Amnesty International
A conspiracy of hope

Amnesty International was launched in 1961 to bring out of the dungeons the forgotten prisoners. It began with a newspaper article calling on people of all walks of life to begin working impartially and peacefully for the release of men and women imprisoned throughout the world for their beliefs. These were to be called "prisoners of conscience", and with that a new phrase entered the vocabulary of world affairs.

Within a month of that first appeal, scores of people from various countries came forward with offers of help. What started as a brief publicity effort was soon to be transformed into a permanent international movement.

In each case where the free expression of views was being suppressed by torture and imprisonment, Amnesty International members (slowly being organized into groups) attempted the seemingly impossible. They began their own battle against official silence and political persecution. They contacted the prisoners' families and lawyers and began sending off postcards, letters and telegrams appealing to government authorities to respect human rights.

Vocal critics

As the movement became better known and attracted more support, its critics became vocal. A report on allegations of ill-treatment of detainees in Northern Ireland caused a furore in the United Kingdom, the country where the Amnesty appeal had first appeared. As other reports came out on country after country, denunciations followed. The Soviet journal *Izvestia* referred to "ideological saboteurs"; *Rastakhiz* in Iran dubbed Amnesty "a new puppet show that the communists have started".

But from inside the very countries that were damning Amnesty came other voices. The postcards and the telegrams and the little parcels of medicine were getting through. Letters came back, many of them smuggled out of prison or past airport censors. "We have been able to face our problems with great determination as a result of encouragement from people like you," wrote Winnie Mandela, one of the best-known leaders of Black opinion in South Africa. "We know that we are not alone in our life-long battle. We owe this feeling to you. . . ."

Mounting evidence

From the labour camps, from the torture cells, from the families and lawyers came new accounts of torture, of psychiatric abuse, of secret executions.

Faced with mounting evidence of the atrocities being inflicted on prisoners, an epidemic that seemed to spread like a cancer in the seventies, Amnesty International launched a global campaign for the abolition of torture.

Wherever prisoners were being subjected to torture–there were dozens of nations where the practice had become systematic, leading to mutilation and deaths in detention–Amnesty International would intervene. A new network was set up, using telephones, post office boxes, telegrams and telex machines to cross-check reports of arrests and alert volunteers if torture was a possibility. Once a report was checked, hundreds of appeals could be on their way within hours. It became a life saving operation.

Among the many victims was a teacher. While he was being tortured by the police they opened a telephone line between the torture chamber and the prisoner's home, forcing his wife to listen to her husband's screams. During that ordeal she died of a heart attack. The prisoner himself survived and was eventually allowed to go into exile with his children. He told us: "They killed my wife. They would have killed me too; but you intervened and saved my life."

Our mandate

- **Secure the immediate and unconditional release of all prisoners of conscience.**
- **Ensure fair and prompt trials for all political prisoners.**
- **Abolish torture and executions.**

Our campaign

- **You can find out more about Amnesty International, including addresses of our local groups and sections, by writing to Amnesty International, 10 Southampton Street, London WC2E 7HF, United Kingdom.**
- **You can send a donation by international money order payable to Amnesty International, at the same address. We rely on individual donations to remain free from interference by governments, funding agencies or pressure groups.**

Another voice from prison: "Faith in your efforts and concern sustained me throughout the horrible period of my imprisonment. Without hope I think I would have died."

The movement had become a lifeline–a "conspiracy of hope", open to everyone prepared to work in defence of human dignity. It had proved that ordinary people could work together regardless of politics in an effort to halt the excesses of tyranny.

Today, Amnesty International has supporters and groups in more than 130 countries throughout the world. It has remained independent of any government, political grouping, ideology, economic interest or religious creed.

In less than 20 years, Amnesty International groups have intervened on behalf of more than 20,000 known or possible prisoners of conscience in over a hundred countries, with governments across the political spectrum.

But we are under no illusion about the challenge we face. Countless prisoners remain. Torture remains. Executions are reported daily. Now human rights run the risk of being dragged down in the tangle of international power politics.

Enormous work will be needed to reach the point where world public opinion can finally put an end to the nightmare of arbitrary arrests, torture and killing.

Success depends on the support of volunteers ready to write letters, send telegrams, organize meetings and join in the effort. You can help immediately by sharing this page with others and sending a donation to keep the work going.

ACT 81/001/1981

ORIGINAL BOX 12

Amnesty International

Style Book

completely revised
1981

"If language is not correct, then what is said is not what is meant; if what is said is not what is meant, then what ought to be done remains undone."

— Confucius

AMNESTY INTERNATIONAL
STYLE BOOK

Amnesty International Publications

© Amnesty International Publications 1981
All rights reserved.
First edition: "Amnesty International Style Sheet" 1972
Second edition, 1973
Third edition, completely revised November 1979
Fourth edition, completely revised April 1981
AI Index: ACT 81/01/81

Before you begin

The twin purpose of this style book is to ensure consistent English usage in the International Secretariat and to guide all staff in writing texts that meet the needs of translators and editors.

The style is based on several basic references: United Nations Editorial Directives, the United Press International *Stylebook*, the *Oxford Advanced Learner's Dictionary of Current English*, Eric Partridge's *Usage and Abuse* and Sir Ernest Gower's *The Complete Plain Words*.

The style also takes into account the need for Amnesty International to use internationally acceptable terminology, rather than simply British idiom.

The basic reference for all questions of spelling, hyphenation and idiom not contained in this style book is the *Oxford Advanced Learner's Dictionary of Current English*.

Where appropriate, definitions and additional information have been given to make this style book a useful reference document on points that commonly arise in AI work.

Words with no comment have been included to indicate spelling only.

Pages 2–3 give typing instructions for manuscripts to be edited.

Pages 4–5 give examples of typed letters and manuscripts.

Pages 6–8 give general advice on keeping your style lively and precise.

Pages 67–74 give the official English names of countries and adjectives of nationality.

Pages 75–78 give an index of editor's marks and proof-reading symbols.

Preparing a manuscript

Pages

1. Type on one side of the sheet only.
2. The text should be typed triple-spaced (or double-spaced if necessary), ***never*** single-spaced.
3. Both left and right margins should be at least 3cm wide (or 14 typewriter spaces).
4. A space of at least 3cm should be left at the top and bottom of each page (or four typewriter double spaces).
5. Number all pages consecutively (do ***not*** start new page numbers for each new topic or chapter). Pages numbers should appear in the ***centre*** at the ***top*** of the page.
6. Put an extra space between paragraphs.
7. Indent all new paragraphs five spaces. The opening paragraph and all paragraphs immediately after a heading or subheading should ***not*** be indented.

Footnotes

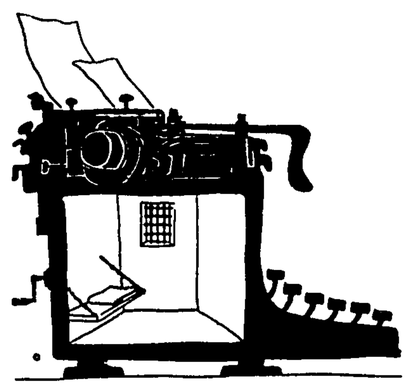
8. Do ***not*** type footnotes on the same page as the text. All footnotes should be typed, double-spaced, on separate pages to follow the end of a short text or at the end of each chapter in a long report.

Extracts and quotations

9. All quotations of more than two sentences or 100 words should be typed double-spaced and set off from the text by indenting them five spaces from the left margin.
10. A copy of each original quotation in its original language must always be given to the editor with the text so that this can be given to translators as necessary (news clippings, legislation, extracts from speeches).

Inserts

11. All material to be inserted into the text should be typed double-spaced on separate sheets. Each insert should be numbered to follow the page on which it is to appear (for example, 34A, 34B). At the point where the insert is to appear, put an arrow with the words "insert page 34A".



Sample letter

amnesty international
International Secretariat, 10 Southampton Street, London WC2E 7HF, England
Telephone: 01-836 7788 Telegrams: Amnesty London Telex: 28502

United Nations Human Rights Award

MW/LJ/SGO 2 December 1980

Her Excellency,
Prime Minister Margaret Thatcher,
10 Downing Street,
London,
United Kingdom.

Dear Prime Minister,

I have the honour of addressing Your Excellency with respect to the case of Kim Dae-jung, the opposition leader in the Republic of Korea, now under sentence of death. I am taking the unusual step of requesting Your Excellency to intercede on behalf of Kim Dae-jung with His Excellency, President Chun Doo-hwan, in the event that the Supreme Court of the Republic of Korea confirms the death sentence passed by a military court last September. If the death sentence is confirmed, the President of the Republic has discretionary power to commute it.

I am addressing this request to Your Excellency as Head of Government of one of the nations currently comprising the United Nations Commission on Human Rights which, under the Charter of the United Nations, is responsible for the promotion and protection of human rights and fundamental freedoms.

Amnesty International believes this unusual request is justified by the special character of the case of Kim Dae-jung. Since the 1960s, Kim Dae-jung has been subjected to a series of human rights violations: imprisonment for the peaceful exercise of his right to freedom of expression, ill-treatment during detention, unfair trial and now the imposition of the death penalty. As the most prominent leader of the opposition in South Korea, he has repeatedly been a victim of exile, imprisonment and house arrest. He has never been known to advocate political change by violence, but has conducted his political activity within the framework of the country's constitution.

Yours sincerely and respectfully,

Thomas Hammarberg
Secretary General

Amnesty International is a worldwide movement which works impartially for the release of prisoners of conscience, men and women detained anywhere for their beliefs, colour, ethnic origin, sex, religion or language, provided they have neither used nor advocated violence. Amnesty International opposes torture and the death penalty in all cases without reservation and advocates fair and prompt trials for all political prisoners. Amnesty International is independent of any government, political grouping, ideology, economic interest or religious creed. It is financed by its membership and by subscriptions from all parts of the world. Amnesty International has consultative status with the United Nations (ECOSOC), UNESCO and the Council of Europe, has cooperative relations with the Inter-American Commission on Human Rights of the Organization of American States, and is a member of the Coordinating Committee of the Bureau for the Placement and Education of African Refugees of the Organization of African Unity.

Sample manuscript

TORTURE TESTIMONIES

Although torture is prohibited by the South Korean constitution of 1980, Amnesty International is nevertheless concerned that in some cases political prisoners have been tortured during interrogation to force them to sign false statements.

The following cases illustrate reports of ill-treatment carried out between 1974 and 1980. Except where the cases have been publicized in the past, the victims' names are not given for their own protection; in some cases dates and places have also been omitted to prevent identification.

"People's Revolutionary Party" Case

"I was taken to ... Korean Police Station on ... April 1974 from where I was taken to the Central Intelligence Agency (KCIA) where I was interrogated in three different rooms. I was viciously beaten.

"Around ... April at about 6 pm I was again taken to an interrogation room at the KCIA where two KCIA agents and two or three policemen administered water torture. First I was forced to kneel down on the cement floor, where I

Tips for activists

Much of what we read in our work comes from bureaucrats and people who are trying to sound important. If we copy their mannerisms, we risk losing the freshness and sensitivity we need when reporting facts about human tragedies.

What are these mannerisms?

Using a long word when a short one will do. Using abstract phrases instead of giving details. Using the passive voice instead of the active. Using cumbersome nouns when a simple verb will do the trick.

There are easy ways to protect ourselves from these bad habits. Every "how to write" book gives the same advice. Here it is in eight strokes:

1. Be active

The active voice is more direct and vigorous than the passive. Put the subject of the sentence first, then the verb, then the object of the verb.

active: The state prosecutor called for the death penalty.
passive: The death penalty was called for by the state prosecutor.

2. Be definite

Make definite assertions, as far as you possibly can. Don't give the reader a description of what did not happen.

definite: The government's decision is timely.
indefinite: The government's decision cannot be considered untimely.

3. Be specific

Avoid abstract terms and generalizations. Tell the reader exactly what happened.

specific: Her interrogators forced her to strip, threatened her with rape and told her she would never see her husband again.
abstract: She was subjected to psychological torture in the form of sexually humiliating threats.

Sample manuscript

TORTURE TESTIMONIES

Although torture is prohibited by the South Korean constitution of 1980, Amnesty International is nevertheless concerned that in some cases political prisoners have been tortured during interrogation to force them to sign false statements.

The following cases illustrate reports of ill-treatment carried out between 1974 and 1980. Except where the cases have been publicized in the past, the victims' names are not given for their own protection; in some cases dates and places have also been omitted to prevent identification.

