OTHER ECONOMIST BOOKS

Guide to Analysing Companies
Guide to Business Modelling
Guide to Business Planning
Guide to Economic Indicators
Guide to the European Union
Guide to Financial Markets
Guide to Management Ideas
Numbers Guide

Dictionary of Business
Dictionary of Economics
International Dictionary of Finance

Brands and Branding
Business Consulting
Business Ethics
Business Miscellany
Business Strategy
China's Stockmarket
Dealing with Financial Risk
Future of Technology
Globalisation
Headhunters and How to Use Them
Successful Mergers
The City
Wall Street

Essential Director
Essential Economics
Essential Finance
Essential Internet
Essential Investment
Essential Negotiation

Pocket World in Figures
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Preface

Every newspaper has its own style book, a set of rules telling journalists whether to write e-mail or email, Gaddafi or Qaddafi, judgement or judgment. *The Economist*’s style book does this and a bit more. It also warns writers of some common mistakes and encourages them to write with clarity and simplicity.

All the prescriptive judgments in the style guide are directly derived from those used each week in writing and editing *The Economist*.

This ninth edition of the “The Economist Style Guide” is in three parts. The first is based on the style book used by those who edit *The Economist*; it is largely the work of John Grimond, who has over the years been Britain, American and foreign editor. The second, on American and British English, describes some of the main differences between the two great English-speaking areas, in spelling, grammar and usage.

To make the style guide of greater general interest, Part 3 consists of information drawing on the reference books published under *The Economist* Books imprint and expanded to include handy reference material that might appeal to readers of *The Economist*. Such information is checked and new matter included for every new edition. For this edition the text in Part 3 has been extensively reviewed and reorganised to make the book more modern and up to date.

Throughout the text, italic type is used for examples except where they are presented in lists, when the type is Roman, as this text is. Words in bold indicate a separate but relevant entry, that is, a cross-reference. Small capitals are used only in the way *The Economist* uses them, for which see the entries **abbreviations** and **capitals**.
Introduction

On only two scores can The Economist hope to outdo its rivals consistently. One is the quality of its analysis; the other is the quality of its writing. The aim of this book is to give some general advice on writing, to point out some common errors and to set some arbitrary rules.

The first requirement of The Economist is that it should be readily understandable. Clarity of writing usually follows clarity of thought. So think what you want to say, then say it as simply as possible. Keep in mind George Orwell’s six elementary rules (“Politics and the English Language”, 1946):

1. Never use a metaphor, simile or other figure of speech which you are used to seeing in print (see metaphors).
2. Never use a long word where a short one will do (see short words).
3. If it is possible to cut out a word, always cut it out (see unnecessary words).
4. Never use the passive where you can use the active (see grammar and syntax).
5. Never use a foreign phrase, a scientific word or a jargon word if you can think of an everyday English equivalent (see jargon).
6. Break any of these rules sooner than say anything outright barbarous (see iconoclasm).

Readers are primarily interested in what you have to say. By the way in which you say it you may encourage them either to read on or to give up. If you want them to read on:

**Do not be stuffy** “To write a genuine, familiar or truly English style”, said Hazlitt, “is to write as anyone would speak in common conversation who had a thorough command or choice of words or who could discourse with ease, force and perspicuity setting aside all pedantic and oratorical flourishes.”

Use the language of everyday speech, not that of spokesmen, lawyers or bureaucrats (so prefer *let* to *permit*, *people* to *persons*, *buy* to *purchase*, *colleague* to *peer*, *way out* to *exit*, *present* to *gift*, *rich* to *wealthy*, *show* to *demonstrate*, *break* to *violate*). Pomposity
and long-windedness tend to obscure meaning, or reveal the lack of it: strip them away in favour of plain words.

Do not be hectoring or arrogant Those who disagree with you are not necessarily stupid or insane. Nobody needs to be described as silly: let your analysis show that he is. When you express opinions, do not simply make assertions. The aim is not just to tell readers what you think, but to persuade them; if you use arguments, reasoning and evidence, you may succeed. Go easy on the oughts and shoulds.

Do not be too pleased with yourself Don’t boast of your own cleverness by telling readers that you correctly predicted something or that you have a scoop. You are more likely to bore or irritate them than to impress them.

Do not be too chatty Surprise, surprise is more irritating than informative. So is Ho, ho and, in the middle of a sentence, wait for it, etc.

Do not be too didactic If too many sentences begin Compare, Consider, Expect, Imagine, Look at, Note, Prepare for, Remember or Take, readers will think they are reading a textbook (or, indeed, a style book).

Do your best to be lucid (“I see but one rule: to be clear”, Stendhal) Simple sentences help. Keep complicated constructions and gimmicks to a minimum, if necessary by remembering the New Yorker’s comment: “Backward ran sentences until reeled the mind.” The following letter from a reader may be chastening:

Sir
At times just one sentence in The Economist can give us hours of enjoyment, such as “Yet German diplomats in Belgrade failed to persuade their government that it was wrong to think that the threat of international recognition of Croatia and Slovenia would itself deter Serbia.”

During my many years as a reader of your newspaper, I have distilled two lessons about the use of our language. Firstly, it is usually easier to write a double negative than it is to interpret it. Secondly, unless the description of an event which is considered to be not without consequence includes a double or higher-order
negative, then it cannot be disproven that the writer has neglected to eliminate other interpretations of the event which are not satisfactory in light of other possibly not unrelated events which might not have occurred at all.

For these reasons, I have not neglected your timely reminder that I ought not to let my subscription lapse. It certainly cannot be said that I am an unhappy reader.
Willard Dunning

Mark Twain described how a good writer treats sentences: “At times he may indulge himself with a long one, but he will make sure there are no folds in it, no vaguenesses, no parenthetical interruptions of its view as a whole; when he has done with it, it won't be a sea-serpent with half of its arches under the water; it will be a torch-light procession.”

Long paragraphs, like long sentences, can confuse the reader. “The paragraph”, according to Fowler, “is essentially a unit of thought, not of length; it must be homogeneous in subject matter and sequential in treatment.” One-sentence paragraphs should be used only occasionally.

Clear thinking is the key to clear writing. “A scrupulous writer”, observed Orwell, “in every sentence that he writes will ask himself at least four questions, thus: What am I trying to say? What words will express it? What image or idiom will make it clearer? Is this image fresh enough to have an effect? And he will probably ask himself two more: Could I put it more shortly? Have I said anything that is avoidably ugly?”

Scrupulous writers will also notice that their copy is edited only lightly and is likely to be used. It may even be read.
A note on editing

Editing has always made a large contribution to *The Economist*’s excellence. It should continue to do so. But editing on a screen is beguilingly simple. It is quite easy to rewrite an article without realising that one has done much to it at all: the cursor leaves no trace of crossings-out, handwritten insertions, rearranged sentences or reordered paragraphs. The temptation is to continue to make changes until something emerges that the editor himself might have written. One benefit of this is a tightly edited newspaper. One cost is a certain sameness. The risk is that the newspaper will turn into a collection of 70 or 80 articles which read as though they have been written by no more than half a dozen hands.

*The Economist* has a single editorial outlook, and it is anonymous. But it is the work of many people, both in London and abroad, as its datelines testify. If the prose of our Tokyo correspondent is indistinguishable from the prose of our Nairobi correspondent, readers will feel they are being robbed of variety. They may also wonder whether these two people really exist, or whether the entire newspaper is not written in London.

The moral for editors is that they should respect good writing. That is mainly what this style sheet is designed to promote. It is not intended to impose a single style on all *The Economist*’s journalists. A writer’s style, after all, should reflect his mind and personality. So long as they are compatible with *The Economist*’s editorial outlook, and so long as the prose is good, editors should exercise suitable self-restraint. Remember that your copy, too, will be edited. And even if you think you are not guilty, bear in mind this comment from John Gross:

Most writers I know have tales to tell of being mangled by editors and mauled by fact-checkers, and naturally it is the flagrant instances they choose to single out - absurdities, outright distortions of meaning, glaring errors. But most of the damage done is a good deal less spectacular. It consists of small changes (usually too boring to describe to anyone else) that flatten a writer’s style, slow down his argument, neutralise his irony; that ruin the rhythm of a sentence or the balance of paragraph; that deaden the tone that makes the music. I sometimes think of the process as one of “desophistication”.

*John Grimond*
part 1

the essence of style
a or the see grammar and syntax.

abbreviations

Unless an abbreviation (or acronym) is so familiar that it is used more often than the full form:

AIDS BBC CIA EU FBI HIV IMF NATO NGO OECD UNESCO

or unless the full form would provide little illumination – AWACS, DNA – write the words in full on first appearance: thus, Trades Union Congress (not TUC). If in doubt about its familiarity, explain what the organisation is or does. After the first mention, try not to repeat the abbreviation too often; so write the agency rather than the IAEA, the party rather than the KMT, to avoid spattering the page with capital letters. There is no need to give the initials of an organisation if it is not referred to again.

Do not use spatterings of abbreviations and acronyms simply in order to cram more words in; you will end up irritating readers rather than informing them. An article in a recent issue of The Economist contained the following:

CIA DCI DNI DOD DVD FBI NCTC NSA

The article immediately following had:

CTAC CX DIS FCO GCHQ IT JIC JTAC MI5 MI6 MP SCOPE WMD

Some of these are well known to most readers and can readily be held in the mind. But unfamiliar abbreviations may oblige the reader to be constantly referring back to the first use. Better to repeat some names in full, or to write the agency, the committee, the party, etc, than to allow an undisciplined proliferation. And prefer chief executive or boss to CEO.
ampersands should be used:
1 when they are part of the name of a company:
   Procter & Gamble  Pratt & Whitney
2 for such things as constituencies where two names are
   linked to form one unit:
   The rest of Brighouse & Spenborough joins with the Batley
   part of Batley & Morley to form Batley & Spen.
   The area thus became the Pakistani province of Kashmir and
   the Indian state of Jammu & Kashmir.
3 in R&D and S&L.

definite article If an abbreviation can be pronounced – EFTA,
   NATO, UNESCO – it does not generally require the definite
   article. Other organisations, except companies, should usually
   be preceded by the:
   the BBC  the KGB  the NHS  the NIESR  the UNHCR

elements do not take small caps when abbreviated:
   carbon dioxide is CO₂
   chlorofluorocarbons are CFCs
   lead is Pb
   methane is CH₄
   the oxides of nitrogen are generally NOₓ

   Different isotopes of the same element are distinguished
   by raised (superscript) prefixes:
   carbon-14 is ¹⁴C
   helium-3 is ³He

headings, cross-heads, captions, etc In headings, rubrics, cross-
   heads, footnotes, captions, tables, charts (including sources),
   use ordinary caps, not small caps.

initials in people’s and companies’ names take points (with a
   space between initials and name, but not between initials). In
   general, follow the practice preferred by people, companies
   and organisations in writing their own names.

   F.W. de Klerk  E.I. Du Pont de Nemours  V.P. Singh  F.W. Woolworth
**junior and senior** Spell out in full (and lower case) junior and senior after a name:

*George Bush junior  George Bush senior*

**lower case** Abbreviate:

- kilograms (not kilogrammes) to kg
- kilometres per hour to kph
- kilometres to kg (or kilos) and km
- miles per hour to mph

Use lower case for kg, km, lb (never lbs), mph and other measures, and for ie, eg, which should both be followed by commas. When used with figures, these lower-case abbreviations should follow immediately, with no space:

11am 4.30pm 15kg 35mm 100mph 78rpm.

Two abbreviations together, however, must be separated:

60m b/d. Use b/d not bpd as an abbreviation for barrels per day.

**MPs** Except in British contexts, use MP only after first spelling out member of Parliament in full (in many places an MP is a military policeman).

Members of the Scottish Parliament are MSPs.
Members of the European Parliament are MEPs (not Euro-MPs).

**organisations**

- **EFTA** is the European Free Trade Association.
- **IDA** is the International Development Association.
- **NAFTA** is the North American Free-Trade Agreement.
- the **FAO** is the Food and Agriculture Organisation.
- the **FDA** is the Food and Drug Administration.
- the **PLO** is the Palestine Liberation Organisation.

**pronounceable abbreviations**

Abbreviations that can be pronounced and are composed of bits of words rather than just initials should be spelt out in upper and lower case:

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<td>Kfor</td>
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<td>Legco</td>
<td>Sfor</td>
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And Trips (trade-related aspects of intellectual property rights).
There is generally no need for more than one initial capital letter, unless the word is a company or a trade name:
MiG, ConsGold.

**ranks and titles** Do not use *Prof*, *Sen*, *Col*, etc. *Lieut-Colonel* and *Lieut-Commander* are permissible. So is *Rev*, but it must be preceded by the and followed by a Christian name or initial:
the *Rev Jesse Jackson* (thereafter *Mr Jackson*).

**scientific units named after individuals** Most scientific units, except those of temperature, that are named after individuals, should be set in small capitals, though any attachments denoting multiples go in lower case:

- ampère is *A* or *amp*
- öhm is *O*
- watt is *W*
- kilowatt, 1,000 watts, is *kW*
- milliwatt, one-thousandth of a watt, is *mW*
- megawatt, 1m watts, is *MW*

**small caps usage**

1 In the text abbreviations, whether they can be pronounced as words or not:

*GNP*  *GDP*  *FOB*  *CIF*  *A-levels*  *D-marks*  *T-shirts*  *X-rays*  

should be set in small capitals, with no points, unless they are currencies like *Nkr* or *SFr*, elements like *H* and *O* or degrees of temperature like °F and °C.

2 Brackets, apostrophes and all other typographical furniture accompanying small capitals are generally set in ordinary roman, with a lower-case *s* (also roman) for plurals and genitives: *IOUS*, *MPs’* salaries, *SDRs*, etc.

3 Ampersands are set as small capitals, as are numerals and any hyphens attaching them to a small capital (see also below). Thus:

*R&D  A23  M1  F-16*  

4 *AD* and *BC* (76*AD*, 55*BC*): figures and numbers thus joined should both be set in small capitals.

5 Abbreviations that include upper-case and lower-case
letters must be set in a mixture of small capitals and roman: BPhils, PhDs.

6 Do not use small caps for roman numerals.

writing out upper-case abbreviations Most upper-case abbreviations take upper-case initial letters when written in full. The LSO is the London Symphony Orchestra. However, there are exceptions:

CAP but common agricultural policy
EMU but economic and monetary union
GDP but gross domestic product
PSBR but public-sector borrowing requirement
VLSI but very large-scale integration

miscellaneous Spell out:

page pages hectares miles

Remember, too, that the V of HIV stands for virus, so do not write HIV virus.

See measures in Part 3.

absent In Latin absent is a verb meaning they are away. In English it is either an adjective (absent friends) or a verb (to absent yourself). It is not a preposition meaning in the absence of.

accents On words now accepted as English, use accents only when they make a crucial difference to pronunciation:

café cliché communiqué exposé façade soupçon

But: château décor élite fêté naïve

The main accents and diacritical signs are:

acute république
grave grand’mère
circumflex bête noire
umlaut Länder, Österreich (Austria)
cedilla français
tilde señor, São Paulo
If you use one accent (except the tilde – strictly, a diacritical sign), use all:

émigré mêlée protégé résumé

Put the accents and diacritical signs on French, German, Spanish and Portuguese names and words:

José Manuel Barroso Françoise de Panafieu
Federico Peña Wolfgang Schäuble

Leave accents and diacritical signs off other foreign names. Any foreign word in italics should, however, be given its proper accents. (See also italics.)

acronym A pronounceable word, formed from the initials of other words, like radar or NATO. It is not a set of initials, like the BBC or the IMF.

actionable means giving ground for a lawsuit. Do not use it to mean susceptible of being put into practice: prefer practical.

active, not passive Be direct. A hit B describes the event more concisely than B was hit by A.

adjectives and adverbs see grammar and syntax, punctuation.

adjectives of proper nouns see grammar and syntax, punctuation.

address What did journalists and politicians do in the days, not so long ago, when address was used as a verb only before objects such as audience, letter, ball, haggis and, occasionally, themselves? Questions can be answered, issues discussed, problems solved, difficulties dealt with. See clichés.

aetiology is the science of causation, or an inquiry into something’s origins. Etiolate is to make or become pale for lack of light.

affect the verb, means to have an influence on, as in the novel affected his attitude to immigrants. See also effect.

affirmative action is a euphemism, uglier even than human-rights abuses and more obscure even than comfort station, with little to be said for it. It is too late to suppress it altogether and perhaps
too soon to consign it to the midden of civil-rights studies, but try to avoid it as much as possible. If you cannot escape it, put it in quotation marks on first mention and, unless the context makes its meaning clear, explain what it is. You may, however, find that preferential treatment, job preferment or even discrimination serve just as well as alternatives. See euphemisms.

affordable By whom? Avoid affordable housing, affordable computers and other unthinking uses of advertising lingo.

Afghan names see names.

aggravate means make worse, not irritate or annoy.

aggression is an unattractive quality, so do not call a keen salesman an aggressive one (unless his foot is in the door).

agony column Remember that when Sherlock Holmes perused this, it was a personal column. Only recently has it come to mean letters to an agony aunt.

agree Things are agreed on, to or about, not just agreed.

alibi An alibi is the fact of being elsewhere, not a false explanation.

alternate, alternative Alternate (as an adjective) means every other. Alternative (as a noun), strictly, means one of two, not one of three, four, five or more (which may be options). As an adjective, alternative means of two (or, loosely, more) things, or possible as an alternative.

Americanisms Many American words and expressions have passed into the language; others have vigour, particularly if used sparingly. Some are short and to the point, so for example prefer lay off to make redundant.

Spat and scam, two words beloved by some journalists, have the merit of brevity, but so do row and fraud; squabble and swindle might sometimes be used instead. But many words favoured in American English usage are unnecessarily long, so use:

and not additionally
the army not the military (noun)
car not automobile
company not corporation

court not courtroom or courthouse

district not neighbourhood

normality not normalcy

oblige not obligate

rocket not skyrocket

speciality not specialty

stocks not inventories, unless there is the risk of confusion with stocks and shares

transport not transportation

Other Americanisms are euphemistic or obscure, so avoid:

affirmative action point men

ball games rookies

end runs stand-off

adverbs Put adverbs where you would put them in normal speech, which is usually after the verb (not before it, which usually is where Americans put them).

avoiding nourcing adjectives Similarly, do not noun adjectives such as:

advisory – prefer warning

centennial – prefer centenary

inaugural – prefer inauguration

meet (verb) – meeting is better

spend (verb) – spending is preferable

avoiding verbing and adjectiving nouns Try not to verb nouns or to adjective them. So do not:

access files

author books (still less co-author them)

critique style guides

gun someone down, use shoot

haemorrhage red ink (haemorrhage is a noun)

let one event impact another

loan money

pressure colleagues (press will do)

progress reports

source inputs

trial programmes
Avoid parenting (or using the word) and parenting skills.  
(See also grammar and syntax.)

And though it is sometimes necessary to use nouns as adjectives, there is no need to call:

an attempted coup a coup attempt
a suspected terrorist a terrorist suspect
the Californian legislature the California legislature

Vilest of all is the habit of throwing together several nouns into one ghastly adjectival reticule:

Texas millionaire real-estate developer and failed thrift entrepreneur Hiram Turnipseed ...

coining words  Avoid coining verbs and adjectives unnecessarily. Instead of:

dining experiences and writing experiences: use dining and writing
downplaying criticism, you can play it down (or perhaps minimise it)
skiing Vail, ski at Vail
upcoming and ongoing are better put as forthcoming and continuing
Why outfit your children when you can fit them out?

old-fashioned terms  Some American expressions that were once common in English English (and some still used in Scottish English) now sound old-fashioned to most British ears. So prefer:

clothes or clothing to apparel or garments
doctors to physicians

got to gotten
lawyers to attorneys
often to oftentimes
over or too to overly

overuse of American words  Do not feel obliged to follow American fashion in overusing such words as:

constituency – try supporters
gubernatorial – this means “relating to a governor”
perception – try belief or view
rhetoric (of which there is too little, not too much) – try language or speeches or exaggeration if that is what you mean

**some differences** In an American context you may *run* for office (but please *stand* in countries with parliamentary systems) and your car may sometimes run on gasoline instead of petrol. But if you use *corn* in the American sense you should explain that this is *maize* to most people (unless it is an *old chestnut*).

*Slate* can also mean *abuse* (as a verb) but does not, in Britain, mean *predict, schedule* or *nominate*. And if you must use American expressions, use them correctly (a *rain-check* does not imply checking on the weather outside).

In Britain:

Cars are *hired*, not *rented*, and are left in *car parks*, not *parking lots*.

City centres are not *central cities*.

Companies: *call for* a record profit if you wish to exhort the workers, but not if you merely predict one. And do not *post* it if it has been achieved. If it has not, look for someone new to *head*, not *head up*, the company.

Countries, nations and states: London is the *country’s* capital, not the *nation’s*. If you wish to build a *nation*, you will *bind* its *peoples* together; if you wish to build a *state*, you will forge its institutions.

Deep: make a *deep* study or even a study *in depth*, but not an *in-depth* study.

Ex-servicemen are not necessarily *veterans*.

Football for most people is a *game* – you do not have to call it a *sport* – that Americans call *soccer*.

Do not *figure out* if you can *work out*.

Fresh should be used of vegetables, not teenagers.

Grow a beard or a tomato but not a company (or indeed a salesman: the *Financial Times* reported on August 8th 2003 that BMW was “to grow its own car salesmen”).

*Hikes* are walks, not *increases*.

Hospital: when we are seriously ill we are in hospital, not in the hospital, still less hospitalised.

Do not use *likely* to mean *probably*.

Make a *rumpus* rather than a *ruckus*, be *rumbustious* rather than *rambunctious*, and *snigger* rather than *snicker*.

On-site inspections are allowed, but not *on-train teams* or *in-ear head phones*. 


Outside America, nowadays, you stay outside the door, not outside of it.

Programme: you may program a computer but in all other contexts the word is programme.

Keep a promise, rather than deliver on it.

Raise cattle and pigs, but children are (or should be) brought up.

Regular is not a synonym for ordinary or normal: Mussolini brought in the regular train, All-Bran the regular man; it is quite normal to be without either.

A religious group sounds better than a faith-based organisation.

Scenarios are best kept for the theatre, postures for the gym, parameters for the parabola.

School: children are at school, not in it.

Do not task people, or meet with them.

Throw stones, not rock.

Trains run from railway stations, not train stations. The people in them, and on buses, are passengers, not riders.

Use senior rather than ranking.

And only the speechless are dumb, the well-dressed (and a few devices) smart and the insane mad.

tenses Choose tenses according to British usage, too. In particular, do not fight shy – as Americans often do – of the perfect tense, especially where no date or time is given. Thus:

Mr Bush has woken up to the danger is preferable to Mr Bush woke up to the danger, unless you can add last week or when he heard the explosion.

Do not write Your salary just got smaller or I shrunk the kids. In British English Your salary has just got smaller and I’ve shrunk the kids.

See also adjectives of proper nouns, euphemisms, grammar and syntax, and Part 2.

aircraft see hyphens and italics.

among and between Some sticklers insist that, where division is involved, among should be used where three or more are concerned, between where only two are concerned. So:

The plum jobs were shared among the Socialists, the Liberals and
the Christian Democrats, while the president and the vice-president divided the cash between themselves.

This distinction is unnecessary. But take care with *between*. To fall between two stools, however painful, is grammatically acceptable; to fall between the cracks is to challenge the laws of physics.

Prefer *among* to *amongst*.

**an** should be used before a word beginning with a vowel sound (*an* egg, *an* umbrella, *an* MP) or an h if, and only if, the h is silent (*an* honorary degree). But *a* European, *a* university, *a* U-turn, *a* hospital, *a* hotel. Historical is an exception: it is preceded by *an*, the h remaining silent.

**anarchy** means the complete absence of law or government. It may be harmonious or chaotic.

**animals** For the spelling of the Latin names of animals, plants, etc, see Latin names.

**annus horribilis, annus mirabilis** *Annus horribilis* is often used, presumably in contrast to *annus mirabilis*, to describe an awful year, for example by Queen Elizabeth in 1992 (the year of her daughter’s divorce, the separation of the Duke and Duchess of York and a fire at Windsor Castle) and by Kofi Annan in 2004 (a year of scandal and controversy at the United Nations). It serves its purpose well, but it should be noted that *annus mirabilis* originally meant much the same thing: 1666, of which it was first used, was the year of the great fire of London and the second year of the great plague in England, although English spirits were lifted a bit by a defeat of the Dutch navy. Physicists, however, have latterly used the term to describe 1932, the year in which the neutron was discovered, the positron identified and the atomic nucleus first broken up artificially. And Philip Larkin, more understandably, used it to describe 1963, the year in which sexual intercourse began.

**anon** means soon, though it once meant straight away. *Presently* also means soon, though it is increasingly misused to mean now. (See also *presently*.)
anticipate does not mean expect. Jack and Jill expected to marry; if they anticipated marriage, only Jill might find herself expectant.

apostasy, heresy If you abandon your religion, you commit apostasy. If that religion is the prevailing one in your community and your beliefs are contrary to its orthodoxy, you commit heresy.

apostrophes see punctuation.

appeal is intransitive nowadays (except in America), so appeal against decisions.

appraise means set a price on. Apprise means inform.

Arabic The Arabic alphabet has several consonants which have no exact equivalents in English: for example, a hard t as well as a normal soft one, a hard s as well as a soft one, two different (one vocalised, the other not) th sounds. Moreover, there are three sounds - a glottal stop like a hiccup, a glottal sound akin to strangulation and a uvular trill like a Frenchman gargling. Ultra-fastidious transliterators try to reproduce these subtleties with a profusion of apostrophes and hs which yield spellings like Mu'ammar al-Qadhdhafi. The risk of error and the sheer ugliness on the page are too great to justify the effort, so usually ignore the differences.

Vowels present a lesser problem. There are only three - a, u, i - but each can be lengthened. Do not bother to differentiate between the short and the long a. Occasionally, a spelling is established where the u has been lengthened by using oo, as in Sultan Qaboos. In such instances, follow that convention, but in general go for ou, as in murabitoun or Ibn Khaldoun. For a long i you should normally use ee (as in mujahideen).

Muhammad is the correct spelling unless it is part of the name of someone who spells it differently. (See also names.)

as of say, April 5th or April. Prefer on (or after, or since) April 5th, in April.

assassinate is, properly, the term used not just for any old killing, but for the murder of a prominent person, usually for a political purpose.
as to  There is usually a more appropriate preposition than as to.


avocation  An avocation is a distraction or diversion from your ordinary employment, not a synonym for vocation.
bail, bale  In the hayfield, bale; otherwise bail, bail out and bail-out (noun).

Bangladeshi names  see names.

-based  A Paris-based group may be all right, if, say, that group operates abroad (otherwise just say a group in Paris). But avoid community-based, faith-based, knowledge-based, etc. A community-based organisation is perhaps a community organisation; a faith-based organisation is probably a church (or might it be the Labour or Republican Party?); a knowledge-based industry needs explanation: all industries depend on knowledge.

beg the question  means neither raise the question, invite the question nor evade the answer. To beg the question is to adopt an argument whose conclusion depends upon assuming the truth of the very conclusion the argument is designed to produce.

All governments should promote free trade because otherwise protectionism will increase. This begs the question.

Belarusian names  see names.

bellwether  This is the leading sheep of a flock, on whose neck a bell is hung. It is nothing to do with climate, prevailing winds or the like, but the term is used in the stockmarket.

between  see among and between.

biannual, biennial  Biannual can mean twice a year or once every two years. Avoid. Since biennial also means once every two years, that is best avoided too.

bicentennial  Prefer bicentenary (as a noun).
In the black means in profit in Britain, but making losses in some places. Use in profit.

Blooded, bloodied Blooded means pedigreed (as in blue-blooded) or initiated. Bloodied means wounded.

bon vivant not bon viveur.

both ... and A preposition placed after both should be repeated after and. Thus both to right and to left; but to both right and left is all right.

brackets see punctuation.

British titles see titles.

brokerage is what a stockbroking firm does, not what it is.

by contrast, in contrast Use by contrast only when you are comparing one thing with another: Somalia is a poor country. By contrast, Egypt is rich. This means Egypt is rich by comparison with Somalia, though by other standards it is poor. If you are simply noting a difference, say in contrast: Tony Blair takes his holidays in Tuscany. In contrast, Gordon Brown goes to Kirkaldy.
cadre  Keep this word for the framework of a military unit or the officers of such a unit, not for a communist functionary.

calibres  see hyphens.

Cambodian names  see names.

Canute's exercise on the seashore was designed to persuade his courtiers of what he knew to be true but they doubted, ie, that he was not omnipotent. Don’t imply he was surprised to get his feet wet.

capitals  A balance has to be struck between so many capitals that the eyes dance and so few that the reader is diverted more by our style than by our substance. The general rules are to dignify with capital letters organisations and institutions, but not people; and full names, but not informal ones. More exact rules are laid out below. Even these, however, leave some decisions to individual judgment. If in doubt use lower case unless it looks absurd. And remember that “a foolish consistency is the hobgoblin of little minds” (Emerson).

avoiding confusion  Use capitals to avoid confusion, especially with no (and therefore yes). In Bergen no votes predominated suggests a stalemate, whereas In Bergen No votes predominated suggests a triumph of noes over yeses. In most contexts, though, yes and no should be lower case: “The answer is no.”

Organisations with unusual or misleading names, such as the African National Congress and Civic Forum, may become the Congress and the Forum on second and subsequent mentions.

cities  City with a capital, even though City is not an integral part of their names:
Guatemala City  New York City
Ho Chi Minh City  Panama City
Kuwait City  Quebec City
Mexico City

City also takes a capital when it is part of the name:
Dodge City  Quezon City
Kansas City  Salt Lake City
Oklahoma City

**compass points** Lower case for:

- east
- west
- north
- south

except when part of a name (North Korea, South Africa, West End) or part of a thinking group: the South, the Mid-West, the West (but lower case for vaguer areas such as the American north-east, north-west, south-east, south-west).

If you are, say, comparing regions some of which would normally be upper case and some lower case, and it would look odd to leave them that way, put them all lower case:

*House prices in the north-east and the south are rising faster than those in the mid-west and the south-west.*

The regions of Africa are southern, east, west and north Africa. But South Africa is the name of the country.

The third world (an unsatisfactory term now that the communist second world has disappeared) is lower case.

**Europe** Europe’s divisions are no longer neatly political, and are now geographically imprecise, so use lower case for central, eastern and western Europe.

Use West Germany (West Berlin) and East Germany (East Berlin) only in historical references. They are now west or western Germany (Berlin) and east or eastern Germany (eastern Berlin).

The Basque country (or region) is ill-defined and contentious, and may include parts of both France and Spain, so lower case for country (or region).

**Euro-terms** The usual rules apply for the full, proper names (with informal equivalents on the right below). Thus:
European Commission the commission
European Parliament the parliament
European Union the Union
Treaty of Rome the Rome treaty
Treaty on European Union the Maastricht treaty

The EU grouping may be called EU-15, EU-25

When making Euro- or euro-words, always introduce a hyphen, except for Europhile, Europhobe and Eurosceptic. Prefer euro zone or euro area (two words, no hyphen) to euro-land.

Eurobond
Euroyen bond

CAP is the common agricultural policy.
EMU stands for economic and (not European) monetary union.
ERM is the exchange-rate mechanism.
IGC is an inter-governmental conference.

finance In finance there are particular exceptions to the general rule of initial caps for full names, lower case for informal ones. There are also rules about what to do on second mention.

Deutschmarks are still known just as D-marks, even though all references are historical.

Special drawing rights are lower case but are abbreviated as SDR.

The Bank of England and its foreign equivalents have initial caps when named formally and separately, but collectively they are central banks in lower case, except those like Brazil’s and Ireland’s, which are actually named the Central Bank. The Bank of England becomes the bank on second mention.

The IMF may become the fund on second mention.

The World Bank and the Fed (after first spelling it out as the Federal Reserve) take initial upper case, although these are shortened, informal names. The World Bank becomes the bank on second mention.

Treasury bonds issued by America’s Treasury should be upper case; treasury bills (or bonds) of a general kind should be lower case. Avoid t-bonds and t-bills.
historical terms

Black Death Reconstruction
Cultural Revolution Renaissance
the Depression Restoration
Holocaust (Hitler’s) Thirty Years War
Middle Ages Year of the Dog (but new year)
New Deal

labels formed from proper names A political, economic or religious label formed from a proper name should have a capital:

Buddhism Leninist
Christian Luddite
Finlandisation Maronite
Gaullism Marxist
Hindu Napoleonic
Hobbesian Paisleyite
Islamic Thatcherism
Jacobite

Note that Indian castes are lower-case italic, except for brahmin, which has now become an English word and is therefore lower-case roman (unless it is mentioned along with several other less familiar caste names in italic).

organisations, institutions, acts, etc

1 Organisations, ministries, departments, treaties, acts, etc, generally take upper case when their full name (or something pretty close to it, eg, State Department) is used.

Amnesty International
Arab League
Bank of England (the bank)
Central Committee
Court of Appeal
the Crown (Britain)
Department for Environment, Food & Rural Affairs (DEFRA)
Department of State (the department)
European Commission
Forestry Commission
Health and Safety at Work Act
2 Organisations with unusual or misleading names, such as the African National Congress and Civic Forum, may become the Congress and the Forum on second and subsequent mentions.

3 But most other organisations – agencies, banks, commissions (including the European Commission and the European Union), etc – take lower case when referred to incompletely on second mention.

4 Informal names
Organisations, committees, commissions, special groups, etc, that are impermanent, ad hoc, local or relatively insignificant should be lower case:

international economic subcommittee of the Senate Foreign Relations Committee
Market Blandings rural district council
Oxford University bowls club
subcommittee on journalists’ rights of the National Executive Committee of the Labour Party

5 Rough descriptions or translations
Use lower case for rough descriptions (the safety act, the American health department, the French parliament, as distinct
from its National Assembly). If you are not sure whether the English translation of a foreign name is exact or not, assume it is rough and use lower case.

6 Congress and Parliament
Congress and Parliament are upper case, unless parliament is used not to describe the institution but the period of time for which it sits.

_This bill will not be brought forward until the next parliament._

But congressional and parliamentary are lower case, as is the opposition, even when used in the sense of her majesty’s loyal opposition.

The government, the administration and the cabinet are always lower case.

After first mention, the House of Commons (or Lords, or Representatives) becomes the House.

7 Acts
In America acts given the names of their sponsors (eg, Glass-Steagall, Helms-Burton) are always rough descriptions (see above) and so take a lower-case act.

people

1 Ranks and titles
Use upper case when written in conjunction with a name, but lower case when on their own:

Colonel Qaddafi, but the colonel
Pope John Paul, but the pope
President Bush, but the president
Queen Elizabeth, but the queen
Vice-President Cheney, but the vice-president

Do not write Prime Minister Blair or Defence Secretary Rumsfeld; they are the prime minister, Mr Blair, and the defence secretary, Mr Rumsfeld. You might, however, write Chancellor Schröder.

2 Office-holders
When referred to merely by their office, not by their name, office-holders are lower case:

the chairman of British Airways
the chancellor of the exchequer
the foreign secretary
the president of the United States
the prime minister
the speaker
the treasury secretary

The only exceptions are a few titles that would look unduly peculiar without capitals:

Black Rod
Chancellor of the Duchy of Lancaster
Lord Chancellor
Lord Privy Seal
Master of the Rolls

and a few exalted people, such as:

the Dalai Lama, the Aga Khan. Also God and the Prophet.

3 Some titles serve as names, and therefore have initial capitals, though they also serve as descriptions: the Archbishop of Canterbury, the Emir of Kuwait. If you want to describe the office rather than the individual, use lower case: The next archbishop of Canterbury will be a woman. Since the demise of the ninth duke, there has never been another duke of Portland.

places Use upper case for definite geographical places, regions, areas and countries (The Hague, Transylvania, Germany), and for vague but recognised political or geographical areas (but see Europe, page 23):

Central, South, East and South-East Asia
the Gulf
East Asia (which is to be preferred to the Far East)
Highlands (of Scotland)
Middle East
Midlands (of England)
North Atlantic
North, Central and South America
South Atlantic
the West (as in the decline of the West)
West Country

Use capitals for particular buildings even if the name is not strictly accurate, eg, the Foreign Office.
And if in doubt use lower case (*the sunbelt*).

**political terms**

1 The full name of political parties is upper case, including the word party:

*Communist* (if a particular party)
*Labour Party*
*Peasants’ Party*
*Republican Party*

2 But note that some parties do not have party as part of their names, so this should therefore be lower case:

*Greece’s New Democracy party*
*India’s Congress party*
*Indonesia’s Golkar party*
*Turkey’s Justice and Development party*

3 Note that usually only people are: *Democrats Christian Democrats Liberal Democrats* or *Social Democrats.*

   Their parties, policies, candidates, committees, etc, are: *Democratic Christian Democratic Liberal Democratic* or *Social Democratic* (although a committee may be Democrat-controlled).

   The exceptions are Britain’s *Liberal Democrat Party* and Thailand’s *Democrat Party*.

4 When referring to a specific party, write *Labour*, the *Republican nominee*, a prominent *Liberal*, etc, but use lower case in looser references to *liberals, conservatism, communists*, etc. *Tories*, however, are upper case, as is *New Labour*.

**province, county, river, state, city** Lower case when not strictly part of the name:

<table>
<thead>
<tr>
<th>Cabanas province</th>
<th>New York state</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limpopo river</td>
<td>River Thames</td>
</tr>
<tr>
<td>Mississippi River</td>
<td>Washington state</td>
</tr>
</tbody>
</table>

**trade names** Use capitals:

*Hoover Teflon Valium Walkman*
part 1: the essence of style

miscellaneous (lower case)

19th amendment (but Article 19) mecca (when used as a mecca for tourists)
aborigines new year (but New Year's Day)
amazon (female warrior) Olympic games (and Asian, Commonwealth, European, etc)
angst blacks cabinet
civil servant civil service civil war (even America’s)
cold war common market communist (generally)
constititution (even America’s) cruise missile
draconian first world war french windows
general synod gentile government
Gulf war gypsy internet
junior (as in George Bush junior) Kyoto protocol
the left mafia (any old group of criminals)

miscellaneous (upper case)

Anglophone (but prefer English-speaking) Antichrist
anti-Semitism Atlanticist
the Bar the Bible
Catholics CD-ROM (should be set in small capitals)

Christ Christmas Day Christmas Eve
Coloureds (in South Africa) the Cup Final
the Davis Cup Earth (when, and only when, it is being discussed as a planet like Mars or Venus)
A cartel is a group that restricts supply in order to drive up prices. Do not use it to describe any old syndicate or association of producers – especially of drugs.

“There is perhaps no single word so freely resorted to as a trouble-saver,” says Gowers, “and consequently responsible for so much flabby writing.” Often you can do without it. There are many cases of it being unnecessary is better as It is often unnecessary. If it is the case that simply means If. It is not the case means It is not so.

Do not use Cassandra just as a synonym for a prophet of doom. The most notable characteristic about her was that her predictions were always correct but never believed.

A catalyst is something that speeds up a chemical reaction while itself remaining unchanged. Do not confuse it with one of the agents.

Central Asian names see names.

centred on not around or in.

Although duels and gauntlets have largely disappeared into
part 1: the essence of style

history, modern life seems to consist of little else but challenges. At every turn, every president, every minister, every government, every business, everyone everywhere is faced with challenges. No one nowadays has to face a change, difficulty, task or job. Rather these are challenges – fiscal challenges, organisational challenges, structural challenges, regional challenges, demographic challenges, etc. Next time you grab the word challenge, drop it at once and think again.

charge If you charge intransitively, do so as a bull, cavalry officer or somesuch, not as an accuser (so avoid The standard of writing was abysmal, he charged).

charts and tables should, ideally, be understandable without reading the accompanying text. The main point of the heading should therefore be to assist understanding, though if it does so amusingly, so much the better. If the subject of the chart (or table) is unambiguous (because, say, it is in the middle of a story about Germany), the title need not reflect the subject. In that case, however, the subtitle should clearly state: Number of occasions on which the word angst appears in German company reports, 2000-05.

cherry-pick If you must use this cliché, note that to cherry-pick means to engage in careful rather than indiscriminate selection, whereas a cherry-picker is a machine for raising pickers (and cleaners and so on) off the ground.

Chinese is a language. It may be either Mandarin or Cantonese.

Chinese names see names.

circumstances stand around a thing, so it is in, not under, them.

civil society pops up a lot these days, often in the company of citizenship skills, community leaders, good governance, the international community, social capital and the like (“Development of civil society is social-reality specific” is a typical example). That should serve as a warning. It can, however, be a useful, albeit ill-defined term to describe collectively all non-commercial organisations between the family and the state. But do not use it as a euphemism for NGOs (non-governmental organisations), which is how it is usually employed.
clerical titles  see titles.

clichés It would be quixotic to try to banish all clichés, and silly: a phrase often becomes a cliché precisely because it does its job rather well – at first. It is then copied so often and so unthinkingly that the reader wearies of it, and groans. In his “A Dictionary of Clichés” (1940), Eric Partridge wrote: “Clichés range from fly-blown phrases (much of a muchness; to all intents and purposes), metaphors that are now pointless (lock, stock and barrel), formulas that have become mere counters (far be it from me to...) – through sobriquets that have lost all their freshness and most of their significance (the Iron Duke) – to quotations that are nauseating (cups that cheer but not inebriate), and foreign phrases that are tags (longo intervallo, bête noire).”

