

WMO Style Guide

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Introduction

This guide is designed for authors, editors and translators working in English for the World Meteorological Organization (WMO). It is not exhaustive, focusing on distinctive or recent usage adopted by WMO for its publications, which should be understandable and reader-friendly.

Like many organizations within the United Nations system, WMO looks to the *United Nations Editorial Manual* as the primary authority on style and spelling. The secondary authority on spelling is the *Concise Oxford English Dictionary*, eleventh edition, Oxford University Press, 2004. The *United Nations Editorial Manual Online*, which includes the United Nations spelling list, can be accessed at <http://www.dgacm.org/> by clicking on “Editorial Manual Online”.

WMO references and dictionaries are available online on the WMO Intranet under [WMO References & Dictionaries](#). These include terminology databases such as WMO Meteoterm and UNTERM, and documentary databases such as UN ODS.

The WMO publications catalogue can be accessed from the WMO website (www.wmo.int) by clicking on “Publications”.

The [WMO corporate visual identity guidelines](#) and the [WMO Web style guide](#) are available online on the WMO website.

Reference aids and material

- *Basic Documents* (WMO-No. 15): 2007
- [Chemical elements](#)
- [International Glossary of Hydrology](#)
- *International Meteorological Vocabulary* (WMO-No. 182)
- United Nations spelling list (<http://www.dgacm.org/> by clicking on “Editorial Manual Online”)
- WMO List of Abbreviations and Acronyms: 2008 (for pdf file, see [WMO References & Dictionaries](#)).
- [WMO Members](#)
- WMO Standing Instructions – Chapter 4: Guidelines on the planning, production and distribution of WMO publications; Instructions for authors of papers to be published or reproduced by WMO

Other reference material

- Cutts, M., 1996: *The Plain English Guide*. Oxford, Oxford University Press.
- Fowler, H.W., 1983: *Dictionary of Modern English Usage*. Second edition, USA, Oxford University Press.
- Mahan, M., 2000: *The Copyeditor's Handbook*. Berkeley, University of California Press.
- Ritter, R.M., 2002: *The Oxford Guide to Style*. Oxford, Oxford University Press.
- Strunk, W. and E.B. White, 1999: *The Elements of Style*. Fourth edition, New York, Longman, <http://www.bartleby.com/141/>.
- Williams, J., 1995: *Style: Toward Clarity and Grace*. Chicago, The University of Chicago Press.

General

Abbreviations

To be avoided whenever possible. They may be used in tables or illustrations where space is limited and a key should be provided.

Avoid the use of e.g., i.e. and etc. whenever possible. They can be replaced as follows:

- e.g.: for example, for instance, such as
- i.e.: that is
- etc. can often be omitted: if not, use *and the like*, *and so forth*, except in lists

Etc. is preceded and followed by a comma when it is the final item of a series: Temperature, humidity, atmospheric pressure, etc., are important parameters.

Etc. should not be used with *for example* (incorrect: for example, w, x, y, etc.). Never use *and etc.*

Mr, Mrs, Ms do not take a full stop or period.

Acronyms

To be used sparingly. When unavoidable, insert the acronym in parentheses after the first mention of the term or organization: The World Meteorological Organization (WMO) was founded in 1950.

Do not use periods or full stops with acronyms. As a rule, avoid using acronyms at the beginning of a sentence.

Do not use the article before an acronym: “WMO is the...” and *not* “The WMO is the...”

Use of the possessive should be avoided: “WMO Members are...” and *not* “WMO’s Members are...”

Always write United Nations in full, even if used as an adjective: the United Nations Millennium Development Goals

Acronyms proper to specific publications are sometimes necessary and desirable: in CIMO Guide, CBS meeting reports, etc.

For placing of list of acronyms, see *Parts of a publication*.

Bibliography – see *References*

Capitalization

Use initial capitals sparingly. They should be used for:

- The first word of a sentence
- The first word of a subparagraph or item on a list

Use capital letters for:

- Proper nouns and adjectives and recognized geographical names
- All words in the titles of books, periodicals and publications, except articles, conjunctions and prepositions. In titles or headings containing hyphenated words, capitalize only the first element: Capacity-building in Developing Countries; Medium-sized Companies Make Handsome Profits; Re-designing Weather Stations for Disaster. Capitalize the second element only if it is a proper noun or adjective: Non-Hindu Beliefs Spark Outrage in India
- The first word in a title, no matter what part of speech it is
- The first word, proper nouns and other words:
 - In titles of WMO documents
 - In headings of chapters, sections, subsections, annexes, tables, figures and articles
 - In legends on figures and maps
 - In titles of articles and unpublished papers

- The official titles of persons, councils, commissions, committees, Secretariat units, organizations, institutions, political parties and organized movements
- The titles of specific posts, WMO officials and their offices:
 - Assistant Secretary-General
 - Congress
 - Deputy Secretary-General
 - Executive Council
 - External Auditor
 - First, Second and Third Vice-Presidents of WMO
 - National Meteorological and Hydrological Services
 - Permanent Representative of Belgium (for example) with WMO
 - President of WMO
 - Secretariat
 - Secretary-General
 - WMO Bureau
 - WMO Region
 - Director of the National Hydrometeorological Service of the Russian Federation
- Tropical storms, hurricanes, cyclones, typhoons and their names and italicize the names: Hurricane *Ernesto*
- Regional terms accepted as proper names, but do not appear on maps: the East, the North-west, but not adjectives and nouns derived from such terms: north-western, a southerner
- Earth (planet), but not earth (soil)
- North Pole, South Pole
- The main component of an e-compound referring to an established electronic system or tool, such as e-Doc or e-Folder; otherwise e-mail, e-commerce and so on; also E-mail at the beginning of a sentence

Variations based on context and usage:

- The Swiss Alps, the French Alps, an Alpine village (if in the Alps), but alpine pastures in the Rockies
- Antarctica, the Antarctic Circle, the Antarctic Continent
- The Arctic, the Arctic Circle, Arctic waters, a mass of Arctic air
- Central America, Central American countries, central Asia, central Florida, central Spain, central Europe (but Central Europe for the political division of the Second World War)
- The continental United States, the continent of Europe (but on the Continent when referring to continental Europe or the mainland, as opposed to Great Britain)
- The East, eastern, an easterner, the eastern seaboard, East Coast (referring to the eastern United States); the East, the Far East, Eastern (referring to the Orient and Asian culture); the Middle East, Middle Eastern (referring to Islamic Republic of Iran, Iraq, etc.); the Eastern Hemisphere; eastern Europe (but Eastern Europe when referring to the post-World War II division of Europe); eastward, to turn east (direction)
- The Equator, equatorial climate; the Equatorial Current
- The Great Plains of the United States; the northern plains; the plains (but Plains Indians)
- The Midwest of the United States
- The North, northern; the North-west, north-western; North Africa, North African countries, in northern Africa; North America, North American, the North American continent; the North Atlantic, a northern Atlantic route; northern California; North-east Brazil (a political division); the Far North
- The poles, the North Pole, the North Polar ice cap; the South Pole; polar regions
- Geographical direction or area within a country: southern (exception: Southern California, considered a cultural entity and the south of France; south-eastern, south-western; a continent or major region: South America, the South, South-East Asia (exception: Association of

Southeast Asian Nations), Southern Europe, Southern Africa, South Africa (adjective: South African) South–South cooperation, the South-East, the South-West

- The tropics, tropical; the Tropic of Cancer; the Neotropics, Neotropical; subtropical
- The West; the Occident; the Western world (considered a cultural identity); the West, West Coast (of the United States); west, western westward (direction), a westerner.

