

A standard style for IFRC English

February 2010



International Federation
of Red Cross and Red Crescent Societies



Strategy 2020 voices the collective determination of International Federation of Red Cross and Red Crescent Societies (IFRC) in tackling

the major challenges that confront humanity in the next decade. Informed by the needs and vulnerabilities of the diverse communities where we work, as well as the basic rights and freedoms to which all are entitled, this strategy seeks to benefit all who look to Red Cross Red Crescent to help to build a more humane, dignified, and peaceful world.

Over the next ten years, the collective focus of the IFRC will be on achieving the following strategic aims:

- 1.** Save lives, protect livelihoods, and strengthen recovery from disasters and crises
- 2.** Enable healthy and safe living
- 3.** Promote social inclusion and a culture of non-violence and peace

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March 2009 - Published February 2010

International Federation of Red Cross and Red Crescent Societies

P.O. Box 372
CH-1211 Geneva 19
Switzerland
Telephone: +41 22 730 4222
Telefax: +41 22 733 0395
E-mail: secretariat@ifrc.org
Web site: www.ifrc.org

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Introduction

This style guide covers the use of written English for the International Federation of Red Cross and Red Crescent Societies (IFRC). The IFRC is a multicultural organization. The majority of its staff and volunteers do not have English as a first language. For this reason, it is important that the English we use is clear, direct and consistent.

We are all responsible for ensuring that we communicate clearly and effectively, and this is particularly crucial when we communicate with the outside world.

It is important that our external print and online publications are of a high professional standard to best present our activities. Using consistent language, spelling and terminology helps us to achieve this.

Our publications may be written by hundreds of different people, but our aim is for ‘one voice’ – the voice of the IFRC – which is clear, professional and authoritative.

This style guide establishes the IFRC’s preferred spellings and terminology. It also offers general guidance on English grammar, style and usage. There is a useful section on common editorial mistakes, together with a list of recommended reference books. A separate guide is available for graphic production standards.

Remember: good English is simple English.

Pierre Kremer
Head of communications

1. Spelling

1.1 Standard spelling

The standard spelling used by the International Federation of Red Cross and Red Crescent Societies (IFRC) is the *Oxford English Dictionary* preferred spelling. Alternative spellings, which appear in brackets in the *Oxford English Dictionary*, should not be used.

Alternative spellings to the *Oxford English Dictionary* first preference are acceptable only if they are part of a name, title or quotation.

the US Department of Defense (*Oxford English Dictionary* = defence)

Note: lists of common IFRC spellings, terminology and words ending in -ize, -ise or -yse can be found in Annex 4.

Secretariat or IFRC?

There is much confusion within the organization about the meaning of the words secretariat and IFRC. These words are not interchangeable. Strictly speaking, the secretariat refers to the office in Geneva and the zones. IFRC, on the other hand, refers to the secretariat and the National Societies.

The IFRC is a membership organization and, therefore, has a secretariat, not headquarters. Never use headquarters to refer to the office in Geneva, and do not use Geneva to refer to the secretariat.

When naming the organization for the first time in an internal or external document, please use the full title with the IFRC acronym in brackets afterwards, i.e. – **International Federation of Red Cross and Red Crescent Societies (IFRC)** – and then shorten to **IFRC** for each successive use.

Use Federation on its own only if it is used as an adjective.

Capacity building is a Federation-led process.

1.2 Capitalization

Overcapitalization is common and is often used incorrectly for emphasis. Remember that overcapitalization slows down reading speed, is uncomfortable on the eye, and can appear pompous. Use common sense - the word delegate is a simple noun that should not be capitalized. If you capitalize Delegate, for example, why not Refugee, Survivor, Beneficiary?

(see also: 2.10, IFRC departments and job titles)

1. Use initial capitals for proper nouns and names.

Department for International Development
Global Water and Sanitation Initiative
Governing Board
White House
Élysée

Do not give importance to temporary committees, teams, departments or units.

tsunami task force
human resources department

2. Capitalize the names of books, films and other major works in the usual way. Capitalize first words and all words apart from prepositions and conjunctions. These should also be italicized.

The Federation of the Future

(see also: 2.4, Italics and quotations)

3. Always use lower case for rough descriptions or references.

the strategy (*Strategy 2010 or Strategy 2020*)
the framework (Movement Coordination Framework)
the programme (the IDRL programme)
the Canadian development agency (Canadian International Development Agency)
the Chinese government
states parties to the Geneva Conventions
international humanitarian law
resolution 7 of the Council of Delegates

4. Use upper case for definite geographical places, regions, areas, titles and countries.

South-East Asia
Mexico City
The Hague
the Middle East
Western Europe (political concept) *but* eastern Europe (general description)
South Africa *but* southern Africa
Eastern Cape (the name of the province)
Tourism is eastern Africa's main industry
Washington state *but* Orange Free State
New York city *but* Ho Chi Minh City
Quebec city *but* Oklahoma City

5. Use lower case for points of the compass.

east, west, north, south
Hospitals in the north-west of the country treat more than 1,000 patients a day.

6. Use lower case for seasons of the year in running text.

The strategy will be updated in spring 2010.

Use upper case for seasons in the title of a publication.

Red Cross Red Crescent Magazine, Spring 2009

7. Use capitals for titles of people. Use lower case when referring to the office or appointment.

He saw Prime Minister Morgan Tsvangirai.

He saw the Zimbabwean prime minister.

We met Queen Elizabeth II.

We met the queen of England.

“Welcome, Chancellor Merkel.”

She was elected chancellor.

The chief executive of the British Red Cross

The Nigerian health minister

8. Use capitals for established labels (-isms, -ists, -ites etc.).

Buddhism

Christian

Jacobite

Leninist

Hinduism

Islam

Also use:

Koran

Bible

Capitalization of common IFRC words and phrases

Upper case	Lower case
IFRC Federation (see section 2.7.7 for usage)	
	the secretariat
Red Cross Red Crescent	a red cross is the emblem of the Red Cross
National Society National Societies National Red Cross or Red Crescent Societies Red Cross societies Red Crescent societies the Japanese Red Cross Society the Egyptian and Iraqi Red Crescent Societies	the society* the societies* sister societies
International Conference of the Red Cross and Red Crescent	the conference*
the International Conference	the conference*
the International Red Cross and Red Crescent Movement the Movement	
the Fundamental Principles of the International Red Cross and Red Crescent Movement	the fundamental principles*, humanity, impartiality, neutrality etc.
the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief	the code of conduct*
the General Assembly	the assembly*
the Governing Board	the board*
the Council of Delegates	the council*
the Standing Commission the Finance Commission Youth Commission	relief commission
Emergency Response Unit (ERU)	
	Africa department communications department blood department
President Tadateru Konoé	the IFRC's president...
Secretary General Bekele Geleta	the IFRC's secretary general the IFRC's secretary general, Bekele Geleta secretaries general (plural)
	head of delegation development delegate the IFRC's delegation in....
the Geneva Conventions	the conventions* states parties to...

