

World Vision Style

World Vision

A black and white photograph of two young girls sitting at a desk. They are both smiling and looking towards the camera. The girl on the left is wearing a light-colored shirt with dark suspenders and a long pearl necklace. The girl on the right is wearing a dark-colored dress with a light-colored collar and a necklace. They are sitting at a desk with several books and a bag. The background is a woven bamboo or similar material.

World Vision Australia's
Desktop Style Guide

World Vision Style

How do I spell program?
Why can't I say "WVA"?
Which words are capitalised ?

This booklet is a quick reference guide for many points of grammar and World Vision Australia's written style. Keep it handy on your desk for whenever you need to write material for either print or electronic publishing.


About this guide

This Style Guide aims to give you a basic framework to prepare written reports, correspondence, digital content and other material. Sometimes what you write will only be read by internal (i.e., World Vision) audiences; at other times it will be seen and read by the general public. This is a guide for all readers.

Adhering to a consistent and appropriate writing style in all communications provides clarity and reassurance for your audience. It lessens uncertainty and confusion.

When we talk about development work at World Vision, we often talk about "transforming" the lives of those living in poverty. What we speak of less is how we also seek to transform the lives (or even just the understanding) – of our supporters and our colleagues. And yet, we have the power to do this every day, with the stories we tell.

We have powerful and true stories to tell at World Vision. We want our readers to be moved by these stories, and come back for more. Let's tell our stories as well as we can.

 Sometimes different rules apply between printed and online publications. Wherever we want to stipulate such a difference in this guide, you'll see this symbol.

Contents

Write for your audience!	4
Writing for the web	5
Development language	6
Titles and capitalisation	8
Bold, italics, underlining	9
Quotation marks	10
Numbers, signs and symbols	12
Lists	13
Referencing	14
Book reference	14
Journal article	14
Personal communication	15
Electronic references	15
Dates and times	16
Punctuation	17
Apostrophes	17
Contractions	17
Dashes and hyphens	17
Colons and semi-colons	19
Copyright guidelines	20
Image guidelines	21
Acronyms and abbreviations	22
Spelling	23
Commonly used acronyms	28

Write for your audience!

Here's a few pointers to guide you through the shaping of any document:

Who is your audience? Who are you writing for? What do they already understand? How much attention will they give to your writing? Do your readers speak and read English as a first language?

Put yourself in the audience's place. It is important to think about how your reader thinks and speaks.

Be brief. In choosing between a long word and a simple word, pick the simple. Make one main point in each sentence.

Paragraphs of one to three sentences convey an idea effectively.

Focus on the important. Get to the point quickly.

Write natural-sounding English. While not being lazy, try to be informal. Read what you've written aloud to judge clarity.

How will the information be conveyed? How much attention will your reader give you in the chosen format?

Be consistent. Where a style is optional – for instance, in the choice of bullet points and accompanying punctuation – pick one way of doing it and stick to that.

Check what you have written. Again, try reading it aloud.

Get someone else to check what you have written.

Use bullets where you can.

Avoid jargon. Technical language excludes those who don't understand it. Unless you are sure your work will only be read by technical experts, don't use it.

Avoid cliché and meaningless words.

Use the active voice. Rather than say: **The water was collected by the boy, say: The boy collected the water.**

Writing for the web

I try to leave out the parts that people skip.

Elmore Leonard

When people read content online, they skim. They don't submerge.

Long sentences are hard to focus on, so keep your sentences short. Get to the point quickly, preferably on the first line.

Ideally, a paragraph has absolutely no more than three sentences – and sometimes just one is sufficient.

Use bullet points and headings to break up text wherever possible. They make essential information easy to find.

Wherever possible, use hyperlinked text rather than “click here” to indicate a link. It saves space and is less of an interruption to the reader.

Development language

When describing World Vision's field programs and projects, it is important to use language that gives people dignity and does not describe them as victims.

Use empowering language to describe both the people and the work.

Allow your writing to illustrate this. When discussing issues of mental health, it's important to avoid focusing on weaknesses and suffering and instead accurately reflect survivors' resilience.

