OECD STYLE GUIDE

SECOND EDITION

OECD

> “I notice that you use plain, simple language, short words and brief sentences. That is the way to write English – it is the modern way and the best way. Stick to it; don’t let fluff and flowers and verbosity creep in…”
>
> — Mark Twain

INTRODUCTION

THE KEYS TO GOOD WRITING

are **accessibility** and **consistency**, enabling the reader to concentrate on the meaning of the text. A consistent style is particularly important for an organisation with an international readership as it helps build an easily recognisable corporate image.

The *OECD Style Guide* highlights the standards and conventions that should be used for all OECD publications. It serves as a useful reference tool to writing. But whatever your style, just be consistent.

CHAPTER I: WRITING FOR THE OECD and **CHAPTER 2: PRINCIPLES OF STYLE** provide information on topics such as how to write well, the structure of an OECD publication and the grammatical rules that apply.

CHAPTER 3: RULES AND CONVENTIONS (formerly published on line as *Technical Guidelines*) aims to answer those questions relating to the technical aspects of language use in an A-Z format.

CHAPTER 4: WATCHING OUT FOR PITFALLS IN ENGLISH highlights language definitions and nuances. Supplementary information offering advice on how to choose a title, write an executive summary, number OECD publications and correct proofs can be found in **ANNEXES A-D**.

The *OECD Style Guide* is also available on line.

We would like to thank all the people who have contributed to this revision, including the many assistants, authors and communications co-ordinators who have regularly sent us helpful comments and questions. Their feedback is the basis for the evolution of this *Style Guide.*

TABLE OF CONTENTS

Members of the PAC Publishing team will be happy to discuss your project with you and respond to any specific questions you may have.

You can also contact the Communications Co-ordinator of your directorate, who will be able to advise you on the best procedures.

Please send questions or suggestions for improvements to the *OECD Style Guide* to Outlook account, PAC STYLE GUIDE.

DICTIONARIES AND REFERENCES

Your first need is for a good general dictionary. The OECD prefers the *2000 Concise Oxford Dictionary* (COD) for British English publications (see the page on spelling). As the language evolves at an increasing pace, be sure you have the latest edition(s). You may also find the following works useful – again, consult the latest editions. Where discrepancies with OECD rules exist, please refer to this in-house *Style Guide.*

Burchfield, R.W. (ed.) (1998), *The New Fowler's Modern English Usage*, Oxford University Press.

Flower, Linda (1993), *Problem-Solving Strategies for Writing*, 4th Edition, International Thomson Publishing.

Gordon, Karen Elizabeth (1993), *The Deluxe Transitive Vampire: A Handbook of Grammar for the Innocent, the Eager and the Doomed*, Pantheon Books.

Gordon, Karen Elizabeth (1993), *The New Well Tempered Sentence: A Punctuation Handbook for the Innocent, the Eager, and the Doomed*, Revised Edition, Houghton Mifflin Co.

Hale, Constance (2001), *Sin and Syntax,* Broadway Books.

Hart, H. (1999), *Hart's Rules for Compositors and Readers*, 39th Edition, Oxford University Press.

Minto, Barbara (1978), *The Pyramid Principle: Logic in Writing*, Rev. 2nd Edition, Minto International.

O'Conner, Patricia T. (1998), *Woe is I*, Riverhead Books.

O'Conner, Patricia T. (2000), *Words Fail Me: What Everyone Who Writes Should Know about Writing*, Harvest Books.

Rathbone, Robert R. (1985), *Communicating Technical Information: A New Guide to Current Uses and Abuses in Scientific and Engineering Writing,* 2nd Edition, Pearson Addison Wesley.

Ritter, R.M. (2002), *The Oxford Guide to Style*, 2nd Edition, Oxford University Press.

Strunk, William, Jr. (1999), *The Elements of Style*, revised and expanded by E.B. White (known as "Strunk and White"), 3rd Edition, MacMillan.

The Economist (2001), *The Economist Style Guide* in association with Profile Books.

Trask, R.L. (1999), *Penguin Guide to Punctuation*.

White, Jan V. (1984), *Using Charts and Graphs: One Thousand Ideas for Getting Attention Using Charts and Graphs*, Greenwood Publishing Group.

Zinsser, William K. (2001), *On Writing Well, 25th Anniversary: The Classic Guide to Writing Nonfiction*, HarperResource.

The following websites may also prove helpful:

www.yourdictionary.com: A collection of online dictionaries, one of the oldest and best sites for language links in English and a host of other languages.

www.dictionary.com: Also provides language links, including one to FOLDOC, the Free Online Dictionary of Computing developed at Imperial College, London. Note: The versions of *The Elements of Style* and *Fowler* provided here are the first editions, now outdated.

Finally, the Reference and Terminology Unit of the OECD Translation Division can provide a wide range of information:
http://web.oecd.org/exdtra/Tra/accueil.htm.

1 WRITING FOR THE OECD

WRITING TO BE READ

OECD PUBLICATIONS are widely recognised for providing valuable analysis, information and explanation. Most readers of our publications seek information that has immediate relevance and impact on their current work, interest or area of study. They want to understand the information quickly and be able to use it or transmit it elsewhere.

As the author of an OECD publication, therefore, your main challenge is to convey information to the reader. This means *a)* interesting readers enough to keep them reading and *b)* making their job as easy as possible.

A good writer tries to reach the widest possible audience, no matter how complex the material. While the content of OECD titles is often quite technical, they can still be written in a clear and accessible way. Many of our best publications are accessible not only to specialists and insiders, but also to students, journalists and the interested general reader.

As a writer, it is important to know **who your readers are**, and **how they read**. This will help you to write for them.

OECD READERSHIP

OECD PUBLICATIONS have traditionally been targeted at an audience of policy makers, researchers, and professionals. This explains why at least 90% of our "external" readers can be said to belong to the following communities:

- academics, researchers and other people involved in tertiary education;
- government and inter-governmental organisations;
- the corporate sector;
- non-governmental organisations.

We also write for an "internal" OECD community. This is the community which commissioned and prepared the information in the first place – member country delegations and administrations, the relevant committee and directorate networks, and any co-authoring organisations. These readers consume approximately 200 000 printed publications a year, a figure that is declining slowly as "internal" readers switch to our online library and statistics service, *SourceOECD* or to OLISNet.

Many other readers access OECD publications via their institution's library, which in turn often subscribes to *SourceOECD* or to OLISNet. Information is therefore "free-at-the-point-of-use" to the vast majority of potential OECD readers. All publications are also readily available on line via a range of information providers such as Lexis-Nexis.

In 2005:

- 350 000 e-books, e-articles and datasets were downloaded from *SourceOECD;*
- 500 000 page views of our publications were generated via Google Books;
- 200 000 downloads of the data underlying our graphs and tables were made possible via our *StatLink* service.

Individual readers are served via a network of specialist book distributors and via the OECD online bookshop. These channels distribute approximately 150 000 printed books and CD-ROMs annually.

TIME IS ONE OF THE BIGGEST CONSTRAINTS confronting the readers of our publications. Reading a 150-page report takes a lot of time, but hunting for it, or for the information in it, often takes even longer. Not all readers will necessarily read every word. Their objectives are usually action-orientated, that is, they need to use parts of the information to complete their own research; to write a report, memo or presentation; or to prepare for a meeting. Therefore, many will simply scan a document with one question in mind: "What's in it for me?" or "What information from this document can I use to meet my own objectives?", while others may look for specific information in tables, graphs or annexes. If a piece of information is hard to find, they will lose interest and give up.

To ensure that readers can easily access the information in your document, begin by asking yourself who your readers are and exactly what it is you want to tell them. Then try to put yourself in their position, thinking about the various ways they may want to access the information. Group your information logically; place the main point of your paragraphs up front; write short sentences; and use clear, simple language.

You must also offer standard publication metadata, that is, descriptive titles, authors' names, blurbs, chapter abstracts, and other information which assists readers in their search. This metadata is also used by librarians, booksellers, and, crucially, the abstracting and indexing services (*e.g.* EconLit) and information providers (*e.g.* UnCover) that serve the OECD readership. More information about the marketing and distribution of OECD publications is available on the OECD Publishing website.

OECD PUBLISHING POLICY

THE PUBLISHING POLICY, which applies to any publication distributed outside the Organisation, was endorsed by the OECD Council in April 2002. The policy's main objective is to disseminate as widely as possible

OECD work on issues of significant and recognised interest, especially:

- major economic, environmental and social issues in the public policy debate;
- major technical issues being debated inside or between governments;
- reports that implement decisions or recommendations of the Council.

Under this policy, all OECD publications are expected to have a clear purpose as well as a clearly defined target audience. The policy also outlines the criteria which are of particular importance in determining whether to publish. These include:

- the presence of a clear, policy-orientated message and the potential to enhance support and understanding for policies pursued in the OECD context by governments of member countries and, as appropriate, in other countries;
- conformity with standards of high quality defined as:
  - **accuracy, relevance** and **interest** in the subject matter;
  - **timeliness** of research, data and analysis;
  - **readability** and **accessibility** of contents;
  - **consistency** of structure and presentation with existing OECD editorial guidelines.

THE DECISION TO PUBLISH WILL BE BASED ON the selection of the most suitable and cost-effective forms and methods of dissemination for reaching the chosen target audience. In particular, the option of publishing for sale will be based on the clear identification of a potential or existing market.

What does the OECD publish?

The OECD publishes about 235 titles a year, including books and periodicals (in both printed and online form), online databases and CD-ROMs. A publication refers to any paper, manuscript or database which is accepted for publication by the OECD's Publications Board and is included in the Organisation's publishing programme. All OECD publications from 1998 onwards are available on line.

Content types

The Organisation produces a wide range of content types, such as:

- **annual reports,** *e.g. OECD Employment Outlook, Energy Statistics of OECD Countries.*
- **country surveys and reviews,** *e.g. OECD Economic Surveys, OECD Environmental Performance Reviews.*
- **guidelines,** *e.g. OECD Guidelines for Multinational Enterprises, OECD Guidelines towards Environmentally Sustainable Transport.*
- **manuals, sources and methods,** *e.g. National Accounts for China: Sources and Methods, Main Economic Indicators: Comparative Methodological Analysis: Consumer and Producer Price Indices.*

- **proceedings,** *e.g. Quantifying the Benefits of Liberalising Trade in Services, Organic Agriculture: Sustainability, Markets and Policies.*
- **statistics, data and indicators,** *e.g. Main Economic Indicators.*

NOTE that a full list of the OECD document categories can be found on line. In addition, the Organisation informally publishes material in the *OECD Papers* series. This series gathers a selection of documents and technical papers from across the Organisation.

Languages

All OECD publications are published in English and in French, except for specific, time-sensitive publications such as proceedings. Proceedings can be published in only English or French. Some publications, such as the statistical ones, are bilingual editions.

A large number of publications are translated into languages other than English and French. Information about these publications is available on the Online Bookshop.

Themes

All OECD publications are grouped into themes when they are loaded onto *SourceOECD*. These themes are based on the subject areas of OECD expertise; publications can belong to more than one theme. Find a full list of these themes on *SourceOECD*.

Main types of OECD publications

The 2002 publishing policy refines the framework in which the programme of publications is structured. There are now three main types of OECD publications: **structural**, **specialised** and **strategic**. The nature of the editorial input, the publication languages and the format differ according to the type of publication concerned. Contact PAC Editorial if you are unsure what category your publication falls into.

Structural publications

The OECD produces about 70 regular and periodical titles that can be said to represent the “backbone”, or main structure, of the Organisation’s publishing. They present the OECD core messages as well as its main statistical outputs. Examples include the *Main Economic Indicators, Education at a Glance, OECD Employment Outlook* and the *OECD Economic Outlook.*

All structural publications are published in both English and French or in bilingual editions. All non-statistical structural titles are now also published on line by chapter. Executive summaries are translated into most OECD languages as well as into relevant non-OECD languages, and made available on line, free of charge.

Specialised publications

Specialised publications are reports and proceedings on a specific topic, often addressed to a more specialised audience. Unlike regular and periodical outputs, specialised publications are published only once. Examples include *Organic Agriculture: Sustainability, Markets and Policies* and *The Environmental Performance of Public Procurement: Issues of Policy Coherence*. When possible, authors are encouraged to link these specialised titles to other publications, often by creating a thematic collection.

Specialised publications are published in both French and English, with the exception of proceedings. Where appropriate, executive summaries of specialised publications are translated into relevant third languages and made available on line, free of charge.

Strategic publications

The purpose of these publications is to present the strategic messages of the OECD to the widest possible audience. They comprise two main types: *a)* books selected from the annual publications programme and *b)* books commissioned by PAC Editorial. Strategic publications could be based on a range of related OECD documents and publications or, in the case of horizontal projects, on a single publication. The first publication of this type is based on the *Growth Project: Understanding Economic Growth: A Macro-level, Industry-level, and Firm-level Perspective.*

Strategic publications are published in English and French. Efforts are also made to find publishing partners for languages other than English and French. Executive summaries are systematically translated and made available on line, free of charge.

Chapter publishing

When we publish OECD books on line (as e-books), we are increasingly breaking them up by chapter. This gives a potential reader the option of either downloading the entire Portable Document Format (PDF) of a book, or individual chapters. We refer to this as "chapter publishing". For an example of how chapter publishing works, see the *OECD Employment Outlook 2003* on *SourceOECD*.

In the chapter publishing logic, publications are collections of "entities" or articles, rather than books that are read from beginning to end. The availability of individual chapters on line multiplies the chances that someone will find our publications: loading metadata at the chapter level ensures a greater number of keywords, compared with a generic list of keywords at the book level. Downloading a file at chapter level is also more user friendly because it is easier to do, faster and more convenient than downloading the PDF of the whole book.

NOTE, however, that we generally do not sell our publications by chapter. Furthermore, there is normally no difference in the internal presentation of the printed and online book. For instance, chapter title pages and chapter abstracts appear in both the printed and online versions of a publication.

STANDARD OECD PUBLICATION STRUCTURE

EARLY ON IN THE PROCESS of preparing a publication, you should think carefully about its structure. Most importantly, consider what the basic component of that publication will be. Usually the basic component will be the chapter, though in some cases it will be more appropriate to group the chapters into parts.

For chapter publishing to work, each component in the publication must behave autonomously with its own metadata elements: title, author (where appropriate), chapter abstract, notes and bibliography. These metadata elements are important because they enable the book to be broken up into its components when published on line. The more metadata elements a publication has, the easier it will be for a reader to find.

See *Abbreviations, p. 40*

Also think about which elements in the publication are essential to the reader's understanding of the chapters in the book. A list of abbreviations, for instance, can be extremely helpful to readers. When the publication is broken up on line, the essential elements of the whole publication (*e.g.* the table of contents, list of abbreviations) will be attached to the end of each chapter. You are encouraged to discuss with the PAC Editorial team what elements you think should be attached to each chapter.

Of course, there will be cases where it makes no sense intellectually to break up the book on line, or where a publication is too short to warrant a number of PDFs. In such instances, the publication will only be made available as a complete PDF. Contact PAC Editorial (e-mail PAC/ED) for guidance on how to structure your publication.

Cover text

All OECD publications have cover text, including those that only exist in an online form. Since the cover text elements are stored in various databases and search engines, it is especially important for them to contain meaningful keywords. The main cover text elements, common to all publications, are:

- **title** (main title, subtitle, series title)
- **blurb**
- **themes** under which the title can be found on *SourceOECD*
- **OECD code** and **ISBN**

Where appropriate, the cover will also comprise the following types of information:

- **volume** and **issue number**
- **author** or **editor**
- **co-publisher's logo**
- **logos of specific programmes** or semi-autonomous bodies of the OECD: CERI, IMHE, OECD Development Centre, NEA, IEA, ECMT

NOTE that for periodicals and journals, the volume and issue number appear both on the front and on the back covers.

See also:
How to choose a title, p. 90

Title (main title, subtitle, series title)

The title is an important element of OECD documents and publications, especially now that most of our work is available on line. Descriptive and meaningful titles make it more likely that our publications will be located via online search engines. They also enable a document or publication to stand on its own when downloaded. This stand-alone principle can apply to the title of a book or CD-ROM; a chapter within a book; a series title; a working paper; or a press release. Of course, the nature of titles will vary depending on the work type, and the intended audience.

The title plays a vital role in the promotion, selling and distribution of an OECD publication. It is the element that makes the publication readily identifiable to the OECD readership. The title is a tool for librarians and booksellers in the sense that it conveys important information about the subject matter. Ideally, it should also be strong enough to attract the attention of potential readers and journalists.

When selecting a title for a publication, start by summarising the central idea. Stress what is original about the work and think of keywords that describe the publication.

