WORLD BANK GROUP PUBLICATIONS
EDITORIAL STYLE GUIDE
2020

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The icons used on the front and back covers and repeated in the interior were created by the following artists from The Noun Project (*thenounproject.com*), with the exception of two, as noted.
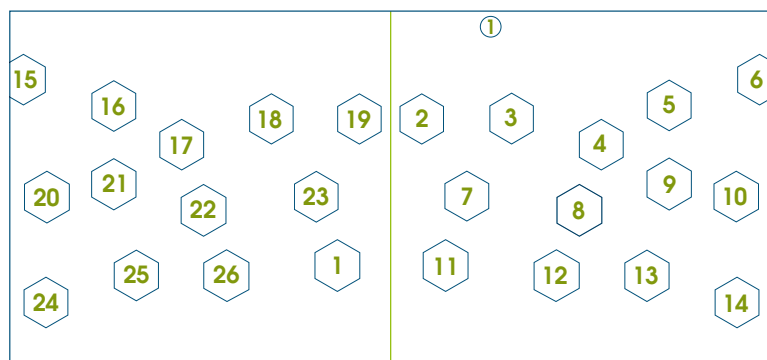
Icons were designed by artists from The Noun Project: 1: Ayub Irawan; 2: Davo Sime; 3: Nick Abrams; 4: corpus delicti; 5 Adrien Coquet; 7: Alice Design; 8: Nithinan Tatah; 10: Delwar Hossain; 11: Alena Artemova; 12: Wilson Joseph; 13: Gregor Cresnar; 14: Adrien Coquet; 15: Lemon Liu; 16: Gagana; 17: Xela Ub; 18: Gregor Cresnar; 19: OCHA Visual; 20: OCHA Visual; 21: Vicente Arenas Pinto; 22: iconoci; 23: b farias; 24: OCHA Visual; 25: Adrien Coquet; 26: OCHA Visual. Further permission required for reuse.

Icons 6 and 9 were created by Three Spot Media for the World Bank's Human Development Network:
The two icons are part of a set based on the United Nations' eight Millennium Development Goals (MDGs). The wheat icon (6) symbolizes the MDG to end hunger; the trees icon (9) symbolizes the MDG to protect the environment. Overall, the icons on our cover were chosen to highlight the wide variety of MDGs, the 17 Sustainable Development Goals (SDGs), and the World Bank's Global Practices. The background's honeycomb motif, in a happy coincidence, echoes the 9th SDG goal to "build resilient infrastructure, promote inclusive and sustainable industrialization, and foster innovation." As for the firefly, one might consider it as a symbol of biodiversity—or simply a meta-reference to the collective look of the icons on the cover.

CONTENTS

APPENDIXES

1. INTRODUCTION

The *World Bank Group Publications Editorial Style Guide* is an essential reference for manuscript editors (substantive and mechanical editors), proofreaders, and production editors. It is a supplement to other editorial references, in particular, *The Chicago Manual of Style* (annual subscription available online), 17th edition, and *Merriam-Webster's Collegiate Dictionary,* 11th edition. It focuses on issues specific to the World Bank/International Bank for Reconstruction and Development (IBRD) or for which *Chicago* provides multiple options.

The professional recommendations made in the guide are designed to meet the following objectives:

- To ensure that every publication achieves a standard of professionalism appropriate for the World Bank and on par with the publications of similar organizations

- To ensure stylistic consistency, primarily within individual publications and secondarily across all World Bank publications

- To increase efficiency by eliminating the need to repeatedly address the same stylistic details for every publication.

Adjustments may be made for individual publications to address client needs or to accommodate styles established prior to manuscript editing. Such adjustments should be incorporated throughout the publication, should not introduce errors, should be considered acceptable in scholarly publishing, and should be noted on a style sheet.

The 2020 edition has new and updated information throughout its pages, and we encourage readers to review the entire document. The more significant changes include the following:

- It incorporates updated information on the requirements for style preferences, source information, treatment of lists, and word treatments.

- It revises the respective section numbering to conform to the *Chicago Manual of Style*, 17th edition, the default style.

- It provides new map information, guidance, and changes in some country names.
- It has revised appendixes to provide the latest information on checklists, Excel and Word and Acrobat use, manuscript preparation for authors, currencies, country and economy names, names and terms, and the International Standards Organization codes.
- It has revisions to reference styles: the use of the three-em dash for second and subsequent entries by the same author has been discontinued; the author's name should be used in every case. If there are two or more references for an author that have the same year of publication, then editors will use "a" and "b" to distinguish them in text (for example, 2019a and 2019b); in the reference list, editors will put the two entries in alphabetical order by title.
- It stipulates that all figures, maps, photographs, and tables require source lines.
- It reminds editors and proofreaders that an initial A-level subhead, for example, "Introduction", is required at the beginning of each chapter.
- It reports the formatting change from using italics for non-English words or phrases to using roman fonts.

PUBLISHING CATEGORIES

The World Bank's Formal Publishing Program publishes products in the following categories:

Premium Publishing

Category 1: Annual Corporate, Regional, and Sectoral Flagships
This category encompasses key annual flagship publications, including the *World Development Report, Doing Business,* and the *Latin American and Caribbean Studies* series. Publications in this category undergo rigorous internal and external review; are made available in print and various electronic formats; and are disseminated globally to commercial and free channels, including Amazon, Google Books, and the Open Knowledge Repository.

Category 2: Regional/Sectoral Peer-Reviewed Series and Practitioner Manuals
These publications represent high-priority, high-quality research output or operational practice of the World Bank. Publications in this category undergo rigorous internal and external review; are made available in print and various electronic formats; and are disseminated globally to commercial and free channels, including Amazon, Google Books, and the Open Knowledge Repository.

Basic Publishing Stream
These publications result primarily from the World Bank's advisory services and analytics (ASA). Systematic Country Diagnostics and high-level World Bank action plans may also be published in this stream. Publications in this category are disseminated mainly as ebooks, with print books provided through regional print-on-demand hubs. They are included in the World Bank eLibrary and the Open Knowledge Repository.

Knowledge Publishing Stream
This stream is designed to provide an efficient, effective, and low-cost approach to capturing and disseminating the substantive knowledge that results from the World Bank's considerable analytical work. It is especially geared toward short, narrowly focused papers that will not be formally published.

2. THE EDITORIAL PROCESS

2.1   *The editorial process defined.* The editorial process comprises manuscript editing (substantive and mechanical editing) and proofreading. These tasks are described from the perspectives of the production editor (sections 2.5–29), manuscript editor (sections 2.30–45), and proofreader (sections 2.46–51). Typesetting is covered to the extent that it relates to these functions. The designing and indexing processes are not discussed.

2.2   *Manuscript editing defined.* Manuscript editing occurs after the writing and developmental editing phases have been completed and the manuscript has entered production. It consists of a substantive or a mechanical edit, or a combination of the two. For more information about manuscript editing, refer to sections 2.30–45 and *Chicago* 2.48–67, 2.72, and 2.78–89.

Fact-checking is the responsibility of the authors; however, manuscript editors should query obvious errors (*Chicago* 2.56).

Manuscript editing includes cleanup of the electronic files before and after editing and preparation of those files for typesetting or other conversion.

Appendix A.1 of this style guide lists specific editorial tasks for levels A, B, and C. **Appendixes A.2a** and **A.2b** are Sample Style Sheets. **Appendixes A.3** and **A.4** offer guidance on document formatting and provide additional instructions for postediting document cleanup. **Appendix A.5** is Frequently Overlooked Style Rules for Editors and Proofreaders. **Appendix A.6** is the short Author's Checklist for Formal Publishing. **Appendix A.7** is the longer guidance document, with Manuscript Preparation Guidelines for editors preparing the final files for submission. **Appendix A.8** is the Editorial Quality Control Checklist. **Appendix A.9** is the Excel Figure Preparation Guidelines.

2.3   *Proofreading defined.* Proofreading occurs after the pages have been typeset or have gone through an electronic conversion process. It typically consists

of an editorial proofread rather than a word-for-word comparison proofread. **Appendix B.1** is the Proofreading Checklist for Categories 1 and 2. **Appendix B.2** provides guidance on marking indicated changes using Adobe Acrobat.

For more information about proofreading, refer to sections 2.46–51 and *Chicago* 2.100, 2.103–107, and 2.110–140. *Chicago* 2.116 allows orphans but not widows.

Do not include instructions to the typesetter to make global changes.

2.4 *The editorial team.* The people described in this section are involved in the manuscript editing and proofreading processes. The processes described apply to manuscripts submitted for production.

WORLD BANK

Client
May be the author(s), volume editor(s), or a person coordinating the process on behalf of the author(s) or editor(s); provides the original manuscript, then reviews and approves the edited manuscript and page proofs; communicates primarily with the production editor

Production editor
Manages the production process; communicates with the client, editor, typesetter, and proofreader

VENDORS AND CONSULTANTS

Manuscript editor
Edits the original manuscript, reviews and incorporates revisions provided by the client and production editor, and prepares the manuscript files for typesetting; communicates with the production editor

Typesetter
Lays out the book and incorporates hardcopy edits to figures and math, as well as to any tables edited on hard copy; communicates with the production editor

Proofreader
Reviews at least first page proofs and frequently second page proofs; may compile changes from the client and production editor; communicates with the production editor

MANAGING THE EDITORIAL PROCESS *(production editor)*

2.5 *Materials to be provided to the manuscript editor.* The production editor provides the manuscript editor with an introductory letter with the schedule and deliverables and formats, the electronic files for the manuscript, a sample publication upon request, an editorial checklist, and a style sheet if one exists.

The production editor also answers the following questions:

- How many rounds of client review are expected to occur?

- Will work proceed on a flow basis?

- Should the figures be edited before the text?

- Should the copyeditor follow the preferred style for headings, which requires headline-style capitalization?

- Which manuscript elements should appear in the table of contents? Section 3.2 lists the preferred list of elements to include in the table of contents, but the production editor may find a simple listing of chapter titles and authors sufficient if the manuscript is a multiauthor work.

2.6 *Materials to be provided to the typesetter.* The production editor provides the typesetter with the clean manuscript files and the following:

- Edits of figures, maps, and uneditable tables: These should be typed into the electronic file as instructions to the typesetter. These edited files may be sent in advance of the text files.

- Schedule

- Typesetting transmittal form and composition guidelines, including instruction on the placement of notes and references if different from the default of chapter placement for these elements

- Template

- Editorial style sheet.

In a few cases, the production editor may arrange for the manuscript editor to send the edited files and hard copy directly to the typesetter.

2.7 *Materials to be provided to the proofreader.* The production editor provides the proofreader with the following:

- Proofreading checklist

- Page proofs in the form of electronic PDFs

- Sample publication

- Schedule

- Style sheet

- Any hardcopy edits of figures, maps, and tables.

If the proofreading is on a flow basis, the production editor will provide a working table of contents and a working style sheet (see **appendixes A.2a and A.2b** of this guide). For any reviews after first page proofs, the production editor will provide the foul proofs to the proofreader.

Text

2.8 *Transmission of the edited manuscript to the client.* The manuscript editor provides two versions of the edited manuscript to the production editor:

- A redlined PDF in which all changes have been tracked

- A clean Word document in which all edits have been accepted.

Upon receiving both sets of files, the production editor sends both the PDFs and the clean Word documents to the client with any accompanying graphics files, for reference.

2.9 *Client review.* The client makes tracked changes in the clean Word document, referring to the PDF as necessary to view the changes made by the manuscript editor.

2.10 *Transmission of revisions to the editor.* The production editor adds his or her own changes, if any, to those of the client and sends the tracked Word file to the manuscript editor, who will edit the changes and prepare the file for typesetting.

2.11 *Rounds of review during the editorial phase.* Typically, only one round of client review occurs during the editorial phase. However, some books may require additional rounds of review. The production editor should provide this information to the manuscript editor at the start of the project or as soon as the need for additional rounds becomes evident.

2.12 *Transmission of the edited files to the typesetter.* Upon receiving the clean, edited files from the manuscript editor, the production editor performs a cursory review and then sends the files to the typesetter.

2.13 *Page proof circulation.* The typesetter provides page proofs to the production editor as PDFs. The production editor forwards the page proofs, with any accompanying hardcopy edits, to the client and proofreader for review.

2.14 *Page proof revisions.* The client and the proofreader use Adobe Acrobat to make revisions electronically.

2.15 *Compilation of changes.* The production editor reviews the client's and proofreader's changes and compiles a master set of revisions.

2.16 *Transmission of changes to the typesetter.* The production editor sends the compiled master set of changes to the typesetter, who incorporates all changes and provides revised page proofs.

2.17 *Rounds of review during the proofreading phase.* Typically, two rounds of client review occur: the first as described in sections 2.13–14, and the second for final approval before printing (refer to section 2.18). However, some projects may require more rounds of review.

The proofreader sees one round of page proofs at a minimum and might be asked to check corrections in the revised page proofs. The production editor will provide the latest PDFs and the previous proofs.

2.18 *Final approval.* The production editor provides final or almost final pages to the client for approval. Once approval has been received and the production editor has ensured that the typesetter has incorporated all changes, the files are collected and provided to the print coordinator for conversion.

Figures and Other Pictorial Elements

2.19 *Transmission of edits to the typesetter.* Upon receiving the edited figures or other pictorial elements from the manuscript editor, the production editor

forwards them to the typesetter. The edits may be sent either in advance of or with the text, depending on the production editor's instructions at the start of the project.

2.20 *Typesetting.* The typesetter creates the figures or other pictorial elements, concurrently incorporating the editorial changes, and provides them to the production editor as PDFs. They may be provided either in advance of the text or as part of the first page proofs, depending on the production editor's instructions at the start of the project.

2.21 *Review process.* The remainder of the process is the same as that for text. Refer to sections 2.13–18 of this guide. If the figures undergo one round of review in advance of the text, the revised versions are placed in the first page proofs.

2.22 *Maps.* Cartography must clear all maps furnished by the client before publication. Prior to printing, Cartography should also clear maps it created to ensure that the typesetter did not inadvertently make any changes if the typesetter worked in the map files.

Math

2.23 *Transmission of edits to the typesetter.* Upon receiving the edited math from the manuscript editor, the production editor makes a scan or PDF. The production editor then forwards the changes and the original for reference to the typesetter and keeps a copy for the proofreader. The client does not review the edits at this stage.

2.24 *Typesetting.* The typesetter incorporates the editorial changes while creating the first page proofs, which are provided to the production editor as PDFs.

2.25 *Review process.* The remainder of the process is the same as that for text. Refer to sections 2.13–18 of this guide.

Tables

2.26 *Word tables edited electronically.* If the tables were edited electronically, the production editor follows the process used for text. Refer to sections 2.8–18 of this guide.

2.27 *Transmission of hardcopy edits to the typesetter.* Upon receiving the edited tables from the manuscript editor, the production editor forwards them to the typesetter.

2.28 *Typesetting.* The typesetter incorporates the editorial changes while creating the first page proofs, which are provided to the production editor as PDFs.

2.29 *Review process.* The remainder of the process is the same as that for text. Refer to sections 2.13–18 of this guide.

EDITING *(manuscript editor)*

2.30 *Materials provided to the manuscript editor.* The production editor provides the manuscript editor with the following:

- Electronic files for the manuscript

- Sample publication upon request

- Editorial checklist

- Schedule

- Style sheet, if one exists.

The production editor also answers the following questions, as appropriate: How many rounds of client review are expected to occur? Will work proceed on a flow basis? Should the figures be edited before the text? Do headings use the preferred headline-style capitalization? Which manuscript elements should appear in the table of contents? Section 3.2 lists the preferred list of elements to include in the table of contents, but the production editor may find a simple listing of chapter titles and authors sufficient if the manuscript is a multiauthor work.

2.31 *File organization.* Authors of books should submit manuscripts as individual files: the front matter, chapters, and back matter. However, if the manuscript is provided in one consolidated electronic file, the manuscript editor should divide it into separate files prior to editing.

2.32 *Text boxes.* Unless otherwise instructed by the production editor, the manuscript editor should move any Word text box material from the formatted box and into the main text. The manuscript editor should add instructions to the typesetter that indicate such text material is a text box by preceding the material with <<**text box**>> and following it with <<**end text box**>>. The empty formatted Word text box can then be deleted.

2.33 *Graphics files and embedded graphics.* Graphics should remain in place in the Word files for reference. If the production editor needs to have the graphics set up as separate files for editing independent of the text, he or she will stipulate this. If the graphics are moved into separate files for copyediting, the files should be set up by chapter number, for example, "Chapter 1 graphics."

Whichever option is chosen, the manuscript editor should always insert a callout indicating where the graphic should appear (for example, <<**Insert figure 2.3 about here.**>>).

Text

2.34 *Editing.* The manuscript editor makes changes in the electronic document using the tracking function; all changes should be tracked. The production editor may request that basic formatting and tagging changes be made first with the tracking turned off to minimize what the client will review, but this instruction will vary with the production editor.

2.35 *Hyphenation.* The editor should turn off automatic hyphenation during manuscript editing. Only hard hyphens (that is, hyphens in compound words) should be used. Refer to *Chicago* 2.13.

2.36 *Queries.* Author queries, in yellow highlight and double brackets, should be placed within the text itself. The editor should not use the Comments feature in Word.

Example

> This weakness in the growth of private sector debt flows is unprecedented in the post-2003 period (figure 1.3). **[[AQ: Change to "post-2000 period"? Figure 1.3 begins with 2001.]]**

Queries for the production editor should be resolved before the edited manuscript is provided for client review. Only author queries should appear in the manuscript.

2.37 *Provision of files.* The manuscript editor sends the edited files to the production editor either one chapter at a time or all at once when editing is completed, depending on the production editor's instructions at the start of the project.

The manuscript editor sends two versions of the edited manuscript to the production editor:

- A redlined PDF in which all changes have been tracked

- A clean Word document in which all changes have been accepted and the text files have been formatted according to the Microsoft Word Formatting Instructions (**appendix A.3** of this guide).

In addition, the manuscript editor provides all accompanying graphics files if the graphics were duplicated and set up separate from the text files.

2.38 *Client review.* In most cases, one round of client review occurs during the editorial phase. A few books may need additional review. The production editor will provide this information at the start of the project or as soon as the need for additional rounds becomes evident.

2.39 *Revisions.* The client makes tracked changes electronically in the clean version of the edited manuscript and responds to queries. The production editor forwards the client's changes and comments to the manuscript editor.

2.40 *Incorporation of revisions.* Upon receiving the client's revisions from the production editor, the manuscript editor reviews and incorporates all changes, prepares the files for typesetting (refer to the Document Cleanup Instructions for Copyeditors in **appendix A.4** of this guide for more information), and provides the edited files to either the production editor or the typesetter, depending on the instructions for the project.

The clean files should not contain any tracking. However, any outstanding or new queries should be moved from the text to Comments so the production editor and typesetter can see them easily.

Figures and Other Pictorial Elements

2.41 *Editing figures.* The manuscript editor edits the figures electronically, typing clear instructions for the typesetter directly below the figure.

2.42 *Editing other pictorial elements.* Any other pictorial elements, such as maps or illustrations, should be edited the same way as figures.

Math

2.43 *File format.* Mathematical equations should be shown in the Word text files of the manuscript or provided as PDFs in separate files to ensure accuracy as the files are processed.

Editing math. The editor prints out the math (unless the production editor provided hard copy), marks any changes on the hard copy, and sends the edited hard copy to the production editor.

File organization. If the math is provided in a separate Math folder from the manuscript, include a picture of the math in the manuscript file for reference.

File names. If a file contains multiple equations, include the chapter number or appendix letter in the file name and label each equation by number within the document.

Examples

01 Ch_1 Math.docx
02 Ch_2 Math.docx
08 App_A Math.docx

If each file consists of only one equation, identify the equation by number in the file name and in the document.

Examples

Equation 1_1.xlsx
Equation 1_2.xlsx
Equation 2_1.xlsx

Tables

2.44 *Editing Word tables.* Tables created in Word or Excel can be edited electronically in accordance with the process described for text editing (refer to sections 2.34–40).

If electronic editing is not conducive to marking changes related to table composition, the editor has two options: (a) insert instructions to the typesetter directly into the Word file under the table, or (b) print out the tables and edit the hard copy (refer to section 2.45).

2.45 *Editing tables in formats other than Word or Excel.* If the tables were created in a program other than Word or Excel, editorial changes should be listed below the table in the electronic file. This procedure includes tables imported into Word as "pictures." Editors should insert queries to authors to provide such tables in editable format, if possible.

PROOFREADING *(proofreader)*

2.46 *Materials provided to the proofreader.* The production editor provides the proofreader with a proofreading checklist, the page proofs in the form of electronic PDFs, a sample publication, a schedule, and the style sheet. If the proofreading is on a flow basis, the production editor will provide a working table of contents and a working style sheet. For any reviews after first page proofs, the proofreader will receive the foul proofs from either the production editor or the typesetter.

2.47 *Proofreading first page proofs.* The proofreader performs a complete editorial proofread in accordance with the proofreading checklist provided by the production editor, verifies that any hardcopy edits were correctly incorporated by the typesetter, and gets a sense of whether the entire manuscript seems to be in place. In most cases, a word-for-word comparison proofread against the edited manuscript is not necessary.

2.48 *Revisions and queries.* The preferred method for indicating needed changes and queries is in Adobe Acrobat. ***Unless otherwise instructed by the production editor, the proofreader should keep queries to a minimum.*** Changes that fall within the scope of the proofreading checklist should be made without querying. Any other changes should not be made unless a potentially embarrassing error is discovered.

2.49 *Compilation of corrections.* For some projects, the proofreader may be asked to compile corrections. In these cases, the proofreader should mark client revisions as "AA."

2.50 *Proofreading subsequent page proofs.* The proofreader checks the revised page proofs to ensure that the typesetter incorporated all corrections properly. The proofreader may also be asked to perform a quality control check, for which the production editor will provide a list of tasks. Revisions and queries should be marked as indicated in section 2.48.

2.51 *Proofreading the copyright page.* The proofreader should not make text changes on the copyright page unless a clear error is found; a sample page is provided in **appendix B.3** of this guide.

3. PARTS OF THE BOOK

3.1 *List of book divisions.* World Bank books may contain any or all of the following elements. The elements should appear in the order and placement indicated below unless the series template dictates otherwise.

FRONT MATTER

Half-title page (Note that the half-title page does not include any subtitle.)	i
Series or cover information, list of prior publications, or blank	ii
Title page	iii
Copyright page	iv
Contents	v
Foreword (written by someone other than the author; optional)	recto
Preface (written by the author; optional)	recto
Acknowledgments (if not part of the preface; optional)	recto
About the authors or editors or list of contributors (optional)	recto
Introduction, overview, or executive summary (if not part of text)	recto
Abbreviations	recto or verso

TEXT

First text page (introduction, overview, executive summary, chapter 1, or part title)	1 (recto)
Subsequent chapters with any respective annexes, notes, or references	recto or verso

BACK MATTER

First appendix	recto
Subsequent appendixes	recto or verso
Glossary (optional)	recto
Bibliography (optional, in addition to references at the end of each chapter)	recto
Illustration credits (if not in captions or elsewhere)	recto
Index (optional)	recto

3.2 *Table of contents.* The following order should be applied to the table of contents unless the series template dictates otherwise: chapter titles; chapter

authors (in multiauthor books); text headings (typically level A headings only); listings of boxes, figures, maps, and tables. Delete any parenthetical words in titles of figures, maps, and tables (for example, "(left)" or "(percent)").

3.3 *Chapter annexes and book appendixes.* Appendixes to individual chapters are called annexes to avoid confusion with appendixes to the book as a whole. Multiple annexes and appendixes are enumerated with letters rather than numbers to distinguish them from the chapters. For example, annex 3B is the second annex in chapter 3; appendix C is the third appendix in the book.

3.4 *Notes, reference lists, and bibliographies.* Notes and source documentation (reference lists or bibliographies) typically appear at the end of each chapter. Notes precede references or bibliographies.

Reference lists differ from notes and bibliographies in that each entry must correspond to a work cited in the text.

Bibliographies include additional entries that may be of interest to readers but are not directly cited in the text. A book with references at the end of each chapter may also have a bibliography as part of its back matter.

The bibliography may alternatively be titled "**Additional Readings.**"

3.5 *Additional information.* Refer to *Chicago* 1.5–35, 1.38–50, and 1.55–68.

3.6 *Considerations for electronic publications.* Editors helping to develop electronic materials may refer to *Chicago* 1.117–125 for insights on incorporating navigation and hyperlinking and on adapting traditional front matter and back matter.

4. PERMISSIONS

4.1   *Written permission.* Authors are responsible for obtaining written permission for the following:

- Use of a substantial amount of copyrighted material of any kind (for example, text, figures, or tables)

- Use of any tables or figures containing pictorial elements (for example, flowcharts, art, photographs, or maps)

- Use of any art, photographs, or maps.

See also *Chicago* 4.72–78. **The manuscript editor should flag any portions of the manuscript for which authors must seek reprint permission.** Secure written permission for the following non-Bank materials in the following cases:

- Use of a **substantial** amount of copyrighted material of any kind

- Use of any tables or figures containing **pictorial elements** (for example, flowcharts, art, photographs, or maps)

- Use of **any art, photographs, or maps.**

Written permission is generally not required for the following elements: The doctrine of fair use allows authors to quote from other authors' work or to reproduce small amounts of graphic material based on data, excluding pictorial elements, for purposes of review or criticism or to illustrate or buttress their own points. Authors who follow fair use should ensure that they accurately transcribe any material, give credit to their sources, and do not quote out of context.

Additional information is provided in *Chicago* 4.84–94.

4.2   *Source documentation.* Full citations are required for all sources, regardless of whether written permission is needed. Sources for figures and tables are treated the same as sources for text. The information required is as follows:

- *For text,* provide either an author-date reference (preferred) or an endnote. Refer to *Chicago* 14.2 for a discussion of the two systems, 15.5–9 for author-date citations, and 14.19–28 for endnotes.

- *For text boxes,* provide either an author-date reference (preferred) or an endnote. A source note is not required for original author-created content.

- *For figures that are original and use text and not data*—for example, flowcharts—list "World Bank" as the source.

- *For original (author-created) figures and tables using World Bank data,* provide a note specifying the source of the data (for example, "World Development Indicators Database"); in the absence of this information, provide a note specifying "World Bank data" as the source. Do not use "Authors" or "Author's compilation." It is acceptable to start the source line with "An elaboration of …" or "Based on …" or similar language.

- *For figures and tables that use non–World Bank data,* provide a source note indicating the source of the data (refer to *Chicago* 3.77).

- *For figures and tables that are copyrighted material used with permission,* use the following source note: "Source: [author-date citation], ©[copyright owner]. Reproduced with permission from [copyright owner]; further permission required for reuse." Alternatively, specific language provided by the copyright holder may be used. For more information, refer to *Chicago* 4.92.

Whenever reference is being made to a particular passage within a source publication, the page number should be provided in the author-date citation. Complete source information must be provided in the reference list or bibliography.

- *For photographs,* list the copyright holder in the source line. The source line must follow one of two conventions:

- World Bank photographs: © Scott Wallace / World Bank. Further permission required for reuse.

- Non–World Bank photographs: © Ami Vitale / Panos Pictures. Used with the permission of Ami Vitale / Panos Pictures. Further permission required for reuse.

4.3 *Further reference.* Refer to *Chicago* chapter 4 for more complete information about rights and permissions and to *Chicago* chapters 14 and 15 for information about documentation. Also refer to section 16 of this guide.

5. PUNCTUATION

5.1 *Punctuation and fonts.* Refer to *Chicago* 6.2–6.

5.2 *Punctuation and quotation marks.* Refer to *Chicago* 6.9–11.

5.3 *Punctuation relative to parentheses or brackets.* Refer to *Chicago* 6.13, 6.18, and 6.70.

ELLIPSES

5.4 *Ellipses in quotations.* Refer to *Chicago* 6.15 and 13.50–58. *Chicago* 13.53 retains the period at the end of a sentence before ellipses indicating the omission of material.

5.5 *Ellipses in elided operations and relations.* Refer to *Chicago* 12.19–20. Ellipsis dots are vertically centered unless the multiplication dot is present, in which case they should be on the baseline.

COMMAS

5.6 *Series and serial commas.* Use a serial comma. Refer to *Chicago* 6.19–21.

5.7 *Introductory words and phrases.* Refer to *Chicago* 6.33.

5.8 *"Not" and "not only" phrases.* Refer to *Chicago* 6.45–46.

5.9 *Dates.* The preferred format is month-day-year (for example, December 10, 2019). Refer to *Chicago* 6.38. See also sections 9.15–18 of this guide.

5.10 *Questions.* Refer to *Chicago* 6.42.

5.11 *Mathematical expressions.* Refer to *Chicago* 12.18–19.

5.12 *Parenthetical source citations.* Refer to *Chicago* 15.23.

5.13 *Adverbs too and either.* In general, the adverbs *too* and *either* do not require a comma; however, when *too* occurs in the middle of a sentence, a comma may be added to clarify meaning.

COLONS AND SEMICOLONS

5.14 *Capitalization after a colon.* Refer to *Chicago* 6.63.

5.15 *Common misuses of colons.* Refer to *Chicago* 6.67.

5.16 *Parenthetical source citations.* Refer to *Chicago* 15.23–24 and 15.30.

QUESTION MARKS

5.17 *Questions within a sentence.* Refer to *Chicago* 6.69 and 6.125. *Chicago* adds a comma after titles that end in question marks (or exclamation points) if the grammar of the sentence would normally use a comma (*Chicago* 6.126).

5.18 *Indirect questions.* Refer to *Chicago* 6.69–70.

HYPHENS AND DASHES

5.19 *Automatic hyphenation.* Automatic hyphenation should be turned off during manuscript editing. Only hard hyphens (that is, hyphens in compound words) should appear in the manuscript. Refer to *Chicago* 2.13 and 7.47.

5.20 *Compound modifiers.* Refer to *Chicago* 7.81–89, especially the tables on pages 446–57. Also see **appendix F** of this guide. Spare hyphenation is preferred. Note that "decision-making" is hyphenated in all cases.

5.21 *Items of equal weight.* Use a hyphen to link items of equal weight (for example, mother-daughter dinner). Do not use an en dash.

5.22 *Em dash.* Refer to *Chicago* 6.85–90. Sentences should not contain more than one pair of em dashes, and consecutive sentences containing pairs of dashes should be avoided if possible. Use the Word character to create em dashes.

5.23 *En dash.* Refer to *Chicago* 6.78–84. Use the Word character to create en dashes. Use hyphens, not en dashes, to link items of equal weight.

5.24 *Minus signs.* Do not use a hyphen or an en dash. Either use a minus sign character, which can be found in Symbols or in Character Map on Windows (look in Programs, Accessories, System Tools), or instruct the typesetter to set a minus sign (for example, <<**minus**>>1.25). Refer to *Chicago* 6.84.

PARENTHESES AND BRACKETS

5.25 *Translations of terms.* Refer to *Chicago* 6.96.

5.26 *Parentheses within parentheses.* Use square brackets within parentheses. Refer to *Chicago* 6.97 and 6.101.

5.27 *Quoted material.* Parentheses surround an insertion made by the original writer. Square brackets surround an insertion made by someone other than the original writer. Refer to *Chicago* 6.99 and 13.60. See also *Chicago* 13.64–72.

5.28 *Mathematical expressions.* Refer to *Chicago* chapter 12, especially 12.26–35.

5.29 *Parenthetical source citations.* Refer to *Chicago* 15.21 and 15.24. *Chicago* 15.25 states that the date should immediately follow the author's name, even in possessive citations, for example, "as Tufte's (2011) excellent book…." In the source line of figures, maps, and tables, parentheses are unnecessary around the date in an author-date reference.

Examples

> *Source:* De la Fuente 2015.
>
> *Sources:* De la Fuente 2014; World Bank 2015.

SLASHES

5.30 *Alternatives.* Avoid using a slash to represent "and" or "or." Instead, use the word "and" or "or." For example, use "he or she" rather than "he/she." Also, avoid using "and/or" unless rephrasing would make the sentence awkward.

5.31 *Years.* Use a slash to indicate the last part of one year and the first part of the next (for example, 2003/04). The total time period indicated should not exceed one year. A fiscal year is a common example. Refer to *Chicago* 6.107, and use "2001/02" rather than "2001/2."

5.32 *Signifying "per."* In text, avoid using a slash to represent "per." For example, use "R$500 per month" or "R$500 a month" rather than "R$500/month." However, it is acceptable to use a slash in figures and tables to represent "per."

LISTS

5.33 *Run-in lists.* Either numerals or letters may be used, but be consistent. Do not use Roman numerals. Refer to *Chicago* 6.129.

5.34 *Vertical lists.* Refer to *Chicago* 6.130–32. For bulleted lists, see the examples that follow.

5.35 *Use a numbered list only when a sequence is being shown.* Start each bulleted entry with a capital letter.

Examples
Example of a bulleted list with incomplete sentences:

> A range of direct and indirect measures is aimed at protecting the domestic pharmaceutical industry, including the following:
> - Direct subsidies, loans, or tax breaks for modernization investments
> - Import restrictions or import duties for competitor products
> - Preferential treatment in public procurement
> - Preference in regulatory approvals
> - Preferential treatment in pricing decisions
> - Reluctance to enforce strict quality standards
> - Subsidies for mergers of foreign investors into domestic companies.

Example of a bulleted list with complete sentences:

> Following are important questions to ask:
>
> - Which segment of the market needs to be analyzed (drugs in the public sector, reimbursed drugs, drugs for chronic conditions)?
>
> - Whose costs are to be analyzed (costs to the end consumer, to a public payer, to both)?
>
> - Which elements of the price should be assessed (ex-factory price; import, wholesale, and distribution margins; retail margins; taxes and regulatory costs)?

Example of a bulleted list with introductory phrases followed by complete sentences:

> The success of Lotus's project in reducing stigma and discrimination toward and among MSM and transgender persons comes from the confluence of several key factors:
>
> - *Staff commitment.* Lotus staff and cultural team members exhibited extraordinary determination, courage, and dedication in addressing sensitive issues in the public forum of theater. The power of the collective voice and the safety net of a close-knit group to support and care for the members have proved critical to the success of this process.
>
> - *Theater as a medium for change.* Theater creates a unique space to address sensitive and taboo topics that could not otherwise be discussed publicly in a mixed forum of women and men and across generations. Furthermore, in putting these issues out in the open, plays create a new space for discussion and action.
>
> - *Carefully targeted messaging.* Skillful communication, careful crafting of messages, and clever use of street theater were all keys to the project's success. The play was simultaneously entertaining and educational. It held the audience's attention and appealed to people's emotions and better instincts.

Less frequently used is the bulleted list punctuated as a continuous sentence. When doing so, start each bullet with a capital letter. See Chicago *6.131.*

Example of a bulleted list punctuated as a continuous sentence:

> The Community Innovation Survey provides a very rich data set. Examples of indicators that can be constructed include the share of firms that are
>
> - Introducing a good or service new to the firm, new to the market, or new to the world;
>
> - Applying for a patent;
>
> - Reporting important impacts of innovation (improved products, increased range of products, or expanded markets); and
>
> - Reporting effects of organizational innovation (improved products, reduced response time, reduced costs, or improved employee satisfaction).

6. URLs, DOIs, AND EMAIL ADDRESSES

6.1 *Punctuation.* Refer to *Chicago* 6.8 and 14.17.

6.2 *Line breaks.* Refer to *Chicago* 6.8, 6.77, 7.46, and 14.18. If it is necessary to break a uniform resource locator (URL) or digital object identifier (DOI) at the end of a line in a print publication, follow *Chicago* 14.18.

In manuscripts, do not insert a hard return to break a URL. Refer to *Chicago* 2.13.

6.3 *Access dates.* Some authors will provide the dates of access; most will not. Accessed dates should be kept when provided but not queried when they are not provided. The inconsistency is acceptable in this instance. When they are provided, they should immediately precede the URL or database and be separated from the surrounding citation by commas (for example, ", accessed December 1, 2019"). If no date of publication or revision can be determined from the source, then the access date should be provided; see Chicago 4.12 and 14.13.

6.4 *Full address.* Always include the protocol (for example, http:// or https://) in URLs. Refer to *Chicago* 14.17.

6.5 *DOI and URLs in source information. Chicago* recommends the addition of a DOI or URL in the source information of an electronic publication. Refer to *Chicago* 14.6.

As unique and permanent identifiers of material, DOIs are preferred to URLs in source information when available. Refer to *Chicago* 14.8.

In the text, "DOI" is uppercased; in source lines and in references, it is lowercased and followed immediately by a colon without a space. Refer to *Chicago* 15.9.

7. WORD TREATMENT

7.1 *Further reference.* For additional information, refer to *Chicago* chapters 7 and 8. See also **appendixes F and G** of this guide.

NAMES

The World Bank Group

7.2 *The World Bank and the World Bank Group.*

The organizations that constitute the World Bank are as follows:
International Bank for Reconstruction and Development (IBRD)
International Development Association (IDA)

The organizations that constitute the World Bank Group are as follows:
International Bank for Reconstruction and Development (IBRD)
International Development Association (IDA)
International Centre for Settlement of Investment Disputes (ICSID)
International Finance Corporation (IFC)
Multilateral Investment Guarantee Agency (MIGA)

These organizations may be referred to as *institutions* but not as *agencies*.

Do not use "the" preceding IFC and MIGA.

Unless the context specifically distinguishes between these entities, use simply the *World Bank.*

7.3 *Global Practices and Cross-Cutting Solutions Areas.*

The 15 Global Practices (GPs) and 5 Cross-Cutting Solutions Areas (CCSAs) coordinate with the regional vice presidencies and country management teams to connect global and local expertise to better serve our clients.

Global Practices

Agriculture
Digital Development
Education
Energy
Environment and Natural Resources
Finance, Competitiveness, and Innovation
Governance
Health, Nutrition, and Population
Jobs and Development
Macroeconomics, Trade, and Investment
Poverty
Social Protection
Social, Urban, Rural, and Resilience
Transport
Water

CCSAs

Climate Change
Fragility, Conflict, and Violence
Gender
Jobs
Public-Private Partnerships (PPPs)

Following first mention, each Global Practice or CCSA may be referred to as *the Group.*

7.4 *Regions.*

The World Bank's regional vice presidencies, referred to as *Regions,* are as follows. The abbreviations have been provided for reference, but their use should be avoided.

Regional vice presidencies

Africa or Sub-Saharan Africa (AFR or SSA)
East Asia and Pacific (EAP)
Europe and Central Asia (ECA)
Latin America and the Caribbean (LAC)
Middle East and North Africa (MNA or MENA)
South Asia (SAR)

IFC's Regions are as follows:

East Asia and Pacific (EAP)
Europe and Central Asia (ECA)
Latin America and the Caribbean (LAC)
Middle East and North Africa (MENA)
  IFC's MENA includes Afghanistan and Pakistan
South Asia (SA)
Sub-Saharan Africa (SSA)

7.5 *Capitalization of unit names.* The terms *vice presidency* or *vice presidential unit, department,* and *unit* should always be capitalized when they follow the full name of the unit. When used alone, they should be lowercased.

Examples: Capitalization of unit names

> The Strategy and Operations unit is part of the Development Economics Vice Presidency.
>
> The vice presidency plays an active role in all the World Bank's activities.

So that it is not confused with a geographic region, the term *Region* should always be capitalized when it refers to an organizational unit within the World Bank. It is often necessary to query the author to determine whether capitalization is needed.

Examples: Organizational unit

> The World Bank's Europe and Central Asia Region is focusing activities on a number of global priorities.
>
> The Region has designated a first set of eight countries to be the focus of an initial set of actions to be taken to meet the MDGs.

Examples: Geographic region

> The economic downturn in the Middle East and North Africa region deepened in calendar year 2015. Economic growth for the region fell from 3.2 percent to 3.1 percent.

7.6 *Initiatives, loans, programs, projects, and strategies.* The names of general types of initiatives, loans, programs, projects, and strategies should be lowercased. The names of specific initiatives, loans, programs, projects, and strategies should be capitalized. Do not use italics or boldface. The terms *initiative*, *loan*, *program*, *project*, and *strategy* should be capitalized when they follow a title but should be lowercased when used alone.

Examples

> The World Bank's lending program in Afghanistan was revived in fiscal 2015 by the approval of Afghanistan's Emergency Transport Rehabilitation Project.
>
> In Mongolia, a legal reform project is supporting the establishment of an administrative court system.
>
> The World Bank supports the Education for All Fast-Track Initiative. The initiative has raised the profile of education, strengthened government commitment, and focused on outcomes.

Refer to **appendix F** of this guide. Also refer to the World Bank's projects database, http://www.worldbank.org/projects, and the International Monetary Fund's (IMF) terminology glossary, http://www.imf.org/external/np/term/eng/.

7.7 *Other institutional names.* Refer to **appendix F** of this guide.

Organizations Other Than the World Bank

7.8 *Spelling.* The names of other organizations should be spelled as each organization would spell it.

Example

> *Organisation for Economic Co-operation and Development* should *not* be changed to *Organization for Economic Cooperation and Development.*

7.9 *Names in foreign languages.* Names of organizations in foreign languages should be set in roman type and capitalized according to the conventions of the country concerned. If the organization's name is widely known in the original language, a translation is not necessary. However, if a translation would be meaningful and is available, it should be provided in parentheses (along with the organizational abbreviation, when applicable).

Example

> Ministerio de Educación y Cultura (Ministry of Education and Culture; MEC)

Alternatively, the English translation may be used followed by the foreign-language name in parentheses. The order chosen should be applied consistently throughout the manuscript.

After a name has been introduced, the abbreviation should be used in subsequent instances. If there is no abbreviation, either the English translation or the foreign-language name may be used, but the choice should be applied consistently.

Original and transliterated organizational names are not italicized (*Chicago* 11.14).

7.10 *Initiatives, loans, programs, projects, and strategies.* Refer to section 7.6 of this guide.

Personal Names

7.11 *Professional titles.* Professional titles within the text of the book should be treated consistently with *Chicago* 8.19–33. Within the acknowledgments section, titles may be treated according to either *Chicago* 8.19 or 8.20, depending on the client's preference.

Place Names

7.12 *Regional names.* Be careful not to confuse geographic regions with the World Bank's regional vice presidential units listed in section 7.4. Often the geographic region being discussed has the same name as a World Bank vice presidential unit, but not always.

Any defined subset of countries (for example, Southeast Asia, Central Europe, North Africa) should be capitalized. Terms that indicate a general, undefined location should be lowercased.

