



**Presentation of  
Cedefop  
manuscripts for  
publication in English**

**March 2007**

# 1. Standardised formats and presentations

All contributions should be prepared and submitted only in MS Word or MS Excel in Times New Roman, electronically and in hard copy (no scanned documents, Adobe, Quark, etc. or embedded objects (such as MS Project) – use only Excel charts). Ensure that language setting when preparing text is set on English (United Kingdom), but note spelling exceptions in the table at the end of this document. The Eurolook electronic template should be used within Cedefop to format manuscripts automatically.

## 1.1. Divisions of the text

To present a well-structured work the text should be broken down into divisions and subdivisions. These should never exceed seven levels (including listed points). If more headings are needed after heading four, use (in roman) may be made of listed point values: (a), (i), •. However, care must be taken to leave the appropriate value(s) to cover listed points.

## 1.2. Example of Cedefop presentation

**Part One** or **I** or **II**, etc. (if appropriate). Use Cedefop template (Eurolook) for creating your document with appropriate heading values.

## 1. Heading one (chapter number)

This space may be used for text, e.g. introduction.

### 1.1. Heading two (section)

Listed points should be introduced by a full sentence and have the following features:

- (a) introduce the list with a colon;
- (b) label each item with a small letter in parentheses;
- (c) start each item with a small letter;
- (d) end each one with a semicolon;
- (e) put a full point at the end.

List of short items (without main verbs) should be presented as follows:

- (a) introductory colon,
- (b) no initial capitals,
- (c) end line with a comma,
- (d) close with a full point.

Multiple listed points should never exceed three levels:

(a) each level is indented:

(i) begin indent with a colon:

- end each item with a semicolon;

(ii) put a full point at the end.

Bullets may be used for special emphasis, but in no circumstances should dashes (en rules) be used – either for emphasis or in lists.

### 1.1.1. Heading three (section)

References to footnotes in running text appear as a figure in superscript between parentheses with the same value as the text, preceded by a fixed space and followed by any punctuation. References to Cedefop<sup>(1)</sup> also appear in the Commission communication<sup>(2)</sup>, but not in the text of the Council<sup>(3)</sup>. The footnote is always composed in Times New Roman. However rules for texts or titles written in italic or bold remain. When a reference to a footnote appears in a table, the note must appear within the table frame. Other elements can feature at the bottom of a table: asterisk, NB, source(s) in the order shown below.

#### Unemployment rates (\*)

	1995/96 (**)	1996/97	2000/01
Moon	1.2	1.3	1.4
Sun	1.1 <sup>(1)</sup>	1.2	1.3
Jupiter	9.5 <sup>(2)</sup>	9.6	9.7
<b>Total</b>	11.8	12.1	12.4

(\*) Fictitious scenario.

(\*\*) Half of 1995 was cancelled.

<sup>(1)</sup> This figure applies to those aged 200 or more.

<sup>(2)</sup> This figure includes refugees.

NB: Provisional figures.

Source: *Intergalaxy news*.

The word ‘*Source:*’ should always be in italics. The actual source details should be in Times New Roman, with usual rules applying for titles, etc. to be written in italics or bold.

#### 1.1.1.1. Heading four (point)

Having regard to Council Regulation (EEC) No 2913/92 of 12 October 1992 establishing the Community Customs Code<sup>(4)</sup>, ...

<sup>(1)</sup> European Centre for the Development of Vocational Training.

<sup>(2)</sup> Commission white paper on vocational education and training.

<sup>(3)</sup> Council draft regulation.

<sup>(4)</sup> OJ L 302, 19.10.1992, p. 1.

### 1.3. Structure of Cedefop contributions

On receipt of all the mandatory components listed below and the request for publication signed by the Directorate, the editing procedure can begin. The first stage is pre-editing, where the manuscript is returned to the secretary to correct clerical/style manual errors before it goes to an editor.

The components should appear in the manuscript in the order in which they appear in the table below.

Foreword	optional	<b>not</b> written by the author usually written by a Cedefop project manager
Preface by the author(s)	optional	an introduction to a contribution, stating its subject, scope, etc. (it concerns the work as a <b>whole</b> )
Table of contents	mandatory	the table of contents must reproduce <b>exact</b> titles and page numbers  use automatic table of contents but make sure template for heading values according to this manual is used
List of tables and figures	mandatory	the list of tables and figures must reproduce <b>exact</b> titles and page numbers. This can be done automatically
Executive summary	mandatory	state the primary objectives, scope and main themes of the document. The conclusions should be clearly shown  as far as possible, use keywords from the document but avoid obscure terms, acronyms, abbreviations or symbols  describe findings as concisely and informatively as possible  explain if they are experimental or theoretical results, data sources, relationships, effects and trends observed  make clear whether numerical values are raw or derived and whether they are the results of a single observation or repeated measurements  describe the implications of the results and how they relate to the purpose of the document  conclusions can be associated with recommendations, evaluations, applications, suggestions, new relationships, and hypotheses accepted or rejected
Introduction and conclusions	optional	this is considered a part of the text  it is a preparation for, or explanation of, the text itself
Chapter 1, etc.	mandatory	this is the main body of the text
Tables (see example on p. 3)	optional	make tables as simple and clear as possible avoid abbreviations as much as possible <b>always</b> quote source  use upper and lower case, <b>not</b> all capitals  if one unit is used throughout the table, type it only once in italic in parentheses on top right hand corner  if one unit is used throughout an entire column, type it only once at head of column