Use terms that are appropriate to the audience for your publication. Some development terms - like **multilaterals**, **interventions**, **sectoral strategies**, **integrated programming** - are too technical for public communications, although they may be used in academic writing. Some terms are loaded with unwanted or unintended connotation.

For example:

Avoid	Use
the poor	people living in poverty, people in poor communities
giving, helping, providing things	supporting communities to, working with communities to
tribe	ethnic minority
third world	developing countries, poor countries
first world	developed countries, rich countries
food security	reliable access to food
capacity building	developing/building livelihoods, independence, self-sufficiency
HIV and AIDS victims/sufferers/orphans	People living with/children affected by HIV and AIDS
The West/Western countries	the developed world/developed countries

Development language

Substitute damn every time you're inclined to write very; your editor will delete it and the writing will be just as it should be. Mark Twain

income generation	Creating new income sources, finding alternative incomes
mental illness or problems	psychosocial wellbeing or mental health
trauma	distress or stress
symptoms	reactions to difficult situations or signs of distress

Program vs. Project

A product is a funding stream supporting World Vision's work, or development program in the field.

eg. the child sponsorship program is a product; Child Rescue is a product

eg. Use "This project, funded by child sponsorship..." OR "this child sponsorship-supported program"

*Child sponsorship does not deliver direct benefits to sponsored children; rather it funds development work in the community the child lives in.

*Child Rescue is not about "rescuing children" in an immediate sense, but rather refers to a collection of projects that focus on prevention and rehabilitation of children in difficult situations beyond the reach of child sponsorship.

Titles and capitalisation


Write short, catchy titles of no more than five or six words. Add a subtitle if extra information is required. Keep it short.

For book or publication titles, capitalise the first word, and all nouns, verbs, adjectives and adverbs.

eg: **Children Living in Poverty not Children Living In Poverty**

For webpages, newsletters and all non-tile headings and subheadings, capitalise only the first word and proper nouns.

eg: **“A child’s life in southeast Asia” not “A Child’s Life In Southeast Asia”**

- Ampersands (&) in titles or body text – should only be used in web and only if unavoidable
-  Ampersand use online is generally less problematic, depending on the context in which it’s used. Always check with the web editor you’re working with.
- Do not use a full stop after a title or subtitle

Where a word is part of the unique name of a person or entity, it is capitalised. Where it is part of a description of the person or entity, it is not.

The boys were admitted to the Sahara Centre for Street Children in Ahmedabad.

The boys were admitted to an Ahmedabad centre for street children.

Regional references


Compass points (*north, south, east and west*) are in the lower case, except when they are part of a name.

Durban is on the east coast of South Africa, which is in southern Africa.

The view to the north of the border of North Korea and South Korea is bleak.

Bold, italics, underlining

My aim is to put down on paper what I see and what I feel in the best and simplest way.
Ernest Hemingway

- Use bold in headings and sub-headings. Avoid using it to emphasise words, unless you’re indicating hyperlinks in web or email text.
-  Online, it may be appropriate to use bold for emphasis. Check with your web editor.
- Use italics to emphasise words or phrases in a text.
- Italicise the titles of books, films, album titles, newspapers, magazines and paintings.
- Underlining should only ever be used to indicate hyperlinks. Don’t underline for emphasis.

Quotation marks

Quotations and quotation marks

- Use double quotation marks for direct quotations, and single quotation marks for a quote within a quotation.
- Use double quotation marks for song names
- Quotations that are inset or put into pull out boxes do not need quotation marks.

Indented quotations

- As a rule of thumb, quotations that are longer than five lines, or about 60 words, should be indented on the page (these are known as “indented quotations”). Do not enclose indented quotations in quotation marks.

Retain spelling and punctuation

- The spelling and punctuation of the original source should be maintained, even if it is not “correct” by today’s standards or according to this style guide.

Truncated or edited quotations

- If the source quotation is truncated (cut), either in the middle or at the end of the quotation, use ellipses (...) to mark the point of the omitted material. Do not use ellipses at the start of the quote, even if material has been omitted there.
- If the wording is adjusted slightly to fit the grammar of the sentence, put the inserted text within [square brackets].

