

THE ITC STYLE GUIDE

TENTH EDITION



International
Trade
Centre

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Using the ITC Style Guide

What is the ITC Style Guide?

It is a guide to help you with spelling, punctuation and correct terminology for ITC documents. It serves as a reference tool in your daily writing, from letters and e mails to donor reports and more. It also advises you on ITC editorial style as part of our brand positioning.

As most ITC writers are not native English speakers – many being subject specialists first and writers second – this guide on ITC style provides the essential elements of ITC’s corporate branding. It is also a valuable tool for new staff, external writers and interns writing on behalf of ITC.

How do I use it?

Use the A to Z Guide for ITC preferred spelling, style, terminology and guidance on commonly misspelled words. Included are reference lists for country names, ITC programmes and regional groupings.

A new addition to this tenth edition is detailed information regarding publishing ITC documents through Communications and Events.

The ITC Style Guide is available in print and online at [https://www.intracen.org/ITC-Style-Guide Tenth-Edition.pdf](https://www.intracen.org/ITC-Style-Guide-Tenth-Edition.pdf)

PART 1

The A to Z Guide





abbreviations and acronyms

Use abbreviations and acronyms sparingly.

Write the name in full when it appears the first time in the main body of a document, followed by the acronym between parentheses. For example, International Trade Centre (ITC). Use the abbreviation for the rest of the document. However, if a term is used fewer than four times in a publication, spell it out in full each time, unless it is a long acronym, such as Organisation for Economic Co-operation and Development or African Continental Free Trade Area.

Acronyms that are permitted in titles/subtitles: AfCFTA, BRICS, LDC(s), MSME(s), SME(s). Also known United Nations trade institutions including UNCTAD, WIPO, WTO, etc.

'United Nations' should not be abbreviated in English, but 'ONU' is acceptable in French. 'UK' for the United Kingdom and 'USA' for the United States of America should not be used in body matter, unless they form part of official names of organizations, institutions, etc.

Avoid definite articles. Write 'ITC programme' or 'WTO officials', not 'ITC's programmes' or 'WTO's officials'. The definite article may be included if the acronym is being used as an adjective: 'the WTO Agreements', 'the ITC website'.

When an acronym can be pronounced like a word, it doesn't take a definite article. Example: NATO, SECO, REC, but the ABC, the AUC.

Pronunciation determines indefinite articles: an NGO, an UNCTAD document, a WTO meeting.

Use of capitals: Acronyms are written in capital letters; measurements are in lowercase. For example: cm, kg, km. There is no space between the figure and the measurement. For example: 24cm, 197kg, 50km.

accents

Use the appropriate accents on foreign words and phrases. In Word, you can access variants of the letters of the alphabet by clicking on: Insert > Symbol.

accommodation

acknowledgement

active verbs

Active verbs, not passive ones, will make your text more concise: The Swiss Parliament recommended that local politicians consider new environmental legislation.

Bad example with passive voice: **A recommendation was made by the Swiss Parliament that consideration be given by local politicians to new environmental legislation.**

adverbs

Put adverbs after the verb (not before it). Do not split infinitives with an adverb: to eat happily, not to happily eat.

A hyphen is not used when adverbs qualify adjectives: **a thoroughly evil person, an absolutely wicked thought, a perfectly plausible explanation.**

A few phrases with adverbs are better written with the hyphen: **well-adjusted personality, well-behaved child, well-defined objective.** They lose their hyphen when they are no longer in a phrase: **The ITC objectives are well defined.**

If you are looking to cut words, adverbs can often be deleted without changing the sense of the text. For example, in 'he scrutinized the object carefully', the word 'carefully' is superfluous.

advertise, advertisement**advice (noun), adviser (noun), advise (verb)**

Not advisor with an 'o'.

afterwards

Always with an 's'. Not afterward.

agribusiness

Avoid using the term agrobusiness or agro-industry.

agrifood

Not agro-food.

agri-enterprise**agritourism****agroecosystem****agroforestry****agroprocessing****Aid for Trade**

Avoid using A4T or AfT. It is not hyphenated.

allot, allotted, allotment**all right****aluminium****among, amid**

Not amongst or amidst.

analogue

Use this spelling, except when referring to **analog** in computer technology.

analyse

Not analyze.

and

Use the word, not the symbol '&' unless it part of an official name such as Procter & Gamble.

annexes and appendices

Annex: an addition to a document. It is a term used mostly in business models and ideas. An annex can also be called an appendix, but the same does not hold true for an appendix.

Annexes are in Roman numerals, beginning with I for each chapter. A single annex is not numbered. On the annex itself, the word 'Annex' and the first word of the title are capitalized. These elements are set out in separate lines as follows:

Annex I**Title**

Appendix: an addition made towards the end of a thesis. It contains data that cannot be placed in the main text. It is referenced in different parts of the main body and ideally should not be a stand alone document. It is a term used in the research field.

apostrophes

Plural forms of numbers or abbreviations do not take apostrophes: **NGOs, TPOs, pilots of 747s, 1990s.**

Use the plural possessive in expressions such as **three years' time, several hours' delay.**

Use the plural possessive **s'** in nouns ending in s: **Danes', Joneses'**, including names ending in s that take a singular verb: **Reuters', Barclays'.**

Use the singular possessive **'s** sparingly for words ending in s: **caucus's, boss's.**

The result of the caucus is more elegant than the caucus's results.

apprise**Arab States****as of**

Write **on** or **after** or **since 27 March** if that is what you mean; or **in March.**

authorize**awareness-raising (noun and adjective)**

B

balance of payments (noun), balance-of-payments (adjective)

baseline

behaviour, behavioural

benefited, benefiting

Not two 't's.

beside, besides

Beside means next to: **He sat beside me.** **Besides** means in addition to: **I have no other family besides my parents.**

biannual, biennial, biennium

Be careful: each of these words means a different thing. **Biannual** means twice a year; **biennial**, every second year; and **biennium**, a period of two years.

bibliographies

Check the correctness and completeness of bibliographic entries. List bibliographic references alphabetically and according to APA style.

Contact the Publications team for support.

billion

Billion denotes 1 thousand million. See NUMBERS.

bimonthly

Avoid using this word, which can mean either every two months or twice a month. Write: **The magazine appears every two months. The newsletter is issued twice a month.**

bold

Avoid using bold or italics for emphasis in running text. Emphasis should be made clear from the way a sentence or paragraph is written. Instead, use titles and subtitles to emphasize the message you wish to highlight for readers.

brackets [...]

Square brackets are used when a writer or editor inserts words or an explanation in a quotation taken from a text written by someone else:

The report noted: 'Programmes aimed at SMEs [**small and medium-sized enterprises**] include training to increase the professionalism of small-scale producers in 18 countries.' The Executive Director said: 'Angel Gurría [**Secretary-General of the OECD**] has highlighted that ownership and active engagement are critical to the success of Aid for Trade programmes.'

break-up (noun), break up (verb)**build-up (noun), build up (verb)****BRICS**

An intergovernmental organization comprising Brazil, Russian Federation, India, China, South Africa, with Egypt, Ethiopia, Iran, Saudi Arabia and the United Arab Emirates joining in January 2024.

businessman, businesswoman**by-law****by-product****book titles**

Titles of books and reports and names of newspapers, periodicals and journals (including online publications, radio and television programmes, podcast series and films) are in italics, with all words capitalized (except for articles and prepositions). Titles of documents and articles are not italicized. They are enclosed in single quotes, with only the first word (and words that would normally carry an initial capital) capitalized: *The New York Times* published an article entitled 'The way forward for the United Nations'.

Be consistent when structuring lists and bullet points. Do not mix nouns and verbs.

Example 1: Short bullet points

The following items were on her list:

- Butter
- Bread
- Honey
- Orange juice

Example 2: List with sentences

Import prices are influenced by:

- Production conditions and domestic demand;
- Quality and type of product available for export;
- Availability of competitive products.

C

calibre

cancel, cancelled, cancelling

cannot

capacity building (noun), capacity-building (adjective)

capitalization

Use capitals sparingly.

Use initial capitals for names of established organizations, ITC and United Nations programmes, and companies, but not for planned or projected bodies: **United Nations Development Programme, but They agreed to establish a trade support institution.**

Book titles are capitalized and italicized.

Capitalize the first word of chapter titles, section and column headings, text in columns and items in lists. Use lowercase for all other words (with the exception of words that would generally be capitalized, e.g. proper nouns).

Section heading: **Foreign trade regulations**, not Foreign Trade Regulations

Column heading: **Annual increase**, not Annual Increase

Lists in a text:

Import prices are influenced by:

- **Production conditions and domestic demand;**
- **Quality and type of product available for export;**
- **Availability of competitive products.**

The following words always take an initial capital:

The noun **Government** when referring to a particular government. Use **government** for general references and as an adjective: the **Government of the Islamic Republic of Iran; government officials in the Islamic Republic of Iran.**

The noun **Member** when referring to a WTO member country. Use **member** as an adjective: **In 1999, WTO had 139 Members;** but **There are many LDCs among its member countries.**

State, when referring to an independent country.

Use initial capitals for parts of recognized geographical names: **Northern Ireland** (the province), but **northern England** (a description in general terms). (See also northern, southern, etc.)

capitalize

carbon dioxide

Spell out on first reference, then use CO₂. No hyphen in carbon dioxide emissions.

caregiver**care provider****caseload****case study****catalyse****categorize****centralize****centre, centred, centring**

But capital **C** (and if spelled center rather than centre) when part of an official name: **Centers for Disease Control; Asian Disaster Preparedness Center.**

checklist**checkpoint****channelled, channelling****characterized****co-design****coexist****collective nouns**

Collective nouns generally use singular verbs: **The council was elected in March. The staff is in agreement.**

A government, a company and a country are always singular. The United Nations is singular.

colloquial words

Colloquial or informal words should not be used. Colloquialisms include **kids** (unless you are talking about young goats), **hike** (when describing an increase), **hit the big time, go up in smoke** and **set someone up.**

colon

A colon is most often used to indicate that an expansion, qualification or explanation is about to follow (for example, a list of items in running text).

Do not leave a space between a colon and the preceding word (unlike French usage).

Do not use a colon to introduce new paragraphs or sections.

Do not use a colon at the end of headings or to introduce a table or graph.

colour**combated, combating****comma**

Use commas as an aid to understanding. Too many in one sentence can be confusing. Sometimes the absence of a comma can completely change the meaning of a sentence, for example:

The ship's captain ordered a change of course.

The ship's captain ordered a change, of course.

Use two commas, or none at all, when inserting a clause in the middle of a sentence.

Use commas with 'and' as follows: **Its main exports were tobacco, pepper, meat and butter. But: Its exports are tobacco, hides and skins, fruits and vegetables, and copper.**

Do not put a comma between the subject and the verb, or between the verb and its direct object.

compare

A is **compared with** B when you draw attention to the difference. A is **compared to** B when you want to stress their similarity.

competitiveness

Not **competitivity**.

comprise, compose

Comprise means is composed of: **The whole comprises the parts; The committee comprises women of different views.** But: **Women of different views make up the committee and The committee is composed of four men and six women.**

compromise**computerize****connection****consensus****convener****cooperate, cooperation**

An exception is the Organisation for Economic Co-operation and Development (OECD).

coordinate, coordination**corruption**

Try to avoid this term.

co-sponsor

councillor

Member of a council. Not to confuse with counsellor.

counsellor, counselling

Somebody who advises.

country names

See a list of country names in English, French and Spanish below. Watch out for:

Chinese Taipei (not Taiwan). The United Nations uses 'Taiwan Province of China', but ITC prefers 'Chinese Taipei'. Can be written as 'the Separate Customs Territory of Taiwan, Penghu, Kinmen and Matsu (Chinese Taipei)'. Remember that Chinese Taipei is not a country, but a territory of China.

Côte d'Ivoire (in all three languages)

Democratic People's Republic of Korea (not North Korea) and **Republic of Korea** (not South Korea)

Eswatini (not Swaziland)

Hong Kong, China (not Hong Kong SAR, except in statistical reports)

Lao People's Democratic Republic (not Laos, not Lao PDR)

North Macedonia (not the Former Yugoslav Republic of Macedonia)

Russian Federation (not Russia)

State of Palestine (not Palestine)

Türkiye (not Turkey)

United Republic of Tanzania (not Tanzania, listed under U, not T)

Viet Nam (not Vietnam)

If no ranking is involved and no structure is obvious, list countries alphabetically. All country names are singular nouns. The pronoun used for countries is it, not she.

Capital cities are not followed by country names. For example: The World Export Development Forum took place in Kigali (2014), Doha (2015) and Colombo (2016). Other cities and towns are always followed by the country name.

countrywide**coup d'état, coups d'état (plural)****courtesy and professional titles**

Abbreviations of these items are written with a full stop (period). For example, **Dr.** (note: only doctors of medicine are referred to as 'Dr.' in the United Nations system); **Mr., Mrs., Ms., Prof.** for Professor. Make sure to use the respective language versions when addressing someone in a French or Spanish letter (Mme, Monsieur, Señora, Señor).

COVID-19

Always in caps and always hyphenated with the number 19.

co-worker**criticize****cross-border****crowdsourced, crowdsourcing****currency**

Use **\$** when referring to the United States dollar. Use **€** when referring to euros. There is no space between \$ or € and the figure: \$10, €235. See page 59 for use in French and Spanish. All foreign currencies should be converted into dollars. For example: 25,000 Costa Rican colones (about \$48) or 83,500 Kenyan shillings (\$655).

The official abbreviation of euro(s) is EUR for all languages or the symbol €. There is no official abbreviation for cent; either c or ct can be used.

The plural of euro is **euros** in English, French and Spanish (note that the European Commission uses euro in both the singular and the plural).

cut back (verb), cutback (noun)**cut off (verb), cut-off (noun and adjective)****cyber**

All compound forms are closed: cyberattack; cybercafé; cybernaut.

D

dash

There are two types of dash. The en dash, which is the length of the letter n, and the em dash, which is the length of the letter m. There is also a hyphen. See HYPHEN.