Capitalize “greater” when used with a name of a city to denote a whole metropolitan area: Greater Chicago, Greater London

Do not use capital letters for the following:

- WMO headquarters
- The presidents and vice-presidents of regional associations and technical commissions
- Northern, southern hemisphere
- Points of the compass, if they indicate direction: A north wind, south-westerly winds, a northern climate, to fly south, in the south-west of France

Country names

The short form is used in WMO publications (see [WMO Members](#) for an up-to-date list). The formal name is generally used in legal texts. In historical text, use the name of the country at the time, or use “the then (country name)”.

Pitfalls: Watch out for the following pitfalls.

- Bosnia and Herzegovina (*not* Bosnia-Herzegovina)
- Brunei Darussalam (*not* Brunei)
- Côte d’Ivoire (*not* Ivory Coast)
- Democratic People’s Republic of Korea (*not* North Korea or DPRK)
- Federated States of Micronesia (*not* Micronesia)
- Hong Kong, China (in references before 1 July 1997: Hong Kong)
- Islamic Republic of Iran (*not* Iran)
- Lao People’s Democratic Republic (*not* Laos or Lao PDR)
- Libyan Arab Jamahiriya (*not* Libya)
- Macao, China
- Myanmar (*not* Burma)
- Republic of Korea (*not* South Korea or Korea)
- Russian Federation (*not* Russia or USSR)
- Syrian Arab Republic (*not* Syria)
- Taiwan Province of China
- The former Yugoslav Republic of Macedonia (as of 1993; *not* Macedonia)
- United Kingdom of Great Britain and Northern Ireland (first mention; thereafter United Kingdom)
- United Republic of Tanzania (*not* Tanzania)
- United States of America (first mention; thereafter, United States)
- Venezuela (differs from United Nations practice: Bolivarian Republic of Venezuela)
- Viet Nam (*not* Vietnam)

Up-to-date country names can be found on [UNTERM](#), the United Nations Multilingual Terminology Database.

Equations

Equations: Use Microsoft Math Editor for all equations. Equations should be numbered in parentheses at the right-hand margin, for example:

$$x^a + y^b = z^{a+b} \quad (4)$$

Footnotes – see *References/notes***Italics**

Use italics for the following:

- Foreign words that do not appear in the eleventh edition of the Concise Oxford English Dictionary
- The titles of laws and decrees in a foreign language
- The titles of court cases
- The titles of books, publications, databases, CD-ROMs, periodicals, newspapers, films, plays and radio and television programmes
- The names of aircraft, ships and spacecraft
- Variables in mathematical expressions
- Names of tropical storms

No italics

The following words are no longer italicized:

a posteriori	et al.	in situ	procès-verbal
a priori	ex officio	laissez-faire	vis-à-vis
ad hoc	ibid.	note verbale	
de facto	Idem	prima facie	

Italics are not used for the following:

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

Numbers***Numbers under 10***

Numbers under 10 are generally expressed in words: six, not 6.

Numbers are always expressed in words:

- *At the beginning of a sentence:* Twelve tornados were sighted above Wichita Falls.
- *In simple fractions:* Almost two thirds of the population were evacuated at a cost of half a billion euros.

All numbers may be expressed in words in isolated references to approximate measures and periods of time: The weather station, about ten miles from the equator, has grown significantly over the past fifty years.

Numbers expressed in figures

Numbers between 10 and 999 000 are normally written in figures, except as noted above.

The following are always expressed in figures:

- WMO resolutions and recommendations: Resolution 12 (EC-L); Recommendation 14 (JCOMM-II)
- Percentages: Precipitation probability forecasts had an 8 per cent margin of error in 2008, compared with 20 per cent in 2005.
- Compound fractions: Staff are entitled to 2½ days' annual leave per month.
- Decimal fractions: The hurricane hit land 6.5 km from the border. (Note: Insert a zero before the decimal point in decimal fractions expressing a number less than one: 0.5 g. All numbers in a table or series should be carried to the same decimal place.)
- Ratios: The success–failure ratio of e-government in developing countries was 1 to 6.

- Map scales: A new map on the scale 1:250 000 was published in 2007.
- Weights and measures: A GPS satellite weighing 2 300 kg was installed some 20 000 km from Earth above the Indian Ocean.
- Ages: Average life expectancy in sub-Saharan Africa is now 46 years.
- Temperature: 15°C; 92°F
- Sums of money: US\$ 850 000, \$456.50, €850
- Voting results: The resolution was adopted by 33 votes to none, with 3 abstentions. (Note: In votes, the word “none” is always used instead of the figure “0”. The majority vote is always given first.)

Millions, billions and trillions

In running text, numbers in the millions, billions and trillions are written as follows:
1 million, 3.4 million, 6 billion, 7.8 trillion.

If there is more than one digit to the right of the decimal point, the number should normally be written out in full: 3 432 000 (**not** 3.432 million).

Numbers occurring together or in a series

When two numbers occur together, they should be expressed in different styles, according to the nature of the elements and the context: Twenty 100-mm plastic raingauges; 15 five-year-old weather satellites.

When two or more numbers to which different rules apply occur in a series, the rule applying to the higher or highest number applies to all.

- Representatives from 12 African, 8 Asian and 5 Latin American countries attended the meeting.
- Only 9 of the 25 countries surveyed experienced real economic growth.

Note: This rule does not necessarily apply if the series includes disparate items: A total of 23 people were injured in four separate incidents.

Ranges of numbers

When two numbers are used to indicate a range, the two numbers should be homogeneous: Between 3 430 500 and 4 000 000 housing units were built (*not* Between 3 430 500 and 4 million housing units).

To reduce the possibility of confusion, the numbers should be expressed in full, whether in words or figures: Earnings increased from \$2 million to \$5 million (*not* from \$2 to \$5 million).

When linking two numbers in a range, use the following forms:

- An en dash: Production is expected to increase by an additional 2–4 per cent.
- From ... to ...: The Committee will meet from 12 to 23 April, and on 12 and 13 May.
- Between ... and ...: Literacy rates rose for girls between 10 and 15 years of age.

Note: Use only the second form (*from ... to ...*) for a range of dates. Do not use *from* with an en dash (**not** from 20–30 per cent) or *between* with *to* (*not* between 15 to 20 representatives). If the unit of the range is represented by a symbol, the symbol is always repeated:

- The temperature rose from 15°C to 30°C.
- Prices averaged \$20–\$25 a pound.

If the unit is written out or abbreviated, it is given only once, after the second number:

- WMO staff received salary increases ranging from 3 to 6 per cent a year.
- A re-boost burn can increase the orbital height of an automated transfer vehicle by 30–50 km an hour.

Ordinals expressed in words

Ordinal numbers from first to ninety-ninth are expressed in words for most ordinary purposes:

- WMO celebrated its fifteenth anniversary in 1999.
- Fifteenth World Meteorological Congress
- The thirteenth session of Regional Association IV
- The Executive Council held its fifty-seventh session at WMO headquarters from 21 June to 1 July 2004.

For session numbers higher than 99, figures are used: 113th session of the Typhoon Committee
Centuries: nineteenth century (*not* 19th century or XIX century).

Preambular paragraphs in resolutions: The representative of Colombia suggested a revision of the fourth preambular paragraph.

