (a major region, e.g. East Africa, Eastern Europe)  
e-banking

e-business  
e-commerce  
ecosystem  
ecozone  
e-Drits  
e-Folder  
e-governance  
e-government  
\*\* Eid al-Adha  
\*\* Eid al-Fitr  
\*\* e-mail  
embargo (plural: embargoes)  
embarkation  
e-Meets  
émigré  
encyclopedia  
endeavour  
endogenization  
end product  
end result  
end-user  
energy-efficient  
enquire, enquiry (referring to a request for information) (cf. inquire)  
enrol, enrolled, enrolling, enrolment  
enroute  
ensure  
e-publication  
equalled  
equipped, equipping  
e-signature  
et al. (preferred: and others)  
e-trade  
euro (e.g. 2 million euros)

ever-user (noun)  
ever-used (adj.)  
ever married (pred. adj.)  
ever-married (attrib. adj.)  
every day (adv.)  
everyday (adj.)  
exaggerate  
Excel  
ex officio  
exorbitant  
expel, expelled, expelling  
export-processing zones  
exposé  
ex post facto  
extended use-effectiveness, use-  
failure  
extrabudgetary  
extra-curricular  
extrajudicial  
extralegal  
extramarital  
extraregional  
extraterritorial  
extra-uterine

## **F**

fact-finding  
fait accompli  
fall-off (noun)  
fall out (verb)  
fallout (noun)  
family-life (adj.)  
family planning (noun and adj.)  
farmland

far-reaching  
favour  
feedback  
fibre-optic (adj.)  
fibre optics (noun)  
field trip  
fieldwork, fieldworker  
fine-tune  
firearm  
firebomb  
firefighting  
first-hand (adj. and adv.)  
fixed-period (adj.)  
flash flood  
flavour  
flow chart  
flowsheet  
focused, focusing  
foetus  
follow-through (noun)  
follow-up (noun and adj.)  
foodgrains  
foodstuff  
footnote  
force majeure  
forcible  
forego (precede)  
forest lands  
forever  
foreword  
forgo (go without)  
formulas (but formulae for chemistry,  
mathematics, etc.)  
forum (plural: forums)

free-choice marriage  
freedom fighter  
freelance  
freshwater (noun and adj.)  
front line (noun)  
front-line (adj.)  
fuelwood  
fulfil, fulfilled, fulfilling, fulfilment  
fund-raising

## G

gauge  
gender-neutral  
gender-specific  
generalizability  
girl child  
good-neighbourly (adj.)  
good will (virtuous intent)  
goodwill (kindly feeling; reputation of a business)  
grade-transition method  
gram (g)  
grassland  
grass roots (noun)  
grass-roots (adj.)  
grey  
groundwater (noun and adj.)  
groundwork  
Group of Eight (G-8)  
Group of Seven (G-7)  
Group of 77  
guerrilla  
guidelines

Gulf crisis, Gulf war  
gunfire  
gynaecology

## H

haemorrhage  
hajj (not “the hajj pilgrimage”, which is redundant)  
halfway  
hand grenade  
harass  
headwater  
health care (noun)  
health-care (adj.)  
help desk  
heretofore  
high/low-mortality country, range or zone  
high-mortality-risk groups  
high-prevalence pattern  
high-variant projections  
historic (famous/important in history; e.g. a historic event)  
historical (of/concerning history; e.g. historical evidence)  
HIV (human immunodeficiency virus)  
HIV-positive  
\* Hizbollah  
home care (noun)  
home-care (adj.)  
home-made  
home page  
homeowner(ship)

homogeneous  
honorarium (plural: honorariums)  
honorary  
honour  
hostage-taking  
Humvee  
hydroelectric  
hydro-interaction  
hydropower  
hydrosystem  
hygiene  
hyperinflation

## I

ibid.  
idem  
imperilled  
inasmuch as  
income-generation  
in depth (adv.)  
in-depth (adj.)  
index (plurals: indexes (lists in a book),  
indices (statistical))  
indirect failure-rate method  
indispensable  
infectivity (synonymous with  
infectiousness)  
infrared  
initialling  
in kind (adj. and adv.)  
Inmarsat-M (e.g.)  
in-migrant, in-migration

