



# Style manual

Presentation of Cedefop  
manuscripts for publication  
in English

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# 1. Components of Cedefop contributions

On receipt of all the mandatory components listed below and the request for publication signed by the Directorate, the editing procedure can begin. The components should appear in the manuscript in the order in which they appear in the table below, and should be submitted in one file.

| Components                        |       | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Title page                        | M     | No contributors; title and subtitle should not exceed six words each.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Foreword                          | M     | Written by a Cedefop project manager and signed by the directorate (director, deputy director or both – this is the project manager's decision).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Acknowledgements                  | M     | See suggested layouts in Director's citation and common elements policy March 2008. Include contract number where applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Preface by the project manager    | O     | An introduction to a contribution, stating its subject, scope, etc. (it concerns the work as a whole). The preface is not signed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Table of contents                 | M     | The table of contents must reproduce exact titles and page numbers.<br>Use automatic table of contents but make sure a template for heading values according to this manual is used.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| List of tables, figures and boxes | M     | The list of tables, figures and boxes must reproduce exact titles and page numbers; this can be done automatically.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Executive summary (not signed)    | M (*) | State the primary objectives, scope and main themes of the document. The conclusions should be clearly shown.<br>As far as possible, use keywords from the document but avoid obscure terms, acronyms, abbreviations or symbols.<br>Describe findings as concisely and informatively as possible.<br>Explain if they are experimental or theoretical results, data sources, relationships, effects and trends observed.<br>Make clear whether numerical values are raw or derived and whether they are the results of a single observation or repeated measurements.<br>Describe the implications of the results and how they relate to the purpose of the document.<br>Conclusions can be associated with recommendations, evaluations, applications, suggestions, new relationships, and hypotheses accepted or rejected. |
| Text                              | M     | Introductions and conclusions are considered a part of the text, a preparation for, or explanation of, the text itself.<br>Chapter 1, etc. – this is the main body of the text.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Tables (see example on p. 6)      | O     | Make tables simple and clear. Avoid abbreviations. Quote sources. Use upper and lower case, not all capitals.<br>If one unit is used throughout the table, type it only once in italic in parentheses on top right hand corner. If one unit is used throughout an entire column, type it only once at head of column.<br>For explanations at the foot of tables (other than footnotes), use 'NB:'<br>Use 'million EUR' as a key in table, but in running text use 'EUR 1 million'.                                                                                                                                                                                                                                                                                                                                          |
| List of abbreviations             | M     | Glossary of terms and abbreviations used in text.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Bibliography/references           | M     | Must contain all works referred to in the text in alphabetical order (including table sources); appears at the end of the publication.<br>Use Cedefop format (see <i>Cedefop's referencing guide</i> ).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Index/keywords                    | O     | As required by Cedefop project manager.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Annexes                           | O     | For example: legal provisions, benchmark statistics, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|                                                    |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Abstract<br>(appears on back cover, is not signed) | M | <p>Approximately 150 words.</p> <p>Cite the subject, objectives, methodological principles, sources, main themes, results and conclusions.</p> <p>Use keywords that could be utilised by a computer to select texts.</p> <p>Do not use jargon or obscure terms, acronyms, abbreviations or symbols unless they are defined in the summary.</p> <p>If work consists of many different contributions, each one should be accompanied by a very short abstract.</p> <p>Do not send it as a separate attachment; it should be incorporated in the main text file.</p> |
|----------------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

NB: M: mandatory, O: optional.

(\*) Mandatory, unless the preface has covered it.

## 2. Standardised formats and presentations

### 2.1. Submission of manuscripts for editing

All contributions should be prepared and submitted only in MS Word (with figures in MS Excel) in Arial 11, electronically and in hard copy (no scanned documents, Adobe, Quark, etc., or embedded objects such as MS Project – use only Excel charts), otherwise they are impossible to edit.

Ensure that language setting when preparing text is set on English (United Kingdom), but note spelling exceptions in Section 4.9. Where available, the electronic template provided by Cedefop should be used to format manuscripts automatically.

NB: Do not use text boxes inserted using the 'Text box' function in the 'Insert' menu in Word, as they can present problems in layout; use box text style or highlight text to be included in a box.

### 2.2. Bibliographies and references

For rules and examples of referencing, both in running text and the references/bibliography, use *Cedefop's referencing guide*. It includes guidelines on referencing printed books, articles in journals, electronic publications, studies/reports, conference papers, different Cedefop publications and different kinds of European Union documents (COM/SEC documents, communiqués, European Parliament resolutions, the *Official Journal of the European Union*, etc.).

### 2.3. Divisions of the text

To present a well-structured work the text should be broken down into divisions and subdivisions. These should never exceed seven levels (including listed points).

If more headings are needed after heading four, use (in roman) may be made of listed point values: (a), (i), •. However, care must be taken to leave the appropriate value(s) to cover listed points.

Titles should not contain footnotes or question marks.

The following is an example of a Cedefop presentation according to these rules.

