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# IUCN Style Manual



Document history

Owner	IUCN Knowledge Management and Library Team
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Applicable to	IUCN publications, reports and other documents
Purpose	To provide guidance on IUCN's house style and to ensure consistency in style across all IUCN publications, reports and other documents
Related Policies, Procedures & Guidelines	IUCN Publishing Guidelines
Source language	English (Note that the Style Manual is only available in English)
Contact	<a href="mailto:publishing@iucn.org">publishing@iucn.org</a>







## Frequently Asked Questions

- [Do I use British or American spellings?](#)
- [Do I use 's' or 'z'?](#)
- [Do I use single or double quotation marks?](#)
- [Which words should be capitalised?](#)
- [How do I punctuate references and bibliographies?](#)
- [Do I use endnotes or footnotes?](#)
- [How do I cite references in text?](#)
- [Do I hyphenate compass points?](#)
- [Should acronyms be punctuated?](#)
- [Which words or phrases should be italicised?](#)
- [How about gender-sensitive and politically-correct terminology?](#)
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## Introduction

The IUCN Style Manual has been prepared for all IUCN staff, writers, editors, designers and anyone else involved in t.8 72 Tm 750.72 ~~and~~

## What will you find in this manual?

Within these pages you will find a comprehensive guide to some of the most frequently asked questions during the writing process, including:

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## Writing and grammar

The centre piece of any written document is and always will be the writing. Although the graphic presentation, layout, use of colour and images, and format, are all very important features of any written document, if the writing is not clear, the document will not stand up to scrutiny and ultimately will not achieve its aim. Indeed, a poorly written document can actually be counterproductive.

Before you begin writing: unless you are formatting the publication yourself ready for printing, keep formatting to a minimum. Your text, most commonly prepared as a Word document, will be imported into a design software programme which strips the original formatting. Particular attention is needed when italics are embedded; it may be necessary to go through the text and manually indicate the terms to be italicised.

Although writing is a skill, it needn't be done solely by experts. By following a few simple rules and language conventions, anyone can write clearly and competently.

### Keep it simple

- Spare a thought for the reader, write simply. To ensure that a publication captures and holds the attention of the reader, it is vital to write simply and remain focused.
- Avoid long, convoluted sentences with many asides. Try to include no more than two ideas in a sentence.
- When there are alternative words (synonyms) for the same idea, object, etc. try to use the simpler vocabulary and commonplace words that have passed into regular usage, rather than more complicated, and possibly more obscure, wording.
- This is particularly important in an organisation such as IUCN where written documents are often read by people for whom English is not their mother tongue.

### Active vs Passive tense

- Always try to use the active tense when writing. Text written in the active tense tends to

be shorter, clearer and presents the important information up front.

-

- The same is true of ethno-centric phraseology. Again, this is important given that the

- The use of country names in IUCN has been defined by the Statutes (see [Appendix 4](#) for a list of IUCN Statutory regions and country names) and is based on the United Nations list of countries, e.g.

Viet Nam not Vietnam

## Spelling

### English vs American spelling

- IUCN uses British English, as opposed to American English, as its preferred language for written materials. So, where alternative spelling exists for the same word, the British spelling should be used.
- For example, 'colour' should be written in preference to the American spelling 'color', and 'programme' in preference to 'program'.
- Some words have alternative spellings, e.g. focused and focussed. When in doubt, IUCN has chosen the Oxford English Dictionary as the guide to spelling. In this case, use the first spelling proposed in the dictionary.
- Tip: Make sure that the language setting for your Word document has been set to

### Alternative spellings

- There are a number of words with alternative spellings. When in doubt about which to use, always use the British variant of the word, e.g.

use	acknowledgement	not	acknowledgment
	learnt		learned
	spilt		spilled

- Care should be taken when using the words ‘judgement’ and ‘judgment’, as both spellings exist in British English and should be used according to the desired definition. ‘Judgement’ refers to a moral, practical decision and ‘judgment’ (in the legal context) refers to a judge’s or court’s formal ruling.
- Note that there are several words which once took a hyphen in British English, e.g. ‘co-operate’ and ‘co-ordinate’, but which are now listed in the Oxford English Dictionary without the hyphen, e.g.

cooperate  
coordinate

### Hyphenation: compound terms, word splits

- Hyphens can be of two types: either to join together compound words or compound terms or to indicate a word split at the end of a line.

