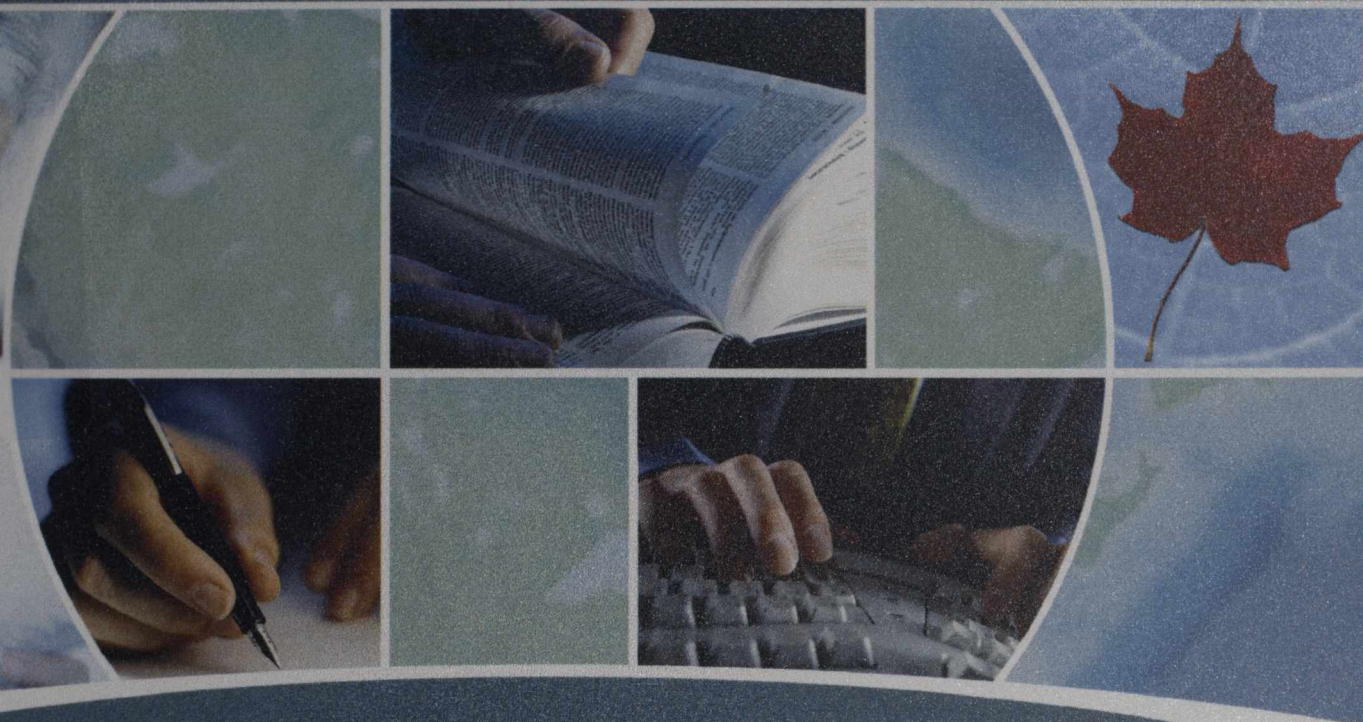


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# Style Guide

January 2007



Foreign Affairs and  
International Trade Canada  
Communications  
Bureaus

Affaires étrangères et  
Commerce international Canada  
Directions générales  
des communications

Canada 



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# Style Guide

## Foreign Affairs and International Trade Canada

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## Introduction

This style guide is aimed at all departmental employees who write material that Foreign Affairs and International Trade Canada (DFAIT) will publish or put online. It briefly covers elements of style and usage, such as spelling and abbreviations, from the specific point of view of departmental requirements and conventions. It is not intended to be comprehensive and it does not deal with grammar issues. For detailed information on English style and usage, please refer to the publications and websites listed in Section 10, "Resource list."

In any attempt to establish consistent standards for publications, it must be acknowledged that no guideline will cover every situation. Context is everything. This style guide is therefore presented as exactly that—as a guide, not as a rule book.

This guide will be expanded and updated as needed. We welcome your suggestions.

The English editors can be reached by email at [bcj-editor@international.gc.ca](mailto:bcj-editor@international.gc.ca) or by telephone at 996-2215. The French editors can be reached by email at [bcj-reviseur@international.gc.ca](mailto:bcj-reviseur@international.gc.ca) or by telephone at 992-4884.

News releases and speeches published since 1996 and media advisories published since 2001 can be found on the Department's [website](#). The complete archives (since 1940) are kept at the Jules Léger Library.

Please note that the English and French versions of the style guide are not equivalent. Only the appendices are the same in both languages.

### **Effective writing: keep it simple!**

Generations of English teachers and authors of books on how to write effectively have told us to omit unnecessary words and avoid meaningless jargon. Yet readers are drowning in unneeded words and superfluous abbreviations. They are often bored and confused by what they read. Unfortunately, many of the offending pieces of writing are published by the Canadian government.

Effective writing is not cluttered: it is clear and concise. It cannot be misunderstood. It does not use two words when one will do.

Use simple sentence construction. Sentences should not be longer than three lines; paragraphs should deal with just one topic. One trick is to say each sentence aloud to yourself. This will reveal possible ambiguities or weak constructions. If you can say it easily, the reader will be able to grasp your meaning easily.

The purpose of your document is to convey information to a target audience. Decide what audience you want to reach. The appropriate style will depend on the nature of that audience. For example, if your document will be read only within the department or the government, you can probably get away with using some technical terms and abbreviations. But if your document is for the general public, you will have to make more of an effort to use plain language (see Section 8, "Plain language").

**Reminder:** All federal government publications must be produced in both official languages.



# 1 Spelling and special treatment of words

## 1.1 Spelling authority

The authorities for spelling in the Department's English texts are *The Canadian Oxford Dictionary* (2004) and the *Gage Canadian Dictionary* (2000).

Where a dictionary shows more than one spelling for a word, select the first entry.

Consistency in spelling requires careful attention. If the publication you are preparing is long and contains many specialized terms, it may be useful to prepare a list of recurring words and terms for quick reference.

If you enable the spell-check feature on your word-processing software, you can add new terms or amend default entries according to departmental style. It is also useful to set the spell-check feature (in WordPerfect, under Tools > Language > Settings) to "English-Canada."

## 1.2 Departmental spelling preferences

Canadian spelling is a hybrid of British and U.S. spelling patterns. In general, it is departmental practice to use:

- "-our" not "-or" in words such as labour, honour, neighbour
- "-re" not "-er" in words such as centre, fibre
- "-t" not "-tt" in words such as benefited, targeted
- "-ll" not "-l" in words such as travelled, signalled, equalled (but note "unparalleled")

The choice of spelling style for a particular publication is often determined by the type of publication, the intended audience and the subject matter.

The words listed here are current departmental recommendations that may differ from the spellings given in the dictionary:

**acknowledgment (not acknowledgement)**

**addendum, addenda**

**adviser (not advisor)**

**aging (not ageing)**

**al Qaeda**

**analyzes (verb), analyses (plural noun)**

**anemia (not anaemia)**

**anti-personnel mines (not anti-personnel landmines)**

**anti-terrorism**

**appendix, appendices**

**behaviour (not behavior)**

**benefited (not benefitted)**

bureau, bureaus  
 businessman, businesswoman  
 business person, business people  
 capacity building (no hyphen unless used as adj.)  
 ceasefire  
 centre (not center, except when official name differs)  
 colloquium, colloquia  
 combatted (not combated)  
 consortium, consortia  
 cooperation (not co-operation, except when official name differs; use hyphen in the abbreviation "co-op" when referring to a cooperative business or store)  
 coordinate (not co-ordinate)  
 counterterrorism  
 data bank  
 database  
 decision making (no hyphen unless used as adj.)  
 defence (not defense, except when official name differs)  
 demine  
 email  
 encyclopedia (not encyclopaedia)  
 erratum, errata  
 fibre (not fiber)  
 focuses (noun and verb)  
 formula, formulas  
 forum, forums  
 fuelled (not fueled)  
 fulfill (not fulfil, fullfil), fulfilment (not fulfillment)  
 G7, G8 (not G-7, G-8)  
 Government On-Line (GOL)  
 home page  
 honorary (not honourary)  
 honour (not honor)  
 honourable (not honorable)  
 inquire, inquiry (not enquire, enquiry)  
 install, instalment  
 instill (not instil)  
 Internet (not internet); intranet  
 judgment (not judgement)  
 labour (not labor)  
 La Francophonie (not la Francophonie) - in English only  
 landmine  
 licence (noun); license (verb)  
 manoeuvre  
 memorandums (not memoranda)

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)).

For Canadian place names, the Geographical Names Board of Canada, an agency of Natural Resources Canada, develops standard policies for geographical naming in Canada. It maintains a searchable database on its website ([geonames.nrcan.gc.ca/index\\_e.php](http://geonames.nrcan.gc.ca/index_e.php)).

### Official versus accepted short names

Generally, the accepted short name (e.g., Cambodia) may be used in place of the official (e.g., Kingdom of Cambodia) name.

The official name *must* be used on all formal correspondence. Check with the desk officer if you are unsure of the official name.

### Canadian place names

French place names generally retain their accents in English texts, but there are some exceptions. Quebec, when referring to the province, usually appears in English texts without an accent. Montreal and Quebec City are also usually written without accents, but Montréal and Québec are often used in addresses.

### Place name tips and traps

Bosnia and Herzegovina	not Bosnia-Herzegovina
Chornobyl	not Chernobyl
the Congo	not to be confused with the Democratic Republic of the Congo (new name of Zaire)
Côte d'Ivoire	not Ivory Coast
the Czech Republic	not Czech Republic
FRY	acronym for the Federal Republic of Yugoslavia. The "former Yugoslavia" should be lowercased as it refers to the former country
FYROM	abbreviation for "the former Yugoslav Republic of Macedonia"
the Gambia	not Gambia
Gaza	not Gaza City
Montenegro	no longer Serbia and Montenegro
Serbia	no longer Serbia and Montenegro
Sudan	not the Sudan
Timor-Leste (capital: Dili)	not East Timor
Ukraine (capital: Kyiv)	not the Ukraine (capital: not Kiev)

## 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](http://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)

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.

petri dish; pasteurize (If in doubt, check the dictionary.)

### **Trade names**

Rephrase text to remove trade names (e.g., use photocopier rather than Xerox), but if a trade name must be used, ensure that the capitalization is correct.

We use WordPerfect.

### **Titles of books and articles**

When referring to a published book or article in the text, it is departmental style to capitalize the first word of all titles, as well as all nouns, pronouns, adjectives, verbs (including the verb "to be"), adverbs, subordinate conjunctions (e.g., because, where) and prepositions of five letters or more. Articles (the, a, an), coordinate conjunctions (and, or, but, nor), prepositions of four letters or fewer and the word "to" in infinitives are lowercase unless they are the first word of the title or subtitle.

*The Converging Roles of Arms Control Verification, Confidence-Building Measures, and Peace Operations: Opportunities for Harmonization and Synergies* (Titles of books are italicized.)

"The End Is Near: What to Do?" (Titles of articles are put in quotation marks.)

