

COUNCIL OF EUROPE
ENGLISH
STYLE GUIDE



Better English and style,
in print and online

2021

COUNCIL OF EUROPE
ENGLISH
STYLE GUIDE
2021

Editorial Unit
Documents and Publications
Production Department
(SPDP)
Council of Europe

French edition:

Typomémo – Mémento typographique français 2021

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 “Resources” 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 ([FAQ 1. Sources and 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.

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 help 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 2021” in the subject line: SPDP.Editorial-Unit@coe.int.

Changes since the previous edition

All significant changes since the previous edition (2017) 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 (4th edn)***
Butcher J., Cambridge University Press, Cambridge
- ***Fowler's Dictionary of 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 meaning of foreign words and whether to use italics.
- ***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.

- ***European Union Interinstitutional style guide***
Publications Office of the European Union, <http://publications.europa.eu/code/en/en-000100.htm>.
- ***English Style Guide – A handbook for authors and translators in the European Commission***
European Commission, https://ec.europa.eu/info/sites/info/files/styleguide_english_dgt_en.pdf.
- ***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 Combinatory Dictionary of English**
Benson M. et al. (2010), John Benjamins Publishing Co., Amsterdam
- **Grammar Girl's Quick and Dirty Tips for Better Writing**
Fogarty M. (2008), Holt, New York. See also: www.quickanddirtytips.com/education/grammar

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: semantic-pace.net
- HUDOC (European Court of Human Rights case law database): <http://hudoc.echr.coe.int/>
- Congress of Local and Regional Authorities: www.coe.int/en/web/congress/adopted-texts

Other style guides

- *The Guardian* and *Observer* style guide: www.guardian.co.uk/styleguide
- The BBC News Style Guide (2003): <http://www.bbc.co.uk/newsstyleguide/>
- *Elements of Style* (William Strunk, Jr.): www.bartleby.com/141/

Online dictionaries

- *Oxford Dictionaries* (free online version): www.lexico.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: <https://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

- *Atlappedia.com*: www.atlappedia.com
- *Infoplease.com* – atlas: www.infoplease.com/atlas
- *CIA World Factbook*: www.cia.gov/the-world-factbook/countries/world/

Specialist sites

- Chartered Institute of Editing and Proofreading: <https://www.ciep.uk/>

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 10.

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 syndrome 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 they are used as a modifier.

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 55, 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 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 61, 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 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.

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

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

For more 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 punctuation 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 no author/editor can be identified, put the title of the work first.

If no date is available, insert "n.d." (no date) in parentheses (e.g. Smiff (n.d.)).

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, on page 10).

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 38). 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. "References" and/or "Bibliography"

Three types of list exist:

- 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, and vice-versa;
- 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);
- a hybrid "**Bibliography**" combining the two previous lists under two separate sub-headings: "**References**" and "**Further reading**".

Make sure to separate references and generally related titles into appropriately labelled lists. Grouping them all in one list is sloppy, imprecise and potentially confusing for the reader.

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*, on page 10, and *3.7. Niceties of presenting bibliographies*, below.

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 FAQ 5. Footnotes and endnotes*, on page 14.

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 61, 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, no punctuation after) and information on the larger work:

- Author (date), “**Title**”, in Author/editor, *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.

3.7.3. Periodicals

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

Smiff 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 [FAQ 4.3. Capitalisation in bibliographies](#), on page 14.

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, the original-language edition may be specified 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.homelando.org/NANF.html, accessed 1 December 2018.**

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.

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; if readers have the exact title or reference of a document, however, they have a good chance of finding it elsewhere.

3.7.9. Shortening URLs

Long URLs are unsightly, illegible and impractical. Fortunately, there are a number of reliable URL shorteners out there (Bitly, TinyURL, Is.gd and Bit.do; Goo.gl used to be a popular option, but has been discontinued). Options include creating an account with your preferred provider, link customisation, real-time statistics and browser extensions, to name but a few. Authors are encouraged to explore the possibilities this technique offers.

4. Capitalisation

There is a trend in British English 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 38).

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, legal instrument, article, session or geographical formations such as rivers, mountains, 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 *FAQ 4.3. Capitalisation in bibliographies*, on page 14).

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 on Protecting Refugee and Migrant Children in 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;

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).

The use of an acronym/initialism does not justify the use of initial capitals in the full form when none of the words used would otherwise require initial capitals (e.g. information and communication technologies, ICTs).

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 (e.g. State Party to the European Convention on Human Rights).

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 an explanatory memorandum/report relating directly to such a text (see [explanatory memorandum/report](#), on page 33).

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 [Parliamentary] Assembly; the Bureau [of the Parliamentary Assembly]. See the alphabetical listing for other exceptions.

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: “Damien Abad, 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 (see [FAQ 8.6. Dashes](#), on page 17).

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. Capitalisation in bibliographies

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 38). The titles of newspapers and journals should keep the capitals of their registered name.

