WHO
style guide
SECOND EDITION
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Introduction

Any professional publisher has a house style: the preferred spelling, punctuation, terminology and formatting to be used for all its information products in all media. WHO’s house style is a particular way of using English chosen to meet its particular needs. Following this style offers three key advantages.

First, by giving WHO information products a correct, consistent and professional appearance, house style increases WHO’s credibility. When authors use a consistent style, readers can obtain the information they seek without being distracted by variations in spelling, punctuation, terminology and formatting. Products whose appearance is as professional as their content are more credible and convincing to readers.

Next, the use of house style helps WHO to present a single, cohesive image to readers, even though its information products come from a range of different groups and offices. Issuing a range of high-quality products strengthens the WHO brand, and its logo as a mark of quality.

Finally, following house style benefits WHO staff. It streamlines and increases the efficiency of the writing and editing process. When staff know how to use and format text and illustrations correctly and consistently, they can give more of their attention to what they are saying, rather than how they are saying it.

All staff members who produce written information for WHO in hard copy and electronic formats, as well as freelance writers and editors, should learn and follow house style. The contents of this guide follow the policy laid down in the WHO eManual, which requires all WHO information products to follow WHO style (section VIII.2.5).

About this guide

The WHO style guide outlines WHO house style for use in all information products in all media. As far as possible, the principles and practices described here apply to all types of products, but the guide makes clear the cases in which practices for print and electronic publications differ from those for websites or other online products.

The WHO style guide is packed with details, but really contains only two rules.

1. Use the right names for WHO, its Member States and its partners.
2. Treat text correctly and consistently.
The guide provides not only rules and examples but also links to further guidance and relevant forms in hard copy and online. To maximize its usefulness to everyone involved in preparing WHO information products, it has been kept as short and specific as possible.

The guide is part of a range of guidance on publishing provided by WHO headquarters and the Regional Office for Europe and the Regional Office for the Eastern Mediterranean. If you have a question about WHO style that this guide does not answer or about publishing policies and procedures, contact publishing staff at headquarters (publishing@who.int) and the regional offices.
1. Names

WHO

Always use the correct names for WHO and its structures and members. Never use internal, abbreviated WHO names in any text for an external audience. Here are some commonly used WHO names.

World Health Organization, WHO, the Organization (not World Health Organisation, the WHO)

WHO Constitution, and its Chapters and Articles

WHO Director-General (but WHO directors-general), WHO Assistant Director-General (but WHO assistant directors-general)

WHO Executive Board, 132nd session of the WHO Executive Board

WHO headquarters (not WHO Headquarters or HQ)

WHO Regional Office for the Eastern Mediterranean (but WHO regional offices)

WHO Regional Director for South-East Asia (but WHO regional directors)

World Health Day

World Health Assembly (not WHA), Sixty-sixth World Health Assembly (not 66th World Health Assembly)

WHO Regional Committee for Europe (but WHO regional committees), 63rd session of the Regional Committee

WHO Member State, WHO Member States (not member nations, Member Governments)

WHO Secretariat

Structure

WHO Member States are grouped into six regions, each of which has a decision-making body (a regional committee) and a regional office with a regional director. When listing them, give the names in alphabetical order by continent (such as Africa) or sea and ocean (such as the Mediterranean and the Pacific), as shown in Table 1.

WHO regions are organizational groupings and, while they are based on geographical terms, are not synonymous with geographical areas. They are not the same as the regions of the United Nations.
<table>
<thead>
<tr>
<th>WHO regions</th>
<th>WHO regional committees</th>
<th>WHO regional offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>African Region</td>
<td>Regional Committee for Africa</td>
<td>Regional Office for Africa</td>
</tr>
<tr>
<td>Region of the Americas</td>
<td>Regional Committee for the Americas (also Pan American Sanitary Conference and Directing Council of the Pan American Health Organization)</td>
<td>Regional Office for the Americas (also Pan American Sanitary Bureau)</td>
</tr>
<tr>
<td>South-East Asia Region</td>
<td>Regional Committee for South-East Asia</td>
<td>Regional Office for South-East Asia</td>
</tr>
<tr>
<td>European Region</td>
<td>Regional Committee for Europe</td>
<td>Regional Office for Europe</td>
</tr>
<tr>
<td>Eastern Mediterranean Region</td>
<td>Regional Committee for the Eastern Mediterranean</td>
<td>Regional Office for the Eastern Mediterranean</td>
</tr>
<tr>
<td>Western Pacific Region</td>
<td>Regional Committee for the Western Pacific</td>
<td>Regional Office for the Western Pacific</td>
</tr>
</tbody>
</table>

\* The Pan American Sanitary Conference and the Directing Council of the Pan American Health Organization (PAHO) simultaneously serve as the WHO Regional Committee for the Americas, except when the Conference or the Council is considering matters relating to PAHO’s Constitution, PAHO’s juridical relations with WHO or the Organization of American States, or other questions relating to PAHO’s role as an inter-American specialized organization.

\* The Pan American Sanitary Bureau (PASB) is PAHO’s executive arm; it simultaneously serves as the WHO Regional Office for the Americas.

Each WHO regional committee comprises representatives of that region’s Member States and Associate Members, if any.

Use initial capital letters when referring to a specific WHO regional director.

Dr L. Sambo, WHO Regional Director for Africa

Use initial capital letters when referring to a specific WHO region or regional committee, regional office or regional director, but lower case when discussing more than one or making a general reference to them.

Usage tips

Internally, WHO uses acronyms as nicknames for headquarters, a regional office, regional committee and regional director, such as HQ, WPRO, RC and RD, respectively. Never use them in any material intended for an audience outside the Organization, as this may lead to confusion.

Further, do not confuse a regional office with a regional committee or region. In particular, avoid expressions such as “AFRO decided …” when in fact the WHO Regional Committee for Africa or the Member States in the Region made the decision, not the WHO Regional Office for Africa. Similarly, readers might think that “the increase in alcohol dependence in parts of EURO” refers to the WHO Regional Office for Europe, when the author meant the WHO European Region.

When mentioning a particular region or regional office, committee or director for the first time, give the name in full. Afterwards, a short name can be used.
WHO African Region, the African Region, the Region
WHO Regional Office for South-East Asia, the Regional Office
WHO Regional Committee for the Americas, the Regional Committee
WHO Regional Director for the Western Pacific, the Regional Director

Continue to use full names only when there is a danger of confusion, such as when more than one entity is discussed.

Governing bodies
WHO’s highest policy-making body is the World Health Assembly; its short name is “Health Assembly”, not “Assembly”. Avoid the acronym WHA, except in references to World Health Assembly resolutions (such as resolution WHA65.3); outside audiences often think WHA is a misspelling of WHO. The Health Assembly comprises delegates of all Member States, while representatives of each region’s Member States make up the regional committees.

The Executive Board of WHO has the dual role of making proposals to the Health Assembly and ensuring that the policies of previous Health Assemblies are put into effect. It is made up of members designated by and representing their Member States.

Use lower-case letters to refer to “the governing bodies” of WHO. For further information, see the WHO headquarters intranet.

Member States
For WHO Member States and Associate Members, use only the names listed on the WHO headquarters intranet and in Annex 1 (valid as of 20 June 2013). See the United Nations Multilingual Terminology Database (UNTERM; http://unterm.un.org, accessed 5 August 2013) for information on names of Member States in the six official languages, and the WHO headquarters intranet for countries’ allocation to the six WHO regions. Use “Member States” when describing countries’ interactions with WHO; “countries” is preferable when discussing them and their activities, particularly in texts for general audiences.

Some countries’ names are given in different forms in different formats. For example, use the article “the” in some countries’ names when giving them in text (such as the Comoros, the Niger and the Russian Federation), but not in figures and tables or on name-plates. See Annex 1 for examples.

Give any list of countries in alphabetical order, as shown in Annex 1, unless there is a good reason to list them in another way, such as to rank them according to a health or economic indicator.

Always use initial capital letters for the term “Member State(s)”.

Politically and legally sensitive topics
Because WHO is an intergovernmental organization whose mission is to cooperate with all its Member States, staff should be alert to potentially controversial issues and avoid statements that may offend Member States. Offensive statements
pass subjective judgements on countries or their political systems, activities or historical background (by, for example, using such terms as “underdeveloped countries”, the “Third World”, the “Western World” or the “Iron Curtain”). Be aware of the possibility of causing embarrassment to governments, and ensure that information products use objective language.

As a general rule, technical units or departments should inform the governments concerned if they mean to publish any texts that describe the workings of, or criticize, particular governments or national health systems. Brief statements of this nature, presented as examples from particular countries or as attributed views from other information products, are usually acceptable.

If you are doubtful about how Member States might receive a certain text, or your text refers to countries or territories whose international status or borders are disputed, send it to the Office of the Legal Counsel at WHO headquarters for clearance. As all information products under WHO copyright and with the WHO logo are perceived as giving WHO’s views, these requirements apply to all WHO information products. See also the WHO eManual, section VIII.2.6.

**Geographical designations and regions**

See Annex 2 for a list of accepted names for some cities in Member States; capital cities are included in Annex 1. In general, WHO follows United Nations practice in dealing with geographical terminology. If you have any doubts about the acceptability of a particular name or designation, or a country’s WHO membership, check with the Office of the Legal Counsel.

Use names for regions that have a geographical context only; the easiest way to do this is to use lower-case letters for geographical designations, such as “western Europe” and “central Asian countries” (see also Chapter 2). Avoid using terms with capital letters, such as “the West”, which may seem to carry political meanings. Avoid using “westernized” to mean “developed” or “industrialized”.

**Country, state, territory**

All WHO publications carry a standard disclaimer on the designation of countries, territories, cities, areas and their authorities, and the delimitation of frontiers; see the WHO eManual, section VIII.6.5. Disclaimers in the official languages are available on the intranets of headquarters and the regional offices.

The term “country” means a sovereign state. In lists of countries, do not include territories not responsible for their international relations, such as Gibraltar. Normally, the heading “country or area” covers such cases. If you must refer to the status of self-governing territories, call them “territories that are not responsible for the conduct of their international relations”. Avoid the words “colony” and “colonial”.

Sensitive geographical designations
Take particular care when using some geographical designations. These are listed in Table 2 according to WHO region. See the WHO headquarters intranet for updates. Again, see Annex 1 for correct names and refer doubtful cases to the Office of the Legal Counsel.

Partners
All proper names must retain their original spelling, capitalization and punctuation, even if these conflict with WHO style. Call partner and other organizations the names they have chosen for themselves.

Bill & Melinda Gates Foundation
Centers for Disease Control and Prevention
GAVI Alliance
Organisation for Economic Co-operation and Development

Alphabetical order
The following general rules apply in lists of names and addresses and in indexes and alphabetical reference lists, etc.

When the first component of a family name is a particle, such as al or al-, de, Le, Van or von, use the first letter of the particle for alphabetizing, unless established usage or another specific reason dictates otherwise.

Always arrange names beginning with the prefix Mac or Mc as if the letter “a” were present.

When writing Chinese personal names in the traditional way – that is, placing the single-syllable family name first – use the family name for alphabetizing. For example, Dr Hu Ching-Li should be listed under H.

In the alphabetization of chemical names, ignore Greek letters and italicized prefixes.

Technical terms
Anatomy
In general, use the anglicized versions of Latin anatomical terms, as found in standard medical dictionaries. If Latin terms are preferred in a given context for a specific reason, do not italicize them.

Animals, plants, bacteria and viruses
Use codes of international nomenclature. Give the Latin names of the higher taxonomic groups (class, family, etc.) with initial capital letters, but no italics.

Diptera, Bacteriaceae
Table 2. Sensitive geographical designations by WHO region

<table>
<thead>
<tr>
<th>Region</th>
<th>Country or area</th>
<th>Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>African</td>
<td>Congo (the)</td>
<td>This is the short form for “the Republic of the Congo”, whose capital is Brazzaville. Do not confuse it with the Democratic Republic of the Congo (no short form), whose capital is Kinshasa.</td>
</tr>
<tr>
<td></td>
<td>Côte d’Ivoire</td>
<td>Do not use “Ivory Coast”.</td>
</tr>
<tr>
<td></td>
<td>United Republic of Tanzania (the)</td>
<td>Do not use “Tanzania”.</td>
</tr>
<tr>
<td>Americas</td>
<td>Bolivia (Plurinational State of)</td>
<td>Use this form in alphabetical lists, tables and name-plates. For other purposes, use “the Plurinational State of Bolivia”.</td>
</tr>
<tr>
<td></td>
<td>United States of America (the)</td>
<td>Once the full name has been used or where space is limited (as in a table), the shorter forms “the United States” or “the USA” may be used. Do not use the abbreviation “US”, except when referring to the US dollar.</td>
</tr>
<tr>
<td></td>
<td>Venezuela (Bolivarian Republic of)</td>
<td>Use this form in alphabetical lists, tables and name-plates. For other purposes, use “the Bolivarian Republic of Venezuela”.</td>
</tr>
<tr>
<td>South-East Asia</td>
<td>Democratic People’s Republic of Korea (the)</td>
<td>Do not use “North Korea”. Never use the term “Korea” on its own.</td>
</tr>
<tr>
<td>European</td>
<td>Germany</td>
<td>Avoid pre-1990 names for Germany: “the former Federal Republic of Germany” is not acceptable. You can use expressions such as “the Federal Republic of Germany before reunification” and “the former German Democratic Republic”, or “western Germany” and “eastern Germany”, to clarify the geographical area to which health statistics predating October 1990 apply.</td>
</tr>
<tr>
<td></td>
<td>Israel</td>
<td>Do not refer to either Tel Aviv or Jerusalem as the capital. WHO follows United Nations practice and omits references to the capital of Israel or leaves a blank space. See also the discussion below on “Palestine”.</td>
</tr>
<tr>
<td></td>
<td>Kosovo (in accordance with Security Council resolution 1244 (1999))</td>
<td>Do not use “Kosovo” on its own, and avoid using the name in a way that implies it is either a country or a region. Consulting the Office of the Legal Counsel is advisable before mentioning it or including information or data concerning it in WHO information products.</td>
</tr>
<tr>
<td>Region</td>
<td>Country or area</td>
<td>Issues</td>
</tr>
<tr>
<td>--------</td>
<td>----------------</td>
<td>--------</td>
</tr>
<tr>
<td>European (contd)</td>
<td>Montenegro</td>
<td>Since Montenegro and Serbia are now separate states, you can use expressions such as “the former state union of Serbia and Montenegro” to clarify the geographical area to which health statistics predating June 2006 apply.</td>
</tr>
<tr>
<td></td>
<td>Serbia</td>
<td>“The Republic of Serbia” (full name) continues the membership of “the former state union of Serbia and Montenegro” in the United Nations, including all the organs and organizations of the United Nations system. You can use expressions such as “the former state union of Serbia and Montenegro” to clarify the geographical area to which health statistics predating June 2006 apply.</td>
</tr>
<tr>
<td></td>
<td>The former Yugoslav Republic of Macedonia</td>
<td>Never use “Macedonia”, “the Republic of Macedonia”, or “FYROM”. Use a capital T to start the country name when it (a) starts a sentence and (b) appears in a figure or table. Otherwise, use a lower-case t. Alphabetize the country name under T. Use this form in alphabetical lists, tables and name-plates. For other purposes, use “the Islamic Republic of Iran”.</td>
</tr>
<tr>
<td></td>
<td>United Kingdom of Great Britain and Northern Ireland</td>
<td>Use this form on title pages, in signatures and in recording nominations, elections and votes. In addresses, mention the specific area (England, Northern Ireland, Scotland or Wales). Once the full name has been used or where space is limited (as in a table), the shorter form “the United Kingdom” may be used. Never use the abbreviation “UK”.</td>
</tr>
<tr>
<td></td>
<td>Iran (Islamic Republic of)</td>
<td>Use this form in alphabetical lists, tables and name-plates. For other purposes, use “the Islamic Republic of Iran”.</td>
</tr>
<tr>
<td></td>
<td>Palestine</td>
<td>The term “Palestine” is used in the WHO to designate the Palestine Liberation Organization as an entity enjoying observer status in the WHO pursuant to resolution WHA27.37. According to resolution EM/RC40/R.2 of the Regional Committee for the Eastern Mediterranean, Palestine is a member in the Regional Committee for the Eastern Mediterranean. The use of the expression “occupied Palestinian territory” is acceptable in reports prepared by the Secretariat in response to requests contained in resolutions of WHO governing bodies using the same expression. In other documentation, including publications, the WHO Secretariat uses the expression “West Bank and Gaza Strip” to designate the territory in question. The expression “occupied Palestinian territory, including east Jerusalem, and the occupied Syrian Golan” is routinely used in certain documentation for the Health Assembly, such as the information document on the “health conditions in the occupied Palestinian territory, including east Jerusalem, and in the occupied Syrian Golan”.</td>
</tr>
<tr>
<td>Region</td>
<td>Country or area</td>
<td>Issues</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Western Pacific</td>
<td>China</td>
<td>Do not use “Hong Kong”. If data for this area are to be presented separately from those for China in a list or table, give them immediately after those for China, with the identification “China, Hong Kong SAR”.</td>
</tr>
<tr>
<td></td>
<td>Hong Kong Special Administrative Region (Hong Kong SAR)</td>
<td>Do not use “Hong Kong”. If data for this area are to be presented separately from those for China in a list or table, give them immediately after those for China, with the identification “China, Hong Kong SAR”.</td>
</tr>
<tr>
<td></td>
<td>Macao Special Administrative Region (Macao SAR)</td>
<td>Do not use “Macao”. If data for this area are to be presented separately from those for China in a list or table, give them immediately after those for China, with the identification “China, Macao SAR”.</td>
</tr>
<tr>
<td></td>
<td>Taiwan, China</td>
<td>Do not use “Taiwan”. Use the expression “Chinese Taipei” only for lists of participants, summary records and similar documents of World Health Assemblies to which that entity is invited as an observer. If data for this area are to be presented separately from those concerning China in a list or table, give them immediately after those for China. Consult the Office of the Legal Counsel before mentioning this area or including information or data concerning it in WHO information products.</td>
</tr>
<tr>
<td></td>
<td>Lao People’s Democratic Republic (the)</td>
<td>Do not use “Laos”.</td>
</tr>
<tr>
<td></td>
<td>Micronesia (Federated States of)</td>
<td>Use this form in alphabetical lists, tables and name-plates. For other purposes, use “the Federated States of Micronesia”.</td>
</tr>
<tr>
<td></td>
<td>Republic of Korea</td>
<td>Do not use “South Korea”. Never use the term “Korea” on its own.</td>
</tr>
<tr>
<td></td>
<td>Viet Nam</td>
<td>Do not use “Vietnam”.</td>
</tr>
</tbody>
</table>