the Code of Conduct	the code*
<i>Strategy 2010/Strategy 2020</i>	the strategy*
Disaster Relief Emergency Fund (DREF)	the fund*
the International Disaster Response Laws, Rules and Principles programme (IDRL)	the programme*
the Johannesburg Declaration	the declaration*
The Algiers Plan of Action	the plan of action*
the <i>Seville Agreement</i>	the agreement*
Movement Coordination Framework	the framework*
<i>Development Cooperation Policy</i>	the policy*
<i>Strategic Planning Guidelines</i>	the guidelines*
<i>World Disasters Report Appeal 2009–2010 Partnerships in Profile</i>	
	international humanitarian law (IHL)
	status agreement the emblem the millennium resolution 12 of...
World Red Cross and Red Crescent Day	

* Use full title on first mention; lower case can then be used on second mention, but revert to full title if it is not clear.

1.3 Hyphens

There are no simple rules for hyphens in English, but, as with capital letters, they should be used sparingly. However, there are some cases where hyphens must be used.

1. Hyphenate compounds when used attributively (before a noun). When using predicatively (after a noun), use space.

The out-of-date research paper

The research paper is out of date.

An 80-year-old woman

The woman is 80 years old.

2. Hyphenate fractions (whether nouns or adjectives).

two-thirds, four-fifths, one-sixth

3. Hyphenate quarters of the compass.

north-west, south-east

4. Words with prefixes such as anti-, neo-, non- and pro- should generally be hyphenated.

anti-American, non-existent, non-violent, pro-European

Exceptions are:

nonconformist, nonplussed, neoclassicism, neolithic, neologism

5. Hyphenate all nouns formed from prepositional verbs. A prepositional verb is one which is extended or changed in meaning by the use of a preposition. When such a verb is used as a noun, it is always hyphenated.

At the end, the chairman will round up the discussion. (verb)

The discussion ended with a round-up by the chairman. (noun)

Other examples in common use are:

build-up, get-together, take-up, scaling-up, set-up, knowledge-building

6. Hyphenate adjectives composed of two or more words.

day-to-day problems, up-to-date information, ten-year conflict, French- and Italian-speaking journalists, tsunami-affected countries, best- and worst-funded disasters

Note the difference between simple adverbial use and the adjectival form.

The secretariat is well organized.

A well-organized secretariat will make a greater impact.

7. Use hyphens with short adverbs only, for example, well, ill, most.

well-organized secretariat, ill-advised action, most-favoured nation

8. Omit the hyphen with adverbs ending in -ly.

the relatively expensive drugs, the increasingly active youth programme

English has evolved so that two words have combined to become one word, and some prefixes have merged into their noun or adjective. If in doubt, refer to the *Oxford English Dictionary* (see also: Annex 1 – Preferred spellings).

One-word nouns:

businessman
ceasefire
coastguard
foothold
override
peacekeepers/peacekeeping
subcommittee
toolkit

Some nouns with two hyphens:

no-man's-land
prisoners-of-war

The presence of a hyphen can change the meaning of some words and phrases:

represent (= act as, stand for, fill the place of)
re-present (= present again)
resort to (= turn to)
re-sort (= sort again)
the little-used car (= the car is not used often)
the little used car (= the small second-hand car)
30-odd people (= about 30 people)
30 odd people (= 30 people who are odd)

Some examples of words made up of two unhyphenated words:

air force
case study
coal miner
common sense (noun) *but* **common-sense** (adjective)
death toll
think tank
steel worker
web site

Some examples of words made up of two hyphenated words:

drawing-board
fund-raiser
information-sharing
life-long
know-how
knowledge-sharing
policy-maker
well-being

Another important use of the hyphen is to mark word breaks at the end of lines. Avoid using too many word breaks as they slow down reading speed. When you hyphenate, break words into their constituent parts and avoid making unintentional words such as **butt-ress**.

1.4 Accents

1. Only include the accent on foreign words that have become accepted in English if omitting the accent would change the pronunciation. Include the accent for **café**, **cliché** and **façade**, but not for **elite**. If in doubt, refer to the *Oxford English Dictionary*.

2. Accents should always be used on foreign names.

José Luis Rodríguez Zapatero

1.5 Prefixes

1. The normal rule is to use a hyphen to avoid a doubling of the same vowel.

re-elect, pre-empt

but **readopt**, **coexist**, **prearrange**

2. Usage has changed in recent years so that the *Oxford English Dictionary* and *The New Fowler's Modern English Usage* both abandon the hyphen in **cooperate**, **coordinate**, but retain it in words such as **co-opt** where pronunciation is a problem.

1.6 Double consonants

1. Consonants are often doubled when a suffix is added.

expel, **expelled**

fulfil, **fulfilled**

rebel, **rebellious**

quarrel, **quarrelling**

2. All other consonants are doubled when the pronunciation stress falls on the final vowel before the suffix.

regret, **regretted**, **regrettable**

commit, **committed**, **committing**

but **credit**, **credited**, **creditable**

Note: beware of some words which are both nouns and verbs, and pronounced differently, for example, **object**, **project**. The noun is stressed on the first syllable and the verb on the second. Here the rule does not apply - the suffix form is **objected**, **projecting**.

2. Standard usage

2.1 Apostrophes

The apostrophe is used in English to:

- indicate possession
- indicate that something is omitted or contracted

Do not confuse it's (it is), with its (the possessive pronoun).

It's a successful institution. Its staff members are motivated and its programmes are well planned.

1. Use the normal possessive ('s) after singular words, but **not** after names that end in s.
the delegate's report; the manager's decision; the boss' car; The Italian Red Cross' headquarters, Professor Jones' lecture

2. Use the normal possessive ('s) after plurals that do not end in s.
children's toys, people's complaints, the women's hats, the media's attention

3. Use the plural possessive (s') on plurals that end in s, including plural names that take a singular verb.
the bosses' cars, the Joneses' house, Reuters' data, Barclays' corporate responsibility

4. Although singular in other respects, the United States, the United Nations, the Philippines etc., have a plural possessive apostrophe.
The United States' new training centre for first aid.

5. Use an apostrophe for the meaning 'worth of'.
He has five years' experience.
He will go on mission in a month's time.

Sometimes in modern English, the possessive is avoided by using the noun as an adjective. For example:

The IFRC's zone office in Budapest (proper possessive)
The IFRC zone office in Budapest

Both are common, but the first is preferred. The second form is sometimes used when there is no acceptable adjective.