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. Avoid entirely on title pages, headings, display elements and so on.

Keep footnotes in tables to a minimum. Notes in tables should be referenced using 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.

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 [FAQ 3. Bibliographies](#), on page 10). This style should be consistently applied throughout, 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 clearly 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

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, as necessary.

7. Numbers, figures, numerals

7.1. House style

For cardinals and ordinals, set one to nine in letters, 10 and after in figures. 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.

1. For more information on the use of footnotes and endnotes, see [Butcher](#), on page 7.

Avoid starting a sentence with a figure. For example, say “The year 1988 was momentous”, instead of “1988 was a momentous year ...”; “Some 48 people were involved ...”, instead of “48 people were involved ...”

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.

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.”) and should be brought into line with general practice in any publications not emanating from the Court itself.

For millions or billions, use the figure followed by the word “million” or “billion”. The figure 1 billion means 10^9 (1 000 000 000); the dated usage of “billion” for 10^{12} should not be followed.

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

7.2. Special cases and exceptions

Ages, quantities, dimensions, units: always given in figures (especially before an abbreviation): children aged 5 and above, 6 kg, 3 metres, 9 tonnes.

Centuries: Ordinals denoting centuries, should always be in figures (e.g. 19th century). [See FAQ 10.3. Superscript, subscript](#), on page 19.

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

Percentages: prefer the symbol “%” (or “‰” for per mille, ‰ for per myriad), no space between the figure and the symbol; in words write “per cent”, “per mille” or “per myriad” (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 perceived as 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: use figures with degree symbol for temperature, alcohol content, angles and latitude and longitude: 25°C, Strasbourg is 48° 34’ 24” N by 7° 45’ 8” E.

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” in some cases; 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 in English-language texts.

8.1. Quotation marks

Use typographic, double quotation marks, i.e. double “smart quotes”, not ‘single’ or “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”.

Set titles of articles in periodicals and chapters in books 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 31.

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. For example: "the aim of the [European Social] Charter is ...".

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

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), unless you wish to indicate a pause at the end of reported speech ("suspension points"). Do not use enclosing 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 – when 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 FAQ 8.6. Dashes](#), below);
- separate hours and minutes (8:30 a.m.; [see dates and time](#), on page 30);
- indicate page numbers in an author–date reference (Smiff 2018: 25; [see FAQ 3. Bibliographies](#), on page 10).

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].

Hyphens are 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 activated).

En-dashes are 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") between two nouns: "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 ([see FAQ 3.4. How to compile a bibliography](#), on page 10).

9. Spelling

Consult the latest edition of the *Oxford Dictionary of English* (or www.lexico.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.

Internet search results can indicate predominant, if not necessarily correct, usage. Use with caution.

Use British English, not American (e.g. *honour, labour, paediatrics, sceptical, traveller, combating* v. *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;
- 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, memorandums* v. *fora, 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, such as co-production;
- where the second element of a compound word takes a capital: pan-European, anti-Maastricht;
- with compound adjectives, 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” (“a happily married couple”);
- 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 *FAQ 8.6. Dashes*, on page 17.

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, “cyber” and “inter” are 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 *multi-*, on page 38.

10. Text formatting

10.1. Italics

Text can be formatted as either roman (upright) or italics, a sloping style of typeface.

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 61 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 set 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 case name in roman, [see court cases](#), on page 29.

The titles of books, periodicals, journals, plays, poems, films, songs and online encyclopedias (such as *Wikipedia*) are italicised, as are ship names and biological names ([see biological names](#), on page 26). For more on the use of italics in bibliographies, [see FAQ 3. Bibliographies](#), on page 10.

Parentheses: when all of a passage 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 set 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. Use bold for headings and table headers.

10.3. Superscript, subscript

Superscript type is primarily used for footnote/endnote cues in Council of Europe publications ([see FAQ 5. Footnotes and endnotes](#), on page 14), but both superscript and subscript type can obviously be used in mathematical, chemical or other formulas where appropriate. Other abbreviations may be defined in context.

Do not use superscript for ordinals (1st, 2nd, 3rd) or abbreviations/contractions (Dr, Mr, Mrs). If necessary, adjust the default settings of any automatic formatting options in the word-processing software in use.

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 used 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.

Never allow line breaks at the end of a page, or 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 (e.g. “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 [FAQ 8.6. Dashes](#), on page 17.

11.2. Syllable division

Word division should correspond as closely as possible to syllable division (*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 (*bath|tub, rain|bow*); or divide at a prefix or suffix (*help|less, in|dent*). This applies unless the division is contrary to accepted pronunciation (*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 (*insti|gate, repli|cate*) or between two vowels or consonants that are pronounced separately (*conster|nate, initi|late*).