		for explanations at the foot of tables (other than footnotes), use 'NB' use 'million EUR' as a key in table, but in running text use EUR 1 million
List of abbreviations	mandatory	glossary of terms and abbreviations
Bibliography/references	mandatory	must contain <b>all</b> works referred to in the text in alphabetical order (including table sources) at the end of the publication use Cedefop format (see below)
Index/keywords	optional	as required by Cedefop project manager
Annexes	optional	for example: legal provisions, benchmark statistics, etc.
Abstract (appears on back cover)	mandatory	approximately 150 words cite the subject, objectives, methodological principles, sources, main themes, results and conclusions use keywords that could be utilised by a computer to select texts  do <b>not</b> use jargon or obscure terms, acronyms, abbreviations or symbols unless they are defined in the summary if work consists of many different contributions, each one should be accompanied by a very short abstract
Flyer (Reference series only)	Mandatory for Ref series	Maximum 530 words. For promotion of paid publications.

### 1.3.1. Bibliographies and references

This section gives guidelines on how bibliographies and citations should be formatted in Cedefop publications. Further detailed information can be found in the Bibliography and citation guide issued by the Cedefop library and documentation services.

#### 1.3.1.1. Citations

Citations in running text correspond to references in the bibliography. The Harvard standard uses the author's surname, or institution where appropriate, and the year of publication, i.e. (Barrett, 1991), (Cedefop, 1999). The bibliography is arranged according to the ISO 690:1987 standard, in alphabetical order by author or other first element. The bibliographies can be found in a section at the end of a text called either 'Bibliography' or 'References'.

Where an author has two or more publications cited from the same year, they should be listed as a, b, and so on, for example (Tessaring, 1999a) in running text. In the bibliography:

Tessaring, Manfred. *Glossary of technical terms in education, training and labour market research*. Luxembourg: Office for Official Publications of the European Communities, 1999 (a).

Tessaring, Manfred. *Training for a changing society: a report on current vocational education and training research in Europe*. Luxembourg: Office for Official Publications of the European Communities, 1999 (b). (Cedefop Reference series, 46.)

When a page reference is necessary (this applies to all quoted passages): (Smith, 1999, p. 17).

If there are two authors, both authors' names are cited, linked with 'and': (Descy and Tessaring, 2001). If more than two authors, the first author is cited with 'et al.' (Smith et al., 1999). Where two publications are referred to: (Smith, A., 1990; Smith, J., 1995).

Please note that where authors share the same surname, the initial should be included: (Smith, A., 1990), (Smith, J., 1995).

If a title is shown as main entry in running text, a significant part of the title should appear in parentheses, e.g. (White paper on education and training, 1995, p. 35).

### 1.3.1.2. Bibliography of cited references (ISO/ISBD compliant)

The bibliography is part of the publication. It must be formatted according to the rules laid out in the ISO 690:1987 standard, examples of which are shown below.

All Cedefop publications are divided into two types:

- (a) where Cedefop is the author;
- (b) where Cedefop is not the author:
  - (i) 'Cedefop Reference series';
  - (ii) 'Cedefop Panorama series';
  - (iii) 'Cedefop Dossier series'.

#### **Publication titles:**

Do not change the spelling of words in publication titles, e.g. do not change 'competencies' to 'competences'. However capital letters are not required for each word in the title. Unless required, (see rules for capitals on page 15) only the first word of the title should begin with a capital letter.

Several elements must be considered when preparing bibliographies, namely: author(s), title, edition, place of publication, publisher, year of publication, series title and number, page number where appropriate. The structure will vary depending on:

#### **(a) personal authors:**

##### **Examples:**

##### 1 author:

Sellin, Burkart. *The EC programme 'Comparability of vocational training qualifications': aims, working methods, evaluation*. Luxembourg: Office for Official Publications of the European Communities, 1991.

Skar, Mariann. *Mobility in the European health sector: the role of transparency and recognition of vocational qualifications*. Luxembourg: Office for Official Publications of the European Communities, 2001. (Cedefop Panorama series, 5).

##### 2 authors:

Descy, Pascaline; Tessaring, Manfred. *Training and learning for competence: second report on vocational training research in Europe: synthesis report*. Luxembourg: Office for Official Publications of the European Communities, 2001. (Cedefop Reference series, 6).

