International Labour Organization

▶ ILO house style manual

Sixth edition

Preface to the sixth edition

The format of this updated edition of the ILO house style manual has been revised to improve readability and navigability, with links (in blue text) for internal cross-references and a navigation panel.

Throughout the manual, answers have been provided to frequently asked questions on editorial policy, and new examples (highlighted in light blue) have been included. The list of commonly used ILO terms has been updated to reflect the spelling of the latest version of the *Oxford English Dictionary* and current usage within the Office. New terms have been added, obsolete entries and many words not specific to the ILO have been deleted, and entries that have changed since the fifth edition of this manual are marked with an asterisk.

To ensure that everyone has access to the same dictionary and to make the reference dictionary more user-friendly and up to date, it has been changed from the latest edition of the *Concise Oxford Dictionary* to the online version of the Oxford English Dictionary. The ILO has a subscription to the premium version, which is available to anyone working on the ILO network.

The most notable changes introduced by this sixth edition are to the section on references. Instead of maintaining a style unique to the ILO, we have adopted a standard international style, based on the 17th edition of the *Chicago Manual of Style*. In addition, the section has been expanded to provide further clarity on the use of various aspects of footnotes, endnotes and author–date style references. Of particular note is the updated policy on hyperlinks in references.

Questions on editorial matters may be addressed to the following contacts:

Document type	Contact
Official meeting documents	offdoce@ilo.org, rodis@ilo.org
ILO publications	prodoc@ilo.org
ILO research	research@ilo.org
International Labour Review	revue@ilo.org

Geneva, March 2020

Latest changes

	Links to ILOTERM and UNTERM updated and links to the discontinued Lexico dictionary removed
	ILO usage list updated
October 2023	References to the ILO declarations updated to reflect the 2022 amendments
	Clarification added that "and" is not required after the penultimate item in vertical lists
	Examples of references updated to align with Zotero output, and example of ILO resolution and conclusions added.
July 2020	Graphics reformatted in line with ILO brand.
	Guidance on hyperlinks updated.
	Terms related to coronavirus added to ILO usage list.

Contents

ILO house style at a glance

ABC — ILO documents should follow the ABC of effective writing: **a**ccuracy, **b**revity and **c**larity.

123 — Numbers from one to ten should be spelled out, and numerals used for 11 and above.

Exceptions:

- Numerals: with "million" and "billion", dates, percentages, units of money or measurement, ages, times of day, page references and serial numbers.

- Words: centuries
twenty-first century

Dates and times follow the pattern:
10 June 2019
Times of day:
9 a.m., 1.30 p.m.

(ILO) — Abbreviations should be kept to a minimum. Repeated terms should be written in full the first time they appear in the body of a text, followed by the abbreviation in round brackets:
International Labour Organization (ILO)

Country and area designations must use standard ILO terminology. Care should be taken with exceptions and special cases.

References follow Chicago style. Depending on the document type, footnotes, endnotes or author–date style are used.

Reported speech is used for meeting reports and minutes in English. See the separate *Instructions for précis-writing teams*.

A-Z — Spelling generally follows the first spelling listed in the online version of the *Oxford English Dictionary,* for example "-ize", *not* "-ise".

See also the ILO usage list.

Currencies should be written out in full on first reference; thereafter, a shorter form is used:
500 Argentine pesos ... 100 pesos
Where space is limited, the ISO code may be used.

Exceptions:
US$, £, € and **CHF** are used without explanation.

Aa — Capitalization of terms follows the rule of thumb: "upper case for the specific, lower case for the generic"; it could change the meaning of a term:
in the office; in the Office
See also the ILO usage list.

Conventions and Recommendations should first be referred to using their full short name:
the Violence and Harassment Convention, 2019 (No. 190),
Subsequent references:
Convention No. 190

Layout may include bulleted lists, tables, boxes, graphs and illustrations to help the reader.

Inclusive language should be used, avoiding generalizations on the basis of categories such as age, sex, sexual orientation, gender identity, race, religion, or physical or mental impairments.

The use of politically sensitive material should be carefully considered to avoid causing embarrassment or offence, and should be appropriately referenced.

1.   General guidelines

The purpose of this manual is to codify current practices in the drafting of English texts within the ILO, with a view to achieving uniformity in the work of authors, editors, translators, text-processing operators, publications production assistants and proofreaders, and thereby to eliminate unnecessary corrections at each successive stage in the preparation of a publication or document. Changes in style can distract readers' attention and make a text appear less professional. Using this manual will help ensure a consistent style that will make texts more coherent and easier to read. It will also help maintain a recognizable ILO identity across publications.

However, this manual is not intended to be overly restrictive. With the exception of established terminology, country names and territorial designations – which must be followed at all times – other principles may sometimes have to be waived on grounds of appropriateness or common sense. The most important point to bear in mind is that usage should be consistent throughout a document or series of related documents.

1.1. Effective writing

ILO documents are distributed worldwide, and read by many people who do not have English as their first language. In addition, the English version is usually translated into other ILO languages. To communicate the work and messages of the Organization effectively and to facilitate translation, ILO documents need to be well written and should follow the ABC of effective writing:

- **A**ccuracy: Correctly representing information and citing data from the most recent reputable source, checking all references to names, titles and bodies, and using the correct grammar and spelling are all essential to the credibility of a text.

- **B**revity: Keeping sentences, paragraphs and documents short and to the point enhances readability and increases the impact of the message.

- **C**larity: Structuring a text logically with appropriate headings, using uncomplicated sentence structure and consistent style and terminology enhances the readability of a text.

1.2. Inclusive language

Authors should avoid bias in content or expression in the texts they are preparing and should use inclusive language that does not make generalizations on the basis of categories such as race, colour, sex, language, religion, political or other opinion, national extraction or social origin, birth or other status, physical, mental or intellectual impairments, sexual orientation, gender identity or gender expression, or age.

1.2.1.   Gender

The masculine pronoun should be used only in referring to specific persons, not for general statements. Instead of:

✗ A researcher has to be completely objective in his findings.

one of the following alternatives should be used:

- Use the plural:

✓ Researchers have to be completely objective in their findings.

- Avoid the pronoun by rephrasing:

✓ Researchers' findings have to be completely objective.

- Use "their" as a singular pronoun, including for individuals who identify as neither male nor female:

✓ Each researcher was completely objective in their findings.

- Use "he or she", "his or her" and so on, except where it would exclude individuals who identify as neither male nor female:

✓ A researcher has to be completely objective in his or her findings.

- Repeat the noun (particularly where a person's gender is not known):

✓ The publication was attributed to the researcher and the researcher's supervisor.

Unless a gender-specific term is used in a specific non-ILO context, gender-inclusive terminology should be used in ILO documents:

Instead of	Use	Instead of	Use
✗ Chairman, ✗ Chairwoman	✓ Chairperson	✗ craftsman	✓ craftworker
		✗ fireman	✓ firefighter
✗ spokesman, ✗ spokeswoman	✓ spokesperson	✗ fisherman	✓ fisher
✗ ombudsman	✓ ombudsperson, ✓ ombuds office	✗ policeman	✓ police officer
✗ layman	✓ layperson	✗ seaman	✓ seafarer

However, gender-specific terms should be retained in direct quotations and in specific titles of other organizations:

United Nations Ombudsman   Chairman of the Executive Board of the WHO

1.2.2.   Disability and illness

The relevance of disability should not be hidden, ignored or downplayed, but it should not be the focus of a description of a person, except when the topic is disability. Descriptions should place people first and their disabilities second. People should be described as "living with" a disability or illness rather than "suffering" it or being "afflicted" or "bound" by it. Moreover, persons with a disability or illness should be acknowledged as individuals rather than homogenized as a group:

Instead of	Use
✗ disabled people ✗ the disabled	✓ persons with disabilities, ✓ persons with a physical disability, ✓ a worker with a disability
✗ wheelchair-bound	✓ a wheelchair user
✗ the blind	✓ blind persons
✗ the deaf	✓ deaf persons
✗ people suffering from HIV	✓ persons living with HIV
✗ the mentally ill	✓ persons with psychosocial disabilities
✗ a schizophrenic	✓ a person with schizophrenia

1.2.3. Age

Language that may stereotype people on the basis of their age should not be used: for example, older people should not be stereotyped as frail or a burden on society nor should young people be stereotyped as inexperienced or immature.

2. Spelling

2.1. General principles

At the ILO, the authority for spelling is the online version of the *Oxford English Dictionary*, at https://premium.oxforddictionaries.com/english. The first spelling listed under the main entry for a word is the one that should be followed, not any alternative spellings or other spellings included in the examples in the dictionary.

The English (United Kingdom) spellcheck function of Microsoft Word should be used, but with awareness of its limitations. Where its spelling and hyphenation rules differ from those of the *Oxford English Dictionary*, the first entry given in the dictionary should be followed.

The "-ize" and "-ization" spelling is generally used instead of "-ise" and " isation", subject to the exceptions below. However, the "ise" spelling is the only correct spelling in certain cases:

- where it forms part of a larger word element, such as "compromise" and "enterprise";

- in verbs corresponding to nouns with -s- in the stem, such as "analyse" (from "analysis").

2.2. Exceptions

Spelling that differs from the rules specified in this manual should be retained in:

- direct quotations (for indirect quotations, however, ILO style should be used);

- titles of organizations and entities that use different spelling rules:

    the Organisation for Economic Co-operation and Development
    the United States Department of Labor

- titles of publications:

    Monthly Labor Review

- titles of ILO instruments adopted prior to the harmonization of the "z" spelling:

    the Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87)
    the Right to Organise and Collective Bargaining Convention, 1949 (No. 98)

2.3. Specific cases

The spelling, hyphenation and capitalization of terms commonly used at the ILO are indicated in the ILO usage list.

3. Punctuation

3.1. General principles

The way in which punctuation is used in English may differ from its use in other languages, and even between regional variations of English. Guidance on the rules for punctuation is provided in *New Hart's Rules: The Oxford Style Guide.* The following paragraphs provide details on how some of the rules are applied at the ILO.

3.2. Brackets

3.2.1. Round brackets

Round brackets (or parentheses) are used to enclose supplementary information, variants, digressions and explanations. They are also used to give or expand abbreviations, and to enclose author–date style references.

Where the text within brackets is a complete sentence, it begins with a capital and ends in a full stop:

Output grew by 7.7 per cent in 2016. (In 2015, it grew by 6.1 per cent.)

Where the text within brackets is not a full sentence, any punctuation following it is placed outside the closing bracket:

Output grew by 7.7 per cent in 2016 (compared with 6.1 per cent in 2015).

Where numbers or letters are used to denote elements of a list, they are enclosed by pairs of round brackets, for example, (a), (i) and so on (see Lists).

Pairs of round brackets are also used around the subdivisions of legal instruments:

article 3(1)(i),   rule 53(4)(a)

3.2.2. Square brackets

Square brackets are used in a quotation to show that the text between them is not part of the original. This may mean replacing a pronoun by a noun for greater clarity, or substituting an initial capital for a lower-case letter, or vice versa, to maintain the flow of text:

The spokesperson said that "[r]epercussions are to be anticipated".

Square brackets can also be used to indicate a comment, clarification or translation inserted in a text by an author, editor or translator:

He [the Employers' delegate] said that the main issue was …

3.3. Comma

Contrary to the practice in Oxford style, a final comma is not normally used in the ILO before "and" or "or" in a simple list:

the Ministries of Foreign Affairs, Education and Labour

unless a final comma is required for the sake of clarity, for example, where "and" or "or" appears multiple times:

the Ministries of Foreign Affairs, Education, and Labour and Social Affairs

3.4. Dashes

3.4.1.   En rule

En rules (–) [1] can be used in pairs, with spaces, around a parenthetical phrase to express a more pronounced break in sentence structure than commas, and to draw more attention to the enclosed phrase than round brackets:

There is inherent danger in adhering in words and principle to a policy objective – however commendable – that one believes to be unattainable or does not actively prioritize and pursue in practice.

An en rule can also be used to convey a distinction in sense. Here, it can be thought of as standing for "and" or "between", and is used to join two words, without spaces:

work–life balance,   South–South cooperation,   cost–benefit analysis

En rules (not hyphens) are used, without spaces, for number ranges or date ranges. Here, the en rule can be thought of as standing for "from … to":

1998–2006,   September–January

See also Number ranges.

3.4.2.   Em rules

An em rule (—) [2] is twice the length of an en rule. In a reference list formatted in Chicago style, a 3-em rule (——, which is three times the length of an em rule) is used where an author's name is identical to the previous entry or more than one author's name is cited in the same order as the previous entry:

ILO. 2015a.
—— 2015b.

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[1] Ctrl+Num –

[2] Ctrl+Alt+Num –

3.5. Ellipsis

Where words (or sentences) are omitted from a quotation, the fact is acknowledged by the insertion of an ellipsis:

The agreement states that in judicial districts with more than three courts, "the performance of duty work … results in … an extension of the normal working hours".

Where an omission follows a full stop, the full stop is retained and the ellipsis is preceded and followed by a space:

"A temporary immigrant is a person of foreign nationality who enters a country with a visa which is either not renewable or only renewable on a limited basis. … A permanent immigrant …"

The omission of one or more paragraphs may be indicated by an ellipsis at the left-hand margin.

3.6. Hyphen

3.6.1.   General principles

Hyphenation often depends on the role of a word or phrase and the position in a sentence. The general principles are set out below; further examples are included in the ILO usage list.

3.6.2.   Adjectives

When a compound adjectival expression is used before a noun, a hyphen should be used if its omission might lead to ambiguity or hesitation:

last-minute changes,   first-class results,   better-trained teachers,   part-time worker,   basic-needs strategy,   secondary-school leaver

However, hyphens are not used in compound adjectival expressions used before a noun where the expression consists of two nouns, a capitalized compound or a foreign expression that is not normally hyphenated:

trade union activities,   income tax authorities,   Latin American countries,
ad hoc committee,   ex officio member,   per diem allowance

No hyphen is used if the first word of a compound adjectival expression is an adverb ending in "ly":

readily available information,   precariously employed workers

No hyphen is used in compound adjectival expressions used after the verb:

these teachers are better trained,   the information is up to date

Compound adjectival expressions preceding a noun may require more than one hyphen for clarity:

higher-value-added activities,   upper-middle-income countries,   on-the-job training

A suspended hyphen is retained where part of a compound expression has been omitted:

low- and middle-income countries,   long- and short-term policies,   both over- and under-represented categories

3.6.3.   Nouns

A compound term may be written either as separate words, with a hyphen or as one word:

decision-maker,   policymaker,   wage earner,   non-wage-earner

If a form is not specified in the *Oxford English Dictionary* or this manual, it is important to make sure that usage is consistent within a single document.