In truth, many of yesterday’s clichés have become so much a part of the language that they pass unnoticed; they are like Orwell’s dead metaphors. The ones most to be avoided are the latest, the trendiest. Since they usually appeal to people who do not have the energy to pick their own words, they are often found in the wooden prose of bureaucrats, academics and businessmen, though journalese is far from immune.

Can you speak the language of New Citizenship? asked an advertisement placed by the British Home Office recently. It had just set up a board to “advise on ways in which existing language and citizenship education resources and support services might be developed”, and was looking for a “Vice Chair and 13 Board members to help progress the challenging agenda that [lay] ahead”. The advertisement went on, not surprisingly, to mention overall strategic leadership, effective governance, a board fully focused on delivery, a record of significant achievement in the Academic, Education, Voluntary or Business Sectors, a keen interest in integration and community cohesion, those experienced in social cohesion and the need for strong interpersonal skills.

A short article written by four European politicians for the International Herald Tribune (July 3rd 2004) was in much the same vein. It contained an ambitious strategy, reform process, send a message, momentum for structural economic reform back on track, important impulse, significant challenges, immediate and fundamental reforms, relocating operations, meet the competitiveness challenge proactively, focus of reform efforts, social cohesion and environmental sustainability, a number of key issues, innovative (twice), latest knowledge, excessively burdensome rules, knowledge
creation, concrete measures, industry-science networks, key to this goal, proactive course of action, at the end of the day, and so on. Perceptively, the authors added, It is clear we have a lot of hard work to do. Difficult decisions will have to be made.

(“Political language is designed to ... give an appearance of solidity to pure wind.” Orwell)

Clichés appear in lots of other contexts (see also horrible words, journalese and slang, metaphors). The following paragraphs may alert you to some of the commoner ones:

“At this moment in time, with all due respect, let me take this window of opportunity to share with you a few clichés that some people may find particularly irritating. Basically, I would have to begin by kick-starting the economy, on a level playing-field, of course, and then, going forward, I would want to give 110% to the creation of a global footprint before cherry-picking the co-workers to empower the underprivileged, motivate the on-train team and craft an exciting public space, not forgetting that, if the infrastructure is not to find itself between a rock and a hard place, at the end of the day, we shall have to get networking and engage in some blue-sky thinking to push the envelope way beyond even our usual out-of-the-box metrics.”

“You see, unless you have vision and passion you will never grow the company. You won’t even be able to trial your peers’ road maps. You can talk the talk, but can you walk the walk? Can you commit to those parameters? Good. But right now it’s time to draw a line in the sand and move on.”

Nothing betrays the lazy writer faster than fly-blown phrases used in the belief that they are snappy, trendy or cool.

bridges too far  $64,000 questions
empires striking back  southern discomfort
kind, gentler  back to the future
F-words  shaken, not stirred
flavours of the month  thirty-somethings
Generation X  windows of opportunity
hearts and minds  where’s the beef?

These are usually from a film or television, or perhaps a politician. Others come into use less wittingly, often from social scientists. If you find yourself using any of the following vogue words, you should stop and ask yourself whether it is the best
word for the job or if you would have used it in the same context five or ten years ago, and if not why not:

address, meaning answer, deal with, attend to, look at care for and all caring expressions – how about look after? commit to meaning commit yourself to community (see page 36) environment – in a writing environment you may want to make use of your correction fluid, rubber (or American eraser) or delete key famously: usually redundant, nearly always irritating focus: all the world’s a stage, not a lens historic: let historians, not contemporary commentators, be the judge individual: fine as an adjective and occasionally as a noun, but increasingly favoured by the wooden-tongued as a longer synonym for man, woman or person inform, when used as a pretentious alternative to influence overseas – inexplicably, and often wrongly, used to mean abroad or foreign participate in – use take part in, with more words but fewer syllables process – a word properly applied to attempts to bring about peace, because they are meant to be evolutionary, but now often used in place of talks relationship – relations can nearly always do the job resources skills supportive – helpful? transparency – openness? wannabes

Such words should not be banned, but if you find yourself using them only because you hear others using them, not because they are the most appropriate ones in the context, you should avoid them. Overused words and off-the-shelf expressions make for stale prose.

coiffed not coiffured.

collapse (verb) is not transitive. You may collapse, but you may not collapse something.

colons see punctuation.
come up with Try suggest, originate or produce.

commas see punctuation.

commit Do not commit to, but by all means commit yourself to something.

community is a useful word in the context of religious or ethnic groups. But in many other others it jars. Not only is it often unnecessary, it also purports to convey a sense of togetherness that may well not exist:

The black community means blacks.
The business community means businessmen (who are supposed to be competing, not colluding).
The homosexual community means homosexuals or gays.
The intelligence community means spies.
The online community means geeks and nerds.
The migration and development communities means NGOs.
The international community, if it means anything, means other countries, aid agencies or, just occasionally, the family of nations.
What the global community (Financial Times, July 12th 2005) means is a mystery.

Community is a word that crops up in the company of the meaningless jargon and vacuous expressions beloved of bombastic bureaucrats. Here is John Negroponte, appearing before the American Senate:

“Teamwork will remain my north star as director of national intelligence – not just for my immediate office but for the entire intelligence community. My objective will be to foster proactive cooperation … The Office of Director of National Intelligence should be a catalyst for focusing on the hardest, most important questions ... Some argue that there are three intelligence communities ... a military intelligence community ... a foreign intelligence community ... and a domestic intelligence community ...”

company names Call companies by the names they call themselves. Here is a selection of names that are sometimes spelt incorrectly.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Spelled Incorrectly</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABN AMRO</td>
<td>AstraZeneca</td>
</tr>
<tr>
<td>ACNeilsen</td>
<td>AT&amp;T (American Telephone</td>
</tr>
<tr>
<td>Allied Domecq</td>
<td>and Telegraph)</td>
</tr>
<tr>
<td>AOL</td>
<td></td>
</tr>
</tbody>
</table>
comparatives  Take care. One thing may be many times more expensive than another. It cannot be many times cheaper (The Economist, August 9th 2003). Indeed, it can be cheaper only by proportion that is less than one. A different but similar mistake is to say that Zimbabweans have grown twice as poor under his stewardship (The Economist, April 9th 2005). Instead, say Zimbabweans’ incomes have fallen by half under his stewardship (if that is what you mean, which, since it confuses income with wealth, it may not be).

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

Shall I compare thee to a summer’s day?

compound  the verb, does not mean make worse. It may mean
combine or, intransitively, it may mean to agree or come to terms. To compound a felony means to agree for a consideration not to prosecute. (It is also used, with different senses, as a noun and adjective.)

**comprise** means is composed of. The Democratic coalition comprises women, workers, blacks and Jews. Women make up (not comprise) three-fifths of the Democratic coalition. Alternatively, Three-fifths of the Democratic coalition is composed of women.

**confectionary** is a sweet; confectionery is sweets in general.

**contemporary** see current.

**continuous** describes something uninterrupted. Continual admits of a break. If your neighbours play loud music every night, it is a continual nuisance; it is not a continuous one unless the music is never turned off.

**contract** see subcontract.

**contrast, by or in** see by contrast, in contrast.

**convince** Don’t convince people to do something. In that context the word you want is persuade. The prime minister was persuaded to call a June election; he was convinced of the wisdom of doing so only after he had won.

**coruscate** means sparkle or throw off flashes of light, not wither, devastate or reduce to wrinkles (that’s corrugate).

**could** is sometimes useful as a variant of might: His coalition could (or might) collapse. But take care. Does He could call an election in May mean He might call an election in May or He would be allowed to call an election in May?

**countries and their inhabitants** In most contexts favour simplicity over precision and use Britain rather than Great Britain or the United Kingdom, and America rather than the United States. (“In all pointed sentences, some degree of accuracy must be sacrificed to conciseness.” Dr Johnson.)

Sometimes, however, it may be important to be precise. Remember therefore that Great Britain consists of England, Scotland
and Wales, which together with Northern Ireland (which we generally call Ulster, though Ulster strictly includes three counties in Ireland) make up the United Kingdom.

Holland, though a nice, short, familiar name, is strictly only two of the 11 provinces that make up the Netherlands, and the Dutch do not like the misuse of the shorter name. So use the Netherlands.

Ireland is simply Ireland. Although it is a republic, it is not the Republic of Ireland. Neither is it, in English, Eire.

Americans: Remember too that, although it is usually all right to talk about the inhabitants of the United States as Americans, the term also applies to everyone from Canada to Cape Horn. In a context where other North, Central or South American countries are mentioned, you should write United States rather than America or American, and it may even be necessary to write United States citizens.

USA and US are not to be used (if they were they would spatter the paper), except in charts and as part of an official name (eg, US Steel).

Do not use the names of capital cities as synonyms for their governments. Britain will send a gunboat is fine, but London will send a gunboat suggests that this will be the action of the people of London alone. To write Washington and Moscow now differ only in their approach to Havana is absurd.

EU should not be used without first spelling out the European Union. Europe and Europeans may sometimes be used as shorthand for citizens of countries of the European Union, but be careful: there are plenty of other Europeans too.

Scandinavia is primarily Norway and Sweden, but the term is often used to include Denmark, Iceland, Norway and Sweden, which, with Finland, make up the Nordic countries.

Madagascar: Malagasy is its adjective and the name of the inhabitants.

Note that a country is it, not she.

descendants of name Where countries have made it clear that they wish to be called by a new (or an old) name, respect their requests. Thus:

Burkina Faso  Côte d’Ivoire  Myanmar  Sri Lanka  Thailand  Zimbabwe

Zaire has now reverted to Congo. In contexts where
there can be no confusion with the ex-French country of the same name, plain Congo will do. But if there is a risk of misunderstanding, call it the Democratic Republic of Congo (never DRC). The other Congo can be Congo-Brazzaville if necessary. The river is now also the Congo. The people of either country are also Congolese.

Former Soviet republics that are now independent countries include:

Belarus (not Belorus or Belorussia), Belarusian (adjective)
Kazakhstan
Moldova (not Moldavia)
Tajikistan
Turkmenistan (see Turk, Turkic, Turkmen, Turkoman below)

Kyrgyzstan is the name of the country. Its adjective is Kyrgyzstani, which is also the name of one of its inhabitants. But Kirgiz is the noun and adjective of the language, and the adjective of Kirgiz people outside Kyrgyzstan. (See also names.)

Follow local practice when a country changes the names of rivers, towns, etc, within it. Thus:

Almaty not Alma Ata
Chemnitz not Karl-Marx-Stadt
Chennai not Madras
Chernihiv not Chernigov
Chur not Coire
Kyiv not Kiev
Kolkata not Calcutta
Lviv not Lvov
Mumbai not Bombay
Nizhny Novgorod not Gorky
Papua not Irian Jaya
Polokwane not Pietersburg
Yangon not Rangoon
St Petersburg not Leningrad

Tshwane is the new name for the area round Pretoria but not yet for the city itself. (See also placenames.)

Turk, Turkic, Turkmen, Turkoman, etc

Turk, Turkish: noun and adjective of Turkey.

Turkoman, Turkomans: member, members, of a branch
of the Turkish race mostly living in the region east of the Caspian sea once known as Turkestan and parts of Iran and Afghanistan; Turkoman may also be the language of the Turkmen – and an adjective.

Turkic: adjective applied to one of the branches of the Ural-Altaic family of languages – Uighur, Kazan Tatar, Kirgiz.

Turkmen: Turkoman or Turkomans living in Turkmenistan; adjective pertaining to them.

Turkmenistani: adjective of Turkmenistan; also a native of that country.

crescendo Not an acme, apogee, peak, summit or zenith but a passage of increasing loudness. You cannot therefore build to a crescendo.

crisis A decisive event or turning-point. Many of the economic and political troubles wrongly described as crises are really persistent difficulties, sagas or affairs.

critique is a noun. If you want a verb, try criticise.

currencies Use $ as the standard currency and, on first mention of sums in all other currencies except euros, give a dollar conversion in brackets.

Apart from those currencies that are written out in full (see below), write the abbreviation followed by the number.

Britain  
pound, abbreviated as £  
pence, abbreviated as p  
1p, 2p, 3p, etc to 99p (not £0.99)  
£6 (not £6.00), £6.47  
£5,000-6,000 (not £5,000-£6,000)  
£5m-6m (not £5m-£6m)  
£5 billion-6 billion (not £5-6 billion), £5.2 billion-6.2 billion

America  
dollar, abbreviated as $, will do generally; US$ if there is a mixture of dollar currencies (see below)  
cents, abbreviated as ¢; but spell out, unless part of a larger number: $4.99
other dollar currencies
- A$  Australian dollars
- NT$  Taiwanese dollars
- C$  Canadian dollars
- NZ$  New Zealand dollars
- HK$  Hong Kong dollars
- S$  Singaporean dollars
- M$  Malaysian dollars

Europe
euro, plural euros, abbreviated as €, for those countries that have adopted it
cents, abbreviated as c: spell out, unless part of a larger number
Write the abbreviation followed by the figure: €100 (not 100 euros).
DM, BFr, drachmas, FFr, Italian lire, IRE (punts), markkas, Asch, Ptas and other currencies of the euro area have all been replaced by €, but may turn up in historical references.
- DKr  Danish krone (plural kroner)
- Nkr  Norwegian krone (kroner)
- SFr  Swiss franc, SFr1m (not 1m Swiss francs)
- Skr  Swedish krona (plural kronor)

Sums in all other currencies are written in full, with the number first.
- Brazil, real 100m reais (see below)
- China, yuan 100m yuan (not renminbi) (see below)
- India, rupee 100m rupees
- Nigeria, naira 100m naira
- Peso currencies 100m pesos
- South Africa, rand 100m rand (not rands)
- Turkey, Turkish lira 100m liras
- But Japan, yen ¥, ¥1,000 (not 1,000 yen)

Brazil  Because of the risk of confusion with its English homonym, the real (plural reais) – but no other currency – is italicised in all text.
China  Properly, Chinese sums are expressed as, eg, 1 yuan RMB, meaning 1 yuan renminbi. Yuan, which means money, is the Chinese unit of currency. Renminbi, which means the people’s currency, is the description of the yuan, as sterling is the description of the pound. Use yuan.

See also figures; and currencies and measures in Part 3.
current, contemporary  Current and contemporary mean *at that time*, not necessarily *at this time*. So a series of current prices from 1960 to 1970 will not be in *today’s prices*, just as contemporary art in 1800 was not *modern art*. Contemporary history is a contradiction in terms.

cusp  is a pointed end or a horn of, for example, the moon, or the point at which two branches of a curve meet. So it is odd to write, say, “Japan is on the cusp of a recovery” unless you think that recovery is about to end.

cyber-expressions  Most cyber-terms are lower case: *cyber-attack*, *cyber-soccer*, etc, but *cybernetics*, *cyberspace* and *cyberwars*.
**Dashes** see punctuation.

**Dates** month, day, year, in that order, with no commas:

<table>
<thead>
<tr>
<th>Date</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 5th</td>
<td>1996-99</td>
</tr>
<tr>
<td>Monday July 5th</td>
<td>2002-05</td>
</tr>
<tr>
<td>July 5th 2005</td>
<td>1998-2003</td>
</tr>
<tr>
<td>July 27th-August 3rd 2005</td>
<td>1990s</td>
</tr>
<tr>
<td>July 2002</td>
<td></td>
</tr>
</tbody>
</table>

Do not write on June 10th-14th; prefer between June 10th and 14th. If, say, ministers are to meet over two days, write on December 14th and 15th.

Do not burden the reader with dates of no significance, but give a date rather than just last week, which can cause confusion. *This week* and *next week* are permissible.

Dates are often crucial to an account of events, but sentences (and, even more, articles) that begin with a date can be clumsy and off-putting. *This week Congress is due to consider the matter* is often better put as *Congress is due to consider the matter this week*. The effect is even more numbing if a comma is inserted: *This week, Congress is due to consider the matter*, though this construction is sometimes merited when emphasis is needed on the date.

**Deal (verb)** Transitionally, *deal* means distribute: “He was dealt two aces, two kings and a six.” Intransitively, *deal* means *engage in business*. Do not *deal* drugs, horses, weapons, etc; *deal in* them.

**Decimate** means to destroy a proportion (originally a tenth) of a group of people or things, not to destroy them all or nearly all.

**Demographics** No, the word is *demography*.

**Deprecate, depreciate** To *deprecate* is to *argue* or *plead against* (by prayer or otherwise). To *depreciate* is to lower in value.
different from not to or than.

dilemma Not just any old awkwardness but one with horns, being, properly, a form of argument (the horned syllogism) in which you find yourself committed to accept one of two propositions each of which contradicts your original contention. Thus a dilemma offers the choice between two alternatives, each with equally nasty consequences.

discreet, discrete Discreet means circumspect or prudent. Discrete means separate or distinct. Remember that “Questions are never indiscreet. Answers sometimes are.” (Oscar Wilde)

disinterested means impartial; uninterested means bored. “Disinterested curiosity is the lifeblood of civilisation.” (G.M. Trevelyan)

Dominicans Take care. Do they come from Dominica? Or the Dominican Republic? Or are they friars?

down to earth yes, but Occasional court victories are not down to human rights (The Economist). No: down to does not mean attributable to, the responsibility of or even up to (It’s up to you).

due process is a technical term, or piece of jargon, which was first used in England in 1355. It comes in two forms, substantive due process, which relates to the duties of governments to act rationally and proportionally when doing anything that affects citizens’ rights, and procedural due process, which relates to the need for fair procedures. If you use the expression, make sure it is clear what you mean by it.

due to when used to mean caused by must follow a noun, as in The cancellation, due to rain, of ... Do not write It was cancelled due to rain. If you mean because of and for some reason are reluctant to say it, you probably want owing to. It was cancelled owing to rain is all right.

Dutch names see names.
earnings  Do not write earnings when you mean profits (try to say if they are operating, gross, pre-tax or net).

-ee  employees, evacuees, detainees, divorcee, referees, refugees but, please, no attendees (those attending), draftees (conscripts), enrollees (participants), escapees (escapers), indictees (the indicted), retirees (the retired), or standees. A divorcee may be male or female.

e-expressions  Except at the start of a sentence, the e- is lower case and hyphenated:
  e-business  e-commerce  e-mail

  When giving websites, do not include http://. Just www is enough: www.economist.com

  Computer terms are also usually lower case:

  dotcom  home-page  laptop  online  the net (and internet)  the web, website and world wide web

See also cyber-expressions.

effect  the verb, means to accomplish, so The novel effected a change in his attitude. See also affect.

-effective, -efficient  Cost-effective sounds authoritative, but does it mean good value for money, gives a big bang for the buck or just plain cheap? If cheap, say cheap. Energy-efficient is also dubious. Does it mean thrifty, economical or something else? Efficiency is the ratio of energy put out to energy put in.
effectively, in effect  Effectively means with effect; if you mean in effect, say it. The matter was effectively dealt with on Friday means it was done well on Friday. The matter was, in effect, dealt with on Friday means it was more or less attended to on Friday. Effectively leaderless would do as a description of the demonstrators in East Germany in 1989 but not those in Tiananmen Square, also in 1989. The devaluation of the Slovak currency in 1993, described by some as an effective 8%, turned out to be a rather ineffective 8%.

either ... or see none.

elections see grammar and syntax.

enclave, exclave An enclave is a piece of territory or territorial water entirely surrounded by foreign territory (Ceuta, Kaliningrad, Melilla, Nagorno-Karabakh, Nakhichevan). An exclave is the same thing, viewed differently, if, and only if, it belongs to another country (so Andorra and San Marino are not exclaves).

enormity means a crime, sin or monstrous wickedness. It does not mean immensity.

environment is often unavoidable, but it’s not a pretty word. Avoid the business environment, the school environment, the work environment, etc. Try to rephrase the sentence – conditions for business, at school, at work, etc. Surroundings can sometimes do the job.

epicentre means that point on the earth’s surface above the centre of an earthquake. To say that Mr Putin was at the epicentre of the dispute suggests that the argument took place underground.

The hypocentre, incidentally, is the place on the surface of the earth below an explosion (which at Hiroshima in 1945, for example, was 580 metres above the ground). It is the same as ground zero.

eponymous is the adjective of eponym, which is the person or thing after which something is named. So George Canning was the eponymous hero of the Canning Club, Hellen was the eponymous ancestor of the Hellenes (Greeks), Ninus was the eponymous founder of Nineveh. Do not say John Sainsbury, the founder of the eponymous supermarket. Rather he was the eponymous founder of J. Sainsbury’s.
**part 1: the essence of style**

**ethnic groups** Your first concern should be to avoid giving offence. But also avoid mealy-mouthed **euphemisms** and terms that have not generally caught on despite promotion by pressure-groups. Ethnic meaning **concerning nations or races**, or even something ill-defined in between, is a useful word. But do not be shy of **race** and **racial**. After several years in which **race** was seen as a purely social concept, not a scientific one, the term is coming back among scientists as a shorthand way of speaking about genetic rather than cultural or political differences. See also **political correctness**.

**Anglo-Saxon** is not a synonym for **English-speaking**. Neither the United States nor Australia is an Anglo-Saxon country; nor is Britain. Anglo-Saxon capitalism does not exist.

**Asians** In Britain, but nowhere else, **Asians** is often used to mean **immigrants and their descendants from the Indian subcontinent**. Many such people are coming to dislike the term, and many foreigners must assume it means people from all over Asia, so take care. Note that, even in the usage peculiar to Britain, **Asian** is not synonymous with **Muslim**.

**blacks** In many countries, including the United States, many black people are happy to be called **blacks**, although some prefer to be **African-Americans**. **Black** is shorter and more straightforward, but use either.

**mixed race** Do not call people who are neither pure white nor pure black **browns**. People of mixed race in South Africa are **Coloureds**.

**other groups** The inhabitants of **Azerbaijan** are **Azerbaijanis**, some of whom, but not all, are **Azeris**. Those **Azeris** who live in other places, such as Iran, are not **Azerbaijanis**. Similarly, many **Croats** are not **Croatian**, many **Serbs** not **Serbian**, many **Uzbeks** not **Uzbekistanis**, etc.

**Spanish-speakers in the US** When writing about Spanish-speaking people in the United States, use either **Latino** or **Hispanic** as a general term, but try to be specific (eg, **Mexican-American**). Many Latin Americans (eg, those from Brazil) are not Hispanic.
euphemisms Avoid, where possible, euphemisms and circumlocutions, especially those promoted by interest-groups keen to please their clients or organisations anxious to avoid embarrassment. This does not mean that good writers should be insensitive of giving offence: on the contrary, if you are to be persuasive, you would do well to be courteous. But a good writer owes something to plain speech, the English language and the truth, as well as to manners. Political correctness can be carried too far.

So, in most contexts, offending behaviour is probably criminal behaviour. Female teenagers are girls, not women. Living with mobility impairment probably means wheelchair-bound. Developing countries are often stagnating or even regressing (try poor) countries. The underprivileged may be disadvantaged, but are more likely just poor (the very concept of underprivilege is absurd, since it implies that some people receive less than their fair share of something that is by definition an advantage or prerogative).

Enron’s document-management policy simply meant shredding. The Pentagon’s practice of enhanced interrogation is torture, just as its practice of rendition is probably torture contracted out to foreigners. France’s proposed solidarity contribution on airline tickets is a tax. The British solicitor-general’s evidential deficiency is no evidence, and George Bush’s reputational problem just means he is mistrusted. It is sometimes useful to talk of human-rights abuses but often the sentence can be rephrased more pithily and accurately. The army is accused of committing numerous human-rights abuses probably means The army is accused of torture and murder. Decommissioning weapons means disarming. Being economical with the truth famously means lying. A high net-worth individual is a rich man or rich woman. Zero-percent financing means an interest-free loan.

See also affirmative action.

Euro-terms see capitals.

ex- (and former) Be careful. A Labour Party ex-member has lost his seat; an ex-Labour member has lost his party.

execute means put to death by law. Do not use it as a synonym for murder. An extra-judicial execution is a contradiction in terms.
fact  *The fact that* can often be reduced to *that*.

factoid A *factoid* is something that sounds like a fact, is thought by many to be a fact (perhaps because it is repeated so often), but is not in fact a fact.

federalist in Britain, someone who believes in centralising the powers of associated states; in the United States and Europe, someone who believes in decentralising them.

fellow Often unnecessary, especially before countrymen (“Friends, Romans, fellow-countrymen”?).

fewer than, less than  Fewer (not less) than seven speeches, fewer than seven samurai. Use fewer, not less, with numbers of individual items or people. Less than £200, less than 700 tonnes of oil, less than a third, because these are measured quantities or proportions, not individual items.

fief not fiefdom.

figures Never start a sentence with a figure; write the number in words instead.

Use words for simple numerals from one to ten inclusive, except: in references to pages; in percentages (eg, 4%); and in sets of numerals, some of which are higher than ten.

*Deaths from this cause in the past three years were 14, 9 and 6.*

Always use numbers with units of measurement, even for those less than ten:

4 metres, but four cows

It is occasionally permissible to use words rather than numbers when referring to a rough or rhetorical figure (such as a
thousand curses, *a hundred years of solitude*).

In all other cases, though, use figures for numerals from 11 upwards.

- first to tenth centuries, the 11th century
- 20th century, 21st century
- 20th-century ideas
- in 100 years’ time

The *Thirty Years War* is an exception.

**decimal point** Use figures for all numerals that include a decimal point (eg, 4.25).

**fractions** Figures may be appropriate for fractions, if the context is either technical or precise, or both:

> Though the poll’s figures were supposed to be accurate to within 1%, his lead of $4^{1/4}$ points turned out on election day to be minus $3^{1/2}$.

Where precision is less important but it is nonetheless impossible to shoot off the fraction, words may look better:

> Though the beast was sold as two-year-old, it turned out to be two-and-a-half times that.

Fractions should be hyphenated (one-half, three-quarters, etc) and, unless they are attached to whole numbers ($8^{1/2}$, $29^{3/4}$), spelled out in words, even when the figures are higher than ten:

*He gave a tenth of his salary to the church, a twentieth to his mistress and a thirtieth to his wife.*

**fractions and decimals** Do not compare a fraction with a decimal. So avoid:

*The rate fell from $3^{1/4}\%$ to 3.1%.*

Fractions are more precise than decimals (3.33 neglects an infinity of figures that are embraced by $\frac{1}{3}$), but your readers probably do not think so. You should therefore use fractions for rough figures:

*Kenya’s population is growing at $3^{1/2}\%$ a year, A hectare is $2^{1/2}$ acres*
and decimals for more exact ones:

_The retail price index is rising at an annual rate of 10.6_.%

But treat all numbers with respect. That usually means resisting the precision of more than one decimal place, and generally favouring rounding off. Beware of phoney over-precision.

**Hyphens and figures** Do not use a hyphen in place of _to_ except with figures:

_He received a sentence of 15-20 years in jail but He promised to have escaped within three to four weeks._

**Latin usage** It is outdated to use Latin words. So, with figures, do not write *per caput*, *per capita* or *per annum*. Use:

- _a head or per head_
- _a person or per person_
- _a year or per year_
- _2 litres of water per person_
- _prices rose by 10% a year_

See also *per caput*.

**Measurements** Since Britain has gone over to the metric system, in most non-American contexts prefer:

- _hectares to acres_
- _kilometres (or km) to miles_
- _metres to yards_
- _litres to gallons_
- _kilos (kg) to lb_
- _tonnes to tons_
- _Celsius to Fahrenheit, etc_

_k, m and M are standard international metric abbreviations for thousand, thousandth and million_.

1 In American contexts, you may use the measurements more familiar to Americans (though remember that American pints, quarts, gallons, etc, are smaller than imperial ones).

Regardless of which you choose, you should give an equivalent, on first use, in the other units:
It was hoped that after improvements to the engine the car would give 20km to the litre (47 miles per American gallon), compared with its present average of 15km per litre.

Petrol Remember that in only a few countries do you now buy petrol in imperial gallons. In America it is sold in American gallons; in most other places it is sold in litres.

Note that a four-by-four vehicle can be a 4×4.

million, billion, trillion, quadrillion Use m for million. Spell out billion and trillion (though their conventional abbreviations are bn and trn).

8m 8 billion
£8m €8 billion

A billion is a thousand million, a trillion a thousand billion. (A quadrillion is a thousand trillion.)

per cent, percentage points
Use the sign % instead of per cent. But write percentage, never %age (though in most contexts proportion or share is preferable).

A fall from 4% to 2% is a drop of two percentage points, or of 50%, but not of 2%. (See also per cent.)

ranges Write:

5,000-6,000
5·6%
5m-6m (not 5-6m)
5 billion-6 billion

But:

Sales rose from 5m to 6m (not 5m-6m); estimates ranged between 5m and 6m (not 5m-6m).

ratios Where to is being used as part of a ratio, it is usually best to spell it out.

They decided, by nine votes to two, to put the matter to the general assembly which voted, 27 to 19, to insist that the ratio of vodka to tomato juice in a bloody mary should be at least one to three, though the odds of this being so in most bars were put at no better than 11 to 4.
Where a ratio is being used adjectivally, figures and hyphens may be used, but only if one of the figures is greater than ten:

- a 50-20 vote
- a 19-9 vote

Otherwise, spell out the figures and use to:

- a two-to-one vote
- a ten-to-one probability

**finally** Do not use *finally* when you mean *at last*. *Richard Burton finally marries Liz Taylor* would have been all right second time round but not first.

**firm** Accountants’, consultants’, lawyers’ and other partnerships are *firms*, not *companies*. Huge enterprises, like *GE*, *GM*, Ford, Microsoft and so on, should, by contrast, normally be called *companies*, although such outfits can sometimes be called *firms* for variety.

**flaunt, flout** *Flaunt* means display; *flout* means disdain. If you *flout* this distinction, you will *flaunt* your ignorance.

**focus** can be a useful word. It is shorter than *concentrate* and sharper than *look at*. But it is overused (see page 35).

**footnotes, sources, references** see *footnotes, sources, references* in Part 3.

**foreign languages and translation** Occasionally, a foreign language may provide the *mot juste*. But try not to use foreign words and phrases unless there is no English alternative, which is unusual. So:

- *a year* or *per year*, not *per annum*
- *a person* or *per person*, not *per caput* or *per capita*
- *beyond one’s authority*, not *ultra vires*  
  (See also *italics*.)

**names of foreign companies, institutions, groups, parties, etc** Do not translate, or italicise, the name of a foreign company, institution or organisation even if it is, or includes, an ordinary word with an English equivalent. So:
Forza Italia
Médecins Sans Frontières
the Parti Québécois in Canada
yakuza (not 8-9-3)

Note that if an abbreviation is also given, that may be the initials of the foreign name:

UMP for France’s Union for a Presidential Majority
SPD for the Social Democratic Party of Germany
PAN for Mexico’s National Action Party

But some should be translated:

Italy’s Olive Tree (not Ulivo)
the German Christian Democratic Union (not the Christlich Demokratische Union)
the Shining Path (not Sendero Luminoso)
the National Assembly (not the Assemblée Nationale)

placenames Some placenames are better translated if they are well known in English:

St Mark’s Square in Venice (not Piazza San Marco)
the French Elysée Palace (not the Palais de l’Elysée)

titles of foreign books, films, etc The titles of foreign books, films, plays, operas and TV programmes present difficulties. Some are so well known that they are unlikely to need translation:

“Das Kapital” “Mein Kampf” “Le Petit Prince” “Die Fledermaus”

And sometimes the meaning of the title may be unimportant in the context, so a translation is not necessary:

“Hiroshima, Mon Amour”

But often the title will be significant, and you will want to translate it. One solution, easy with classics, is simply to give the English translation:

“One Hundred Years of Solitude” “The Leopard” “War and Peace” “The Tin Drum”

This is usually the best practice to follow with pamphlets, articles and non-fiction, too.
But sometimes, especially with books and films that are little known among English-speakers or unobtainable in English (perhaps you are reviewing one), you may want to give both the original title and a translation, thus:

“La Règle du Jeu” (“The Rules of the Game”)
“La Traviata” (“The Sinner”)

Such titles do not follow the rule of italicising for foreign words. Treat them as if they were in English.

Note that book publishers follow different rules here. (See italics.)

translating words and phrases If you want to translate a foreign word or phrase, even if it is the name of a group or newspaper or party, just put it in brackets without inverted commas, so:

Arbeit macht frei (work makes free)
jihad (struggle)
Médecins Sans Frontières (Doctors Without Borders)
Pravda (Truth)
zapatero (shoemaker)

forensic means pertaining to courts of law (held by the Romans in the forum) or, more loosely, the application of science to legal issues. Forensic medicine is medical jurisprudence.

fargo, forego Forgo means do without; it forgoes the e. Forego means go before. A foregone conclusion is one that is predetermined; a forgone conclusion is non-existent.

former see ex-.

former and latter Avoid the use of the former and the latter whenever possible. It usually causes confusion.

Frankenstein was not the monster, but its creator.

free is an adjective or an adverb (and also a transitive verb), so you cannot have or do anything for free. Either you have it free or you have it for nothing.
French names  see names.

fresh  is not a synonym for new or more. A few hundred fresh bodies are being recovered every day, reported The Economist improbably, two months after a tsunami had struck. Use with care.

full stops  see punctuation.

fulsome  is an old word that Americans generally use only to mean cloying, insincere or excessively flattering. In British English it can also mean copious, abundant or lavish.

fund  (verb) is a technical term, meaning to convert floating debt into more or less permanent debt at fixed interest. Try to avoid it if you mean to finance or to pay for.
garner means store, not gather.

gearing is an ugly word which, if used, needs to be explained. It may be either the ratio of debt to equity or the ratio of debt to total capital employed. (See also leverage.)

gender is nowadays used in several ways. One is common in feminist writing, where the term has a technical meaning. “One is not born a woman, one becomes one,” argued Simone de Beauvoir: in other words, one chooses one’s gender. In such a context it would be absurd to use the word sex; the term must be gender. But, in using it thus, try to explain what you mean by it. Even feminists do not agree on a definition.

The primary use of gender, though, is in grammar, where it is applied to words, not people. If someone is female, that is her sex, not her gender. (The gender of Mädchen, the German word for girl, is neuter, as is Weib, a wife or woman.) So do not use gender as a synonym for sex. Gender studies probably means feminism.

generation Take care. You can be a second-generation Frenchman, but if you are a second-generation immigrant it means you have left the country your parents came to.

gentlemen’s agreement not gentleman’s.

German names see names.

get is an adaptable verb, but it has its limits. A man does not get sacked or promoted, he is sacked or promoted. Nor does a prize-winner get to shake hands with the president, or spend the money all at once; he gets the chance to, is able to, or allowed to.

global Globalisation can go to the head. It is not necessary to describe, eg, the head of Baker & Mackenzie as the global head of that firm.
And what is a global vacancy (as advertised by The Economist Group)?

**good in parts** is what the curate said about an egg that was wholly bad. He was trying to be polite.

**gourmet, gourmand**  *Gourmet* means epicure; *gourmand* means greedy-guts.

**governance**  *Corporate governance* has now entered the language as a useful, albeit ugly and ill-defined, term to describe the rules relating to the conduct of business. The popularity of *governance* in other contexts is more difficult to understand. An old word, it had largely fallen into suitable disuse until Harold Wilson chose it in 1976 for the title of his memoirs (“The Governance of Britain”), presumably to dignify an undistinguished prime ministership. It means simply *government*, a word that serves the same purpose without any of the pretensions or pomposity of *governance*.

**grammar and syntax**  Try not to be sloppy in the construction of your sentences and paragraphs. A single issue of *The Economist* contained the following:

*When closed at night, the fear is that this would shut off rather than open up part of the city centre. Unlike Canary Wharf, the public will be able to go to the top to look out over the city. Only a couple of months ago, after an unbroken string of successes in state and local elections, pollsters said ...*

Some hints are provided here on avoiding pitfalls, infelicities and mistakes; this is not a comprehensive guide to English grammar and syntax.

**a or the**  Remember that Barclays is a *British bank*, not the *British bank*, just as Ford is a *car company*, not the *car company*, and Luciano Pavarotti is an *opera singer*, not the *opera singer*. If it seems absurd to describe someone or something thus – that is, with the indefinite article – you can probably dispense with the description altogether or insert an extra word or two that may be useful to the reader: Ford, America’s second-biggest *car company*.

**adjectives and adverbs**  Adjectives qualify nouns, adverbs modify
verbs. If you have a sentence that contains the words firstly, secondly, more importantly, etc, they almost certainly ought to be first, second, more important.

**adjectives of proper nouns** If proper nouns have adjectives, use them.

*Crimean war* (not the Crimea war)
*Dutch East India Company* (not the Holland East India Company)
*Lebanese* (not Lebanon) *civil war*
*Mexican* (not Mexico) *problem*
*Pakistani* (not Pakistan) *government*
*Scottish Office* (not the Scotland Office)

It is permissible to use the noun as an adjective if to do otherwise would cause confusion.

An *African initiative* suggests the proposal came from *Africa*, whereas an *Africa initiative* suggests it was about Africa.

**Californian, Texan** Do not feel you have to follow American convention in using words like *Californian* and *Texan* only as nouns. In British English, it is quite acceptable to write a *Californian* (not California) *judge*, *Texan* (not Texas) *scandal*, etc.

“Mr Gedge ... was not fond of St Rocque, and this morning it would have seemed less attractive to him than ever, for three of his letters bore Californian postmarks and their contents had aggravated the fever of his home-sickness.” (P.G. Wodehouse, “Hot Water”)

“The local avant-garde was in one of its ‘painting is dead’ phases, and was automatically dismissive of things Californian anyway.” (Peter Schjeldahl, *The New Yorker*, May 9th 2005)

**collective nouns – singular or plural?** There is no firm rule about the number of a verb governed by a singular collective noun. It is best to go by the sense – that is, whether the collective noun stands for a single entity:

The council was elected in March.
The *me* generation has run its course.
The staff is loyal.
or for its constituents:

The council are at sixes and sevens.
The preceding generation are all dead.
The staff are at each other’s throats.

Do not, in any event, slavishly give all singular collective nouns singular verbs: The couple are now living apart is preferable to The couple is now living apart.

pair and couple  Treat both a pair and a couple as plural.

majority  When it is used in an abstract sense, it takes the singular; when it is used to denote the elements making up the majority, it should be plural.

A two-thirds majority is needed to amend the constitution but A majority of the Senate were opposed.

number  Rule: The number is ...; A number are ...

comparisons  Take care, too, when making comparisons, to compare like with like:

The Belgian economy is bigger than Russia should be Belgium’s economy is bigger than Russia’s.

An advertisement for The Economist recently declared,

Our style and our whole philosophy are different from other publications.

contractions  Don’t overdo the use of don’t, isn’t, can’t, won’t, etc.

false possessive  Avoid the false possessive: London’s Heathrow Airport.

genitive  Take care with the genitive. It is fine to say a friend of Bill’s, just as you would say a friend of mine, so you can also say a friend of Bill’s and Carol’s. But it is also fine to say a friend of Bill, or a friend of Bill and Carol. What you must not say is Bill and Carol’s friend. If you wish to use that construction, you must say Bill’s and Carol’s friend, which is cumbersome.
Gerunds Respect the gerund. Gerunds look like participles—running, jumping, standing—but are more noun-like, and should never therefore be preceded by a personal pronoun. So the following are wrong: I was awoken by him snoring, He could not prevent them drowning, Please forgive me coming late.

Those sentences should have ended:

his snoring, their drowning, my coming late.

In other words, use the possessive adjective rather than the personal pronoun.

Indirect Speech If you use indirect speech in the past tense, you must change the tense of the speaker’s words appropriately:

Before he died, he said, “I abhor the laziness that is commonplace nowadays” becomes Before he died, he said he abhorred the laziness that was commonplace nowadays.

Nouns Acting as Verbs Do not force nouns or other parts of speech to act as verbs: A woman who was severely brain-damaged in 1990 would be better put as A woman whose brain was severely damaged in 1990 (unless, remarkably, she was no longer brain-damaged at some later date).

Participle Do not use a participle unless you make it clear what it applies to. Here are some examples of confused construction:

Proceeding along this line of thought, the cause of the train crash becomes clear.

Looking out from the city’s tallest building, the houses stretch for miles and miles.

It is hard to beat this statement by a “retired public relations/communications practitioner” standing for election as a trustee of the Royal Society of Arts:

“Committed to invigorating perspectives in pursuit of the manifesto, and assisted by an active Scottish committee, programme diversity is deepening Scottish engagement across a wider range of more visible joint partner and sponsorship-assisted events.”
**passive or active?** Be direct. Use the active tense. A hit B describes the event more concisely than B was hit by A.

**plural nouns**

1. The -ics words above are plural when preceded by the, or the plus an adjective, or with a possessive.
   
The politics of Afghanistan have a logic all their own.
The dynamics of the dynasty were dynamite.
The economics of publishing are uncertain.
The athletics will take place in London.

2. These are plural:
   
   Antics  histrionics
atmospherics  hysterics
   basics  tactics
   graphics  statistics

   Specifics are discouraged (try details), as are **demographics**.

3. **Data** and **media** are plural. So are whereabouts.

4. **Elections** are not always plural. If, as in the United States, several votes (for the presidency, the Senate, the House of Representatives, etc) are held on the same day, it is correct to talk about elections. But in, say, Britain parliamentary polls are usually held on their own, in a single **general election**.

   The opposition demanded an election is often preferable to The opposition demanded fresh elections.
And to write The next presidential elections are due in 2010 suggests there will be more than one presidential poll in that year.