### Compound terms

- Compound terms can be open, where the terms are written as words separated by a space (e.g. ‘long term’); hyphenated, where the terms are separated by a hyphen (e.g. ‘long-term’); or closed, where the term is written as a single word (e.g. ‘multinational’).
- In the case of closed compound terms (the term written as a single word), new or innovative compound terms are often introduced to a language in their hyphenated form and as their use becomes commonplace, the hyphen is removed leaving them as closed compound terms, e.g.

multinational

- Note that when compound terms are used as adjectives rather than nouns, the words should be hyphenated, e.g.

	a long-term solution	This is not a good solution for the long term
	an up-to-date user guide	This user guide is not up to date
or	land-use-related	



- Standard rules for hyphenation have been built into most typesetting and word processing programmes. However, care should be taken to ensure that this feature is set to English when using it, as hyphenation rules differ for all languages. It is suggested that a 'spot check' also be done to verify the accuracy of the automatic hyphenation.
- There are many rules that must be respected when splitting words with a hyphen<sup>1</sup> below are some of the more common ones:
  - Words should be divided between syllables
  - Single syllable words and words pronounced as one syllable should not be divided, e.g. here, there, helped, passed
  - Letters pronounced as one sound should not be divided, e.g. ph, gn
  - Word endings pronounced as one syllable should not be divided, e.g. -cious, -cion, -tion
  - Avoid dividing verbs ending in -ed, -ted, -er, e.g. wounded, hunted
  - Do not divide a word to leave a silent syllable, e.g. people
  - Never leave one letter and try not to leave fewer than three letters before or after a word division. If this is not possible, two letters should come before the word break rather than after, e.g. in-spire, de-fence
  - Divide hyphenated words at the existing hyphen, do not introduce new hyphens, e.g. counter-clockwise and not counter-clock-wise
  - Divide compound words according to etymology, e.g. tele-vision, station-master, except where it might lead to confusion, e.g. antipo-des not anti-podes
  - t[TT1 1 Tf 9 -0 0 9 119.04 463.32 Tm al (r)-6 ( l)2.6 ( l)2a.d ger7-6c2 ( )11.3 (do n0.6 ((ia6(ght



Dashes: ‘en’ dash

- In English there are two principal types of dash: the ‘en’ dash and the ‘em’ dash. The ‘en’ dash (or: ‘en’ rule), so called because it is the width of the printed ‘N’ character, is longer than a hyphen but shorter than an ‘em’ dash. It is used to enclose a sentence or phrase within a sentence, e.g.

The presence of the new species – that scientists suspected existed – was confirmed last week.

- It provides greater emphasis than parentheses, e.g.

The presence of the new species (that scientists suspected existed) was confirmed last week.

- When an ‘en’ rule is used to enclose text within a sentence for emphasis, no punctuation should be used either immediately before or after the rule, save for an exclamation mark. The first letter of the phrase should not be capitalised unless it is a proper name.

Note that in Spanish, the ‘en’ rule is used differently. Instead of a space on either side, there should only be a space before the ‘en’ rule at the beginning of the enclosed text and after it at the end of the text, e.g.

Esta publicación –el primer examen amplio de la literatura mundial– contiene todos los ...

For French, the ‘en’ rule should be used as in English. See [Appendix 1: Translation](#) for further clarification.

- The ‘en’ dash is also used to join elements that form part of a range such as dates, years and numbers, e.g.

Monday–Friday  
2–22 February  
2019–2020  
pp. 56–61





#### IUCN-specific capitalisation

- In addition to the above, IUCN also chooses to capitalise certain terms when used in a manner that is specific to IUCN, including (among others):
  - IUCN (World Conservation) Congress
  - IUCN Leaders Forum
  - IUCN Council
  - IUCN Member(s)
  - IUCN Bureau
  - (IUCN) Secretariat
  - IUCN Regional and Country Offices
  - IUCN National Committees
  - IUCN Commissions
  - IUCN Councillors
  -

## Punctuation

The mark of a clear, easy-to-read text is one that requires minimal punctuation. Avoid very long sentences. Do not include more than two ideas in a single sentence. Try to avoid the use of brackets, except where absolutely necessary. Avoid using asides enclosed in en rules (– text –) unless it is fundamental to an understanding of the text. Avoid sentences within sentences.

Punctuation includes full stops (.), commas (,), semi-colons (;), colons (:), apostrophes (’), question marks and exclamation marks (? and !), quotation marks (single ‘ and double “), brackets () and ellipses (...).

In a written document, punctuation is extremely important as it replaces the inflections, intonations and emphasis delivered orally when an individual is speaking. Misuse of punctuation can alter the sense of a sentence or phrase entirely.

### Full stops (also known as ‘periods’)

- Besides being used to indicate the end of a sentence or paragraph, full stops are used at the end of abbreviations, unless the abbreviation ends with the last letter of the word

for example	e.g.
that is (Latin id est)	i.e.
organisation	org.
abbreviation	abbr.
Associate Professor	Assoc. Prof.
Mister	Mr
Doctor	Dr
International	Intl or Int’l

### Commas (,)

- Commas are used to separate items that appear as a list within a sentence, e.g.

