



ADAPTATION FUND

STYLE GUIDE

This style guide is intended to ensure that reports and publications generated by the Adaptation Fund are clear and consistent. The guide contains basic rules for grammar, punctuation, diction, organization, and layout as described in *The Elements of Style* by William Strunk Jr. and E.B. White, *The Associated Press Stylebook and Briefing on Media Law*, *the United Nations Editorial Guide* and *The Concise Oxford English Dictionary*. The guide also makes some allowance for modes of style and usage that are idiosyncratic to the Fund. It should be treated as a working document to which additions may be made according to the needs of the secretariat.

Acronyms: Names of institutions and all other proper nouns should be fully spelled out upon first reference with the acronym placed in parentheses immediately after the original term.

Examples:

First Reference	Subsequent References
Conference of the Parties	COP
Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol	CMP
Ethics and Finance Committee	EFC
Global Environment Facility	GEF
Project and Programme Review Committee	PPRC
United Nations Framework Convention on Climate Change	UNFCCC

Acronyms should *not* be used to describe the following terms (see: First references):

Accreditation Panel
Adaptation Fund
Adaptation Fund Board
Adaptation Fund Board secretariat

Alignment of text

All bodies of text should be justified, except in the case of figures, tables, quotes and single lines of text.

American English and British English spelling

There are notable differences in spelling between American and British English. All Adaptation Fund publications should follow the current authority for spelling in the United Nations (UN) which is The Concise Oxford English Dictionary, twelfth edition. Where more than one spelling exists, use the former.

Check UN spelling of commonly used words and compounds [here](#).

Some useful examples:

Behaviour	(not behavior)
Centre	(not center)
Endeavour	(not endeavor)
Judgement	(not judgment unless referring to International Court of Justice)
Programme	(not program unless referring to computer program)

Practice (noun) and practise (verb)

Principal (first in rank) (noun and adj.) and principle (fundamental truth) (noun)

Capitalization

Avoid capitalizing non-proper nouns.

Exceptions are the Chair; the Fund, the Board; the Panel; the Manager of the secretariat.

Capitalize official titles, but use the lowercase construction when the title is descriptive.

Examples:

President Francois Hollande of France vowed to resuscitate the economy of Europe.
Francois Hollande, *president* of France, vowed to resuscitate the economy of Europe.

Do not capitalize “north”, “south”, “east”, “west” in reference to geographical directions or areas within a country; *do* capitalize for major continents e.g. North America.

File format

Documents shared electronically with external entities should normally be sent in Portable Document Format (.pdf) format to protect the content from being edited beyond the control of the secretariat.

There may be cases where documents need to be shared externally in Microsoft Word format (.doc). In these cases a *clean* version of the file should be sent without internal comments or edits recorded in ‘track changes’.

First references

Proper nouns should always be written out completely the first time they appear in a report, publication, press release, or blog post. Social media is the exception, given the limited amount of space available.

As in the case of acronyms, the shortened term to be used throughout the piece of writing should appear in parentheses after the first reference.

Common Examples:

Accreditation Panel (the Panel)
Adaptation Fund (the Fund)
Adaptation Fund Board (the Board)
Adaptation Fund Board secretariat (the secretariat)

(see: Acronyms)

Footnotes

Footnotes are placed after all punctuation marks, with the exception of the dash.

Examples:

As First Lord of the Admiralty, Winston Churchill decided that the British Navy would abandon coal as its primary fuel and instead run on oil.¹

A recent article in the Financial Times noted the private sector's increased interest in partnering with NGOs on adaptation projects,² a trend that illustrates the widespread economic ramifications of climate change.

John Maynard Keynes remains influential to this day – a satirical rap video on YouTube pays homage to his ideological split with Friedrich Hayek³ – and his ideas are still apparent in the economic policies of governments throughout the world.

Headings and subheadings

Only capitalize the first word and proper nouns

Examples:

Investigative procedures
Implementing Entity fees

¹ Footnote one

² Footnote two

³ Footnote three

Logo

The logo of the Adaptation Fund should not be stretched, reshaped or compressed. Reports should use the default logo on the header of the front page of documents as is the case for the established template.

(See: Template for report writing)

Numbers

Spell out whole numbers below 10. Use figures for 10 and above. Commas separate groups of three numbers. Typical examples:

They had three sons and two daughters.

They had 10 dogs, six cats, and 157 hedgehogs.

They had four four-room houses, 10 three-room houses, and 12 10-room houses.

The exception: Spell out a numeral if it kicks off the sentence. See if it's possible to rewrite the sentence with the number in the middle or at the end.

Page Numbers

The cover page of a meeting document should not be numbered. Subsequent pages should be numbered sequentially starting at 1. The page number should be displayed at the bottom centre of the page, in Arial font size 11.

Per cent

Should be written out as two words, not one. "50 per cent cap"

Quotations

Quoted words, sentences and paragraphs are enclosed within double quotation marks. Single quotation marks are used to enclose quotations within quotations.

An ellipsis (a series of three dots) is used to mark omissions within a sentence and between complete sentences. It is not normally necessary to use ellipsis points for omissions at the beginning or end of a quotation.

When omitting material within a sentence, place a space before and after the ellipsis.

Example

The First Amendment provides that "Congress shall make no law respecting ... the right of the people peaceably to assemble, and to petition the Government for a redress of grievances."

When placing an ellipsis at the end of a quotation to indicate the omission of material, use four points: a three-point ellipsis and a period. A blank space should be placed before the ellipsis.

Report fonts

Arial 11 for regular text

Arial 9 for footnotes and endnotes

Template for report writing

The template to be used for documents prepared in Microsoft Word can be found [here](#).

Writing in accordance with UN standards

It is recommended that all documents published by the Adaptation Fund Board secretariat follow the guidance in the [United Nations Editorial Manual Online](#) which is constantly updated.

A longer (but interesting) read is the [Guide to writing for the United Nations \(1984\)](#).