Contents

Sources of IIHS Style

This guide has been put together to assist the IIHS community in reviewing and finalising content for publication. It is not comprehensive. Wherever possible, references to the Chicago Manual of Style have been included for further reference. The editorial team at IIHS hopes to continue adding to this guide whenever style questions arise that would be good to record for common benefit.

The Chicago Manual of Style. Generally, *IIHS* follows the 15th edition of *The Chicago Manual of Style* on matters of style, usage, and publishing practice. References to "*Chicago*" in this guide are to the 15th edition of *The Chicago Manual of Style*. The complete text of the 15th and 16th editions may be accessed here: http://www.chicagomanualofstyle.org/home.html

Other sources. Other guides consulted in the preparation of this handbook include the Oxford Style Manual, 2003 edition, Hart's New Rules, 2005 edition, Merriam-Webster Online Dictionary, Garner's Modern American Usage, the ADB Handbook of Style and Usage and the 3IE Styleguide (Version 15 May 2014). The Oxford English Dictionary online version at www.oed.com, is the operative dictionary to consult in resolving any spelling questions. The Microsoft Word spelling and grammar function is explicitly NOT to be used in lieu of the IIHS guide and operative Oxford references. Care needs to be taken when using it to avoid accepting changes that are incorrect (the function is not reliably correct) because they are different from the IIHS style.

Clear Writing

(i)   Never use a metaphor, simile, or other figure of speech which you are used to seeing in print.

(ii)   Never use a long word where a short one will do.

(iii)   If it is possible to cut a word out, always cut it out.

(iv)   Never use the passive where you can use the active.

(v)   Never use a foreign phrase, a scientific word, or a jargon word if you can think of an everyday English equivalent.

(vi)   Break any of these rules sooner than say anything outright barbarous

G. Orwell. 2002. Politics and the English Language. *The Selected Essays*. New York: Everyman's Library. p. 170.

Keep it Short

Almost every IIHS document or publication can be shortened by at least 10% without any loss of meaning. Many can be cut by far more. Your editor will be able to do some pruning for you, but you as the author are in the best position to know the message you want to convey. Be ruthless; if you have already made the point, or if it is tangential to your main theme, leave it out.

Do Not Use Clichés

Academic and development writing is littered with hackneyed and inappropriate figures of speech. Far from enlivening your prose, overworked expressions will make it seem tired and bland.

Avoid	Prefer
The reforms are designed to ensure a level playing field for state-owned enterprises and private companies.	The reforms are designed to ensure equal treatment for state-owned enterprises and private companies.
The project will make an improvement on the ground in the countryside.	The project will make an improvement in the countryside.
The goal is to hit the ground running in July.	The goal is to start immediately in July.
The events at the agency showed you cannot judge a book by its cover.	The events at the agency showed you cannot rely on appearances.
There is no silver bullet for the financial crisis.	There is no single rapid solution to the financial crisis.
Going forward, the organisation will ensure that it continues to be relevant.	The organisation will ensure that it continues to be relevant.

Use the Active Voice

The active voice is clearer and more direct. It will engage the reader far more than the passive voice.

Avoid	Prefer
This offer should be taken advantage of by IIHS.	IIHS should take advantage of this offer.
Surveys were carried out in 2008.	The council carried out surveys in 2008.
The deadline was missed.	The consultant missed the deadline.

Get to the Point

Good writing employs only the words necessary to express an idea clearly.

Do not spell out something that is obvious.

The population increased ~~by more than 1 million,~~ from 50.3 million to 51.6 million.

The disease mainly affects ~~young~~ adults 18–24 years old.

Some details can be assumed and do not have to be stated.

They will hold discussions with ~~relevant~~ government officials and stakeholders.

The funds will be used to purchase ~~appropriate~~ education materials.

Words such as "level," "phase," and "stage," are overused.

Avoid	Prefer
The reforms will take place at the city level and at the village level.	The reforms will take place in cities and villages.
Community leaders will be consulted during the implementation stage.	Community leaders will be consulted during implementation.

"Sector" tends to be overused (as a noun and as an adjective). It is often redundant and can usually be omitted with no loss of meaning. The same applies to "subsector," which is often a vague and ill-defined term.

Avoid	Prefer
Many workers in the transport sector are poor.	Many transport workers are poor.
Private sector companies have led the economic revival.	Private companies have led the economic revival.

The list below includes other unnecessary words that often appear in IIHS papers, briefs and documents .

The data will be useful for ~~forward~~ planning purposes. The agency ~~proactively~~ monitors and manages all its projects .

The loan is small ~~in size~~ .

The agency and the government will collaborate ~~together~~ on the proposal .

The timing of the funding is critical~~ly important~~ .

The consultants will carry out ~~critical~~ assessments .

The agreement of the ~~current~~ incumbent will be needed .

The study will be conducted during ~~the period~~ 2008–2010 .

No other problems were identified during that ~~time~~ period .

This became clear during ~~the course of~~ the project, although it may not affect the ~~end~~ result.

The government is ~~in the process of~~ reforming the finance sector.

The country's ~~future~~ prospects are good .

Environmental sustainability is forecast to improve ~~over time~~ .

It would have the ~~exact~~ same result.

Credit to small-scale industries has ~~actually~~ declined .

This form of financing is the ~~new~~ innovation that was agreed upon.

As ~~past~~ experience has shown, community support is essential. There is a ~~real~~ danger that this will recur ~~again~~ .

The Ministry of Urban Affairs will revert ~~back~~ to the agency regarding any significant changes.

The flow of remittances at the end of the year will offer a ~~temporary~~ reprieve.

The project will build ~~a total of~~ 15 new community centres.

~~All things being equal, t~~The reform programme has a good chance of success.

~~Basically, t~~The problem cannot be solved by money alone.

The contractor will rehabilitate the ~~existing~~ roads.

The project will be implemented in three towns~~, namely~~: Battambang, Kampot, and Kompong Cham.

Construction is not possible in ~~the months of~~ December and January.

The floods ~~completely~~ destroyed 20 villages.

The participants have not reached a consensus ~~of opinion~~.

The consultants must be ~~knowledgeable~~ experts on environmental sustainability.

The treatment plant is ~~in~~ close ~~proximity~~ to several schools. The report will be disclosed to the ~~general~~ public.

The problem dates ~~back~~ to the early 1990s. Four components have been completed ~~to date~~.

Progress in achieving the targets slowed ~~down~~ during the regional financial crisis.

The mission visited seven ~~different~~ ministries in April.

Each ~~and every~~ complaint was investigated.

Rising ~~foreign~~ imports have reduced the country's gross international reserves.

The headquarters will be ~~located~~ in Colombo.

A survey was needed ~~in order~~ to determine the number of potential microfinance recipients.

The ~~main~~ focus of the study was the impact of rural finance on poverty reduction.

The ~~specific~~ details of each ~~individual~~ subproject have not been finalized.

Each assessment will determine whether ~~or not~~ outputs were satisfactorily delivered.

Instead of using the wordy expressions on the left, use the concise ones on the right.

Avoid	Prefer
a certain amount of	some
a large proportion of	many of, most of
a lot of	many
a number of	some
afford an opportunity	allow, let
an adequate number of	enough
as a means of	to
as to whether	if
at this particular point in time	now
attached herewith	here, attached
based on the recognition of	because of

Avoid	Prefer
by means of	by, with
despite the fact that	although
due to the fact that	because, since
during the time that	when, while
engaged in a study of	studying
few in number	few
for the purpose of	for, to
for the reason that	because
fully understand	understand
has the capability to	can
in about a month's time	in about a month
in accordance with	agreeing with, following
in as much as	because
in conjunction with	with, regarding
in order to	to
in reference to	concerning
in spite of the fact that	although, despite
in terms of supporting	to support
in the event that	if, in case
in the field of	of in
in the majority of instances	usually, most of the time

Avoid	Prefer
in view of the foregoing circumstances	therefore, consequently
on account of the fact	because
that provided that	if

Don't Use Foggy Phrases

Following are 250 phrases which editors hate, along with replacements words they love .

A certain measure of (some)
A consequence of (due to) A
couple of (two)
A dearth of (few)
A diversity of (assorted)
A lot of (many)
 A significant proportion of (most)
A sizeable percentage of (many)
A wide range of (many)
An absence of (lacking)
An abundance of (many)
An additional amount of (more)
An adequate number of (enough)
An amount of (some)
An integral part of (part)
An overwhelming majority of (most)
Arrive at a compromise (compromise)
Arrive at a conclusion (conclude)
Arrive at a decision (decide)
Arrive at a determination (determine)
Arrive at a resolution (resolve)
Arrive at a settlement (agree)

Arrive at an estimate (estimate)
Arrive at an opinion (agree; decide)
Arrive at an understanding (agree)
As per your request (as you requested)
At this point of time (now)
Because of the fact that (since; because)
Being of the opinion that (I believe)
By means of (through)
Due to the fact that (since; because)
During the time that (while)
For the reason that (since; because)
Has a bearing on (bears on)
Has a difference of opinion (disagrees)
Has a preference for (prefers)
Has a tendency to (tends to)
Has an appreciation for (appreciates)
Has an effect on (effects; affects)
Has an influence on (influences)
Has in his possession (has; possesses)
Has occasion to be (is)
Has the ability to (can)
Has the access to (can go to)
Has the effect of easing (eases)
Has to do with (concerns)
Have intentions of (intend to)
In a few minutes (soon)
In a good mood (cheerful)
In a measure (partly)
In a nutshell (briefly)
In a timely fashion (soon)
In accordance with your request (as you requested)
In addition to (with)

In advance (before)
In advance to (before)
In arrears (overdue)
In association with (with)
In attendance (present)
In back of (behind)
On behalf of (for)
In big numbers (many)
In certain situations (occasionally)
In close proximity to (near; close)
In combination with (with)
In connection with (related to; about)
In consideration of the fact that (since; because)
In every case (invariably)
In height (high)
In length (long)
In light of the fact that (since; because)
In my own personal opinion (I believe; in my opinion)
In opposition to (against)
In pursuit of (pursuing)
In recent history (lately)
In recorded history (recorded)
In spite of the fact that (although)
In such a way that (so that)
In sufficient number (enough)
In the capacity of (as)
In the case of (concerning)
In the company of (with)
In the course of (during)
In the days ahead (in time)
In the direction of (toward)
In the event that (if)

In the final analysis (ultimately)

In the foreseeable future (soon)

In the nature of (like)

In the near future (soon)

In the neighbourhood (near; close)

In the recent past (recently)

In the role of (as)

In the very near future (soon)

In thickness (thick)

In this day and age (now)

In this time and day (now; currently)

In the general vicinity (here)

In view of the fact that (since; because)

Inasmuch as (since; because)

Is a contribution to (contributes to)

Is a demonstration of (demonstrates)

Is a demonstration to (demonstrates)

Is a description of (describes)

Is a description to (describes)

Is a deterrent to (deters)

Is a hindrance to (hinders)

Is a recipient of (receives)

Is a representation (represents)

Is a variation to (varies from)

Is afraid to (fears)

Is an illustration of (illustrates)

Is an impediment to (impedes)

Is an indication of (indicates)

Is an indicator of (indicates)

Is appreciative of (appreciates)

Is attentive to (attends)

Is beneficial to (benefits)

Is characteristic of (characterises)

Is comparable to (compares to)

Is complimentary to (compliments)

Is contributory to (contributes)

Is critical of (criticises)

Is dangerous to (endangers)

Is descriptive of (describes)

Is deserving of (deserves)

Is destructive of (destroys)

Is dismissive of (dismisses)

Is disruptive of (disrupts)

Is distrustful of (distrusts)

Is equal to (equals)

Is exploitative of (exploits)

Is favourable to (favours)

Is harmful to (harms)

Is illustrative of (illustrates)

Is imitative of (imitates)

Is in conformance to (conforms to)

Is in contrast to(contrasts with)

Is in control of (controls)

Is in defiance of (defies)

Is in excess of (exceeds)

Is in fear of (fears)

Is in need of (needs)

Is in opposition to (opposes)

Is in possession of (possesses)

Is in support of (supports)

Is in violation of (violates)

Is in want of (wants)

Is indicative of (indicates)

Is injurious to (injures)

Is mistrustful of (mistrusts)

Is needful of (needs)

Is of benefit to (benefits)

Is of concern to (concerns)

Is of interest to (interests)

Is offensive to (offends)

Is opposed to (opposes)

Is pertinent to (pertains)

Is proof of (proves)

Is protective of (protects)

Is recipient of (receives)

Is reflective of (reflects)

Is related to (relates to)

Is representative of (represents)

Is resentful of (resents)

Is resistant to (resists)

Is respectful of (respects)

Is revealing of (reveals)

Is scornful of (scorns)

Is suggestive of (suggests)

Is supportive of (supports)

Is symbolic of (symbolises)

Is the recipient of (receives)

Is typical of (typifies)

It has come to my attention that (I have learned that)

It is recommended that (we recommend)

It would be advisable to (should; ought)

Make a distinction (distinguish)

Make a statement (state)

Make a statement saying (say)

Make allowance (allow)

Make an appearance (appear)

Make an attempt (try; attempt)

Make contact with (contact)

Make conversation (talk)

Make false statements (lie)

Make mention of (mention)

Make provision (provide)

Make up my mind (decide)

Place a burden on (burden)

Place a credence in (believe)

Place a premium on (treasure)

Place a strain on (strain)

Place a value on (values)

Place in danger (endanger)

Place in jeopardy (jeopardize)

Place in peril (imperil)

Place in restriction (restrict)

Predicated on the fact that (based on)

Pursuant to your request (as you requested)

Put a halt to (stop)

Put an end to (stop)

Put forward (advance)

Put in alphabetical order (alphabetize)

Put in an appearance (appear)

Put into effect (effect)

Put my finger on (identify)

Put on an act (pretend)

Put up with (tolerate)

Take a look (look)

Take a measure of (measure)

Take a stand for (endorse)

Take a view (view)

Take action (act)

Take advantage of (exploit)

Take aim (aim)

Take cognizance of the fact that (realise)

Take exception of (challenge)

Take hold of (grasp)

Take into account (consider)

Take into custody (arrest)

Take offence at (resent)

Take pity on (pity)

Take place (occur; happen)

Take pleasure in (enjoy)

Take the position (contend)

Take the view (believe)

Take under advisement (consider)

That being the case (therefore)

The acceptance of (accepting)

The development of (developing)

The inclusion of (including)

The installation of (installing)

The maintenance of (maintaining)

The making of (making)

The processing of (processing)

The punishment of (punishing)

The testing of (testing)

To the extent that (as much as)

To the fullest extent possible (fully)

Toward the direction (toward)

Two year period (two years)

Until such time as (until)

With reference to the fact that (concerning about)

With regard to (concerning about)

Keep Paragraphs Short

Is there a more forbidding sight than a long, dense paragraph of development prose? By contrast, a page containing several

paragraphs is more visually appealing and holds out greater hope of easy progress.