**Part One** or **I** or **II**, etc. (if appropriate). Use Cedefop template or Word style sheets for creating your document with appropriate heading values.

## 1. Heading one (chapter number)

Text, e.g. introduction.

### 1.1. Heading two (section)

Listed points should be introduced by a full sentence with a colon and have the following features:

- (a) label each item with a small letter in parentheses;
- (b) start each item with a small letter;
- (c) end each one with a semicolon and put a full stop at the end.

Multiple listed points should never exceed three levels (bullets may be used but no dashes):

- (a) each level is indented:
  - (i) begin indent with a colon:
    - end each item with a semicolon;
  - (ii) no initial capitals;
- (b) end list with a full stop.

#### 1.1.1. Heading three (section)

References to footnotes in running text appear as a figure in superscript between parentheses (<sup>1</sup>) with the same value as the text, preceded by a fixed space and followed by any punctuation. When a reference to a footnote appears in a table, the note must appear within the table frame. Other elements can feature at the bottom of a table: asterisk, NB:, source(s), in the order shown below.

Table 1.1 Unemployment rates (\*)

|         | 2004/05              | 2004/05 | 2006/07 |
|---------|----------------------|---------|---------|
| Sun     | 1.1 ( <sup>1</sup> ) | 1.2     | 1.3     |
| Jupiter | 9.5                  | 9.6     | 9.7     |
| Total   | 10.6                 | 10.8    | 11.0    |

(\*) Fictitious scenario.

(<sup>1</sup>) This figure applies to those aged 200 or more.

NB: Provisional figures.

Source: Intergalaxy news.

The word 'Source:' should always be in italics. The actual source details should be in roman, with usual rules applying for titles, etc., to be written in italics.

#### 1.1.1.1. Heading four (point)

Text

(<sup>1</sup>) The footnote is always composed in roman; however, rules for texts or titles written in italic or bold remain. Footnotes always end with a full stop.

### 3. Countries, languages, currencies and their abbreviations

#### 3.1. Countries

##### 3.1.1. Designations and abbreviations to use

##### 3.1.1.1. Member States

The protocol order for the Member States is based on the alphabetical order of their geographical names in the original language(s).

| Short name<br>(original language) <sup>(1)</sup> | Short name<br>(English) | Official name in English (protocol name)             | Code | Former abbrev. |
|--------------------------------------------------|-------------------------|------------------------------------------------------|------|----------------|
| Belgique/België                                  | Belgium                 | Kingdom of Belgium                                   | BE   | B              |
| България (ᾀ)                                     | Bulgaria                | Republic of Bulgaria                                 | BG   |                |
| Česká republika                                  | Czech Republic          | Czech Republic                                       | CZ   |                |
| Danmark                                          | Denmark                 | Kingdom of Denmark                                   | DK   | DK             |
| Deutschland                                      | Germany                 | Federal Republic of Germany                          | DE   | D              |
| Eesti                                            | Estonia                 | Republic of Estonia                                  | EE   |                |
| Éire/Ireland                                     | Ireland                 | Ireland                                              | IE   | IRL            |
| Ελλάδα (ᾀ)                                       | Greece                  | Hellenic Republic                                    | EL   | EL             |
| España                                           | Spain                   | Kingdom of Spain                                     | ES   | E              |
| France                                           | France                  | French Republic                                      | FR   | F              |
| Hrvatska                                         | Croatia                 | Republic of Croatia                                  | HR   |                |
| Italia                                           | Italy                   | Italian Republic                                     | IT   | I              |
| Κύπρος (ᾀ)                                       | Cyprus                  | Republic of Cyprus                                   | CY   |                |
| Latvija                                          | Latvia                  | Republic of Latvia                                   | LV   |                |
| Lietuva                                          | Lithuania               | Republic of Lithuania                                | LT   |                |
| Luxembourg                                       | Luxembourg              | Grand Duchy of Luxembourg                            | LU   | L              |
| Magyarország                                     | Hungary                 | Hungary                                              | HU   |                |
| Malta                                            | Malta                   | Republic of Malta                                    | MT   |                |
| Nederland                                        | Netherlands             | Kingdom of the Netherlands                           | NL   | NL             |
| Österreich                                       | Austria                 | Republic of Austria                                  | AT   | A              |
| Polska                                           | Poland                  | Republic of Poland                                   | PL   |                |
| Portugal                                         | Portugal                | Portuguese Republic                                  | PT   | P              |
| România                                          | Romania                 | Romania                                              | RO   |                |
| Slovenija                                        | Slovenia                | Republic of Slovenia                                 | SI   |                |
| Slovensko                                        | Slovakia                | Slovak Republic                                      | SK   |                |
| Suomi/Finland                                    | Finland                 | Republic of Finland                                  | FI   | FIN            |
| Sverige                                          | Sweden                  | Kingdom of Sweden                                    | SE   | S              |
| United Kingdom                                   | United Kingdom          | United Kingdom of Great Britain and Northern Ireland | UK   | UK             |

(ᾀ) Latin transliteration: България = Bulgaria; Ελλάδα = Elláda; Κύπρος = Kýpros.

