

# **World Bank Editorial Style Guide**

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# 1. Introduction

The *World Bank Editorial Style Guide* is an essential reference for manuscript editors (substantive and mechanical editors), proofreaders, and production editors. It is a supplement to, not a replacement for, other editorial references, in particular *The Chicago Manual of Style*, 15th edition, and *Merriam-Webster's Collegiate Dictionary*, 11th edition. As such, it focuses on issues peculiar to the World Bank or for which *Chicago* provides multiple options.

The professional recommendations made in the guide are designed to achieve the following objectives:

- To ensure that every publication achieves a standard of professionalism appropriate for the World Bank and on par with the publications of similar organizations
- To ensure stylistic consistency, primarily within individual publications and secondarily across all World Bank publications
- To increase efficiency by eliminating the need to repeatedly address the same stylistic details for every publication

Nonetheless, adjustments can be made for individual publications to address client needs or accommodate styles established prior to manuscript editing. Such adjustments should be incorporated throughout the publication, should not introduce errors, should be considered acceptable in scholarly publishing, and should be noted on a style sheet.

## 2. The Editorial Process

- 2.1 *The editorial process defined.* For the purposes of this section, the editorial process comprises manuscript editing (substantive and mechanical editing) and proofreading. These tasks are described from the perspectives of the production editor (sections 2.5–29), manuscript editor (sections 2.30–43), and proofreader (sections 2.44–48). Typesetting is covered to the extent that it relates to these functions. The designing and indexing processes are not discussed.
- 2.2 *Manuscript editing defined.* Manuscript editing occurs after the writing and developmental editing phases have been completed and the manuscript has entered production. It consists of a substantive or a mechanical edit, or a combination of the two. For more information about manuscript editing, refer to sections 2.30–43 below and *Chicago* 2.47–72, 2.75, and 2.81–91. Also see appendix A of this guide.
- 2.3 *Proofreading defined.* Proofreading occurs after the pages have been typeset. It typically consists of an editorial proofread rather than a word-for-word comparison proofread. For more information about proofreading, refer to sections 2.44–48 below and *Chicago* 3.5–36 and 3.42–43. Also see appendix B of this guide.
- 2.4 *The editorial team.* The following people are involved in the manuscript editing and proofreading processes:

### WORLD BANK

Client May be the author(s), volume editor(s), or a person coordinating the process on behalf of the author(s) or editor(s); provides the original manuscript, then reviews and approves the edited manuscript and page proofs; communicates primarily with the production editor

Production editor Manages the production process; communicates with the client, editor, typesetter, and proofreader

### VENDORS AND CONSULTANTS

Manuscript editor Edits the original manuscript, reviews and incorporates revisions provided by the client and production editor, and prepares the manuscript files for typesetting; communicates with the production editor

Typesetter Lays out the book and incorporates hard-copy edits to figures and math as well as any tables edited on hard copy; communicates with the production editor

Proofreader Reviews at least first page proofs and frequently second page proofs; may compile changes from the client and production editor; communicates with the production editor

## Managing the Editorial Process

(production editor)

- 2.5 *Materials to be provided to the manuscript editor.* The production editor provides the manuscript editor with the electronic files for the manuscript, one hard copy, a sample publication, an editorial checklist, a schedule, and a style sheet if one exists.

The production editor also answers the following questions: How many rounds of client review are expected to occur? Should the figures be edited before the text? Will work proceed on a flow basis? Should the edited hard copy and final manuscript be sent to the production editor or directly to the typesetter? Should abbreviations be written out on first occurrence in each chapter or on first occurrence in the book as a whole? Do headings use headline- or sentence-style capitalization? Do notes and reference lists appear with each chapter or at the end of the book? Which manuscript elements are to appear in the table of contents?

- 2.6 *Materials to be provided to the typesetter.* The production editor provides the typesetter with the clean manuscript files, all hard-copy edits (these may be sent in advance of the text files), a schedule, a typesetting transmittal form and composition guidelines, a template, and the editorial style sheet. Alternatively, the production editor may arrange for the edited files and hard copy to be sent directly to the typesetter by the manuscript editor.
- 2.7 *Materials to be provided to the proofreader.* The production editor provides the proofreader with a proofreading checklist, the page proofs in the form of electronic PDFs or as hard copy (depending on the proofreader's technological capabilities), a sample publication, a schedule, the typesetting transmittal form and composition guidelines, the style sheet, the edited manuscript, and any hard-copy edits. For any reviews after first page proofs, the production editor would provide the foul proofs to the proofreader or would have the typesetter send the foul proofs directly to the proofreader.

Text

- 2.8 *Transmission of the edited manuscript to the client.* The manuscript editor provides two versions of the edited manuscript to the production editor: (a) a redlined version in which all changes have been tracked and (b) a clean version in which all edits have been accepted. Upon receiving both sets of files, the production editor converts the redlined documents into PDFs and then sends both the PDFs and clean Word documents to the client along with any accompanying graphics files (for reference).
- 2.9 *Client review.* The client makes tracked changes in the clean Word document, referring to the PDF document as necessary to view the changes made by the manuscript editor.
- 2.10 *Transmission of revisions to the editor.* The production editor adds his or her own changes, if any, to those of the client and sends the tracked Word file to the manuscript editor, who will edit the changes and prepare the file for typesetting.
- 2.11 *Rounds of review.* Typically, only one round of client review occurs during the editorial phase. However, some books may require additional rounds of review. The production editor should provide this information to the manuscript editor at the start of the project or as soon as the need for additional rounds becomes evident.

- 2.12 *Transmission of the edited files to the typesetter.* Upon receiving the clean, edited files from the manuscript editor, the production editor performs a cursory review and then sends the files to the typesetter.
- 2.13 *Page proof circulation.* The typesetter provides page proofs to the production editor as PDFs. The production editor forwards the page proofs, along with any accompanying hard-copy edits, to the client and proofreader for review.
- 2.14 *Page proof revisions.* The client either prints out the PDFs and makes revisions on hard copy or uses Adobe Acrobat to make revisions electronically. The latter option should be used only when few changes are likely to be made.
- 2.15 *Compilation of changes.* The production editor reviews the client's changes and either compiles them with those of the proofreader (while reviewing the proofreader's changes) or sends them to the proofreader for compilation.
- 2.16 *Transmission of changes to the typesetter.* The production editor forwards the compiled changes to the typesetter, who incorporates all changes and provides revised page proofs.
- 2.17 *Rounds of review.* Typically, two rounds of client review occur, the first as described above, and the second for final approval before printing (refer to section 2.18). However, some projects may require more rounds of review.
- The proofreader sees one round of page proofs at a minimum and often is responsible for checking corrections in the revised page proofs.
- 2.18 *Final approval.* The production editor provides final or almost final pages to the client for approval. Once approval has been received and the production editor has ensured that all changes were incorporated by the typesetter, the files can be collected and provided to the print coordinator for printing.

#### Figures and Other Pictorial Elements

- 2.19 *Transmission of edits to the typesetter.* Upon receiving the edited figures or other pictorial elements from the manuscript editor, the production editor makes two photocopies (one to keep and one to send to the proofreader) and then forwards the changes to the typesetter. The edits may be sent either in advance of or with the text, depending on the production editor's instructions at the start of the project. The client does not review the edits at this stage.
- 2.20 *Typesetting.* The typesetter creates the figures or other pictorial elements, concurrently incorporating the editorial changes, and provides them to the production editor as PDFs. They may be provided either in advance of the text or as part of the first page proofs, depending on the production editor's instructions at the start of the project.
- 2.21 *Review process.* The remainder of the process is the same as that for text. Refer to sections 2.13–18 of this guide. If the figures undergo one round of review in advance of the text, the revised versions are placed in the first page proofs.
- 2.22 *Maps.* Maps furnished by the client must be cleared by Cartography before publication. Maps created by Cartography should also be cleared by them prior to printing to ensure that no inadvertent changes were made by the typesetter.



## Math

- 2.23 *Transmission of edits to the typesetter.* Upon receiving the edited math from the manuscript editor, the production editor makes two photocopies (one to keep and one for the proofreader) and then forwards the changes to the typesetter. The client does not review the edits at this stage.
- 2.24 *Typesetting.* The typesetter incorporates the editorial changes while creating the first page proofs, which are provided to the production editor as PDFs.
- 2.25 *Review process.* The remainder of the process is the same as that for text. Refer to sections 2.13–18 of this guide.

## Tables

- 2.26 *Word tables edited electronically.* If the tables were edited electronically, the production editor follows the process used for text. Refer to sections 2.8–18 of this guide.
- 2.27 *Transmission of hard-copy edits to the typesetter.* Upon receiving the edited tables from the manuscript editor, the production editor makes two photocopies (one to keep and one to send to the proofreader) and then forwards the changes to the typesetter. The client does not review the edits at this stage.
- 2.28 *Typesetting.* The typesetter incorporates the editorial changes while creating the first page proofs, which are provided to the production editor as PDFs.
- 2.29 *Review process.* The remainder of the process is the same as that for text. Refer to sections 2.13–18 of this guide.

## Editing

(manuscript editor)

- 2.30 *Materials provided to the manuscript editor.* The production editor provides the manuscript editor with the electronic files for the manuscript, one hard copy, a sample publication, an editorial checklist, a schedule, and a style sheet if one exists.
- The production editor also answers the following questions: How many rounds of client review are expected to occur? Should the figures be edited before the text? Will work proceed on a flow basis? Should the edited hard copy and final manuscript be sent to the production editor or directly to the typesetter? Should abbreviations be written out on first occurrence in each chapter or on first occurrence in the book as a whole? Do headings use headline- or sentence-style capitalization? Do notes and reference lists appear with each chapter or at the end of the book? Which manuscript elements are to appear in the table of contents?
- 2.31 *File organization.* If the manuscript is provided to the manuscript editor in one large electronic file, the manuscript editor should divide it into separate files by chapter before editing begins.
- 2.32 *Text boxes.* Unless otherwise instructed by the production editor, the manuscript editor should move any Word text box material into the main text. Such material should be preceded by <<text box>> and followed by <<end text box>>. The Word text box can then be deleted.
- 2.33 *Graphics files and embedded graphics.* In the absence of specific instructions from the production editor, the manuscript editor may choose whether to move graphics into separate files, one for

each chapter, or keep them in the text files. Regardless of which option is chosen, the manuscript editor should always insert a callout indicating where the graphic should appear (for example, <<**Insert figure 2.3 about here.**>>). If the graphics are moved into separate files, they should be clearly identified by number in the new file.

## Text

- 2.34 *Editing.* The editor makes changes in the electronic document using the tracking function; all changes should be tracked.
- 2.35 *Hyphenation.* The editor should turn off automatic hyphenation during manuscript editing. Only hard hyphens (hyphens in compound words) should be used. Refer to *Chicago* 2.15.
- 2.36 *Queries.* Author queries, in bold and in double brackets, should be placed within the text itself.

### *Example*

This weakness in the growth of private-sector debt flows is unprecedented in the post-1965 period (figure 1.3). **[[Change to “post-1970 period”? Figure 1.3 begins with 1971.]]**

Queries for the production editor should be resolved before the edited manuscript is provided for client review. Only author queries should appear in the manuscript.

- 2.37 *Provision of files.* The manuscript editor sends the edited files to the production editor either one chapter at a time or all at once when editing is completed, depending on the production editor’s instructions at the start of the project.
- Two versions of the edited manuscript are sent to the production editor: (a) a redlined version in which all changes have been tracked and (b) a clean version in which all changes have been accepted. In addition, the manuscript editor provides all accompanying graphics files.
- 2.38 *Client review.* Typically, one round of client review occurs during the editorial phase. However, some books may need more. This information is provided by the production editor at the start of the project or as soon as the need for additional rounds becomes evident.
- 2.39 *Revisions.* The client makes tracked changes electronically in the clean version of the edited manuscript. The production editor forwards the client’s changes to the manuscript editor.
- 2.40 *Incorporation of revisions.* Upon receiving the client’s revisions from the production editor, the manuscript editor reviews and incorporates all changes, prepares the files for typesetting (refer to appendix A for more information), and provides the edited files to either the production editor or the typesetter, depending on the instructions for the project.
- The clean files should NOT contain any tracking. However, outstanding or new queries should be left in place in the text, in bold and in double brackets.

## Figures and Other Pictorial Elements

- 2.41 *Editing figures.* The manuscript editor prints out the figures, marks any changes on the hard copy, and sends the edited hard copy to the production editor.
- 2.42 *Editing other pictorial elements.* Any other pictorial elements, such as maps or illustrations, should be edited the same way as figures.

## Math

- 2.43 *Editing math.* The editor prints out the math (unless the production editor provided hard copy), marks any changes on the hard copy, and sends the edited hard copy to the production editor.

## Tables

- 2.44 *Editing Word tables.* Tables created in Word or Excel can be edited electronically in accordance with the process described for text editing (refer to sections 2.32–38). Excel files should be converted into Word files before being edited. If electronic editing is not conducive to marking changes related to table composition, the tables should be printed out and edited on hard copy (refer to section 2.43).
- 2.45 *Editing tables in formats other than Word or Excel.* If the tables were created in a program other than Word or Excel, they should be printed out and edited on hard copy. This includes tables imported into Word as “pictures.” The manuscript editor then sends the edited hard copy to the production editor.

## Proofreading

(proofreader)

- 2.46 *Materials provided to the proofreader.* The production editor provides the proofreader with a proofreading checklist, the page proofs in the form of electronic PDFs or as hard copy (depending on the proofreader’s technological capabilities), a sample publication, a schedule, the typesetting transmittal form and composition guidelines, the style sheet, the edited manuscript, and any hard-copy edits. For any reviews after first page proofs, the proofreader will receive the foul proofs from either the production editor or the typesetter.
- 2.47 *Proofreading first page proofs.* The proofreader performs an editorial proofread in accordance with the proofreading checklist provided by the production editor, verifies that any hard-copy edits were correctly incorporated by the typesetter, and gets a sense of whether the complete manuscript seems to be in place (but a word-for-word comparison proofread against the edited manuscript is not necessary).
- 2.48 *Revisions and queries.* Revisions should be clearly marked on the hard copy, which the proofreader prints out from the PDFs unless the production editor agrees to provide it. Unless otherwise instructed by the production editor, queries should be kept to a minimum. Changes that fall within the scope of the proofreading checklist should be made without querying. Any other changes should not be made unless a potentially embarrassing error is discovered. Queries should be written on sticky notes and placed on the pertinent pages.
- 2.49 *Compilation of corrections.* For some projects, the proofreader may be asked to compile corrections. In such instances, client revisions should be marked with an “AA” to differentiate them from the proofreader’s changes. It can also be helpful to use a different color pencil or pen.
- 2.50 *Proofreading subsequent page proofs.* The proofreader checks the revised page proofs to ensure that all corrections were properly incorporated by the typesetter. The proofreader may also be asked to perform a quality control check, for which the production editor will provide a list of tasks. Revisions and queries should be marked as indicated in section 2.48 above.

### 3. Parts of the Book

- 3.1 *List of book divisions.* World Bank books may contain any or all of the following elements. The elements should appear in the order and placement indicated below unless the series template dictates otherwise.

FRONT MATTER	
Half-title page	i
Series or cover information, list of prior publications, or blank	ii
Title page	iii
Copyright page	iv
Contents	v
Foreword (written by someone other than the author; optional)	recto
Abstract (optional)	recto
Preface (written by the author; optional)	recto
Acknowledgments (if not part of the preface; optional)	recto
List of contributors (or in the back matter; optional)	recto
Introduction, overview, or executive summary (if not part of text)	recto
Abbreviations (or in the back matter; optional)	recto or verso
TEXT	
First text page (introduction, overview, executive summary, chapter 1, or part title)	1
Subsequent chapters with any annexes, notes, and references	recto or verso
BACK MATTER	
First appendix	recto
Subsequent appendixes	recto or verso
Abbreviations (if not in front matter; optional)	recto
Notes (if not placed after each chapter)	recto
Glossary (optional)	recto
Bibliography or references (if not placed after each chapter)	recto
List of contributors (if not in front matter; optional)	recto
Illustration credits (if not in captions or elsewhere)	recto
Index(es)	recto

- 3.2 *Table of contents.* The following order should be applied to the table of contents unless the series template dictates otherwise: chapter titles and either chapter authors (in multiauthor books) or text headings (typically level A headings only), boxes, figures, maps, and tables.
- 3.3 *Chapter annexes and book appendixes.* Appendixes to individual chapters are called *annexes* to avoid confusion with appendixes to the book as a whole.
- 3.4 *Notes, bibliographies, and reference lists.* Notes and source documentation within multiauthor books follow each chapter. For books with a single author or team of authors, notes and source documentation may appear with each chapter or at the end of the book. The location is determined by the client.
- 3.5 *Additional information.* Refer to *Chicago* 1.4–92.

## 4. Permissions

4.1 *Written permission.* Authors are responsible for obtaining written permission for the following:

- Use of a substantial amount of copyrighted material of any kind (for example, text, figures, or tables)
- Use of any tables or figures containing pictorial elements
- Use of any art, photographs, or maps

The manuscript editor should flag any portions of the manuscript for which the author must seek reprint permission.

4.2 *Source documentation.* Full citations are required for all sources regardless of whether written permission is needed. The information required is as follows:

- For text, either an author-date reference (preferred) or an endnote (refer to *Chicago* 16.10)
- For figures and tables that reuse data only, a source note (refer to *Chicago* 13.44)
- For figures and tables that are exactly reproduced but do not contain any pictorial elements and for which fair use applies, a source note beginning with “Reprinted from” (refer to *Chicago* 4.82)
- For original figures and tables, a note specifying “Author’s calculations” or “World Bank data” as the source
- For copyrighted material used with permission, “Reprinted with permission from...” (or the specific language provided by the copyright holder) added to the source note or placed after the quotation

Whenever reference is being made to a particular passage, the page number should be provided. Complete source information must be provided in the reference list or bibliography.

4.3 *Further reference.* Refer to *The Chicago Manual of Style*, chapter 4, for more complete information about permissions, and to *Chicago* chapters 16 and 17 for information about documentation. Also refer to section 15 of this guide.

## 5. Punctuation

### Typography

- 5.1 *Punctuation and fonts.* Refer to *Chicago* 6.3 and 6.6.
- 5.2 *Punctuation and quotation marks.* Refer to *Chicago* 6.8 and 6.9.

### Periods

- 5.3 *Location.* Refer to *Chicago* 6.14.
- 5.4 *Ellipses in quotations.* Follow the three-dot method. Refer to *Chicago* 11.51–56.
- 5.5 *Ellipses in elided operations and relations.* Refer to *Chicago* 14.23–24. Ellipsis dots are vertically centered unless the multiplication dot is present, in which case they should be on the baseline.

### Commas

- 5.6 *Serial commas.* Use a serial comma. Refer to *Chicago* 6.19–24.
- 5.7 *Introductory words and phrases.* Refer to *Chicago* 6.25 and 6.26.
- 5.8 *“Not” and “not only” phrases.* Refer to *Chicago* 6.41.
- 5.9 *Dates.* The preferred format is month-day-year (for example, December 10, 2003). Refer to *Chicago* 6.46. See also sections 8.15–18 of this guide.
- 5.10 *Questions.* Refer to *Chicago* 6.55.
- 5.11 *Mathematical expressions.* Refer to *Chicago* 14.22–23.
- 5.12 *Parenthetical source citations.* Refer to *Chicago* 16.109 and 16.119.

### Colons and Semicolons

- 5.13 *Capitalization after a colon.* Refer to *Chicago* 6.64.
- 5.14 *Inappropriate uses.* Refer to *Chicago* 6.68.
- 5.15 *Parenthetical source citations.* Refer to *Chicago* 16.110–11 and 16.119.

### Question Marks

- 5.16 *Questions within a sentence.* Refer to *Chicago* 6.71.
- 5.17 *Indirect questions.* Refer to *Chicago* 6.72–73.

## Hyphens and Dashes

- 5.18 *Automatic hyphenation.* Turn off automatic hyphenation during manuscript editing. Only hard hyphens (that is, hyphens in compound words) should appear in the manuscript. Refer to *Chicago* 2.15 and 7.45.
- 5.19 *Compound modifiers.* Refer to *Chicago* 7.82–90. Also see appendix F of this guide.
- 5.20 *Items of equal weight.* Use a hyphen to link items of equal weight (for example, *mother-daughter dinner*). Do not use an en dash.
- 5.21 *En dash.* Refer to *Chicago* 6.83–86. Use the Word character to create en dashes. Use hyphens, not en dashes, to link items of equal weight.
- 5.22 *Em dash.* Refer to *Chicago* 6.87–92. Sentences should not contain more than one pair of em dashes, and consecutive sentences containing pairs of dashes should be avoided if possible. Use the Word character to create em dashes.
- 5.23 *Minus signs.* Do not use a hyphen or an en dash. Either use a minus sign character, which can be found in Character Map (look in Programs, Accessories, System Tools), or instruct the typesetter to set a minus sign (for example, -<<minus>>1.25). Refer to *Chicago* 6.86.

