



COUNCIL OF EUROPE ENGLISH STYLE GUIDE



Better English and style,
in print and online

2017

COUNCIL OF EUROPE
ENGLISH
STYLE GUIDE
2017

Editorial Unit
Documents and Publications
Production Department
(SPDP)

Council of Europe

French edition:

Typomémo – Mémento typographique français 2017

The *Council of Europe English style guide* and the *Typomémo – Mémento typographique français* are available in electronic form (PDF) on the DGA intranet pages:

- on the DGS portal, in the “Useful links” rubric;
- on the [Publications production](#) page, in the “Theme Files” rubric.

They are also available in the [Administrative Handbook](#).

A paper version can be printed using the in-house SCRIB printing system. For complete instructions, please consult the guide “How to print the *English style guide* using SCRIB”, available in the [Administrative handbook](#).

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Foreword

The *Council of Europe English style guide* is for anyone who writes, prepares, translates, types, lays out, corrects, copy-edits or proofreads documents or publications for the Council of Europe, in-house or externally.

It is intended to offer clear guidance on typographical, linguistic and stylistic issues and is based upon rules and standards used in the printing and publishing industries. The inherent challenge in such an undertaking is twofold: to summarise, in one volume, a number of useful rules and guidelines, and to do so without reproducing information that can be easily found in the reference works cited at the beginning of this guide ([FAQs 1. Sources and main reference works](#), on page 7).

The main objective is to improve the quality of texts produced within the Organisation, both on paper and in electronic format, making them more coherent and easier to understand. It is our hope to produce a new, updated edition every two or three years.

If we may be allowed to sum up the intention of this style guide and to offer some advice in the form of “words from the wise”, let us quote George Orwell, from *Politics and the English Language* (1946), on the subject of writing in English:

Never use a metaphor, simile, or other figure of speech which you are used to seeing in print.

Never use a long word where a short one will do.

If it is possible to cut a word out, always cut it out.

Never use the passive voice where you can use the active.

Never use a foreign phrase, a scientific word, or a jargon word if you can think of an everyday English equivalent.

Break any of these rules sooner than say anything outright barbarous.

Should you only retain one thing from the above, let it be the last line.

Acknowledgements

Many thanks to all those who devoted some of their precious time to this new edition, and in particular the dedicated members of the different departments of the Organisation and our external copy-editors and proofreaders, whose pertinent – and often difficult – questions helped point us in the right direction to improve this work. We strongly encourage the users of this guide to send any questions and/or suggestions to the following e-mail address, mentioning “Style guide 2017” in the subject line: SPDP.Editorial-Unit@coe.int.

Changes since the previous edition

All significant changes since the previous edition (2013) are indicated in dark red in the PDF document, and appear in grey in the printed version. This is to make it easier for the regular user to pick out the updated sections.

Editorial Unit
SPDP/Prepress
Council of Europe

FAQs – Frequently asked questions

1. Sources and reference works

1.1. Main reference works

Entries in this style guide are limited to questions not covered in the works listed below. References are to the latest edition unless otherwise specified.

- ***Oxford Dictionary of English (ODE)***
Oxford University Press, Oxford
- ***Copy-editing: the Cambridge handbook for editors, authors and publishers***
Butcher J. (2003), Cambridge University Press, Cambridge
- ***Fowler's Modern English Usage***
Burchfield R. W., Oxford University Press, Oxford
- ***Marks for copy preparation and proof correction***
British Standard 5261-2:2005, Copy preparation and proof correction. Specification for typographic requirements, marks for copy preparation and proof correction, proofing procedure, British Standards Institution, London, 2005.
- ***The Council of Europe French-English legal dictionary***
Bridge F. H. S. (1998), Council of Europe Publishing, Strasbourg

1.2. Secondary sources

Secondary sources should be considered when the main reference works offer no guidance. These three works are available as a set from Oxford University Press.

- ***New Oxford Dictionary for Writers and Editors***
Contains an alphabetical listing of recommended uses. May complement the *Oxford Dictionary of English*, especially regarding the use of italics or roman with foreign words.
- ***New Oxford Spelling Dictionary***
For spelling and word division.
- ***New Hart's Rules***
Handbook of style for writers and editors.

1.3. Other publications

The following publications may be of interest.

- ***Essential English – For Journalists, Editors and Writers***
Evans H. (2000), Pimlico, London
Originally published as *Newsman's English*. Good advice for crisp, clear and precise style.
- ***The Economist style guide***
The Economist/Business Books, London
- ***Punctuation for now***
McDermott J., Macmillan, London
- ***Eats, Shoots & Leaves: The Zero Tolerance Approach to Punctuation***
Truss L., Profile, London
- ***The Chicago Manual of Style***
University of Chicago Press, Chicago
- ***The BBI Dictionary of English Word Combinations***
Benson M. et al. (1997), John Benjamins Publishing Co., Amsterdam

1.4. Complementary online sources

The internet is a rich source of information, but its use is subject to caution as information may be out of date, politically motivated or just plain wrong. In addition, characters not used in English may be problematic or

ignored entirely, and many sites offering information require a subscription. This section contains a small selection of useful and reliable sites.

Council of Europe

- Treaty Office website: www.coe.int/en/web/conventions/
- Committee of Ministers adopted texts: www.coe.int/en/web/cm/adopted-texts
- Parliamentary Assembly documents: <http://website-pace.net/web/apce/documents>
- HUDOC (European Court of Human Rights case law database): <http://hudoc.echr.coe.int/>
- Congress of Local and Regional Authorities: www.coe.int/t/congress/texts/adopted-texts_en.asp

Other style guides

- *The Guardian*, *Observer* and guardian.co.uk style guide: www.guardian.co.uk/styleguide
- The BBC News Style Guide (2003): www2.media.uoa.gr/lectures/linguistic_archives/academic_papers0506/notes/stylesheets_3.pdf
- *Elements of Style* (William Strunk, Jr.): www.bartleby.com/141/

Online dictionaries

- *Oxford Dictionaries* (free online version): www.oxforddictionaries.com/
- *Oxford English Dictionary Online* (by subscription): www.oed.com

Bibliographical references

- British Library catalogues online: www.bl.uk/reshelp/findhelprestype/catblhold/all/allcat.html
- The Library of Congress Online Catalogue: <http://catalog.loc.gov/>

Online encyclopedias

- *Wikipedia* – “the free encyclopedia that anyone can edit”: http://en.wikipedia.org/wiki/Main_Page
- *Encyclopedia.com* – Portal for many free online reference sources: www.encyclopedia.com
- *Classic Encyclopedia* – based on the 11th edition of the *Encyclopaedia Britannica* (1911): <http://encyclopedia.jrank.org/>
- *Symbols.com* – Encyclopedia of western signs and ideograms: www.symbols.com

Atlases, geo-political information

- *Atlapiedia.com*: www.atlapiedia.com
- *Infoplease.com* – atlas: www.infoplease.com/atlas
- *CIA World Factbook*: www.cia.gov/library/publications/the-world-factbook/index.html

Specialist sites

- Society for Editors and Proofreaders: www.sfep.org.uk
- The Electric Editors – last updated in 2009, but worth a look: www.electriceditors.net
- **English Language Help Desk**: <http://site.uit.no/english/>

2. Abbreviations

Abbreviations should normally be avoided in running text. Use “that is/namely” rather than “i.e.” and “for instance/for example” rather than “e.g.”. We do use “etc.”, preceded by a comma, if more than one term precedes it, but avoid overuse. Abbreviations can, however, be used to avoid repetition over several sentences or to save space in tables, charts or footnotes, for example. In such cases the following rules apply.

2.1. Initials

Initials before a surname take points and a following space (J. S. Bach). Initials follow the same rules in bibliographies, but come after the surname (Evermore R. C.). No commas. *See FAQ 3. Bibliographies*, on page 9.

2.2. Acronyms and initialisms

Acronyms and initialisms are abbreviations formed with the first letters of a name or common noun comprising several words. An **acronym** is pronounced as a word (e.g. UNESCO, NATO), while in an **initialism** each individual letter is pronounced (e.g. DVD, OSCE).

Unless the acronym or initialism is well known (EU, USA, UN), always use the full title the first time it appears, followed by the acronym in brackets, e.g.: “The Council of Europe Development Bank (CEB) ...”. Acronyms and initialisms should be written in all capitals, subject to the following conditions:

- if an organisation/institution makes consistent use of a different style for the acronym/initialism which makes up its name, the name of a sub-entity, body or a treaty or convention for which it is responsible, we must respect their choice. Failing this, try the relevant website, if available;
- if an acronym/initialism is an abbreviated form of the name of anything other than an organisation (i.e. a disease such as Aids), refer to generally accepted practice in the relevant professional fields.

The plural of abbreviations is formed by adding an “s” (lower case, no apostrophe): MPs, NGOs. Acronyms/initialisms that are usually used in the plural should be written as they are spoken (e.g. ICTs, OCTs, SMEs – not ICT, OCT, SME – unless used as an adjective).

The definite article is used with initialisms: the OSCE, the IMF, but not with acronyms: UNESCO, UNMIK. The World Health Organization is an exception, as referring to “the WHO” can be confused with a certain British rock’n’roll band. [See Appendix 2: common acronyms and initialisms](#), on page 45, for specific examples.

2.3. Official texts

In adopted texts, conventions, treaties and other official texts or legal instruments of equal legal value in English and French, certain abbreviations should be avoided. For example, “EU” (European Union) and “EP” (European Parliament) are relatively frequent in English, but are not used as commonly in French, so they should be avoided. **This does not hold for publications or other printed documents.**

2.4. Mr, Dr, Ltd, eds, etc.

No full stops

- in contractions (where the short form contains the first and last letters of the complete word): Mr, Dr, Ltd, eds, etc. The plural of “vol.”, however, is “vols.”, just as the plural of “No.” is “Nos.”.

Full stops

- in abbreviations (where the short form does not contain the last letter of the complete word): pp., No. (not “no”), ed. (for “editor” or “edited by”), etc. By this logic, “Rt Hon.” has a stop at the end only. Note that “St” is used for “Saint”, but “St.” for “street”.

2.5. Measurements

Neither full stop nor “s” on the abbreviated forms of units of weight and measurement in the plural: kg, km, ha, ft, yd, etc. Leave a space between the number and the unit.

For areas (e.g. square miles) and volumes (e.g. cubic metres), the superscript figures ² and ³ should be used only in technical and scientific contexts. Prefer “square kilometres” or “sq. km” to “km²”.

2.6. op. cit., ibid., cf., p., pp., etc.

These abbreviations, and others, are covered in [Appendix 3](#), on page 49, and in the [New Oxford Dictionary for Writers and Editors](#).

3. Bibliographies

3.1. What is a bibliography and why do I need one?

Bibliography is the citing of reference works in a consistent and accurate manner in order to i) offer proof or justification for what an author is writing; ii) give credit to others whose works contributed to the writing of a book (and thus avoid being accused of plagiarism); and iii) enable readers to identify and locate the works cited.

Plagiarism, on the other hand, is taking credit for someone else’s work, in the form of texts, unique ideas, images or music, whether intentionally or not. This includes using quotations or parts of a work without acknowledging the original author or artist.

Giving credit for the works, images and ideas used in a publication is an ethical and legal obligation.

If there is any doubt about the true origin of text, images or ideas presented in a publication, please contact the Editorial Unit immediately.

3.2. How to reference other works using the author–date (Harvard) system

Simply put, when authors refer to or reproduce another’s work in the body of their texts, a “short-form” reference is inserted, like this: “(Smith 2015)” ([see 3.3](#), on page 10). The complete bibliographical references are grouped together in an ordered list at the end of the work ([see 3.4](#), on page 10). Readers can consult this list for more information on the author’s sources.

3.3. Author–date references in the text

When authors refer directly to their sources, a short-form reference is inserted in the text, in parentheses, providing the name of the author/editor and the year of publication for that work, with no punctuation between the two. If two or more references have the same author/editor and publication year, each should have a lower-case letter (roman type) added to the year to distinguish them. Page numbers may be inserted after a colon for precision:

- (Smithers 2000)
- (Butcher 2003a)
- (Butcher 2003b: 251-8).

3.4. How to compile a complete bibliography

Do not put full bibliographical references in footnotes. List them all in one place to avoid repetition and error, save space and make the work easier to read.

Entries are listed in alphabetical order by author/editor. To avoid repeating an author's name, it can be replaced with double em-dashes in subsequent entries (but leave the date). Put multiple works by the same author/editor in date order (earliest first). Then put in date order any works where the same author/editor is the first named (of two or more); these should be cited as "[Author] et al.". Edited works may be (but need not be) interfiled with authored works.

Complete bibliographical references in the compiled list should follow this format:

- ① Author (date), ② Title, ③ Publisher, ④ Place of publication.

Koppy E. D. (2010), *Proofreading*, Tallulah Press, Tallulah.

Commas separate each piece of information and a full stop closes the reference.

For further information on referencing articles and other information from websites, [see 3.7.8. Websites](#), on page 12.

① **Author (date):** author/editor's surname first, then initial(s); no comma between the author's surname and initial(s) or the date. Initials take points and a space between each if more than one. List authors/editors with compound names according to the first of their surnames. For names with prefixes (de, van, von, etc.), list according to the surname and put the prefix after the initial, in parentheses:

- Pozo Martín F. (2015)
- Boer-Buquicchio M. (de) (2016)

Institutions and organisations can appear as the editor of works when no author(s) can be identified.

If two or more references have the same author/editor and publication year, each should have a lower-case letter (roman type) added to the year to distinguish them (examples listed under 3.3, above).

② **Title:** titles of books should be in italics (no quotation marks), with initial capitals on the first word of the title and on proper nouns only ([see min. caps](#), on page 32). Titles of newspapers and journals should also be in italics but they keep the capitals of their registered name. Titles of articles, contributions, chapters, dissertations, booklets, reports or unpublished works should be in roman min. caps, in quotation marks.

For more variations on this format, [see FAQ 3.7. Niceties of presenting bibliographies](#), on page 11.

3.5. "Bibliography" and/or "References"

Two types of list exist, the only difference between them residing in the relation between the author's work and the works cited:

- a "References" list gives the exact details of works to which the author refers directly in the text; all in-text references should have a corresponding entry in the references list;
- a "Bibliography" presents works more or less related to the subject matter of the work and used in its drafting (like a "selected reading list");

In general and academic publishing (humanities), bibliographies appear at the end under the heading "Bibliography". A list following these guidelines is generally sufficient when the author does not refer directly to sources in the body of the text.

A reference section, under the heading "References" (not "Bibliography"), comes at the back of the work, or at the end of each article or contribution in the case of multi-author works.

Both types of list follow the same rules detailed in [3.4. How to compile a complete bibliography](#), above, and [3.7. Niceties of presenting bibliographies](#), on page 11.