Avoid Jargon

Use plain language wherever you can. Common English words are preferable to technical jargon.

Avoid	Prefer
The loan will include a piggybacked TA project to build capacity in the ministry.	The loan will include an associated TA project to build capacity in the ministry.
The agency provided software support for training and hardware support for building schools.	The agency provided support for training and for building schools.
The department will concentrate on its core deliverables: constructing the dam and the approach roads.	The department will concentrate on constructing the dam and the approach roads.

Use Precise Words

Vague and overused words can deaden text and detract from your point.

Avoid Overusing	Alternatives
address (vb.)	adjust, amend, attune, correct, cure, meet the needs of, rectify, redress, reform, regulate, revise, set right, solve
enhance (vb.)	add to, augment, boost, complement, elevate, embellish, heighten, improve, increase, lift, magnify, make more appealing, raise, redouble
appropriate (adj.)	adequate, applicable, becoming, befitting, calculated, compatible, competent, conformable, congruous, consistent, consonant, corresponding, desirable, feasible, fit, geared, in harmony with, in keeping with, matched, meet, opportune, pertinent, practicable, proper, qualified, relevant, right, seemly, suitable, suited, tailor made, timely, to the point
capacity development (adj. + n.)	training, improving management, strengthening systems
develop (vb.)	(*meaning "evolve"*)—advance, age, alter, change, evolve, flow, grow, mature, progress
	(meaning "improve amenities, conditions")—better, cultivate, elevate, enlarge, exploit, polish, promote, refashion, refine, reform, regenerate, rehabilitate, reorganize, revamp, upgrade

Avoid Overusing	Alternatives
	(*meaning "improve person, workforce, potentialities"*)—advance, cultivate, educate, enrich, finish, perfect, prepare, promote, refine, update, upgrade
	(*meaning "increase"*)—advance, amplify, augment, build up, enlarge, expand, extend, gain, increase, spread
	(*meaning "promote"*)—assist, back, build up, champion, encourage, foster, increase, intensify, nurture, strengthen, support
	(*meaning "expound thesis"*)—amplify, describe, detail, explain, enumerate, make known, narrate, recount, reveal, state
	(*meaning "work out an idea"*)—amplify, build on, draw up, elaborate, enlarge upon, evolve, expand, fill out, formulate, frame, go into detail, outline, sketch, work out
facilitate (vb.)	assist; contribute to; create opportunities; ease, make, open, or pave the way for; help; make easier; simplify; streamline

Avoid Overusing	Alternatives
identify (vb.)	analyze, categorize, cite, clarify, classify, decide upon, define delineate, denote, describe, detail, determine, distinguish, label, note, particularize, point to, recognize, refer to, signify, single out, specify, state precisely
improved (adj.)	better, more efficient, stronger, quicker, cleaner, more sustainable, more effective, more successful

Abbreviations

Principle. The excessive use of abbreviations makes text cumbersome to read.

Therefore, introduce an abbreviation only if

(i)   the term appears at least three times in each part of a work; and

(ii) the term consists of at least three words.

Exception. If an abbreviation is better known than the spelled-out form, e.g., United Nations Children's Fund (UNICEF), give the abbreviation even if the term is used only once.

When and How to Abbreviate

Give the spelled-out form first, then the abbreviation in parentheses. Thereafter, use only the abbreviation.

Avoid	Prefer
The system has deteriorated because of poor O&M (operation and maintenance). Private sector participation in operation and maintenance activities will be explored.	The system has deteriorated because of poor operation and maintenance (O&M). Private sector participation in O&M activities will be explored.

Because parts of a document may be extracted and used for other purposes, spell out each term to be abbreviated at its first appearance in the front matter (e.g., executive summary, basic data), main text, and each appendix.

1

Abbreviations List

Spell out every abbreviation used in the document under the heading "Abbreviations" at the front of documents and publications. The

list should be arranged alphabetically by the abbreviation (not by the definition). Abbreviations that begin with a number or a special character should appear at the beginning of the list.

Terms included in the list must be worded, spelled, and punctuated as they are in the text.

Give all abbreviations in the list in their singular form, even if they are used in the text initially, primarily, or solely in plural or possessive form.

Exception. For a few abbreviations, only the plural form makes sense and therefore should be used in the abbreviations list. Common examples include "SMEs" (small and medium-sized enterprises) and "IRRs" (implementing rules and regulations).

Abbreviations That Should Not Be Spelled Out

The following abbreviations are better known than the words they stand for and do *not* have to be explained in the text or added to the list of abbreviations. Note the punctuation. Definitions and explanations are in parentheses.

AIDS (acquired immunodeficiency syndrome)

ATM (automated teller machine—do not use "ATM machine". as the "M" in the abbreviation stands for "machine")

C (centigrade)

2

CD-ROM (compact disc read-only memory)

DVD (digital versatile disc)

e.g., (*exempli gratia*—for example)

F (Fahrenheit)

fax (facsimile)

GIF (graphics interchange format—file type)

HIV (human immunodeficiency virus)

HTML (hypertext mark-up language)

i.e., (*id est*—that is)

JPEG (Joint Photographic Experts Group—file type)
no. (number)

p. (page)

para. (paragraph)

PIN (personal identification number—do not use "PIN number" as the "N" in the abbreviation stands for "number")

PDF (portable document format—file type)

RAM (random access memory)

TIFF (tagged image file format—file type)

URL (uniform resource locator)

Abbreviations That Should Be Treated as Names of Organizations

Some organizations are now known officially by their abbreviations. In such cases, the abbreviation does not need to be spelled out.

Avoid	Prefer
Deutsche Gesellschaft für Technische Zusammenarbeit	GTZ
Hong Kong Exchanges and Clearing Limited	HKEx
Hong Kong and Shanghai Banking Corporation	HSBC
Kreditanstalt für Wiederaufbau	KfW
World Wide Fund for Nature	WWF

Ampersands in Abbreviations

Principle. Avoid ampersands in abbreviations.

Exceptions. Note the following exceptions to the rules stated above.

cost and freight (C&F)	profit and loss (P&L)
mergers and acquisitions (M&A) monitoring and evaluation (M&E)	research and development (R&D)
operation and maintenance (O&M)	Standard & Poor's (S&P)

Articles and Abbreviations

Generally, follow the rule in *Chicago* (15.9): "Acronyms are read as words and, except when used adjectivally, are rarely preceded by *a*, *an*, or *the* ('member nations of NATO'). Initialisms are read as a series of letters and are often preceded by an article ('member nations of the EU')."

Initialisms	Acronyms
the ADF	APEC
the CIA	ASEAN
the EBRD	AusAID
the EU	Danida
the IADB	LIBOR
the ILO	NATO
the IMF	OPEC
the MDGs	Sida
the OECD	UNICEF
the UN	

Exception. Although the *Chicago* rule is a useful starting point, there are numerous exceptions. A number of organizations have also chosen not to use an article with their abbreviated form.

Initialisms without Articles	
ADB	UNDP
IFC	USAID
NZAID	WHO

If the abbreviation following the indefinite article begins with a vowel sound, use "an" even if "a" would be used with the full form.

an FAO publication

a Food and Agriculture Organization publication

Capitalization

Write all abbreviations, except weights and measures, in capital letters. However, in their spelled-out forms, only proper nouns should be capitalized.

Avoid	Prefer
DfID	DFID
MoF	MOF
SoE	SOE

Exceptions. Note the following exceptions to the rule stated above.

(i) If an organization traditionally uses lowercased letters in its abbreviated form, this should be followed.

AusAID	Australian Agency for International Development
Danida	Danish International Development Agency
Sida	Swedish International Development Cooperation Agency

(ii) In some abbreviations, lowercased letters have become institutionalized through usage.

CoP	community of practice
MfDR	managing for development results
VaR	value-at-risk

(iii) The following abbreviations should be lowercased .

a.m . p . e.g . p.m . i.e .

para .

Educational Degrees

When attached to a person's name, do not spell out degrees .

R . Xang , BS , MBA , PhD

When they are referred to in a general sense, apply the usual rules for abbreviations .

The university will offer courses leading to a master of arts . (MA) degree.

Five-Year Plans

Do not abbreviate "five-year plan." After the first appearance, use "plan ."

The goal of the government's Eleventh Five-Year Plan, . 2006–2010 is a harmonious and prosperous society. The plan was adopted in 2005.

Footnotes

If a term has already been abbreviated in the text, the abbreviation may be used in a footnote .

However, if a term that will be abbreviated appears for the first time in a footnote, spell it out and give the abbreviation in parentheses . Thereafter, the

abbreviation may be used in subsequent footnotes. If the term is used later in the main text, spell it out again at first appearance and give the abbreviation in parentheses even though it has already been defined in a footnote.

Headings and Titles

Spell out abbreviations in headings in the text (including run-in heads), and in titles of papers, boxes, figures, and tables, even if they have already been defined in the text. Do not add abbreviations in parentheses in headings and titles.

Plurals

Use a lowercased "s" to indicate a plural abbreviation.

developing member countries (DMCs) International

Financial Reporting Standards (IFRSs)

reports and recommendations of the President (RRPs)

Never use an apostrophe when making an abbreviation plural.

Avoid	Prefer
COBP's are updated on a . 3-year rolling basis.	COBPs are updated on a . 3-year rolling basis.

Possessives

At first instance, the possessive form of abbreviations looks ungainly and interrupts the reader. Possessive abbreviations can often be avoided by simple rewriting.

Avoid	Prefer
The Asian Development Bank's (ADB's) goal is to reduce poverty.	The goal of the Asian Development Bank (ADB) is to reduce poverty.

Do not add an apostrophe if an abbreviation is used adjectivally.

Avoid	Prefer
IIHS's programs	IIHS programmes
ADB's headquarters	ADB headquarters

Punctuation

Do not use a period in abbreviations for educational degrees, names of countries and other geographic locations, government ministries and agencies, institutions, or organizations.

Avoid	Prefer
D.O.E.	DOE
I.M.F.	IMF
Ph.D.	PhD
P.N.G.	PNG
U.S.	US

Avoid	Prefer
Washington, D.C.	Washington, DC

The following abbreviations require periods.

a.m. p. e.g. p.m. i.e. para.

Tables

List abbreviations in alphabetical order below the table with their definitions.

However, depending on the table, it may be more appropriate to use the spelled-out form within the table at the term's first appearance, followed by the abbreviation in parentheses, and to use the abbreviation throughout the rest of the table. In such cases, an abbreviations list below the table is unnecessary.

Two-Letter Abbreviations

Avoid two-letter abbreviations. Spell out the term each time it is used.

Exceptions. In addition to the many two-letter (and even one-letter) abbreviations for weights and measures, note the following exceptions to the rule stated above.

European Union (EU)	United Kingdom (UK)
information technology (IT)	United Nations (UN)
technical assistance (TA)	United States (US)

Adjectives

Nouns Used as Adjectives

In general, make nouns singular when they are used adjectivally .

communicable disease control	natural resource issues
document distribution	safeguard framework
information and communication technology	stakeholder groups

Exception . Retain the "s" if a phrase sounds unnatural or misleading

human resources budget	skills training
results framework	training needs assessment

Ensure that adjectives are not used incorrectly as nouns . For example, "corruption" is primarily used as a noun, but "anticorruption" is always an adjective .

Avoid	**Prefer**
The project will focus on anticorruption .	The project will focus on anticorruption activities.

Appendixes

Principle. Material in appendixes should not duplicate information given in the main text.

List all appendixes on the contents page, including supplementary appendixes.

Abbreviations

Spell out every term, then give the abbreviation in parentheses at first appearance in each appendix, even if the term has already been spelled out in the main text. Appendixes are often read separately from the main text.

Citing in Text

Cite all appendixes in the main text and number them in the order in which they are cited. If only one appendix is attached, use "Appendix" rather than "Appendix 1."

Capitalize "Appendix" when referring to a specific appendix in the text.

> Draft terms of reference can be found in Appendix 6. For financial aspects, see Appendixes 5–7.

Supplementary Material

Do not include attachments or annexes to appendixes. Supplementary material may be (i) treated as supplementary appendixes (listed on the contents page, to be provided upon request); (ii) incorporated into an existing appendix; or (iii) provided in a separate appendix.

Articles

Principle. Use the definite article "the" to restrict or particularize a noun and an indefinite article ("a" or "an") when the identity of the noun is not specified or fixed.

A team leader will be selected before the inception mission. The team leader will consult with government officials on governance issues.

An amendment to the Companies Act, 1956 will be required. The amendment will detail the exemptions.

Use articles correctly in titles of projects and documents. For example, if the project is designed to support something that does not yet exist, use the indefinite article.

Technical Assistance to the Republic of Kazakhstan for a Strategy for Rural Development

Boxes

Principle. Cite all boxes in the text.

Abbreviations

Treat abbreviations in boxes the same way as in the main text, i.e., give the spelled-out form at first appearance followed by the abbreviation in parentheses. Thereafter, use only the abbreviation.

Format

Text in boxes should be 1 point smaller than the main text, and justified.

Keep paragraphs short. Do not number or indent them. Insert a half-line space between paragraphs.

Labelling

Boxes should be labeled "Box 1," "Box 2," etc., followed by a colon and a short descriptive title. If there is only one box, it should not be numbered.

Use bold font and headline-style capitalization, and center the title in the box.

Box 3: Phnom Penh Water Supply and Drainage Project

In books, box labels usually include the chapter number (e.g., in

Chapter 3, boxes would be numbered "Box 3.1," "Box 3.2," etc.).

Length

Text boxes should ideally occupy no more than one page . If a box extends onto a second page, ensure that the pages face each other . Boxes should never occupy more than two pages .

Notes and Explanatory Material

Boxes need to be self-contained (e .g ., footnote numbering should be independent from that of the main text) . Use superscript lowercased letters as footnote indicators to avoid confusion with footnotes in the main text . The footnotes themselves should be placed at the end of the box (not at the bottom of the page) . The footnotes should precede the source of the box .