## Parentheses and Brackets

- 5.24 *Translations of terms.* Refer to *Chicago* 6.99.
- 5.25 *Parentheses within parentheses.* Use square brackets within parentheses. Refer to *Chicago* 6.102 and 6.106.
- 5.26 *Quoted material.* Parentheses surround an insertion made by the original writer. Square brackets surround an insertion made by someone other than the original writer. Refer to *Chicago* 6.104 and 11.68. See also *Chicago* 11.72–84.
- 5.27 *Mathematical expressions.* Refer to *Chicago* 14, especially 14.25–34.
- 5.28 *Parenthetical source citations.* Refer to *Chicago* 16.108 and 16.112. In the source line of figures, maps, and tables, parentheses are unnecessary around the date in an author-date reference unless the reference is part of a larger sentence.

### *Examples*

*Source:* De la Fuente 2001.

*Sources:* De la Fuente 2001; World Bank 2003.

*Sources:* World Bank staff calculations based on data from the U.N. Economic Commission (2003) and OECD (2003).

## Slash

- 5.29 *Alternatives.* Avoid using a slash to represent *and* or *or*. Instead, use the word *and* or *or*. For example, use “he or she” rather than “he/she.” Also, avoid using “and/or” unless rephrasing would make the sentence awkward.
- 5.30 *Years.* Use a slash to indicate the last part of one year and the first part of the next (e.g., 2003/4). The total time period should not exceed one year. A fiscal year is a common example. Refer to *Chicago* 6.114.
- 5.31 *Signifying “per.”* In text avoid using a slash to represent *per*. For example, use “R\$500 per month” or “R\$500 a month” rather than “R\$500/month.” However, it is fine to use the slash in figures and tables to represent *per*.

## Lists

- 5.32 *Run-in lists.* Either numerals or letters may be used, but be consistent. Refer to *Chicago* 6.126.
- 5.33 *Vertical lists.* Refer to *Chicago* 6.127–130. Do not follow past World Bank style.

## URLs and E-Mail Addresses

- 5.34 *Punctuation.* Refer to *Chicago* 6.17, 6.82, and 17.10.
- 5.35 *Line breaks.* Refer to *Chicago* 6.17, 6.82, 7.44, and 17.11.



## 6. Word Treatment

6.1 *Further reference.* For additional information, refer to *Chicago* chapters 7 and 8.

### Names

#### The World Bank Group

6.2 *The World Bank and the World Bank Group.* The organizations that constitute the World Bank are as follows:

International Bank for Reconstruction and Development (IBRD)  
International Development Association (IDA)

The organizations that constitute the World Bank Group are as follows:

International Bank for Reconstruction and Development (IBRD)  
International Development Association (IDA)  
International Centre for Settlement of Investment Disputes (ICSID)  
International Finance Corporation (IFC)  
Multilateral Investment Guarantee Agency (MIGA)

Unless the context specifically distinguishes between these entities, use simply the *World Bank* or, after first appearance, the *Bank*.

6.3 *World Bank vice presidential units.* Internally, the World Bank is organized into vice presidential units (VPUs). These units include regional and network VPUs, among others. Each VPU comprises smaller departments, groups, and units, each of which can potentially be broken down into even smaller units.

Among the units within the regional VPUs are sector units corresponding to the network VPUs. Similarly, the network VPUs include regional units that correspond to the regional VPUs.

#### *Examples*

The Europe and Central Asia Vice Presidency includes the following units:

- *Country units:* Russia; Belarus, Ukraine, and Moldova; Armenia, Azerbaijan, and Georgia; and so on
- *Sector units:* Environmentally and Socially Sustainable Development, Human Development, Poverty Reduction and Economic Management, and so on
- *Central and services units:* Director, Regional Operations; Chief Economist; Chief Administrative Officer; and so on

6.4 *Network vice presidential units.* The Bank's network vice presidencies are listed below.

#### *Network Vice Presidencies*

Environmentally and Socially Sustainable Development (ESSD)  
Financial Sector Network

Human Development Network (HD *or* HDN)  
Infrastructure (INF)  
Poverty Reduction and Economic Management (PREM)  
Private Sector Development (PSD)

- 6.5 *Regional vice presidential units.* The Bank's regional vice presidencies, often referred to as *Regions*, are listed below. The abbreviations have been provided for reference but their use should be avoided.

*Regional Vice Presidencies*  
Africa *or* Sub-Saharan Africa (AFR *or* SSA)  
East Asia and Pacific (EAP)  
Europe and Central Asia (ECA)  
Latin America and the Caribbean (LAC)  
Middle East and North Africa (MNA *or* MENA)  
South Asia (SAR)

- 6.6 *Other selected vice presidencies.* Below is a list of other vice presidencies.

*Other Selected Vice Presidencies*  
Concessional Finance and Global Partnerships (CFP)  
Controller  
Corporate Secretariat (SEC)  
Development Economics (DEC)  
Legal  
Operations Evaluation Department (OED)  
Operations Policy and Country Services (OPCS)  
Quality Assurance Group (QAG)  
Strategy, Finance, and Risk Management (SFRM)  
Treasury  
World Bank Institute (WBI)

- 6.7 *Capitalization of unit names.* The terms *vice presidency* or *vice presidential unit*, *department*, *group*, and *unit* should always be capitalized when they follow the full name of the unit. When used alone, they should be lowercased.

*Examples*

The Concessional Finance and Global Partnerships Vice Presidency is the core unit responsible for mobilizing and managing concessional and grant finance in the Bank.

The vice presidency plays an active role in all the Bank's activities.

The term *network* should always be capitalized when it follows the full name of the network. When used alone, it should be lowercased. Care must be taken to distinguish between World Bank networks and general discussion topics. The latter should not be capitalized.

*Examples: Bank networks*

The Bank Group formed the Financial Sector Network to provide clients with policy research, advice, and technical support on financing issues.

The network was formed to advance sustainable development within the Bank Group.

Private Sector Development at the World Bank aims to provide opportunities for the poor through market-friendly, enterprise-led growth.

*Examples: General discussion topics*

Exposing supervisors to international standards and skills helps strengthen the financial sector in client countries.

The Bank made commitments for 95 new projects with private sector development components in fiscal 2004.

So that it is not confused with a geographic region, the term *Region* should always be capitalized when it refers to an organizational unit within the World Bank. It is often necessary to query the author to determine whether capitalization is needed.

*Examples: Organizational unit*

The Bank's Europe and Central Asia Region is focusing activities on a number of global priorities.

The Region has designated a first set of eight countries to be the focus of an initial set of actions to be taken to meet the MDGs.

*Examples: Geographic region*

The economic downturn in the Middle East and North Africa region deepened in calendar year 2002. Economic growth for the region fell from 3.2 percent to 3.1 percent.

- 6.8 *Initiatives, loans, programs, projects, and strategies.* The names of general types of initiatives, loans, programs, projects, and strategies should be lowercased.

The names of specific initiatives, loans, programs, projects, and strategies should be capitalized. Do not use italics or boldface. The terms *initiative*, *loan*, *program*, *project*, and *strategy* should be capitalized when they follow the title but should be lowercased when used alone.

*Examples*

The Bank's lending program in Afghanistan was revived in fiscal 2003 by the approval of Afghanistan's Emergency Transport Rehabilitation Project.

In Mongolia, a legal reform project is supporting the establishment of an administrative court system.

The Bank supports the Education for All Fast-Track Initiative. The initiative has raised the profile of education, strengthened government commitment, and focused on outcomes.

Refer to appendix F of this guide. Also refer to the Bank's projects database, <http://www.worldbank.org/projects>, and the IMF terminology glossary, [http://www.imf.org/external/np/term/index.asp?index=eng&index\\_langid=1](http://www.imf.org/external/np/term/index.asp?index=eng&index_langid=1).

6.9 *Other institutional names.* Refer to appendix F of this guide.

#### Organizations Other Than the World Bank

6.10 *Spelling.* The names of other organizations should be spelled as each organization would spell it.

*Example*

Organisation for Economic Co-operation and Development should NOT be changed to Organization for Economic Cooperation and Development.

6.11 *Names in foreign languages.* Names of organizations in foreign languages should be set in roman type and capitalized according to the conventions of the country concerned. If the organization's name is widely known in the original language, a translation is not necessary. However, if a translation would be meaningful and is available, it should be provided in parentheses (along with the organizational abbreviation, when applicable).

*Example*

Ministerio de Educación y Cultura (Ministry of Education and Cultura; MEC)

Alternatively, the English translation may be used followed by the foreign-language name in parentheses. The order chosen should be applied consistently throughout the manuscript.

After a name has been introduced, the abbreviation should be used thereafter. If there is no abbreviation, either the English translation or the foreign-language name may be used, but the choice should be applied consistently.

Transliterated organizational names should be set in italics and lowercased unless they are used instead of an English equivalent, in which case they should be treated the same as an English proper name.

Refer to *Chicago* 10.8.

6.12 *Initiatives, loans, programs, projects, and strategies.* Refer to section 6.8 of this guide.

#### Personal Names

6.13 *Professional titles.* Professional titles within the text of the book should be treated consistently with *Chicago* 8.21–35. Within the acknowledgments section, titles may be treated according to either *Chicago* 8.21 or 8.22, depending on the client's preference.

#### Place Names

6.14 *Regional names.* Be careful not to confuse geographic regions with the Bank's regional vice presidential units listed in section 6.5. Often the geographic region being discussed has the same name as a Bank vice presidential unit, but not always.

Any defined subset of countries (for example, Southeast Asia, Central Europe, North Africa) should be capitalized. Terms that indicate a general, undefined location should be lowercased.

*Examples*

Gross domestic product in Latin America and the Caribbean contracted by 0.8 percent in 2002.

In Latin America, the failure of significant currency depreciations to spark inflation is striking.

The economies of Europe and Central Asia turned in solid growth performances during 2002.

Considering the weakness in Western Europe, the transition group weathered the slowdown fairly well.

The term *region* should always be lowercased when it refers to a geographic region. Bank VPU abbreviations should not be used to represent geographic regions. If space is tight in figures and tables, the shortened versions indicated below may be used. However, it is preferable to use the full version if at all possible.

Africa  
E. Asia & Pacific  
Eur. & Cent. Asia  
L. Amer. & the Caribbean  
Mid. East & N. Africa  
S. Asia

Refer to *Chicago* 8.49 and 8.50 for information about regions.

- 6.15 *Country names.* Country names must be consistent with the list of country names provided by the Bank's Corporate Secretariat. Refer to appendix C for a complete list. Consult with the production editor if a name does not appear on the list.

When the shortening of a name is allowed, the full name should be used on first mention either in the book or in each chapter, depending on the production editor's instructions. The shortened version can be used thereafter. The abbreviation *Rep.* should be used only in tables and figures, never in text.

- 6.16 *Other place names.* Refer to *Chicago* 8.46–63.

#### Brand Names

- 6.17 *Brand names and trademarks.* Refer to *Chicago* 8.162–63. Trademark symbols should be omitted from running text.

## Titles of Works

### ENGLISH-LANGUAGE PRINT PUBLICATIONS

- 6.18 *Capitalization.* Use headline-style capitalization. Refer to *Chicago* 8.167 and 8.170.
- 6.19 *Titles of formally published freestanding publications.* Titles of formally published freestanding publications, such as books and journals, are italicized. Refer to *Chicago* 8.172. Italicize only the official name of a periodical. Added descriptive terms are lowercased and set in roman type. Refer to *Chicago* 8.181. Also see *Chicago* 8.182. Do not use the title of a work to stand for the subject of a work. Refer to *Chicago* 8.185.
- 6.20 *Subtitles.* In running text or in a bibliography, a colon separates the title from the subtitle. The subtitle receives the same treatment as the title. That is, if the title is italicized, then the subtitle is also italicized. Refer to *Chicago* 8.173.  
If there are two subtitles, a semicolon separates the first subtitle from the second subtitle. Refer to *Chicago* 17.54.
- 6.21 *Titles of individual selections within freestanding publications.* Titles of articles, feature stories, chapters, essays, and the like are set in roman and enclosed in quotation marks. Refer to *Chicago* 8.172 and 8.187.
- 6.22 *Changes to titles.* Generally, original spelling, hyphenation, punctuation, and capitalization should be preserved. Refer to *Chicago* 8.174. However, certain changes to punctuation and capitalization are permissible. Refer to *Chicago* 8.174–75.
- 6.23 *Shortened titles.* Refer to *Chicago* 8.179.
- 6.24 *Periodicals.* An initial “the” is lowercased and set in roman type even if it is part of the official title. Refer to *Chicago* 8.180.  
For U.S. and Canadian newspaper titles, a city name should be added and italicized along with the official title, with the state or province provided in parentheses if needed. A city name is not added for well-known national newspapers. Refer to *Chicago* 17.195.
- 6.25 *Unpublished or informally published works.* Titles of unpublished or informally published works use headline-style capitalization, are set in roman type, and are enclosed in quotation marks. The title of a forthcoming book may be italicized, but in running text, place *forthcoming* in parentheses following the title. In the reference list, place *forthcoming* where the date would normally appear. Refer to *Chicago* 8.195 and 17.121.
- 6.26 *Public documents.* Generally, public documents use headline-style capitalization and are italicized. However, refer to *Chicago* 17.290–356.

### ENGLISH-LANGUAGE ELECTRONIC PUBLICATIONS

- 6.27 *Electronic publications analogous to print publications.* Regardless of whether they have been printed, periodicals or complete works use headline-style capitalization and are italicized; articles or sections of works use headline-style capitalization, are set in roman type, and are enclosed in quotation marks. Refer to *Chicago* 8.197–98.
- 6.28 *Databases.* Database titles use headline-style capitalization and are set in roman type without quotation marks. Refer to *Chicago* 17.358.

- 6.29 *Web sites and Web pages.* Titles of Web sites use headline-style capitalization and are set in roman type without quotation marks. Refer to *Chicago* 8.199 and 17.237. Titles of Web pages within a site use headline-style capitalization, are set in roman type, and are enclosed in quotation marks.

#### FOREIGN-LANGUAGE PUBLICATIONS

- 6.30 *Capitalization of foreign-language titles.* Use sentence-style capitalization. Refer to *Chicago* 10.3.
- 6.31 *Punctuation.* A period or semicolon between title and subtitle may be changed to a colon, and guillemets may be changed to quotation marks. No other punctuation changes should be made. Refer to *Chicago* 10.4.
- 6.32 *Italic versus roman type.* Titles that use the Latin alphabet are set in italic or roman type in accordance with the principles for English-language publications. Transliterated titles are always italicized. Refer to *Chicago* 10.5.
- 6.33 *Foreign-language titles with English translations.* When an English translation follows a foreign-language title, it is placed in parentheses and uses headline-style capitalization. If the translation has been published, the title is italicized. If the translation has not been published, the title is not italicized. Refer to *Chicago* 10.6.
- 6.34 *Periodicals.* In foreign-language titles, an initial article is capitalized and treated like the rest of the title if it is part of the official title. Refer to *Chicago* 8.180.  
If the city name is not part of the official title, it is added in parentheses after the title. It is not italicized. Refer to *Chicago* 17.196.

#### Terms

- 6.35 *World Bank terms.* Refer to appendix F of this guide.
- 6.36 *Computer-related terms.* Below is a list of commonly used computer-related terms.
- e-mail
  - Internet
  - intranet
  - listserv
  - online
  - Web site
- 6.37 *URLs.* Refer to *Chicago* 17.10.
- 6.38 *Medical terms.* Refer to *Chicago* 8.152–55.
- 6.39 *Compounds.* Follow traditional rules for capitalizing hyphenated terms. Refer to *Chicago* 8.170.  
Common World Bank compounds are included in appendix F of this guide. Refer to the dictionary and *Chicago* 5.92–93, 6.80–86, and 7.82–90 for complete information about compounds and hyphenation.

- 6.40 *Terms in foreign languages.* Refer to *Chicago* 7.51–56 and, for more detail, *Chicago* chapter 10.
- 6.41 *Translations of foreign-language terms.* Refer to *Chicago* 7.52.
- 6.42 *Transliterations.* Refer to *Chicago* 10.93.

### **Word Division**

- 6.43 *Primary reference.* The primary reference for word division is *Merriam-Webster's Collegiate Dictionary*, 11th edition.
- 6.44 *Proper nouns and personal names.* Refer to *Chicago* 7.40.
- 6.45 *Numerals.* Refer to *Chicago* 7.41.
- 6.46 *Abbreviations.* Refer to *Chicago* 7.42.
- 6.47 *Run-in lists.* Refer to *Chicago* 7.43.
- 6.48 *URLs and e-mail addresses.* Refer to *Chicago* 7.44 and 17.11. See also *Chicago* 6.17 and 6.82.
- 6.49 *Mathematical expressions.* Refer to *Chicago* 14.19.
- 6.50 *Typographic considerations.* Avoid an abundance of hyphenated lines on one page. Allow no more than three hyphenated lines in succession. Refer to *Chicago* 7.45.
- 6.51 *Automatic hyphenation.* Turn off automatic hyphenation during manuscript editing. Only hard hyphens (that is, hyphens in compound words) should appear in the manuscript. Refer to *Chicago* 2.15 and 7.45.



## 7. Abbreviations

- 7.1 *Further reference.* For additional information, refer to *Chicago* chapter 15.
- 7.2 *When to use abbreviations.* Refer to *Chicago* 15.2. If a term occurs frequently (generally, five times or more), an abbreviation may be used after the first occurrence. The term should always be written out in full on first occurrence, followed by the abbreviation in parentheses if it will be used later. In instances in which the abbreviation has become so widely known and used that the full term has essentially ceased to be used, the abbreviation does not need to be written out. Indicate such abbreviations on the style sheet for the project.
- For the reader's sake, eliminate clusters of abbreviations and do not use abbreviations unnecessarily.
- The production editor will indicate whether terms are to be written out on first occurrence in the book as a whole or in each chapter.
- 7.3 *World Bank regional vice presidencies.* The abbreviations listed below frequently appear in Bank manuscripts. To the extent possible, use of these abbreviations should be avoided.

AFR <i>or</i> SSA	Africa <i>or</i> Sub-Saharan Africa
EAP	East Asia and Pacific
ECA	Europe and Central Asia
LAC	Latin America and the Caribbean
MNA <i>or</i> MENA	Middle East and North Africa
SAR	South Asia

- These abbreviations should not be used to represent geographic regions.
- 7.4 *Geographic regions.* Refer to section 6.14 of this guide.
- 7.5 *Country names.* Refer to appendix C of this guide. For the United States and the United Kingdom, the abbreviations (U.S. and U.K.) are permissible when used as adjectives in running text. As nouns, the names should be written out. They should also be written out in tables and figures unless space is a problem.
- 7.6 *U.S. states.* Use U.S. Postal Service abbreviations. However, state names should always be written out in running text. Refer to *Chicago* 15.29.
- 7.7 *"The" preceding an abbreviation.* Acronyms (which are read as words) usually are not preceded by *the*; initialisms (which are not pronounced as words) generally are preceded by *the*. Refer to *Chicago* 15.9.
- 7.8 *Capitals versus lowercase.* Refer to *Chicago* 15.7 and 15.25.

## 8. Numbers and Measurements

8.1 *Numerals versus words.* Use numerals for the following:

- Double-digit whole numbers (10 and above), both cardinals and ordinals; refer to *Chicago* 9.6
- Numbers that are part of a larger number (in the millions or more; for example, 4 million); refer to *Chicago* 9.10
- Physical quantities (for example, 6 kilometers; 8 ounces); also see sections 8.7–8 of this guide
- Percentages (for example, 8 percent) and decimal fractions (for example, 0.89); refer to *Chicago* 9.19–21; also see sections 8.9–10 of this guide
- Ratios (for example, a male-female ratio of 6 to10); also see section 8.11 of this guide
- Statistical expressions (for example, 6 deaths per 1,000 live births)
- Monetary amounts when accompanied by a currency symbol (for example, \$1 a day); refer to *Chicago* 9.24–25 and 9.27–29; also see sections 8.12–14 and appendix D of this guide
- Decades (for example, the 1990s), the year alone (for example, 2003), and the day of the month (for example, May 5, 2004); refer to *Chicago* 9.33, 9.35, 9.37, and 9.39; also see sections 8.15–18 of this guide
- Parts of a book (for example, chapter 3); refer to *Chicago* 9.30; see also *Chicago* 9.31–32

8.2 *Numbers at the beginning of a sentence.* Refer to *Chicago* 9.5.

8.3 *Consistency.* Refer to *Chicago* 9.7.

### Punctuation and Inclusive Numbers

8.4 *Commas.* Use commas in all numbers greater than 999 (e.g., 1,525). Refer to *Chicago* 9.59.

8.5 *En dashes.* Refer to *Chicago* 9.62 and 9.63.

8.6 *Abbreviating inclusive numbers.* Refer to *Chicago* 9.64 and 9.66–68.

### Physical Quantities

8.7 *Abbreviations.* Abbreviate units (for example, kilometers) in tables and figures. Write them out in running text unless their frequency creates awkwardness, in which case use abbreviations.

8.8 *Simple fractions.* Refer to *Chicago* 9.15 and 9.16.