Quotes for compelling reading

We want World Vision stories, features and news to be rich with quotes. Reporting a vivid and descriptive sentence from a person you have met or interviewed not only enlivens your writing, it brings the person to life. To the reader that person is no longer a character of yours; he or she has become a speaking being.

Quotation marks

*Never trust the artist.
Trust the tale.
D.H. Lawrence*

An honest writer will only credit words to someone else if they were really said.

Don’t make up a quote for someone if that person did not say it.

Never concoct a quote because the story needs it or your brief demands one.

Don’t be tempted to embellish a partial quote or to squeeze that person into the World Vision linguistic mould.

Copyright

Be aware that longer or significant quotations may require copyright permissions (see “**Copyright and permissions**”).

Quoting ideas

When singling out words, letters and phrases, use double quotation marks.

eg: “I” comes before “e” in the word “believe”.

Numbers, signs and symbols

- In text, spell out in full numbers from one to nine. Use numerals for numbers 10 and above.
- The Australian dollar should be written \$20.05, 25c or \$0.25, not \$.25. Australian dollars can be visually represented as A\$10,000.
- Other currencies include US\$2,595, ¥15 000, £450.
- If you are reporting on costs or expenses in other currencies, it is useful to provide an Australian dollar conversion of the amount.
eg: In China in 2006, the average wage was 1,750 yuan (A\$358) per month.
- Other symbols (% , & , #) appear in graphs, but are spelled out in text. Percentages should be spelled out **eg. 10 percent (note there is no space in the word).**

Avoid the use of symbols as abbreviations in headlines and text eg. Utilise the word “and” instead of using ampersands (&).

Lists

When using dot point lists, ensure each item has the same grammatical structure. Also make sure they make grammatical sense following on from the introductory words.

There are three ways to punctuate a list with introductory text.

Lists

1. List comprising full sentences – begin with a capital letter and end with a full stop.
eg: Water and sanitation conditions can be improved in various ways:
 - **Boreholes reaching underground water sources can be dug in closer proximity to community settlements.**
 - **Pit latrines – which are both sanitary and sturdy constructions – can be built. These can last for years.**
 - **Shallow springs can be fenced to protect water sources from debris.**
2. List comprising long phrases – start each dot point with a lower-case letter (unless a proper noun) and end each with a semicolon.
eg: World Vision has a number of programs designed to help those living in poverty, including:
 - **the Child Sponsorship program, which is probably the most well-known;**
 - **Water Health Life, which is concerned with water and sanitation issues;**
 - **One Earth, fighting poverty and climate change together;**
 - **Twice As Green, which is currently a carbon-offset program.**
3. List comprising short phrases – start each phrase with a lower-case letter and do not use end punctuation or a full stop.
eg: Some of World Vision’s most pressing concerns for children are:
 - **poverty and hunger**
 - **exploitation and abuse**
 - **disease**
 - **homelessness**

When a bulleted list has no introduction, choose whether or not to end each item with a full stop and **be consistent. eg:**

- **When the best leader’s work is done, the people say, “We did it ourselves”.**
- **The function of leadership is to produce more leaders, not more followers.**
- **A leader leads by example, whether they intend to or not.**

Referencing

Book reference

Author, A.A., Author, B.B. & Author, C.C. year of publication, Title of book: subtitle, edition [if not first], Publisher, Place of publication.

eg: **Flannery, T. 2007, *An Explorer's Notebook: essays on life, history and climate*, Text Publishing, Melbourne, Australia.**

eg: **Devasia, L. & Devasia W., 1991, *Girl Child in India*, Second Edition, Ashish Publishing House, New Delhi.**

Book/report with corporate author

Author, year of publication, Title of report, date of report.