Examples

> Gross domestic product in Latin America and the Caribbean contracted by 0.8 percent in 2015.
>
> In Latin America, the failure of significant currency depreciations to spark inflation is striking.
>
> The economies of Eastern Europe and Central Asia turned in solid growth performances during 2015.
>
> Considering the weakness in Western Europe, the transition group weathered the slowdown fairly well.

The term *region* should always be lowercased when it refers to a geographic region. World Bank vice presidential unit abbreviations should not be used to represent geographic regions. If space is tight in figures and tables, the shortened versions indicated below may be used. However, it is preferable to use the full version if at all possible.

Africa
E. Asia & Pacific
E. Eur. & Cent. Asia
L. Amer. & the Caribbean
Mid. East & N. Africa
S. Asia

Refer to *Chicago* 8.47 for information about regions.

7.13 *Country and economy names.* Country and economy names must be consistent with the list of country and economy names provided by the World Bank's Corporate Secretariat. Refer to **appendix C** of this guide for a complete list. Consult the production editor if a name does not appear on the list. In lists of countries and economies (vertical or horizontal), list the names in alphabetical order unless a specific order is warranted by the context.

When the shortening of a name is allowed, the full name should be used on first mention either in the book or in each chapter, depending on the production editor's instructions. The shortened version may be used thereafter. The abbreviation *Rep.* should be used only in tables and figures, never in text.

7.14 *Other place names.* Refer to *Chicago* 8.44–59.

Brand Names

7.15 *Brand names and trademarks.* Refer to *Chicago* 8.153–54. Trademark symbols should be omitted from running text.

Titles of Works

ENGLISH-LANGUAGE PRINT PUBLICATIONS

7.16 *Capitalization.* Use headline-style capitalization. Capitalize all nouns, pronouns, verbs, adjectives, and adverbs. Lowercase most prepositions. Refer to *Chicago* 8.159–61.

7.17 *Titles of formally published freestanding publications.* Titles of formally published freestanding publications, such as books and journals, are italicized. Refer to

Chicago 8.163. Italicize only the official name of a periodical. Added descriptive terms are lowercased and set in roman type. Refer to *Chicago* 8.171–73. Do not use the title of a work to stand for the subject of a work. Refer to *Chicago* 8.174.

7.18 *Subtitles.* In running text or in a bibliography, a colon separates the title from the subtitle. The subtitle receives the same treatment as the title; that is, if the title is italicized, then the subtitle is also italicized. Refer to *Chicago* 8.164.

If there are two subtitles, a semicolon separates the first subtitle from the second subtitle. Refer to *Chicago* 14.90.

7.19 *Titles of individual selections within freestanding publications.* Titles of articles, feature stories, chapters, essays, and the like are set in roman and enclosed in quotation marks. Refer to *Chicago* 8.163 and 8.177.

7.20 *Changes to titles.* Generally, original spelling, hyphenation, and punctuation should be preserved. Refer to *Chicago* 8.165. However, certain changes to punctuation and capitalization are permissible. Refer to *Chicago* 8.165–66.

7.21 *Shortened titles.* Refer to *Chicago* 8.168–69 and 14.29–31.

7.22 *Periodicals.* In the text, "the" is lowercased and set in roman type even if it is part of the official title. Refer to *Chicago* 8.170.

For US and Canadian newspaper titles, a city name may be added and italicized along with the official title, with the state or province provided in parentheses if needed. A city name is not added for well-known national newspapers. Refer to *Chicago* 14.193; see *Chicago* 14.193–194 for treatment of names outside of the United States and Canada.

7.23 *Unpublished or informally published works.* Titles of unpublished or informally published works use headline-style capitalization, are set in roman type, and are enclosed in quotation marks. The title of a forthcoming book may be italicized, but in running text, place *forthcoming* in parentheses following the title. In the reference list, place *forthcoming* where the date would normally appear. In text citations, *forthcoming* is preceded by a comma. Refer to *Chicago* 8.188, 14.146, and 15.45.

Examples

Smith's book, *The New Economy* (forthcoming), discusses this topic.

Smith, John. Forthcoming. *The New Economy.* Washington, DC: World Bank.

For more information, consult Smith (forthcoming).

(Smith, forthcoming).

7.24 *Public documents.* Generally, public documents use headline-style capitalization and are italicized. For legal documents, *Chicago* has adopted *The Bluebook: A Uniform System of Citation*, with the *ALWD Citation Manual: A Professional System of Citation* as an alternative. Refer to *Chicago* 14.269–305 and 15.58–59.

ENGLISH-LANGUAGE ELECTRONIC PUBLICATIONS

7.25 *Electronic publications analogous to print publications.* Regardless of whether they have been printed, periodicals or complete works use headline-style capitalization and are italicized; articles or sections of works use headline-style

capitalization, are set in roman type, and are enclosed in quotation marks. Refer to *Chicago* 8.191.

7.26 *Databases.* Database titles use headline-style capitalization and are set in roman type without quotation marks. Refer to *Chicago* 14.257.

7.27 *Websites, web pages, and blogs.* Titles of websites use headline-style capitalization and are set in roman type without quotation marks. Titles of web pages within a site use headline-style capitalization, are set in roman type, and are enclosed in quotation marks. See *Chicago* 8.191 and 14.205–207.

Blogs are treated like journals: their titles are italicized, and blog entries, like journal articles, are enclosed in quotation marks. Refer to *Chicago* 8.192, 14.205–206, and 14.208.

FOREIGN-LANGUAGE PUBLICATIONS

7.28 *Capitalization of foreign-language titles.* Use sentence-style capitalization. Refer to *Chicago* 11.6. However, exceptions are made according to the conventions of the foreign language. For example, German capitalizes common nouns in both running text and titles. See *Chicago* 11.39 and 14.193.

7.29 *Punctuation.* A period or semicolon between title and subtitle may be changed to a colon, and guillemets may be changed to quotation marks. No other punctuation changes should be made. Refer to *Chicago* 11.7.

7.30 *Italic versus roman type.* Titles that use the Latin alphabet (including transliterated titles) are set in italic or roman type in accordance with the principles for English-language publications. Refer to *Chicago* 11.8.

7.31 *Foreign-language titles with English translations.* When an English translation follows a foreign-language title, it is placed in parentheses. If the translation has been published, the title uses headline-style capitalization and is italicized. If the translation has not been published, the title uses sentence-style capitalization and is not italicized. Refer to *Chicago* 11.9.

In reference lists, English translations are enclosed in brackets rather than parentheses. Refer to *Chicago* 14.99.

7.32 *Periodicals.* In foreign-language titles, an initial article is capitalized and treated like the rest of the title if it is part of the official title. Refer to *Chicago* 8.170.

If the city name of a foreign newspaper is not part of the official title, it is added in parentheses after the title. It is not italicized. Refer to *Chicago* 14.194.

TERMS

7.33 *World Bank terms.* Refer to **appendix F** of this guide. Note that the World Bank allows the term "developing countries" but prefers the more precise terms that are based on the following income classifications: "low-income country (LIC)," "lower-middle-income country (LMIC)," "upper-middle-income country (UMIC)," and "high-income country (HIC)." The World Bank updates the list of countries and economies in each of these categories annually on July 1. For the 2020 fiscal year, low-income economies are defined as those with a GNI per capita, calculated using the World Bank Atlas method, of $1,025 or less in 2018; lower-middle-income economies are those with a GNI per capita

between $1,026 and $3,995; upper-middle-income economies are those with a GNI per capita between $3,996 and $12,375; and high-income economies are those with a GNI per capita of $12,376 or more.

7.34   *Computer-related terms.* Following is a list of commonly used computer-related terms:

email, internet, intranet, listserver, online, web page, website.

7.35   *URLs and DOIs.* The protocol (for example, *http, https,* or *ftp*) should be included at the start of a URL, followed by a colon and double slash. The lowercase letters doi, followed by a colon, precede a DOI. Refer to *Chicago* 14.6–8 and section 6.5 of this guide for more information.

7.36   *Medical terms.* Refer to *Chicago* 8.143–146.

7.37   *Compounds.* Follow traditional rules for capitalizing hyphenated terms. Refer to *Chicago* 8.161. *Chicago* capitalizes the second word in a hyphenated number, for example, "Twenty-One."

Common World Bank compounds are included in **appendix F** of this guide. Refer to the dictionary and *Chicago* 5.92–93, 6.76, 6.80, and 7.81–89 for complete information about compounds and hyphenation. *Chicago* 7.89 includes a table of compounds.

7.38   *Terms in foreign languages.* Refer to *Chicago* 7.53 and 11.3–6. For more details, see *Chicago* chapter 11 generally.

7.39   *Translations of foreign-language terms.* Refer to *Chicago* 7.53.

7.40   *Transliterations.* Refer to *Chicago* 11.71.

WORD DIVISION

7.41   *Primary reference.* The primary reference for word division is *Merriam-Webster's Collegiate Dictionary,* 11th edition.

7.42   *Proper nouns and personal names.* Refer to *Chicago* 7.42.

7.43   *Numerals.* Refer to *Chicago* 7.43.

7.44   *Numerals with abbreviated units of measure.* Refer to *Chicago* 7.44.

7.45   *Run-in lists.* Refer to *Chicago* 7.45.

7.46   *URLs and email addresses.* Refer to *Chicago* 7.46 and 14.12–18 for revised rules for line breaks. See also *Chicago* 6.8 and 6.77.

7.47   *Mathematical expressions.* Refer to *Chicago* 12.23.

7.48   *Hyphenation and appearance.* Avoid an abundance of hyphenated lines on one page. Allow no more than three hyphenated lines in succession. Refer to *Chicago* 7.47.

7.49   *Automatic hyphenation.* Turn off automatic hyphenation during manuscript editing. Only hard hyphens (that is, hyphens in compound words) should appear in the manuscript. Refer to *Chicago* 2.13 and 7.47.

8. ABBREVIATIONS

8.1 *Further reference.* For additional information, refer to *Chicago* chapter 10, especially 10.2. For abbreviations that commonly appear in World Bank publications, see **appendix E** of this guide.

8.2 *When to use abbreviations.* Spell out all abbreviations at the first occurrence in each chapter, followed by the abbreviation in parentheses. In instances in which the abbreviation has become so widely known and used that the full term has essentially ceased to be used, the abbreviation does not need to be written out. Indicate such abbreviations on the style sheet for the project. For the reader's sake, eliminate clusters of abbreviations and do not use abbreviations unnecessarily. In boxes, spell out all abbreviations at the first occurrence, even if previously abbreviated in the chapter text.

8.3 *World Bank regional vice presidencies.* The abbreviations listed below frequently appear in World Bank manuscripts. To the extent possible, avoid using these abbreviations.

AFR *or* SSA	Africa *or* Sub-Saharan Africa
EAP	East Asia and Pacific
ECA	Europe and Central Asia
LAC	Latin America and the Caribbean
MNA *or* MENA	Middle East and North Africa
SAR	South Asia

These abbreviations should not be used to represent geographic regions.

8.4 *Geographic regions.* Refer to section 7.12 of this guide.

8.5 *Country and economy names.* Refer to **appendix C** of this guide. For the United States and the United Kingdom, the abbreviations "US" and "UK" are permissible when used as nouns or adjectives in running text. When used as nouns, "United Kingdom" and "United States" are preferred, but the abbreviations are permitted. The names should be written out in tables and figures unless space is a problem.

8.6 *US states.* Use US Postal Service abbreviations. However, state names should always be written out in running text. Refer to *Chicago* 10.27.

8.7 *"The" preceding an abbreviation.* Acronyms (which are read as words) usually are not preceded by *the*; initialisms, which are not pronounced as words, generally are preceded by *the*. Refer to *Chicago* 10.9.

8.8 *Capitals versus lowercase.* Refer to *Chicago* 10.6 and 10.26. *Chicago* prefers the use of capitals in abbreviations, including acronyms (for example, DANIDA, not Danida).

8.9 The following types of entities should be treated consistently: EU-10 and G-20, not EU10, EU 10, G 20, or G20.

8.10 *Headings.* Refer to section 11.5.

8.11 *Titles in figures and tables.* Refer to sections 13.5 and 14.6.

8.12 *Keys/legends and line labels.* Refer to section 13.18.

9. NUMBERS AND MEASUREMENTS

9.1 *Numerals versus words.* Use numerals for the following:

- Double-digit whole numbers (10 and above), both cardinals and ordinals; refer to *Chicago* 9.3

- Numbers that are part of a larger number (in the millions or more; for example, 4 million)

- Physical quantities (for example, 6 kilometers; 8 ounces); also see sections 9.7 and 9.8 of this guide

- Percentages (for example, 8 percent) and decimal fractions (for example, 0.89); refer to *Chicago* 9.18–19; also see sections 9.9–10 of this guide

- During the editing process, query for consistency if an author uses different numerical terms in the same sentence, for example, "8 percent and one-fourth"; also, use, for example, "one-fourth" or "one-quarter" rather than "a fourth" or "a quarter"

- Ratios (for example, a male-female ratio of 6 to 10); also see section 9.11 of this guide

- Statistical expressions (for example, 6 deaths per 1,000 live births)

- Monetary amounts when accompanied by a currency symbol (for example, US$1 a day); see also sections 9.12–14 and **appendix D** of this guide

- Decades (for example, the 1990s); the year alone (for example, 2013); and the day of the month (for example, May 5, 2015); refer to *Chicago* 9.29, 9.31, 9.33, and 9.35; also see sections 9.15–18 of this guide

- Parts of a book (for example, chapter 3); refer to *Chicago* 9.26; see *Chicago* 9.27–28 for periodicals and legal instruments

9.2 *Numbers at the beginning of a sentence.* Refer to *Chicago* 9.5.

9.3 *Consistency and flexibility.* Refer to *Chicago* 9.7.
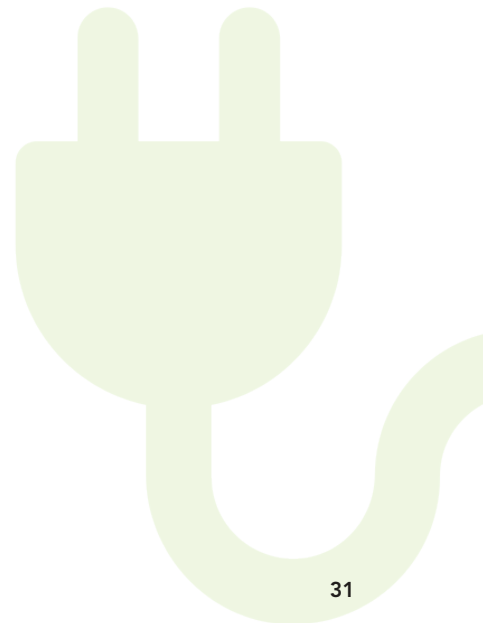
PUNCTUATION AND INCLUSIVE NUMBERS

9.4   *Commas.* Use commas in numbers greater than 999 (for example, "1,525").
        Refer to *Chicago* 9.54.

9.5   *En dashes.* Refer to *Chicago* 9.60–61.

9.6   *Abbreviating inclusive numbers.* Refer to *Chicago* 9.61 and 9.63. For years,
        however, see sections 9.15–18 of this guide.

PHYSICAL QUANTITIES

9.7   *Abbreviations.* Abbreviate units (for example, "km" for kilometers) in tables and
        figures. Write them out in running text unless their frequency creates awkward-
        ness, in which case use abbreviations.

9.8   *Simple fractions.* Refer to *Chicago* 9.14–15.

PERCENTAGES, DECIMAL FRACTIONS, AND RATIOS

9.9   *Percentages.* Write out *percent* in running text. The symbol may be used in
        figures and tables (refer to sections 13 and 14 of this guide for more informa-
        tion about figures and tables, respectively). Note that *percent* and *percentage*
        are not interchangeable. Refer to **appendix F** of this guide.

9.10   *Decimal fractions.* Numbers that are to be compared should have the same
        number of decimal places. If they do not, query the author. Numbers less than
        one should be preceded by a zero (for example, 0.25) unless they are probabili-
        ties or correlation coefficients. Refer to *Chicago* 9.19.

9.11   *Ratios.* Make sure the verbal and numerical expressions of a ratio are parallel
        in construction (for example, a teacher-student ratio of 1 to 30, *not* a teacher-
        student ratio of 30 to 1).

MONEY

9.12   *Billions.* The British billion is different from the American billion. Unless the
        manuscript uses only US dollars, insert a note at the first mention (*a billion is
        1,000 million*) and query the author to verify that this is what is meant. Refer to
        Chicago 5.250 (under *billion; trillion* on page 315) and 9.8.

9.13   *US dollars and currency symbols.* If the manuscript mostly uses US dollars,
        insert the following note at the foot of the list of abbreviations (or wherever the
        production editor specifies): *All dollar amounts are US dollars unless otherwise
        indicated.* In figures and tables, use a comma to separate the unit from the
        currency, for example, "US$, millions" or "US$, billions."

If a variety of currencies is used in the manuscript, the appropriate currency symbol should always precede the number. See section 9.14 and **appendix D** of this guide. See also *Chicago* 9.21–25.

9.14 *Other currencies.*

If the manuscript mostly uses one type of currency, insert the following note at the foot of the list of abbreviations (or wherever the production editor specifies): *All monetary amounts are [currency type] unless otherwise indicated.* Brackets indicate text to be supplied.

When currency unit abbreviations are used with monetary amounts, leave a space between the abbreviation and the amount.

Examples

Afghani	Af 0.01
Swiss franc	Sw F 4,000
Indian rupee	Rs 10 billion

When currency symbols are used, no space is used between the symbol and the amount.

Examples

Japanese yen	¥0.01
Nigerian naira	N100
Paraguayan guaraní	G1 million

When the currency unit is used alone, it should be written out in full and preceded by the country name. The country name need not be repeated after the first instance if it is clear from the context (for example, in a book dealing with only one country).

Examples

Bangladesh taka
Costa Rican colones

Refer to **appendix D** of this guide for a list of currency units.

DATES

9.15 *Specific dates.* The preferred format is month-day-year (for example, December 10, 2015).

9.16 *Specific decades.* Use four-digit years (for example, *the 1990s* rather than *the nineties* or *the '90s*).

9.17 *Ranges of years.* Use an en dash and two digits for the second year in a range of years. Refer to *Chicago* 9.64. Inclusive numbers are abbreviated according

to *Chicago* 9.61, but these rules are modified slightly for years, as the following examples demonstrate.

Examples

1998–99

1995–2005

2001–03

2008–12

2014–16

9.18 *Fiscal years.* Use a slash to indicate the last part of one year and the first part of the next (for example, 2009/10, 2012/13). The total time frame must not exceed 12 months.

In text, use *fiscal* (for example, fiscal 2010). In tables and figures, *FY* can be used (for example, FY2015 or FY15), but choose a consistent style.

9.19 *Centuries.* Spell out and lowercase specific centuries, for example, the "eighth century" or the "twenty-first century." See *Chicago* 7.89, 3.

9.20 *Ages*
Use hyphens in both the noun and adjective terms of age designations (*Chicago* 7.89).

Examples

a three-year-old child

a group of ten- and eleven-year olds

Use *age* or *ages* rather than *aged*.

Examples

ages seven years and above

age nine years

Join inclusive spelled-out age ranges with *to* rather than an en dash (*Chicago* 9.60).

Spell out age in instances of *under-five mortality rate (U5MR)*

10. QUOTATIONS

10.1 *Credit and permissions.* Refer to *Chicago* chapter 4 and 13.3 and section 4 of this guide.

10.2 *Source citations.* Refer to *Chicago* 13.64–70.

10.3 *Permissible changes.* Refer to *Chicago* 13.7–8.

TREATMENT

10.4 *Run in or set off.* Refer to *Chicago* 13.10.

10.5 *Initial capital or lowercase letter.* It is permissible to change the initial letter to capital or lowercase. Refer to *Chicago* 13.7 and 13.19–20.

10.6 *Paragraphing.* Set the opening line of a block quotation flush left. Indent the first line of subsequent paragraphs in the quotation. Refer to *Chicago* 13.22–24.

10.7 *Foreign-language quotations.* Refer to *Chicago* 11.11–17.

PUNCTUATION

10.8 *Quotation marks.* Refer to *Chicago* 13.30–38. Double quotation marks are used first, then single. Refer also to *Chicago* 6.11.

10.9 *Punctuation with quotation marks.* Refer to *Chicago* 6.9 and 6.10.

10.10 *Ellipses.* Refer to *Chicago* 13.50–56.
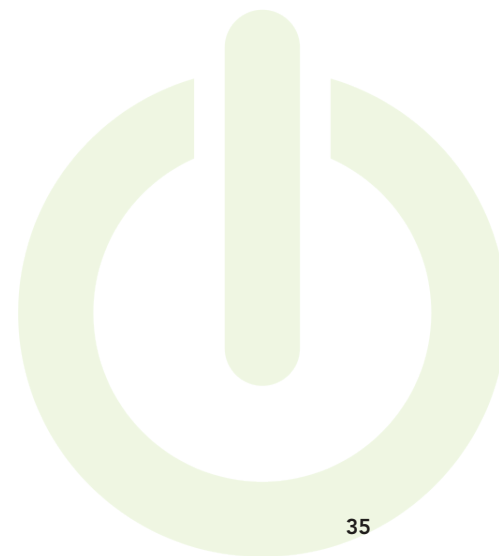
10.11 *Parentheses and brackets.* Parentheses surround an insertion made by the original writer. Square brackets surround an insertion made by someone other than the original writer. Refer to *Chicago* 6.99 and 13.60. See also *Chicago* 13.64–70.

10.12 *Introductory phrases.* Refer to *Chicago* 13.14–17.

10.13 *Missing material.* Refer to *Chicago* 13.59–60.

11. TEXT HEADINGS

11.1 *Heading levels.* Preferably, no more than four heading levels should be used, including chapter titles. The manuscript editor should code the heading levels using the Microsoft Word Formatting Instructions in **appendix A.3** in this guide or, at the discretion of the production editor, may insert bold and angle brackets. For example, insert **<<A>>** next to an A-level heading.

11.2 *Stacked heads.* Stacked heads should be avoided whenever possible. If authors do not provide text to separate heads, then stacked heads are permissible. No queries for authors to provide new text are needed.

11.3 *Numbering.* In general, headings should not be numbered. However, numbering may make sense for some publications, such as handbooks. The production editor will provide direction.

11.4 *Content.* Headings should be brief and parallel in structure and tone. Repetition of words and phrases should be avoided. For example, in a book titled *Health Care in India,* the chapter title "History of Health Care in India" followed by the headings "The Indian Health Care System" and "Development of the Health Care System" might not be preferable.

Headings should be self-contained. Ellipses or dashes should not be used to connect one heading to the next.

11.5 *Abbreviations.* Previously defined abbreviations may be used in headings. However, abbreviations should not be introduced in headings.

11.6 *Format.* Headline-style capitalization is usually, but not always, used. The series template can be used or, for a standalone product, the production editor's instructions. *Chicago* 8.159 provides guidance on headline-style capitalization.

For hyphenated terms, follow *Chicago* 8.161. Note that *Chicago* capitalizes both elements for hyphenated spelled-out numbers in titles, for example, *Twenty-First.*

12. TEXT BOXES

12.1 *Text references.* All text boxes should be referenced individually by number within the text.

12.2 *Length.* Text boxes should be no more than 700 words in length. The manuscript editor should assess the likelihood of a text box running too long. When it appears that a text box will be too long, the manuscript editor should insert an author query requesting that the text be shortened.

12.3 *Numbering.* Boxes are numbered separately from figures and tables. Double numeration is typically used, for example, box 1.1. The following are special treatments:

- **Overview boxes:** Boxes in an overview use the two-digit convention with the letter "O" (for example, box O.1 is the first box in an overview).

- **Annex boxes:** Boxes in a chapter annex have the annex letter inserted after the chapter number (for example, box 3A.1 is the first box in the first annex to chapter 3).

- **Appendix boxes:** Boxes in an appendix use the appendix letter in place of the chapter number (for example, box B.3 is the third box in appendix B).

12.4 *Titles.* Titles should be descriptive, should be parallel in structure, and should use headline-style capitalization, unless the series template specifies otherwise. Refer to *Chicago* 8.159–161 for information about headline-style capitalization.

12.5 *Graphics.* Every figure, map, or table within a box should have a number and a text title. In a text box, number any figures and tables according to the following example: Figure B2.1.1, in which "B" indicates that the figure is in a box, "2.1" identifies the box number (it is the first box in chapter 2), and ".1" indicates that this figure is the first in box 2.1.

If a figure in a box comprises multiple panels, and these panels are referenced in the text, they should be referred to as "panel a," "panel b," and so forth. Each panel within the figure should be given a subtitle that includes a letter (for example, "a," "b"), followed by a descriptive heading.

Figures in a box in an annex should be numbered according to the following example: Figure B2A.1.1, in which "B" indicates that the figure is in a box, "2A.1" identifies the box number (it is the first box in annex 2A, the first annex of chapter 2), and ".1" indicates that this figure is the first in box 2A.1.

12.6 *Notes.* Notes within text boxes must be completely self-contained to avoid confusion with notes in the text. Superscript lowercase letters, not numbers, are used within the text of the box. The notes section should be placed at the end of the box and should use full-size lowercase letters, not superscript, followed by a period.

12.7 *Sources.* The author-date method of citing sources is preferred. Complete bibliographic information should be provided in the reference list for the chapter or book as a whole; it does not need to be included in the text box.

12.8 *Placement.* Boxes requiring two pages are preferably set on facing pages (a verso-recto spread). The placement of figures and tables takes priority over that of boxes.

13. FIGURES AND MAPS

13.1 *Further reference.* For additional information, refer to *Chicago* chapter 3. Also, see the figure editing checklist provided in section 13.27 and the edited samples provided in section 13.28 of this guide.

13.2 *Text references.* All figures and maps should be referenced individually within the text. Either of the following forms is acceptable:

- "Vertical trade in low- and middle-income countries increased from 8 percent in 2005 to around 33 percent in 2015 (figure 2.1)."

- "As figure 2.1 shows, vertical trade in low- and middle-income countries increased from 8 percent in 2005 to around 33 percent in 2015."

13.3 *Numbering.* Every figure and map should have a number. Figures are numbered separately from boxes and tables unless they appear within a box. Double numeration is typically used (for example, figure 1.1), and the number is placed above the figure in all cases. The following are special treatments:

- **Box figures:** Assign a number and title to every figure within a box. In the text box, number any figures according to the following example for the first figure in box 2.1: Figure B2.1.1.

- **Overview figures:** Figures in an overview use the two-digit convention with the letter "O" (for example, figure O.1 is the first figure in an overview).

- **Annex figures:** Figures in a chapter annex have the annex letter inserted after the chapter number (for example, figure 3A.1 is the first figure in the first annex to chapter 3).

- **Appendix figures:** Figures in an appendix use the appendix letter in place of the chapter number (for example, figure B.3 is the third figure in appendix B).

TITLES

13.4   *Placement and format.* Every figure should have a title. Figures may be viewed electronically apart from their respective chapters and should be electronically searchable. The title should appear in both the Word file of the manuscript and any corresponding data file, such as Excel or Stata.

Figure titles are placed above the figure, following the figure number. They should use headline-style capitalization (refer to *Chicago* 8.159–161) unless the series template specifies otherwise.

13.5   *Content.* Titles should be descriptive, covering "What," "Where," and "When." They should not include background information or describe results illustrated by the figure. Ellipses or dashes should not be used to connect one figure title to the next.

Geographic areas and dates, if relevant, should be placed at the end of the title. Use judgment in determining whether this information is needed. For example, the country name likely is not needed in a book that focuses entirely on one country.

Abbreviations within the title are acceptable, but avoid using the World Bank's regional abbreviations (AFR or SSA, EAP, ECA, LAC, MNA or MENA, and SAR).

13.6   *Subparts.* When a figure contains multiple charts, each chart should have a subpart title and corresponding letter, for example, "a. Infant mortality rates, 2015." In the text, these charts are referred to as panels: "see figure 3.4, panel a," or "panel b of figure 2.3."

UNIT INDICATORS

13.7   Title each axis and provide unit indicators in the axis title; see 13.12–14 for specific instructions. For a figure that does not use axes, such as a pie chart, provide a unit indicator for the figure as a whole.

13.8   *Placement and format of the unit indicator for a figure without axes.* The unit indicator is placed below the title but above the figure. It is typically set flush left, in italics, and lowercased, but editors should defer to the series template.

13.9   *Content.* Abbreviations and symbols may be used, but avoid a single symbol standing alone (for example, %). Nonstandard and previously defined abbreviations and symbols should be defined in a general note in each figure. Standard abbreviations and symbols do not need to be defined. The word *in* should not be used (for example, *R$, millions,* not *in R$ millions*).

COMPOSITION

13.10 *Consistency.* All like figures should be treated consistently.

13.11 *Axes.* Use a single-digit zero at the intersection of the x axes and y axes (that is, 0, not 0.00). To the extent possible, the axes should be at full scale to show data accurately. Unneeded zeroes should be deleted (for example, 3.0, 3.5, 4.0 rather than 3.00, 3.50, 4.00).

13.12 *Axis position when a graph shows negative numbers.* In a graph with negative numbers, a dashed or dotted line should be placed at zero; an axis with tick marks, labels, and axis title should be placed on the outside of the graph. "Outside the graph" for the x axis means at the base of the figure; for the y axis, it is at the left of the figure. Please see the accompanying graphs on page 43 for examples.

13.13 *Axis titles.* All axes must have titles with unit indicators. The titles should use sentence-style capitalization.

13.14 *Position of axis titles.* Y-axis titles are positioned parallel to the axis and are centered along its length. X-axis titles are centered below the axis, except when placed per section 13.12.

13.15 *X-axis labels.* X-axis labels may be positioned either horizontally or, when space is tight, on a slant. They should not be perpendicular to the x-axis.

13.16 *Gridlines and frames.* All gridlines, other than the axes, should be removed from the figure. It may be appropriate to leave a rule at 0 for clarity (when the figure includes negative data points). Figures should not be framed by a box unless frames are specified by the series template.

13.17 *Data lines.* Typically, data points should be removed from lines in a line graph. Color or line patterns should be used to differentiate the data lines from each other.

13.18 *Keys/legends and line labels.* The text in keys/legends and line labels should follow sentence-style capitalization. Abbreviations and symbols may be used in keys/legends and line labels, but avoid a single symbol standing alone (for example, %). Define nonstandard and previously defined abbreviations and symbols in a note. Standard abbreviations and symbols do not need to be defined.

13.19 *Country and economy names and codes.* Country and economy names in figures should follow the World Bank listing provided in **appendix C** of this guide. If country and economy codes are used within the figure to identify data points, it is not necessary to provide a key or to refer readers to an online listing. Country and economy codes are listed in **appendix I** of this guide.

13.20 *Notes.* Superscript letters should be used for notes within the figure.

SOURCES

13.21 Sources for figures are treated the same as sources for text. Content, including data that are not original, needs a source citation.

- Use author-date style to refer readers to a publication. However, note that parentheses are not used around the dates in source lines. Make sure that the full bibliographic information is included in the reference list at the end of each chapter.

A.

☑ Example 1
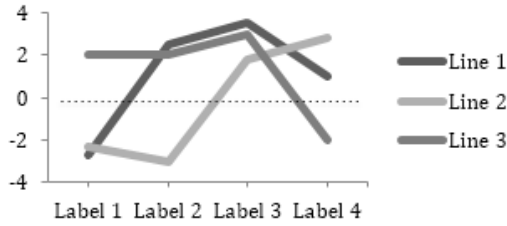
☒ Example 2
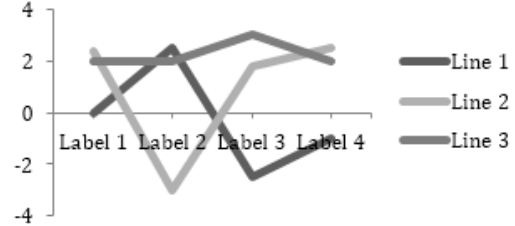
B.

☑ Example 3
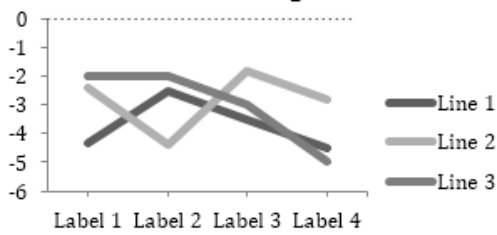
☒ Example 4

C.

☑ Example 5
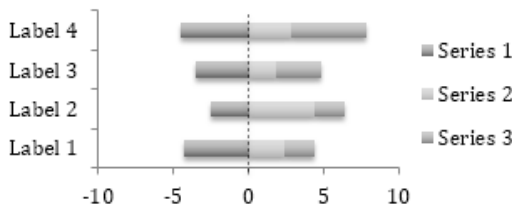
☒ Example 6
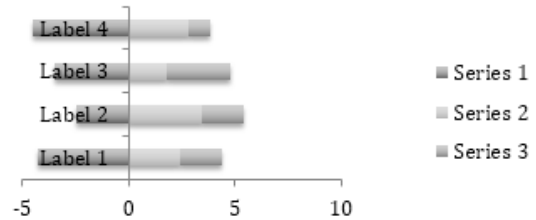
D.

☑ Example 7
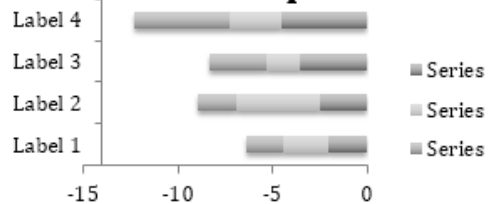
☒ Example 8
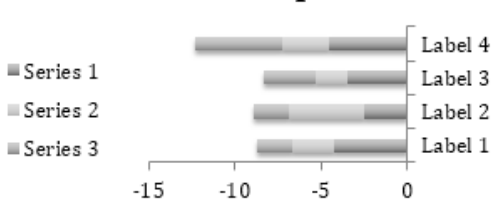
Note: Add instructions to the typesetter to replace hyphens with proper minus signs.

- The World Bank Legal Department has directed that a source line of "Authors" should not be used because it can create confusion over copyright ownership. In some cases, chapter authors may feel strongly that their contribution is not adequately acknowledged if individual authorship is not included in the source line; in these cases, make sure to include alternatives with the word "original" as noted in the examples that follow.

Examples

If figures are original and use text and not data, list "World Bank" as the source. "Original calculations for this publication" and "Original figure for this publication" are acceptable alternatives.

If figures use World Bank data, then cite the data source as specifically as possible, for example, "World Development Indicators Database." In the absence of this information, provide a note specifying "World Bank data" as the source. It is acceptable to start the source line with "An elaboration of …" or "based on …" or similar language such as "Original calculations based on..." or "Original figure based on...".

If figures use non-Bank data owned by a third party, then use a standard source line.

If figures are (a) owned by a third party (not the World Bank) and (b) require permission for use, then use the following line: "Source: [author-date citation], ©[copyright owner]. Reproduced with permission from [copyright owner]; further permission required for reuse."

NOTES

13.22 *General note.* The word *Note*—always singular, in italics, with an initial cap, and followed by a colon—precedes the general note. Nonstandard abbreviations and symbols should be defined in the general note. If the figure uses country codes, it is not necessary to provide a key or to refer readers to an online listing.

13.23 *Order.* Follow the order for notes specified in *Chicago* 3.76.

- Source notes appear first.

- General notes (including definitions of nonstandard abbreviations and symbols) appear second.

- Specific (lettered) notes appear third.

- Notes on significance or probability levels appear last (*Chicago* 3.80).

Example

Sources: WHO 2019; World Bank 2018.
Note: Data refer to Eastern Europe and Central Asia. SNA = Survey of National Accounts; — = not available.
a. Data for Romania are for 2001–11.
$*p < .05$ $**p < .01$ $***p < .001$.

If authors include the significance levels, then style them as follows:
Significance level: * = 10 percent, ** = 5 percent, *** = 1 percent.

13.24 *Specific notes.* Specific notes are preceded by full-size lowercase letters, they are not raised or superscript, and they are followed by a period. Reference letters within the figure are superscript.

MAPS

13.25 *Map numbering.* Maps should be referenced individually in the text and titled as "maps" rather than "figures." Maps should be numbered separately from figures, using the same two-digit numbering convention as for figures and tables. Every map should have a source line and a corresponding text callout.

Written permission from the originator is needed for maps taken from copyrighted sources.

Maps should be organized as separate Illustrator/eps files by chapter as well as low-resolution PDFs. The naming convention should include each map by number both in the file name and in the document.

Examples

Map 1_1.eps
Map 1_2.eps
Map 2_1.eps
Map 2_2.eps
Map A_1.eps

No maps should show the country of India, other than as part of the region or world. Individual province maps are acceptable; however, the provinces of Jammu Kashmir, Azad Jammu Kashmir, and Arunachal Pradesh should not be depicted. The three provinces also should not appear in tables, figures, or text. **Appendix H** of this guide provides guidance on the proper treatment of countries, territories, and special cases.

PHOTOGRAPHS

13.26 *Photograph numbering, callouts, and sources.* Photographs should be referenced individually in the text and titled as "photos." Photographs should be numbered separately from other graphic elements, using the same two-digit numbering convention as for figures and tables. Every photograph should have a source line and a corresponding text callout.

Photographs must list the copyright holder in the source line. The source line must follow one of two conventions:

- World Bank photographs: © Scott Wallace / World Bank. Further permission required for reuse.

- Non–World Bank photographs: © Ami Vitale / Panos Pictures. Used with the permission of Ami Vitale / Panos Pictures. Further permission required for reuse.

CHECKLIST AND EXAMPLES FOR FIGURES

13.27 *Checklist for editing figures.* To ensure figures are consistent with World Bank style, refer to the following checklist.

CHECKLIST FOR EDITING WORLD BANK FIGURES

___ **Agreement with text:** Have you confirmed that the data in the text and in figures, maps, and tables agree?

___ **Units:** Have you spelled out the units for both x and y axes?

___ **Country and economy names:** Have you listed the country and economy names according to the *World Bank Group Publications Editorial Style Guide,* **appendix C**?

___ **Legends:** Have you provided a legend or interior labels, if needed (and used consistent treatment throughout)?

___ **Punctuation:** Have you used commas in four-digit numbers (for example, "3,280")?

___ **Symbols:**
   a. Have you instructed the typesetter to use the negative sign rather than a hyphen to precede a negative number?
   b. Have you used or instructed the typesetter to use en-dashes for inclusive numbers and dates, for example, "2011–13"?

___ **Decimals:** If there are decimals with two digits on an axis, have you checked that the whole numbers have a zero? For example, "0.3, 0.35, 0.4, 0.45" should be changed to "0.30, 0.35, 0.40, 0.45."

___ **Consistency in style:**
   a. Are the points the same shape (for example, dots versus diamonds) for all figures in scatterplots?
   b. Have you instructed the typesetter to remove unnecessary clutter, such as gridlines or surrounding boxes?
   c. Have you followed a consistent style for commas versus parentheses for unit breakdown, either "US$, millions" or "US$ (millions)"?
   d. Have you followed a consistent treatment for months? For example, do "2012M1, 1/2012, 2012/M01, J 12, and Jan. 2012" all refer to the same thing?
   e. Have you treated quintiles and quartiles consistently, for example, "Q1 2015," "quartile 1," or "first quartile" with an explanation in the note?

___ **Subparts:** Have you added "a., b.," and text subheadings for subparts of figures?

___ **Notes:** Have you used letters for specific notes, which should be set separate from the general note?

13.28 *Examples of edited figures.* The preferred method of indicating revisions to figures is to insert queries to authors and instructions to the typesetter directly under the figures in the manuscript Word files.

Example 1.

Figure 1.6 Core Public Sector Employment in Iraq, 2003–15
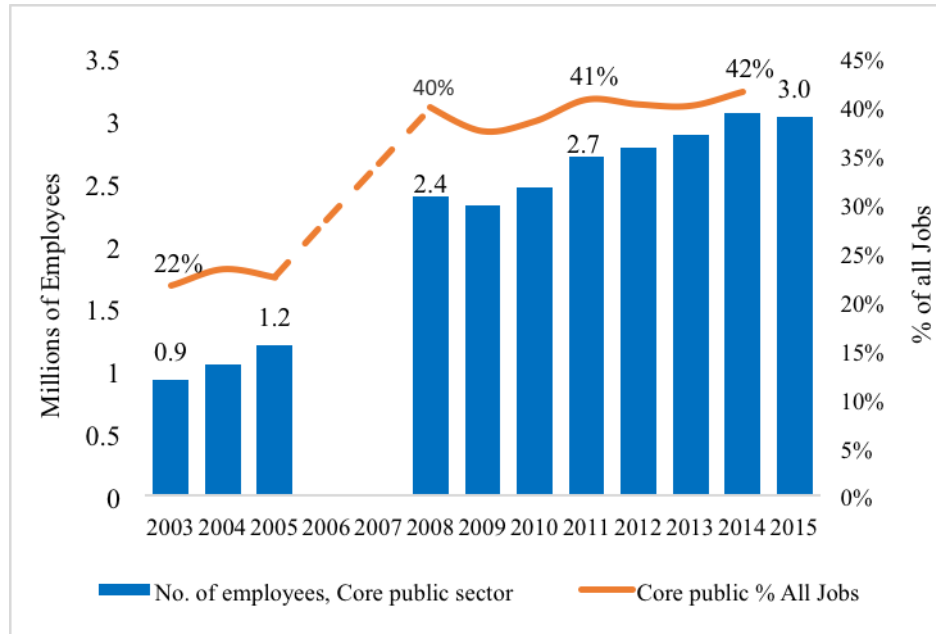
<TS: y-axis title (left) = Employees (millions); y-axis title (right) = Share of all jobs (%). Add a y axis with ticks. Legends = Employees, core public sector; Core public sector jobs per total jobs (right scale). For axis labels: on left, add ".0" to 0, 1, 2, 3; on right, remove % signs. Stet numbers on orange line, but add data points.>

Sources: Iraq Ministry of Finance data; World Development Indicators data, quoted in World Bank 2017b.

Example 2.

