OSCE
EDITORIAL STYLE GUIDE FOR PUBLICATIONS IN ENGLISH

December 2020

Foreword

The Editorial Style Guide for Publications in English (henceforth 'the Guide') largely replaces the chapter on 'Editorial Style for OSCE Publications and Documents in English' of the OSCE Style Guide, which was last updated in 2008. It reflects the changes that have taken place since then in OSCE language and editorial style, and is intended to serve as a reference tool for editors and all other staff drafting OSCE texts for publication purposes.

Other topics covered by the Guide, such as the OSCE visual identity (including use of the OSCE logo), the OSCE public website or the style to be employed in correspondence and documents, are treated in other guides and manuals already in existence or in preparation. Where applicable, the Guide includes references to those resources, the most important of which are listed below:

•   OSCE Visual Identity Manual

•   OSCE Social Media Guidelines

•   OSCE Multimedia Guide

•   The official English, French, German, Italian, Russian, and Spanish versions of the OSCE logo can be downloaded here.

The Guide gives guidance only for publications prepared in English. The OSCE Language Services within the Office of the Secretary General should be consulted for texts prepared in French, German, Italian, Russian and Spanish.

In line with modern requirements and to allow for regular updating, the Guide is available only in digital format for downloading or online consultation. Suggestions for amendments or additions should be sent by email to the Communication and Media Relations Section: comms-online@osce.org.

Contents

Written style

English usage in the OSCE is closely in line with the practices of other intergovernmental organizations, particularly the United Nations. However, there are cases in which OSCE practice differs from United Nations practice. The Guide is intended to give guidance on the usage to be followed in cases of doubt.

OSCE publications should be written in clear, simple language that avoids any possible ambiguities. It is recommended to consult the Oxford Style Manual (if possible its most recent edition, currently the *New Oxford Style Manual*) so as to ensure proper English usage.

Staff are also encouraged to refer to the guides on jargon-free writing made available by the UK-based Plain English Campaign at: www.plainenglish.co.uk/free-guides.

For books and print publications issued by OSCE field operations and executive structures on their own behalf, Noto Serif should be used for titles, headlines, sub-headings, introductions and captions. For the body text of these materials, either Arial may be used, or if a serif font is desired, also Noto Serif.

Disclaimer

Should a disclaimer be required, please use the following:

This publication has been prepared from the original material as submitted by the author and has not been edited by the editorial staff of the OSCE. The views expressed remain the responsibility of the author and do not necessarily represent the views of the OSCE, Missions, or its participating States. Neither the OSCE, Missions, nor its participating States assume any responsibility for consequences which may arise from the use of this publication. This publication does not address questions of responsibility, legal or otherwise, for acts or omissions on the part of any person. The use of particular designations of countries or territories does not imply any judgement by the publisher, the OSCE, as to the legal status of such countries or territories, of their authorities and institutions or of the delimitation of their boundaries.

Gender usage

OSCE publications should not perpetuate any stereotypes about the role of women and men. Writers should strive to use terms that apply equally to both sexes, even where this can be achieved only by departing from traditional phraseology.

There are four key points to remember:

1.   Avoid gender-specific pronouns when the sex of the person concerned is not known. As alternatives:

- use the plural form: 'the child and his right to be heard' should read 'children and their right to be heard'
- reword the sentence: 'When a staff member arrives, he must …' to read 'On arriving, a staff member must …'

- delete the pronoun: 'anyone should give his reasons' to read 'anyone should give reasons'

- replace the pronoun: 'the staff member sent his luggage' to read 'the staff member sent the luggage'

- The word 'they' is often used as a non-gender-specific singular pronoun ('Everyone should give their reasons').

2. Replace words ending with 'man' with terms that can refer to either sex: instead of 'chairman', use 'chairperson'; instead of 'businessmen' use 'business community' or 'industry'; instead of 'policeman' use 'police officer', etc. Note, however, that it is correct to refer to the 'OSCE Chairmanship', even though the minister of foreign affairs of the country holding the Chairmanship is styled 'OSCE Chairperson-in-Office'.

3. Use parallel language:

- Write 'women and men', 'ladies and gentlemen', 'wives and husbands'; 'she or he'; 'Madam/Sir'.

4. Avoid stereotypes:

- Instead of 'ambassadors and their wives', write 'ambassadors and their spouses'.

Spelling

In general, the spelling used in OSCE publications should follow the most recent edition of the *Concise Oxford English Dictionary* or the most recent Oxford Style Manual, currently the *New Oxford Style Manual*.

The prescribed spelling for a number of words frequently used in the OSCE, which may differ from that given in the aforementioned reference works, is to be found in Annex I, which also covers hyphenation, the use of italics and, in a few cases, the use of initial capitals.

Other spellings may be used only if they appear in direct quotations from printed or online material or in official titles. Where the *Concise Oxford* gives alternatives, the first version should be used.

For the spelling of names of States, other geographical names and adjectives of nationality, and also the transliteration of Russian names, see the separate sections.

–ize **or** *–ise*

Verbs that end in either *–ize* or *-ise* in British usage (and derived words) are to be spelled with *z*. Note in particular: 'Organization for Security and Co-operation in Europe'.

Some verbs, such as *advertise*, *compromise, televise* and *exercise*, are always spelled with *s*.

Verbs ending in *–yse* (e.g. *analyse*, *paralyse*) should always be spelled with *s*.

o-o

Words with the prefix *co-* and a root word that begins with *o*, such as 'co-operation' and 'co-ordination' are spelled with a hyphen in OSCE usage to avoid a collision of o's. Note in particular: 'Organization for Security and Co-operation in Europe'.

The words 'organization' and 'co-operation' in the titles of other international and regional organizations should be spelled according to the official spelling used by those organizations (e.g. International Labour Organization, but Organisation for Economic Co-operation and Development, Shanghai Cooperation Organisation).

Double consonants

Follow the convention of doubling a final *–l* after a short vowel on adding *–ing* or *–ed* to verbs (sole exception: *parallel*, *paralleled*) and adding *–er* to make nouns from verbs:

> level, levelling, levelled, leveller
> travel, travelling, travelled, traveller

Other consonants double only if the last syllable of the root verb is stressed or carries a strong secondary stress:

> admit, admitting, admitted
> format, formatting, formatted
> refer, referring, referred

but

> benefit, benefiting, benefited
> combat, combating, combated
> focus, focusing, focused
> target, targeting, targeted

Exception: a few verbs in *–p* (e.g. *developed*).

Hyphenation

The use of hyphens can be confusing. The role of the word or phrase and its position in a sentence often leads to the determination of whether or not a hyphen should be used. House style is that hyphens should be reduced to a minimum and consistent with preventing ambiguity. In order to aid in the determination of whether or not to use a hyphen, a list

showing the desired spelling of some words and expressions commonly used in the OSCE's work is given in Annex 1. Explanations on hyphen use can be found in the *New Oxford Style Manual.*

There is usually no need for a hyphen 1) in an adjectival phrase consisting of an adverb and an adjective (e.g. 'highly qualified' or 'environmentally friendly') or 2) in a noun phrase used adjectivally (e.g. 'implementation assessment' in 'implementation assessment meeting').

When a hyphen breaks over a line, use a non-breaking hyphen (*Microsoft Word:* Ctrl+Shift+hyphen).

Established compounds

Where a compound is given in the most recent edition of the *Concise Oxford English Dictionary* or in the *New Oxford Style Manual*, the same hyphenation usage should be followed.

The following points should be noted:

- Compound modifiers such as 'well-known' and 'up-to-date' are written with hyphens when used attributively, i.e. when they directly describe a noun ('well-known reasons', 'up-to-date records'). However, when used predicatively, i.e. when they are governed by a verb (usually the verb 'to be'), they do not need hyphens ('the reasons are well known', 'the records were found to be up to date').

- Care should be taken with words such as 're-cover' and 're-form', where the hyphen changes the meaning:

    'recover' = 'regain', whereas 're-cover' = 'cover again';
    'reform' = 'make better, improve', whereas 're-form' = 'form again'.
- In set expressions such as 'confidence- and security-building measures', a so-called pendent hyphen is used after the first word.