   Make sure that plural nouns have plural verbs. Too often, in the pages of The Economist, they do not.
**Kogalym today is one of the few Siberian oil towns which are [not is] almost habitable.**
**What better evidence that snobbery and elitism still hold [not holds] back ordinary British people?** – and this in a leader on education.
**quoting** If you wish to quote someone, either give a date or use the present tense:

“He leaves a legacy of wisdom,” said John Smith the next day or ... says Mr John Smith.

The following paragraph is all too typical:

What next for Mistekistan? This week an uneasy peace broke out on the streets of Erati, the capital, after angry crowds besieged the palace of President Iyas Abikhernozthanayev. The president, who was head of the local communist party when Mistekistan was a Soviet republic called Sumistekia, fled to neighbouring Flyspekistan, where he was seeking asylum. However, fighting broke out between the Dabtchiks and the Bifsteks, two minorities in the south. The president of nearby Itznojokistan might try to broker a peace. “It looks a mess,” said Professor Eniole Kwote of Meganostril University, whose centre for autocratic studies recently published a study saying the entire region is a shambles.

It would be better as:

What next for Mistekistan? An uneasy peace broke out this week on the streets of Erati, the capital, after angry crowds had besieged the palace of President Iyas Abikhernozthanayev. The president, who had been head of the local communist party when Mistekistan was a Soviet republic called Sumistekia, has fled to neighbouring Flyspekistan, where he is seeking asylum. However, fighting has broken out between Dabtchiks and Bifsteks, two minorities in the south. The president of nearby Itznojokistan may try to broker a peace. “It looks a mess,” says Professor Eniole Kwote of Meganostril University, whose centre for autocratic studies recently published a study saying the entire region was a shambles.

### singular nouns

1. A government, a party, a company (whether Tesco or Marks and Spencer) and a partnership (Skidmore, Owings & Merrill) are all it and take a singular verb.

2. Brokers are singular.

   Legg Mason Wood Walk is preparing a statement.

   So avoid:
stockbrokers Furman Selz Mager, bankers Chase Manhattan or accountants Ernst & Young.

3 Chemical, drug, pension: prefer the singular when referring to:

chemical (not chemicals) companies

drug- (not drugs) traffickers

pension (not pensions) systems

4 Countries are singular, even if their names look plural.

The Philippines has a congressional system, as does the United States; the Netherlands does not.

The United Nations is also singular.

5 Abstract nouns that look plural:

acoustics mathematics

athletics mechanics

ballistics physics

dynamics politics

economics propaganda

kinetics statics

when being used generally, without the definite article, are singular.

Economics is the dismal science.

Politics is the art of the possible (Bismarck).

Statics is a branch of physics.

6 Some games are singular:

billiards darts

bowls fives

But teams that take the name of a town, country or university are plural, even when they look singular:

England were bowled out for 56.

7 Law and order defies the rules of grammar and is singular.

split infinitives Happy the man who has never been told that it is wrong to split an infinitive: the ban is pointless. Unfortunately, to see the rule broken is so annoying to so many people that you should observe it.
**subjunctive** Use the subjunctive properly. If you are posing a hypothesis contrary to fact, you must use the subjunctive. If I were you ... or If Hitler were alive today, he could tell us whether he kept a diary.

If the hypothesis may or may not be true, you do not use the subjunctive. If this diary is not Hitler’s, we shall be glad we did not publish it.

If you have would in the main clause, you must use the subjunctive in the if clause. If you were to disregard this rule, you would make a fool of yourself.

It is common nowadays to use the subjunctive in such constructions as:

He demanded that the Russians withdraw, They insisted that the Americans also move back, The referee suggested both sides cool it, In soccer it is necessary that everyone remain civil.

This construction is correct, and has always been used in America, whence it has recrossed the Atlantic. In Britain, though, it fell into disuse some time ago except in more formal contexts:

I command the prisoner be summoned, I beg that the motion be put to the house.

In British English, but not in American, another course would be to insert the word should:

He demanded that the Russians should withdraw, The Americans should also move back, Both sides should cool it, Everyone should remain civil.

Alternatively, some of the sentences could be rephrased:

He asked the Russians to withdraw, It is necessary for everyone to remain civil.

See also **may and might**.

tenses Any account of events that have taken place must use a past tense. Yet newspaper articles may have greater immediacy if they use the present or future tenses where appropriate.

The perfect and pluperfect tenses also serve a purpose, often making accounts more pointed, and so more interesting. A few rough rules:

The pluperfect should be used for events that punctuate
past continuance: He grew up in post-war Germany, where he had seen the benefits of hard work.

If you use the past simple (aorist) tense, put a time or date to the event: He died on April 11th.

If you cannot, or do not want to, pin down the occasion in this way, use the perfect tense: He has died, or the present, He is dead. These imply continuance.

So does the imperfect tense: He was a long time dying.

See also may and might.

ground rules  Just as house rules are the rules of the particular house, so ground rules are the rules of the particular ground (or grounds). They are not basic or general rules.
halve is a transitive verb, so deficits can double but not halve. They must be halved or fall by half.

haver means to talk nonsense, not dither, swither or waver.

headings and captions set the tone: they are more read than anything else, especially in a newspaper. Use them, therefore, to draw readers in, not to repel them. That means wit (where appropriate), not bad puns; sharpness (ditto), not familiarity (call people by their last names, not their first names); originality, not clichés.

Writers and editors, having laboured over an article, are too often ready to yank a well-known catchphrase, or the title of a film, from the front of their mind without giving the matter any more thought. They do so, presumably, in the belief that the heading is less important than the words beneath it. If you find yourself reaching for any of the following, consider yourself eligible for ritual disembowelment:

- back to the future
- bridges (or anything else) too far
- China syndromes
- empires striking back
- French connections
- F-words
- flavours of the month
- generation X
- kinder
- gentler hearts and minds
- mind the gap
- new kids on the block
- $64,000 questions
- southern discomfort
- thirty-somethings
- windows of opportunity
- where’s the beef?
- could do better (a favourite with education stories)
- taxing times (tax stories)

On October 18th 2004 an Economist reader wrote as follows:

SIR – Your newspaper this week contains headlines derived from the following film titles: “As Good As It Gets”, “Face-Off”, “From
Russia With Love”, “The Man Who Planted Trees”, “Up Close and Personal” and “The Way of the Warrior”. Also employed are “the Iceman Cometh”, “Measure for Measure”, “The Tyger” and “War and Peace” – to say nothing of the old stalwart, “Howard’s Way”.

Is this a competition, or do your sub-editors need to get out more?

Tom Braithwaite,
London

See also clichés, journalese and slang.

health care The American system of health care (adjective, health-care) for the poor is Medicaid, and for the elderly is Medicare. Canada’s national health-care system is also called Medicare.

healthy If you think something is desirable or good, say so. Do not call it healthy.

heresy see apostasy.

hoards, hordes Few secreted treasures (hoards) are multitudes on the move (hordes).

Hobson’s choice is not the lesser of two evils; it is no choice at all.

holistic properly refers to a theory developed by Jan Smuts, who argued that, through creative evolution, nature tended to form wholes greater than the sum of the parts.

homeland Although it is now used as a synonym for your domestic territory, your homeland is your native land, your motherland or even your fatherland.

homogeneous, homogenous Homogeneous means of the same kind or nature. Homogenous means similar because of common descent.

homosexual Since this word comes from the Greek word homos (same), not the Latin word homo (man), it applies as much to women as to men. It is therefore as daft to write homosexuals and lesbians as to write people and women.
hopefully  By all means begin an article hopefully, but never write: 
_Hopefully, it will be finished by Wednesday._ Try with luck, if all goes well, it is hoped that...

horrible words  Words that are horrible to one writer may not be horrible to another, but if you are a writer for whom no words are horrible, you would do well to take up some other activity. No words or phrases should be banned outright from appearing in print, but if you use any of the following you should be aware that they may have an emetic effect on some of your readers. _See also clichés._

carer – and most caring  looking to (meaning intending to)
expressions  matériel
chattering classes  ongoing
facilitate  poster child
famously  prestigious
governance  proactive
grow the business  rack up (profits, etc)
guesstimate  savvy
ingformed (as in his love of language informed his memos)  segue
likely (meaning probably, rather than probable)  source (meaning obtain)

hyphens  There is no firm rule to help you decide which words are run together, hyphenated or left separate. If in doubt, consult a dictionary. Do not overdo the literary device of hyphenating words that are not usually linked: the stringing-together-of-lots-and-lots-of-words-and-ideas tendency can be tiresome.

1 Words with common or short prefixes

In general, try to avoid putting hyphens into words formed of one word and a short prefix.

asexual  neoliberal  preoccupied
biplane  neolithic  preordained
declassify  neologism  prepay
disfranchise  neonatal  realign
geopolitical  overdone  rearm
neoclassicism  overeducated  rearrange
neoconservative  precondition  reborn
  but neo-cons  predate  redirect
reopen subcontract underpaid
reorder subhuman upended
repurchase submachinegun tetravalent
subcommittee underdog
subcontinent underdone

2 Words beginning with re-

Some words that begin with re are hyphenated to avoid confusion:

re-cast re-present (meaning present again)
re-create (meaning create again) re-sort (meaning sort again)

3 Unfamiliar combinations

Long words making unfamiliar combinations, especially if they would involve running several consonants together, may benefit from a hyphen, so:

cross-reference (a cross reference would be unpleasant)
demi-paradise
over-governed
under-secretary

Antidisestablishmentarianism would, however, lose its point if it were hyphenated.

See also 5 below (about words beginning anti, counter, half, inter, non and semi).

4 Fractions

Whether nouns or adjectives, these take hyphens:

one-half one-sixth
four-fifths two-thirds

But note that it is a half, a fifth, a sixth.

5 Words that begin with

agri infra post
anti inter pre
counter mid semi
extra multi ultra
half non
Rules vary here:

agri-business, agriculture
anti-aircraft, anti-fascist, anti-submarine (but antibiotic, anticlimax, antidote, antiseptic, antitrust)
counter-attack, counter-clockwise, counter-espionage, counter-intuitive (but counteract, countermand, counterpane)
extra-judicial, extraterrestrial, extraterritorial (but extraordinary)
half-baked, half-hearted, half-serious (but halfway)
infra-red
inter-agency, inter-county, inter-governmental (but intermediate, international, interpose)
mid-August, mid-week
multilingual, multiracial
non-combatant, non-existent, non-payment, non-violent (but nonaligned, nonconformist, nonplussed, nonstop)
postdate, post-war, pre-war
semi-automatic, semi-conscious, semi-detached
ultra-violet

6 Words beginning Euro or euro

These should be hyphenated, except:

Europhile Europhobe Eurosceptic euro zone euro area

7 The word worth

A sum followed by the word worth needs a hyphen.

$25m-worth of goods

8 Some titles

attorney-general lieutenant-colonel under-secretary
director-general major-general vice-president
field-marshal secretary-general

but
deputy director district attorney
deputy secretary general secretary
9 Avoiding ambiguities

a little-used car  fine-tooth comb (most people  third-world war
a little used-car  do not comb their teeth)  third world war
cross complaint  high-school girl
cross-complaint  high schoolgirl

10 Aircraft

DC-10  MiG-23
Mirage F-1E  Lockheed P-3 Orion

(If in doubt, consult Jane’s “All the World’s Aircraft”.)
Note that Airbus A340, BAe RJ70 do not have hyphens.

11 Calibres

The style for calibres is 50mm or 105mm with no hyphen, but 5.5-
inches and 25-pounder.

12 Adjectives formed from two or more words

70-year-old judge
balance-of-payments difficulties
private-sector wages
public-sector borrowing requirement
right-wing groups (but the right wing of the party)
state-of-the-union message
value-added tax (VAT)

13 Adverbs

Adverbs do not need to be linked to participles or adjectives by
hyphens in simple constructions:

The regiment was ill equipped for its task.
The principle is well established.
Though expensively educated, the journalist knew no grammar.

But if the adverb is one of two words together being used
adjectivally, a hyphen may be needed:

The ill-equipped regiment was soon repulsed.
All well-established principles should be periodically challenged.

The hyphen is especially likely to be needed if the adverb is
short and common, such as ill, little, much and well. Less common
adverbs, including all those that end -ly, are less likely to need hyphens:

Never employ an expensively educated journalist.

14 Separating identical letters

book-keeping  re-emerge
coat-tails  re-entry
co-operate  trans-ship
pre-eminent  unco-operative
pre-empt

Exceptions include:

overrate  overrun
overreach  underrate
override  withhold
overrule

15 Some nouns formed from prepositional verbs

bail-out  lay-off  shake-out
build-up  pay-off  shake-up
buy-out  pull-out  stand-off
call-up  round-up  start-up
get-together  set-up

But:

fallout  lockout
handout  payout
knockout  turnout

16 The quarters of the compass

mid-west(ern)  south-east(ern)
north-east(ern)  south-west(ern)
north-west(ern)

17 Hybrid ethnics

Greek-Cypriot, Irish-American, etc, whether noun or adjective.

18 Makers and making

A general, though not iron, rule for makers and making: if the
prefix is of one or two syllables, attach it without a hyphen to form a single word, but if the prefix is of three or more syllables, introduce a hyphen.

bookmaker          holiday-maker          steelmaker
candlestick-maker  lawmaker             tiramisu-maker
carmaker            marketmaker           troublemaker
chipmaker           peacemaker            antimacassar-maker
clockmaker          rule-maker

Policymaker and profitmaking are one word and an exception. But: note foreign-policy maker (ing).

19 Other words ending -er (-ing) that are similar to maker and making

The general rule should be to insert a hyphen:

arms-trader         gun-runner
copper-miner         home-owner
drug-dealer           hostage-taker
drug-trafficker       mill-owner
field-worker         truck-driver
front-runner

But some prefixes, especially those of one syllable, can be used to form single words.

coalminer           metalworker           shipowner
farmworker           muckraker            steeplechaser
foxhunter            nitpicker             steelworker
gatekeeper           peacekeeper           taxpayer
householder          shipbroker
landowner            shipbuilder

Less common combinations are better written as two words:

currency trader      insurance broker
dog owner             crossword compiler
gun owner             tuba player

20 Quotes

Words gathered together in quotation marks to serve as adjectives do not usually need hyphens as well: the “Live Free or Die” state.
## 21 One word

<table>
<thead>
<tr>
<th>Airfield</th>
<th>Groundsman</th>
<th>Roadblock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airspace</td>
<td>Hairdresser</td>
<td>Rustbelt</td>
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<tr>
<td>Airtime</td>
<td>Halfhearted</td>
<td>Salesforce</td>
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<td>Bedfellow</td>
<td>Handpicked</td>
<td>Seabed</td>
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<tr>
<td>Bestseller</td>
<td>Handwriting</td>
<td>Shorthand</td>
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<td>(-ing)</td>
<td>Hardline</td>
<td>Shortlist</td>
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<tr>
<td>Bilingual</td>
<td>Headache</td>
<td>Shutdown</td>
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<tr>
<td>Blackboard</td>
<td>Hijack</td>
<td>Sidestep</td>
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<td>Blackout</td>
<td>Hobnob</td>
<td>Soyabean</td>
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<td>Kowtow</td>
<td>Spillover</td>
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<td>Bookseller</td>
<td>Lacklustre</td>
<td>Statewide</td>
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<td>Laptop</td>
<td>Streetwalker</td>
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<td>Cashflow</td>
<td>Logjam</td>
<td>Strongman</td>
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<td>Catchphrase</td>
<td>Loophole</td>
<td>Sunbelt</td>
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<td>Ceasefire</td>
<td>Lukewarm</td>
<td>Takeover</td>
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<td>Checklist</td>
<td>Machinegun</td>
<td>Threefold</td>
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<td>Coastguard</td>
<td>Minefield</td>
<td>Threshold</td>
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<td>Codebreaker</td>
<td>Multilingual</td>
<td>Timetable</td>
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<tr>
<td>Comeback</td>
<td>Nationwide</td>
<td>Trademark</td>
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<td>Commonsense (adj)</td>
<td>Nevertheles</td>
<td>Transatlantic</td>
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<td>Crossfire</td>
<td>Newsweekly</td>
<td>Transpacific</td>
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<td>Cyberspace</td>
<td>Nonetheless</td>
<td>Twofold</td>
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<td>Dotcom</td>
<td>Offline</td>
<td>Videocassette</td>
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<td>Figleaf</td>
<td>Offshore</td>
<td>Videodisc</td>
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<td>Fivefold</td>
<td>Oilfield</td>
<td>Wartime</td>
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<tr>
<td>Foothold</td>
<td>Online</td>
<td>Watchdog</td>
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<tr>
<td>Forever (adv, when it precedes the verb)</td>
<td>Onshore</td>
<td>Website</td>
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<tr>
<td>Fourfold</td>
<td>Peacetime</td>
<td>Wildflower (adj, but noun wild flowers)</td>
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<tr>
<td>Foxhunter (-ing)</td>
<td>Petrochemical</td>
<td>Windfall</td>
</tr>
<tr>
<td>Goodwill</td>
<td>Pickup truck</td>
<td>Workforce</td>
</tr>
<tr>
<td>Grassroots (adj and noun)</td>
<td>Placename</td>
<td>Worldwide</td>
</tr>
<tr>
<td>Ringtone</td>
<td>Rainforest</td>
<td>Worthwhile</td>
</tr>
</tbody>
</table>
22 Two words

ad hoc (always)  common sense  Land Rover
air base  (noun)  no one
air force  dare say  photo opportunity
all right  drinks group  some day
any time  errand boy  some time
arm's length  for ever (when)  under way
any more  used after a verb  vice versa
ballot box  girl friend  wild flowers (but
birth rate  health care (noun)  adj, wildflower)
child care (noun)  joint venture

23 Two hyphenated words

aid-worker  fund-raiser (-ing)  number-plate
aircraft-carrier  hand-held  pot-hole
asylum-seekers  health-care (adj)  pressure-group
baby-boomer  heir-apparent  question-mark
balance-sheet  home-made  rain-check
bell-ringer  home-page  starting-point
come-uppance  hot-head  sticking-point
court-martial (noun and verb)  ice-cream  stumbling-block
interest-group

cross-border  kerb-crawler  talking-shop
cross-dresser  know-how  task-force
cross-sell  laughing-stock  tear-gas
death-squads  like-minded  think-tank
derring-do  long-standing  time-bomb
drawing-board  machine-tool  voice-mail
der-end-game  money-laundering  vote-winner
der-year  nation-building  well-being
faint-hearted  nation-state
fault-line  nest-egg  Wi-Fi
front-line  news-stand  Wi-Max

24 Three words

ad hoc agreement (meeting, etc)  in so far
armoured personnel carrier  multiple rocket launcher
chiefs of staff  nuclear power station
half a dozen  third world war (if things get bad)
in as much
25 Three hyphenated words

A-turned-B (unless this leads to something unwieldy, so jobbing churchwarden turned captain of industry)

brother-in-law commander-in-chief prisoners-of-war
chock-a-block no-man’s-land second-in-command

26 Numbers


“If you take hyphens seriously, you will surely go mad” (Oxford University Press style manual).

hypothermia is what kills old folk in winter. If you say it is hyperthermia, that means they have been carried off by heat stroke.
iconoclasm Many good writers break the rules of English, and readers may occasionally forgive The Economist for doing so too. It is, however, possible to write well while showing respect for grammar and punctuation. An article may be improved by an original phrase or even an unusual word, but The Economist is not meant to be a work of literature. It is simply meant to be well written.

identical with not to.

ilk means same, so of that ilk means of the place of the same name as the family, not of that kind. Best avoided.

immolate means to sacrifice, not to burn.

important If something is important, say why and to whom. Use sparingly, and avoid such unexplained claims as this important house, the most important painter of the 20th century.

impractical, impracticable If something is impracticable, it cannot be done. If it's impractical, it is not worth trying to do it.

inchoate means not fully developed or at an early stage, not incoherent or chaotic.

including When including is used as a preposition, as it often is, it must be followed by a noun, pronoun or noun clause, not by a preposition. So Iran needs more investment, including for its tired oil industry is ungrammatical. The sentence should be rephrased, perhaps, as Iran, including its tired oil industry, needs more investment.

Indonesian names see names.
part 1: the essence of style

Initially Try at first.

Inverted commas (quotation marks) see punctuation.

Investigations of not into.

Iranian names see names.

Islamic, Islamist Islamic means relating to Islam; it is a synonym of the adjective Muslim, but it is not used for a follower of Islam, who is always Muslim. But Islamic art and architecture is conventional usage.

Islamist refers to those who see Islam as a political and social ideology as well as a religious one.

Issues The Economist has issues – 51 a year – but if you think you have issues with The Economist, you probably mean you have complaints, irritations or delivery problems. If you disagree with The Economist, you may take issue with it. Be precise.

Italian names see names.

Italics

Foreign words and phrases Set in italics:

<table>
<thead>
<tr>
<th>French</th>
<th>German</th>
<th>Italian</th>
</tr>
</thead>
<tbody>
<tr>
<td>cabinet (French type)</td>
<td>loya jirga</td>
<td>cafe</td>
</tr>
<tr>
<td>dalits</td>
<td>Mitbestimmung</td>
<td>italics</td>
</tr>
<tr>
<td>de rigueur</td>
<td>pace</td>
<td>glasnost</td>
</tr>
<tr>
<td>jihad</td>
<td>papabile</td>
<td>in camera</td>
</tr>
<tr>
<td>glasnost</td>
<td>perestroika</td>
<td>intifada</td>
</tr>
<tr>
<td>in camera</td>
<td>Schadenfreude</td>
<td></td>
</tr>
<tr>
<td>intifada</td>
<td>ujamaa</td>
<td></td>
</tr>
</tbody>
</table>

should be set in italics unless they are so familiar that they have become anglicised and so should be in roman. For example:

<table>
<thead>
<tr>
<th>French</th>
<th>German</th>
<th>Italian</th>
</tr>
</thead>
<tbody>
<tr>
<td>ad hoc</td>
<td>bourgeois</td>
<td></td>
</tr>
<tr>
<td>apartheid</td>
<td>cafe</td>
<td></td>
</tr>
<tr>
<td>a priori</td>
<td>coup d’état (but coup de foudre, coup de grâce)</td>
<td></td>
</tr>
<tr>
<td>a propos</td>
<td>de facto, de jure</td>
<td></td>
</tr>
<tr>
<td>avant-garde</td>
<td>dirigisme</td>
<td></td>
</tr>
<tr>
<td>bona fide</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
elite  parvvenu
en masse, en route  pogrom
grand prix  post mortem
in absentia  putsch
in situ  raison d’être
machismo  realpolitik
matériel  status quo
nom de guerre  vice versa
nouveau riche  vis-à-vis

Remember to put appropriate accents and diacritical signs on all foreign words in italics (and give initial capital letters to German nouns when in italics, but not if not). Make sure that the meaning of any foreign word you use is clear. See also accents.

For the Latin names of animals, plants, etc, see spelling.

newspapers and periodicals Only The Economist and The Times have The italicised. Thus the Daily Telegraph, the New York Times, the Observer, the Spectator (but Le Monde, Die Welt, Die Zeit). The Yomiuri Shimbun should be italicised, but you can also say the Yomiuri, or the Yomiuri newspaper, as shimbun simply means newspaper in Japanese. The Nikkei is an abbreviation (for Nihon Keizai) and so should not be written as Nikkei Shimbun as that is not strictly this financial daily’s name.

books, pamphlets, plays, operas, ballets, radio and television programmes Titles are roman, not italic, with capital letters for each main word, in quotation marks. Thus: “Pride and Prejudice”, “Much Ado about Nothing”, “Any Questions”, “Crossfire”, etc. But the Bible and its books (Genesis, Ecclesiastes, John, etc), as well as the Koran, are written without inverted commas. These rules apply to footnotes as well as bodymatter.

Note that book publishers generally use italics for the titles of books, pamphlets, plays, operas, ballets, radio and television programmes.

lawsuits

Brown v Board of Education
Coatsworth v Johnson
Jarndyce v Jarndyce
part 1: the essence of style

If abbreviated, versus should always be shortened to v, with no point after it. The v should not be italic if it is not a lawsuit.

names of ships, aircraft, spacecraft

HMS Illustrious
Spirit of St Louis
Challenger
Japanese names see names.

jargon Avoid it. You may have to think harder if you are not to use jargon, but you can still be precise. Technical terms should be used in their proper context; do not use them out of it. In many instances simple words can do the job of exponential (try fast), interface (frontier or border) and so on. If you find yourself tempted to write about affirmative action or corporate governance, you will have to explain what it is; with luck, you will then not have to use the actual expression.

Avoid, above all, the kind of jargon that tries to dignify nonsense with seriousness:

The appointee ... should have a proven track record of operating at a senior level within a multi-site international business, preferably within a service- or brand-oriented environment declared an advertisement for a financial controller for The Economist Group.

At a national level, the department engaged stakeholders positively ... This helped ... to improve stakeholder buy-in to agreed changes avowed a British civil servant in a report.

The City Safe T3 Resilience Project is a cross-sector initiative bringing together experts ... to enable multi-tier practitioner-oriented collaboration on resilience and counter-terrorism challenges and opportunities explained Chatham House.

Or to obscure the truth:

These grants will incentivise administrators and educators to apply relevant metrics to assess achievement in the competencies they seek to develop said a memo cited by Tony Proscio in “Bad Words for Good” (The
Edna McConnell Clark Foundation). What it meant, as Mr Proscio points out, was that the grants would be used to pay teachers who agreed to test their students.

Or simply to obfuscate:

A *multi-agency project catering for holistic diversionary provision to young people for positive action linked to the community safety strategy and the pupil referral unit* was how Luton Education Authority described go-karting lessons.

Someone with good *interpersonal skills* probably just gets on well with others. Someone with poor *parenting skills* is probably a *bad father* or a *bad mother*. *Negative health outcomes* are probably *illness* or *death*. *Intelligent media brands for the high-end audience that clients value* are presumably good *publications for rich people*.

*See also* **due process**.

**jib, gibe, gybe**

<table>
<thead>
<tr>
<th>jib (noun)</th>
<th>sail or <em>boom</em> of a crane</th>
</tr>
</thead>
<tbody>
<tr>
<td>jib (verb)</td>
<td>to <em>balk</em> or <em>shy</em></td>
</tr>
<tr>
<td>gibe (verb)</td>
<td>to <em>scoff</em> or <em>flout</em></td>
</tr>
<tr>
<td>gibe (noun)</td>
<td><em>taunt</em></td>
</tr>
<tr>
<td>gybe (verb)</td>
<td>to <em>alter course</em></td>
</tr>
</tbody>
</table>

Don’t jibe.

**Journalese and slang** Do not be too free with slang like *He really hit the big time in 1994*. Slang, like metaphors, should be used only occasionally if it is to have effect. Avoid expressions used only by journalists, such as giving people *the thumbs up*, *the thumbs down* or *the green light*. Stay clear of *gravy trains* and *salami tactics*. Do not use *the likes of*, or *Big Pharma* (*big drug firms*).

And avoid words and expressions that are ugly or overused, such as:

*the bottom line*
*crisis*
*guesstimate* (use *guess*)
*key*
*major* (unless something else nearby is minor)
*massive* (as in *massive inflation*)
meaningful
perceptions
prestigious
schizophrenic (unless the context is medical)
significant

Politicians are often said to be highly visible or high-profile, when conspicuous or prominent would be more appropriate. Regulations are sometimes said to be designed to create transparency, which presumably means openness. Governance usually means government, but not when used with corporate. Elections described as too close to call are usually just close. Ethics violations, if they are not crimes, are likely to be shenanigans, scandalous behaviour or mere misdemeanours.

Try not to be predictable, especially predictably jocular. Spare your readers any mention of mandarins when writing about the civil service, of their lordships when discussing the House of Lords, and of comrades when analysing communist parties. Must all stories about Central Asia include a reference to the Great Game? Must all lawns be manicured? Must all small towns in the old confederacy be called the buckle on the Bible belt? Are drug-traffickers inevitably barons? Must starlets and models always be scantily clad? Is there any other kind of wonk than a policy wonk?

Resist saying This will be no panacea. When you find something that is indeed a panacea (or a magic or silver bullet), that will indeed be news. Similarly, hold back from offering the reassurance There is no need to panic. Instead, ask yourself exactly when there is a need to panic.

In general, try to make your writing fresh. It will seem stale if it reads like hackneyed journalese. One weakness of journalists, who on daily newspapers may plead that they have little time to search for the apposite word, is a love of the ready-made, seventh-hand phrase. Lazy journalists are always at home in oil-rich country A, ruled by ailing President B, the long-serving strongman, who is, according to the chattering classes, not squeaky clean but a wily political operator – hence the present uneasy peace – but, after his recent watershed (or ground-breaking or landmark or sea-change) decision to arrest his prime minister (the honeymoon is over), will soon face a bloody uprising in the breakaway south. Similarly, lazy business journalists always enjoy describing the problems of troubled company C, a victim of the revolution in the gimbal-pin industry (change is always revolutionary in such industries),
which, well-placed insiders predict, will be riven by a make-or-break strike unless one of the major players makes an 11th-hour (or last-ditch) intervention in a marathon negotiating session.

Prose such as this is often freighted with codewords (writers apply respected to someone they approve of, militant to someone they disapprove of, prestigious to something you won’t have heard of). The story usually starts with First the good news, inevitably to be followed in due course by Now the bad news. An alternative is Another week, another bomb (giving rise to thoughts of Another story, another hackneyed opening). Or, It was the best of times, it was the worst of times – and certainly the feeblest of introductions. A quote will then be inserted, attributed to one (never an) industry analyst, and often the words If, and it’s a big if ... Towards the end, after an admission that the author has no idea what is going on, there is always room for One thing is certain, before rounding off the article with As one wag put it ...

See also clichés, headings and captions, metaphors.
**key**  A *key* may be *major* or *minor*, but not low. Few of the decisions, people, industries described as *key* are truly *indispensable*, and fewer still *open locks*.

This overused word is a noun and, like many nouns, may be used adjectivally (as in the *key ministries*). Do not, however, use it as a free-standing adjective, as in *The choice of running-mate is key*.

Do not use *key* to make the subject of your sentence more important than he, she or it really is. The words *key players* are a sure sign of a puffed-up story and a lazy mind.

**Korean names**  see *names*.

**Kyrgyzstan, Kirgiz**  see *countries and their inhabitants*. 
lag If you lag transitively, you lag a pipe or a loft. Anything failing to keep up with a front-runner, rate of growth, fourth-quarter profit or whatever is lagging behind it.

last The last issue of The Economist implies its extinction; prefer last week’s or the latest issue. Last year, in 2006, means 2005; if you mean the 12 months up to the time of writing, write the past year. The same goes for the past month, past week, past (not last) ten years. Last week is best avoided; anyone reading it several days after publication may be confused. This week is permissible.

Latin names When it is necessary to use a Latin name for animals, plants, etc, follow the standard practice. Thus for all creatures higher than viruses, write the binomial name in italics, giving an initial capital to the first word (the genus): Turdus turdus, the song thrush; Metasequoia glyptostroboides, the dawn redwood; Culicoides clintoni, a species of midge. This rule also applies to Homo sapiens and to such uses as Homo economicus. On second mention, the genus may be abbreviated (T. turdus). In some species, such as dinosaurs, the genus alone is used in lieu of a common name: Diplodocus, Tyrannosaurus. Also Drosophila, a fruitfly favoured by geneticists. But Escherichia coli, a bacterium also favoured by geneticists, is known universally as E. coli, even on first mention.

leverage If you really cannot find a way of avoiding the word leverage, you must explain what it means (unless it is simply the use of a lever to gain a mechanical advantage). In its technical sense, as a noun, it may mean the ratio of long-term debt to total capital employed. But note that operating leverage and financial leverage are different. The verb is even viler than the noun (try lever). See also gearing.

liberal in Europe, someone who believes above all in the freedom of
the individual; in the United States, someone who believes in the progressive tradition of Franklin D. Roosevelt. Such is the confusion that an article on America’s Supreme Court in *The Economist* of July 2nd 2005 had Anthony Kennedy as a conservative (meaning favourable to displays of the Ten Commandments on government property) on one page and a liberal (meaning favourable to big government and big business) on the next. The following week liberal was used in an article on Germany to mean favourable to labour-market reform, indirect taxation and cuts in subsidies.

**lifestyle** Prefer way of life.

**like** governs nouns and pronouns, not verbs and clauses. So as in America not like in America, as I was saying, not like I was saying, as Grandma used to make them, not like Grandma used to make them, etc. English has no “unas” equivalent to unlike, so you must rephrase the sentence if you are tempted to write unlike in this context, unlike at Christmas, or unlike when I was a child.

If you find yourself writing She looked like she had had enough or It seemed like he was running out of puff, you should replace like with as if or as though, and you probably need the subjunctive: She looked as if she had had enough, It seemed as if he were running out of puff.

“Like the hart panteth for the water brooks I pant for a revival of Shakespeare’s ‘Like You Like It’.
I can see tense draftees relax and purr
When the sergeant barks, ‘Like you were.’
– And don’t try to tell me that our well has been defiled by immigration;
Like goes Madison Avenue, like so goes the nation.”
(Ogden Nash)

But authorities like Fowler and Gowers is a perfectly acceptable alternative to authorities such as Fowler and Gowers.

**likely** Avoid such constructions as He will likely announce the date on Monday and The price will likely fall when results are posted Friday. Prefer He is likely to announce ... or It is likely that the price will ...

**locate** (in all its forms) can usually be replaced by something less ugly. The missing scientist was located means he was found. The diplomats will meet at a secret location means either that they will meet in a
secret place or that they will meet secretly. A company located in Texas is simply a company in Texas.

lower case see capitals.

luxurious, luxuriant Luxurious means indulgently pleasurable; luxuriant means exuberant or profuse. A tramp may have a luxuriant beard but not a luxurious life.
masterful, masterly  Masterful means imperious; masterly means skilled.

may and might are not always interchangeable, and you may want may more often than you think. If in doubt, try may first. I might be wrong, but I think it will rain later should be I may be wrong, but I think it will rain later.

Much of the trouble arises from the fact that may becomes might in both the subjunctive and in some constructions using past tenses. Mr Blair admits that weapons of mass destruction may never be found becomes, in the past, Mr Blair admitted that weapons of mass destruction might never be found.

Conditional sentences using the subjunctive also need might. Thus If Mr Bush were to win the election, he might make his horse ambassador to the UN. This could be rephrased by If Mr Bush wins the election, he may make his horse ambassador to the UN. Conditional sentences stating something contrary to fact, however, need might: If pigs had wings, birds might raise their eyebrows.

The facts are crucial. New research shows Tutankhamun may have died of a broken leg is fine, if indeed that is what the research shows. New research shows Tutankhamun might have died of a broken leg is not fine, unless it is followed by something like if his mummy hadn’t dressed the wound before it became infected. This, though, is saying something quite different. In the first example, it is clear both that Tutankhamun died and that a broken leg may have been responsible. In the second, it is clear only that his wound was dressed; as a result, Tutankhamun seems to have survived.

Similarly, John Kerry might make French lessons mandatory for Republicans is fine before the election (when it is unclear whether he will win). After the election (when he has lost), John Kerry may make French lessons mandatory for Republicans becomes absurd, though John Kerry may start learning German does not. John Kerry might have made French lessons mandatory for Republicans is, however, fine.
Sometimes it is all right to use might if part of the sentence is understood though not explicitly stated: Tony Blair would never tell a fib, but Jeffrey Archer might (if circumstances demanded or if he had forgotten the truth). That might be actionable (if a judge said it was).

Facts remain crucial: I might have called him a liar (but I didn’t have the guts). I may have called him a liar (I can’t now remember).

Do not write George Bush might believe in education, but he calls the Greeks Grecians. It should be George Bush may believe in education, but he calls the Greeks Grecians. Only if you are putting forward a hypothesis that may or may not be true are may and might interchangeable. Thus If George Bush studies hard, he may (or might) learn the difference between Greek and Grecian.

Could is sometimes useful as an alternative to may and might: His coalition could (or may) collapse. But take care. Does He could call an election in May mean He may call an election in May or He would be allowed to call an election in May?

Do not use may or might when the appropriate verb is to be. His colleagues wonder how far the prime minister may go. The danger for them is that they may all lose their seats should be His colleagues wonder how far the prime minister will go. The danger for them is that they will all lose their seats.

See also grammar and syntax.

measures see Part 3.

media Prefer press and television or, if the context allows it, just press. If you have to use the media, remember they are plural.

metaphors “A newly invented metaphor assists thought by evoking a visual image,” said Orwell, “while on the other hand a metaphor which is technically ‘dead’ (eg, iron resolution) has in effect reverted to being an ordinary word and can generally be used without loss of vividness. But in between these two classes there is a huge dump of worn-out metaphors which are merely used because they save people the trouble of inventing phrases for themselves.”

Every issue of The Economist contains scores of metaphors: gay soldiers booted back on to Civvy Street, asset-price bubbles pricked, house prices getting monetary medicine, gauntlets thrown down, ideas floated, tides turned, accounts embraced, barrages of criticism unleashed, retailing behemoths arriving with a splash,
founding chains, both floods and flocks of job-seekers, limelight hogged, inflation ignited, the ratio of chiefs to Indians, landmark patent challenges, drugs giants taking steps towards the dark side, cash-strapped Fiat, football clubs teetering on the brink, prices inching up (or peaking, spiking or even going north), a leaden overhang of shares, giddying rises, rosy scenarios being painted, a fat lady not singing

Some of these are tired, and will therefore tire the reader. Most are so exhausted that they may be considered dead, and are therefore permissible. But use all metaphors, dead or alive, sparingly, otherwise you will make trouble for yourself.

An issue of The Economist chosen at random had:

a package cutting the budget deficit, the administration loth to sign on to higher targets, the lure of eastern Germany as a springboard to the struggling markets of eastern Europe, west Europeanness helping to dilute an image, someone finding a pretext to stall the process before looking for a few integrationist crumbs, a spring clean that became in the next sentence a stalking-horse for greater spending, and Michelin axing jobs in painful surgery

Within four consecutive sentences in another issue lay:

a chance to lance the Israel-Palestine boil, Americans and Europeans sitting on their hands while waiting for Israel to freeze settlement building, or for Palestinians to corral militants, the need to stop the two sides playing the “after you” game, a confidence-building and money-begging conference followed by a shot in the arm for the Americans

Another article included this:

“During a long and improbable life Spiegel sloughed off more skins than a bed of snakes, and a biographer’s first task is to keep their footing.”

An attempt to “defuse simmering tensions” was taken out of another article before it was published, but this slipped through:

“Like Japan’s before it, America’s stockmarket bubble was inflated on the back of a mountain of corporate debt. So onerous was this debt that many American companies were forced to the wall.”

**mete** You may mete out punishment, but if it is to fit the crime it is meet.
metrics are the theory of measurement. Do not use the term as a pretentious word for figures, dimensions or measurements themselves, as in “I can’t take the metrics I’m privileged to and work my way to a number in [that] range” (General George Metz, talking about the number of insurgents killed in Iraq).

migrate is intransitive. Do not migrate people or things.

millionaire The time has gone when young women would think that the term millionaire adequately described the man who broke the bank at Monte Carlo. If you wish to use it, make it plain that millionaire refers to income (in dollars or pounds), not to capital. Otherwise try plutocrat or rich man.

mitigate, militate Mitigate mollifies; militate does the opposite.

monopoly, monopsony A monopolist is the sole seller. A sole buyer is a monopsonist. See oligopoly.

moot in British English means arguable, doubtful or open to debate. Americans often use it to mean hypothetical or academic, ie of no practical significance. Prefer the British usage.

mortar If not a vessel in which herbs, etc are pounded with a pestle, a mortar is a piece of artillery for throwing a shell, bomb or lifeline. Do not write He was hit by a mortar unless you mean he was struck by the artillery piece itself, which is improbable.

move Do not use move (noun) if you mean decision, bid, deal or something more precise. But move (verb) rather than relocate.
names

For guidance on spelling people’s names, see below. As with all names, spell them the way the person concerned has requested, if a preference has been expressed. Here are some names that cause spelling difficulties.

Issaias Afwerki (Mr Issaias)  Gaston Defferre
Gianni Agnelli  Gianni De Michelis
Muhammad Farrah Aideed  Ciriaco De Mita
Askar Akayev  Yves-Thibault de Silguy
Heidar Aliyev  Carlo Ripa di Meana
Joaquín Almunia  Fyodor Dostoyevsky
Yasser Arafat  Jokhar Dudayev
Bashar Assad  Mikulas Dzurinda
José María Aznar  Recep Tayyip Erdogan
José Manuel Barroso (no need to include his third name, Durão)  King Fahd
Joschka Fischer  Boris FYodorov
Traian Basescu  Gandhi
Deniz Baykal  Hans-Dietrich Genscher
Zine el-Abidine Ben Ali  Valéry Giscard d’Estaing (Mr Giscard d’Estaing)
Chadli Benjedid  Felipe González
Ritt Bjerregaard  Mikhail Gorbachev
Frits Bolkestein  Habsburgs
Mangosuthu Buthelezi  Gulbuddin Hikmatyar
Cuauhtémoc Cardenas  Elias Hrawi
Josep Lluis Carod-Rivera  Saddam Hussein
Jean-Pierre Chevènement  Juan José Ibarretxe
Emilio Chuayffet  Jaba Iosseliani
Włodzimierz Cimoszewicz  Alija Izetbegovic
Uncle Tom Cobbleigh  Radovan Karadzic
José Cutileiro  Mikhail Khodorkovsky
Poul Dalsager  Nikita Khrushchev
Carlo De Benedetti

95
Afghan

Gulbuddin Hikmatyar
Ahmad Shah Masoud
Mullah Mohammed Omar
Arabic names and words

**Al, al-** Try to leave out the *Al, Al-, al or al-*. This is common practice with well-known figures like Bashar Assad (not al-Assad) and Muammar Qaddafi (not al-Qaddafi). Many names, however, would look peculiar without *al*, so with less well-known people it should be included (lower case, usually followed by a hyphen). On subsequent mentions, it can be dropped. *Bin* (son of ) must be repeated: *Osama bin Laden*, thereafter *Mr bin Laden*. But it is often ignored in alphabetisation.

