

CERN TM ENGLISH LANGUAGE STYLE GUIDE

**English Translation Section
CERN Translation and Minutes Service**

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This Style Guide will be continuously updated and supplemented. Suggestions for additions or improvements are welcome, and should be submitted to the English Translation Section (e-mail: lisa.morris@cern.ch).

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FOREWORD

This document is primarily intended to provide members of the CERN Translation and Minutes (TM) Service's English section with a style guide for the purpose of **drafting official texts in English (translations and minutes)**. It is also available to authors, administrative assistants, editors, proof-readers and anyone else called upon to draft or check official documents in English, with a view to ensuring consistent practice and elimination of unnecessary corrections at successive stages of the drafting process.

It should be borne in mind that English is a constantly evolving language and that some practices may be a question of taste or preference. For example, those drafting outreach documents, e.g. press releases and other communications to the general public, may prefer a more informal style involving less frequent use of upper case or hyphenation. Therefore, the intention is not to put authors in a straitjacket but rather to illustrate TM's house style in English. The most important point to bear in mind is that usage should be consistent throughout a single document or set of documents.

This 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 Translation section receives frequent questions and queries or in respect of which it has noted persistent misuse.

N.B. This document is 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 [section 1](#) on written style.

Moreover, we recognise that services such as the Communications group have specific outreach and other imperatives which may lead them to adopt different style practices. A “best practice” guide for writers and editors contributing content in English to CERN's public websites can be found at the following link: <http://writing-guidelines.web.cern.ch/>.

1. WRITTEN STYLE

It is important that CERN publications, records and other documents 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.

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 that may usefully be consulted, including:

H.W. FOWLER: A dictionary of modern English usage

The Oxford Dictionary for Writers and Editors

The Economist Style Guide

The Oxford Guide to English Usage

The Oxford Plain English Guide

Sir Ernest GOWERS: The Complete Plain Words

E. PARTRIDGE: Usage and abusage

2. SPELLING

a) Standard spelling

The spelling given on the Oxford Dictionaries (OED) website (<http://www.oxforddictionaries.com/>) should generally be followed. A notable exception is our preference for the suffix *-ise*, rather than *-ize*, in words like *organise* and *recognise*. For other exceptions and words that often cause difficulty, see the word list in [Annex 2](#).

Where alternative forms are given in the OED, the preferred spelling should be used. The preferred spelling is the one that is presented first (e.g. “judgement, judgment”: use *judgement*) or to which the reader is referred (e.g. “tire, US variant of “tyre”: use *tyre*).

As a general rule, preference is given to British rather than US spelling, in such instances as:

- *centre* (rather than *center*), unless we are referring to a facility or organisation using the US spelling (e.g. the *World Trade Center*, the *Geneva Business Center*),
- *labour* (rather than *labor*) and other words ending in *-our*, such as *behaviour*, *honour*, *colour*, *valour*, etc.,
- *organisation* (except in the *European Organization for Nuclear Research*, in line with the CERN Convention),
- *practice* (noun, rather than *practise*) [but *practise* (verb)],
- *dreamt*, *learnt*, *spelt* as past participles (rather than *dreamed*, *learned*, *spelled*) [however, the latter alternatives are generally accepted].

b) Official name of the Organization

The official name of CERN is the European Organization for Nuclear Research. The name CERN is derived from the acronym for the French *Conseil Européen pour la Recherche Nucléaire*, or European Council for Nuclear Research, a provisional body founded in 1952 with the mandate of establishing a world-class fundamental physics research organisation in Europe. *European laboratory for particle physics* is sometimes used as an explanatory sub-heading, but it has no legal validity.

c) Words ending in *-ize*, *-ise* and *-yse*

As noted in [section 2.a](#)) above, where there is a choice between the suffix *-ize* or *-ise* (e.g. *harmonise*, *liberalisation*, *organise*, *normalise*, *standardisation*), *-ise* is preferred. However, note the official name of the Organization.

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. *advertise*, *comprise*, *enterprise*, *franchise*, *improvise*, *surprise*). Similarly, *-yse* must be used for certain words (as in *analyse*, *dialyse* and *hydrolyse*). Common words of this type are given in the word list in [Annex 2](#).

d) Alternative spelling

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

e) 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. *keyboard*), with a hyphen (e.g. *end-user*) or as two separate words (e.g. *test bench*). Language is always evolving, the general trend being towards consolidation in a single word as compounds become gradually more familiar (e.g. *database* used to be written as two words, and *worldwide* used to be hyphenated, but they are now consolidated).

Some of the more common compounds are given in the word list in [Annex 2](#).

N.B. Some compounds are written as two separate words when used as a noun but hyphenated when used adjectivally (e.g. “an investor in *real estate*” (noun), “*real-estate* investments” (adjective)). See [section 3](#) on hyphens.

f) Formation of plurals

For foreign words that have been assimilated into English and that have alternative plural forms, the English form is to be preferred (e.g. *forums*, *bienniums*). Exceptions include the plural of “*bureau*”, which is *bureaux* (not *bureaus*), and of *gateau* (*gateaux*, not *gateaus*).

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 word list in [Annex 2](#).

N.B. Collective nouns such as *audience*, *committee* and *police* can be construed as either singular or plural, according to whether the word is perceived as a unit or as individual items. In such cases, it may be legitimate to use a plural verb with a singular noun, as in the following examples:

- “The police *is* a fine institution” BUT “The police *are* currently working on this case”;
- “The team *has* been awarded a prize” BUT “The team *have* been working on this project” (*has* would also be acceptable in the latter case, depending on your point of view);
- “The committee gave *its* unanimous approval to the plans” BUT “The committee enjoyed biscuits with *their* tea”;
- “The family can trace *its* history back to the middle ages” BUT “Before the recession, my brother’s family *were* quite well off, but now *they are* hard up.”

Conversely, a state always takes a singular verb: e.g. “The United States *has* *its* own systems”; “The United Arab Emirates *has* decided to apply a country-wide lifting of customs duties on cement and steel.”

Some words, such as *equipment* and (usually) *infrastructure* have no plural form but tend to have a plural meaning, e.g. “all the equipment is now installed”, “the infrastructure is in need of renovation” (BUT “the telecommunications and HVAC infrastructures”, where it is clear that separate categories of infrastructure are being referred to).

In addition, in the following example where the subject consists of several different components that can be deemed to constitute a single item, the case can be made for using a singular verb:

“The **rental, collection and transport of containers for all types of waste**, including confidential documents, **is** charged to the requestor's budget” (however, a plural verb would also be acceptable).

3. HYPHENS

An entire section of this Style Guide is devoted to hyphens as they are often regarded as an unnecessary punctuation mark but actually play an important role in providing clarity and preventing ambiguity. The key is to use common sense, avoiding over-hyphenation and ensuring consistency.

For the hyphenation of commonly encountered words, see the word list in [Annex 2](#).

a) General principles

Hyphens are used to connect words that are more closely linked to each other than to the surrounding syntax. They **MUST** be used where ambiguity needs to be avoided, as in some cases a hyphen can substantially change the meaning of an expression, e.g. compare "thirty-odd participants" and "thirty odd participants", or "the one-armed bandit" and "the one armed bandit").

The consequences of not using a hyphen can be readily appreciated in the following sentence: "Near the hotel is a large moor reserved for shooting-visitors" (Fowler).

b) Permanent hyphens

As indicated in [section 2](#) on spelling, some compound words have permanent hyphens (e.g. *Director-General, ex-partner, great-grandmother, set-up* (noun), *vice-chancellor*).

A number of compound nouns in English deriving from phrasal verbs always take a hyphen to distinguish them from the verb form. For example:

Verb form	Noun form
<i>To break in</i>	<i>a break-in</i>
<i>To build up</i>	<i>a build-up (of)</i>
<i>to call out</i>	<i>a call-out</i>
<i>to check up (on)</i>	<i>a check-up</i>
<i>to pile up</i>	<i>a pile-up</i>
<i>to set up</i>	<i>a set-up</i>

In many cases, however, the noun is not hyphenated but written as a single word. For example:

Verb form	Noun form
<i>to break down</i>	<i>a breakdown</i>
<i>to lay out</i>	<i>a layout</i>
<i>to feed back</i>	<i>feedback</i>

There is an increasing trend towards eliding prefixes with the main word, removing the hyphen to create a single word (e.g. *multipath, repatriate, extracurricular, interregional, semiconductor, tripartite, bilateral, microcomputer, preselection, antisocial, cybersecurity*) but it is difficult to determine a hard and fast rule in this area. In certain instances, listed below, hyphens **should** be retained:

- i) the prefixes non-, self-, quasi- or ex- (in the sense of "formerly"): e.g. *non-existent, self-sufficient, quasi-neutrality, ex-boss*;

- ii) 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*, *re-enact*, *re-emphasise*;
- iii) so as to avoid any other awkward or misleading juxtapositions of letters: e.g. *co-worker*, *co-pilot*;
- iv) to distinguish between similarly spelt words with different meanings: e.g. *re-count* (meaning "count a second time", as opposed to *recount* meaning "narrate");
- v) when the next word begins with a capital letter: e.g. *sub-Saharan*, *inter-American*, *pan-African*.

Note, however, that 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*, *reunite*, *reinterpret*).

The large and growing number of words beginning with the prefix "e-" (for "electronic") should always be hyphenated (*e-mail*, *e-commerce*, *e-health*, *e-government*, *e-business*, *e-learning*, etc.). Words beginning with the prefix "tele" are not hyphenated, unless the first letter of the root word is a vowel (*telemedicine*, *telephony*, *telematics*; but *tele-education*).

c) Temporary hyphens

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

16-metre-long tubes

better-trained staff

black-cab driver

cast-iron blocks

civil-engineering work

cost-benefit ratio

cost-variation index

ever-increasing number

first-class results

four one-year extensions

high-energy physics

high-precision geodetic metrology

high-voltage electrical boards

in-house transport services

labour-intensive industry

long-standing commitment

long-term plan

medium-term plan

much-needed resources

multi-technique assistance work

on-line services

on-site hostels

part-time work

real-estate investments

seven-year-old girl

third-generation network

three must-know facts

time-limited project

up-to-date information

well-diversified programme

world-renowned physicist

Note that where a compound expression is not used adjectivally, no hyphen is required (e.g. “in the medium term”).

Moreover, compound expressions used adjectivally are hyphenated before but not after the noun (e.g. “better-trained staff” BUT “the staff are better trained,” see [section 3.e](#) below).

Hyphens are particularly useful in helping the reader to understand complex expressions, such as:

- “radiation-resistant coil insulation”
- “cast-resin dry-type power transformers”
- “modular metal-enclosed 400/230 V switchboards”
- “computer-aided engineering (CAE) software tools.”

Note, however, that it may be better to omit hyphens from lengthy adjectival expressions if there is no risk of ambiguity (“current 10 gigabits per second circuits”) and better still to avoid them by redrafting.

In expressions such as “high-energy physics”, “particle-physics community” and “civil-engineering work”, where there is no doubt as to meaning, there is a tendency to drop the hyphen. This is particularly true for names of facilities, e.g. the Low Energy Ion Ring (LEIR), the Extra Low ENergy Antiproton ring (ELENA).

d) Pendant hyphens

In 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 usually preferable, 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”).

e) Cases where no hyphen is used

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

- i) the first word of a compound adjectival expression is an adverb ending in “-ly”:

readily available data *partially implemented project* *highly contentious issue*

(N.B. an exception generally applies when the phrase is longer than two words, e.g.:
poorly-thought-out strategy.)

- ii) the expression is derived from a proper name:

the New York cable infrastructure *Latin American telecommunication operators*

- iii) the expression consists of a foreign-language expression not normally hyphenated

ad hoc group *per diem allowance* *ex officio member*

(BUT: *laissez-faire policy*).