Compounds formed with common prefixes

Most but not all compounds formed with the prefixes 'inter-', 'sub-' and 'trans-' are written as single words without hyphens (e.g. 'intergovernmental', 'subregional', 'transboundary'). When the second element begins with a capital, however, a hyphen is necessary (e.g. 'inter-American', 'sub-Saharan', 'trans-Pacific'), but there are some exceptions (e.g. 'transatlantic').

Special OSCE practices

There is no hyphen in the title of the Secretary General of the OSCE (cf. 'Secretary-General of the United Nations', where the title is hyphenated).

The expression 'Chairperson-in-Office' is written with hyphens (but is abbreviated to CiO without hyphens).

Please also note the spelling of the following hyphenated words and compound terms:

- Co-Chairs (as in 'Co-Chairs of the OSCE Minsk Group')
- Treaty-limited equipment
- High-Level Planning Group
- Norm- and standard-setting measures
- Co-operation (as in 'Organization for Security and Co-operation in Europe')
- Co-ordinator (as in 'Co-ordinator of OSCE Economic and Environmental Activities')

Other frequently occurring compounds and phrases can be found in Annex I.

The en rule

The en rule also known as en dash (inserted in Word by pressing Ctrl and the minus sign on the numeric Keypad), is typed without any adjacent spaces in ranges of numbers. It is also used instead of the hyphen between words or terms that are connected in the sense of 'and' or 'to', i.e. where the first word or term does not qualify the second.

Some examples are:

25–29 January
April–September 2002
human–machine interface
London–Paris route

An en dash can be used to denote 'from' one number 'to' another and should be typed immediately adjoining the figures concerned, without an intermediate space:

'1980–1983'
'paragraphs 53–59'

The two systems, that using a dash and that using words, should not be mixed:

'from 10 to 20 April'	*not*	'from 10–20 April'
'between 15 and 20 times'	*not*	'between 15–20 times'

The em rule

The em rule (inserted in Word by pressing Ctrl + ALT and the minus sign on the numeric Keypad) is longer than the en and is mainly used parenthetically with a space on either side:

Because of the large number of contractors involved — a consequence of the complexity of the project — responsibility for the failure cannot immediately be assigned.

Other uses can be found in the subparagraph and list section of this guide.

Plural forms

The most recent edition of the *Concise Oxford English Dictionary* should be used as a guide for the formation of the plural of nouns. Where two alternative forms are given, the first is to be used. When the *Concise Oxford* does not provide a plural form after the word, it is understood that the plural is formed regularly (e.g. 'agendas').

Please note:

- The word 'index' has the plural 'indexes' in the sense of 'lists at the end of a book', but 'indices' when used in the mathematical or statistical sense.

- The plural of 'formula' is 'formulae' in a mathematical or scientific context, and 'formulas' when the word is used in a general sense.

- The plural of 'forum' that should be used in OSCE publications is 'forums' rather than 'fora'.

- Abbreviations such as 'CSBM' and 'NGO' are written 'CSBMs' and 'NGOs' in the plural, without an apostrophe.

- The plural of the phrase 'Head of State' is 'Heads of State' (similarly: Heads of State or Government). However, one speaks of 'heads of delegations' with 'delegations' in the plural — similarly with 'heads of field operations' and 'heads of institutions', etc.

Initial capital letters

Apart from their use to mark beginnings (of sentences, table entries, etc.), initial capitals are used for proper nouns (names), titles and certain adjectives derived from names, such as adjectives of nationality (the *Concise Oxford English Dictionary* may be used as a guide).

Examples are:

- the Czech Republic
- the Permanent Council
- the Tajik authorities
- inter-Tajik talks.

Words should be capitalized when used as short forms for official titles, such as 'Treaty' for 'Treaty on Conventional Armed Forces in Europe', 'Council' for 'Permanent Council' and 'Organization' for 'Organization for Security and Co-operation in Europe'.

The word 'government' is not capitalized, even in reference to the particular people in office or when used as an adjective.

Examples are:

- government control
- government by the people
- the governments of several countries

Exception: specific titles, e.g. 'the Government of Canada', 'central Government, federal Government (specific country).

The word 'State' is always capitalized when it refers (as a noun or adjective) to a country, nation or government and not to a condition or federal states (e.g. states within Germany or the United States of America).

Examples: participating States, nuclear States, States Parties (to a treaty), State representatives, etc.'

The word 'Chairperson' is capitalized when it refers to the Chairperson of a specific body or meeting. The word 'Chapter' is capitalized when a particular chapter of a publication or document is referred to by its number ('Chapter 2', but 'in the next chapter').
The word 'Mission' is capitalized when referring to a specific field operation. The words 'institutions' or 'field operation' are not capitalized. References to 'Heads of Institutions and Field Operations' or 'Heads of Delegations' are usually capitalized in correspondence addressed to these, but not in generic references.

For the use of initial capitals in quotations, see the section on 'Quotations.

Honorifics and titles

In OSCE publications, the use of honorifics (His/Her Excellency, Ambassador, Dr., Mr./Mrs./Ms.) should be kept to a minimum. The title Ambassador, for example, should only be used if that title is part of the current function of the person in question and this function is relevant in the context.

Note: H.E. should never be followed by the forename of the person in question. For example, H.E. Ambassador John Smith or H.E. Mr, John Smith is acceptable.

Punctuation

If the definite article does not precede the title, no comma is used before the name because it is considered part of the title:

'The awards will be presented by OSCE Secretary General Thomas Greminger.'

If the definite article precedes the title, a comma should be used because the name is considered to be additional information:

'The OSCE Secretary General, Lamberto Zannier, will present the awards.'

Transliteration of Russian names

Russian names should normally be transliterated following English practice, i.e. using 'ch' rather than 'tch' or 'tsch', and 'sh' rather than 'ch' or 'sch' to represent the 'sh' sound in 'shop'. The suffix '-sky' is so written.

If a delegate asks for their name to be transliterated in a different way, this request should naturally be respected.

In names such as 'Dostoyevsky', 'ye' should be used rather than 'e'.

In names such as 'Yu. M. Sergeyev', 'Yu' is used as an initial because it represents one letter in Russian.

The final 'a' should not be omitted from the feminine form of a surname, except in contexts like 'Mr. and Mrs. Sobolev'.

In translations from Russian, care should be taken in transliterating names of persons from countries other than the Russian Federation, where the above rules may not apply.

Numbers, dates and time

The word 'number' takes a singular verb when preceded by 'the' but a plural verb when preceded by 'a':

'The number of casualties was low.'
'A number of people were injured.'

To express numbers up to and including ten, words rather than figures should normally be used, for example:

'A period of six months'
'A five-year period'
'There is a five-and-a-half-year waiting period'

Numbers up to and including ten are written in figures in the following cases:

- In dates, expressions of time and addresses, and in referring to page numbers, agenda item numbers, etc., for example:

    'paragraph 3'
    '7 April'

- In weights, measures and ages:

    '8 kg'
    'children under 5 years of age'

- In percentages:

    'a 7 per cent increase'

- When a lower number is used in conjunction with a higher number:

    'for between 6 and 12 days'

- When the number is used with a symbol:

    '£5'

- In tables.

Numbers above ten are normally to be written in figures:

    'within 24 days'
    '5,000 refugees'

All numbers should be written out at the beginning of a sentence:

    'Twenty-three countries have responded.'

Numbers above ten may be written in words if they are round numbers being used to indicate an approximate quantity:

    'Some fifty years have elapsed …'

Ordinal numbers should be spelled out up to 'tenth' and written in figures thereafter, except in referring to centuries:

    'the sixth visit'
    'the 14th meeting'
    'the twenty-first century'

If official names of meetings start with ordinal numbers, follow the official name of the meeting, e.g.:

    '25th OSCE Ministerial Council'
    'Twelfth Meeting of the OSCE Economic Forum'

The suffix in ordinals written in figures should be in lower case and not superscript.

The word 'number' should be abbreviated 'No.', not '#' (see also the section on 'abbreviations and symbols').

