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Vade Mecum
for the Correct Use of English
in EU and CoE Communications

Part 1

A must-have to power up skills in the correct use of English
for drafting EU and CoE communications

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Посібник розроблено, спираючись на багаторічний досвід авторів у вивченні та аналізі різноманітних прикладів повідомлень та документів, що використовуються в практиці установ Європейського Союзу з широкого кола питань, і ґрунтується на виборі ірландського та британського варіантів англійської мови як «спільного стандарту» (shared standard usage). Цей вибір обумовлений послідовною політикою європейських інституцій. Посібник призначений не лише для студентів, але й для фахівців та фахівчинь, які працюють у сфері європейської інтеграції, міжнародних відносин та прав людини.

Посібник складається з двох частин, перша з яких представлена вашій увазі. У ній розглядаються правила та звичаї використання розділових знаків, особливості правопису з урахуванням відмінностей американського варіанту англійської мови, способи словотворення і побудови лексичного запасу, а також норми, яких варто дотримуватися при письмовому та усному спілкуванні з особами відповідного рангу або статусу. Окрім десяти розділів посібник містить додатки і детальний зміст, що полегшує пошук потрібної інформації про норми та правила спілкування в рамках європейських інституцій.

Посібник підготовлено кафедрою іноземних мов навчально-наукового інституту міжнародних відносин Київського національного університету імені Тараса Шевченка.

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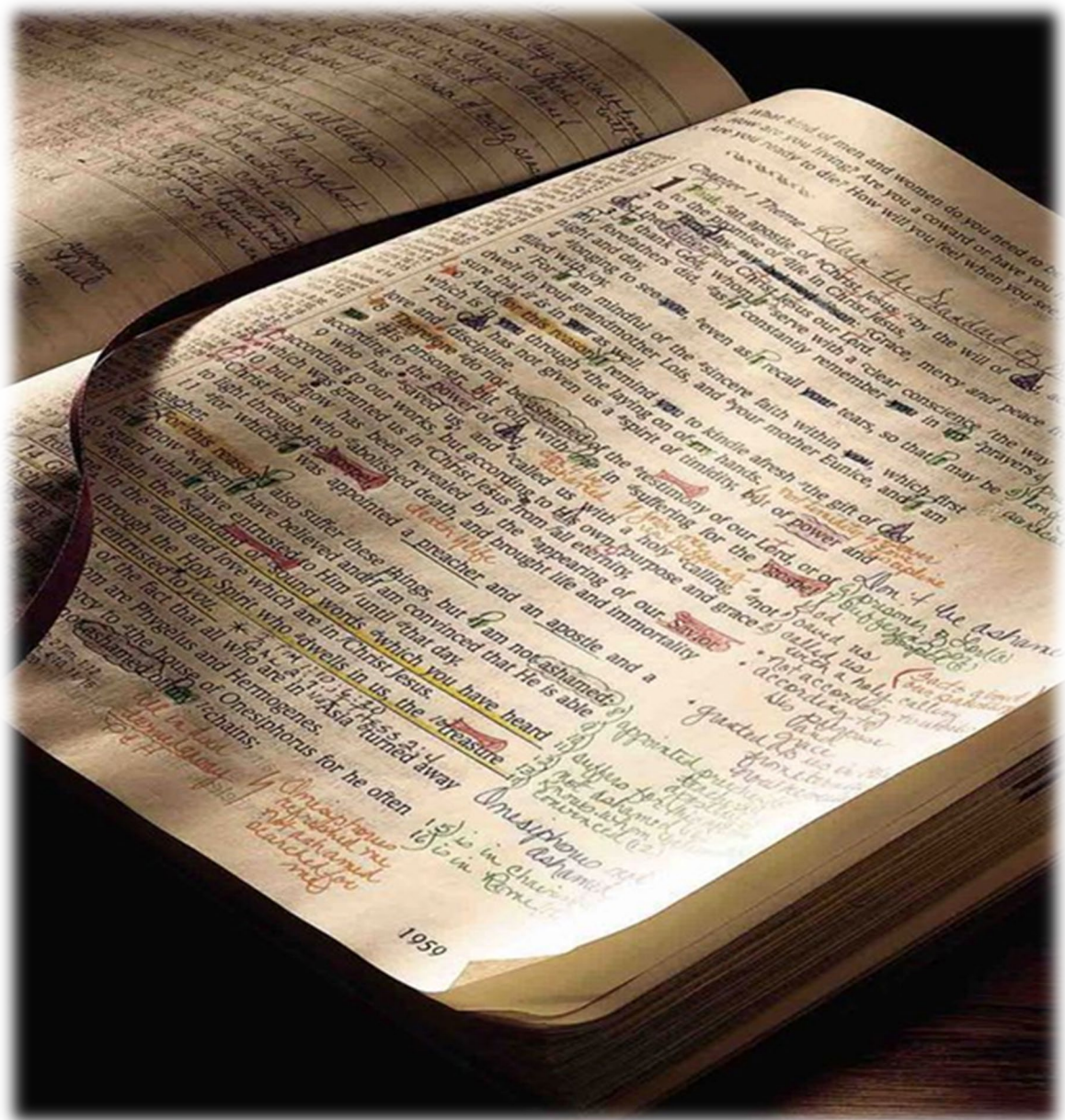
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*We pay tribute to
the faculty of the Department of Foreign Languages,
whose professionalism and dedication
sustain academic process*

Read, mark, learn, and inwardly digest



Book of Common Prayer

ВІД АВТОРІВ

Англійська мова посідає провідне місце у сфері міжнародно-правового спілкування. Саме англійською мовою укладаються міжнародні договори, приймаються конвенції, формулюються рішення міжнародних органів, здійснюється дипломатичне листування та ведеться професійна комунікація у межах міжнародних інституцій. Володіння англійською мовою в цій сфері передбачає не лише загальну мовну компетентність, а й розуміння специфічних граматичних, лексичних і стилістичних особливостей міжнародно-правових текстів.

Мова міжнародного права вирізняється високим ступенем усталеності, формалізованості та функціональної точності. Попри розвиток сучасних підходів до юридичного письма, значна частина мовних моделей і термінології міжнародних правових документів зберігає зв'язок з історичними традиціями, зокрема з латинською мовою, нормансько-французькою спадщиною та практикою загального права. Це зумовлює складність як сприйняття, так і продукування міжнародно-правових текстів навіть для осіб з високим рівнем володіння англійською мовою.

Навчальний посібник має на меті системно висвітлити мовні особливості міжнародно-правових документів і сприяти формуванню практичних навичок їх аналізу, перекладу та укладання. Матеріал поєднує теоретичний опис із практичною спрямованістю та орієнтований на послідовне засвоєння мовних засобів, характерних для міжнародного правового дискурсу.

Посібник також містить довідкові матеріали, спрямовані на усунення типових мовних помилок, уточнення значень слів і правильне використання термінології у відповідному контексті. Така побудова дозволяє використовувати книгу як у навчальному процесі, так і для самостійної роботи.

Видання адресоване студентам юридичних спеціальностей, фахівцям з міжнародного права та міжнародних відносин, перекладачам, а також усім, хто працює з міжнародно-правовими документами англійською мовою. Його завдання полягає у формуванні точного, послідовного та професійно вивіреного використання англійської мови у сфері міжнародного права.

INTRODUCTION

The purpose of this Manual is

- to provide a clear statement of responsibility for the drafting and translation of various types of European Union Communications;
- to provide guidelines for the drafting and use of the communications set forth below;
- to provide the authors and the translators with the handy tool that can easily be referred to and consulted should the main questions arise in the drafting and use of communications and, if needed, of other texts.

The following suggestions are intended to help the drafter of correspondence to contribute effectively to the conduct of business. Make use of some general guidelines for drafting.

The correspondence must be concise, clear and accurate in content, direct and dignified in style, correct in form and attractive in appearance.

Regardless of the urgency, take time to answer the questions “Why am I writing? To whom am I writing? What, if any, action do I expect as a result of what I have written?”. This will make it easier to draft more clearly and concisely.

(a) Why am I writing?

- 1) Is it to give someone information?
(If so, what information? For what purpose?)
- 2) Do I need information?
(If so, what information? For what purpose?)
- 3) Is some action needed?
(If so, what action? For what purpose?)

(b) To whom am I writing?

- 1) Who will the reader be?
- 2) What does (and doesn't) the reader know about the situation?
- 3) What does the reader need to know?
- 4) What questions will the reader have in mind when reading my communication?
- 5) How is the reader likely to react?
- 6) What is my relationship to the reader?

Once we know what we want to communicate, to whom and why, we can draft correspondence clearly, correctly and concisely, using a simple style that is neither simple-minded nor simplistic. It is unadorned, avoiding arcane constructions and seldom-used words, and therefore is easily understood. Nevertheless, a simple style can convey complex ideas with subtlety and grace and without ambiguity. Here are some positive and negative rules to be followed whenever possible to achieve simplicity and clarity writing:

Positive rules

- (a) Be concrete and specific, rather than vague and indirect.
- (b) State your facts or ideas directly (subject-verb-object).
- (c) Use verbs in the active rather than the passive voice.
- (d) Use concrete rather than abstract words.
- (e) Use short words, short sentences, and short paragraphs rather than long words, long sentences and long paragraphs.

Negative rules

- (a) Don't use any more words than necessary to convey your meaning.
- (b) Don't use a circumlocution if a single word or phrase will do.
- (c) Don't use emphasis (bold, italics, underlining) in correspondence.
- (d) Don't use needless adjectives and adverbs (don't overemphasize).
- (e) Avoid anything which might offend the sensibilities of the readers.

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1. RULES AND USAGE TO BE FOLLOWED

1.1. Language usage

The language used should be understandable to speakers of Irish/British English (defined in the introduction to this Manual as the shared standard usage of Ireland and the United Kingdom). As a general rule, Irish/British English should be preferred, and Americanisms that are liable not to be understood by speakers of Irish/British English should be avoided. However, bearing in mind that a considerable proportion of the target readership may be made up of non-native speakers, very colloquial Irish/British usage should also be avoided.

1.2. Quoting text

When directly quoting a piece of text or citing the title of a document, you should reproduce the original rather than following the conventions set out below. However, you should make it clear you are quoting text by putting it in quotation marks or italics or setting it off in some other way. If necessary, you may mark errors with '[sic]' or insert missing text in square brackets.

There is a Chinese proverb that says “见文如见人,” which literally means “reading the document is the same as seeing the author.” If we are what we write, then who have *we*, as a society, become?

*Harry Shum, Emeritus Researcher at Microsoft Research,
Redmond, Washington, United States*

2. PUNCTUATION

Punctuation marks are like road signs;
without them we just may get lost ...

Nanette L. Avery

Proper punctuation is both the sign and the cause of clear thinking. If it goes, the degree of intellectual impoverishment we face is unimaginable.

Lynne Truss

Most errors of punctuation arise from ill-designed, badly shaped sentences, and the attempt to make them work with commas and colons and such like ...

Hugh Sykes Davies, Grammar without tears, 1951

Common Punctuation Marks Symbols and Typographic Conventions	
.	full stop
,	comma
:	colon
;	semi-colon
?	question mark
!	exclamation mark
—	dash
-	hyphen
'	apostrophe (as in don't)
“ ”	quotation marks, double quotes
‘ ’	single quotes
*	asterisk
@	at (in email addresses)
/	forward slash (as in website address)
\	backwards slash or backslash
%	per cent, percentage
()	(round) brackets
(	open bracket
)	closed bracket
[]	square brackets
{ }	chain brackets
< >	diamond brackets

Apostrophe

,

2.1. Possessive of nouns

The possessive of any singular noun and of plural nouns that do not end in 's' is formed by adding an apostrophe and the letter 's':

an actress's role
the owner's car
this MEP's expenses
women's rights
Judge Mansfield's speech

Where a plural ends in 's', only an apostrophe is added:

footballers' earnings
those MEPs' expenses

2.2. Singular possessives

The best practice, advocated by the authorities of superior standing, is to add -'s to all singular possessives, hence *witness's*, *Vitex's*, *Jones's*, *Congress's*.

There are two exceptions to this rule:

- 1) The first is biblical and classical names ending in -s take only an apostrophe, hence Jesus' suffering, Moses' discovery, Aristophanes' plays, Hercules' labours, Xerxes' army, Socrates' teachings
- 2) The second exception is for singular terms formed from a plural. Thus, Scribes, the names of the organisation devoted to improving legal writing, makes Scribes' as a possessive (Scribes' president). The same holds true for General Motors (General Motors' size)

2.3. Plural possessives

To form the plural possessive, an apostrophe is added to the -s of the plural, e.g. bosses', Joneses', octopuses' etc. The one exception is for plurals not ending in -s, for which -'s is added, as in the singular possessive: children's, men's, women's.

2.4. Units of time or value

The idiomatic possessive should be used with periods of time and statements of worth. E.g. sixty days' notice, two months' time, a million dollars' worth of equipment.

2.5. Incorrect omission of apostrophe

This sloppy habit is to be avoided.

E.g. Governor Edwards signature (= Governor Edwards's signature), witnesses testimony (= witnesses' testimony)

NOTE:

"Attorney's fees" appear to be prevalent.

The plural possessive "attorneys' fees" is just as good.

"Attorney fees" is inelegant but increasingly common.

The only form to avoid at all costs is "attorneys fees", in which the first word is a genitive adjective with the apostrophe wrongly omitted.

2.6. Possessive of a cluster of words functioning as a single noun

Add an apostrophe and the letter -s to the last word:

Executive Vice President's role

Chief Executive Officer's salary

First Deck Officer's watch

There is no apostrophe in the possessive pronouns: its (as distinct from it's = 'it is'), ours, theirs, yours.

Some place names containing a possessive omit the apostrophe (Earls Court, Kings Cross), while others retain it (St John's Wood, King's Lynn). Possessives of proper names in titles (e.g. Chambers Dictionary) sometimes omit the apostrophe as well. There is no apostrophe in Achilles tendon. See the *New Oxford Dictionary for Writers and Editors* for individual cases.

The Secretary of State's initiatives
 The Foreign Minister's visit
 The British Prime Minister's residence
 At the Royal Ballet's gala night

NOTE:

1 month's holiday

4 months' holiday

BUT

a 1-month stay

a 4-month stay

2.7. Nouns ending in -s, including proper names and abbreviations, generally form their singular possessive with -'s, just like any other nouns.

An actress's play
 Helios's future is uncertain
 AWACS's success
 Witnesses' testimony

The -s after terminal s' now tends to be omitted only with classical and biblical names, e.g. Odysseus' companions, Moses' basket, Jesus' suffering, Aristophanes' plays, Grotius' writings. However, this may also be an option for other nouns if the -s's combination sounds awkward. Alternatively, a preposition can be used.

Siemens's annual accounts	➔	Siemens' annual accounts
Soissons's 900th anniversary	➔	the 900th anniversary of Soissons

Compound nouns with the first element in plural add -'s to the second element in the possessive case:

Brothers-in-law's virtues

Proper names without a final letter -s add -'s in the possessive/genitive case:

Shakespeare's plays
Frank Sinatra's popularity
William Wordsworth's poems

Proper nouns – proper names – the last component of which is numeral have -'s in the possessive case:

King Charles the First's son
Charles III's coronation
Queen Elizabeth I's mother

The French proper names with zero -s or -x add an ending -'s:

Dumas's father
Cremieux's works

2.8. Plurals of abbreviations

Plurals of abbreviations (MEPs, OCTs, SMEs, UFOs, CPUs) do not take an apostrophe.

2.9. Abbreviations (acronyms and initialisms) of proper nouns form their possessive with -'s:

The MP's secretary
UNESCO's decision
The VIP's escort
THE itv'S advertising

2.10. Plurals of figures

Plurals of figures do not take an apostrophe:

Pilots of 747s undergo special training.

Mathematical and other symbols, signs etc.

Add -'s to indicate that they refer to more than one unit:

+ 's
V 's
! 's
? 's
/ 's

2.11. Plurals of single letters

The plurals of single lower-case letters take an apostrophe to avoid misunderstanding:

Dot your i's.

Mind your p's and q's.

2.12. Inflection of abbreviations used as verbs

Use an apostrophe when inflecting 'abbreviation verbs' such as cc, ID, PM (personal message) and RSVP:

I'm cc'ing the Director-General.

Under the UK's Challenge 25 scheme, anyone who is over 18 but looks under 25 should be ID'd when they try to buy alcohol.

2.13. Else's

Such possessive constructions as anyone else's and everybody else's are preferred to the absolute constructions anyone's else and everybody's else.

Brackets



2.14. Round brackets

Also known as parentheses, round brackets are used much like commas, except that the text they contain has a lower emphasis. They are often used to expand on or explain the preceding item in the text:

ARZOD (an employment service) is based in Ruritania.

Never put a comma before the opening bracket. If a whole sentence is in brackets, the full stop must be placed before the closing bracket. Do not forget the full stop at the end of the preceding sentence as well.

A second set of round brackets (**not** square brackets) can be used to set off text that itself contains text in brackets:

The conclusions of the analysis (in particular regarding, fare trade, the environment and transport (including green cars)) highlighted the following.

However, to avoid confusion, it may be better to use dashes:

The conclusions of the analysis – in particular regarding fair trade, the environment and transport (including green cars) – highlighted the following.

2.15. Round brackets in citations

When citing numbered paragraphs from legislation, use a pair of brackets closed up to the article number:

Article 3(1), Article 3(1)(a), Article 3a(1), etc.

2.16. Square brackets

These are used to make editorial insertions in quoted material.

They [the members of the committee] voted in favour of the proposal.

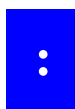
They may also be used in administrative drafting to indicate optional passages or those still open to discussion.

In mathematical formulae (but not in text), square brackets are used to enclose round brackets:

$$7[4ab - (2nm \times 6bm) \times nm] + 1a = 1240$$

When translating, also use square brackets to insert translations or explanations after names or titles left in the original language.

Colon



2.17. A colon is most often used to indicate that an expansion, qualification, quotation or explanation is about to follow (e.g. a list of items in running text). The part before the colon must be a full sentence in its own right, but the second need not be.

Colon is also used, and perhaps more commonly, to introduce a list of items, often after expressions such as, for example, namely, to wit the following, as follows, indicating etc.

The following judges were present: Hickman C.J., Griffin J.,
Calvert J., and Smedley J.

2.18. Do not use colons at the end of headings.

2.19. In Irish/British usage, colons do not require the next word to start with a capital.

2.20. Colons should be closed up to the preceding word, letter or number.

Comma



Men's lives may depend upon a comma.

*Johnson, J., dissenting,
Stated in US v. Palmer (1818)*

Life is a series of commas, not periods.

Matthew David McConaughey

2.21. Items in a series

In a list of two items, these are separated by 'and' or 'or':

The committee identified two errors in the document: the date of
implementation and the regulation number.

In a list of three or more items, a comma is used to separate them, except for the final two, which are separated by 'and' or 'or':

Robin mowed the lawn, Sam did the cooking and Kim lazed around.
The committee considered sugar, beef and milk products.

An additional comma before the final item is sometimes essential to help clarify the sense. Compare the examples below:

X may not be added to beef, ham or processed meat and milk products.

[unclear]

The use of X is forbidden in beef, ham or processed meat, and milk products.

[clear]

A comma also comes before ‘etc.’ in a series:

sugar, beef, milk products, etc.

BUT not if no series is involved:

They discussed milk products etc., then moved on to sugar.

Commas also divide adjectives in series:

moderate, stable prices dry, fruity wine

BUT not if the adjectives do not form a series:

stable agricultural prices, sweet red wine

The adjectives in the first pair of examples are **coordinate** adjectives. They separately describe the noun that follows them. They could be inverted or conjoined by “and”.

The adjectives in the second pair of examples are **cumulative** adjectives. “Agricultural prices” and “red wine” form a lexical unit that is described by the adjective that precedes them. They cannot be inverted or conjoined by “and”.

2.22. Linked clauses. Use a comma to separate two clauses linked by a conjunction such as ‘but’, ‘yet’, ‘while’ or ‘so’ to form a single sentence:

The committee on commas agreed a final text, but the issue of semicolons was not considered.

If the subject of the second clause is omitted, or if the conjunction is ‘and’, ‘or’ or ‘but’, the comma is not obligatory:

The committee on commas agreed a final text but did not consider the issue of semicolons.

The committee on commas agreed a final text and the Council approved it.

Where there is no conjunction, use a semicolon:

The committee dealing with the question of commas agreed on a final text; the issue of semicolons was not considered.

2.23. As the least emphatic mark of punctuation, a comma is used as well **in the greatest variety of the following circumstances:**

- To separate adjectives that each qualify a noun in some way:

A cautious, reserved person

A five-days- a week

BUT when adjectives qualify the noun in different ways, or when one adjective qualifies a noun phrase containing another adjective, no comma is used:

A distinguished foreign journalist
eminent legal scholars and lawyers

- To separate items in a list of more than two:

The defendants, the third-party defendants, and the counter defendants

- To separate coordinated main clauses:

Cars will turn here, and coaches will go straight.

- To mark the beginning and ending of a parenthetical word or phrase:

I am sure, however, that it will not happen.

- To separate a participial or verbless clause, a salutation, or a vocative:

Having had breakfast, I went for a walk.

- No comma will be used in restrictive expressions like:

My friend Judge Smith

- To distinguish indirect from direct speech:

They answered, “Here we are”.

- To mark the end of the salutation and the complimentary close:

“Dear Mr. Crosthwaite”, ... “Very truly yours”, ...



In formal letters, the salutation is separated from the body by a colon:

“Dear Sir:”

2.24. Avoiding commas. Avoid using too many commas. You can do this by constructing sentences so as to minimise the number required. For example, phrases inserted in the middle of the sentence can often be moved to the beginning or the end, and a complex sentence can be divided by a semicolon or even split into two or more sentences.

Dashes



2.25. Short (or ‘en’) dashes may be used to punctuate a sentence instead of commas or round brackets. They increase the contrast or emphasis of the text thus set off. However, use sparingly; use no more than one in a sentence, or if used with inserted phrases - one set of paired dashes. Avoid using dashes in legislation.

When citing titles of publications or documents, use a short dash to separate the title from the subtitle.

Either ‘en’ dashes or hyphens may be used to join related or contrasting pairs or to replace ‘to’ in a range.

In Microsoft Word, the keyboard shortcut for the ‘en’ dash is Ctrl + - (on the numeric keypad).

2.26. Long (or ‘em’) dashes can be used as bullet points in lists.

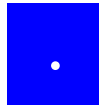
In Microsoft Word, the keyboard shortcut for the ‘em’ dash is Alt + Ctrl + - (on the numeric keypad).

Exclamation mark

2.27. An exclamation mark is used after an exclamatory word, phrase or sentence such as ‘Look!’ or ‘How we laughed!’ Such exclamatory expressions are appropriate in texts that directly address the reader or audience, such as speeches or informal instructions, but are usually out of place in formal texts. There should be no space between the exclamation mark and the preceding word, letter or number.

2.28. The imperative does not require an exclamation mark, but one may be used to add exclamatory force to a statement, e.g. ‘Two million cows had to die!’, or a command, e.g. ‘Please read this paragraph!’

2.29. Rarely is the exclamation mark called for in legal writing.

Full stop

Full stop means the option of a new chapter.

Ehsan Sehgal

The **full stop** is the workhorse mark of punctuation – the one used most often for noting the end of a sentence.

2.30. A full stop marks the end of a sentence. All footnotes end with a full stop, except those consisting solely of an internet or email address. Do not use a full stop at the end of a heading.

No further full stop is required if a sentence ends with an ellipsis (...), with an abbreviation that takes a point (e.g. ‘etc.’) or with a quotation complete in itself that ends in a full stop, question mark or exclamation mark before the closing quote:

Winston Churchill said: A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty.

Truncations (in which the end of the word is deleted) are followed by **a point** (for example: Co., Art., Chap.), but contractions (in which the middle of the word is removed) are not (for example: Dr, Ms, Ltd).

2.31. Placing full stops in relation to end quotation marks and parentheses. A full stop is always placed inside a quotation mark that ends a sentence.

The presidents basically asserted, “Americans should have faith in the people.”

When a parenthesis ends a sentence, place a full stop outside the end parenthesis if the parenthetical remark is not a complete sentence. If the parenthetical remark is a separate complete sentence, enclose it entirely in parentheses and punctuate it as a sentence – with its own full stop.

Full stops are not used in newspaper headlines, in headings and sub-headings in books, magazines and newspapers or in the titles of books and other works.

2.32. Using a full stop with abbreviations

Full stops with abbreviations (acronyms and initialisms) **are omitted**: when the abbreviation ends with the last letter of the full unabbreviated word, for example: Mr (Mister), Dr (Doctor), St (Street or Saint).

In contrast, the full stop tends **to be remained** when the final letter of abbreviation is not the last letter of the full unabbreviated word: Capt. (Captain), Rev. (Reverend), anon. (anonymous) or consists of initial letters, such as UNESCO, NATO, SALT, AIDS.

Use **no full stops** with clippings (clipping – a part of word which serves for the whole), such as ad, phone, exam, pub, fridge.

Abbreviations which have more than one full stop, in plural add [‘s]:

Ph.D. (Doctor of Philosophy) – Ph. D.’s (two Ph. D.’s)

The following are considered abbreviations that **conventionally** end with a full stop:

Mr. Mrs. Ms. (even though this is not an abbreviation)

Prof. M. L. Smith

apt. Ave. St. Dr. Eccles. mgr.

2.33. When an abbreviation ends a sentence, use a single full stop.

The lawyers addressed their questions to Susan Turner, Esq.

2.34. When an abbreviation falls in the middle of a sentence, punctuate as if the word abbreviated were spelled out.

The award envelope was presented to Susan Turner, Esq., who opened it calmly.

2.35. Use no full stops with acronyms or certain long abbreviations.

A number of abbreviations do not take full stops most often acronyms (NATO for North Atlantic Treaty Organization), the names of large organisations (IBM for International Business Machines), or government agencies (FTC for Federal Trade Commission). To be sure about the proper abbreviation of a word or organisational name, consult a standard dictionary for general purposes or specialised dictionaries when you are writing in a particular discipline. The following are some typical abbreviations:

ABC CNN USA ABM FAA

2.36. Ellipsis. An ellipsis is a set of dots indicating an omission in the text. If an ellipsis falls at the end of a sentence, there is no final full stop. However, if followed by another punctuation mark (e.g. question mark, colon, semicolon or quotation mark), the punctuation mark should be closed up to the ellipsis.

When placed at the beginning of the text, it is followed by a normal space.

When replacing one or more words in the middle of a sentence, it is preceded by a hard space and followed by a normal space.

When replacing one or more words at the end of a sentence, it is preceded by a hard space.

The points are not enclosed in brackets:

“The objectives of the Union shall be achieved ... while respecting the principle of subsidiarity.”

However, where a line or paragraph is omitted and replaced by an ellipsis, the ellipsis should be placed within square brackets on a separate line.

Do not use an ellipsis to replace or reinforce the word ‘etc.’

2.37. Run-in side heads (you are looking at one).

These are followed by the full stop not a colon.

Hyphen

-

Life is the hyphen between matter and spirit.

Augustus William Hare

Some Americans need hyphens in their names because only part of them has come over; but when the whole man has come over, heart and thought and all, the hyphen drops its own weight out of his name.

Woodrow Wilson

Hyphens are sometimes needed to disambiguate different words (e.g. re-form = form again, reform = change radically)

2.38. The use of hyphens in **compound** and **complex** words involves a number of different rules, and practice is changing:

- Compound words may be written as separate words (post box), hyphenated (post-box), or written as one word (postbox).
- Particular prefixes regularly involve a hyphen (e.g. ex-minister, post-war, self-interest, quasi-public).
- When a compound premodifies a noun head, a hyphen is normally inserted to indicate which words are compounded (e.g. well-known entertainer, twentieth-century Danish architecture).
- Hyphens are normally used in compounds in which the pre-head item is a single capital letter (e.g. U-turn, X-ray).
- In numerically modified adjectives, all modifying elements are hyphenated. Note that these forms are only used attributively (e.g. a twenty-ton truck, a twenty-four-hour flight).

2.39. Compound adjectives beginning with *well* are generally written with no hyphen when they come after a verb but with a hyphen when they are used alone after a verb, but with a hyphen when they come before a noun:

She is well dressed; a well-dressed woman

Some more:

a well-established firm
a well-off family
a well-taken point of view
a well-timed intervention
well-defined rules
well-documented facts
well-meant comments
well-taken advice

He is now well established in his career.
I am well off.
Your point is well taken.
Your remarks were certainly well timed.
These categories are not well defined.
The problem is well documented.
His offer was well meant.
Her advice is well taken.

a well-attended conference
a well-balanced diet
a well-bred young lady
a well-developed sense of humor
a well-run hotel
a well-thumbed book
a well-turned phrase

a well-used path
a well-worn path
well-grounded suspicions
well-informed colleagues
well-taken edits
well-taken goals
well-taken tries

He prefers his steak well done.
The audience was surprisingly well behaved.

In legal writing, **quasi** should generally appear as a hyphenated prefix.

“Damages being insufficient, **quasi**-specific performance should be awarded in order to remedy the wrong.”

The term has been prefixed to any number of adjectives and nouns, such as the following:

	1) quasi-compulsory	2) quasi-judge
	quasi-contractual	quasi-monopoly
	quasi-criminal	quasi-right
	quasi-judicial	quasi-rule
	quasi-legal	
	quasi-negotiable	

2.40. Third(-)party is spelled as two words as a noun (<a third party>) and hyphenated as an adjective (<a third-party action>) and as a verb (<they were third-partied>).

2.41. Party of the first part; party of the second part

The best modern practice, in contractual drafting, is to use either real names or functional labels such as buyer and seller; publisher and author, and the like.

The most to be said for the old phrases is that they have a mildly interesting history. Parties entering into contracts were once divided into classes, or parts, according to their property interest in the transaction. Generally, the owner or seller was the party of the first part and the buyer was the party of the second part, e.g.:

(=take notice) “Know all men by these presents, that John Doe, of the county of Arapahoe, in the state of Colorado, party of the first part, for and in consideration of the sum of \$5,000, to him in hand paid by Richard Roe, of the County of Arapahoe and state aforesaid, party of the second part, the receipt of which is hereby acknowledged, does hereby grant, bargain and sell unto the said party of the second part, his heirs and assigns, the following goods and chattles, viz...

2.42. Phrasal adjectives should be hyphenated:

Full-faith-and-credit clause

Full-fledged

Full-scale

Full-blown commission

Quotation marks

“...”

2.43. Curly vs straight quotation marks. Quotation marks should be curly (‘...’) rather than straight ('...').

2.44. Double vs single quotation marks. Use single quotation marks to signal direct speech and verbatim quotes, and double quotation marks for quotations within these. If there should be yet another quotation within the second quotation, revert to single quotation marks. You may also use quotation marks to identify words and phrases that are not themselves quotes but to which you wish to draw attention as lexical items.

2.45. Placing of quotation marks. Quotation marks at the end of a sentence normally precede the concluding full stop, question mark or exclamation mark:

The American government favours ‘a two-way street in arms procurement’.

Has the Commission published ‘A European Strategy for Encouraging Local Development and Employment Initiatives’?

However, if the quotation itself contains a concluding mark, no full stop is required after the quotation mark.

Walther Rathenau once said ‘We stand or fall on our economic performance.’

This section is entitled ‘A new culture of entrepreneurship in the EU: What to do?’

2.46. Short quotations. Short quotes of up to four lines or thereabouts are normally run into the surrounding text. They are set off by opening and closing quotation marks only.

2.47. Block quotations. Extended (block) quotations should be indented and separated from the surrounding text by paragraph spacing before and after. No quotation marks are required with this distinctive layout.

2.48. English text in source documents. An English text quoted in a foreign language text keeps the quotation marks in the English target text. But if a single English word or phrase is put in quotation marks simply to show that it is a foreign element, the quotation marks should be removed.

2.49. Back-translating of quotes. Avoid if possible. However, if you cannot find the original English version, turn the passage into indirect speech without quotation marks. The same applies where the author has applied quotation marks to a non-verbatim reference.

2.50. So-called. Take care when using ‘so-called’ because it is ambiguous in English: very often it has negative connotations, suggesting that the writer regards the term in question with anything ranging from mild disapproval to downright contempt. Use ‘so-called’ only where the intended meaning is indeed negative and to distance yourself from the term to which you are referring:

These are challenges that so-called primitive peoples often manage better than us.

The so-called science of poll-taking is not a science at all but mere necromancy.

Some say the so-called European Parliament is a travesty of democracy ...

Do not place the word or phrase qualified by ‘so-called’ in quotation marks.

Foreign-language expressions such as *sogenannt*, *takzvaný* or *cosiddetto* usually simply mean ‘this is what we call it’. In that case they can be left untranslated. If the term in question is unusual or likely to be unfamiliar to the reader, you may place it in quotation marks or use a phrase such as ‘what is known as’:

The resulting waste or ‘tailings’ often contaminate the groundwater.

The resulting waste, known as tailings, is often a source of water contamination.

2.51. Other uses. Generally, use quotation marks as sparingly as possible for purposes other than actual quotation. Do not enclose titles of printed or electronic publications or foreign expressions in quotation marks as they should usually be given in italics, but titles of articles within such publications should be cited in roman type inside single quotation marks. It is not necessary to use quotation marks as well as bold or italics.

Some languages make frequent use of quotation marks for nouns in apposition (often programme or committee names etc.), as in le Conseil “Agriculture” or Komitee “Menschliche Faktoren”. It is usually preferable to omit the quotation marks in English and reverse the order:

the Agriculture Council, the Human Factors Committee, etc.

Question mark

?

Children enter school as Question marks and leave as periods.

Neil Postman

In all affairs it’s a healthy thing now and then to hang a question mark on the things you have long taken for granted.

Bertrand Russel

The great thing about books is that you can end with a question mark.

Joanne Harris

2.52. Every question which expects a separate answer should be followed by a question mark. The next word should begin with a capital letter. There should be no space between the question mark and the preceding word, letter or number.

2.53. A question mark is used at the end of a direct question:

How will this affect EU trade?

2.54. Question marks are not used in indirect speech:

We should ask ourselves how this policy will affect EU trade.

2.55. Do not use a question mark after a request or instruction disguised as a question out of courtesy:

Would you please sign and return the attached form.

Semicolon

;

I have great respect for the semicolon; it is a mighty handy little chap.

Abraham Lincoln

With educated people, I suppose, punctuation is a matter of rules, with me it is a matter of ...

Abraham Lincoln

2.56. Use a semicolon rather than a comma to combine two sentences into one without a linking conjunction.

This mark separates the parts of a sentence between which there is a more distinct break than a comma may signal, but which are too closely connected to be made into separate sentences. Typically, these will be clauses of similar importance and grammatical construction.

The committee dealing with the question of commas agreed on a final text; the issue of semicolons was not considered.

2.57. When items in a series are long and complex or involve internal punctuation, they should be separated by semicolons for the sake of clarity:

The membership of the international commission was as follows: France: 4, which had 3 members until 2021; Germany: 5, whose membership remained stable; and Italy: 3, whose membership increased from 1 in 2021.

2.58. Semicolons should be closed up to the preceding word, letter or number.

For further inquiry, the following works might come in useful:

Brittain, Robert. *A Pocket Guide to Correct Punctuation*. 2nd ed. New York: Barron's Educational Series, 1990.

Carey, G.V. *Mind the Stop: A Brief Guide to Punctuation with a Note on Proof-Correction*. Rev.ed. Harmondsworth: Penguin Books, 1971.

Gordon, Karen E. *The Well-Tempered Sentence: A Punctuation Handbook for the Innocent, the Eager, and the Doomed*. New York: Ticknor and Fields, 1993.

Partridge, Eric. *You Have a Point There: A Guide to Punctuation and Its Allies*. London: Hamish Hamilton, 1953.

Paxson, William C. *The Mentor Guide to Punctuation*. New York: New American Library, 1986.

Shaw, Harry. *Punctuate It Right!* 2nd ed. New York: Harper Perennial, 1993.

N.B.

3. BUILDING VOCABULARY

Vocabulary is the Everest of a Language.

David Crystal

As a drafter and translator of EU Communications, “You will need a good vocabulary to write precisely. A modest but precise vocabulary will suffice in most cases, so long as you use it in sentences that are structured well in paragraphs that are coherent, and in texts that show a careful development of ideas. Vocabulary does not exist independently from any of these elements”.