## Percentages, Decimal Fractions, and Ratios

- 8.9 *Percentages.* Write out *percent* in running text. The symbol may be used in figures and tables (refer to sections 12 and 13 of this guide for more information about figures and tables). Note that *percent* and *percentage* are not interchangeable. Refer to appendix F of this guide.
- 8.10 *Decimal fractions.* Numbers that are to be compared should have the same number of decimal places. If they do not, query the author. Numbers less than one should be preceded by a zero (for example, 0.25) unless they are probabilities or correlation coefficients. Refer to *Chicago* 9.20 and 9.21.
- 8.11 *Ratios.* Make sure the verbal and numerical expressions of a ratio are parallel in construction (for example, a teacher-student ratio of 1 to 30, *not* a teacher-student ratio of 30 to 1).

## Money

- 8.12 *Billions.* The British billion is different from the American billion. Unless the manuscript uses only U.S. dollars, insert a note at the first mention (*a billion is 1,000 million*) and query the author to verify that this is what is meant. Refer to *Chicago* 5.202 (under *billion; trillion*) and 9.10.
- 8.13 *U.S. dollars.* If the manuscript mostly uses U.S. dollars, insert the following note at the foot of the list of abbreviations (or wherever the production editor specifies): *All dollar amounts are U.S. dollars unless otherwise indicated.* Brackets indicate text that would be inserted only when appropriate.

If a variety of currencies is used in the manuscript, the appropriate currency symbol should always precede the number. See section 8.14 and appendix D of this guide. See also *Chicago* 9.25 and 9.27–29.

- 8.14 *Other currencies.* If the manuscript mostly uses one type of currency, insert the following note at the foot of the list of abbreviations (or wherever the production editor specifies): *All monetary amounts are [currency type] unless otherwise indicated.* Brackets indicate text to be supplied.

When currency unit abbreviations are used with monetary amounts, leave a space between the abbreviation and the amount.

### *Examples*

Afghani	Af 0.01
Swiss franc	SF 200
Indian rupee	Rs 10 billion

When currency symbols are used, do not leave a space between the symbol and the amount.

### *Examples*

Japanese yen	¥0.01
Nigerian naira	₦0.01
Paraguayan guaraní	₲0.01

When the currency unit is used alone, it should be written out in full and preceded by the country name. The country name need not be repeated after the first instance if it is clear from the context; for example, in a book dealing with only one country.

*Examples*

Estonian kroon  
Costa Rican colones  
Salvadoran colones

Refer to appendix D for a list of currency units.

**Dates**

- 8.15 *Specific dates.* The preferred format is month-day-year (for example, December 10, 2003).
- 8.16 *Years alone.* Use four-digit years (for example, *the 1990s* rather than *the nineties* or *the '90s*).
- 8.17 *Ranges of years.* Use an en dash for a range of years. Refer to *Chicago* 6.83. Inclusive numbers are abbreviated according to *Chicago* 9.64, 9.67, and 9.68.

*Examples*

1987–94  
1996–98  
1995–2003  
2000–2002  
2001–3

- 8.18 *Fiscal years.* Use a slash to indicate the last part of one year and the first part of the next (for example, 2003/4). The total time frame must not exceed 12 months. Refer to *Chicago* 6.114.

In text, use *fiscal* (for example, fiscal 2003). In tables and figures, *FY* can be used (for example, FY2003 or FY03), but choose a consistent style.

## 9. Quotations

- 9.1 *Credit and permissions.* Refer to *Chicago* chapter 4 and 11.3, and section 4 of this guide.
- 9.2 *Source citations.* Refer to *Chicago* 11.72–82.
- 9.3 *Permissible changes.* Refer to *Chicago* 11.8–10.

### Treatment

- 9.4 *Run in or set off.* Refer to *Chicago* 11.12.
- 9.5 *Initial capital or lowercase letter.* It is permissible to change the initial letter to capital or lowercase. Refer to *Chicago* 11.8 and 11.16–18.
- 9.6 *Paragraphing:* Set the opening line of a block quotation flush left. Indent the first line of subsequent paragraphs in the quotation. Refer to *Chicago* 11.23–27.
- 9.7 *Foreign-language quotations.* Refer to *Chicago* 11.85–11.92.

### Punctuation

- 9.8 *Quotation marks.* Refer to *Chicago* 11.33–42. Double quotation marks are used first, then single.
- 9.9 *Punctuation with quotation marks.* Refer to *Chicago* 6.8 and 6.9.
- 9.10 *Ellipses.* Follow the three-dot method. Refer to *Chicago* 11.51–56.
- 9.11 *Parentheses and brackets.* Parentheses surround an insertion made by the original writer. Square brackets surround an insertion made by someone other than the original writer. Refer to *Chicago* 6.104 and 11.68. See also *Chicago* 11.72–84.
- 9.12 *Introductory phrases.* Refer to *Chicago* 11.20–22.
- 9.13 *Missing material.* Refer to *Chicago* 11.66–67.

## 10. Text Headings

- 10.1 *Heading levels.* Preferably, use no more than four heading levels, including chapter titles. The manuscript editor should code the heading levels using bold and angle brackets. For example, insert <<A>> next to an A-level heading.
- 10.2 *Stacked heads.* Avoid stacked heads whenever possible.
- 10.3 *Numbering.* Typically, headings should not be numbered. However, numbering may make sense for some publications, such as reference books.
- 10.4 *Content.* Headings should be brief and parallel in structure and tone. Avoid repetition of words and phrases. For example, in a book titled *Health Care in India*, the chapter title “History of Health Care in India” followed by the headings “The Indian Health Care System” and “Development of the Health Care System” might not be preferable.  
Headings should be entirely self-contained. Ellipses or dashes should not be used to connect one heading to the next.
- 10.5 *Abbreviations.* Use previously defined abbreviations in headings.
- 10.6 *Format.* Headline-style capitalization is usually, but not always, used. Follow the series template or, for a stand-alone product, the production editor’s instructions. Sentence capitalization is used for run-in sideheads. *Chicago* 8.167 provides guidance on headline-style capitalization. For hyphenated terms, follow *Chicago* 8.170 rather than 8.169.

## 11. Text Boxes

- 11.1 *Length.* Text boxes should be no more than two published pages in length. Using a sample publication provided by the production editor, the manuscript editor should assess the likelihood of a text box running too long. When it appears that a text box will be too long, the manuscript editor should insert an author query requesting that the text be shortened.
- 11.2 *Numbering.* Boxes are numbered separately from figures and tables. Double numeration is typically used (for example, box 1.1).
- 11.3 *Titles.* Titles should be brief and should use headline-style capitalization (unless the series template specifies otherwise). Refer to *Chicago* 8.167 and 8.170 for information about headline-style capitalization.
- 11.4 *Graphics.* Graphics, such as figures and tables, within text boxes are normally unnumbered. When more than one graphic is included in a box, the text references should clearly identify which graphic is being discussed by specifying the location (for example, the lower-left figure).
- 11.5 *Notes.* Notes within text boxes must be completely self-contained to avoid confusion with notes in the text. Superscript lowercase letters are used within the text of the box. The notes section should be placed at the end of the box and should use full-size lowercase letters, not raised, followed by a period.
- 11.6 *Sources.* The author-date method of citing sources is preferred. Complete bibliographic information should be provided in the reference list for the chapter or book as a whole. It does not need to be included in the text box. A source citation is not needed for original content.
- 11.7 *Placement.* Boxes requiring two pages are preferably set on facing pages (a verso-recto spread). The placement of figures and tables takes priority over boxes.

## 12. Figures

- 12.1 *Further reference.* For additional information, refer to the World Bank Office of the Publisher's composition guidelines. Also refer to *Chicago* chapter 12.
- 12.2 *Numbering.* Figures are numbered separately from boxes and tables. Double numeration is typically used (for example, figure 1.1), and the number is placed above the figure.

### Titles

- 12.3 *Placement and format.* Figure titles are placed above the figure, following the figure number. They should use headline-style capitalization (refer to *Chicago* 8.167 and 8.170) unless the series template specifies otherwise.
- 12.4 *Content.* Titles should be brief. They should not include background information or describe results illustrated by the figure. Ellipses or dashes should not be used to connect one figure title to the next.
- Except for the Bank's regional abbreviations (AFR, EAP, ECA, LAC, MNA or MENA, and SAR), abbreviations within the title are fine.
- Geographic areas and dates, if relevant, should be placed at the end of the title. Use judgment in determining whether this information is needed. For example, the country name likely isn't needed in a book that focuses entirely on one country.
- 12.5 *Subtitles.* When a figure contains multiple charts, each chart should have a subtitle.

### Unit Indicators

- 12.6 *When needed.* If axis titles clearly and sufficiently identify the units of measure, a unit indicator is not needed. For figures that don't have axes, such as a pie chart, a unit indicator is usually preferable to including the unit within individual labels.
- 12.7 *Placement and format.* The unit indicator is placed below the title but above the figure. It is typically set flush left, in italics, and lowercased, but defer to the series template.
- 12.8 *Content.* Abbreviations and symbols may be used, but avoid a single symbol standing alone (for example, %). Define nonstandard abbreviations and symbols in a general note. Previously defined and standard abbreviations and symbols do not need to be defined. The word *in* should not be used (for example, *R\$ millions*, not *in R\$ millions*).

### Composition

- 12.9 *Consistency.* All like figures should be treated consistently.
- 12.10 *Axes.* Use a single-digit zero at the intersection of the *x* and *y* axes (that is, 0, not 0.00). To the extent possible, the axes should be at full scale to show data accurately. Unneeded zeroes should be deleted (for example, 3.0, 3.5, 4.0 rather than 3.00, 3.50, 4.00).
- 12.11 *Axis position.* When the *y*-axis consists of positive data points or a combination of positive and negative data points, the *x*-axis is placed at the base of the chart with the axis



labels and title below it. When the y-axis consists of negative data points only, the x-axis is placed at the top of the chart with the axis labels and title above it.

When the x-axis consists of positive data points or a combination of positive and negative data points, the y-axis is placed at the left of the chart with the axis labels and title to the left of the chart. If the x-axis consists of negative data points only, the y-axis is placed to the right of the chart with the axis labels and title to the right of the axis.

- 12.12 *Axis titles.* All axes must have titles. The titles should be lowercased. Abbreviations and symbols may be used, but a single symbol standing alone should be avoided (for example, %). Define nonstandard abbreviations and symbols in a general note. Previously defined and standard abbreviations and symbols do not need to be defined. The word *in* should not be used (for example, *thousands*, not *in thousands*).
- 12.13 *Position of axis titles.* Y-axis titles are positioned parallel to the axis and are centered along its length. X-axis titles are centered below the axis.
- 12.14 *X-axis labels.* X-axis labels may be positioned either horizontally or, when space is tight, on a slant. They should not be perpendicular to the x-axis.
- 12.15 *Gridlines and frames.* All gridlines, other than the axes, should be removed from the figure. It may sometimes be appropriate to leave a rule at 0 for clarity (when the figure includes negative data points), but such rules generally are not needed. Figures should not be framed by a box unless frames are specified by the series template.
- 12.16 *Data lines.* Typically, data points should be removed from data lines. Rather than symbols, shades of color or line patterns should be used to differentiate the data lines from each other.
- 12.17 *Keys and line labels.* The text in keys and line labels should be lowercased. Abbreviations and symbols may be used in keys and line labels, but avoid a single symbol standing alone (for example, %). Define nonstandard abbreviations and symbols in a note. Previously defined and standard abbreviations and symbols do not need to be defined.
- 12.18 *Notes.* Superscript letters should be used for notes within the figure.

## Notes

- 12.19 *Order.* Follow the order for notes specified in *Chicago* 13.43. Thus, source notes appear first, general notes (including definitions of nonstandard abbreviations and symbols) appear second, specific notes appear third, and notes on significance levels appear last.

### *Example*

*Sources:* WHO 2002; World Bank 2001.

*Note:* Data refer to the Europe and Central Asia region. SNA = Survey of National Accounts.

a. Data for Romania are for 1999–2002.

\* $p < .05$  \*\* $p < .01$

- 12.20 *Sources.* Sources are required for all figures. The source information is preceded by the word *Source* or *Sources*, in italics, with an initial cap, and followed by a colon. The

author-date style is preferred. Complete bibliographic information should be placed in the reference section. See section 15 of this guide for additional information.

- 12.21 *General note.* The word *Note*—always singular, in italics, with an initial cap, and followed by a colon—precedes the general note. Nonstandard abbreviations and symbols should be defined in the general note.
- 12.22 *Specific notes.* Specific notes are preceded by full-size lowercase letters, they are not raised or superscript, and they are followed by a period. Note reference letters within the figure are superscript.
- 12.23 *Long notes.* If a long note is repeated in several figures, refer to earlier figures rather than repeat the note.

## 13. Tables

- 13.1 *Further reference.* For additional information, refer to the World Bank Office of the Publisher’s composition guidelines. Also refer to *Chicago* chapter 13.
- 13.2 *Numbering.* Tables are numbered separately from boxes and figures. Double numeration is typically used (for example, table 3.1), and the number is placed above the table.
- 13.3 *Long tables.* For vertical tables that are too long to fit on one page, the typesetter will set “continued”—in italics and preceded by the table number—at the top of each page after the first (for example, “Table 14.5 *continued*”). Column heads are repeated on all pages. For broadside tables, “continued” is set only on verso (left) pages, and column heads are repeated only on verso pages. A drop folio is placed to the outside of the page.

### Titles

- 13.4 *Placement and format.* Table titles are placed above the table, following the table number. They should use headline-style capitalization (refer to *Chicago* 8.167 and 8.170) unless the series template specifies otherwise.
- 13.5 *Content.* Titles should be brief. They should not include background information, repeat column heads, or describe results illustrated by the table. Ellipses or dashes should not be used to connect one table title to the next.  
Except for the Bank’s regional abbreviations (AFR, EAP, ECA, LAC, MNA or MENA, and SAR), abbreviations within the title are fine.  
Geographic areas and dates, if relevant, should be placed at the end of the title. Use judgment in determining whether such information is needed. For example, the country name likely isn’t needed in a book that focuses entirely on one country.

### Unit Indicators

- 13.6 *Placement and format.* When a single unit indicator applies to the entire table, it is placed below the title but above the table. It is typically set flush left, in italics, and lowercased (unless it is a phrase, in which case sentence-style capitalization should be applied), but defer to the series template. When more than one unit indicator is used within a table, the unit indicators follow the appropriate column heads or stub entries.
- 13.7 *Content.* Abbreviations and symbols may be used in the unit indicator, but avoid a single symbol standing alone (for example, %) when the unit indicator is placed below the title. Define nonstandard abbreviations and symbols in a note. Previously defined and standard abbreviations and symbols do not need to be defined. The word *in* should not be used (for example, *R\$ millions*, not *in R\$ millions*).

### Column Heads

- 13.8 *Capitalization.* Sentence-style capitalization is typically used in column heads, but follow the series template when one exists.
- 13.9 *Alignment.* Column heads should align on the bottom line of text.

- 13.10 *Unit indicators.* When unit indicators are given for individual columns, they are lowercased and placed in parentheses following the column heads. Abbreviations and symbols may be used. Define nonstandard abbreviations and symbols in a note. Previously defined and standard abbreviations and symbols do not need to be defined.
- 13.11 *Content.* Column heads should not end with colons or prepositions. Abbreviations and symbols may be used. Define nonstandard abbreviations and symbols in a note. Previously defined and standard abbreviations and symbols do not need to be defined.  
If columns are numbered (for example, in regression tables), use arabic numerals in parentheses.

### Stub Entries

- 13.12 *Capitalization.* Sentence-style capitalization is used in stub entries.
- 13.13 *Order.* Stub entries should be arranged in a readily apparent order (for example, alphabetical, chronological) unless there is a contextual reason for another order.
- 13.14 *Unit indicators.* When unit indicators are given for individual rows, they are lowercased and placed in parentheses following the stub entry. Abbreviations and symbols may be used. Define nonstandard abbreviations and symbols in a note. Previously defined and standard abbreviations and symbols do not need to be defined.
- 13.15 *Content.* Stub entries should not end with colons or prepositions. Abbreviations and symbols may be used in stub entries. Define nonstandard abbreviations and symbols in a note. Previously defined and standard abbreviations and symbols do not need to be defined.
- 13.16 *Main entries and subentries.* When no main entries are accompanied by data, all main entries are set in italic, flush left, and are followed by subentries in roman, flush left.  
If any main entry is accompanied by data, all main entries are set in roman, flush left, and are followed by subentries set in roman and indented one em.  
There is no need for a colon following a main entry.

### Table Body

- 13.17 *Blank cells.* Aside from tables of regressions, no blank cells should appear in the table. Instead, use the symbols listed below. These symbols (other than 0) should be defined in a general note.

Not available	—
Not applicable	n.a.
Negligible	..
Zero	0

- 13.18 *Decimals.* Aside from probabilities, a zero should be placed before any decimal that is less than one (for example, 0.25). Numbers that are to be compared should have the same number of decimal places. If they do not, query the author.
- 13.19 *Notes.* Superscript letters should be used for notes in the table body.

## Notes

- 13.20 *Order.* Follow the order specified in *Chicago* 13.43. Thus, source notes appear first, general notes (including definitions of nonstandard abbreviations and symbols) appear second, specific notes appear third, and notes on significance levels appear last.

*Example*

*Sources:* WHO 2002; World Bank 2001.

*Note:* Data refer to the Europe and Central Asia region. SNA = Survey of National Accounts.

a. Data for Romania are for 1999–2002.

\* $p < .05$  \*\* $p < .01$

- 13.21 *Sources.* Sources are required for all tables. The source information is preceded by the word *Source* or *Sources*, in italics, with an initial cap, and followed by a colon. The author-date style is preferred. Complete bibliographic information should be placed in the reference section for the chapter or book as a whole.
- 13.22 *General note.* The word *Note*—always singular, in italics, with an initial cap, and followed by a colon—precedes the general note. Nonstandard abbreviations and symbols should be defined in the general note.
- 13.23 *Specific notes.* Specific notes are preceded by full-size lowercase letters, they are not raised or superscript, and they are followed by a period. Note reference letters in the table body are superscript.
- 13.24 *Long notes.* If long notes are repeated in several tables, refer to earlier tables rather than repeat the notes.

## 14. Mathematics

- 14.1 *Further reference.* For additional information, refer to *Chicago* chapter 14.
- 14.2 *Consistency.* Notation and typographical distinctions should be consistent. Refer to *Chicago* 14.3.
- 14.3 *Signs and symbols.* Refer to *Chicago* 14.8–16 and table 14.1.
- 14.4 *Standard abbreviations.* Refer to *Chicago* table 14.2.
- 14.5 *Delimiters.* Refer to *Chicago* 14.25–34.
- 14.6 *Subscripts and superscripts.* Refer to *Chicago* 14.35–37.
- 14.7 *Summations and integrals.* Refer to *Chicago* 14.38–41.
- 14.8 *Radicals.* Refer to *Chicago* 14.42–43.
- 14.9 *Fractions.* Refer to *Chicago* 14.44–48.
- 14.10 *Matrices and determinants.* Refer to *Chicago* 14.49–50.
- 14.11 *Scalars, vectors, and tensors.* Refer to *Chicago* 14.51–54.
- 14.12 *Definitions, theorems, and other formal statements.* Refer to *Chicago* 14.55.
- 14.13 *Probability and statistics.* Refer to *Chicago* 14.56.

### Displayed Equations

- 14.14 *When to display mathematical expressions.* Refer to *Chicago* 14.17.
- 14.15 *Line breaks.* Refer to *Chicago* 14.19.
- 14.16 *Numbering.* Displayed mathematical expressions are always numbered. Typically, a double-numeration system is used (for example, 2.3). The equation number may appear to either the left or right of the expression but should be placed consistently.

### Punctuation

- 14.17 *Multiple expressions in a single display.* Refer to *Chicago* 14.22.
- 14.18 *Single expression multiple lines.* Refer to *Chicago* 14.22.
- 14.19 *End punctuation.* Refer to *Chicago* 14.22.
- 14.20 *Commas.* Refer to *Chicago* 14.22–23.

- 14.21 *Ellipses*. Refer to *Chicago* 14.23–24. Ellipsis dots should be vertically centered unless the multiplication dot is present, in which case they should be on the baseline.
- 14.22 *Minus signs*. Do not use a hyphen or an en dash. Either use a minus sign character, which can be found in Character Map (look in Programs, Accessories, System Tools), or instruct the typesetter to set a minus sign. Refer to *Chicago* 6.86.
- 14.23 *Multiplication cross*. Refer to *Chicago* 14.24. An  $x$  should not be used to represent a multiplication cross.

### **Editing Mathematics**

- 14.24 *Italic characters*. Editing on hard copy, the manuscript editor should clearly identify all italic characters. Refer to *Chicago* 14.61 and 14.63.
- 14.25 *Ambiguous characters*. Editing on hard copy, the manuscript editor should clearly identify any ambiguous characters. Refer to *Chicago* 14.62 and table 14.4.
- 14.26 *Superscripts and subscripts*. Refer to *Chicago* 14.65.

## 15. Documentation

15.1 *Further reference.* Please be familiar with *Chicago* chapters 16 and 17.

### Documentation System

#### Source Citations

15.2 *Author-date style.* The author-date style is preferred. Refer to *Chicago* 16.4 and 16.90–120. The use of notes is also acceptable, but refer to sections 15.3 and 15.5 below. The manuscript editor should confer with the production editor before proceeding with notes.