"People's Revolutionary Party" Case

"I was taken to ... Korean Police Station on ... April 1974 from where I was taken to the Central Intelligence Agency (KCIA) where I was interrogated in three different rooms. I was viciously beaten.

"Around ... April at about 6 pm I was again taken to an interrogation room at the KCIA where two KCIA agents and two or three policemen administered water torture. First I was forced to kneel down on the cement floor, where I

Tips for activists

Much of what we read in our work comes from bureaucrats and people who are trying to sound important. If we copy their mannerisms, we risk losing the freshness and sensitivity we need when reporting facts about human tragedies.

What are these mannerisms?

Using a long word when a short one will do. Using abstract phrases instead of giving details. Using the passive voice instead of the active. Using cumbersome nouns when a simple verb will do the trick.

There are easy ways to protect ourselves from these bad habits. Every "how to write" book gives the same advice. Here it is in eight strokes:

1. Be active

The active voice is more direct and vigorous than the passive. Put the subject of the sentence first, then the verb, then the object of the verb.

active: The state prosecutor called for the death penalty.
passive: The death penalty was called for by the state prosecutor.

2. Be definite

Make definite assertions, as far as you possibly can. Don't give the reader a description of what did not happen.

definite: The government's decision is timely.
indefinite: The government's decision cannot be considered untimely.

3. Be specific

Avoid abstract terms and generalizations. Tell the reader exactly what happened.

specific: Her interrogators forced her to strip, threatened her with rape and told her she would never see her husband again.
abstract: She was subjected to psychological torture in the form of sexually humiliating threats.

4. Be concise

A sentence should contain no unnecessary words, a paragraph no unnecessary sentences, just as a drawing should have no unnecessary lines and a machine no unnecessary parts.

Many expressions in common use ignore this rule:

"owing to the fact that" is simply "since" or "because";
"in respect of" is simply "about".

(Many of the entries in this style book give simple words you can use instead of roundabout phrases.)

5. Be simple

Many long sentences can be broken up into two or more simple sentences. Translators appreciate one idea a sentence. In many languages the whole sequence of the sentence has to be reversed. A complicated sentence can make this difficult.

"His mother, who despaired of his ever receiving proper medical treatment, consulted several Leningrad doctors, and on the basis of the symptoms she described, they concluded that he was suffering from calcium deficiency."

"His mother despaired of his ever receiving proper medical treatment and consulted several Leningrad doctors. They concluded from the symptoms she described that he was suffering from calcium deficiency."

6. Be brutal

Take the advice of Harold Evans, editor of *The Times*: take a razor to your text as if you were sending a telegram at £5 a word:

"Handcuffs are applied as a measure of restraining violent prisoners."	(£50)
"Handcuffs are applied to restrain violent prisoners."	(£35)
"Violent prisoners are restrained by handcuffs."	(£30)
"Violent prisoners are handcuffed."	(£20)

You can usually get straight to the point in English if you:

use verbs instead of nouns

"The release of detainees can be obtained if there has been fulfilment of all these requirements."

"Detainees can be released if they have fulfilled all these requirements."

use short words and sentences

"The commencement of the arrests at 4.00 am took place simul-

taneously with the obstruction of the four main entrances to the campus by members of the armed forces."

"The arrests began at 4.00 am. At the same time troops blocked the four main entrances to the campus."

7. Be consistent

Check spelling and correct usage with the *Oxford Advanced Learner's Dictionary of Current English.*

Once you have chosen the correct word to express your meaning, think carefully before varying it. Using a variety of synonyms may be good style in journalism, but it can result in nightmares for translators and people for whom English is a second language.

8. Be warned

Somewhere out there is the anonymous diplomat who warned:

"What appears to be a sloppy or meaningless use of words may well be a completely correct use of words to express sloppy or meaningless ideas!"

A

AI Always use full name—Amnesty International—throughout major external documents. Otherwise, use full name on first reference, followed by (AI). Afterwards use "AI". *Never* use "Amnesty". *Never* use "we" or "us" when referring to the organization in writing (see **"Amnesty International"**).

abbreviations Do *not* assume that people know what an abbreviation stands for. Give the full name the first time you use it, put the abbreviation in parentheses after it. Thereafter use the abbreviation.

"United Nations (UN)", "European Economic Community (EEC)", "Amnesty International (AI)".

Except for initials that are part of people's given names, English abbreviations normally do *not* take full stops:

"Mr", "Ms", "Dr", "OAU", "UN", "USA", *but* "H.L. Mencken".

French: "M.", *but* "Mme" and "Mlle" do *not* take full stops. "Dr" used only for medical doctor.

Spanish: "Sr.", "Sra.","Srta." always take full stops.

abolish Legislation is *not* "abolished". What are abolished are the procedures or penalties provided for by the legislation.

above-mentioned Do *not* use this cumbersome term unless absolutely necessary to avoid confusion.

abrogate Treaties or contracts are "abrogated", *not* laws.

accents Include accents on foreign names and words wherever these would be included in the original language.

accused One is "accused of", *not* "with", a crime. "The accused" is a person charged with or prosecuted for having committed an offence. Do *not* use "the accused" in a civil case where one party is suing another. Plural: "the accused" (see **"defendant"**).

acknowledge, acknowledgment

acquit

act Capitalize in full title of legislation:
"Internal Security Act", ***but*** "Under the act an individual may be detained for two years."

ad hoc Underline (italics). Meaning: arranged for this purpose.

adjectives Cultivate the habit of using adjectives and adverbs only to make your meaning more precise. Suspect those that you find yourself using for emphasis.

Vague adjectives of intensification like "considerable", "substantial", "real" are usually unnecessary.

Avoid phrases like "active campaign", "definite decision", "essential condition", "acute crisis", by asking yourself if the adjective is necessary to distinguish the noun from something opposite in meaning such as a "(passive) campaign"!

Adventist Correct title: Seventh-Day Adventist.

alibi ***Not*** a synonym for "excuse". Use only in legal sense: a plea that one was at another place at the time of an alleged act.

administration Preferable to "regime", but ***not*** synonym for "government".

"Thousands are believed to have been arrested under the administration of President Suharto."

admiral (See **"titles"**.) Form of address: Sir. Complimentary close: Yours faithfully.

adopted Use full phrase:
"She was adopted by Amnesty International as a prisoner of conscience", ***not*** just: "adopted by AI".
See **"double-"** and **"triple-adopted"**.

adoption group Do ***not*** capitalize.

adverbs within verbs Place an adverb ***after*** the first auxiliary:
right: "There have always been circumstances . . ."
wrong: "There always have been circumstances . . ."

advertise

advise *(v)*, **advice** *(n)* "Advise" is the verb; "advice" is the noun (see **"counsel"**).

adviser

affect, effect "Affect", as a verb, means to influence. As a noun, it is best avoided unless referring to the precise meaning in psychology. "Effect", as a verb, means to cause. As a noun, it means result.

affidavit

after-effects Hyphenate.

age A rough guide:

Baby or infant—birth to 12 months;
Child—1 to 12 years;
Teenager—13 to 19 years;
Young man/woman—20 to 29 years;
Man/woman—30+
Elderly—70+
"He was 20 days old." "A 20-day-old baby . . ."

agent provocateur Underline (italics). Always use full term.

AIP Amnesty International Publications. The imprint of publications issued under the authority of the International Executive Committee of Amnesty International.

air force Two words. Do ***not*** capitalize unless using exact full title.

aircraft Preferable to "aeroplane" or "airplane".

airport

all right ***Not*** "alright".

allege Avoid excessive use of "alleged".
right: "The prosecutor alleged that she took the bribe."
wrong: "The prosecutor accused her of allegedly taking a bribe."

Do ***not*** say "He attended the alleged meeting", when what you mean is "He allegedly attended the meeting".

Do ***not*** say "They were convicted of alleged treason" when they were "convicted of treason"—even if, in the opinion of Amnesty International, they were unjustly convicted.

allegation Always observe the distinction between an "allegation" and a "fact" (see **"allege"**). Allegations are usually "rejected" or "denied" (see **"refute"**). They can be "substantiated" and "confirmed" ***not*** "vindicated".

although Use instead of "though" (except in "even though"). To avoid confusion use "although" instead of "while" to indicate a contradiction.
Confusing: "While he was charged with anti-state agitation, the proper legal procedures were not followed."

altogether ***Not*** a synonym for "all together". To avoid confusion, use "completely" or "entirely" instead.

ambassador (See **"titles"**.) Form of address: Your Excellency.

Complimentary close: Respectfully and sincerely yours, *or* Please accept, Your Excellency, the assurance of my highest consideration.

amid *Not* amidst.

amnesty A general pardon or act of exoneration or indemnity. Amnesties are "announced", "declared", "proclaimed" or "granted".

"She granted an amnesty *to* all political prisoners *for* all political offences."

Amnesty International Newsletter Use the full title on first reference. On second reference "the *Newsletter*" is acceptable. Underline (italics).

Amnesty International Report This is the correct title of Amnesty International's annual report (see **"annual report"**).

Amnesty International In a sentence:

"The international organization that works for the release of prisoners of conscience, fair trials for political prisoners and an end to torture and executions."

In a paragraph:

"The worldwide movement that works impartially for the release of prisoners of conscience: men and women imprisoned anywhere for their beliefs, colour, ethnic origin, sex, religion or language, provided that they have not used or advocated violence. Amnesty International opposes torture and the death penalty in all cases without reservation and advocates fair and prompt trials for political prisoners. Amnesty International is financed by its membership and by subscriptions from all parts of the world. Amnesty International has consultative status with the United Nations (ECOSOC), UNESCO and the Council of Europe, has cooperative relations with the Inter-American Commission on Human Rights of the Organization of American States and is a member of the Coordinating Committee of the Bureau for the Placement and Education of African Refugees of the Organization of African Unity."

among *Not* "amongst".

amparo Underline (italics). See ***"habeas corpus"***.

anaesthetic

analyse, analysis

anarchism, anarchy To avoid misinterpretation, use these words in their strict philosophical sense only, referring to the political movement advocating abolition of the state.

annual report Do *not* capitalize, or underline (italics). This is *not* the title of a book.

annul To invalidate or put an end to a contract or law. Usually done by an authority external to those bound by the contract or law.

apartheid Underline (italics): it is an Afrikaans word.

appal, appalling

apprehend May be used as a synonym for "hold" and "take into custody" when it is unclear whether an individual has been arrested (see **"arrest"**) or detained (see **"detainee"**). "Apprehend" can also refer to the initial seizure of an individual before she/he is arrested, detained or released without being charged.

arbitrary Meaning: based on impulse or opinion only; dictatorial; using despotic power. *Not* a synonym for "indiscriminate".

archbishop (See **"titles"**.) Form of address: Your Grace. Complimentary close: Yours faithfully.

arrest, arrested Arrest is a formal procedure (with or without warrant). Do *not* use this term automatically in all cases of people being taken into police or military custody. If in doubt about the procedure followed, use "taken into custody" (see **"detainee"** and **"apprehend"**).

article Capitalize if referring to numbered item in legislation:

"He was charged under Article 190–1 of the Criminal Code."

Do *not* capitalize in general references:

"The articles do not provide for imprisonment exceeding three years."

Note: "section", "sub-section", "paragraph" are *not* capitalized.

as regards Can usually be expressed more simply by "for", "of", or "on".

"She asked for the government's view (as regards) on terrorism."

as to whether "Whether" is sufficient.

assault Popularly, "assault" almost always means sudden, intense violence. In English law, "assault" also means to threaten violence. "Assault and battery" is an English legal term for physical harm or violence.

asylum Place of refuge or safety. To seek political asylum means to ask for admission to another country in order to obtain refuge from political persecution.

attorney If a lawyer, use "lawyer"; otherwise, if strictly necessary, use "attorney-at-law".

If "district attorney" or "state attorney", use full title.

attorney general (See "**titles**".) Plural: attorneys general. Form of address: Sir, Madam. Complimentary close: Yours faithfully.

authorization ***From*** someone ***for*** something; someone is authorized ***by*** someone else to do something.
passive: "He received authorization from the government for his visit."
active: "The government authorized his visit."

B

bad Avoid this word. If prison conditions are "bad", indicate the known or reported effects of the conditions upon prisoners or the specific violation of the UN Standard Minimum Rules for the Treatment of Prisoners. If conditions cause great suffering they may be "appalling", "atrocious", "inhuman", "grim".

barbaric To avoid misinterpretation, do ***not*** use this word.

