OECD STYLE GUIDE

THIRD EDITION

OECD
BETTER POLICIES FOR BETTER LIVES

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See the OECD editorial guidelines at: http://oe.cd/pubguidelines. For legal matters, consult http://oecdshare.oecd.org/SGE/SITES/LEGALINFO or contact LEGER@oecd.org.

Please continue to send comments or queries to styleguide@oecd.org, or be directly in touch with your PAC editors. Refer also to the OECD's Collaborative Knowledge-based Terminology Portal (otherwise known as AGORA, www.oecd-agora.org) which aims to provide correct, consistent definitions and translations of economic and other specialist terms.

We would like to thank all the colleagues who have contributed to this revision, including the many communications co-ordinators, publications assistants and writers who have regularly sent us helpful comments and questions.

Foreword

Today, the way we read and write has changed with the availability of online and mobile resources 24 hours a day, 7 days a week. We have all come to expect information that is accessible: easy to find, understand and use or re-use.

This third edition of the *OECD Style Guide* is designed to help you draft and organise your published material so that readers can easily navigate, understand and access OECD analysis, statistics and information. It does so by:

- providing basic guidelines to ensure that we present our work in a way that meets the needs of our expanding, mostly online, audiences
- offering tips on good writing
- setting out the standards and conventions that should be used for drafting all OECD information.

The rules and conventions are for use by OECD staff working on all OECD communications platforms, whether print or on line, books, articles, webpages, working papers, social media or presentations. They are designed to encourage consistency and clarity. Conventions that are appropriate for one platform and not others have been highlighted.

We recommend consulting the most recent editions of the *Concise Oxford English Dictionary* and the *Oxford Style Manual* for details not covered here. Please also refer to the PAC Publishing Guidelines available on http://oe.cd/pubguidelines.

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PART I

PUBLISHING AT THE OECD

1. Publishing at the OECD

This chapter provides information on the types of audiences reading OECD material, and their needs and expectations. It explains how the OECD makes its content accessible through a range of published material, good writing and clear signposting, and online break-up into individual components.

Who are our readers?

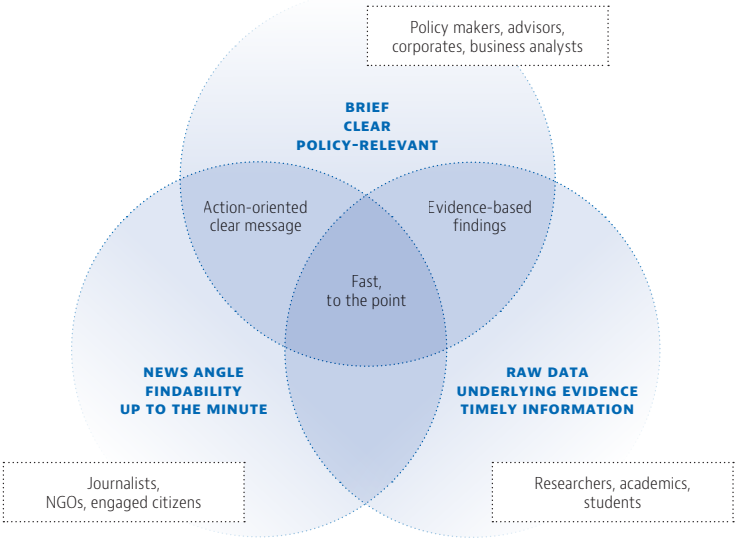
The OECD's audiences are made up of time-constrained, Internet-savvy readers who mostly access our content on line. They represent a mix of policy makers (government officials and parliamentarians) and policy shapers such as academics, researchers and students; non-governmental organisations and librarians; journalists, as well as a growing number of private-sector employees and engaged citizens.

OECD reader surveys show that most readers seek statistics accompanied by OECD analysis. They want to:

- consult country surveys, reviews and reports
- compare country statistical data
- consult statistics on a particular topic
- browse a publication on line
- consult working papers and policy papers.

Total readership on our two main online platforms, the OECD iLibrary and oecd.org, has grown exponentially in the past few years, with most growth seen in Asia, Latin America, Africa and the Middle East. This means that our reach has become truly global, and that our writing needs to be clear, crisp, accessible and consistent to serve this international readership.

▼ **Key needs by audience type**



Why do we publish?

The OECD's publishing policy aims to increase our readership and maximise the impact, relevance and accessibility of OECD work on:

- major economic, environmental and social issues in the public policy debate
- key technical issues debated within and between governments
- OECD Council decisions and recommendations.

The policy states that all OECD published material should have a clear purpose and clearly defined target audiences, and should be of high editorial quality. It should provide:

- clear, concise, policy-oriented messages
- accurate, relevant and interesting subject matter
- timely research, data and analysis
- clear and accessible contents
- consistent structure and presentation.

The publishing policy is endorsed by Council and implemented by the OECD Public Affairs and Communications Directorate (PAC).

What do we publish?

The OECD publishes about 500 titles per year, as well as periodicals and online databases. These are available on OECD iLibrary, the OECD Bookshop and on a variety of external platforms. Key titles are published in both English and French, and have multilingual summaries in up to 25 languages. Country studies are often also published in the language of the country studied.

"Publication" refers to any report or database that:

- is included in the OECD publishing programme
- has been accepted for publication by the OECD Publications Board following editorial review
- has bibliographical referencing
- is distributed via OECD iLibrary and the OECD Bookshop.

Material released in any other way is not considered as a formal publication.

The OECD produces a wide range of publication types across a series of **categories** designed to reach different audiences and address varying needs:

Key titles:

- **At-a-Glance publications** present key indicators in a simple, reader-friendly format for a wide audience, from policy makers and researchers to students and journalists.
- **Outlooks and other annual or regular titles** provide an overview of recent developments for a wide range of audiences. They assess the current state of play based on OECD expertise in a variety of subjects. Outlook publications are forward-looking and include trends and forecasting.
- **One-off high-profile titles** present pioneering data and analysis in a particular subject field. These are generally written for a specialist readership, but include elements (editorials, summaries, overviews) accessible to a wide range of audiences, from policy makers to students and journalists.

These key titles are translated into French and often accompanied by multilingual summaries, highlights and multimedia products.

Other categories:

- **Thematic book series** group monographs around a single theme, such as skills, innovation or green growth.
- **Country-specific reviews** examine country policies in given thematic areas. The full publication, or the assessment and recommendations chapter, is often translated into the language of the country reviewed.

- **Specialised monographs and proceedings** present findings from a particular area in which the OECD works, often for expert readership.
- **Guidelines and reference publications** are often highly negotiated texts, with the potential to advance policy on a global scale.
- **Glossaries** provide definitions of key terms and are a valuable resource to readers.
- **Statistical publications** provide detailed tables. They cover a large variety of themes and generally interest an expert audience. OECD statistics are published in databases, book format (on line and print), and in thematic country-comparative tables formats available on line.
- **Journals** publish articles by OECD and guest authors, designed for expert readership.
- **Working papers** and **policy papers** are also important vehicles for disseminating research findings.

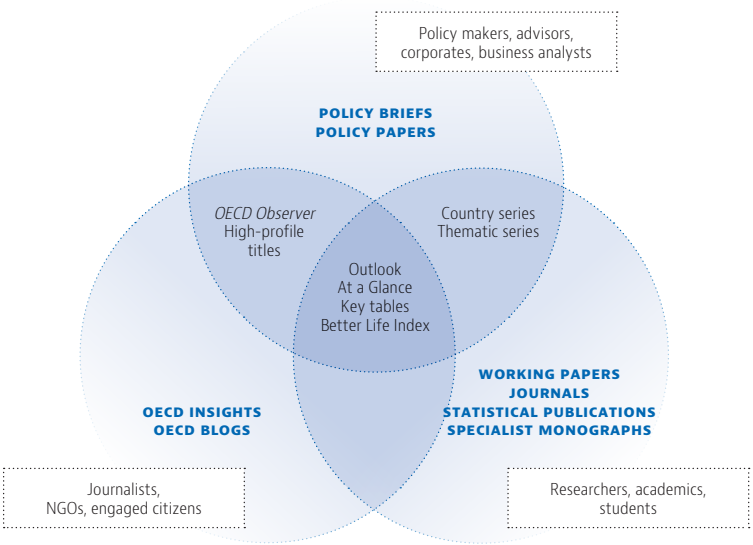
PAC also works with authors to produce corporate communications products, designed to reach a wide readership:

- The ***OECD Factbook*** is among the OECD's most-read publications.
- The ***OECD Observer*** magazine, written for a broad audience, is published four times a year and covers key issues, as well as OECD publications and events.
- **OECD Insights** comprise a series of reader-friendly books and a blog, using OECD analysis and data to explore some of today's most pressing social and economic issues for a broad audience, particularly journalists, students and interested non-specialists.
- The **OECD Better Life Index,** also aimed at a broad general audience, allows users to compare well-being across countries, in the areas of material living conditions and quality of life.

As our readership expands beyond our core audiences to include the corporate sector, students, civil society and the engaged public, it has become critical to adapt our published material to a growing set of needs and expectations, as well as to new technologies. Reader surveys show that all of our audiences expect content that is easy to understand: concise, and with clear, action-oriented messages.

See also: *Who are our readers?, p. 10; OECD standard publication structure, pp. 24-27.*

▼ **Key OECD publications mapped to audience types**



Busy readers want to go straight to the information they need. OECD titles are therefore available on the OECD iLibrary both in complete book form and "broken up" by chapter, article or indicator, with each component available independently. Figures and tables are also available as individual components, when StatLinks (a permanent electronic link [DOI] connecting to the item's underlying Excel file) have been created during production.

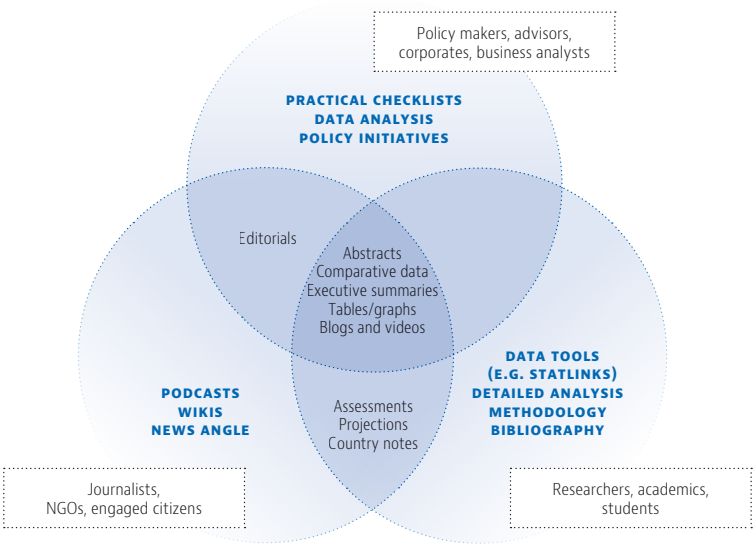
This approach multiplies the chances that readers will find information quickly and easily.

See also: *Figure and table presentation, p. 30.*

How do we publish?

The structure of publications, as well as the titles of chapters and other components, are all the more important when your work is published as a collection of components, rather than books that are read from start to finish.

▼ Key publication components mapped to audience types



To make our content easier to find, OECD publications should have:

- a clear, simple **table of contents**, with only two levels of headings (usually, parts and chapters, or chapters and indicators)
- **stand-alone components,** with well-prepared abstracts, endnotes and references for chapters, and self-contained figures and tables, with active links to further material
- clear and concise **titles** that contain meaningful keywords.

The same holds true for web content and communications materials that need to:

- have clear and logical navigation
- be stand alone, on a given webpage or in a brochure or article, but provide active links to related OECD material
- contain concise and clear titles to enhance online readability, with keywords to ensure discoverability.

See also: *How do people read? pp. 16-17; OECD standard publication structure, pp. 24-27.*

These elements not only help readers understand the content, they represent essential **descriptive information** or **metadata** that will be used by librarians, booksellers, abstracting and indexing services (e.g. EconLit), information providers (e.g. UnCover) and search engines like Google that serve OECD readers worldwide.

What are metadata?

Put simply, metadata are data about data. In the publishing context, metadata are the descriptive information attached to a specific item, meaning all the information that identifies a particular publication or component, including the elements that make up its bibliographic information:

- subject-specific keywords in titles and abstracts
- the marketing blurb (which appears on line and in promotional materials)
- the citation of the work (which appears on line and on the copyright page, and may also include volume and issue numbers, author or editor names, and co-publishers as appropriate)
- international bibliographic information such as an ISBN or ISSN (which appear on the back cover, on line and on the copyright page)
- the digital object identifier or DOI (which is attached to each component).

See also: *Marketing blurb, p. 31; Bibliographical referencing: Sources and citations, pp. 57-64.*

How do people read?

Readers respond well to short sentences. Most people find an average of more than 20 words per sentence hard to follow. Many read the headings and simply scan the text that comes underneath. In general, people remember information more effectively when it comes in small batches.

Short sentences are essential 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, then move left, and finally right. Studies have found that 80% 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, reading 75% of the text and ignoring much of the detail.

See also: *Specifics on web writing, p. 33.*

Clear signposting provides readers with information they can scan. The more your text provides readers with scannable information, in chunks and based on clear signposting, the more likely it will be read.

What makes a text scannable? A consistent style and different ways of setting out information into meaningful chunks that attract the eye. In short, this means:

- organised content
- crisp, clear titles and headings
- strategic use of boxes and well-formatted tables, figures and illustrations
- optimised use of bulleted and numbered lists
- consistent use of terminology, spelling and capitalisation
- spare but strategic use of italics and bold
- proper use of citations
- active links to related and background material.

