



WORLD TRADE
ORGANIZATION



WTO
**EDITORIAL
RULES**

Hyphenation Punctuation Capitalization Abbreviations Italicization ...

F o r e w o r d

This guide is based on a compilation of rules and advice for WTO authors assembled by the Language Services Division over the past ten years. This version updates and expands that basic document. It was prepared with the assistance of staff from the Language Services Division, under the guidance of an editorial working group composed of Vivienne Seigle, Siobhan Ackroyd and Robin Halle. New editions of the guide will be published as warranted. Users of the guide are invited to submit suggestions for additions and changes that could be included in subsequent editions.

A handwritten signature in black ink, appearing to read 'Rufus Yerxa', with a stylized flourish at the end.

Rufus Yerxa
Deputy Director-General,
Chairman, WTO Publications Committee

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INTRODUCTION



This compilation of editorial rules and guidelines for English texts has evolved over the years as practices and conventions have changed. The present style guide provides basic rules to facilitate clarity, and ensure texts are grammatically correct and consistent.

SPELLING GUIDE



English spelling should conform to that given in the latest edition of the Concise Oxford Dictionary. A copy of the full Oxford English Dictionary is available on the WTO INTRANET under Resources. See also WTO Spelling Guide in Annex 2.

Where the Concise Oxford gives alternative spellings, the preferred spelling is the one that is printed first or to which the reader is referred from other spellings.

In case of doubt, for all editorial matters not specifically covered by this guide, including spelling and punctuation, recent editions of the following reference works should be consulted:

- *Oxford English Dictionary* (available online): <http://www.oed.com>
- *Oxford Dictionary of English Grammar* (Sylvia Chalker and Edmund Weiner)
- *The Complete Plain Words* (Sir Ernest Gowers, Penguin Books)
- *Fowler's Modern English Usage* (R.W. Burchfield)

Chapter 1

PUNCTUATION AND SPACING



1. Punctuation is used to clarify meaning and to facilitate reading in written texts.

1.1 While there may be punctuation within titles and subtitles in documents, there should be no punctuation after titles. Within a title, an en-dash (–) is preferred to a colon (:)

Income Volatility in Small Economies – the Case of Bangladesh

1.2 Punctuation marks should be printed in the same style of type as the word, letter, character or symbol preceding them.

1.3 When several subparagraphs follow an introductory phrase, they should end with a comma or semicolon even if there is a full stop in the middle of the subparagraph.* The final subparagraph should end with a full stop unless the sentence returns to the margin and continues after the last subparagraph.

1.4 No punctuation should follow items in a list set up as a column, such as countries, divisions or departments.

1.5 Items in any listing, enumeration or other subdivision following a colon should start on a new line and be indented.

1.6 At the end of a sentence there is no need to add a full stop after an abbreviation that ends in a full stop:

onions, carrots, etc.

1.7 There is no need to add a full stop to an abbreviation that is followed by a colon.

*The punctuation mark referred to in this guide as a full stop (.) is also known as a period or a point.

1.8 For the possessive, use ('s) apostrophe s after singular nouns and indefinite pronouns that do not end in s:

the panel's decision
the Government's five-year plan

Use an apostrophe (') after plural nouns ending in s:

the authorities' report
three weeks' time

Singular nouns ending in an s are usually followed by an 's, but be guided by the sound of the word, number of syllables and the letters starting the next word:

Honduras's obligations

1.9 Do not use the apostrophe when creating plurals. This includes names, abbreviations, numbers, and words not usually used as nouns:

LDCs
the three Rs
the 1990s

1.10 Use the semicolon (;) to punctuate two or more main clauses that are closely related and could have been joined by a coordinating conjunction:

I know the city well; I've lived there all my life.

1.11 Use the semicolon (;) in a sentence that is already subdivided by commas to mark a stronger division:

... had introduced legislation on: customs valuation, to bring it into line with the provisions of the WTO Agreement; and on IPRs, to strengthen enforcement.

1.12 Use a colon (:) to move forward from a premise to a conclusion, from a cause to an effect, from an introduction to a main point, from a general statement to an example:

There is something I must say: you are standing on my toes.
The WTO is an international organization: its focus is on trade rules.

1.13 Use the colon to introduce a list:

The Uruguay Round Agreements include: the GATS, the GATT, TRIPS, and TRIMs.

1.14 After a full stop or a question mark two spaces are necessary before beginning the next sentence. Two spaces are to be left after a colon or semicolon. No space is to be left between any punctuation mark and the preceding word.

Chapter 2

QUOTATIONS AND OMISSIONS WITHIN A QUOTATION



2. There are two types of quotation mark, also called “inverted commas”.

2.1 Double quotation marks (“...”) are used for quotations. A quotation within a quotation is indicated by single quotation marks (‘...’):

The chairman said “in reply to my letter, the ambassador wrote ‘there is no agreement’”.

2.2 No quotation marks are used in documents reproducing statements in full.

2.3 Quotation marks must precede each paragraph of a direct quotation and close at the end of the last paragraph only.

2.4 Quotation marks at the end of a sentence appear after the full stop only when the entire sentence is within quotation marks. If a quotation is followed by a comma, the latter appears after the quotation marks unless it is part of the quotation.

2.5 Triple dots ... are used to indicate where material in a quotation has been omitted, as follows:

(a) if the omitted material follows the end of a sentence there should be a full stop followed by a space, then the triple dots, and then a single space before the beginning of the material that follows:

The Panel decided to take as a reference the period 1 November to 31 December. ... The Panel was satisfied that this choice was in accordance with the normal practice of the WTO.

2 - quotations and omissions
within a quotation

(b) if material is omitted within a sentence, there should be a single space, then triple dots, a single space, and the material that follows:

It was decided ... that the matter would be taken up at the next meeting.

(c) if material is omitted at the end of a sentence, there should be a single space, then triple dots, followed by a single space, and then the full stop:

It was asserted that the tax was designed to prevent double taxation of export income

Chapter 3

UNDERLINING AND BOLD TYPE



3. **Bold** type and underlining should be used only for emphasis or clarity.
- 3.1 Titles should be underlined only in the pre-defined Microsoft Word style "Title2".
- 3.2 The use of bold type should be avoided, except where special attention is required for a word or sequence of words.
- 3.3 Other exceptions include:
- the document symbol and number, as well as the name of the organ to which the document refers appear in bold automatically when creating a document with the documents macro;
 - documents containing questions and replies, where bold type helps to distinguish between the two, questions may be in bold and replies in normal type;
 - notifications in which the information to be notified appears in bold, and the material submitted in normal type.

Chapter 4

ITALICIZATION



4. *Italic type* is used to indicate emphasis in speech; to style titles, headings, and indexes; and to indicate foreign words or phrases. Since the use of italics evolves over time, please consult the latest edition of the *Oxford English Dictionary* in case of doubt.

4.1 Names of publications are italicized. For example:

B. Ashcroft, G. Griffiths, and H. Tiffin (1989) *The Empire Writes Back*, London, Methuen.

4.2 Words to be italicized in decisions or instruments:

(a) the name of the body making the decision or entering into the agreement:

*The Council for Trade in Services
Members*

(b) the word or words at the beginning of each paragraph of the preamble expressive of the mood or the action, past or present, of the body:

*Desiring
Convinced
Recognizing*

(c) the operative verb or phrase at the beginning of each paragraph of the operative part of the instrument. Only the opening operative verb is italicized; if a second operative verb occurs in a paragraph it should not be italicized:

*Decides to
Recommends that
Recommends that ... and notes that ...*

4.3 Italics are to be used for non-English words other than those generally considered to be adopted into the language. (See also the prescribed **spelling**, **hyphenation** and **italicization** of words found in WTO documents.)