(1) The abbreviation to use = ISO code, except for Greece and the United Kingdom, for which EL and UK are recommended (instead of the ISO codes GR and GB, which were used until the end of 2002).

NB: Do not use 'Republic of Ireland' nor 'Irish Republic'.

Use 'the Netherlands' not 'Holland', which is only part of the Netherlands (the provinces of North and South Holland); a capital T is not necessary on 'the'. In tables 'Netherlands' will suffice.

Use 'United Kingdom' for the Member State, not 'Great Britain', which comprises England, Scotland and Wales; these three together with Northern Ireland are the constituent parts of the United Kingdom. The purely geographical term 'British Isles' includes Ireland and the Crown Dependencies (the Isle of Man and the Channel Islands, which are not part of the United Kingdom).

### 3.1.1.2. Candidate countries (CCs)

| Short name (original language)                   | Short name (English)                       | Official name in English (protocol name)  | ISO code |
|--------------------------------------------------|--------------------------------------------|-------------------------------------------|----------|
| Crna Gora/Црна Гора                              | Montenegro                                 | Montenegro                                | ME       |
| Ísland                                           | Iceland                                    | Republic of Iceland                       | IS       |
| поранешна југословенска Република Македонија (*) | former Yugoslav Republic of Macedonia, the | the former Yugoslav Republic of Macedonia | MK (**)  |
| Shqipëria                                        | Albania                                    | Republic of Albania                       | AL       |
| Србија                                           | Serbia                                     | Republic of Serbia                        | RS       |
| Türkiye                                          | Turkey                                     | Republic of Turkey                        | TR       |

(\*) Latin transliteration: поранешна југословенска Република Македонија = poranešna jugoslovenska Republika Makedonija; Србија = Srbija.

(\*\*) The first time this code is used, it must be accompanied by a footnote with the following text:

MK is a provisional code which does not prejudice in any way the definitive nomenclature for this country, which will be agreed following the conclusion of negotiations currently taking place under the auspices of the United Nations.

NB: For non-member countries, it is also advisable to use the two-character ISO code (ISO 3166 alpha).

### 3.1.2. Official title or short name?

The long form (official title) is used when the State is targeted as a legal entity, e.g. 'The French Republic is authorised to...', 'This decision is addressed to the United Kingdom of Great Britain and Northern Ireland.'

NB: If the recurrence of the name of a State in the text leads to a preference for using the short form, it can be introduced with the phrase 'hereinafter referred to as ...'

The short form (short name) is used when the State is referred to geographically or economically, e.g. 'Workers residing in France', 'Exports from Greece', etc.

NB: For certain States, the long and the short form are identical, e.g. Czech Republic, Ireland.

### 3.1.3. Country listing order

|                     | Member States only | Member States and candidate/non-community countries                                                 |
|---------------------|--------------------|-----------------------------------------------------------------------------------------------------|
| In running text (*) | protocol order     | English alphabetical order (Australia, Denmark, Finland, Romania, Spain, etc.)                      |
| In tables           | protocol order     | alphabetical order of the codes – preferably in the first column (AT, AU, BE, CH, CN, DK, JP, etc.) |

(\*) Do not use the ISO code in running text; write the country name in full.

NB: Protocol order should also be followed when regions of Member States are included in Member State lists, e.g. Belgium-Flanders, Ireland, Malta, the Netherlands and UK-Scotland.

## 3.2. Languages

### 3.2.1. Formal titles, codes and order of presentation of language versions

The language versions should appear in alphabetical order of the formal titles in their original written forms (the codes used are the ISO codes 639-1 in force, alpha-2 code – see ISO website).

| Source language title <sup>(1)</sup> | English title        | ISO code <sup>(2)</sup> |
|--------------------------------------|----------------------|-------------------------|
| български (bulgarski)                | Bulgarian            | bg                      |
| español (castellano) <sup>(3)</sup>  | Spanish              | es                      |
| čeština                              | Czech                | cs                      |
| dansk                                | Danish               | da                      |
| Deutsch                              | German               | de                      |
| eesti keel                           | Estonian             | et                      |
| ελληνικά (elliniká)                  | Greek                | el                      |
| English                              | English              | en                      |
| français                             | French               | fr                      |
| Gaeilge                              | Irish <sup>(4)</sup> | ga                      |
| hrvatski                             | Croatian             | hr                      |
| italiano                             | Italian              | it                      |
| latviešu valoda                      | Latvian              | lv                      |
| lietuvių kalba                       | Lithuanian           | lt                      |
| magyar                               | Hungarian            | hu                      |
| Malti                                | Maltese              | mt                      |
| Nederlands                           | Dutch                | nl                      |
| polski                               | Polish               | pl                      |
| português                            | Portuguese           | pt                      |
| română                               | Romanian             | ro                      |
| slovenčina (slovenský jazyk)         | Slovak               | sk                      |
| slovenščina (slovenski jezik)        | Slovenian            | sl                      |
| suomi                                | Finnish              | fi                      |
| svenska                              | Swedish              | sv                      |
| <b>Candidate countries</b>           |                      |                         |
| crnogorski/црногорски                | Montenegrin          | (to be defined)         |
| Íslenska                             | Icelandic            | is                      |
| македонски (makedonski)              | Macedonian           | mk                      |
| shqip                                | Albanian             | sq                      |
| српски                               | Serbian              | sr                      |
| türkçe                               | Turkish              | tr                      |

