



UN ENVIRONMENT REFERENCING AND STYLE GUIDE

VERSION 2

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UN Environment Publications and Reports: Guidance on Citations, Referencing and Style

9 February 2017 Version

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I. Introduction

These guidelines are intended to reinforce the science base and credibility of the UN Environment (UNEP) publications and reports through proper citation and attribution, as well as achieve coherence and standardization in the style of UNEP publications.

II. Citations and Referencing Guidelines

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

A. Attribution: Acknowledgement of Sources

Appropriate citation and referencing of material that supports statements and findings in UN Environment publications is essential to ensuring their integrity and credibility. UN Environment must acknowledge the sources of information they give and provide accurate and consistent links to these sources.

For the UN Environment scientific reports, sources of a non-scientific nature should be avoided, including newspapers articles, newsletter articles, blogs, articles without reference/bibliography lists, personal communications, unpublished material, etc.

The attribution is made in two ways: through in-text citations and in the reference list. Not only should all sources consulted be cited in the text (in-text citations), they must also appear in the list of references. All in-text citations must have a corresponding reference in the reference list, and all the listed references must have been cited in the text.

The Harvard Style is the adopted citation and referencing style for UN Environment information products as detailed below.

1. In-text citations

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

- When citing a source, the last name of the author or editor and the year of publication should be provided within parentheses (Surname Year) when the name of the author is not mentioned in the text.
Example: A recent study found a relationship between the Zika virus and microcephaly (Kwabe 2016).
- When the author's name is mentioned directly in the text, only the year should be given in parentheses.
Example: Kwabe (2016) found a relationship between the Zika virus and microcephaly.
- Citations referring to a source as a whole should only include the author and date (Ainsworth 1998), while citations of specific text, figure, table, etc. should specify the page number(s)
Example: (Ainsworth 1998, p. 51).
- When the source has four or more authors, include all their names in the list of references, but use only the first author's surname in the citation between brackets in the text, followed by "et al."
- Multiple sources must be separated by a semicolon.
Example: (UNEP 2013; FAO 2014)

- Multiple sources from the same author must be stated in full.
Example: (UNEP 2014; UNEP 2015) instead of (UNEP 2014; 2015)
- Multiple sources from the same author from different years must be cited in ascending chronological order.
Example: (UNEP 2014; UNEP 2015)
- Multiple sources from the the same author the same year must be cited in full with lower case letters in alphabetical added to the publication date.
Example: (UNEP 2015a; UNEP 2015b) instead of (UNEP 2015a; 2015b) or (UNEP 2015a;b)
- Multiple sources from different authors must be cited in ascending chronological order.
Example: (Sung 1980; Alper 2010)
- Multiple sources from different authors from the same year must be cited in alphabetical order by author/editor.
Example: (Omam 2015; UNEP 2015)
- When citing multiple sources from different authors with the same surname, add a comma and initial to the surname and arrange in ascending chronological order.
Example: (Wilson, M. 1990; Wilson, C. 2005).
- Citing institutional authors: Spell out the name the first time followed by the abbreviation in square brackets, thereafter use the abbreviated form of the name.
Examples: (International Monetary Fund [IMF] 2005) – First occurrence
(IMF 1998) – Subsequent occurrences
Note: You may opt not to spell out the name of the institutional author if it has been defined in the list of abbreviations/acronyms.
- United Nations Masthead documents are cited in the text by document symbol normally after the full title or description.
Example: In his letter dated 31 October 2007 (S/2007/647), the President of the Security Council informed the Secretary-General of that the members of the Council had decided to send a mission to Timor-Leste.
- Government publications with ministry or department as author: The name of the department should be preceded by the name of the country and a comma.
Example: (Kenya, Ministry of Environment 2010).
- *Do not* cite database names (e.g. FAOStat), report titles (e.g. HRD or Human Development Report) or conference titles (e.g. WSSD or Rio+20) but rather the institution responsible for operating the database, publishing the report or document, or for organizing the conference.
Example: Food and Agriculture Organization of the United Nations, United Nations Development Programme and United Nations Department of Economic and Social Affairs.
- Figures and tables borrowed from another source must be referenced in three ways: in the running text, the caption for the figure and the reference list. However, if they are created for the purpose of the current work, there should be not in-text citation and no reference entry. These figures should simply be given a number and caption, and included in the list of figures/tables.

2. References

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

Examples

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

https://www.e-elgar.com/shop/system-innovation-and-the-transition-to-sustainability?_website=uk_warehouse.

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

(a) Author(s)

- Provide the surname followed by a comma, then the initials. There should be no space between initials. E.g. Andrews, C.J.
- When there is more than one author, use the first author's surname, followed by a comma, initial(s) with full stop(s), a comma, the next surname, initial(s) with full stop(s), etc. Before the last name, use "and" instead of a comma. Do not use ampersands (&). For example: Neumayer, E. and Plümper, T.
- Corporate/institutional authors, the full name must be written out. When the institutional author is also the publisher, the name of the publisher may be omitted.
Example: United Nations Environment Programme (2016). *The Emissions Gap Report: A UNEP Synthesis Report*. Nairobi.

(b) Year

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

(c) Title

- Titles of integral sources (reports, books) should be given in *Title Case Italics*. There should be a colon between the main title and the subtitle where appropriate.
Example: *Women at the Frontline of Climate Change: Gender Risks and Hopes*.
- When the source is an integral publication and is part of a series, the title of the source is given in *Title Case Italics*, followed by a full stop. Then title of the series in Title Case (no italics) full stop.
Example: *Stability with Growth: Macroeconomics, Liberalization and Development*. Initiative for Policy Dialogue Series.
- When the source is a part of a larger publication (serial e.g. journal articles, book sections, etc.), the title should be given in sentence case followed by a full stop and space then the title of the integral publication in *Title Case Italics* full stop.
Example: Participation and accountability at the periphery: Democratic local governance in six countries. *World Development*.

(d) Place of publication and publisher

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

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

(e) Volume, issue number/date, and pagination

These elements are often used to describe the source in the context of the larger publication of which it is a part (journal article, book section etc.) Details of the larger publication should be provided as follows:
Serial Title, Volume number(Issue number), page numbers. (Where there is issue number)
Serial Title, Volume number, issue date. (For electronic articles for instance)

- For a journal article, provide the journal title in italics followed by a comma, then the volume number,

then the issue number in round brackets followed by a comma, and the page numbers

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

- Volume number – only provide the number, do not write “volume” for vol. etc.
- (Issue number) – round brackets followed by a comma, no space between volume information and issue number.
- Issue (electronic article) and Issue date (newspaper article): one or two digit day, month spelled out (no year) full stop.
- Page numbers – provide page numbers in full. Do not write “pp” or “pages” etc.
Example: Nenets migration in the landscape: Impacts of industrial development in Yamal peninsula, Russia. *Pastoralism: Research, Policy and Practice* 3(1), 1-21.

(f) URL

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

(g) Access date for URLs

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

3. Summary Checklist: Authors

	In-text citation	Reference
One author	Give the surname and the year in round brackets. Example: (Milanovic 2005)	Surname comma space Initials year in round brackets full stop. Example: Milanovic, B. (2005).
Two authors	Give the surname of both authors separated with “and” and the year of publication in round brackets. Follow the same order as in the source. Example: (Epstein and Buhovac 2014)	Surname1, Initials and Surname2 (Year). Never use & between authors No space between initials Example: Epstein, M.J. and Buhovac, A.R. (2014).
Three authors	Give the surname of all authors and the year of publication in round brackets. Insert a comma (,) between the surnames of the first and the second authors, and “and” between the second and the third author. Follow the same order as in the source. Example (Grozsetti, Bouraoui and Aloe 2012)	Surname1, Initials, Surname2, Initials and Surname3, Initials Example Grizzetti, B., Bouraoui, F. and Aloe, A. (2012).
Four to six authors	Give the surname of the first author followed by <i>et al.</i> and the year of publication in round brackets. • <i>et al.</i> – in italics • full stop after <i>al.</i> Example (Kenny <i>et al.</i> 2009)	Provide the surname and initials of all authors Separate authors by comma except for the last one which should be preceded by “and”. Do not use “&” Example Kenny, J.F., Barber, N.L., Hutson, S.S., Linsey, K.S., Lovelace, J.K. and Maupin, M.A. (2009).
Seven or more authors	Give the surname of the first author followed by <i>et al.</i> and the year of publication in round brackets. • <i>et al.</i> – in italics • full stop after <i>al.</i> Example (Seneviratne <i>et al.</i> 2012)	List the first six, followed by <i>et al.</i> Example Seneviratne, S.I., Nicholls, N., Easterling, D., Goodess, C.M., Kossin, J., McInnes, K. <i>et al.</i> (2012).
Institutional	The names of institutional authors, including United	Provide the full name of corporate author