3.6. Strongly worded advice on bibliographies

Council of Europe style is to prefer the author–date (Harvard) system for references. We strongly recommend using this system from the outset, as imposing it upon an existing manuscript with an inconsistent or insufficient alternative entails a large number of changes, longer production times and increased cost. Multi-author works with separate bibliographies for each contribution should use the same system throughout.

Do not put bibliographical references in footnotes. References in footnotes take up a great deal of space on the page and very quickly become repetitive and unmanageable. In long works with many references, identical references take up space needlessly, variations of similar references appear by mistake, and so-called solutions such as “op. cit.,” “see note (number)” or “supra” referring back to previous references are either useless to the reader or unmanageable for those producing the work. *See also FAQs 5. Footnotes and endnotes*, on page 13.

Be advised: *the Editorial Unit will apply this practice whenever necessary, thus increasing the cost and production time of publications/documents should this advice be ignored.*

For the use of abbreviations in bibliographical matter (*ibid.*, *idem*, *op. cit.*, *loc. cit.*, etc.), see *Appendix 3: commonly used foreign words, Latinisms and a few abbr.*, on page 49, and *New Hart’s Rules*.

3.7 Niceties of presenting bibliographies

Bold type is only used here to highlight the particular issue and should never be used in practice.

3.7.1. Series

Put series titles (capitals on all significant words) and the number in the series after the title:

- Author (date), *Title*, **Series Title No. in series**, Publisher, Place of publication.

Evermore R. (2012), *Webliography*, **Editorial Studies No. 7**, Ps & Qs Publishing, London.

3.7.2. Article or chapter in a larger work

Titles of articles/chapters in a larger work appear in min. caps and take quotation marks, followed by “in” (roman) and information on the larger work:

- Author (date), “**Title**”, in Author/editor (year), *Title of work*, Publisher, Place of publication.

Hamm E. B. (1980), “**A nostalgic analysis of the English breakfast**”, in Sauce H. P. (ed.), *Cooking nation*, Unwin, London. The initials always follow the author’s/editor’s surname.

3.7.3. Periodicals

Titles of articles in periodicals or journals take quotation marks, followed by the periodical name (in italics) and number.

- Author (date), “**Title**”, **Periodical Name** No. 43, page numbers.

Smith J. (1990), “**Culinary upstarts**”, *Revolutionary Cooking* **No. 43**, pp. 151–67.

Publisher details may be added after the page numbers if known. For titles of periodicals, see *FAQs 4.3. Initial capitals in bibliographies and reference lists*, on page 13.

3.7.4. Multi-author works

Up to three authors – put the names as they appear on the cover of the work:

Witherspoon M. and Merry P. (1924), *Ersatz upbringing*, Pingu Publishing, Cheswick.

More than three authors – first name to appear on the cover of the work, followed by “et al.” (roman):

Irvine Q. et al. (2007), *Lopsided geometry*, Fiddlers, Tottenham.

3.7.5. Editors, translators

In compilations and compendiums, the editor’s name appears first, followed by “(ed.)” (plural “(eds)”). To indicate a translator’s name, add “(tr.)” (plural “(trs)”) after the title, followed by the name:

Wedley H. and Stanley P. (eds) (2010), *Antidisestablishmentarianism today*, O’Reilly, Cork.

Rubikk E. (1990), *Life in a cube*, **(tr.) Moore S.**, Lubrik, Sussex.

3.7.6. Editions

As necessary, put the edition number in parentheses after the title, no comma before: “(2nd edn)”:

Wise G. (2012), *Penny wise, euro foolish* **(9th edn)**, Bankish, London.

3.7.7. Foreign-language titles and translations

Works should be cited as referred to by the author. If the original language is not English, there are two possibilities: either a reference to an English translation, if available, can be given in addition, or a translation of the title in English can be given in roman min. caps, in square brackets:

Kastanji L. (1983), *Életem*, Kiado, Budapest; **Engl. translation as *My life***, Rumhouse, Oxford, 2001.

Rugen I. (1999), *Ferien bei mir* [**Holidays at my place**], Stumpf, Berlin.

Conversely, it may be useful to give the original-language edition if the main reference is to a translation:

Nonante J. D. (2000), *Insignificant social diseases*, Nailer, New York [**French orig. *Maladies sociales insignifiantes*, Brouette, Paris, 1989**].

3.7.8. Websites

References to websites might contain any of the information given above. Follow the basic template chosen, but add the URL (Universal Resource Locator, or internet address), preceded by “, available at”, and provide the date accessed. If the URL begins with “www”, leave off the preceding “http://” or “https://”, which is unsightly and takes up space:

Hollo Z. (2006), *National anthems, national fruits*, Fruchthaus, Hamburg, **available at www.homelanddo.org/NANF.html, accessed 1 October 2015**.

Sometimes it can be difficult to find an author and/or date of publication for website information. Give as much information as possible, for example using the website organisation as the author, so that the information can be found as easily as possible:

Transport for London (n.d.), *The river experience*, Greater London Authority, available at <https://tfl.gov.uk/modes/river/>, accessed 26 July 2016.

Avoid long URLs by providing the home page URL and the rubric to visit. Be as specific as possible because the internet is constantly changing. Avoid references such as: “John Doe has written an article. It can be found at www.johndoe.com/article.html”. If the link changes, the reference is useless, but if readers have the exact title or reference of a document, they have a good chance of finding it elsewhere.

4. Capitalisation

There is a trend in British English to steer away from capital letters. Book titles, for example, are often no longer capitalised throughout, and have only an initial capital on the first word and proper nouns (see *min. caps*, on page 32).

Put initial capitals on a full name or official title only if it is complete or in a commonly accepted short form (e.g. “the 3rd Summit” instead of “the 3rd Summit of Heads of State and Government of the Council of Europe”). This applies when referring to an institution, conference, committee or other body, action plan, campaign, project, programme, process, strategy, job title, document or legal instrument, article or session, as well to geographical formations, rivers, bodies of water, etc. Quote the title of official and adopted texts (recommendations, resolutions, etc.), as they were first written – in other words, according to the practice prevailing at the time of adoption. This is less strictly applied to titles in bibliographies (see 4.1, below).

For example, when the reference is specific:

the Ukrainian Chairmanship/Presidency [e.g. of the Committee of Ministers], the Chair/President of the Committee on Climate Change, the Committee of Experts on Social Affairs, the European Charter for Regional or Minority Languages, the Action Plan of the 3rd Summit of the Council of Europe, the Swiss Government, the Prime Minister of Canada, the Latvian Parliament, the European Youth Centre, Recommendation Rec(2016)1, Article 6.1, the 44th Session, the Communist Party USA, the Mississippi River, the River Thames, the Danube Basin, the Nile Valley, Mount Fuji;

... but otherwise, in general use:

the chairmanship/presidency, the chair/president, the committee, a treaty, a charter, the action plan, the government, the prime minister, the parliament, the centre, the recommendation, an article, the session, a communist, the river, a valley, a mountain.

Use the same rule when the reference is plural. If the full form is used and/or the reference is specific (e.g. “Articles 2 and 3”, “Recommendations Rec(2004)12 and Rec(2004)24”, “the Finnish and Russian Governments”), use initial capitals; but do not otherwise (several articles, four recommendations, two governments).

Do not change capitalisation within quotations.

4.1. Council of Europe style

The following are generally lower case: titles of draft documents or agreements; member (PACE delegation); paragraph; meeting; partner for democracy (status).

“Party” or “contracting party” are lower case, unless in a convention or other legal instrument or with the title of such an agreement.

When the text of a convention and other legal instrument refers to itself (e.g. “this Convention/Recommendation/etc.”), initial capitals should be used. The same rule applies for explanatory memorandum/report relating directly to such a text ([see explanatory memorandum/report](#), on page 28).

The following exceptions are made for certain well-established short forms in general use and when the context ensures that the reference is clear: the Convention [for the Protection of Human Rights and Fundamental Freedoms]; the [European] Court [of Human Rights]; the [(revised) European Social] Charter; the Committee [of Ministers]; the [Parliamentary] Assembly; the Bureau [of the Parliamentary Assembly]. Other exceptions are covered in the alphabetical listing.

In relation to the Parliamentary Assembly of the Council of Europe, “Representative”, “Substitute”, “Special guest” and “Observer” take initial capitals when referring to people, as opposed to states or other entities: Pedro Agramunt, Representative, Group of the European People’s Party; Raivo Aeg, Substitute, Group of the European People’s Party, etc.

In titles and headings, put a capital letter after an en-dash, but not after a colon.

4.2. State: initial capital or lower case? A matter of context

In **publications**, reports or generally any type of document not listed below, “state” is always lower case (state, member state, special guest state, observer state, state party, etc.).

In **statutory texts** (ETS and CETS legal instruments, adopted texts of the Committee of Ministers, Parliamentary Assembly and the Congress of Local and Regional Authorities, judgments and decisions of the European Court of Human Rights), however, an initial capital letter is used (State, member State, non-member State, observer State, etc.).

Compound or derived forms such as “interstate”, “non-state” and “stateless” are lower case in all contexts.

4.3. Initial capitals in bibliographies and reference lists

Initial capitals in the titles of published works present a particular problem in bibliographies, where the reader is confronted with many different styles. To avoid inconsistency, experience has shown that the easiest approach to this problem is to harmonise along the lines of Council of Europe practice, as laid out at the beginning of this section. This means book and article titles in bibliographies and reference lists should have initial capitals on the first word of the title and on proper nouns only, but not on the other words ([see min. caps](#), on page 32). The titles of newspapers and journals should keep the capitals of their registered name, however.

Do not change initial capitals for the foreign-language titles of books, organisations, etc., as they may not follow the same rules as English titles. Check titles on the internet or with a native speaker if in doubt.

5. Footnotes and endnotes

Use sparingly – incorporate information into the body of the text if relevant, and delete otherwise. Footnotes clutter up the page and make the work more difficult to read. Very long and/or numerous footnotes cause serious technical problems at layout, especially when used in tables, where they should be kept to a strict minimum. Avoid entirely on title pages, headings, display elements and so on.

Do not put bibliographical references in footnotes. Use the author–date system in conjunction with a reference list at the end of the work/article ([see FAQs 3. Bibliographies](#), on page 9). This style should be consistently applied throughout and needs to be checked, particularly in multi-author works.

5.1. Footnotes vs. endnotes

Footnotes and endnotes serve different purposes, depending on the type of publication, the information they contain and the intended readership. They may coexist within a single publication, assuming their use is clear-

ly distinguished (e.g. author's notes and editor's notes). Most non-specialist literature uses footnotes, which are easier for the reader to consult.

5.2. Style and formatting

Footnote cues: use superscript numbers as footnote cues in the body of the text, not symbols (*, §, †, ‡). Footnotes should be numbered from "1" to "n" throughout the book. Footnote cues should be placed after any punctuation. Do not put brackets around footnote cues.

Footnotes: each note begins with a number, not superscript, followed by a full stop and a single space. Do not use a hanging-indent paragraph format for footnote text. The footnote should be in a smaller typeface (8-point notes for 10-point body text, for example).¹

Keep footnotes in tables to a minimum. Notes in tables should use either symbols or lower-case letters and should appear at the foot of the table, not at the foot of the page. This is to avoid both confusion between the footnotes in tables with those in the text, and technical difficulties at layout.

6. Lists

Lists, like all text, should be grammatically sound. Check that each entry reads on logically and grammatically from the preceding text. A simple list of one-word entries following an introductory sentence ending with a colon requires no punctuation apart from a final full stop at the end. For example:

The weather in Strasbourg can be:

- rainy
- snowy
- cold.

Longer lists with more complex entries require more attention. There are essentially two possibilities:

- the preceding text ends with a colon and the list continues the sentence, each entry beginning with a lower-case letter and ending with a semi-colon, except the final entry, which ends with a full stop (the case of this list);
- the introductory sentence ends with a full stop and each entry is composed of one or more full sentences, all beginning with a capital and ending with a full stop.

Do not mix the two styles above within the same list. In manuscripts, prefer en-dashes (flush left) to bullet points at the first level, followed by indented dashes at the second level, if necessary.

7. Numbers, figures, numerals

7.1. House style

One to nine in letters, 10 and after in figures. **Where numbers in the same sentence fall above and below this limit use figures for both: "9 to 11", not "nine to 11".** Prefer all figures in an enumeration. Hard (non-breaking) spaces, not commas, separate thousands: 4 000, 500 000; but points separate decimals: 26.5, 426.25. Use an en-dash as a minus sign for negative numbers.

Ages of persons are always given in figures: "children aged 5 and above".

For millions or billions, use the figure followed by the word "million" or "billion". The figure 1 billion means 10⁹ (1 000 000 000); the dated usage of "billion" for 10¹² should not be followed.

7.2. In general

Do not start a sentence with a figure. For example, "1988 was a momentous year" should be rewritten, perhaps as "The year 1988 was momentous ..."

Existing series of conferences, sessions, etc., are numbered with figures: 18th Conference of European Ministers of Education, 44th Ordinary Session.

Ordinals follow the same rule as cardinals with regard to being spelt out or in figures, except for centuries, which should always be in figures: the 1st century, the 19th century, etc.

1. For more information on the use of footnotes and endnotes, *see Butcher 2003*, on page 7.

Numbers which form part of a compound modifier, such as “an eight-member committee” or “a 21-gun salute”, should follow general house-style rules given above.

For numerals in conjunction with units of weight and measure, [see FAQs 2. Abbreviations](#), on page 8.

7.3. Special cases and exceptions

No.: abbreviate “number” as “No.” (“No. 1”, plural “Nos. 1 and 2”). Initial capital, the “o” should not be written in superscript, full stop after the “o” and a space before the number. The European Court of Human Rights’ practice here is at variance with the rest of the Council of Europe (“application no.” but “series A No. 356”) and should be brought into line with general practice in any publications not emanating from the Court itself.

Figures: figures are to be used when stating quantities, dimensions, ages, etc., especially before an abbreviation: 6 kg, 3 metres, 9 tonnes, 7 years old.

Percentages: prefer the symbol “%” (or “‰” for per mille, ‰ for per myriad), no space between the figure and the symbol; in words write “per cent” or “per mille” (two words, no point). In statistics each decimal place, even if zero, adds to accuracy: 3.5% is not the same as 3.50% or 3½%. The fraction is more approximate. Repeat the percentage symbol in ranges linked by “to” or “and”, (“from/between 50% to/and 60%”), but not when linked with a hyphen: “30-40%”.

Degrees: 25° (as in temperature, alcohol content, angles and degrees of latitude and longitude).

Pagination, etc.: use figures (e.g. p. 250, Fig. 5, footnote 6).