4.4 Expressions to be italicized:

<i>aide-mémoire</i>	an aid to the memory, or (diplomatic) memorandum
<i>ad interim (a.i.)</i>	in the meantime
<i>ad valorem</i>	(taxes) in proportion to value
<i>bis, ter</i>	second, third
<i>carte blanche</i>	discretionary power
<i>coup d'état</i>	illegal seizure of power
<i>de facto</i>	in fact
<i>de jure</i>	rightful
<i>détente</i>	easing of strained relations
<i>en route</i>	on the way
<i>ex post facto</i>	with retrospective action
<i>fait accompli</i>	a thing that has been done and is past arguing
<i>force majeure</i>	irresistible compulsion
<i>inter alia</i>	among other things
<i>in toto</i>	completely
<i>ipso facto</i>	thereby
<i>laisser-faire</i>	abstention from interference in the workings of the market
<i>laissez-passer</i>	document allowing the holder to pass
<i>matériel</i>	available means
<i>mutatis mutandis</i>	making the necessary alterations
<i>pari passu</i>	with equal speed; simultaneously
<i>per se</i>	by or in itself
<i>p.p.</i>	(per procuracionem) through the agency of or signature on behalf of

4 - italicization

4.4 Expressions to be italicized (cont'd)

<i>pro rata</i>	proportional
<i>raison d'être</i>	purpose or reason for a thing's existence
<i>rapprochement</i>	resumption of harmonious relations
<i>sine qua non</i>	an indispensable condition
<i>sui generis</i>	unique; of its own kind
<i>vis-à-vis</i>	in relation to or opposite to

4.5 Expressions not to be italicized:

<i>addendum</i>	a thing to be added
<i>ad hoc</i>	for a particular purpose
<i>ad infinitum</i>	for ever
<i>a posteriori</i>	proceeding from effects to causes
<i>a priori</i>	proceeding from causes to effects
<i>avant-garde</i>	pioneers or innovators
<i>bona fide</i>	genuine, sincere
<i>chargé d'affaires</i>	an ambassador's deputy
<i>chef de cabinet</i>	head of a Minister's office
<i>communiqué</i>	official communication, especially a news report
<i>corrigendum</i>	a thing to be corrected
<i>diktat</i>	categorical statement or decree
<i>e.g. (exempli gratia)</i>	for example
<i>élite</i>	select group or class
<i>et seq.</i>	and the following
<i>etc. (et cetera)</i>	and so on; and the rest
<i>ex officio</i>	by virtue of one's office
<i>ibid.</i>	in the same book or passage
<i>i.e. (id est)</i>	that is to say

4.5 Expressions not to be italicized (cont'd)

loc. cit.	the passage already cited
modus operandi	the way a thing operates
modus vivendi	a way of living
note verbale	formal (impersonal) diplomatic communication
ombudsman	official appointed to investigate individuals' complaints
per annum	for each year
per capita	for each person
per cent	in every hundred
per diem	allowance paid for each day
prima facie	at first sight
procès-verbal	a written report of proceedings; minutes
résumé	a summary (US = curriculum vitae)
status quo	the existing state of affairs
versus	against
via	by way of
vice versa	in reversed order; the other way round
viz. (videlicet)	that is to say

Chapter 5

CAPITALIZATION



5. Capital letters are used in English to punctuate sentences and to distinguish proper nouns from other words. Consistency and economy should be observed in the use of capitals. A good rule to follow is that a general reference uses lower case while a specific reference uses capital letters.

5.1 Capitalization of certain words:

Do not capitalize	Capitalize
agreement	Agreement (when referring to General Agreement, WTO Agreement, an Agreement attached to the WTO)
article	Article of the GATT or any other text referred to specifically
common external tariff	Common Market (EC)
contracting parties (considered as individual or as a certain number of governments) (GATT)	CONTRACTING PARTIES (as decision-making body "acting jointly"), not Contracting Parties
decision, declaration in general, or draft decision, recommendation, statement, etc.	Decisions, Declarations, Understandings, Recommendations, Statements that have been adopted by the CONTRACTING PARTIES or have been drawn up in the Uruguay Round
delegate, delegation, minister, mission	Minister of Trade; Ministry of Foreign Affairs; Permanent Mission of ...

5.1 Capitalization of certain words (cont'd)

Do not capitalize	Capitalize
government, committee, commission	Government (referring to specific country), Committee, Working Party, etc. when referring to bodies that are already established or are specifically provided for: e.g. Committee on Rules of Origin
members (of any organization other than the WTO)	Member of the WTO
ministerial level, meeting of ministers	Ministerial Meeting (specific, at Marrakesh, Montreal, Singapore), Ministerial Session (specific)
multilateral trade negotiations (generally)	Uruguay Round of Multilateral Trade Negotiations
panel (generally): a panel was called upon to apply and interpret provisions ...	Panel (referring to the panel that is the subject of the specific report): India suggests that the Panel should follow the reasoning of the panel in US – <i>Section 337</i>
review, report, annex, background note	Annex I, the Annex on Telecommunications, the Report (specific report such as in the World Trade Report)
schedule	Schedule (when referring to a specific Schedule attached to the GATT or GATS, e.g. Schedule XXX to the GATT)
secretariat services (generally)	WTO Secretariat Appellate Body
session records	Seventeenth Session of the CONTRACTING PARTIES (for instance)

5.1 Capitalization of certain words (cont'd)

Do not capitalize	Capitalize
state (internal division of the US); state (used adjectivally)	State (sovereign government) member State of the EC
treaty	Treaty (referring to specific treaty, e.g. Treaty of Rome)

5.2 Capitalization of titles:

(a) the first title of a WTO document is in UPPER CASE (all capitals):

GREATER COHERENCE IN GLOBAL ECONOMIC
POLICYMAKING

(b) subsequent titles are in initial capitals except for articles (a, an, the), conjunctions (and, or, for, nor), prepositions, and the "to" in infinitives:

Note by the Secretariat

5.3 Capitalization of compound words:

(a) when a compound word appears in a context in which words are normally capitalized, for example in a document title, capitalize the first letter of each word:

Committee on Non-Governmental Organizations

(b) do not capitalize the second element if the elements are normally compounded or the second element is a participle modifying the first:

English-speaking

(c) if the first element is capitalized only because it appears at the beginning of a sentence, the second element should not be capitalized:

Non-governmental organizations were not represented at the meeting.

5.4 Divided paragraphs

When paragraphs are subdivided in (a), (b), or (i), (ii), etc., and end with commas or semicolons, start with a small letter, even if there is a full stop in the middle of a subparagraph. However, if the subparagraphs end with a full stop, each subsequent paragraph begins with a capital letter.

5.5 Official titles of organs or officials (direct reference)

Initial capitals should be used for the official titles of persons, councils, commissions, WTO Secretariat units, and organizations:

Deputy Director-General

the Ambassador of the Democratic Republic of Congo

the Permanent Mission of Argentina

the delegation (members) of the European Communities as opposed to the Permanent Delegation (office) of the European Commission

Committee on Balance-of-Payments Restrictions

5.6 Official titles (general reference)

Initial capitals should not be used in general references to the holders of official titles or to bodies that would take initial capitals when referred to individually:

the functional commissions of the Economic and Social Council

the specialized agencies

the Council will establish a committee for this purpose

the executive secretaries of ECA, ESCAP and ECLAC

the UNDP representatives

the ambassadors of a number of developing countries

5.7 Capitalization of abbreviations (see also abbreviations section)

Full capitals are used for:

AMS = aggregate measure of support

CPI = consumer price index

MFN = most favoured nation

N.B. = nota bene

PSE = producer subsidy equivalent

5.8 Compass directions are capitalized when they denote a recognized (titular) geographical or political region:

South-East Asia

unemployment in the Northern Territories (but: northern France)

5.9 Titles used before a name are normally capitalized and are not followed by a comma:

Prime Minister Nehru

Chapter 6

ABBREVIATIONS



6. The expressions “i.e.”, “e.g.”, and “etc.” are acceptable in descriptive writing and may be unavoidable in texts that are the result of extensive negotiation, but should not normally be used in the drafting of treaty texts.

6.1 No. is used when followed by a figure; e.g. No. 5, Nos. 5 and 6.

6.2 In normal texts, per cent should be written in full, i.e. five per cent. In heavily statistical texts and tables the figure and symbol can be used, i.e. 5%.

6.3 Names of countries are not normally abbreviated, but shortened forms may be used (United States, United Kingdom; US and UK in tables). Formal names must appear in full in the list of signatures included in the signature copy of a treaty.

6.4 Currency units should correspond to those used by the International Monetary Fund. (See currencies units in Annex 2).

6.5 Full stops are maintained in the following expressions:

a.i. = ad interim

c.i.f. = cost, insurance, freight

f.o.b. = free on board

n.a. = not applicable

n.e.s. = not specified elsewhere

n.i.e. = not included elsewhere

n.s.d. = not specifically denominated

but: MFN = most favoured nation

6.6 As a general rule, names of organs, international organizations or other public and private institutions must be given in full and in the correct form (as used by the particular institution e.g. [Organisation for Economic Cooperation and Development](#) as opposed to [Organization for Economic Cooperation & Development](#)) the first time they are mentioned, followed, where appropriate, by the acronym in brackets. However, to avoid excessive repetition, long titles should be shortened thereafter (the Council, the Committee) or acronyms used (IMF, ILO, UNCTAD), provided that no possible ambiguity exists. Acronyms are not separated by full stops.

6.7 In legal or very formal texts, a title that recurs should be written out in full the first time it appears and should be followed by the phrase [hereinafter][referred to as] [{"abbreviation"}]; Thereafter the abbreviation or acronym can be used:

[The Textiles Monitoring Body](#) [hereinafter referred to as "the TMB"].