3.6.4.   Verbs

Phrasal verbs should not normally be hyphenated, even where the corresponding noun or adjective has a hyphen:

to back up all data   *but*   keep a back-up
to roll out IRIS   *but*   the IRIS roll-out

3.6.5.   Prefixes

Prefixes may be written with a hyphen or closed. The usage prescribed in the *Oxford English Dictionary* should be applied. If the word is not listed, a hyphen should be used when the prefix ends and the word begins with the same vowel:

pre-eminent,   re-employ   *but*   coordinate,   cooperate

or the prefix is used to make a hybrid or occasional formation:

ex-member,   multi-bilateral

3.6.6.   Suffixes

Suffixes may be written with a hyphen or closed. The usage prescribed in the *Oxford English Dictionary* should be applied. If the form is not listed, a hyphen should be used.

When a complete word is used as a suffix after a noun, adjective or adverb, a hyphen should be used:

work-related,   labour-intensive,   paper-smart,   risk-averse,   rent-free,   food-poor,   printer-friendly

However, no hyphen is used if the word follows an adverb ending with ly:

environmentally friendly

3.7. Question mark

A question mark is used for direct questions, but not in reported speech:

"How much will this cost?"   He asked how much that would cost.

3.8. Quotation marks

Quoted words, sentences and paragraphs are enclosed within double quotation marks. Single quotation marks are used to enclose quotations within quotations:

It is stated in the conclusions concerning decent work and the informal economy that "[t]he term 'informal economy' is preferable to 'informal sector'".

Quotation marks are placed after a full stop if the quotation is a complete sentence in itself, or if a long passage ends with a complete sentence:

In the words of one authority, "The country's public health service is hopelessly inadequate."

If the quotation is not a full sentence, the quotation marks are placed before the full stop:

In the words of one authority, the country's public health service is "hopelessly inadequate".

Commas, semicolons, colons and en rules following a quotation are placed outside the quotation marks. See also Quotations.

Quotation marks may be used to define a short form of a term:

The Administrative Tribunal of the International Labour Organization ("the Tribunal")

Quotation marks may be placed around a word or phrase to indicate an informal term or a neologism that may be unfamiliar to the reader:

"greening" the ILO

They may also be used in the sense of "so-called", or to indicate an arguably inaccurate use of a term:

Authorities claim to have organized "voluntary" transfers of population.

Normally, quotation marks should be used only the first time such a term is mentioned. However, in cases where a term is politically sensitive or may be construed as offensive, it may be advisable to retain the quotation marks throughout.

Quotation marks should be curly, not straight. [3]

3.9. Space

At the end of a sentence, a single space (not double) should be used.

Spaces are used around en rules that indicate a parenthetical phrase, and ellipses. All other punctuation marks are not separated by a space.

Titles and initials should not be separated from a person's name at the end of a line, nor should numbers be separated from the elements to which they refer. [4]

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[3] In Word 2016, choose: *File – Options – Proofing – AutoCorrect Options – AutoFormat As You Type – Replace "Straight quotes" with "smart quotes".*

[4] In Word 2016, choose Ctrl+Shift+space to enter a non-breaking space, and Ctrl+Shift+hyphen to enter a non-breaking hyphen.

3.10. Punctuation with footnotes/endnotes, lists and quotations

For information on particular uses of punctuation, see Placement of footnote and endnote indicators, Capitalization and punctuation of indented lists and Quotation marks.

4.   Abbreviations

4.1. General principles

Abbreviations should be kept to a minimum, as they tend to reduce readability unless they are very familiar to the reader, and may reduce the importance of the concepts to which they refer. An abbreviation should generally be used only when the name or term recurs in the same text three times or more.

Examples of terms that may be abbreviated include:

- ✓ names of organizations, including the United Nations (UN) and the European Union (EU);
- ✓ terms that are well known by their abbreviation;
- ✓ frequently used terms that are long and awkward if written in full each time.

Examples of terms that should *not* normally be abbreviated include:

- ✗ core concepts of the ILO and other important terms, such as "Decent Work Agenda", "international labour standards" and "fundamental principles and rights at work";
- ✗ terms that are not well known by an abbreviation, such as "non-standard forms of employment" and "unacceptable forms of work";
- ✗ country names;
- ✗ "GB", "ILC", "DG" and "DDG", except in document codes.

Where abbreviations are used, including those used commonly at the ILO, each one should be expanded on its first use in a text, for example, "the International Maritime Organization (IMO)". Once introduced, the abbreviation should be used rather than the full term.

In addition, in long documents, such as reports for the International Labour Conference and ILO publications, a table of frequently occurring abbreviations should be provided after the table of contents.

4.2. Exceptions

Terms that should not normally be abbreviated may be abbreviated where there is a lack of space, for example in graphs and tables.

Furthermore, "United Kingdom" and "United States" may be abbreviated when used adjectivally:

The US–Mexico border   the UK Foreign Office

If a name or term appears first in a heading, the expanded form should be used, and then repeated in full on the first mention in the body of the text, followed by the abbreviation in round brackets:

Chapter 1. Evaluation of Decent Work Country Programmes
Four Decent Work Country Programmes (DWCPs) …

An abbreviation may be expanded again in a long text where a given occurrence is at some distance from the previous occurrence.

When an entity referred to is better known by its abbreviation, it may be preferable to include the abbreviation even if the name occurs only once or twice (for example, the United Nations Entity for Gender Equality and the Empowerment of Women is better known as UN-Women).

There are a number of abbreviations which are so commonplace that it is not necessary for them to be written out or included in a list of abbreviations, such as:

ILO, HIV, AIDS, PhD, DNA

4.3. Types of abbreviations

4.3.1.   Initialisms

Initialisms are formed from the initial letters of words and are pronounced by spelling out the letters. They do not take full stops:

ILO, UN, EU, WHO, MP, HIV, MoU, PhD, MSc, plc

4.3.2.   Acronyms

Acronyms are formed from the initial letter or letters of words and are pronounced as words themselves. They do not take full stops:

CINTERFOR, UNESCO, UNICEF, WIPO

4.3.3.   Contractions

Contractions are formed by omitting the middle of a word or words. They do not take a full stop:

Ms, Mr, Dr, Jr, Ltd, Dept

However, the following contractions take a full stop to avoid ambiguity:

St. (street), to distinguish it from St (saint)   No. (number), to distinguish it from "no"

4.3.4.   Truncations

Truncations are formed by omitting the end of a word or words. They take a full stop:

art., No., Vol., pp., a.m., p.m., ed., para.

However, truncations in the plural formed with an "s" are considered to be contractions and therefore do not take a full stop:

arts, Nos, Vols, eds, paras

4.4. The abbreviation "ILO"

The abbreviation "ILO" may denote either the International Labour Organization or the International Labour Office. Therefore, the full name or the terms "the Organization" or "the Office" should be used where it is necessary to make a distinction.

The International Labour Organization ("the Organization") should be used when reference is made to the legal entity or where the context involves its organs, such as the Conference, official meetings, instruments, resolutions, Member States or other constituents, or the logo, seal, emblem or flag.

The International Labour Office ("the Office") refers to the Organization's secretariat. It should also be used when reference is made, in legal and institutional texts, to the Director-General, to the Governing Body or to staff.

However, in public communication materials (for instance, press releases, promotional materials, publications and business cards), "the Organization" should be used instead of "the Office", unless the particular situation requires a specification that the communication is made or the promotional material is produced in the name of the Office, without engaging the other organs of the Organization or its constituents.

4.5. Use of definite and indefinite articles

4.5.1.   Names of organizations

At the ILO, organization names that are spelled out (initialisms) are used with the definite article:

the ILO,   the ITUC,   the UN,   the ISO

whereas organization names that are pronounced as a word (acronyms) are used without the definite article:

UNESCO,   UNICEF,   WIPO

The indefinite article should correspond to the pronunciation:

a Eurofound survey,   a UN report
an OECD survey,   an UNCTAD report,   an MoU,   an NGO

4.5.2.   Subdivisions of the Office

Abbreviations used alone as the name of an ILO department or branch are often used without the definite article, regardless of whether they are an initialism or an acronym. However, if the last letter stands for "department", "unit", "office" and so on, the abbreviation generally takes the definite article. The forms used in everyday speech should be used:

GED,   HRD,   CABINET   *but*   the IAO,   the DCU,   the SHIF

However, as many readers outside the Office are unfamiliar with its organizational structure, "the Office" should be used whenever possible in documents for external use.

4.6. Latin abbreviations

Latin abbreviations should not be used in running text; rather, an English equivalent should be used:

Instead of	Use
✖ e.g.	✔ for example, for instance, such as
✖ i.e.	✔ that is, namely
✖ etc.	✔ and so on
✖ viz.	✔ namely, in other words

However, the abbreviations "et al." and "et seq." may be used in references. See Standard abbreviations in references.

4.7. Months

Months in complete sentences, in dates of meetings or in footnotes, endnotes and reference lists are not abbreviated.

Where there is a lack of space, such as in tables and figures, months may be abbreviated to the first three letters, followed by a full stop:

Mar. *not* March,   Sep. *not* Sept.   *but*   June *not* Jun.,   July *not* Jul.

4.8. Units of measurement

In texts containing isolated units of measurement, the units should be written out in full:

The maximum lifting weight for young men and women workers is 10 kilograms.

In texts containing numerous references to units of measurement, and where space is limited, abbreviations of the International System of Units should be used. In such cases, the most common units of measurement, such as cm^2, kg and km, do not need to be written out the first time they are used.

4.9. Currencies

Currencies should be spelled out when first used:

a budget of 550,000 Argentine pesos...
an average of 87 new Israeli shekels for women...

Thereafter, a shorter form may be used:

Instead of	Use
✖ ... and a further ARS250,000	✔ ... and a further 250,000 pesos
✖ ... compared with ILS118 for men	✔ ... compared with nearly 118 shekels for men

Where space is limited, such as in tables and graphs, the ISO code or other abbreviation may be used. [5] However, the ISO code should not be used systematically, as not all readers will be familiar with the codes. The exception is the Swiss franc, for which the ISO code "CHF" should always be used in combination with amounts:

CHF5,000

The following currencies are exceptions for which neither the full currency name nor the ISO code is used. They are written without a space before the numerals:

US$ [United States dollars] US$5,000
€   [euros]   €20
£   [British pounds sterling]   £10,000

However, currencies should always be spelled out when not coupled with a figure:

Table 1.   Contributions received (2023), in Swiss francs and US dollars

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[5] See the list of ISO currency codes.

5. Capitalization

5.1. General principles

Initial capitals are used for:

- the first word of a sentence, heading and subheading;

- proper nouns, also when used adjectivally;

- certain words when used in a specialized or restricted sense. In this case, the rule of thumb is upper case for the specific, lower case for the generic.

5.2. Titles and headings

For aesthetic purposes, in titles appearing on the cover or title page or at the head of an article or chapter and in subtitles, only the first letter of the title, subtitle and headings should be capitalized, as well as any other words that would ordinarily be capitalized:

Trade unions in Western Europe: Hard times, hard choices

In citations, however, as well as for official bodies and departments, headline-style capitalization should be used, where all significant words take an initial capital letter:

Trade Unions in Western Europe: Hard Times, Hard Choices

For more information, see Titles of sources.

5.3. Organized bodies and office-holders

The titles of specific organized bodies and senior office-holders, whether complete or abridged, take initial capitals:

the House of Representatives (the House),   the International Monetary Fund (the Fund),
the Minister of Labour (the Minister),   the National Labour Inspectorate (of a specific country),
the Liberal Party
the Chairperson/President/Treasurer/Head/General Secretary/Executive Committee (of a specific body)

However, when they are used in a general sense, they are not capitalized:

labour inspectorates,   a labour inspector,   ministries of labour,   a panel headed by a chairperson,   the treasurer of a trade union fund,   a liberal policy

For examples of terms where the capitalization differs depending on the context, see the ILO usage list.

5.4. Territorial designations

Accepted geographical, political, administrative and similar designations take initial capitals for specific titles but not for general descriptions:

Lake Superior,   New York City,   Greater London,   City of Dublin,   Department of Haute-Savoie, the Province of Quebec,   Washington State,   the River Thames,   the Suez Canal
but
the township of Soweto,   village of Hale,   town of Flint,   municipality of Livingstone

Compass points denoting a geographical direction or a general area within a country are written in lower case:

in the east of the country,   western Switzerland

However, where they are in the name of a federal state or other recognized subdivision of a country, they take an initial capital:

North Carolina,   Western Australia,   Eastern Cape

Compass points denoting a major region in a continent also take an initial capital:

East Asia,   Western Europe,   Southern Africa

Compass points denoting global political concepts take an initial capital:

the North,   the South,   the global South,   the East,   the West,   the Middle East
South–South and North–South cooperation

5.5. Legislative texts

Initial capitals should be used for the short titles of legislative texts and international instruments:

the Family Allowances Act 1964
the Private Employment Agencies Convention, 1997 (No. 181)

The key word in the long title of a specific legislative text or international instrument takes an initial capital (Act, Bill, Convention, Decree, Legislative Order, and so on):

the 1964 Act on family allowances

However, where the reference is unspecific, lower case is used:

several decrees have recently been promulgated
a bill on the subject is in preparation

In ILO practice, "Convention" and "Recommendation" and "Protocol" always have an initial capital in reference to international labour standards, also in the plural. The short titles of Conventions and Recommendations that have been adopted take initial capitals.