The en dash (–) is commonly used to indicate a span or range of numbers, dates or time.

Unspaced en dashes are used to join coordinating or contrasting pairs of words:

buyers–sellers meeting, cost–benefit analysis, South–South trade; to indicate a range of numbers **34–96**, including dates: **1956–2001**; or to give a range in months or page numbers: **May–August; pp. 37–48**.

Use an en dash to express a minus sign: **–10°C**.

It is only when en dashes take the role of em dashes – for example, in setting off parenthetical statements such as this one – that they take spaces around them.

The em dash (—) is used to separate extra information or mark a break in a sentence: **data can help one better understand how online marketplaces function — and how to make informed choices.** A spaced or unspaced em dash is a question of style. Both are acceptable.

To insert dashes, go to the Word toolbar Insert>Symbol>Special characters. Select en dash or em dash.

data

Data is a plural word, so data **are** collected, not data is collected.

database

dates

Use this format: **22 March 2001.**

When you would like to indicate the time or date from which something starts use: **as of 22 March 2001;** or as **of today.**

A period of calendar years is indicated by an en dash: **1990–2012** or **1990–91** if period is in the same decade.

Fiscal and crop years are indicated by a slash: **1990/91.**

Decades are written in figures, without an apostrophe: **1990s.** Centuries can be expressed as either numbers: **19th century** or in words: **nineteenth century**, when at the beginning of a sentence.

For the adjective, insert a hyphen between the number and century: **There is a good market for twentieth-century art.**

Avoid from 26–28 September or from 1992–1993; say from 26 to 28 September or in 1992–1993.

dealt

decision maker, decision-making

defence

Except for **United States Department of Defense, Israel Defense Forces.**

demise

dependant (noun), dependent (adjective)

desktop

destabilize

device (noun), devise (verb)

digitalize, digitize

Digitalize means to adapt a system or process.

Digitize means to convert material into digital format.

disability

Say 'person with disability' or 'person with (type of disability)' or 'people with disabilities'.

disc

But **disk** in computing.

disguise**dispatch****donors**

To be used instead of **funders**.

dots (ellipsis points)

Dots are used to mark omissions within a quotation. **Do not use them for omissions at the beginning or end of a quotation.** Three ellipsis points (...) are used for omissions within a sentence and between complete sentences. Within a sentence, insert a space before and after the ellipsis points.

To indicate the omission of one or more paragraphs within a block quotation, insert the ellipsis points on a separate line of text and align them with the normal paragraph indents.

Example:

She reminded the committee that under article 38 of the Convention on the Rights of the Child:

'1. States Parties shall undertake to respect ... rules of international humanitarian law applicable to them in armed conflicts which are relevant to the child.

...

'3. States Parties shall refrain from recruiting any person who has not attained the age of fifteen years into their armed forces.'

downward (adjective and adverb)**downturn****due, owing**

Due to can mean

- owed to: \$1 is owed to Smith;
- arranged or timed to: The rent is due on Friday;
- because of: The meeting was cancelled due to the rain.

E

e-

All compound forms are hyphenated, except where the second element begins with a capital letter: **e-banking; e-communications; e-commerce; e-mail**. But **eDoc; eMeets; ePAS**.

e-trade

Note: The ITC programme title is: e-Trade for Impact; at the beginning of a sentence it is capitalized: E-Trade for Impact.

east(ern)

Use initial capitals when referring to a continent or major region, for example **East Africa, Eastern Europe**. But **east(ern)** when referring to a geographical direction or an area within a country, for example **eastern Angola; an easterly wind was blowing**.

economize

eco-label

ecosystem

e.g., for example, for instance

These words imply that the listing is partial. Do not add etc., among others or *inter alia* after them.

e.g., i.e.

Avoid overuse of e.g. and i.e. It is more elegant to write the term in English (for example). When used, e.g. and i.e. should not be followed by a comma.

emphasize

en dash/em dash

See DASH.

endnotes

It is preferable to use endnotes to cite sources and footnotes for detailed comments. Do not use both endnotes and footnotes to cite sources. See entry for footnotes.

Enhanced Integrated Framework

Acronym: EIF.

equalize

excise

exclamation marks

Do not use them.

exercise

extra-budgetary

Acronym: XB.

extraregional

F

fair trade

Unless it is the name of an organization that spells it in one word (Fairtrade.org.uk).

fast track (noun), fast-track (verb with object)

fertilize, fertilizer

fewer

Means not as many and is used with countable nouns, such as countries, people, entrepreneurs, women.

There are fewer countries on list A compared to list B. In contrast, less means not as much and is used with uncountable nouns, such as rain, money, rice, information. **Less rain fell today compared to yesterday.**

field trip

fieldwork, fieldworker

finalize

first-hand (adjective and adverb)

fivefold

focused, focusing

follow-up (noun and adjective), follow up (verb)

footnotes

It is preferable to use **footnotes** for detailed comments and **endnotes** for citation of sources. Do not use both footnotes and endnotes to cite sources; choose one or the other and use them consistently.

Footnotes appear at the bottom of the page that contains the sentence to which they refer.

Endnotes are in-text citations (Smith et al., 2022) that are listed at the end of the publication on separate pages before the References.

If footnotes are used, authors should check entries for accuracy and completeness. Footnotes in body matter are numbered consecutively, in Arabic numerals, throughout the publication. Footnote references in the text are in superscript and are placed outside the punctuation: **By far, the largest supplier in 2001 was Italy.¹ The second largest was Poland,² followed by Spain and the United States.**

Publications and documents are presented in footnotes in the same way as in bibliographies. When citing URLs as sources, you don't need a colon after the word **see**. Example, **See** <http://xyz>.

Latin in footnotes

Ibid. This is used to replace all or part of the reference in a footnote immediately preceding it regardless of how far back in the document the preceding footnote is. In the second note in the example below, *ibid.* stands for *International Labour Review*, vol. 93, No. 1; in the third note, it stands for *International Labour Review*, vol. 93, No. 2; in the fourth note, it stands for *International Labour Review*, vol. 93, page 66; and in the fifth note, it stands for *International Labour Review*.

1. International Labour Office. *International Labour Review*, 92, 3.
2. *Ibid.*, 93, 1.
3. *Ibid.*, 93, 2.
4. *Ibid.*: 93, 66.
5. *Ibid.*, 89, 1.

Note that a comma is used after *ibid.*, *op. cit.* and *loc. cit.* if they are followed by figures indicating volume numbers, series numbers, dates, etc. But **the comma is replaced by a colon when the figures indicate page numbers**. See the fourth footnote above.

Ibid. may be used to refer to a footnote with *op. cit.* if the *op. cit.* footnote comes immediately before it.

Tinbergen, *op. cit.*: 118.

Ibid.: 120.

Op. cit. ('in the work cited') is used to replace repetitive references to books and pamphlets. *Loc. cit.* ('in the place cited') replaces references to articles in periodicals. They may be used only with the surname of an author. They are never used with the name of an organization or other body.

² Nolan, J. (2022). Chasing the next shiny thing: Can human rights due diligence effectively address labor exploitation in global fashion supply chains? *International Journal for Crime, Justice and Social Democracy*, 11(2), pp. 1–14.

...

⁵ Nolan, *loc. cit.*: 6.

If the name of the author (in this case, Nolan) appears in the text preceding the reference indicator:

¹⁰ *Loc. cit.*: 6.

If more than one work by the same author has been cited, *op. cit.* and *loc. cit.* should not be used. The title should be repeated, without the publication data; a short form may be used, if convenient, in the following cases:

Where more than one work by the same author has been referred to:

¹ Maddux, J.F., & Desmond, D.P. (1974). Obtaining life history information about opioid users. *International Journal of Addictions*, No. 1, p. 190.

² Maddux, J.F., & Desmond, D.P. (1975). Reliability and validity of information from chronic heroin users. *Journal of Psychiatric Research*, No. 12, p. 93.

...

⁷ Maddux & Desmond, Obtaining life history information ...: 197.

Op. cit. and *loc. cit.* are never used if the abbreviated title is shown in the first full citation:

⁹ United Nations. *Report of the United Nations Conference on Science and Technology for Development, Vienna, 20–31 August 1979* (Sales No. E.79.1.21 and corrigenda) (hereinafter referred to as *Report of the Conference*).

forego, forgo

Forego means to precede; **forgo** to go without.

foreign words

See Latin and foreign words, and italics.

formalize, formalized

formulas

But **formulae** in mathematics.

forums

Never **fora**.

foreword, forward

These are two different words. One moves **forward** or looks **forward** to the future. A **foreword** is found in the beginning of a book.

The foreword for ITC books and papers always carries the name (and more often than not the signature) of the ITC Executive Director. However, there can be other forewords with other names. The official who signs the foreword must approve the text. Joint publications carrying the name of the ITC Executive Director must also carry the name of a similar-level official from the joint publisher.

fuelled, fuelling

fulfil, fulfilled, fulfilling, fulfilment

full stop or period

No full stop is required if a complete quotation ends in a full stop, question mark or exclamation mark before the final quotes: **'Are these people coming with us?'** **'How cold it is!'** **The official said: 'My country cannot vote for the resolution.'**

fundraiser, fundraising



galvanize

gender

Use gender-neutral word forms. Plural forms may help: they/them instead of he/him.

For example, use **people, humanity, humankind, human race** instead of man, mankind; the **average person** instead of the average man, **chair, chairperson** (unless you actually do mean chairman or chairwoman); **craftworker, artisan** instead of craftsman; **political leader, stateswoman** (where appropriate) instead of statesman; **staff, workforce, labour, personnel** instead of manpower; spokesperson (spokesman or spokeswoman when a specific person is referred to), **representative, official** instead of spokesman; **statecraft** instead of statesmanship; **work-hour, work-month** instead of man-hour, man-month.

generalize

Global Goals

The United Nations Sustainable Development Goals (SDGs/Global Goals), officially known as the 2030 Agenda for Sustainable Development.

global public goods

No capitalization.

government

Government takes a capital G when referring to a particular government, but a lowercase g in general references and as an adjective: **the Swiss Government; government officials in the Islamic Republic of Iran; the government policy on trade.**

greenhouse gas

Acronym: GHG. No hyphen in greenhouse gas emissions.

gross domestic product

No capitalization. Acronym: GDP.

groundnut

Group of 7, Group of 20

Spell out in full on first reference. Acronym: G7, G20.

guide, guidebook

Guidebook means 'a book of information about a place for visitors, tourists, etc.'. So use guide in phrases such as **guide** to trading practices.

H

handmade

handwoven

hard-working

harmonize

haven

A **haven** is by definition a place of safety. Do not write 'a safe haven'.

home page

hyper

All compound forms are closed: **hyperactive; hyperlink; hyperspace**.

hyphens

Used to create a compound word. Use hyphens for:

- Fractions, whether as nouns or as adjectives: **two-thirds, one-half**.
- Adjectives formed from two or more words: **affirmative-action policy, balance of payments difficulties; a 6-year-old child**.
- Nouns formed from prepositional verbs: **get-together, round-up, set-up**.
- The quarters of the compass: **north-east, south-west**, etc.

Adjectives formed from proper nouns are not hyphenated: **British Museum staff; Hong Kong style; New England roots**.

The following compound words are not hyphenated even when they are adjectives preceding a noun (rare exceptions are acceptable when essential for clarity): **climate change, dispute resolution, fossil fuel, per capita, risk management, cash flow sustainable development**.

Note: Many words have lost their hyphens (**cooperate, cooperation, coordinate, coordination, coprocessor, predetermine, presuppose, workforce**).

Consult the [Oxford English Dictionary](#) for correct usage. Not to be confused with the en dash and em dash. See DASH.

I

immunize

improvise

inasmuch as

incise

Incoterms 2010

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in-depth (adjective)

index

The plural of index is **indexes** for an alphabetical list of entries in a book. **Indices** is the mathematical or technical term: **The oral hygiene index was calculated as the sum of the debris and calculus indices.** ITC does not produce indexes for books or papers.

Indigenous

Always capitalize.

indirect or reported speech

Direct

She said: 'Many states are represented in the working group.'

He said: 'I am studying to become a doctor.'

She said: 'We planted too many coffee trees.'

He said: 'The commission has been following the question with interest.'

We said: 'They will go forward in peace and progress.'

Indirect

She said that 15 states were represented in the working group.

He said he was studying to become a doctor.

She said they had planted too many coffee trees.

He said the commission had been following the question with interest.

We said they would go forward in peace and progress.

industrialize

inquire, inquiry

Not enquire, enquiry (except in **national enquiry point**, a WTO term).

insofar as

install, installation but instalment

institutionalize

inter-agency (adjective)

interdepartmental

interdependent

interdisciplinary

intergovernmental

interlock

international value chain

This is the preferred term, rather than 'global value chains'. Avoid using acronym: IVC.

internationalize

internet

interregional

interrelate

intersectoral

intranet

intraregional

ISO

ISO stands for **International Organization for Standardization**. ISO standards are covered by copyright, and permission to reproduce them must be obtained.

italics

Titles for books, papers, magazines and journals, as well as newspaper names.

Most foreign words and phrases.

The following are not italicized:

- ad hoc, ad infinitum, aide-mémoire, apartheid, a posteriori, a priori, coup d'état, de facto, per annum, per capita, per diem, per se, pro bono, raison d'état, raison d'être, status quo, vice versa and vis-à-vis.
- Official names of companies and organizations in foreign languages.
- ITC programmes and projects. The titles of established ITC programmes and projects are capitalized, not italicized and not enclosed in quotation marks. The titles of proposed programmes and projects are not capitalized.

J

jargon

Avoid it. Your writing should be intelligible to all your readers.