**Figure 2.1 Pledges Made at the International Donor
Conference for Iraq Reconstruction, October 2003**
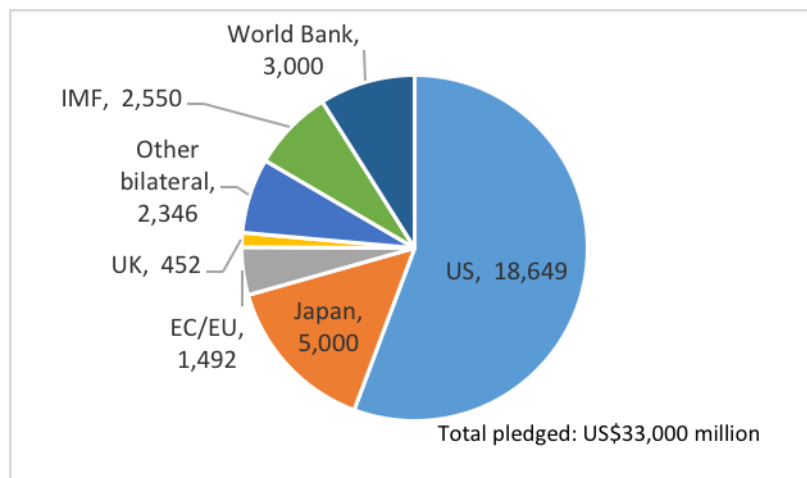
**<TS: add "US$" before all numbers and "millions" after all numbers (except for
3,000, 5,000, and 33,000, which should change to 3, 5, and 33 billion, respectively).
Spell IMF = International Monetary Fund; UK = United Kingdom; EU/EC =
European Union/European Commission; US = United States. >**

<Note to editors: A second option for the treatment of abbreviations in figures is to leave
them in place in the figures and spell them out in a Note under the Source line. For
example:
Note: EU/EC = European Union/European Commission; IMF = International Monetary
Fund; UK = United Kingdom; US = United States.>

Example 3.

Figure 3.3 Electricity Supply from the National Grid in Iraq, 2007 and 2011–12
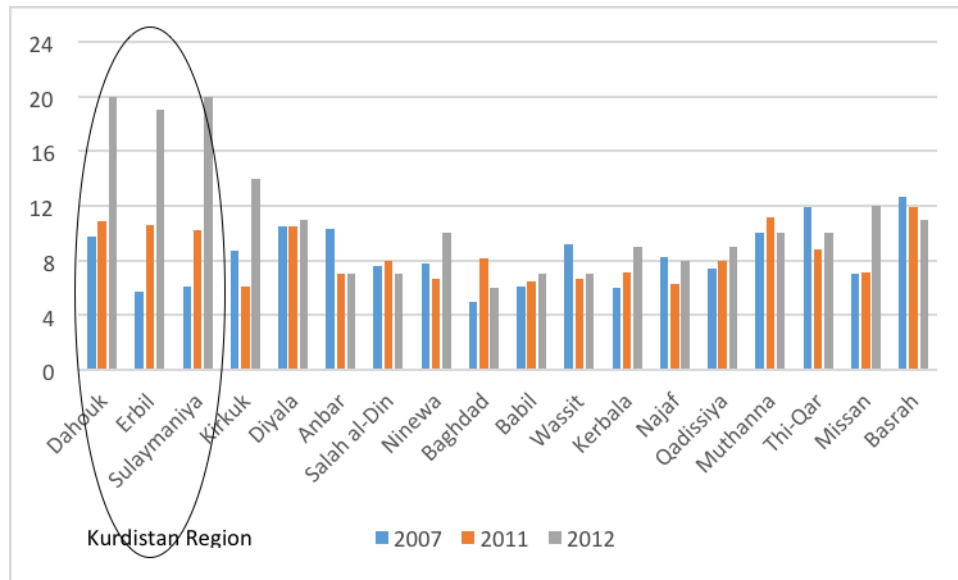
Sources: CSO, KRSO, and United Nations 2011; CSO, KRSO, and World Bank 2007, 2011.

<TS: Remove grid lines and add a y axis with ticks. The y-axis title = Hours per day. Instead of oval, add a background (color 11) behind the first 3 sets of bars. Add color 11 to the legend and label it Kurdistan region.>

Example 4.

Figure 3.8 Infant Mortality Rate versus Life Expectancy at Birth in the Middle East and North Africa, 1980 and 2001
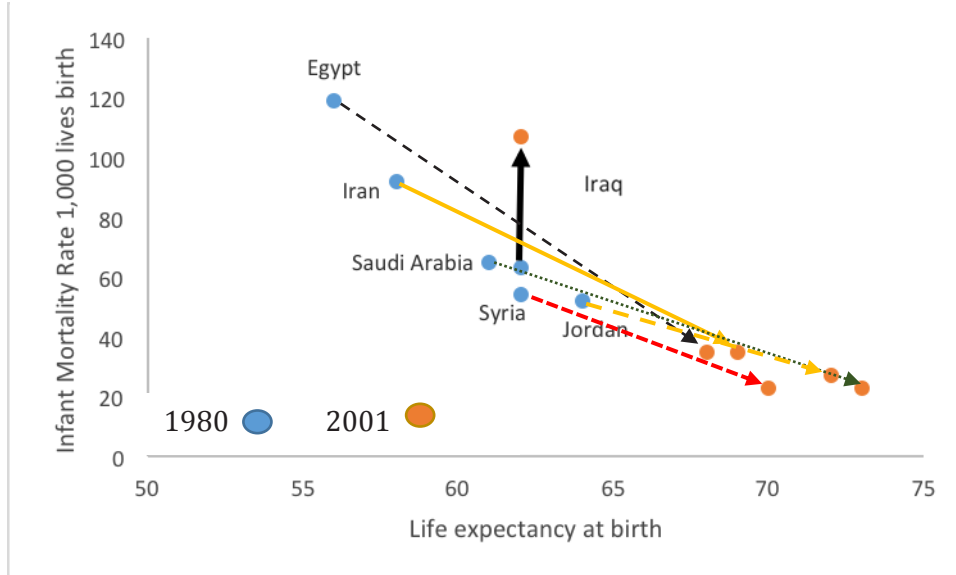
Source: World Development Indicators database (World Bank, various years).

<TS: Change these country names as follows:
Egypt, Arab Rep.
Iran, Islamic Rep.
Syrian Arab Republic
y-axis title = Infant mortality rate (deaths per 1,000 live births)
x-axis title = Life expectancy at birth (years)
Add tick marks to both axes. Stet black for the arrow in the middle as shown.
Set solid lines, no dashed or dotted lines. All lines begin on the left with the 1980 dot and end on the right with the 2001 dot.>

Example 5.

Figure 4.17 Probability of Receiving Tax Incentives in Rwanda, by Size of Firm Revenue, 2013–16
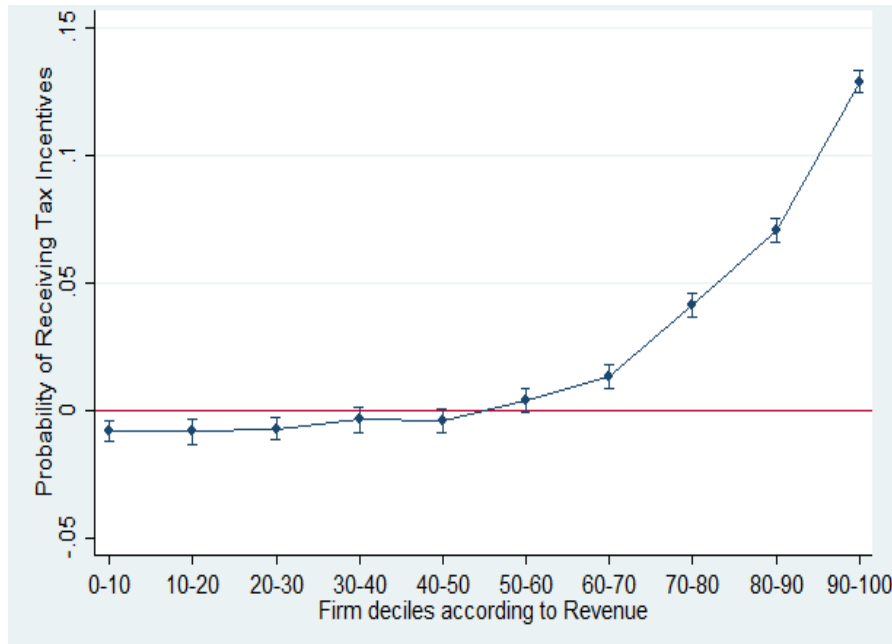
\<fig source\> *Source:* Bode, Lohmann, and Steenbergen 2017.

\<fig note\> *Note:* Firm revenue in decile and tax incentives, 2013–16. CGAR = compound

annual growth rate.

\<TS: Turn y-axis labels right reading, and add a zero before the decimal point. Both axis titles should be set in sentence-style capitalization. Replace x-axis labels with 1 – 10 (1 on left, 10 on right). Remove box around graph. The line at zero should be 50% black dashed.\>

Example 6.

Figure 2.1 More urbanized countries tend to have higher levels of income…

The chart shows GDP per capita (log, Constant 2011 international $) on the y-axis (ranging from 6 to 12) versus Urban population share, 2012 (percent) on the x-axis (ranging from 0 to 100). Data points for China, Indonesia, and Vietnam are labeled.

$$y = 0.043x + 6.51$$
$$R^2 = 0.5377$$
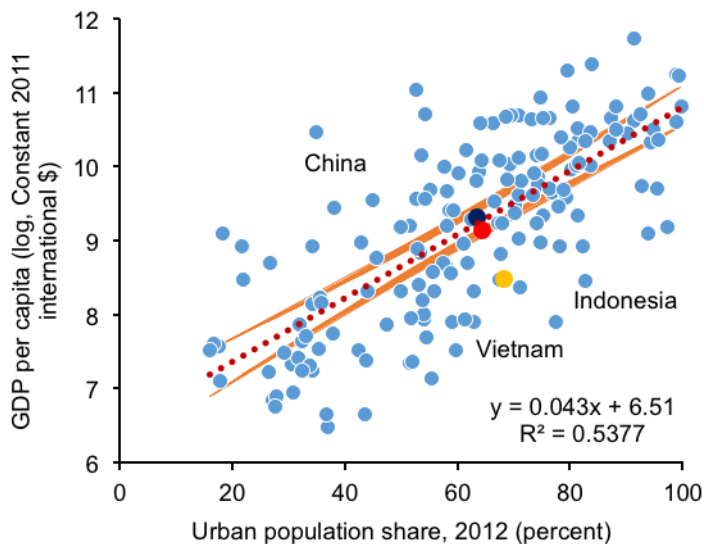
Sources: The globally consistent calculation of the urban population share is based on application of the Uchida and Nelson (2010) agglomeration index to Landscan-2012 gridded population data. GDP per capita is from World Bank, World Development Indicators.

<TS: Move the equation to the upper left quadrant of the graph so that it doesn't interfere with the graph or axis. The "y", "x", and "R" of the equation should be italic. In the y-axis title, "constant" should be lowercase. Set the dotted line as the trend line (change it to solid); the lines on either side of it should be a different color.>

Note to editors: As this figure shows, we allow the use of sentence-style capitalization and ellipses in some of our books. The production editor will provide guidance in each case.

Example 7.

Figure 2.35 Urban households are less deprived than rural households on a wide range of health and education outcomes, 2016

Share of households without access (%)
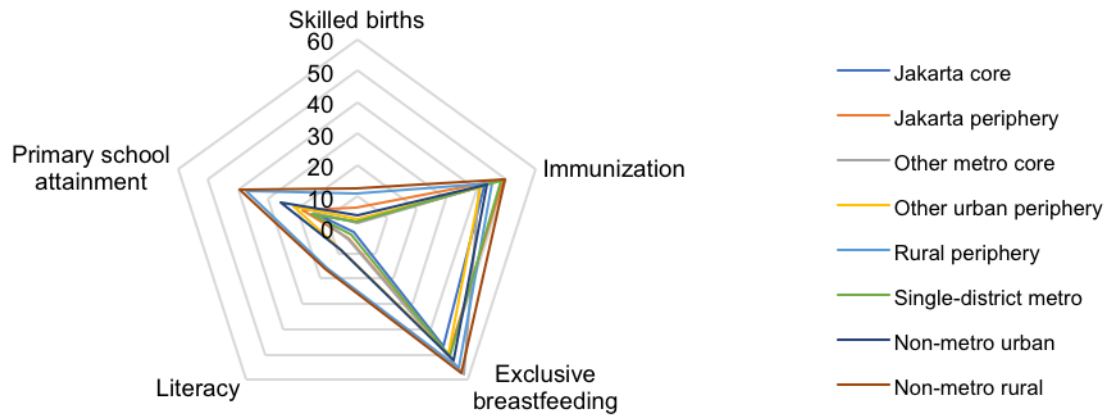
Source: Adapted from Lain (2018), using data from Indonesia's National Socio-Economic Survey (SUSENAS).

Note: Households include a young child lacking full immunizations.

<TS: Make the web 50% black solid lines. Change "Non-metro" to "Nonmetro." Change the final 2 legend entries from solid lines to dashed lines. Delete parentheses around 2018.>

Example 8.

Figure 6.14 Higher resources do not differentially increase market access, 1997–2014
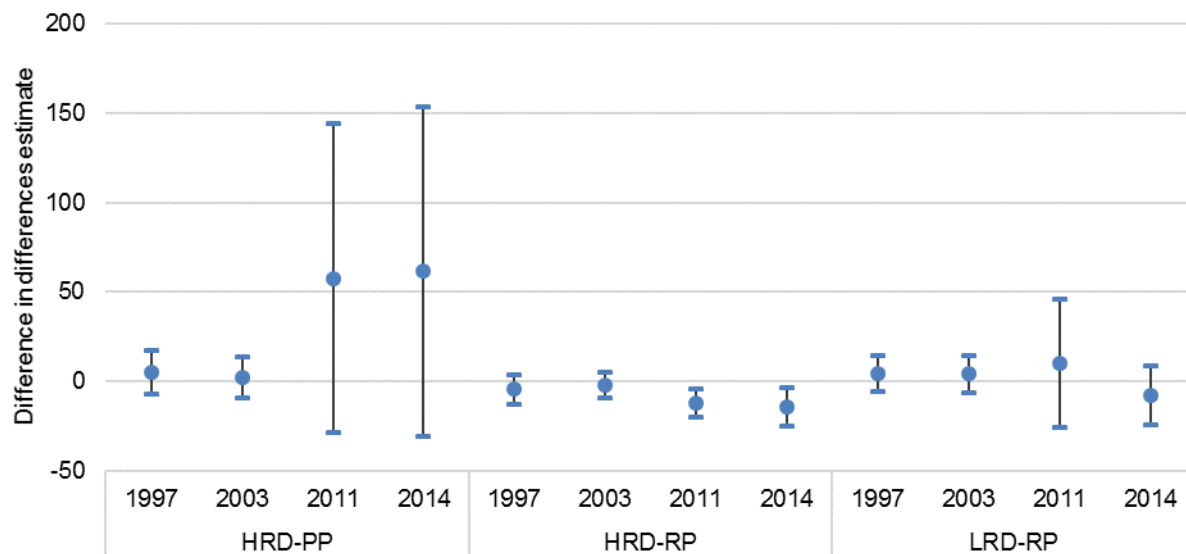
Sources: Calculations based on data from BPS and Indonesia's National Socio-Economic Survey (SUSENAS).

Note: The bars indicate, for each year, the differential evolution of the point variables of interest between treated (low-population, high-resource) districts, and nontreated (high-population, low-resource) districts. The blue dots are the point estimates, with a positive value denoting that treated districts' position improved in relative terms, and the blue line shows the 95 percent confidence interval. FP = favored provinces; HRD = high-resource districts; HRD-PP = high-resource districts in favored provinces; HRD-RP = high-resource districts in unfavored provinces; LRD-RP = low-resource districts in favored provinces.

<TS: Remove grid lines; add a y axis with tick marks, and add ticks to the x axis. Make the round dots and the horizontal bars at the ends of each vertical line blue; and the vertical line make black. Make the line at zero black dashed.>

14. TABLES

14.1 *Further reference.* For additional information, refer to the formal publishing program's composition guidelines. Also refer to *Chicago* chapter 3.

14.2 *Text references.* Each table should be discussed, by number, in the text. Tables not directly pertinent to the text but of interest to readers should be placed in an annex to the chapter or an appendix to the book.

14.3 *Numbering.* Every table should have a number. Tables are numbered separately from boxes and figures unless they appear within a box (refer to section 12.5 of this guide). Double numeration is typically used (for example, table 3.1), and the number is placed above the table.

- **Box tables:** Every table within a box needs a number and title. In the text box, any tables are numbered according to the following example for the first table in box 2.1: Table B2.1.1.

- **Overview tables:** Tables in an overview use the two-digit convention with the letter "O" (for example, table O.1 is the first table in an overview).

- **Annex tables:** Tables in a chapter annex have the annex letter inserted after the chapter number (for example, table 3A.1 is the first figure in the first annex to chapter 3).

- **Appendix tables:** Tables in an appendix use the appendix letter in place of the chapter number (for example, table B.3 is the third table in appendix B).

14.4 *Long tables.* For vertical tables that are too long to fit on one page, the typesetter will set "continued"—in italics and preceded by the table number—at the top of each page after the first (for example, "Table 14.5 *continued*").

Column heads are repeated on *all* pages.

For broadside tables, "continued" is set on all pages, and column heads are repeated on all pages. A drop folio is used. Editors should query authors with options to see if they wish to avoid long or broadside tables.
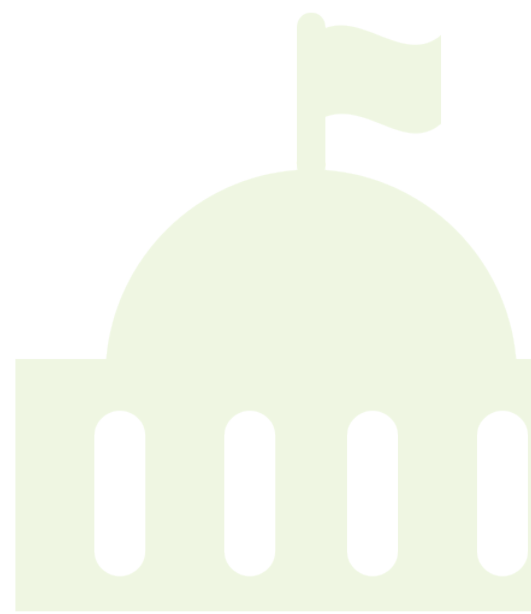
TITLES

14.5 *Placement and format.* Table titles are placed above the table, following the table number. They should use headline-style capitalization (refer to *Chicago* 8.159–161) unless the series template specifies otherwise.

14.6 *Content.* Titles should be descriptive, covering "What," "Where," and "When." They should not include background information, repeat column heads, or describe results illustrated by the table. Ellipses or dashes should not be used to connect one table title to the next.

Geographic areas and dates, if relevant, should be placed at the end of the title. Use judgment in determining whether such information is needed. For example, the country name likely is not needed in a book that focuses entirely on one country.

Abbreviations within the title should be avoided but are acceptable in most cases. The preference is to avoid using the World Bank's regional abbreviations: AFR or SSA, EAP, ECA, LAC, MNA or MENA, and SAR.

UNIT INDICATORS

14.7 *Placement and format.* When a single unit indicator applies to the entire table, it is placed below the title but above the table. It is typically set flush left, in italics, and lowercased (unless it is a phrase, in which case sentence-style capitalization should be applied), but defer to the series template. When more than one unit indicator is used within a table, the unit indicators follow the appropriate column heads or stub entries.

14.8 *Content.* Abbreviations and symbols may be used in the unit indicator, but avoid a single symbol standing alone (for example, %) when the unit indicator is placed below the title. Define nonstandard and previously defined abbreviations and symbols in a note. Standard abbreviations and symbols do not need to be defined. The word *in* should not be used (for example, *R$, millions*, not *in R$ millions*).

COLUMN HEADS

14.9 *Capitalization.* Every column should have a heading. Sentence-style capitalization is typically used in column heads, unless the series template stipulates a different style.

14.10 *Alignment.* Column heads that run more than one line should align on the last line of the heads.

14.11 *Unit indicators.* When unit indicators are given for individual columns, they are lowercased and placed in parentheses following the column heads. Abbreviations and symbols may be used. Nonstandard and previously defined abbreviations and symbols should be defined at the end of a note. Standard abbreviations and symbols do not need to be defined.

14.12 *Content.* Column heads should not end with colons or prepositions. Abbreviations and symbols may be used. Nonstandard and previously defined abbreviations and symbols should be defined in a note. Standard abbreviations and symbols do not need to be defined.

If columns are numbered (for example, in regression tables), use arabic numerals in parentheses.

STUB ENTRIES

14.13 *Capitalization.* Sentence-style capitalization is used in stub entries (*Chicago* 3.59).

14.14 *Order.* Stub entries should be arranged in a readily apparent order (for example, alphabetical or chronological, unless there is a contextual reason for another order).

14.15 *Unit indicators.* When unit indicators are given for individual rows, they are lowercased and placed in parentheses following the stub entry.

Abbreviations and symbols may be used. Define nonstandard and previously defined abbreviations and symbols at the end of a note. Standard abbreviations and symbols do not need to be defined.

14.16 *Content.* Stub entries should not end with colons or prepositions.

Abbreviations and symbols may be used in stub entries. Define nonstandard and previously defined abbreviations and symbols at the end of a note. Standard abbreviations and symbols do not need to be defined.

14.17 *Main entries and subentries.* When no main entries are accompanied by data, all main entries are set in italic, flush left, and are followed by subentries in roman, flush left, unless the series template instructs otherwise. If any main entry is accompanied by data, all main entries are set in roman, flush left, and are followed by subentries set in roman and indented one em.

There is no need for a colon following a main entry.

TABLE BODY

14.18 *Blank cells.* Aside from tables of regressions, no blank cells should appear in the table. Instead, use the symbols listed below. These symbols (other than 0) should be defined in a general note. Insert queries to authors if blank cells are present.

Not available	—
Not applicable	n.a.
Negligible	..
Zero	0

14.19 *Decimals.* Aside from probabilities, a zero should be placed before any decimal that is less than one (for example, 0.25). Numbers that are to be compared should have the same number of decimal places. If they do not, query the author.

14.20 *Notes.* Superscript letters should be used for notes in the table body.

SOURCES

14.21 *Sources.* Use author-date style to refer readers to the source of a publication. The source information is preceded by the word *Source* or *Sources*, in italics, with an initial cap, and followed by a colon. Source information should include the author's last name and the year of publication, with the complete bibliographic information provided in the chapter reference list. Parentheses are not used around the dates in source lines.

The World Bank Legal Department has directed that a source line of "Authors" should not be used because it can create confusion over copyright ownership. In some cases, chapter authors may feel strongly that their contribution is not adequately acknowledged if individual authorship is not included in the source line; in that event, make sure to include alternatives with the word "original" as noted in the examples that follow.

Examples

If tables are original and use text and not data, then list "World Bank" as the source. "Original calculations for this publication" and "Original table for this publication" are acceptable alternatives.

If tables use World Bank data, then cite the data source as specifically as possible, for example, "World Development Indicators Database." In the absence of this information, provide a note specifying "World Bank data" as the source. It is acceptable to start the source line with "An elaboration of …" or "based on …" or similar language such as "Original calculations based on..." or "Original figure based on...".

If tables use non-Bank data owned by a third party, then use a standard source line.

If tables are (a) owned by a third party (not the World Bank) and (b) require permission for use, then use the following line: "Source: [author-date citation], ©[copyright owner]. Reproduced with permission from [copyright owner]; further permission required for reuse."

NOTES

14.22 *Order.* Follow the order specified in *Chicago* 3.76.

- Source notes appear first.
- General notes (including definitions of nonstandard abbreviations and symbols) appear second.
- Specific (lettered) notes appear third.
- Notes on significance or probability levels appear last (*Chicago* 3.80).

Example

> *Sources:* WHO 2009; World Bank 2011.
> *Note:* Data refer to Eastern Europe and Central Asia. SNA = Survey of National Accounts;
> — = not available.
> a. Data for Romania are for 1999–2011.
> **p* < .05   ***p* < .01   ****p* < .001
>
> If authors include the significance levels, then style them as follows:
> Significance level: * = 10 percent, ** = 5 percent, *** = 1 percent.

14.23 *General note.* The word *Note*—always singular, in italics, with an initial cap, and followed by a colon—precedes the general note.

Nonstandard abbreviations and symbols should be defined at the end of a general note and listed in alphabetical order.

14.24 *Specific notes.* Specific notes are preceded by full-size lowercase letters, they are not raised or superscript, and they are followed by a period. Note reference letters in the table body are superscript.

15. MATHEMATICS

15.1 *Further reference.* For additional information, refer to *Chicago* chapter 12.

15.2 *Consistency.* Notation and typographical distinctions should be consistent. Refer to *Chicago* 12.4.

15.3 *Signs and symbols.* Refer to *Chicago* 12.9–17 and table 12.1.

15.4 *Standard abbreviations.* Refer to *Chicago* table 12.2.

15.5 *Delimiters.* Refer to *Chicago* 12.26–35.

15.6 *Subscripts and superscripts.* Refer to *Chicago* 12.36–38.

15.7 *Summations and integrals.* Refer to *Chicago* 12.39–42.

15.8 *Radicals.* Refer to *Chicago* 12.43–44.

15.9 *Fractions.* Refer to *Chicago* 12.45–49.

15.10 *Matrices and determinants.* Refer to *Chicago* 12.50–51.

15.11 *Scalars, vectors, and tensors.* Refer to *Chicago* 12.52–55.

15.12 *Definitions, theorems, and other formal statements.* Refer to *Chicago* 12.56.

15.13 *Probability and statistics.* Refer to *Chicago* 12.57–59.

DISPLAYED EQUATIONS

15.14 *When to display mathematical expressions.* Refer to *Chicago* 12.21.

15.15 *Line breaks.* Refer to *Chicago* 12.23.

15.16 *Numbering.* Displayed mathematical expressions are always numbered. The equation number may appear to either the left or the right of the expression but should be placed consistently. Typically, a double-numeration system is used, and the number, for example, (2.3), is enclosed in parentheses both in the margin and in the textual cross-reference. Refer to *Chicago* 12.24.

PUNCTUATION

15.17 *Multiple expressions in a single display.* Refer to *Chicago* 12.18.

15.18 *Single expression with multiple lines.* Refer to *Chicago* 12.18.

15.19 *End punctuation.* Refer to *Chicago* 12.18.

15.20 *Commas.* Refer to *Chicago* 12.18–19.

15.21 *Ellipses.* Refer to *Chicago* 12.19–20. Ellipsis dots should be vertically centered unless the multiplication dot is present, in which case they should be on the baseline.

15.22 *Minus signs.* Do not use a hyphen or an en dash. Either use a minus sign character, which can be found in Symbols or Character Map in Windows (look in Programs, Accessories, System Tools), or instruct the typesetter to set a minus sign. Refer to *Chicago* 6.84.

15.23 *Multiplication cross.* Refer to *Chicago* 12.15 and 12.20. An x should not be used to represent a multiplication symbol. Editors should insert instructions to the typesetter to set the mathematical symbol.

EDITING MATHEMATICS

15.24 Editors should ensure consistency between the way variables appear in the text and the way they appear in displayed equations. For example, if a variable is lowercased and italicized in the text, then it should be similarly styled in any corresponding equation.

15.25 *Italic characters.* If the editing is done on hard copy, the manuscript editor should clearly identify all italic characters. Refer to *Chicago* 12.63 and 12.65.

15.26 *Ambiguous characters.* If the editing is done on hard copy, the manuscript editor should clearly identify any ambiguous characters. Refer to *Chicago* 12.64 and table 12.4.

15.27 *Superscripts and subscripts.* Refer to *Chicago* 12.67.

16. DOCUMENTATION

16.1 *Further reference.* Please be familiar with *Chicago* chapters 14 and 15.

DOCUMENTATION SYSTEM: SOURCE CITATIONS

16.2 *Author-date style.* The author-date style is preferred. The use of notes is also acceptable, but refer to sections 16.3 and 16.5 in this guide. The manuscript editor should confer with the production editor before proceeding with notes.

When more than one source is cited in the text, editors should ensure the sources are listed in alphabetical order. *However, proofreaders should not reorder sources at the page proof stage.*

Example:

The cost of emergency obstetric care at a rural hospital in Bangladesh was estimated to be US$11 per DALY averted (Debas 2019; Garrett, Thomas, and Smith 2019; McCord and Chowdhury 2018).

For works by more than three authors, only the name of the first author is used, followed by *and others* or *et al.* The choice should be applied consistently. Follow the client's preference if it is apparent. All of the author names are included in the reference list.

When a specific page number or page numbers are needed in the text, the page number follows the date, separated by a comma. The correct form is, therefore, "(Johnson 2017, 12)."

When an organization is the author, the organizational abbreviation (if one exists) should be used. Refer to the first example on the following page.

Examples: Text

Accessions to international agreements and institutions have accelerated (UNCTAD 2019).

Trumbull and Wall (2018) estimate that ODA allocations are responsive to the needs of recipient countries.

This result may reflect the importance of strategic and noneconomic considerations in aid allocation (Alesina and Dollar 2015).

Investors do not value the foreign operations of multinational companies as highly as the domestic (Christophe and Pfeiffer 2017; Denis and others 2017).

Intercompany loans may also substitute for costly external borrowing when local capital markets are underdeveloped (Desai and others 2016a, 2016b).

The estimate of 2.5 million stillbirths based on an extrapolation of previous estimates is very similar to a new estimate for 2015 of 2.6 million (Blencowe and others, forthcoming).

Examples: Following figures, maps, and tables

Source: De la Fuente 2019.

Sources: De la Fuente 2019; World Bank 2018.

Sources: World Bank staff calculations based on data from the UN Economic Commission 2011 and OECD 2012.

Refer to *Chicago* 15.21–31 for additional examples.

16.3 *Notes.* If notes are used, they should be placed as endnotes at the end of each chapter, preceding the references.

REFERENCE LISTS AND BIBLIOGRAPHIES

16.4 *Reference lists.* Reference lists appear at the end of each chapter, following the endnotes. In very limited cases, the production editor will decide if they may go at the end of the book.

16.5 *Bibliographies.* When a list of sources includes uncited publications, it is called a *bibliography* or a *select bibliography,* whichever is appropriate. Bibliographic entries follow the same arrangement and format as entries in a reference list.

Bibliographies appear at the end of each chapter, although a book with references at the end of a chapter may have a bibliography as part of the back matter. If one chapter uses a bibliography, then the term *bibliography* should be used for the source lists of all chapters.

Content

16.6 *Minimum information needed.* Complete source information is highly desirable, and the author should be queried for any missing pieces. However, if the

author has been queried and if the missing information is not forthcoming, then the bare minimum that is needed is listed below.

- Books: author's last name, date, and title

- Journals: author's last name, date, article title, journal title, volume number or year

- Informal publications: author's last name, date, title, and description of publication (for example, speech or conference paper)

16.7 *Author names.* Preferably the full name should be used. However, it is also acceptable for initials to be used with the last name. Mixing of full names and initials should be avoided but is permitted.

When the author is an organization, the organizational abbreviation (if one exists) should be used followed by the full name in parentheses.

For books, the organization is also given as the publisher.

Examples

> Batchelor, Roy A. 2019. "How Useful Are Forecasts of Intergovernmental Agencies? The IMF and OECD versus the Consensus." *Applied Economics* 40 (2): 225–35.
>
> Gunter, Frank R. 2016. "Capital Flight from the People's Republic of China: 1984–1994." *China Economic Review* 24 (1): 77–96.
>
> UNCTAD (United Nations Conference on Trade and Development). 2016. *World Investment Report 2016: Non-equity Modes of Production and Development.* Geneva: UNCTAD.

Spell out the author's name in every reference entry; do *not* use three-em dashes for subsequent references by the same author. (Three-em dashes do not work in computerized sorts and can hide entries from bibliographic databases.)

16.8 *Multiple authors.* Refer to *Chicago* 15.9. For the arrangement of entries, refer to *Chicago* 15.16 and 15.18.

16.9 *Titles.* Refer to sections 7.16–32 in this guide.

16.10 *Copublications.* A few options exist for copublications. Refer to section 16.23 in this guide as well as *Chicago* 14.140. Whichever option is chosen, it should be followed consistently.

16.11 *Informal publications.* The terms *processed* or *mimeo* are no longer used with informal publications. Instead, the type of publication should be specified, and any available information should be provided. The titles should be in quotation marks. Refer to *Chicago* 14.215–220.

Titles use headline-style capitalization and are enclosed in quotation marks.

Material posted on the internet is considered published for copyright purposes and should therefore be cited. Refer to *Chicago* 14.14.

16.12 *Legal and public documents.* Follow *Chicago* 14.269–305 and 15.58–59. *Chicago* has adopted *The Bluebook: A Uniform System of Citation,* with the *ALWD Citation Manual: A Professional System of Citation* as an alternative.

Bibliographic information for public documents is often best placed in a note rather than in the reference list (for example, surveys that occur annually and for which multiple years are being cited).

It is not necessary to include laws and statutes, which are easily obtained from multiple sources, in the reference list if the full name of the law or statute has been provided in the text.

16.13 *Social media, email, and other personal communications.* Refer to *Chicago* 14.209–214 and 15.52–53.

16.14 *Databases.* Refer to *Chicago* 14.257. Databases can be problematic in an author-date citation system. In such cases, they may be cited in a note.

Examples

BOOKS

16.15 *One author.*

> EBRD (European Bank for Reconstruction and Development). 2018. *Transition Report 2005: Agriculture and Rural Transition.* London: EBRD.

> Goldstein, Morris. 2019. *The Asian Financial Crisis: Causes, Cures, and Systemic Implications.* Washington, DC: Institute for International Economics.

If there are two or more references for an author that have the same year of publication, use "a" and "b" to distinguish them in text (for example, 2019a and 2019b); in the reference list, put the two entries in alpha order by title.

16.16 *Multiple authors.*

> Broadman, Harry G., James Anderson, Constantijn A. Claessens, Randi Ryterman, Stefka Slavova, Maria Vagliasindi, and Gallina A. Vincelette. 2015. *Building Market Institutions in South Eastern Europe: Comparative Prospects for Investment and Private Sector Development.* Washington, DC: World Bank.

> Scherer, Frederick M., and David Ross. 2012. *Industrial Market Structure and Economic Performance.* 3rd ed. New York: Houghton-Mifflin.

16.17 *Editor in place of an author.*

> Broadman, Harry, ed. 2013. *Unleashing Russia's Business Potential: Lessons from the Regions for Building Market Institutions.* Washington, DC: World Bank.

16.18 *Print and electronic versions.*

> World Bank. 2018. *World Bank Annual Report 2018.* Washington, DC: World Bank. https://openknowledge.worldbank.org/handle/10986/30326.

16.19 *Chapter in an edited volume.*

> Ajayi, S. Ibi. 2017. "Capital Flight and External Debt in Nigeria." In *External Debt and Capital Flight in Sub-Saharan Africa,* edited by S. Ibi Ajayi and Mohsin S. Khan, 25–34. Washington, DC: International Monetary Fund.

16.20 *Forthcoming works.*

> Kaplan, Ethan, and Dani Rodrik. Forthcoming. "Did the Malaysian Capital Controls Work?" In *Preventing Currency Crises in Emerging Markets,* edited by Sebastian Edwards and Jeffrey Frankel. Chicago: University of Chicago Press.

16.21 *Series.*

van der Gaag, Jacques. 2017. *Private and Public Initiatives Working Together for Health and Education.* Directions in Development Series. Washington, DC: World Bank.

16.22 *Multivolume works.*

World Bank. 2012. *Global Development Finance 2012: Financing the Poorest Countries.* 2 vols. Washington, DC: World Bank.

World Bank. 2012. *Analysis and Summary Tables.* Vol. 1 of *Global Development Finance 2012: Financing the Poorest Countries.* Washington, DC: World Bank.

16.23 *Copublications.* (Individual publications should be treated consistently.)

Option 1

Stiglitz, Joseph, and Shahid Yusuf, eds. 2012. *Rethinking the East Asian Miracle.* Washington, DC: World Bank.

Option 2

Stiglitz, Joseph, and Shahid Yusuf, eds. 2012. *Rethinking the East Asian Miracle.* New York: Oxford University Press.

Option 3

Stiglitz, Joseph, and Shahid Yusuf, eds. 2012. *Rethinking the East Asian Miracle.* Washington, DC: World Bank; New York: Oxford University Press.

16.24 *Languages other than English.* (Titles normally use sentence-style capitalization; see section 7.28 of this guide.)

Boeri, Tito. 2012. Uno stato asociale: Perché è fallito il welfare in Italia. Bari, Italy: Laterza.

JOURNAL ARTICLES
(Enclose article titles in quotation marks, and use headline-style capitalization.)

16.25 *Standard listing.*

Gunter, Frank R. 2016. "Capital Flight from the People's Republic of China: 1984–94." *China Economic Review* 24 (1): 77–96.

Cashin, Paul, and C. John McDermott. 2019. "An Unbiased Appraisal of Purchasing Power Parity." *IMF Staff Papers* 66 (3): 321–52.

16.26 *No issue number.*

Fernández-Arias, Eduardo, and Peter J. Montiel. 2012. "The Surge in Capital Inflows to Developing Countries: An Analytical Overview." *World Bank Economic Review* 26: 51–77.

16.27 *Month instead of issue number.*

Benhabib, Jess, and Mark M. Spiegel. 2018. "The Role of Human Capital in Economic Development: Evidence from Aggregate Cross-Country Data." *Journal of Monetary Economics* 58 (October): 143–73.

(Refer to *Chicago* 14.215–220 and 15.53. Publication titles should be enclosed in quotation marks, and headline-style capitalization should be used.)

16.28 *Working paper.*

Barth, James, Gerard Caprio Jr., and Ross Levine. 2018. "Bank Regulation and Supervision: What Works Best?" Policy Research Working Paper 2725, World Bank, Washington, DC.

Holzmann, Robert, and Steen Lau Jorgensen. 2013. "Social Risk Management: A New Conceptual Framework for Social Protection and Beyond." Social Protection Discussion Paper 0006, Human Development Network, World Bank, Washington, DC.

16.29 *Paper presented at a conference.* (Include the date of the conference.)

Kearney, John. 2019. "FDI Confidence Index: Flash Survey." Paper presented at the Organisation for Economic Co-operation and Development Global Forum on International Investment, "New Horizons and Policy Challenges for Foreign Direct Investment in the 21st Century," Mexico City, November 26–27.

16.30 *Conference paper in print and electronic formats.*

Corsetti, Biancarlo, Paolo Pesenti, and Nouriel Roubini. 1998. "Fundamental Determinants of the Asian Crisis: A Preliminary Empirical Assessment." Paper prepared for the Journal of International Money and Finance and Fordham University Conference, "Perspectives on the Financial Crisis in Asia," New York, October 16, 1998. http://pages .stern.nyu.edu/~nroubini/asia/jimf06.pdf. **(Note: the repetition of the year is a new rule in Chicago 15.14.)**

16.31 *News release.*

UNCTAD (United Nations Conference on Trade and Development). 2015. "FDI Downturn in 2001 Touches Almost All Regions." Press Release TAD/INF/PR36, January 21, 2002.

16.32 *Background paper.*

World Bank. 2018. "Productivity." Background paper, *From Uneven Growth to Inclusive Development: Romania's Path to Shared Prosperity*, World Bank, Washington, DC.

PUBLIC DOCUMENTS

16.33 *Report.*

Uganda, Ministry of Health. 2012. *Exploring the Potential for Community Health Insurance and Prepayment Schemes: Towards the Development of Alternative Health Financing Options in Uganda,* by John Arube-Wani. Consultant report, Kampala.

ELECTRONIC PUBLICATIONS

Chicago offers guidance with respect to many types of issues related to electronic publications. For information about general considerations such as electronic resource identifiers, URLs, DOIs, authority and permanence, and source citation software, refer to *Chicago* 14.6–18.

16.34 *Electronic books.*

World Bank Institute. 2019. *Procurement in World Bank Financed Projects.* Washington, DC: World Bank. CD-ROM, version 4.0.

Stiglitz, Joseph E. 2002. G*lobalization and Its Discontents.* New York: W. W. Norton. Kindle edition.

Easterly, William. 2012. *The White Man's Burden: Why the West's Efforts to Aid the Rest Have Done So Much Ill and So Little Good.* New York: Penguin Press. Microsoft Reader e-book.

World Bank. 2003. *World Bank Annual Report 2003.* Washington, DC: World Bank. https://openknowledge.worldbank.org/handle/10986/13929.

World Bank. 2015. *World Development Report 2015: Mind, Society, and Behavior.* Washington, DC: World Bank. doi:10.1596//978-1-4648-0342-0.

Smith, Adam. 1776. *An Inquiry into the Nature and Causes of the Wealth of Nations.* Project Gutenberg, 2009. http://www.gutenberg.org /files/3300/3300-h/3300-h.htm.

16.35 *Electronic journals.*

Hanushek, Eric A., and Dennis D. Kimko. 2012. "Schooling, Labor Force Quality, and the Growth of Nations." *American Economic Review* 102 (5):1184–208. http://www.jstor.org/stable/2677847.

Dovern, Jonas, and Peter Nunnenkamp. 2018. "Aid and Growth Accelerations: An Alternative Approach to Assessing the Effectiveness of Aid." *Kyklos* 71 (3): 359–83. doi:10.1111/j.1467-6435.2007.00376.x.

Swindle, Jeffrey. 2018. "The Tough Realities Small NGOs Face When Evaluating Their Efforts: Observations from Guatemala and Mexico." *Consilience* 13 (1): 251–63. http://www.consiliencejournal.org/index.php/consilience /article/viewFile/179/68.

Zhang, Haiyang, and Tetsushi Sonobe. 2011. "The Development of Science and Technology Parks in China, 1988–2008." *Economics* 5 (2011-6). doi:10.5018/economicsejournal.ja.2011-6.

16.36 *Electronic magazines.*

Acemoglu, Daron. 2009. "What Makes a Nation Rich? One Economist's Big Answer." *Esquire*, November 18, 2009. http://www.esquire.com /features/best-and-brightest-2009/world-poverty-map-1209.

King, Ian. 2010. "Intel Wants to Be Inside Everything." *Bloomberg Businessweek,* September 2, 2010. http://www.businessweek.com /magazine/content/10_37/b4194029898101.htm.

16.37 *Electronic informal publications.*

Krugman, Paul. 2012. "Analytical Afterthoughts on the Asian Crisis." Massachusetts Institute of Technology. http://web.mit.edu/krugman /www/MINICRIS.htm.

Görg, Holger, Aoife Hanley, and Eric Strobl. 2010. "FDI in Ireland: New Findings for Grants and Local Partnerships." VoxEU.org, October 5, 2010. http://www.voxeu.org/index.php?q=node/5619.

16.38 *Blogs and social media.*

Booth, David. 2018. "Can Aid Become More Relevant to 'Getting Things Done?'" *Governance for Development* (blog), October 24, 2018. http://blogs.worldbank.org/governance/.

Krugman, Paul (@paulkrugman). 2019. "Public investment in infrastructure is clearly something we should be doing." Twitter, February 4, 2019, 6:53 a.m. https://twitter.com/paulkrugman/status/109243608 5408518144.