Before adoption, however, the title is in lower case, except for the word "Convention", "Recommendation" or "Protocol":

proposed Convention concerning the elimination of violence and harassment in the world of work

5.6. Subdivisions of texts

Specific major subdivisions of a book or text take initial capitals if followed by a number or letter:

Chapter 1   Volume I   Book 2   Part A   Title 4   Appendix VI   Annex 2
but in this chapter,   in the appendix to this document

Minor subdivisions and classifications, whether followed by a number or letter or not, do not take an initial capital:

section 2   subsection (3)   clause (a)   item (i)   regulation 4   the second paragraph, category B
group I   table 2   figure 6   point 6

The word "Article" in ILO Conventions and other international instruments (including treaties) and the word "Paragraph" in ILO Recommendations, whether followed by a number or not, take an initial capital:

Article 4 (of a treaty),   this Article (of a Convention),
Paragraph 9 of the Recommendation

The word "article" in the ILO Constitution and in national constitutions and legislation does not take an initial capital:

article 19 of the Constitution,   article 15(a)(i) of the Act

6.   Italics

6.1. General principles

In ILO official documents and publications, italics are used for:

- foreign words and expressions not listed in the *Oxford English Dictionary*
- titles of publications
- titles of court cases and decisions
- scientific notations.

Italics may also be used minimally for emphasis; however, it is often preferable to reformulate the sentence to achieve the same effect.

6.2. Foreign words and expressions

Where a non-English word or phrase that is not listed in the online version of the *Oxford English Dictionary* is used to convey a particular concept, it is left in the original language in italics, followed immediately by a tentative English rendering or explanation of the concept within brackets:

amparo [protection of constitutional rights]

Subsequently, the non-English term may be used.

However, non-English names of institutions or organizations are not italicized:

Jathika Sevaka Sangamaya

Where an English translation of an organization's name exists, that should be used; however, abbreviations should be retained in the original language:

Confederation of German Employers' Associations (BDA)

6.3. Titles of publications

Italics are used for the titles of self-contained publications (including books, periodicals, reports, seminar papers and working papers):

See Frank Hendrickx et al., "The Architecture of Global Labour Governance", *International Labour Review*, 155 (3), 339–355.

For more information, see Titles of sources.

6.4. Titles of court cases and judicial decisions

Titles of court cases and of rulings of international courts should be italicized:

In *Smith v. ILO* (Judgment No. 1234), the Tribunal...

Italics are also used in short forms of case names:

In *Jackson*, the National Labour Court found against the applicant.

See also Legal references.

6.5. Scientific notation

Letters in algebraic equations should be italicized, but not chemical formulas:

$b^2 - 4ac = 0$ *but* CO_2

6.6. Italics within italics

In italic passages or headings, any words or letters that would normally be in italics are set in non-italic type:

Clause (a), dealing with amparo*, was adopted unanimously.*

7.   Numbers

7.1. General principles

7.1.1.   Numbers expressed in words

Numbers from one to ten inclusive are generally expressed in words in the body of a text:

In 2018, three people were prosecuted for trafficking in persons, in two cases involving eight victims.

However, when two or more numbers to which different rules apply occur in a series in the same sentence, the rule applying to the higher or highest number applies to all:

Representatives from 12 African, 8 Asian and 5 Latin American countries attended the meeting.

Numbers are also expressed in words at the beginning of a sentence:

Fifteen staff members attended the seminar.

Where spelling out the number would be cumbersome, the sentence should be redrafted:

Instead of	*Use*
✕ 3,437 people were displaced.	
✕ Three thousand, four hundred and thirty-seven people were displaced.	✓ A total of 3,437 people were displaced.

Simple fractions should be spelled out, except in combination with numerals:

one third,   two thirds,   one twenty-fifth,   one and a half

Centuries should also be spelled out:

the twenty-first century,   the mid-nineteenth century

7.1.2.   Numbers expressed in numerals

Numbers should be expressed in numerals for:

- percentages and percentage points:

    5 per cent,   an increase of 5 percentage points

- compound fractions and decimals:

    3½ hours,   2.5 full-time equivalents

- with the word "million", "billion" or "trillion":

    a population of 3 million   *but* half a million

- sums of money:

    5 rupees,   €3

- measurements, weights and temperatures:

  3 cm,   2 kg,   9°C

- ages:

  6 years old,   4- and 5-year-olds

- times of the day and dates:

  1 August 2017, at 9 a.m.

- references to parts of text:

  page 7,   example 2,   paragraph 9,   section (ii),   figure 3,   table 8

- results of votes:

  The amendment was rejected by 7 votes in favour, 63 against, with 0 abstentions.

7.1.3.   Thousand separators

For numbers of four or more digits, a comma should be used as a thousand separator in running text:

1,237 hours,   28,000 persons

However, in tables and graphs, a space is used as a thousand separator.

In page references, dates and serial numbers of laws or decrees and periodicals, no thousand separator is used:

p. 1231,   in 1999,   Decree No. 1277

Millions and billions should be written as follows:

27 million,   6.5 billion,   2.35 million   *but*   3,426,000,   2,203,750

The word "billion" is now accepted in all forms of English usage as meaning 1,000 million.

7.1.4.   Hyphenation of numbers

Fractions are written without a hyphen:

one sixth,   two thirds,   three quarters

unless they are used adjectivally preceding a noun:

a two-thirds majority,   third-quarter results

or unless they contain a number that would normally be hyphenated:

one twenty-fifth

7.1.5.   Negative numbers

Numbers below zero are written with a minus sign (−),[6] not a hyphen or an en rule:

−1.5 per cent

7.2. Number ranges

An en rule is used, without spaces, for number ranges:

paras 23–27,   1–10 May

However, in running text, it is preferable to use "from … to" for date and number ranges:

The meeting, which was held from 1 to 10 May 2024, was hailed as a great success.

In a range of years, an en rule is used; the first two digits of the same millennium are not repeated:

the Programme and Budget for the biennium 2024–25   *but* 1995–2005

A period of less than 24 months that overlaps two years is written with a forward slash:

the 2024/25 academic year,   the 2023/24 fiscal year

7.3. Dates and times

Within text, dates are expressed in cardinal, not ordinal, numbers; the day precedes the month. Dates and times follow the pattern:

✓ Wednesday, 8 February 2017, at 9 a.m.   *not*   ✗ 8th February,   ✗ February 8

The 12-hour system is used for most purposes. The time of day is expressed as follows:

✓ 9 a.m.   (*not* ✗ 9.00 a.m.),   1.30 p.m.,   9.05 p.m.

As 12 a.m. and 12 p.m. may be ambiguous, "midday", "noon" or "midnight" are preferable.

In timetables, daily bulletins and schedules, the 24-hour clock should be used:

09.00,   16.45,   12.00

In referring to decades, no apostrophe is used:

in the early 2000s,   in the late 1990s

---

[6] Alt + 8722.

7.4. Decimals

In decimal fractions expressing a number that is less than one, a zero is necessary before the decimal point. A trailing zero may be necessary after the last digit to indicate the level of accuracy. All numbers in a table or series should be carried to the same number of decimal places:

0.5 per cent,   52.3 per cent of men and 56.0 per cent of women

7.5. Ordinals

Ordinal numbers are spelled out up to and including "tenth"; numerals are used from "11th" onwards. Superscript should not be applied to ordinal suffixes: [7]

Eighth Session   103rd Session   21st Asian Regional Meeting   *not*   ✗ 103rd   ✗ 21st

Ordinal numbers of centuries, however, are always written in words:

nineteenth century   twentieth century   twenty-first century

---

[7] To stop Microsoft Word from automatically changing them to superscript, click on the AutoCorrect icon that appears and select *Stop Automatically Superscripting Ordinals.*

8. Country and area designations

Whenever the names of Member States or of other countries, or designations of areas and territories are used, terminology from ILOTERM must be used. Particular attention must be paid to the special cases below.

Countries may be listed according to various criteria, such as by region, alphabetical order, order of magnitude, order in which they are mentioned by a speaker or in a source document, chronological order or by some other characteristic. As there may be political sensitivities about how countries are listed, alphabetical order should be used if no other order is intended.

An alphabetical list of ILO Member States is available on the ILO website.

8.1. Short-form names

Short-form names of countries as given in ILOTERM must be used for all ordinary Office purposes and in all databases, documents and publications, whether or not in digital format. In particular, the short-form name must be used for titles, headings, tables, lists, enumerations, databases and so on:

China Eswatini Mexico Switzerland

8.2. Long-form names

Long-form names of countries as given in ILOTERM are reserved for more formal uses, including, but not limited to:

- certain publications (such as the *Official Bulletin*);

- official correspondence (such as communications addressed to Heads of State or Government, ambassadors or heads of permanent missions);

- other formal documents (such as host country or cooperation agreements and Decent Work Country Programmes):

the People's Republic of China
the Kingdom of Eswatini
the United Mexican States
the Swiss Confederation

8.3. Countries with the same short and long names

In the case of the following countries, there is no distinction between the long-form and short-form names:

Instead of	Use
✗ Bolivia	✓ Plurinational State of Bolivia *or* Bolivia (Plurinational State of)
—	✓ Democratic Republic of the Congo ("Congo" used alone refers to a different country)
✗ Iran	✓ Islamic Republic of Iran *or* Iran (Islamic Republic of)
✗ Laos	✓ Lao People's Democratic Republic
✗ Korea, South Korea	✓ Republic of Korea
✗ Moldova	✓ Republic of Moldova
✗ Russia	✓ Russian Federation
✗ Syria	✓ Syrian Arab Republic
✗ Tanzania	✓ United Republic of Tanzania *or* Tanzania (United Republic of)
✗ Venezuela	✓ Bolivarian Republic of Venezuela *or* Venezuela (Bolivarian Republic of)

In certain contexts, for example in graphics and tables where space is limited, these may be suitably abbreviated (for example, DR Congo).

The alphabetical order of the above Member States should be noted: for example, the Plurinational State of Bolivia is listed under "B", not "P", but the Republic of Korea is listed under "R", not "K".

8.3.1. United Kingdom and United States

"The United Kingdom of Great Britain and Northern Ireland" and "the United States of America" are the official short-form names of the respective countries, and should be used the first time that each is mentioned in a text, where space permits. Thereafter, they may be referred to as "the United Kingdom" and "the United States". These shortened forms may be used where space is limited, such as in tables, and are used on nameplates.

8.4. Use of the definite article

When countries are listed within a sentence in running text, the definite article, if any, should be retained:

The Convention has been ratified by the Bahamas, the Congo, the Netherlands and the Russian Federation.

When countries are listed outside of a sentence, such as in a table or a list introduced by a colon, "the" is removed from any country names which take it; in a list, the "and" before the last country is replaced with a comma:

Countries that have ratified the Convention:
Bahamas, Congo, Netherlands, Russian Federation.

8.5. Special cases

ILOTERM contains information and guidance concerning countries or territories whose international status or borders are disputed and other potentially controversial issues. In case of doubt about the use of names or designations of countries, territories, areas and their authorities, the Office of the Legal Adviser should be consulted.

8.5.1. Autonomous Republic of Crimea and the city of Sevastopol, Ukraine

In accordance with UN General Assembly resolution 73/263 of 22 December 2018, the term to be applied is (the) "Autonomous Republic of Crimea and the city of Sevastopol, Ukraine, temporarily occupied by the Russian Federation". It is possible to publish statistical data submitted by the Russian Federation if the following footnote is included:

Information provided by the Russian Federation. Includes statistical data for the Autonomous Republic of Crimea and the city of Sevastopol, Ukraine, temporarily occupied by the Russian Federation.

8.5.2. Hong Kong, China

The Hong Kong Special Administrative Region is an integral part of the People's Republic of China. It should be referred to either by its full title, "Hong Kong Special Administrative Region, China", or by its short title, "Hong Kong, China". In lists already separated by commas, it should be referred to as "Hong Kong (China)".

8.5.3. Macao, China

The Macao Special Administrative Region is an integral part of the People's Republic of China. It should be referred to either by its full title, "Macao Special Administrative Region, China", or by its short title, "Macao, China". In lists already separated by commas, it should be referred to as "Macao (China)".

8.5.4. Taiwan, China

In accordance with UN General Assembly resolution 2758(XXVI) of 25 October 1971, the representatives of the People's Republic of China were recognized as the only legitimate representatives of China in the United Nations. Subsequently, Taiwan has been considered for all purposes to be an integral part of the People's Republic of China, without any separate status. The authorities of Taiwan are not considered to be a government, to enjoy any form of government status or to exercise any government powers. It should be referred to as either "Taiwan, China" or "Taiwan Province of China".

8.5.5. Kosovo

The term "Kosovo" must be accompanied by a footnote stating:

As defined in UN Security Council resolution 1244 of 1999.

Given the continuing uncertainty regarding the status of Kosovo, a practical approach would be to avoid where possible making reference to it in official documents. Where this is not possible, a sufficiently neutral reference would be to refer to "Kosovo" or the "authorities in Kosovo", as appropriate, in a manner which does not imply statehood in the context in which it is being used.

8.5.6. Falkland Islands (Malvinas)

References to the territory are always formulated as (the) "Falkland Islands (Malvinas)". Where an ILO document has a direct bearing on the question of sovereignty (for instance, an official communication such as a letter to the United Nations, or a press release announcing the extension of application of a ratified ILO Convention to the Falkland Islands (Malvinas)), the document must either contain the general disclaimer concerning territorial disputes or the following footnote:

A dispute exists between the Governments of Argentina and the United Kingdom of Great Britain and Northern Ireland concerning the sovereignty over the Falkland Islands (Malvinas).

8.5.7. Palestine

In the ILO, the term "Palestine" is used exclusively for the Palestine Liberation Movement and is not applied to a geographical entity. In particular, it should not be used in any list of Member States.

The adjective "Palestinian" can be used for the territory. The proper use is "Occupied Palestinian Territory", which covers the West Bank, including East Jerusalem, and Gaza. When there is a need to refer to the occupied Syrian Golan in addition to those territories, the term "occupied Arab territories" should be used.

The term "Palestinian Authority" denotes the administration responsible for the territory under its jurisdiction, which should be referred to as "the territory under the Palestinian Authority".