The shopping list contained eggs, butter, bacon, salad and jam.

- In British English it is not necessary to include a comma before the ‘and’, unless for clarity’s sake. If, each item within the list contains multiple items, it may be necessary to include a comma before ‘and’ to ensure clarity, e.g.

He ordered bacon and eggs, ham and cheese, and coffee for breakfast.

There are situations where not using a comma before the ‘and’ can lead to confusion, e.g.

My heroes are my grandparents, Batman and Superman.

Unless the grandparents are Batman and Superman, not using the comma before the ‘and’ can result in confusion.

- After a dependent introductory clause, a comma is used to separate the introductory clause from the independent clause, e.g.









- Exclamation marks are used at the end of a phrase or sentence to denote emphasis, surprise, an order and sometimes, humour, e.g.

Its very survival depends upon it!

Stop! He insisted.

- In serious scientific writing, exclamation marks should be used sparingly, if at all. As with the question mark, no space should be inserted between the final character and the exclamation mark.

#### Quotation marks (“”, “”)

- Quotation marks are also known as inverted commas or speech marks. They are used to denote passages quoted from other works or words and thoughts of third parties that are reported in the text.
- Quotations are normally incorporated into running text. However, when a quoted passage is longer than three lines, the quotation should take the form of an indented paragraph, in the same size and font as the body of the text.
- There are two types of quotation marks: ‘single’ and “double”. In IUCN documents, ordinary quotations should be enclosed in double quotation marks. However, when there is quoted material within the quoted material, single quotation marks should be used to indicate this, e.g.

Isabelle Dubois, who works on the restoration project says: “It will take many years for the wetland to be fully restored, but my colleagues reassure me that ‘there are definite signs of recovery.’ So I am hopeful.”

- In the rare event that there is a second quote contained within the quoted material, you should revert to double quotation marks to indicate this.

- An exception exists, however, for the question mark and the exclamation point, both of which should be placed within the quotation marks only when they are part of the quoted material, e.g.

The marine biologists asked, “What can we do to protect our oceans?”

But

Why did the marine biologists ask “what could be done to protect the oceans”?

The marine biologists cried out, “We need to protect our oceans!”

But

The marine biologists cried out that there is a “need to protect the oceans”!

- Note that when a quotation preceding the introductory element of a sentence is a question mark or exclamation point, there is no need for a comma to separate the two parts, e.g.

“Do you need to assess the management of this protected area?” he asked.

- When using single quotes to emphasise a word or term, the punctuation should be placed outside the single quotes, e.g.

The terms ‘flower power’, ‘information superhighway’ and ‘hippie’ were coined in the 1960s and 1970s.

- For further information on material to be enclosed in quotation marks, see section on [Quotes and quotation](#).

#### Brackets ( ), [ ]

- Round brackets ( ), also known as parentheses, are used for digressions, asides, to explain secondary information and to enclose abbreviations and acronyms.

The World Health Organization (WHO) has issued the following statement.

Orpl ang( and)1antas >>daw ( )Tj EMC /P 7.6-3. /P <</MCID 45 >>BDC -36.265 -1.152 T-6.76Tj I

### Brackets and punctuation

- The rules governing punctuation with brackets are very similar to those governing Quotation marks: if the brackets are used to enclose a complete sentence, end punctuation should be enclosed within the brackets, e.g.

(Scientists hope that they will succeed in saving the ecosystem.)

Or

(What else could they do about it?)

- If the brackets are used to enclose an aside within a sentence, punctuation should be placed outside the brackets, e.g.

The scientists packed up their equipment (until the next time).

- Or

~~02~~ -1.14



### Slashes

- Avoid using forward slashes between words in running text as this can appear lazy or indecisive, e.g.

The scientists attended 11 meetings/workshops in a week.

She hoped that there would be a selection of cakes and/or biscuits at the meeting.

## Units of measure and numbers

Note that in French and Spanish, there are some differences in the writing of numbers. See also [Annex 1](#).

### Numbers

- Numbers from one to nine should be written in full unless they refer to units of measure. Numbers above nine should be written as numerical figures, e.g. 10; 100.
- In informal phrases where the numbers do not refer to an exact figure, always write the numbers out in full, e.g.

The chances of it happening are one in a million.

- To ensure ease of reading, thousands should be separated by a comma (in English) and never by a space, e.g.

2,999	not 2999	and never	2 999
10,546	not 10546	and never	10 546

Note that in Spanish, thousands should be separated by full stops beginning with five-digit numbers, e.g.