Mankiw, Greg. 2014. "More on a Nominal GDP Target." *Greg Mankiw's Blog: Random Observations for Students of Economics,* October 29, 2014. http://gregmankiw.blogspot.com/.

Stiglitz, Joseph. 2018. "It isn't inevitable to have a globalization which is used by corporations for tax avoidance and the threat of moving jobs abroad to lower wages." Facebook, October 5, 2018. https://www.facebook.com /JosephEStiglitz/.

16.39 *Online dictionaries and encyclopedias.*

Entries in online dictionaries can be problematic to the author-date citation system and may be better placed in notes than in references.

Online encyclopedia articles often are dated and include an author name. In such cases, they should be included in the reference list.

Example: As a note

1. As defined in *Oxford Dictionary of Economics*, s.v. "ad valorem tax," http://www.enotes.com/econ-encyclopedia/ad-valorem-tax.

Example: As a reference entry

Cogan, John F. 2001. "Federal Budget." In *The Concise Encyclopedia of Economics.* http://www.econlib.org/library/Enc1/FederalBudget.html.

16.40 *Databases.*

If *database* does not appear in the title of a database, then it should be indicated as such in parentheses following the title. Location and access dates should be provided, if possible. Databases can be problematic to the author-date citation system and may be better placed in notes than in references.

Examples: As a source line for a figure or table

Source: Projects Database (Uttar Pradesh State Roads Project), World Bank, Washington, DC (accessed January 14, 2018), http://worldbank .org/projects.

Source: Doing Business Indicators (database), World Bank, Washington, DC (accessed March 2, 2015), http://www.doingbusiness.org.

Examples: As a note

Data in this section are from the Projects Database of the Uttar Pradesh State Roads Project, World Bank, Washington, DC (accessed January 14, 2018), http://worldbank.org/projects.

Economy data for Algeria are from Doing Business Indicators (database), World Bank, Washington, DC (accessed March 2, 2015), http://www .doingbusiness.org.

16.41 *Websites.*

Websites are best placed in a note rather than in the reference list because their usefulness in terms of finding the source material is often limited and because undated material is problematic to the author-date citation system. Refer to *Chicago* 14.205–207. Include the protocol (for example, http://) in the Web address. If possible, URLs should not be presented alone but should include text explaining their content.

Examples: As a note

> For more information about the company, see Keppel's website at http://www.kepcorp.com/en/content.aspx?sid=80.
>
> For an overview of global issues addressed by the United Nations, see the UN website at http://www.un.org/en/globalissues/.

REFERENCE LISTS

16.42 *Example of a reference list.*

Reminder: It is preferable to place source information for websites, databases, and online dictionaries in notes. Government publications (such as the Uganda entries on the next page) would be better placed in a note than in the reference list.

Ahmed, Masood. 2013. "What to Do about Unemployment in Caucasus and Central Asia." iMFdirect (blog), October 31, 2013. http://blog-imfdirect.imf.org.

Albarran, Alan B. 2008. "Media Economics." In *The International Encyclopedia of Communication,* edited by Wolfgang Donsbach. doi:10.1111/b.9781405131995.2008.

Barysch, Katinka. 2004. "EU Enlargement: How to Reap the Benefits." *Economic Trends* 2: 28–31. http://www.cer.org.uk/sites/default/files/barysch _economictrends_june%2004.pdf.

Bernanke, Ben (@benbernanke). "The Fed shouldn't shrink its balance sheet until short-term interest rates are well away from effective lower bound." Twitter, January 26, 2017, 7:22 a.m. https://twitter.com/benbernanke/status /824638528583708672.

Chang, Pao-Long, Chintay Shih, and Chiung-Wen Hsu. 1994. "The Formation Process of Taiwan's IC Industry: Method of Technology Transfer." *Technovation* 14 (3): 161–71.

Chen, Tain-Jy. 2015. "Technical Change and Technical Adaptation of Multinational Firms." *Economic Development and Cultural Change* 40 (4): 867–81.

Chen, Tain-Jy, Been-Lon Chen, and Yun-Peng Chu. 2011. "The Development of Taiwan's Electronics Industry." Paper presented at the Sasakawa Peace Foundation conference, "Rethinking the East Asian Development Paradigm," Tokyo, November 28–29.

Dahlman, Carl J. 2011. "Technology Strategy in East Asian Developing Economies." *Journal of Asian Economics* 5 (Winter): 541–72.

Deutschman, Alan. 2005. "Building a Better Movie Business." *Fast Company,* December, 2005. http://www.fastcompany.com/54853/building-better-movie-business.

Devereux, Stephen, and Larissa Pelham. 2005. "Making Cash Count: Lessons from Cash Transfer Schemes in East and Southern Africa for Supporting the Most Vulnerable Children and Households." Save the Children UK, HelpAge International, and Institute of Development Studies, London. http://www.ids.ac .uk/files/MakingCashCountfinal.pdf.

Economist. 2011. "A Bridge Too Far?" June 9, 2011. http://www.economist.com /node/4031129.

Engardio, Pete. 2009. "Singapore's One North." *Bloomberg Businessweek,* June 1, 2012. http://www.businessweek.com/innovate/content/jun2009 /id2009061_019963.htm.

Estache, Antonio. 2012. "Emerging Infrastructure Policy Issues in Developing Countries: A Survey of the Recent Economic Literature." Background paper, World Bank, Washington, DC.

Estache, Antonio, Andres Gomez-Lobo, and Danny Leipziger. 2012. "Utility Privatizations and the Poor's Needs in Latin America: Have We Learnt Enough to Get It Right?" Paper presented at the conference, "Infrastructure for Development: Private Solutions and the Poor," sponsored by the Public-Private Infrastructure Advisory Facility, the UK, Department for International Development, and the World Bank, London, May 31–June 2, 2012.

Estache, Antonio, and Tomás Serebrisky. 2011. "Where Do We Stand on Transport Infrastructure Deregulation and Public-Private Partnership?" Policy Research Working Paper 3315, World Bank, Washington, DC.

Florida, Richard. 2011. *Rise of the Creative Class.* New York: Basic Books. Kindle edition.

Florida, Richard. 2019. "U.S. mayors are split on whether business incentives are good politics, but most believe—despite evidence to the contrary—that they're good policy." Facebook, February 7, 2019. https://www.facebook.com/Richard -Florida-280441314596/.

Friedman, Thomas L. 2012. *The World Is Flat: A Brief History of the Twenty- First Century (Further Updated and Expanded).* New York: Farrar, Strauss and Giroux. Nook e-book.

High, Kamau. 2005. "American Gamers Get Their Adventures Direct from Japan." *Financial Times,* October 25, 2005. http://www.ft.com/home/us.

Hu, Angang. 2002. "Knowledge and Development: The New Catch-Up Strategy." In *China's Future in the Knowledge Economy: Engaging the New World,* edited by Bhajan Grewal, Lan Xue, Peter Sheehan, and Fiona Sun, 240–69. Beijing: Tsinghua University Press; Melbourne: Victoria University, Centre for Strategic Economic Studies.

Keynes, John Maynard. 1920. *The Economic Consequences of the Peace.* Project Gutenberg, 2005. http://www.gutenberg.org/files/15776/15776-h/15776-h.htm.

Lewis, Michael. 2011. "When Irish Eyes Are Crying." *Vanity Fair,* March, 2011. http:// www.vanityfair.com/business/features/2011/03/michael-lewis-ireland-201103.

Lim, L. Y. C. 1978. "Multinational Firms and Manufacturing for Export in Less Developed Countries: The Case of the Electronics Industry in Malaysia and Singapore." PhD thesis, University of Michigan.

Lucky, Robert. 2012. "The Quickening of Science Communication." *Science* 289 (5477): 259–89. doi:10.1126/science.289.5477.259.

Makinen, Marty, Leo Deville, and Amanda Folsom. 2012. *Assessment of the Private Sector in the Republic of Congo.* A World Bank Study. Washington, DC: World Bank. doi:10.1596/978-0-8213-9705-3.

Mathews, John A. 2012a. "Competitive Advantages of the Latecomer Firm: A Resource-Based Account of Industrial Catch-Up Strategies." *Asia Pacific Journal of Management* 19 (4): 467–88.

Mathews, John A. 2012b. "The Origins and Dynamics of Taiwan's R&D Consortia." *Research Policy* 31 (4): 633–51.

Mathews, John A. Forthcoming. *Strategizing, Disequilibrium, and Profit.* Stanford, CA: Stanford University Press.

Mathews, John A., and Dong-Song Cho. 2000. *Tiger Technology: The Creation of a Semiconductor Industry in East Asia.* Cambridge, UK: Cambridge University Press.

Trucano, Michael. 2011. "Surveying ICT Use in Education in Brazil." *EduTech* (blog), October 31, 2011. http://blogs.worldbank.org/edutech/.

Uganda, Ministry of Finance, Planning, and Economic Development. 1996. Statistical Abstracts. Uganda Bureau of Statistics, Kampala.

Uganda, Ministry of Finance, Planning, and Economic Development. 2011. Statistical Abstracts. Uganda Bureau of Statistics, Kampala.

Uganda, Ministry of Finance, Planning, and Economic Development. 2012. Statistical Abstracts. Uganda Bureau of Statistics, Kampala.

World Bank. 2010. *World Development Report 2011: Conflict, Security, and Development.* Washington, DC: World Bank. http://siteresources.worldbank.org /INTWDRS/Resources/WDR2011_Full_Text.pdf.

World Bank. 2011a. *World Development Indicators 2011.* Washington, DC: World Bank. CD-ROM.

World Bank. 2011b. *World Development Report 2012: Gender Equality and Development.* Washington, DC: World Bank. doi:10.1596/978-0-8213-8810-5.

World Bank. 2018. "Productivity." Background paper, *From Uneven Growth to Inclusive Development: Romania's Path to Shared Prosperity,* World Bank, Washington, DC.

Xinhua News Agency. 2015. "Beijing Digs Deep in Quest for Green Energy." *China Daily*, July 21, 2015.

17. INDEXES

17.1   *Further reference.* For additional information, refer to the formal publishing program's General Composition and Page Makeup Guidelines document, which is provided to typesetters, and *Chicago* chapter 16.

17.2   *What to index.* Text, substantive notes (refer to *Chicago* 16.110–116), text boxes (indicated with an italic *b*), figures (indicated with an italic *f*), tables (indicated with an italic *t*), and appendixes should be indexed.

Front matter is indexed on a case-by-case basis, depending on what it contains.

Separate page numbers should be provided for the text discussion and for any graphical representation. For example, "18, 18*f*, 18*t*" would indicate that the topic appears in the text on page 18, in a figure on page 18, and in a table on page 18.

A note such as the following should be placed at the top of the index: "Note: *b* indicates boxes, *f* indicates figures, and *t* indicates tables."

17.3   *Capitalization.* The first word of a main heading is lowercased unless the word is capitalized in the text.

17.4   *Inclusive numbers.* Follow the preference of *Chicago* (refer to *Chicago* 16.14).

17.5   *Cross-references.* Refer to *Chicago* 16.15–23 for information about see references, see also references, and generic references.

Abbreviations should have cross-references to their spelled-out forms unless the reader is likely to find the abbreviation and the spelled-out form within a few entries of each other. A cross-reference should not be used when there is only one page locator.

Examples

CEDAW. See Convention on the Elimination of All Forms of Discrimination against Women

Convention on the Elimination of All Forms of Discrimination against Women (CEDAW)
    Afghanistan judicial reforms and, 81*b*
    Southeastern Europe, ratification by countries in, 82*b*

ILO (International Labour Organization), 107

International Labour Organization (ILO), 107

United Nations Transitional Authority in Cambodia (UNCTAC), 85*t*

17.6 *Style.* The index should be set in indented style with runover lines set as 3-em hanging indents.

Subentries indent 1 em from main entries, and sub-subentries indent 1 em from subentries.

17.7 *Alphabetization.* Letter-by-letter alphabetization should be used.

17.8 *Numbers.* Numbers other than page citations (dates, for example) should be placed in parentheses.

EDITORIAL CHECKLISTS FOR LEVELS OF EDITING (A, B, C)

DEVELOPMENTAL EDITING CHECKLIST (LEVEL A)

The following is a list of potential developmental editing (level A) tasks. These tasks affect the manuscript's form, structure, and content. They occur prior to a manuscript edit. The client will indicate which of these tasks are to be performed, if any, and this information will be provided to the developmental editor. Developmental edits proceed at roughly two manuscript pages an hour. (A manuscript page is approximately 250 words.)

- Create the manuscript outline.

- Draft the manuscript from the author-approved outline.

- Assemble the manuscript from various materials supplied by the author.

- Revise the manuscript to address peer review comments.

- Reorganize the author-supplied text, as needed, to improve its structure and to sharpen its argument.

- Rewrite the text to sharpen its argument, set the right tone, and achieve the desired manuscript length (that is, the length appropriate for the intended readers).

- Write material to make connections among ideas explicit and to explain or illustrate complex concepts.

- Suggest additional material (such as boxes, figures, a glossary, an index, or tables) that would make the book more reader-friendly and valuable.

- Provide such material.

- Delete material that is tangential and of little value to the majority of the book's intended readers, that goes into detail greater than required for the readers' understanding of the author's point, or that interrupts an otherwise logical flow of ideas.

- Reorganize and revise boxes, figures, maps, tables, and other material, as appropriate, to convey the author's message effectively.

SUBSTANTIVE EDITING CHECKLIST (LEVEL B)

The following is a list of potential substantive editing (level B) tasks. The client will indicate which of these tasks are to be performed, if any, and the production editor will provide this information to the manuscript editor. Additionally, the manuscript editor will perform all mechanical editing tasks (refer to the mechanical editing checklist that follows). Substantive editing proceeds at roughly three to four manuscript pages an hour. (See *Chicago* 2.48 and 2.50–51 for more information about substantive editing.)

Readability

- Point out and suggest solutions for factual inconsistencies, faulty logic, particularly awkward or unclear passages, and incomplete comparisons.
- Cut or edit redundant passages, and simplify long, complicated sentences.
- Smooth transitions between paragraphs or sections.
- Simplify technical language, eliminate jargon, and propose or introduce definitions.
- Ensure that the style is consistent in multiauthor works.
- Make revisions in response to peer-review comments relating to the readability of the manuscript given the intended audience.
- Break up long sequences of modifiers before nouns.
- Replace passive constructions with active verbs, when appropriate.
- Eliminate excess words that do not advance the argument.

Overall Consistency

- Suggest text to eliminate stacked heads.

Lists

- Eliminate unnecessary use of letters or numerals in run-in lists.
- Attempt to run short displayed lists into the text.

Figures and Tables

- Edit tables and figures so that they illustrate their point and present similar data consistently.
- Eliminate text that does nothing more than repeat the data in tables or figures.
- Examine complicated tables to see if they can be simplified. If possible, edit broadside (landscape) tables so that they can be converted into vertical (portrait) tables.

MECHANICAL EDITING CHECKLIST (LEVEL C)

The following is a list of mechanical editing (level C) tasks. Mechanical editing proceeds at roughly five to six manuscript pages an hour. (See *Chicago* 2.49 for more information about mechanical editing.)

General Tasks

- Ensure that the manuscript is set up as individual files for the front matter, chapters, appendixes, and any other back matter.
- Ensure that each chapter has its own notes and references that follow the end of the text. Do not use a single alphabetical reference list as the back matter.
- Maintain a style sheet. Provide the current version of the style sheet with each batch of the edited manuscript (when working on a flow basis) or when editing is complete.

- Insert author queries into the text using bold and double brackets (for example, **[[AQ: Please clarify the sentence.]]**) Do not use the comments or footnotes function.

- Label heading levels using Microsoft Word formatting guidance.

- Keep the figures in place in the text. Insert callouts for correct figure placement in the text file (for example, <<Place figure 2.1 about here.>>). Keep the figure titles, numbers, notes, and sources in the text.

- Insert callouts in the text file for any equations, figures, maps, photographs, or tables that are being provided to the typesetter in separate files.

Readability

- Point out factual inconsistencies, faulty logic, particularly awkward or unclear passages, incomplete comparisons, and vague time references (*in 2019* is better than *last year*).

- Point out first- and second-person pronouns when it is not clear to whom they are referring or when they seem inappropriate in the context of the rest of the manuscript.

- Point out demonstrative pronouns (*this, that, these, those*) when the antecedent is unclear.

- Fix dangling participles, subject-verb disagreement, incorrect preposition choices, infinitives incorrectly used in place of prepositional phrases, and other lapses.

Overall Consistency

- Follow World Bank conventions for country and economy names; alphabetize country and economy names listed in figures, tables, and text unless there is a clear reason to order them differently.

- Make punctuation, capitalization, spelling, and so on consistent, correct, and in accordance with *The Chicago Manual of Style,* 17th edition, and the *World Bank Group Publications Editorial Style Guide.*

- Edit chapter titles and subheads to be informative, to facilitate electronic searches, to have parallel construction, and to be consistent in style.

- Query inconsistencies in the spelling and diacritics of proper names and foreign words.

- Spell out each abbreviation at first mention within each chapter and within each box and graphic, even if it only occurs once.

- Highlight cross-references to other parts of the book. Cross-references are the author's responsibility to check.

- Delete all paragraph numbers.

- Edit endnotes to conform to *The Chicago Manual of Style,* 17th edition.

- Insert the instruction to the typesetter to convert footnotes to endnotes at the end of each chapter preceding the references.

Annexes and Appendixes

- Use "annex" for additional material that is placed at the end of, and is pertinent to, a specific chapter; use "appendix" for material that is placed at the end of, and is pertinent to, the entire book.

- Check the text for the correct use of "annex" and "appendix."

- Annexes should be numbered by chapter; for example, the first annex to the text of chapter 5 would be "annex 5A." The second annex to chapter 5 would be "annex 5B."

- Appendixes should be lettered, not numbered. For example, the first appendix would be "appendix A," the second appendix would be "appendix B," and so forth. Subparts of the respective appendixes would be, for example, "appendix A.1" or "appendix B.2."

Boxes

- Ensure that boxes are correctly numbered and appear in sequential order.

- Ensure that all boxes are referred to by number in the text. The text callout should be lowercase.

- Convert any numbered notes in boxes to lowercase letters, and place footnote text at the base of boxes. These notes should not be part of the chapter endnote sequence.

- Ensure that figures and tables inside boxes are numbered and titled. In the box, number the figures and tables according to the following example: Figure B2.1.1, in which "B" indicates that the figure is in a box, "2.1" identifies the box number (it is the first box in chapter 2), and ".1" indicates that this figure is the first in box 2.1.

- Treat abbreviations in boxes independently of abbreviations in the text; spell the terms out at first occurrence in the box, and use the abbreviations in subsequent mentions.

- Use box tagging (<**Start of box**>) and (<**End of box**>).

Figures and Tables

- Keep the figures in place in the text, and insert typesetter instructions directly below each figure in the Word file; do not set up a separate figures file by chapter.

- Ensure that figures and tables have titles, are correctly numbered, and appear in sequential order.

- Ensure that every part of a figure, such as a panel, is identified by a letter and a text title.
  Note that figures and tables in text boxes are numbered and titled; see "Boxes" above for treatment.

- Point out inconsistencies between the data in figures and tables and the statements in text.

- Ensure that all figures and tables are discussed by number in the text. If any figures or tables seem superfluous to the text discussion, query the author about deleting them or moving them into an annex or appendix.

- Edit titles for sense, parallel construction, and consistent style. Make sure the titles inform about their content using the order of "What," "Where," and "When."

- Axis titles, legends, and labels: Ensure that axis titles, legends, and labels are present in all figures with axes. Ensure that axis titles and axis labels use sentence-style capitalization.

- Empty cells in tables: Ensure that every cell in a table has content; insert queries where any cells are empty. If cells have a dash, insert an author query to define the dash, asking whether it stands for "not available" or "not applicable." (For example, "**[[AQ: What do empty cells indicate? Not available? Not applicable?]]**" or "**[[AQ: Does a dash indicate 'not available' or 'not applicable'?]]**"). If a dash is used to indicate "not applicable," change it to "n.a." Query if meaning is unclear. Unit indicators: **Figures:** Ensure that unit indicators are present in every figure that does not use axes. **Tables:** Ensure that unit indicators only appear above tables when they apply to the entire table.

- In each figure or table that includes nonstandard abbreviations and symbols, define the abbreviations in a general note to the figure or table. Do so even if the abbreviations have been spelled out previously in the text.

- Provide sources for all figures, maps, and tables. Request source information when such information is missing. If authors have used data to create original figures, they should indicate the sources of the data in the source lines. If the authors have created original figures that do not use data, list "World Bank" as the source. "Original calculations for this publication" and "Original figure for this publication" are acceptable alternatives in such cases. Use the author-date style for figure sources to refer readers to a publication. Make sure that the full bibliographic information is included in the reference list at the end of the chapter.

- Note: Spell out all abbreviations in tables and figures in the Note section, even if previously spelled out in the text. Use the singular for "Note" even if more than one element is used.

- In figure- and table-related text (in the note or body text), flag instances in which any figure or note content is referred to by its color. This is important; mentions of color will need to be updated if the typeset content uses different colors from the manuscript, which often ends up being the case.

Maps

1. Ensure that every map has a number and text title, is styled and numbered separately from figures, uses the same two-digit numbering convention as figures and tables, has a corresponding text callout, and appears sequentially.

2. Check that each panel in a map with multiple panels has its own letter and text title.

3. Query if no source is listed; the source should be in addition to the IBRD number and date slug that appears inside World Bank maps. (In addition to that slug, if a departmental logo and disclaimer paragraph appear in World Bank maps, add a query to indicate that those should be deleted.) For non-World Bank maps, a source line as well as a permission line must appear below the figure.

Mathematics

- Apply two-digit numbering if an equation is set on its own line, for example, "1.3" for the third equation in chapter 1.

- Ensure that equation numbering is sequential.
- Ensure that all notation and typographical distinctions are consistent throughout.
- Clearly identify any potentially ambiguous characters.

Photographs

- Ensure that every photograph has a number and title, is styled and numbered separately from the figures, uses the same two-digit numbering system as figures and tables, has a corresponding text callout, and appears sequentially.
- Insert a query if a photograph is missing a source line and "further permission required" notice (for example, "**[[AQ: Please indicate the source [photographer/copyright holder] of this photo.]]**").

Source Documentation

- Check source citations against the reference list or bibliography; query the author for any missing references or for inconsistencies between a text citation and its bibliographic entry.
- Edit the bibliography or reference list for reasonable conformity to *The Chicago Manual of Style,* 17th edition, and the *World Bank Group Publications Editorial Style Guide.* Query incomplete or missing entries.
- Spot check URLs to ensure they are accurate.
- Flag any portions of the manuscript which the author must seek permission from the original publisher to reprint. Refer to section 4 of the *World Bank Group Publications Editorial Style Guide.*

Lists

- Ensure consistency in the handling of lists with respect to such items as punctuation, capitalization, and numbering versus lettering.
- Use initial capitalization for the first word of each bullet.
- Use numbers instead of bullets to indicate sequences.

File Preparation

- Delete extraneous material.
- Finalize the table of contents, not including page numbers.
- Ensure that the manuscript is complete, with individual files for the front matter, chapters, and back matter and with data files by chapter folder for all figures.

APPENDIX A.2a SAMPLE STYLE SHEET (BLANK)

[Note: Copyeditors may prefer to create a style sheet in which word usage appears in alphabetical order (see **appendix A.2b** of this guide); the abbreviation list should be a separate alphabetical file.]

ABBREVIATIONS	EXAMPLES
BOLD, ITALICS, AND UNDERLINE	
BOXES, FIGURES, AND TABLES	
CAPITALIZATION	

HYPHENATION	
NUMBERS	
PUNCTUATION	
MISCELLANEOUS	
SPELLING AND USAGE	

(adj = adjective, n = noun, um = unit modifier, v = verb)

A
adviser

B
best-practice (um)
better-informed (um)

C
climate change (n, um)
coexist
community-level (um)
constitution
cost-effective
country-specific (um)
cross-country (um)
cut-off (um)

D
data set (n)
decision-maker (n)
decision-making (um)

E
e.g. (change to *for example*)
email
etc. (change to *and so on*)

F
first-time (um)
follow-up (n, um)
forestland

G
gender-sensitive (um)
good-practice (um)

H
health care (adj, n)
high-profile (um)

I
i.e. (change to *that is*)
ill-defined (um)

J
joint venture (n)
judgment

K
know-how (n)

L
landholder (n, um)
landholding (n, um)
landowner
land ownership
land use (n, um)
large-scale (um)
long-held (um)
low-income (um)

M
medium-size (adj)
microbusiness
middle-income (um)
mid-level
much-needed (um)

N
nondocumentary

O
overreport (v)

P
pasture user association
policy maker (n)
postwar
precoded
private sector (n, um)
pro-poor
public sector (n, um)

Q
quasi-professional

R
risk taker (n)
risk taking (n)
risk-taking (adj)

S
school-age (adj)
secondhand

self-financing
semiskilled
socioeconomic
start up (v)
start-up (adj, n)

T
time frame (n)
tradable
trade-off

U
underreporting
underused
under way
United States (n)
US (adj)

V
value added tax

W
website (n)
well-designed (um)

X
x-axis
Xerox
x-ray (v)
X-ray (n)

Y
y-axis
year-on-year (adj)

Z
zero-sum (adj)

Headings: A-level and b-level headings are freestanding with headline-style caps. C-level headings are freestanding with sentence-style caps.

In-text lists: (a), (b), (c), not (1), (2), (3)

Terms and words used as words: Italicize.

Numbers: Spell out one through nine; use figures for 10 and up. Use figures for physical quantities and percentages. Use comma for thousands: 4,000.

Author-date citations: Follow World Bank style. Thus, author-date citations without an accompanying discussion should be included in text, not in the notes. Single author: (Smith 2019); Smith (2019). Two authors: (Smith and Jones 2019); Smith and Jones (2019). Three authors: (Smith, Jones, and Brown 2017); Smith, Jones, and Brown (2017). Four or more authors: (Smith and others 2000); Smith and others (2000). Use first initial (or, if necessary, first and middle initials or full first name) to differentiate authors with the same name: (K. Smith 2019; R. Smith 2019). When there are several parenthetical citations, alphabetize them and separate them with a semicolon: (Adams 2012; Bayer 2013, 2018; Crawford 2017; Johnson and others 2018; K. Smith 2012, 2013).

Quotations: Quotations must include a page number in author-date citation. Style is (Smith 2019, 23) or Smith (2019, 23)

References: Use current World Bank style as follows:

Book: Moore, Mark. 2015. *Creating Public Value.* Cambridge, MA: Harvard University Press.

Chapter in a book: Rezende, Fernando, and José Roberto Afonso. 2018. "The Brazilian Federation: Facts, Challenges, and Prospects." In *Federalism and Economic Reform: International Perspectives,* edited by Jessica Wallack and T. N. Srinivasan, 143–88. Cambridge, UK: Cambridge University Press.

Journal article: Alok, V. N. 2015. "State Finance Commissions in Indian: An Assessment." *Indian Journal of Public Administration* 61 (3): 716–32.

Conference paper: Alok, V. N., and Laveesh Bhandari. 2012. "Rating the Policy and Functional Environment of PRIs in Different States of India: A Concept Paper." Paper presented at the Fifth Roundtable of Ministers in Charge of Panchayati Raj, Srinagar, India, October 28–29.

Working paper: Jin, Hehui, Yingyi Qian, and Barry R. Weingast. 2016. "Regional Decentralization and Fiscal Incentives: Federalism, Chinese Style." Working Paper SWP-99-013, Stanford University, Stanford, CA.

APPENDIX A.3 MICROSOFT WORD FORMATTING INSTRUCTIONS

Content reaches users in various ways, many of them electronic and mobile. The publishing unit's job is to process and format the content to make sure this happens quickly and seamlessly. We ask that you take 10 minutes to learn to apply styles to just a few elements in your document. The few additional mouse clicks on your part will considerably accelerate content processing by us and our vendors.

HOW TO APPLY STYLES TO YOUR DOCUMENT

Note that the process described below can take place *as you write* (starting with the very first word you type), *in the middle of the writing process,* or *after you're done writing.* These steps assume you are already done with the writing process [or if you are a copyeditor, they assume the author is done], but they can easily be applied to other situations.

1. Open your Word document. Your content usually has a title, headings, figures and tables, and, of course, paragraphs of regular text. We would like you to apply styles to just a few items. The bulk of your document, regular text, does NOT need to be styled.

2. Open the Styles pane and keep it open while you work.

   With the **Home** tab of the Microsoft Office ribbon selected, click on the "maximizing" **arrow** in the bottom right corner of the Styles ribbon (Windows) or the Styles Pane button on the right edge of the ribbon (Mac).

Windows
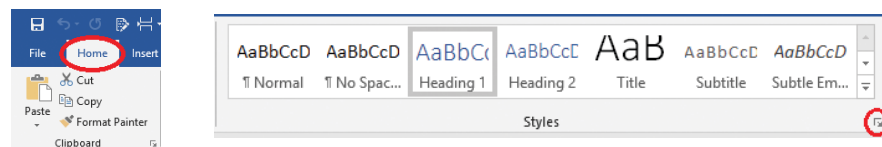
Mac

This will open a Styles pane, which will look like the image below (left).

Windows users: In the Styles pane, click on "**Options**," which will open a dialog window, shown below (right). In the dialog window, below "Select styles to show:", choose "**All styles**." Click OK.

Windows
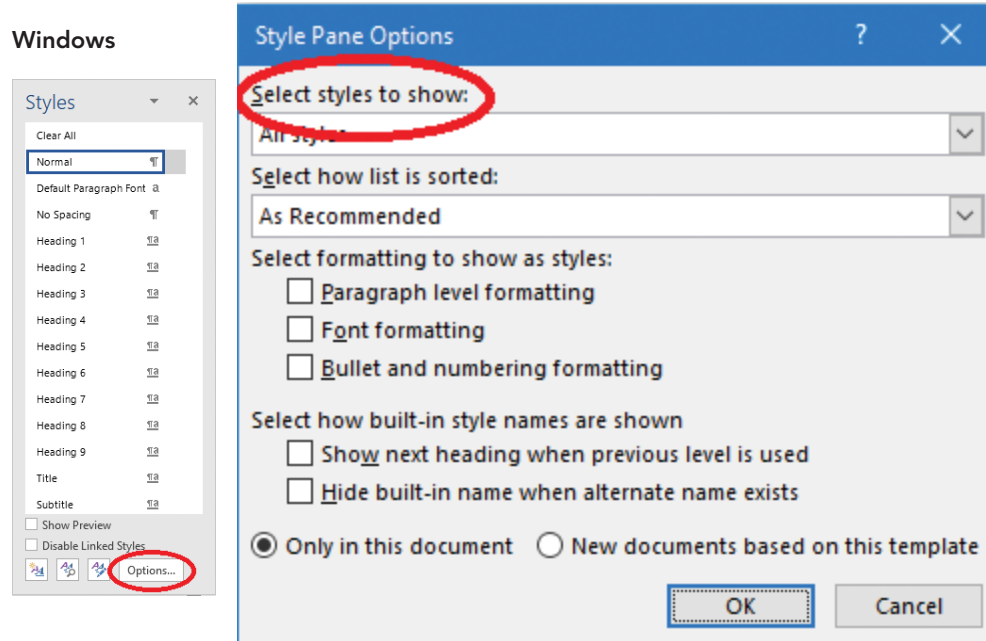
Mac users: Near the bottom of the Styles pane, beside " **List**," select "**All styles**."

Mac
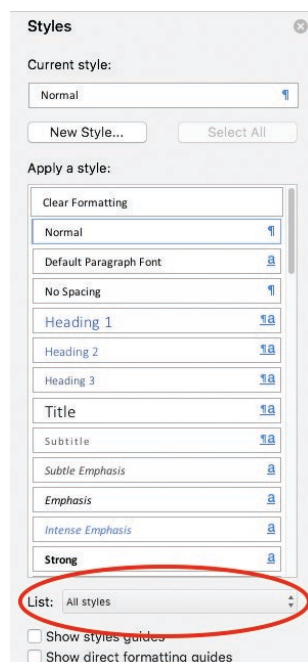
3. Check that you are in **Draft** view. Working in Draft view will allow you to view the styles already applied to your document and the new styles that you will apply to it. To work in Draft view, select "**Draft**" on the "**View**" ribbon.

Windows
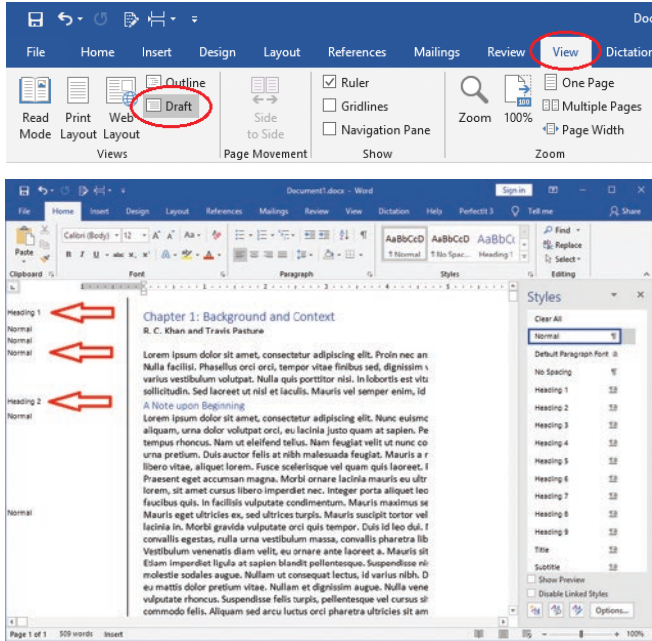
Mac
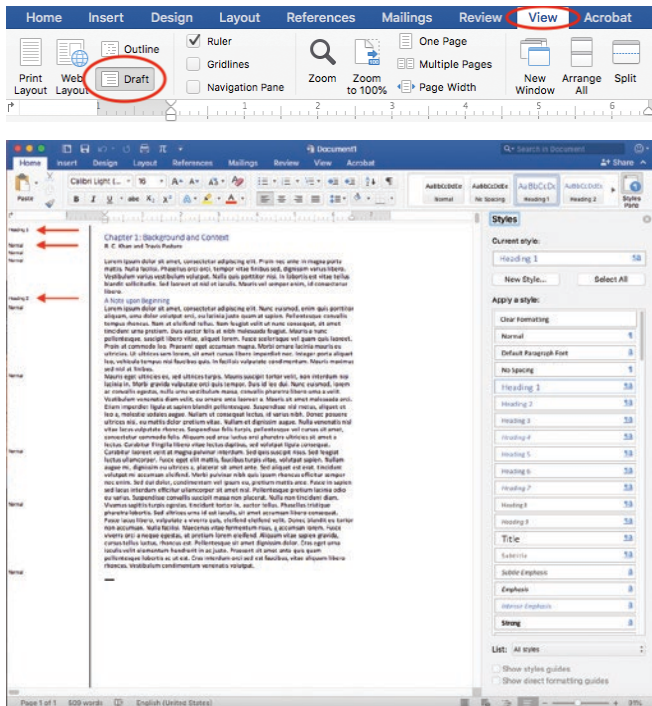
You should now see the **style area pane** on the left-hand side of your screen. If you do not, see page 88 of this guide.
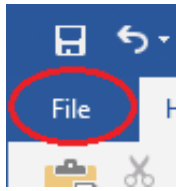
If you do not see the style area pane on the left-hand side of your screen, you may need to adjust your Word options. To do this in Windows, click on the file tab of the Microsoft Office ribbon, then in the toolbar at the left of the screen, click "Options". When the Options window opens, click "Advanced" in the toolbar to the left of the screen, then scroll down to the field labeled "**Style area pane width in Draft and Outline views:**". In that field, enter "1."
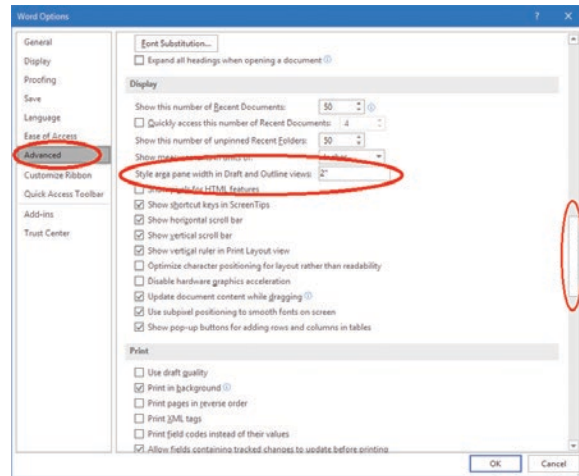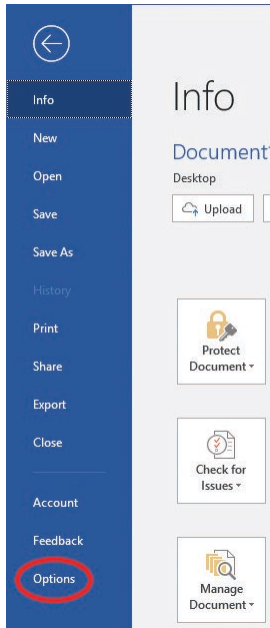
In Mac OS, click Word > Preferences in the menu at the top of the screen, then click the "View" button. In the field labeled " **Style area width:**", enter "1."

Do not worry if your figures "disappear in this view"; that is normal. When you would like to view and work with any figures in your document, simply revert to Print Layout view. You'll still see the Styles pane on the right.

4. With the style area pane visible on the left and the Styles pane on the right, apply styles as you work through your document.

    Here are the items to watch out for in your document and the styles that should be applied to them:

ITEM IN YOUR DOCUMENT	STYLE TO APPLY	NOTES
Title (of your book, chapter, or paper)	Title	
Subtitle (of your book, chapter, or paper)	Subtitle	
Abstract (of your book or chapter)	Message Header	
Section headings	Heading 1 to 5	Please apply the appropriate styles to the headings, Heading 1 being the highest level (in other words, the first section level in a document, such as Introduction or Conclusion). All subsections below this level begin with lower-level headings (such as H2 and below).
Block quotes	Block Text	

In your document, highlight the item to style and then click the desired style in the Styles pane on the right of your screen. Some styles will change your text color to blue, but do not worry. This change has no bearing on the final product. If it bothers you, feel free to change the text color to black manually.

After applying the style, you will see that the style is now indicated in the style area pane on the left of your screen, next to the item that you just highlighted and styled.

Applying the above-listed styles to these key elements will ensure that the publishing unit will interpret the structure of your document correctly.

Sample text showing all the styles listed above:

The Title of My Chapter
Subtitle

> This is the abstract that I am providing with my chapter. It should be about 100 words long. Providing this abstract makes my content more discoverable in online repositories.

This Is a Level 1 Heading
This is regular text, so it doesn't need a style.

Level 2 Heading
More regular text.

> *A block quote is a long excerpt from another source. Here I'll pretend that I'm quoting from Jane Austen. Her writings are no longer protected by copyright, so I do not need to secure permission. Normally, a quote of about four lines (or longer) would require permission. Anything less than that is considered "fair use" by most copyright experts.*

Regular text continues, with no style applied.

DOCUMENT CLEANUP INSTRUCTIONS FOR COPYEDITORS

Copyeditors should start with the redlined document, work with tracking off, and end with a clean document.

WHAT IS CLEANUP, AND WHY IS IT NEEDED?

Cleanup is the production task that takes place after author review of an edited manuscript. It transforms the author-reviewed file into a clean, tagged version that is ready for typesetting. Tracked changes have to be dealt with and cleaned up, and tags have to be put in place to convey to the typesetter the heading hierarchy and the placement of boxes, figures, and tables.

1. First, the Basics

A clean document is one that has no redlining. Eliminating redlining is not the same as hiding it. When you send a clean document to the production editor, no redlining should be visible when the review mode is set to "All Markup" or, in older versions, "Final Showing Markup."

Mac
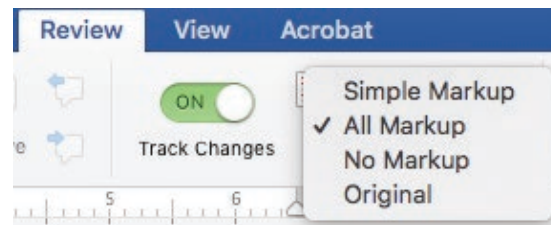
Windows
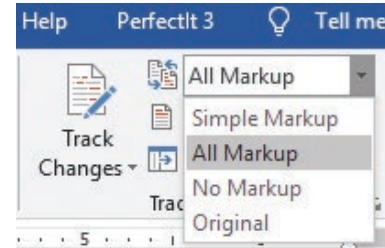
2. What you need to do

- Here is a document reviewed and sent back by the author:
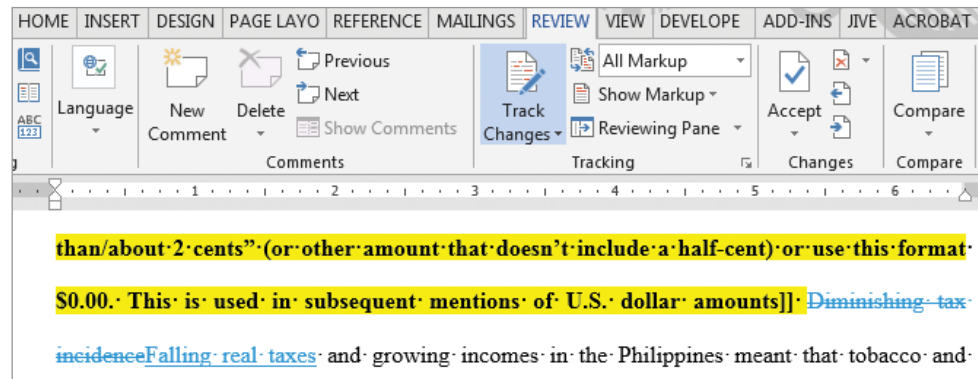
- Turn tracking off; it will only get in the way at this point.

- Highlight the fragment or sentence that has redlining:

> even·in·cases·in·which·children·do·have·access·to·education·facilities,·the·quality·of·education·is· often·poor·(Hanushek·and·Woessmann·2007)· ~~[[Is·2005·meant,·per·References?]]~~)·· This·had· been·increasingly·apparent·in·the·international·learning·test·scores,·in·which·most·students·from·

- Accept the change (Word 2016 will move you to the next redlined fragment automatically; you should choose the dropdown option to "Accept This Change" in order to stay put) and see how the fragment looks:

> even·in·cases·in·which·children·do·have·access·to·education·facilities,·the·quality·of·education·is· often·poor·(Hanushek·and·Woessmann·2007)·)·· This· had· been· increasingly· apparent· in· the·

- It does not look good. Delete the extra space and closing parenthesis; unbold the period:

> even·in·cases·in·which·children·do·have·access·to·education·facilities,·the·quality·of·education·is· often· poor· (Hanushek· and· Woessmann· 2007).· This· had· been· increasingly· apparent· in· the·

- Now it looks good. Move on to the next redline you see. Repeat until you are done.