See also: *Signpost effectively, pp. 20-21.*

The Corporate Communications Portal (CCP)

The Corporate Communications Portal (CCP) provides a one-stop-shop for news and information on communications, publishing and public affairs.

The CCP is an eShare portal where you will find an overview of the products and activities that PAC undertakes on behalf of the Organisation, as well as a calendar containing an overview of external communications planning. There is also a reference library of guidelines related to all aspects of communications and publishing.

This will improve the user experience and ensure that the right information can be found quickly and easily. The CCP includes:

- **Homepage** – a focus area to inform staff of key work, a calendar view of upcoming OECD major events and quick links which are based on frequently asked questions.
- **Guidelines** under the themes: Writing/Editing, Publishing, Public Affairs, Media and Branding. Each theme is split into categories: Process, Templates and Further Reading.
- **Communications Calendar** – showcases major OECD events and key publications launches, and external events.

2. Writing for the OECD

This chapter explains how to best organise and structure OECD content so that it is clear and accessible. It provides guidelines on titles and headings, abstracts and executive summaries, as well as advice on how to signpost effectively, and avoid plagiarism.

Clarity and **consistency** are the keys to good writing. Good writers can reach the widest possible audience, no matter how complex the material. A consistent style is particularly important for an organisation with an international readership.

To strengthen the accessibility and impact of your writing, we recommend that you:

- **Identify your readers and key messages:** what are the various ways in which they might want to access the information?
- **Group your information logically:** think carefully about the logic and coherence of your publication's structure (table of contents) or webpage's navigation.
- **Ensure reader-friendly, dynamic, opening and introductory texts,** notably the foreword, the executive summary and chapter abstracts, all of which are mandatory in OECD publications.
- **Keep titles and headings clear, succinct and meaningful.**
- **Start strong:** place the main point of your paragraphs up front. Your opening sentence and paragraph should tell the reader what you are writing about and why it is significant.
- **Be relevant and concise:** write short sentences (20 words or fewer) and keep paragraphs succinct (one idea per paragraph). Keep background information to a minimum, omit unnecessary information and do not overuse citations.

- **Be clear:** use clear, straightforward language, even when discussing complex ideas. Use the active voice and avoid jargon. Present your data and group your ideas through effective signposting (use of headings, figures, tables, boxes, endnotes and bulleted lists).
- **Edit:** reread your own text, and have a non-specialist read it as well. Send an early draft to your PAC editor for feedback.

Organising your content

Organise your content so that the reader is able to grasp important information quickly and navigate your document or webpage with ease.

The following models for setting out information can be mixed, matched and applied at any point. Varying your approach helps keep the reader's attention:

- **The Inverted Pyramid** puts the most important information first – generally the conclusion or recommendations – then follows with lesser information in order of priority (based on its importance to the reader). This model is especially important when writing on the web.
- **Questions and answers** work well to feed reader interest throughout a work.
- **The problem-cause-solution approach** first presents the issue, creating sufficient interest for the reader to read further, and then explains the causes and proposes solutions.
- **Chronological order** can be useful when giving background information or explaining historical context. Nevertheless, in most cases, your reader is more likely to prefer information presented using one of models above. Findings and recommendations are more compelling than the history of how they were reached.

See also: *Who are our readers? p. 10; Specifics on web writing, p. 33.*

Regardless of the chosen model(s), all OECD publications follow a standard general structure, some elements of which will shift according to the specific publication category.

See also: *OECD standard publication structure, pp. 24-27; What do we publish? pp. 12-13.*

Start and finish strong

First sentences and first paragraphs (of a webpage, a chapter in a publication, a section in a chapter, etc.) are the most important in terms of hooking the reader's attention. If you can get people to read the first 200 or 300 words of anything, they will probably read on.

A good lead gets to the main subject quickly. Opening text should provide enough hard details (key facts and findings) to let readers know why they should bother reading further. Make readers curious to know more.

Avoid generic openings (e.g. "This paper is intended to provide…", "This report aims to address"). Such openings overstate the obvious and tell the reader nothing: if your paper provides X, surely it is because that was your intention or aim. Instead, start directly with the problem or issue you are addressing.

☺ **Man-eating squirrels have become a major problem in city parks, causing 50 deaths every year. This report offers some possible solutions.**

☹ This paper is intended to provide some insights into the problem of squirrel behaviour in city parks, with the aim of finding some possible solutions.

The next most frequently read part of a chapter or an article is the end. A reader may skip everything in between to get to the concluding paragraphs. Make them clear, concise and pertinent by reminding readers of the main take-away messages and concluding facts.

Signpost effectively

1) Group information types together:

- **Boxes:** boxes allow you to present ancillary information, such as case studies or additional details, as well as related information complementing the main theme. Do not use a box for information that is essential. Consider boxes to be like small articles, with their own beginning, middle and end. They should not be longer than one printed page and must be properly sourced.

  NOTE › Figures and tables presented within boxes should be numbered consecutively within the chapter as a whole.

- **Lists:** 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. Maintain consistency in structure, capitalisation and punctuation, both within the list and across lists in your publication as a whole. Number or bullet items in a vertical list, depending on the objective.

See also: *Part II, Rules and conventions, p.50 ff.*

2) Avoid multiple headings, which can disorient readers: use subheadings sparingly to signpost key elements. You can also bold key words and phrases – sparingly and strategically – through the narrative for easy scanning of take-away information, such as essential facts and figures or country names, depending on the objective. This facilitates online reading and ensures that a reader pressed for time still gleans the main points of a given chapter.

See also: *How do people read? pp. 16-17; Specifics on web writing, p. 33.*

Maintain clarity, consistency and cohesion

To increase readability at all levels (the whole text, the paragraph and the sentence):

- Keep paragraphs down to single ideas. Each paragraph should start with the main idea of the paragraph. Subsequent sentences in the paragraph should contain details the reader needs. Discuss new topics in new paragraphs.
- Put the main idea in the main clause.
- Be consistent in your use of tense.
- Use similar constructions for similar ideas and details:
  ☺ **The committee responded quickly and enthusiastically.**
  ☹ The committee responded quickly and in an enthusiastic way.
- Place emphatic words at the end of the sentence. In the middle, they will be swallowed up:
  ☺ **The problem must be solved immediately.**
  ☹ The problem must be immediately solved.
- Avoid vague references. These 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?)
- Use transition words to indicate the passing of time, 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, to be used but not over-used. Vary their placement in the sentence in order to avoid repetition.

See also: *Drafting tips and principles of style, pp. 34-49.*

Titles and headings

How to choose a title

Your main title should be clear, concise and meaningful, adapted both to the nature of the contents and to its intended audience(s).

- **Think carefully about the core intended audience:** how will the title help that audience identify the work? Will it entice people to read it?
- **Choose a title that is clear and meaningful:** avoid all-purpose words (like "main challenges" or "lessons learnt"), redundant words and insider expressions, Latin and foreign words, unnecessary technical terms and acronyms. Avoid jargon, puns, colloquialisms and quotes.

  Remember that much of the audience will be reading in a second language so titles need to be clear and simple. Your title should also be easily translatable into other languages (and cultures).
- **Use pertinent keywords** that indicate the subject matter covered and make it more likely that it will come up in online search results. If absolutely necessary, add a subtitle that provides further information but does not try to exhaustively describe the content.
- **Keep titles short and to the point:** long titles are illegible on line and unwieldy on covers. Remember, many search engines only "read" the first 60 characters.
- **Check the titles of previous OECD publications,** as well as those in the process of being published, through the publication database Kappa. It could be useful to link your title to another OECD publication or, on the contrary, disassociate it in the case of unwanted overlap.
- **If your book is part of a series,** ensure that the title follows the established structure of publication titles in the series and that, more generally, the title makes sense in the context of other publications in the series.
- **If you are devising a series title for the first time,** think about whether it will be appropriate for all the books in the series.
- **Check the titles of non-OECD work in your field:** has anyone else recently released a book or article with a similar title?

Your PAC editor can help you choose the best title for your work.

Book and series titles cannot be changed once they have been bibliographically referenced. Breaking ISBN or ISSN publication records makes your work harder to find.

See also: *Who are our readers? p. 10; What are metadata? p. 16.*

Once you have a shortlist of possible titles, test them out on other people, both inside and outside of your field, as well as your PAC editor, to be sure the final title works well.

▼ **Examples of reworked titles**

☹ BEFORE	☺ AFTER
The Tax/Benefit Position of Employees	**Taxing Wages**
Closing the Gap: Alliances for Skills	**Skills Upgrading: New Policy Perspectives**
Countering Public Sector Corruption: An Overview of Corruption Prevention Measures in OECD Countries	**Public Sector Corruption: An International Survey of Prevention Measures**

Chapter titles and headings

These should follow the titles rules outlined above, notably:

- capture the central idea using keywords
- orient the reader
- be descriptive and meaningful, yet succinct
- stand on their own.

The **stand-alone principle** applies to all subtitles and graphics titles, as well as working paper and press release titles.

Figure and table titles

Figure and table titles should be:

- **clear and concise:** ideally, the title should include enough information to enable the table or chart to stand on its own. Units and time periods should only be included if not explicit in the figure or table.
- **unique:** no two titles should be identical. Add the focus country, time period or unit of measurement to differentiate between similar titles.
- **simple:** avoid jargon, puns, colloquialisms and quotes. Titles must be understandable to non-native readers and easily translatable into other languages.
- **short:** in general, titles should not exceed 55 characters, including spaces, and the subtitle should not exceed 90 characters, including spaces, for use on different publishing mediums. On a smartphone, the maximum is 35 characters.

If the figure or table is from another OECD publication, use the original title and StatLink, and source accordingly.

See also: *How do we publish? pp. 14-15; Figure and table presentation, p. 30.*

Structuring your publication

The **table of contents** is an essential navigation tool for readers, both on line and in print. Component titles , such as chapter and figure or table titles, serve as key signposts, guiding readers through the logical progression of the work.

The table of contents may include up to two levels of titles. On OECD iLibrary, parts function as structural markers: they group together stand-alone components (i.e. chapters, indicators, country profiles or tables). They do not contain text of their own, such as a part abstract or a part introduction.

See also: *Titles and headings, pp. 22-23.*

▼ **Standard OECD publication structure** *(Mandatory elements are in bold)*

PUBLICATION PART	ELEMENT	DESCRIPTION
PRELIMINARY PAGES (FRONT MATTER)	**Title page**	· Prepared by PAC.
	Copyright page	· Prepared by PAC. · Includes disclaimers, key bibliographic identifiers, any co-publishing information, official citations, and image copyright permissions. ***See also:*** *Disclaimers, p. 77; Bibliographical referencing: Sources and citations, pp. 56-64.*
	Preface (signed)	· In OECD publications, the preface is usually written and signed by a distinguished person, and acts as an endorsement of the content.
	Foreword (not signed)	· Situates the publication in the context of the OECD's programme of work and briefly describes the project background and purpose of the book. · You should also use the foreword for brief acknowledgements of help received in the preparation of the publication.
	Acknowledgements, contributors and credits	· If extensive, acknowledgements can be provided in a separate section. · You may choose to thank colleagues, including those involved in the production of the book, experts and others who contributed ideas and assistance.

PUBLICATION PART	ELEMENT	DESCRIPTION
	Editorial	· A piece signed by an OECD director, SG or DSG that gives an OECD voice and opinion on the information in the publication. · It can be in the book or on line only so it can be completely up to date at the time of release. If the editorial is on line only, it should be included as a link within the table of contents in the print version, and part of the online identity of the publication. · Does not include: figures, tables, citations or references, footnotes. **NOTE ❯** Editorials are mandatory for Outlook and At-a-Glance publications.
	Table of contents	· The table of contents includes the list of chapters, tables, figures and boxes.
	Reader's guide	· A reader's guide can be a useful feature when setting out a methodological framework, clarifying regional groupings or explaining complex datasets. · Can include abbreviations and acronyms.
	Abbreviations and acronyms	· This list spells out the abbreviations and acronyms used in the work. · It is usually arranged in alphabetical order. · Abbreviations and acronyms should also be spelled out on first occurrence in each chapter.
	Executive summary	· The executive summary should focus on key findings, conclusions and recommendations and be about 850-1 000 words long. ***See also:*** *Executive summaries, pp. 28-29.*
MAIN TEXT (BODY)	Assessment and recommendations *or* Chapter 1: Overview	· If readers were to read just one part of your report, this would be it, along with the executive summary. This chapter is a strategic chapter. It should expand upon the key findings and recommendations presented in the executive summary. And it should be accessible: make the content come alive for your readers, tell them a story (explain what's new since the previous edition, why your findings/recommendations matter, how the pieces of the puzzle come together, etc.). Use striking graphs to get your point across.
	Part (if appropriate)	· A publication may be divided into parts that contain chapters or other components.

PUBLICATION PART	ELEMENT	DESCRIPTION
MAIN TEXT (BODY) *cont'd*	**Chapters**	· Chapters represent the main components of an OECD publication. Each chapter should be self-contained in the sense that it has its own title, abstract, endnotes and references. Chapters, and the tables and graphs within them, need to be numbered carefully. · Clearly identify findings and recommendations. ***See also:*** *Annex A. Numbering OECD publications, pp. 104-107.*
	Chapter title page	· Chapter title · Author's name (if appropriate) · Chapter abstract · Territorial disclaimers (as appropriate to the chapter) ***See also:*** *Chapter abstracts, p. 29; Disclaimers, p. 77.*
	Chapter text	· Within a chapter, use effective signposting to enable readers to easily scan your content and capture the essential elements. ***See also:*** *Organising your content, pp. 19-21.*
	Chapter endnotes	· OECD publications use endnotes (which appear at the end of the chapter) and not footnotes (which appear at the end of the page). · Use these sparingly, numbered from 1 to n in each chapter, for additional information and commentary. Do not use for author citations. ***See also:*** *Bibliographical referencing: Sources and citations, pp. 56-64.*
	Chapter references	· References should come at the end of each chapter or component in the publication. · They must be complete, presented consistently according to the OECD rules and conventions, and include active links and DOIs for OECD published material. ***See also:*** *Bibliographical referencing: Sources and citations, pp. 56-64.* · Incomplete or inconsistent bibliographies do a huge disservice to readers. They also decrease the chances of listed titles being picked up in cross-referencing tools on line. Do not put off the bibliography until the last minute.

