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# UNFCCC EDITORIAL STYLE GUIDE

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January 2015

Secretariat of the United Nations  
Framework Convention on  
Climate Change

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## 1. INTRODUCTION

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This style guide sets out the conventions of the secretariat with regard to elements frequently found in UNFCCC documents. It is intended to complement the *United Nations Editorial Manual* (1983) and its [updated online version](#), which explain the style conventions of United Nations documents in detail.

In many instances the reader is referred to the appropriate section in the manual or the [Document Preparation](#) pages of the UNFCCC Intranet (where other useful information and links can be found, including the [UNFCCC Correspondence Style Guide](#)).

Thus, for guidance on fonts, heading styles, etc., the reader is advised to visit the [Model documents](#) section on the Document Preparation Intranet pages.

For guidance on document length, preparation of documents (including cover page elements), submission deadlines and late slotting, see the [UNOG Manual on the Preparation and Submission of Documentation](#), available on the Document Preparation Intranet pages.

## 2. ABBREVIATIONS AND ACRONYMS

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As a rule, abbreviations, acronyms and chemical symbols and formulae, including those of the main greenhouse gases, should be defined on first mention. The name should be written out in full, followed by the abbreviation in round brackets. The abbreviation should then be used in subsequent references in the document. This procedure must be repeated for each annex and appendix to a document.

Acronyms are written without full stops. Acronyms and abbreviations in common use in UNFCCC documents can be found in [Commonly used words and terms](#) in chapter 18 below; other terms commonly used in the United Nations system are given in the [United Nations Multilingual Terminology Database \(UNTERM\)](#).

“United Nations” should not be abbreviated, except when it occurs as part of a name for which an official acronym or abbreviation exists.

In running text, “i.e.” and “e.g.” should be replaced with “that is” and “for example”, respectively (note that neither “i.e.” nor “e.g.” is followed by a comma). These abbreviations may be used in bracketed text. The abbreviation “etc.” always ends with a full stop and is usually preceded by a comma in running text; it is also followed by a comma if the sentence does not end in “etc.”

The definite article is not generally used with acronyms and abbreviations; (e.g. “a representative of WMO” and “a submission from OPEC”). Exceptions include:

the UNFCCC	the CMP	the GCF	the LDCF
the COP	the ADP	the CDM	the EIG
the CTCN	the JISC	the GEF	the IPCC
the SBSTA	the SBI	the LEG	the TEC

Abbreviations and acronyms should not be used with an apostrophe and possessive “s”: write “the Chair of the SBSTA”, not “the SBSTA’s Chair”.

In general, documents should not contain lists of acronyms and abbreviations.

See also [Abbreviations in footnotes](#) in chapter 7(a) below and [How to format charts and graphs](#) on the Document Preparation Intranet pages.

## 2(a). Abbreviating the names of the subsidiary bodies

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When more than one subsidiary body is referred to, the phrase “subsidiary bodies” should always be written out in full and should not be capitalized.

...the sessions of the subsidiary bodies...

Actions of a subsidiary body should be referred to as follows:

The Subsidiary Body for Scientific and Technological Advice (SBSTA), at its thirty-ninth session, requested the secretariat...

After the acronym has been defined, SBSTA 39 may be used as follows:

SBSTA 39 requested the secretariat...

To denote that something has taken place at a particular session, use the preposition “at”, not “by”. For example:

...workplan adopted at SBSTA 40.

## 2(b). Abbreviations in decisions

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Acronyms and other abbreviations are not normally permitted in decisions. Some exceptions are shown below:

- HFC-23 and HCFC-22: these should be given in round brackets after the first mention of hydrofluorocarbon-23 and hydrochlorofluorocarbon-22, respectively, and the abbreviations used in subsequent references;
- The short forms “Annex I Parties”, “non-Annex I Parties”, “Annex II Parties” and “Annex B Parties” may be used once the full name has been given, followed by the short form in round brackets at first mention. The same rule applies to “technology transfer framework”;
- The short forms of IPCC and UNFCCC reporting and review guidelines may be used once the full name has been given, as shown in chapter 12 below;
- Short forms such as “Consultative Group of Experts”, “Nairobi work programme” and “Warsaw International Mechanism” may be used once the full name has been given. In such cases it is not necessary to give the full name in round brackets at first mention.

This rule applies to each ‘half’ of the decision (i.e. the preamble and the operative part). For example, even if the short form “Consultative Group of Experts” has been used in the preamble, the full name “Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention” must be reintroduced at the first mention in the operative part of the decision.

While not permitted in decisions themselves, abbreviations may be used in annexes and appendices to decisions.

## 2(c). Abbreviations in headings

Abbreviations and acronyms (apart from UNFCCC) must not be used in headings and titles. Exceptions to this rule include: “Annex I Parties”, “non-Annex I Parties”, “Annex II Parties”, “Consultative Group of Experts”, “Nairobi work programme”, “Warsaw International Mechanism” and “technology transfer framework”.

## 2(d). Country names and codes

In UNFCCC official documents, the official short form of a country’s name should be used. However, in formal diplomatic correspondence, as well as for some Convention purposes, the formal name of the country should be used.

The correct form and spelling of country names, as well as their three-letter country codes assigned by the International Organization for Standardization (ISO), can be found in the [Country names and codes](#) document on the Document Preparation Intranet pages.

“United States of America” may be abbreviated to “United States” once the full name has been given or where space is limited. The same rule applies to “United Kingdom of Great Britain and Northern Ireland”/“United Kingdom”. But “USA”, “US” and “UK” should not be used.

## 2(e). Abbreviations in tables and figures

See the [How to format tables](#) and [How to format charts and graphs](#) documents on the Document Preparation Intranet pages.

## 2(f). Abbreviating the names of computer programs and modelling systems

When referring to computer programs or modelling systems such as “PRECIS”, use the acronym throughout the document. At first mention include a footnote specifying the full name. For example:

...efforts in meeting their commitments using the PRECIS<sup>1</sup> system.

And in the footnote:

<sup>1</sup> Providing Regional Climates for Impacts Studies.

## 2(g). Abbreviating the names of elements and gases

Write “carbon”, not “C”, in sentences. For example:

The carbon content of biomass has increased.

But where carbon is included in expressions of measurement, use “C”. For example:

2 kg C/t, 0.5 Mg C/ha

It can also be used as shown below. On first mention in a document:

carbon to nitrogen ratio (C/N ratio)

Thereafter, you could write:

C/N ratio

“N” can be used as an abbreviation for “nitrogen” in sentences on second mention (once it has been defined). For example, on first mention:

nitrogen (N) content in cattle manure

Gases such as carbon dioxide must be written out in full at first mention in document text. For example:

The main greenhouse gas was carbon dioxide (CO<sub>2</sub>).

Once it has been defined (as in the example above), the symbol can be used. Note that this does not apply to tables and figures: the symbol can be used without being defined.

## 2(h). Abbreviating the names of emissions scenarios

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The style and abbreviations used for climate scenarios aim to follow the style chosen by the organization behind the scenario.

The style for IPCC emissions scenarios is as follows:

### RCP scenarios

In full:

*(As a group)*

representative concentration pathway (RCP) scenarios of the  
Intergovernmental Panel on Climate Change

*(Individually)*

representative concentration pathway (RCP) scenario [x] of the  
Intergovernmental Panel on Climate Change

The four scenarios (pathways) are written RCP2.6, RCP4.5, RCP6.0 and RCP8.5. Once “RCP” has been defined, these scenarios can be referred to as “RCP2.6 scenario” or “scenario RCP2.6”.

### SRES scenarios

In full:

*(As a group)*

the Intergovernmental Panel on Climate Change *Special Report on Emissions Scenarios* (SRES) scenarios

*(Individually)*

scenario [x] of the Intergovernmental Panel on Climate Change *Special Report on Emissions Scenarios* (SRES)

or

the Intergovernmental Panel on Climate Change *Special Report on Emissions Scenarios* (SRES) scenario [x]

The six scenario groups are written A1FI, A1T, A1B, A2, B1 and B2. These scenarios may be referred to as, for example, “SRES scenario B1”.

IS92 scenarios

In full:

*(As a group)*

the Intergovernmental Panel on Climate Change IS92 emissions scenarios

*(Individually)*

the Intergovernmental Panel on Climate Change IS92 emissions scenario [x]

or

the Intergovernmental Panel on Climate Change emissions scenario IS92x

The six IS92 scenarios are written IS92a, IS92b, IS92c, IS92d, IS92e and IS92f.

Abbreviations for World Energy Outlook scenarios are given in Commonly used words and terms in chapter 18 below.

### 3. SPELLING AND CAPITALIZATION

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#### 3(a). Spelling

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Standard British English is used in all UNFCCC documents. Refer first to the spelling list in the [United Nations Editorial Manual](#). If the required word or term is not in the list, refer to the twelfth edition of the *Concise Oxford English Dictionary*.



### 3(b). Capitalization

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As a general rule, capitalize specific references (such as “the Compliance Committee” and “Working Group II of the IPCC”) and write in lower case general references (such as “panels, committees and working groups”).

Title case (initial capital letters) should be used for proper nouns such as the names of constituted bodies, for example the Consultative Group of Experts or the Least Developed Countries Expert Group.

Job titles such as President, Vice-President and Executive Secretary are capitalized. Lower case is used for general references and informal groups:

The chairs of workshops are nominated by regional groups.

Statements were made by ministers...

Capitals are used for Chairs and Co-Chairs of subsidiary bodies and other constituted bodies:

The Co-Chairs of the EGTT...

The Co-Chairs of the Standing Committee on Finance...

Lower case is used when referring to chairs and co-chairs in general:

the co-chairs of the contact group...

the co-chairs of the working programme on...

For details of capitalization of terms in common use in UNFCCC documents, see [Commonly used words and terms](#) in chapter 18 below. Further guidance can be found in the [Capitalization in English](#) section of the *United Nations Editorial Manual*.

### 3(c). Names of people

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Titles (e.g. H.E., Prof., Dr.) are not used, but Mr. or Ms. should be added to all names. At first mention, the full name and country of an individual are given; thereafter, only Mr./Ms. and the family name are given.

Example:

At first mention: Mr. Brian Fitzpatrick (Ireland); thereafter: Mr. Fitzpatrick

The country should be specified only if the individual is representing a national delegation. For more information on referring to individuals, see the section on output/main themes in the [How to draft a workshop report](#) document.

## 4. PUNCTUATION

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### 4(a). Full stop

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Full stops, just like colons, are followed by only one space.

### 4(b). Colon

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A colon is used to introduce a part of a sentence that qualifies, explains or expands on the preceding part of the sentence. The part before the colon must be a full sentence in its own right, but the part following need not be. Colons are followed by one space, and the word that follows should start with a lower-case letter (or a capital letter if it is a proper noun).

Example:

Progress in the initiative has already been made: an awareness and training campaign has been concluded.

### 4(c). Semicolon

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A semicolon is used when two independent clauses are regarded as being sufficiently related as to belong to one sentence.

Example:

Hungary introduced energy and environmental levies in 2004; these should influence energy use in municipalities, business and industry.