Ranges: a range of numbers may be elided (e.g. page numbers: “pp. 312-17”); use “to” in case of ambiguity, particularly with measurements which may use a descending as well as an ascending scale: “31-5” may mean “31 to 5” or “31 to 35”; write either “from 50 to 100” or “50-100”; but not “from 50-100”.

Roman numerals: use only for titles, appendices, book or document sections, etc., and royalty (e.g. Elizabeth II).

8. Punctuation

Do not insert spaces before punctuation. This is French practice and should be systematically avoided in English-language publications.

8.1. Quotation marks

Council of Europe style is to use double quotation marks. Use typographic quotation marks. In other words, prefer “smart quotes” to “upright quotes”.

Use double quotation marks (“...”) for a first quotation, and single quotation marks (‘...’) for a quotation within a quotation. Should a third level of quotation appear, revert to double quotation marks.

Keep the punctuation with the sentence to which it belongs, bearing in mind that a comma may fulfil the purpose of a full stop at the end of the quoted sentence.

Examples:

- “Yes, by all means, if it’s fine on Thursday,” said Mr Hamilton.
- “Have you any idea,” said Sir Montgomery, “what a ‘Jabberwocky’ is?”
- The report concluded that the project had been “a complete waste of money”.

Titles of articles in periodicals and chapters in books should be put in double quotation marks in bibliographies.

When reproducing several lines or paragraphs of text in a publication or report, it can be helpful to the reader to display the text by indenting it and using a smaller font size. If displayed, quotation marks are not necessary at the beginning and end of the quotation. [See displayed quotes/extracts](#), on page 26.

8.2. Square brackets

Explanatory text added to a quotation, which does not form part of the quoted matter, should be placed within square brackets: [text]. For example: “the aim of the [European Social] Charter is ...”.

Do not use square brackets for ellipses ([see 8.3. Ellipses](#), below).

8.3. Ellipses

An ellipsis indicates when part of a quoted text is not reproduced. This is represented by three points (space before and after). Do not use an ellipsis at the beginning or end of quoted matter (by definition an extract), except if you wish to indicate a pause at the end of reported speech (“suspension points”). Do not use enclos-

ing square brackets or parentheses, or add a fourth full stop. Be wary of changing the meaning of a quote by including or omitting punctuation before or after an ellipsis. Refer to [New Hart's Rules](#) for more details.

8.4. Spaces

Do not insert double spaces after a full stop in running text. This is a throwback to the days of typewriters which used monospace fonts – a very long time ago, indeed – and the intention was to make type easier to read. They will systematically be replaced with single spaces.

8.5 Colons

A colon does not signify the end of a sentence, so the following text should not begin with an initial capital. Do not use colons at the end of headings. A colon can be used to:

- divide a sentence into two parts that contrast with or balance each other;
- introduce a list or series of elements (see [FAQs 8.6. Dashes](#), below);
- separate hours and minutes (8:30 a.m.; see [dates and time](#), on page 25);
- indicate page numbers in an author–date reference (see [FAQs 3. Bibliographies](#), on page 9).

8.6. Dashes

Three types of dash are commonly used in typesetting:

- - hyphen (French: *trait d'union*);
- – en-dash (French: *tiret*) (width of a capital “N”); [CTRL+NUM-], or [ALT+0150];
- — em-dash (French: *tiret long*) (width of a capital “M”); [ALT+CTRL+NUM-] or [ALT+0151].

A hyphen is generally used to:

- add a prefix or join a compound word: “anti-nuclear movement”, “broad-brush”;
- indicate a range of numbers or period of time: “300-400 participants”, “1990-95”, “20-24 January”;
- indicate word breaks at the end of a line (soft hyphen, automatically inserted by word-processing software if the hyphenation option is used).

An en-dash is used:

- to introduce a parenthesis, either paired or singly: “The Council of Europe – founded by 10 states in 1949 – does not always receive the recognition it deserves.” A space should be typed either side of the en-dash;
- to introduce listed items or sub-paragraphs;
- to express connection or relation of equality (roughly “to” or “at”): “editor–author collaboration” (use a hyphen if the elements are adjectives: “Sino-Soviet”);
- as a minus sign on negative numbers: “Temperatures dropped to –20° C”.

Em-dashes are rarely used in Council of Europe publications.

9. Spelling

Consult the latest edition of the *Oxford Dictionary of English* (or www.oxforddictionaries.com) first for spelling and some elements of style. Failing this, check the *New Oxford Dictionary for Writers and Editors* and *New Hart's Rules*, then the other sources listed above as necessary.

The number of hits in an internet search can indicate predominant, if not necessarily correct, usage. Use with caution.

Use British English (e.g. honour, labour, paediatrics, sceptical, traveller, combating), not American (e.g. honor, labor, pediatrics, skeptical, traveler, combatting). Note that our practice differs from that of the recognised sources in the following areas:

- in general, use the “-ise” spelling rather than the “-ize” variant (“-ize”);
- for “practice”, “licence” and other c/s words, spell with “c” for the noun, “s” for the verb (think of “advice” and “advise”, where the pronunciation acts as a reminder);
- use -ct-, rather than -x- in “connection”, “reflection”, etc.
- spell “co-operate”, “co-ordinate”, “unco-ordinated”, etc., with hyphens.

For borrowed words which now form part of the English language, form the plural with an “s” as in English. For example, forums, not fora; memorandums, not memoranda. Both remain correct, however. Ensure consistency.

9.1. Hyphenation

Always make sure the correct language option is set in word processing and DTP software.

One word cannot be hyphenated twice. In certain circumstances, word processing and DTP software may break the word “co-operate”, for instance, incorrectly to give “co-op-erate”. Correct this.

9.1.1. When to hyphenate

- to separate prefixes where vowels might otherwise be pronounced as a diphthong: re-enter, co-opt; or with other letter combinations where the pronunciation might be ambiguous: co-production;
- where the second element of a compound word takes a capital: pan-European, anti-Maastricht;
- with adverb + adjective combinations, to clarify the sense: consider the difference between “a little-used car” and “a little used car” (example from *The Economist style guide*);
- with “well + adjective” before a noun: “a well-read woman”, “a well-meaning idea”; but not after a noun: “I like my steaks well done”;
- when using an adjective as a modifier: “20th-century history”, but “in the 20th century”; “decision-making authority”, but “responsible for decision making”; “awareness-raising measure”, but “awareness raising on human rights”;
- with nouns based on phrasal verbs (e.g. “to hold up a bank”, but “a hold-up at the bank”; “to follow up an issue”, but “the follow-up on the issue”);

9.1.2. When not to hyphenate

- in “adverb + adjective” combinations where the adverb ends in “-ly”;
- with fractions when spelt out and used as a noun (“The rent takes up two thirds of their income.”); insert hyphens when used as an adverb or adjective (two-thirds complete, a two-thirds increase).

For more on hyphenation, see *New Hart’s Rules, Chapter 3*, and *FAQs 8.6. Dashes*, on page 16.

9.2. Compound words

It is difficult to lay down rules about the use of the hyphen in compound words, since preferences vary between users and hyphens are often dropped in words accepted into daily speech. As a basic rule, “inter” is always attached (no hyphen), but other prefixes that have no existence as separate words, such as “ex” or “non”, may be either hyphenated or run together, in which case look in the dictionary to make sure. See also *under multi-*, on page 32.

10. Text formatting

10.1. Italics

Italics are a sloping style of typeface; text is either in roman type (upright) or italics.

Do not allow italics for emphasis. If the sentence does not convey the right stress without italics, rephrase it.

Foreign words that have not yet been sufficiently assimilated into the English language are italicised. Convention, not logic, generally determines which words meet this assimilation criterion. See individual words in *Appendix 3: commonly used foreign words, Latinisms and a few abbr.* on page 49 or, failing this, the *New Oxford Dictionary for Writers and Editors*. This applies to foreign words used in a general sense, not to proper names or, more specifically, the names of regions, districts, administrations, courts, organisations or bodies, which should appear in roman type (with a possible translation in brackets). *Land/Länder*, for example, are in italics because they are used in a general sense; “Bundestag”, however, is in roman type.

Use italics for the full titles of court cases (European Court of Human Rights and other), including the “v.”, e.g. *Campbell v. the United Kingdom*; in references to cases such as “the Campbell case”, leave the name of the case in roman, even if the Court tends to put such references in italics. See *court cases*, on page 25.

The titles of books, periodicals, journals, plays, poems, films and songs are italicised, as are ship names and biological names (see *biological names*, on page 22). For more on the use of italics in bibliographies, see *FAQs 3. Bibliographies*, on page 9.

Parentheses: when all the text in parentheses is in italics, the parentheses should also be in italics; if not, the parentheses should be in roman type.

When a title or other piece of text is italicised, any words that, according to the above rules, should be printed in italics are usually printed instead in roman (a sort of “reverse italics”).

10.2. Bold and underline

There should be no bold or underlining in the body of the text. Bold should be reserved for headings and table headers.

10.3. Superscript, subscript

Superscript type is primarily used for footnote/endnote cues in Council of Europe publications (see [FAQs 5. Footnotes and endnotes](#), on page 13), but both superscript and subscript type can obviously be used in mathematical, chemical or other formulae where appropriate. Other abbreviations may be defined in context.

Do not use superscript for ordinals (1st, 2nd, 3rd) or abbreviations/contractions (Dr, Mr, Mrs). It can be useful in this regard to locate and deactivate any automatic formatting options that your word-processing software may offer by default.

11. Word division

Words can be divided at the ends of lines of text in justified paragraphs to avoid large spaces appearing between words, particularly in lines containing several long words. Word division is only valid in justified paragraphs, never in paragraphs that have a ragged-right margin.

Word divisions are determined using a combination of rules based on pronunciation (syllable division) and others based on the constituent parts of words (their morphology). A few guidelines are given below, but we recommend consulting the [New Oxford Spelling Dictionary](#), on page 7) for individual words. Dictionaries will often indicate levels of “preferred” and “permitted” divisions.

Do not allow line breaks at the end of a page. Never allow more than two successive lines ending in word breaks.

Word division is language-specific, so the rules in one language cannot be applied in another. This is why the correct language setting must be used in word processing and desktop publishing software.

11.1. Hyphens and hyphenation

When a word breaks at the end of a line, a soft (or discretionary) hyphen is inserted at the break point. A hard hyphen is one that is a mandatory part of the word (i.e. fleet-footed). Words that contain a hard hyphen have only one possibility for division at the end of a line: the existing (hard) hyphen. For more on hyphens and other dashes, see [FAQs 8.6. Dashes](#), on page 16.

11.2. Syllable division

Word division should correspond as closely as possible to syllable division (i.e. *con|stant, bar|ber*), without being misleading or confusing to the reader as to the meaning of the word. Unfortunate divisions such as *therapist > the|rapist* should also be avoided.

11.3. Morphological division

Divide words according to their construction: for compound words, divide between the constituent words (i.e. *bath|tub, rain|bow*); divide at a prefix or suffix (i.e. *help|less, in|dent*). This applies unless the division is contrary to accepted pronunciation (i.e. *child|ren*, not *child|ren*; *human|ism*, but *criti|cism*).

11.4. Our recommendations

Divide gerunds and present participles at “-ing”, unless they end in “-ling”. “Puz-zling” is a notable exception.

If in doubt, try dividing after an unstressed vowel (i.e. *insti|gate, repli|cate*) or between two vowels or consonants that are pronounced separately (i.e. *conster|nate, initi|ate*).

Do not:

- divide words of one syllable or fewer than six letters (exceptions do exist, however);
- leave one letter at the end of a line;
- leave fewer than three letters on the next line;
- allow automatic line breaks in URLs, as inserting a soft hyphen will prevent the internet link from functioning; only divide at slashes (/), underscores () or full stops, ensuring that no soft hyphen is added;
- divide numbers, even at decimal points;
- separate numbers and abbreviated units.

Alphabetical listing

A

abbreviations

See [FAQs 2. Abbreviations](#), on page 8.

accents and diacritical marks

Very few words in English require accents, but they are retained for some foreign or borrowed words. These are covered in the reference works cited above; if not, it is usually because the word is not naturalised in English, in which case it takes italics and its normal accents. Partly naturalised words, like “naïve”, are roman with accents.

Keep accents on proper names except for geographical names with anglicised spellings, such as “Zurich”.

acquis

Italics, e.g. *acquis communautaire*.

acronyms

See [FAQs 2. Abbreviations](#), on page 8.

act, legislative

To standardise practice and avoid confusion, use the British system for non-English speaking countries, following the example of the European Court of Human Rights.

act v. law

- Prefer “Law” if followed by a number, and “Act” without (e.g. “Law No. 315”, but “Administrative Court Act”).
- Capitalise both “Act” and “Law” if the name appears in full, and “Law” if followed by a number, otherwise use lower case (e.g. “section 28 of the act refers to ...”).

article v. section

- article: of a convention, code, decree, constitution (initial cap if followed by a number – e.g. “Article 25 of the Criminal Code”).
- section: Act, Law or Ordinance (no initial cap, even when followed by a number – e.g. “section 2 of the 1976 Act”).

bill v. act or law

- A bill is a draft law presented to a legislative body for discussion, whereas an act or law is a legislative text that has been passed or adopted by a legislative body.

Paragraphs, articles, sections, etc.

- Paragraph(s): write out in full or, if in long lists or tables, use “para.” or “paras.” (e.g. “Article 6, paragraph 2, of the Convention”).
- Do not use section/subsection marks “§” or “§§” unless they appear in quoted matter.
- Short form: use a full stop between the article/section and the paragraph (e.g. “Article 6.2 of the Convention”).

action

Do not use this term as a synonym for “project”, “programme”, “measure” or “scheme”. This usage is common in “international English”, but is awkward, unnatural and even misleading for native speakers, particularly in the plural form. Here the term is a non-count noun (no plural form) and the general meaning is “the fact or process of doing something, typically to achieve an aim” (Oxford English Dictionary). Prefer the alternatives given above, when appropriate.

As a count noun (with a plural form), “action” simply means “a deed” or “a thing done” (e.g. *He is accountable for his actions*), and should not be confused with the terms listed above.

action plan

Full titles of action plans, campaigns, conferences, processes, projects, programmes, seminars and strategies take initial capital letters on all significant words and no inverted commas, e.g. the Council of Europe Disability Action Plan. Lower case otherwise. *See FAQs 4. Capitalisation*, on page 12.

actor

When speaking of “a participant in an action or process”, it is often better to avoid this term and be specific. “International actors”, for example, can be understood as famous film stars.

AD

In dates, AD and BC look better in small capitals, with a non-breaking space between the year and the period marker: “Columbus sailed to the New World in AD 1492”. Note that AD precedes the year, whereas BC follows the year (333 BC).