##### 3 authors:

Clement, Werner; Tessaring, Manfred; Weissshuhn, Gernot. *Ausbildung und Einkommen in der Bundesrepublik Deutschland*. Nürnberg: Institut für Arbeitsmarkt- und Berufsforschung der Bundesanstalt für Arbeit, 1983.

##### More than 3 authors:

Ardila Tejedor, Ruth et al. *Comentarios al proyecto de constitución europea*. Granada: Editorial Comares, 1996.

**(b) where the author is an institution writing about its own policies and activities:**

This includes works published by mandate, such as work programmes, annual reports, etc. and works of an administrative nature, such as directories, catalogues and inventories.

**Examples:**

Cedefop. *Work programme 2000: approved at the meeting of the Management Board of 23 and 24 November 1999*. Luxembourg: Office for Official Publications of the European Communities, 2000.

European Parliament, *Rules of procedure*. Luxembourg: Office for Official Publications of the European Communities, 1999.

European Commission, Directorate General for Education and Culture. *Leonardo da Vinci compendium – Second phase 2000-06: Community vocational training action programme*. Luxembourg: Office for Official Publications of the European Communities, 2001.

**(c) where the title is the main entry:**

This is the case for most documents published by public organisations if no authors appear on the title page.

**Examples:**

*Labour market policies for the 1990s* / OECD. Paris: OECD, 1990.

*The simplification of the operating regulations for public limited companies in the European Union: final report, December 1995* / European Commission. Luxembourg: Office for Official Publications of the European Communities, 1996.

*White paper on education and training: teaching and learning – towards the learning society* / European Commission. Luxembourg: Office for Official Publications of the European Communities, 1995. (COM(95) 590 final).

*Key data on vocational training in the European Union* / European Commission, Directorate-General for Education and Culture; Eurostat; Cedefop. Luxembourg: Office for Official Publications of the European Communities, 1997.

*Best practice: state of the art and perspectives in the EU for improving the effectiveness and efficiency of European health systems* / European Commission, Directorate-General for Employment, Industrial Relations and Social Affairs. Luxembourg: Office for Official Publications of the European Communities, 1999.

**(d) if an article or part of a work:**

General rule of thumb: use 'In' when the article is part of a publication. Do not use 'In' when it is part of a journal.

**Examples:**

Shavit, Yves et al. Adult vocational guidance. In *From school to work*, 2nd ed. Oxford: Oxford University Press, 1998, p. 57-83.

Smith, John; Jones, Paul. Online training. In *Symposium on antenna technology and applied electromagnetics: 1998 conference proceedings; Ottawa, Ontario, 9-12 August 1997*, 1st ed. Manitoba: ANTEM, 1998, p. 671-685.

Decision No 1999/382/EC of the Council of 26 April 1999 establishing the second phase of the Community vocational training action programme 'Leonardo da Vinci'. *Official Journal of the European Communities L*, 11 June 1999, Vol. 43, No 146, p. 33-47.

Bainbridge, Steve; Murray, Julie. Political and legal framework for the development of training policy in the European Union: Part I – From the Treaty of Rome to the Treaty of Maastricht. *European Journal Vocational Training*, May-August 2000, No 20, p. 5-18.

Economic transformation in Hungary and Poland. *European Economy*, March 1990, No 43, p. 151-167.

Matheson, Catherine; Matheson, David. Languages of Scotland: culture and the classroom. *Comparative education*, Vol. 36, No 2, p. 211-221.

Smith, John; Jones, Paul; Müller, Rolf. Coping with surpluses: repaying national debt is becoming increasingly fashionable. *The Economist*, 20-26 May 2000, No 23, p. 46.

Wrigley, William. Parish registers and the historian. In Weaver, Ronald (ed.). *National index of parish registers*, 1968, Vol. 1, p. 155-167.

#### **(e) other examples:**

##### **Citation of works in a foreign language:**

Information such as p., Vol., No, etc. should be given in English, even if the publication is only available in another language, e.g.:

Die Programme der EU in der europäischen Bildungspolitik [special issue on European educational programmes]. *Berufsbildung*, 1999(a), Vol. 53, No 3, 63 p.

Also note the use of square brackets to present information which is not part of the work, or rough translations.

##### **Citation of multilingual works:**

Bjornavold, Jens; Sellin, Burkart. Recognition and transparency of vocational qualifications: the way forward = Reconnaissance et transparence des qualifications professionnelles: la voie à suivre = Anerkennung und Transparenz von beruflichen Befähigungsnachweisen: neue Wege. Luxembourg: Office for Official Publications of the European Communities, 1998. (Cedefop Panorama series, 5085.)

Union of Industrial and Employers' Confederations of Europe, UNICE. Leitlinien für partnerschaftlich gestaltete Zulieferbeziehungen im Industriebereich = Guidelines for partnership in industrial subcontracting. Luxembourg: Office for Official Publications of the European Communities, 1997.