The first word of a hyphenated compound appearing in a title is always capitalized. The second word is capitalized if it is a noun or proper adjective, or if it has equal force with the first word. Do not capitalize the second part of the compound if both elements constitute a single word.

Post-Keynesian Economics  
High-Income Earners  
Non-tariff Barriers

### **Subheadings**

In headings that sit at the left-hand margin, capitalize only the first word and any proper nouns.

### **Titles of office or rank**

Capitalize a professional title that refers to a specific person, whether it is used with the person's name or not.

Prime Minister Martin, President Bush  
the President of the Treasury Board

According to the Assistant Deputy Minister, this is a unique arrangement.  
They discussed the matter with the Chief, Public Affairs Section.

Do not capitalize titles in the plural, titles preceded by an indefinite article or titles modified by an adjective.

the deputy ministers  
a member of Parliament  
the former ambassador

### ***Private or government organizations***

Capitalize the complete and formal designations of governments, government departments and agencies (including their organizational subdivisions at all levels—branches, divisions, directorates, etc.), boards and committees and “the Crown” when it means the supreme governing authority.

the Government of Canada, but the Canadian government, the federal government, the government  
the Department of National Defence (the Department)  
the Public Service Commission (the Commission)  
the Communications Bureaus (the Bureaus)  
the Public Affairs Division (the Division)

When used in a non-specific sense, when preceded by an adjective or when used in an adjectival form, short forms are written in lower case.

We have formed a committee to study the matter.  
This division has 60 employees.  
Our section is preparing a toolbox.  
The departmental representative arrived late.

Do not capitalize the plural forms of such words as government, department and division, even when the proper titles are given.



Representatives from the departments of Foreign Affairs and International Trade, Human Resources and Industry were present.

### **Geographic names and areas**

A generic geographic name that is part of a proper name must be capitalized.

the Ottawa River  
the Canadian Shield  
the Rocky Mountains

Where grouping has occurred, capitalization is optional (but be consistent).

lakes Michigan and Superior **or** Lakes Michigan and Superior

Generic terms are capitalized if they are used in a corporate or legal sense.

The city of Windsor is located in Ontario **but** Hargrave v. the City of Windsor.

Capitalize geographic terms when using them specifically but not when using them generically as an adjective.

the Antarctic	Antarctic tourism	<b>but</b>	antarctic weather
the Prairie provinces	Prairie wheat farmers	<b>but</b>	prairie wildflowers

### **Compass directions**

Capitalize compass directions only when the term is used to denote a discrete geographic area or a political bloc.

southern Asia, **but** South Asia (i.e. the Indian subcontinent)  
eastern Africa, **but** East Africa  
the western U.S., **but** the West  
northern hemisphere, southern hemisphere

New Zealand is considered to be a Northern country.  
He briefly abandoned Western dress and wore a sarong.  
I travelled south for three days.

## **Letters used as words**

Single letters are capitalized when used as a word.

H-bomb; X-ray

## **1.7 Abbreviations**

### **Definitions**

An abbreviation is a short form of a word or phrase, made by leaving out some of the letters or by using only the first letter(s) of each word. Abbreviations therefore include both acronyms and initialisms, as well as other short forms such as Mr., Ltd. and St.

An acronym is a pronounceable word, such as FAC, NAFTA, CIDA or UNCTAD, formed from the first letter or letters of a series of other words.

An initialism, which is formed the same way, is not pronounceable as a word; examples are RCMP, OECD and PCO.

### **Use**

In the body of the text, spell out the name in full the first time it is used and place the short form in parentheses if it will be used again or if the short form is better known than the full form. If many acronyms or initialisms are used, it may be helpful to include an appendix listing them all and to repeat the full name (and short form in parentheses) at the beginning of each chapter or section.

(For abbreviations of departmental names, see Section 1.4.)

### **Well-known abbreviations**

New departmental editorial policy is not to adhere too slavishly to this rule. It is acceptable to use abbreviations that are well known by the target audience. For example, in a trade article it would not be necessary to spell out GATT. The following is a sample of short forms that may be used without definition:

**EU**

**G7** (to be used in economic contexts)

**G8** (to be used in political contexts)

**GDP**

**NATO**

**NAFTA**

**R&D**

UN  
UNESCO  
UNICEF  
WTO

Standard abbreviations (a.m., p.m., CBC, DNA, e.g., i.e., ESP, MP, TV), abbreviations that are often encountered in the news (AIDS, HIV, PCBs, RCMP) and certain short forms of words (flu, lab, memo, phone, photo) do not have to be spelled out in full.

**Notes:**

- Do not burden your text with abbreviations. Always keep the intended audience in mind.
- Try not to use abbreviations in headings or subheadings, and never use them in a heading or subheading unless they have already been spelled out in full.

**Periods in abbreviations**

**Use a period**

- For abbreviations of a person's given name: J.P. Jones (note there is no space between the initials).
- For Latin abbreviations:
  - i.e. (*id est*)
  - e.g. (*exempli gratia*)
  - et al. (*et alia*)

**Note:** i.e. and e.g. are overused and should often be replaced with "that is" and "for example."
- For geographic names (except for the two-character symbols that Canada Post recommends for postal addresses):
  - B.C.
  - P.E.I.
  - U.K.
  - U.S. and U.S.A.

The U.S. dollar is the legal tender of the United States.

- For titles, orders and decorations:
  - Mr., Ms., Dr.
  - Rt. Hon.
  - Gen., Lt.-Gen., Maj., Lieut.

**Notes:**

- Do not use abbreviations of military titles if only the surname is given:  
Gen. Lewis MacKenzie **but** General MacKenzie

- Even in correspondence, Rt. Hon., Hon. and Rev. must be preceded by the word “the.”
- Make sure a title does not get separated from a name, and a first name is not split from a last name, by using a hard space (CTRL + space bar in WordPerfect) between them.
- Only one period is used if a sentence ends in an abbreviation that takes a period.

#### ***Do not use a period***

- For official abbreviations, acronyms or initialisms.
- With international codes such as metric, or country designations that have been published by the International Organization for Standardization.
- With abbreviations of compass directions, except with street addresses (NNW **but** Laurier St. E.).

EC, EU and UN do not take periods.

#### **Abbreviations with “the” and “a/an”**

When an abbreviation is preceded by an **indefinite article** (“a” or “an”), the following rule should be applied:

- If it is an acronym, that is, it is pronounced as a word (e.g., MAC for Mutual Aid Committee), use the article appropriate to the whole “word” (a MAC).
- If it is an initialism, that is, it is not pronounced as a word (e.g., SME for small and medium-sized enterprise), use the article appropriate to the first initial (an SME).

The **definite article** (“the”) normally does not precede an acronym, but does precede an initialism.

The Canadian International Development Agency (CIDA) is located in Gatineau, Canada; CIDA has projects in many parts of the world.

The CBC underwent reorganization.

NAFTA came into effect on...

Some organizations—for example, Export Development Canada (EDC)—prefer that the definite article not be used with their name:

EDC has approved the funding for this project.

Offices such as the Prime Minister's Office (PMO) and the Privy Council Office (PCO) are commonly referred to without a definite article:

PCO organized the conference.

We received authorization from PMO/the PMO.

The definite article is not used with divisional symbols or codes for missions and other cities:

We consulted SXED on the project.

BNATO contacted Ottawa with details of the recent meeting.

If in doubt about the need for a definite article, check with the office in question to see what its usage practices are.

## Miscellaneous points

### *Time of day*

Normal usage is "a.m." and "p.m." For some publications, it may be desirable to convert to a 24-hour clock: the hour and the minute (and, if needed, the second) are represented by a two-digit number, and a colon is used as a separator:

17:30:21

### *Time zones*

Abbreviations of time zones (capital letters without periods) are used only with a specific time. Otherwise, they are written in full:

4:30 p.m. EST

Pacific standard time

### *Months and days*

These should be written in full in the text. They may be abbreviated in tables.

Exceptions: May, June and July are not abbreviated.

### *Eras*

Abbreviations are used only when preceded or followed by the year:

AD (*anno Domini*)

BC (before Christ)

**AH** (*anno Hegirae* or *anno Hebraico*)

**Note:** AD and AH precede the year number; BC follows it.

Octavian was born in 63 BC and died in AD 14.

### **Number and percent symbols**

When abbreviating the words "number" or "numbers," use "No." or "Nos." but **not** the symbol #. Limit the use of the percent sign (%) to tables and to statistical or financial documents.

### **Ampersand**

This symbol (&) should be used only when it is part of a corporate name or when space is limited in a table:

The case is being defended by Smith, Jones & Brown.

### **Units of measure**

Units of measure should be abbreviated only if they appear with a number. SI (International System of Units) units should be used. (See also Section 3.2, "Units.")

Kingston is about 150 km from Ottawa.  
Their weight allowance was 5000 kg.

### **University degrees**

When university degrees are abbreviated, use **PhD**, **MSc**, **MA** and **BA** without periods. Otherwise, refer to doctoral, master's and bachelor's degrees.

### **1.8 Compound words**

A compound may be written as a single word (no hyphen), with a hyphen or as two words, depending on custom and usage. The trend in spelling compound words is shifting away from using hyphens (e.g., peacebuilding), but it is never wrong to retain a hyphen to avoid a misleading or confusing form.

The subject of when to hyphenate compound words is particularly contentious. It takes up more than 10 pages in *The Canadian Style*, to which the interested reader is referred (see Section 10, "Resource list").

It is helpful to remember that compound words used adjectivally before a noun are often hyphenated to avoid confusion.

A free-form sculpture stood on the terrace.  
The sculpture on the terrace was free form.

Adverbs ending in *-ly* are not hyphenated.

This is a clearly written sentence.

**Note: Locally engaged staff only has a hyphen when citing Treasury Board regulations.**

## 2 Punctuation pointers

This section is not intended to be a primer on punctuation. Rather, it provides brief information on a few items that are sometimes treated inconsistently. If you would like more detailed information on punctuation, please consult one of the style guides listed in Section 10, "Resource list."

### 2.1 Period

Team Canada Inc takes no period after "Inc" unless it appears at the end of a sentence.

With modern word processors, it has become the norm to use only one space between sentences. Only one period is used if a sentence ends in an abbreviation that takes a period.

### 2.2 Comma

The comma helps to group words, phrases and clauses for clarity. Used correctly, it increases the reader's speed in understanding the relationships that the author intends to establish between words.

Use a comma to set off the year in full dates and to set off a place name from the name of a larger place name in the body of a sentence.

The agreement of January 30, 2001, will hold for many years.  
He left for Harare, Zimbabwe, the next day.

In a list, do not use a comma before "and" unless one or more of the items also includes an "and" or "or," or if its omission might create confusion.

The most important election issues are taxation, patronage and government spending.

The most important election issues are taxation, research and development, patronage, and government spending.

In complex series, items are separated by semicolons.



### 2.3 Colon

Use a colon to introduce a quotation or a bulleted list, or to illustrate or enlarge upon what has already been said. The colon should be placed outside quotation marks.

Three countries had "no comment": Germany, France and Spain.

### 2.4 Semicolon

Use a semicolon to separate two or more complete thoughts (each thought can stand alone) that are not joined by a comma or a coordinating conjunction.