Sometimes the more politically correct CE (Common Era) or BCE (Before Common Era) are used instead of AD and BC. These forms follow the year as well.

ad hoc

Roman, lower case unless part of the title of a committee, in which case “Ad hoc”, with capital “A” and lower-case “h”. Never hyphenate.

administration

Lower case for general use. When referring to a government, e.g. “the US Administration”, use an initial capital as this is analogous to “the German Government”.

adopted texts of Council of Europe organs and institutions

Committee of Ministers

Recommendation

- up to and including Recommendation No. R (2000) 13: “Recommendation No. R”, followed by the year in parentheses (a space on either side of the parentheses), followed by the number;
- from Recommendation Rec(2000)14 onwards: “Recommendation Rec”, followed by the year in parentheses (no space either side of the parentheses), followed by the number;

Resolution

- up to and including Resolution (2000) 6: “Resolution”, followed by the year in parentheses (a space on either side of the parentheses), followed by the number;
- from Resolution Res(2000)7 onwards: “Resolution Res” followed by the year in parentheses (no space either side of the parentheses), followed by the number.

As from 1 January 2007, all Committee of Ministers recommendations and resolutions take the prefix “CM/” before “Rec” or “Res”. The designation of recommendations and resolutions adopted in the framework of partial agreements does not change, however, as these are adopted by the contracting parties to the partial agreements, not by the Committee of Ministers as such. Therefore:

- CM/Rec(2007)1, CM/Res(2007)1, but ResAP(2007)1.

Parliamentary Assembly

Recommendation, resolution, opinion, order

These only take upper case when followed by a number. Spaces should be inserted between the title and the number and date, e.g. Recommendation 1423 (1998).

NB the Parliamentary Assembly no longer adopts orders: the last was No. 587, adopted on 2 April 2003.

al-

Lower case and hyphen for the definite article (e.g. “al-Qaeda”, “al-Jazeera”, “al-Aqsa”), but capital A for kin group (e.g. “Al Fayed”).

al-Qaeda

a.m.

ante meridiem means “before noon”, i.e. before 12 o'clock midday. Lower case, full stops, non-breaking space before: 10 a.m. Leave off double zeros for full hours. NB 12 a.m. denotes midnight and 12 p.m. denotes midday/noon. To avoid confusion, prefer “12 midday/noon” and “12 midnight”.

ambassador

Takes title capital when referring to a particular ambassador.

America(n)

Noun and adjective should be used to refer to the continents of North and South America, not to the United States of America. Venezuelans and Canadians, for example, are therefore American. *See USA*, on page 39.

anti-Semitism

Prefer this spelling, which appears in the *New Oxford Dictionary of English*.

anti-terrorism**appendix**

Lower case except when followed by a number. Always write out in full (never App.). Plural "appendices" (in anatomy: "appendixes"). Try to avoid use of the term "Annex", although it may appear in adopted texts and conventions (e.g. ETS No. 78). Verify before changing.

article

Always written out in full, never abbreviated to "art.". Initial capital if followed by a number. *See act, legislative*, on page 19, for more.

as well as

as well as ≠ and – "And" is a simple conjunction of elements, whereas "as well as" places greater emphasis on the expression preceding it than on the second, which is assumed. For example:

– "Human rights apply online and offline." No real hierarchy in the presentation.

– "Human rights apply online as well as offline." "Online" is emphasised here: it is assumed that human rights apply offline, and the author wants to stress that they apply online, too.

Furthermore, "as well as" is not a simple translation of the French "ainsi que". Viable alternatives include: "and", "along with", "in addition to", "also", etc.

Ashkalia

Invariable. Ethnic group from South-East Europe.

asylum seeker/asylum-seeking**audiovisual**

One word, no hyphen.

awareness raising

Do not hyphenate when used as a noun. As with other constructions (decision making, policy making, etc.), hyphenate when used as a modifier. *See also FAQs 9.1.1. When to hyphenate*, on page 17.

B

Balkan Wars

Two wars in South-East Europe in 1912-13. Not the "war in the Balkans" (*see Yugoslav Wars*, on page 40).

Baltic states

Estonia, Latvia, Lithuania.

banlieue(s)

French word for a suburb of a large city. Can have negative connotations. No italics.

the Bar**BC**

See AD, on page 20.

Belarus

Formerly "Byelorussia", name changed in 1992, but may be correct in a historical context. *See Appendix 1b: other relevant states*, on page 44, for more details. Adjective "Belarusian".

Bern Convention

Short form for the Convention on the Conservation of European Wildlife and Natural Habitats. Try to remain consistent, avoiding “Berne” for both the city and the convention.

bibliography

See [FAQs 3. Bibliographies](#), en page 9.

biological names

A genus and its subdivisions are printed in italics (usually two, sometimes three words). The first letter of the first word is capitalised. Examples from Council of Europe publications: *Ursus arctos* (brown bear), *Marsilea quadrifolia* (four-leaf clover), *Canis lupus* (wolf). The name of the person who suggested the name is sometimes added, often in abbreviated form: it is printed in roman: *Felis leo* Scop. (lion).

Divisions larger than genus (phylum, class, order and family) have an initial capital but are printed in roman. Examples from *The Chicago Manual of Style*: Chordata, Chondrichthyes, Monotremata, Hominidae, Carnivora. If anglicised they drop the capital: hominids, carnivores.

biomedicine

ETS No. 164: Convention for the Protection of Human Rights and Dignity of the Human Being with regard to the Application of Biology and Medicine: Convention on Human Rights and Biomedicine. Abbreviated to “Convention on Human Rights and Biomedicine”, or the “Oviedo Convention”.

bis

Roman. Same for “ter”, “quater”, “quinquies”, “sexies”, “septies”, “octies”, “novies”, “decies”.

bloc

Never “block” when referring to a group of countries or political parties (e.g. Soviet bloc, Eastern bloc).

Bosnia and Herzegovina

With “z”. Not hyphenated. Avoid the abbreviation “BiH”. Grammatically singular, i.e. “Bosnia and Herzegovina is a country divided into two entities...”. The three peoples are the Bosniacs (Muslims), Croats and Serbs, but all three are referred to as Bosnian.

Bretton Woods institutions

The World Bank and its sister organisation, the International Monetary Fund, were created at Bretton Woods, New Hampshire, in 1944. They are referred to as the Bretton Woods institutions, or BWIs.

Britain

The island also called “Great Britain”; it contains England, Scotland and Wales.

budget

Lower case: 2015 budget.

bureau (pl. bureaux)

C**campaign titles**

See [action plan](#), on page 20. See also [conferences](#), on page 24.

capitalisation

See [FAQs 4. Capitalisation](#), on page 12.

cardinal points

North(ern), east(ern), south(ern), west(ern), when used in a general sense, take no initial capital. Use “northern England”, “south-eastern France”, “the west of Ireland”, etc. to describe areas defined by their location relative to another point within the area of reference. In other words, when used in a purely geographical sense, these terms and their composed forms are written in lower case.

For names of countries or where a region has a defined boundary, some official status and/or political/historical significance, use a capital: Eastern bloc, North America, North Korea, South Africa, East Anglia, the North Caucasus, South-East Asia. See [South-East Europe](#), on page 37.

Since the blurring of the distinction between “western” and “eastern” Europe, capitals are no longer necessary. Likewise for “central and eastern Europe”.

However, a distinction is still made between “North” and “South”, and “East” and “West”, respectively, as economic and political entities. For example, it is understood that Australia lies in the south but does not form part of the South.

case file

case law

caseload

Caucasus

Northern Caucasus and Southern Caucasus take initial capitals.

central and eastern Europe

Lower case; *see cardinal points*, on page 22.

CETS/ETS

From 2004, the European Treaty Series (ETS Nos. 1 to 193) is continued by the Council of Europe Treaty Series (CETS No. 194 and on). The Treaty Office internet site (www.coe.int/en/web/conventions) lists all treaties as “CETS” for technical reasons, but the historical distinction should be maintained. Leave off initial zeros.

chapter

Do not abbreviate. Initial capital when followed by a number.

chair

Prefer “chair” to gender-specific titles such as “chairman” and the neutral “chairperson”.

Charter of Fundamental Rights of the European Union

EU charter, not to be confused with the European Convention on Human Rights.

Chechnya

Not Chechenya. Adjective: Chechen.

chilling effect

A term originating in US legal practice to describe a situation where the right to free speech or conduct is threatened by the fear of the consequences of exercising those rights. Do not use as a general metaphor for something that leads to an adverse situation or as a general adjective for something undesirable.

code

Upper case if part of a title. Prefer “Criminal Code” to “Penal Code”, which is a Gallicism. *See act, legislative*, on page 19.

“communautarian”

Use inverted commas; no italics. EU speak, derived from the French *communautaire*.

Community

Accepted short form for “European Community”, providing the context is clear. Initial capital in this case, lower case otherwise.

competence/competency

These are synonyms when referring to the ability to do something in general. “Competence” designates the legal authority of a court or other body to intervene in a particular matter. Ensure consistency.

compound words

See FAQs 9. Spelling – Hyphenation, on page 16.

conferences

The theme of a conference can be cited in inverted commas, in min. caps, but never directly after the word "on". Prefer "entitled" in such cases:

- "the conference was on invasive and alien fauna" or "the conference entitled 'Invasive and alien fauna' took place in Tallinn";
- but **not** "the conference on 'Invasive and alien fauna' was a success".

See *action plan*, on page 20.

conflict of interest

Interest always singular. Plural: "conflicts of interest".

Congress of Local and Regional Authorities of the Council of Europe

No longer the "Congress of Local and Regional Authorities of Europe", as of 14 October 2003. Short form: "the Congress".

constitution

Lower case except when used with the name of a given country, for example, "the Lithuanian Constitution" or "the Constitution of Lithuania", or in a full title of a given document.

contracting states, contracting parties

These terms take initial capitals only when used within the text of conventions or with the title of a convention, e.g. "Contracting Parties to the European Convention on Human Rights"; elsewhere lower case.

convention

Lower-case "c" in most circumstances, but initial capital if part of a full title. Two exceptions exist: "the Convention" as the short form of "the European Convention on Human Rights", and within the text of a convention which is referring to itself.

Convention for the Protection of Human Rights and Fundamental Freedoms

This is the full title for the European Convention on Human Rights but the short form is more widely used. Both are accepted in Council of Europe publications but consistency is important.

co-operate/co-operation

Hyphenate.

co-ordinate/co-ordinating

Hyphenate.

co-rapporteur

Hyphenate.

Côte d'Ivoire

Prefer this name, the official name of the country as registered with the United Nations; not "Ivory Coast".

Council of Europe

Never shorten to "the Council" or "CoE". The "Organisation" is a common variant in certain contexts.

country names

The Council of Europe uses the official names of countries as registered with the United Nations. A list of UN member states is available here: www.un.org/en/member-states/index.html.

court

When the title of a court is in a foreign language, do not attempt to translate it, because specific legal concepts linked to the name may not be carried over; the first mention can usefully be followed by a "descriptive" translation, however.

Lower case for "court of appeal", "appellate court", etc. The following in upper case:

- European Court of Human Rights (can be shortened to "the Court" or "the European Court", never "ECHR" or "ECtHR");
- Supreme Court;
- Constitutional Court;
- Court of Cassation;

- Court of Justice of the European Union (Luxembourg) – or the Court of Justice of the European Communities (original name);
- International Criminal Court (set up by the Rome Statute, situated in The Hague);
- International Court of Justice (The Hague).

court cases

Cite European Court of Human Rights cases with the following minimum information: *Pierre v. France*, Application No. 55555/05, judgment/decision of 1 May 2009.

Use the definite article before the United Kingdom and the Netherlands. Initial capital on “Others”, e.g. *Smith and Others v. the Netherlands*. *See also FAQs 10. Text formatting*, on page 17.

Crimea

Not “the Crimea”.

currencies

Currency names do not take initial capitals. They are normally written out in full, except for euros (€), UK pounds (£), US dollars (US\$) and Japanese yen (¥), where the symbols may be used if no confusion is likely. The symbols are placed before the figure, with no space: €64, £500, US\$25, ¥15 600.

Otherwise use the full name once followed by the *ISO 4217* (http://en.wikipedia.org/wiki/ISO_4217) currency code in brackets, e.g. “100 Turkish lira (TRY)”; thereafter, use the ISO code before the number with a non-breaking space between them, e.g. “TRY 100”.

cybercrime

One word. NB the Convention on Cybercrime (ETS No. 185) does not have “European” in the title.

Cyrillic names

The transliteration of Cyrillic names and words in general is different in English and French (e.g. Putin/Poutine). Beware of accepting the French spelling of Cyrillic names. Follow BBC usage.

D

dashes

See FAQs 8.6. Dashes, on page 16.

data

Treat as plural.

dates and time

Dates: in full: “Wednesday 25 June 1997” (no comma after day of the week or before the year, use numerals, not ordinals). Without the day: “25 June 1997”.

Consecutive dates should be linked with “to” (“The conference took place from 11 to 15 April 2016”), or “and” if only two days are involved. If the date is added in parentheses a hyphen may be used: “The Helsinki Summit (2-8 June 1989)”. Do not use numbers for months, to avoid confusion between the European and American conventions.

For spans of years, do not repeat more than the last two digits: “During the period 1990-95 ...”, unless spanning more than one century (1993-2003). Always use “and” with “between”, and “to” with “from”, e.g. “between 1999 and 2003” (not “between 1999-2003”); “from 1999 to 2003” (not “from 1999-2003”).

Note that “1990-91” is not the same as “1990/91”. The former denotes a span of time over two calendar years, whereas the latter denotes a one-year period (a financial year, an academic year, etc.).

For references to decades, use e.g. 1960s, 1980s: in figures, with “s” (no apostrophe).

Use figures for centuries, not words: the 20th century. In attributive (adjectival) use, a hyphen should be inserted: “20th-century art”. Note that Roman numerals are used in French.

Time: use the 12-hour system plus “a.m.” (*ante meridiem*) or “p.m.” (*post meridiem*). Note the space before a.m./p.m. and the full stops. Initial zeros are unnecessary (and unsightly). Conventionally, 12 p.m. is noon. Midnight is understood as the beginning of the new day (corresponding to 00:00 in the 24-hour system), but clarify by specifying the date. A colon separates hours and minutes: 8:30 a.m. *See also a.m.*, on page 20.

decimal points

Replace decimal commas with points/full stops.

decision maker/making

No hyphen unless used as a modifier, e.g. “decision-making process”. *See also FAQs 9.1.1. When to hyphenate*, on page 17.

declaration

Initial capital when using the full name or the number (*cf. final declaration*, on page 28), e.g. “Declaration on Intercultural Dialogue and Conflict Prevention”, “Declaration No. 59”.

degree

For temperatures, specify Celsius or Fahrenheit: $-40^{\circ}\text{C} = -40^{\circ}\text{F}$. Use the degree sign (ALT+0176) rather than a superscript letter or number. *See also FAQs 7. Numbers, figures, numerals – Degrees*, on page 15.

département

A French administrative zone beneath region. There is no exact English equivalent, so leave in French and italicise.

develop ≠ create or set up

Do not use “to develop” with the meaning of the French verb *développer*: “to create or set up”. Prefer one of the following, as appropriate: to write, to draft, to draw up, to devise, to prepare, to compile, to set up, etc. *See elaborate*, on page 27.

