



THE WORLD BANK
TRANSLATION STYLE GUIDE
ENGLISH EDITION



© 2004 The International Bank for Reconstruction
and Development / The World Bank
Translation Services
1818 H Street, N.W.
Washington, DC 20433

Version 1.0, printed June 2004

Printed in the United States of America

Readers are welcome to reproduce portions of this work. Please credit
The World Bank, Translation Services. Suggestions for additions or
improvements to this guide are welcome (translation-vm@worldbank.org).

Table of Contents

Preface.....	1
General Guidelines.....	3
Introduction.....	3
Spelling Rules.....	4
Sample/Standard World Bank Text.....	4
Capitalization.....	7
General Guidelines.....	7
Geographic Names.....	7
Institutional Names.....	8
Project Names.....	9
Punctuation, Typing, Headings, Titles.....	11
Punctuation and Typing.....	11
Headings, Titles.....	13
Acronyms, Abbreviations, Compounds.....	15
Acronyms and Abbreviations.....	15
Compound Words.....	17
Numbers, Measurements.....	19
General Guidelines.....	19
Dates.....	19
Time.....	19
Ranges of Numbers, Dates, Pages.....	20
Ordinal Numbers.....	20
Commas, Decimals.....	20
Units of Measurement.....	20
Currency.....	21
Names.....	23
Official Names of the World Bank Group.....	23
World Regions, Country Names.....	23
Other Official Names.....	24
Annexes.....	25

Preface

As a preface to this Translation Style Guide, it is useful and appropriate to highlight the following quote from *The World Bank Publications Style Guide*, a comprehensive editorial manual on which the present guide draws much of its overall structure and English content:

For an international institution like the Bank, the best style is one that is simple, logical, and clear. The author should assume that not all readers will be native speakers of English and that many of them will be outside the Bank. Any translations are more likely to be accurate if the original text is well written.

As far back as May 1952, a similar message was conveyed in another style guide of sorts: a 20-page transcript of a talk given to staff by a former World Bank Vice-President, Sir William Iliff, under the title “Gobbledygook” – defined by the speaker as “an unpleasing, polysyllabic, often meaningless jumble; a written language that sets itself up to pass for English.”

In his talk, Sir Iliff emphasized a dozen ways to counter gobbledygook at the World Bank. In a postscript later added to the transcript in response to feedback from one of his listeners, he expounded on the same intricate link between clear English and accurate translation. This is what he wrote:

Mr. Antony Balazy has pointed this out to me: my talk complained that Gobbledygook was often unintelligible to the English-speaking reader; but I did not mention that almost impossible task that faces a translator who is asked to translate Gobbledygook into French or German or Spanish.

“Plain English,” he says, “makes the job of the translator easy.”

This is worth remembering, because much of our Bank literature, composed in English, has to be translated into other languages.

Yet, for all its importance and integral place in the communication process, translation at the World Bank has never followed a comprehensive set of guidelines similar to those defined for editorial content. The present Translation Style Guide is meant to fill this gap.

Because it is geared not just to World Bank translators (both staff and contractors) but also to anyone who handles translation in one way or another (language assistants, reviewers, requesters, project or task managers, etc.), this guide is more than a linguistic handbook. It actually consists in a series of language-specific manuals that share a common structure and use English for their core content of guidelines and explanations, providing additional rules and concrete examples in the respective languages as necessary.

Through this bilingual approach, the translation business unit of the World Bank, which developed the Translation Style Guide in collaboration with various partners and stakeholders, hopes to reach a wide-ranging, diversified audience, with one major objective in mind: to enhance consistency in the way this institution communicates in English and in other languages.

General Guidelines

Introduction

Style Issues in English Translation

A translation is not just a *transcription* from one language into another. It needs to render not only the meaning of words and sentences but also the context and, more subtly, what is sometimes described in stylistic manuals as the *register* of the source text – its level and style of language.

If the original text is simple and concrete, the translator can generally “stay close” to it. With speeches or official correspondence, however, style is more of the essence, so the translation, while striving to convey the correct meaning, must not be so close to the original as to read in an unnatural, awkward way.

Translation of World Bank Documents: Some Pointers

Most documents translated by the World Bank are technical in nature and thus require careful and thorough research. In addition to conceptual and factual accuracy, correct use of specialized terminology and attention to detail and nuance are considered to be the hallmarks of a sound translation.

In general, World Bank documents cover a fairly wide variety of such topics as finance, health, education, and poverty reduction. For translators who wish to familiarize themselves with typical Bank documents, a good starting point would be the Bank’s website (<http://www.worldbank.org>).

On that site, they will find at a glance information about the World Bank, how it is organized and what it does, as well as links to Bank documents and reports or news and events. In particular, documents pertaining to the *Annual and Spring Meetings of the World Bank Group and the International Monetary Fund* will serve as a good source of reference for issues that are high on the Bank’s agenda.

Note: Document Formatting

As a general rule, and unless instructed otherwise, translators of World Bank documents are expected to respect and replicate the format of the source text. One simple way to do so is to overwrite the contents of the original file (making sure to rename it in order to identify the newly saved file as the translated version).

In addition to ensuring a consistent appearance between the original document and the translation, overwriting of the source text also helps to minimize such common translation errors as the accidental omission of parts of text (for example, a sentence in the middle of a paragraph). This is not to say that translators are not free to alter the flow of sentences within a paragraph if and as warranted by stylistic considerations – for instance, by combining two sentences into one (a common practice when translating from English especially). But even in such cases, the overall content and sequence of full paragraphs must be respected, again for the sake of consistency between original and translated documents.

Spelling Rules

The official language of the World Bank is **American English**, and English spelling and punctuation should follow American usage – except in the case of proper names with British spelling (e.g., **International Centre for Settlement of Investment Disputes, United Nations Development Programme**).

Webster’s Tenth New Collegiate Dictionary is the Bank’s preferred authority for spelling; if it gives more than one spelling, use the first.

Spelling differences:	
American	British
[no final e] ⇒ annex	[final e] ⇒ annexe
-ck ⇒ check	-que ⇒ cheque
-ense ⇒ defense	-ence ⇒ defence
-er ⇒ adviser	-or ⇒ advisor
-er ⇒ center	-re ⇒ centre
-g ⇒ catalog	-gue ⇒ catalogue
-i ⇒ tire	-y ⇒ tyre
-ixes ⇒ appendixes	-ices ⇒ appendices
-ize ⇒ organize	-ise ⇒ organise
-l ⇒ traveler	-ll ⇒ traveller
-m ⇒ program	-mme ⇒ programme
-or ⇒ labor	-our ⇒ labour
-ow ⇒ plow	-ough ⇒ plough

Sample/Standard World Bank Text

World Bank Mission Statement

This is the text of the official World Bank Mission Statement:

Mission Statement

Our dream is a world free of poverty

To fight poverty with passion and professionalism for lasting results.

To help people help themselves and their environment by providing resources, sharing knowledge, building capacity, and forging partnerships in the public and private sectors.