As noted in [section 3.c](#)), no hyphen is used in compound adjectival expressions used AFTER the noun, i.e.:

<i>better-prepared experts, but:</i>	<i>these experts are better prepared</i>
<i>up-to-date documents, but:</i>	<i>bring the documents up to date</i>
<i>part-time work, but:</i>	<i>request to work part time</i>
<i>real-estate investments, but:</i>	<i>he has invested in real estate</i>
<i>long-term plan, but:</i>	<i>in the long term</i>
<i>a cost-neutral solution, but:</i>	<i>this programme is cost neutral</i>
<i>Host-State contributions, but:</i>	<i>the Host States' contributions</i>
<i>an in-house engineer, but :</i>	<i>this was designed in house.</i>

4. 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.

A good overview of the use of punctuation marks may be found in Appendix 11 of the Concise Oxford Dictionary (eleventh edition, 2006) or on the Oxford Dictionaries website under the punctuation heading of the grammar and usage section: <http://www.oxforddictionaries.com/words/punctuation>.

a) Use of inverted commas/quotation marks

Inverted commas are mainly used in the following cases:

- i) to mark the beginning and end of direct speech (i.e. a speaker's words written down exactly as they were spoken):

"That," he said, "is nonsense."

"What time will he arrive?", she asked.

President Nixon declared "I'm not a crook" [N.B. In this case, no other punctuation, such as a colon or comma before the quotation, should be used];

- ii) to mark off a word or phrase that's being discussed, or that's being directly quoted from somewhere else:

We need to determine whether the phrase "As a result of circumstances beyond our control" in the document is sufficiently explanatory.

The Prime Minister condemned what he called "simple-minded solutions".

N.B. Capitalise the first word in quotations, provided that the quoted material is a complete sentence, e.g.:

R. W. Emerson said "The only way to have a friend is to be one."

Aside from their obvious use to indicate quotation from a document or a statement and when quoting the names of publications or literary works, inverted commas should be avoided since their use outside these contexts has a very specific ironic meaning, i.e. to imply that something is not what it claims to be. This roughly equates to the meaning of, and is sometimes used in conjunction with, "so-called". This confusion arises because people mistakenly think that by using inverted commas they are underlining what an item or a body is actually called. However, such use can have an unintended effect.

For instance:

- *This "publication" is riddled with errors* (implies that the document does not deserve the distinction of being referred to as a publication);

- *The group has developed a "robot" to handle irradiated objects* (implies that the item is NOT a robot, whereas in fact it is);

- *This document has been referred to the "LHC Machine Committee"* (can imply that the writer does not accept the status of the body concerned);

- *CERN called upon its "experts" to tackle this problem* (calls the expertise of the persons involved into question).

However, the following usage would be correct:

- *The "evidence" for this state of matter turned out to be fundamentally flawed.*

- *The "young man" turned out to be as old as Methuselah!*

b) Use of commas

The use of commas in English is prescribed in many style guides, and strict rules apply.

As a general rule, **subordinate clauses**, i.e. those that are not essential to the meaning of the main sentence but provide additional information, require commas.

E.g. "The Higgs boson, which proved extremely elusive for decades, was finally discovered in 2012."

See the ["Which/That" section in Annex 1](#) for more examples

Use of commas should not be regarded as a matter of taste in English, since commas contribute materially to meaning.

Thus, the Economist Style Guide gives the example of the difference between "Mozart's 40th symphony, in G minor, ..." (meaning that THIS symphony is written in G minor but the previous 39 may have been in a different key), and "Mozart's 40th symphony in G minor..." (implying that he wrote 39 other symphonies in the same key).

Here are a few examples from the CERN context where the presence or absence of a comma can fundamentally change the meaning.

Compare the following:

1. "Each Member State shall notify the Director-General in writing of the appointment of its representatives who are appointed by the Ministry"

with:

2. "Each Member State shall notify the Director-General in writing of the appointment of its representatives, who are appointed by the Ministry."

In 1, the Member States need notify the DG *only* where their representatives are appointed by the Ministry.

In 2, the final clause is decoupled from the main clause and its meaning, and represents additional information. However, it renders a specific meaning, namely that *all* representatives are automatically appointed by the relevant Ministry.

Compare also:

1. "The Finance Committee decided to recommend that the Council should approve the document, on the understanding that its provisions would be implemented as soon as possible."

with:

2. "The Finance Committee decided to recommend the Council to approve the document on the understanding that its provisions would be implemented as soon as possible."

In the first case, the meaning is that the Finance Committee makes its recommendation assuming that the provisions will be implemented as soon as possible, i.e. it is the understanding of the Finance Committee and not of the Council.

In the second case, the Finance Committee is inviting the Council to take its decision on the assumption that the document's provisions would be implemented as soon as possible, i.e. the Council must take its decision on this understanding.

c) Use of italics

As in many areas of English grammar, there are no hard and fast rules governing the use of italics, and practice tends to vary from one organisation/publisher/newspaper/style guide to another.

- Foreign words and expressions

Foreign words and expressions are often italicised in CERN texts: e.g. *fait accompli*, *force majeure*, *inter alia*, *in situ*, *per se*, *a posteriori*, *a priori*, *raison d'être*. However, those that may be considered to have been adopted into the English language are printed in Roman type (e.g. *ad hoc*, *coup d'état*, *cliché*, *communiqué*, *crèche*, *curriculum vitae*, *debris*, *de facto*, *élite*, *en masse*, *en route*, *et al.*, *ex officio*, *foyer*, *hors d'oeuvre*, *leitmotiv*, *matinée*, *per capita*, *pro rata*, *protégé*, *status quo*, *vice versa*).

The use of italics for foreign words can be particularly useful to make it clear what is being referred to when there is an English word spelt in the same way. E.g. the German *Land* of Baden-Württemberg.

Commonly encountered foreign words and expressions are included in the word list in [Annex 2](#), showing whether they are italicised or printed in Roman type in CERN texts.

If in doubt, refer to the Oxford Dictionary for Writers and Editors.

- Quotations

Quotations may be written in italics to make it easier for the reader to distinguish them from the non-quoted part of the text, e.g.:

The general consensus of opinion was that "*the situation is improving and should be resolved by 2013*".

In italic passages or headings, all words or letters that would normally be in italics should be printed in Roman type. E.g. *The chapter dealing with amour propre was rather long.*

The following should generally be written in italics, without inverted commas:

- Titles of publications

Examples: She works for the *Daily Telegraph*

This is a quotation from *The Catcher in the Rye*

The article appeared in *Nature*.

N.B. The prefix "the" is a potential source of confusion. If it is part of the title of a book, it should be in italics. In the case of periodicals, it is generally printed in lower case in Roman type, but notable exceptions include *The Times* and *The Economist* as this is the preference of these publications, as well as foreign newspapers such as *Le Monde* and *Die Zeit*.

The Bible and its books (Genesis, Exodus, etc.) should not be italicised or written in inverted commas.

Titles of chapters of books and articles in periodicals should not generally be italicised. E.g. The famous chapter of *The Natural History of Ireland* entitled “Concerning Snakes”, which reads: “There are no snakes to be found throughout the whole island”.

- Titles of films, plays, operas, poems, works of art, etc.

Examples: Have you seen the latest version of *Far From the Madding Crowd*?

The Geneva Opera staged a version of *Hamlet* last year

The *Mona Lisa* is displayed in the Louvre

- Names of ships, aircraft, etc.

Examples: *HMS Illustrious*

The *Challenger* space shuttle

Names of houses, pubs, restaurants, streets, etc. should be written in Roman print without quotation marks (e.g. the Firs, the Red Lion, the Fat Duck, the Strand), unless they are in a foreign language, in which case they should be italicised (e.g. the *Auberge de Cessy*, *Route Fermi*).

See also [section 6.c](#)), which explains when to use italics for the names of organisations.

d) Use of apostrophes

Use of apostrophes is covered by all standard reference books on grammar.

The following examples have been identified as frequent sources of confusion at CERN:

1. *Other CERN installations* (NOT *Other CERN's installations...*), BUT *CERN's installations*;
2. *Users Office*, not *User's* or *Users' Office* (the office is FOR users but does not belong to them);
3. No apostrophe should be used for plurals of acronyms, e.g. *MTPs*, *ILOs*, *VDUs*, *DPOs*, *MPAs* and *MPEs* (but those ending in “s”, such as *GLIMOS*, are invariable);
4. *Its* is the possessive of *it*; *it's* is the abbreviated form of *it is*;
5. *In the 1970s*, NOT *1970's*.

5. NUMBERS

a) General rule¹

Numbers from one to ten should be spelt out in full in the body of the text:

"The conference, attended by 155 delegates, adopted two resolutions, eight recommendations and ten reports."

In CERN's scientific context, % tends to be used in preference to *per cent* and units in general are expressed in their abbreviated form, e.g. GeV, TeV, fb⁻¹, MCHF, kCHF.

b) Spelling

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

<i>twenty-three</i>	<i>two hundred and sixty-eight</i>
<i>two-thirds</i>	<i>two twenty-sixths</i>

Where numbers are used adjectivally, hyphens should be used throughout:

Hundred-and-thirty-fifth Meeting
Four-hundred-and-sixty-ninth Session

c) Exceptions and specific cases

Figures should always be used before *million* and *billion*, 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), page references, serial numbers, etc.:

<i>3 million</i>	<i>6 June 1984</i>	<i>2 p.m.</i>
<i>10 per cent/10%</i>	<i>400 CHF</i>	<i>3 km</i>
<i>7 MHz</i>	<i>1 inverse femtobarn/1 fb⁻¹</i>	
<i>page 5</i>	<i>Chapter 4</i>	
<i>Figure 2</i>	<i>example 6</i>	

Note, however, that a number that forms the first word of a sentence should be spelt 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 ...").

Numbers consisting of up to four figures do not take a comma or a space (e.g. *6590 kHz*, *1500 assignments*).

Values in excess of four figures do not usually need to be written out in full; use the following form in the case of round millions or billions or those with up to two decimal places: *27 million* (not *27 000 000*), *4.5 MCHF* (not *4 500 000 CHF*), *23.03 million lines* (not *23 030 000 lines*) *6.5 billion*

¹ This general rule applies to legal, formal, literary and narrative texts. In scientific, technical and statistical texts, figures are used almost exclusively.

(not 6 500 000 000). Otherwise, the figure should be written out in full with non-breaking spaces (not commas) between each three digits, e.g. 3 426 000, 2 203 750.

NB: commas are often seen in English as thousands separators in large numbers. However, spaces are preferred to avoid confusion with languages in which a decimal point is denoted by a comma and periods are used as thousand separators. Avoiding commas also facilitates copying, pasting and importing of electronic files containing tables.

The word *billion* is now accepted in both American and British usage as meaning *1000 million*. The word *trillion* is best avoided as being unclear; use instead *1000 billion*.

Dates follow the pattern *Monday, 17 January 2011*.

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 a US reader.

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

In general, times of day should be expressed using the 12-hour system as follows: *9 a.m.* (not *9.00 a.m.*, *9AM* or *9am*), *noon*, *1.15 p.m.*, *3 p.m.*, *9.05 p.m.* (not *9.5 p.m.*), *midnight*.

Times of day expressed in four figures, using the 24-hour system, should be written as follows: *21.00* (not *21:00 hours*).

For periods or ranges, either a dash or "from ... to ..." may be used, but not a combination of the two:

<i>1914-18</i>	<i>1994-1998</i>	<i>6-10 May 1996</i>
<i>from 1914 to 1918</i>	<i>from 1994 to 1998</i>	<i>from 6 to 10 May 1996</i>
but NOT <i>from 6 - 10 May 1996</i> .		

d) Decimals and fractions

Decimal fractions below unity should be preceded by a zero, both in tables, figures, etc., and in the text e.g. *0.5 %*

Vulgar fractions below unity should be spelt 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

It is often convenient to convert vulgar fractions into decimals:

0.1, 0.04, 1.5, 8.75

e) Ordinals

Ordinal numbers are spelt out up to and including *tenth*; figures are used from *11th* onwards, except when reference is made to centuries:

Eighth Session, 14th Session, 171st Session

The ninth reason is that...