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WHO STYLE GUIDE
Italicize the Latin names of genera, species and subspecies (if any), giving the generic name an initial capital. Even when derived from a proper name, specific and subspecific names do not have initial capitals.

*Anopheles gambiae, Chamomilla recutita, Salmonella dublin, Wuchereria bancrofti pacifica, Yersinia pestis*

Once you have identified the genus in a given context, you can abbreviate further mention to the initial capital letter, such as *S. dublin, Y. pestis*, unless this leads to ambiguity.

Common names (not italicized) may be used for certain genera and species.

pseudomonad, salmonella, blackfly, gorilla

Both one- and two-word names for viruses are in use.

herpesvirus, papillomavirus, poliovirus, retrovirus, and cowpox virus, influenza virus (including A(H1N1)pdm09), mumps virus, rubella virus

See the website of the International Committee on Taxonomy of Viruses (ICTV; http://www.ictvonline.org/virusTaxonomy.asp?bhcp=1, accessed 5 August 2013) for further information on virus taxonomy.

**Chemical names**

For chemical names, follow the International Union of Pure and Applied Chemistry (IUPAC) rules, as interpreted by the American Chemical Society (see also Annexes 3 and 4). Some exceptions and spellings to note are:

- sulfur *instead of* sulphur
- aluminium *instead of* aluminum
- caesium *instead of* cesium.

Spell out chemical names in text unless the symbolic formula is graphically useful.

**Currency units**

In general, WHO information products use symbols or abbreviations for currencies. Do not use three-letter currency codes (GBP, USD, etc.) in these products. See Chapter 4 for guidance, examples and links to online sources of information.

**Diseases and medical terms**

Follow WHO terminology – based on the *International nomenclature of diseases* (IND), published by the Council for International Organizations of Medical Sciences (CIOMS) and CIOMS/WHO; 1979–1992 (see Annex 4) – for disease names and their spelling; otherwise, consult standard medical dictionaries, such as those given below.


In general, use British, rather than North American, spellings; see also Chapter 2 and Annex 3.

The International Classification of Diseases is a statistical classification, not a reference for nomenclature.

Eponymous names give no information about the nature of a disease, syndrome or test, and may vary between countries, so avoid them whenever possible. Where such names are needed, the following are correct.

- Chagas disease, Down syndrome, but Alzheimer’s disease
- Southern blot (but northern, eastern, western blot)

**Generic names**

Use generic names, not trade names, whenever possible, to avoid the implication that WHO endorses or recommends a particular manufacturer’s product (medicine, pesticide, item of medical equipment) in preference to others. If you must name a specific proprietary product, give it with an initial capital letter. You may need to justify its inclusion if the context is particularly sensitive. Contact the Office of the Legal Counsel for advice.

**Medicines and pesticides**

For pharmaceuticals, use the International Nonproprietary Names (INN) established by WHO. To find out more about INN and apply for copies or access, go to the WHO headquarters website (http://www.who.int/medicines/services/inn/en).

For pesticides, use the common names adopted by the International Organization for Standardization (see ISO 1750:1981, and subsequent addenda and amendments). Use an approved national name when no internationally approved name exists. Again, avoid proprietary names whenever possible.

**Units of measurement**

WHO uses the International System of Units. See Chapter 3 for details.
2. Spelling and capitalization

Spelling

Because WHO style is intended to make WHO information products accessible by all users of English, it does not follow any single set of national practices in handling English. It therefore uses a mix of British and North American spelling, which means that, no matter where staff learned their English spelling, all must change some of their habits. Achieving a consistent and correct appearance for all WHO information products, however, makes this chore worth while.

The general rule is to follow the first spelling listed in the latest edition of the Oxford English dictionary (on the intranet), but there are exceptions, including when:

- a different spelling has become established usage in WHO;
- WHO must follow the recommendations of international nomenclature-setting bodies.

The original spelling in quoted materials, references and names of organizations must be reproduced exactly.

Annex 3 lists the examples and exceptions given here, as well as those in other chapters, in alphabetical order.

Spelling of medical terms

The spelling of disease names and other medical terms follows British rather than North American usage.

- anaesthesia, caesarean, centre, diarrhoea, faeces, gynaecology, haemorrhage,
- ischaemic, manoeuvre, oedema, oesophagus, pharmacopoeia, programme
  (but computer program)

Here are some of the exceptions used in WHO.

- amfetamine     fetal, fetus, etc.
- estrogen, estrus, etc.  leukocyte, leukopenia
- etiology

See Chapter 1 for information on medical terms and the spelling and capitalization practices for eponymous names.

Running words together

One of the most important differences between WHO style and the Oxford English dictionary is the use of hyphens. WHO uses fewer hyphens, uses them more
consistently and runs words together when appropriate. In general, run words together when joining prefixes and suffixes to root words or making compound words; use hyphens only when this involves repeating a vowel or could cause confusion. See the examples here and in Chapter 5.

Prefixes
Table 3 gives examples of the use of many common prefixes.

Suffixes
Words ending in -ize, -ise, -yse
Note that -ize is a suffix added to convert nouns and adjectives (such as character, real and sympathy) into verbs, and the primary spelling in the *Oxford English dictionary*; -ise is an integral part of the roots of some words. Use -yse, not -yze. See Table 4 for examples.

<table>
<thead>
<tr>
<th>Prefixes</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>ante-</td>
<td>antemortem, antenatal</td>
</tr>
<tr>
<td>anti-</td>
<td>antibacterial, anticoagulant, antidepressant, antiepileptic, antimalarial, antimicrobial, antioxidant, antiretroviral, antismoking (and anti-infective)</td>
</tr>
<tr>
<td>co-</td>
<td>coauthor, coenzyme, coexist(ence), cofactor, coinfection, cosponsor (and cooperate, coopt, coordinate)</td>
</tr>
<tr>
<td>contra-</td>
<td>contraindicate, contraindication</td>
</tr>
<tr>
<td>hyper-</td>
<td>hyperactive, hyperkalaemia, hypertension, hyperthermia, hypertonic</td>
</tr>
<tr>
<td>hypo-</td>
<td>hypocalcaemia, hypomagnesaemia, hypotension, hypothermia, hypothesis</td>
</tr>
<tr>
<td>inter-</td>
<td>intercountry, intergovernmental, interregional, interrelated, intersectoral</td>
</tr>
<tr>
<td>intra-</td>
<td>intracellular, intramuscular, intraocular, intraregional, intrauterine, intravenous (and intra-abdominal)</td>
</tr>
<tr>
<td>micro-</td>
<td>microbiology, microeconomics, microprocessor (and microorganism)</td>
</tr>
<tr>
<td>multi-</td>
<td>multidrug, multifaceted, multilateral, multinational, multipurpose, multisectoral</td>
</tr>
<tr>
<td>non-</td>
<td>noncommunicable, nonentity, nongovernmental, nonproprietary (and non-ionized, non-profit-making)</td>
</tr>
<tr>
<td>over-</td>
<td>overestimate, overproduction, overreport, overrule, oversimplify, overuse</td>
</tr>
<tr>
<td>post-</td>
<td>postbasic, postmortem, postnatal, postoperative, postpartum</td>
</tr>
<tr>
<td>pre-</td>
<td>precondition, preinvestment, prenatal, preoperative, preplanned, prepubescent, requisite, preventive (and pre-eclampsia)</td>
</tr>
<tr>
<td>re-</td>
<td>reform (but re-form), reinfect, reinsure, reopen, resect, reuse (and re-establish, re-examine)</td>
</tr>
<tr>
<td>sub-</td>
<td>subcategory, subcommittee, subcutaneous, subgroup, sublethal, subnational, suboptimal, subparagraph, subregion, subsample, subunit (but sub-Saharan, sub-Saharan)</td>
</tr>
<tr>
<td>under-</td>
<td>underdeveloped, underestimate, underrate, underreport, underserved, underuse, underweight</td>
</tr>
</tbody>
</table>
Table 4. Verbs ending in -ize, -ise and -yse

<table>
<thead>
<tr>
<th>Verbs ending in -ize</th>
<th>Verbs ending in -ise</th>
<th>Verbs ending in -yse</th>
</tr>
</thead>
<tbody>
<tr>
<td>acclimatize</td>
<td>equalize</td>
<td>minimize</td>
</tr>
<tr>
<td>alphabetize</td>
<td>finalize</td>
<td>mobilize</td>
</tr>
<tr>
<td>anabolize</td>
<td>generalize</td>
<td>neutralize</td>
</tr>
<tr>
<td>antagonize</td>
<td>harmonize</td>
<td>optimize</td>
</tr>
<tr>
<td>apologize</td>
<td>homogenize</td>
<td>organize</td>
</tr>
<tr>
<td>authorize</td>
<td>hospitalize</td>
<td>oxidize</td>
</tr>
<tr>
<td>capitalize</td>
<td>hypothesize</td>
<td>pasteurize</td>
</tr>
<tr>
<td>categorize</td>
<td>immunize</td>
<td>prioritize</td>
</tr>
<tr>
<td>centralize</td>
<td>ionize</td>
<td>publicize</td>
</tr>
<tr>
<td>criticize</td>
<td>jeopardize</td>
<td>randomize</td>
</tr>
<tr>
<td>decentralize</td>
<td>localize</td>
<td>rationalize</td>
</tr>
<tr>
<td>desensitize</td>
<td>maximize</td>
<td>realize</td>
</tr>
<tr>
<td>emphasize</td>
<td>metabolize</td>
<td>recognize</td>
</tr>
<tr>
<td></td>
<td></td>
<td>sterilize</td>
</tr>
<tr>
<td></td>
<td></td>
<td>franchise</td>
</tr>
<tr>
<td></td>
<td></td>
<td>paralyse</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Here are examples with two other suffixes: -borne and -wide.

- airborne, bloodborne, foodborne, waterborne, but louse-borne, tick-borne, vector-borne
- countrywide, nationwide, worldwide, but World Wide Web

Be careful to spell nouns ending in -our correctly.

- behaviour, colour, harbour, honour, neighbour

**Doubling consonants with suffixes**

For words of a single syllable, or ending in a stressed syllable consisting of a single vowel and a consonant, double the final consonant on adding -ed or -ing.

- allot -ted -ting
- commit -ted -ting
- format -ted -ting
- occur -red -ring
- refer -red -ring
- stop -ped -ping

For similar words that are not stressed on the last syllable, do not double the last consonant on adding -ed or -ing.

- benefit -ed -ing
- bias -ed -ing
- bracket -ed -ing
- budget -ed -ing
- combat -ed -ing
- focus -ed -ing
- market -ed -ing
- parallel -ed -ing
- target -ed -ing

Except for “parallel” (above), double the final consonant of words ending in -l, no matter whether they are stressed on the last syllable.

- counsel -led -ling
- enrol -led -ling
- fulfil -led -ling
- label -led -ling
- level -led -ling
- model -led -ling
- panel -led -ling
- repel -led -ling
- signal -led -ling
- travel -led -ling
- tunnel -led -ling
Compound words
In general, do not use hyphens in compound words, as shown by these examples.

breastfeeding, cardiovascular, cerebrospinal, email (but e-health, e-learning),
gastroenteritis, genitourinary, homepage, immunocompromised, nephrotoxic,
neurobehavioural, osteoarthritis, pharmacogenetics, psychosocial,
radiimmunoassay, socioeconomic, socioenvironmental, videoconference, webpage,
website

Setting the spellchecker tool on your computer
Use the WHO spelling dictionary to increase the correctness of your information products. WHO-recommended spellings are incorporated into the default spellchecker dictionary for Microsoft Word 2010. To activate this function in Word:

• on the Review tab, click on “Set Language”, then “Set Proofing Language”
• select “English (United Kingdom)” and ensure that the box labelled “Do not check spelling or grammar” is empty (no check or green square).

Choose “English (United Kingdom)” as the language for all documents that you create, if it is not the default language. In documents prepared by others, however, the language may be set at some other version of English, a different language or a variety of languages. In such cases, reset the language or copy the content into a new document of your own.

Careful checking of your documents remains as important as ever. The spellchecker is not perfect. It merely suggests WHO spellings, along with those proposed by the Microsoft dictionary. Similarly, if you misspell a word, but the misspelling is a real word in its own right (such as “heath” instead of “health”), the spellchecker does not highlight it as an error. Further, it does not address questions about the use of capitals and italics; in such cases, see below, Chapter 7 and Annex 3.