	In-text citation	Reference
author	Nations institutions must be written out for clarity purposes. Use the full name followed by the acronym in square brackets for the first occurrence and use the acronym only in subsequent occurrences. Example: (United Nations Entity for Gender Equality and the Empowerment of Women [UN-Women] 2015) – first occurrence (UN-Women 2015) – subsequent occurrences	(Year). - in round brackets full stop. Example United Nations Entity for Gender Equality and the Empowerment of Women (2015).
	The names of the United Nations and its principal organs (General Assembly, Security Council, Economic and Social Council, Trusteeship Council and Secretariat) should be given in full. Example (United Nations, General Assembly [UNGA] 2016) – first occurrence (UNGA 2016) – subsequent occurrences	Full name of United Nations and its principal organs (Year). - in round brackets full stop. Example United Nations, General Assembly (2016).
Institution as author and publisher	Use the full name followed by the acronym in square brackets for the first occurrence and use the acronym only in subsequent occurrences. Example: (United Nations Entity for Gender Equality and the Empowerment of Women [UN-Women] 2015) – first occurrence (UN-Women 2015) – subsequent occurrences	Provide the full name of corporate author (Year). - in round brackets full stop. The publisher’s information may be omitted. Example United Nations Entity for Gender Equality and the Empowerment of Women (2015).
UNEP as author	The authorship of UNEP publications should be attributed to UNEP. Authorship should not be attributed to UNEP divisions Example (United Nations Environment Programme [UNEP] 2015) – first occurrence (UNEP 2015) – subsequent occurrences	Full name of corporate author (Year). - in round brackets full stop. Example United Nations Environment Programme (2015).
UNEP collaborating center and administered MEA	UNEP spelt in full slash MEA or center spelt in full year in round brackets Example (United Nations Environment Programme/Secretariat of the Convention for Biodiversity [UNEP/CBD] 2012) – first occurrence (UNEP/CBD 2012) – subsequent occurrences	UNEP in full slash MEA (Year). – in round brackets full stop Example: United Nations Environment Programme/Secretariat of the Convention for Biodiversity (2012).
Government body as author	Provide the country of publication and responsible department separated by a comma then year of publication <ul style="list-style-type: none"> • Add the appropriate hierarchical levels even if the author department is prominent. Example (Kenya, Ministry of Education 2016) • Do not add the comma if the Country is part of the name 	Country, Government department (Year). Example Kenya, Ministry of Education (2016).

	In-text citation	Reference
	<p>Example (United States Agency for International Development [USAID] 1996)</p> <ul style="list-style-type: none"> • Use the conventional name instead of the official name Examples France <i>not</i> République française Syria <i>not</i> Syrian Arab Republic 	
Source with no author	<p>Cite using title in italics Example (<i>World Tales</i> 1966)</p>	<p>Use the title in lieu of the author Example World tales (1966).</p>

4. Summary Checklist: Type of Sources

	In-text Citation	Reference
Book/ebook	<p>Provide the author's surname and year of publication in round brackets</p> <p>Example (Andrew 2014)</p>	<p>Surname and initials of authors - no space between initials. (Year of publication) – in round brackets followed by a full stop. <i>Title</i> – in Title Case italics then full stop. [ebook] if applicable Place of publication then colon(:) Publisher then full stop. URL full stop.</p> <p>Example Andrew, R. (2014). <i>Socio-economic Drivers of Change in the Arctic</i>. Oslo: Arctic Monitoring and Assessment Programme.</p>
Edited Book	<p>Provide the editor's surname followed by ed. (singular) or eds. (plural) then year. This information should be included in round brackets.</p> <p>Example (Huntington and Pfirman eds. 2014)</p>	<p>Surname, Initials of the editor(s) (ed.) or (eds.) – in round brackets. Note the full stop is inside the brackets, not outside (Year) – in round brackets followed by a full stop. <i>Title</i> - in Title Case italics then full stop. Place of publication then colon(:) Publisher then full stop. URL if available</p> <p>Example Huntington, H.P. and Pfirman, S. (eds.) (2014). <i>The Arctic in the Anthropocene: Emerging Research Questions</i>. Washington, DC: Polar Research Board.</p>
Book with author and editor	<p>Provide the surname author or name of organization and the year of publication of the book in round brackets. Example (Intergovernmental Panel on Climate Change [IPCC] 2013) or (IPCC 2013)</p>	<p>Surname and initials of author or full name of institution (Year) - in round brackets then full stop. <i>Title</i> – in Title Case italics then full stop. Surname and initials of editor(s) followed by (ed.) or (eds.) in round brackets then full stop. Place of publication then colon(:) Publisher then full stop. URL if available</p>

	In-text Citation	Reference
		<p>Example</p> <p>Intergovernmental Panel on Climate Change (2013). <i>Climate Change 2013: The Physical Science Basis: Contribution of Working Group I to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change</i>. Stocker, T.F., Qin, D., Plattner, G.-K., Tignor, M.M.B., Allen, S.K., Boschung, J., Nauels, A., Xia, Y., Bex, V. and Midgley, P.M. (eds.). Cambridge: Cambridge University Press. http://www.climatechange2013.org/images/report/WG1AR5_ALL_FINAL.pdf</p>
Book section/chapter	<p>In round bracket, provide the surname of the author of the chapter then the year of publication of the book.</p> <p>Example (Lifset and Graedel 2002)</p>	<p>Surname and Initials of the chapter's author(s) (Year) - in round brackets then full stop. Title - in Sentence case then full stop. In <i>Title of the Book</i> - in Title Case italics and then full stop. Surname and initials of editor(s) followed by (ed.) or (eds.) in round brackets then full stop. Place of publication then colon(:) Publisher then full stop. Chapter full stop. Page range full stop. URL if available</p> <p>Example Lifset, R. and Graedel, T.E. (2002). Industrial ecology: Goals and definitions. In <i>A Handbook of Industrial Ecology</i>. Ayres, R.U. and Ayres, L. (eds.). Cheltenham: Edward Elgar. Chapter 1. 3-15. http://planet.botany.uwc.ac.za/nisl/ESS/Documents/Industrial_Ecology_Overview.pdf .</p>
Chapter in a multi-volume book	<p>Give the name of the chapter's author and the year of publication of the volume in round brackets.</p> <p>Example (Kamau 1970)</p>	<p>Surname and Initials of the chapter's author(s) (Year) – in round brackets then full stop. Title of chapter – Sentence case full stop. In <i>Title of the Book and vol. number</i> - in italics and Title Case then full stop. Surname and initials of editor(s) followed by (ed.) or (eds.) in round brackets then full stop. Place of publication then colon(:) Publisher then full stop. Chapter then full stop. Page range full stop. URL if available.</p> <p>Example Kamau, P. (1970). The modernization of agriculture. In <i>Agricultural Revolution vol. 2: Africa</i>. Atkins, C. and Thomson, R. (eds.). Leeds: Woodley. 254-275.</p>
Report	<p>Provide the surname of individual author or name of corporate author then the year of the report in round brackets</p> <p>Example (United Nations Environment Programme [UNEP] 2014) – first occurrence (UNEP 2014) – subsequent occurrences</p>	<p>Surname, initials of author or name of corporate author (Year) - in round brackets then full stop. <i>Title</i> – in italics and sentence case then series number then full stop. Place of publication then colon(:) Publisher then full stop. (Omit is author is also publisher. In that case place of publication is followed by a full stop. URL if accessed online full stop.</p>