The United Nations General Assembly has recognized Palestine as a non-member observer State, but the question of recognizing Palestine as a State has not yet come before the ILO governing organs.

8.5.8. Exceptions

Constituents may make statements at meetings that clearly do not represent an expression of opinion on the part of the Office. In recording statements or quoting text, the country and area designations employed by speakers should normally be retained. This applies in situations such as the following:

- a reference by a speaker to "Burma" (this should not normally be changed to "Myanmar");
- official correspondence from governments in which a deliberate choice of a non-ILO designation is made;
- statements and passages that are reproduced from, or are closely based on, other sources (such as documents submitted to the Governing Body or the Conference, or information supplied by the authorities of an area concerning that area).

8.6. Maps

The production or use of maps representing Member States or other countries, areas and territories may at times be sensitive and even raise diplomatic concerns. In general, all ILO publications, presentations or other documents incorporating any map must follow the United Nations guidelines with respect to the drawing of boundaries. Maps downloaded from the United Nations website may require permission. All maps must be cleared by the Office of the Legal Adviser (JUR) before being published (either online or in printed form). Queries concerning the use of names or designations of countries, territories, areas and their authorities, as well as maps, should be addressed to jur@ilo.org.

8.7. Disclaimers

ILO publications or databases – whether or not in digital format – that contain references to Member States or other countries, territories or areas, and geographical or political entities, should contain the following disclaimer:

The designations employed in ILO publications and databases, which are in conformity with United Nations practice, and the presentation of material therein do not imply the expression of any opinion whatsoever on the part of the ILO concerning the legal status of any country, area or territory or of its authorities, or concerning the delimitation of its frontiers.

For maps reproduced outside a publication that includes the above disclaimer, the following disclaimer must be employed:

Boundaries shown do not imply endorsement or acceptance by the ILO.

9. Layout

9.1. Tables

9.1.1. Purpose of tables

The purpose of a table is to present a large amount of statistical information in a form that is easily comprehensible. Tables should be arranged so that related elements can be taken in at a glance. They should fit easily into the format of the final document.

9.1.2. Headings

A table should have a concise, descriptive title stating the main subject.

If there is only one table in a document, it is not numbered and the word "Table" is omitted from the heading. If there are two or more tables, the numbering should be sequential, either throughout the document (1, 2, 3 ...) or for each chapter (1.1., 1.2., 2.1., 2.2. ...). The numbering should be consistent with the format used for figures and boxes.

9.1.3. Column headings and items

Each column should have a heading. Only the initial letter is capitalized. Recognized abbreviations and symbols may be used.

The left-hand column should be clearly subdivided – where necessary, by the use of indenting, italics and bold:

Category of worker, by sector	No. employed	Percentage
Skilled		
Men	1 094	6.13
Women	492	5.62

9.1.4. Numbers in tables

Numbers should be aligned to the right or, if applicable, by the decimal point. In tables, spaces are used instead of commas as thousand separators.

9.1.5. Blanks and symbols

Blanks in tables should be filled, where possible, and an explanation provided in a table note:

– = nil or negligible

n/a = data not available   *or*   n/a = not applicable

9.1.6.   Notes and sources

Notes and sources for a table should be presented immediately below the table, not at the bottom of the page. If there is more than one note, they should be numbered and presented horizontally, before any sources.

9.2. Boxes

9.2.1.   Purpose of boxes

Boxes are used to introduce information that does not fit within the main text but usefully illustrates its argument, through a case study or other specific example.

9.2.2.   Headings

As with tables, the numbering of boxes should be sequential, either throughout the document (1, 2, 3 …) or for each chapter (1.1., 1.2., 2.1., 2.2. …). The numbering should be consistent with the style used for tables and figures. However, if there is only one box in a document, it should not be numbered. Unlike tables and figures, the heading for a box is contained within the box itself.

9.2.3.   Notes and sources

If notes are required for a box, they should be placed at the bottom of the box itself, not as a footnote or endnote. If there is more than one note, they should be numbered and presented horizontally, separated by three spaces, rather than beginning on a new line for each.

If a text box has been adapted from a published work, a source should be given, after any notes:

> What are green jobs?
>
> "Green jobs" are jobs that reduce the environmental impact of enterprises and economic sectors, ultimately to levels that are sustainable. …
>
> Note: The latest available statistics are from 2018.   Source: UNEP et al., 2018.

Where it is not possible to avoid splitting a text box over more than one page, there should be no line at the bottom of the first page or at the top of the second.

9.3. Figures

9.3.1. Purpose of figures

Figures (charts, graphs and illustrations) can usually be read more quickly than raw data, and hence are often used to ease understanding of large quantities of data and the relationships between parts of the data.

Most figures are created in Excel and inserted into a Word document. Authors are requested to supply graphs and illustrations in the original format as separate files accompanying the main text, so that they can be edited and translated.

9.3.2. Headings

Figures should be numbered separately from the tables in a document. The numbering can be either sequential throughout the text (1, 2, 3), or for each chapter (1.1., 1.2., 2.1., 2.2. and so on). The numbering should be consistent with the style used for tables and boxes. However, if there is only one figure in a document, it should not be numbered.

Figure headings, like table headings, should be clear and consistent throughout, giving countries/regions, dates and units as applicable, in that order:

Figure 6.2.   Women's share of non-agricultural employment, Europe, 2019–23 (percentage)

9.3.3. Presentation

A reference to a figure should be included in the body of the text, near to where it is placed.

The axes of graphs should be labelled clearly and consistently. The label for the vertical axis appears vertically, centred, on the left-hand side; the label for the horizontal axis is centred at the foot of the graph.

If a key is needed, it should be at the bottom of the figure. Any symbols and previously unused abbreviations should be explained.

Countries may be listed in figures according to various criteria, such as by order of magnitude, by region, in alphabetical order, or by some other characteristic. When a figure appears in a translated text, the order of countries in the original language should be retained.

Figure 2.   **Estimated extrabudgetary expenditure 2024–25 by region**
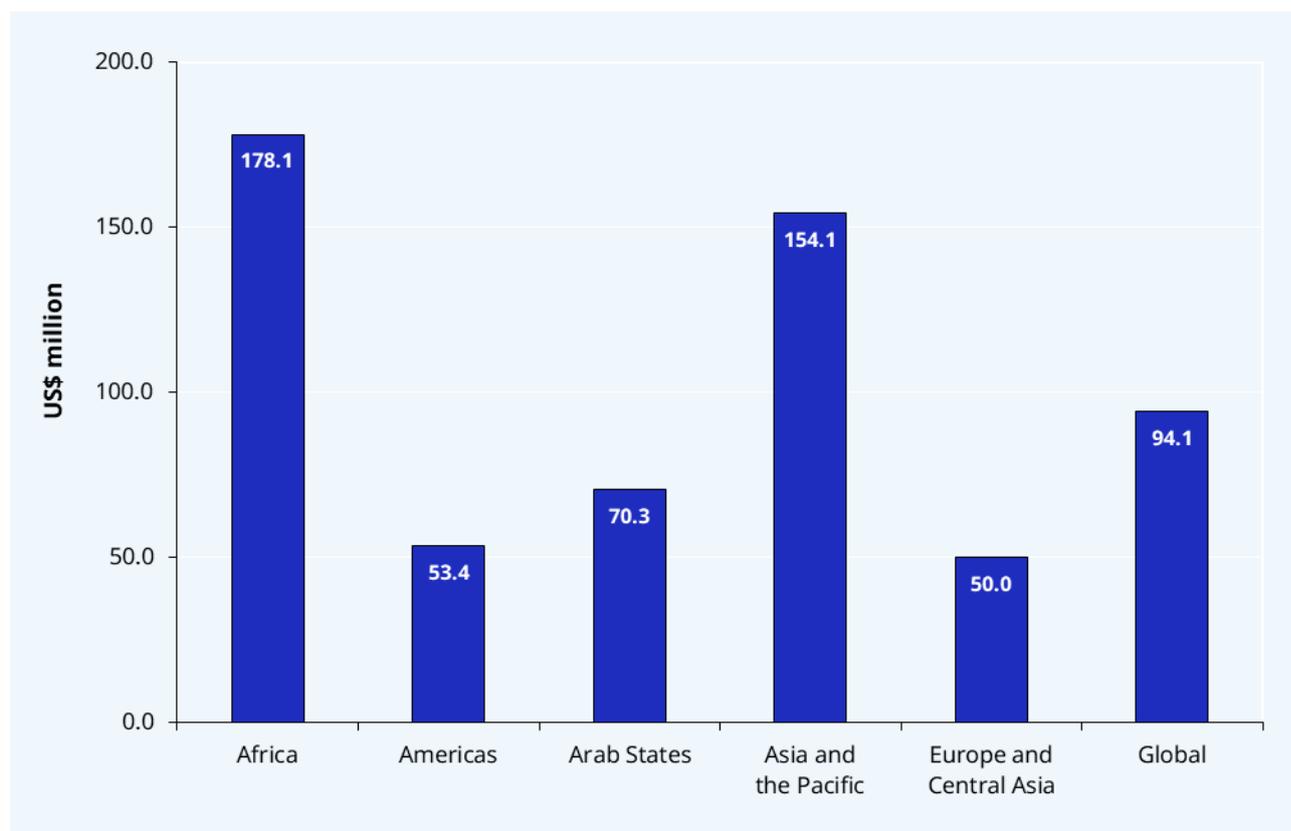
9.3.4.   Notes and sources

If notes are required for a figure, they should be placed below the figure itself, not as a footnote or endnote. If there is more than one note, they should be numbered and presented horizontally, rather than beginning on a new line for each.

If a figure has been taken or adapted from a published work, a source should be given, after any notes.

9.3.5.   Copyright

Graphs, illustrations and photographs from non-ILO sources may require permission from the copyright holder. See Copyright permissions.

9.4. Quotations

Short quotations (of fewer than five lines) are incorporated in the body of the text and are indicated by double quotation marks. See also Quotation marks.

Longer quotations (of five lines or more) are set in a smaller font, indented from the left margin, and start on a new line, without quotation marks (since the reader can see from the layout that the passage has been quoted). If a quotation appears within such a passage, double quotation marks are used.

9.5. Lists

Each item in a list, whether in running text or displayed with bullets or numbers, should:

- be a grammatically consistent continuation of the introduction to the list;

- begin with the same grammatical form (for example, all verbs or all nouns).

9.5.1.   Lists in running text

In simple lists with a few short items, it is better to list them in running text than to give each item a new line, and often to omit any kind of numbering or lettering:

The Committee was mainly concerned with the economic origins of the crisis, its social repercussions and the effect on the environment.

If numbers or letters are used, items should be separated by commas or semicolons:

The Committee was mainly concerned with (a) the economic origins of the crisis, (b) its social repercussions, and (c) the effect on the environment.

If necessary, the list may be introduced by a colon:

The Committee was mainly concerned with the following matters: (a) the economic origins of the crisis; (b) its social repercussions; and (c) the effect on the environment.

9.5.2.   Numbered or bulleted lists

When it is desirable to show the sequence or hierarchy of the items of a list, or when elements of a list may need to be referred to subsequently, such as in a discussion of amendments, the list should be numbered. Arabic numbers with a full stop are used for the first level, lower-case letters in round brackets for the second level, and lower-case Roman numerals in round brackets for the third level:

1.
   (a)
      (i)

If there is no need for the list to be hierarchical or for items to be referred to subsequently, bullets may be used instead of numbers and letters. A solid round bullet is used for the first level, and a hollow round bullet for the second level:

- exploring new methods of standard-setting;
- preparing the ground for new standards, especially in the areas of:
  - maternity protection;
  - night work;
  - social security;
- accelerating the revision of outdated instruments.

9.5.3.   Capitalization and punctuation of indented lists

The capitalization and punctuation of a list depends on whether the listed items are complete sentences. Items that are not complete sentences begin with a lower-case letter [8] and end with a semicolon, except for the last item, which ends with a full stop:

The new jobholder will be expected to:
      (a)   develop a set of guidelines for recruitment policy; …

Sentence fragments do not require a semicolon to separate them:

Elements of a bilateral labour agreement:
- equality of treatment
- contracts of employment
- working conditions

Items of a list that are complete sentences begin with an initial capital and end with a full stop:

Key features of the principles and guidelines:
- They are based on human rights instruments, international labour standards and good practices.
- They include definitions of core terms.
- ….

It is not necessary to add "and" to the penultimate item in a vertical list.

---

[8] To stop Microsoft Word from changing them to initial capitals, click on the AutoCorrect icon that appears and select *Stop Auto-capitalizing First Letter of Sentences*.

10. Instruments and other ILO texts

10.1. Conventions and Recommendations

10.1.1. Short titles

International labour Conventions and Recommendations should be referred to by their short title, which is indicated in the last paragraph of the respective preamble, and, where applicable, the number:

the Worst Forms of Child Labour Convention, 1999 (No. 182)

the Worst Forms of Child Labour Recommendation, 1999 (No. 190)

the Protocol of 2014 to the Forced Labour Convention, 1930

Where a Convention and a Recommendation on the same subject are cited, the year is listed last:

the Worst Forms of Child Labour Convention (No. 182) and Recommendation (No. 190), 1999

10.1.2. Shortened forms

If the short title of an instrument has already been mentioned, it is also acceptable to refer to it subsequently by its number:

Conventions Nos 87 and 98

Abbreviated forms may be used where space is limited, such as in tables and graphs, and in footnotes where numerous Conventions are listed:

C.182,   R.111,   P.89

As the Maritime Labour Convention, 2006, is better known by its full name or abbreviation rather than its number (No. 186) and has been amended on several occasions, the first time that it is mentioned it should be referred to as:

the Maritime Labour Convention, 2006, as amended (MLC, 2006)

The abbreviation MLC, 2006, should be used thereafter.

10.1.3. Commas in titles

In continuous text, the comma preceding the year must be followed by a second comma, so that the year and, where applicable, the number, are a parenthetical phrase:

The Violence and Harassment Convention, 2019 (No. 190), is ...