<sup>(1)</sup> Capital or lower-case initial letter: follow the written form in the source language title.

<sup>(2)</sup> ISO codes for languages are written in lower-case letters; nevertheless, they are also written in capital letters for typographical presentation reasons.

<sup>(3)</sup> In Spanish, the term 'lengua española' or 'español' substitutes 'castellano' at the request of the Spanish authorities. The latter is the official designation of the language, but is only used to determine the place.

<sup>(4)</sup> Do not use the word 'Gaelic'; the two terms are not synonymous.

### 3.2.2. Order of languages in text (unilingual texts)

In the text, the order for listing languages varies according to the linguistic version. In English-language publications, languages should be listed in English alphabetical order: Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Croatian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

When an agreement is also written in a third-country language that is not an official EU language, the Union languages precede that third-country language for protocol reasons.

### 3.2.3. Texts for the web (intranet/Internet)

The enlargements have increased the number of languages to such an extent that it is no longer convenient to use separate menu tabs for each language version ('language' tabs, small flags, etc.) as they would take up too much space on screen.

It is recommended that a drop-down menu be used. This drop-down menu contains the language names, presented in alphabetical order in their source language. This display allows for one menu for all language versions. The language name should be followed by the ISO code, in parentheses, e.g. English (en).

NB: All original written forms must be transliterated using Latin characters and impoverished to allow the correct display with any type of navigator (use 'Latin-1' characters (ISO-8859-1), adjusted by default for most regular users).

## 3.3. Currencies

### 3.3.1. ISO codes and listing order

When using currency abbreviations, the ISO codes 4217 should be used (see the ISO site).

| ISO code                   | Country                               | Currency       | Plural |
|----------------------------|---------------------------------------|----------------|--------|
| EUR <sup>(1)</sup>         |                                       | euro           | euros  |
| BGN                        | Bulgaria                              | lev            | leva   |
| CZK                        | Czech Republic                        | Czech koruna   | koruny |
| DKK                        | Denmark                               | Danish krone   | kroner |
| GBP                        | United Kingdom                        | pound sterling | pounds |
| HRK                        | Croatia                               | kuna (inv.)    |        |
| HUF                        | Hungary                               | forint (inv.)  |        |
| PLN                        | Poland                                | zloty          | zlotys |
| RON <sup>(2)</sup>         | Romania                               | Romanian leu   | lei    |
| SEK                        | Sweden                                | Swedish krona  | kronor |
| <b>Candidate countries</b> |                                       |                |        |
| EUR                        | Montenegro                            | euro           |        |
| ISK                        | Iceland                               | króna          | krónur |
| MKD                        | former Yugoslav Republic of Macedonia | denar          | denars |
| ALL                        | Albania                               | lek            |        |

|                    |        |                     |  |
|--------------------|--------|---------------------|--|
| RSD                | Serbia | Serbian dinar       |  |
| TRY <sup>(3)</sup> | Turkey | Turkish lira (inv.) |  |

<sup>(1)</sup> The euro replaced the ecu (code = ECU) on 1 January 1999; historical references to the ecu must remain in ecu.

<sup>(2)</sup> The former leu (ROL) remained in circulation until 31 December 2006.

<sup>(3)</sup> The former Turkish lira (TRL) remained in circulation until 31 December 2005.

When listing Member State currencies, place the euro first followed by the other monetary abbreviations in alphabetical order of the currency code. For reasons of protocol, other currencies should follow the currencies of Member States and be listed according to the same criteria, e.g. EUR, CAD (Canadian dollar), JPY (yen), USD (US dollar).

The term 'euro area' is the official term for the group countries that have adopted the euro as their single country; all other terms, such as 'euro zone', should be avoided.

### 3.3.2. Rules for expressing monetary units

When a monetary unit is referred to generally but no amount is included, use the name, except in tables, e.g. 'a sum in pounds sterling', 'an amount of euros'.

When the monetary unit is accompanied by an amount in texts, use the ISO code followed by a space and the amount in figures, e.g. 'A difference of EUR 1 550 has been noted.'

When indicating the main unit for a whole table, the ISO code and any multiplier appear in parentheses above the table, ranged to the right, using italics e.g. '*million EUR*'.

