YALDA Newsletter Style Sheet

References:
- Country name and attributive:UN Terminology Database – https://unterm.un.org/unterm/portal/welcome
- General spelling: Oxford English Dictionary (online) – www.oed.com
- General Style: University of Ofxord Stye Guide – pdf
- UN Style Manual - http://dd.dgacm.org/editorialmanual (UNDGACM) – to be used to resolve decisions not covered here (where manual and style sheet conflict, defer to style sheet)

General Style
(See Punctuation for How to format titles, e.g. theme statements)
- Headline style for article titles
- Capitalize official titles of persons, councils, commissions, committees, Secretariat units, organizations, institutions, political parties and organized movements; and titles of specific posts
- Quotations that consist of a complete paragraph, or more than five typed lines, are set off as an indented block of text.
- Cardinal directions lower-case in reference to a geographical direction or an area within a country or a body of water (western Mediterranean); but upper-case in reference to a major region or in a political context (West Africa)

Punctuation
- An en dash with space before and after for asides (with the dash – like this)
- An en dash without spaces for ranges (6–7)
- No serial comma (unless needed for lengthy or complex lists to avoid confusion)
- Semi colon for complex lists (serial semi colon ok)
- Double quotations around direct speech
- Single quotations, roman font, for title of articles, initiatives and seminar themes etc
- Place any punctuation which does not belong to the quote outside the quotation marks (unless the punctuation would be required in the full quotation in its original form, or closing punctuation if the end of the quote is also the end of the sentence).
- No periods with initialism (e.g. PO Box, HIV, etc.) or following contracted abbreviations (Mr or Mrs)
- Use a space to separate a person's initials if used in place of their name (e.g. T S Eliot)
- Comma after short introductory adverbial phrases (e.g. "With our decision made, we…"), but NOT with adverbial phrases of time (e.g. "In June we…") (per Oxford editorial guide)

Numbers and Dates
- Numbers 1 through 9 spelled out for cardinal and ordinal, except in measurements, fractions, percent, sum of money; or used with 'million', etc. Numbers over 10 as figures unless at the start of a sentence or approximations
- Percent expressed as symbol '%' in all contexts
- Numbers above 1,000 include a comma after every three digits, up to 999,999. (Then, 1 million, etc.)
- Dates presented in DD Month YYYY format, cardinal dates (e.g. 1 January, not 1st of January)
- Time expressed in 12-hour format with colon, unless on the hour, and periods with a.m. and p.m. (e.g. 3:30 p.m. but 3 a.m.), except *noon* and *midnight* (Per UN style guide)
- Currency abbreviations can be found on https://unterm.un.org/unterm/portal/welcome. For example, $6.50; Can$ 50; $A 12.25; SwF 8.75; €250. *Note: The symbol $ is used to mean United States dollars, and it is not necessary to specify US$ unless there is any possibility of confusion*

Archived Word List
-- <u>Place Names</u>
Cameroon, attr. Cameroonian
Casablanca-Settat (not abbreviated)
Ethiopia, attr. Ethiopian
Ghana, attr. Ghanaian
Kenya, attr. Kenyan
Malawi, attr. Malawian
Nigeria, attr. Nigerian
Rwanda, attr. Rwandan
Table Mountain

-- <u>Organizations</u>
African Export-Import Bank (Afreximbank)
African Union (don't abbreviate, per UNDGACM)
The AfCFTA (article included, like the UN): the African Continental Free Trade Area
Union Constitutionnelle (political party of Morocco)
United Nations Children's Fund (UNICEF)
United Nations Development Programme (UNDP)
United Nations Economic Commission for Africa (UNECA)
United Nations Educational, Scientific and Cultural Organisation (UNESCO)

-- <u>General</u>
bachelor's degree (lower case)
bedevilled (adj)
capitalise
catalyse
centre
change-maker (n., hyphenated per OED)
characterise
civilise / civilisation
co-found / co-founder
co-host (n. and v.)
commercialize / commercialization
co-operate (v.) / co-operation (n.)
COVID-19 (preferred term, all caps, for the viral pandemic of 2020-2021 and the virus which caused it)
democratise
destigmatize
digitalisation
digitise / digitisation
e-commerce
emphasise
endeavour
First World (n, adj – capitalized per OED, not hyphenated in the attr.)
formalize
free market (n) / free-market (adj / attr)
fulfil
grassroots (adj.; closed—contrary to OED, but writer's preference and a cleaner look)
groundbreaking (contrary to OED, but author's preference and a cleaner look)
habitualize

i-Boot camp
industrialise / industrialisation
intergenerational (closed, per OED)
kick off (v.) / kick-off (n.)
leukaemia
long-standing (adj)
master's degree (lower-case)
matchmaking (closed as noun and adj., per OED)
maximise / minimise
multinational
non-profit (n. and adj.)
notarise / notarisation
optimise
organise / organisation
Pan-African (adj) / Pan-Africanist (n)
panellist
per cent (but see "Numbers" style for usnig '%' mark)
programme
realise / realisation
recognise
reimagine
revitalize
self-employment / self-employed
socio-economic
standardize
startup (closed as noun and adj., per OED)
stigmatize
strategise
undergraduate degree (lower case)
underprivileged (adj)
underserved (adj)
Vice-President

Project Word List: Q3 2021

-- <u>Place Names</u>

-- <u>Organizations</u>

-- <u>General</u>
jobless
trend-setter
manoeuvre
outreach
sensitise / sensitisation
subsidise