In the nineteenth century...

For simplicity, the ordinal suffix (i.e. *st*, *nd*, *rd* or *th*) is written in normal type on the line, and not as a superscript (overriding the autocorrect function of Microsoft Word).

f) 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").

g) 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, in the interests of readability (e.g. "twenty 15-cent stamps"; "120 fifteen-cent stamps"; "five 15-year-old boys"; "20 three-year-old girls"; "12 ten-foot poles").

6. PROPER NAMES

a) Names of countries and observers

For the purposes of documentation for the Council and its Committees, the following names of countries are used (as at July 2016 – see <http://international-relations.web.cern.ch/international-relations/office/listcountries.html> for an up-to-date list):

Member States: Austria, Belgium, Bulgaria, the Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, Israel, Italy, the Netherlands, Norway, Poland, Portugal, the Slovak Republic, Romania, Spain, Sweden, Switzerland and the United Kingdom.

Associate Members in the pre-stage to Membership: Serbia

Associate Members: Pakistan and Turkey

Observer States: India, Japan, Russia, the United States of America

Other Observers: the European Commission, JINR and UNESCO.

In lists of countries in important documents with official status, the alphabetical order (long name) must be followed, which means that the order will be different in English and French.

For countries whose names are preceded by the definite article in running text (e.g. "the Netherlands" or "the United Kingdom"), the article should normally be omitted from tables, headings and lists (other than lists in running text).

As noted in [section 2.f](#) on the formation of plurals, names of all countries are regarded as singular nouns of neuter gender (e.g. "the United States *has* (not *have*) *its* (not *their*) own systems").

b) Other geographical names

Geographical names should normally be spelt 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, Beijing, Bern, Lyon, Marseille, Mumbai, Strasbourg).

However, where a well-established English conventional form exists that is different from the official usage of the country concerned, it should be used (e.g. Athens, Belgrade, Brussels, Copenhagen, Cracow, Florence, Geneva, Kiev, Lisbon, Milan, Moscow, Munich, Prague, Rome, The Hague, Tokyo, Turin, Venice, Vienna, Warsaw, Zurich).

c) Names of organisations

When an organisation or entity 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 CERN usage (e.g. Computer Research Center of Moscow State University).

Similarly, when citing the names of organisations, organs and institutions of an English-speaking country, the national usage should be followed, even if it conflicts with standard CERN usage (e.g. Berkeley Center for Theoretical Physics). It should be followed also for the titles of officials and styles of address (e.g. Ministry of Defence (UK), Ministry of Defense (US)).

When citing such names in a foreign language, the name should appear in italics, e.g. *Istituto Nazionale di Fisica Nucleare*, *GSI Helmholtzzentrum für Schwerionenforschung*, *Commissariat à l'énergie atomique et aux énergies alternatives*, *Institut de Fisica d'Altes Energies*.

d) Names of CERN bodies and conferences

Note that we write:

- “the Council” and not simply “Council”;
- “the CERN Pension Fund” (BUT “Swiss pension funds”);
- “the Pension Fund Governing Board”, which may be abbreviated to “the PFGB”²;
- “the Standing *Concertation* Committee” (“*Concertation*” is italicised because it is not an English word);
- “International Conference on High Energy Physics” (ICHEP) (i.e. all capitalised).

e) Names of CERN's main legal instruments

The names of CERN’s main legal instruments should be written as follows:

- the CERN Convention,
- the Protocol on Privileges and Immunities,
- the Financial Rules and Implementing Regulations,
- the Staff Rules and Regulations,
- the Status Agreement (sometimes referred to as the *Headquarters Agreement*).

f) Forms of address and titles

In the formal context of minutes in particular, the British convention for academic titles, i.e. *Dr* and *Professor*, is used before surnames. *Professor* is not abbreviated. Specific national conventions, such as *Dr.-Ing.*, or *Lic.*, are not used.

Titles such as *H.E.* (for a minister/ambassador), *H.R.H.* (royalty), *Rev.* (clergy), *Lord* or *Sir* must be used.

In all other cases, names are prefaced by *Mr* or *Ms* (*Mrs* where the woman concerned specifically requests to be thus referred to, see [section 9](#) on non-discriminatory language).

There is no full stop after *Dr*, *Mr*, *Mrs* and *Ms*.

Use of ministerial titles tends to differ according to context:

- “H.E. Mr Smith” (minutes);
- “Mr Smith, Minister for Education and Science” (minutes and formal texts);
- “Minister for Education and Science, George Smith” (informal usage in journalistic articles).

See [Annex 4](#) for specific rules applicable to CERN minutes.

² See [Annex 3](#) for a full list of CERN acronyms

7. CAPITALISATION

a) General rule

A variety of different practices can be found in the use of upper and lower case in English, ranging from systematic use of capitals, e.g. certain newspapers' headlines, to the current fashion to even drop them altogether. Hard and fast rules are therefore difficult to lay down, but this section contains some guidelines for use of upper and lower case in official CERN documents.

A 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 CERN usage.

b) 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, organisations, institutions, political entities, working groups and the like, and for the official titles of treaties and international conventions.

Examples:

General (lower case)	Specific (initial caps)
Some conferences adopt more resolutions and recommendations than others.	Pursuant to the Council Resolution concerning the Admission of xxx as Associate Member State in the pre-stage to Membership at CERN...
World high-energy physics conferences consider input from study groups and working parties, on the basis of recommendations from previous workshops.	The Working Group on CERN Purchasing Rules and Procedures decided...
A drafting group and seven working groups were set up by the different committees.	As expected, the HR Department's Team 7 completed its work on time, and the document was submitted to TREF via the Standing <i>Concertation</i> Committee.
Replies from administrations will be processed by a special task force. Five governments have responded to date.	The Administration of France wishes to participate, on behalf of the French Government, in the second meeting of the Task Force on Gender Issues.
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 Minister of Foreign Affairs of xxx, referring to Article XVI of the CERN Convention, said that under the terms of the Convention and the annexed Financial Protocol, the instruments of ratification must be deposited with the Director-General of the United Nations Educational, Scientific and Cultural Organization.

The chairs of committees can co-opt experts as rapporteurs of ad hoc groups.	The Chair of the Finance Committee invited the Chair of the Industrial Liaison Officers Forum to conduct a survey of procurement rules in the Member States (but: the CERN Procurement Rules)
------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Upper case should be used for specific committees, working groups and other bodies and should be maintained in all instances throughout a text, even when the name is subsequently abbreviated. This is particularly important where a clear distinction needs to be made between a specific body and other bodies generically referred to in the same text (as in the second example below).

Examples:

- “The Working Group on Procurement Policy and Procedures met on six occasions during the year. At its February meeting, the Working Group agreed...”
- “The Scientific Policy Committee discussed whether to recommend the project to the Council for approval. With that aim in mind, the Committee called upon national working groups, scientific committees and other research-related bodies in the Member States to conduct surveys of user interest in the project.”

c) **References to documents**

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" and "section" are not capitalised and can often be avoided by using the § sign - or §§ for plural - with a space after the § sign, e.g. § 2.1, §§ 2.1 - 3.1.

Similarly, the word "page" is not capitalised. References to page numbers should be used with caution when dealing with texts printed in different language versions without parallel pagination.

Examples:

General (lower case)	Specific (initial caps)
Credentials are not required for conferences that do not produce final acts.	The Protocol on Privileges and Immunities was ratified by xxx on xxx.
The document on staff matters, comprising 24 parts, each with 15 sections, plus 12 annexes, was adopted.	The results of the survey are given in Annex B to document CERN/xxxx, specifically paragraph 35 of section 2 (page 6 of the English version).
Stores items are described in the tables and figures in the various catalogues attached.	For a list of current research projects, see Figure 1 in Chapter 3; for Project No. 5 approved by the Council in December, see Table 6 in Annex B to Chapter 9.
Vacancy notices are published electronically on the relevant job announcement websites.	Proposal to modify Article 7 of the Council Rules of Procedure.
Comprehensive reports are issued by the relevant working groups.	As stated in section II of the Third Report by the Working Group on the Geographical and Scientific Enlargement of CERN.

d) Capitalised titles

When a title (e.g. of a specific conference or entity) has to be capitalised under the above rules, all the words it comprises should have initial capitals, except for the definite and indefinite articles, conjunctions and prepositions.

e) Capitalisation of quotations

As noted in [section 4.a](#)) on punctuation, the first word in quotations should be capitalised, provided that the quoted material is a complete sentence, e.g.:

R. W. Emerson said "The only way to have a friend is to be one."

f) Always capitalised

The following are always capitalised at CERN:

the European Organization for Nuclear Research; the Organization

the Council and its Committees

the Closed Session of the SPC, the one-hundred-and-fourth Session of the Council

the CERN Convention and other key institutional documents, such as the Status Agreements with France and Switzerland

Member State (but: non-Member State)

Associate Member State

Host State(s)

Observer State, the Observers

the Director-General, the Director for Accelerators and Technology, etc.

the CERN Management (but: staff are answerable to their line management)

the Pension Fund, the Pension Fund Governing Board, the Research Board

the Staff Rules and Regulations, the Financial Rules and Implementing Regulations, Administrative/Operational Circular No. 1 (but: "these matters will be covered in an administrative or operational circular")

the President of Council, the Vice-President of Council, the President's Group, the Council Secretariat

the External Auditors, the Specialised Auditor, the Actuary

the Financial Statements, the Accounts, the Budget of the Organization

the Internet

Point 1 of the LHC ring

the Large Hadron Collider, the Low Energy Ion Ring (LEIR), the Compact Linear Collider (but: linear collider technology), Tier-0 computing centre

Building 501, the Main Building, the Main Auditorium, the Reception Building, Gate A, Restaurant No. 1, the CERN Control Centre (CCC), etc.

g) Not capitalised

General concepts and technologies do NOT require a capital letter, e.g. *recruitment, safety, physics, high-energy physics, priorities, social protection, management, collimation, science, research, environmental protection*, etc.

However, note that the CERN HSE unit capitalises the word “Safety” whenever it is used as a generic term covering health and safety and the protection of the environment.

The following should not be capitalised, except where grammar so requires:

- session (exception: "one-hundred-and-fourth Session of the Council")
- delegate, delegation
- a non-governmental organisation (NGO)
- information technology (IT)
- departmental secretariat(s), human resources advisors (i.e. when a term is common to several entities or persons, rather than being a single identifiable unit or function such as the Salaries Office or the Ombud)
- the management of a project, the CMS management (exception: the CERN Management, also referred to as “the Management”)
- members of the personnel, staff members, fellows, apprentices, visiting scientists, guest professors, project associates, students, users, etc. (as per the Staff Rules and Regulations)
- sector: the Accelerators and Technology sector, the Research and Computing sector, the Administration and General Infrastructure sector
- department: the Physics department, the Human Resources department, etc.
- group: the Accelerators and Beam Physics group, the Financial and Accounting Services group, the Radiation Protection group, etc.
- section: the Logistics section, the Site Services section, etc.

N.B. The existence of an abbreviation coined for convenience does not imply that the full term needs to be capitalised. Thus, items such as *programmable logic controllers* (PLCs); *uninterruptible power supplies* (UPSs); *unidentified falling objects* (UFOs); *single event upsets* (SEUs), etc., do not require initial capitals.

Currencies should not be capitalised, e.g. *the Swiss franc, the pound sterling, the euro, the US dollar, the yen*, etc. (see also [section 8.g](#) on currency units).

8. ABBREVIATIONS AND ACRONYMS

a) General principles

In a scientific research establishment such as CERN, the extensive use of abbreviations and acronyms for sometimes complex technical ideas, procedures, facilities, technologies or phenomena is to be expected and is desirable. For instance, CERN's facilities are invariably abbreviated, e.g. *PS*, *SPS*, *LHC*, *Linac*, *AD*, *n_TOF*, *ISOLDE*, *HIE-ISOLDE*, *CNGS*, *ALARA*, *ELENA*, etc. If they are likely to be unfamiliar or are long-term future projects, it may be helpful to the target reader to accompany the abbreviation with the full title, e.g. “SPL (Superconducting Proton Linac)”, “ILC (International Linear Collider)”, “HiLumi or HL-LHC (High-Luminosity LHC)”.