Note use of = sign between each language version title.

##### **Citation of electronic sources:**

An electronic document may be the same as a printed one, however, it can be modified during its life cycle, in which case dates of any changes made are a necessary element to include. If some data which do not appear in the publication are known, this information can be added in square brackets.

Mandatory elements:

Primary responsibility [Date of update/revision]. Name of website. [Type of medium].

Availability from Internet [Date visited].

Example: European Centre for the Development of Vocational Training-Cedefop [February 1999]. Library and Documentation Service – Training Village [online]. Available from Internet: [http://www.trainingvillage.gr/etv/information\\_resources/library/](http://www.trainingvillage.gr/etv/information_resources/library/) [cited 12.1.2005].

If the text is not going to be published on the Internet remove the hyperlink together with the blue font and underlining from the web page address.



## 1.4. Countries, languages and currencies: names, codes and listing order (updated January 2007)

The rules for listing (protocol order of countries, listing order of language versions, etc.) have been adapted to accommodate the 12 new Member States.

### 1.4.1. Countries: names, codes and protocol order

The names of the Member States of the European Union must always be written and abbreviated according to the following rules:

- the order of protocol for the Member States is alphabetical, based on the original written form of the short name of each country;

Short name (original language)	Short name (English)	Official title	Code	Former abbrev.
Belgique/België	Belgium	Kingdom of Belgium	BE	B
България (Bǎlgarija)	Bulgaria	Republic of Bulgaria	BG	
Česká republika	Czech Republic	Czech Republic	CZ	
Danmark	Denmark	Kingdom of Denmark	DK	DK
Deutschland	Germany	Federal Republic of Germany	DE	D
Eesti	Estonia	Republic of Estonia	EE	
Éire/Ireland	Ireland	Ireland	IE	IRL
Ελλάδα (Elláda)	Greece	Hellenic Republic	EL	EL
España	Spain	Kingdom of Spain	ES	E
France	France	French Republic	FR	F
Italia	Italy	Italian Republic	IT	I
Κύπρος (Kypros)/ Kibris	Cyprus	Republic of Cyprus	CY	
Latvija	Latvia	Republic of Latvia	LV	
Lietuva	Lithuania	Republic of Lithuania	LT	
Luxembourg	Luxembourg	Grand Duchy of Luxembourg	LU	L
Magyarország	Hungary	Republic of Hungary	HU	
Malta	Malta	Republic of Malta	MT	
Nederland	Netherlands	Kingdom of the Netherlands	NL	NL
Österreich	Austria	Republic of Austria	AT	A
Polska	Poland	Republic of Poland	PL	
Portugal	Portugal	Portuguese Republic	PT	P
România	Romania	Romania	RO	
Slovenija	Slovenia	Republic of Slovenia	SI	
Slovensko	Slovakia	Slovak Republic	SK	
Suomi/Finland	Finland	Republic of Finland	FI	FIN
Sverige	Sweden	Kingdom of Sweden	SE	S
United Kingdom	United Kingdom	United Kingdom of Great Britain and Northern Ireland	UK	UK

- The abbreviation to use = ISO code, except for Greece and the United Kingdom, for which EL and UK are recommended (instead of the ISO codes GR and GB). The former abbreviations (generally taken from the international code for automobiles) were used until the end of 2002.

- NB: Ireland is the full name laid down in the Irish Constitution; the short name is Éire/Ireland. Republic of Ireland/Irish Republic are incorrect in English.
- Use ‘the Netherlands’ not Holland, which is only part of the Netherlands (the provinces of North and South Holland); a capital T is not necessary on ‘the’. In tables ‘Netherlands’ will suffice.
- Use ‘United Kingdom’ for the Member State, not ‘Great Britain’, which comprises England, Scotland and Wales; these three together with Northern Ireland are the constituent parts of the United Kingdom. The purely geographical term ‘British Isles’ includes Ireland and the Crown Dependencies (the Isle of Man and the Channel Islands which are not part of the United Kingdom).

In running text, use the above order of country names for Member States, but English alphabetical order if a list includes candidate and/or non-Community countries: Australia, Denmark, Finland, Romania, Spain, the United Kingdom, etc. Do not use the ISO code in running text; write the country name in full.

Since January 2007, three countries remain on the list of candidate countries (CCs) for possible accession:

<b>Short name (original language)</b>	<b>Short name (English)</b>	<b>Official title</b>	<b>ISO code</b>
Hrvatski	Croatia	Republic of Croatia	HR
поранешна југословенска Република Македонија (*)	former Yugoslav Republic of Macedonia,	the former Yugoslav Republic of Macedonia	MK <sup>(1)</sup>
Türkiye	Turkey	Republic of Turkey	TR
(*) Latin transliteration: поранешна југословенска Република Македонија = poranešna jugoslovenska Republika Makedonija. (1) The ISO code (MK) is accepted, subject to addition of the following note: ‘Provisional code which does not prejudice in any way the definitive nomenclature for this country, which will be agreed following the conclusion of negotiations currently taking place at the United Nations’.			

