



World Organisation
for Animal Health

WOAH Style Guide

English

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1. About WOH Style

How to use this style guide

You can use the table of contents to navigate to the desired section in this interactive PDF. You can also use the search function to quickly find relevant information (e.g. 'Punctuation', 'Oxford Comma').

For a brief overview, you can also consult the [Quick Style Sheet](#).

What is WOH Style?

WOAH Style is the World Organisation for Animal Health's style guide. It should be applied to all WOH information products (communications, publications and documents) to ensure clarity and consistency. This applies to content targeted for publications as well as web content. For advice on design, please refer to WOH's [Branding Guidelines](#).

The aim of these guidelines is to provide a simple, usable guide for writing and editing content for and on behalf of the World Organisation for Animal Health.

Why does WOH publish?

The dissemination of scientific and technical animal health information is one of WOH's key objectives. This is accomplished through a variety of publications, including core publications, like the *Scientific and Technical Review* and *Panorama*, as well as through *ad hoc* publications prepared by drafting teams in departments across the Organisation.

Important information is also shared through communications and other documents, and the credibility and authority of the Organisation depends on the high quality of these information products.

What does WOH publish?

WOH publishes a wide variety of information products.

The following is a non-exhaustive list of the categories* of information products produced at WOH:

- Guidelines (including Manuals, Tools)
- Strategies
- Technical Reports
- Annual Reports
- Meeting Reports
- Conference Proceedings
- Books of Abstracts
- Policy Briefs
- Training materials
- Journals/periodicals (*Review*, *Panorama*)
- Books
- Newsletters (*WOH News*)
- Press Releases
- Working documents
- Web/SEO content

*Standards (Codes and Manuals) are not included as they are subject to the approval of the World Assembly of Delegates

Who should use WOAHS Style?

WOAH Style contains information that can be useful in preparing any information product, from peer-reviewed publications to website content.

All WOAHS staff, WOAHS Members, partners, consultants and contractors involved in writing, reviewing, editing, translating or proofreading WOAHS information products should refer to WOAHS Style. Use of WOAHS Style should be included in the terms of reference for all authoring, translation, editorial and proofreading contracts.

Why is it important to adhere to this in-house style guide?

Clarity and consistency in WOAHS's information products will reinforce the Organisation's authority. A clear, consistent style will also ensure that content is accessible to a wide-ranging, international audience. WOAHS Style also outlines the requirements of scientific and technical writing, such as proper citation and attribution.

What if I need information that is not covered in WOAHS Style?

British English is applied to the English version of all WOAHS information products.

Therefore, please refer to the *New Oxford Style Manual*, 3rd Edition and the *Oxford English Dictionary*. The only exceptions to the Oxford Style are certain spellings, which are outlined in [Section 5. Spelling](#).

WOAH often partners with other organisations for publications. For co-publications where one of these partner organisations is lead publisher, you may wish to consult their guidelines:

- [World Health Organization \(WHO\)](#)
- [United Nations Environmental Programme \(UNEP\)](#)
- [Food and Agriculture Organization of the United Nations \(FAO\)](#)
- [Organisation for Economic Co-operation and Development \(OECD\)](#)

Who is responsible for creating WOAHS Style?

Headed by WOAHS's Publications Unit, WOAHS Style is the result of a collaboration by an interdepartmental Working Group. As language is constantly evolving, this Style Guide is subject to review on an annual basis.

2. Writing Principles

The importance of a plan

Let's begin with how to structure your writing. Before you start, you should create a plan answering the following questions (we've provided a few hints):

What is the purpose of your text?

To record some research data? To communicate a new initiative? Perhaps it has more than one purpose. It is important to identify your objective at the beginning, so you can structure your draft accordingly. Write a short summary of what you want to achieve. For a longer piece, include key points as skeleton headings for your text.

Who is your audience and what should the tone be?

Identify the audience, as well as the intended format of your text. Find out which platform will be used to disseminate your information product. These factors will determine the necessary tone. For example, scientific articles are more formal than texts for a blog or a communication aimed at the general public.

Also, when writing for the web, and for the purpose of ranking higher in search engines, remember the importance of Search Engine Optimisation (SEO).

How can you guide your audience?

Headings provide a structure for your text that guides the reader through your train of thought and to your ultimate message. When including subheadings, clearly indicate these by numbering them or changing the format or font size. To better structure your content, consider using sections and subsections, bulleted lists, call-out boxes, etc.

You can follow these three simple steps:

1. 'Tell them what you're going to tell them' = introduction
2. 'Tell them what you want to tell them' = main points of your text
3. 'Tell them what you've told them' = conclusion (even if it's just a sentence to reinforce your points)

What grammar rules and guidelines should you follow?

Follow standard grammar rules for British English, as outlined in the *New Oxford Style Manual*, 3rd Edition. See advice in this guide and for specific publications, such as the [Scientific and Technical Review Instructions to Authors](#)

Have you been clear and concise?

Given the amount of online content that will be accessed on mobiles, it is important that the first 10–15 words of the text contain your key message.

Keep your writing short and simple, using plain language. The clearer your text, the easier it will be for peers and the public to understand your message.

How can you make your information product more engaging?

Think visually. To make your text more engaging, use photos, illustrations, diagrams or maps, and sub-headings, as appropriate. This will break up the text and enhance your readers' understanding of the topic.

Simple rules to write well

The following sections provide guidelines for style usage, grammar, spelling, punctuation, formatting and referencing in British English.

3. Style

Tone

Adapt your tone to your audience and the type of information product. Even for technical scientific writing and institutional reports, avoid a heavy, institutional tone. Your text should be easy-to-read and engaging.

✘ Institutional Tone

It is recognised that implementing these processes will require financial and human resources.

✔ Engaging Tone

Implementing these processes will require financial and human resources.

When writing for scientific journals, **avoid first person pronouns**, which can create ambiguity.

✘ *I carried out a statistical analysis.*

✔ *A statistical analysis was carried out.*

For other WOAH information products, 'we' can be used to refer to the Organisation in certain circumstances but should primarily be reserved to refer to humanity as a collective and create an inclusive tone. See recent [Prefaces](#) and [Forewords](#) signed by the Director General for examples.

Clarity

Self-editing for clarity is an important step in preparing a text. Re-read each sentence to check that it makes sense and adds something of value. Revise the text to eliminate superfluous words and improve readability. Re-read each paragraph to avoid repetition and ensure that ideas are presented in the optimal order. Reading the text aloud to yourself or a colleague can help identify errors and run-on sentences.

Consistently remove these words:

✘ Very, really, rather, quite, in fact

Words that add no meaning:

- | | |
|---|-----------------------------|
| – Certain is an absolute term | <i>Absolutely-certain</i> |
| – A bonus is added by definition | <i>Added bonus</i> |
| – Proximity implies closeness | <i>Close proximity</i> |
| – Opinion is implied | <i>Consensus of opinion</i> |
| – Sameness is absolute | <i>Exact same</i> |
| – Number is implied | <i>Few in-number</i> |
| – An outcome is final | <i>Final-outcome</i> |
| – Plans are always in the future | <i>Future plans</i> |
| – Together is implied | <i>Join together</i> |
| – Might implies possibility | <i>Might possibly</i> |
| – Surprises are never expected | <i>Unexpected surprise</i> |
| – If it's customary , it's usual | <i>Usual custom</i> |
| – To is sufficient | <i>In-order to</i> |

Non-biased and non-discriminatory language

WOAH publications, documents and communications have a wide and varied audience. It is crucial that all texts are free of bias and discrimination to be inclusive and respectful of readers. Not only is this to preserve WOA's reputation and standing, but also to maintain a considerate scientific community built on mutual respect and exchange.