The *Al-, Al-, al- (or Ad-, Ar-, As-, etc)* before most Arab towns can be dropped (so *Baquba* not *al-Baquba*, *Ramadi* not *ar-Ramadi*). But *al-Quds*, since it is the Arab name for Jerusalem, will be important in any context in which it appears.

- Abdullah, Prince
- Habib Achour
- Sabah al-Ahmad, Sheikh
- Ain Saheb
- Abu Alaa (aka Ahmad Qurei)
- Bourj al-Barajneh
- Iyad Allawi
- al-Qaeda
- Abu Ammar
- Aqaba
- Yasser Arafat
- Arslan
- Bashar Assad
- Hafez Assad
- Rifaat Assad
- Awali River
- Tariq Aziz
- Baalbek
- Baath
- Badawi
- Bahrain
- Baquba
- Mohamed El Baradei
- Marwan Barghouti
- Mustafa Barghouti

- Masoud Barzani
- Omar Bashir
- Tahsin Bashir
- Basra
- Zine el-Abidine Ben Ali
- Nabi Berri
- Bhamdoun
- Borujerd
- Habib Bourguiba
- Wassila Bourguiba
- Boutros Boutros-Ghali
- Bubiyan
- Ahmed Chalabi
- Ahmed Ben Chadli
- Camille Chamoun
- Chouf (the)
- Dahan
- Dawah
- Dezful
- Dhahran
- Dhofar
- Raymond Edde
- Khaled Fahoum
- Hisham Fakhri
- Falluja
<table>
<thead>
<tr>
<th>Arabic</th>
<th>English</th>
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<tbody>
<tr>
<td>Fatah</td>
<td>Kirkuk</td>
</tr>
<tr>
<td>Suleiman Franjieh</td>
<td>Kliaiat</td>
</tr>
<tr>
<td>Elias Freij</td>
<td>Antoine Lahoud</td>
</tr>
<tr>
<td>Gaza Strip (and City)</td>
<td>Emile Lahoud</td>
</tr>
<tr>
<td>Amin Gemayel</td>
<td>Larak</td>
</tr>
<tr>
<td>Pierre Gemayel</td>
<td>Latakia</td>
</tr>
<tr>
<td>Driss Guiga</td>
<td>Layoun (aka Al-Ayoun)</td>
</tr>
<tr>
<td>George Habash</td>
<td>Abu Lutf</td>
</tr>
<tr>
<td>Hadith</td>
<td>Adel Abd al-Mahdi</td>
</tr>
<tr>
<td>Haj</td>
<td>Sadiq el Mahdi</td>
</tr>
<tr>
<td>Hamma</td>
<td>Majnoon</td>
</tr>
<tr>
<td>Rafik Hariri</td>
<td>Marakeh</td>
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<tr>
<td>Hanni Hassan</td>
<td>Maronite</td>
</tr>
<tr>
<td>Khalid Hassan</td>
<td>Masirah island</td>
</tr>
<tr>
<td>Hassan, Crown Prince</td>
<td>Masri Taher</td>
</tr>
<tr>
<td>Nayef Hawatmeh</td>
<td>Abu Mazen (aka Mahmoud Abbas)</td>
</tr>
<tr>
<td>Hizbullah</td>
<td>Mosul</td>
</tr>
<tr>
<td>Hudna</td>
<td>Moukhtara</td>
</tr>
<tr>
<td>Hussein, Saddam</td>
<td>Rene Muawad</td>
</tr>
<tr>
<td>Hussein, King</td>
<td>Hosni Mubarak</td>
</tr>
<tr>
<td>Ibn Khaldoun</td>
<td>Muhammad the Prophet</td>
</tr>
<tr>
<td>Ahmad Jibril</td>
<td>mujahideen (singular, mujahid)</td>
</tr>
<tr>
<td>intifada</td>
<td></td>
</tr>
<tr>
<td>Islamic Jihad</td>
<td>Mukhabarat</td>
</tr>
<tr>
<td>Abu Iyyad</td>
<td>Murabitoun</td>
</tr>
<tr>
<td>Ibrahim al-Jaafari (Dr)</td>
<td>Muslim</td>
</tr>
<tr>
<td>Jalloud</td>
<td>Nabatiya</td>
</tr>
<tr>
<td>jamaat islamia</td>
<td>Najaf</td>
</tr>
<tr>
<td>Jeddah</td>
<td>Naqoura</td>
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<tr>
<td>Jihad</td>
<td>Nasiriya</td>
</tr>
<tr>
<td>Abu Jihad</td>
<td>Abu Nidal</td>
</tr>
<tr>
<td>Jubail</td>
<td>Jaafar Numeiri</td>
</tr>
<tr>
<td>Kamal Jumblatt</td>
<td>Ahmad Obeidat</td>
</tr>
<tr>
<td>Walid Jumblatt</td>
<td>Adnan Abu Odeh</td>
</tr>
<tr>
<td>Jumhuri Islami</td>
<td>Hannah Odeh</td>
</tr>
<tr>
<td>Rashid Karami</td>
<td>Pakredoumi</td>
</tr>
<tr>
<td>Karbala</td>
<td>Penjwin</td>
</tr>
<tr>
<td>Abdel Halim Khaddam</td>
<td>Qaboos, Sultan</td>
</tr>
<tr>
<td>Karim Khalaf</td>
<td>Muammar Qaddafi</td>
</tr>
<tr>
<td>Khamenei</td>
<td>Farouq Qaddoumi</td>
</tr>
<tr>
<td>Iqlim al-Kharroub</td>
<td>Qadisiyyah</td>
</tr>
</tbody>
</table>
Fahd Qawasmeh
Ahmed Qurei
Qurnah
Massoud Rajavi
Ramadi
Ras Tanura
Riyadh
Anwar Sadat
Muqtada al-Sadr
Abu Saleh
Ali Abdullah Saleh
Elie Salem
Saeb Salem
Kemal Salibi
Samarra
Saud al-Faisal, Prince
Shabaan
Abu Shakra
Mehdi Shamseddin, Sheikh
Laila Sharaf
Sharjah
Sharm el-Sheikh
Shatt al-Arab
Rashad Shawa

sheikh
Shuqairi
Ali al-Sistani (Grand Ayatollah)
Souq al-Gharb
Strait of Hormuz
Masjid Sulayman
Tal Afar
Jalal Talabani
Tawheed
Mustafa Tlas
Tulkarm
Tumbs
Umm al Aish
Shafigh Wazzan
Ahmed Zaki Yamani, Sheikh
Ghazi al-Yawar
Yanbu
Yarmuk
Taha Yasin Ramadan
Ghassem Ali Zahir-Nejad
Abu Musab al-Zarqawi
Zayed, Sheikh
Riyad Abu Zied

See also Arabic, page 18.

**Bangladeshi** If the name includes the Islamic definite article, it should be lower-case and without any hyphens: *Mujib ur Rahman.*

**Belarusian** If Belarusians (not Belarussians) wish to be known by the Belarusian form of their names (*Ihor, Vital* and *Life-President Alyaksandr Lukashenka*), so be it.

**Cambodian** On second reference, repeat both names: *Mr Hun Sen, Mr Sam Rainsy.*

**Central Asian** For those with Russified names, see Russian.

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Askar Akayev</td>
<td>Nursultan Nazarbayev</td>
</tr>
<tr>
<td>Heidar Aliyev</td>
<td>Saparmurat Niyazov</td>
</tr>
</tbody>
</table>
**Chinese** In general, follow the pinyin spelling of Chinese names, which has replaced the old Wade-Giles system, except for historical references, and people and places outside mainland China. *Peking* is therefore *Beijing* and *Mao* is *Zedong*, not *Tse-tung*.

There are no hyphens in pinyin spelling. So:

- Deng Xiaoping
- Guangdong (Kwangtung)
- Guangzhou (Canton)
- Hu Yaobang
- Jiang Qing (Mrs Mao)
- Chiang Kai-shek
- Hong Kong

But

- Mao Zedong (Tse-tung)
- Qingdao (Tsingtao)
- Tianjin (Tientsin)
- Xinjiang (Sinkiang)
- Zhao Ziyang
- Li Ka-shing
- Lee Teng-hui

The family name comes first, so Deng Xiaoping becomes *Mr Deng* on a later mention.

Note that *Peking University* and *Tsinghua University* have kept their pre-pinyin romanised names.

**Dutch** If using first name and surname together, *vans* and *dens* are lower case: Dries van Agt and Joop den Uyl. But without their first names they become *Mr Van Agt* and *Mr Den Uyl*; Hans van den Broek becomes *Mr Van den Broek*. These rules do not always apply to Dutch names in Belgium and South Africa; Karel Van Miert, for instance (as well as *Mr Van Miert*).

Note that Flemings speak Dutch.

**French** Any *de* is likely to be lower case, unless it starts a sentence. *De Gaulle* goes up; *Charles de Gaulle* and plain *de Gaulle* go down. So does Yves-Thibault de Silguy.

**German** Any *von* is likely to be upper case only at the start of a sentence.

**Indonesian** Generally straightforward, but:

- Abu Bakar Basyir
- Jemaah Islamiah

Some Indonesians have only one name. On first mention give it to them unadorned: *Budiono*. Thereafter add the
appropriate title: Mr Budiono. For those who have several names, be sure to get rid of the correct ones on second and subsequent mentions: Susilo Bambang Yudhoyono, for example, becomes President (or Mr) Yudhoyono.

**Iranian** Farsi, an Arabised version of Parsi (meaning of Persia), is the term Iranians use for their language. In English, the language is properly called Persian.

The language spoken in Iran (and Tajikistan) is Persian, not Farsi.

Here is a list of some proper names and words.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abadan</td>
<td>Khuzestan</td>
</tr>
<tr>
<td>Bandar Abbas</td>
<td>Nureddin Kianouri</td>
</tr>
<tr>
<td>Mahmoud Ahmadinejad</td>
<td>Lavan island</td>
</tr>
<tr>
<td>Ahwaz</td>
<td>Mahdavi-Kani, Ayatollah</td>
</tr>
<tr>
<td>Ali-Reza Amini, Ayatollah</td>
<td>maqnaeh</td>
</tr>
<tr>
<td>Bahai</td>
<td>Hossein-Ali Montazeri,</td>
</tr>
<tr>
<td>Abolhassan Bani-Sadr</td>
<td>Ayatollah</td>
</tr>
<tr>
<td>baseej</td>
<td>Hossein Moussavi</td>
</tr>
<tr>
<td>Mehdi Bazargan</td>
<td>Abu Musa</td>
</tr>
<tr>
<td>Ali Akbar Belayati</td>
<td>Abdollah Nouri</td>
</tr>
<tr>
<td>Bushehr</td>
<td>Pahlavi, Mohammad Reza,</td>
</tr>
<tr>
<td>Golpayegani, Ayatollah</td>
<td>Shah</td>
</tr>
<tr>
<td>Mehdi Hashemi</td>
<td>Qeshm</td>
</tr>
<tr>
<td>Hizbullah</td>
<td>Ali Akbar Rafsanjani</td>
</tr>
<tr>
<td>Hojjatieh</td>
<td>Rezaieh</td>
</tr>
<tr>
<td>Kermanshah</td>
<td>Yusef Saanei, Ayatollah</td>
</tr>
<tr>
<td>Keyhan</td>
<td>Shatt al-Arab</td>
</tr>
<tr>
<td>Ali Khamenei, Ayatollah</td>
<td>Abdokarim Soroush</td>
</tr>
<tr>
<td>Kharg island</td>
<td>Strait of Hormuz</td>
</tr>
<tr>
<td>Muhammad Khatami</td>
<td>Jalaluddin Taheri, Ayatollah</td>
</tr>
<tr>
<td>Mohammad Khoeinia, Ayatollah</td>
<td>Taqi Banki</td>
</tr>
<tr>
<td>Ayatollah</td>
<td>Tehran</td>
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<tr>
<td>Ahmad Khomeini</td>
<td>Tudeh</td>
</tr>
<tr>
<td>Ruhollah Khomeini, Ayatollah</td>
<td>Tumbs</td>
</tr>
<tr>
<td>Ayatollah</td>
<td>velayat-e faqih</td>
</tr>
<tr>
<td>Bandar Khomeini</td>
<td>Yahyaoui</td>
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<tr>
<td>Khorramshahr</td>
<td></td>
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</tbody>
</table>

**Italian** Any De is likely to be upper case, but there are exceptions (especially among aristocrats such as Carlo Ripa di Meana), so check.
Japanese  Although the Japanese put the family name first in their own language (Koizumi Junichiro), they generally reverse the order in western contexts. So:

Junichiro Koizumi  Heizo Takenaka  Shintaro Ishihara  etc.

Korean  South Koreans have changed their convention to Kim Dae-jung. But North Koreans, at least pending unification, have stuck to Kim Jong Il. Kim is the family name. The South Korean party formed in 2003 is the Uri Party.

Pakistani  If the name includes the Islamic definite article ul, it should be lower case and without any hyphens: Zia ul Haq, Mahbub ul Haq (but Sadruddin, Mohieddin and Saladin are single words).

The genitive e is hyphenated: Jamaat-e-Islami, Muttahida Majlis-e-Amal.

Russian  Each approach to transliterating Russian has drawbacks. The following rules aim for phonetic accuracy, except when that conflicts with widely accepted usage.

No y before e after consonants: Belarus, perestroika, Oleg, Lev, Medvedev. (The actual pronunciation is somewhere between e and ye.)

1  Where pronunciation dictates, put a y before the a or e at the start of a word or after a vowel:

Aliyev not Aliev  Dudayev
Baluyevsky  Yavlinsky
Dostoyevsky  Yevgeny not Evgeny

2  Words spelled with e in Russian but pronounced yo should be spelled yo. Thus:

Fyodorov not Fedorov
Seleznyov not Seleznev
Pyotr not Petr

But stick to Gorbachev, Khrushchev and other famous ones that would otherwise look odd.

3  With words that could end -i, -ii, -y or -iy, use -y after consonants and -i after vowels. This respects both phonetics and common usage.
Georgy Yury
Gennady Zhirinovsky
Nizhny

But:
Bolshoi Rutskoi
Nikolai Sergei

Exception (because conventional): Tolstoy.

4 Replace dzh with j.

Jokhar, Jugashvili (for Stalin; bowing to convention, give his first name as Josef, not Iosif).

5 Prefer Aleksandr, Viktor, Eduard, Pyotr to Alexander, Victor, Edward, Peter, unless the person involved has clearly chosen an anglicised version. But keep the familiar spelling for historical figures such as Alexander Nevsky, Alexander Solzhenitsyn and Peter the Great.

Singaporean names have no hyphens and the family name comes first: Lee Kuan Yew (thereafter Mr Lee).

Spanish Spaniards sometimes have several names, including two surnames. On first mention, spell out in full all the names of such people, if they use both surnames. Thereafter the normal practice is to write the first surname only, so Joaquín Almunia Amann becomes Mr Almunia on second and subsequent mentions.

Often, though, the second surname is used only by people whose first surname is common, such as Fernández, López or Rodríguez. To avert confusion with others, they may choose to keep both their surnames when they are referred to as Mr This or Mr That, so Miguel Ángel Fernández Ordóñez, for instance, becomes Mr Fernández Ordóñez, just as Andrés Manuel López Obrador becomes Mr López Obrador and Juan Fernando López Aguilar becomes Mr López Aguilar. A few people, notably José Luis Rodríguez Zapatero, choose to have their names shortened to just the second of their surnames, so he becomes Mr Zapatero.

Although on marriage Spanish women sometimes informally add their husband’s name (after a de) to their own, they do not usually change their legal name, merely adopting Señora in place of Señorita. Unless the woman you are writing about prefers some other title, you should likewise simply change from Miss to Mrs.
Swiss personal names follow the rules for the two languages mostly spoken in Switzerland: French and German.

Turk, Turkic, Turkmen, Turkoman, etc see Countries and their inhabitants.

Ukrainian After an orgy of retransliteration from their Russian versions, a convention has emerged. Its main rules are these.

1 Since Ukrainian has no g, use h:

\[ \text{Hryhory Heorhy Ihor (not Grigory, Georgy, Igor)} \]

Exception: Georgy Gongadze.

2 Render the Ukrainian i as an i, and the \( N \) as a y. So Vital, Kharkiv, Chernivtsi; but Volodymyr, Yanukovych, Tymoshenko, Borys, Zhytomyr. Change words ending \(-iy\) to \(-y\) (Hryhory).

However, respect the wishes of those Ukrainians who wish to be known by their Russian names, or by an anglicised transliteration of them: Alexander Morozov.

Vietnamese names have no hyphens and the family name comes first:

Ho Chi Minh
Tran Duc Luong (thereafter Mr Tran)

neither … nor see none.

new words and new uses for old words Part of the strength and vitality of English is its readiness to welcome new words and expressions, and to accept new meanings for old words. Yet such meanings and uses often depart as quickly as they arrived, and the early adopter risks looking like a super-trendy if he brings them into service too soon. Moreover, to anyone of sensibility some new words are more welcome than others, even if no two people of sensibility would agree on which words should be ushered in and which kept firmly on the doorstep.

Before grabbing the latest usage, ask yourself a few questions. Is it likely to pass the test of time? If not, are you using to show just how cool you are? Has it already become a cliché? Does it do a job no other word or expression does just as well? Does it rob
the language of a useful or well-liked meaning? Is it being adopted to make the writer’s prose sharper, crisper, more euphonious, easier to understand – in other words, better? Or to make it seem more with it (yes, that was cool once, just as cool is cool now), more pompous, more bureaucratic or more politically correct – in other words, worse? See also clichés, horrible words, jargon, journalese and slang.

none usually takes a singular verb. So does neither (or either) A nor (or) B, unless B is plural, as in Neither the Dutchman nor the Danes have done it, where the verb agrees with the element closest to it. Similarly,

“Come live with me and be my love,
And we will all the pleasures prove
That hills and valleys, dales and fields,
Or woods or steepy mountain yields.”
(Christopher Marlowe)

nor means and not, so should not be preceded by and.
oblivious  If you are oblivious of something, you are not simply unaware of it. You have forgotten it or are absent-mindedly unaware of it.

offensive  In Britain, offensive (as an adjective) means rude; in America, it often means attacking. Similarly, to the British an offence is usually a crime or transgression; to Americans it is often an offensive, or the counterpart to a defence.

oligopoly  Limited competition between a small number of producers or sellers. See also monopoly, monopsony.

only  Put only as close as you can to the words it qualifies. Thus These animals mate only in June. To say They only mate in June implies that in June they do nothing else.

one  Try to avoid one as a personal pronoun. You will often do instead.

onto  On and to should be run together when they are closely linked as in He pranced onto the stage. If, however, the sense of the sentence makes the on closer to the preceding word, or the to closer to the succeeding word, than they are to each other, keep them separate: He pranced on to the next town or He pranced on to wild applause.

overwhelm  means submerge utterly, crush, bring to sudden ruin. Majority votes, for example, seldom do any of these things. As for the ethnic Albanians in Kosovo, although 90% of the population, they turned out to be an overwhelmed majority, not an overwhelming one, until NATO stepped in.

oxymoron  An oxymoron is not an unintentional contradiction in terms but a figure of speech in which contradictory terms are deliberately combined, as in: bitter-sweet, cruel kindness, friendly fire, jolie laide, open secret, sweet sorrow, etc.
Pakistani names  see names.

palate, pallet, palette  Your palate, the roof of your mouth (or your capacity to appreciate food and drink), is best not confused with a pallet, a mattress on which you may sleep or a wooden frame for use with fork-lift trucks, still less with a palette, on which you may mix paints.

panacea  Universal remedy. Beware of cliché usage. See also page 33.

parliaments  Do not confuse one part of a parliament with the whole thing. The Dail is only the lower house of Ireland’s parliament, as the Duma is of Russia’s and the Lok Sabha is of India’s.

partner  is useful for those who value gender-neutrality above all else, but others may prefer boyfriend or girlfriend or even lover. And remember that, if you take a partner for the Gay Gordons, you may not end up in bed together – just as lawyers and accountants and others in partnerships are not necessarily fornicating, even if they are sleeping partners.

passive  see active, not passive.

peer  (noun) is one of those words beloved of sociologists and eagerly co-opted by journalists who want to make their prose seem more authoritative. A peer is not a contemporary, colleague or counterpart but an equal.

per caput  is the Latin for per head. Per capita is the Latin for by heads; it is a term used by lawyers when distributing an inheritance among individuals, rather than among families (per stirpes). Unless the context demands this technical expression, never use either per capita or per caput but per person. See also figures.
**per cent** is not the same as a *percentage point*. Nothing can fall, or be devalued, by more than 100%. If something trebles, it increases by 200%. If a growth rate increases from 4% to 6%, the rate is two percentage points or 50% faster, not 2%. See also [figures](#).

**percolate** means to pass *through*, not *up* or *down*.

**phone** (noun) is permissible, especially when preceded by *mobile*. But use sparingly, and generally prefer *telephone*.

**photo** Prefer *[photograph](#)*.

**placenames** Use English forms when they are in common use.

<table>
<thead>
<tr>
<th>Andalusia</th>
<th>Dagestan</th>
<th>Munich</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archangel (not Archangelsk or Arkhangelsk)</td>
<td>Dnieper</td>
<td>Naples</td>
</tr>
<tr>
<td></td>
<td>Dniester (but Transdniestria)</td>
<td>Nuremberg</td>
</tr>
<tr>
<td>Brest</td>
<td>Florence</td>
<td>Odessa</td>
</tr>
<tr>
<td>Brunswick</td>
<td>Geneva</td>
<td>Pomerania</td>
</tr>
<tr>
<td>Cassel (not Kassel)</td>
<td>Genoa</td>
<td>Salonika</td>
</tr>
<tr>
<td>Castile</td>
<td>Hanover</td>
<td>Saragossa</td>
</tr>
<tr>
<td>Catalonia</td>
<td>Leghorn</td>
<td>Saxony (and Lower Saxony-Anhalt)</td>
</tr>
<tr>
<td>Cologne</td>
<td>Lower Saxony</td>
<td>Saxony, Saxony</td>
</tr>
<tr>
<td>Cordoba</td>
<td>Lucerne</td>
<td>Sebastopol</td>
</tr>
<tr>
<td>Corinth</td>
<td>Majorca</td>
<td>Seville</td>
</tr>
<tr>
<td>Corunna</td>
<td>Minorca</td>
<td>Zurich without an umlaut</td>
</tr>
<tr>
<td>Cracow</td>
<td>Minsk</td>
<td></td>
</tr>
</tbody>
</table>

**Europe** Note that although the place is *western* (or *eastern*) *Europe*, euphony dictates that the people are *west* (or *east*) *Europeans*.

Use English rather than American – *Rockefeller Centre, Bar Harbour, Pearl Harbour* – unless the placename is part of a company’s name, such as *Rockefeller Center Properties Inc*.

**definite article** Do not use the definite article before:

- Krajina
- Lebanon
- Piedmont
- Punjab

But:
the Caucasus
the Gambia
The Hague
the Maghreb

the Netherlands
La Paz
Le Havre
Los Angeles

some spellings

Abkhazia: Abkhazia
Ajaria (not Adjaria): Ajaria
Andalusia: Andalusia
Argentina (adj and people) Argentine, not Argentinian
Ashgabat: Ashgabat
Azerbaijan: Azerbaijjan
Baden-Württemberg: Baden-Württemberg
Baghdad: Baghdad
Bahamas (Bahamian): Bahamas
Beqaa: Beqaa
Bermuda, Bermudian: Bermuda
Bophuthatswana: Bophuthatswana
Bosporus (not Bosphorus) Bosporus
British Columbia: British Columbia
Brittany, Breton: Brittany
Cameroon: Cameroon
Cape Town: Cape Town
Caribbean: Caribbean
Catalan: Catalan
Chechnya: Chechnya
Chernihiv: Chernihiv
Chur: Chur
Cincinnati: Cincinnati
Colombia (South America): Colombia
Columbia (university, District of): Columbia
the Comoros: the Comoros
Côte d’Ivoire, Ivorian: Côte d’Ivoire
Czech Republic; Czech Lands: Czech Republic
Dar es Salaam: Dar es Salaam
Dhaka: Dhaka
Djibouti: Djibouti
Dominica (Caribbean island): Dominica
Dominican Republic (part of another island): Dominican Republic
Dusseldorf (not Düsseldorf): Dusseldorf
El Salvador, Salvadorean: El Salvador
Fribourg: Fribourg
Gaza Strip (and City): Gaza Strip
Gettysburg: Gettysburg
Gomel: Gomel
Gothenburg: Gothenburg
Grozny: Grozny
Guatemala: Guatemala
Guyana (but French Guiana): Guyana
Guyana (part of another island): Dominican Republic
Gweru (not Gwelo): Gweru
Hanover: Hanover
Hercegovina: Hercegovina
Hong Kong: Hong Kong
Ingushetia: Ingushetia
Issy-Kul: Issyk-Kul
KaNgwane: KaNgwane
Kathmandu: Kathmandu
Krajina: Krajina
Kyiv: Kyiv
KwaNdebele: KwaNdebele
KwaZulu-Natal: KwaZulu-Natal
Kwekwe (not Que Que): Kwekwe
Laos, Lao (not Laotian): Laos
Ljubljana: Ljubljana
Luhansk: Luhansk
Luxembourg: Luxembourg
Lviv: Lviv
Macau: Macau
Mafikeng: Mafikeng
Mauritania: Mauritania
Mpumalanga (formerly Eastern Transvaal): Mpumalanga
See also countries and their inhabitants.

**plants** For the spelling of the Latin names of animals, plants, etc, see **Latin names**.

**plurals** see **spelling**. For plural nouns, see **grammar and syntax**.

**political correctness** Avoid, if you can, giving gratuitous offence (see **euphemisms**): you risk losing your readers, or at least their goodwill, and therefore your arguments. But pandering to every plea for politically correct terminology may make your prose unreadable, and therefore also unread.

So strike a balance. If you judge that a group wishes to be known by a particular term, that the term is widely understood and that using any other would seem odd, old-fashioned or offensive, then use it. Context may be important: Coloured is a common term in South Africa for people of mixed race; it is not considered derogatory. Elsewhere it may be. Remember that both times and terms change: expressions that were in common use a few decades ago are now odious. Nothing is to be gained by casually insulting your readers.
But do not labour to avoid imaginary insults, especially if the effort does violence to the language. Some people, such as the members of the Task-force on Bias-Free Language of the Association of American University Presses, believe that *ghetto-blaster* is “offensive as a stereotype of African-American culture”, that it is invidious to speak of a *normal* child, that *massacre* should not be used “to refer to a successful American Indian raid or battle victory against white colonisers and invaders”, and that the use of the term *cretin* is distressing. They want, they say, to avoid “victimisation” and to get “the person before the disability”. The intent may be admirable, but they are unduly sensitive, often inventing slights where none exists.

An example is given by Denis Dutton in his review of the editors’ advice (“What Are Editors For?”, *Philosophy and Literature*, 1996, page 20). Mr Dutton points out that the origins of the word *cretin* lie in the Latin word for Christian. The term, he says, came into use as a way of acknowledging the essential humanity of a physically deformed or intellectually subnormal person. It is now used for a definable medical condition. The editors’ aversion to *cretin* presumably arises from its slight similarity to *cripple*, a plain word now almost universally discarded in favour of the euphemistic *physically handicapped* or *disabled*.

As Mr Dutton points out, Thomas Bowdler provides a cautionary example. His version of Shakespeare, produced in 1818 using “judicious” paraphrase and expurgation, was designed to be read by men to their families with no one offended or embarrassed. In doing so, he gave his name to an insidious form of censorship.

Some people believe the possibility of giving offence, causing embarrassment, lowering self-esteem, reinforcing stereotypes, perpetuating prejudice, victimising, marginalising or discriminating to be more important that stating the truth, never mind the chance of doing so with any verve or panache. They are wrong. Do not self-bowdlerise your prose. You may be neither Galileo nor Salman Rushdie, but you too may sometimes be right to cause offence. Your first duty is to the truth.

**he, she, they** You also have a duty to grammar. The struggle to be gender-neutral rests on a misconception about gender, a grammatical convention to make words masculine, feminine or neuter. Since English is unusual in assigning few genders to nouns other than those relating to people (ships and countries
are exceptions), feminists have come to argue that language should be gender-neutral.

This would be a forlorn undertaking in most tongues, and even in English it presents difficulties. It may be no tragedy that policemen are now almost always police officers and firemen firefighters, but to call chairmen chairs serves chiefly to remind everyone that the world of committees and those who make it go round are largely devoid of humour. Avoid also chairpersons (chairwoman is permissible), humankind and the person in the street – ugly expressions all.

It is no more demeaning to women to use the words actress, ballerina or seamstress than goddess, princess or queen. (Similarly, you should feel as free to separate Siamese twins or welsh on debts – at your own risk – as you would to go on a Dutch treat, pass through french windows, or play Russian roulette. Note, though, that you risk being dogged by catty language police.)

If you believe it is “exclusionary” or insulting to women to use he in a general sense, you can rephrase some sentences in the plural. Thus Instruct the reader without lecturing him may be put as Instruct readers without lecturing them. But some sentences resist this treatment: Find a good teacher and take his advice is not easily rendered gender-neutral. So do not be ashamed of sometimes using man to include women, or making he do for she.

And, so long as you are not insensitive in other ways, few women will be offended if you restrain yourself from putting or she after every he.

He or she which hath no stomach to this fight,
Let him or her depart; his or her passport shall be made,
And crowns for convoy put into his or her purse:
We would not die in that person’s company
That fears his or her fellowship to die with us.

In some contexts, though, she can be a substitute for he:

That ever was thrall, now is he free;
That ever was small, now great is she;
Now shall God deem both thee and me
Unto His bliss if we do well.
(15th-century carol)

Avoid, above all, the sort of scrambled syntax that people
adopt because they cannot bring themselves to use a singular pronoun:

We can’t afford to squander anyone’s talents, whatever colour their skin is.

When someone takes their own life, they leave their loved ones with an agonising legacy of guilt.

There’s a child somewhere in Birmingham and all across the country and needs somebody to put their arm around them and to say: “I love you; you’re a part of America.” (George Bush)

See also gender.

populace is a term for the common people, not a synonym for the population.

positive means definitely laid down, beyond possibility of doubt, absolute, fully convinced or greater than zero. It does not mean good. It was a positive meeting probably means It was a good, or fruitful, meeting.

practicable, practical Practicable means feasible; practical means useful.

pre- is often unnecessary as a prefix, as in precondition, pre-prepared, pre-cooked. If it seems to be serving a function, try making use of a word such as already or earlier: Here’s one I cooked earlier.

pre-owned is second-hand.

premier (as a noun) should be confined to the first ministers of Canadian provinces, German Länder and other sub-national states. Do not use it as a synonym for the prime minister of a country.

presently means soon, not at present. (“Presently Kep opened the door of the shed, and let out Jemima Puddle-Duck.” Beatrix Potter)

press, pressure, pressurise Pressurise is what you want in an aircraft, but not in an argument or encounter where persuasion is being employed, when the verb is press. The verb you want there is press (use pressure only as a noun).
part 1: the essence of style

**prevaricate, procrastinate**  *Prevaricate* means evade the truth; *procrastinate* means delay. (“*Procrastination – or punctuality, if you are Oscar Wilde – is the thief of time.*”)

**pristine**  means original or former; it does not mean clean.

**proactive**  Not a pretty word: try active or energetic.

**process**  Some writers see their prose in industrial terms: *education* becomes an *education process*, *elections* an *electoral process*, *development* a *development process*, *writing* a *writing process*. If you follow this fashion, do not be surprised if readers switch off.

**prodigal**  If you are prodigal, that does not mean you are *welcomed home* or *taken back without recrimination*. It means you have *squandered your patrimony*.

**proofreading**  see Part 3.

**propaganda**  (which is singular) means a *systematic effort to spread doctrine or opinions*. It is not a synonym for *lies*.

**protagonist**  means the *chief actor* or *combatant*. If you are referring to several people, they cannot all be protagonists.

**protest**  By all means *protest your innocence*, or *your intention to write good English*, if you are making a declaration. But if you are making a complaint or objection, you must *protest at or against it*.

**pry**  Use *prise*, unless you mean *peer* or *peep*.

**public schools**  in Britain, the places where fee-paying parents send their children; in the United States, the places where they don’t.

**punctuation**  Some guidelines on common problems.

**apostrophes**

1  With singular words and names that end in s: use the normal possessive ending ’s:

- boss’s
- caucus’s
- Delors’s

- St James’s
- Jones’s
- Shanks’s
2 After plurals that do not end in s also use ‘s: children’s, Frenchmen’s, media’s.

3 Use the ending s’ on plurals that end in s:
   Danes’ bosses’ Joneses’

   and plural names that take a singular verb:
   Barclays’ Stewarts & Lloyds’
   Reuters’ Salomon Brothers’

5 Some plural nouns, although singular in other respects, such as the United States, the United Nations, the Philippines, have a plural possessive apostrophe:

   Who will be the United States’ next president?

6 Lloyd’s (the insurance market): try to avoid using as a possessive; it poses an insoluble problem.

7 Achilles heel: the vulnerable part of the hero of the Trojan war.

8 Decades: do not put apostrophes into decades: the 1990s.

9 Phrases like two weeks’ time, four days’ march, six months’ leave, also need apostrophes.

10 People:

   people’s = of (the) people
   peoples’ = of peoples

**brackets** If a whole sentence is within brackets, put the full stop inside. Square brackets should be used for interpolations in direct quotations: “Let them [the poor] eat cake.” To use ordinary brackets implies that the words inside them were part of the original text from which you are quoting.

**colons** Use a colon “to deliver the goods that have been invoiced in the preceding words” (Fowler).

   They brought presents: gold, frankincense and oil at $60 a barrel.

   Use a colon before a whole quoted sentence, but not before a quotation that begins in mid-sentence.

   She said: “It will never work.” He retorted that it had “always worked before”.

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commas Use commas as an aid to understanding. Too many in one sentence can be confusing.

1 It is not always necessary to put a comma after a short phrase at the start of a sentence if no natural pause exists:

When night fell he fell too.

2 But a breath, and so a comma, is needed after longer passages:

When day broke and he was able at last to see what had happened, he realised he had fallen through the roof and into the Big Brother house.

3 Use two commas, or none at all, when inserting a clause in the middle of a sentence. Thus, do not write:

Use two commas, or none at all when inserting ... or

Use two commas or none at all, when inserting ... 

Similarly, two commas or none at all are needed with constructions like:

And, though he denies it, he couldn’t tell a corncrake from a cornflake ...

But, when Bush comes to Shuv, he’ll find it isn’t a town, just a Hebrew word for Return.

4 American states: commas are essential (and often left out) after the names of American states when these are written as though they were part of an address: Kansas City, Kansas, proves that even Kansas City needn’t always be Missourible (Ogden Nash). If the clause ends with a bracket, but is not the end of a sentence, which is not uncommon (this one does), the bracket should be followed by a comma.

5 For sense: commas can alter the sense of a sentence. To write Mozart’s 40th symphony, in G minor, with commas indicates that this symphony was written in G minor. Without commas, Mozart’s 40th symphony in G minor suggests he wrote 39 other symphonies in G minor.

6 Lists: with lists do not put a comma before and at the end of a sequence of items unless one of the items includes another and. Thus:
The doctor suggested an aspirin, half a grapefruit and a cup of broth. But he ordered scrambled eggs, whisky and soda, and a selection from the trolley.

7 Question-marks: do not put commas after question-marks, even when they would be separated by quotation marks:

“May I have a second helping?” he asked.

dashes You can use dashes in pairs for parenthesis, but not more than one pair per sentence, ideally not more than one pair per paragraph.

“Use a dash to introduce an explanation, amplification, paraphrase, particularisation or correction of what immediately precedes it. Use it to gather up the subject of a long sentence. Use it to introduce a paradoxical or whimsical ending to a sentence. Do not use it as a punctuation maid-of-all-work.” (Gowers)

full stops Use plenty. They keep sentences short. This helps the reader. Do not use full stops in abbreviations or at the end of headings and subheadings.

inverted commas (quotation marks) Use single ones only for quotations within quotations. Thus:

“When I say ‘immediately’, I mean some time before April,” said the spokesman.

For the relative placing of quotation marks and punctuation, follow Oxford rules. Thus, if an extract ends with a full stop or question-mark, put the punctuation before the closing inverted commas.

His maxim was that “love follows laughter.” In this spirit came his opening gambit: “What’s the difference between a buffalo and a bison?”

If a complete sentence in quotes comes at the end of a larger sentence, the final stop should be inside the inverted commas. Thus,

The answer was, “You can’t wash your hands in a buffalo.” She replied, “Your jokes are execrable.”

If the quotation does not include any punctuation, the closing inverted commas should precede any punctuation marks that the sentence requires. Thus:
She had already noticed that the “young man” looked about as young as the New Testament is new. Although he had been described as “fawnlike in his energy and playfulness”, “a stripling with all the vigour and freshness of youth”, and even as “every woman’s dream toyboy”, he struck his companion-to-be as the kind of old man warned of by her mother as “not safe in taxis”. Where, now that she needed him, was “Mr Right”?

When a quotation is broken off and resumed after such words as he said, ask yourself whether it would naturally have had any punctuation at the point where it is broken off. If the answer is yes, a comma is placed within the quotation marks to represent this. Thus,

“If you’ll let me see you home,” he said, “I think I know where we can find a cab.”

The comma after home belongs to the quotation and so comes within the inverted commas, as does the final full stop.

But if the words to be quoted are continuous, without punctuation at the point where they are broken, the comma should be outside the inverted commas. Thus:

“My bicycle”, she assured him, “awaits me.”

Do not use quotation marks unnecessarily:

Mr Spitzer described the British drug giant as “arrogant”; GSK accused him of “bullying”.

Note that the Bible contains no quotation marks, with no consequent confusions.

**question-marks** Except in sentences that include a question in inverted commas, question-marks always come at the end of the sentence. Thus:

Had Zimri peace, who slew his master?

**semi-colons** Use them to mark a pause longer than a comma and shorter than a full stop. Don’t overdo them.

Use them to distinguish phrases listed after a colon if commas will not do the job clearly. Thus:

They agreed on only three points: the ceasefire should be immediate; it should be internationally supervised, preferably by the AU; and a peace conference should be held, either in Geneva or in Ouagadougou.
question-marks  see punctuation.

quite  In America, quite is usually an intensifying adverb similar to altogether, entirely or very; in Britain, depending on the emphasis, the tone of voice and the adjective that follows, it usually means fairly, moderately or reasonably, and often damns with faint praise.

quotes  Be sparing with quotes. Direct quotes should be used when either the speaker or what he said is surprising, or when the words he used are particularly pithy or graphic. Otherwise you can probably paraphrase him more concisely. The most pointless quote is the inconsequential remark attributed to a nameless source: “Everyone wants to be in on the act,” says one high-ranking civil servant.

For quotation marks (inverted commas), see punctuation.
real Is it really necessary? When used to mean after taking inflation into account, it is legitimate. In other contexts (Investors are showing real interest in the country, but Bolivians wonder if real prosperity will ever arrive) it is often better left out.

rebut, refute Rebut means repel or meet in argument. Refute, which is stronger, means disprove. Neither should be used as a synonym for deny. “Shakespeare never has six lines together without a fault. Perhaps you may find seven: but this does not refute my general assertion.” (Samuel Johnson)

red and blue In Britain, colours that are associated with socialism and conservatism respectively; in the United States, colours that are associated with Republicans and Democrats respectively.

references see footnotes, sources, references in Part 3.

regrettably means to be regretted. Do not confuse with regretfully, used of someone showing regret.

relationship is a long word often better replaced by relations. The two countries hope for a better relationship means The two countries hope for better relations. But relationship is an appropriate word nowadays for two people in a close friendship.

report on not into.

reshuffle, resupply Shuffle and supply will do, except for British Cabinets, which are resuffled from time to time.

resources, resourceful Resourceful is a useful word; the term natural resources, less satisfactory, also has its merits. Most other uses of resource tend to be vile. The word is entirely at home in the following sentence, taken from an advertisement placed by Skill
for Business (2005): “Sector Skills Councils ... assess what resource is already out there, and then create comprehensive deals with supply-side partners to fill skills gaps and shortages.” Beware.

**Richter scale** Beloved of journalists, the Richter scale is unknown to seismologists. The strength of an earthquake is its *magnitude*, so say an *earthquake of magnitude 8.9*. See *earthquakes* in Part 3.

**ring, wring** (verbs) bells are rung; hands are wrung. Both may be seen at weddings.

**Roma** is the name of the people. Their language is *Romany*. Remember that *Sinta* are also gypsies.

**run** In countries with a presidential system you may *run* for office. In those with a parliamentary one, you *stand*.