## 1.4.2. Languages

### Formal titles, codes and order of presentation of language versions

The language versions should appear in the alphabetical order of their formal titles in their original written forms (the codes used are the ISO codes 639-1 in force, alpha-2 code — see also the ISO website).

Formal title (source language) <sup>(1)</sup>	English title	ISO code <sup>(2)</sup>
български (bulgarski)	Bulgarian	bg
español (castellano) <sup>(3)</sup>	Spanish	es
čeština	Czech	cs
dansk	Danish	da
Deutsch	German	de
eesti keel	Estonian	et
ελληνικά (elliniká)	Greek	el
English	English	en
français	French	fr
Gaeilge	Irish <sup>(4)</sup>	ga
hrvatski (*)	Croatian	hr
italiano	Italian	it
latviešu valoda	Latvian	lv
lietuvių kalba	Lithuanian	lt
magyar	Hungarian	hu
македонски (makedonski) (*)	Macedonian	mk
Malti	Maltese	mt
Nederlands	Dutch	nl
polski	Polish	pl
português	Portuguese	pt
română	Romanian	ro
slovenčina (slovenský jazyk)	Slovak	sk
slovenščina (slovenski jezik)	Slovene	sl
suomi	Finnish	fi
svenska	Swedish	sv
türkçe (*)	Turkish	tr
<p>(*) Candidate countries.</p> <p><sup>(1)</sup> Capital or lower-case initial letter: follow the written form in the source language title.</p> <p><sup>(2)</sup> ISO codes for languages are written in lower-case letters; nevertheless, they are also written in capital letters for typographical presentation reasons.</p> <p><sup>(3)</sup> In Spanish, the term lengua española or español substitutes castellano at the request of the Spanish authorities. The latter is the official designation of the language, but is only used to determine the place.</p> <p><sup>(4)</sup> Do not use the word ‘Gaelic’, the two terms are not synonymous.</p>		

### 1.4.3. Order of languages in text (unilingual texts)

In the text, the order for listing languages will vary according to the linguistic version. In English-language publications, languages should be listed in English alphabetical order: Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish and Swedish.

When an agreement is also written in a non-Community language of a non-Community contracting country, the Community languages precede the aforementioned language for protocol reasons.

#### 1.4.4. Texts for the web (intranet/Internet)

The enlargement increases the number of languages to such an extent that it is no longer convenient to use separate menu tabs for each language version ('language' tabs, small flags, etc.) as they would take up too much on-screen space.

It is, however, recommended to use a drop-down menu.

This display allows for one menu for all language versions.

This drop-down menu should not contain the country codes but the language titles, which are presented in alphabetical order in their source language.

These original written forms must be translated into Latin and impoverished to allow the correct display with any type of navigator (use 'Latin-1' characters (ISO-8859-1), adjusted by default for most regular users).

The language names should be followed by the ISO code, in parentheses, for example English (en).

#### 1.4.5. Currencies

When using abbreviations for currencies, use the current ISO codes 4217 (see the ISO site).

Except for the euro, which appears first in any list, the currencies of the Member States should be presented in the alphabetical order of their codes.

ISO code	Official name	Plural
EUR <sup>(1)</sup>	euro	euro
BGN	lev	leva
CYP	Cyprus pound	pounds
CZK	Czech koruna	koruny
DKK	Danish krone	kroner
EEK	Estonian kroon	kroonid
GBP	pound sterling	pounds
HUF	forint	
LTL	litas	litai
LVL	lats	lati
MTL	Maltese lira	liri
PLN	Zloty	zlotys
RON <sup>(2)</sup>	Romanian leu	lei
SEK	Swedish krona	kronor
SKK	Slovak koruna	koruny
<b>Candidate countries</b>		
HRK	Croatian kuna	
MKD	Former Yugoslav Republic of Macedonia	
TRY <sup>(3)</sup>	Turkish lira	
<sup>(1)</sup> The euro replaced the ecu (code = ECU) on 1 January 1999. <sup>(2)</sup> The former leu (ROL) remained in circulation until 31 December 2006. <sup>(3)</sup> The former Turkish lira (TRL) remained in circulation until 31 December 2005.		

On 1 January 2002, the euro replaced 12 Community currencies: ATS (Austrian schilling), BEF (Belgian Franc), DEM (German mark), ESP (Spanish peseta), FIM (Finnish markka), FRF (French franc), GRD (Greek drachma), IEP (Irish pound), ITL (Italian lira), LUF

(Luxembourg franc), NLG (Dutch guilder), PTE (Portuguese escudo). On 1 January 2007 the tolar (SIT) was replaced by the euro (Slovenia).