Leonardo J. Rosen, Laurence Behrens

When a word enters the language, its core or **root** is often used as a basis of other words that are formed with **prefixes** and **suffixes**. When you can recognise root words, prefixes, and suffixes, often you will be able to understand the meaning of a new word without checking a dictionary.

ROOT WORDS

3.1. The following box contains a small sample of root words:

Common root words

Root	Definition	Example
acus [Latin]	needle	acute, acumen
basis [Greek]	step, base	base, basis, basement
bio- [Greek]	life	biography, biology
cognoscere [Latin]	to know	recognise, cognition
ego [Latin]	I	egocentric, egotistical
fluere [Latin]	flow	flow, fluid, effluence
grandis [Latin]	large	grandiose, aggrandize
graphein [Greek]	to write	graph, graphic

Root	Definition	Example
hypnos [Greek]	sleep	hypnosis, hypnotic
hydro [Greek]	water	hydraulic, dehydrate
jur, jus [Latin]	law	jury, justice
lumen [Latin]	light	illuminate, luminary
manu- [Latin]	hand	manage, manual
mare [Latin]	sea	marine, marinate, marinara
matr- [Latin]	mother	maternal, matrilineal
pathos [Greek]	suffering	empathy, sympathy
patr- [Latin]	father	paternal, patriarch
polis [Greek]	city	metropolis, police
primus [Latin]	first	primitive, prime, primary
psych [Greek]	soul	psyche, psychological
sentire [Latin]	to feel	sentiment, sense, sensitive
scrib, script [Latin]	to write	describe, manuscript
sol [Latin]	sun	solstice, solar
solvere [Latin]	to release	solve, resolve, solution
tele [Greek]	distant	telegraph, telemetry
therm [Greek]	heat	thermal, thermos
truncus [Latin]	trunk	trunk, trench
veritas [Latin]	truth	verify, veritable
vocare [Latin]	to call	vocal, vocation

PREFIXES

Recognise prefixes indicating:

3.2. Number

Prefix	Meaning	Example
uni-	one	unison
bi-	two	bimonthly
tri-	three	triangle
multi-	many, multiple	multiply
omni-	all, universally	omnivorous

Prefix	Meaning	Example
poly-	many, several	polytechnic

3.3. Size

Prefix	Meaning	Example
micro-	very small	microscopic
macro-	very large	macroeconomics
mega-	great	megalomania

3.4. Status or condition

Prefix	Meaning	Example
hyper-	beyond, super	hyperactive
neo-	new	neonate
para-	akin to	paramilitary
pseudo-	false	pseudoscience
quasi-	in some sense	quasi-public

3.5. Negation

Prefix	Meaning	Example
anti-	against	antibiotic
counter-	contrary	counterfeit
dis-	to do the opposite	disable
mal-	bad, abnormal	maladjusted
mis-	bad, wrong	misinform
non-	not, reverse of	noncompliance

3.6. Spatial relations

Prefix	Meaning	Example
circum-	around	circumspect
inter-	between	intercept
intra-	within	intravenous
intro-	inside	introvert

3.7. Note, that most of the following prefixes are Latin

Prefix	Meaning	English words
a-, ab-, abs-	away	abstain, avert
ante-	before	antedate
anti-	against	antithesis
bi-	two	binominal, bipartisan
circum-	around	circumstance
co-, con-, com-	with	coincide, combine
contra-	against	controversial
de-	from	depart
di-, dis-	separatum	displease, divert
e-, ex-	out	exclude, expel
in-, im-, il-, ir-	not	incorrect, illicit
en-	in	enclosure
inter-	between	interstate
intra-	within	intrastate
non-	not	non-essential
per-	through	pervade
post-	after	postgraduate
pre-	before	premediated
pro-	forward	protrude
re-	back	return
retro-	backward	retroactive
se-	away	seclude
sub-	under	subordinate
super-	above	supernatural
trans-	across	transfer
un-	not	unnoticed

3.8. Relations of time

Prefix	Meaning	Example
ante-	before	antecedent
paleo-	ancient	paleography
post-	after	postdate
proto-	first	prototype

VARIETIES OF PREFIXES

1. Negation		5. Orientation	
a-	amoral	anti-	antisocial
dis-	disobey, disbelieve	auto-	autobiography
il-	illiberal	contra-	contraindicate
in-	incomplete, indecisive	counter-	counteract
non-	nonmedical	pro-	prosocialist
un-	unhelpful	6. Location and distance	
2. Reversal		extra-	extraterritorial
de-	defraud	fore-	foreshore
dis-	disconnect	intra-	intravenous
un-	undo	pan-	panafrican
3. Disparaging		super-	superstructure
mal-	malfunction	tele-	telephone
mis-	mislead	trans-	transatlantic
pseudo-	pseudointellectual	7. Time and order	
4. Size or degree		ex-	expresident
arch-	archduke	fore-	forewarn
co-	cohabit	neo-	neoclassical
hyper-	hypermarket	paleo-	paleolithic
mega-	megaloan	post-	postwar
mini-	miniskirt	pre-	preschool
out-	output	proto-	prototype
over-	overworked	re-	recycle
sub-	subnormal	8. Number	
super-	supermarket	bi-	bilingual
sur-	surcharge	demi-	demigod
ultra-	ultramodern	di-	dioxide
under-	undercharge	mono-	monoplane
vice-	vice-president	multi-	multipurpose
		poly-	polygamy
		semi-	semicircle
		tri-	tripod
		uni-	unisex

SUFFIXES

TYPES OF SUFFIXES

1. Abstract-noun-makers		5. Adjective/noun-makers	
-age	mileage, frontage	-ese	Chinese
-dom	officialdom, stardom	-(i)an	Republican
-ery	slavery	-ist	specialist, loyalist
-ful	cupful, colorful	-ite	socialite
-hood	brotherhood	6. Nouns from adjectives	
-ing	farming, paneling	-ity	rapidity, falsity
-ism	idealism, racism	-ness	happiness, kindness
-ocracy	aristocracy	7. Adjectives from nouns	
-ship	membership	-ed	printed, blue-eyed
2. Create-noun-makers		-ful	useful, successful
-eer	engineer	-(i)al	editorial, accidental
-er	teenager, cooker	-ic	atomic, Celtic
-ette	kitchenette	-ish	foolish, Swedish
-let	booklet	-less	careless, childless
-ling	duckling, sibling	-ly	friendly, cowardly
-ster	gangster	-ous	ambitious, desirous
3. Adverb-makers		-y	sandy
-ly	quickly, happily	8. Adjectives form verbs	
-ward(s)	onwards	-able	drinkable, readable
-wise	lengthwise	-ive	attractive, expensive
4. Verb-makers			
-ate	orchestrate		
-en	deepen, ripen		
-ify	certify, beautify		
-ize/-ise	modernize, advertise		

Frequently used suffixes:

3.9. Noun-forming suffixes

Verb	+	Suffix	(Meaning)	=	Noun
betray		-al	(process of)		betrayal
participate		-ant	(one who)		participant
play		-er	(one who)		player
construct		-ion	(process of)		construction
conduct		-or	(one who)		conductor
Noun	+	Suffix	(Meaning)	=	Noun
parson		-age	(house of)		parsonage
king		-dom	(office, realm)		kingdom
sister		-hood	(state, condition of)		sisterhood
strategy		-ist	(one who)		strategist
Armenia		-n	(belonging to)		Armenian
master		-y	(quality)		mastery
Adjective	+	Suffix	(Meaning)	=	Noun
pure		-ity	(state, quality of)		purity
gentle		-ness	(quality of, degree)		gentleness
active		-ism	(act, practice of)		activism

3.10. Verb-forming suffixes

Noun	+	Suffix	(Meaning)	=	Verb
substance		-ate	(cause to become)		substantiate
code		-ify	(cause to become)		codify
serial		-ise/- ize	(cause to become)		serialise/ serialize
Adjective	+	Suffix	(Meaning)	=	Verb
sharp		-en	(cause to become)		sharpen

3.11. Adjective-forming suffixes

Noun	+	Suffix	(Meaning)	=	Adjective
region		-al	(of, relating to)		regional
claim		-ant	(performing)		claimant
substance		-ial	(of, relating to)		substantial
response		-ible	(capable of)		responsible
history		-ic	(form of, being)		historic
Kurd		-ish	(of, relating to)		Kurdish
response		-ive	(tends toward)		responsive
Verb	+	Suffix	(Meaning)	=	Adjective
credit		-able	(capable of)		creditable
abort		-ive	(tends toward)		abortive

3.12. Compounding

There is an interesting formation in which one of the elements does not occur as a separate word. These forms are usually classical in origin, and are linked to the other element of the compound by a linking word, usually -o-, but sometimes -a- or -i-. They are traditionally found in domains of science, scholarship, policy, but in recent years some have become productive in everyday contexts too, especially in advertising and commerce.

Change of sub-class

Occasionally a suffix may change a word to a sub-class of the same word class. For example: gun and gunner are both nouns but one is inanimate, the other animate.

Compare also:

Cook (person), cooker (thing)

Berlin (place), Berliner (person)

Mathematics (thing), mathematician (person)

First element

agri-	-culture,	-business
bio-	-data,	-technology
micro-	-chip,	-electronics

euro-	-money,	-feebleness
psycho-	-logy,	-analysis
techno-	-phobia,	-stress

Second element

-aholic	work-
-athon	mar-
-matic	coffee-

For the fact, the meaning of such forms is much like that of the element in a compound. Euromoney, for example, means “European money”.

3.13. Suffix -ee

This suffix originally denoted “one who is acted upon”; the sense is inherently **passive**. Thus:

arrestee	➤	one who is arrested
detainee	➤	one who is detained
expellee	➤	one who is expelled
shelteree	➤	one who is sheltered
smugglee	➤	one who is smuggled

The suffix has also a dative sense, in which it acts as the passive agent noun for the indirect object. This is the sense in which the suffix is most commonly used in peculiarly legal terminology:

deliveree	➤	one to whom something is delivered
patentee	➤	one to whom a patent has been issued
referee	➤	one to whom something is referred
trustee	➤	one to whom something is trusted

At least one word ending in -ee has both a normal passive sense and a dative sense.

appointee	(1)	one who is appointed
	(2)	one to whom an estate is appointed

Sense (2), of course, is primarily legal.

The suffix has been extended to phrasal verbs. Thus:

discriminatee	➤	one who is discriminated against
tippee	➤	one who is tipped off

Some -ee words contain implicit possessives:

breachee	➤	one whose contract is breached
condemnee	➤	one whose property is condemned

In still after words, -ee does not even have its primarily passive sense:

arrivee	➤	one who arrives
asylee	➤	one who seeks asylum
escapee	➤	one who escapes
bribee	➤	one who receives bribe

The upshot of the abovementioned is that writers must be careful of the forms they use. For active senses they have -er, -or, and -ist at their service. They should be wary of alert to adopting any new active forms in -ee (like standee, escapee) and similar forms.

3.14. -edly words are formed in this way – admittedly, allegedly, assertedly, concedenly, confessedly, reportedly and supposedly do not mean “in an admitted manner”; “in an alleged manner” or so on as it would if the adverb had been formed as English adverbs generally are. Yet all these words are a convenient space-and time-saver for it is alleged that, it is repeatedly that and so on. Though not logically formed, they are well established and unobjectionable, if used in moderation.

3.15. -ize vs -ise

- Verbs ending in -ize

Generally, -ize verbs are formed on familiar English words or stems – e.g.: authorize, familiarize, symbolize; or with a slight alteration to the stem – e.g.: agonize, dogmatize, sterilize. A few words have no such immediate stem: aggrandize, appetite, baptize, recognize, italicize, and capsize.

- Neologisms

The legal English has many of its non curiosities in -ize (e.g. privatize, utilize, collateralize, objectivize, communitize), and probably needs no more. Careful writers should be wary of new words formed with this suffix.

- Verbs ending in -ise

Verbs that correspond to nouns having -is- as a part of the stem (e.g. in the syllables -vis, -cis, -mis), similarly take -ise rather than -ize (form which they are precluded).

Some of the common verbs in -ise are:

advertise	compromise	excise	revise
advise	demise	exercise	supervise
apprise	despise	improvise	surmise
arise	dispranchise	incise	surprise
chastise	disguise	merchandise	televise
circumstise	enpranchise	premise	
comprise	enterprise	prise	

You may find the following particularly useful:**3.16. Suffixes -or, -our**

In British English (BrE), nouns ending in -our change in -or before the suffixes -ation, -iferous, -ific, -ise, -ous (coloration, honorific).

But -our keeps the -u- before -able, -er, -ful, -ism, -ist, -ite, and -less (honourable, labourer, colourful).

3.17. Suffix -cide

This suffix denotes the act of slaying. The more common words ending in this suffix are these:

homicide

infanticide

regicide

suicide

3.18. Suffixes -dom, -(e)ry, -ate form collective nouns:

Unitary Noun	>	Collective Noun
fan	>	fandom
official	>	officialdom
rascal	>	rascaldom
monk	>	monkery
professor	>	professorate
pastor	>	pastorate
elector	>	electorate
nun	>	nunkery

Mindful the formation of proper nouns (animate objects) from proper nouns (inanimate objects):

Athens	➤	Athenian
Israel	➤	Israelite
Kyiv	➤	Kyivan
Latvia	➤	Latvian
Mars	➤	Martian
Paris	➤	Parisian
Yemen	➤	Yemenite

3.19. Governmental forms

The English language abounds in words to denote almost every conceivable form of government usually ending in either of the suffixes -cracy and -archy.

Following is a sampling of the hundreds of familiar terms in the English language, too numerous for inclusion here:

clerisocracy	(government by priests or scholars)
democracy	(government by the people)
diarchy	(government by two rulers)
gerontocracy	(rule by elders)
gynecocracy	(rule by women)
monocracy	(rule by a single person)
polyarchy	(government by many persons)
plutocracy	(government by the wealthy)
technocracy	(government by technicians)

3.20. Anti- a prefix meaning “against, opposed to, prejudicial to” (antislavery), “preventing, counteracting, or mitigating” (antifege), “destroying or disabling” (antiaircraft), “identical in form or function, but lacking, opposite, or contrary in essential respects” (anticlimax), “an antagonist or rival of” (antipope), “situated opposite” (Anti-Lebanon): antibalistic, anti-Biblical, anticritical, anti-European, anti-Israeli, anti-progressive, antipolitical, anti-west/western, antistrike.

3.21. Prefix pre- from Latin prae

Before (in time, place, order, degree, or importance). PRE-[+ NOUN]. Such a construction may be used adjectively, as in the following examples:

Pre-approval, pre-address, pre-order, pre-war, pre-election, pre-law: “I did a pre-law summer symposium in high school.”

But making the pre-phrase as an adverb modifying a verb & pre-[+ adverb] is a poor substitute for the idiomatic construction: before + the noun, e.g. “Any number of specific programs effective now were not pre-Ruiz established [Read established before Ruiz].”

Pre-[+verb] occurring originally in loan words from Latin, where it meant “before” (preclude; prevent); applied freely with the meanings: preclude, prevent.

E.g.: Politicians and ministers should always practice what they preact.

3.22. In legal writing **quasi-** should generally appear as a hyphenated prefix. E.g. “In such cases the communication is classified as privileged or quasi-privileged in the law”.

The term has been prefixed to any number of adjectives and nouns, such as the following:

quasi-compulsory

quasi-judicial

quasi-remainder

quasi-contractual

quasi-legal

quasi-right

quasi-criminal

quasi-public

quasi-rule

4. SPELLING

Anyone who can only think of one way to spell a word obviously lacks imagination.

Mark Twain

4.1. Irish/British spelling

Follow standard Irish/British usage, but remember that influences are crossing the Atlantic all the time (for example, the spellings program and disk have become normal Irish/British usage in information technology, while sulfur has replaced sulphur in scientific and technical usage).

Do use a spellchecker, set to UK English, as an aid. Remember, though, to use your judgement and in case of doubt check in this Guide or a dictionary. As a general rule, the first spelling given in Oxford's English dictionary on Lexico should be followed (preferring the UK dictionary to the US dictionary). An exception to this rule is the spelling of -is-/-iz- words (see below).

4.2. -is-/-iz- spelling

Use the -is- spelling. Both spellings are correct, but this rule is to be followed for the sake of consistency in EU texts.

4.3. Note, however, that the names of bodies in other English-speaking countries retain the original spellings, e.g. US Department of Defense; Australian Labor Party. For international organisations, follow their own practice, e.g. World Health Organization. Follow the list in Annex 1.

4.4. The -yse form is the only correct spelling for words such as paralyse and analyse.

4.5. When adding -able, drop a final silent -e at the end of the stem (debate – debatable, conceive – conceivable) unless it would change the pronunciation of the preceding consonant (changeable, traceable); the only common exceptions are sizeable and saleable (sizeable and salable are US spellings).

4.6. One of the most famous spelling rules -i before -e except after -c – is itself famous for its exceptions. The rule was devised as a mnemonic for such words as receive and deceive; but it is far outnumbered by words where -c is followed by -ie and words where a letter other than -c is followed by -ei.

c+ie	ancient, conscience, deficient, efficient, financier, glacier, science, society, species, sufficient
other+ei	beige, codeine, decide, eight, either, foreign, height, leisure, neighbor, neither, protein, reign, seize, their, weigh, weird

They are well over 100 such exceptions. One type of exception involves affixes: agencies, seeing, absenteeism, nucleide; another involves proper names: Einstein, O'Neill, Leicester.

Be alert to basic spelling rules for ie/ei:

i before e

achieve	brief	field
believe	experience	friend

except after c

ceiling	conceive	deceit / deceive
conceit	receipt / receive	

ei pronounced /ei/

beige	freight	heinous
eight	neighbour	vein

Exceptions

ancient	either	seize
height	foreign	weird

4.7. Digraphs. Keep the digraph in aetiology, caesium, oenology, oestrogen, etc. (etiology etc. are US usage), but note that a number of such words (e.g. medieval and fetus) are now normally spelled without the digraph in Irish/British English. Foetus is still common in Ireland and the United Kingdom in non-technical use.

4.8. Double consonants.

Follow the convention of doubling a final -l after a short vowel on adding -ing or -ed to verbs (sole exception: parallel, paralleled) and adding -er to make nouns from verbs:

level	levelling	levelled	leveller
travel	travelling	travelled	traveller

Other consonants double only if the last syllable of the root verb is stressed or carries a strong secondary stress:

admit	admitting	admitted
format	formatting	formatted
refer	referring	referred

BUT

benefit	benefiting	benefited
combat	combating	combated
focus	focusing	focused
target	targeting	targeted

Exception:

a few verbs in -p (e.g. handicapped, kidnapped, worshipped, but not developed).

Unaccented syllables in inflected words are sometimes spelled differently in AmE and BrE. Americans generally do not double a final -l before the inflectional suffix, whereas the British generally do. Thus:

AmE		BrE	
canceled	canceling	cancelled	cancelling
dueled	dueling	duelled	duelling
initialed	initialing	initialled	initialling
labeled	labeling	labelled	labelling
parceled	parceling	parcelled	parcelling
totaled	totaling	totalled	totalling
traveled	traveling	travelled	travelling

In nouns quiz and whiz the final -z is doubled:

quiz	➤	quizzes
whiz	➤	whizzes

Nouns ending in letters -quy, in plural change y into i before -es:

colloque	➤	colloquies
soliloque	➤	soliloquies

4.9. Programmed and programming are the preferred spellings on both sides of the Atlantic. Writers and editors should more aware themselves of these minor transatlantic differences in spelling and avoid inserting sic (g.v.) when quoting a foreign text.

Among the more commonly misspelled words not already mentioned are these: biased, busing, combated, focused, benefited and transferred.

4.10. All English-speaking countries follow the same rules on doubling. When a suffix beginning with a vowel is added, the final consonant of the word is repeated only if **(1)** the vowel sound preceding the consonant is represented by a single letter (hence bed, bedding but head, heading); or **(2)** the final syllable bears the main stress (hence oc-cur, oc-curred, but of-fer, of-fered).

Among the more commonly misspelled words are these: biased, transferred.

4.11. Use -ct- not -x- in connection, reflection, etc. But note complexion and flexion.

COMPARE:

connection, connexion, connexity

The spelling -tion is preferred in AmE; -xion is an almost absolute spelling formerly preferred in BrE.

Lawyers use connexity in a distinct way, synonymously with connectedness (= the quality of being connected).

4.12. Write gram, kilogram (not gramme, kilogramme). However, use tonne not ton (ton' refers to the non-metric measure).

4.13. Write metre for the unit of length, meter for measuring instruments.

4.14. A(n) historical. The use of an rather than a before words such as historical or hotel dates back to a time when the 'h' was never pronounced in these words. While you should now write a hotel, an historical event is still regarded as acceptable, presumably because the 'h' is still frequently dropped in even careful speech, so you may choose which form you prefer.

4.15. Judg[e]ment. Judgment is used in legal contexts, judgement in all other contexts.

4.16. Data-processing usage. Avoid the forms input[t]ed and output[t]ed. Instead use input and output: e.g. 70 000 items of data were input last month. However, note the verb to format, which takes the forms formatted and formatting.

4.17. Borrowed words translated into the English language from other languages especially **Greek** and **Latin**, present some of the most troublesome aspects of English plurals. At a certain point borrowed words become thoroughly anglicized and take English plurals. But while words of Latin and Greek origin are still new and only questionably naturalized.

If Romans have been obliged to learn Latin they would never have found time to conquer the world.

Heinrich Heine

The following is a list of so-called “tricky plurals” which might come in useful:

abscissa	abscissae
addendum	addenda
alumnus	alumni
appendix	appendices (books) appendixes (anatomy)
axis	axes
bacterium	bacteria
bureau	bureaux
colloquim	colloquia
consortium	consortia
corpus	corpora
corrigendum	corrigenda
criterion	criteria
curriculum	curricula
datum	data
embargo	embargoes
focus	foci (mathematics, science) focuses (other contexts)
formula	formulas (politics) formulae (science)
forum	forums (fora only in relation to ancient Rome)
genus	genera

index	indexes (books) indices (science, economics)
maximum	maxima (mathematics, science) maximums (other contexts)
medium	media (press, communications, IT) mediums (life sciences, art)
memorandum	memorandums or memoranda
minimum	minima (mathematics, science) minimums (other contexts)
moratorium	moratoriums or moratoria
nucleus	nuclei
papyrus	papyri or papyruses
persona	personae
phenomenon	phenomena
plus	pluses
premium	premiums
referendum	referendums or referenda
spectrum	spectra (science) spectrums (politics)
stimulus	stimuli
stratum	strata
syllabus	syllabi
symposium	symposiums or symposia
vortex	vortices

4.18. Borrowed **les mots français** also present problems:

Chargé d'Affaires	chargés d'affaires
des contre-coup	des contre-coups
force majeure	forces majeures
aide-de-camp	aides-de-camp
femme sole	femmes sole
fait accompli	faits accomplis

BUT:

un porte-parole	des porte-parole
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un laissez-passer	des laissez-passer
un savoir-faire	des savoir-faire

The best policy is to make a habit of consulting a good dictionary, and to use it discriminately.

4.19. Rare plurals are forms which somewhat distinguished from regular plural forms of nouns. They are:

1) abbreviations, initialisms, acronyms such as

PC – personal computer, nouns with final -z, nouns of letters, numbers etc.

E.g.: The price of PCs has been tumbling recently.

2) The meaning of plural abbreviating and (acronyms) written with one final full stop are marked by ending -s which is added to abbreviations (acronyms) in writing and placed before a full stop. E.g.:

dept. (department)	➤	depts.
vol. (volume)	➤	vols.
min. (minute)	➤	mins.
brothers	➤	Bros.

Abbreviations (acronyms) min. and sec. are linguistic abbreviations of nouns not only in singular but as well in plural forms:

minute and minutes
second and seconds

Thus, abbreviations min. and sec. have two marked plural form -s and zero plural:

She was the first to finish, with a time of 2 hrs, 29 min., 30 sec.

Would you mind waiting for me – I'll only be a couple of secs.

But there is no full stop after plural suffix:

hr (hour) – hrs
wk (week) – wks

Plural form of brothers is usually used as abbreviation Bros. when it is a component of the name of a company (corporation):

Warner Bros. Pictures

The presence or omission of a full stop at the end of abbreviations including plural, may be specified by the use of abbreviations in various territorial variants of the English language:

AmE	BrE
Mr.	Mr
Messrs.	Messrs

Abbreviations with one letter double or repeat this letter in plural:

c/c.	➤	cc/cc.	(chapters, copies)
f/f.	➤	ff/ff.	(filios)
p/p.	➤	pp.	(pages)
ex.	➤	exx.	(examples)

Abbreviations with final letters -s double this final letter in plural:

MS/MS.	➤	MSS/MSS.	(manuscripts)
--------	---	----------	---------------

Unusual plurals sometimes are formed by apostrophe ('):

baker's	➤	bakers'
grocer's	➤	grocers'
chemist's	➤	chemists'
stationer's	➤	stationers'
fishmonger's	➤	fishmongers'
stationer's	➤	stationers'

Mind that these nouns when “getting rid of” (-’s) do not change their pronunciation. Their full equivalents are as follows:

stationery shop	➤	stationery shops
butcher's shop / butcher's / stationers' shop		

Apostrophe may be used before plural letters (-s):

Let's dot i's and cross t's.

There are two c's, two s's and two l's in the word “successfully”.

Apostrophe usually does not precede plural suffix (-s) which conveys the plural meaning of prepositions, pronouns, conjunctions and the words of similar categories which are used as nouns.

COMPARE:

it – its, that – thats, end – ends, not – nots.

Be aware of the following plurals:

writ of error	The preferred plural is writs of error, not writs of errors or writ of errors. <i>Writ – a court’s written command or order in the name of the sovereign, state, or after competent, legal authority, directing or enjoining the addressee to do or refrain from doing some specified act.</i>
premises	The term premises always takes a plural. <i>The premises were put under surveillance.</i>
series	Series may be either singular or plural, although the plural is mandatory when more than one series is intended. There the verb is a plural noun of multitude. <i>There have been a series of efforts made by the central P.L.O. but also splintex groups to move through Jordan into West Bank.</i>
serieses	Serieses is the now-absolute plural.
stimulus, <i>pl.</i> stimuli	Unlike stigma (stigmas), this word does not make a native-English plural.
police	Though a collective nounm is generally construed as a plural both in BrE and AmE.
spoil(s)	Although the word is plural in the phrase spoils of warm it is traditionally singular in the sense “goods, esp. such as are valuable, seized by force or confiscated”.
thesaurus, <i>pl.</i> thesauri.	

4.20. Formation of plurals

Groups of nouns ending in -o, -f, -i form plural by adding -s:

- | | | | |
|----|-------------|---|-------------------------------------|
| 1) | archipelago | ➤ | archipelagos / archipelagoes |
| | bravo | ➤ | bravos / bravo |
| | cargo | ➤ | cargos / cargoes |
| | fresco | ➤ | frescos / frescoes |
| | innuendo | ➤ | innuendos / innuendoes |
| | proviso | ➤ | provisos / provisoes |
| | zero | ➤ | zeros / zeroes |
| 2) | staff | ➤ | staves / staff |
| 3) | macaroni | ➤ | macaronis / macaronies / maccaronis |
| | ravioli | ➤ | raviolis. |

Suffix -s is added to nationality nouns:

- | | | |
|-----------|---|------------|
| Belgian | ➤ | Belgians |
| Ukrainian | ➤ | Ukrainians |

Nouns with final -i may as well have zero plural:

- | | | |
|-------------|---|----------------------------|
| Azerbaijani | ➤ | Azerbaijanis / Azerbaijani |
| Iraqi | ➤ | Iraqis / Iraqi |
| Israeli | ➤ | Israelis / Israeli |
| Maori | ➤ | Maoris / Maori |
| Omani | ➤ | Omanis / Omani |
| Somali | ➤ | Somalis / Somali |
| Swazi | ➤ | Swazis / Swazi |

<i>N.B.</i>	Country/ Region	Adjective	Person	Population
	Barbados	Barbadian Bajan Bim (imb)	a Barbadian	the Barbadians
	Burkina-Faso	Burkinable	a Burkinable	the Burkinables
	Côte d'Ivoire	Ivorian	an Ivorian	the Ivorians
	Isle of Man	Manxman	a Manxman a Manxwoman	the Manxmen the Manxwomen the Manx people
	Monaco	Monegasque	a Monegasque	the Monegasques

Suffix -s is added to nouns of abbreviations with final -o; such abbreviations are used as usual in informal speech/writing:

auto (= automobile)	➤	autos
compo (= composite, composition)	➤	compos
demo (= demonstration)	➤	demos
expo (= exhibition)	➤	expos
intro (= introduction)	➤	intros
memo (= memorandum)	➤	memos
no. (= number)	➤	nos.
para (= paragraph)	➤	paras
photo (= photograph)	➤	photos

Suffix -s or -s' is added to noun plural forms:

do ➤ dos/do's: do's and don'ts

Mass (Noncount) nouns

A recent trend in the language is to make plurals for mass nouns – general and abstract nouns that cannot be broken down into discrete units, and that therefore should not have plural forms. Following are examples of the such nouns:

courages
discriminations

These are usual awkward and alien-looking especially for nonlawyers. But they are commonplace in legal writing, e.g.:

the condemnees
the deceased
the accuseds

Those words in which the noun is disguised as at the end of the words, as with compounds ending in -ful:

handfuls
lungfuls

In forming the plurals of **compounds**, the significant word in the compound should be made plural. The significant word may occur:

- a) as the first element of the compound, for example:
 - ambassadors-at-large
 - commanders-in-chief
 - evidence-in-chief
- b) as the second element of the compound, for example:
 - under-secretaries-general
 - assistant secretaries-general
 - deputy chiefs of staff
- c) as the last element of the compound, for example:
 - assistant commissioners
 - lieutenant-colonels
 - vice-presidents

When a noun is hyphenated with an adverb or a preposition, the noun should be made plural, for example:

- passers-by

When neither word in the compound is a noun, the last word should be made plural, for example:

go-betweens

Plurals of compound nouns made up of a noun and a postpositive adjective are formed by adding -s to the noun:

Attorney-General	➤	Attorneys-General
body politic	➤	bodies politic
court-martial	➤	courts-martial
data certain	➤	dates certain
law merchant	➤	laws merchant
sum total	➤	sums total

In forming plurals of nouns taken into English from other languages, preference, when there is a choice of usage, should be given to the English manner of forming the plural.

In some compound nouns any component may take the plural suffix because each of them may be considered conceptually as the main one:

court-martial	➤	court martials / courts martial
Attorney-General	➤	Attorneys General / Attorney Generals
poet laureate	➤	poets laureate / poet laureates
man-of-the-earth	➤	men-of-the-earth / man-of-the-earths
director general	➤	directors general / director generals

Some compound loan nouns form plural (nouns) with the English plural form, they also preserve the plural of the source language:

cul-de-sac	➤	culs-de-sac	➤	cul-de-sacks
curriculum vitae	➤	curricula vitae	➤	curricula vital
lingua franca	➤	lingua francas	➤	lingue francae
coup d'état	➤	coups d'état	➤	coup d'états

Compound nouns formed by combining the words of different parts of speech into one noun transfer the meaning of plural by adding the suffix to their final component:

be-in	➤	be-ins	pick-up	➤	pick-ups
blackout	➤	blackouts	sit-in	➤	sit-ins
breakdown	➤	breakdowns	pay-off	➤	pay-offs
cop-out	➤	cop-outs	sell-off	➤	sell-offs
dosser-on	➤	dosser-ons	stand-by	➤	stand-bys
go-between	➤	go-betweens	start-up	➤	start-ups
must-have	➤	must-haves	take-over	➤	take-overs
passer-on	➤	passer-ons	tend-in	➤	tend-ins
has-been	➤	has-beens		➤	

The following borrowed compounds retain plural forms of the source language:

aide-mémoire	➤	aides-mémoires
billet-doux	➤	billets-doux
carte de visite	➤	cartes de visite
chef de cabinet	➤	chefs de cabinet
coup d'état	➤	coups d'état
coup de grâce	➤	coups de grâce
modus intelligendi	➤	modi intelligendi
modus operandi	➤	modi operandi
modus significandi	➤	modi significandi
modus vivendi	➤	modi vivendi
pièce de résistance	➤	pièces de résistance
raison d'être	➤	raisons d'être
scandalum magnatum	➤	scandala magnatum
schola cantorum	➤	scholae cantorum

A plural marker -s joins the first component of a compound noun, when it is the main word, and the word which follows it is a postmodifier.

minister plenipotentiary	➤	ministers plenipotentiary
chancellor-at-law	➤	chancellors-at-law
Chamber of Commerce	➤	Chambers of Commerce
court of appeal	➤	courts of appeal
court of inquiry	➤	courts of inquiry
passer-by	➤	passers-by
grant-in-aid	➤	grants-in-aid
notary public	➤	notaries public

Regular plural marker -(e)s joins the last component of a compound noun (with all necessary changes in spelling in accordance with the standards established). Such compound words may be spelled as two separate words:

assistant director	➤	assistant directors
assistant professor	➤	assistant professors

Borrowed words of the same conceptual structure are pluralized likewise (similarly):

magna carta	➤	magna cartas
-------------	---	--------------

double entendre	➤	double entendres
vox populi	➤	vox populi
prima donna	➤	prima donnas

Singular-only nouns

Names of subjects, diseases, and games, such as:

physics, measles, billiards

Some have singular and plural uses:

COMPARE:

Darts is easy. and Your darts are broken.

Nouns in a noncount use

music, homework, sword

Plural-only nouns

Names of “two-part” things, such as scissors, binoculars.

A few dozen plural-only nouns ending in -s such as

accommodations, alms, amends, annals, archives, arms, appears, ants, ashes, auspices, brains, the Commons, communications, congratulations, connections, contents, credentials, customs, damages, diamonds, dues, earnings, foods, funds, goods, greens, guts, heavens, honors, humanities, odds, particulars, possessions, premises, quarters, regards, relatives, remains, pickles, savings, spades, spirits, steps, surroundings, sustains, thanks, troops, tropics, triumphs, valuables, wages, wits, writings.

The nouns in question are used in plural and never in singular. **Except** clubs, diamonds, hearts which may agree with verbs in singular and plural.

The following groups of plural-only nouns includes the following groups of people:

a) which are considered in the society as recognised classes:

the rich, the poor, the beautiful, the bold, the helpless, the handy, the sick, the weak, the needy, the rock, the mules, the old, the crusty, the young, the educated, the underprivileged, the instructors, the handicapped, the wise, etc.

b) which belong to a certain nationality:

Such substantivized adjectives end in -ed, -ist, -er, -or, -ish:

the British, the Danish, the English, the Spanish, the Welsh, the Turkish

Plural invariable nouns of both groups agree with verbs in plural.

Nouns which look singular but are always plural

vermin, livestock, cattle, poultry, people, folk

4.21. Latin abbreviations and phrases

Latin should be used sparingly as even common phrases are often misused or misunderstood. When faced with such phrases as a translator, check whether they have the same currency and meaning when used in English.

Write all Latin abbreviations in roman type:

e.g., et al., et seq., ibid., i.e., NB, op. cit.

f.v.	—	folio verso	—	на наступній сторінці
i.q.	—	idem quod	—	також, як
h.s.	—	hoc sensu	—	у цьому сенсі
in ex	—	in extenso	—	повністю, дослівно
id	—	idem	—	теж саме
i.e.	—	id est	—	тобто
i.f.	—	in fine	—	в кінці
int.al.	—	inter alia	—	серед іншого
l.s.	—	locus sigilli	—	місце печатки
m.n.	—	manu propria	—	власноруч
nl	—	non licet	—	не дозволяється
s.d.	—	sine die	—	на невизначений термін
sec.leg	—	secundum legum	—	відповідно до закону
sec.reg	—	secundum regulam	—	відповідно до правил (норм)
s.q.	—	sequentia	—	нижчеслідуюче
vs	—	versus	—	проти
v.i.	—	vide infra	—	див. далі (нижче)
v.s.	—	vide supra	—	див. вище
viz	—	videlicet	—	саме
v.v.	—	vice versa	—	навпаки

Latin should be used sparingly as even common phrases are often misused or misunderstood. When faced with such phrases as a translator, check whether they have the same currency and meaning when used in English.

Latin words should usually be printed *in italics* (e.g. *ex ante*), but certain common Latin phrases take roman (refer to the New Oxford Dictionary for Writers and Editors for italic or roman style).