**Russian names** see *names*. 
same is often superfluous. If your sentence contains on the same day that, try on the day that.

scotch To scotch means to disable, not to destroy. (“We have scotched the snake, not killed it.”) The people may also be Scotch, Scots or Scottish; choose as you like. Scot-free means free from payment of a fine (or punishment), not free from Scotsmen.

second-biggest (third-oldest, fourth-wisest, fifth-commonest, etc) Think before you write.

Apart from New York, a Bramley is the second-biggest apple in the world. Other than home-making and parenting, prostitution is the third-oldest profession. After Tom, Dick and Harriet, Henry I was the fourth-wisest fool in Christendom. Besides justice, prudence, temperance and fortitude, the fifth-commonest virtue of the Goths was punctuality.

None of these sentences should contain the ordinal (second-, third-, fourth-, fifth-, etc).

sector Try industry instead or, for example, banks instead of banking sector.

semi-colons see punctuation.

sensual, sensuous Sensual means carnal or voluptuous. Sensuous means pertaining to aesthetic appreciation, without any implication of lasciviousness.

sequestered, sequestrated Sequestered means secluded. Sequestrated means confiscated or made bankrupt.

ship A ship is feminine.
short words  Use them. They are often Anglo-Saxon rather than Latin in origin. They are easy to spell and easy to understand. Thus prefer:

about to approximately  plant to facility
after to following  set up to establish
but to however  show to demonstrate
enough to sufficient  spending to expenditure
let to permit  take part to participate
make to manufacture  use to utilise

Underdeveloped countries are often better described as poor. Substantive often means real or big. “Short words are best and the old words when short are best of all.” (Winston Churchill)

simplistic  Prefer simple-minded, naive.

Singaporean names  see names.

singular or plural?  see grammar and syntax.

skills  are turning up all over the place – in learning skills, thinking skills, teaching skills – instead of the ability to. He has the skills probably means He can.

skyrocketed  Rocketed, not skyrocketed.

slither, sliver  As a noun, slither is scree. As a verb, it means slide. If you mean a slice, the word you want is sliver.

sloppy writing  Use words with care.

If This door is alarmed, does its hair stand on end? If this envelope says Urgent: dated material, is it really too old-fashioned to be worth reading? Is offensive marketing just rude salesmanship?

More serious difficulties may arise with indicted war criminals. As their lawyers could one day remind you, these may turn out to be innocent people accused of war crimes.

A heart condition is usually a bad heart. A near miss is probably a near hit. Positive thoughts (held by long-suffering creditors, according to The Economist) presumably means optimism, just as a negative report is probably a critical report. Industrial action is usually industrial inaction, industrial disruption or a strike. A courtesy call is generally a sales offer or an uninvited visit.
substantially finished bridge is an unfinished bridge. Someone with high name-recognition is well known. Something with reliability problems probably does not work. If yours is a live audience, what would a dead one be like?

And what is an ethics violation? An error of judgment? A crime? A moral lapse?

See also unnecessary words.

smart generally means well dressed, but smart sanctions and smart weapons, etc may be allowed as terms of art.

social security in America, Social Security means pensions and should be capitalised. Elsewhere it usually means state benefits more generally, which are called welfare in the United States.

soft is an adverb, as well as an adjective and a noun. Softly is also an adverb. You can speak softly and carry a big stick, but if you have a quiet voice you are soft – not softly – spoken.

soi-disant means self-styled, not so-called.

sources see footnotes, sources, references in Part 3.

Spanish names see names.

specific A specific is a medicine, not a detail.

spelling Use British English rather than American English or any other kind. Sometimes, however, this injunction will clash with the rule that people and companies should be called what they want to be called, short of festooning themselves with titles. If it does, adopt American (or Canadian or other local) spelling when it is used in the name of an American (etc) company or private organisation (Alcan Aluminum, Carter Center, Pulverizing Services Inc, Travelers Insurance), but not when it is used for a place or government institution (Pearl Harbour, Department of Defence, Department of Labour). The principle behind this ruling is that placenames are habitually changed from foreign languages into English: Deutschland becomes Germany, München Munich, Torino Turin, etc. And to respect the local spelling of government institutions would present difficulties: a sentence containing both the Department of Labor and the secretary of labour, or the Defense Department
and the need for a strong defence, would look unduly odd. That oddity will arise nonetheless if you have to explain that Rockefeller Center Properties is in charge of Rockefeller Centre, but with luck that will not happen too often. See countries and their inhabitants, placenames.

The Australian Labor Party should be spelt without a u not only because it is not a government institution but also because the Australians spell it that way, even though they spell labour as the British do.

**s spelling** Use -ise, -isation (realise, organisation) throughout. But please do not hospitalise.

**common problems**

- abattoir
- abut, abutted, abutting
- accommodate
- acknowledgment
- acquittal, acquitted, acquitting
- adrenalin
- adviser, advisory
- aeon
- aeroplane
- aesthetic
- aficionado
- Afrikaans (the language), Afrikaner (the person)
- ageing (but caging, paging, raging, waging)
- agri-business (not agro-business)
- aircraft, airliner
- al-Qaeda
- amiable
- amid (not amidst)
- amok (not amuck)
- among (not amongst)
- annex (verb), annexe (noun)
- antecedent
- appal, appals, appalling, appalled
- aqueduct
- aquifer
- arbitrager
- artefact
- asinine
- balk (not baulk)
- balloted, balloting
- bandanna
- bandwagon
- battalion
- bellwether
- benefiting, benefited
- biased
- billeting, billeted
- blanketing, blanketed
- block (never bloc)
- blowzy (not blousy)
- bogey (bogie is on a locomotive)
- borsch
- bragadocio
- bused, busing (keep bussing for kissing)
- by-election, bypass, by-product, bylaw, byword
- bye (in sport)
- caesium
part 1: the essence of style

cannon (gun), canon
(standard, criterion, clergyman)
cappuccino
carcass
chancy
channelling, channelled
checking account (spell it thus when explaining to Americans a current account, which is to be preferred)
choosy
cipher
clubable (coined, and spelled thus, by Dr Johnson)
colour, colouring, colourist
combating, combated
commemorate
connection
consensus
cooled, cooler, coolly
coruscate
cosseted, cosseting
council, counsel (two different things; check sense)
defendant
dependant (person), dependent (adj)
depository (unless referring to American depositary receipts)
desiccate, desiccation
detente (not détente)
dexterous (not dextrous)
disk (in a computer context), otherwise disc (including compact disc)
dispatch (not despatch)
dispel, dispensing
distil, distiller
divergences
douse
doveish
dowse
dryer, dryly
dwelt
dyeing (colour)
dyke
ecstasy
embarrass (but harass)
encyclopedia
enroll, enrolment
ensure (make certain), insure (against risks)
enthrall
extrovert
farther (distance), further (additional)
favour, favourable
ferreted
fetus (not foetus, misformed from the Latin fetus)
field-marshal (soldier), Marshall Field’s (Chicago department store)
Filipino, Filipina (person), Philippine (adj of the Philippines)
filleting, filleted
focused, focusing
forbear (abstain), forebear (ancestor)
forbid, forbade
foreboding
foreclose
forefather
forestall
forewarn
forgather
forsake

forswear, forsworn
fuelled
-ful, not -full (thus armful, batful, handful, etc)
fulfil, fulfilling
fullness
fulsome
funnelling, funnelled
furore
gelatine
glamour, glamorous
gram (not gramme)
guerrilla
Gurkha
gypsy
haj
hallo (not hello)
harass (but embarrass)
hiccups (not hiccough)
honour, honourable
hotch-potch
humour, humorist, humorous
hurrah (not hooray)
idiosyncrasy
impostor
incur, incurring
inquire, inquiry (not enquire, enquiry)
install, instalment, installation
instil, instilling
intransigent
jail (not gaol)
jewellery (not jewelry)
jihad
judgment
kilogram or kilo (not kilogramme)
labelling, labelled
laissez-faire
lama (priest), llama (beast)
lambast (not lambaste)
leukaemia
levelled
libelling, libelled
licence (noun), license (verb)
linchpin, lynch law
liquefy
literal
littoral (shore)
loth (reluctant), loathe (hate), loathsome
low-tech
manilla envelope, but Manila, capital of the Philippines
manoeuvre, manoeuvring
marshal (noun and verb), marshallled
medieval
mêlée
meter (a measuring tool), metre (metric measure, meter in American)
mileage
millennium, but millenarian
minuscule
modelling, modelled
mould
Muslim (not Moslem)
naivety
'Ndrangheta
nonplussed
nought (for numerals), otherwise naught
obbligato
optics (optician, etc) ophthalmic (ophthalmology, etc)
paediatric, paediatrician
panel, panelled
parallel, paralleled
pastime
part 1: the essence of style

phoney (not phony)
piggyback (not pickaback)
plummeted, plummeting
practice (noun), practise
(verb)
praesidium (not presidium)
predilection
preferred (preferring, but
proffered)
preventive (not preventative)
pricey
primeval
principal (head, loan; or adj),
principle (abstract noun)
proffered (proffering, but
preferred)
profited
prophecy (noun), prophesy
(verb)
protester
Pushtu, Pushtun
pygmy
pzazz
queuing
rack, racked, racking (as in
racked with pain, nerve-
racking)
racket
rankle
rarefy
razzmatazz
recur, recurrent, recurring
restaurateur
resuscitate
rhythm
rivet (riveted, riveter,
riveting)
ropy
rottweiler
sacrilegious
sanatorium
savannah

seize
shaky
sharia
shenanigans
Shia (noun and adj), Shias,
Shism
shibboleth
Sibylline
siege
sieve
siphon (not syphon)
skulduggery
smelt
smidgen (not smidgeon)
smoky
smooth (both noun and verb)
snigger (not snicker)
sobriquet
somersault
soothe
soyabean
speciality (only in context
of medicine, steel and
chemicals), otherwise
speciality
sphinx
spoilt
stanch (verb)
staunch (adj)
storey (floor)
supersede
Suni, Sunnis
swap (not swop)
swathe
synonym
Tatar (not Tartar)
taoiseach (but prefer prime
minister, or leader)
threshold
titbits
titillate
tonton-macoutes
tormentor
trade union, trade unions
(but Trades Union
Congress)
transferred, transferring
tricolor
trouper (as in old trouper)
tsar
tyre
untrammelled
vaccinate

vaccinate

-debatable

indescribable

salable (but prefer sellable)

dispensable

indictable

tradable

disputable

indispensable

unmistakable

forgivable

indistinguishable

unshakable

imaginable

lovable

unusable

implacable

movable

usable

-eable

bridgeable

manageable

traceable

changeable

rateable

unenforceable

knowledgeable

serviceable

unpronounceable

likeable

sizeable

-plurals

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# Part 1: The Essence of Style

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forums  referendaums  vacuums

-uses
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circuses  prospectuses
fetuses

-ves
hooves  scarves  wharves

Note: index (of books), but indices (indicators, index numbers); appendices (supplements), but appendixes (anatomical organs).

split infinitives  see syntax.

stanch, staunch  Stanch the flow, though the man be staunch (stout). The distinction is useful, if bogus (since both words derive from the same old-French estancher).

stationary, stationery  Stationary is still; stationery is writing paper, envelopes, etc.

stentorian, stertorous  Stentorian means loud (like the voice of Stentor, a warrior in the Trojan war). Stertorous means characterised by a snoring sound (from sterto, snore).

straight, strait  Straight means direct or uncurved; strait means narrow
or tight. The strait-laced tend to be straight-faced. Straits are narrow bodies of water between bits of land.

**strategy, strategic** Strategy may sometimes have some merit, especially in military contexts, as a contrast to tactics. But strategic is usually meaningless except to tell you that the writer is pompous and is trying to invest something with a seriousness it does not deserve.

-**style** Avoid German-style supervisory boards, an eu-style rotating presidency, etc. Explain what you mean.

**subcontract** If you engage someone to do something, you are contracting the job to him; only if he then asks someone else to do it is the job subcontracted.

**swear words** Avoid them, unless they convey something genuinely helpful or interesting to the reader (eg, you are quoting someone). Usually, they will annoy rather than shock. But if you do use them, spell them out in full, without asterisks.

**Swiss names** see names.

**syntax** see grammar and syntax.

**systemic, systematic** Systemic means relating to a system or body as a whole. Systematic means according to system, methodical or intentional.
table  Avoid table as a transitive verb. In Britain to table means to bring something forward for action, and should be kept to committees. In America it sometimes means exactly the opposite.

target  Not so long ago target was almost unknown as a verb, except when used to mean provide with a shield. Now it turns up almost everywhere, even though aim or direct would often serve as well.

terrorist  Use with care, preferably only to mean someone who uses terror as an organised system of intimidation. Prefer suspected terrorists to terrorist suspects.

testament, testimony  A testament is a will; testimony is evidence. It is testimony to the poor teaching of English that journalists habitually write testament instead.

the  Occasionally, the use of the definite article may be optional: Maximilien Robespierre, the leader of the Committee of Public Safety, is preferable to Maximilien Robespierre, leader of the Committee of Public Safety, but in this context the the after Robespierre is not essential. However, Given that leaders of mainstream left and right parties (The Economist, April 16th 2005) means something different from Given that the leaders of both mainstream left and right parties. Likewise, If polls are right means something different from If the polls are right (same issue). They include freedom to set low flat taxes (same issue) is similarly, if subtly, different from They include the freedom to set low flat taxes. In each of these examples the crucial the was left out. See also a or the.

there is, there are  Often unnecessary. There are three issues facing the prime minister is better as Three issues face the prime minister.

throe, throw  Throe is a spasm or pang (and is usually in the plural). Throw is to cast or hurl through the air. Last throws may be all
right on the cricket pitch, but last throes are more likely on the battlefield.

ticket, platform, manifesto The ticket lists the names of the candidates for a particular party (so if you split your ticket you vote for, eg, a Republican for president and a Democrat for Congress). The platform is the statement of basic principles (planks) put forward by an American party, usually at its pre-election convention. It is thus akin to a British party’s manifesto, which sets out the party’s policies.

times Take care. Three times more than X is four times as much as X.

titles The overriding principle is to treat people with respect. That usually means giving them the title they themselves adopt. But some titles are ugly (Ms), some misleading (all Italian graduates are Dr), and some tiresomely long (Mr Dr Dr Federal Sanitary-Inspector Schmidt). Do not therefore indulge people’s self-importance unless it would seem insulting not to.

Do not use Mr, Mrs, Miss, Ms or Dr on first mention. Plain George Bush, Tony Blair or other appropriate combination of first name and surname will do. But thereafter the names of all living people should be preceded by Mr, Mrs, Miss or some other title. Serving soldiers, sailors, airmen, etc should be given their title on first and subsequent mentions. Those (such as Colin Powell, but not Pervez Musharraf) who cast aside their uniforms for civvy street become plain Mr (or whatever). Governor X, President Y, the Rev John Z may be Mr, Mrs or Miss on second mention.

On first mention use forename and surname; then drop the forename (unless there are two people with the same surname mentioned).

Jacques Chirac, then Mr Chirac

1 Avoid nicknames and diminutives unless the person is always known (or prefers to be known) by one:

Tony Blair  Dick Cheney  Bill Emmott  Newt Gingrich

2 Avoid the habit of joining office and name: Prime Minister Blair, Budget Commissioner Schreyer. But Chancellor Schröder is permissible.
Knights, dames, princes, kings, etc should have their titles on first and subsequent mentions.

Many peers are, however, better known by their former names. Those like Paddy Ashdown, Laurence Olivier and Helena Kennedy can be given their familiar names on first mention. After that, they should be called by their titles. Life peeresses may be called Lady, not Baroness, just as barons are called Lord. (See British titles below.)

If you use a title, get it right. Rear-Admiral Jones should not, at least on first mention, be called Admiral Jones.

Titles are not necessary in headings or captions, although surnames are: no Kens, Tonys, Gordons, Newts, etc. Sometimes they can also be dispensed with for athletes and pop stars, if titles would make them seem more ridiculous than dignified.

The dead: no titles, except those whom you are writing about because they have just died. Dr Johnson and Mr Gladstone are also permissible.

Ms is permissible though ugly. Avoid it if you can. To call a woman Miss is not to imply that she is unmarried, merely that she goes by her maiden name. Married women who are known by their maiden names – eg, Aung San Suu Kyi, Benazir Bhutto, Jane Fonda – are therefore Miss, unless they have made it clear that they want to be called something else.

Foreign titles: take care. Malaysian titles are so confusing that it may be wise to dispense with them altogether. Do not call Tunku Razaleigh Hamzah Mr Razaleigh Hamzah; if you are not giving him his Tunku, refer to him, on each mention, as Razaleigh Hamzah. Avoid Mr Tunku Razaleigh Hamza.

Dr: use Dr only for qualified medical people, unless the correct alternative is not known or it would seem perverse to use Mr. And try to keep Professor for those who hold chairs, not just a university job or an inflated ego.

Middle initials: omit. You may have to distinguish between George Bush junior and George Bush senior, but nobody will imagine that the Lyndon Johnson you are writing about is Lyndon A. Johnson or Lyndon C. Johnson.

Some titles serve as names, and therefore have initial capitals, though are also descriptions: the Archbishop of Canterbury,
the Emir of Kuwait, the Shah of Iran. If you want to describe the office rather than the individual, use lower case: The next archbishop of Canterbury will be a woman. Use lower case in references simply to the archbishop, the emir, the shah: The Duchess of Scunthorpe was in her finery, but the duke wore jeans.

British titles Long incomprehensible to all foreigners and most Britons, British titles and forms of address now seem just as confusing to those who hold them. Snobbery, embarrassment and obscurity make it difficult to know whether to write Mrs Thatcher, Mrs Margaret Thatcher, Lady Thatcher, Baroness Thatcher, Lady Margaret Thatcher or Baroness Margaret Thatcher. Properly, she is Margaret, Baroness Thatcher, but on first mention the following are preferable: Margaret Thatcher or Lady Thatcher. On subsequent mentions, Lady Thatcher is fine. If the context is historical, Margaret Thatcher and thereafter Mrs (now Lady) Thatcher.

On first mention all viscounts, earls, marquesses, dukes etc should be given their titles (shorn of all Right Honourables, etc). Thereafter they can be plain Lord (except for dukes). Barons, a category that includes all life peers, can always be called Lord. The full names of knights should be spelled out on first mention. Thereafter they become Sir Firstnameonly.

clerical titles Ordained clerics should be given their proper titles, though not their full honorifics (no need for His Holiness, His Eminence, the Right Reverend, etc). But:

the Rev Michael Wall (thereafter Mr Wall)
Father Ted (Father Ted)
Bishop Kevin Auckland (Bishop Auckland)
Archbishop Desmond Tutu (Archbishop Tutu)

Imams, muftis, ayatollahs, rabbis, gurus, etc should be given an appropriate title if they use one, and it should be repeated on second and subsequent mentions, so:

Ayatollah Hossein-Ali Montazeri (Ayatollah Montazeri)
Rabbi Lionel Bloom (Rabbi Bloom)
Sri Sri Ravi Shankar (Sri Sri Ravi Shankar)

to or and? To try and end the killing does not mean the same as to try to end the killing.
total is all right as a noun, but as a verb prefer amount to or add up to.

transpire means exhale, not happen, occur or turn out.

transportation in America, a means of getting from A to B; in Britain, a means of getting rid of convicts.

tribe Regarded as politically incorrect in some circles, tribe is widely used in Africa and other places. It should not be regarded as derogatory and is often preferable to ethnic group. See also ethnic groups, political correctness.

trillion A thousand billion (see figures).

trooper, trouper An old trooper is an old cavalry soldier (supposedly good at swearing), old private soldier in a tank regiment, or old mounted policeman. An old trouper is an old member of a theatrical company, or perhaps a good sort.

Turk, Turkic, Turkmen, Turkoman, etc see countries and their inhabitants.

twinkle, twinkling In the twinkling of an eye means in a very short time. Before he was even a twinkle in his father’s eye means Before (perhaps just before) he was conceived. So, more loosely, Before the Model T was even a twinkle in Henry Ford’s eye could mean Before Henry Ford was even thinking about a mass-produced car. Before the internet was even a twinkle in Al Gore’s eyes, however, suggests Al Gore invented the internet.
Ukrainian names  see names.

**underprivileged** Since a privilege is a special favour or advantage, it is by definition not something to which everyone is entitled. So *underprivileged*, by implying the right to privileges for all, is not just ugly jargon but also nonsense.

**unique** do not use it unless it is true. Unique means, literally, of which there is only one.

**unlike** should not be followed by *in*. Like *like*, unlike governs nouns and pronouns, not verbs and clauses.

**unnecessary words** Some words add nothing but length to your prose. Use adjectives to make your meaning more precise and be cautious of those you find yourself using to make it more emphatic. The word *very* is a case in point. If it occurs in a sentence you have written, try leaving it out and see whether the meaning is changed. *The omens were good* may have more force than *The omens were very good*.

Avoid:

- strike action (strike will do)
- cutbacks (cuts)
- track record (record)
- wilderness area (usually either a wilderness or a wild area)
- large-scale (big)
- the policymaking process (policymaking)
- sale events (sales)
- weather conditions (weather)

*This time around* means *This time*, just as *any time soon* means soon. And *at this moment in time* means *now* or *at present*.

Shoot off, or rather shoot, as many prepositions after verbs as possible. Thus:
Companies can be bought and sold rather than bought up and sold off.

Budgets may be cut rather than cut back.

Plots can be hatched but not hatched up.

Organisations should be headed by rather than headed up by chairmen.

Markets should be freed, rather than freed up.

Children can be sent to bed rather than sent off to bed – though if they are to sit up they must first sit down.

Pre-prepared just means prepared.

Certain words are often redundant:

The leader of the so-called Front for a Free Freedonia is the leader of the Front for a Free Freedonia.

A top politician or top priority is usually just a politician or a priority.

A major speech is usually just a speech.

Most probably and most especially are probably and especially. The fact that can often be shortened to that (That I did not do so was a self-indulgence).

Loans to the industrial and agricultural sectors are just loans to industry and farming.

Member states or member countries of the EU may simply be referred to as members.

In general, be concise. Try to be economical in your account or argument (“The best way to be boring is to leave nothing out” – Voltaire). Similarly, try to be economical with words – but not with the truth. “As a general rule, run your pen through every other word you have written; you have no idea what vigour it will give to your style” (Sydney Smith). Raymond Mortimer put it even more crisply when commenting about Susan Sontag: “Her journalism, like a diamond, will sparkle more if it is cut.”

See also community, jargon, sloppy writing.

**use and abuse** are much used and abused. You take drugs, not use them (Does he use sugar?). And drug abuse is just drug taking, as is substance abuse, unless it is glue sniffing or bun throwing.
venerable means worthy of reverence. It is not a synonym for old.

venues Avoid them. Try places.

verbal Every agreement, except the nod-and-wink variety, is verbal. If you mean one that was not written down, describe it as oral.

viable means capable of living. Do not apply it to things like railway lines. Economically viable means profitable.

Vietnamese names see names.
warn is transitive, so you must either give warning or warn somebody.

wars  Prefer lower case for the names of wars:

American civil war  
cold war  
Gulf war  
war of the Spanish succession  
the war of Jenkins’ ear  

But these are exceptions:

the Thirty Years War  
the War of Independence  
the Wars of the Roses  

Write:

the first world war or the 1914-18 war, not world war one, I or 1  
the second world war or the 1939-45 war, not world war two, II or 2  

Post-war and pre-war are hyphenated.

which and that  Which informs, that defines. This is the house that Jack built. But This house, which Jack built, is now falling down. Americans tend to be fussy about making a distinction between which and that. Good writers of British English are less fastidious. (“We have left undone those things which we ought to have done.”)

while is best used temporally. Do not use it in place of although or whereas.

who, whom  Who is one of the few words in English that differs in the accusative (objective) case, when it becomes whom, often throwing native English-speakers into a fizzle.

In the sentence This is the man who can win the support of most Tory MPs, the word you want is who, since who is the subject of
the relative clause. It remains the subject, and therefore also who, in the sentence This is the man who she believes (or says or insists etc) can win the support of most Tory MPs. That becomes clearer if the sentence is punctuated thus: This is the man who, she believes (or says or insists etc), can win the support of most Tory MPs.

However, in the sentence This is the man whom most Tory MPs can support, the word in question is whom because the subject of the relative clause has become most Tory MPs. Whom is also necessary in the sentence This is the man whom she believes to be able to win the support of most Tory MPs. This is because the verb believe is here being used as a transitive verb, when it must be followed by an infinitive. If, however, the word insists were used instead of believes, the sentence could not be similarly changed, because the verb insist cannot be used transitively.

wrack is an old word meaning vengeance, punishment or wreckage (as in wrack and ruin). It can also be seaweed. And as a verb it can mean ruin. It is not an instrument of torture or a receptacle for toast: that is rack. Hence racked with pain, by war, drought, etc. Rack your brains – unless they be wracked.
part 2

American and British English
The differences between English as written and spoken in America and English as used in Britain are considerable, as is the potential for misunderstanding, even offence, when using words or phrases that are unfamiliar or mean something else on the other side of the Atlantic. This section highlights important differences between American and British English syntax and punctuation, spelling and usage.

A number of subjects call for detailed, specialised guidance beyond the scope of this book, though some of the vocabulary is dealt with here. These include food and cookery (different names for ingredients and equipment; different systems of measurement); medicine and health care (different professional titles, drug names, therapies); human anatomy; and gardening (different seasons and plants). Many crafts and hobbies also use different terms for equipment, materials and techniques. See also Americanisms in Part 1.

Grammar and syntax

Written American English tends to be more declarative than its British counterpart, and adverbs and some modifying phrases are frequently positioned differently. For example, British English may say: “As well as going shopping, we went to the park.” American English would turn the opening phrase around: “We went to the park as well as going shopping”, or would begin the sentence with “In addition to”. British English also tends to use more modifying phrases, while American English prefers to go with simpler sentence structure.

In British English doctors and lawyers are to be found in Harley Street or Wall Street, not on it. And they rest from their labours at weekends, not on them. During the week their children are at school, not in it.

Words may also be inserted or omitted in some standard phrases. British English goes to hospital, American English to the hospital. British English chooses one or other thing; American English chooses one thing or the other.

Punctuation

colons and capitals When a colon precedes a full sentence or question rather than a phrase, Americans sometimes follow the colon with a capital letter. The mystery was explained: The impala on the menu was an animal, not a car. The British would treat this as a simple sentence with only an initial capital letter.
commas in lists  The use of a comma before the final and in a list is called the serial or Oxford comma: eggs, bacon, potatoes, and cheese. Most American writers and publishers use the serial comma; most British writers and publishers use the serial comma only when necessary to avoid ambiguity: eggs, bacon, potatoes and cheese but The musicals were by Rodgers and Hammerstein, Sondheim, and Lerner and Lowe.

full stops (periods) The American convention is to use full stops (periods) at the end of almost all abbreviations and contractions. The British convention is to use full stops after abbreviations – eg, abbr., adj., co. – but not after contractions – eg, Dr, Mr, Mrs, St.

hyphens American English is far readier than British English to accept compound words. In particular, many nouns made of two separate nouns are spelt as one word in American English, while in British English they either remain separate or are joined by a hyphen: eg, applesauce, highborn (hyphenated in British English). British English also tends, more than American English, to use hyphens as pronunciation aids, to separate repeated vowels in words such as pre-empt and re-examine, and to join some prefixes to nouns – eg, pseudo-science. The disappearance of the hyphen in these usages is also subject to change more rapidly in American English than British English, as new editions of dictionaries reflect.

British English usually uses the hyphen in compound adjectives or adjectival phrases that precede the noun, which promotes consistency, whereas American English omits it when the writer or publisher thinks that there is no risk of ambiguity or hesitation in understanding on the part of the reader, a subjective view. Thus, American English accepts emerald green paint but expects blue-green algae; British English employs the hyphen in both cases.

American English determines word breaks at the ends of justified lines of type according to pronunciation. Traditional British English breaks words according to etymology first, and pronunciation where there is no clear etymological guide. Because pronunciation often differs on opposite sides of the Atlantic, so does the position of the word break, eg, dem-o-cracy and physi-cal in British English, and dem-o-cracy and physi-cal in American English. Unfortunately, in practice word-processing software often dictates where words break, but for those who care about such things, word-division dictionaries exist for both forms of English.
part 2: American and British English

**quotation marks** In American publications and those of some Commonwealth countries, and also international publications like *The Economist*, the convention is to use double quotation marks, reserving single quotation marks for quotes within quotes. In most British publications (excluding *The Economist*), the convention is the reverse: single quotation marks are used first, then double.

With other punctuation the relative position of quotation marks and other punctuation also differs. The British convention is to place such punctuation according to sense. The American convention is simpler but less logical: all commas and full stops precede the final quotation mark (or, if there is a quote within a quote, the first final quotation mark). Other punctuation – colons, semi-colons, question and exclamation marks – is placed according to sense. The following examples illustrate these differences.

**British**

The words on the magazine’s cover, *‘The link between coffee and cholesterol’*, caught his eye.

‘You’re eating too much,’ she told him. ‘You’ll soon look like your father.’

‘Have you seen this article, *“The link between coffee and cholesterol”*?’ he asked.

‘It was as if’, he explained, ‘I had swallowed a toad, and it kept croaking “ribbut, ribbut”, from deep in my belly.’

She particularly enjoyed the article *‘Looking for the “New Man”’*.

**American**

The words on the magazine’s cover, *“The link between coffee and cholesterol,”* caught his eye.

“You’re eating too much,” she told him. “You’ll soon look like your father.”

“Have you seen this article, *The link between coffee and cholesterol*?” he asked.

“It was as if,” he explained, “I had swallowed a toad, and it kept croaking ‘ribbut, ribbut,’ from deep in my stomach.”

She particularly enjoyed the article *“Looking for the ‘New Man.””*

**Spelling**

Some words are spelt differently in American and British English. The spellings are sufficiently similar to identify the word, but
the unfamiliar form may still disturb the reader. If writing for an international audience, it may be better to use a synonym than to take this risk, although sometimes it cannot be avoided.

American English is more obviously phonetic than British English. The word *cosy* becomes *cozy*, *aesthetic* becomes *esthetic*, *sizeable* becomes *sizable*, *arbour* becomes *arbor*, *theatre* becomes *theater*.

**Main spelling differences**

- **-ae/-oe** Although it is now common in British English to write *medieval* rather than *mediaeval*, other words – often scientific terms such as *aeon*, *diarrhoea*, *anaesthetic*, *gynaecology*, *homoeopathy* – retain their classical composite vowel. In American English, the composite vowel is replaced by a single *e*; thus, *eon*, *diarrhea*, *anaesthetic*, *gynecology*, *homeopathy*.

- **-ce/-se** In British English, the verb that relates to a noun ending in *-ce* is sometimes given the ending *-se*; thus, *advice* (noun), *advise* (verb), *device/devise*, *licence/license*, *practice/practise*. In the first two instances, the spelling change is accompanied by a slight change in the sound of the word; but in the other two instances, noun and verb are pronounced the same way, and American English spelling reflects this, by using the same spelling: thus, *license* and *practice*. It also extends the use of *-se* to other nouns that in British English are spelt *-ce*: thus, *defense*, *offense*, *pretense*.

- **-e/-ue** The final silent *e* or *ue* of several words is omitted in American English but retained in British English: thus, *analog*/analogue, *ax*/axe, *catalog*/catalogue.

- **-eable/-able** The silent *e*, created when forming some adjectives with this suffix, is more often omitted in American English; thus, *likeable* is spelt *likable*, *unshakeable* is spelt *unshakable*. But the *e* is sometimes retained in American English where it affects the sound of the preceding consonant; thus, *traceable* and *manageable*.

- **-ize/-ise** The American convention is to spell with *z* many words that some British people and publishers (including *The Economist*) spell with *s*. The *z* spelling is, of course, also a correct British form. Remember, though, that some words must end in *-ise*, whichever spelling convention is being followed. These include:
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</table>

Words with the ending -lyse in British English, such as analyse and paralyse, are spelt -lyze in American English.

-ll/-l In British English, when words ending in the consonant l are given a suffix beginning with a vowel (e.g., the suffixes -able, -ed, -ing, -ous, -y), the l is doubled; thus, annul/annulled, model/modelling, quarrel/quarrelling, rebel/rebellious, wool/woolly. This is inconsistent with the general rule in British English that the final consonant is doubled before the suffix only when the preceding vowel carries the main stress: thus, the word regret becomes regretted, or regrettable; but the word billet becomes billeted. American English mostly does not have this inconsistency. So if the stress does not fall on the preceding vowel, the l is not doubled: thus, model/modeling, travel/traveler; but annul/annulled.

Several words that end in a single l in British English - e.g., appal, fulfil - take a double ll in American English. In British English the l stays single when the word takes a suffix beginning with a consonant (e.g., the suffixes -ful, -fully, -ment): thus, fulfil/fulfilment. Words ending in -ll usually lose one l when taking one of these suffixes: thus, skill/skilful, will/willfully. In American English, words ending in -ll usually remain intact, whatever the suffix: thus, skill/skilful, will/willfully.

-m/-mme American English tends to use the shorter form of ending, thus program and gram, and British English tends to use the longer: programme and gramme. Software program is always spelt thus.

-our/-or Most British English words ending in -our - ardour, behaviour, candour, demeanour, favour, valour and the like - lose the u in American English: thus, arder, candor, etc.
Most British English words ending in -re – such as centre, fibre, metre, theatre – end in -er in American English: thus, center, fiber, etc. Exceptions include: acre, cadre, lucre, massacre, mediocre, ogre.

Although this seems to be a mere difference in spelling the past tense of some verbs, it is really a different form; see ‘Verbs: past tenses’ below.

Other common spelling differences

<table>
<thead>
<tr>
<th>British</th>
<th>American</th>
</tr>
</thead>
<tbody>
<tr>
<td>aluminium</td>
<td>aluminum</td>
</tr>
<tr>
<td>apophthegm</td>
<td>apothegm</td>
</tr>
<tr>
<td>behave</td>
<td>behoove</td>
</tr>
<tr>
<td>chequered</td>
<td>checkered (pattern)</td>
</tr>
<tr>
<td>draught</td>
<td>draft</td>
</tr>
<tr>
<td>dyke</td>
<td>dike</td>
</tr>
<tr>
<td>eyrie</td>
<td>aerie</td>
</tr>
<tr>
<td>furore</td>
<td>furor</td>
</tr>
<tr>
<td>grey</td>
<td>gray</td>
</tr>
<tr>
<td>kerb/kerbside</td>
<td>curb/curbside</td>
</tr>
<tr>
<td>manoeuvre/manoeuvrable</td>
<td>maneuver/maneuverable</td>
</tr>
<tr>
<td>mould/moulder/moult</td>
<td>mold/molder/molt</td>
</tr>
<tr>
<td>moustache</td>
<td>mustache</td>
</tr>
<tr>
<td>plough</td>
<td>plow</td>
</tr>
<tr>
<td>podgy</td>
<td>pudgy</td>
</tr>
<tr>
<td>polythene</td>
<td>polyethylene</td>
</tr>
<tr>
<td>rumbustious</td>
<td>rambunctious</td>
</tr>
<tr>
<td>specialist shop</td>
<td>specialty shop</td>
</tr>
<tr>
<td>speciality (but specialty for medicine, steel and chemicals)</td>
<td>specialty</td>
</tr>
<tr>
<td>sulphur(ous)</td>
<td>sulfur(ous)</td>
</tr>
<tr>
<td>titbit</td>
<td>tidbit</td>
</tr>
<tr>
<td>towards</td>
<td>toward</td>
</tr>
<tr>
<td>tyre</td>
<td>tire</td>
</tr>
</tbody>
</table>

Usage

exclusivity What is familiar in one culture may be entirely alien in another. British English exploits terms and phrases borrowed from the game of cricket; American English uses baseball terms. Anyone writing for readers in both markets uses either set of
terms at his peril. Do not make references or assumptions that are geographically exclusive, for example by specifying months or seasons when referring to seasonal patterns, by using north or south to imply a type of climate, or by making geographical references that give a state’s name followed by USA, as in Wyoming, USA. You can help to avoid confusion: Cambridge, England; Cambridge, MA.

race and sex The difficulties that arise in Europe with references to race and sex (see ethnic groups, political correctness in Part 1) are even greater in America. When referring to Americans whose ancestors came from Africa, many people use African-American or Afro-American rather than black. It is unacceptable to refer to American Indians as red; they are often called Native Americans. It can also cause offence to describe the original inhabitants of the lands stretching from Greenland to Alaska as Eskimos; this was a corruption of a Cree word meaning raw-flesh eater. The people themselves have at least three major tribal groupings. Alaska natives are usually called native Americans in Alaska. Inuit should be used only to refer to people of that tribe.

It is unwise to describe an adult African-American female as a girl, and offensive to address or refer to an adult African-American man as a boy.

units of measurement In British publications measurements are now largely expressed in SI units (the modern form of metric units), although imperial measures are still used in certain contexts. In American publications measurements may be expressed in SI units but imperial units are still more common.

Although the British imperial and American standard measures are usually identical, there are some important exceptions, eg, the number of fluid ounces in a pint: 16 in the American system and 20 in the British. Some measures are peculiar to one or other national system, particularly units of mass relating to agriculture. See also measures in Part 3.

verbs: past tenses -t/-ed Both forms of ending are acceptable in British English, but the -t form is dominant – burnt, learnt, spelt – whereas American English uses -ed: burned, learned, spelled. Contrarily, British English uses -ed for the past tense and past participle of certain verbs – quitted, sweated – while American English uses the infinitive spelling – quit, sweat. Some verbs have a different form
of past tense and past participle, eg, the past tense of *dive* is *dived* in British English, but *dove* in American English. Although *loaned* is still sometimes used as the past tense of *lend* in American English, it is not standard.

**Vocabulary**

Sometimes the same word has taken on different meanings on the two sides of the Atlantic, creating an opportunity for misunderstanding. The word *homely*, for example, means *simple* or *informal* in British English, but *plain* or *unattractive* in American English.

This also applies to figures of speech. *It went like a bomb* in British English means it was a great success; *it bombed* in American English means it was a disaster. *To table* something in British English means to bring it forward for action; but in American English it means the opposite, i.e. *to shelve*.

One writer’s slang is another’s lively use of words; formal language to one is pomposity to another. This is the trickiest area to negotiate when writing for both British and American readers. At its best, distinctively American English is more direct and vivid than its British English equivalent. Many American words and expressions have passed into British English because they are shorter or more to the point: phrases like *lay off*, preferable to *make redundant*; *fire*, instead of *dismiss*. But American English also has a contrary tendency to lengthen words, creating a (to British readers) pompous tone: for instance, *transportation* (in British English, *transport*).

British English is slower than American English to accept new words and suspicious of short cuts, and sometimes it resists the use as verbs of nouns (see *grammar and syntax* in Part 1).