3. What if the document comes back from the author with some queries still in it?

We like our documents to be query-free when we send them to the typesetter.

- Reevaluate queries that have been ignored with this in mind.

- Depending on how the author has responded to other queries, you may be able to eliminate some queries.

- Consider whether the query was important to begin with and whether it can be deleted.

- Leave only queries that you consider critical; delete the rest.

- And remember, we do not want to see redlining showing those deletions.

4. What if you must retain some queries for page proofs?

OK, so you have decided that a few queries are important. These queries will be moved to the margins of the proof by the typesetter, and in most cases there will not be an arrow pointing to the location to which they apply.

Therefore, you must reword remaining queries so that they make sense when set in the margin:

> The following query works in Word:
> The recession of 1992–2002 **[[AQ: Please confirm years.]]** was . . .

> It does not work *at all* when it sits next to the paragraph; the typesetter may not even place it next to the right paragraph. Reword it:

> [[AQ: Please check the dates of the recession; 1992–2002 can't possibly be accurate.]]

If any queries remain unresolved, move them from the text to Comments so the production editor and typesetter can see them easily.

5. What else?

- Some authors respond to edits using the Comments feature in Word. Review the contents of these comment balloons, deal with the feedback, and delete the balloons.

- Add heading styles to the headings if you skipped this task during the editing phase. For instructions on how to do this, see **Appendix A.3** of this guide.

  Add placeholders for figures and tables if they are in separate files or even if they are in the main file. **<<Insert figure 2.1 about here>>**

- Insert **<<text box>>** and **<<end text box>>** tags for text boxes.

- Before you send the "clean" file to the production editor, go through it to make sure there is no redlining. **A clean document is one that has no redlining.**

APPENDIX A.5 FREQUENTLY OVERLOOKED STYLE RULES FOR EDITORS AND PROOFREADERS

FOR EDITORS:

- Accept all tracked changes before working on the document.

- In each chapter, spell out each acronym and abbreviation at first occurrence, followed by the abbreviation in parentheses, even if it is used only once.

FOR EDITORS AND PROOFREADERS:

- **Ensure that all country, territory, economy, and city names are used correctly** *(consult appendix C in this guide regarding correct use in tables and figures and subsequent uses in text):*

  Examples
  Côte d'Ivoire (never "Ivory Coast"; note circumflex)
  Bolivia, Plurinational State of (in titles)
  Colombia (not "Columbia")
  Democratic Republic of Congo (not "Democratic Republic of the Congo")
  "Eswatini" rather than "Swaziland"
  Gambia, The
  Hong Kong SAR, China (no parentheses around "China"; never refer to it as a "country"—"economy" is acceptable)
  Iran, Islamic Republic of
  Korea, Democratic People's Republic of (never "North Korea")
  Korea, Republic of (never "South Korea")
  Kyrgyz Republic (not "Kyrgyzstan")
  Lao People's Democratic Republic (never "Laos")
  Macao SAR, China (no parentheses around "China"; never refer to it as a "country"—"economy" is acceptable)
  Macedonia, former Yugoslav Republic of, is now "North Macedonia"
  Mumbai (do not use "Bombay")
  Myanmar (never "Burma," except in historical contexts)
  Russian Federation (not "Russia Federation")
  São Tomé and Príncipe (no short form; note diacritical marks)
  South Sudan (not "Republic of South Sudan")
  Taiwan, China (never refer to it as a "country"—"economy" is acceptable)
  United States (use US as an adjective or a noun)
  Venezuela, República Bolivariana de (yes, you need all the words!)
  West Bank and Gaza (refer to it as an "economy," not a "country"; never refer to it as "Palestinian Territory/ies")

- Policy maker (two words)

- Indexes and appendixes (not indices and appendices); use letters to designate appendixes to the whole book.

- Serial comma

- Link (not linkage)

- Use an en dash (not a hyphen) for page and date ranges

- Date ranges: 1982–83, 1982–2002 (not 1982–3, 1982–02)

- Use the en dash correctly in compounds: World Bank–supported (not "World Bank-supported")

- Make sure each figure, map, photograph, and table has a source; query if a source is missing.

- Ensure that box, figure, map, and table notes are not part of the overall footnote scheme; ensure that the markers are letters, not numbers.

- Ensure that no country maps of India have been included, other than as part of the region or world (see section 13.25 of this guide for more information).

AUTHOR'S CHECKLIST FOR FORMAL PUBLISHING

This document was developed for use by authors, but it will also be helpful to copyeditors who perform some of these tasks.

It is our goal to provide you with a publishing process that is as efficient, cost-effective, and quality assured as possible. You are an essential partner in this process. As you prepare to submit your manuscript to us, please ensure the following:

(1) It is complete, containing all elements of the front matter, main text, and back matter.

(2) It meets all of the submission requirements specified in this checklist.

This checklist summarizes the minimum mandatory requirements for submission to the automated publication workflow.

STEP 1: Get permissions and clearances and keep them for your records; provide a copy to the publishing unit.

❏ Obtain clearances from the World Bank's Cartography Unit for any maps in the manuscript; provide a copy to the Formal Publishing Program. Send map requests to the Cartography Unit at mapdesigncart@worldbank.org; copy Bruno Bonansea, bbonansea@worldbank.org (202-458-9329). For clearance of existing maps, use the following email address: mapclearance@worldbank.org.

❏ Assess whether permissions are needed (refer to the Formal Publishing Program's guidelines) to reprint any material from non-Bank sources, including text as well as graphical elements such as maps, figures, tables, and photographs. Secure written permission for text and graphics, excluding photographs, where necessary; refer to our sample Request for Permissions letter. A separate sample letter specifically for permission to use photographs is available from the same guidelines page.

❏ Secure copyright releases from contributing non-Bank authors (see our sample copyright assignment form for books).

STEP 2: Finalize your manuscript

❏ Provide sources for figures, maps, and tables. If authors have used World Bank data to create original figures or tables, they should indicate the sources of the data in the source lines. If the authors have used non–World Bank sources, they should specify them in the source line and obtain permissions as needed (see Step 1). If the authors have created original figures or tables that do not use data, such as flowcharts, list "World Bank" as the source line.

❏ Check that all boxes, figures, maps, and tables are mentioned in the text.

❏ Check that all references are complete and accurate (containing names of authors, titles of publications, names of publishers, dates of publication, and other essential information).

❏ Place notes and references at the end of each chapter, not at the back of the book.

❏ Delete any comments in the Word files, and ensure that no tracked changes remain in the files.

❏ Assemble the front matter: title page; table of contents; foreword and preface (optional); about the authors or editors (names and affiliations/bios up to 100 words, or, for edited volumes, list of contributors with affiliations); acknowledgments; abbreviations (optional).

❏ Assemble the chapters—chapter text, annexes (if applicable), notes, and references—and name the files by chapter number. Examples: 00 Front Matter .docx, 01 Ch_1 Family Obligations.docx, 09 Back Matter.docx.

❏ Assemble the back matter, including any appendixes. Name the files by appendix letter.

❏ Assemble appropriate source files (data or art) for figures, maps, and images:
  → Excel files for dense figures (for example, scatter plots with tightly grouped data points and line graphs with significantly overlapping data lines). Individual files should be clearly titled by chapter and figure number.
  → High-resolution files (300 dpi or greater in eps) of figures derived from Stata or similar programs.
  → Map files (high-resolution files/300 dpi in jpg, eps, or vector).
  → Any source math or tables, if these were provided as pictures and are not editable.

For more information, please see our Manuscript Development Resources on the intranet. (https://worldbankgroup.sharepoint.com/sites/wbsites/WBPP/Pages /index.aspx).

❏ Write an abstract of the full study (350 words). Chapter abstracts are no longer required.

❏ Identify a suitable cover photo (high resolution/300 dpi), preferably with horizontal or landscape orientation. If the resolution is low or the image is otherwise unsuitable for publication for technical reasons, the Formal Publishing Program can conduct photo research for an additional fee.

Note: The World Bank Photo Library has images available at no cost. Searching the Photo Library can be a slow process; for a faster option, go to http://www.flickr .com/photos/worldbank.

STEP 3: Submit the following to the Formal Publishing Program (once you have the full package in print and in electronic format) in OneDrive or via email:

❏ Authorization Form completed and signed

❏ Marketing and Metadata Questionnaire completed and signed

❏ Decision Memo signed

❏ One aggregate Word file of the entire manuscript, for cataloging by the Library of Congress

❏ Manuscript disaggregated into separate Word files and clearly titled by front matter, chapter number, and back matter.

❏ Biographical sketches of authors

❏ Abstract of the full study

❏ Excel files clearly titled for dense figures

❏ High-resolution files (eps, jpg, or vector) for maps and images

❏ Cover photo (high resolution/300 dpi).

For questions, please contact your acquisitions editor. **Thank You!**

APPENDIX A.7 MANUSCRIPT PREPARATION GUIDELINES

These guidelines are intended for use by the editors hired by the Formal Publishing Program, as well as for those hired directly by authoring units. All copyeditors on the Formal Publishing Program's approved list are able to perform these tasks.

Helpful resources for authoring units are available on the World Bank's intranet/Formal Publishing Program at https://worldbankgroup.sharepoint .com/sites/wbsites/WBPP/Pages/index.aspx.

- *World Bank Group Publications Editorial Style Guide*

- Microsoft Word Formatting Instructions

- Excel Figure Preparation Guidelines

- Sample Request for Permissions Letter

- Sample Copyright Assignment Form (to be provided to non-Bank authors)

- Manuscript Preparation Guidelines

A. PARTS OF THE BOOK

World Bank books may contain any or all of the following elements in the following order:

Front Matter
Half-title page
Series or cover information, list of prior publications, or blank
Title page
Copyright page (*The Formal Publishing Program will add this page and will include illustration and photo credits at the bottom of the page.*)
Contents
Foreword (written by someone other than the author; optional)
Preface (written by the author; optional)
Acknowledgments (if not part of the preface; optional)
About the Authors/Editors or List of Contributors
Introduction, Overview, or Executive Summary (*We recommend that these elements appear in the main text rather than in the front matter.*)
Abbreviations

Text
Introduction, overview, executive summary, or chapter 1
Subsequent chapters with their respective annexes, notes, and references
Note: Include any text for part openers, if applicable.

Back Matter
Appendixes (optional)

B. DRAFTING THE MANUSCRIPT

1. Collect all materials for your manuscript, including boxes, figures, maps, math, tables, and references.

2. Consider clarity and electronic searchability when writing chapter titles; section headings; figure, map, and table titles; and appendix titles.
   - Ensure that readers have sufficient information to make sense of these elements if they are viewed apart from the book or chapter: for example, "Results of Regression Analysis" will not adequately inform prospective readers of the contents of a table or appendix.
   - Use descriptive titles that cover What + Where + When. Doing so will ensure that important details like main topics, keywords, country or region names, and years of relevance (where appropriate) are featured in the title and catch readers' attention.

3. Provide shorter paragraphs and more subheads for improved readability of e-books.

4. Place notes and references at the end of each chapter, following the chapter text and any chapter annexes, so that each chapter is as self-contained as possible.

C. CHECKLIST FOR PREPARING THE MANUSCRIPT FOR SUBMISSION TO THE FORMAL PUBLISHING PROGRAM

1. Ensure that all Comments in the draft and reviewed Word files have been addressed, and delete any remaining Comments so that the files are clean.

2. Review all tracked changes and "accept" them or revise the text as necessary so that the files are clean.

3. Consider using the Microsoft Word Formatting Instructions and the Excel Figure Formatting Guidelines provided by the Formal Publishing Program to facilitate the processing of the manuscript content.

4. Ensure that the manuscript is complete:
   - Front matter, including the title page, table of contents, foreword, preface, acknowledgments, and author/editor biographical information (*not all of these elements are necessarily included in the front matter of every book*)
   - Chapters, including any chapter annexes
   - Back matter, such as appendixes.

5. Provide a book abstract.

6. Follow the approved World Bank Country, Economy, and Territory Names list in **appendix C** of the *World Bank Group Publications Editorial Style Guide* when designating these entities. Put them in alphabetical order in the text and tables, unless another ranking is appropriate.

7. Secure written permission for the following non–World Bank materials:
   - Use of a **substantial** amount of copyrighted material of any kind
   - Use of any tables or figures containing **pictorial elements** (for example, flowcharts, art, photographs, or maps)
   - Use of **any art, photographs, or maps.**

Written permission is generally not required for the following elements: The doctrine of fair use allows authors to quote from other authors' work or to reproduce **small amounts of graphic material based on data, excluding pictorial elements,** for purposes of review or criticism or to illustrate or buttress their own points. Authors who follow fair use should ensure that they accurately transcribe any material, give credit to their sources, and do not quote out of context. Additional information is provided on the Formal Publishing Program's intranet site and in *The Chicago Manual of Style,* 17th edition.

D. PREPARING THE ABSTRACT

Please submit an abstract of the full manuscript (350 words). Chapter abstracts are no longer required.

E. CHECKING THE STRUCTURE

1. Ensure that all sections and elements listed in the table of contents are included in the manuscript.

2. Check that all heading levels are correct, and check that all sections and subsections of the text follow logically.

3. Check that each text reference to a box, figure, map, or table uses the correct number of the box, figure, map, or table and that any reference to another chapter or section uses the correct number or title. Do not include any cross-references to pages, since the page numbers will change during layout. With a few exceptions, do not include cross-references to section numbers, since these will be deleted.

F. COLLECTING AND NAMING THE FILES

Text files

File format. Provide the manuscript text in Word. To avoid delays in the editing process, follow the Microsoft Word Formatting Instructions provided in **appendix A.3** of this guide.

File names. Include the chapter number and title, or the appendix letter and title, in the file name so that the text is kept in the proper order and no pieces are overlooked.

Examples
00 Front Matter.docx
01 Ch_1 Family Obligations.docx
02 Ch_2 Health Insurance.docx
08 App_A Welfare Regimes.docx

File organization. To control file size and facilitate the editing process, use separate files for the front matter, each chapter, each appendix, and any back matter.

Annexes for chapters and appendixes for complete books. Appendixes to individual chapters are called *annexes* to avoid confusion with appendixes to the book as a whole. The first annex to chapter 7, for example, would be titled "Annex 7A," and the second annex, "Annex 7B." The first appendix to a book would be titled "Appendix A," and the second appendix, "Appendix B." In addition, each annex and appendix should have a descriptive text heading.

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Boxes

File format. Provide text boxes in Word as part of the main text. Avoid using Word text boxes; instead, type <<**text box**>> at the start of the material and <<**end text box**>> at the end.

Graphics. Assign a number and title to every figure or table within a box.

- In a text box, number any figures and tables according to the following example: **Figure B2.1.1**, in which "**B**" indicates that the figure is in a box, "**2.1**" identifies the box number (it is the first box in chapter 2), and "**.1**" indicates that this figure is the first in box 2.1. If a figure in a box comprises multiple panels and these panels are referenced in the text, they should be referred to as "panel a", "panel b", and so forth. Each panel within the figure should be given a subtitle that includes a letter ("a," "b," and so forth) followed by a descriptive heading.

- In a chapter annex, number any figures or tables in a box according to the following example: **Figure B2A.1.1**, in which "**B**" indicates that the figure is in a box, "**2A.1**" identifies the box number (it is the first box in annex A of chapter 2), and "**.1**" indicates that this figure is the first in box 2A.1. Figures with multiple panels should be treated as indicated in the preceding bullet, with a letter and a text heading.

Length. Limit the number of words in text boxes to 700 or fewer.

Notes. Use a self-contained lettering system for any notes within boxes to avoid confusion with notes in the text. Superscript lowercase letters are used within the text of the box. The notes section pertinent to the box is placed at the end of the box.

Quantity. Keep the quantity of boxes to a minimum so that they do not overshadow the text itself.

Sources. In citing sources of information, specify the author's last name and the year of publication. Place complete bibliographic information in the reference list for the chapter. Source lines are not required if the box is the original work of the author.

Text references. Make sure that each box is mentioned, by number, in the text.

Titles. Keep titles informative and parallel in structure and tone.

Figures

General

- Check that every figure has a figure number, title, and source.
- Cite every figure by number in the text and ensure that every figure appears in sequential order.
- Provide Excel or other data files whenever possible, and for all dense figures.
- For all figures with axes, indicate the unit of measurement for each axis.
- For line graphs and bar charts, use legends (figure keys) to identify each line, bar, or bar segment.
- For pie charts and scatterplots, use labels to identify each segment or specific data points.

Abbreviations and symbols. Define all nonstandard abbreviations and symbols used in a figure, including as part of the title or unit indicator, in a note to the figure.

Country and economy names. Check that names follow the approved World Bank listing provided in the *World Bank Group Publications Editorial Style Guide*, **appendix C**.

Data. When you provide your data for your figures (in a separate folder), make sure that the data files and individual workbook sheets have the same numbering as the figures they represent and are clearly titled and ordered. For example:

- 01 Ch_1 Figures.xls
- 02 Ch_2 Figures.xls
- 08 App_A Figures.xls

Make sure that data workbooks are cleaned up and that no extra sheets are transmitted, or highlight the data to be included if you do not want to remove sheets.

Notes. Ensure that all figure notes show in the text file; check the data files, and if necessary, copy any notes from the data files into the Word files.

Numbering. Use the two-digit style. For example:

- **"Figure O.1"** is the first figure in an overview; **"figure I.1"** is the first figure in an unnumbered introduction.
- **"Figure 1.1"** is the first figure in chapter 1.
- **"Figure 2A.1"** is the first figure in the first annex to chapter 2; **"figure 2B.1"** is the first figure in the second annex to chapter 2.
- **"Figure A.1"** is the first figure in appendix A; **"figure B.1"** is the first figure in appendix B.

Refer to the preceding "Boxes" section for information on numbering figures that appear in boxes.

Permissions. Check that you have obtained permissions in writing where needed. A sample letter for text and graphics, excluding photographs, and a sample letter specifically for photographs are available on the Formal Publishing Program's Manuscript Development Resources intranet page.

Sources

- Use author-date style to refer readers to a publication. Make sure that the full bibliographic information is included in the reference list at the end of each chapter.
- The World Bank's Legal Department has directed that a source line of "Authors" should not be used because it can create confusion over copyright ownership.
- Sources for figures and tables are treated the same as sources for text. All figures need to have source lines.

Examples

- ***If figures are original and use text and not data,*** for example, flowcharts, then list "World Bank" as the source.
- ***If figures use World Bank data,*** then cite the data source as specifically as possible, for example, "World Development Indicators Database." In the absence of this information, provide a note specifying "World Bank data" as the source. Do not use "Authors" or "Author's compilation." It is acceptable to start the source line with "An elaboration of…" or "based on…" or similar language.
- ***If figures use non–World Bank data owned by a third party,*** then use a standard source line.
- ***If figures are (a) owned by a third party (not the World Bank) and (b) require permission,*** then use the following line: "Source: [author-date citation], ©[copyright owner]. Reproduced with permission from [copyright owner]; further permission required for reuse."

- Provide complete source information in the reference list or bibliography.
- Refer to *Chicago* chapter 4 for more complete information about rights and permissions, and to *Chicago* chapter 15 for information about documentation.

Titles. Check that every figure has a descriptive title that covers What + Where + When.

- Be aware that the figure will be electronically searchable and might be viewed apart from the text in an electronic iteration.
- Avoid using ellipses or dashes to connect one figure title to the next.
- If a figure is divided into parts, make sure that each subpart is lettered and has a title (for example, "a. Texttexttext").
- Check that the title appears in both the data file (Excel, or eps for Stata) and the Word file.
- Avoid using the World Bank's regional abbreviations (AFR or SSA, EAP, ECA, LAC, MNA or MENA, and SAR).

Text references, Make sure that each figure is discussed, by number, in the text.

Unit modifier. Label each axis, and provide unit indicators. For a figure that does not use axes, provide a unit indicator for the figure as a whole.

Maps
Creation and approval. Send requests to create maps to the World Bank's Cartography Unit at mapdesigncart@worldbank.org; copy Bruno Bonansea, bbonansea@worldbank.org (202-458-9329).

- Be aware that high-resolution images are needed; as a rule, images from the internet do not have adequate resolution and need to be re-created. Permission may be required for non–World Bank maps.
- Cartography will provide an identifying IBRD number for each map; this number should not be deleted from the files supplied to the Formal Publishing Program.
- If the maps have been created by another source, then secure the Cartography Unit's clearance. All maps must be approved by the Cartography Unit before delivery to the Formal Publishing Program.

File format. Provide maps as separate Illustrator/eps files as well as low-resolution PDFs. Note that maps provided as screen shots will need to be re-created.

File organization and naming. Place any maps in a separate Maps folder with subfolders by chapter. Identify each map by number both in the file name and in the document.

Examples
Map 1_1.eps
Map 1_2.eps
Map 2_1.eps
Map 2_2.eps
Map A_1.eps

Numbering convention. Label and number maps separately from figures, and use the same two-digit numbering convention for them as for figures and tables.

Permissions. Secure permission from the originator to use maps taken from copyrighted sources.

Sources. Check that every map has a source line.

Text callouts. Ensure that every map has a corresponding text callout.

Math

File format. Show mathematical equations in the Word text files of the manuscript, or provide them as PDFs in separate files, to ensure accuracy as the files are processed.

File organization. If the math is provided in a separate Math folder from the manuscript, include a picture of the math in the manuscript file for reference.

File names. If a file contains multiple equations, include the chapter number or appendix letter in the file name and label each equation by number within the document.

Examples
01 Ch_1 Math.docx
02 Ch_2 Math.docx
08 App_A Math.docx

If each file consists of only one equation, identify the equation by number in the file name and in the document.

Examples
Equation 1_1.xlsx
Equation 1_2.xlsx
Equation 2_1.xlsx
Equation A_1.xlsx

References

Cited works. Delete any entries not actually cited from the reference list.

Completeness. Check that all references are complete and accurate, with each author's name, the title of the publication, the name of the publisher, the date of publication, and other essential information included.

Organization by chapter. Ensure that all references have been organized by chapter and are appended to the end of each chapter.

Tables

Abbreviations and symbols. All nonstandard abbreviations and symbols that are used in a table, including as part of the title or unit indicator, need to be defined in a note to the table.

Blank cells. Avoid leaving blank cells within a table. Instead, use one of the symbols below.

— Not available
n.a. Not applicable
.. Negligible
0 Zero

Column headings. Provide a heading for every table column.

Editability. Make sure that the tables in the manuscript files are provided in editable formats rather than as pictures.

Numbering. Use the two-digit style. For example:

- **"Table O.1"** is the first table in an overview; **"table I.1"** is the first table in an unnumbered introduction.

- **"Table 1.1"** is the first table in chapter 1; **"table 2A.1"** is the first table in the first annex to chapter 2; "**table A.1**" is the first table in appendix A.

Refer to the "Boxes" section of this appendix for information on numbering tables that appear in boxes.

Sources. Sources for tables are treated the same as sources for text. All tables need to have source lines.

- *Use author-date style to refer readers to a publication.* Make sure that the full bibliographic information is included in the reference list at the end of each chapter.

- The World Bank's Legal Department has directed that a source line of "Authors" should not be used because it can create confusion over copyright ownership.

Examples

If tables are original and use text and not data, then list "World Bank" as the source line.

If tables use World Bank data, then cite the data source as specifically as possible, for example, "World Development Indicators Database." In the absence of this information, provide a note specifying "World Bank data" as the source. It is acceptable to start the source line with "An elaboration of…" or "based on…" or similar language. Do not use "Authors" or "Author's compilation."

If tables use non–World Bank data owned by a third party, then use a standard source line.

If tables are (a) owned by a third party (not the World Bank) and (b) require permission, then use the following line: "Source: [author-date citation], ©[copyright owner]. Reproduced with permission from [copyright owner]; further permission required for reuse."

Text references. Make sure that each table is discussed, by number, in the text.

- Place tables not directly pertinent to the text but of interest to readers in an annex to the chapter or an appendix to the book.

Titles. Check that every table has a descriptive title that covers What + Where + When.

- Be aware that the table will be electronically searchable and might be viewed apart from the text in an electronic iteration.

- Avoid using ellipses or dashes to connect one table title to the next.

- Avoid using the World Bank's regional abbreviations (AFR or SSA, EAP, ECA, LAC, MNA or MENA, and SAR).

Unit indicators. Provide a unit indicator for the table as a whole or for individual rows and columns when more than one unit is used in the table.

EDITORIAL QUALITY CONTROL CHECKLIST

A. GENERAL TASKS

1. Conduct routine check of formatting:

   - Delete extra spaces after periods.

   - Convert spaced en-dashes and spaced hyphens to closed-up em-dashes.

   - Check that en-dashes are used in date ranges rather than hyphens. If possible, convert yyyy–yyyy style date ranges to yyyy–yy style, using an en-dash, as long as the two dates have the same first two digits.

   - Endnotes:

     - Set superscript notes as endnotes; insert instructions to move endnotes to precede references. Do not remove the connection in Word between the note marker and the note itself; in other words, do not manually manipulate notes for numbering and placement. We need to retain the automatic renumbering feature until we are ready for typesetting.

     - If any of the endnotes contain *only* author-date citations, put them in body text and remove the endnotes.

   - Check that double quotation marks are used in the text; within double quotation marks, use single quotation marks, where appropriate.

   - Delete any spaces after $, for example, "US$5 million."

   - Check that all URLs in the references have a period at the end.

   - Delete any numbering in headings and paragraphs, *unless the production editor indicates otherwise.*

   - Remove any boldface or italics applied to the first sentence of every paragraph, *unless the production editor indicates otherwise.*

   - Format the levels of all headings and graphics titles as either **headline style** (applies to most books) or **sentence style** (applies to some World Bank flagships); *the production editor will indicate which style to apply.* Note that in headline style, not every word is capitalized; for example, "UNESCO" would not become "Unesco"; for details, please see *Chicago.* In sentence style, make sure you manually review the change to avoid lowercasing proper nouns and abbreviations.

   - Front matter:

     - Ensure that the front matter elements are in the following order; if they are not, rearrange to comply as needed: half-title page, title page, copyright page, contents, foreword (optional), preface (optional), acknowledgments (optional), about the authors or editors or list of contributors (optional), executive summary (optional), abbreviations. If there is a series page or anything not listed in this bullet, please contact the production editor for guidance.

- Compile the list of abbreviations used throughout the publication, if not provided by the authors. If an abbreviations list already exists, verify that all abbreviations used in the manuscript appear in the list and insert any that are missing. The abbreviations list in the front matter should be in alphabetical order by the abbreviation or acronym rather than by the spelled-out text.

- Chapter titles and headings:
    - Apply any missing styles to headings to indicate the appropriate levels on the basis of existing styles or tags provided in the manuscript.
    - Ensure the heading hierarchy does not move from A and B heads to run-in headings, skipping C heads.
    - Ensure that there is an A-level heading above the opening paragraph of each chapter.

- Graphics quality:
    - If cover images, figures, maps, or other graphics files appear to be low-resolution, check the image size to see if the resolution can be improved.
    - If the quality can be improved, do so; if it cannot, insert queries to the authors and production editor that higher-resolution files are needed (for example, "**[[AQ: The resolution of this image is too low to print well. Please provide a high-resolution image.]]**").
    - Our intention is to resolve any discrepancies between figures in the manuscript Word files and those in the Excel files (if provided) before the manuscript is sent to Datapage for editorial QC or typesetting. If we have failed to do this or have had to skip this step for whatever reason and the production editor does send Excel files during the QC, please flag any discrepancies and query them in the Word file, as noted in F.3 in this appendix.

2. Conduct routine check of text:
    - Abbreviations
        - Spell out abbreviations at first use in every chapter.
        - Spell out the abbreviations "i.e." as "that is" and "e.g." as "for example."
    - Author queries: Insert necessary author queries into the Word files using the Comments function.
    - Capitalization and spelling: Make capitalization and spelling correct and in accordance with *The Chicago Manual of Style,* 17th edition, and the *World Bank Group Publications Editorial Style Guide.*
    - Cross-references
        - Be aware of text cross-references to other parts of the book. Query any cross-references that refer to parts that are missing.
        - If possible, flag vague cross-references (such as "see the next section," "see above") so that an editor can replace them with specific language (such as the section title, chapter number, figure number, or "the section on [section title in lowercase]").
        - Ensure that page numbers are not used in cross-references of items within the manuscript.

- Non-English text:
  - Use roman rather than italics for non-English words.
  - Insert query for English translations of non-English text.
  - Resolve inconsistencies in the spelling and diacritics of proper names and foreign words; ***communicate your resolution to the production editor.***
- Numbers:
  - Spell out numbers one through nine.
  - Use a comma for four or more digits, for example, 4,000.
  - In series in the text, use Arabic rather than roman numbers, for example, "(1)" rather than "(i)."
  - Add space to unit indicators in text, for example, "5 km."
  - Use "percent" in text. OK to use "%" in figures and tables.

B. COUNTRY NAMES AND MAPS

1. **Check all country names and maps:**

- Follow World Bank conventions for specifying country and economy names. Do not change the order of the countries as provided in the manuscript. Important: **Do not replace "Korea" with "Democratic Republic of Korea"; in most cases, "Korea" should be "Republic of Korea" (full name needed only on the first mention in the chapter). Pay particular attention to China; Hong Kong SAR, China; Macao SAR, China; and Taiwan, China, which are *economies* and should never be referred to as *countries*. Change any occurrences of "Swaziland" to "Eswatini." Use "South Sudan" rather than "Republic of Sudan."**
- **Tables and figures have different requirements from text when it comes to country names; please see the *World Bank Group Publications Editorial Style Guide* appendix C for guidance.**
- Ensure there are no country maps of India, other than as part of the region or the world. Individual province maps are allowed; however, the provinces of Jammu Kashmir, Azad Jammu Kashmir, and Arunachal Pradesh should not be depicted. The three provinces also should not appear in tables, figures, or text.

C. LISTS

1. Ensure consistency in the handling of lists with respect to punctuation:

- Delete all end-of-line punctuation, except the final period at the end of a list consisting of incomplete sentences.
- Use initial capitalization for the first word of each bullet.
- Check that in cases where numbering [(1), (2), (3)] or lettering [(a), (b), (c)] is used, the numbers or letters are sequential.

D. ANNEXES AND APPENDIXES

1. Check the text for the correct use and treatment of "annex" and "appendix."

- Annex:

- Use "annex" for additional material that is placed at the end of, and is pertinent to, a specific chapter.

- Use numbers in the titles of annexes by chapter. For example, the first annex to the text of chapter 5 would be "Annex 5A," and the second annex to the text of chapter 5 would be "Annex 5B."

- Use numbering even if there is only one annex.

- Use the lowercase in the titles of annexes in text mentions, for example, "in annex 5A."

- Appendix:

  - Use "appendix" for material that is placed at the end of, and is pertinent to, the entire book.

  - Use letters in the titles of appendixes. For example, the first appendix would be "Appendix A"; the second appendix would be "Appendix B."

  - Use lettering even if there is only one appendix.

  - Use numbers to distinguish subparts of appendixes, for example, "Appendix A.1" would be the first subpart of the first appendix.

  - Use lowercase in the titles of appendixes in text mentions, for example, "in appendix 5A."

E. BOXES

1. Ensure that boxes are correctly numbered and appear in sequential order.

2. Ensure that every box is referred to by number in the text; the in-text reference should be lowercase (for example, "As shown in box 1.1"). If a text callout is missing, insert a query (for example, "**[[AQ: Box 1.1 is not mentioned in the text. Insert a text callout to the box.]]**"). In the query, do not use the word "citation" because it can be misunderstood to mean source information.

3. Convert any numbered notes in boxes to lowercase letters, and place footnote text at the base of the boxes. **These notes should not be part of the chapter endnote sequence.**

4. Ensure that figures and tables inside boxes are numbered and titled. In the box, number the figures and tables according to the following example for the first figure in box 2.1: "Figure B2.1.1." In the "Figures" section of the table of contents, this box figure should be listed as number "B2.1.1."

5. Do not query authors if a box is missing a source line. Note that this instruction does not apply to figures, maps, photographs, or tables.

6. Treat abbreviations in boxes independently of abbreviations in the text; spell out the terms at first occurrence in the box, and use the abbreviations in subsequent mentions.

7. Use box tagging (**<Start of box>**) and (<**End of box>**).

F. FIGURES AND TABLES

1. Keep the figures in place in the text, and insert typesetter instructions directly below each figure in the Word file; do not set up a separate figures file by chapter.

2. Ensure that all figures and tables have titles, are correctly numbered, and appear in numerical order.

3. Insert a query in the Word file if there is a discrepancy between the figure in the Word file and any corresponding Excel or Stata file.

4. Ensure that every part of a figure, such as a panel, is identified by a letter and a text title.

5. Axis titles, legends, and labels:

   • Ensure that axis titles, legends, and labels are present in all figures with axes.

   • Ensure that axis titles and axis labels use sentence-style capitalization.

6. Empty cells in tables:

   • Ensure that every cell in a table has content; insert queries where any cells are empty.

   • If cells have a dash, insert an author query to define the dash, asking whether it stands for "not available" or "not applicable." (For example, "**[[AQ: What do empty cells indicate? Not available? Not applicable?]]**" or "**[[AQ: Does a dash indicate 'not available' or 'not applicable'?]]**").

   • If a dash is used to indicate "not applicable," change it to "n.a." Query if meaning is unclear.

7. Note:

   • Spell out all abbreviations in tables and figures in the Note section, even if previously spelled out in the text.

   • Use singular for "Note" even if more than one element is used.

8. Sources:

   • Ensure that every figure and table has a source; query if no source is provided.

9. Text callouts:

   • Ensure that every figure and table is mentioned by number in the text; use the lowercase for the in-text callout (for example, "As shown in figure 1.1").

   • If a callout is missing, insert a query (for example, "**[[AQ: Figure 1.1 is not mentioned in the text. Please insert a text callout to the figure.]]**"). Do not use the word "citation" because it can be misunderstood to mean source information.

10. Unit indicators:

    • **Figures:** Ensure that unit indicators are present in every figure that does not use axes.

    • **Tables**: Ensure that unit indicators only appear above tables when they apply to the entire table.

11. In figure- and table-related text (in the note or body text), flag instances in which any figure or note content is referred to by its color. This is important; mentions of color will need to be updated if the typeset content uses different colors from the manuscript, which often ends up being the case.

12. Remove the end dot from the legends of figures, maps, and tables.

13. Insert a query regarding the use of shading in tables, asking the authors to confirm that it is intentional.

G. MAPS

1. Ensure that every map has a number and text title, is styled and numbered separately from figures, uses the same two-digit numbering convention as figures and tables, has a corresponding text callout, and appears sequentially.

2. Check that each panel in a map with multiple panels has its own letter and text title.

3. Query if there is no source listed; the source should be in addition to the IBRD number and date slug that appears inside World Bank maps. (In addition to that slug, if a departmental logo and disclaimer paragraph appear in World Bank maps, add a query to indicate that these should be deleted.) For non-World Bank maps, a source as well as a permission line must appear below the figure.

H. MATHEMATICS

1. Apply two-digit numbering if an equation is set on its own line, for example, "1.3" for the third equation in chapter 1.

2. Ensure that equation numbering is sequential.

I. PHOTOGRAPHS

1. Ensure that every photograph has a number and title, is styled and numbered separately from the figures, uses the same two-digit numbering convention as figures and tables, has a corresponding text callout, and appears sequentially.

2. Insert a query if a photograph is missing a source line and "further permission required" notice, for example, "**[[AQ: Please indicate the source [photographer/copyright holder] of this photo.]]**").

J. SOURCE DOCUMENTATION (CITATIONS, REFERENCES, AND BIBLIOGRAPHIES): WHAT TO LOOK FOR

1. Check text citations against the reference list. Query the author for any missing references. Bibliographies, unlike References, may include uncited items.

2. Query in the following instances:

   • If the heading is "Bibliography" rather than "References."

   • If entries do not have an author name, date, title, and publisher (for books) or an author name, date, article title, journal title, volume number, and issue number (for journals).

   • If the location of the publisher is missing.

   • If page numbers of a journal article are missing.

   • If an exact date, location, sponsor, or any other detail of a conference is missing.

3. Wherever possible, provide missing information and resolve any inconsistencies between the text citation and the reference list entry; query if ambiguous.

4. Convert "ibid." and "op. cit." to author-date citations. (Do not italicize "et al." in citations.)

5. Correct the list order if any reference is out of alphabetical sequence. Follow the style guide with regard to publications by the same authoring team or by different authoring teams where the lead author is the same.

6. Ensure that publication titles are all title case; this rule does not apply to foreign titles, which should not be converted to title case if they are in sentence case.

7. If the same author (or authoring team) has several separately cited publications, use the name (or set of names) in the first entry. Replace the name(s) with a 3-em dash and period in subsequent entries.

K. SOURCE DOCUMENTATION: WHAT TO IGNORE

1. Do **not** query in the following instances:

   - If page numbers are missing from a chapter in a book.

   - If you are unsure whether a publication is formal (book) or informal (for example, a paper).

   - If a reference is for a publication in a language other than English.

   - Whether to move databases from the references to the endnotes; it is acceptable for databases to be included in the references.

2. Do **not** make the list consistent by replacing first names with initials. Do query if *only* last names are used (this is uncommon).

3. Do **not** ask for an "accessed by" date if a Web reference does not list it. Do not remove it if included.

L. FILE PREPARATION

Upon completion of the editorial QC, provide the redlined Word file(s) and clean Word file(s) (with changes accepted and tracking left on to capture further changes) to the production editor.

EXCEL FIGURE PREPARATION GUIDELINES

Please supply the data for any graphs in your manuscript. This set of instructions assumes that you are using Excel for your data; if you are using STATA, please save and send your images as eps files and make sure that the eps file name corresponds to the figure number used in the manuscript.

Make sure that your Excel worksheet shows the graph and the data on the same sheet and that the graph in Excel matches the graph in your manuscript.
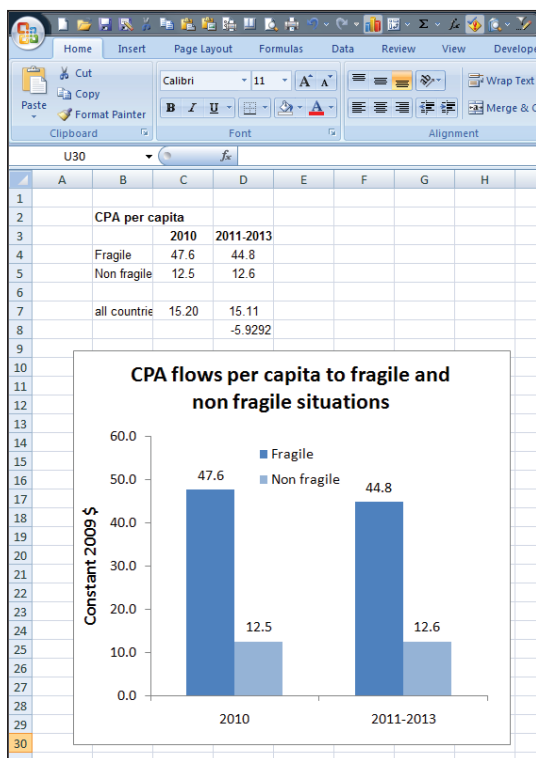
The graph and its data should appear on the same sheet in close proximity to one another.

Avoid separating graphs and data across multiple tabs.

For bar graphs, all labels on the horizontal axis should be located directly under the data bars.

For line graphs and scatter plots, however, labels on the horizontal axis should be placed under the tick mark corresponding to the data point on the graph.

For graphs displaying years along the horizontal axis, the first year should appear at the vertical axis and subsequent years should appear under the tick marks along the axis.
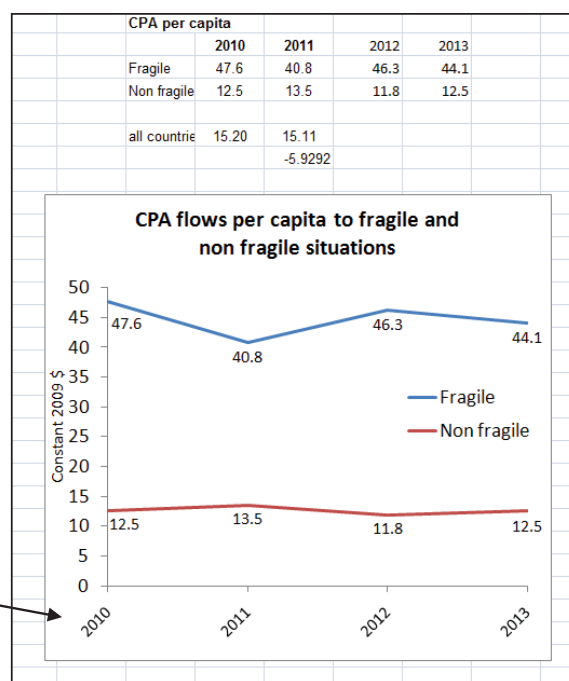
If two or more graphs are measuring the same variable, make sure that the data sets are properly framed for scale and comparison. (For example, two graphs for different countries showing FDI from 2001–2007 should show the same range on the vertical axis.)

Make sure the axes of like figures have the same range and that they are set at visually appropriate intervals.