inpatient  
inquire, inquiry (referring to a formal  
investigation) (cf. enquire)  
in-session (adj.)  
in situ  
\*\*insofar  
install, installation, instalment  
instil  
institution-building  
insure (take out insurance)  
interactive  
inter-agency  
inter alia  
inter-American  
inter-annual  
inter-birth  
intercensal-survival (adj.)  
intercountry  
intercultural  
interdepartmental  
interdependence  
interdisciplinary  
inter-ethnic  
inter-fund  
intergenerational  
intergovernmental  
inter-group  
inter-industry  
inter-institutional  
interlink, interlinkage  
intermediate-marriage pattern  
inter-ministerial  
Internet

inter-office  
inter-organizational  
interprovincial  
interracial  
interregional  
interrelate  
intersectoral  
intersessional  
interspace  
inter-State (between countries)  
interstate (between states within a country)  
inter-unit  
intifada  
in toto  
intra-agency  
intracountry  
intradistrict  
intrafamily  
intra-industry  
Intranet  
intraregional  
intra-urban  
intrauterine  
in vitro  
inward  
ipso facto  
IV drug users

## **J**

jail  
Judaize  
judgement/judgment (see Style/  
Capitalization)

## **K**

kilogram (kg)  
kilometre (km)  
kilovolt-ampere (kVA)  
kilowatt (kW)  
kilowatt-hour (kWh)  
kin-groups  
know-how  
Koran

## **L**

labelled, labelling  
laborious  
labour  
labour-force (adj.)  
labour-market (adj.)  
laissez-faire  
laissez-passer (singular and plural)  
landholder  
landlocked  
landmine  
landowner  
land use (noun)  
land-use (adj.)  
laserdisc  
late-initiation countries  
late-marriage pattern  
lawmaker  
law-making  
lay off (verb)  
\* layoff (noun)  
lead time  
learned (past tense and past participle)  
letter of assist (do not use “LOA”)



leukaemia  
 levelled, levelling  
 liaison  
 licence (noun)  
 license (verb)  
 life cycle  
 life-history data  
 lifelong  
 lifespan  
 lifestyle  
 life table (noun)  
 life-table (adj.)  
 lifetime  
 litre  
 liveable  
 live birth  
 live-born  
 living space  
 loc. cit. (preceded by name of author)  
 log in, log on, log off, log out (verb)  
 login, logon, logoff, logout (noun)  
 long-standing (adj.)  
 long-term (adj.)  
 loophole  
 Lotus 1-2-3  
 lower age-limit  
 low-prevalence pattern  
 low-variant projections

**M**

machine gun  
 machine-readable  
 macro (compounds formed with this prefix are closed; exception:

macro-unit)  
 mainframe  
 mainland  
 Major General  
 man-hour  
 man-made  
 manoeuvre  
 manpower  
 many-sided  
 marketplace  
 market town  
 mark up (verb)  
 \* markup (noun)  
 marriage timing  
 marriage-timing pattern  
 marshal(-led) (verb)  
 master plan  
 materiel  
 matrices  
 meagre  
 meantime  
 meanwhile  
 medieval  
 medium-high/low  
 medium-sized (adj.) (e.g. small and medium-sized companies)  
 medium-variant (adj.)  
 meeting place  
 mega-city  
 megavolt(s) (MV)  
 megavolt-ampere(s) (MVA)  
 member-days  
 memorandum (plural: memorandums)  
 meter (instrument)

metre (unit of length) (m)	mould
method-specific rates	** Mr.
micro (compounds formed with this prefix are closed; exceptions: micro-environment, micro-organism, micro-unit)	** Mrs.
mid-air	** Ms.
midday	much-needed (adj.)
midweek	multi-bilateral
middle-high/low	multi-cause
middleman	multi-centre
mid-1950(s)	multi-country
midpoint	multicultural
midstep	multidimensional
midterm	multidisciplinary
midway	multi-ethnic
midyear	multifaceted
mileage	multifamily
mine clearance (noun) (rather than demining)	multilateral
mine-clearance (adj.)	multilevel
minefield	multilingual
minicomputer	multimedia
misspelled	multimillion
MJ (megajoule(s))	multinational
Mlle(s) (no period)	multiparty
Mme(s) (no period)	multi-purpose
modelled	multiracial
modus operandi	multisector(al)
money-laundering	multistage
moneylender, moneylending	multi-stakeholder(s)
money market	multi-year
moneys	Muslim
mores	mutatis mutandis
	<b>N</b>
	nationwide (adj.)
	neighbour

neonatal  
nevertheless  
never-use(r) (noun)  
no-man's-land  
newborn  
non (compounds formed with  
this prefix are hyphenated)  
nonetheless  
no one  
north(ern), north-east(ern),  
north-west(ern) (a geographical  
direction or an area within a country)  
North(ern), North-East(ern),  
North-West(ern) (a continent or  
major region, e.g. North America,  
North Africa, Northern Europe)  
note verbale (plural: notes verbales)  
novies or noviens  
nursing home (noun)  
nursing-home (adj.)