	In-text Citation	Reference
		<p>Example United Nations Environment Programme (2014). <i>UNEP Yearbook 2014: Emerging Issues in Our Global Environment</i>. Nairobi. http://www.unep.org/yearbook/2014/PDF/UNEP_YearBook_2014.pdf</p>
United Nations Masthead document	<p>Give the symbol of the masthead document being cited in parentheses in the text, normally after the full title or description.</p> <p>Example For its consideration of the item, the Committee had before it the report of the Secretary-General on measures to prevent terrorists from acquiring weapons of mass destruction (A/62/156)</p> <p>If a document is issued under a double symbol, the both symbol must be provided after the descriptive title, separated by a hyphen (-)</p> <p>Example ----- (A/52/871-S/1998/318)</p>	<p>United Nations comma (,) Name of the intergovernmental body to which the document was submitted Year (in round brackets) full stop. Title – In title Case <i>italics</i> full stop. Date – one or two-digit day and month spelled out full stop. Symbol full stop. URL if accessed online full stop. Accessed one or two-digit day month spelled out four-digit year full stop.</p> <p>Example United Nations, General Assembly (2007). <i>Measures to Prevent Terrorists from Acquiring Weapons of Mass Destruction: Report of the Secretary-General</i>. 27 July. A/62/156.</p> <p>Documents submitted by special rapporteurs are normally listed with the United Nations as author; the name of the special rapporteur appears in the descriptive title of the report.</p> <p>Example United Nations, Human Rights Council (2008). <i>Report of the Special Rapporteur on the Situation of Human Rights in the Sudan, Sima Samar</i>. 2 September. A/HRC/9/13.</p>
Publication or report by United Nations Department or Division	<p>As a general rule, attribute the authorship to the United Nations. In no case shall the authorship be attributed to a unit smaller than the department.</p> <p>Example (United Nations 2014)</p>	<p>Example United Nations (2014). <i>World Urbanization Prospects: The 2014 Revision: Highlights</i>. New York. ST/ESA/SER.A/352.</p>
Publication by a United Nations Commission	<p>Provide the name of the Department or Commission, preceded by “United Nations” and a comma.</p> <p>Example (United Nations, Economic Commission for Latin America and the Caribbean [ECLAC] 2005) - first occurrence and (ECLAC 2005) – Subsequent occurrences.</p>	<p>United Nations comma(,) then name of the department or commission (Year) in round brackets full stop. <i>Title of the Publication</i> in Title Case <i>Italics</i> full stop. Place of publication colon (:) then Publisher full stop (or place of publication full stop if the publisher is also the author). Symbol if any.</p> <p>Example United Nations, Economic Commission for Latin America and the Caribbean (2016). <i>Strengthening the Relationship Between India and Latin America and the Caribbean</i>. Mexico City. LC/MEX/L.1223.</p>
Conference paper	<p>Give the surname and initials of the paper’s author(s) and the year of publication in round</p>	<p>Author of paper (Year of publication) - in round brackets</p>

	In-text Citation	Reference
	brackets. Example (Carroll <i>et al.</i> 2004)	Title of paper – in Sentence case full stop. <i>Title of conference: subtitle</i> – in italics Title Case full stop. Surname and initials of editors (eds.) full stop. Location, date of the conference full stop. Place of publication then colon(:) Publisher then full stop. Page range URL. Example Carroll, A.L., Taylor, S.W., Regniere, J. and Safranyik, L. (2004). Effects of climate change on range expansion by the mountain pine beetle in British Columbia. <i>Mountain Pine Beetle Symposium: Challenges and Solutions</i> . Shore, T.L., Brooks, J.E. and Stone, J.E. (eds.). Kelowna, British Columbia, 30-31 October 2003. Victoria: Natural Resources Canada. 223-232
Conference proceedings	Give the surname and initials of the editor(s) and the year of publication in round brackets. Example (Shore, Brooks and Stone eds. 2004)	Surname and initials of editors (eds.) full stop. <i>Title of conference: Subtitle</i> – in italics Title Case full stop. Location comma, dates of the conference full stop. Place of publication then colon(:) Publisher then full stop. URL full stop. Example Shore, T.L., Brooks, J.E. and Stone, J.E. (eds.) (2004). <i>Mountain pine beetle symposium: Challenges and solutions</i> . Kelowna, 30-31 October 2003. Victoria: Natural Resources Canada
Journal article	Provide the surname of the article’s author and the year of publication of the journal in round brackets. Example (Degteva and Nellemann 2013)	Surname and Initial of the reporter/author (Year) - in round brackets then full stop. Title - in Sentence case the full stop. <i>Title of the Newspaper</i> - in italics and Title case Volume number – unbracketted followed by (Issue number) - in round brackets then comma Page range full stop. URL full stop. Example Degteva, A. and Nellemann, C. (2013). Nenets migration in the landscape: Impacts of industrial development in Yamal peninsula, Russia. <i>Pastoralism: Research, Policy and Practice</i> 3(1), 1-21. http://www.pastoralismjournal.com/content/3/1/15 .
Website article	Give the surname of the article’s author and the year of publication of the article in round brackets. Example (European Commission 2008)	Author – Surname comma Initial or full name of institutional author (Year). - in round bracket full stop. Title of article - in Sentence case comma, Date – one or two-digit day and Month spelled out full stop. URL full stop. Accessed Day (one or two digit) and month (in full) and four-digit year full stop

	In-text Citation	Reference
		European Commission (2008). Keeping promises to the developing world, 9 April. http://ec.europa.eu/news/external_relations/080409_2_en.htm . Accessed 20 November 2016.
Online database	Provide the name of the responsible organization and year in round brackets. Example (United Nations 2008)	Institution spelled out (Year) – in round brackets full stop. Title of the database – In Title Case full stop. URL full stop. Accessed one or two-digit day month spelled out four-digit year full stop. United Nations (2008). National Accounts Main Aggregates Database. http://unstats.un.org/unsd/snaama/Introduction.asp . Accessed 30 July 2009.
Dataset	(Author or creator and year) in round brackets	Author or creator (Year) in round brackets full stop. Title or description of the dataset Title Case full stop. Publisher of data full stop. URL full stop. Accessed one or two-digit day month spelled out four-digit year full stop. Doi if available.
Film on YouTube	(Originator or Creator Year) Example (United Nations Environment Programme [UNEP] 2015)	Originator of video (Year) in round brackets full stop. Title of Video in <i>Title Case Italics</i> full stop. [online video]. Date of Video - Day (one or two digit) and month (in full) full stop. URL full stop. Accessed one or two-digit day month spelled out four-digit year full stop. Example United Nations Environment Programme (2015). Seven Billion Dreams. One Planet. Consume with Care. [online video]. 5 June. https://www.youtube.com/watch?v=JyL58vlbvgw . Accessed 4 December 2016.
Press release	(Author Year) in round brackets. Example (United Nations Environment Programme 2016).	Author or organization (Year issued) – in round bracket full stop. <i>Title of communication</i> - in italics and sentence case full stop. Issue date - Day (one or two digit) and month (in full) full stop. URL full stop. Example United Nations Environment Programme (2016). <i>Cancun pledges analysis from Emissions Gap Report 2016</i> . 3 November. https://wedocs.unep.org/bitstream/handle/20.500.11822/10015/Emissions%20Gap%20Cancun%20Pledge%20Analysis.docx?sequence=1&isAllowed=y .

	In-text Citation	Reference
Unpublished paper	<p>Provide the name of the paper's author and year in round brackets.</p> <p>Example (Salagaev 2002)</p>	<p>Individual (Surname comma initials) or institutional author (spelled out) (Year) – in round brackets Title of paper – in Sentence case full stop. Description full stop if available. Place comma Date full stop.</p> <p>Example Salagaev, A. (2002). Juvenile delinquency. Paper presented at the Expert Group Meeting on Global Priorities for Youth. Helsinki, October.</p>
Public statement	<p>Provide the name of the statement's author and year in round brackets.</p> <p>Example (Gurría 2007)</p>	<p>Author's Surname comma initials (Year) – in round brackets Title of paper – in Sentence case full stop. Description or context full stop. Place of statement comma, Date – One or two-digit day month spelled out full stop. URL if available full stop.</p> <p>Example Gurría, A. (2007). Water: How to manage a vital resource. Statement to the OECD Forum 2007. Paris, 14 May. www.oecd.org.</p>
Interview	<p>Provide the name of the interviewee and year in round brackets.</p> <p>Example (Hassan 2003)</p>	<p>Interviewee's surname comma initials Year) – in round brackets Title of the interview – in Sentence case full stop. Place of the interview comma, Date – One or two-digit day month spelled out full stop.</p> <p>Example Hassan, O.A. (2003). Interview by Panel of Experts on Somalia. London, 4 January.</p>
Maps	<p>Provide the surname of the cartographer or editor or the name of the corporate author then the year in round brackets.</p> <p>Example (Rekacewicz 2005)</p>	<p>Surname and initials of cartographer or editor (Year) - in round brackets then full stop. <i>Title</i> – in italics then full stop. Scale full stop. Place of publication: Publisher full stop. URL. Accessed Access date</p> <p>Example Rekacewicz, P. (2005). <i>Permafrost distribution in the Arctic</i>. UNEP/GRID-Arendal. http://www.grida.no/graphicslib/detail/permafrost-distribution-in-the-arctic_3823</p>