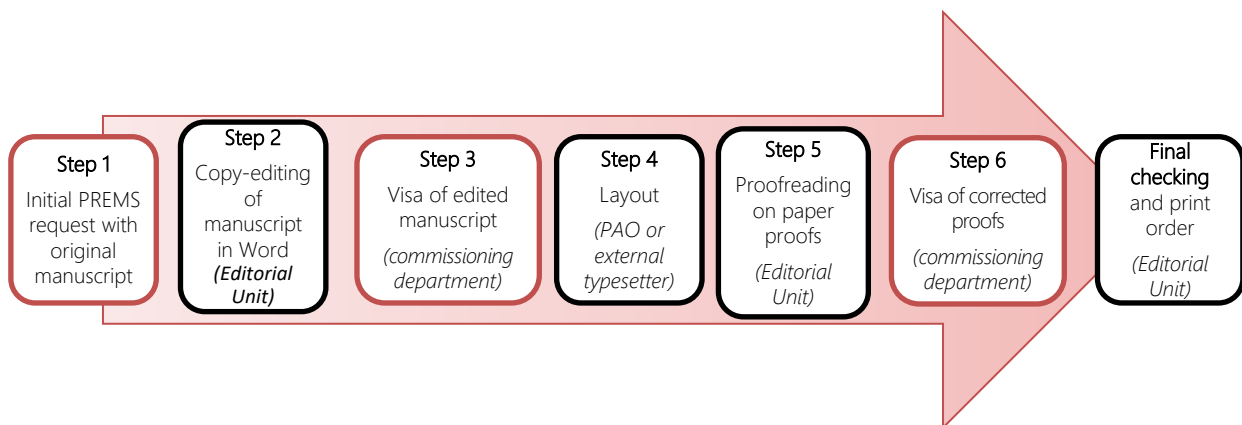
Do not:

- 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 existing punctuation (hyphens, slashes, underscores or full stops), ensuring that no soft hyphen is added;
- divide numbers in figures, even at decimal points; spaces between thousands must be non-breaking;
- separate numbers and abbreviated units across lines.

12. Helpful information for commissioning departments

This section contains general information on the production of ISBN publications at the Council of Europe (see Figure 1, below), but which may also apply to other production processes. Feel free to contact the [Editorial Unit](#) for more information, before starting the process or at any stage of production.

Figure 1: Publication production process (simplified)



12.1. How to visa a manuscript with corrections in Word (Step 3)

The Editorial Unit sends the corrected manuscript (Word file) to the commissioning department by e-mail or via the prepress management system (PREMS). This file has the copy-editor's corrections in "Track Changes" and any queries or comments for the authors. Additional notes and queries may be provided in a separate file.

The commissioning department's task is to review the proposed changes, answer any questions and send a "clean" file, without Track Changes or comments, back to the Editorial Unit. The following instructions will help you do this.

12.1.1. Corrections in Track Changes

The modifications in Track Changes are the professional copy-editor's proposed grammatical, stylistic or factual corrections. They are based on linguistic and industry standards and Council of Europe practice. The first step is to "reject" any changes you cannot agree with. This will then allow you to accept all of the remaining changes with one click ("Accept all Changes in Document"). Once you have dealt with the Track Changes, address any comments or queries.

12.1.2. Comments

Copy-editors often encounter questions they cannot answer alone because they reflect the author's intentions. They usually ask the author to clarify ambiguous points (unexplained acronyms, incomplete or missing references, inconsistencies, contradictions, factual or linguistic issues, etc.). Delete all comments once finished.

Once all the Track Changes and comments have been removed from the file, it should be renamed (file name + "visad") and then sent to the Editorial Unit by e-mail (SPDP.Editorial-Unit@coe.int) or via PREMS.

Important: any issues relating to the text, images, charts or other illustrations must be resolved before sending the manuscript for layout. Extensive changes cannot be made after layout, so make sure that you only send the finalised manuscript back to the Editorial Unit. **Contact the Editorial Unit if in doubt.**

12.2. How to visa first proofs on paper (Step 6)

The finalised manuscript goes to a typesetter for layout according to the specifications and visual identity of the Organisation. After layout, the typesetter provides the Editorial Unit with the first proofs. A professional proofreader then proofreads the first proofs on paper. The commissioning department must then visa the proposed modifications.

The Editorial Unit will send the proofread paper copy of the first proofs – with the proofreader's corrections, comments and questions – to the commissioning department. Please go through the document, marking any additional corrections or crossing out those that you reject. Help us distinguish your corrections from the proofreader's (e.g. use a different colour pen). Please return the visa'd proofs in a timely manner. Delays at this stage cannot be made up later and may compromise your deadline.

Important: author's corrections (anything that is not the typesetter's fault, such as modifications to the text) at this stage are billed; they should only be made in cases of absolute necessity. Obvious errors must be corrected, but rewriting or restructuring the work at this stage is extremely costly and time consuming.

This is usually the last time the commissioning department will see the publication before printing. Inform the Editorial Unit if you want to check the next set of proofs, after correction.

