

ITU ENGLISH LANGUAGE STYLE GUIDE

**English Language Section
Conferences and Publications Department**

Last updated: 16 September 2024

**An up-to-date electronic copy of this Style Guide is available at
<https://www.itu.int/en/language-tools/Pages/default.aspx>**



Main changes in this update

- Update to information on ITU conferences and instruments of the Union
- Updates to the word list and various links

ACKNOWLEDGEMENTS

This style guide, which is intended for internal use only, draws on a number of similar works produced by other organizations of the United Nations system, and in particular the United Nations Editorial Manual; the ILO House Style Manual; the IAEA Style Manual for Publications and Documents in English; and the WHO Editorial Style Manual.

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FOREWORD

The purpose of this style guide is to codify the practices that have grown up within ITU in the drafting of texts in English, in order to facilitate the work of authors, assistants, keyboard operators, translators, editors and proofreaders, ensure uniformity of English documents in ITU and eliminate unnecessary corrections at each successive stage in the preparation of documents or publications.

The rules are not intended to be a guide to the writing of good English; readers seeking such a guide are referred to the standard works listed in the section on written style.

Nor are the rules intended to put authors in a straitjacket; the principles suggested may sometimes have to be waived on grounds of appropriateness or common sense. The most important point to bear in mind is that usage should be consistent throughout a document or set of documents.

The guide is certainly not exhaustive. On the contrary, a deliberate effort has been made to keep it concise, simple, easy to refer to, and even readable. The points covered are those on which the English Language Section receives frequent questions and queries.

The guide is posted on the ITU website and will be regularly updated. It is accessible internally and externally on the General Secretariat/multilingualism webpage at

<https://www.itu.int/en/language-tools/Pages/default.aspx>.

Any suggestions for additions or improvements are welcome, and should be submitted to the English Language Section (e-mail: christine.ferrie-tenconi@itu.int).

For items not covered in this guide, the reader may also wish to refer to the [United Nations Editorial Manual](#).

WRITTEN STYLE

It is important that ITU publications, records and other documents should be written in clear, simple language and without ambiguity, not least because they will be read by many people whose native language is not English and much of the material will be translated into the other official languages.

It is assumed that the users of this style guide have a good knowledge of English style and usage. There are, however, numerous standard works on written style and English usage, including:

- H.W. Fowler, *A dictionary of modern English usage*
- Sir Ernest Gowers, *The complete plain words*
- *The Economist pocket style book*
- E. Partridge, *Usage and abuse*.

A short and informative brochure, *How to write clearly*, prepared as part of the European Union's ongoing "Clear Writing Campaign", may be found at

<https://bookshop.europa.eu/en/home/> (on this page, search for "How to write clearly").

SPELLING

Standard spelling¹

In line with current United Nations practice, the spelling given in the online [*Oxford Premium Dictionaries \(English\)*](#) (make sure to select English (UK) spelling) or the latest print edition (12th) of the *Concise Oxford English Dictionary* should generally be followed. Where alternative forms are given in those dictionaries, the preferred spelling should be used. The preferred spelling is the one which is presented first (e.g. “adviser (also advisor)”: use “adviser”) or to which the reader is referred (e.g. “tire”, US variant of tyre: use “tyre”).

For ITU exceptions and words that often cause difficulty, see the ITU word list in Annex A.

The online English dictionary at Oxford Premium Dictionaries is one of many online resources available through the ITU library (see the library’s e-resources at <https://libraryguides.itu.int/az.php?t=19851>). Full access to those e-resources is restricted to users connected to the ITU network.

Words ending in -ize, -ise and -yse

Where there is a choice between using the suffix -ize or -ise (e.g. organize, liberalization, standardization, harmonize), -ize, derived from the Greek *-izo*, is preferred, in accordance with the first spelling of such words given in the above-mentioned Oxford dictionaries.

Note that for some words, where -ise is not a suffix but part of the root of the word, there is no choice and -ise must be used (e.g. surprise, comprise, enterprise, improvise, advertise, franchise). Similarly, -yse must be used for words derived from the Greek *lusis* (as in analyse, dialyse and hydrolyse). Common words of this type are given in the ITU word list in Annex A.

Alternative spelling

Some words are spelled differently according to meaning (e.g. work programme, *but* computer program).

Telecommunication(s)

The words “telecommunications” and “telecommunication” are both correct, and are used more or less interchangeably throughout the world, according to regional and author preference.

In ITU, for the sake of standardization, the following rule is adopted:

- Noun: “telecommunications”:

e.g. “The role of telecommunications for development”

- Adjective: “telecommunication”:

e.g. “Telecommunication equipment is becoming more affordable”.

¹ It should be noted that the spelling in the regional spelling-check packages provided with MS Word does **not** correspond to ITU spelling and should thus be used with caution.

ICT(s)

In ITU, the standard term is “information and communication technology” or “information and communication technologies” (i.e. not “communications”).

Both the abbreviations “ICT” and “ICTs” can be used as nouns. However, when used as an adjective, grammar dictates that only “ICT” is permissible (e.g. “ICT applications”, not “ICTs applications”).

Compounds

Unfortunately, there are no hard-and-fast rules governing the use of compounds (words formed from two or more other words), which may be written as a single word (e.g. radiocommunication), with a hyphen (e.g. time-limit) or as two separate words (e.g. side lobe). Language is always evolving, the general trend being towards consolidation in a single word as compounds become gradually more familiar (e.g. downlink used to be written in two words and worldwide used to be hyphenated, but they are now consolidated). Some of the more common compounds are given in the ITU word list in Annex A.

Formation of plurals

For foreign words which have been assimilated into English and which have alternative plural forms, the English form is to be preferred (e.g. forums, stadiums). In some cases, the choice of plural is governed by the particular sense in which the word is used (e.g. antennae [of insects], antennas [of radios]; formulae [mathematical], formulas [general]; indices [in mathematics], indexes [in books]). Commonly encountered plurals of this kind are given in the ITU word list in Annex A, and in the above-mentioned Oxford dictionaries.

It is acceptable to use “data” in both singular and plural forms, i.e. “the data were collected and classified” or “the data was collected over a number of years” (see above-mentioned Oxford dictionaries for examples of usage).

When referring to BR, TSB and BDT, the plural of “Bureau” is always “Bureaux” (*not* Bureaus).

Foreign words and expressions

Foreign words and expressions are usually italicized (e.g. *inter alia*, *fait accompli*, *force majeure*, *per se*) in English texts. However, those which are considered to have been adopted into the language are printed in Roman type (e.g. *ad hoc*, *note verbale*, *curriculum vitae*, *per capita*, *vice versa*, *laissez-passer*).

Commonly encountered foreign words and expressions are given in the ITU word list in Annex A, showing whether they are italicized or printed in Roman type in ITU texts. In all other cases, follow the above-mentioned Oxford dictionaries.

HYPHENS

General principles

Hyphens are used to connect words that are more closely linked to each other than to the surrounding syntax. Their use should be kept to a minimum, a hyphen being introduced only when one is necessary or useful to avoid ambiguity or hesitation. The rest of this section is devoted to the elaboration of this general rule.

Permanent hyphens

As indicated in the section on spelling, some compound words have permanent hyphens (e.g. Secretary-General, time-limit, policy-maker).

In line with the trend towards consolidation, most prefixes and combining forms should not be separated from the next word by a hyphen (e.g. subregion, multipath, repatriate, extracurricular, interregional, semiconductor, tripartite, bilateral, microcomputer, preselection, copolar, postdated, antisocial, cybersecurity). There are, however, quite a number of exceptions, including the following:

- a) the prefixes non-, self-, quasi- or ex- (in the sense of “formerly”): e.g. non-geostationary, self-sufficient, quasi-linear, ex-boss;
- b) when the prefix or combining form ends with a vowel and the next word begins with the same vowel or a “y”: e.g. pre-eminent, micro-organism, semi-intensive, multi-year (but see NB below about “cooperation”);
- c) so as to avoid any awkward or misleading juxtapositions of letters: e.g. co-worker;
- d) to distinguish between similarly spelled words with different meanings: e.g. re-count (meaning count a second time, as opposed to recount meaning narrate);
- e) when the next word begins with a capital letter: e.g. sub-Saharan, inter-American, pan-African.

NB: many words formed with a prefix in the above categories have become so common and familiar that they are now treated as a single unit and no longer follow the general pattern (e.g. cooperation, coordination).

The growing number of words beginning with the prefix “e-” (for “electronic”) should be hyphenated (e-commerce, e-health, e-government, e-business, e-learning, etc.). To remain consistent with this rule, the word “e-mail” should also be written with a hyphen in ITU texts. Nonetheless, for established names/organizations/events/applications/documents, the original spelling should be maintained, (e.g. eMIFR, eValidation).

On the other hand, the growing number of words beginning with the prefix “cyber” are not hyphenated (cyberattack, cybercrime, cybercommunity, cybersecurity, cyberspace, cyberterrorism, cyberwar, etc.). Note however the commonly used exceptions to this rule: “cyber affair”, “cyber issue” and “cyber-related”.

Nor are words beginning with the prefix “tele” hyphenated, unless the first letter of the root word is a vowel (telemedicine, telework, telematics; *but* tele-education).

For the hyphenation of commonly encountered words, see the ITU word list in Annex A.

Temporary hyphens

In a compound adjectival expression used attributively, the temporary hyphen is used to join together two or more words which would normally be written separately, in order to avoid ambiguity or hesitation:

next-generation network	light-blue coat	labour-intensive industry
first-class results	man-eating tiger	better-trained staff
up-to-date information	part-time work	cost-benefit ratio

In some cases a hyphen can substantially change the meaning of an expression (compare: “thirty-odd participants” and “thirty odd participants”).

Note, however, that it is better to omit hyphens from lengthy adjectival expressions (“space station antenna side lobe pattern”) and better still to avoid them by redrafting.

In a series of two or more compound words, pendant hyphens are permissible (e.g. two-, three- and four-year periods; cost- and staff-reduction programme). It is often possible, however, to avoid them by redrafting (e.g. periods of two, three and four years) or simply repeating the common base (e.g. cost-reduction and staff-reduction programme).

No hyphen is used, unless omission would give rise to ambiguity or hesitation, when:

- a) the first word of a compound adjectival expression is an adverb ending in -ly:
readily available data partially implemented project highly contentious issue
- b) the expression is derived from a proper name:
the New York cable infrastructure Latin American telecommunication operators
- c) the expression consists of a foreign-language expression not normally hyphenated:
ad hoc group per diem allowance ex officio member

but: laissez-faire policy.