	In-text Citation	Reference
Illustrations including tables, graphs, charts, photographs, etc.	Illustrations must be referenced in three ways: in the running text, in the caption and in the list of references.	The presentation of the reference entry depends on the scenario as detailed below.
	If the image or illustration is an independent entity, provide the name of the creator and year in round brackets. Example (Doe 2012)	Creator of illus. (Year). Title of illus. [Type]. Place of publication: Publisher or URL. Accessed Access date. Example Doe, D. (2012). <i>Sunset in Arusha</i> [painting]. http://www.jamesdoe.com/photo_123.html . Accessed 19 November 2015.
	If the illustration or image was borrowed from a source where the author is also the author of the illustration: Provide the name of the author of the source and the year in round brackets. Example (UNEP 2015) The source including page number and year may appear below the image. e.g. Source: (UNEP 2015 fig 4.1).	The source must be referenced as appropriate according to the type, with page reference of the illustration added at the end.
	If the illustration or image was borrowed from a source where the author is NOT the author of the illustration: Provide the name of the author of the illustration and the year in round brackets. Example (Doe 2012)	Creator (Year). <i>Title of illustration in Sentence case italics full stop.</i> [Type of illustration] full stop. In Surname Initials of author of source (Year of source) full stop. (format according to type of source) Page reference or URL. Example Doe, D. (2012). <i>Sunset in Arusha</i> [painting]. In United Nations Environment Programme (2014). <i>Oceans Governance</i> . Nairobi. 91.

5. Order of entries in the list of references

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

- Several sources by the same authors are arranged in ascending chronological order.
- Sources by the same author from the same year are arranged alphabetically by the lowercase letters assigned after the year.
Example:

United Nations (2005a). *Report on the World Social Situation 2005: The Inequality Predicament*. Sales No. E.05.XIII.9.

United Nations (2005b). *World Economic and Social Survey 2005: Financing for Development*. Sales No. E.05.II.C.1.

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

Example

Brooks, J. (2002).

Brooks, J. (2007).

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

- When the list includes more than one work by the same co-authors, the references are listed in ascending chronological order.
- When the first author is listed with a series of different co-authors, the entries in the list are arranged alphabetically by the last name of the first author, then the last names of the co-authors.

Example

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

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

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

6. Reference Management

The sourcing, management and formatting of cited sources can be facilitated and enhanced by the use of a reference management software.

UN Environment is investing in the acquisition of the newly released Endnote X8 which offers features including:

- Integration with Word, allowing you to cite as you write.
- Unlimited reference, attachment, and cloud storage.
- Collaboration, sharing of references between groups up to 100 members each.

B. Using Third-Party Content

1. The rule: request permission

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

- Permission must be sought for the text excerpts beyond fair use. Some factors used to determine fair use include intended use, amount of text copied, impact on the copyrighted work, etc. Check the rights owner's definition of fair use to determine the amount of words beyond which permission is required (long quotations), or how many times the same source can be cited within the same document.
- Adapted material: Authors may need to redraw and adapt copyrighted material (figures, maps, tables, etc.) to suit their needs. Even in such cases, permission is required.
- Permission is required even if the protected content is publicly and freely available (e.g. on numerous corporate websites). Some organizations however provide a statement authorizing certain uses of their content (e.g. non-commercial, educational). These include:
 - Google Maps, Google Earth and Street View materials within the prescribed terms of services.
<https://www.google.com/permissions/geoguidelines.html#maps-print>;
<https://www.google.com/permissions/geoguidelines/attr-guide.html>.

- A growing number of organizations, including the United Nations (e.g. UN Environment publications).
- As a rule, it is advisable to consult the copyright statement of any source being cited for the conditions of use of the content. In case of doubt, it is recommended to request permission.
- It is the responsibility of the author of the draft to request permission for use of the content they wish to cite.

2. Exceptions

Permission may not be required for the following sources:

(a) Open access content

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

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

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

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

(b) Public access content

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

(c) Public domain content

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

3. Requesting permission

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

- Share this permission statement with the UN Environment Secretariat.

4. Submitting drafts

Authors must submit their drafts to UN Environment along with all permissions for third-party materials therein included.

C. Plagiarism checking

In addition to avoiding the risk of plagiarizing others' works, attention must be drawn to self-plagiarism which includes:

- Submitting content that has been submitted for contribution to another publication;
- Recycling previously submitted content with no citation.

UNEP is investing in a plagiarism checking software to be able to review publications and provide guidance to authors. The iThenticate software has been selected in view of its ability to reach of content from major scientific, technical and medical (STM) publishers. More details on the conditions of use will be shared with authors as soon as possible.

III. Style Guide

Publications of the UN Environment must follow the style of the United Nations Editorial Manual. The full manual is accessible at <http://dd.dgacm.org/editorialmanual/>. Main points are summarized below.

A. Heading and subheadings

Parts, headings and subheadings must be identified as illustrated below:

- M **Part One** (Title Case, 17-pt bold)
- Ch **I. Chapter or Main Section** (Roman numeral, title case, 14-pt bold)
- H1 **A. First-degree subheading** (Identified by capital letter, sentence case, 12-pt bold)
- H2 **1. Second-degree subheading** (sentence case, 10-pt bold)
- H3 **(a) Third degree subheading** (sentence case, 10-pt bold)
- H4 *(i) Fourth-degree subheading* (sentence case, 10-pt italic)
- H5 a. Fifth-degree subheading (sentence case, 10-pt roman)
- H6 i. Sixth-degree subheading (sentence case, 10-point roman)

B. Numbers

1. Numbers expressed in words

Numbers must be expressed in words when they are:

- Numbers under 10: Three evaluations are completed to date.
- At the beginning of a sentence: Thirty staff members retired in 2015.
- In simple fractions: two-thirds; half a million, etc.

2. Numbers expressed in figures

The following numbers are expressed in figures:

- Percentages: 3 per cent of the population participated in the campaign. Note that per cent is normally written out in the text. % may be used in table to save space.
- Compound fractions and decimal fractions: The meeting took place 3 1/3 miles from the office.
- Ratios and map scales: The student-teacher ratio is 9 to 1; The map is on a scale 1:250,000.
- Measures and weight: 200 metres from the house; 3 tons.
- Ages: 7 years of age.
- Temperature: 22°C; 80°F.
- Sums of money: \$18.

3. Millions, billions and trillions

The term “million is expressed as follows: 1 million; 2.5 million.

In UN Environment publications, the term “billion” is used to mean a thousand million, and the term “trillion” is used to mean a million million.

4. Ranges of numbers

- Two numbers used to express a range should be homogenous: Between 2,556,854 and 3,000,000 (not between 2,556,854 and 3 million).
- Numbers should be expressed in full, whether in words or figures: From 2 million to 5 million (not from 2 to 5 million).
- The two numbers of a range can be linked using the following form: a hyphen (2-4 percent); From ... to ... (From 2010 to 2016); Between ... and ... (children between 10 and 15 years of age).

5. Punctuation of figures

Figures more than three digits are punctuated as follows: 3,675,000 in running text and 3 675 000 in tables. Decimals are punctuated as follows in running text and tables: 2.6; \$20.14.

C. Dates

Dates are expressed in day followed by the month written out in full and the year: 30 September 2016. However, the month may be abbreviated in tables if space is limited.

- A single period covering two full years or more: 1996-2005; From 1996 to 2005.
- Decade: 1990s (not nineties or 1990's).
- Ambiguous dates: biannual means occurring twice a year; biennial means occurring every two years.

D. Time

The time of the day is expressed as follows: 9 a.m; 9.05 p.m; 2100 hours (the 12-hour system is preferred).