10.2. Subdivisions of ILO texts

10.2.1. Conventions and Recommendations

ILO Conventions and Recommendations are subdivided as follows:

Convention	
Part	The term "Part" is centred, followed by a Roman numeral and the title of the Part, all in small capitals: II. SCOPE
Article	The term "Article" is centred, with the appropriate number in Arabic figures, all in italics: Article 1
paragraph	A division of the Article, the text of which begins with a number in Arabic figures: 1., 2., 3. ...
subparagraph	A division of the paragraph, or of the Article where this is not divided into paragraphs, identified by lower-case letters: (a), (b), (c) ...
clause	A division of the subparagraph, identified by lower-case Roman numerals: (i), (ii), (iii) ...

Recommendation	
Part	This is indicated by a Roman numeral, centred, without the term "Part", followed by the title of the Part, all in small capitals: I., II., III. ...
Paragraph	The text of the Paragraph is preceded by a number in Arabic figures: 1., 2., 3. ...
subparagraph	A division of the Paragraph, preceded by a number in Arabic figures in brackets: (1), (2), (3) ...
clause	A division of the subparagraph – or of the Paragraph, where it is not divided into subparagraphs – identified by lower-case letters: (a), (b), (c) ...
subclause	A division of the clause, identified by lower-case Roman numerals: (i), (ii), (iii) ...

10.2.2. Conclusions and questionnaires

Proposed, tentative, draft and final conclusions of Conference committees and other meetings, and questionnaires for standard-setting reports, are subdivided as follows:

Conclusions	
Part	*If used*: this is indicated by an upper-case letter, centred, without the term "Part", followed by the title, in small capitals, for example: B. DEFINITIONS AND SCOPE
section	*If used*: identified by a Roman numeral: I., II., III. ...

Questionnaire	
Part	*If used*: this is indicated by an upper-case letter, centred, without the term "Part", followed by the title, in small capitals, for example: B. DEFINITIONS AND SCOPE
section	*If used*: identified by a Roman numeral: I., II., III. ...

point	Identified by a number in Arabic figures: 1., 2., 3. …	question	Identified by a number in Arabic figures: 1., 2., 3. …
paragraph	*If used*: A division of the point. Identified by an Arabic number in brackets: (1), (2), (3) …		
clause	A division of the point – where it is not divided into paragraphs – or of the paragraph, if used. Identified by a lower-case letter in brackets: (a), (b), (c) …	**clause**	A division of the question. Identified by a lower-case letter in brackets: (a), (b), (c) …
subclause	A division of the clause. Identified by a lower-case Roman numeral: (i), (ii), (iii) …	**subclause**	A division of the clause. Identified by a lower-case Roman numeral: (i), (ii), (iii) …

10.2.3. Resolutions

Resolutions of the Conference and of sectoral or other technical meetings may be subdivided as follows:

Resolution	
preambular paragraph	Unnumbered; referred to as "first preambular paragraph" and so on
paragraph	Identified by an Arabic number: 1, 2, 3 … and laid out as ordinary paragraphs
subparagraph	Identified by a lower-case letter in brackets: (a), (b), (c) … and laid out as first-level indents

10.2.4. Declarations

Declarations of the ILO are subdivided as follows:

Declaration	
Part	Identified by a number in Roman numerals, followed by the title of the Part, all in small capitals;
Section	Identified by an upper-case letter and laid out as first-level indents
paragraph	Numbered (i), (ii), (iii), and so on, and laid out as second-level indents
subparagraph	Indicated by en rules and laid out as third-level indents

10.2.5. References to subdivisions

A provision may be introduced by an introductory phrase, referred to as the chapeau:

1. For the purposes of this Convention:
    (a) …

To avoid ugly and cumbersome formulations, references to subdivisions of texts should normally take the shortest possible form:

Article 12(a) and (b) of the Convention
Part I(A)(ii) of the ILO Declaration on Social Justice for a Fair Globalization
point 6(a) of the proposed Conclusions

Common sense will demand a departure from the above from time to time:

Clauses (i) and (ii) of subparagraph (a) are mandatory; clauses (iii) and (iv) are permissive.

11. References

11.1. Purpose of references

References are used to:

- identify for the reader the sources of what is said in a text, including the original sources of statistics, data and other evidence;

- substantiate statements made in the text;

- acknowledge the ideas of other authors, reproduced either directly or indirectly;

- present explanatory or supplementary information that is not appropriate within the body of the text;

- direct the reader to information contained in another part of the text.

11.2. Management of references

Authors are responsible for ensuring that all references are accurate, complete and correctly presented. They are encouraged to use the Zotero software to manage their references during the drafting process. Zotero enables authors to extract references automatically, build libraries of reference data based on their research, output citations as footnotes, endnotes or a reference list in a predefined style, and reuse existing citations.

Using a predefined style in Zotero, based on the Chicago Manual of Style, [9] simplifies the task for everyone involved in document production. However, the results are only as good as the data used to generate them. Authors are responsible for:

- double-checking the data: Data should be checked against the actual source to ensure that authors' names, titles of works, dates and so on are accurate and have been entered in the appropriate fields. Any missing data must be entered manually.

- double-checking the citations: Each citation entered in a document should be accurate, complete and consistent with the rules on punctuation and capitalization of references in this manual.

For information on using Zotero at the ILO, see the Zotero guide available on the ILO Library site.

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[9] *Chicago Manual of Style*, 17th edition. For queries, please contact library@ilo.org.

11.3. Use of references

Authors should cite only sources that are strictly relevant and necessary. Commonly known or easily verifiable facts do not require a source. Furthermore, sources that are not publicly available should not normally be cited.

References used to substantiate statements or identify items mentioned in a text should be as specific as possible to enable the reader to find them. As page numbers of a source document may vary in different language versions, paragraph numbers, where available, should be used instead of page numbers.

Where sources were used extensively in preparing a document or publication, multiple footnotes or endnotes can be avoided by giving a general reference in a blanket note or at an appropriate place in the text:

[1] The analysis in this section draws on Assaad, 2015.

Much of the information in the following sections is drawn from a 2012 Eurofound report, *Working Conditions in the European Retail Sector*.

References are used for both direct and indirect quotations. When reproducing ideas originally formulated in another source, it is preferable to use direct quotations with appropriate attribution than to paraphrase. See also Quotations.

Once an item has been referenced, the reference is repeated only when necessary for the sake of clarity or to change a specific element in the reference, such as a paragraph or page number. Such repeated references should be in a shortened form; see Shortened citations.

11.4. Types of references

11.4.1. Which reference type?

As different types of publications use different types of references, each with different formats, authors should establish which type to use before they begin working on their references and, if necessary, seek guidance and models from the organizational unit responsible for editing the document. The following generally applies:

Document type	Reference type	Editing contact
Official meeting documents	Footnotes	offdoce@ilo.org; rodis@ilo.org
ILO publications	Author–date or endnotes	prodoc@ilo.org
International Labour Review	Author–date	revue@ilo.org

11.4.2. Overview of reference types

Footnotes have sequentially numbered indicators in the body of the text, and the references appear at the foot of the page to which they relate.

Endnotes have sequentially numbered indicators in the body of the text, and the references appear together at the end of the chapter, article or book. They have the same format as footnotes.

Author–date style references have the author's name and the year of publication within round brackets in the body of the text, and the references appear in an alphabetical list at the end of the publication or, in some cases, the end of the chapter or article.

Notes for boxes are placed within the box itself. Where there is more than one note, they begin sequentially from 1 for each box and are formatted manually using a superscript number.

Notes for figures are placed outside of the border, directly below the figure to which they relate. Where there is more than one note, they begin sequentially from 1 for each figure, are formatted manually using a superscript number and are separated by three spaces.

Notes for tables are placed within the table, at the bottom. Where there is more than one note, they begin sequentially from 1 for each table and are formatted manually using a superscript number.

Sources for boxes, graphs, illustrations and tables are placed after any notes. They begin with the word "Source:" and are not numbered.

11.4.3. Format of references

As of this sixth edition of the *ILO house style manual*, the ILO reference system is based on the format of the *Chicago Manual of Style*. The application of this well-established, internationally recognized style is aimed at simplifying the work involved in creating, maintaining and reusing references.

As noted above, a predefined Chicago style is available in the referencing software, Zotero, to create footnotes, endnotes and author–date style references automatically. Authors must nevertheless verify the accuracy and consistency of the Zotero output and make manual adjustments to align with ILO style as set out in this manual.

The overriding concern for the format of references is that a consistent style is maintained.

11.4.4. Main features of Chicago style

The Chicago format of referencing has some differences in presentation and punctuation compared with the style previously used at the ILO, including:

- titles of works cited are capitalized in headline style (all significant words);
- authors' and editors' first name(s) are given in full if they appear so in the work cited; otherwise, initials are used;
- months in dates are written in full;

- "op. cit.", "loc. cit." and "ibid." are not used; a short form for repeated citations is used instead. See Shortened citations.

The Examples of references compare the structure, punctuation and formatting of a typical ILO footnote or endnote with that of an entry in a reference list, in accordance with Chicago style. See also Elements of references and Basic structure of a note, reference list entry and in-text citation.

Further examples of references are provided on the *Chicago Manual of Style* website: Author–Date: Sample Citations and Notes and Bibliography: Sample Citations (however, at the ILO, bibliographies are not used in conjunction with footnotes or endnotes).

11.5. Footnotes and endnotes

Footnotes (not author–date references) are the preferred form of references for documents produced for official meetings. They are used to acknowledge a source of information or to refer the reader to a source of further information. They may also be used (minimally) to give subsidiary or explanatory information that would interrupt the flow of the main text. Footnotes are placed at the bottom of the page to which they relate.

Endnotes are used in some other types of publications, such as edited volumes with self-contained articles or some flagship publications with self-contained chapters. They take the same form as footnotes, but instead of appearing at the bottom of each page, endnotes are listed at the end of each article or chapter.

11.5.1.   Placement of footnote and endnote indicators

Footnotes and endnotes are accompanied by indicators that are placed at the end of the sentence or clause to which they relate. They come after any punctuation, except for a dash:

A number of studies point to net employment gains in the order of 0.5 to 2 per cent (15 to 60 million additional jobs globally by 2030). [2]

The average duration of unemployment in Country X was around nine months [3] – a 140 per cent increase from the pre-recession level in 2007.

However, if the note relates only to text within brackets, the indicator is placed before the closing bracket:

High-growth enterprises (defined by the ILO as establishments that expand their employment by more than 25 per cent per year [4]) represent 15 per cent of all enterprises.

An indicator for the source of a direct quotation should be placed at the end of the quotation itself rather than at the end of the phrase introducing the quotation.

A numbered indicator should not appear within or at the end of a chapter title. A note that applies to an entire chapter should use an asterisk instead of a number and be placed at the foot of the first page of the chapter, preceding any numbered notes. Note indicators should preferably not appear in subheadings and should instead be moved into the text that follows.

11.5.2. Footnote/endnote numbering

In ILO official documents, footnote numbering should generally be continuous throughout a document, and should restart for each appendix. However, in especially long documents, footnotes may be renumbered from 1 for each chapter.

In other publications, such as the *International Labour Review* or other works with self-contained chapters or articles, the footnotes or endnotes should be renumbered from 1 for each chapter or article.

11.5.3. Shortened citations

In works that use footnotes or endnotes, subsequent citations of sources already given in full in a previous reference should be shortened whenever possible. The shortened form consists of:

- the last name(s) of the author(s) or the name of the author institution;

- if more than one work by the same author(s) is cited in the same document, the title of the work (shortened, if necessary);

- if necessary, the specific paragraph or page number:

Gereffi, "Global Value Chain Perspective";   Barrientos, 22.

ILO, Compilation, para. 456.

A short format is always used in some types of documents, such as Governing Body pre-session documents or minutes. In such cases, only a document number is provided, with an embedded hyperlink to the reference document:

[1] GB.329/PFA/1.

When citing a decision taken by the Governing Body, the reference should be to the minutes of that session, rather than to the pre-session document containing the draft decision:

[2] GB.326/PV, para. 440(a).

See also Hyperlinks.

11.6. Author–date style

Whereas footnotes are the preferred form of references for documents produced for official meetings, the author–date style is used in many other ILO publications, such as some flagship reports and the *International Labour Review*.

A source is cited by giving the last name of the author or editor and the year of publication within round brackets in the text (in-text references). The full reference is included in an alphabetical list placed at the end of the text or, in some cases, at the end of each chapter or article.

In this system, footnotes or endnotes may be used minimally within the text and only to provide additional information that would interrupt the flow of the text or to provide references to case law.

11.6.1. In-text references

In-text references have the name of the author and the year of publication in round brackets in the text. For individual authors, only the last name is used in the in-text reference. For institutional authors that have an abbreviated form, the abbreviated form is used in the in-text reference. The in-text reference is placed immediately after the statement to which it relates, before any punctuation:

Skills like problem-solving are more effectively developed in workplaces than in off-the-job situations (Brewer 2013, 43; OECD 2010b, para. 53).

If the author's name is part of a sentence, there is no need to repeat it:

As noted by Steedman (2015), removing regulatory uncertainty lowers the transaction costs of apprenticeships.

11.6.2. Reference list

All the works in the list of references (headed "References") must be cited at least once in the main body of the text, in a footnote or as the source of a figure or table. Conversely, each in-text reference must have a corresponding entry in the list of references. Careful checking is required for any discrepancies in the years of publication and any sequential letters, especially where references have been added or deleted in the drafting or editing process. Using referencing software will enable authors to create a reference list automatically at the end of the drafting process.

Reference lists are placed either at the end of a publication, before any appendices, or at the end of each article or stand-alone chapter. Entries are listed alphabetically by author name.

11.7. Elements of references

11.7.1. Names of authors and editors

Authors may be individuals or institutions. If authors or editors are named on the title page or copyright page of a document published by an institution, their names should also be included in the reference as the authors or editors, with the institution listed as the publisher. However, if, in a document published by an institution, the authors are not named or are named only in the acknowledgements, the institution should be considered to be the author.

Authors should always be named in the order in which they appear on the title or copyright page.

Footnotes

In footnotes – where space is more limited than in a reference list – where a work has more than three authors, only the first author is listed, followed by "et al.".