Examples of some bestselling OECD titles:

- *National Accounts of OECD Countries: Main Aggregates*
- *Babies and Bosses: Reconciling Work and Family Life*
- *Education at a Glance: OECD Indicators*
- *World Energy Outlook*

Blurb

The text printed on the back of the book, or "cover blurb", is one of the first things that a potential online reader or book buyer sees. The reader can tell from the blurb in a matter of seconds if a given volume is of interest. The blurb is also another significant metadata element of a publication, since it provides keywords that can assist a reader to find and identify the publication. The wording of the blurb, as with the choice of title, is therefore very important.

This short text (generally no longer than 250 words) must grab and hold the potential reader's attention. Ideally it gives an accurate, reasonably precise description of the contents and makes the reader want to learn more about what is inside. After first making clear just what the subject is, the blurb should highlight the significance or originality of the approach taken and the quality of the information or analysis. The blurb is **not** meant to give a brief summary of the policy recommendations of the book.

While the blurb should convey who the book's main audience is expected to be, it must not shut out other potential readers. To this end, it is better to avoid using technical terms that could scare off non-specialists. Furthermore, the blurb should be able to stand on its own, for it may be used in promotional brochures, press releases, newspaper articles, or book notes in professional journals.

A FEW POINTERS:

- Begin with a short, crisp statement or a rhetorical question.
- List astonishing facts, memorable statistics or provocative statements.
- Include a credible, positive quote about the book from a well-known source.
- Include an eye-catching quote about the topic from a well-known source.

STRESS IN YOUR BLURB one or more of the following strong points of OECD publications:

- data quality (timeliness, reliability, comparability) and quantity;
- objective and non-partisan analysis;
- extent of geographical coverage and comparability among countries and regions, aided by data standardisation and comparative analysis;
- original approach and analysis;
- participation of internationally-known experts;
- use of tables and graphics to speed comprehension.

Internal structure of books

OECD books are composed of three main segments: the frontmatter (preliminary pages), the body or main text, and the backmatter (end pages). The following list shows the preferred order of pages and other elements in our publications. The mandatory elements are in blue.

Frontmatter	Title page
	Copyright page (including OECD information)
	List of contributors/editors
	Foreword
	Acknowledgements and credits
	Table of contents
	List of tables, figures, boxes
	List of abbreviations
	Preface
	Executive Summary
The body of the book	Introduction
	Part (if appropriate)
	Chapter
	Chapter title page
	Chapter text
	Chapter notes
	Annex and annex notes (if appropriate)
	Chapter references or bibliography
	Conclusion
Backmatter	Annex (general) and annex notes (if appropriate)
	Glossary
	Index
	Publisher's page

Frontmatter

- **Title page**

This is the first page in the book. It carries the publication title and the name of the Organisation spelled out in full. It can include additional information such as the name of the author or editor, or the venue and date of the conference in the case of proceedings. This page is prepared by the PAC Production team.

- **Copyright page**

This is the second page in the book. It carries the official OECD statement of purpose and list of member countries (followed by other statements of purpose where appropriate), the title in the other official language of the

Organisation and the copyright notice. Permission granted for images used on the front cover should also be acknowledged on this page.
The PAC Production team also prepares this page.

NOTE that for non-OECD copyright material, all sources should be properly cited. For reproduction of substantial previously published material (large blocks of text, graphs, tables or photographs inside the book), you must obtain the publisher's or author's permission. A caption and credit should appear either in immediate proximity to the reproduction, or in an acknowledgements section. You can find more information about copyright on the ***Editorial and Rights*** Intranet page.

- **List of contributors or editors**
  This is a list of the contributors or editors involved in writing the content of the title.

- **Foreword**
  The foreword is placed on the third page. It situates the publication in the context of the Organisation's programme of work and briefly describes the background and purpose of the book. You should also use the foreword for **brief** acknowledgements of help received in the preparation of the publication. Normally, the foreword is not signed.

- **Acknowledgements and credits**
  If acknowledgements of contributions and assistance in preparing a publication are extensive, you may need to create a separate acknowledgements and credits section with its own heading. You may choose to thank colleagues, including those involved in the production of the book, experts and others who contributed ideas and assistance. In this case, the acknowledgements section should go on a new page immediately after the foreword.

- **Table of contents**
  This is an important navigation tool for readers, many of whom rely on the table of contents for a better understanding of the publication's subject matter and structure. The table of contents, which may include up to three levels of titles and headings, should be easy to read and highlight the main points of your text.

NOTE that readers often look at the chapter titles and subheadings in the table of contents to evaluate overall interest in reading the work. Chapter titles also serve as signposts, showing the reader where they are in the logical progression of the work. They should contain specific keywords and also attract attention. Avoid empty labels and abstractions such as "The Problems", "Facts and Trends", "Proposed Solutions" or "Current Situation". Questions can work well as headings.

- **List of tables, figures, boxes**
  In OECD publications, the lists of tables, figures and boxes are usually included at the end of the table of contents.

See also:
Abbreviations, p. 40

- **List of abbreviations**
  This is a list which briefly explains the abbreviations used in the work. It is usually arranged in alphabetical order.

- **Preface**
  In OECD publications, the preface is usually written and signed by a distinguished person, and acts as an endorsement of the content. It is a short section that is placed after the table of contents.

See also:
How to write an executive summary, p. 92

- **Executive summary**
  All OECD publications should contain an executive summary which serves as a brief (maximum 2 000 words) round-up of the entire study or report. It is intended to give general readers an idea of what they can expect to learn from the book. It should also give readers who are more closely involved with the issue under discussion (such as government officials, corporate executives, journalists and so on) an overview of the main findings and recommendations of the study or report that they can digest easily in a short amount of time.

  The executive summary is also of value as a document that can be readily translated into other languages (multilingual summaries) and used to promote and distribute the book to a wider audience. The executive summaries of structural publications are translated into all OECD languages.

  Since readers with very limited time may choose to read only the summary, it should be as clear and self-contained as possible. Use simple, straight-forward language. As with the blurb, the summary should be accessible for non-specialist readers. If you include technical terms, define the terms simply where possible.

A FEW POINTERS:

- Only use clear, meaningful side bars, or subheadings to highlight the main points. Avoid using ellipses.
- Spell out abbreviations on first reference.
- Stick to the main findings and omit unnecessary or peripheral details.
- Avoid talking about things in the summary which cannot be found in the publication.

The body of the book

- **Introduction**

  It is preferable **not** to include an introduction especially if there is already a foreword and an executive summary. You should only include an introduction if it contains additional or more detailed information about the subject matter that is essential for the reader's understanding of the book. Before writing an introduction, consider whether the information you were planning to include (*e.g.* a detailed description of the methodology used in the study) could instead be placed in an annex at the end of the book.

See also:
How to number OECD publications, p. 94

- **Chapters, parts**

  The main component of an OECD publication will usually be the chapter, though in some cases it will be better to group the chapters into parts. Each chapter in the publication should be self-contained in the sense that it has its own title, author, abstract, notes, annexes and bibliography. Chapters, and the tables and graphs within them, also need to be numbered carefully.

- **Chapter title pages**

  These pages display the following:

  – chapter title

  – author's name (if appropriate)

  – title of the book

  – International Standard Book Number (ISBN) or International Standard Series Number (ISSN) and copyright year

  – chapter abstract

    The chapter abstract should ideally be 100-150 words long, and in any case no longer than 1 000 characters (spaces included). It should briefly describe the contents of the chapter and include as many keywords as possible, including chapter subheadings. If necessary, the abstract can be replaced with, or complemented by, the table of contents of the chapter. The abstract does **not** contain conclusions or policy recommendations.

See also:
Footnotes and Endnotes, p. 60

- **Notes**

  For OECD publications, you are advised to use endnotes (which appear at the end of the chapter) rather than footnotes (which appear at the end of the page). Use substantive or content notes, *i.e.* notes providing additional information, commentary or cross-references. But use them sparingly and keep them as short as possible. Before placing information in a note, always ask yourself whether it is instead possible to include it in the main text. The endnotes should be linked to each chapter and numbered from 1 to *n* in each chapter.

See also:
Bibliographies, references and sources, p. 42

- **References, bibliographies**
  Whenever possible, references or bibliographies should come at the end of each chapter or component in the publication. The usefulness of a bibliography depends on the selection and consistency of citations. Bibliographies that are not done well do a huge disservice to readers. Try not to put off the bibliography until the last minute. Make a point of choosing references that are accessible, for serious readers become frustrated when an interesting piece of information turns out to come from some obscure memorandum that they cannot possibly find. Always present references in a consistent way.
- **Conclusion**
  Some OECD publications have a conclusion section at the end that outlines the results of the study and presents policy recommendations. Even in this case, you must, however, also include the main findings in the executive summary.

Backmatter

- **Annex**
  An annex offers a way of dealing with highly technical material or extensive background material that could impede comprehension of the text or distract the reader by being too specific. Minimise the number of annexes by choosing only indispensable information and grouping the material (*e.g.* by theme or similarity of content). Treat each annex as a self-contained entity with a clear purpose statement, and number annexes, and the tables and graphs within them carefully.

See also:
How to number OECD publications, p. 94

  Place an annex which is relevant to a number of chapters in the book at the end of the book. In some cases, however, an individual chapter may contain its own annex. It may also sometimes make sense to publish annex material only in the online book version. In specific cases, contact the PAC Editorial team for advice.
- **Glossary**
  A glossary is an alphabetical list of technical and unfamiliar terms, with explanations and definitions. It is not a substitute for explaining them at first occurrence in the text. A glossary is generally much lengthier than a simple list of abbreviations, and so should be placed towards the end of the book.
- **Index**
  An index makes information accessible by pointing to all the specific places in a book where pertinent information appears. While the most basic type of index is composed entirely of main entries, most publications also benefit from an index with subentries. Main headings are the words

See also:
Indexes, p. 66

the reader is likely to look for when consulting the index. Subheadings are used to make the information easier to find because they keep the headings from being followed by long lists of page numbers.

- **Publisher's page**
  This page displays the printer identification, and the ISBN or ISSN. As most OECD books are printed in-house, it also contains the OECD code and job number, and the address of the Organisation.

THE EDITORIAL PROCESS

THE MAIN OBJECTIVE of the editorial process is to ensure that we publish quality work that is well organised and accessible.

A number of elements are essential to facilitate the reader's access to a publication: its title and back cover blurb, a clear structure, efficient navigation tools (*e.g.* a coherent table of contents), reader-friendly introductory texts (foreword, chapter abstracts), a readable style (concise and devoid of jargon) and clear presentation of data.

An important prerequisite for publishing work of quality is constant collaboration between the PAC Editorial team and the author directorates. You are strongly encouraged to send the Editorial Unit (e-mail PAC ED) a draft table of contents and a summary, or draft chapter, as early as possible in the process of preparing a publication. The earlier the editorial staff have an opportunity to discuss the project with you, the more efficient their editorial input will be.

THE ROLE of the PAC Editorial team is to assist you to:

- **choose the best way to publish**
  Should we publish on paper, in electronic form, on line? Should we combine the formats to suit the different parts of the project?
- **structure the information to ensure the greatest readability**
  Is the structure logical? Is the table of contents clear and coherent? Are the headings suitable?
- **find the most efficient way to describe a publication**
  Is the title clear and powerful? Does the blurb give a good idea of the contents? Will the blurb entice the reader to open or download the book?

Steps towards publication

The following briefly outlines the process of preparing a publication. For a more detailed explanation of this process, consult **PAC Editorial's Intranet site**.

- **Publications programme is developed.**
In November-December, the **Communication Co-ordinators** in each Directorate compile information concerning the publications to be submitted the next year. This initial publications programme information is reviewed and updated in subsequent quarterly meetings between the Directorate and members of PAC Editorial, Foreign Rights and Translations, Production, Marketing and Media.

- **Editorial reviews the draft manuscript.**
After you send the Editorial team a draft table of contents, draft chapter, or draft version of the manuscript, an editor will give you feedback.

- **The *Book Notice* or *Electronic Notice* is sent to Editorial.**
When you have all the information on your publication, fill in the *Book Notice* or *Electronic Notice* and send it by e-mail to PAC ED BN. This allows everyone to prepare for its production, marketing and release.

- **The final manuscript is prepared.**
The process of preparing the final manuscript varies depending on whether it is to be typeset or camera-ready. At this stage you can check the *Technical Specifications* of the Production Unit.

- **The final manuscript is sent to PAC Editorial.**
Once the final manuscript is completed, send a hard copy of the final manuscript to the Editorial team, which will in turn forward it to the Production team.

- **Publications Board meets.**
The Publications Board, which consists of representatives of Editorial and Rights, Production and Marketing, make weekly decisions about the print run, the selection of *SourceOECD* themes, the selling price, co-editions, etc.

- **An *Approved Book/Electronic Notice* is prepared.**
The Publications Board decisions are recorded in the Publications Database (Kappa). The decisions are then sent out to the authors and others concerned under the heading *Approved Book/Electronic Notice*.

- **Production begins.**
Once the *Approved Book/Electronic Notice* has been sent out, the publication officially enters the production process. The graphic studio prepares a layout for the cover, and the Pre-press team typesets the manuscript or checks the camera-ready file.

FORMATS AND TECHNICAL CONSTRAINTS

A VISUAL IDENTITY FOR OECD PUBLICATIONS is important. The covers of our publications have been designed to fit into a common layout template, and there is also an internal layout (*charte graphique*). This combines with the thematic approach to provide a coherent and recognisable image of the OECD as a publisher.

Using the Authoring Environment

All OECD publications are prepared in Word™ using the *Authoring Environment* (AE) to ensure that the document conforms to the Organisation's standards. It helps to define the levels of headings by using a consistent list of predefined styles. Once a document is prepared in the AE, all who work on the document can easily understand its format and structure, which also saves time in the production of the publication. See the latest instructions for using the AE on the ITN Knowledge Base.

Typeset and camera-ready documents

Once they have been prepared in the *Authoring Environment*, OECD publications will be either typeset or camera-ready. Typeset publications are sent to Production for final formatting and layout. Camera-ready copy (CRC), on the other hand, is prepared entirely within the Directorate. Production has set up a template containing technical specifications adapted for CRC. This template can be used directly to format the CRC file. CRCs are only sent to Production as a PostScript file once the document is in its final form and ready for printing.

NOTE that CRCs are usually produced in black and white. If you have any questions, please contact the Pre-press team.

WHETHER YOUR DOCUMENT IS TYPESET OR CAMERA-READY will largely depend on the nature of the publication and its material. For instance, regular, structural publications that contain numerous tables and graphs often need to be typeset by Production. However, specialised publications, which mostly contain text, are mainly prepared as camera-ready documents.

NOTE that a typeset publication can contain sections, such as annexes, in camera-ready; however, typeset and camera-ready material never co-exist on the same page.

Now that we have a standard internal layout for OECD publications there is little difference in the quality and internal presentation of typeset and camera-ready publications. One of the main advantages of camera-ready publications is that they can be printed quickly (around 4 weeks) after they reach Production. Typeset publications, on the other hand, generally take a minimum of 8-10 weeks.

The following sources provide further information on formatting publications:

- Authoring Environment User's Guide
- PAC intranet "Guidelines" page
- ITN Intranet site (which includes the Knowledge Base and user guides for all standard desktop software products and Best Practice Notes)
- If you have questions about the correct style for your document or the best way to format a table, contact the HELP Desk or the PAC Pre-press team (e-mail PAC CSU).

Publication covers and colours

The nature of your publication's cover and the number of internal colours will again depend on the nature of the publication and its material. For instance, the covers of structural publications are designed to identify each product line (*e.g.* statistical/non-statistical, reference). Their contents are printed in one or two colours depending on the nature of the material.

Most specialised publications will have a typographic cover, unless they belong to a thematic collection. The typographic cover contains keywords which are based on each book's specific themes. The contents of specialised publications can also be printed in one or two colours depending on the nature of the material.

For strategic publications, the covers and the number of colours will be determined individually.

2 PRINCIPLES OF STYLE

Strong writing is **clear, simple** and **concise.** Clarity does not come from simple ideas, but from presenting ideas in the simplest form possible. The writer's challenge is to choose the right words and use them well within an appropriate structure, always keeping the reader in mind.

CHOOSING THE RIGHT WORDS

CHOOSE WORDS that convey the most meaning and have the greatest impact on the reader.

Use specific language

Use the simplest, most specific language your subject allows. The more specific your words, the more likely you are to hold the reader's attention.

Compare the two versions of the following paragraph:

USE	AVOID
Delegates believe that the report is too general and fails to discuss the important issue of pension reform. They also agree that it does not present any new data on unemployment in OECD countries.	It is the widespread opinion of delegates that the report is of a rather general nature and does not succeed in addressing the issue, which is currently of such significance, of reforming pensions. Furthermore, there is complete agreement among delegates on the fact that no new data on unemployment across countries are presented in the report.

NOTE that the word *address* lacks precision and can often be replaced with a more specific word (*i.e. address the issue* can mean *discuss the issue, think about the issue, investigate the issue*). Similarly, the meaning of the word *across* is not immediately clear in the phrase data on unemployment across countries. Specify whether you mean data on regions within countries, on each of several countries, or on a group of countries.

