

ABBREVIATIONS AND ACRONYMS

Accepted Forms Within the United Nations

IN GENERAL:

If the title of an organizational body or agency occurs frequently in a text, it should be written in full the first time (with its abbreviation in parentheses). Thereafter, its abbreviation can be used in the text, e.g., Office of Project Services (OPS).

HOWEVER:

Some titles should ***never*** be abbreviated, even if they appear frequently in the text. These are listed below:

- The United Nations
- The United Nations Office at Geneva
- The United Nations Office at Nairobi
- The United Nations Office at Vienna
- The Economic and Social Council
- The General Assembly
- The Secretary-General
- The Security Council

While in everyday informal conversation (or in e-mail messages), it is common for staff to use abbreviations of the above titles (the UN, UNOG, UNOV, ECOSOC, the GA, the S-G, the S-C... which are NOT acceptable in formal correspondence).

Some United Nations acronyms are almost never written in full: **UNICEF, UNESCO**