To be an excellent institution able to attract, excite, and nurture diverse and committed staff with exceptional skills who know how to listen and learn.

Our Principles

Client centered, working in partnership, accountable for quality results, dedicated to financial integrity and cost-effectiveness, inspired and innovative.

Our Values

Personal honesty, integrity, commitment; working together in teams — with openness and trust; empowering others and respecting differences; encouraging risk-taking and responsibility; enjoying our work and our families.

Bank Publications

This is a sample of standard clauses on copyright pages of many publications such as the *World Development Report*:

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior permission of the World Bank.

Manufactured in the United States of America

First printing September 2001

This volume is a product of the staff of the World Bank, and the judgments made herein do not necessarily reflect the views of its Board of Executive Directors or the countries they represent. The World Bank does not guarantee the accuracy of the data included in this publication and accepts no responsibility whatsoever for any consequence of their use. The boundaries, colors, denominations, and other information shown on any map in this volume do not imply on the part of the World Bank any judgment on the legal status of any territory or the endorsement or acceptance of such boundaries.

Bank Press Releases

This is an example of the formatting and header content of a standard press release with embargo in English:

EMBARGOED: not for news wire transmission, posting on websites, or any other media use until September 16, 2003 at 10:00 a.m. EDT (Washington time) or 7:00 p.m. (Moscow time)



The World Bank

Contacts:
In Washington: Merrell Tuck-Primdahl (202) 473-9516
mtuckprimdahl@worldbank.org
In Moscow: Marina Vasilieva (+7095) 745 7000 ext.2045
mvasilieva@worldbank.org

TACKLE HIV/AIDS IN EASTERN EUROPE AND
CENTRAL ASIA NOW, URGES WORLD BANK
IN NEW REGIONAL STRATEGY

WASHINGTON, September 16, 2003—

Bank Documents

These are standard clauses on cover pages of official World Bank documents:

FOR OFFICIAL USE ONLY

This document has a restricted distribution and may be used by recipients only in the performance of their official duties. Its contents may not otherwise be disclosed without World Bank authorization.

In the context of the Disclosure Policy, World Bank documents carry the following disclaimer notice for translated versions:

This document is a translation of the document *[TITLE]*, dated *[DATE]*, which is provided as a service to interested parties. If any text of the original document in English is inconsistent with the text of this translation, the original document in English shall govern.

The contents of all project documents are standardized. Here are, for example, the standard section headings of an Implementation Completion Report:

A. Project Data	F. Sustainability
B. Principal Performance Ratings	G. Bank and Borrower Performance
C. Assessment of Development Objective and Design and of Quality at Entry	H. Lessons Learned
D. Achievement of Development Objective and Outputs	I. Partner Comments
E. Major Factors Affecting Implementation and Outcome	J. Additional Information
	K. Annexes

Letters, Correspondence

Following is an excerpt from a standard official letter to a member country, showing the letterhead, address block, formal greeting and signature:

The World Bank INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT INTERNATIONAL DEVELOPMENT ASSOCIATION	1818 H Street N.W. Washington, D.C. 20433 U.S.A.	(202) 477-1234 Cable Address: INTBAFRAD Cable Address: INDEVAS
---	--	--

April 16, 2003

His Excellency
Mr. John Smith
Minister of Finance and Economy
Ministry of Finance and Economy
Cotonou, Republic of Benin

***BENIN: Private Sector Development Project (Cr. 3333 BEN)
Second Amendment to the Development Credit Agreement***

Excellency:
...

Sincerely,

Jane Doe
Country Director for Benin
Africa Region

Capitalization

General Guidelines

The modern trend is to reduce the use of capitalization. Proper nouns should always be capitalized, but many associated words may be written in lower case without loss of meaning.

As a general rule, do not capitalize president, state, administration, ministry, etc., when used generically or as stand-alone words, as in:

- **the president of the United States** – *but* **President Bush**
- **the university's economics faculty** – *but* **Harvard University**
- **a country's ministry of natural resources** – *but* **Japan's Ministry of Industry and Technology**
- **Latin American central banks** – *but* **the Central Bank of Colombia**

Exceptions: Capitalize **Bank** (for World Bank) and **Fund** (for International Monetary Fund, although **the IMF** is generally to be preferred in scattered references). Also capitalize **Government**, whether used in a formal reference to a given country (e.g., the **Government of Mali**) or generically (e.g., the **Government's** limited financial resources).

Note: For translation from Arabic, it must be noted that capitalization does not apply to Arabic, and one way that may be used in World Bank text in Arabic to indicate names and headings is through bolding or the use of italics (bolding for names and main headings, and italics for sub-headings).

Geographic Names

Countries, Other Political Divisions

Capitalize the names of countries and their subdivisions, nouns referring to country nationals, and related adjectives. But do not capitalize words such as state, province, city, etc., when used as adjectives or stand-alone words. For example:

- **Australia, Commonwealth of Australia, Australians**
- **Ontario, the Province of Ontario**
- **state laws**

Regions, Geographic Features

Capitalize terms that refer to: a *definite* area, region, locality or geographic feature; parts of the world or regions of a continent that refer to political or geographical divisions; and topographical names (i.e., names of mountains, oceans, etc., including the generic term when part of the name). Lowercase terms used to indicate *general* area, direction or position; terms that are not geographic; and generic topographical terms when used in the plural following more than one name or when used alone. For example:

- **North Africa, the Far East, the Amazon Basin** – *but* **the northeastern region of Chad, tropical Africa, facing east**

- the Western Hemisphere, the Caribbean, the North Pole – *but* the dollar area, the franc zone, arctic climate
- the Malay Peninsula, the Atlantic Ocean, the Himalaya Mountains – *but* the peninsula, the Atlantic and Pacific oceans

Institutional Names

Government Departments, Agencies

Capitalize names (nouns) relating to a specific government or governmental department, agency, position, etc., whether in full or shortened form. Lowercase similar names when used as adjectives or as generic terms. For example:

- the Government of France, the French Government, the Government – *but* French government agencies
- the U.S. Treasury; the Treasury – *but* treasury bills

Headings, Titles

In headings, titles, etc., capitalize the first and last words and all nouns, adjectives, verbs, adverbs and subordinate conjunctions, but lowercase articles, coordinate conjunctions, prepositions of four or fewer letters and “to” in an infinitive unless it is the title’s first or last word. Also, lowercase common titles when used as generic descriptions of parts of documents (preface, annex, etc.), but capitalize them if used as cross-references. For example:

- How to Make Globalization Work for the Poor
- World Bank Report Highlights Need for Success at Cancun Trade Talks
- An annex and an appendix are included at the end of this document
- See Annex B for more details

World Bank Position Titles, Organizational Units, Meetings

Here are some terms specific to World Bank work and the capitalization guidelines pertaining to them:

- Annual Meetings – *but* Board meeting
- Executive Directors, Board of Executive Directors, U.S. Executive Director
- the president of the World Bank, President James D. Wolfensohn
- World Bank headquarters; country office – *but* the Tanzania (Dar es Salaam) Country Office
- managing director, vice president, country department – *but* Policy Research Department
- Asia Region, the Regional vice president, the Region (capitalized when used to refer to an organizational unit of the Bank)

Publications, Documents

Capitalize the titles of publications, standard Bank documents and reports. Lowercase general types of documents. For example:

- Articles of Agreement of the International Bank for Reconstruction and Development; the Articles of Agreement – *but* legal agreements
- By-laws of the International Development Association; the By-laws

- **Project Information Document (PID), Project Appraisal Document (PAD), Implementation Completion Report (ICR), Project Performance Assessment Report (PPAR) – but feasibility study, back-to-office report, aide-memoire**

Project Names

Capitalize the names of projects and loans. Do not use italics or boldface for names of projects in text. Here is short sample list of typical project names (for a complete, multilingual listing of World Bank Fiscal Year 03 projects, follow [this link](#)):

- **Emergency Economic Rehabilitation Loan**
- **Global Development Network Learning and Innovation Loan**
- **Legal and Judicial Reform Investment Credit**
- **Local Government Unit Urban Water and Sanitation Adaptable Program Loan**
- **Poverty Reduction Support Credit**
- **Programmatic Structural Adjustment Credit (IDA Reflow)**
- **Second Economic Rehabilitation and Recovery Credit**
- **Second Programmatic Financial Sector Adjustment Loan**
- **Second Urban Poverty Investment Loan/Credit**
- **Structural Adjustment Loan**

🔗 See also [Acronyms](#), [Names](#)

Punctuation, Typing, Headings, Titles

Punctuation and Typing

Colon

As a general rule, only one space is used after a colon. In text, capitalize the first word after a colon unless the element after the colon is a single declarative sentence and is not a direct quotation. In titles, always capitalize the first word after a colon, whatever capitalization or lowercase style is preferred. For example:

- **A momentous decision was made: the government would trust the free market.**
- **The question was: Would the government trust the free market, or not?**
- **A momentous question: Whether to trust the free market**

Comma

Use the serial comma (e.g., **cats, dogs, and rabbits**). (This comma was once considered optional, but the trend is to make it mandatory, since its omission can cause confusion and misinterpretation.) Do not use commas after short introductory phrases; for example:

- **In 1985 the government decided . . .**
- **Thus the efficacy of the measure was undermined at the start.**

Exceptions: Use a comma when the phrase already contains a comma, when it begins with an adverb or adverbial phrase that requires a pause, or when it would be difficult to read or could be misconstrued. For example:

- **On June 12, 2002, the Government decided ...**
- **For 1995, data on infant mortality are ...**
- **In 1985, 40 cases were reported ...**
- **Before dropping, the price had been ...**

Use a comma between independent clauses (unless they are very short) but not between verbs that are part of the same clause. For example:

- **There is growing progress by external partners in aligning their assistance with the PRSP, and several of them are providing programmatic support.**
- **The program was funded by the state and applauded by the cities.**

Dash, Hyphen

Hyphens (-) or “en” dashes (–) are used in ranges of figures, dates or page numbers, and are preferred over slashes in ranges of years (but see exceptions below under “Slash”). “Em” dashes (— or --) are used to indicate a sudden break in thought or to add emphasis; they are not preceded or followed by a space:

- **These surveys can only be done with the close cooperation of the business community – both local and foreign – in each country.**

Slash

Use a slash (/) to indicate fiscal or financial years, crop years, seasons that extend over a part of two calendar years or seasons within one calendar year. For example:

- the fiscal (or financial) year 2003/04
- during the crop year (October/September)
- the spring/summer of 2002

Quotation Marks

Use double quotation marks except inside a quotation, where single quotation marks are used. Quotation marks always fall outside a comma or period but inside a colon or semicolon. For example:

- He said, "The government cannot go on doing 'business as usual.'"
- The government cannot go on doing "business as usual"; the crisis requires new policies.

Parentheses

When parentheses are used to enclose a whole sentence, the closing period must be placed inside. For example:

- ... this calls for a more systematic approach to disseminating information. (See *The World Bank Policy on Disclosure of Information*.)

Opening and closing parentheses are also used to enclose letters or numbers setting off items in a list. For example:

- The objectives of the Project are to (a) enhance international transport, and (b) improve accessibility of the northern regions of the Borrower's territories.

Italics

Italics is used: for emphasis; for book titles and names of periodicals; and to identify foreign words, *except* those that have found a place in the English language (e.g., **a priori**, **de facto**, **laissez-faire**, **status quo**).

Note: Names of organizations in foreign languages are normally, when possible, translated into English. But when that is not the case and those names are left in their original form, italics should *not* be used. For example:

- Departamento Administrativo Nacional de Estadística

Accents

Also called diacritical marks, accents are to be kept in foreign words in their original form, *except* in capitalized style. The accents most commonly used are:

- acute, as in Yaoundé
- grave, as in lèse-majesté (commonly defined as a crime against the sovereign)
- circumflex, as in Côte d'Ivoire (correct spelling of the name of the Republic of Côte d'Ivoire, although the accent is sometimes omitted)
- cedilla, as in façade (commonly defined as the front of a building)
- diaeresis, as in Noël

- tilde, as in **São Tomé and Príncipe** (sometimes spelled **São Tomé and Principe** as well)

Footnotes

The footnote reference (also called footnote callout, preferably a number typed in superscript) must be placed at the end of the sentence (or immediately after the last word to which it refers) and after all punctuation marks with the exception of dashes. For example:

- The Board considered two HIPC completion-point documents.¹

👉 See also [Numbers](#)

Headings, Titles

General Guidelines

As a general rule, the style of headings and titles (i.e., format, placement, etc.) in the translation should mirror that of the source text, but language-specific capitalization rules should be followed. (See also specific rules below regarding line breaks.)

Consistency in Structure and Tone

Following good editorial practice, the contents of same-level heads (i.e., chapter titles, section heads, etc.) should be consistent in structure and tone. For example, if the head of one section reads “**Building the Climate for Investment**,” following section heads will say, e.g., “**Investing in Poor People**” (instead of “Investissements dans...”) and “**Monitoring Policies and Actions**” (instead of “Supervision des...”).

Note: The same rule applies to lists.

Line Breaks in Titles, Subheads

As a general rule, words in titles and subheads should not be hyphenated, and closely related words (e.g., an adjective and the noun it modifies, or a preposition and its object) should not be separated by a break. In titles and subheads centered on multiple lines, it is good practice to use the inverted pyramid style (with each successive line shorter than the one above), *as long as* a logical grouping of words is maintained. For example:

- This break is awkward:

**Public Expenditure
Restructuring and the Poor**

- This title reads better:

**Public Expenditure Restructuring
and the Poor**

👉 See also [Capitalization](#)

Acronyms, Abbreviations, Compounds

Acronyms and Abbreviations

Note

An acronym is an abbreviation that forms a pronounceable word. PAHO and UNICEF are acronyms; the IMF and the IDB are not. In general, acronyms do *not* take articles, and abbreviations that cannot be pronounced as words *do* take articles. For example:

- The IBRD consulted the UNDP, the FAO, and UNICEF.