Belgium There are two branches of the Belgian Section of AI: "Belgian Section (francophone)" and "Belgian Section (Flemish branch)".

believers Use "religious believers".

benefit, benefited

bias, biased

bibliography All entries in a text, in footnotes or bibliographies should follow this general form: author's family name, author's initials or given or forename, "title of article", *Book Title*, publisher, city, year, pages.

"Burr, G.L., *Narrative of the Witchcraft Cases*, Barnes and Noble, New York, 1959, pp. 125–130."

"Dean, John P., and Rosen, Alex, *A Manual of Intergroup Relations*, University of Chicago Press, Chicago, 1955."

"Salisbury, Harrison E., "Now it's China's cultural thaw" in the *New York Times Magazine*, New York, 4 December 1977."

"International Statistics Institute, *Proceedings of the 34th Session, Ottawa 1963*, University of Toronto Press, Toronto, 1964."

"*Royal Commission on the Press, 1961–2*, Cmnd. 1811 (1962), HMSO, London, 1962, table 7, p. 173."

bishop Form of address: My Lord Bishop. Complimentary close: Yours faithfully.

black(s) Do ***not*** capitalize, except in titles such as "Black Muslim".

bona fide Underline (italics): ***but*** where possible use "genuine".

books Underline (italics) all book titles (see "**titles**").

brackets Use square brackets for inserts or editorial comments within quoted matter only.

"The President said, 'This allegation [made by the United Nations] is unfounded'."

break in *(v)*, **break-in** *(n)*

brutalize Meaning: to make brutal, ***not*** to treat brutally.

budget, budgeted

C

cabinet Do ***not*** capitalize.

cadre Do ***not*** underline (no italics).

call-up, called up Hyphenate the order for compulsory military service. ***But:***

"He was called up in 1979."

calorie The singular of "calories". A calorie is a measure of heat and energy.

Canada There are two branches in the Canadian Section of AI: "Amnesty International Canada (English-speaking)" and "Amnistie Internationale Canada (francophone)".

capital punishment AI uses the term "the death penalty". Use "capital punishment" only in texts intended for the United Nations, which uses the term "capital punishment" (see "**death penalty**").

capital letters People tend to use too many capital letters, treating more words than necessary as proper nouns. If in doubt, use capital letters for specific formal titles and small letters for general references.

right: "the Government of Afghanistan", "the Communist Party of Malta"; "the French Section of Amnesty International"; "Mexico City, D.F." ***but*** "the city of Chicago"; "the Cayman Islands" ***but*** "the island of Cyprus".

wrong: "the (G)overnment replied to the criticism"; "the (P)olice arrested 200 suspected (C)ommunists"; "all (N)ational (S)ections are invited to attend"; "she was adopted as a (P)risoner of (C)onscience"; "the law discriminates against (B)lacks".

Capitalize titles before names and when they refer to specific people and posts (see "**titles**"). Laws: see "**article**" and "**law**". Do ***not*** capitalize "preface", "introduction", "page", "footnote", "section", when using these words in a sentence (see "**chapter**").

French: Only capitalize the first word of a French title (unless the original title uses more capital letters as in *Le Monde*, *Le Figaro*):

"Confédération générale du travail."
"Unité francophone".
"les Nations unies" (except in documents intended for the United Nations: *les Nations Unies*).

Caribbean

case Often unnecessary:
"In many cases, the cells were poorly ventilated." ***Instead***: "Many cells were poorly ventilated."
See "**take up**".

case-by-case Hyphenate when used as a compound adjective:
". . . on a case-by-case basis".

case sheet

case work

cell-block

cell-mate

centre

chairperson Give people the title they hold:
"Chairman of the Commission on Human Rights".
AI has a "Chairperson" and "Vice-chairperson" of the International Executive Committee (see "**non-sexist language**").

chapter Capitalize in "(see Chapter 2)", ***but*** "In later chapters".

character Often unnecessary: "Acts of an aggressive character". ***Instead:*** ". . . aggressive acts".

charge Do ***not*** confuse with an accusation:
"He was charged with disseminating hostile propaganda" (legal term), ***but*** "he was accused of secretly meeting publishers of an underground newspaper."
In legally correct usage, one is "convicted on a charge of robbery and sentenced to a term of imprisonment" ***not*** "sentenced on a charge of robbery".

chargé d'affaires (See "**titles**".) Do ***not*** underline. Form of address: Your Excellency. Complimentary close: Respectfully and sincerely yours, ***or*** Please accept, Your Excellency, the assurance of my highest consideration.
(They rank below envoys-extraordinary in diplomatic circles, but the same rules apply.)

cheque

child (See "**age**".)

Christian name Do ***not*** use this term. ***Instead***, use "given name" or "forename" to distinguish from "family name" or "surname".

churches ***Not*** a synonym for "places of worship". Use "places of worship" in general and "synagogues", "mosques", "temples", "chapels", "churches" as appropriate.

citizen A citizen is a person who has acquired the civil rights of a nation either by birth or naturalization. Use "resident" in referring to inhabitants of cities and provinces. "Subject" is used when the state is headed by a monarch. "National" is applied to a person residing away from the country of which she or he is a citizen.

CO Conscientious objector. Always use full term on first reference.

co-group Coordination group. Always use full term on first reference.

collective nouns Use singular verb:
"The United Nations (or the IEC, the IACHR, the government) has decided . . ."

colonel (See "**titles**".) Form of address: Sir, Madam, Your Excellency (if head of government). Complimentary close: Yours sincerely.

comma 1. A comma should be used only if it makes the meaning clearer.

2. A comma after a phrase at the beginning of a sentence is ***not*** necessary unless it is intended to prevent confusion:
"In October 1979 the trial opened."
"When he called, the Minister of Labour promised that the law would be repealed." (Comma avoids confusion.)

3. The clauses of a compound sentence do ***not*** need to be separated by a comma, especially if the clauses are short:
"He is a member of the banned Nepali Congress Party and his brother has been detained without trial."
"Her mother warned her about the police but she entered the factory next morning as usual."

4. In a series a comma is ***not*** needed before "and" unless it is essential for clarity:
"Priests, lawyers and trade unionists were among the targets of the anti-subversion campaign."
"Arrests, imprisonment, and confinement in psychiatric hospitals have become common."

5. If one or more items in the series contain commas, semicolons may be required between the parts:

"Six detectives, four from the federal bureau; an inspector brought in from the state headquarters who was later to lead the investigation; and a homicide squad, including a forensic expert, arrived at the prison."

6. Whether or not to use a comma preceding relative clauses often depends on the use of "that" or "which". If "that" and "which" are used correctly, using a comma is usually a problem only with "which" clauses:

"He was greatly disturbed by the letter, which he received this morning." (This clause gives incidental information about one of several letters he may have received this morning.)

"He was greatly disturbed by the letter that he received this morning." (Here he received one letter and it disturbed him. Note that in this case the "that" may be omitted: ". . . the letter he received . . .".)

7. Put words in apposition between commas:

"He was replaced by a new officer, Lieutenant-Colonel Ordóñez, and arrested on charges of corruption."

8. An appositive that cannot be omitted without robbing the sentence of meaning should ***not*** be put between commas:

wrong: "The Greek philosophers, Leucippus, Democritus and Epicurus, advanced a doctrine . . ." (This implies there were no other Greek philosophers.)
right: "The Greek philosophers Leucippus, Democritus and Epicurus advanced a doctrine . . ."
wrong: "The early-19th century American publisher, Robert Bonner, laid down a set of rules . . ." (This conveys the impression that Robert Bonner was the one and only publisher of the early-19th century.)
right: "The early-19th century American publisher Robert Bonner laid down a set of rules . . ."

9. Always use a comma after an adverbial clause introduced by "if", "although" and "because".

10. Always use a comma after "however", "for example", "nonetheless", "nevertheless".

11. Use a comma before an item that belongs equally to two or more phrases but is expressed only after the last:

"He was aware of, but did not concern himself about, the problem."

12. Write phrases indicating a title or position following a person's name as follows:

"Francesca de Silva, Dean of the College of Liberal Arts,

protested against the invasion of the campus."

13. Write a phrase or number that makes the preceding item more specific as follows:

"The President declared the provisions of Article IV, section 15, of the constitution suspended."
"This is specified on page 43, line 20."
"Postal routes were established, running from St Joseph, Missouri, and Atchison, Kansas, over the Oregon Trail."

14. Separate two unrelated numbers coming one after the other:

"In 1977, 29,000 prisoners were due to be released."
or rephrase: "In 1977 the government announced that 29,000 prisoners would be released."

commence It is simpler to say "begin".

commit, commitment

common law prisoners Avoid using this term unless referring to those sentenced specifically under common law or *droit commun*. Otherwise use: "ordinary criminal prisoners" to refer to non-political prisoners (see **"non-political prisoners"**).

communique No accent needed in English.

communist Capitalize only when referring to a political party, otherwise: "communist ideology". ***But*** "Marxist", "Maoist", "Leninist", "Trotskyist" because these words include actual individuals' personal names.

compared with ***Not*** "as compared with".

complain, complaint Both take the preposition "about", ***not*** "against".

comprise Meaning: to contain, embrace:

"The state comprises 16 countries."

Do ***not*** use "is comprised of".

concern "AI is concerned ***about*** reports of torture."

Avoid excessive use of "concerned". Sometimes AI might be "disquieted", "disturbed" or even "worried". AI may also "question" certain matters.

concerning Can usually be expressed more simply by "about".

concrete If you mean "specific", use "specific". ***But*** remember it may be unnecessary. "Definite", "real" or "actual" can often be used instead.

confession Do ***not*** describe a

statement as a "false confession" unless this has been determined by a court. If the validity of a confession is in doubt, use quotation marks.

"He was forced to 'confess'. He later retracted his 'confession'."

Confessions are "extracted", "obtained" or "elicited" from prisoners, *not* "forced" from them.

connection *Not* "connexion".

consensus The result of common consent.

constitution Capitalize only if giving full title.

consul (See **"titles"**.) Form of address: Sir, Madam. Complimentary close: Yours faithfully.

continually, continuously There is no break in something that happens continuously:

"She was continuously interrogated for three days".

Something that happens continually may be interrupted from time to time:

"The school was continually being visited by the local police."

convict "She was convicted *of* treason", *not* "for".

cooperate

co-opt, co-option

coordinate

Council of Europe Use full name, capitalized, on first reference. "The council" is acceptable afterwards.

counsel May be used as a synonym for "lawyer"—usually "legal counsel". Although "counsel" also means "advice", use "legal advice" in this sense.

counter-revolutionary

country-by-country Hyphenate when used as a compound adjective.

coup d'état Coup is sufficient. Do *not* underline (italics); "*coup d'Etat*" in French.

court-martial Plural: courts-martial.

courthouse, courtroom

criminal act It is simpler to say "crime" or "offence".

criminal code Do *not* capitalize unless giving full formal title.

"She was charged under Article 71 of the criminal code."

criterion Singular. Plural: criteria.

criticize, criticism

cross-examine

cults Do *not* use when referring to religious groups such as Seventh-Day Adventists or Jehovah's Witnesses. Use "sects" or "denominations" instead.

currency Indicate all foreign currencies, using words rather than symbols as appropriate: "3,000 Turkish lira". Put US dollar and pound sterling equivalents in brackets. No space between symbol and digits: "US $15", "£7.50". Do *not* underline (no italics).

currently Can usually be expressed more simply by "now".

D

dash In typing, indicate a dash—if you use dashes—by two hyphens.

data Plural of "datum": use plural verb.

dates Use this form only:
"2 September 1981".
Never abbreviate month, *never* use ordinal numbers such as 2nd, *never* shorten year to '81, *never* insert commas.
Several years: use this form only:
"The government was in power from 1968 to 1970. During 1968 and 1969 it did not use its constitutional power to detain individuals without trial."
Never use "from 1968–1970", *or* "from 1968–70", *or* "during 1968–69" (see "**decades**").
Use this form, "1979/80", only when referring to AI financial years or periods covered by reports.

day-to-day Hyphenate when used as compound adjective:
"It was a day-to-day arrangement." ***But***: "This went on from day to day."

daytime

de facto Underline (italics). Normally use "in fact".

de jure Underline (italics). Normally use "according to the law".

death penalty "The death penalty is an extreme case of cruel, inhuman and degrading punishment."
Amnesty International's opposition to the death penalty includes all capital sentences passed and carried out by law and extends to "disappearances", extrajudicial executions and political murders.
"Program for the abolition of the death penalty" ***not*** "campaign".

death sentence A death sentence is ***not*** "executed"; it is "carried out".