Used in this way, a semicolon can be replaced by a period, but it provides a tool for the author to show that the complete thoughts are linked in content.

I came; I saw; I conquered.

A semicolon is also used to separate a series of items that contain internal punctuation; a comma does not provide the reader with a clear enough distinction between the beginning and end of each item.

### 2.5 Exclamation mark

The exclamation mark is used after a command or an expression of strong feeling. It is rarely used in departmental publications other than in a direct quotation.

### 2.6 Question mark

Use a question mark after all direct questions and after each indirect question in a series of indirect questions.

The questions I needed answered were: Who would write *Canadian Representatives Abroad*? Who would edit it? Who would produce it? And who would use it?

Do not use a question mark after a single indirect question.

The question I needed answered was who would write *Canadian Representatives Abroad*.

## 2.7 Quotation marks

Normal departmental style is to place:

- commas and periods inside quotation marks;
- semicolons and colons outside quotation marks; and
- question marks, exclamation points and dashes inside the quotation marks when they apply to the quotation only.

**Note:** There are two forms of quotation marks, straight and curly (or “smart quotes”). Whenever possible, curly quotes should be used. Whichever form you use, be consistent throughout.

Enclose the title of an article, poem, television show, song or chapter of a book cited in the text with quotation marks.

Enclose a coined term, colloquialism, new technical term or an old term used in an unusual context with quotation marks; also set off words or letters that would be ambiguous without quotation marks. However, be careful not to pepper your text with a lot of unnecessary quotation marks that will annoy readers.

Please place an “x” by the answer you believe is correct.

Single quotation marks are used to enclose quoted material within larger quotations set off by double quotes.

According to the strategist, “The article ‘In Praise of Diplomats’ had its facts right.”

## 2.8 Apostrophe

The apostrophe shows:

- possession (replacing the preposition “of” used with a noun or any word acting as a noun) and
- omission of letters in a word or phrase (e.g. the contraction “can’t”).

Its = possessive pronoun (its name is based on...)  
It’s = it is (it’s departmental style to...)

## Possessives

Use an apostrophe to indicate possession before adding an “s” to words that do not end in “s.”

An entire year's work was wasted.  
His brother-in-law's exhibit was a success.  
The children's smiles made it worthwhile.

For singular words that end in a sibilant (s or z sound), pronunciation is the key to usage. If it sounds natural to pronounce the extra s, use 's; if not, use just the apostrophe.

The boss's memos were pasted on the wall.  
Brussels' edicts were ignored.

Insert the apostrophe after the "s" in plural words.

The farmers' suspicions about the equipment disintegrated.

Do not use an apostrophe before adding an "s" to show the plurals of abbreviations or a year:  
NGOs, 1990s

## 2.9 Ellipsis points

An ellipsis is a series of three dots (...) used to indicate omission of one or more words in a quoted passage (see also Section 5.5, "Quotations"). Current trends in using ellipses are to not distinguish between omissions within a sentence and omissions between sentences, and to use another punctuation mark with an ellipsis only if it helps the sense.

## 2.10 Parentheses and brackets

### Parentheses

Use parentheses to enclose explanations that are structurally independent of the sentence (parentheses show greater independence of the expression than is possible with commas or dashes).

Use parentheses to enclose labels for enumerations. However, avoid this format if possible by using words such as "first," "second" and so on.

If a person is caught bringing a durian into a hotel, the authorities take three steps: (1) fine the offender; (2) confiscate the fruit; and (3) sneak away to devour the flavourful, but offensive-smelling, item.

If a person is caught bringing a durian into a hotel, the authorities take three steps: first, fine the offender; second, confiscate the fruit; and third, sneak away...

**Note:** In a vertical list, the opening parenthesis is not used:

- 1) fine the offender;
- 2) confiscate the fruit;

A frequent question with parentheses is how to use other punctuation with them. Unless the information enclosed in parentheses is a complete sentence (with a capital first letter and a period before the closing parenthesis), there should never be a mark of punctuation before the opening parenthesis. Whatever mark of punctuation is required by the text preceding the parenthetical expression is placed after the closing parenthesis. (Look closely at this paragraph for examples of this rule being applied.)

Do not use parentheses inside a parenthetical expression; use an em dash or square brackets.

## Brackets

Brackets [ ] are used sparingly in departmental publications.

Use brackets to indicate parenthetical information within a parenthetical expression.

During a lengthy visit to Argentina, Roberts and an assistant (James Smith, who was later to publish his own monograph on a South American country [Brazil]) spent weeks...

They also indicate an editorial comment within a quotation.

But Masters said, "The population of Kong Hong [sic] has doubled in 10 years."

## 2.11 Hyphens and dashes

In publications, there are three lengths of dashes:

- hyphen (-),
- en dash (–) and

- em dash (—).

Each has a different function and a different length.

**Note:** Most departmental publications do not use en dashes; they use hyphens instead. If you use en dashes, you must use them correctly and consistently.

### Use a hyphen

- In words that contain a hyphen, such as the noun “cover-up.”
- To indicate that two or more words (unless the first is an adverb ending in “-ly”) are being used as a single term to describe or modify another word (see Section 1.8, “Compound words”).

### Use a hyphen (or en dash)

- To indicate a range. (In WordPerfect, the en dash is found under Insert > Symbol > Set: Typographic Symbols > Number: 4,33.)

10–20 kg; pp. 22–25; 1999–2003; May–September

- To indicate an equal relationship between two words.

cost–benefit analysis; North–South dialogue; teacher–student ratio

- When one part of a compound consists of two words.

Windsor–Quebec City corridor; post–Cold War period

### Do not use a hyphen (or en dash)

- To indicate a range if you use the words “from” or “between.”

from 1999 to 2001 **or** between 1999 and 2001 **but** during 1999–2001

### Use an em dash

- To indicate an abrupt change in the flow of a sentence or thought. (In WordPerfect, the em dash is found under Insert > Symbol > Set: Typographic Symbols > Number: 4,34.)
- To separate parenthetical information, as a substitute for parentheses.

But inclusion of such a paragraph—which became Article 7 when the agreement was in draft form—was not supported by the EU.

**Note:** There is no space before or after the em dash.

Will he—can he—obtain the required approvals?

## 2.12 Solidus (oblique or slash)

The solidus (or oblique or slash) is used in certain abbreviations.

A/Director

A solidus may indicate alternatives, especially in forms or tables.

province/state

The procedures will be changed in Canada and/or the United States.

If you need to use “and/or,” it is recommended that you use it only between two alternatives, where the meaning “A or B or both” will be obvious. In longer series, “and/or” is likely to be vague or unnecessary.

## 3 Numbers, units, dates and money

### 3.1 Numbers

#### General rule

Use words for numbers one through nine and numerals for larger numbers.

nine countries; 10 parts; 125 representatives

**Note:** You can make sure a number does not get separated from the word it modifies by using a hard space (CTRL + space bar in WordPerfect) between them.

#### Exceptions

- For a date, an expression of time, a page number, a percentage or a decimal quantity.

January 7, 2004; 8:05 a.m.; page 4; 7 percent; 3.6 g

In a series containing some numbers of 10 or more, and some less than 10, use numerals for all. (In the example below, "six" is not part of the series.)

The 7 apple trees, 11 peach trees and 20 plum trees were given six applications of fertilizer.

Use a word, and not a numeral, when a number is being used figuratively.

We must have received a thousand requests for information.

#### Ordinal numbers

Treat ordinal numbers as you would cardinal numbers.

third; ninth; 10th; 32nd; 51st

Note that departmental publications generally do not use raised, or superscript, font in numbers: use 10th, not 10<sup>th</sup>; 32nd, not 32<sup>nd</sup>; and 51st, not 51<sup>st</sup>. Also, don't use "th" or "nd" in dates.

## Numbers above 999

Normal departmental practice is to use commas in all numbers of four digits or more—34,000 rather than 34 000—except in tables, where the space is used, if required, to maintain alignment.

## Very large numbers

Substitute a word for large numbers:

- \$6 million
- 2.5 billion people

## Percentages

In text, use the word “percent” rather than the symbol unless you are dealing with a relatively informal publication or with text that contains many statistical references. Always use a numeral for the number, even if it is under 10.

3 percent; 30.5 percent

When the percent symbol (%) is used (in tables, etc.), do not put a space between the number and the symbol.

## Miscellaneous points on numbers

Do not begin a sentence with a numeral; spell out the number, reword the sentence or end the preceding sentence with a semicolon.

## Fractions

Hyphenate fractions when they are used as adjectives, but not when they are used as nouns.

Smith won by a two-thirds majority. Two thirds voted for Smith.

## Numbers with “-fold”

Numbers with “-fold” are solid with the base word (no hyphen), except those over nine.

threefold; ninefold; 10-fold; 25-fold

## Solidus (/)



If you wish, you may use the solidus for “per” when reporting numbers in non-scientific text.

Departmental staff work 37.5 hours/week.

Do not use a solidus if it would occur twice in the same expression

3.5 kg/person per year **not** 3.5 kg/person/year

or with expressions of quantity written out in full.

100 kilometres per hour

### 3.2 Units

Use metric or SI (International System of Units) units for measurements. Replace any imperial measurements with SI units. If the reader is likely to be confused, be as clear as possible.

Use numbers and units in short form or, if appropriate, write them in full in descriptive text. (**Note:** There is no “s” in abbreviated plurals, e.g. 10 km, not 10 kms.)

2 m or two metres **not** two m

When no amounts are stated, write the unit name in full.

How many kilometres is it to the border?

### Exception

It is acceptable to use imperial measurements when writing about certain economic sectors, such as real estate, where these measurements are still the standard, or when referring to official programs of other governments.

### 3.3 Dates

(See also "Time of day" in Section 1.7.)

The preferred style for dates in departmental publications is to write the month and day (number), followed by a comma and then the year. Writing the day, month and year with no punctuation is also acceptable. If the name of the day is included, it must be followed by a comma. No comma is used if just the month and year are cited.

March 13, 2005 (preferred)	or	13 March 2005
Tuesday, March 13, 2005 (preferred)	or	Tuesday, 13 March 2005
March 2005		

The year should be followed by a comma in a sentence.

On March 13, 2005, it rained.
-------------------------------

### Years

Consecutive calendar years or ranges should be separated with a hyphen or en dash, with no spaces. The two digits for the century need not be repeated for the second year if the century remains the same.

1995–98 or 1995–1998	<b>but always</b>	1995–2001
----------------------	-------------------	-----------

Federal government fiscal years may also be indicated by a solidus (slash): 2005/02.

When referring to a decade in numerical form, do not put an apostrophe between the last digit and the "s." If you spell out the decade, it is not necessary to capitalize it unless you are using it as a proper name.

the 1920s	<b>not</b>	the 1920's
the twenties	<b>but</b>	the Roaring Twenties

### 3.4 Money

Sums of money are usually expressed in numerals, except where they refer to round or indefinite amounts or are being used in a legal document.

In departmental texts, references to money are assumed to be in Canadian currency. When it is necessary to differentiate, write:

C\$20	for Canadian dollars
US\$20	for American dollars
A\$20	for Australian dollars
£20	for British pounds
¥20	for Japanese yen
€20	for euros

Do not put a space between the number and the symbol: \$20 **not** \$ 20.