Joint United Nations Programme in HIV/AIDS/World Health Organization (2003) AIDS epidemic update, December 2003. Retrieved 26 November 03 from: www.unaids.org

Journal article

Author, A.A. year of publication, "Title of article", Title of Journal, vol. xx, (no. yy), pp. xy-z.

eg: **Reardon, T. & Berdegue J.A. 2002, "The rapid rise of supermarkets in Latin America: challenges and opportunities for development", *Development Policy Review*, 20 (4): p. 371-88.**

Newspaper article

Author, A.A. year of publication, "Title of article". Title of newspaper, date, p. x.

eg: **Beattie, A. 2003, "Report casts doubt on FDI incentives", *Financial Times*, 15 October 2003, p. 3.**

Conference papers

Author, year of publication, "Title of paper", Name of conference grouping, conference venue and date of conference.

International Confederation of Free Trade Unions 2003, "Discussion Guide", 8th World Women's Conference, Melbourne, Australia, 18-21 February 2003.

Referencing

Personal communication

This includes conversations, interviews, phone calls, letters, handouts and lecture notes. Permission should be obtained before using as a reference.

Interviewee, A. and Interviewee, B. year of interview, Description of transcript.

eg: **Mather, C. and Greenberg, S. 2003, *Unpublished interview transcripts with South African farmers*.**

Electronic references

Electronic sources include databases, online journals, websites or web pages, newsgroups and email discussion groups.

Journal article from an electronic database

Author, A. Year of publication, "Name of article", Title of journal, Volume no., p. x. Retrieved: date from source.

eg: **Madden, G. 2002, "Internet economics and policy: an Australian perspective", *Economic Record*, 78:242, pp343-358. Retrieved: 16 October 2002 from ABI/Informdatabase.**

Document within a website

Author/editor (date of access) Title, [Online] Available at: <url>

eg: **Jubilee Australia (26 November 2003) *Why drop the debt?* [Online] Available at <www.jubileeaustralia.org/511_jubilee_why_drop.php>**

United Nations General Assembly Special Session on AIDS (18 February 2001) HIV/AIDS, food security and rural development Fact Sheet [online] Available at: <http://www.un.org/ga/aids/ungassfactsheets/html/fsfood_en.htm>

Dates and times

In body text

The preferred formats are as follows: February 1988

8 February 2004 (Without the zero before the “8” in body text. In a table the zero may be used.)

Spell out the month in full (except in tables). Spell out “twentieth century”, and so on.

There is no apostrophe in full year (plural) dates such as: 1960s, 1800s

However, where the years have been abbreviated there is an apostrophe to replace the missing numbers: “The ‘60s were good years.” “The Roaring ‘40s...”

In these instances, where the apostrophe occurs at the start of the word, ensure that the apostrophe is facing the correct way. It should look like an apostrophe rather than an opening quotation mark.

In tables

The following shortened forms, without full stops, are preferred in tables:

Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

Decades

The preferred style is to use numerals rather than text – don’t use apostrophes: 1970s, 1980s, 1990s.

Time

There is no space between the number and the am/pm definer: 8am, 5pm.

There are no full stops in “am” or “pm”. Use a full stop rather than a colon to separate the minutes from the hours. If there are no minutes specified, do not use “00” to represent the minutes.

Use en rules (not hyphens or slashes) in date and time spans.

eg. 9am-5pm, 17-19 January

Punctuation

***Whether it is for print or online publication, World Vision Australia style requires only one space between sentences.**

Apostrophes

- Use an apostrophe + s to indicate possession in nouns that do not end in s, eg: **the horse’s mouth (the mouth of the horse)**
- Use an apostrophe after the s to indicate possession in words that end in s, eg: **the horses’ mouths (the mouths of the horses)**
- Don’t use apostrophes when writing simple plurals **MDGs not MDG’s**
- Hers, its, theirs and yours are already possessive and do not require apostrophes

Confusing contractions

- Your/you’re
your = belonging to you (your sponsored child)
you’re = you are (you’re a valued World Vision employee)
- Its/it’s
its = belonging to it (the community dug its own borehole)
it’s = it is (it is true that mosquito nets can protect against malaria)

Dashes and hyphens

Generally, hyphens join and dashes separate. A hyphen is the shortest of the horizontal punctuation lines; dashes are longer, traditionally represented by the en dash, the em dash or the double em dash.