PUBLICATION PART	ELEMENT	DESCRIPTION
	Chapter annex (if appropriate)	· Place an annex that is relevant to a specific chapter at the end of that chapter. The annex should be followed by its notes and references, if any.
	Concluding chapter	· Some OECD publications have a concluding chapter that outlines the results of the study and presents policy recommendations. Please note that we recommend moving this information up to the front of the report instead. Should you decide otherwise, bear in mind that this content needs to represent a "chapter" and include descriptive key words in the title.
END PAGES (BACK MATTER)	General annex (if appropriate)	· A general annex offers a way of dealing with highly technical material or extensive background material that could confuse or distract the reader if placed in the body of the text. · Minimise the number of annexes by choosing only indispensable information and grouping the material (by theme or similarity of content). It may also make sense to publish annex material on line only. In specific cases, contact the PAC editorial team for advice. · Treat each annex as a self-contained entity with a clear purpose statement, and number annexes, and the tables and graphs within them, carefully.
	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 more detailed than a simple list of abbreviations and acronyms, and so should be placed towards the end of the book.
	Publisher's page (also called the colophon or page d'achève)	· This page displays the printer identification, and the ISBN or ISSN. It also contains the OECD code and job number and the address of the Organisation, as well as a brief description of the Organisation's mission and work. ***See also:*** *What are metadata? p. 16.*

Executive summaries

Executive summaries are valuable tools for time-poor readers.

All OECD publications must contain an executive summary that serves as a brief 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 which they can digest easily and quickly.

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.

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, straightforward 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. The executive summary does not have graphs, tables, notes, or bibliographic referencing.

- The summary should be short (850-1 000 words) and contained in a double-page spread in printed format.
- It should begin by stating the main take-away findings and messages.
- It should then outline the issues covered, followed by clearly labelled **"Key findings"** and **"Key recommendations"** sections when possible, or at least **"Key findings"**, **"Key messages"** or **"Conclusions"**.
- The various elements within the summary should be clearly identified, and reflect the content of the publication itself.

For example:

Begin by sparking reader interest (one short factual paragraph): what is the context, situation, issue or complication that led to the project and study?

> **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 maximum):

- What questions or perceived problems/concerns was the study intended to examine?

- What, specifically, was studied: government policies? Corporate policies? Different industrial sectors? The interplay between them? Which ones and why?

  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…

Then list, in bullet points, the main take-away messages, the major findings and the results, conclusions or main recommendations.

Chapter abstracts

Chapter abstracts should be about 100-150 words in length and briefly describe the contents of the chapter. They should include as many keywords as possible, related to the content covered in a given chapter.

They provide essential information to make the content inside chapters easier to find in an online search.

Chapter abstracts are not introductory paragraphs and should not contain conclusions or policy recommendations. They should not contain lists of facts, bulleted lists, or any kind of stylised content.

Example: OECD Employment Outlook 2013

Chapter 2. "Protecting jobs, enhancing flexibility: A new look at employment protection legislation", p. 65.

> **This chapter describes the employment protection legislation (EPL) currently in force in OECD countries and selected emerging economies (including all G20 countries). It also presents the latest quantitative estimates of the degree of stringency of EPL, which can be compared across countries. These estimates are the result of a comprehensive effort to update the OECD EPL indicators based on a more accurate collection methodology and taking into account the relevant legislation, collective agreements and case law. This effort has also led to a significant revision of historical time series of these indicators. The chapter also characterises different models of employment protection across OECD countries. In addition, it points to a clear tendency towards reductions of the degree of stringency of employment protection over the past five years, mostly focused on regulations governing individual and collective dismissals.**

Word count = **136 words.**

Figure and table presentation

The chief purpose of tables and figures is to assemble and present data clearly so that they can be quickly understood.

- **Tables** are best used to help look up information. If readers know exactly what they want, a table will answer their query with an accurate number. Tables are useful to describe data in place of lengthy summaries. Use commentary text to offer analysis, draw conclusions or point out trends (and not reiterate what is already obvious in the table).
- **Figures** work best when they are used to convey a message, and not just to show data. In other words, figures are the best way to highlight something remarkable about the data that would otherwise go unnoticed. They need to be instantly understandable and convey information that will be useful to the reader.

When including tables and figures, ask yourself the following questions:

- Does the presentation really enhance the information?
- Are the tables and figures concise and simple? A series of short tables may be more useful than one long, complex table.
- Do the tables and figures use consistent terminology, country names, abbreviations and formats?
- Do they contain redundant material or superfluous notes?
- Are the titles pertinent, short and clear?
- Have the tables and figures been properly numbered, consecutively, according to the chapter in which they appear?
- Have abbreviations been explained where necessary and added to the list of abbreviations in the front matter?
- Have the source(s) of the data been provided in full, including DOIs and URLs?
- Have copyright permission and a high-resolution version been obtained for reproduction of third-party material?

See also: *Sources of figures, tables and boxes, p. 61; Figure and table titles, p. 23.*

StatLink In OECD publications, StatLinks are URLs beneath tables or figures which link to the source files, providing access to the underlying data. They are provided in the form of DOIs and the underlying data are uploaded as Microsoft Excel files.

See also: *Bibliographical referencing: Sources and citations, pp. 56-64;*
What are metadata? p. 16.

The marketing blurb

The marketing blurb is a short description of your publication (about 200 words) that will be used as a basis for promoting your book on OECD iLibrary, and in promotional brochures and catalogues, press releases, newspaper articles and professional journals. You are asked to provide a draft blurb in the manuscript submission form (MSF).

The marketing blurb should be short, precise and reader-friendly. It should "hook" the reader into wanting to learn more about what is inside your publication: the breadth and scope of the subject matter, the significance or originality of the approach taken, the quality of the information or analysis, and the book's potential audience(s).

The marketing blurb should avoid using technical terms and is not meant to give a brief summary of the policy recommendations of the book. It should not be a justification or a description of the institutional process that produced it, as these belong in the Foreword.

How to draft your marketing blurb:

- begin with a short, crisp statement that describes the content in the form of a short abstract (about 150 characters or so)
- include keywords in the text to improve online searchability
- outline the contents of the publication
- include a key fact
- highlight one or more of the following:
  - data quality (timeliness, reliability, comparability) and quantity
  - presentation of tables and graphics
  - objective analysis
  - extent of geographical coverage
  - comparability of countries and regions
  - original approach and analysis
  - participation of internationally known experts.

Watch out for plagiarism

We are all familiar with plagiarism in its form of direct copying, where authors take another's work and use it as their own. But did you know that there are many other actions that are considered plagiarism? Please be alert to the following:

1. **Use of a sentence or passage verbatim, without acknowledgement that it is a quotation:** when using other material unchanged in your text, you must use quotation marks and cite your source.
2. **Paraphrasing too closely:** keeping very similar vocabulary, sentence structure and flow of ideas between your source and your own text.
3. **Borrowing ideas without citing sources:** if your words are your own but your key concepts are not and your sources are not given, this is also plagiarism. Avoid this by citing all sources.
4. **Citing others' work properly but using too much of it:** this is more subjective, but in general, if your text is essentially a blend or summary of other authors' ideas and words (even if correctly cited) and there is no original content of your own, then it would be considered a form of plagiarism (unless in a review).
5. **Republishing your work:** once your text has been formally published, you cannot "republish" (also known as "double publish") the material in another way, unless you have substantially revised the text.

For more information, please see our plagiarism guidelines or contact your PAC editor.

Specifics on web writing

The general "good writing" guidelines also hold true when writing for the web, but since online users tend to scan rather than read word-for-word, certain specific tips apply.

- **Write far less** for the online reader than you do for a print reader: 50% less. Tell readers what they need to know upfront and eliminate unnecessary words, fluff and false starts, jargon and bureaucratese.
- **Provide context.** Explain who, what, where, when, and why your report, fact or event is important. Use short, action-oriented words and sentences.
- **Tell the story backwards** by using the inverted pyramid model of writing:
  - Start with the conclusion.
  - Follow with the most important supporting information.
  - End with the background and/or technical details (link to related content).
- **Make your text very scannable.** Use bulleted lists as much as possible. Break content up using headings and subheadings.
- **Write to be found on line** by creating titles and descriptions with informative and precise keywords.
- **Link to specific, related OECD content** as much as possible.

KEEP IT SHORT

TEXT	NUMBER
Characters in a word	6
Words in a sentence	20 or less
Words in a paragraph	70 or less
Sentences in a paragraph	1-3
Words in an abstract	20 or less
Words in a title	8-10
Words in a heading	3-5

3. Drafting tips and principles of style

This chapter gives tips and advice on how to strengthen writing so that it is clear, simple and concise. It includes a section on commonly misused words as well as a checklist for revising content.

Strong writing is **clear, crisp, 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. This section will help you to accomplish this. In short:

- keep it short and simple
- choose the right words
- be aware of commonly misused words
- bear in mind the basics of grammar and syntax.

Keep it short and simple

Shorten and simplify 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. Long sentences may overwhelm readers and make them reluctant to read further, or worse, readers may lose their way. However, too many short phrases in quick succession can be distracting, so vary your sentence length.

- Separate your ideas.
- Use fewer words.
- 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.**
- Do not start a sentence with a subordinate clause.
- Do not bury long dependent clauses in mid-sentence.

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

☹ BEFORE	☺ AFTER
The Delegation reserves the right, in the event of the data not being available in time, to postpone the workshop.	**The Delegation reserves the right to postpone the workshop if the data are not available in time.**

Choose action verbs

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

☹ AVOID	☺ USE
to be of the opinion that	**to believe**
to be indicative of	**to indicate**
to come to an agreement on	**to agree**
to put in an appearance	**to appear**
to raise some doubts about	**to question**
in order to eliminate	**to eliminate**
to be in possession of	**to own**
for the purpose of providing	**to provide**
to perform an analysis of	**to analyse**

☹ AVOID	☺ USE
to study in depth	**to examine**
to be in receipt of	**to receive**
to make a discovery	**to discover**
to hold an investigation	**to investigate**
to be a good writer	**to write well**

Replace noun phrases with verbs. Notice how much more straightforward the message becomes when a simple subject-verb construction is used.

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

Use nouns properly

Choose each noun for its efficiency in the sentence. Replace "the fact that", which is wordy and awkward.

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

Reduce adjective strings: nouns can be combined to make new phrases, e.g. government spending, education policy. However, do not use five nouns when one will do:

☺ **road works**
☹ ongoing highway maintenance programme.

Reduce consecutive nouns in prepositional phrases (**on**, **of**, **in**, **for**, **with**) by using the noun as an adjective or by including the noun in another sentence.

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

Use the active voice

Prefer the active voice where possible. It is shorter than passive structures, and if your goal is to persuade the reader, the active voice is more forceful and convincing. Passive constructions are common in official and academic texts and owe more to convention than efficiency.

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

Choose 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.

☹ AVOID	☺ USE
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 the programme. Furthermore, there is complete agreement among delegates on the fact that no new data on unemployment across countries are presented in the report.	**Delegates believe that the report is too general and fails to discuss the important issue of programme reform. They also agree that it does not present any new data for OECD countries.**

Use plain English

Often shorter, simpler words do the trick. Whenever possible, avoid using words and expressions that could be misunderstood, especially by non-native English speakers and non-specialist readers.

☹ AVOID	☺ USE
accede	**agree, grant, allow**
aforesaid	***(omit or be specific)***
asymmetric	**uneven**
cf. (conferre)	**compare**
cognisant of	**aware of, know, about**
disburse	**pay**
endeavour	**try**

expenditure	**spending**
institute (verb)	**begin, start**
remunerative employment	**paid work**

- Avoid foreign phrases, scientific words and jargon if there is an everyday English equivalent. Jargon and technical terms limit your readership. However, a clearly explained technical term can prove useful by helping you to avoid extensive paraphrasing, if the term is used repeatedly.
- Spell out abbreviations and acronyms on first occurrence.

See also: *Abbreviations and acronyms, pp. 52-55; Foreign words and expressions, p. 78*

Resist "business speak"

Using nouns as verbs, or misusing verbs, makes your text harder to read, and is ungrammatical.

☹ AVOID	☺ USE
The budget impacts the project's scope	**The budget affects the project's scope**
The committee has tasked the OECD with several…	**The committee has given the OECD several tasks…**
Leverage (in the sense of use or draw upon)	**Leverage** (in the very specific financial sense of borrowing money to increase returns on an investment)
Drive (anything, except a vehicle)	
Deliver (anything, except pizzas, post and services)	
Foster (unless it is children)	

Omit needless words

"Omit needless words" is perhaps the most famous piece of style advice in English. As a writer, it is your job to transmit information. You can achieve this by saying everything relevant in fewer words than you think.

- **Get to the point.** Even short sentences can be made more concise.

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

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

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

- **Think twice before using adjectives such as:**
  relevant, suitable, appropriate, serious, broad, effective, positive, meaningful, significant, major, main, particularly, obvious.
- **Remove weak intensifiers and qualifiers such as:**
  very, quite, rather, actually, completely, definitely, so.