Approaches to inclusive writing are liable to change as language evolves. If you are uncertain, contact the Publications Unit for advice or to give feedback. Above all, WOAH strives to publish texts that are free of prejudice, stereotype or discrimination.

A note on other languages: This style guide provides guidance on writing in English. Style guides for WOA's two other official languages, **French** and **Spanish**, are currently in development.

Gendered/sexist language

To further gender equality and inclusivity, texts should be gender-neutral where possible. When gender is not relevant to a text, it should be invisible. As well as avoiding the use of sexist language, this involves gender-silent writing by using the **gender-neutral personal pronouns they/them/their**. For example:

✘ *A veterinarian often struggles with her work-life balance.*

✔ *A veterinarian often struggles with their work-life balance.*

In some cases, you can use **a passive tone** to avoid gendering:

✘ *He will see his patients tomorrow.*

✔ *Patients will be seen tomorrow.*

(NB: Use the passive tone as a last resort, as this can impact the clarity of your writing.)

Or you can change examples **to plural**, to avoid being gender-specific:

✘ *Each chef is tested on her baking skills.*

✔ *All chefs are tested on their baking skills.*

For the sake of readability, **avoid slash constructions**:

✘ *The driver will find his/her manual in the car.*

✔ *Drivers will find their manuals in their cars.*

✘ *They chose the best actors/actresses available.*

✔ *They chose the best actors available.*

When writing nouns that are traditionally gendered, see if you can find an alternative that is gender neutral. Ensure that you are not reverting to the masculine by default. For example:

✘ *Air hostess*

✔ *Flight attendant*

✘ *Policeman*

✔ *Police officer*

✘ *Boys and girls*

✔ *Children*

✘ *Dear Sir/Madam*

✔ *Dear Hiring Manager/Dear Colleague/Dear Team, etc.*

✘ *Mankind*

✔ *Humanity*

👉 How to be gender-neutral in gendered languages such as French and Spanish

It is more difficult to write in a 'gender silent' way in French and Spanish, as these languages naturally have feminine and masculine constructions. Moreover, there are many regional approaches to gender neutrality, and neither the *Real Academia Española* nor the *Académie Française* have official guidelines on this matter.

WOAH's style guide working group is currently collaborating with translators and native speakers to provide guidance on these languages. The expected publication date is late 2024.

Here are a few ways to improve gender neutrality in French and Spanish:

Le Doublet Complet

This involves mentioning both the feminine and masculine versions of a term. For example:
les assistants = les assistantes et les assistants

Collective language

Using gender-inclusive terms for a group can avoid gendered language. For example:
les citoyens et les citoyennes = la communauté

Function and Administrative Unit Names

Refer to the position held by a person rather than the title or the administrative unit to which they are attached. For example:

les employés et les employees = le personnel

Sexist language includes pejorative clichés regarding any gender. Refrain from sweeping generalisations, such as:

- ✘ *Women are naturally better caregivers.*
- ✘ *Boys will be boys.*
- ✘ *Most large animal vets are men.*
- ✘ *Women are not as good in STEM subjects as men.*

When gender is relevant to the text, ensure that it is appropriately visible. For example, when referring to specific people, try to find out what their personal pronouns are and use the correct form of address:

- ⚠ *Ms Meghan Smith (Ms does not presume a marital status)*
- ⚠ *Mx M. Smith (Mx is appropriate for non-binary people, rather than Mr or Ms, which presumes gender)*
- ⚠ *Prof M. Smith*

NB: Do not make assumptions about a person's marital status. When addressing women, either use their professional title (Dr or Prof), or Ms (not Miss or Mrs) if you are uncertain.

When writing about fields and topics that are historically male dominated, ensure that women are explicitly included:

- ⚠ *In a report on gender equality in Veterinary Services, insert stock images of doctors of all genders, not just men.*
- ⚠ *When writing story examples, use female as well as male characters.*

For further information, please see the [United Nations Guidelines for gender-inclusive language in English](#).

Age

To avoid discriminating based on age, remove references to people's ages unless it is relevant to the text. Do not use stereotypes based on age, whether this is related to old age, young people, or people in middle-age, for example.

✘ <i>geriatric</i>	✔ <i>an elderly person</i>
✘ <i>youths</i>	✔ <i>young people</i>

Race and ethnicity

As WOAH is an international organisation with staff and Members from all backgrounds, it is vital that race and ethnicity are written about with sensitivity and respect.

Race refers to a social construct by which people are grouped based on their ancestry or perceived physical characteristics. On the other hand, **ethnicity** refers to a grouping of people based on shared cultural identity.

Only refer to race and ethnicity if it is directly relevant to the subject you are writing about. Avoid potentially offensive wording, racial slurs, as well as both positive and negative stereotypes. For example, '*All Asian children are good at maths*' is a positive stereotype that is damaging, while '*White people aren't good gospel singers*' is a damaging negative stereotype.

When race or ethnicity are relevant to your writing, be specific. For example, state 'Vietnamese American' rather than 'Asian American'.

Capitalise terms for racial and ethnic groups: e.g. 'Black', 'South East Asian', or 'Irish Traveller'.

General terminology to be aware of:

✘ <i>minority</i>	✔ <i>Avoid. Be specific wherever possible or use 'underrepresented groups'. This term is not synonymous with people of colour.</i>
✘ <i>Oriental</i>	✔ <i>Pejorative – do not use when describing people. Be specific instead, i.e. East Asian.</i>
✘ <i>mixed race</i>	✔ <i>Multi-racial or people of mixed-ethnic background</i>
✘ <i>indigenous/native/tribal</i>	✔ <i>Use the correct term for the specific group you are writing about, e.g. First Nations (Aboriginal Peoples of Canada)</i>
✘ <i>Afro-Caribbean</i>	✔ <i>African Caribbean (Note: Do not hyphenate compound adjectives like this, e.g. African American, etc.)</i>
✘ <i>Hispanic/Latino</i>	✔ <i>These terms are not interchangeable. Hispanic refers to people of Spanish-speaking ancestry. Latino refers to people from or descended from Latin America. Some may self-identify as Latinx/Latino/Latina.</i>
✘ <i>Non-White</i>	✔ <i>This pre-supposes White ethnicities as the norm. Be specific wherever possible.</i>

If in doubt, check what terms the community in question self-identifies as. For example, some Roma peoples accept the term 'Gypsy', while others find this offensive.

Geographical and Cultural Bias

To respect all Member nations and countries around the world, texts must avoid geographical bias. For example:

* <i>Third world countries</i>	✓ <i>'Low- and middle-income countries' or 'developing countries'</i>
* <i>Stereotypes, e.g. 'products made in less-developed countries are low quality'</i>	✓ <i>Non-biased statements based on data</i>
* <i>Excluding regions</i>	✓ <i>Consider and include all relevant WOAH regions</i>
* <i>Presuming Western standards and perspectives as the norm</i>	✓ <i>Consider different cultural perspectives with equal weighting to Western perspectives</i>
* <i>Avoid using terminology favoured by sides in a dispute</i>	✓ <i>e.g. West Bank Barrier, rather than 'security fence' or 'apartheid wall'</i>

Sexual orientation

Only refer to a person's sexual orientation if the subject explicitly demands it. Never make assumptions about someone's orientation, or what personal label they prefer.