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 ambiguous or puzzling if abbreviated should, however, be spelt out.

Thus, two-letter abbreviations, which are often highly ambiguous, should generally be avoided (e.g. *MS* could mean *mobile service*, *mobile station*, *maritime station*, etc.), unless the target audience is familiar with them or it is otherwise clear from the context what they denote.

However, abbreviations are sometimes introduced purely for convenience in a given document without being generally recognised acronyms³ or initialisms⁴. 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 of a more general nature, a decision has to be made - depending on the type of document and the intended readership – as to whether they fall into class a) or class b) below:

- a) Abbreviations that the average reader of the text may not be expected to know. These should be treated as described above.
- b) Abbreviations that the average reader of the text can reasonably be expected to know. These may be used without explanation.

As an example, the abbreviations “MTP” (Medium-Term Plan) and “CVI” (cost-variation index) would fall into category b) in a document intended for the Finance Committee, but would come under a) in a general article on CERN's financial procedures intended for the general reader.

Similarly, the abbreviations “SEU” (single-event upset) and “UFO” (unidentified falling object) would fall into category b) in a document intended for the CERN Research Board, but would come under a) in a document intended for the Finance Committee and the CERN Council.

Thus, while abbreviations for new or longer-term projects such as the HL-LHC are commonly used in scientific reports, this future upgrade of the LHC should be referred to in full (*High-Luminosity LHC*) in a text intended for a non-scientific audience, such as national funding agencies.

If a number of unfamiliar abbreviations are to be used extensively in a long document, it is a good idea to provide a separate list of abbreviations and/or glossary 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

³ An acronym is an abbreviation that can be pronounced as a word, e.g. CERN, ATLAS, ALICE, EIROForum, TREF

⁴ An initialism is an abbreviation that is pronounced one letter at a time, e.g. CVI, MTP, UFO.

caption, e.g. "DDU price" (delivered duty unpaid) in award-of-contract proposal documents for the Finance Committee.

Commonly recognised abbreviations of organisations and institutions, such as *CERN*, *INFN*, *ITER*, *CEA*, *DESY*, *RAL*, etc., can be used in formal official texts such as resolutions, agreements, etc. However, the names should be written out in full at the beginning of the text and in the title. E.g. "Agreement between the European Organization for Nuclear Research (CERN) on the one hand, and the Joint Institute for Nuclear Research (JINR) on the other hand". Other abbreviations should generally be avoided in formal texts of this nature.

N.B. Some abbreviated concepts are now so familiar that they do not need spelling out in full, even in a formal context, e.g. *BBC*, *DVD*, *FAQ*, *FBI*, *R&D*, *UN*, *VIP*.

A list of abbreviations and acronyms commonly used at CERN is given in [Annex 3](#).

b) Units of measurement

Abbreviations of units of measurement are commonly used in all scientific texts as well as in official documentation for the Council and its Committees, without the need for an explanation. Common examples:

27 km

55 mm

2.7 K

-271.3 °C

5 fb⁻¹

cm²

14 TeV

125 GeV

10³⁵ cm⁻²s⁻¹

200 MCHF

100 kCHF

60 kg

c) Plurals

The plural of a fully capitalised abbreviation (where such usage cannot be avoided) is formed by adding a lower case "s" **without an apostrophe**, e.g. *LEDs* (not *LED's* or *LEDS*), *HRAs*, *ILOs*. See also [section 2.f](#).

d) Use of the definite article

The general policy followed at CERN is to omit the definite article before abbreviations and acronyms identifying organisations, bodies or committees that can be pronounced as words, e.g. *CERN* (not *the CERN*), *TREF*, *ECFA*, *ICFA*, *SACA*, etc., but: *the* PFGB, *the* PFIC, *the* UN, *the* SCC, *the* SPC. Hence also "the Chair of TREF", but "the Chair of *the* PFGB".

e) Punctuation

A full stop is normally used at the end of an abbreviated word when the final letter of the abbreviation is not the same as the final letter of the complete word (e.g. *Corp.*). In most cases, there should be no full stop at the end of an abbreviation when the final letter of the abbreviation is the same as the final letter of the complete word (e.g. *Ltd*). 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:

p. 1, pp. 1-9

f) 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 should not generally be 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.

g) Currency units

Authors of CERN texts are encouraged to adhere to ISO Standard 4217-1995, which takes the form of a separate three-letter code for each currency. A list of the ISO codes can be found at: <http://www.xe.com/iso4217.php>.

Some currencies frequently referred to in CERN texts are given below:

CHF: Swiss franc

EUR: euro

GBP: United Kingdom pound sterling

JPY: Japanese yen

USD: United States dollar

N.B. See [section 7](#) on capitalisation for how to write the names of currencies in full.

h) CERN structure

The official abbreviations of the different structural units of CERN appear at the top of the CERN directory on the website (<http://directory.web.cern.ch/directory/>). Departments should normally be referred to in full in formal texts, e.g. “the Human Resources department”, “the Physics department”, etc., but for internal communication purposes, these can be abbreviated to “the HR department”, “the PH department”, etc. (**N.B.** always preceded by the definite article). In very informal communications such as memos between department heads, departments are sometimes referred to merely by their abbreviation (e.g. HR, PH).

9. NON-DISCRIMINATORY LANGUAGE

a) General Guidelines

In the preamble to its Staff Rules and Regulations, CERN reaffirms equality of treatment as one of the basic principles of its personnel policy and commits to not discriminating between members of its personnel, in particular on account of nationality, gender, age, profession, beliefs, sexual orientation or disability. In this spirit of equality, authors drafting documents on behalf of CERN should take care to avoid any discriminatory language that could cause offence, exclude certain groups of people or serve to reinforce stereotypes. In particular, authors should adhere to the following guidelines for gender-neutral writing:

- Gender-neutral job titles such as “chair”, “spokesperson”, “firefighter”, etc. should always be used, irrespective of the gender of the person concerned, in preference to “chairman”, “spokesman”, “fireman”, etc. By the same token, the title of CERN’s mediator in personnel disputes is the “Ombud”. Naturally, the appropriate pronoun should still be used when referring to a specific person whose gender is known (e.g. “The Chair wished to convey **her** thanks to...”).
- Where alternatives exist, general terms containing the prefix or suffix “man” should be avoided. For example, “manpower” can often be replaced with “human resources”, “personnel” or “workforce”, and “mankind” can be replaced with “humanity” or “humankind”. Similarly, phrases such as “the man in the street” can easily be replaced with more inclusive phrases like “the average person” or “the general public”.
- Specify an individual’s gender only if it is relevant in the context. For example, it is not usually necessary to refer to a “lady doctor”, a “female scientist” or a “male secretary”; they are simply doctors, scientists or secretaries. In occasional cases, however, such as an outreach text about initiatives to promote women in science, it may be appropriate to draw attention to the gender of key individuals.
- Neutral terms such as “spouse” or “partner” rather than “wife” or “husband” should be used to avoid stereotypical assumptions about the respective roles of men and women. For example, by saying “Visiting research scientists often bring their partners and children with them,” we make no assumption about the gender (or sexual orientation) of the scientists.
- Just as “Mr” makes no reference to a man’s marital status, the neutral title “Ms” is to be used for women in preference to “Mrs” or “Miss”, unless the woman in question specifically requests otherwise. Of course, academic titles such as “Dr” and “Professor” should be used for both genders where applicable (see [section 6.f](#) on forms of address and titles”).

b) Gender bias and pronouns

Personal pronouns and possessive adjectives are the most frequently encountered problem when writing gender-neutral texts in English. It is no longer considered appropriate to use the masculine forms “he”, “his”, “him” and “himself” to refer to a person of indeterminate gender; a more inclusive solution should be sought. Dual forms such as “he or she” can be used but are not very elegant and can usually be avoided by rephrasing in any one of a number of ways:

- Use a plural form

Example 1

AVOID “A **member** of the personnel shall conduct **himself** with due regard to the interests and proper functioning of the Organization.”

USE “**Members** of the personnel shall conduct **themselves** with due regard to the interests and proper functioning of the Organization.”

Example 2

AVOID “A **member** of the personnel shall have access to **his** personal administrative **file**.”

USE “**Members** of the personnel shall have access to **their** personal administrative **files**.”

- Replace the personal pronoun or possessive adjective with an article

Example 1

AVOID “The trainee is often the best judge of **his** training”

USE “The trainee is often the best judge of **the** training.”

Example 2

AVOID “When the staff member creates a request, it is forwarded to **his** supervisor for approval.”

USE “When the staff member creates a request, it is forwarded to **the** supervisor for approval.

- Omit the pronoun altogether

Example 1

AVOID “The FGSO for an experiment is appointed by the head of the host department **and he/she is** accountable to the (LEX)GLIMOS.”

USE “The FGSO for an experiment is appointed by the head of the host department **and is** accountable to the (LEX)GLIMOS.”

Example 2

AVOID “The person who has been granted access must bring ID and a printed copy of the e-mail confirming **his/her** access authorisation to the CERN site.”

USE “The person who has been granted access must bring ID and a printed copy of the e-mail **confirming access authorisation** to the CERN site.

- Merge sentences to avoid the need to repeat the subject

Example 1

AVOID “The Complex Manager is appointed by the Director-General. **He ensures** the safe operation of all of CERN’s complexes.”

USE “The Complex Manager is appointed by the Director-General **and ensures** the safe operation of all of CERN’s complexes.”

Example 2

AVOID “The role of a dispatcher is to process emergency calls. **He** receives calls and initiates the appropriate rescue responses.”

USE “The role of a dispatcher is to process emergency calls, **which entails** receiving calls and initiating the appropriate rescue responses.”

- Rewrite in the passive form

Example 1

AVOID “**He/she must complete** the form before the establishment of the contract.”

USE “The form **must be completed** before the establishment of the contract.”

Example 2

AVOID “**He must report** any malfunctions immediately.”

USE “Any malfunctions **must be reported** immediately.”

- Rephrase to avoid the need for a pronoun

Example 1

AVOID “The coordinator must **keep himself** informed on matters of safety.”

USE “The coordinator must **keep up to date** on matters of safety.”

Example 2

AVOID “If a visitor arrives after 6 p.m., **he or she** should report to the security guard.”

USE “**Visitors arriving** after 6 p.m. should report to the security guard.”

- Repeat the noun or use an alternative noun

Example 1

AVOID “A staff member wishing to take advantage of these measures must create an EDH training request, ticking the relevant box. The request is then sent to **his or her** supervisor and Human Resources Advisor for approval.

USE “A staff member wishing to take advantage of these measures must create an EDH training request, ticking the relevant box. The request is then sent to **the staff member’s** supervisor and Human Resources Advisor for approval.”

OR “The request is then sent to the **individual’s** supervisor and Human Resources Advisor for approval.”

Example 2

AVOID “A dispatcher processes requests for assistance and informs the entities concerned in compliance with the procedures in force. **He or she** must be proficient in the use of specialised IT tools.”

USE “A dispatcher processes requests for assistance and informs the entities concerned in compliance with the procedures in force. **Dispatchers** must be proficient in the use of specialised IT tools.”

- Use the second person singular (“you”) or an imperative verb

These options can be useful in texts that address the reader directly (for example, in training contexts, guidelines or vacancy notices).

Example 1

AVOID “A guide is responsible for the visitors in **his** group.”

USE “As a guide, **you** are responsible for the visitors in **your** group.”

Example 2

AVOID “The officer **should inform his** supervisor of any problems.”

USE “**Inform your** supervisor of any problems.”

- Use “who”

Example 1

AVOID “If an employee receives income from other sources, **he** must declare it.”