Except in tables, '3 million' is so written rather than as '3,000,000'. Figures such as '5,000' and '2,250,000' are so written, not with spaces or full stops. The comma does not denote a decimal point in English.

The word 'billion' is now commonly understood to mean a thousand million. In a work that is to be published, it may be advisable to include an introductory note to explain the sense in which 'billion' is used (especially if there is reason to expect confusion with the older usage of the term in British English and with the current usage in other languages such as French and German).

Examples for expressing date spans:

Two consecutive days: 'The meeting took place on 3 and 4 May.'
More days: 'The meeting lasted from 2 to 5 May.'

In referring to a decade, the form 'the 1980s' should be used, not 'the 1980's', 'the 80's' or 'the eighties'.

The expression 'per cent' should be spelled out in text (but may be abbreviated as '%' in tables if space is limited). Figures with percentages should be given in digits, e.g. '8 per cent'.

Expressions of time should normally be rendered using the 12-hour clock:

'8 a.m.'
'3.30 p.m.'
'noon'
'midnight'

Dates are written in day-month-year style with non-breaking spaces (*Microsoft Word*: Ctrl+Shift+space bar).

Italics, boldface, underlining and foreign words

Key words or phrases to which particular attention is to be drawn may, with discretion, be rendered in boldface.

Foreign words should be italicized unless they have been assimilated into English. Annex I provides guidance for certain common words and phrases. In other cases, the most recent edition of the *Concise Oxford English Dictionary* or the *New Oxford Style Manual* should be referred to.

Titles of published books and journals, films, album titles, and newspapers are in italics should be italicized. Song and chapter titles are in quotation marks. Names of ships, aircraft and vehicles are written in italics (e.g. HMS *Fearless*).

For the use of underlining, boldface and italics in headings, see the section on 'Headings and subheadings'.

Quotations

Except in cases of typographical or other clearly unintentional errors in the original, all quotations should correspond exactly to the original, not only in wording but also in spelling, punctuation, use of capital letters, etc. No attempt should be made to correct substantive errors in quoted matter, but parts may be omitted, in which case the omission must be indicated by the insertion of an ellipsis (three dots). If necessary, explanatory words may be inserted in square brackets, but this device should be used sparingly. Another way of avoiding using a speaker's or writer's exact words is to use reported speech instead of quoting.

Double quotation marks should normally be used, except for quotations within quotations, for which single quotation marks are used:

> The following addition was requested: "The delegation of the Republic of North Macedonia would like to state that the constitutional name of this country is 'the Republic of North Macedonia'."

When the quotation consists of several consecutive paragraphs, an opening quotation mark should be placed at the beginning of each paragraph, but a closing one only at the end of the last paragraph.

Single quotes, not double, should be used for emphasis. For example:

Punctuation

Quotations that follow an introductory sentence should be introduced with a colon:

> Kužel also stressed the need for a strong and independent media regulator: "The media regulator has to ensure that media reports are in line with the existing law."

When quoted speech is followed by an interpolation such as *he said*, the interpolation should be separated from the speech by a comma, which is set inside the closing quotation mark:

> "The course was beneficial for all," he said.

Punctuation immediately following a quotation and not forming part of it is placed outside the quotation marks:

> A paper containing "Possible elements for the forthcoming Ministerial Council meeting", including two annexes, was presented.

When a grammatically complete sentence is quoted, the full stop is placed within the closing quotation mark:

> Original:
> "The skills learned will enhance my future performance. I will recommend this course to all my colleagues."

"The skills learned will enhance my future performance," he said. "I will recommend this course to all my colleagues."

However, if the quotation is not a full sentence, the punctuation goes outside:

She said that the skills she learned would "benefit her future performance".

If the original text quoted finishes with other than terminal punctuation (e.g. a comma or semicolon), this punctuation can normally be omitted. If the sentence containing the quotation ends at this point, the full stop will then follow the closing quotation marks:

Original:
"The workshop helped us to better understand international best practices in this field, since it focused on examples from various countries."

In a quote:
The participants mentioned that the workshop had helped them to "better understand international best practices in this field".

Initial capital letters

If a quotation begins with the first word of a sentence (or, for example, of a heading), this word should be written with an initial capital letter. Otherwise, the first quoted word should be written with a lower-case initial letter:

Ivica Jukanović … took part in the protests with the conviction that "young people need to be consulted more and make more independent decisions about their future."

"Our school, our diversity" was the first video contest organized by the HCNM.

Indirect or reported speech

Indirect speech conveys a report of something that was said or written rather than the exact words that were spoken or written. When converting direct, or quoted, speech to indirect, or reported, speech, the past tense replaces the present tense and the other tenses shift accordingly. A corresponding shift also has to be made in pronouns and certain other words. For example:

Marc Perrin de Brichambaut: "The Organization's institutions *are* fully prepared to support the implementation of *these* ambitious reforms, which *will* bring Moldova further towards fulfilling relevant OSCE commitments."

In reported speech, this becomes:

The Secretary General said that the OSCE's institutions *were* fully prepared to support the implementation of *those* ambitious reforms, which *would* bring Moldova further towards fulfilling relevant OSCE commitments.'

Similarly, the simple past is normally replaced by past perfect (pluperfect). For example:

> "The issue *was* raised at *yesterday*'s meeting"

In reported speech, this becomes:

> She said that the issue *had been* raised at *the previous day*'s meeting.

The auxiliaries *would*, *should*, *could*, *must*, *might* are often unchanged, but sometimes various transpositions are possible or required (e.g. *must* □ *had to*; *could* □ *would be able to*; *should* □ *was to*).

Lengthy passages of reported speech can be made more reader-friendly by avoiding unnecessary repetition of the reporting clause (e.g. 'She stated that …'), provided the argument is followed through and it is clear from the context that the same speaker is continuing.

More detailed guidance on reported speech can be found in the [United Nations Editorial Manual Online](#).

Abbreviations and symbols

Abbreviations are used to save space and to avoid distracting the reader with the repeated spelling out of long words and phrases. Acronyms are abbreviations formed from the initial letters of words and pronounced as words themselves, such as 'NATO' or 'NASA'. By contrast, initialisms are not pronounced as words (e.g. 'OECD'). Neither abbreviations nor acronyms nor initialisms should be overused.

Except for certain standard abbreviations such as 'a.m.' for '*ante meridiem*' (which can be found in the *Concise Oxford English Dictionary*), abbreviations should normally be explained the first time they appear in a text. The organization or term concerned should be written out in full and followed by the abbreviation in brackets.

Some very frequently used terms, such as 'IT', 'NATO', 'NGO', or 'UN', do not need to be spelled out on first mention.

The abbreviation 'USA' should not be used. 'US' (without full stops) may be used as an adjective (e.g. 'US policy on the environment'), but when the country is directly referred to, only 'United States of America' on first mention and 'United States' in subsequent references are permissible.

The contractions 'Mr.', 'Ms.' and 'Dr.' are written with full stops in OSCE practice. These forms are written with names using non-breaking spaces.

The definite article should be used with initialisms such as 'the OSCE' (except, of course, in adjectival use, e.g. 'nine OSCE holidays'), 'the HCNM' and 'the RFOM'. Acronyms constituting proper names do not take the definite article even if the full names do (e.g. 'An invitation was sent to NATO.'). ODIHR doesn't take a definite article as it is pronounced as a word and not spelled out.

Despite the above rule of thumb, the use of the definite article with the abbreviations of other organizations should follow their official practice (where it can be reliably established).

The choice between *a* and *an* before an abbreviation depends on pronunciation, e.g. 'a UN mission' but 'an ODIHR project', 'an HRO' (Human Rights Officer).

The abbreviation for the word 'number' is 'No.' rather than '#'. Currency symbols can be used to replace the full name, such as € instead of euro(s), especially in tables. The symbol should be placed before the amount, with no space after the symbol (e.g. '€250', 'US$300').

A list of abbreviations commonly used in the OSCE is given in Annex III.