Ordinals expressed in figures

Ordinals are written in figures to indicate:

- Meeting numbers: 2nd and 3rd meetings
- Floors: 4th floor; 38th floor
- Session numbers higher than 99: 100th session

Roman numerals

Roman numerals are normally used to identify:

- Volumes and chapters in documents and publications: Volume II; Chapter IV
- WMO constituent body sessions: EC-LV

Punctuation of figures

In running text, figures and tables, whole numbers of more than three digits are punctuated from 1 000 as follows: 2 632 597.

Decimals are punctuated as follows in both running text and tables: 3.4, \$50.25, €146.80.

Dates

The day is always followed by the month and year: 21 April 2004. There is no comma between the month and the year: October 2007

Months are normally written out in full but may be abbreviated in tables if space is limited.

Collective years

A single period covering two or more full years is written as follows: 1999–2008 (or from 1999 to 2008); the 2004–2005 biennium.

A period of less than 24 months that overlaps two years is written as follows: As winter 2001/2002 approaches, leading climate patterns expected to have an impact on the weather are the El Niño Oscillation, the Arctic Oscillation and the Madden-Julian Oscillation.

Decades

Decades are always expressed as follows: the 1990s (*not* the nineties, the 90s or the 1990's)

Punctuation

Apostrophe

An apostrophe ('s or s') is not used with an abbreviation or acronym, the name of a country, or the name of an organization: GPS satellites, the Government of Vanuatu, the World Meteorological Organization Agricultural Meteorology Database.

Colon

A colon introduces an element or a series of elements illustrating or amplifying what has preceded the colon: Land stations shall measure or calculate the following parameters: vapour pressure, relative humidity and dewpoint temperature.

A colon may be used instead of a period to introduce a series of related sentences: The hurricane made landfall in the middle of the night: Should we wake the children? Find shelter in the basement? Or should we stay put?

Colons are used in URLs; no space follows or precedes a colon in a URL: <http://www.wmo.int>

Do not use a dash immediately after a colon.

The first word following the colon is lowercased, unless it is a proper name, in the following cases:

- When a colon is used within a sentence: Weather ships have been superseded by a new generation of technological tools: satellites, weather buoys and long-range aircraft.
- When a colon is used in a title or heading: The Global Observing System: the way forward

Capitalize the first word after a colon in the following cases:

- To separate an independent clause from a quotation: The Secretary-General often liked to quote from Shelley's Ode to the West Wind: "If Winter comes can Spring be far behind?"
- When a colon introduces two or more sentences: The meeting was adjourned for three reasons: First, the delegates had fallen asleep. Second, the microphones did not work. Third, the gavel was nowhere to be found.
- When the introductory phrase is very brief and the clause following the colon represents the gist of the message: Reminder: Mammatus clouds, dark clouds shaped like sagging pouches, often appear after a tornado.

A colon is generally used after expressions such as *as follows*, *the following*.

In general, do not use a colon after *namely*, *for example* and similar expressions, or before a series introduced by a verb or preposition:

- He stressed the positive effects of global warming, namely that overall productivity in Canada would rise.
- Aid for science and technology supports enterprise-based innovation, for example, through international cooperation.
- The manual deals with (a) the components of the Global Operating System, (b).... (c).....
- A résumé should include educational background, work experience...

Comma

Do not use a comma to punctuate the last word of a series – there should be no final comma before *and*: Structural measures to reduce exposure to flooding include the construction of levees, floodwalls and bypass channels.

Exceptions to the above comma rule:

- (a) All preambulatory clauses in a series (*Noting..... Considering.....*) of a resolution adopted by a WMO constituent body are followed by a comma, as follows:

Resolution 6 (EC-LIX)
EXECUTIVE COUNCIL ADVISORY PANEL OF EXPERTS ON GENDER MAINSTREAMING

THE EXECUTIVE COUNCIL,

Noting:

- (1) Resolution 33 (Cg-XIV) – Equal opportunities for the participation of women in meteorology and hydrology,
- (2) Resolution 34 (Cg-XV) – Gender mainstreaming,
- (3) WMO Policy on Gender Mainstreaming,
- (4) Results of the Expert Meeting on Gender Mainstreaming (Geneva, 26–29 March 2007),

Considering:

- (1) The Fourth World Conference on Women (Beijing, 1995) and its recognition of the importance of women and their contributions to science,
- (2) The United Nations Millennium Development Goal to promote gender equality and empower women,

...

- (b) In some texts, the final comma may sometimes have to be included for the sake of clarity, for example in an enumeration containing lengthy or complex elements:
- Ministries of Foreign Affairs, Defence, and Health and Social Affairs
 - ... capacity-building programmes, education and literacy programmes, and health and social support programmes
 - ... the importance of disarmament, demobilization and reintegration of all armed factions, and of security sector reform

A comma is not necessary after in particular if it would separate the phrase from the person or thing to which it applies:

- ... to prevent flooding in low-lying areas, in particular near the river
- ... to attend landmark conferences, in particular the WMO World Climate Conference-3

Respectively is preceded by a comma: Heavy flooding affected India and Bangladesh, 40 per cent and 60 per cent of the population, respectively.

En dash

The keyboard shortcut on the numeric keypad is as follows: Ctrl + - – (Windows); Alt + - (Mac OS). The en dash is used for the following purposes:

- To join coordinate or contrasting pairs: height–depth ratio; coupled atmosphere–ocean patterns; climate–ocean–ecosystem interactions
- To link a city name to the name of a university that has more than one campus: University of Wisconsin–Madison; the University of Wisconsin–Milwaukee
- To connect numbers, where it means up to and including (or through): See chapters 23–30, pages 140–250. Congress voted 114–74 in favour of the resolution. You are invited to celebrate World Meteorological Day on Friday, 11.30 a.m.–3 p.m. The WMO Strategic Plan 2008–2011.

In the above-mentioned examples, there is no space before or after the en dash. To set off an amplifying or explanatory element in a similar manner to commas, parentheses or colons, insert a space before and after the en dash, as illustrated in the following examples:

- The role of oceanic microbial processes in regulating the efficiency of the removal of carbon from the upper ocean and sequestering it on the ocean floor – thus regulating atmospheric carbon dioxide – will be explored.
- The International Polar Year 2007–2008 will significantly advance our ability to meet major scientific challenges of the polar regions – and will leave a rich legacy for generations to come.

Hyphens

Do not hyphenate Latin words: *in situ* agreements, *ad hoc* working group.

Parentheses and quotation marks

Use parentheses and quotation marks sparingly; they are often unnecessary and tend to clutter up a text.

Parentheses

Never use a comma before parentheses: ... Volume 1 (WMO-No. 8), Geneva

Capitalization – If the parenthetical expression occurs inside a sentence, use lowercase: ... research in various areas (see section 3.2). If it occurs outside a sentence and is self-contained, use uppercase and full punctuation: ... (See Chapter 2, Figure 4, for further detail.)

Quotation marks

When necessary, use double quotations marks around a direct quotation. Use smart (or “curly”) quotes. Do not use French-style quotation marks, << >>.

Use single quotation marks for quotations within quotations: The Secretary-General said, “I like to think of WMO strides in weather forecasting technology as ‘one small step for man, one giant leap for mankind’, with all due respect for both genders – and Neil Armstrong.”

To omit material from a quotation, use ellipses (...), a series of three periods or full stops, each of which is preceded and followed by a space.