JAG

Joint Advisory Group

- Official documentation should not exceed 24 pages and is written in indirect speech.
- It is printed on special headed paper, carrying a document number assigned by the Senior Executive and External Relations Officer, and dated. The doc number follows this format: ITC/AG(XLVI)/245; the number in Roman numerals refers to the JAG session).
- Authorization to print, release on the website and distribute is given by the External Relations Unit.

jeopardize

jeweller, jewellery

K

keynote

kilogram

Abbreviation: kg. No space between the figure and kg: 20kg.

kilometre

British spelling. Abbreviation: km. No space between the figure and km: 20km.

know-how

L

label, labelled, labelling**labour, but laborious****landlocked**

Landlocked developing country. See Regional Groupings section below. Acronym: LLDC.

large-scale (adjective)**Latin and foreign words and expressions**

Avoid as much as possible. Most foreign and Latin words and expressions are written in italics, although some have become common in English and are written in roman. See italics above for the list of words that are written in roman.

learned (past and past participle)

Lessons learned, not lessons learnt.

least developed country

Lowercase spelling. Acronym: LDC.

less

See FEWER.

licence (noun); license (verb and adjective)**life cycle****lifespan****lifestyle****lifetime****lists**

Refer also to 'bullet points' for short lists. Country lists should be alphabetical. Events should be listed consistently (chronological or reverse chronological order, or grouped by order of importance).

litre**livelihood**

Never with s.

localize**logframe****long-term (adjective), long term (noun)**

Never one word. **The long-term policy** or **the policy in the long term.**

lower middle-income country

But lower income country without hyphen. Same with upper middle-income country.

M

macroeconomics**maps**

Avoid using maps with country names and boundaries. Border conflicts can always emerge, and the United Nations remains neutral. While the United Nations Cartographic Section (Department of Public Information) reviews all maps for political accuracy, this is a long process. Please refer below to United Nations Maps.

marketplace**matchmaking****materialize****maximize****may, might**

Use the word 'may' to describe the possibility of being wrong. For example: **You may be wrong** (meaning it is possible that you are wrong). Use the word 'might' to indicate greater uncertainty. For example: **There might be a thunderstorm tonight** (meaning it is possible that it will happen, but it is also possible that it won't happen).

Might is also used to indicate that a past event was possible, but did not happen, as in: **You should not have tried to swim during that storm. You might have (could have) killed yourself.**

medium-sized companies

Not medium companies.

member, member states

Exception: WTO Member(s).

Memorandum of Understanding

Acronym: MOU.

memorize**metre, meter**

Use metre when referring to a unit of length (with no space between the figure and the measurement: **33m**, **628m** or 50 square metres: **50m²**.) But meter when referring to an instrument: **gas meter, parking meter, thermometer**.

micro, small and medium-sized enterprises

Lowercase spelling. Acronym: MSMEs. ITC classifies SMEs as companies with fewer than 100 employees. Micro firms are implicitly included.

- Micro: 0 to 4 employees
- Small: 5 to 19 employees
- Medium-sized: 20-99 employees
- Large: 100 or more employees

Note: No internationally harmonized definition of micro, small and medium-sized enterprises exists. Variations occur due to country, geographic region, level of development and business culture. Even within countries, definitions may vary or not exist. ITC uses its definition to make cross-country data comparisons that are comparable. Staff may adopt the national MSME definition, if available, for country-specific analysis and reports.

microeconomics**microenterprise****microfinance****micro-entrepreneur****micro-producer****million**

Spell out, do not use 'm' or 'mn'. Write: \$21 million, €46.5 million. See NUMBER.

mindset**minimize**

mobilize**months**

These months can be abbreviated: Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec. May, June and July are not abbreviated.

more than, over

Use more than when referring to quantities or to compare two quantities: **the doctor treated more than 20 patients; their exports were worth more than \$10 million.**

Alternative: Upwards of.

Use over when referring to a place or location: **the sign hung over the door.**

multicultural**multidisciplinary****multilateral****multilingual****multimedia****multinational****multipurpose****multisectoral****multi-year**

N

net zero (noun), net-zero (adjective)

The world's transition towards net zero needs to be inclusive. Global leaders have set a seven-year deadline to reach net-zero emissions.

non-existent

non-governmental

As in non-governmental organization (NGO).

non-industrial

non-tariff measures

Use the hyphen and lowercase letters. Acronym: NTMs.

not-for-profit

note taker, note taking

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

Use initial capitals when referring to a continent or major region: **North America, North Africa, North-Western Europe**. But **north(ern), north-east(ern), north-west(ern)** when referring to a geographical direction or an area within a country: **north-eastern Senegal, the north-east wind**.

numbers

Never start a sentence with a figure: write the number in words instead or recast the sentence.

Use words for numbers from one to nine, but figures for 10 upwards. Use numbers for 1st, 2nd, 3rd, 9th, 23rd, 45th, etc. Use figures for sets of numbers: **The numbers of occasions in the past three years were 19, 3 and 9.**

Use figures for all numbers that include a decimal point or a fraction: **4.25, 4½** and those that refer to percentages: **95%, 200%, 1%–10%**. See DATES, MEASURES, PERCENTAGES, PRICES, RATIOS and WEIGHTS.

Numbers in millions: **1 million, 3.4 million**. In a text, if the number has more than one digit to the right of the decimal point, write it out: **3,432,000** (i.e. not 3.432 million).

See BILLION and TRILLION.

Ranges of numbers

If the name of the unit is written out, it should be given only once, after the second number: **10-to-15-year-old age group.**

If the name of the unit is represented by a symbol or abbreviation consisting of letters, the symbol or abbreviation should be given only once: **15–20kg.**

However, if the name of the unit is represented by an abbreviation, the abbreviation should always be repeated: **63°C–70°C.**

Numbers should always be expressed in full to avoid confusion, whether in figures or in words: **from \$2 million to \$5 million**, not from \$2 to \$5 million.

Rounding numbers

It is acceptable to round numbers. This should be to one decimal point for millions (3.2 million) two decimal points for billions (3.22 billion) and three decimal points for trillions (3.222 trillion). However, when numbers appear in both text and graphics, it is best to use the same number in both to avoid confusion.

Two numbers occurring together

When two numbers occur together, they should be expressed in different styles:

twenty 15-cent stamps; five 15-year-old boys or thirty 15-metre ladders.

Fractions

Hyphenated and spelled out where possible: one-quarter, three-quarters, one-third, two-thirds and so forth.

Punctuation

In running text, when a number has four digits or more, it should be split by means of a comma after every three digits to the left: **Country X has a population of 2,422,321.**

(See below for usage in French and Spanish texts.)

In tables, separation between hundreds, thousands or millions should be indicated by a space to permit use of the same table in all language versions:

10 530 600

2 632 597

1 326

Numbering parts of text

Sections, subsections, paragraphs and lists are not numbered in books. In JAG documents, paragraphs are numbered, but not sections.

Numbering in tables

Country	2020	2021	2022	2023
Switzerland	2 000	400	2 500	3 800

**occur, occurred, occurrence****OECD**

Organisation for Economic Co-operation and Development. Note that there is an 's' in Organisation. United Nations bodies use 'z', such as World Health Organization. Also note that the hyphen in Co-operation is allowed because it is in a formal name.

offence (noun), offensive (adjective)**ongoing****online****only**

To avoid ambiguity, only should follow the verb it qualifies: **They mate only in June**. To say **they only mate in June** implies that in June they do nothing else. Alternative: just.

on-site (adjective)**onward (adjective and adverb)****operation, operationalize****organization, organize**

Not with an 's'.

organizations and associations

Use exact names and acronyms. ITC spells organization with a 'z'.

In most cases, acronyms are not preceded by 'the': **policies of ITC**, not policies of the ITC. They are not followed by **'s; ITC policies**, not ITC's policies.

Organizations are capitalized only once they are official: **The proposed national trade information centre ... but the National Trade Information Centre (NTIC) was set up in January 2023.**

over

Compound forms with 'over' generally do not have a hyphen: **overestimate; overproduce; overrate; override; overuse; overvalue.**

Over-elaborate; over-exercise; over-optimistic; over-refine are exceptions.

Over is not a synonym for 'more than'. See MORE THAN, OVER.

overseas

Avoid using this word. It excludes landlocked countries.

P

panellist**paralyse****parentheses**

Use parentheses (brackets in British English) to explain rather than to comment or add an acronym. For example:
The farmers rely on a good harvest after the annual rainy season (January to March). Trade promotion organizations (TPOs) help countries to...

When the parenthesis forms part of a sentence, the full stop (period) comes after the second round bracket (as here). (However, when the whole sentence is a parenthesis, as here, then the full stop comes before the second bracket.)

parties/party

Lowercase unless quoted directly in a document as Parties/Party.

patronize**percent, percentages**

Use the symbol '%', not the word percent or per cent, in text and tables. See NUMBERS.

Persian Gulf, Gulf

The term **Persian Gulf** is used for the body of water between the Arabian Peninsula and the Islamic Republic of Iran.

The term **Gulf** is used for the area surrounding or adjacent to the above-mentioned body of water: **Gulf area, Gulf region, Gulf States.**

petrol

Not gas or gasoline.

plant nomenclature (Latin names)

Both parts of the name should be in italics, with the generic name given an initial capital: ***Equus caballus***; ***Primula vulgaris***. After the first mention of a species, when the name is given in full, the name may be shortened thus: ***E. caballus***; ***P. vulgaris***.

Plants may have a third name after an abbreviated form of a word indicating their rank, which is printed in roman type. The third name is in italics: ***Salix repens* var. *fusca*; *Myrtus communis* subsp. *tarentina*.**

Names of hybrid plants are indicated by a multiplication sign: ***Cytisus x kewensis*.**

The names attached to cultivated varieties of plants should follow the Latin names, printed in roman, within single quotation marks: ***Rosa wichuraiana* 'Dorothy Perkins'**. Or, the cultivar may be preceded by the abbreviation cv., in which case the quotation marks are not used: ***Rosa wichuraiana* cv. *Dorothy Perkins*.**

The surname or initial of the authority associated with plants or animals is printed in roman after the Latin name. ***Primula vulgaris* Huds.** (for Hudson, who first used this Latin name) or ***Homo sapiens* L.** (for Linnaeus, the first to use this name for humankind).

polycyemaker, polycyemaking, but policy-setting

politicize

post-conflict country

practice (noun), practise (verb)

preconceive

precondition

predetermined

pre-empt

pretence

printout

prioritize

prise (to force open), prize (to value highly)

private sector (noun), private-sector (adjective)

privatize

programme

Use the British spelling for this noun. Exception: If the formal name is spelled differently, then do not change it – for example, US Child Welfare Program.

projects

Do not put ITC project names in quotes, but capitalize: ITC Women and Trade programme.

publicize

public-private partnership



question marks

Question marks are not necessary for indirect questions: **Who worked on the treaty?** But **He asked who worked on the treaty.** Or **I would like to know who worked on the treaty.**

quotation marks

Do not use quotation marks to enclose technical words or phrases that have become part of the trading, business, commercial or other vocabulary: just-in-time delivery, not 'just-in-time' delivery. Resist the temptation to enclose a word in quotation marks because it is not being used in its conventional sense; instead, choose a more appropriate word.

Do not enclose the titles of ITC programmes and projects in quotation marks.

quotations or quotes

Single quotation marks are used for a quotation; double marks are used for a quotation within a quotation. If there should be yet another quotation within the second quotation it is necessary to revert to single quotation marks – although in such a case, it might be preferable to split the quote in two.

Quotations that exceed three lines should be broken off from the text (start on a new line) and be set in a smaller typeface. They are not enclosed by quotation marks. Quotations within such excerpts are in single quotation marks; any bridging words added by authors are set in square parentheses [].

Example:

Sir Mervyn King [Governor of the Bank of England] has endorsed tearing up the government's debt-reduction goal after he said it was 'acceptable' to miss the target if the economy continued to grow slowly. King said the weak state of the economy justified revising the target, which had been drawn up in better times.

R

realize

recognize

re-establish, re-establishment

references

Check the correctness and completeness of bibliographic entries. For official ITC publications, the Publications team uses a referencing tool to organize bibliographies. List bibliographic references alphabetically and according to APA style.

Examples:

Calvin, L., & Kristoff, B. (1998). Technical Barriers to Trade: A Case Study of Phytosanitary Barriers and U.S. – Japanese Apple Trade. *Journal of Agricultural and Resource Economics*, 23(02), 351–366.

International Trade Centre. (2021, December 17). *Sustainability Standards: A new deal to build forward*. From <https://intracen.org/file/t4sdpublication20211217webpagespdf>

Khalid, M., Agha, M., Shah, S., & Akthar, M. (2020). Conceptualizing audit fatigue in the context of sustainable supply chains. *Sustainability*, 12(21), 9135. <https://doi.org/10.3390/su12219135>

Social & Labor Convergence Program. (2024, May). *Impact Report 2023*. From <https://slconvergence.org/reports>

regional economic community

Avoid using acronym: REC.

regional groupings

Please see regional groupings section below.

regionalization, regionalize

representative

Should be followed by **of** and not by **from**.

rerouted

revise

revitalize

right hand (noun), right-hand (adjective)

Right-hand side, right-hand corner, but: She is her father's right hand.

roadblock

roadmap

ITC-specific spelling in one word.

rundown (noun), run-down (adjective)

round table (noun), round-table (adjective)

S

sectoral

semicolon

A semicolon is used to link two connected thoughts in the same sentence; separate items in a series in running text, especially phrases containing commas; add emphasis.

semi-skilled

sensitize

services, service

In relation to the WTO and its General Agreement on Trade in Services (GATS), the plural is often used as an adjective, particularly when the reference is to services in general.

set-up (noun), set up (verb)

SheTrades

shortfall

shortlist, shortlisted

short-term (adjective) short term (noun)

Never one word. **The short-term policy or the policy in the short term.**

should, would

Use should in the sense of **ought to**. Would is used to express future in the past: **I told you that you would find Russian difficult to learn. Dynamite would soon dominate the world's explosives market [in 1867] – *New Yorker*, 1987.**

single quotes

Use single quotes for direct speech. Double quotes are never used except when there is a quote within a quote. See QUOTATION or QUOTES.

skill set**slash (/)**

Do not use the slash when you mean 'and'. Use 'and' instead. Can use in 'and/or'.

small and medium-sized enterprises

Lowercase spelling. Acronym: SMEs.