In WordPerfect, look under Insert/Symbol/Typographic Symbols for these currency symbols. If your word processor does not have these currency symbols, you can insert them by turning on the Num Lock key, holding down the Alt key and typing in the following ANSI codes:

¢: 0162      £: 0163      ¥: 0165      €: 0128

Although traditional symbols continue to be used to express currencies, they are to a large extent being replaced by International Organization for Standardization (ISO) currency codes. A complete listing of the new currency symbols is available at [www.xe.com/iso4217.htm](http://www.xe.com/iso4217.htm).

## 4 Addresses, telephone and fax numbers

### 4.1 Addresses in text

In the text of a publication, the form used for a person's or institution's address should be appropriate to the reader's needs.

If the reader is never likely to want to contact the person, something similar to the following would be appropriate.

John Smith, a former departmental employee in Canada, suggested...  
Katherine Kealey of Ottawa was known to...

If the full address of the person mentioned in the text is needed because he or she may be contacted by the reader, it should be given in parentheses.

Frank Carman of DND (Box XXX, Station X, Ottawa, ON, KXX XXX)  
proposes...

In lists and directories, use the following order: name, title, organization, room or suite or floor, building, street address, post office box and station, city, province (state), postal code and country (international).

**Note:** For mailing addresses within Canada, Canada Post prefers the municipality, province and postal code to be on one line, with two spaces between the provincial abbreviation and postal code.

<b>Canadian audience:</b>	<b>International audience:</b>
John Brown Publisher Fantastic Publications Ltd. Suite 306, East Tower Grimsby Building 555 Commercial Avenue PO Box 3333, Station A Somewhere ON M2L 1H0	John Brown Publisher Fantastic Publications Ltd. Suite 306, East Tower Grimsby Building 555 Commercial Avenue PO Box 3333, Station A Somewhere ON M2L 1H0 Canada

Canada Post's *Canadian Addressing Guide* is available online at  
([www.canadapost.ca/offerings/address\\_management/can/addressing\\_guide-e.asp](http://www.canadapost.ca/offerings/address_management/can/addressing_guide-e.asp)).

Canada Post abbreviations are used only in mailing addresses. Use traditional abbreviations for all other purposes. The following names are usually written in full in the text, but may be abbreviated when they follow the name of a city, town or geographic feature.

	Canada Post	Traditional
Alberta	AB	Alta.
British Columbia	BC	B.C.
Manitoba	MB	Man.
New Brunswick	NB	N.B.
Newfoundland and Labrador	NL	Nfld.
Northwest Territories	NT	N.W.T.
Nova Scotia	NS	N.S.
Nunavut	NU	Nun.
Ontario	ON	Ont.
Prince Edward Island	PE	P.E.I.
Quebec	QC	Que.
Saskatchewan	SK	Sask.
Yukon Territory	YT	Y.T.

#### 4.2 Departmental address

The address of headquarters is generally given as:

125 Sussex Drive  
Ottawa ON K1A 0G2

#### 4.3 Web and email addresses

Website and email addresses require attention to detail to ensure there is no confusion. Make sure the web address still works before citing it.

Often it is desirable that these addresses stand out from the surrounding text; this may be done by making sure that the links are active. If necessary, you can also ensure that punctuation immediately following a web address is not construed as part of the address by using parentheses.

Be sure to give the entire web address and try to keep it together on one line. If an address must be split, do not add a hyphen; try to break it at a natural place such as after a slash or a period.

[www.this-address-is-too-long-for-the-line.ca/it-will-not-fit/  
secondline.ca](http://www.this-address-is-too-long-for-the-line.ca/it-will-not-fit/secondline.ca)

If many web addresses are cited in a document, it is acceptable to drop the "http" as long as the address contains "www."

#### 4.4 Telephone and fax numbers

Complete information must be provided, including the area code. If the area code can be omitted when the caller is placing the call within the city, it should be put in parentheses. If it must be included (as is now true in many areas, it should be joined with a hyphen to the rest of the number. For countries outside Canada, the long distance access code, country code and city code should be put in parentheses and separated by hyphens, before the principal number.

Tel.: 1-800-807-7776 613-995-5555 Fax: 613-995-2222 Tel.: (011-44-20) 7258-6600 (011 is the long distance access code, 44 is the country code and 20 is the city code)
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

#### 4.5 Tips and traps

Many departmental publications provide a list of contacts for further information. To ensure the information does not quickly become outdated, these should give position titles only, not the names of staff members.

If you use titles or personal names in directories or other lists, check with the addressee for the correct and preferred form.

Names should not be separated at the end of a line. Use a hard space [CTRL + space bar in WordPerfect] to avoid splitting a name.

## 5 Fonts and formats

### 5.1 Italics

Departmental style is to minimize the use of italics in the text. There are, however, some standard uses.

#### Use italics

- For titles of books, periodicals, newspapers, films, plays or works of art mentioned in the text.

**Note:** Titles of articles, parts of a book, short stories, songs and radio and television programs are set in roman (regular) type and enclosed in quotation marks.

- For most foreign words and phrases, but not commonly used words of foreign origin and not the names of organizations. Examples:

#### Italic

*ancien régime*  
*bête noire*  
*de minimis*  
*inter alia*  
*lèse-majesté*  
*sic*

#### Roman

ad hoc  
aide-de-camp  
a priori  
apropos  
attaché  
carte blanche  
chargé d'affaires  
communiqué  
de facto  
habeas corpus  
per capita  
raison d'être  
vis-à-vis

- For names of ships, aircraft and spacecraft but not the abbreviations preceding them such as CMS, HMS or SS.

A word or expression that deserves particular *emphasis* in the context can be in italic or boldface type; however, this should be used sparingly.

#### Do not use italics

- For proper names.

- For the names of television shows, song titles, titles of articles, poems or chapters of a book mentioned in the text. These are set off by quotation marks.

## 5.2 Bold

Bold type should be reserved for headings and for text requiring particular emphasis. It may also be used to draw the reader's eye to important telephone numbers or web addresses. But be careful about using boldface for emphasis: overuse will defeat the purpose.

## 5.3 Superscript

Note that departmental publications generally do not use raised (superscript) type in ordinal numbers: use 10<sup>th</sup>, not 10<sup>th</sup>; 32<sup>nd</sup>, not 32<sup>nd</sup>; 51<sup>st</sup>, not 51<sup>st</sup>.

Superscript type must be used for footnote references in text or tables, and both superscripts and subscripts are used in certain abbreviations (e.g. cm<sup>2</sup>, m<sup>3</sup>, CO<sub>2</sub>).

## 5.4 Footnotes

### Departmental style

Use as few footnotes or endnotes as possible. If the material is important enough to be mentioned, it may belong within the text.

Often footnotes are set in a smaller point size than the main text.

### Footnotes to text

#### Numbering

Footnotes or endnotes to the text are numbered consecutively throughout the document or chapter with superscript arabic numerals.

#### Position

The note number should be outside any adjacent punctuation.

This footnote number is correctly positioned.<sup>1</sup>  
He said, "This footnote number is correctly positioned."<sup>2</sup>

If there are many notes (e.g., in a historical overview), the use of endnotes rather than footnotes may contribute to a cleaner-looking document.



## Footnotes to tables

### Numbering

Footnotes to numerical tables are denoted by superscript lowercase letters. Sources for tables appear with the footnotes (see Section 6, "Figures and tables").

### Position

Position table footnotes directly below the table. The elements below the table are ordered as follows: source, general notes, and notes on specific parts of the table.

## 5.5 Quotations

Quotations from another source must be reproduced accurately. Where possible, the original should be checked. Spelling, italics and punctuation must follow the original exactly, even where these do not follow departmental style.

Any inaccuracies in direct quotations must be retained but may be identified as being in the original by using *sic* in square brackets or by suggesting a correction in brackets.

Masters said, "The population of Kong Hong [*sic*] has doubled in 10 years."

A better alternative might be to convey the same information through indirect or reported speech so that the error may be corrected.

Masters reported that the population of Hong Kong had doubled in 10 years.

Any deviation from the original must be shown by dots (ellipses) for omissions and square brackets (not parentheses) for insertions.

If text before or after the quotation leads into or follows on from the quotation, no punctuation is needed.

The editorial policy states that "If text before or after the quotation leads into or follows on from the quotation, no punctuation is needed."

Colons, commas or even periods may, however, be used to lead into a quotation. Punctuation is usually used where the transition is abrupt.

## Omissions from quotations

Use ellipsis points (...) to indicate omission of one or more words. Do not use ellipses at the beginning of a quotation if you have indicated the omission of words by some other means, such as using a lowercase letter to begin the quoted material.

According to Jane Doe, the sales representative didn't "know a word-processing package from a spreadsheet."

In this example, the content of the sentence (as well as the use of the lowercase "k") lets the reader know that the speaker said more than was actually quoted.

## 5.6 Lists

Listing points by using bullets, numbers or letters makes them stand out. Where no ranking is intended, it is best to use bullets.

If the points are complete sentences, they should begin with a capital letter and end with closing punctuation. For lists of short phrases, use a comma or semicolon at the end of each line (this can be omitted if the lines are short) and a period at the end of the list. Whichever punctuation mark you use at the end of each item, be consistent.

Points should be parallel in structure. In the example below, each item begins with "to" and is a phrase rather than a complete sentence. (The list would not have been parallel if the last item began with "highlighting.")

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.

## 6 Figures and tables

Although some material might usefully be presented in either a table or figure, one or the other is often a better choice: is the intention to give exact values (use a table) or to show trends (use a chart)?

### 6.1 Figures

#### Numbering

Use consecutive arabic numerals (1, 2, 3, etc.) throughout the text. If there are numerous figures, for example in an appendix, these may be numbered using a system that combines the letter designating the appendix and an Arabic number: Figure A1, Table A2.

#### Styles

There are several types of figures, including statistical (pie charts, bar charts, scatter diagrams and line charts), organization charts and flow charts, and maps. Some data can be expressed in several forms; choose the one that is most suitable.

- **Pie**—A pie chart is used to show proportional relationships. Keep the number of “slices” to a minimum because the larger the number, the harder it is to compare the slices.
- **Bar**—Bar charts show trends or compare quantities. The bars can contain a number of different elements distinguished by shading or colour. It is possible to stack elements within bars or to have several bars for each item. The bars represent discontinuous items (e.g., the provinces of Canada).
- **Scatter**—Scatter diagrams show all data points plotted on x-y axes to show trends or patterns. Various elements can be distinguished by using different graphic shapes for the points.
- **Line**—Line charts are used to show variation in one dimension over variation in another. Both dimensions must be continuous (e.g., growth in height over age).
- **Organization**—Organization charts show the hierarchy in an organization or project. Elements are arranged so that relationships become apparent.
- **Flow**—Flow charts are similar to organization charts in that they are a series of boxes that have relationships to one another. They can show movement over time or over location.
- **Maps**—All maps should have a north arrow and a scale. Give any scale in a bar form so that it will change with the scale of the drawing during reduction or enlargement.

Maps are often problematic. If any of the borders are in doubt, add a disclaimer such as:

The boundaries and names shown on this map do not imply official endorsement or acceptance by the Department.