Omission or contraction

1. The apostrophe is also used to show something is omitted. For formal writing, do not use contraction.
it's (it is), **it'll** (it will), **I'd** (I would)

It is no longer necessary to write **'phone**, **'cello** or **'plane**.

3. Do not put apostrophes in decades or abbreviations which are straight plurals.
NGOs, the 1990s, OSGs, CD-ROMs

2.2 Punctuation

Full stops, commas, brackets, en dashes and exclamation marks.

1. Do not use full stops in abbreviations and acronyms.

UN, ICRC, WHO

One important exception is for post office box numbers in addresses.

P.O. Box 372

2. Use full stops in lower case abbreviations such as **e.g.** and **i.e.**

3. Do not use full stops after titles such as **Dr, Mr, Ms, Mrs**

For royal titles, use the following abbreviations:

HH (His Highness or Her Highness)

HIH (His Imperial Highness or Her Imperial Highness)

HIM (His Imperial Majesty or Her Imperial Majesty)

HM (His Majesty or Her Majesty)

HRH (His Royal Highness or Her Royal Highness)

HSH (His Serene Highness or Her Serene Highness)

Please do not abbreviate His Excellency Ambassador Smith

4. The position of the comma can change the meaning of a sentence.

However, we learnt it was going to be a slow process.

However we learnt, it was going to be a slow process.

5. Use commas after expressions of time when they begin a sentence.

Yesterday, the secretary general met a delegation from the Colombian Red Cross Society.

On 26 December 2004, the tsunami struck.

6. Do not use a comma before 'and' in lists.

The emergency kit contained jerry cans, cutlery and blankets.

There are exceptions for reasons of sense.

The emergency kit contained jerry cans, knives and forks, and blankets.

I would like to thank my parents, Hillary Clinton, and Nelson Mandela.

The *Oxford English Dictionary* describes parenthesis as "a word, clause or sentence inserted as an explanation or afterthought into a passage which is grammatically complete without it, and usually marked off by brackets, dashes or commas".

7. Use commas for a routine, weak parenthesis.

A survey conducted by FAO, in November 2008, found that...

All staff, including part-timers, can benefit from...

8. To mark a strong but unemphatic parenthesis, usually to explain rather than to comment, use round brackets.

The next growing season (January to March) is expected to...

The Disaster Relief Emergency Fund (DREF) was set up to...

9. When the parenthesis forms part of a sentence, the full stop comes after the second round bracket (as here).

(However, when the whole sentence is a parenthesis, as here, then the full stop comes before the second bracket.)

10. For a parenthesis that is added by the writer or editor, either to explain or to comment, use square brackets.

According to the report: “The reduced availability of transportation and curfew [due to the conflict] had a significant impact on...”

11. To mark a strong and emphatic parenthesis, to comment rather than to explain, use en dashes.

The other organizations – the vast majority NGOs – were prevented from operating in the area.

12. Do not use exclamation marks in serious, non-fiction writing.

Colons

1. Use a colon to separate a general statement from specifics, usually putting the general statement first.

The delegates distributed necessary relief items: blankets, stoves and hygiene parcels.

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

She said: “It will never work.”

He retorted that it had “always worked before”.

3. Use a colon for antithesis or contrasts.

The rich get richer: the poor get poorer.

4. Colons are also used to introduce bulleted lists and numbered lists (see also: Bulleted lists and numbered lists).

Bulleted lists and numbered lists

Lists that are not whole sentences should start with lower case. Do not add full stops, semicolons or commas at the end of the bullet. Such lists should start with either all nouns or all verbs. Do not mix nouns and verbs if at all possible.

1. In lists that include infinitive verbs, ensure ‘to’ appears before the colon (not semicolon) and is not repeated each time.

The regional conference is a unique opportunity to:

- **identify and analyse major challenges**
- **pledge to address the determinants of health and coordinate action**
- **reach out to vulnerable communities**
- **tackle social exclusion and discrimination.**

2. In general, use bullets not numbers unless the number of items is important.

Such an approach constitutes three main elements:

1. **ensuring effective, evidence-based subsidies for agricultural inputs**
2. **enhancing market access for inputs and outputs**
3. **strengthening the linkages between science and policy.**

3. If lists are whole sentences, start each item with a capital letter and end with a full stop.

The study highlighted the following issues:

- **Strategy 2010** is felt to have helped focus activities to strengthen community-based responses.
- A regional or sub-regional focus and support network is seen as helpful and has been successful in some areas.
- There is a high degree of donor-dependency and a lack of effective marketing to potential donors.

2.3 Dates, time, numbers, measurements and currencies

Dates

1. Use the British date format and not the American one. Format dates in the following order and style: day, month, year.

2 May 2006, 12 August 2006 (*not* 2nd May 2006 or 12th August 2006 or August 12, 2006)

Note: 10.12.06 means 10 December 2006 in Britain and 12 October 2006 in the United States.

2. Do not use figures for dates.

3. When using a date range with a preposition, use 'to' and not an en dash.

From 2005 to 2006 (*not* from 2005–2006).

4. Write out date ranges in full, using an en dash (–) not a hyphen (-) to separate the years.

1998–1999 (*not* 1998–99)

5. Use: **the 1990s (or nineties), a woman in her 30s, her 33rd birthday.**

6. When writing about centuries, spell out to tenth century and use figures from 11th century onwards.

seventh century

21st century

Time

1. Use the 24-hour clock written as **16:30** (*not* 16h30 or 16.30).

Numbers

1. Write out in full numbers up to ten.

There were six refugee camps in the country.

We needed ten trucks to make the deliveries.

2. Use figures for numbers from 11 and above.

The river was 15 kilometres from the camp.

3. Use figures for numbers below and above ten in the same sentence.

There were 19 small ones, 10 medium-sized and 8 large.

4. Use figures with percentages.

7 per cent, 8.2 per cent, between 5 and 15 per cent

5. Use figures for sums of money.

The centre cost 60,000 Swiss francs to build.

6. Use figures for resolutions and articles.

Article 1 states that...

Resolution 12 of the IFRC's code.

7. Use figures for the results of a vote.

Resolution 15 was adopted with 45 votes for, 7 against and 3 abstentions.

8. Use figures with the words million, billion, etc.

6 million people, 1 billion Swiss francs

9. Never start a sentence with a figure. Write the number in words instead, or turn the sentence round.

Seventeen children were rescued.

The number of children rescued was 17.

10. Write out in full numbers used figuratively.

I've told them a hundred times.

11. Write **million** in full unless **m** is obvious by the context. Use **bn** or **billion** to mean a thousand million.