Quoted material running up to three lines in a text should be enclosed in quotations marks within the relevant paragraph. Quotations of more than three lines should be rendered as a block quotation, that is, set apart from the text, indented and set in a smaller type or different font from the text, without quotation marks.

With other punctuation marks: Place all punctuation marks, except periods and commas, outside quotation marks, unless they are part of the original quotation:

- The chairperson exclaimed, “Balderdash!”
- Through their outstanding efforts “to build up and disseminate greater knowledge about man-made climate change, and to lay the foundations for the measures that are needed to counteract such change”, Al Gore and the Intergovernmental Panel for Climate Change won over the Nobel Prize jury.

Semicolon

A semicolon is normally used at the end of a subparagraph, as follows:

The statistics include:

- (a) Mean annual, monthly, or seasonal values;
- (b) Maxima, minima and selected percentiles;
- (c) Measures of variability, such as the standard deviation;
- (d) Continuous records in the form, for example, of a river flow hydrograph.

A semicolon is used at the end of a subparagraph in resolutions in operative clauses only, as follows:

Resolution 6 (EC-LIX) EXECUTIVE COUNCIL ADVISORY PANEL OF EXPERTS ON GENDER MAINSTREAMING
<p>THE EXECUTIVE COUNCIL,</p> <p>...</p> <p>Decides to establish an Executive Council Advisory Panel of Experts on Gender Mainstreaming with the following terms of reference:</p> <ol style="list-style-type: none"> (1) Oversee, advise and regularly report to the Executive Council on implementation of the activities of WMO on gender mainstreaming at all levels of WMO; (2) Contribute effectively to the WMO efforts in promoting, encouraging and facilitating gender equality across WMO, including Members and the Secretariat in line with the WMO Strategic Plan; (3) Recommend specific strategies and activities to ensure gender mainstreaming in NMHSs, WMO regional associations and WMO technical commissions in the areas of employment, policymaking, enhanced provision of services, and effective monitoring and evaluation; (4) Recommend and support resource mobilization strategies for gender mainstreaming activities in NMHSs; (5) Consider any other matters relating to gender mainstreaming that the Executive Council may request; <p>Requests the Secretary-General to take the relevant actions to support the activities of this panel.</p>

With bullets, the preferred style is no punctuation or a period or full stop.

Try to avoid using bullet points in guides and manuals. En dashes can be used in a list, for example:

The variables listed below can be measured or derived from the basic measurements described in the previous sections:

- Wind speed and direction
- Constant pressure levels
- Maximum wind
- Wind shear
- Observation clouds (optional)

References

Citing documentation

Notes:

- Footnotes and endnotes are numbered consecutively, from the beginning of the publication to the end, including annexes and appendices. In voluminous publications, this can be applied to parts or chapters.
- Footnotes are inserted in superscript, outside punctuation, within the body of a text and appear at the foot of a page, regardless of where the text ends on the page. Endnotes appear at the end of a chapter or section, or at the very end of a publication.
- Footnote references in a text are always placed outside of punctuation (see example below).

Example:

The Union can also legislate on adjudication of any dispute or complaint with respect to use, distribution or control of the waters in any inter-state river or river valley.¹

¹ Article 262 of the Constitution of India. By virtue of the said power, the parliament enacted the Inter-State Water Disputes Act, 1956. The Act is discussed in detail later in the report.

Parenthetical text citations are based on the Harvard style. Those appearing in the text must be included in the bibliography. Text citations are enclosed by parentheses and contain the author's last name and publication date:

- One author: (Stefanski, 2006)
- One author, different years: (Tawfik, 1997, 2000)
- Two authors, different years: (Wong, 2006, 2007; Sivakumar, 2003, 2008a, 2008b)
- Two authors for the same work: (Karpov and Sarukhanian, 2007)
- Three or more authors for the same work: (Baddour and others, 2008)
- More than one author: (Chen, 2006; Environment Canada, 2008; IPCC, 2005; UNEP, 2007)

Citing WMO publications in running text

- From big to small: ...as stated in *the Manual on the Global Observing System* (WMO-No. 544), Volume I, Part III, 3.3.5 (not: ...as stated in 3.3.5, Part III, Volume I, of the Manual on the Global Observing System (WMO-No. 544))
- Do not use the word "paragraph" or "section" unless the text is incomprehensible without it: See the Guide to the Global Observing System (WMO-No. 488), Part I, 3.2.1 (not: See the Guide to the Global Observing System (WMO-No. 488), Part I, paragraph 3.2.1.).
- When, for example, 4 is followed by 4.1 in paragraph numbering, use the word "section" to refer to the entirety of 4 and "paragraph" to refer to a specific paragraph therein, such as paragraph 4.3, or simply 4.3.

Bibliographical entries

Form

Entries should be made in alphabetical order by author and should follow the following format: Author(s) or editor(s), year of publication: *title of publication*. Edition (only include if not the first edition), place of publication, publisher (for books), journal title, volume and pages (for articles).

The names of all the authors of a publication should be given in the bibliography (in parenthetical citations in the text and footnotes or endnotes, use "and others" for references to publications with more than two authors).

Single-author entry

A single-author entry precedes a multi-author entry beginning with the same name. Only the first name is inverted:

- Kogan, H., 1974: *The First Century: The Chicago Bar Association, 1974–1974*. Chicago, Rand McNally.
- Kogan, H. and L. Wendt, 1958: *Chicago: A Pictorial History*. New York, Dutton.

Authors with same family name

When both authors have the same family name, the name is repeated:

- M. Friedman and R. Friedman, 1998: *Two Lucky People: Memoirs*. Chicago, University of Chicago Press.

Successive entries by two or more authors

Successive entries by two or more authors in which the first author's name is the same are alphabetized according to the co-authors' last names:

- Brooks, D.R. and D.A. McLennan, 2002: *The Nature of Diversity. An Evolutionary Voyage of Discovery*. Chicago, University of Chicago Press.
- Brooks, D.R. and E.O. Wiley, 1986: *Evolution as Entropy*. Second edition, Chicago, University of Chicago Press.

Entries by the same author

Entries by the same author (individual, corporate, institutional or anonymous) are listed in ascending chronological order. A 3-em dash (PC: type ctrl + alt + numeric pad - three times;

Mac OS: type alt + shift + - three times) followed by a comma is used after the first entry in place of the author's name:

Fleming, J.R., 1990: *Meteorology in America, 1800-1870*. Baltimore, Johns Hopkins University Press.

———, 1998: *Historical Perspectives on Climate Change*. New York, Oxford University Press.

———, 2007: *The Callendar Effect: The Life and Work of Guy Stewart Callendar (1898–1964)*. Boston, American Meteorological Society.

More than one work in the same year

When an author has written more than one work in the same year, use *a*, *b*, *c* (italicized) and so forth. to differentiate: 2005*a*, 2005*b*, 2005*c*. Use the 3-em dash as shown in the previous example.

No author

When there is no author on the title page of the publication, it is listed by the name(s) of the editor(s), translator(s) or compiler(s), followed by a comma and the appropriate abbreviation:

Examples

ARTICLE IN JOURNAL

Ngan, K., P. Bartell and D.N. Straub, 2008: Dissipation of synoptic-scale flow by small-scale turbulence. *Journal of the Atmospheric Sciences*, 65(3):766–791.

BOOK WITH ONE AUTHOR

Stern N., 2007: *The Economics of Climate Change: The Stern Review*. Cambridge, Cambridge University Press.