D’Hondt method

A method for allocating seats in party-list proportional representation. Capital “D”. After Victor D’Hondt.

diaspora

May refer to the spread of any people from their homeland. “The Diaspora” refers specifically to the spread of the Jewish people.

digitise

Prefer to “digitalise”.

disabled

Prefer “people with disabilities”.

disc

Spell with “c”.

displayed quotes/extracts

Quotes of three lines or more should be displayed: indent paragraph, font size reduced by 1 or 2 pts, no quotation marks, text in roman. Give source.

document

Normally lower case, but the working documents of the Assembly, when the number is quoted, take a capital (Document 13221). *See also final declaration*, on page 28.

draft titles

Titles of draft versions of official texts (not yet adopted) take lower case until they are adopted.

Duma

Russian Parliament. No italics.

E**east(ern)**

See cardinal points, on page 22.

e.g.

Comma before, not after. Prefer “, for example” unless space is an issue, as in this style guide.

elaborate ≠ write

Do not use “to elaborate” with the meaning of the French verb *élaborer*: “to initially draft”. Prefer one of the following, as appropriate: to write, to draft, to draw up, to devise, to prepare, to compile, etc. See [develop](#), on page 26.

English definition: (with object) to develop or present (a theory, policy, system) in further detail. *The theory was proposed by Cope and elaborated by Osborn* (Oxford Dictionary of English).

e-mail

Hyphenate; capitalise at the beginning of a sentence, but not in a list. Do not shorten to “mail”.

embassy

Lower case unless full name specified, e.g. “American embassy” but “Embassy of the United States of America”.

empire

Capitals for “British Empire”, “Ottoman Empire”, “Roman Empire” and other historically attested empires; lower case for less official usages: the “Soviet empire”, the “Inca empire”.

etc.

Used at the end of a list (at least two items) to indicate that further, similar items are also included. The reader should therefore be able to infer other items based on the common traits of those presented.

Takes a comma before, a full stop after. “Etc” is followed by only one full stop if it comes at the end of a sentence; leave full stop if followed by any other punctuation.

ETS

See [CETS/ETS](#), on page 23.

euro

No initial capital. Plural “euros”. Symbol “€” (ALT+0128) with no space before the figure if the figure is quoted. Prefer “€” to “EUR” (ISO practice), but this is acceptable if consistent.

Nineteen countries have adopted the euro as their official currency at time of printing: Austria, Belgium, Cyprus, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Portugal, Slovakia, Slovenia and Spain.

euroregions

Lower case unless referring to a specific, established region (e.g. Adriatic Euroregion).

eurozone

Denotes the group of countries having adopted the euro as their official currency ([see euro](#), above). Also “Euro Area”; avoid “euroland”.

eurodistrict

Lower-case “e”.

European Centre for Global Interdependence and Solidarity

Otherwise known as the North-South Centre (based in Lisbon).

European Commission for Democracy through Law

Otherwise known as the Venice Commission.

European Convention for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment

Short form: European Convention for the Prevention of Torture (not CPT, as this refers to the European Committee for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment).

European Convention on Human Rights

This is the short-form title of the Convention for the Protection of Human Rights and Fundamental Freedoms. It is more commonly used than the full title. Both are accepted in Council of Europe publications but consistency is important.

European flag

The European flag was devised by the Council of Europe, but is also used by the European Union. It must be oriented so that each star presents a point at “12 o’clock”. Colours for printing are Pantone Reflex Blue and Pantone Yellow 2C.

European Social Charter

Short forms: “Social Charter” and “Charter” with capitals, to be used in context. Opened for signature in 1961. The European Social Charter (revised) was adopted in 1996 and came into force in 1999. Lower-case “r”. Also referred to as “the revised European Social Charter”.

European Youth Centre

Abbreviated to “the centre” or occasionally “the EYC”.

European Youth Foundation

Abbreviated to “EYF”.

explanatory memorandum/report

Apply the same rules for initial capitals on the terms “Contracting Party/State”, “Convention”, “Party”, “Recommendation”, “State”, “State Party”, etc. as within the text with which they are associated (*see FAQ 4.1. Council of Europe style*, on page 13). Although these reports are not statutory texts, they exist only in relation to such a text, and should therefore follow the same rule on this point.

F

fascism

Lower case in most usages.

federal parliament/federal government

Lower case, except when followed by “of” and a country name.

federation

Lower case, except when part of a country name, e.g. “Russian Federation”.

figures

See FAQs 7. Numbers, figures, numerals, on page 14.

final declaration

A final declaration, concluding document or similar summing-up document is often adopted at conferences. Phrases like the “Vienna Concluding Document”, “the Helsinki Declaration”, “the Lisbon Final Declaration” are treated as titles and capitalised. *See also declaration*, on page 26.

First World

Initial capitals.

footnotes

See FAQs 5. Footnotes and endnotes, on page 13.

former

Lower case. When followed by a title, the title remains in upper case, e.g. “the former American President Bill Clinton”.

fractions

Written out in full (one half, two thirds, etc.). Hyphenate only when used as an adverb or an adjective (two-thirds full, one-quarter increase). When in a list of statistics, write in figures.

Framework Convention for the Protection of National Minorities

Short form: “Framework Convention”.

G

G4, G6, G7, G8, G20

Keep figures. No hyphen.

There are several “Groups of N”, each representing various numbers of states with common characteristics and/or interests. The most common are dealt with below. While some have longstanding official status, others seem to come and go.

G8 – Group of Eight

In full: “Group of 8 leading industrialised nations”. The G8 is a forum for the heads of government of Canada, France, Germany, Italy, Japan, Russia, the United Kingdom and the United States of America; in addition, the EU is represented within the G8, but cannot host or chair. The Russian Federation has been a member since the Birmingham Summit in 1998.

“G8” can refer to the participating states or to the annual summit meeting of the G8 heads of government. G8 ministers also meet throughout the year, such as the G7/G8 finance ministers (who meet four times a year), G8 foreign ministers or G8 environment ministers.

G20 – Group of 20

The G20 represents 19 of the world’s largest economies plus the European Union, which are strategically important and influential in the world economy (Argentina, Australia, Brazil, Canada, China, France, Germany, India, Indonesia, Italy, Japan, Mexico, Russia, Saudi Arabia, South Africa, South Korea, Turkey, United Kingdom, United States of America and the European Union). It is a forum for co-operation and consultation on matters pertaining to the international financial system.

geographical names

Prefer the anglicised versions of place names. Exceptions are covered under individual words or in [Appendix 1](#), on page 41.

Geneva conventions

Use upper case Roman numerals to number the different conventions, e.g. Geneva Convention I, Geneva Convention II, etc.

Germany

Until 3 October 1990: the Federal Republic of Germany (“West Germany”) and the German Democratic Republic (“East Germany”). “Germany” is sufficient in most cases nowadays.

government

Lower case unless used with the name of one or more countries, e.g. “the British Government”, “the Government of Britain” or “the British and Finnish Governments”. Treat as singular (e.g. “The government is ...”, not “The government are ...”).

grass roots

Two words, but “at grass-roots level”.

Green Paper/White Paper

Initial capitals for Green Paper/White Paper, inverted commas for name of report in question.

Great Britain

England, Scotland and Wales. [See United Kingdom](#), on page 39.

greater Europe

Lower-case “g”. Generally considered to cover the geographical area occupied by Council of Europe member states, as opposed to Europe in the sense of the European Union. [See pan-European](#), on page 33.

Gypsy

Adjective and noun (plural “Gypsies”). Prefer the term “Roma”. [See Roma](#), on page 35.

H

handicapped

Prefer “people with disabilities”.

headline style

The practice of putting initial capitals on all important words in titles of works and headings, as opposed to sentence style. The Council of Europe prefers sentence style. [See *min. caps*](#), on page 32 and [FAQs 4. *Capitalisation*](#), on page 12.

head of state

Lower case.

health care

Two words. Exception: European Directorate for the Quality of Medicines & HealthCare. See “EDQM” in [Appendix 2: *Common acronyms and initialisms*](#), on page 45.

Holocaust, the

Initial cap when referring to the mass murder of Jews by the Nazi regime; lower case elsewhere (e.g. “nuclear holocaust”).

hyphens

[See FAQs 9. *Spelling*](#) and [FAQs 8.6. *Dashes*](#), on page 16.

I

index

Normal plural is “indexes”. Use “indices” only in the scientific sense.

initials

[See FAQs 2.1. *Initials*](#), on page 8.

insofar/inasmuch/insomuch

One word.

inter

This prefix almost never takes a hyphen in compound words, e.g. “interinstitutional”, “interracial”, “interreligious”. See [interparliamentary](#), below.

internet

Now treat as a common noun with a lower case initial instead of capital, to tally with common usage.

internet addresses

Do not underline hyperlinks in text. Only keep the “http://” or “https://” if there is no “www” before the domain name. [See FAQs 3.8.8. *Websites*](#), on page 12, for bibliographical use.

interparliamentary

No hyphen, except for Inter-Parliamentary Union.

intranet

When used as a common noun, no initial capital.

Iron Curtain

italics

[See FAQs 10. *Text formatting*](#), on page 17.

Ivory Coast

[See *Côte d’Ivoire*](#), on page 19.

J

Jagland, Thorbjørn

Secretary General of the Council of Europe, re-elected in 2014.

judgment

In-house use is without the “e” in all contexts.

K

Koran

Not Coran or Qur’an.

Kosovo

Prefer the use of “Kosovo” as an adjective in terms such as “Kosovo authorities” or “Kosovo Albanian(s)”; avoid “Kosovan” or “Kosovar”. The following disclaimer, which need only appear once in any given document, is generally put in a footnote at the first instance in official texts and publications:

All reference to Kosovo, whether to the territory, institutions or population, in this text shall be understood in full compliance with United Nations Security Council Resolution 1244 and without prejudice to the status of Kosovo.

Kyoto Protocol

Full title: Kyoto Protocol to the United Nations Framework Convention on Climate Change (UNFCCC).

L

Land

Initial capital, italics. Plural *Länder*. One of the constituent states of the Federal Republic of Germany. The “new *Länder*” are those born out of the former German Democratic Republic.

law

[See act, legislative](#), on page 19.

long term/short term

Hyphen only when used as modifier, e.g. “long-term unemployment”, but “in the long term”.

M

Macedonia

This name should never be used in reference to “the former Yugoslav Republic of Macedonia”, which is the official denomination of the country (according to the United Nations and the Council of Europe) ([see also Appendix 2: Common acronyms and initialisms – FYROM](#), on page 46). Use the official name in the Organisation’s texts, documents and publications.

Never attempt to shorten the official name, even if authors use another form consistently, or to improve upon a text by changing the name to “Macedonia”. Where use of the term is necessary and/or unavoidable, the following footnote must be added at the first occurrence:

The use in the text of the term “Macedonia” is for descriptive purposes and the convenience of the reader; it does not reflect the official position of the Council of Europe.

Maidan

Do not say “Maidan Square”, as this essentially means “Square Square”.

Mahmoud Abbas

Not Mahmud; also known as Abu Mazen; President of the Palestinian National Authority (PNA).

measurement, units of

Prefer the full unit (e.g. 45 kilograms) in running text and use abbreviations only where absolutely necessary, e.g. in tables.

Metric tonnes (= 1 000 kg) are spelt French style. The imperial ton (= 2 240 lbs) may still crop up in a general sense, however, as in “several tons”, “thousands of tons of rock”. No exact figure is implied here, and to use “tonnes” would seem pedantic. For information: 1 tonne = 0.9842 tons; 1 ton = 1.016 tonnes.

member state/State

Lower case in publications. Initial capital on “State” only in statutory documents, conventions and treaties. [See FAQs 4.2. State: initial capital or lower case?](#), on page 13.

microeconomic

No hyphen.

Middle East

No hyphen. Translated as *Proche orient* or *Moyen orient* in French.

min. caps

Also called “sentence style”. The practice of putting initial capitals on the first word and on proper nouns only in titles of works and in headings. This is standard Council of Europe practice. [See FAQs 4. Capitalisation](#), on page 12, and [headline style](#), on page 30.

minister

Normally lower case, except when the full title (including country name) is given. A government minister, the minister, the minister for culture; but the German Minister for Health, the Russian Foreign Minister, etc.

In Council of Europe documents “the Ministers” (capital “M”) denotes the Committee of Ministers.

The minister for culture, for health, etc., but minister of the interior, minister of state, minister of justice.

modalities

Often used to translate French *modalités*; prefer “procedures”, “arrangements” or “methods”.

money laundering

Two words, no hyphen unless used as a modifier, e.g. “money-laundering activities”.

Monitoring Committee

Short name for the Parliamentary Assembly Committee for the Honouring of Obligations and Commitments by Member States of the Council of Europe.

multi-/multi

Hyphenate where two vowels meet: multi-ethnic. No hyphen otherwise: multicultural; multilateral, multimedia.

N

Nazi, Nazism

Capital “N”. National Socialism also takes initial capitals; neo-Nazi.

NEET(s)

Acronym of UK origin for “not in education, employment or training”; words must be in that order, not employment, education and training.

Netherlands, the

Referred to in singular. Lower-case “t” except when at the beginning of a sentence or in a vertical list. The people and language are Dutch, but “the Netherlands Government”. Holland is one of the six provinces of the Netherlands. Comes under “n” in alphabetical lists.

newly independent states

No need for capitals. Prefer full title to NIS.

non-refoulement

Italics, hyphenate. French for not turning foreigners back at borders, not refusing entry onto the national territory. Used particularly in connection with refugees and asylum seekers.

north(ern), north-east(ern), north-west(ern)

See [cardinal points](#), on page 22.

North-South Centre

In full, the European Centre for Global Interdependence and Solidarity.

numerals

See [FAQs 7. Numbers, figures, numerals](#), on page 14.

O

official titles

Official titles take initial capitals when the reference is specific and complete. Compare: the president, the President of the French Republic; the mayor, the Mayor of Exeter. Abbreviations are a notable exception (CEO). See [FAQs 4. Capitalisation](#), on page 12. If referring to people who no longer hold an official title, their former title remains in upper case, e.g. “the former President of the United States Bill Clinton”.

ombudsman/ombudswoman

Not italic, and no initial capital. Plural ombudsmen/~women. The form ombudsperson(s) may be used.

online

No hyphen.

organisation

Prefer British spelling with an “s”, but do not change in quotations or in (proper) names of organisations spelt with a “z”. Capital “O” used when the Council of Europe is being referred to: “the Organisation”.