"death squad" Always explain this term on first reference and use in quotation marks.

decades · "the 1980s", the mid-1970s", ***not*** "the 1960's" (see "**dates**").

decentralize, decentralization

decision-making *(adj)*

decree An order given by an authority and having the force of law. Do ***not*** use as synonym for "directive". A decree is "promulgated" or "issued"; it is ***not*** "passed".

deep-seated

defence

defendant In some legal systems the term "the defendant", is only applied to a person being sued (by a "plaintiff") in a civil action. However, in other legal systems, the term is used also to mean "the accused" (see "**accused**"). Both terms are acceptable in AI usage, but in legal systems distinguishing between "the defendant" and "the accused" observe this difference consistently.

definitive ***Not*** a synonym for definite. It means "final", "decisive", "unconditional", "most authoritative".

dependant, dependent A "dependant" is a person. "Dependent" is an adjective:
"The mother was left alone to support six dependants."
"The verdict is dependent on the deliberation of the jury."

deplore Slightly less strong than "denounce".

derogate "No state can derogate ***from*** this obligation."

despite the fact that Can usually be expressed more simply by "although".

detainee, detained If possible, be specific about an individual's legal status (see "**apprehend**", "**arrest**", "**prisoner**").
A "detainee" is anyone held under administrative detention procedures.
The terms "detainee' and "detained" may be used also in a general sense when referring to any or all of those apprehended or arrested, those committed to prison for pre-trial detention, those serving a term of imprisonment or those held under administrative detention procedures (see "**prisoner**").

diarrhoea

different Usually different ***from***. For correct use of ***than***, see *Oxford Advanced Learner's Dictionary of Current English.*

direct, directly Direct means straight. Directly means immediately.

directive A general or detailed instruction to guide staff in their work. *Not* a synonym for "decree".

"disappeared", "disappearance" Only use "disappeared" (always in quotation marks) for AI's special usage. Otherwise, try "vanish" or a phrase including the word "missing".

disease Do *not* capitalize, unless the term for the disease has a person's name:
"Parkinson's disease", *but* "arthritis".

disinterested *Not* a synonym for "uninterested". A "disinterested" party is completely unbiased by any personal interest in the case.

diverge *Not* a synonym for "differ". If views "diverge", they cannot be reconciled.

division of words (at the end of a line)
1. Words of one syllable should *not* be divided ("cracked", "through").
2. Words of two syllables of which one is a single vowel should *not* be divided ("around", "over").
3. A final syllable of two letters should *not* be carried over ("wanted", "travel").
4. When the final consonant of a verb is doubled, the second consonant belongs with the letters following it ("occur-ring", "regret-ted", *but* "pull-ing").
5. Follow the divisions indicated in the *Oxford Advanced Learner's Dictionary of Current English*.

doctor Use "doctor" for medical doctors. Specify in all other cases, such as doctors of music.

double-adopted, double-adoption Hyphenate.

drugs Be specific if possible. If the name of the drug is unknown, describe its reported effect. General terms: "medicine" or "narcotics".

due to Avoid. Usually "due to" can be replaced by "because of", "caused by" or "owing to".

E

ECOSOC Economic and Social Council (of the United Nations).

EEC European Economic Community.

e.g. Avoid. *Instead* use "for example", or "for instance".

electric shock Do *not* use "electric shock treatment" when referring to torture. Instead use:
"She was tortured with electric shocks", *or*
"She was given electric shocks".

ellipsis See "quotation marks".

embassy Do *not* capitalize unless using formal title or with title of country:
"They visited the embassy" *but* "They visited the Swedish Embassy".

emigre Do *not* underline (italics). No accents in English.

en masse Do *not* underline (no italics).

en route Do *not* underline (no italics).

entitle Use "entitle" to mean a right to have or do something.
"Every prisoner is entitled to receive monthly visits."
Avoid unnecessary use as in:
"Her book entitled *Life among the Aztecs*" (delete "entitled" and use comma).

equally Avoid using "equally" to mean "also":
wrong: "Equally, we wanted to inform you that . . ."
right: "We also wanted to inform you that . . ."

etc *No* full stop. Avoid ending sentences with "etc". Re-draft using "such as" before a list of items.

European Commission on Human Rights Use full term, capitalized, on first reference. "The commission" is acceptable afterwards. Headquarters in Strasbourg. Each of its members represents one of the states that are parties to the European Convention on Human Rights.

every body, everybody "Every body" means "each body";

"everybody" means "everyone".

every day, everyday "Every day" means "each day"; "everyday" means "ordinary".

every one, everyone 'Every one" means "each one"; "everyone" means "all the people".

exercise

expel, expelled

extrajudicial Do *not* hyphenate. Use instead of "extra-legal". Meaning: beyond the authority of a court.

eye-witness

F

FAO Food and Agriculture Organization of the United Nations. Headquarters in Rome.

feed-back Technical word. "Response" is better in everyday use.

fewer Do *not* confuse with less:
"There were fewer soldiers than civilians"; "There was less space in his cell than in hers."

field marshal (See **"titles"**.) Form of address: Sir, Madam, Your Excellency (if head of government). Complimentary close: Yours faithfully.

finalize

firing-squad

first-hand

focus, focused

footnotes (See **"bibliography"**.) Place the footnote number at the end of the sentence just above the line. Type all footnotes for the document (or chapter in a long report) on a separate page for inclusion at the end of the document or chapter. For footnotes referring to documents, use the style given under the "bibliography" entry.

for *Not* "for a period of".

forbid Generally preferable to "prohibit from":
"They were forbidden to eat" is neater than "They were prohibited from eating".

forced labour
wrong: "The prisoner worked at forced labour."
right: "The prisoner did forced labour."

forcible feeding Feeding a person against his or her will (this may be done via the mouth, nose or vascular system). *Not* a synonym for "force feeding" (a form of fattening animals).
"The hunger-striking prisoners were forcibly fed."

foreign national Use instead of "foreigner". (See **"citizen"**.)

foreign words Use the original spelling for foreign words and

names or the accepted English transliteration. Names of cities and countries are anglicized. Always underline (italics) foreign words, phrases and titles except for those that have entered into common English usage, such as coup and chargé d'affaires.

If the title of an institution or law is being quoted, the initials should be placed in brackets immediately afterwards (if the initials are to be used later in the text). Follow this by the English translation between commas.

For single words, acronyms or single phrases put the English translation or explanation in brackets.

Never assume that all your readers understand the foreign terms that you use regularly. Always take the trouble to give a correct, simple translation.

Never leave out the original term: it is essential for translators and for specialist readers.

"He was the Secretary General of the *Union générale des travailleurs tunisiens* (UGTT), the General Union of Tunisian Workers, from 1976 to 1979."
"She was taken, along with her four children, to the *Destacamento de Operações de Investigações* (DOI), the Department of Investigation, in Sao Paulo.
"The 'death squads' concentrate on the *marginais* (vagrants)."
"The KGB (Committee of State Security) seized several volumes of *samizdat* (uncensored literature) in the raid."
"The newspaper *Ech-Chaab* (The People) was banned."

former, latter Use only when there are two items. If more than two items use "first" or "last".

forum Singular. Plural: forums.

fractions Spell out all simple fractions:
"one half", "seven sixteenths".
Spell out all compound fractions below 10:
"one and three eighths", "nine and a half".
For all compound fractions above 10, use figures:
"11½", "15¾".
See **"numbers"**.

French-speaking Hyphenate. "Francophone" is preferable and can be used in English without italics or underlining. Do *not* capitalize "francophone", except at the start of a sentence.

FRG See **"Germany"**.

fulfil, fulfilment, fulfilling

full-scale

full-time

fund-raising

G

gendarmerie Underline (italics).

general (See **"titles"**.) Form of address: Sir, Madam, Your Excellency (if head of government). Complimentary close: Yours faithfully.

Germany "Federal Republic of Germany (FRG)" on first reference; "FRG" afterwards. "FRG Section of AI" *not* "German Section".
"German Democratic Republic (GDR)" on first reference; "GDR" afterwards.

GMT Greenwich Mean Time (see **"time"**).

government Refer to all governments as such, *not* as "regimes". Only capitalize when accompanied by the name of a country:
"The Government of Tanzania ordered an inquiry."
"The Tanzanian Government ordered an inquiry."
but:
"The government ordered an inquiry."
"Julius Nyerere's government ordered an inquiry."
"Amnesty International urged the government to conduct an inquiry."

As a collective noun "government" is singular:
"The government has decided to repeal the Internal Security Act."

grassroots One word.

guillotine

guerrilla Two r's.

guidelines Over-used. "Advice" or "instructions" can often be substituted.

gun battle Do *not* hyphenate.

H

habeas corpus Underline (italics). A legal procedure whereby the individual, or someone acting on his or her behalf, tests before a court the legality of that individual's detention. The term is used in English law, in other countries applying English law and in some Latin American countries where the similar remedy of *amparo* may also be available.

hang, hanged, hung You can "hang" a prisoner or yourself or a picture. ***But*** (out of these three) only a picture can be "hung". Otherwise:

"The government announced that five prisoners had been hanged."

"The prisoner hanged herself in her cell."

haemorrhage

harass, harassment

he When referring to both sexes use "they". Where the singular is necessary use "he or she" (see **"non-sexist language"**).

head of government, head of state See **"titles"** for rules on capitalization.

headings Few texts require more than four levels of headings: a main heading and three subheadings. Type them as follows:

```
                CENTRE CHAPTER HEADING

Principal Subheading

This is the first level of subheading.
It should be flush with the left
margin with the text beginning one
line space below it. Capitalize all
nouns and verbs. Underline. Do not
indent first paragraph.

Secondary subheading. This is the
second level of subheading. It should
be flush with the left margin.
Capitalize only the first word.
Underline. Put full stop at end.
Start text without going to a new line.

    Minor subheading. This is the
    third level of subheading. Usually
    this is used for items in a series.
    Indent the text five spaces.
    Capitalize only the first word.
    Underline. Put full stop at end.
    Start text without going to new
    line.
```

high-level

hijack

Holland Use "the Netherlands" instead.

hopefully ***Not*** a synonym for "it is hoped that" or "I hope that". It means "with hope" or "full of hope".

house arrest Do ***not*** hyphenate.

human rights Do ***not*** capitalize except in titles such as Universal Declaration of Human Rights.

Human Rights Committee On first reference always use the following formula:

"The Human Rights Committee, set up under the International Covenant on Civil and Political Rights, . . .".

"The committee" is acceptable afterwards. Do ***not*** use "UN" before the title and do ***not*** confuse with the United Nations Commission on Human Rights.

humane, humanitarian Humane means kind or merciful. Humanitarian means benevolent, seeking the welfare of all human beings by reducing suffering, reforming laws about punishment.

hunger-strike One "goes on" hunger-strike.

hyphens Current newspaper and publishing usage is often confused and inconsistent. Hyphens should be used for clarity, ***not*** just because a combination of words is familiar. Use them to join words that combine to form a compound adjective:

"the two-and-a-half-year-old child", ***but***

"the child is two and a half years old";

"large-scale arrests", ***but*** arrests on a large scale".

Adverbs do ***not*** usually require hyphens to modify verbs and adjectives:

"internationally recognized", 'politically related", "sexually humiliating".

hospitalize Avoid. ***Instead*** use "send to hospital", "transfer to hospital".

I

IACHR Inter-American Commission on Human Rights of the Organization of American States. Headquarters in New York City.

ibid Underline (italics). Use only in footnotes and bibliographies.

ICJ a) International Court of Justice. Its seat is in The Hague. The court does ***not*** hear cases involving individual violations of human rights.
b) International Commission of Jurists. This is a non-governmental organization with headquarters in Geneva.

ICM International Council of Amnesty International ("M" is for meeting, but not part of the title). Use "International Council" in all EXTERNAL documents.
"The 12th International Council decided to . . ."
"The 12th International Council, meeting at Leuven in 1979, decided . . ."

ICRC International Committee of the Red Cross. Headquarters in Geneva.

i.e. Avoid. ***Instead*** use "that is".

IEC International Executive Committee of Amnesty International: the nine-member body elected by the International Council to carry out its decisions and supervise the work of the International Secretariat. Use full term on first reference.