Note that the US dollar is always abbreviated as USD, e.g. USD 1 million. No currency symbols, such as £, \$ and € should be used. All currency codes should appear before the amount, i.e. EUR 500 and GBP 5 000.

## 2. Table of general rules

<b>Abbreviations</b>	<p><b>Abbreviations</b> should be avoided if the sense is not clear. Spell out the abbreviation at the first mention, add the abbreviation in parentheses and use the abbreviation thereafter.</p> <p>Note the difference between a true abbreviation, in which the end of the word is lopped off (vol., co., inc.) and a contraction or suspension, in which the interior of the word is removed (Mr, Dr, contd, Ltd). The contraction is always printed without the final full point, whereas the abbreviation retains it.</p>								
<b>Acronyms</b>	<p>An <b>acronym</b> is defined as ‘a word formed from the initial letters of other words’ (e.g. NATO, Unesco). Some of these are formed from French titles (e.g. Cedefop).</p> <p>As a general principle, acronyms do not have a full point between the capitals.</p> <p>The first referral to an acronym in running text, should include the full explanation of the name followed by the acronym in parentheses, e.g. human resources (HR).</p> <p>Where an acronym, contraction or abbreviation, including names of programmes, of six letters or more can be pronounced, it is printed in upper and lower case (e.g. Unesco, Esprit). (Exceptions: Cedra, Phare, etc.)</p> <p>Acronyms of names that are usually used in the plural should be written as they are spoken (e.g. CEECs, SMEs, not CEEC, SME, etc. unless used as an adjective).</p>								
<b>Capitals</b>	<p>Use <b>capitals</b> sparingly. They are often employed to excess in commercial and administrative circles. When in doubt use lower case, for instance for programme names, headings, reports, forums, surveys and white papers. Examples for upper case are:</p> <p><b>proper names of institutions, movements:</b> Council of Europe, Christianity, the Crown, the State;</p> <p><b>party denominations and organisations:</b> Socialist Group, Fianna Fáil Party, but liberal, socialist, etc., otherwise;</p> <p><b>references to Community legislation and the EU:</b> write Regulation, Decision, Directive, Annex and Article (followed by a number) with capitals if they refer to specific Community acts; use lower case for references to regulations, directives, etc. in a generalised sense and when referring to proposed legislation (i.e. draft regulation, a possible new directive on ...), EU committees, Member States;</p> <p><b>names of publications:</b> use a capital for the first word only;</p> <p><b>miscellaneous:</b> Figure, Number, Plate (Fig., No, Pl.) and Amendment, Volume, Chapter, Section, Article (Vol., Chap., Sect., Art.) should always have an initial capital when followed by a numeral; conversely, paragraph, point, line, etc. should not be capitalised.</p>								
<b>Dates</b>	<p><b>Dates</b> in the text should always be given in their full form (6 June 1992), whereas in footnotes they should always be abbreviated, i.e. 6.6.1992, not 6.6.92; but use 1991-93, not 1991-1993 (exceptions: Eurostat titles and other multilingual publications).</p> <p>NB: ‘At its meeting from 23 to 25 July ...’ not ‘... 23-25 July ...’ in running text. Similarly ‘At its meeting on 23 and 24 July ...’ not ‘... 23/24 July ...’ in running text.</p> <p>1991/92 = one year: marketing year, financial year, academic year.</p> <p>Write: ‘Wednesday 25 June 1997’ (no comma after day of the week).</p>								
<b>Electronic addresses</b>	<p>‘<b>E-mail:</b>’ (or e-mail) with colon first name.familyname@cedefop.europa.eu (see Cedefop internal telephone list for id.s)</p> <p>‘<b>Internet:</b>’ with colon www.cedefop.europa.eu www.trainingvillage.gr</p>								
<b>Phone and fax numbers</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Tel. (44-171) 873 90 90</td> <td style="width: 50%;">with city code</td> <td style="width: 50%;">Tel. (352) 49 98 88</td> <td style="width: 50%;">no city code</td> </tr> <tr> <td>Fax (44-171) 873 84 63</td> <td>with city code</td> <td>Fax (352) 49 98 87</td> <td>no city code</td> </tr> </table> <p>NB: see inside back cover of all official EU publications for more examples.</p>	Tel. (44-171) 873 90 90	with city code	Tel. (352) 49 98 88	no city code	Fax (44-171) 873 84 63	with city code	Fax (352) 49 98 87	no city code
Tel. (44-171) 873 90 90	with city code	Tel. (352) 49 98 88	no city code						
Fax (44-171) 873 84 63	with city code	Fax (352) 49 98 87	no city code						
<b>Italics</b>	<p>The use of italics is restricted to:</p> <ol style="list-style-type: none"> <li>(a) book, film or play titles;</li> <li>(b) names of periodicals (‘the’ in connection with the title should be lower case roman (normal type) unless it is known that the article belongs to the title as in The Times);</li> </ol>								