E. Abbreviations and acronyms

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

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

1. Principal officially recognized abbreviations and acronyms

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

Acronym	Full Name
ADB	Asian Development Bank
AfDB	African Development Bank
AFISMA	African-led International Support Mission in Mali (replaced by MINUSMA)
a.i.	ad interim; not usually written out
AIDS	acquired immunodeficiency syndrome; not usually written out
AMIB	African Mission in Burundi
AMIS	African Union Mission in the Sudan
AMISOM	African Union Mission in Somalia
APEC	Asia-Pacific Economic Cooperation
ASEAN	Association of Southeast Asian Nations
B	
BCG	bacillus Calmette-Guérin (tuberculosis vaccine); never written out
BINUB	United Nations Integrated Office in Burundi (replaced by BNUB)
BINUCA	United Nations Integrated Peacebuilding Office in the Central African Republic
BNUB	United Nations Office in Burundi
BONUCA	United Nations Peacebuilding Support Office in the Central African Republic (replaced by BINUCA)

Acronym	Full Name
C	
CARUCOM	Caribbean Community
CCISUA	Coordinating Committee for International Staff Unions and Associations of the United Nations System
CEB	United Nations System Chief Executives Board for Coordination
CELAC	Community of Latin American and Caribbean States
CELADE	Latin American and Caribbean Demographic Centre [Centro Latinoamericano y Caribeño de Demografía]
CEMAC	Central African Economic and Monetary Community [Communauté économique et monétaire de l'Afrique centrale]
CEN-SAD	Community of Sahelo-Saharan States
CEPGL	Economic Community of the Great Lakes Countries [Communauté économique des pays des Grands Lacs]
CFA	Communauté financière africaine; not usually written out: CFA franc (CFAF)
CFC(s)	chlorofluorocarbon(s)
CILSS	Permanent Inter-State Committee on Drought Control in the Sahel [Comité permanent inter-États de lutte contre la sécheresse dans le Sahel]
CIS	Commonwealth of Independent States
CNDD-FDD	Conseil national pour la défense de la démocratie-Forces pour la défense de la démocratie [Burundi]
COMESA	Common Market for Eastern and Southern Africa
CPI	consumer price index
D	
DNA	deoxyribonucleic acid; never written out
E	
EBRD	European Bank for Reconstruction and Development
ECA	Economic Commission for Africa
ECCAS	Economic Community of Central African States
ECE	Economic Commission for Europe
ECLAC	Economic Commission for Latin America and the Caribbean
ECOMOG	Economic Community of West African States Monitoring Group
ECOWAS	Economic Community of West African States
EEZ	exclusive economic zone
EFTA	European Free Trade Association
ESCAP	Economic and Social Commission for Asia and the Pacific
ESCWA	Economic and Social Commission for Western Asia
EUFOR	European Union military mission in Bosnia and Herzegovina
Europol	European Police Office
Eurostat	European Union statistical office; never written out
F	
FANCI	Forces armées nationales de Côte d'Ivoire
FAO	Food and Agriculture Organization of the United Nations
FDI	foreign direct investment
FICSA	Federation of International Civil Servants' Associations
FNL	Forces nationales de libération [Burundi]
Frente Polisario	Frente Popular para la Liberación de Saguia el-Hamra y de Río de Oro [Western Sahara]
G	
GDP	gross domestic product
GEF	Global Environment Facility
GIS	geographic information system
GNP	gross national product
GPS	Global Positioning System
GSP	Generalized System of Preferences
H	
HIV	human immunodeficiency virus; not usually written out
I	

Acronym	Full Name
IADB	Inter-American Development Bank
IAEA	International Atomic Energy Agency
IBRD	International Bank for Reconstruction and Development
ICAO	International Civil Aviation Organization
ICFTU	International Confederation of Free Trade Unions
ICRC	International Committee of the Red Cross
ICSC	International Civil Service Commission
ICSC	International Council for Science [formerly International Council of Scientific Unions]
ICT	information and communications technology
IDA	International Development Association
IDB	Islamic Development Bank
IFAD	International Fund for Agricultural Development
IFC	International Finance Corporation
IGAD	Intergovernmental Authority on Development
ILO	International Labour Organization
IMF	International Monetary Fund
IMIS	Integrated Management Information System
IMO	International Maritime Organization
Infoterra	Global Environmental Information Exchange Network [UNEP]; not usually written out
INSTRAW	International Research and Training Institute for the Advancement of Women [transferred to UN-Women]
INTERPOL	International Criminal Police Organization
IOM	International Organization for Migration
IP	Internet Protocol; not usually written out
IPSAS	International Public Sector Accounting Standards
IPU	Inter-Parliamentary Union
ISAF	International Security Assistance Force [Afghanistan]
ITC	International Trade Centre
ITU	International Telecommunication Union
J	
JEM	Justice and Equality Movement [Sudan]
JVA	Juba Valley Alliance [Somalia]
K	
KFOR	Kosovo Force
L	
LAS	League of Arab States
LRA	Lord's Resistance Army [Uganda]
LURD	Liberians United for Reconciliation and Democracy
M	
MENUB	United Nations Electoral Observer Mission in Burundi
MERCOSUR	Southern Common Market [Mercado Común del Sur]
MINURCAT	United Nations Mission in the Central African Republic and Chad
MINURSO	United Nations Mission for the Referendum in Western Sahara
MINUSCA	United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic
MINUSMA	United Nations Multidimensional Integrated Stabilization Mission in Mali
MINUSTAH	United Nations Stabilization Mission in Haiti
MISAB	Inter-African Mission to Monitor the Implementation of the Bangui Agreements [Central African Republic]
MODEL	Movement for Democracy in Liberia
MONUC	United Nations Organization Mission in the Democratic Republic of the Congo (replaced by MONUSCO)
MONUSCO	United Nations Organization Stabilization Mission in the Democratic Republic of the Congo
N	
NATO	North Atlantic Treaty Organization
NEPAD	New Partnership for Africa's Development
NGO	non-governmental organization

Acronym	Full Name
O	
OAS	Organization of American States
OAU	Organization of African Unity (now African Union)
ODA	official development assistance
ODS	Official Document System
OECD	Organization for Economic Cooperation and Development
OECS	Organisation of Eastern Caribbean States
OHCHR	Office of the United Nations High Commissioner for Human Rights
OIC	Organization of Islamic Cooperation (formerly Organization of the Islamic Conference)
OIF	International Organization of la Francophonie
OIOS	Office of Internal Oversight Services
ONUB	United Nations Operation in Burundi
OPCW	Organization for the Prohibition of Chemical Weapons
OPEC	Organization of the Petroleum Exporting Countries
OSCE	Organization for Security and Cooperation in Europe
P	
PAHO	Pan American Health Organization
Palipehutu	Parti pour la libération du peuple hutu [Burundi]
PLO	Palestine Liberation Organization
Polisario	see Frente Polisario
ppp	purchasing power parity
R	
RNA	ribonucleic acid; never written out
RRA	Rahanwein Resistance Army [Somalia]
RUF	Revolutionary United Front [Sierra Leone]
RUFp	Revolutionary United Front Party [Sierra Leone]
S	
SAARC	South Asian Association for Regional Cooperation
SADC	Southern African Development Community
SAR	Special Administrative Region of China (Hong Kong SAR; Macao SAR)
SARS	severe acute respiratory syndrome
SDR(s)	special drawing right(s) [IMF]; SDR 12 million
SELA	Latin American Economic System [Sistema Económico Latinoamericano]
SFOR	Stabilization Force [Bosnia and Herzegovina]; replaced by EUFOR from December 2004
SLM/A	Sudan Liberation Movement/Army [Darfur]
SPLM/A	Sudan People's Liberation Movement/Army
T	
TRIPS	trade-related intellectual property rights
U	
UHF	ultra-high frequency; not usually written out
UNAIDS	Joint United Nations Programme on HIV/AIDS
UNAMA	United Nations Assistance Mission in Afghanistan
UNAMI	United Nations Assistance Mission for Iraq
UNAMID	African Union-United Nations Hybrid Operation in Darfur
UNCITRAL	United Nations Commission on International Trade Law
UNCTAD	United Nations Conference on Trade and Development
UNDOF	United Nations Disengagement Observer Force [Golan Heights]
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFICYP	United Nations Peacekeeping Force in Cyprus
UNFIP	United Nations Fund for International Partnerships
UNFPA	United Nations Population Fund
UN-Habitat	United Nations Human Settlements Programme
UNHCR	Office of the United Nations High Commissioner for Refugees