Examples of roman:

ad hoc, ad infinitum, per capita, pro forma, status quo, bona fide, contra, infra, in personam, inter alia, inter partes, inter se, per se, supra, ultra vires

Latin phrases are never hyphenated, regardless of whether they are used adjectivally (e.g. ad hoc meeting, ex post check) or adverbially (e.g. statutory days are calculated pro rata for part-time staff). (See also 3.21 on the hyphenation of phrases treated as compounds.)

The expression ‘per diem’ (‘daily allowance’) and many others have English equivalents, which should be preferred e.g. ‘a year’ or ‘/year’ rather than ‘per annum’.

4.22. Confusion between English words. Look out for errors involving the pairs below.

advise	(verb)	advice	(noun)
dependent	(adj. or noun)	dependant	(noun only)
license	(verb)	licence	(noun)
practise	(verb)	practice	(noun)
principal	(adj. or noun)	principle	(noun)
stationary	(adj.)	stationery	(noun)

Some more might come in useful:

authoritarian	authoritative
biannual	biennial
ceremonial	ceremonious
classic	classical
climatic	climactic
conscious	conscientious
dependence	dependency

emergence	emergency
exhaustive	exhausting
historic	historical
impractical	impracticable
ingenious	ingenuous
legislation	legislative
momentary	momentous
persecute	prosecute
therefor	therefore

NOTE:

all together	(in a body)	altogether	(entirely)
premises	(both buildings and propositions)	premisses	(propositions only)
discreet	(careful and circumspect)	discrete	(separate)

4.23. Confusion between English and French. Beware of interference effects when switching from one language to the other:

FRENCH	ENGLISH
adresse	address
appartement	apartment
compétitivité	competitiveness
correspondance	correspondence
environnement	environment
exemple	example
existant	existent
indépendance	independence
médecine	medicine

FRENCH	ENGLISH
messenger	messenger
négligeable	negligible
négociation	negotiation
offense	offence
recommandation	recommendation
réflexion	reflection
représentativité	representativeness
responsible	responsible
tarif	tariff

4.24. Mind the spelling of the following French words frequently found in EU communications:

Raison d'être	Au contraire
Détente	Par excellence
Coup d'état	Savoir faire
Demarche	Rapprochement
Tour de force	Rapporteur
Déjà vu	Revanche
Carte blanche	Coup de grâce
Éminence grise	

4.25. Confusion between American and British English

Spelling Differences

British English	American English
aeroplane	airplane
appal	appall
axe	ax
cheque	check
chequer	checker
cigarette	cigaret
connexion	connection

British English	American English
councillor	councilor
counsellor	counselor
defence	defense
draughtsman	draftsman
encyclopaedia	encyclopedia
enquire	inquire
ensure	insure
floatation	flotation
gramme	gram
inflexion	inflection
Jnr	Jr.
licence (<i>n.</i>)	license (<i>n.</i>)
manoeuvre	maneuver
M.Sc.	M.S.
offense	offence
panellist	panelist
practice (<i>n.</i>)	practise (<i>n.</i>)
premise	premiss
pretence (<i>n.</i>)	pretense (<i>n.</i>)
programme	program
sceptical	skeptical
wilful	willful

4.26. The most commonly confused homonyms are near homonyms:

One of the most common causes of spelling confusion is homonyms – words that sound alike, or are pronounced almost alike, but that have different spellings and meanings.

advice [recommendation]

advise [to recommend]

affect [to have an influence on]

effect [result; to make happen]

capital [city seat of government]
capitol [legislative or government building]
complement [something that completes]
compliment [praise]
conscience [moral sense, sense of right/wrong]
conscious [aware]
discreet (respectfully reserved)
discrete [distinct, separate]
dominant [controlling, powerful]
dominate [to control]
elicit [to draw out]
illicit [illegal]
eminent [distinguished]
immanent [inborn, inherent]
imminent [expected momentarily]
gorilla [ape]
guerilla unconventional soldier]
moral [object-lesson, knowing right from wrong]
morale [outlook, attitude]
personal [private, pertaining to an individual]
personnel [employees]
principal [most important; school administrator]
principle [fundamental truth, law, conviction]
stationary [standing still]
stationery [writing paper]

4.27. Compound words and hyphens

General. Compounds may be written as two or more separate words, with hyphen(s), or as a single word. There is a tendency for compounds to develop into single words when they come to be used more frequently: data base, data-base, database. As a general rule, the form used in Oxford's English dictionary on Lexico should be followed (e.g. end user, by-product, database, e-learning).

Use hyphens sparingly but to good purpose: in the phrase *crude oil production statistics* a hyphen (crude-oil) can tell the reader that ‘crude’ applies to the oil rather than the statistics. Failure to insert a hyphen when it is necessary could lead to confusion or even change the meaning of the sentence:

a little-used car / a little used car
 government-monitoring programme / government monitoring programme
 the cross reference-helped me to understand the passage / the cross reference
 helped me to understand the passage

Avoid using long strings of modifiers (adjectives and/or nouns qualifying other nouns), as they can be confusing. Where the confusion cannot be resolved by the addition of a hyphen, consider using prepositions to clarify the relationship between the words:

underground mine worker safety procedures development
 development of safety procedures for underground mine workers

Re-Pairs. Many English words beginning with the prefix re- take on different meanings depending on whether the prefix is hyphenated or is closed up. Some of these words, whose two different senses with or without the hyphen should be self-explanatory, are as follows:

re (-) bound	re (-) lease
re (-) claim	re (-) mark
re (-) call	re (-) move
re (-) collect	re (-) place
re (-) count	re (-) present
re (-) cover	re (-) research
re (-) create	re (-) sign
re (-) dress	re (-) sound
re (-) form	re (-) store
re (-) lay	re (-) treat

Hyphens are often used to indicate that a group of words is to be understood as a unit. The following are examples of well-used hyphens:

user-friendly software;
 reader-friendly definition (style);
 product-by-product input-output tables;
 a 2-day meeting; a 4-month stay (but 4 months’ holiday);

45 tonne-kilometres; 15 person-days;
 non-English-speaking population groups; non-EU-related business;
 one-size-fits-all approach; buy-one-get-one-free offer;
 hand-to-hand combat
 high-level talks
 a three-hour launch
 a scholar-athlete

4.28. In adverb-adjective modifiers, there is no hyphen when the adverb ends in -ly, or when ever is followed by a comparative adjective:

legally relevant feature
 hotly contested supporters
 occupationally exposed worker;
 a beautifully phrased sentence;
 impressively sharp wit;
 ever closer union

This applies irrespective of the form used in Oxford's English dictionary on Lexico:

fully automatic, fully grown, fully fashioned, fully fledged

With other adverbs, however, a hyphen is usually required:

well-known problem, above-mentioned report, well-indexed content, well-taken edits, broad-based programme

4.29. An adjective formed out of a noun and a participle should be hyphenated:

drug-related crime, crime-fighting unit; oil-bearing rock, edge-cutting technology, oil-producing regions, chest-thumping selves

4.30. Many phrases are treated as compounds, and thus need a hyphen, only when used attributively as premodifiers:

policy for the long term	BUT	long-term effects
production on a large scale	BUT	large-scale redundancies
balance of payments	BUT	balance-of-payments policy
cost of living	BUT	cost-of-living index
loans with low interest	BUT	low-interest loans
measures for flood control	BUT	flood-control measures

to meet face to face	BUT	face-to-face meeting
service provided free of charge	BUT	free-of-charge help

The following is a list of hyphenated compound words which might come in useful:

cultural-ethical advancement (культурно-етичний процес)
 decision-making (прийняття рішень)
 eco-environmental conservation (збереження середовища)
 employment-first policy (політика прийнятного забезпечення зайнятості)
 high-quality development (якісний розвиток)
 high-quality educational system (високоякісна система освіти)
 health-care system (система охорони здоров'я)
 in-depth discussions (всебічні (докладні, ґрунтовні) обговорення (дискусії))
 law-based exercise of state power (законність здійснення державної влади)
 law-based government administration (законність державного управління)
 law-based governance (законність управління)
 middle- and high-income countries (країни із середнім і високим рівнем прибутку)
 multi-tiered social security (багаторівнева система соціального забезпечення)
 non-selectivity (невибірковість)
 old-age insurance (базове страхування за віком)
 people-centered approach (підхід орієнтований на людину)
 pre-school education (дошкільна освіта)
 results-oriented democracy (демократія, орієнтована на результати)
 employment-first policy (політика прийнятного забезпечення зайнятості)
 well-regulated and sustainable system (ефективно регульована та стала система)
 whole-process people's democracy (народна демократія повного процесу)

4.31. Phrasal adjectives

When a phrase functions as an adjective – an increasingly frequent phenomenon in the late-20th-century English – the adjectival phrase should ordinarily be hyphenated to prevent miscues. Thus:

affirmative-action policy	in-court testimony
breach-of-contract claims	stop-and-frisk procedures
child-support payments	subject-matter jurisdiction

federal-question case

third-degree assault

grand-jury probe

(a) garden-variety divorce case

health-care-related issues

Phrasal adjectives of foreign origin, such as *bona fide*, *ex officio*, *mens rea*, *pro rata*, and *res ipsa loquitur* – in which the words generally have no English meaning when taken alone – are usually treated as exceptions to the rule of hyphenation.

When predicative, phrasal adjectives are not usually hyphenated:

This rule is well worn, **BUT** This is a well-worn rule.

An exception is short-lived which is always hyphenated.

When the first or second element in a phrasal adjective is compound, it also needs to be hyphenated:

post-cold-war norms, not post-cold war norms. Otherwise, as in the example just quoted post appears more closely related to cold than war.

When two phrasal adjectives have a common element at the end, and this ending portion (usually the last word) appears only with the second phrase, insert a suspension hyphen after the unattached words to show their relationship with the common element. The hyphens become especially important when the phrases are compounded in this way:

a general-on public-interest law

N.B.

fact-bound, duty-bound are usually hyphenated as a phrasal adjective

Off-the-record, *adj.* This is the standard phrase for any comment explicitly not for recordation or attribution. As a phrasal adjective proceeding what it modifies, it should be hyphenated **<an off-the-record statement>**, but not when it follows what it modifies **<a statement off the record>**. Some writers have experimented with *offrecord*, that word is not yet standard.

Subject-matter is best hyphenated as an adjectival phrase **<subject-matter jurisdiction>**. Only in BrE is the phrase hyphenated as a noun.

Subject-matter jurisdiction (+ the extent to which a court can claim to affect the conduct of persons) is contrasted with personal jurisdiction.

Up-to-date should be hyphenated as an adjective, unhyphenated as an adverb. Hence, “Once the log is brought up to date, we will have an up-to-date log”.

Law and order. The phrase (originating in AmE but in 19th-century BrE) is hyphenated only when it functions as an adjective: e.g.: “Had Ervin been extra careful about appearing tough on law-and-order issues, he probably would have done such things.” As a noun phrase, it should remain unhyphenated: “Then all respect for law and order would vanish.”

4.32. Chemical terms. Note that open compounds designating chemical substances do not take a hyphen in attributive position: boric acid solution, sodium chloride powder.

4.33. Prefixes are usually hyphenated in recent or ad hoc coinages:

anti-smoking campaign, co-sponsor, co-chairman, co-author, co-driver, co-producer, ex-army, non-resident, non-flammable, pre-school, quasi-autonomous

If they are of Latin or Greek origin, however, they tend to drop the hyphen as they become established:

antibody, cooperation, subcommittee, subsection, subsegment, submit, subparagraph

Others are more resistant to losing the hyphen:

co-determination, end-phase, all-embracing, all-important, all-inclusive, all-action, all-consuming, all-day, all-metal, off-market operations, off-duty

NOTE:

end user, endpoint, end result, end product, endgame, nonsense, overalls, email

4.34. Nouns from phrasal verbs. These are often hyphenated or written as single words. The situation is fluid:

handout, takeover, comeback

BUT

follow-up, run-up, spin-off, start-up, break-in, hang-up, break-out, clean-up

4.35. Present and past participles of phrasal verbs. When used attributively they are generally hyphenated:

cooling-off period

4.36. Avoiding double consonants and vowels. Hyphens are often used to avoid juxtaposing two consonants or two vowels:

anti-intellectual, co-education, part-time, re-election, re-entry, re-examine, pre-empt

However, the hyphen is often omitted, especially in commonly used words:

bookkeeping, cooperation, coordinate, macroeconomic, radioactive

4.37. Numbers and fractions. Numbers take hyphens when they are spelled out. Fractions take hyphens when used attributively, but not when used as nouns:

twenty-eight, two-thirds completed, seven-thousandths

BUT

an increase of two thirds

4.38. Units of measure. With compound adjectives denoting periods of time and amounts, plurals should be dropped in the adjectival phrase:

three-week hiatus fourteen-hour-a-day schedule four-year decline

4.39. Prefixes before proper names. A number of prefixes before proper names such as pro-, anti-, quasi-, vice-, and ex- require the use of a hyphen. Divide these words at the hyphen.

pro-American, intra-EU, mid-Atlantic, pan-European, trans-European

NOTE:

transatlantic is written solid

At the election of 1848, the “Free-Soil” party nominated Charles Francis Adams for Vice-President.

three-tier hierarchy the 87-page treaty pan-Arab Summit

4.40. Coordination of compounds. Hyphenated compounds may be coordinated as follows:

gamma- and beta-emitters, acid- and heat-resistant, hot- and cold-rolled products

Where compounds are not hyphenated (closed compounds), they should not be coordinated but written out in full:

macrostructural and microstructural changes, minicomputers and microcomputers, prenatal and postnatal effects, agricultural inputs and outputs

NOT

macro- and microstructural changes, mini- and microcomputers, pre- and postnatal effects, agricultural in- and outputs

BUT of course

macro- and micro-structural changes, pre- and post-natal effects

4.41. Related or contrasting pairs. Either ‘en’ dashes or hyphens are used to join related or contrasting pairs:

[–] hyphen

the Brussels–Paris route

a current–voltage graph

the height–depth ratio

[–] “en” dash

the Brussels–Paris route

a current–voltage graph

the height–depth ratio

4.42. Ranges. Either ‘en’ dashes or hyphens can be used to replace ‘to’ in a range, e.g. 2015–2019.

4.43. Closed compounds in technical texts. Some expressions that are written as separate words in everyday language become closed compounds in more specialist contexts, e.g. pigmeat, longwall. This reflects the fact that in a particular field such expressions have the status of precise terms.

5. CAPITALISATION

5.1. General. The basic rule is that proper nouns have an initial capital but common nouns do not. Initial capitals are often employed to excess in commercial and administrative circles, but they can be visually distracting and are often unnecessary, so should be used sparingly. When in doubt use lower case.

5.2. The use of initial capital letters or lower-case letters in correspondence.

article, an article, article 3	BUT	Article when making a general or specific reference to an Article of the Treaty on the Functioning of the EU (TFEU) or the Statute of the Court of Justice of the EU (CJEU)
commission(s) regional commissions	BUT	Commission (when used as a short title of a specific body that has already been mentioned), the European Commission
committee(s)	BUT	Committees (when used as a short title), the Committee on Foreign Affairs
conference(s)	BUT	Conference (when used as a short title of a specific conference that has already been mentioned), the Conference of Parliamentary Committees for European Union Affairs
conference room, conference room paper	BUT	Conference Room 4
Contracting Party (in the text of treaties, conventions and the like)	BUT	otherwise lower case

convention	BUT	Convention (in citing the title of a specific instrument), the European Convention on Human Rights
council	BUT	when using it as a short title, as a noun or adjective, for example, Council resolution 2019/11
east, eastern (geographical)	BUT	East, Eastern (political), East-West dialogue
government (local or municipal government, a system of government, a change of government, government-owned, government agency, a government department)	BUT	Government (when representing a State, as a noun only), the Government of Poland, that Government, the Government concerned, any Government wishing to participate
group	BUT	Renew Europe Group
headquarters (the Commission headquarters building)	BUT	the Headquarters of the European Council
member(s) (an individual member of a committee, a State member of an EU organ)	BUT	States Members of the European Union
observer	BUT	Observer (a person appointed to attend a meeting without the right to vote)
party (in general or specific references, for example, the States parties to the Treaty)	BUT	Party when using it in formal texts such as the text of a treaty, for example, the Parties to the present Convention, and when referring to a specific political Party, for example, the Conservative Party, the Socialist Party
permanent member	BUT	Permanent Mission of Ukraine to the European Union

Power (in general or specific references to a State, for example, a great Power; also when used adjectivally in that sense, for example, a three-Power agreement)

President (the President of the European Council; the President of the European Commission; the President of the European Parliament)

secretariat (the secretariat of an organisation)	BUT	The General Secretariat of the Council of the European Union
--	------------	--

south, southern (geographical use)	BUT	South (political and economic use): North-South dialogue
------------------------------------	------------	--

war (during the world wars, the cold war, the threat of a third world war)	BUT	First World War, Second World War
--	------------	-----------------------------------

west, western (geographical use (except in ECA terminology, West Africa to denote the subregion))	BUT	Western (political and economic use): the Western Powers
---	------------	--

5.3. Proper names and titles. Capitalise all words of significance in the titles of books, journals, magazines, articles, and art works. Do not capitalise articles (a, an, the) or conjunctions and prepositions that have four or fewer letters, except at the title's beginning. Do capitalise the first and last words of the title (even if they are articles, conjunctions, or prepositions), along with any word following a colon or semicolon.

Pride and Prejudice

The Joy Luck Club

Great Expectations

Much Ado About Nothing

The Forsyte Saga

Tender is the Night

Do not capitalise the word the if it is not part of a title or proper name.

the Eiffel Tower

The Economist

the Mediterranean Sea

The first word of a hyphenated word in a title is capitalised. The second word is also capitalised, unless it is very short.

“The Selling of an Ex-President”

Engine Tune-ups Made Simple

Names of people are capitalised, as are titles showing family relationships if the title is part of the person's name.

George Bush

Aunt Millie

King Charles III

Martha Washington

Uncle Ralph

Sir Francis Drake

Names of political groups and of formal organisations are capitalised

Democrats	the Left	Communists
Republicans	the Right	Socialists

5.4. Religions, religious titles and names, and nationalities.

Religions, their followers, and their sacred beings and sacred documents are capitalised.

Judaism	Jew	the Bible	Buddha
Catholicism	Catholic	the New Testament	
Islam	Muslim	the Koran	

Nations and nationalities are capitalised.

Austria	Sweden	Ukraine
Austrians	Swedes	Ukrainians

5.5. Names of languages.

English	Spanish	Finnish
Ukrainian	Arabic	Polish
Lithuanian	Greek	German

5.6. Places and addresses.

Cascades	Idaho	Joe's Diner	Downing Street
Asia	England	Philadelphia	Elm Boulevard

NOTE:

Capitalise common nouns such as main or center when they are part of an address.

Listed below are a number of places which always begin with a capital letter and would thus be considered to be proper names. In each case, though, there is something “lexical” about them, in that they seem to have a meaning which exists over and above the reference they have to a particular location:

Black Hole	Hyde Park Corner	Scotland Yard
Broadway	Madison Avenue	Third World

East End	Mayfair	West Bank
Fort Knox	Number 10	West End
Greenwich Village	Pearl Harbor	

5.7. Adjectives formed from proper nouns, and titles of distinction that are part of proper names.

Proper adjectives formed from proper nouns

English tea	Cartesian coordinates
French perfume	Balinese dancer

NOTE:

Both Oriental and oriental are considered correct, though the capitalised form is more common. Both Biblical and biblical are considered correct.

Titles of distinction

Capitalise a title of distinction when no words separate it from a proper noun. Do not capitalise most title designations if they are followed by the preposition of.

Governor Cuomo	Mario Cuomo, governor of New York
Mayor Giuliani	Rudolph Giuliani, mayor of New York

NOTE:

When titles of the highest distinction are proper names for a specific office – President, Prime Minister – they often remain capitalised, even if followed by a preposition and even if not paired with a specific name.

Joe Biden, President of the United States
Keir Starmer, Prime Minister of Great Britain

Capitalise titles and abbreviations of titles when they follow a comma – as in an address or closing to a letter.

Martha Brand, Ph.D.

Sally Roth, M.D.

Fred Barnes, Sr.

David Burns, Executive Vice-President

5.8. Particular objects and name-brand products.

Mount Washington

Ford Taurus

USS Hornet

Sam Rayburn Building

Jefferson Memorial

Aswan Dam

Bic pen

Apple computer

Whopper

Sony television

5.9. Acronyms and abbreviations of companies, agencies, and treaties.

FAA

Federal Aviation Administration

ABM Treaty

Anti-Ballistic Missile Treaty

DEC

Digital Equipment Corporation

ASEAN

Association of South-East Asian Nations

ACHPR

African Commission on Human and Peoples' Rights

AID

Agency for International Development

EPA

Environmental Protection Agency

The existence of an acronym or initialism does not mean that initial capitals must be used when the corresponding expression is written out in full:

non-governmental organisation (NGO)

BUT

European Central Bank (ECB) (as this is the official name of the institution)

5.10. The prefixes ex, un, and post are capitalised only when they begin a sentence or are part of a proper name or title.

a post-Vietnam event

an un-American attitude

the Post-Vietnam Syndrome

the Un-American Activities Committee

5.11. Programmes, policies, agendas, strategies, action plans, frameworks, etc.

These are in lower case:

the programme on research and development in advanced communications

technologies in Europe
Europe 2020 strategy
common agricultural policy
EU action plan on urban mobility
Common policy on asylum and migration
Community legal instruments

5.12. Titles of organisations, institutions, directorates, units, sections, office holders, committees, delegations, etc. Use initial capitals on all nouns and adjectives when writing out titles in full:

Publications and Dissemination Directorate
Business Development and Support Unit
Editorial Partnerships Section
Future Policies Working Group
President of the Council
Director-General for Agriculture
Council of Europe
European Development Fund
Markets in Crop Products Directorate
President of Ukraine
President of the French Republic
Vice-Chair of the Committee on International Relations (but referring back, you should write ‘the vice-chair noted that ...’)

Use capitals for a particular institution or person, but small letters for groups of institutions or people. Exception: references to permanent EU bodies/formations (e.g. ‘College of Commissioners’, ‘Directorates-General’, ‘Cabinets’) and to official functions within the EU institutions (e.g. ‘Members of the Commission’, ‘Directors-General’) always take a capital letter, whether in the singular or the plural.

Ad hoc groups (e.g. the Polish delegation to a meeting) do not require initial capitals.

For long names that read more like a description than a real title use an initial capital for the head word and lower case for the rest:

Committee for the adaptation to technical progress of the Directive on the introduction of recording equipment in road transport (tachograph)

Joint FAO/EC working party on forest and forest product statistics

Names of institutions reproduced in a foreign language should retain the capitalisation of the original language, e.g. Banque centrale du Luxembourg. If you translate the name directly then English capitalisation rules apply, e.g. Central Bank of Luxembourg. Use initial capitals for official or literal translations but lower case for descriptive translations:

The Federal Constitutional Court is the German supreme court.

5.13. Full titles of international agreements, conferences, conventions, etc. Nouns and adjectives have an initial capital when using the full title:

International Coffee Agreement

European Convention on Human Rights

Convention on Diplomatic Relations 1961

Conference on Security and Cooperation in Europe

General Agreement on Tariffs and Trade

BUT use lower case when referring back to the agreement, the conference, etc.

5.14. Short forms. When deciding whether to capitalise or not, it is useful to draw a distinction between:

- writing out official titles in full; and
- using a short form

Using a short form of the official title can make a text more readable by not spelling out the full title every time it appears in the text. Authors often use this device quite naturally and without thinking, but often capitalise the short form unnecessarily. This is particularly common when authors refer back to the names of EU and national strategies, programmes, action plans, etc., which often have their origin in the title of a published document. Do not use initial capitals when referring back to titles or documents in this way (even if the form you are using is not much shorter than the original title):

The evaluation guidelines

Slovakia's 2013-2020 social protection programme

the 2020 action plan implementing the 2013-2022 medicines strategy

The degree of formality of a text can also influence the choice of upper or lower case. You can write the Latvian government, the Spanish environment ministry, the German and Swedish agriculture ministers, etc., except:

- when using (a translation of) the full formal title;
- in the expression ‘Heads of State or Government’;
- in diplomatic correspondence (see Annex 7).

The use of lower case in short forms should not introduce ambiguity. For example, an initial capital may be needed to avoid confusion between the Funds in reference to specific EU funds like the European Social Fund and the funds as amounts of money in a more general sense.

5.15. Generic descriptions. While the full official name of a body always takes initial capitals, generic descriptions such as national regulatory authority, managing authority, certifying authority, intermediate body or auditing authority do not.

5.16. References to EU legislation. Write Regulation, Decision, Directive, Annex and Article (followed by a number) with capitals if they refer to specific acts; use lower case for references to regulations, directives, etc. in a generalised sense and when referring to proposed legislation (i.e. draft regulation, a possible new directive on ...).

5.17. Draft legislation. Note that the words draft and proposal should be written in lower case even in the titles of draft legislation.

5.18. Publications. The titles of books, journals, newspapers and periodicals normally take a capital on each word except articles, prepositions and conjunctions, and when cited are written in italics:

It was reported in the Daily Mail but not in The Times (‘The’ is part of the title.)
the Cambridge Journal of Economics
European Economy
PM2
Project Management Methodology Guide
Interinstitutional Style Guide

although the shortened title of the Official Journal of the European Union is written in roman type:

the Official Journal

For long titles and all subtitles use a capital only on the first word, on any proper nouns and on any adjectives formed from proper nouns:

Economic and budgetary outlook for the European Union 2017

Handbook on European law relating to asylum, borders and immigration

Likewise, titles of papers included in journals or as chapters in books, along with newspaper articles, take a capital only on the first word, on any proper nouns and on any adjectives formed from proper nouns. When cited, they are written in roman type in quotation marks.

5.19. Headings and subheadings. All headings and subheadings within a document take a capital only on the first word, on any proper nouns and on any adjectives formed from proper nouns.

5.20. Periods, events, festivals, seasons. Use initial capitals for periods such as:

Second World War; Dark Ages

and events such as:

International Year of the Child

Second UN Development Decade

European Job Day

Edinburgh Festival

Use capitals for days of the week, months and feast days:

Tuesday, August, Ascension Day, pre-Christmas business

Do not use capitals for the 2024/2025 marketing year, the 2025 budget year, and so on.

Do not use capitals for spring, summer, autumn or winter.

5.21. Graphics, tables and cross references. When they are followed by a numeral, always use an initial capital for Figure (Fig.), Number (No), Table, Volume (Vol.), Part, Chapter (Chap.), Subchapter (Subchap.), Division (Div.), Section (Sect.), Subsection (Subsect.) and Article (Art.). In running text, the abbreviations indicated should be spelt out. Do not capitalise page, paragraph, subparagraph, footnote, point or line.

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refer to footnote 6

as shown in Figure 5

see also the following chapter/section

5.22. Party denominations and organisations. Use capitals for their names:

Socialist Group, Fianna Fáil Party

BUT liberal, socialist, etc. otherwise.

5.23. State or state? Generally, use lower case, e.g.:

state-owned	nation states	state of law
reasons of state	the Arab states	

except in an abstract or legal sense, e.g.:

the separation of Church and State

and in the following instances, which are rooted in the Treaties:

Member States (when referring to EU Member States)

State aid

Heads of State or Government (when referring to the heads of state or government of all the Member States as a group)

5.24. Geographical names and political divisions. Use initial capitals for proper nouns:

North Pole	Trafalgar Square	Northern Ireland
River Plate	Third World	East Midlands
River Danube	North Rhine-Westphalia	the North-West Frontier

BUT lower case when describing a geographical area:

northern England

western, central and eastern Europe

central European countries

Industry is concentrated in the north of the country

NUTS (Nomenclature of Territorial Units for Statistics) region names do not follow these rules as they refer to the name of the authority for each region.

The South East is an administrative region of England, but do not use capitals in the general expression 'Rain is forecast for London and the south-east'.

The words north, south, east and west shall not be capitalised when used to express directions, they are properly capitalised when they denote regions of the world or of a country (e.g. Midwest, Far East, the South, Western Australia).

5.25. Proprietary names and generic terms. Proprietary names (or trade names) are normally capitalised, e.g.:

Airbus	Disprin
Land Rover	Polaroid

unless they have become generic terms, such as:

aspirin	linoleum	celluloid
gramophone	nylon	

NOTE:

internet, the web

5.26. Celestial bodies and objects. Since they are proper nouns, the names of planets, moons, stars and artificial satellites are capitalised (Venus, Rigel, LISA Pathfinder). However, the earth, the moon and the sun do not normally take an initial capital unless they are specifically referred to as celestial bodies.

The Starship Enterprise returned to Earth.

BUT

The sun was warm and Alice daydreamed until she was brought back to earth by a loud noise.

5.27. Derivations from proper nouns. Not all adjectives derived from proper nouns take a capital:

Bunsen burner

Faraday cage

BUT

arabic (numerals)

french (chalk, polish, windows)

morocco (leather)

roman (type)

Consult a reliable dictionary, as practice varies.

5.28. Hyphenated constructions. Where constructions starting with one letter followed by a hyphen appear as a heading or at the beginning of a sentence, the letter preceding the hyphen should remain in lower case, e.g. e-Evidence or o-Toluidine.

5.29. All capitals. Using all capitals for words in running text has the effect of emphasising them, often excessively so, so should generally be avoided. Writing entire passages in block capitals has a similar over-emphatic ‘telegram’ effect. Use bolding or other devices instead to convey emphasis.

Upper case may also be employed for names used as codes or in a different way from usual, e.g. VENUS as a cover name for a person or for a computer server rather than the planet. Where confusion is unlikely, however, use just an initial capital, e.g. prefer Europa to EUROPA for the web server of the European institutions, since it is unlikely to be confused with the moon of the same name. For this use, see also Chapter 7 on abbreviations.

5.30. Initial capitals in quotations. Start with a capital in running text only if the quotation is a complete sentence in itself:

Walther Rathenau once said ‘We stand or fall on our economic performance.’

The American government favours ‘a two-way street in arms procurement’

6. ITALICS

A word set in italics calls attention to itself. On the typewritten (or handwritten) page, words that you would italicise are underlined. Italics have three principal uses: they give emphasis; they mark the plural forms of letters and numbers; and they denote titles of long works and certain names.

6.1. Underline or italicise words if they need a specific emphasis

Words that you underline or set in italics are given particular emphasis. As a stylistic tool, *italicising* will work well only if you do not overuse it.

Cultural relativity does not mean that a behavior appropriate in one place is appropriate everywhere.

Italicised words can be useful to create emphasis and change meaning in sentences, especially when writing attempts to duplicate the emphasis of speech.

“*You’re* going to the movies with him?” [Why you and not Susan?]

“You’re going to the movies with *him*?” [Why would you go with him?]

“You’re going to the *movies* with him?” [Why aren’t you going to the theater?]

NOTE:

The best way to create emphasis in your writing is not to simulate emotion with punctuation or with typeface, but to make your point with words. Italics should be saved for rare occasions and for a specific purpose. Overuse devalues the emphasis of italics and makes your writing appear overexcited and unconvincing.

OVERUSED	The Phoenicians were masters of the sea and with the cities they founded, like Tyre and Carthage, they became commercial giants. But Rome envied the Phoenician wealth. The angry prophet Isaiah called the Phoenicians sinners, and the heroic poet Homer thought they were sly. Ultimately, these many hatreds crushed the Phoenicians.
REWORDED	During the hundreds of years that they dominated the seas, the Phoenicians made enemies, the sort of enemies that are inevitable when you are commercially successful. Homer's heroic poems described the Phoenicians as slippery and as swindlers. Isaiah called Tyre a whore. The Romans depicted the Carthaginians as treacherous. In the end, the Phoenicians and Carthaginians lost to those enemies and were completely crushed, militarily and culturally.

6.2. Underline or *italicise* words, letters, and numbers to be defined or identified

Use *italics* for words to be defined

Words to be defined in a sentence are usually underlined or set in *italics*. Occasionally, such a word is set in quotation marks.

- Option The operating system runs a computer as a sort of *master organiser* that can accept commands whenever no specific program is running.
- Option The remarkable permanence of color in certain statues at the Acropolis is due, partly, to the technique of “*encaustic*”, in which pigment is mixed with wax and applied to the surface while hot.

Use *italics* for expressions recognised as foreign

Underline or *italicise* foreign expressions that have not yet been assimilated into English but whose meanings are generally understood. The following is a brief sampling of such words.

<i>Amore</i> [Italian]	<i>esprit de corps</i> [French]	<i>goyim</i> [Hebrew]
<i>Doppelgänger</i> [German]	<i>e pluribus unum</i> [Latin]	<i>post hoc</i> [Latin]
<i>enfant terrible</i> [French]	<i>hombre</i> [Spanish]	<i>pitié</i> [French]

No underlines or italics are used with foreign expressions that have been assimilated into English. The following is a brief sampling of such words.

alter ego [Latin]	kibitz [Yiddish]	fellah [Arabic]
ex post facto [Latin]	maestro [Italian]	kayak [Eskimo]
hoi polloi [Greek]	blitz [German]	machete [Spanish]
guru [Sanskrit]	fait accompli [French]	memorabilia [Latin]

Foreign phrases

Anglicised terms of foreign origin appear in Roman (i.e. non-italic) type (e.g. bonus). The following French and Latin unnaturalised terms are *italicised*:

coup de grâce, coup d'état, à propos, tour de force, succès d'estime, cul-de-sac, laissez-faire, tête-à-tête, bona fide, ab initio, de facto, de jure, per capita, per se, quasi, status quo, pro forma, pro tanto, prose, bona fide, carte blanche, etc.

A few foreign words, such as cliché, carte blanche, have no English equivalent and are in current use.

The word in, which is a part of each of the following Latin phrases, *ought to be italicised* as well:

in flagrante delicto, in forma pauperis, in loco parentis, in pari material, in statu quo.

NOTE:

Statu quo is the correct form, as taken from the original Latin phrase “in statu quo res erant ante bellum”

PRO tem is the abbreviation for pro tempore (= for the time being).

This fairly common Latinism is used as a postpositive adjective in phrases such as mayor pro tem, judge pro tem, justice pro tem.

The first known use of pro tem was in 1777.

PRO tanto (= only to that extent; for so much) is a defensible Latinism commonly used in law. No other word quite works without substantial rewording. The phrase may be used

adjectivally:

a pro tanto payment

or adverbially:

The supplying company has fulfilled its obligations pro tanto – that is, it has delivered 500 units out of the 1000 agreed upon.

The debt is pro tanto discharged.

PRO se, adv.; adjective [Latin] for oneself; on one's own behalf; without a lawyer; a pro se defendant proceeded.

PRO se < a pro ce defendant > – also termed pro persona; in propria persona.

PRO se, n. One who represents oneself in a court proceeding without the assistance of a lawyer. The third case on the court's docket involving a pro se. – Also termed pro. per.

Use *italics* to designate words, numerals, or letters referred to as such

Underline or *italicise* words when you are calling attention to them as words.

Many writers have trouble differentiating the uses of lie and lay.

The word the is not capitalised in a title, unless it is the first word of the title or follows a colon or semicolon.

Italicise letters and most numerals when they are referred to as letters or numerals.

She crosses the t in top.

Shall I write a 1 or a 2?

The combination of *italics* (or underlining) and an apostrophe with the letters is used to make numbers and letters plural.

Cross your *t's* and dot your *i's*.

We saw *l's* on the scoreboard each inning a good sign.

Vogue words are those faddish, trendy words. They may be neologisms or they may be old words in novel senses, which quickly become clichés or standard idioms. The following is a representative collection of modern diction:

self-effective	need-to-know basis	state-of-the-art
eventuate	-oriented (e.g. law-oriented)	reader-friendly
exposure	no-lose situation	user-friendly
interface	no-win situation	wise
-ise/-ize words	overly	win-win situation
		worst-case scenario

Viable adjectives such as durable, lasting, effective, and practical are more appropriate.

NOTE:

“The best way to resist the harm of Vogue words is to stick resolutely, in speech and writing, to each vogue word’s central meaning. Express sympathy far and wide, but keep empathy for aesthetics or psychiatry”.