2999	not 2.999
10.546	not 10546

•

- When referring to decades or centuries, it is acceptable to write

The 1960s  
The 1820s  
The 1900s

In such instances, the numbers should be written in the plural without an apostrophe.

- When using date ranges, never mix from and to with the en rule ('from 1900–2006').

Write either  
from 1900 to 2006

Or  
1900–2006

Note that in French and Spanish, instead of an en dash always use a hyphen.

- In the same way, it is the 1939–1945 war





- Do not add the letter 's' to units of measurement, e.g.

32 km not 32 kms.

- If written in their abbreviated form, units of measure should not be separated by full stops and in most instances should be written in lowercase, e.g.

km not KM or k.m.

But

kW not KW or k.w.

- When units of measure are used in their abbreviated form, numbers should be written numerically, regardless of whether they are less than or equal to nine. If numbers are written in full, the units of measure should also be written in full, e.g.

3 km or three kilometres



- Units of measure are often written in their abbreviated form. They should be written in lower case and not contain full stops, e.g.

hectare	ha
kilometre	km
metre	m
ounce	oz
pound	lb
kilogramme	kg
gram	g
degrees Celsius	°C

#### Contractions

- Contractions are formed by omitting the middle part of a word, e.g.

Dr	Doctor
Mr	Mister
Vs	Versus

- Contractions of this type can combine upper-case and lower-case characters. They do not need to carry a full stop.

#### Acronyms

- Acronyms are formed from the initial letters of several words, e.g.

United Nations	UN
North Atlantic Treaty Organization	NATO
Convention on Biological Diversity	CBD

- Sometimes they are pronounced as words in their own right, e.g.

UNESCO

-



- Note that the punctuation of the following Latin-derived abbreviations is treated slightly differently, e.g.

et al.  
pp.  
viz.  
etc.  
ca.

## Italics and emphasis

Italics are used to indicate emphasis or stress, foreign language words, headings and titles, and for cross-referencing. If using italics, be sure to verify that they appear in the final document, as most desktop publishing programmes strip formatting.

### Emphasis

- Use italics to indicate emphasis or stress, e.g.

This report discusses the economic reasons for success.





#### Cross- references

- Cross-references, whereby you refer the reader to another part of a book, chapter, page, etc. should also be italicised, e.g.

See Chapter 3  
Image, below  
Facing page

#### Punctuation and italics

- If the punctuation is an integral part of the italicised text, then this punctuation should also be italicised. If not, then it should be in standard Roman typeface, e.g.

Who has read *Jane Eyre*? (The question mark is not italicised)

But

The title of the best-selling Beatles' album was *Help!*. (The exclamation is italicised as it is part of the title.)

- If the italicised punctuation naturally concludes a sentence (as in the second example, above) there is no need to add further punctuation.

## Supporting matter: references, footnotes, endnotes, bibliography, indexes and cross-referencing

### Supporting matter

- In scientific publications there is often a need to provide more than simply the text and accompanying illustrations, photographs or graphics. Sometimes, pointers are needed to direct readers to other sections or parts of a text or book. Alternatively, readers can be directed to other relevant works and texts on a particular subject, possibly with a view to developing a subject further. It is also important to acknowledge sources of information, quotes and material that are not original.
- Sometimes it may be necessary to discuss or develop an argument or material further, without necessarily doing so in the main body of the work. This is achieved through the use of supporting matter which includes references, footnotes, endnotes and bibliographies.
- There is a huge variety of reference styles used both across and even within different disciplines, particularly scientific disciplines. IUCN uses author-date reference citations and has adopted the [APA](#) (American Psychological Association) style (APA 3rd edition) as the standard reference style for all IUCN publications.



- Even if you retrieved a work online, determine what type of document it is. Only cite a work as a webpage or website if no other category fits.
- Order in-text citations (i.e. '(Smith, 2020)') by different authors alphabetically, separated by a semi-colon. Arrange two or more works by the same authors by year of publication; publications without publishing date first, followed by those with publishing date, and publications 'in press' last. If multiple sources are cited within the narrative of a sentence, they can appear in any order.

Examples of common citations /reference style

Note that the most common citation examples have been included in below list.