12. Use commas with numbers of four digits and over in general text.

19,650

12,000,000

13. Use figures for decimals, using a full stop.

6.7, 120.33, 0.25 (*not* .25)

14. Hyphenate fractions and spell out in words.

two-thirds, one-eighth, thirteen-sixteenths

15. Use common fractions or percentages rather than decimals where possible.

The staff members at the school are three-quarters women.

16. Write **per cent, percentage**. In tables, use the % sign to save space.

17. Do not use Roman numerals. Not everyone is familiar with them and their use is unnecessary. However, there are situations where convention requires them to be used.

Queen Margrethe II of Denmark

Where Roman numerals appear in the title of a conference or other events, they should be maintained.

VII International Conference (*not* 7th International Conference)

XII Asian Games (*not* 12th Asian Games)

Note: **Second World War** (*not* World War II)

Measurements

1. Except when the specific context demands it, use metric forms in the English spelling.

metres, litres, *not* meters, liters

tonnes, *not* metric tons or MT (Ton = US or Imperial ton)

kilometres (km), kilograms (kg), hectare (ha)

centimetres (cm), millimetres (mm)

2. When writing out measurements, the figure should be followed by a space then the unit of measurement.

300 kilometres, 50 kilograms, 20 hectares

3. When using the abbreviated form, there should be no space after the figure.

300km, 50kg, 20ha

Currencies

1. The IFRC mainly works in Swiss francs and uses this currency in its documents and publications. For ease of comprehension, please include a conversion of the amount in US dollars and euro.

The IFRC is appealing for 100,000 Swiss francs (84,500 US dollars/65,000 euro).

Note: never use the symbol '\$' on its own to represent the dollar, as the dollar is also the name of the official currency of other countries and regions, including Australia, Canada, Hong Kong and New Zealand. For greater clarity, write out in full, e.g. **750,000 Australian dollars**.

2. Leave a space between the currency and the amount.

6 billion euro; 70,000 Swiss francs, 15 US dollars.

3. If using **CHF** in a table, add a footnote explaining **CHF = Swiss francs**.

4. For less common currencies, use the full name with the abbreviation* in round brackets at the first mention.

20 Malawi kwacha (MWK)

The abbreviation should be used thereafter, followed by the amount.

MWK 3,000

*Refer to the International Organization for Standardization (ISO) list for currency names and their associated three-letter codes.

2.4 Italics and quotations

Italics

Italics are used for foreign words and the titles of publications. Use sparingly if writing for the web.

1. There is no clear-cut definition of a foreign word. If it has become thoroughly anglicized, such as **status quo**, **ad hoc** or **apartheid**, it does not need italics. Newer, less familiar words may take italics.

2. Use italics for the titles of books, newspapers and publications, plays, radio and television programmes, and films. If the definite article (the) is part of the title, then this should also be italicized.

The Times of India, The Daily Telegraph, The Economist
but the *Financial Times*, the *New Straits Times*, the *Yorkshire Post*

3. Use italics for the names of IFRC publications and documents. However, a distinction needs to be made between publications and documents, which take italics, and policies, guidelines and initiatives, which do not.

The Federation of the Future, Strategy 2020, World Disasters Report, the Seville Agreement
but *Global Water and Sanitation Initiative*, Emergency response policy

Quotations

1. IFRC style is to use double quotation marks.

“This is the worst earthquake this century,” the secretary general said, “and the people affected will require long-term help.”

2. Whether the punctuation at the break comes within the quotation marks or outside is determined by the punctuation in the original statement.

“The challenge is enormous,” he said; “we have to meet it.”

“The challenge is enormous”, he said, “and we have to meet it.”

3. When quoting someone for the first time, introduce them before the quote.

Peter Rees, head of the IFRC operations support department, says: “The IFRC is independent from the UN and does not appeal via a UN mechanism.”

Note: because the quote is a complete sentence, it is introduced by a colon, it starts with a capital letter and the full stop comes before the second quotation mark.

4. Quotations within quotations take single quotation marks.

He said: “I really meant to say, ‘I’m sorry’.”

5. Keep the original spelling in quotations. This mainly applies to American forms, but also spellings that have changed in standard English: **Beijing/Peking**.

2.5 References and bibliographies

Published works should be listed in alphabetical order. Examples of IFRC style for references and bibliographies, covering a range of different types of sources, are listed below. Follow the formatting given, depending on the type of source quoted.

1. For books:

Ariyabandu, Madhavi Malalgoda and Wickramasinghe, Maithree. *Gender Dimensions in Disaster Management*. New Delhi: Zubaan Books, 2005.

Foy, C. and Helmich, H. (eds.). *Public Support for International Development*. Paris: OECD, 1996.

2. For articles in journals and magazines:

Loyn, D. ‘No easy answers’ in *Developments*. Department for International Development, London, June 2006.

Marcus, D. ‘Famine Crimes in International Law’ in *American Journal of International Law*, Vol. 97, pp. 245–281, 2003.

3. For newspaper articles:

Bowcott, O. ‘4,000 refugees believed drowned at sea every year’, *The Guardian*, 9 October 2004.

Steinhauer, J. ‘Storm Evacuees Strain Texas Hosts’, *The New York Times*, 20 April 2006.

4. For news reports:

BBC. *Chad refugee crisis ‘overlooked’*, BBC News, 10 May 2005.

Reuters. *Malawi leader declares disaster over food crisis*. London, 15 October 2005.

5. For official papers and reports:

UNICEF. *Humanitarian Situation Update*. Paper presented to the National Food Crisis Task Force, Lilongwe, April 2006.

European Parliament, Directorate General – External Policies Human Rights Unit. *Report on the visit of an ad hoc delegation to Tripoli, Libya on 4 to 6 December 2005*.

2.6 Place names

Countries

1. Use the English form in the Red Cross Red Crescent directory, which includes the correct formulation in English of National Society names.

Gambia *not* The Gambia

Lebanon *not* the Lebanon

Myanmar *not* Burma

Sudan *not* The Sudan

Timor-Leste *not* East Timor

Ukraine *not* The Ukraine

Viet Nam *not* Vietnam

Cities and other places

1. Use the standard English spelling, not the original language.

Basle, Berne, Lyons, Marseilles, Antwerp, Hanover

2. Use the new form of spelling in English for certain place names.

Beijing *not* Peking

Mumbai *not* Bombay

If in doubt, refer to the *Oxford English Dictionary*.

2.7 Abbreviations and acronyms

1. Well-known abbreviations or acronyms do not need to be written in full.

USA, UNESCO, OECD, ICRC, UNICEF, WHO

2. In other contexts, use the full name with the abbreviation in round brackets at the first mention, and use the abbreviation thereafter.

The Kenya Broadcasting Corporation (KBC) was created...