6.8 Abbreviations and acronyms currently used in the WTO:

ACC	Administrative Committee on Coordination
ACP	African, Caribbean and Pacific Group of States
ASEAN	Association of South-East Asian Nations
CCC	ex Customs Co-operation Council, now WCO
EBRD	European Bank for Reconstruction and Development
ECA	Economic Commission for Africa (UN)
EC	European Communities
ECE	Economic Commission for Europe (UN)
ECLAC	Economic Commission for Latin America and the Caribbean (UN)
ESCAP	Economic and Social Commission for Asia and the Pacific (UN)
EEA	European Economic Area
EFTA	European Free Trade Association
ECOSOC	Economic and Social Council (UN)

6.8 Abbreviations and acronyms currently used in the WTO (cont'd)

FAO	Food and Agriculture Organization of the United Nations
IBRD	International Bank for Reconstruction and Development (World Bank)
ICC	International Chamber of Commerce
ICITO	Interim Commission for the International Trade Organization
IDB	Inter-American Development Bank
IEC	International Electrotechnical Commission
ILO	International Labour Organization (or Office)
IMF	International Monetary Fund
ISO	International Organization for Standardization
ITC	International Trade Centre UNCTAD/WTO
ITCB	International Textiles and Clothing Bureau
ITU	International Telecommunication Union
LAIA	Latin American Integration Association (ALADI)
MERCOSUR	Southern Common Market
NAFTA	North American Free Trade Association
OAS	Organization of American States
OAU	Organization for African Unity
OECD	Organisation for Economic Co-operation and Development
UN	United Nations
UNCTAD	United Nations Conference on Trade and Development
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
WCO	World Customs Organization
WIPO	World Intellectual Property Organization
WTO	World Trade Organization and World Tourism Organization

6.9 Short titles agreed in the WTO:

BISD (GATT)	Basic Instruments and Selected Documents
Dispute Settlement Understanding, or DSU (both available as alternatives)	Understanding on Rules and Procedures Governing the Settlement of Disputes
DSB	Dispute Settlement Body
GATS	General Agreement on Trade in Services
GPA	Agreement on Government Procurement
HS	Harmonized Commodity Description and Coding System
SPS	Agreement on the Application of Sanitary and Phytosanitary Measures
the Secretariat, or the Secretariat of the WTO if there is the possibility of confusion with the secretariat of another organization	Secretariat of the World Trade Organization
TMB	Textiles Monitoring Body (WTO)
TPRM	Trade Policy Review Mechanism
TRIMs (small s)	Trade-Related Investment Measures
TRIPS (capital S)	Agreement on Trade-Related Aspects of Intellectual Property Rights
TSB	Textiles Surveillance Body (GATT)
WTO	World Tourism Organization. Whenever there is a possibility of confusion between the two, the name of both organizations should be spelled out in full

6.9 Short titles agreed in the WTO (cont'd)

WTO Agreement	Marrakesh Agreement Establishing the World Trade Organization
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WTO, to be referred to as "the WTO"	World Trade Organization
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Note: the agreed short titles, as well as longer citations, for Panel Reports, Appellate Body Reports, arbitration awards, and WTO Agreements can be found on the WTO Secretariat's electronic bulletin board under "Public Folders". These short titles and citations are updated regularly.

Chapter 7

NUMBER FORMATTING



7. Numbers should be written out in words or in figures according to the prescribed rules.

7.1 Numbers written out in words:

(a) whole numbers (ordinal or cardinal) from one to ten inclusive except in tables or referring to weights and measures: e.g. 3 million tonnes, 5 km, three months, five years, eighth-largest;

(b) fractions: e.g. a majority of two thirds, a two-thirds majority;

(c) numerical adjectives referring to States or persons: e.g. the Group of Seven;

(d) numbers that form the first word of a sentence, with the exception of years.

7.2 Numbers for which figures are used:

(a) numbers of 11 or more (except in (d) above);

(b) figures designating weights, measures, distances, amounts, percentages, population figures, listings, etc. (2 cm, 5 per cent, 3 million);

(c) numbers in tables;

(d) decimals are separated from other figures by a full stop, thousands or millions by a comma, for example: US\$10,325.10 (in bilingual tables the original remains as is);

(e) sums of money, e.g. \$A 50,000 (see list of currencies to check whether there is a space between currency and figure);

(f) time is indicated with the 12-hour clock and a.m. or p.m.: 3.30 p.m., 9 a.m. (not 9.00 a.m.);

(g) dates are written out in full in the sequence of day-month-year: 15 April 1994. References to a period between two dates, should be "... from 15 to 25 April" or "... on 15 and 16 April" (**not** from or on 15-25 April);

(h) statistical data where the unit is million or billion are written US\$2.5 million and **not** US\$2 million 500,000, but figures are used for thousands, i.e. 364,000 and **not** 364 thousand;

(i) use commas in numbers of more than three figures, i.e. 9,999;

(i) all units of measurement retain the singular form when they are used to form hyphenated adjectives before other nouns:

A twenty-euro note

A four-litre engine

Chapter 8

HYPHENATION



8. Hyphenation and compounding should be in accordance with the latest edition of the Concise Oxford Dictionary, and the spelling guide at the end of this manual. See also directly below concerning hyphenation of compound words, and the section above concerning capitalization of compound words.

General rules about hyphenation can be misleading in that they are often contradicted in specific instances. However, there are a number of guidelines that should be followed, bearing in mind that the main purpose of hyphenation is to assist comprehension and to avoid ambiguity (for example, “twenty-odd participants” should not be confused with “twenty odd participants”, or “re-cover” with “recover”).

8.1 Compound expressions should be hyphenated when one component has a cardinal number and the other a noun or adjective, but only when the compound expression is adjectival. For instance:

“ten-pound packages” are units of ten pounds each; and
 “ten pound packages” refers to ten units of one pound each
 (but in this case “ten one-pound packages” would be much clearer).

8.2 In compound expressions used adjectivally, do not hyphenate compounds of the type: adverb ending in -ly + participle or adjective:

highly developed species, wholly originating product

8.3 Generally speaking, compounds of the type: adverb other than the -ly type + participle or adjective are hyphenated:

long-suffering, much-loved, but least developed countries

8.4 Fractions are generally hyphenated when they are used as adjectives:

three-quarter-inch steel plate, two-thirds majority

8.5 Fractions are not hyphenated when they are used as nouns:

one third of those present and voting

8.6. A hanging hyphen is used where part of a compound expression is omitted:

labour- and capital-intensive techniques, long- and short-term policies

but

small and medium-sized enterprises

8.7 Do not hyphenate italic foreign phrases (unless hyphenated in the original):

an ex post facto decision, a sense of savoir-vivre

8.8 Foreign phrases that have become part of the language and are no longer italicized are treated like any other English words and are hyphenated or not accordingly:

a laissez-faire policy, a pro bono case

8.9 Words with prefixes are often written as one word, but use a hyphen to avoid confusion or mispronunciation when there is a collision of vowels or consonants:

non-negotiable, pre-eminent, quasi-scientific, but cooperation

8.10 Compass points printed in full are hyphenated, and lower case unless part of a proper name:

south-east but South-East Asia

8.11 Use two hyphens where necessary:

net-food-importing countries, anti-money-laundering regulations

Chapter 9

WORD DIVISION



9. The basic rule is to avoid dividing a word at the end of a line if possible. In any case the following principles should be observed:

9.1 Proper names, dates, figures, and article and its number should not be divided at the end of a line and should be connected with a non-breaking space as follows:

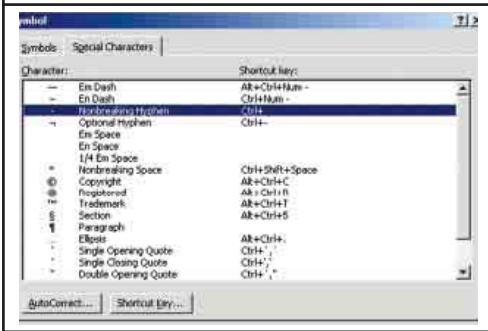
Menu: Insert > Symbol - Special Characters	Value	Keyboard Shortcut
	non-breaking space	ctrl+shift+space

9.2 Non-breaking spaces can be seen when the “Show all” symbols are activated as follows:

Ms[°]Carla[°]Smith[¶]
 25[°]April[°]1996[¶]
 Page[°]16[¶]
 Article[°]XXV[¶]
 16[°]million[¶]
 New[°]Zealand[¶]

9.3 Avoid dividing the names of countries at the end of a line; never divide them at the end of a page.

9.4 Hyphenated words should only be divided at the existing hyphen and never at the end of a page. It is preferable not to divide them at all, but to connect them with a non-breaking hyphen as follows:

Menu: Insert > Symbol - Special Characters	Value	Keyboard Shortcut
	non-breaking hyphen	ctrl+_

Chapter 10

NAMES, TERMS AND REFERENCES



10. The Uruguay Round is referred to formally as the Uruguay Round of Multilateral Trade Negotiations. Initial capitals are used for Multilateral Trade Negotiations in this context but not generally, e.g. “participation in rounds of multilateral trade negotiations”.

10.1 Names of countries used in WTO documents and publications must follow the official names used in the list of Members and Observers on the WTO website (section called THE WTO).

10.2 For many countries, the UN terminology bulletin lists two names, which may for convenience be referred to as the “long title” and the “short title”. In most cases, only the short titles should be used, e.g. Hungary, and not Republic of Hungary (exception: Republic of Korea as against Democratic People’s Republic of Korea).