Use plain English

Sometimes it is appropriate to use complex words, but when shorter, simpler words do the trick, use them. Whenever possible, avoid using words and expressions that could be misunderstood, especially by non-native English speakers and non-specialist readers.

■ **Avoid using a long word when a shorter word will do.**

USE	AVOID
agree, grant, allow	accede
(omit or be specific)	aforesaid
uneven	asymmetric
compare	*cf.* (conferre)
aware of, know about	cognisant of
pay	disburse
try	endeavour
begin, start	institute (verb)
paid work	remunerative employment

See also:
Foreign words and expressions, p. 61

■ **Avoid using foreign phrases, scientific words and jargon** if you can think of an everyday English equivalent. Although a clearly explained technical term can prove useful by helping you to avoid extensive paraphrasing, jargon and technical terms limit your readership.

See also:
Abbreviations, p. 40

■ **Spell out abbreviations and acronyms on first reference**, unless they are everyday terms such as EU or NATO.

Omit needless words

The more quickly you make your point, the more likely it will actually get across. As a writer, it is your job to transmit information. You can achieve this by saying everything relevant in fewer words than you think.

■ **Remove words that are supplementary** to the main point. Even short sentences can be made more concise.

USE	AVOID
The extended family system also contributes to this voluntary unemployment.	Another phenomenon that contributes to this voluntary unemployment is the extended family system.
As goods become lighter and more valuable, people will ship in greater volume.	As a result of the trend towards lighter, more valuable goods, recourse to greater volume will increase.

- **Eliminate fluff and false starts** such as *I think, there was, it is.*

USE	AVOID
The government must study X further…	There is a need for extra study…
Floods eroded the land.	There was erosion of the land from floods.
The programme must start immediately.	It is essential that the programme starts immediately.

- **Think twice before using adjectives** such as *relevant, suitable, appropriate, serious, broad, effective, positive, meaningful, significant, major, main, particularly* and *obvious.* Such words are often empty and overused.

- **If necessary, remove weak intensifiers and qualifiers** such as *very, quite, rather, completely, definitely, so.*

- **Prune phrases** such as: *the fact of the matter, on this subject, as it relates to, at the outset, one might add that, it should be stressed/noted that, it goes without saying that, it is important to add that.*

USE	AVOID
if, when	in the eventuality of
as, because	in view of the fact that
about, concerning	with reference to
because	as a consequence of
although, despite	despite the fact that
as, because of, due to	due to the fact that
if not	if this is not the case

- **Repeat a word if it is the best word.** Repetition is a device that can help continuity and clarity; it can hold the paragraph together: *Policies against inflation are needed because inflation can undermine economic progress.*

- **Ban redundancy**, which often comes in the form of an adjective that unnecessarily repeats the meaning of a noun or a verb.

AVOID		
mutual co-operation	future prospects	introduced a new law
exclusive monopoly	future forecast	is currently
broad consensus	desired objective	acute crisis
urgent necessity	estimated at about	join together
false pretext		

■ **Put statements in positive form.** Negative constructions are often wordy and sometimes pretentious. In addition, they oblige readers to imagine the positive alternative and then cancel it out.

USE	AVOID
The period of imprisonment ranges from two to ten years.	The period of imprisonment ranges from not less than two years to no more than ten years.
The economy suffered less than expected from the financial crisis.	The economy did not experience as substantial a negative impact from the financial crisis as had been anticipated.
One must still…	… does not make it any less necessary to…

"Good writing is lean and confident… Every little qualifier whittles away some fraction of trust on the part of the reader. Readers want a writer who believes in himself and in what he is saying… Don't be kind of bold, be bold."
– William Zinsser, *On Writing Well*

PRINT AND ONLINE PUBLICATIONS: HOW PEOPLE READ

One study showed that government writing averaged 25 words per sentence, learned and scientific 24 (that's you), with detective fiction averaging 13.

It is important to remember that readers respond well to short sentences. Most people find an average of more than 20 words per sentence hard to follow. Five times more people read headings than actual body text. And, generally speaking, people remember information more effectively when it comes in small amounts.

Short sentences become critical on line. A reader reads a print page by starting on the left and moving right. On screen, however, the eyes jump first to the middle of the screen, then move left and finally right. One study showed that the decline in reading performance on line can be as high as 40% or more when compared with the same text read from paper.

When reading from a computer screen, four-fifths of readers scan pages rather than read word for word. They pick out a few sentences or even parts of sentences to get the information they want. Even when reading a full article, people only read 75% of the text and ignore much of the detail. A recent study showed that on line, readers are three times more likely to read a summary than the full article.

The more your text provides readers with information to scan, the more likely it will be read.

What makes a text scannable? Different ways of setting out information that attract the eye: meaningful titles and subheadings, illustrations, graphs and diagrams.

KEEPING IT SHORT AND SIMPLE

SHORTEN AND SIMPLIFY your text to allow your reader to access your information as quickly and easily as possible:

Use short sentences

A good average sentence length is 15 to 20 words. Huge sentences may overwhelm readers and make them reluctant to read. Worse, readers may lose their way. However too many short phrases in quick succession can be distracting, so vary your sentence length.

What to do?

- Separate your ideas.
- Express fewer ideas.
- Use fewer words.
- Delete and start again.

Choose simple grammatical structures

Texts sometimes become wordy when ideas are given more elaborate grammatical constructions than they need. Keep your sentence structure simple and don't make the reader work too hard to understand the meaning.

Use basic, simple sentence structures

- Subject + Verb + Direct Object: *The director approved the project.*
- Subject + Verb + Indirect Object + Object: *The director gave her the project.*
- Subject + Verb + Complement: *She became the project manager*.

Choose the simplest tenses

- Present: *The delegates are ready to leave*.
- Past: *The delegates left yesterday*.
- Future: *The delegates will leave tomorrow*.

Don't bury long dependent clauses in mid-sentence

If a subject drifts too far from its main theme, separated by endless intervening clauses, the reader may give up. For example, the following sentence can be rewritten so that the dependent clause either precedes or follows the main sentence.

USE	AVOID
If the data are not available in time, the Delegation reserves the right to postpone the workshop. The Delegation reserves the right to postpone the workshop if the data are not available in time.	The Delegation reserves the right, in the event of the data not being available in time, to postpone the workshop.

Write with verbs

As a general rule, increase the number of verbs you use and decrease the number of nouns in your text. Verbs keep the reader reading.

Choose action verbs

Whenever possible, choose strong action verbs over weak verbs (*be, make, hold, have*) or prepositional phrases (*in, of, for*). Action verbs keep sentences short and dynamic:

USE	AVOID
to believe	to be of the opinion that
to indicate	to be indicative of
to agree	to come to an agreement on
to appear	to put in an appearance
to question	to raise some doubts about
to eliminate	in order to eliminate
to own	to be in possession of
to provide	for the purpose of providing
to analyse	to perform an analysis of
to examine	to study in depth
to receive	to be in receipt of
to discover	to make a discovery
to investigate	to hold an investigation
to write well	to be a good writer

Replace noun phrases

For a livelier style, use verbs to replace noun phrases. In each of the following sentences on the right, the subject is a noun phrase (*e.g. verification of the data, a rise in unemployment*) based on a verb. Notice how much more straightforward the message becomes when a simple subject-verb construction is used.

USE	AVOID
The OECD verifies the data as quickly as possible.	Verification of the data is carried out as quickly as possible by the OECD.
Unemployment rose last month.	A rise in unemployment was recorded last month.
The study intends to…	The intention of the study is to…
This paper discusses…	This paper's discussions concentrate on…

Use nouns properly

Choose each noun for its efficiency in a sentence.

Replace "the fact that"

It can be useful to derive a noun from a verb or adjective when it is succinct and replaces an awkward *the fact that*.

USE	AVOID
Their involvement in the local community has greatly contributed to their success.	The fact that they were involved in the local community has greatly contributed to their success.

Reduce adjective strings

Nouns can usefully be combined to make new phrases, *e.g. government spending, education policy.* However, do not use five nouns when one will do. It's *road works*, not *ongoing highway maintenance programme.*

Reduce prepositional phrases (*on, of, in, for, with*)

Prepositional phrases contain nouns. Reduce consecutive nouns in prepositional phrases by using the noun as an adjective or by including the noun in another sentence:

USE	AVOID
The study reviewed regional development.	There was a review of the development of the region.

Prefer the active voice

Prefer active voice: it is shorter than passive structures, and if the goal is to persuade the reader, it is more forceful and convincing. Passive constructions are common in official and academic prose and owe more to convention than efficiency.

USE	AVOID
The ministry defined the regions…	The regions were defined by the ministry…
The regional authorities submitted the project…	The project was submitted by the regional authorities…
At their meeting, energy ministers decided to introduce new regulatory measures.	At the meeting of energy ministers, the decision was made to introduce new regulatory measures.

Passive voice is useful, however, and should be kept if it clarifies your meaning or

- softens the tone:
  The methodology was viewed as unconventional.
- enables you to avoid having to say who did the action (*i.e.* because that person is irrelevant or obvious from the context):
  Higher crime rates have been recorded.
- focuses attention on the object of the action:
  Improved communication was hampered.
- helps position old or known information at the start of a sentence or clause, and new information at the end:
  A naturally decentralised system led to the region's military success. Ironically this same system was later undermined during the struggle for economic development.

ORGANISING YOUR CONTENT

ONE OF THE WRITER'S PRIORITIES is to organise content so that the reader grasps the important information as quickly as possible and then finds it easy to navigate through the document.

Models that work

Several models exist for setting out information. They can be mixed, matched and applied on any level: overall structure, chapters, paragraphs or even sentences. Varying your approach helps keep the reader's attention.

■ **The Inverted Pyramid** puts the most important information first – generally the conclusion or recommendations – and follows it with lesser information in order of priority; priorities must be established based on their importance to the reader.

■ **Questions and answers** work well to feed reader interest throughout a work.

■ **The Problem-Cause-Solution approach**, or Situation-Complications/ Development-Resolution, first presents the dilemma, creating sufficient interest for the reader to read further to understand the causes and solutions.

■ **Chronological Order** is valuable in writing historical backgrounds, but is less effective at attracting a wide readership.

Effective leads

First sentences and first paragraphs (of a section, a chapter or the entire book) are the most important in terms of hooking the reader's attention. If you can get people to read the first two or three hundred words of anything, they'll probably read on.

A good lead gets to the point – the main subject – quickly. It also gives enough hard details to let readers know why they should bother reading further. Seducing works better than reason: make readers inquisitive.

- **Beware of vague, empty words** that clog beginnings.

AVOID

This paper is intended to provide…
Before discussing x it is important to define…
In this next section, it is my intention to deal with…
It follows from the foregoing that since the beginning of…
Due to some degree to the fact that it is…

ON OCCASION, such openings may add a conversant quality to heavy texts. The problem with this kind of "metadiscourse", however, is that it states the obvious. If it were not intended or important, presumably you would not bother to write it.

Conclusions

After the beginning, the next most frequently read part is the end. A reader may skip everything in between to get to the conclusion. Make it clear, concise and pertinent. And do not simply use the conclusion to summarise the book or article.

Cohesion

To facilitate reader comprehension, **group information types together**, and do so on all levels: the whole text, the paragraph and the sentence.

- **Be consistent** in your use of tense.

- **Use similar constructions for similar ideas and details.**
(*The committee responded quickly and enthusiastically*,
not *the committee responded quickly and in an enthusiastic way*).

- **Put the main ideas in the main clauses.**

- **Place emphatic words** at the end of the sentence; in the middle, they'll be swallowed up (*The problem must be solved immediately.*
not *The problem must be immediately solved*).

- **Avoid vague references.** Vague references occur when the relationship between words is unclear, particularly between pronouns and the nouns they refer to. When in doubt, repeat the noun.

The contractors received the initial payment late and never received the second payment. This delayed the project. (What does "this" refer to? the late initial payment? the undelivered second payment? a combination of both payment problems?)

The paragraph

Paragraphs are single ideas. Each paragraph should start with the main idea of the paragraph. Subsequent sentences in the paragraph should contain details the reader needs. Give new topics new paragraphs.

Transitions

Transition words indicate passing of time, addition, contrast or opposition, comparison or similarity, concession or admission, sequence, result and summary: *and, but, while, or, then, such as, on the other hand, however, next, therefore, for example, finally, furthermore, consequently, in addition, nevertheless, meanwhile, accordingly, thus.* They are important tools for clarity and continuity. Use them, but vary their placement in the sentence in order to avoid repetition.

You must make certain that the relation between one sentence and the next, and one paragraph and the next, is clear. Often it will be clear without an explicit transition. But do not take too much for granted; relationships between sentences may not be as clear to your readers as they are to you.

A WORD OF WARNING: over-elaborate introductions kill the purpose of the transition. Rather than coax the reader on, they cut off the flow.

USE	AVOID
Next, we turn to the problem of noise pollution.	In the next section of this report, it is my intention to deal with the problem of noise pollution.

Lists

Where necessary, use vertical lists to present information in manageable chunks. Use them to arrange related elements of text in a form that is easy for the reader to grasp. Be sure that no list contains more than nine elements. If necessary combine items. Within the lists, impose consistency in the structure and punctuation. Number or bullet items in a vertical list, depending on the objective.

Tables and graphs

Whenever a significant amount of data, especially numerical data, needs to be presented systematically, the author should consider creating a table or graph. The chief purpose of tables is to assemble and present data so that they can be quickly and clearly understood. Choose a clear table over lengthy summaries in words. However, if you use a table, don't summarise the data in your text: commentary should offer analysis, draw conclusions or point out trends.

A FEW POINTERS:

- Make tables concise and simple. A series of short tables may be more useful than one long, complex table.
- Make tables consistent in terminology, abbreviations and format.
- Make tables clear and readable.
- Omit redundant material or superfluous notes.
- Choose pertinent, short and clear titles.
- Explain abbreviations.
- Always give the source(s) of the data.

Where possible, choose a good graph over a clear table. As with tables, graphs need to be instantly understandable and convey information that will be useful to the reader. Ask yourself these questions:

- Is it pertinent?
- Does the presentation really benefit the information?

As with tables, always give the source(s) of the data.

Boxes

Boxes allow you to present ancillary information, such as case studies or additional details. This tool also allows you to present related information that complements the main theme. Boxes should behave like small articles, with their own beginning, middle and end.

FINAL CHECKLIST

All writing requires revision, and usually multiple revisions.
To be thorough, go through three steps:

▶ Step One

Critically and objectively read the text, placing yourself in the reader's position. Ask the following questions:

- What am I trying to say?
- Have I said it?
- Is it clear to someone encountering the subject for the first time?

▶ Step Two

Simplify style and make the text more readable and effective.
Ask yourself:

- Could I put it more succinctly?
- Is every word necessary?
- What can be deleted without loss of meaning or emphasis?
- Can I replace jargon with plain words?
- Will readers understand the technical vocabulary used?
- Could I use stronger, action verbs?
- Do the passives clarify my meaning or would an active form be better?
- Can I turn negative structures into positive ones?
- Can I shorten and/or vary sentence length?
- Are the leads sharp enough?
- Are there too many lists breaking up and complicating the text?
- Could a table or graph be useful?
- Can I reduce cross-references?

▶ Step Three

Do a final reading for spelling and typographical consistency.

NOTE: Microsoft Word™ grammar and spell check function can provide "readability" information. It tells you the average number of sentences per paragraph, the average number of words per sentence and the percentage of passive sentences. Although this tool will not ensure that you write any better than you already do, it can provide interesting information.

Nothing, however, is a better test than to submit your document for comment to someone outside your specific field of expertise.

3 RULES AND CONVENTIONS

ABBREVIATIONS

See also:
Country names, codes and currencies, p. 53
International organisations, p. 67

KEEP THEM TO AN ABSOLUTE MINIMUM in the body of your text. They are more appropriate in notes, source lines, tables, etc. Some abbreviations are determined by international agreement (most notably units of measure), others by usage (names, courtesy titles, compass points, awards and distinctions, etc.).

Technical texts in which many abbreviations occur should carry a list of the abbreviations, with their explanations, after the Table of Contents; this list may be combined with a glossary of technical terms.

Types of abbreviations

The first letter(s) of a word or series of words:

F = Fahrenheit, t = tonne, p.m. = post meridian (after noon), *i.e.* = *id est* (that is to say).

More than one letter from a word or series of words:

etc. = *et cetera*, Mr. = Mister, kWh = kilowatt hour.

Acronyms:

UN = United Nations, WHO = World Health Organization.

Spell out an acronym in full the first time you use it, putting the abbreviation in parentheses after it. Thereafter, use the short form only, and guard against **over**using it:

The action was by order of the Federal Communications Commission (FCC). The Commission's decision was unexpected. The FCC also sued Microsoft Network.