Capitalisation

Principle. Limit the use of capitalisation.

IIHS follows the principles of capitalisation found in *Chicago* (8.2): "*Chicago* generally prefers a 'down' style—the parsimonious use of capitals."

Headline-style capitalisation—the capitalisation of the first letter of each major word—is used for headings and titles. See *Chicago* (8.167) for further guidance on headline-style capitalisation.

Exception. Some documents, such as legal or other official documents, have their own rules and precedents with regard to capitalisation, which may override those given here.

Ethnic Groups

Capitalise names of ethnic and national groups, but do not italicise them.

> Life expectancy is 63 years for Brahmins but only 51 for Dalits.

Geographic Names

Principle. Capitalise names of specific places and geographic features. Capitalise generic terms (e.g., a river) when they form part of the name.

Altay Administrative District	Northern Samar
Bay of Bengal	Plain of Jars
Central Java Province	Peninsular Malaysia
Ho Chi Minh City	Route 217

16

Lake Baikal	Sichuan Province
Mekong River	Tonle Sap Basin
Mekong Delta	Tonle Sap River
National Highway 1	Tropic of Cancer
Ningxia Hui	Yili Kazak Autonomous
Autonomous Region	Prefecture

Lowercase when the term is descriptive rather than part of the formal name.

central region of Viet Nam	the foothills of the Altai
the city of Phnom Penh	Indonesian archipelago
Dahu village	northeast India
the east coast of Kalimantan	the Yangtze valley

Lowercase when the term refers to more than one distinct item.

the Cagayan and Pampanga rivers the Central Asian republics

Government

Capitalise "government" when a government is formally referred to and its full name is given.

Lowercase "government" when it is not used in a formal context. There is no need to indicate in parentheses that "the government" is the short form.

Avoid	Prefer
The Government of the Philippines (the Government) is implementing an electronic procurement system. This . is consistent with the Government's commitment to strengthen country procurement systems.	The Government of the Philippines is implementing an electronic procurement system. This is consistent with the government's commitment to strengthen country procurement systems.
The Government must approve the environment, poverty, and social safeguard reports.	The government must approve the environment, poverty, and social safeguard reports.
Representatives of the Governments of Kazakhstan, the Kyrgyz Republic, and Uzbekistan attended the meeting.	Representatives of the governments of Kazakhstan, the Kyrgyz Republic, and Uzbekistan attended the meeting.

Ministries, Departments, and Other Government Bodies

Capitalise full names of national ministries and departments and other permanent bodies, but lowercase generic references. For a more comprehensive list of political entities and governmental and judicial bodies, see *Chicago* (8.55, 8.66–8.70).

Representatives of the Ministry of Finance attended the meeting in Manila. The ministry sent a high-level delegation.

The Department of Health issued a travel advisory. The department does this regularly.

The Public Service Commission is an independent regulatory agency.

The National Executive Council approved the supplementary project financing.

The Embassy of the United States offered condolences to the families of the flood victims. The embassy also made a contribution to relief efforts.

The mission held discussions with officials of the ministries of agriculture and forestry, education, health, and foreign affairs.

He had a successful career in the civil service.

The resignations from the cabinet have affected the continuity of policy.

Organisations

Capitalise proper names of organisations.

Companies and institutions. *Chicago* (8.73) **recommends** the following: "The full names of institutions and companies and of their departments, and sometimes their short forms, are capitalised. A *the* preceding a name, even when part of the official title, is lowercased in running text."

The Accounting Department will be the executing agency and the Department of Inspection will be the implementing agency.

19

Political parties, religions, and religious bodies.
Capitalise names of political parties and religious bodies and of their adherents.

the Communist Party	Communists
the Catholic Church	Catholics
Islam	Muslims

See also:
Cross-
References

Parts of a Document or Publication

References to appendixes, boxes, chapters, figures, maps, parts, schedules, and tables should be capitalised.

The data are summarised in Tables 2–4.

The design and monitoring framework has been revised (Appendix 1).

Gender concerns in Tajikistan are summarised in Chapter 6.

Energy consumption rose faster than GDP in 2001–2005 (Figure 2).

The proposed railway network connects two provinces (Map 4).

The project management office shall have been established, as provided in Schedule 4 of the loan agreement.

References to paragraphs, sections, and footnotes should be lowercased.

> This initiative builds on the activities conducted under an earlier TA project (paras. 15–17).
>
> The provisions governing fiduciary duties are in sections 66–71.
>
> The World Bank investigation reached the same conclusion (footnote 34).

Plans, Policies, Strategies, and Laws

ADB style is guided by the following rule in *Chicago* (8.86): "Formal or accepted titles of pacts, plans, policies, treaties, acts, programs, and similar documents or agreements are capitalised. Incomplete or generic forms are usually lowercased."

National. Capitalise the titles of major national economic plans.

> The goal of the government's Eleventh Five-Year Plan, 2006–2010 is a harmonious and prosperous society.[1] The plan was finalised in early 2006.
>
> India's Eleventh Five Year Plan, 2007–2012 aimed to reduce the infant mortality rate to 28 per 1,000 live births by 2012.[2] (Note there is no hyphen between "Five" and "Year" in the official title.)
>
> Cambodia's Rectangular Strategy, 2004–2008 aims to increase economic growth, employment, equity, and social justice.[3]
>
> The government adopted the National Agricultural Policy in 2007.[4] The new policy has increased yields.
>
> A poverty reduction strategy is needed to ensure that the poor are not left behind.

1. Government of the People's Republic of China, National Development and Reform Commission. 2006. *The Outline of the Eleventh Five-Year Plan*. Beijing.

2. Government of India, Planning Commission. 2008. *Eleventh Five Year Plan, 2007–12*. Delhi.

3. Government of Cambodia. 2004. *The Rectangular Strategy for Growth, Employment, Equity and Efficiency in Cambodia*. Phnom Penh.

4. Government of Sri Lanka, Ministry of Agricultural Development and Agrarian Services. 2007. *National Agricultural Policy for Food and Export Agricultural Crops and Floriculture*. Colombo.

Capitalise formal names of laws, policies, treaties, and programmes, but lowercase their short forms. Pending legislation should also be lowercased.

Avoid	Prefer
In 2002, Parliament passed the Immigration Act. The Act was designed to consolidate the existing legislation.	In 2002, Parliament passed the Immigration Act. The act was designed to consolidate the existing legislation.
The proposed Renewable Energy Bill is expected to provide economic incentives to investors.	The proposed renewable energy bill is expected to provide economic incentives to investors.

Global. Capitalise "Millennium Development Goals."

UNICEF and its partners will track progress toward achieving the Millennium Development Goals.

Projects, Programmes, Subprojects, and Components

Capitalise the complete title of a project or programme. Otherwise, lowercase "project" and "programme." There is no need to indicate in parentheses that "the project" or "the programme" is the short form.

Avoid	Prefer
A loan to India is proposed for the Madhya Pradesh State Roads Sector Project (the Project). The Project will help the government to provide reliable road transport services to support economic development.	A loan to India is proposed for the Madhya Pradesh State Roads Sector Project. The project will help the government to provide reliable road transport services to support economic development.
The conference paved the way for a new action plan for the Greater Mekong Subregion Programme (the Programme). The Programme has raised the profile of the subregion.	The conference paved the way for a new action plan for the Greater Mekong Subregion Programme. The programme has raised the profile of the subregion.

Titles

Capitalise professional titles when followed immediately by the individual's name.

Director General Lee

Minister of Finance Chidambaram

Capitalise the title of heads of state and government.

The Prime Minister of India signed the treaty.

The project is a new initiative of the King of Thailand.

The President of the Kyrgyz Republic gave the opening address. The Emperor of Japan attended the meeting.

Lowercase all other titles.

The minister for civil aviation will open the meeting. The ombudsman will investigate the charges.

The director general of the Regional and Sustainable Development Department will attend.

The minister for trade said that links between the two countries had expanded significantly.

The mission leader will write the report.

ADB economists predict that the economy will improve.

The company will need to recruit engineers and senior engineers.

Avoid honorific titles.

Avoid	Prefer
Mr. D. Erdenebileg	D. Erdenebileg
Dr. G. Kalton	G. Kalton

Computer Terms

The list below contains the preferred spelling and capitalization for common computer and internet terms. For those that should be spelled out at first appearance, the full version is given first followed by the acronym.

artificial intelligence (do not abbreviate to "AI") blog (do not use "weblog")

broadband

byte (*also:* kilobyte [KB], megabyte [MB], gigabyte [GB]) CD-ROM (compact disc read-only memory—no need to spell out) computer (do not use "PC")

computer-aided design (CAD) database

desktop dial-up domain name

e-mail (hyphenate all "e-" prefixes, e.g., e-banking, e-group, . e-money, e-notification, e-procurement)

Excel spreadsheet

firewall

GIF file (graphics interchange format—no need to spell out)

HTML (hypertext mark-up language—no need to spell out)

hard drive

hardware

home page

inbox

information and communication technology (ICT)

information technology (IT)

internet

internet service provider (ISP)

25

intranet

JPEG file (Joint Photographic Experts Group—no need to spell out)

laptop

link (do not use "hyperlink")

liquid crystal display

(LCD) local area network

(LAN) mainframe

motherboard

multimedia

network

online

PDF file (portable document format—no need to spell out)

PIN (personal identification number—no need to spell out; do not use "PIN number" as the "N" in the abbreviation stands for "number")

PowerPoint presentation

printer-friendly

RAM (random access memory—no need to spell out) site map

software

spreadsheet

TIFF file (tagged image file format—no need to spell out)

teleconference

URL (uniform resource locator—no need to spell out)

videoconference

voice over internet protocol (VOIP)

web (do not use "World Wide Web")

web page

webcam

webcast

webmaster

website

wide-area network (WAN)

wireless application protocol (WAP)

XML (extensible markup language—no need to spell out)

Copyright

Principle. IIHS documents and publications must never plagiarise material from another source. Only material that falls within the definition of fair use or for which permission to reproduce has been obtained may be reproduced from another printed or electronic source. All material from another source must be cited.

Chicago (4.75–4.84) *provides* useful general rules on fair use and quoting without permission. Generally, quoting, copying, or paraphrasing any published or unpublished material from any

source in any IIHS document (hard copy, electronic copy, or on the IIHS website) may be done only if

(i) the item quoted, copied, or paraphrased is a short piece of text, a table, a figure, other similar graphic representation of data, or other information that does not constitute a substantial part of the other material; and

(ii) the material is clearly and adequately cited (author, source, etc.).

A longer piece of text, a drawing, a photograph, or a graphic representation that constitutes a substantial part of the other material may be used only if the copyright owner has given specific permission to reproduce the work.

Cross-References

Principle. Minimise the use of cross-references.

Keep cross-references simple and do not use unnecessary words. It is easier for readers to find text if cross-references are to paragraph numbers, rather than sections.

Avoid	Prefer
The natural gas component will require additional consulting services (see Appendix 3).	The natural gas component will require additional consulting services (Appendix 3).
The number of migrants has been steadily increasing (details can be found in Table 1).	The number of migrants has been steadily increasing (Table 1).
The reasons for the delay are explained in section III below.	The reasons for the delay are explained in paras. 66–74.
The arrangement referred to above will last until 2009.	The arrangement referred to in paras. 12–15 will last until 2009.

Cross-references may be written into the text or appear in parentheses as appropriate. Place them at the end of the sentence if possible.

When cross-referencing a particular item (such as a table) in another part of a document, give the major part first, then the specific cross-reference.

Cost estimates take into account these resettlement costs (Appendix 1, Table A1.1).

The Ministry of Finance will be the executing agency (main text, paras. 13–17).

A cross-reference to a footnote may appear in parentheses (place it at the end of the sentence if possible). A cross-reference containing additional information (e.g., a page number) should be placed in a new footnote.

> The TA project supported several initiatives to improve governance (footnote 3).
>
> or
>
> The TA project supported several initiatives to improve governance.[13]
>
> _____
>
> [1]   Footnote 3, pp. 9–15.

Currencies and Exchange Rates

See also:
Numbers

Principle. If a current exchange rate is provided at the start of a document, do not provide a dollar equivalent in the text unless there is a strong reason for doing so.

Avoid	Prefer
Of the 2,339 households	Of the 2,339 households
interviewed, 5% lived below	interviewed, 5% lived below
the poverty line, earning less	the poverty line, earning less
than Rs420 ($10) a month.	than Rs420 a month.

Currency symbols should precede the number, with no space or punctuation in between.

Tk100,000	K72,000
¥5 million	SDR36,000

Express a small monetary amount as a percentage of the main unit of currency (e.g., a dollar) rather than as a smaller unit (e.g., a cent).

Avoid	Prefer
Annual expenditure on health services is less than 40 cents per person.	Annual expenditure on health services is less than $0.40 per person.

Lowercase names of currencies. When the name of a currency is referred to in the text without the amount in figures, do not abbreviate it.

Avoid	Prefer
The devaluation of the Rp resulted in large savings .	The devaluation of the rupiah resulted in large savings .
The Taka has weakened during the implementation period.	The taka has weakened during the implementation period.

"Billion" means 1,000,000,000 . Do not abbreviate "billion" to "b" or "bn," or "million" to "m" or "mn" in text, tables, or figures.

Exchange Rates

When describing an exchange rate, use an en dash to separate currency names and an equals sign to signify the relationship between two currencies .

The dollar–won exchange rate has fluctuated significantly since 1997.

The euro broke through the €1.00 = $1.50 mark in March 2008.

Historical exchange rates should be expressed in parentheses or in a footnote and should be for a specific point in time.

Tax revenue in the Philippines reached P698.3 billion in 1998 ($12.7 billion at the end of 1998).

Dates

Principle. Be accurate and consistent in specifying both periods of time and specific points in time.

Days

Write dates in day-month-year order, without punctuation. Do not use a zero before single-digit dates. Use an en dash to indicate a range.

Avoid	Prefer
January 26, 2001.	26 January 2001.
26th of January 2001	
05 July 2009	5 July 2009
12-28 February 2005.	12–28 February 2005
12 to 28 February 2005	12–28 February 2005
4 June-10 August 2000.	4 June–10 August 2000
4 June to 10 August 2000	from 12 May 2009 to 11 May 2014
from 12 May 2009–11 May 2014	from 12 May 2009 to 11 May 2014
in 2 February 2015	on 2 February 2015

Months

Spell out the names of months. Where space is limited (as in tables or lists), abbreviate the month to three letters without a period. Do not include these in the list of abbreviations.

Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

Years

Principle. Years should be expressed consistently throughout a document or publication.

Do not use imprecise or relative descriptions of time; always specify the date or time period.

Avoid	Prefer
The project ended last year.	The project ended in 2008.
Over the past 2 years, the economy has improved significantly.	Since 2006, the economy has improved significantly.
The project manager resigned 4 years ago.	The project manager resigned in 2003.

When discussing the beginning or end of a year or a quarter, do not use shorthand.

Avoid	Prefer
start 2004	the start of 2004
end 2004	the end of 2004

Decades

Use numerals for decades, e.g., 1960s, 1980s. Note the absence of an apostrophe. An agreed-upon style for the first and second decades of the current century has not yet emerged.

Avoid	Prefer
In the nineties, the PRC continued to liberalise its economy and significantly reduced industrial tariffs.	In the 1990s, the PRC continued to liberalise its economy and significantly reduced industrial tariffs.

Centuries

Use ordinal numbers for centuries. Do not use superscript for the letters that accompany ordinal numbers.

Avoid	Prefer
The global population increased by more than. 4 billion people during the twentieth century.	The global population increased by more than 4 billion people during the 20th century.
Asia's urbanisation will be a driving force of the global economy in the 21st century.	Asia's urbanisation will be a driving force of the global economy in the 21st century.

Figures
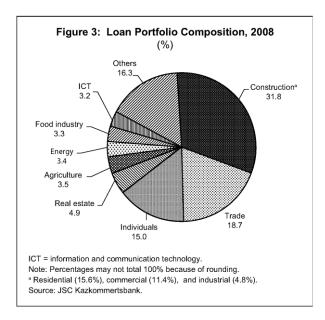
Principle. Use a figure only when it amplifies and illustrates the discussion in the text. Cite all figures in the text; place each figure as soon as possible after the end of the paragraph in which it is first cited.

Format

A figure should not extend beyond one page.

Enclose the figure in a frame, together with the title, abbreviations list, note(s), footnote(s), and source(s). However, organisation charts do not require a frame.

The size and detail of the figure (especially if reproduced from another source) must be appropriate to that of the document (i.e., font size may be as small as 9 points, but not larger than 11 points).

Figure 3: Loan Portfolio Composition, 2008
(%)

Others 16.3
ICT 3.2
Food industry 3.3
Energy 3.4
Agriculture 3.5
Real estate 4.9
Individuals 15.0
Trade 18.7
Construction[a] 31.8

ICT = information and communication technology.
Note: Percentages may not total 100% because of rounding.
[a] Residential (15.6%), commercial (11.4%), and industrial (4.8%).
Source: JSC Kazkommertsbank.

Labelling

If a document has only one figure, use only the title; if it has two or more figures, number them consecutively with Arabic numerals in the order in which they appear in the text.

The figure number should be followed by a colon and a short descriptive title.

Centre the title in Arial 11 above the figure and use headline-style capitalisation.

Spell out abbreviations in titles, even if they have already been defined in the text. Do not add abbreviations in parentheses in titles.

Figure A6: Government Education Programmes and Sequencing of ADB Support

Indicate the unit of measurement in parentheses, same font size, not in bold. Centre the unit of measure directly below the title. The word "in" should not be used in the description of units.

If an appendix comprises a single figure, use the title of the figure as the appendix title, i.e., using all capital letters.

Notes and Explanatory Material

Figures need to be self-contained (e.g., abbreviations

need to be defined, even if they have already been defined in the text), because figures are often extracted from a document and used for other purposes .

Use superscript lowercased letters for footnote indicators .

Placement and order. Place all explanatory material immediately below the figure (inside the frame), not at the bottom of the page, vertically listed in this order: abbreviation(s), general explanatory note(s), footnote(s), and source(s). Font size should be 9 points .

List abbreviations in alphabetical order with their definitions.

A note applying to the figure as a whole is unnumbered and is introduced by "Note(s): …." If a figure has a few such notes and they are short, run them on . Number the notes if there are several and/or they are long.

Notes: Each dot represents one country. Data for Nepal are for 2004.

Notes:

1. The total trade ratio is defined as the average percentage share of total exports and imports of the relevant subregion to world trade .

2. Data used are on a calendar year basis.

3. No 1990 data are available for Central Asia.

Sources. Provide a source for every figure. For figures with several sources, list them in alphabetical order by author .

Be as precise as possible when identifying sources for figures. Where possible give a documentary source, rather than an organisation name.

Avoid	Prefer
Source: International Monetary Fund.	Source: International Monetary Fund (IMF). 1998. *Malaysia: Recent Economic Developments*. IMF Staff Country Report No. 98/9. Washington, DC.

Footnotes

Principle. Footnotes distract readers from the flow of text. Therefore, minimise the use of footnotes, keep them brief, and avoid footnote indicators in headings or subheadings.

Abbreviations

If a term has already been abbreviated in the text, the abbreviation may be used in a footnote.

However, if a term requiring an abbreviation appears for the first time in a footnote, spell it out and give the abbreviation in parentheses. If the term is used later in the main text, spell it out again and give the abbreviation.

Cross-Referencing

Rather than repeat a footnote, cross-reference the earlier footnote by placing a cross-reference in parentheses at the end of the sentence. A cross-reference containing additional information (e.g., a page number) should be placed in a new footnote.

A recent ADB study shows that a 10% increase in food prices will increase the number of people living in absolute poverty by 7.05 million in Pakistan alone (footnote 8).

or

A recent ADB study shows that a 10% increase in food prices will increase the number of people living in absolute poverty by 7.05 million in Pakistan alone.[33]

---

[33] Footnote 8, pp. 19–25.

Footnote Indicators in Text

Use superscript Arabic numerals to indicate footnotes (not asterisks or other symbols). Do not use underlines or slashes around the numbers.

Number footnotes sequentially throughout the main text, but begin again with "1" in each appendix.

Footnote numbers in the middle of a sentence are distracting. Place superscript numbers at the end of the sentence as much as possible, after the punctuation mark.

Avoid	Prefer
Marginal landowners[23] accounted for 78% of the population.	Marginal landowners accounted for 78% of the population.[23]
The Board of Directors approved the policy on. 21 November 2007[1].	The Board of Directors approved the policy on. 21 November 2007.[1]
The report notes that institutional development is "the single most important task relating to managing the transition.[11]"	The report notes that institutional development is "the single most important task relating to managing the transition."[11]

Exception. Place footnote numbers before a closing em dash in a parenthetical passage.

ADB will work closely with the World Bank—the lead agency in the sector, with a long record of support for microfinance[51]—to establish institutions offering loans, payment services, money transfers, and insurance.[52]

Do not use double footnotes. Either combine the notes in one footnote, or place the footnote numbers in different parts of the text (notwithstanding the preference for footnote numbers at the end of a sentence).

Avoid	Prefer
A major reason for the poor productivity of agriculture is the inadequate rural infrastructure, particularly rural roads and irrigation.[12,13]	A major reason for the poor productivity of agriculture is the inadequate rural infrastructure, particularly rural roads and irrigation.[12]

<div style="border-top">
</div>

[12] Agriculture grew 4.1% in 2005.	[12] Agriculture grew 4.1% in 2005.
[13] The percentage of the rural population with access to all-weather roads varies considerably.	Or
	A major reason for the poor productivity of agriculture[12] is the inadequate rural infrastructure, particularly rural roads and irrigation.[13]
	[12] Agriculture grew 4.1% in 2005.
	[13] The percentage of the rural population with access to all-weather roads varies considerably.

Format

9 points

Summaries

Do not use footnotes in briefs or executive summaries .

Tables, Figures, and Boxes

Use superscript lowercased letters (not numbers, asterisks, or other symbols), and place footnotes at the end of the table, figure, or box (not at the bottom of the page) .

The letters should appear in the table or figure in alphabetical order when reading from the top left across, then down and across, until the bottom right .

Table A2: Education For All—Goals and Performance Targets

(%)

Goals and Performance Targets	Benchmark 2001	Status 2005[a]	Status 2006[b]	Target 2009
1. Expanding ECD				
1.1 Gross enrollment ratio for ECD[c]	13.0	47.0	48.0	51.0
1.2 New entrants in grade 1 with ECD	8.0	...	18.3	60.0
2. Meeting the Learning Needs of All Children				
2.1 Repetition rate at grade 1	39.0	...	29.8	10.0
2.2 Repetition rate at grade 5	9.0	...	10.4	3.0

2.3 Survival rate to grade 5[d]	66.0	79.1	80.3	86.0
3. Reducing Adult Illiteracy				
3.1 Literacy rate 15+[e]	48.0	55.0	58.5	66.0
3.2 Literacy rate age group 15–24[e]	70.0	...	79.4	82.0
3.3 Literacy rate 6+	54.0	...	...	76.0
3.4 Literacy gender parity index 15+	0.6	0.7	...	0.9

... = not available, ECD = early childhood development.

Note: The midterm review was conducted jointly with national stakeholders and development partners in. May 2007.

[a] Data are as of 30 September 2005.

[b] Data are as of 30 September 2006.

[c] Benchmark, status, and target are based on age group 3–5; when based on age group 3–4, status as of 2006 is 41.4%.

[d] Benchmark, status, and target are calculated using proxy formula for survival rate. When the United Nations Educational, Scientific and Cultural Organization (UNESCO) reconstructed cohort model is used, survival rate in 2006 equals 47.0%.

[e] 2006 value computed from Government of Nepal, Ministry of Health and Population. 2006. *Nepal Demographic and Health Survey.* Kathmandu.

Sources: ADB. 2006. *Report and Recommendation of the President to the Board of Directors: Proposed Program Cluster of Loans and Asian Development Fund Grants to Nepal for the Education Sector Program I.* Manila; Government of Nepal, Department of Education. 2006. *Annual Strategic Implementation Plan 2007–2008.* Kathmandu.

Gender References

Principle. Use gender-neutral language.

Avoid	Prefer
businessman	businessperson, entrepreneur
chairman, chairperson, chairwoman	chair
fishermen	fishers
lady doctor	doctor
male nurse	nurse
man, mankind	human beings, humanity, men and women, people, humankind
to man	to staff, to operate, to run, to manage
man-hour (-day, -month)	person-hour, staff-hour, consultant-hour (-day, -month)
man-made	artificial, synthetic, manufactured, handmade, technological
manpower	staffing
middleman	contact person, go-between, intermediary, broker, mediator
sister company	company, associated company, partner company

Avoid	Prefer
sister organisation	organisation, partner organisation, peer organisation
a three-man mission	a three-person mission, a three-member mission
workmanship	quality

Sometimes rewriting a sentence is the best way to ensure gender-neutral language. Make sure that such rewriting is appropriate to the context.

Avoid	Prefer
Every farmer must tend his own field.	All farmers must tend their own fields.
Everyone is responsible for his own health.	People are responsible for their own health.
The consultant must report to the project director and to his/her nominee.	The consultant must report to the project director and to his or her nominee.

Glossary

Principle. Include a glossary if the document or publication contains three or more technical terms, or a significant number of non-English terms.

GLOSSARY	
aimag	– province
bagh	– subdistrict
ger	– traditional tent
load shedding	– the removal of preselected customer demand from a power system in an effort to maintain the integrity of the system and minimise overall customer outages
offtake	– the purchase of bulk power by an electricity distributor or energy company from a particular generating project
soum	– district

Use terms defined in the glossary consistently throughout the text and in all appendixes.

Headings

Principle. A strict hierarchy of headings organizes complex text. Inconsistent headings simply confuse the reader.

Abbreviations

Avoid abbreviations in headings, even if they have previously been defined. Do not add abbreviations in parentheses in headings.

Capitalisation

See *Chicago* (8.167) for further guidance on headline-style capitalisation.

When using headline-style capitalisation for hyphenated words in a heading, follow the rules in Chicago (8.170). The rule is lengthy and there are exceptions, but in general, capitalise the first element of a hyphenated word and all subsequent elements unless they are articles, coordinating conjunctions, or prepositions.

Salary-Related Benefits

Over-the-Counter Transactions

Anti-Money-Laundering   Activities

Footnotes

Avoid footnote indicators in headings and subheadings. If possible, find an appropriate place for them in the text.

Format

IIHS documents use the following model for spacing, capitalisation, and labeling of headings.

Use a maximum of four levels of headings.

FINANCIAL AND ECONOMIC EVALUATION

(Level 1)

Economic Benefits

(Level 2)

Flood Control

(Level 3)

a.   Flood Damage to Crops

(Level 4)

Run-in heads. If a fifth level of subheading is required (or if paragraphs at any level need to be set apart without the degree of emphasis implied by attaching a heading), a run-in head may be inserted at the beginning of the paragraph (as at the beginning of this paragraph).

Use sentence-style capitalisation for run-in heads, i.e., capitalise only the first word and proper nouns (*Chicago*, 1.74). Run-in heads should be in bold, followed by a period. Limit run-in heads to a few words; they should not be complete sentences.

List

Principle. The items in a list must use parallel wording and consistent grammatical structure.

Avoid	Prefer
The government will provide counterpart funding to improve tax collection, for modernising computer systems, and staff training.	The government will provide counterpart funding to improve tax collection, modernise computer systems, and train staff.

Use a colon before a list if there is a natural break. If the sentence flows easily into the list, punctuation before the list is not needed.

Separate items in a list with commas, unless one of the items contains a comma within it. In that case, separate items with semicolons. After the penultimate item in a list, use "and" or "or."

The tunnel has been designed to withstand falling rocks, subsidence, and flooding.

The TA project will assist in redefining roles and functions; developing organisational configurations; and improving systems, procedures, rules, and formats.

Countries, Provinces, Cities, and Organisations

List countries, provinces, cities, and organisations in alphabetical order, unless a reason for an alternative arrangement is given. In alphabetical lists of countries, the People's Republic of China should always appear under "C," the Republic of Korea under "K," and the Federated States of Micronesia under "M."

Cambodia, Indonesia, and the Philippines are all members of ASEAN.

Workshops were held in Bhutan, the PRC, Mongolia, and Papua New Guinea.

Representatives of ADB, UNESCO, UNICEF, and the World Bank attended the meeting.

The mission visited Uzbekistan, Kazakhstan, and Armenia, in that order.