- **Avoid 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 noted that, it goes without saying that, it is important to add that, etc.

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

- **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, and it makes information easier to find for the reader.
- **Ban redundancy,** such as:
  mutual co-operation, broad consensus, urgent necessity, false pretext, future prospects, desired objective, estimated at about, introduced a new law, future forecast, is currently, acute crisis, join together.
- **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.

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

▼ Commonly misused words

Across	**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.
Address	**Address,** as a verb, lacks precision and can often be replaced with a more specific word (e.g. "address the issue" can mean "discuss the issue", "think about the issue", "investigate the issue").
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 it all ready, we can mail it. The meeting is already finished.
All right	**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". **Alternative** means another option. "Alternative fuels" refers to options other than fossil fuels. They drove on alternate days. An alternative solution to shooting badgers to control tuberculosis is to vaccinate them.
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 considerable. 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	**And/or** can often be avoided; usually one or the other of these conjunctions is sufficient. ***See also:*** *Punctuation, pp. 90-97.*

Appendix	Annex should be used rather than "appendix".
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", and should be avoided. The committee will soon appraise the work of the task force. She will inform 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 he would take action. You need to ensure that the task is completed. The shipment is insured against loss or damage.
Autarchy, autarky, autocracy and **autonomy**	**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 remainder (rest)	**Remainder** is that which is left after something has been subtracted or used, and it is simpler to say "rest". **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 rest of the boxes to the new office.
Biannual, biennial	**Biennial** (meaning "once in two years" or "every other year") and **biannual** (meaning "twice a year") are frequently misused or misunderstood. Spell out what you mean.
Comparatively and **relatively**	**Comparatively**, like **relatively**, should be used only when a comparison is explicit. ☺ The inflation rate was 30% in Egypt, but was comparatively low in Libya. ☹ This year's rainfall has been comparatively high. (It leaves the reader guessing: compared with when, where, what?)

Comprise	**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 United States comprises the 48 continental states, Alaska and Hawaii. **NOTE** › "Is comprised of" is generally considered incorrect (besides, it is in the passive mode, which you should avoid).
Concerted	**Concerted** means "by agreement" or "in unison". One person or one country alone cannot make a concerted effort.
Consensus	**Consensus** (note the spelling) means "shared opinion", not "majority view".
Constitute	**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 and **forgo**	**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 front matter 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, belonging to or referring to history". The Conciergerie is a historic building. Ben-Hur is a historical novel.

Impact	**Impact** is a noun and should not be used as a verb. In the sense of "effect", it is not countable, and therefore has no plural.
Implement	**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	**In regard** to is the proper expression. "In regards to" is incorrect.
Include	**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.
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	**Literally** does not mean "in effect" or "virtually". "He literally exploded" means that there were bits of him all over the walls, floor and ceiling. Avoid such hyperbole.
Loan	**Loan** as a verb, is disputed, particularly in the United Kingdom. It is safest to use it only as a noun. The preferred verb is "lend".
Methodology	**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	**Political** as in "political issues", is not the same as "policy issues". OECD texts usually deal with policy.
Presently	**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 for understanding the study.
Quite, rather and **somewhat**	These words are imprecise. Avoid them.

Regardless	**Irregardless** is incorrect; **regardless** is the correct expression.
Regime	**Regime** in the sense of "government" has a pejorative sense, being commonly associated with dictatorships. It should never be used to refer to the government of any country.
Regular	**Regular** does not mean "frequent" but rather "at regular intervals". Halley's comet regularly approaches the Earth, appearing in the skies every 76 years.
Respectively, latter, former	**Respectively, latter, former** should be avoided. They break the 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. ☹ Food, fuel and housing prices rose 7%, 3% and 2%, respectively. Ms Francis and Mr Joya will attend the meeting. The former is a child health specialist. ☺ Food prices rose 7%, fuel prices 3% and housing 2%. Ms Francis and Mr Joya will attend the meeting. Ms Francis is a child health specialist.
Scheme	**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	**Slated** means "scheduled" to an American but "severely criticised" to a Briton. Avoid it.
State	**State** can be confusing in discussions involving countries with federal governments, such as the United States and Germany. Use it with care.
Table	**Table** is best avoided as a verb, since it means "to present something" (a proposal, legislation) in the United Kingdom, but "to take off the agenda" 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 928, the government adopted a regulation.

As the example stands, it says the government is based on PL 928. 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 928, the government adopted a regulation.**

Far better to get rid of the participle, at the same time making the sentence shorter and clearer:

☺ **The government adopted a regulation under Public Law 928.**

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.

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.

NOTE › "Data" is a plural noun, e.g. "The data are available on line".

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 a part or percentage 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.**

See also: *Numbers, pp. 86-88.*

Drafting checklist

All writing requires revision, and usually multiple revisions. Go through these steps:

Step one

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

- Who am I writing this for?
- What am I trying to say?
- Have I said it?
- Have I clearly structured my report, organised and labelled my content?

See also: *Who are our readers? p. 10; Structuring your publication, pp. 24-27.*

Step two

Simplify the style and make the text tighter, more accessible and effective.

- Are the titles and leads clear and succinct?
- Is every word meaningful and necessary?
- What can be deleted without loss of meaning or emphasis?
- Can I replace jargon with plain words?
- Will readers understand technical vocabulary?
- Could I use stronger action verbs?
- Am I using the active voice?
- Can I turn negative structures into positive ones?
- Can I shorten and vary sentence length?
- Are there too many lists or headings breaking up and complicating the text?
- Are the tables and figures useful? Are they properly sourced?
- Can I add cross-references and links to related or background material?
- Have I followed the OECD Style Guide?

See also: *Organising your content, pp. 19-21; Titles and headings, pp. 22-23; Figure and table presentation, p. 30; Drafting tips and principles of style, pp. 34-39; Part II. Rules and conventions, pp. 52 ff.*

Step three

Do a final reading for spelling and typographical consistency, and get a friend or colleague to read in addition to your PAC editor.

NOTE › The 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.

PART II

RULES AND CONVENTIONS

4. Abbreviations and acronyms

Only use familiar abbreviations and acronyms (please do not invent any) and keep them to an absolute minimum in the body of your text. Spell out an acronym or abbreviation in full the first time you use it – in each chapter, article or web page – putting the acronym or abbreviation in parentheses after it. Thereafter, use the short form:

☺ **The Federal Communications Commission (FCC) ordered this action. The commission's decision was unexpected. The FCC also sued other parties.**

An acronym is a series of letters or syllables pronounced as a complete "new" word. NATO and UNESCO are acronyms, but FCC and BBC are not. Some abbreviations are determined by international agreement (ISO codes, units of measure), others by usage (names, courtesy titles, compass points, awards and distinctions, etc.).

NOTES › Use **"the"** before abbreviations: **"... experts at the OECD..."** but not in the case of acronyms: **"... experts at UNESCO..."**

› One should omit **"the"** if the abbreviation is being used as an adjective: **"Experts at the OECD agree..."** but: **"OECD experts agree..."**

See also: *International organisations, p. 83; Units of measure, pp. 54-55.*

Technical texts in which many abbreviations and acronyms occur should include a full list of abbreviations and acronyms, with their explanations, directly following the table of contents.

As a general rule, please minimise punctuation (**"IMF"** rather than "I.M.F.") and only punctuate to avoid confusion (**"a.m."** rather than "am") and where generally customary (**"i.e."** rather than "ie").

▼ **Examples :**

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
A combination of truncated words	Benelux = Belgium, the Netherlands, Luxembourg
A country or organisation, but only when used as an adjective	US gas markets, EU policy decisions

NOTES › Country names should be fully spelled out when used in the noun form: so, **the United States**, **the United Kingdom** and **the United Arab Emirates**, but **US companies**, **UK delegates** and **UAE ministries.** Corporate articles, blogs, social media and the like may use the abbreviated form.

› ISO country codes should only be used to abbreviate countries in figures.

See also: *Country names, codes and currencies, pp. 69-74; Punctuation, pp. 90-97.*

Other common abbreviations

Common abbreviations such as the following should be in roman type and not in italics:

cf.	Compare or refer to	This is not a synonym for "see".
e.g.	for example	
etc.	*et cetera*	Do not use "etc." to end a series beginning with "such as", "for example", "including".
et al.	and others	
ibid.	*ibidem*	
i.e.	that is to say	
NB	*nota bene*	
No.	Number	
p.	page	
pp.	pages	
Vol.	Volume	
vs.	versus	

NOTE › The use of full stops can be omitted in social media.

See also: *Bibliographical referencing: Sources and citations, pp. 56-64; Italic and roman type, p. 84.*

Units of measure

Common abbreviations such as the following should be in roman type and not in italics:

%	per cent	In a title or when indicating the unit in a table, use the expression "as a percentage of" (not "per cent").
thsd	thousand	"k" (kilo) or "'000" can also be used in conjunction with other abbreviations if needed.
mln	million	"M" (mega) can also be used in conjunction with other abbreviations if needed.
bln	billion	"G" (giga) can also be used in conjunction with other abbreviations if needed.
tln	trillion	"T" (tera) can also be used in conjunction with other abbreviations if needed.
m	metre	
km	kilometre	
km^2	square kilometre	The SI *(Système international d'unités)* suggests the use of "km^2" rather than "hectare" (ha).
km/h	kilometres per hour	
mph	miles per hour	
µg	microgramme	
g	gramme	This is the spelling preferred by the SI.
kg	kilogramme	
t	tonne	Use "Mt" to indicate million tonnes or megatonnes when it is used frequently in the text; otherwise, it should be spelled out. Remember to spell out "Mt" on first use.
oz	ounce	
lb	pound	
dL	decilitre	
L	litre	This is an SI-approved alternative to the more official lower-case "l", too easily misread as the numeral 1.
daL	decalitre	
hL	hectolitre	
min	minute	
°C	degree Celsius	
°F	degree Fahrenheit	

W	watt	
kWh	kilowatt hour	
Bq	becquerel	(unit of radioactivity)

NOTE › Units of measure should always be preceded by a hard (protected) space, except in the case of degrees (e.g. 2°C) and percentages (e.g. 5%). Webpages and social media may forego the hard space.

See also: *Breaks and hard spaces, p. 65; Numbers, pp. 86-88.*

Abbreviations used in statistical tables

..	Missing value or not available
x	Not applicable
0	Nil or negligible
-	Absolute zero
|	Break in series
c	Confidential data
e	Estimated value
f	Forecast value
p	Provisional data

5. Bibliographical referencing: Sources and citations

A complete list of references must be provided for all sources cited in the text, and should appear at the end of each chapter (not at the end of the book) since OECD publications are published on line by chapter or component. The list of references can be followed by a "Further reading" section should it be of interest to include background information or related works not specifically cited in the text. The distinction between "references" and "further reading" aims to avoid catch-all bibliographical lists.

NOTE › Sources for tables, figures and boxes can appear in shortened form with the graphic element, as long as the source is cited in full in the list of references (and in the Excel file if StatLinks are provided).

See also: *Capitalisation, pp. 66-68; Notes, p. 85; StatLinks, p. 30.*

Four golden rules

1. Proper citation and sourcing enables the reader to access the material you have referenced.
2. Consistency counts.
3. Citing your sources while drafting will save time.
4. The author-date system is used for in-text citations (p. 57). The short-title system is used for sources (p. 61). And the list of references must provide all citations in full (see sections below).

Please include the DOI (digital object identifier) available in the OECD publication database (Kappa) for work published by OECD Publishing. Prefix the DOI with "http://dx.doi.org/" to ensure an active link.

In-text citations

For OECD publications, as well as for working and policy papers, use the (Harvard) author-date system for in-text citations, and ensure that the full citation appears in the list of references. Do not place author-date citations in endnotes.

RULES	EXAMPLES
References are cited in the text using the author's surname and the year of publication between parentheses.	(Collier, 2012)
When the author's name is mentioned in the text, only the publication year should be cited in parentheses.	"Studies undertaken by Collier (2012) found that..."
Where several works are cited, each author entry is separated by a semicolon.	(FAO, 2011; OECD, 2011, 2010; Smith, 2012a, 2012b)
For more than three authors, the in-text reference should cite the first author followed by "et al.".	(Bates et al., 2011)
For forthcoming titles, the in-text reference should provide the author's surname followed by "forthcoming".	(Rimmele, forthcoming)
Page numbers can also be included.	(OECD, 2013: 72)

General guidelines

As a general rule, every bibliographical entry in the list of references should contain:

- author's surname, initials
- year of publication (in parentheses, followed by a comma)
- title of the work:
  - in italics and initial caps for books, journal titles or databases
  - in roman text, sentence case and quotation marks for parts within a larger work
- title of the series and edition (as appropriate)
- publisher
- place of publication (city)
- DOI or URL.

Example:

World Bank (2011), "Executive summary", in *Doing Business Report 2012*, World Bank, Washington, DC.

NOTE › Book, journal and database titles are capitalised using title case; all other titles and headings should be in sentence case. See the different citation examples below for correct capitalisation and punctuation.

Do not capitalise definite articles, indefinite articles, auxiliaries, conjunctions and prepositions in a book or journal title unless they are the first word of the title or immediately following a colon, or part of a proper name (e.g. *The Economist).*

See also: *Capitalisation, pp. 66-68; Hyphenation, pp. 80-82.*

Bibliographic entries should be provided in alphabetical order, according to the authors' surnames.