Punctuation

World Vision Australia style calls for en dashes (–) rather than hyphens or em and double em dashes.

How to create an en dash

Press “control + minus” (the minus on the number keypad) to create an en dash. This may not work on a Mac. An alternative method is to select “Insert” from the Word toolbar; select “Symbol” from the dropdown menu; from the Symbol dialogue box, select the “Special characters” tab; select “En Dash” from the list of characters in the Symbol dialog box; click OK.

En dashes within sentences have one space before and one space after them. They are used as a pair to bracket an independent clause, or at the end of a sentence to introduce a sentence fragment. Do not use more than one set of en dashes in a sentence.

eg: The fight to eradicate poverty – though not without its victories – is yet to be won.

Unspaced en dashes are used to link items that still retain their separate entities
eg: the American–Australian Free Trade Agreement

Hyphens are used to join compound nouns and adjectives
eg: anti-trafficking, two-year-old

Hyphenate compound adjectives (including measurements) used before a noun
eg: a three-year course, a long-lost friend

Hyphenate compounds including words such as all, self and half
eg: a real self-starter, all-knowing

Do not use a hyphen after adverbs ending in “ly”:
eg: an exceptionally well respected humanitarian, but: a well-respected humanitarian

Punctuation

Colons and semi-colons

The colon can be used:

- to amplify, summarise and contrast.
eg: There is only one word for it: exceptional
- before a series of items or list.
eg: Three sectors were represented: education, health and agriculture.
- to block quotations (quotations that are set apart from the text).
eg: The press release began: A new report by World Vision has found that individual Australians are giving more than ever.
- in subtitles and subheadings
eg: New report: Australians giving more

The semicolon can be used:

- as a stronger break than a comma but weaker than a full stop.
eg: We expect board approval next week; the work can then start immediately.
- for internally punctuated run-on lists
eg: Participants came from Johannesburg, South Africa; Wellington, New Zealand; and Phnom Penh, Cambodia.

Copyright guidelines

A creative work is protected from the time it is first written down, or recorded in some way, provided it has resulted from the creator's skill and effort and is not merely copied from another work. In most cases, copyright lasts for the life of the creator plus 70 years. After expiry of copyright, the work enters what is known as the "public domain" where it can be freely used without permission.

Copyright in works created by most employees as part of their employment is owned by the employer. This exception does not apply to people working on a freelance basis. Freelancers will own copyright in their works, unless there is written agreement stating otherwise.

When using material from external sources, the origins should be known and permission obtained, prior to use. Moral rights legislation also requires that we acknowledge the creator of a work through a printed credit if it is known eg. World Vision/NAME irrespective of who owns the copyright.

Image guidelines

When using visual images (photographs, drawings and audio visual mediums such as video and film) World Vision Australia is guided by voluntary codes of conduct from the Australian Council for International Development, the International Federation of Red Cross and Red Crescent Societies and by World Vision's policies and standards.

Three guiding principles when taking or using images in World Vision Australia's communications are:

1. The image should show regard for sensitivities and ensure the **respect and dignity** of the subject is maintained.
2. Use of the image should not endanger anyone's **safety and wellbeing**.
3. The image should represent situations **truthfully**.

For more information on the governing use of images, refer to the image guidelines contained in (Representing global poverty), available online on the Media and Communications team page on The Hub.

Legal requirements in advertising

Advertisements must not be misleading or deceptive. Ads are to be truthful and accurately describe the organisation's purpose and needs and only make claims which World Vision can fulfil. This includes ensuring there are no material omissions or exaggerations of fact, no use of misleading photography, nor any other communication which would create a false impression or misunderstanding.

Acronyms and abbreviations

Acronyms should be used sparingly because they are not well understood by the general public, may confuse the reader, halting the flow of your message.

When writing for external audiences, use the term “World Vision”. Or, if you’re speaking about a particular World Vision Australia project, use “World Vision Australia”. Never use acronyms like “WV” or “WVA”.