3. Avoid the heavy use of acronyms and abbreviations by using words such as ‘the agency’ or ‘the organization’ if it is clear what is being referred to.

4. Use upper and lower case for abbreviations which can be pronounced and which use more than initial letters.

Interpol

5. Do not use full stops or apostrophes in acronyms and abbreviations such as **ICRC, NGOs, NATO**

6. When referring to the IFRC, write out in full in the first instance – **International Federation of Red Cross and Red Crescent Societies (IFRC)** – and then shorten to **IFRC**.

7. Use Federation on its own only if it used as an adjective.

Capacity building is a Federation-led process.

8. Similarly, do not use RCRC (and never use RC/RC). Expand to **Red Cross Red Crescent**.

9. **National Society** should be written out in full and never abbreviated to NS.

10. However, write **Participating National Society** in full at the first mention with the abbreviation **PNS** in parenthesis if you intend to use the abbreviation thereafter. If you do not intend to use the abbreviation in the rest of the document, then do not place this in parenthesis.

11. Do not use jargon. For example, **water and sanitation**, as in **water and sanitation programmes**, should be written out in full and never abbreviated to WatSan or watsan.

2.8 Collective nouns

1. Some English writers use a plural verb after some nouns with a collective sense, for example, "the government are..." Do not imitate. If the sense is a single entity, use a singular verb. This is true for all governments, companies and organizations.

The IFRC's General Assembly is...

The United Nations is...

The Philippines is...

The government has...

The management is...

2. For the word 'number' itself.

The number of casualties is increasing by the hour.

but

A number of villagers are prepared to relocate.

2.9 Titles

1. Because national usage varies so greatly, do not use titles if possible. On second mention, repeat the person's full name or use the personal pronoun.

John Smith has written an interesting book on humanitarian aid.

He looks at the problems facing...

This is John Smith's second publication...

2.10 IFRC departments and job titles

1. There is some confusion as to how the names of IFRC departments should be written. In general, use lower case when referring to the specific names of departments.

The communications department has...

2. Use lower case when referring in general terms to the role or function of a department.

The IFRC's finance department has...

3. Use lower case when referring to the department in general terms.

The department has...

4. Use capitals for job titles when writing out the person's name, followed by their job title.

Joe Brown, Senior Officer

5. When referring to their job title in passing, use lower case.

Joe Brown, the IFRC's senior officer responsible for...

(see also: 1.2, Capitalization)

2.11 Miscellaneous points

That or which

1. Use 'that' in defining clauses.

The houses that the IFRC built have provided a new home for more than 200 families.

2. Use 'which' in informative clauses.

The houses that the IFRC built, which are made of bamboo, have provided a new home for more than 200 families.

As a general rule, if a clause cannot be deleted without removing information essential to the sentence, preface it with 'that'. If the information in the clause can be omitted without rendering the main clause meaningless, then preface it with 'which'.

3. Never use 'that' or 'which' to refer to a person.

4. Avoid the unnecessary use of 'that'.

She said she was going to...

not She said that she was going to...

Forward slash

1. Do not use / (forward slash) to mean 'or'.

Fewer, less

1. For countable nouns, use 'fewer'.

There were fewer children than teachers.

2. For non-countable nouns, use 'less'.

There was less wine than water.

Ampersands

1. Do not use the ampersand (&) unless for book titles and authors, or if it forms part of an organization's name. Use 'and' for running text

Standard & Poor's

The IFRC's principles and values department.

Web addresses

1. Most (but by no means all) web addresses and the online locations of documents, etc. begin with <http://>. Write all such addresses without this prefix as it is generally assumed that the full address will begin with <http://>.

www.ifrc.org (*not* <http://www.ifrc.org>)

www.unicef.org (*not* <http://www.unicef.org>)

2. Write out all other addresses in full.

<https://fednet.ifrc.org> (*not* fednet.ifrc.org)

3. Use a full stop after a web address when this appears at the end of a sentence.
For more information, visit www.unicef.org.

E-mail addresses

1. A person's name is not always apparent from their e-mail address. When quoting an e-mail address as a contact, quote the person's name. Add a full stop when the e-mail address appears at the end of a sentence.

For more information, contact Jean-Charles Chamois at jc.chamois@ifrc.org.

Due to, owing to, because

1. At the beginning of a sentence, use 'owing to' or 'because of'.

Owing to a lack of funding, the centre had to close.

Because of the sensitive nature of the subject, little hard data is available.

2. Use 'due to' mid-sentence.

He resigned due to differences of opinion.

Trade marks

A trade mark is a brand, symbol or word registered and protected by a manufacturer by law in order to prevent others from using it, for example, Fibreglass, Land Rover, Scotch Tape.

1. Do not use trade marks unless they are important to the text. Use a generic equivalent instead.

Over, more than

1. Use 'more than' rather than 'over'.

The earthquake affected more than 75,000 people.

Not The earthquake affected over 75,000 people.

3. A few usage problems

3.1 The passive voice

The passive voice can be pompous in English and should be used with care. It can also be difficult for translators.

The impersonal passive (it is thought that... it is believed that... it appears, etc.) is often used by writers to obscure a lack of information, or to fudge an issue. For example: "It is reported from Kisangani that 30 people were killed by rebels."

This should be avoided, as it implies that the IFRC is unsure of its story or is relying on unsubstantiated information. This will undermine our authority and damage the organization's credibility.

There is a place for the passive in English, but if the active voice can be used, use it.

Pompous and ugly: "Please be advised that..." is very ugly, "It should be understood that..." is very pompous.

3.2 Sub-clauses

Long and complicated sentences can lead to confusion and can cause problems for translators. Sentences such as the following are simply poor English:

Although the roads were passable, and despite the best efforts of the National Society and the regional delegation, even with its depleted manpower as a result of sickness, to find enough trucks, the tents were not delivered until Thursday.

Write instead: **Although the roads were passable, the tents were not delivered until Thursday. This was despite the best efforts of the National Society and the regional delegation to find enough trucks, with their depleted manpower resulting from sickness.**

3.3 Foreign-language sentence structures used in English

Beware of importing sentence structures from other languages.

not After having received the information, the director...

Write instead: **After receiving the information, the director...**

3.4 Split infinitives

Split infinitives are quite common in spoken English and are no longer condemned by the *Oxford English Dictionary*. Fans of television series *Star Trek* will be aware of one of the most common forms of split infinitive: "to boldly go..."

Split infinitives can be distracting and misleading when they weaken the force of the verb rather than strengthening it:

We need to completely and extensively review the policy.

Write instead: **We need to review the policy completely and extensively.**

But sometimes the split infinitive is the best option:

The campaign was the first to really unite the Movement.

