



JORDAN RESPONSE PLAN 2017-19

STYLE GUIDELINES

GENERAL

- Please keep writing as concise and clear as possible.
- Do not use the term ‘Syrian refugee crisis’ or ‘Syrian crisis’; please use ‘Syria crisis’ instead.
- Be specific about which population group you are referring to. E.g. Syrian refugees; Syrian refugees living in camps; Syrian refugees living outside of camps; Syrian nationals; or host communities (Jordanian nationals).
- Beneficiaries are people and should be referred to as ‘*who*’ rather than ‘*that*’ (e.g. “*the number of beneficiaries who will benefit from the intervention is...*” rather than “*number of beneficiaries that will benefit...*”)
- Whenever possible, please avoid using terminology which can have different meanings for different actors within the response (e.g. durable solutions, integration, etc.).
- Please use ‘boys and girls’ when referring to children, not ‘male and female children’.
- When referring to Jordan, the short name should be used. Do not use ‘The Hashemite Kingdom of Jordan’.
- Be consistent in the use of place names, e.g. camp names: Za’atari Camp and Azraq Camp.
- Please be sure to cite all source material (see further guidance below).
- Do not use ‘sectoral’ or ‘sectorial’ when referring to the any of the 11 sectors. Use ‘sectors’.
 - E.g. ‘The 12 Sector Task Forces’

NUMBERS

- Spell out numbers from one to nine, use figures from 10 onwards.
- Numbers should always be spelled out at the beginning of sentences, unless referring to amount of money or a year, which is always presented as a figure.
- Currency: US\$
- Format:





US\$ 100	US\$ 1 million
US\$ 1000	US\$ 1.23 million, <u>but</u> 1,234,000 if there are more than two digits to the right of the decimal point
US\$ 10,000	US\$ 10 million
US\$ 100,000	US\$ 101 million

- Billion is equivalent to a thousand million (1,000,000,000). The term ‘trillion’ signifies a million million (1,000,000,000,000).
 - Please **do not** use the following format: 1,400 million, use instead: 1.4 billion.
- Percent should be spelled out in the text, but the percent sign (%) can be used in graphs and tables.
 - When giving percentages, always use figures, e.g. 5 percent.
- When a quantity is expressed by two numbers indicating a range, ensure that these are parallel in structure.
 - E.g. It increased from US\$ 2 million to US\$ 5 million (NOT from US\$ 2 – US\$ 5 million)

COMMON ABBREVIATIONS

cf. = compare
e.g. = for example
et al. = and others (note punctuation)
etc. = et cetera
i.e. = that is to say
NB = nota bene (‘please note’)
No. = number
p. = page
pp. = pages
vol. = volume
Vol. = Volume

SPELLING

- For guidance on American vs British spellings, please follow the Concise Oxford English Dictionary (11th Edition, available online at: <http://www.diclib.com/cgi-bin/d1.cgi?l=en&base=coed&page=showindex>).





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- Where the dictionary provides alternative spellings, use the preferred spelling, the one that is printed first, or to which other spellings are referred. Avoid American spellings, which the dictionary indicates by an asterisk.
- NOTE: The use of the letter 'z' in words such as 'organize,' 'organization,' 'mobilize,' etc., is not an Americanization. It is the preferred spelling in The Concise Oxford Dictionary.
- Single quotation marks should be used to enclose names of documents, themes of conferences, phrases or specific words, terms, words being defined, radio programmes, etc.
- Double quotation marks are used for direct speech only.
- Capitalisation
 - Governorates are only capitalised when referring to a specific one, such as 'Irbid Governorate'; likewise for ministries.
 - Titles are only capitalised when preceding someone's name, such as 'Minister John Doe', otherwise, 'the minister'.
- Do not use contractions such as don't, aren't, didn't.
- Titles should be written in full the first time it is mentioned and should be followed by the acronym between parentheses; thereafter the acronym alone should be used consistently throughout the text.
- Acronyms should normally be used without the definite article, e.g. 'The cooperation of WHO was sought', 'UNDP and ILO jointly sponsored a workshop'. However, exceptions are made, such as: 'the OAU'.
- Names of countries, towns, partner organisations, etc. should be listed in alphabetical order.
- Etc. should always be followed by a full stop.
- The abbreviation 'e.g.' is used to provide an example. The abbreviation 'i.e.' is used to restate an idea more clearly or offer more information.
 - The buffet provided an excellent variety, e.g., soups, salads, breads, and sweets. (e.g. = for example)
 - It happened in August, i.e., one month ago. (i.e. = in other words).
- Date format: 22 August 2016
- Use one space after a full stop.

CITATIONS

- Please cite all source materials using footnotes.
- In the text body, the numeric reference for the footnote comes after the punctuation marks.





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- E.g. *Since the onset of the crisis, government spending on education has increased by US\$ 2.82 million.*¹
- Footnote details should appear at the bottom of the page and should be formatted as follows:
 - Author, *Title*, Date
 - E.g. MoPIC, UN, and HCSP, *Needs Assessment Review of the Impact of the Syrian Crisis on Jordan*, November 2013