Make sure all axes are properly and comparatively framed.
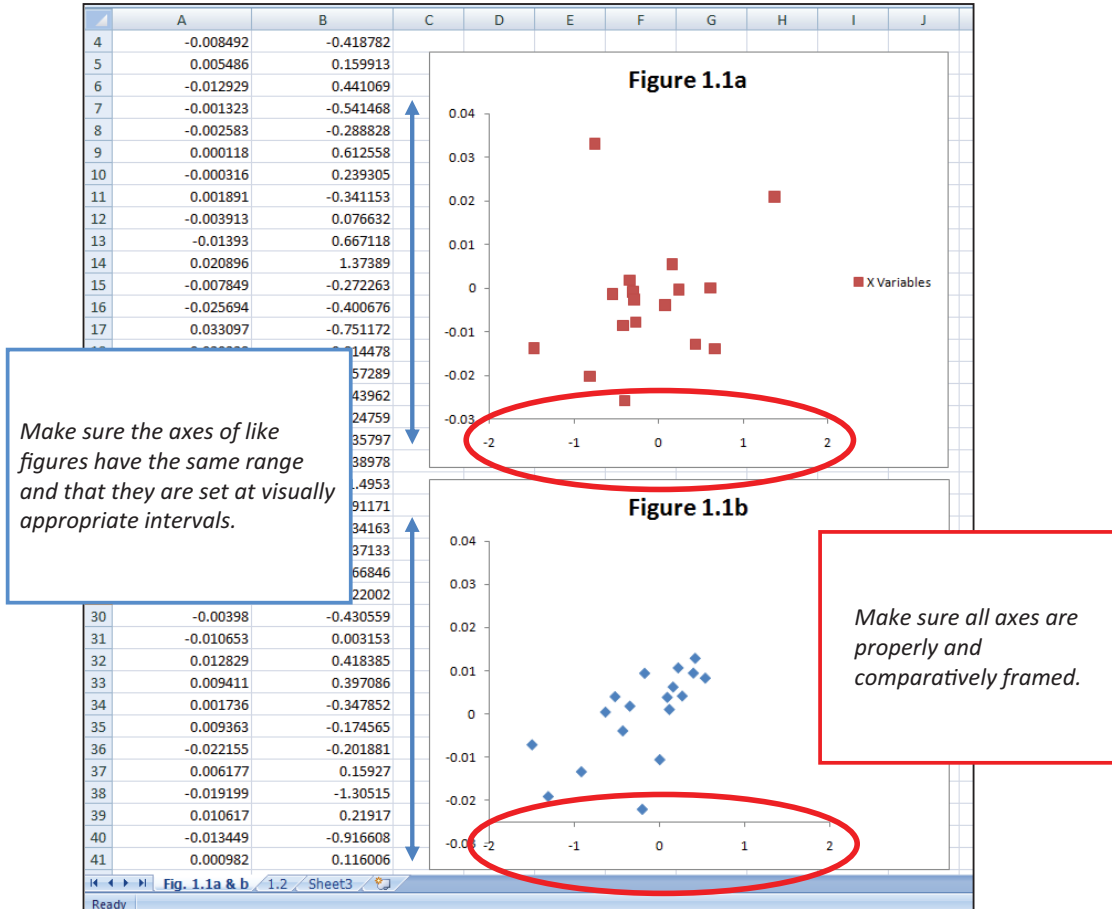
To change the range and intervals of the axes, click on the graph and under the "Layout" tab select "Axes," choose "Primary Horizontal or Vertical Axis," and click on "More Axis Options."

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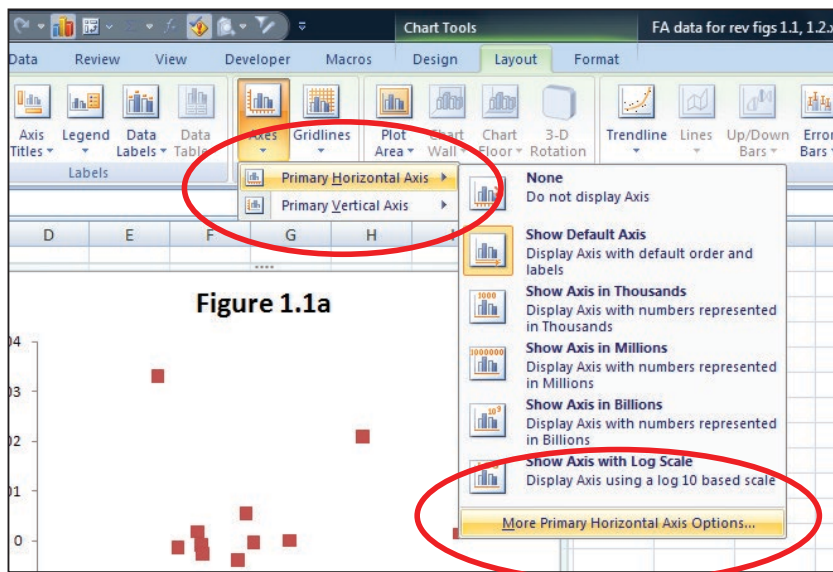
To manually format the axis range, under "Axis Options" select "Fixed" as the "Minimum" and "Maximum" values and then type in the desired range. For the interval value, select "Fixed" as the "Major unit" and then type in the desired interval.

To change where the x and y axes intersect, under "Vertical (or Horizontal) axis crosses," select the "Axis value" option and type in the desired intersection point on that axis. The default is for the graph to intersect at the midpoint of each axis.
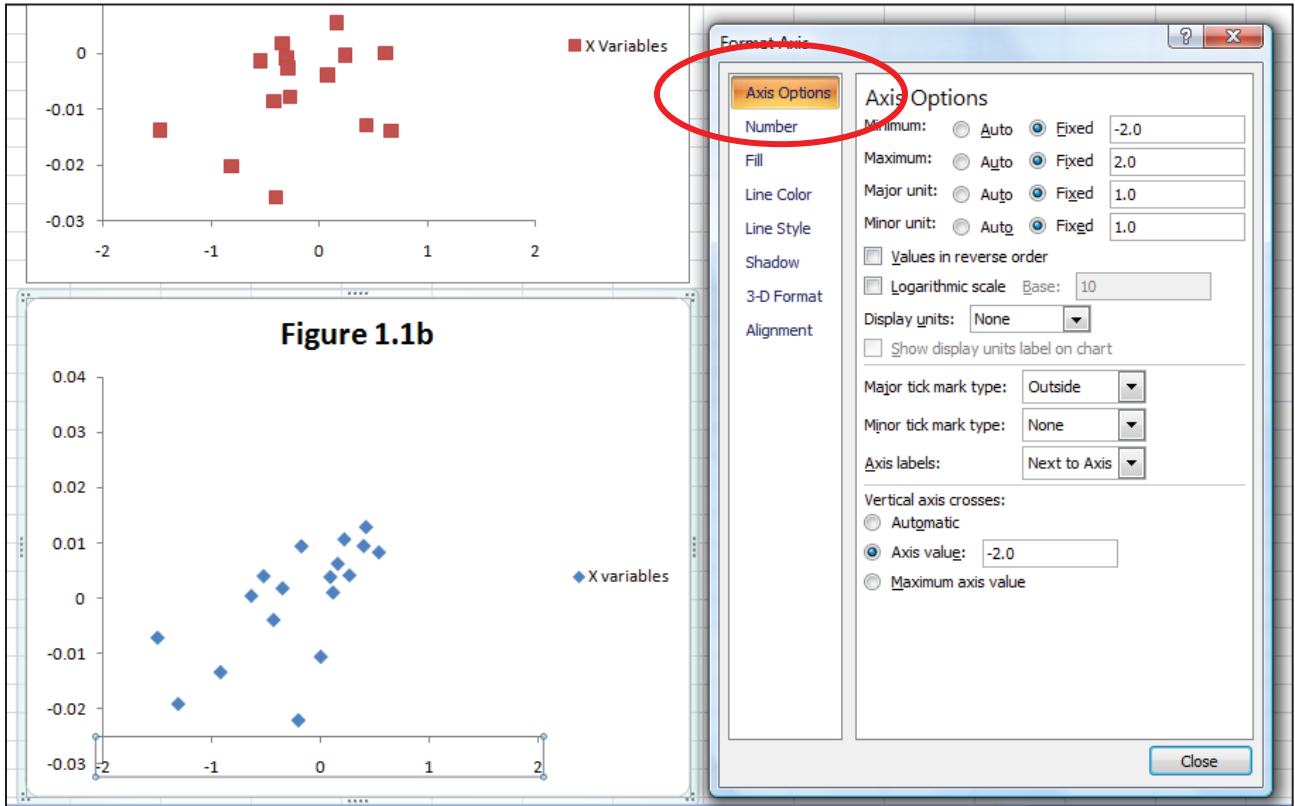
Delete any extraneous data and sheets from data workbooks delivered to the publishing unit. To delete a worksheet, right click on the tab name and select "Delete."

Ensure that the Excel worksheet tabs reflect the figure numbers in your manuscript. (For example, figure 5.1 in your manuscript should have a corresponding dataset in a tab marked "fig. 5.1.") To rename a worksheet, right-click on the tab and select "Rename."
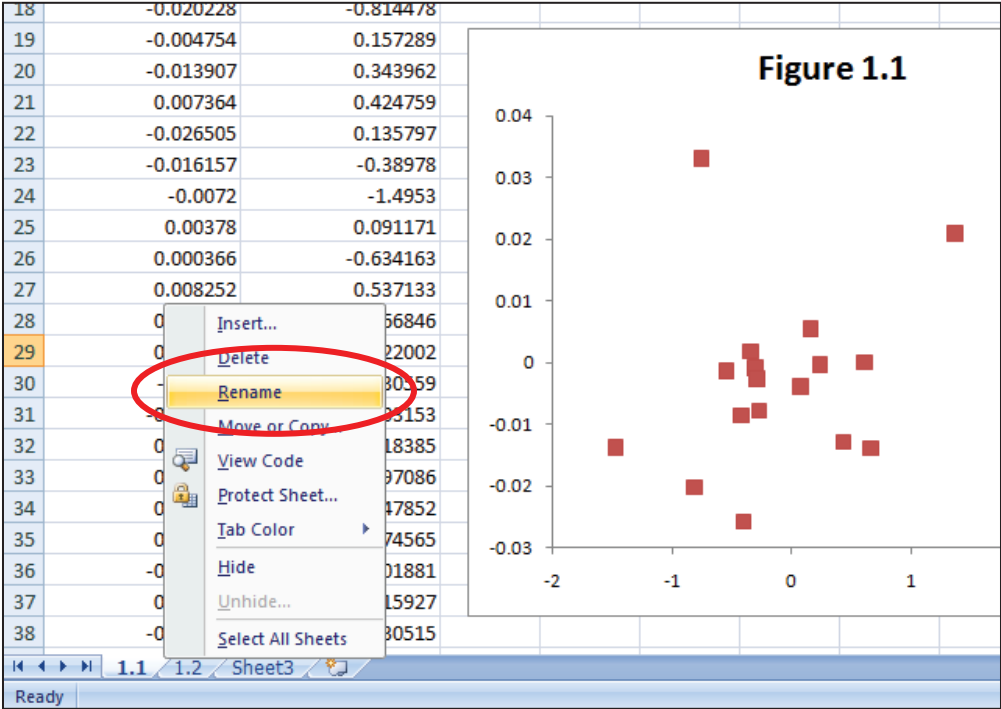
Right-click on the tab and select "Rename."
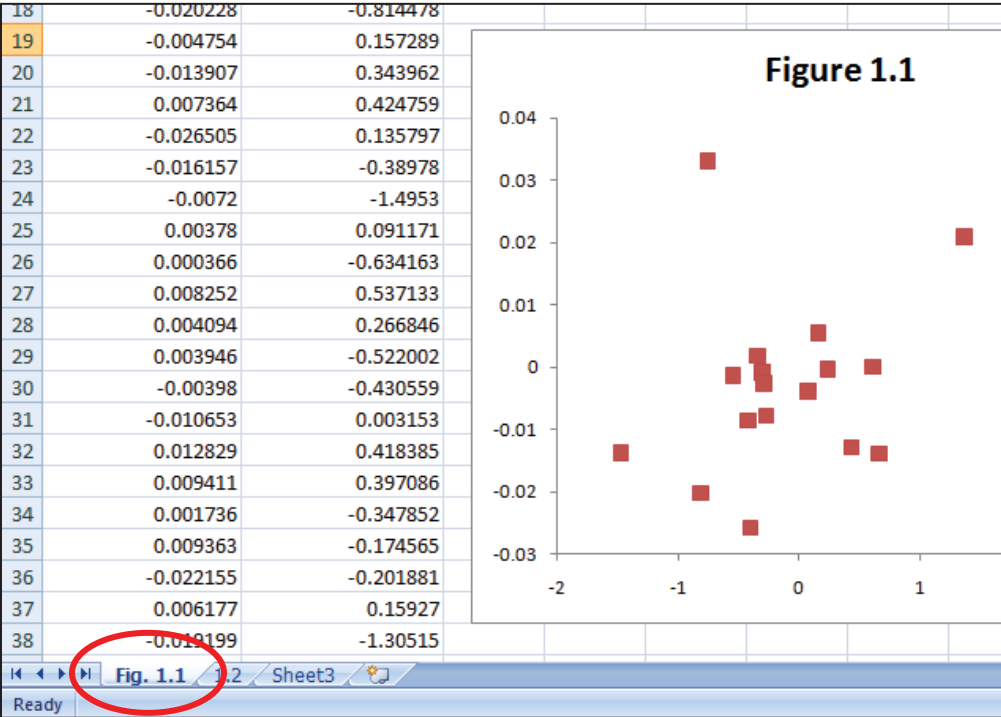
Type the new tab name and hit Enter.

APPENDIX B.1 PROOFREADING CHECKLIST FOR CATEGORIES 1 AND 2

The following is a list of proofreading tasks for first-page proofs. Proofreaders should limit their work to these specified tasks and should not seek to improve the text at this stage.

The following is a list of potential proofreading tasks. The production editor will indicate which tasks are to be performed.

FIRST PAGE PROOFS

General Tasks
- Using the Adobe Acrobat guidance in **appendix B.2** of this guide, make needed changes or indicate queries.

- Update the editorial style sheet, and provide it to the production editor.

Formatting
- Check the page proofs against the specifications for the book or series.

- Check each design element for consistency: boxes, chapter titles, figures, folios, headings, lists, paragraph styles, notes, running heads, and tables.

- Check for stacks of words or hyphens. A stack of three or fewer is acceptable.

- Mark widows.

Text
- Check the table of contents against the text.

- Correct glaring grammatical errors. Do not worry about awkwardness, lack of clarity, or technical language.

- Using the current style sheet, correct errors or inconsistencies in punctuation, capitalization, and spelling throughout (including in figures and tables).

  Please note: If a particular punctuation styling or word choice has been used consistently throughout the book but is not in accordance with the style guide, do not change it; for example, do not change "linkages" to "links" or do not set off "In 2018 many of the reforms…" by a comma. Clear errors in grammar or spelling should be corrected.

- Ensure that abbreviations are spelled out at first mention in each chapter.

- Verify that correct country names have been used throughout. Query country names that do not appear alphabetically unless there is a reason for a different order to be used.

- Query inconsistencies in the spelling and diacritics of proper names and foreign words.

- Ensure that all endnote numbers are present in the text, are consecutively numbered, and have corresponding endnotes.

References
- Check source citations against the reference or bibliography list.
- Check line breaks for DOIs and URLs, follow *Chicago* 14.18.

Boxes
- Verify that text boxes are correctly numbered, appear in sequential order and position (in relation to the text reference), and are referenced in the text.

- Verify that notes within boxes use lowercase letters and are placed at the end of the box.

Figures
- Verify that figures are correctly numbered, appear in sequential order and position (in relation to the text reference), and are referenced in the text.

- Check that every figure within a box has a number and title. The figures in boxes should be numbered according to the following example: Figure B2.1.1, in which "B" indicates that the figure is in a box, "2.1" identifies the box number (it is the first box in chapter 2), and ".1" indicates that this figure is the first in box 2.1.

- Check source lines for all figures.

  If the authors have used data to create original figures, they should indicate the sources of the data in the source lines (for example, "Data from World Development Indicators database" or, less preferably because of the lack of specificity, "World Bank data").

  If the authors have created original figures that do not use data, such as flowcharts, then list "World Bank" as the source line. The World Bank Legal Department has directed that a source line of "Authors" should not be used because it can create confusion over copyright ownership.

- Verify that nonstandard abbreviations and symbols used in figures are defined in a note.

- Ensure that axis titles and labels are present in figures with axes and that the labels follow sentence-style capitalization. Ensure that unit indicators have been provided for all other figures.

- Point out inconsistencies between the data in figures and the text. Flag the error if you think the wrong figure is called out in the text.

Maps
- Check that every map has a label, is numbered separately from figures, uses the same two-digit numbering convention as figures and tables, and has a corresponding text callout.

- Check that every map has a source line. If the map was created by the World Bank, the source line should include the IBRD number and date of approval (month/year).

- Inside the map image, the GSD logo and the disclaimer fine print should be removed. The IBRD number and date should stay (even though this information is shown in the source line).

Photographs
- Check that every photograph has a title and number, is numbered separately from the figures, and uses the same two-digit numbering convention as for figures and tables.

- Photographs must list the copyright holder in the source line. The source line must follow one of two conventions:

  - World Bank photographs: © Scott Wallace / World Bank. Further permission required for reuse.

  - Non–World Bank photographs: © Ami Vitale / Panos Pictures. Used with the permission of Ami Vitale / Panos Pictures. Further permission required for reuse.

Tables
- Verify that tables are correctly numbered, appear in sequential order and position (in relation to the text reference), and are referenced in the text.

- Check that every table within a box has a number and title. The tables in boxes should be numbered according to the following example: Table B2.1.1, in which "B" indicates that the table is in a box, "2.1" identifies the box number (it is the first box in chapter 2), and ".1" indicates that this table is the first in box 2.1.

- Check source lines for all tables. If the author compiled data to create a table, provide the source of the data (for example, "Data from World Development Indicators database" or, less preferably because of the lack of specificity, "World Bank data"). If the authors have created an original table that does not use data, use "World Bank" as the source line. The World Bank Legal Department has directed that a source line of "Authors" should not be used because it can create confusion over copyright ownership.

- Check that all nonstandard abbreviations and symbols used in a table, including as part of the title or unit indicator, are defined in a note to the table and are listed in alphabetical order.

- Ensure that unit indicators are provided in tables whenever appropriate.

- If a table runs for more than one page, check that *continued* lines are provided and column heads are repeated.

- Check that every table has a column heading.

- Check that there are no blank cells within a table (except regression tables).

- Point out inconsistencies between the data in tables and the text.

SECOND PAGE PROOFS

- Ensure that all changes from the first page proofs were properly made and that no new errors were introduced.

- Carefully read all title page text for accuracy.

- Check the table of contents against the contributor list (if any), all text openers (including chapters, foreword, acknowledgments), the running heads or footers, and the text headings (usually level A headings only) to ensure the consistency and correctness of titles, authors' or contributors' names, and page numbers. Check lists of boxes, figures, maps, and tables against the text to make certain that all are accounted for and are in sequence.

- Check the sequence of all pages (both with folios and blind) to ensure that they are in the correct order and that no pages are missing.

- Check running heads or footers for alignment and correct recto or verso placement. Check for accuracy against the book title, part title, chapter title, and author's name.

- Check page alignment and margins throughout.

APPENDIX B.2 ADOBE ACROBAT INSTRUCTIONS AND EXAMPLES

Following these instructions will ensure that substantial amounts of your time and ours will not be wasted owing to wrong or needlessly duplicative tool use.

ADOBE ACROBAT INSTRUCTIONS

Marking Up Page Proofs Using the Annotations Toolset

If you do not have the full version of Adobe Acrobat, you need to use the free Adobe Reader version X or higher to access the commenting functions described here. To mark up a page proof, please use the commenting tools (which appear under the **Annotations** heading of the **Comment** pane on the right side of the page) as follows:

Add sticky note (PLEASE USE INFREQUENTLY): Use this tool only to make a global change or to add a general comment, such as "This figure looks too big. Please reduce size." Do not use this tool to make changes to wording or punctuation, unless you cannot attach such a change to a text string.

Highlight text: Use this tool to highlight a word or several words and add a comment that applies to the highlighted phrase.

Attach file: Use this tool to add an attachment (for instance, if you're providing a replacement table or paragraph in a Word or Excel file).

Strikethrough: Use this tool to delete text.

Add note to replace text: Use this tool to cross out and insert replacement text. If possible, use this tool the most, because it will enable you to most clearly communicate your changes.

Insert text at cursor: Use this tool to insert text in a precise location (e.g., before, after, or inside a word).

See the section in this appendix titled "Selected Markup Examples Using Adobe Acrobat's Annotation Tools" for an illustration of best practice for each tool. Note that some tools go unmentioned in this guidance document because they are not needed.

Important notes:

PDFs will open in pan-and-drag mode; you must first switch to cursor mode (indicated by a cursor symbol on the main toolbar; its official name is "Selection tool for text and images" and it is next to the hand icon) before you can click inside your PDF's content areas with any precision.

The right-hand pane may be hidden when you open your PDF. Click on the tiny arrow on the right edge to reveal the pane, then click on "Comment" to display the **Comment** pane mentioned above.

DRAWING MARKUPS: TOOLS OF LAST RESORT
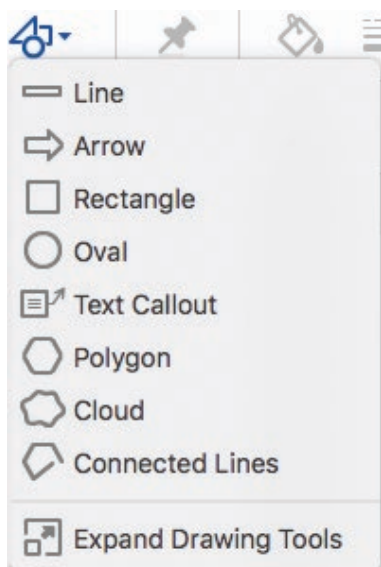
The Comment pane also offers another full set of tools called **Drawing Markups.** These tools should be secondary to the commenting tools described above; however, they can be useful for clarifying instructions on figures, tables, or images. Please use them judiciously, however, as it is often enough to insert a single arrow or text callout as opposed to drawing multiple proofer's marks. Remember, we are not trying to duplicate the hardcopy experience with the electronic workflow.

Printing Comments

Once your comments have been entered into the document, we have found it is not worthwhile to attempt printing them out. It does not work well with the defaults that Adobe products have built in.

Consolidating Comments from Multiple Users

Book editors dealing with comments from multiple authors (for example, World Bank task team leaders who oversee the work of contributors) and production editors who receive comments from authors and proofreaders need to know how to consolidate these comments.

To merge comments from two PDFs into a single PDF file, first select one of the PDFs to serve as the "master" copy. Resave the selected PDF and mark it by adding "_master.pdf" to the end of the file name. For this example, the page with the highlighted text will serve as the master.
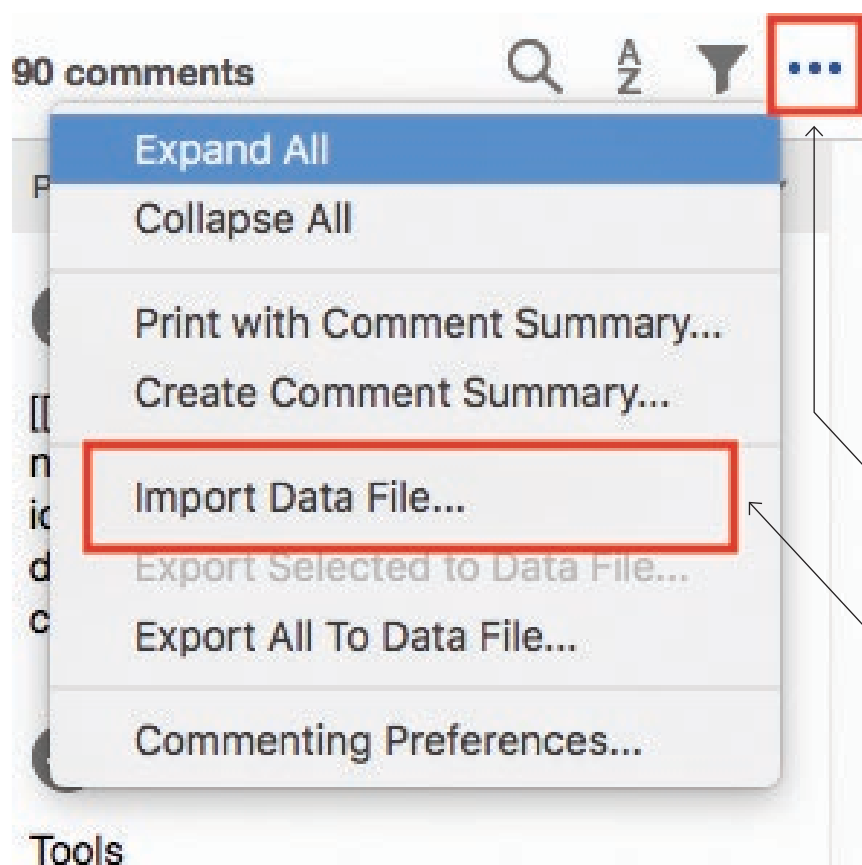
Working now in the master file, **(1)** click the "options" icon on the Comments List, and **(2)** select "Import Data File …." In the window that appears, select the file that contains the comments you want to import, and click "Open." The new comments will be added to the master file and will appear in the Comments List. Don't forget to save the file again after importing new comments.

SELECTED MARKUP EXAMPLES USING ADOBE ACROBAT'S ANNOTATION TOOLS

There are multiple ways to add revision instructions and comments to a document using Acrobat's Annotation Tools. Proofreaders and authors should note that the objective is not to duplicate the hardcopy markup experience (for instance, by resorting to the Drawing Tools to mimic a pencil), but rather to use these tools in a way that enables the recipient of the markup to review the changes electronically.

These guidelines are not exhaustive (that is, they do not cover all options available in the software), but they do cover pretty much every markup need we encounter at the World Bank. In all instances, best practice is to be as clear, precise, and restrained as possible. (By "restrained" we mean: there is no need to highlight or draw a circle around a change you've made, no matter how small. We review all the revisions by going through the comments that appear in Acrobat's Comment pane, which displays all changes, big or small, with equal prominence. In general, you should avoid extraneous commands.)

1. Text and punctuation can be inserted, replaced, changed, or deleted using the appropriate "Annotations" tool:

Insert text at cursor   Replace text   Strikethrough

Example: Mark text and punctuation for insertion in the middle of a sentence.

Place the cursor in the PDF text where the new text should be inserted. Click the "Insert text at cursor" icon, and type the text to be inserted into the text box. (You can also just start typing; the program should open a text insertion comment and show your typed text.) In all cases, include only the language to be added, with no extraneous words, as shown. Do not write, "insert…" If you must add an additional instruction, use a separate line and add that instruction in brackets, for example, <<Make sure you don't add a comma at the end>>. (This kind of instruction is rarely necessary.)

Example: Mark text for correction, replacement, or to be rearranged.

Highlight the incorrect text, and click the "Replace text" icon.

Type the correction into the text box. (You can also simply start typing; the program should open a text replacement comment and show your typed text.)
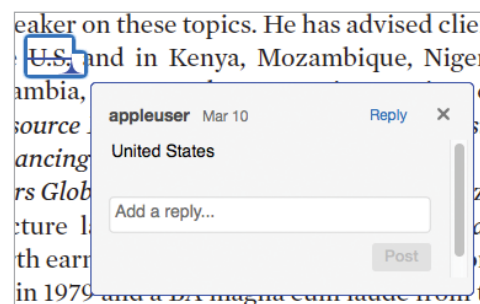
Example: Remove an entire sentence from the text.

Highlight the text to be deleted, and click the "Strikethrough" icon or hit the "Delete" key on your keyboard as a shortcut.
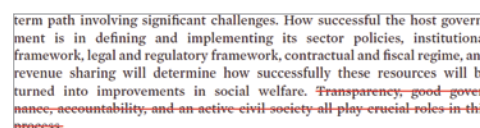
2. Typographical changes can be requested by using the "Add note to text" tool:

The typesetters with whom we work are adept at interpreting novel instructions. Often, a single note can take the place of multiple individual marks. Such instructions can speed up the time it takes to edit and review. However, please remember to use "Add note to text" only when it is more effective than the Annotation tools.

Note: To avoid confusion, place any instruction or comment that is not replacing or correcting text in ***<<double angle brackets>>***.

Example: Italicize text.

Select the text to be italicized and click the "Add note to text" icon to add the yellow highlight. Then double-click the highlighted text to open the comment window.

Enter the instruction to the typesetter in the text box.

➜ Similar instructions can be given to <<bold>>; <<rom>> (that is, plain text, not bold or italic); <<rebreak>>; <<run back>>; <<em dash>>; <<en dash>>; and so forth.

Example: Changing journal titles to book titles with a single instruction.
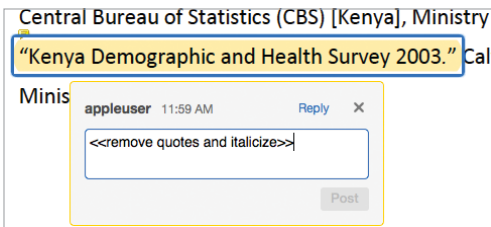
Select the title and click the "Add note to text" icon to add the yellow highlight. Then double-click the highlighted text to open the comment window. Enter the instructions to the typesetter into the text box.

This method is better than using two deletions to eliminate the quotes and a highlight to change plain text to italic.

But sometimes the Annotation tools are still your first, best option, as in the next example.

Example: Changing sentence case to headline-style capitalization with a single instruction.

Highlight and copy text (Ctrl+C) and click the "Replace text" icon.

Paste the text (Ctrl+V) into the text box. Edit the text with correct capitalization, and retain appropriate formatting (such as italics) as needed. This way you won't have to insert a text replacement for each letter you capitalize.

Note: Italicized, bold-faced, underlined, superscript, or subscript text can also be inserted by use of the "Text style" menu in the text box. When adding or replacing text, highlight the new text in the text box, and right click on it. Scroll to "Text style," and select the format you want the text to take.
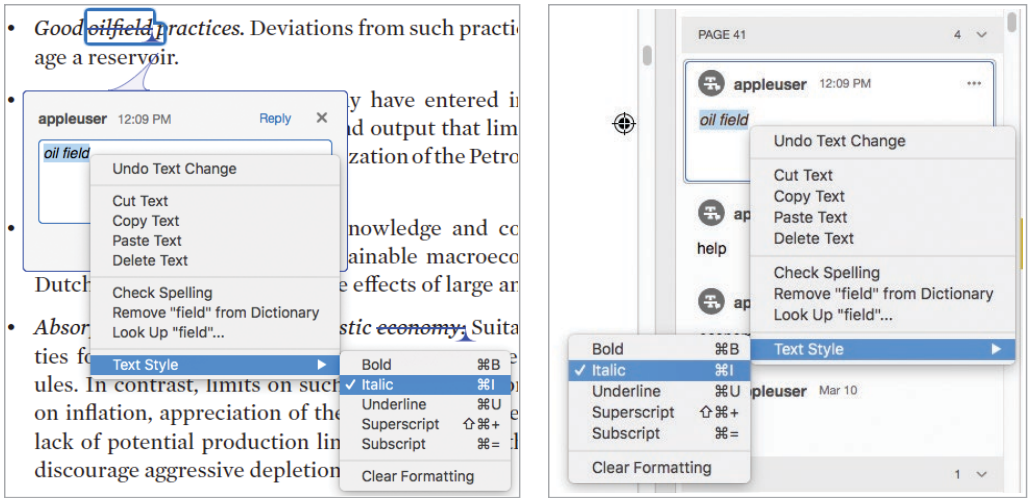
The text style menu can be accessed at any time, whether the comment is detached from the Comment pane or embedded in it, as shown in the screen-shots above.

3. **If (and only if) the four Annotation tools covered above cannot convey your change or instruction, use a Sticky Note, and please be as clear, precise, and minimal as possible.**

Example: Comment on a figure.
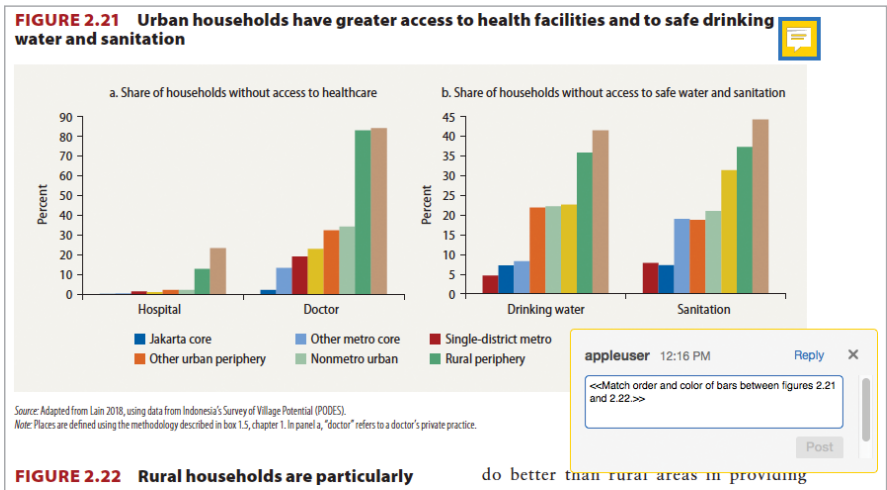
Note that the normally undesirable sticky comment tool was used in this case because there was no obvious text string to attach a Text Highlight comment to. And in the text of the comment, note that the instructions were enclosed in angled brackets; actual text to be typeset would not be.

SAMPLE COPYRIGHT PAGE

This page of highly negotiated text is provided simply as a sample and so that proofreaders can check the copyright year and the Attribution line. Copyeditors or proofreaders should not make changes to copyright pages to conform to World Bank style.

World Bank Group Publications Editorial Style Guide | **2020**

APPENDIX C COUNTRY, ECONOMY, AND TERRITORY NAMES

This list is based on the World Bank Corporate Secretariat's list of official country and economy names and adjectives. For names that are not listed here, refer to *Merriam-Webster's Collegiate Dictionary,* 11th edition.

COUNTRY/ECONOMY NAME	NOUN (PLURAL IN PARENTHESES)	ADJECTIVE OF NATIONALITY	SPECIAL TREATMENT (IF ANY)
Afghanistan	Afghan(s)	Afghan	
Albania	Albanian(s)	Albanian	
Algeria	Algerian(s)	Algerian	
Andorra	Andorran(s)	Andorran	
Angola	Angolan(s)	Angola or Angolan	
Antigua and Barbuda	Antiguan(s), Barbudan(s)	Antiguan, Barbudan	Antigua and Barbuda (no short form).
Argentina	Argentine(s)	Argentine	
Armenia	Armenian(s)	Armenian	
Aruba	Aruban(s)	Aruban	
Australia	Australian(s)	Australian	
Austria	Austrian(s)	Austrian	
Azerbaijan	Azerbaijani(s)	Azerbaijan or Azerbaijani	
Bahamas, The	Bahamian(s)	Bahamas or Bahamian	Use *The Bahamas* in text; *Bahamas, The* in tables and figures.
Bahrain	Bahraini(s)	Bahrain or Bahraini	
Bangladesh	Bangladeshi(s)	Bangladesh or Bangladeshi	
Barbados	Barbadian(s)	Barbados or Barbadian	
Belarus	Belarussian(s)	Belarussian	
Belgium	Belgian(s)	Belgian	
Belize	Belizean(s)	Belize or Belizean	
Benin	Beninese (sing./pl.)	Beninese	
Bermuda	Bermudan(s) or Bermudian(s)	Bermudan or Bermudian	
Bhutan	Bhutanese (sing./pl.)	Bhutanese	
Bolivia, Plurinational State of	Bolivian(s)	Bolivian	In publication or document titles, use *the Plurinational State of Bolivia*. In figures, tables, and running text, use *Bolivia*.
Bosnia and Herzegovina	Bosnian(s)	Bosnian	
Botswana	Motswana (sing.), Batswana (pl.)	Botswana	
Brazil	Brazilian(s)	Brazilian	
Brunei Darussalam	Bruneian(s)	Brunei or Bruneian	
Bulgaria	Bulgarian(s)	Bulgarian	
Burkina Faso	Burkinabe (sing./pl.)	Burkinabe	Never *Upper Volta*

COUNTRY/ECONOMY NAME	NOUN (PLURAL IN PARENTHESES)	ADJECTIVE OF NATIONALITY	SPECIAL TREATMENT (IF ANY)
Burma (see Myanmar)			Never use except in historical contexts.
Burundi	Murundi (sing.), Barundi (pl.)	Burundi	
Cabo Verde	Cabo Verdean(s)	Cabo Verdean	Not *Cape Verde*
Cambodia	Cambodian(s)	Cambodian	*Democratic Kampuchea* from 1975 to 1979
Cameroon	Cameroonian(s)	Cameroonian	
Canada	Canadian(s)	Canadian	
Cayman Islands	Caymanian(s)	Caymanian	
Central African Republic	Central African(s)	Central African	Avoid CAR. Use *the Central African Republic* in text; *Central African Republic* in tables and figures.
Chad	Chadian(s)	Chad or Chadian	
Channel Islands			
Chile	Chilean(s)	Chilean	
China	Chinese (sing./pl.)	Chinese	Not *People's Republic of China.*
Colombia	Colombian(s)	Colombian	
Comoros	Comorian(s)	Comorian	Use *the Comoros* in text; *Comoros* in tables and figures.
Congo, Democratic Republic of	Congolese (sing./pl.)	Congolese	Use *the Democratic Republic of Congo* in text; *Congo, Dem. Rep.* in tables and figures. Use *Zaire* only in historical contexts.
Congo, Republic of	Congolese (sing./pl.)	Congolese	Use *the Republic of Congo* in text; *Congo, Rep.* in tables and figures.
Costa Rica	Costa Rican(s)	Costa Rican	
Côte d'Ivoire	Ivorian(s)	Ivorian	Never *Ivory Coast;* note circumflex.
Croatia	Croat(s) or Croatian(s)	Croat or Croatian	
Cuba	Cuban(s)	Cuban	
Cyprus	Cypriot(s)	Cypriot	
Czech Republic	Czech(s)	Czech	Use *the Czech Republic* in text; *Czech Republic* in tables and figures. Use *Czechoslovakia* only in historical contexts prior to 1993.
Denmark	Dane(s)	Danish	
Djibouti	Djiboutian(s)	Djibouti	
Dominica	Dominican(s)	Dominica	
Dominican Republic	Dominican(s)	Dominican	Use *the Dominican Republic* in text; *Dominican Republic* in tables and figures.
Ecuador	Ecuadoran(s)	Ecuadoran	
Egypt, Arab Republic of	Egyptian(s)	Egyptian	Use *the Arab Republic of Egypt* at first mention in text, *Egypt* subsequently; always *Egypt, Arab Rep.* in tables and figures.
El Salvador	Salvadoran(s)	Salvadoran	
Equatorial Guinea	Equatorial Guinean(s)	Equatorial Guinean	
Eritrea	Eritrean(s)	Eritrean	
Estonia	Estonian(s)	Estonian	
Eswatini	Swazi(s)	Swazi	
Ethiopia	Ethiopian(s)	Ethiopian	
Faroe Islands			
Fiji	Fijian(s)	Fiji	
Finland	Finn(s)	Finnish	
France	French (sing./pl.)	French	
French Polynesia			

COUNTRY/ECONOMY NAME	NOUN (PLURAL IN PARENTHESES)	ADJECTIVE OF NATIONALITY	SPECIAL TREATMENT (IF ANY)
Gabon	Gabonese (sing./pl.)	Gabonese	
Gambia, The	Gambian(s)	Gambian	Use *The Gambia* in text; *Gambia, The,* in tables and figures.
Georgia	Georgian(s)	Georgian	
Germany	German(s)	German	Preferable to *the Federal Republic of Germany* when the context is the period after unification in 1989; for the period 1949–89, distinguish between *the Federal Republic of Germany* and *the German Democratic Republic;* never *West Germany (FR of G)* or *East Germany (GDR).*
Ghana	Ghanaian(s)	Ghanaian	
Great Britain (see United Kingdom)			
Greece	Greek(s)	Greek	
Greenland	Greenlander(s)	Greenlandic	
Grenada	Grenadian(s)	Grenadian	
Guam	Guamanian(s)	Guamanian	
Guatemala	Guatemalan(s)	Guatemalan	
Guinea	Guinean(s)	Guinean	
Guinea-Bissau	Guinean(s)	Guinea-Bissau	
Guyana	Guyanese (sing./pl.)	Guyana or Guyanese	*British Guiana* before 1966
Haiti	Haitian(s)	Haitian	
Honduras	Honduran(s)	Honduran	
Hong Kong SAR, China			*SAR* should be added in all cases in text and figures and tables. Do not use *Hong Kong, China,* or *Hong Kong (China).* Do not spell out *special administrative region* in text, figures, or tables. Do add SAR to the Abbreviations list and spell out. Do not use *country* in connection with Hong Kong; *economy* is acceptable.
Hungary	Hungarian(s)	Hungarian	
Iceland	Icelander(s)	Icelandic	
India	Indian(s)	Indian	Use *Mumbai* instead of *Bombay.*
Indonesia	Indonesian(s)	Indonesian	Java Sea, but Jawa, not Java, for the island.
Iran, Islamic Republic of	Iranian(s)	Iranian	Use *the Islamic Republic of Iran* in all cases in text; *Iran, Islamic Rep.,* in tables and figures.
Iraq	Iraqi(s)	Iraq or Iraqi	
Ireland	Irishman (men), Irishwoman (women), Irish	Irish	
Isle of Man	Manxman(s)		
Israel	Israeli(s)	Israel or Israeli	
Italy	Italian(s)	Italian	
Ivory Coast (see Côte d'Ivoire)			
Jamaica	Jamaican(s)	Jamaican	
Japan	Japanese (sing./pl.)	Japanese	
Jordan	Jordanian(s)	Jordanian	
Kazakhstan	Kazakhstani(s)	Kazakhstan or Kazakhstani	
Kenya	Kenyan(s)	Kenyan	

COUNTRY/ECONOMY NAME	NOUN (PLURAL IN PARENTHESES)	ADJECTIVE OF NATIONALITY	SPECIAL TREATMENT (IF ANY)
Kiribati	I-Kiribati	Kiribati	
Korea, Democratic People's Republic of	Korean(s)	Korean	Never *North Korea*. Use *the Democratic People's Republic of Korea* in text; *Korea, Dem. People's Rep.*, in tables and figures.
Korea, Republic of	Korean(s)	Korean	Never *South Korea*. Use *the Republic of Korea* at first mention in text, *Korea* subsequently unless the *Democratic People's Republic of Korea* is also being discussed, in which case the full formal name must be used; *Korea, Rep.*, in tables and figures.
Kosovo	Kosovar(s)	Kosovar	
Kuwait	Kuwaiti(s)	Kuwait or Kuwaiti	
Kyrgyz Republic	Kyrgyz (sing./pl.)	Kyrgyz	Use *the Kyrgyz Republic* in text; *Kyrgyz Republic* in tables and figures.
Lao People's Democratic Republic	Lao, the Lao	Lao	Never *Laos*. Use *the Lao People's Democratic Republic* at first mention in text, *Lao PDR* subsequently; *Lao PDR* in tables and figures.
Latvia	Latvian(s)	Latvian	
Lebanon	Lebanese (sing./pl.)	Lebanese	
Lesotho	Mosotho (sing.), Basotho (pl.)	Lesotho	
Liberia	Liberian(s)	Liberian	
Libya	Libyan(s)	Libyan	
Liechtenstein	Liechtensteiner(s)		
Lithuania	Lithuanian(s)	Lithuanian	
Luxembourg	Luxembourger(s)	Luxembourg	
Macao SAR, China			*SAR* should be added in all cases in text and figures and tables Do not use *Macao, China*, or *Macao (China)*. Do not spell out *special administrative region*. Do add *SAR* to the Abbreviations list and spell out. Do not use *country* in connection with Macao; *economy* is acceptable.
Macedonia (see North Macedonia).			Only use *Macedonia* in historical contexts.
Madagascar	Malagasy (sing./pl.)	Malagasy	
Malawi	Malawian(s)	Malawian	
Malaysia	Malaysian(s)	Malaysian	
Maldives	Maldivian(s)	Maldivian	
Mali	Malian(s)	Malian	
Malta	Maltese (sing./pl.)	Maltese	
Marshall Islands	Marshallese (sing./pl.)	Marshall Islands	Use *the Marshall Islands* in text; *Marshall Islands* in tables and figures.
Mauritania	Mauritanian(s)	Mauritanian	
Mauritius	Mauritian(s)	Mauritian	
Mexico	Mexican(s)	Mexican	
Micronesia, Federated States of	Micronesian(s)	Micronesian	Use *the Federated States of Micronesia* in text; *Micronesia, Fed. Sts.*, in tables and figures.
Moldova	Moldovan(s)	Moldovan	
Monaco			
Mongolia	Mongolian(s)	Mongolian	
Montenegro	Montenegrin(s)	Montenegrin	Not *Serbia and Montenegro* except in historical contexts. Also, only in historical contexts, *the former Yugoslavia* may be used in text; *Yugoslavia, former*, in tables and figures.