Individual authors' names in footnotes and endnotes – and editors' names in all reference types – are written with the first name(s) followed by the last name(s):

Stefan Kuhn and Christian Viegelahn,

or, if initials are used instead of first name(s) in the work cited, with the initial(s) followed by the last name(s). There are no spaces between initials:

P. Wickramasekara;   S. Lee and D.W.T. Crompton (eds)

Reference list

As works in a reference list are arranged alphabetically by author name, the first author cited is written with the last name(s) followed by the first name(s) or initial(s). Any subsequent names (up to ten authors in total) are written with the first name(s) or initial(s) followed by the last name(s):

Lieuw-Kie-Song, Maikel, Haile Abebe, Theogene Sempundu and Eddy Bynens.

If, in a reference list, there are several works by one author, or by multiple authors cited in the same order, the name(s) are written out only the first time and are subsequently replaced by a 3-em rule (⸺):

Van de Glind, Hans. 2013
⸺. 2019

Institutional authors

To facilitate their identification in the list of references, institutional authors should be listed with the abbreviated form first – and alphabetized accordingly – with the full name in round brackets after it:

WHO (World Health Organization). 2017.
⸺. 2018a.

For institutional authors, the names of patron institutions, government departments and so on should be provided in English. Organizational units within an institution should be arranged from the most general to the most specific. In the case of government agencies, the country should be identified:

Switzerland, Federal Department of Foreign Affairs, Directorate for Public International Law
United Nations Human Rights Council

11.7.2.   Titles of sources

Spelling

The original spelling of sources should be retained in citations:

Monthly Labor Review

Capitalization

In source citations, regardless of the capitalization of the original, English-language titles of works are capitalized in headline style, with initial capitals for all major words:

- nouns and pronouns;
- verbs;
- adjectives and adverbs.

Unless they are the first or last word of a title or subtitle, the following are in lower case:
- definite or indefinite articles;
- conjunctions;
- prepositions ("regarding", "concerning" and "respecting" are treated as prepositions), except where they are used adverbially or adjectivally:

Information on IRIS   *but*   Logging On to IRIS

Italics or quotation marks

Titles of publications that are complete in themselves (that is, not contained in another publication), such as books, reports, journals and newspapers, are italicized:

Report of the Committee of Experts on the Application of Conventions and Recommendations

Titles of items within a publication, such as articles in a journal or newspaper, chapters of a book, press releases, individual blog articles and sections within websites, are set in non-italic type and enclosed in quotation marks:

"Reregulating for Inclusive Labour Markets", in *Regulating for Equitable and Job-Rich Growth*

Titles of unpublished works are also set in non-italic type within quotation marks. This category includes titles of unpublished works such as papers given at meetings and dissertations. The same styling is applied to internal reports, provisional titles used for works before their publication, and titles of works intended for publication but never published:

"Gender Equality, Part-Time Work and Segregation", paper presented at the 73rd Decent Work Forum, ILO, Geneva, 2013 (unpublished).

The titles of conclusions, resolutions, databases and websites are set in non-italic type without quotation marks:

Conclusions on the recruitment and retention of seafarers and the promotion of opportunities for women seafarers

Subtitles

When a work has a title and subtitle, both are normally included in references. Titles and subtitles are separated by a colon. Second subtitles are discouraged, but if used exceptionally, they are separated by a dash:

World Employment and Social Outlook: Trends for Women 2018 – Global Snapshot

11.7.3.   Titles of meetings

Titles of meetings in references should use the same capitalization and spelling of the original English title:

V Global Conference on the Sustained Eradication of Child Labour

11.7.4. Document symbol

Where applicable, the session number of the meeting and the number of the document or report are denoted in the document symbol:

ILO, *Ensuring Decent Working Time for the Future: General Survey concerning Working-Time Instruments*, ILC.107/III(B), 2018.

Resolutions of the UN General Assembly, the Security Council and the Economic and Social Council are first issued individually in provisional form as documents under the symbols A/RES/-, S/RES/- and E/RES/- respectively, combined with the number of the resolution. However, references in a text to resolutions themselves, rather than the document, should contain only the resolution number.

11.7.5. Places

In the age of digital sources, it is not always necessary – or possible – to provide a place of publication. However, references to sources in printed form such as books traditionally specify the place of publication.

Where the place of publication of a work or the location of a meeting is included in a reference, it should be given in English. If necessary, the country, federal state or other territorial division may be added for clarity:

London, Ontario,   Washington, DC,   San Jose, CA

11.7.6. Publishers

If a publisher's name is specified in a source, it should be cited in the reference only if it differs from the author's name for institutional publications. It should be given as it appears on the title page or copyright page, except that an initial "The" and abbreviations such as "Inc.", "Ltd", "plc" and "SA" are omitted.

(Edward Elgar and ILO)

Names of publishers that are in a language other than English should not be translated:

(Presses universitaires de France)

11.7.7. Dates

In a reference list, multiple entries for a particular author appear in ascending chronological order. If there is more than one work in the same year by the same author or authors, a lower-case letter is added to the year of publication, in the order in which the works are referred to in the text:

ILO. 2018.
——. 2019a.
——. 2019b.
——. n.d.
——. Forthcoming.

When the date of publication is not known, "n.d." (meaning "no date") should be used in its place; such entries are listed after the entries by year.

When a book or publication is in preparation but has not yet been published, "forthcoming" replaces the publishing data. In a list of references, undated works are listed after all dated works.

In dates of publication and of meetings in references, months are not abbreviated.

11.7.8. Location in source

Unless reference is made to a source in its entirety, citations should be as specific as possible by including the paragraph, page, table, box or figure number.

Where appropriate, it is preferable to refer to a paragraph number than to a page number, as paragraph numbers remain the same in all language versions.

Unless stated otherwise, numbered locations refer to the page number.

In author–date style references, the specific page, paragraph and so on of the source is included in the in-text reference, not the reference list:

(UN 2018b, 33; ILO 2019a, para. 23)

11.7.9. Non-English references

The title of a work in a language other than English that has not been translated is normally given in the language of publication, retaining the original spelling and capitalization:

Utilización de tecnologías de la información y de la comunicación en las inspecciones del trabajo: Una visión comparada en torno a países seleccionados

No courtesy translation of the title should be provided, to avoid giving the impression that a translated version is available. However, where an official English translation is available, that may be cited instead of the original, with any references to page numbers adjusted as necessary.

11.8. Standard abbreviations in references

11.8.1. Abbreviations used in ILO referencing

The following are commonly used abbreviations in citations, which do not need to be written out in full on first use. Plurals ending in "s" do not take a full stop:

art./Art. arts/Arts = article, articles	**cf.** = compare
Ch./Chs = chapter, chapters	**Vol., Vols** = volume, volumes
No., Nos = number, numbers	**para., paras** = paragraph, paragraphs
ed., eds = editor, editors; edition, editions	**trans**. = translator, translators
anon. = anonymous	**n.d**. = no date

et al. (from "et alii", meaning "and others") is used in footnotes where a work cited has more than three authors or editors; in this case, only the first author is named, followed by "et al.":

Berg et al.,   UNDP et al.

et seq. (from "et sequens", meaning "and the following") is used in legal texts to denote the specified article/section/paragraph and an unspecified number of subsequent articles/sections/paragraphs:

Articles 345 et seq. and articles 367 et seq. of the Code.

ff. is used to denote the specified page or paragraph and an unspecified number of subsequent pages or paragraphs:

Curtis, 34 ff.

11.8.2.   Abbreviations not used in ILO referencing

The following Latin abbreviations are considered to be outdated and potentially confusing for readers, and are therefore no longer used in ILO referencing style:

Instead of	*Use*
✗ ibid.	✓ shortened citation of the last work cited
✗ idem	✓ name of the author of the last work cited
✗ op. cit.	✓ shortened citation (without "op. cit.")
✗ loc. cit.	✓ shortened citation, with the location

For more information, see Shortened citations.

11.9. Hyperlinks

As most ILO documents and publications will be read online, authors may wish to include hyperlinks to the main reference documents on which they rely or to sources which may be difficult to find through a search engine. Links should be included to documents that are free to consult, but not to subscription-based publications, as they may not be accessible to readers outside the ILO. The decision on which links to retain in the final published version lies with the author in conjunction with the editor.

Where links are included, they should appear only the first time a reference document is cited in a footnote or endnote; however, they may be used a second time if the second occurrence is at some distance from the first.

Where possible, links should take the reader directly to the document rather than a landing page.

The text of the link should be meaningful, rather than generic text such as "more information" or "here".

Links should be embedded behind the name of the document, website or other content, not written in full:

[1] ILO, *Global Employment Trends for Youth 2020: Technology and the Future of Jobs*.

When reference is made to a specific website, the address should be written out:

[3] More information is available on the Better Work website, http://betterwork.org.

It is not necessary to provide an access date, unless the link is to information that is updated regularly, such as a database.

As web addresses may change, links in a document should be tested to ensure that they are correct and still function; care should be taken to ensure a link refers to an online version, not a download. If a link is found to be incorrect, it may be substituted by a link to a reputable website containing the identical information. If the material cannot be found on another site, the incorrect link should be removed.

11.10.   Legal references

References to judicial rulings are provided in footnotes or endnotes for all types of documents, that is, even documents using the author–date style of referencing.

The rules for presenting the different types of legal references are complex and may vary according to the usage of the country concerned. In general, it is best to follow national practice rather than to attempt to harmonize the format. [10] Abbreviations following the case name do not need to be written out in full.

Laws, statutes, regulations and so on should normally be referred to by their commonly used name, followed by the date:

the Safety and Health at Work Act of 2013

the Agricultural Labour Act No. 287/1984, as amended on 4 September 2012

Case names are italicized, as are the names of journals in which the decisions are published:

International Court of Justice, *Military and Paramilitary Activities in and against Nicaragua (Nicaragua v. United States of America), Jurisdiction and Admissibility*, Judgment, ICJ Reports 1984, 392–443, para. 63.

European Court of Human Rights, *Van der Mussele v. Belgium*, Application No. 8919/90 (23 November 1983).

Germany, Federal Labour Court, Decision of 19 February 2015 – 8 AZR 1007/13, in *International Labour Law Reports Online*, 35, No. 1, p. 61.

The name of a party to legal proceedings may be used as the case name:

In *Smith*, the Labour Court found against the applicant.

11.11.   Copyright permissions

To reproduce copyright material from non-ILO authors or publishers in an ILO publication, the authorization of the copyright holder (publisher or author) must be obtained and acknowledged. This applies to the reproduction of any drawing, diagram, graph, table or photograph, even if the original material has been slightly altered or certain parts omitted, as well as to extracts of text. For this purpose, the Authorization to reproduce non-ILO material form must be sent to the appropriate publisher or copyright holder, and the requested form of acknowledgement should be adhered to.

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[10] For more specific guidance on legal referencing, see Harvard Law Review Association: *The Bluebook: A Uniform System of Citation*.

Short extracts of text and limited numbers of tables and illustrations can often be reproduced without written permission, as long as the original source is acknowledged. This practice, known as "fair dealing", is interpreted differently in different countries, so should always be checked with the publisher or author.

11.12.   Basic structure of a note, reference list entry and in-text citation

Footnotes/endnotes	Author–date: reference list entries	Author–date: in-text citation
A footnote or an endnote generally lists the author, title and facts of publication, in that order.	In a reference list entry, the author's name is the first element, followed by the year of publication, then the title and facts of publication.	In-text citations appear in round brackets and usually include only the author and the year of publication, with no intervening punctuation.
Elements are separated by commas; the facts of publication are enclosed in round brackets.	Elements are separated by full stops.	A paragraph or page number or other locator may be added, preceded by a comma.
Authors' names are presented with the first name (or initial(s) if so presented in the source) followed by the last name.	The first-listed author's name is inverted (last name followed by first name), and the entry is alphabetized in the reference list by the last name.	In a parenthetical reference to two or more works, a semicolon usually separates each work from the next.
Titles are capitalized in headline style (with initial capitals for significant words), unless they are in a language other than English.	Titles are capitalized in headline style (with initial capitals for significant words), unless they are in a language other than English.	
Titles of larger works (such as books, journals and reports) are italicized; titles of smaller works (such as chapters and articles) or unpublished works are presented in non-italic type and enclosed in quotation marks.	Titles of larger works (such as books, journals and reports) are italicized; titles of smaller works (such as chapters and articles) or unpublished works are presented in non-italic type and enclosed in quotation marks.	
Terms such as "editor", "edited by", "translator", "translated by", "volume" and "edition" are abbreviated.	Noun forms such as "editor", "translator", "volume" and "edition" are abbreviated, but verb forms such as "edited by" and "translated by" are spelled out.	Terms such as "editor" or "translator" are omitted from an in-text citation.

See also Examples of references and Standard abbreviations in references.