Works by the same author are listed in the bibliography in descending chronological order.	OECD (2012)... OECD (2011)... OECD (2010)...
Where there are two or more publications by the same author and the years of publication are the same, a lower-case "a" should feature after the date in the first entry, "b" in the second, and so on, listed in the order in which they appear in the text.	Hall, C. (2011a)... Hall, C. (2011b)...
Particles such as "de", "von" or "van" should be considered part of the surname and ordered alphabetically according to the first letter of the particle.	van den Plas, B.... should be placed at "V" (not "P")
When referencing the editor(s) of a work, the name(s) should be followed by "(ed.)" or "(eds.)". **NOTE ›** Original works by an author precede works edited by the same person.	Hall, C.M. and L. Sharples (eds.) (2008), *Food and Wine Festivals and Events around the World: Development, Management and Markets*, Butterworth Heinemann, Oxford.
Where the author is also the publisher, the name should be fully spelled out in the second instance only.	FAO (2010), *Global Forces Resources Assessment: Key Findings*, Food and Agriculture Organization, Rome.

Where the author is an institution, use the acronym or abbreviation. **NOTE ›** all acronyms and abbreviations should be fully spelled out on first occurrence in all chapters, articles and web pages, and a complete list should be provided in the front matter of each publication.	IEA (2010), *Renewables Information 2010*, IEA/OECD Publishing, Paris, http://dx.doi.org/10.1787/renew-2010-en. OECD/FAO (2011), *OECD-FAO Agricultural Outlook 2011-2020*, OECD Publishing, Paris, http://dx.doi.org/10.1787/agr_outlook-2011-en.
If you reference a general Internet site, include the date of access.	UK Government Department for Education (2013), Schools website, www.education.gov.uk/schools (accessed 25 April 2013).

See also: *Abbreviations and acronyms, p. 52; Internet references, pp. 63-64.*

Citation of a complete work

Second and subsequent names should be presented as shown in the example, i.e. initial or first name, followed by surname.	Boswijk, A., T. Thijssen and E. Peelen (2005), *A New Perspective on the Experience Economy: Meaningful Experiences*, The European Centre for the Experience Economy, the Netherlands.
In some cases, it makes sense to spell out authors' first names as well as last names, e.g. when a last name is very common in a particular country. Keep in mind that Korean names often begin with the surname.	Kim, Joon Kyung, Yangseon Kim and Chung H. Lee (2006), *Trade, Investment and Economic Interdependency between South Korea and China*, Korea Development Institute and East-West Center, University of Hawaii, Honolulu.
For more than three authors, just cite the first name followed by "et al.".	Beynet, P. et al. (2011), "Restoring fiscal sustainability in Spain", *OECD Economics Department Working Papers*, No. 850, OECD Publishing, Paris, http://dx.doi.org/10.1787/5kgg9mc37d8r-en.

Citation of part of a work

For a chapter in a book, cite the title in quotation marks and in roman type, followed by "in", then the title of the book itself in italics and initial caps.	OECD (2011), "The many dividends from structural reform", in *Economic Policy Reforms 2011: Going for Growth*, OECD Publishing, Paris, http://dx.doi.org/10.1787/growth-2011-1-en.

Articles in journals and periodicals follow a similar format, but without "in". Be sure to include volume and issue numbers. **NOTE ›** For convenience, the usual abbreviations should be used for explanatory information such as volume, issue and page numbers. These should be given in English, regardless of the publication language.	Plummer, R. et al. (2005), "Beer tourism in Canada along the Waterloo-Wellington Ale Trail", *Tourism Management*, Vol. 26/3, Elsevier, Amsterdam, pp. 447-458. Blume, D. and F. Alonso (2007), "Institutional investors and corporate governance in Latin America: Challenges, promising practices and recommendations", *Financial Market Trends*, Vol. 2007/2, OECD Publishing, Paris, http://dx.doi.org/10.1787/fmt-v2007-art15-en. Lübkert, P. (2011), "Greening the OECD", *OECD Observer*, No. 284, OECD Publishing, Paris, www.oecdobserver.org/news.
A working paper	Paunov, C. (2013), "Innovation and inclusive development: A discussion of the main policy issues", *OECD Science, Technology and Industry Working Papers*, No. 2013/01, OECD Publishing, Paris, http://dx.doi.org/10.1787/5k4dd1rvsnjj-en. Bouis, R. et al. (2012), "The short-term effects of structural reforms: An empirical analysis", *OECD Economics Department Working Papers*, No. 949, OECD Publishing, Paris, http://dx.doi.org/10.1787/5k9csvk4d56d-en.
A book in a series **NOTE ›** The series title is not italicised.	OECD (2012), *Connected Minds: Technology and Today's Learners*, Educational Research and Innovation, OECD Publishing, Paris, http://dx.doi.org/10.1787/9789264111011-en. Colombo, F. et al. (2011), *Help Wanted? Providing and Paying for Long-Term Care*, OECD Health Policy Studies, OECD Publishing, Paris, http://dx.doi.org/10.1787/9789264097759-en.

See also: *Abbreviations and acronyms, pp. 52-55; Internet references, pp. 63-64.*

Citation of a dataset or table

A dataset	OECD (2014), "OECD Economic Outlook No. 95", *OECD Economic Outlook: Statistics and Projections* (database), http://dx.doi.org/10.1787/data-00688-en (accessed on 04 July 2014).
A table	OECD (2014), "Income tax plus employee contributions, 2013", in *Taxing Wages 2014*, OECD Publishing, Paris, http://dx.doi.org/10.1787/tax_wages-2014-table52-en.

Sources of figures, tables and boxes

The short-title system is used for source citations, with the complete citation in the list of references.

Always provide the source and its URL, whether OECD or otherwise, beneath the table or figure, but provide the complete bibliographic information in the reference section.	*Source:* OECD (2014), *OECD Economic Outlook: Statistics and Projections* (database), http://dx.doi.org/10.1787/data-00688-en.
If the data presented in table or figure come from calculations based on other data, clarify this in the source field.	*Source:* Adapted from OECD (2012), *OECD Environmental Outlook to 2050*, http://dx.doi.org/10.1787/9789264122246-en.

NOTES › If the data stem from OECD work that is not accessible to the general public and are published for the first time in the work at hand, the publication itself is the source for the data. Thus, no source should be given below the figure or table (as it would be the title of the publication). The mention "Source: OECD" must not be used.

› Third-party (non-OECD) material (large blocks of text, figures, tables, etc.) should be properly cited and included in the publication only following copyright clearance from the publisher or author granting permission to reproduce. In some cases (photographs or images), a caption or credit should also appear in an acknowledgements section.

See also: *Watch out for plagiarism, p. 32.*

Citation of unpublished material

Unpublished material refers to all content (brochures, conference papers, declassified OLIS documents, etc.) that does not have an ISBN, an ISSN or a DOI, but often for which a URL can be provided:

> **Adams, J., K. Gurney and S. Marshall (2007), "Patterns of international collaboration for the UK and leading partners", report commissioned by the UK Office of Science and Innovation, Evidence Ltd, June, http://image.guardian.co.uk/sys-files/Education/documents/2007/07/13/OSICollaborationSummaryRepo.pdf.**

NOTE › Avoid citing documents that are not available to the public. For OECD documents, if the author's name is not stated explicitly, the author should be indicated as "OECD" in addition to the publisher:

> **OECD (2011), "Towards Green Growth: A Summary for Policy Makers" (brochure), OECD, Paris, www.oecd.org/greengrowth/48012345.pdf.**

To reference a work that has been submitted for publication but is not yet published, use "forthcoming" and include the journal or publication in which the article or chapter will be published.

See also: *Internet references, pp. 63-64.*

References in a language other than English or French

For third language titles, the officially translated English or French reference information should be provided in parentheses, and in italics, directly following the original title.	OECD/ECLAC (2012), *Perspectivas Económicas de América Latina 2012: Transformación del Estado para el Desarrollo (Latin American Economic Outlook 2012: Transforming the State for Development)*, OECD Publishing, Paris, http://dx.doi.org/10.1787/leo-2012-es.
In cases in which the title has not been formally published in English or French, an unofficial translation can be provided, in roman type, in brackets.	University of Helsinki (2008), "HY, Hanken ja Arcada tiivistävät yhteistyötä" [Helsinki University, Hanken and Arcada to Intensify Co-operation], www.helsinki.fi/ajankohtaista/uutisarkisto/4-2008/22-15-56-35 (accessed 18 March 2009).

References for legal documentation

For information on how to correctly cite legislation, legal codes, case law and other legal documentation, please consult the *Directorate for Legal Affairs* at http://oecdshare.oecd.org/SGE/SITES/LEGALINFO. Additionally, many member countries maintain style guides for their national printing offices as well as online databases of legislation. These are generally free of charge and easily found through a web search.

Internet references

Systematically provide URLs and ensure that links are active. In manuscripts, these should appear as they are displayed in Word™: blue, underlined and in roman type. If an Internet address comes at the end of the sentence, it should always be followed by a full stop.

When providing "www"-based Internet addresses, we suggest deleting "http://" (which stands for hypertext transfer protocol) because this protocol is implied.	OECD (2012), OECD Better Life Index, www.oecdbetterlifeindex.org.
If there is no "www" in the electronic address, then the "http://" should be kept.	OECD (2012), *Better Skills, Better Jobs, Better Lives: A Strategic Approach to Skills Policies*, OECD Publishing, Paris, http://dx.doi.org/10.1787/9789264177338-en.

If another protocol is used ("ftp" or other), it must be kept.	FAO (2006), *The State of Food and Agriculture 2006: Food Aid for Food Security?* Food and Agricultural Organization, Rome, ftp://ftp.fao.org/docrep/fao/009/a0800e/a0800e.pdf.
If you reference a general Internet site, include the date of access.	UK Government Department for Education (2013), Schools website, www.education.gov.uk/schools (accessed 25 April 2013).
Avoid citing several lines of Internet code; cite just enough of the electronic address to allow the reader to access the reference; for example, cite the parent page.	OECD (2012), "OECD work on green growth", www.oecd.org/greengrowth (accessed 10 February 2012).
Avoid citing undated material. If no date is available, use the abbreviation "n.d." in place of the year and include the date of access.	Johannesburg Stock Exchange (n.d.), "The JSE Socially Responsible Investment Index", webpage, www.jse.co.za/About-Us/SRI/Introduction_to_SRI_Index.aspx (accessed 11 January 2013).

Social media

A blog post	Lee, N. (24 May 2012), "Getting ahead of the curve: Skills policy in a changing global economy", OECD Insights blog, http://oecdinsights.org/2012/05/24/getting-ahead-of-the-curve-skills-policy-in-a-changing-global-economy/.
A tweet	@OECD (24 May 2012), "Like our Better Life Index? Embed it into your website or blog", https://twitter.com/OECD/status/205759037860610048.
A video	OECD YouTube channel (24 May 2012), "Russian Federation joins OECD Nuclear Energy Agency", www.youtube.com/watch?v=TIQlw3xZz2A.

NOTE › It is best practice to include a direct link to the social media content.

6. Breaks and hard spaces

Hard spaces between words ensure that words are not split during the document formatting stage.

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

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

PLACE A HARD 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	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 measure (except °C and %)	580#kg 42#hL	215#cm
other examples	US#Government the/embassy,#etc. MacAdams,#G./(2000)	e.g.#[text] et#al. *ex#ante*

7. Capitalisation

OECD texts are too often characterised by an overuse of initial capital letters. This distracts readers and diminishes readability.

General guidelines

- Capitalise the first letter of a word that begins a sentence and all proper nouns (names of events, persons, places, organisations, nationalities, languages).
- For titles and subtitles of books, periodicals and serial titles, use title case.
- For all other titles and subtitles, use sentence case: initial capital on the first word only. If a title includes a colon, the first word following a colon should also be capitalised.

  Table 1.1. Broadband access in Asia: On the rise, 2002-12

NOTE › Where a hyphen is used to turn two or more words into an adjectival phrase (e.g. "medium-term outlook") in a title, 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").

Use capitals letters for:

major historical events or periods	**the Reformation, the French Revolution, the Renaissance, the Second World War**
in reference to a specific document's annex(es), chapter(s), figure(s), etc., when followed by a number	**Chapter 6** but: **the chapter on trade restrictions**
Internet terms	**Internet, Internet site** but: **web, website, web manager**

terms referring to the OECD	Council, Organisation, Permanent Representative, Secretary-General (note the hyphen)
terms referring to specific acts, events or groups but not terms used generically, such as:	
▪ acts (of a legislative body or the OECD Council)	The 1965 Road Act but: The act was passed.
▪ bills (legislative)	The Privatisation Bill but: A controversial bill is being discussed.
▪ decisions	The OECD Council Decision on... but: The committee was asked to take a number of decisions.
▪ declarations	The Ministerial Declaration on the Protection of Privacy of Global Networks but: In adopting this declaration, OECD member countries reaffirmed their commitment.
▪ directives	The Open Government Directive establishes deadlines for action but: A directive is a legislative act of the European Union.
▪ guidelines	OECD Guidelines on the Protection of Privacy but: This led to a set of guidelines.
▪ ministerial meetings	The last Ministerial Council Meeting ended in agreement but: The OECD Council meets at ministerial level once a year.
▪ resolutions	The Gas Resolution but: A resolution was adopted.
▪ secretariats	The OECD Secretariat drafted the analysis but: The secretariat provided the original research.
▪ sections of law	Property Law - Section 44 of the Transfer of Property Act, 1882 but: the section on the transfer of property...