Long titles are used only in formal texts, which fall mostly within the province of the Legal Affairs Division (exception: Bolivarian Republic of Venezuela).

10.3 In the case of names that contain an initial definite article, the article is normally omitted in lists, tables, and headings; it should, however, be used in running texts, e.g:

“The meeting was attended by representatives from Argentina, the Bahamas; Italy; Maldives; the Netherlands; and the United Kingdom”.

10.4 WTO Member always has a capital M.

10.5 Unless there is a strong reason for not doing so, names of countries should always be listed in alphabetical order. For ease of reference, EC members should always be listed together, also in alphabetical order.

10.6 Article XIV of the WTO Agreement states that the European Communities has accepted the WTO Agreement. Therefore, until further notice, "European Communities" should be used, not "European Union" or "European Economic Community" or "European Community". The States that are members of the European Communities are referred to as the "member States".

10.7 WTO Members that are developing countries or least developed countries (LDCs) should be referred to as:

"developing country Members" and "least developed country Members", respectively.

10.8 References to terms singled out as terms are in quotation marks the first time they are mentioned, e.g:

The term "national" includes ...

Chapter 11

FOREIGN WORDS AND EXPRESSIONS



11. The accents or hyphens in foreign words are part of the spelling and must not be omitted. Most current accents can be typed with the keyboard combining Shift, Alt or Alt Gr keys, or by using the “insert symbol” function in Word. A collection of more unusual accents can be found under menu item: “Insert, symbol...”. Note that the words “regime” and “role” are written without an accent in English.

11.1 The correct plural of foreign words, like spelling, can generally be checked in a dictionary. The following are commonly used in the WTO:

Singular	Plural
addendum	addenda
aide-mémoire	aides-mémoire
biennium	bienniums or biennia
bureau	bureaux
chargé d'affaires	chargés d'affaires
corrigendum	corrigenda
<i>coup d'état</i>	<i>coups d'état</i>
curriculum vitae	curricula vitae
erratum	errata
forum	forums
honorarium	honorariums or honoraria
<i>laissez-passer</i>	<i>laissez-passer</i>
note verbale	notes verbales
ombudsman	ombudsmen
procès-verbal	procès-verbaux
<i>raison d'être</i>	<i>raisons d'être</i>
syllabus	syllabuses

11 - foreign words and expressions

11.1 The correct plural of foreign words (cont'd)

Singular	Plural
symposium	symposia
<i>vis-à-vis</i>	<i>vis-à-vis</i>

11.2 Note also that “criterion” has the plural form “criteria” and that “media” and “data” are both plural words, i.e:

“data have been obtained” and **not** “has been obtained”.

Chapter 12

TABLE ABBREVIATIONS



12. The following abbreviations should be used in tables (mostly according to the *Concise Oxford Dictionary*):

%	per cent
o/oo	per thousand
kg	kilogram(s)
g	gram(s)
lb	pound(s)
t	ton/tonne(s)
l	litre
cm	centimetre
yd	yard(s)
m	metre(s)
km	kilometre(s)
m ²	square metre(s)
ha	hectare(s)
mil	million
bil	billion
..	not available
-	nil
()	provisional figure
cont'd	continued
n.a.	not applicable
1959/60	crop or fiscal year
1959-63	full period of calendar years shown

Chapter 13

TABLE FOOTNOTES



13. Table footnotes

13.1 When different categories of information need to be given in tables, footnotes should be indicated by small letters (use figures for text footnotes), asterisks, and subparagraphs (a), (b), etc., in that order, for example:

a Last year's produce.

* Actual value.

** AWBC approved shipment.

Note: Production of wheat only; exports include milk powder and mixtures.

Source: WTO (2003), *Annual Report, Geneva.*

13.2 Footnotes, notes, and sources should appear at the end of the table. There should be no standard 15-space line separating table from notes (as is the case for footnotes on pages with text). Footnotes must be "numbered" manually using a superscript code, and consecutively throughout the same table; letters of the alphabet are used instead of numbers to avoid confusion with textual footnotes.

All the above footnotes are separated by one return. They begin at one tab stop, the second line against the margin. There is one tab stop between the footnote letter or asterisk and the text. If a note is repeated, it should always have the same letter.

13.3 The word "*Source*" is in italics and against the margin, the text is indented one tab stop after the colon, and blocked thereafter.

13.4 The same layout as above is used for Note and N.B.

13.5 In text and in tables, footnotes, sources, and N.B. always end with a full stop.

Chapter 14

USEFUL INTERNET SITES



14. A few useful Internet sites for language and translation.

Other Dictionaries on the WWW

Links to language dictionaries

<http://math-www.uni-paderborn.de/HTML/Dictionaries.html>

Index of dictionaries

<http://www.ramsch.org/martin/uni/forwiss-hp/bookmarks/english.html>

English language aids

"Dictionary of Phrase and Fable" by E. Cobham Brewer

<http://www.bibliomania.com/Reference/PhraseAndFable>

On-Line English Grammar

<http://www.edunet.com:80/english/grammar/subidx.html>

Annex 1

WTO SPELLING GUIDE



A

above-mentioned
absorb
absorption
accelerating
accession
account-holder
accrue, accrual,
accruing
accumulate
acknowledgement
acquisition
addendum (plural:
addenda)
ad hoc
ad infinitum
ad interim (a.i.)
ad valorem
advertise
adviser
aegis
ageing
aggregate
aggression
agri-industry
aide-mémoire (plural:
aides-mémoire)
airgram
amortization
analogue (but

analog in computer
technology)
analyse
anti-circumvention
anti-dumping
antitrust
a posteriori
a priori
apparatus
asymmetry
attaché
audio-visual
autonomous
auxiliary

B

backup (n + adj)
backward (adj)
backwards (adv)
balance of payments
(n)
balance-of-payments
(adj):
balance-of-payments
purposes, balance-of-
payments restrictions
balance sheet
baseline
basis (plural: bases)

benefited, benefiting
biannual (twice a
year)
biennial (every second
year)
biennium (plural:
bienniums/biennia)
bilateral
biotechnology
bis
bloc (combination of
parties)
block
blueprint
bona fide
bond market
bone-in
bone-out
bookkeeping
borne (p.p. of bear)
bottleneck
breakdown (n)
break down (verb)
breakthrough
budgeted
build-up (n)
build up (v)
bureau (plural:
bureaux)
by-product

C

calibre
 cancel, cancelled,
 cancelling
 cannot
 capital
 carry-forward (n)
 carry forward (v)
 carry-over (n)
 carry over (v)
carte blanche
 caseload
 case-study
 catalogue (but catalog
 in computer
 technology)
 CD-ROM
 centre, centred,
 centring
 change-over (n)
 change over (v)
 channelled,
 channelling
 chargé d'affaires
 checklist
 chef de cabinet
 cheque (bank)
 chickpeas
 clearing-house
 cite
 coefficient
 coercive
 cognizance
 collateral
 colza oil
 combated, combating
 commitments

communiqué
 compatibility
 compel, compelled
 competence
 compilation
 complementarity
 component
 comptroller
 concession
 connection
 consensus
 convene
 convertibility
 cooperate,
 cooperation
 coordinate,
 coordination
 copyright
 corporatization
 correlation
 corrigendum (plural:
 corrigenda)
 cost-effective
 counteracting
 countermeasure
 counter-notification
 counter-productive
 counter-trade
 countervailing duty
 measures
coup d'état
 cross-reference
 cross-section
 cumulate
 curriculum vitae
 (plural: curricula vitae)
 cut-back (n)

cut back (v)
 cut-off (n)
 cut off (adj)

D

data bank
 database
 data processing (n)
 data-processing (adj)
de facto
de jure
 deadline
 debited
 decision maker
 decision-making (n +
 adj)
 defence (but
 Department of
 Defense (United
 States))
 dependant (n)
 dependent (adj)
 depreciation
 deregulate
 derestricted,
 derestriction
détente
 diktat
 disc (but disk in
 computer terminology)
 disinvocation
 disinvoke
 disparity
 dispatch
 dispute settlement (n)
 Dispute Settlement

Body
 dissavings
 dissociate
 downstream
 downturn (n)
 downward (adj)
 draft (text)
 draught (air +
 animal)
 drift-net

E

e-commerce
 e-mail
 earmark
 eco-labelling
 ecosystem
 efficacious
 élite
 embargo, embargoes
 endeavour
 end result
 end-product
 end-use
 enquire
 enrol, enrolment
en route
 ensure
 enumerate
 equalled
 equitable
 equilibrium
 erratum (plural: errata)
 escalation
ex post facto
 ex officio

exaggerate
 exempt, exemption
 exercise
 expeditious
 expel, expelled,
 expelling
 expense
 expertise
 exposé
 extrabudgetary
 extralegal
 extraregional