No hyphen is used in compound adjectival expressions used predicatively:

better-prepared experts, <i>but</i> :	these experts are better prepared
up-to-date documents, <i>but</i> :	bring the document up to date
part-time work, <i>but</i> :	request to work part time
gender-neutral language, <i>but</i> :	the text should be gender neutral.

PUNCTUATION

Since the reader of this style guide is assumed to have a good knowledge of the English language, basic punctuation is not covered in detail.

However, an overview of the use of punctuation marks may be found in an appendix to the *Concise Oxford English Dictionary* and also in the *Oxford Premium Dictionaries (English)* at [Punctuation - Oxford Dictionaries](#).

Lists

The specific case of punctuation in lists, bullet points and suchlike is addressed in the section on layout.

Spaces around punctuation

Full stops, commas, colons and semicolons are followed (but not preceded) by a single space.

No spaces are used around hyphens, e.g. “time-sensitive content”, “902-908 MHz”.

The Oxford comma

The Oxford comma is a comma inserted in a list of items just before the final conjunction (“A, B, C, and D”). At ITU, it is used where needed to avoid ambiguity or otherwise aid comprehension.

Some sentences do nicely without it: “ITU conferences adopt resolutions, decisions and opinions” and “Ratification, acceptance or approval of the Constitution is deemed to constitute consent to be bound thereby”.

By contrast, in the following sentence the Oxford comma helps avoid ambiguity: “In country X, the ministries responsible for telecommunications, trade, finance and budget, and industry have jointly developed a strategy to combat counterfeiting” (“finance and budget” are one ministry, “industry” is another).

ADJECTIVES

Position and meaning of certain adjectives

There are some adjectives which can occur either before or after a noun, but the position they occur in has an effect on their meaning, e.g.:

- the concerned parents (= the parents who are worried)
the parents concerned (= the parents who are involved/mentioned)
- an involved argument (= an argument which is intricate or complicated)
the argument involved (= the argument which is germane to the issue)
- the present situation (= the situation which exists now)
the people present (= the people who are here/there)
- a responsible person (= a person who is sensible/reliable)
the person responsible (= the person who has responsibility for something).

Hence, in ITU, we should write, for example:

- in collaboration with the study groups concerned
(*not* “the concerned study groups”)
- all the participants involved
(*not* “the involved participants”).

NUMBERS

General rule²

Whole numbers from zero to nine should be spelled out in full in the body of the text:

“The conference, attended by 155 delegates, adopted two resolutions, five decisions and nine reports.”

Spelling

A hyphen is used when a number above 20 is spelled out, and also between the numerator and denominator of spelled-out fractions (unless the denominator is already hyphenated):

twenty-three	two hundred and sixty-eight
two-thirds	two twenty-sixths.

Exceptions and specific cases

Figures should always be used before “million”, “billion” and “trillion”, and for dates and times of day, percentages, ratios, units of money or measurement (except when they are obviously intended to be approximate or when they occur in isolated references in a non-technical context), and page references, serial numbers and the like:

3 million	6 June 1984	2 p.m.
10 Mbit/s	CHF 400	3 km
7 MHz	page 5	Chapter 4
Figure 2	example 6	8 per cent.

Note, however, that a number that forms the first word of a sentence should be spelled out regardless of the above rules (e.g. “Two hundred and eighty-five courses were given in 1998”). Ugly examples can usually be avoided by redrafting (e.g. “The year 1980 was one of solid achievement” *not* “Nineteen eighty was a year ...”).

In standard texts, numbers consisting of four or more figures do not take a comma, but a space (e.g. 6 590 kHz, 1 500 assignments, 23 027 957 main lines),³ except in references to provisions or pages (RR1660, p. 1231), dates (1998) and serial numbers of texts or instruments (Council Resolution 1140, Decree 1277).

Round millions and billions should be written as follows: 27 million (also, as convenient, 6.5 billion, 2.35 million – no more than two decimal places). Otherwise, figures are used in line with the normal rule: 3 426 000, 2 203 750.

The word “billion” is now accepted in both American and British usage as meaning 1 000 million. If there is any risk of doubt, consider using figures.

² This general rule applies to legal, formal, literary and narrative texts; in scientific, technical and statistical contexts, figures are used almost exclusively.

³ This rule has been adopted in order to avoid potential confusion that may arise on account of the different usage of commas and periods in the different languages, and to facilitate copying, pasting and importing of electronic files containing tables in a multilingual environment. Subject to internal consistency within documents, however, some flexibility is tolerated. One alternative commonly adopted as it also functions across languages is the use of an apostrophe (e.g. 7'654'321 instead of 7 654 321).

Dates

Dates follow the pattern 17 January 1958.

Care must be taken when abbreviating dates, since expressions such as “02/10/94” can be ambiguous, meaning 2 October 1994 to a British reader and 10 February 1994 to an American reader. It is recommended to avoid ambiguous forms (but note that the formal reference to a BR IFIC has the form “BR IFIC 1234/03.12.2022”).

Spell out centuries (e.g. the twentieth century; the mid-nineteenth century), but when referring to decades use the following forms, without an apostrophe in either case: in the early twenties, in the late 1980s.

Time of day expressed in four figures, using the 24-hour system, is written without punctuation, e.g. 2100 hours (*not* 21.00 or 21:00 hours). This format is used in ITU minutes and summary records.

References to the time of day using the 12-hour system should be made as follows: 9 a.m. (*not* 9.00 a.m. or 9AM), noon, 1.15 p.m., 3 p.m., 9.05 p.m. (*not* 9.5 p.m.), midnight.

Periods of time or ranges of numbers

For periods of time or ranges of numbers, either a hyphen or “from ... to ...” may be used, but not a combination of the two:

13 360-13 410 kHz	4 950-4 990 MHz	94.1-100 GHz
pp. 17-18	paras. 19-21	2-4 per cent
1914-18	1994-1998	6-10 May 1996
from 1914 to 1918	from 1994 to 1998	from 6 to 10 May 1996
but <i>not</i> “from 6-10 May 1996” or “between 1994-1998”.		

Decimals, fractions and percentages

Decimal fractions below unity should be preceded by a zero, both in running text and in tables, figures, etc., e.g.:

0.3 per cent 0.5°E.

Vulgar fractions below unity should be spelled out if figures are not required by the rules set out above and if the resulting text is not unduly cumbersome:

one-tenth, one twenty-fifth, one and a half, two-thirds

but

3½ inches, 19 17/52 (or 27/365ths).

Except in technical or statistical contexts, use “per cent” rather than “%”, unless use of the symbol is necessary for reasons of space, e.g. in tables. In ratios of x:100 and x:1 000, the formula “per 100” or “per 1 000” (*not* per thousand) should be used, e.g. “a teledensity of 4.4 main lines per 100 inhabitants” or “23.7 industrial accidents per 1 000 employees”.

Ordinals

Ordinal numbers are spelled out up to and including “ninth”; figures are used from “10th” onwards, except when reference is made to centuries:

Eighth session, 14th session, 171st session

The ninth reason is that ...

In the nineteenth century.

The ordinal suffix (i.e. st, nd, rd or th) is written as a superscript. This is often handled automatically by word-processing software.

Series of numbers to which different rules apply

When two or more numbers to which different rules apply occur in a series, referring to the same thing, the rule applying to the higher or highest number should apply to all (e.g. “14, previously 9” *not* “14, previously nine”).

Two numbers occurring together

When two numbers occur together, they should be expressed in different styles, according to the nature of the elements and the context (e.g. twenty 15-cent stamps; 120 fifteen-cent stamps; five 15-year-old boys; 20 three-year-old girls; 12 ten-foot poles).

Votes

The results of voting are always expressed in figures (e.g. “The resolution was passed by 45 votes to 13, with 5 abstentions”).

References to numbered provisions in statutory documents

Use “No.” or “Nos.” when referring to provisions of the ITU Constitution and Convention or the Radio Regulations, e.g. “No. 111 of the Radio Regulations”, “RR Nos. 19.45-19.52” (unless referring to the entire article, e.g. “Article 21 of the Radio Regulations”).

NB: when referring to provisions under the articles of the Appendices to the Radio Regulations, a section marker (§) should be used, followed by a space, instead of “No.”, e.g. § 4.1 of Article 4 of RR Appendix 30A and §§ 4.1.16-4.1.18.

When referring to ITU texts, “No.” should be omitted after words like document, resolution, report (e.g. Document 10, Resolution 6).

However, use “No.” when referring to the documents, reports and recommendations of other organizations and in the titles of laws, where appropriate, to accurately reflect the original wording.

“No.” should not be used when referring to BR IFICs, e.g. BR IFIC 2975/12.07.2022.

PROPER NAMES

Names of countries

For political reasons, care must be taken when referring to names of countries. Each Member State selects two variants – a long name for official use (e.g. People's Republic of China) and a short name for routine use (e.g. China) – in the six official languages. These names are used to the exclusion of all others. In particular, abbreviations such as UAE, UK and US/USA should not be used in formal documents unless constraints of space impose it. The official designations are given in the List of ITU Member States Official Designations at <https://www.itu.int/online/mm/scripts/gensel28>. Note that in some cases these designations diverge from those used by the United Nations Secretariat.

This list also contains the official country codes for all Member States (e.g. F for France, E for Spain, RUS for Russian Federation) which are used in ITU service documents such as BR faxes.

It is customary to use the short form of country names in ITU minutes and summary records (Council, PP, RRB and WRC). Note, in particular, these short forms for the following countries:

Kingdom of the Netherlands
Plurinational State of Bolivia
Republic of the Congo
Republic of Korea (not “South Korea”)
Russian Federation
Islamic Republic of Iran
Syrian Arab Republic
Democratic Republic of the Congo
Democratic People's Republic of Korea (not “North Korea”).

When referring to a country using the short form in running text and titles of documents, the country names given in the official list above should be written out in full without any brackets or abbreviations, i.e.:

“Republic of the Congo” rather than “Rep. of the Congo”
“Dominican Republic” rather than “Dominican Rep.”
“Republic of Nepal” rather than “Nepal (Republic of)”
but Lao P.D.R.