Small Island Developing States

Acronym: SIDS.

smallholder**small-scale (adjective)****sociocultural****socioeconomic****sociopolitical****south(ern), south-east(ern), south-west(ern)**

Use initial capitals when referring to a continent or major region: **South America, Southern Africa, Southern Europe, South-East Asia**. Note: ASEAN is the Association of Southeast Asian Nations). But **south(ern), south-east(ern), south-west(ern)** when referring to a geographical direction or an area within a country: **south-east France, they sailed in a south-westerly direction**.

South–South trade**specialize****spelling**

This A-Z Guide lists many preferred ITC spellings. For words that are not in this list, use the [Oxford English Dictionary](#).

stabilize**standardize****standalone****start-up****statehood**

stationary, stationery

An automobile that is not moving is **stationary**; an envelope is an item of **stationery**.

subcommission**subcommittee****subcontinent****subcontract****subdivision****sub-entry****subgroup****subheading****sub-item****subjunctive**

The New Fowler's, 3rd ed., says: 'In British English the subjunctive mood is most likely to be found in formal writing ... particularly after such verbs as demand, insist, pray, recommend, suggest and wish; nouns and adjectives such as demand, essential, important, insistence, proposal, suggestion, vital and wish; and a number of conjunctions such as although, as if, as though, if, unless, etc. But it is seldom obligatory...'

Past subjunctive or 'were' subjunctive

Use it when you are posing a hypothesis contrary to fact: **If Mao were alive today, he could tell us whether he kept a diary.**

Do not use it when the hypothesis may or may not be true: **If this diary is not Mao's, we we are not publishing it.**

If you have **would** in the main clause, you must use the subjunctive in the **if** clause:

If you were to disregard this rule, you would make a fool of yourself.

subprogramme**subregion, subregional****subroutine****sub-Saharan Africa**

ITC-specific spelling: lowercase 's' in sub-. United Nations spelling is not consistent for this term.

subsection, subsector**subsidize**

subsystem

subtitle

subtotal

subunit

summarize

supervise

surmise

Sustainable Development Goals

Acronym: SDGs. Officially known as The 2030 Agenda for Sustainable Development. Please note that one can also refer to it as the 2030 Agenda when the term appears many times on a page.

synchronize

synthesize

T

targeted

that, which

See WHICH, THAT.

time-consuming

time-frame

time of day

Use the 24-hour system, writing the time of day in four figures with a colon between the hours and minutes: **1:10, 9:45, 15:30, 21:00**. Do not add 'hours' after the time.

timetable

Taiwan

See COUNTRY NAMES.

ton/tonne

A tonne or metric ton = 1,000 kilograms or 2,205 lbs. A ton (typically a short ton) = 2,000 lbs. Use accordingly.

totalling**towards**

Always with an 's'.

trademark**trade-related technical assistance**

Acronym: TRTA.

trade and investment promotion organization

No capitalization. No hyphen. Acronym: TIPO. (ITC prefers not to use the acronym.)

trade promotion organization

No capitalization. No hyphen. Acronym: TPO.

travel, travelling, travelled, traveller**trillion**

Trillion denotes 1 million million. See NUMBERS.

twofold

Same goes for fourfold, sixfold, etc. – one word.

U

UNCTAD

Spell out on first reference as UN Trade and Development.

underlining

Underlining is rarely used in ITC publications.

Underlining or **bold face** should not be used for emphasis; that effect is achieved by appropriate presentation, use of subtitles and paragraphs.

underserved

underuse

underutilize

Avoid using this word – write underuse instead.

un-earmarked

United Nations

Spell out in all instances. ITC style is not to use UN (unless part of a formal name, such as UN Women). Normally, United Nations insists on spelling it out – always.

United States of America

ITC style is to use United States. Do not use US as a noun. It can be used as an adjective (US market), except in highly official documents.

up-to-date, up to date

An up-to-date report, but this report is up to date.

upward (adjective and adverb)

urbanize

utilize

Avoid utilize – write **use** instead.

V

value added (noun), value-added (adjective)

value chain (noun), value-chain (adjective)

videography

Not video photography.

visualize

W

website(s)

Always check names and addresses, and whether they still exist. Some of them are short-lived. When citing URLs as sources, you don't need a colon after 'see': **See** <http://xyz>.

week-long

weights and measures

Metric measurements are preferred.

Nouns of measurement are singular when used with a number before another noun:

a three-metre wall; not a three-meters wall. But: **the wall is three metres high**.

For a unit of weight: A **tonne or metric ton** = 1,000 kilograms or 2,205 lbs. A **ton** (typically a short ton) = 2,000 lbs. Use accordingly.

Some commonly used abbreviations of weights and measures are listed below. They do not change in the plural: **4kg**, not 4kgs and **150ml**, not 150mls. No space between the number and the measurement. Abbreviations frequently used in a publication should be listed in the front matter of a book or a technical paper.

Length: millimetre (mm); centimetre (cm); metre (m); kilometre (km)

Area: square millimetre (mm²); square centimetre (cm²); square metre (m²); hectare (ha)

Volume: cubic millimetre (mm³); cubic centimetre (cm³); cubic metre (m³)

Weight: milligram (mg); gram (g); kilogram (kg)

Liquid capacity: millilitre (ml); centilitre (cl); litre (l)

Energy: alternating current (AC); direct current (DC); watt (W); volt (V); kilowatt (kW); kilovolt (kV); horsepower (hp); kilowatt hour (kWh); kilojoule (kJ); megawatt (MW); megawatt hour (MWh)

Velocity: kilometres per hour (kph); metres per second (m/s); revolutions per minute (rpm)

Temperature: degrees Celsius (°C); degrees Fahrenheit (°F)

well-being

well-known, well known

A well-known study, but this study is well known.

west(ern)

Use initial capitals when referring to a continent or major region: **West Africa, West Australia, Western Europe**. But **west(ern)** when referring to a geographical direction or an area within a country: **the western provinces; a west wind**.

wide-ranging

which, that

Which informs, **that** defines. If you can delete the subordinate clause without changing the meaning of the sentence, use **which** to introduce it.

This is the house that Jack built. But: **This house, which Jack built, will last forever.** In the second sentence, you could delete 'which Jack built' without changing the sense of the sentence. That is not the case for the first sentence; if you delete 'that Jack built', the sentence does not make sense.

The translations, which have been revised, can now be formatted. **Which** adds detail and indicates that all the translations have been revised. As all the translations have been revised, you could delete 'which have been revised' without changing the meaning of the sentence.

The translations that have been revised can now be formatted. **That**, in this case, defines exactly what is to be formatted, i.e. only those translations that have been revised. If you deleted 'that have been revised', the sentence would not have the same meaning.

withhold

women-led business

A business managed by a woman and at least 25% owned by one or more women. Its management and control lie with at least one woman and if there is a board of directors, at least 33% of its members are women. Otherwise, firms are defined as men-led.

Note: This definition is consistent with ISO.

women-owned business

A business that is more than 50% owned by one or more women and whose management and control lie with at least one woman. Otherwise, firms are defined as men-owned.

Note: This definition is consistent with ISO.

women-owned cooperative

A cooperative in which women hold more than 50% of votes and where women are the majority of board directors and hold most leadership positions (if applicable).

Note: This definition is consistent with ISO.

work-hour**workflow****workforce****youth-led enterprise**

Youth-led firms are run by a top manager under the age of 35. Otherwise, firms are defined as non-youth-led.

Note: This definition is consistent with ILO and Global Entrepreneurship Monitor.

PART 2

Tips on Writing and Publishing



ITC's writing style

Write simply

Good English is simple English.

- Never use a long word where a short one will do.
- If it is possible to cut a word out, always cut it out.
- Never use the passive where you can use the active.
- Never use a foreign phrase, a scientific word or jargon if you can think of an everyday English equivalent.
- Long paragraphs, like long sentences, can confuse. Aim for 2–5 lines per paragraph and never more than 6.

Know your target audience

ITC's written communications target trade policymakers, business support institutions and firms. Most of our readers are not native English speakers. The writing style should be accessible, not academic, with plain, concise language. Avoid acronyms and jargon; define unfamiliar terms the first time they appear.

Write to fit your layout

Adapt your writing style and length to the ITC layout templates at your disposal. A report, a one-page fact sheet, a marketing brochure, a book, a press release or a letter each has its own visual style.

Texts are often not well positioned or too long. Avoid this by first checking the templates available on our intranet pages under: **Communications, Services or Templates**.

Structuring a publication

ITC publications have:

- ✓ A (front and back) cover
- ✓ Front matter
- ✓ Chapters
- ✓ End matter

The **front matter** is the set of preliminary pages in a book or paper, which appears before the substantive chapters. Use Roman numerals for pagination.

Cover and spine: four pages in total prepared by CE with consultation regarding cover images.

Title page: page i, but visually, the i does not appear on the page.

About the paper/book (abstract page): page ii, which includes the abstract (blurb), an ITC document number, suggested citation, publication date and copyright. The blurb should be 100 words maximum.

Foreword: page iii. All books have signed forewords by the Executive Director. Forewords are one page in length. They provide the political context, the need for and the market positioning of the publication. For joint forewords or partner forewords, signatures must be provided as jpgs.

Acknowledgements: Avoid courtesy titles such as Mr., Mrs., Ms., Dr. or titles of posts, such as Senior Adviser on Environmental Programmes.

Contents: Should tell the story of the publication and its message at a glance, using short titles.

Acronyms, abbreviations and notes: Acronyms are listed alphabetically and spelled out in full. Notes include references to currency and/or terminology.

Executive summary: Contains the key message, recommendations and conclusions. Include the primary elements you want your target audience to do differently as a result of the findings in the publication (in simple language).

Chapters: In Arabic numbers. Use footnotes sparingly and always left to right for English, Chinese, French, Spanish and Russian.

Footnotes vs endnotes: The use of footnotes in most academic writing is now considered outdated and has been replaced by endnotes, which are much easier to place in papers. It is preferable to use footnotes for detailed comments and endnotes for citation of sources.

The **end matter** is as follows:

Annex/Appendix

Endnotes/References: List bibliographic references alphabetically and according to APA style. This widely known reference style is similar to United Nations style. The Publications team will support staff with references, running them through a tool that uses the correct style.

Joint publications have a slightly different cover design. Please see with CE for placement of logos. Logos must be provided as jpgs.

For more publishing guidance, ITC staff can consult the ITC intranet, under the category Publications, where a list of available guidelines can be downloaded. See also L&D Calendar on the intranet for training courses.

The Publications team should brief external authors before the start of each new publication. Kindly contact the Publications team via a CE ticket: [C&E Service Desk Portal - New ticket \(itc-cci.net\)](#) (Select category 'Publication', then 'New publication').

Editing checklist

- ✓ **International Trade Centre** with *re* and not *er*.
- ✓ **Centre du commerce international** (French), **Centro de Comercio Internacional** (Spanish).
- ✓ **ITC** – not *the* ITC. The acronym ITC stays the same in all languages.
- ✓ **British spelling** – except words ending in -ize (**exception: analyse, catalyse, paralyse**) and words listed in the A to Z Guide on spelling (i.e., organization, regionalization, capitalization).
- ✓ **Single quote marks in all cases** unless there is a quote within a quote, in which case double quote marks are used. Example: She said, 'My favourite quotation is "To err is human; to forgive is divine." This is been my favourite since I was a child.'
- ✓ **Organization** and **organized** are spelled with a z, not an s.
- ✓ **ITC programmes and project names:** Capitalize them. Do not use quotes or italics. Use the British spelling, 'programme'. 'The ITC Trade Map' rather than 'ITC's Trade Map' (United Nations editorial manual: avoid using Anglo-Saxon genitives with acronyms).
- ✓ **SMEs:** small and medium-sized enterprises – not small and medium enterprises. Same applies to MSMEs.
- ✓ **LDCs:** least developed countries (lowercase, no hyphens).
- ✓ **Remember,** just because acronyms are capitalized, it doesn't mean the phrase is when spelled out. See LDCs, NGOs and SMEs, among others.
- ✓ **\$ and €** – Do not use US\$ if it is US dollars (in **all three** languages). There is no space between the symbol '\$' or '€' and the figure: **\$10, €26**.
- ✓ **%** – Use the symbol, not the phrase 'per cent' or 'percent'. Percentage is one word.
- ✓ **Titles (excluding publication title), subtitles, figure/table/box titles:** Sentence case – that is, the first letter is uppercase, subsequent are lowercase (except proper nouns and words that normally take uppercase). Each main word of the publication title is uppercase.
- ✓ **Charts and figures, annexes/appendices** – give them all titles and give source(s) if applicable.
- ✓ **Websites** – check all links to ensure they work.
- ✓ **Country names:** As part of the United Nations, we must use official names. Countries sometimes complain officially when this is not the case. See country names list in the back of this guide.
- ✓ **Do not use clichés:** e.g. 'at the end of the day', 'at this moment in time', 'at the present time', 'fit for purpose', 'in the field of', 'going forward' and 'period of time'.
- ✓ **Inclusivity:** To check or confirm the use of **inclusive and neutral language**, please contact the Gender, Diversity and Inclusion unit at diversity@intracen.org

Formatting checklist

- ✓ **Spacing** – Do a ‘search and replace’ for double spaces and double dashes. Check whether the double dash is a typo, or whether it should be converted into an en dash (–).
- ✓ **Font** – ITC’s preferred font style is Arial. Make sure that font styles and sizes are consistent (in body content it is size 10; captions and footnotes should be size 8). See Quick guide to structuring a publication (below) for more on footnotes and endnotes.
- ✓ **Paragraphs** – Cut long paragraphs (and sentences). Short paragraphs (two to five lines) are easier to read, with the maximum line length six lines.
- ✓ **Figure/Table/Graph/Chart/Chapter:** Capitalize these terms in the running text.
- ✓ **Note** always precedes **Source** in tables and figures. **Note:** and **Source:** should be in bold.
- ✓ **Numbers in running text** – English: 10,000.00 French: 10 000,00 Spanish: 10.000,00
- ✓ **Numbers in tables in all languages:** 10 000
- ✓ **Document template:** <https://insight.itc-cci.net/oed/ce/publications/Pages/default.aspx>

PART 3

Regional Groupings



Country Groups by Region

ITC staff and external writers frequently have questions about the use of regional groupings, and which countries apply.