F

fait accompli
 far-reaching
 fast-track negotiating
 authority
 feedback
 feed grain
 feeding stuff, feedstuff
 fish-meal
 fish-oil
 flow chart
 flow sheet
 focused, focusing
 follow-up (n + adj)
 foodstuffs
 footnote
force majeure
 forego (precede)
 foreword
 forfeit
 forgo (go without)
 forum (plural: forums)
 framework

free-trade area
 fulfil, fulfilment,
 fulfilled, fulfilling

G

gauge
 good will (virtuous
 intent)
 goodwill (kindly
 feeling, benevolence)
 gram
 grey-area measures
 groundwork
 guideline, guidelines

H

halfway
 hemp-seed
 homogeneous
 honorarium (plural:
 honorariums /
 honoraria)
 honorary
 honour
 honourable

I

ibid.
 idem
 in-depth (adj)
 inasmuch as
 incentives
 incommunicado
 incurred

index (plural: indexes if lists in a book; indices if mathematical)	<i>ipso facto</i>	lifestyle
indispensable	J	liquefied
informatics	judgement (except Judgment of the International Court of Justice)	liquidate
infrastructure	jurisprudence	litre (l)
infringe, infringement		liveable
inputs		loc. cit.
inquiry (formal or judicial investigation)		long-term (adj)
install, installation	K	loophole
instalment	kilogram (kg)	
insofar as	kilolitre (kl)	M
insure (take out insurance)	kilometre (km)	machine-readable
integration	kilowatt (kW)	macroeconomics
inter-agency	kilowatt-hour (kWh)	mainframe
<i>inter alia</i>	know-how (n)	man-made
inter-American		mandatory
interdependent	L	manoeuvre
intergovernmental	label, labelled	market-access
interim	laborious	commitments
inter-industry	<i>laisser-faire</i>	market-place
Internet	<i>laissez-passer</i>	Marrakesh
interprovincial	landlocked	marshal(-led) (v)
interregional	last-mentioned	masthead
interrelate	layout	<i>matériel</i>
intersectional	lead-time	meagre
inter-State	learned (past + past participle)	meantime
interstate (US)	least developed	meanwhile
<i>in toto</i>	liaison	medium-high/low
<i>in vitro</i>	liberalization,	meeting-place
<i>in vivo</i>	liberalize	member States (of the EC)
intra-industry	licence (n)	methodology
intraregional	license (v)	metre (m) (unit of length)
intra-urban		meter (instrument)
		microcomputer
		microeconomics

microelectronics
 micro-environment
 microfiche
 microfilm
 microform
 microprocessor
 microwave
 midday
 middle-high, low
 mid-point
 mid-step
 mid-year
 midway
 mileage
 minicomputer
 misspelt
 modelled
 modus operandi
 modus vivendi
 moneys (but monies if
 assorted currencies)
 monitor
 mores
 MFN (most favoured
 nation)
 most-favoured-nation
 (adj)
 most-favoured-nation
 clause treatment
 motor car
 motorcycle
 much-needed
 multi-purpose
 multi-round
 multi-stage
 multi-year
 multidimensional

multigenerational
 multilateral
 multilingual
 multimedia
 multinational
 multisectoral
mutatis mutandis

N

nationwide (adj)
 neighbour
 nevertheless
 nomenclature
 noncommittal
 non-compliance
 non-discrimination
 non-governmental
 non-industrial
 non-trade concerns
 non-violation
 nonetheless
 no one
 note verbale (plural:
 notes verbales)
 noticeable
 notwithstanding

O

occur, occurred
 occurrence
 off colour
 offence
 offensive
 offset
 offshore

oilcake
 oilseed
 ombudsman (plural:
 ombudsmen)
 ongoing
 online
 onward (adj + ad)
 op. cit.
 ordinance
 organization,
 organize
 outer garments
 outerwear
 outlay
 out of date
 (immediately
 following the verb)
 out-of-date
 (immediately
 preceding the noun)
 overall (n + adj)
 overinvestment
 overpopulation
 overproduction
 overriding
 overrun
 oversimplify
 overspend
 overuse
 overutilize
 overvalue

P

palliatives
 paralyse
pari passu

payroll	person)	rearrange
per annum	principal (adj)	reciprocity
per capita	principle (n)	recommendation
per cent	printout	recurrence
per diem	privatization	re-establish
<i>per se</i>	proactive	reflection
phonograms	procès-verbal	regime
photocopy	(plural: procès- verbaux)	regionalism
phytosanitary	programme (but	reinforce
piece-goods	computer	reinsure
piecemeal	program)	reintegrate
pig fat	proofreader	reinvestment
pig-meat	<i>pro rata</i> =	renegotiation
pinpoint	proportional (adv)	reorganize
pipeline	prorate = allocate (v)	reorientation
place-name		repercussions
plurilateral		re-route
policy maker	Q	rerun
policy-making (n + adj)	qualitative	resistors
postgraduate	qualm	résumé
post-session (adj)	quantifiable	retroactive
post-war	quantify	right holder
practice (n)	quantitative	role
practise (v)	questionable	roll-back
precedence		roll-call
precondition		round-table (adj)
pre-empt	R	round-up (n)
pre-investment	<i>raison d'être</i>	rumour
premium (plural: premiums)	rank-size (adj)	run-down (n + adj)
preshipment	rape-oil	
inspection	rapeseed	S
pretence	<i>rapprochement</i>	safeguards
pre-war	ration, rationale	saleable
prima facie	reaffirmation	savour
principal (head	realize	sceptic(al), scepticism
	reallocate	sectoral

semi-skilled	stockpile	supranational
set-back (n)	stocktaking	sustainable
set-down (n)	storey (building)	syllable
short-lived	straightforward	syllabus (plural: syllabuses)
shortcoming	stumbling-block	symmetry
shortfall	subcommission	symposium (plural: symposia)
short-term (adj)	subcontinent	synchronize
side-effect	subcontract	synthesis, synthesize
signatories	subdivision	
simultaneously	sub-entry	
<i>sine qua non</i>	subgroup	
sizeable	subheading	
skilful	sub-item	T
slowdown (n)	subject-matter	takeover (n)
slow down (v)	subparagraph	targeted
sociocultural	subprogramme	tariffication
socio-economic	subregions,	tax-collector
some time, sometimes	subregional	taxpayer
sorghum	subsection	<i>ter</i>
sovereign, sovereignty	subsector	three-year (adj), three-yearly
soy bean	substantive	time-consuming
specialize	substructure	time-frame
spillover	subsystem	time-lag
staff member	subtitle	time-limit
standstill	subtotal	time-period
start up	subunit	time-point
starting-point	successive	time-series
state of play	sugar beet	time-serving
state trading	sugar cane	timetable
enterprise	<i>sui generis</i>	title-page
stationary (not moving)	sulphur	ton (long UK ton of 2,240 lb or short US ton of 2,000 lb)
stationery (paper)	sunflowerseed oil	tonne (metric tonne of 1,000 kg)
status quo	supersede	totalling
stock market, stock exchange (except as adj)	superstructure	
	supervise	
	supervisor	
	supra	

towards
 tradeable
 trade mark (**but**
 trademark
 in IP documents)
 trade-off
 trade-related
 measures
 trafficking
 transferable
 tranship/transshipment
 transposing
 travelling
 treble
 turn-round (of ships)
 turning-point
 turnkey (operation)
 turnover
 two-thirds (adj)
 two thirds (n)
 two-year (adj), two-
 yearly
 twofold
 typesetting

U

unabated
 under way
 underdeveloped
 underemployment
 underestimate
 undergarment
 underinvestment
 underlie, underlying
 underprivileged
 underuse

underutilize
 undervalue
 underwater (adj)
 under way
 unidirectional
 unilateral
 unitary
 unmistakable
 up to date (predicative
 adj)
 up-to-date (attributive
 adj)
 updated
 upgrade
 uproot
 upward (adj + adv)
 usability
 usable

V

valuation
 versus
 via
 vice versa
 viewpoint
 vis-à-vis
 vulcanized

W

wagon
 waiver
 website, the web
 weekday
 weekend
 well-being

well-founded (adj)
 well-known
 (attributive,
 immediately
 preceding noun)
 well known
 (predicative)
 wheat flour
 wheat germ
 wheatmeal
 wholemeal
 whole milk powder
 wholehearted
 widespread
 wildlife
 wilful, wilfulness
 withdraw, withdrawal
 withhold
 word processing (n)
 word-processing (adj)
 work-hour
 workforce
 workload
 workstation
 worldwide (adj + adv)
 world wide web
 worthwhile

Annex 2

CURRENCY UNITS



This chapter provides the appropriate usage for currency units in documents and in automated systems.

Abbreviations

Do not abbreviate the name of a currency unit when it is mentioned without an amount.

When an amount is mentioned, insert the abbreviation before the figure; leave a space between the abbreviation and the amount, unless the abbreviation includes a currency symbol.

Canadian dollar	Can\$3 million
Indian rupee	Rs 10 billion
Sri Lanka rupee	SL Re 0.01

Adjectives

Use the country name adjective to give a precise reference to the currency.

Estonian kroon
Costa Rican colones
Salvadoran colones

Use "Hong Kong dollar" for Hong Kong SAR currency.

Use "Macao pataca" for Macao SAR currency.