COUNTRY/ECONOMY NAME	NOUN (PLURAL IN PARENTHESES)	ADJECTIVE OF NATIONALITY	SPECIAL TREATMENT (IF ANY)
Morocco	Moroccan(s)	Moroccan	
Mozambique	Mozambican(s)	Mozambican	
Myanmar	Myanmar	Myanmar	Never *Burma* except in historical contexts prior to 1989. The capital is *Yangon,* not *Rangoon.*
Namibia	Namibian(s)	Namibian	
Nauru		Nauruan	
Nepal	Nepalese (sing./pl.)	Nepalese	
Netherlands	Netherlander(s)	Netherland or Netherlandic	Use *the Netherlands* in text; *Netherlands* in tables and figures.
Netherlands Antilles			This country name is for historical purposes only; the country was dissolved in 2010.
New Caledonia			
New Zealand	New Zealander(s)	New Zealand	
Nicaragua	Nicaraguan(s)	Nicaraguan	
Niger	Nigerien(s)	Nigerien	
Nigeria	Nigerian(s)	Nigerian	
North Macedonia	North Macedonians	North Macedonian	
Northern Mariana Islands			
Norway	Norwegian(s)	Norwegian	
Oman	Omani(s)	Oman or Omani	
Pakistan	Pakistani(s)	Pakistan or Pakistani	
Palau	Palauan(s)	Palauan	
Panama	Panamanian(s)	Panamanian	
Papua New Guinea	Papua New Guinean(s)	Papua New Guinea	
Paraguay	Paraguayan(s)	Paraguayan	
Peru	Peruvian(s)	Peruvian	
Philippines	Filipino(s)	Philippine	Use *the Philippines* in text; *Philippines* in tables and figures.
Poland	Pole(s)	Polish	
Portugal	Portuguese (sing./pl.)	Portuguese	
Puerto Rico (US)	Puerto Rican(s)	Puerto Rican	
Qatar	Qatari(s)	Qatar or Qatari	
Romania	Romanian(s)	Romanian	
Russian Federation	Russian(s)	Russian	Use *the Russian Federation* at first mention in text, *Russia* subsequently; *Russian Federation* in tables and figures. Use *USSR* or *Soviet Union* only in historical contexts from 1921 to 1991.
Rwanda	Rwandese (sing./pl.)	Rwandese	
Samoa	Samoan(s)	Samoan	Not *Western Samoa.*
San Marino	Sammarinese (sing./pl.)	Sammarinese	
São Tomé and Príncipe	Saotomean(s)	São Tomé and Príncipe	No short form; note diacritical marks.
Saudi Arabia	Saudi Arabian(s)	Saudi Arabian	
Senegal	Senegalese (sing./pl.)	Senegal or Senegalese	
Serbia	Serbian(s)	Serbian	Not *Serbia and Montenegro* except in historical contexts. Also, only in historical contexts, *the former Yugoslavia* may be used in text; *Yugoslavia, former,* in tables and figures.
Seychelles	Seychellois (sing./pl.)	Seychelles	Use *the Seychelles* in text; *Seychelles* in tables and figures.
Sierra Leone	Sierra Leonean(s)	Sierra Leonean	

COUNTRY/ECONOMY NAME	NOUN (PLURAL IN PARENTHESES)	ADJECTIVE OF NATIONALITY	SPECIAL TREATMENT (IF ANY)
Singapore	Singaporean(s)	Singapore or Singaporean	
Slovak Republic	Slovak(s)	Slovak	Use *the Slovak Republic* in text; *Slovak Republic* in tables and figures. Use *Czechoslovakia* only in historical contexts.
Slovenia	Slovene(s) or Slovenian(s)	Slovene or Slovenian	
Solomon Islands	Solomon Islander(s)	Solomon Islands	Use *the Solomon Islands* in text; *Solomon Islands* in tables and figures.
Somalia	Somali(s)	Somali	
South Africa	South African(s)	South African	
South Sudan	South Sudanese (sing./pl.)	South Sudanese	
Soviet Union (see Russian Federation)			Use only in historical contexts.
Spain	Spaniard(s)	Spanish	
Sri Lanka	Sri Lankan(s)	Sri Lanka	
St. Kitts and Nevis	Kittitian(s), Nevisian(s)	St. Kitts and Nevis	No short form.
St. Lucia	St. Lucian(s)	St. Lucian	
St. Vincent and the Grenadines	St. Vincentian(s) or Vincentian(s)	St. Vincentian or Vincentian	No short form.
Sudan	Sudanese (sing./pl.)	Sudanese	
Suriname	Surinamese (sing./pl.)	Surinamese	
Swaziland (see Eswatini)			Only use *Swaziland* in historical contexts."
Sweden	Swede(s)	Swedish	
Switzerland	Swiss (sing./pl.)	Swiss	
Syrian Arab Republic	Syrian(s)	Syrian	Use *the Syrian Arab Republic* at first mention in text, *Syria* subsequently; *Syrian Arab Republic* in tables and figures.
Taiwan, China			Not *Taiwan (China)*. Do not use *country* in connection with *Taiwan*; *economy* is acceptable.
Tajikistan	Tajik(s)	Tajik	
Tanzania	Tanzanian(s)	Tanzanian	
Thailand	Thai(s)	Thai	
Timor-Leste			Not *East Timor*.
Togo	Togolese (sing./pl.)	Togolese	
Tonga	Tongan(s)	Tongan	
Trinidad and Tobago	Trinidadian(s), Tobagonian(s)	Trinidad and Tobago	No short form.
Tunisia	Tunisian(s)	Tunisian	
Turkey	Turk(s)	Turkish	
Turkmenistan	Turkmen(s)	Turkmen	
Tuvalu	Tuvaluan(s)	Tuvaluan	
Uganda	Ugandan(s)	Ugandan	
Ukraine	Ukrainian(s)	Ukrainian	Do not use *the Ukraine*.
United Arab Emirates		United Arab Emirates	Use *the United Arab Emirates* in text; *United Arab Emirates* in tables and figures.
United Kingdom	Briton (British)	UK, of the United Kingdom, British	Use *the United Kingdom* or *UK* (n.) or *UK* (adj.) in text; *United Kingdom* in tables and figures. In text, *United Kingdom* is preferred, but the abbreviation is permitted. See section 8.5. *Great Britain* may be used if that is the author's preference, it is used consistently, and the references to the country are passing or historical.

COUNTRY/ECONOMY NAME	NOUN (PLURAL IN PARENTHESES)	ADJECTIVE OF NATIONALITY	SPECIAL TREATMENT (IF ANY)
United States	American(s)	US, of the United States	In text, the abbreviation *US* is permissible when used as a noun or adjective. When used as a noun, the *United States* is preferred, but the abbreviation is permitted. *American* is acceptable as an adjective in passing references.
Uruguay	Uruguayan(s)	Uruguayan	
USSR (see Russian Federation)			Use only in historical contexts.
Uzbekistan	Uzbek(s)	Uzbek	
Vanuatu	ni-Vanuatu	Vanuatu	
Venezuela, República Bolivariana de	Venezuelan(s)	Venezuelan	Use *República Bolivariana de Venezuela* in text (yes, every single time); *Venezuela, RB,* in tables and figures.
Vietnam	Vietnamese (sing./pl.)	Vietnamese	
Virgin Islands (US)			
West Bank and Gaza			Do not use *country*; the term *economy* is acceptable. Use only *West Bank* or *Gaza* when text or data apply to only one. Do not use *Palestine*.
Yemen, Republic of	Yemeni(s)	Republic of Yemen	Use *the Republic of Yemen* in text; *Yemen, Rep.,* in tables and figures. Use *People's Democratic Republic of Yemen* and *Arab Republic of Yemen* only in historical contexts; do not use *North Yemen* or *South Yemen*.
Yugoslavia (see Montenegro and Serbia)			Use only in historical contexts.
Zaire (see Congo, Democratic Republic of)			Use only in historical contexts.
Zambia	Zambian(s)	Zambian	
Zimbabwe	Zimbabwean(s)	Zimbabwean	

*Note: The currency units and corresponding country names in this list are from the International Monetary Fund (IMF). The country, economy, and area names here may not correspond to the official World Bank listing in **appendix C** of this guide. The list in this appendix is intended for use only by editors and proofreaders to check currency units in figures and tables.*

Country, economy, or area	CURRENCY UNITS				SUBSIDIARY UNITS		
	Singular	Plural	Adjective	Abbreviation	Singular	Plural	Value in terms of main currency
Afghanistan	Afghani	Afghanis	–	Af	pul	puls	Af 0.01
Åland Islands	euro[a]	euros	–	€	cent	cents	€0.01
Albania	lek	leks	Albanian	lek	qindar	qindarka	lek 0.01
Algeria	dinar	dinars	Algerian	DA	centime	centimes	DA 0.01
American Samoa	dollar	dollars	US	$ or US$[b]	cent	cents	$0.01
Andorra	euro[a,c]	euros	–	€	cent	cents	€0.01
Angola	kwanza	kwanzas	Angolan	Kz	cêntimo	cêntimos	Kz 0.01
Anguilla	dollar	dollars	East Caribbean	EC$	cent	cents	EC$0.01
Antigua and Barbuda	dollar	dollars	East Caribbean	EC$	cent	cents	EC$0.01
Argentina	peso	pesos	Argentine	Arg$	centavo	centavos	Arg$0.01
Armenia	dram	drams	Armenian	Afl.	luma	lumas	dram 0.01
Aruba	florin	florins	Aruban	Af.	cent	cents	Af. 0.01
Australia	dollar	dollars	Australian	$A	cent	cents	$A 0.01
Austria	euro[a]	euros	–	€	cent	cents	€0.01
Azerbaijan	manat	manat	Azerbaijan	manat	kepik	kepiks	manat 0.01
Azores	escudo	escudos	Portuguese	Esc	centavo	centavos	Esc 0.01
Bahamas, The	dollar	dollars	Bahamian	B$	cent	cents	B$0.01
Bahrain	dinar	dinars	Bahrain	BD	fils	fils	BD 0.001
Bangladesh	taka	taka	Bangladesh	Tk	poisha	poisha	Tk 0.01
Barbados	dollar	dollars	Barbados	BDS$	cent	cents	BDS$0.01
Belarus	rubel	rubels	Belarusian	Rbl	–	–	–
Belgium	euro[a]	euros	–	€	cent	cents	€0.01
Belize	dollar	dollars	Belize	BZ$	cent	cents	BZ$0.01
Benin	franc	francs	CFA	CFAF	centime[d]	centimes	CFAF 0.01
Bermuda	dollar	dollars	Bermuda	Ber$	cent	cents	Ber$0.01
Bhutan	ngultrum	ngultrum	Bhutanese	Nu	chhetrum	chhetrum	Nu 0.01
Bolivia	boliviano	bolivianos	–	Bs	centavo	centavos	Bs 0.01
Bosnia and Herzegovina	convertible marka	convertible marka	–	KM	pfening	pfeninga	KM 0.01
Botswana	pula	pula	Botswana	P	thebe	thebe	P 0.01
Brazil	real[e]	reais	Brazilian	R$	centavo	centavos	R$0.01
British Virgin Islands	dollar	dollars	US	$ or US$[b]	cent	cents	$0.01
Brunei Darussalam	dollar	dollars	Brunei	B$	cent	cents	B$0.01
Bulgaria	lev	leva	Bulgarian	lev	stotinka	stotinki	Lev 0.01
Burkina Faso	franc	francs	CFA	CFAF	centime[d]	centimes	CFAF 0.01
Burundi	franc	francs	Burundi	FBu	centime	centimes	FBu 0.01
Cabo Verde	escudo	escudos	Cape Verde	CVEsc	centavo	centavos	CVEsc 0.01

Country, economy, or area	CURRENCY UNITS				SUBSIDIARY UNITS		
	Singular	Plural	Adjective	Abbreviation	Singular	Plural	Value in terms of main currency
Cambodia	riel	riels	Cambodian	CR	sen	sen	CR 0.01
Cameroon	franc	francs	CFA	CFAF	centime[d]	centimes	CFAF 0.01
Canada	dollar	dollars	Canadian	Can$	cent	cents	Can$0.01
Canary Islands	peseta	pesetas	Spanish	Ptas[f]	céntimo	céntimos	Pta 0.01
Cayman Islands	dollar	dollars	Cayman Islands	C$	cent	cents	C$0.01
Central African Republic	franc	francs	CFA	CFAF	centime[d]	centimes	CFAF 0.01
Chad	franc	francs	CFA	CFAF	centime[d]	centimes	CFAF 0.01
Chile	peso	pesos	Chilean	Ch$	centavo	centavos	Ch$0.01
China	yuan[g]	yuan[g]	Chinese	¥	fen[h]	fen	¥ 0.01
Colombia	peso	pesos	Colombian	Col$	centavo	centavos	Col$0.01
Comoros	franc	francs	Comorian	CF	centime	centimes	CF 0.01
Congo, Dem. Rep.	franc	francs	Congo	CGF	centime	centimes	CGF 0.01
Congo, Rep.	franc	francs	CFA	CFAF	centime[d]	centimes	CFAF 0.01
Cook Islands	dollar	dollars	New Zealand	$NZ	cent	cents	$NZ 0.01
Costa Rica	colón	colones	Costa Rican	C	céntimo	céntimos	C 0.01
Côte d'Ivoire	franc	francs	CFA	CFAF	centime[d]	centimes	CFAF 0.01
Croatia	kuna	kunas	Croatian	HRK	lipa	lipa	HRK 0.01
Cuba	peso	pesos	Cuban	$	centavo	centavos	$0.01
Curaçao	guilder	guilders	Antillean	ANG	cent	cents	ANG 0.01
Cyprus	euro[a]	euros	–	€	cent	cents	€0.01
Czech Republic	koruna	koruny	Czech	CZK	haléř	haléře	CZK 0.01
Denmark	krone	kroner	Danish	DKr	øre	øre	DKr 0.01
Djibouti	franc	francs	Djibouti	DF	centime	centimes	DF 0.01
Dominica	dollar	dollars	East Caribbean	EC$	cent	cents	EC$0.01
Dominican Republic	peso	pesos	Dominican	RD$	centavo	centavos	RD$0.01
Ecuador	dollar	dollars	US	$ or US$[b]	centavo	centavos	$0.01
Egypt, Arab Rep.	pound	pounds	Egyptian	LE	piastre[i]	piastres	LE 0.01
El Salvador	dollar[j]	dollars[j]	US	$ or US$[b]	cent	cents	$0.01
Equatorial Guinea	franc	francs	CFA	CFAF	centime[d]	centimes	CFAF 0.01
Eritrea	nakfa	nakfa	Eritrean	ERN	cent	cents	ERN 0.01
Estonia	euro[a]	euros	–	€	cent	cents	€0.01
Eswatini	lilangeni	emalangeni	Eswatini	E	cent	cents	E 0.01
Ethiopia	birr	birr	Ethiopian	Br	cent	cents	Br 0.01
Faeroe Islands	krone	kroner	Danish	DKr	øre	øre	DKr 0.01
Falkland Islands	pound	pounds	Falkland	£	new penny	new pence	£0.01
Fiji	dollar	dollars	Fiji	F$	cent	cents	F$0.01
Finland	euro[a]	euros	–	€	cent	cents	€0.01
France	euro[a]	euros	–	€	cent	cents	€0.01
French Guiana	euro[a]	euros	–	€	cent	cents	€0.01
French Polynesia	franc	francs	CFP	CFPF	centime	centimes	CFPF 0.01
Gabon	franc	francs	CFA	CFAF	centime[d]	centimes	CFAF 0.01
Gambia, The	dalasi	dalasis	Gambian	D	butut	bututs	D 0.01
Georgia	lari	lari	Georgian	GEL	tetri	tetri	GEL 0.01
Germany	euro[a]	euros	–	€	cent	cents	€0.01
Ghana	cedi	cedis	Ghanaian	₵	pesewa	pesewas	₵0.01

Country, economy, or area	CURRENCY UNITS				SUBSIDIARY UNITS		
	Singular	Plural	Adjective	Abbreviation	Singular	Plural	Value in terms of main currency
Gibraltar	pound	pounds	Gibraltar	£	new penny	new pence	£0.01
Greece	euro[a]	euros	–	€	cent	cents	€0.01
Greenland	krone	kroner	Danish	DKr	øre	øre	DKr 0.01
Grenada	dollar	dollars	East Caribbean	EC$	cent	cents	EC$0.01
Guadeloupe	euro[a]	euros	–	€	cent	cents	€0.01
Guam	dollar	dollars	US	$ or US$[b]	cent	cents	US$0.01
Guatemala	quetzal	quetzales	Guatemalan	Q	centavo	centavos	Q 0.01
Guernsey	pound	pounds	Guernsey	£	penny	pence	£0.01
Guinea	franc	francs	Guinean	GF	–	–	–
Guinea Bissau	franc	francs	CFA	CFAF	centime[d]	centimes	CFAF 0.01
Guyana	dollar	dollars	Guyanese	G$	cent	cents	G$0.01
Haiti	gourde	gourdes	Haitian	G	centime	centimes	G 0.01
Holy See	euro	euros	–	€	cent	cents	€0.01
Honduras	lempira	lempiras	Honduran	L	centavo	centavos	L 0.01
Hong Kong SAR, China	dollar	dollars	Hong Kong	HK$	cent	cents	HK$0.01
Hungary	forint	forint	Hungarian	Ft	fillér	fillér	Ft 0.01
Iceland	króna	krónur	Icelandic	ISK	eyrir	aurar	ISK 0.01
India	rupee	rupees	Indian	Rs[j]	paisa	paise	Re 0.01
Indonesia	rupiah	rupiah	Indonesian	Rp	sen	sen	Rp 0.01
Iran, Islamic Rep.	rial	rials	Iranian	Rls[k]	–	–	–
Iraq	dinar	dinars	Iraqi	ID	fils	fils	ID 0.001
Ireland	euro[a]	euros	–	€	cent	cents	€0.01
Isle of Man	pound	pounds	Manx	£	penny	pence	£0.01
Israel	new shekel	new shkalim	Israeli	NIS	agora	agorot	NIS 0.01
Italy	euro[a]	euros	–	€	cent	cents	€0.01
Jamaica	dollar	dollars	Jamaica	J$	cent	cents	J$0.01
Japan	yen	yen	Japanese	¥	sen	sen	¥0.01
Jersey	pound	pounds	Jersey	£	penny	pence	£0.01
Jordan	dinar	dinars	Jordanian	JD	fils	fils	JD 0.001
Kazakhstan	tenge	tenge	Kazakhstani	T	tiyn	tiyns	T 0.01
Kenya	shilling	shillings	Kenya	K Sh	cent	cents	K Sh 0.01
Kiribati	dollar	dollars	Australian	$A	cent	cents	$A 0.01
Korea, Dem. People's Rep.	won	won	Korean Democratic Peoples' Republic	–	chun	chun	won 0.01
Korea, Rep.	won	won	Korean	₩	chun	chun	₩0.01
Kosovo	euro[a]	euros	–	€	cent	cent	€0.01
Kuwait	dinar	dinars	Kuwaiti	KD	fils	fils	KD 0.001
Kyrgyz Republic	som	soms	Kyrgyz	som	tyiyn	tyiyns	som 0.01
Lao PDR	kip	kip	Lao	KN	–	–	–
Latvia	euro[a]	euros	–	€	cent	cent	€0.01
Lebanon	pound	pounds	Lebanese	LL	–	–	–
Lesotho	loti[l]	maloti	Lesotho	M	sente	lisente	M 0.01
Liberia	dollar	dollars	Liberian	$	cent	cents	$0.01
Libya	dinar	dinars	Libyan	LD	dirham	dirhams	LD 0.001
Liechtenstein	franc	francs	Swiss	Sw F	centime	centimes	Sw F 0.01
Lithuania	euro[a]	euros	–	€	cent	cents	€0.01

Country, economy, or area	CURRENCY UNITS				SUBSIDIARY UNITS		
	Singular	Plural	Adjective	Abbreviation	Singular	Plural	Value in terms of main currency
Luxembourg	euro[a]	euros	–	€	cent	cents	€0.01
Macao SAR, China	pataca	patacas	Macao	P	avo	avos	P 0.01
Madagascar	ariary	ariary	Malagasy	FMG	iraimbilanja	iraimbilanja	FMG 0.20
Madeira	escudo	escudos	Portuguese	Esc	centavo	centavos	Esc 0.01
Malawi	kwacha	kwacha	Malawian	MK	tambala	tambala	MK 0.01
Malaysia	ringgit	ringgit	Malaysian	RM	sen	sen	RM 0.01
Maldives	rufiyaa	rufiyaa	Maldivian	Rf	laari	laari	Rf 0.01
Mali	franc	francs	CFA	CFAF	centime[d]	centimes	CFAF 0.01
Malta	euro[a]	euros	–	€	cent	cents	€0.01
Marshall Islands	dollar	dollars	US	$ or US$[b]	cent	cents	$0.01
Martinique	euro[a]	euros	–	€	cent	cents	€0.01
Mauritania	ouguiya[m]	ouguiyas[m]	Mauritanian	UM	khoum	khoums	UM 0.20[n]
Mauritius	rupee	rupees	Mauritian	MUR	cent	cents	MUR 0.01
Mayotte	euro	euros	–	€	cent	cents	€0.01
Mexico	peso	pesos	Mexican	Mex$	centavo	centavos	Mex$0.01
Micronesia, Fed. States	dollar	dollars	US	$ or US$[b]	cent	cents	$0.01
Moldova	leu	lei	Moldovan	MDL	ban	bani	MDL 0.01
Monaco	euro[a]	euros	–	€	cent	cents	€0.01
Mongolia	tughrik	tughriks	Mongolian	Tog	möngö	möngö	Tog 0.01
Montenegro	euro[a]	euros	–	€	cent	cents	€0.01
Montserrat	dollar	dollars	East Caribbean	EC$	cent	cents	EC$0.01
Morocco	dirham	dirhams	Moroccan	DH	centime	centimes	DH 0.01
Mozambique	metical	meticais	Mozambican	Mt	centavo	centavos	Mt 0.01
Myanmar	kyat	kyats	Myanmar	K	pya	pyas	K 0.01
Namibia	dollar	dollars	Namibian	N$	cent	cents	N$0.01
Nauru	dollar	dollars	Australian	$A	cent	cents	$A 0.01
Nepal	rupee	rupees	Nepalese	Nr	paisa	paisa	NPR 0.01
Netherlands	euro[a]	euros	–	€	cent	cents	€0.01
Netherlands Antilles	guilder	guilders	Netherlands Antillean	NA f.	cent	cents	NA f. 0.01
New Caledonia	franc	francs	CFP	CFPF	centime	centimes	CFPF 0.01
New Zealand	dollar	dollars	New Zealand	$NZ	cent	cents	$NZ 0.01
Nicaragua	córdoba	córdobas	Nicaraguan	C$	centavo	centavos	C$0.01
Niger	franc	francs	CFA	CFAF	centime[d]	centimes	CFAF 0.01
Nigeria	naira	naira	Nigerian	N	kobo	kobo	N0.01
Niue	dollar	dollars	New Zealand	$NZ	cent	cents	$NZ 0.01
Norfolk Island	dollar	dollars	Australian	$A	cent	cents	$A 0.01
North Macedonia	denar	denars	Macedonian	MDen	deni	deni	MDen 0.01
Northern Marianas Islands	dollar	dollars	US	$ or US$[b]	cent	cents	$0.01
Norway	krone	kroner	Norwegian	NKr	øre	øre	NKr 0.01
Oman	rial	rials	Omani	RO	baisa	baisas	RO 0.001
Pakistan	rupee	rupees	Pakistan	PRs[o]	paisa	paisas	PRe 0.01
Palau	dollar	dollars	US	$ or US$[b]	cent	cents	$0.01
Panama	balboa	balboas	Panamanian	B	céntimo	céntimos	B 0.01
Papua New Guinea	kina	kina	Papua New Guinea	K	toea	toea	K 0.01
Paraguay	guaraní	guaraníes	Paraguayan	G	céntimo	céntimos	G0.01

Country, economy, or area	CURRENCY UNITS				SUBSIDIARY UNITS		
	Singular	Plural	Adjective	Abbreviation	Singular	Plural	Value in terms of main currency
Peru	sol	soles	Peruvian	S/.	céntimo	céntimos	S/. 0.01
Philippines	peso	pesos	Philippine	₱	centavo	centavos	₱0.01
Pitcairn Islands	dollar	dollars	New Zealand	$NZ	cent	cents	$NZ 0.01
Poland	zloty	zlotys	Polish	Zl	grosz	groszy	Zl 0.01
Portugal	euro[d]	euros	–	€	cent	cents	€0.01
Puerto Rico	dollar	dollars	US	$ or US$[b]	cent	cents	$0.01
Qatar	riyal	riyals	Qatari	QR	dirham	dirhams	QR 0.01
Réunion	euro[a]	euros	–	€	cent	cents	€0.01
Romania	new leu	lei[p]	Romanian	leu	–	–	–
Russian Federation	ruble	rubles	Russian	Rub	kopek	kopeks	Rub 0.01
Rwanda	franc	francs	Rwanda	RF	centime	centimes	RF 0.01
Samoa	tala	tala	Samoa	SAT	sene	sene	SAT 0.01
San Marino	euro[a]	euros	–	€	cent	cents	€0.01
São Tomé and Príncipe	dobra	dobras	São Tomé and Príncipe	Db	centimo	centimos	Db 0.01
Saudi Arabia	riyal	riyals	Saudi Arabian	SRls[q]	halala	halalas	SRl 0.01
Senegal	franc	francs	CFA	CFAF	centime[d]	centimes	CFAF 0.01
Serbia	dinar	dinars	Serbian	SRD	para	para	SRD 0.01
Seychelles	rupee	rupees	Seychelles	SR	cent	cents	SR 0.01
Sierra Leone	leone	leones	Sierra Leonean	Le	cent	cents	Le 0.01
Singapore	dollar	dollars	Singapore	S$	cent	cents	S$0.01
Sint Maarten	guilder	guilders	Antillean	ANG	cent	cents	ANG 0.01
Slovak Republic	euro[a]	euros	–	€	cent	cents	€0.01
Slovenia	euro[a]	euros	–	€	cent	cents	€0.01
Solomon Islands	dollar	dollars	Solomon Islands	SI$	cent	cents	SI$0.01
Somalia	shilling	shillings	Somali	So. Sh.	cent	cents	So. Sh. 0.01
South Africa	rand	rand	South African	R	cent	cents	R 0.01
South Sudan	pound	pounds	South Sudanese	£	piastre[j]	piastres	£0.01
Spain	euro[a]	euros	–	€	cent	cents	€0.01
Sri Lanka	rupee	rupees	Sri Lanka	SL Rs[r]	cent	cents	SL Re 0.01
St. Helena	pound[s]	pounds[s]	sterling[s]	£ or £ stg.[s]	new penny	new pence	£0.01
St. Kitts and Nevis	dollar	dollars	East Caribbean	EC$	cent	cents	EC$0.01
St. Lucia	dollar	dollars	East Caribbean	EC$	cent	cents	EC$0.01
St. Pierre and Miquelon	euro[a]	euros	–	€	cent	cents	€0.01
St. Vincent and the Grenadines	dollar	dollars	East Caribbean	EC$	cent	cents	EC$0.01
Sudan	pound	pound	Sudanese	SD	piastre[j]	piastres	SD 0.01
Suriname	dollar	dollars	Suriname	SRD	cent	cents	SRD 0.01
Svalbard and Jan Mayen Islands	krone	kroner	Norwegian	NKr	øre	øre	NKr 0.01
Sweden	krona	kronor	Swedish	SKr	öre	öre	SKr 0.01
Switzerland	franc	francs	Swiss	Sw F	centime	centimes	Sw F 0.01
Syrian Arab Republic	pound	pounds	Syrian	LS	piastre[j]	piastres	LS 0.01
Taiwan, China	dollar	dollars	New Taiwan	NT$	fen[t]	fen	NT$0.01
Tajikistan	somoni	somoni	Tajik	SM	diram	dirams	SM 0.01
Tanzania	shilling	shillings	Tanzania	T Sh	cent	cents	T Sh 0.01
Thailand	baht	baht	Thai	B	satang	satang	B 0.01

Country, economy, or area	CURRENCY UNITS				SUBSIDIARY UNITS		
	Singular	Plural	Adjective	Abbreviation	Singular	Plural	Value in terms of main currency
Timor-Leste	dollar	dollars	US	$ or US$[b]	cent	cents	$0.01
Togo	franc	francs	CFA	CFAF	centime[d]	centimes	CFAF 0.01
Tokelau	dollar	dollars	New Zealand	$NZ	cent	cents	$NZ 0.01
Tonga	pa'anga	pa'anga	Tongan	T$	seniti	seniti	T$0.01
Trinidad and Tobago	dollar	dollars	Trinidadian	TT$	cent	cents	TT$0.01
Tunisia	dinar	dinars	Tunisian	TD	millime	millimes	TD 0.001
Turkey	lira	liras	Turkish	TRY	kurus	kurus	TRY 0.01
Turkmenistan	manat	manat	Turkmen	manat	tenge	tenge	manat 0.01
Turks and Caicos Islands	dollar	dollars	US	$ or US$[b]	cent	cents	$0.01
Tuvalu	dollar	dollars	Australian	$A	cent	cents	$A 0.01
Uganda	shilling	shillings	Uganda	U Sh	cent	cents	U Sh 0.01
Ukraine	hryvnia	hryvnias	Ukrainian	Hrv	kopiyka	kopiyky	Hrv 0.01
United Arab Emirates	dirham	dirhams	Emirati	Dh	fils	fils	Dh 0.01
United Kingdom	pound[s]	pounds[s]	British	£ or £ stg.[s]	penny	pence	£0.01
United States	dollar	dollars	US	$ or US$[b]	cent	cents	$0.01
United States Virgin Islands	dollar	dollars	US	$ or US$[b]	cent	cents	$0.01
Uruguay	peso	pesos	Uruguayan	Ur$	centésimo	centésimos	Ur$0.01
Uzbekistan	som	som	Uzbek	UBZ	tiyin	tiyin	UBZ 0.01
Vanuatu	vatu	vatu	Vanuatu	VT	–	–	–
Venezuela, RB	bolívar	bolívares	Venezuelan	Bs	centavo	centavos	Bs 0.01
Vietnam	dong	dong	Vietnamese	D	–	–	–
Wallis and Futuna Islands	franc	francs	CFP	CFPF	centime	centimes	CFPF 0.01
West Bank and Gaza	new shekel	new shkalim	Israeli	NIS	agora	agorot	NIS 0.01
Yemen, Republic of	rial	rial	Yemeni	YRls[u]	fils	fils	YRl 0.01
Zambia	kwacha	kwacha	Zambian	K	ngwee	ngwee	K 0.01
Zimbabwe	dollar	dollars	Zimbabwe	Z$	cent	cents	Z$0.01

a. Use the term *euro area*, not *euro zone*. It is incorrect to refer to the euro by nationality, for example, as an Austrian euro or a Belgian euro. However, one may refer to a country's holdings of euros, for example, euro (France) or euro (Germany). Use the euro symbol (€) for publications.

b. Use US$ instead of $ when it is not clear that the reference is to the US dollar.

c. The French franc and the Spanish peseta as legal tender in Andorra have been replaced by the euro.

d. There is no subsidiary unit issued for the CFA franc. However, it is useful to retain the concept of the centime.

e. The word *real* should be italicized to avoid confusion in such phrases as "the *real*'s real exchange rate."

f. Singular: Pta. Plural: Ptas.

g. The currency is the renminbi, while the currency unit is the yuan.

h. Second subsidiary currency unit: jiao; 10 fen = 1 jiao; 10 jiao = 1 yuan.

i. Second subsidiary currency: millième; 10 millièmes = 1 piastre.

j. Singular: Re. Plural: Rs.

k. Singular: Rl. Plural: Rls.

l. The loti is interchangeable with the South African rand, which remains legal tender.

m. In French, the singular and plural are the same; in Arabic and English the plural form is used.

n. For accounting purposes, the ouguiya is also divided into the dixième (= UM 0.10) and the centième (= UM 0.01).

o. Singular: Pre. Plural: Prs.

p. Use the plural form *lei* before a figure (lei 100).

q. Singular: SRl. Plural: SRls.

r. Singular: SL Re. Plural: SL Rs.

s. *Sterling* is at times used in place of *pounds*. When used as an adjective to describe the currency, *sterling* follows *pounds* (that is, *pounds sterling*).

t. Second subsidiary currency: chiao; 10 fen = 1 chiao.

u. Singular: YRl. Plural: YRls.

ADB	Asian Development Bank
ADF	African Development Fund
AFD	Agence Française de Développement
AfDB	African Development Bank
AFR	Africa (World Bank regional vice presidency)
AIDS	acquired immune deficiency syndrome
AMSCO	African Management Services Company
ANM	auxiliary nurse midwife
APDF	Africa Project Development Facility
APEC	Asia-Pacific Economic Cooperation
ARAG	AIDS Regional Advisory Group for the Eastern Mediterranean
ASEAN	Association of Southeast Asian Nations
AU	African Union
Bank	World Bank
BCEAO	Banque Centrale des États de l'Afrique de l'Ouest
BEEPS	Business Environment and Enterprise Performance Survey
BIS	Bank for International Settlements
BPO	business process outsourcing
BRICS	Brazil, Russian Federation, India, China, South Africa
CAS	country assistance strategy
CBO	community-based organization
CDC	Centers for Disease Control and Prevention (US)
CDD	community-driven development
CEM	Country Economic Memorandum
CFC	chlorofluorocarbon
CGAP	Consultative Group to Assist the Poor
CGIAR	Consultative Group on International Agricultural Research
CIDA	Canadian International Development Agency
CIF or c.i.f.	cost, insurance, and freight
CIS	Commonwealth of Independent States
CMU	Country Management Unit
COPD	chronic obstructive pulmonary disease
CPI	consumer price index
CRS	Creditor Reporting System (of the OECD)
CSO	civil society organization
CTD	Division of Control of Tropical Diseases (of the WHO)
DAC	Development Assistance Committee (of the OECD)

DALY	disability-adjusted life year
DANIDA	Danish International Development Agency
DDSR	debt and debt-service reduction
DEC	Development Economics Vice Presidency (of the World Bank)
DECDG	Development Economics Data Group (of the World Bank)
DECPG	Development Economics Development Prospects Group (of the World Bank)
DECRG	Development Economics Research Group (of the World Bank)
DFID	Department for International Development (UK)
DOTS	directly observed treatment, short course (for tuberculosis)
DPT	diphtheria, pertussis, and tetanus (vaccine)
DRE	debt reduction equivalent
DRF	Debt Reduction Facility (of the IDA)
DRS	Debtor Reporting System (of the World Bank)
EAP	East Asia and Pacific (World Bank regional vice presidency)
EBRD	European Bank for Reconstruction and Development
ECA	Economic Commission for Africa (of the UN) *or* Europe and Central Asia (World Bank regional vice presidency)
ECB	European Central Bank
ECLAC	Economic Commission for Latin America and the Caribbean (of the UN)
ECOWAS	Economic Community of West African States
EDA	effective development assistance
EFA	Education for All
EMRO	Eastern Mediterranean Regional Office (of the WHO)
EMS	European Monetary System
EMU	European Monetary Union
EPI	Expanded Program on Immunization
ESAC	Economic and Social Adjustment Credit *or* Education Sector Adjustment Credit *or* Energy Sector Adjustment Credit (all of the World Bank)
ESAF	Enhanced Structural Adjustment Facility (of the IMF)
ESCAP	Economic and Social Commission for Asia and the Pacific (of the UN)
ESW	economic and sector work
EU	European Union
EU-15	the 15 countries that were members of the EU before May 1, 2004
FACS	Firm Analysis and Competitiveness Survey
FAO	Food and Agriculture Organization (of the UN)
FBO	faith-based organization
FCS	fragile and conflict-affected situations
FCV	fragility, conflict, and violence
FDI	foreign direct investment
FOB or f.o.b.	free on board
FOIA	Freedom of Information Act
FSAL	financial sector adjustment loan
FSAP	Financial Sector Assessment Program
FSU	former Soviet Union
FTA	free trade agreement
FTI	Fast-Track Initiative (of EFA)

FTZ	free trade zone
Fund	International Monetary Fund
G-7	Group of Seven
G-8	Group of Eight
GAIN	Global Alliance for Improved Nutrition
GATS	General Agreement on Trade in Services
GATT	General Agreement on Tariffs and Trade
GCC	Gulf Cooperation Council
GDP	gross domestic product
GEF	Global Environment Facility
GER	gross enrollment ratio
GFD	Global Financial Development (World Bank database)
GHG	greenhouse gas
GIS	geographic information system
GIZ	German Agency for International Cooperation (Deutsche Gesellschaft für Internationale Zusammenarbeit) (replaced GTZ)
GNI	gross national income
GNP	gross national product
GNP/c	gross national product per capita
GPS	Global Positioning System
GRSP	Global Road Safety Partnership
GSP	generalized system of preferences
GTZ	German Agency for Technical Cooperation (Deutsche Gesellschaft für Technische Zusammenarbeit) (replaced by GIZ)
GVIO	gross value of industrial output
GW	gigawatt
HepB	hepatitis B vaccine
Hib	*Haemophilus influenzae* type B
HIPC	heavily indebted poor countries
HIPC Initiative	Heavily Indebted Poor Countries Initiative
HIV	human immunodeficiency virus
HNP	Health, Nutrition, and Population (sector of the World Bank)
IBRD	International Bank for Reconstruction and Development (of the World Bank Group)
ICD	International Classification of Diseases
ICO	integrated community organization
ICOR	incremental capital-output ratio
ICSID	International Centre for Settlement of Investment Disputes (of the World Bank Group)
ICT	information and communication technology
IDA	International Development Association (of the World Bank Group)
IDA13	13th Replenishment of IDA
IDB	Inter-American Development Bank
IDU	injecting drug user
IEC	information, education, and communication
IF	Integrated Framework for Trade-Related Technical Assistance to Least Developed Countries
IFAD	International Fund for Agricultural Development
IFC	International Finance Corporation (of the World Bank Group)

IFI	international financial institution
IFPRI	International Food Policy Research Institute
IFSP	Integrated Food Security Program
ILO	International Labour Organization (plenary body) *or* International Labour Office (the secretariat and publisher)
IMCI	integrated management of childhood illness
IMF	International Monetary Fund
IMR	infant mortality rate
IOM	International Organization for Migration
I-PRSP	interim PRSP
IT	information technology
ITD	International Tax Dialogue
JICA	Japan International Cooperation Agency
KAP	knowledge, attitudes, and practices
kph	kilometers per hour
kWh	kilowatt-hour
LAC	Latin America and the Caribbean (World Bank regional vice presidency)
LDOD	total long-term debt outstanding and disbursed
LIBOR	London interbank offered rate
LLI	local-level institution
LSA	livelihood support activities
M&A	mergers and acquisitions
M&E	monitoring and evaluation
MCH	maternal and child health
MDB	multilateral development bank
MDGs	Millennium Development Goals
Mercosur	Southern Cone Common Market (Mercado Común del Sur)
MFI	microfinance institution
MFD	Maximizing Finance for Development
MIGA	Multilateral Investment Guarantee Agency (of the World Bank Group)
MIS	management information system
MMR	maternal mortality ratio
MNA or MENA	Middle East and North Africa (World Bank regional vice presidency)
MNC	multinational corporation
mph	miles per hour
MRY	most recent year
MSM	men who have sex with men
MTCT	mother-to-child transmission
MW	megawatt
MYRA	multiyear rescheduling agreement
n.a.	not applicable
NAFTA	North American Free Trade Agreement
NATO	North Atlantic Treaty Organization
NCD	noncommunicable disease
NEPAD	New Partnership for Africa's Development
NGO	nongovernmental organization
NIC	newly industrialized country
NIE	newly industrialized economy

NIH	National Institutes of Health
NIS	newly independent state
NPV	net present value
NRM	natural resource management
O&M	operation and maintenance
OAS	Organization of American States
OAU	Organization of African Unity
ODA	official development assistance
ODF	official development finance
OECD	Organisation for Economic Co-operation and Development
OED	Operations Evaluation Department (World Bank)
OLS	ordinary least squares
OOPP	objective-oriented project planning
OPEC	Organization of the Petroleum Exporting Countries
OPV	oral polio vaccine
OVC	orphans and vulnerable children
OVI	objectively verifiable indicator
Oxfam International	an assistance organization (no need to spell out)
PAD	project appraisal document
PAHO	Pan American Health Organization
PAYG	pay as you go
PEAP	Poverty Eradication Action Plan
PETS	Public Expenditure Tracking Survey
PFP	Policy Framework Paper
PICS	Public Information Centers and Services
PME	participatory monitoring and evaluation
PNA	participatory needs assessment
PPA	participatory poverty assessment
PPP	purchasing power parity *or* public-private partnership
PRA	participatory rural appraisal
PREM	Poverty Reduction and Economic Management (World Bank network vice presidency)
PRS	poverty reduction strategy
PRSC	Poverty Reduction Support Credit
PRSP	Poverty Reduction Strategy Paper
PTR	pupil-teacher ratio
R&D	research and development
RDS	rural development society
REER	real effective exchange rate
RPED	Regional Program on Enterprise Development
RTI	reproductive tract infection
RWSS	rural water supply and sanitation
SAAR	seasonally adjusted annual rate
SAC	Structural Adjustment Credit
SAF	Structural Adjustment Facility (of the IMF)
SAR	South Asia (World Bank regional vice presidency)
SDRs	special drawing rights