P

PACE

Parliamentary Assembly of the Council of Europe. Prefer “the Assembly” in running text.

Palais de l’Europe

Headquarters of the Council of Europe in Strasbourg. No italics in English. Short form: the Palais.

pan-European

Lower-case “p” except in titles such as Pan-European Biological and Landscape Diversity Strategy. This adjective can be used to distinguish between the European Union area/member states and the Council of Europe area/member states. See [greater Europe](#), on page 29.

paragraph

Lower-case “p”, even when number is cited. Avoid abbreviation “para.” unless space is an issue (tables, charts, footnotes). Always put commas around paragraph number in expressions such as “Article 10, paragraph 2, states ...”

The Court often uses the section mark “§” for paragraphs when referring to the Convention, e.g. “Article 10 § 2”, but also when referring to paragraphs of its judgments. Variants using a full stop or parentheses are quite common, e.g. “Article 10.2/10(2)”.

We recommend using the full-stop abbreviation when necessary, and to avoid the use of “§” or parentheses, in order to save space and maintain coherency and simplicity.

parliament

Initial capital only when named in full: the Lithuanian Parliament, the Parliament of the Czech Republic.

In certain contexts, where the word is used without an article, almost as a proper noun, a capital should be used: "The Prime Minister announced that Parliament would be kept fully informed." The names of parliaments of different countries, e.g. the Sejm (Poland) and the Duma (Russian Federation), take initial capitals and are written in roman.

Otherwise, lower case. *See also government*, on page 29.

partial agreement

Takes initial capitals only in a full title, e.g. Partial Agreement on the Prevention of, Protection Against and Organisation of Relief in Major Natural and Technological Disasters (EUR-OPA Major Hazards Agreement).

partner for democracy status

Status granted to parliamentary delegations from non-member states by the Parliamentary Assembly of the Council of Europe. Lower case.

part-session

The Parliamentary Assembly holds one session per year, divided into four part-sessions (January, April, June and September). Hyphenate.

party

Upper case only when referring to the full name of a political party (Conservative Party, Communist Party, etc.). *See also FAQs 4. Capitalisation*, on page 12, and *state party*, on page 37.

peacekeeper/peacekeeping

One word.

percentage figures

Use symbol "%" (e.g. 4%). No space before. *See FAQs 7. Numbers, figures, numerals*, on page 14.

pharmacopoeia

No ligature for "oe". Capital "P" for the European Pharmacopoeia.

policy maker/making

Two words; hyphenate when used as a modifier: policy-making decisions.

politics

In the abstract, singular: "Politics is the skilled use of blunt objects." (Lester B. Pearson); company/party politics are plural.

Pompidou Group

Short form of Co-operation Group to Combat Drug Abuse and Illicit Trafficking in Drugs.

Pope, the

Initial capital when referring to the Bishop of Rome as head of the Roman Catholic Church or when the reference is specific (a title or followed by a name) in other cases.

population

Treat as singular.

p.m.

post meridiem means "after noon", i.e. after 12 o'clock midday. *See also a.m.*, on page 20.

president

See official titles, on page 33. For the use of capitals, *see FAQs 4. Capitalisation*, on page 12.

prince, princess

Upper case when full title is used, e.g. "Prince Edward", "the Prince of Wales"; lower case for other uses. *See also FAQs 4. Capitalisation*, on page 12.

professor

Initial capital only when followed by name.

programmes

See action plan, on page 20. No inverted commas.

program/programme

In British English, “program” is used for computer software, “programme” otherwise.

progress report of the Bureau and Standing Committee

Lower case for progress report.

project

See action plan, on page 20. No inverted commas.

Prokuratura

Prosecutor’s Office in certain former Soviet bloc countries. Prefer this term, which conveys the specificities of a different legal system, to a translation. Initial capital and italics.

punctuation

See FAQs 8. Punctuation, on page 15.

Q

quotations

See FAQs 8. Punctuation, on page 15, and *displayed quotes/extracts*, on page 26.

R

rapporteur

Lower case unless followed by the committee title, e.g. “Rapporteur for the Committee on Legal Affairs and Human Rights”. *See co-rapporteur*, on page 24.

refoulement

Italics. French word used in English to refer to the act of turning foreigners back at borders. *See non-refoulement*, on page 33.

republic

Upper case only when used as part of the name of a country, e.g. French Republic, Republic of Moldova.

Republika Srpska

One of the two entities of Bosnia and Herzegovina (*see Bosnia and Herzegovina*, on page 22). Not to be referred to as RS.

respect

Respect for (not of) human rights. An emperor may have the respect of his people without having any respect for them.

regime

Roman type, no accent.

rights holder

Two words, no hyphen. “Rights” plural.

road map

Two words. No hyphen.

Roma

General term which refers to the three groups of Roma people: Roma, Sinti and Kale. Adjective “Roma”, language “Romani”.

The following text should appear as a footnote at the first usage:

The term “Roma and Travellers” is used at the Council of Europe to encompass the wide diversity of the groups covered by the work of the Council of Europe in this field: on the one hand a) Roma, Sinti/Manush, Calé, Kaale, Romanichals, Boyash/Rudari; b) Balkan Egyptians (Egyptians and Ashkali); c) Eastern groups (Dom, Lom and Abdal); and, on the other hand, groups such as Travellers, Yenish, and the populations designated under the administrative term “Gens du voyage”, as well as persons who identify themselves as Gypsies.

For further details, please see the latest version of the “Descriptive glossary of terms relating to Roma issues” and document [SG/Inf\(2015\)16 rev.](#) *See also Travellers*, on page 38.

roman

Lower case “r” when referring to a typeface (as opposed to italics), initial capital elsewhere. *See FAQs 10. Text formatting*, on page 17.

Rome, Treaty of

The founding treaty of the EC (1957). Capitals; not Rome Treaty.

Russian Federation

The constituent entities of the Russian Federation should be known as “subjects of the Russian Federation”.

S

Sami

Indigenous people of the Scandinavian Peninsula, the Kola Peninsula, Karelia and Finland. Refers to the language as well. “Lapp” may be considered derogatory.

Schengen Agreement

The term “Schengen Agreement” refers to two agreements concluded among European states in 1985 and 1990 on the abolition of physical borders and of systematic border controls. Schengen is a small town in Luxembourg near where the agreements were signed.

Secretary General

The Council of Europe has two secretaries general – the Secretary General of the Council of Europe and the Secretary General of the Parliamentary Assembly (former title: the Clerk). Two capitals, no hyphen. Hyphenate for the United Nations and OECD Secretaries-General. Plural “Secretaries General”.

secretariat

Takes upper-case “S” only when referring to Council of Europe Secretariat and the Secretariat of the Parliamentary Assembly of the Council of Europe.

section

See act, legislative, on page 19.

sectoral

“Relating to a distinct part or area”, derived from “sector”. Not “sectorial”: “of or like a sector”.

SEE

See South-East Europe, on page 37.

Serbia and Montenegro, the former State Union of

“Federal Republic of Yugoslavia” (28 April 1992 to 4 February 2003), reconstituted as the “State Union of Serbia and Montenegro” (until 3 June 2006). Currently two sovereign states, both member states.

seminar

Titles of seminars take initial capitals, and no inverted commas; *see action plan*, on page 20, and *conferences*, on page 24.

senate

Upper case when part of a title, e.g. “US Senate”, “French Senate”.

sentence style

See min. caps, on page 32.

session

Lower case unless part of a title, e.g. "2002 Ordinary Session of the Parliamentary Assembly".

Sinn Fein

No accent, initial capitals (in Irish: Sinn Féin).

Sharia Law

Not "Sha'ria" Law.

Shiite

Adjective. Capital "s", no apostrophe. The noun is "Shia".

Slovakia

Official full name is Slovak Republic, but "Slovakia" is also an officially recognised short form.

Slovenia

Official full name is Republic of Slovenia, but "Slovenia" is also an officially recognised short form.

socio-economic

Hyphenate.

south(ern), south-east(ern)/south-west(ern)

See cardinal points, on page 22.

South-East Europe

Short form: SEE. Various forms of the term exist across international institutions and their programmes (e.g. hyphenated or not, South-East(ern)/Southeast(ern), etc.). Prefer the form above within the Council of Europe. *See cardinal points*, on page 22.

Depending on the institutional framework, this name is used to describe the area comprising some or all of the following entities or parts thereof: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Greece, Italy, Kosovo, "the former Yugoslav Republic of Macedonia", Moldova, Montenegro, Romania, Serbia and Turkey.

The Stability Pact for South Eastern Europe (no hyphen) was replaced in 2008 by the Regional Cooperation Council (RCC).

spokesman/spokeswoman/spokesperson**spelling**

See FAQs 9. Spelling, on page 16.

spine titles

In English publications, the spine title reads from top to bottom, the opposite in most other languages. The publication's title takes precedence over the publisher in all commercial publications.

Stability Pact for South Eastern Europe

Can be shortened to "Stability Pact". *See South-East Europe*, above.

state

Lower case in general use. For exceptions, *see FAQs 4.2. State: initial capital or lower case?*, on page 13.

status quo

The existing state of affairs. Roman type. NB in French: "statu quo", roman.

State Party

Plural "States Parties". Initial capitals in the text of conventions and other legal instruments or when used with the full title of a convention, e.g. "State Party to the European Convention on Human Rights". Lower case elsewhere. *See FAQs 4. Capitalisation*, on page 12.

sub

Hyphenate: sub-amendment, sub-branch, sub-clause, sub-committee, sub-edit, sub-heading, sub-lease, sub-let, sub-paragraph, sub-standard.

Don't hyphenate: subaltern, subcategory, subclass, subconscious, subcontract, subdivide, subdivision, subgroup, subhuman, subkingdom, subnormal, subprime, subscript, subsection, subsonic, subspace, subspecies, substratum, substructure, subterranean, subtotal, subway.

subscript

See [FAQs 10.3. Superscript, subscript](#), on page 18.

Summit, 1st/2nd/3rd

The full title is 1st/2nd/3rd Summit of Heads of State and Government of the Council of Europe (do not add “of the Member States”). “Vienna/Strasbourg/Warsaw Summit” or “1st/2nd/3rd Summit” are acceptable shortened forms.

superscript

See [FAQs 10.3. Superscript, subscript](#), on page 18.

symposium

Titles of symposiums take initial capitals. See [action plan](#), on page 20, and [conferences](#), on page 24.

T

Taliban

Not Taleban. Treat as plural.

telephone numbers

Keep telephone numbers as written in the country of origin as far as possible. For international numbers, a “+” symbol indicates the country code, followed by a slash (“ / ”), and a “(0)” generally precedes the area code or the number to be dialled in the country: +33/(0)4 16 22 18 18.

temperature

See [FAQs 7. Numbers, figures, numerals](#), on page 14.

“the former Yugoslav Republic of Macedonia”

See [Macedonia](#), on page 31.

Third World

Initial capitals.

time

See [dates and time](#), on page 25.

titles (of jobs)

See [official titles](#), on page 33.

ton/tonne

See [measurement, units of](#), on page 32.

transatlantic

No hyphen, no capital “a”.

Transcaucasia

Armenia, Azerbaijan, Georgia.

transeuropean

No hyphen, no capital “e”.

Transnistrian region of the Republic of Moldova

North-east Moldova, between the Dniester River and the Ukrainian border. The Slavic majority of this region (Russian and Ukrainian) proclaimed the “Transnistrian Moldovan Republic” (unrecognised, and therefore a term to be avoided). “Capital” Tiraspol.

Travellers

This term refers to an ethnically Irish nomadic people. They mostly live in Ireland and the United Kingdom. This term is not a translation of “gens de voyage” and should not be used as an alternative. See [Roma](#), on page 35.

twofold

No hyphen.

U

United Kingdom

England, Scotland, Wales and Northern Ireland. *See Great Britain*, on page 29.

United Nations

Initialism: "UN" (not "UNO"); can be used occasionally to avoid too much repetition.

units of measurement

See *measurement, units of*, on page 32.

USA, US

These initialisms can be used for variety where "United States of America" would be too long, or to avoid repetition. "USA" should be used as a noun referring to the country; US can be used as both noun and adjective, and in conjunction with the dollar sign to designate the currency of the USA. *See America(n)*, on page 21.

"The States" is purely colloquial and should be avoided in Council of Europe publications.

V

Van

In Dutch names: the correct practice in the Netherlands is lower-case "v", but upper case if alone or used with Mr, Ms or Mrs. In English we tend to use lower case unless it appears at the beginning of a sentence or if there is a specific request.

Venice Commission

Short form of European Commission for Democracy through Law.

Vienna Summit

See Summit, 1st/2nd/3rd, on page 38.

W

war

Capitalise: First/Second World War (not World War I/II or WW I/II), Gulf War, Falklands War; also Cold War (in keeping with Iron Curtain).

Warsaw Pact**web**

Initial capital when referring to the World Wide Web (the internet), but "web page".

website

One word.

well-being

Hyphenate.

west(ern)

See cardinal points, on page 22.

whistle-blower

Hyphenate.

White Paper

See Green Paper/White Paper, on page 29.

wicked problem

Trendy jargon alert. Designates a problem that is difficult or impossible to solve because of incomplete, contradictory and changing requirements that are often difficult to recognise. “Wicked” means “evil” elsewhere, so resist the temptation to coin new expressions using this word.

working group

Lower case unless part of a title.

World Bank

Can be referred to as “the Bank”.

worldwide

No hyphen. One word, except in “World Wide Web” and World Wide Fund for Nature.

**Yugoslavia**

Socialist Federal Republic of Yugoslavia: 1943-1991. Federal Republic of Yugoslavia: 1992-2003, composed of the republics of Serbia and Montenegro. *See also Serbia and Montenegro*, on page 36.

Yugoslav Wars

A series of wars in the territory of the former Socialist Federal Republic of Yugoslavia that took place between 1991 and 2001. Not “Balkan Wars” (*see Balkan Wars*, on page 21).