IGO Intergovernmental Organization such as the United Nations, Council of Europe, Organization of African Unity.

ill Ill-health: be as specific as possible or use suitable formulation such as:
"Her health is believed to have deteriorated during her seven months in detention."

ill-advised, ill-equipped

ill-treatment As far as possible, use "ill-treatment" instead of "maltreatment". Do ***not*** alternate between these words in the same text or when writing in different texts about the same incident or country.

illegality

ILO International Labour

Organisation. Headquarters in Geneva.
Note spelling: "organisation" in this title.

imply ***Not*** a synonym for "infer". Something implied is something suggested or indicated but not expressed (see **"infer"**).

improvise

in absentia Underline (italics).

in camera Underline (italics).

in case Do ***not*** use as synonym for "if".
wrong: "In case the government issues a new law, we will react to it then."

in connection with Can usually be expressed more simply by "about" or "on".
"We sought advice (in connection with) points of law".

in order to Can usually be expressed more simply by "to".

in regard to, in respect of Can usually be expressed more simply by "about", "of" or "on".
"They passed a resolution (in respect of/in regard to) the crisis."

inasmuch as Two words.

insofar as Two words.

In terms of Can usually be expressed more simply by "about" or "to".

In view of the fact that Can usually be expressed more simply by "since".

include Use "include" for an incomplete list, "comprise" for a whole list (see **"comprise"**).

incommunicado Do ***not*** underline (no italics).

indent Indent all new paragraphs five spaces but not the first in a chapter (see **"headings"**).

independent

indirect speech Indirect speech is used in minutes of meetings and in reporting the statements of other speakers or writers. The change from direct to indirect speech requires changes of verb tenses and other parts of the original statement or text. Be consistent.

verbs: Present tense becomes past tense; continuous present becomes continuous past (even if the facts reported are still true):
"All the states are represented in the working group."
"He said that all the states were represented in the working group."
"The figures show that the number of arrests is dropping

gradually."
"The figures showed that the number of arrests was dropping gradually."

Past tense becomes pluperfect:
"In all the countries studied, imports grew faster than exports."
"It was stated that in all the countries studied imports had grown faster than exports."

Future tense (shall, will) becomes secondary future (should, would); future perfect becomes secondary future perfect:
"The cost will be increasing annually."
"The cost would be increasing annually, the committee realized."
"By 1980 the number will have doubled."
"He said that by 1980 the number would have doubled."

Adverbs and adjectives also change in indirect speech:

Direct speech	*Indirect speech*
here	there
now	then, at that time
present	existing
today	that day, at that time
tomorrow	the next day
yesterday	the previous day

infer *Not* a synonym for "imply". Something inferred is something deduced from evidence at hand (see **"imply"**).

infinitives An infinitive is split when an adverb is placed between "to" and the rest of the infinitive. An infinitive may be split if necessary to avoid confusion in the sentence:
"It failed to completely silence the opposition."

inhuman, inhumane Use "inhuman" to describe such things as cruel acts or appalling prison conditions. Use "inhumane" to indicate lack of tenderness or pity on the part of someone (see **"humane, humanitarian"**).

inmate Use occasionally as a substitute for "prisoner" to avoid the prisoner/prison awkwardness:
"The inmates of Holloway Prison were kept in their cells" is better than:
"The prisoners in Holloway Prison were imprisoned in their cells".

input Technical word. "Contribution" is better in everyday use.

instruments The term "international legal instruments" is used for international standards, such as UN declarations, which are not binding, and for international laws and treaties, such as covenants, that are binding.

instance Instance "of" *not* "where":
"In one instance of prisoners being held after expiry of their sentence, a mother was kept in detention for six years."

intercede ***For*** a defendant; ***with*** a judge.

intergovernmental One word in UN usage.

interdepartmental One word.

International Bill of Human Rights The International Bill of Human Rights comprises the Universal Declaration of Human Rights; the International Covenant on Economic, Social and Cultural Rights; the International Covenant on Civil and Political Rights; the Optional Protocol to the last.

International Secretariat Capitalize. Always use full name in EXTERNAL documents. Otherwise, use full name on first reference, followed by (IS). Afterwards use "IS".

internationally agreed

internationally recognized

Interpol Acceptable in all references to International Criminal Police Organization, Headquarters in Paris.

inquire, inquiry *Not* enquire, enquiry.

inter alia Underline (italics). As far as possible use "among other things".

invest "We invested our time and money ***in*** this effort."
"The President is invested ***with*** great power."

IPU Inter-Parliamentary Union, a non-governmental organization comprising representatives of national parliaments. Headquarters in Geneva.

IS The International Secretariat of Amnesty International (see **"International Secretariat"**).

issued, issued with Issue something ***to*** somebody; issue somebody ***with*** something.
"The army issued tear-gas to the police."
"The prisoners were not issued with warm clothing despite the freezing temperature."

its The possessive case of "it".
"The cabinet reaffirmed its previous decision."

it's It is. As a contraction, it should ***not*** be used except in quoted matter.

J

jail Do *not* use "gaol".

judge Different judges are addressed differently in different jurisdictions. Note: it is *not* normal for AI to address itself directly to judges about cases before them. If in doubt, consult the Legal Office.

judgment This spelling covers all uses, including that in British legal practice. A judgment is "given", "passed" or "pronounced".

junta Do *not* capitalize; underline (italics).

jurist A jurist is any person expert in law, not necessarily a judge.

K

kilometre Abbreviation: km (see **"measures"**).

kilogram Abbreviation: kg (see **"measures"**).

L

labour

languages Capitalize as proper names: Aramaic, English.

"The French-language edition of the *Amnesty International Newsletter*."

large-scale *(adj)* Also try using "extensive", "wide-ranging", "numerous". *Never* use "wide-scale".

Latin phrases In general avoid Latin phrases if there is an English equivalent.

latter See **"former, latter"**.

law Capitalize in full title of legislation:

"Law on the Prevention of Terrorism" ***but***

"According to the law, all citizens must register with the police."

Laws are "passed", "adopted" and "promulgated". They are "repealed". They are "broken", "infringed", "contravened", "breached" and "violated".

lawyer Whenever possible use "lawyer" as a general term to cover all "attorneys", "barristers" and "solicitors".

learned Past participle of verb "to learn"; ***not*** "learnt".

left wing *(n)*, **left-winger** *(n)*, **left-wing** *(adj)*, **The Left** Where possible, use a more precise description of the political philosophy.

less See **"fewer"**.

letters See page 4 for layout of a sample letter. Note:

1 Always put the initials of the author, typist and (if different from the author) the signer in the upper left-hand corner.
2. A "Dear Sir/Madam" letter ends: "Yours faithfully".
3. A "Dear Inge Genefke" letter ends: "Yours sincerely".

liaison, liaise

liberalization

likewise Avoid. Use "similarly".

lingua franca Underline (italics).

located Often not needed. Omit

"located" in
"The camp was (located) in Suriwon."
Also true for "situated". If necessary, use "situated" rather than "located".

long-range *(adj)*

long-term *(adj)* Hyphenate the adjective; ***but:*** "in the long term".

M

machine-gun, machine-gunned A machine-gun is mounted and stationary. A submachine-gun is smaller, not mounted and usually fired from the shoulder or the hip.

maltreatment Avoid. Use "ill-treatment" instead.

manoeuvre

massive Over-used. Possible alternatives, depending on context: "numerous", "sweeping", "widespread", "overwhelming", "huge".

measures Use the metric system; centigrade for temperatures (see conversion table below).

Isolated references to units of weight or measure should ***not*** be abbreviated:
"The villages were four kilometres apart."

CONVERSION INTO METRIC SYSTEM

When you know:	Multiply by:	To find:
inches	2.54	centimetres (cm)
feet	0.3	metres (m)
yards	0.9	metres
miles	1.6	kilometres (km)
sq feet	0.09	sq metres
sq yards	0.8	sq metres
sq miles	2.6	sq kilometres
ounces	28.00	grams (g)
pounds	0.45	kilograms (kg)
fluid ounces	30.00	millilitres (ml)
pints (British)	0.56	litres (l)
quarts (British)	1.35	litres
gallons (British)	4.54	litres
cubic feet	0.03	cubic metres
tons	0.9	tonnes (metric tons)

To convert Fahrenheit to centigrade subtract 32 and multiply by 9/5. To convert centigrade to Fahrenheit multiply by 5/9 and add 32. Form: 80°C (no full stop).

media Do *not* use as short form for "news media"

medium Singular. Plural: media.

meet *Not* "meet with" or "meet together".

member of parliament Use full term. Do *not* capitalize. Do *not* use MP.

member state Do *not* capitalize. Plural: member states.

middle-aged

mid Hyphenate: "mid-1960s".

midnight Do *not* put 12 in front of it. Midnight is considered part of the day ending.

military personnel If possible specify: "members of the armed forces", "soldiers", "sailors", "members of the air force".

military titles (See **"titles"**.) See Appendix 9 of the *Oxford Advanced Learner's Dictionary of Current English* for correct spelling.

mission Do *not* capitalize either a mission at the United Nations (the office that represents a country) or an Amnesty International mission.

mobilize

momentarily Means lasting for only a moment.

monarchs Form of address: Your Majesty. Complimentary close: Please accept, Your Majesty, the assurance of my most high consideration.

monitor Beware of over-using. Alternatives may be "observe", "study", "follow", "watch".

Monsieur, Madame, Mademoiselle (See **"names"**.) Normally, except in letters or if the full name is not known, give the individual's full name ***without*** "Mr", "Ms", "Mlle", "Srta." and so forth.

In letters or if the full name is not known, spell out "Monsieur", "Madame" and "Mademoiselle" on first reference and on the envelope. Note: full stop with "M.", but no full stops with "Mme" and "Mlle".

Monsignor Spell out on first reference. Mgr is acceptable afterwards.

months Always capitalize and spell out names of months (see **"dates"**).

minister (See **"titles"**.) Form of address for government ministers: Your Excellency. Complimentary close: Respectfully and sincerely yours.

Muslim An adherent of Islam. *Not* "Moslem".

N

Names To ensure consistency in use of names from different cultures, give the full name by which he or she is known:

"Baljit Singh"
"Li Ching-sun"
"Thomas McKearney"
"Noemi Gianetti de Molfino"

Use the full name on every reference. Do *not* use "Mr", "Ms", "Mlle" or "Srta." and the family name.

In cases where the individual has a title:

first reference: "Prime Minister Indira Gandhi",
"United Nations Secretary General Dr Kurt Waldheim".

subsequent references: "Prime Minister Gandhi",
"Dr Waldheim".

national section Do *not* capitalize in general references:
"To all national sections" ***but*** "The Mexican Section".

negotiate *Not* "negociate".

neither, nor "Nor" is often wrongly used instead of "or" after negative expressions:

wrong: "She could not eat nor sleep."
right: "She could not eat or sleep."
"She could neither eat nor sleep."

news conference *Not* "press conference".

news release *Not* "press release".

newspapers Underline title (italics): *New York Times* (see **"titles"**).

NGO Non-governmental organization. Plural: NGOs.

night-time

No. Use this abbreviation for "number", with a full stop, as in: "Emergency Regulation No. 3".

no one

nobody

non-aligned nations

non-political prisoners When referring to such prisoners, in order to distinguish them from

political prisoners, it is acceptable to write: "ordinary criminal prisoners". If you are referring to those held under *droit commun*, use the French term on first reference and "common law prisoners" afterwards.

non-sexist language 1. Refer to groups, professions, officials and workers with words that describe their function or nature, ***not*** their sex:

"people", "humanity", ***not*** "men" or "mankind";
"police officers", ***not*** "policemen" or "policewomen";
"clergy" ***not*** "clergymen";
"laity" ***not*** "laymen";
"representative" or "spokesperson", ***not*** "spokesman";
"chairperson" ***not*** "chairwoman" or "chairman";
"trader", "merchant" "industrialist", "entrepreneur" ***not*** "businessman".

2. Do ***not*** use "he" to denote all people in a particular category. Either use the plural "they" or "he and she" throughout.

3. Be careful ***not*** to assume that all members of a trade or profession are either men or women. For instance both can be nurses, psychiatrists, builders, prostitutes, taxi-drivers and firefighters. Beware of assuming all judges, lawyers, government officials and members of the armed forces are men.