BOOK WITH TWO AUTHORS OR EDITORS (listed in the order appearing on the title page)

Kaimal, J.C. and J.J. Finnigan, 1994: *Atmospheric Boundary Layer Flows – Their Structure and Measurement*. Oxford, Oxford University Press.

BOOK WITH THREE AUTHORS OR EDITORS

Krisnamurti, T.N., H.S. Bedi and V.M. Hardiker, 1998: *An Introduction to Global Spectral Modeling*. Oxford, Oxford University Press.

BOOK WITH MORE THAN THREE AUTHORS OR EDITORS

Chemin J.Y., B. Desjardins, I. Gallagher and E. Grenier, 2006: *Mathematical Geophysics – An Introduction to Rotating Fluids and the Navier-Stokes Equations*. Oxford, Oxford University Press.

CHAPTER IN BOOK

Brumbaugh, F., 2000: Hurricanes and typhoons. In: *Marine Weather Forecasting* (F. Brumbaugh and J.P. O'Connor, eds). Rockledge, Florida, Bristol Fashion Publications.

BOOK WITH ONE AUTHOR, TRANSLATED AND/OR EDITED BY ANOTHER

Freud S., 2008: *The Interpretation of Dreams*. Translated by J. Crick and edited by R. Robertson. Oxford, Oxford University Press.

Menchúm R., 1999: *Crossing Borders*. Translated and edited by Ann Wright. New York, Verso.

TRANSLATED TITLE (roman, in square brackets after the original title)

Ozawa, Y. and M. Yoshino, 1992: *Shôkikô Chôсахô* [Methods in Local Climatology]. Tokyo, Asahi (in Japanese).

UNPUBLISHED MATERIAL

Gibbs, W.: *A Very Special Family: Memories of the Bureau of Meteorology 1946 to 1962*. Unpublished.

NEWSPAPER ARTICLE

Simonian, H., 2007: Heavy snowfalls lift Alpine spirits. *Financial Times*, 23 November.

UNSIGNED NEWSPAPER ARTICLE (name of newspaper stands in place of the author)

New York Times: 2008. Study says global warming not worsening hurricanes, 21 May.

ONLINE NEWSPAPERS AND NEWS SITES

Couteau, Z., 2006: Cooking with gas. *Geneva Leader*, 30 June, <http://www.genevaleader.com/> (accessed 22 April 2008).

UNITED NATIONS PUBLICATIONS

Economic Commission for Europe (UNECE), 2007: *Our Waters: Joining Hands Across Borders – First Assessment of Transboundary Rivers, Lakes and Groundwaters*. Geneva, United Nations Publications.

United Nations Environmental Programme (UNEP), 2003: *Evaluation of Environmental Impacts in Life Cycle Assessment*. Borghetto Lodigiano, La Fenice Grafica.

Food and Agriculture Organization of the United Nations (FAO), 2007: *The State of Food and Agriculture 2007– Paying Farmers for Environmental Services*. Rome, FAO.

BROCHURE

United Nations Development Programme (UNDP), 2007: *Sustainable Energy Services: The why and how of mainstreaming gender in sustainable energy services*. New York, UNDP BDP Environment and Energy Group.

WMO PUBLICATIONS

World Meteorological Organization, 1996: *Guide to Meteorological Instruments and Methods of Observation*. Sixth edition (WMO-No. 8), Geneva.

World Meteorological Organization, 1995: *Manual on Codes*. Volume I.1 (WMO-No. 8), Geneva.

World Meteorological Organization, 2007: *Abridged Final Report with Resolutions and Recommendations of the Extraordinary Session (2006) of the Commission for Basic Systems* (WMO-No.1017), Geneva.

World Meteorological Organization, 2007: *Abridged Final Report with Resolutions of the Fourteenth Session of Regional Association V (South-West Pacific)* (WMO-No. 1005), Geneva.

World Meteorological Organization, 2003: *Climate into the 21st Century*. (W. Burroughs, ed.). Cambridge, Cambridge University Press.

WMO TECHNICAL DOCUMENTS

World Meteorological Organization, 1989b: *Compatibility of Radiosonde Geopotential Measurements* (M. Kitchen). Instruments and Observing Methods Report No. 37 (WMO/TD-No. 344), Geneva.

World Meteorological Organization, 1994a: The difference in observed temperatures from radiosondes suspended 10 m and 40 m beneath a 1400 g balloon (J.B. Elms, J. Nash and G. Williams). *Papers Presented at the WMO Technical Conference on Instruments and Methods of Observation (TECO-94)*, Instruments and Observing Methods Report No. 57 (WMO/TD-No. 588), Geneva, pp. 121–126.

CD-ROM

World Meteorological Organization, 2000: *Publications of the Commission for Agricultural Meteorology 1954–1999*. CD-ROM; 2000. Volume 1, Technical Notes 1 to 190; Volume 2, Technical Notes 191 to 199; CAgM Reports 1 to 76; 3 brochures.

Spacing

- Formulae – use a space before and after the plus (+), minus (–), plus or minus (±), multiplication (x), greater than (>), less than (<), greater than or equal to (≥), less than or equal to (≤), equals (=) and approximately equals (≈) signs, except in sub(super)scripts or when they indicate sign or magnitude. For example:
 - +0.47°C above; ...estimated error is ±6
 - $x + y = z; x^a + y^b = z^{a+b}$
- Insert one space (*not* two) after all punctuation marks, including at the end of a sentence.
- Minus sign: use an en dash (–) preceded by a space.
- No spaces between initials: T.H. Miller
- Numbers – use a space for numbers over 999 (no commas): 1 000.
- Signs for binary operations and binary relations are preceded and followed by spaces: $x + y = z$, $(a \times b) \times c = a \times (b \times c)$. Note, however, that signs for binary operations are not followed by a space when they are used to modify a symbol rather than combine two mathematical symbols or expressions: –1, x5.
- Geographical coordinates – no spaces: 90°N, 45°S, 63°E, 13°W
- Temperature – no spaces: 60°C
- Units of measurement – insert a space between the number and the unit of measurement: 3 kg, 30 m, 80 Hz, 220 V.

Spelling

Use the [WMO spelling list](#). For words not listed in the WMO spelling list, the United Nations spelling list and the *Concise Oxford English Dictionary*, eleventh edition, Oxford University Press, 2004, should be used.

Use “ize” verb endings, and related “ization” noun endings

- Examples: organize, organization, realize, realization, nationalization, nationalize, utilize, utilization, emphasize, minimize, and so forth.
- Exceptions: analyse, catalyse, paralyse

Subparagraphs (levels)

- First degree: (a), (b), (c), etc.
- Second degree: (i), (ii), (iii), etc.
- Third degree: a., b., c., etc.
- Fourth degree: i., ii., iii., etc.

Example:

Quality control levels are outlined as follows:

- (a) Basic quality control procedures to be carried out at a station:
 - (i) Automatic quality control of raw data:
 - a. Plausible value check: gross error check on measured values;
 - b. Check on a plausible rate of change: time consistency check;
 - (ii) Automatic quality control of processed data:
 - a. Plausible value check;
 - b. Time consistency check:
 - i. Check on a maximum allowed variability of an instantaneous value;
 - ii. Check on a minimum required variability of instantaneous values;
 - iii. Calculation of standard deviation;
 - c. Internal consistency check;
 - d. Technical monitoring of all crucial parts of a station;
- (b) Basic quality control procedures to be carried out at a station:

Telephone and fax numbers

Telephone and fax numbers should be written without parentheses or hyphens: Tel.: 940 592 58 00, ext.123; Fax: 212 555 77 77 (when abbreviated, telephone is written as tel. and not tel).