In all cases, ITC writers should use the proper country names. These are listed separately in this guide.

Key terminology to use

For regional groupings by development level, the United Nations uses the following broad terminology: developing countries and developed countries. There is no established convention to designate developed and developing countries.

Least developed countries are a subset of developing countries. [United Nations list of LDCs](#).

ITC also uses the United Nations lists for [Small Island Developing States](#) and [landlocked developing countries](#).

Transition economies are in Eastern Europe and Central Asia.

Economies is a term used in economic writing among international organizations that refers to national economies. It is often used as a synonym for country. If you are writing in business terms, use the word 'country' and not 'economy'.

Managing differences in terminology

As part of the United Nations system, ITC follows United Nations practice. However, discrepancies exist between lists provided by the United Nations Statistical Division and UNCTAD. For example, UNCTAD notes that UNIDO uses the term 'emerging industrial economies', which is not used by the United Nations Statistical Division or by UNCTAD.

This edition of the ITC Style Guide recommends that the listing from the United Nations Statistical Division be used as the first reference source. The list of countries and territories is included in full.

Please use the list with care. Countries are sensitive regarding their regional groupings. Consult with the Communications and Events team, or the regional country offices in the ITC Division of Country Programmes if the lists in this edition do not address your writing needs.

ITC sometimes also refers to economic groupings that emerge from research conducted by WTO, OECD and the World Bank. Categories overlap but are not the same. Where possible, ITC staff should use this terminology only when quoting research from these organizations.

Country regions – the United Nations Statistical Division

The list is regularly updated online at: <http://unstats.un.org/unsd/methods/m49/m49regin.htm>

The United Nations Statistical Division notes the following common practice:

- In international trade statistics, the Southern African Customs Union is treated as a developed region. Israel is treated as a developed country. Countries from the former Yugoslavia are treated as developing countries (ITC does not recommend this practice); and countries of eastern Europe and of the Commonwealth of Independent States in Europe are not included under either developed or developing regions.
- Sub-Saharan Africa includes all of Africa except northern Africa. The Sudan is in sub-Saharan Africa.
- North America includes Canada, the United States, the Caribbean and Central America.
- Japan is in Asia; Australia and New Zealand in Oceania.

Developing regions

- Africa
- Americas excluding Northern America
- Caribbean
- Central America
- South America
- Asia excluding Japan
- Oceania excluding Australia and New Zealand

Developed regions

- Northern America
- Europe
- Japan
- Australia and New Zealand

Least developed countries (LDCs)

Afghanistan	Guinea	Sao Tome and Principe
Angola	Guinea-Bissau	Senegal
Bangladesh	Haiti	Sierra Leone
Benin	Kiribati	Solomon Islands
Bhutan	Lao People's Democratic Republic	Somalia
Burkina Faso	Lesotho	South Sudan
Burundi	Liberia	Sudan
Cambodia	Madagascar	Timor-Leste
Central African Republic	Malawi	Togo
Chad	Mali	Tuvalu
Comoros	Mauritania	Uganda
Congo	Mozambique	United Republic of Tanzania
Djibouti	Myanmar	Yemen
Eritrea	Nepal	Zambia
Ethiopia	Niger	
Gambia	Rwanda	

Landlocked developing countries (LLDCs)

Afghanistan	Ethiopia	Paraguay
Armenia	Kazakhstan	Republic of Moldova
Azerbaijan	Kyrgyzstan	Rwanda
Bhutan	Lao People's Democratic Republic	South Sudan
Bolivia (Plurinational State of)	Lesotho	Tajikistan
Botswana	Malawi	Turkmenistan
Burkina Faso	Mali	Uganda
Burundi	Mongolia	Uzbekistan
Central African Republic	Nepal	Zambia
Chad	Niger	Zimbabwe
Eswatini	North Macedonia	

Small Island Developing States (SIDS)

American Samoa	Grenada	Puerto Rico
Anguilla	Guam	Saint Kitts and Nevis
Antigua and Barbuda	Guinea-Bissau	Saint Lucia
Aruba	Guyana	Samoa
Bahamas	Haiti	Sao Tome and Principe
Barbados	Jamaica	Seychelles
Belize	Kiribati	Singapore
Bonaire, Sint Eustatius and Saba	Maldives	Sint Maarten (Dutch part)
British Virgin Islands	Marshall Islands	Solomon Islands
Cabo Verde	Mauritius	Suriname
Comoros	Micronesia (Federated States of)	Timor-Leste
Cook Islands	Montserrat	Tonga
Cuba	Nauru	Trinidad and Tobago
Curaçao	New Caledonia	Tuvalu
Dominica	Niue	United States Virgin Islands
Dominican Republic	Northern Mariana Islands	Vanuatu
Fiji	Palau	
French Polynesia	Papua New Guinea	

Africa

Eastern Africa	Middle Africa	Northern Africa	Southern Africa	Western Africa
British Indian Ocean Territory	Angola	Algeria	Botswana	Benin
Burundi	Cameroon	Egypt	Eswatini	Burkina Faso
Comoros	Central African Republic	Libya	Lesotho	Cabo Verde
Djibouti	Chad	Morocco	Namibia	Côte d'Ivoire
Eritrea	Congo	Sudan	South Africa	Gambia
Ethiopia	Democratic Republic of the Congo	Tunisia		Ghana
French Southern Territories	Equatorial Guinea	Western Sahara		Guinea
Kenya	Gabon			Guinea-Bissau
Madagascar	Sao Tome and Principe			Liberia
Malawi				Mali
Mauritius				Mauritania
Mayotte				Niger
Mozambique				Nigeria
Réunion				Saint Helena
Rwanda				Senegal
Seychelles				Sierra Leone
Somalia				Togo
South Sudan				
Uganda				
United Republic of Tanzania				
Zambia				
Zimbabwe				

Americas

Americas are divided into Latin America and the Caribbean and Northern America. Latin America and the Caribbean are again divided into Caribbean, Central America and South America.

Caribbean	Central America	South America	Northern America
Anguilla	Belize	Argentina	Bermuda
Antigua and Barbuda	Costa Rica	Bolivia (Plurinational State of)	Canada
Aruba	El Salvador	Bouvet Island	Greenland
Bahamas	Guatemala	Brazil	Saint Pierre and Miquelon
Barbados	Honduras	Chile	United States of America
Bonaire, Sint Eustatius and Saba	Mexico	Colombia	
British Virgin Islands	Nicaragua	Ecuador	
Cayman Islands	Panama	Falkland Islands (Malvinas)	
Cuba		French Guiana	
Curaçao		Guyana	
Dominica		Paraguay	
Dominican Republic		Peru	
Grenada		South Georgia and the South Sandwich Islands	
Guadeloupe		Suriname	
Haiti		Uruguay	
Jamaica		Venezuela (Bolivarian Republic of)	
Martinique			
Montserrat			
Puerto Rico			
Saint Barthélemy			
Saint Kitts and Nevis			
Saint Lucia			
Saint Martin (French part)			
Saint Vincent and the Grenadines			
Sint Maarten (Dutch part)			
Trinidad and Tobago			
Turks and Caicos Islands			
United States Virgin Islands			

Asia

Central Asia	Eastern Asia	Southern Asia	South-eastern Asia	Western Asia
Kazakhstan	China	Afghanistan	Brunei Darussalam	Armenia
Kyrgyzstan	China, Hong Kong Special Administrative Region	Bangladesh	Cambodia	Azerbaijan
Tajikistan	China, Macao Special Administrative Region	Bhutan	Indonesia	Bahrain
Turkmenistan	Democratic People's Republic of Korea	India	Lao People's Democratic Republic	Cyprus
Uzbekistan	Japan	Iran (Islamic Republic of)	Malaysia	Georgia
	Mongolia	Maldives	Myanmar	Iraq
	Republic of Korea	Nepal	Philippines	Israel
		Pakistan	Singapore	Jordan
		Sri Lanka	Thailand	Kuwait
			Timor-Leste	Lebanon
			Viet Nam	Oman
				Qatar
				Saudi Arabia
				State of Palestine
				Syrian Arab Republic
				Republic of Türkiye
				United Arab Emirates
				Yemen

Europe

Eastern Europe	Northern Europe	Southern Europe	Western Europe
Belarus	Åland Islands	Albania	Austria
Bulgaria	Channel Islands (Guernsey, Jersey, Sark)	Andorra	Belgium
Czechia	Denmark	Bosnia and Herzegovina	France
Hungary	Estonia	Croatia	Germany
Poland	Faeroe Islands	Gibraltar	Liechtenstein
Republic of Moldova	Finland	Greece	Luxembourg
Romania	Iceland	Holy See	Monaco
Russian Federation	Ireland	Italy	Netherlands
Slovakia	Isle of Man	Malta	Switzerland
Ukraine	Latvia	Montenegro	
	Lithuania	North Macedonia	
	Norway	Portugal	
	Svalbard and Jan Mayen Islands	San Marino	
	Sweden	Serbia	
	United Kingdom of Great Britain and Northern Ireland	Slovenia	
		Spain	

Oceania

Australia and New Zealand	Melanesia	Micronesia	Polynesia
Australia	Fiji	Guam	American Samoa
Christmas Island	New Caledonia	Kiribati	Cook Islands
Cocos (Keeling) Islands	Papua New Guinea	Marshall Islands	French Polynesia
Heard Island and McDonald Islands	Solomon Islands	Micronesia (Federated States of)	Niue
New Zealand	Vanuatu	Nauru	Pitcairn
Norfolk Island		Northern Mariana Islands	Samoa
		Palau	Tokelau
		United States Minor Outlying Islands	Tonga
			Tuvalu
			Wallis and Futuna Islands

PART 4

Translations and Language References



Translations

What materials are translated?

ITC governance documents are issued in the six languages of the United Nations. These are used for the ITC annual meeting of the Joint Advisory Group, known as JAG.

ITC books and technical papers are generally in English only. Other languages are used when relevant to target markets.

Language versions can be developed in partnership with national organizations, on the basis of a legal agreement. The ITC book *Export Quality Management*, for example, exists in languages such as Arabic and Swahili.

Other ITC materials are translated as needed.

French and Spanish editorial guidelines

Translated materials always need to be reviewed. Staff should arrange to conduct these reviews directly.

Direct your translators to the ITC Style Guide. Use Part 2 to gain an overview of our audience and our business-like style. They can refer to Part 5 for official translations of country names and ITC programmes.

Request them to write simply. Translations for magazines, op-eds and marketing materials should have a journalistic or marketing style, in line with the original. For books and papers, the style should be businesslike, with a minimum of jargon. Avoid literal translations. Look for ways of saying things that sound natural.

Encourage them to be concise. Translators should keep titles and subtitles short, since they are usually in larger fonts. Other languages tend to use more words than English. Avoid long sentences. It may be better to break an English sentence into two in translation. As in English, use active, rather than passive, verbs. (Active: 'The Secretary-General informed delegates.' Passive: 'The delegates were informed by the Secretary-General.'))

Ensure accuracy. Translators must self-revise their work before submitting what they consider final text to ITC. Translators should translate all captions, text in boxes and figures, bibliographies, references, glossaries and other front matter or text. They should check country names and currencies.

Provide your translators with references. These improve the quality and speed of translation. If you have good translations with terminology on non-tariff measures, for example, supply them. If you have a recurrent publication, provide the previous edition.

See the Translators Manual in Spanish at

<https://dms.itc-cci.net/Documents/OED-CE/PUBG20381.pdf>

See also the trilingual WTO Terminology Database at

<http://wtoterm.wto.org/multiterm> (use Chrome)

Editorial references in English, French and Spanish

English

- The Oxford Dictionary (2016) is the authority for ITC spelling. If in doubt, use the first preferred spelling of the Oxford Dictionary <https://www.oxfordreference.com/view/10.1093/acref/9780199571123.001.0001/acref-9780199571123>. Link provides access to spelling, but not definitions.
- The ITC Style Guide
<http://www.intracen.org/itc/publications/the-itc-style-guide/>
- ITC Terminology and Acronyms (E, F, S)
[ITC TERMINOLOGY AND ACRONYMS_15122014.pdf \(itc-cci.net\)](#)
- United Nations Editorial Manual – English
<http://dd.dgacm.org/editorialmanual/>
- UNTERM – the United Nations terminology database, including country names in six languages
<https://unterm.un.org/unterm2/en/>
- United Nations official correspondence manual:
<http://archive.unu.edu/hq/library/resource/UN-correspondence-manual.pdf>

English, French, Spanish

- WTO Terminology Database – Trilingual
<https://wtoterm.wto.org> (open in Chrome)
- Translators Manual – Spanish
<https://dms.itc-cci.net/Documents/OED-CE/PUBG20381.pdf>

Currency

English	French	Spanish
\$ (not USD)	\$ (not USD)	\$ (not USD)
billion (956 billion)	milliards (956 milliards)	mil millones (956.000 millones)
Where a symbol such as \$ or € is used to represent a unit of currency, there is no space between the symbol and the figure: \$20, €6, etc.		

United Nations currency abbreviations can be found for each country at: <http://unterm.un.org/UNTERM/portal/welcome>

Temperature

The format is the same for all languages: 15°C; between 10°C and 20°C. Use Celsius.

Numerical punctuation

In the main text: English uses commas; French and Russian do not. Spanish uses decimal points.

English: 2,632,597 **French/Russian:** 2 632 597 **Spanish:** 2.632.597

In tables - English/French/Spanish/Russian

No punctuation is used, to make multilingual publishing easier.

10 530 600

632 597

1 326

Using decimals in main text and tables

English	French/Spanish/Russian
3.4	3,4
\$10.65	\$10,65
€178.47	€178,47

Time

English	French	Spanish
9:00, 13:30, 21:05	9 heures, 13 h 30, 21 h 5	9 horas, 13.30 horas, 21.05 horas

Months

English: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.

French: jan., févr., mars, avril, mai, juin, juill., août, sept., oct., nov., déc.