Currency symbols (€, £, \$, etc.) are reserved for use in graphics and should be avoided. Use the ISO code instead. Currency symbols (when permitted) are followed by the amount without a fixed space, e.g. '€2.50, €1 500'.

When referring to millions or billions, you should use all figures (e.g. EUR 10 000 000) or the words 'million/billion' (e.g. EUR 10 million). In table headings (within parentheses) you should use the words 'million/billion' (e.g. million EUR, billion GBP).

NB: 'm EUR' or 'bn EUR' may only be used in tables or graphs when space is insufficient for spelling in full.

## 4. House rules for preparation of texts

### 4.1. Punctuation

#### 4.1.1. Full stop

It is normally deleted from headings. 'Etc.' only needs one full stop if it ends a sentence. Do not put two spaces after a full stop before starting a new sentence; only one space should be used. Abbreviations are followed by a point unless the last letter of the word is included (a contraction), for example, Dr, Mrs, Ltd, but Co., Art., Chap.

NB: 'No' as in 'No 1' (a contraction of 'numero', not an abbreviation) is never followed by a point.

#### 4.1.2. Parentheses

Round brackets admit an insertion into the text which is not essential to its sense: 'I have seen charity (if charity it can be called) insult with an air of pity.'

The opening parenthesis is never preceded by a comma. If a whole sentence is within parentheses, the full stop must be placed before the closing parenthesis.

Square brackets are used to interpolate a statement other than by the original author: 'They [the Lilliputians] rose like one man.' Square brackets may also be used in administrative drafting to indicate optional passages or those still open to discussion.

It is not normal practice in English to use square brackets to enclose text already in parentheses; double parentheses will suffice.

#### 4.1.3. Quotation marks

Single quotation marks should always be used, but use double quotation marks for a quotation within a quotation. If there should be yet another quotation within the second quotation it is necessary to revert to single quotation marks.

Punctuation must be placed according to the sense; if it belongs to the quotation, it is quoted, otherwise it is not quoted.

Do not enclose titles of books, newspapers or foreign expressions in quotation marks, as they are usually displayed in italic. Use quotation marks to cite quotations from books and periodicals rather than italics and do not indent passages of quoted text. The simultaneous use of italic and quotation marks, however, must be avoided, e.g. 'They [the Lilliputians] rose like one man.'

#### 4.1.4. Ellipsis

Ellipsis (...) is used to replace missing text but not to replace the word 'etc.'. There should be one space on either side of the ellipsis if it is in the middle of a sentence: 'Xxxx ... xxx.' If at the end of a sentence, no full stop is required. If replacing a line or paragraph, the ellipsis should be placed within square brackets on a separate line: 'Xxx xxx xxx

[...]  
xxx xxx.'

#### 4.1.5. Dash

Never use a dash (tiret/'en' rule) as a hyphen or in listed points. It can be used as an alternative to commas or round brackets in running text.

#### 4.1.6. Solidus

The solidus, also known variously as an oblique stroke or a slash, is used for alternatives (and/or), to mean 'per' (km/day) and fractions (19/100). Do not insert spaces before or after a solidus.

Marketing years, financial years, etc., that do not coincide with calendar years are denoted by a solidus, e.g. 1991/92, which is 12 months, rather than by a hyphen, e.g. 1991-92, which means two years.

#### 4.1.7. Hyphen

Hyphenate nouns composed of participle plus preposition (e.g. they discussed the buying-in of sugar). Compound adjectives modifying a noun always take a hyphen (e.g. up-to-date statistics, in-house training, foot-and-mouth disease, long-term policies but policies in the long term).

Prefixes also take a hyphen (e.g. anti-American, non-cooperative, self-employed) unless the prefix has become part of the word by usage (e.g. coordination, subsection, reshuffle).

Remove hyphens from words such as coordinate, cooperation, cofinance, comanage, etc.

Note use of: socioeconomic, macroeconomic, case-law, time limit, Advocate General, value added, preempt, metaanalysis.

Never replace a hyphen with a dash/'en' rule.

### 4.2. Abbreviations, symbols and acronyms

#### 4.2.1. Abbreviations

Abbreviations should be avoided if the sense is not clear. Spell out the abbreviation at the first mention, add the abbreviation in parentheses and use the abbreviation thereafter.

Note the difference between a true abbreviation, in which the end of the word is lopped off (vol., co., inc.) and a contraction or suspension, in which the interior of the word is removed (Mr, Dr, contd, Ltd). The contraction is always printed without the final full stop, whereas the abbreviation retains it.

#### 4.2.2. Symbols

Units of measurement and scientific symbols such as 'ha', 'km', 'mg', etc., do not need a final full stop. They are not closed up to figures and do not have plurals: 4 ha, 9 m, 20 psi, 55 dB(A), 2 000 kc/s.

#### 4.2.3. Acronyms

An acronym is defined as 'a word formed from the initial letters of other words' (e.g. NATO, Unesco).