Exceptions include the GATT, GDP and GNP (e.g., In 1993, GDP per capita was \$1,100) and words that could go either way but in practice are pronounced letter by letter (the WHO, the UNEP).

General Guidelines

Periods are not used in abbreviations formed with capital letters – except for U.S.S.R., U.S., U.K. and U.N. Note that the latter three abbreviations are used as adjectives only – United States, United Kingdom and United Nations should always be spelled out when used as nouns.

As a general rule, a name or term that appears only once or twice in a text should *not* be abbreviated. However, well-known abbreviations such as UNICEF and CARE can be given even if the name appears only once.

When an abbreviation is used, spell out the name or term on its first occurrence in the body of the text and add the abbreviation in parentheses; the abbreviation can then be used in later occurrences. For example:

- an increase in gross national product (GNP) per capita

Notes: In long documents in which an uncommon abbreviation does not recur for many pages, it may be helpful to redefine it on subsequent use. In publications divided in chapters that may not be read consecutively (the *World Bank Annual Report* is a notable example), abbreviations should be defined at the first mention in each chapter.

In *lists* of acronyms and abbreviations, all important words in proper names should be capitalized; for terms that are not proper names, capitalize the first word only. For example:

- EBRD – European Bank for Reconstruction and Development
- GNP – Gross national product

For translation from Arabic into English, it must also be noted that Arabic does not use acronyms and abbreviations. Some abbreviations and acronyms of well-known international organizations and institutions are used in Arabic as Arabized names. For example: UNESCO (اليونسكو), FAO (الفاو), ICARDA (الإيكاردا), GATT (الغات), etc. In all other cases, the Arabic full name of the respective English acronym or abbreviation should be used, examples: IBRD (للإنشاء والتعمير البنك الدولي), IFC (ساسة التمويل الدوليتمؤس), UN (الأمم المتحدة), etc.

Common Acronyms and Abbreviations

Here is a *basic* list of common World Bank acronyms and abbreviations:

CAE	Country Assistance Evaluation	PIC	Public Information Center
CAS	Country Assistance Strategy	PID	Project Information Document
EA	Environmental Assessment	PPAR	Project Performance Assessment Report
EAP	Environmental Action Plan	PRSC	Poverty Reduction Support Credit
ESW	Economic and Sector Work	PRSP	Poverty Reduction Strategy Paper
GEF	Global Environment Facility	PSAC	Programmatic Structural Adjustment Credit
HIPC	Heavily Indebted Poor Country	PSAL	Programmatic Structural Adjustment Loan
IBRD	International Bank for Reconstruction and Development	QAG	Quality Assurance Group
ICR	Implementation Completion Report	SAC	Structural Adjustment Credit
IDA	International Development Association	SAL	Structural Adjustment Loan
IMF	International Monetary Fund	SECAC	Sector Adjustment Credit
I-PRSP	Interim Poverty Reduction Strategy Paper	SECAL	Sector Adjustment Loan
NGO	Nongovernmental Organization	SSAC	Special Structural Adjustment Credit
OED	Operations Evaluation Department	SSAL	Special Structural Adjustment Loan
PAD	Project Appraisal Document	TSS	Transitional Support Strategy

Standard Abbreviations: Days and Months

When days of the week and months are abbreviated (i.e., in tables and similar forms of display but, as a general rule, *not* in text), the following rules of style apply:

- Sun. Mon. Tues. Wed. Thurs. Fri. Sat.
- Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

🔗 See also [Numbers](#)

Specialized Acronyms and Abbreviations

World Bank Operational Manual: Some standard abbreviations related to the Operational Manual are widely used in World Bank documents and publications. Here is the list, with corresponding definitions:

- **OPs (Operational Policies)** are short, focused statements that follow from the Bank’s Articles of Agreement, the general conditions, and policies approved by the Board; they establish the parameters for the conduct of operations; they also describe the circumstances under which exceptions to policy are admissible and spell out who authorizes exceptions.
- **BPs (Bank Procedures)** explain how Bank staff carry out the policies set out in the OPs, and spell out the procedures and documentation required to ensure Bankwide consistency and quality.
- **GPs (Good Practices)** contain advice and guidance on policy implementation (including, for example, the history of the related issue, the sectoral context, analytical framework, best practice examples, etc.).
- **ODs (Operational Directives)** contain a mixture of policies, procedures, and guidance; they are gradually being replaced by OPs, BPs and GPs, which present policies, procedures, and guidance separately.
- **Op Memos (Operational Memoranda)** are interim instructions intended to elaborate on material in OPs, BPs (or ODs); once these instructions are incorporated into revisions of the pertinent OPs and BPs, the Op Memos are retired.

Compound Words

Common Prefixes, Suffixes

Words formed with most *prefixes* (e.g., **anti-**, **bio-**, **co-**, **counter-**, **extra-**, **post-**, **pre-**, **socio-** and **under-**) are spelled closed, with no hyphen. Exceptions include compounds formed with such prefixes and a proper name or a capitalized word, a numeral, more than one word, or a word that would, if juxtaposed without a hyphen, cause confusion upon reading (e.g., because of doubled letters or homonyms). For example:

- **anticonstitutional** – *but* **anti-Keynesian**, **anti-inflationary**
- **predetermined** – *but* **pre-2000**
- **nonmonetary** – *but* **non-oil-exporting countries**
- **reintroduce** – *but* **re-creation** (as in “to create anew”)

Words formed with such *suffixes* as **-like**, **-fold** and **-wide** are spelled closed, except for those that involve a numeral or that are that would be overly long and cumbersome, if closed. For example:

- **tenfold** – *but* **200-fold**
- **worldwide** – *but* **principality-wide**

Compound Adjectives

Compound adjectives formed with a number plus a unit of measure are hyphenated, but those formed with percentages or units of money are not (percent is considered an expression of ratio rather than a unit of measure). For example:

- **a six-year-old project**, **a 200-acre farm**;
- **a 12 percent increase**, **a \$35 million surplus**.

Notes: An en dash (–) is used instead of a hyphen (-) to join compounds in which one element is open (e.g., **a World Bank–financed project**). A hyphen is never used in adjectival forms comprising an adverb ending in *-ly* (e.g., **locally recruited staff**). In those adjectival forms constructed with *well*, a hyphen is used if the compound adjective precedes the word modified (e.g., **a well-planned program**), but not if it follows (e.g., **the program was well planned**).

Fractions

Use a hyphen in spelled-out fractions that are used as adjectives or adverbs, but not in those used as nouns. For example:

- **a one-third share**, **one-fifth less**, **three-fourths completed**;
- **one third of the population is illiterate**.