It can also aid comprehension in complex sentences that contain several commas, and where subgroupings need to be shown in lists.

Example:

The next agenda will include the following items: scientific, technical and socioeconomic aspects of impacts of, and vulnerability and adaptation to, climate change; cooperation with relevant international organizations; and research and systematic observation.

There is no space before a semicolon and one space follows it. In running text, the word following a semicolon takes lower case unless it is a proper noun.

#### 4(d). Comma

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##### 4(d)(i). Commas in defining and non-defining relative clauses<sup>1</sup>

Note the difference between defining and non-defining relative clauses illustrated in the examples below.

defining:

The translations that have been revised can now be sent out.

*(only those that have been revised are to be sent out)*

non-defining:

The translations, which have been revised, can now be sent out.

*(added detail – they have all been revised)*

##### 4(d)(ii). Items in a series

The serial comma (a comma used before “and” at the end of a list) is not normally used in UNFCCC documents. The practice is to write “organs, organizations and bodies”, not “organs, organizations, and bodies”. However, a serial comma is sometimes needed for the sake of clarity, for instance in a list comprising lengthy or complex elements.

Examples:

...the Ministries of Foreign Affairs, Finance, and Health and Social Affairs.

...the provision of nutritional programmes, education and literacy programmes, and health and social support programmes.

Use a comma after “Germany” and “5” in the following examples:

...in Bonn, Germany, and was chaired by...

...under Article 3, paragraph 5, of the Kyoto Protocol...

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<sup>1</sup> This section was adapted from the (online) *European Commission English Style Guide*.

## 4(e). Dashes

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### 4(e)(i). Hyphen

The hyphen is used to join prefixes to words, as in “non-governmental”, and to join parts of compound adjectives, as in “capacity-building measures”. Refer to the [Commonly used words and terms](#) list in chapter 18 below, the [United Nations spelling list](#) and the *Concise Oxford English Dictionary* for guidance on hyphenation.

As a rule, two-word terms such as climate-related and adaptation-related are hyphenated, but terms that involve three or more words, such as “climate change related” are not hyphenated unless the meaning would be unclear otherwise.

### 4(e)(ii). En dash<sup>2</sup>

The en dash (–) should be used to join words that bear some special relationship to each other, such as “cost–benefit analysis”, or to replace the word “to” in terms such as “rural–urban migration”. It is used for ranges of all sorts (such as “pages 23–44”, “0.29–4.55 per cent”, “60–80 kg/TJ”, “1997–2007” and “23–30 June”). But where a period involves different months it is better to write “from 25 May to 5 June 2009”.

The en dash is used for the minus sign in numbers and mathematical equations. If the software used does not allow the en dash, a hyphen should be used instead.

The en dash may also be used to punctuate a sentence instead of commas or round brackets.

The secretariat – and all the staff – moved in 1996.

En dashes should be used sparingly as punctuation; there should be no more than one dash or one set of paired dashes per sentence.

## 4(f). Brackets

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### 4(f)(i). Round brackets

Round brackets are often used to contain information that expands on or explains the preceding item in the text:

Renewable energy (including biomass and waste but excluding hydropower) accounts for about 13.6 per cent of total primary energy supply in Denmark.

A complete sentence in round brackets should have the full stop inside the closing bracket.

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<sup>2</sup> Press the [Ctrl](#) key together with the - key on the number pad of the keyboard to insert an en dash in a Microsoft Word document.

#### 4(f)(ii). Square brackets

Square brackets are used in drafting to indicate optional passages or those still open to discussion.

[ 3. *Decides* to set up a standing body under the Conference of the Parties;]

Square brackets are also used to make insertions in quoted material.

#### 4(f)(iii). Angle brackets

Angle brackets (< and >) are used at the beginning and end of web links and e-mail addresses.

#### 4(g). Punctuation and capitalization in subparagraphs and vertical lists

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Subparagraphs and vertical lists are written as follows:

- Introduce the list with a colon;
- Label each item with the appropriate bullet, number or letter;
- Begin each item with a capital letter;
- End each item with a semicolon;<sup>3</sup>
- Close the list with a full stop.

These rules apply to all types of subparagraphs and lists (even if an item contains punctuation or consists of several sentences) and to each level of multilevel lists.

Examples:

1. Annex I Parties that are undergoing the process of transition to a market economy may use a base year or a period of years other than 1990, as follows:

- Bulgaria: 1988;
- Hungary: the average of the years 1985 to 1987;
- Poland: 1988;
- Romania: 1989.

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<sup>3</sup> Note: do not include “and” at the end of the penultimate item in the list.

1. The CGE modified the training materials based on, inter alia, the following recommendations:

(a) Include climate risk assessments and both top-down and bottom-up approaches in vulnerability assessments. This would involve the local community, and applied science and indigenous knowledge;

(b) Update the GHG inventory software to make it more user-friendly;

(c) Include tools for institutional assessments and technology needs assessments (TNAs) in mitigation assessments.

If there is a list within a list, punctuation is as follows:

1. In the second part of the workshop the participants discussed the following issues:

(a) CRF tables for the reporting of KP-LULUCF activities for the second commitment period;

(b) Implications of decisions 2/CMP.7 to 4/CMP.7, 1/CMP.8 and 2/CMP.8 for accounting modalities and procedures and reporting, including:

(i) Calculation of the initial assigned amount and review of the initial report to facilitate the calculation of the assigned amount for the second commitment period;

(ii) Cancellation of assigned amount units of the second commitment period related to Article 3, paragraph 7 ter, in the Doha Amendment;

(c) The clarification of reporting requirements for Annex I Parties without a quantified emission limitation and reduction commitment (QELRC) for the second commitment period.

or

2. In the second part of the workshop the participants discussed the following issues:

- CRF tables for the reporting of KP-LULUCF activities for the second commitment period;
- Implications of decisions 2/CMP.7 to 4/CMP.7, 1/CMP.8 and 2/CMP.8 for accounting modalities and procedures and reporting, including:
  - Calculation of the initial assigned amount and review of the initial report to facilitate the calculation of the assigned amount for the second commitment period;
  - Cancellation of assigned amount units of the second commitment period related to Article 3, paragraph 7 ter, in the Doha Amendment;

- The clarification of reporting requirements for Annex I Parties without a quantified emission limitation and reduction commitment (QELRC) for the second commitment period.

## 5. QUOTATIONS

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Double quotation marks are used for direct speech and for text taken from documents and other publications.

The Secretary-General said that it was an opportune moment for the United Nations to reassert itself and its mandate “to facilitate the realization of human rights and fundamental freedoms”.

Short quotations of up to about four lines are normally run into the surrounding text and set off by opening and closing quotation marks only, as shown above.

Single quotation marks are used for quotations within quotations.

Ms. Kleine-Ahlbrandt wrote in a recent article that the report “articulated the common purpose of human rights and human development as securing ‘the freedom, well-being and dignity of people everywhere’”.

Single quotation marks are also used to signal special usage of certain expressions, words or phrases.

It was reported that ‘no regrets’ policies and measures were available for immediate use...

A full stop precedes the closing quotation mark when a complete sentence is quoted.

“In the implementation of Article 10, Parties shall take into account the provisions of Article 4, paragraphs 4, 5, 7, 8 and 9, of the Convention.”

A full stop, or other suitable punctuation, follows the quotation mark in all other cases.

Since all Parties are required by Article 4, paragraph 1(b), of the Convention to “implement...programmes containing measures to mitigate climate change”, such measures could...

### Block quotations

Longer quotations should be in separate paragraphs and indented on both sides. Quotation marks are given at the beginning of each paragraph (this is particularly important where the quoted material extends over several pages) and at the end of the final paragraph.

In his report on the work of the Organization, the Secretary-General made the following observation:

“When it was created more than half a century ago, in the convulsive aftermath of world war, the United Nations reflected humanity’s greatest hopes for a just and peaceful global community. It still embodies that dream.

“We remain the only global institution with the legitimacy and scope that derive from universal membership, and a mandate that encompasses development, security and human rights as well as the environment. In this sense, the United Nations is unique in world affairs.”

### Ellipses

An ellipsis (...) is used to mark omissions within a quotation, both within a sentence and between complete sentences. There should be no spaces on either side of the three points that constitute an ellipsis.

“Parties shall undertake to respect...rules of international humanitarian law applicable to them in armed conflicts which are relevant to the child.”

### 5(a). Italics and boldface

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#### 5(a)(i). Italics

Italics are used for the following:

- Foreign words that do not appear in the *Concise Oxford English Dictionary*;
- Titles of laws and decrees in a foreign language;
- Titles of books, publications (including those issued by the United Nations), CD-ROMs, periodicals and newspapers.

In addition, italics have a special use in decisions, as shown below:

The name of the body at the beginning of the text:

*The Conference of the Parties,*

The word or words at the beginning of each paragraph of the preamble:

*Recalling* the relevant provisions of...

The operative verb or phrase at the beginning of each paragraph of the operative part of the decision:

*Decides* that the...

Italics are **not** used for the following:

- Emphasis;
- Non-English names of organizations, institutions and corporations.



## 5(a)(ii). Boldface

Boldface may be used (in moderation) for emphasis. It is also used throughout documents for certain titles and headings (see [Model documents](#) on the Document Preparation Intranet pages).

## 6. PARAGRAPHS AND SUBPARAGRAPHS

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To ensure that references and cross-references are identical in all language versions, paragraphs are numbered consecutively, with Arabic numerals. Paragraphs in summaries are not numbered.

Subparagraphs should be identified in the following way:

First level: (a) (b) (c)

Second level: (i) (ii) (iii)

Third level: a. b. c.

Two or more subparagraphs of the same paragraph are referred to as follows:

see paragraph 2(a) and (b)

see paragraph 8(a–g)

The word “paragraph” should be written in full in running text, including in footnotes.

...contained in document FCCC/SBI/2004/8, paragraph 57

It should be abbreviated to “para.” when written within round brackets.

References to paragraphs and their subparagraphs are written as follows:

...in accordance with decision 6/CP.8, paragraph 4(b)

...in document FCCC/SBSTA/2006/9, paragraph 28(c)(ii)

...in accordance with Article 4, paragraph 2(e)(i), of the Convention

...in accordance with Article 12, paragraph 3(a), of the Kyoto Protocol

## 7. FOOTNOTES

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Footnotes should be numbered. In running text, the footnote indicator comes after any punctuation:

...the common term is socially responsible investment (SRI),<sup>26</sup> and for industrial corporations the equivalent is corporate social responsibility.<sup>27</sup>

Footnote numbers begin again at “1” for each component of a document – the main text, each annex and each appendix to an annex.

The font of the footnote text should be Times New Roman, 9 pt, with one tab inserted before and one tab inserted after the footnote symbol or number:

- <sup>1</sup> The teragram is often preferred to “million tonnes” because the (kilo)gram is one of the seven base units of the International System of Units.