As a general principle, acronyms do not have a full stop between the capitals. The first referral to an acronym in running text should include the full explanation of the name, followed by the acronym in parentheses, e.g. human resources (HR).

Where an acronym, contraction or abbreviation – including names of programmes – of six letters or more can be pronounced, it is printed in upper and lower case (e.g. Unesco, Esprit); (exceptions: Cedra, Phare, etc.). Acronyms of names that are usually used in the plural should be written as they are spoken (e.g. CEECs, SMEs, not CEEC, SME, etc., unless used as an adjective).

### 4.3. Capitals

Use capitals sparingly. They are often employed to excess in commercial and administrative circles. When in doubt, use lower case, for instance for programme names, headings, reports, forums, initiatives, surveys and white papers. Examples for upper case are:

- (a) proper names of institutions, movements: Council of Europe, Christianity, the State;
- (b) party denominations and organisations: Socialist Group, Fianna Fáil Party, but liberal, socialist, etc., otherwise;
- (c) references to Community legislation and the EU: write Regulation, Decision, Directive, Annex and Article with capitals when followed by a number; use lower case for references to regulations, directives, resolutions, etc. in a generalised sense and when referring to proposed legislation (draft resolution of the Council, a possible new directive on ...), EU committees, Member States;
- (d) names of publications: use a capital for the first word only (e.g. Quarterly journal of economics); exception: *Official Journal of the European Union*;
- (e) compass points: no capitals for north, north-west, north-western, etc., unless part of an administrative or political unit (Northern Ireland, northern England, southern Europe, southern Africa, South Africa, east European/eastern Europe countries, East Midlands);
- (f) miscellaneous: Figure, Number, Plate (Fig., No, Pl.) and Amendment, Volume, Chapter, Section, Article (Vol., Chap., Sect., Art.) should always have an initial capital when followed by a numeral; conversely, paragraph, point, line, etc., should not be capitalised.

### 4.4. Dates and time

Dates in the text should always be given in their full form (6 June 1992), whereas in footnotes they should always be abbreviated: 6.6.1992, not 06.06.92; but use 2005-10, not 2005-2010.

NB: 'At its meeting from 23 to 25 July ...' not '... 23-25 July ...'.

Similarly, 'At its meeting on 23 and 24 July ...' not '... 23/24 July ...'.

2007/08 = one year: marketing year, financial year, academic year.

Write: 'Wednesday 25 June 1997' (no comma after day of the week).

Use the 24-hour system for time without am and pm, i.e. 17.30, 9.30 (without h or hrs). The full hour is written with zero minutes, e.g. 14.00, 12.00, 24.00.

#### 4.5. Electronic addresses – phone/fax numbers

|                                |                                         |
|--------------------------------|-----------------------------------------|
| E-mail: (or e-mail) with colon | first name.familyname@cedefop.europa.eu |
| Internet: with colon           | http://www.cedefop.europa.eu            |

Phone and fax numbers: no spaces in between or after city codes. International dialling codes: preceded by the '+' (no brackets), followed by a space. Extensions: separated by a hyphen.

Tel./Fax: +44 1718739090

Tel./Fax: +32 222020-43657

#### 4.6. Italics

Italics should not be used for emphasis, neither should underlining, nor bold. The use of italics is restricted to:

- (a) book, film or play titles;
- (b) names of periodicals ('the' in connection with the title should be lower case roman (normal type) unless it is known that the article belongs to the title as in *The Times*);
- (c) words and short phrases from foreign languages: *Länder*, *carte blanche* (even when they appear in brackets); except for proper names, names of persons, institutions, bodies, places, etc., and not usually for foreign quotations. Not all foreign words are italicised, however; some have been assimilated into current English and are set in roman, e.g. *ad hoc*, *alias*, *café*, *de facto*, *detour*, *et al.*, *et seq.*, *vice versa*, etc. Some, often Latin, words that should be italicised: *au fait*, *ex ante*, *ex post*, *in situ*, *inter alia*, *per se*, *vis-à-vis*, etc.

When in doubt, consult the *Concise Oxford dictionary*.

#### 4.7. Numbers

Spell out numbers one to nine, use digits thereafter, e.g. two plus two (unless part of a formula: 2+2). Where a range of numbers in the same sentence fall above and below this limit, use figures for both: '9 to 11', not 'nine to 11'. However, if it is not a range, original rule applies: 'nine or 10 databases', 'nine private and 10 public training providers', 'three in 10 individuals'.

Use of commas is not acceptable in thousands, use a space. Use full stop to separate decimals.

The following exceptions and rules apply:

- (a) use the contraction 'No', plural 'Nos' (no full stops);
- (b) ordinal numbers follow the same pattern, including centuries: ninth century, 19th century; the 1990s (never use 'the nineties', etc.);
- (c) 2001-03 not 2001-2003; during the 2000s not 2000's or '00s;
- (d) 1 000 million equals 1 billion;
- (e) where the number begins a sentence, it should be spelled out in full. Avoid beginning a sentence with a year: for example, instead of '1992 ...' put 'In 1992 ...' or 'From 1992 ...';
- (f) sums: EUR 2 000 000 (or EUR 2 million).