References

The following are useful reference books:

Dictionaries

There are many versions of the *Oxford English Dictionary*:

- The *New Oxford Dictionary of English* is the version to be used as reference for IFRC usage. It includes much of the reference dictionary and is more extensive than the concise version. It also includes usage guidance and is available as a CD-ROM.
- The *Shorter Oxford English Dictionary* is the fullest popular version of the full dictionary. It comes in a two-volume format and is also available as a CD-ROM.
- The *Oxford English Reference Dictionary* is essentially the concise dictionary plus an extensive reference section. It is very useful for all general reference needs.
- The *Concise Oxford English Dictionary* is traditionally the standard format for most offices. It is also available as a CD-ROM.
- The full *Oxford English Dictionary*, which consists of 20 volumes, is considered the authority on the development of the English language. The dictionary is also available online (by subscription) and as a CD-ROM.

Reference

- *The New Fowler's Modern English Usage*, third edition. It must be the third edition. This is by far the most authoritative guide to usage, updating the standard of the original *Fowler's* to take account of modern and global English usage.

If you are interested in the principles of plain English, you can find out more by visiting the Plain English Campaign web site at www.plainenglish.co.uk.

Top ten mistakes

1. International Federation, Federation or IFRC

Use the full name of the organization, the International Federation of Red Cross and Red Crescent Societies, or shorten to IFRC. Use Federation on its own only if it is used as an adjective.

- ☐ The Federation's secretariat is based in Geneva.
- ☒ The IFRC's secretariat is based in Geneva.
- ☐ The Federation is the world's largest humanitarian organization.
- ☒ The International Federation of Red Cross and Red Crescent Societies is the world's largest humanitarian organization.
- ☒ The IFRC is the world's largest humanitarian organization.

2. Red Cross Red Crescent, RCRC or RC/RC

Write Red Cross Red Crescent in full. Never abbreviate to RCRC or RC/RC.

- ☐ There have been a range of RCRC activities in East Africa.
- ☒ There have been a range of Red Cross Red Crescent activities in East Africa.

3. Overcapitalization, particularly in headings

House style is minimum capitalization.

- ☐ Our Measles Programmes (heading)
- ☒ Our measles programmes
- ☐ She set up a Working Group.
- ☒ She set up a working group.

4. Overuse of definite articles

Avoid the unnecessary use of the definite article (the) with abbreviations and acronyms.

- ☐ The WHO is reviewing the policy.
- ☒ WHO is reviewing the policy.
- ☐ The ICRC assists displaced civilians.
- ☒ ICRC assists displaced civilians.

5. Inverted commas

Only use inverted commas if you are defining a new term or using a term in a completely different way to its usual meaning.

- ☐ He set up a 'network'. These new 'networks' will expand.
- ☒ He set up a network. These new networks will expand.

6. Apostrophe misuse

Do not use the apostrophe for straight plurals.

- ☐ He became head of delegation in the 1990's.
- ☒ He became head of delegation in the 1990s.
- ☐ They approached five NGO's.
- ☒ They approached five NGOs.

7. Dollars and Swiss francs

Do not use the symbol '\$' on its own to represent the dollar, as the dollar is also the name of the official currency of other countries and regions. Write it out in full.

☐ **The 2007 target of the Australian Red Cross' appeal is \$9 million.**

☒ **The 2007 target of the Australian Red Cross' appeal is 9 million Australian dollars.**

Write out Swiss francs in running text. The abbreviation CHF may be used in tables to save space. If using CHF in a table, add a footnote explaining CHF = Swiss francs.

☐ **An additional CHF 150,000 was allocated from the Disasters Relief Emergency Fund (DREF).**

☒ **An additional 150,000 Swiss francs was allocated from the Disasters Relief Emergency Fund (DREF).**

8. Per cent and %

Use per cent. In tables, use the % sign to save space. (Note: percentages are always written in figures.)

☐ **Private funds given through NGOs accounted for 23% of all tsunami donations.**

☒ **Private funds given through NGOs accounted for 23 per cent of all tsunami donations.**

9. Misuse of the ampersand

Do not use the ampersand (&) unless for book titles and authors, or if it forms part of an organization's name (but not an IFRC department). Use 'and' for running text.

☐ **The UN has declared access to safe water & sanitation a human right.**

☒ **The UN has declared access to safe water and sanitation a human right.**

10. Double spacing

Once used in the days of mechanical typewriters, double spacing is now not necessary as modern word processing packages automatically adjust the tracking between characters. Always use a single space after comma and full stop. Always carry out a search on a double space and replace with a single space once you've finished a document.

Annexes

Annex 1

IFRC preferred spellings

This is an alphabetical list of some common problem words and expressions. If a word is not in this list, consult the *New Oxford Dictionary of English*. The most important point to bear in mind is that usage should be consistent throughout a manuscript.

A

ad hoc (*not italic*)
advertise/advertisement
advice (noun)
advise (verb)
ageing
analyse
anglocentric
antenatal
anti-personnel
anti-retroviral therapy (ART)
apprise
Aral Sea
but the Black and the Aral seas
arise
Atlantic Ocean
but the Pacific and the Atlantic oceans
audiovisual
authorize/authorization
awareness-raising

B

back-up (noun)
back up (verb)
better- (adjective)
 (*as in* better-coordinated disaster response)
bilingual
billion = thousand million
blood donor
 but blood-donor centre
Bosnia and Herzegovina
break-up (noun)
break up (verb)
businessman
by-law

C

capacity building
capitalize
cardiopulmonary resuscitation
caregiver/caregiving
case study
cash for work (CFW)
catalyse
categorize
CD-ROM
ceasefire
central Africa
Central African Republic
Central America
central Asia
central Europe
centralize
centre
century: from first to tenth century, number spelt out; thereafter in figures: 20th century, etc.
Chancellor Merkel
but the chancellor said...
changeover (noun)
change over (verb)
childbirth
childcare
coastguard
coexist
co-management
community-based first aid (CBFA)
community-based health worker (CBHW)
comprise
compromise
computerize
Congo, the Democratic Republic of the
Congo, the Republic of the
cooperate/cooperation
coordinate/coordination
Côte d'Ivoire
 not Ivory Coast
criticize

D

data: a plural word, so data were collected...
data bank/database
dates: *a/ways* day, month, year (for example, 20 March 2007)
death toll
debt relief (noun)

but debt-relief process (adjective)
decision-maker/decision-making
demise
department(s) (in the IFRC): *a/ways* lower case, *so* Africa
department, health department, communications department, etc.
(see also: 2.10, IFRC departments and job titles)
dependant (noun)
dependent (adjective)
despise
destabilize
devise
diarrhoea
disenfranchise
disguise