12.3. Covers

12.3.1. How to write a back-cover blurb

All publications require a back-cover blurb, as this is usually a potential reader's first contact with a book and may determine whether they purchase it or not. It is also used to present your book on the Council of Europe online bookshop and catalogue (book.coe.int). Take advantage of the opportunity this space offers to sell your publication to potential readers!

Keep it short and to the point. Do not attempt to summarise the contents. There is no need to repeat the title. Above all, avoid specialist jargon, empty verbiage and administrative formulations such as: "in the

framework of Plan A”, “as part of Programme B”, “under the auspices of C”, “as advocated in the document D”, etc. None of this will entice the reader or contribute to increasing your readership.

Keep the blurb to 250 words or fewer. Generally, three paragraphs will do. The first paragraph “sets the scene”, describing a situation or problematic that the book will cover in some way. The rest of the blurb can explain how the book offers some insight into the problem. Prefaces, executive summaries, introductions and conclusions are good places to find this information.

Before writing your blurb, try to answer some of the following questions:

- Who is the book intended for?
- What is the problem/situation regarding the topic at hand?
- Why should the reader feel concerned?
- What solutions, insights or improvements does the book offer?
- What is the purpose of the publication?

Important: please submit your draft blurb along with the manuscript in your PREMS request, or at latest with the visa’d manuscript (12.1, above). It will be reviewed by the Editorial Unit before the cover is laid out. The cover must also receive a visa from the Directorate of Communications.

12.3.2. Cover visuals

Publication and document covers are laid out according to the visual identity of the Organisation. Only photos may be used to illustrate the cover, not drawings or abstract compositions. The commissioning department must choose a photo for the cover and submit it to the SPDP via PREMS. The Council of Europe has a subscription with Shutterstock.com, but photos from other sources may be suitable.

Important: make sure that you have permission to use the photo(s); copyright may apply. If in doubt, contact the Editorial Unit.

Alphabetical listing

A

abbreviations

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

above-mentioned

Two words, hyphenate.

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 (e.g. “Zurich”).

acquis

Italics (e.g. *acquis communautaire*). The EU or Community *acquis* is the whole body of EU legislation.

acronyms

See [FAQ 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 recent 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.
- 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, processes, projects, programmes 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 FAQ 4. Capitalisation](#), on page 13.

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. Consider: participant, decision maker, stakeholder, member, activist, advocate, proponent, leader, partner, associate, contributor, player, party, figure, professional, a person involved in, etc.

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.

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, Central and South America, not to the United States of America. [See USA](#), on page 46.

antigypsyism

antisemitism

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 "art."). Initial capital if followed by a number. [See act, legislative](#), on page 23, for more.

as well as

as well as ≠ **and** – "And" is a simple conjunction of elements, but "as well as" places greater emphasis on the expression preceding it than on the one following it, 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" and "also".

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 FAQ 9.1.1. When to hyphenate](#), on page 18.

B

Balkan Wars

Two wars in South-East Europe in 1912-13. Not the “war in the Balkans” ([see Yugoslav Wars](#), on page 47).

Baltic states

Estonia, Latvia, Lithuania.

banlieue(s)

French word for a suburb of a large city. No italics.

the Bar

BC

[See AD](#), on page 24.

Belarus

Formerly “Byelorussia”, name changed in 1992, but may be correct in a historical context. [See Appendix 1b: other relevant states](#), on page 52, 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 FAQ 3. Bibliographies](#), on page 10.

big data

big tech

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 abbreviations “BiH” and “B&H”. Grammatically singular, e.g. “Bosnia and Herzegovina is a country divided into two entities...” The two constituent entities are the Republika Srpska and the Federation of Bosnia and Herzegovina. The three peoples are the Bosniacs, 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 comprises England, Scotland and Wales.

budget

Generally lower case: 2015 budget. But Council of Europe Programme and Budget.

bureau (pl. bureaux)

C

campaign titles

See action plan, on page 24. *See also conferences*, on page 28.

capitalisation

See FAQ 4. Capitalisation, on page 13.

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 44.

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*, above.

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.

code

Upper case if part of a title. Prefer “Criminal Code” to “Penal Code”, which is a Gallicism. *See act, legislative*, on page 23.

“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 FAQ 9. Spelling – Hyphenation, on page 18.

conferences

The theme of a conference, seminar or symposium 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 24.

conflict of interest

Interest always singular. Plural: “conflicts of interest”.

Congress of Local and Regional Authorities of the Council of Europe

Short form: “the Congress”. Former name: “Congress of Local and Regional Authorities of Europe” (14 October 2003).

constitution

Lower case except when used with the name of a given country (e.g. “the Lithuanian Constitution” or “the Constitution of Lithuania”) or in a full title of a given document.

contracting states/parties

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”); lower case elsewhere.

convention

Initial capital only if part of a full title; lower-case in most circumstances. 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.

coronavirus**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.

counter-terrorism

Hyphenate.