**For more examples:** <https://www.scribbr.com/apa-examples/>

Item	Reference list/Bibliography	In-text references: parental citation (Author, year) / narrative citation	Comment
Book one author	<p>Author, A. (year of publication). Book title (1<sup>st</sup> ed.). Publisher. <a href="https://doi.org/10.xxx">https://doi.org/10.xxx</a></p> <p>Lethier, H. (2020). World Heritage thematic study for Central Asia: Priority sites for World Heritage nomination under criteria (ix) and (x). IUCN. <a href="https://doi.org/10.2305/IUCN.CH.2020.02.en">https://doi.org/10.2305/IUCN.CH.2020.02.en</a></p>	<p>(Lethier, 2020)</p> <p>... Lethier (2020) ...</p>	<p>Preference is given to include place + country of publishing before the name of the publisher. If place unknown, then only name of publisher. Be consistent in style for your entire reference list. (i.e. if adding place + country for one publisher, then to do the same for all other books with publisher)</p> <p>Short direct quotes : Enclose in “...” and add page number(s), e.g. Lethier (2020) says that “...” (pp.</p>

<p>Multiple books by the same author(s), with same publishing year and or no date</p>	<p>Author, A. n.d.-a). Book title. Publisher. <a href="https://doi.org/xxx">https://doi.org/xxx</a> Author, A. (n.d.-b). Book title. Publisher. Author, A. (2022a). Book title. Publisher. Author, A. (2022b). Book title. Publisher.</p>	<p>(Author, n.d.-a, n.d.-b, 2022a, 2022b)  Author (n.d.-a, n.d.-b, 2022a, 2022b)</p>	<p>If there are publications by the same author published in the same year, add a lowercase letter after the year. Separate them by adding a comma.  n.d.: no date</p>
<p>Book – two or three authors</p>	<p>Abulhawa, T., Cummings, T. &amp; Kassem, S. (2021). <i>Taba'a III: Nature culture linkages, conflict, and climate change impacts on natural heritage in the Arab region</i>. IUCN; ARC-WH. <a href="https://portals.iucn.org/library/node/49845">https://portals.iucn.org/library/node/49845</a>  Bouchet, J. &amp; Friot, D. (2017). Primary microplastics in the oceans: a global evaluation of sources. IUCN. <a href="https://doi.org/10.2305/IUCN.CH.2017.01.en">https://doi.org/10.2305/IUCN.CH.2017.01.en</a></p>	<p>(Bouchet &amp; Friot, 2017)  Bouchet and Friot (2017)  (Abulhawa, Cummings &amp; Kassem, 2021)  Abulhawa, Cummings and Kassem (2021) ...</p>	<p>In parental citation: to use ' &amp; ' between author names.  In narrative citation : to use 'and' between author names. When three authors : use &amp; before last a.157 Td [(4)3.1 (a) b (4) 1.1 (a.157 Td</p>

Use )-1



<p>Book with courtesy translation</p>	<p>Scherl, L. M., (2006). As áreas protegidas podem contribuir para a redução da pobreza? Oportunidades e limitações [Can protected areas contribute to poverty reduction? Opportunities and limitations]. UICN. <a href="https://doi.org/10.xxx">https://doi.org/10.xxx</a> (or library record URL)</p>	<p>(Scherl, 2006)  Scherl (2006) ...</p>	
<p>Book titles in non -Latin script</p>	<p>Hao, C. (1998). Tang houqi wudai Songchu Dunhuang sengni de shehui shenghuo [The social existence of monks and nuns in Dunhuang during the late Tang, Five Dynasties and early Song]. Zhongguo shehui kexue chubanshe. <a href="https://doi.org/10.xxx">https://doi.org/10.xxx</a></p>	<p>(Hao, 1998)  Hao (1998) ...</p>	





Conference proceedings  
– published

1) Proceedings published in a journal:

Duckworth, A. L., Quirk, A., Gallop, R., Hoyle, R. H., Kelly, D. R., & Matthews, M. D. (2019). Cognitive and noncognitive predictors of success. Proceedings of the National Academy of



Journal article  
– published

Author, A., Author, B. & Author, C. (year). Article title.  
Journal title, volume no.

<p>Magazine, newspaper article – appearing online and in print</p>	<p>Author, A. (Year, Month Day). Article title. Name newspaper, magazine, volume no.(issue no.), page no.–page no. URL of article</p>	<p>(Author, 2022)  Author (2022)</p>	<p>Reference list : give the exact date of the article. Do not give retrieval date.  Add the URL of the article if the <u>online</u> article is cited . No URL when print version is cited.</p>
<p>Magazine, newspaper article online – no author</p>	<p>Name organisation (2022, April 1). Article title. Name newspaper or magazine. URL</p>	<p>(Name organisation, 2022)  Name organisation (2022)</p>	<p>No author: alphabetise by first significant title word.  In-text reference (parental and narrative citations) : use a short title, or part of a long title, enclose in quotes with a comma: (“...,” year)  Reference list : include the exact date of the article. Do not give an access/retrieval date. Give home page URL of the publication (not the article).</p>
<p>Online -only news site article <b><i>Incl. blog articles</i></b></p>	<p>Author, A. (2022, April 1). Article title. Site/Blog name. URL</p>	<p>(Author, 2022)  Author (2022) ...</p>	<p>Reference list : include the exact date of the</p>