A range of numbers may be elided:

- (a) page numbers: pp. 7-13, 312-17 (Butcher);
- (b) use 'to' in case of ambiguity, particularly with measurements which may use a descending as well as an ascending scale: 31-5 may mean 31 to 5 or 31 to 35; write either 'from 50 to 100' (in running text) or '50-100' (in footnotes); but not 'from 50-100'.

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).

Percentages: with figures, preferably use the symbol without a space, e.g. 15%; in words write 'per cent' (two words, no full stop), e.g. '20%', not '20 per cent'.

Formulae in mathematical works: writers should take particular care to distinguish between l (lower case letter l) and 1 (the number), between O (capital letter O) and 0 (zero) and between the roman numeral I and capital letter I.

Numbered paragraphs and points are printed close up and in parentheses after the article number; unnumbered items come before the article number: 'The third indent of the second subparagraph of Article 2(1) of Regulation No ...'

## 4.8. Verb forms

In British English, the final consonant is doubled if the last syllable of the root verb is stressed:

|                            |     |                                |
|----------------------------|-----|--------------------------------|
| admit, admitting, admitted |     | combat, combating, combated    |
| refer, referring, referred | but | benefit, benefiting, benefited |
|                            |     | focus (-es), focusing, focused |
|                            |     | target, targeting, targeted    |

Exceptions: format, formatting, formatted and some verbs ending in -p (e.g. handicapped, worshipped).

A final -l is doubled after a single vowel on adding -ing or -ed, regardless of syllable stress (exception: parallel, paralleled):

|                            |                            |                            |
|----------------------------|----------------------------|----------------------------|
| level, levelling, levelled | label, labelling, labelled | total, totalling, totalled |
|----------------------------|----------------------------|----------------------------|

## 4.9. Spelling and use of English

Spelling should follow the first entry in the *Concise Oxford dictionary*, but use 's' in place of 'z': characterise, generalise, organise, recognise, specialise, etc. In references/bibliographies, keep original spelling for names of journals, but use British English spelling for titles of books, papers, presentations, etc.

### 4.9.1. Common spelling mistakes

competence-s, not competency-ies

extracurricular

mid-1990s

database, data series, data set  
 sectoral, not sectorial  
 online, website, but e-mail, e-learning, e-commerce, e-business  
 age – ageing  
 nevertheless, whereas none the less  
 lifelong, not life long or life-long  
 life cycle, lifespan, life-wide  
 neoclassic, worldwide, transnational  
 workforce, workplace, but labour force  
 labour market, labour-market-relevant  
 policy-makers, decision-makers  
 15 year-olds

#### 4.9.2. Common grammar mistakes

Note the differences below:

- (a) 'fewer' is used for things that can be counted individually, whereas 'less' is used for bulk or volume (e.g. fewer unemployed, less unemployment);
- (b) 'each other' means two people, whereas 'one another' means more than two people;
- (c) 'mutual' is used for two people, whereas 'common' is used for more than two people;
- (d) 'since' is used with a time point, whereas 'for' is used with a time period (e.g. since 2003, for five years);
- (e) 'by' is always followed by a singular noun (e.g. by sector, country, level, etc. – not sectors, countries, levels, etc.).

#### 4.9.3. Words easily confused

|                          |                       |
|--------------------------|-----------------------|
| dependent (adj.)         | dependant (noun)      |
| premiss-es (proposition) | premises (building)   |
| license (verb)           | licence (noun)        |
| principal (adj./noun)    | principle (noun only) |
| practise (verb)          | practice (noun)       |
| advise (verb)            | advice (noun)         |

#### 4.9.4. Tricky plurals

|            |                             |
|------------|-----------------------------|
| criterion  | criteria                    |
| datum      | data (takes plural verb)    |
| curriculum | curricula (not curriculums) |
| forum      | forums (not fora)           |
| syllabus   | syllabuses (not syllabi)    |

#### 4.9.5. Preferred English usage

For consistency, follow the rules below:

- (a) 'cf' should be avoided – always use 'see';
- (b) 'ff.' should be avoided – always use 'et seq.';
- (c) 'acceding' countries, not 'accession' countries;

- (d) avoid abbreviating Article to 'Art.' in running text;
- (e) avoid using the § sign, which means 'section' in English, but 'paragraph' in other languages;
- (f) 'candidate' countries, not 'applicant' countries;
- (g) never use 'viz.' – replace with 'namely';
- (h) no apostrophe is necessary in abbreviations such as MEPs, UFOs, 1920s;
- (i) note the difference: 'Ministry of ...' but 'Minister for ...'.