#### 7(a). Abbreviations in footnotes

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Acronyms and abbreviations may be used in footnotes if they have already been introduced in the text. If a term mentioned in a footnote has not been previously referred to in the text (i.e. before the relevant footnote indicator) it should be defined in the footnote. The acronym may then be used in subsequent references to the same term in footnotes. However, if the term is subsequently mentioned in the text, it must be written in full and abbreviated in round brackets in the usual way, if used thereafter.

If the term appears only once in footnote text (in one footnote), and has not been defined previously in the text, there is no need to define the acronym in the footnote – just use the full term.

Font size, punctuation rules, etc., for footnotes can be found under [Model documents](#) on the Document Preparation Intranet pages.

#### 7(b). Footnotes to tables and figures

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Footnotes to tables and figures are separate from footnotes in the text. Lower-case letters in 9 pt italics (<sup>a</sup>) are used as indicators for footnotes to tables. The footnote text is placed beneath the table, not at the bottom of the page, with 6 pt paragraph spacing separating the table and footnotes. See [How to format tables](#) and [How to format charts and graphs](#) on the Document Preparation Intranet pages.

#### 7(c). Footnotes in miscellaneous documents

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Footnotes in submissions from Parties that appear in miscellaneous documents should not be renumbered. Each Party’s submission retains its own footnotes. See the [Model miscellaneous document](#) on the Document Preparation Intranet pages.

#### 7(d). Late submission footnotes

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If a document is submitted to UNOG after the deadline for documents requiring translation, an asterisk footnote indicator (rather than a number) should be used immediately following the words “Note by the secretariat” to refer to a footnote explaining the reason for the late submission. Examples may be found in [Sample late footnotes](#) on the Document Preparation Intranet pages.

#### 7(e). Asterisks as footnote indicators

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As a general rule, asterisks are used as footnote indicators only for non-substantive issues. For example, in miscellaneous documents, on the pages for which the secretariat is responsible (usually the first page and the table of contents), asterisks should be used for disclaimers and reissues or revisions of the document, as shown in the standard footnote below:

- \* These submissions have been electronically imported in order to make them available on electronic systems, including the World Wide Web. The secretariat has made every effort to ensure the correct reproduction of the texts as submitted.

Asterisks should be ‘numbered’ throughout the document – that is, if there is one asterisk footnote on the cover page, two asterisks would be used for a second footnote on the same page or in the table of contents on the following page. The rule is flexible with regard to documents that are not to be translated (such as miscellaneous documents); here it is permissible to begin ‘numbering’ the asterisk footnotes anew on each page.

If there is a mixture of asterisk and numeral indicators on one page, the footnotes themselves should be placed at the foot of the page in the order in which the indicators appear in the text.

## 8. CURRENCIES

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Three-letter ISO codes should be used to indicate currency units (see [Currency codes](#) on the Document Preparation Intranet pages). The currency unit should be written in full at the first mention (except for “USD” and “EUR” – these may be used without explanation as part of a specific sum of money). The three-letter code should follow in round brackets and be used thereafter as appropriate.

When the currency unit is written in full it should follow the amount (e.g. 400 Philippine pesos). When the code is used it should always precede the amount (e.g. PHP 400).

Some examples are given below:

...12 trillion yen (JPY) to maintain coastal facilities at present levels.

The price of allowances dropped from over EUR 30 in April 2005 to EUR 19 on 1 June 2006.

...amounted to several thousands of United States dollars, including USD 14,000 for agriculture, forestry and fisheries...

Currency amounts are singular.

USD 27,672 remains outstanding.

When amounts are quoted using currencies at past values, add the year before the currency.

2006 USD 50,000

...saved billions of 2006 United States dollars.

For details on how to refer to currencies in tables, see [How to format tables](#) on the Document Preparation Intranet pages.

## 9. DATES AND TIME

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Dates should be written as in the examples given below:

1 January 2001

Friday, 31 August 2007

1970s

twentieth century

Time periods should be written as follows:

1998–2000 (en dash with no spaces either side of the dash)

from 1998 to 2000 (never write “from 1998–2000”)

The calculated IEFs for iron and steel for the period 1994–1998 are slightly lower than the default emission factors.

The 12-hour system is used for most purposes. The time of day is expressed as follows:

9 a.m. (not 9:00 a.m.), noon, 1.30 p.m., 9.05 p.m., midnight

## 10. NUMBERS

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The general rule is that numbers up to “nine” should be written in words, “10” and above in figures. If starting a sentence with a number cannot be avoided (by writing, for example, “A total of 71...”), the number must be written in words.

When two or more numbers to which different rules apply occur in a series, the rule applying to the higher or highest number applies to all:<sup>4</sup>

Representatives of 12 African, 8 Asian and 5 Latin American countries attended the meeting.

In the example above, 12 is the highest number, and therefore the rule that applies to it (10 and higher numbers should be written in figures) also applies to 8 and 5.

This rule does not apply if the numbers refer to separate categories:

A total of 23 people were injured in four separate incidents.

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<sup>4</sup> This rule is adapted from the [United Nations Editorial Manual](#).

Billion means a thousand millions (not a million millions).

A comma should be used to separate thousands (e.g. “25,500”), except in tables, where a space is used instead. Hundreds and thousands should be written in either all words or all figures (i.e. “200” or “two hundred” and not “2 hundred”). However, it is permissible to write, for example, “USD 2 million”.

Temperatures are written with a space between the number and the degree symbol: 4 °C

Percentages are written in text as, for example, “3 per cent” or “50 per cent” and as “3%” or “50%” in tables. Note: percentages, including numbers under 10, are written in figures (except when the number is at the beginning of a sentence).

Meetings of bodies are written in figures (e.g. “7<sup>th</sup> meeting”), while session numbers lower than 100 are written in words (e.g. “the seventh session”, but “the 100<sup>th</sup> session”).

## 11. GEOGRAPHICAL TERMINOLOGY

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### 11(a). General geographical terminology

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The list below (adapted from the *United Nations Editorial Manual*) gives guidance to the use of capital letters in geographical terms.

central	in reference to an area within a country <u>but</u> Central in reference to a major region: Central Africa
continent	the continent of Africa
continental shelf	
Earth	in reference to the planet <u>but</u> earth in reference to soil
east, eastern	in reference to a geographical direction or an area within a country <u>but</u> East, Eastern in reference to a major region or in a political context: East Africa, East–West dialogue
hemisphere	northern, southern, eastern, western
hurricane	unless followed by a name: Hurricane Emily
island(s)	when not part of the official name: the island of Cyprus <u>but</u> the Cayman Islands
Moon	<u>but</u> moon(s) of planets other than the Earth
north, northern	in reference to a geographical direction or an area within a country <u>but</u> North, Northern in reference to a major region or in a political context: North America, North–South dialogue
peninsula	Korean peninsula, Prevlaka peninsula
Province	in specific references: Province of Herat in Afghanistan, Herat Province, Herat and Farah Provinces
region	except when part of the title of an administrative division of a State
south, southern	in reference to a geographical direction or an area within a country <u>but</u> South, Southern in reference to a major region or in a political context: South-Eastern Europe, North–South dialogue
State	in reference to a country or a specific state in a federation: the State of New York; the State of Uttar Pradesh, India
Territory	in reference to a non-self-governing territory or trust territory

	<u>also</u> Occupied Palestinian Territory
The Hague	

### Note on times of the year

As the designations of the seasons relate to different times of the year in the northern and southern hemispheres, phrases such as “a meeting to be held in the spring” should not be used. Give a precise date (or month or quarter) if this can be ascertained, or write, for example, “a meeting to be held in early 2015”.

### 11(b). Geopolitical regional groups

The five United Nations geopolitical regional groups of Member States should be referred to as follows:

- African States;
- Asia-Pacific States;
- Latin American and Caribbean States;
- Eastern European States;
- Western European and other States.

In the climate change process, these groups, as named above, are largely used for election purposes; they do not act as negotiating groups. In this context, do not refer to these groups as, for example, the “Group of African States” or the “Group of Eastern European States”, or as the “African Group” or the “Eastern European Group”. Furthermore, do not use acronyms such as WEOG and GRULAC.

### 11(c). Negotiating groups

The major negotiating groups in the climate change process include the African Group, the Alliance of Small Island States, the Environmental Integrity Group, the European Union, the Group of 77 and China, the least developed countries, and the Umbrella Group.

Names of other negotiating groups can be found in Commonly used words and terms in chapter 18 below.

## **12. HOW TO REFER TO REPORTING AND REVIEW GUIDELINES**

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UNFCCC reporting and review guidelines are referenced in plain type within quotation marks and have only an initial capital letter. In general, guidelines of other organizations are written in italics with no quotation marks and with initial capitals for all main words.

In running text, guidelines are usually referred to as follows:

...according to the IPCC [IPCC in full if first reference] *Good Practice Guidance for Land Use, Land-Use Change and Forestry* (hereinafter referred to as the IPCC good practice guidance for LULUCF)...

The short name may be used with the full name given as a footnote if the sentence would be too long and cumbersome otherwise.

<b>Short form</b>	<b>In full</b>
UNFCCC reporting guidelines on BRs	<p>“UNFCCC biennial reporting guidelines for developed country Parties”</p> <p><b>Note:</b> the guidelines can be found in annex I to decision 2/CP.17</p>
UNFCCC reporting guidelines on BURs	<p>“UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention”</p> <p><b>Note:</b> the guidelines can be found in annex III to decision 2/CP.17</p>
<p>UNFCCC reporting guidelines, Part I</p> <p><u>or</u></p> <p>UNFCCC Annex I reporting guidelines</p> <p>UNFCCC Annex I inventory reporting guidelines</p>	<p>“Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual inventories”</p> <p>The revised guidelines (annex I to decision 15/CP.17) have a slightly different title:</p> <p>“Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual greenhouse gas inventories”</p>
<p>UNFCCC reporting guidelines, Part II</p> <p><u>or</u></p> <p>UNFCCC reporting guidelines on NCs</p>	<p>“Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part II: UNFCCC reporting guidelines on national communications”</p>
UNFCCC guidelines for the preparation of national communications from non-Annex I Parties	<p>“Guidelines for the preparation of national communications from Parties not included in Annex I to the Convention”</p>
UNFCCC review guidelines	<p>“Guidelines for the technical review of greenhouse gas inventories from Parties included in Annex I to the Convention”</p> <p>The revised guidelines (annex to decision 23/CP.19) have a different title and refer to all three types of reports:</p> <p>“Guidelines for the technical review of information reported under the Convention related to greenhouse gas inventories, biennial reports and national communications by Parties included in Annex I to the Convention”</p>



<b>Short form</b>	<b>In full</b>
UNFCCC guidelines on GCOS	“UNFCCC reporting guidelines on global climate observing systems”  <b>Note:</b> this is written erroneously in document FCCC/CP/1999/7 as “UNFCCC reporting guidelines on global climate change observing systems”
IPCC good practice guidance	<i>Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories</i>
IPCC good practice guidance for LULUCF	<i>Good Practice Guidance for Land Use, Land-Use Change and Forestry</i>
Revised 1996 IPCC Guidelines	<i>Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories</i>
2006 IPCC Guidelines	<i>2006 IPCC Guidelines for National Greenhouse Gas Inventories</i>
Wetlands Supplement	<i>2013 Supplement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories: Wetlands</i>
Article 7 guidelines	“Guidelines for the preparation of the information required under Article 7 of the Kyoto Protocol”
Article 8 review guidelines	“Guidelines for review under Article 8 of the Kyoto Protocol”
Kyoto Protocol Supplement	2013 Revised Supplementary Methods and Good Practice Guidance Arising from the Kyoto Protocol

## 13. REFERENCES AND BIBLIOGRAPHIES

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### 13(a). Internal references (see also chapter 7 above)

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To refer to paragraphs, “above” or “below” should be used after the paragraph number. To refer to a certain part of the document, the word “chapter” is used, such as “see chapter VI.C above”.