4. The pronoun that stands for a country is "it", ***not*** "she".

non-violence, non-violent

non-conformist

northeast, northwest

numbers ***below 10 (including fractions):*** spell out

"one", "nought/zero", "nine", "four and a half", "three quarters" (no hyphens in fractions if not used as an adjective).

10 and over (including fractions): figures only

"10", "82", "19¾".

general large numbers: spell out

"a hundred", "a thousand".

specific large numbers: combine above rules

"2,000", "348,223,500".

ordinal numbers: combine above rules

"first", "third", "18th century", "33rd session".

Spell out all numbers at the beginning of a sentence.

dimensions: use figures and abbreviations, with no space between:

"The cell measures 5m by 3m."

numbers in series: use digits

"No. 4", "page 4", "paragraph 4", "Article 4".

currency: use digits

"£1.25", "US $15".

prison sentences: follow the rules for numbers. Below 10 spell out; 10 and above use figures only:

"She was sentenced to one year's imprisonment and 15 months' exile."

Use hyphens only when combining words, or words and figures, to form adjectives:

"She received a two-year suspended sentence. Her sister received a 15-year sentence."

Use an apostrophe only in the following way: "25 years' imprisonment"; "two months' exile"; "one week's detention".

wrong: "He is serving 10 years of imprisonment."

"She was imprisoned for 25 years'." (Do ***not*** use apostrophe.)
"He was sentenced to a term of 15 years'." (Do ***not*** use apostrophe.)

right: "He is serving a 25-year sentence" ***or*** ". . . a sentence of 25 years" ***or*** ". . . 25 years' imprisonment".

Do ***not*** say: "She was sentenced to 25 years." ***Instead:*** "She was sentenced to a term of 25 years" ***or*** "she was sentenced to 25 years' imprisonment" ***or*** "she received a 25-year sentence".

relative sizes: (some, a few, many): see **"size"**.

O

OAS Organization of American States. Headquarters in Washington D.C.

OAU Organization of African Unity. Headquarters in Addis Ababa.

occur, occurred, occurring

offence, offensive

on the spot No hyphens, except when used as adjectival compound (as in "an on-the-spot report").

ongoing Do *not* use. Instead use "continuing".

only Be careful to place "only" immediately before the word it qualifies.
right: "The announcement said that only criminal prisoners would be released."
wrong: "The announcement only said that criminal prisoners would be released."

opt "Choose" is often preferable.

optimum "Best" is usually preferable.

option "Choice" is often preferable.

oral Use "oral" to refer to spoken words:
"He gave an oral promise."
Use "written" to refer to words committed to paper. "Verbal" refers to all words, written or spoken.

organization *But* International Labour Organisation (ILO).

organs For collections of people use words such as "bodies" or "organizations". "Police organs", for instance, is open to misinterpretation.

Orthodox Do *not* use this word on its own if referring to a particular religious sect—"Russian Orthodox Church", "Greek Orthodox Church", "Orthodox Jews".

outside *Not* "outside of".

over Avoid expressions such as: "Over 20 were detained". Use: "More than".

P

paralyse

paramilitary One word.

pardon This term has a precise meaning in English law. Consult the Legal Office before using it and be very cautious about using it as a synonym for terms in other legal systems.

parliament Capitalize only when referring to a legislative body that is actually called "Parliament".

parliamentarian *Not* a synonym for a member of parliament or a member of a legislature. A parliamentarian is a supporter of the parliamentary system.

party Do *not* capitalize in general reference:
"After she joined the party."
but "The Parties to the present Convention" (actual text)
"The Republican Party" (specific title).

penal code Do *not* capitalize unless giving full title:
"She was convicted under Article 235 of the country's penal code."

penalties Penalties are "imposed" *not* "executed".

per Unless quoting other matter, use simple English instead. *Not* "per annum" but "each year" or "every year" or "a year";
not "per diem" but "daily".
But "per cent".

per cent Two words. Do *not* use % except in tables.

percentage One word.

person, people Where possible, use "individual" instead of "person". Use "people" instead of "persons".

phenomenon Singular. Plural: phenomena.

plebiscite *Not* a synonym for "referendum". It means a vote of a people on an issue, in order to determine public opinion. The result does not necessarily become law (see **"referendum"**).

policy-making *(adj)*

politically related

poor Avoid this word when referring to prison conditions (see "**bad**").

possessive case Use Congress' *not* Congress's; James' *not* James's.

poverty-stricken

practice, practise "Practice" is the noun; "practise" is the verb.

prayer houses It is better to use "places of worship" (see "**churches**").

presently Avoid. Does *not* mean "now" but "later". If you mean "now" use "now" or "at present".

president (See "**titles**".) Form of address: Your Excellency. Complimentary close: Please accept, Your Excellency, the assurance of my most high consideration.

preventive, preventative Preventive detention; preventative medicine.

prime minister (See "**titles**".) Form of address: Dear Prime Minister. Complimentary close: Respectfully and sincerely yours.

prior to Use "before" if possible.

prisoner "Prisoner" may often be used, particularly when describing AI's mandate, to mean anyone in the hands of the authorities or otherwise deprived of their liberty. The precise meaning of the term is: anyone in prison as a result of having been convicted and sentenced to imprisonment or held pending trial (see "**detainee**"). Use these terms, whenever possible, in their precise sense; be consistent in general references.

principal, principle "Principal" means main or chief:
"She is the school principal."
"Money is the principal problem."
"Principle" means rule or ideal:
"They fought for the principle of self-determination."
"In principle, we agree."

prison Capitalize only if part of the actual title:
"Kathmandu Central Prison".

prison sentences See "**numbers**".

prisoner of conscience In general, do *not* put this term in quotation marks. *Never* capitalize. Only use quotation marks if the text is drawing deliberate attention to the term:
"These are known as 'prisoners of conscience'."
See "**adopted**".

Prisoners of Conscience Week Capitalize.

privilege

problematic Does *not* mean "problem-ridden" but doubtful or uncertain:
"It is problematic whether the report will come out on time."

program This spelling is now preferred in UN usage, although existing titles such as United Nations Development Programme must be spelled in the old way.

prohibit, prohibited, prohibition People are prohibited *from* doing something. There is a prohibition *against* doing something (see "**forbid**").

promulgate Announce officially a new decree or law, either by public reading or publishing in a gazette.

proof-read, proof-reading

protest *(v)* Do *not* use "protest at" but "protest against" or "about"; the preposition must be included.

proved "It was proved". Avoid "proven". "Not proven" is a term in Scottish law: the jury's decision that the accused, although not necessarily innocent, cannot be found guilty.

provide, prescribe "The law provides *that* the offence is punishable *by* up to six years' imprisonment."
"The law provides *for* up to six years' imprisonment."
'The law *prescribes* six years' imprisonment *for* this offence."

psychiatric Do *not* use "psychiatric abuse" when you mean "abuse of psychiatry". The former suggests abuse of a psychiatric kind. The latter means abuse of a particular branch of medicine. AI's complaints tend to be about "abuse of psychiatry".

punishable Punishable "by" *not* "with".

punishment Punishments are "inflicted" and "carried out", *not* "executed".

Q

questionnaire

quotation marks Use ***double*** inverted commas for all quotations except quotations within quotations. Put punctuation ***inside*** quotation marks ***only*** in direct speech or where the punctuation ends a complete sentence:

– "In Nicaragua," he said, "the fight for justice is desperate."
– Seventeen individuals have been arrested on charges of "anti-Soviet agitation and propaganda".
– The newspaper reported that 50 prisoners "had been found in cells in conditions described by the prisoners as 'inhuman'. Only after intervention by the Red Cross were doctors permitted to enter the 'forbidden area'."

Quotations of more than two sentences or 100 words should be indented. Indented quotations should also be enclosed in double inverted commas:

– The committee reported that:

"Where we have concluded that 'physical ill-treatment' took place, we are not making a finding of 'brutality' on the part of those who handled these complainants. We consider that 'brutality' is an inhuman or savage form of cruelty. In the view of those who testified, 'it implies a disposition to inflict suffering'."

If you are quoting more than one paragraph (in which case the full text will be indented) put quotation marks at the beginning of each paragraph and close the quotation at the end of the last paragraph.

Ellipsis: Use three dots . . . with a space between each . . . to indicate the omission of words within a sentence.

Four dots–a full stop, followed by three dots–must be used to indicate the omission of (1) the last part of the quoted sentence, (2) the first part of the next sentence, (3) a whole sentence or more.

R

radical If possible, use a more precise description of someone's political views. ***Not*** a synonym for "extremist".

radio Capitalize and use before the name to indicate an official voice of the government: "Radio Moscow".

re(-) Unless "re" precedes "e", there is no hyphen normally. See *Oxford Advanced Learner's Dictionary of Current English* for use of hyphen with words beginning with "re".

reaffirm

realize

reappeared

rearrest

reinstate

recant Give up an opinion or belief; take back a statement as being false:

"Even under torture, she refused to recant."

recognize

reconcile Reconcile "to" a condition; "with" a person.

re-education Hyphenate. People are "sent for" re-education, ***not*** "assigned" to it.

referendum Meaning: "the enactment of law by popular vote". ***Not*** a synonym for "plebiscite" (see **"plebiscite"**). Plural: referendums.

refoulement Underline (italics). On first use always define: "the expulsion or forcible return of refugees to those territories where their life or freedom would be threatened".

refugee "A refugee is a person who, owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion, is outside the country of his nationality and is unable or, owing to such fear, is unwilling to avail himself of the protection of that country."

(Definition provided by the Convention relating to the Status of Refugees.)

refute Means to disprove ***not*** deny. To say something has been refuted means AI regards the original statement as having been objectively proved false.

regime Use only in precise sense of "system" as in "strict regime prison". ***Not*** a synonym for "government" or "administration".

regions Capitalize "Africa", "the Americas", "Asia", "Eastern Europe", "Western Europe", "the Middle East".

relating to Can usually be expressed more simply by "about".

religion Do ***not*** capitalize the word "religion". Capitalize references to religious orders or their members:

"He is a member of the Society of Jesus. He is a Jesuit."

Capitalize all proper names:

"God"; "Allah"; "Hades"; "the Roman Catholic Church"; "Among those arrested are 16 Buddhists."

Do ***not*** capitalize "church" as an institution:

"The church opposes the repression."

renounce Declare formally that one no longer is associated with; (for instance, a belief or group); consent formally to give up a right.

"They had renounced their religion and, thereby, their right to exemption from military service."

report Do ***not*** capitalize unless in full title of document.

reported, reportedly Avoid excessive use of "reportedly". Replace by "is reported" where possible:

"The evidence against them reportedly consisted solely of their own confession."

Instead: "The evidence against them is reported to consist solely of their own confessions."

Be careful to place "reportedly", if you use it, in the correct place. Normally, "reportedly" should be placed after the auxiliary verb in the past tense.

wrong: "He reportedly was arrested."

right: "He was reportedly arrested." ("He is reported to have been arrested" is preferable.)

Do ***not*** say:

"She reportedly died of bullet wounds" when you mean "She died, reportedly of bullet wounds."

reported speech See **"indirect speech".**

rescind Legislation is ***not*** "rescinded". This term is usually reserved for contract law.

resolution Capitalize only when accompanied by a serial number:

"United Nations Resolution 35 (XXX)".

Otherwise, do ***not*** capitalize.

retract Take back or withdraw a statement, offer or opinion:

"In court he retracted the confession which he said had been extracted from him under torture."

Reuters ***Not*** Reuter.

revise, revision

revoke A treaty or contract may be "revoked" ***not*** a law.

right wing *(n)*, **right-winger** *(n)*, **right-wing** *(adj)*, **The Right** Where possible, use a more precise description of the political philosophy.

rites Do not use this word to describe religious ceremonies in general.

roll-call

Roman Catholic Church Use full name, ***not*** "Catholic Church".

round-up *(n)*, **round up** *(v)*

rural areas Use only if necessary; otherwise use "countryside".

S

sadism *Not* a synonym for "cruelty" or "persecution". It means "sexual perversion exhibiting itself in cruelty to others".

samizdat Underline (italics). Always define on first use. Meaning: writings published privately without official approval or censorship.

sanction Since this word has several different meanings, where possible use the appropriate synonym:

"permission" *(n)*, "approval" *(n)*, "penalty" *(n)*, "agree to *(v)*.

seasons Because the seasons are different in the northern and southern hemispheres, do ***not*** use them to indicate specific periods of time. Use in general descriptions only:

"In winter the cells are unheated."