Numbered Lists

Before inserting numbers into a list, consider whether they are needed. In a long and complicated list, numbers can help the reader identify the constituent parts, but numbers in a short list are merely distracting.

Avoid	Prefer
The mission visited (i) farms, (ii) government offices, and (iii) factories.	The mission visited farms, government offices, and factories.

When the items listed in the sentence are long or require emphasis, separate them with lowercased Roman numerals in parentheses.

The goals of the workshop include (i) introducing participants to a new method of budget management, (ii) training provincial officials to use computers, and (iii) demonstrating alternative methods of irrigation to participants during site visits.

When items are longer or require more emphasis, create a vertical list. Avoid using bullets for vertical lists in Board documents.

If the items in a list are not complete sentences, treat a vertical list as a single long sentence. Lowercase the word that begins each item, and separate items by the appropriate punctuation (a comma or a semicolon). After the penultimate item in the list, use "and" or "or." Place a period at the end of the last item.

The main benefits from the programme cluster will be the following:

(i) higher investor confidence because of implementation of the new enterprise law and issuance of the negative list;

(ii) lower transaction costs for businesses because of streamlined start-up procedures, less bureaucracy, and reform of the remaining nontariff barriers; and

(iii) support for the government's efforts to reduce poverty by tapping the private sector as a major generator of new jobs.

If the items in a list are complete sentences (or when they contain more than one complete sentence), capitalise the first word and put a period at the end

of each of item. Do not use "and" or "or" after the penultimate item.

> The project has had to overcome several unforeseen problems:
>
> (i)   The change in national government severely delayed implementation.
>
> (ii) The recruitment of suitably qualified national consultants was more difficult than anticipated.
>
> (iii) The project manager resigned at the end of the first year.

Introduce a vertical list with either a colon or no punctuation at all, depending upon the structure of the lead-in element. Use a colon if the lead-in element could stand on its own as a complete sentence.

> The consultants will carry out these tasks:
>
> (i)   conduct an economic analysis in accordance with ADB guidelines,
>
> (ii) review data on traffic along the main corridor, and
>
> (iii) assess the feasibility of diverting traffic to another mode of transportation.

Introduce a list with no punctuation at the end of the lead-in element when it is an incomplete construction that could not stand on its own as a complete sentence.

The consultants will

(i)   review climate change policies,

(ii) provide insights and recommendations for mitigation and adaptation, and

(iii) propose policy measures to mitigate the impact of climate change.

For a list within a list, use lowercased Roman numerals in parentheses for the first level, and lowercased letters in parentheses for the next level.

The consultants will be responsible for the following:

(i)   undertaking a literature review to identify data gaps;

(ii) identifying special health risks and problems faced by ethnic minorities; and

(iii) assessing the appropriateness and effectiveness of health sector policies and institutional arrangements, including

    (a) financing arrangements, cost recovery, and tariffs;

    (b) approaches to planning; and

    (c) management of personnel.

If run-in heads are needed within a list, capitalise the first word, place a period at the end of the phrase, and make the run-in head bold. The run-in heads should be short; they should not be complete sentences.

Asia's economic development has come at a high environmental cost:

(i) **Urbanisation.** By 2020, more than half of Asia's population is likely to live in cities, placing an additional strain on already inadequate infrastructure for water supply, housing, and sanitation .

(ii) **Habitat erosion.** The region has lost up to 90% of its original wildlife habitat to agriculture, infrastructure, deforestation, and land degradation .

(iii) **Safe water.** One in three Asians lacks access to safe drinking water within 200 meters of home.

(iv) **Air pollution.** In several Asian cities, air pollution is a major cause of respiratory ailments and premature death.

Unnecessary Words

Avoid using "respectively" and "former … latter," because they require the reader to reread the sentence and match up the different parts .

Avoid using "namely," which is usually superfluous.

Avoid	Prefer
GDP grew 8%, 14%, 8%, and 7% in 2003, 2004, 2005, and 2006, respectively .	GDP grew 8% in 2003, 14% in 2004, 8% in 2005, and 7% in 2006.

Avoid	Prefer
Public and private investment has remained stagnant since the mid-1990s, with the former at 6%–7% of GDP, and the latter at 15%–18% .	Since the mid-1990s, investment has remained stagnant, with public investment at 6%–7% of GDP, and private investment at 15%–18%.
The Water Resources and Environment Administration has three departments, namely: (i) the Environment Department, (ii) the Department of Meteorology and Hydrology, and (iii) the Department of Water Resources .	The Water Resources and Environment Administration has three departments: (i) the Environment Department, (ii) the Department of Meteorology and Hydrology, and (iii) the Department of Water Resources .
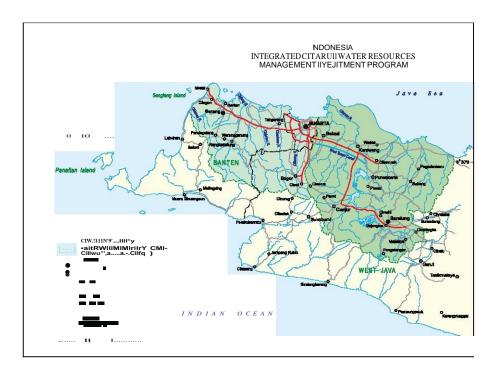
Maps and Place Names

Principle. Great care should be taken to mark political borders.

Required Elements	Guidelines
Title	Use all capital letters, Arial 11, in bold. If a document has more than one map, each will have a unique subtitle, in headline-style capitalisation, and not in bold.
Country name	Use all capital letters, not in bold, above the title.
Scale	Measurements should be in proportion to one another.
Legend	Define symbols used in the map.
Two pairs of coordinates	The pairs should match. Also provide coordinates for the equator or international date line if either is shown. Exception. Maps depicting a very small geographic area may use only one pair of coordinates.
Disclaimer	Include "Boundaries are not necessarily authoritative." if the map shows any level of political boundaries, whether internal or international.

Place Names

Ensure that the spelling of place names in the map and in the text is accurate and consistent .

Use current place names (e .g ., Chennai not Madras, and Mumbai not Bombay) unless the reference is historical .

Current	Historical
The mission will visit Kolkata, where it will meet representatives of the West Bengal government.	Calcutta was the capital of British India until 1912.
Mumbai is the largest city in India.	Bombay was the centre for Mahatma Gandhi's Quit India Movement.
The sovereign spread for Sri Lanka rose by 1,300 basis points.	Ceylon became a centre of conflict during World War II.

Non-English Terms

Principle. Whenever possible, refrain from using non-English terms.

If a term does not have a good English translation, give the term in italics on first appearance and provide its approximate English translation in parentheses (if the explanation is short) or in a footnote (if it is long). The italics should be retained without the translation for all subsequent appearances of the term in that section.

Follow this procedure for each term in every section of the document or publication, e.g., preliminary pages, main text, and each appendix.

If many non-English terms are used in a document, include a glossary.

If a non-English term, or an abbreviation derived from a non-English term, is included in the Shorter Oxford English Dictionary or on www.oed.com, do not use italics.

> ad hoc, per capita, milieu, vice versa
> e.g., i.e.

Do not italicise proper nouns, e.g., names of agencies, institutions, or organisations.

> Agence Française de Développement

Abbreviations

At the first appearance of a non-English name or term in the text, give its English translation followed by its abbreviation (which will usually be based on its name in its original language).

Agency for Rehabilitation and Reconstruction (BRR)
Capacity Building International (Inwent)

Doctors Without Borders (MSF)

In an abbreviations list, write the non-English name first, followed by the English translation in parentheses .

BRR – Badan Rehabilitasi dan Rekonstruksi (Agency for Rehabilitation and Reconstruction)

Inwent – Internationale Weiterbildung und Entwicklung (Capacity Building International)

MSF – Médecins Sans Frontières (Doctors Without Borders)

Accents and Other Diacritical Marks

Eliminate accents and other diacritical marks from non-English terms that have become common in English usage, unless they are necessary for proper pronunciation or to avoid confusion with another term .

Accents Omitted	Accents Retained
facade	aide-mémoire
forte	cliché
levee	El Niño
naive	La Niña
niche	résumé

Latin Words and Phrases

Avoid the use of Latin terms if a clear English translation is available .

Avoid	Prefer
ceteris paribus	other things being equal
de jure	by law, legal
de facto	in reality, actual
ex ante	in advance
ex post	after
inter alia	among other things
sine qua non	essential
sui generis	unique
vis-à-vis	in relation to, as compared with

Numbers

Principle. Be accurate and consistent when presenting numerical data.

Countable or Uncountable

Use "less than" with nouns that cannot be counted and "fewer than" with countable nouns. "Less" refers to "how much"; "fewer" refers to "how many."

> Fewer than 10 committee members were present.
>
> The new treatment plant uses less water than other facilities.

Exception. Use "less than" when referring to time and money.

> The power plant was built in less than 3 years.
>
> In 2005, more than 600 million people in Asia and the Pacific were living on less than $1 a day.

Figures or Words?

Spell out numbers from one to nine except with

- (i) currencies;
- (ii) percentages, decimals, and ratios;
- (iii) days, weeks, months, person-months, quarters, years, decades, and centuries;
- (iv) weights and measures;
- (v) ranges;
- (vi) earnings multiples;
- (vii) parts of a book (pages, chapters, volumes, etc.);

(viii) a series of numbered items in which at least one of the items takes a numeral; and

(ix) figures and tables.

> Almost half the world's population lives on less than $2 a day. The agriculture sector grew 5% a year in the 1990s.
>
> The project required only 9 person-months of international consulting services in the first 2 years.
>
> Pollution from the plant affected 2 hectares (ha) within the project area.
>
> During 2006–2007, the company's stock traded at 8 times earnings.
>
> The project developed wastewater and sanitation facilities in 27 villages, 11 towns, and 4 cities.
>
> The three subprojects were implemented in 24 municipalities .

Use figures for numbers 10 and above unless they appear at the start of a sentence, in which case spell them out However, if possible recast the sentence.

Avoid	Prefer
Twenty-seven villages were	The project covered
covered by the project.	27 villages .

Very large numbers may be expressed in numerals followed by "million," "billion," and so forth. A billion is 1,000,000,000 or 1,000 million.

> The transport corridors link markets serving 250 million people in the Greater Mekong Subregion.
>
> Damage from the floods was estimated at Rp55.4 billion.

Fractions

Simple fractions are spelled out and hyphenated unless the individual parts are discussed.

> The bill requires a two-thirds majority vote for it to pass into law.
>
> Three-quarters of the people in the district derive their livelihood from agriculture.
>
> The provincial government divided the district into quarters; three quarters would be administered by the district government and one quarter by the provincial government.

Numbers Greater than 999

Except in years, page numbers, and serial numbers, insert a comma every three digits.

Ordinals

Spell out ordinal numbers from one to nine, even when referring to days, weeks, months, years, quarters, decades, or centuries. Use numerals for ordinal numbers 10 and above. Avoid using ordinals when writing dates.

Do not use superscript for ordinal numbers.

Avoid	Prefer
A special evaluation study will be conducted in the 3rd year of the project.	A special evaluation study will be conducted in the third year of the project.
The participants reached a consensus at the twelfth meeting of the working group.	The participants reached a consensus at the 12th meeting of the working group.
For the 10th consecutive year, the maternal mortality ratio declined.	For the 10th consecutive year, the maternal mortality ratio declined.
1st January 2008	1 January 2008

Exception. Use the official spelling for major government plans and strategies.

Percentages

Use 'per cent' to denote percentages. If a percentage appears at the beginning of a sentence, recast the sentence.

Avoid	Prefer
80% of the respondents to the survey had a PMU, 5% had a similar office, and 5% had no office.	Of the respondents to the survey, 80 per cent had a PMU, 5 per cent had a similar office, and 5 per cent had no office.

A percentage takes a singular or a plural verb depending on whether the subject of the sentence is a singular or a plural noun .

More than 20 per cent of the population lives in poverty .

More than 80 per cent of the people in the village have access to clean water.

Singular or Plural?

"Number" as a collective noun takes a singular or plural verb depending on whether it is preceded by a definite article ("the") or an indefinite article ("a" or "an").

> The number of loans approved this year has doubled.
>
> A number of studies have shown that this approach is ineffective.

The only individual number that is treated as singular is exactly one, neither more nor less.

> The consultant will be recruited for 1 person-month. The consultant will be recruited for 0.7 person-months.

Use the official spelling of the name and acronym of an organisation. In particular, note that some organisations follow American spelling in their names.

"GTZ" and "KfW" should be treated as names of organisations. The full versions of the names are not needed in the text or the abbreviations list.

Avoid	Prefer
The road project was funded by KfW.	The road project was funded by German development cooperation through KfW.

Page Numbers

Format

Use lowercased Roman numerals without parentheses for preliminary pages. Use Arabic numerals for all other pages.

Placement

Place page numbers in the upper outside corner of the page.

> 2
>
> Place the page number in the upper left corner of even-numbered pages.

> 3
>
> Place the page number in the upper right corner of odd-numbered pages.

Omit the page number on the contents page, first page of the summary, and the first page of the main text; but retain the page number on the first page of each appendix.

Punctuation

Apostrophe

Use apostrophes only to indicate the possessive form.

Avoid	Prefer
1960's	1960s
They're	They are

The line between a possessive or genitive form (which takes an apostrophe), and a noun acting as an adjective (which does not take an apostrophe), can become blurred, especially in the plural form. See *Chicago* (7.27) for further guidance.

With Apostrophe	Without Apostrophe
10 years' experience	Department of Veterans
children's rights	Affairs
a day's pay	
taxpayers' associations	
the women's team	

Colon

Use a colon before listed items in text if there is a natural break. If the sentence flows easily, no punctuation is needed before the list. A colon is used to introduce a vertical list if the lead-in element could stand on its own as a sentence.

The consultant brought three items to the meeting: a progress report, a road traffic study, and a computer.

The PMO was effective in (i) facilitating coordination between the funding bodies, (ii) liaising between the project and the beneficiaries, and (iii) obtaining background information from community groups.

The following indicators will be monitored regularly:

(i)   payment of compensation to affected persons;

(ii)   public information dissemination and consultation procedures; and

(iii)   adherence to grievance procedures, issues requiring management's attention, and equality of access.

Comma

Use commas to separate items in a series. When a conjunction joins the last two elements in a series, a comma should precede the conjunction.

If one of the items already contains a comma, use semicolons to separate the items.

The consultants visited Cambodia, Myanmar, and Thailand.