NOTE that for all three types of abbreviations, the following guidelines apply:

- Minimise punctuation: IMF, rather than *I.M.F.*
- Punctuate only:
  - to avoid confusion , a.m. rather than *am*;
  - where generally customary, *i.e.* rather than *ie*.

A combination of truncated words:

Benelux = Belgium, Netherlands, Luxembourg.

Units of measure

On a QWERTY keyboard, the degree sign can be obtained by typing Alt + 248

bn	billion	
m	million	
km	kilometre	
m	metre	
km^2	square kilometre	**NOTE** that the SI (Système International d'Unités) prefers to use km^2 to hectare.
a	area (1 a = 100 m^2)	
t	tonne	
kg	kilogram	
g	gram	**NOTE** that this is the spelling preferred by the SI.
µg	microgram	
lb	pound	
hl	hectolitre	
dal	decalitre	
L	litre	**NOTE** that this is an SI-approved alternative to the more official lower-case “l”, too easily misread as the numeral 1.
dl	decilitre	
oz	ounce	
°C	degree Celsius	
°F	degree Fahrenheit	
km/h	kilometres per hour	
mph	miles per hour	
W	watt	
kWh	kilowatt-hour	
Bq	becquerel	(unit of radioactivity)

NOTE that these should always be preceded by a hard space.

Other common abbreviations

e.g.	for example	
etc.	*et cetera*	**NOTE** that you should not use etc. to end a series beginning with such as, for example, including.
i.e.	that is to say	
p.	page	
pp.	pages	
Vol.	Volume	
No.	Number	
cf.	compare	**NOTE** that this is not a synonym for "see".
NB	*nota bene*	
et al.	and others	**NOTE** the punctuation.
CO_2	carbon dioxide	

See also:
Country names, codes and currencies, p. 53
International organisations, p. 67
Italic and roman type, p. 68

NOTE that all Latin abbreviations should be in italics, except etc. and NB.

BIBLIOGRAPHIES, REFERENCES AND SOURCES

AS A MAJORITY OF THE ONLINE VERSIONS of OECD materials are published by chapter, bibliographies or references for each chapter should appear at the end of that chapter rather than at the end of the book. A reference list is a complete list of works cited in the text, while a bibliography is a complete list of works cited in the text as well as additional works used as background information for the text.

References for tables and graphs should appear below the table or graph as well as in the references and bibliography. Please see also the section "Sources of graphs and tables".

Four golden rules

1. There are two reasons for creating a bibliography:
   - to help the reader access the material you have referenced;
   - to prove you have researched your topic.
2. Consistency counts.
3. Citing your sources while hot in your hands will save time.
4. Citations do not belong in footnotes.

There are two different systems for presenting the references in the text for a bibliography; one is numerical (the numbered system), the other is alphabetical (the Harvard system). The OECD uses the alphabetical (Harvard) system.

In the Harvard system, references are cited in the text using the author's surname and year of publication between brackets: (Barrett, 1991).

When the author's name is mentioned in the text, only the publication year should be cited in brackets.

"Studies undertaken by Haber and Haber (1964) found that..."

Where several works are referred to, each entry is separated by a semicolon:	(Barrett, 1991; Smith, 1996a, 1996b; Jones, 2000).
Works by the same author are listed in the bibliography in ascending chronological order (1998, 1999, 2000):	Barrett, A. (1991) Barrett, A. (1992)
Where there are two or more publications by a same author and the years of publication are the same, a lower-case "a" should feature after the date in the first entry, a "b" in the second, and so on. In the bibliography, the publications are listed in the order in which they appear in the text.	Barrett (1991a) Barrett (1991b)
The bibliography should be printed in alphabetical order, according to the authors' names:	Erlandsen, E. and F.R. Forsund (1999a) Erlandsen, E. and F.R. Forsund (1999b) Erlandsen, E., F.R. Forsund and K.O. Kalhagen (1998) Erlandsen, E. and S.A.C. Kittelsen (1998)
In the case of names beginning with "de", "von" or "van", the particle should follow the first name and the alphabetical reference should be the last name rather than "de", "von" or "van":	Plas, Bruno van den… should be placed at "P".
Where the reference is to the editor of a work, the name should be followed by (ed.) or (eds.):	Hirst, P.Q. and J. Zeitlin (eds.) (1988), *Reversing Industrial Decline? Industrial Structure and Policy in Britain and Her Competitors*, Berg, Oxford.

Where the author is an institution referred to by its acronym, spell out the full title in the first reference (in brackets), and thereafter use the acronym only:	UNEP (United Nations Environment Programme) (1999), *Global Environmental Outlook 2000 (Geo-2000)*, Earthscan Publications Ltd., London. UNEP (2000), *Global Environmental Outlook 2001 (Geo-2001)*, Earthscan Publications Ltd., London.
Where the author is also the publisher, the name should be repeated:	OECD (1994), *Farm Employment and Economic Adjustment in OECD Countries*, OECD, Paris, pp. 167-192. IEA (1999), *World Energy Outlook*, OECD/IEA, Paris.
For convenience, the usual abbreviations should be used: p., cont., Vol., No., etc. Any explanatory information such as the publishing frequency, the place of publication, etc., should be given in English, even if the publication is only available in another language:	Buigues, P. (1998), "Les enjeux sectoriels du marché intérieur", *Revue d'économie industrielle*, No. 45, monthly, Brussels.

See also:
Abbreviations, p. 40

Citation of a complete work

The following order should be adopted:

- author's surname, comma, initial(s) or first name
- year of publication (in parentheses)
- *title of the work* (in italics, capital letters for major words, *i.e.* do not capitalise definite articles, indefinite articles, auxiliaries, conjunctions and prepositions unless they are the first word of the title) and, where appropriate, publication number
- publisher; place of publication; relevant pages (if appropriate).

Desrochers, P. (2000), *Eco-Industrial Parks: The Case for Private Planning*, Political Economy Research Center, Bozeman, Montana.

Second and subsequent names should be presented as shown in the example, *i.e.* initial or first name, followed by surname.	Hodges, R., D. Whitehouse and P. Desrochers (1998), *Mohammed, Charlemagne and the Origins of Europe*, Duckworth, London.
For more than three authors, just cite the first name followed by *et al.*	Nicoletti, G., *et al*. (2001), "Product and Labour Market Interactions in OECD Countries", *OECD Economics Department Working Papers*, No. 312, OECD, Paris.
Cite a "forthcoming" publication in the following way:	Bartelsman, E., A. Bassanini, J. Haltiwanger (2003), "The Spread of ICT and Productivity Growth: Is Europe Really Lagging Behind in the New Economy?" in D. Cohen, P. Garibaldi and S. Scarpetta (eds.), *The ICT Revolution: Productivity Differences and the Digital Divide*, Fondazione Rodolfo Debenedetti, forthcoming.

Citation of part of a work

The following order should be adopted:

- author's surname, comma, initial(s) or first name
- year of publication (in parentheses)
- title of the contribution, article or conference paper (within double quotation marks, capital letters for major words)
- *title of the work* (in italics, capital letters for major words); where appropriate the number of the edition
- publisher; place of publication; relevant pages (if appropriate)

Adams, Jan (1997), "Globalisation, Trade and the Environment", *Globalisation and the Environment: Preliminary Perspectives*, OECD, Paris, pp. 179-198.

Keeble, D. (1992), "High-technology Industry and the Restructuring of the UK Space Economy", in P. Townroe and R. Martin (eds.), *Regional Development in the 1990s: The UK in Transition*, Jessica Kingsley, London.

Guellec, D. and B. van Pottelsberghe (2000), "The Impact of Public R&D Expenditure on Business R&D", *OECD Science, Technology and Industry Working Papers* 2000/4, OECD, Paris.

Citation of a journal or periodical

The following order should be adopted:

- author's surname, initial(s) or first name followed by a comma
- year of publication (in parentheses)
- title of the article (within double quotation marks, capital letters for major words)
- *title of the journal or periodical* (in italics, capital letters for major words)
- volume number, issue number, periodicity
- publisher, place of publication, relevant pages (if appropriate)

Bandrés, E. and A. Cuenca (1999), "Transfers in Spanish State Retirement Pensions", *Fiscal Studies*, Vol. 20, No. 2, The Institute for Fiscal Studies, Madrid, pp. 205-219.

OECD (2003), *OECD Economic Outlook*, Vol. 2003/1, No. 73, OECD, Paris.

OECD (2003), *OECD Economic Surveys: Canada*, Vol. 2003/14, OECD, Paris.

Citation of one of a series

For books which have a unique title and a series title, the following order should be adopted:

- author's surname, initial(s) or first name followed by a comma
- year of publication (in parentheses)
- title of the chapter or article if appropriate (within double quotation marks, capital letters for major words)
- *title of the book* (in italics, capital letters for major words)
- title of the series (no italics, capital letters for major words)
- publisher, place of publication, relevant pages (if appropriate)

OECD (2003), *Networks of Innovation: Towards New Models for Managing Schools and Systems*, Schooling for Tomorrow, OECD, Paris.

OECD (2000), *Tax Burdens: Alternative Measures*, OECD Tax Policy Studies, No. 2, OECD, Paris.

Citation of unpublished material

See also:
Internet references, p. 48

The following order should be adopted:

- author's surname, comma, initial(s) or first name
- year (in parentheses)
- title of the work (within double quotation marks, capital letters for major words) and, where appropriate, publication number
- description of the work (*e.g.* conference paper, thesis)
- department of the institution (if appropriate), institution, city and, for conference papers, the day/month that the paper was presented

Duarte, M. and A. Wolman (2002), "Regional Inflation in Currency Unions: Fiscal Policy versus Fundamentals", paper presented at the International Research Forum on Monetary Policy, European Central Bank, Frankfurt, 6 July.

Kirkland, J. (1988), "Lay Pressure Groups in the Local Education System: A Study of Two English Boroughs", PhD Thesis, Brunel University, Uxbridge, Middlesex.

NOTE that you should avoid citing documents that are not available to the public. If you do cite an unpublished or informally published document, provide as much detail as possible to assist the reader to locate it. For OECD documents, if the author's name is not stated explicitly, the author should be indicated as "OECD".

OECD (1997), "Internet Traffic Exchange and the Development of End-to-end International Telecommunication Competition", internal working document, Directorate of Science, Technology and Industry, OECD, Paris.

To reference a work that has been submitted for publication but is not yet published, the following descriptions should be added to the reference, according to the status of the submitted work:

- (submitted) for a work that has been submitted for publication (but not yet accepted)
- (forthcoming) for a work that will be published within one year

Where appropriate, the reference should indicate in which journal the article will be published.

The in-text reference should provide the author's surname and one of the terms above:

(Rimmele, submitted)

The reference list should show the source as below:

Rimmele, Ulrike, *et al.* (submitted), "Blunted stress reactivity of elite sportsmen to mental stress", *Psychosomatic Medicine.*

References in a language other than English or French

For titles, if you have the translated reference information in English or French, provide it in round brackets as shown:

Askildsen, J.E., K.R. Brekke, F.R. Førsund and K.O. Kalhagen (1999), "Effektivitet, ressursbruk og konkurranseutsetting I kommunesektoren: En gjennomgang av empiriske studier" (Effectiveness, Resource Allocation and Competition in the Municipal Sector: A Synopsis of Empirical Studies), SNF Report No. 4/99, SNF, Oslo.

For references in which the name of the publishing institution is translated into other languages, use the appropriate translation, if available, followed by its original name, as shown:

ECLAC (CEPAL) (2003a), *Pobreza y Vulnerabilidad Social: Mercado de Trabajo e Inversión Social en el Istmo Cen troamericano a Inicios del Milenio*, Sede Subregional de la CEPAL en México, LC/MEX/L.586.

(ECLAC: Economic Commission for Latin America and the Caribbean; CEPAL: Comisión Económica para América Latina y el Caribe)

This applies also to in-text references.

"An ECLAC (CEPAL) study estimated that from 1990-2000, for every 100 new jobs that were created in Central America only 30 were formal..."

Internet references

When providing Internet addresses, we suggest deleting "http://" ("http" stands for hyper text transfer protocol) because this protocol is nowadays implied. Of course, if another protocol is used ("ftp" or others), it must be kept. And if there is no "www" in the electronic address, then the "http://" should be kept. Cite just enough of the electronic address to allow the reader to access the reference. Do not cite several lines of Internet code.

Eriksen, S. (1997), *Public Administration Reform: The Case of Norway*, *www.statskonsult.no/aktuelt/historie/enotat1/index.htm.*

European Commission (2002), "Commission's Action Plan for Skills and Mobility", COM(2002)72 final, *http://europa.eu.int/comm/employment_social/news/2002/feb/ap_en.pdf.*

Kelley, E. and J. Hurst (2006), «Health Care Quality Indicators Project: Conceptual Framework Paper», OECD Health Working Papers, No. 23, OECD, Paris, *http://dx.doi.org/10.1787/440134737301.*

Fjaerly E. and R. Aaberge (1999), "Tax Reforms, Dividend Policy and Trends in Income Inequality", *Discussion Papers* No. 284, Statistics Norway, Research Department, *ftp://ftp.ssb.no/pub/publikasjoner/dp284.pdf.*

NOTE that "ftp" is the acronym for file transfer protocol. It permits files to be downloaded or uploaded faster, but you must have an ftp server to use it.

See also:
Electronic addresses, p. 59

Avoid citing most undated material. However, if the document is from a prestigious organisation, first attempt to contact the organisation to establish the date. If you do not succeed, use the abbreviation "n.d." in place of the year and include the date that you accessed the information.

European Commission (n.d.), "First Report on the Application of the Principle of Mutual Recognition in Product and Services Markets", Working Document from the Services of the Commission, *http://europa.eu.int/comm/internal_market/en/goods/mrrapport_en.pdf,* accessed 30 July 2003.

If you reference a general Internet site, it is also a good idea to include the date of access.

UK Government Department for Education and Skills (2003), SureStart website, *www.surestart.gov.uk,* accessed 12 September 2003.

Sources of graphs and tables

Always cite the complete source.

If the source is non-OECD material, provide the full bibliographic information as below.

Barenstein, E. (1994), *Overcoming Fuzzy Governance in Bangladesh*, University Press Ltd., Dhaka.

NOTE If the figures presented in the graph or table come from calculations based on other data, clarify this in the source field:

Author's calculations based on…

If the source is clearly identified OECD material, you must again provide the full bibliographic information as you would for non-OECD material.

OECD (2006), *OECD Economic Outlook*, No. 78, Vol. 2005/2, OECD, Paris.

OECD (2004), *STAN Structural Analysis Databases*, 2003 Edition (CD-ROM), OECD, Paris.

Do not cite simply "OECD" as the source for the data. The mention "Source: OECD" must not be used.

If the data comes from OECD work that is not accessible to the general public and is published for the first time in the work at hand, the publication is the source for the data. Thus, a source should not be given below the graph or table (as it would be the title of the publication).

NOTE that several OECD databases are not accessible to the general public.

BREAKS IN SENTENCES AND WORDS

Use of spaces between words

See also: *Spaces (hard), p. 77*

In this section, the slash (/) means a break or division is allowed, while the hash or number sign (#) means a hard space is required.

Use a "hard" (command) space:

between a person's title and his or her name:	Mr.#Smith	Dr.#Jones
between a numeral and the unit or other word accompanying it:	500#metre page#10 USD#10#million	37#firms 19th#century
in the numerals themselves if they are made up of four or more digits:	20#000#Cornishmen	
between the day and month (but not month and year) in a date:	15#January/2003	
in country names:	United#States	
in currencies:	EUR#50	USD#10#million
in units of measurement:	580#kg 42#hl	215#cm 10#°C
Other examples:	*e.g.*#[text] [text],#etc. *op.*#*cit.* *ex*#*ante* EU/Parliament	*i.e.*#[text] *et*#*al.* *ex*#*post* US#government

NOTE that hard spaces are often used erroneously. The following examples show the correct usage (where # represents a hard space, and / a normal space):

A/new/day MacAdams,#G.,/(2000) the/embassy,#etc.

Division of words

See also: *Hyphenation, p. 64*

To minimise inconvenience to the reader, wherever possible avoid splitting words. Where economics or page design oblige you to use end-of-line hyphenation, you can generally trust the hyphenation dictionary in Word™. Make sure it is set not to hyphenate all-capital abbreviations.

CAPITALISATION

OECD TEXTS are too often characterised by an overuse of initial capital letters. This distracts readers and diminishes the effectiveness of properly used capitals.

Use capitals

See also:
Abbreviations, p. 40
Country names, codes and currencies, p. 53
Hyphenation, p. 64

Use initial capitals for the following:

- The first word of a sentence.

- Proper nouns (names of persons, places, organisations, nationalities, languages).

- Major historical events/periods

the Reformation, the French Revolution, the Renaissance,
World War-II, the Second World War.

- Internet terms.

Internet, Internet site but web, website, web manager.

- The first letters of all words in titles and subtitles of publications and documents, except for definite and indefinite articles, conjunctions, prepositions and auxiliaries.