* <i>Gay and lesbian groups</i>	✓ <i>LGBTQIA+ groups</i>
* <i>Husband or wife</i>	✓ <i>Partner or spouse</i>
* <i>Referring to transgender people by their sex at birth</i>	✓ <i>Referring to transgender people by their chosen gender identity</i>

Disability

Avoid discriminating against people with disabilities, by being mindful of not equating people with their disability, as this is dehumanising. For example:

* <i>Collective nouns such as 'the disabled', 'the handicapped'</i>	✓ <i>People with physical disabilities/learning disorders</i>
* <i>'An epileptic'</i>	✓ <i>A person with epilepsy</i>
* <i>They are wheelchair bound</i>	✓ <i>They are a wheelchair user</i>

Do not refer to people with disabilities as 'suffering' or as being 'victims', as these terms ascribe powerlessness. When in doubt, place the person first, and their disability second.

4. Grammar

Parallelism

When making comparisons or listing items, compare or equate like with like (nouns with nouns, verbs with verbs, etc.)

✘ A dog's role is to roll over, wag its tail and the destruction of furniture.

✔ A dog's role is to roll over, wag its tail and destroy furniture.

Set constructions

Parallel constructions (X and Y) must match, for example:

not only X but Y

*Her success was achieved **not only** through natural intelligence **but also** through hard work.*

either X or Y

*Please buy **either** apples **or** oranges.*

neither X nor Y

*It was raining **neither** cats **nor** dogs.*

both X and Y

*Both blue **and** green are suitable colours.*

between X and Y (not 'between X–Y')

*The office was open **between** 7am **and** 6pm.*

fewer than/less than

Use 'fewer than' for countable nouns and 'less than' for singular nouns and mass nouns.

*fewer people
less happiness
less hummus*

whose/who's

Whose is a pronoun.
Who's (who is) is a contraction.

*I don't know whose cat that is.
Who's going to finish the cake?*

owing to/due to

Use 'owing to' at the beginning of a sentence.

***Owing to** poor visibility, the car veered off the road.
The accident was **due to** poor visibility.*

Other constructions to note:

✘ comprised of

✔ comprised

✘ different than

✔ different from

✘ learnings

✔ lessons

✘ passed away (unless talking to the bereaved).

✔ died

✘ reached out

✔ contacted

That/which

That is used for a defining clause (the sentence needs the text following 'that' to make sense)

*It is the only planet in the solar system **that** currently sustains life.*

Which is used for a non-defining clause (the sentence does not need the text following 'which' to make sense; this text provides additional information).

*I viewed it from the balcony, **which** was overlooking the lake.*

If the clause you are introducing could be deleted without changing the essential meaning of your sentence, use 'which'. If not, use 'that'.

Verb agreement

The subject and verb must agree in number; if the subject is singular or plural, the verb must be also.

We love grammar, whereas he hates it.

Bodies and institutions (and most countries) take a singular verb.

The Council is ...

Sums of money take a singular verb.

€ 2 million was made available.

Percentages also take a singular verb.

... of which 56% has been ...

Verb forms

Final 'l' is doubled after a single vowel on adding -ing or -ed.

✔ *total, totalling, totalled*
NB: Sole exceptions are: *parallel, paralleled*

Other consonants are only doubled if the last syllable of the verb is stressed

✔ *admit, admitting, admitted*
✔ *focus, focusing, focused*

Tenses in scientific writing

When writing study objectives or facts that are generally true, use **simple present tense**.

The moon orbits the earth.

When describing previous methods or facts that were once true, use **simple past tense**.

The previous study employed a qualitative approach.

In literature reviews, when writing about existing research, use **simple past tense**.

Smith et al. conducted research on...

When sharing your own views, use **present tense**.

This study assumes that...

When citing a recent study or to make generalisations, use the **present perfect tense**.

Recently, Smith et al. have discovered that...

When describing results, use the **past tense**.

50% of all participants tested positive.

When referring to tables and figures, use the **present tense**.

Figure 1 shows...

When summarising findings, use the **past tense**.

The sample was small...

For result interpretation, use the **present tense**.

The findings indicate that...

For recommendations, you can use the **present tense**:

Zoning should be implemented.

Or you can use the **future tense**:

Zoning will need to be implemented.

Miscellaneous

A or an

Before 'h' or acronyms: 'a' when 'h' is pronounced like a consonant, 'an' when 'h' is pronounced like a vowel.

a hotel
an hour

Neither and both

Place directly before the items they modify.

✘ It neither suited them nor him.

✔ It suited neither them nor him.

Only

Only as an adjective: before the noun, another adjective or number

*Is that the **only** advice you have?*

Only as an adverb: placed where the focus of the sentence is, e.g.

focus on the subject (front)

***Only** she knows when this will end.*

focus elsewhere (between subject and verb/ main verb and auxiliary verb)

*I **only** go to the shop when I am very hungry.*

5. Spelling

WOAH uses **British English** spelling, with a few exceptions. When in doubt about spelling or usage, consult the first entry in the [Oxford English Dictionary \(OED\)](#). WOAH staff have access to an OED subscription.

Some free spelling resources in English include [dictionary.com](#) (British English section) or [Oxford Learner's Dictionaries](#).

Default language in Microsoft Word

Ensure that the default language for your document is set to 'English (United Kingdom)' by selecting it in the status bar at the bottom of the screen, or in the tool bar by selecting:

Review → Language → Set Proofing Language

General spelling rules

✘ -ize / -izing / -ization	✔ -ise / -ising / -isation <i>organise / organising / organisation</i>
✘ -yze	✔ -yse <i>analyse</i>
✘ -or <i>color, behavior</i>	✔ -our colour, behaviour
✘ -ense <i>defense</i>	✔ -ence <i>defence</i>
✘ -er <i>center, meter</i>	✔ -re <i>centre, metre</i>
✘ -og <i>analog, dialog</i>	✔ -ogue <i>analogue, dialogue</i>
✘ Simplified e for words of Greek origin <i>pediatric, estrogen</i>	✔ ae/oe paediatric, oestrogen
✘ An extra e in words ending with -able <i>debateable, conceiveable</i>	✔ Drop the extra e <i>debatable, conceivable</i> <i>Exceptions: sizeable, saleable</i>
! Licence is a noun. License is correct when used as a verb.	✔ WOAH <i>licensed</i> FAO to use its content.

Plurals

For Greek- and Latin-derived words, note the following plural spellings:

Singular ending

-a
Alga
Minutia

-is
Analysis

Plural ending

-ae
Algae
Minutae

-es
Analyses

-on <i>Criterion</i>	-a <i>Criteria</i>
-um <i>Addendum</i>	-a <i>Addenda</i>
-us <i>Bacillus</i>	-i <i>Bacilli</i> <i>With the exception of</i> <i>Octopus → Octopuses</i>
-us <i>Genus</i>	-era <i>Genera</i>

Cyberjargon

✘ <i>eBook, ebook</i>	✔ <i>e-book</i>
✘ <i>e-mail</i>	✔ <i>email</i>
✘ <i>elearning, eLearning</i>	✔ <i>e-learning</i>
✘ <i>the Internet</i>	✔ <i>the internet</i>
✘ <i>Web site/web-site</i>	✔ <i>website</i>
✘ <i>Web-page/webpage</i>	✔ <i>web page</i>

6. Punctuation

Apostrophes ‘

Use apostrophes:

- to denote a missing letter or letters or
- to indicate possession.