To provide a reference in an annex to a paragraph in the main body of the document, the following formula is used:

(see para. 17 of this document)

A reference in an annex to a paragraph in the annex itself is written as follows:

(see para. 3 above)

...is listed in paragraph 17 below...

The past tense is used to discuss the preparation of the document.

This document was prepared in response to...

### 13(b). References to UNFCCC documents

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Titles of UNFCCC documents do not normally need to be given in references; the symbol is enough. (If the title **is** required it should be given in sentence case in double quotes.)

When referring to UNFCCC documents in running text, always include the word “document” before quoting the symbol.

The SBI had before it document FCCC/SBI/2004/INF.1.

When giving document references in round brackets, do not use the word “document”.

(FCCC/SBSTA/2004/7, para. 5)

When giving document references in a footnote (which is the preferred style), the word “document” is not necessary; the symbol alone may be used.

<sup>1</sup> FCCC/SBSTA/2004/7, paragraph 5.

However, when the symbol appears in running text in a footnote, it should be preceded by “document”:

<sup>1</sup> See document FCCC/SBSTA/2004/7, paragraph 5.

If the document is in two parts, refer to it as follows:

FCCC/KP/CMP/2007/4 (Parts I and II)

Dual-symbol documents are written as follows:

See document FCCC/SBI/2007/MISC.14–FCCC/SBSTA/2007/MISC.30

When consecutive numbers in a document series are referred to, the complete document symbol is written in full each time.

FCCC/CP/2004/5, FCCC/CP/2004/6 and FCCC/CP/2004/7

However, in the case of an addendum or a corrigendum to a particular document, the references should be abbreviated as follows:

FCCC/CP/2004/5 and Add.1

FCCC/CP/2004/5 and Add.1 and 2

FCCC/CP/2004/5 and Add.1–3

FCCC/CP/2004/5 and Add.1 and Add.1/Corr.1

FCCC/CP/2004/5 and Corr.1 and Add.1 and Add.1/Corr.1

Addenda are considered part of the main document. References in running text to a document and its addendum or addenda should be as follows:

“as contained in document (i.e. not “documents”)  
FCCC/SBSTA/2003/MISC.1 and Add.1”

Even so, references to an addendum on its own (i.e. without the main document) should be written as follows:

“as contained in document FCCC/SBSTA/2003/MISC.1/Add.1”

When decisions are referred to, the word “decision” must always be used before the decision number, even in footnotes.

<sup>1</sup> Decision 4/CP.12, paragraph 5.

To refer to an annex to a decision, or a paragraph in that annex, the following should be used:

...in the annex to decision 4/CP.12

But

...in decision 4/CP.12, annex, paragraph 7

Agenda items should be referred to as follows:

...agenda item 8, “Second review of the Kyoto Protocol”, was...

### 13(c). References to other publications

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In most documents, a list of references is not needed, and details of publications such as books, reports and journals referred to in the text are given in footnotes.

#### 13(c)(i). References in footnotes to publications not available online

If the publication is not available online in its entirety, the full reference (with year, publisher, etc.) should be given in the footnote even if the title is mentioned in the text. For example:

<sup>x</sup> Surname initial(s). Year. *Title in Title Case*. City of publication: publisher.

<sup>1</sup> Fleming JR. 1998. *Historical Perspectives on Climate Change*. Oxford: Oxford University Press.

For footnote references that form part of a sentence and refer to works not mentioned in the text, use the following style:

<sup>1</sup> Further information on this subject can be found in: Fleming JR. 1998. *Historical Perspectives on Climate Change*. Oxford: Oxford University Press.

See chapter [13\(c\)\(v\)](#) below for instructions on how to reference different types of publications.

### 13(c)(ii). References in footnotes to publications available online

If the entire publication is available online, and only the author (and not the name of the publication) is given in the text, it suffices to include the name of the publication and a web link to it in the footnote:

<sup>x</sup> *Title in Title Case*. Available at <URL>.

<sup>1</sup> *Clean Energy for Development Investment Framework: The World Bank Group Action Plan*. Available at <<http://siteresources.worldbank.org/CleanEnergy.pdf>>.

If the title of the publication must be referred to in the text, write it as follows:

In a World Bank report entitled *Clean Energy for Development Investment Framework: The World Bank Group Action Plan*,<sup>1</sup> authors argued that...

In this case, there is no need to repeat the title in the footnote. The footnote would then simply be:

<sup>1</sup> Available at <<http://siteresources.worldbank.org/CleanEnergy.pdf>>.

For footnote references that form part of a sentence and refer to works not mentioned in the text, use the following style:

<sup>1</sup> Other works on hydrology, such as *The Soil Hydrology of the Plynlimon Catchments* (Bell JP. Available at <<http://www.ceh.ac.uk/products/publications/documents/plynsoilsreport8.pdf>>), give more moderate estimates.

### 13(c)(iii). References in a list of references

In some cases (usually only in technical or background papers where there are numerous references), rather than giving each reference in a footnote as discussed above, the shortened form of a reference may be used – for example (Action Aid, 2005) – in the text, and the full reference given in alphabetical order in a reference list (as an annex). Only works referred to in the text are given in reference lists.

If the entire publication is available online, the web link should be provided instead of the city of publication and publisher.

The style is as follows:

#### **List of references**

Action Aid. 2005. *People-Centred Governance: Reducing Disaster for Poor and Excluded People*. Available at <[http://www.actionaid.org/sites/files/actionaid/people-centred\\_governance\\_-\\_reducing\\_disaster\\_for\\_poor\\_and\\_excluded\\_people.pdf](http://www.actionaid.org/sites/files/actionaid/people-centred_governance_-_reducing_disaster_for_poor_and_excluded_people.pdf)>.

Agrawala S and van Aalst M. 2005. Bridging the gap between climate change and development. In: S Agrawala (ed.). *Bridge Over Troubled Waters: Linking Climate Change and Development*. Paris: Organisation for Economic Co-operation and Development. pp.133–146.

See chapter [13\(c\)\(v\)](#) below for instructions on how to reference different types of publications.

### 13(c)(iv). General notes

#### Shortened form

If the full reference of the publication is given elsewhere in a text (if it has already been given in a footnote or appears in a reference list), the shortened form may be given as follows:

In the text:

...in a report (World Bank, 2007)...

...in a World Bank report (2007)...

Or as a footnote:

World Bank, 2007.

If two or more works by one author published in the same year are referred to in a document, add a, b, c, etc., as appropriate, directly after the year.

(UNDP, 2007a)

Remember, however, that in documents where references are given in footnotes, references to publications that are available online do not include the year of publication. Therefore, if you want to use the shortened form to refer to a publication referenced earlier in the text, the year of publication should be given in brackets at the first mention of the publication, as follows:

...in a World Bank report (2007)<sup>1</sup>...

The footnote would provide the name of the publication and a web link to it, in accordance with the rules in [chapter 13\(c\)\(ii\)](#) above.

If at first mention the name of the publication is given in the text rather than in the footnote, include the year of publication (if the publication is referred to subsequently in shortened form) as follows:

...in a World Bank report titled *Clean Energy for Development Investment Framework: The World Bank Group Action Plan* (2007),<sup>1</sup>...

The footnote would then simply give the web link to the publication (see [chapter 13\(c\)\(ii\)](#) above).

#### Abbreviations

If an abbreviation such as UNDP is used in the citation, the same abbreviation must be given as the author in the footnote or reference list. The full name is then given in brackets.

In a footnote reference, the full name need not be given if the abbreviation has already been defined in the text (i.e. before the footnote indicator). In a reference list, the full name is given only for the first mention of a publication by that organization. For example:

UNDP (United Nations Development Programme). 2007a. *Adaptation Policy Frameworks for Climate Change. Developing Strategies, Policies and Measures*. New York: UNDP.

UNDP. 2007b. *Human Development Report 2007/2008. Fighting Climate Change: Human Solidarity in a Divided World*. Available at <<http://hdr.undp.org/en/content/human-development-report-20078>>.

Exception: UNFCCC does not need to be written in full.

### Et al.

For works with four or more authors, “et al.” (“and others”) may be used after the first name in the citation.

(Fisher et al., 1994)

The names of the authors should then be given in a footnote or reference list.

Fisher MJ, Rao IM, Ayarza MA, Lascano CE, Sanz JI, Thomas RJ and Vera RR. 1994. Carbon storage by introduced deep-rooted grasses in the South American savannas. *Nature*. 371: pp.236–238.

### Ibid. and idem

Terms such as “ibid.” and “idem” are not normally used in UNFCCC documents. The required information can be conveyed by writing in the footnote, for example, “Report referred to in footnote 12 above” or “As footnote 12 above” if identical. If the footnote is not very long and is not on the same page as the footnote it is identical to, it is better to repeat the footnote text, for easier reference.

### 13(c)(v). How to write different types of references

If references are given in footnotes and the publication is available online, the rules outlined in [chapter 13\(c\)\(ii\)](#) above should be applied.

If a list of references is used and the publication is available online, the web link should be provided instead of the city of publication and publisher, as specified in [chapter 13\(c\)\(iii\)](#) above.

### Books

Surname initial(s). Year. *Title in Title Case*. City of publication: publisher.

Fleming JR. 1998. *Historical Perspectives on Climate Change*. Oxford: Oxford University Press.

Wright D and Bartlett D (eds.). 2000. *Marine and Coastal Geographic Information Systems*. New York: Taylor & Francis.

### Articles in journals/periodicals

Surname initial(s). Year. Title of article in lower case. *Journal Title*. Volume (issue number): relevant page number(s).

Klein RJT, Nicholls RJ and Mimura N. 1999. Coastal adaptation to climate change: can the IPCC Technical Guidelines be applied? *Mitigation and Adaptation Strategies for Global Change*. 4(3): pp.239–252.

### Publications, reports and handbooks available online

Surname initial(s) or organization. Year. *Title in Title Case*. Available at <URL>.

Netherlands Development Organization. 2004. *Reference Guide on Climate Change & Rural Energy*. Available at <<http://portal.snvworld.org/public>>.

World Bank. 2007. *Clean Energy for Development Investment Framework: The World Bank Group Action Plan*. Available at <[http://siteresources.worldbank.org/DEVCOMMINT/Documentation/21289621/DC2007-0002\(E\)-CleanEnergy.pdf](http://siteresources.worldbank.org/DEVCOMMINT/Documentation/21289621/DC2007-0002(E)-CleanEnergy.pdf)>.