Spanish: ene., feb., mar., abr., mayo, jun., jul., ago., sep., oct., nov., dic.

United Nations Country Names

Below is the list of United Nations country names in English, French and Spanish, updated in July 2024. A full list of country names in all six languages is available on the United Nations Terminology Database at <https://unterm.un.org/unterm2/en/country>. Please use the short name in your correspondence and in publications. For diplomatic correspondence, the full country name is required. The list below is extracted from the above-mentioned link and updated for each new edition of the ITC Style Guide.

Short name E/F/S	Formal name E/F/S	Adjective E/F/S
Afghanistan	the Islamic Republic of Afghanistan	Afghan
Afghanistan (l') [masc.]	la République islamique d'Afghanistan	Afghan
Afganistán (el)	la República Islámica del Afganistán	afgano
Albania	the Republic of Albania	Albanian
Albanie (l') [fém.]	la République d'Albanie	Albanais
Albania	la República de Albania	albanés
Algeria	the People's Democratic Republic of Algeria	Algerian
Algérie (l') [fém.]	la République algérienne démocratique et populaire	algérien
Argelia	la República Argelina Democrática y Popular	argelino
Andorra	the Principality of Andorra	Andorran
Andorre (l') [fém.]	la Principauté d'Andorre	andorran
Andorra	el Principado de Andorra	andorrano
Angola	the Republic of Angola	Angolan
Angola (l') [masc.]	la République d'Angola	angolais
Angola	la República de Angola	angoleño
Antigua and Barbuda	Antigua and Barbuda	of Antigua and Barbuda
Antigua-et-Barbuda [fém.]	Antigua-et-Barbuda	antiguais et barbudien
Antigua y Barbuda	Antigua y Barbuda	de Antigua y Barbuda
Argentina	the Argentine Republic	Argentine
Argentine (l') [fém.]	la République argentine	argentin
Argentina (la)	la República Argentina	argentino
Armenia	the Republic of Armenia	Armenian
Arménie (l') [fém.]	la République d'Arménie	arménien
Armenia	la República de Armenia	armenio
Australia	Australia	Australian
Australie (l') [fém.]	l'Australie	australien
Australia	Australia	australiano
Austria	the Republic of Austria	Austrian
Autriche (l') [fém.]	la République d'Autriche	autrichien
Austria	la República de Austria	austríaco

Short name E/F/S	Formal name E/F/S	Adjective E/F/S
Azerbaijan	the Republic of Azerbaijan	Azerbaijani
Azerbaïdjan (l') [masc.]	la République d'Azerbaïdjan	azerbaïdjanais
Azerbaiyán	la República de Azerbaiyán	azerbaiyano, azerí
Bahamas (the)	the Commonwealth of the Bahamas	Bahamian
Bahamas (les) [fém.]	le Commonwealth des Bahamas	bahamien
Bahamas (las)	el Commonwealth de las Bahamas	bahamés
Bahrain	the Kingdom of Bahrain	Bahraini
Bahreïn [masc.]	le Royaume de Bahreïn	bahreïnien
Bahrein	el Reino de Bahrein	de Bahrein
Bangladesh	the People's Republic of Bangladesh	(of) Bangladesh
Bangladesh (le) [masc.]	la République populaire du Bangladesh	bangladais
Bangladesh	la República Popular de Bangladesh	de Bangladesh
Barbados	Barbados	Barbadian
Barbade (la)	la Barbade	barbadien
Barbados	Barbados	barbadense
Belarus	the Republic of Belarus	Belarusian
Bélarus (le) [masc.]	la République du Bélarus	bélarussien
Belarús	la República de Belarús	belaruso
Belgium	the Kingdom of Belgium	Belgian
Belgique (la) [fém.]	le Royaume de Belgique	belge
Bélgica	el Reino de Bélgica	belga
Belize	Belize	Belizean
Belize (le) [masc.]	le Belize	bélizien
Belice	Belice	beliceño
Benin	the Republic of Benin	Beninese
Bénin (le) [masc.]	la République du Bénin	bénois
Benin	la República de Benin	beninés
Bhutan	the Kingdom of Bhutan	Bhutanese
Bhoutan (le) [masc.]	le Royaume du Bhoutan	bhoutanais
Bhután	el Reino de Bhután	bhutanés
Bolivia (Plurinational State of)	the Plurinational State of Bolivia	Bolivian
Bolivie (État plurinational de) [fém.]	l'État plurinational de Bolivie	bolivien
Bolivia (Estado Plurinacional de)	el Estado Plurinacional de Bolivia	boliviano
Bosnia and Herzegovina	Bosnia and Herzegovina	(of) Bosnia and Herzegovina
Bosnie-Herzégovine (la) [fém.]	la Bosnie-Herzégovine	bosnien
Bosnia y Herzegovina	Bosnia y Herzegovina	bosniaco; bosníaco

Short name E/F/S	Formal name E/F/S	Adjective E/F/S
Botswana	the Republic of Botswana	(of) Botswana
Botswana (le) [masc.]	la République du Botswana	botswanais
Botswana	la República de Botswana	botswanés
Brazil	the Federative Republic of Brazil	Brazilian
Brésil (le) [masc.]	la République fédérative du Brésil	brésilien
Brasil (el)	la República Federativa del Brasil	brasileño
Brunei Darussalam	Brunei Darussalam	(of) Brunei Darussalam
Brunéi Darussalam (le) [masc.]	le Brunéi Darussalam	Brunéien
Brunei Darussalam	Brunei Darussalam	de Brunei Darussalam
Bulgaria	the Republic of Bulgaria	Bulgarian
Bulgarie (la) [fém.]	la République de Bulgarie	bulgare
Bulgaria	la República de Bulgaria	búlgaro
Burkina Faso	Burkina Faso	(of) Burkina Faso
Burkina Faso (le) [masc.]	le Burkina Faso	burkinabé [inv.]
Burkina Faso	Burkina Faso	de Burkina Faso
Burundi	the Republic of Burundi	(of) Burundi
Burundi (le) [masc.]	la République du Burundi	burundais
Burundi	la República de Burundi	burundés
Cabo Verde	the Republic of Cabo Verde	Cabo Verdean
Cabo Verde [masc.]	la République de Cabo Verde	caboverdien
Cabo Verde	la República de Cabo Verde	caboverdien
Cambodia	the Kingdom of Cambodia	Cambodian
Cambodge (le) [masc.]	le Royaume du Cambodge	cambodgien
Camboya	el Reino de Camboya	camboyano
Cameroon	the Republic of Cameroon	Cameroonian
Cameroun (le)	la République du Cameroun	camerounais
Camerún (el)	la República del Camerún	camerunés
Canada	Canada	Canadian
Canada (le)	le Canada	canadien
Canadá (el)	el Canadá	canadiense
Central African Republic (the)	the Central African Republic	of the Central African Republic
République centrafricaine (la) [fém.]	la République centrafricaine	centrafricain
República Centroafricana (la)	la República Centroafricana	centroafricano
Chad	the Republic of Chad	Chadian
Tchad (le)	la République du Tchad	tchadien
Chad (el)	la República del Chad	chadiano

Short name E/F/S	Formal name E/F/S	Adjective E/F/S
Chile	the Republic of Chile	Chilean
Chili (le)	la République du Chili	chilien
Chile	la República de Chile	chileno
China	the People's Republic of China	Chinese
Chine (la)	la République populaire de Chine	chinois
China	la República Popular China	chino
Colombia	the Republic of Colombia	Colombian
Colombie (la)	la République de Colombie	colombien
Colombia	la República de Colombia	colombiano
Comoros (the)	the Union of the Comoros	Comorian
Comores (les) [fém.]	l'Union des Comores	comorien
Comoras (las)	la Unión de las Comoras	comorano
Congo (the)	the Republic of the Congo	Congolese
Congo (le)	la République du Congo	congolais
Congo (el)	la República del Congo	congoleño
Cook Islands (the)	the Cook Islands**	of the Cook Islands
Îles Cook (les)	les Îles Cook	des Îles Cook
Islas Cook (las)	las Islas Cook	de las Islas Cook
Costa Rica	the Republic of Costa Rica	Costa Rican
Costa Rica (le)	la République du Costa Rica	costaricien
Costa Rica	la República de Costa Rica	costarricense
Côte d'Ivoire	the Republic of Côte d'Ivoire	Ivorian
Côte d'Ivoire (la)	la République de Côte d'Ivoire	ivoirien
Côte d'Ivoire	la República de Côte d'Ivoire	de Côte d'Ivoire
Croatia	the Republic of Croatia	Croatian
Croatie (la)	la République de Croatie	croate
Croacia	la República de Croacia	croata
Cuba	the Republic of Cuba	Cuban
Cuba [fém.]	la République de Cuba	cubain
Cuba	la República de Cuba	cubano
Cyprus	the Republic of Cyprus	Cypriot
Chypre [fém.]	la République de Chypre	chypriote
Chipre	la República de Chipre	chypriota
Czechia	the Czech Republic	Czech
Tchéquie (la)	la République tchèque	tchèque
Chequia	la República Checa	checo

Short name E/F/S	Formal name E/F/S	Adjective E/F/S
Democratic Republic of the Congo (the)	the Democratic Republic of the Congo	of the Democratic Republic of the Congo
République démocratique du Congo (la)	la République démocratique du Congo	de la République démocratique du Congo
República Democrática del Congo (la)	la República Democrática del Congo	congolés
Democratic People's Republic of Korea (the)	the Democratic People's Republic of Korea	Of the Democratic People's Republic of Korea
République populaire démocratique de Corée (la)	a République Populaire démocratique de Corée	De la République Populaire démocratique de Corée
República Popular Democrática de Corea (la)	la República Popular Democrática de Corea	De la República Popular Democrática de Corea
Denmark	the Kingdom of Denmark	Danish; a Dane; of Denmark
Danemark (le)	le Royaume du Danemark	danois
Dinamarca	el Reino de Dinamarca	danés; dinamarqués
Djibouti	the Republic of Djibouti	(of) Djibouti
Djibouti [masc.]	la République de Djibouti	djiboutien
Djibouti	la República de Djibouti	de Djibouti
Dominica	the Commonwealth of Dominica	(of) Dominica
Dominique (la)	le Commonwealth de Dominique	dominiquais
Dominica	el Commonwealth de Dominica	dominiqués
Dominican Republic (the)	the Dominican Republic	Dominican
République dominicaine (la)	la République dominicaine	dominicain
República Dominicana (la)	la República Dominicana	dominicano
Ecuador	the Republic of Ecuador	Ecuadorian
Équateur (l') [masc.]	la République de l'Équateur	équatorien
Ecuador (el)	la República del Ecuador	ecuatoriano
Egypt	the Arab Republic of Egypt	Egyptian
Égypte (l') [fém.]	la République arabe d'Égypte	égyptien
Egipto	la República Árabe de Egipto	egipcio
El Salvador	the Republic of El Salvador	Salvadorian
El Salvador [masc.]	la République d'El Salvador	salvadorien
El Salvador	la República de El Salvador	salvadoreño
Equatorial Guinea	the Republic of Equatorial Guinea	(of) Equatorial Guinea
Guinée équatoriale (la)	la République de Guinée équatoriale	équato-guinéen
Guinea Ecuatorial	la República de Guinea Ecuatorial	guineano
Eritrea	the State of Eritrea	Eritrean
Érythrée (l') [fém.]	l'État d'Érythrée	érythréen
Eritrea	el Estado de Eritrea	eritreo

Short name E/F/S	Formal name E/F/S	Adjective E/F/S
Estonia	the Republic of Estonia	Estonian
Estonie (l') [fém.]	la République d'Estonie	estonien
Estonia	la República de Estonia	estonio
Eswatini	the Kingdom of Eswatini***	Swazi
Eswatini (l')	le Royaume d'Eswatini	swazi
Eswatini	el Reino de Eswatini	suazi
Ethiopia	the Federal Democratic Republic of Ethiopia	Ethiopian
Éthiopie (l') [fém.]	la République fédérale démocratique d'Éthiopie	éthiopien
Etiopía	la República Democrática Federal de Etiopía	etíope
Fiji	the Republic of Fiji	of Fiji
Fidji (les) [fém.]	la République des Fidji	fidjien
Fiji	la República de Fiji	de Fiji; de Fiyi; fiyiano
Finland	the Republic of Finland	Finnish
Finlande (la)	la République de Finlande	finlandais
Finlandia	la República de Finlandia	finlandés
France	the French Republic	French
France (la)	la République française	français
Francia	la República Francesa	francés
Gabon	the Gabonese Republic	Gabonese
Gabon (le)	la République gabonaise	gabonais
Gabón (el)	la República Gabonesa	gabonés
Gambia (the)	the Republic of the Gambia	Gambian
Gambie (la)	la République de Gambie	gambien
Gambia	la República de Gambia	gambiano
Georgia	Georgia	Georgian
Géorgie (la)	la Géorgie	géorgien
Georgia	Georgia	georgiano
Germany	the Federal Republic of Germany	German
Allemagne (l') [fém.]	la République fédérale d'Allemagne	allemand
Alemania	la República Federal de Alemania	alemán
Ghana	the Republic of Ghana	Ghanaian
Ghana (le)	la République du Ghana	ghanéen
Ghana	la República de Ghana	ghanés
Greece	the Hellenic Republic	Greek
Grèce (la)	la République hellénique	grec [fém. grecque]
Grecia	la República Helénica	griego
Grenada	Grenada	Grenadian
Grenade (la)	la Grenade	grenadien
Granada	Granada	granadino