We can't be sure.
WOAH's mission

For plural possession, the apostrophe is placed after the -s.

a farmer's scheme (singular, so a particular scheme of one farmer)
a farmers' scheme (plural, indicating a general scheme for farmers as a group)

Note: no extra possessive 's' is needed where a word or name ends with -ss

the albatross' disease

Do not use an apostrophe for decades:

✘ <i>the 1990's</i>	✔ <i>the 1990s</i>
---------------------	--------------------

Do not use an apostrophe for plurals of acronyms:

✘ <i>NGO's</i>	✔ <i>NGOs</i>
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Brackets [] and parentheses ()

Parentheses () enclose text that is not essential to the meaning of the sentence.

(If a whole sentence is within parentheses, the full stop must be placed before the closing parenthesis.)

I have seen charity (if it can be called charity) insult with an air of pity.

Brackets [] enclose references.

According to Smith et al. ... [14].

Square brackets can also be used:

- to insert text in a quotation other than that by the original author or
- within parentheses instead of a second set of parentheses.

(When text is placed within brackets [like this], use square brackets.)

They [the Lilliputians] rose like one man.

There is no WOAH-designated acceptable threshold for the accuracy of any of these tests (DSe, DSp, LR+, LR–, positive predictive value [PPV] and negative predictive value [NPV]).

Colons :

Use a colon to indicate a subtitle

Implementation of standards: the Observatory Annual Report

or to divide a sentence into two parts that contrast or balance each other.

The part before the colon must be a full sentence in its own right: the second need not be.

A colon can also be used when introducing a list (see LISTS)

Contributors: FAO, WOAH, WHO....

Semicolons ;

Use a semicolon in the following cases:

- to separate items in a long or complex series, or those with internal punctuation
- to separate main clauses in a sentence with different subjects.

Paris, France; Rome, Italy; Geneva, Switzerland

The President adjourned the session; delegates then returned to their regional groups.

Commas ,

Do not use a serial/Oxford comma, unless it is needed to avoid ambiguity (e.g. in long or complex lists).

✘ *Commas, semicolons, and colons are all punctuation marks.*

✔ *Commas, semicolons and colons are all punctuation marks.*

Do not use a comma after i.e. or e.g.

✘ *I plan to visit several European countries next summer, i.e., France, Germany and Spain.*

✔ *I plan to visit several European countries next summer, i.e. France, Germany and Spain.*

Do not use a comma before parentheses or en dashes:

✘ *The decision to continue, – despite time pressure – was met with mixed reactions.*

✔ *The decision to continue – despite time pressure – was met with mixed reactions.*

En dashes –

Use en dashes for:

- lists (like this one)
- numerical ranges
- subtraction sign
- an equal relationship
- replacing commas or brackets – in running text like this – to clarify involved sentences.

100–120 staff will attend

5 – 3 = 2

cost–benefit ratio, public–private partnerships

Full stops .

Use full stops to:

End a complete sentence.

This is an example.

Indicate missing text but not for certain abbreviations (see ABBREVIATIONS)

✔ *Chap. and Art.*

Place the full stop after the closing quotation mark if a quotation in a sentence comes at the end 'like this'. (If a full sentence is contained in parentheses, the full stop is placed before the closing parenthesis.)

Do not use a full stop at the end of captions or legends, unless it is necessary to denote new sentences in the middle of the text.

Hyphens -

Use hyphens for:

- compound adjectives *in-depth research, on-farm studies*
- words with prefixes *co-funded, co-publication, self-employed*
- page ranges in references *p. 9-20*

Lists

Number only if the order is important, otherwise use en dashes.

For a single-sentence list with short list items: use a colon to introduce the list items. List items should begin with lower case letter (no end punctuation). Add a final full stop.

The crowd was classified into three main groups:

- *invitees*
- *journalists*
- *passers-by.*

For a single-sentence list with long list items: Colon to introduce the list items, list items begin with lower case letter and end with a semi-colon, final full stop.

The disadvantages of wide-mesh mosquito nets are:

- *the nets offer no protection once the insecticide has lost its activity;*
- *wide-mesh nets are more easily torn than standard nets;*
- *they are not yet commercially available.*

For a list with complete sentences: full stop before list items, list items begin with upper case letter and end with a full stop.

The seminal work on participatory evaluation suggests that a participatory evaluation in the development context should include certain steps.

- *All those involved in a programme decide jointly to use a participatory approach.*
- *When agreement is reached, a small group of coordinators is elected.*
- *The best methods for attaining the objectives are chosen.*

Slashes /

Use a forward slash:

- to denote alternatives *and/or*
- to indicate 'per' *km/day*
- for non-calendar years. *1991/92 is a 12-month period, while 1991–92 indicates two years*

Spaces

Leave only one space after the full stop between sentences.

Use a non-breaking space (Ctrl+Shift+Space) between numbers and units, for figure and table numbers (e.g. between 'Figure' and '1' in Figure 1), between title and name, after e.g. and i.e. and in other similar cases.

'Quotation marks'

Single quotation marks should always be used.

The report discussed 'the effect of COVID-19 on financial markets worldwide'.

Double quotation marks may be used for a quotation within a quotation.

The speaker noted, "the report discusses "grey markets", which are of particular concern".

If there should be yet another quotation within the second quotation, revert to single quotation marks.

Smith said, 'He told me, "The book is titled 'The Art of Quoting'."'

Use quotation marks to indicate chapter and article titles.

Find more information in the article 'Gender in Veterinary Studies'.

Punctuation must be placed according to the sense; if it belongs to the quotation, it is included, otherwise it is not quoted (as in the examples above, commas and periods generally belong outside the quotation marks).

Indicating omission

To indicate:

- A dropped letter
- Word abbreviation
- Excision of portion of a word
- Ellipsis within parallel construction
- Deletion of word(s) within quotation

Use:

Apostrophe '

✓ *can't, rock 'n' roll*

Full stop .

✓ *Etc., St.,*

Em-dash —

✓ *The anonymous participant J—s...*

Comma , or semicolon ;

✓ *Cows went to the barn, pigs to the sty.*

✓ *He worked in the UK; she, in France.*

Ellipsis (...)

✓ *'The study included statistical analysis ... for academic rigour.'*

7. Capitalisation

Initial capitals

- Proper names
- Prefixes and titles
- Geographical names and political divisions
- Proper names of periods and historical events
- Proper names of institutions
- Titles of office holders

Smith, Doe, McDonald

Dr, Prof., Ms

North Pole, Seine River, Northern Ireland

Middle Ages, Second World War

Council of Europe

Director General

- Trade names *Microsoft Word*
- Administrative or political units *North Rhine-Westphalia*
- Reference to specific regulations/decisions/directives/annexes and articles *Decision X, Annex 1*
- Specific reference to figures, tables, appendices, volumes, chapters, sections, etc. *Conference on Security and Cooperation in Europe*
- Publications: books, journals, newspapers, periodicals *New York Times, Veterinary Record, the Lancet*
- Name of the genus *Brucella*
- Cardinal compass bearings *54° E*

Use lower case when referring to a direction in general rather than a specific compass point, or a geographic area rather than a political unit.

*In the north-west...
western Europe*

Titles and headings

Titles should either be in **headline style** (all words capitalised except for prepositions), or **sentence style** (only the first word and proper nouns are capitalised).