Common Compound Words

Here is a list of compound words commonly found in World Bank texts, with their usage and spelling:

agreed on (<i>adj</i>)	field test (<i>n</i>)	medium-term (<i>adj</i>)	short term (<i>n</i>)
balance of payments (<i>adj, n</i>)	field-test (<i>v</i>)	modern sector (<i>adj</i>)	short-term (<i>adj</i>)
base-year (<i>adj</i>)	fine-tune (<i>v</i>)	oil price increase	start-up (<i>adj, n</i>)
best-practice (<i>adj</i>)	fine tuning (<i>n</i>)	per capita	terms of trade (<i>n</i>)
broad-based	fixed rate (<i>adj</i>)	present-day (<i>adj</i>)	terms-of-trade (<i>adj</i>)

by-product	floating rate (<i>adj</i>)	private sector (<i>adj</i>)	time series (<i>n</i>)
cash flow (<i>adj, n</i>)	front-end (<i>adj</i>)	pro forma (<i>adj, adv</i>)	time-series (<i>adj</i>)
clear-cut (<i>adj</i>)	front-loading (<i>adj, n</i>)	public health (<i>adj</i>)	top-down (<i>adj</i>)
cost-benefit (<i>adj</i>)	inflation-adjusted	public sector (<i>adj</i>)	under way (<i>adv</i>)
cost-effective (<i>adj</i>)	least-cost (<i>adj</i>)	public service (<i>adj</i>)	underway (<i>adj, n</i>)
cost-effectiveness (<i>n</i>)	life cycle (<i>n</i>)	purchasing power parity (<i>adj, n</i>)	upper-middle-income (<i>adj</i>)
cross-check (<i>n, v</i>)	life-cycle (<i>adj</i>)	quality control (<i>adj</i>)	up-to-date (<i>adj</i>)
cross-section (<i>n</i>)	long run (<i>n</i>)	quasi money (<i>n</i>)	value added tax
cross-sectional (<i>adj</i>)	long-run (<i>adj</i>)	quasi-public (<i>adj</i>)	variable rate (<i>adj</i>)
current account deficit	long-standing (<i>adj</i>)	rain forest	well-being
death rate (<i>adj, n</i>)	long term (<i>n</i>)	real-wage (<i>adj</i>)	work force
debt-equity swap	long-term (<i>adj</i>)	record-keeping (<i>n</i>)	workplace
debt-servicing (<i>adj</i>)	lower-middle-income (<i>adj</i>)	risk-averse (<i>adj</i>)	worse-off (<i>adj, n</i>)
developing-country (<i>adj</i>)	man-day	school-age (<i>adj</i>)	worst-case (<i>adj</i>)
double-digit (<i>adj</i>)	man-year	short run (<i>n</i>)	
family planning (<i>adj</i>)	medium-size	short-run (<i>adj</i>)	

Numbers, Measurements

General Guidelines

In text, as a general rule, spell out whole numbers **one** to **nine**, and use numerals for those above (10, 11, etc.), except in instances where both occur in the same context (a sentence, a paragraph or a group of paragraphs); then only use numerals. For example:

- It considered 15 PRSPs and 7 PRSP Progress Reports.

Also use numerals for age, percentages, measurements, amounts of money or currency, and numbers that are part of a larger number. For example:

- the project is 2 years old
- 1 percent, 1 to 34 percent, 9 percentage points
- 5 ounces
- \$6 million, SDR 1.2 million
- 2 million

Note: When a number begins a sentence, it should be spelled out – e.g., **Twenty-three people answered the questionnaire**. However, it is sometimes advisable (and possible) to edit the sentence so the number does not fall at the beginning.

Dates

For *numerical dates*, the World Bank generally follows the American practice of month-day-year: for example, **2/12/03** means **February 12, 2003** (in most other countries, it would mean **December 2, 2003**). In text, however, dates should be *spelled out* (thus eliminating any ambiguity), with a comma to separate the day and the year; no comma is normally used after the year if the sentence does not require one. A comma is not used either in dates consisting of just the month and year. For example:

- Thank you for your letter of September 23, 2003 concerning...
- The project began in January 2003.

The preferred style for *decades* is, e.g., **the 1990s** rather than **the nineties**, **the '90s** or **the 90s**. Note that an apostrophe (as in **the 1990's**) must never be used. For the *day of the month*, never use an ordinal number: e.g., **On April 15, ...** (*not 15th or 15th*).

The preferred style for *fiscal years* is, e.g., **fiscal 2003** rather than **fiscal year 2003** or **fiscal 03**. In abbreviated form (acceptable in tables), the preferred style is **FY03** rather than **FY 03** or **FY 2003**.

Note: The World Bank Group's fiscal year starts July 1 and ends June 30, and is identified by the calendar year in which it ends – e.g., fiscal 2004 ends June 30, 2004.

Time

Here is the preferred style for numbers expressing time in World Bank text:

- As you know, at 4 o'clock we have to be at the Plenary...

- The meeting will start at 9 a.m.
- There will be only one session of the Committee, from 9:00 a.m. until 12:30 p.m. – *not* from 9 a.m. until 12:30 p.m.
- The meeting adjourned at 12 midnight – *or* at midnight
- Lunch will be served at 12 noon – *or* at noon

Ranges of Numbers, Dates, Pages

As a general rule, *ranges of numbers* should be expressed with a hyphen or with an appropriate word, but not with a mix of both – i.e., if words like **from** or **between** are used, a hyphen should never follow. Here are some examples of this and other rules of style for number, date and page ranges:

- The deficit ranged between USD 4 million and USD 7 million – *not* ... ranged between USD 4-7 million
- ... increased from \$450 to \$1,200 – *not* ... increased from \$450-1,200
- ... rose from 4 to 5 percent (*or* ... rose 4-5 percent) – *but not* ... rose from 4-5 percent (see also “Units of Measurement” below)
- from 2000 to 2003 (*not* from 2000-2003) – *but* during 2000-03 (*not* during 2000 to 2003)
- pages 19-26, *or* pp. 19-26, pp. 321-25, pp. 1392-95, pp. 13792-803

Note: In ranges of years, a hyphen (-) or an “en” dash (–) is used to indicate a continuous period of calendar years (as in **the 1998-2002 development program**, or **in the three years 2000-02**). A slash (/) is used to indicate a period overlapping two calendar years or parts of one calendar year (as in **the 1985/86 program**, or **the financial year 2003/04**).

Ordinal Numbers

As a general rule, ordinal numbers in text should be spelled out. For example:

- the thirteenth replenishment of IDA
- the fourth quarter of 2003
- the twenty-first century
- the third five-year plan

Commas, Decimals

A comma is used in numbers (except for years, page numbers, serial numbers, addresses and decimal fractions) to separate groups of three digits, and a point for decimals (with a zero in front of the decimal point for all numbers less than 1). For example:

- 1,500; 24,675; 7,263,876
- 0.25; 27.75

Units of Measurement

General Guidelines

It is recommended practice to *translate* units of measurement contained in the source text, but not to *convert* them (unless specifically required by the text or the translation requester), as doing so raises the risk of conversion errors and may needlessly confuse the reader. To validate this practice further, if need be, one should note that original World Bank reports dealing with countries that use the metric system do specify so as a standard cover-page item and go on to use metric units such as

kilometers or metric tons in the English text. (If there is any risk of ambiguity in the translation, a parenthetical statement clarifying the unit of measurement can be added.)