Amounts and figures

Express exact amounts of money in figures.

For large amounts, use round numbers and the words “million” or “billion” rather than zeros.

€6.8 million	not €6,754,323
\$A 1.9 billion	not \$A 1,907,340,243

Use the singular form to denote an exact amount or a rounded figure.

\$A 2.6 billion	not \$A 2.6 billions
\$2.5 million	not \$2.5 millions

Do not divide amounts or figures at the end of a line; do not separate them from the currency abbreviation or symbol.

\$42,521,500	not \$42,521,—... 500
US\$165 million or US\$165 million	not US\$... 165 million

Capitalization

Currency units are not capitalized, except for Afghanis.

Euro

The euro is the single currency of the Economic and Monetary Union adopted by Austria, Belgium, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, and Spain.

Negative amounts

In text, use the words “plus” and “minus,” if possible, instead of the signs (+ and -) – except in mathematical contexts. It is preferable to use such phrases as “a deficit of” for minus, or “a surplus of” for plus.

The balance of payments showed a deficit [surplus] of US\$2.5 billion.

Symbols

Do not leave a space between the currency symbol (\$, ¥, £, ¢, ₦, ¢, ₱, €) and the figure.

Argentine peso	Arg\$0.01
euro	€0.01
Ghanaian cedi	¢0.01
Japanese yen	¥0.01
Nigerian naira	₦0.01
Paraguayan guaraní	¢0.01
Philippine peso	₱0.01
pound sterling	£0.01
U.S. dollar	US\$0.01

Guidelines to the currency list

The currency list contains the forms of currency units, adjectives that precede currency units, currency abbreviations and symbols to be used in documents, and computer abbreviations used in automated database systems. A dash in the list indicates that no abbreviation is used with a given currency unit.

Annex 2 - currency units

Country or Area	Currency Units				Subsidiary Units			Value in Terms of Main Currency
	Singular	Plural	Adjective	Abbreviation	Computer abbreviation	Singular	Plural	
Afghanistan, Islamic State of	Afghani	Afghanis	-	AF	AF	pul	puls	AF 0.01
Albania	lek	leks	Albanian	lek	LEK	qindar	qindarka	lek 0.01
Algeria	dinar	dinars	Algerian	DA	DA	centime	centimes	DA 0.01
Andorra	euro	euros	-	EUR	EUR	cent	cents	EUR 0.01
Angola	kwanza	kwanzas	Angolan	Kz	KZ	céntimo	céntimos	Kz 0.01
Anguilla	dollar	dollars	Eastern Caribbean	EC\$	-	cent	cents	EC\$0.01
Antigua and Barbuda	dollar	dollars	Eastern Caribbean	EC\$	ECAB	cent	cents	EC\$0.01
Argentina	peso	pesos	Argentine	Arg\$	ARG\$	centavo	centavos	Arg\$0.01
Armenia	dram	drams	Armenian	dram	AMD	luma	lumas	dram 0.01
Australia	dollar	dollars	Australian	\$A	\$A	cent	cents	\$A 0.01
Austria	euro	euros	-	EUR	EUR	cent	cents	EUR 0.01

Currency Units

Subsidiary Units

Country or Area	Singular	Plural	Adjective	Abbreviation	Computer abbreviation	Singular	Plural	Value in Terms of Main Currency
Azerbaijan	manat	manat	Azerbaijan	manat	MAN	keplik	keplik	manat 0.01
Bahamas, The	dollar	dollars	Bahamian	B\$	B\$	cent	cents	B\$0.01
Bahrain	dinar	dinars	Bahrain	BD	BD	fil	fil	BD 0.001
Bangladesh	taka	taka	Bangladesh	Tk	TK	poisha	poisha	Tk 0.01
Barbados	dollar	dollars	Barbados	BDS\$	BDS\$	cent	cents	BDS\$0.01
Belarus	rubel	rubels	Belarusian	Rbl	RBL	-	-	-
Belgium	euro ³	euros	-	EUR	EUR	cent	cents	EUR 0.01
Belize	dollar	dollars	Belize	BZ\$	BZ\$	cent	cents	BZ\$0.01
Benin	franc	francs	CFA	CFAF ¹	CFAF	centime	centimes	CFAF 0.01
Bhutan	ngultrum	ngultrum	Bhutanese	Nu	NU	chhetrum	chhetrum	Nu 0.01
Venezuela (Bolivarian Republic of)	bolívar	bolívares	Venezuelan	Bs	BS	centavo	centavos	Bs 0.01
Bolivia	boliviano	bolivianos	-	Bs	BOL	centavo	centavos	Bs 0.01
Bosnia and Herzegovina	convertible marka	convertible marka	-	KM	KM	pfening	pfeninga	KM 0.01

Annex 2 - currency units

Annex 2 - currency units

Country or Area	Currency Units					Subsidiary Units			Value in Terms of Main Currency
	Singular	Plural	Adjective	Abbreviation	Computer abbreviation	Singular	Plural		
Botswana	pula	pula	Botswana	P	BP	thebe	thebe		P 0.01
Brazil	real ²	reais	Brazilian	R\$	R\$	centavo	centavos		R\$0.01
Brunei Darussalam	dollar	dollars	Brunei	B\$	-	cent	cents		B\$0.01
Bulgaria	lev	leva	Bulgarian	lev	LEV	stotinka	stotinki		lev 0.01
Burkina Faso	franc	francs	CFA	CFAF ¹	CFAF	centime	centimes		CFAF 0.01
Burundi	franc	francs	Burundi	Fbu	FBU	centime	centimes		FBu 0.01
Cambodia	riel	riels	Cambodian	CR	CR	sen	sen		CR 0.01
Cameroon	franc	francs	CFA	CFAF ¹	CFAF	centime	centimes		CFAF 0.01
Canada	dollar	dollars	Canadian	Can\$	CAN\$	cent	cents		\$0.01
Cape Verde	escudo	escudos	Cape Verde	CVEsc	CVES	centavo	centavos		CVEsc 0.01
Central African Republic	franc	francs	CFA	CFAF ¹	CFAF	centime	centimes		CFAF 0.01
Chad	franc	francs	CFA	CFAF ¹	CFAF	centime	centimes		CFAF 0.01
Chile	peso	pesos	Chilean	Ch\$	CH\$	centavo	centavos		Ch\$0.01

Annex 2 - currency units

Country or Area	Currency Units				Subsidiary Units			Value in Terms of Main Currency
	Singular	Plural	Adjective	Abbreviation	Computer abbreviation	Singular	Plural	
China ³	yuan	yuan	Chinese	Y	CY	fen	fen	Y 0.01
Colombia	peso	pesos	Colombian	Col\$	COL\$	centavo	centavos	Col\$0.01
Congo, Dem. Rep. of	franc	francs	Congo	CGF	CGF	centime	centimes	CGF 0.01
Congo, Rep. of	franc	francs	CFA	CFAF5	CFAF4	centime	centimes	CFAF 0.01
Costa Rica	colón	colones	Costa Rican	C	CRC	céntimo	céntimos	C 0.01
Côte d'Ivoire	franc	francs	CFA	CFAF ¹	CFAF	centime	centimes	CFAF 0.01
Croatia	kuna	kunas	Croatian/Croat	HRK	HRK	lipa	lipa	HRK 0.01
Cuba	peso	pesos	Cuban	\$	-	centavo	centavos	\$0.01
Cyprus	pound	pounds	Cyprus	£C	LC	cent	cents	£C 0.01
Czech Republic	koruna	koruny	Czech	CZK	CZK	halér	halére	CZK 0.01
Denmark	kroner	kroner	Danish	DKr	DKR	øre	øre	DKr 0.01
Djibouti	franc	francs	Djibouti	DF	DF	centime	centimes	DF 0.01
Dominica	dollar	dollars	Eastern Caribbean	EC\$	ECD	cent	cents	EC\$0.01

Annex 2 - currency units

Country or Area	Currency Units				Subsidiary Units			Value in Terms of Main Currency
	Singular	Plural	Adjective	Abbreviation	Computer abbreviation	Singular	Plural	
Dominican Republic	peso	pesos	Dominican	RD\$	RD\$	centavo	centavos	RD\$0.01
Ecuador	dollar	dollars	U.S.	US\$	-	centavo	centavos	\$0.01
Egypt	pound	pounds	Egyptian	LE	LE	piastre ⁴	piastres	LE 0.01
El Salvador ⁵	colón dollar	colones dollars	Salvadoran U.S.	C US\$	SALC -	centavo cent	centavos cents	C 0.01 US\$0.01
Equatorial Guinea	franc	francs	CFA	CFAP ¹	CFAP	centime	centimes	CFAP 0.01
Estonia	kroon	krooni	Estonian	EEK	EEK	sent	seni	EEK 0.01
Ethiopia	birr	birr	Ethiopian	Br	EB	cent	cents	Br 0.01
Fiji	dollar	dollars	Fiji	F\$	F\$	cent	cents	F\$0.01
Finland	euro	euros	-	EUR	EUR	cent	cents	EUR 0.01
France	euro	euros	-	EUR	EUR	cent	cents	EUR 0.01
Gabon	franc	francs	CFA	CFAP ¹	CFAP	centime	centimes	CFAP 0.01
Gambia, The	dalasi	dalasis	Gambian	D	DG	butut	bututs	D 0.01
Georgia	lari	lari	Georgian	GEL	-	tetri	tetri	GEL 0.01