	<p>(c) words and short phrases from foreign languages: Länder, carte blanche; except for proper names, names of persons, institutions, places, etc. and not usually for foreign quotations. Not all foreign words are italicised, however; some have been assimilated into current English and are set in roman, e.g. café, alias, detour, ad hoc, et al., vice versa, etc. Latin words that should be italicised are: inter alia, au fait, per se, vis-à-vis, ex ante, ex post, in situ, etc.</p> <p>When in doubt, consult the Concise Oxford Dictionary.</p> <p>Italics should not be used for emphasis, neither should underlining, or bold!</p>
<b>Non-breaking space</b> (ctrl+shift+space)	<p>Insert <b>non-breaking spaces</b> (nbs) in</p> <p><b>Dates:</b> Januarynbs1990, 15nbsMarchnbs1996</p> <p><b>References:</b> (Smith,nbs1997)</p> <p><b>Numbers:</b> SEKnbs10nbs500, ESPnbs10nbsbillion</p> <p><b>Percentages:</b> 10nbs%</p>
<b>Non-breaking hyphen</b> (ctrl+shift+hyphen)	<p>Always use <b>non-breaking hyphens</b> (nbh) when a hyphen is necessary, e.g. 50-100 = 50nbh100</p>
<b>Numbers</b>	<p>Spell out <b>numbers</b> one to nine, use digits thereafter. Where a range of numbers in the same sentence fall above and below this limit use figures for both: '9 to 11', not 'nine to 11'. However, 'of the 20 flower species on show, three were roses and two were tulips'.</p> <p>Use of commas not acceptable in thousands, use a nbs. Use full point as decimal.</p> <p>The following exceptions and rules apply:</p> <ul style="list-style-type: none"> <li>(a) use the contraction 'No', plural 'Nos' (no points);</li> <li>(b) ordinal numbers follow the same pattern, including centuries: ninth century, 19th century;</li> <li>(c) the 1990s (never use 'the nineties', etc.);</li> <li>(d) 1990-92 not 1990-1992; during 1990s not 1990's or '90s;</li> <li>(e) 1 000 million equals 1 billion;</li> <li>(f) where the number begins a sentence it should be spelled out in full. Avoid beginning a sentence with a year: for example, instead of '1992 ...' put 'In 1992 ...' or 'From 1992 ...';</li> <li>(g) sums: EUR 2 000 000 (or EUR 2 million).</li> </ul> <p><b>A range of numbers may be elided:</b></p> <ul style="list-style-type: none"> <li>(a) page numbers: pp. 7-13, 312-17 (Butcher). NB. use pp. 7-13 in running text and use p. 7-13 in bibliographies;</li> <li>(b) use 'to' in case of ambiguity, particularly with measurements which may use a descending as well as an ascending scale: 31-5 may mean 31 to 5 or 31 to 35; write either 'from 50 to 100' or '50-100'; but not 'from 50-100'.</li> </ul> <p><b>Fractions:</b> insert hyphens when used as an adverb or adjective (two-thirds complete, a two-thirds increase), but not when used as a noun (an increase of two thirds).</p> <p><b>Percentages:</b> 15 % (preferably use the symbol; see non-breaking space above), in words write 'per cent' (two words, no point): 20 % not 20 per cent.</p> <p><b>Formulae in mathematical works:</b> Authors should take particular care to distinguish between l (lower case letter l) and 1 (the number), between O (capital letter O) and 0 (zero) and between the roman numeral I and capital letter I.</p> <p><b>Currency:</b> SEK 10 million; when used in running text with no amount, currencies should be spelled out in full, e.g. Swedish krone, etc. (see p. 8).</p> <p><b>Numbered paragraphs</b> and points are printed close up and in parentheses after the article number; unnumbered items come before the article number:</p> <p>The third indent of the second subparagraph of Article 2(1) of Regulation No ...</p>
<b>Parentheses</b>	<p><b>Round brackets:</b> Parentheses admit an insertion into the text which is not essential to its sense: 'I have seen charity (if charity it can be called) insult with an air of pity.'</p> <p>The opening parenthesis is never preceded by a comma. If a whole sentence is within parentheses, the full point must be placed before the closing parenthesis.</p> <p><b>Square brackets:</b> These are used to interpolate a statement other than by the original author: 'They [the Lilliputians] rose like one man.'</p> <p>Square brackets may also be used in administrative drafting to indicate optional passages or those still open to discussion. It is not normal practice in English to use square brackets to enclose text already in parentheses; double parentheses will suffice.</p>
<b>Punctuation</b>	<p>The <b>full stop</b> is normally deleted from headings. 'Etc.' only needs one point if it ends a sentence. Do not put two spaces after a full stop before starting a new sentence. Only one space should be used. Abbreviations are followed by a point unless the last letter of the word is included (a contraction), for example, Dr, Mrs, Ltd, but Co., Art., Chap.</p> <p>NB: 'No' as in 'No 1' (a contraction of 'numero', not an abbreviation) is never followed by a</p>