For **headline style**, capitalise the first word of the title, and all words within the title except articles (a/an/the), prepositions (to/on/for, etc.) and conjunctions (but/and/or, etc.)

Book titles	✓	Headline style
Web articles	✓	Sentence style
Journal articles	✓	Sentence style
Headings in books	✓	Headline style
Headings in articles	✓	Sentence style
Short subheadings in books	✓	Headline style
Long subheadings in books	✓	Sentence style

Note that when titles (e.g. for web articles) are fewer than five words, you can make an exception to sentence style, and use headline style instead, as this is more visually appealing.

Publication titles may be given in headline style in the text following the original publication but should appear in sentence style in the References (see [Referencing](#)).

Names of flora and fauna

Scientific (Latin) names	Genus is capitalised, all in italics
On second reference (except at the start of a sentence)	✓ <i>Ursus americanus</i>
Specific (English) common names	Capitalised, roman
	✓ Whooping Crane
Types (English)	Lower case, roman
	✓ cranes
Abbreviations, such as sp. (species), etc.	Lower case, roman
	✓ <i>Caenothus</i> sp.

Cultivar names	Capitalised, roman ✔ <i>Pelargonium peltatum</i> cv. Claret Crousse
Hybrids	Italics with a multiplication sign × ✔ <i>Salvia</i> × <i>superba</i>
Domain, phylum, class, order and family names	Capitalised, roman ✔ Hominidae, Mammalia

Use the abbreviations ‘sp.’ or ‘spp.’ when the actual specific name cannot or need not be specified, for example:

✔ *Felis* sp. (an unspecified species of the genus *Felis*)

✔ *Felis* spp. (two or more species of the genus *Felis*)

For capitalisation of WOAAH-specific terms, please refer to [Terminology](#) and [Appendix 1: Glossary](#).

8. Terminology

For specific **institutional terminology** used by WOAAH, please refer to [Appendix 1: Glossary](#).

For specific **scientific terminology** used by WOAAH, see the glossaries of the [Terrestrial Code](#), [Terrestrial Manual](#) and [Aquatic Code](#). For correct usage of shortened or colloquial disease names, consult the [‘Animal diseases’ page of WOAAH’s website](#).

Below are some examples:

✘ amongst	✔ among
✘ carcasse/carcase	✔ carcass (s.) / carcasses (pl.)
✘ Covid-19	✔ COVID-19 (caused by the SARS-CoV-2 virus)
✘ Foot-and-mouth disease	✔ Foot and mouth disease (FMD)
✘ learned (past tense verb)	✔ learnt
✘ observatory annual report	✔ Observatory Annual Report
✘ one health	✔ One Health
✘ on going, on-going	✔ ongoing
✘ pet	✔ companion animal
✘ para-veterinary	✔ paraveterinary
✘ policymakers/policy makers	✔ policy-makers
✘ socioeconomic	✔ socio-economic
✘ Tick-born/tick borne encephalitis	✔ Tick-borne encephalitis
✘ wellbeing/well being	✔ well-being
✘ verterinary authority	✔ Veterinary Authority
✘ veterinary services	✔ Veterinary Services

Country names

Use country names as per those agreed with WOAH's [Members](#).

In particular, note the following:

✘ Hong Kong	✔ Hong Kong, Special Administrative Region of the People's Republic of China (HKSAR)
✘ Palestine	✔ Palestinian Autonomous Territories
✘ the Sudan	✔ Sudan
✘ Swaziland	✔ Eswatini
✘ Taiwan	✔ Chinese Taipei
✘ Turkey	✔ the Republic of Türkiye (at first mention, Türkiye thereafter)

Other guidance:

✘ US	✔ USA
✘ Avoid US as an adjective, e.g. 'US food industry'	✔ 'The food industry of the USA'

! For place names, use the common Anglicised version:

✘ München, Deutschland	✔ Munich, Germany
! Note the countries that use 'the' before their names	✔ the United Kingdom, the United States of America, the Netherlands, the United Arab Emirates.

Programme and Organisation names

Give programme and organisation names as in the official record.

Do not adjust spellings to WOAH Style:

✘ Food and Agriculture Organisation	✔ Food and Agriculture Organization of the United Nations
-------------------------------------	---

Foreign languages

Italics can be used to denote words and short phrases from foreign languages, for example:

✔ The local *gardai* [police] were on hand.

Not all foreign words are italicised. A number have been assimilated into current English and are set in roman, for example:

- ✔ café
- ✔ alias
- ✔ via
- ✔ detour

Be aware of foreign language terms that can create redundancy in English, for example:

Redundant term	Correct form	Reason
✘ Mount Fujiyama	✔ Mount Fuji; Fujiyama	<i>Fujiyama</i> = mountain formed by volcanic material
✘ Mount Mauna Loa	✔ Mauna Loa	<i>Mauna loa</i> = long mountain
✘ Rio Grande River	✔ Rio Grande	<i>Rio</i> = river
✘ Sierra Nevada Mountains	✔ Sierra Nevada	<i>Sierra</i> = mountain range
✘ Chai tea	✔ Chai	<i>Chai</i> = tea

9. Abbreviations and acronyms

- ✓ Define abbreviations and acronyms on their first use by giving them in full, with the abbreviation or acronym in (parentheses).
- ✗ Avoid overusing abbreviations, acronyms, contractions and symbols.
- ✗ Do not use them in headings or subheadings.

Abbreviations are formed when the end of the word is removed. Use a full stop at the end for singular, but no full stop for plural.

Vol., para., Co., ed., Ed.
vols, paras, eds

Contractions are formed when the interior of the word is removed. No full stop at the end.

Mr, Dr, contd, Ltd

Abbreviations not ending with the last letter of the word they are abbreviating take a full stop.

Prof., Gen., Rev., Hon.

Acronyms are formed from the initials of other words. No full stops between letters. Add an -s for plural.

WOAH
GBADs

Indefinite article choice (a/an) for acronyms abbreviations.

– 'A' when pronounced like a consonant.

a LAN schematic [L = luh]

– 'An' when pronounced like a vowel.

an FAO report [F = eff]

! No definite article is used with WOAH, FAO, WHO or UNEP.

For other organisations and institutions, check their materials to see whether a definite article should be used with their acronym.

! DNA and RNA do not need to be defined, but 'complementary DNA' should be spelled out and then abbreviated to 'cDNA'.

For WOAH-specific abbreviations, check the glossaries of the [Codes and Manuals](#) or refer to [Terminology](#).

10. Italics, bold and underlining

Italics

Denotes book titles and names of periodicals in the body text.

According to the *Chicago Manual of Style... Scientific and Technical Review*

Note: 'The' in connection with the title should be in lower case roman (normal type).

In a recent letter to the *Lancet*, ...
An article featured in the *New York Times*...

Indicates symbols used as mathematical variables

$C_t = C_o + C_f$
For example, $y = 0.9$ indicates...

Indicates scientific (Latin) names of fauna and flora (specific genera [genus], species and varieties)

Mycobacterium bovis (first use), *M. bovis* (thereafter, except at the start of a sentence)

Note: Genera mentioned in plural or in a general way should be in roman and lower case. Orders, families, etc. are in roman.

Staphylococci
Diseases caused by a staphylococcus...

Indicates abbreviations and phrases derived from Latin.
Note: certain common abbreviations should be in roman.

et al., ad hoc, in situ, in vivo, versus
NB, op. cit., et seq., ibid., e.g., i.e.