USE “An employee **who** receives income from other sources must declare it.”

Example 2

AVOID “If a delegate is unable to attend the meeting, **he** should inform the secretary in advance.

USE “Delegates **who** are unable to attend the meeting should inform the secretary in advance.”

Example 3

AVOID “Once a staff member has successfully completed the probation period, **he** may apply for an indefinite contract.”

USE “A staff member **who** has successfully completed the probation period may apply for an indefinite contract.”

- Use the plural pronoun “they”

Finally, in informal contexts or reported speech, it is generally acceptable to use "they", "them", "their" etc. as singular subject pronouns, especially with certain nouns such as “someone”, “anyone”, “nobody” or “everyone”, or in a “who” question.

Example 1

AVOID “Everyone will have the chance to test **his** skills.”

USE “Everyone will have the chance to test **their** skills.”

Example 2

AVOID “Who would like to give **his** opinion?” or “Would anyone like to give **his** opinion?”

USE “Who would like to give **their** opinion?” or “Would anyone like to give **their** opinion?”

However, while this usage is common in spoken English, it is usually best avoided in formal writing, particularly if it is likely to cause confusion. In the following example: “Please note that the member of the personnel has cancelled *their* participation in the Saved Leave Scheme (SLS) with effect from 1.1.2016”, the reader is left wondering WHOSE SLS participation has been cancelled.

Similarly, in the following paragraph:

“This interview, between the new staff member and their supervisor, shall take place as soon as possible and at the latest within six weeks of them taking up their duties...”

the plural pronoun in the second sentence suggests that the interview must take place within six weeks of the staff member AND the supervisor taking up their duties, which is not the intended meaning.

N.B.: CERN’s writing conventions have changed over time and, consequently, many older official texts, including the Staff Rules and Regulations and several Administrative and Operational Circulars, use “he” and its derivatives to refer to people of both genders, with a disclaimer at the beginning of the text explaining the usage.

10. 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,

[signature]

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 correspondence are set out in the table below.

a) Formulas for 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	Sir [Madam],	Accept, Sir [Madam], the assurances of my highest consideration,

	Mr [Ms] Ambassador		
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 Ban Ki-moon Secretary-General United Nations	Dear Mr Secretary- General,	Yours faithfully,
Head of specialised agency (formal)	Mr [Ms] Director-General [Secretary-General]	Dear Mr [Ms] Director-General [Secretary-General], or Dear Sir [Madam],	Yours faithfully,
Head of specialised 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 1: COMMON DIFFICULTIES AND INCORRECT USAGE

This annex contains a list of verbs, nouns and expressions that tend to create difficulties, even for native English speakers, and/or in respect of which the English translation section frequently encounters mistakes and misuse or is asked to provide guidance. The intention is to supplement it regularly, time permitting, as and when new issues **are brought to its attention**.

a) COMMONLY ENCOUNTERED "GALLICISMS"

A number of verbs and expressions tend to cause confusion owing to the influence of similar French equivalents.

The following are correct:

- Application (NOT “request”) for the French “*demande*”, in such expressions as “an application for asylum” (“*demande d’asile*”).
- Car park (NOT “the parking”)
- Depend on (NOT “of”)
- Ensure (NOT “assure” or “insure”) to convey the meaning of making it certain that something will happen, as in “The main purpose of the supervisory board is to ensure compliance with the regulations”
- Insulation to convey a covering/protection to prevent electricity, sound, heat, etc. from penetrating/escaping the item being insulated (NOT “*isolation*”, which means the condition of being alone or separate from other people or places, e.g. “geographical isolation”)
- Opportunity (NOT “possibility” or “occasion”) to convey the meaning of a chance to do something or an occasion when it is easy for you to do something, as in “The new scheme provides staff members with the opportunity to save up leave until the end of their careers” (BUT the following are correct: “There is a possibility that the Council may wish to discuss this proposal” and “World Water Day is a good occasion to remember the still enormous problem of drinking water and sanitation worldwide”)
- Participate IN (NOT “to”)
- Radiation protection (NOT “radioprotection”)
- Rating to convey how good someone’s performance is (NOT “*qualification*”, whose basic meanings are: an official record that someone has passed an examination or successfully completed a course, especially one conferring status as a recognised practitioner of a profession or activity, e.g. “a teaching qualification”; a skill, ability, characteristic, quality or experience that makes you suitable for a particular job or activity, e.g. “Some nursing experience is an essential qualification for this job”; something you add to a statement to limit its effect or meaning, e.g. “The Committee supported our plans but with certain qualifications”); reaching the necessary standard to enter a sports competition, e.g. “Country A needs to beat Country B to qualify for the semi-finals”)
- The person responsible (NOT “the responsible” as *responsible* is always an adjective in English and never a noun)
- Schedule (NOT “planning”) for a list of planned activities or things to be done showing the times or dates when they are intended to happen or be done. E.g. “An engineering schedule”, or “a production schedule”. “Planning” is the process of making plans, not the plan itself.
- Work/operation (NOT “intervention” which has the following meanings only:

the action or process of intervening, e.g. "a high degree of state intervention in the economy"
interference by a state in another's affairs, e.g. "the government was reported to be considering military intervention"

action taken to improve a medical disorder, e.g. "two patients were referred for surgical intervention").

b) VERBS

This section contains a list of verbs that tend to create some confusion, even for native English speakers.

- Affect, effect

In the context of an action that produces a change in someone or something, "affect" is the verb and "effect" the noun, e.g. "This issue *affects* (NOT "effects") us all", and "What *effect* do you think the election will have on the population?"

The verb form of "effect" is fairly formal and means to implement or make something happen, e.g. to effect changes or a plan of action.

- Allow, enable, permit

These verbs require an object and cannot be followed directly by an infinitive.

Incorrect: "The work under way will allow to assess potential gains"

Correct: "The work under way will allow the management to assess the potential gains"

Incorrect: "This new equipment will allow to replace the obsolete milling machines"

Correct: "This new equipment will allow the department to replace its obsolete milling machines"

Incorrect: "This training course enabled to improve communication skills"

Correct: "This training course enabled *us* to improve *our* communication skills"

Incorrect: "The card permits to access the CERN site"

Correct: "The card permits personnel to access the CERN site" or simply "The card permits access to the CERN site"

N.B. The only way to avoid using an object in cases like these is to use the expression "makes it possible to", as in "The new tramline makes it possible to reach the CERN site directly from the centre of Geneva".

- Allow for

The difference between "to allow" and "to allow for" tends to create some confusion.

The verb "to allow for" means to take something into account when you are planning something, i.e. to consider all the possible facts, problems, costs, etc. involved in a plan or situation and make sure that you can deal with them successfully.

Correct examples:

"Allowing for inflation, the total cost of the project is 2 MCHF"

"We allowed for living expenses of 20 euros per day"

“You should allow for staff absences when you draw up the work schedule”

“The survey did not allow for the fact that some of the students were attending only part-time”.

The following is thus incorrect: “They agreed to a ceasefire to allow for talks with the government”. The correct formulation would be: “They agreed to a ceasefire to allow talks with the government”.

Similarly, “*consolidation of the splices to allow for safe operation of the machine up to 7 TeV/beam*” is also *incorrect*. The correct formulation would be “... to allow the safe operation of the machine...” or better: “... to allow the machine to operate safely up to ...”.

- Help

Must always be followed by an object or pronoun, except where it is preceded by “it” and followed by an infinitive. See the examples below:

Incorrect: “This manual helps to understand how the equipment works”, “This manual helps understanding how the equipment works”.

Correct: “This manual helps users to understand how the equipment works”.

Correct: “It helps to have the right equipment” or “The style guide helps us to formulate our texts correctly.”

N.B. The verb “to help” may be used with or without “to” and with or without an object before the infinitive. Thus, the following are both correct:

Could you help (me) **to look for my car keys**? I can't find them anywhere.

Could you help (me) **look for my car keys**? I can't find them anywhere.

However, the second example is arguably less formal.

- Must/shall

There are different schools of thought on the use of “shall” and “must” to convey the notion of a duty or obligation and there is no hard and fast rule. Some people argue that “shall” is overused and tends to be confusing as it can also convey the notion of “future” (“I shall go there next week” = “I will go there next week). However, in common usage, “shall” is rarely used to indicate future time. Moreover, the verb “must” can also have different meanings, depending on the context.

For example, compare the following:

1. He must be at the cinema (conjecture)
2. She must do something about her problems (a preference or recommendation)
3. We must ensure that this never happens again (a pious wish).

None of these has anything to do with duty or obligation. It could even be said that these alternative meanings of “must” tend to dilute its legal impact when used in the sense of an alternative to “shall”.

TM has traditionally used “shall...” to express obligation in the specific context of contracts/technical specifications. This seems to be an unambiguous way of stipulating what the Contractor commits himself to doing, without running the risk of misinterpretation.

However, in general statements we tend to use “is/are required to” or “must”, e.g. “All contractors working on the CERN site are required to/must comply with the provisions of document xxx”.

We also use “must” when the subject of the requirement is not a person or body. E.g. “Equipment must be used and stored in accordance with the requirements laid down in document xxx”.

- Provide

This verb is normally used in the following ways:

To provide something **for** someone. E.g. “The hotel provides a laundry service for its guests”

To provide someone **with** something. E.g. “The organisers provided us with all the information we needed”, “The Social Affairs service provides members of the personnel with advice”, “We were provided with a map of the area”.

Or simply “to provide”, without specifying who the receiver is. E.g. “I’ll provide the food if you bring the wine” or “Our office can provide information on the local area”.

However, the use of “provide **to**” appears to be increasingly accepted nowadays. E.g. “We provide useful information to our clients”.

The verb “provide for” sometimes creates confusion. It has the following meanings:

1. To make sure that people have what they need to live. E.g. “I was afraid that, without a job, I would be unable to provide for my family.”
2. To make provisions/preparations in order to allow something to happen in the future or to be able to deal with a possible future event. E.g. “The budget provides for a salary increase after one year”.
3. If a law or agreement provides for something, it allows it to happen or to exist. E.g. “Current legislation provides for the detention of those suspected of terrorism”.

The verb “provide that” has a similar meaning to 3 above. E.g. “The ruling provided that the child should have no contact with its father.”

- Recommend, suggest

These verbs should not be followed directly by a verb in the infinitive.

Incorrect: The SPC recommended to approve the document”, “I recommend you to read this book”, “It is recommended to consult your supervisor”, “You are recommended to check”, “I suggest to remove this sentence”.

Correct:

Followed by a noun: “The SPC recommended the approval of the document”, “The Committee recommended Ms X for the position of department head”, “She recommended the book to me”, “He suggested another date for the meeting”.

Followed by “that” (plus subjunctive or “should” + root): “The SPC recommended that the Council (should) approve the document”, “Doctors recommend that all children (should) be vaccinated against ...”, “They suggested that we (should) include the clause in the contract”.

Followed by a gerund: “The manufacturers recommend changing the oil after 20,000 km”, “He suggested removing the sentence from the document”

N.B. The verb “advise” may sometimes provide a useful alternative, as illustrated by the following examples:

“It is advisable to check availability before planning your trip.”

“You are advised not to leave your luggage unattended”

“The manufacturer advises caution in the use of this product”

“I advise you to visit the site to see for yourself”

- Remind

Must always be followed by an object or pronoun

Incorrect: “She reminded of a decision made at the previous meeting.”

Correct: “I would like to remind *you* that we have a meeting tomorrow.”

Correct: “The Chair reminded *the members* to send him their feedback.”

Correct: “She reminded *them* of a decision made at the previous meeting”

c) **MISCELLANEOUS**

- Case/event

The following are often confused:

- in the case of

- in the event of

- in case of

"In the case of" should be used to distinguish one category of something from another, e.g. "In the case of staff members, CERN pays a salary, whereas in the case of fellows it pays a stipend".

"In the event of" means "if and when something happens", e.g. "In the event of a volcano erupting, planes will not be allowed to fly".