Below is a list of words that are acceptable in both American and British English, for use when you want to produce a single version of written material for both categories of reader:

- ambience not ambiance
- annex not annexe
- among not amongst
- artifact not artefact
- backward not backwards
- Bible (Scriptures), not bible
- baptistry not baptistery
- bus not coach
- burned not burnt

- canvases not canvasses
- car rental not car hire
- cater to not cater for needs
- custom-made not bespoke
- development not estate, for housing
- diesel fuel not derv
- disc not disk, except in computing
The following lists draw attention to commonly used words and idioms that are spelt differently or have different meanings in American English and British English. When you do not want to produce a single version, follow one or other convention, and, if this means using a word that will mystify or mislead one group of readers, provide a translation. The lists do not cover slang or colloquialisms.
Accounting, banking and finance

British acquisition accounting articles of association balance sheet banknote bonus or scrip issue building society Chartered Accountant (CA)

American purchase accounting bylaws statement of financial position bill stock dividend or stock split savings and loan association

cheque (bank) clerk (bank) closing rate method creditors current account debtors deferred tax depreciation exceptional items finance leases Inland Revenue land and buildings merger accounting nominal value non-pension post-employment benefits old-age pension, state pension ordinary shares own shares purchased but not cancelled pay rise preference shares price rise profit and loss account profit for the financial year provisions share premium shareholders’ funds stock turnover undistributable reserves

check teller current rate method payables checking account receivables deferred income tax amortisation unusual items capital leases Internal Revenue real estate pooling of interests par value OPEBS Social Security common stock Treasury stock raise preferred stock price hike income statement net income allowances additional paid-in capital stockholders’ equity inventory revenues restricted surplus or deficiency
British  American
unit trust  mutual fund
value-added tax (VAT)  sales tax

Baby items
British  American
baby’s dummy  pacifier
cot  crib
nappy  diaper
pram, push chair  baby carriage, stroller

Clothes
British  American
bag, handbag  purse, pocketbook
braces  suspenders
clothes cupboard/wardrobe  closet
dressing gown  bathrobe/housecoat/robe
jumper  sweater
ladder (in stocking)  run
pants  underpants
press studs  snaps
pyjamas  pajamas
tartan  plaid
trousers  pants, slacks, trousers
vest  undershirt
waistcoat  vest
zip (noun)  zipper

Food, cooking and eating
British  American
aubergine  eggplant
bill (restaurant)  check
biscuit (sweet)  cookie
biscuit (savoury)  cracker
black treacle  molasses
chilli/chillies  chile/chiles, chili powder, chili con carne
chips  French fries
cling film  plastic wrap
cooker  stove
cornflour  cornstarch
courgette  zucchini
British

- crayfish
- crisps
- crystallised
- digestive biscuit
- double cream
- essence (eg, vanilla)
- flour, plain
- flour, self-raising
- flour, wholemeal
- golden syrup
- greengrocer’s
- grill (verb and noun)
- icing sugar
- maize/sweetcorn
- minced meat
- pastry case
- pepper (red, green, etc)
- pips
- rocket (salad)
- shortcrust pastry
- single cream
- soya
- spring onion
- starter
- stoned (cherries, etc)
- sultana
- sweet shop
- water biscuit

American

- crawfish
- potato chips
- candied
- graham cracker
- heavy cream
- extract or flavoring
- flour, all-purpose
- flour, self-rising
- flour, whole-wheat
- corn syrup
- vegetable store
- broil (verb), broiler (noun)
- powdered or confectioners’ sugar
- corn
- ground meat
- pie crust
- sweet pepper, bell pepper, capsicum
- seeds (in fruit)
- arugula
- short pastry/basic pie dough
- light cream
- soy
- scallion, green onion
- appetizer
- pitted
- golden raisin
- candy store
- cracker

Homes and other buildings

British

- camp bed
- cinema
- council estate
- flat
- ground floor
- home from home
- homely
- housing estate
- lavatory, toilet

American

- cot
- movie theater
- public housing
- apartment
- first floor
- home away from home
- homey (homely = plain)
- housing development
- bathroom, restroom, washroom
part 2: American and British English

British          American
lift             elevator
power point     electrical outlet, socket
property (land)  real estate
storey          story, floor
terraced house  row house

People, professions and politics

British          American
adopt a candidate nominate a candidate
barrister        trial lawyer
doctor           physician
estate agent     realtor/real estate agent
ex-serviceman    veteran
headmistress/headmaster principal
jeweller/jewellery jeweler/jewelry
lawyer           attorney
manifesto (political)    platform
old-age pensioner, OAP    senior citizen, senior
sceptic           skeptic
senior (politician)        ranking
solicitor        attorney, lawyer
stand for office    run for office

Travel, transport and pedestrians

British          American
accelerator      gas pedal
bonnet, car      hood
boot, car        trunk
bumper           fender
car park         parking lot
caravan          trailer
coach            bus
crossroads/junction intersection
cul-de-sac       dead end
demister         defogger
dual carriageway  four-lane (or divided) highway
estate car       station wagon
exhaust, car     muffler
flyover          overpass
gearbox          transmission
give way         yield
British American

high street main street
hire (a car) rent or hire
indicator turn signal
jump leads jumper cables
lorry truck
motor-racing auto-racing
motorway highway, freeway, expressway, throughway

number plate licence plate
passenger rider
pavement sidewalk
pedestrian crossing crosswalk
petrol gasoline, gas
petrol station gas/service station
puncture flat tire
railway station train station
rambler hiker
return ticket round-trip ticket
riding (horses) horseback riding
ring road beltway
rowing boat rowboat
single ticket one-way ticket
slip road ramp
subway pedestrian underpass
transport transportation
turning (road) turnoff
underground (or tube train) subway
walk hike (only if more energetic than a walk)

windscreen windshield

Other words and phrases

British American

aerial (TV) antenna
anti-clockwise counterclockwise
at weekends on weekends
autumn fall
bank holiday public holiday
British Summer Time (BST) Daylight Saving Time (DST)
chemist drugstore, pharmacy
British

clever

diary (appointments)
diary (record)
dustbin
earted (wire)
ex-serviceman, woman
film
flannel
from ... to ...
grey
holiday
in (Fifth Avenue, etc)
lease of life
mean (parsimonious)
mobile phone
oblige
ordinary
outside
over
paddling pool
plait
post, post box
post code
postponement
public school
queue
rain-check
reverse charges
ring up, phone
spanner
state school
stupid
till
torch
upmarket
work out (problem)
Zimmer frame
zed (the letter z)

American

smart
calendar
journal
garbage can
ground
veteran
movie
washcloth
through
gray
vacation
on
lease on life
stingy, tight (mean = nasty)
cell phone
oblige
regular, normal
outside of
overly
wading pool
braid
mail, mailbox
zip code
rain-check
private school
line, line up
postponement
call collect
call, phone
wrench
public school
dumb
checkout
flashlight
upscale
figure out
walker
zee
part 3

useful reference
# Abbreviations

Here is a list of some common business abbreviations.

*See also* **abbreviations** in Part 1, **internet**, pages 190ff.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>activity-based costing</td>
</tr>
<tr>
<td>ACH</td>
<td>automated clearing house</td>
</tr>
<tr>
<td>ADR</td>
<td>American depositary receipt</td>
</tr>
<tr>
<td>AG</td>
<td>Aktiengesellschaft (Austrian, German or Swiss public limited company)</td>
</tr>
<tr>
<td>AGM</td>
<td>annual general meeting</td>
</tr>
<tr>
<td>AIBD</td>
<td>Association of International Bond Dealers</td>
</tr>
<tr>
<td>AIDA</td>
<td>attention, interest, desire, action</td>
</tr>
<tr>
<td>AMEX</td>
<td>American Stock Exchange</td>
</tr>
<tr>
<td>APR</td>
<td>annualised percentage rate (of interest)</td>
</tr>
<tr>
<td>APT</td>
<td>arbitrage pricing theory</td>
</tr>
<tr>
<td>ARPU</td>
<td>average revenue per user/unit</td>
</tr>
<tr>
<td>ARR</td>
<td>accounting rate of return</td>
</tr>
<tr>
<td>ASB</td>
<td>Accounting Standards Board (UK)</td>
</tr>
<tr>
<td>ATM</td>
<td>automated teller machine</td>
</tr>
<tr>
<td>B2B</td>
<td>business-to-business</td>
</tr>
<tr>
<td>B2C</td>
<td>business-to-consumer</td>
</tr>
<tr>
<td>BACS</td>
<td>bankers’ automated clearing services</td>
</tr>
<tr>
<td>BPO</td>
<td>business process outsourcing</td>
</tr>
<tr>
<td>BPR</td>
<td>business process re-engineering</td>
</tr>
<tr>
<td>BSI</td>
<td>British Standards Institution</td>
</tr>
<tr>
<td>CAPM</td>
<td>capital asset pricing model</td>
</tr>
<tr>
<td>CATS</td>
<td>certificate of accrual on Treasury securities; computer-assisted trading system</td>
</tr>
<tr>
<td>CCA</td>
<td>current cost accounting</td>
</tr>
<tr>
<td>CD</td>
<td>certificate of deposit</td>
</tr>
<tr>
<td>CEDEL</td>
<td>Centre de livraison de valeurs mobilières</td>
</tr>
<tr>
<td>CEO</td>
<td>chief executive officer</td>
</tr>
<tr>
<td>CFO</td>
<td>chief financial officer</td>
</tr>
<tr>
<td>CGT</td>
<td>capital gains tax</td>
</tr>
</tbody>
</table>
CHAPS  Clearing House Automated Payments Service
CIF   cost, insurance, freight
CIO   chief information officer
COB  Commission des Opérations de Bourse (Stock Exchange Commission, France)
Consob Commissione Nazionale per le Società e la Borsa (Stock Exchange Commission, Italy)
COO   chief operating officer
COLA  cost of living adjustment
COSA  cost of sales adjustment
CPA   certified public accountant (US); critical path analysis
CPP   current purchasing power (accounting)
CRC   current replacement cost
CRM   customer (or client) relationship management
CSR   corporate social responsibility
CTO   chief technology officer
CUPID computer updated international database
CVP   cost-volume-profit analysis
DCF   discounted cash flow
EBIT  earnings before interest and tax
EBITDA earnings before interest, tax, depreciation and amortisation
ECN   electronic communications network
EDP   electronic data processing
EFT   electronic funds transfer
EFTPOS electronic funds transfer at point of sale
EMU   economic and monetary union
EPS   earnings per share
ERM   enterprise resource management
ESOP  employee stock or share ownership plan
ETF   exchange traded fund
EURIBOR European Interbank Offered Rate
EV    economic value
EVA   economic value added
FAS   financial accounting standard (US)
FASB  Financial Accounting Standards Board (US)
FDI   foreign direct investment
Fed   Federal Reserve Board (US)
FIFO  first in, first out (used for valuing stock/inventory)
FMCG  fast-moving consumer goods
FMS   flexible manufacturing systems
FOB   free on board
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>forex</strong></td>
<td>foreign exchange</td>
</tr>
<tr>
<td><strong>FRN</strong></td>
<td>floating-rate note</td>
</tr>
<tr>
<td><strong>FSA</strong></td>
<td>Financial Services Authority (UK)</td>
</tr>
<tr>
<td><strong>GAAP</strong></td>
<td>generally accepted accounting principles (US)</td>
</tr>
<tr>
<td><strong>GAAS</strong></td>
<td>generally accepted audited standards</td>
</tr>
<tr>
<td><strong>GDP</strong></td>
<td>gross domestic product</td>
</tr>
<tr>
<td><strong>GmbH</strong></td>
<td>Gesellschaft mit beschränkter Haftung (Austrian, German or Swiss private limited company)</td>
</tr>
<tr>
<td><strong>GNI</strong></td>
<td>gross national income</td>
</tr>
<tr>
<td><strong>GNP</strong></td>
<td>gross national product</td>
</tr>
<tr>
<td><strong>IAS</strong></td>
<td>international accounting standard</td>
</tr>
<tr>
<td><strong>IASB</strong></td>
<td>International Accounting Standards Board</td>
</tr>
<tr>
<td><strong>IASC</strong></td>
<td>International Accounting Standards Committee</td>
</tr>
<tr>
<td><strong>IBF</strong></td>
<td>international banking facility</td>
</tr>
<tr>
<td><strong>ICGN</strong></td>
<td>International Corporate Governance Network</td>
</tr>
<tr>
<td><strong>IFA</strong></td>
<td>independent financial adviser</td>
</tr>
<tr>
<td><strong>IFRS</strong></td>
<td>International Financial Reporting Standards</td>
</tr>
<tr>
<td><strong>ILO</strong></td>
<td>International Labour Organisation</td>
</tr>
<tr>
<td><strong>IPO</strong></td>
<td>initial public offering</td>
</tr>
<tr>
<td><strong>IRR</strong></td>
<td>internal rate of return</td>
</tr>
<tr>
<td><strong>IRS</strong></td>
<td>Internal Revenue Service (US)</td>
</tr>
<tr>
<td><strong>ISA</strong></td>
<td>individual savings account</td>
</tr>
<tr>
<td><strong>ISMA</strong></td>
<td>International Securities Market Association</td>
</tr>
<tr>
<td><strong>ISO</strong></td>
<td>International Organisation for Standardisation</td>
</tr>
<tr>
<td><strong>JIT</strong></td>
<td>just-in-time</td>
</tr>
<tr>
<td><strong>KISS</strong></td>
<td>keep it simple stupid</td>
</tr>
<tr>
<td><strong>LAN</strong></td>
<td>local area network</td>
</tr>
<tr>
<td><strong>LBO</strong></td>
<td>leveraged buy-out</td>
</tr>
<tr>
<td><strong>LIBOR</strong></td>
<td>London Interbank Offered Rate</td>
</tr>
<tr>
<td><strong>LIFO</strong></td>
<td>last in, first out (used for valuing stock/inventory value, popular in US)</td>
</tr>
<tr>
<td><strong>LNG</strong></td>
<td>liquefied natural gas</td>
</tr>
<tr>
<td><strong>LPG</strong></td>
<td>liquefied petroleum gas</td>
</tr>
<tr>
<td><strong>LSE</strong></td>
<td>London Stock Exchange</td>
</tr>
<tr>
<td><strong>M&amp;A</strong></td>
<td>mergers and acquisitions</td>
</tr>
<tr>
<td><strong>MATIF</strong></td>
<td>Marché à Terme des Instruments Financiers</td>
</tr>
<tr>
<td><strong>MBI</strong></td>
<td>management buy-in</td>
</tr>
<tr>
<td><strong>MBO</strong></td>
<td>management buy-out</td>
</tr>
<tr>
<td><strong>MLR</strong></td>
<td>minimum lending rate</td>
</tr>
<tr>
<td><strong>NASDAQ</strong></td>
<td>National Association of Securities Dealers Automated Quotations System (US)</td>
</tr>
</tbody>
</table>
abbreviations

NAV  net asset value
NBV  net book value
NGO  non-governmental organisation
NPV  net present value; no par value
NRV  net realisable value
Nymex New York Mercantile Exchange
NYSE New York Stock Exchange
OBU  offshore banking unit
ODM  original design manufacturer
OEIC open-ended investment company
OTC  over the counter
P&L a/c profit and loss account (income statement in the US)
PwE  price/earnings (ratio)
PIN  personal identification number
PLC  public limited company (UK)
PPP  purchasing power parity
PSBR  public-sector borrowing requirement
R&D  research and development
RFID radio frequency identification device
ROA  return on assets
ROCE return on capital employed
ROE  return on equity
ROI  return on investment
RONA return on net assets
ROOA return on operating assets
ROTA return on total assets
RPI  retail price index
RPIX retail price index excluding mortgage interest payments
RTM route to market
S&L  Savings and Loan Association (US)
SA  société anonyme (French, Belgian, Luxembourg or Swiss public limited company)
Sarl société à responsabilité limitée (French, etc, private limited company)
SBU  strategic business unit
SCM supply chain management
SDR special drawing right (at the IMF)
SEAQ Stock Exchange Automated Quotations (UK)
SEC Securities and Exchange Commission (US)
SET secure electronic transaction
part 3: useful reference

SFO  Serious Fraud Office (UK)
SIB  Securities and Investments Board (UK)
SITC  standard international trade classification
SMART  specific, measurable, achievable, realistic, time bound
SME  small and medium-sized enterprises
SOHO  small office, home office
SOX  Sarbanes-Oxley Act (US)
SpA  societa per azioni (Italian public company)
SRO  self-regulating organisation
SSAP  Statement of Standard Accounting Practice (UK)
STRGL  statement of total recognised gains and losses
SWIFT  Society for Worldwide Interbank Financial Telecommunications
SWOT  strengths, weaknesses, opportunities, threats
T-bill  Treasury bill
TSR  total shareholder return
UCITS  Undertakings for Collective Investments in Transferable Securities
UEC  Union Européenne des Experts Comptables Economiques et Financiers
USM  unlisted securities market (UK)
USP  unique selling proposition
VAT  value-added tax
VCT  venture capital trust
WDV  written down value
WIIFM  what's in it for me
WIP  work-in-progress
XBRL  extensible business reporting language
ZBB  zero base budgeting

For international bodies and their abbreviations, see organisations, pages 214ff.
## Beaufort Scale

For devotees of the shipping forecast, here is the World Meteorological Organisation’s classification of wind forces and effects.

<table>
<thead>
<tr>
<th>Conditions (abbreviated)</th>
<th>Description</th>
<th>Force On land</th>
<th>At sea</th>
<th>Equivalent speed at 10m height</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>knots</td>
</tr>
<tr>
<td>0</td>
<td>Calm</td>
<td>Smoke rises vertically</td>
<td>Sea like a mirror</td>
<td>less than 1</td>
</tr>
<tr>
<td>1</td>
<td>Light air</td>
<td>Smoke drifts</td>
<td>Ripples</td>
<td>1–3</td>
</tr>
<tr>
<td>2</td>
<td>Light breeze</td>
<td>Leaves rustle</td>
<td>Small wavelets</td>
<td>4–6</td>
</tr>
<tr>
<td>3</td>
<td>Gentle breeze</td>
<td>Wind extends light flag</td>
<td>Large wavelets, crests break</td>
<td>7–10</td>
</tr>
<tr>
<td>4</td>
<td>Moderate breeze</td>
<td>Raises paper and dust</td>
<td>Small waves, some white horses</td>
<td>11–16</td>
</tr>
<tr>
<td>5</td>
<td>Fresh breeze</td>
<td>Small trees in leaf sway</td>
<td>Moderate waves, many white horses</td>
<td>17–21</td>
</tr>
<tr>
<td>6</td>
<td>Strong breeze</td>
<td>Large branches in motion</td>
<td>Large waves form, some spray</td>
<td>22–27</td>
</tr>
<tr>
<td>7</td>
<td>Moderate gale or near gale</td>
<td>Whole trees in motion</td>
<td>Sea heaps up, white foam streaks</td>
<td>28–33</td>
</tr>
<tr>
<td>8</td>
<td>Fresh gale or gale</td>
<td>Breaks twigs off trees</td>
<td>Moderately high waves, well-marked foam streaks</td>
<td>34–40</td>
</tr>
<tr>
<td>9</td>
<td>Strong gale</td>
<td>Slight structural damage</td>
<td>High waves, crests start to tumble over</td>
<td>41–47</td>
</tr>
<tr>
<td>10</td>
<td>Whole gale or storm</td>
<td>Trees uprooted, considerable structural damage</td>
<td>Very high waves, white sea tumbles</td>
<td>48–55</td>
</tr>
<tr>
<td>Conditions (abbreviated)</td>
<td>Equivalent speed at 10m height</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Force</td>
<td>Description</td>
<td>On land</td>
<td>At sea</td>
<td>knots</td>
</tr>
<tr>
<td>11</td>
<td>Storm or violent storm</td>
<td>Very rarely experienced, widespread damage</td>
<td>Exceptionally high waves, edges of wave crests blown to froth</td>
<td>56–63</td>
</tr>
<tr>
<td>12–17</td>
<td>Hurricane</td>
<td>Devastation with driving spray</td>
<td>Sea completely white</td>
<td>64–118</td>
</tr>
</tbody>
</table>

**Business ratios**

These are ratios commonly used in corporate financial analysis.

**Working capital**

**Working capital ratio** = current assets/current liabilities, where current assets = stock + debtors + cash at bank and in hand + quoted investments, etc, current liabilities = creditors + overdraft at bank + taxation + dividends, etc. The ratio varies according to type of trade and conditions; a ratio from 1 to 3 is usual, with a ratio above 2 taken to be safe.

**Liquidity ratio** = liquid (“quick”) assets/current liabilities, where liquid assets = debtors + cash at bank and in hand + quoted investments (that is, assets which can be realised within a month or so, which may not apply to all investments); current liabilities are those which may need to be repaid within the same short period, which may not necessarily include a bank overdraft where it is likely to be renewed. The liquidity ratio is sometimes referred to as the “acid test”; a ratio under 1 suggests a possibly difficult situation, while too high a ratio may mean that assets are not being usefully employed.

**Turnover of working capital** = sales/average working capital. The ratio varies according to type of trade; generally a low ratio can mean poor use of resources, while too high a ratio can mean over-trading. Average working capital or average stock is found by taking the opening and closing working capital or stock and dividing by 2.

**Turnover of stock** = sales/average stock, or (where cost of sales is known) cost of sales/average stock. The cost of sales turnover figure is to be preferred as both figures are then on the same valuation basis. This ratio can be expressed as number of times per year, or time taken
for stock to be turned over once = (52/number of times) weeks. A low turnover of stock can be a sign of stocks that are difficult to move, and usually indicates adverse conditions.

**Turnover of debtors** = sales/average debtors. This indicates efficiency in collecting accounts. An average credit period of about one month is usual, but varies according to credit stringency conditions in the economy.

**Turnover of creditors** = purchases/average creditors. Average payment period is best maintained in line with turnover of debtors.

**Sales**

**Export ratio** = exports as a percentage of sales.

**Sales per employee** = sales/average number of employees.

**Assets**

Ratios of assets can vary according to the measure of assets used:

**Total assets** = current assets + fixed assets + other assets, where fixed assets = property + plant and machinery + motor vehicles, etc, and other assets = long-term investment + goodwill, etc.

**Net assets** (“net worth”) = total assets – total liabilities = share capital + reserves

**Turnover of net assets** = sales/average net assets. As for turnover of working capital, a low ratio can mean poor use of resources.

**Assets per employee** = assets/average number of employees. This indicates the amount of investment backing for employees.

**Profits**

**Profit margin** = (profit/sales) × 100 = profits as a percentage of sales; usually profits before tax.

**Profitability** = (profit/total assets) × 100 = profits as a percentage of total assets.

**Return on capital** = (profit/net assets) × 100 = profits as a percentage of net assets (“net worth” or “capital employed”).

**Profit per employee** = profit/average number of employees.

**Earnings per share** (EPS) = after-tax profit – minorities/average number of shares in issue.
Calendars

There are five important solar calendars and the Jewish calendar, which is a combined solar/lunar calendar, like the Chinese.

<table>
<thead>
<tr>
<th>Gregorian</th>
<th>Iranian</th>
<th>Hindu</th>
</tr>
</thead>
<tbody>
<tr>
<td>January (31)</td>
<td>Farvardin (31)</td>
<td>Caitra (30)</td>
</tr>
<tr>
<td>February (28 or 29)</td>
<td>Ordibehesht (31)</td>
<td>Vaisakha (31)</td>
</tr>
<tr>
<td>March (31)</td>
<td>Khordad (31)</td>
<td>Jyaistha (31)</td>
</tr>
<tr>
<td>April (30)</td>
<td>Tir (31)</td>
<td>Asadha (31)</td>
</tr>
<tr>
<td>May (31)</td>
<td>Mordad (31)</td>
<td>Srawana (31)</td>
</tr>
<tr>
<td>June (30)</td>
<td>Shahrivar (31)</td>
<td>Bhadrapada (31)</td>
</tr>
<tr>
<td>July (31)</td>
<td>Mehr (30)</td>
<td>Asvina (30)</td>
</tr>
<tr>
<td>August (31)</td>
<td>Aban (30)</td>
<td>Karttika (30)</td>
</tr>
<tr>
<td>September (30)</td>
<td>Dey (30)</td>
<td>Margasirsa (30)</td>
</tr>
<tr>
<td>October (31)</td>
<td>Bahman (30)</td>
<td>Pausa (30)</td>
</tr>
<tr>
<td>November (30)</td>
<td>Esfand (28 or 29)</td>
<td>Magha (30)</td>
</tr>
<tr>
<td>December (31)</td>
<td></td>
<td>Paguma</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gregorian</th>
<th>Ethiopian</th>
<th>Jewish</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Meskerem (30)</td>
<td>Tishri (30)</td>
</tr>
<tr>
<td>October</td>
<td>Tikemet (30)</td>
<td>Heshvan (29 or 30)</td>
</tr>
<tr>
<td>November</td>
<td>Hidar (30)</td>
<td>Kislev (29 or 30)</td>
</tr>
<tr>
<td>December</td>
<td>Tahesas (30)</td>
<td>Tebet (29)</td>
</tr>
<tr>
<td>January</td>
<td>Tir (30)</td>
<td>Shebat (30)</td>
</tr>
<tr>
<td>February</td>
<td>Yekatit (30)</td>
<td>Adar (29)</td>
</tr>
<tr>
<td>March</td>
<td>Megabit (30)</td>
<td>Nisan (30)</td>
</tr>
<tr>
<td>April</td>
<td>Miyaza (30)</td>
<td>Iyar (29)</td>
</tr>
<tr>
<td>May</td>
<td>Ginbot (30)</td>
<td>Sivan (30)</td>
</tr>
<tr>
<td>June</td>
<td>Sene (30)</td>
<td>Tammuz (29)</td>
</tr>
<tr>
<td>July</td>
<td>Hamle (30)</td>
<td>Ab (30)</td>
</tr>
<tr>
<td>August</td>
<td>Nehase (30+5 or 6)</td>
<td>Elul (29)</td>
</tr>
</tbody>
</table>
Figures in brackets denote the number of days in that month.

b Months begin about the 21st of the corresponding Gregorian month.

c Months begin about the 22nd of the corresponding Gregorian month.

d Months begin on the 11th of the corresponding Gregorian month. Ethiopia follows the Julian calendar.

e The date of the new year varies, but normally falls in the second half of September in the Gregorian calendar; the position is maintained by sometimes adding an extra period of 29 days, Adar Sheni, following the month of Adar.

Muslim calendar

Muslims use a lunar calendar which begins 10 or 11 days earlier each year in terms of the Gregorian. The months, whose names follow, do not have a fixed number of days. In each 30 years, 19 years have 354 days (are “common”) and 11 have 355 days (are “intercalary”).

<table>
<thead>
<tr>
<th>Muharram</th>
<th>Rajab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safar</td>
<td>Sha’ban</td>
</tr>
<tr>
<td>Rabi’ I</td>
<td>Ramadan</td>
</tr>
<tr>
<td>Rabi’ II</td>
<td>Shawwal</td>
</tr>
<tr>
<td>Jumada I</td>
<td>Dhu al-Qidah</td>
</tr>
<tr>
<td>Jumada II</td>
<td>Dhu al-Hijjah</td>
</tr>
</tbody>
</table>

The Muslim years in the columns below begin on the dates of the Gregorian calendar as shown.

| 1413 | July 2nd 1992 | 1421 | April 6th 2000 |
| 1414 | June 21st 1993 | 1422 | March 26th 2001 |
| 1415 | June 9th 1994 | 1423 | March 15th 2002 |
| 1416 | May 31st 1995 | 1424 | March 5th 2003 |
| 1417 | May 19th 1996 | 1425 | February 22nd 2004 |
| 1418 | May 9th 1997 | 1426 | February 10th 2005 |
| 1419 | April 28th 1998 | 1427 | January 31st 2006 |
| 1420 | April 17th 1999 | 1428 | January 20th 2007 |

Countries’ administrative divisions

Here are the correct spellings of the main administrative subdivisions of the G10 group of industrial countries together with Russia. See also countries and their inhabitants, placenames in Part 1.

Belgium (Kingdom of Belgium)

Provinces

Antwerp | East Flanders
Brabant (Flemish, Walloon) | Hainaut
Liège Namur
Limburg West Flanders
Luxembourg

Canada

Provinces
Alberta Nova Scotia
British Columbia Ontario
Manitoba Prince Edward Island
New Brunswick Quebec (Québec)
Newfoundland Saskatchewan

Territories
Northwest Territories Yukon
Nunavut

France (Republic of France)

Regions
Alsace Ile-de-France
Aquitaine Languedoc-Roussillon
Auvergne Limousin
Basse-Normandie Lorraine
Brittany (Bretagne) Midi-Pyrénées
Burgundy (Bourgogne) Nord-Pas-de-Calais
Centre Pays de la Loire
Champagne-Ardenne Picardy (Picardie)
Corsica (Corse) Poitou-Charentes
Franche-Comté Provence-Alpes-Côte d’Azur
Haute-Normandie Rhône-Alpes

Germany (Federal Republic of Germany)

States (in German Länder)
Baden-Württemberg Mecklenburg-West Pomerania (Vorpommern)
Bavaria (Bayern) North Rhine-Westphalia (Nordrhein-Westfalen)
Berlin Rhineland-Palatinate (Rheinland-Pfalz)
Brandenburg Saarland
Bremen Saxony (Sachsen)
Hamburg Saxony-Anhalt (Sachsen-Anhalt)
Hesse (Hessen) Schleswig-Holstein
Lower Saxony (Niedersachsen) Thuringia (Thüringen)
### Italy (Italian Republic)

**Regions**

<table>
<thead>
<tr>
<th>Region</th>
<th>Marches (Marche)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abruzzo</td>
<td>Marche</td>
</tr>
<tr>
<td>Apulia (Puglia)</td>
<td>Molise</td>
</tr>
<tr>
<td>Basilicata</td>
<td>Piedmont (Piemonte)</td>
</tr>
<tr>
<td>Calabria</td>
<td>Sardinia (Sardegna)</td>
</tr>
<tr>
<td>Campania</td>
<td>Sicily (Sicilia)</td>
</tr>
<tr>
<td>Emilia-Romagna</td>
<td>Tuscany (Toscana)</td>
</tr>
<tr>
<td>Friuli-Venezia Giulia</td>
<td>Trentino-Alto Adige</td>
</tr>
<tr>
<td>Lazio</td>
<td>Umbria</td>
</tr>
<tr>
<td>Liguria</td>
<td>Valle d’Aosta</td>
</tr>
<tr>
<td>Lombardy (Lombardia)</td>
<td>Veneto</td>
</tr>
</tbody>
</table>

### Japan

Japan is divided into regions (in bold italics), which are divided into prefectures.

**Hokkaido**

Hokkaido

**Tohoku**

<table>
<thead>
<tr>
<th>Region</th>
<th>Miyagi</th>
<th>Yamagata</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aomori</td>
<td>Miyagi</td>
<td>Yamagata</td>
</tr>
<tr>
<td>Iwate</td>
<td>Akita</td>
<td>Fukushima</td>
</tr>
</tbody>
</table>

**Kanto**

<table>
<thead>
<tr>
<th>Region</th>
<th>Saitama</th>
<th>Tokyo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ibaraki</td>
<td>Saitama</td>
<td>Tokyo</td>
</tr>
<tr>
<td>Tochigi</td>
<td>Chiba</td>
<td>Kanagawa</td>
</tr>
<tr>
<td>Gumma</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Chubu**

<table>
<thead>
<tr>
<th>Region</th>
<th>Fukui</th>
<th>Gifu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Niigata</td>
<td>Fukui</td>
<td>Gifu</td>
</tr>
<tr>
<td>Toyama</td>
<td>Yamanashi</td>
<td>Shizuoka</td>
</tr>
<tr>
<td>Ishikawa</td>
<td>Nagano</td>
<td>Aichi</td>
</tr>
</tbody>
</table>

**Kinki**

<table>
<thead>
<tr>
<th>Region</th>
<th>Osaka</th>
<th>Nara</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mie</td>
<td>Osaka</td>
<td>Nara</td>
</tr>
<tr>
<td>Shiga</td>
<td>Hyogo</td>
<td>Wakayama</td>
</tr>
<tr>
<td>Kyoto</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Chugoku**

<table>
<thead>
<tr>
<th>Region</th>
<th>Yamaguchi</th>
<th>Kagawa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tottori</td>
<td>Yamaguchi</td>
<td>Kagawa</td>
</tr>
<tr>
<td>Shimane</td>
<td>Shikoku</td>
<td>Ehime</td>
</tr>
<tr>
<td>Okayama</td>
<td>Tokushima</td>
<td>Kochi</td>
</tr>
<tr>
<td>Hiroshima</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Kyushu
Fukuoka Kumamoto Kagoshima
Saga Oita Okinawa
Nagasaki Miyazaki

Netherlands (Kingdom of the Netherlands)
Provinces
Drenthe Noord-Brabant
Flevoland Noord-Holland
Friesland Overijssel
Gelderland Utrecht
Groningen Zeeland
Limburg Zuid-Holland

Russia (Russian Federation)
There are 89 members (federal territorial units) of the Russian Federation, consisting of 21 republics, six krais (provinces), 49 oblasts (regions), two cities of federal status (Moscow and St Petersburg), one autonomous oblast (the Jewish Autonomous Area) and ten okrugs (districts), under the jurisdiction of the oblast or krai within which they are situated. Each unit is grouped into one of seven federal districts.

Federal districts
Central South
Far East Urals
North-West Volga
Siberian

Republics
Adygeya Kareliya
Bashkortostan Khakasiya
Buryatiya Komi
Chechnya\(^a\) Marii-El
Chuvashiya Mordoviya
Dagestan North Osetiya-Alaniya
Gorno-Altai Sakha (Yakutiya)
Ingushetia Tatarstan
Kabardino-Balkariya Tyva
Kalmykiya Udmurtiya
Karachayevo-Cherkessiya
\(^a\) Governed federally.
**Krais**

Altai Krasnoyarsk  
Khabarovsk Primorskii  
Krasnodar Stavropol  

**Autonomous okrugs**

Agin-Buryat Koryak  
Chukotka Nenets  
Evenk Taimyr  
Khanty-Mansi Ust-Orda Buryat  
Komi-Permyak Yamal-Nenets  

**Sweden**

Sweden is traditionally divided into three major regions, which are further subdivided into 25 provinces (*landskap*) which have no administrative function.

**Gotaland**

<table>
<thead>
<tr>
<th>Blekinge</th>
<th>Halland</th>
<th>Skane</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bohuslan</td>
<td>Oland</td>
<td>Smaland</td>
</tr>
<tr>
<td>Dalsland</td>
<td>Ostergotland</td>
<td>Vastergotland</td>
</tr>
<tr>
<td>Gotland</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Norrland**

<table>
<thead>
<tr>
<th>Angermanland</th>
<th>Harjedalen</th>
<th>Medelpad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gastrikland</td>
<td>Jamtland</td>
<td>Norrbotten</td>
</tr>
<tr>
<td>Halsingland</td>
<td>Lappland</td>
<td>Vasterbotten</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Svealand**

<table>
<thead>
<tr>
<th>Dalarna (southern parts)</th>
<th>Södermanland</th>
<th>Varmland</th>
</tr>
</thead>
<tbody>
<tr>
<td>Naärke</td>
<td>Uppland</td>
<td>Vastmanland</td>
</tr>
</tbody>
</table>

**Administrative divisions (lan)**

<table>
<thead>
<tr>
<th>Blekinge</th>
<th>Kalmar</th>
<th>Stockholm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dalarna</td>
<td>Kronoberg</td>
<td>Uppsala</td>
</tr>
<tr>
<td>Garleborg</td>
<td>Norrbotten</td>
<td>Varmland</td>
</tr>
<tr>
<td>Gotaland</td>
<td>Orebro</td>
<td>Vasterbotten</td>
</tr>
<tr>
<td>Gotland</td>
<td>Ostergotland</td>
<td>Vasternorrland</td>
</tr>
<tr>
<td>Halland</td>
<td>Skane</td>
<td>Vastmanland</td>
</tr>
<tr>
<td>Jamtland</td>
<td>Södermanland</td>
<td>Vastra</td>
</tr>
</tbody>
</table>

**Switzerland**

Also known as Confoederatio Helvetica, hence the abbreviation CH.
“Confoederatio” means “confederation”, “Helvetica” derives from the Latin word “Helvetia”, for the area which later became Switzerland. It consists of 23 cantons, as follows, in their official order.

<table>
<thead>
<tr>
<th>Zurich</th>
<th>Appenzell (Appenzell Ausserrhoden/Appenzell Inherrhoden)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bern</td>
<td>Sankt Gallen</td>
</tr>
<tr>
<td>Luzern (Lucerne)</td>
<td>Graubünden</td>
</tr>
<tr>
<td>Uri</td>
<td>Ticino</td>
</tr>
<tr>
<td>Schwyz</td>
<td>Aargau</td>
</tr>
<tr>
<td>Unterwalden</td>
<td>Thurgau</td>
</tr>
<tr>
<td>(Obwalden/Nidwalden)</td>
<td>Vaud</td>
</tr>
<tr>
<td>Glarus</td>
<td>Valais</td>
</tr>
<tr>
<td>Zug</td>
<td>Neuchâtel</td>
</tr>
<tr>
<td>Freiburg/Fribourg</td>
<td>Geneva</td>
</tr>
<tr>
<td>Solothurn</td>
<td>Jura</td>
</tr>
<tr>
<td>Basel</td>
<td></td>
</tr>
<tr>
<td>Schaffhausen</td>
<td></td>
</tr>
</tbody>
</table>

**United Kingdom**

**England Unitary Authorities**

<table>
<thead>
<tr>
<th>Barnsley</th>
<th>Hartlepool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bath and North-east Somerset</td>
<td>Herefordshire</td>
</tr>
<tr>
<td>Birmingham</td>
<td>Isle of Wight</td>
</tr>
<tr>
<td>Blackburn with Darwen</td>
<td>Kingston upon Hull</td>
</tr>
<tr>
<td>Blackpool</td>
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Sheffield
Slough
Solihull
South Gloucestershire
Southampton
Southend
South Tyneside
Stockport
Stockton-on-Tees
Stoke-on-Trent
Sunderland
Swindon
Tameside
Telford and Wrekin
Thurrock
Torbay
Trafford
Wakefield
Walsall
Warrington
West Berkshire
Wigan
Windsor and Maidenhead
Wirral
Wokingham
Wolverhampton
York

**England** Non-Metropolitan Counties

Bedfordshire
Buckinghamshire
Cambridgeshire
Cheshire
Cornwall/Isles of Scilly
Cumbria
Derbyshire
Devon
Dorset
Durham
East Sussex
Essex
Gloucestershire
Hampshire
Hertfordshire
Kent
Lancashire
Leicestershire
Lincolnshire
Norfolk
Northamptonshire
Northumberland
North Yorkshire
Nottinghamshire
Oxfordshire
Shropshire
Somerset
Staffordshire
Suffolk
Surrey
Warwickshire
West Sussex
Wiltshire
Worcestershire
Wales  Unitary Authorities
Blaenau Gwent                      Merthyr Tydfil
Bridgend                             Monmouthshire
Caerphilly                           Neath Port Talbot
Cardiff                               Newport
Carmarthenshire                      Pembrokeshire
Ceredigion                           Powys
Conwy                                 Rhondda, Cynon, Taff
Denbighshire                         Swansea
Flintshire                            Torfaen
Gwynedd                               Vale of Glamorgan
Isle of Anglesey                     Wrexham

Scotland  Unitary Authorities
Aberdeen City                        Highland
Aberdeenshire                         Inverclyde
Angus                                 Midlothian
Argyll and Bute                       Moray
Clackmannanshire                      North Ayrshire
Dumfries and Galloway                 North Lanarkshire
Dundee City                           Orkney Islands
East Ayrshire                         Perth and Kinross
East Dunbartonshire                   Renfrewshire
East Lothian                          Scottish Borders
East Renfrewshire                     Shetland Islands
Edinburgh, City of                    South Ayrshire
Eilean Siar/Western Isles             South Lanarkshire
Falkirk                               Stirling
Fife                                  West Dunbartonshire
Glasgow City                          West Lothian

Northern Ireland  Councils
Antrim                                 Craigavon
Ards                                   Down
Armagh                                 Dungannon
Ballymena                              Fermanagh
Ballymoney                             Larne
Banbridge                              Limavady
Belfast                                Lisburn
Carrickfergus                          Londonderry/Derry
Castlereagh                            Magherafelt
Coleraine                              Moyle
Cookstown                              Newry and Mourne
Newtownabbey
North Down

**Northern Ireland** Counties
Antrim
Armagh
Belfast City
Down

**United States**

**States**
Alabama (AL)
Alaska (AK)
Arizona (AZ)
Arkansas (AR)
California (CA)
Colorado (CO)
Connecticut (CT)
Delaware (DE)
Federal District of Columbia (DC)\(^a\)
Florida (FL)
Georgia (GA)
Hawaii (HI)
Idaho (ID)
Illinois (IL)
Indiana (IN)
Iowa (IA)
Kansas (KS)
Kentucky (KY)
Louisiana (LA)
Maine (MA)
Maryland (MD)
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Michigan (MI)
Minnesota (MN)
Mississippi (MS)
Missouri (MO)
Montana (MT)
Nebraska (NE)
Nevada (NV)
New Hampshire (NH)
New Jersey (NJ)
New Mexico (NM)
New York (NY)
North Carolina (NC)
North Dakota (ND)
Ohio (OH)
Oklahoma (OK)
Oregon (OR)
Pennsylvania (PA)
Puerto Rico (PR)
Rhode Island (RI)
South Carolina (SC)
South Dakota (SD)
Tennessee (TN)
Texas (TX)
Utah (UT)
Vermont (VT)
Virginia (VA)
Washington (WA)
West Virginia (WV)
Wisconsin (WI)
Wyoming (WY)

\(^a\) DC is not a state.
Currencies

See also currencies in Part 1 for The Economist newspaper usage.

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<td>SRs</td>
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<td>Slovenia</td>
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<td>SoSh</td>
</tr>
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<td>Spain</td>
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<td>Sri Lanka or Sri Lankan rupee</td>
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<td>Country</td>
<td>Currency</td>
<td>Symbol</td>
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<td>Sudanese dinar</td>
<td>SD</td>
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<td>Suriname</td>
<td>Suriname guilder</td>
<td>SG</td>
</tr>
<tr>
<td>Swaziland</td>
<td>lilangeni (pl. emalangeni)</td>
<td>E</td>
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<td>Sweden</td>
<td>Swedish krona</td>
<td>SKr</td>
</tr>
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<td>Switzerland</td>
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</tr>
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<td>TT dollar</td>
<td>TT$</td>
</tr>
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<td>Tunisia</td>
<td>Tunisian dinar</td>
<td>TD</td>
</tr>
<tr>
<td>Turkey</td>
<td>Turkish lira</td>
<td>TL</td>
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<td>Manat</td>
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</tr>
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<td>hryvnya</td>
<td>HRN</td>
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<tr>
<td>United Arab Emirates</td>
<td>UAE dirham</td>
<td>Dh</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>pound/sterling</td>
<td>£</td>
</tr>
<tr>
<td>United States</td>
<td>dollar</td>
<td>$</td>
</tr>
<tr>
<td>Uruguay</td>
<td>Uruguayan new peso</td>
<td>Ps</td>
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<tr>
<td>Uzbekistan</td>
<td>som</td>
<td>Som</td>
</tr>
<tr>
<td>Vanuatu</td>
<td>vatu</td>
<td>Vt</td>
</tr>
<tr>
<td>Venezuela</td>
<td>bolivar</td>
<td>Bs</td>
</tr>
<tr>
<td>Vietnam</td>
<td>dong</td>
<td>D</td>
</tr>
<tr>
<td>Western Samoa</td>
<td>tala</td>
<td>Tala</td>
</tr>
<tr>
<td>Windward &amp; Leeward Islands</td>
<td>East Caribbean dollar</td>
<td>EC$</td>
</tr>
</tbody>
</table>

a CFA = Communauté financière africaine in West African area and Coopération financière en Afrique centrale in Central African area. Used in monetary areas of West and Central Africa. 1 franc CFA = 1 French centime.

b Antigua and Barbuda, Dominica, Grenada, Monserrat, St Kitts-Nevis, St Lucia, St Vincent & Grenadines, the British Virgin Islands.
Earthquakes

An earthquake is measured in terms of its magnitude.