Bold

Use sparingly. Accepted uses are:

- to denote headings
- to highlight keywords or add emphasis
- Avoid using to highlight text between parenthesis

Introduction

This approach involves **expert intervention** alongside other control measures.

Underlining

Avoid where possible.

In some cases, particularly for [References](#), underlining may be used to indicate hyperlinks or Digital Object Identifiers (DOIs).

11. Numbers, units and dates

Numbers

Spell out numbers one to ten, use digits thereafter (except in figures and tables, and for SI units).

✔ *One to ten, 11 onwards*

Where numbers in the same sentence fall above and below this limit, use digits for both.

✘ *ten to 13*

✔ *10 to 13*

Where a sentence begins with a number, spell out the number.
Note: Use the per cent symbol (%) only together with numbers.

✔ *Forty-five per cent of members...*

✔ *Of the members, 45% were...*

Give ordinal numbers as digits and without superscript.

✘ *19th century*

✔ *19th century*

Give millions as digit + million.

✔ *2 million people worldwide*

For spelled-out numbers, use hyphens to join the parts of a two-digit number.

✔ *Forty-five*

✔ *Nineteen forty-five*

Use a comma to set off the last three digits of a five-digit numeral.

✔ *12,345*

Place a zero before a decimal expression.



✔ *0.12*

Fractions

Fractions should usually be spelled out.

When neither number in a fraction is hyphenated, place a hyphen between numerator and denominator.

✔ *Two-thirds*

Mixed numbers can be spelled out  *Three and three quarters*
or converted to a decimal expression.  3.75


Units

Use metric units, not imperial.
For scientific writing, only use the International System of Units (SI).
For more information, refer to the [International Bureau of Weights and Measures](#).


If imperial must be used due to context, please provide an appropriate metric conversion in brackets.	12 lbs (5.44 kg)
Use digits for quantities with units, with a space between the digits and unit.	6 kg
No full stop after units of measurement.	4 ha, 9 m, 20 psi
Units do not have plurals.	1 km, 2 km
For lesser known, localised or historical units, provide a definition or appropriate conversion in brackets.	1 Thai rai (1600 sqm)
When writing units out in full, match the plural or singular to how it would be pronounced.	1 metre 2 litres 0.5 kilos


Percentages

Give percentages as digit and % without a space in between.

 5%, 5% to 10%

Always use the percentage symbol (%) in text, tables and figures unless the numbers are spelled out.

 The results were 90% positive.

 Ninety per cent of the results were positive.

Date and time

Give dates in full.

Use a comma between days and date.


Give decades without an apostrophe.


Avoid beginning a sentence with year.

6 June 2020

Friday, 15 January 2021

 1970s  1970's

 'The year 1992', or 'In 1992'

 '1992 was'

Where relevant, include the time zone.

The meeting took place at 8 am (CET).

Where time is important to the content and meaning, use the 24hr clock to prevent ambiguity.

The experiment began at 23:30 (GMT).

Currencies

Give currencies as symbols followed by a space before the number (digits, not spelled out) for everyday currencies (US\$, CAN\$, AUS\$, NZ\$, € and £)

✘ 4.2 billion USD

✔ US\$ 4.2 billion

✘ 2,100 euros

✔ € 2,100

Define less common currencies:

✔ 1.4 million Philippine pesos (PHP); subsequently PHP 1.30

If readers are unlikely to be familiar with a currency, provide a rough € equivalent.

✔ The train ticket cost JPY ¥ 1,000 (approx. € 6).

Mathematics and equations

Mathematical signs have a space on either side of them.

$$5 - 3 = 2$$

Use the multiplication sign ×, not a lower case x (Insert → Symbol)

$$5 \times 4 = 20$$

Use Word Equation Editor to set out equations. When multiple equations are used, especially if they appear on the same page, indent and number equations using Arabic numerals.

$$C_t = C_o + C_f$$

(1)

$$= \frac{C_i \text{ corrected}}{[1 - \text{proportion of treatments with mis}]} C_i$$

12. Figures and tables

For figures, tables, graphs, illustrations and photographs, always ensure that you have the **permission** to use these in your information product. Their source must be cited in the form of a **copyright statement** in a note beneath the image as well a citation of the original source in your [References](#).

See the following guidance on using figures and tables, as well as the appropriate copyright statement for the type of image.

- ✔ All figures and tables must have a caption.
- ✔ All figures and tables must be numbered and cited in the text before their appearance.
- ✔ Figures and tables should be able to stand alone, and thus must be understandable without the text.

- ✔ Information in figures and tables must complement rather than contradict the text.
- ✔ All acronyms and symbols in a figure or table must be defined (even when they have previously been used and defined in the text).
- ✔ Superscript annotations in figures and tables must be defined in the notes below.
- ✔ Notes to figures and tables should be placed directly under the figure or table.
- ✔ References in figures and tables should be numbered in the order that the figure or table citation appears in the text (i.e. if the last reference cited in sequential order before a table is cited was [6] in the text, the first reference cited in that table will be numbered [7]).
- ✔ To ensure high-quality publications, all figures and tables should be provided to the relevant department in the highest resolution, original or editable file.
- ✘ Do not use low-resolution files or low-quality screenshots.

Figures

- ✔ Figures must be of sufficient quality to be published online (300 dots per inch is a good general rule.)

Tables

- ✔ Column headings should be clear and concise.
- ✘ Avoid vertical rules in tables.
- ✔ Use 'NA' to denote '*not applicable*' and an en dash (–) for '*not available*'.

Copyright statements

Ensure that the copyright statement is visible beneath the image in a caption, or in the figure note.

When using the Vancouver Referencing System, fully cite the source in the References and use an in-text citation number by the figure.

13. Referencing

Proper referencing of all sources is important for WOA's credibility. It is crucial to avoid plagiarism, respect copyright holders and give credit where credit is due. Thorough and correct referencing will also help point readers to original source material, which often includes useful resources.

WOAH uses two forms of citation styles:

For shorter scientific reports (under 30 pages), use the **Vancouver Style**, where each source is associated with a number. Numbering starts at the beginning of the information product and continues through figures, tables and boxes. This applies to the *Scientific and Technical Review*.

For longer publications (over 30 pages), please use the **Harvard Style**, where sources are indicated in-text using the author/date method.

WOAH recommends the use of [Zotero](#), a free, open-source citation management system.



Note that as of January 2024, WOA's citation style as it appears on the apps Zotero, [Mendeley](#) and [EndNote](#) is undergoing changes. We will update Style Guide users as soon as the new citation system has been uploaded to these reference managers, along with instructions on how to use them.

Citing works within WOA information products

When using the **Vancouver** system:

Reference numbers should be given in square brackets at the end of the sentence or phrase where the source is cited, before the punctuation, like this [1].

When citing more than one source in the same phrase, reference numbers should be separated by a comma or using an en dash for a range, i.e. [1,2] or [1-5].

When using the **Harvard** system:

Cite the author and date in brackets following a paraphrased line. For example:

1 author	(Smith, 2023)
2 authors	(Smith and Jones, 2023)
3 authors	(Smith et al., 2023)

If you are using a direct quote, provide a page number. If you name the author within the line itself, you can add the date and page number in brackets:

Smith *et al.* (2023, p. 99) point out that referencing can be 'very difficult'.

Personal communications and unpublished data should be given in the text within square brackets (not in the references):

[F. Caya, personal communication, 2021].