#### Websites with author

Take the information from the website itself or the associated homepage.

Surname initial(s) or organization. *Title in Title Case*. Available at <URL>.

Hawking S. *Professor Stephen Hawking's Website*. Available at <<http://www.hawking.org.uk>>.

#### Websites with no author

*Title of website or name of organization*. Available at <URL>.

*British Hydrological Society*. Available at <<http://www.hydrology.org.uk/>>.

#### Chapters in edited books

Surname initial(s). Year. Chapter title. *In*: Initial(s) Surname (ed(s).). *Title of Book*. City of publication: publisher. Relevant page number(s).

Richardson S. 2001. Levees under the microscope. *In*: WA James (ed.). *Hydrology in Our Time*. New York: Altmann Press. pp.12–27.

#### CD-ROMs

*Title in lower case*. Year. [CD-ROM]. City of publication: publisher.

*Annual review of the World Climate Research Programme and report of the twenty-sixth session of the Joint Scientific Committee*. 2005. [CD-ROM]. Geneva: World Climate Research Programme.

#### Annual reports

Corporate author. Year. *Full Title*. City of publication: publisher or organization.

Data Buoy Cooperation Panel. 2005. *Annual Report for 2004*. Paris: Intergovernmental Oceanographic Commission.

#### Unpublished reports

Organization or other body. Year. *Title in Title Case*. (unpublished report).

UNICEF. 1999. *Child Poverty in Perspective*. (unpublished report).

#### Databases

Name or abbreviation of organization. Name of database <URL>.

Food and Agriculture Organization of the United Nations. FAOSTAT database <<http://faostat.fao.org/>>.

#### Personal communication

Style for citation or footnote only; not included in a list of references.

Initial Surname, personal communication.

N Silver and A Dlugolecki, personal communication.

### 13(d). Miscellaneous references

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#### 13(d)(i). References where information is limited

##### References to various documents, such as reports prepared for ministries

If available information is limited, the rules outlined in [chapter 13\(c\)](#) above should be followed as far as possible.

If available online:<sup>5</sup>

Kelliher FM, Ledgard SF, Clark H, Walcroft AS, Buchan M and Sherlock RR. 2003. *Revised Nitrous Oxide Emissions from New Zealand Agricultural Soils: 1990–2001*. Available at <URL>.

If not available online:

Kelliher FM, Ledgard SF, Clark H, Walcroft AS, Buchan M and Sherlock RR. 2003. *Revised Nitrous Oxide Emissions from New Zealand Agricultural Soils: 1990–2001*. Final client report prepared for the Ministry of Agriculture & Forestry, New Zealand.

Note that in the example above there is no publisher name or city.

##### References in the text to documents of uncertain origin

References in the text to documents or papers that have not been published or whose status and/or origin is unknown should be written in non-italic font, with an initial capital letter and enclosed in double quotation marks.

#### 13(d)(ii). References to workshops

References in running text to workshops are written as follows:

...at the workshop on reducing emissions from deforestation in developing countries held in Cairns, Australia, from 7 to 9 March 2007...

Or, if the title of the workshop is used, as follows:

---

<sup>5</sup> If the reference is given in a footnote, the rules in [chapter 13\(c\)\(ii\)](#) above should be applied.



... at the workshop entitled “Second workshop on reducing emissions from deforestation in developing countries” held in Cairns, Australia, from 7 to 9 March 2007...

Workshop presentations are referred to in the text as follows:

In a presentation on the future importance of biofuels, the representative of...

Or, if the title of the presentation is used, as follows:

In a presentation entitled “Biofuels are the future”, the representative of...

If the presentation is available online, the web link should be given in a footnote.

### 13(d)(iii). References to General Assembly resolutions

References in UNFCCC documents to General Assembly resolutions should be given as follows:

The United Nations General Assembly, by its resolution 56/199,...

Note that United Nations General Assembly resolution 66/288 is entitled “The future we want”, and should be written out as such.

### 13(d)(iv). References to official documents of other bodies in the United Nations system

If a document is published in ODS, the Official Document System of the United Nations, it will have a document symbol that can be given in a footnote rather than in a list of references.

<sup>1</sup> United Nations General Assembly document A/63/420.

<sup>1</sup> See the report of the United Nations Joint Inspection Unit (A/32/237).

### 13(d)(v). References to European Union decisions and directives

References to European Union decisions should be given as follows:

European Union decision 280/2004/EC

References to European Union directives may be given as follows:

the European Union directive on cogeneration

the European Union tachograph directive

The directive number may be given if required:

the European Union directive on cogeneration (directive 2004/8/EC)

the European Union tachograph directive (directive 2006/22/EC)

Note: the directive on integrated pollution prevention and control (directive 96/61/EC) may be abbreviated to “IPPC directive”.

13(d)(vi). References to assessment reports of the Intergovernmental Panel on Climate Change

Assessment reports of the Intergovernmental Panel on Climate Change usually comprise four volumes: contributions of Working Groups I–III and a synthesis report. References in the text to the assessment report as a whole are given as follows:

...the Fourth Assessment Report of the Intergovernmental Panel on Climate Change

It is not necessary (or possible) to provide a reference for IPCC assessment reports as a whole. Individual volumes should, however, be given a reference.

In the text, refer to contributions of the working groups to the assessment reports as follows:

...the contribution of Working Group III to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change...

The footnote reference would then, in accordance with the rules outlined in chapter [13\(c\)\(ii\)](#) above, include the name of the publication and the URL:

<sup>1</sup> *Climate Change 2007: Mitigation of Climate Change*. Available at <[http://www.ipcc.ch/publications\\_and\\_data/ar4/wg3/en/contents.html](http://www.ipcc.ch/publications_and_data/ar4/wg3/en/contents.html)>.

If it is necessary to mention the name of the publication in the text, it should be omitted from the footnote.

The full reference in a list of references would follow standard style for publications available online. For example:

Metz B, Davidson OR, Bosch PR, Dave R and Meyer LA (eds.). 2007. *Climate Change 2007: Mitigation of Climate Change. Contribution of Working Group III to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change*. Available at <[http://www.ipcc.ch/publications\\_and\\_data/ar4/wg3/en/contents.html](http://www.ipcc.ch/publications_and_data/ar4/wg3/en/contents.html)>.

In the text, synthesis reports should be referred to as:

...the AR4 [in full if first mention] Synthesis Report...

In a footnote, the reference would simply contain the web link:

<sup>1</sup> Available at <[http://www.ipcc.ch/publications\\_and\\_data/publications\\_ipcc\\_fourth\\_assessment\\_report\\_synthesis\\_report.htm](http://www.ipcc.ch/publications_and_data/publications_ipcc_fourth_assessment_report_synthesis_report.htm)>.

In a list of references, the reference would be as follows:

Pachauri RK and Reisinger A (eds.). 2007. *Climate Change 2007: Synthesis Report. Contribution of Working Groups I, II and III to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change*. Available at <[http://www.ipcc.ch/publications\\_and\\_data/publications\\_ipcc\\_fourth\\_assessment\\_report\\_synthesis\\_report.htm](http://www.ipcc.ch/publications_and_data/publications_ipcc_fourth_assessment_report_synthesis_report.htm)>.

When referring to the summary for policymakers for a volume:

See the summary for policymakers in the contribution of Working Group III to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change...

The footnote reference would then be:

<sup>1</sup> Available at  
<[http://www.ipcc.ch/publications\\_and\\_data/ar4/wg3/en/spm.html](http://www.ipcc.ch/publications_and_data/ar4/wg3/en/spm.html)>.

The reference in a list of references would be:

Metz B, Davidson OR, Bosch PR, Dave R and Meyer LA (eds.). 2007. Summary for policymakers. In: *Climate Change 2007: Mitigation of Climate Change. Contribution of Working Group III to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change*. Available at  
<[http://www.ipcc.ch/publications\\_and\\_data/ar4/wg3/en/spm.html](http://www.ipcc.ch/publications_and_data/ar4/wg3/en/spm.html)>.

All other IPCC reports and publications are treated as standard publications.

### 13(d)(vii). References to documents of constituted bodies and Financial Mechanism entities

UNFCCC bodies with limited membership are generally referred to as constituted bodies. Documents of constituted bodies, which include the Standing Committee on Finance, the Technology Executive Committee and the Executive Board of the clean development mechanism, and of operating entities of the Financial Mechanism (Global Environment Facility, Green Climate Fund) that contain symbols should be referenced as follows:

The word “document”, “decision” or “report”, as appropriate, should always follow the name of the body (or its acronym if defined) and precede the symbol. For example:

Global Environment Facility document GEF/LDCF.SCCF.14/06

Compliance Committee document CC/15/2014/2

Adaptation Fund Board decision B.23/20

In each document, the first such reference for a particular body should include the URL of a web page from which that body’s documents can be easily located. For example:

Green Climate Fund Board document GCF/B.08/13, available at  
<<http://www.gcfund.org/documents/in-session-documents.html>>.

Global Environment Facility document GEF/C.47/05, available at  
<[http://www.thegef.org/gef/gef\\_Documents\\_Publications](http://www.thegef.org/gef/gef_Documents_Publications)>.

Technology Executive Committee document TEC/2014/8/10, available at  
<[http://unfccc.int/ttclear/templates/render cms\\_page?TEC\\_documents](http://unfccc.int/ttclear/templates/render cms_page?TEC_documents)>.

The URL should be omitted from the subsequent references to the documents of that body.

13(d)(viii). References to the UNDP Human Development Reports<sup>6</sup>

United Nations Development Programme. 2009. *Human Development Report 2009. Overcoming Barriers: Human Mobility and Development*. Available at <<http://hdr.undp.org/en/reports/global/hdr2009/>>.

14. REFERENCES IN LIMITED DISTRIBUTION (“L”) DOCUMENTS TO CONCLUSIONS OR DECISIONS TO BE ADOPTED

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In limited distribution (“L”) documents, when referencing draft conclusions or decisions that are moving through the process and have not yet been adopted by the COP or the CMP, the following wording should be used.

14(a). Draft conclusions

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There are two possibilities:

(1) In the text, insert

the recommendations of the [body] at its [x] session

Then add a footnote indicator after the word “session”. The footnote should read:

Draft conclusions to be adopted under agenda item [agenda item number] of the [body].

(2) In the text, insert

the draft conclusions to be adopted under agenda item [agenda item number] of the [body] at its [x] session

There is no need for a footnote with this option.

14(b). Draft decisions

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In the text, insert

decision -/CP.15

or

decision -/CMP.5

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<sup>6</sup> If the reference is given in a footnote, the rules in [chapter 13\(c\)\(ii\)](#) above should be applied.

Then add a footnote to this that reads:

Draft decision proposed for adoption under agenda item [agenda item number] of the [body].

This wording is replaced or removed, as appropriate, in the final reports on the session.

## 15. TABLES AND FIGURES

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See the [How to format tables](#) and [How to format charts and graphs](#) documents on the Document Preparation Intranet pages.