Where it is appropriate to include both a country and a city code, leave a space between the two codes and between the codes and the telephone or fax number. In the following example the first block of numbers (41) is the country code for Switzerland and the second block (22) is the city code for Geneva: Tel.: 41 (0) 22 730 82 68.

Time of day

The 12-hour system is used for most purposes. The time of day is expressed as follows: 9 a.m. (not 9:00 a.m.), noon, 1.30 p.m., 9.05 p.m. (not 9.5 p.m.), midnight

The 24-hour system is used primarily in military and production schedules. The time is expressed in four figures and is written without punctuation: 0900 hours, 2100 hours.

Usage

Chairperson: Use *chairperson* to designate the head of a committee or person in charge of a meeting (not *chair*, *chairman* or *chairwoman*).

Data: always takes a plural verb (data are).

Names: Use *family name* or *surname*, not last name (in questionnaires or other forms, for example).

Per cent: Write *per cent* in full. The symbol (%) can be used in tables where space is limited or in a text containing many statistics.

Seasons: Designations of the seasons relate to different times of the year in the northern and southern hemispheres and should be used with care to avoid ambiguity. If possible, use a precise date, month or quarter.

Sex: In questionnaires and other forms, do not use the word *gender*, but the word *sex*.

Titles: Do not use titles, such as General, Professor (Prof.) or Doctor (Dr); use Mr or Ms (*not* Mrs); Dr is only used for physicians.

WMO structure

The [WMO website](#) contains up-to-date information on the Organization's structure and programmes in particular. On the left sidebar of the home page, click on *governance* and *programmes*. For the WMO Secretariat organization chart, see [organigram](#).

For editors and other publishing staff

Many WMO publications, in particular session reports, are available in electronic format. On PCs, these are accessible on the S drive. Follow this path: S:\linguistic_support\references_metaread\DOCS\PUBLICATIONS. On MACs, the path is Cumulus.LSP/Shared/Dept/LSP/linguistic_support/references_metaread/DOCS/PUBLICATIONS.

Parts of a publication*

The sequence for all the component parts of a publication is presented below. Lowercase roman numerals are assigned to pages in the front matter and arabic numerals to all the rest.

	<i>Page number</i>
FRONT MATTER	
Title page	i
Copyright page	ii
Contents	iii
Foreword	recto
Preface	recto
Acknowledgements (if not part of preface)	recto
Introduction (if not part of text)	recto
TEXT	
First text page (introduction or chapter 1)	1
BACK MATTER	
Acknowledgements (if not in front matter)	recto
Annex (or first, if more than one)	recto
Second and subsequent annexes	recto or verso
Appendix (or first, if more than one)	recto
Second and subsequent appendixes	recto or verso
Abbreviations (if not in front matter)	recto
Notes	recto
Glossary	recto
Bibliography or references (if not at the end of a chapter)	recto
Contributors	recto
Index(es)	recto

Difference between preface and foreword

Both are introductory statements that appear in the front matter of a publication. The foreword precedes the preface (memory aid: think in alphabetical order to remember the sequence: F (foreword) comes before P (preface)). A foreword is usually a statement written and signed by someone other than the author. Most WMO publications include a foreword by the Secretary-General. The author's (or lead author's, if there are several contributors) own statement about the work is usually called the preface, and is usually not signed. A preface generally states the subject, scope or aims of a publication.

Typesetting memento

The [WMO corporate visual identity guidelines](#) should be used for colour publications, especially brochures, and can be found on the WMO website.

When estimating the number of pages for a publication with English as the lead language, factor in additional space for other languages. Layout: leave extra space (15 per cent) for other languages, especially at the end of a section.

* This applies to black and white publications. For colour publications, please see the *WMO corporate visual identity guidelines*.

Before editing a publication, correct the spacing by converting all double spaces to a single space: find and replace two spaces with one. Convert all quotation marks and apostrophes into smart quotes.

All editorial changes must be highlighted in each manuscript version and forwarded to the editors (or translators) of the other languages.

Equations

Use Microsoft Math Editor for all equations. Equations should be numbered in parentheses at the right-hand margin, for example:

$$x^a + y^b = z^{a+b} \quad (4)$$

Figures

- Title: centred below figure, ITC Stone Sans semi-bold; period (full stop) after figure number; capitalize first word and proper nouns; title ends with period only if complete sentence, for example, Figure 1.13. Orbital planes of sun-synchronous satellites
- Capitalize only first word and proper nouns of information included in figure
- Text font: ITC Stone Sans
- Point size: variable, but never larger than the text; should be consistent throughout
- Spacing: at least two lines between the text and the bottom or top of figure; should be consistent throughout
- Source: either at the end of the caption in parentheses, or below the caption in smaller font (7.5 ITC Stone Sans)
- Do not use abbreviations unless unavoidable; explain any that are used in a key
- Must be referenced in the text before the figures

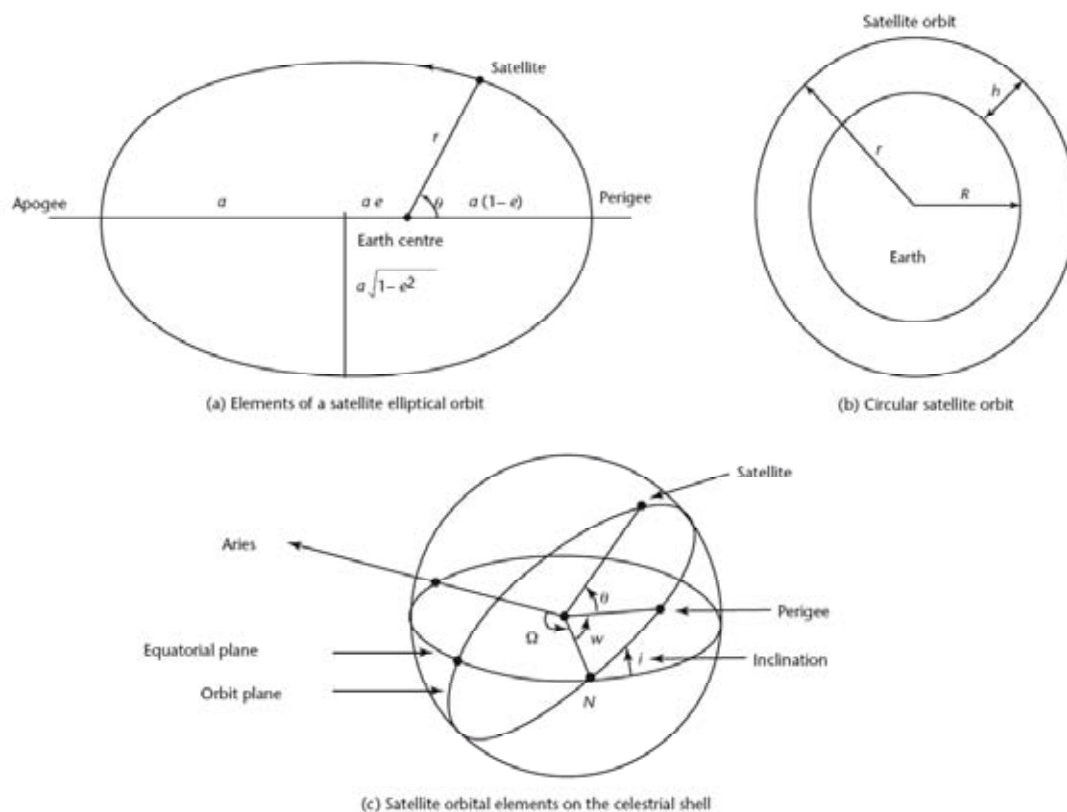


Figure 8.2. Geometry of satellite orbits

Graphs

All the points under *Figures* above apply to graphs. In addition, ensure the following:

- Equator indicator should be consistent: 0 or EQ.
- Scales, horizontal and vertical axes should be consistent in all graphs, even if source differs.