"In case of" suggests preventive action, e.g. "I'll leave you my phone number in case of an emergency".

The following examples underline the need for caution:

"The government intends to send provisions to that region in case of famine"

Strictly speaking, this means an action taken as a pre-emptive move, i.e. so as to be ready IF a famine breaks out.

It does NOT mean "in the event of famine", i.e. WHEN a famine breaks out.

"In case of fire, do not use this lift"

Strictly speaking, this means that you should not use the lift at all since there is a risk that it could catch fire!

Correct: "In the event of fire, do not use this lift" (in other words “do not use this lift if a fire breaks out”).

Other examples of correct usage:

"Take an umbrella in case of rain" (this does NOT mean take an umbrella when it rains but take an umbrella so that you will stay dry if it rains). Alternatively: "Take an umbrella in case it rains".

"In the case of the LHC experiments, funding is controlled by the Resources Review Boards and not by the Finance Committee, whereas in the case of CERN, the latter body is responsible for the Budget."

"In the event of rain, the race will be cancelled"

- Case law/jurisprudence

These terms are often confused.

Jurisprudence is the study and theory of law. The term should not be used to denote actual systems of law, or to current views of law.

Case law is the law as established by the outcome of previous cases and precedents.

- Competence, competency

Competence:

1. the ability to do something successfully or efficiently (no plural), as in:

"Courses to improve the competence of staff", "No one questioned his competence as a doctor"

2. a special area of knowledge (no plural), as in:

"It is not within my competence to rule on this matter"

3. a skill needed to do a particular job (pl. competences), as in:

"The knowledge of several languages is not the only competence required of a translator".

Competency, pl. competencies:

A human resources management term for skills (synonymous with 3 above), as in "competency-based learning", "CERN competency model".

- Hazard/risk

The words "risk" and "hazard" are often used interchangeably and can both be translated by "*risque*" in French, but the meanings in English are slightly different.

In the context of health and safety, a "hazard" is any source of potential damage, harm or adverse health effects. Examples of hazards are asbestos, since it has the potential to cause respiratory problems; a wet floor, since it has the potential to cause someone to slip; or working at a height, since it has the potential to lead to a fall.

"Risk", on the other hand, refers to the probability or likelihood of someone suffering harm or adverse effects as a result of exposure to a hazard. It may be expressed either as a number or simply as "high" or "low", for example. The level of risk depends on factors such as the number of people exposed to the hazard, the duration and frequency of exposure, and the nature and seriousness of the potential adverse effects.

- Less/fewer and amount/number

"Fewer" is used to refer to objects or people in the plural, as in "fewer students are studying foreign languages these days" and "the stationery cupboard contained fewer than ten pencils".

"Less" is used to refer to something that cannot be counted or does not have a plural, such as money, water, time or music, as in "it's a better job but they pay you less money" and "he eats less food than he should", BUT: "she consumes *fewer* calories (countable) than he does".

"Less" is also used with expressions of measurement or time, as in "Their marriage lasted less than two years" and "CERN is less than five miles from Geneva city centre".

N.B. "He paid less than ten Swiss francs for it". You would not use "fewer than" with an amount of money unless you were talking about specific bills or coins, as in "I have fewer than twenty silver dollars in my collection."

Similarly, "amount" is used to refer to something that is uncountable or does not have a plural, whereas "number" is used for plurals.

For example: "The accident rate is very low considering the **number of people** working on the site." Or "A machine like the LHC consumes a huge **amount of energy**."

- Principle/principal

"Principal" can be an adjective or a noun.

Example of adjectival use: "My principal (i.e. main, most important) complaint is that he never listens to me."

Used as a noun, it can mean:

- the person in charge of a college or university;
- an amount of money which someone invests or lends in order to receive interest, as in "She lives off the interest and tries to keep the principal intact";
- a person having a leading or starring role, as in "the two principals received glowing reviews";
- a person who empowers another to act as his representative, as in "I will have to consult my principal before I can give you an answer on that";
- the person commissioning the work in a construction contract.

"Principle", only ever a noun, has the following meanings:

- a moral rule or set of ideas governing how you behave, as in "she resigned as a matter of principle";
- the rule explaining how a process works, as in "the principle of the internal combustion engine is that combustion creates power that causes components within the engine to move with great speed and force";
- an ideal, as in "he's a man of principle", meaning a man with strong ideas of what is morally right or wrong.

- Relating to/related to

There is a distinct difference in meaning between these two expressions.

The difference is best expressed by examples:

- “No information **relating to** (= concerning) our latest invention should be released to the press before it is launched in September.”

- “This matter is **related to** (= has some connection with, is to some extent relevant for) our investigation but is not our main area of interest.”

Incorrect: “Bidders were requested to quote prices for each of the work packages related to the HVAC system”, where “relating to” is clearly the intended meaning.

- Since

"Since" is used as a preposition, conjunction or adverb to refer back to a previous point in time.

Examples:

“He has been a staff member since January 2002”

“In the 12 months since I last wrote a lot has happened”

“They haven’t met since the wedding”

“Since he started the diet he’s lost quite a lot of weight”

“It’s been so long since I saw him”

“She’s been back to the office many times since she retired”

“Since moving to Geneva I’ve made friends of many different nationalities”.

Common errors in the choice of tense with “since”

Incorrect: “He is /has been studying this phenomenon since three years.”

Correct: “He has been studying this phenomenon for (the last) three years.”

Incorrect: “Since several years, the department develops/has developed a consolidation plan.”

Correct: “The department has been developing a consolidation plan for/over several years.”

- Which/that

These pronouns both introduce a new clause but *that* defines the subject, while *which* gives extra, non-essential information. A *which* clause should usually be enclosed in commas, whereas a *that* clause should not. See the following examples:

1. “The car, which she drives to work, is red.” In this sentence, the woman has only one car and the colour of the car is the key information; the fact that she drives it to work is simply an additional fact. Note that removing the *which* clause would not change the basic meaning of the sentence (“The car is red”).

2. “The car that she drives to work is red.” In this sentence, it is likely that the woman has more than one car but the writer is referring only to the one that she drives to work. Removing the *that* clause

would remove information essential for the reader to understand which car is being described. It is possible to omit the word “that” in such cases, e.g. “The car she drives to work is red”.

Which should be used if preceded by a preposition, e.g. “The office in which he is working is on the ground floor.”

N.B. When referring to a person, use *who/whom* (see below) instead of *that* or *which*.

- Who/whom

“Who” and “whom” are both used to link two clauses referring to a person rather than a place or a thing.

“Who” is used if the same person remains the subject of the second clause that it introduces, whereas “whom” is used if the person becomes the object of a verb or a preposition.

Examples:

“The physicist who made the discovery is world renowned.”

“The man with whom she is working is Spanish.”

“The Director-General, who is responsible for the day-to-day management of the Laboratory, is appointed by the Council.”

“Mr Smith, whom I met last week, will be at the meeting.”

Incorrect: “The group wants to recruit someone whom has experience in financial management.”

Incorrect: “Who do you think we should call?”

- Within (temporal use of)

The following usage is correct: “The appeal must be lodged within 60 days of the decision”.

However, this construction is often misunderstood by non-native speakers and should thus preferably be avoided by using the following alternative: “The appeal must be lodged *within the 60 days following* the decision”.

ANNEX 2: WORD LIST

Abbreviations used in the word list

Adj. adjective

Pl. plural

Pred. predicate

above-mentioned	biennial (every second year)	cooperate, cooperation
addendum (pl. addenda)	bilateral	coordinate, coordination
ad hoc (no italics)	bimonthly	corrigendum (pl. corrigenda)
ad hoc group	bits per second; bit/s; kbit/s; Mbit/s; Gbit/s	cost accounting (noun); cost-accounting (adj.)
<i>ad interim</i>	black hole	cost allocation (noun); cost-allocation (adj.)
administration (<u>but</u> the French Administration)	bona fide (no italics)	cost-benefit (adj.)
administrative circular (<u>but</u> Administrative Circular No. 5)	book-keeping (adj. and noun)	cost centre
advertise	boson (not capitalised; Higgs boson)	cost-effective (adj.); cost effective (pred.); cost-effectiveness (noun)
advise, adviser, advisable (<u>not</u> advisor)	bottleneck	cost-oriented (in preference to cost-orientated)
aesthetic	breakdown (noun); break down (verb)	councillor (member of a council)
aforementioned	break-up (noun); break up (verb);	counsellor, senior counsellor (N.B. legal counsel)
age (5 years of age, <u>but</u> a 5-year-old child)	breakthrough (noun); break through (verb)	countermeasure
aged (aged 5 years or more)	broadband	counterproductive
ageing; ageism	budget (<u>but</u> the CERN Budget)	criterion (pl. criteria)
agenda (pl. agendas)	budgeted	cross-border (adj.)
aide-mémoire (pl. aides-mémoire)	build-up (noun); build up (verb)	cross-reference (noun and verb)
air conditioning (<u>but</u> air-conditioning system)	bureau (pl. bureaux)	cross-section
air-conditioned	bypass (noun and verb)	curriculum (pl. curricula)
allot, allotted, allotment	by-product	curriculum vitae (no italics)
alumna (female)	cancel, cancelled, cancelling	cutback (noun); cut back (verb)
alumnus (male)	capacity-building (adj. and noun)	cut-off (adj. and noun); cut off (verb)
alumni (plural)	car park (<u>not</u> carpark)	cybersecurity
alumnae (female plural)	carry-over (noun); carry over (verb)	cybercafé; cyberterrorism; cyberattack; cyberthreat; etc. (no hyphens)
<i>amour propre</i>	case-by-case (adj.)	
analogue (<u>but</u> analog in computing context)	case law	dark matter (<u>not</u> capitalised)
analyse	case study	dark energy (<u>not</u> capitalised)
antennae (of insects)	catalogue	databank
antennas (of radios)	catalyse	database
<i>a posteriori</i>	centre, centred, centring	data processing (noun); data-processing (adj.)
<i>a priori</i>	centre of excellence	daytime
associate (category of member of the personnel)	chair (<u>not</u> chairman, chairwoman, chairperson)channel, channelled, channelling	deadline
Associate Member State	chargé d'affaires (pl. chargés d'affaires) (no italics)	debug, debugged, debugging
audiovisual	checklist	début
avant-garde	check-up (noun), check up (verb)	<i>de facto</i>
awareness-raising (adj. and noun)	cheque (bank)	decision-maker
	coefficient	decision-making (adj. and noun)
back-up (adj. and noun)	coexistence	deep space (noun); deep-space (adj.)
back up (verb)	colloquium (pl. colloquia)	de facto
bail-out (noun); bail out (verb)	colour	defence (but Department of Defense (US))
balance of payments (noun); balance-of-payments (adj.)	common law (noun); common-law (adj.)	de jure
balance sheet (noun); balance-sheet (adj.)	communiqué (no italics)	delegation, delegate (<u>not</u> Delegation, Delegate)
bandwidth	compel, compelled, compelling	demise
baseline	competence: see Annex 1, section j)	Department Head (or: Head of Department, <u>but not</u> Department Leader)
beam line	comprise	dependant (noun)
beam pipe	compromise	dependency allowance
BEH mechanism (Brout-Englert-Higgs mechanism)	<i>concertation</i>	dependent (adj.)
behaviour	connection	depository (of a text or instrument)
benchmark	consensus	depository (warehouse)
biannual (twice a year)	consortium (pl. consortia)	
	converter	