E

East (the)
but the earthquake struck the east of the province
East Africa
eastern Africa
east Asia
Eastern (of or relating to the East)
Eastern bloc (historical)
eastern Europe
e-commerce
economize
e.g., (with full stops and followed by a comma)
El Salvador (capital: San Salvador)
e-mail
emergency obstetric care (EOC)
emphasize
en bloc (*not* italic)
enfranchise
enquiry (Note: use enquiry for the act of asking a question, especially of a person; use inquiry when referring to an investigation, especially an official one)
en route (*not* italic)
enterprise
equalize
etc. (with full stop and followed by a comma in the middle of a sentence)
euro (currency)
eurocentric
excise
exercise
ex officio (*not* italic)
extranet (lower case e)

F

far-reaching
feedback
Federation of the Future, The
female genital mutilation (FGM)
fertilize
finalize
first aid
 but first-aid courses
 (*never* First Aid with initial capitals)
first-class
first-hand
first-rate
flood waters
flood plain
floodgate(s)
...fold (*as in* twofold, tenfold)
focused, focusing (*not* focussed, focussing)
food security (FS)
follow-up (noun)
follow up (verb)
foothold
forego (to precede)
forever
forgo (to relinquish, give up)
formalize
formulas
 but formulae (scientific or mathematical)
forums (*never* fora)
front line
 but front-line operations
fulfil/fulfilment
full time
 but full-time job
Fundamental Principles of the International Red Cross and Red Crescent Movement
 but the fundamental principles (see page 6)
fund-raise, fund-raising, fund-raiser

G

galvanize
generalize
General Assembly (of the IFRC)
 but the Irish Red Cross's general assembly
(Note: to avoid confusion, always specify United Nations General Assembly/UN General Assembly)
goodwill (of a firm)
 but good will (virtuous intent)
grass roots

but at the grass-roots level
guideline(s)
Gulf war

H

haemorrhage/haemorrhagic
half-hour
but half an hour
handbook
hand-picked
hard-line
hardest-hit countries
but the hardest hit are....
harmonize
head of zone
healthcare
high-income countries
high-quality products
but the product is of high quality
high-risk areas
 but the community is at high risk
hi-tech material
HIV-positive
home-based care (HBC)
Hong Kong Special Administrative Region, China (or Hong Kong, China in non-official texts)
human development index (HDI)
Hurricane Katrina
but a hurricane hit the region

I

i.e., (with full stops and followed by a comma)
ill-advised
ill health
immunize
improvise
inasmuch as
incise
industrialize
infant mortality rate (IMR)
information-sharing
inquiry (Note: use inquiry when referring to an investigation, especially an official one;
 use enquiry for the act of asking a question, especially of a person)
insecticide-treated net (ITN)
in so far as
institutionalize
interact/interaction

intergovernmental
internally displaced people (IDPs)
international non-governmental organization (INGO)
internet (lower case i)
interpersonal
interracial
interregional
interrelate
interstate
intertribal
intranet (lower case i)
intra-regional
Iran, the Islamic Republic of

J

jeopardize

K

Kazakhstan
Korea, Democratic People's Republic of (North Korea)
Korea, Republic of (South Korea)
Kosovo (territory, *not* country)
know-how
Kyrgyzstan

L

labour-intensive
laissez-faire (*not* italic)
laissez-passer (*not* italic)
Lao People's Democratic Republic
landlocked
landmine
landslide
large-scale operation
but on a large scale
Latin America
learnt (*not* learned, *as in* lessons learnt)
least developed countries
leukaemia
-level
(*as in* district-level clinics)
Libyan Arab Jamahiriya
licence (noun)
license (verb)
life-
(*as in* life-threatening illness)

Life-saving/life-saver
lifestyle
like-for-like
 (*as in* like-for-like comparison)
localize
long-lasting insecticidal net (LLIN)
long term
but long-term trends
loophole
low-income countries
low-tech

M

Macau Special Administrative Region, China (or Macau, China in non-official texts)
Macedonia, the Former Yugoslav Republic of
macroeconomics
Maghreb
 as in the Maghreb region
man-made
manpower
marketplace
market research
materialize
maternal and child health worker
maximize
medium-sized organization
but a small organization, a large organization
megacity
memorize
micro-bank
microcredit
microeconomics
microfinance
micro-project
micro state (no hyphen)
Middle East North Africa (MENA)
middle-income countries
Millennium Development Goal(s) (MDG(s))
minimize
Ministry of Health, Ministry of External Affairs
but the ministries of health and external affairs
mobilize
Moldova, the Republic of
mother-and-child clinic
mother-to-child transmission
mudslide
multicultural

multidisciplinary
multilateral
multinational
multi-purpose
multiracial

N

National Red Cross and Red Crescent Societies (see page 6)
National Society/Societies
but the society/societies (see page 6)
nationwide
needs-assessment survey
but a needs assessment was carried out...
non-cooperation/non-cooperative
non-governmental organization (NGO)
no one (*no* hyphen)
North (the)
but the people live in the north of the country
North Africa
North America
Northern (of or relating to the North)
northern Europe

O

official development assistance (ODA)
offshore
ongoing
online
Organisation for Economic Co-operation and Development (OECD)
organize
orphans and vulnerable children (OVC)
overrate

P

Pacific islands
but a Pacific Islander
Pacific Ocean
but the Pacific and Atlantic oceans
paralyse
patronize
peace talk(s)
peacekeeper/peacekeeping
peacetime
people living with HIV (PLHIV)
people-smuggler
people-smuggling

per cent (use % in tables to save space)
(Note: percentages are always written in figures: 6 per cent, 17.5 per cent)
policy-maker/policy-making
politicize
post-natal
post-traumatic stress disorder
post-war
power-sharing
practice (noun)
practise (verb)
premise
prenatal
primary healthcare
Prime Minister Morgan Tsvangirai
 but the prime minister agreed...
prioritize
prise (to force open)
privatize
prize (to value highly)
problem-solving
programme
 but a computer program
profit-sharing
promise
-prone
(*as in* a disaster-prone area)
pro rata
 but on a pro-rata basis (*not* italic)
psychosocial
publicize

R

radioactive/radioactivity
raise
realize
real time
 but real-time assessment
recognize
Red Cross Red Crescent (see page 6)
 never RCRC or RC/RC
regionalize
-related
(*as in* pregnancy-related diseases)
represent
 but re-present (to present again)
-resistant
(*as in* drug-resistant tuberculosis)

revise
revitalize
rise
River Thames
but the Indus and Amazon rivers
round table
 but round-table talks
Russian Federation