<table>
<thead>
<tr>
<th>Magnitude</th>
<th>Explosion equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joules</td>
<td>TNT terms</td>
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<tr>
<td>0&lt;sup&gt;a&lt;/sup&gt;</td>
<td>$7.9 \times 10^2$</td>
</tr>
<tr>
<td>1</td>
<td>$6.0 \times 10^4$</td>
</tr>
<tr>
<td>2</td>
<td>$4.0 \times 10^6$</td>
</tr>
<tr>
<td>3</td>
<td>$2.4 \times 10^8$</td>
</tr>
<tr>
<td>4</td>
<td>$1.3 \times 10^{10}$</td>
</tr>
<tr>
<td>5&lt;sup&gt;b&lt;/sup&gt;</td>
<td>$6.3 \times 10^{12}$</td>
</tr>
<tr>
<td>6&lt;sup&gt;c&lt;/sup&gt;</td>
<td>$2.7 \times 10^{13}$</td>
</tr>
<tr>
<td>7</td>
<td>$1.1 \times 10^{15}$</td>
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<tr>
<td>8</td>
<td>$3.7 \times 10^{16}$</td>
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<tr>
<td>9</td>
<td>$1.1 \times 10^{18}$</td>
</tr>
<tr>
<td>10</td>
<td>$3.2 \times 10^{19}$</td>
</tr>
</tbody>
</table>

<sup>a</sup> About equal to the shock caused by an average man jumping from a table.
<sup>b</sup> Potentially damaging to structures.
<sup>c</sup> Potentially capable of general destruction; widespread damage is usually caused above magnitude 6.5.

Here are some examples.

<table>
<thead>
<tr>
<th>Magnitude</th>
<th>Magnitude</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banda Sea, Indonesia, 1938</td>
<td>8.5 Northern Sumatra, 2005</td>
</tr>
<tr>
<td>Chile, 1906</td>
<td>8.5 Ecuador, 1906</td>
</tr>
<tr>
<td>Kamchatka, 1923</td>
<td>8.5 Kamchatka, 1952</td>
</tr>
<tr>
<td>Kuril Islands, 1963</td>
<td>8.5 Northern Sumatra, 2004 (called the tsunami)</td>
</tr>
<tr>
<td>Ningxia-Gansu, China, 1920</td>
<td>8.6 Andreanof Islands, Alaska, 1957</td>
</tr>
<tr>
<td>Sanriku, Japan, 1933</td>
<td>8.6 Prince William Sound, Alaska, 1964</td>
</tr>
<tr>
<td>India/Assam/Tibet, 1950</td>
<td>8.7 Chile, 1960</td>
</tr>
<tr>
<td>Rat Islands, Alaska, 1965</td>
<td>8.7 Krakatoa, 1883 (estimate)</td>
</tr>
</tbody>
</table>
## Elements

These are the natural and artificially created chemical elements.

<table>
<thead>
<tr>
<th>Name</th>
<th>Symbol</th>
<th>Name</th>
<th>Symbol</th>
</tr>
</thead>
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<tr>
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<td>Ac</td>
<td>Hassium</td>
<td>Hs</td>
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<tr>
<td>Aluminium</td>
<td>Al</td>
<td>Helium</td>
<td>He</td>
</tr>
<tr>
<td>Americium</td>
<td>Am</td>
<td>Holmium</td>
<td>Ho</td>
</tr>
<tr>
<td>Antimony (Stibium)</td>
<td>Sb</td>
<td>Hydrogen</td>
<td>H</td>
</tr>
<tr>
<td>Argon</td>
<td>Ar</td>
<td>Indium</td>
<td>In</td>
</tr>
<tr>
<td>Arsenic</td>
<td>As</td>
<td>Iodine</td>
<td>I</td>
</tr>
<tr>
<td>Astatine</td>
<td>At</td>
<td>Iridium</td>
<td>Ir</td>
</tr>
<tr>
<td>Barium</td>
<td>Ba</td>
<td>Iron (Ferrum)</td>
<td>Fe</td>
</tr>
<tr>
<td>Berkelium</td>
<td>Bk</td>
<td>Krypton</td>
<td>Kr</td>
</tr>
<tr>
<td>Beryllium</td>
<td>Be</td>
<td>Lanthanum</td>
<td>La</td>
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<tr>
<td>Bismuth</td>
<td>Bi</td>
<td>Lawrencium</td>
<td>Lw</td>
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<tr>
<td>Bohrium</td>
<td>Bh</td>
<td>Lead (Plumbum)</td>
<td>Pb</td>
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<tr>
<td>Boron</td>
<td>B</td>
<td>Lithium</td>
<td>Li</td>
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<td>Cd</td>
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<td>Cf</td>
<td>Mendelevium</td>
<td>Md</td>
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<tr>
<td>Carbon</td>
<td>C</td>
<td>Mercury (Hydrargyrum)</td>
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<td>Ce</td>
<td>Molybdenum</td>
<td>Mo</td>
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<td>Cl</td>
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<td>Co</td>
<td>Neptunium</td>
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<td>Cu</td>
<td>Nickel</td>
<td>Ni</td>
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<td>Cm</td>
<td>Niobium (Columbium)</td>
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</tr>
<tr>
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<td>Eu</td>
<td>Palladium</td>
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<td>Phosphorus</td>
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<td>Ge</td>
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<td>Symbol</td>
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<td>Re</td>
<td>Thallium</td>
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</tr>
<tr>
<td>Rubidium</td>
<td>Rb</td>
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</tr>
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<td>Ru</td>
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<td>Rf</td>
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<td>Uranium</td>
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<td>Vanadium</td>
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<td>Technetium</td>
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<td>Zirconium</td>
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Footnotes, sources, references

Footnotes appear at the foot of the page (or column) on which they occur; endnotes are listed at the end of a chapter or in one batch at the end of the work. The method depends on the publisher’s conventions, the type of work and the readership. The author may have little say in the matter. Footnotes may also contain additional snippets of material or comment that the author feels is not appropriate to the main text.

1 Charts, tables and figures: place source underneath.
2 Page numbers: “page” is usually abbreviated to p., plural pp., except, for example, in The Economist, where they are written in full.
3 Footnote numbers, which are conventionally superscript, go after the punctuation in English works, before in American. If there are not many footnotes, some publishers prefer to use asterisks, daggers, etc.

The main methods (other than The Economist’s) of referring to sources are: the author-date (Harvard) system; the author-number (Vancouver) system; and the author-title system.

The Economist Books should be in quotation marks, periodicals in italics, authors, publishers, addresses (optional) and prices in roman. Commas should follow the title and the publisher (if an address is given). The other elements should each be followed by a full stop.


In charts and tables, no final stop is necessary.

Harvard system The most commonly used system in physical and social sciences publications. The author’s name and year of publication appear in parentheses in the text with the full details
at the end of the publication in a list of references. For example:

The variety of wildlife in our gardens (Murphy 2003) is amazing ...
In his research, Murphy (2003) finds that ...

If you wish to include the page numbers, write Murphy 2003: 165 or Murphy 2003, p. 165 or pp. 165–6.

The reference section contains the full details:


**Vancouver system** Most commonly used in scientific journals. Each publication is numbered and the text reference is a superscript number. For example:

The variety of wildlife in our gardens\(^{15}\) is amazing ...

The reference section contains the full details:


Note that any addition or subtraction from the list means that all subsequent items and the references will have to be renumbered.

**author-title system** Also known as the short-title system. A full reference is given only on the first mention in the chapter (or book if there is a bibliography).

This is mostly for academic works. The whole title is cited in the first footnote, for example P.H. Clarke, *Visions of Utopia*, at which point you put, “hereafter Clarke, *Utopia*”. Then on subsequent references you simply write “Clarke, *Utopia*”, with page numbers if you wish.

**mixed system** Another system is quite common in academic publications. A superscript number is placed in the text which refers to the number of the footnote (or endnote) which may be numbered per chapter or per book and is found at the foot of the page, the end of the chapter or the end of the book. The footnote consists of the bibliographical reference in full if there is no reference section at the end or abbreviated if there is.
Notes

- ibid. (abbreviation of *ibidem*, in the same place), not italic, is used to mean that the quote comes from the same source.
- op. cit. (abbreviation of *opere citato*, in the work quoted), not italic, is used to mean that the source has already been given.

Fractions

Do not mingle fractions with decimals. If you need to convert one to the other, use this table. See also **figures** in Part 1.

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</tbody>
</table>
### Geological eras

Astronomers and geologists give this broad outline of the ages of the universe and the earth.

<table>
<thead>
<tr>
<th>Era, period and epoch</th>
<th>Years ago (m)</th>
<th>Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Origin of the universe</td>
<td>20,000–10,000</td>
<td></td>
</tr>
<tr>
<td>Origin of the sun</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>Origin of the earth</td>
<td>4,600</td>
<td></td>
</tr>
<tr>
<td>Pre-Cambrian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Archean</td>
<td>4,000</td>
<td>First signs of fossilised microbes</td>
</tr>
<tr>
<td>Proterozoic</td>
<td>2,500</td>
<td></td>
</tr>
<tr>
<td>Palaeozoic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cambrian</td>
<td>570</td>
<td>First appearance of abundant fossils</td>
</tr>
<tr>
<td>Ordovician (obsolete)</td>
<td>500</td>
<td>Vertebrates emerge</td>
</tr>
<tr>
<td>Silurian</td>
<td>440</td>
<td>Fishes emerge</td>
</tr>
<tr>
<td>Devonian</td>
<td>400</td>
<td>Primitive plants emerge</td>
</tr>
<tr>
<td>Carboniferous</td>
<td>350</td>
<td>Amphibians emerge</td>
</tr>
<tr>
<td>Permian</td>
<td>270</td>
<td>Reptiles emerge</td>
</tr>
<tr>
<td>Mesozoic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triassic</td>
<td>250</td>
<td>Seed plants emerge</td>
</tr>
<tr>
<td>Jurassic</td>
<td>210</td>
<td>Age of dinosaurs</td>
</tr>
<tr>
<td>Cretaceous</td>
<td>145</td>
<td>Flowering plants emerge; dinosaurs extinct at end of this period</td>
</tr>
<tr>
<td>Cenozoic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Palaeocene</td>
<td>65</td>
<td></td>
</tr>
<tr>
<td>Tertiary:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eocene</td>
<td>55</td>
<td>Mammals emerge</td>
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<tr>
<td>Oligocene</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Miocene</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Pliocene</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Quaternary:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pleistocene</td>
<td>2</td>
<td>Ice ages; stone age man emerges</td>
</tr>
<tr>
<td>Holocene or Recent</td>
<td>c. 10,000</td>
<td>Modern man emerges</td>
</tr>
</tbody>
</table>

a 10,000 years, not 10,000 m years.
Here is a list of abbreviations used in connection with the internet.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADSL</td>
<td>asynchronous digital subscriber line</td>
</tr>
<tr>
<td>AOL</td>
<td>America Online</td>
</tr>
<tr>
<td>ASCII</td>
<td>American standard code for information interchange</td>
</tr>
<tr>
<td>ASP</td>
<td>application service provider</td>
</tr>
<tr>
<td>BCC</td>
<td>blind carbon copy</td>
</tr>
<tr>
<td>BPS</td>
<td>bits per second</td>
</tr>
<tr>
<td>CAD</td>
<td>computer aided design</td>
</tr>
<tr>
<td>CC</td>
<td>carbon copy</td>
</tr>
<tr>
<td>CDMA</td>
<td>code-division multiple access</td>
</tr>
<tr>
<td>CSS</td>
<td>cascading style sheet</td>
</tr>
<tr>
<td>CGI</td>
<td>common gateway interface</td>
</tr>
<tr>
<td>COM</td>
<td>component object model</td>
</tr>
<tr>
<td>CORBA</td>
<td>common object request broker architecture</td>
</tr>
<tr>
<td>DCOM</td>
<td>distributed component object model</td>
</tr>
<tr>
<td>DES</td>
<td>data encryption standard</td>
</tr>
<tr>
<td>DHCP</td>
<td>dynamic host configuration protocol</td>
</tr>
<tr>
<td>DHTML</td>
<td>dynamic hypertext mark-up language</td>
</tr>
<tr>
<td>DOM</td>
<td>document object model</td>
</tr>
<tr>
<td>DNS</td>
<td>domain name system</td>
</tr>
<tr>
<td>DSL</td>
<td>digital subscriber line (or loop)</td>
</tr>
<tr>
<td>EDI</td>
<td>electronic data interchange</td>
</tr>
<tr>
<td>EFF</td>
<td>electronic frontier foundation</td>
</tr>
<tr>
<td>FAQ</td>
<td>frequently asked questions</td>
</tr>
<tr>
<td>FDM</td>
<td>frequency-division multiplexing</td>
</tr>
<tr>
<td>FSF</td>
<td>free software foundation</td>
</tr>
<tr>
<td>FTP</td>
<td>file transfer protocol</td>
</tr>
<tr>
<td>GIF</td>
<td>graphics interchange format</td>
</tr>
<tr>
<td>GPRS</td>
<td>general packet radio service</td>
</tr>
<tr>
<td>GSM</td>
<td>global system for mobile communications</td>
</tr>
<tr>
<td>GUI</td>
<td>graphical user interface</td>
</tr>
<tr>
<td>HTML</td>
<td>hypertext mark-up language</td>
</tr>
<tr>
<td>HTTP</td>
<td>hypertext transfer protocol</td>
</tr>
</tbody>
</table>
IAB  internet architecture board
IANA  internet assigned names authority
ICANN  internet corporation for assigned names and numbers
ICQ  I seek you
IDS  intrusion-detection system
IETF  internet engineering task force
IM  instant messaging
IMAP  internet message access protocol
IP  internet protocol
IPTV  internet protocol television
IRC  internet relay chat
IRL  in real life
ISDN  integrated services digital network
ISP  internet service provider
JANET  joint academic network
JPEG  joint picture experts group (or JPG)
KBPS  kilobits per second
LAN  local area network
LDAP  lightweight directory access protocol
LINX  London internet exchange
MBPS  millions of bits per second
MIME  multipurpose internet mail extensions
MMS  multimedia message service
MOO  MUD Object Oriented (MUD stands for multi-user dungeon)
MSN  Microsoft network
MPEG  motion picture experts group
NAP  network access point
NCSA  National Centre for Supercomputing Applications
NNTP  network news transport protocol
OFDM  orthogonal frequency-division multiplexing
OSI  open source initiative
PCS  personal communications service
PDA  personal digital assistant
PDF  portable document format
PGP  pretty good privacy
PHP  hypertext preprocessor
PKI  public key infrastructure
POP  point of presence
POP3  post office protocol (latest version)
POTS  plain old telephone service
PPP  point-to-point protocol
QOS  quality of service
RDF  resource description framework
RFC  request for comments
RSS  really simple syndication or rich site summary
SMS  short message service
SMTP simple mail transport protocol
SOAP simple access object protocol
SQL  structured query language
SSL  secure sockets layer
TCP  transmission control protocol
TCP/IP  transmission control protocol/internet protocol
TDM  time-division multiplexing
TLA  three-letter acronym
TLD  top-level domain
TTP  trusted third party
UDDI universal description, discovery and integration
UDRP  uniform dispute resolution policy
UMTS  universal mobile telecommunications system
URI  uniform resource identifier
URL  uniform resource locator
UUCP  unix-to-unix copy protocol
UWB  ultra-wideband
VBNS very high speed backbone network service
VISP  virtual internet service provider
VM  virtual machine
VOIP  voice over IP
VPN  virtual private network
VRML virtual reality modelling language
W3C  world wide web consortium
WAP  wireless application protocol
WASP  wireless application service provider
W-CDMA wideband code-division multiple access
WDM  wavelength-division multiplexing
WEP  wired equivalent privacy
Wi-Fi wireless fidelity
WIMAX worldwide interoperability for microwave access
WMAD  windows media audio
WML  wireless mark-up language
WSDL  web services description language
WWW  world wide web
XHTML extensible hypertext mark-up language
XML  extensible mark-up language
XSL  extensible stylesheet language
Latin

Here are some common Latin words and phrases, together with their translations.

*ab initio* from the beginning

*ad hoc* for this object or purpose (implied and “this one only”); therefore, without a system, spontaneously

*ad hominem* to an individual’s interests or passions; used of an argument that takes advantage of the character of the person on the other side

*ad infinitum* to infinity, that is, endlessly

*ad lib., ad libitum* at pleasure. Used adverbially or even as a verb when it means to invent or extemporise

*ad nauseam* to a sickening extent

*ad valorem* according to value (as opposed to volume)

*a fortiori* with stronger reason

*annus mirabilis* wonderful year, used to describe a special year, one in which more than one memorable thing has happened; for instance 1666, the year of the Great Fire of London and the English defeats of the Dutch

*a priori* from cause to effect, that is, deductively or from prior principle

*casus belli* the cause of war

*carpe diem* literally pluck the day, but seize the day is more common; enjoy the moment; make the most of life

*cave!* “Watch out!” (imperative); once used at boys’ private schools in Britain

*caveat emptor* let the buyer beware

*ceteris paribus* other things being equal

*cf* short for confer, meaning compare

*circa* around or about: used for dates and large quantities; can be abbreviated to c or c.

*de facto* in point of fact

*de jure* from the law; by right
**de minimis**  
abbreviation of *de minimis non curat lex*, meaning the law is not concerned with trivial matters; too small to be taken seriously

**de profundis**  
from the depths

**deus ex machina**  
God from a machine; first used of a Greek theatrical convention, where a god would swing on to the stage, high up in a machine, solving humanly insoluble problems and thus resolving the action of a play. Now used to describe a wholly outside person who puts matters right

**eg, exempli gratia**  
for example

**et al., et alii**  
and others, used as an abbreviation in bibliographies when citing multiple editorship or authorship to save the writer the bother of writing out all the names. Thus, A. Bloggs *et al.*, *The Occurrence of Endangered Species in the Genus Orthodoptera*

**ex ante**  
before the event

**ex cathedra**  
from the chair of office, authoritatively

**ex officio**  
by virtue of one’s office, not unofficially

**ex gratia**  
as a favour, not under any compulsion

**ex parte**  
from or for one side only

**ex post facto, ex post**  
after the fact, retrospectively

**ex tempore**  
off the cuff, without preparation (extempore)

**habeas corpus**  
that you have a body; a writ to bring a person before a court, in most cases to ensure that the person’s imprisonment is not illegal

**horror vacui**  
literally, “fear of empty space”; the compulsion to make marks in every space. *Horror vacui* is indicated by a crowded design

**ibid., ibidem**  
in the same place; used in footnotes in academic works to mean that the quote comes from the same source

**idem**  
the same, as mentioned before; like ibidem

**ie, id est**  
that is, explains the material immediately in front of it

**in absentia**  
in the absence of, used as “absent”

**in camera**  
in a (private) room, that is, not in public

**in flagrante delicto**  
in the act of committing a crime; caught red-handed; an expression that seems to have developed a sexual connotation
in loco  in the place of; eg, in loco parentis, in the place of a parent

in re  in the matter of

in situ  in (its) original place

inter alia/inter alios  among other things or people

intra vires  within the permitted powers (contrast with ultra vires)

ipso facto  by that very fact, in the fact itself

lapsus linguae  a slip of the tongue

lingua franca  a common tongue

loc. cit., loco citato  in the place cited; used in footnotes to mean that the source of the reference or quote has already been given

mea culpa  my fault

memento mori  remember you have to die; a reminder of death, such as a skull

mirabile dictum  literally, wonderful to relate

mutatis mutandis  after making the necessary changes

nem. con., nemine contradictente  no one against; unanimously

non sequitur  it does not follow; an inference or conclusion that does not follow from its premises

op. cit., opere citato  in the work quoted; similar to loc. cit. (see above)

pace  despite

pari passu  on the same terms, at an equal pace or rate of progress

passim  adverb, here and there or scattered. Used in indexes to indicate that the item is scattered throughout the work and there are too many instances to enumerate them all

per se  by itself, for its own sake

persona non grata  person not in favour

per stirpes  among families; a lawyer’s term used when distributing an inheritance

petitio elenchis  the sin of assuming a conclusion

post eventum  after the event

post hoc, ergo  after this, therefore because of this. Used fallaciously in argument to show that because something comes after something it can be inferred that the first thing caused the second thing
post mortem  after death, used as an adjective and also as a noun, a clinical examination of a dead body
prima facie  from a first impression, apparently at first sight – no connection with love
primus inter pares  first among equals
pro tem., pro tempore  for the moment
PS, post scriptum  written afterwards
quid pro quo  something for something (or one thing for another), something in return, an equivalent
q.v., quod vide  which see; means that the reader should look for the word just mentioned (eg in glossary)
re  with regard to, in the matter of
sic  thus; used in brackets in quotes to show writer has made a mistake. “Mrs Thacher (sic) resigned today.”
sine die  without (setting) a date
sine qua non  without which, not. Anything indispensable, and without which another cannot exist
status quo ante  the same state as before; usually shortened to status quo. A common usage is “maintaining the status quo”
stet  let it stand or do not delete; cancels an alteration in proofreading; dots are placed under what is to remain
sub judice  under judgment or consideration; not yet decided
sub rosa  under the rose, privately or furtively; not the same as under the gooseberry bush
ultra vires  beyond (one’s) legal power
vade mecum  a little book or something carried about on the person; literally “Go with me”
vae victis  Woe to the conquered! A Roman phrase
versus, v or v.  against; used in legal cases and games
viz, videlicet  that is to say; to wit; namely

Laws

Scientific, economic, facetious and fatalistic laws in common use are listed here.

Boyle’s law  The pressure of a gas varies inversely with its volume at constant temperature.
Gresham’s law  When money of a high intrinsic value is in circulation with money of lesser value, it is the inferior currency which tends to remain in circulation, while the other is either hoarded or exported. In other words: “Bad money drives out good”.

Grimm’s law  Concerns mutations of the consonants in the various Germanic languages. Proto-Indo-European voiced aspirated stops, voiced unaspirated stops and voiceless stops become respectively voiced unaspirated stops, voiceless stops and voiceless fricatives.

Heisenberg’s uncertainty principle  Energy and time or position and momentum cannot both be accurately measured simultaneously. The product of their uncertainties is $\hbar$ (Planck’s constant).

Hooke’s law  The stress imposed on a solid is directly proportional to the strain produced within the elastic limit.

Laws of thermodynamics

1  The change in the internal energy of a system equals the sum of the heat added to the system and the work done on it.
2  Heat cannot be transferred from a colder to a hotter body within a system without net changes occurring in other bodies in the system.
3  It is impossible to reduce the temperature of a system to absolute zero in a finite number of steps.

Mendel’s Principles  The Law of Segregation is that every somatic cell of an individual carries a pair of hereditary units for each character: the pairs separate during meiosis so that each gamete carries one unit only of each pair.

The Law of Independent Assortment is that the separation of units of each pair is not influenced by that of any other pair.

Murphy’s law  Anything that can go wrong will go wrong. Also known as sod’s law.

Ohm’s law  Electric current is directly proportional to electromotive force and inversely proportional to resistance.

Parkinson’s law  First published in The Economist, November 19th 1955. The author, C. Northcote Parkinson, sought to expand on the “commonplace observation that work expands so as to fill the time available for its completion”. After studying Admiralty staffing levels, he concluded that in any public administrative department not actually
at war the staff increase may be expected to follow this formula:

\[ x = \frac{2km + p}{n} \]

Where \( k \) is the number of staff seeking promotion through the appointment of subordinates; \( p \) represents the difference between the ages of appointment and retirement; \( m \) is the number of hours devoted to answering minutes within the department; and \( n \) is the number of effective units being administered. Then \( x \) will be the number of new staff required each year.

Mathematicians will, of course, realise that to find the percentage increase they must multiply \( x \) by 100 and divide by the total of the previous year, thus:

\[ \frac{100(2km + p)}{yn} \%
\]

where \( y \) represents the total original staff. And this figure will invariably prove to be between 5.17% and 6.56%, irrespective of any variation in the amount of work (if any) to be done.

**The Peter principle** All members of a hierarchy rise to their own level of incompetence.

**Say’s law of markets** A supply of goods generates a demand for the goods.

**sod’s law** See *Murphy’s law* on previous page.

**Utz’s laws of computer programming** Any given program, when running, is obsolete. If a program is useful, it will have to be changed. Any given program will expand to fill all available memory.

**Wolfe’s law of journalism** You cannot hope/to bribe or twist,/thank God! the/British journalist./But seeing what/the man will do/unbribed, there’s/no occasion to.
Measures

UK imperial units

A change to the metric system has taken place in the UK, but dual labelling in imperial and metric is permitted by EU rules until end-2009.

The following imperial units may still be used in the UK after general conversion to the metric system: mile, yard, foot, inch for road traffic signs, distance and speed measurement; pint for draught beer and cider and for milk in returnable containers; acre for land registration; troy ounce for transactions in precious metals.

Conversions

Acceleration

Standard gravity  =  10 metres (m) per second squared
                 =  32 feet (ft) per second squared

Volume and capacity

5 millilitres   =  1 teaspoonful
26 UK fluid oz =  25 US liquid oz
1⅓ UK pints   =  1 litre (l)
5 UK pints     =  6 US liquid pints
9 US liquid pints =  9l
5 UK gallons   =  6 US gallons
1 US gallon    =  3⅓l
3 cubic (cu.) ft =  85 cu. decimetres
                 =  85l
27½ UK bushels =  1 cu. m
28½ US bushels =  1 cu. m
11 UK bushels  =  4 hectolitres
14 US bushels  =  5 hectolitres
1 US bushel (heaped) =  1⅓ US bushels (struck)
1 US dry barrel =  3⅓ US bushels
1 US cranberry barrel =  2⅓ bushels
1 barrel (petroleum) = 42 US gallons
= 35 UK gallons
1 barrel per day = 50 tonnes per year

**Weight**

1 grain = 65 milligrams
15 grains = 1 gram (g)
11 ounces (oz) = 10 oz troy
1 ounce = 28g
1 oz troy = 31g
1 pound (lb) = 454g
35 oz = 1 kilogram (kg)
2½lb = 1kg
11 US tons = 10 tonnes
62 UK tons = 63 tonnes
100 UK (long) tons = 112 US (short) tons

**Gold**

The purity of gold is expressed as parts of 1,000, so that a fineness of 800 is 80% gold. Pure gold is defined as 24 carats (1,000 fine). Dental gold is usually 16 or 20 carat; gold in jewellery 9–22 carat. A golden sovereign is 22 carat.

1 metric carat = 200 milligrams.

Gold and silver are usually measured in troy weights: 1 troy ounce = 155.52 metric carats.

A standard international bar of gold is 400 troy ounces; bars of 250 troy ounces are also used.

**Metric units**

Metric units not generally recommended as SI units or for use with SI are marked with an asterisk (e.g. Calorie*).

**Length**

10 angstrom = 1 nanometre
1,000 nanometres = 1 micrometre
1,000 micrometres = 1 millimetre (mm)
10mm = 1 centimetre (cm)
10cm = 1 decimetre
1,000mm = 1 metre (m)
100cm = 1m
10 decimetres = 1m
100m = 1 hectometre
10 hectometres = 1 kilometre (km)
1,000km = 1 megametre
nautical: 1,852m = 1 int. nautical mile

**Area**

100 sq. mm = 1 sq. cm
100 sq. cm = 1 sq. decimetre
100 sq. decimetres = 1 sq. m
100 sq. m = 1 are
10,000 sq. m = 1 hectare (ha)
100 ares = 1 ha
100 ha = 1 sq. kilometre

**Weight (mass)**

1,000 milligrams (mg) = 1 gram (g)
1,000g = 1 kilogram (kg)
100kg = 1 quintal
1,000kg = 1 tonne

**Volume**

1,000 cu. mm = 1 cu. cm
1,000 cu. cm = 1 cu. decimetre
1,000 cu. decimetres = 1 cu. m

**Capacity**

10 millilitres (ml) = 1 centilitre (cl)
10cl = 1 decilitre (dl)
10dl = 1 litre (l)
1l = 1 cu. decimetre
100 litres = 1hl
1,000l = 1 kilolitre
10 hectolitres = 1 kilolitre
1 kilolitre = 1 cu. metre

**Metric system prefixes**

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Symbol</th>
<th>Factor by which unit is multiplied</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>atto</td>
<td>a</td>
<td>$10^{-18}$</td>
<td>0.000 000 000 000 000 001</td>
</tr>
<tr>
<td>femto</td>
<td>f</td>
<td>$10^{-15}$</td>
<td>0.000 000 000 000 001</td>
</tr>
<tr>
<td>pico</td>
<td>p</td>
<td>$10^{-12}$</td>
<td>0.000 000 000 001</td>
</tr>
<tr>
<td>nano</td>
<td>n</td>
<td>$10^{-9}$</td>
<td>0.000 000 001</td>
</tr>
<tr>
<td>micro</td>
<td>μ</td>
<td>$10^{-6}$</td>
<td>0.000 001</td>
</tr>
<tr>
<td>milli</td>
<td>m</td>
<td>$10^{-3}$</td>
<td>0.001</td>
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</tbody>
</table>
part 3: useful reference

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Symbol</th>
<th>Factor</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>centi</td>
<td>c</td>
<td>$10^{-2}$</td>
<td>0.01 hundredth</td>
</tr>
<tr>
<td>deci</td>
<td>d</td>
<td>$10^{-1}$</td>
<td>0.1 tenth</td>
</tr>
<tr>
<td>deca</td>
<td>da</td>
<td>$10^1$</td>
<td>10 ten (or deka)</td>
</tr>
<tr>
<td>hecto</td>
<td>h</td>
<td>$10^2$</td>
<td>100 hundred</td>
</tr>
<tr>
<td>kilo</td>
<td>k</td>
<td>$10^3$</td>
<td>1,000 thousand</td>
</tr>
<tr>
<td>myria</td>
<td>my</td>
<td>$10^4$</td>
<td>10,000 ten thousand</td>
</tr>
<tr>
<td>mega</td>
<td>M</td>
<td>$10^6$</td>
<td>1,000,000 million</td>
</tr>
<tr>
<td>giga</td>
<td>G</td>
<td>$10^9$</td>
<td>1,000,000,000 thousand million; billion</td>
</tr>
<tr>
<td>tera</td>
<td>T</td>
<td>$10^{12}$</td>
<td>1,000,000,000,000 million million; trillion</td>
</tr>
<tr>
<td>peta</td>
<td>P</td>
<td>$10^{15}$</td>
<td>1,000,000,000,000,000 million</td>
</tr>
<tr>
<td>exa</td>
<td>E</td>
<td>$10^{18}$</td>
<td>1,000,000,000,000,000,000 trillion</td>
</tr>
</tbody>
</table>

a Sometimes dk is used (eg, in Germany).

Units with different equivalents

**Pound**

- UK, US avoirdupois pound (lb) = 0.454kg
- US: troy lb = 0.373kg = 0.823lb (avoirdupois)
- Spanish (libra) = 0.460kg = 1.014lb (avoirdupois)
- “Amsterdam” = 0.494kg = 1.089lb (avoirdupois)
- Danish (pund) = 0.5kg = 1.102lb (avoirdupois)
- Française (livre) = 0.490kg = 1.079lb (avoirdupois)

**Ton**

- UK: weight (mass) = 2,240lb = 1.016 tonnes
- shipping: register = 100 cu. ft = 2.832 cu. m
- US: short = 2,000lb = 0.907 tonne
- US: long = 2,240lb = 1.016 tonnes
- metric ton (tonne) = 1,000kg = 2,204.62lb
Spanish: short (corta) = 2,000 libras
= 0.9202 tonne
= 2,028.7lb
long (larga) = 2,240 libras
= 1.0306 tonnes
= 2,272.1lb

Miscellaneous units and ratios

**Beer, wines and spirits**

<table>
<thead>
<tr>
<th>Proof (Sikes) (°)</th>
<th>Volume of alcohol (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table wines</td>
<td></td>
</tr>
<tr>
<td>Port, sherry</td>
<td></td>
</tr>
<tr>
<td>Whisky, gin</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proof (Sikes) (°)</th>
<th>Volume of alcohol (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-26</td>
<td>8-15</td>
</tr>
<tr>
<td>26-38.5</td>
<td>15-22</td>
</tr>
<tr>
<td>65-5-70</td>
<td>37-5-40</td>
</tr>
</tbody>
</table>

**Beer**

- small = half pint
- large = 1 pint
- flagon = 1 quart
- anker = 10 gallons

**Wines and spirits**

- tot (whisky, gin, rum or vodka) = 25ml or 35ml (before end-1994, one-sixth to one-quarter gill; the larger size is mainly used in Scotland)
- wine glass = 125ml or 175ml
- wine bottle or carafe (metric sizes) = 25cl, 50cl, 75cl or 1l

**Champagne**

- 2 bottles = 1 magnum
- 4 bottles = 1 jeroboam
- 20 bottles = 1 nebuchadnezzar

**Precious metals**

- 1 metric carat = 200mg
- 1 troy oz = 155.52 metric carats

**Crops**

UK (imperial) bushel of

- barley = 50lb
- maize = 56lb
- oats = 39lb
- potatoes = 60lb
- wheat = 60lb
- rye = 56lb
US bushel as above except
  barley = 48lb
  oats  = 32lb

Bale (cotton)
  US (net) = 480lb
  Brazil = 397lb (metric bale=180kg)
  India = 375lb (metric bale=170kg)

**Extraction rates**
Approximate weight ratios
  100 grain = 72 bread flour
  100 paddy rice = 67 milled rice
  100 milk 4 butter
  1 ton barley = 105 proof gal. whisky
  Yield: 1 kg/ha = 0.8922 lb/acre

**Water**
1 l weighs 1 kg.
1 cubic m weighs 1 tonne.
1 UK gallon weighs 10.022lb.
1 US gallon weighs 8.345lb.

**Energy**
  1 therm = 29,307.1 kilowatt hours (kWh)
  1 terawatt hour (TW h) = 1 thousand million kilowatt hours
  1 watt second = 1 joule
  1 kilowatt hour = 36 megajoules (MJ)
  1 calorie (dieticians') = 4.1855 kilojoules

**Radioactivity**
  1 becquerel (Bq) = 1 disintegration per sec.
  1 rutherford = 1 mBq

**Dose of radiation**
  1 rad = 10 millijoules per kg
  1 gray = 100 rad = 1 joule per kg
  1 rem = 1 rad, weighted by radiation effect
  1 sievert (Sv) = 100 rems
  Background dose (UK) = 25 millisievert (mSv) per year
Crude oil

1 barrel = 42 US gallons
= 34.97 UK (imperial) gallons
= 0.159 cubic m (159l)
= 0.136 tonne (approx.)

1 barrel per day (b/d) = 50 tonnes per year (approx.)

Clothing sizes (rough equivalents)

Men’s suits
UK/US 32 34 36 38 40 42 44
Europe 42 44 46 48 50 52 54
Metric 81 86 91 97 102 107 112

Women’s suits, dresses, skirts
UK 10 12 14 16 18 20 22
US 8 10 12 14 16 18 20
Europe 38 40 42 44 47 50 52

Men’s shirts (collar sizes)
UK/US (in) 15 15.5 16 16.5 17 17.5
Europe (cm) 38 39.5 41 42 43 44

Shoes
UK 5 6 7 8 9 10
US men’s 6 7 8 9 10 11
US women’s 6.5 7.5 8.5 9.5 10.5 11.5
Europe 38 39 40.5 42 43 44.5

Paper sizes

‘A’ Series (metric sizes)
A0 = 841mm × 1,189mm (33.11 in × 46.81 in)
A3 = 297mm × 420mm (11.69 in × 16.54 in)
A4 = 210mm × 297mm (8.27 in × 11.69 in)

‘B’ Series (metric sizes)
B0 = 1,000mm × 1,414mm (39.37 in × 55.67 in)
B4 = 250mm × 353mm (9.84 in × 13.90 in)
### Conversion factors

<table>
<thead>
<tr>
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<th>Number of</th>
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<td>to obtain equivalent number of</td>
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<tr>
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### Multiply number of by to obtain equivalent number of

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<thead>
<tr>
<th>Weight (mass)</th>
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<tbody>
<tr>
<td>ounces, avoirdupois (oz)</td>
<td>28.3495</td>
<td>grams (g)</td>
</tr>
<tr>
<td>ounces, troy (oz tr)</td>
<td>31.1035</td>
<td>grams</td>
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<tr>
<td>ounces, avoirdupois</td>
<td>0.9115</td>
<td>ounces, troy</td>
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<tr>
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<td>grams</td>
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<tr>
<td>pounds, avoirdupois (lb)</td>
<td>0.45359</td>
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<tr>
<td>short tons (2,000 lb)</td>
<td>0.892857</td>
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<tr>
<td>short tons (2,000 lb)</td>
<td>0.907185</td>
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</tr>
<tr>
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</tr>
<tr>
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### Velocity and fuel consumption

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<tbody>
<tr>
<td>miles/hour</td>
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<td>miles/hour</td>
<td>0.868976</td>
<td>international knots</td>
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<tr>
<td>miles/UK gallon</td>
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</tr>
<tr>
<td>miles/US gallon</td>
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<td>kilometres/litre</td>
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<tr>
<td>UK gallons/mile(^b)</td>
<td>282.481</td>
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<tr>
<td>US gallons/mile(^b)</td>
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<td>litres/100 kilometres</td>
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### Temperature

<p>| | | |</p>
<table>
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<tr>
<td>degrees Fahrenheit</td>
<td>5/9 after subtracting 32</td>
<td>degrees Celsius (centigrade)</td>
</tr>
<tr>
<td>-40°F</td>
<td>equals</td>
<td>-40°C</td>
</tr>
<tr>
<td>32°F</td>
<td>equals</td>
<td>0°C</td>
</tr>
<tr>
<td>59°F</td>
<td>equals</td>
<td>15°C</td>
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### Multiply number of by to obtain equivalent number of

<table>
<thead>
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<th>Weight (mass)</th>
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<tbody>
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<td>grams</td>
<td>0.03527</td>
<td>ounces, avoirdupois</td>
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<td>grams</td>
<td>0.03215</td>
<td>ounces, troy</td>
</tr>
<tr>
<td>kilograms</td>
<td>2.20462</td>
<td>pounds, avoirdupois</td>
</tr>
<tr>
<td>metric quintals (q)</td>
<td>220.462</td>
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<tr>
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<tr>
<td>tonnes</td>
<td>1.10231</td>
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</tr>
<tr>
<td>tonnes</td>
<td>0.984207</td>
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### Velocity and fuel consumption

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<td>kilometres/hour</td>
<td>0.62137</td>
<td>miles/hour</td>
</tr>
<tr>
<td>kilometres/hour</td>
<td>0.53996</td>
<td>international knots</td>
</tr>
<tr>
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<td>2.82481</td>
<td>miles/UK gallon</td>
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<tr>
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### Temperature

<table>
<thead>
<tr>
<th>Temperature</th>
<th>Conversion</th>
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<td>9/5 and add</td>
<td>degrees Fahrenheit</td>
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<tr>
<td>37°C</td>
<td>32</td>
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<td>50°C</td>
<td>equals</td>
<td>122°F</td>
</tr>
<tr>
<td>100°C</td>
<td>equals</td>
<td>212°F</td>
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*a* Between the UK and US systems, and the International System of Units (SI). As an example of the use of the table, 10 long tons (of 2,240 lb each), multiplied by 1.12, is equal to 11.2 short tons (of 2,000 lb each).

*b* Miles per UK gallon, divided into 282.481, gives litres per 100 kilometres; miles per US gallon, divided into 235.215, gives litres per 100 kilometres.

*c* Litres per 100 kilometres, divided into 282.481 gives miles per UK gallon; litres per 100 kilometres, divided into 235.215 gives miles per US gallon.
National accounts

These are the definitions adopted by the United Nations in 1968, but note that national accounts now refer to gross national product as gross national income (GNI).