The definite article should be used in running text and titles where grammar dictates (e.g. “from the Republic of Croatia”), including for the short form of countries whose names are plural, composite or preceded by the article by agreed convention. The official designations in the list maintained by SPM do not always reflect this, so follow United Nations practice as laid down in the UNTERM country records, i.e. use the article for the short name of the Comoros, the United Kingdom, the Sudan, etc., but not for Maldives, Seychelles or Solomon Islands.

Adjectives of nationality (e.g. Beninese, Cameroonian, Togolese), names of a country's official languages, ethnonyms, etc., can be found under country names in UNTERM at <https://unterm.un.org>.

In lists of countries in important documents with official status (e.g. documents relating to voting, final acts of conferences), the French alphabetical order must be followed, in line with the official list maintained by SPM. The order is dictated by the long form of the country name; however, in some contexts or due to constraints of space, e.g. for the results of voting, short names are given and

may be in the form in which they appear in the SPM list. In lists of countries in other contexts, the order may be dictated by the text itself (for example, to indicate rank in a list, as in “The three countries with the most interns were France, Switzerland and Canada.”)

The names of all countries are regarded as singular nouns of neuter gender (e.g. “the United States has (*not* have) its (*not* her/their) own satellites”).

Names of other geographical areas/territories

For political reasons, care must also be taken in ITU publications, documents published by or under the auspices of ITU and documents drawn up by ITU officials to use the correct ITU-approved denomination for the geographical areas/territories listed below:

Falkland Islands (Malvinas)

Kosovo (to be accompanied by a footnote reading: “* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence.”)

Hong Kong, Special Administrative Region of China (long form)

Hong Kong, China (short form)

Macao, Special Administrative Region of China (long form)

Macao, China (short form)

State of Palestine (the) (no short form)

Taiwan, Province of China.

Other geographical names

Geographical names should normally be spelled according to the official usage of the country concerned, where there exists an official local spelling in letters of the Roman alphabet (e.g. Basel, Dar es Salaam, Jakarta, Djibouti, Gdansk, Kyiv, N’Djamena, Pago Pago, Singapore, Strasbourg, Wroclaw).

Where a well-established English conventional form exists, however, it should be used (e.g. Addis Ababa, Beirut, Belgrade, Brussels, Copenhagen, Damascus, Geneva, Latakia, Lisbon, Marrakesh, Milan, Prague, Rome, Sharm el-Sheikh, Teheran, The Hague, Timbuktu, Tokyo, Turin, Vienna, Warsaw, Zurich).

Otherwise, the most recent edition of *Times Atlas of the World* should be used as a reference.

Names of organizations

The English names of organizations that are Sector Members or registered under Academia should be taken from the [ITU Global Directory](#) or membership webpage [Our members - ITU](#).

For any other organization or entity, if it has English as one of its official or working languages, the English spelling and hyphenation that it uses for its own name and for the titles of its officials should be followed, even if it conflicts with standard ITU usage (e.g. Commonwealth Telecommunication Organisation, African Telecommunications Union, Secretary General of the Organization of American States).

When citing the names of organizations, organs and institutions of an English-speaking country, the national usage should be followed, even if it conflicts with standard ITU usage. It should be followed also for the titles of officials and styles of address (e.g. (UK) Ministry of Defence, (US) Ministry of Defense).

When citing such names in a foreign language, the name should appear in italics, e.g. *Ministerio de Fomento*. For Sector Members and Academia, consult the [ITU Global Directory](#) or membership webpage [Our members - ITU](#).

Increasingly, the titles of ministries, organizations and entities are being translated in ITU texts. When translating such titles, the translation should be as faithful as possible. “Ministry of” should be used for the titles of most ministries unless the title reads awkwardly. If the name of an entity is followed by an abbreviation/acronym, the abbreviation/acronym should not be translated, e.g.: « Autorité de régulation des télécommunications et des postes (ARTP) » would be rendered as “Regulatory Authority for Telecommunications and Posts (ARTP)” (*not* RATP).

Names of ITU conferences

The correct way of referring to ITU conferences is by giving the full name followed, in brackets (*not* between commas), by the place (town only) and the year (four digits), separated by a comma, e.g. Plenipotentiary Conference (Minneapolis, 1998), Plenipotentiary Conference (Dubai, 2018), World Administrative Radiocommunication Conference for Dealing with Frequency Allocations in Certain Parts of the Spectrum (Malaga-Torremolinos, 1992), World Telecommunication Policy Forum (Lisbon, 2009), World Conference on International Telecommunications (Dubai, 2012), World Telecommunication Standardization Assembly (Hammamet, 2016), World Telecommunication Development Conference (Buenos Aires, 2017), Radiocommunication Assembly (Sharm el-Sheikh, 2019), World Radiocommunication Conference (Sharm el-Sheikh, 2019), World Radiocommunication Conference (Dubai, 2023).

Most ITU conferences have an official abbreviation, which may be used for convenience in working documents, where necessary, with the year (last two digits) attached after a hyphen, e.g. PP-98, PP-18, PP-22, WTPF-09, WCIT-12, WARC-92, RA-19, WRC-19, WRC-23, WTSA-16, WTDC-22. For the specific year 2000, all four digits are attached, e.g. WRC-2000, WTSA-2000.

For the ITU Council sessions, either refer to “the 2024 session of the Council”, or, as an abbreviation in working documents only, “Council-24” or “C-24”. The virtual sessions should be referred to as “first virtual consultation of councillors” or “(VCC-1)” and “second virtual consultation of councillors” or “(VCC-2)”. As there was a VCC-1 in both 2020 and 2021, it is recommended to identify the Council session to avoid ambiguity.

Note that we say “the Council” and not simply “Council” (except in abbreviations of the type “Council-24”). However, as these rules are often not followed by authors drafting Council texts in original English, there may be times, in drafting or translating texts that extensively quote or incorporate existing wording, when it is not possible to apply them; in this case, the overriding concern must be to ensure consistency throughout the document in question.

Instruments of the Union

The instruments of the Union are the Constitution of the International Telecommunication Union, the Convention of the International Telecommunication Union and the Administrative Regulations (i.e. the International Telecommunication Regulations and the Radio Regulations).

The instruments currently in force are the Constitution of the International Telecommunication Union (Geneva, 1992) and the Convention of the International Telecommunication Union (Geneva, 1992), as amended by the Plenipotentiary Conference (Kyoto, 1994), the Plenipotentiary Conference (Minneapolis, 1998), the Plenipotentiary Conference (Marrakesh, 2002), the Plenipotentiary Conference (Antalya, 2006) and the Plenipotentiary Conference (Guadalajara, 2010). The Constitution and Convention have not been amended by the Plenipotentiary Conference

(Busan, 2014) ,the Plenipotentiary Conference (Dubai, 2018) or the Plenipotentiary Conference (Bucharest, 2022).

In view of the length and unwieldiness of the full legal reference, it has been decided, in consultation with the ITU Legal Affairs Unit (JUR *not* LAU), that in all but the most official texts of extreme legal import the shorthand terms “ITU Constitution” and “ITU Convention” may be used, without reference to the place and year, or any subsequent amending instruments, to mean the instruments in force at any given time.

The official way of referring to provisions of the instruments is “No. 123 of the Constitution” or “Nos. 123 and 124 of the Convention”. (See also the “Explanatory notes” at the beginning of the collection of basic texts.) In working documents only, the shorthand formulations CS123 and CV123 are acceptable.

Forms of address and titles

In order to sidestep the many pitfalls involved in the use of forms of address and titles, which vary according to cultural habits and personal preferences, the standard forms “Mr” and “Ms” should be used as far as possible in working documents such as reports, summary records, translations of incoming correspondence, etc.

Academic titles (e.g. Dr, Lic. [Spanish], Ing. [French/Spanish], Prof.) are thus normally omitted.

Titles such as “H.E.” (for a minister/ambassador), “H.R.H.” (royalty), “Rev.” (clergy), “Lord” or “Sir” and suchlike should, however, be retained.

CAPITALIZATION

General rule

Too many capital letters in a sentence or column of type tend to distract the reader's attention. For this reason, and contrary to many authors' tendency, as few initial capitals as possible should be used in ITU documents and publications. Hard-and-fast rules are difficult to lay down, but some guidelines can be given.

The simple guiding rule is to use:

- **initial capitals for the specific;**
- **lower case for the generic;**
- **lower case wherever there is any doubt.**

The sections below illustrate this rule (and exceptions to it) and give examples of ITU usage.

Official titles

Only in specific references, in the singular, should initial capital letters be used for the official titles of persons, councils, committees, secretariat units, organizations, institutions, political entities and the like, and for the official titles of treaties and international conventions.

For conferences, initial capitals are used when citing the formal official title of a past, present or future conference, for example "The Plenipotentiary Conference (Antalya, 2006) adopted ...", or when referring to the conference as a legal entity, for example "The Plenipotentiary Conference alone is empowered to ...". Lower case is used when referring to an unnamed session of the conference, for example "... to be submitted to the next plenipotentiary conference", or one that is in the distant future, such as "... to be submitted to the 2026 plenipotentiary conference". Once a forthcoming conference has been scheduled, references to it by name may be capitalized in the following format: "the Plenipotentiary Conference (Bucharest, 2022)". In some less formal contexts (but never the body of resolutions/decisions of e.g. the Plenipotentiary Conference), the form "the 2022 Plenipotentiary Conference" may appear.

Examples:

GENERAL (lower case)

Some plenipotentiary conferences adopt more resolutions and recommendations than others.

World radiocommunication conferences consider inputs from the ITU-R study groups and their working parties, on the basis of a work programme established by the previous radiocommunication assembly.

A drafting group and seven working groups were set up by the different committees.

Replies from administrations will be processed by a special task force. Five governments have responded to date.

SPECIFIC (initial caps)

Pursuant to its Resolution 77 (Minneapolis, 1998) and Decision 3 (Minneapolis, 1998), the Plenipotentiary Conference established ...

ITU-R Study Group 1 and Task Force 1/9 were particularly active in preparing the World Radiocommunication Conference (Geneva, 1997) and the associated radiocommunication assembly.

-

The Administration of France wishes to participate, on behalf of the French Government, in the second meeting of the Task Force on gender issues.

GENERAL (lower case)

The above administrations endorsed the proposal.

Several ministers asked for the action plan and work programme by the Wednesday following the symposium, but the rapporteurs said that time was too short to compile data for a handbook.

The chairs of committees can co-opt experts as rapporteurs of ad hoc groups.

SPECIFIC (initial caps)

The Administrations of France and Germany agreed to hold bilateral consultations.