## 6.2 Tables

Tables should be able to stand alone from the text. Therefore, any abbreviations should be common ones or be explained in a note.

### Numbering

Use consecutive arabic numerals throughout the text (Table 1, Table 2, etc.).

### Footnotes, notes and sources

Table footnotes are indicated by superscript, lowercase letters (e.g. 2001<sup>a</sup>); they should be consecutive from top left to bottom right. Table footnotes are often set in a smaller point size than the table itself.

They are used to give explanations of material in the title or body of the table.

General comments may be designated as a "Note." If there are many abbreviations, they are often best collected as one note rather than footnoting each separately.

Position table footnotes directly below the table. The elements below the table are ordered as follows: source, general notes, and notes on specific parts of the table.

### Missing entries

Missing entries are indicated in various ways:

- n/r and n/a—for "not recorded" and "not available" or "not applicable" (define which in a footnote);
- 0 for zero values; and
- a dash for "unknown" or where the other three are unsuitable.

### Leading zeros

In columns containing decimals and whole numbers, always have a numeral, or zero, before the decimal. Examples:

0.217 3.214  
0.324 12.622  
6.600 0.300

## 7 Notes and bibliographies

Notes and bibliographies tend to be used sparingly in departmental publications, and only a brief introduction to the subject is presented here. However, ethics and copyright laws require you as an author to identify your sources, especially if you are quoting directly. For detailed recommendations, please refer to the style guides listed in Section 10, "Resource list."

### 7.1 Notes

Notes present explanatory or supplementary material or identify the source of a quotation, fact or concept. They can be positioned as footnotes or endnotes. If only a few notes are needed and the material is concise, choose the footnote format. Endnotes are the better choice when the material is longer; they can be placed at the end of each chapter or at the end of the document. Lengthy material should be incorporated into the text or placed in an appendix at the end.

Footnotes or endnotes to the text are numbered consecutively throughout the document or chapter with superscript arabic numerals. The note number should be outside any adjacent punctuation (except a dash).

This footnote number is correctly positioned.<sup>1</sup>

Another way to present notes that identify the source of a quotation or concept is via the author-date system. In this method, the author's last name and the date of publication of the work in question are both enclosed in parentheses within the text. The full details of publication are then listed in the bibliography.

As one historian reminds us (Roy 1992), the churches rarely published statistics about missionary conversions.

Ensure that it is clear what specifically the note is referencing.

A footnote or endnote must provide enough information to enable the reader to find the source document. It is your responsibility as the author to ensure that the information is accurate and complete.

If the work cited is a book, include:

- full names of the author or authors (first name, last name)
- complete title
- editor, compiler or translator, if applicable
- name of series, if applicable

- number of volumes, if applicable
- city of publication
- publisher
- date of publication
- volume number, if applicable
- page number(s) of citation

John English and Norman Hillmer, eds., *Making a Difference? Canada's Foreign Policy in a Changing World Order* (Toronto: Lester Publishing Limited), 1992, pp. 16–19.

If the work cited is an article in a periodical, include:

- full names of the author or authors (first name, last name)
- title of article
- name of periodical (do not abbreviate journal names)
- volume and number
- date of volume or issue
- page number(s) of citation

"Canada and the European Union: 25 Years of Co-operation," *Canada World View*, Issue 12 (Summer 2001), p. 6.

If the citation refers to a web page, include as much information as you can about the author and title, and ensure that the web address you provide is still working.

## 7.2 Bibliographies

A bibliography usually appears at the end of the book, report or other document.

A bibliography may list all of the works consulted during preparation of the text, as well as others you feel the reader will find useful, or it may be limited to works actually cited in the text. A bibliography may also be annotated with comments concerning the scope or usefulness of the publication listed.

In most cases, a straightforward alphabetical listing by authors' last names is sufficient.

Brown, Rita. "The Market and the Environment." *Canadian Business Review*, 28 3 (Winter 2001): 22–28.

Pearson, Lester B. *Mike: The Memoirs of the Right Honourable Lester B. Pearson*. Vol. 3, 1957–1968. Edited by John A. Munro and Alex I. Inglis. Toronto: Toronto University Press, 1975.

When the author-date system of references has been used in the text, the bibliography must list the date of publication immediately after the author's name.

Pearson, Lester B. 1975. *Mike: The Memoirs...*

## 8 Plain language

The Government of Canada's communications policy calls for clear, objective and simple communications with the public. Such communications use straightforward, familiar vocabulary. The table below gives a few examples. Consider using the word on the right instead of the expression on the left.

prior to	before
at the present time, at this point in time	now <b>or</b> today
in the absence of	without
give consideration to	consider
in the event that	if
due to the fact that, for the reason that	because
until such time as	until
in order to	to
a large number of	many
it would appear that	apparently

Plain language is also about organizing your ideas and structuring your sentences to convey your message effectively. Explain complex ideas. Avoid long strings of adjectives and nouns piled on top of one another. For example, "long-term departmental expenditure review statement" could be reworded as "statement on a review of the department's long-term expenditures." It takes more words, but the meaning is clearer.

*When the author-date system of references has been used, the date of publication must list the date of publication immediately after the author's name.*

*In most cases, a straightforward alphabetical listing by authors' last names is sufficient.*

*Brown, Rita. "The Market and the Environment." *Canadian Business Review*, 25:3 (Winter 2001): 22-28.*

*Pearson, Lester B. *Mike: The Memoirs of the Right Honourable Lester B. Pearson*. Vol. 5, 1957-1968. Edited by John A. Munro and Alex I. Inglis. Toronto: Toronto University Press, 1975.*



## 9 Frequently confused pairs of words

This is a small sample of words that are often confused. When in doubt, look it up!

### alternate(ly), alternative(ly)

**Alternate** means by turn.

**Alternative** means in a way that offers a choice.

### among, between

Divide something **between** two people or **among** three or more. Often, however, between is the correct word to express the relation of one thing to several others.

Although **between** expresses a relation of one thing to another, it may also be used to express a relation of one thing to many surrounding things, both individually and severally (a treaty between three or more countries; a choice between the three most promising candidates).

Diplomatic relations between Italy, France and Germany are strained.

**Among** expresses the relationship collectively (can be replaced by "into a group of") and broadly (can be replaced by "one of").

He fell among thieves; it is among my dearest possessions.

### at present, presently

**At present** means now.

**Presently** means soon or in the near future.

### comprised of

This is incorrect; use "comprises."

### comprises, includes

When **comprises** is used, it should always fit the saying, "The whole **comprises** the parts" and all of the parts must be included.

**Includes** implies an incomplete list.

The Atlantic provinces comprise Newfoundland and the Maritime provinces. The Maritime provinces include New Brunswick.

### consider, consider as

Ottawa is considered a high-tech area. Considered as a politician or as a mother, she is exceeding all expectations.

### i.e., e.g.

**i.e.** stands for *id est* (that is) and is used to introduce a definition.

The FIP is made up of the official departmental identifier (i.e., Foreign Affairs and International Trade Canada) plus the Canada wordmark.

**e.g.** stands for *exempli gratia* and introduces an example.

We should meet on a fixed day every month (e.g., the second Tuesday).

### imply, infer

The speaker **implies** and the hearer **infers**.

When I implied that I was interested, the salesperson inferred that she had a potential customer.

### Native, Aboriginal

Capitalizing these and other names referring to the indigenous inhabitants of Canada is now preferred. Note that **Aboriginal people** refers to all such individuals collectively, whereas **Aboriginal peoples** implies all indigenous groups, each of which has a particular culture, language, ancestry and history. The term **First Nations**, coined by Indian bands, refers only to Status Indians and is not, therefore, a synonym for **Aboriginal**. The term **Métis** should always have an acute accent in English. Use **Inuit** (meaning "the people") rather than Eskimo; the singular is **Inuk** and the term for the language is **Inuktitut**, although there are many dialects. Use **Inuit** for the adjective.

### practical, practicable

**Practical** means useful.

**Practicable** means capable of being carried out.

## which, that

Use **that** for restrictive clauses; use **which** for non-restrictive clauses. A restrictive clause cannot be omitted from a sentence without changing the meaning. A non-restrictive clause merely adds incidental facts that do not significantly limit the meaning of the principal clause.

A satellite **that is inflated with gas** is very vulnerable. (Eliminating the boldface words, a restrictive clause, would change the meaning of the sentence.)

Echo 1, **which was inflated with gas**, circled the earth every hour and a half. (The boldface words, a non-restrictive clause, may be omitted without affecting the meaning of the sentence.)

## 10 Resource list

### 10.1 Dictionaries

*The Canadian Oxford Dictionary*. Katherine Barber, ed. Toronto: Oxford University Press, 2004.

*Gage Canadian Dictionary*. Toronto: Gage Educational Publishing Company, 2000.

*ITP Nelson Canadian Dictionary of the English Language*. Toronto: ITP Nelson, 1999.

### 10.2 Style guides

*The Canadian Style: A Guide to Writing and Editing*. Toronto: Dundurn Press Limited in cooperation with Public Works and Government Services Canada Translation Bureau, 1997. Also available at the TERMIUM website (see below).

Fee, Margery, and Janice McAlpine. *Oxford Guide to Canadian English Usage*. Toronto: Oxford University Press, 1997.

*The Chicago Manual of Style* (14th ed., revised and expanded). Chicago, IL: University of Chicago Press, 1993.

*A Practical English Grammar*, 4th ed. Oxford: Oxford University Press, 1986.

### 10.3 Other

Racicot, André. *List of Names for Countries, Capitals and Inhabitants*. Bilingual. Ottawa: Public Works and Government Services Canada Translation Bureau, 2000.

### 10.4 Websites

For an up-to-date list of departmental ministers and parliamentary secretaries, see [w01.international.gc.ca/minpub/allministers.asp?language=E](http://w01.international.gc.ca/minpub/allministers.asp?language=E).

#### TERMIUM

Updated monthly, the Government of Canada linguistic data bank allows you to do online searches in the electronic dictionary and in *The Canadian Style*. To access this tool from the departmental Intranet site, click on Reference (under Intranet Sites), Language, Termium.

