

2. If the organization does not have an official name in English, give the official name followed, in square brackets, by the translated version of the name.

Asociación Colombiana de Universidades [Association of Colombian Universities]

3. Use the abbreviation if the organization is referred to extensively (see also Section 1.7).

Asociación Colombiana de Universidades [Association of Colombian Universities] (ACU)

4. Names of government departments (ministries, institutions, etc.) and universities should be given in English only. Abbreviations, if used, should follow the English version.

### 1.5 Accents

Because the English language rarely uses accents, their use is a difficult subject. There is, however, one absolute:

**Appropriate accents must be used in the names of people and institutions. This applies to familiar accents, such as those found in French and Spanish, as well as to unfamiliar ones such as those found in transliterated languages.**

Foreign words and phrases that have been absorbed into English usually lose their accents in the process, but check the dictionary to be sure. For example, *vis-à-vis* retains the accent.

### 1.6 Capitalization

Use capitalization sparingly; words or phrases consisting of nothing but capital letters are hard to read. Capital or uppercase letters have three main uses:

- to give emphasis, as in official titles and initial words;
- to distinguish proper nouns and adjectives from common ones; and
- to highlight words in headings.

#### Initial capital letters

##### **Proper nouns**

Some words derived from proper nouns have, through usage, become part of the common language and are no longer capitalized.