Final expenditure

\[ \text{Final expenditure} = \text{private final consumption expenditure ("consumers’ expenditure")} + \text{government final consumption expenditure} + \text{increase in stocks} + \text{gross fixed capital formation} + \text{exports of goods and services} \]

Gross domestic product (GDP) at market prices

\[ \text{Gross domestic product (GDP) at market prices} = \text{final expenditure} - \text{imports of goods and services} \]

Gross national income or product (GNI/GNP) at market prices

\[ \text{Gross national income or product (GNI/GNP) at market prices} = \text{gross domestic product at market prices} + \text{net property income from other countries} \]

Gross domestic product at factor cost

\[ \text{Gross domestic product at factor cost} = \text{gross domestic product at market prices} - \text{indirect taxes} + \text{subsidies} \]

Nobel Prize

This is an international award given each year since 1901 for achievements in physics, chemistry, medicine, literature and for peace. The Prize in Economic Sciences was instituted in 1968 by the Bank of Sweden. The winners are announced in October and receive their awards (cash, a gold medal and a diploma) on December 10th, the anniversary of Nobel’s death. Here is a list of winners since 1990.
1990
Chemistry  Elias James Corey
Economics  Harry M. Markowitz, Merton H. Miller, William F. Sharpe
Literature  Octavio Paz
Medicine  Joseph E. Murray, E. Donnall Thomas
Peace  Mikhail Gorbachev
Physics  Jerome I. Friedman, Henry W. Kendall, Richard E. Taylor

1991
Chemistry  Richard R. Ernst
Economics  Ronald H. Coase
Literature  Nadine Gordimer
Medicine  Erwin Neher, Bert Sakmann
Peace  Aung San Suu Kyi
Physics  Pierre-Gilles de Gennes

1992
Chemistry  Rudolph A. Marcus
Economics  Gary S. Becker
Literature  Derek Walcott
Medicine  Edmond H. Fischer, Edwin G. Krebs
Peace  Rigoberta Menchú Tum
Physics  Georges Charpak

1993
Chemistry  Kary B. Mullis, Michael Smith
Economics  Robert W. Fogel, Douglass C. North
Literature  Toni Morrison
Medicine  Richard J. Roberts, Phillip A. Sharp
Peace  F.W. de Klerk, Nelson Mandela
Physics  Russell A. Hulse, Joseph H. Taylor Jr

1994
Chemistry  George A. Olah
Economics  John C. Harsanyi, John F. Nash Jr., Reinhard Selten
Literature  Kenzaburo Oe
Medicine  Alfred G. Gilman, Martin Rodbell
Peace  Yasser Arafat, Shimon Peres, Yitzhak Rabin
Physics  Bertram N. Brockhouse, Clifford G. Shull

1995
Chemistry  Paul J. Crutzen, Mario J. Molina, F. Sherwood Rowland
Economics  Robert E. Lucas Jr
Literature  Seamus Heaney
Medicine Edward B. Lewis, Christiane Nüsslein-Volhard, Eric F. Wieschaus
Peace Pugwash Conferences on Science and World Affairs, Joseph Rotblat
Physics Martin L. Perl, Frederick Reines

1996
Chemistry Robert F. Curl Jr., Sir Harold Kroto, Richard E. Smalley
Economics James A. Mirrlees, William Vickrey
Literature Wislawa Szymborska
Medicine Peter C. Doherty, Rolf M. Zinkernagel
Peace Carlos Filipe Ximenes Belo, José Ramos-Horta
Physics David M. Lee, Douglas D. Osheroff, Robert C. Richardson

1997
Chemistry Paul D. Boyer, Jens C. Skou, John E. Walker
Economics Robert C. Merton, Myron S. Scholes
Literature Dario Fo
Medicine Stanley B. Prusiner
Peace International Campaign to Ban Landmines, Jody Williams
Physics Steven Chu, Claude Cohen-Tannoudji, William D. Phillips

1998
Chemistry Walter Kohn, John Pople
Economics Amartya Sen
Literature José Saramago
Medicine Robert F. Furchgott, Louis J. Ignarro, Ferid Murad
Peace John Hume, David Trimble
Physics Robert B. Laughlin, Horst L. Störmer, Daniel C. Tsui

1999
Chemistry Ahmed Zewail
Economics Robert A. Mundell
Literature Günter Grass
Medicine Günter Blobel
Peace Médecins Sans Frontières
Physics Gerardus ‘t Hooft, Martinus J.G. Veltman

2000
Chemistry Alan Heeger, Alan G. MacDiarmid, Hideki Shirakawa
Economics James J. Heckman, Daniel L. McFadden
Literature Gao Xingjian
Medicine Arvid Carlsson, Paul Greengard, Eric R. Kandel
Peace Kim Dae-jung
Physics  Zhores I. Alferov, Jack S. Kilby, Herbert Kroemer

2001
Chemistry  William S. Knowles, Ryoji Noyori, K. Barry Sharpless
Economics  George A. Akerlof, A. Michael Spence, Joseph E. Stiglitz
Literature  V.S. Naipaul
Medicine  Leland H. Hartwell, Tim Hunt, Sir Paul Nurse
Peace  United Nations, Kofi Annan
Physics  Eric A. Cornell, Wolfgang Ketterle, Carl E. Wieman

2002
Chemistry  John B. Fenn, Kurt Wüthrich, Koichi Tanaka
Economics  Daniel Kahneman, Vernon L. Smith
Literature  Imre Kertész
Medicine  Sydney Brenner, Robert Horvitz, John E. Sulston
Peace  Jimmy Carter
Physics  Raymond Davis Jr., Riccardo Giaconni, Masatoshi Koshiba

2003
Chemistry  Peter Agre, Roderick MacKinnon
Economics  Robert F. Engle III, Clive W.J. Granger
Literature  J.M. Coetzee
Medicine  Paul C. Lauterbur, Sir Peter Mansfield
Peace  Shirin Ebadi
Physics  Alexei A. Abrikosov, Vitaly L. Ginzburg, Anthony J. Leggett

2004
Chemistry  Aaron Ciechanover, Avram Hershko, Irwin Rose
Economics  Finn E. Kydland, Edward C. Prescott
Literature  Elfriede Jelinek
Medicine  Richard Axel, Linda B. Buck
Peace  Wangari Maathai
Physics  David J. Gross, David Politzer, Frank Wilczek
Olympic games

I Athens 1896 XVI Melbourne 1956
II Paris 1900 XVII Rome 1960
III St Louis 1904 XVIII Tokyo 1964
IV London 1908 XIX Mexico City 1968
V Stockholm 1912 XX Munich 1972
VI Berlin (cancelled) 1916 XLI Montreal 1976
VII Antwerp 1920 XXII Moscow 1980
VIII Paris 1924 XXIII Los Angeles 1984
IX Amsterdam 1928 XXIV Seoul 1988
X Los Angeles 1932 XXV Barcelona 1992
XI Berlin 1936 XXVI Atlanta 1996
XII Tokyo/Helsinki (cancelled) 1940 XXVII Sydney 2000
XIII London (cancelled) 1944 XXVIII Athens 2004
XIV London 1948 XXIX Beijing 2008
XV Helsinki 1952 XXX London 2012

Organisations

These are the exact names and abbreviated titles of the main international organisations. Where membership is small or exclusive, members are listed too.


Members

Algeria Cameroon Congo (Brazzaville)
Angola Cape Verde Congo, Democratic
Benin Central African Republic of
Botswana Republic Côte d’Ivoire
Burkina Faso Chad Djibouti
Burundi Comoros Egypt
Equatorial Guinea Mali Seychelles
Eritrea Mauritania Sierra Leone
Ethiopia Mauritius Somalia
Gabon Mozambique South Africa
The Gambia Namibia Sudan
Ghana Niger Swaziland
Guinea Bissau Nigeria Tanzania
Guinea Conakry Rwanda Togo
Kenya Saharawi Arab Tunisia
Lesotho Democratic Uganda
Liberia Republic Zambia
Libya São Tomé and Zimbabwe
Madagascar Principe
Malawi Senegal

**ALADI** Asociación Latinoamericana de Integración (Latin American Integration Association), founded in 1980, based in Montevideo, Uruguay.

*Members*

Argentina Colombia Paraguay
Bolivia Cuba Peru
Brazil Ecuador Uruguay
Chile Mexico Venezuela

a There are also 16 observer countries and nine observer organisations.

**Andean Community of Nations** founded in 1969, headquarters in Lima, Peru.

*Members*

Bolivia Ecuador Venezuela
Colombia Peru

**APEC** Asia-Pacific Economic Cooperation, founded in 1989, based in Singapore.

*Members*

Australia Japan Russia
Brunei Malaysia Singapore
Canada Mexico South Korea
Chile New Zealand Taiwan
China Papua New Guinea Thailand
Hong Kong SAR Peru US
Indonesia Philippines Vietnam
ASEAN  Association of South-east Asian Nations, established in 1967, headquarters in Jakarta, Indonesia.

Members
Brunei  Malaysia  Singapore
Cambodia  Myanmar  Thailand
Indonesia  Philippines  Vietnam
Laos

BIS  Bank for International Settlements, the central bankers’ central bank, founded 1930, based in Basel, Switzerland.

Members
Algeria  Greece  Poland
Argentina  Hong Kong SAR  Portugal
Australia  Hungary  Romania
Austria  Iceland  Russia
Belgium  India  Saudi Arabia
Bosnia & Herzegovina  Indonesia  Singapore
Brazil  Ireland  Slovakia
Bulgaria  Israel  Slovenia
Canada  Italy  South Africa
Chile  Japan  South Korea
China  Latvia  Spain
Croatia  Lithuania  Sweden
Czech Republic  Macedonia  Switzerland
Denmark  Malaysia  Thailand
Estonia  Mexico  Turkey
Finland  Netherlands  UK
France  Norway  US
Germany  Philippines

a  The European Central Bank is a shareholder.

CARICOM  Caribbean Community and Common Market, formed in 1973, secretariat in Georgetown, Guyana.

Members
Anguilla  Cayman Islands  St Kitts-Nevis
Antigua and Barbuda  Dominica  St Lucia
Bahamas  Grenada  St Vincent and the Grenadines
Barbados  Guyana  Suriname
Belize  Haiti  Trinidad and Tobago
Bermuda  Jamaica  Turks and Caicos Islands

a  Associate member.
b  Member of the Community but not the Common Market.
Observer status
Aruba: Netherlands Antilles
Colombia: Puerto Rico
Dominican Republic: Venezuela
Mexico


*Members*
- Angola
- Eritrea
- Rwanda
- Burundi
- Ethiopia
- Seychelles
- Comoros
- Kenya
- Sudan
- Congo, Democratic Republic of
- Madagascar
- Swaziland
- Djibouti
- Mauritius
- Uganda
- Egypt
- Namibia
- Zambia

**Commonwealth** based in London, UK.

*Members*
- Antigua and Barbuda
- Kenya
- Samoa
- Australia
- Kiribati
- Seychelles
- Bahamas
- Lesotho
- Singapore
- Bangladesh
- Malaysia
- Solomon Islands
- Barbados
- Maldives
- South Africa
- Belize
- Malta
- Sri Lanka
- Botswana
- Mauritius
- Swaziland
- Brunei
- Mozambique
- Tanzania
- Cameroon
- Namibia
- Tonga
- Canada
- Nauru
- Trinidad and Tobago
- Cyprus
- New Zealand
- Tuvalu
- Dominica
- Nigeria
- Uganda
- Fiji
- Pakistan
- UK
- The Gambia
- Papua New Guinea
- Vanuatu
- Ghana
- St Kitts-Nevis
- Zambia
- Grenada
- St Lucia
- Guyana
- St Vincent and the Grenadines

*b* Suspended in late 1999, but reinstated in 2004.
*c* Suspended in 1997, but subsequently reinstated.
Dependencies and associated states

Australia
Ashmore and Cartier Islands  Coral Sea Islands Territory
Australian Antarctic Territory  Heard and McDonald Islands
Christmas Island  Norfolk Island
Cocos (Keeling) Islands

New Zealand
Cook Islands  Ross Dependency
Niue  Tokelau

UK
Anguilla  Channel Islands  South Georgia and South Sandwich Islands
Bermuda  Falkland Islands  Tristan da Cunha
British Antarctic Territory  Isle of Man  Turks and Caicos Islands
British Indian Ocean Territory  Pitcairn Islands –
British Virgin Islands  St Helena, Ascension
Cayman Islands

Commonwealth of Independent States (CIS)  founded by the former Soviet Socialist Republics in December 1991, based in Moscow, Russia.

Members
Armenia  Kazakhstan  Tajikistan
Azerbaijan  Kirgizstan  Turkmenistan
Belarus  Moldova  Ukraine
Georgia  Russia  Uzbekistan

ECOWAS  Economic Community of West African States, founded 1975, secretariat in Abuja, Nigeria.

Members
Benin  Ghana  Niger
Burkina Faso  Guinea  Nigeria
Cape Verde  Guinea-Bissau  Senegal
Côte d’Ivoire  Liberia  Sierra Leone
The Gambia  Mali  Togo

EEA  European Economic Area, negotiated in 1992 between the European Community and members of EFTA, came into force in 1994 and has been maintained because the three signatories – Iceland, Norway and Liechtenstein – wanted to participate in the Single Market without being full members of the EU.
**EFTA** European Free Trade Association, established 1960.

**Members**
- Iceland
- Norway
- Liechtenstein
- Switzerland

**EU** European Union, the collective designation of three organisations with common membership: the European Coal and Steel Community (ECSC) (treaty expired in 2002), European Economic Community (EEC) and European Atomic Energy Community (EURATOM). They merged to become the European Community (EC) in 1967. In November 1993 when the Maastricht treaty came into force the EC was incorporated into the EU. Economic and Monetary Union (EMU) formed one of the articles of the Maastricht treaty, in which were set out the stages by which the EU would progress to full convergence, with a single currency, the euro. Headquarters in Brussels, with some activities in Luxembourg and Strasbourg.

**Main institutions**
- European Commission
- Committee of the Regions
- Council of Ministers
- Court of Justice
- European Council
- Court of Auditors
- European Parliament
- European Investment Bank (EIB)
- Economic and Social Committee (ESC)

**Other bodies**
- European Agency for the Evaluation of Medicinal Products (EMEA)
- European Foundation for the Improvement of Living and Working Conditions
- European Environment Agency (EEA)
- Office for Harmonisation in the Internal Market (OHIM)
- European Training Foundation
- Community Plant Variety Rights Office
- European Centre for the Development of Vocational Training (CEDEFOP)
- European Agency for Safety and Health at Work
- European Centre for Drugs and Drug Addiction (EMCDDA)
- Translation Centre for Bodies in the European Union

**Members**
- Austria (1994)
- Denmark (1973)
- Germany
- Belgium
- Greece (1981)
- Cyprus (2004)
- Finland (1994)
- Czech Republic (2004)
- France
- Ireland (1973)
part 3: useful reference

Italy
Latvia (2004)
Lithuania (2004)
Luxembourg
Malta (2004)

Netherlands
Poland (2004)
Portugal (1986)
Slovakia (2004)
Slovenia (2004)

Spain (1986)
Sweden (1994)

a Founding member.
Note: Year of joining in brackets.

Franc Zone Comité Monétaire de la Zone Franc.

Members
Benin
Burkina Faso
Cameroon
Central African Republic
Chad
Comoros

Congo, Democratic
Côte d'Ivoire
Equatorial Guinea
French Overseas Territories
Gabon
Guinea-Bissau

Mali
Niger
Senegal
Togo

a Member of Banque Centrale des Etats de l’Afrique de l'Ouest.
b Member of Banque des Etats de l’Afrique Centrale.
c New Caledonia, French Polynesia and the Wallis and Futuna Islands.

FTAA Free Trade Area of the Americas, set up in November 2002 to integrate the economies of the western hemisphere into a single free trade agreement.

Members
Antigua & Barbuda
Argentina
Bahamas
Barbados
Belize
Bolivia
Brazil
Canada
Chile
Colombia
Costa Rica
Dominica
Dominican Republic
Ecuador
El Salvador
Grenada
Guatemala
Guyana
Haiti
Honduras
Jamaica
Mexico
Nicaragua
Panama

Paraguay
Peru
St Kitts & Nevis
St Lucia
St Vincent &
the Grenadines
Suriname
Trinidad & Tobago
US
Uruguay
Venezuela

GCC Co-operation Council for the Arab States of the Gulf or Gulf Co-operation Council, established in 1981, headquarters in Riyadh, Saudi Arabia.

Members
Bahrain
Kuwait

Oman
Qatar

Saudi Arabia
United Arab Emirates
G7, G8, G10, G22, G26 In 1975, six countries, the world’s leading capitalist countries, ranked by GDP, were represented in France at the first annual summit meeting: the US, the UK, Germany, Japan and Italy, as well as the host country. The following year they were joined by Canada and, in 1977, by representatives of the European Union, although the group continued to be known as the G7. At the 1989 summit, 15 developing countries were also represented, although this did not give birth to the G22, which was not set up until 1998 and swiftly grew into G26. At the 1991 G7 summit, a meeting was held with the Soviet Union, a practice that continued (with Russia) in later years. In 1998, although it was not one of the world’s eight richest countries, Russia became a full member of the G8. Meetings of the IMF are attended by the G10, which includes 11 countries.

G10 members
Belgium Italy Switzerland
Canada Japan UK
France Netherlands US
Germany Sweden

IATA International Air Transport Association, head offices in Montreal and Geneva; regional offices in Miami and Singapore.
Members: most international airlines

International Seabed Authority an autonomous organisation in relationship with the UN, established 1996, based in Kingston, Jamaica

Members Associate members
Argentina Bolivia
Brazil Chile
Paraguay
Uruguay

NATO North Atlantic Treaty Organisation, an alliance of 26 countries from Europe and North America committed to fulfilling goals of North Atlantic Treaty signed on April 4th 1949; headquarters in Brussels, Belgium.
Members
Belgium Czech Republic France
Bulgaria Denmark Germany
Canada Estonia Greece
Hungary  Netherlands  Slovenia
Iceland  Norway  Spain
Italy  Poland  Turkey
Latvia  Portugal  UK
Lithuania  Romania  US
Luxembourg  Slovakia

**OAS** Organization of American States, formed in 1948, headquarters in Washington, DC.

**Members**

<table>
<thead>
<tr>
<th>Antigua and Barbuda</th>
<th>Dominica</th>
<th>Panama</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>Ecuador</td>
<td>Peru</td>
</tr>
<tr>
<td>Bahamas</td>
<td>El Salvador</td>
<td>St Kitts-Nevis</td>
</tr>
<tr>
<td>Barbados</td>
<td>Grenada</td>
<td>St Lucia</td>
</tr>
<tr>
<td>Belize</td>
<td>Guatemala</td>
<td>St Vincent and the Grenadines</td>
</tr>
<tr>
<td>Bolivia</td>
<td>Guyana</td>
<td>Suriname</td>
</tr>
<tr>
<td>Brazil</td>
<td>Haiti</td>
<td>Trinidad and Tobago</td>
</tr>
<tr>
<td>Canada</td>
<td>Honduras</td>
<td>US</td>
</tr>
<tr>
<td>Chile</td>
<td>Jamaica</td>
<td>Uruguay</td>
</tr>
<tr>
<td>Colombia</td>
<td>Mexico</td>
<td>Venezuela</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>Nicaragua</td>
<td></td>
</tr>
</tbody>
</table>

a Has many permanent non-member observers.
b Cuba has been excluded from participation in the OAS since 1962.

**OECD** Organisation for Economic Co-operation and Development, capitalism’s club, founded in 1961, based in Paris, France. The European Commission also takes part in the OECD’s work.

**Members**

<table>
<thead>
<tr>
<th>Australia</th>
<th>Hungary</th>
<th>Poland</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austria</td>
<td>Iceland</td>
<td>Portugal</td>
</tr>
<tr>
<td>Belgium</td>
<td>Ireland</td>
<td>Slovakia</td>
</tr>
<tr>
<td>Canada</td>
<td>Italy</td>
<td>South Korea</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>Japan</td>
<td>Spain</td>
</tr>
<tr>
<td>Denmark</td>
<td>Luxembourg</td>
<td>Sweden</td>
</tr>
<tr>
<td>Finland</td>
<td>Mexico</td>
<td>Switzerland</td>
</tr>
<tr>
<td>France</td>
<td>Netherlands</td>
<td>Turkey</td>
</tr>
<tr>
<td>Germany</td>
<td>New Zealand</td>
<td>UK</td>
</tr>
<tr>
<td>Greece</td>
<td>New Zealand</td>
<td>US</td>
</tr>
</tbody>
</table>
OPEC  Organization of the Petroleum Exporting Countries, established 1960, based in Vienna, Austria.

Members
Algeria  Kuwait  Saudi Arabia
Indonesia  Libya  United Arab Emirates
Iran  Nigeria  Venezuela
Iraq  Qatar


Members: 55, including European countries, Canada, the US and former republics of the Soviet Union

SADC  Southern African Development Community, replaced the Southern African Co-ordination Conference in 1992, based in Gaborone, Botswana. Its aim is to work for development and economic growth in the region with common systems and institutions, promoting peace and security, and achieving complementary national and regional strategies.

Members
Angola  Malawi  South Africa
Botswana  Mauritius  Swaziland
Congo, Democratic  Mozambique  Tanzania
Republic of  Namibia  Zambia
Lesotho  Seychelles  Zimbabwe

The United Nations (UN) officially came into existence on October 24th 1945, based in New York, US.

General Assembly  Trusteeship Council
Security Council  International Court of Justice
Economic and Social Council (ECOSOC)

Secretaries-general
Sir Gladwyn Jebb (UK), acting, 1945-46
Trygve Lie (Norway), February 1946 to his resignation in November 1952
Dag Hammarskjöld (Sweden), April 1953 until his death in a plane crash in Northern Rhodesia (now Zambia), September 1961
U Thant (Burma, now Myanmar), November 1961-December 1971
Kurt Waldheim (Austria) 1972-81
Javier Pérez de Cuéllar (Peru) 1982-91
Boutros Boutros-Ghali (Egypt), January 1992 to the American veto of his second term in December 1996
Kofi Annan (Ghana), January 1997 to present

<table>
<thead>
<tr>
<th>Regional commissions</th>
<th>Head office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economic Commission for Africa</td>
<td>ECA</td>
</tr>
<tr>
<td>Economic Commission for Europe</td>
<td>ECE</td>
</tr>
<tr>
<td>Economic Commission for Latin America and the Caribbean</td>
<td>ECLAC</td>
</tr>
<tr>
<td>Economic and Social Commission for Asia and the Pacific</td>
<td>ESCAP</td>
</tr>
<tr>
<td>Economic and Social Commission for Western Asia</td>
<td>ESCWA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other UN bodies</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Peace-keeping Operations</td>
<td>DPKO</td>
</tr>
<tr>
<td>Office for the Co-ordination of Humanitarian Affairs</td>
<td>OCHA</td>
</tr>
<tr>
<td>Office of United Nations High Commissioner for Human Rights</td>
<td>OHCHR</td>
</tr>
<tr>
<td>United Nations Human Settlements Programme</td>
<td>UNHSP (UN-Habitat)</td>
</tr>
<tr>
<td>United Nations Children’s Fund</td>
<td>UNICEF</td>
</tr>
<tr>
<td>United Nations Conference on Trade and Development</td>
<td>UNCTAD</td>
</tr>
<tr>
<td>United Nations Development Programme</td>
<td>UNDP</td>
</tr>
<tr>
<td>United Nations Environment Programme</td>
<td>UNEP</td>
</tr>
<tr>
<td>United Nations High Commissioner for Refugees</td>
<td>UNHCR</td>
</tr>
<tr>
<td>United Nations Office on Drugs and Crime</td>
<td>UNODC</td>
</tr>
<tr>
<td>United Nations Population Fund</td>
<td>UNFPA</td>
</tr>
<tr>
<td>United Nations Relief and Works Agency for Palestine Refugees in the Near East</td>
<td>UNRWA</td>
</tr>
<tr>
<td>United Nations Institute for Research and Training</td>
<td>UNITAR</td>
</tr>
<tr>
<td>World Food Programme</td>
<td>WFP</td>
</tr>
</tbody>
</table>

Addis Ababa
Geneva
Santiago, Chile
Bangkok
Beirut
New York
New York
Geneva
Nairobi
New York
Nairobi
Geneva
Vienna
New York
Gaza City, Amman
Geneva
Rome
Specialised agencies within the UN system

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Acronym</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food and Agriculture Organization</td>
<td>FAO</td>
<td>Rome</td>
</tr>
<tr>
<td>International Atomic Energy Agency</td>
<td>IAEA</td>
<td>Vienna</td>
</tr>
<tr>
<td>International Civil Aviation Organization</td>
<td>ICAO</td>
<td>Montreal</td>
</tr>
<tr>
<td>International Fund for Agricultural Development</td>
<td>IFAD</td>
<td>Rome</td>
</tr>
<tr>
<td>International Labour Organization</td>
<td>ILO</td>
<td>Geneva</td>
</tr>
<tr>
<td>International Maritime Organization</td>
<td>IMO</td>
<td>London</td>
</tr>
<tr>
<td>International Monetary Fund</td>
<td>IMF</td>
<td>Washington, DC</td>
</tr>
<tr>
<td>International Telecommunications Union</td>
<td>ITU</td>
<td>Geneva</td>
</tr>
<tr>
<td>Multilateral Investment Guarantee Agency</td>
<td>MIGA</td>
<td>Washington, DC</td>
</tr>
<tr>
<td>United Nations Educational, Scientific and Cultural Organization</td>
<td>UNESCO</td>
<td>Paris</td>
</tr>
<tr>
<td>United Nations Industrial Development Organization</td>
<td>UNIDO</td>
<td>Vienna</td>
</tr>
<tr>
<td>Universal Postal Union</td>
<td>UPU</td>
<td>Bern</td>
</tr>
<tr>
<td>World Banka</td>
<td></td>
<td>Washington, DC</td>
</tr>
<tr>
<td>World Health Organization</td>
<td>WHO</td>
<td>Geneva</td>
</tr>
<tr>
<td>World Intellectual Property Organization</td>
<td>WIPO</td>
<td>Geneva</td>
</tr>
<tr>
<td>World Meteorological Organization</td>
<td>WMO</td>
<td>Geneva</td>
</tr>
</tbody>
</table>

*a Comprising the International Bank for Reconstruction and Development (IBRD), the International Finance Corporation (IFC), the International Development Association (IDA) and the Multilateral Investment Guarantee Agency (MIGA).

WTO  World Trade Organisation, the international organisation of the world trading system with co-operative links to the UN, established in 1995 as successor to the General Agreement on Tariffs and Trade (GATT), based in Geneva.

Members: 148 countries
### Populations of the world

Here are the countries of the world with populations of at least 1m, showing their areas, capitals and GDP.

<table>
<thead>
<tr>
<th>Country</th>
<th>Population (m)</th>
<th>Area (000 sq km)</th>
<th>Capital</th>
<th>GDP ($bn)</th>
</tr>
</thead>
<tbody>
<tr>
<td>China</td>
<td>1,304.2</td>
<td>9,561</td>
<td>Beijing</td>
<td>1,417.0</td>
</tr>
<tr>
<td>India</td>
<td>1,065.5</td>
<td>3,287</td>
<td>New Delhi</td>
<td>600.6</td>
</tr>
<tr>
<td>US</td>
<td>294.0</td>
<td>9,373</td>
<td>Washington, DC</td>
<td>10,949.0</td>
</tr>
<tr>
<td>Indonesia</td>
<td>219.9</td>
<td>1,904</td>
<td>Jakarta</td>
<td>208.3</td>
</tr>
<tr>
<td>Brazil</td>
<td>178.5</td>
<td>8,512</td>
<td>Brasilia</td>
<td>412.0</td>
</tr>
<tr>
<td>Pakistan</td>
<td>153.6</td>
<td>804</td>
<td>Islamabad</td>
<td>82.3</td>
</tr>
<tr>
<td>Bangladesh</td>
<td>146.7</td>
<td>144</td>
<td>Dhaka</td>
<td>51.9</td>
</tr>
<tr>
<td>Russia</td>
<td>143.2</td>
<td>17,075</td>
<td>Moscow</td>
<td>432.9</td>
</tr>
<tr>
<td>Japan</td>
<td>127.7</td>
<td>378</td>
<td>Tokyo</td>
<td>4,301.0</td>
</tr>
<tr>
<td>Nigeria</td>
<td>124.0</td>
<td>924</td>
<td>Abuja</td>
<td>58.4</td>
</tr>
<tr>
<td>Mexico</td>
<td>103.5</td>
<td>1,973</td>
<td>Mexico City</td>
<td>626.1</td>
</tr>
<tr>
<td>Germany</td>
<td>82.5</td>
<td>358</td>
<td>Berlin</td>
<td>2,403.0</td>
</tr>
<tr>
<td>Vietnam</td>
<td>81.4</td>
<td>331</td>
<td>Hanoi</td>
<td>39.2</td>
</tr>
<tr>
<td>Philippines</td>
<td>80.0</td>
<td>300</td>
<td>Manila</td>
<td>80.6</td>
</tr>
<tr>
<td>Egypt</td>
<td>71.9</td>
<td>1,000</td>
<td>Cairo</td>
<td>82.4</td>
</tr>
<tr>
<td>Iran</td>
<td>68.9</td>
<td>1,648</td>
<td>Tehran</td>
<td>137.1</td>
</tr>
<tr>
<td>Turkey</td>
<td>71.3</td>
<td>779</td>
<td>Ankara</td>
<td>240.4</td>
</tr>
<tr>
<td>Thailand</td>
<td>62.8</td>
<td>513</td>
<td>Bangkok</td>
<td>143.0</td>
</tr>
<tr>
<td>France</td>
<td>60.1</td>
<td>544</td>
<td>Paris</td>
<td>1,758.0</td>
</tr>
<tr>
<td>UK</td>
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Presidents of the US and prime ministers of the UK

Here are lists of presidents of America and prime ministers of the UK.

Presidents of the United States

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<th>Date</th>
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<td>John Adams</td>
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<td>1801-09</td>
<td>Thomas Jefferson</td>
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<tr>
<td>1809-17</td>
<td>James Madison</td>
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<td>1817-25</td>
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<td>1825-29</td>
<td>John Adams</td>
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<td>Andrew Jackson</td>
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<td>Martin Van Buren</td>
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<td>John Tyler</td>
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<td>1849-50</td>
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<td>Millard Fillmore</td>
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<td>1853-57</td>
<td>Franklin Pierce</td>
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<td>Rutherford B. Hayes</td>
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<td>James Garfield</td>
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<td>Grover Cleveland</td>
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<td>Charles Wentworth, Marquess of Rockingham</td>
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<td>John Major</td>
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<tr>
<td>1997-</td>
<td>Tony Blair</td>
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**Proofreading**

Look for errors in the following categories:

1. "Typos", which include misspelt words, punctuation mistakes, wrong numbers and transposed words or sentences.
2. Bad word breaks.
3. Layout mistakes: wrongly positioned text (including captions, headings, folios, running heads) or illustrations, incorrect line spacing, missing items, widows (pages that begin with the last word or line of a paragraph – they have a past but no future), orphans (paragraphs that begin on the last line of a page – they have no past but they do have a future).
4. Wrong fonts: errors in the use of italic, bold, typeface (eg, Arial not Times New Roman), etc.

If the text contains cross-references to numbered pages or
illustrations, the proofreader is often responsible for inserting the correct reference at page proof stage, and for checking cross-references.

The most effective way of proofreading is to read the text several times, each time with a different aim in mind, rather than attempting to carry out all checks in one go.

**proofreading marks** are illustrated on pages 233ff. (The full set of proofreading marks is defined by British Standard BS 5261 “Copy preparation and proof correction”.) The intention of these marks is to identify, precisely and concisely, the nature of an error and the correction required. When corrections are extensive or complex, it is usually better to spell out in full the correct form of the text rather than leave the typesetter to puzzle over a string of hieroglyphs, however immaculately drawn and ordered. Mark all proof corrections clearly and write them in the margin.

**word breaks** It may be necessary to break words, using a hyphen, at the end of lines. Computer word-processing programs come with standard hyphenation rules but these can always be changed or overruled. Ideally, the aim should be to make these breaks as undistruptive as possible, so that the reader does not stumble or falter. Whenever possible, the word should be broken so that, helped by the context, the reader can anticipate the whole word from the part of it given before the break. Here are some useful principles for deciding how to break a word.

1. Words that are already hyphenated should be broken at the hyphen, not given a second hyphen.
2. Words can be broken according to either their derivation (the British convention) or their pronunciation (the US convention): thus, aristo-cracy (UK) or aristoc-racy (US), mellifluous (UK) or mellif-luous (US). (See Part 2 for American usage.)
3. Words of one syllable should not be broken.
4. Words of five or fewer characters should not be broken.
5. At least three characters must be taken over to the next line.
6. Words should not be broken so that their identity is confused or their identifying sound is distorted: thus, avoid wo-men, fo-ist, the-rapist.
7. Personal names and acronyms (eg, NATO) should not be broken.
8. Figures should not be broken or separated from their unit of measurement.
9 A word formed with a prefix or suffix should be broken at that point: thus, bi-furcated, ante-diluvian, convert-ible.

10 If a breakable word contains a double consonant, split it at that point: thus, as-sess, ship-ping, prob-lem.

11 Do not hyphenate the last word on the right-hand page.
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<th>TEXTUAL MARK</th>
<th>MARGINAL MARK AND NOTES</th>
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<td>Make after each correction</td>
</tr>
<tr>
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<td></td>
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<tr>
<td>Insert in text the matter indicated in the margin</td>
<td>( caret ) mark</td>
<td>New matter followed by</td>
</tr>
<tr>
<td>Delete</td>
<td>/ through character(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>/ through words</td>
<td></td>
</tr>
<tr>
<td>Delete and close up</td>
<td>/ through character(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>/ through characters, eg, or, character</td>
<td></td>
</tr>
<tr>
<td>Close up – delete space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substitute character or substitute part of one or more words</td>
<td>through character</td>
<td>new character</td>
</tr>
<tr>
<td></td>
<td>or through words</td>
<td>or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>new word(s)</td>
</tr>
<tr>
<td>Wrong font. Replace with correct font</td>
<td>Encircle character(s) to be changed</td>
<td>( x ) or w.f.</td>
</tr>
<tr>
<td>Set in or change to roman type</td>
<td>Encircle character(s) to be changed</td>
<td>Rom.</td>
</tr>
<tr>
<td>Set in or change to italic</td>
<td>under character(s) to be set or changed</td>
<td></td>
</tr>
</tbody>
</table>
### INSTRUCTION

<table>
<thead>
<tr>
<th><strong>Set in or change to capital letters</strong></th>
<th><strong>TEXTUAL MARK</strong></th>
<th><strong>MARGINAL MARK AND NOTES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Set in or change to small capital letters</strong></td>
<td><strong>TEXTUAL MARK</strong></td>
<td><strong>MARGINAL MARK AND NOTES</strong></td>
</tr>
<tr>
<td><strong>Set in or change to bold type</strong></td>
<td><strong>TEXTUAL MARK</strong></td>
<td><strong>MARGINAL MARK AND NOTES</strong></td>
</tr>
<tr>
<td><strong>Set in or change to bold italic type</strong></td>
<td><strong>TEXTUAL MARK</strong></td>
<td><strong>MARGINAL MARK AND NOTES</strong></td>
</tr>
<tr>
<td><strong>Change capital letters to lower case letters</strong></td>
<td><strong>TEXTUAL MARK</strong></td>
<td><strong>MARGINAL MARK AND NOTES</strong></td>
</tr>
<tr>
<td><strong>Change italic to upright type</strong></td>
<td><strong>TEXTUAL MARK</strong></td>
<td><strong>MARGINAL MARK AND NOTES</strong></td>
</tr>
<tr>
<td><strong>Invert type</strong></td>
<td><strong>TEXTUAL MARK</strong></td>
<td><strong>MARGINAL MARK AND NOTES</strong></td>
</tr>
<tr>
<td><strong>Substitute or insert character in “superior” position</strong></td>
<td><strong>TEXTUAL MARK</strong></td>
<td><strong>MARGINAL MARK AND NOTES</strong></td>
</tr>
<tr>
<td><strong>Substitute or insert full stop or decimal point</strong></td>
<td><strong>TEXTUAL MARK</strong></td>
<td><strong>MARGINAL MARK AND NOTES</strong></td>
</tr>
<tr>
<td><strong>Substitute or insert comma</strong></td>
<td><strong>TEXTUAL MARK</strong></td>
<td><strong>MARGINAL MARK AND NOTES</strong></td>
</tr>
<tr>
<td>INSTRUCTION</td>
<td>TEXTUAL MARK</td>
<td>MARGINAL MARK AND NOTES</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>--------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Substitute or insert colon</td>
<td>/ through character or / where required</td>
<td>🏷️</td>
</tr>
<tr>
<td>Insert hyphen</td>
<td>/ through character or / where required</td>
<td>-</td>
</tr>
<tr>
<td>Substitute or insert semi-colon</td>
<td>/ through character or / where required</td>
<td>;</td>
</tr>
<tr>
<td>Insert space</td>
<td>/ or /</td>
<td>⬆️</td>
</tr>
<tr>
<td>Equal space</td>
<td>/ between words or letters</td>
<td>⬆️</td>
</tr>
<tr>
<td>Reduce space</td>
<td>⬆️ between words or letters</td>
<td>⬆️</td>
</tr>
<tr>
<td>Start new paragraph</td>
<td>⬇️</td>
<td>⬇️</td>
</tr>
<tr>
<td>Run on (no new paragraph)</td>
<td>⬇️</td>
<td>⬇️</td>
</tr>
<tr>
<td>Transpose characters or words</td>
<td>⬇️ between characters or words, numbered when necessary</td>
<td>⬇️</td>
</tr>
<tr>
<td>Transpose lines</td>
<td>⬇️</td>
<td>⬇️</td>
</tr>
<tr>
<td>Indent</td>
<td>⬇️</td>
<td>⬇️</td>
</tr>
<tr>
<td>Move to the left</td>
<td>← [xxxx]</td>
<td>⬇️</td>
</tr>
<tr>
<td>Insert single or double quotes</td>
<td>/ where required</td>
<td>⬇️ ⬇️ &quot; &quot; &quot; &quot;</td>
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**proofreading**
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# Stockmarket indices

The following is a list of world stockmarket indices.

## Americas

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<thead>
<tr>
<th>Country</th>
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<th>Sub-indices</th>
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<tr>
<td>Argentina</td>
<td>General</td>
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</tr>
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<td>Bovespa</td>
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<td>Chile</td>
<td>IGPA General</td>
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</tr>
<tr>
<td>Colombia</td>
<td>CSE Index</td>
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<td>IPA</td>
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<tr>
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<td>Lima General</td>
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<td>S&amp;P/TSX Metal &amp; Mining</td>
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<td></td>
<td>S&amp;P/TSX Comp</td>
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<td>S&amp;P/TSX 60</td>
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<td>AMEX composite</td>
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<td>Wilshire 5000</td>
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## Asia & Australasia

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<td>S&amp;P All Ordinaries</td>
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<td>FTSE/Xinhua A200</td>
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<td>FTSE/Xinhua B35</td>
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<td>HSCC Red Chip</td>
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<td>S&amp;P CNX 500</td>
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<td>Jakarta Composite</td>
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<td>Malaysia</td>
<td>KLSE Composite</td>
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<td>NZSX 40</td>
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<td>Pakistan</td>
<td>KSE-100</td>
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<td>Philippines</td>
<td>Manila Composite</td>
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<td>Singapore</td>
<td>SES All-Singapore Straits Times</td>
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<td>South Korea</td>
<td>KOSPI KOSPI 200</td>
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<td>CSE All-Share</td>
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<td>WeightedPr.</td>
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<td>Bangkok SET</td>
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Europe

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<td>PX 50</td>
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<td>KFX</td>
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<td>Tallinn General</td>
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<td>Finland</td>
<td>Hex General</td>
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<td>France</td>
<td>CAC 40 SBF 250</td>
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<td>Germany</td>
<td>FAZ Aktien XETRA Dax</td>
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<tr>
<td>Greece</td>
<td>Athens General FTSE/ASE 20</td>
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<tr>
<td>Hungary</td>
<td>Bux</td>
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<td>Ireland</td>
<td>ISEQ Overall</td>
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<td>Banca Com Ital Mibtel General</td>
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<td>VILSE</td>
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<td>Netherlands</td>
<td>AEX AEX All Share</td>
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<td>Oslo All-Share</td>
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<td>Wig</td>
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<td><strong>Slovakia</strong></td>
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<td><strong>Spain</strong></td>
<td>IBEX 35, Madrid SE</td>
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<td><strong>Sweden</strong></td>
<td>OMX Index, Stockholm All Share</td>
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<td><strong>Middle East &amp; Africa</strong></td>
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<td><strong>Egypt</strong></td>
<td>Cairo SE General</td>
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<td>Tel Aviv 100</td>
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<td><strong>Jordan</strong></td>
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<td><strong>Nigeria</strong></td>
<td>SE All-Share</td>
</tr>
<tr>
<td><strong>South Africa</strong></td>
<td>FTSE/JSE All Share, FTSE/JSE Res 20, FTSE/JSE Top 40</td>
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<tr>
<td><strong>Zimbabwe</strong></td>
<td>ZSE Industrial</td>
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<td><strong>Cross-border indices</strong></td>
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<tr>
<td>DJ Euro Stoxx 50</td>
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<td><strong>Turkey</strong></td>
<td>IMKB Nat 100</td>
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<tr>
<td><strong>UK</strong></td>
<td>FTSE 100, FTSE 250, FTSE All-Share, FTSE Small Cap, FTSE techMARK</td>
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</tbody>
</table>
| **Source:** Financial Times
Time of day around the world

Here is a list of countries of the world showing how many hours fast (+) or slow (–) they are relative to Greenwich Mean Time (GMT). The figures show the winter clock time; where summer time is normally observed, the hour is marked with *.

<table>
<thead>
<tr>
<th>Country</th>
<th>Time</th>
<th>Country</th>
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<td>+1</td>
<td>New South Wales, Canberra,</td>
<td></td>
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<tr>
<td>Argentina</td>
<td>–3</td>
<td>Tasmania, Victoria</td>
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<td>–7*</td>
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<td>Pacific &amp; Yukon</td>
<td>–8*</td>
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<td>–5*</td>
<td>Chile</td>
<td>–4*</td>
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<td>China, mainland &amp; Hong Kong</td>
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<td>–5</td>
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<tr>
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