Generic websites, like homepages, may be placed directly in the body text, in parentheses following the relevant text, and not in the references:

(www.woah.org).

Footnotes

Footnotes should not be used for citations. They may be used to provide parenthetical or background information, or to link to outside sources. It is advisable to keep footnotes to a minimum.

Bibliographic information

The bibliographic information for all sources cited in the information product should follow the main text, under the title 'References'.

Writing or generating bibliographic lists

We recommend using [Zotero](#), a free, open-source citation management system, with ample online documentation. A citation management system allows you to create a library of sources, either manually or with a browser plugin ([Zotero Connector](#)), add in-text citations while drafting ([Zotero word processor plugins](#)), automatically update the numbering of references as citations are added and then create a complete Reference section from the cited sources with a single click.



To implement the citation styles in [Zotero](#), follow these instructions:

- Enter your list of citations into a new 'Collection'.
- Right-click on the 'Collection' and select 'Create Bibliography from Collection...'
- Under the list of 'Citation Styles', select Vancouver or Harvard.
- To add another style, click on 'Manage Styles'.

Formatting citations/bibliographic lists

Author

List the names of authors in the same order as the cited text, with surname followed by initials. Use commas between the names of authors and a full stop at the end of author information. If space is limited, give the first author followed by '*et al.*'

Title

Use sentence case for all titles (even if the source uses initial capitalisation). Check lists of [journal abbreviations](#) or PubMed for standard abbreviations.

Publisher

For institutional documents where the author and publisher are the same, give the full name as the author, followed by the acronym in parentheses. Then give only the acronym in the publisher field.

For larger books or reports, acronyms may be used directly where they are included in the list of abbreviations and acronyms at the beginning of the information product.

Place

Give the city and country where the publisher is located (usually indicated on the title or copyright page of the source). For publications in the United States of America, there is no need to give the particular state.

Identifier

Whenever possible, provide the Digital Object Identifier (DOI). If there is no DOI, provide the URL (shortened if available).

Examples of bibliographic style

Article from a journal

Format:

Author surname Author initial(s). Article title. Journal abbreviation. Year;Volume no.(issue no.):page-range. DOI or Available at: [URL] (accessed on [date]).

Example:

Narrod C, Zinsstag J, Tiongco M. A One Health framework for estimating the economic costs of zoonotic diseases on society. *EcoHealth*. 2012;9(2):150-62. <https://doi.org/10.1007/s10393-012-0747-9>

Book

Format:

Author surname Author initial(s). Book title. City (Country): Publisher; Year. No. of pages.

Example:

World Organisation for Animal Health (WOAH). Terrestrial animal health code. 30th ed. Paris (France): WOA; 2022. 520 p. Available at: <https://doc.woah.org/dyn/portal/index.xhtml?page=alo&aloid=42814> (accessed on 8 December 2023).

Chapter of a book

Format:

Author surname Author initial(s). Book title. Place: Publisher; Year. Chapter title; page-range. DOI or Available at: [URL] (accessed on [date]).

Example:

Zavala JL, Marte-Diaz G, Martínez-Pujols F. Area-wide integrated pest management. Boca Raton (United States of America): CRC Press; 2021. Successful area-wide eradication of the invading Mediterranean fruit fly in the Dominican Republic; p. 519-37. <https://doi.org/10.1201/9781003169239-27>

Chapter of a conference report

Format:

Author surname Author initial(s). Chapter title. In: Editor surname, Editor initial(s), ed./eds. Conference title; Year Conference dates; Conference location. Publisher, Place, page-range.

Example:

Read P, Cousins C, Murray R. Assessment of the immunogenicity of different strains of *Bacteroides nodosus*. In: Morris P, Roberts G, eds. Proc. 4th Symposium on Sheep Diseases; 1991 Feb 12-14; Paris. Vigier, France, p. 894-7.

Content from a web page

Format:

Page title. Place: Organisation/Publisher; Year page last updated. Available at: [URL] (accessed on [date]).

Example:

Automation and informatics. Wayne (United States of America): Clinical and Laboratory Standards Institute; 2021. Available at: <https://clsi.org/standards/products/automation-and-informatics> (accessed on 8 December 2023).

Report in a series

Format:

Author. Report title. Report series, Report no. Place: Publisher; Year. No. of pages. DOI or Available at: [URL] (accessed on [date]).

Example:

Food and Agriculture Organization of the United Nations (FAO). Guidelines for the export, shipment, import and release of biological control agents and other beneficial organisms. International Standards for Phytosanitary Measures (ISPMs), ISPM No. 3. Rome (Italy): FAO; 2017. 16 p. Available at: <https://www.fao.org/3/j5365e/J5365E.pdf> (accessed on 8 December 2023).

Citing WOA information products published before 2022

For information products published by the World Organisation for Animal Health prior to rebranding (May 2022), OIE should be given if an acronym is used for the publisher or author, as appropriate. OIE still appears on the copyright page and cover of these publications and so this avoids confusion and inaccurate citations. This can be avoided by giving the full name of the organisation for older publications, but the approach selected must be consistent throughout an information product. If the acronym is used, drafting teams are encouraged to include 'WOAH (founded as OIE)' with the first mention of the Organisation in the text.

Example with acronym [chosen as OIE also appears in the title]:

World Organisation for Animal Health (OIE). OIE Wildlife health framework: protecting wildlife health to achieve One Health. Paris: OIE; 2021. 17 p. Available at:

https://www.woah.org/fileadmin/Home/eng/Internationa_Standard_Setting/docs/pdf/WGWildlife/A_Wildlifehealth_conceptnote.pdf

Example avoiding acronym:

World Health Organization (WHO), Food and Agriculture Organization of the United Nations (FAO), World Organisation for Animal Health. Taking a multisectoral, one health approach: a tripartite guide to addressing zoonotic diseases in countries. Geneva: WHO; 2019. 16 p. Co-published by FAO and World Organisation for Animal Health. Available at: <https://www.who.int/publications-detail-redirect/9789241514934>

To minimise such citations, note that the most recent edition of a publication should be cited whenever possible.

14. Persistent identifiers and bibliographic metadata

In collaboration with the Documentation Cell, the Publications Unit assigns and declares unique, persistent identifiers for information products. These identifiers are:

DOI (Digital Object Identifier)

For certain information products published online, a DOI is assigned to facilitate long-term digital access and management. This is a string of numbers, letters and symbols, along with a permanent web address (URL).

ISBN (International Standard Book Number)

Only information products that will be made available for sale may be assigned an ISBN (this is rare given WOAH's [Open Access Policy](#)).

ISSN (International Standard Serial Number)

Serial publications (the *Scientific and Technical Review* and *Panorama*) also have an ISSN.

For support on determining which persistent identifier type is necessary, please contact the Publications Unit (publications.unit@woah.org).

Acknowledgements

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Thank you to the members of the WOAH Style Guide Working Group (listed alphabetically by last name):

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If you have specific questions related to the WOAH Style Guide, please contact the Publications Unit at publications.unit@woah.org

Appendix 1: Glossary of WOAH-specific terms

The following terms should be written exactly as they appear below. Note capitalisation and acronyms.