Units of Measurement in Text

In *text*, all units of measurement should be spelled out – e.g., **kilometers, kilowatt-hours, hectares, tons, percent** (always one word, rather than **per cent** or %). It is best practice to repeat the unit for all measurements when ambiguity might result. For example:

- **between 5 and 10 percent** – *but* **from 5 percent in 1986 to 15 percent in 1989**
- **\$10 million–\$20 million**

Percent, Percentage Point

The difference between *percent* and *percentage point* is often misunderstood, resulting in serious errors of meaning. One simple way to make the distinction is to remember that a difference between two percentages is expressed in percentage points. For example:

- **From the 1980 level of 4.0 percent a year, inflation rose 1.7 percentage points, to 5.7 percent in 1990.**

Billion, Trillion

The word *billion* has different meanings in American and British English: in American usage, a **billion is equal to 1,000 million** (in British usage, it is equal to a million million).

Currency

As a general rule, when typing currency abbreviations with amounts, there should be no space between a currency sign and the following figure, but there should be one between a letter and the following figure. For example:

- **\$6 million**
- **SDR 1.2 million**

Notes: In references to the American currency specifically, the following styles apply: U.S. dollars, US\$1,200 (no periods) or \$1,200.

🔗 See also [Acronyms](#), [Punctuation](#)

Names

Official Names of the World Bank Group

Institutions

The World Bank Group consists of five institutions:

- the International Bank for Reconstruction and Development (IBRD)
- the International Development Association (IDA)
- the International Finance Corporation (IFC)
- the Multilateral Investment Guarantee Agency (MIGA)
- the International Centre for Settlement of Investment Disputes (ICSID)

Note: The term “World Bank Group” encompasses all five institutions. The term “World Bank” refers specifically to two of the five: IBRD and IDA.

Affiliates

The World Bank hosts at its headquarters the secretariats of several closely affiliated organizations:

- the Consultative Group on International Agricultural Research (CGIAR)
- the Consultative Group to Assist the Poorest (CGAP)
- the Development Gateway
- the Global Environment Facility (GEF)

🔗 See also [Capitalization](#)

World Regions, Country Names

Official Regions

Operationally, the World Bank comprises six official (or administrative) regions:

- Africa (AFR) (Sub-Saharan Africa in IFC’s organizational structure)
- East Asia and Pacific (EAP)
- Europe and Central Asia (ECA)
- Latin America and the Caribbean (LAC)
- Middle East and North Africa (MENA)
- South Asia (SAR)

Other Geographic Areas

These are some standard regions (organized by continent):

- Central Africa, East Africa, Southern Africa, West Africa
- Central America, Latin America, North America, South America
- South Central Asia, Southeast Asia, Southwest Asia, Western Asia
- Central Europe, Eastern Europe, Northern Europe, South-Eastern Europe, Southern Europe, Western Europe

Country Classifications

The World Bank's main country classification is based on gross national income (GNI) per capita and yields the following categories:

- **low-income economies** (or **low-income countries, LIC**)
- **middle-income economies** (or **middle-income countries, MIC**), subdivided into **lower-middle-income** and **upper-middle-income economies**
- **high-income economies**

Other standard expressions have been or are still used to differentiate countries and their level of development. These are the principal or more common ones:

- by indebtedness (part of the World Bank's standard classification): **severely indebted countries; moderately indebted countries; less indebted countries**
- further classified as: **severely indebted low-income countries (SILIC); severely indebted lower-middle income countries (SILMIC); severely indebted middle-income countries (SIMIC); moderately indebted low-income countries (MILIC); moderately indebted middle-income countries (MIMIC); less indebted low-income countries (LILIC); less indebted middle-income countries (LIMIC)**
- also: **heavily indebted poor countries (HIPC); low-income countries under stress (LICUS)**
- **developing countries; high-income developing economies; least developed countries**
- **developed countries** (also referred to as **industrial countries** or as **industrially advanced countries**); **developed market economies**

↪ See also [Acronyms](#)

Official Country Names

For an official World Bank list of country names, click on [this link](#) (or see [Annexes](#)).

Note: References to Hong Kong and Taiwan must conform to the following style: **Hong Kong, China** – alternately, **Hong Kong (China)**; **Taiwan, China** – alternately, **Taiwan (China)**.

Other Official Names

International Agreements

As a specialized agency of the United Nations, the World Bank operates to a certain extent in the context of international agreements and conventions, to which much of its documentation regularly makes reference. These are the official names that come up most often:

- **Millennium Development Goals (MDG)**
- **Convention on Biological Diversity (CBD), and Cartagena Protocol on Biosafety**
- **(Stockholm) Convention on Persistent Organic Pollutants (CPOP)**
- **United Nations Convention on the Law of the Sea (UNCLOS)**
- **United Nations Convention to Combat Desertification (in Countries Experiencing Serious Drought and/or Desertification, Particularly in Africa) (UNCCD)**
- **Framework Convention on Climate Change (FCCC)**
- **Vienna Convention for the Protection of the Ozone Layer, and Montreal Protocol on Substances that Deplete the Ozone Layer**

↪ See also [Acronyms](#), [Capitalization](#)