(Jackue Barzun, Simple and Direct: A Rhetoric for Writers. Harrer and Row, 1975)

6.3. Use underlining or *italics* for titles of book-length works separately published or broadcast, as well as for individually named transport craft

Use *italics* for books, long poems, and plays

<i>Love in the Ruins</i> [novel]	<i>Antigone</i> [play]
<i>The Joy Luck Club</i> [novel]	<i>The Odyssey</i> [long poem]
<i>A Discovery of the Sea</i> [book]	<i>The Rime of the Ancient Mariner</i> [long poem]
<i>Twelfth Night</i> [play]	

The titles of sacred documents (and their parts) as well as legal or public documents are frequently capitalised (see 30d) but are not set in italics.

the Bible	the Koran	the Bill of Rights
the Magna Carta	the New Testament	Book of Exodus

Use *italics* for newspapers, magazines, and periodicals

the *Boston Globe* *Brookline Citizen* the *Georgia Review*
 the *New York Times* *Times* *Archaeology*

With newspapers, do not capitalise, underline, or set in italics the word *the*, even if it is part of the newspaper's title. Italicise or underline the name of a city or town only if it is part of the newspaper's title. Titles of particular selections in a newspaper, magazine, or journal are set in quotation marks.

Use *italics* for works of visual art, long musical works, movies, and broadcast shows

Rodin's The Thinker *the Burghers of Calais*
The Last Judgment *Mozart's The Magic Flute*
Van Gogh's The Starry Night *the German Requiem*

NOTE:

Underline or set in italics the article *the* only when it is part of a title.

Movies and television or radio shows are *italicised*.

As the World Turns *All Things Considered*
A Prairie Home Companion *The Firm*
Late Show with David Letterman *Jurassic Park*

Use *italics* for individually named transport craft: ships, trains, aircraft, and spacecraft

USS *Hornet* (a ship) *the Montrealer* (a train)
Atlantis (a spacecraft) *Apollo X* (a spacecraft)
HMS *Bounty* (a ship) *Spirit of St. Louis* (an airplane)

Do not underline or italicise USS or HMS in a ship's name.

7. NAMES AND TITLES

Personal names and titles

7.1. General. Surnames are not normally written in upper case in running text (thus Mr Juncker not Mr JUNCKER), unless the aim is to highlight the names (e.g. in minutes).

At the end of EU legislation, the surname of the signatory appears in upper case.

Avoid the non-English practice of using the initial for the first name in running text. Wherever possible spell out the first name the first time round and contract thereafter. Thus:

Federica Mogherini (first mention), Ms Mogherini (thereafter)

Tony Blair (first mention), Mr Blair (thereafter)

If it is impossible to track down the first name, then drop the initial.

7.2. Personal names should retain their original accents, e.g. Cañete, Malmström, Šefčovič. The German ß may, however, be replaced with ss, e.g. Clauss, if the person in question has expressed a preference for that spelling or spells their own name that way.

7.3. Ms – Mme – Frau. As a matter of courtesy use Ms in English unless you know that the person concerned prefers otherwise. Note that the French Mme and German Frau are likewise courtesy titles: a Mme or Frau is not necessarily a Mrs (i.e. married).

7.4. Mx. The most common title for non-binary people is Mx. Use this unless you know that the person concerned prefers otherwise. Note that unlike singular they, Mx cannot be used to indicate that you are uncertain of a person's gender (in which case it is better to use no title).

7.5. Foreign-language titles. Avoid titles not customary in English, but note that if you use Mr, Ms or Mx, you must be sure of the gender of the person in question.

For	write
Prof. Dr. H. Schmidt	Prof. H. Schmidt
Dipl.-Ing. W. Braun	Mr W. Braun
Drs. A. Baerdemaeker	Ms A. Baerdemaeker
Ir. B. De Bruyn	Ms B. De Bruyn
Me Reuter	Mr Reuter

7.6. Doctor. The title Dr should be given when it appears in the original (except in combined titles, as above), regardless of whether the holder is a doctor of medicine or not.

7.7. Government ministers and senior officials. When translating into English, write ‘Minister for...’ but ‘Ministry of...’. In formal texts, use the translations given in EUWhoiswho for representatives of the governments of EU Member States who regularly take part in Council meetings. Abbreviated forms may be used in informal texts (e.g. ‘Foreign Minister’ for ‘Minister for Foreign Affairs’).

Names of bodies

7.8. If a body, for example an international organisation, has an official name in English, always use that:

World Organisation for Animal Health (rather than Organisation Mondiale de la Santé Animale)

If it does not, follow the tips below.

7.9. In legal acts (i.e. any text where the English will have legal force), always use a body’s official name:

This Decision is addressed to Federazione Dottori Commercialisti.
Logistik GmbH and CargoCo s.à.r.l. have infringed Article 101 TFEU.

Names in a non-Latin alphabet should be transliterated (and not translated):

Dimosia Epichirisi Ilektrismou AE (DEI) (rather than Public Power Corporation SA (PPC))

7.10. Elsewhere, if a body’s name is essentially a description of what it does, for example the name of a ministry, you should translate it, preferably with a commonly accepted or previously used term (see, for example, EU Whoiswho). The following solutions are all possible, depending on the type of document and/or the importance of the body in the document:

the Bundesministerium für Gesundheit [Federal Ministry of Health]
[e.g. in certain formal documents, where specifically instructed to leave the body’s name in its original source-language form, with or without a translation]
the Federal Ministry of Health [Bundesministerium für Gesundheit]
[e.g. where this body plays a significant role in the document]
the Federal Ministry of Health

[e.g. when part of a long list of ministries or mentioned just in passing]
 the German health ministry
 [informal, e.g. web text]

After the first mention, the name given in brackets may be dropped. The full name may also be shortened if there is no risk of confusion, e.g. the Bundesministerium/Ministry replied that...

European Commission <https://commission.europa.eu/> Guidelines for translating into English

For judicial bodies, see the suggested translations in the Country Compendium.

Country Compendium – a companion to the English Style Guide (August, 2025).
 Interinstitutional Style Guide – for English

- List of countries, territories, currencies
- The Essential Guide to drafting Commission documents in EU Competition Law
- Joint practical guide for persons involved in the drafting of EU legislation
- Tips on translating into English
- Clear English for EU translators
- Translating from Slovak into English

7.11. In contrast, if the name is essentially a proper name, such as a company name, leave it in the original form. However, at the first mention it may sometimes be useful to include an ad hoc or previously used translation or to give an explanation:

The company's name had by now been changed from Pfaffenhofener Würstli [Pfaffenhofen Sausages] to Bayrische Spezialitäten [Bavarian Specialities].

The Delflandse Wandelvrienden [a local Dutch hiking association] wrote to the President direct.

Note that company abbreviations may be omitted after the first mention:

The firms in question are Rheinische Heizungsfabrik GmbH, Calorifica Italia SpA, SIA Ekobriketes, and Kamna Dvořák sro. In the meantime, Ekobriketes and Kamna Dvořák have gone out of business.

7.12. Familiar foreign names. If a body's original-language name is familiar to the intended readership, or the body uses it in its own English texts, use that rather than a translation:

The Bundesbank has issued a new policy directive.

Médecins Sans Frontières has long been active in this region.

7.13. Abbreviations. Where a body is referred to in the original language by an abbreviation, do not translate it with an improvised English one. Instead, give the English name followed by the original abbreviation (transliterating if necessary) in brackets (or vice versa) upon first mention, and include the original name as well if it is given:

the German Social Democratic Party (SPD)

SKAT (the Danish Central Customs and Tax Administration

the Czech General Health Insurance Fund (Všeobecná zdravotní pojišťovna České Republiky – VZP)

the Regional Public Health Inspectorate in Bulgaria (RIOKOZ)

In the rest of the text, you may use just the abbreviation.

7.14. Back-transliteration of names. Where a name written in a non-Latin alphabet is obviously a rendering of a word or phrase normally written in the Latin alphabet, e.g. an English expression, use that rather than a transliteration:

Orange Juice AE not Orantz Tzous AE

Bulgaria Air not Bulgaria Er

Geographical names

7.15. General. Many place names have an anglicised form, but as people become more familiar with these names in the language of the country concerned, so foreign spellings will gain wider currency in written English. As a rule of thumb, therefore, use the native form for geographical names (retaining any accents) except where an anglicised form is overwhelmingly common. If in doubt as to whether an anglicised form is in widespread use, use only those given in the following sections and in the Country Compendium.

7.16. Orthography. Recommended spellings of countries (full names and short forms), country adjectives, capital cities, currencies and abbreviations are given in A5 to the Interinstitutional Style Guide. Geographical names frequently contain pitfalls for the unwary, particularly in texts dealing with current events. Check carefully that you have used the appropriate form in English. Examples: Belén/Bethlehem; Hong-Kong/Hong Kong; Irak/Iraq; Mogadiscio/Mogadishu; Karlsbad/Karlovy Vary; Naplouse/Nablus; Saïda/Sidon.

7.17. Countries/cities. Watch out for the definite article when translating place names from French, as in the following table.

Country/territory	City/town
(au) Gaza – the Gaza Strip	(à) Gaza – Gaza
(au) Guatemala – Guatemala	(à) Guatemala – Guatemala City
(au) Mexique – Mexico	(à) Mexico – Mexico City

N.B. in Spanish:	México – Mexico	México D.F. – Mexico City
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7.18. Scandinavian/Nordic. When referring to the countries of the Nordic Council, i.e. Denmark (including the Faeroes and Greenland), Finland (including Åland), Iceland, Norway and Sweden, use ‘Nordic’ rather than ‘Scandinavian’ in terms such as ‘Nordic countries’ or ‘Nordic cooperation’.

However, you may use ‘Scandinavia(n)’ if you do not need to be specific, though bear in mind the following points. In its narrow geographical interpretation, ‘Scandinavia’ refers to the two countries of the Scandinavian peninsula, i.e. Norway and Sweden. In practice, however, it includes Denmark and is often stretched to cover Finland. As a cultural term, ‘Scandinavian’ also embraces Iceland and the Faeroes. Note that ‘Scandinavian languages’ refers to the northern Germanic languages, i.e. Danish, Faeroese, Icelandic, Norwegian, and Swedish, but not of course Finnish.

7.19. Names of regions. Regional names fall into three types.

Administrative units. Anglicise only those names with translations in the Country Compendium. Other names should be left in the native spelling, without quotation marks.

Traditional geographical names. Anglicise if the English has wide currency, e.g. the Black Forest, the Ruhr. Otherwise retain original spelling and accents. Regional products are a frequent example:

a Rheinhessen wine, the eastern Périgord area, the Ardèche region

N.B.

it is useful to add 'region' or 'area' in such cases)
Lüneburger Heide

Officially designated development areas. Designated development areas are mostly derived from names of administrative units or from traditional geographical names, often with a defining adjective. Follow the appropriate rule above, e.g.:

Lower Bavaria; the Charentes development area

The name of the cross-border region Euregio is written with an initial capital only.

NOTE:

A compass point is capitalised only when it functions as a noun and serves as the name of a particular area of the country. As a direction, a compass point is not capitalised.

No CAPITALS	I'll be driving northeast for the first part of the trip. [The word northeast in this sentence is a modifier and indicates a direction, not a region.] We made a course to the northeast, but soon turned to the north. [These are compass points, not the names of regions.]
CAPITALS	I'll be vacationing in the NORTHEAST this year. [The word Northeast is the name of an area of the country.]

7.20. Rivers. Use the forms Meuse (Maas only if the context is solely Flanders or the Netherlands) and Moselle (Mosel only if the context is solely Germany). Write Rhine for Rhein, Rhin, and Rijn, and Rhineland for Rheinland. Also: Oder for Odra (Polish and Czech); Tiber for Tevere; Tagus for Tajo/Tejo. Note that the river called the Labe in Czech is known as the Elbe in English.

If included at all, the word ‘river’ normally precedes the proper name (the River Thames), unless it is regarded as an integral part of the name (the Yellow River). In either case, it takes a capital letter.

7.21. Seas. Anglicise seas (e.g. the Adriatic, the North Sea, the Baltic); Greenland waters implies official sea limits; use ‘waters off Greenland’ if something else is meant.

7.22. Lakes. Use the English names Lake Constance (for Bodensee), Lake Geneva (for Lac Léman), Lake Maggiore (for Lago Maggiore) and Lake Balaton (for Balaton).

7.23. Strait/straits. The singular is the form commonly used in official names, for example: Strait of Dover or Strait of Gibraltar.

7.24. Other bodies of water. Write IJsselmeer (not Ij- or Y-), Wattenmeer, Kattegat (Danish), Kattegatt (Swedish), Great/Little Belt.

7.25. Islands. Islands are often administrative units in their own right, so leave in original spelling, except Corsica, Sicily, Sardinia, the Canary Islands, the Azores and Greek islands with accepted English spellings, such as Crete, Corfu, Lesbos.

Use Fyn rather than Fünen in English texts and use West Friesian Islands for Waddeneilanden.

7.26. Mountains. Anglicise the Alps, Apennines (one p), Dolomites, Pindus Mountains, and Pyrenees (no accents).

Do not anglicise Massif Central (except for capital C), Alpes Maritimes (capital M) or Schwäbische Alb.

Alpenvorland should be translated as the foothills of the Alps.

Proper names with component Mountains have two plural variants:

Great Smoky Mountains	➤	Great Smokies
Rocky Mountains	➤	Rockies

7.27. Valleys. Words for valley should be translated unless referring to an official region or local produce: the Po valley, the Valle d’Aosta, Remstal wine.

7.28. Cities. See the sections on individual countries in the Country Compendium.

7.29. Non-literal geographical names. Geographical names used in lexicalised compounds tend to be written in lower case, as they are no longer considered proper

adjectives: gum arabic, prussic acid. Consult an up-to-date reliable dictionary in cases of doubt.

7.30. Compass points. Adjectival forms are not capitalised unless they form part of a proper name, e.g. an administrative or political unit or a distinct regional entity. Hence southern Africa, northern France, eastern Europe but South Africa, Northern Ireland, East Indies. Noun forms are capitalised when they refer to geopolitical concepts (the West, the East) or geographical concepts (the North of England, the South of France), but not otherwise (the sun rises in the east and sets in the west). Compass bearings are abbreviated without a point (54° E).

Compound compass points follow the same rule and are hyphenated. Hence south-eastern Europe but the North-West Passage, South-East Asia; they are always abbreviated as capitals without points (NW France).

7.31. Addresses. With the exception of the name of the country, which should be translated and written all in upper case, postal addresses should be reproduced in the original language (but transliterated if they are in a non-Latin alphabet). Thus:

‘B.P.’ (boîte postale) should not be changed to ‘P.O. Box’.

‘Straße’ should not be changed to ‘Strasse’.

‘Den Haag’ should not be changed to ‘The Hague’.

7.32. EuroVoc is a multilingual, multidisciplinary thesaurus covering the activities of the EU. It contains terms in 24 EU languages (Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish), plus in three languages of countries which are candidate for EU accession: Albanian, Macedonian and Serbian.

EuroVoc is managed by the Publications Office of the European Union, which moved forward to ontology-based thesaurus management and semantic web technologies conformant to W3C recommendations as well as latest trends in thesaurus standards. The thesaurus is disseminated on the EU Vocabularies website.

EuroVoc users include the European Union institutions, the Publications Office of the EU, national and regional parliaments in Europe, plus national governments and private users around the world.

Preferred Term	New Value	Microthesaurus
intersectional discrimination	These grounds may include but are not limited to those protected by Art. 19 of the Treaty on the Functioning of the EU: sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation.	rights and freedoms
sanction (EU)	Do not confuse with “EU restrictive measure”. Sanction (EU) involves measures imposed on EU Member States that breach core EU principles.	European Union law
service	This consists of activities performed in order to meet people’s needs. Services are provided in the sectors such as transport, communication, trade, municipal management, healthcare, education, administration, judiciary, finance, insurance and personal services.	consumption
digital detox	deliberate break from digital devices to mitigate screen overuse and promote offline activities	technology and technical regulations
information technology industry	sector encompassing information and communications technology (ICT) including the development, implementation, and maintenance of computer systems, software, programming languages, data and information processing, and storage	information technology and data processing
defence industry	industrial sector that comprises defence companies producing weapon systems, defence products, military equipment, arms or dual-use goods, as well as components of these products and associated services	defence
deinstitutionalisation	process of liberating individuals from the effects of institutional living by transitioning them from large, impersonal facilities to personalised assistance and community-based accommodation, with a focus on enhancing personal freedom, promoting social inclusion, and providing tailored support within the community setting	social protection
European Green Deal	set of policy initiatives by the European Union aimed at making Europe climate neutral by 2050	environmental policy
euro area countries	member countries which have replaced their national currencies with the single currency, the euro	economic geography

Preferred Term	New Value	Microthesaurus
Quad countries	group of countries forming a diplomatic partnership committed to supporting an open, stable and prosperous Indo-Pacific	economic geography
multilingual dictionary	lists of words in a specific language paired with their equivalent translations in one or more other language(s)	documentation
serial publication	materials in any medium issued under the same title in a succession of discrete parts, usually numbered (or dated) and appearing at regular or irregular intervals with no predetermined conclusion	documentation
European Peace Facility	instrument aimed at enhancing the EU's ability to prevent conflicts, build and preserve peace and strengthen international security and stability	international security
document storage	process of storing documents in a secure and organised manner, which can be digital or physical	documentation
dissemination of information	targeted distribution or transmission of information to a specific public or audience	documentation
selective dissemination of information	service provided by libraries that informs users about specific resources and periodically notifies users of new publications, report literature or other data sources on topics in which users have indicated an interest	documentation
terminology	set of designations or concepts belonging to one specific language or field	information and information processing
common defence procurement	procurement jointly conducted by at least three Member States	European construction
anthropogenic climate change	climate change caused by human activity	deterioration of the environment
principle of non-refoulement	core principle of international human rights and refugee law that prohibits States from returning individuals in any manner (whether directly or indirectly) to territories where they may be at risk of persecution, torture, or other forms of serious or irreparable harm	migration
Just Transition Fund	fund established by the European Union to address the social and economic effects of the Just Transition Mechanism	EU finance

Preferred Term	New Value	Microthesaurus
territorial cohesion	European policy that promotes balanced and harmonious territorial development between and within countries, regions, cities and municipalities, and that ensures a future for all places and people in Europe, building on the diversity of places and on subsidiarity	European construction
Just transition	framework that ensures that the transition towards a climate-neutral economy happens in a fair way, leaving no region, sector, or community behind	environmental policy
holistic approach	method which takes account of all relevant factors to produce the best possible result	management
disaster resilience	capability of a community or society to resist and recover from a disaster	politics and public safety
disaster risk reduction	the process aiming to reduce the damage caused by natural hazards through prevention	politics and public safety

8. NUMBERS

Writing out numbers

8.1. Figures or words? Spell out the numbers one to nine, use digits thereafter; however, where numbers in ranges, ratios and other similar constructions fall above and below this limit use figures for both:

‘9 to 11°’, not ‘nine to 11’

‘2 of the 12’, not ‘two of the 12’

On web pages, all numbers should be written as figures.

Note that you should also always use figures for statistics in which two or more numbers are compared (3 new officials were appointed in 2015, 6 in 2016 and .), for votes (9 delegations were in favour, 7 against, and 6 abstained), for ranges denoted by an 'en' dash or hyphen (see Ranges, 6.15-6.16), and for serial numbers (Chapter 5, Article 9, Item 4) unless you are quoting a source that does otherwise (Part One of the EEC Treaty).

When two numbers are adjacent, spell one of them out:

90 fifty-gram weights, seventy 25-cent stamps

Similarly, where a sentence combines two sets of different figures, it is often clearer to use words for one and figures for the other:

Twelve of the children were over 10 and one was 9.

Always use figures with units of measurement that are denoted by symbols or abbreviations:

EUR 50, 250 kW, 205 Mg, 5 °C, 60 mph

The converse does not hold. If the units of measurement are spelled out, the numbers do not also have to be spelled out but may be written with figures:

250 kilowatts, 500 metres

With hundred and thousand there is a choice of using figures or words:

300 or three hundred but not 3 hundred

UR 3 000 or three thousand euro but not EUR 3 thousand

Million, billion and trillion, however, may be combined with figures:

2.5 million, 3 million, 31 billion, 47 trillion

Figures must be used in a series of stated quantities:

6 kg, 11 metres, 28 000 tonnes

Note that the numbers 1 to 9 are not spelled out in the following cases: seconds, minutes, hours, days, weeks, months, years, but two decades, three centuries.

8.2. Ordinal numbers. First, second, third, fourth, fifth, sixth, seventh, eighth, ninth (one to nine inclusive written in full), but:

10th, 11th, ... 21st, 22nd, 23rd, 24th, etc.

However, the ‘first to ninth’ rule does not always apply to ordinal numbers. For example:

5th place, 2nd edition, 9th century

BUT

third country, the third meeting of the committee, third party, first world, first and foremost, the second time.

In addition, in some legal documents, dates and reference to dates are written out in full:

This Directive shall enter into force on the twentieth day following that of its publication in the Official Journal of the European Union.

The thirty-first day of December, nineteen hundred and eighty-one

8.3. On rare occasions, a large number may need to be written out, e.g. in a financial document in which amounts are both presented as figures and spelled out. In such cases, the amount in words has a comma where the amount in figures has a space or comma (e.g. after the words ‘million’ and ‘thousand’), and the conjunction ‘and’ appears before the tens or ones in each group. For example:

For €672 508 323.50 write: ‘Six hundred and seventy-two million, five hundred and eight thousand, three hundred and twenty-three euro and fifty cents’

8.4. A sentence starting with a figure will often look out of place. Consider writing it out in full or inverting the word order: ‘During 1992 ...’ ‘Altogether 92 cases were found ...’, ‘Of the total, EUR 55 million was spent on ...’ However, a sentence beginning with a percentage may start with a figure: ‘32% of the funds...’

8.5. Grouping of thousands. Thousands are separated by a hard space:

15 000

Separation by a comma is allowed only in stand-alone graphics and infographics, popular works, promotional publications, press releases and audiovisual products and when writing for the web. For tables and graphics embedded in documents, thousands should be separated by a hard space. Note that serial numbers are not grouped in thousands.

8.6. Billion is used to designate a thousand million (and not a million million) and trillion a million million. Note that the words million, billion and trillion can be combined with figures: 3 000 million.

8.7. Abbreviating ‘million’ and ‘billion’. Do not use abbreviations like mio, bio, k, mill. The letters m and bn can be used for sums of money to avoid frequent repetitions of million, billion; this applies particularly in tables, where space is limited. The abbreviation is preceded by a hard space.

Serial numbers

8.8. When the following styles of serial numbering are used in the original text, they should be retained in the translation:

- Roman numerals: I, II, III, IV, etc. capital letters: A, B, C, D, etc.
- Arabic numerals: 1, 2, 3, 4, etc.
- lower-case letters: (a), (b), (c), (d), etc.
- lower-case Roman numerals: (i), (ji), (iii), (iv), etc.

Punctuation conventions (e.g. a pair of brackets, just a closing bracket, or no brackets) vary between languages. For EU publications, the punctuation should be adapted according to the rules set out in the Interinstitutional Style Guide: see ‘Subdivision of acts’ (for legal acts) and ‘Divisions of the text’ (for general publications). For example: ‘point a)’ in French becomes ‘point (a)’ in English. When translating other documents, you may make the same adaptations or follow the conventions of the original, as long as you are consistent.

In texts written in other alphabets, upper- and lower-case letters used as serial numbers should be replaced in the translation by the equivalent upper- and lower-case Latin serial numbers. Note, however, that numbering conventions vary from language to language and place to place.

In EU texts, where the lower-case letters from a to z are used for the first 26 points, the next 26 points are labelled from aa to zz, then aaa to zzz and so on.

Bulgarian likewise uses the first 26 letters of its alphabet, from a to ш, followed by aa to шшш, then aaa to шшшшш and so on. The last four letters of the alphabet (ю, я) are ignored.

The letters for hundreds, tens and units are combined, so la) represents the 11th item and is translated as (k), and pa) represents the 101st item and is translated as (www).

To find the equivalent lower-case letters to use in English, see the conversion tables in Annex 3 (Greek numbering) and Annex 5 (Bulgarian numbering).

Fractions and percentages

8.9. Fractions. Insert hyphens when used as an adverb or adjective (two-thirds complete, a two-thirds increase) but not when used as a noun (an increase of two thirds).

Avoid combining figures and words:

two-thirds completed, not 2/3 completed

When using figures for a fraction, use the fraction symbol where possible and close it up to any previous figure, e.g. 1½ years.

8.10. Decimal separator. In English, the integral part of a number is separated from its fractional part by a point, not a comma as in other European languages. For technical reasons, however, the EU Publications Office will replace points with commas in English documents that are to appear in the Official Journal of the European Union.

8.11. Percentages. Note that per cent is normally written as two words in Irish/British English. Use per cent where the number is also spelled out in words: twenty per cent. With figures, use the per cent sign (%), closed up to the figure, e.g. 25%. However, in official (legal and non-legal) publications, a hard space is added automatically before the percentage symbol in accordance with the relevant ISO standard. See also Section 6.4 of the Interinstitutional Style Guide.

8.12. In statistics each decimal place, even if zero, adds to accuracy: 3.5% is not the same as 3.50% or 3½%. The fraction is more approximate.

8.13. Make the distinction between % and the arithmetic difference between two percentages (i.e. percentage points): an increase from 5% to 7% is an increase of two percentage points (or an increase of 40%), not an increase of 2%.

8.14. Express percentage relationships in running text economically, especially when translating: un taux de 65% par rapport à la totalité des exportations en dehors de l'Union européenne translates simply as 65% of EU exports.

Ranges

8.15. Written out. When a range is written out, repeat symbols and multiples (i.e. thousand, million, etc.):

from EUR 20 million to EUR 30 million
between 10 °C and 70 °C

8.16. Abbreviated form. When a range is indicated by an ‘en’ dash or hyphen, do not repeat the symbol or multiple if they do not change and close up the ‘en’ dash or hyphen between the figures:

€20-30 million, 10-70 °C

If the symbol or multiple changes, however, leave a blank space on either side of the ‘en’ dash or hyphen:

100 kW-40 MW

Dates and times

8.17. Dates in running text should always be given in their full form (6 June 2022), except for references to the OJ, which always take the short form (6.6.2016). For the short form, do not use leading zeros and write out the year in full. In footnotes, be consistent.

If the day of the week is included, e.g. Wednesday 15 May 2016, there is no comma after the day.

When translating a document that follows another convention and that is wanted for information purposes only, use your discretion but be consistent.

Note that in American usage, 23 July 2016 is 7/23/2016 and in the international dating system it is 2016-07-23.

8.18. Avoiding redundancy. If the year in question is absolutely clear from the context, the year number may be left out: on 23 July 2016, the Committee adopted ... but subsequently on 2 August, it decided ...

8.19. Decades. When referring to decades write the 1990s (no apostrophe; never use ‘the nineties’, etc.).

8.20. Systems of chronology. The letters AD come before the year number (AD 2000), whereas BC follows it (347 BC).

CE (Common Era), BCE (Before Common Era) and BP (Before Present) also follow the year number.

8.21. Time spans. Use a closed-up ‘en’ dash or hyphen (see 4.42) for year ranges:

1939–1945, 2015–2021

BUT in legislative texts, use ‘to’ rather than an ‘en’ dash or hyphen (2015 to 2021).

The word ‘inclusive’ is not added after the date, as it is superfluous in all expressions of time.

Remember, too, that 2015/2016 = 1 year: marketing year, financial year, academic year.

NOTE:

from 2015 to 2016 (not: from 2015-2016)

between 2015 and 2020 (not: between 2015-2020)

1 May 2018 to 30 April 2019 (preferable to: 1 May 2018 – 30 April 2019)

8.22. Start dates. The following formulations may be used to set the start of a period:

with effect from 1 January 2018

shall take effect on 1 January 2018

shall have effect on 1 January 2018

shall enter into force on 1 January 2018

When dates need to be expressed by reference to a certain event, the following formulation may be used:

on the first day of the month following [an event]

The word ‘after’ should not normally be used to start a time period as it may create confusion. If ‘after’ is used, the date following it should be the date preceding that on which the period begins. For example:

‘after 31 December 2017’ means ‘on or with effect from 1 January 2018’

8.23. End dates. The following formulations may be used to set the end of a period:

until 31 December 2017

until the entry into force of the Act, or 31 January 2017, whichever is the earlier
shall expire on 31 December 2017

shall cease to apply on 31 December 2017

shall apply until 31 December 2017

not later than 31 December 2017

by 31 December at the latest (This formulation should not be used for the end of
the period of validity of acts because it would render that date imprecise)

Please note the distinction between the use of ‘by’ and ‘until’ when setting time limits and periods:

The report must be completed by 1 January 2018 (not: The report must be
completed until 1 January 2018)

The reference period of the report runs until 31 December 2017

8.24. Time limits. You can use the following formulation to set a time limit:

Member States shall take the necessary measures to comply with this Directive
within a period of 6 months as from the date of its entry into force

A delegated act shall enter into force ... within a period of 2 months of
notification of that act

8.25. Dates as qualifiers. In general, dates and time spans precede the expression they qualify:

the 2015–2019 work programme (not: the work programme 2015–2019)

the 2016/2017 financial year (not: the financial year 2016/2017)

the 2018 action plan (not: the action plan 2018)

the 2012 Olympic Games

However, when referring to a specific document or event, dates and time spans should be written exactly as they appear in the title:

HMRC Annual Report and Accounts 2015–16

Innovate Finance Global Summit 2017

Hull City of Culture 2017

Instead of writing ‘the 2006–2010 period’, consider omitting the word ‘period’ and simply writing ‘from 2006 to 2010’ or ‘between 2006 and 2010’.

8.26. Making adjectives out of dates

This matter arises out of “September 2010 divorce decree”. The more traditional rendering of the sentence just quoted would be, “This matter arises out of a divorce decree of September 2010”.

8.27. Time. Use the 24-hour system (or 12-hour system with a.m. and p.m.)

Write 17.30 without h or hrs (or 5.30 p.m.) (always use a point).

Avoid leading zeros (e.g. 9.00 not 09.00).

The full hour is written with zero minutes: 12.00 (midday), 14.00, 24.00 (midnight). When using the 12-hour system, write 2 p.m., 2 o’clock or 2.30 p.m., but not 2.00 p.m.

8.28. For duration use h:

The time allowed for the test is 2½ h.

8.29. Distinguish summertime (the season) from summer time, e.g. British Summer Time (BST).

8.30. Numerals

The best practice in legal writing is to spell out all numbers ten and below, and to use numerals for numbers 11 and above. This “rule” has five exceptions:

- ❗ If numbers recur throughout the text or are being used for calculations – that is, if the content is quasi-mathematical – then numerals are usually spelled out.
- ❗ Approximations are usually spelled out (about two hundred years ago).
- ❗ If units of measure, words substitute for zeros where possible (23 million euros, 3 billion euros), and digits are used with words of measure (9 millimeters).
- ❗ Percentages may be spelled out or written as numbers (eight percent or 8%).
- ❗ Numbers that begin sentences must always be spelled out.

Not beginning sentences with numerals

It is stylistically poor to begin a sentence with a numeral, as in the following example, a paragraph – with numerals. E.g.:

“2019 saw the publication of three substantial books on the subject.”

Some journals would make that sentence begin: Two thousand nineteen saw the publication...

Round numbers

Except when writing checks or other negotiable instruments, omit double zeros after a decimal: 400 EUR is better than 400.00 EUR.

Decades

As late as the 1980s, editors regularly changed 1980s to 1980's. Today, however, the tendency is to omit the apostrophe.

A number of

The phrase is generally paired with a plural noun and a plural verb – e.g. there are a number of reasons instead of there is a number of reasons. The former is correct because of the linguistic principle known as SYNESIS*, e.g. “There has been a number of cases in which expert testimony led to failure to comply with the provisions of Section 33.”

But when “number” is modified with an adjective – that is, when the SET PHRASE that gives rise to the plural locution is changed – the focus shifts to the singular noun number, and the word should become singular. E.g. “There is a considerable number of cases in France where courts have ordered the employer to pay the bonus notwithstanding language like that just quoted” and “There is a surprising number of cases in the advance sheets involving joint and mutual wills”.

Numerals and punctuation

Full stops are commonly used in dates. Other punctuation marks such as forward slashes or dashes are becoming more common:

Date of birth: 12.7.1981 (also possible: 12/7/1981 OR 12-7-1981)

Abbreviations used in science and technology following the International System (SI), in which full stops are not used:

NCL (Chemical symbol for sodium chloride)

H2O (Chemical symbol for water)

200W bulbs (200 watt electric light bulbs)

* A construction Kata Synesin (Latin: construction ad sensum) is a grammatical construction in which a word takes the gender or number not of the word with which it should regularly agree, but of some other word implied in that word. It is effectively an agreement of words with the sense, instead of the morphosyntactic form, a type of form-meaning mismatch. E.g. One hundred dollars is the cost of rent.

Punctuation of weights and measures and of numbers follows the same rules:

3 yards and 3 inches = 1 m (3 yards and 3 inches = 1 meter)

5m dollars = 5 million dollars

Commas are used in numbers to indicate units of thousands and millions.

Full stops are used to indicate decimal points:

4.340 (seven thousand three hundred and forty)

13,984,460 (thirteen million nine hundred and eighty-seven thousand four hundred and sixty)

3.5 (three point five)

7.8 (seven point eight)

Fractions and decimals

Simple fractions are normally said in the following ways:

1/2: a half

2/3: two-thirds

1/4: a quarter

13/14: thirteen-fourteenths

1/5: a fifth

3/4 hour: three-quarters of an hour

1/8: one-eighth

3/10 mile: three-tenths of a mile

3/8: three-eighths

Singular and plural with fractions and decimals

With fractions and decimals below 1, of a + singular is commonly used: 2/5k two-fifths of a kilogram.

When the decimals are below 1, they can also be followed by a plural noun:

0.255 naught point five five centimeters

Fractions and decimals over 1 are normally followed directly by a plural noun:

two and a quarter hours

2.7 millimeters

Note that after fractions and amounts, singular verbs are normally used:

8 kilometers is about 5 miles.

Note also the structure: a... and a half:

We've been waiting for delivery now for about a month and a half.

Percentages

Percentages are written with a special symbol % and are spoken as per cent:

Sales tax is added to all items.

The current rate is 17.5%.

Uses of and

And is commonly used before tens in a number: 5,642 (Five thousand, six hundred and forty-two)

However, and can be omitted in measurements that contain two different units. And can be also used before the smaller unit, but it is usually omitted:

two hours (and) ten minutes

two meters (and) thirty centimeters

Uses of commas

Commas are normally used to divide large numbers into groups of three figures, usually in spoken English, to indicate thousands and the millions.

Full stops are not used in this way: 6,739; 8,544,184

Commas may be omitted from four-figure numbers. They are not used in dates:

7,934 (or: 7934)

the year 2000

A and one

It is possible to use a hundred or one hundred, a thousand or one thousand, a million or one million.

When one is used, it is more formal: [on a formal notice]

The membership fee for the Club is one thousand pounds a year.

A can only be used at the beginning of a number:

a/one hundred

one hundred

three thousand

A thousand can be used alone, and may be followed by and, but a is not normally used before a number of hundreds.

a/one thousand

one thousand, six hundred and two

A or one are used with measurement words:

a / one kilometre

(**BUT** – one kilometer six hundred metres)

a / one pound

(**BUT** – one pound twenty five)

Numbers (ordinal and cardinal)

The definite article is not used when cardinal numbers occur after the noun:

See figure no. 9 below.

Turn to page 28.

Ordinal numbers are used with the names of kings and queens and aristocrats:

He is the fourth Earl of Gloucester.

King Henry VII / King Henry the Seventh

Measuring areas

The most typical form is, for example, that a room is twelve feet by fifteen feet, or that a garden is thirty metres by forty-eight metres.

A room twelve feet by twelve feet can be called twelve feet square; the total area is 144 square feet.

Singular forms with plural meanings

After an expression of number (dozen, hundred, thousand, million, and billion), singular forms have no final -s and of is not used:

five hundred pounds

several thousand times

a few million years

Singular forms are used as modifiers before nouns in plural measuring expressions:

a five-pound note

a three-mile walk

six two-hour lessons

a six-foot-tall man

In an informal style, foot is often used instead of feet, especially with reference to people's height:

My father's just over six foot two.

Roman numerals

Roman numerals (I, II, III, IV, etc.) are not common in modern English, but they are still used in a few cases – the names of kings and queens, page numbers in the introduction to some books, the numbers of paragraphs in some documents, the numbers of questions in some exams, the figures on some clock faces, and recreationally, the names of centuries.