However, there are times when acronyms are necessary. Before using an acronym, spell out in full the name that it stands for, then insert the acronym in brackets after the full name.

eg: A United Nations (UN) 2005 report stated the UN’s intention to...

Do not introduce an acronym if you don’t use it later on in the text.

Do not use full stops in acronyms.

eg: USA and UK

Do not use full stops in Latin abbreviations.

eg: ie, eg, and etc

Do not use a full stop in title abbreviations.

**eg: Mrs not Mrs.
Rev not Rev.**

Do not use a full stop in a symbol for a unit of measurement.

**eg: m not m. (for metre)
g not g. (for gram)**

Do not use full stops in abbreviations for academic degrees and diplomas. Insert commas between academic qualifications when they are mentioned after a name.

eg: Joan Smith, BA, Ph

Spelling

Spelling should follow the Macquarie Dictionary, which reflects common Australian usage. In particular, note the preference for “-ise” rather “-ize” in words such as “realise”.

Many words have two acceptable spellings, but in many cases, World Vision has a known preference for one. Some of these preferred spellings include “coordinate” (not co-ordinate), and “online” (not on-line). See the following list of words for more examples.

The full name of an official body should always be spelt exactly as the body itself spells it. **For example, World Food Programme.**

Computer spellcheckers are useful tools, but be aware of their limitations. For example, spellcheckers will not detect correctly spelt – but incorrectly used – words such as “form” when “from” is intended or “pubic” when “public” is intended. Neither will they detect misspelt proper names.

A

Aboriginal – do not use Aborigine.
Preferred term is Indigenous Australian

accessible

acknowledgment

ad hoc

advice (n) / advise (v) / adviser (not advisor) / advisory

affect influence / effect bring about

all right

appendixes

audiovisual

B

backup
benefited, benefiting

C

café
calendar
cancellation, cancelled, cancelling
catalogue, catalogued, cataloguer, cataloguing
CD Rom
ceasefire
centre
chairperson or chair
childcare

Spelling

commitment

compared with, similar to

complement adding to, completing something

compliment praise

compose/comprise “Comprise”

does not take a preposition.

It means “include” or

“encompass”.

For example: “The seminars may

comprise undergraduate and

graduate students.” But: “The

seminar is composed of students.”

The word “of” does not follow

the word “comprise” or

“comprises”.

continuous, continually

“Continuous” means unceasingly;

“continually” means repeatedly.

cooperate

coordinate

council assembly / councillor council member

counsel advise / counsellor adviser

co-worker not “coworker”.

currency A\$100 NZ\$5000

US\$6000

D

database

day-to-day

decision-making

defence/defense Use “defence”

(Australian spelling). Note,

however; “defensible” and

“defensive”, etc.

dependant (n)

dependent (adj)

dialog/dialogue Use “dialogue”

when using the word in its

traditional sense, as a

conversation between more than

one participant. If the word is

being used as a computer term,

use “dialog”.

diarrhoea

disabled Do not use “handicapped”

discreet prudent

discrete distinct

discriminatory language Use non-

discriminatory language. Do not

use racist language, or language

that denigrates individuals or

groups of people on the basis of

their gender, religion, nationality,

sexual preference or gender

identity. It is acceptable to use the

plural form to avoid saying “he or

she” when the reference is not

to a specific person. “He/she” is

also acceptable. Alternatively, the

sentence can be rephrased to

remove the need for a reference

to “she” or “he”.

dispatch

Spelling

E

eCard

effect (v) bring about

ellipses (plural)

ellipsis (singular)

email

enquire/inquire Use inquire.

etc etcetera

F

Fairtrade (when products bear the

Fairtrade label), **fair trade**

(general usage)

fax Preferred over facsimile. Lower

case, unless it forms the first

word in a line.

For example: Contact Jane Smith

on Telephone: 9876 5432

Fax: 9876 5431

fewer Use “fewer” when referring to

people or countable objects, not

“less” (which usually applies to

quantities and uncountable

masses): Fewer than 20 students

signed up for the new course.

flyer

focused, focusing

fulfil/fulfilled/fulfilment

full-time

G

grassroots

H

hard copy (n) **hard-copy** (adj)

healthcare

homepage

HTML or .html (filename tag)

hyperlink

I

ie that is

Indigenous Australian

inquire/enquire Use inquire.

in to, into The two mean different

things:

The boy ran in to (toward) the

goals and managed to score.