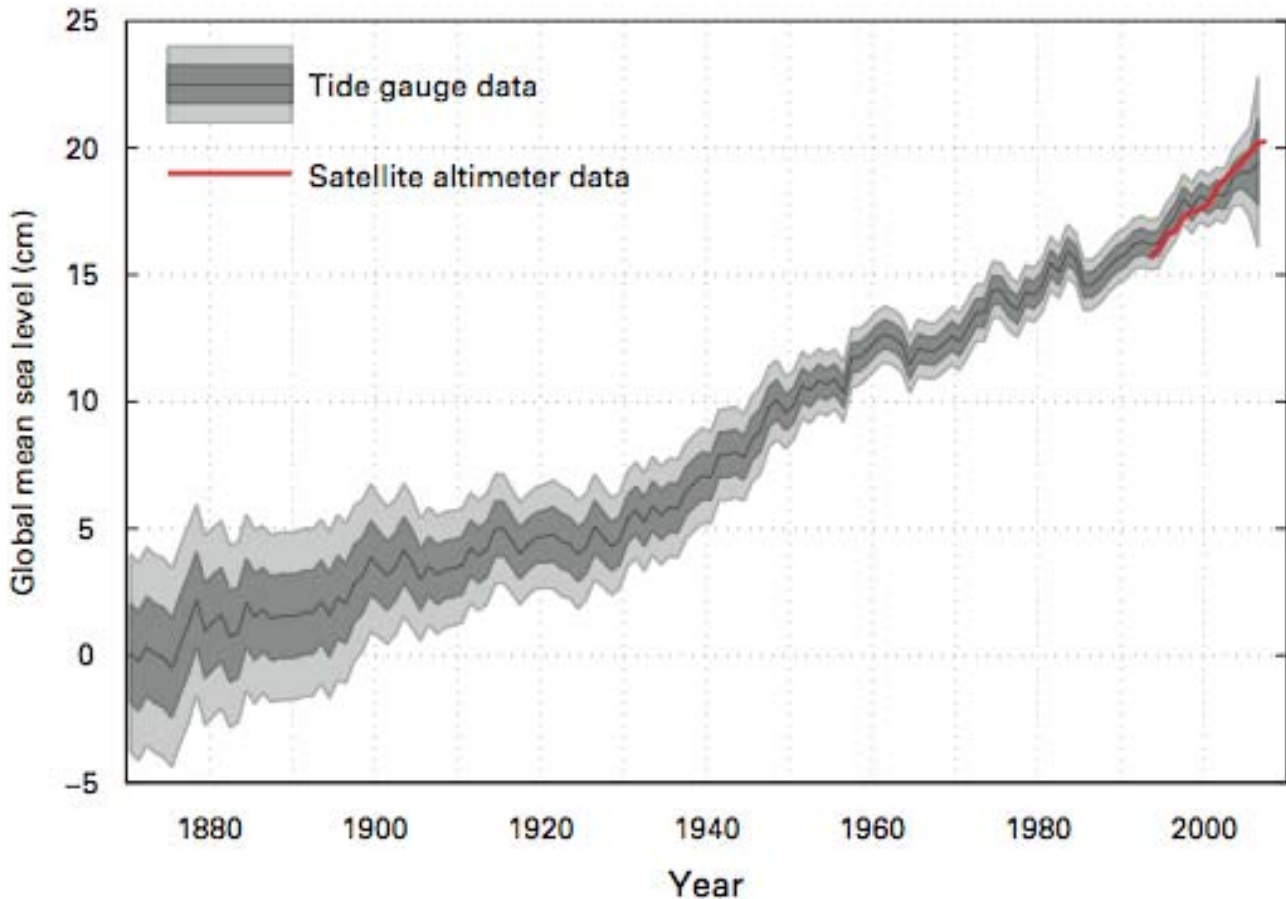


Figure 12 – Global averaged sea level determined from coastal sea-level measurements (solid line with one and two standard deviation error estimates, from 1870 to 2006) and from satellite altimeter data (red, from 1993 to 2007)

Source: CSIRO Marine and Atmospheric Research, Australia, based on coastal tide-gauge data from the Permanent Service for Mean Sea Level (PSMSL) and altimeter data from NASA, USA, and CNES, France.

Tables

- Title: centred, above table, ITC Stone Sans semi-bold; period (full stop) after table number; capitalize first word and proper nouns; title ends with period only if complete sentence, for example, Table 3.2. Weather radar frequency bands
- Capitalize only first word and proper nouns of information included in figure
- Font: ITC Stone Sans; can be smaller than that of text, if necessary
- Point size: ITC Stone Sans, variable
- Headings: italics; usually centred in column, but depends on text in columns
- Lines: horizontal lines before and after headings; one line at the bottom of table; use other horizontal lines and vertical lines only if figure is impossible to read without them
- Source: either at the end of the caption in parentheses, or below the caption in smaller font (7.5 ITC Stone Sans)
- Spacing: at least two lines between text and top or bottom of table; should be consistent throughout

- Punctuation: Use open punctuation whenever possible, in particular for incomplete sentences. Complete sentences should end with a full stop.
- Do not use abbreviations unless unavoidable.
- Must be referenced in the text before the tables
- Notes in tables or figures: Use a, b, c... (*not* 1, 2, 3 or asterisks).

Examples:

Table with both horizontal and vertical lines

Table A5-1. Template for TAF

<i>Element as specified in [C.3.1.] 6, Part I</i>	<i>Detailed content</i>	<i>Template(s)</i>			<i>Examples</i>
Visibility (M)	Prevailing visibility (M)	nnnn		C A V O K	0350 CAVOK 7000 9000 9999
Weather (C) ^{4, 5}	Intensity of weather phenomena (C) ⁶	– or +	—		RA HZ +TSRA FG –FZDZ PRFG +TSRASN SNRA FG
	Characteristics and type of present weather (M) ¹³	DZ or RA or SN or SG or PL or DS or SS or FZRA or FZRA or SHGR or SHGS or SHRA or SHSN or TSGR or TSGS or TSPL or TSRA or TSSN	IC or FG or BR or SA DU or HZ or FU or VA or SQ or PO or FC or TS or BCFG or BLDU or BLSA or BLSN or DRSA or DRSN or FZFG or MIFG or PRFG		
Cloud (M) ⁸	Cloud amount and height of base or vertical visibility (M)	FEWnnn or SCTnnn or BKNnnn or OVCnnn	VVnnn or VV///	SKC or NSC	FEW010 W005 SKC OVC030 VV/// NSC SCT005 BKN012 SCT008 BKN025CB
	Cloud type (C) ⁴	CB	—		
Temperature (O) ⁹	Name of the element (M)	TX			TX25/13Z TN09/05Z TX05/12Z TNM02/03Z
	Maximum temperature (M)	[M]nn/			
	Time of occurrence of the maximum temperature (M)	nnZ			
	Name of the element (M)	TX			
	Maximum temperature (M)	[M]nn/			
	Time of occurrence of the maximum temperature (M)	nnZ			