The Roman numerals normally used are as follows (large Roman and small Roman):

1 I	11 XI	21 XXI	500 D
2 II	12 XII	30 XXX	1000 M
3 III	13 XIII	40 XL	1998 MCMXCVIII
4 IV	14 XIV	45 XLV	
5 V	15 XV	50 L	
6 VI	16 XVI	60 LX	
7 VII	17 XVII	70 LXX	
8 VIII	18 XVIII	80 LXXX	
9 IX	19 XIX	90 XC	
10 X	20 XX	100 C	

It was built in the time of Henry V.

For details, see introduction page IX.

A fine XVIII-Century English Walnut Chest of drawers.

9. ABBREVIATIONS

9.1. General. The prime consideration when using abbreviations should be to help the reader. First, then, they should be easily understood. So, when an abbreviation that may not be familiar to readers first occurs, it is best to write out the full term followed by the abbreviation in brackets:

The emissions trading scheme (ETS) should enable the EU to meet its Kyoto target.

If your document contains a lot of abbreviations, consider including a list of them and their meanings at the beginning or end of the document.

Second, they should not be used needlessly. If an abbreviation occurs only once or twice, it is best to dispense with it altogether and use the full form. In repeated references, it is also often possible to use a short form instead of an abbreviation:

The emissions trading scheme is now in operation throughout the EU ... The scheme will involve constant monitoring of emissions trading activities.

Lastly, an abbreviation in an original for translation should not be rendered by an improvised one in English (e.g. repeated references to ‘VM’ in an Estonian text should be spelled out as ‘the Foreign Ministry’ or just ‘the Ministry’ rather than ‘FM’ or a similar coined abbreviation).

Abbreviation involves shortening a word. This can be done by means of the following processes: acronyms, initialisms (initials), clippings, blends.

Acronyms are a type of abbreviation formed when the initial letters of two or more words are combined in a way that produces consonant and vowel sequences found in words. Acronyms are pronounced as words:

RAM	➤	Random access memory
Laser	➤	Light amplification by stimulated emission of radiation
NATO	➤	North Atlantic Treaty Organization

Unlike the above mentioned acronyms, a large number of them are pronounced as sequences of letters: FBI, UN, EU, COD are examples. When pronounced as a sequence of letters, a word is obviously an acronym and continues to be recognised as such. When

pronounced as a word (radar, laser) an acronym is less recognisable and tends to slip more quickly from memory.

Initialisms (Initials) are similar to acronyms but are pronounced as sets of letters, not as words:

PC	➤	personal computer or politically correct
CD	➤	compact disk

However, some linguists do not recognise a sharp distinction between acronyms and initialisms, using the former term for both.

Clippings, a part of a word which serves for the whole, such as ad and phone.

These examples illustrate the two chief types: the first part is kept (common type), as in demo, exam, pub, Gill, and the last part is kept, as in bus, plane. Sometimes the middle part is kept, as in fridge and flue. There are also several clippings which retain more than a part of the word, such as maths, gents and specs. Jupps is a curiosity, in that it adds an -s. Several clipped forms also show adaptation, such as fries (from French fried potatoes), Betty (from Elizabeth), Lotty (from Charlotte), and Bill (from Williams).

Blends

A lexical blend takes two lexemes which overlap in form, and yields from them one, and much of each lexeme is usually retained so that the elements are recognisable. There are some long-standing examples and a few novelties from recent publications, the process is a notable recent phenomenon.

breakfast	+	lunch	=	brunch
advertisement	+	editorial	=	advertorial
channel	+	tunnel	=	chunnel
Oxford	+	Cambridge	=	Oxbridge
slang	+	language	=	slanguage
information	+	commercials	=	informercials
camera	+	recorder	=	camcorder
fan	+	magazine	=	fanzine
heli	+	airport	=	heliport
net	+	etiquette	=	netiquette

In most cases, the second element is the one which controls the meaning of the whole.

The world of World English (WE), and especially of English Language Teaching (ELT) is full of acronyms.

EAP	➤	English for Academic Purposes
EFLC	➤	English as a Foreign Language
EIL	➤	English as an International Language
ESP	➤	English for Special Purposes
L1	➤	first language
L2	➤	second language
MT	➤	mother tongue
NT	➤	native language
NNL	➤	non-native language
TESL	➤	Teaching English as a Second Language

Acronyms of nouns mile, metre, millimetre, centimetre, kilometer and foot have zero plural:

Singular		Plural
mi (= mile)	➤	mi
cm (= centimeter)	➤	cm
ft (= foot)	➤	ft
m (= metre)	➤	m
mm (= millimetre)	➤	mm
km (= kilometre)	➤	km
mph (= miles per hour)	➤	mph

E.g.: Derwent is a river in Australia; its length is 172 km.

Awkward cases. Abbreviations which do not fall clearly into the above four categories. Some forms can be used either as initialisms or acronyms (UFO – “U-F-O” or “you-foe”). Some mix these types in the word (CDROM), pronounced “see-dee-rom”. Some can form part of a larger word using affixes (ex-JP, pro-BBC, ICBMs). Some are used only in writing (Mr, St – always pronounced in full speech).

The following abbreviations often appear in textual and bibliographical references:

&	➤	and
cf.	➤	compare
edn.	➤	edition
ed(s).	➤	editor(s)
et al.	➤	and other authors
ibid.	➤	the same place in a work already referred to
ms.	➤	manuscript
no.	➤	issue number
op. cit.	➤	the work already referred to
p.	➤	page
pp.	➤	pages
trans.	➤	translation/translated by/translation
vol.	➤	volume

Full stops in abbreviations

Increasingly, full stops are omitted from abbreviations. In particular, the full stop is omitted when the abbreviation ends with the last letter of the full, unabbreviated word, for example: Mr (Mister), Dr (Doctor).

In contrast, the full stop is retained when the final letter of the abbreviation is not the last letter of the full or unabbreviated word, for example: Capt. (Captain), Rev. (Reverend), anon. (anonymous).

Abbreviations consisting of initial letters, such as NATO (North Atlantic Treaty Organization) and SALT (Strategic Arms Limitation Talks), are written without full stops. Such words are called acronyms.

Full stops are also used after abbreviations. This practice is, however, becoming less common:

The annual lecture will be given by David James M.A. and will take place in Saint George's Hall at 7 p.m. on Tues. Dec. 13th.

R.S.V.P. to Prof. Lionel Jackson

N.B. (take note, from Latin "nota bene"; NB. is also possible)

Cf. (compare, from Latin "confer")

Where abbreviations are the curtailed words (words with the end cut off); they take a full stop. For example: Addp. (address), Arr. (arrival), Prof. (professor), and etc. (et cetera).

A full stop is not used for common sets of initials (initialisms) or for acronyms (where the initials are pronounced as a word).

NHS	➤	National Health Service, not: N.H.S.
BBC	➤	(not: B.B.C.)
AIDS	➤	(not: A.I.D.S.)

Abbreviations which have more than one full stop, in plural add 's:

Ph.D. (Doctor of Philosophy)	➤	Ph.D.s or Ph.D.'s (a few Ph.D.'s)
Ph.B. (Bachelor of Philosophy)	➤	Ph.B.'s

Some of these forms which are spelled without full stops become plural without using apostrophe: a few PhDs, two MPs, a few VIPs.

Plural forms of dates which are used as nouns are created by adding 's or -s/'s:

(in) 1990	➤	(in) the 1990s or 1990's (nineteen-nineties)
-----------	---	--

Abbreviating specific dates and numbers

With certain historical or archaeological dates, abbreviations are often used to indicate whether the event occurred in the last two thousand years.

Ancient times (prior to two thousand years ago)

- B.C. (before the birth of Christ)
- B.C.E. (before the common era)

Both abbreviations follow the date.

Modern times (within the last two thousand years)

- C.E. (of the common era)
- A.D. (Anno Domini, "in the year of the Lord", an abbreviation that precedes the date)
- Augustus, the first Roman Emperor, lived from 63 B.C. (or B.C.E.) to A.D. 14 (or C.E.).

When the context of a paragraph makes clear that the event occurred in the last two thousand years suppose you are writing on the Industrial Revolution, it would be redundant, even insulting, to write “A.D. 1820”.

Clock time, indicated as prior to noon or after, uses abbreviations in capitals or in lowercase.

5:44 P.M. (or p.m.)

5:44 A.M. (or a.m.)

When typeset, A.M. / P.M. often appear in a smaller type size as capital letters: 5:44 P.M.

When numbers are referred to as specific items (such as numbers in arithmetic operations or as units of currency or measure), they are used with standard abbreviations.

No. 23 or no. 23

\$23.01

54%

$2 + 3 = 5$

99 bbl. [barrels]

Abbreviations for time, numbers, units, or money should be used only with reference to specific dates or amounts.

Numerical concepts must be fully written out as part of a sentence, not given shortened treatment with abbreviations, unless they are attached to specific years, times, currencies, units, or items.

FAULTY	REVISED
We'll see you in the A.M.	We'll see you in the morning.
Let's wait until the nos. are in before we make a decision.	Let's wait until the numbers are in before we make a decision.
This happened in the B.C. era.	This happened almost three thousand years ago.
Please tell me the % of dropouts for the year.	Please tell me the percentage of dropouts for the year.

Using abbreviations for parenthetical references

From Latin, the traditional language of international scholarship, the English language has inherited conventional expressions used in research to make brief references or

explanations. These are conventionally used in foot-notes, documentation, and sometimes in parenthetical comments. All of these Latin expressions should be replaced in a main sentence by their English equivalents.

Abbreviations	Latin expressions	English equivalents
e.g.	exempli gratia	for example
et al.	et ali	and others
i.e.	id est	that is
N.B.	nota bene	note well
viz.	videlicet	namely
cf.	confer	compare
c. or ca.	circa	about
etc.	etcetera	and such things; and so on

The extremely vague abbreviation etc. should be avoided unless a specific and obvious sequence is being indicated, as in ‘They proceeded by even numbers (2, 4, 6, 8, etc.)’. Even here the phrase and so on is preferable. When used in parenthetical or bibliographical comments, these Latin abbreviations are not underlined or italicised since they are commonplace in English. Typically, these expressions introduce a parenthetical remark in an informal aside.

INFORMAL A growing portion of our National Income is composed of government transfer payments (e.g. welfare payments).

FORMAL A growing portion of our National Income is composed of government transfer payments (for example: welfare payments).

Bibliographical abbreviations are commonly used in documentation to provide short forms of reference citations, but they should not be used in sentences of a paragraph. The following are some of the most frequently used abbreviations.

p.	page	Jan.	January
pp.	pages	Feb.	February
ed./eds.	editor(s)	Mar.	March
f. / ff.	the following (pages)	Apr.	April
n.d.	no date (for a publication lacking a date)	Aug.	August
ch./chs.	chapter(s)	Sep./Sept.	September

ms./mss.	manuscript(s)	Oct.	October
col. /cols.	column(s)	Nov.	November
vol. /vols.	volume(s)	Dec.	December

9.2. Definitions. Abbreviations in the broad sense can be classed into two main categories, each in turn divided into two sub-categories:

Acronyms and initialisms

- Acronyms are words formed from the first (or first few letters of a series of words, and are pronounced as words (examples include: Benelux, NATO). They never take points.
- Initialisms are formed from the initial letters of a series of words and each separate letter is pronounced (examples include: BBC, MEP, USA, UK, EU). As a general principle, initialisms are written without points.

Contractions and truncations

- Contractions omit the middle of a word (examples include: Mr, Dr, contd, Ltd) and, in Irish/British usage, are not followed by a point.
- Truncations omit the end of a word (examples include: vol., co., inc.) and sometimes other letters as well (cf.), and end in a point.

9.3. Writing acronyms

Acronyms with up to five letters are written in upper case:

AIDS, COST, COVID-19, ECHO, EFTA, NASA, NATO, SHAPE, TRIPS

Exceptions: Tacis and Phare, which are no longer considered acronyms

Acronyms with six letters or more should normally be written with an initial capital followed by lower case. Thus:

Benelux, Esprit, Helios, Interreg, Resider

Exceptions: organisations that themselves use upper case (such as UNESCO, CENELEC and UNCTAD) and other acronyms conventionally written in upper case.

Some acronyms can be written in mixed case to emphasise the words of which they are composed:

Euro Voc, RegioStars

NOTE:

However, some acronyms eventually become common nouns, losing even the initial capital, e.g. laser, radar or sonar.

9.4. Writing initialisms

Initialisms are usually written in capitals, whatever their length, and usually take no points:

EEA, EAGE, EMCDDA, UNHCR, WTO, also AI for Artificial intelligence and NB for Nota Bene

This applies in particular to Incoterms®:

EXW, FCA, CPT, CIP, DAT, DAP, DDP, FAS, FOB, CFR, CIF

If the full expressions are lower-case or mixed-case, the initialisms may follow suit:

n/a, aka, BAe (British Aerospace), MoD, PhD, TfL (Transport for London)

However, balance of payments is abbreviated as BoP.

Note that e.g. and i.e. are never capitalised (even at the beginning of footnotes) and always take points, while plc (public limited company) is usually without points even if written in lower case.

9.5. Writing truncations

Truncations take a point at the end:

Jan., Sun., Co., Chap., Fig., etc., cf., ibid.

Note also: p. = page (plural: pp.); l. = line (plural: ll.); f. = following page (plural: ff.).

Note that any plural forms are regarded as truncations rather than contractions, so also take a point:

Chaps. 7 to 9, Figs. 1 to 3

However, truncated forms used as codes or symbols, e.g. EN, kg, do not take points. Further, no point is used after the v in the names of court cases (Smith v Jones) and

sporting contests. The abbreviation No for ‘number’ (plural Nos) also has no final point, as it is in fact a contraction of the Latin numero.

As in the case of e.g. and i.e., some common truncations are traditionally never written in upper case – even at the beginning of a footnote (c. [=circa], p., pp., L., ll. [= line/s]).

Note that first names should be abbreviated with a single letter only, followed by a point (Philippe: P., Theodor: T., Adám: A., Eukasz: E.). Multiple initials should normally be written with points and separated by a hard space (J. S. Bach). For compound first names, use both initials (Jean-Marie: J.-M.).

Some Latin alphabets contain letter combinations (digraphs) which count as distinct letters: note that György is therefore abbreviated to Gy. and Zsuzsanna to Zs.

For Slavonic languages that use a Cyrillic alphabet, initials should be transliterated as shown in Annex 4. Some initials will therefore appear as two letters when transliterated (Желю: Zh.)

9.6. Indefinite article. Apply the rule ‘a before a consonant, an before a vowel’ as if the abbreviation following the article were being spoken:

a UN resolution, a WTO representative, a NATO decision, but an NGO

9.7. Definite/indefinite article

Acronyms constituting proper names do not take the definite article even if the full names do (CENELEC, NATO, UNESCO). Where used as common nouns, however, they take a definite (or indefinite) article as necessary (a/the BLOB, WASP).

Initialisms generally take the definite article if the expression they stand for does (the OECD, the WTO, but TNT). However, established usage may be different, particularly for the names of companies (ICI, IBM, etc.) and universities (UEA, UCL, etc.).

9.8. Plurals. Plurals of abbreviations are formed in the usual way by adding a lower-case s. They do not take an apostrophe unless they are in the possessive:

MEPs, DGs, ICTs, OCTs, PhDs, SMEs, UFOs

BUT

MEPs’ salaries

While an abbreviation ending in S should also take an s for the plural form, e.g. SOSs, this may look clumsy if used frequently within the same text. In such cases, one possibility is to allow the abbreviation to stand for both the singular and the plural form, e.g. PES

(public employment service(s)) or RES (renewable energy source(s)), though care should always be taken to avoid ambiguity and the full plural term may be preferable.

9.9. Foreign-language abbreviations. Untranslated foreign-language abbreviations should retain the capitalisation conventions of the original (e.g. GmbH).

9.10. Use of e.g. and i.e. Like all Latin abbreviations, these should be written in roman type:

e.g., i.e.

Use a comma, colon, or dash before e.g. and i.e. but no comma after them. If a footnote begins with them, they nevertheless remain in lower case. If a list begins with e.g. do not end it with etc.

9.11. Specific recommendations. Do not use the abbreviation viz., but use namely instead. The abbreviation cf, however, is acceptable and need not be changed to see.

Article may be abbreviated to Art. and Member State to MS in footnotes or tables, but this should be avoided in running text.

10. CURRENCIES

10.1. Currency abbreviations and symbols. When the monetary unit is accompanied by an amount, use the ISO code (compulsory in legal acts). It is followed by a hard space and the amount in figures:

The amount required is EUR 500.

A sum of USD 300 was spent.

In graphics and infographics, popular works, promotional publications, press releases and audiovisual products and when writing for the web, the currency symbol (€, \$, etc.) should be used. It is closed up to the figure:

The amount required is €500.

A sum of \$300 was spent.

10.2. Negative currency values. Where a minus sign is used to express a negative amount, it precedes the currency abbreviation or symbol and is followed by a hard space:

EUR 240, €240

10.3. Units and subunits. Use a point to separate units from subunits:

€7.20; \$50.75; EUR 2.4 billion; USD 1.8 billion

10.4. If one unit is used throughout an entire table, the unit can be indicated once only, in italics and in brackets, at the top. In English texts, if the unit used for the entire table is EUR 1 million, the abbreviation million EUR should be used.

10.5. The euro. Like pound, dollar or any other currency name in English, the word euro is written in lower case with no initial capital. The plural of euro is euro (without s):

This book costs ten euro and fifty cents.

You may find the following phrases frequently found in EU correspondence useful:

1. I am writing to you about ...
2. I have the honour to refer to ...
3. I have the honour to acknowledge receipt of your letter dated ...
4. Please find enclosed a copy of my letter notifying ...
5. Thank you very much for your letter of/ dated ...
6. I avail myself of this opportunity to renew to ... the assurances of my highest consideration.
7. To present one's compliments to ...
8. Please accept, Excellency, the assurances of my highest consideration.
9. Cc: Ms ..., Director General, European Commission

Abbreviations (EU Commission)

AMA	Advanced Model Approach
AML	– Anti-Money Laundering
AMLD	Anti-Money Laundering Directive
BoS	– Board of Supervisors
BRRD	Bank Recovery and Resolution Directive
CDD	Customer Due Diligence
CEGBPI	Commission Expert Group on Banking Payments and Insurance
CRD	– Capital Requirements Directive
CRM	Credit Risk Mitigation
CRR	– Capital Requirements Regulation
EBA	– European Banking Authority
EFIF	European Forum for Innovation Facilitators
ESRB	European Systemic Risk Board
FDIC	– Federal Deposit Insurance Corporation
FIAU	– Financial Intelligence Analysis Unit
FISMA	– Financial Stability, Financial Services and Capital Markets Union
ITS	– Implementing Technical Standards
LCR	– Liquidity Coverage Requirement
LGDs	– Loss Given Defaults
MFSA	Maltese Financial Services Authority
ML/ FT risk	– Money Laundering / Financing of Terrorism risk
MREL	– Minimum Requirements for Own Funds and Eligible Liabilities
NPL	– Non-Performing Loans
RTS	– Regulatory Technical Standards
SREP	Supervisory Review and Evaluation Process

Forms of Address

The following is based on guidelines issued by the European Commission's Protocol Service.

Head of State	
President	
Oral address	President or Mister/Madam President (in the US) or Sir/Madam (pronounced 'Ma'am') or Excellency
On envelope	His/Her Excellency Mister/Madam [name and surname], President of [State]
Written salutation	President, or Mister/Madam President (in the US), or Excellency,
In letter text	Sir/Madam or Your Excellency or you
Complimentary close	I have the honour to be, Sir/Madam, respectfully yours, or I have the honour to be, Sir/Madam, most respectfully,
Emperor/Empress	
Oral address	Your (Imperial) Majesty
On envelope	His/Her Imperial Majesty [name], Emperor/Empress of [State]
Written salutation	Your dignified Majesty,

In letter text	First address: Your Majesty Subsequently: Sir/Madam
Complimentary close	I have the honour to remain, your Imperial Majesty's (good and) loyal friend,
King/Queen	
Oral address	First address: Your Majesty Subsequently: Sir/Madam (pronounced 'Ma'am') NB for Belgium: the Queen of the Belgians is only to be addressed as Your Majesty
On envelope	To His/Her Majesty King/Queen [name] of [State/people] or To His/Her Majesty The King/Queen of [State/people]
Written salutation	Your Majesty,
In letter text	First address: Your Majesty Subsequently: Sir/Madam
Complimentary close	I have the honour to remain, your Majesty's (good and) loyal friend,
The Pope	
Oral address	Your Holiness
On envelope	His Holiness Pope Francis Vatican City
Written salutation	Your Holiness,
In letter text	Your Holiness
Complimentary close	I have the honour to remain, your Holiness's (good and) loyal friend,
Prince/Princess (Sovereign Monarchs)	
Oral address	First address: Your Royal/Serene Highness Subsequently: Sir/Madam (pronounced 'Ma'am')
On envelope	His/Her Royal/Serene Highness Prince/Princess [name] of [State]

Written salutation	Your Royal/Serene Highness, or Sir/Madam,
In letter text	First address: Your Royal/Serene Highness Subsequently: Sir/Madam
Complimentary close	I remain, Your Royal/Serene Highness, yours very truly, or I have the honour to be, your Royal/Serene Highness's (good and) loyal friend, or Yours faithfully,

Governments

Head of Government

Oral address	Prime Minister/Chancellor or Excellency
On envelope	Commonwealth: The Rt. Hon. [name and surname] MP, Prime Minister of [State] Others: His/Her Excellency Mr/Ms [name and surname], Prime Minister/Chancellor of [State]
Written salutation	Dear Prime Minister/Chancellor, or Excellency,
In letter text	you
Complimentary close	Yours sincerely, [used when the recipient is addressed by name] Yours faithfully, [used when the recipient is not addressed by name] For a very formal letter: I remain, Sir/Madam, yours faithfully,

Minister	
Oral address	Minister or Sir/Madam (pronounced ‘Ma’am’) Foreign Affairs: Excellency
On envelope	Commonwealth: The Rt. Hon. [name and surname], Minister of [portfolio] of [State] Others: Mr/Ms [name and surname], Minister of [portfolio] of [State] Foreign Affairs: His/Her Excellency Mr/Ms [name and surname], Minister for Foreign Affairs of [State]
Written salutation	Sir/Madam, or Dear Minister, Foreign Affairs: UK: Dear Foreign Secretary, or US: Dear Secretary of State, or Excellency,
In letter text	you
Complimentary close	Yours sincerely, [used when the recipient is addressed by name] Yours faithfully, [used when the recipient is not addressed by name] For a very formal letter: I remain, Sir/Madam/your Excellency, yours faithfully,

Institutions	
President of a European Institution	
Oral address	President
On envelope	Mr/Ms [name and surname], President of the European [institution]
Written salutation	Dear President,
In letter text	you
Complimentary close	Yours sincerely, [used when the recipient is addressed by name] Yours faithfully, [used when the recipient is not addressed by name]
(First) Vice-President/Member of the European Commission	
Oral address	(First) Vice-President/Commissioner
On envelope	Mr/Ms [name and surname], (First) Vice-President/Member of the European Commission
Written salutation	Dear (First) Vice-President/Commissioner,
In letter text	you
Complimentary close	Yours sincerely, [used when the recipient is addressed by name] Yours faithfully, [used when the recipient is not addressed by name]
Vice-President/Member of the European Parliament	
Oral address	Vice-President or Sir/Madam (pronounced 'Ma'am')
On envelope	Mr/Ms [name and surname], Vice-President/Member of the European Parliament
Written salutation	Dear Vice-President, or Dear Mr/Ms [name and surname],
In letter text	you
Complimentary close	Yours sincerely, [used when the recipient is addressed by name] Yours faithfully, [used when the recipient is not addressed by name]

Diplomacy

Ambassador, Head of Mission and Permanent Representative

Oral address	Ambassador or Excellency*
On envelope	His/Her Excellency Mr/Ms [name and surname], Ambassador of [State A] to [State B] or His/Her Excellency Ambassador [name and surname], Permanent Representative of [Member State] to the European Union or His/Her Excellency Ambassador [name and surname], Head of the Mission of [State] to the European Union
Written salutation	Dear Ambassador, or Excellency,
In letter text	you
Complimentary close	Yours sincerely, [used when the recipient is addressed by name] or Yours faithfully, [used when the recipient is not addressed by name]

NOTES:

A letter starting with ‘(Dear) Sir/Madam/Excellency etc.’ should finish with ‘Yours faithfully’.

A letter starting with ‘Dear’ and including the name of the recipient should finish with ‘Yours sincerely’.

*One’s own Ambassador is usually not referred to as ‘Excellency’.

In private correspondence, it is usual to address your addressee by name. In administrative correspondence, however, it is preferable to address your addressee with their title, if they have one – for example, as president of an organisation or association – rather than by their name, as you are addressing them as holder of that office or function, and not in a personal capacity. For example, a letter addressed to Ms Margaret Smith, President of the Locksmiths Association, would start ‘Dear President’ and not ‘Dear Ms Smith’ and a letter addressed to a member of the judiciary should start with ‘Dear Judge’ or, if applicable, a more specific title (e.g. ‘Dear President’ or ‘Dear Chief Justice’)

Titles and Forms of Address

Особи, до яких звертаються	Титулування, звертання
1) Вищі повноважні особи – монархи та їхні дружини, імператори, Король Великої Британії	Государ (“сер” англійською, “сір” французькою) Государиня (“мадам”) Ваша Величносте, Його Величність Її Величність Його Королівська Величність Його Величність Король Великої Британії
2) Спадкоємні принци, принцеси, великі князі, великі герцоги, шейхи, принц монахський	Ваша Високосте Його Високість Її Високість Сер (США) Ваша (Його) Імператорська Високість (до сина імператора) Ваша (Його) Королівська Високість (до сина короля) Ваша (Його) Світлість
3) Аристократи: герцог, герцогиня, маркіз, інші титуловані особи	Вельможний пане Мілорд / герцог Ваша Світлість, мадам / мілорд / маркіз Ваша Милість, мадам / мілорд Ваша Милість, лорд / леді / сер
4) Президенти, прем’єр-міністри, голови парламентів, міністри закордонних справ, інші міністри, послы чи особи рівнозначного положення або рангу, особи, які знаходяться у відставці	пане президенте пане прем’єр-міністре пане міністре пане / пані посол Ваша Високоповажносте

Особи, до яких звертаються	Титулування, звертання
5) Віце-прем'єр-міністри, заступники міністрів, посланники, радники-посланники, директори департаментів (якщо вони не мають особливого рангу посла), тимчасово повірені у справах	пане міністре пане посланнику пане директоре Пане повірений у справах
6) Патріархи	Ваша Святосте
7) Папа Римський	Святий Отче Вельмиповажний Отець Ваша Святосте Ваше Блаженство

Spoken and Written Forms of Address

This section provides the correct forms of address for many officials, diplomats, religious leaders, royalty and the British peerage. The chart gives the appropriate form or forms to be used in addressing letters, in salutations, in direct conversation and in more formal introductions.

In diplomatic and other public circles, 'Sir' is generally considered an acceptable alternative to the formal address in both written and spoken greetings; this does not apply to religious or titled persons. The use of 'Madam' or 'Ma'am' for a female is less customary but still acceptable, especially for high officeholders ('Madam Governor'). This rule also holds for high officials of foreign countries.

Person	Letter address	Letter greeting	Spoken greeting	Formal introduction
President of the United States	The President The White House Washington, DC 20500	Dear Mr (or Madam) President	Mr (or Madam) President	The President or the President of the United States
Former President	The Honorable Jack Kimball Address	Dear Mr Kimball	Mr Kimball	The Honorable Jack Kimball
Vice President	The Vice President Executive Office Building Washington, DC 20501	Dear Mr (or Madam) Vice President	Mr (or Madam) Vice President	The Vice President or the Vice President of the United States
Cabinet members	The Honorable John (or Jane) Smith The Secretary of ... or The Attorney General Washington, DC	Dear Mr (or Madam) Secretary	Mr (or Madam) Secretary	The Secretary of ...
Chief Justice	The Chief Justice The Supreme Court Washington, DC 20543	Dear Mr (or Madam) Justice or Dear Mr (or Madam) Chief Justice	Mr (or Madam) Chief Justice	The Chief Justice
Senator	The Honorable John (or Jane) Smith United States Senate Washington, DC 20510	Dear Senator Smith	Senator Smith	Senator Smith from Nebraska

Person	Letter address	Letter greeting	Spoken greeting	Formal introduction
Ambassador	The Honorable John (or Jane) Smith Ambassador of the United States American Embassy Address	Dear Mr (or Madam) Ambassador	Mr (or Madam) Ambassador	The American Ambassador The Ambassador of the United States of America
Consul-General	The Honorable John (or Jane) Smith American Consul General Address	Dear Mr (or Mrs, Ms) Smith	Mr (or Mrs, Ms) Smith	Mr (or Mrs, Ms) Smith
Foreign Ambassador	His (or Her) Excellency John (or Jane) Smith The Ambassador of ... Address	Excellency or Dear Mr (or Madam) Ambassador	Excellency; or Mr (or Madam) Ambassador	The Ambassador of ...
Secretary-General of the United Nations	His (or Her) Excellency Jack (or Jane) Smith Secretary-General of the United Nations United Nations Plaza New York, NY 10017	Dear Mr (or Madam) Secretary-General	Mr (or Madam) Secretary-General	The Secretary- General of the United Nations
Governor	The Honorable Jack (or Jane) Smith Governor of ... State Capitol Address	Dear Governor Smith	Governor or Governor Smith	The Governor of Maine; Governor Smith of Washington
State legislators	The Honorable Jack (or Jane) Smith Address	Dear Mr (or Mrs, Ms) Smith	Mr (or Mrs, Ms) Smith	Mr (or Mrs, Ms) Smith
Judges	The Honorable John Smith	Dear Judge Smith	Justice or Judge Smith; Madam	The Honorable Jack (or Jane) Smith; Mr Justice

Person	Letter address	Letter greeting	Spoken greeting	Formal introduction
	Justice, Appellate Division Supreme Court of the State of ... Address		Justice or Judge Smith	Smith or Judge Smith; Madam Justice Smith or Judge Smith
Mayor	The Honorable Jack (or Jane) Smith; His (or Her) Honor The Mayor City Hall Address	Dear Mayor Smith	Mayor Smith; Mr (or Madam) Mayor; Your Honor	Mayor Smith; The Mayor

Person	Letter address	Letter greeting	Spoken greeting	Formal introduction
The Pope	His Holiness, the Pope or His Holiness, Pope John XII Vatican City Rome, Italy	Your Holiness or Most Holy Father	Your Holiness or Most Holy Father	His Holiness, the Holy Father; the Pope; the Pontiff
Cardinals	His Eminence, Martin Cardinal Brown, Archbishop of ... Address	Your Eminence or Dear Cardinal Brown	Your Eminence or Cardinal Brown	His Eminence, Cardinal Brown
Bishops	The Most Reverend Martin Brown, Bishop (or Archbishop) of ... Address	Your Excellency or Dear Bishop (Archbishop) Brown	Your Excellency or Bishop (Archbishop) Brown	
Monsignor	The Reverend Monsignor Nigel Frangoulis Address	Reverend Monsignor or Dear Monsignor	Monsignor Frangoulis or Monsignor	Monsignor Frangoulis
Priest	The Reverend Jack Smith Address	Reverend Father or Dear Father Smith	Father or Father Smith	Father Smith

Person	Letter address	Letter greeting	Spoken greeting	Formal introduction
Brother	Brother Jack or Brother Jack Smith Address	Dear Brother Jack or Dear Brother	Brother Jack or Brother	Brother Jack
Sister	Sister Linda Wright	Dear Sister Linda Wright or Dear Sister	Sister Linda Wright or Sister	Sister Linda Wright
Protestant Clergy	The Reverend John (or Jane) James	Dear Dr (or Mr, Ms) James	Dr (or Mr, Ms) James	The Reverend (or Dr) Jack James
Bishop (Episcopal)	The Right Reverend Jack James Bishop of ... Address	Dear Bishop James	Bishop James	The Right Reverend Jack James, Bishop of ...
Rabbi	Rabbi Arnold (or Amanda) Schwartz Address	Dear Rabbi Schwartz	Rabbi Schwartz or Rabbi	Rabbi Arnold Schwartz

Person	Letter address	Letter greeting	Spoken greeting	Formal introduction
King or Queen	His (Her) Majesty King (Queen) ... Address (letters are traditionally sent via the private secretary)	Your Majesty; Sir or Madam	Varies depending on titles, holdings, etc	
Other royalty	His (Her) Royal Highness, the Prince (Princess) of ...	Your Royal Highness	Your Royal Highness; Sir or Madam	His (Her) Royal Highness, the Duke (Duchess) of ...
Duke/Duchess	His/Her Grace, the Duke (Duchess) of ...	My Lord Duke/Madam or Dear Duke of .../Dear Duchess of ...	Your Grace or Duke/Duchess	His/ Her Grace, the Duke/ Duchess of ...

Person	Letter address	Letter greeting	Spoken greeting	Formal introduction
Marquess/ Marchioness	The Most Honorable the Marquess (Marchioness) of Newport	My Lord/Madam or Dear Lord/Lady Newport	Lord/Lady Newport	Lord/Lady Newport
Earl	The Right Honorable the Earl of Bangor	My Lord or Dear Lord Bangor	Lord Bangor	Lord Bangor
Countess (wife of an Earl)	The Right Honorable the Countess of Bangor	Madam or Dear Lady Bangor	Lady Bangor	Lady Bangor
Viscount/ Viscountess	The Right Honorable the Viscount (Viscountess) Manson	My Lord/Lady or Dear Lord/Lady Manson	Lord/Lady Manson	Lord/Lady Manson
Baron/Baroness	The Right Honorable Lord/Lady Grey	My Lord/Madam or Dear Lord/Lady Grey	Lord/Lady Grey	Lord/Lady Grey
Baronet	Sir Jack Smith, Bt.	Dear Sir or Dear Sir Jack	Sir Jack	Sir Jack Smith
Wife of Baronet	Lady Smith	Dear Madam or Dear Lady Smith	Lady Smith	Lady Smith
Knight	Sir Elton John	Dear Sir or Dear Sir John	Sir John	Sir Elton John
Wife of Knight	Dear Madam or Dear Lady John	Lady John	Lady John	

International organisations whose names do not follow standard spelling rules

Use the spellings set out in this table.

This information is based on the corresponding entries in IATE – Interactive Terminology for Europe.

Organisation	IATE entry
Customs Co-operation Council	777546
European and Mediterranean Plant Protection Organization	787705
European co-operation for Accreditation	912971
European Organization for Nuclear Research	780937
Food and Agriculture Organization	799023
International Center for Transitional Justice	1889215
International Coffee Organization	787707
International Civil Aviation Organization	787691
International Labour Organization	787715
International Maritime Organization	800404
International Organization for Migration	833808
International Organization for Standardization	787397
International Organization for Succulent Plant Study	967228
International Sugar Organization	787714
International Union of Forest Research Organizations	1723128

Organisation	IATE entry
North Atlantic Treaty Organization	791154
Organization for Economic Co-operation and Development	787693
Organization of African Unity	791158
Organization of Arab Petroleum Exporting Countries	791141
Organization of the Black Sea Economic Cooperation	878850
Organization of the Petroleum Exporting Countries	791144
Preparatory Commission for the Comprehensive Nuclear-Test Ban Treaty Organization	931543
United Nations Educational, Scientific and Cultural Organization	791338
United Nations Industrial Development Organization	787726
United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic	3562570
World Customs Organization	777546
World Health Organization	787722
World Intellectual Property Organization	787721
World Meteorological Organization	787720
World Tourism Organization	787723
World Trade Organization	877866

A list of misused English terms in EU institutions

Over the years, the European institutions have developed a vocabulary that differs from that of any recognised form of English. It includes words that do not exist or are relatively unknown to native English speakers outside the EU institutions and even to standard spellcheckers / grammar checkers and words that are used with a meaning, often derived from other languages, that is not usually found in English dictionaries.

ACTOR

Explanation

The Collins English dictionary defines an actor as ‘a person who acts in a play, film, broad-cast, etc’ or ‘a person who puts on a false manner in order to deceive others (often in the phrase bad actor)’. However, in EU usage, ‘actors’ are often simply ‘the people and/or organisations involved in doing something’. As this meaning is also found in US English, it also occurs in some sectors of international relations (as in the phrase ‘state actors’, for example). However, ‘actor’ is not normally used in this way, either in the United Kingdom or in Ireland and is best avoided. Research in the UK shows that, in this meaning, it is either not understood by the general public or, where understood, is perceived as ‘a poor translation’. In the second example below, respondents understood the ‘actors’ in question to be internationally known film stars.