The boy ran into (hit) the goals

and hurt his forehead.

instalment

install

installation

insure to protect, as opposed to

ensure which means to make sure

Internet

its and it's The word “its” is already

in the possessive form, in the

same way that “her” or “their”

already indicate possession: its

own/her own/your own/their own

J

judgement

K

keyword

Spelling

L

labour but **Australian Labor Party**

lead-up

less (See also “fewer”)

Less refers to an uncountable mass or volume:

There is less love in the world today than there was in the ‘60s.

“Less” can also be used for a non-specific amount: My shopping bill was less than it was last week.

licence/license Licence is a noun: She renewed her driver’s licence. License is a verb: “to license” or “licensed to”.

Long-term (adj) / **long term** (adv) eg Long-term goals will only achieve results in the long term.

double “l” or single “l” For words such as labelled/labeled, travelled/ traveled. In both of the above examples, the words with the double “l” are spelt according to Australian spelling conventions and the single “l” words use US spelling conventions. Use Australian spelling for these, as indicated by The Macquarie Dictionary (3rd edition). However, if you do not have access to the Macquarie and this style guide

doesn’t answer your query, the general rule is that you use “ll” if the word is two or more syllables, but only one “l” if the word is one syllable. For example: hailed, hailing; pedalled, pedalling. Note that “instalment” is an exception to this rule.

M

micro-enterprise microenterprise
minuscule

more than When referring to some thing that can be counted, use “more than” rather than “over”: The concert attracted more than 2000 music-lovers.

But:

Derek is over 180 centimetres tall.

multimedia

myriad Like “comprise”, “myriad” does not take a preposition: She had myriad reasons not to accept the offer.

N

necessary

number When abbreviating, use “no.” for number and “nos” (without the full stop) for numbers.

O

occur/occurred/occurrence

Spelling

ongoing
online
on-screen display
organisation
outsource

P

percent
percentage
personal individual / personnel staff
practice (n) / **practise** (v)
eg: A Country Practice / She is practising the piano
principal chief
principle general law
printout
program

Q

questionnaire

R

receipt
receive
recommend
relevant

S

separate
short-term (adj) / **short term** (adv)
eg Short-term goals will only achieve results in the short term.
sizeable

spreadsheet
stationary not moving
stationery office supplies
subcommittee
subcontinent

T

targeted
their possessive
there place
they”re they are

U

under way
usage/usable/using

W

websites When including the URL of a website, wherever possible omit the use of www, eg: worldvision.com.au (Note: this does not work for all sites, so check for suitability.)
web terms Common web terms are usually written as one word, except where an acronym is involved: webpage, download, homepage, website, cyberspace, CD ROM
worldwide

Acronyms

Commonly used acronyms

(for use of acronyms, see section “Acronyms and abbreviations”)

A

ACFID: Australia Council for International Development
ADB: Asian Development Bank
ADP: Area Development Program
ADPIP: Asia-Pacific Development Information Programme
AfDB: African Development Bank
ANCP: AusAID NGO Cooperation Program
APR: Annual Progress Report
APRO: Asia Pacific Regional Office
ARV: Antiretroviral treatment
ASEAN: Association of South-East Asian Nations
AusAID: Australian Government’s Overseas aid program

C

CAT: Convention Against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment
CBD: Convention on Biological Diversity
CBO: Community-Based Organisation

CCD: Convention to Combat Desertification Framework
CEDAW: Convention on the Elimination of All Forms of Discrimination Against Women
CERD: Committee on the Elimination of Racial Discrimination
CHE: Complex Humanitarian Emergency
CFS: Child Friendly Space
CHR: Commission on Human Rights
CHW: Community Health Worker
CIDA: Canadian International Development Agency
CIP: Children in Project
CSPON: Child Sponsorship
CRC: Convention on the Rights of the Child
CRS: Catholic Relief Services