For works by more than three authors, only the name of the first author is used followed by *et al.* or *and others*. The choice should be applied consistently. Follow the client's preference if it is apparent. All of the author names are included in the reference list.

When an organization is the author, the organizational abbreviation (if one exists) should be used. Refer to the first example below.

*Examples: Text*

Accessions to international agreements and institutions have accelerated (UNCTAD 2001).

Trumbull and Wall (1994) estimate that ODA allocations are responsive to the needs of recipient countries.

This result may reflect the importance of strategic and noneconomic considerations in aid allocation (Alesina and Dollar 2000).

Investors do not value the foreign operations of multinational companies as highly as the domestic (Christophe and Pfeiffer 2002; Denis and others 2001).

Intercompany loans may also substitute for costly external borrowing when local capital markets are underdeveloped (Desai and others 2003a, 2003b).

*Examples: Following figures, maps, and tables*

*Source:* De la Fuente 2001.

*Sources:* De la Fuente 2001; World Bank 2003.

*Sources:* World Bank staff calculations based on data from the U.N. Economic Commission (2003) and OECD (2003).

Refer to *Chicago* 16.107–20 for additional examples.

15.3 *Notes.* If notes are used, endnotes are preferred. Endnotes can be placed either after each chapter or at the end of the book. For multiauthor books, they will always appear after each chapter. For other books, the production editor will indicate the location.



## Reference Lists and Bibliographies

15.4 *Reference lists.* Reference lists may appear after each chapter or at the end of the book. For multiauthor books, they will always appear after each chapter. For other books, the production editor will indicate the location.

15.5 *Bibliographies.* When a list of sources includes uncited publications, it is called a *bibliography* or a *select bibliography*, whichever is appropriate. Bibliographic entries follow the same arrangement and format as entries in a reference list.

Bibliographies may appear after each chapter or at the end of the book. The production editor will indicate the location. If one chapter uses a bibliography, then the term *bibliography* should be used for the source lists of all chapters.

### Content

15.6 *Further reference:* Examine *Chicago* 17.2 and 17.18.

15.7 *Minimum information needed.* Complete source information is highly desirable, and the author should be queried for any missing pieces. However, if the author has been queried and if the missing information is not forthcoming, then the bare minimum that is needed is listed below.

Books: author's last name, date, and title

Journals: author's last name, date, article title, journal title, volume number or year

Informal publications: author's last name, date, title, and description of publication (e.g., speech, conference paper, photocopy)

15.8 *Author names.* Preferably the full name should be used. However, it is also acceptable for initials to be used with the last name.

When the author is an organization, the organizational abbreviation (if one exists) should be used followed by the full name in parentheses. For books, the organization is also given as the publisher.

#### *Examples*

Batchelor, R. A. 2001. "How Useful Are Forecasts of Intergovernmental Agencies? The IMF and OECD versus the Consensus." *Applied Economics* 33 (2): 225–35.

Gunter, Frank R. 1996. "Capital Flight from the People's Republic of China: 1984–94." *China Economic Review* 7 (1): 77–96.

UNCTAD (United Nations Conference on Trade and Development). 2001. *World Investment Report 2001: Promoting Linkages*. Geneva: UNCTAD.

15.9 *Multiple authors.* Refer to *Chicago* 17.27–29. For the arrangement of entries, refer to *Chicago* 16.101–103.

15.10 *Titles.* Refer to sections 6.18–34 of this guide.

- 15.11 *Copublications.* A few options exist for copublications. Refer to section 15.25 below as well as *Chicago* 17.113. Whichever option is chosen, it should be followed consistently.
- 15.12 *Informal publications.* The term *processed* is no longer used with informal publications. Instead, the type of publication should be specified. Refer to *Chicago* 17.210–37. Titles use headline-style capitalization and are enclosed in quotation marks.
- 15.13 *Legal citations.* Follow *Chicago* 17.275–89, making adjustments as necessary for consistency with the surrounding documentation.
- 15.14 *Public documents.* Follow *Chicago* 17.290–356, making adjustments as necessary for consistency with the surrounding documentation.
- 15.15 *Web sites.* Refer to *Chicago* 17.235 and 17.237. Include the protocol (for example, <http://>) in the Web address.
- 15.16 *E-mail communications.* Refer to *Chicago* 17.208–9.
- 15.17 *Databases.* Refer to *Chicago* 17.357–59.

## Examples

### Books

- 15.18 *One author*  
 Goldstein, Morris. 1998. *The Asian Financial Crisis: Causes, Cures, and Systemic Implications*. Washington, DC: Institute for International Economics.
- EBRD (European Bank for Reconstruction and Development). 2002. *Transition Report 2002: Agriculture and Rural Transition*. London: EBRD.
- 15.19 *Multiple authors*  
 Broadman, Harry G., James Anderson, Constantijn A. Claessens, Randi Ryterman, Stefka Slavova, Maria Vagliasindi, and Gallina A. Vincelette. 2004. *Building Market Institutions in South Eastern Europe: Comparative Prospects for Investment and Private Sector Development*. Directions in Development Series. Washington, DC: World Bank.
- Scherer, Frederick M., and David Ross. 1990. *Industrial Market Structure and Economic Performance*. 3rd ed. New York: Houghton-Mifflin.
- 15.20 *Editor in place of an author*  
 Broadman, Harry, ed. 2002. *Unleashing Russia's Business Potential: Lessons from the Regions for Building Market Institutions*. Washington, DC: World Bank.
- 15.21 *Print and electronic versions*  
 World Bank. 2003. *World Bank Annual Report 2003*. Washington, DC: World Bank.  
<http://www.worldbank.org/annualreport/2003/>.

- 15.22 *Chapter in an edited volume*  
Ajayi, Ibi. 2000. "Capital Flight and External Debt in Nigeria." In *External Debt and Capital Flight in Sub-Saharan Africa*, ed. S. Ibi Ajayi and Mohsin S. Khan, 25–34. Washington, DC: International Monetary Fund.
- 15.23 *Forthcoming books*  
Kaplan, Ethan, and Dani Rodrik. Forthcoming. "Did the Malaysian Capital Controls Work?" In *Preventing Currency Crises in Emerging Markets*, ed. Sebastian Edwards and Jeffrey Frankel. Chicago: University of Chicago Press.
- 15.24 *Series*  
van der Gaag, Jacques. 1995. *Private and Public Initiatives Working Together for Health and Education*. Directions in Development Series. Washington, DC: World Bank.
- 15.25 *Multivolume works*  
World Bank. 2002. *Global Development Finance 2002: Financing the Poorest Countries*. 2 vols. Washington, DC: World Bank.  
  
World Bank. 2002. *Analysis and Summary Tables*. Vol. 1 of *Global Development Finance 2002: Financing the Poorest Countries*. Washington, DC: World Bank.
- 15.26 *Copublications* (individual publications should be treated consistently)
- OPTION 1  
Stiglitz, Joseph, and Shahid Yusuf, eds. 2001. *Rethinking the East Asian Miracle*. Washington, DC: World Bank.
- OPTION 2  
Stiglitz, Joseph, and Shahid Yusuf, eds. 2001. *Rethinking the East Asian Miracle*. New York: Oxford University Press.
- OPTION 3  
Stiglitz, Joseph, and Shahid Yusuf, eds. 2001. *Rethinking the East Asian Miracle*. Washington, DC: World Bank; New York: Oxford University Press.
- 15.27 *Languages other than English* (Titles use sentence-style capitalization.)  
Boeri, Tito. 2000. *Uno stato asociale: Perché è fallito il welfare in Italia*. Bari, Italy: Laterza.

#### Journal Articles

(Enclose article titles in quotation marks and use headline-style capitalization.)

- 15.28 *Standard listing*  
Gunter, Frank R. 1996. "Capital Flight from the People's Republic of China: 1984–94." *China Economic Review* 7 (1): 77–96.  
  
Cashin, Paul, and C. John McDermott. "An Unbiased Appraisal of Purchasing Power Parity." *IMF Staff Papers* 50 (3): 321–52.

- 15.29 *No issue number* (refer to *Chicago* 17.163, but insert a space after the colon)  
 Fernandez-Arias, Eduardo, and Peter J. Montiel. 1996. "The Surge in Capital Inflows to Developing Countries: An Analytical Overview." *World Bank Economic Review* 10: 51–77.
- 15.30 *Month instead of issue number*  
 Benhabib, Jess, and Mark M. Spiegel. 1994. "The Role of Human Capital in Economic Development: Evidence from Aggregate Cross-Country Data." *Journal of Monetary Economics* 34 (October): 143–73.

#### Informal Publications

(Refer to *Chicago* 17.210–37. Enclose publication titles in quotation marks and use headline-style capitalization.)

- 15.31 *Working paper*  
 Barth, James, Gerard Caprio Jr., and Ross Levine. 2001. "Bank Regulation and Supervision: What Works Best?" Policy Research Working Paper 2725, World Bank, Washington, DC.
- Holzmann, Robert, and Steen Lau Jorgensen. 2000. "Social Risk Management: A New Conceptual Framework for Social Protection and Beyond." Social Protection Discussion Paper 0006, Human Development Network, World Bank, Washington, DC.
- 15.32 *Paper presented at a conference* (include the date of the conference)  
 Kearney, A. T. 2001. "FDI Confidence Index: Flash Survey." Paper presented at the Organisation for Economic Co-operation and Development Global Forum on International Investment, "New Horizons and Policy Challenges for Foreign Direct Investment in the 21st Century," Mexico City, November 26–27.
- 15.33 *Conference paper in print and electronic formats*  
 Corsetti, Biancarlo, Paolo Pesenti, and Nouriel Roubini. 1998. "Fundamental Determinants of the Asian Crisis: A Preliminary Empirical Assessment." Paper prepared for the Journal of International Money and Finance and Fordham University Conference, "Perspectives on the Financial Crisis in Asia," New York, October 16. <http://pages.stern.nyu.edu/~nrubini/asia/jimf06.pdf>.
- 15.34 *News release*  
 UNCTAD (United Nations Conference on Trade and Development). 2002. "FDI Downturn in 2001 Touches Almost All Regions." Press Release TAD/INF/PR36, January 21.
- 15.35 *Electronic informal publication* (refer to *Chicago* 17.237)  
 Krugman, Paul. 1999. "Analytical Afterthoughts on the Asian Crisis." Massachusetts Institute of Technology. <http://web.mit.edu/krugman/www/MINICRIS.htm>.

## Public Documents

- 15.36 *Report*  
Uganda, Ministry of Health. 1997. *Exploring the Potential for Community Health Insurance and Prepayment Schemes: Towards the Development of Alternative Health Financing Options in Uganda*, by John Arube-Wani. Consultant report. Kampala.

## Electronic Publications

- 15.37 *CD-ROM*  
World Bank Institute. 1999. *Procurement in World Bank Financed Projects*. CD-ROM, version 4.0. Washington, DC: World Bank.
- 15.38 *Database*  
Projects Database. World Bank. <http://worldbank.org/projects/> (Uttar Pradesh State Roads Project; accessed January 14, 2004).
- 15.39 *Web site* (such information is best placed in a note rather than in the reference list)  
United Nations, "The United Nations and Civil Society," United Nations, <http://www.un.org/issues/civilsociety/>.

## 16. Indexes

- 16.1 *Further reference.* For additional information, refer to the World Bank Office of the Publisher’s General Composition and Page Makeup Guidelines document, which is provided to typesetters, and *Chicago* chapter 18.
- 16.2 *What to index.* Text, substantive notes (refer to *Chicago* 18.110–14.), text boxes (indicated with an italic *b*), figures (indicated with an italic *f*), tables (indicated with an italic *t*), and appendixes should be indexed. Front matter is indexed on a case-by-case basis, depending on what it contains.  
Separate page numbers should be provided for the text discussion and any graphical representation. For example, “18, 18*f*, 18*t*” would indicate that the topic appears in the text on page 18, in a figure on page 18, and in a table on page 18.  
A note such as the following should be placed at the top of the index: “Note: *b* indicates boxes, *f* indicates figures and *t* indicates tables.”
- 16.3 *Capitalization.* The first word of a main heading is lowercased unless the word is capitalized in the text.
- 16.4 *Inclusive numbers.* Follow the preference of *Chicago* (refer to *Chicago* 18.13).
- 16.5 *Cross-references.* Refer to *Chicago* 18.14–22 and 18.25 for information about *see* references, *see also* references, and generic references.  
Abbreviations should have cross-references to their spelled-out forms unless the reader is likely to find the abbreviation and the spelled-out form within a few entries of each other. A cross-reference should not be used when there is only one page locator.
- Examples*  
CEDAW. *See* Convention on the Elimination of All Forms of  
Discrimination against Women  
  
Convention on the Elimination of All Forms of Discrimination against  
Women (CEDAW)  
Afghanistan judicial reforms and, 81*b*  
Southeastern Europe, ratification by countries in, 82*b*  
  
ILO (International Labour Organization), 107  
  
International Labour Organization (ILO), 107  
  
United Nations Transitional Authority in Cambodia (UNCTAC), 85*b*
- 16.6 *Style.* The index should be set in indented style with runover lines set as 3-em hanging indents. Subentries indent 1 em from main entries, and sub-subentries indent 1 em from subentries.
- 16.7 *Alphabetization.* Letter-by-letter alphabetization should be used.
- 16.8 *Numbers.* Numbers other than page citations (dates, for example) should be placed in parentheses.

## Appendix A Editorial Checklists

### Developmental Editing Checklist (level A)

The following is a list of potential developmental editing (level A) tasks. These tasks affect the manuscript's form, structure, and content. They occur prior to a manuscript edit. The client will indicate which of these tasks are to be performed, if any, and this information will be provided to the developmental editor. Developmental edits proceed at roughly 2 pages an hour.

- \_\_\_\_\_ Create manuscript outline.
- \_\_\_\_\_ Draft manuscript from author-approved outline.
- \_\_\_\_\_ Assemble manuscript from various materials supplied by the author.
- \_\_\_\_\_ Revise manuscript to address peer review comments.
- \_\_\_\_\_ Reorganize author-supplied text as needed to improve its structure and sharpen its argument.
- \_\_\_\_\_ Rewrite text to sharpen its argument, set the right tone, and achieve the desired manuscript length (that is, the length appropriate to the needs of the intended readers).
- \_\_\_\_\_ Write material to make connections among ideas explicit and to explain or illustrate complex concepts.
- \_\_\_\_\_ Suggest additional material (such as boxes, tables, figures, a glossary, or index) that would make the book more reader-friendly and valuable.
- \_\_\_\_\_ Provide such material.
- \_\_\_\_\_ Delete material that is tangential and of little value to the majority of the book's intended readers, that goes into detail greater than that required for the readers' understanding of the author's point, or that interrupts an otherwise logical flow of ideas.
- \_\_\_\_\_ Reorganize and revise tables, figures, boxes, and other material, as appropriate, to convey the author's message effectively.

### Substantive Editing Checklist (level B)

The following is a list of potential substantive editing (level B) tasks. The client will indicate which of these tasks are to be performed, if any, and the production editor will provide this information to the manuscript editor. Additionally, the manuscript editor performs all mechanical editing tasks (refer to the mechanical editing checklist below). Substantive edits proceed at roughly 3 to 4 pages an hour. (See *Chicago* 2.55 for more information about substantive editing.)

#### READABILITY

- \_\_\_\_\_ Point out factual inconsistencies, faulty logic, particularly awkward or unclear passages, and incomplete comparisons and suggest solutions.
- \_\_\_\_\_ Cut or edit redundant passages, and simplify long, complicated sentences.
- \_\_\_\_\_ Smooth transitions between paragraphs or sections.
- \_\_\_\_\_ Simplify technical language, eliminate jargon, and propose or introduce definitions.
- \_\_\_\_\_ Replace first- and second-person pronouns when it is not clear to whom they are referring or when they seem inappropriate in the context of the rest of the manuscript.
- \_\_\_\_\_ Insert a noun after unclear demonstrative pronouns (*this*, *that*, *these*, and *those*).
- \_\_\_\_\_ Ensure that style is consistent in multiauthor works.

- \_\_\_\_\_ Make revisions in response to peer review comments relating to the readability of the manuscript given the intended audience.
- \_\_\_\_\_ Break up long sequences of modifiers before nouns.
- \_\_\_\_\_ Replace passive constructions with active verbs, when appropriate.
- \_\_\_\_\_ Eliminate excess words that do not advance the argument.

#### OVERALL CONSISTENCY

- \_\_\_\_\_ Suggest text to eliminate stacked heads.

#### LISTS

- \_\_\_\_\_ Eliminate unnecessary use of letters or numerals in run-in lists, and attempt to run short displayed lists into the text.

#### TABLES AND FIGURES

- \_\_\_\_\_ Edit tables and figures so that they illustrate their point and present similar data consistently.
- \_\_\_\_\_ Eliminate text that does nothing more than repeat the data in tables or figures.
- \_\_\_\_\_ Examine complicated tables to see if they can be simplified. If possible, edit broadside tables so that they can be converted into vertical tables.

### Mechanical Editing Checklist (level C)

The following is a list of mechanical editing (level C) tasks. These tasks are automatically performed on all manuscripts. Mechanical edits proceed at roughly 5 to 6 pages an hour. (See *Chicago 2.51* for more information about mechanical editing.)

#### GENERAL TASKS

- X \_\_\_\_\_ Maintain a style sheet (see appendix H for a sample format). Provide the current version of the style sheet with each batch of the edited manuscript (when working on a flow basis) or when editing is complete.
- X \_\_\_\_\_ Insert author queries into the text using bold and double brackets (for example, **[[Please clarify the sentence.]]**) Do not use the comments or footnotes function.
- X \_\_\_\_\_ Label heading levels using double angle brackets and bold (for example, **<<A>>**).
- X \_\_\_\_\_ Move box material out of Word text boxes and into the main text. Precede box material with **<<text box>>** and follow it with **<<end text box>>**. Delete the Word text box.
- X \_\_\_\_\_ Move figures into a separate file; insert callouts in the text file (for example, **<<Place figure 2.1 about here.>>**).
- X \_\_\_\_\_ Insert callouts in the text file for any equations, maps, photos, or tables that are being provided to the typesetter in separate files.

#### READABILITY

- X \_\_\_\_\_ Point out factual inconsistencies, faulty logic, particularly awkward or unclear passages, incomplete comparisons, and vague time references (*in 2003* is better than *last year*).
- X \_\_\_\_\_ Point out first- and second-person pronouns when it is not clear to whom they are referring or when they seem inappropriate in the context of the rest of the manuscript.
- X \_\_\_\_\_ Point out demonstrative pronouns (*this, that, these, those*) when the antecedent is unclear.



- X Fix dangling participles, subject-verb disagreement, incorrect preposition choices, infinitives incorrectly used in place of prepositional phrases, and other grammatical lapses.
- X Repair mistakes in usage.

#### OVERALL CONSISTENCY

- X Edit the table of contents, if available, to agree with the manuscript. (Page numbers are not needed at this stage.)
- X Edit chapter titles and subheads for sense, brevity, parallel construction, and consistent style.
- X Point out stacked heads (heads that lack introductory text).
- X Follow World Bank conventions for country names (see appendix C); alphabetize country names listed in tables, figures, and text unless there is a reason to order them another way.
- X Make punctuation, capitalization, spelling, and so on consistent.
- X Query inconsistencies in the spelling and diacritics of proper names and foreign words. Getting these items right is the author's responsibility.
- X Spell out abbreviations at first mention within either the chapter or the book (the production editor will specify which), or query the author for the full term; eliminate infrequently used abbreviations.
- X Highlight cross-references to other parts of the book. Cross-references are the author's responsibility to check.
- X Delete all paragraph numbers.
- X Delete excessive italics, bold, and quotation marks.
- X Edit endnotes to conform to *The Chicago Manual of Style*, 15th edition.
- X Convert footnotes to endnotes.

#### LISTS

- X Ensure consistency in the handling of lists with respect to punctuation, capitalization, numbering versus lettering, and so on.

#### BOXES

- X Ensure that boxes are correctly numbered and appear in the proper order.
- X Edit titles for brevity, sense, parallel construction, and consistent style.
- X Ensure that all boxes are referred to by number in the text.
- X Convert numbered notes to lowercase letters, and place footnote text at the base of boxes.
- X Ensure that tables and figures inside boxes are unnumbered.

#### TABLES AND FIGURES

- X Ensure that tables and figures are correctly numbered and appear in the proper order. (Note that tables and figures that are in text boxes are unnumbered.)
- X Point out inconsistencies between the data in tables and figures and the statements in text.
- X Ensure that all tables and figures are discussed by number in the text. If any figures or tables seem superfluous to the text discussion, query the author about deleting them or moving them into an appendix.
- X Edit titles for brevity, sense, parallel construction, and consistent style.
- X Ensure that axis titles and labels are present in all figures that use axes. Ensure that unit indicators are present in all other figures.
- X Ensure that unit indicators are provided in tables whenever appropriate.

- X Write out nonstandard abbreviations and symbols used in tables and figures, including abbreviations that are not defined in the text, in a general note.
- X Request source information for tables and figures when such information is missing.

#### MATHEMATICS

- X Check equation numbering.
- X Ensure that all notation and typographical distinctions are consistent.
- X Clearly identify all italic characters.
- X Clearly identify any potentially ambiguous characters.
- X Ensure that all variables have been defined in the text.