Example

*Municipalities represent a major **actor** of the required change, thus their initiatives like the Covenant of Mayors should be further strengthened. [The European Parliament]*

*... acknowledges and welcomes the success of state-building efforts by Palestinian President Mahmoud Abbas and Prime Minister Salam Fayyad, which have been supported by the EU and endorsed by various international **actors**.*

Alternatives

It is very often preferable to rework the sentence, thus avoiding the problem altogether (‘town councils play an important role in the process of change’). Often, as in the case of ‘operators’ below, you can resolve the problem by trying to identify exactly who you are talking about (‘international aid organisations’, for example) and using the appropriate term.

In some circumstances, you may be able to use ‘player’, which can actually mean ‘actor’ in both senses (‘town councils are major players in the process of change’), but this should be done with extreme care.

ACTUAL

Explanation

‘Actual’ is sometimes used to refer to something that is happening now. However, in English it means ‘real’ or ‘existing’.

Example

*This appropriation is intended to cover basic salaries of the staff, as listed in the attached table, based on the **actual** regulations and on the probable adjustments.*

Alternatives

current, present

ADEQUATE

Explanations

‘Adequate’ is frequently used with the meaning of ‘appropriate’. However, Its actual (sic) meaning is closer to ‘satisfactory’ or even ‘barely satisfactory’. An ‘adequate solution’ to a problem may not be the best one, but it will do. An ‘appropriate solution’ is one that is fitting.

Example

*The collection of the data during the reporting process should be **adequate** and proportionate to the objectives pursued.*

Alternatives

appropriate, suitable, fitting

AIM (with the aim to)*Explanation*

There are 634 instances of ‘with the aim to’ (do something) in EUR-Lex. This expression actually takes of + the gerund.

Example

*List of specific recommendations from the Commission **with the aim of** reducing the administrative burden of REACH by SMEs while maintaining their ability to fulfil (sic) all REACH obligations.*

Alternatives

with the aim of (doing something), with a view to (doing something)

BUDGET LINE*Explanation*

‘Budget line’ is used so often that it has begun to sound right. However, it does not exist in English in the sense in which it is used in the EU institutions. Furthermore, even within EU terminology, there is no consensus as to what ‘budget line’ actually refers to (some say ‘budget heading’ and some ‘budget item’), which is already a sign that it should be handled with care. The dictionary definition of ‘budget line’ is ‘the alternative combinations of two different goods/that can be purchased with a given income and given prices of the two goods’, which is quite a different matter.

Example

*Three budget titles in this policy group are almost exclusively managed by three corresponding Directorates General (DGs) of the Commission. These are DG and Culture (DG EAC) for **budget line** 15, DG Communication (DG COMM) for **budget line** 16 and DG Justice, Freedom and Security (DG JLS) for **budget line** 1831.*

Alternatives

budget heading/item/title etc.

CABINET

Explanation

‘Cabinet’ (usually pronounced ‘cabinay’ by English speakers and ‘cabinet’ by others) is the term used at the Commission (and informally at the Court of Auditors) to refer to the private office of a Commissioner (or Member). Other than denoting a piece of furniture, the term is most commonly used in Britain to refer to ‘the senior ministers of the British Government’. The ‘British cabinet’ is therefore ‘the principal executive group of British government’ and not the private office of the British member of the Commission or Court or the staff thereof.

Example

*the British **cabinet***

Alternatives

‘private office’, sometimes, just ‘office’

CASE

Explanation

In English, ‘in case of’ is most commonly used in sentences that follow the pattern: ‘in case of fire, break glass’ i.e. ‘in the event of an (adverse) occurrence, act as follows ...’. In EU texts, on the other hand, it is often erroneously used to replace the preposition ‘for’ (e.g. ‘farmers are subject to possible reductions in case of non-compliance’ (= for non-compliance). In case (without ‘of’) is often used instead of ‘if’, ‘when’ or ‘where’ (‘the fund can be mobilised in case the damage caused by a national disaster exceeds the threshold’). This use is not only incorrect English, but it may also be misunderstood (in the case in point, the sentence does not mean ‘we can mobilise the fund if and when the damage exceeds the threshold’, as intended by the author, but ‘we can mobilise the fund in order to prevent the damage exceeding the threshold’, which is a different thing entirely).

Examples

*Farmers are ... subject to possible reduction of the grubbing-up premium **in case of** non-compliance with certain requirements.*

In case of pigs and poultry, at least 20% of the feed shall come from the farm unit itself.

The likelihood of continuation of dumping *in case* the measures would be (sic) allowed to lapse is examined in the following ...

The fund can be mobilised *in case* the damages (sic) caused by a national disaster exceed the threshold of three billion euro.

COMPETENCE

Explanation

‘Competence’ in its meaning of ‘the legal authority of a court or other body to deal with a particular matter’ is uncountable in English and therefore does not usually take a plural. We normally speak of the ‘powers’ of bodies or institutions rather than their ‘competences’.

Example

*This Directive fully respects the **competences** of Member States, particularly on employment, labour and social matters.*

Alternatives

powers, jurisdiction

COMPLETE

Explanation

To ‘complete’ means to finish, end or terminate. It therefore implies that whatever is being completed was somehow incomplete. In EU texts, however, this word is often used to mean that something extra has been added to supplement something that, in itself, was actually complete beforehand.

Example

*The French Republic, in July 2000, proposed a Regulation, to **complete** Regulation, (EC) No 1347/2000, aimed at facilitating, through the abolition of exequatur, the exercise of cross-border rights of access in the case of children of divorced or separated couples, aged up to 16 years.*

Alternatives

supplement, add to

CONCERN (concerning, for what concerns)*Explanation*

We often find paragraphs in reports that begin with ‘concerning XYZ, the Court found that...’, or instead of ‘with regard to’. This sounds very odd in English. The rather endearing Gallicism ‘for what concerns’ is also remarkably common, even in published documents (30 hits in EUR-Lex, many of which are recent).

Examples

Concerning the achievement[s] of the six EFA goals, the PEDP report reports that sound progress is being made ...

For what concerns resettlement, Member States will receive financial incentives (lump sums) every two years.

Alternatives

with regard to, in respect of, in terms of

However, there is no need to start an English sentence with a direct reference to the subject matter, as you would in certain other languages, and a different word-order might be better (‘The PEDP report states that sound progress is being made towards the achievement of the six EFA goals.’). Furthermore, where this introductory phrase merely repeats the paragraph heading, it should be eliminated altogether.

CONDITIONALITY*Explanation*

‘Conditionality’ is a clumsy word that should be used parsimoniously. Moreover, it is not an erudite synonym of ‘condition’ but a derivative of ‘conditional’ and means simply ‘the state of being conditional’. Finally, it is an uncountable noun that cannot be used in the plural, despite the 156 plural hits in EUR-Lex. It should perhaps be noted that this word is also used, equally incomprehensibly, by the IMF.

Example

*[The European Parliament) ... calls for it to be made possible for the actors involved in the management of operational programmes to influence **conditionalities**.*

Alternatives

Often just ‘conditions’ or ‘the conditions imposed/set’

CONFERENCE*Explanation*

In-house terminology uses ‘conference’ to refer to a simple talk or lecture, where one speaker comes to impart his knowledge on a given subject. In English, a conference is ‘a high-level meeting for consultation or exchange of information or discussion with a number of speakers, often lasting several days’, like the Kyoto conference, or in the legal context, a one-to-one meeting between a barrister and his client. In the example below, an outside reader would have understood that the medical service had invited a number of experts (doctors, researchers, university lecturers and politicians) to discuss the problem of infectious diseases and that one of them, Dr Arendt, would be taking questions. In fact, there was just Dr Arendt and he was giving a talk.

Example

*In this context, and in response to the concerns expressed by a number of colleagues, the Medical Service is organising a **conference** on Tuesday 12 October... A specialist doctor, M. Vic Arendt, will answer any of your questions.*

Alternatives

talk, lecture, presentation

DEFINE / DEFINITION*Explanation*

In English, ‘define’ means ‘to state the precise meaning of’ (for example: ‘we have already defined the meaning of control’). It does not mean ‘establish’, ‘set out’, ‘lay down’ or ‘illustrate’.

Examples

*The main tasks and activities of the IMI Joint Undertaking shall be: (a) to ensure the establishment and sustainable management of the Joint Technology Initiative on "Innovative Medicines", (b) to **define** and carry out the annual implementation plan referred to in Article 18 via calls for project.*

*A high level of human health protection shall be ensured in the **definition** and implementation of all Union policies and activities.*

Alternatives

establish, lay down, set out, draft, establishment, drafting, design

ELABORATE*Explanation*

To elaborate means ‘to work out carefully or minutely’ or ‘to develop to perfection’. It does not mean to write something up. It is possible, though rather unusual, to elaborate a strategy, but not a document.

Example

*Additional background information on less commonly used species, and habitats is available in the background information document **elaborated** by the Group of Experts.*

Alternatives

draft, draw up, prepare

ENSURE (TO)*Explanation*

‘To ensure’ means ‘to make sure or certain’. However, it is often used in the EU to mean ‘to provide’. ‘Ensure’ should never be followed by ‘to’ and an indirect object.

Example

*Establish national plans for rare diseases in order to **ensure** to patients with rare diseases universal access to high quality care, including diagnostics, treatments and orphan drugs*

throughout their national territory on the basis of equity and solidarity throughout the EU.

Alternatives

provide (with), guarantee

ESTABLISH

Explanation

‘Establish’ is often used in the EU to mean to ‘draw up’ or ‘draft’. In English, it actually means to ‘set up’, ‘found’ or ‘secure’. You can establish a company or criteria, but not a report.

Example

*During the reporting phase the Agency shall **establish** a final inspection report containing details of the conduct of the inspection.*

Alternatives

draw up, draft, produce, prepare

EVENTUAL / EVENTUALLY

Explanation

Eventual means ‘occurring at some unspecified time in the future’, eventually means ‘in the end’. However, in EU texts, these words are often used with a meaning akin to ‘possible’ and ‘possibly’. Thus, the sentence ‘eventually, the beneficiary provided documentary evidence’, which the author intended to mean something like ‘if any documentary evidence were necessary/ available, the beneficiary provided it’, actually it means that it took the beneficiary a long time to do so. In the example below, ‘eventual’ is used to mean ‘possible’, whereas it actually means ‘in the long term’.

Examples

*They both opposed an **eventual** imposition of anti-dumping measures as they considered that it could lead to a cessation of imports of the product concerned from the PRC.*

*The results thus obtained will be taken into consideration by the Commission with regard to an **eventual** new request for derogation.*

Alternatives

possible, any. It may sometimes be better to rework the sentence (e.g. eventual claims should be sent to the paying office = if you wish to make a claim, please write to the paying office).

EVOLUTION

Explanation

The word ‘evolution’ is both heavily overused and misused in our texts. Above all, it does not sit very well with the adjective ‘negative’ and a ‘negative evolution’ is something of an oxymoron. There are a number of more common words that should be preferred.

Example

*The increase in transport costs leads to a negative **evolution** of exports and consumption (households have to face increased costs of transport).*

Alternatives

development, trend, change, downturn/ upturn, etc.

EXERCISE

Explanation

‘Exercise’ is often used in EU documents to indicate a procedure or process of some sort or a period in which something is done.

Example

*The promotion **exercise** is different in each institution. At the Commission and Parliament, the system involves the accumulation of points: officials are promoted when they reach the threshold for promotion.*

Alternative

procedure

EXTERNALISE (EXTERNALISATION)

Explanation

Although ‘externalisation’ has become something of a buzzword in the UK public administration, it is a recent acquisition and has not yet reached the dictionaries or even Wikipedia, so readers may be unclear as to exactly what it means. It is therefore preferable to use a more established term if we wish to express the idea that a given service has been contracted out to a private company.

Example

*Furthermore, the White Paper required that the decision to **externalise** should be taken on a consistent basis across the European Commission, so that similar instruments are used in similar cases.*

Alternatives

outsource/ outsourcing, contract out, send out

FORMULATE

Explanation

Formulate is heavily over-used in our documents; it means ‘to put into or express in systematic terms’, ‘to express in (or to express as if in) a formula’ or ‘to devise’. In our work, it is often overused with a meaning akin to ‘draw up’ or ‘prepare’.

Example

*This is estimated at €646,832 on a yearly basis, covering 4.0 FTEs to manage the documents and the website (including dealing with confidentiality issues and one communication manager) to **formulate** urgent safety communications).*

Alternatives

draft, draw up, produce, prepare

FRAME (in the frame of)

Explanation

Like ‘foresee’, ‘in the frame of’ meaning ‘in connection with’, ‘in the context of’ or ‘within the scope of’ corresponds literally to an expression found in a number of other languages (Italian ‘nel quadro di’, German ‘im Rahmen von’, French ‘dans le cadre de’ etc). Unfortunately, this expression does not exist in English.

Examples

*In case (sic) the analysis is performed **in the frame of** a contamination incident, confirmation by duplicate analysis might be omitted in case the samples selected for analysis are through traceability linked to the contamination incident.*

*Food products would be chosen by Member State authorities **in the frame of** national food distribution programmes.*

Alternatives

in connection with, in the context of. ‘In the framework of’ is also possible but may sound somewhat bureaucratic. In the second example above, ‘under’ would also be a good alternative

HEAVY

Explanation

‘Heavy’ has a number of meanings, mostly to do with weight and thickness (heavy load, heavy fog). It cannot, however, be used to render the idea that a procedure or administration is excessively complicated, slow or difficult. As well as using ‘heavy’ itself, EUR-Lex documents try to render this concept in a number of ways (cumbersome, burdensome, and even ponderous), but they rarely sound quite right.

Example

*The usual reason appears to be over-**heavy** administrations.*

Alternatives

complicated, excessively or unnecessarily complex/ slow, etc., often ‘unwieldy’ (organisation, argument), or ‘laborious’ (process, procedure). Sometimes, we say that there is ‘too much red tape’

HIERARCHICAL SUPERIOR

Explanation

In English, this term is used almost exclusively in the ecclesiastical context, and even the word ‘hierarchical’ may be seen as a difficult word by many readers.

Example

*Error in the application of the case-law regarding the unlawful exercise of activities by the applicant’s **hierarchical superior**.*

Alternatives

manager, line manager, boss, immediate superior, head of unit, director etc.

IMPORTANT

Explanation

‘Important’ is often wrongly used to mean ‘big’ (‘the most important power station in France’); it actually means: ‘strongly affecting the course of events or the nature of things’ or ‘having or suggesting a consciousness of high position or authority’.

Example

*The annual accounts give detailed information on the financial corrections confirmed, implemented and to be implemented and explain the reasons for which an **important** amount is still to be implemented.*

Alternatives

large, significant

INCITE*Explanation*

To incite means to ‘encourage or stir up (violent or unlawful behaviour)’ or to ‘urge or persuade (someone) to act in a violent or unlawful way’. You cannot therefore, except in some Alice-in-wonderland parallel universe, incite someone to buy a car, use organic farming techniques or comply with a regulation.

Example

*Although the slow charging stations have lower unit costs, the relative short ranges of EVs imply that the charging infrastructure needs to initially develop with a sufficient density to **incite** consumers using [= to use] such vehicles, and thus ensure utilisation rates that lead to a reasonable payback period.*

*Such activities shall not **incite** consumers to buy a product due to its particular origins.*

Alternative

encourage

INFORM (TO)*Explanation*

Like ‘to allow’, ‘to inform’ requires a direct object (inform the public/us/them etc.) and cannot be used without one except in passive sentences (‘we were informed of something’, for example).

Example

*A number of Member States **informed** that they release regular evidence-based reports on young people's situation (sic), including their living conditions.*

Alternatives

In some cases, you can add the relevant object (‘a number of Member States informed the Commission...’), otherwise, announced, declared, stated etc.

INSIDE

Explanation

‘Inside’ is often used in EU documents instead of ‘within’ or ‘in’ or even ‘at’ or ‘by’.

Example

*The Commission's impact assessment system aims at ensuring evidence-based policy making **inside** the Commission through an integrated and balanced assessment of problems and alternative courses of action.*

Alternatives

within, or the appropriate preposition: at/by/in

INTERVENTION

Explanation

In international relations, the normal meaning of ‘intervention’ is ‘*interference by a state in another's affairs*’ and this can have strong negative connotations. Indeed, it is often found in combination with the word ‘military’ and this is how many respondents understood the first example below. In any case, it implies a limitation of the sovereignty of the country or territory in question, which may not be well received by the public. In EU parlance, on the other hand, it is just the term normally used to designate EU-funded operations in the member countries and elsewhere, and is part of a hierarchy of activities that also involves ‘measures’ and ‘actions’ in which, more often than not, ‘interventions’ are implemented via specific ‘measures’ and ‘actions’ are a subset of ‘measures’ (sometimes known as ‘sub-measures’). However, confusingly ‘measures’ and ‘actions’, are sometimes just synonyms (as in the common pleonastic phrase ‘measures and actions’). A further problem is that, in normal English usage, both ‘intervention’ and ‘action’ are often uncountable, leading to unwanted grammatical problems. Curiously, ‘intervention’ is also used to mean a ‘speech’ or ‘comment’, usually in a conference or meeting. This is also wrong.

Example

*The North of Kosovo: **interventions** have been very limited and there has been almost no progress in establishing the rule of law.*

*[The committee of the Regions] considers it necessary that development and investment partnership contracts should become a means of making national and EU **interventions** truly complementary.*

[The committee of the Regions] ...reiterates that such contracts must be drawn up and developed with the full involvement of regional and local authorities.

*The following spoke: Holger Krahmer on the **intervention** by Rebecca Harms.*

Alternatives

‘Activities’, ‘projects’, ‘EU-funded activities/projects’; where it refers to someone’s contribution to a conference ‘speech’, ‘contribution’, ‘comments’, ‘question’, ‘explanation’ etc.

INTRODUCE

Explanation

Introduce normally means to ‘present someone’ or ‘bring something in’, whereas it is often used in our work to mean to ‘submit’ (as in ‘submit an application or a report’).

Examples

*...importer should nonetheless (if he so wishes) **introduce** an application for a refund of anti-dumping duties within the six-month time limit.*

*In order to obtain accreditation ..., a candidate environmental verifier shall **introduce** a request with the Accreditation or Licensing Body from which it seeks accreditation or a license.*

*Each State has to **introduce** a demand to be granted funding.*

Alternatives

submit, put/send (an application/request/demand) in. In the first example above, it would be even better to substitute the whole phrase with ‘apply’

JURY*Explanation*

A ‘jury’ is ‘a group of, usually twelve, people sworn to deliver a true verdict according to the evidence upon a case presented in a court of law’. The term is also sometimes used in talent shows. In English, it is never used in the context of recruitment.

Example

*The audit of recruitment procedures showed that the selection of applicants invited for an interview – about 80 % of applicants are rejected at this stage – was made by only one member of the **jury**.*

Alternatives

selection board, selection panel

JUSTIFY / JUSTIFICATION*Explanation*

In English, to justify means ‘to demonstrate or prove to be just, right, or valid’ or ‘to show to be reasonable’, and ‘justification’ is ‘the act of justifying’ or ‘something that justifies’. In EU texts, we often find it used to mean ‘to explain’ or ‘provide evidence for’. By extension, especially in working papers, we also find ‘justification(s)’ used to mean ‘supporting document(s)’. In the example below, the author uses ‘justification’ to mean ‘evidence’, whereas, from the actual wording, we would understand something like: ‘the French government was unable to provide an explanation (or even an excuse)’.

Example

*Whereas the French Government was unable to provide any **justification**, and the Commission could find none, showing that the aid in question fulfilled the conditions required for grant of one of the exceptions set out in Article 92 (3) of the EEC Treaty’.*

Alternatives

substantiate, provide evidence for, explain, evidence, supporting document, proof, explanation

MISSION

Explanation

‘Mission’ has a number of meanings, none of which corresponds to the way it is most commonly used in EU texts. Generally speaking, missions in English are performed by secret agents, astronauts or diplomats. Otherwise, they can be the places where priests, nuns, diplomats etc. work abroad (often in developing countries). It never means a business or official trip and we would not say ‘on mission’ in any case. Unfortunately, however, it is a very useful word: we ‘do our mission planning’, ‘go on mission’, fill in a ‘mission order’, spend our ‘mission allowance’, declare our ‘mission expenses’ and do all of this via the ‘mission(s) office’. While it would be difficult to do without the word internally, we should bear in mind that it is likely to be misconstrued by outsiders.

Example

*With regard to the management of travel orders, the **missions** office... has systematically coordinated the reservation of plane tickets and hotel rooms and has been able to obtain very reasonable group rates.*

Alternative

Often, at the Court of Auditors, ‘audit/visit’ (I wasn’t here last week because I was in Rome for an audit (=on mission)), sometimes ‘official trip’, ‘official business’ or just ‘business’ or ‘work’ (‘I was in Rome on business/for work’). NATO, the UN and the Canadian Government often talk of ‘duty travel’

MODALITY

Explanation

‘Modality’ is one of those words which people (a) swear it is correct and (b) say they have to use because the Commission does so (the example below is a case in point). The trouble is that it is not English – at least not in the meaning applied in our texts. EUR-Lex contains over two thousand cases in which it is used to mean ‘procedure’, but this does not make it mean ‘procedure’. In English, it is a rare and quite specialised word (only 50 or so hits in the British National Corpus), whose main meanings relate to grammar, philosophy, medicine and physiology.

Example

*Evaluating such a unique scheme is a particular challenge for all actors involved. Evaluation **modalities** have gone through significant changes over recent years.*

Alternatives

procedure, method, mode

MODULATION*Explanation*

In English, ‘modulation’ is only normally used in the fields of music and grammar and with regard to wave frequencies. It is, in any case, a difficult word and one that many native speakers may not know. In EU documents, on the other hand, it is (strangely) used to mean a ‘reduction’ and, in the jargon of the common agricultural policy, refers specifically to a ‘system of progressive reduction of direct payments allowing a transfer of funds from Pillar 1 ... to Pillar 2’. This is not something that the average reader can be expected to know (or even the above-average one for that matter).

Example

*The voluntary **modulation** should take the form of reducing direct payments within the meaning of Article 2(d) of Regulation (EC) No 1782/2003.*

*Regulation (EC) No 73/2009 established a system of compulsory, progressive reduction of direct payments (“**modulation**”).*

Alternatives

adjustment or reduction/increase as applicable. With reference to the common agricultural policy, if you use ‘modulation’ it must be explained

NAME*Explanation*

In EU texts, particularly in administrative forms, the word ‘name’ is often used to refer exclusively to a person’s surname, so we are asked to supply someone’s ‘name and first name’ (usually in that order, sometimes with the word ‘name’ knowingly written in capital

letters). More unusually, but very confusingly, it is sometimes used to refer to the person's first name to the exclusion of his/her surname (so we have 'name and surname'). In English, a person's name is his/her whole name, so my 'name' is Jeremy Stephen Gardner, where Jeremy is my first name, 'forename', 'given name' or 'Christian name', Stephen is my 'middle name' and Gardner is my 'last name', 'surname' or 'family name'. The universal convention in the English-speaking world is that the 'first name' should come first and the 'last name' last (hence their names) and that it is possible to tell which is which by the order in which they are placed, the common EU practice of putting the last name first and indicating that it is actually the surname by placing it in capital letters is not widespread in English and may not be understood.

Examples

*CardHolder Name is the **name and first name(s)** of the holder of the Control Card.*

Title, Name and surname, Position in the applicant organisation.

Alternative

As languages and cultures differ on this point, documents and forms in English should unambiguously specify which name is which, e.g. by using the neutral terms 'given name' and 'family name'. In running text (as opposed to forms or tables), the normal order should be retained.

NORMALLY

Explanation

Normally means 'as a rule', 'usually', 'ordinarily' or 'in a normal manner' (e.g. 'act normally!'). In EU usage, it often expresses something that should happen.

Example

***Normally**, she will come at 8 o'clock. (= She should be here at 8 o'clock)*

*Are you free this week-end? Yes, **normally**. (= I should be).*

Alternatives

supposed to, should, expected to

NOTE

Explanation

In our administration, the word ‘note’ (dictionary definition = ‘a brief letter, usually of an informal nature’) seems to have invaded the semantic field of both ‘memo’ (a written communication, as in a business office) and ‘letter’ (many of our ‘notes’ are anything but brief, and none of them are informal).

Example

*An information **note** from Vice-President Kallas and the President, addressed to the College under the title, “Review of security policy, implementation and control within the Commission” which covered physical security as well as security of information, was adopted in 2008.*

Alternatives

memo, letter

OF

Explanation

Many of our authors seem unsure of the rules governing English prepositions, possessive constructions and noun-noun compounds. They therefore tend to use ‘of’ as an all-purpose preposition in the place of ‘from’, ‘by’, ‘in’, ‘on’, ‘at’ etc., giving us ‘previous reports of the Court’ instead of ‘previous reports by the Court’, ‘communication of the Commission’ instead of ‘communication (letter?) from the Commission’, ‘EC reports of the projects’ instead of ‘Commission reports on the projects’ etc. Moreover, phrases with ‘of’ are often used instead of possessive ’s constructions or noun-noun compounds (the reports of the Court/the Court’s reports, communications of the Commission/Commission communications). This type of error can lead to ambiguity even where it is not grammatically wrong; for example, in the phrase ‘the system of control of the Commission’, is the Commission being controlled (audited?) or is it doing the controlling?

PERSPECTIVE

Explanation

The word ‘perspective’ is often used correctly to mean ‘point of view’ (e.g. ‘from a research perspective’). However, it is also used incorrectly to mean ‘expectation for the future’ (as in ‘financial perspectives’).

Example

*The Foundation enjoys a more stable **perspective** in 2010. It has already put in place tighter monitoring and control of budget transfers to limit the number of transfers and prepares measures to further enhance budget planning and forecasting for the 2011 financial year.*

Alternatives

outlook, prospects (usually in the plural)

PRECISE

Explanation

There is no verb ‘to precise’ in English. ‘Precise’ is an adjective.

Example

*This proposal for a new basic regulation is justified because there is a need to **precise** the objectives of the CFP.*

*The Committee urges the Commission ... to **precise** which period before confinement is meant.*

Alternative

specify

PRESCRIPTION

Explanation

Although the legal term ‘prescription’ meaning ‘the limitation of time beyond which an action, debt, or crime is no longer valid or enforceable’ is commonly used in Scottish law,

the State of Louisiana and possibly Quebec. It is little known with this meaning in the rest of the English-speaking world. It is a convenient term, but unfortunately not one that most English speakers would understand.

Examples

*During the period of the stay, the party who has seized (sic) the court in the Member State shall not lose the benefit of interruption of **prescription** or limitation periods provided for under the law of that Member State.*

*Thus, inter alia, a uniform method for calculating the **prescription** is used, the starting point being the date on which the continuing infringement ceased, and the penalty to be imposed on each participant is only in respect of the whole of its unlawful conduct.*

Alternatives

Generally speaking, ‘limitation’. A ‘statute of limitations’ is said to apply: we can say, for example, that there is a ‘three-year statute of limitations’, ‘three-year limitation of action’, ‘three-year time-bar’ or ‘three-year limitation period’; if it is too late to pursue an action, we can say that ‘the statute of limitations has run out’; if a debt can no longer be collected, we can talk of a ‘time-barred’ claim or offence. The terms ‘stale claim’ and ‘stale offence’ may also be used, but are less well-known.

PROJECT

Explanation

We sometimes find ‘project (of)’ used with the meaning of ‘draft’. It is more common in working documents than in published reports, but some cases filter through into the Official Journal.

Example

*A number of technical and editorial amendments were also introduced to define the scope of some provisions, to make the wording of the Directive more explicit and more consistent with the wording of the **project** of Regulation on placing on the market.*

Alternative

draft

PUNCTUAL

Explanation

Punctual means ‘acting or arriving exactly at the time appointed’. In the example below, the word ‘punctual’ implies that the experts’ meetings were held on time. A good thing, no doubt, but not what is meant here, which is probably ‘occasional’.

Example

*The management of the above-mentioned feed sectors is subject to close co-operation with the Member States through regular (generally monthly) meetings of the Standing Committee on the Food Chain and Animal Health, section on Animal Nutrition, and **punctual** expert groups meetings where appropriate.*

Alternatives

one-off, occasional, individual, ad hoc, periodic, regular

REASONABILITY

Explanation

‘Reasonability’ may occur in some dictionaries, but like a number of other words with -ability and -ableness (unavailability is another common example much loved by IT), it is very marginal and stylistically awkward. Words of this sort should be avoided.

Example

*Even if, as FNK maintains, it should be left to the crane-hire companies to interpret the concept "reasonable", which incidentally is nowhere apparent, it is still established that the **reasonability** of rotes was discussed between the crane-hire companies and FNK’.*

Alternatives

Rework your sentence to use the word ‘reasonable’, ‘available’ etc. instead.

REFLECTION

Explanation

In English, reflection is an internal process that takes place within the individual (e.g. ‘I have reflected long and hard on this problem’) and does not necessarily involve any discussion. As for the curiously named ‘*reflection group*’, the dictionary definition is ‘a discrete group which is generated by a set of reflections of a finite-dimensional Euclidean space’.

Example

*The Commission’s **Reflection** Forum on Multilingualism and Interpreter Training produced a report with recommendations on the quality of interpretation and translation.*

Alternatives

discussion, think tank, forum

REINFORCE

Explanation

The verb ‘reinforce’ is most commonly used in the engineering or military contexts, but it is often misused in EU texts to mean ‘improve’ or ‘increase’. Authors who recognise it as a Gallicism are often tempted to replace it with ‘strengthen’ (e.g. ‘When strengthening the administrative capacity of a country, twinning is recognised as an important instrument.’). But there are often better words.

Example

*Furthermore, the Commission initiative on health security planned for 2011 will seek to **reinforce** the coordination of the EU risk management and will strengthen the existing structures and mechanisms in the public health area.*

Alternatives

improve, bolster, consolidate, increase, or, if negative, worsen, exacerbate etc.

REQUEST

Explanation

Many authors assume that ‘to request’ is merely a more formal way of saying ‘to ask’ and that the two verbs can be used interchangeably. However, this is not the case as they function quite differently from a syntactic point of view. You ask someone to do something or you ask somebody for something, whereas you request something from someone. You do not, on the other hand, request somebody to do something. There are no problems with using ‘request’ as a noun.

Example

*In its resolution on the discharge of the EU general budget for 2004, the European Parliament **requested** the Commission to clarify the Court’s right of access to projects managed by UN agencies.*

Alternatives

Replacing ‘request’ with ‘ask’ is by far the best option. Constructions using ‘request’ sound stilted and are difficult to get right: ‘requested [clarification of ...]’, ‘requested [that the Commission clarify ...]’.



This construction requires the subjunctive (‘clarify’) rather than the indicative (‘clarifies’)

SERVICE

Explanation

At the Commission (but not usually at the Court), the term ‘service’ is widely used with a meaning akin to ‘department’, which causes confusion for the casual reader of the Commission intranet, where the word is used indifferently to mean both ‘department’ and ‘service’. ‘Service’ is not the generic term for ‘department’ in English, although it is indeed used in the names of a few government departments, especially when they offer a service (e.g. the ‘Advisory Conciliation and Arbitration Service’, or the ‘passport service’). The first example below shows that it is also misused in EU texts to mean ‘the

staff of'. In the second example, it is superfluous ('In agreement with the Commission'), though some might argue that it serves to emphasise a distinction between the institution itself (or its members) and its staff. However, there is usually no need to make this distinction explicit in English as the precise meaning is usually clear from the context.

Examples

*For the financial year 2007, the **services** of the Commission's Accounting Officer carried out a follow-up of the previous year's findings.*

*In agreement with the **services** of the Commission, the group may set up subgroups to examine specific questions on the basis of the terms of reference defined by the group. Such subgroups shall be disbanded as soon as their mandate is fulfilled.*

SO-CALLED

Explanation

This is a risky term to use; although some dictionaries allow the meaning 'commonly known as', others, like the Collins dictionary, emphasise that its use casts doubt on the veracity of the term it introduces = 'called (in the speaker's opinion, wrongly) by that name'. In the example below, it implies that the author wishes to cast doubt on the fact that the system is really transitional. Furthermore, to cite the American Heritage Dictionary, 'quotation marks are not used to set off descriptions that follow expressions such as so-called and self-styled, which themselves relieve the writer of responsibility for the attribution'. This use of 'so-called' followed by quotation marks is very common in EU texts (second example) and should be avoided.

Examples

*The EES& notes that the **so-called** transitional system for the application of the minimum standard rate of VAT, set at 15 %, which was adopted back in 1992 and is due to expire on 31 December 2010, needs to be extended.*

*With dimensions of approximately 8,5×30×23 cm designed for monitoring the respiratory and anesthetic gases of a patient under medical treatment (**so-called** 'Gas Analyser Module').*

Alternatives

Often, as in the two examples above, ‘so-called’ is superfluous and the other term can stand on its own. In other cases, we can say ‘known as’ or ‘this is called’. Occasionally we may use inverted commas, though there is a risk that they will be misinterpreted.

THIRD COUNTRY*Explanation*

The USA is one country, Canada is another, and Ireland is a third. The USA could sign an agreement with Canada to exclude a third country (e.g. Ireland) from their territorial waters (for fishing, for example). In EU texts, the term is widely used to mean ‘countries outside the European Union’, and sometimes ‘countries outside whatever grouping of countries we are talking about’. This is incorrect and largely incomprehensible to outsiders. It is also objectively unclear. This is evident if we look at the (invented) example: ‘He has a Schengen visa but he is not allowed to work in third countries.’ Do we mean here: ‘non-Schengen countries’ or ‘non-EU countries’? The unaccustomed reader might even mistake it for ‘third-world countries’.

Example

*Regulation (EC) No 1580/2007 lays down, pursuant to the outcome of the Uruguay Round multilateral trade negotiations, the criteria whereby the Commission fixes the standard values for imports from **third countries**.*

Alternatives

non-member state(s), non-Schengen state(s), countries outside the EU/EEA etc.

TRAINING*Explanation*

This is one of a series of gerunds used creatively but incorrectly as countable nouns (a training, a screening, a prefinancing, a planning), which is not generally possible in English. Training in English is a process (the process of being trained) and it cannot be used as a synonym for a ‘(training) course’. It is also often used redundantly in

combination with ‘course’ (second example below), as if the word ‘course’ on its own were somehow not good enough.

Examples

*Workers posted by a TC company (its principal place of business is outside the EU/EEA):
-contract services suppliers; -ICT (including for the purpose of a **training**).*

*The development of a vocational **training** programme for internal auditors in the Commission was completed, including a **training** course on fraud prevention, developed by OLAF.*

Alternatives

course (language course/I am on a course/I am doing a course), workshop (attending a workshop), presentation, talk etc.

TRANSMIT

Explanation

‘Transmit’ normally refers to radio or television, or possibly the Morse code. When sending something by letter, email or fax, we normally say ‘send’. If we are sending something on that has been sent to us, we say ‘forward’ or ‘send on’ rather than ‘retransmit’.

Examples

*The Court would thus be required to **transmit** its draft report on the same day that the Commission is required to **transmit** its synthesis report on the operation of the internal control system.*

*Where appropriate, each Member State shall **retransmit** to the NEAFC Secretary reports and messages received from its vessels in accordance with Articles 9 and 11 of Regulation (EU) No 1236/2010, subject to the following amendments.*

Alternatives

send, forward

TRANPOSE (TRANSPPOSITION)*Explanation*

In English ‘to transpose’ means ‘to put in a different order’ and it is normally used in mathematics and music. It is not a legal term and does not (even in places that have civil law systems, like Scotland, Louisiana and Quebec) have the meaning attributed to it in EU Jargon (= to enact the provisions of a Directive in national legislation). It is a useful word internally, but will not be understood in the outside world, even by lawyers, except possibly those who speak good French or are used to EU terminology.

Example

*The Commission shall, on the basis of the information provided by the Member States, publish on its website the details of the provisions approved by each Member State which **transpose** Chapter 3 of Title XI of Directive 2006/112/EC.*

Alternatives

implement, transfer/convert (into national law), enact (in national law)

VALORISE*Explanation*

‘To valorise’ means ‘to fix and maintain an artificial price for (a commodity) by governmental action’. In EU texts, however, it is often used to mean ‘to assign a value to’ or to ‘make the most of’.