Acronym	Full Name
UNICEF	United Nations Children's Fund
UNIDIR	United Nations Institute for Disarmament Research
UNIDO	United Nations Industrial Development Organization
UNIFEM	United Nations Development Fund for Women [transferred to UN-Women]
UNIFIL	United Nations Interim Force in Lebanon
UNIKOM	United Nations Iraq-Kuwait Observation Mission
UNIOGBIS	United Nations Integrated Peacebuilding Office in Guinea-Bissau
UNIPSIL	United Nations Integrated Peacebuilding Office in Sierra Leone
UNISFA	United Nations Interim Security Force for Abyei
UNITA	União Nacional para a Independência Total de Angola
UNITAR	United Nations Institute for Training and Research
UNMEE	United Nations Mission in Ethiopia and Eritrea
UNMEER	United Nations Mission for Ebola Emergency Response
UNMIBH	United Nations Mission in Bosnia and Herzegovina
UNMIK	United Nations Interim Administration Mission in Kosovo
UNMIL	United Nations Mission in Liberia
UNMIN	United Nations Mission in Nepal
UNMIS	United Nations Mission in the Sudan
UNMISS	United Nations Mission in South Sudan
UNMIT	United Nations Integrated Mission in Timor-Leste
UNMOGIP	United Nations Military Observer Group in India and Pakistan
UNMOVIC	United Nations Monitoring, Verification and Inspection Commission [Iraq]
UNOCA	United Nations Regional Office for Central Africa
UNOCI	United Nations Operation in Côte d'Ivoire
UNODC	United Nations Office on Drugs and Crime
UNOGBIS	United Nations Peacebuilding Support Office in Guinea-Bissau (replaced by UNIOGBIS)
UNOL	United Nations Peacebuilding Support Office in Liberia
UNOMIG	United Nations Observer Mission in Georgia
UNOPS	United Nations Office for Project Services
UNOWA	United Nations Office for West Africa (replaced by UNOWAS)
UNOWAS	United Nations Office for West Africa and the Sahel
UNPOS	United Nations Political Office for Somalia (replaced by UNSOM)
UNRISD	United Nations Research Institute for Social Development
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East
UNSMIL	United Nations Support Mission in Libya
UNSMIS	United Nations Supervision Mission in the Syrian Arab Republic
UNSOA	United Nations Support Office for the African Union Mission in Somalia (replaced by UNSOS)
UNSOM	United Nations Assistance Mission in Somalia
UNSOS	United Nations Support Office in Somalia
UNTOP	United Nations Tajikistan Office of Peacebuilding
UNTSO	United Nations Truce Supervision Organization [Middle East]
UNU	United Nations University
UNV	United Nations Volunteers programme
UN-Women	United Nations Entity for Gender Equality and the Empowerment of Women
UNWTO	World Tourism Organization
UPU	Universal Postal Union
UT, UTC	Universal Time, Universal Time Coordinated; not usually written out
V	
VAT	value added tax
VHF	very high frequency; not usually written out
W	
WAEMU	West African Economic and Monetary Union
WFP	World Food Programme

Acronym	Full Name
WHO	World Health Organization
WIDER	World Institute for Development Economics Research
WIPO	World Intellectual Property Organization
WMO	World Meteorological Organization
WTO	World Trade Organization

2. Other abbreviations

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

Degrees

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

Length, area and volume

mm: millimetre
cm: centimeter
cm²: square centimetre
cm³: cubic centimeter
m: metre
m²: square metre
m³: cubic metre
km: kilometer
km²: square kilometre
ha: hectare

Weights

mg: milligram

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

Capacity

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

Electricity

A: ampere
kA: kiloampere
V: volt
kV: kilovolt
kVA: kilovolt-ampere
MVA: megavolt-ampere
W: watt
kW: kilowatt
MW: megawatt

Hz: hertz
kHz: kilohertz
MHz: megahertz

Energy

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

Parts of a book or document

art., arts.: article, articles
chap., chaps.: chapter, chapters
No., Nos.: Number, numbers
p., pp.: page, pages
para., paras.: paragraph, paragraphs
sect., sects.: section, sections
vol., vols.: volume, volumes

F. Spelling

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

above-mentioned
abridgement
acknowledgement
addenda
ad hoc
ad infinitum
ad litem
adviser
aeroplane
aesthetic
aforementioned
after: compound forms are closed
except:
 after-effect
 after-image

age-appropriate (adj.)
ageing
ageism
age-selective (adj.)
age-specific (adj.)
agribusiness
agrifood
agriscience
agritourism
agroecological
agroecosystem
agroforestry
agro-industry
agropastoral
agroterrorism

aides-memoires
AIDS (acquired immunodeficiency syndrome)
airbag
air conditioner, air conditioning (noun)
air-conditioned, air-conditioning (adj.)
aircraft (singular and plural)
aircrew
airdrop
airfare
airfield
airfreight
airlift

air raid
airspace
air strike
air traffic control
AK-47
allot, allotted, allotment
Al-Qaida
aluminium
among (not “amongst”)
anaemia
anaesthetic
analogue (but analog in computer technology)
analyse
antenatal

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

C
calibre
cancelled, cancelling
canvas (cloth)
canvass (to solicit)
capacity-building (noun and adj.)
capital (city, money)
Capitol (building)
caregiver
care provider
caretaker
CarLog
carry over (verb)
carry-over (noun)
carte blanche
case-by-case (adj.)
case-fatality rate
case law
caseload
case study
catalogue
catalyse
cathode ray tube
CD-ROM
ceasefire (noun and adj.)
cellmate
cell phone
cellular phone
centre, centred, centring
centrepiece
chador
changeover (noun)
channelled, channelling
chargé d'affaires (plural: chargés d'affaires)

antennae (insects)
antennas (aerials)
anti-abortion
anti-aircraft
antifertility
anti-inflammatory
antimalarial
antimicrobial
antinatalism, antinatalist
anti-poverty
apartheid
a posteriori
appal, appalled, appalling
appendices
a priori

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

chat room
checklist
checkpoint
check-up (noun)
chef de cabinet (plural: chefs de cabinet)
cheque (bank)
chequebook
childbearing
childbirth
childcare
child-rearing
child-sensitive (adj.)
child spacing
chlorofluorocarbons
classroom
clearing house
closed-end (adj.)
co-chair
coequal
coexist
cofactor
cogeneration
cohort-component projections
cold war
co-locate
colloquiums
colour
combatant
combated, combating
common law (noun)
common-law (adj.)
communiqué
compel, compelled

artefact
Assistant Secretary-General (plural: Assistant Secretaries-General)
asylum seeker
attaché
attorney general
audiobook
audiovisual
auditor general
avant-garde
awareness-raising (noun and adj.)
ayatollah

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

compendiums
confidence-building (noun and adj.)
connection
consensus
consortiums
contingent-owned equipment
contraceptive-calendar method
cookstove
cooperate, cooperation
coordinate, coordination
co-payment
copy-edit
copy editor
cornerstone
corrigena
cost accounting
cost-effective
cost-efficient
cost-of-living index
cost recovery (noun)
cost-recovery (adj.)
councillor
counsel (verb and noun, singular and plural)
counselling, counsellor
counteract
counterargument
counter-attack
counterbalance
countercharge
counterclaim
counterclockwise
counterculture

countercyclical
counterdemonstration
counter-espionage
counter-example
counter-guarantee
counter-insurgency
counter-intelligence
counter-intuitive
countermeasure
counter-narcotics
counteroffensive
counterpoint
counterproductive
counterproliferation

D

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

E

e-:all compound forms are
hyphenated, except where the
second element begins with a
capital letter:
 eDoc
 eMeets
 ePAS
 eRef
early-initiation (adj.)
early-marriage (adj.)
early warning system
earmark
east(ern) (a geographical direction
or an area within a country)
East(ern) (a major region, e.g. East
Africa, Eastern Europe)
east-north-east, east-south-east
eastward
eco-friendly
eco-label, eco-labelling

counterproposal
counter-revolution
counter-terrorism
countertrade
counter-urbanization
countryside
countrywide
coup d'état (plural: coups d'état)
couple-years
co-worker
creditworthiness
cropland
cross-country
cross-cutting