Do ***not*** capitalize "spring", "summer", "autumn", "winter".

Second World War *Not* "World War II".

Secretary General But "United Nations Secretary-General" (see **"titles"**).

section, sector Use "sector" only in strict technical sense: "the private sector of industry". Otherwise: "a section of society"; "residential section".

sector See **"section, sector"**.

sects See **"cults"**.

seize *Not* "sieze".

señor, señora, señorita (See **"names"**.) Normally, except in letters or where the full name is not known, give the individual's full name ***without*** "Mr", "Ms", "Mlle", "Srta." and so forth.

In letters, if the full name is not known, spell out "señor", "señora", "señorita" on first reference. Do ***not*** capitalize except at the beginning of a sentence. On second reference, abbreviate to "Sr." "Sra." and "Srta." . Always capitalize and use full stops with abbreviations.

sentence A court "passes" a sentence "on" someone, ***not*** "against" them (see **"prison sentences"**).

severe Over-used. "Strict", "harsh", "rigorous" can often be substituted.

short-lived

short-term *(adj)* Hyphenate the adjective; ***but*** "in the short term".

shrine *Not* a synonym for a "place of worship".

[sic] Put in square brackets inside quoted matter after oddities in the original material.

siege *Not* "seige".

size When estimating or describing relative numbers follow this rule:

"a few": less than a quarter of estimated total;
"some": between a quarter and a half of estimated total;
"majority": more than half of estimated total;
"many", "a substantial number": between half and three quarters of estimated total;
"most": more than three quarters of estimated total.

socialist Capitalize only when referring to a political party, otherwise: "a socialist form of government".

some Do ***not*** use with specific figures.

right: "Some 60 prisoners were reported to be in detention."
wrong: "Some 62 young people died during the night."

If you are using "some" because you are not certain of an exact figure, round off the figure to the next lower unit of 10.

southeast, southwest

Southern Cone of South America Argentina, Chile, Paraguay, Uruguay.

-speaking Hyphenate after language: "Portuguese-speaking countries".

specialize

spelled Past participle of verb "to spell"; ***not*** "spelt".

Standard Minimum Rules for the Treatment of Prisoners On first reference put "United Nations" before the title. Afterwards, use "Standard Minimum Rules", ***not*** "SMR".

state Do ***not*** capitalize except in formal title or quoted matter.

state of siege Do *not* capitalize.

State Party Formal designation of a state that has ratified a treaty, such as the International Covenant on Civil and Political Rights. Plural: States Parties:

"The Secretary-General must inform all States Parties of proposed amendments to either covenant."

state security Avoid using this term. The correct term is "security of the state" or "national security".

Statute Capitalize the "Statute" of Amnesty International. Do *not* refer to as "international statute".

stipulate In legal parlance may be used as a synonym for "set forth", "specify", "lay down":

"The law stipulates."

straitjacket

sub-committee Capitalize ("Sub-committee") only in full title.

sub-standard

subjected to Over-used and often redundant. *Not:*

"They were subjected to harassment and torture" *but*

"They were harassed and tortured".

substantive *Not* a synonym for "substantial". Meaning: "having a separate and independent existence".

summarize

summary *(adj)* Done or given without delay or attention to detail. "Summary trials", normally without the right of appeal, and "summary executions" violate the International Covenant on Civil and Political Rights.

supersede *Not* "supercede".

supervise, supervision

subpoena, subpoenaed, subpoenaing

subsequently Over-used. "Afterwards" can often be substituted.

subsidize

T

take up In individual cases of prisoners of conscience do *not* say: "AI has taken up the case" without adding: "for adoption as a prisoner of conscience". If it is an investigation case, do *not* use the phrase "AI has taken up the case" *but:* "AI is investigating the case". Only use the phrase "take up" in references to general statistics or activities:

"AI takes up nearly 5,000 individual cases a year."

target Avoid using this as a verb.

tear-gas

televise, television

temperature Use centigrade (see "measures"): 80°C (no full stop).

time Use 12-hour clock and no punctuation:

"8.00 am"; "10.45 pm".

But embargo times for news releases are expressed in 24-hour clock, using Greenwich Mean Time:

"1700 hrs GMT, Wednesday, 26 July 1981".

that, which Use "that" to introduce a clause essential to a sentence. Do *not* set the clause off with commas.

"The camps that contain political prisoners will be closed." (Only those camps with political prisoners will be closed. The clause is essential to the sentence.)

Use "which" to introduce a parenthetical clause. Put the clause between commas.

"The camps, which contain political prisoners, will be closed." (All the camps will be closed. The parenthetical clause, although it adds information, could be dropped from the sentence without changing the meaning.)

As a rule of thumb, if "that" will fit comfortably, use it and do not put the clause between commas.

Third World Do *not* confuse with non-aligned nations. Where possible, use a more precise term to describe the countries or regions to which you are referring.

though Avoid. Use "although".

titles ***Documents*** Underline (italics) the titles of: books, magazines, journals, newspapers, plays, paintings, sculptures, long poems, films, radio and TV programs, ships.

Put in quotation marks the titles of: articles, essays, chapters of books, short stories, songs, poems.

Do not underline (no italics) or put in quotation marks the titles of laws or international instruments.

People 1. Always capitalize titles before, or in apposition to, people's names:

"President Hastings Banda declared an amnesty."

"Mohammed Abshir, the former Police General, was convicted."

"His Excellency, Badreddine Senoussa, Ambassador of the Kingdom of Morocco . . ."

2. Always capitalize titles that refer to specific people:

"The assassin's bullet struck the Emperor."

"The mission met the Commissioner of Prisons."

"The Ambassador's reply arrived the next day."

3. Always capitalize titles that refer to specific posts:

"Two years later he declared himself Field Marshal."

"Under the act, the Minister of the Interior has the right to review all detention orders."

4. Do ***not*** capitalize titles in general references:

"The *junta* of colonels ruled for seven years."

"She is a former cabinet minister."

If a title occurs many times in a text, a short form may be used. The short form should ***not*** be capitalized, for example, "the assembly", "the council", "the committee".

French Only capitalize the first word of a French title (unless the original title uses more capital letters as in *Le Monde*, *Le Figaro* or *les Nations Unies*—in UN usage only):

"Ensemble de règles minima pour le traitement des détenus.

torture Torture is "inflicted" on someone, ***not*** "practised" on them.

torture declaration Use correct full title on first reference: "The United Nations Declaration on the Protection of All Persons from Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment".

"The declaration" or "the declaration against torture" is acceptable on second reference. The declaration was adopted unanimously by the United Nations General Assembly Resolution 3452 (XXX) of 9 December 1975.

trade union, trade unions, trade unionist, trade union leader

tranquillizer

translations When translating a document or the spoken word do not reproduce awkward constructions unnecessarily. Do not make author or speech seem halting or illiterate unless this is clear from the original, in which case, use "[sic]" after any oddities.

Treasurer The Treasurer of Amnesty International is known simply as "the Treasurer", ***not*** "the international Treasurer".

triple-adopted, triple-adoption Hyphenate.

try *(legal)* An individual is tried ***by*** or ***before*** a court or tribunal, ***but*** tried ***before*** a bench.

U

UN United Nations Organization (see **"United Nations"**).

undernourished One word.

UNESCO United Nations Educational, Scientific and Cultural Organization. Headquarters in Paris.

UNHCR Office of the United Nations High Commissioner for Refugees. Headquarters in Geneva.

United Kingdom *Not* a synonym for "Britain", "Great Britain" or "England". The United Kingdom of Great Britain and Northern Ireland comprises England, Northern Ireland, Scotland and Wales.

United Nations Use full name on first reference, followed by (UN). No apostrophe is used in titles such as "United Nations General Assembly".

United Nations Commission on Human Rights Use full title, capitalized, on first reference. "The human rights commission" or "the comission" acceptable afterwards. It consists of 43 members appointed by governments selected by the United Nations Economic and Social Council. Do *not* confuse with the Human Rights Committee set up under the International Covenant on Civil and Political Rights (see **"Human Rights Committee"**).

United States of America Use full name on first reference, followed by (USA). USA acceptable afterwards.

Universal Declaration of Human Rights Use full title on first reference. "The declaration" is acceptable afterwards. The declaration was adopted by the United Nations General Assembly on 10 December 1948. It does *not* require signature or ratification by any member state (see **"International Bill of Human Rights"**).

up-to-date *(adj) But:*
"He brought it up to date."

update Both noun and verb are one word.

urban areas Use only if necessary; otherwise use "towns" or "cities".

USSR Union of Soviet Socialist Republics, the Soviet Union, *not* a synonym for "Russia".

Ulster *Not* a synonym for Northern Ireland.

urgent action In EXTERNAL documents, it is preferable to say: "An urgent action appeal was issued", rather than simply "An urgent action was issued".

V

verbs Phrases should not be inserted between an auxiliary verb and a main verb:

"Groups should, in letters to governments, stress Amnesty International's impartiality."
Instead: "In letters to governments, groups should stress Amnesty International's impartiality."

verbal See "**oral**".

very Avoid this word. For emphasis, use descriptive words and facts.

Vice-President, Vice-Chairperson (See "**titles**".) Capitalize both parts.

violate Over-used. "Infringe" can sometimes be substituted.

W

wall posters No hyphen.

warden, warder Prison officers in the United Kingdom are "warders"; in the United States they are "wardens". Also try: "guards", "jailers", "prison officers".

warrant A written order giving official authority for something.

well-known *(adj)*

WHO World Health Organization. Headquarters in Geneva.

whereabouts Treat as a plural noun:

"Please ask for information about the whereabouts of Mary McGuigan."
"Her whereabouts are unknown."

which, that See "**that**".

while To avoid possible confusion, do ***not*** use to mean "and" or "although" (see "**although**"). Use "while" only in its temporal sense:

"Your letter came while I was away."

Do ***not*** use "whilst".

white(s) Do ***not*** capitalize.

WMA World Medical Association. Headquarters in Ferney-Voltaire, France.

word counts To calculate the number of words you have written:

1. Count the lines on an average page.

2. Count the words in an average 10 lines and divide by 10 to get the average number of words in a line.

3. Multiply 1 by 2 and then multiply that by the total number of pages.

Rule of thumb: a double-spaced typed page with 3cm margins has 250 words; a triple-spaced typed page with 3cm margins has 175 words; a single-spaced typed page with 3cm margins has 375 words.

work for, on behalf of Do *not* write: "AI works for prisoners". (In informal speech this is acceptable.) *Instead* write "AI works on behalf of prisoners".

workers Do *not* classify people as "workers" especially in lists as if this were a particular trade or profession. Wherever possible specify the category of work: "industrial workers", "farm workers" "steel workers".

Do *not* use "workers" in such a way as to suggest the others on the list, for example, teachers, or farm labourers, are not workers too:

wrong: "Workers, teachers, farm labourers and taxi-drivers were among those arrested."
right: "Workers, including teachers, farm labourers and taxi-drivers, were among those arrested." *or* "Teachers, farm labourers, taxi-drivers and other workers were among those arrested."

worldwide

X

Xerox A trademark. Use "photocopy" or "photocopier".

Y

Your Excellency In *all* letters and communications opening with "Your Excellency" all references to the person so addressed must also be "Your Excellency". The possessive form is "Your Excellency's".

"Your Excellency,
I have the honour to address Your Excellency in connection with the recent announcement by Your Excellency's government stating that civilians would now be liable to trial by military courts set up under the martial law legislation introduced by Your Excellency last March."

Z

The use of the endings -ize, -izing, -ization follows the *Oxford English Dictionary*.