Paper/report	Author, A. (2022). Report/Paper title: Subtitle (Report No.). Publisher. URL	(Author, 2022)  Author (2022) ...	
Podcast	Host last name, Initials. (Host). (Year, Month Day). Episode title (No. Episode number) [Audio podcast episode]. In Podcast name. Production Company. URL	(Host last name, year)	
Video online	Name of video maker (or Screen name). (Year, Month date). Title video [Video file]. Retrieved from URL	(Name video maker or Screen name, 2009)  Name video maker or screen name (2009) ...	Reference list : give exact date of online post, format [Video file], no date of retrieval.
Website page, article – no date	Author, A. (n.d.). Web page or web article title. Site name. Retrieved April 1, 2022 from URL	(Author, n.d.)  Author (n.d.) ...	When a web page or article does not list a publication or revision date, replace the date with “n.d.” (“no date”) in all citations.  If the page is likely to change over time, add a retrieval date: Retrieved Month Date, year  Do not use ‘st’, ‘nd’ or ‘rd’ after the date.

## Footnotes

- Footnotes, as their name suggests, appear at the bottom of a page. In running text, they are usually identified through numbers (though sometimes they can be identified through symbols) in a smaller font size – and sometimes also a different typeface – than the body of the text and in superscript (i.e. placed slightly above the text).
- If a footnote occurs at the end of a sentence, it should be placed outside the final punctuation. This only applies to English!

The footnote can appear at the end of the sentence.<sup>1</sup>

Note that in French and Spanish the footnote should be placed before the punctuation mark.

- If a footnote occurs in mid-sentence, it should be placed against the relevant word, e.g.

A footnote can appear<sup>1</sup> mid-sentence.

- Footnotes should be in superscript, in the running text and at the bottom of a page: <sup>1</sup>.
- Footnotes can be used for references or for including other information that is relevant to the text but that the author or editor feels should not necessarily appear in the main body of the text.
- However, if there are two or more references to a work on a single page, it is not necessary to repeat the whole formula again. In this case, the following Latin terminology should be employed:

ibid. p. 250 [if the source is cited again immediately after the previous reference to the same author]

Note that authors should wait with using *ibid.* until final editing has taken place; it can become very difficult to keep track of references if passages of text are restructured during editing.

- The abbreviation *op. cit.* (meaning ‘in the work cited’) is an abbreviation which should be avoided, as it often requires the reader to look back through the text to locate the preceding citation.
- Footnotes should be numbered consecutively starting with the number 1. It is advisable to restart the numbering with each new chapter. This is because, firstly, if a book is very long and contains many footnotes, there is a risk that the footnotes can run to three digits. Secondly, any deletions or additions of footnotes could require re-numbering all the footnotes within a publication: a copy-editing nightmare!
- If footnotes are being used for reference purposes, the references should be formatted as described in [Examples of common citations/reference style](#).
- Wherever possible and for the sake of clarity, it is preferable to avoid combining the two systems (i.e. using footnotes and a reference section).
- If the information included in the footnotes is of immediate relevance to the reader, (l)2.6 12.5 (m)-3.c i

than text, it may be worth including them at the end of a chapter or publication as endnotes.

#### Endnotes

- Endnotes, as their name suggests, appear either at the end of a chapter or they can be placed at the end of a book or publication.
- Like footnotes, they are identified by numbers in a smaller font size and in superscript and their placement relative to punctuation is the same.
- Like footnotes, endnotes can be used for reference purposes or for additional information or discussions that may be important though not of immediate relevance to the text.

#### Bibliography

- The term 'Bibliography' refers to works and texts cited as well as works that have been consulted and can also include other related texts of general interest (further reading). It is placed at the end of a book or publication.
- Bibliographies can be of various types. A selected bibliography is one that includes only the resources cited or consulted in a text. This would be a select bibliography. (If it only contains information cited in the text, it would be more accurate to call it the list of references.)
- A list of resources that contains all the materials cited in the text, materials consulted for the text and other materials of general relevance to the subject matter is known as a Bibliography. If there is a lot of subsidiary matter, this can also be included in a list of Further Reading.
- ID 42 >>BDne8 0 T8. (hav)-2.1iogrhe e(s)-2 (i-1.9 (-)-5.9 ( of)4.2 (ge)-6.7 (ex)8.9 (t) (ns)-2 ( al)2.6 (nc) Th(es)-2 e( c)-2 ((ul)2.6 (d i)2.6 (nc)-2 (l)2.6 (ud P)-1.9 er)-5.9 (i (ex)8i)2.6 6ereat41.3 (t)-6.6 ( (i)2.6:8.9 eri(di)2.6 (c)-2 (al)2.6 (s)-2 ,8.9 (l)2a (i)2.6 (oggr) dic(s)-2 ,8 ( al)onal r(s)-2 (ue)10.5 (r)-5.9 (c)-2 (es)8.