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; at first mention it may be useful to provide 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) – short form “the Court of Justice”; formerly the Court of Justice of the European Communities;
- 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 “United Kingdom” and “Netherlands”. Initial capital on “Others”, e.g. *Smith and Others v. the Netherlands*. See also [FAQ 10. Text formatting](#), on page 19.

Covid-19

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) (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”).

cyber

This prefix almost never takes a hyphen in compound words (e.g. “cybercrime”, “cyberbullying”, etc.)

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.

cryptocurrency

One word, no hyphen.

D

Daesh

Avoid “Islamic State”, which implies some degree of legitimacy through statehood, unless as the “so-called ‘Islamic State’” or when introducing alternate names. Same for abbreviations such as ISIL (Islamic State of Iraq and the Levant) and ISIS (Islamic State of Iraq and Syria), which both imply statehood.

dashes

See [FAQ 8.6. Dashes](#), on page 17.

data

Treat as plural.

dates and time

Dates: in full: “Wednesday 28 November 2018” (no comma after day of the week or before the year, use numerals, not ordinals). Without the day: “28 November 2018”.

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 US 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 decades, insert an “s” after the year in figures, without an apostrophe (e.g. “the 1960s”).

For centuries, use figures, 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 25.

decimal points

The decimal is indicated by a point/full stop in English; replace any decimal commas (French usage).

decision maker/making

No hyphen unless used as a modifier (e.g. “decision-making process”). *See also FAQ 9.1.1. When to hyphenate*, on page 18.

declaration

Initial capital when using the full name or the number (e.g. “Declaration on Intercultural Dialogue and Conflict Prevention”, “Declaration No. 59”). *Cf. final declaration*, on page 34.

degree

For temperatures, specify Celsius or Fahrenheit: 0°C = 32°F. Use the degree sign (ALT+0176) rather than a superscript letter or number. *See also FAQ 7. Numbers, figures, numerals – Degrees*, on page 16.

département

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

develop ≠ write, draft, create or set up

Unlike “développer” (in French), the English verb “to develop” (“grow or cause to grow and become more mature, advanced, or elaborate”) cannot be used to mean *to write, draft, draw up, devise, prepare, compile, set up* or *create*. Prefer one of the terms in italics. *See elaborate*, on page 32.

D’Hondt method

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

diaspora

The spread or dispersion of any people from their homeland; the people who have spread or dispersed 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”. “Disk” is American spelling.

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. Provide 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 34.

draft titles

Draft versions (not yet adopted) of official texts do not take initial capitals in their titles.

Duma

Lower chamber of the Russian legislative assembly. No italics.

E

east(ern)

See cardinal points, on page 27.

e.g.

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

elaborate ≠ write or draft

Unlike “élaborer” (in French), the English verb “to elaborate” cannot be used to mean “to initially draft”. It means to develop or present (a theory, policy, system, etc.) in further detail. Prefer one of the following, as appropriate: *to write, draft, draw up, devise, prepare, compile*, etc. *See develop*, on page 31.

e-mail

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

embassy

Initial capitals if full name specified: “U.S. 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”.

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. Prefer “etc.” to suspension points (*see FAQ 8.3. Ellipses*, on page 17).

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. A list that ends with “etc.” should not begin with “for example” or “such as”.

ETS

See CETS/ETS, on page 27.

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, the Netherlands, Portugal, Slovakia, Slovenia and Spain.

euro area

Denotes the group of countries having adopted the euro as their official currency, avoid “euroland”.

euroregions

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

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. CPT refers to the European Committee for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment, not the convention.

European Convention on Human Rights

This is the short title of the Convention for the Protection of Human Rights and Fundamental Freedoms. It is more commonly used than the long title. Both are accepted in Council of Europe publications but consistency is important. The only accepted short form is "the Convention"; do not use ECHR.

European flag

The European flag was devised by the Council of Europe, but is also used by the European Union. 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 "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 14). 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

For numbers, *see* [FAQ 7. Numbers, figures, numerals](#), on page 15.

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 31.

First World

Initial capitals.

footnotes

See [FAQ 5. Footnotes and endnotes](#), on page 14.

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 49.

Geneva conventions

Use upper case Roman numerals to number the different conventions: 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; hyphenate when used as a modifier (e.g. “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 45.

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 39.

guidelines

Titles of Council of Europe guidelines are in *min. caps* and do not take quotation marks (e.g. *Guidelines of the Committee of Ministers of the Council of Europe on child-friendly justice*). Initial capital only when full title is cited.

Gypsy

Adjective and noun (plural “Gypsies”). Prefer the term “Roma”. *See Roma*, on page 42.

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 38 and *FAQ 4. Capitalisation*, on page 13.

head of state

Lower case.

healthcare

One word.

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 FAQ 9. Spelling on page 18 and *FAQ 8.6. Dashes*, on page 17.