The Minister of Communications of Gabon, referring to Programme 9 of the Buenos Aires Action Plan, said that the Handbook on Rural Telecommunications would be presented at the 1998 symposium on new technologies.

The Chair of Committee 6 called upon the Vice-Chair to convene Ad hoc Group 6/1.

But exceptionally

The Plenary Meeting may set up committees to consider matters referred to the conference.

The chair of the conference shall be elected at the first plenary meeting.

References to documents, texts, publications, and divisions and subdivisions thereof

Only in specific references, in the singular, should initial capital letters be used for references to documents, texts, publications, and divisions and subdivisions thereof.

The words “paragraph”, “section” and “item” are not capitalized (and can often be avoided by using the § sign (§§ for plural, space between the sign and the number, e.g. § 2.1, §§ 2.1-3.1). Similarly, the word “page” is not capitalized (and references to page numbers should be used with caution when dealing with texts printed in different language versions without parallel pagination).

The word “agenda” is not capitalized, e.g. “In accordance with the agenda of the conference”, “WRC-11 agenda item 1.18”.

A major exception to the general rule, by local convention in the ITU Sectors, is “Recommendation”, when referring specifically to a standard adopted by one of the Sectors (i.e. ITU-T, ITU-R and ITU-D Recommendations) and “Question”, when referring to a formal text adopted for study by a study group of a Sector (i.e. ITU-T, ITU-R and ITU-D Questions).

Examples:

GENERAL (lower case)

Credentials are not required for conferences that do not produce final acts.

The document on staff matters, comprising 24 parts, each with 15 sections, plus 12 annexes, was adopted.

Antenna patterns are described in the tables and figures in the annex to the antenna reference manual.

Frequency assignments are published in special sections of the BR International Frequency Information Circular.

SPECIFIC (initial caps)

The Final Acts of WRC-97 were signed on 21 November 1997.

The results of the survey are given in Annex B to Document PP-98/25, specifically § 35 of section 2 (page 6 of the English version).

For earth-station antennas, see Figure 1 in Chapter 3; for space-station antennas, see Table 6 in Annex B to Chapter 9.

Proposal to modify Special Section AR11/A/119.

GENERAL (lower case)

Comprehensive reports are issued after each study group meeting.

The rules of procedure governing submissions are set out hereunder.

The draft rules of procedure have yet to be discussed.

but

ITU-T Recommendations, drafted by the study groups in response to Questions adopted at the assembly, are published in fascicles and volumes. Some of the study groups also produce handbooks and reports.

SPECIFIC (initial caps)

As stated in section II of Report R.6 of ITU-T Study Group 5, ...

Considering that the Rule of Procedure on No. 9.6 states that...

The Radio Regulations Board approves the Rules of Procedure, which are to be applied by the Radiocommunication Bureau.

Relevant texts, including Recommendation ITU-T F.64, are contained in Fascicle II.5 of Volume 6; the Handbook on Rural Telecommunications is under preparation in response to Question 7/1.

If in doubt, use lower case

In some cases, it can be difficult to gauge whether a reference is general or specific, especially when a general reference is made to a specific identifiable body or text, often one having already been referred to in the previous sentence or earlier in the document. In such instances, unless there is a risk of ambiguity, the rule “if in doubt, use lower case” applies.

Examples:

- Tariff issues are addressed in ITU-T Study Group 3. At its November meeting, that study group decided ...
- The conference adopted Resolution 51 on staff matters. The resolution called for a number of measures ...
- The Chair of Committee 6 said that her committee had completed its work on time.

Capitalized titles

Historically, when a title (e.g. of a specific conference or entity) is to be capitalized under the above rules, all the words it comprises used to take initial capitals, except for articles, conjunctions and prepositions (e.g. World Administrative Radio Conference for Dealing with Frequency Allocations in Certain Parts of the Spectrum).

In view of the increasing number of groups at all levels, however, and to avoid absurd instances where words such as “Which” and “It” have had to be capitalized, the recent trend in ITU is to move towards limiting capitals to the core part of the entity name, e.g. “Council Working Group on security definitions and terminology”; “Dedicated Group on international Internet policy issues”; “ITU-T Focus Group on smart grid”, etc.

Compass points

The words north, south, east and west, and the compounds derived from them, should not be capitalized unless they are being used to refer to a major region of the globe or in a political context (e.g. East Africa, the West, the global South) or as geographical coordinates (e.g. “north of latitude 30° North”).

Always capitalized

The following are always capitalized in ITU, either by tradition or in order to avoid ambiguity:

the International Telecommunication Union; the Union

the Council (Council-98, Council session)

Government (when referring to one or more national governments)

Member State (referring to an ITU Member State; but “the member States of the European Union agreed...”)

Sector Member

Associate (within the meaning of No. 241A of the Convention)

Academia (when referring to an academic entity or academic entities that are registered with ITU in the “Academia” membership category)

the Radiocommunication Sector, the Telecommunication Standardization Sector, the Telecommunication Development Sector

the Sector(s), a Sector (when referring to one of the three ITU Sectors)
(*but* the “telecommunication sector”, when referring to the general field of activity)

the Radio Regulations Board, the Board

the Radiocommunication Bureau, the Telecommunication Standardization Bureau, the Telecommunication Development Bureau, the General Secretariat

the Bureau(x)

the General Secretariat (of ITU)

(*but* the secretariat of a conference or meeting; the ITU Telecom secretariat)

the Secretary-General, Deputy Secretary-General

the Constitution, the Convention, the Administrative Regulations

the Radio Regulations, the International Telecommunication Regulations

the Staff Regulations and Staff Rules, the Financial Regulations

State (in the sense of an organized national entity)

General Service staff; Professional staff

the Summit (when referring to the World Summit on the Information Society – WSIS)

the Internet (*but* the intranet)

a Recommendation (when referring to the recognized international standard constituted by an ITU-R/ITU-T/ITU-D Recommendation); a Question (when referring to an ITU-R/ITU-T/ITU-D Question for study)

Exception: For internal consistency of the texts in question, this rule for “Recommendation” and “Question” in respect of the ITU Sectors is *not* applied in the output texts (Constitution, Convention, resolutions, etc.) of the Plenipotentiary Conference, where the standard capitalization rule (lower case for general reference/initial capitals only for a specific reference with a number) is followed.

Not capitalized (except when grammar requires)

session	financial plan
delegate, delegation	operational plan
observer	information society
ITU budget	study period
strategic plan for the Union for 2011-2015	financial operating report

Note also that the existence of an abbreviation coined for convenience certainly does not imply that the full term needs to be capitalized. Thus, concepts such as least developed country (LDC), information and communication technologies (ICTs), global information infrastructure (GII), next-generation network (NGN), etc. do not take initial capitals.

Special cases

Member, member

The word “member” is capitalized only in the terms “Member State” and “Sector Member”; it is written in lower case when referring to an individual:

- member of RRB
- member of a group, committee, etc.

Note that, since the change in terminology adopted by the Plenipotentiary Conference (Minneapolis, 1998), the Council has Member States (*not* Members). Hence:

- Member State of the Council
- Observer Member State.

Individuals attending the Council on behalf of Member States are not referred to as members. Use:

- councillor
- observer.

The loose term “member of the Union” is ambiguous and should be avoided as far as possible. It should be made clear in each case whether the text refers to Member States, Sector Members, Associates (*not* Associate Member), or some combination thereof. The word “membership” can be useful in general texts, although it poses problems for translation into other languages. Where authors persist in using the loose term “member”, it is advisable to make it as generic as possible by using a lower-case initial letter, i.e. “members of the Union”.

Region/region

The word “region” is only capitalized when specifically referring to the three Regions defined in the Radio Regulations for frequency-allocation purposes: Region 1, Region 2, Region 3 (cf. No. 5.2 of the Radio Regulations).

It is not capitalized when referring to more informal concepts of regions, such as the administrative regions used for matters involving geographical representation in the Union’s structure (region A, region B, region C, etc.) or the regions served by the ITU regional offices (i.e. Africa region, Americas region, Arab States region, Commonwealth of Independent States region, Asia and the Pacific region, Europe region).

ABBREVIATIONS AND ACRONYMS

General principles

Acronyms and other types of abbreviations are used to save space and to avoid distracting the reader with the repeated spelling out of long words and phrases. Anything that would be unpleasant to the eye or puzzling if abbreviated should, however, be spelled out.

Two-letter abbreviations are often highly ambiguous: MS can stand for Member State, mobile service, mobile station, maritime station, multiple sclerosis, etc.; SG can stand for Secretary-General, study group, etc. They should therefore be avoided in general (but see the discussion of exceptions below).

Some abbreviations are introduced purely for convenience in a narrow context. These should not appear in the title and must be identified on first appearance in the text (and separately in the abstract/cover page if used there). This is best done by giving the words in full followed by the abbreviation in brackets.

With abbreviations and acronyms of a more durable nature, in working documents a decision has to be made on the basis of experience and common sense whether they fall into class a) or class b) below:

- a) Abbreviations which the average reader of the text cannot be expected to know. These should be treated as described above.
- b) Abbreviations which the average reader of the text may be expected to know. These may be treated as described above or used without explanation, as long as there is no risk of ambiguity.

By way of example, any of the following might fall into class b) in many technical documents, but should be treated as class a) in a text intended for a broader readership:

acronyms and abbreviations for international organizations and entities (e.g. IAEA, IEC), including those of ITU (e.g. BR, BDT, TSB; RA, WRC);

well-known technical or industry jargon (AI, IP, VoIP, e.i.r.p., epfd);

widespread, universally recognized shorthand used in working documents of the Sectors, e.g. SG for study group, WP for working party, Q for Question, etc.⁴

If a number of unfamiliar abbreviations are to be used extensively in a long document or in a publication, it is a very good idea to provide a separate list of abbreviations at the beginning or end of the text.

Where space is an important consideration, as in tables and figures, abbreviations should be used extensively, with explanations provided, if necessary, in a table footnote or at the end of a figure caption.

In important, official documents such as treaty texts (including resolutions, recommendations, decisions and opinions or publications), all abbreviations and acronyms (with the exception of “ITU”) should be identified on first appearance in the body of the text, by spelling them out in full

⁴ Two-letter or even one-letter abbreviations such as the above examples are often used in working documents of the Sectors as a local shorthand. In such cases, there is no space between the abbreviation and the number, i.e. SG3, WP3/4, Q22/2, with the exception of abbreviations for ITU-R study groups and working parties: SG 1, WP 1A.

followed by the abbreviation in brackets. Another option (adopted, for instance, in the Radio Regulations) is to define frequently used abbreviations at the beginning of the text or publication.

