

1.4 Organization names

Use the official name of an organization the first time the organization is mentioned. If there are subsequent references to that organization, you may include the official abbreviation (e.g., CIDA or DND) in brackets and thereafter use the abbreviation only.

If no official name of the organization exists in English, an unofficial translation may be included in square brackets, followed by the abbreviation in round brackets. (See Section 1.7 for more information on abbreviations.)

Government departments and agencies

The names of government departments and agencies change from time to time, so be sure to verify that the names you have used are current. Many Canadian federal government departments have both an official, legal title and an applied title. Applied titles should generally be used in departmental publications. Information on the use of these titles and a complete listing in both English and French are available on the Treasury Board Secretariat web page:

www.tbs-sct.gc.ca/Pubs_pol/sipubs/TB_FIP/titlesoffedorg1_e.html#part1.

Departmental name and abbreviation

In June of 2006, Treasury Board approved the new name of the department: Foreign Affairs and International Trade Canada. The correct abbreviation is DFAIT, not FAITC. Here are some tips on how to correctly use departmental names:

When the *official* name of a department ends with “Canada,” do not use the word “department” or an article with it.

Two departments participated in this initiative: **Foreign Affairs and International Trade Canada** and **Health Canada**.

Translating organization names

Apply the following rules to the translation of institution names (government departments, international agencies, non-governmental organizations, etc.).

1. Use the official English name of the organization, if one exists.

If the organization has an official abbreviation in its parent language but not in English, use the official abbreviation.

International Potato Centre (CIP)