Deputy Head of Department	formulae (mathematical)	label, labelled, labelling
desktop	formulas (general)	labour
device (noun: piece of equipment)	forum (pl. forums <u>not</u> fora)	laissez-passer (<u>no</u> italics)
devise (verb: invent)	fulfil, fulfilment, fulfilled, fulfilling	laptop
dial, dialling, dialled	fundraising (adj. and noun)	large-scale (adj.); large scale (pred.)
dialogue (but dialog in computing context)		layout (noun); lay out (verb)
dialyse	gâteau (pl. gâteaux)	lead time
Director-General (pl. Directors-General)	gauge	learnt (past participle)
disc (flat, circular object)	generation (second-, third-, next-generation)	Legal Service (at CERN)
disk (in computing context)	(adj.)	liaison
distance learning (noun); distance-learning	groundwork	licence (noun)
(adj.)		license (verb), licensing, licensee
dot-com	hadron therapy	life-sized
downlink	half-life	lifelong
download	hands-free	lifestyle
downtime	head of delegation	lifetime
Dr	Head of Department (or: Department Head)	litre
dreamt (past participle)	headquarters (<u>not</u> Headquarters)	logbook
	healthcare (adj. and noun)	long list (noun); longlist (verb) <u>but</u> long-listed
e- (all compound forms hyphenated)	helpdesk	(past tense)
Earth (only in specific reference to the planet); earth station	Higgs boson (boson not capitalised)	long-standing
Earth-to-space	home page	long-term (adj.); long term (pred.)
e-business	honour	
e-commerce	hot spot	macroeconomic
e.g. (not followed by a comma)	hydrolyse	make-up (noun); make up (verb)
e-government	hyperlink	man-made noise (no gender-neutral alternative)
e-health		manoeuvre
e-learning	<i>ibid.</i>	many-sided
electronic (adj.) (<u>but</u> electronics engineer)	implementer (not implementor)	marketplace
e-mail	improvise	medium-term (adj.); medium term (pred.)
<i>en bloc</i>	in the light of (<u>not</u> in light of)	Medium-Term Plan
en masse	inasmuch as	Member State (adj. and noun)
endeavour	in-depth (adj.); in depth (pred.)	memorandum (pl. memoranda)
end user (noun); end-user (adj.)	index (pl. indices [maths]; indexes [books])	memorandum of understanding (MoU)
enrol, enrolment	information (<u>no</u> plural: refer to items or pieces of information, some information, or data)	merchandise
en route	information and communication technologies (ICTs)	meter (instrument)
ensure (make sure that)	infrared	metre (unit of length)
enterprise	<i>in situ</i>	microcomputer
entrepreneur	insofar as	microeconomic
erratum (pl. errata) (no italics)	install, installation, installed	microfiche
et al.	instalment	microfilm
etc. (must be preceded by a comma)	insure (take out insurance)	microprocessor
euro (pl. euros)	inter-agency (adj.)	mid-1980s
eurozone	<i>inter alia</i>	mid-afternoon
everyday (adj.), <u>but</u> every day as in each day	intercede	midday
ex officio (no italics or hyphen)	interconnection (not interconnect)	midnight
expertise	intergovernmental	mileage
External Auditors	Internet	mindset
extrabudgetary	interregional	misspelt
extraterrestrial	interrelated	mobile phone
	interstate (within a country); inter-State (between countries)	mock-up (adj. and noun)
<i>fait accompli</i>	intraregional	modelled, modelling
fall-back (noun, adj.); fall back (verb)	intra-subregional	MoU
favour; favourable	in vitro	Mr
feedback	<i>ipso facto</i>	Mrs
fibre		Ms
fibre-optic (adj.) (<u>noun</u> : optical fibre)	judgement (<u>not</u> judgment)	Miss
first-quarter (adj.), first quarter (pred.)		much-needed (adj.); much needed (pred.)
flagpole	kilometre (km)	multiband
flow chart; flow diagram	know-how (noun)	multibeam
focused, focusing	Kiev	multichannel
follow-up (noun); follow up (verb)		multidimensional
<i>force majeure</i>		multiframe
forego (precede)		multifrequency
forgo (go without)		multilateral

multimedia	practice (noun)	spelt (past participle)
multilingual	practise (verb)	the Standard Model
multinational	pre-assigned	standby (adj. and noun); stand by (verb)
multipath	précis-writing (adj. and noun)	start-up (noun + adj.); start up (verb)
multiplex	pre-empt	state-of-the-art (adj.); state of the art (pred.)
multipurpose	pre-investment	stationary (not moving)
multistakeholder	prepaid	stationery (writing materials)
	pre-session	status quo (no italics)
narrow-band (adj.); narrow band (noun)	principal (adj.)	stocktaking
nationwide	principal (noun: head person)	straightforward
nature (not capitalised)	principle (noun: idea, concept)	subassembly
neighbour	printout (noun); print out (verb)	subcommittee
nevertheless	proactive	subcontractor
next-generation (adj.); next generation (pred.)	Professor (<u>not</u> Prof.)	subdivision
night-time	programme (<u>but</u> computer program)	subgroup
No. (i.e. number; <u>not</u> n°)	pro rata (no italics)	subheading
no one		sub-item
non-existent	quality-assurance (adj.); quality assurance (noun)	subject matter
non-governmental	quasi-linear	subnetwork
non-linear		subparagraph
non-Member State		subregion; subregional
noncommittal	radioactive	subsection
nonetheless	radiation protection (<u>not</u> radioprotection)	subsystem
north-east(ern)	radiocommunication (adj.); radiocommunications (noun)	subtropical
north-west(ern)	radio-frequency (adj.); radio frequency (noun)	superbeam
note verbale (no italics)	<i>raison d'être</i>	supersede
	rapporteur	supervise
occur, occurred, occurring, occurrence	real-estate (adj.); real estate (noun)	supervisor
offline	realise	surprise
offset	re-emphasise	symposium (pl. symposia)
offshore	re-enact	synchronise
old age (noun); old-age (adj.)	re-establish	synthesis, synthesise
Ombud (<u>not</u> Ombuds or Ombudsman)	refer, referral, referred	telecommunication (adj.); telecommunications (noun)
omnidirectional	reinsure	teleconference
on-board (adj.); on board (pred.)	reinterpret	tele-education
ongoing	relocate; relocatable	telehealth (prefer e-health)
online	reorganise	telelearning
on-site (adj.); on site (pred.)	replan, replanning, replanned	telemedicine
openlab (<u>not</u> capitalised)	reunite	televise
optical fibre (noun) ; (<u>adj</u> : fibre-optic)	reuse; reusable	telework
organisation, organise (<u>but</u> the Organization=CERN)	revise	testbed
out-of-date (adj.); out of date (pred.)	rigorous	test bench
overall	rigour	textbook
overestimate	road map	third-generation network
overload	roll-out (noun); roll out (verb)	time-consuming
overvoltage	round table (noun); round-table (adj.)	time frame
		time limit
packet-switched; packet-switching	<i>savoir-faire</i>	timescale
<i>par excellence</i>	secretariat (<u>not</u> Secretariat, except when referring to a specific secretariat, e.g. the Council Secretariat)	time sheet
payphone	Secretary-General (ITU, UN)	timetable
per capita (no italics)	session (<u>but</u> European Strategy Session of the Council)	totalling, totalled
per cent; percentage	set-back (noun); set back (verb)	touchscreen
per diem (no italics)	set-up (noun); set up (verb)	trademark
<i>per se</i>	short list (noun); shortlist (verb)	transatlantic
piecemeal	short-term (adj.); short term (pred.)	trans-border
pile-up (noun); pile up (verb)	skilful	transboundary
pipeline	small-scale (adj.); small scale (pred.)	travelling, travelled
policy-maker, policy-making	south-east(ern) (adj.); south east (noun)	turnkey
postcode	south-west(ern) (adj.); south west (noun)	twofold
postgraduate	space, outer space (not capitalised)	two-thirds (adj. and noun)
postpone	space-to-space (adj.)	
postscript	specialise	underdeveloped
post-session		undersea
post-shutdown (adj.)		under way (<u>not</u> underway)
post-war		

underestimate	vice-chair; (Vice-Chair when referring to a specific individual)	wireless
underserved	vice versa (no italics)	word-processing (adj.); word processing (noun)
underutilise	videoconference	workload
UNESCO (<u>not</u> Unesco)	viewpoint	work plan
Unidirectional	vis-à-vis (no italics)	worksheet
universe (not capitalised)		worksite
uplink	waveform	workstation
up-to-date (adj.); up to date (pred.)	waveguide	worldwide
updated	wavelength	worthwhile
upgrade (noun and verb); upgradable	the Web; the WWW	
upload	webpage	X-ray
usability	website	
usable	weekday	yearbook
user-friendly (adj.); user-friendliness	weekend	year-long (adj.), <u>but</u> all year long
Users Office (<u>not</u> Users' Office)	well-being	
	well-known (adj.); well known (pred.)	<i>Zeitgeist</i>
value-added (adj.)	wideband	

ANNEX 3: ABBREVIATIONS AND ACRONYMS

ACCU	Advisory Committee of CERN Users
ACE	Antiproton Cell Experiment
AD	Antiproton Decelerator
AEgIS	Antihydrogen Experiment: gravity, Interferometry Spectroscopy
ALARA	As Low As Reasonably Achievable
ALICE	A Large Ion Collider Experiment
ALPHA-2	Antihydrogen Laser Physics Apparatus-2 (preceded by ALPHA)
AMS	Alpha Magnetic Spectrometer
ApPEC	Astroparticle Physics European Coordination (an interest grouping of national funding agencies)
APR	Annual Progress Report
ASACUSA	Atomic Spectroscopy And Collisions Using Slow Antiprotons
ASPERA	ASTroParticle ERAnet (network of government agencies responsible for coordinating and funding national research efforts in astroparticle physics)
ATC	Actuarial and Technical Committee (CERN Pension Fund)
ATLAS	A Toroidal LHC Apparatus
ATRAP	Antihydrogen TRAP Experiments
AWAKE	Advanced WAKefield Experiment
BASE	Baryon Antibaryon Symmetry Experiment
CAC	CERN Audit Committee (replaced by SACA)
CAS	CERN Accelerator School
CAST	CERN Axion Solar Telescope
CBD	Cumulative budget deficit
CCC	CERN Control Centre
CCP	<i>Comité de Concertation Permanente</i> (Standing Concertation Committee)
CDR	Conceptual design report
CDS	CERN Document Server
CEA	<i>Commissariat à l'Energie Atomique</i> (French Atomic Energy Agency)
CET	CERN Expenditure Tracking application
CHF	Swiss francs
CHIS	CERN Health Insurance Scheme
CHISB	CERN Health Insurance Scheme Board
CIXP	CERN Internet Exchange Point
CLIC	Compact Linear Collider
CLICdp	CLIC Detector and Physics study
CLOUD	Cosmics Leaving OUtdoor Droplets (PS 215 experiment)
CMS	Compact Muon Solenoid
CNGS	CERN Neutrinos to Gran Sasso
CNRS	<i>Conseil National de la Recherche Scientifique</i> (France)
COMPASS	Common Muon and Proton Apparatus for Structure and Spectroscopy (NA58 experiment)
CP	Charge and parity (as in CP violation)
C-RBB	Computing Resources Review Board
C-RSG	Computing Resources Scrutiny Group
CtC	Cost-to-completion
CTF3	CLIC Test Facility
CVI	Cost-Variation Index
DAI	<i>Demande d'Achat Interne</i> (Internal Purchase Order)
DAO	Departmental Administrative Officer
DCal	Di-jet Calorimeter (ALICE)