See also: *Abbreviations and acronyms, pp. 52-55; Country names, codes and currencies, pp. 69-74; Hyphenation, pp. 80-82.*

Use lower-case letters:

to simplify and unify the spelling of "member" **NOTE ›** Avoid using "OECD governments". It is preferable to use "OECD member countries".	OECD member countries and non-member economies
before abbreviations when spelling out a term that is descriptive rather than a proper noun	liquefied petroleum gas (LPG), Greenwich mean time (GMT), member of parliament (MP)
for the following and like words, when not part of a proper name or title, or when used in the plural or as adjectives	administration, ambassador board chair, chairperson, committee, communiqué, conference delegate, deputy secretary, document expert group government of France king (duke, cardinal, bishop, etc.) law mandate member countries minister (but: Minister of Finance John Doe), ministry, prime minister parliament, party, president, professor, programme secretariat state (the apparatus of government) working party
for "e-words" and "m-words"	Write e-commerce, m-government but E-commerce and M-government when starting a sentence or when figuring in a book title.
for definite articles that are not formally part of a name	the *Financial Times* but: *The Economist*
for compass directions that are descriptive rather than part of a name	southern Africa (the geographical area) but: South Africa (the country)
for the names of seasons **NOTE ›** As some OECD member countries are in the southern hemisphere, pay careful attention to the use of seasons.	The spring of 1998 does not mean the same period in all countries; however, the second quarter of 1998 applies in both the northern and southern hemispheres.

See also: *Hyphenation, pp. 80-82.*

8. Country names, codes and currencies

The lists of member, accession and key partner countries are presented in this section, as well as the corresponding ISO country and currency codes.

General guidelines

- As a general rule, avoid referring to "governments". Refer to "OECD countries" or "partners" or "partner economies" (see below).
- When listing countries in a text, always list them alphabetically unless there is a clearly explained reason for doing otherwise, for example when referring to data in a table or figure, or a ranking of some kind.
- Countries such as the **Netherlands** and the **United States** are collective singular nouns and thus always take singular verbs.
- Always spell out country names in full when used as nouns.
- Use "euro area" in place of "euro zone" when referring to the 19 countries belonging to the European Economic and Monetary Union. The unit of currency is the euro (currency code = EUR).

  NOTE › In EU legislative acts, the plural form of "euro" is spelled without the "s", but otherwise the normal English plural is used and recommended.
- Avoid using maps and consult the OECD Legal Directorate before doing so.

See also: *Abbreviations and acronyms, pp. 52-55; Disclaimers, p. 77.*

Please consult the OECD Legal Directorate on any territorial questions or issues at LEGER@oecd.org. See also: http://oecdshare.oecd.org/SGE/SITES/LEGALINFO.

ISO country and currency codes

The OECD uses a list of official country names and territories, and ISO codes, available at http://oecdshare.oecd.org/SGE/SITES/LEGALINFO.

For web content, symbols for currencies can be used but be sure to distinguish different dollar currencies and explain unfamiliar symbols.

See also: *Percentages, p. 88.*

Cite multiple amounts as follows: **AUD 1-5 million** or **AUD 1 million to AUD 5 million**.

NOTE › The currency code should be repeated when ranges are separated by prepositions but not after a non-breaking hyphen.

Be sure to spell out ISO currency codes when first introduced in the text.

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

▼ **ISO codes for OECD member countries**

COUNTRY/AREA		CURRENCY		
NAME	CODE	SINGULAR	PLURAL	CODE
Australia	AUS	dollar	dollars	AUD
Austria	AUT	euro	euros	EUR
Belgium	BEL	euro	euros	EUR
Canada	CAN	dollar	dollars	CAD
Chile	CHL	Chilean peso	Chilean pesos	CLP
Czech Republic	CZE	koruna	koruny	CZK
Denmark	DNK	krone	kroner	DKK
Estonia	EST	euro	euros	EUR
Finland	FIN	euro	euros	EUR
France	FRA	euro	euros	EUR
Germany	DEU	euro	euros	EUR
Greece	GRC	euro	euros	EUR
Hungary	HUN	forint	forints	HUF
Iceland	ISL	krona	kronur	ISK
Ireland	IRL	euro	euros	EUR
Israel	ISR	new Israeli sheqel	new Israeli sheqels	ILS

COUNTRY/AREA		CURRENCY		
NAME	CODE	SINGULAR	PLURAL	CODE
Italy	ITA	euro	euros	EUR
Japan	JPN	yen	yen	JPY
Korea	KOR	won	won	KRW
Luxembourg	LUX	euro	euros	EUR
Mexico	MEX	peso	pesos	MXN
Netherlands	NLD	euro	euros	EUR
New Zealand	NZL	dollar	dollars	NZD
Norway	NOR	krone	kroner	NOK
Poland	POL	zloty	zlotys	PLN
Portugal	PRT	euro	euros	EUR
Slovak Republic	SVK	euro	euros	EUR
Slovenia	SVN	euro	euros	EUR
Spain	ESP	euro	euros	EUR
Sweden	SWE	krona	kronor	SEK
Switzerland	CHE	franc	francs	CHF
Turkey	TUR	lira	liras	TRY
United Kingdom	GBR	pound	pounds	GBP
United States	USA	dollar	dollars	USD
Euro area	EMU	euro	euros	EUR

▼ **ISO codes for other partner economies**

COUNTRY/AREA		CURRENCY		
NAME	CODE	SINGULAR	PLURAL	CODE
Brazil	BRA	Brazilian real	Brazilian reals	BRL
China, People's Republic of	CHN	Yuan renminbi	Yuan renminbi	CNY
Colombia	COL	Colombian peso	Colombian pesos	COP
India	IND	Indian rupee	Indian rupees	INR
Indonesia	IDN	rupiah	rupiahs	IDR
Russian Federation	RUS	Russian ruble	Russian rubles	RUB
South Africa	ZAF	rand	rand	ZAR

Partner and other economies

Please refer to the standard list of country names and territories. See below a non-exhaustive list of examples:

- **People's Republic of China** (spell out on first reference; "China" can be used thereafter and can be used in its short form in titles of publications and in graphics); alphabetically placed at "C" ("China, People's Republic of")
- **Former Yugoslav Republic of Macedonia (FYROM);** alphabetically placed at "F" (never referred to as Macedonia in OECD texts)
- **Hong Kong, China** (alphabetically placed at "H")
- **Macau, China** (alphabetically placed at "M")
- **Palestinian Authority**
- **Chinese Taipei** (previously "Taiwan"; alphabetically placed at "T")
- **Viet Nam.**

NOTE › **Chinese Taipei** and **Hong Kong**, **China** are partner economies, not partner countries, as a result of an official agreement with China that forms the basis of OECD-China relations. **Chinese Taipei** and **Hong Kong**, **China** are the only denominations to be used and no shortening is allowed.

In country lists that include **Hong Kong**, **China**, use semicolons as separators:

China; France; Hong Kong, China; Spain.

Territorial footnotes

There are certain cases in which special territorial footnotes are required under the guidance of the Directorate for Legal Affairs, and for which notes should be included with all content, as follows:

- Content that contains statistical data on Israel:

  The statistical data for Israel are supplied by and under the responsibility of the relevant Israeli authorities. The use of such data by the OECD is without prejudice to the status of the Golan Heights, East Jerusalem and Israeli settlements in the West Bank under the terms of international law.

- Content making reference to the Republic of Cyprus:

  The information in this document with reference to "Cyprus" relates to the southern part of the Island. There is no single authority representing both Turkish and Greek Cypriot people on the Island. Turkey recognises the Turkish Republic of Northern Cyprus (TRNC). Until a lasting and equitable solution is found within the context of the United Nations, Turkey shall preserve its position concerning the "Cyprus issue".

  The Republic of Cyprus is recognised by all members of the United Nations with the exception of Turkey. The information in this document relates to the area under the effective control of the Government of the Republic of Cyprus.

NOTE › It is the author's responsibility to ensure that territorial footnotes are included in articles, chapters, figures and tables as required, including in PowerPoints.

See also: *Disclaimers, p. 77.*

For specific questions regarding territorial disclaimers or footnotes, please consult the Legal Directorate at LEGER@oecd.org. See also: http://oecdshare.oecd.org/SGE/SITES/LEGALINFO. General guidelines can be found at http://oe.cd/pubguidelines.

Geographic and economic groupings

Selected geographic and economic groupings are listed below. As with all acronyms and abbreviations, spell out on first use.

	NAME
ACP	African, Caribbean, and Pacific Group
APEC	Asia-Pacific Economic Cooperation
ASEAN	Association of Southeast Asian Nations
Asia and Pacific	**NOTE ›** The list of countries in this grouping varies depending on context. If used, be sure to specify exact list of countries being considered.
BRIC	Brazil, Russian Federation, India, China
BRICS	Brazil, Russian Federation, India, China, South Africa
BRIICS	Brazil, Russian Federation, India, Indonesia, China, South Africa
CEEC	Central and Eastern European Countries
CIS	Commonwealth of Independent States
ECOWAS	Economic Community of West African States
EECCA	Eastern Europe, Caucasus and Central Asia
EU15	European Union countries prior to 1 May 2004
EU19	Euro area
EU21	OECD European Union countries
EU28	European Union
FSU	Former Soviet Union
G7, G8, G20	Group of Seven, Group of Eight, Group of Twenty (major economies)
G77	Group of Non-Aligned States, original signatories of the 1964 "Joint Declaration of the Seventy-Seven Countries" issued at the end of the first session of the United Nations Conference on Trade and Development (UNCTAD)
MENA	Middle East and North Africa
MERCOSUR	Southern Common Market
NAFTA	North American Free Trade Agreement
OPEC	Organization of the Petroleum Exporting Countries
SEA	Southeast Asia
SEE	Southeast Europe

9. Dates and time

Dates

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

> **15 April 1998**
> (Reminder: **1#March/2015** where # is a hard space and / is a normal space).

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

> **Nineteen ninety-eight was not a leap year**
> but: **In 1998, the ...**

> **Twenty years had passed**
> but: **The 20-year cycle was impressive.**

Ages and centuries

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

> **She was 20; the 18th century; 20th century writers; an 18-year-old; the number of 15-19 year-olds in the population; for 15-19 year-old people**

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 countries; however, "the second quarter of 1998" applies in both the northern and southern hemispheres.

Time periods

- Use figures for decades: **the 1990s** (no apostrophe).
- Time periods should be provided in full in main publication titles only: ***OECD Factbook* 2011-2012**.
- In OECD texts, a period of two or more years should be consistently simplified, except when there is a century change: **Prices were stable over 1990-97, but rose moderately in 1998-2001**.

NOTE › The period "2001-03" 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**.

- To indicate a period overlapping two calendar years, such as a fiscal, marketing or academic year, use a slash: **1998/99**.
- If you refer to a quarter, please use the following format: **Q1 2003**.
- A range is written as follows: **Q1 2003-Q2 2010**.

10. Disclaimers

The OECD requires the use of a series of general disclaimers according to the document type and context.

The OECD general territorial disclaimer must be included in every published object:

> **This document and any map included herein are without prejudice to the status of or sovereignty over any territory, to the delimitation of international frontiers and boundaries and to the name of any territory, city or area.**

Territorial footnotes should be used in specific instances (see "Country names, codes and currencies" section for more details).

NOTE › The general disclaimer is automatically included on the copyright page (page 2) of all PAC publications, on the online cover pages of chapters and articles, and in StatLink files. If your publication is an exception, contact your PAC editor. Territorial disclaimers are included on a chapter-by-chapter basis, and accuracy of placement is the author's responsibility.

See also: *Territorial footnotes, p. 73.*

Please consult the OECD Legal Directorate for any territorial disclaimer-related questions at LEGER@oecd.org and see also: http://oecdshare.oecd.org/SGE/SITES/LEGALINFO. General guidelines can be found at http://oe.cd/pubguidelines.

11. Foreign words and expressions

Avoid using foreign words and expressions. If absolutely necessary, ensure that they appear in italics except in the case of abbreviations.

NOTE › Common Latin terms, such as "ad hoc", "per capita", "per annum", "versus", "via" and "vice versa", should also appear in roman.

☹ AVOID	☺ USE
ad valorem	according to the value
ceteris paribus	other things being equal
de minimis	small amounts
en bloc	as a whole
ex officio	by virtue of the office held
in situ	in its original situation
inter alia	among other things
ipso facto	by the mere fact
stricto sensu	strict sense
ultra vires	beyond one's authority
vis-à-vis	in relation to

See also: *Abbreviations and acronyms, pp. 52-55; Italic and roman type, p. 84.*

12. Gender-neutral language

Gender pronouns

The following examples refer to a hypothetical person or to people in general:

	☹ AVOID	☺ USE
Use the plural.	A manager should discuss changes with his staff.	**Managers should discuss changes with their staff.**
Use the second person.		**Discuss changes with your staff.**
Replace the pronoun with "an", "a" or "the":	The staff member should submit her request promptly.	**The staff member should submit the request promptly.**
Delete the pronoun.	A manager must motivate his staff.	**A manager must motivate staff.**
Repeat the noun. **NOTE ❯** Repeating the noun can become monotonous, so use this option sparingly.	The manager or her deputy will approve the request.	**The manager or the deputy manager will approve the request.**

Gender in job titles and other words

The following examples remove gender from job titles and other words:

☹ AVOID	☺ USE	☹ AVOID	☺ USE
chairman	**chair, chairperson**	man-hours	**staff hours, person hours**
mankind	**humankind**		
man	**person, people**	manpower	**staffing, workforce**
serviceman	**service technician**	workman	**worker**

13. Hyphenation

Use hyphens to avoid ambiguity and to be consistent.

NOTES › In the current *Concise Oxford English Dictionary*, "macroeconomic" and "microeconomic" are solid but "socio-economic" is hyphenated.

› Avoid "policymaker". Use "policy maker" and "policy making" as a noun, with "policy-making" as the adjective.