11.13.   Examples of references

	Footnote/endnote	**ILO meeting documents**	Reference list	In-text citation
1.	ILO, *Report of the Committee of Experts on the Application of Conventions and Recommendations*, ILC.104/III(1A), 2015, para. 141.	ILO. 2015. *Report of the Committee of Experts on the Application of Conventions and Recommendations.* ILC.104/III(1A).	(ILO 2015, para. 141)
2.	ILO, *Final Report: Meeting of Experts on Violence against Women and Men in the World of Work,* MEVWM/2016/7, 2016.	———. 2016. *Final Report: Meeting of Experts on Violence against Women and Men in the World of Work.* MEVWM/2016/7.	(ILO 2016)
3.	ILO, *Addressing Governance Challenges in a Changing Labour Migration Landscape*, ILC.106/IV, 2017.	———. 2017. *Addressing Governance Challenges in a Changing Labour Migration Landscape.* ILC.106/IV.	(ILO 2017)
4.	ILO, Resolution and conclusions concerning the second recurrent discussion on social dialogue and tripartism, International Labour Conference, 107th Session, 2018.	———. 2018. Resolution and conclusions concerning the second recurrent discussion on social dialogue and tripartism. International Labour Conference. 107th Session.	(ILO 2018)
5.	ILO, *Agenda of Future Sessions of the International Labour Conference*, GB.337/INS/2, 2019, paras 5–9.	———. 2019. *Agenda of Future Sessions of the International Labour Conference.* GB.337/INS/2.	(ILO 2019, paras 5–9)
	Footnote/endnote	**Institutional publication**	Reference list	In-text citation
6.	ILO and IOE, *Changing Business and Opportunities for Employers' and Business Organizations*, 2019.	ILO and IOE (International Organisation of Employers). 2019. *Changing Business and Opportunities for Employers' and Business Organizations.*	(ILO and IOE 2019)
7.	European Centre for the Development of Vocational Training (Cedefop), "ICT Professionals: Skills Opportunities and Challenges (2019 Update)", November 2019.	Cedefop (European Centre for the Development of Vocational Training). 2019. "ICT Professionals: Skills Opportunities and Challenges (2019 Update)". November 2019.	(Cedefop 2019)
	Footnote/endnote	**United Nations resolution**	Reference list	In-text citation
8.	UN General Assembly, resolution 70/1, Transforming our world: the 2030 Agenda for Sustainable Development, A/RES/70/1 (2015), para. 5.	UN (United Nations). 2015. General Assembly resolution 70/1, Transforming our world: the 2030 Agenda for Sustainable Development, A/RES/70/.	(UN 2015, para. 5)
	Footnote/endnote	**Publication by an institution with named author(s)/editor(s)**	Reference list	In-text citation
9.	Susan Hayter and Jelle Visser, eds, *Collective Agreements: Extending Labour Protection* (ILO, 2018).	Hayter, Susan, and Jelle Visser, eds. 2018. *Collective Agreements: Extending Labour Protection.* ILO.	(Hayter and Visser 2018)

	Footnote/endnote	Government publication	Reference list	In-text citation
10.	Namibia, Ministry of Labour, *Namibia Labour Force Survey – 2018 Report*, March 2019.		Namibia, Ministry of Labour. 2019. *Namibia Labour Force Survey – 2018 Report*, March 2019.	(Namibia, Ministry of Labour 2019)
	Footnote/endnote	**Book**	Reference list	In-text citation
11.	Rebecca Asher, *Shattered: Modern Motherhood and the Illusion of Equality* (London: Harvill Secker, 2011).		Asher, Rebecca. 2011. *Shattered: Modern Motherhood and the Illusion of Equality.* London: Harvill Secker.	(Asher 2011)
12.	Diane M. Houston, ed., *Work–Life Balance in the 21st Century* (London: Palgrave Macmillan UK, 2005).		Houston, Diane M., ed. 2005. *Work–Life Balance in the 21st Century*. London: Palgrave Macmillan UK.	(Houston 2005)
	Footnote/endnote	**Chapter within an edited book**	Reference list	In-text citation
13.	Kathryn J. Holland and Lilia M. Cortina, "Sexual Harassment: Undermining the Wellbeing of Working Women", in *Handbook on Well-Being of Working Women*, ed. Mary L. Connerley and Jiyun Wu (Dordrecht: Springer Netherlands, 2016), 83–101.		Holland, Kathryn J., and Lilia M. Cortina. 2016. "Sexual Harassment: Undermining the Wellbeing of Working Women". In *Handbook on Well-Being of Working Women*, edited by Mary L. Connerley and Jiyun Wu, 83–101. Dordrecht: Springer Netherlands.	(Holland and Cortina 2016)
	Footnote/endnote	**Article in a journal**	Reference list	In-text citation
14.	Thomas Amossé et al., "Industrial Relations and Adjustments to the Crisis: A Comparative Micro-Statistical Analysis of France and Great Britain", *International Labour Review* 158, No. 3 (2019): 463–487.		Amossé, Thomas, Philippe Askenazy, Martin Chevalier, Christine Ehrel, Héloïse Petit, and Antoine Rebérioux. 2019. "Industrial Relations and Adjustments to the Crisis: A Comparative Micro-Statistical Analysis of France and Great Britain". *International Labour Review* 158 (3): 463–487.	(Amossé et al. 2019)
	Footnote/endnote	**Article in a newspaper or magazine**	Reference list	In-text citation
15.	Kate Hodal and Annie Kelly, "Malaysia: Forced Labour Casts Dark Shadow over Electronics Industry", *The Guardian*, 21 November 2016.		Hodal, Kate, and Annie Kelly. 2016. "Malaysia: Forced Labour Casts Dark Shadow over Electronics Industry". *The Guardian*, 21 November 2016.	(Hodal and Kelly 2016)
16.	"Why Do Women Still Earn a Lot Less than Men? – *The Economist* Explains", *The Economist*, 20 October 2017.		*The Economist.* 2017. "Why Do Women Still Earn a Lot Less than Men? – *The Economist* Explains". 20 October 2017.	(*Economist* 2017)
	Footnote/endnote	**Working paper**	Reference list	In-text citation
17.	Bruno Losch, "Structural Transformation to Boost Youth Labour Demand in Sub-Saharan Africa: The Role of Agriculture, Rural Areas and Territorial Development", ILO Employment Policy Working Paper No. 204, 2016.		Losch, Bruno. 2016. "Structural Transformation to Boost Youth Labour Demand in Sub-Saharan Africa: The Role of Agriculture, Rural Areas and Territorial Development", ILO Employment Policy Working Paper No. 204.	(Losch 2016)
	Footnote/endnote	**Dissertation or thesis**	Reference list	In-text citation
18.	Elsa Underhill, "Double Jeopardy: Occupational Injury and Rehabilitation of Temporary Agency Workers" (PhD thesis, University of New South Wales, 2008).		Underhill, Elsa. 2008. "Double Jeopardy: Occupational Injury and Rehabilitation of Temporary Agency Workers". PhD thesis, University of New South Wales.	(Underhill 2008)

	Footnote/endnote	**Non-English-language reference**	Reference list	In-text citation
19.	Clotilde Granger, "Normes de travail fondamentales et échanges sud-nord", in *Économie internationale,* 101 No. 1 (2005), 47–62.	Granger, Clotilde. 2005. "Normes de travail fondamentales et échanges sud-nord". *Économie internationale*, 101 (1): 47–62.	(Granger 2005)
	Footnote/endnote	**Legal references**	Reference list	In-text citation
20.	Johannesburg Labour Court, *Gary Shane Allpass v. Mooikloof Estates (Pty) Ltd*, Case No. JS178/09, 16 February 2011.	[Case law should be referenced only in footnotes]	–
21.	International Court of Justice, *Reparation for Injuries Suffered in the Service of the United Nations, Advisory Opinion: I.C.J. Reports 1949*, 174.	[Case law should be referenced only in footnotes]	–
22.	Cameroon, Penal Code, Law No. 65-LF-24 of 12 November 1965 and Law No. 67-LF-1 of 12 June 1967, arts 337–339.	[Case law should be referenced only in footnotes]	–
	Footnote/endnote	**Press release**	Reference list	In-text citation
23.	PCBS, "Press Release on the Results of the Labour Force Survey, 2018", 13 February 2019.	PCBS (Palestinian Central Bureau of Statistics). 2019. "Press Release on the Results of the Labour Force Survey, 2018", 13 February 2019.	(PCBS 2019)
	Footnote/endnote	**Website**	Reference list	In-text citation
24.	United Nations, "About the Sustainable Development Goals".	UN (United Nations). n.d. "About the Sustainable Development Goals". https://www.un.org/sustainabledevelopment/sustainable-development-goals/.	(UN, n.d.)
	Footnote/endnote	**Blog entry**	Reference list	In-text citation
25.	Rosina Gammarano, "Work and Employment Are Not Synonyms", *ILOSTAT Blog* (blog), 29 October 2019.	Gammarano, Rosina.2019. "Work and Employment Are Not Synonyms". *ILOSTAT Blog* (blog). 29 October 2019. https://ilostat.ilo.org/work-and-employment-are-not-synonyms/.	(Gammarano 2019)
	Footnote/endnote	**Social media content**	Reference list	In-text citation
26.	Amina J. Mohammed (@AminaJMohammed), "I Want a Future of Work That Is Good for People and the Planet as Agreed in the #2030Agenda", Twitter, 8 April 2019.	Mohammed, Amina J. (@AminaJMohammed). 2019. "I Want a Future of Work That Is Good for People & Planet as Agreed in the #2030Agenda". Twitter. 8 April 2019.	(Mohammed 2019)
	Footnote/endnote	**Multimedia content**	Reference list	In-text citation
27.	Malala Yousafzai, "Malala Yousafzai Addresses United Nations Youth Assembly", 12 July 2013.	Yousafzai, Malala. 2013. "Malala Yousafzai Addresses United Nations Youth Assembly". 12 July 2013. https://www.youtube.com/watch?v=3rNhZu3ttIU.	(Yousafzai 2013)

	Footnote/endnote	Database	Reference list	In-text citation
28.	ILO, "Labour Force Participation Rate by Sex and Age – ILO Modelled Estimates, July 2018 (%)", ILOSTAT database, accessed 3 June 2019.		ILO. n.d. "Labour Force Participation Rate by Sex and Age – ILO Modelled Estimates, July 2018 (%)", ILOSTAT database. Accessed 3 June 2019.	(ILO, n.d.)
	Footnote/endnote	Undated document	Reference list	In-text citation
29.	ILO, "Global Framework Agreements: Achieving Decent Work in Global Supply Chains" (background paper), 18–20.		ILO. n.d. "Global Framework Agreements: Achieving Decent Work in Global Supply Chains". Background paper.	(ILO, n.d., 18–20)
	Footnote/endnote	Forthcoming document	Reference list	In-text citation
30.	Jon C. Messenger, ed., *Telework in the 21st Century: An Evolutionary Perspective*, forthcoming.		Messenger, Jon C., ed. Forthcoming. *Telework in the 21st Century: An Evolutionary Perspective.*	(Messenger, forthcoming)
	Footnote/endnote	Unpublished document	Reference list	In-text citation
31.	I. Da Costa, "Cross Border Social Dialogue and Industrial Relations: Recent Trends and Issues", ILO/Dialogue Working Paper (unpublished).		Da Costa, I. Unpublished. "Cross Border Social Dialogue and Industrial Relations: Recent Trends and Issues". ILO/Dialogue Working Paper.	(Da Costa, unpublished)

Appendix: ILO usage list

This list is designed as a quick reference for common words and compounds for which there may be more than one possible spelling, hyphenation, capitalization or usage. In the absence of an entry in this list or elsewhere in the manual, the following sources may be consulted:

- the online edition of the *Oxford English Dictionary*
Where the dictionary gives alternative spellings, the first entry should be used.

- the *United Nations Editorial Manual* and UNTERM for usage specific to the United Nations system.

Notes: *   indicates a change from previous practice

†   indicates an exception to the online edition of the *Oxford English Dictionary*

Numbers, symbols

2030 Agenda for Sustainable Development, 2030 Agenda, *not* Sustainable Development Agenda

§: *prefer* section

#: used for social media hashtags, for example, "#MeToo"; to refer to a number, *use* No.

A

***above-mentioned**, *but* aforementioned

administration: initial capital when used as a synonym of "Government", for example, the Abe Administration, and for the senior management of an organization, for example, the ILO Administration; otherwise lower case

adviser *not* advisor

Africa group, *not* Afric<u>an</u> group

Afrodescendant (noun), Afrodescendent (adj.): *prefer* (person) of African descent

Americas group

Andean Community: do not abbreviate as CAN

annex: initial capital when followed by a number or in reference to a Convention or Recommendation; otherwise lower case

appendix, appendices: initial capital when followed by a number, for example, Appendix I to the document; otherwise lower case

article: lower case in reference to national legislation and the ILO Constitution, Standing Orders of the International Labour Conference, Financial Regulations; initial capital in international labour Conventions and in supranational legislation

Asia and Pacific group (ASPAG), *not* Asia and the Pacific group, *but*

Asia and the Pacific (region)

Assistant Director-General, Assistant Directors-General: should not be abbreviated

Association of Southeast Asian Nations (ASEAN), *not* South-East

awareness-raising (*noun and adjective)

B

benefited, benefiting

biennium, biennia

bis: italics, for example: art. 9 *bis*, 349th *bis*

box: lower case in running text, for example, "see box 1"

BRICS: *use* "Brazil, the Russian Federation, India, China and South Africa (the BRICS countries)" on first reference; thereafter "the BRICS countries"

C

canton: initial capital for specific references, such as Canton of Geneva; otherwise lower case

capacity-building (*noun and adjective)

chair (verb); also used figuratively for the role of chairperson, for example, "took the chair"

chairperson (*not* chairman or chair) of the Governing Body or an ILO committee; initial capital where part of a specific title, for example, "Chairperson of the Governing Body"; lower case in general references

chapeau, chapeaux: not italicized

chapter: lower case, when not followed by a number; initial capital when followed by a number, for example, "in Chapter 3"

code of practice: lower case, for example, "code of practice on ambient factors in the workplace"

Commission of Inquiry: initial capitals

committee: initial capital in reference to a specific committee, such as:

- Committee on the Application of Standards
- Committee of Experts on the Application of Conventions and Recommendations (Committee of Experts)

- Committee on Freedom of Association

Compilation of decisions of the Committee on Freedom of Association*, sixth edition*

constituents: governments, employers and workers (*compare* social partners)

***Constitution of the International Labour Organization**

***contracting State**

Convention: initial capital when referring to ILO Conventions, whether followed by a number or not, for example, "the fundamental Conventions of the ILO", "Convention No. 29", and in reference to specific treaties; otherwise lower case

country office: initial capitals for a specific country office; otherwise lower case

COVID-19: upper case; no need to write in full

cross-cutting: hyphenated

curriculum, curricula

D

data: may be singular or plural, but should be consistent within a document

day care (noun), day-care (adjective)

***decent work**: lower case

Decent Work Agenda: initial capitals

Decent Work Country Programme(s): initial capitals

decision-makers, decision-making

declarations of the ILO:

- Declaration concerning the aims and purposes of the ILO (1944) (Declaration of Philadelphia, *not* Philadelphia Declaration)
- ILO Declaration on Fundamental Principles and Rights at Work (1998), as amended in 2022
- Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy, as amended in 2022 (MNE Declaration)
- ILO Declaration on Social Justice for a Fair Globalization (2008), as amended in 2022 (Social Justice Declaration)
- ILO Centenary Declaration for the Future of Work (2019) (Centenary Declaration)

dependant (noun), dependent (adjective)