Abbreviations should be used sparingly in titles, and should not appear in the titles of official texts such as resolutions.

Plurals of abbreviations

The plural of a fully capitalized abbreviation (where such usage cannot be avoided) is formed by adding a lower case “s”, e.g. ICTs, LDCs (but *not* LDC’s or LDCS), MCTs, NGNs.

Note the exception “small island developing States” (SIDS), where (following United Nations usage) the last “S” relates to “States” and there is no “s” to mark the plural.

Use of articles with abbreviations

Definite article

The policy followed in ITU is to omit the definite article before abbreviations and acronyms identifying organizations, entities or groups (e.g. ITU, *not* the ITU; UNDP, *not* the UNDP; BR, TSB and BDT, *not* the BR, the TSB and the BDT; Director of BR, Director of TSB, Director of BDT; EG-ITRs, CWG-Internet, CWG-LANG, EGTI).

Indefinite article

The choice between the indefinite articles “a” and “an” before an abbreviation depends on pronunciation, not spelling. Use “a” if the abbreviation begins with a consonant sound, including an aspirated “h” and a vowel pronounced with the sound of “w” or “y”. Use “an” if the abbreviation begins with a vowel sound, including an unaspirated “h”. For example: a VoIP device, a UNESCO document, a host country; an LDC, an SMS, an historic occasion.

Punctuation in abbreviations

A full stop (period) is normally used at the end of an abbreviated word when the word is truncated in such a manner that the final letter of the abbreviation is not the same as the final letter of the complete word (e.g. Corp. for “Corporation”). In most cases, there should be no full stop at the end of an abbreviation when the middle part of the word is omitted so that the final letter of the abbreviation is the same as the final letter of the complete word (e.g. Ltd for “Limited”). Thus, there is no full stop after Mr, or after the *plurals* of the following:

Ref. [1]	but	Refs [1, 2]
Fig. 1	but	Figs 3 and 4
Vol. 1	but	Vols 7-9
Eq. (5)	but	Eqs (5, 6)

Note the following forms, however:

No. 123, Nos. 123 and 124
p. 1, pp. 1-9
para. 1, paras. 2-4

The abbreviations “e.g.” and “i.e.” are not followed by a comma, and the abbreviation vs (for versus) is not followed by a full stop.

Abbreviation of dates and times

The accepted abbreviation of the names of the months is the first three letters followed by a full stop, except for May, June and July, which are never abbreviated.

The abbreviations for the days of the week are:

Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

However, in a figure or table where all the days of the week appear in sequence, they may be written: M T W T F S S.

Currency units

ITU uses the three-letter currency codes established by ISO under Standard ISO 4217 – see the list at https://www.iso.org/iso/currency_codes. When spelled out, the name of the currency unit is not capitalized (Swiss francs, United States dollars).

The code is placed before the amount, e.g.

CHF 2 million	USD 10 500	GBP 50
EUR 1 000	JPY 10 million	XAF 20 000

ITU structure and abbreviations designating structural units

The ITU organization charts are posted on the intranet at: [Pages - Organization Charts \(itu.int\)](#)

Note that the unit responsible for telecommunication exhibitions and forums is always referred to as ITU Telecom (not simply “Telecom” or “TELECOM”).

Domain names

The standard way to refer to domain name suffixes in running text is to place them in inverted commas, e.g. “.es”, “.ch”, “.int”, “.org” (*not* <.es> or just .ch).

Use of the ampersand (“&”)

Generally, do not use the ampersand (“&”) in regular text, headings or titles as a replacement for the perfectly good word “and”.

Exceptions:

- In established company names (e.g. Dolce & Gabbana, Marks & Spencer, Tiffany & Co.), company abbreviations (e.g. AT&T, A&P supermarkets), abbreviations for ITU entities or groups (C&P, CWG-WSIS&SDG) or shorthand expressions (e.g. R&D, B&B, R&B)
- When logos, titles or names contain the mark as a design feature
- In tables or suchlike when space is limited
- When using certain citation systems (notably the APA system; conversely, the ampersand is not used in the MLA or Chicago systems often employed in ITU)
- To denote the specific case of two writers collaborating on a specific creative work (system followed by the Writers Guild of America).

LAYOUT

Templates

In today's fully electronic environment, templates for the major types of document have been developed, and these should of course be followed in all cases.

In addition, models may be distributed for certain types of document (e.g. conference/meeting documents, etc.).

Accordingly, for the sake of harmonization, efficiency and corporate image, officials in charge of meetings should refrain from producing "home-grown" templates as far as possible.

Numbering of paragraphs

For documents liable to be discussed in conferences and meetings or referred to in other texts, it is extremely useful for each paragraph to bear a separate identification. As far as possible, paragraph numbers should be limited to a single whole number (1, 2, 3, ...10, ..., n) or to one decimal place (1.1, 1.2, 1.3; 2.1, 2.2, ... 2.44, ... 2.n, 3.1, ...). Longer numbers of the form 3.21.2.41 are cumbersome and can easily cause confusion in a meeting.

Titles and headings

There have never been any standard rules in ITU for the treatment of titles, headings and suchlike. Usage varies according to the document or text concerned, and among the different departments and the Sectors. The template or model should be followed where one exists; otherwise, the following simple guidelines may be useful.

Titles and headings are to be printed in bold type. Underlining is no longer used. The preferred format is an initial capital on the first word only (except of course when a subsequent word is capitalized in its own right), e.g.:

- 1 Preliminary draft plan of action for the least developed countries**
- 2 Implementation of a programme to increase the participation of Sector Members in the work of the organization**

In the case of composite headings, each part should be introduced by an initial capital, e.g.:

- 3 The changing telecommunication environment: Ways and means of enhancing the Union's relevance and responsiveness**

Lists

Here again, there have never been any standard rules in ITU for the treatment of material presented in the form of lists. Details of specific practices for particular types of texts or publications should be obtained from the Sector editorial service.

The following, therefore, are merely suggested general guidelines that may be useful.

Lists in running text

In very simple lists with a few short items, it can often be better to run the text on than to give each item a fresh line, and often even to omit any kind of numbering or lettering. If numbers or letters are used for clarity or emphasis, separate the items by semicolons or commas and, if necessary for clarity, introduce the list with a colon.

Examples:

Its repercussions are political, economic, cultural and social.⁵

It was proposed that the sentence be redrafted; that the verb be strengthened; that the punctuation be altered; and that all similar provisions be aligned.

The committee was mainly concerned with a) the economic origins of the crisis, and b) its social repercussions.

The committee was mainly concerned with the following: a) the economic origins of the crisis; b) its social repercussions; and c) the effect on the environment.

Formatted lists

For the sake of clarity or emphasis, more complicated or longer lists can often be set out as indents or bullet points, introduced by a colon.

Examples of three commonly used formats are provided below.

These are provided for guidance only, and do not preclude drafters from preferring other formats. The primary consideration is to ensure consistency within any given document or series of documents.

Format A

If each item comprises less than a complete sentence, the list is actually part of a single long sentence. In this case, the formatting can effectively replace/minimize the punctuation: use a colon to start the list, begin each bulleted item with a lower-case letter, and place a full stop at the end of the last item.

Example:

The purpose of training is to:

- improve staff qualifications
- meet the organization's human resources needs
- promote mobility
- keep abreast of new technologies
- motivate staff.

Format B

Alternatively, especially if some of the bulleted items are longer than one line, it is possible to end each bulleted item with a semicolon, and place a full stop at the end of the last item.

Example:

The purposes of the conference were to:

- adopt new and revised Questions to be studied by ITU-D study groups during the next study period;
- adopt regional initiatives for the six regions;

⁵ Note that, in such lists, there is usually no comma before the last item introduced by "and", unless one is useful or necessary for clarity (cf. The Oxford comma, under *Punctuation* above).

- agree on the WTDC-10 input to the strategic plan for ITU-D for 2012-2015, which will feed into the next plenipotentiary conference to be held in Guadalajara in October 2010.

It is also acceptable, to ensure consistency with the formatting of the original text, to start such longer bullet points with capital letters, i.e.:

The purposes of the conference were to:

- Adopt new and revised Questions to be studied by ITU-D study groups during the next study period;
- Adopt regional initiatives for the six regions;
- Agree on the WTDC-10 input to the strategic plan for ITU-D for 2012-2015, which will feed into the next plenipotentiary conference to be held in Guadalajara in October 2010.

Format C

If the items in the list comprise one or more complete sentences, each sentence should begin with a capital letter and end with a full stop.

Example:

Fuerstein has written a seminal work on participatory evaluation, and suggests that a participatory evaluation in the development context should include certain steps:

- All those involved in a programme decide jointly to use a participatory approach. They decide exactly what the objectives of the evaluation are. This can turn out to be harder than originally thought.
- When agreement is reached, a small group of coordinators is elected to plan and organize the details.
- The best methods for attaining the objectives are then chosen.

Neutral order in lists

In official ITU documents, such as the basic instruments, final acts and outputs of conferences and other political or high-level texts, it is sometimes necessary to follow a neutral order to avoid any suggestion of magnitude, judgement, preference, merit, etc.

Countries: Countries should be listed in the French alphabetical order (by long name), according to the official ITU list of Member States (see *Names of countries* above).

Official languages: The official languages should similarly be listed in the French alphabetical order, i.e. English, Arabic, Chinese, Spanish, French, Russian.

ITU Sectors: ITU Sectors (and their respective Bureaux) should follow the order in the ITU Constitution, i.e. ITU-R, ITU-T, ITU-D; and BR, TSB, BDT.

Footnotes/bibliographies

For historical reasons, footnote references in the final acts, final reports, resolutions and decisions of PP, WCIT, WRC, WTSA and WTDC and the Radio Regulations, and consequently input documents and contributions to those conferences and assemblies, follow the French format, i.e. placing the footnote indicator before the punctuation: “the interests and needs of the developing countries¹, ...”; “... frequency arrangements of individual administrations²; ...”.

For other documents and publications, follow the English format, i.e. “the interests and needs of the developing countries,¹ ...”; “... frequency arrangements of individual administrations;² ...”.