Short name E/F/S	Formal name E/F/S	Adjective E/F/S
Guatemala	the Republic of Guatemala	Guatemalan
Guatemala (le)	la République du Guatemala	guatémaltèque
Guatemala	la República de Guatemala	guatemalteco
Guinea	the Republic of Guinea	Guinean
Guinée (la)	la République de Guinée	guinéen
Guinea	la República de Guinea	guineo
Guinea-Bissau	the Republic of Guinea-Bissau	(of) Guinea-Bissau
Guinée-Bissau (la)	la République de Guinée-Bissau	bissau-guinéen
Guinea-Bissau	la República de Guinea-Bissau	de Guinea-Bissau
Guyana	the Co-operative Republic of Guyana	Guyanese
Guyana (le)	la République coopérative du Guyana	guyanien
Guyana	la República Cooperativa de Guyana	guyanés
Haiti	the Republic of Haiti	Haitian
Haïti [masc.]	la République d'Haïti	haïtien
Haití	la República de Haití	haitiano
Holy See (the)	the Holy See*	of the Holy See
Saint-Siège (le)	le Saint-Siège	du Saint-Siège
Santa Sede (la)	la Santa Sede	de la Santa Sede
Honduras	the Republic of Honduras	Honduran
Honduras (le)	la République du Honduras	hondurien
Honduras	la República de Honduras	hondureño
Hong Kong, China	Hong Kong, China*****	--
Hong Kong (Chine)	Hong Kong (Chine)	
Hong Kong (China)	Hong Kong (China)	
Hungary	Hungary	Hungarian
Hongrie (la)	la Hongrie	hongrois
Hungría	Hungría	húngaro
Iceland	the Republic of Iceland	Icelandic
Islande (l') [fém.]	la République d'Islande	islandais
Islandia	la República de Islandia	islandés
India	the Republic of India	Indian
Inde (l') [fém.]	la République de l'Inde	indien
India (la)	la República de la India	indio
Indonesia	the Republic of Indonesia	Indonesian
Indonésie (l') [fém.]	la République d'Indonésie	indonésien
Indonesia	la República de Indonesia	indonesio

Short name E/F/S	Formal name E/F/S	Adjective E/F/S
Iran (Islamic Republic of)	the Islamic Republic of Iran	Iranian
Iran (République islamique d') [masc.]	la République islamique d'Iran	iranien
Irán (República Islámica del)	la República Islámica del Irán	iraní
Iraq	the Republic of Iraq	Iraqi
Iraq (l') [masc.]	la République d'Iraq	iraquien
Iraq (el)	la República del Iraq	iraquí
Ireland	Ireland	Irish; the Irish; an Irishman
Irlande (l') [fém.]	l'Irlande	irlandais
Irlanda	Irlanda	irlandés
Israel	the State of Israel	Israeli
Israël [masc.]	l'État d'Israël	israélien
Israel	el Estado de Israel	israelí
Italy	the Republic of Italy	Italian
Italie (l') [fém.]	la République italienne	italien
Italia	la República Italiana	italiano
Jamaica	Jamaica	Jamaican
Jamaïque (la)	la Jamaïque	jamaïcain
Jamaica	Jamaica	jamaïquino
Japan	Japan	Japanese
Japon (le)	le Japon	japonais
Japón (el)	el Japón	japonés
Jordan	the Hashemite Kingdom of Jordan	Jordanian
Jordanie (la)	le Royaume hachémite de Jordanie	jordanien
Jordania	el Reino Hachemita de Jordania	jordano
Kazakhstan	the Republic of Kazakhstan	Kazakh
Kazakhstan (le)	la République du Kazakhstan	kazakh [fém. kazakhe]
Kazajstán	la República de Kazajstán	kazajo
Kenya	the Republic of Kenya	Kenyan
Kenya (le)	la République du Kenya	kényan
Kenya	la República de Kenya	keniano
Kiribati	the Republic of Kiribati	of Kiribati
Kiribati [fém.]	la République de Kiribati	kiribatien
Kiribati	la República de Kiribati	kiribatí; kiribatiano
Kuwait	the State of Kuwait	Kuwaiti
Koweït (le)	l'État du Koweït	koweïtien
Kuwait	el Estado de Kuwait	kuwaití

Short name E/F/S	Formal name E/F/S	Adjective E/F/S
Kyrgyzstan	the Kyrgyz Republic	Kyrgyz
Kirghizistan (le)	la République kirghize	kirghize [m. et f.]
Kirguistán	la República Kirguisa	kirguiso
Lao People's Democratic Republic (the)	the Lao People's Democratic Republic	Lao
République démocratique populaire lao (la)	la République démocratique populaire lao	lao
República Democrática Popular Lao (la)	República Democrática Popular Lao (la)	lao; un lao; los lao; laosiano
Latvia	the Republic of Latvia	Latvian
Lettonie (la)	la République de Lettonie	letton
Letonia	la República de Letonia	letón
Lebanon	the Lebanese Republic	Lebanese
Liban (le)	la République libanaise	libanais
Líbano (el)	la República Libanesa	libanés
Lesotho	the Kingdom of Lesotho	(of) Lesotho
Lesotho (le)	le Royaume du Lesotho	lesothan
Lesotho	el Reino de Lesotho	de Lesotho
Liberia	the Republic of Liberia	Liberian
Libéria (le)	la République du Libéria	libérien
Liberia	la República de Liberia	liberiano
Libya	The State of Libya	Libyan
Libye (la)	l'État de Libye	libyen
Libia	el Estado de Libia	libio
Liechtenstein	the Principality of Liechtenstein	(of) Liechtenstein
Liechtenstein (le)	la Principauté du Liechtenstein	liechtensteinois
Liechtenstein	el Principado de Liechtenstein	de Liechtenstein
Lithuania	the Republic of Lithuania	Lithuanian
Lituanie (la)	la République de Lituanie	lituanien
Lituania	la República de Lituania	lituano
Luxembourg	the Grand Duchy of Luxembourg	(of) Luxembourg
Luxembourg (le)	le Grand-Duché de Luxembourg	luxembourgeois
Luxemburgo	el Gran Ducado de Luxemburgo	luxemburgués
Madagascar	the Republic of Madagascar	Malagasy
Madagascar [masc.]	la République de Madagascar	malgache
Madagascar	la República de Madagascar	malgache

Short name E/F/S	Formal name E/F/S	Adjective E/F/S
Malawi	the Republic of Malawi	Malawian
Malawi (le)	la République du Malawi	malawien
Malawi	la República de Malawi	malawiano
Malaysia	Malaysia	Malaysian
Malaisie (la)	la Malaisie	malaisien
Malasia	Malasia	malasio
Maldives	the Republic of Maldives	Maldivian
Maldives (les) [fém.]	la République des Maldives	maldivien
Maldivas	la República de Maldivas	maldivo
Mali	the Republic of Mali	Malian
Mali (le)	la République du Mali	malien
Malí	la República de Malí	maliense
Malta	the Republic of Malta	Maltese
Malte [fém.]	la République de Malte	maltais
Malta	la República de Malta	maltés
Marshall Islands (the)	the Republic of the Marshall Islands	of the Marshall Islands; Marshallese
Îles Marshall (les)	la République des Îles Marshall	marshallais
Islas Marshall (las)	la República de las Islas Marshall	de las Islas Marshall
Mauritania	the Islamic Republic of Mauritania	Mauritanian
Mauritanie (la)	la République islamique de Mauritanie	mauritanien
Mauritania	la República Islámica de Mauritania	mauritano
Mauritius	the Republic of Mauritius	Mauritian
Maurice [fém.]	la République de Maurice	mauricien
Mauricio	la República de Mauricio	mauriciano
Mexico	the United Mexican States	Mexican
Mexique (le)	les États-Unis du Mexique	mexicain
México	los Estados Unidos Mexicanos	mexicano
Micronesia (Federated States of)	the Federated States of Micronesia	of the Federated States of Micronesia
Micronésie (États fédérés de) [fém.]	les États fédérés de Micronésie	micronésien
Micronesia (Estados Federados de)	los Estados Federados de Micronesia	de los Estados Federados de Micronesia
Monaco	the Principality of Monaco	Monegasque
Monaco [masc.]	la Principauté de Monaco	monégasque
Mónaco	el Principado de Mónaco	monegasco

Short name E/F/S	Formal name E/F/S	Adjective E/F/S
Mongolia	Mongolia	Mongolian
Mongolie (la)	la Mongolie	mongol
Mongolia	Mongolia	mongol
Montenegro	Montenegro	Montenegrin
Monténégro (le)	le Monténégro	monténégrin
Montenegro	Montenegro	montenegrino
Morocco	the Kingdom of Morocco	Moroccan
Maroc (le)	le Royaume du Maroc	marocain
Marruecos	el Reino de Marruecos	marroquí
Mozambique	the Republic of Mozambique	Mozambican
Mozambique (le)	la République du Mozambique	mozambicain
Mozambique	la República de Mozambique	mozambiqueño
Myanmar	the Republic of the Union of Myanmar	of Myanmar
Myanmar (le)	la République de l'Union du Myanmar	du Myanmar
Myanmar	la República de la Unión de Myanmar	de Myanmar
Namibia	the Republic of Namibia	Namibian
Namibie (la)	la République de Namibie	namibien
Namibia	la República de Namibia	namibiano
Nauru	the Republic of Nauru	Nauruan
Nauru [fém.]	la République de Nauru	Nauruan
Nauru	la República de Nauru	nauruano
Nepal	the Federal Democratic Republic of Nepal	Nepalese
Népal (le)	la République fédérale démocratique du Népal	népalais
Nepal	la República Democrática Federal de Nepal	nepalés
Netherlands (the)	the Kingdom of the Netherlands	Netherlands
Pays-Bas (les)	le Royaume des Pays-Bas	néerlandais
Países Bajos (los)	el Reino de los Países Bajos	neerlandés
New Zealand	New Zealand	(of) New Zealand
Nouvelle-Zélande (la)	la Nouvelle-Zélande	néo-zélandais
Nueva Zelandia	Nueva Zelandia	neozelandés
Nicaragua	the Republic of Nicaragua	Nicaraguan
Nicaragua (le)	la République du Nicaragua	nicaraguayen
Nicaragua	la República de Nicaragua	nicaragüense
Niger (the)	the Republic of the Niger	(of the) Niger
Niger (le)	la République du Niger	nigérien
Níger (el)	la República del Níger	nigerino

Short name E/F/S	Formal name E/F/S	Adjective E/F/S
Nigeria	the Federal Republic of Nigeria	Nigerian
Nigéria (le)	la République fédérale du Nigéria	nigérien
Nigeria	la República Federal de Nigeria	nigeriano
Niue**	Niue	Niuean/Niuean
Nioué	Nioué	niouéen
Niue	Niue	niuano
North Macedonia	Republic of North Macedonia	of North Macedonia
Macédoine du Nord (la)	la République de Macédoine du Nord	de la Macédoine du Nord
Macedonia del Norte	la República de Macedonia del Norte	de Macedonia del Norte
Norway	the Kingdom of Norway	Norwegian
Norvège (la)	le Royaume de Norvège	norvégien
Noruega	el Reino de Noruega	noruego
Oman	the Sultanate of Oman	Omani
Oman [masc.]	le Sultanat d'Oman	omanais
Omán	la Sultanía de Omán	omaní
Pakistan	the Islamic Republic of Pakistan	(of) Pakistan
Pakistan (le)	la République islamique du Pakistan	pakistanaï
Pakistán (el)	la República Islámica del Pakistán	pakistání
Palau	the Republic of Palau	of Palau
Palaos (les)	la République des Palaos	palaosien
Palau	la República de Palau	de Palau
Panama	the Republic of Panama	Panamanian
Panama (le)	la République du Panama	panaméen
Panamá	la República de Panamá	panameño
Papua New Guinea	the Independent State of Papua New Guinea	(of) Papua New Guinea; a Papua New Guinean
Papouasie-Nouvelle-Guinée (la)	l'État indépendant de Papouasie-Nouvelle-Guinée	papouan-néo-guinéen [fém. papouane-néo-guinéenne; pl. papouans-néo-guinéens]
Papua Nueva Guinea	el Estado Independiente de Papua Nueva Guinea	de Papua Nueva Guinea; papú; papúa
Paraguay	the Republic of Paraguay	Paraguayan
Paraguay (le)	la République du Paraguay	paraguayen
Paraguay (el)	la República del Paraguay	paraguayo
Peru	the Republic of Peru	Peruvian
Pérou (le)	la République du Pérou	péruvien
Perú (el)	la República del Perú	peruano

Short name E/F/S	Formal name E/F/S	Adjective E/F/S
Philippines (the)	the Republic of the Philippines	Philippine
Philippines (les) [fém.]	la République des Philippines	philippin
Filipinas	la República de Filipinas	Filipino
Poland	the Republic of Poland	Polish
Pologne (la)	la République de Pologne	polonais
Polonia	la República de Polonia	polaco
Portugal	the Portuguese Republic	Portuguese
Portugal (le)	la République portugaise	portugais
Portugal	la República Portuguesa	portugués
Qatar	the State of Qatar	(of) Qatar
Qatar (le)	l'État du Qatar	qatarien
Qatar	el Estado de Qatar	qatarí
Republic of Korea (the)	the Republic of Korea	of the Republic of Korea
République de Corée (la)	République de Corée (la)	de la République de Corée
República de Corea (la)	República de Corea (la)	de la República de Corea
Republic of Moldova (the)	the Republic of Moldova	Moldovan
République de Moldova (la)	la République de Moldova	moldove
República de Moldova (la)	la República de Moldova	moldovo
Romania	Romania	Romanian
Roumanie (la)	la Roumanie	roumain
Rumania	Rumania	rumano
Russian Federation (the)	the Russian Federation	of the Russian Federation
Fédération de Russie (la)	Fédération de Russie (la)	de la Fédération de Russie
Federación de Rusia (la)	Federación de Rusia (la)	de la Federación de Rusia
Rwanda	the Republic of Rwanda	Rwandan
Rwanda (le)	la République du Rwanda	rwandais
Rwanda	la República de Rwanda	rwandés
Saint Kitts and Nevis	Saint Kitts and Nevis	of Saint Kitts and Nevis
Saint-Kitts-et-Nevis [masc.]	Saint-Kitts-et-Nevis [masc.]	kittitien et névicien
Saint Kitts y Nevis	Saint Kitts y Nevis	de Saint Kitts y Nevis
Saint Lucia	Saint Lucia	Saint Lucian
Sainte-Lucie [fém.]	Sainte-Lucie [fém.]	saint-lucien [fém. saint-lucienne; pl. saint-luciens]
Santa Lucía	Santa Lucía	santalucense