Capitalization
The modern tendency is to use fewer initial capitals (capitalizing the first letter of each word), so use capital letters sparingly and consistently within the same work. Some words, of course, require initial capitals simply because of their position in the text: for example, the first word in a sentence, heading or subheading (see also Chapter 7). When in doubt, do not capitalize. See Chapter 6 for examples of the use of capital letters in book, journal and website titles.

World report on violence and health (book), Lancet (journal)

Always use initial capitals for proper nouns: the full, formal, exact names of people, institutions and organizations (and the titles of their staff), recognized geographical names (but not more general geographical descriptions), historical events and trade names. General terms or descriptive names (such as public health, human resources, health-system reform) do not take capitals. In addition, note that most proper nouns are specific and therefore singular (such as the WHO Regional Office for Europe), while the plural versions are general descriptions and thus do not take capitals (such as WHO regional offices). See further examples below and in Chapter 1.
When you have introduced a name in initial capitals, use the capitals consistently afterwards.

WHO European Ministerial Conference on Counteracting Obesity, so Conference agenda, Conference documentation, Conference participants

When giving people’s names in lists and in text for the first time, include both given names and surnames if possible. This helps to indicate whether people are male or female, which not only helps writers avoid sexist language (see Chapter 8) but also is useful to translators.

Use initial capitals for people’s formal titles (such as “President”, “Vice-President”, “Director”, etc.) when they appear immediately before the names, and do not separate a title from a name with a comma.

WHO Director-General Margaret Chan

Nevertheless, when listing a group of people, present them consistently. For example, give courtesy titles for all or none.

Professor B. Burgher, Mr J. Greaney, Dr J. Nicholson, Ms R. Okey

Institutions, organizations and job titles

Léon Bernard Medal (or Prize)
President of the Royal College of Physicians, the Royal College of Physicians
Regional Adviser for Mental Health, WHO Regional Office for Europe
United Nations (UN), its Charter, and the Charter’s Chapters and Articles
United Nations Economic and Social Council (ECOSOC)
Universal Declaration of Human Rights

Geographical names

Asia, but central Asian countries
Commonwealth of Independent States (CIS), but newly independent states (NIS) (see also Chapter 3)
Mediterranean Sea, but Mediterranean countries
north(ern), south(ern), east(ern), west(ern), north-east(ern), south-west(ern)
directions)
the Sahara, but sub-Saharan countries

Historical events

First World War, not World War I
Second World War, not World War II
but
century, such as 20th, 21st
decade, such as the 1980s (see also Chapter 4)

Specific titles

Again, use initial capitals for specific titles or events (proper nouns).

act but Medicines Act
assembly but Second World Assembly on Ageing
chairperson but Chairman of the World Health Assembly
classification but International Statistical Classification of Diseases and Related Health Problems, tenth revision
code but International Code of Marketing of Breast-Milk Substitutes
conference but Conference on Women and Health
convention but WHO Framework Convention on Tobacco Control
decade but United Nations Decade of Action for Road Safety 2011–2020
director but WHO Regional Director for the Western Pacific
goal but Millennium Development Goal(s)
government but Government of South Africa
health minister but Minister of Health of Belarus
health ministry but Ministry of Health, Welfare and Sport of the Netherlands
law but Law No. 263 on …
meeting but Meeting on Viral Hepatitis in Europe
memorandum but Memorandum of Agreement
plan but Mediterranean Action Plan
rapporteur but Rapporteur of the Meeting on AIDS Containment
staff rules but Staff Rules of WHO
state but the Federal State of Schleswig-Holstein
working group but Working Group on Air Quality Guidelines
workshop but Workshop on Health Promotion

When using plurals, drop the initial capital(s) on proper nouns. (See Chapter 1 for more information on capitalization of names in WHO.)

  Government of France but European governments
  the WHO Collaborating Centre for Nursing Development but WHO collaborating centres

Here is the most important exception to this rule.

  WHO Member State(s)

Give parts of a document or a book in lower case, unless they are numbered.

  the first five chapters, the annexes, the figure(s), but Chapters 1–5, Annex 2, Fig. 1–3

Exceptions

Exceptions in WHO usage to the rule of capitalizing specific things include the following.

  agenda, agenda item
  Regional Committee resolution EUR/RC62/R3, World Health Assembly resolution WHA65.2, Executive Board resolution EB131.R1
  programme (of a meeting), programme on vaccine-preventable diseases and immunization
  report on a WHO meeting
  section 6 (in a publication)
  Sixty-fifth session of the United Nations General Assembly

Generic and trade names

Use generic names, rather than trade names, if possible. If trade names are included, give them with initial capitals (such as Vaseline). See also Chapter 1.
3. Abbreviations and symbols

Abbreviations

An abbreviation is a shortened form of a word or phrase (such as “etc.”); an acronym is an abbreviation formed from the initial letters of other words (such as “WHO”). Authors use abbreviations to save space in figures and tables and to avoid repeating the same word or phrase many times in a text. Use them sparingly in ordinary texts and avoid them if they lead to confusion or obscurity.

A few abbreviations for technical terms – such as HIV, AIDS, DNA, RNA – are so widely used that definitions are unnecessary. Further, some acronyms related to communications and technology are used without explanations, particularly in web texts.

ALT (text), CD, DVD, HTML, PDF, SMS, URL, XML

Introduce all other abbreviations, however, by giving the term in full, followed by the abbreviation in parentheses.

The spokesperson for the United Nations Children’s Fund (UNICEF) said ...
The purpose of primary health care (PHC) ...
Diseases such as tuberculosis (TB) and poliomyelitis (polio) ...

Afterwards, use the abbreviation only, even in headings and illustrations. On websites, however, introduce the abbreviation on each page on which it is used. In addition, for the sake of brevity, you can use an unexplained abbreviation in web headlines, as long as you introduce it properly in the following text.

The use of capitals in an abbreviation, such as PHC, does not require their use in the full term (see Chapter 2). If a text includes many abbreviations, provide a list of them, with a definition for each, in the preliminary pages (see Chapter 7), in addition to introducing them in text. Maintain correct capitalization of parent terms in the list (see examples on the following pages).

In formal texts, say “that is” rather than “i.e.”, and “such as” or “for example”, rather than “e.g.”.

Apart from the specific cases outlined below, use a full point to end an abbreviation (which shortens the parent word or phrase or uses selected letters from it), but not for a contraction (an abbreviation that ends with the last letter of the parent word). Do not abbreviate Professor.

abbreviations: Co., cont., ed., e.g., etc., Fig., i.e., spp.
contractions: contd, Dr, Ltd, Mr, Mrs, Ms, St
Many abbreviations are used in references and bibliographies (see below and Chapter 6).


Spell out the names of the months in full when they appear in text.

The study was conducted in January 2012.

Medical abbreviations

The following acronyms and abbreviations are in common use in the medical sciences and in WHO information products. More extensive lists are available in the following publications.


Ab  antibody
Ag  antigen
ARI  acute respiratory infection
BCG  bacille Calmette–Guérin (vaccine)
BMI  body mass index
BMR  basal metabolic rate
BOD  biochemical oxygen demand
BP  blood pressure
BSE  bovine spongiform encephalopathy
CAT  computerized axial tomography
CHD  coronary heart disease
CJD  Creutzfeldt–Jakob disease
CNS  central nervous system
CSF  cerebrospinal fluid
CVD  cardiovascular diseases
DALE  disability-adjusted life expectancy
DALY  disability-adjusted life-year
DOTS  the basic package that underpins the Stop TB Strategy
DTH  delayed-type hypersensitivity
DTP vaccine  diphtheria–tetanus–pertussis vaccine
ECG  electrocardiogram, electrocardiography
ECT  electroconvulsive therapy
ED_{50}  median effective dose
EEG  electroencephalogram, electroencephalography
ELISA  enzyme-linked immunosorbent assay
### 3. ABBREVIATIONS AND SYMBOLS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESR</td>
<td>erythrocyte sedimentation rate</td>
</tr>
<tr>
<td>F&lt;sub&gt;1&lt;/sub&gt;</td>
<td>first filial generation</td>
</tr>
<tr>
<td>GABA</td>
<td>gamma-aminobutyric acid</td>
</tr>
<tr>
<td>GFR</td>
<td>glomerular filtration rate</td>
</tr>
<tr>
<td>GLC</td>
<td>gas–liquid chromatography</td>
</tr>
<tr>
<td>Hb</td>
<td>haemoglobin</td>
</tr>
<tr>
<td>HBsAg</td>
<td>hepatitis B surface antigen</td>
</tr>
<tr>
<td>HBV</td>
<td>hepatitis B virus <em>(not hepatitis B vaccine, which should be spelled out)</em></td>
</tr>
<tr>
<td>HDL</td>
<td>high-density lipoprotein (cholesterol)</td>
</tr>
<tr>
<td>HPLC</td>
<td>high-performance liquid chromatography</td>
</tr>
<tr>
<td>HPV</td>
<td>human papillomavirus</td>
</tr>
<tr>
<td>HRT</td>
<td>hormone replacement therapy</td>
</tr>
<tr>
<td>HTLV</td>
<td>human T-cell lymphotropic virus</td>
</tr>
<tr>
<td>Ig</td>
<td>immunoglobulin (IgA, IgD, IgE, IgG, IgM)</td>
</tr>
<tr>
<td>IL</td>
<td>interleukin</td>
</tr>
<tr>
<td>IR</td>
<td>infrared</td>
</tr>
<tr>
<td>IUD</td>
<td>intrauterine device</td>
</tr>
<tr>
<td>LD&lt;sub&gt;50&lt;/sub&gt;</td>
<td>median lethal dose</td>
</tr>
<tr>
<td>LDL</td>
<td>low-density lipoprotein (cholesterol)</td>
</tr>
<tr>
<td>MAb</td>
<td>monoclonal antibody</td>
</tr>
<tr>
<td>MHC</td>
<td>major histocompatibility complex</td>
</tr>
<tr>
<td>MRI</td>
<td>magnetic resonance imaging</td>
</tr>
<tr>
<td>NCDs</td>
<td>noncommunicable diseases</td>
</tr>
<tr>
<td>NMR</td>
<td>nuclear magnetic resonance</td>
</tr>
<tr>
<td>NSAID</td>
<td>non-steroidal anti-inflammatory drug</td>
</tr>
<tr>
<td>PCR</td>
<td>polymerase chain reaction</td>
</tr>
<tr>
<td>PCV</td>
<td>packed cell volume</td>
</tr>
<tr>
<td>polio</td>
<td>poliomyelitis</td>
</tr>
<tr>
<td>QALY</td>
<td>quality-adjusted life-year</td>
</tr>
<tr>
<td>SARS</td>
<td>severe acute respiratory syndrome</td>
</tr>
<tr>
<td>SDS-PAGE</td>
<td>sodium dodecyl sulfate–polyacrylamide gel electrophoresis</td>
</tr>
<tr>
<td>sp., spp.</td>
<td>species (singular and plural)</td>
</tr>
<tr>
<td>STI</td>
<td>sexually transmitted infection</td>
</tr>
<tr>
<td>TB</td>
<td>tuberculosis</td>
</tr>
<tr>
<td>TLC</td>
<td>thin-layer chromatography</td>
</tr>
<tr>
<td>TNF</td>
<td>tumour necrosis factor</td>
</tr>
<tr>
<td>TSE</td>
<td>transmissible spongiform encephalopathy</td>
</tr>
<tr>
<td>UV</td>
<td>ultraviolet</td>
</tr>
<tr>
<td>YLD</td>
<td>years lived with a disability</td>
</tr>
</tbody>
</table>
Names of organizations

WHO information products often include the following abbreviations of the names of international and other organizations.

- **ACC** Administrative Committee on Coordination
- **ACHR** Advisory Committee on Health Research
- **AGFUND** Arab Gulf Programme for Development
- **ASEAN** Association of South-East Asian Nations
- **AU** African Union
- **CDC** Centers for Disease Control and Prevention
- **CIDA** Canadian International Development Agency
- **CIOMS** Council for International Organizations of Medical Sciences
- **DANIDA** Danish International Development Agency
- **EC** European Commission, European Community
- **ECA** Economic Commission for Africa
- **ECDC** European Centre for Disease Prevention and Control
- **ECLAC** Economic Commission for Latin America and the Caribbean
- **EEC** European Economic Community
- **ESCAP** Economic and Social Commission for Asia and the Pacific
- **ESCWA** Economic and Social Commission for Western Asia
- **EU** European Union
- **FAO** Food and Agriculture Organization of the United Nations
- **FINNIDA** Finnish International Development Agency
- **GATT** General Agreement on Tariffs and Trade
- **IAEA** International Atomic Energy Agency
- **IARC** International Agency for Research on Cancer
- **IBRD** International Bank for Reconstruction and Development (World Bank Group)
- **ICAO** International Civil Aviation Organization
- **ICDO** International Civil Defence Organisation
- **ICMMP** International Committee of Military Medicine and Pharmacy
- **ICRC** International Committee of the Red Cross
- **IDA** International Development Association (World Bank Group)
- **IFAD** International Fund for Agricultural Development
- **ILO** International Labour Organization (Office)
- **IMF** International Monetary Fund
- **IMO** International Maritime Organization
- **IOM** International Organization for Migration
- **ITO** International Trade Organization
- **ITU** International Telecommunication Union
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norad</td>
<td>Norwegian Agency for Development Cooperation</td>
</tr>
<tr>
<td>OAS</td>
<td>Organization of American States</td>
</tr>
<tr>
<td>OECD</td>
<td>Organisation for Economic Co-operation and Development</td>
</tr>
<tr>
<td>OIE</td>
<td>World Organisation for Animal Health</td>
</tr>
<tr>
<td>OPCW</td>
<td>Organisation for the Prohibition of Chemical Weapons</td>
</tr>
<tr>
<td>Sida</td>
<td>Swedish International Development Cooperation Agency</td>
</tr>
<tr>
<td>UICC</td>
<td>International Union against Cancer</td>
</tr>
<tr>
<td>UN</td>
<td>United Nations</td>
</tr>
<tr>
<td>UNAIDS</td>
<td>Joint United Nations Programme on HIV/AIDS</td>
</tr>
<tr>
<td>UNCTAD</td>
<td>United Nations Conference on Trade and Development</td>
</tr>
<tr>
<td>UNDCP</td>
<td>United Nations International Drug Control Programme</td>
</tr>
<tr>
<td>UNDP</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>UNDRO</td>
<td>Office of the United Nations Disaster Relief Coordinator</td>
</tr>
<tr>
<td>UNECE</td>
<td>United Nations Economic Commission for Europe</td>
</tr>
<tr>
<td>UNEP</td>
<td>United Nations Environment Programme</td>
</tr>
<tr>
<td>UNESCO</td>
<td>United Nations Educational, Scientific and Cultural Organization</td>
</tr>
<tr>
<td>UNFDAC</td>
<td>United Nations Fund for Drug Abuse Control</td>
</tr>
<tr>
<td>UNFPA</td>
<td>United Nations Population Fund</td>
</tr>
<tr>
<td>UNHCR</td>
<td>Office of the United Nations High Commissioner for Refugees</td>
</tr>
<tr>
<td>UNICEF</td>
<td>United Nations Children's Fund</td>
</tr>
<tr>
<td>UNIDO</td>
<td>United Nations Industrial Development Organization</td>
</tr>
<tr>
<td>UNITAR</td>
<td>United Nations Institute for Training and Research</td>
</tr>
<tr>
<td>UNODC</td>
<td>United Nations Office on Drugs and Crime</td>
</tr>
<tr>
<td>UNRISD</td>
<td>United Nations Research Institute for Social Development</td>
</tr>
<tr>
<td>UNRWA</td>
<td>United Nations Relief and Works Agency for Palestine Refugees in the Near East</td>
</tr>
<tr>
<td>UNSCEAR</td>
<td>United Nations Scientific Committee on the Effects of Atomic Radiation</td>
</tr>
<tr>
<td>UPU</td>
<td>Universal Postal Union</td>
</tr>
<tr>
<td>USAID</td>
<td>United States Agency for International Development</td>
</tr>
<tr>
<td>WCC</td>
<td>World Council of Churches</td>
</tr>
<tr>
<td>WFP</td>
<td>World Food Programme</td>
</tr>
<tr>
<td>WFUNA</td>
<td>World Federation of United Nations Associations</td>
</tr>
<tr>
<td>WIPO</td>
<td>World Intellectual Property Organization</td>
</tr>
<tr>
<td>WMO</td>
<td>World Meteorological Organization</td>
</tr>
<tr>
<td>WTO</td>
<td>World Trade Organization</td>
</tr>
</tbody>
</table>
Symbols
Symbols, which can be alphabetic, alphanumeric or graphic in form (such as © for copyright), are used to represent quantities, units, substances, chromosomes and mathematical operations. They are often abbreviations.