Annex 2 - currency units

Currency Units						Subsidiary Units		
Country or Area	Singular	Plural	Adjective	Abbreviation	Computer abbreviation	Singular	Plural	Value in Terms of Main Currency
Germany	euro	euros	-	EUR	EUR	cent	cents	EUR 0.01
Ghana	cedi	cedis	Ghanaian	₵	GC	pesewa	pesewas	₵0.01
Greece	euro	euros	-	EUR	EUR	cent	cents	EUR 0.01
Grenada	dollar	dollars	Eastern Caribbean	EC\$	ECG	cent	cents	EC\$0.01
Guadeloupe	franc	francs	French	F	-	centime	centimes	F 0.01
Guinea	franc	francs	Guinean	GF	GF	-	-	-
Guinea-Bissau	franc	francs	CFA	CFAF ¹	CFAF	centime	centimes	CFAF 0.01
Guyana	dollar	dollars	Guyana	G\$	G\$	cent	cents	G\$0.01
Haiti	gourde	gourdes	Haitian	G	G	centime	centimes	G 0.01
Honduras	lempira	lempiras	Honduran	L	L	centavo	centavos	L 0.01
Hong Kong SAR	dollar	dollars	Hong Kong	HK\$	HK\$	cent	cents	HK\$0.01
Hungary	forint	forint	Hungarian	Ft	FT	fillér	fillér	Ft 0.01
Iceland	króna	krónur	Icelandic	ISK	ISK	eyrir	aurar	ISK 0.01

Annex 2 - currencies units

Country or Area	Currency Units				Subsidiary Units			Value in Terms of Main Currency
	Singular	Plural	Adjective	Abbreviation	Computer abbreviation	Singular	Plural	
India	rupee	rupees	Indian	Rs ⁶	RS	paisa	paise	Re 0.01
Indonesia	rupiah	rupiah	Indonesian	Rp	RP	sen	sen	Rp 0.01
Iran, Islamic Republic of	rial	rials	Iranian	Rls ⁷	IRLS	-	-	-
Iraq ⁸	dinar	dinars	Iraqi	ID	ID	fiis	fiis	ID 0.001
Ireland	euro	euros	-	EUR	EUR	cent	cents	EUR 0.01
Israel	new sheqel	new sheqalim	Israeli	NIS	NIS	agora	agorot	NIS 0.01
Italy	euro	euros	-	EUR	EUR	cent	cents	EUR 0.01
Jamaica	dollar	dollars	Jamaican	J\$	J\$	cent	cents	J\$0.01
Japan	yen	yen	Japanese	¥	Y	sen	sen	¥0.01
Jordan	dinar	dinars	Jordanian	JD	JD	fiis	fiis	JD 0.001
Kazakhstan	tenge	tenge	Kazakhstani	T	T	tiyn	tiyns	T 0.01
Kenya	shilling	shillings	Kenya	K Sh	KSH	cent	cents	K Sh 0.01
Korea, Republic of	won	won	Korean	W	W	chun	chun	W 0.01
Kuwait	dinar	dinars	Kuwaiti	KD	KD	fiis	fiis	KD 0.001

Annex 2 - currencies units

		Currency Units				Subsidiary Units		
Country or Area	Singular	Plural	Adjective	Abbreviation	Computer abbreviation	Singular	Plural	Value in Terms of Main Currency
Kyrgyz Republic	som	soms	Kyrgyz	som	SOM	tyyn	tyyns	som 0.01
Lao Peoples' Democratic Republic	kip	kip	Lao	KN	KN	-	-	-
Latvia	lats	lats	Latvian	LVL	LVL	santims	santims	LVL 0.01
Lebanon	pound	pounds	Lebanese	LL	LL	-	-	-
Lesotho	loti ⁹	maloti ⁹	Lesotho	M	LM	sente	lisente	M 0.01
Libya	dinar	dinars	Libyan	LD	LD	dirham	dirhams	LD 0.001
Liechtenstein	franc	francs	Swiss	Sw F	-	centime	centimes	Sw F 0.01
Lithuania	litas	litai	Lithuanian	LTL	LTL	centas	centai	LTL 0.01
Luxembourg	euro	euros	-	EUR	EUR	cent	cents	EUR 0.01
Macao SAR	pataca	patacas	Macao	P	-	avo	avos	P 0.01
Macedonia, former Yugoslav Republic of	denar	denars	Macedonian	MDen	MDen	deni	deni	MDen 0.01
Madagascar ¹⁰	franc	francs	Malagasy	FMG	FMG	centime	centimes	FMG 0.01

Annex 2 - currency units

Country or Area	Currency Units				Subsidiary Units			Value in Terms of Main Currency
	Singular	Plural	Adjective	Abbreviation	Computer abbreviation	Singular	Plural	
Madeira	escudo	escudos	Portuguese	Esc	-	centavo	centavos	Esc 0.01
Malawi	kwacha	kwacha	Malawi	MK	MK	tambala	tambala	MK 0.01
Malaysia	ringgit	ringgit	Malaysian	RM	RM	sen	sen	RM 0.01
Maldives	rufiyaa	rufiyaa	Maldivian	Rf	MLRF	laari	laari	Rf 0.01
Mali	franc	francs	CFA	CFAF ¹	CFAF	centime	centimes	CFAF 0.01
Malta	lira	liri	Maltese	Lm	LMT	cent ¹¹	cents	Lm 0.01
Mauritania	ouguiya ¹²	ouguiyas ¹²	Mauritanian	UM	UM	khoum	khoums	UM 0.20 ¹³
Mauritius	rupee	rupees	Mauritian	MUR	MUR	cent	cents	MUR 0.01
Mexico	peso	pesos	Mexican	Mex.\$	Mex.\$	centavo	centavos	Mex.\$0.01
Moldova	leu	lei	Moldovan	MDL	MDL	ban	bani	MDL 0.01
Mongolia	togrog	togrogs	Mongolian	Tog	TOG	möngö	möngö	Tog 0.01
Morocco	dirham	dirhams	Moroccan	DH	DH	centime	centimes	DH 0.01
Mozambique	metical	meticais	Mozambican	Mt	MT	centavo	centavos	Mt 0.01
Myanmar	kyat	kyats	Myanmar	K	MYK	pya	pyas	K 0.01

A n n e x 2 - c u r r e n c y u n i t s

Currency Units						Subsidiary Units		
Country or Area	Singular	Plural	Adjective	Abbreviation	Computer abbreviation	Singular	Plural	Value in Terms of Main Currency
Namibia	dollar ¹⁴ rand ¹⁴	dollars ¹⁴ rand ¹⁴	Namibia South African	N\$ R	NAD R	cent cent	cents cents	N\$0.01 R 0.01
Nepal	rupee	rupees	Nepalese	Nr ¹⁵	NRS	paisa	paisa	Nr 0.01
Netherlands	euro	euros	-	EUR	EUR	cent	cents	EUR 0.01
Netherlands Antilles	guilder	guilders	Netherlands Antillean	NA f.	NIAG	cent	cents	NA f. 0.01
New Zealand	dollar	dollars	New Zealand	\$NZ	\$NZ	cent	cents	\$NZ 0.01
Nicaragua	córdoba	córdobas	Nicaraguan	C\$	C\$	centavo	centavos	C\$0.01
Niger	franc	francs	CFA	CFAF ¹	CFAF	centime	centimes	CFAF 0.01
Nigeria	naira	naira	Nigerian	₦	N	kobo	kobo	₦0.01
Norway	kroner	kroner	Norwegian	NKr	NKR	øre	øre	NKr 0.01
Oman	rial Omani	rials Omani	-	RO	RO	baisa	baisas	RO 0.001
Pakistan	rupee	rupees	Pakistan	PRs	PRS	paisa	paisas	PRs 0.01
Panama	balboa	balboas	Panamamanian	B	PB	céntimo	céntimos	B 0.01

Annex 2 - currency units

Country or Area	Currency Units				Subsidiary Units			Value in Terms of Main Currency
	Singular	Plural	Adjective	Abbreviation	Computer abbreviation	Singular	Plural	
Papua New Guinea	kina	kina	Papua New Guinea	K	PNEG	toea	toea	K 0.01
Paraguay	guaraní	guaraníes	Paraguayan	₲	PARG	céntimo	céntimos	₲0.01
Peru	nuevo sol	nuevos soles	Peruvian	₺	S	céntimo	céntimos	₺0.01
Philippines	peso	pesos	Philippine	₱	PHLP	centavo	centavos	₱0.01
Poland	zloty	zlotys	Polish	Zł	ZL	grosz	groszy	Zł 0.01
Portugal	euro	euros	-	EUR	EUR	cent	cents	EUR 0.01
Qatar	riyal	riyals	Qatar	QR	QR	dirham	dirhams	QR 0.01
Romania	leu	lei ¹⁶	Romanian	leu	LEI	-	-	-
Russian Federation	ruble	rubles	Russian	Rub	RUB	kopek	kopeks	Rub 0.01
Rwanda	franc	francs	Rwanda	RF	RF	centime	centimes	RF 0.01
St. Kitts and Nevis	dollar	dollars	Eastern Caribbean	EC\$	ECSK	cent	cents	EC\$0.01
St. Lucia	dollar	dollars	Eastern Caribbean	EC\$	ECSL	cent	cents	EC\$0.01