English	français	español
7th Strategic Plan	7 ^e Plan stratégique	7.º Plan estratégico
Annual Report	Rapport annuel	Informe anual
Chief Veterinary Officer	Chef/Cheffe des Services vétérinaires	Jefe/Jefa de los Servicios veterinarios
Collaborating Centres	Centre collaborateur	Centros colaboradores
Delegates, national Delegates	Délégués, Délégués nationaux	Delegados, Delegados nacionales
Director General	Directrice générale/Directeur général	Director/a general
international standards	normes internationales	normas internacionales
Members	Membres	Miembros
Memorandum of Understanding	Protocole d'accord	Memorando de entendimiento
national Focal Points	Points focaux nationaux	Puntos focales nacionales
partner organisations	organisations partenaires	organizaciones socias
Performance of Veterinary Services (PVS) / Pathway (PVS Pathway)	Processus d'évaluation de la Performance des Services vétérinaires (Processus PVS)	Proceso de evaluación de las Prestaciones de los Servicios veterinarios (Proceso PVS)
public–private partnerships (PPPs)	partenariats public-privé (PPP)	asociaciones público-privadas (APP)
Reference Centres	Centres de référence	Centros de referencia
Reference Laboratories, national Reference Laboratory	Laboratoires de référence, Laboratoire national de référence	Laboratorios de referencia, Laboratorio nacional de referencia
Regional and Subregional Representations	Représentations régionales et sous-régionales	Representaciones regionales y subregionales
90th General Session	90 ^e Session générale	90. ^a Sesión General
the Organisation	l'Organisation	la Organización
Veterinary Services, national Veterinary Services	Services vétérinaires, Services vétérinaires nationaux	Servicios veterinarios, Servicios veterinarios nacionales
World Animal Health Information System (WAHIS)	Système mondial d'information zoonitaire (WAHIS)	Sistema mundial de información zoonitaria (WAHIS)
World Organisation for Animal Health (WOAH)	Organisation mondiale de la santé animale (OMSA)	Organización Mundial de Sanidad Animal (OMSA)

Appendix 2: Publication Design Guidelines

For more detail, please refer to the WOAH [Brand Manual](#).

Cover

In general, covers are followed by a blank page and then the preliminary pages (prelims). Cover photograph needs to match your target audience and those used within the publication. See PHOTOGRAPHY below.

Preliminary pages

Prelims are numbered using Roman numerals, i.e. title page is page (i), but page numbers are not used until after the contents page.

Order is as follows:

- title page (i [counting, but not labelled])
- citation, disclaimer and copyright page (ii [counting, but not labelled])
- contents (iii [counting, but not labelled])
- acknowledgements (iv)
- preface (v)
- introduction (vi–x)

Page numbers

Bearing in mind the information above, pagination ‘proper’ (Arabic numerals) starts after the prelims. Page numbers should not be placed on:

- blank pages
- title page
- contents page(s)
- part/section title pages
- citation, disclaimer and copyright page
- pages with a full-bleed illustration.

Note that new sections of a book always start on the right-hand page, starting with page 1. Hence, all odd numbered pages are on the right, and even numbered pages are on the left.

Typography

- ✔ Select a readable font size.
- ✔ Apply corresponding line spacing at no less than +20% (e.g. font size 9; line spacing 11).
- ✔ Apply looser line spacing when using serif fonts (e.g. Söhne fonts mentioned the [Brand Manual](#)).
- ✔ Use sentence-case capitalisation for headings, not all caps.
- ✔ Headings should be left-aligned.
- ✔ Body text may be left-aligned or justified.
- ✘ Do not use centred text.

Wherever possible, avoid breaking words. If this is unavoidable, please follow these guidelines for typesetting:

- ✔ Breaks are placed between syllables.
- ✔ Hyphenated words are only broken at the existing hyphen.
- ✔ There must be at least three letters after the break.
- ✔ Gerunds are divided along the -ing ending.
- ✘ Breaks cannot be made on three lines in a row.
- ✘ Single-syllable verbs and their verb forms cannot be divided.
- ✘ Proper nouns must not be broken.
- ✘ Hyperlinks do not have an extra dash caused by the line break.

Colour

The selection of colours is at the discretion of originators, following the WOA [Brand Manual](#).

For technical publications:

- ✔ Use colour palettes with two shades of the same colour, contrasting with a complementary colour.
- ✔ Select bright colours that are not too saturated.
- ✔ Keep accessibility in mind.

Photography

- ✘ Do not simply use images for decorative purposes.
- ✘ Do not make substantive edits to an image
- ✘ Avoid collages, cut-outs and compositing
- ✔ Use images where relevant and where they match the text.
- ✔ Ensure the image is the right size and DPI for the publication format.
- ✔ A single effective picture is more powerful.

Consider the following when selecting photographs:

Relevance to text and topic.

Potential political and human sensitivities.

The balance of photographs within the publication in terms of ethnicity, gender, work roles, activities and geographical regions.

Respect for people in the image.

Expression and attitude of people.

Photo credits

For a cover:

Add credits at the end of the disclaimer/copyright page (not on the cover).

Use the initial letter of the photographer's first name and full last name: J. Doe

Use a smaller size font than the rest of the text, separated by 2–3 lines from the copyright text. For example:

Cover photograph: © WOA/J.Doe.

If you are negotiating rights with a third party, check whether they have a specific photo credit/caption that you need to use.

For the interior:

Place the credit adjacent to the photo stating the photographer's name and any other obligatory information required by the source of the photo. For example:

© WOAH/photographer's name, e.g. © WOAH/L. Escati.

Appendix 3: False cognates

Also known as 'false friends', these are words or expression that have a similar form in two languages, but a different meaning. This list intends to help non-native speakers writing in English to avoid common mistakes.

Language pair	Common error	Correct meaning
French-English	'Actually' ≠ 'now'	Really
French-English	'Assist' ≠ 'attend'	To help
French-English	To 'command' ≠ to order	To 'command' is to issue an edict
French-English	To 'demand' ≠ to ask	To insist
French-English	'Eventually' ≠ possibly	Finally
French-English	To 'rest' ≠ to stay	To relax
French-English	To be 'sensible' ≠ sensitive	To be reasonable
French-English	To 'implicate' ≠ to involve	To bear responsibility
French-English	To 'survey' ≠ to supervise	To investigate opinions/options
French-English	To 'support' ≠ tolerate	Give assistance
French-English	'Ultimately' ≠ recently	Finally

Appendix 4: Adaptation between languages

This summary of elements from the style guides in the three official languages is designed to help WOAH staff when adapting figures, infographics and other short information products internally.

	English	français	español
Quotation marks	During its 86th General Session in 2018, the WOAH World Assembly of Delegates identified the need 'to monitor the implementation of its international standards, to increase transparency and to identify constraints and difficulties faced by Members'.	Lors de la 86 ^e Session générale célébrée en 2018, l'Assemblée mondiale des Délégués de l'OMSA a relevé la nécessité de « suivre la mise en œuvre des normes internationales afin d'avoir une meilleure transparence et d'identifier les contraintes et les difficultés auxquelles les Membres doivent faire face. »	Durante su 86. ^a Sesión General, en 2018, la Asamblea mundial de Delegados de la OMSA identificó la necesidad de realizar «el seguimiento de la implementación de sus normas internacionales para aumentar la transparencia e identificar las limitaciones y dificultades que afrontan los Miembros».
Colons and semi-colons	No space before colons and semi-colons	Espace insécable devant	Sin espacio antes de dos puntos y punto y coma.
Percentage	98% 69.45%	98 % 69,45 %	98% 69,45%
Numbers	10,000 1:2,611 1,018.38 million	10 000 1 : 2 611 1 018,38 million	10 000 1 : 2 611 1 018,38 millón