

neighbour (not neighbor)  
online  
organization (not organisation)  
peacebuilding  
peacekeeping  
percent (not per cent)  
practice (noun); practise (verb)  
pre-eminent  
program (not programme, except when official name differs)  
recognize (not recognise)  
round table (not roundtable, except when official name differs)  
sceptical (not skeptical)  
signalled (not signaled)  
small and medium-sized companies/enterprises  
socio-economic (not socioeconomic)  
symposiums (not symposia)  
targeted (not targetted)  
totalled (not totaled)  
toward (not towards)  
travelled (not traveled)  
uncooperative; uncoordinated  
under way (not underway)  
website  
workforce

**Note:** Usage may differ with the intended audience. For an advertisement in a U.S. newspaper, for example, using U.S. spellings such as “neighbor” may be appropriate.

It is departmental practice to use “a” (not “an”) before an unstressed “h”:  
a historic agreement.

### 1.3 Geographic names

#### Authority

For a bilingual list of countries, inhabitants and capital cities, see Appendix 3, which is based on the Translation Bureau (Public Works and Government Services Canada) publication *List of Names for Countries, Capitals and Inhabitants* (2000).

A listing of the accepted short names is available from the United Nations Statistics Division website: [unstats.un.org/unsd/methods/m49/m49alpha.htm](http://unstats.un.org/unsd/methods/m49/m49alpha.htm) (the French version is available at [unstats.un.org/unsd/methods/m49/m49alphaf.htm](http://unstats.un.org/unsd/methods/m49/m49alphaf.htm)).