When showing amounts with unit symbols and abbreviations, separate the figures from the unit symbols with non-breaking spaces. To avoid ambiguity, do not use more than one forward slash to divide units. See Chapter 4 for further examples. Superscript and subscript letters and numbers can be used in publications, but not on webpages.

- 7 kg not seven kg
- \( m/s^2 \) (or \( m \cdot s^{-2} \)) not \( m/s/s \).

For complex mathematical formulations, refer to Scientific style and format: the CSE manual for authors, editors, and publishers, 7th edition (Reston (VA): Council of Science Editors in cooperation with Rockefeller University Press; 2006). See also the section on mathematics and statistics in Chapter 4.

Figures and tables often have footnotes showing levels of statistical significance, using a single asterisk (*) for the lowest level of significance, two (**) for the next level and so on. See Chapter 7 for an example.

Units of measurement
In 1977, World Health Assembly resolution WHA30.39 recommended the adoption of the International System of Units (SI) by the entire scientific community, and particularly the medical community, throughout the world. WHO information products should therefore always use SI units. Full details of the SI are available on the Internet (http://www.bipm.org/en/si).

Exceptionally, values for blood pressure may still be given in millimetres of mercury with the equivalent in kilopascals in parentheses.

- 120 mmHg (16 kPa)

Here is a list of the most commonly used symbols, including those used for the SI base units. Use them only after a quantity expressed in figures, and in tables and graphs; see Chapter 4 for examples.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Unit</th>
<th>Symbol</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ampere</td>
<td>A</td>
<td>microgram</td>
<td>µg</td>
</tr>
<tr>
<td>becquerel</td>
<td>Bq</td>
<td>milligram</td>
<td>mg</td>
</tr>
<tr>
<td>centimetre</td>
<td>cm</td>
<td>millimetre</td>
<td>mm</td>
</tr>
<tr>
<td>degree (angular)</td>
<td>°</td>
<td>minute (of time)</td>
<td>min</td>
</tr>
<tr>
<td>degree Celsius</td>
<td>°C</td>
<td>mole</td>
<td>mol</td>
</tr>
<tr>
<td>gram</td>
<td>g</td>
<td>newton</td>
<td>N</td>
</tr>
<tr>
<td>hour</td>
<td>h</td>
<td>second (of time)</td>
<td>s</td>
</tr>
<tr>
<td>kilogram</td>
<td>kg</td>
<td>sievert</td>
<td>Sv</td>
</tr>
<tr>
<td>kilometre</td>
<td>km</td>
<td>tonne</td>
<td>t</td>
</tr>
<tr>
<td>litre</td>
<td>L</td>
<td>volt</td>
<td>V</td>
</tr>
<tr>
<td>metre</td>
<td>m</td>
<td>watt</td>
<td>W</td>
</tr>
</tbody>
</table>
In addition to the symbol L, you can still use the word “litre”, but do not abbreviate it as “l”, which readers may confuse with the numeral 1.

A compound abbreviation may sometimes be used to indicate a relationship between two different units of measurement.

\[
\text{mg/kg, km/h}
\]

The SI incorporates the following prefixes to form multiples of SI units (Table 5).

<table>
<thead>
<tr>
<th>Factor</th>
<th>Prefix</th>
<th>Symbol</th>
<th>Factor</th>
<th>Prefix</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>(10^{-1})</td>
<td>deci</td>
<td>d</td>
<td>(10^1)</td>
<td>deca</td>
<td>da</td>
</tr>
<tr>
<td>(10^{-2})</td>
<td>centi</td>
<td>c</td>
<td>(10^2)</td>
<td>hecto</td>
<td>h</td>
</tr>
<tr>
<td>(10^{-3})</td>
<td>milli</td>
<td>m</td>
<td>(10^3)</td>
<td>kilo</td>
<td>k</td>
</tr>
<tr>
<td>(10^{-6})</td>
<td>micro</td>
<td>µ</td>
<td>(10^6)</td>
<td>mega</td>
<td>M</td>
</tr>
<tr>
<td>(10^{-9})</td>
<td>nano</td>
<td>n</td>
<td>(10^9)</td>
<td>giga</td>
<td>G</td>
</tr>
<tr>
<td>(10^{-12})</td>
<td>pico</td>
<td>p</td>
<td>(10^{12})</td>
<td>tera</td>
<td>T</td>
</tr>
<tr>
<td>(10^{-15})</td>
<td>femto</td>
<td>f</td>
<td>(10^{15})</td>
<td>peta</td>
<td>P</td>
</tr>
<tr>
<td>(10^{-18})</td>
<td>atto</td>
<td>a</td>
<td>(10^{18})</td>
<td>exa</td>
<td>E</td>
</tr>
</tbody>
</table>

To avoid using more than one forward slash to divide units, use “per” in place of the second solidus or use an exponent, if appropriate.

\[
g/\text{kg per day}, \text{m/s}^2
\]

**P values**

Give the probability symbol as an italicized capital \(P\).

\[P > 0.05\]

**Percentages**

Use figures and the percentage symbol to express percentages, not “per cent”, except when starting a sentence with a percentage. Leave no space between the figure and the symbol.

The incidence rate increased by 20% between 1994 and 1997.

Vaccination coverage ranged between 80% and 90%; the target was 95–100%.
4. Numbers

On webpages, give all numbers in figures.

In publications, use figures for numbers in groups, figures and tables, and ranges, and with units of measurement. In running text, give numbers zero to nine in words and 10 and higher in figures. Write out a number starting a sentence, if you cannot rephrase the sentence to avoid it.

The physician saw nine patients on Tuesday and 10 on Wednesday.
In the past few years, 127 institutional lists of essential drugs have been updated.
Of the 75 samples tested, 15 were positive.
Twenty-four per cent of sentinel specimens tested positive for influenza.

Where a number consists of more than four digits, do not insert a comma. Insert a non-breaking space (Control + Shift + Spacebar) before every set of three digits, counting from the right or left of the decimal point.

275 000 inhabitants, per 100 000 population, 0.234 56, but page 1743

In tables, apply this rule to figures consisting of more than three digits. For large figures, combine numerals and words.

3 million, not 3 000 000
3.5 million, not 3 500 000, but 3 574 987

In specific numerical contexts, such as with unit symbols and abbreviations (see Chapter 3), use a non-breaking space to separate the figure from the unit.

The health clinic was 3 km from the village.
The budget for the programme was US$ 3 million.
For further information, see Chapter 5.

Write non-decimal fractions in words, not figures, and do not hyphenate them.

Two thirds of the patients showed symptoms of the disease.
Four fifths of the participants were female.

Currency

Give an amount of money before the currency name when the name is written in full, but after the abbreviation or symbol when that is used. Where an abbreviation is a letter or letters, or a combination of letter(s) and symbol, give a non-breaking space between the abbreviation and the amount. Where a symbol is used to represent the monetary unit, give no space between the symbol and the amount.

10 000 manats, US$ 6000, €200, £19.95.
Do not use WHO’s three-letter currency codes (EUR, GBP, USD, etc.) in
information products; they are for internal use only. When discussing a currency
without a particular amount, give the name in full and lower case.

millions of euros, the strength of the rouble

When two or more countries use the same name for their currencies, distinguish
between them by using the appropriate adjective at the first mention, or
throughout the text if confusion is possible.

100 Australian dollars, 100 Canadian dollars, 100 US dollars
100 Egyptian pounds, 100 pounds sterling

Some commonly used currency units and the appropriate abbreviations are
listed in Table 6; for further information, see UNTERM (http://unterm.un.org,
accessed 5 August 2013).

<table>
<thead>
<tr>
<th>Country or area</th>
<th>Currency unit</th>
<th>Name</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canada</td>
<td>Canadian dollars</td>
<td>Canadian dollars</td>
<td>Can$</td>
</tr>
<tr>
<td>China</td>
<td>yuan</td>
<td>¥</td>
<td></td>
</tr>
<tr>
<td>Congo</td>
<td>CFA francs</td>
<td>CFA francs</td>
<td>CFAF</td>
</tr>
<tr>
<td>Denmark</td>
<td>Danish kroner</td>
<td>Danish kroner</td>
<td>DKr</td>
</tr>
<tr>
<td>Egypt</td>
<td>Egyptian pounds</td>
<td>Egyptian pounds</td>
<td>LE</td>
</tr>
<tr>
<td>EURO zone</td>
<td>Euros</td>
<td>Euros</td>
<td>€</td>
</tr>
<tr>
<td>India</td>
<td>Rupees</td>
<td>₹</td>
<td></td>
</tr>
<tr>
<td>Japan</td>
<td>yen</td>
<td>¥</td>
<td></td>
</tr>
<tr>
<td>Philippines</td>
<td>pesos</td>
<td>p</td>
<td></td>
</tr>
<tr>
<td>Russian Federation</td>
<td>roubles</td>
<td>Rub</td>
<td></td>
</tr>
<tr>
<td>Switzerland</td>
<td>Swiss francs</td>
<td>Swiss francs</td>
<td>Sw.fr.</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>Pounds sterling</td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>United States of America</td>
<td>US dollars</td>
<td>US dollars</td>
<td>US$</td>
</tr>
</tbody>
</table>

Examples

Always use figures for ages, dates, decades, units of measurement, times of the
clock, temperature, scales and page references.

children aged under 5 years, 6 months old, the group aged 18–29 years
a 27-year-old, a woman aged 27 years, but a woman in her twenties
1:500 000 (map scale), p. 12, pp. 15–29

Write dates in the following order, with no commas: day, month (spell out in full),
year. Avoid beginning a sentence with a year.

17 May 2011, a meeting held on 12–15 September 2011, a meeting held on
31 October–3 November 2011
For decades, do not give an apostrophe before the “s”.
1840s, the mid-1980s, 1990s

For the time of day, use the 24-hour clock.
06:00, 12:00, 16:30

Give temperature in degrees Celsius. The degree sign is part of the unit; place it next to the C.
7 °C, 20–25 °C

Give percentages and quantities that can be measured by an instrument or apparatus in Arabic numerals and the accompanying units as abbreviations (see Chapter 3 for more on units).
77%, 2 L, 12 km, 3 g

Ranges
Presentation
Express a range either in words (usually using “from” and “to” or “and”) or with an en rule. (See Chapter 5 for more information on en rules.) Here are two correct ways to give the same information.
The meeting took place from 16 to 18 October. The consultation lasted from three to four hours and the participants discussed from nine to 13 cases. The consultant spent between three and four days on the project and reviewed between nine and 13 cases.
The meeting took place on 16–18 October. The consultation lasted 3–4 hours and the participants discussed 9–13 cases. The consultant spent 3–4 days on the project and reviewed 9–13 cases.

Do not mix words and en rules in giving ranges. The following examples are wrong, because they combine “from” with en rules, rather than using “to” or “and”.
The meeting took place from 16–18 October. The consultation lasted from 3–4 hours and the participants discussed from 9–13 cases. The consultant spent between 3–4 days on the project and reviewed between 9–13 cases.

When giving a range with negative numbers, such as minus degrees in cold-chain instructions, use words, not an en rule, to avoid confusion.
from –30 °C to –10 °C

The numbers in a range should be homogeneous.
60 00 000–70 000 000 or 60–70 million, not 60–70 000 000

Units of measurement
When a quantity is expressed by two numbers covering a range and the name of the unit is written in full, give the name once only, after the second number.
The rate ranges from about 28 to 49 live births per 1000 population.
When using an abbreviation or symbol for the name of the quantity and introducing the range with a preposition, repeat it in the range.

- The case fatality rate declined from 8% to 4% between 1974 and 1977.
- Vaccination teams travelled between 15 km and 18 km a day.

When using an en rule, not a preposition, however, give the abbreviation or symbol once only, after the second number. See also Chapter 3.

- Weigh out 0.15–0.20 g of dried extract.
- In 80–90% of children …

**Mathematics and statistics**

**Mathematical matter and equations**

Use italics for mathematical variables and certain physical constants, but Roman type for operators (such as +, =, division and multiplication and integral signs), abbreviations (such as log, sin and exp) and representations of pure numbers (such as e and i).

Make the spatial representation of terms clear. When several types of bracket (see Chapter 5) have to be used in a mathematical expression, the sequence should be `{ [ ( … ) ] }`.

Write mathematical formulae in a way that takes up as little space as possible except when this could impede understanding or cause confusion. For examples, see the following references.


Mark thin spaces before and after mathematical operators, except when + or – is used to indicate a positive or negative number (such as –6) and around a medial multiplication point or forward slash.

Equations for display should be clearly marked, and guidance provided on where to break those that are too long to fit on one line (preferably before an operational sign and not in the middle of a term). The second line may be set flush right, a standard indentation from the right margin or aligned on operational signs. Equations (whether in line or displayed) that form parts of sentences may need punctuation depending on their context.

**Statistics**

Table 7 lists symbols recommended by the International Organization for Standardization.
Several abbreviations are used in running text after being introduced (see Chapter 3).

<table>
<thead>
<tr>
<th>Term</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI</td>
<td>confidence interval</td>
</tr>
<tr>
<td>df</td>
<td>degrees of freedom</td>
</tr>
<tr>
<td>IQR</td>
<td>interquartile range</td>
</tr>
<tr>
<td>NPV</td>
<td>negative predictive value</td>
</tr>
<tr>
<td>OR</td>
<td>odds ratio</td>
</tr>
<tr>
<td>PPV</td>
<td>positive predictive value</td>
</tr>
<tr>
<td>ROC</td>
<td>receiver operating characteristic</td>
</tr>
<tr>
<td>RR</td>
<td>relative risk, risk ratio</td>
</tr>
<tr>
<td>SD</td>
<td>standard deviation</td>
</tr>
<tr>
<td>SE</td>
<td>standard error</td>
</tr>
</tbody>
</table>

In statistical analyses, the mean should be supported by statistics such as the number of observations, the standard deviation (a measure of the variability of a set of data) or the standard error (a measure of the precision of an estimate, commonly the mean). The correct form is $SE = 1.3$; avoid presenting variability in the form $SE = \pm 1.3$, which wrongly implies that $SE$ can be negative.