Short name E/F/S	Formal name E/F/S	Adjective E/F/S
Saint Vincent and the Grenadines	Saint Vincent and the Grenadines	of Saint Vincent and the Grenadines
Saint-Vincent-et-les Grenadines [fém.]	Saint-Vincent-et-les Grenadines [fém.]	saint-vincentais et grenadin
San Vicente y las Granadinas	San Vicente y las Granadinas	de San Vicente y las Granadinas, sanvicentino
Samoa	the Independent State of Samoa	Samoan
Samoa (le)	l'État indépendant du Samoa	samoan
Samoa	el Estado Independiente de Samoa	de Samoa
San Marino	the Republic of San Marino	(of) San Marino
Saint-Marin [masc.]	la République de Saint-Marin	saint-marinais [fém. saint-marinaise; pl. saint-marinais]
San Marino	la República de San Marino	sanmarinense
Sao Tome and Principe	the Democratic Republic of Sao Tome and Principe	of Sao Tome and Principe
Sao Tomé-et-Príncipe [masc.]	la République démocratique de Sao Tomé-et-Príncipe	santoméen
Santo Tomé y Príncipe	la República Democrática de Santo Tomé y Príncipe	santotomense
Saudi Arabia	the Kingdom of Saudi Arabia	Saudi Arabian
Arabie saoudite (l') [fém.]	le Royaume d'Arabie saoudite	saoudien
Arabia Saudita (la)	el Reino de la Arabia Saudita	árabe saudita; saudita; saudí
Senegal	the Republic of Senegal	Senegalese
Sénégal (le)	la République du Sénégal	sénégalais
Senegal (el)	la República del Senegal	senegalés
Serbia	the Republic of Serbia	Serbian
Serbie (la)	la République de Serbie	serbe
Serbia	la República de Serbia	serbio
Seychelles	the Republic of Seychelles	(of) Seychelles
Seychelles (les) [fém.]	la République des Seychelles	seychellois
Seychelles	la República de Seychelles	de Seychelles
Sierra Leone	the Republic of Sierra Leone	Sierra Leonean
Sierra Leone (la)	la République de Sierra Leone	sierra-léonais
Sierra Leona	la República de Sierra Leona	sierraleonés
Singapore	the Republic of Singapore	Singaporean
Singapour [fém.]	la République de Singapour	singapourien
Singapur	la República de Singapur	singaporense
Slovakia	the Slovak Republic	Slovak
Slovaquie (la)	la République slovaque	slovaque
Eslovaquia	la República Eslovaca	eslovaco

Short name E/F/S	Formal name E/F/S	Adjective E/F/S
Slovenia	the Republic of Slovenia	Slovene
Slovénie (la)	la République de Slovénie	slovène
Eslovenia	la República de Eslovenia	esloveno
Solomon Islands	Solomon Islands	(of) Solomon Islands
Îles Salomon (les)	les Îles Salomon	salomonais
Islas Salomón (las)	las Islas Salomón	de las Islas Salomón
Somalia	the Federal Republic of Somalia	Somali
Somalie (la)	la République fédérale de Somalie	somalien
Somalia	la República Federal de Somalia	somalí
South Africa	the Republic of South Africa	South African
Afrique du Sud (l') [fém.]	la République sud-africaine	sud-africain
Sudáfrica	la República de Sudáfrica	sudafricano
South Sudan	the Republic of South Sudan	South Sudanese
Soudan du Sud (le)	la République du Soudan du Sud	sud-soudanais
Sudán del Sur	la República de Sudán del Sur	sursudanés
Spain	the Kingdom of Spain	Spanish; a Spaniard; the Spanish
Espagne (l') [fém.]	le Royaume d'Espagne	espagnol
España	el Reino de España	español
Sri Lanka	the Democratic Socialist Republic of Sri Lanka	(of) Sri Lanka; Sri Lankan
Sri Lanka [masc.]	la République socialiste démocratique de Sri Lanka	sri-lankais
Sri Lanka	la República Socialista Democrática de Sri Lanka	de Sri Lanka ceilandés
State of Palestine	State of Palestine*	Palestinian
État de Palestine (l')	l'État de Palestine	palestinien
Estado de Palestina (el)	el Estado de Palestina	palestino
Sudan (the)	the Republic of the Sudan	Sudanese
Soudan (le)	la République du Soudan	soudanais
Sudán (el)	la República del Sudán	sudanés
Suriname	the Republic of Suriname	Surinamese
Suriname (le)	la République du Suriname	surinamais
Suriname	la República de Suriname	surinamés
Sweden	the Kingdom of Sweden	Swedish
Suède (la)	le Royaume de Suède	suédois
Suecia	el Reino de Suecia	sueco
Switzerland	the Swiss Confederation	Swiss
Suisse (la)	la Confédération suisse	Suisse
Suiza	la Confederación Suiza	suizo

Short name E/F/S	Formal name E/F/S	Adjective E/F/S
Syrian Arab Republic (the)	the Syrian Arab Republic	Syrian
République arabe syrienne (la)	la République arabe syrienne	syrien
República Árabe Siria (la)	la República Árabe Siria	sirio
Tajikistan	the Republic of Tajikistan	Tajik
Tadjikistan (le)	la République du Tadjikistan	tadjik
Tayikistán	la República de Tayikistán	tayiko
Thailand	the Kingdom of Thailand	Thai
Thaïlande (la)	le Royaume de Thaïlande	thaïlandais
Tailandia	el Reino de Tailandia	tailandés
Timor-Leste	the Democratic Republic of Timor-Leste	Timorese/of Timor-Leste
Timor-Leste (le)	la République démocratique du Timor-Leste	timorais
Timor-Leste	la República Democrática de Timor-Leste	timorense
Togo	the Togolese Republic	Togolese
Togo (le)	la République togolaise	togolais
Togo (el)	la República Togolesa	togolés
Tonga	the Kingdom of Tonga	Tongan
Tonga (les) [fém.]	le Royaume des Tonga	tongan
Tonga	el Reino de Tonga	tongano
Trinidad and Tobago	the Republic of Trinidad and Tobago	of Trinidad and Tobago
Trinité-et-Tobago (la)	la République de Trinité-et-Tobago	trinidadien
Trinidad y Tabago	la República de Trinidad y Tabago	de Trinidad y Tabago
Tunisia	the Republic of Tunisia	Tunisian
Tunisie (la)	la République tunisienne	tunisien
Túnez	la República de Túnez	tunecino
Türkiye	the Republic of Türkiye	Turkish
Türkiye (la)	la République de Türkiye	turc [fém. turque]
Türkiye	la República de Türkiye	turco
Turkmenistan	Turkmenistan	Turkmen
Turkménistan (le)	le Turkménistan	turkmène
Turkmenistán	Turkmenistán	turcomano
Tuvalu	Tuvalu	Tuvaluan
Tuvalu (les) [masc.]	les Tuvalu	tuvaluan
Tuvalu	Tuvalu	de Tuvalu
Uganda	the Republic of Uganda	Ugandan
Ouganda (l') [masc.]	la République de l'Ouganda	ougandais
Uganda	la República de Uganda	ugandés

Short name E/F/S	Formal name E/F/S	Adjective E/F/S
Ukraine	Ukraine	Ukrainian
Ukraine (l') [fém.]	l'Ukraine	ukrainien
Ucrania	Ucrania	ucraniano
United Arab Emirates (the)	the United Arab Emirates	of the United Arab Emirates
Émirats arabes unis (les) [masc.]	les Émirats arabes unis	des Émirats arabes unis
Emiratos Árabes Unidos (los)	los Emiratos Árabes Unidos	de los Emiratos Árabes Unidos
United Kingdom of Great Britain and Northern Ireland (the)	the United Kingdom of Great Britain and Northern Ireland*****	(of the) United Kingdom (of Great Britain and Northern Ireland); British
Royaume-Uni de Grande-Bretagne et d'Irlande du Nord (le)	le Royaume-Uni de Grande-Bretagne et d'Irlande du Nord	britannique
Reino Unido de Gran Bretaña e Irlanda del Norte (el)	el Reino Unido de Gran Bretaña e Irlanda del Norte	del Reino Unido de Gran Bretaña e Irlanda del Norte; británico
United Republic of Tanzania (the)	the United Republic of Tanzania	Tanzanian
République-Unie de Tanzanie (la)	la République-Unie de Tanzanie	tanzanien
República Unida de Tanzania (la)	la República Unida de Tanzania	tanzano
United States of America (the)	the United States of America*****	of the United States (of America)
États-Unis d'Amérique (les) [masc.]	les États-Unis d'Amérique	des États-Unis d'Amérique; américain
Estados Unidos de América (los)	los Estados Unidos de América	des États-Unis d'Amérique; de los Estados Unidos (de América); estadounidense
Uruguay	the Eastern Republic of Uruguay	Uruguayan
Uruguay (l') [masc.]	la République orientale de l'Uruguay	uruguayen
Uruguay (el)	la República Oriental del Uruguay	uruguayo
Uzbekistan	the Republic of Uzbekistan	Uzbek
Ouzbékistan (l') [masc.]	la République d'Ouzbékistan	ouzbek [fém. ouzbèke]
Uzbekistán	la República de Uzbekistán	uzbeko
Vanuatu	the Republic of Vanuatu	of Vanuatu
Vanuatu (le)	la République du Vanuatu	vanuatuan
Vanuatu	la República de Vanuatu	vanuatuense
Venezuela (Bolivian Republic of)	the Bolivarian Republic of Venezuela	Venezuelan
Venezuela (République bolivarienne du)	la République bolivarienne du Venezuela	vénézuélien
Venezuela (República Bolivariana de)	la República Bolivariana de Venezuela	venezolano
Viet Nam	the Socialist Republic of Viet Nam	Vietnamese
Viet Nam (le)	la République socialiste du Viet Nam	vietnamien
Viet Nam	la República Socialista de Viet Nam	vietnamita

Short name E/F/S	Formal name E/F/S	Adjective E/F/S
Yemen	the Republic of Yemen	Yemeni
Yémen (le)	la République du Yémen	yéménite
Yemen (el)	la República del Yemen	yemení
Zambia	the Republic of Zambia	Zambian
Zambie (la)	la République de Zambie	zambien
Zambia	la República de Zambia	zambiano
Zimbabwe	the Republic of Zimbabwe	Zimbabwean
Zimbabwe (le) [masc.]	la République du Zimbabwe	zimbabwéen
Zimbabwe	la República de Zimbabwe	zimbabuense

* Observer State.

** Member of Specialized Agencies.

*** Eswatini is former Swaziland.

**** Hong Kong Special Administrative Region and Hong Kong SAR are used only in statistical publications.

***** Once the full name has been mentioned or where space is limited, use the United Kingdom, the United States.

Use of Gender Language

In general, ITC adopts the term 'women-led business' and 'women entrepreneurs' in all forms of communication materials. Staff should, to the fullest extent possible, avoid:

- ✓ Using other variations of these terms;
- ✓ Referring to one's sex (i.e. female entrepreneurs, female-led business) instead of gender (i.e. women-led business, women entrepreneurs).

Term	Definition according to the ISO International Workshop Agreement 34	
Women-led business	<ul style="list-style-type: none"> ■ At least 25% owned by one or more women; ■ Whose management and control lie with one or more women; ■ Which has at least one-third of the board of directors comprised of women, where a board exists; ■ Where a woman is a signatory of the business's legal documents and financial accounts; ■ Which is operated independently from businesses that are neither led nor owned by women. 	<p><i>Note:</i></p> <p><i>You may use a different term if a different term is adopted by a government entity or business support organization.</i></p>
Women-owned business	<ul style="list-style-type: none"> ■ More than 50% owned by one or more women; ■ Whose management and control lie with one or more women; ■ Where a woman is a signatory of the business's legal documents and financial accounts; ■ Which is operated independently from businesses that are owned by women. 	
Women-led informal enterprise	<p>A women-led informal enterprise is an informal enterprise whose management and control lie with one or more women.*</p> <p><i>*Women make the important strategic and operational decisions about the economic unit for which their work is performed and about the organization of their work, they are not accountable to or supervised by other persons, and they are not dependent on a single other economic unit or person for access to the market, raw materials or capital items.</i></p>	
Women-led cooperative	<p>A women-led cooperative is a cooperative:</p> <ul style="list-style-type: none"> ■ In which more than 50% of the total number of votes are held by women; ■ Where majority of the board of directors are women; ■ Where the majority of leadership positions, if applicable, are held by women. 	

PART 5

United Nations Maps



United Nations Maps


Use maps with care. As part of the United Nations family, the International Trade Centre displays borders according to official United Nations policy.

If your map does not have borders, you may use it. If your map has borders that are in compliance with United Nations directives, and has country names (spelled according to the United Nations short version of country names), you may use it.

Rather than searching on Google for maps that may be inaccurate or require extra checks, use the official United Nations link for maps.

Below is the link to the United Nations Geospatial Information Section - Cartographic Department (also available in French): <https://www.un.org/geospatial/mapsgeo/generalmaps>

For regional, subregional and national maps, go to **General Maps** on left of screen.



General Maps

More than 100 General Maps are available currently. Maps are in PDF format for best display and print results.

Select a region or an area of interest

Select from the drop down menu and it will provide you with a long list of choices. →

Slide the cursor down to see all available maps

Select a region or an area of interest

- UN Member States by Decade
 - The World in 1944
 - Member States of the UN 1945-1955
 - Member States of the UN 1956-1965
 - Member States of the UN 1966-1975
 - Member States of the UN 1976-1985
 - Member States of the UN 1986-1995
 - Member States of the UN 1996-2005
 - Member States of the UN 2006-2015
- Regional Maps
 - World
 - Non-Self-Governing Territories (En.)
 - Non-Self-Governing Territories (Fr.)
 - Non-Self-Governing Territories (Esp.)
 - South East Asia

Select a region or an area of interest

For a map of the world go to: <https://www.un.org/geospatial/content/map-world-1>

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