## O

octies or octiens  
oedema  
off-colour  
offence  
offensive  
offhand  
off season (noun)  
off-season (adj. and adv.)  
offset  
offshore  
off site (adv.)  
off-site (adj.)

offspring (singular and plural)  
oilfield  
old age (noun)  
old-age (adj.)  
ombudsman (plural: ombudsmen)  
ongoing  
online (adj. and adv.)  
onward (adj. and adv.)  
op. cit. (preceded by name of author)  
organization  
organization chart (not organigram or  
organizational chart)  
organize  
Osama bin Laden  
(when "bin" is in the medial  
position; if  
"Osama" is omitted, capitalize  
"Bin")  
outmigrant, outmigration  
out of date (pred. adj.)  
out-of-date (attrib. adj.)  
outsource  
over (compounds formed with this  
prefix are closed)  
over age 5  
own-financial base  
own-revenue base

## P

paediatric  
panellist  
paralyse  
paramedical  
paramilitary

passer-by (plural: passers-by)  
 payback (noun)  
 payday  
 payroll  
 peacebuilding  
 peacekeeping  
 peacemaker, peacemaking  
 peacetime  
 per annum  
 per capita  
 per cent  
 per diem  
 perinatal  
 period-age time plan  
 period-cohort age time plan  
 peri-urban  
 per se  
 place name  
 plebiscite  
 policyholder  
 \* policymaker, policymaking  
 postgraduate  
 post-marital  
 post-mortem  
 post-natal  
 post-neonatal  
 post-partum  
 post-session  
 post-war  
 post-cold-war  
 power (the administering/occupying  
 power)  
 power plant  
 power sharing

practice (noun)  
 practise (verb)  
 précis  
 preconceive  
 precondition  
 pre-date  
 pre-empt  
 pre-initiation countries  
 pre-investment  
 premarital  
 pre-modern  
 prenatal  
 preschool  
 pre-screened  
 pre-session  
 pretence  
 pre-war  
 prima facie  
 principal (first in rank) (noun and  
 adj.)  
 principle (fundamental truth, etc.)  
 (noun)  
 printout  
 procès-verbal (plural: procès-verbaux)  
 pro-choice  
 program (computing only)  
 programme (but computer program)  
 pronatalism, pronatalist  
 proofread(er)  
 pro rata  
 prorata  
 pro tempore  
 psychosocial  
 public-health (adj.)

## Q

quater  
quinquies or quinquiens

## R

radioactive  
radioisotope  
rain-fed  
rainforest  
rainwater (noun)  
raison d'être  
range area  
rangeland(s)  
rapprochement  
ratepayer  
reactivate  
readmit  
reaffirm  
reallocate  
reappoint  
rearrange  
redeploy  
re-elect  
re-emphasize  
re-employ  
re-establish  
re-evaluate  
re-examine  
refinance  
reflection  
refoulement  
regime  
region-wide  
reinforce

reissue  
reorganize  
reorient  
re-route  
résumé  
reverse-order solution  
reverse-survival rates  
reversible  
right to life (noun)  
right-to-life (adj.)  
rigour  
rigorous  
riverbed  
river water (noun)  
roadblock  
roll-call  
rollover (noun)  
Roman-Dutch law (common law)  
Romano-Germanic law (civil law)  
round table (noun)  
round-table (adj.)  
routing  
RU486  
rumour  
rural-urban (demographic  
movement)  
rural/urban (comparison)

## S

safe-period method  
salary earner  
saleable  
salt water (noun)  
saltwater (adj.)

savings bank	shortcoming
sceptic(al), scepticism	shortfall
school-age (adj.)	shortlist (noun and verb)
schoolchild	short-lived
schoolteacher	side effect
SDR 145 billion	sine qua non
seabed	sizeable
sea floor	size class
sea level	skilful
seaport	slave trade(r)
* seawater (noun)	slow down (verb)
sectoral	slowdown (noun)
self (compound forms are hyphenated)	slum-dweller
semi-annual	smelt (past tense and past participle of smell)
semicircle	sociocultural
semi-skilled	sociodemographic
septies or septiens	socio-economic
seroconversion	socio-medical
seropositive, seropositivity	south(ern), south-east(ern), south- west(ern) (a geographical direction or an area within a country)
seroprevalence	South(ern), South-East(ern), South- West(ern) (a continent or major region, e.g. South America, Southern Africa, Southern Europe, South-East Asia; exception: Association of Southeast Asian Nations)
setback (noun)	South-South cooperation
set-up (noun)	spatial-profile models
sewage (waste matter)	specialize
sewerage (system of drains)	spelled
sexies or sexiens	spillover (noun and adj.)
sex-selective	
sexual-activity data/group/table	
sexual-orientation group	
shanty town	
Shariah	
shellfire	
** Shi`ah	
** Shi`ite	