Indexes and cross -

## Quotes and quotation

Quoted material can be of two principal types. In its first form, direct speech is quoted and transcribed word for word in the form delivered by the speaker. Such text is usually, though not always, enclosed in double quotation marks, also known as speech marks.

In its second form, quoted material can consist of written text or narrative that is transcribed word for word from another source. When original material from other sources is quoted verbatim, this must be acknowledged. To not do so is plagiarism, a serious offence in the scientific, academic and publishing worlds. In addition to citing the source of the material, this acknowledgement can also be made by enclosing the text in double quotation marks or in the case of long texts by offsetting it from the main body of the text.

A third form of quotation is where quoting certain lines and phrases has become so commonplace that there is no longer any need to acknowledge the source. In English, examples would be quotes from Shakespeare or the Bible, and from films and literature that have achieved cult status. Such quotes, unless they are block quotations (see below) must be included in running text but nonetheless italicised.

### Long quotations or block quotations

- Long quotations, also known as block quotations, i.e. 40 words or more, may be set in a smaller font size (usually one point size down) than the main text. It should not be italicised unless the original text includes italics. Also:
  - Do not use quotation marks
  - Start the quote on a new line
  - Indent the entire quote 1.27 cm (0.5 inch) from the left
  - Add an in-text citation (Author, date) after the period.
- Any quotations within the block quotation will be enclosed by single quotation marks.
- When transcribing or quoting more than one paragraph as an excerpt, the original paragraphing should always be respected.
- If the transcribed or quoted text is not displayed, i.e. not set in a smaller font size, quotation marks are used at the start of each paragraph and at the end of the last one; intermediate paragraphs need not be enclosed by quotation marks at the end of the paragraph.
- The source of the material should be acknowledged using the APA style reference system (Author, date) or using footnotes or endnotes, depending on the system adopted.
- When quoting large blocks of text in scientific or scholarly works, it is always preferable to retain the features of the original source. One should avoid making changes to capitalisation or changing American spellings to British spellings. If, however, this is necessary, these can be indicated by the use of [sic].

### Short quotations

- Short quotations (under 40 words) should be run in the text and enclosed in double quotation marks. Cite the author, year and page number, either by using the in-text citation APA style (parenthetical or narrative) or by using endnotes/footnotes. E.g.:

Parenthetical citation:





- Pie charts are often used to provide the reader with the same information as graphs.

## Appendix 1: Translation

IUCN publications are often translated into other languages. Although this Manual provides guidelines for English publications, there are a number of conventions that must be used when translating IUCN publications into our other statutory languages, French and Spanish. This





### Supporting matter: citations, references and bibliography

- When publications are translated into another of IUCN's official languages, there are specific conventions to follow in order to make the citations, references and reference list (or bibliography) coherent and understandable to the reader. For further details, see section on [Supporting matter](#).

### Citation of the translated work

- When citing a translation in running text, the citation should include the title of the translated work (preferably) with the name of the translator) and with the original title included in square brackets, e.g.

Adams, W.M. and Jeanrenaud, J.S. (2008). *Le passage à la durabilité : vers un monde humain et divers*. Gland, Switzerland: UICN. [Trans. Amalia de Klemm. *Transition to Sustainability: Towards a Humane and Diverse World* (Gland, Switzerland: IUCN, 2008).]

### Translation of references and bibliography

- When preparing the references for a translated publication, the citation of a book should only be translated if the book has actually been published in the language in question. This applies to the entire citation, including the name of the publisher and city/country of publication.

- g( )Tj EMC /P <<DC  
t( (at)-)410..1 (hed

#### Translator's notes

- When a publication is being translated and reference is made to a source that has since been published in a more recent edition, the translator should translate the text as it stands and add Translator notes to the bottom of the page, informing the reader of the newer version of the book, e.g.

<sup>2</sup> Note that a new version was published in 2014. Trans.

Or

<sup>2</sup> [Note that a new version was published in 2014. Trans.]