Examples

*How could the results of the work of the Agency be best **valorised** for both the public and the private sectors thus enhancing the visibility of the Agency?*

*Whereas Article 4 (a) of Commission Regulation (EEC) No 1164/89 (3), as last amended by Regulation (EEC) No 2095/93 (4), lays down, inter alia, that the aid is to be granted only in respect of areas harvested, on condition that normal cultivation work has been carried out; whereas, if the aid scheme is to operate properly, a definition should be given of what is meant by harvest, on the one hand, and, on the other, only those cultivation practices which seek to **valorise** almost the whole of the product cultivated should be accepted.*

Alternatives

increase the value of, give a value to, enhance, make the most of, accentuate, upgrade, put to good use

VISA*Explanation*

Visa is misused to render not only ‘approval’ (example 1), but also ‘the act of giving approval’ (example 2). In English, a visa is generally ‘an official authorisation appended to a passport permitting entry into and travel within a particular country or region’. It is also the name of a credit card. Some dictionaries also give a meaning akin to the one used here (approve/ approval). However, it is not generally understood or used in this way, to the extent that none of the 407 occurrences of ‘visa’ in the British National Corpus corresponds to this meaning. In any case, you certainly cannot ‘perform’, ‘do’ or ‘carry out’ a visa as in the first example below.

Examples

*Delegated Authorising Officers are responsible for financial management in their services, including functions that had previously been fulfilled at central level, such as, for instance, the centralised ex-ante **visa** performed by the Financial Controller, which was abolished in the context off Reform.*

*An important part of the system is the role played by the Control and Finance Section which has to **visa** all transactions before they can be authorised.*

*In addition, the Commission services indicated that the ex-ante **visa** of the Delegation would be suspended unless the ratification of the amendment to the MoU was ensured by the date of May JMC meeting and a credible plan to fully address the audit findings was prepared.*

Alternatives

approval, endorsement, to approve, to endorse

The Main Conventions and Partial Agreements

Conventions are the pillars on which the Council of Europe is built. They are legally binding agreements with which a member state is obliged to comply once it has signed and ratified them. Compliance with many of these conventions, in particular the newer ones, is monitored by a number of bodies.

Major conventions include:

The European Convention on Human Rights

Established in 1950, this convention is a unique and powerful propagator of civilised values and democratic growth. It guarantees the right to life, liberty, security, a fair trial, family life and freedom of thought, conscience, religion and expression.

www.coe.int/convention

The European Social Charter

Introduced in 1961 and revised in 1996, the Charter works to protect the economic and social rights of Europe's citizens. It safeguards rights regarding employment, social and legal protection, housing, health, education, free movement and non-discrimination.

www.coe.int/socialcharter

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

Created in 1987, this convention is concerned with the prevention of torture and inhuman treatment in places of detention. It sets and enforces standards with regard to safeguarding the rights of those imprisoned or otherwise deprived of their liberty in the Council of Europe's member states.

www.cpt.coe.int

Framework Convention for the Protection of National Minorities

This framework convention is concerned with the protection of national minorities within the 47 member states. It sets out guidelines relating to a wide range of fundamental freedoms, including peaceful assembly, expression, conscience and religion, access to media, language and education.

www.coe.int/minorities

The European Cultural Convention

Created in Paris in 1954, this convention helps to promote and protect cultural diversity throughout Europe. It works to encourage appreciation of the many national identities that comprise Europe's common cultural heritage, with a focus on languages, history and society.

www.coe.int/culture

The Convention on Cybercrime

This convention is the only binding international agreement on cybercrime. Created in 2004, it issues guidelines for the development of comprehensive national legislation on cybercrime and also acts as a framework for international co-operation between signatory countries.

www.coe.int/cybercrime

The European Convention on Human Rights and Biomedicine

This convention safeguards ethical practice in biomedicine. It issues guidelines on practices including organ transplantation and the use of substances of human origin, medical research on human beings, the protection of human embryos and fetuses, and the use of medical records.

www.coe.int/bioethics

The European Convention on Action against Trafficking in Human Beings

This convention came into force in 2008 and its main responsibility is to prevent and combat trafficking in human beings. It works to protect the victims of trafficking to safeguard their rights, and to prosecute traffickers.

www.coe.int/trafficking

The European Convention on the Suppression of Terrorism

This convention was the first international treaty to establish as criminal offences activities such as incitement, recruitment and training that may lead to acts of terrorism. It also works to harmonise arrangements regarding extradition and mutual legal assistance between member states.

www.coe.int/terrorism

The European Charter of Local Self-Government

This charter came into force in 1988 and defines the constitutional basis of local self-government in the Council of Europe's member states. It guarantees the political, administrative and financial independence of local authorities.

www.coe.int/congress

The Anti-Doping Convention

The purpose of this convention is the harmonisation of anti-doping regulations throughout the Council of Europe's member states. It works to limit the availability and use of banned substances, to fund anti-doping tests and to ensure the strict application of anti-doping rules.

www.coe.int/sport

The Bern Convention

This convention came into force in 1982 and is concerned with the conservation of wild flora and fauna and their natural habitats, and the monitoring and control of endangered and vulnerable species. It also provides assistance with legal and scientific issues in these areas.

www.coe.int/bernconvention

The European Charter for Regional or Minority Languages

The charter, adopted in 1992, aims to protect and promote regional and minority languages in Europe. It works to maintain their use in all parts of society and nurture their status as a valuable part of Europe's cultural heritage.

www.coe.int/minlang/

The European Outline Convention on Transfrontier Co-operation between Territorial Communities or Authorities

This convention sets out a framework for enabling cross-border co-operation between local and regional authorities belonging to the Council of Europe's member states. Areas of collaboration include urban and rural development, environmental protection and the improvement of public services.

www.coe.int/congress

Data Protection Convention

Opened for signature in 1981 and amended in 1999, this convention is the only international agreement on the protection of personal data. It protects the right to private life, by ensuring that data is collected, stored and used appropriately, and the right to access and correct data.

www.coe.int/dataprotection

Convention on Preventing and Combating Violence against Women and Domestic Violence

Opened for signature in 2011, this convention is the first international agreement on the prevention of violence against women and domestic violence. It sets out guidelines with regard to the protection against and elimination and prosecution of such acts and monitors implementation and compliance.

www.coe.int/violence

Convention on the Protection of Children against Sexual Exploitation and Sexual Abuse

This convention, which entered into force in 2010, sets out to prevent sexual offences against children, prosecute the perpetrators of such acts and protect the victims. It is supported by the ONE in FIVE campaign to stop sexual violence against children.

www.coe.int/childprotection

Medicrime Convention

Opened for signature in 2011, this convention is the first international treaty to criminalise the manufacture, supply and trafficking of counterfeit medical products. It sets out to establish preventive measures in the public and private sectors and to protect victims and witnesses.

www.coe.int/medicrime

European Landscape Convention

Also known as the Florence Convention, it came into force in 2004 and promotes the protection, management and planning of European landscapes. Also covering European co-operation on such issues, it is the first international treaty to be exclusively concerned with this subject.

www.coe.int/landscape

The Main Partial Agreements

Partial agreements play an important role in supporting co-operation between the member states in pursuit of common goals on particular issues.

Key partial agreements include:

The Council of Europe Development Bank

Based in Paris, this was one of the first financial institutions to be established in Europe and the only one with an exclusively social vocation. Its aim is to promote social cohesion in the Council of Europe's member states.

www.coebank.org

The European Directorate for the Quality of Medicines and HealthCare (European Pharmacopoeia)

The European Pharmacopoeia works to guarantee access to good-quality medicines for Europe's citizens by setting compulsory standards for the production and quality control of medicines.

www.edqm.eu

The European Audiovisual Observatory

The Observatory promotes the development of the European film and television industries, providing statistical and analytical data and public policy information across a wide range of media.

www.obs.coe.int

Eurimages

The first body of its kind in Europe, Eurimages funds the co-production, distribution, digitisation and exhibition of European cinematic works, encouraging co-operation between film professionals.

www.coe.int/eurimages

The Pompidou Group

This is the Council of Europe's frontline taskforce against drug abuse and drug trafficking. Formed in 1971 as an inter-governmental body, it was officially incorporated into the Council in 1980.

www.coe.int/pompidou

The Venice Commission

As the Council of Europe's advisory body on constitutional matters, the Venice Commission helps define and develop common constitutional standards and provides legal advice on various subjects.

www.venice.coe.int

GRECO (The Group of States against Corruption)

Created in 1999, GRECO's main goal is to improve the member states capacity to fight corruption. It monitors national anti-corruption policies and works to introduce reform where necessary.

www.coe.int/greco

European Centre for Modern Languages

Based in Graz, Austria, the Centre supports the development of language teaching and learning in the member states as a means of fostering greater communication and co-operation.

www.ecmi.at

The North-South Centre

Set up in Lisbon, Portugal in 1990, the North-South Centre works to raise public awareness of global interdependence issues and to promote the adoption of solidarity-based policies complying with the Council of Europe's aims.

www.nscentre.org

The Enlarged Partial Agreement on Sport (EPAS)

The purpose of this partial agreement is to promote sport and emphasise its positive values. It also works to establish international standards and develop a pan-European framework of co-operation.

www.coe.int/epas

Glossary of English-French frequently used abbreviations

1	EN	AASM; AAMS	Associated African States and Madagascar; Associated African and Madagascar States
	FR	EAMA	Etats africains et malgache associés
2	EN	ACA	accession compensatory amounts
	FR	MCA	montants compensatoires adhésion
3	EN	ACE	Actions by the Community relating to the environment
	FR	ACE	Actions communautaires pour l'environnement
4	EN	ACE	Association of European Community Airlines
	FR	ACE	Association des compagnies aériennes de la Communauté européenne
5	EN	ACE	Community action for co-operation in the field of economics
	FR	ACE	Action communautaire de coopération dans le domaine de la science économique
6	EN	ACM	Arab Common Market
	FR	MCA	Marché commun arabe
7	EN	ACNAT	Actions by the Community relating to Nature Conservation
	FR	ACNAT	Actions communautaires pour la conservation de la nature
8	EN	ACP	African, Caribbean and Pacific States
	FR	ACP	Etats d'Afrique, des Caraïbes et du Pacifique
9	EN	ACP	Agreement relating to Community patents
	FR	-	accord en matière de brevets communautaires
10	EN	ADN	European Agreement concerning the International Carriage of Dangerous Goods by Inland Waterway
	FR	ADN	Accord européen relatif au transport international des marchandises dangereuses par voie de navigation intérieure
11	EN	ADR	European Agreement concerning the International Carriage of Dangerous Goods by Road
	FR	ADR	Accord européen relatif au transport international des marchandises dangereuses par route
12	EN	AE	Agricultural element

	FR	EA	élément agricole
13	EN	AETR	European Agreement concerning the Work of Crews of Vehicles engaged in International Road Transport
	FR	AETR	Accord européen relatif au travail des équipages des véhicules effectuant des transports internationaux par route
14	EN	AGR	European Agreement on Main International Traffic Arteries
	FR	AGR	Accord européen sur les grandes routes de trafic international
15	EN	AIA	Agricultural income aid
	FR	ARA	Aide au revenu agricole
16	EN	AIP-SME	Agency for the International Promotion of SMEs
	FR	API-PME	Agence pour la promotion internationale des PME
17	EN	AMS	Aggregate measure of support
	FR	MGS	mesure globale de soutien
18	EN	APEC	Asia-Pacific Economic Co-operation
	FR	CEAP; APEC	Coopération économique Asie-Pacifique
19	EN	ARE	Group of the European Radical Alliance
	FR	ARE	groupe de l'Alliance radicale européenne
20	EN	ASEAN	Association of Southeast Asian Nations
	FR	ASEAN; ANASE	Association des nations de l'Asie du Sud-Est
21	EN	ASEM	Asia-Europe Meeting
	FR	ASEM	Rencontre Asie-Europe
22	EN	ASEUR	European non-governmental organizations
	FR	ASEUR	organisations non-gouvernementales européennes
23	EN	ASSUC	Association of Professional Organizations of the Sugar Trade for EEC Countries
	FR	ASSUC	Association des organisations professionnelles du commerce des sucres pour les pays de la CEE
24	EN	AUA	agricultural unit of account
	FR	UCA	Unité de compte agricole
25	EN	BCC	Business Co-operation Centre
	FR	BRE	Bureau de rapprochement des entreprises

26	EN	BC-NET	Business Co-operation Network
	FR	BC-NET	Réseau pour la coopération interentreprises
27	EN	BENELUX	Benelux Economic Union
	FR	BENELUX	Union économique Bénélux
28	EN	BEUC	European Bureau of Consumers' Unions
	FR	BEUC	Bureau européen des unions de consommateurs
29	EN	BIC	Community measure for the creation and development of business and innovation centres and their network
	FR	BIC	Action communautaire pour la création et le développement de centres d'entreprise et innovation ainsi que de leur réseau
30	EN	BIOMED	Specific Research and Technological Development Programme in the field of Biomedicine and Health
	FR	BIOMED	Programme spécifique de recherche et de développement Technologique dans le domaine de la biomédecine et de la santé
31	EN	BIOTECH	Specific Research and Technological Development Programme in the field of Biotechnology
	FR	BIOTECH	Programme spécifique de recherche et de développement technologique dans le domaine de la biotechnologie
32	EN	BIS	Bank for International Settlements
	FR	BRI	Banque des règlements internationaux
33	EN	BLEU	Belgo-Luxembourg Economic Union
	FR	UEBL	Union économique belgo-luxembourgeoise
34	EN	BRIDGE	Biotechnology Research for Innovation, Development and Growth in Europe
	FR	BRIDGE	Recherches biotechnologiques pour l'innovation, le développement et la croissance en Europe
35	EN	BRITE	Basic Research in Industrial Technologies in Europe; Multiannual Research and Development Programme of the European Economic Community in the field of Basic Technological Research and the Application of New Technologies
	FR	BRITE	Recherche fondamentale dans le domaine des technologies, industrielles en Europe; Programme pluriannuel de recherche et de

			développeront économique européenne dans le domaine de la recherche technologique fondamentale et de l'application des technologies nouvelles
36	EN	BRITE/ EURAM	Specific Research and Technological Development Programme in the field of industrial Manufacturing Technologies and and Advanced Materials Applications
	FR	BRITE/ EURAM	Programme spécifique de recherche et de développement technologique de la Communauté économique européenne dans les domaines des technologies industrielles manufacturières et des applications des matériaux avancés
37	EN	BSE	Bovine Spongiform Encephalopathy (mad cow disease)
	FR	ESB	encephalopathie spongiforme bovine (maladie de la vache folle)
38	EN	BTN	Brussels Nomenclature
	FR	NDB	Nomenclature de Bruxelles
39	EN	CA	Compensatory amounts
	FR	MC	Montants compensatoires
40	EN	CACM	Central American Common Market
	FR	MCCA	Marché commun centraméricain
41	EN	CAIS	Central American Integration System
	FR	SICA	Système d'intégration centraméricaine
42	EN	CAP	Common Agricultural policy
	FR	PAC	Politique agricole commune
43	EN	CBR; BCR	Community Bureau of References
	FR	BCR	Bureau communautaire de référence
44	EN	CBSS	Council of the Baltic Sea States
	FR	CEMB	Conseil des Etats de la Mer Baltique
45	EN	CBT	Cross-border trade
	FR	-	Commerce transfrontalier
46	EN	CCAM	Advisory Committee on Procurements and Contracts
	FR	CCAM	Commission consultative des achats et des marchés

47	EN	CCC	Customs Co-operation Council
	FR	CCD	Conseil de coopération douanière
48	EN	CCCC	Community-COST Concertation Committee
	FR	CCCC	Comité de concertation Communauté-COST
49	EN	CCEE	Countries of Central and Eastern Europe
	FR	PECO	Pays d'Europe centrale et orientale
50	EN	CCEET	Centre for Co-operation with European Economies in Transition
	FR	CCEET	Centre pour la coopération avec les économies européennes en transition
51	EN	CCFF	Compensatory and contingency financing facility
	FR	FFCFI	Facilité de financement compensatoire et de financement pour imprévus
52	EN	CCG	Policy Co-ordination Group for Credit Insurance, Credit Guarantees and Financial Credits
	FR	CCG	Groupe de coordination des politiques d'assurance crédit, des garanties et des crédits financiers
53	EN	CCNR	Central Commission for the Navigation of the Rhine
	FR	CCNR	Commission centrale pour la navigation du Rhin
54	EN	CCT	Common Customs Tariff
	FR	TDC	Tarif douanier commun
55	EN	CDH	European Court of Human Rights
	FR	CDH	Cour européenne des droits de l'homme
56	EN	CDIC	Commission's Steering Committee for Data Processing
	FR	CDIC	Comité directeur de l'informatique de la Commission
57	EN	CE	Compulsory expenditure
	FR	DO	Dépenses obligatoires
58	EN	CE	Council of Europe
	FR	CE	Conseil de l'Europe
59	EN	CEA	Confederation of European Agriculture
	FR	CEA	Confédération européenne de l'agriculture
60	EN	CECD	European Confederation for Retail Trade
	FR	CECD	Confédération européenne du commerce de détail
61	EN	CECIMO	European Committee for Co-operation of the

		FR CECIMO	Machine Tool Industries Comité européen de coopération des industries de la machine-outil
62	EN	CECODE	European Centre for Retail Trade
	FR	CECODE	Centre européen du commerce de détail
63	EN	CEDEFOP	European Centre for the Development of Vocational Training
	FR	CEDEFOP	Centre européen pour le développement de la formation professionnelle
64	EN	CEE	Central and Eastern Europe
	FR	ECO	Europe centrale et orientale
65	EN	CEEP	European Centre for Public Enterprises
	FR	CEEP	Centre européen de l'entreprise publique
66	EN	CEFTA	Central European Free Trade Agreement
	FR	CEFTA	Zone de libre-échange en Europe centrale
67	EN	CELEX	Interinstitutional Computerized Documentation System for Community Law
	FR	CELEX	Système interinstitutionnel de documentation automatisée pour le droit communautaire
68	EN	CEN, ECS	European Committee for Standardization
	FR	CEN	Comité européen de normalisation
69	EN	CENELEC	European Committee for Electrotechnical Standardization
	FR	CENELEC	Comité européen de normalisation électrotechnique
70	EN	CEPS	Centre for European Policy Studies
	FR	CEPS	Centre d'études de la politique européenne
71	EN	CEPT	European Conference of Postal and Telecommunications Administrations
	FR	CEPT	Conférence européenne des administrations des postes et des télécommunications
72	EN	CERN	European Organization for Nuclear Research
	FR	CERN	Organisation européenne pour la recherche nucléaire
73	EN	CESIS	European Centre of the Schengen Information System
	FR	CESIS	Centre européen du Système d'information Schengen
74	EN	CET	Common External Tariff
	FR	TEC	tarif extérieur commun
75	EN	CETIC	European Scientific Data-processing Centre
	FR	CETIC	Centre européen de traitement de l'information

76	EN	CEVNI	scientific
	FR	CEVNI	European Code for Island Waterways
			Code européen des voies de navigation intérieure
77	EN	CFF	compensatory financing facility
	FR	FFC; CFF	facilité de financement compensatoire
78	EN	CFI	Court of First Instance
	FR	TPI	Tribunal de première instance
79	EN	CFP	Common Fisheries Policy
	FR	PCP	politique commune de la pêche
80	EN	CFSP	Common Foreign and Security Policy
	FR	PESC	politique étrangère et de sécurité commune
81	EN	CIC	Committee on Industrial Co-operation
	FR	CCI	Comité de coopération industrielle
82	EN	CIEAR; IEAR	European Communities Institute for Economic Analysis and Research
	FR	ICARE; IARE	Institut des Communautés européennes pour l'analyse et la recherche économiques
83	EN	CIRCE	European Communities information and Documentary Research Centre
	FR	CIRCE	Centre d'information et de recherche documentaire des Communautés européennes
84	EN	CIS	Commonwealth of Independent States
	FR	CEI	Communauté des Etats indépendants
85	EN	CIS	Customs Information System
	FR	SID	Système d'information douanier
86	EN	CISSP	Community Information System on Social Protection
	FR	CISSP	Système d'information mutuelle sur la protection sociale dans la Communauté
87	EN	CJEC	Court of Justice of the European Communities
	FR	CJCE	Cour de justice des Communautés européennes
88	EN	CJUS	law database (judgements of the Court of Justice)
	FR	CJUS	banque de données juridiques (arrêts de la Cour de justice)
89	EN	CLIO	Code of Liberalization of Current Invisible Operations
	FR	CLIO	Code de libération des opérations invisibles courantes
90	EN	CMEA;	Council for Mutual Economic Assistance

		COMECON	
	FR	CAEM; COMECON	Conseil d'assistance économique mutuelle
91	EN	CMIT	Committee on Capital Movements and Invisible Transactions
	FR	CMIT	Comité des mouvements de capitaux et des transactions invisibles
92	EN	COCOM	Co-ordinating Committee on Export Controls
	FR	COCOM	Comité de coordination pour le contrôle multilatéral des exportations
93	EN	CODEST	Committee for the European Development of Science and Technology
	FR	CODEST	Comité de développement européen de la science et de la technologie
94	EN	COFACE	Confederation of Family Organizations in the European Community
	FR	COFACE	Confédération des organisations familiales de la Communauté européenne
95	EN	COGECA	General Committee for Agricultural Co-operation in the European Community
	FR	COGECA	Comité général de la coopération agricole de la Communauté européenne
96	EN	COM	Common organization of the markets
	FR	OCM	Organisation commune des marchés
97	EN	COMEL	Co-ordinating Committee for Common Market Associations of Manufacturers of Rotating Electrical Machinery
	FR	COMEL	Comité de coordination des constructeurs de machines tournantes électriques du Marché commun
98	EN	COMETT	Community Programme for Education and Training for Technologies; Programme on Co-operation between Universities and Industry regarding Training in the field of Technology
	FR	COMETT	Programme de coopération entre l'université et l'entreprise en matière de formation dans le cadre des technologies
99	EN	COMITEXTIL	Co-ordinating Committee for the Textile Industries in the EC
	FR	COMITEXTIL	Comité de coordination des industries textiles de la CE
100	EN	COPA	Committee of Agricultural Organizations in the

		FR COPA	European Community Comité des organisations professionnelles agricoles la Communauté européenne
101	EN	COPENUR	Standing Committee on Uranium Enrichment
	FR	COPENUR	Comité permanent pour l'enrichissement de l'uranium
102	EN	COPMEC	Committee of Small and Medium-sized Commercial Enterprises of the EC Countries
	FR	COPMEC	Comité des petites et moyennes entreprises commerciales des pays de la CE
103	EN	CoR	Committee of the Regions
	FR	CdR	Comité des Régions
104	EN	CORDIS	Community Research and Development Information Service
	FR	CORDIS	Service d'information sur la recherche et le développement communautaires
105	EN	COREPER; PRC	Permanent Representatives Committee
	FR	COREPER; CRP	Comité des représentants permanents
106	EN	CORINE	Co-ordination of Information on the Environment; Commission work programme concerning an experimental project for gathering, co-ordinating and ensuring the consistency of information on the state of the environment and natural resources in the Community
	FR	CORINE	Programme de travail de la Commission concernant un projet expérimental pour la collecte, la coordination et la mise en cohérence de l'information sur l'état de l'environnement et des ressources naturelles dans la Communauté
107	EN	COS 113	Article 113 Committee
	FR	COS 113	Comité spécial de l'article 113
108	EN	COSAC	Conference of bodies concerned with Community affairs in the Parliaments of the European Community
	FR	COSAC	Conférence des organes spécialisés dans les affaires communautaires des parlements de la Communauté européenne
109	EN	COST	European Co-operation in the field of Scientific and Technical Research

	FR	COST	Coopération européenne dans le domaine de la recherche scientifique et technique
110	EN	COTACEX	Technical Conunittee of Export Credit Insurers of the EC
	FR	COTACEX	Comité technique des assureurs-crédit à l'exportali de la CE
111	EN	CP	Contracting party
	FR	PC	partie contractante
112	EN	CPC	Community Patent Convention; Convention for th, European Patent for the Common Market
	FR	CBC	Convention sur le brevet communautaire; Convention relative au brevet européen pour le Marché commun
113	EN	CPEMT	Medium-term Economic Policy Committee
	FR	CPEMT	Comité de politique économique à moyen terme
114	EN	CPR	Regional Policy Committee
	FR	CPR	Comité de politique régionale
115	EN	CREST	Scientific and Technical Research Committee
	FR	CREST	Comité de la recherche scientifique et technique
116	EN	CRONOS	Database of the Statistical Office of the European Communities for the Management of Time Series
	FR	CRONOS	base de données de l'Office statistique des Communautés européennes pour la gestion de séries chronologiques
117	EN	CSCE	Conference on Security and Co-operation in Europe
	FR	CSCE	Conférence sur la sécurité et la coopération en Europe
118	EN	CSCM	Conference for Secuxity and Co-operation in the Mediterranean
	FR	CSCM	Conférence sur la sécurité et la coopératios en Méditerranée
119	EN	CSF	Community support framework
	FR	CCA	Cadre communautaire d'appui
120	EN	CSTP	Committee for Scientific and Technological Policy
	FR	CPST	Comité de la politique scientifique et technologique
121	EN	CTIC	Trans-border Information and Consulting Centres for Consumers

	FR	CTIC	centres transfrontaliers d'information et de conseil des consommateurs
122	EN	CTR's	common technical regulations
	FR	RTC	réglementations techniques communes
123	EN	CTS	conformance-testing services
	FR	CTS	services d'essais de conformité
124	EN	DAC	Development Assistance Committee
	FR	CAD	Comité de l'aide développement
125	EN	DEP	European Depositary Library
	FR	DEP	Bibliothèque dépositaire européenne
126	EN	DG	Directorate-General
	FR	DG	direction générale
127	EN	DIANE	Direct Information Access Network for Europe
	FR	DIANE	Réseau d'accès direct à l'information pour l'Europe
128	EN	DOSES	Development of statistical expert system
	FR	DOSES	Développement des systèmes experts eu statistiques
129	EN	DRIVE	Dedicated Road infrastructure for Vehicle Safety in Europe; Commuaity Programme in the field of Road Transport Informatics and Telecommunications
	FR	DRIVE	Programme communautaire dans le domaine de l'informatique du transport routier et des télécommunications
130	EN	EA	European association
	FR	AE	Association européenne
131	EN	EAC	European Agency for Ce-operation
	FR	AEC	Agence européenne de coopéntion
132	EN	EAD	Euro-Arab Dialogue
	FR	DEA	dialogue euro-arabe
133	EN	EAEC; EURATOM	European Atomic Energy Community
	FR	CEEA; EURATOM	Communauté européenne de l'énergie atomique
134	EN	EAGGF	European Agricultural Guidance and Guarantee Fund
	FR	FEOGA	Fonds européen d'orientation et de garantic agricole
135	EN	EAMA	European Automobile Manufactures' Association
	FR	ACEA	Association des constructeurs européens

			d'automobiles
136	EN	EAPN	European anti-poverty network
	FR	EAPN	Réseau européen des associations de lutte contre le le pauvreté et l'exclusion sociale
137	EN	EBA	ECU Banking Association
	FR	EBA	Association bancaire pour l'ecu
138	EN	EBC	European Business Council
	FR	EBC	Conseil des affaires européennes
139	EN	EBRD	European Bank for Reconstruction and Development
	FR	BERD	Banque européenne pour la reconstruction et le développement
140	EN	EC	European Community
	FR	CE	Communauté européenne
141	EN	ECAC	European Civil Aviation Conference
	FR	CEAC	Commission européenne de l'aviation civile
142	EN	ECAS	Euro Citizen Action Service
	FR	ECAS	Euro citoyen action et service
143	EN	ECB	European Central Bank
	FR	BCE	Banque centrale européenne
144	EN	ECCO	European Communities Communications Office
	FR	ECCO	Bureau de communication des Communautés
145	EN	ECE; UNECE	(United Nations) Economic Commission for Europe
	FR	CEE	Commission économique (des Nations unies) pour l'Europe
146	EN	ECET	European country in economic transition
	FR	-	pays européen en cours de mutation économique
147	EN	ECF	European Cultural Foundation
	FR	FEC	Fondation européenne de la culture
148	EN	ECHO	European Community Humanitarian Office
	FR	ECHO	Office humanitaire de la Communauté européenne
149	EN	ECI	Euratom classified information
	FR	CSE	connaissances secrètes de l'Euratom
150	EN	ECIP; ECIP	European Community International Investment Partners
	FR	ECIP	Partenaires internationaux de la Communauté européenne dans le domaine d'investissements
151	EN	ECITU	European Confederation of Independent Trade Unions
	FR	CESI	Confédération européenne des syndicats

152	EN	ECLAIR	indépendants European collaborative linkage of agriculture and industry through research. Multiannual programme for biotechnology-based agro-industrial research and technology development
	FR	ECLAIR	Programme pluriannuel de recherche et de développement technologique dans le domaine agroindustriel, basé sur les biotechnologies
153	EN	ECMA	European Computer Manufacturers' Association
	FR	ECMA	Association européenne des constructeurs d'ordinateurs
154	EN	ECMT	European Conference of Ministers of Transport
	FR	CEMT	Conférence européenne des ministres des transports
155	EN	ECO	Economic Co-operation Organization
	FR	ECO	Organisation de coopération économique
156	EN	ECOFIN	ECOFIN Council; EU Council composed by the Ministers of Economy and Finance
	FR	ECOFIN	Conseil ECOFIN; Conseil de l'UE composé des ministres de l'économie et des finances
157	EN	ECOSOC; ESC; ECSOCO	Economic and Social Council
	FR	ECOSOC	Conseil économique et social
158	EN	ECS	European Communications Satellite
	FR	ECS	satellite de communication européen
159	EN	ECSC	European Coal and Steel Community
	FR	CECA	Communauté européenne du charbon et de l'acier
160	EN	ECTRA	European Committee for Telecommunications Regulatory Affairs
	FR	ECTRA	Comité européen pour les questions réglementaires de Télécommunications
161	EN	ECU	European Currency Unit
	FR	ECU	unité monétaire européenne
162	EN	EDC	European Defence Community
	FR	CED	Communauté européenne de défense
163	EN	EDC	European Documentation Centre
	FR	CDE	Centre de documentation européenne
164	EN	EDF	European Development Fund
	FR	FED	Fonds européen de développement
165	EN	EDI	electronic data interchange; electronic document

		FR	EDI	interchange échange de données informatisé; échange électronique de données
166	EN	EDN		Europe of Nations (Coordination Group)
	FR	EDN		Groupe Europe des Nations (groupe de coordination)
167	EN	EEA		European Economic Area
	FR	EEE		Espace économique européen
168	EN	EEA		European Environment Agency
	FR	AEE		Agence européenne pour l'environnement
169	EN	EEB		European Environmental Bureau
	FR	BEE		Bureau européen de l'environnement
170	EN	EEC		European Economic Community
	FR	CEE		Communauté économique européenne
171	EN	EECIF		European Export Credit Insurance Facility
	FR	SEACE		Système européen d'assurance-crédit à l'exportation
172	EN	EEIG		European Economic Interest Grouping
	FR	GEIE		groupement européen d'intérêt économique
173	EN	EEMIN		European Environment Monitoring and Information Network
	FR	EEMIN		Réseau européen de surveillance et d'information sur l'environnement
174	EN	EFC		European Farmers' Co-ordination
	FR	CPE		Coordination paysanne européenne
175	EN	EFILWC		European Foundation for the Improvement of Living and Working Conditions
	FR	FEACVT		Fondation européenne pour l'amélioration des conditions de vie et de travail
176	EN	EFTA		European Free Trade Association
	FR	AELE		Association européenne de libre-échange
177	EN	EIB		European Investment Bank
	FR	BEI		Banque européenne d'investissement
178	EN	EIC		Euro Info Centre
	FR	EIC		Euro-Info-Centre; euroguichet
179	EN	EIF		European Investment Fund
	FR	FEI		Fonds européen d'investissement
180	EN	EIN		European Informatics Network
	FR	EIN		Réseau informatique européen
181	EN	EINECS		European Inventory of Existing Commercial Chemical Substances
	FR	EINECS		Inventaire européen des substances chimiques

182	EN	EIPA	European Institute of Public Administration
	FR	IEAP	Institut européen d'administration publique
183	EN	EIS	European Information System
	FR	SIE	Système d'information européen
184	EN	ELDR	Group of the Europe au Liberal Democrat and Reform Party
	FR	ELDR	groupe du Parti européen des libéraux démocrates et réformateurs
185	EN	ELISE	European Information-exchange Network on Local Development and Local Employment Initiatives
	FR	ELISE	Réseau européen d'échange d'informations sur le développement local et les initiatives locales d'emploi
186	EN	ELISE	European Loan Insurance Scheme for Employment
	FR	ELISE	Système européen d'assurance des emprunts pour l'emploi
187	EN	EMA	European Monetary Agreement
	FR	AME	Accord monétaire européen
188	EN	EMBO	European Molecular Biology Organization
	FR	OEBM; EMBO	organisation européenne de biologie moléculaire
189	EN	EMCF	European Monetary Co-operation Fund
	FR	FECOM	Fonds européen de coopération monétaire
190	EN	EMI	European Monetary Institute
	Fr	IME	Institut monétaire européen
191	EN	EMS	European Monetary System
	FR	SME	Système monétaire européen
192	EN	EMU	Economic and Monetary Union
	FR	UEM	Union économique et monétaire
193	EN	EMUA	European Monetary Unit of Account
	FR	UCME	unité de compte monétaire européenne
194	EN	EN	European Norm (or Standard)
	FR	EN	norme européenne
195	EN	ENEA	European Nuclear Energy Agency
	FR	AEEN	Agence européenne pour l'énergie nucléaire
196	EN	ENVIREG	Community Initiative Contributing to Protection of the Environment and Promoting Economic Development

	FR	ENVIREG	Initiative communautaire concernant la protection de l'environnement et favorisant le développement socio-économique
197	EN	EOQ	European Organization for Quality
	FR	OEQ	Organisation européenne pour la qualité
198	EN	EOTA	European Organization for Technical Approvals
	FR	EOTA	Organisation européenne pour l'agrément technique
199	EN	EOTC	European Organization for Testing and Certification
	FR	EOTC	Organisation européenne d'essais et de certification
200	EN	EP	European Parliament
	FR	PE	Parlement européen
201	EN	EPC	Economic Policy Committee
	FR	CPE	Comité de politique économique
202	EN	EPC	European Patent Convention; Convention on the Grant of European Patents
	FR	CBE	Convention sur le brevet européen; Convention sur la délivrance de brevets européens
203	EN	EPC	European Political Co-operation
	FR	CPE	coopération politique européenne
204	EN	EPI	Institute of Professional Representatives before European Patent Office
	FR	EPI	Institut des mandataires agréés près l'Office européen des brevets
205	EN	EPO	European Patent Office
	FR	OEB	Office européen des brevets
206	EN	EPO	European Patent Organization
	FR	OEB	Organisation européenne des brevets
207	EN	EQO	environmental quality objectives
	FR	-	objectifs de qualité environnementaux
208	EN	EQS	environmental quality standards
	FR	NQE	normes de qualité environnementales
209	EN	ERASMUS	European Community Action Scheme for the Mobility of University Students
	FR	ERASMUS	Programme d'action communautaire en matière de mobilité des étudiants
210	EN	ERC	European Radiocommunications Committee
	FR	ERC	Comité européen des radiocommunications
211	EN	ERC	European Reference Centre
	FR	CRE	centre de référence européen

212	EN	ERDF	European Regional Development Fund
	FR	FEDER	Fonds européen de développement régional
213	EN	ERGO	European Community Action Programme for the Long-term Unemployed
	FR	ERGO	Programme d'action communautaire en faveur des chômeurs de longue durée
214	EN	ERM	exchange-rate mechanism
	FR	-	mécanisme de change
215	EN	ESA	European Space Agency
	FR	ASE	Agence spatiale européenne
216	EN	ESA	Euratom Supply Agency
	FR	AA	Agence d'approvisionnement d'Euratom
217	EN	ESA	European System of Integrated Economic Accounts
	FR	SEC	Système européen de comptes économiques intégrés
218	EN	ESC	Economic and Social Committee
	FR	CES	Comité économique et social
219	EN	ESCB	European System of Central Banks
	FR	SEBC	Système européen de banques centrales
220	EN	ESF	European Science Foundation
	FR	FES	Fondation européenne de la science
221	EN	ESF	European Social Fund
	FR	FSE	Fonds social européen
222	EN	ESPRI	European Economic and Social Policy Research Institute
	FR	IRPES	Institut européen de recherche sur les politiques économiques et sociales
223	EN	ESPRIT	European Strategic Programme for Research and Development in Information Technologies
	FR	ESPRIT	Programme européen stratégique de recherche et de développement dans le domaine des technologies de l'information
224	EN	ESRIN	European Space Research Institute
	FR	ESRIN	Institut européen de recherches spatiales
225	EN	ETA	European technical approval
	FR	ATE	Agrément technique européen
226	EN	ETC	European Transport Committee
	FR	CET	Comité européen des transports
227	EN	ETS	European telecommunication standard
	FR	NET	norme européenne de télécommunication