stable-population (adj.)  
staff member  
standby (noun and adj.)  
stationary (not moving)  
stationery (paper)  
status-conscious  
status-of-forces agreement  
status quo  
steady-state equation  
stillbirth  
stillborn (adj.)  
stock market  
stockpile  
stocktaking  
storey (building)  
straightforward  
sub-account  
sub-amendment  
subarctic  
sub-area  
subatomic  
sub-block  
sub-branch  
subcategory  
sub-centre  
subcommission  
subcommittee  
subcontinent  
subcontract  
subculture  
subdistrict  
subdivision  
sub-entry  
subfecundity  
subgroup  
subheading  
sub-issue  
sub-item  
sub lieutenant  
subject matter  
sub-machine gun  
subnational  
sub-office  
subparagraph  
subpopulation  
subprogram (computing only)  
subprogramme  
subregion  
sub-Saharan  
subsection  
subsector  
subset  
\* substandard  
substructure  
subsystem  
subtitle  
subtotal  
\*\*sub-unit  
sulphur  
Sunna  
Sunni (adj. and noun; singular and plural)  
\*\*super-Power  
supersede  
superstructure  
supervisor

surface water (noun)  
surface-water (adj.)  
symposium (plural: symposiums)

## T

takeover (noun)  
targeted, targeting  
tariff  
taxpayer  
teenage(r)  
telegram  
ter  
terrain  
test-ban (adj.)  
T4 lymphocyte (helper T cells)  
third-party (adj.)  
time-consuming  
time deposit  
time frame  
time-horizon  
time lag  
time limit  
time line  
time period  
timescale  
time series  
\* timespan  
timetable  
title page  
ton  
topsoil  
totalled, totalling  
towards  
toxaemia

tradable  
trademark  
trade-off (noun)  
trafficking  
training-ground  
transatlantic  
transboundary  
transferable, transference  
transferred, transferring  
trans-ship  
travelled, travelling  
tripwire  
troop contributor  
troop-contributing  
turning point  
turnkey (adj.)  
turnover  
turnaround (noun) (but turnround of  
refugees or migrants)  
two-faced  
twofold  
typesetting  
tyre

## U

ultrasonography  
ultraviolet  
under (compounds formed with this  
prefix are closed; exception: Under-  
Secretary-General)  
under-five mortality  
under way  
unidirectional  
unmistakable



update  
upgrade  
upper age-limit  
uproot  
up-to-date (attrib. adj.)  
up to date (pred. adj.)  
upward (adj. and adv.)  
urban-dweller  
urban-rural (demographic movement)  
urban/rural (comparison)  
usability  
usable  
use-effectiveness (when modified)  
use failure  
use-failure rate  
user-friendly

## V

vacuum aspiration (do not use the term “vacuum extraction”)  
vacuum aspiration method  
value added (noun and adj.)  
value system  
versus  
via  
vice-chairman  
vice-president  
vice versa  
video camera  
video cassette  
videoconference  
videodisc  
videotape (noun and verb)

viewpoint  
vis-à-vis

## W

wage earner  
wage-earning (adj.)  
wagon  
wallchart  
warlike  
warplane  
wartime  
\* wastewater  
\* waterborne  
watercourse  
water level  
watershed  
water supply  
\* water table  
waterway  
Web, the (World Wide Web)  
webcast  
webmaster  
web page (noun)  
web-page (adj.)  
\* website (noun)  
weekday  
weekend  
well-being  
\* well founded  
well water (noun)  
west(ern) (a geographical direction or an area within a country)  
West(ern), North-West(ern) (a major region, e.g. West Africa, Western

Europe)  
wetland(s)  
wholehearted  
wilful  
withhold  
woman-month  
woman-year  
word-process  
word-processing  
word processor  
workday  
workflow  
workforce

work-hour  
working hours  
workload  
work months  
work permit  
workplace  
\* workplan  
workshop  
workstation  
workweek  
worldwide  
worthwhile





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