Geographical names and adjectives of nationality

States are usually referred to by their 'short form' (e.g. 'France'), but the full official designation ('the French Republic') may be used where appropriate. A list of names of OSCE participating States and Partners for Co-operation can be found in Annex II.

Where the established English name for a town or geographical area or feature differs from the name in the local language, the English form is normally to be preferred. The *Times Atlas of the World* is a useful guide for the spelling of geographical names.

Where there is no adjective of nationality, the name of the country can usually be used adjectivally; otherwise, a phrase needs to be used to replace the adjectival use. Adjectives need to be avoided that do not correspond to the approved name for the country. For example, 'Bosnian' should **not** be used instead of 'of Bosnia and Herzegovina' (or 'Bosnia and Herzegovina' used adjectivally). The name of this country must also always be spelled out in full.

The word 'Bosniac' (referring to a member of the specific ethnic group (Bosnian Muslims), as opposed to the word 'Bosnian', meaning 'of Bosnia' or referring to the language of the Bosniacs) should be so spelled. Possible political or cultural sensitivities should be taken into account when using adjectives of nationality or ethnicity (e.g. instead of 'Azeri' use 'Azerbaijani').

The names of all countries are to be regarded as singular nouns, e.g. 'The United States is …'. The pronoun to be used with countries is 'it' and not 'she'.

Please note the following specific points:

- 'Ukraine' is always written without the definite article.

- Ukrainian spelling is the default spelling for place names in Ukraine, e.g. 'Kyiv' and 'Kharkiv' are so written. There are very few exceptions that all relate specifically to the OSCE Special Monitoring Mission (SMM) to Ukraine. In this case, the spelling follows the SMM's mandate, e.g. 'Odessa'. In the case of ambiguity, the SMM should be consulted.

- Republic of North Macedonia, or in short North Macedonia, is the official name of this country since 12 February 2019 and is to be written so in all OSCE publications.

The adjective 'Macedonian' may only be used when referring to private entities and actors that are not related to the State. Adjectival references to the State, its official organs and other entities and actors related to the State must use the form 'of the Republic of North Macedonia' or 'of North Macedonia'.

Also note the following spellings:

- Almaty (*not* Alma Ata)
- Ashgabat (*not* Ashgabad *or* Ashkhabad)
- Baku
- Beijing (*not* Peking)
- Bern (*not* Berne)
- Chechnya
- Nagorno-Karabakh
- Nur-Sultan
- Skopje
- Tbilisi
- The Hague
- Transdniestria (*not* Transdnistria *or* Transnistria)
- Yerevan

Headings and subheadings

Titles of chapters are usually written in block capitals. Boldface and italics should be used for subheadings, especially in printed publications. Underlining may be used, but sparingly.

It is not usually necessary to number all the various subdivisions of a chapter: subheadings alone will often be sufficient.

Subparagraphs and lists

It is recommended to avoid the overuse of subparagraphs and lists in public information documents. They are to be avoided altogether in press releases and media advisories.

Each subparagraph or list item normally begins with an initial capital letter, even if the subparagraphs or items in question are preceded by introductory wording and are grammatically continuations of a single sentence. Subparagraphs may be labelled with numerals, letters, bullets, or em dashes (*Microsoft Word*: Ctrl+Alt+minus).

If the bullet points contain verbs (even as participles) then use semi-colons and a full stop at the end. If the bullet points are just items, then no punctuation is necessary.

For example:

> Good practices for police and prosecutors:
> - Conduct joint hate crime training programmes for police and prosecutors;
> - Increase co-operation and improve communication with civil society organizations and community leaders;
> - Increase the diversity of the police force and prosecution service.

Footnotes and endnotes

Footnotes and endnotes are to be used sparingly in OSCE documents destined for the general public. They are to be avoided altogether in press releases and media advisories.

If a note is needed in a public information document, it should be added as a footnote at the bottom of the same page (not as an endnote) and be indicated by an asterisk as a cue, as in this following example for a bibliographical reference:

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* See Emery Kelen, *Peace in Their Time: Men Who Led Us In and Out of War, 1914–1945* (New York: Alfred A. Knopf, 1963).

In longer OSCE publications, such as reports, manuals, handbooks or studies, footnotes can be grouped together at the end of the document or section as endnotes. In such cases, however, the indicators should always take the form of superscript Arabic numerals.

In both cases, the indicator is placed immediately after the punctuation that follows the word or phrase it concerns, except if it relates only to text that is placed within parentheses, in which case the indicator needs to be placed before the closing parenthesis.

Terminal punctuation (normally a full stop) is needed at the end of a footnote even if it is not a grammatical sentence.

Bibliographical references

For OSCE publications, such as books, reports, manuals, handbooks or studies, references in the text should adhere to author–date style (also known as Harvard style). They are to be avoided altogether in press releases and media advisories. For a comprehensive explanation on the hows and whys of proper referencing, please consult the New Oxford Style Manual, Chapter 18.1.

A bibliography or list of references should be provided after each chapter or consolidated into one list at the end of the publication. The Bibliography is normally ordered alphabetically by surname of the main author or editor of the work.

The elements to be included in a reference to a book should appear in the following order:

(a) Name of author(s)
(b) Title (in *italics*)
(c) Edition being used, if not the first
(d) Place, publisher (when known) and date of publication (Oxford: Oxford University Press, 2015)

Bagnold, Enid, *A Diary Without Dates* (2nd edn, London, 1978).

When an organization is an author:

Organization for Security and Co-operation in Europe, *Protecting Electricity Networks from Natural Hazards* (Vienna, 2016)

Referencing digital sources

For a complete list of how to site various digital sources, please consult the New Oxford Style Manual, Chapter 18.8.

The elements to be included in an Internet sources are:
(a) Author of website (organization or person)
(b) The year the website or page was written or updated, if known. If unknown put 'No date' in brackets.
(c) Full title of webpage or site
(d) Full Internet address (URL)of the webpage or site
(e) Date on which the webpage or site was accessed

OSCE (no date) Sustainable Development Goals and the OSCE. Available at https://www.osce.org/sustainable-development-goals [Accessed 12 July 2019]

Naming conventions in the OSCE

- The titles of stand-alone publications are italicized:

  OSCE Confidence Building in the Economic and Environmental Dimension: Current Opportunities and Constraints

- The official titles of conferences and other major meetings, projects and conferences are written with capital letters, without italics or quotation marks:

  26th OSCE Economic and Environmental Forum

- When the word 'on' is used to introduce a publication, conference, project, etc. the reference is generic. It is written in lower case and may or may not be exactly the same as the official name:

  'The OSCE held a conference on propaganda and freedom of expression.'

Names of organizations, including NGOs, should not normally take quotation marks:

> 'with the support of the NGO Podrugi and others'

- In the case of individual articles in a book, individual pages on a website, or individual items in a series, quotation marks be used but sparingly:

  > 'Resources' and 'OSCE Chairmanship' were among the most visited sections of the website.

  > Studies were carried out under the project 'Reducing vulnerability to extreme floods and climate change in the Dniester River basin'.

- Quotation marks should also be used for descriptive titles of meetings if they are so long that the sentence becomes confusing without them:

  > A joint CSTO/OSCE conference under the auspices of the United Nations on the 'Role and nature of co-operation among international and regional organizations in combating international terrorism' is scheduled to take place on 30 October 2019 in Nakhabino in the Moscow region.

Punctuation

Sentences

As pointed out by Sir Ernest Gowers in *The Complete Plain Words* (see Annex IV): 'The two main things to be remembered about sentences by those who want to make their meaning plain is that they should be short and should have unity of thought.'

Sentences within the body text are separated from one another with a single space, not a double space.

Commas

- If the information is needed to convey the meaning, no commas are used:

  > The OSCE event Human Dimension Implementation Meeting 2017 was a great success.

- If the meaning is still conveyed even if the respective information is left out, commas should be introduced to set it off:

  > Last month we conducted a joint project with the International Organization for Migration, entitled 'Benefits of Migration'.

- A comma should always be used when introducing the information with an indefinite article:

  > The OSCE held a conference on human rights, the Human Dimension Implementation Meeting 2017, in Warsaw.