NOTE 1 Where a hyphen is used to turn two or more words into an adjectival phrase (*e.g.* "medium-term outlook") each substantial word is capitalised (Medium-Term Outlook). Where a hyphen is used as part of a single word (*e.g.* "co-operation"), the first letter after the hyphen should not be capitalised (Co-operation).

NOTE 2 Titles at part and chapter level can be either in title case (initial capitals for all words) or in sentence case (initial capital on the first word only). Choose one option and be consistent throughout the text. Titles and headings within a chapter should be written in sentence case.

- Terms referring to the OECD:

Council, Organisation, Permanent Representative, Secretary-General (note the hyphen).

- Terms referring to specific acts or events, but not terms used generically:

- Act (of a legislative body or the OECD Council)

  The 1965 Road Act, but The act was passed.

- Bill (legislative)

  The Privatisation Bill, but A controversial bill.

- Decision

  The OECD Council Decision on…, but The Council was asked to take a number of decisions.
- Declaration

  The Ministerial Declaration on the Protection of Privacy of Global Networks, but In adopting this declaration, OECD governments reaffirmed their commitment.
- Guidelines

  OECD Guidelines on the Protection of Privacy, but This led to a set of guidelines.
- Ministerial (referring to meetings of the Council at Ministerial level)

  The last Ministerial Council meeting ended in agreement, but The OECD Council meets at ministerial level once a year.
- Resolution

  The Gas Resolution, but A resolution was adopted.

Do not use capitals

Use lower-case letters in the following instances:

■ To simplify and unify the spelling of "member", it is now written in lower case:

OECD member countries and non-member economies.

NOTE that you should avoid using "OECD governments". It is preferable to use OECD member countries.

■ Before abbreviations when spelling out a term that is descriptive rather than a proper noun. In the case of LPG, for instance, don't capitalise the phrase when you spell it out in full on first reference. Follow normal capitalisation rules:

liquefied petroleum gas (LPG), Greenwich mean time (GMT),
member of parliament (MP).

■ For the following words, when not part of a proper name or title, or when used in the plural or as adjectives:

administration
ambassador
chair/chairperson
committee (expert group, working party, etc.)
communiqué
conference
delegate
document

government (the government of France)
king (duke, cardinal, bishop, etc.)
law
mandate
minister (Minister of Finance John Doe, but the minister resigned)
party
president
professor
programme
state (the apparatus of government)

- In references to a document's annex(es), chapter(s), figure(s), etc., unless followed by a number:

Chapter 6, but the chapter on trade restrictions.

- For "e-words":

e-mail, e-commerce, e-government.

- For definite articles that are not formally part of a name:

The Economist, but the *International Herald Tribune.*

- For compass directions that are descriptive rather than part of a name:

South Africa (the country), but southern Africa (the region).

- For the names of seasons.

NOTE that as some OECD member countries are in the southern hemisphere, pay careful attention to the use of seasons.

A reference to "the summer" when discussing, say, energy use for air conditioning will be clear to Canadians and New Zealanders alike. But "the spring of 1998" is only equivalent to "roughly the second quarter of 1998" in the northern hemisphere.

COUNTRY NAMES, CODES AND CURRENCIES

TO MAKE OECD DOCUMENTS MORE ACCESSIBLE to outside readers, the Organisation has adopted the International Organization for Standardization (ISO) codes for country names and currencies. These codes are now widely used both within and outside international organisations. Unfortunately, ISO does not maintain the information so there are two distinct sites: one for country codes and another for currency codes. For OECD member countries, the information is summarised in a table in this section.

NOTE that the old abbreviations may be used if you are working with existing documents that use them throughout. However, never mix ISO codes and the old OECD or IMF abbreviations in the same document.

See also:
ISO Country and Currency Code table, p. 55

Country codes (ISO Alpha-3) – The three-letter ISO country codes are maintained by the United Nations Statistics Division.

Country currency codes (ISO 4217:1995) – The ISO currency codes are maintained by BSI. This link is to the BSI page where you can download a recent list of the currency codes in Word™ format.

When referring to an ISO currency code that is not common knowledge, treat it as an acronym by writing the ISO code in full when first introduced into the text.

KGS 5 million (Kyrgyz Republic soms)
LTL 600 000 (Lithuanian litai)
THB 25 000 (Thai baht)

The euro

See also:
Numbers, p. 68

- Use "euro area", rather than "euro zone", when referring to the 12 countries belonging to the European Economic and Monetary Union.
- The unit of currency is the euro (plural = euros; currency code = EUR).

Non-member economies

Chinese Taipei and **Hong Kong, China** are non-member **economies**, not non-member countries, as a result of an official agreement with China that forms the basis of OECD-China relations.

- Refer to "non-members" or "non-member economies" unless a specific list of countries is provided and it is clear that neither **Hong Kong, China** nor **Chinese Taipei** is on the list (in which case "non-member countries" can be used).
- In country lists which include **Hong Kong, China**, use semicolons as separators, *i.e.*-China; France; Hong Kong, China; Spain.
- **Hong Kong, China** and **Chinese Taipei** are the only denominations to be used and no shortening is allowed.
- In alphabetical lists, **Chinese Taipei** is placed at "T" and Hong Kong, China is placed at "H".

ISO codes for OECD member countries

COUNTRY/AREA Code	Name	CURRENCY Singular	CURRENCY Plural	CURRENCY Code
AUS	Australia	dollar	dollars	AUD
AUT	Austria[1]	euro	euros	EUR
BEL	Belgium[1]	euro	euros	EUR
CAN	Canada	dollar	dollars	CAD
CZE	Czech Republic	koruna	koruny	CZK
DNK	Denmark	krone	kroner	DKK
FIN	Finland[1]	euro	euros	EUR
FRA	France[1]	euro	euros	EUR
DEU	Germany[1]	euro	euros	EUR
GRC	Greece[1]	euro	euros	EUR
HUN	Hungary	forint	forints	HUF
ISL	Iceland	króna	krónur	ISK
IRL	Ireland[1]	euro	euros	EUR
ITA	Italy[1]	euro	euros	EUR
JPN	Japan	yen	yen	JPY
KOR	Korea	won	wons	KRW
LUX	Luxembourg[1]	euro	euros	EUR
MEX	Mexico	peso	pesos	MXN
NLD	Netherlands[1]	euro	euros	EUR
NZL	New Zealand	dollar	dollars	NZD
NOR	Norway	krone	kroner	NOK
POL	Poland	zloty	zlotys	PLN
PRT	Portugal[1]	euro	euros	EUR
SVK	Slovak Republic	koruna	koruny	SKK
ESP	Spain[1]	euro	euros	EUR
SWE	Sweden	krona	kronor	SEK
CHE	Switzerland	franc	francs	CHF
TUR	Turkey	lira	liras	TRY
GBR	United Kingdom	pound	pounds	GBP
USA	United States	dollar	dollars	USD
EMU	Euro area[2]	euro	euros	EUR

1. The euro became the legal tender in these countries on 1 January 1999. The cash changeover occurred on 1 January 2002. The table below lists the former currencies.

2. No ISO code exists for the euro area or the currency, but the codes shown above are those most commonly used.

Euro area former currencies

COUNTRY/AREA Code	Name	CURRENCY Singular	CURRENCY Plural	CURRENCY Code
AUT	Austria	schilling	schillings	ATS
BEL	Belgium	franc	francs	BEF
FIN	Finland	markka	markkaa	FIM
FRA	France	franc	francs	FRF
DEU	Germany	deutschmark	deutschmarks	DEM
GRC	Greece	drachma	drachmas	GRD
IRL	Ireland	Irish pound	Irish pounds	IEP
ITA	Italy	lira	lire	ITL
LUX	Luxembourg	franc	francs	LUF
NLD	Netherlands	guilder	guilders	NLG
PRT	Portugal	escudo	escudos	PTE
ESP	Spain	peseta	pesetas	ESP

ISO codes for non-member economies

COUNTRY/AREA Code	Name	CURRENCY Singular	CURRENCY Plural	CURRENCY Code
ALB	Albania	lek	leks (or leke)	ALL
ARG	Argentina	Argentine peso	Argentine pesos	ARS
ARM	Armenia	dram	drams	AMD
AZE	Azerbaijan	Azerbaijanian manat	Azerbaijanian manats	AZM
BLR	Belarus	Belarussian ruble	Belarussian rubles	BYR
BIH	Bosnia and Herzegovina	convertible mark	convertible marks	BAM
BRA	Brazil	Brazilian real	Brazilian reals	BRL
BGR	Bulgaria	lev	levs	BGN
CHL	Chile	Chilean peso	Chilean pesos	CLP
CHN	China	Yuan renminbi	Yuan renminbi	CNY
HRV	Croatia	Croatian kuna	Croatian kuna	HRK
EGY	Egypt	Egyptian pound	Egyptian pounds	EGP
EST	Estonia	Estonian kroon	Estonian krooni	EEK
MKD	Former Yugoslav Republic of Macedonia (FYROM)	Macedonian denar	Macedonian denars	MKD
GEO	Georgia	lari	lari	GEL
HKG	Hong Kong, China	Hong Kong dollar	Hong Kong dollars	HKD
IND	India	Indian rupee	Indian rupees	INR

ISO codes for non-member economies (continued)

COUNTRY/AREA Code	Name	CURRENCY Singular	CURRENCY Plural	CURRENCY Code
IDN	Indonesia	rupiah	rupiahs	IDR
ISR	Israel	new Israeli sheqel	new Israeli sheqels	ILS
KAZ	Kazakhstan	tenge	tenge	KZT
KGZ	Kyrgyz Republic	som	soms	KGS
LVA	Latvia	Latvian lat	lats	LVL
LTU	Lithuania	Lithuanian litas	Lithuanian litai	LTL
MYS	Malaysia	Malaysian ringgit	Malaysian ringgits	MYR
MDA	Moldova	Moldovan leu	Moldovan lei	MDL
MNG	Mongolia	tugrik	tugriks	MNT
MNE	Montenegro	euro	euros	EUR
PHL	Philippines	Philippine peso	Philippine pesos	PHP
ROU	Romania	leu	lei	RON
RUS	Russian Federation	new Russian ruble	new Russian rubles	RUB
SRB	Serbia	dinar	dinars	RSD
SGP	Singapore	Singapore dollar	Singapore dollars	SGD
SVN	Slovenia	tolar	tolars	SIT
ZAF	South Africa	rand	rand	ZAR
TWN	Chinese Taipei	new Taiwan dollar	new Taiwan dollars	TWD
THA	Thailand	baht	baht	THB
TKM	Turkmenistan	Turkmen manat	Turkmen manats	TMM
UKR	Ukraine	hryvnia	hryvnia	UAH
UZB	Uzbekistan	Uzbekistan som	Uzbekistan soms	UZS
VEN	Venezuela	bolívar	bolívares	VEB
VNM	Viet Nam	dong	dong	VND

DATES AND TIME

Dates

■ Always write dates in the following order, with no commas: day, month (spell out in full), year

15 April 1998.

See also: *Breaks in sentences and words, p. 50*

Reminder: 15#January/2003, 1#March/2015 (where # is a hard space and / is a normal space).

■ Avoid starting a sentence with a year (or other figure), but if you have to do so, it must be spelled out:

Nineteen ninety-eight was not a leap year.
Twenty years had passed.

Ages, centuries

A person's age or a century may be expressed in figures:

she was 20; the 18th century; an 18-year-old; 20th-century writers.

Seasons

Avoid reference to seasons, unless the text relates specifically to the weather. "The spring of 1998" does not mean the same period in all OECD member countries; however, the second quarter of 1998 applies in both the northern and southern hemispheres.

NOTE that you should use "autumn" rather than "fall".

Time

■ Use figures for decades:

the 1990s (no apostrophe).

See also: *Use of spaces between words, p. 50*

■ In OECD texts, a period of two or more years is expressed thus:

2001-03.

NOTE the hyphen and the fact that the second "20" has been omitted. This is usually taken to mean "from the start of 2001 to the end of 2003"; however, because readers unfamiliar with that convention may read 2001-03 as two years rather than three, try to specify elsewhere the number of years covered:

The 1995-98 average was 8 trillion bushels a day although output dropped at the end of the four-year period.

■ It is not necessary to say "the period 199X-9X":

Prices were stable over 1990-97, but rose moderately in 1998-2001.

■ To indicate a period overlapping two calendar years, such as a fiscal, marketing or academic year, use a slash:

1998/99.

ELECTRONIC ADDRESSES

See also:
Internet references, p. 48
Punctuation, p. 70

DATA CONCERNING ELECTRONIC MAIL are keyed in a regular mode. Because Word™ recognises it as an electronic address, it automatically puts it in blue and underlines it. During the typesetting stage this will be automatically translated into italics. Therefore you do not need to italicise Internet addresses in the manuscript.

Electronic mail addresses are presented in the following way:

E-mail (or e-mail), followed by a colon:

E-mail: first name.surname@oecd.org.

NOTE that the "m" in "e-mail" is never capitalised.

The protocol for most Internet addresses being http://, it is not necessary to use it in the Internet address. However, www should be kept:

www.euroinfo.hu/index.htm.

If there is no www. in the electronic address, then the http:// should be kept:

http://europa.eu.int.

Protocols other than http:// should be spelled out:

ftp://ftp.ssb.no/pub/publikasjoner/dp284.pdf.

Internet addresses that appear on the front or back covers of publications should always appear in bold and italics. In the text the Internet address should **not** be bold. If the Internet address comes at the end of the sentence it should always be followed by a full stop. Do not use parentheses.

The database is available on line at ***www.SourceOECD.org***.

NOTE that the full stop is not bold.

EQUATIONS

Refer to the ITN Knowledge Base section on "equations".

FOOTNOTES AND ENDNOTES

REFERENCES TO NOTES should appear at the end of the chapter rather than at the end of the book because the majority of OECD work is published on line by chapter. Footnotes and endnotes can take the following forms:

- If the document has a number of notes, number them consecutively using figures in a lower case superscript with a space after the footnote reference:

"… for the 30 OECD countries[16] and a number of other non-member economies."

- Where there are only one or two note references, asterisk signs (*) may be used and the corresponding footnotes should appear at the bottom of the page.

- References to footnotes should follow all punctuation marks and usually be placed at the end of a sentence unless referring only to a part of that sentence.

"… by about one-third over the last 30 years."[2]

Except for tables, boxes and figures, always use the footnote/endnote function to insert notes. Do not use the footnote/endnote function to insert bibliographic references (these should appear between parentheses in the text).

For camera-ready publications, group endnotes at the end of the chapter and number them continuously (starting from 1 at the beginning of each new chapter). If a chapter contains one or several annexes, the chapter notes should appear at the end of the chapter and the annex notes at the end of each annex. (For typeset publications, endnotes can be left at the end of the volume; PAC Production will place them at the end of chapters.)

Footnotes are generally numbered by page and placed at the foot of the corresponding page in smaller characters than the body of the text, separated from the text by a short line and a line space.

NOTE that references are always composed in roman typeface (even where the text is in italics or bold).

Notes in tables, boxes and figures

Notes in tables, boxes and figures are inserted as simple superscripted numerals.

- In Excel® tables, a very narrow column should be added in which the note reference is inserted.
- Exceptionally, a lower-case superscript letter may be used in tables with figures in very small print, so as to avoid errors and confusion.

FOREIGN WORDS AND EXPRESSIONS

AVOID USING FOREIGN WORDS and expressions unless there is no English alternative. Where the use of foreign words or expressions is unavoidable ensure that they appear in italics.

Some alternative English expressions appear below.

USE	AVOID
from the beginning	*ab initio*
according to the value	*ad valorem*
other things being equal	*ceteris paribus*
compare	*cf. (conferre)*
small amounts	*de minimis*
as a whole	*en bloc*
by virtue of the office held	*ex officio*
in its original situation	*in situ*
among other things	*inter alia*
by the mere fact	*ipso facto*
strict sense	*sensu stricti*
beyond one's authority	*ultra vires*
in relation to	*vis-à-vis*

GENDER SENSITIVE LANGUAGE

GENDER SENSITIVE LANGUAGE should replace the traditional usage of masculine pronouns and nouns that refer to both men and women. If you vary the following hints, you should not have to sacrifice style or brevity in your text.

Gender pronouns

The following are hints for removing gender pronouns when referring to a hypothetical person or to people in general:

USE	AVOID
Use the plural. Managers should discuss changes with their staff.	A manager should discuss changes with his staff.
Use the second person. Discuss changes with your staff.	A manager should discuss changes with his staff.
Replace the pronoun with "an", "a" or "the". The staff member should submit the request promptly.	The staff member should submit his request promptly.
Delete the pronoun. A manager must stimulate staff.	A manager must stimulate his staff.
Add the female. The consultant should ask his or her supervisor to sign the form. **NOTE** that you can also place the female pronoun first (she or he and her or his).	The consultant should ask his supervisor to sign the form.
Repeat the noun. The manager or the manager's deputy will approve the request. **NOTE** that repeating the noun can become monotonous, so do not use this option exclusively.	The manager or his deputy will approve the request.