Probability values ($P$ values) are usually quoted in the form “$P < 0.0001$”.

When a 95% confidence interval (CI) is given for a value that has units, the units need not be repeated after the interval.

(mean age: 37 years; 95% CI: 28–39)
5. Punctuation

Punctuation eases reading and clarifies meaning. Well written text requires the minimum of punctuation. If a text requires a great deal of punctuation to be clear, rewrite it.

Formatting

Give punctuation marks in the same style and type font as the rest of the text.

Give one space after every punctuation mark. The exception is in people’s names; give one space between the full stop after the last initial and the following surname.

Dr P.M. Charlton, Professor C.H. Hansen

In English, set the colon, semicolon, question mark and exclamation point (: ; ? !) close up to the preceding word, with no separating space. Similarly, give no spaces around forward slashes (/) or the en rule (–) in numerical ranges (see also Chapter 4).

Full point (.)

Use a full point, or period, at the end of every sentence, after the initials of people’s given names and with certain abbreviations (see Chapter 3). If a sentence ends with an abbreviation, use only one full point.

Do not use full points in phrases used as labels: headings in text (including chapter titles), captions on illustrations, legends in figures, column headings in tables or running headlines in publications.

Rather than a full point, use a question mark at the end of a direct question.

Comma (,)

The main purposes of commas are to prevent ambiguity and to indicate parenthetical expressions (see example in the section on brackets). Correct usage of commas is often a question of judgement, but using a lot of them is old fashioned.

You can use a comma when a conjunction connects two clauses in a sentence. Also use them when using “however” or “moreover” in the middle of a sentence.

A poll was taken, and the members agreed to support the initiative.
A poll was taken, however, and the members agreed to support the initiative.
In a list of three or more items, use a comma before the final “and” only when it is needed for clarity.

Patients were prescribed a combination of drug treatment, light exercise and a special diet.

The plan should include such elements as: reforming existing legislation and policy, building capacity for research, strengthening services for victims, and developing and evaluating preventive interventions.

Use a comma to introduce a quotation (see also Chapter 7).

At the press conference, the chief researcher said, “The results of the study are encouraging, but more work is needed in the area.”

**Semicolon (;)**

Use a semicolon (or full point, but not a comma) to separate main clauses that have different subjects and are not connected by a conjunction.

A poll was taken; the members agreed to support the initiative.

Also use it to divide list items in a sentence, if the items already include commas or are very long (see also the section on lists in Chapter 7).

The institute performed the following tasks: data verification; data presentation in maps, figures and tables; and report compilation and editing.

**Colon (:)**

The colon has three main uses:

- to mark the contrast between two statements more sharply than a semicolon
- to introduce a list or series (never followed by a dash)
- to indicate that a second statement explains or amplifies the first.

Rich countries could afford to implement the intervention: poor countries could not.
The participants came from three countries: Denmark, the Netherlands and Ukraine.
The situation in some countries is disturbing: life expectancy at birth is actually falling.

Colons are also used to indicate ratios; give a non-breaking space on either side of the colon.

The physician–patient ratio is 1 : 170 in Cuba.

**Brackets ([ ], ( ), { })**

The word “brackets” usually signifies square brackets. Parentheses are round brackets, and curly brackets (used in mathematical expressions and to group items in a table) are called braces.

Square brackets:

- indicate words interpolated in quotations (their contents do not affect the punctuation of the quotation; see Chapter 7);
• enclose explanations in text made by someone other than the author; and
• in reference lists, enclose English translations of items that are in other
languages and indicate some kinds of electronic information product.

Helsinki: Finnish National Road Administration; 1993 (Finra Reports, No. 58) (in
Finnish).

European Health for All database [online database]. Copenhagen: WHO Regional

Parentheses are used in text and references (see Chapter 6). Use parentheses
sparingly, since they tend to break up sentence structure and can disturb the
logical flow of ideas.

Mark off a parenthetical phrase or clause in text by parentheses or a pair of
commas (see above) or en rules (see below), depending on its length and the
closeness of its relationship to the sentence.

The study (which was difficult to carry out) gave valuable results.
The study, which was difficult to carry out, gave valuable results.
The study – which was difficult to carry out – gave valuable results.

**Dashes**

WHO uses two dashes: the hyphen and the en rule.

**Hyphen (-)**

A hyphen promotes clarity by connecting words that are more closely linked to
each other than to the surrounding words. There are no strict rules for its use,
but using it only where clarity demands is preferable in general. Some compound
words remain hyphenated irrespective of their grammatical use.

well-being, end-point, side-effect, Director-General, capacity-building,
decision-maker/making, policy-maker/making, priority-setting

Overall, people tend to use hyphens less often than in the past. Follow the general
rules below.

**Prefixes**

Use a hyphen after a prefix:

• to prevent a word being mistaken for another
• to avoid doubling a vowel or a consonant
• to link the prefix to a word beginning with a capital letter.

co-op, re-cover, re-treat, un-ionized (to prevent their being mistaken for coop, recover,
retreat, unionized, respectively)
anti-inflammatory, meta-analysis, re-emerging, but cooperate
anti-Darwinian

See also Chapter 3.
Compound adjectives

Use a hyphen when:

- a compound adjective is followed by a noun
- a noun is used as an adjective
- an adverb might be mistaken for an adjective.

up-to-date information, but information that is up to date; long-term solution, but solution for the long term; high-quality care, but care of high quality

breast-milk substitutes

little-used car but little used car

In general, do not use a hyphen if the first word of a compound adjective is an adverb. (Adverbs usually end in “-ly” but also include such words as “very” and “well”)

recently available information, newly infected patients, well designed study

If a compound adjective requires three or more hyphens or mixes hyphens and en rules, it is too long. Such adjectives look ugly and can confuse readers, so rewrite them to show the relationships between the words.

fetal-growth–weight-peak-velocity point becomes the point at which the fetus grows and gains weight most quickly

anti-drink–driving measures becomes measures against drink–driving

Word breaks

Use hyphens to break words at the ends of lines only in justified text (aligned along both the left and right margins). The 11th edition of Merriam-Webster’s collegiate dictionary (Springfield (MA): Merriam-Webster; 2003 (updated 2009)) gives syllable breaks and appropriate hyphenation points.

Do not break words in ragged-right text alignment (aligned along only the left margin).

En rule (–)

The en rule is a little longer than a hyphen – about the width of an N – hence its name. While the easiest way to make an en rule in Microsoft Word is to press CTRL + minus sign on the numeric keypad, this does not work in all media; pressing ALT + 0150 on the numeric keypad does.

Use en rules:

- to set off parenthetical expressions (see example above);
- to indicate ranges of numbers (see Chapter 4);
- to indicate a close relationship between two nouns (when the en rule can be thought of as standing for “and” or “to”); and
- to show periods of two or more complete years.

cause–effect relationship, cost–benefit analysis, cost–effectiveness, drink–driving, nurse–physician ratio, the 2012–2013 biennium
Give en rules without a space on either side, except in parenthetical expressions.


**Quotation marks (“ ”)**

Use double quotation marks for brief direct quotes, and single quotation marks (‘ ’) only for direct quotes within brief direct quotes (see Chapter 7 for examples). Never use emphasis or scare quotes; they can confuse the reader. To cast doubt on the accuracy of a term, use “so-called”.

so-called soft data, not “soft” data or ‘soft’ data

In web texts, use quotation marks, rather than italics, for the titles of books and journals.

**Forward slash (/)**

Use a forward slash (also called a solidus) to denote time periods, such as academic and fiscal years, that encompass parts of two consecutive calendar years, and to link two words that can be used interchangeably.

2011/2012, and/or

**Apostrophe (’)**

Apostrophes usually show possession. Do not use them to make contractions of verbs. Add an apostrophe, followed by an “s”, to singular nouns, even if they end in “s”, and to plural forms of nouns that do not end in “s”. Add an apostrophe to plural forms of nouns that end in “s”.

the doctor’s patients, James’s research project, the children’s mother, women’s health

the participants’ contact details

To show joint possession, add an apostrophe followed by the letter “s” to the last noun.

Strunk & White’s book on style

Do not use apostrophes with possessive pronouns, as these already show possession.

The patients completed their full course of treatment.
The Executive Board made its decision.

**Ellipsis ( … )**

Use an ellipsis to mark an omission in a quotation (see Chapter 7).
6. References and bibliographies

WHO information products must fulfil the ethical and legal requirements to acknowledge the sources of the information and opinions they give, and should provide readers with accurate and consistent links to additional, reputable and formally published information on a topic. (This excludes drafts, presentations and abstracts.) This acknowledgement can take two forms: references or a bibliography.

References comprise only the works cited in the text as sources of data or other information. A bibliography is a list of works relevant to the subject matter of the information product and recommended for further reading. If an information product has both, their contents must not overlap.

Authors are responsible for ensuring the accuracy, completeness and correct presentation of all references and bibliography items. The easiest way to do this is systematically to record complete information about the source materials during the writing process, not afterwards.

If the text has a large number of references, combine them in a list. If references are few, give them as footnotes. See the section on list style below for more detail.

In both references and a bibliography, each item must include enough information to enable the reader to identify and obtain it, so do not list anything that is not available to the public. The section below on formatting shows how to present this information for all forms of published material. For items that a publisher has accepted and is producing, give “(in press)”, rather than the year of publication. Cite items that have been submitted to a publisher but not yet accepted as unpublished information. Do not list drafts, as readers cannot obtain them.

Citing unpublished information

Give unpublished findings in the text, not a reference list, in the following way.

([name of the authority cited], [name of institution], unpublished data or unpublished observations or personal communication, [date]).

Numerical and Harvard referencing systems

Use either a numerical or the Harvard system; do not combine them in the same product. (Numerical referencing is obligatory for the WHO Technical Report Series, and the preferred system for WHO publications.) Each has advantages and disadvantages.
With the numerical system, the references are numbered consecutively as they occur in the text and listed in the same order. The numerical system maintains the flow of the text, and the list is easy to compile. Unless sources are described in the text, however, the reader must turn to the reference list at the end to identify them. Also, revision usually requires the renumbering of citations in the text and the reference list, which is time consuming and open to error. Using reference-management software, however, solves this problem.

The Harvard system shows the author and date in the body of the text, and lists references alphabetically by the name of the first author (and year, if necessary). Its main advantage is that a reader familiar with the literature in the field may be able to identify the work cited without having to turn to the reference list. In addition, the date indicates how recent the work is. If many references are cited, however, long lists of authors may break up the text and make the argument hard to follow. In addition, discrepancies between the sources cited in the text and those given in the list often appear during the writing process, which must be settled during the production process, and the necessity of listing an author requires repeating the publisher’s name for corporate publications.

**Citing references in text**

**Numerical system**

In the text, indicate references by numbers in parentheses (starting with 1). Give both numbers and parentheses in italics. Authors’ names may or may not be mentioned.

Hobbs & Wynn (12) have reported ...
A recent study in India (3) showed ...

**Harvard system**

References may be given in two ways.

Ballance, Smith & Jones (1998), Allsopp (2005) and WHO (2010b) reported ...
It was reported (Ballance, Smith & Jones, 1998; Allsopp, 2005; WHO, 2010b) that ...

**Formatting**


Authors must check references and bibliography entries against the original documents to ensure correctness. Give items in the language of their publication, complete with:
• surname(s) and initial(s) of author(s) or editor(s), listing all authors/editors when there are six or fewer, but giving only the first six authors’ or editors’ names and adding “et al.” when there are seven or more, or the name(s) of the corporate author(s) (if none is named, the publisher is assumed to be the author);

• full title of item in Roman type (not italics), using initial capital letters:
  — for the first word and proper nouns only in book titles, such as “Guidelines for drinking-water quality”; and
  — for all major words in journal titles, such as Am J Public Health;

• complete publishing information, as appropriate for the type of each item and the medium in which it was published:
  — for books, edition (if necessary), city of publication and name of publisher; and for journals, volume number in Arabic numerals and, if possible, issue number (in parentheses);
  — year of publication; and
  — page number(s).

As so many information products are available online, give URLs, with access dates, for as many items as possible, particularly WHO products.

**Exception: webpages**

Webpages usually give links, rather than references. If you give references, however, do not give access dates.

**Examples**

Almost all the examples given below show the format used with the numerical system. Modify the format slightly if you are using the Harvard system, as shown here.


**Article in a journal**

Use abbreviated journal titles according to the style used in the list of journals indexed for MEDLINE (http://www.ncbi.nlm.nih.gov/nlmcatalog?Db=journals&Cmp=DetailsSearch&Term=currentlyindexed%5BAll%5D) by the United States National Library of Medicine.

Book


Chapter in a book or annex in a monograph


CD-ROMs, DVDs, podcasts and web videos


Corporate author

Give corporate authors when their identity is different from that of the publisher. This situation arises more often now that WHO produces so many publications in partnership.


In the numerical system, if the corporate author is also the publisher, mention it as the publisher only.

**Databases, electronic publications and websites**

Give full references to these products in the references list; do not merely include URLs in the text in parentheses. In general, format these items as you would a print publication, with some additional information to indicate what they are and where and when you accessed them. Do not use italics for the names of databases or websites.


European health for all database [online database]. Copenhagen: WHO Regional Office for Europe; 2012 (http://www.euro.who.int/hfadb, accessed 3 August 2012).


**Section of a website**


**Dissertation or thesis**


**Document (numbered)**


**Legal and government documents**

Legal systems vary between countries, and the conventions for referring to legislation and judgements vary accordingly. The same is true for systems of government and the resolutions of parliaments.

When citing a court case in the body of a text the following style is suggested.

Sidaway v. Bethlehem Royal Hospital Governors [1985].
When providing more comprehensive information in the reference list, the exact format will vary according to the conventions of the legal system in question, but may resemble the following style.


Legislation should be described according to local conventions.

In Brazil, Order No. 490 of 25 August 1988 permits ...
Australia (Tobacco Plain Packaging Act 2011) and Spain (Royal Decree No. 1079/2002 of 18 October 2002 ...

The information given in the citation may be sufficient to guide the reader to the source document. Alternatively, you can give more detail in a reference.


**Meeting reports and decisions**

You can refer to a statement recorded in a summary record of a meeting or to resolutions of the Executive Board, World Health Assembly and regional committees. Citing the year and number of a resolution in the body of the text is sufficient to allow the reader to look up the resolution.

... as endorsed by the Sixty-fourth World Health Assembly in resolution WHA64.27 in 2011.

If you wish to include more comprehensive information in the reference list.


**Monograph in a series**


Newspapers and television
Scientific information in WHO information products must refer to reliable, authoritative sources, so newspaper and magazine articles, or radio or television programmes, are unlikely to be the best references available. Nevertheless, you may need to cite them as sources of information on popular opinion or public statements.

The reference should provide sufficient information to guide the reader to the source. For printed articles, and radio and television programmes, it is essential to identify the day, month and year of publication or broadcast. It may also be helpful to provide information such as the section designator, the page number and possibly the column number for a newspaper, or the time of a broadcast. If the name of the country or city is not included in the title, add it in parentheses, if you know it.

Cite the names of writers of newspaper articles if they are given.


Sillig L. Les trois strategies de vaccination contre la malaria [The three strategies for vaccination against malaria]. Le Temps (Switzerland). 20 April 2013; Sciences & Environnement:12.


Published proceedings paper


References in languages other than English


List style

References
List references at the end of the full text or each chapter, as appropriate, and before any annexes. List references in annexes separately, at the end of the annex concerned. As mentioned, list items in numerical order in the numerical system,
or in alphabetical order, according to the first authors’ surnames, in the Harvard system.