Annexes

Country Names and Adjectives

Country	Noun (plural in parentheses)	Adjective of Nationality	Correspondence Designation
Afghanistan	Afghan(s)	Afghan	Transitional Islamic State of Afghanistan
Albania	Albanian(s)	Albanian	Republic of Albania
Algeria	Algerian(s)	Algerian	People's Democratic Republic of Algeria
Angola	Angolan(s)	Angola or Angolan	People's Republic of Angola
Antigua and Barbuda	Antiguan(s), Barbudan	Antiguan, Barbudan	Antigua and Barbuda
Argentina	Argentine(s)	Argentine	Argentine Republic
Armenia	Armenian(s)	Armenian	Republic of Armenia
Australia	Australian(s)	Australian	Commonwealth of Australia
Austria	Austrian(s)	Austrian	Republic of Austria
Azerbaijan	Azerbaijani(s)	Azerbaijan or Azerbaijani	Azerbaijan Republic
Bahamas, The	Bahamian(s)	Bahamas or Bahamian	Commonwealth of The Bahamas
Bahrain	Bahraini(s)	Bahrain or Bahraini	Kingdom of Bahrain
Bangladesh	Bangladeshi(s)	Bangladesh or Bangladeshi	People's Republic of Bangladesh
Barbados	Barbadian(s)	Barbados or Barbadian	Barbados
Belarus	Belarussian(s)	Belarussian	Republic of Belarus
Belgium	Belgian(s)	Belgian	Kingdom of Belgium
Belize	Belizean(s)	Belize or Belizean	Belize
Benin	Beninese (sing./plu.)	Beninese	Republic of Benin
Bhutan	Bhutanese (sing./plu.)	Bhutanese	Kingdom of Bhutan
Bolivia	Bolivian(s)	Bolivian	Republic of Bolivia
Bosnia and Herzegovina	Bosnian(s)	Bosnian	Bosnia and Herzegovina
Botswana	Motswana (sing.),	Botswana	Republic of Botswana
Brazil	Brazilian(s)	Brazilian	Federative Republic of Brazil
Brunei Darussalam	Bruneian(s)	Brunei or Bruneian	Brunei Darussalam
Bulgaria	Bulgarian(s)	Bulgarian	Republic of Bulgaria
Burkina Faso	Burkinabe (sing./plu.)	Burkinabe	Burkina Faso
Burma (see Myanmar)			
Burundi	Murundi (sing.), Barundi	Burundi	Republic of Burundi
Cambodia	Cambodian(s)	Cambodian	Kingdom of Cambodia
Cameroon	Cameroonian(s)	Cameroonian	Republic of Cameroon
Canada	Canadian(s)	Canadian	Canada
Cape Verde	Cape Verdean(s)	Cape Verdean	Republic of Cape Verde
Central African Republic	Central African(s)	Central African	Central African Republic
Chad	Chadian(s)	Chad or Chadian	Republic of Chad
Chile	Chilean(s)	Chilean	Republic of Chile
China	Chinese (sing./plu.)	Chinese	People's Republic of China
Colombia	Colombian(s)	Colombian	Republic of Colombia
Comoros	Comorian(s)	Comorian	Union of the Comoros
Congo, Democratic	Congolese (sing./plu.)	Congolese	Democratic Republic of the Congo
Congo, Republic of	Congolese (sing./plu.)	Congolese	Republic of Congo
Costa Rica	Costa Rican(s)	Costa Rican	Republic of Costa Rica
Côte d'Ivoire	Ivorian(s)	Ivorian	Republic of Cote d'Ivoire
Croatia	Croat(s) or Croatian(s)	Croat or Croatian	Republic of Croatia
Cuba	Cuban(s)	Cuban	Republic of Cuba
Cyprus	Cypriot(s)	Cypriot	Republic of Cyprus
Czech Republic	Czech(s)	Czech	Czech Republic
Denmark	Dane(s)	Danish	Kingdom of Denmark
Djibouti	Djiboutian(s)	Djibouti	Republic of Djibouti
Dominica	Dominican(s)	Dominica	Commonwealth of Dominica

Dominican Republic	Dominican(s)	Dominican	Dominican Republic
Ecuador	Ecuadoran(s)	Ecuadoran	Republic of Ecuador
Egypt, Arab Republic of	Egyptian(s)	Egyptian	Arab Republic of Egypt
El Salvador	Salvadoran(s)	Salvadoran	Republic of El Salvador
Equatorial Guinea	Equatorial Guinean(s)	Equatorial Guinean	Republic of Equatorial Guinea
Eritrea	Eritrean(s)	Eritrean	State of Eritrea
Estonia	Estonian(s)	Estonian	Republic of Estonia
Ethiopia	Ethiopian(s)	Ethiopian	Federal Democratic Republic of Ethiopia
Fiji	Fijian(s)	Fiji	Republic of Fiji
Finland	Finn(s)	Finnish	Republic of Finland
France	French (sing./plu.)	French	French Republic
Gabon	Gabonese (sing./plu.)	Gabonese	Gabonese Republic
Gambia, The	Gambian(s)	Gambian	Republic of The Gambia
Georgia	Georgian(s)	Georgian	Georgia
Germany	German(s)	German	Federal Republic of Germany
Ghana	Ghanaian(s)	Ghanaian	Republic of Ghana
Great Britain (see United Kingdom)			
Greece	Greek(s)	Greek	Hellenic Republic
Grenada	Grenadian(s)	Grenadian	Grenada
Guatemala	Guatemalan(s)	Guatemalan	Republic of Guatemala
Guinea	Guinean(s)	Guinean	Republic of Guinea
Guinea-Bissau	Guinean(s)	Guinea-Bissau	Republic of Guinea-Bissau
Guyana	Guyanese (sing./plu.)	Guyana or Guyanese	Republic of Guyana
Haiti	Haitian(s)	Haitian	Republic of Haiti
Honduras	Honduran(s)	Honduran	Republic of Honduras
Hungary	Hungarian(s)	Hungarian	Republic of Hungary
Iceland	Icelander(s)	Icelandic	Republic of Iceland
India	Indian(s)	Indian	Republic of India
Indonesia	Indonesian(s)	Indonesian	Republic of Indonesia
Iran, Islamic Republic of	Iranian(s)	Iranian	Islamic Republic of Iran
Iraq	Iraqi(s)	Iraq or Iraqi	Republic of Iraq
Ireland	Irishman(men), Irish	Irish	Ireland
Israel	Israeli(s)	Israel or Israeli	State of Israel
Italy	Italian(s)	Italian	Italian Republic
Ivory Coast (see Cote d'Ivoire)			
Jamaica	Jamaican(s)	Jamaican	Jamaica
Japan	Japanese (sing./plu.)	Japanese	Japan
Jordan	Jordanian(s)	Jordanian	Hashemite Kingdom of Jordan
Kazakhstan	Kazakhstani(s)	Kazakhstan or Kazakhstani	Republic of Kazakhstan
Kenya	Kenyan(s)	Kenyan	Republic of Kenya
Kiribati	I-Kiribati	Kiribati	Republic of Kiribati
Korea, Democratic	Korean(s)	Korean	Democratic People's Republic of Korea
Korea, Republic of	Korean(s)	Korean	Republic of Korea
Kuwait	Kuwaiti(s)	Kuwait or Kuwaiti	State of Kuwait
Kyrgyz Republic	Kyrgyz (sing./plu.)	Kyrgyz	Kyrgyz Republic
Lao People's Democratic	Lao, the Lao	Lao	Lao People's Democratic Republic
Latvia	Latvian(s)	Latvian	Republic of Latvia
Lebanon	Lebanese (sing./plu.)	Lebanese	Lebanese Republic
Lesotho	Mosotho (sing.), Basotho	Lesotho	Kingdom of Lesotho
Liberia	Liberian(s)	Liberian	Republic of Liberia
Libya	Libyan(s)	Libyan	Socialist People's Libyan Arab
Lithuania	Lithuanian(s)	Lithuanian	Republic of Lithuania
Luxembourg	Luxembourger(s)	Luxembourg	Grand Duchy of Luxembourg
Macedonia, former Yugoslav Republic of			Macedonia, former Yugoslav Republic of
Madagascar	Malagasy (sing./plu.)	Malagasy	Republic of Madagascar
Malawi	Malawian(s)	Malawian	Republic of Malawi
Malaysia	Malaysian(s)	Malaysian	Malaysia
Maldives	Maldivian(s)	Maldivian	Republic of Maldives