Gender in job titles and other words

Women are now in jobs that were formerly filled by men only. We must reflect this fact in our language. Below are examples of how gender can be removed from job titles, adjectives and other words.

USE	AVOID
chair, chairperson	chairman
person, people	man
staff-hours	man-hours
artificial, synthetic	man-made
staffing, work force	manpower
police officer	policeman
sales person, sales representative	salesman
service technician	serviceman
worker	workman

GEOGRAPHIC AND ECONOMIC GROUPINGS

The following are the main geographic and economic groupings used in OECD publications:

ACP	African Caribbean and Pacific Countries
APEC	Asia Pacific Economic Co-operation
ASEAN	Association of South-east Asian Nations
Asia and Pacific	Includes Australia, Japan, Korea and New Zealand
CEEC	Central and Eastern Europe Countries
CIS	Commonwealth of Independent States
EECCA	Eastern Europe, Caucasus and Central Asia
EU25	European Union
EU15	European Union countries prior to 1 May 2004
EU12	Euro area
G7 or G8	Group of Seven or Group of Eight
MENA	Middle East and North Africa
MERCOSUR	Southern Cone Common Market
NAFTA	North American Free Trade Agreement
OPEC	Organisation of the Petroleum Exporting Countries
SEE	Southeast Europe

HYPHENATION

THERE ARE FEW UNIVERSAL RULES concerning hyphenation; usage is constantly evolving and trends differ on both sides of the Atlantic. Your main concerns in using hyphens should be to avoid ambiguity and to be consistent. The answers to most hyphenation questions can be found in any up-to-date dictionary. The following paragraphs deal with exceptions to the *Concise Oxford Dictionary (COD)* and points not covered there.

NOTE that in the current COD, macroeconomic and microeconomic are solid but socio-economic is hyphenated; and there is no such word as policymaker (use policy maker and policy making as a noun, with policy-making as the adjective).

Adverbs and adjectives

- Don't use hyphens to link adverbs ending in –ly with adjectives:

In a rapidly growing economy.

- Other adverbs, when used in compound adjectives, usually do take hyphens. Although constructions such as: *well known politician* and *high level meeting* may be found in publications, they can be confusing, especially where the first half of the compound falls at the end of a line.

Play it safe with: well-known, high-level, long-standing, etc. Such pairs need hyphens only when they come before the noun, though:

They met at high level. The short-term outlook is rosy, but problems are expected in the longer term.

He was a long-standing friend but He was a friend of long standing.

- Use on line as an adverb, and online as an adjective:

Online communication but you can consult the article on line.

- Use world wide as an adverb, and worldwide as an adjective:

The worldwide search for excellence but the search for excellence is under way world wide.

Repeated letters

It is OECD practice to hyphenate
double vowels:

re-entry, semi-industrial, co-operate, co-ordinate

(Exceptions: uncoordinated, uncooperative, non-cooperative).

double or triple consonants:

non-negotiable, shell-like

Capital letters in compound words

When the second half of a compound word is capitalised, use a hyphen, as in: inter-American, anti-European, pan-African, pro-EMU

(Exception: transatlantic).

OECD titles

Use hyphens in: Secretary-General, Director-General, but: Deputy Secretary-General, Deputy Director-General, vice-chairperson, ex-chairperson and High-level Group when writing about the OECD.

Dangling hyphens

Use them sparingly where the sense is clear.

Agricultural in- and outputs should be written agricultural inputs and outputs, while pro- and anti-competitive practices is perfectly clear.

(Exception: small and medium-sized enterprises).

Doubled hyphens

Some are in standard use, such as: nine-year-old child, balance-of-payments deficit.

Others can be irritating or odd looking, and should be dealt with by rephrasing: an institution that is not self-financing reads better than a *non-self-financing institution*.

Non-breaking hyphens

Use non-breaking hyphens when you want to keep a word or number on the same line.

co-ordination, 1997-99, e-commerce.

See also: *Negative sums, p. 69*

NOTE that to obtain a non-breaking hyphen:
on a QWERTY keyboard: type CTRL + SHIFT + hyphen
on an AZERTY keyboard: type CTRL + 8

The use of non-breaking hyphens should be limited to proper nouns, negative sums, years and abbreviations. They should **not** be used to systematically replace all hyphens.

Normal hyphens should be used in compound words such as: cross-country, pro-competitive, intra-industry, inter-firm, non-tradeable.

INDEXES

Types of index

AN INDEX is a detailed list of the subjects, persons, places and events, etc., mentioned in a publication. It indicates their exact position in the text.

An index can be classified according to different criteria:

- alphabetical
- by subject
- chronological
- numerical, etc.

Often a number of classification subsystems are used in the same index.

SPECIAL INDEXES (of authors, place names, etc.) can be compiled or all the entries can be contained in a general index. In order to mark index entries, use the INSERT/INDEX AND TABLES/MARK ENTRY functions in Word™. For more details, refer to the ITN Knowledge Base and search for "index".

Presentation of an index

■ Once the typesetting of the publication has been completed, the author service must complete and check the index (cross-references must be checked when paginating the index).

■ If the index to a book is published in a separate volume, the index title should give the author, book title, place and date of the book's publication, as these appear on the book's title page.

■ The title of the index to a periodical or serial publication must give the complete title, volume number and period covered.

■ Publish indexes to periodicals or other serial publications for each volume, and yearly if possible. In the same way, publish cumulative indexes at regular intervals. References should then give the year and volume number.

■ If each section of a volume is paginated separately, include the number or date of the section in the reference.

■ Running titles must appear on the recto and verso of each sheet and should include the title of the work and type of index. In the case of a large index, print the initial letters of the first and last word, or the words in full, at the top and at the outer edge of each page.

■ If the index comes at the beginning of the publication, make its pagination distinct from that of the text.

INTERNATIONAL ORGANISATIONS

ALWAYS SPELL OUT the full name on a first reference. If the organisation is mentioned again, follow the first reference with the initials in parentheses, and use only the abbreviation thereafter, with no full-stops.

See also:
Bibliographies, p. 42

NOTE that in a bibliography, where the author is an institution commonly referred to by its acronym, spell out the full title in the first reference (with the acronym in parentheses), and thereafter use the acronym only.

Follow the spelling used by the organisation itself, which you can check on the group's letterhead, business cards or official website.

■ Most UN-affiliated bodies have now adopted the "-iz" spelling of "organization".

Food and Agriculture Organization

World Health Organization

International Labour Organization (whose secretariat is the International Labour Office; both are abbreviated ILO).

See also:
Abbreviations, p. 40

■ Other names/abbreviations to note:

- The North Atlantic Treaty Organisation uses the "-is" spelling.
- ISO is the abbreviation of the International Organization for Standardization, but the similarly named International Organization for Migration is abbreviated IOM. There is also an IMO, the International Maritime Organization.
- The General Agreement on Tariffs and Trade still exists as a document, but the body that administers it, formerly also called GATT, is now the World Trade Organization. Take care in using WTO, however, as the UN-affiliated World Tourism Organization also claims that abbreviation.
- Do not use EC when referring to the European Commission as this may be confused with the European Community.

■ Similar guidelines generally apply to national organisations. Many countries adopt official English versions of the names of certain institutions, ministries and agencies, and have preferences as to their abbreviations in English, the local language, or both. If you use the name in the original language, provide the official English name or, lacking that, a translation:

the *Société Nationale des Chemins de Fer* (SNCF), or French Railways;
the *Estrategia Energética y Medioambiental* (ESEMA, Strategy for Energy and Environment).

ITALIC AND ROMAN TYPE

See also:
Abbreviations, p. 40
Bibliographies, p. 42

■ **Italic type** (*slanted to the right*) should be used sparingly. It is harder to read than roman (unslanted) type, and overuse reduces its utility as a means of emphasis or contrast. As a general rule, text between double quotation marks should not be italicised.

- Italics are routinely used for titles of books, artwork, newspapers, magazines and the like:
  Picasso's *Guernica*, *The Economist* (but *the Financial Times*),
  Janson's *History of Art*.
- They should also be used for foreign words or expressions, except in the case of proper names (Deutsche Bundesbank).
- Write all Latin abbreviations in italics, except for "etc.", "PS", and "NB":
  i.e., e.g., et al., op. cit., ibid., et seq., etc.

■ Use **roman** type for sacred texts (the Koran, the Bible) and the names of laws, codes, etc.

NOTE that where the body of a text is in italics, items that normally would be italicised become roman.

NUMBERS

General

See also:
Dates and time, p. 58
Percentages, p. 69

■ As a rule, in text, whole numbers from one to ten should be expressed in words, not figures, except for:

- numbers used with an ISO code
  USD 6.4%.
- numbers followed by "million", "billion" or "trillion"
  1 million, 3 billion.

■ Whole numbers greater than ten are usually expressed in figures.
When numbers less than ten and greater than ten occur together in context, write them all in figures:

At the meeting 12 member countries and 3 non-member countries brought forth the same issue.

■ When two numbers refer to one item, spell out one of them and express the other in figures:

They requested four 1-metre stands.
They requested 36 ninety-centimetre stands.

■ A number should always be written out in full at the beginning of a sentence.

Twelve member countries brought forth the same issue.

■ Round off large numbers, particularly in text

1.2 billion rather than 1 198 650 000.

■ The OECD uses billion to designate a thousand million, and trillion to designate a thousand billion.

■ As English and French conventions for large numbers differ, the OECD has adopted the rule that, for texts in French and English alike, numbers containing four or more digits are broken by spaces, not punctuation marks.

Thus, the number *one million, four hundred and ninety-five thousand, six hundred and ten* must be written 1 495 610, using non-breaking ("hard" or "command") spaces.

Negative sums

■ When indicating negative sums, always use a hyphen (not an en-dash) for the minus sign, and leave no space between it and the number.
-500, -4.7.

NOTE In the case of currencies, put the ISO code before the minus sign.
CAD -225.

Ordinal numbers

■ Avoid using the adverbial form of ordinal numbers to introduce successive paragraphs or points. *Secondly* and *thirdly* may fall gently on the ear, but by about *eighthly* it will all sound awkward. Use first, second, eighth, etc. (and not 1st, 2nd, etc.).

■ Avoid using long lists of numbered points as the reader soon loses track. If the list has to be longer, try to separate the ideas with text:
"In addition to these three main points, let me suggest two further arguments…"

Decimal fractions

■ Numbers containing decimal fractions should always be written in figures:
The average family has 2.4 (not *two point four*) children.
The annual inflation rate reached 5.8%.

NOTE that any decimal fraction above 1.0 becomes plural.
1.5 points.

■ Always use a decimal point, never a comma or any other mark. Before decimal fractions smaller than one, use a zero, never a blank space:
0.45, not *.45.*
USD 0.02 (for two cents), EUR 0.20 (for twenty cents)

Non-decimal fractions

In general, write them in words, not figures (note the hyphens):
Three-quarters of the legislators voted for the resolution. The Senate approved the Bill by a two-thirds majority. Two-and-a-half years passed before the project could be completed. Seven-eighths of the territory is uninhabited.

PERCENTAGES

See also:
Numbers, p. 68

■ Indicate percentages with numerals and the percentage sign (%), immediately following the figure, with no space in between:
More than 90% of the respondents agreed, while fewer than 10% had no opinion.

■ Never use the symbol with a word: three % is incorrect.
The inflation rate rose by 12%, voter turnout reached 75.38%.

- Do not use the percentage sign with non-decimal fractions: 3.5% is acceptable, $3\frac{1}{2}\%$ is not.

Repeat the percentage sign after each number in a series.
12, 15, and 18 years but 45%, 55%, and 65%.

NOTE that "percentage" is one word.

PUNCTUATION

IMPROPER OR INCONSISTENT PUNCTUATION in OECD texts often stems from differences between French and English, as well as British and American, conventions. Do not leave a space before question and exclamation marks, or colons and semicolons.

NOTE that with word-processing in proportional type now used virtually everywhere in the Organisation, the old formatting rule about double-spacing after *; : . !* and *?* (necessary only for non-proportional typewriter fonts) has been abandoned as obsolete.

USE	DON'T USE
Apostrophes ’	
In the contraction of "it is": It's of no importance whatsoever.	In plural dates and abbreviations: 1930s, NGOs.
NOTE that the formality of OECD texts generally precludes the use of contractions.	In the possessive pronoun "its": The government characterised its budget as prudent.
After the "s" in plural possessives: The ministers' decision.	To show possession with an acronym: *OECD's*
Before the "s" in singular possessives: Prime minister's.	**NOTE** that acronyms cannot possess.
Colons :	
To lead into a list, an explanation or elaboration, an indented quotation (in this last case, the first letter of the word that follows is capitalised; elsewhere the word after a colon starts with a lower-case letter).	More than once in a given sentence.
To mark the break between the title and subtitle of publications and articles: *Social Sciences for a Digital World: Building Infrastructure for the Future* (the first letter of the word that follows the colon is capitalised – even when its "A" or "The").	

USE	DON'T USE
Commas ,	
To separate items in most lists (except as indicated under semicolons).	After *i.e.* or *e.g.*
	Unnecessarily. If in doubt, consult a usage manual.
	Before parentheses.
To set off a non-restrictive relative clause or other element that is not part of the main sentence: Mr. Smith, the first chairperson of the Committee, recommended a fully independent watchdog. In such cases, commas always travel in pairs: be sure not to forget the second one.	Before *and*, at the end of a sequence of items, unless one of the items includes another *and*: *The doctor suggested an aspirin, half a grapefruit and a cup of broth.* (But) *he ordered scrambled eggs, whisky and soda, and a selection from the trolley.*
Before a conjunction introducing an independent clause: It is one thing to know a gene's chemical structure, but it is quite another to understand its actual function.	
Between adjectives if each modifies the noun alone and if you could insert the word "and": The committee recommended swift, extensive changes.	
Dashes (en-dashes) –	
In pairs, to set off an element that is not part of the main sentence, particularly something you wish to stress: Global warming – on which scientists are far from unanimous, despite growing evidence – is of increasing public concern.	In combination with other punctuation: an interjected phrase that starts with a dash – like this one – must close with a dash.
Singularly, to add a phrase explaining or elaborating on what has gone before: The summary is self-contained – an understanding of it is not dependent on a reading of the full text.	The following examples are incorrect: *In a rush – it was late, he dashed out the door.* *In a rush, – it was late – he dashed out the door.*
Use en-dashes with spaces before and after.	

To key a dash press:

On a QWERTY keyboard:

Ctrl + -

On an AZERTY keyboard:
Alt 0150

	USE	DON'T USE
See also: ***Quotations, p. 76***	**Ellipses ...** In quoted material to indicate a word or words omitted, with spaces before and after: A well founded reputation ... is a priceless advantage.	To indicate a pause or hesitation. In the place of etc. or and so on. With parentheses around them. With spaces between the dots.
To key an ellipsis press: *On a QWERTY keyboard: Alt + Ctrl + .* *On an AZERTY keyboard: Alt 0133*	Where a line or paragraph is omitted and replaced by an ellipsis, the ellipsis should be placed within square brackets on a separate line.	
	Exclamation marks !	Don't use them anywhere.
See also: ***Capitalisation, p. 51***	**Full stops (periods) .** In abbreviations of courtesy and military titles: Dr., Ms., Gen. Where generally customary: *i.e.*, etc., *e.g.* To avoid confusion: a.m., not am Inside quotation marks (inverted commas) where the full stop ends the quotation as well as the sentence in which it appears: The chairwoman said, "This meeting is concluded." Outside quotation marks (inverted commas) where the quotation itself does not end with a full stop, but the quotation concludes the sentence: The report often refers to "ups and downs". At the ends of all subparagraphs, whether the subparagraphs are formed of whole sentences or fragments of several words.	In abbreviations formed from capital initial letters: IMF, not *I.M.F.* Outside parentheses where the material within the parentheses forms a complete sentence. *In this part of the example, the parenthetical material is fragmentary (so the full stop goes outside).* *(By contrast, this part of the example is a whole sentence, so the full stop goes inside the closing parentheses.)*
See also: ***Electronic addresses, p. 59***	In an Internet address that comes at the end of a sentence.	

USE

Listed points (bullets)

Use them sparingly

Use them on occasion to highlight important points. They have a visual impact on the reader.

DON'T USE

Overuse of bullets is counter-productive and can cause readers to lose their concentration.

Each item in a list must have the same grammatical structure. This makes the points easy for the reader to understand and allows for consistent punctuation throughout the list.

If at least one of the items in the list consists of several sentences, introduce each item with a capital letter and end each sentence with a full stop.

In order to avoid any delays with your publication, you should:
- Send an outline and any draft material to the PAC Editoral team as early as possible.
- Fill in and e-mail the Book Notice (BN) to PAC ED BN at least one month before the final manuscript is due to arrive. As soon as PAC Editorial has a complete draft and the BN, the title can be discussed at PubsBoard.
- Send the complete manuscript to translation as early as possible.