Sida	Swedish International Development Cooperation Agency
SIDS	small island developing states
SMEs	small and medium enterprises
SOE	state-owned enterprise
STD	sexually transmitted disease
STEM	science, technology, engineering, and mathematics
STI	sexually transmitted infection
SWAP	sectorwide approach
SWOT	strengths, weaknesses, opportunities, threats (analysis)
TA	technical assistance
TBA	traditional birth attendant
TFR	total fertility rate
TRIPS	Trade-Related Aspects of Intellectual Property Rights
U5MR	under-five mortality rate
UHC	universal health coverage
UN	United Nations
UNAIDS	Joint United Nations Programme on HIV/AIDS
UNCTAD	United Nations Conference on Trade and Development
UNDP	United Nations Development Programme
UNECA	United Nations Economic Commission for Africa
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific, and Cultural Organization
UNFPA	United Nations Population Fund
UNHCR	United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
UNIDO	United Nations Industrial Development Organization
UNIFEM	United Nations Development Fund for Women
UNODCCP	United Nations Office for Drug Control and Crime Prevention
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East
USAID	United States Agency for International Development
VAT	value added tax
VCT	voluntary counseling and testing
VDP	village development plan
VPU	Vice Presidential Unit
WAEMU	West African Economic and Monetary Union
WAMU	West African Monetary Union
WBES	World Business Environment Survey
WBG	World Bank Group
WBI	World Bank Institute
WDI	*World Development Indicators* (World Bank publication)
WDR	*World Development Report* (World Bank publication)
WFP	World Food Programme
WHO	World Health Organization
WPI	wholesale price index
WTO	World Trade Organization

19th Replenishment of IDA (IDA19)	
acknowledgment	*not* acknowledgement
acquired immune deficiency syndrome (AIDS)	
adviser	*not* advisor
advisory	
Africa (World Bank regional vice presidency; AFR)	
Africa Project Development Facility (APDF)	
African Development Bank (AfDB)	
African Development Fund (ADF)	
African Management Services Company (AMSCO)	
African Union (AU)	
Agence française de développement (AFD)	
ages	*not* aged, for example, children ages 10 and older
agreed-on (adj)	agreed-on price; *but* the price that was agreed on
AIDS Regional Advisory Group for the Eastern Mediterranean (ARAG)	
anti- (prefix) (no hyphen)	
anti-money-laundering (adj)	anti-money-laundering initiatives
appendixes	*not* appendices
around	Try *about, approximately. Around* should usually be restricted to mean physically near.
as	Try *because.* It is often not clear whether *as* means causation or coincidence.
Asian Development Bank (ADB)	
Asia-Pacific Economic Cooperation (APEC)	
Association of Southeast Asian Nations (ASEAN)	
assure	Distinguish between *assure, ensure,* and *insure.*
at-risk (adj)	at-risk projects; *but* projects that are at risk
auxiliary nurse midwife (ANM)	
balance of payments (adj; n)	
Bank for International Settlements (BIS)	
Bank-Fund; *but* World Bank–International Monetary Fund (adj)	Bank-Fund Annual Meetings; Joint World Bank–International Monetary Fund Annual Meetings
Bank–United Nations; *but* Bank-UN (adj)	Bank–United Nations partnership; Bank-UN partnership
Bank-wide	Bank-wide review
Banque Centrale des États de l'Afrique de l'Ouest (BCEAO)	
base-year (adj)	
best-practice (adj); best practice (n)	best-practice policies; industry best practices
between	Use *between* for one-to-one relationships regardless of the number of items (for example, "NAFTA is a treaty between Canada, Mexico, and the United States."). Use *among* to express a relationship of an item to many surrounding items collectively.
birthrate (n)	

birthweight	
Board of Executive Directors (World Bank); the Board	
breakdown (n), break down (v)	
breakup (n), break up (v)	
breastfeed (v)	
buildup (n), build up (v)	
Business Environment and Enterprise Performance Survey (BEEPS)	
business process outsourcing (BPO)	
by-product	
Canadian International Development Agency (CIDA)	
capacity-building (adj); capacity building (n)	capacity-building initiatives; capacity building is essential
Caribbean	
case-by-case (adj)	
caseload	
Centers for Disease Control and Prevention (CDC)	
central bank	Lowercase unless part of a proper name.
cesarean section	
checkup (n), check up (v)	
childbearing (n, adj)	
childcare	
chlorofluorocarbon (CFC)	
chronic obstructive pulmonary disease (COPD)	
civil service (n, adj)	
civil society (n, adj)	
civil society organization (CSO)	
client-provider interaction	
co- (prefix) (no hyphen)	
cofounder	
cofinancing	
cogeneration	
co-invest	
co-investment	
co-investor	
Cold War	
Commonwealth of Independent States (CIS)	
community-based organization (CBO)	
community-driven (adj)	community-driven project; **but** the project was community driven
community-driven development (CDD)	
compare to	Try *compare with. Compare to* should be used only to note a likeness; *compare with* to analyze similarities and differences.
completion-point (adj); completion point (n)	completion-point status; the completion point
comprise	A whole *consists of, encircles,* or *comprises* its parts; the parts *compose, constitute,* or *make up* the whole. Never allow *comprised of.*
constitution; constitutional	Lowercase, **but** US Constitution
Consultative Group on International Agricultural Research (CGIAR)	
Consultative Group to Assist the Poor (CGAP)	
consumer price index (CPI)	
continual	Distinguish between *continual* (means recurring often or at intervals and refers only to time) and *continuous* (means uninterrupted or unbroken and can refer to time or space).

contracting-out (n)	The contracting-out of the work was beneficial.
cooperate	
coordinate	
cost, insurance, and freight (CIF or c.i.f.)	
cost of living (n), cost-of-living (adj)	
cost-effective (adj)	
country assistance strategy (CAS)	
Country Economic Memorandum (CEM)	
Country Management Unit (CMU)	
Creditor Reporting System (CRS) of the OECD	
cross-cutting (adj)	It is a cross-cutting issue.
cross-section (n)	
cutoff (n), cut off (v), cut-off (adj)	
Danish International Development Agency (DANIDA)	
data	data are, **not** data is
database	
data set	
day care (n), day-care (adj)	
debt and debt-service reduction (DDSR)	
Debtor Reporting System (DRS) of the World Bank	
debt reduction equivalent (DRE)	
Debt Reduction Facility (DRF) of the IDA	
debt relief (n); debt-relief (adj)	provide debt relief; debt-relief program
debt service (n); debt-service (adj); debt-servicing (adj)	cost of debt service; debt-service reduction
decision-making (n); decision-making (adj); decision-maker (n)	guidelines for decision-making; decision-making guidelines
Department for International Development (DFID), United Kingdom	
Deutsche Gesellschaft für Internationale Zusammenarbeit (German Agency for International Cooperation; GIZ)	Replaced GTZ
Deutsche Gesellschaft für Technische Zusammenarbeit (German Agency for Technical Cooperation; GTZ)	Replaced by GIZ
developed country (n); developed-country (adj)	developed-country financing
developing country	This term is allowed, but the use of the World Bank income classifications is preferred: low-income country (LIC); low- and middle-income country (LMIC); and upper-middle-income country (UMIC).
Development Assistance Committee (DAC) of the OECD	
Development Economics Data Group (DECDG)	
Development Economics Development Prospects Group (DECPG)	
Development Economics Research Group (DECRG)	
Development Economics Vice Presidency (DEC) of the World Bank	
dialogue	
diphtheria, pertussis, and tetanus (DPT) vaccine	
directly observed treatment, short course (DOTS), for tuberculosis	
disability-adjusted life year (DALY)	
dispute-resolution (adj)	dispute-resolution techniques
distance learning centers (but headline-style caps for specific ones)	
distortionary	
Division of Control of Tropical Diseases (CTD) of the WHO	
drawdown (n)	
dropout (n, adj), drop out (v)	

due to	When *due to* is used as an adverb, change to *because of, caused by, the result of, attributable to*. Use *due* to only as an adjective: The increase was due to higher taxes.
e.g.	Change to *for example*.
East Asia and Pacific (World Bank regional vice presidency; EAP)	
Eastern Mediterranean Regional Office (EMRO) of the WHO	
economic and sector work (ESW)	
Economic and Social Adjustment Credit (ESAC) of the World Bank	
Economic and Social Commission for Asia and the Pacific (ESCAP) of the UN	
Economic Commission for Africa (ECA) of the UN	
Economic Commission for Latin America and the Caribbean (ECLAC) of the UN	
Economic Community of West African States (ECOWAS)	
economic sector (n, adj)	
Education for All (EFA)	
Education Sector Adjustment Credit (ESAC) of the World Bank	
effective development assistance (EDA)	
email	
end use, end user	
energy sector (n, adj)	
Energy Sector Adjustment Credit (ESAC) of the World Bank	
energy-efficient (adj)	
Enhanced HIPC Initiative	
Enhanced Structural Adjustment Facility (ESAF) of the IMF	
ensure	Distinguish among *assure, ensure,* and *insure: assure* people, *ensure* events, *insure* things.
etc.	Change to *and so on, and so forth*.
ethnic group	**not** tribe
euro area	**not** euro zone
European Bank for Reconstruction and Development (EBRD)	
European Central Bank (ECB)	
Europe and Central Asia (World Bank regional vice presidency; ECA)	
European Monetary System (EMS)	
European Monetary Union (EMU)	
European Union (EU)	
EU-15	The 15 countries that were members of the EU before the May 1, 2004, enlargement (Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden, and the United Kingdom)
ex ante, ex post	no italics
exchange rate (n, adj)	exchange rate regimes
Expanded Program on Immunization (EPI)	
ex-president	Change to *former president*.
faith-based organization (FBO)	
family planning (n, adj)	
farmworker (n, adj)	
farther	Distinguish between *farther* (for physical distance) and *further* (for degree).
fast track (n), fast-track (adj)	
Fast-Track Initiative (FTI) of EFA	
fewer	Use *less* with singular nouns (less salt); use *fewer* with plural nouns and countable things (fewer calories).

fieldwork; fieldworker	
financial sector (n, adj)	
financial sector adjustment loan (FSAL)	
Financial Sector Assessment Program (FSAP)	
fine-tune (v); fine tuning (n)	
Firm Analysis and Competitiveness Survey (FACS)	
first-generation (adj)	
firsthand	
fiscal year	
floodplain	
flowchart	
follow-up (n, adj), follow up (v)	
Food and Agriculture Organization (FAO) of the UN	
forego	Distinguish between *forego* (go before) and *forgo* (abstain from)
foreign direct investment (FDI)	
foreign exchange (adj)	
formal sector (n, adj)	
former Soviet Union (FSU)	
for-profit	
forums	*not* fora
Freedom of Information Act (FOIA)	
free market (n), free-market (adj)	
free on board (FOB or f.o.b.)	
free trade agreement (FTA)	
free trade zone (FTZ)	
front-line (adj)	front-line activity
full Poverty Reduction Strategy Paper (full PRSP)	
General Agreement on Tariffs and Trade (GATT)	Succeeded by *WTO*; use *GATT* in historical contexts only.
General Agreement on Trade in Services (GATS)	
generalized system of preferences (GSP)	
German Agency for International Cooperation (Deutsche Gesellschaft für Internationale Zusammenarbeit; GIZ)	Replaced GTZ
German Agency for Technical Cooperation (Deutsche Gesellschaft für Technische Zusammenarbeit; GTZ)	Replaced by GIZ
Global Alliance for Improved Nutrition (GAIN)	
Global Development Finance (GDF)	
Global Environment Facility (GEF)	
Global Road Safety Partnership (GRSP)	
government	Always lowercase (for example, the German government).
gray	*not* grey
grassroots (n, adj)	the grassroots of society; grassroots organizations.
gross domestic product (GDP)	
gross enrollment ratio (GER)	
gross national income (GNI)	
gross national product (GNP)	
gross national product per capita (GNP/c)	
gross value of industrial output (GVIO)	
groundwater	
Group of Eight (G-8) (n, adj)	Group of Eight countries; G-8 countries (Canada, France, Germany, Italy, Japan, the Russian Federation, the United Kingdom, and the United States)

Group of Seven (G-7) (n, adj)	Group of Seven countries; G-7 countries (Canada, France, Germany, Italy, Japan, the United Kingdom, and the United States)
Gulf Cooperation Council (GCC)	
Haemophilus influenzae type B (Hib)	
handmade	
handout (n, adj), hand out (v)	
hard copy (n), hardcopy (adj)	
hardline (adj), hard-liner (n)	
health care (n, adj)	health care industry; the state of health care
Health, Nutrition, and Population (World Bank sector; HNP)	
heavily indebted poor countries (HIPC)	
Heavily Indebted Poor Countries (HIPC) Initiative	
hepatitis B vaccine (HepB)	
human immunodeficiency virus (HIV)	
i.e.	Change to *that is.*
IDA-only (adj)	IDA-only countries
if	Distinguish between *if* (to convey conditionality) and *whether* (to convey choice)
impact (v)	Change to *affect, influence,* or *have an effect on.*
incremental capital-output ratio (ICOR)	
independently of	Change to *independent of.*
in depth (adv), in-depth (adj)	
indexes	*not* indices
industrial countries	*not* industrialized countries
infant mortality rate (IMR)	
informal sector (n, adj)	
information and communication technology (ICT)	
information, education, and communication (IEC)	
information technology (IT)	
injecting drug user (IDU)	
inner city (n), inner-city (adj)	
in-service education	
integrated community organization (ICO)	
Integrated Food Security Program (IFSP)	
Integrated Framework for Trade-Related Technical Assistance to Least Developed Countries (IF)	
integrated management of childhood illness (IMCI)	
inter alia	Change to *among other things, among others.*
Inter-American Development Bank (IDB)	
interest rate (n, adj)	
interim Poverty Reduction Strategy Paper (I-PRSP)	
International Bank for Reconstruction and Development (IBRD) of the World Bank Group	
International Centre for Settlement of Investment Disputes (ICSID) of the World Bank Group	
International Classification of Diseases (ICD)	
International Development Association (IDA) of the World Bank Group	
International Finance Corporation (IFC) of the World Bank Group	IFC, *not* the IFC.
international financial institution (IFI)	
International Food Policy Research Institute (IFPRI)	

International Fund for Agricultural Development (IFAD)	
International Labour Organization (plenary body) *or* International Labour Office (secretariat and publisher) (ILO)	
International Monetary Fund (IMF, the Fund)	
International Organization for Migration (IOM)	
International Tax Dialogue (ITD)	
internet	
intranet	
Japan International Cooperation Agency (JICA)	
Joint United Nations Programme on HIV/AIDS (UNAIDS)	
judgment	***not*** judgement
kilometers per hour (kph)	
knowledge, attitudes, and practices (KAP)	
knowledge-sharing (adj); knowledge sharing (n)	knowledge-sharing activities; engage in knowledge sharing
landholder	
landmine	
landowner	
Latin America and the Caribbean (World Bank regional vice presidency; LAC)	
layoff (n), lay off (v)	
left wing (n), left-wing (adj)	
level the playing field	avoid overuse
life cycle (n), life-cycle (adj)	
lifestyle	
link (n)	***not*** linkage
livelihood support activities (LSA)	
local-level (adj)	local-level feedback
local-level institution (LLI)	
London interbank offered rate (LIBOR)	
long term (n), long-term (adj)	in the long term; long-term forecast, ***but*** the forecast is long term
longtime (adj)	
long-standing (adj)	
lower-middle-income (adj)	
low income (n), low-income (adj)	
macroeconomic	
male-female ratio	
management information system (MIS)	
manmade	Change to *artificial* or *constructed*.
maternal and child health (MCH)	
maternal mortality ratio (MMR)	
Mediterranean	
men who have sex with men (MSM)	
mergers and acquisitions (M&A)	
micro- (prefix) (no hyphen)	microenterprise, microlending
microfinance institution (MFI)	
middle age (n), middle-aged (adj)	
middle class (n), middle-class (adj)	
Middle East and North Africa (World Bank regional vice presidency; MNA or MENA)	
middle-income (adj)	middle-income countries

miles per hour (mph)	
Millennium Development Goals (MDGs)	
monitoring and evaluation (M&E)	
more importantly	Change to *more important*.
most recent year (MRY)	
mother-to-child transmission (MTCT)	
multi- (prefix) (no hyphen)	multisectoral, multidonor
multilateral development bank (MDB)	
Multilateral Investment Guarantee Agency (MIGA) of the World Bank Group	MIGA, *not* the MIGA
multinational corporation (MNC)	
multiyear rescheduling agreement (MYRA)	
Muslim	*not* Moslem
National Institutes of Health (NIH)	
nation building (n), nation-building (adj)	
nationwide	
natural resource management (NRM)	
neonatal; neonate	
net present value (NPV)	
newly independent state (NIS)	
newly industrialized country (NIC)	
newly industrialized economy (NIE)	
New Partnership for Africa's Development (NEPAD)	
non- (prefix) (no hyphen)	noncorrupt, noncrisis, nonexistent, nonlending
noncommunicable disease (NCD)	
nongovernmental organization (NGO)	
non-oil-exporting (adj)	non-oil-exporting country
North American Free Trade Agreement (NAFTA)	
North Atlantic Treaty Organization (NATO)	
objectively verifiable indicator (OVI)	
objective-oriented project planning (OOPP)	
official development assistance (ODA)	
official development finance (ODF)	
ordinary least squares (OLS)	
one-stop shopping	avoid overuse
ongoing (adj)	ongoing investigation
onlending	
online (adj, adv)	online research; working online
on the ground	avoid; try *in the field*
operation and maintenance (O&M)	
Operations Evaluation Department (OED) of the World Bank	
oral polio vaccine (OPV)	
Organisation for Economic Co-operation and Development (OECD)	
Organization of African Unity (OAU)	Succeeded by the African Union; use in historical contexts only.
Organization of American States (OAS)	
Organization of the Petroleum Exporting Countries (OPEC)	
orphans and vulnerable children (OVC)	
outsource	
over- (prefix) (no hyphen)	overestimate, overenroll, overwork

Pan American Health Organization (PAHO)	
participatory monitoring and evaluation (PME)	
participatory needs assessment (PNA)	
participatory poverty assessment (PPA)	
participatory rural appraisal (PRA)	
pay as you go (PAYG); pay-as-you-go (adj)	
payoff (n), pay off (v)	
per annum	Change to *a year* or *per year*.
percent; percentage	Use *percent* with defined numbers ("only 5 percent of the people voted"). Use *percentage* with undefined quantities ("only a small percentage of people voted") and *percentage points* ("the tax rate increased by 10 percentage points").
phaseout (n); phase out (v)	the program phaseout will occur; we will phase out the program
Policy Framework Paper (PFP)	
policyholder	
policy making (n); policy-making (adj); policy maker (n)	an important role in policy making; policy-making guidelines; a gathering of policy makers
post- (prefix) (no hyphen)	postconflict, postreform, **but** post–World War II
Poverty Eradication Action Plan (PEAP)	
poverty reduction (n, adj)	
Poverty Reduction and Economic Management (World Bank network vice presidency; PREM)	
poverty reduction strategy (PRS)	
Poverty Reduction Strategy Paper (PRSP)	
Poverty Reduction Support Credit (PRSC)	
pre- (prefix) (no hyphen)	precrisis, prereform, prewar
preventive	**not** preventative
primary-school-age (adj)	primary-school-age children
private sector (n, adj)	private sector involvement; in the private sector
problem solving (n); problem-solving (adj)	engage in problem solving; problem-solving capacity
pro-development	
project appraisal document (PAD)	
pro-poor	
Public Expenditure Tracking Survey (PETS)	
public sector (n, adj)	in the public sector; public sector involvement
pupil-teacher ratio (PTR)	
quasi- (prefix) (use hyphen)	quasi-professional, quasi-public
rain forest	
rainwater	
re- (prefix) (no hyphen)	reassess, reestablish, rework
real effective exchange rate (REER)	
Regional Program on Enterprise Development (RPED)	
reproductive tract infection (RTI)	
research and development (R&D)	
right wing (n), right-wing (adj)	
risk taker (n), risk taking (n), risk-taking (adj)	
risk-bearing (adj)	risk-bearing capacity
runoff (n), run off (v)	
rural development society (RDS)	
rural water supply and sanitation (RWSS)	

safeguard (n, adj, v)	safeguard policies
safety net (n, adj)	
school-age (adj)	
science, technology, engineering, and mathematics (STEM)	
seasonally adjusted annual rate (SAAR)	
sectorwide approach (SWAP)	
sewerage	Use *sewerage*, not *sewage*, when referring to infrastructure and services.
sexually transmitted disease (STD)	
sexually transmitted infection (STI)	
short term (n); short-term (adj)	in the short term; short-term prospects, ***but*** plans are short term
since	Use *because* for causation if confusion with the temporal meaning ("since last winter") could occur.
-size (suffix), ***not*** -sized	medium-size
small and medium enterprises (SMEs)	
social sector (n, adj)	
socioeconomic	
sociopolitical	
soft copy (n), soft-copy (adj)	
South Asia (World Bank regional vice presidency; SAR)	
Southern Cone Common Market (Mercado Común del Sur; Mercosur)	
special drawing rights (SDRs)	
stand-alone (adj)	stand-alone loans
start-up (n, adj), start up (v)	
state-owned enterprise (SOE)	
Strategic Compact	
Strategic Directions Paper	
strengths, weaknesses, opportunities, threats (SWOT) analysis	
Structural Adjustment Credit (SAC)	
Structural Adjustment Facility (SAF) of the IMF	
sub- (prefix) (no hyphen)	subcommittee, subdistrict, subregion
Sub-Saharan Africa	
Swedish International Development Cooperation Authority (Sida)	
take-off (n, adj); take off (v)	the take-off point; the economy will take off
teacher-student ratio	
technical assistance (TA)	
terms-of-trade (adj); terms of trade (n)	
that, which	Distinguish between *that* (for restrictive clauses) and *which* (for nonrestrictive clauses) (See *Chicago* 5.220.)
Third World	Change to *developing countries*.
time frame	
total fertility rate (TFR)	
total long-term debt outstanding and disbursed (LDOD)	
toward	***not*** towards
Trade-Related Aspects of Intellectual Property Rights (TRIPS)	
traditional birth attendant (TBA)	
transport	*Transport* is preferred for goods, and *transportation* is preferred for people; however, exceptions may apply and are permitted.
Tropical Disease Research Program	
turnaround (n)	

under- (prefix) (no hyphen)	underestimate, underfinance, underregistration
underdeveloped countries	Change to *developing countries.*
under way	The program is under way.
under-five mortality rate (U5MR)	
United Nations (UN)	
United Nations Children's Fund (UNICEF)	
United Nations Conference on Trade and Development (UNCTAD)	
United Nations Development Fund for Women (UNIFEM)	
United Nations Development Programme (UNDP)	
United Nations Economic Commission for Africa (UNECA)	
United Nations Educational, Scientific, and Cultural Organization (UNESCO)	
United Nations Environment Programme (UNEP)	
United Nations High Commissioner for Refugees (UNHCR)	
United Nations Industrial Development Organization (UNIDO)	
United Nations Office for Drug Control and Crime Prevention (UNODCCP)	
United Nations Population Fund (UNFPA)	
United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA)	
United States (n); US (adj)	the United States; US policy (see section 8.5.)
upper-middle-income (adj)	
United States Agency for International Development (USAID)	
value added tax (VAT)	
vice president (no hyphen)	
village development plan (VDP)	
vis-à-vis	Change to *compared with, in relation to, relative to.*
viz.	Change to *namely, that is.*
voluntary counseling and testing (VCT)	
webcasting facilities	
web page	
website	
well-being	
West African Economic and Monetary Union (WAEMU)	
West African Monetary Union (WAMU)	
where	Reserve *where* for places; try *at, on, in which.*
whether	See comments at *if.*
which	See comments at *that.*
while	Try *although* or *whereas* for clarity when *at the same time as* is not what is meant.
wholesale price index (WPI)	
-wide (suffix) (no hyphen unless with proper noun)	worldwide, sectorwide, Bank-wide
wide-ranging (adj)	wide-ranging effects, **but** the effects are wide ranging
with	Try *because of* or *at the same time as.* It is often not clear whether *with* means causation or coincidence, or nothing.
workday (n)	
workforce (n)	
workload (n)	
workplace (n)	

World Bank	*not* the Bank
World Bank Institute (WBI)	WBI, *not* the WBI
World Bank–International Monetary Fund, *but* Bank-Fund	Joint World Bank–International Monetary Fund Annual Meetings; Bank-Fund Annual Meetings
World Business Environment Survey (WBES)	
World Conference on Religion and Peace	
World Council of Churches	
World Development Indicators (*WDI*)	
World Development Report (*WDR*)	
World Faiths Development Dialogue	
World Food Programme (WFP)	
World Health Organization (WHO)	
World Trade Organization (WTO)	
worldview	
World Wide Web; the Web; *but* web page and website	

APPENDIX G ALTERNATIVE WORDS AND PHRASES

The redundant expressions marked with a dagger (†) are incorrect and should be changed. Alternative expressions for other words are meant as suggestions.

WORD OR PHRASE	ALTERNATIVE
accorded	*gave*
accordingly	*therefore, so*
adequate number of	*enough*
adjacent to	*next to*
†advance planning	*planning*
†advance reservation	*reservation*
afford an opportunity	*allow, let*
afforded	*gave*
aforementioned	*this, these*
as a means of	*to*
as a result of	*because*
at an early date	*soon*
at the present time	*now*
at the time	*when*
at this (that) point in time	*now (then)*
(are/is) authorized	*may*
be in a position to	*can*
be in receipt of	*have, received*
beneficial aspects	*benefits*
†big in size	*big, large*
†blend together	*blend*
by means of	*by, with*
†(in) close proximity to	*near*
†collaborate together	*collaborate*
comes into conflict	*conflicts*
†conclusive proof	*proof*
†consensus of opinion	*consensus*
†critically important	*critical*
†current incumbent	*incumbent*
demonstrate	*show*
despite the fact that	*although*
due to the fact that	*because*
during such time as	*while*
†during the course of	*during*
effectuate	*bring about*
employ	*use*

WORD OR PHRASE	ALTERNATIVE
(are/is) empowered	*may*
endeavor (verb)	*try*
†end result	*result*
†exact same	*same*
(an) excessive number of	*too many*
†few in number	*few*
for a period of	*for*
foregoing	*this, these*
for the purpose of	*for, to*
for the reason that	*because*
forthwith	*immediately*
†free gift	*gift*
furnish	*give, send*
†future plans	*plans*
†future prospects	*prospects*
†gather together	*gather*
give consideration to	*consider*
†great majority	*most, majority (if more than 50 percent)*
have a need for	*need*
herein	*here*
heretofore	*up to this time*
in agreement with	*agree*
in a position to	*can, has, have*
inasmuch as	*because*
in a timely manner	*on time, promptly*
in case	*if*
†individual person	*person*
in lieu of	*instead of, in place of*
in order for	*for*
in order that	*that*
in order to	*to*
in regard to	*about*
interface with	*deal with, work with, meet*
in terms of	*by, in, of, on, for, about, in relation to, through, with regard to*
interpose an objection	*object*
in the absence of	*without*
in the case of	*in*
in the course of	*during, in*
in the event that	*if*
in the interest of	*for, to*
in the near future	*soon*
in view of the fact that	*because, given that*
is applicable to	*applies*
†join together	*join*
liaise with	*coordinate with*
limited number	*few*

WORD OR PHRASE	ALTERNATIVE
locality	*place*
magnitude	*size*
majority of	*most*
make a decision	*decide*
make a determination	*determine*
make an adjustment	*adjust*
make provision for	*provide*
make use of	*use*
manmade	*artificial, constructed*
(the) manner in which	*how, the way*
†merge together	*merge*
minimize	*decrease, lessen, reduce*
†mutual cooperation	*cooperation*
necessitate	*need, require*
†new innovation	*innovation*
not in a position to	*cannot, unable to*
not later than	*by*
not much	*little*
notwithstanding the fact that	*although, even though*
occasion (v)	*cause*
participate	*take part*
†past experience, past history	*experience, history*
period of two weeks	*two weeks*
†personal opinion	*opinion*
pertaining to	*about, of, on*
point in time	*point, time*
possesses	*has*
prior to	*before*
provided that	*if*
purchase	*buy*
pursuant to	*under*
pursuant to our agreement	*as we agreed*
†real fact	*fact*
recapitulate	*sum up*
†recur again	*recur*
†refer back	*refer*
relocation	*move*
remainder	*rest*
remuneration	*pay, payment*
render	*give, make*
†revert back	*revert*
serves as	*is*
solicit	*ask for*
state-of-the-art	*advanced, latest*
take action	*act*
take into consideration	*consider*
†temporary reprieve	*reprieve*
thereof	*its, their*

WORD OR PHRASE	ALTERNATIVE
transmit	*send*
transpire	*happen, occur, take place*
until such time as	*until*
†usual custom	*custom*
utilize	*use*
verbatim	*exact, word for word*
†visible to the eye	*visible*
†vitally important	*vital*
with a view to	*to*
without further delay	*now, right away, immediately*
with reference to	*about*
with respect to	*about, on*
with the exception of	*except for*
with the knowledge that	*knowing*

WORLD BANK MAP GUIDELINES

These guidelines are provided by the Cartography unit. Areas of particular importance are maps of India and maps showing India and Pakistan.

BOUNDARIES

Three styles are used to differentiate boundaries:

- **Solid (no dashes), for undisputed international borders; most of the world**
- **Tightly dashed, for disputed borders; seven areas**
    - Between Western Sahara and Morocco
    - Between India and Pakistan
    - Between China and India
    - Between the Democratic People's Republic of Korea and the Republic of Korea
    - Surrounding Abyei between Sudan and South Sudan
- **Dotted, for the "Line of Control" in Kashmir between Pakistani- and Indian-controlled areas**

Special cases

- Cyprus is shown as one nation.
- Only four lakes show boundaries: Chad, Malawi, Tanganyika, and Victoria.
- Boundary between Ecuador and Peru is solid.
- Boundary between the Arab Republic of Egypt and Sudan near the Red Sea does *not* curve north into Egypt but follows the parallel all the way to the coast; the "Administrative Boundary" is not shown.
- Boundary between Saudi Arabia and the Republic of Yemen is solid.
- Boundary between the Republic of Yemen and Oman is solid.
- Timor-Leste/Indonesia show two international boundaries to include the Oecussi enclave.
- *Never on World Bank maps:* the Kuril Islands and the Spratly Islands.
- Kosovo is shown as sovereign.
- *For maps of Israel, West Bank and Gaza, and the Syrian Arab Republic, consult with the Cartography Unit staff.*
- No maps should show the country of India (other than as part of the region or the world). Individual province maps are acceptable; however, the provinces of Jammu Kashmir, Azad Jammu Kashmir, and Arunachal Pradesh should not be depicted in maps and should not appear in tables, figures, or text.

NAMES

Territories
The convention on maps is to use a smaller, italic type to differentiate between territories and sovereign nations and identify the parent nation in parentheses after the name of the territory. *[No periods are used in the abbreviations of the parent country, which is an acceptable departure from this style guide]:*

- American Samoa (US)
- Aruba (Neth)

- Bermuda (UK)
- Bonaire (Neth) [formerly part of Netherlands Antilles (Neth)]
- Cayman Islands (UK)
- Curaçao (Neth) [formerly part of Netherlands Antilles (Neth)]
- Faroe Islands (Den)
- French Guiana (Fr)
- French Polynesia (Fr)
- Gibraltar (UK)
- Greenland (Den)
- Guadeloupe (Fr)
- Guam (US)
- Isle of Man (UK)
- Jersey (UK) and Guernsey (UK) [formerly Channel Islands]
- Martinique (Fr)
- Mayotte (Fr)
- New Caledonia (Fr)
- Northern Mariana Islands (US) [can abbreviate "Northern" to "N."]
- Puerto Rico (US)
- La Réunion (Fr)
- US Virgin Islands (US)
- Western Sahara [previously Former Spanish Sahara]

Countries *[Inconsistencies between the following list and this style guide are acceptable in maps.]*
- The Bahamas
- Brunei Darussalam
- Dem. Rep. of Congo [*no* "the"; formerly Zaire]
- Congo [*not* Rep. of Congo]
- Côte d'Ivoire
- Czech Republic [or Czechia]
- Arab Rep. of Egypt
- Eswatini, *not* Swaziland
- The Gambia
- Islamic Republic of Iran [or I.R. of Iran]
- Dem. People's Rep. of Korea [or D.P.R. of Korea]
- Rep. of Korea
- Kosovo
- Lao P.D.R.
- Federated States of Micronesia [spell it out]
- Montenegro [former Serbia and Montenegro]
- The Netherlands
- North Macedonia, *not* FYR Macedonia
- Russian Federation
- São Tomé and Príncipe
- Serbia [former Serbia and Montenegro]

- Slovak Republic
- South Sudan
- Syrian Arab Rep.
- Timor-Leste [former East Timor]
- R.B. de Venezuela
- Vietnam (one word)
- Rep. of Yemen

Special cases
- Hong Kong is "Hong Kong SAR, China."
- Macao is "Macao SAR, China."
- Taiwan is never identified with text on the map, except when all the Provinces of China are named; in that case, Taiwan is named in the same manner.
- West Bank and Gaza: use same type style as for territories.
- Antarctica: use same type style as for territories.
- Kaliningrad enclave is to be labeled "Russian Fed." and can be smaller size.

COLORING

Disputed territories
- Falkland Islands are always colored gray for "No Data."
- Antarctica, South Georgia, South Sandwich, and any other land south of 60S is always colored gray to indicate no data.
- Western Sahara is always colored gray to indicate "No Data."
- Taiwan is always colored with China.
- South of the Kashmir Line of Control is always colored with India.
- North of the Kashmir Line of Control is always colored with Pakistan.
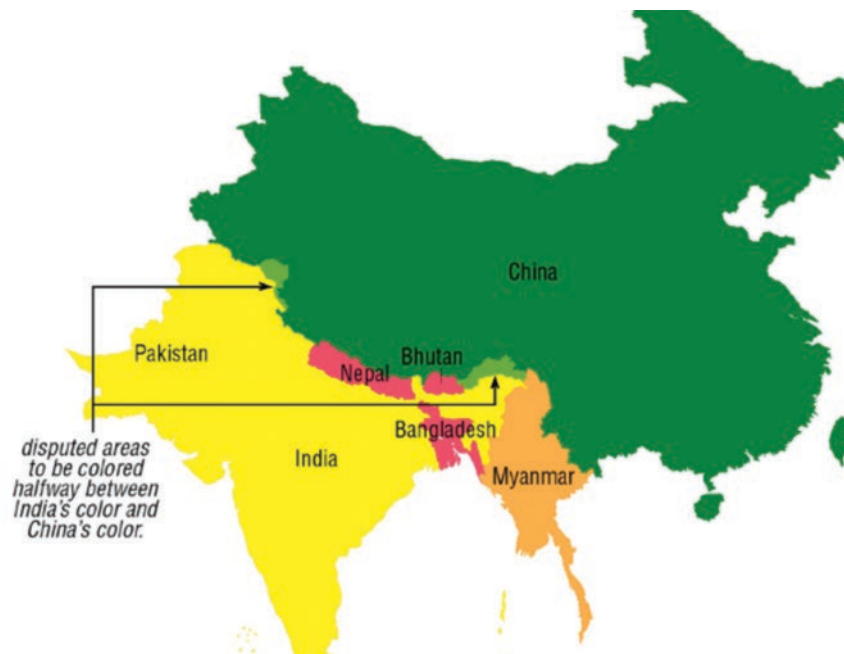
- The two disputed areas between China and India are to be colored so as to appear to be visually halfway between the two countries' colors; color for disputed areas should be the same as India and China only when India and China themselves are the same color.
- Abyei (Sudan/South Sudan) is colored using the same method as for the India/China disputed areas.

Other details

- Kerguélen (Fr.) in S. Indian Ocean near Antarctica is colored gray and unnamed.
- Galapagos Islands is always colored with Ecuador.
- Spitzbergen (Svalbard) is always colored with Norway.
- Azores is always colored with Portugal.
- Canary Islands is always colored with Spain.
- Socotra Island is always colored with the Republic of Yemen.
- Andaman and Nicobar islands are always colored with India.
- Kaliningrad enclave is always colored with Russia.

World map — World Bank Group Cartography Unit (AUGUST 2019)

Red annotation notes:

- Hooked leader indentifying Nakichevan enclave with Azerbaijan
- No more Neutral Zone
- Hooked leader indentifying tip of Saudi peninsula as part of Oman
- Regular int. boundary
- Dashed int. boundary
- Southern Kuril Islands need to be removed
- Dotted int. boundary – Always colored with Pakistani data
- Color needs to be halfway between China's color and India's color
- Always colored with Chinese data
- "Hong Kong SAR, China"
- "Macao SAR, China"
- Dashed int. boundary
- Always colored with Indian data
- Saudi/Yemen treaty boundary
- Show Kosovo as Country
- Dashed int. boundary
  - no longer "Former Spanish Sahara" but "Western Sahara"
  - Always colored as "No Data" color
- Cabo Verde not Cape Verde
- Hooked leader identifying Cabinda enclave with Angola
- NO COUNTRY MAPS OF INDIA.
  Individual States, yes.
  Within South Asia Region, yes.
  Within the World, yes.
  Egypt/Sudan boundary straight across to Red Sea
- Hooked leader identifying Oecussi enclave as part of Timor-Leste
- Regular int. boundary, straight across, not curved up and over
- Dashed int. boundary around Abyei area
- Color needs to be halfway between Sudan's color and South Sudan's color
- Just "Serbia"
- Just "Montenegro"
- Just "Kosovo"

This map was produced by the Cartography Unit of the World Bank Group. The boundaries, colors, denominations and any other information shown on this map do not imply, on the part of the World Bank Group, any judgment on the legal status of any territory, or any endorsement or acceptance of such boundaries.

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INTERNATIONAL STANDARDS ORGANIZATION (ISO) CODES

The country code table includes the International Standards Organization (ISO) 3-digit alphabetic codes and the United Nations Statistics Division (UNSD) 3-digit equivalent numeric codes. The names and codes are used in both databases.

Note: The country names in this list do not correspond to the official World Bank listing in **appendix C** *of this guide. The list is intended for use only by editors and proofreaders to spot check ISO and UNSD codes in figures and tables.*

COUNTRY OR ECONOMY NAME	COUNTRY CODES	
	ISO3	UN
Afghanistan	AFG	004
Åland Islands	ALA	248
Albania	ALB	008
Algeria	DZA	012
American Samoa	ASM	016
Andorra	AND	020
Angola	AGO	024
Anguilla	AIA	660
Antarctica	ATA	010
Antigua and Barbuda	ATG	028
Argentina	ARG	032
Armenia	ARM	051
Aruba	ABW	533
Australia	AUS	036
Austria	AUT	040
Azerbaijan	AZE	031
Bahamas, The	BHS	044
Bahrain	BHR	048
Bangladesh	BGD	050
Barbados	BRB	052
Belarus	BLR	112
Belgium	BEL	056
Belize	BLZ	084
Benin	BEN	204
Bermuda	BMU	060
Bhutan	BTN	064
Bolivia (Plurinational State of)	BOL	068
Bonaire, Sint Eustatius, and Saba	BES	035
Bosnia and Herzegovina	BIH	070
Botswana	BWA	072
Bouvet Island	BVT	074
Brazil	BRA	076

COUNTRY OR ECONOMY NAME	COUNTRY CODES	
	ISO3	UN
British Indian Ocean Territory	IOT	086
Brunei Darussalam	BRN	096
Bulgaria	BGR	100
Burkina Faso	BFA	854
Burundi	BDI	108
Cabo Verde	CPV	132
Cambodia	KHM	116
Cameroon	CMR	120
Canada	CAN	124
Cayman Islands	CYM	136
Central African Republic	CAF	140
Chad	TCD	148
Chile	CHL	152
China	CHN	156
Christmas Island	CXR	162
Cocos (Keeling) Islands	CCK	166
Colombia	COL	170
Comoros	COM	174
Congo (the Dem. Rep. of)	COD	180
Congo	COG	178
Cook Islands	COK	184
Costa Rica	CRI	188
Côte d'Ivoire	CIV	384
Croatia	HRV	191
Cuba	CUB	192
Curaçao	CUW	531
Cyprus	CYP	196
Czechia	CZE	203
Denmark	DNK	208
Djibouti	DJI	262
Dominica	DMA	212
Dominican Republic	DOM	214
Ecuador	ECU	218
Egypt	EGY	818
El Salvador	SLV	222
Equatorial Guinea	GNQ	226
Eritrea	ERI	232
Estonia	EST	233
Eswatini	SWZ	748
Ethiopia	ETH	231
Falkland Islands	FLK	238
Faroe Islands	FRO	234
Fiji	FJI	242
Finland	FIN	246
France	FRA	250
French Guiana	GUF	254
French Polynesia	PYF	258

COUNTRY OR ECONOMY NAME	COUNTRY CODES	
	ISO3	UN
Gabon	GAB	266
Gambia	GMB	270
Georgia	GEO	268
Germany	DEU	276
Ghana	GHA	288
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Liechtenstein	LIE	438
Lithuania	LTU	440
Luxembourg	LUX	442
Macao	MAC	446
Madagascar	MDG	450
Malawi	MWI	454
Malaysia	MYS	458
Maldives	MDV	462
Mali	MLI	466
Malta	MLT	470
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Nigeria	NGA	566
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Tokelau	TKL	772
Tonga	TON	776
Trinidad and Tobago	TTO	780
Tunisia	TUN	788
Turkey	TUR	792
Turkmenistan	TKM	795
Turks and Caicos Islands	TCA	796
Tuvalu	TUV	798
Uganda	UGA	800
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United Arab Emirates	ARE	784
United Kingdom of Great Britain and Northern Ireland	GBR	826
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United States of America	USA	840
Uruguay	URY	858
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Vanuatu	VUT	548
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