	<p>point. In running text, only one space to follow a full stop that demarcates the end of a sentence.</p> <p><b>Solidus:</b> The solidus, also known variously as an oblique stroke, a slash or a shilling stroke, is used for alternatives (and/or), to mean ‘per’ (km/day) and fractions (19/100). Marketing years, financial years, etc. that do not coincide with calendar years are denoted by a solidus, e.g. 1991/92, which is 12 months, rather than by a hyphen, e.g. 1991-92, which means two years.</p> <p><b>En rule /tired/dash:</b> never use as a hyphen or in listed points. It can be used as an alternative to round brackets (see above).</p> <p><b>Ellipsis:</b> ... is used to replace missing text. There should be one space on either side of the ellipsis if it is in the middle of a sentence. ‘Xxxx ... xxx.’ If at the end of a sentence, no full stop is required. If replacing a line or paragraph, the ellipsis should be placed within square brackets on a separate line. ‘Xxx xxx xxx [...] xxx xxx.’ Ellipsis should not be used to replace the word ‘etc.’</p>
<p><b>Quotation marks</b></p>	<p><b>Quotation marks:</b> Single quotation marks should always be used, but use double quotation marks for a quotation within a quotation. If there should be yet another quotation within the second quotation it is necessary to revert to single quotation marks. Punctuation must be placed according to the sense; if it belongs to the quotation, it is quoted, otherwise it is not quoted. Do not enclose titles of books, newspapers or foreign expressions in quotation marks as they are usually displayed in italic. Use quotation marks to cite quotations from books and periodicals rather than italic and do not indent passages of quoted text. The simultaneous use of italic and quotation marks, however, must be avoided. ‘They [the Lilliputians] rose like one man.’</p>
<p><b>Spelling and use of English</b></p>	<p><b>Spelling</b> should follow the first entry in the <i>Concise Oxford Dictionary</i>, but use ‘s’ in place of ‘z’, e.g. characterise, specialise, etc.</p> <p><b>Hyphens:</b> Hyphenate nouns composed of participle plus preposition (e.g. They discussed the buying-in of sugar). Compound adjectives modifying a noun always take a hyphen (e.g. up-to-date statistics, in-house training, long-term policies, foot-and-mouth disease) but policies in the long term. Prefixes also take a hyphen (e.g. anti-American, non-cooperative, self-employed) unless the prefix has become part of the word by usage (e.g. coordination, subsection, reshuffle). Remove hyphens from words such as coordinate, cooperation, comanage, coworker, etc. Note the use of: socioeconomic, macroeconomic, case-law, time limit, Advocate General, value added, preempt, metaanalysis.</p> <p><b>Never</b> replace a hyphen with an ‘en’ rule/dash/tired.</p> <p><b>General:</b> competence and competences <b>not</b> competency, competencies cv database, data set, online <b>each other</b> means two people whereas <b>one another</b> means more than two people e-mail, e-learning, e-commerce, e-business extracurricular <b>fewer</b> is used for things that can be counted individually whereas <b>less</b> is used for bulk or volume lifelong <b>not</b> life long or life-long mid-1990s neoclassic online policy-makers sectoral not sectorial transnational website workforce, workplace worldwide</p> <p>benefit, benefiting, benefited combat, combating, combated focus (-es), focusing, focused level, levelling, levelled (and counsel, label) refer, referring, referred</p>

	<p>target, targeting, targeted  total, totalling, totalled  but: parallel, paralleled</p> <p>Preferred English usage:  ‘cf’ is acceptable, although ‘see’ is preferred.  ‘data’ is plural i.e. ‘data are ...’ not ‘data is ...’.  ‘ff.’ should be avoided. Always use ‘et seq.’.  acceding countries not accession countries  avoid abbreviating Article to ‘Art.’ in running text.  avoid using the § sign, which means ‘section’ in English, but ‘paragraph’ in other languages.  candidate countries not applicant countries  forums, not fora  never use viz. Replace with namely.  no apostrophe is necessary in abbreviations such as MEPs, UFOs, 1920s  note the difference: Ministry of ... but Minister for ...</p>
<b>Symbols</b>	<p>Units of measurement and scientific symbols such as ‘ha’, ‘km’, ‘mg’, etc. do not need a final full point. They are not closed up to figures and do not have plurals:  4 ha, 9 m, 20 psi, 55 dB(A), 2 000 kc/s</p>

NB: For more details, consult the Interinstitutional style guide on Internet:  
<http://publications.europa.int/code/en/en-000300.htm>

Consult ‘what’s new’ page regularly.