The programme will strengthen capacity to manage land, labour, and capital resources; and improve the policy environment for private sector development.

Do not insert a comma after titles or names that contain a comma unless this is required by the structure of the sentence.

> The Companies Act, 1956 was amended in 2008.
>
> The provisions can be found in the Companies Act, 1956, which was amended in 2008.

Use a comma to set off individual elements in addresses and place names.

> The meeting was held in Penang, Malaysia, in March 2008.

Dashes

Em dash. An em dash (a long dash) is used to denote a sudden break in thought, or to emphasise or explain.

There is no space before or after an em dash.

> This will enable banks to promote trade finance and other services—particularly to small and medium-sized enterprises (SMEs)—and to advise clients on trade transactions.

En dash. An en dash (a short dash that is longer than a hyphen) is used to connect an inclusive range of numbers: dates, time, money, distances, amounts, and reference numbers. In this usage, it signifies "up to and including" or "through."

There is no space before or after an en dash.

12–14 April 2008	48–50 kilometers
$150 million–$175 million	paras. 3–7

An en dash should never be used to replace "to" if the word "from" precedes the first element;

nor should it replace "and" if the word "between" precedes the first element.

Avoid	Prefer
The conference will be held from 17–18 October in Tokyo.	The conference will be held from 17 to 18 October in Tokyo.
Implementation will require between 24–36 months.	Implementation will require 24–36 months.

An en dash is used to indicate a relationship between two independent elements when one part of a compound does not modify the meaning of the other parts. In this usage, it is "the equivalent of *to*, *and*, or *versus* to indicate linkage or opposition" (*Merriam-Webster's Collegiate Dictionary*. *11th* ed. p. 1607).

ADB–OECD study	debt–equity ratio
Bangkok–Manila flight	demand–supply gap
Bose–Einstein statistics	Noi Bai–Lao Cai highway
build–operate–transfer	north–south corridor
cost–benefit analysis	public–private partnership

An en dash is added to a numeral to denote a negative number in text.

Annual average temperatures range from –4°C to 24°C.

Hyphen

Principle. IIHS follows the principles of hyphenation in *the Shorter Oxford English Dictionary (www.oed.com)*.

Closed compounds. The modern trend is to close many compounds.

birthrate	notebook
groundwater	pipeline
laptop	shareholding
moneylender	stakeholder

Words formed with prefixes. The *OED* closes most words formed with prefixes.

antimonopoly	online
cofinance	overpopulated
interagency	postwar
macroeconomic	prequalification
microfinance	reallocate
midterm	semiannual
multitranche	socioeconomic
nongovernment	subproject
offshore	underbudgeted

Exceptions. Note the following exceptions to the rule stated above.

    (i) Some prefixes are always hyphenated (e.g., e-procurement, self-funded).

(ii) Use a hyphen before a capitalised word or a numeral (e .g ., non-European, sub-Saharan, pre-1950) .

(iii) Hyphenate words that may otherwise be misread (e .g., re-lent).

(iv) Use a hyphen to separate combinations of letters or syllables that may otherwise be misread (e .g., multi-industry, non-oil, pro-poor, semi-independent) .

Hyphenation of phrasal adjectives. Avoid long compound phrases serving as adjectives and phrasal adjectives that sound awkward or strange.

Avoid	Prefer
WHO works in many high-tuberculosis-prevalence countries.	WHO works in many countries that have a high prevalence of tuberculosis .
Grants will be given to female-headed households .	Grants will be given to households headed by women .

If they cannot be avoided, hyphenate such phrasal adjectives correctly.

Phrasal adjectives that take a hyphen. When they precede the noun they modify, phrasal adjectives should be hyphenated if there is a danger of ambiguity .

the 52-year-old man across-the-board anti-money-laundering legislation asset-backed securities community-based organisation	income-generating activities long-term strategy mass-produced items non-English-speaking applicants second-largest city the well-known symptoms

Some adjective–noun combinations become hyphenated when used adjectivally.

Noun	**Adjective**
The book is intended as a guide to decision making.	The decision-making process was long and complicated.
In the short term, supplies are secure.	Subsidies can only be a short-term solution.

When the second part of a hyphenated expression is omitted, the hyphen is retained, followed by a space.

Noun	**Adjective**
ADB- and DFID-financed projects	5- and 10-year plans
short- and medium-term projections	quality- and cost-based selection

Phrasal adjectives that do not take a hyphen.
When ambiguity is unlikely, do not hyphenate phrasal adjectives.

capacity development plans	power generation capacity
clean energy project	power supply company
common terms agreement	power transmission company
environmental protection measures	private sector financing
energy sector reforms	private equity fund
foreign exchange rate	upper management decision

When they follow a noun, phrasal adjectives are generally not hyphenated.

The outcome is well known.

The programme is well designed.

Do not hyphenate phrasal adjectives that begin with an adverb ending in "ly."

environmentally sustainable project	newly built facility
highly leveraged firm	weakly performing countries

Parentheses

Try to avoid parentheses within parentheses, for example, by using commas or em dashes to separate parenthetical text. If double parentheses are unavoidable, use square brackets within the parentheses.

Avoid	**Prefer**
ADB works closely with local populations (often through nongovernment organizations [NGOs]) to ensure that their views are incorporated.	ADB works closely with local populations, often through nongovernment organizations (NGOs), to ensure that their views are incorporated.

Quotation Marks

Use quotation marks when directly quoting another source, or to signal that a word or phrase is being used in an unusual sense. Enclose quoted material inside single quotation marks.

Punctuation before a quotation. Introduce quoted material, if brief, with a comma; introduce longer or more formal quotations with a colon.

The President said, 'In the longer term, the key challenge for developing Asia will be to enhance its resilience to external shocks.'

The Poverty Reduction Strategy begins with this statement: 'Poverty is an unacceptable human condition. It is not immutable; public policy and action can, and must, eliminate poverty. This is what development is all about.'[8]

Exception. Do not use any punctuation before a quotation introduced by 'that', 'which', or a similar conjunction.

The study found that 'local participation was a key to the success of the project'.[14]

Punctuation after a quotation. Place a period or comma inside the closing quotation marks.

> The director informed us that 'Portfolio performance is based on the proportion of approved projects considered at risk.'

> Development agencies pay homage to 'poverty reduction,' but progress has been slow.

Place question marks and exclamation marks inside the closing marks only if they are part of the quotation.

> The pros and cons of organic agriculture and biofuel will be summarised in the paper "Organic Crops or Energy Crops?"[12]

> Will the new power plant end "load shedding"?

Always place colons, semicolons, parentheses, and em dashes outside the closing quotation marks unless they are included in the original text.

> ADB's approach to weakly performing countries "recognises a spectrum of performance and fragility"; flexibility may be exercised in applying this approach.[6]

> The newspaper noted that "many countries in Asia"—concerned about their own populations—have imposed trade restrictions.[3]

Punctuation for a quotation within a quotation. Use single quotation marks for a quotation within a quotation.

> Strategy 2020 states, "Asia needs to pursue 'open regionalism,' keeping trade and investment links open to the rest of the world."[1]

Punctuation for indented text. Do not use quotation marks for lengthy quotations (45 words or longer) that are set off from the main text and indented. (These are referred to as block quotations by editors and typesetters.)

> In his address, the ADB President underscored the risks posed by soaring fuel prices.
>
> > Emerging Asian economies are highly vulnerable to . surging oil prices, given their high dependency on oil imports and low energy efficiency. Signs of stress are emerging, including rising inflation and fiscal strains in the countries where fuel subsidies or energy price controls are still used. With the global economy slowing and oil subsidies phasing out, high oil prices could have a more visible impact on domestic consumption and growth in the region this year and in 2009.[5]

Quotation marks for nonstandard usage. To signal that a word or phrase is being used in an unusual sense, add quotation marks only on first appearance. Define the term either in parentheses within the text or in a footnote.

> The meeting will focus on 'blend countries' (countries that can borrow from both the Asian Development Fund and ordinary capital resources).
>
> *or*
>
> The meeting will focus on 'blend countries'.[13]
>
> _____
> [13] Blend countries can borrow from both the Asian Development Fund and ordinary capital resources.

Slash

Slashes create ambiguity and should be avoided. Replace slashes with 'and/or', 'and', or 'or' as appropriate.

Avoid	Prefer
The environment specialist/ team leader will submit a progress report.	The environment specialist and team leader will submit a progress report.
Compensation will be paid to landowners/ tenants.	Compensation will be paid to landowners and/ or tenants.
Network development will be ensured while minimising/ nullifying the negative impact on land acquisition.	Network development will be ensured while minimising or nullifying the negative impact on land acquisition.

Exceptions. Note the following exceptions to the rule stated above.

(i) A slash may be used to represent "per" when referring to a rate. However, if a slash is used in one case it should be used throughout; do not mix slashes and "per."

> km/h

(ii) A slash is used for singular and plural forms of currencies as listed in the front matter of Board documents.

> Pakistan rupee/s (PRe/PRs)
>
> Indian rupee/s (Re/Rs)

(iii) A slash may be used for column heads in tables and frameworks for space reasons.

Description	Value of Contracts	Number of Contracts	Procurement/ Recruitment Method

(iv) A slash may be used to separate references to publishers in the citation of copublished books.

A. McIntosh. 2003. *Asian Water Supplies: Reaching the Urban Poor*. Manila: ADB / International Water Association.

(v) A slash may be used with "and/or" and "HIV/ AIDS."

Spacing after Punctuation Marks

Use only one space after a period, question mark, comma, or colon.

Quotations

Principle. Attribute all source material correctly and completely .

Use single quotation marks, except for quotation marks within quotations.

Provide a source for quoted material in a footnote and include the page number.

Do not alter the spelling, capitalisation, wording, or meaning of quoted material . If the quoted material contains errors of fact or spelling, '[*sic*]' may be inserted in the text to indicate that it is reproduced exactly from the source.

'Kazakstan [*sic*] is also a signatory to the agreement,' the report stated .

Provide a source for paraphrased material in a footnote . Do not enclose paraphrased material in quotation marks .

Left indent lengthy quotations (45 words or longer). Do not italicise indented quotations or use quotation marks .

Ranges

Principle. Use an en dash to connect continuing or inclusive numbers for dates, times, page numbers, or reference numbers.

A symbol should be repeated on both sides of an en dash if it is closed up to a number. Abbreviations for weights and measures that are not closed up to a number should be placed only after the second number in the range.

Avoid	Prefer
12–14 per cent	12 per cent–14 per cent
$125,000–150,000	$125,000–$150,000
15 kWh–20 kWh	15–20 kWh

Punctuation and Words to Describe a Range

Follow the punctuation and wording in the examples of ranges below.

Avoid	Prefer
from $8 to $9 million	from $8 million to $9 million
$8–9 million	$8 million–$9 million
from 27–29 June	27–29 June
	from 27 to 29 June
from 1 August–4 September	1 August–4 September from 1 August to 4 September
20–30 percent	20 per cent–30 per cent
from 20 per cent–30 per cent	from 20 per cent to 30 per cent

Avoid "between … and" where precision is required, since "between" often does not include the beginning and end points (e.g., the gap between building A and building B).

Avoid	**Prefer**
The economy strengthened between 1992 and 1999.	The economy strengthened from 1992 to 1999. The economy strengthened during 1992–1999.

Avoid	**Prefer**
Private sector development encompasses productive sectors ranging from agriculture to tourism. The study found a reduction in the incidence of many diseases, everything from diarrhea to AIDS, to tuberculosis.	Private sector development encompasses productive sectors as varied as agriculture and tourism. The study found a reduction in the incidence of many diseases, including AIDS, diarrhea, and tuberculosis.

Rates and Ratios

Use a colon with no spaces on either side to express a ratio.

> The debt–equity ratio of the company was 78:22.

A slash may be used to represent "per" when referring to a rate.

> The water treatment plant was upgraded from 5,000 m^3/day to 12,500 m^3/day.

Use an en dash when the elements of a ratio form an adjective and a relationship between the two elements is implied.

cost–benefit ratio	equity–loan ratio
debt–equity ratio	reserve–loan ratio

In public health terminology, maternal mortality is expressed as a "ratio" and infant mortality as a "rate."

> In 2005, the maternal mortality ratio was 450 maternal deaths per 100,000 live births.
>
> The immunisation programme is expected to lower the infant mortality rate from the current 45 per 1,000 live births.

Note that rates of economic growth and inflation rise and fall, but economic growth (an increase in the level of production of goods and services) and inflation (an increase in the prices of goods and services) are processes that accelerate and decelerate .

Avoid	Prefer
Economic growth rose in 2007 to 7.8%.	Economic growth accelerated in 2007 to 7.8%.
Inflation fell to 2.5% in September .	The inflation rate fell to 2.5% in September.

References

Principle. Cite all quoted or referenced material correctly and completely in a footnote or in bibliographies.

Publications may follow the rules below or those in *Chicago.*

Books

One author

S. Mallaby. 2004. *The World's Banker: Story of Failed States, Financial Crises, and the Wealth and Poverty of Nations.* Harmondsworth, UK: Penguin.

One author (including page numbers)

D. Hamermesh. 1993. *Labor Demand*. Princeton, NJ: Princeton University Press. pp. 24–25.

More than one author

R. Barro and X. Sala-i-Martin. 2003. *Economic Growth.* 2nd ed. Cambridge, MA: MIT Press.

More than three authors

D. Rozanov et al. 2005. *Sustainable Urbanization in China.* Singapore: Butterworths.

Part of a book

E. Claussen. 2000. Foreword to *New Directions in the Economics and Integrated Assessment of Global Climate Change*. Arlington, VA:

Pew Center on Global Climate Change.

Edited volume

L. Whitehead, ed. 2002. *Emerging Market Democracies: East Asia and Latin*

America. Baltimore, MD: Johns Hopkins University Press.

Chapter in book

R. Chang. 1999. Origins of the Asian Crisis: Discussion. In W.C. Hunter,

G.G. Kaufman, and T.H. Krueger, eds. *The Asian Financial Crisis: Origins,*

Implications, and Solutions. Norwell, MA: Kluwer Academic Publishers.

Forthcoming book

V. Luker, S. Dinnen, and A. Patience, eds. Forthcoming. *Law, Order and HIV/*

AIDS in PNG. Canberra: Australian National University Press.

Government Publications

General

Government of India. 2002. *Census of India*. Series No. 1. Delhi.