## 16. UNITS OF MEASUREMENT

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Refer to the [Units, weights and measures](#) document on the Document Preparation Intranet pages.

## 17. BOXES

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### 17(a). When to use

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Boxes should be used sparingly in documents. They can be used for lists, summaries of key points and definitions of terms.

Example:

<p>Box 1</p> <p><b>Brief definition of key concepts</b></p> <p><b>Adaptation:</b> Adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities. Various types of adaptation can be distinguished, including anticipatory and reactive adaptation, private and public adaptation, and autonomous and planned adaptation.<sup>a</sup></p> <p><b>Vulnerability</b></p> <p>The degree to which a system is susceptible to, or unable to cope with, adverse effects of climate change, including climate variability and extremes. Vulnerability is a function of the character, magnitude and rate of climate variation to which a system is exposed, its sensitivity and its adaptive capacity.</p> <p><i>Source:</i> Twigg J and Benson C. 2007. <i>Tools for Mainstreaming Disaster Risk Reduction: Guidance Notes for Development Organisations</i>. Geneva: IFRC/ProVention Consortium. Guidance Note 3, p.32.</p> <p><sup>a</sup> See section II, part B, and section III, part B, paragraph 4(i)(c), of the Hyogo Framework for Action. Available at &lt;<a href="http://www.unisdr.org/eng/hfa/hfa.htm">http://www.unisdr.org/eng/hfa/hfa.htm</a>&gt;.</p>
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## 17(b). Style rules for boxes

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- Title of box: “Box x” on first line, Times New Roman 10 pt, left aligned and not bold; “Title in sentence case” underneath, Times New Roman 10 pt, left aligned and bold. If there is only one box in the document, there is no need to call it “Box 1”; simply give it a title;
- No shading of box background;
- Typeface of text in box: Times New Roman, 10 pt;
- Paragraphs are not numbered or indented;
- One line space between each paragraph;
- Use italics or boldface for subheadings, but do not use both;
- The box should be stand-alone, so do not carry across abbreviations from the main text: all terms should be written out in full again. Any sources should be given as a footnote inside the box;
- Footnotes go inside the box, in 9 pt, and are independent from other footnotes in the document. Footnote indicators run from a to z.

## 17(c). Referring to boxes

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The box should be referred to in the text like this: “...see box 1”. As with tables and figures, boxes **must** be referred to in the text somewhere.

## 18. COMMONLY USED WORDS AND TERMS

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In common use in UNFCCC documents	Term in full/note
Aarhus Convention	Convention on Access to Information, Public Participation in Decision-Making and Access to Justice in Environmental Matters
AAUs	assigned amount units
above-ground biomass	
action pledges	
AD	activity data
Adaptation Committee	
Adaptation Fund Board	<b>Note:</b> established under decision 1/CMP.3
admitted observer organizations	<b>Notes:</b> Organizations admitted to the UNFCCC process as observers. Use when it is necessary to emphasize that you are referring to

In common use in UNFCCC documents	Term in full/note
	<p>admitted organizations;</p> <p>If adding “admitted” would make the language too cumbersome, or it is understood that you are referring to admitted organizations, use “observer organizations”;</p> <p>Do not use the term “accredited organizations”, since “accreditation” is generally synonymous with “registration”</p>
Advisory Board of the Climate Technology Centre and Network	
AED	anode effect duration
ADP	Ad Hoc Working Group on the Durban Platform for Enhanced Action
AEs	applicant entities
Africa Carbon Forum	
African Group	<p><b>Notes:</b></p> <p>A negotiating group in the climate change process;</p> <p>When referring to the geopolitical regional group, in the context of elections for example, use “African States”</p>
African States	<p><b>Notes:</b></p> <p>One of the five United Nations geopolitical regional groups of Member States. See chapter 11(b), <a href="#">Geopolitical regional groups</a>, for the names of the other four groups;</p> <p>When referring to the negotiating group, use “African Group”</p>
AIJ [under the pilot phase]	activities implemented jointly [under the pilot phase]
AILAC	<p>Independent Association for Latin America and the Caribbean (Asociación Independiente de Latinoamérica y el Caribe in Spanish)</p> <p><b>Note:</b> the group has requested that the abbreviation AILAC be used in all United Nations languages. The members are: Chile, Colombia, Costa Rica, Guatemala, Panama and Peru</p>
anglophone	
Annex (to the Convention or the Kyoto Protocol)  annex (to any other document)	

In common use in UNFCCC documents	Term in full/note
Annex B Parties	Parties to the Convention that are also Parties to the Kyoto Protocol with commitments inscribed in Annex B to the Kyoto Protocol
Annex I Parties	<p>Parties included in Annex I to the Convention</p> <p><b>Notes:</b></p> <p>Owing to the definition in Article 1, paragraph 7, of the Kyoto Protocol, the term “Parties included in Annex I” (i.e. no reference to the Convention) should be used in the context of the Kyoto Protocol – in most CMP documents for example;</p> <p>The term “Parties included in Annex I” should not be abbreviated to “Annex I Parties”</p>
AOGCM	Atmosphere–Ocean General Circulation Model
AOSIS	Alliance of Small Island States
applicant independent entities	<b>Note:</b> phrase used in relation to the JISC
A/R project activities	afforestation/reforestation project activities
Article[s] of the Convention (or of its Kyoto Protocol)	<b>Note:</b> in these cases “Article” is always capitalized, even in its plural form
Article 6 Supervisory Committee	
AR5	<p>IPCC Fifth Assessment Report</p> <p><b>Notes:</b></p> <p>IPCC should be written in full at first reference;</p> <p>In running text, write “the AR5...”</p>
A/R WG	Afforestation and Reforestation Working Group
ARR	annual review report
assigned amount	<p><b>Note:</b> this term is sometimes used without an article as in this example: “...the tracking of assigned amount”;</p> <p>however, the following is preferred “...the tracking of the assigned amount...” or “...the tracking of the Party’s assigned amount...”</p>
as at 30 June 2007	<b>Note:</b> the pluperfect tense should be used. “As at 30 June 2007, three submissions had been received”
AWG-KP	Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol



In common use in UNFCCC documents	Term in full/note
AWG-LCA	Ad Hoc Working Group on Long-term Cooperative Action under the Convention
Bali Action Plan	decision 1/CP.13
Bali Road Map	<b>Note:</b> this is the name for the negotiation process that led up to COP 15; the Bali Road Map comprises the Bali Action Plan and any other relevant decisions or discussions
BAPS scenario	Beyond the Alternative Policy Scenario Case scenario of the International Energy Agency <i>World Energy Outlook</i>
BASIC	Brazil, China, India and South Africa
below-ground biomass	
BINGOs	business and industry non-governmental organizations
the Bonn Agreements on the implementation of the Buenos Aires Plan of Action	
Bolivarian Alliance for the Peoples of Our America – Peoples’ Trade Treaty	
Bonn Fund	Trust Fund for the Special Annual Contribution from the Government of Germany
BR(s)	biennial report(s)
BR1(s)	first biennial report(s) <b>Note:</b> in running text, written as “the BR1s...”
Brussels-Capital Region	
Buenos Aires Plan of Action	decision 1/CP.4
Buenos Aires programme of work	Buenos Aires programme of work on adaptation and response measures
BUR(s)	biennial update report(s)
‘business as usual’ scenario	
calls to action	
CAF	Cancun Adaptation Framework
Cancun	<b>Note:</b> the accent on the “u” is not used in UNFCCC documents
Cancun Agreements	
cap-and-trade systems	

In common use in UNFCCC documents	Term in full/note
capacity-building framework	framework for capacity-building in developing countries established under decision 2/CP.7  or  framework for capacity-building in countries with economies in transition established under decision 3/CP.7
CBD	Convention on Biological Diversity  <b>Note:</b> the acronym “COP” should not be used in references to the Conferences of the Parties to conventions other than the UNFCCC. The following formulation should be used:  The Conference of the Parties to the United Nations Convention to Combat Desertification  The Conference of the Parties to the Convention on Biological Diversity  The Conferences of the Parties to these conventions
CBDRRC	common but differentiated responsibilities and respective capabilities
CC:iNet	information network clearing house
CCKNR	Climate Change Knowledge Network Report
CCS	carbon dioxide capture and storage
CDM	clean development mechanism
CDM Accreditation Panel	
CDM assessment teams	
CDM Bazaar	<b>Note:</b> usually takes single quotes on first mention in a text
CDM Executive Board	Executive Board of the clean development mechanism
CDM Loan Scheme	
CDM-MAP	CDM management plan
CDM Methodologies Panel	
CDM PDD	CDM project design document
CDM registry	
CDM Registry Administrator	
Central American Integration System	

In common use in UNFCCC documents	Term in full/note
CEOS	Committee on Earth Observation Satellites
CERs	certified emission reductions
CGE	Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention  <b>Note:</b> the short form “Consultative Group of Experts” is acceptable in titles and table headings, provided the full form is given at its first mention in the text
CHP	combined heat and power
CH <sub>4</sub>	methane
closed-cell foam	
CIF	Closed Investment Funds
CTC	Climate Technology Centre
CTCN	Climate Technology Centre and Network
European Union climate and energy package	
climate-friendly	
‘climate proofing’	<b>Note:</b> usually takes single quotes
climate-related	
climate change related	
CMP [10]	the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol [at its tenth session]  <b>Note:</b> the first and second sessions of the CMP were known as COP/MOP 1 and COP/MOP 2, respectively. These sessions should now be referred to as CMP 1 and CMP 2
Coalition for Rainforest Nations	<b>Note:</b> a Party (negotiating) group formed during COP 14
commence operations	<b>Usage:</b> a registry may commence operations with the ITL
CO <sub>2</sub> eq	carbon dioxide equivalent  <b>Note:</b> the term does not need to be defined separately for each unit of measurement it may accompany. In other words, define “CO <sub>2</sub> eq” only once, then use it in terms such as “t CO <sub>2</sub> eq” or “Gg CO <sub>2</sub> eq” without further explanation, since units of measurement do not need to be defined

In common use in UNFCCC documents	Term in full/note
co-financing	
Compliance Committee	
Convention and its Kyoto Protocol	<b>Note:</b> not Convention and the Kyoto Protocol
cost-benefit	
COP [20]	<p>the Conference of the Parties [at its twentieth session]</p> <p><b>Notes:</b></p> <p>When referring to a COP as a whole (i.e. the event, embracing the sessions of the COP, the CMP and the subsidiary bodies), the following term may be used:</p> <p>the United Nations Climate Change Conference in [Lima]</p> <p>The country should be specified if not previously given. After the full term has been given at first mention, the short term can be used, in this case:</p> <p>the Lima Conference</p> <p>The acronym “COP” should not be used in references to the Conferences of the Parties to conventions other than the UNFCCC. See note on CBD above</p>
COPERT III	
CORINAIR	<p>core inventory of air emissions</p> <p><b>Note:</b> “CORINAIR” to be given in brackets even if not mentioned again</p>
cost-cutting	
covering note	<b>Note:</b> not “cover note”
CRF	common reporting format
CRF Reporter	
CSEUR	Consolidated System of European Union Registries
the Daily Programme	
the Dialogue	dialogue on long-term cooperative action to address climate change by enhancing implementation of the Convention
Dialogue on Article 6 of the Convention	<p><b>Usage:</b> 2<sup>nd</sup> Dialogue on Article 6 of the Convention</p> <p><b>Note:</b> the Dialogue was established by decision 15/CP.18</p>