United Nations Statistics Division site: [www.un.org/Depts/unsd/methods/m49alpha.htm](http://www.un.org/Depts/unsd/methods/m49alpha.htm)

Natural Resources Canada site for Canadian geographical place names:

[geonames.nrcan.gc.ca/index\\_e.php](http://geonames.nrcan.gc.ca/index_e.php)

Canada Post *Canadian Addressing Guide*:

[www.canadapost.ca/offerings/address\\_management/can/addressing\\_guide-e.asp](http://www.canadapost.ca/offerings/address_management/can/addressing_guide-e.asp)

Treasury Board site for official, legal and applied titles of federal government

departments: [www.tbs-sct.gc.ca/Pubs\\_pol/sipubs/TB\\_FIP/titlesoffedorg1\\_e.html#part1](http://www.tbs-sct.gc.ca/Pubs_pol/sipubs/TB_FIP/titlesoffedorg1_e.html#part1)

## Appendix 1: International organizations

ACP Group - African, Caribbean and Pacific Group of States  
(Groupe ACP - Groupe des États d'Afrique, des Caraïbes et du Pacifique)

AfDB - African Development Bank  
(BAfD - Banque africaine de développement)

AIF - Agence intergouvernementale de la Francophonie  
(AIF - Agence intergouvernementale de la Francophonie)

APEC - Asia-Pacific Economic Cooperation [forum]  
(APEC - Coopération économique Asie-Pacifique)

Arctic Council  
(Conseil de l'Arctique)

AsDB - Asian Development Bank  
(BAsD - Banque asiatique de développement)

ASEAN - Association of Southeast Asian Nations  
(ANASE - Association des nations de l'Asie du Sud-Est)

Cairns Group  
(Groupe de Cairns)

CARICOM - Caribbean Community  
(CARICOM - Communauté des Caraïbes)

CE - Council of Europe  
(CE - Conseil de l'Europe)

CIS - Commonwealth of Independent States  
(CEI - Communauté des États indépendants)

Commonwealth  
(Commonwealth)

EBRD - European Bank for Reconstruction and Development  
(BERD - Banque européenne pour la reconstruction et le développement)

ECOWAS - Economic Community of West African States  
(CEDEAO - Communauté économique des États de l'Afrique de l'Ouest)

EEC - European Economic Community  
(CEE - Communauté économique européenne)

EFTA - European Free Trade Association  
(AELE - Association européenne de libre-échange)

EU - European Union  
(UE - Union européenne)

European Commission (formerly Commission of the European Communities (CEC))  
Commission européenne (anciennement Commission des communautés européennes (CCE))

FAO - Food and Agriculture Organization of the United Nations  
(FAO - Organisation des Nations Unies pour l'alimentation et l'agriculture)

G7/8 - Group of seven leading industrialized nations plus Russian Federation  
(G7/8 - Groupe des sept pays les plus industrialisés plus la Fédération de Russie)

IAEA - International Atomic Energy Agency  
(AIEA - Agence internationale de l'énergie atomique)

IBE - International Bureau of Education  
(BIE - Bureau international d'éducation)

IBRD - International Bank for Reconstruction and Development [World Bank]  
(BIRD - Banque internationale pour la reconstruction et le développement [Banque mondiale])

ICAO - International Civil Aviation Organization  
(OACI - Organisation de l'aviation civile internationale)

ICC - International Criminal Court  
(CPI - Cour pénale internationale)

ICJ - International Court of Justice  
(CIJ - Cour internationale de justice)

ICTR - International Criminal Tribunal for Rwanda  
(TPIR - Tribunal pénal international pour le Rwanda)

ICTY - International Criminal Tribunal for the former Yugoslavia  
(TPIY - Tribunal pénal international pour l'ex-Yougoslavie)

IDA - International Development Association

(AID - Association internationale de développement)

IDB - Inter-American Development Bank  
(BID - Banque interaméricaine de développement)

IEC - Intergovernmental Economic Commission  
(CEI - Commission économique intergouvernementale)

IFAD - International Fund for Agricultural Development  
(FIDA - Fonds international de développement agricole)

IFC - International Finance Corporation  
(SFI - Société financière internationale)

IJC - International Joint Commission  
(CMI - Commission mixte internationale)

ILO - International Labour Organization  
(OIT - Organisation internationale du travail)

IMF - International Monetary Fund  
(FMI - Fonds monétaire international)

IMO - International Maritime Organization  
(OMI - Organisation maritime internationale)

INSTRAW - International Research and Training Institute for the Advancement of Women  
(INSTRAW - Institut international de recherche et de formation pour la promotion de la femme)

IOC - International Olympic Committee  
(CIO - Comité international olympique)

ISO - International Organization for Standardization  
(ISO - Organisation internationale de normalisation)

ITC - International Trade Centre  
(CCI - Centre du commerce international)

ITU - International Telecommunication Union  
(UIT - Union internationale des télécommunications)

Mercosur - Southern Cone Common Market [Argentina, Brazil, Paraguay and Uruguay]  
(Mercosur - Marché commun du cône Sud [Argentine, Brésil, Paraguay et Uruguay])



MIGA - Multilateral Investment Guarantee Agency  
(AMGI - Agence multilatérale de garantie des investissements)

NATO - North Atlantic Treaty Organization  
(OTAN - Organisation du Traité de l'Atlantique Nord)

NORAD - North American Aerospace Defence Command  
(NORAD - Commandement de la défense aérospatiale de l'Amérique du Nord)

OAS - Organization of American States  
(OEA - Organisation des États américains)

OAU - Organization of African Unity  
(OUA - Organisation de l'unité africaine)

OECD - Organisation for Economic Co-operation and Development  
(OCDE - Organisation de coopération et de développement économiques)

OIF - International Organization of La Francophonie  
(OIF - Organisation internationale de la Francophonie)

OPEC - Organization of the Petroleum Exporting Countries  
(OPEP - Organisation des pays exportateurs de pétrole)

OSCE - Organization for Security and Co-operation in Europe  
(OSCE - Organisation pour la sécurité et la coopération en Europe)

PAHO - Pan American Health Organization  
(OPS - Organisation panaméricaine de la santé)

Quad countries [Canada, European Union, Japan and United States]  
(Quadrilatérale [Canada, États-Unis, Japon et Union européenne])

UN - United Nations  
(ONU - Organisation des Nations Unies)

UNCED - United Nations Conference on Environment and Development  
(CNUED - Conférence des Nations Unies sur l'environnement et le développement)

UNCHS - United Nations Centre for Human Settlements [Habitat]  
(CNUEH - Centre des Nations Unies pour les établissements humains [Habitat])

UNCTAD - United Nations Conference on Trade and Development  
(CNUCED - Conférence des Nations Unies sur le commerce et le développement)

UNDP - United Nations Development Programme  
(PNUD - Programme des Nations Unies pour le développement)

UNEP - United Nations Environment Programme  
(PNUE - Programme des Nations Unies pour l'environnement)

UNESCO - United Nations Educational, Scientific and Cultural Organization  
(UNESCO - Organisation des Nations Unies pour l'éducation, la science et la culture)

UNFPA - United Nations Population Fund  
(FNUAP - Fonds des Nations Unies pour la population)

UNHCR - [Office of the] United Nations High Commissioner for Refugees  
(HCR - Haut Commissariat des Nations Unies pour les réfugiés)

UNICEF - United Nations Children's Fund  
(UNICEF - Fonds des Nations Unies pour l'enfance)

UNICRI - United Nations Interregional Crime and Justice Research Institute  
(UNICRI - Institut interrégional de recherche des Nations Unies sur la criminalité et la justice)

UNIDCP - United Nations International Drug Control Programme  
(PNUCID - Programme des Nations Unies pour le contrôle international des drogues)

UNIDIR - United Nations Institute for Disarmament Research  
(UNIDIR - Institut des Nations Unies pour la recherche sur le désarmement)

UNIDO - United Nations Industrial Development Organization  
(ONUDI - Organisation des Nations Unies pour le développement industriel)

UNIFEM - United Nations Development Fund for Women  
(UNIFEM - Fonds de développement des Nations Unies pour la femme)

UNITAR - United Nations Institute for Training and Research  
(UNITAR - Institut des Nations Unies pour la formation et la recherche)

UNPROFOR - United Nations Protection Force  
(FORPRONU - Force de protection des Nations Unies)

UNRISD - United Nations Research Institute for Social Development  
(UNRISD - Institut de recherche des Nations Unies pour le développement social)

UNRWA - United Nations Relief and Works Agency for Palestine Refugees in the Near East

(UNRWA - Office de secours et de travaux des Nations Unies pour les réfugiés de Palestine dans le Proche-Orient)

UNSC - United Nations Security Council  
(CSNU - Conseil de sécurité des Nations Unies)

UNU - United Nations University  
(UNU - Université des Nations Unies)

UNV - United Nations Volunteers  
(UNV - Programme des volontaires des Nations Unies)

UPU - Universal Postal Union  
(UPU - Union postale universelle)

WAEMU - West African Economic and Monetary Union  
(UEMOA - Union économique et monétaire ouest africaine)

WFP - World Food Programme  
(PAM - Programme alimentaire mondial)

WHO - World Health Organization  
(OMS - Organisation mondiale de la santé)

WIPO - World Intellectual Property Organization  
(OMPI - Organisation mondiale de la propriété intellectuelle)

WMO - World Meteorological Organization  
(OMM - Organisation météorologique mondiale)

WTO - World Tourism Organization  
(OMT - Organisation mondiale du tourisme)

WTO - World Trade Organization  
(OMC - Organisation mondiale du commerce)

## Appendix 2: International agreements and treaties

Following are some of the agreements frequently referred to in departmental documents.

### Bilateral and regional trade agreements

North American Free Trade Agreement (NAFTA)  
(Accord de libre-échange nord-américain - ALENA)

Free Trade Area of the Americas (FTAA) (negotiations under way)  
(Zone de libre-échange des Amériques - ZLEA - négociations en cours)

Canada-Chile Free Trade Agreement (CCFTA)  
(Accord de libre-échange Canada-Chili - ALECC)

Canada-Costa Rica Free Trade Agreement (CCRFTA)  
(Accord de libre-échange Canada-Costa Rica - ALECCR)

Canada-Israel Free Trade Agreement (CIFTA)  
(Accord de libre-échange Canada-Israël - ALECI)

Canada-Central America Four Free Trade Agreement [El Salvador, Guatemala, Honduras and Nicaragua] (negotiations under way)  
(Accord de libre-échange Canada-Amérique centrale [Guatemala, Honduras, Nicaragua et Salvador] - négociations en cours)

Canada-Singapore Free Trade Agreement (CSFTA) (negotiations under way)  
(Accord de libre-échange Canada-Singapour - ALECS, négociations en cours)

European Union-Canada Trade Initiative (ECTI)  
(Initiative commerciale Canada-Union européenne - ICCU)

Free Trade Agreement Between Canada and the European Free Trade Association [Iceland, Liechtenstein, Norway and Switzerland] (negotiations under way)  
(Accord de libre-échange entre le Canada et l'Association européenne de libre-échange [Islande, Liechtenstein, Norvège et Suisse - négociations en cours)

### General Agreement on Tariffs and Trade (GATT):

(Accord général sur les tarifs douaniers et le commerce - GATT) :

- Agreement on Agriculture  
(Accord sur l'agriculture)
- Agreement on Anti-Dumping Practices

- (Accord sur les pratiques antidumping)
- Agreement on the Application of Sanitary and Phytosanitary (SPS) Measures  
(Accord sur l'application des mesures sanitaires et phytosanitaires - SPS)
- Agreement on Customs Valuation  
(Accord sur l'évaluation en douane)
- Agreement on Import Licensing Procedures  
(Accord relatif aux procédures en matière de licences d'importation)
- Agreement on Preshipment Inspection  
(Accord sur l'inspection avant expédition)
- Agreement on Rules of Origin  
(Accord sur les règles d'origine)
- Agreement on Safeguards  
(Accord sur les sauvegardes)
- Agreement on Subsidies and Countervailing Measures  
(Accord sur les subventions et les mesures compensatoires)
- Agreement on Technical Barriers to Trade (TBT)  
(Accord sur les obstacles techniques au commerce - OTC)
- Agreement on Textiles and Clothing  
(Accord sur les textiles et les vêtements)
- Agreement on Trade-Related Investment Measures (TRIMs)  
(Accord sur les mesures concernant les investissements et liées au commerce)