- The serial or Oxford comma (a comma used before 'and' at the end of a list) should be avoided, unless absolutely necessary for the sake of clarity:

  > 'holidays, absences, and rest and recreation'

  > 'Slovenia, Serbia, and Bosnia and Herzegovina'

Semicolons

Use a semicolon rather than a comma to combine two sentences into one without a linking conjunction. The semicolon marks a longer pause, a more definite break in the sense, than the comma. For example:

> The OSCE is closely monitoring the situation; a statement by the Secretary General will be issued later today.

Brackets

Also known as parentheses, round brackets are used much like commas, except that the text they contain has a lower emphasis. They are often used to expand on or explain the preceding item in the text:

> The OSCE publication *Safety of Journalists* (a second edition was issued in 2014) contains a number of relevant guidelines.

Specific terms in OSCE usage

- The terms 'extremism' and 'radicalization', when mentioned in the context of the OSCE's fight against them, need to be qualified since there are also forms of radicalization that are not necessarily linked to terrorism or violence. The default term is 'violent extremism and radicalization that lead to terrorism', but the term can be shortened to:

    > 'terrorist radicalization'

    > 'radicalization to terrorism'

    > 'violent radicalization'

- The term 'cybersecurity' should always be used as a double designation with the term 'ICT':

    > 'Cyber/ICT security'.

- The term 'National Preventive Mechanism', which is specifically related to the OSCE's work on trafficking in human beings, is always to be written with initial capitals.

A few useful points to remember

- The verb 'adhere' is followed by 'to', while the noun 'adherence' can be followed by 'to' or 'with'.

- The verb 'participate' is followed by 'in', while the noun 'participant' can be followed by 'in', 'of' or 'at'.

- 'Commitment to', 'commit to' are followed by gerunds (marked by '-ing'):

'Commit to lowering taxes'
'Commitment to taking measures'
'He committed himself to submitting regular reports.'

- The word 'training' is either an adjective or an uncountable noun; there is no plural of 'training'. Instead of 'several trainings', write 'several training courses' (or events).

- The meaning of the words 'united' and 'unified' is sometimes confused. 'To unite' means to bring together different, separate entities and tends to be used with people; while 'to unify' is usually used with things and describes many things being made into one:

    'We stand united against hate and intolerance.'
    'The newly unified Germany took on a new role in Europe.'

- The active form of the verb 'comprise' relates directly to the parts of a whole, not the whole itself:

    'Fifty-two cards comprise a deck.' (Not: 'A deck comprises 52 cards')

If the reverse needs to be expressed, the passive form must be used:

    'A deck is comprised of 52 cards.'

'Comprise' can be replaced by verbs that can be applied actively to the whole:

    'A deck consists of 52 cards.'
    'A deck contains 52 cards.'

- To identify the main topic of an event or discussion, 'the focus' (with definite article!) can be used:

    'Combating trafficking was the focus of the workshop.'

Incorrect use, however:
    'Combating trafficking was in focus [= 'not fuzzy'] in the discussion.'

- The word 'premises' does not mean the same as 'building' but refers to an area of land that may or may not include buildings. For this reason, 'premises' is to be used with the preposition 'on' not 'in':

    'The event took place on the premises of the Ministry.'
- The adjective 'past' is used when indicating a period of time occurring before and leading up to the time of writing:

    'The Mission has been supporting anti-corruption efforts for the past three months.'

By contrast, the adjective 'last' is used when indicating a period of time that is the final phase of a certain activity:

> 'The course started in Belgrade, but the last three sessions took place in Vienna.'

- The preposition following the adjective 'aware' and the noun 'awareness' should normally be 'of', not 'for', 'on', or 'about':

  > 'We are aware of your concerns.'
  > 'The OSCE works to raise citizens' awareness of the dangers of landmines.'

- The verb 'to compare' can express both contrast and likeness, depending on the preposition that follows it. 'Compare with' refers to contrast, whereas 'compare to' indicates likeness:

  > 'There were fewer ceasefire violations compared with the previous reporting period.'
  > 'He compared the current situation to that of the first two decades of the Cold War.'

- The expression 'to charge with' should be avoided in the sense of 'to entrust with', in view of its common use to mean 'to accuse of'.

- The expression 'to task with', meaning 'to entrust with the task of', should be followed by a gerund:

  > 'An OSCE observer mission was tasked with monitoring the situation at the border.'

  The form 'to task to' followed by an infinitive is incorrect.

- The verb 'to table' should be avoided, since it is ambiguous and can mean either 'to bring forward for discussion' (in British English) or 'to remove from consideration' (US English).

Publications and events

Publications

The Secretariat produces many different types of publications: some are technical handbooks for a specialized audience of experts or practitioners; others are information material aimed at the general public. Publications prepared by OSCE institutions and field operations should have the same look and feel as those produced by the OSCE Secretariat.

OSCE institutions and field operations preparing publications should consult with the Communication and Media Relations Section (COMMS) at the very beginning of each project to ensure adherence to the OSCE's visual identity. COMMS can also advise at the various stages of any publication process and share best practices. Below are some guidelines for the production of books and print publications. More detailed visual identity guidelines and graphic standards are provided in the Visual Identity Manual. Specific guidelines on publications can be found here. To learn about the typical workflow of producing a publication, please download this document.

- **The OSCE logo and logotype** must be a predominant graphic element on the front and back covers, identifying the document as a publication of the Organization. For placement of the OSCE logo and logotype, and also of other elements such as address, mission statement, etc., please consult the Visual Identity Manual.

- **Text**: Helvetica Neue should be used for titles, headlines, subheadings, introductions and captions. For the body text of these materials, Helvetica should be used, or if a serif font is desired, Noto Serif Regular. In publications with a two- or three-column layout, the text should be left-aligned.

- **Photographs**: Only high-quality images and photographs are to be used. In general, preference should be given to photographs featuring one person, two-person interaction or a field activity rather than to large group photos taken at meetings or seminars.

- **Design and printing**: Care should be taken to ensure that publication designs are professional, consistent, and of similar quality and design to those produced by the OSCE Secretariat.

- **Background information**: Factual and historical descriptions of the OSCE need to be based on OSCE documents and standard publications produced by the OSCE Secretariat (e.g. OSCE factsheets, major documents and reports, etc.).

Press conferences and other public events

All OSCE public events, and in particular those that are attended by the media, must be organized in such a way that the OSCE's visual identity is clearly visible to the audience and to the photographers and camera operators recording the event. Visual identity items that can be used for such cases include backdrops, banners and flags. The OSCE logo must be visible in pictures, camera recordings and live transmissions.

Presentations

Presentations and other visual support material must conform to the OSCE visual identity standards. They must be of high quality and visually attractive, and include on all individual elements (or slides) the OSCE logo in a size that allows for easy identification on screens and monitors. A template for OSCE presentations using Microsoft PowerPoint may be downloaded here.

Promotional items and memorabilia

Institutions and field operations may consider commissioning the production of various promotional items and memorabilia, such as pens, lapel pins or T-shirts, to promote the OSCE and its activities. In doing so, they should always take environmental concerns into account and restrict the use of such items to specific needs and projects. Any such items must be of good quality and conform to the OSCE visual identity standards.