The Harvard system requires that each reference has a named author or be listed under Anonymous. List WHO information products without named authors under WHO or the name of the relevant regional office, such as WHO Regional Office for the Eastern Mediterranean. Cite authors’ names in exactly the same spelling and form in both text and reference list.

List all the works attributed to one person together in chronological order by year of publication, starting with the earliest. A single-author entry comes before a multi-author entry beginning with the same name.

- Bloggs PQ (1997)
- Bloggs PQ, Castro AF (2010)
- Bloggs PQ, Okey R (2003)

Distinguish two or more works by the same author and published in the same year by letters after the date.

- Healy E (2011a)...
- Healy E (2011b)...

**Bibliography**

Give a bibliography at the end of a publication, before the index (if any). List the items alphabetically, according to the names of authors, as shown above. In a bibliography subdivided into sections by subject, give the items alphabetically within each section.
This chapter touches on a range of issues that need to be settled before WHO can print and/or post a publication. For fuller information, see the other information sources mentioned and those in Annex 4.

**Preliminary pages**

The preliminary pages must include the following: title page, title page verso (or title copyright page, with bibliographic data, copyright statement and disclaimer) and contents list. Then you can also give a foreword and/or preface, acknowledgements, list of contributors, list of abbreviations and executive summary, in that order. What to include depends on the nature of the publication and the needs of the reader.

Preliminary pages should have lower-case Roman page numbers, which begin with the title page, but do not become visible until the contents page.

**Authorship**

Do not list named authors for material that represents official WHO views and that meets specified criteria, including consistency with the Organization’s policies. Issue such material under corporate authorship only. Mention people who have made a substantial intellectual contribution to the development of the text, however, in a preface or the acknowledgements (see below).

For material that WHO decides to publish, but that reflects the views of others, such as individuals or groups, and not necessarily the views of WHO, clearly identify on the cover and title page the name of the group whose views it represents (such as the Commission on Social Determinants of Health). Alternatively, indicate that the publication contains the views of multiple authors, attributing responsibility to the group or authors/editors in the disclaimer. In a publication with contributions by multiple authors, show clearly whose views are being expressed, identifying authors as appropriate (for example, on individual chapters).

When listing an author or other contributor, give not only his or her full name but also position, institution, city and country. Be consistent; if you give honorifics (such as Ms, Dr, Professor) to some authors in a list, supply them for all. For further information, see Chapter 1 and the WHO eManual, section VIII.2.1.
Copyright and disclaimers

Ensure that all printed, electronic and audiovisual materials issued by WHO bear a copyright notice, including the standard copyright line.

© World Health Organization [year]

The copyright notice also appears on the WHO website, accessible from the home page. This notice is not strictly necessary in all countries, but it is always useful in establishing copyright and avoiding infringement. WHO also has standard copyright notices and disclaimers for inclusion in printed and electronic materials, which are available on the intranets of WHO headquarters and the Regional Office for Europe.

For further information on copyright (including the policy on protecting WHO’s copyright, joint copyright, transferring copyright and using copyright material owned by someone else), see the WHO headquarters intranet and the WHO eManual, section VIII.6.

Acknowledgements

If an acknowledgements section is necessary, acknowledge everyone who made a substantial intellectual contribution to the development of the publication, specifying the nature of the contribution. List the main contributors (external experts and WHO staff) first, in order of their respective technical contributions, followed by the individuals and/or groups or partners involved in reviewing and revising the text, in alphabetical order. This includes collaboration with partners, external and internal, and participants in relevant consultative meetings. List any WHO staff who are not the main contributors, but have nevertheless provided a substantial technical contribution, together and after any external contributors, in alphabetical order.

For reasons of transparency, note all financial contributions to the development of the publication and/or publishing costs in the acknowledgements, including those from commercial enterprises (if appropriate). Acknowledge financial contributions separately from technical contributions, but do not enlarge or highlight such acknowledgements to publicize donors’ names, or give their names or logos on the covers of WHO publications.

Do not acknowledge WHO staff who support the publishing process in the normal course of their work. This includes editorial, design, graphics, administrative and secretarial staff.

For material with WHO corporate authorship, word the acknowledgements as coming from WHO. For material with named authors or editors, word the acknowledgements as coming from them.

For each person acknowledged, give his or her full name, position held (if appropriate), name of the institution, city and country, but no personal contact information. In preparing a manuscript, you must obtain permission of everyone proposed for acknowledgement. For further information, see the WHO eManual, sections VIII.2.1 and VIII.8.
WHO logo

The WHO emblem comprises the United Nations symbol surmounted by the Aesculapian staff; the logo comprises the emblem plus the name of the Organization or regional or other offices. Every WHO publication must carry the logo in the appropriate language, always given in at least the same size as any accompanying logos of partner organizations.

There are strict rules on WHO’s use of its logo and those of its partners. For more information on WHO policies on its logo, see the WHO eManual, section VIII.8.1, which includes links to the WHO visual identity guidelines and related forms on the WHO headquarters intranet, and information and forms on the WHO Regional Office for Europe intranet.

Headings

Headings ensure consistency and provide clarity in information products, and particularly webpages, by indicating the hierarchy and structure of ideas in the text. When preparing a text for publication, use paragraph styles to mark each level of heading to ensure that the structure is accurately depicted on the page and formatting is consistent, and to make an accurate contents list in Microsoft Word.

Try to limit the number of heading levels to three.

Numbered headings are obligatory in the WHO Technical Report Series and may be used in other publications if warranted (for example, where there is extensive cross-referencing to the various sections). Be consistent; if you number one level of subheading, number them all.

3. Specific food additives
   3.1 Safety evaluations
      3.1.1 Emulsifiers

Use initial capital letters for the first word of a heading and for any of the exceptions noted in Chapter 2, such as proper nouns.

Chapter 1. A human rights approach to tuberculosis
Definition of human rights by the United Nations

Headings are usually phrases, in contrast to text, which consists of complete sentences only. Do not use a full point or colon to end a heading or chapter title, and avoid headings asking rhetorical questions or ending with exclamation marks.

Added emphasis: italics, bold and underlining

Strong text does not need added visual emphasis. Avoid adding italics, bold and underlining in text, as they are easily overused.
Use italics in the texts of WHO publications for:

- the titles of books, journals and documents;
- foreign words and expressions not in common use (including Latin genera and species – see Chapter 1 for examples);
- variables in mathematical expressions (see Chapter 4); and
- certain letters, prefixes and terms in scientific use.

Do not use italics on webpages, as they are hard to read; use quotation marks for publication titles (see Chapter 5). Do not use italics for foreign words and expressions that are in common use.

<table>
<thead>
<tr>
<th>ad hoc</th>
<th>aide-memoire</th>
<th>a priori</th>
<th>avant-garde</th>
<th>bona fide</th>
<th>coup d’etat</th>
<th>de facto</th>
<th>et al.</th>
<th>etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ex officio</td>
<td>fait accompli</td>
<td>in camera</td>
<td>in situ</td>
<td>inter alia</td>
<td>intifada</td>
<td>in vitro</td>
<td>in vivo</td>
<td>laissez-faire</td>
</tr>
<tr>
<td>modus operandi</td>
<td>modus vivendi</td>
<td>per capita</td>
<td>per se</td>
<td>précis</td>
<td>prima facie</td>
<td>pro rata</td>
<td>raison d’être</td>
<td>sensu stricto</td>
</tr>
<tr>
<td>sine qua non</td>
<td>status quo</td>
<td>versus (abbr. vs)</td>
<td>via</td>
<td>vice versa</td>
<td>viva voce</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you must use bold for emphasis, confine it to single words and phrases, not whole paragraphs.

Do not use underlining in text or headings; readers think it indicates web links.

**Lists**

Lists draw the reader’s eye to particularly important text, sequences and hierarchies, and increase the scannability of webpages. Use them sparingly, however, or they lose impact.

To increase clarity and add emphasis, set items in a list apart by bullets or other symbols. Use numbers if the list has a large number of items or shows sequential steps or hierarchy, or if it is necessary to refer to a particular item. Try to limit the number of levels in a list to two, particularly on webpages. See an example of a two-level list in Chapter 6.

The formatting of a list (capitalization and punctuation) depends on the nature of the items; this determines whether the list comprises a single large sentence or a whole paragraph. See the examples below.

**One large sentence**

If each item is less than a complete sentence, the list actually comprises a single large sentence. In this case, use a colon to start the list, begin each item with a lower-case letter, and place a full point at the end of the last.

The various components of the microscope can be classified into four systems:

- the support system
- the magnification system
- the illumination system
- the adjustment system.
If some of the items are longer than one line, end each with a semicolon and place a full point at the end of the last.

To develop services for preventing disability among the elderly, research is required in the following areas:

- innovations in providing services and the use of technology, with special reference to systems analysis, operational research and consequence analysis (including cost–effectiveness);
- ways of developing communication and links among primary health care institutions and other major elements in the service system (including self-help groups), particularly to allow competent and non-stressful transference of elderly patients between levels of care; and
- organizational development in relation to the elderly person’s access to all needed services and facilities.

**Paragraph**

If the items in the list comprise one or more complete sentences, the list is a paragraph. Begin each sentence with a capital letter, and end it with a full point.

Fuerstein has written a seminal work on participatory evaluation, and suggests that a participatory evaluation in the development context include certain steps.

- All those involved in a programme decide jointly to use a participatory approach. They decide exactly what the objectives of the evaluation are. This can turn out to be far harder than originally thought.
- When agreement is reached, a small group of coordinators is elected to plan and organize the details.
- The best methods for attaining the objectives are chosen. The capabilities of the people involved and the available time and other resources will influence this choice.

**Figures, tables, boxes and photographs**

Use illustrations – such as figures, tables and photographs – when they give information better or more economically than text. You can highlight particular points or explain the overall meaning of the data in the text, but do not merely repeat the data from illustrations.

On webpages, place illustrations, including infographics, near the related text.

In publications, number figures and tables separately and consecutively (e.g. Fig. 1, Fig. 2, Fig. 3; Table 1, Table 2, Table 3, etc.). Mention them in the text before they appear and then place them as close as possible to where they were first mentioned. For illustrations in annexes, restart the numbering in each annex (e.g. Fig. A1.1, Fig. A1.2; Table A1.1, etc.). If necessary, you can number illustrations in chapters the same way (e.g. Fig. 1.1, Fig. 1.2; Table 1.1, etc.). The same principles apply to boxes.

Keep figures, tables, boxes and their titles as short, simple and clear as possible. Giving too much information confuses, rather than clarifies. Ensure that the information in illustrations agrees with that in the text. Titles should include place and date if relevant.
The key to professional-looking presentation is to handle each figure, table, box and photograph the same way every time: captions, data, legends, colours, notes and source information. Use the same font and heading style for all.

If a figure or table needs explanation, give it in the text, but give additional details in footnotes, which are usually indicated by superscript letters placed in the appropriate order in the illustration: from left to right and top to bottom. You can use the same mark on two or more elements if the corresponding note applies. For an illustration consisting only of words or letters, you can use superscript numbers for footnotes. Place footnotes immediately below the illustration.

There are three kinds of footnotes, which should appear in the following order:

- explanations of abbreviations used and notes on levels of statistical significance, using a single asterisk for the lowest level of significance, two for the next level and so on;
- notes on specific parts of the content; and
- source information.

If you take the data for or the whole of an illustration from another source, mention the source and the permission given to use the material (see below), in a note introduced by the word “Source(s):” in italics. (See the section on tables on page 50.)

Permission to use published material

To reproduce or adapt a figure, table, photograph or other illustration from material already published by another publisher, you must obtain permission from the copyright holder. Cite this permission, in the form of words requested by the copyright holder, in the source note or credit for the illustration. Information and the forms to use are available on the intranets of WHO headquarters and the Regional Office for Europe. See the WHO eManual, section VIII.6.4.

Figures, including maps

Use the abbreviation “Fig.” in the title. Use it in text to refer to specific figures, but not generic figures.

Fig. 3. Design of a case–control study, Fig. 15–19
Fig. 1 illustrates this trend.
The figures are based on the latest data.

Clearly label the axes of graphs, giving the relevant units of measurement in parentheses. If figures are reduced for layout, ensure that any text and labels are legible in the final version.

Clear maps with the Office of the Legal Counsel unless they have been prepared by Graphic Design and Layout (GRA) at headquarters, or are based entirely on either the template map of the world prepared by the Geographical Information Systems (GIS) work group or maps downloaded from the website of the United Nations Cartographic Section (http://www.un.org/Depts/Cartographic/english/htmain.htm), without any modification. For further information, see the WHO eManual, section VIII.2.9.
Tables
Keep the titles and column headings of tables as simple and brief as possible. When relevant, include the places and dates covered in the title. Use the minimum of dividing lines in the table, unless it is particularly complex. Use straddle rules over column headings to clarify hierarchical arrangements, but avoid using vertical lines.

Give units of measurement or multiplication factors in column headings, rather than repeating them in the data columns, and ensure that there is no possibility of misinterpretation. Every column should have a heading, and no column should contain any blanks. Use en rules or abbreviations where data are missing (such as NA for “not applicable” or “not available”, or ND for “not determined”).

In text, give an initial capital to the word “table” when referring to a specific table, but use lower case when referring to generic tables.

Table 1, Tables 15–19
Table 1 shows the mortality rate.
The tables are based on the latest data.

The example below illustrates some of these points; the precise format for the title and use of bold and italics will depend on the style adopted for the information product in question. See also other tables given in this guide.

<table>
<thead>
<tr>
<th>Column heading (^c)</th>
<th>Extremely long subheading (unit) (^d)</th>
<th>Subheading (unit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row heading</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>indented on second</td>
<td>10.3 ± 1.1</td>
<td>ND</td>
</tr>
<tr>
<td>and subsequent lines</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Second row heading</td>
<td>9.1 ± 3.2</td>
<td>ND</td>
</tr>
<tr>
<td>Subheading</td>
<td>2.3 ± 0.2*</td>
<td>362(^e)</td>
</tr>
<tr>
<td>Subheading</td>
<td>6.8 ± 2.5</td>
<td>ND</td>
</tr>
<tr>
<td>Third row heading</td>
<td>3.0 ± 0.9</td>
<td>490</td>
</tr>
<tr>
<td>Fourth row heading</td>
<td>17.6 ± 4.4**,</td>
<td>51</td>
</tr>
</tbody>
</table>

ND: not determined; *, \(P < 0.05\); **, \(P < 0.01\) (with appropriate details of the statistical test).

\(^a\) Explanatory note, for example concerning experimental design and method, or source of data.

\(^b\) Column headings may be set left or centred over the columns as appropriate (usually centred when the columns contain figures).

\(^c\) The first column heading is normally set left and aligned with the bottom line of column headings.

\(^d\) Explanatory note, for example, concerning presentation of data (mean ± standard deviation (SD), etc.).

\(^e\) Align columns of figures on the decimal point.

Source: reproduced by permission of the publisher from Bloggs & Grundy (16).
Boxes
Use boxes to give content that illustrates your main points but is not essential to understanding. As boxes are separate from the main text, never try to use them to highlight main points of the argument; separating them from the rest of the discussion reduces understanding.

Boxes are inserted into the text like illustrations, so treat them similarly:

- number them separately and consecutively;
- ensure each includes the box number and a short caption;
- mention the boxes in the text before they appear;
- place them in the text as close as possible to where they were first mentioned; and
- restart the numbering of any boxes in an annex.