General Agreement on Trade in Services (GATS)  
(Accord général sur le commerce des services - AGCS)

Agreement on Trade-Related Aspects of Intellectual Property Rights (TRIPs)  
(Accord sur les aspects des droits de propriété intellectuelle qui touchent au commerce - ADPIC)

#### **Other types of trade and investment arrangements**

Foreign investment promotion and protection agreements (FIPAs)  
(Accords de promotion et de protection de l'investissement étranger - APIE)

Mutual recognition agreements (MRAs)  
(Accords de reconnaissance mutuelle - ARM)

Trade and economic cooperation arrangements (TECAs)  
(Arrangements de coopération commerciale et économique - ACCE)

Trade and investment cooperation arrangements (TICAs)  
(Ententes de coopération en matière de commerce et d'investissement - ECCI)

Agreement on Basic Telecommunications (ABT)  
(Accord sur les télécommunications de base - ATB)

Information Technology Agreement (ITA)  
(Accord sur les technologies de l'information - ATI)

Softwood Lumber Agreement (SLA) [with the United States; expired March 31, 2001]  
(Accord sur le bois d'oeuvre résineux [avec les États-Unis; n'est plus en vigueur depuis le 31 mars 2001])

Memorandum (pl.: memorandums) of understanding (MOU) - (protocole d'entente - PE)

### **Human rights and consular agreements**

Universal Declaration of Human Rights (UDHR)  
(Déclaration universelle des droits de l'homme)

Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)  
(Convention sur l'élimination de toutes les formes de discrimination à l'égard des femmes)

Convention on the Rights of the Child (CRC)  
(Convention relative aux droits de l'enfant)

Hague Convention on the Civil Aspects of International Child Abduction  
(Convention de La Haye sur les aspects civils de l'enlèvement international d'enfants)

Vienna Convention on Consular Relations  
(Convention de Vienne sur les relations consulaires)

Vienna Convention on Diplomatic Relations  
(Convention de Vienne sur les relations diplomatiques)

Transfer of offenders treaties  
(Traités sur le transfèrement des délinquants)

### **Weapons agreements**

Biological and Toxin Weapons Convention (BTWC)  
(Convention sur les armes biologiques et à toxines - CABT)

Chemical Weapons Convention (CWC)  
(Convention sur les armes chimiques - CAC)

Comprehensive Nuclear Test-Ban Treaty (CTBT)  
(Traité d'interdiction complète des essais nucléaires - TICEN)

Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel (AP) Mines and on their Destruction (the Ottawa Convention)  
(Convention sur l'interdiction de l'emploi, du stockage, de la production et du transfert des mines antipersonnel et sur leur destruction - la Convention d'Ottawa)

Nuclear Non-Proliferation Treaty (NPT)  
(Traité sur la non-prolifération des armes nucléaires - TNP)

### Environmental agreements

Great Lakes Water Quality Agreement (GLWQA)  
(Accord relatif à la qualité de l'eau dans les Grands Lacs - ARQEGL)

International Boundary Waters Treaty (IBWT)  
(Traité des eaux limitrophes internationales - TELI)

United Nations Convention on Biological Diversity  
(Convention des Nations Unies sur la diversité biologique)

United Nations Convention to Combat Desertification  
(Convention des Nations Unies sur la lutte contre la désertification)

United Nations Framework Convention on Climate Change (UNFCCC)  
(Convention-cadre des Nations Unies sur les changements climatiques - CCNUCC)

### Canada-EU agreements

Three general agreements provide the foundation for the Canada-EU relationship:

- Agreement on Economic Cooperation  
(Accord sur la coopération économique)
- Declaration on Transatlantic Relations  
(Déclaration sur les relations transatlantiques)
- Joint Political Declaration and Action Plan  
(Déclaration de politique commune et Plan d'action)

## Appendix 3: Countries, official names, inhabitants and capitals

Please inform the [BCI editing team](#) if you see any discrepancies or outdated information in this appendix.

### Sources

Working Group on Country Names of the United Nations. *List of country names*. Prepared by the United Nations Group of Experts on Geographical Names, submitted by Sylvie Lejeune, 2002. Consulted online on March 14, 2005, at the following address: <http://unstats.un.org/unsd/geoinfo/N0241147.pdf>.

CANADA. Translation Bureau. *List of Names for Countries, Capitals and Inhabitants*. Prepared by André Racicot. Ottawa: Public Works and Government Services Canada, 2000.

Commission de toponymie. *Pays et capitales du monde - Pays indépendants au 1er janvier 2004* (pdf available online). Paris: Institut géographique national. Consulted on March 15, 2005, at [http://www.ign.fr/affiche\\_rubrique.asp?rbr\\_id=1652&lng\\_id=FR](http://www.ign.fr/affiche_rubrique.asp?rbr_id=1652&lng_id=FR).

For further information on these countries, consult the following website, compiled by the Consular Affairs Bureau of Foreign Affairs and International Trade Canada: [http://www.voyage.gc.ca/main/about\\_menu-en.asp](http://www.voyage.gc.ca/main/about_menu-en.asp).

### Legend

Common name in English (article, if necessary) Official English name recognized by the UN (if different from the common name) Name of the inhabitants; adjective (if different) Capital of the country (English spelling)	Common name in French (article) (gender) (preposition) Official French name recognized by the UN (if different from the common name) Name of the inhabitants Capital of the country (French spelling)
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Afghanistan</b>  the Islamic State of Afghanistan Afghan Kabul	<b>Afghanistan</b> (l') (masc.) (en) l'État islamique d'Afghanistan Afghan, Afghane Kaboul
<b>Albania</b>  the Republic of Albania Albanian Tirana	<b>Albanie</b> (l') (fém.) (en) la République d'Albanie Albanais, Albanaise Tirana



<p><b>Algeria</b></p> <p>the People's Democratic Republic of Algeria Algerian Algiers</p>	<p><b>Algérie</b> (l') (fém.) (en) la République algérienne démocratique et populaire Algérien, Algérienne Alger</p>
<p><b>Andorra</b></p> <p>the Principality of Andorra Andorran Andorra la Vella</p>	<p><b>Andorre</b> (l') (fém.) (en) la Principauté d'Andorre Andorran, Andorrane Andorre-la-Vieille</p>
<p><b>Angola</b></p> <p>the Republic of Angola Angolan Luanda</p>	<p><b>Angola</b> (l') (masc.) (en) la République d'Angola Angolais, Angolaise Luanda</p>
<p><b>Antigua and Barbuda</b></p> <p>of Antigua and Barbuda Saint John's</p>	<p><b>Antigua-et-Barbuda</b> (sans art.) (fém.) (à) Antiguais-et-Barbudien, Antiguaise-et-Barbudienne Saint John's</p>
<p><b>Argentina</b></p> <p>the Argentine Republic Argentine, Argentinian Buenos Aires</p>	<p><b>Argentine</b> (l') (fém.) (en) la République argentine Argentin, Argentine Buenos Aires</p>
<p><b>Armenia</b></p> <p>the Republic of Armenia Armenian Yerevan</p>	<p><b>Arménie</b> (l') (fém.) (en) la République d'Arménie Arménien, Arménienne Erevan</p>
<p><b>Australia</b></p> <p>Australian Canberra ☞ The term Commonwealth of Australia is not official.</p>	<p><b>Australie</b> (l') (fém.) (en) Australien, Australienne Canberra ☞ L'appellation Commonwealth d'Australie n'est pas officielle.</p>

<p><b>Austria</b></p> <p>the Republic of Austria Austrian Vienna</p>	<p><b>Autriche</b> (l') (fém.) (en) la République d'Autriche Autrichien, Autrichienne Vienne</p>
<p><b>Azerbaijan</b></p> <p>the Republic of Azerbaijan Azerbaijani Baku</p>	<p><b>Azerbaïdjan</b> (l') (masc.) (en) la République d'Azerbaïdjan Azerbaïdjanais, Azerbaïdjanaise Bakou</p>
<p><b>Bahamas</b> (the) the Commonwealth of the Bahamas Bahamian Nassau</p>	<p><b>Bahamas</b> (les) (fém.) (aux) le Commonwealth des Bahamas Bahamien, Bahamienne Nassau</p>
<p><b>Bahrain</b></p> <p>the State of Bahrain Bahraini Manama</p>	<p><b>Bahreïn</b> (sans art.) (masc.) (à) l'État de Bahreïn Bahreïnite Manama</p>
<p><b>Bangladesh</b></p> <p>the People's Republic of Bangladesh Bangladeshi Dhaka</p>	<p><b>Bangladesh</b> (le) (au) la République populaire du Bangladesh Bangladais, Bangladaise Dacca</p>
<p><b>Barbados</b></p> <p>Barbadian Bridgetown</p>	<p><b>Barbade</b> (la) (à la) Barbadien, Barbadienne Bridgetown</p>
<p><b>Belarus</b></p> <p>the Republic of Belarus Belarusian Minsk ⇒ New name of <b>Byelorussia</b></p>	<p><b>Bélarus</b> (le) (au) la République du Bélarus Bélarussien, Bélarussienne Minsk ⇒ Nouveau nom de la <b>Biélorussie</b></p>
<p><b>Belgium</b></p> <p>the Kingdom of Belgium Belgian Brussels</p>	<p><b>Belgique</b> (la) (en) le Royaume de Belgique Belge Bruxelles</p>

<p><b>Belize</b></p> <p>Belizean Belmopan</p>	<p><b>Belize</b> (le) (au) Bélizien, Bélizienne Belmopan</p>
<p><b>Benin</b></p> <p>the Republic of Benin Beninese Porto Novo (official) Cotonou (seat of government)</p>	<p><b>Bénin</b> (le) (au) la République du Bénin Bénois, Bénoise Porto-Novo (officielle) Cotonou (siège du gouvernement)</p>
<p><b>Bhutan</b></p> <p>the Kingdom of Bhutan Bhutanese Thimphu</p>	<p><b>Bhoutan</b> (le) (au) le Royaume du Bhoutan Bhoutanais, Bhoutanaise Thimbu</p>
<p><b>Bolivia</b></p> <p>the Republic of Bolivia Bolivian Sucre (official) La Paz (seat of government)</p>	<p><b>Bolivie</b> (la) (en) la République de Bolivie Bolivien, Bolivienne Sucre (officielle) La Paz (siège du gouvernement)</p>
<p><b>Bosnia and Herzegovina</b></p> <p>Bosnian Sarajevo</p>	<p><b>Bosnie-Herzégovine</b> (la) (en) Bosniaque Sarajevo</p>
<p><b>Botswana</b></p> <p>the Republic of Botswana Botswanan Gaborone</p>	<p><b>Botswana</b> (le) (au) la République du Botswana Botswanais, Botswanaise Gaborone</p>
<p><b>Brazil</b></p> <p>the Federative Republic of Brazil Brazilian Brasilia</p>	<p><b>Brésil</b> (le) (au) la République fédérative du Brésil Brésilien, Brésilienne Brasilia</p>
<p><b>Brunei Darussalam</b></p> <p>Bruneian Bandar Seri Begawan</p>	<p><b>Brunéi Darussalam</b> (sans art.) (masc.) (à) Brunéien, Brunéienne Bandar Seri Begawan</p>