#### 4.10. Tips for author use

|                               |                                                         |                                                        |
|-------------------------------|---------------------------------------------------------|--------------------------------------------------------|
| a large number                | use                                                     | many, most, much                                       |
| a number of                   | use                                                     | several, some                                          |
| a variety of                  | use                                                     | various                                                |
| activities                    | delete where possible                                   |                                                        |
| additionally                  | use                                                     | also                                                   |
| administer                    | use                                                     | run, manage, govern, give                              |
| already existing              | delete 'already' (tautology) or edit out (if redundant) |                                                        |
| amongst                       | use                                                     | among                                                  |
| approximately                 | use                                                     | about, around, roughly, nearly                         |
| assists                       | use                                                     | helps, aids                                            |
| at national level             | use                                                     | nationally                                             |
| by means of                   | use                                                     | by, with                                               |
| collaboration                 | use                                                     | cooperation                                            |
| compare to                    | means                                                   | liken, note similarities                               |
| compare with                  | means                                                   | note similarities and differences                      |
| consequently                  | use                                                     | so, thus                                               |
| continual                     | means                                                   | regular but interrupted, repeated, recurrent           |
| continuous                    | means                                                   | non-stop, unbroken, uninterrupted                      |
| coworkers                     | use                                                     | colleagues                                             |
| demonstrates                  | use                                                     | shows, displays, proves, explains                      |
| due to                        | means                                                   | expected to or caused by NOT because of                |
| e.g.                          | use                                                     | such as (in running text)                              |
| emphasises                    | use                                                     | stresses, highlights, underlines                       |
| enhance                       | use                                                     | improve, heighten, increase, raise, strengthen         |
| establish                     | use                                                     | set up, fix                                            |
| exclusively                   | use                                                     | only                                                   |
| facilitate                    | use                                                     | ease, help, simplify, make easy, promote, aid, support |
| factors                       | avoid, be specific (often reason or cause)              |                                                        |
| firstly, secondly, etc.       | use                                                     | first, second, etc.                                    |
| furthermore                   | use                                                     | further, besides, also, and                            |
| highly (improbable, reliable) | delete where possible                                   |                                                        |
| implement                     | use                                                     | carry out, set up                                      |

|                                                    |                                 |                                                              |
|----------------------------------------------------|---------------------------------|--------------------------------------------------------------|
| in many cases                                      | use                             | often                                                        |
| in most cases                                      | use                             | usually                                                      |
| in order to                                        | use                             | to                                                           |
| in terms of                                        | use                             | at, in, by, for, about,<br>with, or delete                   |
| in the context of                                  | use                             | in                                                           |
| in the field of                                    | use                             | in                                                           |
| in the process of                                  | delete where possible           |                                                              |
| intense                                            | means                           | concentrated, using much<br>effort, thorough,<br>unremitting |
| last few years                                     | use                             | past few years                                               |
| level of                                           | delete where possible           |                                                              |
| likewise                                           | use                             | similarly                                                    |
| linkage                                            | use                             | link                                                         |
| maybe                                              | use                             | perhaps                                                      |
| moreover                                           | use                             | also, besides, but,<br>however                               |
| numerous                                           | use                             | many                                                         |
| on a daily basis                                   | use                             | daily                                                        |
| on the one hand                                    | try to edit out                 |                                                              |
| on the other hand                                  | try to edit out                 |                                                              |
| ongoing                                            | use                             | continuing, continual                                        |
| operate                                            | use                             | work, run, perform, act,<br>go                               |
| overview                                           | use                             | review, outline                                              |
| participate                                        | use                             | take part in                                                 |
| perception                                         | use                             | opinion, view                                                |
| permit                                             | use                             | let, allow                                                   |
| phenomenon                                         | try to edit out                 |                                                              |
| predominantly                                      | use                             | mainly, chiefly                                              |
| process                                            | try to avoid or delete          |                                                              |
| program                                            | use                             | programme                                                    |
| pursuant to                                        | use                             | under                                                        |
| regarding, concerning                              | use                             | on, about                                                    |
| require                                            | use                             | need, want (unless<br>compulsion)                            |
| situation                                          | delete where possible           |                                                              |
| system                                             | delete where possible           |                                                              |
| taking into account                                | use                             | considering                                                  |
| that the, so that                                  | often delete that               |                                                              |
| the availability of                                | delete or edit out (redundancy) |                                                              |
| the development of                                 | use                             | developing, to develop                                       |
| the majority of                                    | use                             | most                                                         |
| things                                             | delete where possible           |                                                              |
| through the use of                                 | use                             | by using, by, with                                           |
| type of                                            | delete where possible           |                                                              |
| usage                                              | use                             | use                                                          |
| very important                                     | use                             | important                                                    |
| very, quite, fairly, particularly,<br>really, vast | delete where possible           |                                                              |
| whereas                                            | use                             | while                                                        |
| whilst                                             | use                             | while                                                        |
| with a view to                                     | use                             | to                                                           |
| with respect to                                    | use                             | about, on, with, for                                         |
| with the aim of                                    | use                             | to                                                           |
| with the exception of                              | use                             | except, except for                                           |