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

ecosystem
ecotourism
eco-warrior
ecozone
Eid al-Adha
Eid al-Fitr
eLUNa
e-mail
embargoes
émigré
emir
encyclopédia
endeavour
endogenization
end product
end result
end user
energy-efficient
enrol, enrolled, enrolling,
enrolment

cross-reference (verb)
cross reference (noun)
cross section
cross-sectoral
cross-tabulation
crowdsourced, crowdsourcing
curriculum vitae (plural: curricula
vitae)
cut back (verb)
cutback (noun)
cut off (verb)
cut-off (noun and adj.)
cyber: compound forms are closed

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

en route
enterprise resource planning (not
hyphenated)
equalled, equalling
equipped, equipping
euro, euros
Eurobond
eurozone
ever-married (adj.)
everyday (adj.)
every day (adv.)
exaggerate
Excel
ex gratia
ex officio
exorbitant
expel, expelled, expelling
export-processing zone
exposé
ex post facto

extrabudgetary
extracurricular
extrajudicial
extralegal

extramarital
extranet
extraregional
extraterritorial

extrauterine
eyewitness

F

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

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

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

G

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

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

grounds pass
groundwater
groundwork
gText
guerrilla
guidelines
gunfire
gynaecology

H

haemoglobin
haemorrhage
hajj (note: “hajj pilgrimage” is
redundant)
halfway
hand grenade
handheld
Haram al-Sharif
harbour
hard-walled (adj.)
hardwired
hashtag
hawala
headwater
health care (noun)
health-care (adj.)

help desk
helpline
heretofore
herpesvirus
high-mortality-risk (adj.)
HIV (human immunodeficiency
virus)
HIV-positive
Hizbullah
home care (noun)
home-care (adj.)
home-made
homeowner
homeownership
home page
homeschool

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

I

Ibero-American
ibid.
imperilled
inasmuch as

income generation (noun)
income-generation (adj.)
in-depth (adj.)

indexes (lists in a book), indices
(statistical)
indispensable

information and communications
technology
infrared
in-house
initialled, initialling
in-kind (adj.)
in-migration
inpatient
in-session (adj.)
in situ
insofar
insourcing
install, installation, instalment
instil
institution-building
interactive
inter-agency
inter alia
inter-American
inter-annual
interbank
inter-birth
intercommunal
intercountry
intercultural
interdenominational
interdepartmental
interdependence

J

jail
jihad, jihadi
Judaize

K

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

L

labelled, labelling
laborious
labour
labour-force (adj.)
labour-market (adj.)
laissez-faire
laissez-passer (singular and plural)
landholder
landline
landlocked
landmine
landowner
land use (noun)
land-use (adj.)
laserdisc
lawmaker
law-making
lay off (verb)

M

machine gun
machine-readable

interdisciplinary
interdivisional
inter-ethnic
interfaith
interfamily
intergenerational
intergovernmental
intergroup
inter-industry
inter-institutional
interlink, interlinkage
interministerial
inter-mission (between missions)
intermission (between acts)
Internet
inter-office
inter-organizational
interparliamentary
interprovincial
interracial
interregional
interrelate
interreligions
intersectoral
intersession (noun), intersessional
interspace
inter-State (between countries)
interstate (between states)

judgment (see
also Capitalization in English)
judgmental

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

layoff (noun)
lead time
lead-up (noun)
learned (not "learnt")
least developed countries
letter of assist
leukaemia
levelled, levelling
liaison
liberalization
liberalize
licence (noun)
license (verb)
Lieutenant General
life cycle
lifelong
lifespan
lifestyle

macro: compound forms are closed
except:
macro-unit

inter-unit
intifada
in toto
intra-agency
intracommunal
intracountry
intradepartmental
intradistrict
intradivisional
intrafamily
intragovernmental
intra-industry
intranet
intra-regional
intraspecies
intrastate (within a state)
intra-State (within a country)
intra-urban
intrauterine
intravenous
in vitro
inward (adj.)
inwards (adv.)
ipso facto
iSeek
IV drug user

jump-start

know-how
knowledge-sharing
Koran

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

mainframe
mainland
Major General

mandate holder
 man-hour
 man-made
 manoeuvre
 man-portable air defence system
 (not MANPADS)
 marketplace
 market town
 mark up (verb)
 markup (noun)
 marriage timing (noun)
 marriage-timing (adj.)
 marshal
 marshalled, marshalling
 master plan
 materiel
 matrices
 meagre
 meantime
 meanwhile
 medium-sized (adj.)
 medium-variant (adj.)
 meeting place
 megacity
 megajoule (MJ)
 megavolt (MV)
 megavolt-ampere (MVA)
 member-days
 memorandums
 Mesoamerica
 Messrs. (in English)
 meter (instrument)
 metre (unit of length)
 micro: compound forms are closed
 except:
 micro-business
 micro-entrepreneur
 micro-environment
 micro-event
 mid-1990s
 mid-air
 midday
 middleman
 midlife (noun and adj.)
 mid-ocean, mid-oceanic

N

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

O

octies or octiens
 odour
 odema

midpoint
 mid-range
 mid-season
 mid-size
 midsummer
 midterm
 midway
 midweek
 midwife
 midwinter
 midyear
 mileage
 milieu
 millenniums
 mindset
 mine clearance (noun)
 mine-clearance (adj.)
 minefield
 minimize
 misspelled (not “misspelt”)
 misstep
 Mmes. (in English)
 modelled, modelling
 modus operandi
 money-laundering
 moneylender, moneylending
 money market (noun and adj.)
 moneys
 moratoriums
 mores
 mould
 movable
 Mr.
 Mrs.
 Ms.
 Muhammad (the Prophet)
 mujahid (plural: mujahidin)
 multi-access
 multi-bilateral
 multibillion
 multi-cause
 multicellular
 multi-centred
 multichannel
 multi-client

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

oesophagus
 offence
 offensive

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

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

off-gas
 offhand
 off-hours (noun)

office holder
off-label (adj.)
off-limits (adj.)
offline
offload
off-message (adj.)
off-peak
off-ramp (noun)
off-road
off season (noun)
off-season (adj. and adv.)
offset
offshore
off-site (adj.)
offspring (singular and plural)
oilfield
oil well
old age (noun)

P

paediatric
paedophile
panellist
paper-smart (adj.)
paralyse
paramedical
paramilitary
part-time
passer-by (plural: passers-by)
payback (noun)
payday
payroll
peacebuilder, peacebuilding
peacekeeper, peacekeeping
peacemaker, peacemaking
peacetime
per annum
per capita
per cent
per diem
perinatal
peri-urban
per se
person-day, person-hour
phyto-: combinations are closed
place name
plebiscite
plough
policyholder
policymaker, policymaking
policy-setting
post-adolescent
post-cold-war
postdoctoral
post-feminist
postglacial
postgraduate
post-industrial
post-marital

Q

quater
quinquies or quinquiens

old-age (adj.)
old-growth (adj.)
omega-3 fatty acid
on-board (adj.) (on a ship or aircraft)
onboarding (in human resources)
ongoing
online
on-message (adj.)
on-screen
onshore
on-site (adj.)
onward (adj. and adv.)
op-ed (noun and adj.)
ordinance (law)
ordnance (munitions)
organization

postmillennial
postmodern
post-mortem
postnatal
post-neonatal
postnuptial
post-operative
post-partum
post-session
post-war
power plant
power-sharing
practice (noun)
practise (verb)
pre-adolescent
pre-book
précis
précis-writer, précis-writing
preconceive
precondition
pre-construction
predate
predeployment
pre-eclampsia
pre-embryo
pre-eminent
pre-empt
pre-establish
pre-exist
pre-ignition
pre-industrial
pre-initiation countries
pre-inspection
pre-investment
premarital
pre-modern
prenatal
pre-owned
pre-package

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

pre-plan
pre-position
pre-press
pre-production
pre-qualify
pre-record
pre-register
pre-release
preschool
pre-screen
pre-sell
pre-session
pretence
pretrial (but Pre-Trial Chamber of the International Criminal Court)
pre-war
prima facie
principal (first in rank) (noun and adj.)
principle (fundamental truth) (noun)
printout
private sector (not hyphenated)
privatization
privatize
procès-verbal (plural: procès-verbaux)
pro-choice
procyclical
program (computing only)
programme
pronatalism, pronatalist
proofread, proofreader
pro rata
prorate
psycho: compound forms are closed
public sector (not hyphenated)