228	EN	ETSC	European Transport Safety Council
	FR	CEST	Conseil européen pour la sécurité en transport
229	EN	ETSI	European Telecommunications Standards Institute
	FR	ETSI; IENT	Institut européen de normalisation des télécommunications
230	EN	ETUC	European Trade Union Confederation
	FR	CES	Confédération européenne des syndicats
231	EN	EU	European Union
	FR	UE	Union européenne
232	EN	EUA	European Unit of Account
	FR	UCE	unité de compte européenne
233	EN	EUI	European University Institute
	FR	IUE	Institut universitaire européen
234	EN	EURAM	European Research on Advanced Materials
	FR	EURAM	Recherche européenne sur les matériaux avancés
235	EN	EUREKA	European Research Co-ordination Agency
	FR	EUREKA	Agence européenne pour la coordination de la recherche
236	EN	EURES	European Employment Services
	FR	EURES	Service européen d'emploi
237	EN	EURESCOM	European Research and Strategic Planning Institute
	FR	EURESCOM	Institut européen de recherche et de planification stratégique
238	EN	EURET	European Research for Transport; Specific Research and Technological Development Programme in the field of Transport
	FR	EURET	Programme spécifique de recherche et de développement technologique dans le domaine des transports
239	EN	EURISTOTE	Computerized Information System on University Research relating to European Integration
	FR	EURISTOTE	Système d'information informatisé sur les recherches universitaires sur l'intégration européenne
240	EN	EUROCHAMBRES	Association of European Chambers of Commerce and Industry
	FR	EUROCHAMBRES	Association des chambres de commerce et d'industrie européennes
241	EN	EUROCONTROL	European Organization for the Safety of Air Navigation

	FR	EUROCONTROL	Organisation européenne pour la sécurité de la navigation aérienne
242	EN	EURO COOP	European Community of Consumer Co-operative
	FR	EURO COOP	Communauté européenne des coopératives de consommation
243	EN	EUROCOPI	European Computer Programme Institute
	FR	EUROCOPI	Institut européen pour les programmes d'ordinateurs
244	EN	EUROCOTON	Committee of the Cotton and Allied Textile Industries of the EEC
	FR	EUROCOTON	Comité des industries du coton et des fibres connexes
245	EN	EUROFER	European Confederation of the Iron and Steel Industry
	FR	EUROFER	Association européenne de la sidérurgie
246	EN	EUROFORM	Community Initiative concerning New Qualifications, New Skills and New Employment Opportunities
	FR	EUROFORM	Initiative communautaire concernant les nouvelles qualifications, les nouvelles compétences et les nouvelles opportunités d'emploi
247	EN	EuronAid	European Association of Non-governmental Organizations for Food and Emergency Aid
	FR	EuronAid	Association européenne d'organisations non gouvernementales d'aide alimentaire et d'urgence
248	EN	EUROPECHE	Association of National Organizations of Fishing Enterprises of EC
	FR	EUROPECHE	Association des organisations nationales d'entreprises de pêche de la CE
249	EN	Europol	European Police Office
	FR	Europol	Office européen de police
250	EN	EUROS	European Community Ship Register
	FR	-	Registre des navires de la Communauté européenne
251	EN	EUROSTAT; SOEC	Statistical Office of the European Communities
	FR	EUROSTAT; OSCE	Office statistique des Communautés européennes
252	EN	EUROTECNET	European Technologies Network; Action Programme to Promote Innovation in the field of

			Vocational Training resulting from Technological Changes in the European Community
	FR	EUROTECNET	Programme d'action visant à promouvoir l'innovation dans le domaine de la formation professionnelle résultant du changement technologique dans la Communauté européenne
253	EN	EUROTRA	European Economic Community Research and Development Programme for a Machine Translation System of Advanced Design
	FR	EUROTRA	Programme de recherche et de développement pour la Communauté économique européenne, relatif à un système de traduction automatique de conception avancée
254	EN	EURYDICE	Education Information Network in the European Community
	FR	EURYDICE	Réseau d'information sur l'éducation dans la Communauté européenne
255	EN	EUTELSAT	European Telecommunications Satellite Organization
	FR	EUTELSAT	Organisation européenne de télécommunications par satellite
256	EN	EUVP	European Union Visitors Programme
	FR	EUVP	Programme de visites de l'Union européenne
257	EN	EVCA	European Venture Capital Association
	FR	EVCA	Association européenne de capital à risque
258	EN	EYC	European Youth Centre
	FR	CEJ	Centre européen de la jeunesse
259	EN	EYF	European Youth Foundation
	FR	FEJ	Fonds européen pour la jeunesse
260	EN	FADN	Farm Accountancy Data Network
	FR	RICA	Réseau d'informatique comptable agricole
261	EN	FAO	Food and Agriculture Organization of the United Nations
	FR	OAA; FAO	Organisation des Nations unies pour l'alimentation et l'agriculture
262	EN	FAST	Forecasting and Assessment in the field of Science and Technology
	FR	FAST	Prévision et évaluation dans le domaine de la science et de la technologie
263	EN	FDI	Foreign direct investments
	FR	IDE	investissements directs étrangers

264	EN	FIFG	Financial Instrument for Fisheries Guidance
	FR	IFOP	instrument financier d'orientation de la pêche
265	EN	FLAIR	Food-linked Agro-industrial Research; Specific Research and Technological Development
	FR	FLAIR	Programme spécifique de recherche et de développement dans le domaine des sciences et des technologies de l'alimentation
266	EN	FOD	French Overseas Departments
	FR	DFOM	départements français d'outre-mer
267	EN	FORCE	Action Programme for the Development of Continuing Vocational Training in the European Community
	FR	FORCE	Programme d'action pour le développement de la formation professionnelle continue dans la Communauté européenne
268	EN	FSU	former Soviet Union
	FR	-	ex-URSS
269	EN	FTA	free-trade area
	FR	ZLE	zone de libre-échange
270	EN	FTC	financial and technical co-operation
	FR	CFT	coopération financière et technique
271	EN	G-7	Group of Seven
	FR	G-7; G7	Groupe des Sept
272	EN	G 77	Group of 77
	FR	G 77	Groupe des 77
273	EN	GATS	General Agreement on Trade in Services
	FR	GATS	Accord général sur le commerce des services
274	EN	GATT	General Agreement on Tariffs and Trade
	FR	GATT	Accord général sur les tarifs douaniers et le commerce
275	EN	GDP	gross domestic product
	FR	PIB	produit intérieur brut
276	EN	GDPmp	gross domestic product at market prices
	FR	PIBpm	produit intérieur brut aux prix du marché
277	EN	GDS	Geographically disadvantaged States
	FR	GDS	Etats géographiquement désavantagés
278	EN	GGF	Global Governmental Forum
	FR	GGF	Forum gouvernemental global
279	EN	GL	Guide level
	FR	NG	Niveau guide

280	EN	GNP	Gross national product
	FR	PNB	Produit national brut
281	EN	GNPmp	Gross national product at market prices
	FR	PNBpm	Produit national brut aux prix du marché
282	EN	GPT	Generalized preferential tariff
	FR	TPG	Tarif de préférence générale
283	EN	GRUCA	Central American Ambassadors' Group to the EC
	FR	GRUCA	Groupe des ambassadeurs centraméricains auprès de la EC
284	EN	GRULA	Latin American Group; Group of Latin American Ambassadors
	FR	GRULA	Groupe latino-américain; groupe des ambassadeurs latino-américains
285	EN	GSTP	Global System of Trade Preferences
	FR	SGPC; GSTP	Système global de préférences commerciales
286	EN	GUE/NGL	Confederal Group of the European United Left/Nordic Green Left
	FR	GUE/NGL	groupe confédéral de la Gauche unitaire européenne/Gauche verte nordique
287	EN	GVW; MATW; MAW	Permitted gross vehicle weight; maximum authorized total weight; maximum authorized weight
	FR	PMA; PTC; PTMA; PTAC	poids maximaux autorisés en charge; poids total en charge; poids total maximum autorisé; poids total autorisé en charge
288	EN	HA	High Authority
	FR	HA	Haute Autorité
289	EN	HDTV	high-definition TV
	FR	TVHD	télévision à haute définition
290	EN	HELIOS	Handicapped People in the European Community Living Independently in an Open Society
	FR	HELIOS	Programme d'action communautaire en faveur des personnes handicapées
291	EN	HS	Harmonized Commodity Description and Coding System
	FR	SH	Système harmonisé de désignation et de codification des marchandises
292	EN	HST	high-speed train

	FR	TGV	train à grande vitesse
293	EN	IAEA	International Atomic Energy Agency
	FR	AIEA	Agence internationale de l'énergie atomique
294	EN	IBRD	International Bank for Reconstruction and Development (World Bank)
	FR	BIRD	Banque internationale pour la reconstruction et le développement (Banque mondiale)
295	EN	ICA	international commodity agreement or arrangement
	FR	AIP	Accord on arragement international de produit
296	EN	ICA	International Co-operative Alliance
	FR	ACI	Alliance coopérative internationale
297	EN	ICC	International Chamber of Commerce
	FR	CCI	Chambre de commerce internationale
298	EN	ICCP	Information, Computers and Communications Policy
	FR	PIIC	politique de l'information, de l'informatique et des communications
299	EN	ICIA	International Credit Insurance Association
	FR	ICIA	Association internationale des assureurs-crédit
300	EN	ICJ	International Court of Justice
	FR	CIJ	Cour internationale de justice
301	EN	ICONE	Comparative Index of National and European Standarts
	FR	ICONE	Index comparatif des normes nationales et européennes
302	EN	ICSID	International Centre for Settlement of Investment Disputes
	FR	CIRDI	Centre international pour le règlement des différends relatifs aux investissements
303	EN	IDA	interchange of data between administrations
	FR	IDA	échange de données entre administrations
304	EN	IDA	International Development Association
	FR	AID	Association internationale pour le développement
305	EN	IDO	integrated development operation
	FR	OID	opération intégrée de développement
306	EN	IEA	International Energy Agency
	FR	AIE	Agence internationale de l'énergie
307	EN	IFA	International Fiscal Association
	FR	IFA	Association fiscale internationale
308	EN	IGC	intergovernmental conference

	FR	CIG	conférence intergouvernementale
309	EN	IGC-PU	Intergovernmental Conference - Political Union
	FR	CIG-UP	Conférence intergouvernementale - Union politique
310	EN	IGO	Intergovernmental organization
	FR	OIG	Organisation intergouvernementale
311	EN	IIA	International Investment Insurance Agency
	FR	AIAI	Agence internationale d'assurance des investissements
312	EN	ILO	International Labour Organization
	FR	OIT	Organisation internationale du travail
313	EN	IMF	International Monetary Fund
	FR	FMI	Fonds monétaire international
314	EN	IMPACT	Information Market Policy Actions; plan of action for setting up an information services market
	FR	IMPACT	Plan d'action pour la création d'un marché des services de l'information
315	EN	IMPs	Integrated Mediterranean Programmes
	FR	PIM	programmes intégrés méditerranéens
316	EN	INGO	International non-governmental organization
	FR	OING	organisation internationale non gouvernementale
317	EN	INTERLAINE	Committee for the Wool Textile Industry in the EEC
	FR	INTERLAINE	Comité des industries lainières de la CEE
318	EN	Interreg	Community Initiative concerning Border Areas
	FR	Interreg	Initiative communautaire concernant les zones frontalières
319	EN	I/O	input/output
	FR	E/S	entrée/sortie
320	EN	IP	intellectual property
	FR	PI	propriété intellectuelle
321	EN	IPA	Inward processing arrangements
	FR	RPA	régime de perfectionnement actif
322	EN	IPC	Integreed Programme for Commodities
	FR	PIPB	Programme intégré pour les produits de base
323	EN	IPT	inward processing trafic
	FR	TPA	trafic de perfectionnement actif
324	EN	IRDAC; CORDI	Industrial Research and Development Advisory Committee; Advisory Committee on Industrial Research and Development
	FR	CORDI;	Comité consultatif de la recherche et du

		IRDAC	développement industriels
325	EN	IREPC	Implementing Regulations to the European Patent Convention
	FR	RECBE	règlement d'exécution relatif à la Convention sur le brevet européen
326	EN	IRIS	Integrated Road Safety, Information and Navigation System
	FR	IRIS	Système intégré de sécurité routière, d'information et de navigation
327	EN	ISIC	International Standard Industrial Classification of all Economic Activities
	FR	CITI	Classification internationale type, par industrie, de toutes les branches d'activité économique
328	EN	ISO	International Organization for Standardization
	FR	ISO	Organisation internationale de normalisation
329	EN	ITC	International Trade Centre
	FR	CCI	Centre de commerce international
330	EN	ITER	International thermonuclear experimental reactor
	FR	ITER	réacteur thermonucléaire expérimental international
331	EN	JAF	COST Working Party on Legal, Administrative and Financial Questions
	FR	JAF	groupe COST des questions juridiques, administratives et financières
332	EN	JANUS	Community Information System for Health and Safety at Work
	FR	JANUS	Système d'information communautaire pour la santé et la sécurité au travail
333	EN	JC	Judicial co-operation
	FR	CJ	coopération judiciaire
334	EN	JEP	Joint European Project
	FR	-	Projet européen commun
335	EN	JET	Joint European Torus
	FR	JET	Joint European Torus
336	EN	JHA	Justice and home affairs
	FR	JAI	Justice et les affaires intérieurs
337	EN	JICS	Joint Interpreting and Conference Service
	FR	SCIC	Service commun interprétation-conférences
338	EN	JNRC	Joint Nuclear Research Centre
	FR	CCRN	Centre commun de recherches nucléaires
339	EN	JOULE	Joint Opportunities for Unconventional or Long-term Energy Supply; Specific Research and

			Technological Development Programme in the field of Non-nuclear Energy
	FR	JOULE	Programme spécifique de recherche et de développement technologique dans le domaine des énergies non nucléaires
340	EN	JRC	Joint Research Centre
	FR	CCR	Centre commun de recherche
341	EN	KAROLUS	Action plan for the exchange between Member State administrations of national officials who are engaged in the implementation of Community legislation required to achieve the international market
	FR	KAROLUS	Plan d'action pour l'échange, entre les administrations dei Etats membres, de fonctionnaires nationaux chargés de la mise en oeuvre de la législation communautaire nécessaire à la réalisation du marché intérieur
342	EN	LAA	Latin America and Asia
	FR	ALA	Amérique Latine et Asie
343	EN	LAES; SELA	Latin American Economic System
	FR	SELA	Système économique latino-américain
344	EN	LAFTA	Latin American Free Trade Association
	FR	-	Association latino-américaine de libre échange
345	EN	LAIA	Latin American Integration Association
	FR	ALADI	Association latino-américaine d'integration
346	EN	LAS	League of Arab States
	FR	LEA	Ligue des Etats arabes
347	EN	LDC	least developed countries
	FR	PMD; PMA	pays les moins développés; pays les moins avancés
348	EN	LIC	low-income country
	FR	PFR; PRF	pays à faible revenu; pays à revenu faible
349	EN	LIFE	Financial Instrument for the Environment
	FR	LIFE	Instrument financier pour l'environnement
350	EN	LINGUA	Action programme to promote foreign language competence in the European Community
	FR	LINGUA	Programme d'action visant à promouvoir la connaissance de langues étrangères dans la Communauté européenne

351	EN	LLGDS	Landlocked and other geographically disadvantaged States
	FR	LLGDS	Etats sans littoral et autres Etats géographiquement Désavantagés
352	EN	LSI	large-scale integration
	FR	LSI	intégration à grande échelle
353	EN	LUIC	Local Urban Initiative Centres
	FR	CIUL	Centres d'initiatives urbaines locales
354	EN	MAGP	Multiannual guidance programme
	FR	POP	Programme d'orientation pluriannuel
355	EN	MAST	Marine Science and Technology; Specific Research and Technological Development Programme in the field of Marine Science and Technology
	FR	MAST	Programme spécifique de recherche et de développement technologique dans le domaine des sciences et technologies marines
356	EN	MATTHAEUS	Programme of Community Action on the subject of the Vocational Training of Customs Officials
	FR	MATTHAEUS	Programme d'action communautaire en matière de formation professionnelle des fonctionnaires des douanes
357	EN	MCA	Monetary compensatory amounts
	FR	MCM	montants compensatoires monétaires
358	EN	MEDA	Financial cooperation with the Mediterranean third countries
	FR	MEDA	Coopération financière de l'UE avec les pays tiers méditerranéens
359	EN	MEDIA	Action Programme to Promote the Development of the European Audiovisual Industry
	FR	MEDIA	Mesures pour encourager le développement de l'industrie audiovisuelle; Programme d'action Pour encourager le développement de l'industrie audiovisuelle européenne
360	EN	MEI	main economic indicators
	FR	PIE	principaux indicateurs économiques
361	EN	MEP	Member of the European Parliament
	FR	-	membre du Parlement européen
362	EN	MERCOSUR	Southern Cone Common Market
	FR	MERCOSUR	Marché commun du Sud (Marché commun du Cône sud-américain)
363	EN	MFA	Multifibre Arrangement; Arrangement regarding

		FR	AMF	International Trade in Textiles arrangement multifibres; Arrangement concernant le commerce international des textiles
364	EN	MFN		most favoured nation
		FR	NPF	nation la plus favorisée
365	EN	MIGA		Multilateral Investment Guarantee Agency
		FR	AMGI	Agence multilatérale de garantie des investissements
366	EN	MISSOC		Community Information System on Social Protection
		FR	MISSOC	Système d'information communautaire sur la protection sociale
367	EN	MNE; MNC		multinational enterprise; multinational corporation
		FR	EMN	entreprise multinationale
368	EN	MOU		Memorandum of understanding
		FR	DCI	déclaration commune d'intention
369	EN	MS		Member State
		FR	EM	Etat membre
370	EN	MSI		Medium-scale integration
		FR	MSI	intégration à moyenne échelle
371	EN	MSP		Minimum safeguard price
		FR	MSP	prix minimum de sauvegarde
372	EN	MTS; MNS		Mediterranean third countries; Mediterranean non-member countries
		FR	PTM	pays tiers méditerranéens
373	EN	MTN		Multilateral trade negotiations
		FR	NCM	Négociations commerciales multilatérales
374	EN	NACC		North Atlantic Co-operation Council
		FR	COCONA	Conseil de coopération nord-atlantique
375	EN	NACE		General Industrial Classification of Economic Activities within the European Communities
		FR	NACE	Nomenclature générale des activités économiques dans les Communautés européennes
376	EN	NAFO		Northwest Atlantic Fisheries Organization
		FR	NAFO; OPANO	Organisation des pêches de l'Atlantique du Nord-Ouest
377	EN	NAFTA		North American Free Trade Agreement
		FR	ALENA	Accord de libre-échange nord-américain
378	EN	NAFTA		North American Free Trade Area

	FR	-	zone de libre-échange nord-américaine
379	EN	NATO	North Atlantic Treaty Organization
	FR	OTAN	Organisation du traité de l'Atlantique du Nord
380	EN	NCE	non-compulsory expenditure
	FR	DNO	dépenses non obligatoires
381	EN	NCI	new Community instrument
	FR	NIC	nouvel instrument communautaire
382	EN	NCPI	New Commercial Policy Instrument
	FR	NIPC	nouvel instrument de politique commerciale
383	EN	NEA	Nuclear Energy Agency
	FR	AEN	Agence pour l'énergie nucléaire
384	EN	NEAFC	Northeast Atlantic Fisheries Convention
	FR	NEAFC	Convention sur les pêcheries de l'Atlantique Nord-Est
385	EN	NGDO	non-governmental development organization
	FR	ONGD	organisation non gouvernementale de développement
386	EN	NGO	non-governmental organization
	FR	ONG	organisation non gouvernementale
387	EN	NI	Non-attached Members
	FR	NI	non-inscrits
388	EN	NIC	Newly industrializing countries
	FR	NPI; PNI	nouveaux pays industrialisés; pays nouvellement industrialisés
389	EN	NICE	Nomenclature of the Industries in the European Communities
	FR	NICE	Nomenclature des industries établies dans les Communautés européennes
390	EN	NIMEXE	Nomenclature of <i>Goods</i> for the External Trade Statistics of the Community and Statistics of Trade between Member States
	FR	NIMEXE	Nomenclature des marchandises pour les statistiques du commerce extérieur de la Communauté et du commerce entre ses Etats members
391	EN	NIS	newly independent States
	FR	NEI	nouveaux Etats indépendants
392	EN	NIT	New information technology
	FR	NTI	nouvelles technologies de l'information
393	EN	NPCI	national programme of Community interest
	FR	PNIC	programme national d'intérêt communautaire
394	EN	NPT	Non-Proliferation Treaty; Treaty on the Non-

	FR	TNP	proliferation of Nuclear Weapons Traité de non-prolifération; Traité sur la non-prolifération des armes nucléaires
395	EN	NRSE	new and renewable sources of energy
	FR	SENR	sources d'énergie nouvelles et renouvelables
396	EN	NST	Uniform Nomenclature of Goods for Transport Statistics
	FR	NST	Nomenclature uniforme des marchandises pour les statistiques de transport
397	EN	NT	national treatment
	FR	TN	traitement national
398	EN	NTB	non-tariff barriers
	FR	-	entraves non tarifaires
399	EN	NVA	net value added
	FR	VAN	valeur ajoutée nette
400	EN	OAS	Organization of American States
	FR	OEA	Organisation des Etats américains
401	EN	OAU	Organization of African Unity
	FR	OUA	Organisation de l'unité africaine
402	EN	OCAS	Organization of Central American States
	FR	ODECA	Organisation des Etats centraméricains
403	EN	OCT	Overseas Countries and Territories
	FR	PTOM	Pays et territoires d'outre-mer
404	EN	OD	French Overseas Departments
	FR	DOM	Départements d'outre-mer
405	EN	ODA	official development assistance
	FR	APD	aide publique au développement
406	EN	OECD	Organization for Economic Co-operation and Development
	FR	OCDE	Organisation de coopération et de développement économiques
407	EN	OHIM	Office for Harmonization in the Internal Market (trade marks)
	FR	OHMI	Office de l'harmonisation dans le marché intérieur (marques)
408	EN	OICVP	Veterinary and Phytosanitary Inspection Office
	FR	OICVP	Office d'inspection vétérinaire et phytosanitaire
409	EN	OJ	Official Journal (of the European Communities)
	FR	JO	Journal officiel (des Communautés européennes)
410	EN	OMA	Orderly marketing arrangement
	FR	ACO	Arrangement de commercialisation ordonnée
411	EN	ONP	Open Network Provision

	FR	ONP	Fourniture d'un réseau ouvert de télécommunication
412	EN	OPA	outward processing arrangements
	FR	RPP	régime de perfectionnement passif
413	EN	OPEC	Organization of the Petroleum Exporting Countries
	FR	OPEP	Organisation des pays exportateurs de pétrole
414	EN	OPT	Outward processing traffic
	FR	TPP	trafic de perfectionnement passif
415	EN	OSCE	Organisation for Security and Co-operation in Europe
	FR	OSCE	Organisation pour la sécurité et la coopération en Europe
416	EN	PACE	Community action programme for improving the efficiency of electricity use
	FR	PACE	Programme d'action communautaire visant à améliorer l'efficacité de l'utilisation de l'électricité
417	EN	PC	Programme Committee
	FR	PC	Comité du programme
418	EN	PCA; APC	Partnership and Co-operation Agreement; Agreement on Partnership and Co-operation
	FR	APC	accord sur le partenariat et la coopération
419	EN	PCT	Patent Co-operation Treaty
	FR	PCT	traité de coopération en matière de brevets
420	EN	PDB	preliminary draft budget
	FR	APB	avant-projet de budget
421	EN	PETRA	Action Programme for the Vocational Training of Young People and their Preparation for Adult Working Life
	FR	PETRA	Programme d'action pour la formation professionnelle des jeunes et la préparation des jeunes à la vie adulte et professionnelle
422	EN	PFP	Partnership for Peace
	FR	PFP	Partenariat pour la paix
423	EN	PHARE	European Union Programme Providing Grant Finance to Support its Partner Countries in Central Europe to the Stage where They Are Ready to Assume the Obligations of European Union Membership
	FR	PHARE	Programme de l'Union européenne qui apporte un soutien financier à ses pays partenaires

			d'Europe centrale afin de les aider à atteindre le niveau de développement des pays de l'Union européenne dans la perspective de leur future adhésion
424	EN	PPE	Group of the European People's Party (Christian Democratic Group)
	FR	PPE	groupe du Parti populaire européen (groupe démocrate-chrétien)
425	EN	PPP	pollutor-pays-principle
	FR	PPP	principe du pollueur payeur
426	EN	PPP	purchasing power parity
	FR	PPA	parité du pouvoir d'achat
427	EN	PPS	purchasing-power standard
	FR	SPA	standard de pouvoir d'achat
428	EN	PRISMA	Community Initiative concerning the Preparation of Businesses for the Single Market
	FR	PRISMA	Initiative communautaire concernant la préparation des entreprises dans la perspective du marché unique
429	EN	PSE	Group of the Party of the European Socialists
	FR	PSE	groupe du Parti des socialistes européens
430	EN	QR	quantitative restrictions
	FR	RQ	restrictionft quantitatives
431	EN	R	Regulation
	FR	R	Règlement
432	EN	RACE	Research and Development in Advanced Communications Technologies in Europe
	FR	RACE	Recherche et développement sur les technologies de pointe dans le domaine des télécommunications en Europe
433	EN	R&D	Research and development
	FR	R&D	recherche et développement
434	EN	RECHAR	Community Initiative concerning the Economic Conversion of Coal-mining Areas
	FR	RECHAR	Initiative communautaire concernant la reconversion économique des bassins charbonniers
435	EN	RECITE	Regions and Cities for Europe
	FR	RECITE	Régions et villes d'Europe
436	EN	REGIS	Community Initiative concerning the Most Remote Regions
	FR	REGIS	Initiative communautaire concernant les régions

437	EN	REITOX	ultra périphériques European Information Network on Drugs and Drug Addiction
	FR	REITOX	Réseau européen d'information sur les drogues et les toxicomanies
438	EN	RETEX	Community Initiative for Regions Heavily Dependent on the Textiles and Clothing Sector
	FR	RETEX	Initiative communautaire concernant les régions fortement dépendantes du secteur textile- habillement
439	EN	REWARD	Recycling of Waste R&D
	FR	REWARD	Recyclage des déchets
440	EN	RGMS	Representatives of the Governments of the Member States
	FR	RGEM	représentants des gouvernements des Etats membres
441	EN	SAD	single administrative document
	FR	DAU; DU	document administratif unique; document unique Einheitspapier
442	EN	SAF	structural-adjustment facility
	FR	FAS	facilité d'ajustement structurel
443	EN	SAVE	Specific Actions for Vigorous Energy Efficiency
	FR	SAVE	Actions déterminées en faveur d'une plus grande efficacité énergétique
444	EN	SCA	Special Committee on Agriculture
	FR	CSA	Comité spécial de l'agriculture
445	EN	SCIENCE	Programme Plan to Stimulate the International Cooperation and Interchange Needed by European Research Scientists
	FR	SCIENCE	Plan-programme de stimulation des coopérations internationales et des échanges nécessaires aux chercheurs européens
446	EN	SDC; CSD	Sustainable Development Commission; Commission on Sustainable Development
	FR	CDD	Commission de développement durable
447	EN	SDR	special drawing rights
	FR	DTS	droits de tirage spéciaux
448	EN	SE	European Company
	FR	SE; SAE	société européenne; société anonyme européenne
449	EN	SEA	Single European Act
	FR	AUE	Acte unique européen

450	EN	SGP; GSP	System of Generalized Preferences; Generalized System of Preferences; Generalized Preferences Scheme
	FR	SPG	système de préférences généralisées; système généralisé de préférences
451	EN	SIS	Schengen Information System
	FR	SIS	Système d'information Schengen
452	EN	SITC	Standard International Trade Classification
	FR	CTCI	Classification type pour le commerce international
453	EN	SMEs; SMUs; SMBs	Small and medium-sized enterprises; small and medium-sized undertaking; small and medium-sized businesses
	FR	PME	petites et moyennes entreprises
454	EN	SMI	small and medium-sized industries
	FR	PMEI	petites et moyennes entreprises industrielles
455	EN	SPES	European Stimulation Plan for Economic Science
	FR	SPES	Plan européen de stimulation de la science économique
456	EN	SPRINT	Strategic Programme for Innovation and Technology Transfer
	FR	SPRINT	Programme stratégique pour l'innovation et le transfert de technologies
457	EN	SSE	European Statistical System
	FR	SSE	Système statistique européen
458	EN	STABEX	(System of) Stabilization of Export Earnings
	FR	STABEX	(système de) stabilisation des recettes d'exportation
459	EN	STAR	Special Telecommunications Action for Regional Development; Community Programme for the Development of Certain Less-favoured Regions of the Community by Improving Access to Advanced Telecommunications Services
	FR	STAR	Développement de certaines régions défavorisées de la Communauté par un meilleur accès aux services avancés de télécommunications
460	EN	STEP	Science and Technology for Environmental Protection
	FR	STEP	Science et technologie pour la protection de l'environnement

461	EN	STMS	Short-term monetary support
	FR	SMCT	Soutien monétaire à court terme
462	EN	STRIDE	Science and Technology for Regional Innovation and Development in Europe
	FR	STRIDE	Science et technologie pour l'innovation et le développement régionaux en Europe
463	EN	SVC	Standing Veterinary Committee
	FR	CVP	Comité vétérinaire permanent
464	EN	SYSMIN	Scheme for Mineral Products
	FR	SYSMIN	Système "produits miniers"
465	EN	TABD	Transatlantic Business Dialogue
	FR	TABD	Dialogue économique transatlantique
466	EN	TAC	Total allowable catch
	FR	TAC	Total admissible des captures; total des captures premises
467	EN	Tacis	European Union Programme Providing Grant Finance for Know-how to Foster the Development of Market Economies and Democratic Societies in the New Independent States and in Mongolia
	FR	Tacis	Programme de l'Union européenne ayant pour objectif de financer l'apport de savoir-faire dans le cadre de projets à soutenir le développement d'une économie de marché et de sociétés démocratiques dans les nouveaux Etats indépendants et la Mongolie
468	EN	TARIC	Integrated Tariff of the European Community
	FR	TARIC	tarif douanier intégré des Communautés européennes
469	EN	TBT	technical barriers to trade
	FR	ETE	entraves techniques aux échanges
470	EN	TCA	Trade and Co-operation Agreement
	FR	-	accord commercial et de coopération
471	EN	TDB	Trade and Development Board
	FR	CCD	Conseil du commerce et du développement
472	EN	TEDIS	Trade Electronic Data Interchange System
	FR	TEDIS	Système de transfert électronique de données à usage commercial
473	EN	TELECOM	EU Telecommunications Council
	FR	TELECOM	Conseil télécommunications de l'UE
474	EN	TELEMAN	Research and Training Programme for the European Atomic Energy Community in the

			field of Remote Handling in Hazardous or Disordered Nuclear Environments
	FR	TELEMAN	Programme de recherche et de formation pour la Communauté européenne de l'énergie atomique dans le domaine de la télémanipulation dans les environnements nucléaires dangereux et perturbés
475	EN	TEMPUS	Trans-European Mobility Programme for University Studies; Trans-European Co-operation Scheme for Higher Education
	FR	TEMPUS	Programme de mobilité transeuropéenne pour l'enseignement supérieur; Programme transeuropéen de coopération pour l'enseignement supérieur
476	EN	TEN	Trans-European network
	FR	RTE	réseaux transeuropéens
477	EN	TEU	Treaty on European Union
	FR	TUE	Traité sur l'Union européenne
478	EN	THERMIE	European Technologies for Energy Management
	FR	THERMIE	Technologies européennes pour la maîtrise de l'énergie
479	EN	TIDE	Community Technology Initiative for Disabled and Elderly People
	FR	TIDE	Initiative technologique communautaire en faveur des personnes handicapées et des personnes âgées
480	EN	TIR	international carriage of goods by road
	FR	TIR	transport international de marchandises par route
481	EN	TLA	automatic licensing (arrangements)
	FR	TLA	(régime) toute licence accordée
482	EN	TNC	transnational corporation
	FR	STN	société transnationale
483	EN	TPRM	Trade-policy review mechanism
	FR	MEPC	Mécanisme d'examen des politiques commerciales
484	EN	TRIMs	Trade-related investment measures
	FR	TRIM	Mesures concernant les investissements et liées au commerce
485	EN	TRIPs	trade-related aspects of intellectual property rights
	FR	ADPIC;	aspects des droits de propriété intellectuelle qui

		TRIPs	touchent au commerce
486	EN	UA	Unit of account
	FR	UC	unité de compte
487	EN	UCLAF	Unit on Co-ordination of Fraud Prevention
	FR	UCLAF	unité de coordination de la lutte antifraudes
488	EN	UN; UNO	United Nations; United Nations Organization
	FR	ONU	Organisation des Nations unies
489	EN	UNCED	United Nations Conference on Environment and Development
	FR	CNUED	Conférence des Nations unies sur l'environnement et le développement
490	EN	UNCITRAL	United Nations Commission on International Trade Law
	FR	CNUDCI	Commission des Nations unies pour le droit commercial international
491	EN	UNCTAD	United Nations Conference on Trade and Development
	FR	CNUCED	Conférence des Nations unies sur le commerce et le Développement
492	EN	UNDP	United Nations Development Programme
	FR	PNUD	Programme des Nations unies pour le développement
493	EN	UNEP	United Nations Environment Programme
	FR	PNUE	Programme des Nations unies pour l'environnement
494	EN	UNESCO	United Nations Educational, Scientific and Cultural Organization
	FR	UNESCO	Organisation des Nations unies pour l'éducation, la science et la culture
495	EN	UNGA	United Nations General Assembly
	FR	AGNU	Assemblée générale des Nations unies
496	EN	UNICE	Union of Industrial and Employers' Confederations of Europe
	FR	UNICE	Union des confédérations de l'industrie et des employeurs d'Europe
497	EN	UNIDO	United Nations Industrial Development Organization
	FR	ONUDI	Organisation des Nations unies pour le développement industriel
498	EN	UPE	Union for Europe Group
	FR	UPE	Union pour l'Europe

499	EN	UR	Uruguay Round
	FR	UR	Uruguay Round
500	EN	V	Green Group in the European Parliament
	FR	V	groupe des Verts au Parlement européen
501	EN	VALUE	Specific Programme for the Dissemination and Utilization of Scientific and Technological Research Results
	FR	VALUE	Programme spécifique de diffusion et d'utilisation des résultats de la recherche scientifique et technologique
502	EN	VAT	Value-added tax
	FR	TVA	Taxe sur la valeur ajoutée
503	EN	VER	Voluntary export restraint
	FR	LVE	limitation volontaire des exportations
504	EN	VHSI	very-high-speed integration
	FR	VHSI	intégration à très grande vitesse
505	EN	VRA	voluntary restraint agreement
	FR	-	accord d'autolimitation
506	EN	WEU	Western European Union
	FR	UEO	Union de l'Europe occidentale
507	EN	WFP	World Food Programme
	FR	PAM	Programme alimentaire mondial
508	EN	WIPO	World Intellectual Property Organization
	FR	OMPI	Organisation mondiale de la propriété intellectuelle
509	EN	WTO	World Trade Organization
	FR	OMC	Organisation mondiale du commerce
510	EN	WCO	World Custom Organization
	FR	OMD	Organisation mondiale douanière
511	EN	XR _s	Export restraints
	FR	-	restrictions à l'exportation
512	EN	YES	Youth Exchange Scheme
	FR	YES	Echanges de jeunes
513	EN	YFEC	Youth Forum of the European Communities
	FR	FJCE	Forum Jeunesse des Communautés européennes
514	EN	YIO	Yearbook of International Organization
	FR	AOI	Annuaire des organisations internationales
515	EN	ZSP	Zone of special protection
	FR	ZPS	Zone de protection spéciale

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