#### SOURCE DOCUMENTATION

- X Check source citations against the reference list or bibliography; query the author for any missing references or inconsistencies between the text citation and bibliographic entry.
- X Edit the bibliography or reference list for reasonable conformity to *The Chicago Manual of Style*, 15th edition, and *The World Bank Editorial Style Guide*. Query incomplete or missing entries.
- X Highlight Web addresses. It is the author's responsibility to check their accuracy.
- X Flag any portions of the manuscript for which the author must seek permission to reprint from the original publisher. Refer to section 4 of the *World Bank Editorial Style Guide*.

#### FILE PREPARATION

- X Delete extraneous material.
- X Finalize the table of contents, not including page numbers.

## Appendix B Proofreading Checklist

The following is a list of potential proofreading tasks. The production editor will indicate which tasks are to be performed.

### FIRST PAGE PROOFS

- \_\_\_\_\_ Check the page proofs against the specifications for the book or series and against the General Composition and Page Makeup Guidelines.
- \_\_\_\_\_ Check the table of contents against the text.
- \_\_\_\_\_ Correct glaring grammatical errors but do NOT worry about awkwardness, lack of clarity, or technical language.
- \_\_\_\_\_ Using the current style sheet, correct errors or inconsistencies in punctuation, capitalization, and spelling throughout (including in figures and tables).
- \_\_\_\_\_ Ensure that abbreviations are spelled out at first mention.
- \_\_\_\_\_ Verify that correct country names have been used throughout. Query country names that do not appear alphabetically unless there is a good reason for a different order to be used.
- \_\_\_\_\_ Query inconsistencies in the spelling and diacritics of proper names and foreign words.
- \_\_\_\_\_ Verify that tables and figures are correctly numbered, appear in the proper order and position (in relation to the text reference), and are referenced in the text. (Note that figures and tables in text boxes are not normally numbered.)
- \_\_\_\_\_ Point out inconsistencies between the data in tables or figures and statements in the text.
- \_\_\_\_\_ Request source information for all tables and figures if it is missing.
- \_\_\_\_\_ Verify that nonstandard abbreviations and symbols used in tables and figures are defined in a note.
- \_\_\_\_\_ Ensure that unit indicators are provided in tables whenever appropriate.
- \_\_\_\_\_ For pages with turned tables, check that the table is positioned correctly. Make sure that there is a drop folio but no running head. The drop folio is set flush to the outside unless otherwise indicated by the series template.
- \_\_\_\_\_ If a table runs for more than one page, check for *continued* lines and repetition of column heads (except when the table is turned and runs from verso to recto, in which case *continued* lines and repeated column heads are not needed).
- \_\_\_\_\_ Ensure that axis titles and labels are present in figures that have axes. Ensure that unit indicators have been provided for all other figures.
- \_\_\_\_\_ Verify that text boxes are correctly numbered, appear in the proper order and position, and are referenced in the text.
- \_\_\_\_\_ Check each design element for consistency: headings, lists, tables, figures, boxes, paragraph styles, notes, chapter titles, folios, and running heads.
- \_\_\_\_\_ Make sure that end-of-line hyphenation is consistent with *Chicago* 7.33–45.
- \_\_\_\_\_ Check for stacks of words, letters, hyphens, and mixed punctuation. A stack of three or fewer is acceptable.
- \_\_\_\_\_ Ensure that all endnote numbers are present in the text, are consecutively numbered, and have a corresponding endnote.
- \_\_\_\_\_ Check source citations against the bibliography or reference list.
- \_\_\_\_\_ Mark widows.
- \_\_\_\_\_ Provide a list of blank pages.
- \_\_\_\_\_ Highlight unanswered editorial queries.

- \_\_\_\_\_ Write queries on sticky notes.
- \_\_\_\_\_ Update the editorial style sheet and provide it to the production editor.

#### SECOND PAGE PROOFS

- \_\_\_\_\_ Ensure that all changes from the first page proofs were properly made.
- \_\_\_\_\_ Carefully read all title-page text for accuracy.
- \_\_\_\_\_ Check the table of contents against the contributor list (if any); all text openers (chapters, foreword, executive summary, and so forth); the running heads or feet; and text headings (usually level A headings only) to ensure the consistency and correctness of titles, author or contributor names, and page numbers. Check lists of tables, figures, and boxes against the text to make certain that all are accounted for and are in sequence.
- \_\_\_\_\_ Check sequence of all pages (both with folios and blind) to ensure that they are in the correct order and that no pages are missing.
- \_\_\_\_\_ Check running heads or footers for alignment and correct recto or verso placement. Check for accuracy against book title, part title, chapter title, or author name.
- \_\_\_\_\_ Check page alignment and margins throughout.

## Appendix C Country Names

Consult the production editor if a name does not appear in this table.

Country name	Noun (plural in parentheses)	Adjective of nationality	Special treatment (if any)
Afghanistan	Afghan(s)	Afghan	
Albania	Albanian(s)	Albanian	
Algeria	Algerian(s)	Algerian	
Angola	Angolan(s)	Angola or Angolan	
Antigua and Barbuda	Antiguan(s), Barbudan(s)	Antiguan, Barbudan	Antigua and Barbuda (no short form).
Argentina	Argentine(s)	Argentine	
Armenia	Armenian(s)	Armenian	
Australia	Australian(s)	Australian	
Austria	Austrian(s)	Austrian	
Azerbaijan	Azerbaijani(s)	Azerbaijan or Azerbaijani	
Bahamas, The	Bahamian(s)	Bahamas or Bahamian	Use <i>The Bahamas</i> in text; <i>Bahamas, The</i> in tables and figures.
Bahrain	Bahraini(s)	Bahrain or Bahraini	
Bangladesh	Bangladeshi(s)	Bangladesh or Bangladeshi	One word; the capital is Dhaka.
Barbados	Barbadian(s)	Barbados or Barbadian	
Belarus	Belarussian(s)	Belarussian	
Belgium	Belgian(s)	Belgian	
Belize	Belizean(s)	Belize or Belizean	
Benin	Beninese (sing./pl.)	Beninese	
Bhutan	Bhutanese (sing./pl.)	Bhutanese	
Bolivia	Bolivian(s)	Bolivian	
Bosnia and Herzegovina	Bosnian(s)	Bosnian	
Botswana	Motswana (sing.), Batswana (pl.)	Botswana	
Brazil	Brazilian(s)	Brazilian	
Brunei Darussalam	Bruneian(s)	Brunei or Bruneian	
Bulgaria	Bulgarian(s)	Bulgarian	
Burkina Faso	Burkinabe (sing./pl.)	Burkinabe	Never <i>Upper Volta</i> .
Burma (see Myanmar)			Never use except in historical contexts.
Burundi	Murundi (sing.), Barundi (pl.)	Burundi	
Cambodia	Cambodian(s)	Cambodian	
Cameroon	Cameroonian(s)	Cameroonian	
Canada	Canadian(s)	Canadian	
Cape Verde	Cape Verdean(s)	Cape Verdean	

<b>Country name</b>	<b>Noun (plural in parentheses)</b>	<b>Adjective of nationality</b>	<b>Special treatment (if any)</b>
Central African Republic	Central African(s)	Central African	Avoid <i>CAR</i> . Use <i>the Central African Republic</i> in text; <i>Central African Republic</i> in tables and figures.
Chad	Chadian(s)	Chad or Chadian	
Chile	Chilean(s)	Chilean	
China	Chinese (sing./pl.)	Chinese	Never <i>People's Republic of China</i> .
Colombia	Colombian(s)	Colombian	
Comoros	Comorian(s)	Comorian	Use <i>the Comoros</i> in text; <i>Comoros</i> in tables and figures.
Congo, Democratic Republic of	Congolese (sing./pl.)	Congolese	Use <i>the Democratic Republic of Congo</i> in text; <i>Congo, Dem. Rep. of</i> in tables and figures. Use <i>Zaire</i> only in historical contexts.
Congo, Republic of	Congolese (sing./pl.)	Congolese	Use <i>the Republic of Congo</i> in text; <i>Congo, Rep. of</i> in tables and figures.
Costa Rica	Costa Rican(s)	Costa Rican	
Côte d'Ivoire	Ivorian(s)	Ivorian	Never <i>Ivory Coast</i> ; note circumflex.
Croatia	Croat(s) or Croatian(s)	Croat or Croatian	
Cuba	Cuban(s)	Cuban	
Cyprus	Cypriot(s)	Cypriot	
Czech Republic	Czech(s)	Czech	Use <i>the Czech Republic</i> in text; <i>Czech Republic</i> in tables and figures. Use <i>Czechoslovakia</i> only in historical contexts.
Denmark	Dane(s)	Danish	
Djibouti	Djiboutian(s)	Djibouti	
Dominica	Dominican(s)	Dominica	
Dominican Republic	Dominican(s)	Dominican	Use <i>the Dominican Republic</i> in text; <i>Dominican Republic</i> in tables and figures.
Ecuador	Ecuadoran(s)	Ecuadoran	
Egypt, Arab Republic of	Egyptian(s)	Egyptian	Use <i>the Arab Republic of Egypt</i> at first mention in text, <i>Egypt</i> subsequently; always <i>Egypt, Arab Rep. of</i> in tables and figures.
El Salvador	Salvadoran(s)	Salvadoran	
Equatorial Guinea	Equatorial Guinean(s)	Equatorial Guinean	
Eritrea	Eritrean(s)	Eritrean	
Estonia	Estonian(s)	Estonian	
Ethiopia	Ethiopian(s)	Ethiopian	
Fiji	Fijian(s)	Fiji	
Finland	Finn(s)	Finnish	
France	French (sing./pl.)	French	
Gabon	Gabonese (sing./pl.)	Gabonese	
Gambia, The	Gambian(s)	Gambian	Use <i>The Gambia</i> in text; <i>Gambia, The</i> in tables and figures.
Georgia	Georgian(s)	Georgian	
Germany	German(s)	German	Preferable to <i>the Federal Republic of Germany</i> when the context is the period after unification in 1989; for the period 1949–89, distinguish between <i>the Federal Republic of Germany</i> and <i>the German Democratic Republic</i> ; never <i>West Germany (FR of G)</i> or <i>East Germany (GDR)</i> .

Country name	Noun (plural in parentheses)	Adjective of nationality	Special treatment (if any)
Ghana	Ghanaian(s)	Ghanaian	
Great Britain (see United Kingdom)			
Greece	Greek(s)	Greek	
Grenada	Grenadian(s)	Grenadian	
Guatemala	Guatemalan(s)	Guatemalan	
Guinea	Guinean(s)	Guinean	
Guinea-Bissau	Guinean(s)	Guinea-Bissau	
Guyana	Guyanese (sing./pl.)	Guyana or Guyanese	
Haiti	Haitian(s)	Haitian	
Honduras	Honduran(s)	Honduran	
Hong Kong, China, or Hong Kong (China)			Do not use <i>country</i> in connection with Hong Kong; <i>economy</i> is acceptable.
Hungary	Hungarian(s)	Hungarian	
Iceland	Icelander(s)	Icelandic	
India	Indian(s)	Indian	Use <i>Mumbai</i> instead of <i>Bombay</i> .
Indonesia	Indonesian(s)	Indonesian	
Iran, Islamic Republic of	Iranian(s)	Iranian	Use <i>the Islamic Republic of Iran</i> in text; <i>Iran, Islamic Rep. of</i> in tables and figures.
Iraq	Iraqi(s)	Iraq or Iraqi	
Ireland	Irishman(men), Irishwoman(women), Irish	Irish	
Israel	Israeli(s)	Israel or Israeli	
Italy	Italian(s)	Italian	
Ivory Coast (see Côte d'Ivoire)			
Jamaica	Jamaican(s)	Jamaican	
Japan	Japanese (sing./pl.)	Japanese	
Jordan	Jordanian(s)	Jordanian	
Kazakhstan	Kazakhstani(s)	Kazakhstan or Kazakhstani	
Kenya	Kenyan(s)	Kenyan	
Kiribati	I-Kiribati	Kiribati	
Korea, Democratic People's Republic of	Korean(s)	Korean	Never <i>North Korea</i> . Use <i>the Democratic People's Republic of Korea</i> in text; <i>Korea, Democratic People's Republic of</i> in tables and figures.
Korea, Republic of	Korean(s)	Korean	Never <i>South Korea</i> . Use <i>the Republic of Korea</i> at first mention in text, <i>Korea</i> subsequently unless the <i>Democratic People's Republic of Korea</i> is also being discussed, in which case the full formal name must be used; <i>Korea, Rep. of</i> in tables and figures.
Kuwait	Kuwaiti(s)	Kuwait or Kuwaiti	
Kyrgyz Republic	Kyrgyz (sing./pl.)	Kyrgyz	Use <i>the Kyrgyz Republic</i> in text; <i>Kyrgyz Republic</i> in tables and figures.

<b>Country name</b>	<b>Noun (plural in parentheses)</b>	<b>Adjective of nationality</b>	<b>Special treatment (if any)</b>
Lao People's Democratic Republic	Lao, the Lao	Lao	Never <i>Laos</i> . Use <i>the Lao People's Democratic Republic</i> at first mention in text, <i>Lao PDR</i> subsequently; <i>Lao PDR</i> in tables and figures.
Latvia	Latvian(s)	Latvian	
Lebanon	Lebanese (sing./pl.)	Lebanese	
Lesotho	Mosotho (sing.), Basotho (pl.)	Lesotho	
Liberia	Liberian(s)	Liberian	
Libya	Libyan(s)	Libyan	
Lithuania	Lithuanian(s)	Lithuanian	
Luxembourg	Luxembourger(s)	Luxembourg	
Macedonia, former Yugoslav Republic of			Use <i>the former Yugoslav Republic of Macedonia</i> at first mention in text, <i>FYR Macedonia</i> subsequently; <i>Macedonia, FYR</i> in tables and figures.
Madagascar	Malagasy (sing./pl.)	Malagasy	
Malawi	Malawian(s)	Malawian	
Malaysia	Malaysian(s)	Malaysian	
Maldives	Maldivian(s)	Maldivian	
Mali	Malian(s)	Malian	
Malta	Maltese (sing./pl.)	Maltese	
Marshall Islands	Marshallese (sing./pl.)	Marshall Islands	Use <i>the Marshall Islands</i> in text; <i>Marshall Islands</i> in tables and figures.
Mauritania	Mauritanian(s)	Mauritanian	
Mauritius	Mauritian(s)	Mauritian	
Mexico	Mexican(s)	Mexican	
Micronesia, Federated States of	Micronesian(s)	Micronesian	Use <i>the Federated States of Micronesia</i> in text; <i>Micronesia, Federated States of</i> in tables and figures.
Moldova	Moldovan(s)	Moldovan	
Mongolia	Mongolian(s)	Mongolian	
Morocco	Moroccan(s)	Moroccan	
Mozambique	Mozambican(s)	Mozambican	
Myanmar	Myanmar	Myanmar	Never <i>Burma</i> except in historical contexts. The capital is <i>Yangon</i> , not <i>Rangoon</i> .
Namibia	Namibian(s)	Namibian	
Nepal	Nepalese (sing./pl.)	Nepalese	
Netherlands	the Dutch, Netherlander(s)	Dutch or Netherlands	Use <i>the Netherlands</i> in text; <i>Netherlands</i> in tables and figures.
New Zealand	New Zealander(s)	New Zealand	
Nicaragua	Nicaraguan(s)	Nicaraguan	
Niger	Nigerien(s)	Nigerien	
Nigeria	Nigerian(s)	Nigerian	
Norway	Norwegian(s)	Norwegian	
Oman	Omani(s)	Oman or Omani	
Pakistan	Pakistani(s)	Pakistan or Pakistani	
Palau	Palauan(s)	Palauan	
Panama	Panamanian(s)	Panamanian	
Papua New Guinea	Papua New Guinean(s)	Papua New Guinea	



Country name	Noun (plural in parentheses)	Adjective of nationality	Special treatment (if any)
Paraguay	Paraguayan(s)	Paraguayan	
Peru	Peruvian(s)	Peruvian	
Philippines	Filipino(s)	Philippine	Use <i>the Philippines</i> in text; <i>Philippines</i> in tables and figures.
Poland	Pole(s)	Polish	
Portugal	Portuguese (sing./pl.)	Portuguese	
Qatar	Qatari(s)	Qatar or Qatari	
Romania	Romanian(s)	Romanian	
Russian Federation	Russian(s)	Russian	Use <i>the Russian Federation</i> at first mention in text, <i>Russia</i> subsequently; <i>Russian Federation</i> in tables and figures. Use <i>USSR</i> or <i>Soviet Union</i> only in historical contexts.
Rwanda	Rwandese (sing./pl.)	Rwandese	
Samoa	Samoaan(s)	Samoaan	Not <i>Western Samoa</i> .
San Marino	Sammarinese (sing./pl.)	Sammarinese	
São Tomé and Príncipe	Saotomean(s)	São Tomé and Príncipe	No short form; note diacritical marks.
Saudi Arabia	Saudi Arabian(s)	Saudi Arabian	
Senegal	Senegalese (sing./pl.)	Senegal or Senegalese	
Serbia and Montenegro			Only in historical contexts, <i>the former Yugoslavia</i> may be used in text; <i>Yugoslavia</i> , <i>former</i> in tables and figures.
Seychelles	Seychellois (sing./pl.)	Seychelles	Use <i>the Seychelles</i> in text; <i>Seychelles</i> in tables and figures.
Sierra Leone	Sierra Leonean(s)	Sierra Leonean	
Singapore	Singaporean(s)	Singapore or Singaporean	
Slovak Republic	Slovak(s)	Slovak	Use <i>the Slovak Republic</i> in text; <i>Slovak Republic</i> in tables and figures. Use <i>Czechoslovakia</i> only in historical contexts.
Slovenia	Slovene(s) or Slovenian(s)	Slovene or Slovenian	
Solomon Islands	Solomon Islander(s)	Solomon Islands	Use <i>the Solomon Islands</i> in text; <i>Solomon Islands</i> in tables and figures.
Somalia	Somali(s)	Somali	
South Africa	South African(s)	South African	
Soviet Union (see Russian Federation)			Use only in historical contexts.
Spain	Spaniard(s)	Spanish	
Sri Lanka	Sri Lankan(s)	Sri Lanka	
St. Kitts and Nevis	Kittitian(s), Nevisian(s)	St. Kitts and Nevis	No short form.
St. Lucia	St. Lucian(s)	St. Lucian	
St. Vincent and the Grenadines	St. Vincentian(s) or Vincentian(s)	St. Vincentian or Vincentian	Use <i>St. Vincent and the Grenadines</i> at first mention in text, <i>St. Vincent</i> subsequently; <i>St. Vincent</i> in tables and figures.
Sudan	Sudanese (sing./pl.)	Sudanese	

Country name	Noun (plural in parentheses)	Adjective of nationality	Special treatment (if any)
Suriname	Surinamese (sing./pl.)	Surinamese	
Swaziland	Swazi(s)	Swazi	
Sweden	Swede(s)	Swedish	
Switzerland	Swiss (sing./pl.)	Swiss	
Syrian Arab Republic	Syrian(s)	Syrian	Use <i>the Syrian Arab Republic</i> at first mention in text, <i>Syria</i> subsequently; <i>Syrian Arab Rep.</i> in tables and figures.
Taiwan, China, or Taiwan (China)			Do not use <i>country</i> in connection with Taiwan; <i>economy</i> is acceptable.
Tajikistan	Tajik(s)	Tajik	
Tanzania	Tanzanian(s)	Tanzanian	
Thailand	Thai(s)	Thai	
Timor-Leste			
Togo	Togolese (sing./pl.)	Togolese	
Tonga	Tongan(s)	Tongan	
Trinidad and Tobago	Trinidadian(s), Tobagonian(s)	Trinidad and Tobago	No short form.
Tunisia	Tunisian(s)	Tunisian	
Turkey	Turk(s)	Turkish	
Turkmenistan	Turkmen(s)	Turkmen	
Uganda	Ugandan(s)	Ugandan	
Ukraine	Ukrainian(s)	Ukrainian	Do not use <i>the Ukraine</i> .
United Arab Emirates		United Arab Emirates	Use <i>the United Arab Emirates</i> in text; <i>United Arab Emirates</i> in tables and figures.
United Kingdom	Briton (British)	U.K., of the United Kingdom, British	Use <i>the United Kingdom</i> (n.) or <i>U.K.</i> (adj.) in text; <i>United Kingdom</i> in tables and figures. Great Britain may be used if that is the author's preference, it is used consistently, and the references to the country are passing or historical.
United States	American(s)	U.S., of the United States	Use <i>the United States</i> (n.) or <i>U.S.</i> (adj.) in text; <i>United States</i> in tables and figures. <i>American</i> is acceptable as an adjective in passing references.
Uruguay	Uruguayan(s)	Uruguayan	
USSR (see Russian Federation)			Use only in historical contexts.
Uzbekistan	Uzbek(s)	Uzbek	
Vanuatu	ni-Vanuatu	Vanuatu	
Venezuela, República Bolivariana de	Venezuelan(s)	Venezuelan	Use <i>República Bolivariana de Venezuela</i> in text; <i>Venezuela, R. B. de</i> in tables and figures.
Vietnam	Vietnamese (sing./pl.)	Vietnamese	
Yemen, Republic of	Yemeni(s)	Republic of Yemen	Use <i>the Republic of Yemen</i> in text; <i>Yemen, Republic of</i> in tables and figures. Use <i>People's Democratic Republic of Yemen</i> and <i>Arab Republic of Yemen</i> only in historical contexts; do not use <i>North Yemen</i> or <i>South Yemen</i> .