In ITU, there is no single established system in use across all the Sectors and categories of documents in respect of layout of footnotes, bibliographical references, and suchlike. The paramount consideration for the author or editor is to ensure internal consistency within a document or publication. To help authors and editors, links to the recognized systems most widely used in publications worldwide are given below:

[United Nations Editorial Manual](#), see [Footnotes and other references](#)
[Chicago Manual of Style](#)
[Harvard University Press Guidelines](#)
[APA style](#)
[IEEE Editorial Style Manual for Authors](#).

Use of “etc.” in lists

At the end of a list, “etc.” is always preceded by a comma.

Do not end a list with “... , etc.” if it begins with “e.g.”, “including”, “for example” or “such as”, since these already indicate that the list is non-exhaustive. Choose one or the other, not both.

Formulations such as “and so on”, “and so forth” can be used as a more elegant alternative to “etc.”.

RESOLUTIONS, RECOMMENDATIONS, DECISIONS AND OPINIONS

Resolutions, recommendations, decisions and opinions of conferences, assemblies and so forth

Resolutions, recommendations, decisions and opinions of conferences, assemblies, etc., follow a particular format.

The basic idea to bear in mind is that such texts in fact constitute one long sentence, with the name of the conference as the subject, and therefore should in principle contain no full stops. The different parts are separated by semicolons (within a section) or commas (between sections).

The number of a resolution, recommendation, decision or opinion is not preceded by “No.” (e.g. Resolution 15, Resolution COM7/14, Recommendation 622 (WRC-97), Decision 7/1, Opinion A).

By decision of editorial committees of past treaty-making conferences in consultation with the Legal Affairs Unit, a resolution must always include an operative paragraph introduced by *resolves*.

Note that resolutions, recommendations, decisions and opinions are each considered as separate, standalone instruments.

Numbering of resolutions and decisions of conferences/assemblies

The Plenipotentiary Conference (Minneapolis, 1998) adopted a new numbering system for resolutions and decisions of the Plenipotentiary Conference. Previously, all resolutions and decisions were reviewed at each plenipotentiary conference, leading to wholesale renumbering. This is no longer the case, and resolutions and decisions now remain in force unless abrogated or revised by a subsequent plenipotentiary conference.

As a result, the place name and date in brackets has become an integral part of the number of each resolution or decision, and must never be omitted, in order to avoid potential ambiguity.

Examples:

Resolution 5 (Kyoto, 1994)
Resolution 80 (Rev. Marrakesh, 2002)
Resolution 58 (Rev. Busan, 2014)
Resolution 213 (Dubai, 2018).

This scheme has been adopted, by analogy, for resolutions of the World Conference on International Telecommunications, the World Telecommunication Standardization Assembly and the World Telecommunication Development Conference: e.g. Resolution 2 (Dubai, 2012) of WCIT; Resolution 55 (Rev. Dubai, 2012) of WTSA; Resolution 17 (Rev. Buenos Aires, 2017) of WTDC.

For historical reasons, resolutions of the World Radiocommunication Conference, which are contained in Volume 3 of the Radio Regulations, adopt a different numbering system, following the format: Resolution 122 (WRC-07), Resolution 10 (Rev.WRC-2000), Resolution 908 (Rev.WRC-15), etc. Resolutions of the Radiocommunication Assembly use yet another system, following the format: Resolution ITU-R 1-5 (where ITU-R 1 is the number and 5 is the version number reflecting the number of revisions), Resolution ITU-R 33-2, Resolution ITU-R 8-1, etc. Here again, although this is not reflected in the format of the resolutions as presented in the output Proceedings of the assembly, for the sake of harmonization the place and date are specified, resulting in formulations of the type: Resolution ITU-R 7-3 (Geneva, 2015).

References to Council resolutions and decisions are currently very inconsistent across ITU documentation, and various formats are found. The best approach is to check the text of the resolution or decision in question. For example, in PP resolutions and decisions, references to

Council resolutions may be referred to as follows: “Council Resolution 1372 (2015, last amended 2019), on the Council Working Group on Languages (CWG-LANG)”.

When a reference to a resolution also includes the title or subject of that resolution, in order to avoid editorial problems associated with direct citations (e.g. slight changes, the need to use editorial markers such as “[]” or “...”, capitalization issues, flexibility to use abbreviations), avoid the use of quotation marks, italics, etc. Instead, for consistency and simplicity use the following standardized format: a comma, followed by the word “on” and the title or subject without a capital letter on the first word.

For example:

Resolution 180 (Rev. Busan, 2014), on facilitating the transition from IPv4 to IPv6, invites Member States ...

Resolution 20 (Rev. Buenos Aires, 2017) of the World Telecommunication Development Conference, on non-discriminatory access to modern telecommunication/ICT facilities, resolved that

Specific editorial rules for resolutions

Detailed guidance on the specific editorial rules for resolutions of ITU conferences is available on request from the English Language Section (christine.ferrie-tenconi@itu.int) or the secretary of the editorial committee concerned.

ITU-R and ITU-T Recommendations

Detailed guidance on the specific editorial rules for ITU-R and ITU-T Recommendations is developed by the respective Sectors and is available on request from the BR and TSB editorial units.

NON-DISCRIMINATORY LANGUAGE

In drafting documents, it must be borne in mind that, as an international organization, ITU has to take care in its texts to avoid all forms of discrimination as to gender, race, culture, nationality, religion, and suchlike.

Sometimes, offence may be caused inadvertently, where the reader and the author have different sensitivities. The most frequent example of this, and one which is being addressed throughout the United Nations system of organizations, is gender bias.

Gender-neutral language

If care is not taken, the written word can reinforce many common but deprecated perceptions of the respective roles of men and women in society. This may result from failure to mention women specifically, by using exclusively masculine pronouns (e.g. “he” or “his”) when both women and men are involved (e.g. “A telecommunication engineer is a specialist in *his* domain ...”); from use of words formed from the root “man” (e.g. “manpower”, to “man” a project); or simply from careless drafting (e.g. “Research scientists often neglect their wives and children ...”).

When drafting ITU material, the general rule should be to make every effort to avoid gender bias, without being over-dogmatic. Guidance is given below.

As indicated in the footnote to the ITU Constitution and Convention, the language used in the basic instruments of the Union is to be considered as gender neutral. By extension, the same approach should apply in the texts of all of the Union’s bodies.

This means, in practice, that all terms referring to functions, such as Secretary-General, Deputy Secretary-General, Director, chair, vice-chair, delegate, observer, are gender neutral, since the functions in question can equally be performed by women or men.

Naturally, however, when such terms designate an identifiable person actually fulfilling the functions at a given time, then the corresponding feminine or masculine pronouns will be used (e.g. “The Secretary-General [Ms Bogdan-Martin] and *her* staff...”; “The Chair of the Council [Mr Martinez] said that *he* would ...”; “The delegate of Denmark said that *her* delegation was ...”).

It is often appropriate to use neutral terms such as “spouse” rather than “wife” or “husband” where gender is not necessary to the sense.

Masculine pronouns can often be avoided by simply deleting them (“The trainee is usually the best judge of the value of *his* training”-> “The trainee is often the best judge of the value of *the* training”); by using the plural (“Trainees are often the best judge of the value of *their* training”); by rephrasing (“The best judge of the value of the training is often the trainee”); or by using the first person plural (“*Man* is the victim of his own inventions. He is ruining the environment” -> “*We* are the victim of our own inventions. We are ruining the environment”).

The alternative form (“his or her”) is cumbersome and should be used sparingly, although it may be acceptable on occasion (“For the experiment, each child was asked to draw an object on his or her card ...”). In lengthy legal texts, such as the Staff Regulations, when no other solution is possible, a clear footnote may be inserted at the beginning of the document stating that the language is considered to be gender neutral and that, where absolutely necessary, “he” and “his” are used for convenience but shall be taken to refer to both women and men.

The confusion which often occurs in people’s minds because the word “man” in English means not only “a human being” but also “an adult male” (see above-mentioned Oxford Dictionaries), and which is frequently compounded by a stereotyped view of women’s and men’s roles in society, can in many cases be avoided by using suitable alternative words or forms. More often than not, the

words “man” and “mankind” can easily be replaced by “people”, “humanity”, “humans”, “humankind” or “human”. The verb “to staff” should be preferred to “to man”: hence the established term in ITU is now “staffing table”. “Person-days”, “consultant-months” and “expert-days” are good alternatives to “man-days” or “man-months”. Acceptable alternatives exist for many job titles, such as “supervisor”, “worker” and “police officer” instead of “foreman”, “workman” and “policeman”, and for words like “manpower”, to which “workforce” or “human resources” should be preferred.

There may, however, continue to be occasions when use of a term including the root “man” is unavoidable, even where the context is not limited to men, either because there is no generally acceptable alternative, as in the case of “man-made noise” (as defined in ITU-T), or because the term including “man” is considered to be a lesser evil than the alternatives on offer, which may in fact be counterproductive because they are not widely enough accepted, or are ugly or contrived.

For example, from 2000-2023 in accordance with Decision 500 (C-2000), the term “chairman” was used in English in ITU documents to refer to both the function and role (when there was no named holder) and to the individual holder of the role at a specific meeting or conference.

The 2023 session of the Council abrogated Decision 500 and agreed that in future the neutral term “chair” should be used in English to designate the function and role, with no retroactive effect.

By definition, in gender-neutral language, the order in a straightforward list does not suggest any precedence, and should be decided by independent factors such as phonetics and usage. For example, in ITU texts you might encounter “women and men” and “ladies and gentlemen”, but “male and female” and “Sir/Madam”.

Disability-inclusive and non-stigmatizing language

When referring to persons with disabilities, people-first language should be used. Placing a reference to the person or group before the reference to the disability emphasizes the person and does not define them by their disability or specific need; examples of this include “persons with disabilities”, “persons with specific needs” and “children with intellectual disabilities”. Avoid acronyms designating those persons or groups, such as PwD.

Exceptions to this include “deaf” and “blind”, which may be used before the person or group being described, i.e. “deaf persons” or “persons who are deaf”. Avoid, however, language that defines groups of people solely by a disability and removes their personhood, i.e. use “blind persons” or “persons who are blind” instead of “the blind”.

Language should be neutral and avoid the implication of suffering or illness, e.g. “has dyslexia” rather than “suffers from dyslexia” and “wheelchair user” rather than “wheelchair-bound”. Similarly, care should be taken to avoid using terms that may imply stigma, particularly in the case of specific diseases such as Hansen’s disease (formerly known as leprosy) and AIDS (e.g. use “living with HIV” rather than “HIV-infected”).