DDU	Delivered Duty Unpaid
DESY	<i>Deutsches Elektronen-Synchrotron</i> (German electron synchrotron facility)
DIRAC	DIimension Relativistic Atom Complex (PS212)
DOE	Department of Energy (USA)
DPO	Departmental Planning Officer
DTO	Departmental Training Officer
DUSEL	Deep Underground Science and Engineering Laboratory
EA	East Area
EAR-2	Experimental ARea 2 of CERN's neutron source facility, n_TOF
ECAL	Electromagnetic CALorimeter
ECFA	European Committee for Future Accelerators
EDH	Electronic Document Handling
EDMS	Electronic Document Management System
EEN	Enterprise Europe Network (European Commission)
EFDA	European Fusion Development Agreement
EGEE	Enabling Grids for E-science
EIROforum	Forum for European Intergovernmental Research Organisations (Comprises: CERN, EUROfusion, EMBL, ESA, ESO, ESRF, European XFEL, ILL)
ELENA	Extra Low Energy Antiprotons (experiment at CERN's AD facility)
EMBL	European Molecular Biology Laboratory
ENET	CERN's external knowledge transfer network
ENLIGHT	European Network for LIGHT ion Hadron Therapy
EPPCN	European Particle Physics Communication Network
EPS	European Physical Society
ERC	European Research Council
ERL	Energy Recovery Linac
ESA	European Space Agency
ESFRI	European Strategy Forum on Research Infrastructures
ESO	European Southern Observatory
ESRF	European Synchrotron Radiation Facility
ESS	European Spallation Source
EuCARD	European Coordination for Accelerator Research & Development project
FALC	Funding Agencies for Large Colliders
fb	Femtobarn (fb ⁻¹ : inverse femtobarn)
FCC	Future Circular Collider (the FCC study)
FEL	Free-electron laser
FNAL	Fermilab National Accelerator Laboratory (US)
FP7	EU Seventh Framework Programme for Research
FTA	Active full-time equivalent
FTE	Full-time equivalent
GAC	<i>Groupement des Anciens du CERN</i> (CERN Pensioners Association)
GBAR	Gravitational Behaviour of Antihydrogen at Rest (experiment at CERN's AD facility)
GDB	Grid Deployment Board (for the WLCG)
GDE	Global Design Effort (for the ILC)
GeV	Gigaelectronvolt (one thousand million electronvolts)
GIF++	Gamma Irradiation Facility
GLIMOS	Group Leader in Matters of Safety
H2020	Horizon 2020 (EU reseach funding)
HE-LHC	Higher-Energy LHC
HEP	High-Energy Physics

HEPAP	High-Energy Physics Advisory Panel (in the US)
HEPTech	Technology Transfer Network of institutions active in particle, astroparticle and nuclear physics
HFM	High-field magnets
HIE-ISOLDE	High-Intensity and Energy ISOLDE
HiLumi	High-Luminosity LHC (<u>also</u> : HL-LHC)
HiRadMat	High-radiation materials test facility
HL-LHC	High-Luminosity LHC (<u>also</u> : HiLumi)
HMPID	High-Momentum Particle Identification Detector
HP-SPL	High-Power Superconducting Proton Linac
IBL	Insertable B-layer (ATLAS sub-detector upgrade)
ICFA	International Committee for Future Accelerators
ICHEP	International Conference on High Energy Physics
ILC	International Linear Collider
ILD	International Large Detector (for the ILC)
ILL	<i>Institut Laue-Langevin</i> (France)
ILO	Industrial Liaison Officer (also ILO Forum)
ILOAT	Administrative Tribunal of the International Labour Organization
INFN	<i>Istituto Nazionale di Fisica Nucleare</i> (Italian Institute for Nuclear Physics)
INET	CERN's internal knowledge transfer network
INSPIRE	High-energy physics information system
INTC	ISOLDE and Neutron Time-of-Flight Experiments Committee
IP	Intellectual Property
IPPOG	International Particle Physics Outreach Group
ISOLDE	Isotope Separator On-Line DEtector (also known as the Online Isotope Mass Separator)
ISR	Intersecting Storage Rings
ITS	Inner Tracking System (ALICE experiment)
JARDB	Joint Advisory Rehabilitation and Disability Board
JINR	Joint Institute for Nuclear Research, Dubna (Russia)
K	Kelvin
LAGUNA	Large Apparatus studying Grand Unification and Neutrino Astrophysics
LAr	Liquid Argon
LAr1-ND	Liquid Argon Near Detector (part of LBNF)
LBL	Long-Baseline (concerning neutrino experiments)
LBNE	Long-Baseline Neutrino Experiment (US collaboration)
LBNF	Long-Baseline Neutrino Facility (in the US)
LBNL	Lawrence Berkeley National Laboratory, California (US)
LBNO	Long-Baseline Neutrino Oscillations (European collaboration)
LCB	Linear Collider Board
LCC	Linear Collider Collaboration
LEAR	Low-Energy Antiproton Ring
LEIR	Low-Energy Ion Ring
LENA	Low-Energy Neutrino Astronomy
LEP	Large Electron–Positron Collider
LEXGLIMOS	Large Experiment Group Leader in Matters of Safety
LHC	Large Hadron Collider
LHCb	Large Hadron Collider beauty experiment
LHCC	LHC Experiments Committee
LHCf	Large Hadron Collider forward experiment
LHeC	Large Hadron electron Collider
LINAC2,3,4	LINear ACcelerator 2, 3, 4
LIU	LHC Injectors Upgrade project

LP-SPL	Low-Power Super Proton Linac
LS1,2,3	Long Shutdown 1, 2, 3
MAPS	Merit Advancement and Promotion Scheme (replaced by MARS)
MARS	Merit Appraisal and Recognition Scheme
MCHF	Million Swiss francs
MEDICIS	Medical isotopes collected from ISOLDE (medical applications facility at ISOLDE)
MeV	Megaelectronvolts (one million electronvolts)
MicroBooNE	Micro Booster Neutrino Experiment (preceded by MiniBooNE)
MiniBooNE	Mini Booster Neutrino Experiment
MOAS	Merit-Oriented Advancement Scheme (replaced by MAPS)
MoEDAL	Monopole and Exotics Detector At the LHC
MPA(c/x/t)	Associated member of the personnel (for the purpose of international collaboration/exchange of scientists/training)
MPE(Ts/Fb/Ap)	Employed member of the personnel (staff/fellow/apprentice)
MTP	Medium-Term Plan
Mu2e	Muon to electron conversion experiment (Fermilab)
NA58	North Area experiment 58 (COMPASS)
NA61	North Area experiment 61 (SHINE)
NA62	North Area experiment 62
NSF	National Science Foundation (US)
n_TOF	neutron Time-Of-Flight facility
NuPECC	Nuclear Physics European Collaboration Committee (an Expert Committee of the European Science Foundation)
NuSTORM	Neutrinos from STORed Muons (Fermilab project)
OSQAR	Optical Search of QED vacuum magnetic birefringence, Axion and photon Regeneration (experiment at CERN)
P5	Particle Physics Project Prioritization Panel (in the US)
pA collisions	Proton-nucleus collisions
PECFA	Plenary ECFA
PFGB	Pension Fund Governing Board
PFIC	Pension Fund Investment Committee
PHOS	PHOTon Spectrometer (ALICE experiment)
PIC(-LHC)	Performance-improving consolidation of the LHC
pp	Proton-proton
PS	Proton Synchrotron
PSB	Proton Synchrotron Booster
PSI	Paul Scherrer Institute (Switzerland)
QCD	Quantum chromodynamics
QED	Quantum electrodynamics
QGP	Quark-gluon plasma
QPS	Quench protection system
R2E	Radiation to Electronics
R&D	Research and development
RAMSES	Radiation Monitoring System for the Environment and Safety
RB	Research Board
RECFA	Restricted ECFA
REX(-ISOLDE)	Radiation Beam Experiment
RF	Radio-frequency

RHIC	Relativistic Heavy Ion Collider (at Brookhaven)
RRB	(LHC) Resources Review Board
RSSO	Radiation Safety Support Officer (HSE Unit)
RTG8	Document outlining the mandate, membership and working procedures of TREF
SACA	Standing Advisory Committee on Audits (replaced CAC)
SAPOCO	Safety Policy Committee
SBL	Short-baseline (concerning neutrino experiments)
SESAME	Synchrotron-light for Experimental Science and Applications in the Middle East
SEU	Single-Event Upset
SHINE	SPS Heavy Ion and Neutrino Experiment (NA61)
SLAC	Stanford Linear Accelerator Center, US (now named SLAC National Accelerator Laboratory)
SLIMOS	Shift Leader in Matters of Safety
SLS	Saved Leave Scheme
SPC	Scientific Policy Committee
SPL	Superconducting Proton Linac
SPS	Super Proton Synchrotron
SPSC	SPS and PS Experiments Committee
STSLS	Short-Term Saved Leave Scheme
SUSY	Supersymmetry
STFC	Science and Technology Facilities Council (UK)
T	(unit of measurement) Tesla
t	(unit of measurement) Tonne
TDR	Technical Design Report
TeV	Teraelectronvolt (one million million electronvolts)
TLEP	High-luminosity e+e- collider
TOTEM	TOTAL cross section, Elastic scattering and diffraction dissociation Measurement at the LHC
TPC	Time Projection Chamber
TREF	Tripartite Employment Conditions Forum
TSR(@ISOLDE)	Test Storage Ring (at ISOLDE)
TSO	Territorial Safety Officer
UFO	Unidentified Falling Object
UNESCO	United Nations Educational Scientific and Cultural Organization
VELO	Vertex LOcator detector (part of the LHCb detector)
VHE-LHC	Very-high-energy LHC
WLCG	Worldwide LHC Computing Grid
XFEL	European X-ray Free-Electron Laser

ANNEX 4: SPECIFIC RULES APPLICABLE TO THE DRAFTING OF OFFICIAL CERN MINUTES

(to be supplemented – work in progress)

a) Use of verbs

Speech verbs to be used in minutes:

associating him/herself with the comments of ...

clarified something (but not "that")

commented on (but not "that")

confirmed that

echoing the comments of ...

emphasised that

explained that

expressed the hope that

expressing agreement/disagreement with, concern about, reservations

highlighted something (but not "that")

indicated that

noted that

observed that

pointed out that

reaffirmed that

recalled something (not "that")

reiterated that

remarked that

reminded the committee that

replied that

reported that/on

responded to (but not "that")

said he agreed that

said he considered that

said he noted with interest that

said he shared the general view that

said he took the view that

said that

said that he wished to

said that he wished to draw attention to
 said that he wished to thank/congratulate
 stated that
 stressed that
 underlined something/that
 voiced agreement/disagreement with, concern about, reservations
 voiced the hope that

Also:

"presented" (extensive, generally when using slides)

"introduced" (brief, generally when not using slides)

b) Forms of address and titles

See the general rules in [section 6.f](#).

c) Use of names

First names are generally not used for members or regular participants, except where a tribute is paid to them in the event of special distinctions (e.g. "the LHC Director, Dr Lyn Evans, had received a knighthood"), departure (e.g. "the Council wished to pay special tribute to the longstanding Council delegate for Belgium, Mr Paul Levaux, who was attending his last meeting..."), or death (e.g. "the SPC observed a minute's silence in memory of Professor Conrad Rybicki, who had passed away suddenly on...").

Members and regular participants are referred to as follows

- at the Council, Finance Committee, TREF and working groups thereof: title plus surname
- at the SPC, PFGB, ECFA, PFATC: surname only
- at the ED, PFIC, SACA, ILO Forum: initial plus surname.

Guests at meetings are referred to, in the first instance, using the initial of their first name plus their surname (e.g. "The PRESIDENT welcomed Mr T. Smith, who had been invited to attend Item 4 of the agenda"), and thereafter, depending on the body in question, as indicated above.

d) Use of initials

Only one initial should be used, except in the case of hyphenated, double-barrelled first names: e.g. Jean-Pierre (J-P.) or Anne-Sylvie (A-S.).

Where two, unhyphenated first names are customarily used, e.g. Ole Petter, only the first initial applies (O.)

Abbreviations such as Ch. (for Christian), Ll., or Th. (for Thierry) should not be used (use only "C." or "T.").

e) Elect vs appoint

The difference between these verbs is that a body **elects** its own officials, but **appoints** the officials of other bodies, for example:

*In three rounds of voting by secret ballot, the Council converged on Professor X as the single candidate and then formally **elected** Professor X Vice-President of the Council for a first period of one year with effect from 1 January 20XX by unanimous vote.*

*The Governing Board unanimously decided to **appoint** X and X as PFGB representatives on the ATC for second and final terms of office of three years, up to 14 March 20XX.*

f) Other general rules

Slides, not “transparencies”