Appendices

Appendix 1a: 47 member states of the Council of Europe

State	ISO codes Country/Currency	Currency and subunit	Citizen	Language(s)	Adjective(s)	Capital city	Other place names	Parliament (diacritics inexact)
Albania	ALB / ALL	lek/quindar (quindarka)	Albanian	Albanian	Albanian	Tirana		Kuvendi Popullor
Andorra	AND / EUR	euro/cent	Andorran	Catalan	Andorran	Andorra la Vella		Consell General de les Valls
Armenia	ARM / AMD	dram/luma	Armenian	Armenian	Armenian	Yerevan		Azgayin Zhoghov
Austria*	AUT / EUR	euro/cent	Austrian	German	Austrian	Vienna	Tyrol	Bundesversammlung
Azerbaijan	AZE / AZN	manat/kepek	Azerbaijani	Azerbaijani	Azerbaijani	Baku	Nagorno-Karabakh	Milli Mejlis
Belgium*	BEL / EUR	euro/cent	Belgian	Dutch, French	Belgian	Brussels	Antwerp, Bruges	Senaat/Sénat
Bosnia and Herzegovina	BIH / BAM	convertible mark/fening	Bosnian, Herze- govinian	Bosnian Croatian Serbian	Bosnian, Herzegovinian	Sarajevo	Republika Srpska, Federation of Bosnia and Herzegovina, Mostar, Srebrenica	Skupstina
Bulgaria*	BGR / BGN	lev (leva)/ stotinka (stotinki)	Bulgarian	Bulgarian	Bulgarian	Sofia	Krajina	Narodno Sobranie
Croatia*	HRV / HRK	kuna/lipa	Croatian	Croatian	Croatian	Zagreb	Split, Zadar	Sabor
Cyprus*	CYP / EUR	euro/cent	Cypriot	Greek, Turkish	Cypriot	Nicosia	Larnaca	Vouli Antiprosopon
Czech Republic*	CZE / CZK	koruna (koruny)/ halér (halére)	Czech	Czech	Czech	Prague		Parlament
Denmark*	DNK / DKK	krone (kro- ner)/ øre	Dane	Danish	Danish	Copenhagen		Folketing
Estonia*	EST / EUR	euro/cent	Estonian	Estonian	Estonian	Tallinn		Riigikogu
Finland*	FIN / EUR	euro/cent	Finn	Finnish	Finnish	Helsinki	Åland Islands	Eduskunta
France*	FRA / EUR	euro/cent	Frenchman French- woman	French	French	Paris	Lyons, Marseilles, Strasbourg	Assemblée nationale

State	ISO codes Country/Currency	Currency and subunit	Citizen	Language(s)	Adjective(s)	Capital city	Other place names	Parliament (diacritics inexact)
Georgia	GEO / GEL	lari/tetri	Georgian	Georgian	Georgian	Tbilisi	Mingrelia	Umaghiesi Sabcho
Germany*	DEU / EUR	euro/cent	German	German	German	Berlin	Cologne, Munich, Nuremberg, Frankfurt, Hanover, Baden Württemberg	Parlament
Greece*	GRC / EUR	euro/cent	Greek	Greek	Greek	Athens	Thessaloníki	Vouli ton Ellinon
Hungary*	HUN / HUF	forint	Hungarian	Hungarian	Hungarian	Budapest		Országgyűlés
Iceland	ISL / ISK	króna (krónur)/ eyrir (aurar)	Icelander	Icelandic	Icelandic	Reykjavik		Althing
Ireland*	IRL / EUR	euro/cent	Irishman Irishwoman	Irish, English	Irish	Dublin		Parliament or Oireachtas
Italy*	ITA / EUR	euro/cent	Italian	Italian	Italian	Rome	Genoa, Milan, Naples, Turin	Parlamento
Latvia*	LVA / EUR	euro/cent	Latvian	Latvian	Latvian	Riga		Saeima
Liechtenstein	LIE / CHF	franc/centime	Liechtensteiner	German	of Liechtenstein	Vaduz		Landtag
Lithuania*	LTU / EUR	euro/cent	Lithuanian	Lithuanian	Lithuanian	Vilnius		Seimas
Luxembourg*	LUX / EUR	euro/cent	Luxembourger	Luxembourgish, French, German	Luxembourgish, of Luxembourg	Luxembourg		Chambre des Députés
Malta*	MLT / EUR	euro/cent	Maltese	Maltese, English	Maltese	Valetta		
Republic of Moldova	MDA / MDL	leu (pl. lei)/ban (pl. bani)	Moldovan	Moldovan	Moldovan	Chişinău	Tiraspol, Transnistria (region), Dniester (river)	Parlamentul
Monaco	MCO / EUR	euro/cent	Monégasque	French	Monégasque	Monaco Monte Carlo		Conseil National
Montenegro	MNE / EUR	euro/cent	Montenegrin	Montenegrin	Montenegrin	Podgorica		
Netherlands*	NLD / EUR	euro/cent	Dutch	Dutch	Dutch	The Hague	Amsterdam, Maastricht	Staten Generaal
Norway	NOR / NOK	kroner	Norwegian	Norwegian	Norwegian	Oslo		Storting
Poland*	POL / PLN	zloty	Pole	Polish	Polish	Warsaw	Cracow Wrocław	Sejm (lower chamber)
Portugal*	PRT / EUR	euro/cent	Portuguese	Portuguese	Portuguese	Lisbon		Assembleia da Republica

State	ISO codes Country/Currency	Currency and subunit	Citizen	Language(s)	Adjective(s)	Capital city	Other place names	Parliament (diacritics inexact)
Romania*	ROU / RON	leu (pl. lei)/ban (pl. bani)	Romanian	Romanian	Romanian	Bucharest	Timișoara	Parlament
Russian Federation	RUS / RUB	rouble/kopek	Russian	Russian	Russian	Moscow	St Petersburg, Grozny, Caucasus (Northern/Southern)	Duma
San Marino	SMR / EUR	euro/cent	San Mari- nese	Italian	San Marinese	San Marino		Consiglio Grande e Generale
Serbia	SRB / RSD	Serbian dinar	Serbian	Serbian	Serbian	Belgrade	Kosovo, Vojvodina, Pristina	
Slovak Republic*	SVK / SKK	koruna	Slovak	Slovakian	Slovakian	Bratislava		Narodna Rada Slovenskej Repub- liky
Slovenia*	SVN / EUR	euro/cent	Slovene	Slovenian	Slovenian	Ljubljana		Drzavni Zbor
Spain*	ESP / EUR	euro/cent	Spaniard	Spanish, Catalan, Basque, Gali- cian	Spanish	Madrid	Barcelona, San Sebastian, Basque Country, Catalonia	Las Cortes Generales
Sweden*	SWE / SEK	krona (pl. kronor)/öre	Swede	Swedish	Swedish	Stockholm	Göteborg	Riksdag
Switzerland	CHE / CHF	franc/centime	Swiss	French, German, Italian, Ro- mansh	Swiss	Bern	Basel, Geneva, Lausanne, Lucerne, Zurich	Federal Assembly Bundesversammlung Assemblée Fédérale Assemblea Federale
“The former Yugoslav Republic of Macedonia”	MKD / MKD	denar/deni	Macedonian	Macedonian	Macedonian	Skopje		Sobranie
Turkey	TUR / TRY	lira	Turk	Turkish	Turkish	Ankara	İzmir, Istanbul	Türkiye Büyük Millet Meclisi
Ukraine	UKR / UAH	hryvnia	Ukrainian	Ukrainian	Ukrainian	Kyiv	Chernobyl	Verkhovna Rada
United Kingdom*	GBR / GBP	pound/penny (pl.: pence)	British	English	British	London		Parliament

* indicates that the country is also a member state of the European Union.

Appendix 1b: other relevant states

State	ISO codes Country/Currency	Currency & subunit	Citizen	Language(s)	Adjective	Capital city	Other place names	Parliament
Belarus	BLR / BYR	rouble/kopek	Belarusian	Belarusian	Belarusian	Minsk		National Assembly (bicameral: House of Representatives and Senate)
Canada [§]	CAN / CAD	dollar/cent	Canadian	English, French	Canadian	Ottawa	Montreal, Quebec, Toronto	Parliament (bicameral: House of Commons and Senate)
Holy See [*]	VAT / EUR	euro/cent	–	Latin	Vatican; of the Vatican	Vatican City	–	–
Israel [§]	ISR / ILS	new Israeli shekel	Israeli	Hebrew	Israeli	Jerusalem	Tel Aviv, Bey West Bank, Gaza Strip, Golan Heights	Knesset (unicameral)
Japan [*]	JPN / JPY	yen	Japanese	Japanese	Japanese	Tokyo	Kyoto	Kokkai or Diet (bicameral: Shugi-in (House of Representatives), Sangi-in (House of Councillors))
Jordan,[#] Hashemite Kingdom of	JOR / JOD	dinar	Jordanian	Arabic	Jordanian	Amman		Parliament (bicameral: Chamber of Deputies and Senate)
Kyrgyzstan [#]	KGZ / KGS	som	Kyrgyz	Kyrgyz, Russian	Kyrgyz	Bishkek		Supreme Council (bicameral: Legislative Assembly, Assembly of People's Representatives)
Mexico [§]	MEX / MXN	peso	Mexican	Spanish	Mexican	Mexico City	Cancún	National Congress (bicameral: Federal Chamber of Deputies, Senate)
Morocco,[#] Kingdom of	MAR / MAD	dihram	Moroccan	Arabic, Berber	Moroccan	Rabat	Casablanca	Parliament (bicameral: House of Representatives, House of Councillors)
Palestine [#]	PSE / –	–	Palestinian	Arabic	Palestinian	Jerusalem (East)	Ramallah (administrative centre)	National Council
United States of America [*]	USA / USD	dollar/cent	American	English	American	Washington DC		Congress (bicameral: House of Representatives, Senate)

* State observer to the Committee of Ministers of the Council of Europe.

§ National parliaments observers to the Parliamentary Assembly of the Council of Europe.

PACE partner for democracy

Appendix 2: common acronyms and initialisms

Aids	Initial capital only
ALDE	Alliance of Liberals and Democrats for Europe (PACE political group, formerly Liberal, Democratic and Reformers Group – LDR, below)
ALECSO	Arab League Educational, Cultural and Scientific Organization
Althea	EU-Althea military deployment in Bosnia and Herzegovina to oversee the military implementation of the Dayton Agreement
BRIC	BRIC countries: Brazil, Russia, India and China, the four largest economies of the developing world
CAHDI	Committee of Legal Advisers on Public International Law
Cahmin	Ad hoc Committee for the Protection of National Minorities (set up by the Vienna Summit)
Cahteh	Ad hoc Committee on Action against Trafficking in Human Beings
CAP	Common Agricultural Policy
CCET	Centre for Co-operation with Economies in Transition
CDCC	Council for Cultural Co-operation. In French: Conseil de la coopération culturelle
CD-Rom	Compact Disc – Read only memory (cannot be written to)
CE/BCE	Common Era, Before Common Era, sometimes used as a politically correct alternative to BC and AD
CEB	Council of Europe Development Bank (formerly Social Development Fund)
Cedaw	Convention on the Elimination of All Forms of Discrimination against Women – UN convention (1979)
CEFTA	Central European Free Trade Agreement
CEI	Central European Initiative
CEMAT	Council of Europe Conference of Ministers responsible for Spatial/Regional Planning
CEPEJ	European Commission for the Efficiency of Justice
CETS	Council of Europe Treaty Series (CETS No. 194 and following). <i>See CETS/ETS</i> , on page 23
CFSP	Common Foreign and Security Policy
CIS	Commonwealth of Independent States. Member states are: Armenia, Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan, Moldova, the Russian Federation, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan. Now they apparently prefer to be called EECCA countries (eastern Europe, Caucasian and central Asian)
CLRAE	This abbreviation for the Congress of Local and Regional Authorities of the Council of Europe was dropped in a Bureau decision on 14 October 2003. Now abbreviated to “the Congress”.
CODEXTER	Committee of Experts on Terrorism, replaced the Multidisciplinary Group on International Action Against Terrorism (GMT) in 2003
CoE	Do not abbreviate “Council of Europe” to “the Council” or to “CoE”. Prefer “the Organisation”.
Comecon	Council for Mutual Economic Assistance. Lower case, initial capitals
COP	Abbreviation to denote “Conference of the Parties to the United Nations Framework Convention on Climate Change”, usually followed by a number (most recent in Paris, 2015: COP21)
CPT	European Committee for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment. Not to be used when referring to the Convention for the Prevention of Torture
CSCM	Conference on Security and Co-operation in the Mediterranean
DTP	Desktop publishing. Computer-based typesetting systems or software offering many of the functions of professional phototypesetting systems. French: “PAO” – <i>publication assistée par ordinateur</i>
EAR	European Agency for Reconstruction
EBRD	European Bank for Reconstruction and Development. Capital B for Bank when used alone
EC	See EU, below
ECHR	Avoid use of this abbreviation for both the “European Convention on Human Rights” and the “European Court of Human Rights”. For the latter, prefer “the Court” or “the European Court”, and prefer “the Convention” for the former. <i>See court</i>, on page 24, and next entry. It is sometimes used in bibliographies when referring to a volume of the European Court of Human Rights publication of judgments and reports – e.g. ECHR 2000-X, which may be left if usage is clear and consistent.
ECtHR	This abbreviation for the European Court of Human Rights is found in some literature but has no standing with the Court itself. Prefer a full reference followed by “the Court” or “the European Court”.
ECRI	European Commission against Racism and Intolerance
ecu	European currency unit (superseded by the euro.) Lower case, plural “ecus”
ECDC	European Centre for Disease Prevention and Control
EDG	European Democrat Group (political group in the PACE). NOT “Democratic”
EDQM	European Directorate for the Quality of Medicines & HealthCare
EEA	European Economic Area (not Space)