Photographs
Give a credit for each photograph used in an information product, usually including the copyright holder and the photographer’s name.

© WHO/Sandra Jones

In publications, unless photographs are purely decorative, mention them in the text and number them among the figures.

Using photographs and drawings of people raises ethical issues, including discrimination on the basis of sex, minority status and racial grouping, and privacy. Do not issue photographic or video material depicting identifiable human subjects as a main focus without obtaining written consent from the individual(s) portrayed, or their parent(s) or guardian(s). See the WHO eManual, section VIII.2.10 for further information and release forms.

Mathematical and chemical formulae
See Chapter 4.

Quotations
All quotations from printed material should exactly match the originals in wording, spelling, punctuation, use of capital letters, etc.

Punctuation
If a question mark or an exclamation mark is part of the sentence quoted, put the punctuation mark within the quotation marks. If the punctuation mark is part of a longer sentence within which the quotation stands, put the punctuation mark outside the quotation marks. If the quotation and the sentence containing it end together, place a single full stop outside the closing quotation mark. Do not put a full stop at the end of the sentence when the question or exclamation mark is merely inside the quotation mark.
I asked him, “Are you feeling better?”
Why did you ask him, “Are you feeling better”? She said, “I asked him whether he was feeling better”.

If the quotation is part of a dialogue and is a sentence, put the full stop inside the closing quotation mark.

“I suppose,” she said, “that he admires your work.”

When giving only a partial quotation or citing expressions as examples, put the full stop outside.

Use hyphens in “easy-to-understand directions” but not in “the directions are easy to understand”.

For more on punctuation, see Chapter 5.

**Long quotations**

Enclose short quotations in double quotation marks (“ “) and place them in the body of the text. For quotations in publications that are longer than three typed lines, insert a line break, and give the quotation indented and in smaller type; do not use quotation marks. Do the same for long quotations on webpages, but without special formatting.

**Omitting and adding words**

When omitting text after a complete sentence, follow the full stop by a space, then an ellipsis (see Chapter 5) and another space:

“From the strictly political point of view, I feel he was right in his judgement. ... Independence should be achieved.”

Where one or more complete paragraphs have been omitted in a quotation, use a line of points, spaced, to show the omission.

1. All documents shall be published in English and French.
2. The working languages of the committee shall be English and French.

8. The work of the committee will be publicized as funds allow.

If you add words to a quotation for clarity, enclose them in square brackets.

She said, “I go to my favourite country [Italy] every year on holiday”.

**Quotations from another language**

Give English translations of quotations from other languages, with the words “translation from [the original language]” inserted at the end of the quotation. If a quotation contains only a few foreign words, leave them in the original language.
Footnotes

Use footnotes to provide additional details, such as references or explanations of unfamiliar terms, that would disrupt continuity if included in the body of the text. Keep them to a minimum in length and number. As a general rule, give very short notes (such as cross-references to other sections or pages in the same work) in parentheses in the text. See also the discussion above on footnotes to tables.

Place footnotes at the bottom of the page on which the footnote reference appears.

Use superscript Arabic numerals to identify footnotes. When this may cause confusion, such as in scientific text containing mathematical exponents, use lower-case letters instead.

Number footnotes to the text consecutively, beginning with 1, throughout each page of a book or journal article. If the same footnote applies to two or more passages appearing on the same page, give it only once and then repeat the reference mark in the text.

Place the reference mark after any punctuation that immediately follows the word, part of a sentence, or sentence to which the footnote refers. The reference mark should be placed after the closing parenthesis if it refers to the text within the parentheses; otherwise, it should be placed immediately after the word or phrase to which it refers.

ICD-10 provides a diagnosis of diseases, disorders or other health conditions, and this information is enriched by the additional information given by ICF on functioning.¹

ICD-10 and ICF are therefore complementary,² and users are encouraged to utilize these two members of the WHO family of international classifications together.

ICD-10 (which is enriched by the additional information given by ICF on functioning)¹ provides a diagnosis of diseases, disorders, or other health conditions.

Researchers stated that “ICD-10 and ICF are therefore complementary, and users are encouraged to utilize these two members of the WHO family of international classifications together”¹.

Clear print: maximizing accessibility

All WHO products should be accessible by the widest possible group of users, including people with disabilities. WHO created the Task Force on Disability (http://www.who.int/disabilities/media/news/taskforce/en/index.html) to ensure that its buildings, information products, employment opportunities and technical programmes address the needs of people with disabilities, in compliance with the United Nations Convention on the Rights of Persons with Disabilities (http://www.un.org/disabilities/).

WHO guidance for ensuring the clear design and layout of printed information products covers accessibility, and includes: a Design and print it right checklist, with tips for selecting an appropriate typeface, font size, colour combinations, alignment, etc.; and Guidance on accessible publishing at WHO. Use the checklist when planning the design and layout of an information product.
The electronic version of any publication should include ALT text (alternative text) embedded in all images and figures. ALT text is a written description of an illustration that can be read by screen readers, thereby ensuring that people with visual impairments can access the information provided.

Your designer can add other features to the PDF to make it more accessible, including bookmarks and hyperlinks, and should tag the reading order of paragraphs to ensure that screen readers will follow the document in the correct order. Another means of enhancing accessibility is to provide a choice of formats, such as large print, Braille, accessible PDF and many eBook formats.
WHO is committed to working towards equality between all people, so its information products must reflect and pursue that commitment. WHO must address all people equally and fairly; it must not discriminate against, stereotype or demean people on the basis of their age, physical or intellectual impairments, ethnicity, sex or sexual orientation. Stereotypes, for example, are broad generalizations that are applied to a person or group of people, and detract from their individuality. In addition, WHO’s main aim in publishing is to inform and persuade; both tasks are easier if WHO information products address users courteously and fairly.

When discussing levels of development, do not use terms that should have a geographical meaning only, such as “north”, “south”, “east” or “west” (see also Chapter 2). Avoid terms such as “the western world”, which are vague and imply that everything is viewed from the standpoint of western Europe and countries of European colonial origin in the Americas and Oceania.

developing countries, developed or industrialized countries, not underdeveloped countries, Third World, First World

In general, age, disability status, racial or cultural background, sex and sexual orientation are characteristics, not identities. Refer to them only when directly relevant to the subject, preferably by using adjectives rather than nouns. WHO’s work is about people, so WHO writers should use the word as often as possible.

The following guidelines should help to ensure that language is free from bias and avoids causing offence.¹

**Age**

Avoid stereotyping older people as frail, incapable of independence, a burden on society or no longer active or productive. Similarly, avoid stereotyping young people as inexperienced, rebellious, immature or always vibrant. Referring to someone’s age may contribute to discrimination.

Except for infants and children, for whom age is a defining characteristic, use adjectives, rather than nouns, to refer to age groups.

older people, elderly patients, young people, not geriatrics, the elderly, youth

Disability

Avoid depersonalizing people with disabilities. Collective terms (such as “the disabled”, “the handicapped”, “the blind and the deaf”) equate people with their disabilities. Do not hide, ignore or downgrade the relevance of disability, but avoid making it the focus of description except when it is the topic. Place people first and their disabilities second in the description.

people with physical disabilities, people with epilepsy, not the physically handicapped, epileptics

Do not call a person with an illness or disability a victim or sufferer. These terms are dehumanizing and emphasize powerlessness. People involved in instances of poisoning or natural disasters, however, can be called victims.

Avoid terms that define disability as a limitation. A person in a wheelchair uses a wheelchair or is a wheelchair user, not confined to a wheelchair or wheelchair bound.

Ethnicity

Refer to the racial or cultural background of a person or group only when the subject demands it. Racial and cultural stereotypes are offensive; avoid them.

Acknowledge the diversity within racial and ethnic groups. For example, some authors lump the various Asian ethnicities together under the single term “Asian”, despite their many differences.

Gender

Use non-sexist language – sometimes called sex-neutral, inclusive or gender-neutral language – which treats women and men equally.

WHO defines “sex” as “the biological and physiological characteristics that define men and women” and “gender” as “the socially constructed roles, behaviours, activities, and attributes that a given society considers appropriate for men and women”.1 Be careful to use these words appropriately.

Titles of address, rank, occupation and status

Where titles are appropriate, use parallel titles. For example, “Mr” does not denote a man’s marital status, so a woman’s title should not indicate her marital status unless she requests it. Use “Ms”, not “Miss” or “Mrs”, to parallel “Mr”, but respect individual wishes. In addition, use titles consistently; give them for everyone mentioned or nobody (see also Chapters 2 and 7).

Ms J. Smith, Mr J. Smith, Ms Smith and Mr Jones

---

If the name and/or sex of a correspondent is unknown, do not assume that the person is male. Include both sexes in the salutation, or use a gender-neutral term.

Dear Sir or Madam, Dear Madam or Sir, Dear Manager, Dear Director, Dear colleague

When listing names, use alphabetical order except where order by seniority or some other characteristic is required.

Avoid patronizing or demeaning terms or expressions. Use “ladies” to parallel “gentlemen” and “women” to parallel “men”.

Avoid sexist assumptions and be careful not to include hidden stereotypes.

The client teaches part-time, not The client’s husband lets her teach part-time
Parents or other caregivers were asked to bring their children to the clinic, not Mothers were asked to bring their children to the clinic

**Personal pronouns**

Masculine nouns and pronouns do not include women, and cannot be used to refer to both males and females. Use “he”, “his”, “him” or “himself” only when referring specifically to a male person. Using “he or she”, “she and he” and “she/he” to refer to people of both sexes is clumsy. Avoid this by rewriting the sentence:

- in the plural
- without pronouns
- in the passive (as a last resort) (Table 8).

**Table 8. Rewriting for inclusive language**

<table>
<thead>
<tr>
<th>Original</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each researcher is responsible for writing</td>
<td>Researchers are responsible for writing their own reports.</td>
</tr>
<tr>
<td>his own report.</td>
<td></td>
</tr>
<tr>
<td>The client is usually the best judge of</td>
<td>The client is usually the best judge of the value of counselling.</td>
</tr>
<tr>
<td>the value of his counselling.</td>
<td></td>
</tr>
<tr>
<td>He must conduct the tests first thing in</td>
<td>The tests must be conducted first thing in the morning.</td>
</tr>
<tr>
<td>the morning.</td>
<td></td>
</tr>
</tbody>
</table>

**Sex-specific descriptions and illustrations**

Specify sex only if necessary to the sense. Including a reference to sex can imply that women or men are oddities in certain situations or occupations.

A doctor was running the research programme, not A woman doctor was running the research programme
A nurse conducted the examination, not A male nurse conducted the examination

When referring to a position, quality or action that might apply to either sex, use a non-sexist term.

supervisor not foreman, fire-fighter not fireman, police officer not policeman
Avoid the unnecessary use of “man” or composite words that use “-man”, which imply that the term refers only to males.

the average person, people in general, not the average man, the man in the street
staff, personnel or human resources, not manpower
humankind, not mankind, man

**Sexual orientation**¹

Refer to the sexual orientation of a person or group only when the subject demands it. Be careful not to make assumptions about people’s personal circumstances. WHO uses the following terms.

men who have sex with men, women who have sex with women

These terms describe people who have sex with others of the same sex, regardless of whether they have intercourse with the opposite sex or have a personal or social identity as gay or bisexual. These concepts are useful because they also include people who self-identify as heterosexual.

Use adjectives such as “bisexual”, “gay”, “homosexual” and “lesbian” only for people who use these terms to identify themselves.

For transgender people, use pronouns describing them according to their gender identity: the gender that they present, not their sex at birth.

Avoid using language based on the belief that heterosexuality is the only normal, valid or moral basis for partnerships. Use “partner” (so as to not discriminate between married, unmarried or same-sex partners), rather than “husband”, “wife”, “spouse”, and “girlfriend” or “boyfriend”.

ANNEX 1

Member States and Associate Members of WHO

Using the correct names of Member States and Associate Members is perhaps the most important part of WHO style, discussed in detail in Chapter 1. Annex 1 presents the names in table format, which differs slightly from their handling in text. For example, Table A1.1 omits “the”, which is used with nearly all full names and with many short names in text. In contrast, here is some sample text showing the correct use of articles with countries’ short and full names.

While WHO texts usually use countries’ short names (such as Afghanistan, Jordan, the Netherlands, Nicaragua, the Philippines and Uganda), circumstances sometimes require the use of their full names (such as the Islamic Republic of Afghanistan, the Hashemite Kingdom of Jordan, the Kingdom of the Netherlands, the Republic of Nicaragua, the Republic of the Philippines and the Republic of Uganda).

Table A1.1  Member States and Associate Members of WHO,¹ valid as of 20 June 2013

<table>
<thead>
<tr>
<th>Short name</th>
<th>Full name</th>
<th>Adjective/People</th>
<th>Capital city</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afghanistan</td>
<td>Islamic Republic of Afghanistan</td>
<td>Afghan</td>
<td>Kabul</td>
</tr>
<tr>
<td>Albania</td>
<td>Republic of Albania</td>
<td>Albanian</td>
<td>Tirana</td>
</tr>
<tr>
<td>Algeria</td>
<td>People’s Democratic Republic of Algeria</td>
<td>Algerian</td>
<td>Algiers</td>
</tr>
<tr>
<td>Andorra</td>
<td>Principality of Andorra</td>
<td>Andorran</td>
<td>Andorra La Vella</td>
</tr>
<tr>
<td>Angola</td>
<td>Republic of Angola</td>
<td>Angolan</td>
<td>Luanda</td>
</tr>
<tr>
<td>Antigua and Barbuda</td>
<td>Antigua and Barbuda</td>
<td>of Antigua and</td>
<td>St John’s</td>
</tr>
<tr>
<td>Argentina</td>
<td>Argentine Republic</td>
<td>Argentine</td>
<td>Buenos Aires</td>
</tr>
<tr>
<td>Armenia</td>
<td>Republic of Armenia</td>
<td>Armenian</td>
<td>Yerevan</td>
</tr>
<tr>
<td>Australia</td>
<td>Australia</td>
<td>Australian</td>
<td>Canberra</td>
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<tr>
<td>Austria</td>
<td>Republic of Austria</td>
<td>Austrian</td>
<td>Vienna</td>
</tr>
<tr>
<td>Azerbaijan</td>
<td>Republic of Azerbaijan</td>
<td>Azerbaijani</td>
<td>Baku</td>
</tr>
<tr>
<td>Bahamas</td>
<td>Commonwealth of the Bahamas</td>
<td>Bahamian</td>
<td>Nassau</td>
</tr>
<tr>
<td>Bahrain</td>
<td>Kingdom of Bahrain</td>
<td>Bahraini</td>
<td>Manama</td>
</tr>
</tbody>
</table>