- Translator notes should be inserted where appropriate among the other footnotes and should follow the original numbering. Footnote 1 might be followed by a Translator's note which would become Footnote 2. The numbering would continue with Footnote 3.





macroeconomic  
microeconomic  
micro-organisms  
mid-day  
mission (IUCN)  
multi-stakeholder  
native peoples  
ongoing  
online  
organisation, organise  
overdeveloped  
overestimate  
overexploit  
overpopulate  
per cent  
policymaker (noun)  
policymaking (noun)  
poorly known  
predation  
radio-collared  
radio-tracked  
rainforest  
rechecked (no hyphen)  
recognise  
re-cover (to cover again)  
re-entered  
re-establish  
regroup  
reintroduction  
self-confident  
semi-arid  
socio-economic  
short-term (adjective)  
subadult  
sub-aquatic  
subgroup  
sub-national  
sub-Saharan  
subsamples  
subspecies  
sub-title  
summarise  
travelling  
tree-line  
underestimate  
an up-to-date fact  
vision (IUCN)  
website  
well-being  
a well-known fact  
Wi-Fi  
wildlife  
worldwide  
X (Or could be written as: “X, formerly known as Twitter”)  
YouTube

## Common errors

Do not capitalise Nature outside of proper nouns.

'Data' is plural: Data are available on ... Outside of Barcelona

Rather: Outside Barcelona

The change in climate impacted the species' migration patterns.

Rather: The change in climate had an impact on ...

The book comprises of several chapters written by experts. Rather: The book comprises several chapters written by experts. Or: The book is comprised of several chapters.

This year's inflation rate has been comparatively high.

Rather: This year's inflation rate was 20% in France, but was comparatively low in Switzerland.

The IUCN office in Gland is closed from 22–25 April.

Rather: The IUCN office in Gland is closed 22–25 April.

The IUCN office in Gland is closed between 22 and 25 April (ambiguous).

Rather: The IUCN office in Gland is closed from 22 through 25 April.

This conference will attract a large amount of scientists.

Rather: This conference will attract a large number of scientists.

One of the principle reasons for the extinction crisis is loss of habitat.

Rather: One of the principal reasons for the extinction crisis is loss of habitat.

The Director General wrote the Forward to the book.

Rather: The Director General wrote the Foreword to the book.

Farther (physical distance) / further (additional degree, time or quantity)

The study showed that the jaguar ran farther than the impala, but a further study is needed to confirm this.

Discreet (careful, circumspect) / discrete (individual, separate)

We can rely on our colleagues in Human Resources to be discreet. / The study was broken down into eight discrete modules.

Practice (noun) / practise (verb)

The practice of leaving a field fallow for a number of years is widely practised.

## Jargon

Much of IUCN's work is technical or scientific. This information should be translated into language that is easily understood by a broad audience. The Communications Unit has produced the guidance [Writing for the IUCN website](#), which contains a list of jargon that should be avoided or explained.

## Appendix 4: IUCN statutory regions and country names

The list is regularly updated in function of the membership of the United Nations, of its Specialized Agencies, of the International Atomic Energy Agency or the parties to the Statute of the International Court of Justice and with the names as published on the respective websites of these institutions. For any questions or more information, please send an email to [publishing@iucn.org](mailto:publishing@iucn.org).

### AFRICA

Algeria  
Angola  
Benin  
Botswana  
Burkina Faso  
Burundi  
Cabo Verde  
Cameroon  
Central African Republic  
Chad  
Comoros  
Congo  
Côte d'Ivoire  
Democratic Republic of the Congo  
Djibouti  
Egypt  
Equatorial Guinea  
Eritrea  
Eswatini  
Ethiopia  
Gabon  
Gambia  
Ghana  
Guinea  
Guinea Bissau  
Kenya  
Lesotho  
Liberia  
Libya (State of)  
Madagascar  
Malawi  
Mali  
Mauritania  
Mauritius  
Morocco  
Mozambique  
Namibia  
Niger  
Nigeria  
Rwanda  
Sao Tome and Principe  
Senegal  
Seychelles  
Sierra Leone  
Somalia







Samoa  
Solomon Islands  
Tonga  
Tuvalu  
Vanuatu

EAST EUROPE, NORTH AND CENTRAL ASIA

Albania  
Armenia  
Azerbaijan  
Belarus  
Bosnia and Herzegovina  
Bulgaria  
Croatia

Monaco  
Netherlands  
Norway  
Portugal  
San Marino  
Spain  
Sweden  
Switzerland  
Türkiye  
United Kingdom of Great Britain and Northern Ireland

## Appendix 5: Other IUCN resources

There are several other tools available for reference when preparing an IUCN publication or other document. These tools are available on the IUCN Union Portal and on the IUCN website.

### IUCN Publishing Guidelines

The Publishing Guidelines provide comprehensive information on IUCN's publishing standards. They explain the various stages of producing a publication and provide a checklist

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