<b>Country name</b>	<b>Noun (plural in parentheses)</b>	<b>Adjective of nationality</b>	<b>Special treatment (if any)</b>
Yugoslavia (see Serbia and Montenegro)			
Zaire (see Congo, Democratic Republic of)			Use only in historical contexts.
Zambia	Zambian(s)	Zambian	
Zimbabwe	Zimbabwean(s)	Zimbabwean	

Appendix D  
**Currency Units**

Country or area	Currency units					Subsidiary units			Value in terms of main currency
	Singular	Plural	Adjective	Abbreviation	Singular	Plural			
Afghanistan	Afghani	Afghanis	—	Af	pul	puls		Af 0.01	
Albania	lek	leks	Albanian	lek	qindar	qindarka		lek 0.01	
Algeria	dinar	dinars	Algerian	DA	centime	centimes		DA 0.01	
Andorra	franc <sup>a</sup> peseta <sup>a</sup>	francs <sup>a</sup> peseta <sup>a</sup>	French Spanish	F Ptas <sup>b</sup>	centime céntimo	centimes céntimos		F 0.01 Pta 0.01	
Angola	kwanza	kwanzas	Angolan	Kz	céntimo	céntimos		Kz 0.01	
Anguilla	dollar	dollars	Eastern Caribbean	EC\$	cent	cents		EC\$0.01	
Antigua and Barbuda	dollar	dollars	Eastern Caribbean	EC\$	cent	cents		EC\$0.01	
Argentina	peso	pesos	Argentine	Arg\$	centavo	centavos		Arg\$0.01	
Armenia	dram	drams	Armenian	dram	luma	lumas		dram 0.01	
Aruba	florin	florins	Aruban	Af.	cent	cents		Af. 0.01	
Australia	dollar	dollars	Australian	\$A	cent	cents		\$A 0.01	
Austria	euro <sup>c</sup>	euros	—	€	cent	cents		€0.01	
Azerbaijan	manat	manat	Azerbaijan	manat	kepiq	kepiqs		manat 0.01	
Azores	escudo	escudos	Portuguese	Esc	centavo	centavos		Esc 0.01	
Bahamas, The	dollar	dollars	Bahamian	B\$	cent	cents		B\$0.01	

Country or area	Currency units				Subsidiary units			Value in terms of main currency
	Singular	Plural	Adjective	Abbreviation	Singular	Plural		
Bahrain	dinar	dinars	Bahrain	BD	fil	fil		BD 0.001
Bangladesh	taka	taka	Bangladesh	Tk	poisha	poisha		Tk 0.01
Barbados	dollar	dollars	Barbados	BD\$\$	cent	cents		BD\$\$0.01
Belarus	rubel	rubels	Belarusian	Rbl	—	—		—
Belgium	euro <sup>c</sup>	euros	—	€	cent	cents		€0.01
Belize	dollar	dollars	Belize	BZ\$	cent	cents		BZ\$0.01
Benin	franc	francs	CFA	CFAF	centime <sup>4</sup>	centimes		CFAF 0.01
Bermuda	dollar	dollars	Bermuda	Ber\$	cent	cents		Ber\$0.01
Bhutan	ngultrum	ngultrum	Bhutanese	Nu	chhetrum	chhetrum		Nu 0.01
Bolivia	boliviano	bolivianos	—	Bs	centavo	centavos		Bs 0.01
Bosnia and Herzegovina	convertible marka	convertible marka	—	KM	pfening	pfeninga		KM 0.01
Botswana	pula	pula	Botswana	P	thebe	thebe		P 0.01
Brazil	real <sup>w</sup>	reais	Brazilian	R\$	centavo	centavos		R\$0.01
British Virgin Islands	dollar	dollars	U.S.	\$ or US\$ <sup>e</sup>	cents	cents		\$0.01
Brunei Darussalam	dollar	dollars	Brunei	B\$	cent	cents		B\$0.01
Bulgaria	lev	leva	Bulgarian	Lev	stotinka	stotinki		lev 0.01
Burkina Faso	franc	francs	CFA	CFAF	centime <sup>d</sup>	centimes		CFAF 0.01

Country or area	Currency units				Subsidiary units				Value in terms of main currency
	Singular	Plural	Adjective	Abbreviation	Singular	Plural			
Burundi	franc	francs	Burundi	Fbu	centime	centimes		FBu 0.01	
Cambodia	riel	riels	Cambodian	CR	sen	sen		CR 0.01	
Cameroon	franc	francs	CFA	CFAF	centime <sup>d</sup>	centimes		CFAF 0.01	
Canada	dollar	dollars	Canadian	Can\$	cent	cents		\$0.01	
Canary Islands	peseta	pesetas	Spanish	Ptas <sup>b</sup>	céntimo	céntimos		Pta 0.01	
Cape Verde	escudo	escudos	Cape Verde	CVEsc	centavo	centavos		CVEsc 0.01	
Cayman Islands	dollar	dollars	Cayman Islands	C\$	cent	cents		C\$0.01	
Central African Republic	franc	francs	CFA	CFAF	centime <sup>d</sup>	centimes		CFAF 0.01	
Chad	franc	francs	CFA	CFAF	centime <sup>d</sup>	centimes		CFAF 0.01	
Chile	peso	pesos	Chilean	Ch\$	centavo	centavos		Ch\$0.01	
China	yuan <sup>f</sup>	yuan <sup>f</sup>	Chinese	Y	fen <sup>g</sup>	fen		Y 0.01	
Colombia	peso	pesos	Colombian	Col\$	centavo	centavos		Col\$0.01	
Comoros	franc	francs	Comorian	CF	centime	centimes		CF 0.01	
Congo, Dem. Rep. of	franc	francs	Congo	CGF	centime	centimes		CGF 0.01	
Congo, Rep. of	franc	francs	CFA	CFAF	centime <sup>d</sup>	centimes		CFAF 0.01	
Costa Rica	colón	colones	Costa Rican	C	céntimo	céntimos		C 0.01	
Côte d'Ivoire	franc	francs	CFA	CFAF	centime <sup>d</sup>	centimes		CFAF 0.01	
Croatia	kuna	kunas	Croatian	HRK	lipa	lipa		HRK 0.01	

Country or area	Currency units				Subsidiary units				Value in terms of main currency
	Singular	Plural	Adjective	Abbreviation	Singular	Plural			
Cuba	peso	pesos	Cuban	\$	centavo	centavos		\$0.01	
Cyprus	pound	pounds	Cyprus	€	cent	cents		€C 0.01	
Czech Republic	koruna	koruny	Czech	CZK	haléř	haléře		CZK 0.01	
Denmark	krone	kroner	Danish	DKr	øre	øre		DKr 0.01	
Djibouti	franc	francs	Djibouti	DF	centime	centimes		DF 0.01	
Dominica	dollar	dollars	Eastern Caribbean	EC\$	cent	cents		EC\$0.01	
Dominican Republic	peso	pesos	Dominican	RD\$	centavo	centavos		RD\$0.01	
Ecuador	dollar	dollars	U.S.	\$ or US\$ <sup>e</sup>	centavo <sup>h</sup>	centavos		\$0.01	
Egypt, Arab Rep. of	pound	pounds	Egyptian	LE	piastre <sup>h</sup>	piastres		LE 0.01	
El Salvador	colón	colones	Salvadoran	C	centavo	centavos		C 0.01	
Equatorial Guinea	dollar	dollars	U.S.	\$ or US\$	cent	cents		\$0.01	
Eritrea	franc	francs	CFA	CFAF	centime <sup>d</sup>	centimes		CFAF 0.01	
Estonia	nakfa	nakfa	Eritrean	ERN	cent	cents		ERN 0.01	
Ethiopia	kroon	krooni	Estonian	EEK	sent	sent		EEK 0.01	
Faeroe Islands	birr	birr	Ethiopian	Br	cent	cents		Br 0.01	
Falkland Islands	kroner	kroner	Danish	DKr	øre	øre		DKr 0.01	
Fiji	pound	pounds	Falkland Islands	£	new penny	new pence		£0.01	
Finland	dollar	dollars	Fiji	F\$	cent	cents		F\$0.01	
	euro <sup>c</sup>	euros	—	€	cent	cents		€0.01	

Country or area	Currency units				Subsidiary units				Value in terms of main currency
	Singular	Plural	Adjective	Abbreviation	Singular	Plural			
France	euro <sup>c</sup>	euros	—	€	cent	cents		€0.01	
French Guiana	franc	francs	French	F	centime	centimes		F 0.01	
French Polynesia	franc	francs	CFP	CFPF	centime	centimes		CFPF 0.01	
Gabon	franc	francs	CFA	CFAF	centime <sup>d</sup>	centimes		CFAF 0.01	
Gambia, The	dalasi	dalasis	Gambian	D	butut	bututs		D 0.01	
Georgia	lari	lari	Georgian	GEL	tetri	tetri		GEL 0.01	
Germany	euro <sup>c</sup>	euros	—	€	cent	cents		€0.01	
Ghana	cedi	cedis	Ghanaian	¢	pesewa	pesewas		¢0.01	
Gibraltar	pound	pounds	Gibraltar	£	new penny	new pence		£0.01	
Greece	euro <sup>c</sup>	euros	—	€	cent	cents		€0.01	
Greenland	krone	kroner	Danish	DKr	øre	øre		DKr 0.01	
Grenada	dollar	dollars	Eastern Caribbean	EC\$	cent	cents		EC\$0.01	
Guadeloupe	franc	francs	French	F	centime	centimes		F 0.01	
Guatemala	quetzal	quetzales	Guatemalan	Q	centavo	centavos		Q 0.01	
Guinea	franc	francs	Guinean	GF	—	—		—	
Guinea-Bissau	franc	francs	CFA	CFAF	centime <sup>d</sup>	centimes		CFAF 0.01	
Guyana	dollar	dollars	Guyana	G\$	cent	cents		G\$0.01	



Country or area	Currency units				Subsidiary units			Value in terms of main currency
	Singular	Plural	Adjective	Abbreviation	Singular	Plural		
Haiti	gourde	gourdes	Haitian	G	centime	centimes	G 0.01	
Honduras	lempira	lempiras	Honduran	L	centavo	centavos	L 0.01	
Hong Kong, China	dollar	dollars	Hong Kong	HK\$	cent	cents	HK\$0.01	
Hungary	forint	forint	Hungarian	Ft	fillér	fillér	Ft 0.01	
Iceland	króna	krónur	Icelandic	ISK	eyrir	aurar	ISK 0.01	
India	rupee	rupees	Indian	Rs <sup>1</sup>	paisa	paise	Re 0.01	
Indonesia	rupiah	rupiah	Indonesian	Rp	sen	sen	Rp 0.01	
Iran, Islamic Rep. of	rial	rials	Iranian	RIs <sup>1</sup>	—	—	—	
Iraq	dinar	dinars	Iraqi	ID	fiIs	fiIs	ID 0.001	
Ireland	euro <sup>c</sup>	euros	—	€	cent	cents	€0.01	
Israel	new sheqel	new sheqalim	Israeli	NIS	agora	agorot	NIS 0.01	
Italy	euro <sup>c</sup>	euros	—	€	cent	cents	€0.01	
Jamaica	dollar	dollars	Jamaica	J\$	cent	cents	J\$0.01	
Japan	yen	yen	Japanese	¥	sen	sen	¥0.01	
Jordan	dinar	dinars	Jordanian	JD	fiIs	fiIs	JD 0.001	
Kazakhstan	tenge	tenge	Khazakhstanian	T	tiyn	tiyns	T 0.01	
Kenya	shilling	shillings	Kenya	K Sh	cent	cents	K Sh 0.01	
Kiribati	dollar	dollars	Australian	\$A	cent	cents	\$A 0.01	

Country or area	Currency units				Subsidiary units				Value in terms of main currency
	Singular	Plural	Adjective	Abbreviation	Singular	Plural			
Korea, Democratic Peoples' Republic of	won	won	Korean Democratic Peoples' Republic	—	chun	chun	chun	chun	won 0.01
Korea, Rep. of	won	won	Korean	W	chun	chun	chun	chun	W 0.01
Kuwait	dinar	dinars	Kuwaiti	KD	fiis	fiis	fiis	fiis	KD 0.001
Kyrgyz Republic	som	soms	Kyrgyz	som	tyyn	tyyns	tyyns	tyyns	som 0.01
Lao PDR	kip	kip	Lao	KN	—	—	—	—	—
Latvia	lats	lats	Latvian	LVL	santims	santims	santims	santims	LVL 0.01
Lebanon	pound	pounds	Lebanese	LL	—	—	—	—	—
Lesotho	loti <sup>k</sup>	maloti <sup>k</sup>	Lesotho	M	sente	lisente	lisente	lisente	M 0.01
Liberia	dollar	dollars	Liberian	\$	cent	cents	cents	cents	\$0.01
Libya	dinar	dinars	Libyan	LD	dirham	dirhams	dirhams	dirhams	LD 0.001
Liechtenstein	franc	francs	Swiss	Sw F	centime	centimes	centimes	centimes	Sw F 0.01
Lithuania	litas	litai	Lithuanian	LTL	centas	centai	centai	centai	LTL 0.01
Luxembourg	euro <sup>c</sup>	euros	—	€	cent	cents	cents	cents	€0.01
Macao SAR	pataca	patacas	Macao	P	avo	avos	avos	avos	P 0.01
Macedonia, FYR	denar	denars	Macedonian	MDen	deni	deni	deni	deni	MDen 0.01
Madagascar	franc	francs	Malagasy	FMG	centime	centimes	centimes	centimes	FMG 0.01
Madeira	escudo	escudos	Portuguese	Esc	centavo	centavos	centavos	centavos	Esc 0.01

Country or area	Currency units					Subsidiary units			Value in terms of main currency
	Singular	Plural	Adjective	Abbreviation	Singular	Plural			
Malawi	kwacha	kwacha	Malawi	MK	tambala	tambala		MK 0.01	
Malaysia	ringgit	ringgit	Malaysian	RM	sen	sen		RM 0.01	
Maldives	rufiyaa	rufiyaa	Maldivian	Rf	laari	laari		Rf 0.01	
Mali	franc	francs	CFA	CFAF	centime <sup>d</sup>	centimes		CFAF 0.01	
Malta	lira	liri	Maltese	Lm	cent <sup>l</sup>	cents		Lm 0.01	
Marshall Islands	dollar	dollars	U.S.	\$ or US\$ <sup>e</sup>	cent	cents		\$0.01	
Martinique	franc	francs	French	F	centime	centimes		F 0.01	
Mauritania	ouguiya <sup>m</sup>	ouguiyas <sup>m</sup>	Mauritanian	UM	khoum	khoums		UM 0.20 <sup>n</sup>	
Mauritius	rupee	rupees	Mauritian	MUR	cent	cents		MUR 0.01	
Mexico	peso	pesos	Mexican	Mex\$	centavo	centavos		Mex\$0.01	
Micronesia, Federated States of	dollar	dollars	U.S.	\$ or US\$ <sup>e</sup>	cent	cents		\$0.01	
Moldova	leu	lei	Moldovan	MDL	ban	bani		MDL 0.01	
Monaco	franc	francs	French	F	centime	centimes		F 0.01	
Mongolia	togrog	togrogs	Mongolian	Tog	möngö	möngö		Tog 0.01	
Montserrat	dollar	dollars	Eastern Caribbean	EC\$	cent	cents		EC\$0.01	
Morocco	dirham	dirhams	Moroccan	DH	centime	centimes		DH 0.01	
Mozambique	metical	meticais	Mozambican	Mt	centavo	centavos		Mt 0.01	

Country or area	Currency units				Subsidiary units			Value in terms of main currency
	Singular	Plural	Adjective	Abbreviation	Singular	Plural		
Myanmar	kyat	kyats	Myanmar	K	pya	pyas	K 0.01	
Namibia	dollar <sup>o</sup> rand <sup>o</sup>	dollars <sup>o</sup> rand <sup>o</sup>	Namibia South African	N\$ R	cent cent	cents cents	N\$0.01 R 0.01	
Nauru	dollar	dollars	Australian	\$A	cent	cents	\$A 0.01	
Nepal	rupee	rupees	Nepalese	Nr <sup>p</sup>	paisa	paisa	Nr 0.01	
Netherlands	euro <sup>c</sup>	euros	—	€	cent	cents	€0.01	
Netherlands Antilles	guilder	guilders	Netherlands Antillean	NA f.	cent	cents	NA f. 0.01	
New Caledonia	franc	francs	CFP	CFPF	centime	centimes	CFPF 0.01	
New Zealand	dollar	dollars	New Zealand	\$NZ	cent	cents	\$NZ 0.01	
Nicaragua	córdoba	córdobas	Nicaraguan	C\$	centavo	centavos	C\$0.01	
Niger	franc	francs	CFA	CFAF	centime <sup>d</sup>	centimes	CFAF 0.01	
Nigeria	naira	naira	Nigerian	₦	kobo	kobo	₦0.01	
Norway	kroner	kroner	Norwegian	NKr	øre	øre	NKr 0.01	
Oman	rial Omani	rials Omani	—	RO	baisa	baisas	RO 0.001	
Pakistan	rupee	rupees	Pakistan	PRs	paisa	paisas	PRs 0.01	
Palau	dollar	dollars	U.S.	\$ or US\$ <sup>e</sup>	cent	cents	\$0.01	
Panama	balboa	balboas	Panamanian	B	céntimo	céntimos	B 0.01	
Papua New Guinea	kina	kina	Papua New Guinea	K	toea	toea	K 0.01	

Country or area	Currency units				Subsidiary units			Value in terms of main currency
	Singular	Plural	Adjective	Abbreviation	Singular	Plural		
Paraguay	guaraní	guaraníes	Paraguayan	₲	céntimo	céntimos	₲0.01	
Peru	nuevo sol	nuevos soles	Peruvian	S/.	céntimo	céntimos	S/ 0.01	
Philippines	peso	pesos	Philippine	₱	centavo	centavos	₱0.01	
Poland	zloty	zlotys	Polish	Zł	grosz	groszy	Zł 0.01	
Portugal	euro <sup>c</sup>	euros	—	€	cent	cents	€0.01	
Qatar	riyal	riyals	Qatar	QR	dirham	dirhams	QR 0.01	
Réunion	franc	francs	French	F	centime	centimes	F 0.01	
Romania	leu	lei <sup>g</sup>	Romanian	leu	—	—	—	
Russian Federation	ruble	rubles	Russian	Rub	kopek	kopeks	Rub 0.01	
Rwanda	franc	francs	Rwanda	RF	centime	centimes	RF 0.01	
Samoa	tala	tala	Samoa	SAT	sene	sene	SAT 0.01	
San Marino	euro <sup>c</sup>	euros	—	€	cent	cents	€0.01	
São Tomé and Príncipe	dobra	dobras	São Tomé and Príncipe	Db	centimo	centimos	Db 0.01	
Saudi Arabia	riyal	riyals	Saudi Arabian	SRLs <sup>s</sup>	halala	halalas	SRL 0.01	
Senegal	franc	francs	CFA	CFAF	centime <sup>d</sup>	centimes	CFAF 0.01	
Serbia and Montenegro	dinar	dinars	Serbian	SRD	para	para	SRD 0.01	
Seychelles	rupee	rupees	Seychelles	SR	cent	cents	SR 0.01	
Sierra Leone	leone	leones	Sierra Leonean	Le	cent	cents	Le 0.01	
Singapore	dollar	dollars	Singapore	S\$	cent	cents	S\$0.01	

Country or area	Currency units					Subsidiary units			Value in terms of main currency
	Singular	Plural	Adjective	Abbreviation	Singular	Plural			
Slovak Republic	koruna	koruny	Slovak	Sk	halier	haliere		Sk 0.01	
Slovenia	tolar	tolars	Slovenian or Slovene	SIT	stotin	stotins		SIT 0.01	
Solomon Islands	dollar	dollars	Solomon Islands	SI\$	cent	cents		SI\$0.01	
Somalia	shilling	shillings	Somali	So. Sh.	cent	cents		So. Sh. 0.01	
South Africa	rand	rand	South African	R	cent	cents		R 0.01	
Spain	euro <sup>c</sup>	euros	—	€	cent	cents		€0.01	
Sri Lanka	rupee	rupees	Sri Lanka	SL Rs <sup>t</sup>	cent	cents		SL Re 0.01	
St. Helena	pound <sup>f</sup>	pounds <sup>f</sup>	sterling <sup>f</sup>	£ or £ stg. <sup>r</sup>	new penny	new pence		£0.01	
St. Kitts and Nevis	dollar	dollars	Eastern Caribbean	EC\$	cent	cents		EC\$0.01	
St. Lucia	dollar	dollars	Eastern Caribbean	EC\$	cent	cents		EC\$0.01	
St. Pierre and Miquelon	franc	francs	French	F	centime	centimes		F 0.01	
St. Vincent and the Grenadines	dollar	dollars	Eastern Caribbean	EC\$	cent	cents		EC\$0.01	
Sudan	dinar	dinars	Sudanese	SD	piastre <sup>h</sup>	piastres		SD 0.01	
Suriname	guilder	guilders	Suriname	Sf	cent	cents		Sf 0.01	
Swaziland	lilangeni	emalangeni	Swaziland	E	cent	cents		E 0.01	
Sweden	krona	kronor	Swedish	SKr	öre	öre		SKr 0.01	