In all other cases, start each item with a lower case letter and end it with a) a semi-colon or comma (long items), or b) no punctuation mark (short items). If you decide to use punctuation at the end of each item, remember that the last item should always end with a full stop.

The following components are essential to your publication:
- title page
- copyright page
- foreword
- executive summary

The following components are essential to your publication:
- title page, containing the title, subtitle, and cover image;
- copyright page, including the OECD historical information;
- executive summary of less than 2000 words.

USE	DON'T USE
Parentheses ( ) (round brackets) To set off an element that is not part of the main sentence, such as an explanation (like this), especially where less obtrusive punctuation would seem repetitive or could lead to confusion.	Where commas would do: for instance, the explanatory *like this* used could be bracketed by commas in a simpler sentence: Keep it short, like this, wherever possible.
Question marks ?	After indirect questions: He asked where I was going. After polite requests: Could you let me know when we can meet.
Quotation marks “ ” Around a short direct quotation: “The report discusses financial markets in central and eastern Europe.” Before the comma when quoted material ends a clause but not a sentence: The report discusses “grey markets”, which are of particular concern in emerging economies.	To set off long quotations. If the passage you are citing is more than five lines long, it should take the form of a separate, indented paragraph, even if it starts in mid-sentence. It should be presented in the same font and size as the body of the text.
After the full stop if a quoted text ends with a full stop and concludes the sentence in which it appears: The report concluded that “continued growth is uncertain. The outlook remains cloudy.” Before the full stop if the quoted material itself does not end with a full stop but concludes a sentence: The report often refers to “ups and downs”.	

To key an English “smart” (curly) opening quotation mark, press:

On a QWERTY keyboard:

SHIFT + “

On an AZERTY keyboard:
Alt 0147

To key an English closing quotation mark, press:

On a QWERTY keyboard:
SHIFT + “

On an AZERTY keyboard:
Alt 0148.

Alternatively, you can "search and replace" straight quotes by "smart" quotes when the document is finished (make sure you have chosen "smart" quotes as your default in "Tools - AutoCorrect –"

USE	DON'T USE
Single quotation marks ' '	
To indicate a quote within a quote: "The report discusses 'grey markets' in central and eastern Europe."	To indicate a quote or buzzword in the text. Use double inverted commas instead: This report refers to all "participants" as defined below.
Semicolons ;	
To join independent but related clauses: The chairperson adjourned the meeting; delegates then went to a cocktail reception hosted by Spain. In lists, to separate items one or more of which incorporate commas: This move affects the Directorate for Science, Technology and Industry; the Economics Department; and the Reference and Terminology Unit. In such a list, the semicolon before "and" at the end is mandatory.	In simple lists not involving other separating punctuation: IBM, Dell, Digital and Compaq. At the ends of any subparagraphs. Full stops end all subparagraphs, whether formed of whole sentences or fragments.
Slashes /	
To separate alternatives: indoor/outdoor gear. To indicate a period overlapping two calendar years, such as a fiscal year: 1998/99. To represent "to" in the terms of a ratio: price/earnings, reserves/production, risk/reward.	To indicate a period of two or more years, *e.g.* the three years from the beginning of 1997 to the end of 1999; here, the OECD uses a hyphen: 1997-99. To represent "to" or "and" in indicating linkage or opposition, where again the hyphen is called for (a Washington-Paris flight, the Lincoln-Douglas debates, the Taft-Hartley Act). As a substitute for "per" or "a/an" with units of measure, except where space is a problem, *e.g.* in tables: 24 hours a day, 100 kilometres an hour, 3 metres per second.

USE	DON'T USE
Square brackets [ ] As parentheses within parentheses: (In this regard, consult Fowlers [1994].) In direct quotations to indicate material not in the original: The chairman said, "At this point [1991], the outlook is still unclear."	

QUOTATIONS

A QUOTATION is made up of:

- quoted passages from other works
- words and thoughts of third parties reported in the text

Long quotations

If the passage you are citing is more than five lines long, it should take the form of a separate, indented paragraph (even if the quotation starts in mid-sentence). It should be presented in the same font and size as the body of the text.

NOTE that there is no full stop after the reference.

> [P]olicies on tax, employment and family have a direct impact on the decisions working parents, and potential parents, make. In Austria, for instance, generous parental leave benefits can encourage mothers to care full-time for their very young children, and the tax/benefit system, which favours dual-earner couples, provides incentives for mothers to return to work once their children become slightly older. However, until there are sufficient quality childcare options for these older children, most mothers will opt either to work part-time, which could hamper career prospects, or to remain out of the labour market for a much longer period. (OECD, 2002)

Short quotations in text

Ordinary quotations (those made up of words or phrases quoted directly by an individual) are incorporated into the running text within double quotation marks. Single quotation marks should be used for quotations within quotations.

The OECD considered that "policy makers need to understand the characteristics of policy instruments in order to create effective and efficient policy packages". (OECD, 2002) but

The Minister stated: "Regulatory instruments can be very effective if well enforced, but it is perceived that they usually define a minimally acceptable level of performance and are therefore normally insufficient to lead the industry towards very high levels of performance."

If a word or part of a quotation is omitted from the beginning or middle of the text, it should be replaced by three points (ellipsis):

"Although this upward trend was interrupted last year … it still grows faster than other economic aggregates like world production, capital formation and trade."

"… it still grows faster than other economic aggregates like world production, capital formation and trade."

If a word or part of a quotation is omitted from the end of the text the full stop is placed outside the quotation marks:

"Although this upward trend was interrupted last year, in 2003, it still grows faster than other economic aggregates like world production …".

See also:
Ellipses, p. 72

Where a line or paragraph is omitted and replaced by an ellipsis, the ellipsis should be placed within square brackets on a separate line:

"Worldwide inflows of FDI rose from USD 330 billion in 1995 to USD 1 270 billion in 2000.

[…]

However, FDI is not evenly distributed among nations and the decline in 2001 has not affected developed and developing countries to the same degree."

SPACES (HARD)

See also:
Breaks in sentences and words, p. 50

HARD SPACES BETWEEN WORDS ensure that words are not split during the document formatting stage.

To create a hard space in Word™, hold CTRL + SHIFT simultaneously + Space Bar.

SPELLING

AS A GENERAL RULE, the first entry in the *Concise Oxford Dictionary* should be followed. An exception to this rule is the spelling of words ending in "-ise/-ize". Although both forms are correct, the preferred spelling is "-ise" and this should be applied to ensure consistency.

See also:
International organisations, p. 67

The former OECD practice of using the "-ize" spelling of certain words, even in British English, has been abandoned. If your document uses the British "-ise/-isation" spelling of words like "recognise" and "plagiarise", then you must adopt that spelling for "amortise", "fertilise" and all the other former "OECD exceptions".

NOTE however, in names of US institutions, leave the American spelling for Center and Program. Otherwise, use Centre and Programme (except when referring to a computer program).

Plurals

Note the following singular and plural forms of Latin or Greek words:

Singular	**Plural**
addendum	addenda
agenda	agendas
appendix	appendices
colloquium	colloquiums
consortium	consortia
criterion	criteria
curriculum	curricula
data (always used in the plural)	data
equilibrium	equilibria
erratum	errata
formula	formulas (general)
formula	formulae (scientific, math)
forum	forums
index	indexes (of books)
index	indices (indicators, index numbers)
matrix	matrices
medium	media
memorandum	memoranda
nucleus	nuclei
phenomenon	phenomena
premium	premiums
referendum	referendums
syllabus	syllabuses
symposium	symposia
ultimatum	ultimatums

Confusion between words

See also:
Watching out for pitfalls in English, p. 81

Confusion between English words

Check typescripts for errors involving the words below:

dependent (adj.)	dependant (noun)
license (verb)	licence (noun)
maintain (verb)	maintenance (noun)
advise (verb)	advice (noun)
practise (verb)	practice (noun)
principal (adj./noun)	principle (noun only)

also: independent, dependence, dependency

Confusion between English and French

English	French
address	adresse
apartment	appartement
character	caractère
competitiveness	compétitivité
connection	connexion
correspondence	correspondance
defence	défense
environment	environnement
example	exemple
existent	existant
independence	indépendance
medicine	médecine
messenger	messager
negligible	négligeable
negotiation	négociation
offence	offense
parallel	parallèle
recommendation	recommandation
reflection	réflexion
responsible	responsable
tariff	tarif

4 WATCHING OUT FOR PITFALLS IN ENGLISH

COMMONLY MISUSED WORDS

Across is ambiguous in such expressions as "data on unemployment across countries". Make clear whether you mean data on regions within countries, on each of several countries, or on a group of countries.

Affect and effect

Affect is a verb meaning "to influence". Effect as a verb means "to execute, to bring about, to accomplish". As a noun effect means "result, consequence, being in operation".

- The new law affects few taxpayers.
- To effect any change will require many sacrifices.

All ready and already

All ready is a pronoun plus an adjective. Already is an adverb that means "before a specified or implied past, present, future".

- Once we have all ready, we can mail it.
- The meeting is already finished.

All right should always be two words. "Alright" is incorrect.

All together and altogether

All together is a pronoun plus an adjective used to indicate "at one time" or "in one place". Altogether is an adverb meaning "entirely" or "in sum".

- They were all together at the conference.
- The director was not altogether pleased with the results.

Allude to and refer to

Allude to means "to mention indirectly" and refer to means "to mention directly".

Alternate and alternative

Alternate means "every other" (They drove on alternate days.) Alternative should be used in reference to non-conventional things (alternative fuels).

Among and between

Use between when referring to two persons or things and among when referring to more than two.

- The friendship between the two countries is substantial.
- The work will be divided equally among the staff.

Amount and number

Amount refers to bulk, mass or aggregate. Number refers to countable nouns.

- She spent a large amount of time on the document.
- The conference will attract a large number of journalists.

And/or can often be avoided; usually one or the other of these conjunctions is sufficient.

Anyone and any one

Anyone means "any person at all". Any one means "a single person or thing of a group".

- Anyone may attend the meeting.
- Any one statistician may represent the directorate.

Appraise and apprise

Appraise means "to evaluate".
Apprise means "to inform".

- The working group will be appraised soon.
- She will apprise you of the findings.

Approve and approve of

Approve means "to give official consent".
Approve of means "to regard favourably".

- The manager approved the contract.
- The staff approved of their new offices.

Assure, ensure and insure

Assure is used with reference to persons in the sense of "to set the mind at rest". Ensure or insure are used with reference to things or events. Use ensure in the sense of "making sure or certain". Use insure in the sense of "indemnifying against risk or loss".

- The director assured the manager that action would be taken.
- You need to ensure that the task is completed.
- The shipment is insured against loss or damage.

Autarchy means "absolute sovereignty or despotism". Autarky means "economic self-sufficiency". Autocracy means "absolute government by one person". Autonomy means "self-governance" or "independence".

Balance and remainder (rest)

Remainder (rest) is that which is left after something has been subtracted or used up. Balance has a similar meaning but should be used only when comparing monetary amounts.

- After these payments have been made, the balance will be substantially smaller.
- They took the remainder of the boxes to the new office.

Biannual and other words starting with "bi-" to express periodicity are often confusing and should be avoided. Instead, spell it out: held every two years, published twice a month, appearing twice a year, etc.

Comparatively, like **relatively**, should be used only when a comparison is explicit.

- The inflation rate was 30% in Egypt, but in Libya it was comparatively low.

Incorrect: This year's rainfall has been comparatively high. (It leaves the reader guessing: compared with when/where/what?)

Comprise does the work of half a sentence if it is used correctly. Do not use it as a synonym for contain or include. It means "consist of", "be made up of". A body comprises all its component parts: The USA comprises the 48 continental states, Alaska and Hawaii.

NOTE that "is comprised of" is generally considered incorrect (besides, it is in the passive mode, which you should avoid).

Concerted means "by agreement" or "in unison". One person or one country alone cannot make a concerted effort.

Consensus (note the spelling) means "shared opinion", not "majority view".

Constitute is used to mean the constituent parts of a body that make up the whole.

- The House of Commons and the House of Lords constitute the Parliament of the United Kingdom.

Do not use "constitute" when "contain" or even "is" would be correct.

- This document contains the group's report, which is the result of three years' work.

Continual, continuous, continued

Continual means "happening frequently" but with breaks between occurrences. Continuous means "uninterrupted" or "incessant". Continued means "lasting" or "extending" without interruption.

- His continual interjections were irritating.
- We witnessed football's oldest continuous rivalry.
- They wished for her continued success.

Farther and further

Use farther to refer to physical distance and further to indicate additional degree, time or quantity.

- He can run farther than she can.
- Revise this document further.

Forego means "precede", while forgo means "to do without".

- In the foregoing section, the publisher has forgone the usual paragraph numbering.

Foreword and forward

- The foreword is a part of the frontmatter of a book.
- The bus moved forward.

Formally and formerly

Formally, which means "in a formal way", is often used incorrectly for formerly, which means "earlier, in the past".

Historic and historical

Historic means "famous" or "important in history". Historical means "of", or "belonging or referring to history".

- The Conciergerie is a historic building.
- Ben-Hur is a historical novel.

Impact is a noun and should not be used as a verb. In the sense of "effect" it is not countable; "environmental impacts" is jargon.

Implement as a verb, is much overused; it should be restricted to the sense of "carry out, execute, accomplish" (a similar caveat applies to "implementation").

Imply and infer

To imply is "to state indirectly, to suggest". To infer is "to deduce", "to draw a conclusion".

- They implied that they were the only organisation able to handle the task.
- Based on their comments, we inferred that they were heading toward bankruptcy.

In regard to is the proper expression. "In regards to" is incorrect.

Include does not mean "comprise".

The countries supporting this policy include Denmark, Norway and Sweden means at least one other country supports it. Hence, the phrase "including but not limited to" is redundant, though writers may be coerced into using it in sensitive documents, precisely because of the unfortunate tendency to confuse "include" and "comprise".

Inter and intra

Inter means "among, between, together", as in "intercontinental" (among or between continents). Intra means "within, inside", as in "intrastate" (within or inside a state).

Literally does not mean "in effect" or "virtually". "He literally exploded" implies that there were bits of him all over the walls, floor and ceiling. Avoid such hyperbole.

Loan as a verb, is disputed, particularly in the Britain. It is safest to use it only as a noun. The preferred verb is lend.

Methodology is a body of methods or set of procedures used in a particular field or activity. Do not use it as a fancy synonym for "method".

Political as in "political issues", is not the same as "policy issues". OECD texts usually deal with policy.

Presently should be avoided, as in British English it is usually understood to mean "soon" rather than "now". Do not use "the present" to mean "this", as in "the present style guide".

Principal and principle

Principal can be either an adjective or a noun. It generally means "chief" or "leading". Principle is only a noun and has various abstract meanings.

- The principal reason for the financial collapse was greed.
- These five principles are the most crucial to understanding the study.

Quite like "rather" and "somewhat", is quite imprecise. Avoid it, and them.

Regardless is the correct expression. "Irregardless" is incorrect.

Regime in the sense of "government" has a pejorative ring in modern English, being commonly associated with dictatorships. It should never be used to refer to the government of any OECD country and its use will rarely be justified for other countries.

Regular does not mean "frequent" but rather "at regular intervals".

- Halley's comet regularly approaches the Earth, appearing in the skies every 76 years.

Relatively see *comparatively*.

Respectively, latter, former should be avoided. They break the forward flow of the reader's eye movement as the reader is obliged to look back in the sentence to see the connection between the words.

USE: Food prices rose 7%, fuel prices 3% and housing 2%.

AVOID: Food, fuel and housing prices rose 7%, 3% and 2%, respectively.

USE: Ms. Francis and Mr. Joya will attend the meeting. Ms. Francis is a child health specialist.

AVOID: Ms. Francis and Mr. Joya will attend the meeting. The former is a child health specialist.

Scheme to American ears, carries the same negative connotation as a noun that it does as a verb. Avoid it, instead using "programme", "project" or some other word that is neutral on both sides of the Atlantic.

Slated means "scheduled" to an American but "severely criticised" to a Briton. Avoid it as ambiguous.

State can be confusing in discussions involving countries with federal governments, such as the United States and Germany. Use it with care.

Table is best avoided as a verb, since it means "to present something" (a proposal, legislation) in Britain but just the opposite in the United States.

A FEW TIPS ON GRAMMAR AND SYNTAX

Modifiers

Dangling participles

Edit dangling participial phrases, which confuse meaning:

Based on Public Law 666, the government adopted a regulation.

- As the example stands, it says the government is based on PL 666. If a participial phrase comes at the beginning of a sentence, it must refer to the grammatical subject of the sentence. The example should read:

  Acting on the basis of Public Law 666, the government adopted a regulation.

- Or get rid of the participle, at the same time shortening the sentence:

  The government adopted a regulation under Public Law 666.