Deputy Director-General: should not be abbreviated in official documents (*see also* "Director-General")

direct contacts mission: initial capitals for specific references; otherwise lower case

direct request (of the Committee of Experts): lower case

Director-General, Directors-General; do not abbreviate in official documents. *See also* Director-General

dock work, *but* †dockworker

double footnote (noun), double-footnoted (adjective): in reference to the Committee on the Application of Standards

draft decision (of the Governing Body), *not* point for decision, decision point

Drafting Committee (of the Conference)

drafting group: of a general discussion or recurrent discussion committee of the Conference or of other meetings

E

e-: with a hyphen (e-banking, e-business, e-commerce), *except* email

e.g.: should be used only where space is limited, preceded by a comma

elect: without a hyphen in uses such as Director-General elect, President elect

employer: initial capital in reference to a representative or group at the ILO; otherwise lower case

Employer member, Employer spokesperson, Employer Vice-Chairperson, Employer expert, *but:*

Employers' delegate, Employers' adviser, Employers' group. References to employers and their organizations precede those relating to workers, for example, "employers' and workers' organizations", "Employer and Worker members".

etc.: should only be used where space is limited

euro, euros: use € in combination with figures, for example, €100

Eurofound, Europol, Eurostat: initial capital, *not* all capitals; no need to write full name of organization

European Commission: do not abbreviate

European Union (EU): may be referred to in combination with the number of Member States, for example, EU-27

eurozone

expert: lower case for Government, Employer or Worker expert, *but* initial capital in Committee of Experts

extra: forms are normally closed, for example, extracurricular, *†extrabudgetary

F

farm work, *but* *farmworker

federal: lower case when used generally, for example, "a federal state" and "federal authorities"; initial capital if used in a specific sense, for example, "the Federal Government"

figure: lower case in text, for example, "see figure 1"

firefighter, firefighting: not hyphenated

flag State (noun and adjective): initial capital for State whether noun or adjective, for example, "flag State authorities", "flag State control"

focused, focusing, *not* focussed, focussing

foreign-flag ship

formula, *formulas *not* formulae

forum, forums *not* fora

full-time (adjective and *adverb): hyphenated

G

G7, G8, G20 and so on: *no need to write in full

gender: refers to the socially constructed differences, roles and relations between men and women, and can also include identities that do not correspond to binary categories of biological sex; *compare* sex

general discussion: lower case

General Service category

General Survey(s): initial capitals

***global union federation**: lower case

Goal: initial capital in reference to the Sustainable Development Goals, for example, Goal 8, the Goals, *compare* target and indicator

Governing Body (of the International Labour Office): do not abbreviate in official documents; use the full form in legal and institutional texts

government: lower case in general references, for example, "government by the people", "the governments of many countries", "the first socialist government in North America" and when used as an adjective, for example, "government control"

but initial capital for specific references, for example, "the Governments of Portugal and Spain", and where the name of the country is understood: "the Federal Government", "the Trudeau Government", "seven Governments participated (Chile, Ghana, ...)" and in relation to a Government delegate, member, adviser or group at ILO meetings

group: lower case for groups at ILO meetings, for example, the Africa group

group of industrialized market economy countries (IMEC): lower-case "g"

group of Latin American and Caribbean countries (GRULAC): lower-case "g"

Gulf Cooperation Council (informal); *prefer* Cooperation Council for the Arab States of the Gulf (GCC)

H

headquarters (of the ILO): lower case; do not abbreviate as HQ

Heads of State and Government: initial capitals

***healthcare**: noun and adjective

***help desk**

†**home work**: work carried out at home; *but* **homeworker**

homework: schoolwork that a student is required to do at home

I

i.e.: should be used only where space is limited, preceded (not followed) by a comma

ILO: may refer to the International Labour Organization or the International Labour Office; "the Organization" or "the Office" should be used where it is necessary to distinguish between them (*see* The abbreviation "ILO")

indicator (of the 2030 Agenda): lower case, for example, indicator 8.2.1; *compare* Goal, target

information-sharing (noun and adjective)

instrument of amendment: initial capitals in specific references, for example, the 1997 Instrument of Amendment; other variations take lower case, for example, an instrument for the amendment of the Constitution

instrument of ratification, **instrument of acceptance**: lower case

inter: forms are generally closed; exceptions include: inter-agency, inter-ethnic, inter-industry, inter-institutional, inter-office, *inter-organizational, inter-State (*but* interstate), inter-unit

International Labour Conference, the Conference, *not* the ILO Conference

international labour Convention(s)

International Labour Office: the secretariat of the International Labour Organization

international labour Recommendation(s)

international labour standards: lower case; not abbreviated

International Organisation of Employers: "s", not "z"

International Training Centre of the ILO, Turin Centre

***internet**, **intranet**: lower case

intra: forms are generally closed; exceptions include: intra-European, intra-state, intra-State, intra-urban

JKL

judgement: the ability to make considered decisions or come to sensible conclusions, *but*

judgment: a ruling of a law court or judge

knowledge-sharing (noun and adjective)

Kyiv: *not* Kiev

labour–management relations: en rule, not hyphen

learned, *not* learnt

least developed countries: lower case, not hyphenated

life cycle (noun), life-cycle (adjective)

long-term, *longer-term (adjective), *but* in the long(er) term

low-income (adjective), lower-middle-income (adjective)

M

Maritime Labour Convention, 2006, short form: MLC, 2006; where reference is made to an amended version, "as amended" should be included on first mention

medium-sized enterprise, *not* medium enterprise

meeting of experts: initial capitals in the title of a specific meeting; otherwise lower case

member: initial capital in relation to States, for example, Members of the International Labour Organization, State Member, *but* lower case when referring to individuals, for example, "members of the Governing Body"

Member State(s): initial capitals, for example, *Member States of the International Labour Organization, of the European Union, of the United Nations

***memorandum of understanding**, memoranda of understanding: lower case in general references; initial capitals in titles

***microenterprise**, *but* micro-entrepreneur

micro, small and medium-sized enterprises

Mr, Ms: no full stop

multi: compound forms are generally closed; exceptions include: multi-bilateral, multi-ethnic, multi-stakeholder, multi-user, multi-year

N

No.: initial capital, with a full stop; plural: Nos, without a full stop

non-: compound forms are hyphenated, *except*: nonconformist, nondescript, nonfeasance

non-governmental organization: lower case

non-wage-earning, non-wage-earner, *but* wage earner

O

observation (of the Committee of Experts): lower case

office: initial capital when referring to the International Labour Office or a particular regional or country office; otherwise lower case

officer: initial capital for a specific job title and for the Officers of the Governing Body; otherwise lower case

ombudsman: *prefer* ombudsperson, ombuds office *except* in official titles, such as the United Nations Ombudsman

"One ILO" initiative

order, ordinance: initial capital for the name of a specific order or ordinance; otherwise lower case

Organisation for Economic Co-operation and Development (OECD): with an "s" and a hyphen

outcome: lower case, also when preceding a number

PQ

paragraph: initial capital in reference to international labour Recommendations, whether followed by a number or not; otherwise, lower case. Written in full in running text, *but* abbreviated as "para." or "paras" in references.

parliament: initial capital in reference to the parliament of a specific country; otherwise lower case

part: initial capital with a number in reference to the subdivision of a publication, for example, "Part 1"; otherwise lower case

part-time (adjective and *adverb): for example, a part-time job, to work part-time

per cent: written in full in text, *but* % is used in tables and graphs

***policymaking**, *policymaker, *but* policy-setting

port State (noun and adjective)

preamble: lower case if referring to preambular paragraphs without the heading "Preamble"; initial capital if there is a heading

president: initial capital for specific titles, for example, the President of the 109th Session of the Conference, President of the United States

priority action programme: lower case

Professional category: for staff in the UN common system, P1–P5

programme and budget: initial capital in specific references, such as Programme and Budget proposals for 2020–21, the Programme and Budget for 2020–21, the proposed Programme and Budget for 2020–21, the 2020–21 Programme and Budget proposals, *but* the programme and budget (undated)

proposed Conclusions (standard-setting), *but* proposed conclusions (not standard-setting)

proposed Convention, Recommendation, Protocol

Protocol (to a Convention): initial capital; the title of a Protocol to a Convention includes the year of the Convention, but no number, for example, the Protocol to the Forced Labour Convention, 1930

Record of Proceedings No. XX: initial capitals, *no italics

quarter: one quarter, *three quarters (noun) *but* three-quarters majority, third-quarter results (adjective)

R

Rapporteur: where used by other organizations, such as the United Nations; *compare* **Reporter**

receivable, non-receivable, *not* admissible, inadmissible, in reference to complaints and representations before the ILO

Recommendation(s): initial capital in reference to international labour standards, whether followed by a number or not

regional meeting: initial capitals for a specific ILO meeting, such as the 19th American Regional Meeting; *otherwise lower case

regional office: initial capitals for a specific regional office; otherwise lower case

regular budget: lower case

report: initial capital in combination with a title or a number, such as the Report of the Director-General, "in Report V(1)", Special Report (of the Director-General), General Report (of the Committee of Experts); lower case if not part of the title or number, for example, "in this report"

Reporter: in reference to ILO meetings; *compare* **Rapporteur**

representative: lower case in general use; initial capital in specific job titles, for example, Special Representative of the Director-General

resolution: lower case, also in reference to resolutions of the United Nations, for example, resolution 70/1

***road map**

S

seafarer: initial capital in reference to a representative or group at the ILO; otherwise lower case

Seafarer member, Seafarer Vice-Chairperson, Seafarer expert, *but:*

Seafarers' delegate, Seafarers' adviser, Seafarers' group

secretariat: lower case in a general reference or in reference to the International Labour Office; initial capital in reference to the Secretariat of the International Labour Conference

† **Secretary-General**: in reference to the United Nations and to the International Labour Conference

section (of a document): lower case, whether followed by a number or not;

(of the Governing Body): initial capital as part of the title, for example, the Programme, Financial and Administrative Section

segment (of the Governing Body): initial capital as part of the title, for example, the Personnel Segment

session: initial capital when preceded by a number, for example: 332nd Session of the Governing Body, 104th Session (2015) of the International Labour Conference; otherwise lower case, for example: March 2019 session, the forthcoming session, and in reference to sessions of the United Nations General Assembly

sex: refers to the biological differences between men and women that are universal and usually determined at birth; *compare* gender

sex-disaggregated data *or* data disaggregated by sex *not* gender

shipowner: initial capital in reference to a representative or group at the ILO; otherwise lower case

Shipowner member, Shipowner Vice-Chairperson, Shipowner expert, *but:*

Shipowners' delegate, Shipowners' adviser, Shipowners' group

short-term, *shorter-term (adjective), *but* in the short(er) term

single footnote (noun), single-footnoted (adjective): in reference to the Committee on the Application of Standards

sitting: lower case; ILO meetings have various sittings (such as morning and afternoon sittings) within one session (such as the 112th Session)

small and medium-sized enterprises, *not* small and medium enterprises

social partners: employers and workers collectively, usually used with "the"; *compare* constituents

socio-economic: hyphenated

***Southern Common Market** (MERCOSUR)

South–South cooperation: en rule, not hyphen

standard-setting (*noun and adjective)

Standards Review Mechanism: initial capitals

standing orders: initial capitals in reference to the title of specific standing orders, for example, Standing Orders of the Governing Body, Standing Orders of the Conference; otherwise lower case

state: lower case in generic references to units of a federation, for example, "the Australian states", and when adjectival, for example, "state-aided" or "state control"

State: initial capital in reference to a national community, for example, "ratifying States" or as part of an official title of a unit of a federation, for example, "New York State"

States Members: initial capitals in reference to the ILO, for example, States Members of the International Labour Organization; *see also* Member State(s)

State party, **States parties** to a Convention

strategy: initial capital in the title of a specific strategy, for example, Development Cooperation Strategy 2020–25; otherwise lower case

sub: forms tend to be closed, for example, subamendment, *subclause, subregional; exceptions include: sub-branch, sub-item, sub-Saharan

Supplementary Report: initial capitals in reference to a report of the Director-General, for example, "First Supplementary Report: Update on the internal reform"

T

table: lower case in text, for example, "see table 1"

target (of the 2030 Agenda): lower case, for example, target 8.1; *compare* Goal, indicator

ter: italics, for example, 349th *ter*

third: one third, *two thirds, *but* two-thirds (adjective), for example: two-thirds majority

time frame, *but* timeline

Türkiye: *not* Turkey

U

under: compound forms tend to be closed; exceptions include Under-Secretary-General, under-represented

United Nations common system

United Nations Sustainable Development Cooperation Framework *or* Cooperation Framework: replaced the United Nations Development Assistance Framework

V

versus: abbreviated as "v." in case names; *italicized as the rest of the case name

vice-chairperson, *not* vice-chairman or vice-chair: of the Governing Body or a committee; initial capitals where part of a specific title, for example, "Vice-Chairperson of the Governing Body"; lower case in general references

vice-president: initial capitals for specific titles, for example, the Vice-President of the 107th Session of the Conference, Vice-President of the United States

W

wage earner (noun), *but* non-wage-earner; wage-earning (adjective)

***web**: lower case

worker: initial capital in reference to a representative or group at the ILO; otherwise lower case

Worker member, Worker spokesperson, Worker Vice-Chairperson, Worker expert, *but*

Workers' group, Workers' delegate, Workers' adviser; *see also*: Employer

working group: initial capitals in reference to a specific working group, such as the Tripartite Working Group on the Standards Review Mechanism; otherwise lower case

working party: initial capitals if referring to a specific working party, for example, the Working Party on the Social Dimension of Globalization; otherwise lower case

*work plan

XYZ

year: 5 years old, 18 years old, *but:* an 18-year-old, several 18-year-olds, an 18-year-old man, 16- and 17-year-olds, *18- to 25-year-olds

zero-hours contract, *not* zero-hour contract, *but* 40-hour contract

zero-growth, zero-real-growth (adjective)