Annex 2 - currency units

		Currency Units				Subsidiary Units			
Country or Area	Singular	Plural	Adjective	Abbreviation	Computer abbreviation	Singular	Plural	Value in Terms of Main Currency	
St. Vincent and the Grenadines	dollar	dollars	Eastern Caribbean	EC\$	ECSV	cent	cents	EC\$0.01	
Samoa	tala	tala	Samoa	SAT	SAT	sene	sene	SAT 0.01	
São Tomé and Príncipe	dobra	dobras	São Tomé and Príncipe	Db	DB	centimo	centimos	Db 0.01	
Saudi Arabia	riyal	riyals	Saudi Arabian	SRLs ¹⁷	SRLS	halala	halalas	SRI 0.01	
Senegal	franc	francs	CFA	CFAF ¹	CFAF	centime	centimes	CFAF 0.01	
Serbia and Montenegro ¹⁸	dinar	dinars	Serbian	SRD	SRD	para	para	SRD 0.01	
Seychelles	rupee	rupees	Seychelles	SR	SR	cent	cents	SR 0.01	
Sierra Leone	leone	leones	Sierra Leonean	Le	LEO	cent	cents	Le 0.01	
Singapore	dollar	dollars	Singapore	S\$	S\$	cent	cents	S\$0.01	
Slovak Republic	koruna	koruny	Slovak	Sk	SK	halier	haliere	Sk 0.01	
Slovenia	tolar	tolars	Slovenian or Slovene	SIT	SIT	stotin	stotins	SIT 0.01	

Annex 2 - currency units

Country or Area	Currency Units				Subsidiary Units			Value in Terms of Main Currency
	Singular	Plural	Adjective	Abbreviation	Computer abbreviation	Singular	Plural	
Solomon Islands	dollar	dollars	Solomon Islands	SI\$	SI\$	cent	cents	SI\$0.01
Somalia	shilling	shillings	Somali	So. Sh.	SOSH	cent	cents	So. Sh. 0.01
South Africa	rand	rand	South African	R	R	cent	cents	R 0.01
Spain	euro	euros	-	EUR	EUR	cent	cents	EUR 0.01
Sri Lanka	rupee	rupees	Sri Lanka	SL Rs ¹⁹	SLRS	cent	cents	SL Re 0.01
Sudan	dinar	dinars	Sudanese	SD	SD	piastre ⁴	piastres	SD 0.01
Suriname ²⁰	dollar	dollars	Surinamese	SRD	SRD	cent	cents	SRD 0.01
Swaziland	lilangeni	emalangeni	Swaziland	E	E	cent	cents	E 0.01
Sweden	krona	kronor	Swedish	SKr	SKR	öre	öre	SKr 0.01
Switzerland	franc	francs	Swiss	Sw F	SWF	centime	centimes	Sw F 0.01
Chinese Taipei	dollar	dollars	New Taiwan	NT\$	-	fen ²¹	fen	NT\$0.01
Tajikistan	somoni	somoni	Tajik	SM	SM	diram	dirams	SM 0.01
Tanzania	shilling	shillings	Tanzania	T Sh	TSH	cent	cents	T Sh 0.01

Currency Units

Subsidiary Units

Country or Area	Singular	Plural	Adjective	Abbreviation	Computer abbreviation	Singular	Plural	Value in Terms of Main Currency
Thailand	baht	baht	Thai	B	TB	satang	satang	B 0.01
Togo	franc	francs	CFA	CFAF ¹	CFAF	centime	centimes	CFAF 0.01
Tonga	pa'anga	pa'anga	Tongan	T\$	PT	senifi	senifi	T\$0.01
Trinidad and Tobago	dollar	dollars	Trinidad and Tobago	TT\$	TT\$	cent	cents	TT\$0.01
Tunisia	dinar	dinars	Tunisian	TD	TD	millime	millimes	TD 0.001
Turkey	lira	liras	Turkish	TL	TL	kurus	kurus	TL 0.01
Uganda	shilling	shillings	Uganda	U Sh	UGSH	cent	cents	U Sh 0.01
Ukraine	hryvnia	hryvnias	Ukrainian	Hrv	UAH	kopiyka	kopiyky	Hrv 0.01
United Arab Emirates	dirham	dirhams	U.A.E.	AED	AED	fil	filis	Dh 0.01
United Kingdom	pound ²²	pounds ²²	sterling ²²	£ or £ stg. ²²	LSTG	penny	pence	£0.01
United States	dollar	dollars	U.S.	US\$	US\$	cent	cents	\$0.01
Uruguay	peso	pesos	Uruguayan	Ur\$	UR\$	centésimo	centésimo	Ur\$0.01
Uzbekistan	sum	sum	Uzbek	SUM	SUM	tiyin	tiyin	SUM 0.01
Vanuatu	vatu	vatu	Vanuatu	VT	VT	-	-	-

Annex 2 - currency units

Country or Area	Currency Units				Subsidiary Units			Value in Terms of Main Currency
	Singular	Plural	Adjective	Abbreviation	Computer abbreviation	Singular	Plural	
VietNam	dong	dong	Vietnamese	D	VND	-	-	-
Yemen, Republic of	rial	rial	Yemeni	Yrls ²³	YRLS	Fils	fils	YRI 0.01
Zambia	kwacha	kwacha	Zambian	K	ZK	ngwee	ngwee	K 0.01
Zimbabwe	dollar	dollars	Zimbabwe	Z\$	Z\$	cent	cents	Z\$0.01

¹ The denomination CFA means the franc de la Coopération Financière en Afrique Centrale (franc of the Financial Cooperation in Central Africa) for the currency unit issued by the Central Bank of the Central African States (BEAC) or the franc de la Communauté Financière d'Afrique (franc of the African Financial Community) for the currency unit issued by the Central Bank of the West African States (BCEAO). If it is necessary to make the distinction explicit, the abbreviation CFAF (BEAC) or CFAF (BCEAO) can be used.

² The word "real" should be italicized to avoid confusion in such phrases as 'the real's real exchange rate.'
³ The currency is the renminbi, while the currency unit is the yuan; second subsidiary currency unit: jiao; 10 fen = 1 jiao; 10 jiao = 1 yuan.

⁴ Second subsidiary currency: millième; 10 millièmes = 1 piastre

⁵ The dollar is the legal tender and circulates freely at a fixed rate of 48.75 per \$1. Payments may be made in either dollars or colones.

⁶ Singular: Re. Plural: Rs.

⁷ Singular: Rl. Plural: Rls.

⁸ The currency of Iraq is the Iraqi dinar. Effective October 15, 2003, new banknotes were introduced, replacing the "Saddam dinars" at a rate of 1:1 and the Swiss dinars at a rate of 150 Swiss dinars per 1 new Iraqi dinar.

⁹ The loti is interchangeable with the South African rand, which is also legal tender in Lesotho.

¹⁰ Effective July 31, 2003, a new currency, the ariary, began to circulate together with the Malagasy franc; the two are convertible at the rate of ariary 1 per FMG 5. All accounts will continue to be denominated in Malagasy francs until January 1, 2005.

¹¹ Second subsidiary currency: mil; 10 mils = 1 cent.

- ¹² In French, the singular and plural are the same; in Arabic and English the plural form is used.
- ¹³ For accounting purposes, the ouguiya is also divided into the dixième (= UM 0.10) and the centième (= UM 0.01).
- ¹⁴ Where more than one currency is indicated, all are circulating concurrently.
- ¹⁵ Singular: Nf. Plural: Nfs.
- ¹⁶ Use the plural form "lei" before a figure (lei 100).
- ¹⁷ Singular: SRI. Plural: SRIs.
- ¹⁸ The currencies of Serbia and Montenegro are the dinar in the Republic of Serbia and the euro in the Republic of Montenegro.
- ¹⁹ Singular: SI Re. Plural: SI Rs.
- ²⁰ Effective January 1, 2004, the currency of Suriname is the Suriname dollar. Previously, the currency was the Suriname guilder.
- ²¹ The conversion between two currencies is effected at a rate of SRD 1 per Sfl,000.
- ²² Second subsidiary currency: chiao; 10 fen = 1 chiao.
- ²³ "Sterling" is at times used in place of "pounds." When used as an adjective to describe the currency, "sterling" follows "pounds" (i.e., "pounds sterling").
- ²³ Singular: YRI. Plural: YRIs.