S

Sahel
 as in the Sahel region
scaling-up (noun)
 but to scale up (verb)
schoolchild/schoolchildren
but a pre-school child
search and rescue
 but a search-and-rescue team
Second World War (*not* World War II)
secretariat (of the International Federation)
Secretary General Bekele Geleta
but the secretary general said... (see page 6)
secretaries general (plural)
(Note: the UN secretary-general)
self-interest
Senator Jones
but the senator said...
sensitize
sexually transmitted infection (STI)
short-term losses
but in the short term
sister society/societies (see page 6)
skilled birth attendant (SBA)
small-scale project
but on a small scale
South Africa (the country)
 but southern Africa (the region)
South America
South Asia
South (the)
but the south of the region was flooded
South-East Asia
Southern (of or relating to the South)
southern Africa
specialize
stabilize
standardize

starting point
state(s)/states party (see page 4)
but New York State, the State of New South Wales
stationary (not moving)
but stationery (paper, envelopes, etc.)
Strategy 2010 and *Strategy 2020*
subcommittee
subcontinent
subnetwork
subregion/subregional
sub-Saharan Africa
subsidize
sub-standard
subtotal
summarize
supervise
surmise
Syrian Arab Republic

T

Taiwan, China (refer to as 'area' *not* 'country')
Tanzania, United Republic of
task force
team player
team spirit
teamwork
televise
think tank
Timor-Leste (*not* East Timor)
toolkit
traditional birth attendant (TBA)
traumatize
tsunami
 (*as in* Indian Ocean tsunami)
Tsunami Evaluation Coalition (TEC)
Turnout

U

ultra-
 (*as in* ultra-expensive airlifts)
uncooperative
underpay
underrate
under way
 (*as in* negotiations are under way...)
underuse
up-to-date information

but the information is up to date
urbanize
utilize

V

Viet Nam (*not* Vietnam)
but Vietnamese
visualize
vulnerability and capacity assessment (VCA)

W

wartime
water and sanitation (write out in full, *not* WatSan or watsan)
web
web site
well-being
well-established programme
but the programme is well established
well-functioning National Society/well-functioning National Societies
well-known organization
but the organization is well known
well-established programme
but the programme is well established
West (the)
but the programme was carried out in the west of the country
West Africa
western Africa
western Europe
Western (of or relating to the West)
worldwide

X

X-ray

Annex 2

IFRC terminology

African National Society (write in full, *never* abbreviate to ANS)
Algiers Plan of Action (ApoA)
Annual Appeal
Annual report
Capacity building fund
Cooperation Agreement Strategy (CAS)
Disaster Relief Emergency Fund (DREF)
Emergency Appeal
Emergency Response Unit (ERU)
FedNet (*not* Fednet or fednet)
Field Assessment Coordination Team (FACT)
Fundamental Principles of the International Red Cross and Red Crescent Movement
global alliance
Global Water and Sanitation Initiative (GWSI)
Governing Board
Inter-Agency Standing Committee (IASC)
Inter-American Conference
International Committee of the Red Cross (official abbreviation: ICRC)
International Disaster Response Laws, Rules and Principles programme (IDRL)
International Federation of Red Cross and Red Crescent Societies (write in full or shorten to IFRC, or Federation if used as an adjective)
international humanitarian law (IHL)
National Society (write in full, *never* abbreviate to NS)
new operating model
Operating National Society (write in full, *never* abbreviate to ONS)
Participating National Society (write in full, *never* abbreviate to PNS)
Partner National Society (write in full, *never* abbreviate to PNS)
Progress report
Principles and values
Red Cross Red Crescent (write in full, *never* abbreviate to RCRC or RC/RC)
Standing Commission
Strategy 2010/Strategy 2020
The Federation of the Future
World Disasters Report

Annex 3

IFRC abbreviations and acronyms

ART	anti-retroviral therapy
CAS	Cooperation Agreement Strategy
CBFA	community-based first aid
CBHW	community-based health worker
CFW	cash for work
DREF	Disaster Relief Emergency Fund
EOC	emergency obstetric care
ERU	Emergency Response Unit
FACT	Field Assessment Coordination Team
FGM	female genital mutilation
FS	food security
GWSI	Global Water and Sanitation Initiative
HBC	home-based care
HDI	human development index
IASC	Inter-Agency Standing Committee
ICRC	International Committee of the Red Cross
IDPs	internally displaced people
IDRL	International Disaster Response Laws, Rules and Principles programme
IHL	international humanitarian law
IDU	injecting drug use/rs
IMR	infant mortality rate
INGO	international non-governmental organization
ITN	insecticide-treated net
LLIN	long-lasting insecticidal net
MDG(s)	Millennium Development Goal(s)
NGO	non-governmental organization
MSM	men who have sex with men
ODA	official development assistance
OVC	orphans and vulnerable children
PLHIV	people living with HIV
SBA	skilled birth attendant
STI	sexually transmitted infection
TBA	traditional birth attendant
TEC	Tsumani Evaluation Coalition
VCA	vulnerability and capacity assessment
VCT	voluntary counselling and testing

Annex 4

Words ending in -ize, -ise or -yse

-ize	-ise,	-yse
authorize	advertise	analyse
capitalize	advise	catalyse
categorize	apprise	paralyse
centralize	arise	
computerize	comprise	
criticize	compromise	
destabilize	demise	
economize	despise	
emphasize	devise	
equalize	disenfranchise	
fertilize	disguise	
finalize	enfranchise	
formalize	enterprise	
galvanize	excise	
generalize	exercise	
harmonize	improvise	
immunize	incise	
industrialize	premise	
institutionalize	prise (to force open)	
jeopardize	promise	
localize	raise	
materialize	revise	
maximize	rise	
memorize	supervise	
minimize	surmise	
mobilize	televise	
organize		
patronize		
politicize		
prioritize		
privatize		
prize (to value highly)		
publicize		
realize		
recognize		
regionalize		
revitalize		

sensitize		
specialize		
stabilize		
standardize		
subsidize		
summarize		
traumatize		
urbanize		
utilize		
visualize		

The Fundamental Principles of the International Red Cross and Red Crescent Movement

Humanity

The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.

Impartiality

It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

Neutrality

In order to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.

Independence

The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.

Voluntary service

It is a voluntary relief movement not prompted in any manner by desire for gain.

Unity

There can be only one Red Cross or Red Crescent Society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.

Universality

The International Red Cross and Red Crescent Movement, in which all societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.



The International Federation of Red Cross and Red Crescent Societies promotes the humanitarian activities of National Societies among vulnerable people.

By coordinating international disaster relief and encouraging development support it seeks to prevent and alleviate human suffering.

The International Federation, the National Societies and the International Committee of the Red Cross together constitute the International Red Cross and Red Crescent Movement.



**Our world is in a mess.
It's time to make your move.**
ourworld-yourmove.org