In common use in UNFCCC documents	Term in full/note
the Decade	the United Nations Decade of Education for Sustainable Development (2005–2014) <b>Note:</b> a UNESCO-led project
Delhi Ministerial Declaration on Climate Change and Sustainable Development	
DNAs	designated national authorities
DNA Forum	Designated National Authorities Forum <b>Note:</b> must be written in full on first mention, even if DNA has already been defined
DOEs	designated operational entities
Doha Amendment	
Doha Climate Gateway	
Doha work programme on Article 6 of the Convention	See decision 15/CP.18
Durban Forum	See decision 2/CP.17, paragraph 144 <b>Note:</b> it is acceptable to include a short description, as in “Durban Forum on capacity-building” or “Durban Forum for in-depth discussion on capacity-building”
Durban Outcomes	
double counting	<b>Note:</b> not hyphenated
downstream	
Earth Observation Summit	
ECV, the ECVs	essential climate variable, the essential climate variables
EGTT	Expert Group on Technology Transfer
EIG	Environmental Integrity Group
EF	emission factor
enforcement branch	
EIT countries or EIT Parties	countries with economies in transition or Parties with economies in transition

In common use in UNFCCC documents	Term in full/note
or non-EIT countries/Parties ( “non-EIT” to be used only in tables and/or where space is limited)	or countries/Parties that do not have economies in transition  <b>Note:</b> in general, use “Party” not “country” when discussing something a Party has done under the Convention or its Kyoto Protocol. Use either when discussing the national situation of a country
energy-efficient	
ENGOs	environmental non-governmental organizations
ENSO	El Niño/Southern Oscillation  <b>Note:</b> the term “an ENSO event” may be used
ERT	expert review team
ERUs	emission reduction units
EST	environmentally sound technology
ET	emissions trading
ETS	emissions trading scheme  or emissions trading system  <b>Note:</b> see also EU ETS
EU	European Union
EU-15	The 15 member States that formed the European Community at the time of ratification of the Kyoto Protocol (Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal, Spain, Sweden and United Kingdom of Great Britain and Northern Ireland)
EU-28	The 28 member States (including the EU-15 and Bulgaria, Croatia, Cyprus, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia and Slovenia). Note that the EU-28 does not have a collective target under the Kyoto Protocol
EU burden-sharing agreement	burden-sharing agreement of the European Union for meeting commitments under the Kyoto Protocol  <b>Note:</b> the reference “European Union decision 2002/358/EC” may be quoted where appropriate
EU CAP	European Union Common Agricultural Policy

<b>In common use in UNFCCC documents</b>	<b>Term in full/note</b>
EU ETS	European Union Emissions Trading System
Eurostat	
facilitative branch	
factsheet	
FAO	Food and Agriculture Organization of the United Nations
farmers	constituency of farmers
fast-start finance	
Financial Mechanism	
financial procedures	financial procedures for the Conference of the Parties to the United Nations Framework Convention on Climate Change, its subsidiary bodies and its permanent secretariat
first-order decay function	
Flemish Region	
flexibility mechanisms	
FMRL	forest management reference level
forum on the impact of the implementation of response measures	
F-gases	fluorinated gases
Forest Carbon Partnership Facility	
forest land	
francophone	
free-standing	
fuel-efficient	
GCF	Green Climate Fund
GCM	General Circulation Model
GCOS	Global Climate Observing System
GEF	Global Environment Facility
GEF 1	the first replenishment of the GEF [Trust Fund] (1995–1998)

In common use in UNFCCC documents	Term in full/note
GEF Trust Fund	<b>Note:</b> never just “Trust Fund”
GEO	Group on Earth Observations
GEOSS	Global Earth Observation System of Systems
GHG	greenhouse gas
GIS	global information system
Global Support Programme	Global Support Programme for Preparation of National Communications and Biennial Update Reports by non-Annex I Parties
the Gothenburg Protocol	the [1999] Gothenburg Protocol to Abate Acidification, Eutrophication and Ground-level Ozone  <b>Note:</b> this is one of eight protocols to the Convention on Long-range Transboundary Air Pollution
government department the Government of France	
G staff	General Service level staff
greenhouse gas data interface	<b>Note:</b> see also “UNFCCC greenhouse gas database”
Group of Mountainous Landlocked Developing Countries	
G20	Group of 20
G77 and China	Group of 77 and China
GTOS	Global Terrestrial Observing System
GWP	global warming potential
HCFCs	hydrochlorofluorocarbons
HCFC-22	hydrochlorofluorocarbon-22
Headquarters Agreement	
Heads of State Heads of State and Government	For example:  Statements by Heads of State and Government
HFCs	hydrofluorocarbons
HFC-23	hydrofluorocarbon-23
heatwave	



In common use in UNFCCC documents	Term in full/note
high-technology (as adjective)	<b>Note:</b> “high-tech” is not acceptable
Host Country Agreement	
host governments the Host Government	<b>Note:</b> “host” should be capitalized only in references to the Host Government of the secretariat
host Party	
HWP	harvested wood products
Hyogo Framework for Action	<b>Note:</b> an appropriate web link such as the following should be given as a footnote on first mention: < <a href="http://www.unisdr.org/eng/hfa/hfa.htm">http://www.unisdr.org/eng/hfa/hfa.htm</a> >
IAR	international assessment and review
ICA	international consultation and analysis
ICAO	International Civil Aviation Organization
IDR/NC6	report of the technical review of the sixth national communication
IEA	International Energy Agency
IEA/CTI	International Energy Agency/Climate Technology Initiative
IEF	implied emission factor
IGBP	International Geosphere–Biosphere Programme
IGOS	Integrated Global Observing Strategy
IMO	International Maritime Organization
INC	initial national communication
in the light of	<b>Note:</b> not “in light of”
IPCC	Intergovernmental Panel on Climate Change
IPCC-NGGIP	IPCC National Greenhouse Gas Inventories Programme
IPCC reference approach	
IPCC sectoral approach	
IPOs	indigenous peoples organizations
UNISDR	United Nations International Strategy for Disaster Reduction
ISO	International Organization for Standardization

In common use in UNFCCC documents	Term in full/note
ITL	international transaction log
Item X of the provisional agenda	<b>Note:</b> to be used in the corner notation of documents that will be published before the provisional agenda
IUCN	International Union for Conservation of Nature <b>Note:</b> formerly known as the World Conservation Union
I-VTR	Inventory Virtual Team Room
JI	joint implementation <b>Note:</b> term used for implementation of Article 6 of the Kyoto Protocol
JISC	Joint Implementation Supervisory Committee
JI Track 1 JI Track 2	<b>Note:</b> may be defined in a footnote as follows: The verification procedure under the JISC, defined in decision 9/CMP.1, annex, paragraphs 30–45
JLG	Joint Liaison Group
Kyoto Protocol target	[Denmark’s] target under the Kyoto Protocol
Kyoto Protocol unit	
landfill (as noun or verb)	
land-use planning	
LDCs	least developed countries <b>Note:</b> use with “the” in running text (as in Article 4, paragraph 9, of the Convention: “...and special situations of the least developed countries in their actions...”)
LDC Fund (or LDCF)	Least Developed Countries Fund
learning-by-doing	
least developed countries portal	
least developed countries work programme	
legally binding outcome	
LEG	Least Developed Countries Expert Group
LGMA	local government and municipal authorities
Like-minded Developing Countries	<b>Note:</b> use with “the” in running text:

In common use in UNFCCC documents	Term in full/note
	...the Like-minded Developing Countries...
Lima Call for Climate Action	
log-normal	
low-technology (as adjective)	<b>Note:</b> “low-tech” is not acceptable
Ltd.	
LUCF	land-use change and forestry
LULUCF	land use, land-use change and forestry
margins, on the	<b>Usage:</b> Discussions took place on the margins of SBI 40
Marrakesh Accords	
MATCH	Ad-hoc Group for the Modelling and Assessment of Contributions to Climate Change
Mauritius Strategy	Mauritius Strategy for the Further Implementation of the Programme of Action for the Sustainable Development of Small Island Developing States
MCF	methane conversion factor, methane correction factor  <b>Note:</b> methane conversion factor is used in relation to wastewater and livestock manure. Methane correction factor is used in relation to solid waste disposal. Both are abbreviated to MCF, in accordance with IPCC terminology. Take care to avoid confusion if both appear in a document
MDGs	United Nations Millennium Development Goals
MEA(s)	multilateral environmental agreement(s)
member States of: the European Union, IMO, WMO, etc. Member States of the United Nations	<b>Note:</b> upper-case “Member” only when referring to United Nations
Methodologies Panel	
Monte Carlo simulation	
Montreal Protocol	Montreal Protocol on Substances that Deplete the Ozone Layer  <b>Note:</b> the full name does not need to be given in formulations such as “greenhouse gases not controlled by the Montreal Protocol”

In common use in UNFCCC documents	Term in full/note
MOU	memorandum of understanding
MOUs	memorandums of understanding
MRV	measurement, reporting and verification  <b>Notes:</b>  This is the only permissible definition of “MRV”. Therefore “MRV” may only be used as a noun, never as a verb;  For example, “MRV procedures” or “MRV of domestically supported NAMAs” is permissible; “to MRV domestically supported NAMAs” is not
MSW	municipal solid waste
N <sub>2</sub> O	nitrous oxide
Nairobi Framework	<b>Note:</b> the following web link should be given as a footnote on first mention of the Nairobi Framework, assuming the link is active: < <a href="http://cdm.unfccc.int/Nairobi_Framework/index.html">http://cdm.unfccc.int/Nairobi_Framework/index.html</a> >  <b>Related terms:</b>  Nairobi Framework Partnership  Nairobi Framework partners
Nairobi work programme or NWP	Nairobi work programme on impacts, vulnerability and adaptation to climate change
NAMA(s)	nationally appropriate mitigation action(s)
NAPA(s)	national adaptation programme(s) of action
NAP	national allocation plan or national adaptation plan
NAP Central	
National Adaptation Plan Global Support Programme	
national focal points	
national inventory system	
NC(s)	national communication(s)
NC6(s)	sixth national communication(s)