Ministry, department, or agency

Government of India, Planning Commission. 2006. *Towards Faster and More*

Inclusive Growth: An Approach to the 11th Five Year Plan. Delhi.

Periodicals

Journal

> R. A. Brown. 2004. Conglomerates in Contemporary Indonesia: Concentration, Crisis and Restructuring. *South East Asia Research.* 12 (3). pp. 378–407.

Newspaper or magazine article with the author(s) cited

> S. Elegant and A. Ramzy. 2008. The Walls Tumble Down. *Time* (Asia edition). 26 May.

Newspaper or magazine article without author cited

> *International Herald Tribune*. 2008. Food Crisis Looms in Myanmar. 15 May.

Others

Citation from a second source

> M. L. Friedland. ed. 1990. *Securing Compliance: Seven Case Studies*. Toronto: University of Toronto Press. Quoted in ADB. 2002. *Taking Action Against Corruption in Asia and the Pacific*. Manila. p. 134.

Paper presented at a meeting, background document

> A. Fabra. 2002. The Intersection of Human Rights and Environmental Issues: A Review of Institutional Developments at the International Level. Background paper for the Joint United Nations Environment Programme and Office of the High Commissioner for Human Rights Expert Seminar on Human Rights and the Environment. Geneva. 14–16 January.

Unpublished document

World Bank. Sri Lanka: Underpinning Growth with Equity. Unpublished.

Online and Electronic Sources

Principle. Many of the rules for citing printed material also apply to online and electronic sources. Providing only the URL is usually not sufficient.

Cite quoted or referenced material from an electronic source correctly and as completely as possible in a footnote.

Try to avoid breaking URLs. However, when a URL has to be broken at the end of a line, *Chicago* (17.11) provides the following guidance:

> the break should be made *after* a double slash (//) or a single slash (/); *before* a tilde (˜), a period, a comma, a hyphen, an underline (_), a question mark, a number sign, or a percent symbol; or *before or after* an equals sign or an ampersand. A hyphen should never be added to a URL to denote a line break, nor should a hyphen that is part of a URL appear at the end of a line.

If a URL is the final element in a footnote reference, do not add a period.

Apply the same standards of authoritativeness and veracity to electronic sources as to printed ones.

Check links to verify the accuracy of citations to electronic content as close to the publication date as possible. Access dates are not required in footnotes.

T. Nenova, C. T. Niang, and A. Ahmad. 2009. *Bringing Finance to*

Pakistan's Poor: A Study on Access to Finance for the Underserved and

Small Enterprises. http://siteresources.worldbank. org/PAKISTANEXTN/ Resources/ 293051-1241610364594/6097548-1242706658430/

BringingFinancePakistanPoorMay192009 .pdf

Exception. Provide access dates in parentheses after the URL for online databases.

World Bank. Worldwide Governance Research Indicators Dataset. http://www.

worldbank .org/wbi/governance/govdata (accessed 25 September 2006).

Website (home page)

Global Environment Facility. http://www.gefweb.org/

Website (not a home page)

Global Environment Facility. Climate Change. http:// www .gefweb .org/interior . _right .aspx?id=232

Web document

World Health Organization. 2003. *A Practical Guide for SARS Laboratories: From Sample Collection to Shipment.* http://www .wpro .who .int/sars/docs/ practicalguidelines/pg_sars_lab_29Dec03 .pdf

Article available only online

J. Berthelsen. 2008. A Tale of Two Devastated
Countries. *Asia Sentinel*. 13 May. http://www.
asiasentinel .com/index .php?option=com_
content&task= . view&id=1196&Itemid=31

Database

International Labour Organization. Labor Force
Statistics. http://laborsta.ilo.org (accessed 19 January
2008).

Reported Speech and Text

Principle. Reported speech and text should be one tense back in time from the original.

Direct Speech	Reported Speech
"I declare this meeting adjourned," said the chair.	The chair declared the meeting adjourned.
"I have found a consultant," he reported.	He reported that he had found a consultant.
"I will be visiting the project site on 2 May," he said.	He said that he would be visiting the project site on 2 May.

Original Text	Reported Text
World Bank report: "There is clear evidence of negligence on the part of the consulting firm."	The World Bank reported that there was clear evidence of negligence on the part of the consulting firm.
Government report: "By 2015, we will have constructed over 5,000 houses."	The government predicted that it would have constructed over 5,000 houses by 2015.

Auxiliary verbs should also be one tense back in time in reported speech and text.

Direct Speech and Original Text	Reported Speech and Text
will	would
can	could
may	might

must	had to, would have to

Direct Speech and Original Text	Reported Speech and Text
shall	should, would

Adapted from ADB. 2002. *Handbook on Correspondence and Writing*. Manila.

Scientific Terms

Chicago (8.127–8.161) *provides* general guidance on scientific terminology.

For the correct spelling and capitalisation of scientific and vernacular names of plants, see the International Code of Botanical Nomenclature (available online).

For the correct spelling and capitalisation of scientific and vernacular names of animals, see the International Code of Zoological Nomenclature (available online).

For the correct spelling and capitalization of geological terms, see *Chicago* (8.142–8.145).

For the correct spelling and capitalization of physical and chemical terms, see the *American Institute of Physics Style Manual* (available online).

Spelling

Principle. Use British spelling and 's' spelling in IIHS documents .

When quoting from or citing documents and publications, and when referring to established titles, use the spelling in the original .

Tables

Principle. Use a table only when it amplifies and illustrates the discussion in the text. Cite all tables in the text. Place each table as soon as possible after the end of the paragraph in which it is first cited.

Abbreviations in Tables

Abbreviations may be used in a table, but define each one in an alphabetical list below the table.

However, it may be more appropriate in some tables to use the spelled-out form at the term's first appearance, followed by the abbreviation in parentheses, and to employ the abbreviation throughout the rest of the table. In these cases, an abbreviations. List below the table is not necessary.

Use the same system for abbreviations throughout a table.

Alignment

Column heads. Bottom-align column heads if they occupy more than one line. Left-align the first column head and center the rest (see the table on pp. 118–119).

Exception. In some tables, it may be necessary to make some column heads left-aligned, e.g., if columns are very wide (Table 2).

Body. Decimal-align numbers if a table consists of items with the same unit of measure. Use the same number of decimal places (Table 1).

Right-align numbers if a table contains items with different units of measure (Table 3).

Format

If a table is mostly numbers use only three horizontal lines (pp. 111–112). If it is mostly words, a single-line frame may be used, along with vertical lines between columns.

Use Arial font, minimum size 9 points, maximum size 11 points. Ensure a consistent format, including font size, for all tables throughout a document. The title, column heads, subheadings (if any), and subtotal and total rows (if any) should be in bold.

Each column in a table must have a heading. Use "Item" if there is no obvious descriptor. Use headline-style capitalisation for column heads.

If the first column of the table is text, use sentence-style capitalisation, i.e., capitalise only the first word and proper nouns. Headings within the first column should use headline-style capitalisation. See *Chicago* (13.24) for further guidance.

Table 1: Key Financial Ratios of the Housing Development Finance Corporation
(%)

Item	2006	2007
Combined Key Ratios		
Return on shareholders' equity	107.6	72.9
Operating expenses as a percentage of operating income	16.8	16.3
Profitability Ratios		
Net interest income as a percentage of interest-earning assets	5.0	7.0
Operating expenses as a percentage of income	14.4	14.0
Operating expense as a percentage of total assets	0.7	1.1
Profit after taxation as a percentage of total assets	4.4	6.5
Profit after taxation as a percentage of shareholder capital	107.6	72.9
Balance Sheet Ratios		
Total mobilization from fee-paying customers as a percentage of total assets	0.0	0.0
Total net loans to fee-paying customers as a percentage of total assets	95.5	97.0
Total equity as a percentage of total assets	5.9	11.8
Capital Adequacy Ratios		
Tier 1 capital to total assets	2.2[a]	6.9
Total capital to total assets weighted for risk	4.3[a]	13.7
Asset Quality Ratios		
NPLs as a percentage of total loans[b]	0.0	0.2
Provisions for loan losses as a percentage of NPLs	0.0	22.7

NPL = nonperforming loan.
[a] The Housing Development Finance Corporation is 100% government-owned and all its debt obligations are guaranteed by the government.
[b] NPLs are stated as gross outstanding loans without deduction of the value of their collateral securities. All loans are backed by collateral security for more than 125% of the gross loan amount. In total, NPLs amount to about $40,000 and are expected to be fully recovered by the value of their collateral.
Sources: Asian Development Bank estimates; Housing Development Finance Corporation. 2008. *Annual Report for 2007*. Malé. p. 18.

Table 2: Proposed Urban Transport Subprojects

Subproject	Description	Municipality
Gorgasali road	Reconstruction of the main transit road artery to segregate transit traffic from local traffic, thereby relieving congestion, pollution, and noise	Tbilisi
City bypass	Redirecting intercity traffic outside the city center and modernization of traffic crossings, thereby reducing congestion and traffic accidents	Kutaisi

Sources: Municipal Development Fund of Georgia; Tbilisi and Kutaisi municipalities.

Table 3: Affordability of Projected Tariffs, 2007–2013

Item	Actual		Projected				
	2007	**2008**	**2009**	**2010**	**2011**	**2012**	**2013**
Average monthly household income (CNY)	3,699	3,884	4,078	4,282	4,496	4,721	5,465
Average monthly poor household income (CNY)	628	659	692	727	763	802	928
Monthly household expenditure on solid waste (% of average household income)	0.03	0.03	0.03	0.03	0.04	0.04	0.04
Monthly expenditure on solid waste (% of poor household income)	0.18	0.18	0.19	0.20	0.21	0.22	0.25

Source: Asian Development Bank estimates.

COST ESTIMATES AND FINANCING PLAN
($'000)

Item	Amount
A. Asian Development Bank Financing[a]	
1. Consultants	
a. Remuneration and per diem	
i. International consultants	190.0
ii. National consultants	100.0
b. International and local travel	30.0
c. Reports and communications	4.0
2. Equipment[b]	26.0
3. Training, seminars, and conferences[c]	35.0
4. User acceptance testing	155.0
5. Miscellaneous administration and support costs	10.0
6. Contingencies	50.0
Subtotal (A)	**600.0**
B. Government Financing	
1. Office accommodation and transport	75.0
2. Remuneration and per diem of counterpart staff	125.0
Subtotal (B)	**200.0**
Total	**800.0**

[a] Financed by the Japan Special Fund, funded by the Government of Japan.
[b] Includes hardware testing and software license.
[c] Includes design and production of interactive training materials.
Source: Asian Development Bank estimates.

Labelling

If a document has only one table, use only the title; if it has two or more tables, number them with Arabic numerals in the order in which they appear.

The table number should be followed by a colon and a short descriptive title.

Centre the title above the table and use headline-style capitalisation. Use Arial 11 bold.

If the title includes hyphenated words, capitalise each major element.

Spell out abbreviations in titles (except "ADB"), even if they have already been defined in the text. Do not add abbreviations in parentheses in titles.

When years or other dates form part of the title, they should be in bold, preceded by a comma.

Indicate the unit of measurement in parentheses, same font size, not in bold. Centre the unit of measure directly below the title. The word "in" should not be used in the description of units.

Table 7: Nepal Sovereign Operations Portfolio, 2007–2008
($ million)

Table A2.4: Comparison of Structure Increases and Cost-of-Living Changes
(%)

If an appendix comprises one table, use the title of the table as the appendix title, i .e ., using all capital letters, bold font .

COST ESTIMATES AND FINANCING PLAN
($'000)

Large Tables

Try to limit tables to one page . If a table is too large for one page, consider splitting it or reformatting it . Font size may be as small as . 9 points to conserve space .

If a table must run over two pages, place it on facing pages in the final document. Repeat column heads on each page if a table exceeds one page .

Notes and Explanatory Material

Tables need to be self-contained (e .g ., abbreviations need to be defined, even if they have already been defined in the text) because tables are often extracted from a document and used for other purposes .

Footnote indicators. Use superscript lowercased letters, not in bold, for footnote indicators . *Chicago* (13 .47) states the following:

> The sequence runs from left to right, top to bottom, as in text . Unlike note references in text, however, the same letter is used on two or more elements if the corresponding note applies to them . A footnote letter attached to a column head applies to the items in the column below it .

Placement and order. Place all explanatory material immediately below the table, not at the bottom of the page, in this order (listed vertically): abbreviation(s), general explanatory note(s), footnote(s), and source(s). Font size should be 9 points.

List abbreviations in alphabetical order with their definitions.

A note applying to the table as a whole is unnumbered and is introduced by "Note(s): … ." If a table has a few such notes and they are short, run them on. Number the notes if there are several and they are long.

Notes: Numbers in parentheses are standard deviations. N = 500 households.

Notes:

1. All figures are from the most recent published government sources.

2. Figures exclude local taxes.

3. Dates indicated are for approximate calendar periods.

Sources. Provide a source for every table. For tables with several sources, list them in alphabetical order by author.

Be as precise as possible when identifying sources for tables. Where possible, give a documentary source rather than an organisation name.

Avoid

Source: International Monetary Fund.

Prefer

Source: International Monetary Fund (IMF). 1998. Malaysia: Recent Economic Developments. *IMF Staff Country Report.* No. 98/9. Washington, DC.

Symbols

Define all symbols below the table along with abbreviations, if any.

Leave a cell blank if the column head does not apply.

Use an ellipsis (…) to indicate "data not available."

Use "0" to indicate magnitude zero.

Enclose negative numbers in parentheses. Do not use a hyphen, en dash, or minus sign.

Use other symbols as needed, but define them below the table.

Text in Tables

Use headline-style capitalisation in column heads.

If there is a horizontal relationship between items in different columns, align the first lines of each item.

For tables with blocks of text, use a period only at the end of a complete sentence. Do not use a period after a sentence fragment.

Use either complete sentences or sentence fragments consistently throughout a table. If that is not possible, try to be consistent within columns. In the table below, for example, fragments are used in columns 1–3, and complete sentences for column 4.