I

inasmuch/insofar/insomuch

One word.

index

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

initials

See [FAQ 2.1. Initials](#), on page 9.

inter

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

internet

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

internet addresses

Do not underline hyperlinks. Delete “http://” or “https://” if followed by “www”. See [FAQ 3.7.8. Websites](#), on page 12, for bibliographical use, and [FAQ 3.7.9. Shortening URLs](#), on page 13.

interparliamentary

No hyphen, except for Inter-Parliamentary Union.

intranet

When used as a common noun, no initial capital.

Iron Curtain

italics

See [FAQ 10. Text formatting](#), on page 19.

Ivory Coast

Avoid. Use the official name of the country as registered with the United Nations ([see Côte d’Ivoire](#), on page 29).

J

Jagland, Thorbjørn

Secretary General of the Council of Europe from 2009 to 2019.

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”.

All occurrences of this term must bear an asterisk in official texts, publications and documents of the Council of Europe. The first occurrence must be accompanied by the following disclaimer in a footnote:

- * All references 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.

All subsequent occurrences bear only an asterisk.

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 23.

long term/short term

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

M

Macedonia

Region in the northern part of Greece. *See North Macedonia*, on page 38.

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 space is an issue (e.g. in tables or footnotes).

media (the)

The main means of mass communication (broadcasting, publishing and the internet) regarded collectively. Treated as either singular or plural. “Freedom of the media”, “their demands were publicised by the media”.

member state/State

Lower case in publications. Initial capital on “State” only in statutory documents, conventions and treaties. *See FAQ 4.2. State: initial capital or lower case?*, on page 14.

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 FAQ 4. Capitalisation](#), on page 13, and [headline style](#), on page 35.

minister

Normally lower case, except when the full title (including country name) is given. A government 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”.

Moldova, Republic of

Official designation is the “Republic of Moldova”, but it should appear under “m” in alphabetical listings.

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 on 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”; check word order closely.

Netherlands, the

Referred to in singular. Listed under “n” in alphabetical lists. Lower-case “t” except when at the beginning of a sentence or in a vertical list. Adjective: “Dutch”.

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 27.

North Macedonia

Full name Republic of North Macedonia. Formerly “the former Yugoslav Republic of Macedonia” (changed by Agreement of 17 June 2018, entered into force on 12 February 2019). Use the short name in Council of Europe texts. [See “the former Yugoslav Republic of Macedonia”](#), on page 45.

In Council of Europe reports and official or statutory texts published after 12 February 2019 referring to the state of affairs of or events in this country prior to the entry into force of the name-changing agreement, the former name should be used with a footnote, as follows:

1. As of 12 February 2019, the official name of this country has changed to North Macedonia.

North-South Centre

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

numerals

See [FAQ 7. Numbers, figures, numerals](#), on page 15.

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 [FAQ 4. Capitalisation](#), on page 13. 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

No italics, 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 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 35.

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 in full names: 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 in Poland and the Duma in the Russian Federation), take initial capitals and are written in roman.

Otherwise, lower case. *See also government*, on page 35.

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

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

part-session

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

party

Initial capital only when referring to the full name of a political party (e.g. Conservative Party, Communist Party). *See also FAQ 4. Capitalisation*, on page 13, and *State Party*, on page 44. “Party” or “contracting party” are lower case, unless in a convention or other legal instrument, or with the title of such an agreement (e.g. State Party to the European Convention on Human Rights).

peacekeeper/peacekeeping

One word.

Pejčinović Burić, Marija

Secretary General of the Council of Europe, elected in June 2019, term of office from September 2019.

percentage figures

Use symbol “%” (e.g. 4%). No space before. *See FAQ 7. Numbers, figures, numerals*, on page 15.

pharmacopoeia

No ligature for “oe”. Capital “P” for the European Pharmacopoeia.

policy maker/making

Two words; hyphenate only 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 the 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 25.

president

[See official titles](#), on page 39. For the use of capitals, [see FAQ 4. Capitalisation](#), on page 13.

prince, princess

Upper case when full title is used (e.g. “Prince Edward”, “the Prince of Wales”); lower case for other uses. [See also FAQ 4. Capitalisation](#), on page 13.

professor

Initial capital only when followed by a name.

programme

[See action plan](#), on page 24. No inverted commas.

program/programme

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

progress report of the Bureau and Standing Committee

No initial capitals for progress report.

project

[See action plan](#), on page 24. No inverted commas for project titles.

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 FAQ 8. Punctuation](#), on page 16.

Q

quotations

[See FAQ 8. Punctuation](#), on page 16, and [displayed quotes/extracts](#), on page 31.