Single-word modifiers

Place a single-word modifier (nearly, almost, merely, even, hardly, just, only) near the word you intend it to describe. Notice how the placement of the word only conveys a different meaning in each of the following sentences:

Only she stated that she would gather the data.
She only stated that she would gather the data.
She stated that only she would gather the data.
She stated that she would only gather the data.
She stated that she would gather only the data.

Articles

All singular, countable nouns must take an article (a, an, the).

The Editorial team will assist you. (You can count "team" [two teams, three teams] but it is singular in this case, so it must take an article.)

Knowledge is power. (You cannot count "knowledge" or "power".)

Subject-verb agreement

Compound subjects

Subjects joined by the word "and" form a compound subject. Use a plural verb unless the subjects represent a single idea or person.

- The director and the staff member were presenting their ideas differently.
- Planning for the future and implementing those plans are crucial to success.
- The guest speaker and new author, Ms. Conway, is talking to the media.
- Ham and cheese is the only sandwich remaining.

False compound subjects

A compound subject is not formed by clauses beginning with words like: as well as, plus, including, along with, together with, with, except, in addition to, no less than, rather than.

Make the verb agree with the "true subject":

- The nutrition component, together with the health component, needs to be improved ("nutrition component" is the true subject).
- The editor, rather than the author, is writing the preface ("editor" is the true subject).

Intervening phrases

Disregard intervening phrases when determining subject-verb agreement.

- A key factor, the institution's high salaries, is not being considered ("factor" is the subject, not "salaries").
- Her experience with other international organisations makes her highly qualified for the position ("experience" is the subject, not "organisations").

Numbers

Use a singular verb with units of measurement such as money, time distance, weight and quantity if the term is considered as a total amount.

- USD 2 000 is exempted for each dependent child.
- More than 50 000 tonnes of coal was delivered.

Fractions, portions

When a fraction or an expression such as *part, per cent, the rest, the remainder, some or most* is modified by a prepositional phrase, the noun or pronoun in the phrase usually determines whether the verb is singular or plural.

- Only two-thirds of the trade is reported.
- Only two-thirds of total exports are reported.
- One-third of the members are participants.
- Part of the population lacks drinking water.
- At least 50% of the countries have signed the agreement.
- Of total imports, 30% was rice, 15% was wheat and 40% were manufactured goods.

ANNEXES

ANNEX A. HOW TO CHOOSE A TITLE

What to do

Think carefully about the audience for the publication or document. How will the title help that audience identify the work? Will it entice people to read it?

Choose a title that is clear, descriptive and meaningful. Words like *Main Challenges* or *Lessons Learnt* are not very meaningful.

Use one or two key words (*e.g.* indicators, wages, employment) that capture the main message and also make it possible for people to locate the document. If you cannot capture the message in the main title, add a subtitle that provides further information.

Think about the history and context of the document, and whether it is associated with a particular work activity. If the name of the work activity is well known, it could be useful to refer to it in the title, *e.g. OECD Environmental Performance Reviews.*

Check the titles of previous OECD publications, as well as those that are in the process of being published, *e.g.* via the publication database Kappa. It could be useful to link your title to the title of a related, or successful, publication. It may also be the case, however, that there is unwanted overlap with the title of another OECD publication.

If your book is part of a series, consider whether the title makes sense in the context of other publications associated with that series.

If you are devising a series title for the first time, think about whether that title will be appropriate for all the books that will be included in the series, *e.g. Ageing and Employment Policies: [Sweden, Belgium, etc.]*

Once you have a shortlist of titles, test them out on other people, notably those outside your field. Contact PAC Editorial (e-mail PAC ED) for guidance.

What to avoid

Avoid using insider expressions, Latin and foreign words, unnecessary technical terms and acronyms. If it is necessary to use an acronym, try to put it in the subtitle.

Avoid meaningless, all-purpose titles, such as *Challenges for the Future*.

Do not try to describe exhaustively what the document or publication contains.

Avoid using redundant words, such as *Insurance Schemes in Europe: Germany and France.*

Reworked titles

The titles of OECD publications are often reworked following a period of brainstorming. PAC Editorial is happy to participate in the process of developing a title. Some examples of titles that have been reworked are:

BEFORE: *Report on the Misuse of Corporate Vehicles for Illicit Purposes*

AFTER: *Behind the Corporate Veil: Using Corporate Entities for Illicit Purposes*

BEFORE: *Countering Public Sector Corruption: An Overview of Corruption Prevention Measures in OECD Countries*

AFTER: *Public Sector Corruption: An International Survey of Prevention Measures*

BEFORE: *Benefit Systems and Work Incentives*

AFTER: *Benefits and Wages: OECD Indicators*

BEFORE: *The Tax/Benefit Position of Employees*

AFTER: *Taxing Wages*

ANNEX B. HOW TO WRITE AN EXECUTIVE SUMMARY

Before you write the executive summary, think carefully about the form it will take.

■ **Begin by sparking reader interest** (one or two paragraphs).
Try one of the following:

- Set up the situation or complication that led to the study and therefore to the purpose and main point of the document you are writing.
- Set up the context by starting where the readers are. For example, if the readers' ideas are contrary to those you are trying to convey, start with the readers' ideas then lead into how your "new" ideas will benefit all concerned.

World population roughly doubled over the last 50 years, while water consumption world wide quadrupled... At the beginning of the 21st century, 1.1 billion people still do not have access to safe water and 2.4 billion lack access to basic sanitation...

■ **Describe the study** (one paragraph).

- What questions was the study trying to answer?
- What perceived problem(s)/concern(s) was the study intended to examine?
- What, in particular, was studied: government policies (which governments)? Corporate policies? Different industrial sectors (which sectors)? The interplay between government bodies and corporations?

This study focuses on work and family in three OECD countries: Austria, Ireland and Japan. Since the 1980s, female employment aspirations in all three countries have risen while birth rates have dropped. There is clearly a link between these two phenomena, but is it causal? This study examines how tax/benefit, childcare and employment policies not only affect parental labour market behaviour, but also influence the formation of families.

■ **Describe the major findings** (variable length).

Limit this section to only the **major** findings, using one paragraph per finding. The findings should be presented in general terms first and then supported by **one or two key details**/statistics that support or illustrate the finding. These details should both stimulate interest in reading the full study and provide enough substance to inform readers who may not have the time to read the entire book.

A high proportion of adult learning focuses on professional upgrading, as the enterprise is one of the main catalysts of training. More than 50% of those who trained did so with the employer's support, and employers tend to choose investments from which they expect a high return. Thus training tends to concentrate on workers who are already qualified and enjoy relatively high professional status in large companies. This leaves out low-skilled or older workers, those in small companies, and those on temporary contracts. Larger firms train more, as do firms in the service sector, primarily social and personal services, financial intermediation and real estate.

Describe the results/conclusions/main recommendations
(one to three paragraphs or one short paragraph followed by bullet points).

The OECD is undertaking a number of activities to enhance water management policies in OECD and non-OECD countries, basing this work on recent experience. Much of this activity supports internationally-agreed water goals, including those on access to drinking water and sanitation. Current activities involve:

- comparing performances of OECD-country water-management systems, using the results of *OECD Environmental Performance Reviews*, as well as peer reviews of country regulatory reforms and economic development;
- addressing social issues related to water-pricing policies, including the need to alleviate negative distributive effects;
- assessing the utility of transferable permits in managing water use and pollution;
- strengthening management and technical systems to assure microbiological drinking water quality;
- measuring and managing water use and water pollution in agriculture;
- supporting the development of stable financing plans for water and wastewater infrastructure expansion and maintenance in non-OECD countries.

ANNEX C. HOW TO NUMBER OECD PUBLICATIONS

Structure of OECD publications

The structure of an OECD publication varies according to its content. This document outlines the three main possibilities encountered in OECD publications.

1. General case: chapters, no parts
Chapters have an equal role in the publication. There are no parts. Chapters are numbered from 1 to *n*. This is the most common case.

2. Parts and chapters of a similar type
Chapters are grouped by parts. The chapters have an equal role in the publication and are numbered from 1 to *n*. The chapter numbering system does not restart at each new part.

3. Parts and chapters of various types
Parts may or may not contain chapters. **Whether parts are numbered or not, chapter numbering runs from 1 to *n* through the whole book** (the numbering system does not restart at each new part).

NOTE that there are very few exceptions to this rule. If you think this rule is not applicable to your publication, please contact the PAC Editorial team.

Content of OECD publications

An OECD publication is composed of three main segments: **frontmatter** (preliminary pages), **body** (or main text) and **backmatter** (end pages).

Front and backmatter

The front and backmatter should generally **not** be numbered. However,

- When it is necessary to number the backmatter, capital letters should be used: Annex A, B, C, etc.

Body of the text

- Chapters within the body text should be numbered using **arabic numbers** (1, 2, 3, etc.).
- Tables, graphs, and annexes (annex to be preferred to appendix) within chapters follow the same rule. Their numbers begin with the relevant chapter number (Table 1.1, Annex 1.A1, etc.).
- The header (or title) also begins with the relevant chapter number (1. *Main Economic Factors*, etc.).

Parts

Within the body text, parts should be numbered using **roman numerals** (I, II, III, etc.).

Parts can have several roles or usages:
- They can be used to group chapters.
- They can divide the book into segments or distinguish between different types of content.

For more information, please see the tables below.

1. General case: chapters, no parts

STRUCTURE	NUMBERING	ELEMENT	TEXT (example)	RUNNING HEADERS (example)
Frontmatter	*n.a.*	Foreword	Foreword	Foreword
	n.a.	Table of contents	Table of contents	Table of contents
	n.a.	Acronyms	Acronyms	Acronyms
	n.a.	Executive Summary		Executive Summary
Body	Arabic numbers	Chapter 1 Table 1.1 Table 1.2... Graph 1.1 Graph 1.2... Box 1.1… Notes : 1 to *n*	Chapter 1 Main Economic Factors	1. Main Economic Factors (odd and even)
		Chapter 2 Table 2.1 Table 2.2... Graph 2.1 Graph 2.2... Box 2.1… Annex 2.A1 Annex 2.A2 Table 2.A2.1 Notes : 1 to *n*	Chapter 2 Highlights of Recent Trends	2. Highlights of Recent Trends
		Chapter 3 Table 3.1 Table 3.2... Graph 3.1 Graph 3.2... Annex 3.A1 Annex 3.A2 Table 3.A2.1	Chapter 3 Private Annuity Markets	3. Private Annuity Markets
Backmatter	Letters	Annex A Table A.1 Table A.2 Graph A.1 Graph A.2	Annex A Decision of the Council on the Exchange...	Annex A
		Annex B Table B.1 Table B.2... Graph B.1	Annex B Programme of the OECD Workshop	Annex B

n.a.: not applicable.

2. Parts and chapters of a similar type

STRUCTURE	NUMBERING	ELEMENT	TEXT (example)	RUNNING HEADERS (example)
Frontmatter	*n.a.*	Foreword	Foreword	Foreword
	n.a.	Table of contents	Table of contents	Table of contents
	n.a.	Acronyms	Acronyms	Acronyms
	n.a.	Executive Summary		Executive Summary
Body	Roman numerals	Part I	Part I. Regulatory Reform in Canada	
		Chapter 1 Table 1.1 Table 1.2... Graph 1.1 Graph 1.2... Box 1.1… Notes : 1 to *n*	Part I Chapter 1 Main Economic Factors	I.1. Main Economic Factors
	Arabic numbers	Chapter 2 Table 2.1 Table 2.2... Graph 2.1 Graph 2.2... Box 2.1… Annex 2.A1 Annex 2.A2 Table 2.A2.1 Notes : 1 to *n*	Part I Chapter 2 Highlights of Recent Trends	I.2. Highlights of Recent Trends
	Roman numerals	Part II	Part II. Regulatory Policies	
	Arabic numbers	Chapter 3 Table 3.1 Table 3.2... Graph 3.1 Graph 3.2... Annex 3.A1 Annex 3.A2 Notes : 1 to *n*	Part II Chapter 3 Private Annuity Markets	II.3. Private Annuity Markets
Backmatter	Letters	Annex A Table A.1 Table A.2... Graph A.1 Graph A.2...	Annex A Decision of the Council on the Exchange...	Annex A
		Annex B Table B.1 Table B.2... Graph B.1	Annex B Programme of the OECD Workshop	Annex B
About the annexes related to parts	If the book contains some annexes that relate to chapters and others that relate to the whole book (as in the above example), it should not contain annexes that are related to parts. However, if the book contains annexes related to parts instead of chapters, they should be numbered like this (for Part I)			
	Roman + arabic numerals	Annex I.1 Table I.1.1 Table I.1. 2 Graph I.1.1	Annex I.1 List of Participants	Annex I.

3. Parts and chapters of various types

STRUCTURE	NUMBERING	ELEMENT	TEXT (example)	RUNNING HEADERS (example)
Frontmatter	*n.a.*	Foreword	Foreword	Foreword
	n.a.	Table of contents	Table of contents	Table of contents
	n.a.	Acronyms	Acronyms	Acronyms
	n.a.	Executive Summary		Executive Summary
Body	Roman numerals	Part I (No chapter) Table I.1 Table I.2... Graph I.1 Graph I.2... Box I.1... Notes : 1 to *n*	I. Recommendations and Conclusions	I. Recommendations and Conclusions
	Roman numerals	Part II	II. Country Surveys	
	Arabic numbers	1 Table 1.1 Table 1.2... Graph 1.1 Graph 1.2... Box 1.1... Notes : 1 to *n*	1. Canada	II.1. Canada
		2 Table 2.1 Table 2.2... Graph 2.1 Graph 2.2... Box 2.1... Annex 2.A1 Annex 2.A2 Table 2.A2.1 Notes : 1 to *n*	2. USA	II.2. USA
		3 Table 3.1 Table 3.2... Graph 3.1 Graph 3.2... Annex 3.A1 Annex 3.A2 Table 3.A2.1	3. France	II.3. France
Backmatter	Letters	Annex A Table A.1 Table A.2... Graph A.1 Graph A.2...	Annex A Decision of the Council on the Exchange...	Annex A
		Annex B Table B.1 Table B.2... Graph B.1	Annex B Programme of the OECD Workshop	Annex B

ANNEX D. HOW TO CORRECT PROOFS: STANDARD PROOFING MARKS

Instruction	Symbol	Example	
		Text	Mark in the margin
delete	(deleatur)	the traffic~~s~~ etc. in this ~~this~~ way	
delete and leave space	‡	New Jersey	‡ New Jersey[1]
delete and close up		macroeconomic	macroeconomic[1]
insert a letter or punctuation mark		sensibl growt imanent an old bonze	e h m r
insert a word		to be or not be	to
replace what was omitted		It lay of Capri	See copy p.4
make a correction		itx cloudy outside an aptidude the We visited ~~in~~ New ~~England~~	I s t t hours York
stet (leave unchanged)	- - - -	She had ~~good~~ reason to insist	stet
insert a space	# or ‡	a job welldone	#
equalise space between words		To be or not to be	

Instruction	Symbol	Example: Text	Example: Mark in the margin
close up/delete space		They left hap pily.	
change case: upper change case: lower		the royal Society's funding of University reseaRch.	R u r lc
multiple corrections of the same error		all's will that ands wall	e
correction outside its usual place		Tiger, tigar, burnng brighe	e t i
move right		on the one hand	
move left		but, on the other hand	
decrease line space		Do the musicians understand that the dancers have finished?	
increase line space		There is always an easy solution to every human problem – neat, plausible, and wrong. (H.L. Mencken)	
transpose adjacent letters		the Secretraiat's draft reprot	
transpose non-adjacent letters		Chinese Teipai	Taipei[1]

1. For clarity, the word with the mistake can be rewritten correcty and circled.

Instruction	Symbol	Example: Text	Example: Mark in the margin
transpose words		He who everybody praises praises nobody. (Samuel Johnson)	
transpose lines		Blessed is the man who, having us wordy evidence of the fact. nothing to say, abstains from giving (George Eliot)	
new paragraph		Tiger, tiger, burning bright. In the forests of the night,	
run on (no new paragraph)		You see things; and you say "Why?" But I dream things that never were; and I say "Why not?" (G.B. Shaw)	
move up from line below[1]		Ambition is the last refuge of failure. (Oscar Wilde)	
move down to next line[1]		The more minimal the art, the more maximum the explanation. (Hilton Kramer)	
wrong font		As one grows older, one becomes wiser and more foolish. (Rochefoucauld)	g /
change type style		FOURNIER, in his book *Memories* of *Rome* recalls...	lc rom.[2] itals bold

1. By altering the size of the space between words, the printer can lengthen or shorten the text contained on one line.
2. "rom." is to indicate roman, unslanted, type, the opposite of italic type.

Instruction	Symbol	Example: Text	Example: Mark in the margin
letters and numbers in superscript; apostrophes		E=MC2 Theres the kings messenger	2 ' '
numbers in subscript		CO2	2 CO_2

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