Mali	Malian(s)	Malian	Republic of Mali
Malta	Maltese (sing./plu.)	Maltese	Republic of Malta
Marshall Islands	Marshallese (sing./plu.)	Marshall Islands	Republic of the Marshall Islands
Mauritania	Mauritanian(s)	Mauritanian	Islamic Republic of Mauritania
Mauritius	Mauritian(s)	Mauritian	Mauritius
Mexico	Mexican(s)	Mexican	United Mexican States
Micronesia, Federated	Micronesian(s)	Micronesian	Federated States of Micronesia
Moldova	Moldovan(s)	Moldovan	Republic of Moldova
Mongolia	Mongolian(s)	Mongolian	Mongolia
Morocco	Moroccan(s)	Moroccan	Kingdom of Morocco
Mozambique	Mozambican(s)	Mozambican	Republic of Mozambique
Myanmar	Myanmar	Myanmar	Union of Myanmar
Namibia	Namibian(s)	Namibian	Republic of Namibia
Nepal	Nepalese (sing./plu.)	Nepalese	Kingdom of Nepal
Netherlands	the Dutch,	Dutch or Netherlands	Kingdom of the Netherlands
New Zealand	New Zealander(s)	New Zealand	New Zealand
Nicaragua	Nicaraguan(s)	Nicaraguan	Republic of Nicaragua
Niger	Nigerien(s)	Nigerien	Republic of Niger
Nigeria	Nigerian(s)	Nigerian	Federal Republic of Nigeria
Norway	Norwegian(s)	Norwegian	Kingdom of Norway
Oman	Omani(s)	Oman or Omani	Sultanate of Oman
Pakistan	Pakistani(s)	Pakistan or Pakistani	Islamic Republic of Pakistan
Palau	Palauan(s)	Palauan	Republic of Palau
Panama	Panamanian(s)	Panamanian	Republic of Panama
Papua New Guinea	Papua New Guinean(s)	Papua New Guinea	The Independent State of Papua New
Paraguay	Paraguayan(s)	Paraguayan	Republic of Paraguay
Peru	Peruvian(s)	Peruvian	Republic of Peru
Philippines	Filipino(s)	Philippine	Republic of the Philippines
Poland	Pole(s)	Polish	Republic of Poland
Portugal	Portuguese (sing./plu.)	Portuguese	Portuguese Republic
Qatar	Qatari(s)	Qatar or Qatari	State of Qatar
Romania	Romanian(s)	Romanian	Romania
Russian Federation	Russian(s)	Russian	Russian Federation
Rwanda	Rwandese (sing./plu.)	Rwandese	Republic of Rwanda
Samoa	Samoan(s)	Samoan	Samoa
San Marino	Sammarinese (sing./plu.)	Sammarinese	Republic of San Marino
São Tomé and Príncipe	Saotomean(s)	Sao Tome and Príncipe	Democratic Republic of Sao Tome and
Saudi Arabia	Saudi Arabian(s)	Saudi Arabian	Kingdom of Saudi Arabia
Senegal	Senegalese (sing./plu.)	Senegal or Senegalese	Republic of Senegal
Serbia and Montenegro			Serbia and Montenegro
Seychelles	Seychellois (sing./plu.)	Seychelles	Republic of Seychelles
Sierra Leone	Sierra Leonean(s)	Sierra Leonean	Republic of Sierra Leone
Singapore	Singaporean(s)	Singapore or Singaporean	Republic of Singapore
Slovak Republic	Slovak(s)	Slovak	Slovak Republic
Slovenia	Slovene(s) or	Slovene or Slovenian	Republic of Slovenia
Solomon Islands	Solomon Islander(s)	Solomon Islands	Solomon Islands
Somalia	Somali(s)	Somali	Somali Democratic Republic
South Africa	South African(s)	South African	Republic of South Africa
Spain	Spaniard(s)	Spanish	Kingdom of Spain
Sri Lanka	Sri Lankan(s)	Sri Lanka	Democratic Socialist Republic of Sri
St. Kitts and Nevis	Kittitian(s), Nevisian(s)	St. Kitts and Nevis	St. Kitts and Nevis
St. Lucia	St. Lucian(s)	St. Lucian	St. Lucia
St. Vincent and the	St. Vincentian(s) or	St. Vincentian or Vincentian	St. Vincent and the Grenadines
Sudan	Sudanese (sing./plu.)	Sudanese	Republic of the Sudan
Suriname	Surinamese (sing./plu.)	Surinamese	Republic of Suriname
Swaziland	Swazi(s)	Swazi	Kingdom of Swaziland
Sweden	Swede(s)	Swedish	Kingdom of Sweden
Switzerland	Swiss (sing./plu.)	Swiss	Switzerland

Syrian Arab Republic	Syrian(s)	Syrian	Syrian Arab Republic
Tajikistan	Tajik(s)	Tajik	Republic of Tajikistan
Tanzania	Tanzanian(s)	Tanzanian	United Republic of Tanzania
Thailand	Thai(s)	Thai	Kingdom of Thailand
Timor-Leste			Democratic Republic of Timor-Leste
Togo	Togolese (sing./plu.)	Togolese	Republic of Togo
Tonga	Tongan(s)	Tongan	Kingdom of Tonga
Trinidad and Tobago	Trinidadian(s),	Trinidad and Tobago	Republic of Trinidad and Tobago
Tunisia	Tunisian(s)	Tunisian	Republic of Tunisia
Turkey	Turk(s)	Turkish	Republic of Turkey
Turkmenistan	Turkmen(s)	Turkmen	Turkmenistan
Uganda	Ugandan(s)	Ugandan	The Republic of Uganda
Ukraine	Ukrainian(s)	Ukrainian	Ukraine
United Arab Emirates		United Arab Emirates	United Arab Emirates
United Kingdom		of the United Kingdom,	United Kingdom of Great Britain and
United States	American(s)	United States	United States of America
Uruguay	Uruguayan(s)	Uruguayan	Oriental Republic of Uruguay
Uzbekistan	Uzbek(s)	Uzbek	Republic of Uzbekistan
Vanuatu	ni-Vanuatu	Vanuatu	Republic of Vanuatu
Venezuela, Republica	Venezuelan(s)	Venezuelan	Republica Bolivariana de Venezuela
Vietnam	Vietnamese (sing./plu.)	Vietnamese	Socialist Republic of Vietnam
Yemen, Republic of	Yemeni(s)	Republic of Yemen	Republic of Yemen
Yugoslavia, Federal Republic of (see Serbia and Montenegro)			
Zaire (see Congo, Dem. Rep. of)			
Zambia	Zambian(s)	Zambian	Republic of Zambia
Zimbabwe	Zimbabwean(s)	Zimbabwean	Republic of Zimbabwe