



UN-Habitat Short Style Guide

Issue	Please DO write it like this:	Please DO NOT write it like this:
Headline	<ul style="list-style-type: none"> One line 5-10 words – clear, simple and compelling – 	<ul style="list-style-type: none"> Do not use random capital letters
Place/Date – at start of webstories	<ul style="list-style-type: none"> Capital cities: Nairobi, 1 October 2021 Joint capitals: Geneva/Paris, 1 May 2021 Non-capital cities: Liverpool, UK, 31 October 2021 Exceptions: New York (or Geveva), 1 October 2021 	<ul style="list-style-type: none"> Not: 'Nairobi, Kenya, 1st October 2018' Not: 'Geneva / Dakar, 1 May 2021' Not: 'Liverpool, 31/10/121'
Dates	<ul style="list-style-type: none"> 1 October 2021 2021-2025 from 2020 to 2023 	<ul style="list-style-type: none"> Not: 'October 1, 2021' or '1/10/2021' or 1st October 2021 Not: '2021-22' or '2011-2' or '2021/22' Not: 'from 2020-2023'
Time	9 a.m., 7.05 p.m., 2100 hours	<ul style="list-style-type: none"> Not 9.00 a.m., 7.5 p.m., 21.00 hours
Numbers	<p>Numbers under 10 are written as words:</p> <ul style="list-style-type: none"> Three or five or seven <p>Exceptions include:</p> <ul style="list-style-type: none"> Percentages: only 5 per cent of the total Ratios: the teacher-student ratio is 1 to 9 Decimals/Fractions: 3.5 per cent or 1 5/8 km Series of numbers use the 'rule of the highest number': 8 trucks and 12 planes Sentence beginning with a number: Eight staff ... 	<p>Numbers under 10 are not written as numbers:</p> <ul style="list-style-type: none"> Not: '3' or '5' or '7' Not: 'five per cent' or 'five %' Not: 'one to nine' or '1 to nine' Not: 'three point five per cent' Not: 'eight trucks and twelve planes' Not: '8 staff ...'
Age	<ul style="list-style-type: none"> Age is always in figures: the child was 8 	<ul style="list-style-type: none"> Not: 'the child was eight'
Per cent	<ul style="list-style-type: none"> 15 per cent (note space) 	<ul style="list-style-type: none"> Not: '15 percent' or '15%'
Millions	<p>If more than two digits to the right of the decimal point, the whole number is in figures (including million):</p> <ul style="list-style-type: none"> 1.32 million but 1,322,000 Use commas 2,632,597 	<ul style="list-style-type: none"> Not: '2.632.597' or '2 632 597'
Ranges	<p>3 to 4 per cent, 15-20 kg of potatoes</p> <p>2-3 km, 2 to 3 km</p>	<ul style="list-style-type: none"> Not: from 2-3 km
Ordinals	<p>Write out in full such as The fifty-second session, the third/thirteenth attempt</p> <p>But figures for meetings/floors – 13th meeting, 38th floor</p>	
Currency	<ul style="list-style-type: none"> Use 3 letter code (USD EUR GBP) Put amount in dollars first – USD 6.2 million (XAF 15,990 (author to convert)) 	<ul style="list-style-type: none"> Not: 'US\$ 1.3 million' or 'US \$ 1,322,000'
Titles	<ul style="list-style-type: none"> Male speakers are Mr. and females Ms. No titles (e.g. General, Lieutenant, Colonel, Captain, Professor) apart from nobility, religious, medical doctor Hyphens – Under-Secretary-General, Secretary-General, Director-General 	<ul style="list-style-type: none"> Forms of address such as "His Excellency" or "Her Royal Highness" are omitted