Annex I: Spelling, hyphenation and italicizing of words in OSCE publications

A

above-mentioned

abridgement

acknowledgement

acquis

ad hoc

ad infinitum

ad interim

administrative boundary line

addendum (plural: addenda)

advance (adj. meaning issued beforehand)

advertise, advertiser

adviser

aerial

aeroplane

aesthetic

aforementioned

ageing

aide-mémoire (plural: *aides-mémoire*)

air base(s)

aircraft

airfield

air force

airline

airspace

aluminium

analyse

analysis (plural: analyses)

anti-money-laundering (adj.; not to be used as a noun)

anti-personnel

anti-Semitism

a priori

armour(ed)

Asian Partners for Co-operation

asylum-seeker

attaché

audiovisual

autonomous status (not: 'autonomy status')

awareness-raising

B

back up (verb)

backup (noun and adj.)

backward (adj.)

backwards (adv.)

balance-of-payments (adj.)

balance of payments (noun)

balance sheet

bandwidth

baseline

beforehand

behaviour

belligerent

benefit, benefited, benefiting

biannual (twice a year)

biased

biennial (every second year)

biennium (plural: bienniums)

bilateral

bilingual

bimodal

bimonthly (meaning every other month)

binational

by-product

bis

bookkeeper, bookkeeping

bona fide

bottleneck

brain drain

breakdown (noun)

break down (verb)

breakthrough (noun)

break up (verb)

break-up (noun)

budget, budgeted, budgeting

build-up (noun)

build up (verb)

bureaux (plural)

burned (past tense and past participle)

businesslike

by-law

by-product

C

calibre

cancel, cancelled, cancelling

cannot

canvas (cloth)

canvass (to solicit)

capacity-building (noun and adj.)

capital (city)

the Capitol (seat of US Congress)

carte blanche

case-by-case (adj.)

catalogue (but catalog in computer technology)

catalyse

the Caucasus

CD-ROM

ceasefire (noun and adj.)

Central Asia

Central Europe

centre, centred, centring

centrepiece

centuries-old (adj.)

changeover

channel, channelled, channelling

chargé d'affaires (plural: *chargés d'affaires*)

chat room (noun and adj.)

checklist

checkpoint

check-up

chef de file (plural: *chefs de file*)

cheque (bank payment)

civilian-populated

classroom

clearing house

coefficient

coexistence

colloquium (plural: colloquiums)

co-located, co-location

colour

combat, combated, combating, combatant

communiqué

community policing

compel, compelled, compelling

compendium (plural: compendiums)

compromise

computerize

conditio sine qua non

confidence-building

confidence- and security-building (noun and adj.)

connection

consensus

consulate general (plural: consulates general)

contact line (in the context of SMM/Ukraine)

co-operate, co-operation

co-ordinate, co-ordination

co-sponsor (noun and verb)

cornerstone

corrigendum (plural: corrigenda)

cost-sharing (noun and adj.)

counter-argument

countermeasure

counter-narcotics

counter-narrative

counterproductive

counter-proposal

counter-terrorism

counter-terrorist

cordon sanitaire (plural: cordons sanitaires)

coup d'état (plural: coups d'état)

criterion (plural: criteria)

cross-border

cross-cutting

cross-dimensional

cross-reference (noun and verb)

cross-section(al)

crossing point

curriculum vitae (plural: curricula vitae, or simply: CVs)

cutback (noun)

cut back (verb)

cut-off (noun and adj.)

cut off (verb)

cyberattack

cybercrime

cybersecurity

cyberspace

cyberterrorism

cyberwarfare

D

databank

database

data-collection (adj.)

data collection (noun)

data-processing (adj.)

data processing (noun)

deadline

decentralize

decision maker

decision-making (noun and adj.)

de facto

defence (but United States Department of Defense)

defensive

de jure

démarche

demarcation

democracy-building (adj.)

democratize

dependant (noun)

dependent (adj.)

depositary (person or entity with which a treaty is deposited)

depository (warehouse)

dekulakization

derestricted

de-Russification

détente

diktat

disc (but disk in computer terminology)

discreet (prudent)

discrete (separate)

dispatch (noun and verb)

dissociate

dollar(s)

downward (adj. and adverb)

draft (text)

draught (air current and animal)

drinking water

drug trafficking

dysfunction, dysfunctional

E

earmark

east(ern) (a geographical direction or an area within a country)

East(ern) (a major region, e.g. Eastern Europe)

ecosystem

ecozone

e.g. (always followed by a comma)

élite

e-mail (or email)

embargo (plural: embargoes)

émigré

election day

enclose

Encl.

endeavour

end-product

end result

end-user

enrol, enrolled, enrolling, enrolment

en route

ensure (to make certain)

equilibrium

et al.

etc.

ethnocultural

ethno-confessional

et seq.

euro(s) (the currency)

Euro-Atlantic (adj.)

Euro-Mediterranean (adj.)

ever-increasing

every day (adv.)

everyday (adj.)

expel, expelled, expelling

extrabudgetary

extrajudicial

extralegal

extraregional

F

fact-finding (noun and adj.)

fait accompli

fallout (noun)

far-reaching

fascism, fascist

favour

feedback

finalize

firefighting

flashpoint

firefighters

focus, focused, focusing

focus (noun) (plural: foci in mathematical and scientific contexts; focuses in other contexts)

follow-up (noun and adj.)

follow up (verb)

footnote

force majeure

forcible

foregoing (preceding)

foreign ministers (lower case except as part of title)

forever (continually)

for ever (for all future time)

foreword

forgo (do without)

format, formatting, formatted

formula (plural: formulae in maths and science; formulas in other contexts)

forum (plural: forums)

freedom fighter

freelance

freshwater (adj.)

fresh water (noun)

front-line (adj.)

front line (noun)

fulfil, fulfilled, fulfilling, fulfilment

fully fledged

fund-raising

G

gender mainstreaming

gender-mainstream (verb)

gender-sensitive

gender sensitivity

good-neighbourly

goodwill (kindly feeling, benevolence)

good will (virtuous intent)

government (adj.)

Government (noun) (when referring to a specific national administration; otherwise government, as in 'good government')

grass-roots (adj.)

grass roots (noun)

grey

groundwater

groundwork

Guantánamo

guerrilla

guideline(s)

gunfire

H

halfway

hand grenade

handover (noun)

hand over (verb)

hands-on (adj.)

harass, harassed, harassing, harassment

harbour (noun and verb)

health care (noun)

healthcare (adj.)

help desk

helpline

heretofore

hierarchical

hierarchy

high-level (adjective)

highlight (noun and verb)

historic (famous/important in history, e.g. a historic event)

historical (of/concerning history, e.g. historical evidence)

home page

honorary

honour

honourable

horsepower

hostage-taking

hotbed

hydropower

I

ibid.

idem

i.e. (always followed by a comma)

improvise, improvisation

inasmuch as

in depth (adv.)

in-depth (adj.)

index (plural: indexes for lists in a book; indices for the mathematical term)

indispensable

information-gathering (noun)

information-sharing (noun)

infrared

infrastructure

in-house

initial, initialled, initialling

in-kind (adj.)

inquire

inquiry (except in certain titles, e.g. Commission of Enquiry)

in-session (adj.)

insofar (or: in so far) as

install, installation, instalment

instil, instilled, instilling

institution-building

insure (take out insurance)

interactive

interagency (except in certain titles)

inter alia

inter-American

intercede

intercommunity

interconfessional

intercountry

intercultural

interdepartmental

interdependence

interdisciplinary

inter-ethnic

interfaith

intergroup

inter-institutional

intergovernmental

interlink, interlinkage

interim

interministerial

interparliamentary

internet

inter-office

inter-organizational

interregional

interrelate, interrelation

interreligious

intersectoral

intersessional

interspace

inter-State (between countries)

interstate (between states within a country)

in toto

intrafaith

intranet

intraregional

ipso facto

Islamophobia

J

jail

jeopardize

judgement

K

keynote (noun and adjective)

keyword

kilogram (kg)

kilometre (km)

know-how

Koran

L

laborious

labour

landlocked

landmine

last-mentioned

layout (noun)

law enforcement

lawmaking

learned (past and past participle)

liaison

licence (noun)

license (verb)

life cycle

lifelong

Line of Contact

litre

loc. cit.

long-term (adj.)

long term (noun)

loophole

M

machine-readable

macroeconomics

mainland

man-hour (replace with 'staff-hour' or 'work-hour')

man-made (replace with 'artificial' or 'synthetic'; in other uses, replace with 'human-made' or 'human-induced', as in 'human-induced disaster')

manned (replace with staffed)

manoeuvre (noun and verb)

many-sided

marshal, marshalled, marshalling

material (the matter from which a thing is made)

materiel (military equipment)

meagre

meantime

meanwhile

Mediterranean Partners for Co-operation

meeting place

memorandum (plural memoranda)

metre (unit of length)

meter (instrument)

microcredit

microeconomics

microelectronics

microfiche

microfilm

microprocessor

microwave

mid-point

midway (adverb and adj.)

mid-year

mileage

mine clearance (noun)

mine-clearance (adj.)

minefield

minicomputer

Minsk agreements

misspelled (past and past participle)

modelled, modelling

modus operandi

money laundering

moneys or monies

motor car

mould (shape or form)

Mr.