P

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

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

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

S

safe-period method
 salary earner
 saleable
 salt water (noun)
 saltwater (adj.)
 satphone
 savings bank
 sceptic, sceptical, scepticism
 school-age (adj.)
 schoolbook
 schoolchild
 schoolday
 schoolroom
 schoolteacher
 schoolwork
 seabed
 sea floor
 sea level
 seaport
 seawater
 Secretary-General (plural:
 Secretaries-General)
 sectoral
 self-: compound forms are
 hyphenated
 sell off (verb)
 sell-off (noun)
 semi-annual (twice a year)
 semi-automatic
 semi-autonomous
 semicircle
 semicolon
 semiconductor
 semi-conscious
 semi-cylinder
 semi-darkness
 semi-detached

semi-final
 semi-finished
 semi-independent
 semi-invalid
 semi-literate
 semi-monthly
 semi-official
 semi-permanent
 semi-precious
 semi-professional
 semi-retired
 semi-rigid
 semi-skilled
 semi-solid
 semi-trailer
 septicaemia
 septies or septiens
 seroprevalence
 serostatus
 set back (verb)
 setback (noun)
 set up (verb)
 set-up (noun)
 sewage (waste matter)
 sewerage (system of drains)
 sexes or sexiens
 sex-selective (adj.)
 shake up (verb)
 shake-up (noun)
 shanty town
 sharia
 sheikh
 shellfire
 Shia
 Shiite
 shopkeeper
 shortcoming

shortfall
 shortlist
 short-lived
 side effect
 sine qua non
 sizeable
 size class
 skilful
 skill set
 slow down (verb)
 slowdown (noun)
 slum dweller
 sociobiology
 sociocultural
 sociodemographic
 socioeconomic
 sociomedical
 sociopolitical
 soft-walled (adj.)
 solicitor general (plural: solicitors
 general)
 sombre
 south(ern), south-east(ern), south-
 west(ern) (a geographical
 direction or an area within a
 country)
 South(ern), South-East(ern),
 South-West(ern) (a continent
 or major region, e.g. South
 America, Southern Africa,
 Southern
 Europe, South-East Asia;
 exception: Association of
 Southeast
 Asian Nations)
 South-South cooperation
 southward

spatial-profile model
specialize
speed-dial (verb)
speed dial (noun)
spelled (not “spelt”)
spillover (noun and adj.)
stabilization
stabilize
staff-day, staff-hour
staff member
stakeholder
stalemate
standby (noun and adj.)
stand-alone (adj.)
stand in (verb)
stand-in (noun)
State-building
stationary (not moving)
stationery (paper)
status-conscious
status-of-forces agreement
status quo
steady-state (adj.)
step: compound forms are closed
except:
 step-parent
stillbirth
stillborn (adj.)
stockbreeder
stockbroker
stockholder

T

takeover (noun)
Taliban
targeted, targeting
tariff
task force
taxpayer
tele-health
telemedicine
ter
test-ban (adj.)
text-processing
text processor
therefor (for that purpose)
therefore (consequently)
think tank
time-consuming
time deposit
time frame
time-horizon
timekeeper
time lag
time limit
timeline
time period
time-release (adj.)
timescale

U

ultra: compound forms are closed
except:
 ultra-high frequency (noun)

stock market
stockpile
stocktaking
storefront
storekeeper
storey (of a building)
straightforward
strikebreaker
strike-slip fault
strip-search
sub: compound forms are closed
except:
 sub-account
 sub-amendment
 sub-aquatic
 sub-area
 sub-assembly
 sub-body
 sub-bottom
 sub-branch
 sub-bureau
 sub-calibre
 sub-centre
 sub-discipline
 sub-element
 sub-entry
 sub-folder
 sub-interval
 sub-issue
 sub-item
 sub-lessee

time series
time sheet
timespan
timetable
title page
ton (i.e. metric ton)
topsoil
totalled, totalling
towards
town hall meeting
toxaemia
tradable
trade-off (noun)
traffics, trafficked, trafficking
training ground
tranquillity
transalpine
transatlantic
transboundary
transcontinental
trans-fat, trans-fatty acid
transferable, transference
transferred, transferring
transgender
transglobal
transmigrant

ultra-high-frequency (adj.)

sub-lessor
sub-let
sub-munitions
sub-office
sub-prefect
sub-prefecture
sub-prime
sub-province
sub-Saharan
sub-theme
sub-working group
sub-zero
subject matter (noun)
subprogram (computing only)
subprogramme
subunit
succour
summarize
Sunna (traditional Muslim law)
Sunni (adj. and noun, singular and plural)
Sunnite
super-Power
supersede
superstructure
supervisor
surface water (noun)
surface-water (adj.)
suspense account
symposiums
system-wide

trans-Pacific
transracial
transsexual
trans-ship, trans-shipment
travelled, travelling
tripwire
troop contributor
troop-contributing
T-shirt
tsunamis
tunnelled, tunnelling
turn around (verb)
turnaround (noun)
turning point
turnkey (adj.)
turn off (verb)
turn-off (noun)
turn out (verb)
turnout (noun)
turn over (verb)
turnover (noun)
two-faced
twofold
typeset, typesetting, typesetter
tyre

under: compound forms are closed
except when modifying
a hyphenated compound

undersecretary
Under-Secretary-General (plural:
Under-Secretaries-General)
under way
uni: compound forms are closed
unmistakable
update
upgrade
upper-case (adj.)

V

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

W

wage earner
wage-earning
wagon
Wahhabi
walkie-talkie
walk in (verb)
walk-in (adj.)
walkout (noun)
walk-through (noun)
wallboard
wallchart
Walloon
war chest
war crime
war criminal
war cry
war game
warhead
warlike
warlord
warmonger
warpath
warplane
warship
wartime
war-torn (adj.)
washout (noun)
washtub
wastewater
Washington, D.C.
watch list (noun and adj.)
watchtower
waterbird
water birth
waterboard, waterboarding
waterborne
water cannon
watercourse
watercraft

uproot
up-to-date (adj.)
upward (adj. and adv.)
urban dweller
urban-rural (demographic
movement)
urban/rural (comparison)
usability
usable

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

waterfowl
waterfront
waterhole
water level
waterline
waterlogged
water main
watermark
watermill
water power
waterproof
water-repellant (adj.)
water-resistant (adj.)
watershed
water supply
water table
watertight
water torture
water tower
waterway
waterworks
watt-hour
wattmeter
wavelength
weather-beaten
weatherproof
webcam
webcast
web hosting
webinar
webisode
weblink
weblog
webmail
webmaster
web page
web ring
website
webspace

use-by date
use-effectiveness
user-friendly
username
utilize
U-turn
Uzi

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

weekday
weekend
well: compound adjectives are
hyphenated only when preceding a
noun (e.g. a well-designed project;
the project is well designed)
well-being
well-to-do
well water (noun)
well-wisher
west(ern) (a geographical direction
or an area within a country)
West(ern) (a major region, e.g.
West Africa, Western Europe)
west-north-west, west-south-west
westward
wetland(s)
wet lease
wheelchair
while (not “whilst”)
whistle-blower, whistle-blowing
whiteboard
white list (noun)
white-list (verb)
whitewash
wholegrain
wholehearted
wholewheat
wide area network
wideband
widebody
Wi-Fi
wild card
wildcat
wildfire
wildfowl
wilful
windblown
windborne

windbreak
windburn
wind chill
windfall
windowpane
windowsill
windproof
windscreen
windshield
windstorm
windswept
winegrower
winemaker
wingspan
wingspread
win-win (adj.)
wiretap, wiretapping, wiretapper
witchcraft
witch-hunt
withhold
woman-month, woman-year

X
X chromosome
xeno: compound forms are closed

Y
yarmulke
Y chromosome

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

woodblock
woodchip
woodpile
woodshed
woodsmoke
woodwork
woodyard
word-processing
word processor
work around (verb)
workaround (noun)
workday
workflow
workforce
work-hour
workload
work out (verb)
workout (noun)
work permit
workplace
workplan

X factor
X-ray

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

zigzag
zoogeography
zookeeper
zoonosis

workroom
worksheet
workshop
worksite
workspace
workstation
workweek
worldwide
would-be (adj.)
write down (verb)
write-down (noun)
write in (verb)
write-in (noun)
write off (verb)
write-off (noun)
write-protect, write-protected
write up (verb)
write-up (noun)
wrongdoing

YouTube

zooplankton
Z particle

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