Issue	Please DO write it like this:	Please DO NOT write it like this:
Countries	<ul style="list-style-type: none"> The UN member states names are on: http://www.un.org/en/member-states When more than one are named they must appear in alphabetical order. 	
UN-Habitat	<ul style="list-style-type: none"> UN-Habitat – not always necessary to spell out on first reference (United Nations Human Settlements programme) United Nations Under-Secretary-General and UN-Habitat Executive Director Ms Maimunah Mohd Sharif. Then – the UN-Habitat Executive Director or Ms Sharif United Nations Assistant Secretary-General and Deputy Executive Director Mr Victor Kisob 	<ul style="list-style-type: none"> Not Un, UNHabitat , UN Habitat, UNHABITAT, UN-Habitat Not: Dato/Mme Maimunah Sharif
Quotes, ',' & '!	<ul style="list-style-type: none"> "... sustainable urbanization," said Ms. Brown. "... have reached higher levels." Single quotation marks (' ') are for quotations within quotations. Publications are in italics, not quotes 	<ul style="list-style-type: none"> Not: "... sustainable urbanization", said Ms. Brown Not: "... have reached higher levels"
Punctuation	<ul style="list-style-type: none"> A full stop, comma and colon are followed by one space 	<ul style="list-style-type: none"> Not followed by two spaces
Capital letters	<ul style="list-style-type: none"> Headlines/headings – only capitalize the first letter and any other words ordinarily capitalized Specific references are capitalized, generic ones are lower case governments and local authorities/Indian Government secretary of state/Secretary of State Hillary Clinton ministry of housing/Kenyan Ministry of Housing Member States of the United Nations 	<ul style="list-style-type: none"> Not Urbanization Is Key to Sustainable Development Not Governments And Local Authorities Not Ministries, Governments Not member states of the UN
Hyphens	<ul style="list-style-type: none"> Used when modifying a preceding word Day-care centres, up-to-date, high-level, multi-stakeholder 	
Acronyms	<ul style="list-style-type: none"> Acronyms are formed from the initials of other words. They are written in capitals without full stops and are generally used without the (exceptions the IMF; the G8; the CIA: the WHO) A title should be written in full the first time followed by the acronym in brackets The Sustainable Development Goals (SDGs) The SDGs.... 	
Possessive	<ul style="list-style-type: none"> Use an apostrophe with it's when it means 'it is': it's a lovely day Never use it when possessive – the house and its garden Use full forms of can't, won't, don't etc unless direct speech Apostrophe not needed for plurals NGOs, MOUs, MPs 	
Keep it simple	<p>Use:</p> <ul style="list-style-type: none"> Because Since Now 	<ul style="list-style-type: none"> Not: In view of the fact that Not: owing to the fact that Not: at the present time

Issue	Please DO write it like this:	Please DO NOT write it like this:
Italics	Italics are for: <ul style="list-style-type: none"> ▪ Non-English words (exceptions in the Editorial Manual) ▪ Titles of books, newspapers, films, plays and television programmes ▪ Names of boats and aeroplanes (but not types of aircraft) 	<ul style="list-style-type: none"> ▪ Non-English names of organizations, institutions, firms, ministries and the like ▪ Emphasis ▪ The titles of books in bibliographies
Abbreviations	Use when the title occurs many times. The full title should be given on first appearance and repeated if needed for clarity. E.g. the Assembly, the Council, the Commission, the Committee Write in full: <ul style="list-style-type: none"> ▪ New Urban Agenda (never abbreviate in official document) ▪ United Nations ▪ Secretary-General ▪ Economic and Social Council ▪ General Assembly ▪ Security Council 	NUA UN SG ECOSOC GA SC
Accents	<ul style="list-style-type: none"> ▪ Accents, such as those in French and Spanish, can be found in Microsoft Word by: ▪ (1) Selecting 'Insert' (2) Selecting 'Symbol' (3) Clicking on and 'inserting' the appropriate symbol Abraço. 	
Spell-check	<ul style="list-style-type: none"> ▪ Use U.K. Spelling as in Concise Oxford English Dictionary (OED) dictionary www.oxforddictionaries.com ▪ For 'English U.K.' Spell-Check: Select Review / Language / Set Proofing Language / Default English U.K. ▪ For ize, ise, yse – use first spelling in OED – z for authorize, organize, urbanize but s for analyse, catalyse 	
Correct (U.K.) spelling of words	<ul style="list-style-type: none"> ▪ Use – accommodation; admitted; benefited; centre; crossfire; diarrhoea; endeavour; enrolled; enrolment; inpatient; interpersonal; landmines; occurred; ongoing; organization; per cent; percentage; programme; referred; suffered; underfunded; under way Don't confuse – compliment/complement – practise/practice – advise/advice	
Any issues	<ul style="list-style-type: none"> ▪ Refer to the UN Editorial Manual: http://dd.dgacm.org/editorialmanual/ 	