R

rapporteur

No initial capital unless followed by the committee title (e.g. “Rapporteur for the Committee on Legal Affairs and Human Rights”). [See co-rapporteur](#), on page 29.

recommendation

[See adopted texts of Council of Europe organs and institutions](#), on page 24.

refoulement

Italics. French word used in English to refer to the act of turning foreigners back at borders, avoid “pushback”. [See non-refoulement](#), on page 38.

regard/regards

“With regard to” (not regards to). Not to be confused with “as regards”.

republic

Initial capital 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 27). Not to be referred to as RS.

resolution

See adopted texts of Council of Europe organs and institutions, on page 24.

respect

Respect for (not of) human rights. A leader cannot gain 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:

1. 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, Bo-yash/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. **The present is an explanatory footnote, not a definition of Roma and/or Travellers.**

For further details, please see the latest version of the "Descriptive glossary of terms relating to Roma issues" and document. *SG/Inf(2015) 16 final*. *See also Travellers*, on page 45.

roman

Lower case "r" when referring to a typeface (as opposed to italics), initial capital elsewhere. *See FAQ 10. Text formatting*, on page 19.

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 initial capital only when referring to the Council of Europe Secretariat and the Secretariat of the Parliamentary Assembly of the Council of Europe.

section

See act, legislative, on page 23.

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 44.

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

The theme of a conference, seminar or symposium can be cited in inverted commas, in min. caps, but never directly after the word “on”. Prefer “entitled” in such cases; *see action plan*, on page 24, and *conferences*, on page 28.

senate

Initial capital when part of a title (e.g. “US Senate”, “French Senate”).

sentence style

See min. caps, on page 38.

session

No initial capital 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. Derived from the noun “Shia”, a branch of Islam.

Slovakia

Official full name is Slovak Republic, but “Slovakia” is also a recognised short form.

Slovenia

Official full name is Republic of Slovenia, but “Slovenia” is also a recognised short form.

socio-economic

Hyphenate.

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

See cardinal points, on page 27.

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 27.

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, North 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 *FAQ 9. Spelling*](#), on page 18.

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.

state

Lower case in general use. For exceptions, [see *FAQ 4.2. State: initial capital or lower case?*](#), on page 14.

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 *FAQ 4. Capitalisation*](#), on page 13.

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 *FAQ 10.3. Superscript, subscript*](#), on page 19.

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 short forms.

superscript

[See *FAQ 10.3. Superscript, subscript*](#), on page 19.

symposium

The theme of a conference, seminar or symposium can be cited in inverted commas, in *min. caps*, but never directly after the word "on". Prefer "entitled" in such cases. [See *action plan*](#), on page 24, and [conferences](#), on page 28.

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 precedes 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 [FAQ 7. Numbers, figures, numerals](#), on page 15.

~~"the former Yugoslav Republic of Macedonia"~~

See [North Macedonia](#), on page 38. No longer in use as of 12 February 2019, unless in some hypothetical historical context, in which case: in quotation marks; never abbreviate to "Macedonia" or "FYROM". See also [Macedonia](#), on page 37.

Third World

Initial capitals. The expression is outdated, however, and should only be used in a historical context. Alternatives abound, but none is universally accepted: "developing/developed world", "majority/minority world", "the global south/north", "low-/middle-/high-income countries" and "lean/fat world". Each captures a unique aspect of reality and can be considered according to the context.

time

See [dates and time](#), on page 30.

titles (of jobs)

See [official titles](#), on page 39.

transatlantic

No hyphen, no capital "a".

Transcaucasia

Armenia, Azerbaijan, Georgia.

traneuropean

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), with Tiraspol as the "capital".

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 42.

twofold

No hyphen.

U

United Kingdom

England, Scotland, Wales and Northern Ireland. See [Great Britain](#), on page 35.

United Nations

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

units of measurement

See [measurement, units of](#), on page 37.

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



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 44.



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 27.

whistle-blower

Hyphenate, notwithstanding Recommendation CM/Rec(2014)7 on the protection of whistleblowers.

White Paper

See [Green Paper/White Paper](#), on page 35.

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.

Y

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 43.

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 26).