Adverbs and adjectives

Avoid using 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: **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.**

Capital letters in compound words

When the second half of a compound word is capitalised or is a numeral, use a hyphen. **NOTE ›** Except for: Transatlantic	inter-American, anti-European, pan-African, pro-EMU, sub-Saharan, pre-1950
When there is a repeated term in a double prefix, use a hyphen.	sub-subentry

Dangling hyphens

Use them sparingly where the sense is clear. **NOTE ›** Except for: small and medium-sized enterprises	"Agricultural in- and outputs" should in fact be written agricultural inputs and outputs, while pro- and anti-competitive practices is perfectly clear.

Doubled hyphens

Some are in standard use, such as: **NOTE ›** When indicating an age range, the hyphen after the last figure should be dropped.	nine-year-old child, balance-of-payments deficit the number of 15-19 year-olds in the population; for 15-19 year-old people
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. **NOTE ›** The use of non-breaking hyphens should be limited to proper nouns, negative sums, years, abbreviations and acronyms. They should not be used to systematically replace all hyphens.	co-ordination, 1997-99, e-commerce

See also: *Negative sums, p. 87.*

OECD official titles

Use hyphens and note capitalisation.	Secretary-General, Director-General, Deputy Secretary-General, Deputy Director-General, vice-chairperson, ex-chairperson and High-level Group

See also: *Capitalisation, pp. 66-68.*

Prefixes

Compounds formed with prefixes are normally not hyphenated, whether they are nouns, verbs, adjectives or adverbs.	upfront, underdeveloped, promarket, overestimate
Normal hyphens should be used in compound words.	cross-country, intra-industry, inter-firm, non-tradeable

Repeated letters

Hyphenate double vowels	re-entry, semi-industrial, co-operate, co-ordinate
and double or triple consonants **NOTE ›** Exceptions include: macroeconomic, microeconomic, uncoordinated, uncooperative	non-negotiable, shell-like

14. International organisations

Always spell out the full name on a first reference in each chapter, web page and article, followed by its abbreviation or acronym in parentheses.

Follow the spelling used by the organisation itself, which you can check on the group's official website. Most UN-affiliated bodies have now adopted the "-iz" spelling of "organization":

> **Food and Agriculture Organization (FAO)**
> **World Health Organization (WHO)**
> **International Labour Organization (ILO)**

Other names, abbreviations and acronyms 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 (WTO). Be sure to differentiate with respect to the UN-affiliated World Tourism Organization, which should be referred to as "UNWTO".
- Use "the Commission" when referring to the European Commission. Do not refer to the European Community; replace with the European Union.

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 français* (SNCF) or French Railways;**
> **the *Estrategia Energética y Medioambiental* (ESEMA) or Strategy for Energy and Environment.**

See also: *Abbreviations and acronyms, pp. 52-55; Bibliographical referencing: Sources and citations, pp. 56-64; Spelling, pp. 100-102.*

15. Italic and roman type

Italic type *(slanted to the right)* should be used sparingly. It is harder to read than roman type, both in print and on screen, and overuse reduces its utility as a means of emphasis or contrast.

- Italics should be used for formally published material: books, journals, newspapers, magazines, databases, and working paper and policy paper series names (but the specific working paper or policy paper title should be in roman type and in quotation marks).
- Italics should also be used for foreign words or expressions (e.g. ***Länder***), except in the case of proper nouns (e.g. **Deutsche Bundesbank**).
- Write Latin abbreviations in italics, except "cf.", "e.g.", "et al.", "etc.", "ibid.", "i.e.", "NB", "vs.".

Use **roman type** for:

- titles of documents and papers (which should also appear in double quotation marks)
- titles of programmes, codes, laws, declarations (e.g. **Paris Declaration**) and guidelines (which should also appear in title case)
- quotation marks (even when the text is in italics).

NOTES › Where the body of a text is in italics, items that normally would be italicised become roman.

› Use bold sparingly and never underline (except Internet addresses).

See also: *Abbreviations and acronyms, pp. 52-55; Bibliographical referencing: Sources and citations, pp. 56-64; Capitalisation, pp. 66-68.*

16. Notes

Use endnotes (not footnotes) and place at the end of the chapter (not at the end of the book) because the majority of OECD work is published on line by chapter.

See also: *Bibliographical referencing, Sources and references, pp. 56-64.*

General guidelines

- Endnotes should be numbered consecutively per chapter, using the automatic function in Word™.
- Do not use endnotes for reference citations, except for web addresses.
- Do not attach notes to titles.
- Never use the automatic endnote function in tables, boxes and figures (see below).
- Where there are only one or two notes, asterisk signs (*) can be used and the corresponding note(s) placed at the bottom of the page or end of the article.
- Note numbers should follow punctuation marks and are usually 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]
  About one-third of the group[2] felt uncomfortable with the proposal.

Notes in tables, boxes and figures

Notes in tables, boxes and figures are numbered separately from the main body text. They are manually inserted as superscripted numerals.

- Exceptionally, a lower-case superscript letter may be used in tables with figures in very small print, so as to avoid errors and confusion.

17. Numbers

General guidelines

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**
- percentages (see below): **5%**
- numbers associated with measurement units: **3 km**
- numbers followed by "million", "billion" or "trillion": **1 million**, **3 billion**.

NOTE › In English, the OECD uses the International System of Units (SI) short scale. Therefore, **billion** = thousand million (10^9), and **trillion** = thousand billion (10^{12}). However, the long scale (*échelle longue*) is used in French: i.e. ***milliard*** = *mille millions* (10^9) and ***billion*** = *mille milliards* (10^{12}).

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 economies raised 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")
Do not use commas for numbers in the thousands. Add a hard space for four-digit numbers and above. **NOTE ›** As English and French conventions for large numbers differ, the OECD has adopted the rule that, for all texts in all languages, numbers containing four or more digits are broken by spaces, not punctuation marks.	2 618 32 518 7 519 000
Use hard spaces.	1#495#610

NOTES › Use "per thousand" in chapter titles and headings but the abbreviated form "per '000" in text, tables and figures.

› For web content, write numbers as digits, not words, and do not use a space in four-digit numbers or above.

See also: *Abbreviations and acronyms, pp. 52-55; Units of measure, pp. 54-55; Breaks and hard spaces, p. 65; Dates and time, pp. 75-76; Percentages, p. 88.*

Decimal and non-decimal fractions

Numbers containing decimal fractions should always be written in numbers. **NOTE ›** All decimal fractions are plural in English.	The average family has 2.4 children. The annual inflation rate reached 5.8%. 1.9 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") 0.25 (not "¼")
When using with a currency, always either round up or round down to a full number or take to the second digit.	USD 0.02 (for two cents) EUR 0.20 (for 20 cents)
In general, use only readily recognisable fractions such as "one-third", "one-half", etc. Convert others to decimals: it is easier for readers to consider "80%" than "four-fifths". Write them in words, not numbers (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. Some 80% of the territory is uninhabited.

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. **NOTE ›** In the case of currencies, put the ISO code before the minus sign.	-500, -4.7 CAD -225

Ordinal numbers

Avoid 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 long lists of numbered points as the reader will soon lose track. If the list has to be longer, try to separate the ideas with text.	In addition to these three main points, two further arguments include such issues as...

Percentages

Use "%" in all cases (text and graphics) except in chapter titles and headings. Use "percentage" without a number and always spell out "percentage points".	More than 90% of the respondents agreed, while fewer than 10% had no opinion. The percentage of total revenues decreased by 1.8 percentage points.
When percentages include a decimal point, ensure that all percentages listed are rounded to one decimal point. Never use the symbol with a word: "three %" is incorrect.	The inflation rate rose by 12.0%, voter turnout reached 75.4%. 3%
Do not use the % sign with non-decimal fractions.	3.5% is acceptable; 3 1/2% is not.
Repeat the % sign after each number in a series.	12, 15 and 18 years but: 45%, 55% and 65%
The % sign should be repeated in cases where ranges are separated by prepositions but not after a non-breaking hyphen.	10% to 20% but: 10-20%

18. Personal pronouns

In publications, personal pronouns ("I" or "my"; "we" or "our"; etc.) should not be used to replace OECD:

☺ **OECD experts agree...**
☹ We agree...

☺ **OECD finds that...**
☹ Our findings show that...

Personal pronouns can be used, however, in articles, press releases and blogs, as well as prefaces and editorials, when drafted by OECD staff.

NOTE › The formality of OECD books, reports, working papers and websites generally prohibits the use of contractions, but these are commonly used in social media and the like.

19. Punctuation

Punctuation is important because it helps achieve clarity and readability.

’ Apostrophes

☺ **Use**	▪ before the “s” in singular possessives: The prime minister’s suggestion was considered. ▪ after the “s” in plural possessives: The ministers’ decision was unanimous.
☹ **Do not use**	▪ in plural dates and abbreviations: 1930s, NGOs ▪ in the possessive pronoun “its”: The government characterised its budget as prudent.

See also: *Capitalisation, pp. 66-68.*

: Colons

☺ **Use**	▪ to lead into a list, an explanation or elaboration, an indented quotation ▪ to mark the break between a title and subtitle: Social Sciences for a Digital World: Building Infrastructure for the Future (book) Trends in transport to 2050: A macroscopic view (chapter)
☹ **Do not use**	▪ more than once in a given sentence ▪ a space before colons and semicolons.

, Commas

Use

- to separate items in most lists (except as indicated under semicolons)
- 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.
- commas in pairs; be sure not to forget the second one
- 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.

Do not use

- after "i.e." or "e.g."
- before parentheses
- preceding and following en-dashes
- 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.

– Dashes (en-dashes)

Use

- 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.
- singularly, to add a phrase explaining or elaborating on what has gone before:
  The summary is self-contained – an understanding of it does not depend on reading the full text.
- en-dashes with spaces before and after in books but not in corporate articles or social media.

☹ **Do not use**

- dashes in titles
- in combination with other punctuation: an interjected phrase that starts with a dash – like this one – must close with a dash
- as follows:
  "In a rush – it was late, he dashed out the door."
  "In a rush, – it was late – he dashed out the door."
- em-dashes.

See also: *Hyphenation, pp. 80-82.*

... Ellipses

☺ **Use**

- in quoted material to indicate a word or words omitted, with spaces before and after:
  A well-founded reputation ... is a priceless advantage.
- where a line or paragraph is omitted and replaced by an ellipsis, the ellipsis should be placed within square brackets:
  [...]

☹ **Do not use**

- to indicate a pause or hesitation
- in the place of "etc." or "and so on"
- with parentheses around them
- with spaces between the dots.

See also: *Quotations, pp. 98-99.*

! Exclamation marks

☹ **Do not use anywhere.**

See also: *Capitalisation, pp. 66-68.*

Full stops (periods)

☺ **Use**	▪ at the end of complete sentences (followed by a normal space) ▪ if the abbreviation consists only of the first part of a word: Gen., Wed. ▪ where generally customary: i.e. or e.g. ▪ to avoid confusion: a.m. (not: am) ▪ inside quotation marks where the full stop ends the quotation as well as the sentence in which it appears: The chairperson said, "This meeting is concluded." ▪ outside quotation marks 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 end of all paragraphs, whether the paragraphs are formed of whole sentences or made up of a list ▪ in an Internet address that comes at the end of a sentence.
☹ **Do not use**	▪ if an abbreviation consists of the first and last letters of a word: Mr, Ms, Ltd, Dr ▪ in abbreviations and acronyms 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 parenthesis.)

Bulleted lists

Use

- sparingly and only to highlight important points
- the same grammatical structure throughout
- a capital letter and a full stop when a bulleted list contains at least one complete sentence:

  In order to avoid any delays with your publication:
  - Send an outline and any draft material to the PAC Editorial team as early as possible.
  - Fill in and e-mail the manuscript submission form to PAC ED BN at least one month before the final manuscript is due to arrive.
  - Send your PAC editor a complete draft as early as possible. Once reviewed by your PAC editor, the title can be discussed at Pubs Board.
  - Send the complete manuscript to translation as early as possible.
- a lower case letter and no punctuation mark (except the last item) in all other cases:

  The following components are essential to your publication:
  - title page
  - copyright page, including the OECD historical information and disclaimer(s)
  - foreword or preface
  - executive summary (less than 1 000 words)
  - chapter abstracts (150 words).

NOTE › Thus, the formula is:
- complete sentence = starts upper case + ends with full stop [all items in the group]
- incomplete sentence or list = no upper case + no punctuation [all but the last item in the group].

Do not use

- too many bullets (which is counter-productive)
- in chapter abstracts, articles and social media
- "and" or "or" at the end of penultimate bullets
- any punctuation for web content (to increase online readability).

Numbered lists

☺ **Use**	▪ numbers over letters, in roman type, followed by a parenthesis and a hard space. Each item should be separated using semicolons: PISA results show that: 1)#girls perform better in reading; 2)#boys perform better in math; and 3)#both girls and boys perform better in reading when they read for pleasure in their free time.
NOTE	› "a)" or "i)" can also be used, as long as all numbered lists are presented in a consistent way throughout the text.

( ) Parentheses (round brackets)

☺ **Use**	▪ 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.
☹ **Do not use**	▪ where commas would do: for instance, the explanatory "like this" could be bracketed by commas in a simpler sentence: Keep it short, like this, wherever possible.

? Question marks

☺ **Use**	▪ to indicate the end of a question, in place of a full stop. Text following a question mark begins with a capital letter: Did the reporter read the report? Apparently not.
☹ **Do not use**	▪ when a question is implied by indirect speech: The reporter was asked whether she had read the report.

“ ” Quotation marks

☺ **Use**	▪ 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. ▪ 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”.
☹ **Do not use**	▪ to set off long quotations.