¹ Consult the Office of the Legal Counsel at headquarters for information on changes and additions since 20 June 2013. The listing of capital cities is provided for information, but is not authoritative. The United Nations, the source of information for this list, does not maintain an official list of capital cities.
<table>
<thead>
<tr>
<th>Short name</th>
<th>Full name</th>
<th>Adjective/People</th>
<th>Capital city</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bangladesh</td>
<td>People’s Republic of Bangladesh</td>
<td>of Bangladesh, a Bangladeshi</td>
<td>Dhaka</td>
</tr>
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<td>Barbados</td>
<td>Barbados</td>
<td>Barbadian</td>
<td>Bridgetown</td>
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<tr>
<td>Belarus</td>
<td>Republic of Belarus</td>
<td>Belarusian</td>
<td>Minsk</td>
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<td>Kingdom of Belgium</td>
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<td>Brussels</td>
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<tr>
<td>Belize</td>
<td>Belize</td>
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<td>Belmopan</td>
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<td>Benin</td>
<td>Republic of Benin</td>
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<td>Porto-No</td>
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<td>Kingdom of Bhutan</td>
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<td>Thimphu</td>
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<td>Bolivia</td>
<td>Plurinational State of Bolivia</td>
<td>Bolivian</td>
<td>Sucre</td>
</tr>
<tr>
<td>Bosnia and Herzegovina</td>
<td>Bosnia and Herzegovina</td>
<td>of Bosnia and Herzegovina</td>
<td>Sarajevo</td>
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<td>of Botswana</td>
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<td>Brazil</td>
<td>Federative Republic of Brazil</td>
<td>Brazilian</td>
<td>Brasília</td>
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<td>Brunei Darussalam</td>
<td>Brunei Darussalam</td>
<td>of Brunei Darussalam</td>
<td>Bandar Seri</td>
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<tr>
<td>Bulgaria</td>
<td>Republic of Bulgaria</td>
<td>Bulgarian</td>
<td>Sofia</td>
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<tr>
<td>Burkina Faso</td>
<td>Burkina Faso</td>
<td>of Burkina Faso</td>
<td>Ouagadougou</td>
</tr>
<tr>
<td>Burma: see Myanmar</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burundi</td>
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<td>of Burundi, Burundian</td>
<td>Bujumbura</td>
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<td>Cambodia</td>
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<td>N’Djamena</td>
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<td>Santiago</td>
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<td>People’s Republic of China</td>
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<td>Beijing</td>
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<td>Colombia</td>
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<td>Moroni</td>
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<td>Congolese</td>
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<td>Nicosia</td>
</tr>
</tbody>
</table>

1 Seat of Government: Cotonou.
2 Use this form in alphabetical lists, tables and name-plates. For other purposes, use “the Plurinational State of Bolivia”.
3 Seat of Government: La Paz.
4 Seat of Government: Abidjan.
<table>
<thead>
<tr>
<th>Short name</th>
<th>Full name</th>
<th>Adjective/People</th>
<th>Capital city</th>
</tr>
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<td>Czech Republic</td>
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<td>Democratic People's Republic</td>
<td>Democratic People's Republic of Korea</td>
<td>of the Democratic People's Republic of Korea</td>
<td>Pyongyang</td>
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<tr>
<td>of Korea</td>
<td>Democratic Republic of the Congo</td>
<td>of the Democratic Republic of the Congo</td>
<td>Kinshasa</td>
</tr>
<tr>
<td>Denmark</td>
<td>Kingdom of Denmark</td>
<td>Danish, of Denmark, a Dane</td>
<td>Copenhagen</td>
</tr>
<tr>
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<td>Republic of Djibouti</td>
<td>of Djibouti, a Djiboutian</td>
<td>Djibouti</td>
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<td>of Dominica</td>
<td>Roseau</td>
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<td>Iceland</td>
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<td>Baghdad</td>
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<td>Ireland</td>
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<td>Dublin</td>
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<tr>
<td>Israel</td>
<td>State of Israel</td>
<td>Israeli</td>
<td>—</td>
</tr>
<tr>
<td>Italy</td>
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<td>Italian</td>
<td>Rome</td>
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</table>

*Ivory Coast: see Côte d’Ivoire*

<table>
<thead>
<tr>
<th>Short name</th>
<th>Full name</th>
<th>Adjective/People</th>
<th>Capital city</th>
</tr>
</thead>
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</tr>
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<td>Japan</td>
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<td>Tokyo</td>
</tr>
<tr>
<td>Jordan</td>
<td>Hashemite Kingdom of Jordan</td>
<td>Jordanian</td>
<td>Amman</td>
</tr>
<tr>
<td>Kazakhstan</td>
<td>Republic of Kazakhstan</td>
<td>Kazakh</td>
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<td>Nairobi</td>
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<td>Bairiki, Tarawa</td>
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</table>

*Korea: see Democratic People’s Republic of Korea, and Republic of Korea*

<table>
<thead>
<tr>
<th>Short name</th>
<th>Full name</th>
<th>Adjective/People</th>
<th>Capital city</th>
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</thead>
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<td>Lao People’s Democratic Republic</td>
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<td>Vientiane</td>
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<td>Latvia</td>
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<td>Latvian</td>
<td>Riga</td>
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<td>Lesotho</td>
<td>Kingdom of Lesotho</td>
<td>of Lesotho</td>
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<td>Tripoli</td>
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<td>Lithuania</td>
<td>Republic of Lithuania</td>
<td>Lithuanian</td>
<td>Vilnius</td>
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<td>Luxembourg</td>
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<td>of Luxembourg</td>
<td>Luxembourg</td>
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</table>

*Macedonia: see the former Yugoslav Republic of Macedonia*

<table>
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<tr>
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<th>Full name</th>
<th>Adjective/People</th>
<th>Capital city</th>
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<td>Male'</td>
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<td>Valletta</td>
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<td>Marshall Islands</td>
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<td>of the Marshall Islands, Marshallese</td>
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<td>Mauritania</td>
<td>Islamic Republic of Mauritania</td>
<td>Mauritanian</td>
<td>Nouakchott</td>
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<td>Mauritius</td>
<td>Republic of Mauritius</td>
<td>Mauritian</td>
<td>Port Louis</td>
</tr>
</tbody>
</table>

1 Use this form in alphabetical lists, tables and name-plates. For other purposes, use “the Islamic Republic of Iran”.

2 WHO follows United Nations practice and omits references to the capital of Israel or leaves a blank space. See also Chapter 1.

3 “Lao” is invariable, both as an adjective and as a noun, in English, French and Spanish.
<table>
<thead>
<tr>
<th>Short name</th>
<th>Full name</th>
<th>Adjective/People</th>
<th>Capital city</th>
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<tbody>
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1 Use this form in alphabetical lists, tables and name-plates. For other purposes, use “the Federated States of Micronesia”.
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*Tanzania: see United Republic of Tanzania*

¹ Seat of Government: Sri Jayawardenepura Kotte.
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1 Associate Member.
2 Use this form on title pages, in signatures and in recording nominations, elections and votes. After the full name has been mentioned or where space is limited (as in a table), you can use “the United Kingdom”.
3 After the full name has been mentioned or where space is limited (as in a table), you can use “the United States” or “the USA”.
4 Use this form in alphabetical lists, tables and name-plates. For other purposes, use “the Bolivarian Republic of Venezuela.”
ANNEX 2
Place names

Table A2.1 is a list of cities, alphabetized by their English/approved names. For country names, see Annex 1. The place names given here are those most often found in WHO information products. The list is not intended to be comprehensive.

Table A2.1  English/Approved names of cities¹

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¹ Consult the Office of the Legal Counsel at headquarters for information on changes and additions since 20 June 2013. The listing of capital cities is provided for information, but is not authoritative. The United Nations, the source of information for this list, does not maintain an official list of capital cities.
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<td>Thimphu</td>
<td>Tashi Chho Dzong, Thimbu</td>
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<td>Mexico City</td>
<td>Ciudad de México, Mexico</td>
<td>Tirana</td>
<td>Tiranë</td>
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<td>Milan</td>
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<td>Tokyo</td>
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<td>Mogadiscio, Mogadisho</td>
<td>Turin</td>
<td>Torino</td>
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<tr>
<td>Moscow</td>
<td>Moskva</td>
<td>Ulaanbaatar</td>
<td>Ulan Bator</td>
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<td>Mumbai</td>
<td>Bombay</td>
<td>Valletta</td>
<td>Valetta</td>
</tr>
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<td>Munich</td>
<td>München</td>
<td>Venice</td>
<td>Venezia</td>
</tr>
<tr>
<td>Muscat</td>
<td>Maskat, Masqat</td>
<td>Vienna</td>
<td>Wien</td>
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<td>Naples</td>
<td>Napoli</td>
<td>Vientiane</td>
<td>Viang-chan, Vieng Chan</td>
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<td>N’Djamena</td>
<td>Fort-Lamy</td>
<td>Vilnius</td>
<td>Vilna, Vilno, Wilna, Wilno</td>
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<td>Nuremberg</td>
<td>Nürnberg</td>
<td>Warsaw</td>
<td>Warszawa</td>
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<td>Ouagadougou</td>
<td>Oostende, Ostende</td>
<td>Yangon</td>
<td>Rangoon, Yangôn</td>
</tr>
<tr>
<td>Padua</td>
<td>Padova</td>
<td>Yaoundé</td>
<td>Yaunde</td>
</tr>
<tr>
<td>Phnom Penh</td>
<td>Pnompenh</td>
<td>Yerevan</td>
<td>Erevan, Erivan</td>
</tr>
<tr>
<td>Podgorica</td>
<td>Podgoritsa</td>
<td>Zagreb</td>
<td>Zágráb</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Zurich</td>
<td>Zürich</td>
</tr>
</tbody>
</table>
ANNEX 3

WHO spelling list

This list\(^1\) includes most of the examples given in the style guide, but excludes the lists of abbreviations in Chapter 3. For the spelling of other terms, use the *Oxford English dictionary*.

A
acclimatize
ad hoc
advise
aide-mémoire
airborne
alphabetize
aluminium
Alzheimer’s disease
amfetamine
ampere (A)
anabolize
anaesthesia
analyse
antagonize
antemortem
antenatal
antibacterial
anticoagulant
anti-Darwinian
antidepressant
antiepileptic
anti-infective
anti-inflammatory
antimalarial
antimicrobial
antioxidant
antiretroviral
antismoking
apologize

a priori
Asia (*but* central Asian countries)
authorize
avant-garde

B
becquerel (Bq)
behaviour
bloodborne
bona fide
breastfeeding

C
caesarean
caesium
capacity-building
capitalize
cardiovascular
catalyse
categorize
centimetre (cm)
centralize
centre
cerebrospinal
Chagas disease
coauthor
coenzyme
coexist
cofactor
coinfection
colour

---

\(^1\) These spellings have been incorporated into the default spellchecker dictionary for users of Microsoft Word 2010. For further information, see Chapter 2 (on spelling and capitalization).
Commonwealth of Independent
   States (CIS) (but newly
   independent states (NIS))
comprise
compromise
contraindicate, contraindication
co-op (but coop)
cooperate
coopt
coordinate
cosponsor
cost–benefit analysis
cost–effectiveness
countrywide
coup d’état
cowpox virus
criticize

D
decentralize
decision-making
de facto
degree (angular) (°)
degree Celsius (°C)
desensitize
devise
dialyse
diarrhoea
directions: north(ern), south(ern),
   east(ern), west(ern), north-
   east(ern), south-west(ern)
Down syndrome
drink–driving

E
email (but e-health, e-learning)
emphasize
end-point
equalize
estrogen
estrus
et al.
etc.
etiology
exercise
ex officio

F
faeces
fait accompli
fetal, fetus
finalize
First World War (not World War I)
foodborne
franchise

G
gastroenteritis
generalize
genitourinary
gram (g)
gynaecology

H
haemorrhage
harbour
harmonize
herpesvirus
high quality (but high-quality care)
homepage
homogenize
honour
hospitalize
hour (h)
hydrolyse
hyperactive
hyperkalaemia
hypertension
hyperthermia
hypertonic
hypocalcaemia
hypomagnesaemia
hypotension
hypothermia
hypothesis
hypothesize

I
immunize
immunocompromised
improvise
in camera
influenza virus (including A(H1N1)
pdm09)
in situ
inter alia
intercountry
intergovernmental
interregional
interrelated
intersectoral
intifada
intra-abdominal
intracellular
intramuscular
intraocular
intraregional
intrauterine
intravenous
in vitro
in vivo
ionize
ischaemic

J
jeopardize

K
kilogram (kg)
kilometre (km)

L
laissez-faire
leukocyte
leukopenia
litre (L)
localize
long term (but long-term solution)
louse-borne
lyse

M
manoeuvre
maximize
Mediterranean Sea (but Mediterranean countries)
meta-analysis
metabolize
metre (m)
microbiology
microeconomics
microgram (μg)

microorganism
microprocessor
milligram (mg)
millimetre (mm)
minimize
minute (of time) (min)
mobilize
modus operandi
modus vivendi
mole (mol)
multidrug
multifaceted
multilateral
multinational
multipurpose
multisectoral
mumps virus

N
countrywide
country
neighbour
nephrotoxic
neurobehavioural
neutralize
newton (N)
noncommunicable
nonentity
nongovernmental
country
ionized
country
non-profit-making
country
proprietary
nurse-physician ratio

O
oedema
oesophagus
optimize
organize
osteoarthritis
overestimate
overproduction
overreport
overrule
oversimplify
overuse
oxidize
ANNEX 3. WHO SPELLING LIST

P
papillomavirus
paralyse
pasteurize
per capita
per se
pharmacogenetics
pharmacopoeia
policy-maker
poliovirus
postbasic
postmortem
postnatal
postoperative
postpartum
practise
précis
precondition
pre-eclampsia
preinvestment
premise
prenatal
preoperative
preplanned
prepubescent
prerequisite
preventive
prima facie
prioritize
priority-setting
programme (but computer program)
promise
pro rata
psychosocial
publicize

re-examine
reform (but re-form)
reinfect
reinsure
reopen
resect
re-treat (but retreat)
retrovirus
reuse
revise
rubella virus

S
scrutinize
second (of time) (s)
Second World War (not World War II)
sensitize
sensu stricto
side-effect
sievert (Sv)
sine qua non
socioeconomic
socioenvironmental
Southern blot (but northern, eastern, western blot)
specialize
stabilize
standardize
status quo
sterilize
stigmatize
subcategory
subcommittee
subcutaneous
subgroup
sublethal
subnational
suboptimal
subparagraph
subregion
sub-Saharan
sub-Sahelian
subsample
subunit
sulfur
summarize
supervise
surprise
synthesize

T
tick-borne
tonne (t)
tranquillize

U
underdeveloped
underestimate
underrate
underreport
underserved
underuse
underweight
un-ionized (but unionized)
United Nations (UN)
United Nations Economic and Social Council (ECOSOC)
Universal Declaration of Human Rights
up to date (but up-to-date information)
utilize

V
vaporize
vector-borne
versus (abbr. vs)
via
vice versa
videoconference
visualize
viva voce
volt (V)

W
waterborne
watt (W)
webpage, website (but World Wide Web)
well-being

WHO regional committees: WHO Regional Committee for Africa, WHO Regional Committee for the Americas (also Pan American Sanitary Conference and Directing Council of the Pan American Health Organization), WHO Regional Committee for South-East Asia, WHO Regional Committee for Europe, WHO Regional Committee for the Eastern Mediterranean, WHO Regional Committee for the Western Pacific

WHO regional offices: WHO Regional Office for Africa, WHO Regional Office for the Americas (also Pan American Sanitary Bureau), WHO Regional Office for South-East Asia, WHO Regional Office for Europe, WHO Regional Office for the Eastern Mediterranean, WHO Regional Office for the Western Pacific

WHO regions: WHO African Region, WHO Region of the Americas, WHO South-East Asia Region, WHO European Region, WHO Eastern Mediterranean Region, WHO Western Pacific Region

WHO Secretariat
World Health Assembly
World Health Day
World Health Organization (WHO)
worldwide (but World Wide Web)

XYZ
X-ray
ANNEX 4

Selected further reading

General reference


Writing and editing


Nadziejka DE. Levels of technical editing. Reston (VA): Council of Biology Editors; 1999 (Council of Biology Editors Guidelines, No. 4).


Medical and scientific terminology


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