Appendices

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

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

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

State	ISO codes Country/Currency	Currency and subunit	Language(s)	Adjective(s)	Capital city	Other place names	Parliament (diacritics inexact)
Romania*	ROU / RON	leu (pl. lei)/ban (pl. bani)	Romanian	Romanian	Bucharest	Timișoara	Parlament
Russian Federation	RUS / RUB	rouble/kopek	Russian	Russian	Moscow	St Petersburg, Grozny, Caucasus (Northern/Southern)	Duma
San Marino	SMR / EUR	euro/cent	Italian	San Marinese	San Marino		Consiglio Grande e Generale
Serbia	SRB / RSD	Serbian dinar	Serbian	Serbian	Belgrade	Vojvodina, Pristina	
Slovak Republic*	SVK / SKK	koruna	Slovakian	Slovakian	Bratislava		Narodna Rada Slovenskej Repub- liky
Slovenia*	SVN / EUR	euro/cent	Slovenian	Slovenian	Ljubljana		Drzavni Zbor
Spain*	ESP / EUR	euro/cent	Spanish, Catalan, Basque, Galician	Spanish	Madrid	Barcelona, San Sebastian, Basque Country, Catalonia	Las Cortes Generales
Sweden*	SWE / SEK	krona (pl. kronor)/öre	Swedish	Swedish	Stockholm	Gothenburg	Riksdag
Switzerland	CHE / CHF	franc/centime	French, German, Italian, Romansh	Swiss	Bern	Basel, Geneva, Lausanne, Lucerne, Zurich	Federal Assembly Bundesversammlung Assemblée Fédérale Assemblea Federale
Turkey	TUR / TRY	lira	Turkish	Turkish	Ankara	İzmir, Istanbul	Turkiye Buyuk Millet Meclisi
Ukraine	UKR / UAH	hryvnia	Ukrainian	Ukrainian	Kyiv	Chernobyl	Verkhovna Rada
United Kingdom	GBR / GBP	pound/penny (pl.: pence)	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 and subunit	Language(s)	Adjective	Capital city	Other place names	Parliament
Belarus^s	BLR / BYR	rouble/kopek	Belarusian	Belarusian	Minsk		National Assembly (bicameral: House of Representatives and Senate)
Canada⁺⁺	CAN / CAD	dollar/cent	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	Hebrew	Israeli	Jerusalem	Tel Aviv, Bey West Bank, Gaza Strip, Golan Heights	Knesset (unicameral)
Japan[*]	JPN / JPY	yen	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	Arabic	Jordanian	Amman		Parliament (bicameral: Chamber of Deputies and Senate)
Kyrgyzstan[‡]	KGZ / KGS	som	Kyrgyz, Russian	Kyrgyz	Bishkek		Supreme Council (bicameral: Leg- islative Assembly, Assembly of People’s Representatives)
Mexico⁺⁺	MEX / MXN	peso	Spanish	Mexican	Mexico City	Cancún	National Congress (bicameral: Federal Chamber of Deputies, Senate)
Morocco,[‡] Kingdom of	MAR / MAD	dihram	Arabic, Berber	Moroccan	Rabat	Casablanca	Parliament (bicameral: House of Representatives, House of Coun- cillors)
Palestine[‡]	PSE / –	–	Arabic	Palestinian	Jerusalem (East)	Ramallah (administrative centre)	National Council
United States of America[*]	USA / USD	dollar/cent	English	American	Washington DC		Congress (bicameral: House of Representatives, Senate)

- § The special guest status of the Belarus National Assembly was suspended on 13 January 1997.
- * 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
AML/CFT	Anti-money laundering/Countering the financing of terrorism
ASEAN	Association of Southeast Asian Nations
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 27
CFSP	Common Foreign and Security Policy
CIS	Commonwealth of Independent States. Member states are: Armenia, Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan, Moldova, the Russian Federation, Tajikistan and Uzbekistan. Turkmenistan is an associate member state.
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, but be careful to avoid confusion with the World Bank.
EC	See EU, below

ECtHR	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 29, 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. ECtHR 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
ENSREG	European Nuclear Safety Regulators Group
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	<i>See CETS/ETS</i> , on page 27
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. <i>See also FAQ 2.2. Acronyms and initialisms</i> , on page 9
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 Audiovisual 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 Border and Coast Guard Agency (formerly the 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 – <i>see Yugoslavia</i> , on page 47
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 –INTER- POL	The 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
ISO	International Organization for Standardization
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
MONEY- VAL	Committee of Experts on the Evaluation of Anti-Money Laundering Measures and the Financing of Terrorism
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	Organisation of Islamic Cooperation (formerly 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)
SOGI	sexual orientation and gender identity
SRSO	The Special Representative of the Secretary General on Migration and Refugees
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 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 etc. , on page 32
<i>ex ante</i>	(Latin) "based on forecasts rather than actual results"	Italics
<i>exequatur</i>	(Latin) "official recognition of a foreign state's representative"	Roman
<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 et seq.	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

Word	Meaning and use	Typographical indications
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
<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"
laissez-aller	(French) "absence of restraint"	Roman, hyphenated, not "laisser"
laissez-faire	(French) "let things take their own course"	Roman, hyphenated, not "laisser"
laissez-passer	(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 FAQ 3. Bibliographies , on page 10, for more details.	Roman
p., pp.	Abbr. of "page", plural "pp."	Roman

Word	Meaning and use	Typographical indications
par excellence	(French) "pre-eminently"	Roman
per se	(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
prima facie	(Latin) "from the first impression"	Roman
<i>procès-verbal</i>	(French) "written report of proceedings"; pl. " <i>procès-verbaux</i> "	Italics, hyphenate
pro forma	(Latin) "done as a matter of form"	Roman, two words, no hyphen
quid pro quo	(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
res judicata	(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
sine qua non	(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
ultra vires	(Latin) "beyond one's legal authority"	Roman
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

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The Council of Europe is the continent's leading human rights organisation. It comprises 47 member states, including all 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.