D

DFID: Department for International Development (UK)

E

EARO: East Africa Regional Office
EC: European Community
ECHO: European Community Humanitarian Aid Office
EFTA: European Free Trade Association
ESCAP: Economic and Social

Acronyms

Commission for Asia and the Pacific
ESCWA: Economic and Social Commission for Western Asia
EU: European Union

F

FAO: Food and Agriculture Organization of the United Nations
FFW: Food For Work
FGM: Female Genital Mutilation

G

GA: General Assembly
GATT: General Agreement on Tariffs and Trade
GCF: Global Cooperation Framework
GDI: Gender-related Development Index
GDP: Gross Domestic Product
GEM: Gender Empowerment Measure
GGP: Good Governance Programme
GIPA: Greater Involvement of People Living with HIV/AIDS
GIK: Gifts in Kind. Donated goods such as medicine, food and clothing
GM: Genetically-modified
GNP: Gross National Product
GNI: Gross National Income

GRRT: Global Rapid Response Team
GSB: Gender-Sensitive Budgeting

H

HDI: Human Development Index
HDR: Human Development Report
HIPC: Heavily Indebted Poor Countries
HIV: Human Immunodeficiency Virus
HPI: Human Poverty Index
HEA: Humanitarian and Emergency Affairs

I

ICC: International Criminal Court
ICCPR: International Covenant on Civil and Political Rights
ICJ: International Court of Justice
ICRC: International Committee of the Red Cross
ICT: Information and Communication Technologies
ICTD: Information and Communication Technologies for Development
IDP: Internally Displaced Persons
ILO: International Labour Organization
IMF: International Monetary Fund
INGO: International Non-Governmental Organisation
INTERPOL: International Criminal Police Organisation

Acronyms

IOM: International Organization for Migration
 IRC: International Rescue Committee
 ITC: International Trade Centre
 IWMI: International Water Management Institute

L

LACRO: Latin American-Caribbean Regional Office
 LDC: Least Developed Countries
 LEAP: Learning through Evaluation with Accountability and Planning
 LINGOs: Largest International Non-Government Organisations

M

MD: Millennium Declaration
 MDG: Millennium Development Goal
 MEERO: Middle East and European Regional Office
 MED: Microenterprise Development

N

NAFTA: North American Free Trade Agreement
 NATO: North Atlantic Treaty Organisation
 NGO: Non-Government Organisation
 NO: National Office

NZAID: New Zealand Agency for International Development

O

OAU: Organisation of African Unity
 ODA: Official Development Assistance
 OECD: Organisation for Economic Co-operation and Development
 OHCHR: Office of the High Commissioner for Human Rights
 OPEP: Organisation of Petroleum Exporting Countries
 OSG: Office of the Secretary-General (United Nations Secretariat)
 OVC: Orphans and Vulnerable Children

P

PLWHA: People Living With HIV and AIDS

S

SADC: Southern Africa Development Community
 SAPAP: South Asia Poverty Alleviation Programme
 SCF: Save the Children Federation
 SHD: Sustainable Human Development

Acronyms

T

TBA: Traditional Birth Attendant

U

UNAIDS: Joint United Nations Programme on HIV/AIDS
 UNDP: United Nations Development Programme
 UNEP: United Nations Environment Programme
 UNESCO: United Nations Educational, Scientific and Cultural Organization
 UNF: United Nations Foundation
 UNFPA: United Nations Population Fund
 UN-Habitat: United Nations Human Settlements Programme
 UNHCHR: United Nations High Commissioner for Human Rights
 UNHCR: United Nations High Commissioner for Refugees
 UNICEF: United Nations Children's Fund
 UNIFEM: United Nations Fund for Women
 USAID: United States Agency for International Development
 USG: Under Secretary-General
 UXO: Unexploded Ordnance

W

WB: World Bank
 WEC: World Energy Council
 WEF: World Economic Forum
 WFP: World Food Programme
 WHO: World Health Organization
 WTO: World Trade Organization
 WWF: World Wildlife Fund