For further guidance, consult the United Nations Disability-Inclusive Language Guidelines (<https://www.ungeneva.org/sites/default/files/2021-01/Disability-Inclusive-Language-Guidelines.pdf>) and the WHO Style Guide (especially Chapter 8, “Non-discriminatory language”).

CORRESPONDENCE

In English, certain specific forms of salutation (e.g. “Dear Sir”) call for corresponding specific closing formulas (e.g. “Yours faithfully”). The main combinations are set out in the table below:

Salutation	Closing
Dear Sir,	Yours faithfully,
Dear Madam,	Yours faithfully,
Dear Mr/Ms [NAME],	Yours sincerely,
Sir,	Accept, Sir, the assurances of my highest consideration,
Madam,	Accept, Madam, the assurances of my highest consideration,

Note that “Yours sincerely” and “Yours faithfully” can be made more formal by ending the letter with the words “I remain”.

Example: Looking forward to meeting you, I remain,

Yours faithfully,

[*signed*]

Name of person concerned

Increasingly, correspondence is being signed electronically or using a digital signature, in which case the following formulas may be used:

Yours faithfully,

or Yours sincerely,

[*signed electronically*] or [*digital signature*]

Name of person concerned

When the gender of the recipient is not known, or in circular or multi-address letters, the gender-neutral salutation “Dear Sir/Madam” is used.

The precise formulas to be used when drafting and typing official ITU correspondence are recapitulated in the table below for convenience.

FORMULAS TO BE USED WHEN DRAFTING AND TYPING OFFICIAL CORRESPONDENCE

Type of letter	Address	Salutation	Closing
Minister (formal)	His [Her] Excellency Mr [Ms] Minister of	Sir [Madam],	Accept, Sir [Madam], the assurances of my highest consideration,
Minister (informal)	His [Her] Excellency Mr [Ms] Minister of	Dear Minister,	I remain, dear Minister, Yours sincerely, <i>or simply</i> Yours sincerely,
Ambassador (formal)	His [Her] Excellency Mr [Ms] Ambassador	Sir [Madam],	Accept, Sir [Madam], the assurances of my highest consideration,
Ambassador (informal)	His [Her] Excellency Mr [Ms] Ambassador	Dear Mr [Ms] Ambassador, <i>or</i> Dear Ambassador,	I remain, dear Mr [Ms] Ambassador, Yours sincerely, <i>or simply</i> Yours sincerely,
Secretary-General of the United Nations	The Honourable A. Guterres Secretary-General United Nations	Dear Mr Secretary-General,	Yours faithfully,
Head of specialized agency (formal)	Mr [Ms] Director-General [Secretary-General]	Dear Mr [Ms] Director-General [Secretary-General], <i>or</i> Dear Sir [Madam],	Yours faithfully,
Head of specialized agency (informal)	Mr [Ms] Director-General [Secretary-General]	Dear Mr [Ms],	Yours sincerely,
Director General of an administration	The Director General	Dear Sir [Madam],	Yours faithfully,
Others (formal)		Dear Sir [Madam],	Yours faithfully,
Others (informal)		Dear Mr [Ms],	Yours sincerely,

Annex A

ITU Word list

a posteriori	apprise	bookkeeping
a priori	around	bottleneck
about	(for dates, e.g. around 1900;	break down (verb);
(for numbers, e.g. about 30;	around May) (for numbers,	breakdown (noun and adj.)
about one-third) (for dates,	use “about”)	break through (verb);
use “around”)	Associate (<i>not</i> Associate	breakthrough (noun)
above-mentioned	Member) (CV241A)	break up (verb); break-up
ad hoc (no italics)	audio frequency (noun)	(noun and adj.)
ad hoc group (when	audio-frequency (adj.)	broadband
capitalized: Ad hoc Group)	audiovisual	broadcasting satellite (noun);
<i>ad interim</i> (<i>but</i> a.i.)	awareness-raising (noun and	broadcasting-satellite (adj.),
addendum (pl. addenda)	adj.)	e.g. broadcasting-satellite
administration (<i>but</i> the		service
French Administration; the	back up (verb); backup (noun	budget; ordinary budget
Administrations of France	and adj.)	(lower case)
and Spain); this	backward (adj.); backwards	budgeted
Administration (in a	(adv.)	build up (verb); build-up
country’s own	balance of payments (noun);	(noun)
contribution))	balance-of-payments (adj.)	Bureaux (plural)
administrative circular (no	balance sheet (noun);	bypass
hyphen)	balance-sheet (adj.)	by-product
advertise	bandwidth	
advise, adviser (<i>not</i> advisor),	baseband	call-back
advisable	baseline	cancel, cancelled, cancelling
aesthetic	beamwidth	cannot
aforementioned	behaviour	capacity building (noun);
age (age 5, 6, etc.; 5 years of	benchmark	capacity-building (adj.)
age)	benefited, benefiting	car park
aged (aged 5 years or more)	biannual (twice a year)	carry over (verb); carry-over
ageing; ageism	bidirectional	(noun)
agenda (<i>not</i> Agenda)	biennial (every second year)	case law
(pl. agendas)	biennium (pl. bienniums)	case study
aide-mémoire	big data	case-by-case (adj.); case by
(pl. aides-mémoire)	bilateral	case (pred.)
AIDS	bimonthly	catalogue
air conditioner, air	<i>bis</i> (Latin, used as a suffix for	catalyse
conditioning	numbering new paragraphs	CD-ROM
air traffic management	e.g. <i>1bis</i> , <i>1ter</i> , <i>1quater</i>)	cellphone; cellular phone
(ATM)	bit rate (noun); bit-rate (adj.)	centre of excellence
air-air (adj.) (ICAO)	bits per second; bit/s; kbit/s;	centre, centred, centring
air-conditioned	Mbit/s; Gbit/s, Tbit/s	chair (<i>not</i> chairperson,
aircraft (sing. and pl.)	(<i>rather than</i> bps or kbps,	chairwoman, chairman)
air-ground (adj.) (ICAO)	etc.); <i>not to be confused</i>	chairship (<i>not</i> chairmanship
allot, allotted, allotment	<i>with</i> MB, GB, TB for	in line with practice in other
analogue	megabyte, gigabyte,	UN agencies)
analyse	terabyte	channelled, channelling
antennae (insects)	blockchain	chargé d’affaires (pl. chargés
antennas (radio)	bona fide (no italics)	d’affaires)

chat room	cost accounting (noun); cost-accounting (adj.)	daytime
checklist	cost allocation (noun); cost-allocation (adj.)	<i>de facto</i>
check-up (noun)	cost centre	de jure (no italics)
<i>chef de cabinet</i>	cost recovery (noun); cost-recovery (adj.)	deadline
cheque (bank)	cost-benefit	debug, debugged, debugging
circuit-switched; circuit-switching	cost-effective; cost-effectiveness;	decision-maker, decision-making
circular letter (no hyphen)	cost-effectively (always hyphenated)	deep space (noun); deep-space (adj.)
clearing house	cost-oriented (in preference to cost-orientated)	defence (<i>but</i> Department of Defense (United States))
cloud (the)	councillor (member of the ITU Council)	deinstall
cloud-based	counsellor, senior counsellor	delegation, delegate (<i>not</i> Delegation, Delegate)
co-channel	counter-attack	demise
code-division multiple access	counter-intuitive	dependant (noun)
coefficient	countermeasure	dependency allowance
coexistence	counterproductive	dependent (adj.)
collective letter (no hyphen)	counter-revolution	depository (of a text or instrument)
collocate, collocation (of study group meetings, cf. WTSA Res. 2)	counterterrorism	depository (warehouse)
colloquium (pl. colloquiums)	coup d'état (pl. coups d'état)	Deputy Secretary-General
colour	COVID-19	desktop
combating	criterion (pl. criteria)	dialling
common law (noun); common-law (adj.)	cross-border (adj.)	dial-up
common system (UN) (<i>not</i> Common System)	cross-reference (noun and verb)	digital selective calling; digital selective-calling system
communiqué (no italics)	cross-section	digitalization: the move towards greater use of digital technology in a process, organization, industry, etc.
compel, compelled	cross-subsidy; cross-subsidization	digitization: the conversion of analogue data into digital form
compendium (pl. compendiums)	curriculum (pl. curricula)	direction-finder
competence, pl. competences (=mandate, jurisdiction)	curriculum vitae (no italics)	director general (pl. directors general) (<i>but</i> Director-General of the United Nations Offices and other specialized agencies)
competencies, sing. competency (=human resources management term for skills)	cut back (verb); cutback (noun)	disk (computer)
computer incident response team (CIRT) (<i>not</i> computer emergency response team (CERT) unless the proprietary name is intended)	cut off (verb); cut-off (noun and adj.)	dispatch (<i>not</i> despatch)
concentrator	cyber affair; cyber issue; cyberattack;	distance learning (noun); distance-learning (adj.)
connection	cybercommunity;	dot-com
consensus	cybercrime; cybersecurity; cyberterrorism; cyberthreat	downlink
consortium (pl. consortia)	cyber-related (adj.)	download
converter	data centre	downtime
cooperate, cooperation	data processing (noun); data-processing (adj.)	Dr
coordinate, coordination	data relay system (DRS)	
co-primary	databank	
corrigendum (pl. corrigenda)	database	
	dataset	

e- (all compound forms hyphenated, *except* for established names of organizations, applications, etc.)
 e.g. (*not* followed by a comma)
 Earth (only in specific reference to the planet);
 earth station
 Earth-to-space
 e-business
 e-commerce
 e-government
 e-health
 e-learning
 e-mail
en bloc
en route
 end user (noun); end-user (adj.)
 endeavour
 enrol, enrolment
 ensure (make sure that)
 enterprise
 erratum (pl. errata) (no italics)
et al.
 EUTELSAT
 everyday (adj.)
 ex officio (no italics)
 expertise
 extrabudgetary
 extraterrestrial

fait accompli
 fall back (verb); fall-back (adj.)
 favour; favourable
 feedback
 feeder link (noun);
 feeder-link (adj.)
 fibre (*not* fiber)
 fibre-optic (adj.) (for noun, prefer optical fibre)
 field strength (noun); field-strength (adj.)
 fine-tune; fine-tuning
 first harmonic (noun and adj.)
 fixed-satellite service
 flow chart; flow diagram
 flux-density

focused, focusing
 follow-up (noun); follow up (verb)
force majeure
 forego (precede)
 forgo (go without)
 formulae (mathematical)
 formulas (general)
 forum (pl. forums)
 franchise
 frequency assignment to a station, of a network/system in/of a service
 frequency-division multiple access
 fulfil, fulfilment, fulfilled, fulfilling
 fundraising
 funds-in-trust

 gauge
 General Service (G.1, G.6, etc.)
 generation (second-, third-, next-generation) (adj.)
 geostationary-satellite orbit (GSO)
 goodwill
 government (adj.) (always lower case)
 ground-air (adj.) (ICAO)
 ground-ground (adj.) (ICAO)
 groundwork
 GSO; non-GSO (*not* NGSO)
 guardband

 hands-free (adj.)
 hands-on (adj.)
 hard-code (verb)
 head of delegation
 headquarters (*not* Headquarters)
 health care (noun); health-care (adj.)
 helpdesk
 high frequency (noun and adj.)
 high-altitude platform station (HAPS)
 higher band (noun); higher-band (adj.)
 highpass (adj.)