Country or area	Currency units					Subsidiary units			Value in terms of main currency
	Singular	Plural	Adjective	Abbreviation	Singular	Plural			
Switzerland	franc	francs	Swiss	Sw F	centime	centimes		Sw F 0.01	
Syrian Arab Rep.	pound	pounds	Syrian	LS	piastre <sup>h</sup>	piastres		LS 0.01	
Taiwan, China	dollar	dollars	New Taiwan	NT\$	fen <sup>u</sup>	fen		NT\$0.01	
Tajikistan	somoni	somoni	Tajik	SM	diram	dirams		SM 0.01	
Tanzania	shilling	shillings	Tanzania	T Sh	cent	cents		T Sh 0.01	
Thailand	baht	baht	Thai	B	satang	satang		B 0.01	
Timor-Leste	dollar	dollars	U.S.	\$ or US\$ <sup>e</sup>	cent	cents		\$0.01	
Togo	franc	francs	CFA	CFAF	centime <sup>d</sup>	centimes		CFAF 0.01	
Tonga	pa'anga	pa'anga	Tongan	T\$	seniti	seniti		T\$0.01	
Trinidad and Tobago	dollar	dollars	Trinidad and Tobago	TT\$	cent	cents		TT\$0.01	
Tunisia	dinar	dinars	Tunisian	TD	millime	millimes		TD 0.001	
Turkey	lira	liras	Turkish	TL	kurus	kurus		TL 0.01	
Turkmenistan	manat	manat	Turkmen	manat	tenge	tenge		manat 0.01	
Turks and Caicos Islands	dollar	dollars	U.S.	\$ or US\$ <sup>e</sup>	cent	cents		\$0.01	
Tuvalu	dollar	dollars	Australian	\$A	cent	cents		\$A 0.01	
Uganda	shilling	shillings	Uganda	U Sh	cent	cents		U Sh 0.01	
Ukraine	hryvnia	hryvnias	Ukrainian	Hrv	kopiyka	kopiyky		Hrv 0.01	

Country or area	Currency units				Subsidiary units			Value in terms of main currency
	Singular	Plural	Adjective	Abbreviation	Singular	Plural		
United Arab Emirates	dirham	dirhams	U.A.E.	Dh	fil	fil	Dh 0.01	
United Kingdom	pound <sup>f</sup>	pounds <sup>f</sup>	sterling <sup>f</sup>	£ or £stg. <sup>f</sup>	penny	pence	£0.01	
United States	dollar	dollars	U.S.	\$ or US\$ <sup>e</sup>	cent	cents	\$0.01	
Uruguay	peso	pesos	Uruguayan	Ur\$	centésim <sup>o</sup>	centésimos	Ur\$0.01	
Uzbekistan	sum	sum	Uzbek	SUM	tiyin	tiyin	SUM 0.01	
Vanuatu	vatu	vatu	Vanuatu	VT	—	—	—	
Venezuela, R. B. de	bolívar	bolívares	Venezuelan	Bs	centavo	centavos	Bs 0.01	
Vietnam	dong	dong	Vietnamese	D	—	—	—	
Wallis and Futuna Islands	franc	francs	CFP	CFPF	centime	centimes	CFPF 0.01	
Yemen, Republic of	rial	rial	Yemeni	Yrls <sup>y</sup>	Fils	fil	YRI 0.01	
Zambia	kwacha	kwacha	Zambian	K	ngwee	ngwee	K 0.01	
Zimbabwe	dollar	dollars	Zimbabwe	Z\$	Cent	cents	Z\$0.01	

a. Both the French franc and the Spanish peseta are legal tender in Andorra.

b. Singular: Pta. Plural: Ptas.

c. Use the term “euro area,” not “euro zone.” It is incorrect to refer to the euro by nationality, for example, as an Austrian euro or a Belgian euro. However, one may refer to a country’s holdings of euros, for example, euro (France) or euro (Germany). Use euro symbol (€) for publications.

d. There is no subsidiary unit issued for the CFA franc. However, it is useful to retain the concept of the centime.

e. Use US\$ instead of \$ when it is not clear that the reference is to the U.S. dollar.

f. The currency is the renminbi, while the currency unit is the yuan.



- g. Second subsidiary currency unit: jiao; 10 fen = 1 jiao; 10 jiao = 1 yuan.
- h. Second subsidiary currency: millième; 10 millièmes = 1 piastre
- i. Singular: Re. Plural: Rs.
- j. Singular: RI. Plural: RIs.
- k. The loti is interchangeable with the South African rand, which remains legal tender.
- l. Second subsidiary currency: mil; 10 mils = 1 cent.
- m. In French, the singular and plural are the same; in Arabic and English the plural form is used.
- n. For accounting purposes, the ouguiya is also divided into the dixième (= U/M 0.10) and the centième (= U/M 0.01).
- o. Where more than one currency is indicated, all are circulating concurrently.
- p. Singular: Nr. Plural: Nrs.
- q. Use the plural form *lei* before a figure (lei 100).
- r. *Sterling* is at times used in place of *pounds*. When used as an adjective to describe the currency, *sterling* follows *pounds* (that is, *pounds sterling*).
- s. Singular: SRI. Plural: SRIs.
- t. Singular: SL Re. Plural: SL Rs.
- u. Second subsidiary currency: chiao; 10 fen = 1 chiao.
- v. Singular: YRI. Plural: YRIs.
- w. The word *real* should be italicized to avoid confusion in such phrases as “the *real's* real exchange rate.”

Appendix E  
**Common Abbreviations**

ADB	Asian Development Bank
ADF	African Development Fund
AFD	Agence Française de Développement
AfDB	African Development Bank
AFR	Africa (World Bank regional vice presidency)
AIDS	acquired immune deficiency syndrome
AMSCO	African Management Services Company
ANM	auxiliary nurse midwife
APDF	Africa Project Development Facility
APEC	Asia-Pacific Economic Cooperation
ARAG	AIDS Regional Advisory Group for the Eastern Mediterranean
ASEAN	Association of Southeast Asian Nations
AU	African Union
Bank	World Bank
BCEAO	Banque Centrale des Etats de l’Afrique de l’Ouest
BEEPS	Business Environment and Enterprise Performance Survey
BIS	Bank for International Settlements
CAS	country assistance strategy
CBO	community-based organization
CDC	U.S. Centers for Disease Control and Prevention
CDD	community-driven development
CEM	Country Economic Memorandum
CFC	chlorofluorocarbon
CGAP	Consultative Group to Assist the Poorest
CGIAR	Consultative Group on International Agricultural Research
CIDA	Canadian International Development Agency
CIF or c.i.f.	cost, insurance, and freight
CIS	Commonwealth of Independent States
CMU	Country Management Unit
COPD	chronic obstructive pulmonary disease
CPI	consumer price index
CRS	Creditor Reporting System (of the OECD)
CTD	Division of Control of Tropical Diseases (of the WHO)
DAC	Development Assistance Committee (of the OECD)
DALY	disability-adjusted life year
DANIDA	Danish International Development Agency
DDSR	debt and debt service reduction
DEC	Development Economics Vice Presidency (of the World Bank)
DECDG	Development Economics Data Group (of the World Bank)
DECPG	Development Economics Development Prospects Group (of the World Bank)
DECRG	Development Economics Research Group (of the World Bank)
DFID	U.K. Department for International Development
DOTS	directly observed treatment, short course (for tuberculosis)
DPT	diphtheria, pertussis, and tetanus (vaccine)
DRE	debt reduction equivalent
DRF	Debt Reduction Facility (of IDA)

DRS	Debtor Reporting System (of the World Bank)
EAP	East Asia and the Pacific (World Bank regional vice presidency)
EBRD	European Bank for Reconstruction and Development
ECA	Economic Commission for Africa (of the UN)
ECA	Europe and Central Asia (World Bank regional vice presidency)
ECB	European Central Bank
ECLAC	Economic Commission for Latin America and the Caribbean (of the UN)
ECOWAS	Economic Community of West African States
EDA	effective development assistance
EFA	Education for All
EMRO	Eastern Mediterranean Regional Office (of the WHO)
EMS	European Monetary System
EPI	Expanded Program on Immunization
ESAC	Economic and Social Adjustment Credit <i>or</i> Education Sector Adjustment Credit <i>or</i> Energy Sector Adjustment Credit (all of the World Bank)
ESAF	Enhanced Structural Adjustment Facility (of the IMF)
ESCAP	Economic and Social Commission for Asia and the Pacific (of the UN)
ESW	economic and sector work
EU	European Union
FACS	Firm Analysis and Competitiveness Survey
FAO	Food and Agriculture Organization (of the UN)
FDI	foreign direct investment
FOB or f.o.b.	free on board
FOIA	Freedom of Information Act
FSAL	financial sector adjustment loan
FSAP	Financial Sector Assessment Program
FSU	former Soviet Union
FTI	Fast-Track Initiative (of EFA)
Fund	International Monetary Fund
FY	fiscal year
G-7	Group of Seven
G-8	Group of Eight
GAIN	Global Alliance for Improved Nutrition
GATS	General Agreement on Trade in Services
GATT	General Agreement on Tariffs and Trade
GCC	Gulf Cooperation Council
<i>GDF</i>	<i>Global Development Finance</i>
GDP	gross domestic product
GEF	Global Environment Facility
GER	gross enrollment ratio
GNI	gross national income
GNP	gross national product
GNP/c	gross national product per capita
GRSP	Global Road Safety Partnership
GSP	generalized system of preferences
GTZ	German Agency for Technical Cooperation (Deutsche Gesellschaft für Technische Zusammenarbeit)
GVIO	gross value of industrial output
HepB	hepatitis B vaccine
Hib	<i>haemophilus influenzae</i> type B
HIPC Initiative	Heavily Indebted Poor Countries Initiative

HIPC	heavily indebted poor countries
HIV	human immunodeficiency virus
HNP	Health, Nutrition, and Population, sector of the World Bank
IBRD	International Bank for Reconstruction and Development (of the World Bank Group)
ICD	International Classification of Diseases
ICO	integrated community organization
ICOR	incremental capital-output ratio
ICSID	International Centre for Settlement of Investment Disputes (of the World Bank)
ICT	information and communication technology
IDA	International Development Association (of the World Bank Group)
IDA13	13th Replenishment of IDA
IDB	Inter-American Development Bank
IDU	injecting drug user
IEC	information, education, and communication
IF	Integrated Framework for Trade-Related Technical Assistance to Least Developed Countries
IFAD	International Fund for Agricultural Development
IFC	International Finance Corporation (of the World Bank Group)
IFI	international financial institution
IFPRI	International Food Policy Research Institute
IFSP	Integrated Food Security Program
ILO	International Labour Organization (plenary body) <i>or</i> International Labour Office (the secretariat and publisher)
IMCI	integrated management of childhood illness
IMF	International Monetary Fund
IMR	infant mortality rate
IOM	International Organization for Migration
I-PRSP	interim PRSP
JICA	Japan International Cooperation Agency
KAP	knowledge, attitudes, and practices
kph	kilometers per hour
LAC	Latin America and the Caribbean (World Bank regional vice presidency)
LDOD	total long-term debt outstanding and disbursed
LIBOR	London interbank offered rate
LLI	local-level institution
LSA	livelihood support activities
M&A	mergers and acquisitions
M&E	monitoring and evaluation
MCH	maternal and child health
MDB	multilateral development bank
MDGs	Millennium Development Goals
Mercosur	Southern Cone Common Market (Mercado Común del Sur)
MFI	microfinance institution
MIGA	Multilateral Investment Guarantee Agency (of the World Bank Group)
MIS	management information system
MMR	maternal mortality ratio
MNA <i>or</i> MENA	Middle East and North Africa (World Bank regional vice presidency)
mph	miles per hour
MRY	most recent year

MSM	men who have sex with men
MTCT	mother-to-child transmission
MYRA	multiyear rescheduling agreement
NAFTA	North American Free Trade Agreement
NATO	North Atlantic Treaty Organization
NCD	noncommunicable disease
NEPAD	New Partnership for Africa's Development
NGO	nongovernmental organization
NIC	newly industrialized country
NIE	newly industrialized economy
NIH	National Institutes of Health
NIS	newly independent state
NPV	net present value
NRM	natural resource management
O&M	operation and maintenance
OAS	Organization of American States
OAU	Organization of African Unity
ODA	official development assistance
ODF	official development finance
OECD	Organisation for Economic Co-operation and Development
OED	Operations Evaluation Department, of the World Bank
OOPP	objective oriented project planning
OPEC	Organization of the Petroleum Exporting Countries
OPV	oral polio vaccine
OVI	objectively verifiable indicator
Oxfam International	an assistance organization; no need to spell out
PAD	project appraisal document
PAHO	Pan American Health Organization
PEAP	Poverty Eradication Action Plan
PETS	Public Expenditure Tracking Survey
PFP	Policy Framework Paper
PME	participatory monitoring and evaluation
PNA	participatory needs assessment
PPA	participatory poverty assessment
PRA	participatory rural appraisal
PREM	Poverty Reduction and Economic Management (World Bank network vice presidency)
PRS	poverty reduction strategy
PRSC	Poverty Reduction Support Credit
PRSP	Poverty Reduction Strategy Paper
PTR	pupil-teacher ratio
R&D	research and development
RDS	rural development society
RPED	Regional Program on Enterprise Development
RTI	reproductive tract infection
RWSS	rural water supply and sanitation
saar	seasonally adjusted annual rate
SAC	Structural Adjustment Credit
SAF	Structural Adjustment Facility (of the IMF)
SAR	South Asia (World Bank regional vice presidency)
SDRs	special drawing rights

Sida	Swedish International Development Cooperation Authority
SMEs	small and medium enterprises
SOE	state-owned enterprise
STD	sexually transmitted disease
STI	sexually transmitted infection
SWAP	sectorwide approach
SWOT	strength, weakness, opportunities, threats (analysis)
TA	technical assistance
TBA	traditional birth attendant
TFR	total fertility rate
TRIPS	Trade-Related Aspects of Intellectual Property Rights
U5MR	under-five mortality rate
UN	United Nations
UNAIDS	Joint United Nations Programme on HIV/AIDS
UNCTAD	United Nations Conference on Trade and Development
UNDP	United Nations Development Programme
UNECA	United Nations Economic Commission for Africa
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific, and Cultural Organization
UNFPA	United Nations Population Fund
UNHCR	United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
UNIDO	United Nations Industrial Development Organization
UNIFEM	United Nations Development Fund for Women
UNODCCP	United Nations Office for Drug Control and Crime Prevention
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East
USAID	U.S. Agency for International Development
VAT	value added tax
VCT	voluntary counseling and testing
VDP	village development plan
WAEMU	West African Economic and Monetary Union
WAMU	West African Monetary Union
WBES	World Business Environment Survey
WBI	World Bank Institute
<i>WDI</i>	<i>World Development Indicators</i>
<i>WDR</i>	<i>World Development Report</i>
WFP	World Food Programme
WHO	World Health Organization
WPI	wholesale price index
WTO	World Trade Organization

Appendix F  
Names and Terms

13th Replenishment of IDA (IDA13)	
acknowledgment	<i>not</i> acknowledgement
acquired immune deficiency syndrome (AIDS)	
adviser	
advisory	
Africa (World Bank regional vice presidency; AFR)	
Africa Project Development Facility (APDF)	
African Development Bank (AfDB)	
African Development Fund (ADF)	
African Management Services Company (AMSCO)	
African Union (AU)	
Agence Française de Développement (AFD)	
agreed-on (adj)	agreed-on price; <i>but</i> the price that was agreed on
AIDS Regional Advisory Group for the Eastern Mediterranean (ARAG)	
anti- (prefix) (no hyphen)	
anti-money-laundering (adj)	anti-money-laundering initiatives
appendixes	<i>not appendices</i>
around	Try <i>about, approximately</i> . <i>Around</i> should usually be restricted to mean physically near.
as	Try <i>because, since</i> . It is often not clear whether <i>as</i> means causation or coincidence.
Asian Development Bank (ADB)	
Asia-Pacific Economic Cooperation (APEC)	
Association of Southeast Asian Nations (ASEAN)	
assure	Distinguish between <i>assure, ensure, and insure</i> .
at-risk (adj)	at-risk projects; <i>but</i> projects that are at risk
auxiliary nurse midwife (ANM)	
balance of payments (adj; n)	
Bank for International Settlements (BIS)	
Bank-Fund; <i>but</i> World Bank–International Monetary Fund (adj)	Bank-Fund Annual Meetings; Joint World Bank–International Monetary Fund Annual Meetings
Bank–United Nations; <i>but</i> Bank-UN (adj)	Bank–United Nations partnership; Bank-UN partnership
Bank-wide	Bank-wide review
Banque Centrale des Etats de l’Afrique de l’Ouest (BCEAO)	
base-year (adj)	
best-practice (adj); best practice (n)	best-practice policies; industry best practices

between	Use <i>between</i> for one-to-one relationships, regardless of the number of items (for example, “NAFTA is a treaty between Canada, Mexico, and the United States.”). Use <i>among</i> to express a relationship of an item to many surrounding items collectively.
birthrate (n)	
birthweight	
Board of Executive Directors (World Bank); the Board	
breakdown (n), break down (v)	
breakup (n), break up (v)	
breastfeed (v)	
buildup (n), build up (v)	
Business Environment and Enterprise Performance Survey (BEEPS)	
by-product	
Canadian International Development Agency (CIDA)	
capacity-building (adj); capacity building (n)	capacity-building initiatives; capacity building is essential
Caribbean	
case-by-case (adj)	
central bank	Lowercase unless part of a proper name.
cesarean section	
checkup (n), check up (v)	
childbearing (n, adj)	
chlorofluorocarbon (CFC)	
chronic obstructive pulmonary disease (COPD)	
civil service (n, adj)	
civil society (n, adj)	
client-provider interaction	
co- (prefix) (no hyphen)	
Cold War	
Commonwealth of Independent States (CIS)	
community-based organization (CBO)	
community-driven (adj)	community-driven project; <b>but</b> the project was community driven
community-driven development (CDD)	
compare to	Try <i>compare with</i> . <i>Compare to</i> should be used only to note a likeness; <i>compare with</i> to analyze similarities and differences.
completion-point (adj); completion point (n)	completion-point status; the completion point
comprise	A whole <i>consists of</i> , <i>encircles</i> , or <i>comprises</i> its parts; the parts <i>compose</i> , <i>constitute</i> , or <i>make up</i> the whole. Never allow <i>comprised of</i> .
constitution; constitutional	Lowercase, <b>but</b> U.S. Constitution
Consultative Group on International Agricultural Research (CGIAR)	



Consultative Group to Assist the Poorest (CGAP)	
consumer price index (CPI)	
continual	Distinguish between <i>continual</i> (means recurring often or at intervals and refers only to time) and <i>continuous</i> (means uninterrupted or unbroken and can refer to time or space)
contracting-out (n)	The contracting-out of the work was beneficial.
cooperate	
coordinate	
cost of living (n), cost-of-living (adj)	
cost-effective (adj)	
country assistance strategy (CAS)	
Country Economic Memorandum (CEM)	
Country Management Unit (CMU)	
Creditor Reporting System (CRS) of the OECD	
cross-cutting (adj)	It is a cross-cutting issue.
cross-section (n)	
cutoff (n), cut off (v)	
Danish International Development Agency (DANIDA)	
data	data are, <i>not</i> data is
database	
day care (n), day-care (adj)	
debt and debt-service reduction (DDSR)	
debt reduction equivalent (DRE)	
Debt Reduction Facility (DRF) of the IDA	
debt relief (n); debt-relief (adj)	provide debt relief; debt-relief program
debt service (n); debt-service (adj); debt-servicing (adj)	cost of debt service; debt-service reduction
Debtor Reporting System (DRS) of the World Bank	
decision making (n); decision-making (adj); decision maker (n)	guidelines for decision making; decision-making guidelines
Department for International Development (DFID), United Kingdom	
Deutsche Gesellschaft für Technische Zusammenarbeit (German Agency for Technical Cooperation; GTZ)	
developed country (n); developed-country (adj)	developed-country financing
developing-country (adj)	developing-country exports
Development Assistance Committee (DAC), of the OECD	
Development Economic Development Prospects Group (DECPG)	
Development Economics Data Group (DECDG)	
Development Economics Research Group (DECRG)	