Table with three (plus one) horizontal lines and notes

Table III.3. Example of recommended observational personnel requirements – number per observations

Observing method	Pilot balloon						Radiosonde						Rawinsonde						Radiowind					
	S	SS	O	C	M	T ^a	S	SS	O	C	M	T ^a	S	SS	O	C	M	T ^a	S	SS	O	C	M	T ^a
Automatic	-	-	-	-	-	-	1	-	1	1 ^b	1 ^b	2	1	-	1	1 ^b	1 ^b	2	1	-	1	1 ^b	1 ^b	2
Semi-automatic	1	-	1	1 ^b	-	2	1	-	1	1 ^b	1 ^b	2	1	-	1	1 ^b	1 ^b	2	1	-	1	1 ^b	1 ^b	2
Manual	1	1 ^b	1	1 ^b	-	2	1	1	1	1 ^b	1 ^b	3	1	1	2	1 ^b	1 ^b	4	1	2	1	1 ^b	1 ^b	4

^a Minimum number of personnel needed to carry out observation; optional staff not included

^b Optional positions for observing programme; supervisors considered part of observing programme

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- Chapter/Part titles: ITC Stone Sans 13 pt
- Chapter heading: ITC Stone Sans 14 pt semi-bold
- Text font: ITC Stone Serif 9.5 pt
- Heading fonts: ITC Stone Sans, see example:

FONT: ALL ITC STONE SANS

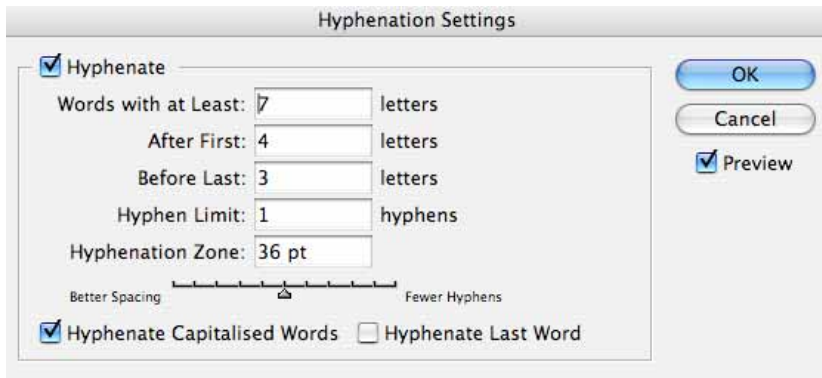
1.	FIRST LEVEL HEADING	9 PT BOLD CAPS
1.1	Second level heading	9.5 bold u/l
1.1.1	Third level heading	9.5 semi-bold u/l
1.1.1.1	<i>Fourth level heading</i>	<i>9.5 semi-bold italic u/l</i>
1.1.1.1.1	Fifth level heading	9.5 medium u/l
1.1.1.1.1.1	<i>Sixth level heading</i>	<i>9.5 italic u/l</i>
OR		
1.1	FIRST LEVEL HEADING	9 PT BOLD CAPS
1.1.1	Second level heading	9.5 bold u/l
1.1.1.1	Third level heading	9.5 semi-bold u/l
1.1.1.1.1	<i>Fourth level heading</i>	<i>9.5 semi-bold italic u/l</i>
1.1.1.1.1.1	Fifth level heading	9.5 medium u/l
1.1.1.1.1.1.1	<i>Sixth level heading</i>	<i>9.5 italic u/l</i>

WMO manuals: The fonts for *standard* practices and procedures and *recommended* practices and procedures are as follows:

- *Standard* practices and procedures are distinguished by the use of the term **shall**, which is always in semi-bold.
- *Recommended* practices and procedures are distinguished by the use of the term **should**, which is always in medium.

Word division and hyphenation:

- Do not divide words at the end of a column or page.
- Figures (numbers): do not separate at end of line of part of a whole, such as: 50 years, 10 m.
- No two consecutive lines should end with a hyphen.
- If possible, do not split a hyphenated word.
- Avoid orphans and widows.
- InDesign hyphenation settings should be set as follows:



- Use a non-breaking hyphen to force the words (or characters) on both sides of the hyphen to stay on the same line. This prevents hyphenated words, for example upper-air, from breaking when the word falls at the end of a line.
- Use a soft, or discretionary, hyphen (*not* a hard, or regular, hyphen), which is invisible unless needed. A discretionary hyphen is manually inserted to break a word if and when that word appears at the end of a line. If the text reflows and the need for hyphenation is eliminated, the hyphen disappears.
- Avoid multiple hyphenations at the end of line.
- Avoid leaving two-letter syllables such as *un-* or *co-* at the end of a line.
- Do not leave two-letter syllables, for example *ly*, at the beginning of a line.

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- Colour brochures: italicize or use colour to highlight the link.
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- Super/subscript: set at 70% (InDesign, Preferences, Advanced type).
- Space in numbers (Type, Insert white space, Punctuation space)

Numbering

- Part: roman (for example, Part II)
- Chapter: arabic (for example, Chapter 3)
- Annex: roman (for example, Annex IV)
- Appendix: arabic (for example, Appendix 1)
- Figures, graphs and tables: consecutive (1 to 9...) or by chapter (1.1 to 1.9, 2.1 to 2.9...) or Part (I.1 to I.9, II.1 to II.9, III.1 to III.9...) or annex/appendix (A1.1 to A1.9...)

Paragraph numbering:

Use the following sequence; try to avoid paragraph numbers longer than six figures:

1
 1.1
 1.1.1
 1.1.1.1
 1.1.1.1.1
 1.1.1.1.1.1

- Do not number paragraphs in brochures, foldouts and many non-technical publications.
- If there is only one paragraph number in sequence, do not use 1.1. [do not number that paragraph].

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- Part of front matter, page ii
- Contains copyright information and a disclaimer, as follows:

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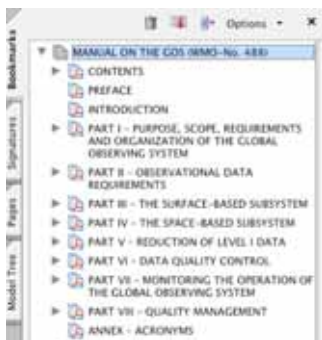
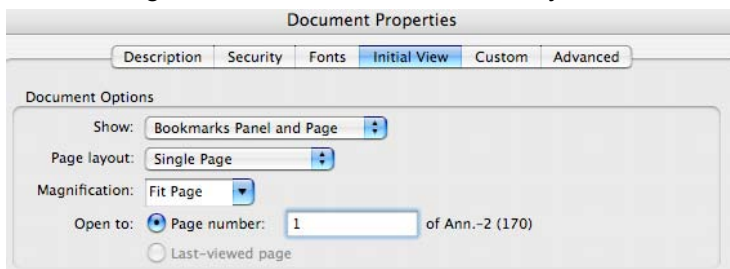
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- No page numbers or marks/bands on blank pages
- No page number on title page or copyright page (page ii) in printed copy
- Add centred line (see below) at end of each chapter, annex and appendix; whenever space permits, add four lines of space between last line of text and centred line

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