

WMO editorial checklist

Additional details on the points below and information on other aspects of WMO house style can be found at: http://www.wmo.int/pages/pubsguides/documents/WMO_STYLE_GUIDE_08.pdf and http://www.wmo.int/pages/pubsguides/wmo_spelling_list_en.html.

- WMO session template:** The starting point for preparing all WMO session documents is the session template, which is found in MS Office Word at the following path: file/new/templates on my computer. Templates from previous sessions are not to be used as the point of departure.

- Abbreviations:** Abbreviations are to be used sparingly, for example, in tables where space is limited. A key should be provided for any abbreviations used.

- Acronyms:** All acronyms are spelled out at their first mention in the text, for example, the *Executive Council (EC)* approved the..... A complete list of WMO acronyms is available at: http://www.wmo.int/pages/themes/acronyms/index_en.html.

- Capitalization:** Use initial capitals sparingly; details regarding their usage are provided in the *WMO Style Guide*. Do not use capital letters for the following: WMO headquarters; the presidents and vice-presidents of regional associations and technical commissions; northern and southern hemispheres; points of the compass, if they indicate direction: a north wind, in the south-west of France, a southern climate.

- Country names:** The correct use of country names is essential in WMO session documentation; an up to date list of WMO members is available at: http://www.wmo.int/pages/members/membership/index_en.html.

- Numbers:** Numbers under 10 are generally be expressed in words: five, not 5; numbers greater than 999 are written without punctuation between the 1000s as follows: 1 002, 23 347 456; sums of money are written as follows: US\$ 130 000, €900.

- Punctuation:** Verify that the use of punctuation in WMO documents (e.g. apostrophe, colon, comma and hyphen) is in accordance with the conventions presented in the *WMO Style Guide*.

- References:** Verify that all references cited (inter alia Websites and publications) are correct and up to date. Authors are reminded that the titles of Websites change and that publications can be superseded by the release of new editions.

- Reported speech:** Parts of WMO reports (e.g. the General Summary) are drafted using reported (indirect) speech. Information regarding reported speech is available on Internet, for example at: <http://www.ego4u.com/en/cram-up/grammar/reported-speech> and <http://www.myenglishteacher.net/quotedspeechandreportedspeech.html>.

- Spelling:** WMO has adopted certain spelling conventions to ensure consistency within and across WMO documents. Words are to be spelled in accordance with the WMO spelling list: http://www.wmo.int/pages/pubsguides/wmo_spelling_list_en.html.

- Style:** Clear, precise language and short, simple sentences are to be used to the extent possible. Authors must bear in mind that many readers are not native English speakers and that session texts produced will be translated into the required official WMO languages.

- Titles of WMO bodies:** Ensure that the titles of WMO bodies are correct and used consistently. Authors should verify all such titles using the WMO Website: http://www.wmo.int/pages/governance/congress/index_en.html, http://www.wmo.int/pages/governance/ec/index_en.html, http://www.wmo.int/pages/governance/ra/index_en.html and http://www.wmo.int/pages/governance/tc/index_en.html.

- Titles of WMO projects, meetings and workshops:** Verify that titles are correct and used consistently.

- WMO organizational and programme structures:** Verify that the names of WMO organizational units and WMO programmes are up to date and are in accordance with those listed on the WMO Website: http://www.wmo.int/pages/about/sec/organigram_en.html and http://www.wmo.int/pages/summary/progs_struct_en.html.

- WMO house style:** Authors are requested to consult the *WMO Style Guide* for additional details regarding acronyms, abbreviations, punctuation, references, etc: http://www.wmo.int/pages/pubsguides/documents/WMO_STYLE_GUIDE_08.pdf.

Suggestions and comments regarding this draft checklist are welcome and should be addressed to Lisa-Anne Jepsen, LSP: LJepsen@wmo.int.