See also: *Quotations, pp. 98-99.*

‘ ’ Single quotation marks

☺ **Use**	▪ to indicate a quote within a quote: “The report discusses ‘grey markets’ in Central and Eastern Europe.”
☹ **Do not use**	▪ to indicate a quote or buzzword in the text. Use double inverted marks instead: This report refers to all “participants” as defined below.

; Semicolons

☺ **Use**	▪ to join independent but related clauses: The chairperson adjourned the meeting; delegates then returned to their countries. ▪ 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.

☹ **Do not use**

- in simple lists not involving other separating punctuation:
  IBM, Dell, Digital and Compaq
- a space before colons and semicolons.

/ Slashes

☺ **Use**

- 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
- in the case of measurement units expressing a ratio:
  USD 100/t, CO^2/km^2

☹ **Do not use**

- "and/or", when "or" is better used
- 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

[ ] Square brackets

☺ **Use**

- as parentheses within parentheses:
  (In this regard, consult Fowlers [1994].)
- in direct quotations to indicate material not in the original:
  The chair said, "At this point [1991], the outlook is still unclear."

20. 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 and indented on both the left and right sides.

> **Policies 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)**

NOTE › There is no full stop after the reference.

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).**

> **The minister stated (OECD, 2002): "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."**

See also: *Ellipses, p. 92.*

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...".**

Where a line or paragraph is omitted and replaced by an ellipsis or another word, 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."**

21. Spelling

Please spell-check your manuscript. As a general rule, the OECD adopts **UK spelling**. The first entry in the *Concise Oxford English Dictionary* should be followed. An exception to this rule is the spelling of verbs ending in "-ise/-ize". Although both forms are correct, the preferred spelling is "-ise" and this should be applied to ensure consistency.

If your document uses the "-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".

NOTES › 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).

› The UK spelling of "website" is also the preferred usage.

See also: *International organisations, p. 83.*

Plurals

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

SINGULAR	PLURAL
addendum	addenda
agenda	agendas
appendix	appendices
colloquium	colloquia
consortium	consortia
criterion	criteria
curriculum	curricula
data (always used in the plural)	data
equilibrium	equilibria
erratum	errata

SINGULAR	PLURAL
formula	formulas (general)
formula	formulae (scientific, math)
forum	forums, fora
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

Confusion between English words

ENGLISH	ENGLISH
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)

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*
government	*gouvernement*
independence	*indépendance*
medicine	*médecine*
messenger	*messager*
negligible	*négligeable*
negotiation	*négociation*
offence	*offense*
parallel	*parallèle*
recommendation	*recommandation*
reflection	*réflexion*
responsible	*responsable*
tariff	*tarif*
traffic	*trafic*

***See also**: OECD's Collaborative Knowledge-based Terminology Portal (AGORA at www.oecd-agora.org) which aims to provide correct, consistent definitions, and translations of economic and other specialist terms.*

ANNEXES

ANNEX A

How to number oecd publications

Please refer to the section on structuring your publication. Contact your PAC Editor very early on in the drafting stage when deciding on the structure of your manuscript.

Two typical scenarios:

1. **Chapters, no parts.** Chapters are numbered from 1 to *n*.
2. **Chapters grouped by parts.** The chapters all 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.

NOTE › There are very few exceptions to these structures. If you think they are not applicable to your publication, please contact the PAC editorial team early in your drafting process.

An OECD publication is composed of three main segments: front matter (preliminary pages), body (main text) and back matter (end pages).

- The front matter should not be numbered and should never contain figures or tables.
- Chapters within the body text should be numbered using Arabic numbers (1, 2, 3, 4, etc.), not Roman numerals (I, II, III, IV, etc.).
- The first substantive chapter is always numbered Chapter 1 (there is no such thing as Chapter 0).
- Parts should be numbered using Roman numerals (I, II, III, etc.) and should contain at least two chapters or components.
- Tables, figures and annexes within chapters are numbered according to their chapter number (Table 1.1, Annex 1.A1, etc.).

See also: *Structuring your publication, pp. 24-27.*

▼ Table A.1. Chapters, no parts

STRUCTURE	NUMBERING	ELEMENT	STRUCTURE (EXAMPLE)	RUNNING HEADERS (EXAMPLE)
FRONT MATTER (PRELIMINARY PAGES)	*n.a.*	Foreword	Foreword	Foreword
	n.a.	Table of contents	Table of contents	Table of contents
	n.a.	Abbreviations and acronyms	Abbreviations and acronyms	Abbreviations and acronyms
	n.a.	Executive summary		Executive summary
BODY	Arabic numbers	Chapter 1 Table 1.1 Table 1.2... Figure 1.1 Figure 1.2... Box 1.1... Notes : 1 to *n* References	Chapter 1 Assessment and recommendations	1. Assessment and recommendations
		Chapter 2 Table 2.1 Table 2.2... Figure 2.1 Figure 2.2... Annex 2.A1 Annex 2.A2 Table 2.A2.1 Notes : 1 to *n* References	Chapter 2 Main economic factors concerning...	2. Main economic factors concerning...
		Chapter 3 Table 3.1 Table 3.2... Figure 3.1 Figure 3.2... Annex 3.A1 Table 3.A1.1 Notes : 1 to *n* References	Chapter 3 Private annuity markets	3. Private annuity markets
BACK MATTER	Letters	Annex A Table A.1 Table A.2 Figure A.1 Figure A.2	Annex A Decision of the Council on the exchange...	Annex A
		Annex B Table B.1 Table B.2... Figure B.1	Annex B Programme of the OECD workshop	Annex B

▼ Table A.2. Chapters grouped by parts

STRUCTURE	NUMBERING	ELEMENT	STRUCTURE (EXAMPLE)	RUNNING HEADERS (EXAMPLE)
FRONT MATTER (PRELIMINARY PAGES)	*n.a.*	Foreword	Foreword	Foreword
	n.a.	Table of contents	Table of contents	Table of contents
	n.a.	Abbreviations and acronyms	Abbreviations and acronyms	Abbreviations and acronyms
	n.a.	Executive summary	Executive summary	Executive summary
BODY	Roman numerals	Part I	Part I. Overview and recent trends	
	Arabic numbers	Chapter 1 Table 1.1 Table 1.2... Figure 1.1 Figure 1.2... Box 1.1... Notes : 1 to *n* References	Chapter 1 Assessment and recommendations	I.1. Assessment and recommendations
		Chapter 2 Table 2.1 Table 2.2... Figure 2.1 Figure 2.2... Box 2.1... Annex 2.A1 Annex 2.A2 Table 2.A2.1 Notes : 1 to *n* References	Chapter 2 Main economic factors concerning...	I.2. Main economic factors concerning...
	Roman numerals	Part II	Part II. Country profiles	
	Arabic numbers	Chapter 3 Table 3.1 Table 3.2... Figure 3.1 Figure 3.2... Annex 3.A1 Table 3.A1.1 Notes : 1 to *n* References	Chapter 3 Canada	II.3. Canada

	Arabic numbers	Chapter 4 Table 4.1 Table 4.2... Figure 4.1 Figure 4.2... Box 4.1... Annex 4.A1 Table 4.A1.1 Notes : 1 to *n* References	Chapter 4 France	II.4. France
		Chapter 5 Table 5.1 Table 5.2... Figure 5.1 Figure 5.2... Annex 5.A1 Annex 5.A2 Table 5.A2.1 Notes : 1 to *n* References	Chapter 5 United States	II.5. United States
BACK MATTER	Letters	Annex A Table A.1 Table A.2 Figure A.1 Figure A.2	Annex A Decision of the Council on the exchange...	Annex A
		Annex B Table B.1 Table B.2... Figure B.1	Annex B Programme of the OECD workshop	Annex B

NOTE › **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.A1 Table I.A1.1 Table I.A1. 2 Figure I.A1.1	Annex I.A1 List of Participants	Annex I.A1

ANNEX B

How to correct proofs: Standard proofing marks

INSTRUCTION	SYMBOL	EXAMPLE	
		TEXT	MARK IN THE MARGIN
delete	(deleatur)	the traffics etc. in this this way	
delete and leave space		New Jersey	New Jersey
delete and close up		macroeconomic	macroeconomic
insert a letter or punctuation mark		sensibl growth imanent an old bonze	
insert a word		to be or not be	
replace what was omitted		It lay of Capri	See copy p. 4
make a correction		tx cloudy outside an aptiude the We visited in New England	hours York

INSTRUCTION	SYMBOL	EXAMPLE	
		TEXT	MARK IN THE MARGIN
stet (leave unchanged)	- - - -	She had good reason to insist	Stet
insert a space	# or ‡	a job well done	#/
equalise space between words	‿	To be or not ‿ to be	‿/
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 ///
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)	—

INSTRUCTION	SYMBOL	EXAMPLE	
		TEXT	MARK IN THE MARGIN
transpose adjacent letters		the Secretrai at's draft reprot	
transpose non-adjacent letters		Chinese Teipai	Taipei[1]
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] [2]		Ambition is the last refuge of failure. (Oscar Wilde)	
move down to next line[1] [2]		The more minimal the art, the more maximum the explanation. (Hilton Kramer)	

1. For clarity, the word with the mistake can be rewritten correcty and circled.
2. By altering the size of the space between words, the printer can lengthen or shorten the text contained on one line.

INSTRUCTION	SYMBOL	EXAMPLE TEXT	MARK IN THE MARGIN
wrong font		As one grows older, one becomes wiser and more foolish. (Rochefoucauld)	g
change of type style		FOURNIER, in his *book Memories of Rome* recalls...	le rom.[1] itals bold
letters and numbers in superscript; apostrophes		E=MC2 Theres the kings messenger	2
numbers in subscript		CO2	2 CO_2

1. "rom." is to indicate roman, unslanted, type, the opposite of italic type.

ANNEX C

Dictionaries and references

The OECD recommends consulting the most recent editions of the ***Concise Oxford Dictionary*** (COD) and the ***Oxford Style Manual*** for British English publications for details not covered here.

You may also find the online resources and latest editions of the following works useful, as supplements to the *OECD Style Guide*. Where discrepancies between an external guide and our house style guide exist, always choose the OECD practice and be in touch with your PAC editor as needed.

Some online resources for writers and editors

Dictionaries and word references:

- 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.reference.com: This resource 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.

Grammar resources:

- The University of Chicago Writing Program's grammar resources: http://writing-program.uchicago.edu/resources/grammar.htm.
- The *Guide to Grammar and Writing* is sponsored by the Capital Community College Foundation, a non-profit organisation that supports scholarships, faculty development, and curriculum innovation: http://grammar.ccc.commnet.edu/grammar/.

Avoiding jargon:

- Plain English Campaign has been helping many official organisations by ensuring their public information is as plain as possible: www.plainenglish.co.uk/.
- Plain Language Association International is a non-profit association promoting clear communication in any language: www.plainlanguagenetwork.org/.
- Plain Language Action and Information Network is a group of federal employees promoting effective communication in government writing: www.plainlanguage.gov/whatisPL/index.cfm.

Style guides:

- Fowler's *The King's English*, later called "Modern English Usage", is particularly useful with regard to grammar.
- Strunk's *Elements of Style* (1918 edition), it is still a valuable tool and it is also the only one in public domain.

  See also : The Chicago Manual of Style's Q&A blog.

Useful publications

Tips on writing and style:

- Flower, L. (1993), *Problem-Solving Strategies for Writing*, 4th Edition, International Thomson Publishing, Stamford CO.
- Hart, H. (1999), *Hart's Rules for Compositors and Readers*, 39th Edition, Oxford University Press, Oxford.
- Minto, B. (1978), *The Pyramid Principle: Logic in Writing*, Rev. 2nd Edition, Minto International, Harlow.
- O'Conner, P. (2000), *Words Fail Me: What Everyone Who Writes Should Know about Writing*, Harvest Books, New York.
- Strunk, W. (2008), *The Elements of Style*, 50th anniversary edition, Longman, London.
- The Economist (2001), *The Economist Style Guide*, Profile Books Limited, London.
- Zinsser, W. (2001), *On Writing Well, 25th Anniversary: The Classic Guide to Writing Nonfiction*, HarperResource, New York.

  See also: www.economist.com/styleguide/introduction.

Tips on grammar:

- Fogarty, M. (2008), *Grammar Girl's Quick and Dirty Tips for Better Writing*, Holt, New York.

  See also: *http://grammar.quickanddirtytips.com.*

- Gordon, K. (1993), *The Deluxe Transitive Vampire: A Handbook of Grammar for the Innocent, the Ultimate Handbook for the Innocent, the Eager and the Doomed,* Pantheon Books, New York.
- Hale, C. (2001), *Sin and Syntax*, Broadway Books, New York.
- O'Conner, P. (1998), *Woe is I*, Riverhead Books, New York.

Tips on punctuation:

- Gordon, K. (1993), *The New Well Tempered Sentence: A Punctuation Handbook for the Innocent, the Eager, and the Doomed*, Revised Edition, Houghton Mifflin Harcourt Co., Boston.
- Trask, R.L. (1999), *Penguin Guide to Punctuation*, Penguin, London.
- Truss, L. (2006), *Eats, Shoots & Leaves: The Zero Tolerance Approach to Punctuation*, Gotham, New York.

Tips on using graphs and on scientific and engineering writing:

- Berger, R. (2014), *A Scientific Approach to Writing for Engineers and Scientists*, IEEE PCS Professional Engineering Communication, Wiley, Hoboken NJ.
- Rathbone, R. (1985), *Communicating Technical In formation: A New Guide to Current Uses and Abuses in Scientific and Engineering Writing*, 2nd Edition, Pearson Addison-Wesley, Boston.
- White, J. (1984), *Using Charts and Graphs: One Thousand Ideas for Getting Attention. Using Charts and Graphs*, Greenwood Publishing Group, Westport CT.

QUESTIONS?

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