105

Table A13: Compensation Matrix

Type of Loss	Application	Definition of Affected Persons	Compensation Entitlements
Permanent loss of agricultural land	Agricultural land regardless of impact severity	Owners with full registration	Owners will be compensated at market rate plus 15% either in cash or through replacement plots acceptable to the affected persons.
		Unregistered persons with ownership rights	Affected persons will be legalized and provided the same compensation as registered owners.
		Informal settlers or unregistered persons with no valid documentation	Affected persons will be given a one-time self-relocation allowance in cash equal to 1 year at minimum salary.
Nonagricultural land	Commercial or residential land	Owners with full registration	Owners will be compensated at market rate plus 15% either in cash or through replacement plots acceptable to the affected persons.
		Unregistered persons with ownership rights	Affected persons will be legalized and provided the same compensation as registered owner.
		Leaseholders	Leaseholders will be given rental allowances in cash for 3 months.
		Informal settlers or unregistered persons with no valid documentation	Affected persons will be given a one-time self-relocation allowance in cash equal to 1 year at minimum salary.
Residential buildings		All affected persons irrespective of registration status	Affected persons will be compensated in cash plus 15% for loss of houses at full replacement cost free of depreciation and transaction costs. For partial impacts, and if so desired by the affected person, compensation may be provided only for repairs.
Nonresidential structures and/or assets		Affected persons with valid registration	Affected persons will be compensated in cash plus 15% for loss of houses at full replacement cost free of depreciation and transaction costs. For partial impacts, and if so desired by the affected person, compensation may be provided only for repairs.
		Unregistered persons with ownership rights; informal settlers	Affected persons will be provided the same compensation as those with valid registration but only after the building is legalized and/or registered.
Loss of communal property	Communal assets	Community and local government	The affected structures will be reconstructed in consultation with the community.
Crop losses	Standing crops affected	All affected persons regardless of legal status, including unregistered persons with ownership rights; informal settlers	Affected persons will be compensated in cash at market rate by default at gross crop value of the expected harvest.

Type of Loss	Application	Definition of Affected Persons	Compensation Entitlements
Tree losses	Trees affected	All affected persons, including unregistered persons with ownership rights; informal settlers	Affected persons will be compensated in cash at market rate based on type, age, and productive value of the trees.
Business and employment losses		All affected persons, including unregistered persons with ownership rights; informal settlers	Business owners will be compensated as follows: (i) permanent impact—cash indemnity of 1 year net income; and (ii) temporary impact—cash indemnity of net income for months of business stoppage. Assessment will be based on tax declaration, other valid documents, or, in their absence, minimum salary. Permanent employees will receive cash indemnity for lost wages equal to 3 months of minimum salary.
Relocation allowances	Transport and/or transition costs	All affected persons to be relocated	Affected persons will be provided funds to cover transport costs and livelihood expenses for 1 month.
Vulnerable people allowances		Affected persons below the poverty line; households headed by women	Affected persons will receive an allowance equivalent to 3 months of minimum salary and employment priority in project-related jobs.
Temporary impacts		All affected persons	Due compensation will be assessed and paid based on the land acquisition and resettlement framework during construction.

Source: Asian Development Bank.

Time of Day

Use the 12-hour clock and the abbreviations "a.m." (ante meridiem)

and "p.m." (post meridiem).

Noon and midnight are neither a.m. nor p.m. and should be referred

to as "12 noon" and "12 midnight."

Do not insert a "0" before the hours earlier than 10 a.m. or 10 p.m.

Avoid	Prefer
The opening session will begin at 09:00 a.m. and finish at 12:00 p.m.	The opening session will begin at 9 a.m. and finish at 12 noon.
The reception will take place from 1830H to 2030H.	The reception will take place from 6:30 p.m. to 8:30 p.m.

Weights and Measures

Principle. IIHS uses the metric system.

Exceptions. Note the following exceptions to the rule stated above.

(i) In some industries, other systems of measurement are standard and may be used.

> The project supplies 5,383 trillion British thermal units (Btu) of natural gas per year for power generation and industrial use.

(ii) Chinese units of measurement may sometimes be used if converting them to metric units would make the sentence unnecessarily complicated. However, always give the metric equivalent, either in a footnote or in a glossary.

Avoid

Smallholdings larger than 1,333.32 m^2 are in a different tax bracket.

Prefer

Smallholdings larger than 2 *mu* are in a different tax bracket.[1]

---

[1] A *mu* is a Chinese unit of measurement (1 *mu* = 666.67 m^2).

If a unit of weight or measure is used frequently in a document, spell it out at first appearance and give the abbreviation in parentheses. Thereafter, use only the abbreviated form.

> Brunei Darussalam, Indonesia, and Malaysia account for about 10 billion barrels (bbl) of proven oil reserves and about 200 cubic feet (ft^3) of proven gas reserves. The Philippines has a modest amount of potential oil (3.5 billion bbl) and gas (25 trillion ft^3) reserves, while Singapore has no indigenous oil and gas reserves.

Use only the singular form when abbreviating a unit. Do not use a period with the abbreviated form and do not hyphenate an abbreviated measure acting as an adjective. However, the spelled out form may be hyphenated.

Avoid	Prefer
22 kgs	22 kg
5,960 ha.	5,960 ha
11-kV line	11 kV line
11 kilovolt line	11-kilovolt line
50-ha field	50 ha field
50 hectare field	50-hectare field

Define all weights and measures at the front of documents and publications under the heading "Weights and Measures." If three or fewer units are to be defined, do not create a special "Weights and Measures" section; instead, include them in the abbreviations list.

WEIGHTS AND MEASURES

GWh	–	gigawatt-hour
kV	–	kilovolt
kW	–	kilowatt
kWh	–	kilowatt-hour
MVA	–	megavolt-ampere
MW	–	megawatt
MWh	–	megawatt-hour
V	–	volt
W	–	watt

Appendix: Problem Pairs of Words

The explanations and definitions given here are not comprehensive and are provided only for the purpose of distinguishing pairs of words. For full definitions, see *Merriam-Webster Online*.

Term	Explanation	Example
acceptable (adj.)	capable or worthy of being accepted	Those terms would be acceptable.
agreeable (adj.)	ready or willing to agree or consent	The government would be agreeable to those terms.
adverse (adj.)	acting against or in a contrary direction	Adverse trading conditions affected profits.
averse (adj.)	having an active feeling of repugnance or distaste	The government was averse to taking the measures that were needed.
advice (n.)	recommendation regarding a decision or course of conduct	The main output of the technical assistance will be policy advice.
advise (vb.)	to give advice to	The consultant will advise the Ministry of Public Enterprises.
affect (vb.)	to produce an effect upon	The project will not affect the national park.
effect (vb.)	to put into operation	The new government hopes to effect an improvement in the economy.
among (prep.)	in the number or class of	The government is popular among the middle class.
between (prep.)	jointly engaging, by the common action of	Trade between the two countries has increased since 2007. Economic cooperation between Cambodia, the Lao PDR, and Viet Nam has increased.

Note**:** When referring to two entities, use "between." When referring to more than two entities or when the number of entities is unspecified, the word choice depends on the intended meaning. "Among" is appropriate where the emphasis is on inclusion in a group or distribution rather than individual relationships. "Between" is more appropriate to denote a one-to-one relationship, regardless of the number of items (see the third example above).

Term	Explanation	Example
any one (n.)	one of several	Any one of the candidates would have been suitable.
anyone (n.)	any person at all	The job could have been done by anyone.
appraise (vb.)	to estimate the amount of or to value	The government recruited consultants to appraise the damage caused by the earthquake.
apprise (vb.)	to give notice to	Resettled persons will be apprised of their rights.
assure (vb.)	implies the removal of doubt and suspense from a person's mind	The company has assured ADB that the road will be constructed on schedule.
ensure (vb.)	may imply a virtual guarantee	The government will ensure the safety of the refugees.
insure (vb.)	usually has financial implications and sometimes stresses the taking of necessary measures beforehand	The company will insure homeowners against losses caused by floods.

Note: "Assure," "ensure," and "insure" are interchangeable in many contexts, but there are nuances of meaning.

Term	Explanation	Example
born (adj.)	brought forth by or as if by birth	These expressions were born during the 1960s.
borne (vb.)	to support the weight of	The consequences of this failed policy will be borne by the poor.
can (vb.)	to know how to	ADB can manage complex financial projects.
may (vb.)	be free to	The consultant may proceed once these conditions are met.
canvas (n.)	a firm closely woven cloth	The boat has a canvas sail.
canvass (vb.)	to solicit orders or political support or to determine opinions or sentiments	The local government will canvass opinions on the best site for the project.
compare to (vb. + prep.)	to represent as similar	Shall I compare thee to a summer's day?
compare with (vb. + prep.)	to contrast	There were three new listings on the stock exchange in 2007, compared with none in 2006.
complement (vb.)	to be complementary to	The ADB project complements the World Bank's technical assistance.
compliment (vb.)	to pay a compliment to	Delegates complimented the organizers on the arrangements that had been made.
compose (vb.)	to form by putting together	The committee was composed of three representatives.
comprise (vb.)	to be made up of	It was a complex project, comprising 12 subprojects.
consist (vb.)	to be composed or made up of	Project outputs will consist of the policy document and four seminars.
continual (adj.)	a close prolonged succession or recurrence	The project suffered continual delays because of poor weather.
continuous (adj.)	marked by uninterrupted extension in space, time, or sequence	ADB has been a continuous presence in Asia and the Pacific since it was formed in 1966.
councilor (n.)	a member of a council	The meeting was attended by the mayor and six councilors.
counselor (n.)	person who gives advice	Counselors were on hand to help the earthquake victims.
discreet (adj.)	having or showing good judgment in conduct, unobtrusive	A facilitator has to be discreet to earn trust.
discrete (adj.)	individually distinct	The project will have three discrete components.
disinterested (adj.)	free from selfish motive or interest	The dispute will need to be resolved by a disinterested party.
uninterested (adj.)	not interested	Motivating uninterested students is difficult.
e.g. (abbr.)	for example	FY before a calendar year denotes the year in which the fiscal year ends, e.g., FY2008 ends on 30 September 2008.
i.e. (abbr.)	in other words	The President met the most senior member of the delegation, i.e., the minister of finance.

Appendix: Problem Pairs of Words

Term	Explanation	Example
elicit (vb.)	to draw forth or bring out	The newspaper story elicited an immediate response from the minister.
illicit (adj.)	not permitted	The government has launched a campaign against tobacco smuggling, drug dealing, and other illicit activities.
endogenous (adj.)	caused by factors inside a system	Endogenous fluctuations arise from savings behavior and interest rate movements.
indigenous (adj.)	living or occurring naturally in a particular region or environment	ADB will ensure that the rights of indigenous people are respected.
especially (adv.)	for a particular purpose	The road was built especially for the project.
specially (adv.)	distinguished by some unusual quality	The houses were specially designed to withstand heavy rain.
everyday (adj.)	encountered routinely	The local staff will deal with everyday matters.
every day (adj. + n.)	each day	He visited the site every day.
fewer (adj.)	comparative of few, meaning a smaller number of persons or things (i.e., modifying countable objects)	Fewer people came to this week's meeting.
less (adj.)	constituting a smaller amount (i.e., modifying uncountable objects)	The project used less of the budget than anticipated.
foreword (n.)	prefatory comments in a book	The book has a foreword by the Prime Minister.
forward (adj.)	preparing for the future	The Prime Minister praised the move as a step forward.
imply (vb.)	to express indirectly	The minister implied that the project might be delayed.
infer (vb.)	to derive as a conclusion from facts or premises	From the demonstrations, we can infer that opposition is growing.
interpreter (n.)	a person who translates orally, for example at a meeting	Chinese and French interpreters will be needed at the meeting.
translator (n.)	a person who translates written works into another language	ADB employs freelance translators to ensure that key documents are accessible to people who do not read English.
later (adv.)	at some subsequent time	The second tranche will be approved later.
latter (adj.)	the second of two things	Of the two, she preferred the latter option.
loose (adj.)	not rigid	Programs of multilateral development banks are often loosely connected to those of NGOs.
lose (vb.)	to cause the loss of	The government expects to lose support if it continues with the policy.
many (adj.)	a large but indefinite number	The ministry has many offices.
much (adj.)	great in quantity, amount, extent, or degree	These procurement practices involve too much risk.

Term	Explanation	Example
ordinance (n.)	a law passed by a governmental authority	Rights-of-way are governed by a local ordinance.
ordnance (n.)	military supplies, including ammunition	Unexploded ordnance is a major problem in rural and border areas.
practicable (adj.)	feasible, capable of being implemented	There is no point in making proposals that are not practicable.
practical (adj.)	as opposed to theoretical, efficient, workable	The workshop produced many practical recommendations.
prescribe (vb.)	to lay down a rule	Current development thinking prescribes a series of measures to unshackle the private sector and create jobs for the poor.
proscribe (vb.)	to condemn or forbid as harmful or unlawful	The government has proscribed pamphlets containing threats of violence.
principal (adj.)	most important	The principal reason for their success was good planning.
principal (n.)	the amount lent at the start of a loan	Farmers will have to repay both the principal and the interest.
	a person with controlling authority	The principal will oversee the renovation of six classrooms.
principle (n.)	a comprehensive and fundamental law, doctrine, or assumption	The principle underlying the strategy is that loans must benefit the poor.
relend (vb.)	when a government lends the proceeds of an ADB loan to an intermediary	The government will relend most of the loan to the National Development Corporation.
onlend (vb.)	when the intermediary lends these funds to the ultimate beneficiary	The National Development Corporation will be responsible for onlending to small businesses.

Note: This distinction is peculiar to ADB and is designed to distinguish between loans from the government to an intermediate development finance institution and loans from the institution to the ultimate beneficiary. ADB. 2008. Foreign Exchange Risk. *Operations Manual.* OM H7/BP. Manila.

Term	Explanation	Example
sewage (n.)	refuse liquid or waste matter	The rapidly growing population has led to a significant increase in sewage.
sewerage (n.)	the removal of sewage and surface water by sewers	The government plans to put in place an extensive sewerage system.
stationary (adj.)	not changing or moving	The legislative program is stationary because of the government's slim majority.
stationery (n.)	office supplies	The municipal government will supply offices, computers, and stationery.
that (pron.)	the kind or thing specified as follows	The problems that were raised at the meeting have been addressed.
which (pron.)	used as a function word to introduce a relative clause	The problems, which were raised at the meeting, have been addressed.

Note: The first example is a restrictive clause (sometimes called a defining clause). In other words, the sentence is restricted to the problems raised at the meeting—there may well have been other problems not raised at the meeting. The second example is a relative clause and implies that all the problems were raised at the meeting. This is a brief description of a complicated area of English grammar. Authorities such as *Garner's Modern American Usage* should be consulted for more detailed explanations.