In common use in UNFCCC documents	Term in full/note
	<b>Note:</b> in running text, written as “the NC6s...”
NCSAs	national capacity self-assessments
NCV	net calorific value
New Delhi work programme	New Delhi work programme on Article 6 of the Convention (decision 11/CP.8)
Nex	nitrogen excretion <b>Note:</b> “ex” is not subscripted
NF <sub>3</sub>	nitrogen trifluoride
NFI	national forest inventory
NIR	national inventory report
NMVOCs	non-methane volatile organic compounds
non-Annex I Parties	Parties not included in Annex I to the Convention <b>Note:</b> “non-Annex I Parties” is acceptable on its own (i.e. without the full name given at the first reference) in titles and in column headings of tables and figures
objective	<b>Note:</b> there is only one objective of the Convention (see its Article 2)
observer organizations	<b>Notes:</b> Organizations admitted to the UNFCCC process as observers. Use when adding “admitted” makes the language too cumbersome and/or it is implied that you are referring to organizations that have been admitted; See also “admitted observer organizations”; Do not use the term “accredited organizations”, since “accreditation” is generally synonymous with “registration”
ODA	official development assistance
OECD	Organisation for Economic Co-operation and Development
OECD Development Assistance Committee	
UN CC:Learn	One UN Training Service Platform on Climate Change
ozone-depleting substances	
Parties to the Convention that are observer States to the Kyoto Protocol	

In common use in UNFCCC documents	Term in full/note
permanent missions	But Permanent Mission of Austria
PFCs	perfluorocarbons
Plenary	<b>Note:</b> in Compliance Committee documents only, “plenary” is a body rather than an event
PoA(s)	programme(s) of activities
polluter pays principle	
Poznan	<b>Note:</b> the accent on the second “n” is not used in UNFCCC documents
Poznan strategic programme on technology transfer	See decision 2/CP.14
PPP	purchasing power parity
President/Presidency (of the COP/CMP)	Note the use of capitals
President Designate	
P staff	Professional level staff
public–private	<b>Usage:</b> public–private partnership
QELRC	quantified emission limitation or reduction commitment (of one Party)  quantified emission limitation and reduction commitments (of multiple Parties)
QELRO	quantified emission limitation or reduction objective
question and answer session	
RAF	Resource Allocation Framework
Ramsar Convention	The Convention on Wetlands of International Importance especially as Waterfowl Habitat (Ramsar Convention)  <b>Note:</b> the full name should be given at first mention, followed by the more familiar name “Ramsar Convention” in round brackets as shown. This should be done even if the name occurs only once in a text
R&D	research and development
RDP	report demonstrating progress under the Kyoto Protocol
REDD	reducing emissions from deforestation and forest degradation in developing countries

In common use in UNFCCC documents	Term in full/note
REDD-plus	<p><b>Note:</b> the following text should be given in a footnote at the first mention of REDD-plus:</p> <p>In decision 1/CP.16, paragraph 70, the Conference of the Parties encouraged developing country Parties to contribute to mitigation actions in the forest sector by undertaking the following activities: reducing emissions from deforestation; reducing emissions from forest degradation; conservation of forest carbon stocks; sustainable management of forests; and enhancement of forest carbon stocks.</p> <p><b>Note:</b> As is the case with other acronyms, “REDD-plus” should not be used in decision texts. Instead, the term “activities referred to in decision 1/CP.16, paragraph 70” should be employed</p>
REDD Web Platform	<p><b>Note:</b> developed in response to decision 2/CP.13. See <a href="http://unfccc.int/methods_science/redd/items/4531.php">http://unfccc.int/methods_science/redd/items/4531.php</a></p>
RIOCC	<p>Ibero-American Network of Climate Change Offices (RIOCC)</p> <p><b>Note:</b> the full English name should be given at first mention, followed by the Spanish acronym in round brackets as shown. This should be done even when the acronym is not used later in the text</p>
Rio Conventions	<p><b>Note:</b> CBD, UNCCD and UNFCCC (the three conventions that derive directly from the 1992 Earth Summit, held in Rio de Janeiro, Brazil)</p>
record-keeping	
reference approach	
representative of [Party]	<p><b>Note:</b> not “representative from [Party]”</p>
RES	renewable energy sources
RINGOs	research and independent non-governmental organizations
Risoe Centre	<p><b>Note:</b> Not Risø Centre. See “UNEP DTU Partnership”</p>
RMUs	removal units
roundwood	
RSA Forum	<p>Registry System Administrators Forum</p> <p><b>Note:</b> must be written in full on first mention even if RSA has already been defined</p>
savannah	
SBI	Subsidiary Body for Implementation

<b>In common use in UNFCCC documents</b>	<b>Term in full/note</b>
SBSTA	Subsidiary Body for Scientific and Technological Advice
SCCF	Special Climate Change Fund
sea level rise	<b>Note:</b> no hyphen unless meaning is unclear without one
seaward hazard	as in a cyclone or sea level rise
secretariat	<b>Note:</b> use upper case only for the United Nations Secretariat. In all other instances, including for the UNFCCC secretariat, use lower case
sectoral approach	
SED	structured expert dialogue  <b>Note:</b> it is acceptable to include a short description, as in “structured expert dialogue on the 2013–2015 review” Established by decision 1/CP.18
SEF	standard electronic format
SF <sub>6</sub>	sulphur hexafluoride
SICA	Central American Integration System  <b>Note:</b> abbreviation in Spanish used in English texts
side event	
SIDS	small island developing States  <b>Note:</b> Write “Parties that are small island developing States”, not “small island developing States Parties”
site-specific	
slow onset events	
smokeless fuel production	
solid fuel transformation	
solid waste disposal on land	
Songdo, Incheon, Republic of Korea	<b>Note:</b> location of the Green Climate Fund secretariat
SSC WG	Small-Scale Working Group
SCF	Standing Committee on Finance  <b>Note:</b> the Standing Committee was renamed the Standing Committee on Finance in decision 5/CP.18



In common use in UNFCCC documents	Term in full/note
subcategory	
submissions from Parties	<b>Note:</b> not “submissions by Parties”
subparagraph	
subsector	
subsource	
subsidiary bodies	
subtheme	
swing plant	<b>Note:</b> a petrochemical plant that is able to produce more than one kind of product
SWDS	solid waste disposal site(s)
synthesis and assessment report	
TA	technical assessment
TAR	technical assessment report
TC	Transitional Committee
tCERs	temporary certified emission reductions
TEAP	Technology and Economic Assessment Panel
TEC	Technology Executive Committee
technology transfer framework	the framework for meaningful and effective actions to enhance the implementation of Article 4, paragraph 5, of the Convention
Technology Mechanism	See decision 1/CP.16
the template on cross-cutting issues in national communications	<b>Note:</b> this template is available in document FCCC/SBI/2007/3. It was prepared by the CGE in collaboration with the EGTT to help Parties report on cross-cutting issues such as education in their national communications. The template is provided in the form of seven tables
TFC	total final energy consumption
three quarters; a three-quarters majority	
tier 1, tier 2	
TNA	technology needs assessment
top-down approach	

In common use in UNFCCC documents	Term in full/note
top-up funding	<b>Note:</b> quotation marks not required
tonne	<b>Note:</b> UNFCCC secretariat usage is different from that stipulated by the <i>United Nations Editorial Manual</i>
TPES	total primary energy supply
TRR/BR1	report of the technical review of the first biennial report
Trust Fund for Participation in the UNFCCC Process	
Trust Fund for Supplementary Activities	
Trust Fund for the Clean Development Mechanism	
Trust Fund for the Core Budget of the UNFCCC	
Trust Fund for the International Transaction Log	
Trust Fund for the Special Annual Contribution from the Government of Germany	<b>Note:</b> also known as the Bonn Fund
TT:CLEAR	technology information clearing house <b>Note:</b> use acronym even if term is only used once in the document
TUNGOS	trade union non-governmental organizations
two thirds; a two-thirds majority	
United Nations Campus	
UNCCD	United Nations Convention to Combat Desertification <b>Note:</b> see note to CBD above
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNEP DTU Partnership	<b>Note:</b> In July 2014, UNEP Risoe Centre became UNEP DTU Partnership. If referring to events that took place prior to July 2014, use “UNEP Risoe Centre”
UNEP/ROLAC	United Nations Environment Programme Regional Office for Latin America and the Caribbean
UNESCO	United Nations Educational, Scientific and Cultural Organization

In common use in UNFCCC documents	Term in full/note
UNFCCC	<p>United Nations Framework Convention on Climate Change</p> <p><b>Notes:</b> the full name is not normally given. However, in some texts, such as the Kyoto Protocol, the full name is used at first mention and “the Convention” is used thereafter;</p> <p>Unless there is risk of ambiguity, such as when other conventions are referred to in the same document, and with the exception of certain terms (see terms that follow), use the term “Convention” to refer to the Convention, and “secretariat” to refer to the UNFCCC secretariat</p>
UNFCCC Compendium on methods and tools	<p>UNFCCC “Compendium on methods and tools to evaluate impacts of, and vulnerability and adaptation to, climate change”</p> <p><b>Note:</b> the following web link, assuming it is still active, should be given as a footnote: &lt;<a href="http://unfccc.int/2674.php">http://unfccc.int/2674.php</a>&gt;</p>
UNFCCC greenhouse gas database	
UNFCCC process	
UNFCCC REDD-Forum	
UNFCCC roster of experts	
UNFCCC website	<p><b>Note:</b> do not use “secretariat website” or “Convention website”</p>
United Nations Headquarters	
UN-Habitat	United Nations Human Settlements Programme
UN Women	United Nations Entity for Gender Equality and the Empowerment of Women
United Nations Secretariat	
United Nations system	
upstream	
Warsaw Framework for REDD-plus	Comprises decisions 9/CP.19 to 15/CP.19
Warsaw International Mechanism	<p>Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts</p> <p><b>Note:</b> the name of the governing body is:</p> <p>Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts</p>

In common use in UNFCCC documents	Term in full/note
Walloon Region	
the Web	
web-based	
‘with additional measures’ scenario	
‘with measures’ scenario	
‘without measures’ scenario	
WCP	World Climate Programme
WCRP	World Climate Research Programme
WEO 2013	IEA <i>World Energy Outlook 2013</i>  <b>Notes:</b>  “International Energy Agency” should be used instead of “IEA” at first mention of this agency;  A reference to the online location of the report should be provided
WEO 2013 scenario	IEA <i>World Energy Outlook 2013</i> Reference Scenario  <b>Note:</b> see also WEO 2013
wetlands conservation	<b>Note:</b> not “wetland conservation”
wildfire	
WMO	World Meteorological Organization
women and gender	<b>Note:</b> a non-governmental organization constituency
workstream	<b>Note:</b> to be used as a noun only
YOUNGOs	youth non-governmental organizations

## 19. EMISSION PHRASEOLOGY IN UNFCCC DOCUMENTS

The word “emission” is usually in the singular when used as an adjective. The exceptions are shown in bold below.

**emissions accounting**

**emissions accounting system**

emission allowance

emission baseline

emission convergence

emission data

**emissions debt**

emission estimate

emission factor

emission growth

emission intensity

emission intensity target

**emissions inventory**

emission levels

reference emission levels

emission limitation

quantified emission limitation and reduction objectives (a standard phrase)

emission pathway

emission profile

emission projections

emission reduction

emission reduction potential of

emission reduction requirements

emission reduction targets

emission reduction unit

40 per cent GHG emission reduction

**emissions scenario**

**emissions source**

emission target

emission threshold

**emissions trading**

**emissions trading projections**

emission trends

low-emission development path

low-emission economy

low-emission strategy