Mrs.

Ms.

much-needed (when used attributively)

multi-agency

multi-bilateral

multiconfessional

multidimensional

multi-ethnic

multifaith

multilateral

multilayered

multilevel

multilingual

multimedia

multinational

multiparty

multipurpose

multistage

multi-stakeholder

multisectoral

multi-year

Muslim (preferred to Moslem)

mutatis mutandis

N

nationwide (adverb and adj.)

neighbour

neo-Nazism

nevertheless

newborn (adj. and noun)

no-man's-land

non-administrative

noncommittal

non-compliance

non-co-operation

non-existent

non-governmental

non-participating States

no one

non-refoulement

north(ern), north-east(ern), north-west(ern) (a geographical direction or an area within a country)

North(ern) (a continent or major region, e.g. North America, Northern Europe)

nought (for numerals, otherwise 'naught')

note verbale (plural: notes verbales)

noticeable

O

occur, occurred, occurring, occurrence

offence

offensive

offhand(ed)

offshore

ombuds institution (but ombudsperson)

one-time (former)

ongoing

online (adj. and adverb)

onward (adverb and adj.)

op. cit.

organization(al), organize

overall (noun and adj.)

overemphasize

overestimate (noun and verb)

overflight

overpopulation

overproduce

overproduction

overrate

overriding

overrun (noun and verb)

oversimplify

overspend

overthrow

overuse (noun and verb)

overutilize

overvalue (verb)

P

paralyse

paramedical

paramilitary

parliament (except: Member of Parliament (short: MP))

participating States

Partners for Co-operation

passer-by (plural: passers-by)

peace-builder

peace-building

peacekeeping (noun and adj.)

peacemaker

peacetime

pen holder (member of UN Security Council who initiates and chairs the informal drafting process of a decision of the Council)

peer-to-peer (e.g. peer-to-peer review)

per annum

per capita

per cent

per diem

per se

persona non grata (plural: personae non gratae)

phenomenon (plural: phenomena)

phosphorus (noun)

phosphorous (adj) (e.g. a phosphorous bomb)

photocopy

piecemeal

pinpoint

pipeline

plebiscite

plenary meetings

policymaker

policymaking (noun and adj.)

post-conflict (adj.)

postgraduate (noun and adj.)

post-session (adj.)

post-war (adj.)

pound(s) (the currency)

pourparler(s)

power plant

practice (noun)

practise (verb)

precede

preconceive

precondition

pre-empt

pre-investment

pre-session (adj.)

pre-trial (adj.)

pre-war

prima facie

prime minister (lower case unless part of title with name)

principal (first in rank) (noun and adj.)

principle (fundamental truth)

printout (noun)

print out (verb)

proactive

problem-solving (adj.)

proceed

procès-verbal (plural: *procès-verbaux*)

programme (but computer program)

pro rata

Prosecutor General (not: General Prosecutor)

proved (past and – along with proven – past participle)

publicly (not publically)

R

radioactive

raison d'être

rapprochement

reaffirmation

realize

rearrange

record-keeping (noun and adjective)

re-elect

re-emphasize

re-establish

re-evaluate

re-examine

referendum (plural: referendums)

reflection

refoulement

regime

reinforce

reinsure

reissue

reopen

reorganize

reorient

re-route

resistant

respect (with respect to = regarding)

results-based

results-oriented

résumé

rigorous

rigour

roadblock

road map

roll-call (adj.)

rouble(s) (the currency)

roundtable (adj.)

round table (noun = a table with a round shape)

rules-based (not rule-based)

rumour

rundown (noun)

run down (verb)

Russophobic

S

savour

sceptic(al), scepticism

schoolchild, schoolchildren

schoolteacher

seabed

sea floor

sea level

seaport

sea-water (adj.)

sea water (noun)

Secretary General (OSCE)

Secretary-General (UN)

sectoral

semi-skilled

setback (noun)

shellfire

shortcoming

shortfall

shortlist (noun and verb)

short-lived

short-term (adj.)

short term (noun)

side-effect

sine qua non

sizeable

skilful, skilfulness

slow-down (noun)

slow down (verb)

small and medium-sized enterprises (abbrev. SMEs)

sociocultural

socio-economic

socio-political

some time (at some point)

sometime (in the sense of 'former')

sometimes

south(ern), south-east(ern), south-west(ern) (a geographical direction or an area within a country)

South(ern), South-East(ern), South-West(ern) (a continent or major region, e.g. South America, Southern Europe, South-East Asia)

southward

spacecraft

spaceship

specialize

spectrum (plural: spectra in scientific contexts; spectrums in a political context)

spelled (past and past participle)

spillover (noun)

spill over (verb)

spot report (lower case unless as title)

stabilize

staff member

stakeholder

standardize, standardization

standby (noun and adj.)

stand-alone

state-building (noun and adj.)

stationary (not moving)

stationery (paper)

States Parties

status quo

stockpile (noun and verb)

stopgap

storey (building)

straightforward

stumbling block

subamendment

subarea

subcentre

subcommission

subcommittee

subcontinental

subcontract (noun and verb)

subcontractor

subdivide, subdivision

sub-entry

subgroup

subheading

sub-issue

sub-item

subject matter

sub-limit

subparagraph

subprogramme

subregion(al)

sub-Saharan

subsection

substructure

subsystem

subtitle

subtotal

subunit

sulphur

supercomputer

supersede

superstructure

supervise

supervisor

supra

supranational

surface water (noun)

surface-water (adj.)

symposium (plural: symposia)

synchronize

synthesis, synthesize

systematize

T

tabletop exercise

takeover (noun)

take over (verb)

Tatar

target, targeted, targeting

task force

telegram

ter

test-ban (adj.)

thermonuclear

Third World

time-consuming

time frame

time lag

time limit

time point

time series

timetable

title page

ton

total, totalled, totalling

tour d'horizon

towards

trademark

traffic, trafficked, trafficking, trafficker

trafficking in human beings (*not* human trafficking)

train-the-trainer (adj.)

transatlantic

transborder

transboundary

transcontinental

transferable

transfrontier

transnational

transship, transshipment

travel, travelled, travelling

trial monitoring (noun)

trial-monitoring (adj.)

trust-building

turning point

turnout (noun)

twofold (adverb and adj.)

two-thirds (adj.)

two thirds (noun)

U

unco-operative

underdeveloped

underemployment

underestimate (noun and verb)

under-expenditure

underexpose

underground (noun, adverb and adj.)

underlie, underlying, underlay, underlain

underprivileged

under-represented

under-report (verb)

underrun

Under-Secretary-General (UN context)

underuse (noun and verb)

underutilize, underutilization

underwater (adverb and adj.)

under way

update (noun and verb)

upgrade

up-to-date (attributive adj.)

up to date (predicative adj.)

uproot

upward (adverb and adj.)

usable

user-friendly

V

valour

value added (noun and adj.) (synonym: 'added value' but when used as adj.: 'added-value')

versus

via

vice versa

viewpoint

vigorous

vigour

vis-à-vis

W

warlike

watch list

wartime

Washington, D.C.

watercourse

water level

watershed

water supply

water table

waterway

weapon contamination (not 'weapons contamination')

Web (always with definite article if used as a noun)

website

weekday

weekend

well-being

well-founded (attributive adj.)

well-known (attributive adj.)

well known (predicative adj.)

west(ern) (a geographical direction or an area within a country)

West(ern) (a major region, e.g. West Africa, Western Europe)

westward

wetland(s)

wholehearted(ly)

widespread (attributive and predicative adj.)

wilful, wilfulness

withhold

word-processing (adj.)

word processing (noun)

work-hour

workforce

workload

workplace

workshop

workstation

worldwide (adverb and adj.)