Development Economics Vice Presidency (DEC) of the World Bank	
dialogue	
diphtheria, pertussis, and tetanus (DPT) vaccine	
directly observed treatment, short course (DOTS), for tuberculosis	
disability-adjusted life year (DALY)	
dispute-resolution (adj)	dispute-resolution techniques
distance learning centers (but initial caps for specific ones)	
distance-learning (adj)	distance-learning programs
distortionary	
Division of Control of Tropical Diseases (CTD), of the WHO	
drawdown (n)	
dropout (n, adj), drop out (v)	
due to	When <i>due to</i> is used as an adverb, change to <i>because of, caused by, the result of, attributable to</i> . Use <i>due to</i> only as an adjective: <i>The increase was due to higher taxes.</i>
e.g.	Change to <i>for example</i> .
East Asia and the Pacific (World Bank regional vice presidency; EAP)	
Eastern Mediterranean Regional Office (EMRO) of the World Health Organization	
economic and sector work (ESW)	
Economic and Social Adjustment Credit (ESAC) of the World Bank	
Economic and Social Commission for Asia and the Pacific (ESCAP) of the UN	
Economic Commission for Africa (ECA) of the UN	
Economic Commission for Latin America and the Caribbean (ECLAC) of the UN	
Economic Community of West African States (ECOWAS)	
economic sector (n, adj)	
Education for All (EFA)	
Education Sector Adjustment Credit	
effective development assistance (EDA)	
e-mail	
end use, end user	
energy sector (n, adj)	
Energy Sector Adjustment Credit	
energy-efficient (adj)	
Enhanced HIPC Initiative	
Enhanced Structural Adjustment Facility (ESAF) of the IMF	

ensure	Distinguish between <i>assure</i> , <i>ensure</i> , and <i>ensure</i> .
etc.	Change to <i>and so on</i> , and <i>and so forth</i> .
ethnic group	<b>not</b> tribe
Euro Area	<b>not</b> Euro Zone
Europe and Central Asia (World Bank regional vice presidency; ECA)	
European Bank for Reconstruction and Development (EBRD)	
European Central Bank (ECB)	
European Community (EC)	Use in historical contexts only.
European Monetary System (EMS)	
European Monetary Union (EMU)	
European Union (EU)	
ex ante, ex post	no italics
exchange rate (n, adj)	exchange rate regimes
Expanded Program on Immunization (EPI)	
ex-president	Change to <i>former president</i> .
faith-based organization	
family planning (n, adj)	
farmworker (n, adj)	
farther	Distinguish between <i>farther</i> (for physical distance) and <i>further</i> (degree).
fast track (n), fast-track (adj)	
Fast-Track Initiative (FTI)	
fieldwork; fieldworker	
financial sector (n, adj)	
financial sector adjustment loan (FSAL)	
Financial Sector Assessment Program (FSAP)	
fine-tune (v); fine tuning (n)	
Firm Analysis and Competitiveness Survey (FACS)	
first-generation (adj)	
firsthand	
fiscal year	
floodplain	
follow-up (n, adj), follow up (v)	
Food and Agriculture Organization (FAO) of the UN	
forego	Distinguish between <i>forego</i> (go before) and <i>forgo</i> (abstain from)
foreign direct investment (FDI)	
foreign exchange (adj)	
formal sector (n, adj)	
for-profit	
forums	<b>not</b> fora
free market (n), free-market (adj)	
Freedom of Information Act (FOIA)	
front-line (adj)	front-line activity

full Poverty Reduction Strategy Paper (full PRSP)	
General Agreement on Tariffs and Trade (GATT)	Succeeded by <i>WTO</i> ; use <i>GATT</i> in historical contexts only.
General Agreement on Trade in Services (GATS)	
German Agency for Technical Cooperation (Deutsche Gesellschaft für Technische Zusammenarbeit; GTZ)	
Global Alliance for Improved Nutrition (GAIN)	
<i>Global Development Finance (GDF)</i>	
Global Environment Facility (GEF)	
Global Road Safety Partnership (GRSP)	
government	Always lowercase (for example, the German government).
grassroots (adj; n)	the grassroots of society; grassroots organizations.
gross domestic product (GDP)	
gross enrollment ratio (GER)	
gross national income (GNI)	
gross national product (GNP)	
gross national product per capita (GNP/c)	
groundwater	
Group of Eight (G-8) (n, adj)	Group of Eight countries; G-8 countries (Canada, France, Germany, Italy, Japan, the Russian Federation, the United Kingdom, and the United States)
Group of Seven (G-7) (n, adj)	Group of Seven countries; G-7 countries (Canada, France, Germany, Italy, Japan, the United Kingdom, and the United States)
Gulf Cooperation Council (GCC)	
handmade	
handout (n, adj), hand out (v)	
hard copy (n), hard-copy (adj)	
hard-line (adj), hard-liner (n)	
health care (n, adj)	health care industry; the state of health care
Health, Nutrition, and Population (World Bank sector; HNP)	
heavily indebted poor countries (HIPC)	
Heavily Indebted Poor Countries (HIPC) Initiative	
human immunodeficiency virus (HIV)	
i.e.	Change to <i>that is</i> .
IDA-only (adj)	IDA-only countries
if	Distinguish between <i>if</i> (to convey conditionality) and <i>whether</i> (to convey choice)
impact (v)	Change to <i>affect, influence, or have an effect on</i> .
in depth (adv), in-depth (adj)	

incremental capital-output ratio (ICOR)	
independently of	Change to <i>independent of</i> .
indexes	<i>not</i> indices
industrial countries	<i>not</i> industrialized countries
infant mortality rate (IMR)	
informal sector (n, adj)	
information and communication technology (ICT)	
inner city (n), inner-city (adj)	
in-service education	
integrated community organization (ICO)	
Integrated Framework for Trade-Related Technical Assistance to Least Developed Countries (IF)	
integrated management of childhood illness (IMCI)	
inter alia	Change to <i>among other things, among others</i> .
Inter-American Development Bank (IDB)	
interest rate (n, adj)	
interim Poverty Reduction Strategy Paper (I-PRSP)	
International Bank for Reconstruction and Development (IBRD) of the World Bank Group	
International Centre for Settlement of Investment Disputes (ICSID) of the World Bank Group	
International Classification of Diseases (ICD)	
International Development Association (IDA) of the World Bank Group	
International Finance Corporation (IFC) of the World Bank Group	
international financial institution (IFI)	
International Fund for Agricultural Development (IFAD)	
International Monetary Fund (IMF)	
International Organization for Migration (IOM)	
International Tax Dialogue (ITD)	
Internet	
intranet	
Japan International Cooperation Agency (JICA)	
Joint United Nations Programme on HIV/AIDS (UNAIDS)	
judgment	<i>not</i> judgement
kilometers per hour (kph)	
knowledge-sharing (adj); knowledge sharing (n)	knowledge-sharing activities; engage in knowledge sharing
landholder	

landmine	
landowner	
Latin America and the Caribbean (World Bank regional vice presidency; LAC)	
layoff (n), lay off (v)	
level the playing field	avoid overuse
life cycle (n), life-cycle (adj)	
lifestyle	
link (n)	<i>not</i> linkage
livelihood support activities (LSA)	
local-level (adj)	local-level feedback
London interbank offered rate (LIBOR)	
long term (n), long-term (adj)	in the long term; long-term forecast, <i>but</i> the forecast is long term
long-standing (adj)	
longtime (adj)	
low income (n), low-income (adj)	
lower-middle-income (adj)	
macroeconomic	
male-female ratio	
management information system (MIS)	
manmade	Change to <i>artificial or constructed</i> .
maternal mortality ratio (MMR)	
Mediterranean	
mergers and acquisitions (M&A)	
micro- (prefix) (no hyphen)	microenterprise, microlending
microfinance institution (MFI)	
middle age (n), middle-aged (adj)	
middle class (n), middle-class (adj)	
Middle East and North Africa (World Bank regional vice presidency; MNA <i>or</i> MENA)	
middle-income (adj)	middle-income countries
miles per hour (mph)	
Millennium Development Goals (MDGs)	
monitoring and evaluation (M&E)	
more importantly	Change to <i>more important</i> .
most recent year (MRY)	
multi- (prefix) (no hyphen)	multisectoral, multidonor
multilateral development bank (MDB)	
Multilateral Investment Guarantee Agency (MIGA) of the World Bank Group	
multiyear rescheduling agreement (MYRA)	
Muslim	<i>not</i> Moslem
nation building (n), nation-building (adj)	
nationwide	
natural resource management (NRM)	
neonatal; neonate	
net present value (NPV)	

New Partnership for Africa's Development (NEPAD)	
newly industrialized countries (or newly industrialized economies)	
non- (prefix) (no hyphen)	noncorrupt, noncrisis, nonexistent, nonlending
noncommunicable disease (NCD)	
nongovernmental organization (NGO)	
non-oil-exporting (adj)	non-oil-exporting country
North American Free Trade Agreement (NAFTA)	
North Atlantic Treaty Organization (NATO)	
objectively verifiable indicator (OVI)	
official development assistance (ODA)	
official development finance (ODF)	
on the ground	avoid; try <i>in the field</i>
one-stop shopping	avoid overuse
ongoing (adj)	ongoing investigation
onlending	
online (adj, adv)	online research; working online
operation and maintenance (O&M)	
Operations Evaluation Department (OED) of the World Bank	
oral polio vaccine (OPV)	
Organisation for Economic Co-operation and Development (OECD)	
Organization of African Unity	Succeeded by the African Union; use in historical contexts only.
Organization of American States (OAS)	
Organization of the Petroleum Exporting Countries (OPEC)	
outsource	
over- (prefix) (no hyphen)	overestimate, overenroll, overwork
Pan American Health Organization (PAHO)	
participatory monitoring and evaluation (PME)	
participatory needs assessment (PNA)	
participatory poverty assessment (PPA)	
participatory rural appraisal (PRA)	
payoff (n), pay off (v)	
per annum	Change to <i>a year</i> or <i>per year</i> .
percent; percentage	Use <i>percent</i> with defined numbers ("only 5 percent of the people voted"). Use <i>percentage</i> with undefined quantities ("only a small percentage of people voted") and percentage points ("the tax rate increased by 10 percentage points").
phaseout (n); phase out (v)	the program phaseout will occur; we will phase out the program
Policy Framework Paper (PFP)	

policy making (n); policy-making (adj); policy maker (n)	an important role in policy making; policy-making guidelines; a gathering of policy makers
policyholder	
post- (prefix) (no hyphen)	postconflict, postreform, <b>but</b> post-World War II
Poverty Eradication Action Plan (PEAP)	
poverty reduction (n, adj)	
Poverty Reduction and Economic Management (World Bank network wide presidency; PREM)	
poverty reduction strategy (PRS)	
Poverty Reduction Strategy Paper (PRSP)	
Poverty Reduction Support Credit (PRSC)	
pre- (prefix) (no hyphen)	precrisis, prereform, prewar
preventive	<b>not</b> preventative
primary-school-age (adj)	primary-school-age children
private sector (n, adj)	private sector involvement; in the private sector
problem solving (n); problem-solving (adj)	engage in problem solving; problem-solving capacity
pro-development	
project appraisal document (PAD)	
pro-poor	
Public Expenditure Tracking Survey (PETS)	
public sector (n, adj)	in the public sector; public sector involvement
quasi- (prefix) (use hyphen)	quasi-professional, quasi-public
rain forest	
rainwater	
re- (prefix) (no hyphen)	reassess, reestablish, rework
Regional Program on Enterprise Development (RPED)	
reproductive tract infections (RTIs)	
research and development (R&D)	
right wing (n), right-wing (adj)	
risk taker (n), risk taking (n), risk-taking (adj)	
risk-bearing (adj)	risk-bearing capacity
runoff (n), run off (v)	
rural development society (RDS)	
rural water supply and sanitation (RWSS)	
safeguard (n, adj, v)	safeguard policies
safety net (n, adj)	
school-age (adj)	
seasonally adjusted annual rate (saar)	
sectorwide approach (SWAP)	
sewerage	Use <i>sewerage</i> , not <i>sewage</i> , when referring to infrastructure and services.
sexually transmitted disease (STD)	
sexually transmitted infection (STI)	
short term (n); short-term (adj)	in the short term; short-term prospects, <b>but</b> plans are short term



since	Use <i>because</i> for causation if confusion with the temporal meaning (“since last winter”) could occur.
-size (suffix), not –sized	medium-size
small and medium enterprises	SMEs
social sector (n, adj)	
socioeconomic	
sociopolitical	
soft copy (n), soft-copy (adj)	
South Asia (World Bank regional vice presidency; SAR)	
Southern Cone Common Market (Mercado Común del Sur; Mercosur)	
special drawing rights (SDRs)	
stand-alone (adj)	stand-alone loans
start-up (n, adj), start up (v)	
state-owned enterprise (SOE)	
Strategic Compact	
Strategic Directions Paper	
strength, weakness, opportunities, threats (SWOT) analysis	
Structural Adjustment Credit (SAC)	
Structural Adjustment Facility (SAF) of the IMF	
sub- (prefix) (no hyphen)	subcommittee, subdistrict, subregion
Swedish International Development Cooperation Authority (Sida)	
take-off (n, adj); take off (v)	the take-off point; the economy will take off
teacher-student ratio	
terms-of-trade (adj); terms of trade (n)	
that, which	Distinguish between <i>that</i> (for restrictive clauses) and <i>which</i> (for nonrestrictive)
Third World	Change to <i>developing countries</i> .
time frame	
total fertility rate (TFR)	
total long-term debt outstanding and disbursed (LDOD)	
toward	<i>not</i> towards
Trade-Related Aspects of Intellectual Property Rights (TRIPS)	
traditional birth attendant (TBA)	
transport	Use <i>transport</i> for goods, <i>transportation</i> for people.
Tropical Disease Research Program	
turnaround (n)	
U.S. Agency for International Development (USAID)	
U.S. Agency for International Development (USAID)	

U.S. Centers for Disease Control and Prevention (CDC)	
under- (prefix) (no hyphen)	underestimate, underfinance, underregistration
under way	The program is under way.
underdeveloped countries	Change to <i>developing countries</i> .
under-five mortality rate	
United Nations (UN)	
United Nations Children's Fund (UNICEF)	
United Nations Conference on Trade and Development (UNCTAD)	
United Nations Development Fund for Women (UNIFEM)	
United Nations Development Programme (UNDP)	
United Nations Economic Commission for Africa (UNECA)	
United Nations Educational, Scientific, and Cultural Organization (UNESCO)	
United Nations Environment Programme (UNEP)	
United Nations High Commissioner for Refugees (UNHCR)	
United Nations Industrial Development Organization (UNIDO)	
United Nations Office for Drug Control and Crime Prevention (UNODCCP)	
United Nations Relief and Work Agency for Palestine Refugees in the Near East (UNRWA)	
United States (n); U.S. (adj)	the United States; U.S. policy
upper-middle-income (adj)	
value added tax (VAT)	
vice president (no hyphen)	
village development plan (VDP)	
vis-à-vis	Change to <i>compared with, in relation to, relative to</i> .
viz.	Change to <i>namely, that is</i> .
voluntary counseling and testing (VCT)	
Web site	
Web-casting facilities	
well-being	
West African Economic and Monetary Union (WAEMU)	
West African Monetary Union (WAMU)	
where	Reserve <i>where</i> for places; try <i>at, on, in which</i> .
whether	See comments at <i>if</i> .
which	See comments at <i>that, which</i> .
while	Try <i>although</i> or <i>whereas</i> for clarity when <i>at the same time as</i> is not what is meant.
wholesale price index (WPI)	

-wide (suffix) (no hyphen unless with proper noun)	worldwide, sectorwide, Bank-wide
wide-ranging (adj)	wide-ranging effects, <b>but</b> the effects are wide ranging
with	Try <i>because of</i> or <i>at the same time as</i> . It is often not clear whether <i>with</i> means causation or coincidence, or nothing.
workday (n)	
workforce (n)	
workload (n)	
workplace (n)	
World Bank Institute (WBI)	WBI, <b>not</b> the WBI
World Bank; the Bank	
World Bank–International Monetary Fund, <b>but</b> Bank-Fund	Joint World Bank–International Monetary Fund Annual Meetings; Bank-Fund Annual Meetings
World Business Environment Survey (WBES)	
World Conference on Religion and Peace	
World Council of Churches	
<i>World Development Indicators (WDI)</i>	
<i>World Development Report (WDR)</i>	
World Faiths Development Dialogue	
World Food Programme (WFP)	
World Health Organization (WHO)	
World Trade Organization (WTO)	
World Wide Web; the Web	
worldview	

Appendix G  
**Alternative Words and Phrases**

The redundant expressions marked with a dagger (†) are incorrect and should be changed. Alternative expressions for other words are meant as suggestions.

<b>Word or phrase</b>	<b>Alternative</b>
accorded	<i>gave</i>
accordingly	<i>therefore, so</i>
adequate number of	<i>enough</i>
adjacent to	<i>next to</i>
†advance planning	<i>planning</i>
†advance reservation	<i>reservation</i>
afford an opportunity	<i>allow, let</i>
afforded	<i>gave</i>
aforementioned	<i>this, these</i>
as a means of	<i>to</i>
as a result of	<i>because</i>
at an early date	<i>soon</i>
at the present time	<i>now</i>
at the time	<i>when</i>
at this (that) point in time	<i>now (then)</i>
(are/is) authorized	<i>may</i>
be in a position to	<i>can</i>
be in receipt of	<i>have, received</i>
beneficial aspects	<i>benefits</i>
†big in size	<i>big, large</i>
†blend together	<i>blend</i>
by means of	<i>by, with</i>
†(in) close proximity to	<i>near</i>
†collaborate together	<i>collaborate</i>
comes into conflict	<i>conflicts</i>
†consensus of opinion	<i>consensus</i>
†critically important	<i>critical</i>
†current incumbent	<i>incumbent</i>
demonstrate	<i>show</i>
despite the fact that	<i>although</i>
due to the fact that	<i>because</i>
during such time as	<i>while</i>
†during the course of	<i>during</i>
effectuate	<i>bring about</i>
employ	<i>use</i>
(are/is) empowered	<i>may</i>
†end result	<i>result</i>
endeavor	<i>try</i>
†exact same	<i>same</i>
(an) excessive number of	<i>too many</i>
few in number	<i>few</i>
for a period of	<i>for</i>
for the purpose of	<i>for, to</i>

for the reason that	<i>because</i>
foregoing	<i>this, these</i>
forthwith	<i>immediately</i>
†free gift	<i>gift</i>
furnish	<i>give, send</i>
†future prospects	<i>prospects</i>
†gather together	<i>gather</i>
give consideration to	<i>consider</i>
herein	<i>here</i>
heretofore	<i>up to this time</i>
in a position to	<i>can, has, have</i>
inasmuch as	<i>because</i>
in a timely manner	<i>on time, promptly</i>
in case	<i>if</i>
†individual person	<i>person</i>
in lieu of	<i>instead of, in place of</i>
in order for	<i>for</i>
in order that	<i>that</i>
in order to	<i>to</i>
in regard to	<i>about, near</i>
interface with	<i>deal with, work with, meet</i>
in terms of	<i>by, in, of, on, for, about, in relation to, through, with regard to</i>
interpose an objection	<i>object</i>
in the absence of	<i>without</i>
in the case of	<i>in</i>
in the course of	<i>during, in</i>
in the event that	<i>if</i>
in the interest of	<i>for, to</i>
in the near future	<i>soon</i>
in view of the fact that	<i>because, given that</i>
†join together	<i>join</i>
liaise with	<i>coordinate with</i>
limited number	<i>few</i>
locality	<i>place</i>
magnitude	<i>size</i>
majority of	<i>most</i>
make a decision	<i>decide</i>
make a determination	<i>determine</i>
make an adjustment	<i>adjust</i>
make use of	<i>use</i>
manmade	<i>artificial, constructed</i>
(the) manner in which	<i>how, the way</i>
†merge together	<i>merge</i>
minimize	<i>decrease, lessen, reduce</i>
necessitate	<i>need, require</i>
†new innovation	<i>innovation</i>
not in a position to	<i>cannot, unable to</i>
not later than	<i>by</i>
not much	<i>little</i>
notwithstanding the fact that	<i>although, even though</i>

occasion (v)	<i>cause</i>
participate	<i>take part</i>
†past experience, past history	<i>experience, history</i>
period of two weeks	<i>two weeks</i>
pertaining to	<i>about, of, on</i>
point in time	<i>point, time</i>
possesses	<i>has</i>
prior to	<i>before</i>
provided that	<i>if</i>
purchase	<i>buy</i>
pursuant to	<i>under</i>
pursuant to our agreement	<i>as we agreed</i>
†real fact	<i>fact</i>
recapitulate	<i>sum up</i>
†recur again	<i>recur</i>
†refer back	<i>refer</i>
relocation	<i>move</i>
remainder	<i>rest</i>
remuneration	<i>pay, payment</i>
render	<i>give, make</i>
†revert back	<i>revert</i>
serves as	<i>is</i>
solicit	<i>ask for</i>
state-of-the-art	<i>advanced, latest</i>
take into consideration	<i>consider</i>
†temporary reprieve	<i>reprieve</i>
thereof	<i>its, their</i>
transmit	<i>send</i>
transpire	<i>happen, occur, take place</i>
until such time as	<i>until</i>
utilize	<i>use</i>
verbatim	<i>exact, word for word</i>
†visible to the eye	<i>visible</i>
with a view to	<i>to</i>
with reference to	<i>about</i>
with respect to	<i>about, on</i>
with the exception of	<i>except for</i>
with the knowledge that	<i>knowing</i>
without further delay	<i>now, right away, immediately</i>







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