EFTA	European Free Trade Association
EMS	European Monetary System
EMU	Economic Monetary Union
EPO	European Patent Organisation. Secretariat called the European Patent Office. The abbreviations “EPOrg” and “EPOff” are sometimes used to avoid confusion
EPP/CD	Group of the European People’s Party (political group in the PACE)
ERM	Exchange Rate Mechanism
ESDA	European Security and Defence Assembly (formerly the Assembly of the WEU)
ESDP	European Security and Defence Policy
ETS	See CETS/ETS , on page 23
EU	European Union. Since 1 November 1993; formerly the European Community. Should be referred to in full the first time it is mentioned. “EU” or “the Union” may be used for variety thereafter, except in very formal contexts. See also FAQs 2.2. Acronyms and initialisms , on page 8
EUFOR	EU-NATO force in Bosnia and Herzegovina. Took over from Sfor on 2 December 2004
EUR-OPA	Open Partial Agreement on the Prevention of, Protection Against, and Organisation of Relief in Major Natural and Technological Disasters (known as the EUR-OPA Major Hazards Agreement)
EUREKA	Pan-European research and development funding and co-ordination organisation (abbreviated as “E!”)
Eurimages	European Support Fund for the Co-production and Distribution of Creative Cinematographic and Audio-visual Works
Europol	European Police Office. European Union law-enforcement organisation that handles criminal intelligence
FAO	Food and Agriculture Organization of the United Nations, set up in Rome in 1945
FCNM	Framework Convention for the Protection of National Minorities; short form: the Framework Convention
Frontex	European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union
FRY	Federal Republic of Yugoslavia – see Yugoslavia , on page 40
FYROM	Unacceptable in Council of Europe documents and publications. Only the full form (“the former Yugoslav Republic of Macedonia”) should be used. “The” only takes a capital ‘T’ when the country is part of a vertical list or at the beginning of a sentence. In alphabetical lists, it should always be placed under “t” (for “the”). See Macedonia , on page 31.
GRECO	Group of States against Corruption
GRETA	Group of Experts on Action against Trafficking in Human Beings
GREVIO	Group of Experts on Action against Violence against Women and Domestic Violence
HIV	Human immunodeficiency virus. All capitals. See also “Aids”, above
IAEA	International Atomic Energy Agency
IATA	International Air Transport Association
IBRD	International Bank for Reconstruction and Development (part of the World Bank Group)
ICANN	Internet Corporation for Assigned Names and Numbers
ICAO	International Civil Aviation Organization
ICC	International Criminal Court, in The Hague. Set up by the Rome Statute 1 July 2002
ICPO-Interpol	International Criminal Police Organization-Interpol
ICT	Information and Communication Technology. Plural ICTs.
ICTY	International Criminal Tribunal for the former Yugoslavia, in The Hague
IDA	International Development Association
IDPs	Internally displaced persons
Ifad	International Fund for Agricultural Development
IFC	International Finance Corporation
ifor	The Multinational Military Implementation Force
IGO	International Governmental Agency
IID	International Institute for Democracy
IIDH	International Institute for Human Rights
ILO	International Labour Organization (Secretariat of the ILO is the International Labour Office (not abbreviated) – be wary of confusing the two)
IMF	International Monetary Fund
IMO	International Maritime Organization
IMS	International Monetary System
INGO	International non-governmental organisation

Instraw	International Research and Training Institute for the Advancement of Women
Interpol	See ICPO-Interpol, above
IOF	International Organisation of the Francophonie
IOM	International Organization for Migration
IPU	Inter-Parliamentary Union
IRA	Irish Republican Army
ISBN	International Standard Book Number. All the Council of Europe's commercial publications have one. ISBNs have 13 digits in five groups and are usually printed with separators, either with dashes: 978-92-871-1981-3 (the style preferred in-house); or spaces: 0 226 10390 0. The ISBN should appear on the imprint page together with copyright information and country of printing, and on the back cover
ISESCO	Islamic Educational, Scientific and Cultural Organization
ISSN	International Standard Serial Number: an eight-digit number which identifies periodical publications as such, including electronic serials
ITU	International Telecommunication Union
Kfor	Kosovo Force, NATO-led international security force. Not to be confused with Sfor
LDR	Liberal, Democratic and Reformers' Group. Former political group in the PACE; see ALDE, above
LGBT	Lesbian, gay, bisexual, transgender. Variations include LGBTI (Intersex), LGBTQ (Queer or Questioning) and LGBTQA (Asexual), or combinations of these and more.
MAI	Multilateral Agreement on Investment
MONEYVAL	Committee of Experts on the Evaluation of Anti-Money Laundering Measures and the Financing of Terrorism
MoU	Memorandum of Understanding
MSF	Médecins sans frontières. No italics; initial capital on Médecins only. Informally referred to as "the French doctors". Do not confuse with Médecins du monde
NACSE	North Atlantic Conference on Security in Europe
NASA	National Aeronautics and Space Administration
NATO	North Atlantic Treaty Organization
NEET(s)	Abbreviation describing a person n ot in e ducation, e mployment or t raining, in that order.
NGO	Non-governmental organisation; plural NGOs
NICTs	New information and communication technologies
OAS	Organization of American States
ODIHR	Office for Democratic Institutions and Human Rights – usually associated with OSCE (OSCE/ODIHR)
OECD	Organisation for Economic Co-operation and Development
OHCHR	Office of the United Nations High Commissioner for Human Rights
OIC	Organization of the Islamic Conference
OSCE	Organization for Security and Co-operation in Europe
PACE	Parliamentary Assembly of the Council of Europe
PFP	Partnership for Peace. NATO defence co-operation programme
Phare Programme	Initial capitals only. One of three pre-accession instruments financed by the European Union. Originally: "Poland and Hungary: Assistance for Restructuring their Economies". "Phare" is French for lighthouse
PISG	Provisional Institutions of Self-Government (Kosovo). Takes initial capitals
PKK	Kurdistan Workers' Party
RCC	Regional Cooperation Council. Replaced the Stability Pact for South Eastern Europe in 2008
Sars	Severe acute respiratory syndrome
SEE	South-East Europe
SEEMO	South East Europe Media Organisation (based in Vienna)
Sfor	Stabilization Force; NATO-led international stabilisation force in Bosnia and Herzegovina; replaced by Eufor on 2 December 2004. Not to be confused with Kfor
SMEs	Small and medium-sized enterprises
SOC	Socialist Group (political group in the PACE)
TACIS	Technical Aid to the Commonwealth of Independent States. A foreign and technical assistance programme implemented by the European Commission to help members of the Commonwealth of Independent States (and Mongolia), in their transition to democratic market-oriented economies
TRNC	Turkish Republic of Northern Cyprus, recognised only by Turkey
UEL	Unified European Left (political group in the PACE)
UNAIDS	Joint United Nations Programme on HIV/AIDS
UNCHS	United Nations Centre for Human Settlements (Habitat)

UNCTAD	United Nations Conference on Trade and Development
UNDOF	United Nations Disengagement Observer Force
UNDP	United Nations Development Programme
UNDRO	Office of the United Nations Disaster Relief Co-ordinator
UNECE	United Nations Economic Commission for Europe
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFCCC	United Nations Framework Convention on Climate Change (Conference of the Parties to the UNFCCC known as COP 1, 2, etc.)
UNFICYP	United Nations Peacekeeping Force in Cyprus
UNFPA	United Nations Fund for Population Activities
UNHCR	Office of the United Nations High Commissioner for Refugees
UNICEF	United Nations International Children's Emergency Fund
UNIDIR	United Nations Institute for Disarmament Research
UNIDO	United Nations Industrial Development Organization
UNIFIL	United Nations Interim Force in Lebanon
UNITAR	United Nations Institute for Training and Research
UNMIK	United Nations Interim Administration Mission in Kosovo
UNMOGIP	United Nations Military Observer Group in India and Pakistan
UNODC	United Nations Office on Drugs and Crime (abbreviated to Office on Drugs and Crime)
Unprofor	United Nations Protection Force
UNRISD	United Nations Research Institute for Social Development
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East
UNSO	United Nations Sudano-Sahelian Office
UNTSO	United Nations Truce Supervision Organization
UNU	United Nations University
UNV	United Nations Volunteers
UPU	Universal Postal Union
USSR	Prefer Soviet Union, but USSR is allowed for variety
WADA	World Anti-doping Agency
WCO	World Customs Organization
WEU	Western European Union – officially closed on 30 June 2011
WHA	World Health Assembly – the governing body of WHO
WHO	World Health Organization. To avoid confusion with the rock band, do not use the definite article
WIPO	World Intellectual Property Organization
WTO	World Trade Organization
WWF	World Wide Fund for Nature (changed from "World Wildlife Fund" in 1986)

Appendix 3: commonly used foreign words, Latinisms and a few abbr.

Foreign words are usually italicised in English, but can be written in roman if they are very commonly used. This appendix gives a short list of common examples, their meanings and whether or not they should be italicised. For anything not in this list, refer first to the *Oxford Dictionary for Writers and Editors*, reference on page 7.

Word	Meaning and use	Typographical indications
a contrario	(Latin) "by or from contraries", used of an argument based on contrast.	Roman, two words
a fortiori	(Latin) "with a yet stronger reason than a conclusion previously accepted"	Roman, two words
a posteriori	(Latin) "proceeding from experiences to the deduction of probable causes"	Roman
a priori	(Latin) "based on deduction rather than observation"	Roman
ad hoc	(Latin) "for this purpose"	Roman
avant-garde	(French) "advanced guard"; avant-gardist, avant-gardism	Roman, hyphenated
bona fide	(Latin) "genuine, real"	Roman
cf.	Abbr. of <i>confer</i> (Latin) "compare with"	Roman
<i>de facto</i>	(Latin) "in actual fact"	Italics
<i>de jure</i>	(Latin) "rightfully, by right"	Italics
e.g.	Abbr. of <i>exempli gratia</i> (Latin) "for example"	Comma before Full form: italics, abbr.: roman
et al.	Abbr. of <i>et alii</i> (Latin) "and others"	Full form: italics, abbr.: roman
etc.	Abbr. of <i>et cetera</i> (Latin) "and other things"	Roman, comma before. Avoid "&c.". See <i>etc.</i> , on page 27
<i>ex officio</i>	(Latin) "by virtue of one's status or position"	Italics
<i>ex parte</i>	(Latin) "in the interests of one party only"	Italics
<i>ex post factum</i>	(Latin) "after the fact"	Italics
ff.	"folios", "following pages"; prefer to <i>et seq.</i>	Roman
<i>forum non conveniens</i>	(Latin) "forum not agreeing". Discretionary power that allows courts to dismiss a case where another court is better suited to hear the case	Italics
glasnost	(Russian) "publicity", "openness". An official policy of the former Soviet Union emphasising candour with regard to discussion of social problems and shortcomings	Roman, no initial capital
habeas corpus	A writ requiring a person to be brought before court; abbr. "hab. corp."	Roman
i.e.	Abbr. of <i>id est</i> (Latin) "that is", "namely". Prefer either of these two unless space is a big concern	Comma before Full form: italics, abbr.: roman
ibid.	Abbr. of <i>ibidem</i> (Latin) "in the same source". Used to avoid repetition of a reference (strictly speaking only the title of a work, but the author's name can be presumed) in bibliographic matter when citing more than one identical work in uninterrupted succession. Prefer abbreviation	Full form: italics, abbr.: roman
<i>idem</i>	(Latin) "the same person". Used to avoid repetition of an author's name in bibliographic matter when citing more than one identical author in uninterrupted succession. Prefer the full form to the abbreviation "id.", which is less common	Full form: italics, abbr.: roman
in camera	not in open court	Roman
<i>in absentia</i>	(Latin) in his/her/their absence	Italics
<i>in re</i>	(Latin) in the legal case of; with regard to	Italics

Word	Meaning and use	Typographical indications
<i>in situ</i>	(Latin) "in position"	Italics
<i>infra</i>	(Latin) "below". Should be avoided in bibliographical matter for the same reasons as "op. cit." and " <i>supra</i> ", below. English equivalent is perfectly satisfactory in other situations	Italics
<i>inter alia</i>	(Latin) "among other things"	Italics, comma before
<i>intra vires</i>	(Latin) "within one's power"	Italics
<i>ipso facto</i>	(Latin) "by the very fact or act"	Italics
<i>ius/jus</i>	(Latin) "law"	Italics. Spelling correct with either "i" or "j"
jihad	(Arabic) A Muslim holy war or spiritual struggle against infidels. A crusade or struggle	Roman, lower case. Variant spelling "jehad"
<i>laissez-aller</i>	(French) "absence of restraint"	Roman, hyphenated, not "laisser"
<i>laissez-faire</i>	(French) "let things take their own course"	Roman, hyphenated, not "laisser"
<i>laissez-passer</i>	(French) "pass, permit", not "laisser"	Roman, hyphenated, not "laisser"
loc. cit.	Abbr. of <i>loco citato</i> (Latin) "in the cited place". Used to avoid repeating a reference to a specific location in a work. This is often misused and misunderstood, so should be avoided; the indication is very specific, and therefore of limited use to the reader in any case.	Full form: italics, abbr.: roman
modus operandi	(Latin) "way of doing something", pl. <i>modi operandi</i> . Abbr. "MO"	Roman
<i>mutatis mutandis</i>	(Latin) "making necessary alterations while not affecting the main point"	Italics
NB	Abbr. of <i>nota bene</i> (Latin) "mark well"	Roman, upper case, not followed by any punctuation
<i>oblast</i>	(Russian) An administrative territorial division within Russia and other former Soviet republics, including Ukraine and Kyrgyzstan	Italics. Ex: Kaliningrad <i>oblast</i>
op. cit.	Abbr. of <i>opere citato</i> (Latin) "in the work quoted". Used to avoid repeating a complete bibliographic reference, but should be avoided as it gives no indication where the initial reference is to be found. See FAQs 3. Bibliographies , on page 9, for more details.	Roman
p., pp.	Abbr. of "page", plural "pp."	Roman
<i>par excellence</i>	(French) "pre-eminently"	Roman
<i>per se</i>	(Latin) "intrinsically"	Roman
perestroika	(in the former USSR) reform of the economic and political system	Roman
<i>post factum</i>	(Latin) "after the fact"	Italics
<i>prima facie</i>	(Latin) "from the first impression"	Roman
<i>procès-verbal</i>	(French) "written report of proceedings"; pl. " <i>procès-verbaux</i> "	Italics, hyphenate
<i>pro forma</i>	(Latin) "done as a matter of form"	Roman, two words, no hyphen
<i>quid pro quo</i>	(Latin) "something for something"; a favour or advantage in return	Roman, plural with "s" (~ quos)
<i>raison d'être</i>	(French) "purpose"	Italics
rapprochement	(French) establishment of harmonious relations	Roman
realpolitik	(German) "politics based on realities and material needs, rather than on morals or ideals"	No capital, roman
<i>res judicata</i>	(Latin) "having already decided"	Roman
<i>sensu stricto</i>	(Latin) "strictly speaking, in the narrow sense" NB the French say " <i>stricto sensu</i> "	Italics
<i>sine qua non</i>	(Latin) "an indispensable condition". Used as a noun	Roman
<i>supra</i>	(Latin) "above". Essentially the same as "op. cit.", above, and should therefore be avoided in bibliographical matter. English equivalent is perfectly satisfactory in other situations	Italics

Word	Meaning and use	Typographical indications
versus	(Latin) "against"; abbr. "v." (prefer to "vs")	Roman
vice versa	(Latin) "the order being reversed"	Roman, no hyphen or accent
vis-à-vis	(French) "in relation to"	Roman
viz	Contraction of <i>videlicet</i> (Latin), "namely". No full stop. Prefer "namely"	Roman, comma before

Appendix 4: notes

A series of horizontal dotted lines for taking notes.

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The Council of Europe is the continent's leading human rights organisation. It comprises 47 member states, 28 of which are members of the European Union. All Council of Europe member states have signed up to the European Convention on Human Rights, a treaty designed to protect human rights, democracy and the rule of law. The European Court of Human Rights oversees the implementation of the Convention in the member states.