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World Wide Web

worthwhile (attributive adj.)

write off (verb)

write-off (noun)

X

X-ray

Y

year-end (e.g. year-end review)

yen (the currency)

Z

zero-sum game

Annex II: OSCE participating States and Partners for Co-operation

Participating States (in alphabetical order)

Names of countries are traditionally listed in French alphabetical order in some contexts (e.g. in a list showing the order of succession for the FSC Chairmanship). Except where such an established tradition exists, English alphabetical order should be used.

Short name	Full formal designation
Albania	the Republic of Albania
Andorra	the Principality of Andorra
Armenia	the Republic of Armenia
Austria	the Republic of Austria
Azerbaijan	the Republic of Azerbaijan
Belarus	the Republic of Belarus
Belgium	the Kingdom of Belgium
Bosnia and Herzegovina	Bosnia and Herzegovina
Bulgaria	the Republic of Bulgaria
Canada	Canada
Croatia	the Republic of Croatia
Cyprus	the Republic of Cyprus
Czech Republic (the)	the Czech Republic
Denmark	the Kingdom of Denmark
Estonia	the Republic of Estonia
Finland	the Republic of Finland
France	the French Republic
Georgia	Georgia
Germany	the Federal Republic of Germany
Greece	the Hellenic Republic
Holy See (the)	the Holy See
Hungary	the Republic of Hungary
Iceland	the Republic of Iceland
Ireland	Ireland
Italy	the Italian Republic
Kazakhstan	the Republic of Kazakhstan
Kyrgyzstan	the Kyrgyz Republic
Latvia	the Republic of Latvia
Liechtenstein	the Principality of Liechtenstein
Lithuania	the Republic of Lithuania
Luxembourg	the Grand Duchy of Luxembourg
Malta	the Republic of Malta
Moldova	the Republic of Moldova
Monaco	the Principality of Monaco
Mongolia	Mongolia
Montenegro	the Republic of Montenegro
Netherlands (the)	the Kingdom of the Netherlands
North Macedonia	the Republic of North Macedonia
Norway	the Kingdom of Norway
Poland	the Republic of Poland

Portugal	the Portuguese Republic
Romania	Romania
Russian Federation (the)	the Russian Federation
San Marino	the Republic of San Marino
Serbia	the Republic of Serbia
Slovakia	the Slovak Republic
Slovenia	the Republic of Slovenia
Spain	the Kingdom of Spain
Sweden	the Kingdom of Sweden
Switzerland	the Swiss Confederation
Tajikistan	the Republic of Tajikistan
Turkey	the Republic of Turkey
Turkmenistan	Turkmenistan
Ukraine	Ukraine
United Kingdom (the)	the United Kingdom of Great Britain and Northern Ireland
United States (the)	the United States of America
Uzbekistan	the Republic of Uzbekistan

Asian Partners for Co-operation

Afghanistan	the Islamic Republic of Afghanistan
Australia	Commonwealth of Australia (the)
Japan	Japan
Republic of Korea (the)	the Republic of Korea
Thailand	the Kingdom of Thailand

Mediterranean Partners for Co-operation

Algeria	the People's Democratic Republic of Algeria
Egypt	the Arab Republic of Egypt
Israel	the State of Israel
Jordan	the Hashemite Kingdom of Jordan
Morocco	the Kingdom of Morocco
Tunisia	the Republic of Tunisia

Annex III: List of abbreviations and acronyms commonly used in the OSCE

Abbreviations and acronyms referring to entities and posts in the OSCE Secretariat should generally be avoided in publications and documents intended for external use.

ABL	administrative boundary line
ACMF	Advisory Committee on Management and Finance
AIAM	Annual Implementation Assessment Meeting
ASRC	Annual Security Review Conference
BSEC	Black Sea Economic Co-operation
CBSS	Council of the Baltic Sea States
CEFTA	Central European Free Trade Agreement
CEI	Central European Initiative
CFE	conventional armed forces in Europe
CICA	Conference on Interaction and Confidence Building Measures in Asia
CIS	Commonwealth of Independent States
CoE	Council of Europe
CPC	Conflict Prevention Centre
CRMS	Common Regulatory Management System
CSBM(s)	confidence- and security-building measure(s)
CSCE	Conference on Security and Co-operation in Europe (former)
CSO	Committee of Senior Officials (former)
CSTO	Collective Security Treaty Organization
EAPC	Euro-Atlantic Partnership Council
EBRD	European Bank for Reconstruction and Development
EC	European Commission
ECE	Economic Commission for Europe (of the United Nations)
ECMM	European Community Monitoring Mission
EEF	Economic and Environmental Forum
EESC	Economic and Environmental Subcommittee of the Permanent Council (former)
EFTA	European Free Trade Association
EIB	European Investment Bank
ENVSEC	Environment and Security Initiative
EOM	election observation mission
ESDP	European Security and Defence Policy
EU	European Union
FO	field operation
FOM	Office of the Representative on Freedom of the Media
FSC	Forum for Security Co-operation
GID	Geneva International Discussions
GUAM	group of States including Azerbaijan, Georgia, Moldova and Ukraine (see ODED-GUAM)
HCNM	High Commissioner on National Minorities
HDIM	Human Dimension Implementation Meeting
HLPG	High-Level Planning Group
IAEA	International Atomic Energy Agency
ICCPR	International Covenant on Civil and Political Rights

ICRC	International Committee of the Red Cross
ICT	information and communications technology
ICTY	International Criminal Tribunal for the former Yugoslavia
IDP(s)	internally displaced person(s)
IEOM	international election observation mission
IFOR	Implementation Force
ILO	International Labour Organization
IMF	International Monetary Fund
IOM	International Organization for Migration
IOs	international organizations
IPRM	Incident Prevention and Response Mechanism
IPTF	(United Nations) International Police Task Force
ISO	International Organization for Standardization
JCC	Joint Control Commission
JCG	Joint Consultative Group
JPKF	Joint Peacekeeping Forces
KFOR	Kosovo Force
KPSS	Kosovo Police School Service
MANPADS	man-portable air defence system
MC	Ministerial Council
MP	Member of Parliament
MPCs	Mediterranean Partners for Co-operation
NACC	North Atlantic Cooperation Council
NATO	North Atlantic Treaty Organization
NGO(s)	non-governmental organization(s)
NPT	Treaty on the Non-Proliferation of Nuclear Weapons (Non-Proliferation Treaty)
ODED-GUAM	Organization for Democracy and Economic Development — GUAM (group of States including Azerbaijan, Georgia, Moldova and Ukraine)
OECD	Organisation for Economic Co-operation and Development
OSCC	Open Skies Consultative Commission
OSR-CTHB	Office of the Special Representative and Co-ordinator for Combating Trafficking in Human Beings
OST	Treaty on Open Skies
PC	Permanent Council
PISG	Provisional Institutions of Self-Government
RACVIAC	Regional Arms Control Verification and Implementation Assistance Centre
REACT	Rapid Expert Assistance and Co-operation Teams
RFoM	Representative on Freedom of the Media
SALT	Strategic Arms Limitation Talks
SALW	small arms and light weapons
SAP	Stabilisation and Association Process
SC	Senior Council (former)
SCA	stockpiles of conventional ammunition
SCO	Shanghai Cooperation Organisation
SECI	Southeast European Cooperative Initiative
SEECP	South East European Cooperation Process
SEESAC	South Eastern and Eastern Europe Clearinghouse for the Control of Small Arms and Light Weapons

SFOR	Stabilisation Force (former)
SHDM	Supplementary Human Dimension Meeting
SMM	OSCE Special Monitoring Mission to Ukraine
THB	trafficking in human beings
TNTD	Transnational Threats Department
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNHCHR	United Nations High Commissioner for Human Rights
UNHCR	United Nations High Commissioner for Refugees
UNIDO	United Nations Industrial Development Organization
UNODC	United Nations Office on Drugs and Crime
UNOV	United Nations Office at Vienna
UNPREDEP	United Nations Preventive Deployment Force
WEU	Western European Union (former)
WHO	World Health Organization
WMD	weapons of mass destruction
WTO	World Trade Organization

Annex IV: Bibliography

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