Words commonly found in AI documents:
- authorize
- criticize
- civilize
- emphasize
- mobilize
- organize, organization
- publicize
- realize
- specialize

Words ending in -ise:
- advertise, advertisement
- advise
- comprise
- franchise
- excise
- exercise
- improvise
- incise
- revise, revision
- supervise, supervision
- televise, television

Words ending in -yse:
- analyse
- paralyse

Names of countries

Afghanistan
the Democratic Republic of Afghanistan
Afghan

Albania
the People's Socialist Republic of Albania
Albanian

Algeria
the People's Democratic Republic of Algeria
Algerian

Angola
the People's Republic of Angola
Angolan

Argentina
the Argentine Republic
Argentine

Australia
the Commonwealth of Australia
Australian

Austria
the Republic of Austria
Austrian

Bahamas ***(the)***
the Commonwealth of the Bahamas
Bahamian

Bahrain
the State of Bahrain
Bahraini

Bangladesh
the People's Republic of Bangladesh
(of) Bangladesh

Barbados
Barbadian

Belgium
the Kingdom of Belgium
Belgian

Benin
the People's Republic of Benin
Beninese

Bhutan
the Kingdom of Bhutan
Bhutanese

Bolivia
the Republic of Bolivia
Bolivian

Botswana
the Republic of Botswana
(of) Botswana

Brazil
the Federative Republic of Brazil
Brazilian

Bulgaria
the People's Republic of Bulgaria
Bulgarian

Burma
the Socialist Republic of the Union of Burma
Burmese

Burundi
the Republic of Burundi
(of) Burundi

Byelorussian Soviet Socialist Republic *(the)*
Byelorussian

Cameroon, *see* United Republic of Cameroon *(the)*

Canada
Canadian

Cape Verde
the Republic of Cape Verde
Cape Verdean

Central African Republic *(the)*
Central African

Chad
the Republic of Chad
(of) Chad

Chile
the Republic of Chile
Chilean

China
the People's Republic of China
Chinese

Colombia
the Republic of Colombia
Colombian

Comoros *(the)*
the Federal and Islamic Republic of the Comoros
Comorian

Congo *(the)*
the People's Republic of the Congo
Congolese

Costa Rica
the Republic of Costa Rica
Costa Rican

Cuba
the Republic of Cuba
Cuban

Cyprus
the Republic of Cyprus
Cypriot

Czechoslovakia
the Czechoslovak Socialist Republic
Czechoslovak

Democratic Kampuchea
(of) Democratic Kampuchea

Democratic People's Republic of Korea *(the)*
(of) the Democratic People's Republic of Korea

Democratic Yemen
the People's Democratic Republic of Yemen
(of) Democratic Yemen

Denmark
the Kingdom of Denmark
Danish, a Dane

Djibouti
the Republic of Djibouti
(of) Djibouti, a Djiboutian

Dominica
the Commonwealth of Dominica
(of) Dominica

Dominican Republic *(the)*
Dominican

Ecuador
the Republic of Ecuador
Ecuadorian

Egypt
the Arab Republic of Egypt
Egyptian

El Salvador
the Republic of El Salvador
Salvadorian

Equatorial Guinea
the Republic of Equatorial Guinea
(of) Equatorial Guinea

Ethiopia
Ethiopian

Fiji
(of) Fiji

Finland
the Republic of Finland
Finnish, a Finn

France
the French Republic
French, the French

Gabon
the Gabonese Republic
Gabonese

Gambia *(the)*
the Republic of the Gambia
Gambian

German Democratic Republic *(the)*
(of) the German Democratic Republic

Germany, Federal Republic of
(of) the Federal Republic of Germany

Ghana
the Republic of Ghana
Ghanaian

Greece
the Hellenic Republic
Greek

Grenada
Grenadian

Guatemala
the Republic of Guatemala
Guatemalan

Guinea
the Revolutionary People's Republic of Guinea
Guinean

Guinea-Bissau
the Republic of Guinea-Bissau
(of) Guinea-Bissau

Guyana
the Republic of Guyana
Guyanese

Haiti
the Republic of Haiti
Haitian

Honduras
the Republic of Honduras
Honduran

Hungary
the Hungarian People's Republic
Hungarian

Iceland
the Republic of Iceland
Icelandic, an Icelander

India
the Republic of India
Indian

Indonesia
the Republic of Indonesia
Indonesian

Iran
the Islamic Republic of Iran
Iranian

Iraq
the Republic of Iraq
Iraqi

Ireland
the Republic of Ireland
Irish, the Irish

Israel
the State of Israel
Israeli

Italy
the Italian Republic
Italian

Ivory Coast *(the)*
the Republic of the Ivory Coast
(of) the Ivory Coast

Jamaica
Jamaican

Japan
Japanese

Jordan
the Hashemite Kingdom of Jordan
Jordanian

Kampuchea, Democratic, *see* Democratic Kampuchea

Kenya
the Republic of Kenya
Kenyan

Korea, *see* Democratic People's Republic of Korea *(the)*; Republic of Korea *(the)*

Kuwait
the State of Kuwait
Kuwaiti

Lao People's Democratic Republic *(the)*
Lao, a Lao, the Lao

Lebanon
the Lebanese Republic
Lebanese

Lesotho
the Kingdom of Lesotho
(of) Lesotho

Liberia
the Republic of Liberia
Liberian

Libyan Arab Jamahiriya *(the)*
the Socialist People's Libyan Arab Jamahiriya
Libyan

Liechtenstein
the Principality of Liechtenstein
(of) Liechtenstein

Luxembourg
the Grand Duchy of Luxembourg
(of) Luxembourg

Madagascar
the Democratic Republic of Madagascar
Malagasy

Malawi
the Republic of Malawi
Maldivian

Malaysia
the Federation of Malaysia
Malaysian

Maldives
the Republic of Maldives
Maldavian

Mali
the Republic of Mali
Malian

Malta
the Republic of Malta
Maltese

Mauritania
the Islamic Republic of Mauritania
Mauritanian

Mauritius
Mauritian

Mexico
the United Mexican States
Mexican

Monaco
the Principality of Monaco
Monegasque

Mongolia
the Mongolian People's Republic
Mongolian

Morocco
the Kingdom of Morocco
Moroccan

Mozambique
the People's Republic of Mozambique
Mozambican

Namibia
Namibian

Nauru
the Republic of Nauru
Nauruan

Nepal
the Kingdom of Nepal
Nepali

Netherlands *(the)*
the Kingdom of the Netherlands
Netherlands, a Netherlander

New Zealand
(of) New Zealand, a New Zealander

Nicaragua
the Republic of Nicaragua
Nicaraguan

Niger *(the)*
the Republic of the Niger
(of) the Niger

Nigeria
the Federal Republic of Nigeria
Nigerian

Norway
the Kingdom of Norway
Norwegian

Oman
the Sultanate of Oman
Omani

Pakistan
the Islamic Republic of Pakistan
(of) Pakistan, a Pakistani

Panama
the Republic of Panama
Panamanian

Papua New Guinea
(of) Papua New Guinea, a Papua New Guinean

Paraguay
the Republic of Paraguay
Paraguayan

Peru
the Republic of Peru
Peruvian

Philippines *(the)*
the Republic of the Philippines
Philippine, a Filipino

Poland
the Polish People's Republic
Polish, a Pole

Portugal
the Portuguese Republic
Portuguese

Qatar
the State of Qatar
(of) Qatar

Republic of Korea ***(the)***
(of) the Republic of Korea

Romania
the Socialist Republic of Romania
Romanian

Rwanda
the Rwandese Republic
Rwandese

Saint Lucia
Saint Lucian

Samoa
the Independent State of Western Samoa
Samoan

San Marino
the Republic of San Marino
(of) San Marino

Sao Tome and Principe
the Democratic Republic of Sao Tome and Principe
(of) Sao Tome and Principe

Saudi Arabia
the Kingdom of Saudi Arabia
Saudi Arabian

Senegal
the Republic of Senegal
Senegalese

Seychelles
the Republic of Seychelles
(of) Seychelles, a Seychellois

Sierra Leone
the Republic of Sierra Leone
Sierra Leonean

Singapore
the Republic of Singapore
Singaporean

Solomon Islands
(of) Solomon Islands

Somalia
the Somali Democratic Republic
Somali

South Africa
the Republic of South Africa
South African

Spain
the Spanish State
Spanish, a Spaniard

Sri Lanka
the Democratic Socialist Republic of Sri Lanka
(of) Sri Lanka, Sri Lankan

Sudan ***(the)***
the Democratic Republic of the Sudan
Sudanese

Suriname
the Republic of Suriname
Surinamese

Swaziland
the Kingdom of Swaziland
Swazi

Sweden
the Kingdom of Sweden
Swedish, a Swede

Switzerland
the Swiss Confederation
Swiss

Syrian Arab Republic ***(the)***
Syrian

Tanzania, *see* United Republic of Tanzania ***(the)***

Thailand
the Kingdom of Thailand
Thai

Togo
the Togolese Republic
Togolese

Tonga
the Kingdom of Tonga
Tongan

Trinidad and Tobago
the Republic of Trinidad and Tobago
(of) Trinidad and Tobago

Tunisia
the Republic of Tunisia
Tunisian

Turkey
the Republic of Turkey
Turkish, a Turk

Uganda
the Republic of Uganda
Ugandan

Ukrainian Soviet Socialist Republic ***(the)***
Ukrainian

Union of Soviet Socialist Republics ***(the)***
(of) the Union of Soviet Socialist Republics, *(of)* the USSR, *(of)* the Soviet Union, Soviet

United Arab Emirates ***(the)***
(of) the United Arab Emirates

United Kingdom of Great Britain and Northern Ireland ***(the)***
(of) the United Kingdom (of Great Britain and Northern Ireland), British

United States of America ***(the)***
(of) the United States (of America), American

Upper Volta ***(the)***
the Republic of the Upper Volta
(of) the Upper Volta

Uruguay
the Eastern Republic of Uruguay
Uruguayan

United Republic of Cameroon ***(the)***
Cameroonian

United Republic of Tanzania ***(the)***
Tanzanian

Vatican City State
the Vatican,
(of) the Vatican

Venezuela
the Republic of Venezuela
Venezuelan

Viet Nam
the Socialist Republic of Viet Nam
Vietnamese

Yemen
the Yemen Arab Republic
Yemeni, a Yemenite

Yemen, Democratic, *see* Democratic Yemen

Yugoslavia
the Socialist Federal Republic of Yugoslavia
Yugoslav

Zaire
the Republic of Zaire
Zairian

Zambia
the Republic of Zambia
Zambian

Editors' marks

Editors' marks are ***not*** the same as proof-readers' symbols. Editors' marks are placed in the text and most require no marginal notations. These marks should be used on all manuscripts to be typeset. All marks should be made in ***pencil*** by everyone unless instructed otherwise by the editor responsible for the final text. Unless you, an author, are making additions and corrections to your final draft already typed triple space or double space, work on a photocopy: do ***not*** place editors' marks on the original.

She spoke ~~out~~ in Chicago	Delete.
She spoke in Chicago	Delete and close up.
The United Nations (U.N.)	Delete full stops and close up.
She spokein Chicago.	Insert space.
She spoke in Chicago the police said.	Insert punctuation.
She spoke and the crowds prayed in Chicago.	Insert dash.
The long term objective	Insert hyphen.
Men objected to her speech.	Make new paragraph.
She spoke in Chicago.	Transpose letters.
She in spoke Chicago.	Transpose words.
She spoke in Chicago before hundreds of women ~~who had waited in the pouring rain to hear her.~~ Her message was simple and eloquent.	Delete lines and run on.

Her Speech was eloquent.	Set in lowercase.
She spoke in chicago.	Set in capital letters.
The Chicago Daily Sun.	Set in italics.
A new movement is launched.	Set in bold.
Chicago ~~opened~~ its heart to her. stet	Do not make correction.
She had twelve bodyguards.	Use digits.
Of her bodyguards, 2 died.	Spell out.
The UN General Assembly.	Spell out.

Proof-readers' symbols

All corrections should be distinct and made in black ink. Marks made in the text should be those indicating the place to which the correction refers. Marks in the margins should be the instructions to the printers, for example:

/-/ The taxi/driver was arrested/. yesterday/

Where several corrections occur in one line they should be divided between the left and right margins, the order being from left to right in both margins. Individual corrections should be separated by a concluding mark (/).

delete or take out ~~out~~	insert footnote number/
delete and clo~~o~~se up	/-/ insert hyphen/
cl‿ose up; no space	/-/ insert dash/
# insert/space	# insert space between lines
⊙ insert full stop/	n.p. make new paragraph
,/ insert comma/	trs transpose order of letters
;/ insert semicolon/	trs words/transpose
⊙ insert colon/	run on run on
insert apostrophe/	l.c. ~~SET~~ in lowercase Letters
insert single quotes/	caps set in capital letters
insert double quotes/	ital set in italics

bold	set in bold
t/,/or/	insert letter/punctuation/word
stet	do not make correction indicated
spell	spell out numeral: 1
spell	spell out abbrev.
fig.	set in digits: twelve
⊏	move left
⊐	move right
||	align
	align horizontally
×	broken type
centre	centre Heading
□	indent
	wrong division
	wrong division