high-speed (adj.)
 homepage
 honour
 hot spot
 hypermedia

 i.e. (no italics, preceded but *not* followed by a comma)
 ibid. (no italics)
 implementer (*not* implementor)
 IMT (International Mobile Telecommunications)
 inasmuch as
 inbox
 in-depth (adj.); in depth (pred.)
 index (pl. indices [maths]; indexes [books])
 infocommunication
 information (no plural: refer to items or pieces of information, some information, or data)
 information and communication technology (ICT; pl. ICTs)
 information-sharing
 infotainment
 infrared
 Inmarsat
 in-person (adj.); in person (pred.)
 in-session (adj.)
 insofar as
 install, installation
 instalment
 insure (take out insurance)
 INTELSAT
inter alia
 inter-agency
 inter-American
 intercede
 interconnection
 intergovernmental
 Internet (as from PP-06)
 Internet of Things (the), IoT (no article)
 interoperability
 interoperational
 interplenipotentiary
 interregional

interrelated	man-made noise (telecom. term: no gender-neutral alternative)	multipoint
inter-satellite	manoeuvre	multipurpose
intersector, intersectoral (<i>but</i> inter-Sector, inter-Sectoral when referring to the three ITU Sectors)	many-sided	multistakeholder
intersessional	marketplace	narrowband (adj.)
interstate (within a country); inter-State (between countries)	Marrakesh (<i>not</i> Marrakech)	nationwide
intraregional	master plan	neighbour
intra-subregional	medium-term (adj.); medium term (pred.)	nevertheless
IP telephony	memorandum	next-generation network(s)
<i>ipso facto</i>	(pl. memoranda)	night-time
ITRs (International Telecommunication Regulations)	memorandum of understanding (MoU)	no one
judgement	meter (instrument)	No. – <u>omit</u> after words like document, resolution, report (e.g. Document 10, Res. 6)
kilometre (km)	metre (unit of length)	No., Nos. – to refer to provisions of the CS, CV, RR (e.g. No. 111, Nos. 19.45-19.52) (retain full stop in pl. abbrev.)
know-how (noun)	MetSat	noncommittal
Kyiv (<i>not</i> Kiev)	microcomputer	non-existent
label, labelled	microeconomic	non-governmental
labour	microfiche	non-GSO (<i>not</i> NGSO)
laissez-passer (no italics)	microfilm	non-linear
laptop	microprocessor	north-east(ern)
large-scale (adj.); large scale (pred.)	mid-1980s	north-west(ern)
layout (noun); lay out (verb)	mid-afternoon	note verbale (no italics) (pl. notes verbales)
lead time	midday	occur, occurred; occurrence
liaison	mileage	offline
licence (noun)	mindset	offset
license (verb), licensing, licensee	misspelled	offshore
lifecycle	mobile phone	old age (noun); old-age (adj.)
lifelong	mobile-satellite service	older persons (<i>not</i> elderly)
lifestyle	mock-up	omnidirectional
lifetime	modelled	on-board (adj.); on board (pred.); onboard (verb); onboarding
long-standing	MoU	ongoing
long-term (adj.); long term (pred.)	Mr	online
low Earth orbit (LEO)	Ms (<i>not</i> Miss or Mrs except when expressly requested by the person)	on-site (adj.); on site (pred.)
lowpass (adj.)	much-needed	op. cit. (no italics)
machine translation	multiband	optical fibre (noun and adj.)
machine-translated	multibeam	orbit raising (noun) orbit-raising (adj.)
macroeconomic	multichannel	organization, organize
main lobe	multicopy	out-of-date (adj.); out of date (pred.)
make-up (noun); make up (verb)	multicountry	overboard (e.g. man overboard)
	multidimensional	overestimate
	multiframe	
	multifrequency	
	multilateral	
	multilingual	
	multimedia	
	multinational	
	multipath	
	multiplex	

overload	Professional (P.3, P.5, etc.)	roadmap
overvoltage	programme (<i>but</i> computer program)	roll call (noun) roll-call (adj.)
p. (abbrev. for page); plural pp.	pseudo-random	roll out (verb); roll-out (noun)
packet-switched; packet-switching	quasi-linear	roundtable (noun and adj.)
pan-African	<i>quater</i> (see <i>bis</i>)	
PANAFTEL	radio astronomy (noun and adj.)	second harmonic (noun and adj.)
<i>par excellence</i>	radio frequency (noun); radio-frequency (adj.)	second-generation network secretariat (<i>not</i> Secretariat, except for ITU General Secretariat)
para.; paras. (retain full stop in pl. abbrev.)	radio horizon	Secretary-General (ITU, UN)
passband	radio propagation	sectoral (general); Sectoral (ITU Sector)
payphone	radioactive	session (<i>not</i> Session)
per capita (no italics)	radiocommunication (adj.); radiocommunications (noun)	set-back (noun)
per cent; percentage	radiodetermination	set-up (noun); set up (verb)
per diem (no italics)	radiolocation	sharepoint
<i>per se</i>	radionavigation	Sharm el-Sheikh
piecemeal	radio-relay	shortlist (noun and verb)
pipeline	radio spectrum (noun and adj.)	short-term (adj.); short term (pred.)
point-to-multipoint	radiotelegraphy	side lobe
point-to-point	radiotelephone	sideband
policy-maker, policy-making	radio-wave (adj.)	skilful
post-conference	rapporteur group	skill set
post-edit (verb); post-editing (noun)	RASCOM	small and medium ¹ enterprises (SMEs)
postgraduate	realize	small-scale (adj.); small scale (pred.)
postpaid	re-establish	smart sustainable cities and communities (SSC&C)
postpone	refarming (of spectrum)	smartcard
postscript	region; Region (initial cap. only when referring to Regions defined in RR No. 5.2)	smartphone
post-session	reinsure	SMS
postwar	relocate; relocatable	socio-economic
power flux-density	reorganize	sound programme (noun); sound-programme (adj.)
practice (noun)	replan, replanning, replanned	south-east(ern)
practise (verb)	resilience (<i>preferred to</i> resiliency)	south-west(ern)
pre-assigned	reuse; reusable	SpaceCom (software)
précis-writing	revise; reviser	space-to-Earth
pre-empt	rideshare	space-to-space
pre-investment	rigorous	specialize
prepaid	rigour	spread-spectrum (adj.)
pre-session	ring tone (<i>not</i> ringing tone)	staffing table (<i>not</i> manning table)
principal (adj.)	risk-management (adj.)	standalone
principal (head person)		
principle (noun)		
printout (noun); print out (verb)		
pro rata (no italics)		
proactive		
Prof.		

¹ ITU increasingly prefers this formulation (rather than “small and medium-sized enterprises”).

standards-development organization (SDO)	surprise	ultra-wideband
standby (noun and adj.); stand by (verb)	switchover	under way (<i>not</i> underway)
start-up (noun and adj.); start up (verb)	symposium (pl. symposia)	underdeveloped
State (capitalized if referring to a country) (adj. and noun)	synchronize	underestimate
state-of-the-art (adj.); state of the art (pred.)	synthesis; synthesize	under-represented
States parties (<i>but</i> “States Parties to this Convention, Treaty, etc.” within those instruments)	task force	undersea
stationary (i.e. “not moving”)	telebiometrics	underserved
stationery (writing materials)	telecommand	underutilize
status quo (no italics)	telecommunication (adj.); telecommunications (noun)	UNESCO (<i>not</i> Unesco)
stocktaking	teleconference	UNICEF (<i>not</i> Unicef)
straightforward	teledensity	unidirectional
subaddress	tele-education	updated
subassembly	telehealth (prefer e-health)	upgrade; upgradable
sub-band	telelearning	uplink
subcommittee	telemedicine	up-to-date (adj.); up to date (pred.)
subdirector	televise	usability
subdivision	telework	usable
subgroup	ten: <i>use 10</i>	use case
subheading	<i>ter</i> (see <i>bis</i>)	user-friendly (adj.); user-friendliness
sub-item	test bed	
subject matter	test bench	value-added (adj.)
submarine	text processing (noun)	versus, abbreviated to vs (no full stop)
subnetwork	textbook	vice versa (no italics)
sub-orbital	text-processing (adj.)	vice-chair (when capitalized: Vice-Chair)
subparagraph	the ITU web	videoconference
subregion; subregional	the web; the worldwide web	videotelephony
sub-Saharan	third-generation network	viewpoint
subsection	time-consuming	vis-à-vis (no italics)
sub-subgroup	time-division multiple access	voiceband
subsystem	time-frame	
sub-terahertz	time-limit	waveform
subtotal	timeline	waveguide
sub-working group (when capitalized: Sub-Working Group)	time-scale	wavelength
sunspot	timetable	webcast
super higher band (noun); super higher-band (adj.)	tonne (metric unit of weight)	webpage
supergroup	totalling	website
superrefractivity	towards	weekday
supersede	trademark	weekend
supervise	transatlantic	well-being
supervisor	transborder	well-known (adj.); well known (pred.)
	transboundary	west/West, western/Western (capitalize if the word is used to indicate a political grouping of countries, even informal, or to designate a major region of the globe, e.g. West Africa)
	transequatorial	
	trans-horizon	
	travelling	
	turnkey	
	twofold	
	two-thirds (noun)	
	type approval (noun); type-approval (adj.)	

wideband	work plan	year end (noun and pred.);
Wi-Fi	workload	year-end (adj.)
wireless, wireline	workstation	yearbook
word processing (noun);	worldwide	year-long
word-processing (adj.)	X-ray	