<p><b>Bulgaria</b></p> <p>the Republic of Bulgaria Bulgarian Sofia</p>	<p><b>Bulgarie</b> (la) (en) la République de Bulgarie Bulgare Sofia</p>
<p><b>Burkina Faso</b></p> <p>Burkinan Ouagadougou</p>	<p><b>Burkina Faso</b> (le) (au) Burkinabé, Burkinabée Ouagadougou</p>
<p><b>Burma</b></p> <p>the Union of Myanmar Burmese Naypyitaw</p>	<p><b>Birmanie</b> (la) (en) l'Union du Myanmar Birman, Birmane Naypyitaw</p>
<p><b>Burundi</b></p> <p>the Republic of Burundi Burundian Bujumbura</p>	<p><b>Burundi</b> (le) (au) la République du Burundi Burundais, Burundaise Bujumbura</p>
<p><b>Byelorussia</b> ⇒ <b>Belarus</b></p>	<p><b>Biélorussie</b> ⇒ <b>Bélarus</b></p>
<p><b>Cambodia</b></p> <p>the Kingdom of Cambodia Cambodian Phnom Penh</p>	<p><b>Cambodge</b> (le) (au) le Royaume du Cambodge Cambodgien, Cambodgienne Phnom Penh</p>
<p><b>Cameroon</b></p> <p>the Republic of Cameroon Cameroonian Yaoundé</p>	<p><b>Cameroun</b> (le) (au) la République du Cameroun Camerounais, Camerounaise Yaoundé</p>
<p><b>Canada</b></p> <p>Canadian Ottawa</p>	<p><b>Canada</b> (le) (au) Canadien, Canadienne Ottawa</p>

<p><b>Cape Verde</b></p> <p>the Republic of Cape Verde Cape Verdean Praia</p>	<p><b>Cap-Vert</b> (le) (au) la République du Cap-Vert Cap-Verdien, Cap-Verdienne Praia</p>
<p><b>Central African Republic</b> (the) Central African Bangui</p>	<p><b>République centrafricaine</b> (la) (en) Centrafricain, Centrafricaine Bangui ⇒ Le <b>Centrafrique</b> est une façon informelle de nommer la République centrafricaine.</p>
<p><b>Chad</b></p> <p>the Republic of Chad Chadian N'Djamena</p>	<p><b>Tchad</b> (le) (au) la République du Tchad Tchadien, Tchadienne N'Djamena</p>
<p><b>Chile</b></p> <p>the Republic of Chile Chilean Santiago</p>	<p><b>Chili</b> (le) (au) la République du Chili Chilien, Chilienne Santiago</p>
<p><b>China</b></p> <p>the People's Republic of China Chinese Beijing</p>	<p><b>Chine</b> (la) (en) la République populaire de Chine Chinois, Chinoise Beijing</p>
<p><b>Colombia</b></p> <p>the Republic of Colombia Colombian Bogotá</p>	<p><b>Colombie</b> (la) (en) la République de Colombie Colombien, Colombienne Bogotá</p>
<p><b>Comoros</b> (the) the Islamic Federal Republic of the Comoros Comorian Moroni</p>	<p><b>Comores</b> (les) (fém.) (aux) la République fédérale islamique des Comores Comorien, Comorienne Moroni</p>

<p><b>Congo</b> (the) the Republic of the Congo Congolese Brazzaville ⇒ Not to be confused with the <b>Democratic Republic of the Congo</b>.</p>	<p><b>Congo</b> (le) (au) la République du Congo Congolais, Congolaise Brazzaville ⇒ Ne pas confondre avec la <b>République démocratique du Congo</b>.</p>
<p><b>Costa Rica</b>  the Republic of Costa Rica Costa Rican San José</p>	<p><b>Costa Rica</b> (le) (au) la République du Costa Rica Costaricien, Costaricienne San José</p>
<p><b>Côte d'Ivoire</b>  the Republic of Côte d'Ivoire Ivorian Yamoussoukro ⇒ "Côte d'Ivoire" in every language, including English, at that government's request.</p>	<p><b>Côte d'Ivoire</b> (la) (en) la République de Côte d'Ivoire Ivoirien, Ivoirienne Yamoussoukro</p>
<p><b>Croatia</b>  the Republic of Croatia Croatian Zagreb</p>	<p><b>Croatie</b> (la) (en) la République de Croatie Croate Zagreb</p>
<p><b>Cuba</b>  the Republic of Cuba Cuban Havana</p>	<p><b>Cuba</b> (sans art.) (fém.) (à) la République de Cuba Cubain, Cubaine La Havane</p>
<p><b>Cyprus</b>  the Republic of Cyprus Cypriot Nicosia</p>	<p><b>Chypre</b> (sans art.) (fém.) (à) la République de Chypre Chypriote Nicosie</p>
<p><b>Czech Republic</b> (the) Czech Prague</p>	<p><b>République tchèque</b> (la) (en) Tchèque Prague</p>

<p><b>Democratic Republic of the Congo</b> (the) Congolese Kinshasa ⇒ Formerly <b>Zaire</b> (until 1997)</p>	<p><b>République démocratique du Congo</b> (la) (en) Congolais, Congolaise Kinshasa ⇒ Anciennement le <b>Zaire</b> (jusqu'en 1997)</p>
<p><b>Denmark</b>  the Kingdom of Denmark Dane; Danish (adj.) Copenhagen</p>	<p><b>Danemark</b> (le) (au) le Royaume du Danemark Danois, Danoise Copenhague</p>
<p><b>Djibouti</b>  the Republic of Djibouti Djiboutian Djibouti</p>	<p><b>Djibouti</b> (sans art.) (masc.) (à) la République de Djibouti Djiboutien, Djiboutienne Djibouti</p>
<p><b>Dominica</b>  the Commonwealth of Dominica of Dominica Roseau</p>	<p><b>Dominique</b> (la) (à la)  le Commonwealth de la Dominique Dominiquais, Dominiquaise Roseau</p>
<p><b>Dominican Republic</b> (the) Dominican Santo Domingo</p>	<p><b>République dominicaine</b> (la) (en) Dominicain, Dominicaine Saint-Domingue</p>
<p><b>East Timor</b> ⇒ <b>Timor-Leste</b></p>	<p><b>Timor-Oriental</b> ⇒ <b>Timor-Leste</b></p>
<p><b>Ecuador</b>  the Republic of Ecuador Ecuadorian Quito</p>	<p><b>Équateur</b> (l') (masc.) (en) la République de l'Équateur Équatorien, Équatorienne Quito</p>
<p><b>Egypt</b>  the Arab Republic of Egypt Egyptian Cairo</p>	<p><b>Égypte</b> (l') (fém.) (en) la République arabe d'Égypte Égyptien, Égyptienne Le Caire</p>

<p><b>El Salvador</b></p> <p>the Republic of El Salvador Salvadoran or Salvadorean San Salvador</p>	<p><b>Salvador</b> (le) (au) la République d'El Salvador Salvadorien, Salvadorienne San Salvador</p>
<p><b>Equatorial Guinea</b></p> <p>the Republic of Equatorial Guinea Equatorial Guinean Malabo</p>	<p><b>Guinée équatoriale</b> (la) (en)  la République de Guinée équatoriale Équato-Guinéen, Équato-Guinéenne Malabo</p>
<p><b>Eritrea</b></p> <p>Eritrean Asmara</p>	<p><b>Érythrée</b> (l') (fém.) (en) Érythréen, Érythréenne Asmara</p>
<p><b>Estonia</b></p> <p>the Republic of Estonia Estonian Tallinn</p>	<p><b>Estonie</b> (l') (fém.) (en) la République d'Estonie Estonien, Estonienne Tallinn</p>
<p><b>Ethiopia</b></p> <p>the Federal Democratic Republic of Ethiopia Ethiopian Addis Ababa</p>	<p><b>Éthiopie</b> (l') (fém.) (en) la République fédérale démocratique d'Éthiopie Éthiopien, Éthiopienne Addis-Abeba</p>
<p><b>Fiji</b></p> <p>the Republic of the Fiji Islands Fijian Suva</p>	<p><b>Fidji</b> (les) (fém.) (aux) la République des Îles Fidji Fidjien, Fidjienne Suva</p>
<p><b>Finland</b></p> <p>the Republic of Finland Finn; Finnish (adj.) Helsinki</p>	<p><b>Finlande</b> (la) (en) la République de Finlande Finlandais, Finlandaise Helsinki</p>



<p><b>France</b></p> <p>the French Republic Frenchman/woman, plur.: the French; French (adj.) Paris</p>	<p><b>France</b> (la) (en) la République française Français, Française  Paris</p>
<p><b>Gabon</b></p> <p>the Gabonese Republic Gabonese Libreville</p>	<p><b>Gabon</b> (le) (au) la République gabonaise Gabonais, Gabonaise Libreville</p>
<p><b>Gambia</b> (the) the Republic of the Gambia Gambian Banjul</p>	<p><b>Gambie</b> (la) (en) la République de Gambie Gambien, Gambienne Banjul</p>
<p><b>Georgia</b></p> <p>the Republic of Georgia Georgian Tbilisi</p>	<p><b>Géorgie</b> (la) (en)  la République de Géorgie Géorgien, Géorgienne Tbilissi</p>
<p><b>Germany</b></p> <p>the Federal Republic of Germany German Berlin</p>	<p><b>Allemagne</b> (l') (fém.) (en) la République fédérale d'Allemagne Allemand, Allemande Berlin</p>
<p><b>Ghana</b></p> <p>the Republic of Ghana Ghanaian Accra</p>	<p><b>Ghana</b> (le) (au) la République du Ghana Ghanéen, Ghanéenne Accra</p>
<p><b>Great Britain</b></p> <p>Briton, plur.: the British; British (adj.) London ⇒ Not to be confused with the <b>United Kingdom</b>. Great Britain includes England, Scotland and Wales, but not Northern Ireland.</p>	<p><b>Grande-Bretagne</b> (la) (en) Britannique Londres ⇒ Ne pas confondre avec le <b>Royaume-Uni</b>. La Grande-Bretagne comprend l'Angleterre, l'Écosse et le pays de Galles, mais non l'Irlande du Nord.</p>

<p><b>Greece</b></p> <p>the Hellenic Republic Greek Athens</p>	<p><b>Grèce</b> (la) (en) la République hellénique Grec, Grecque Athènes</p>
<p><b>Grenada</b></p> <p>Grenadian Saint George's</p>	<p><b>Grenade</b> (la) (à la) Grenadien, Grenadienne Saint George's</p>
<p><b>Guatemala</b></p> <p>the Republic of Guatemala Guatemalan Guatemala City</p>	<p><b>Guatemala</b> (le) (au) la République du Guatemala Guatémaltèque Guatemala</p>
<p><b>Guinea</b></p> <p>the Republic of Guinea Guinean Conakry</p>	<p><b>Guinée</b> (la) (en) la République de Guinée Guinéen, Guinéenne Conakry</p>
<p><b>Guinea-Bissau</b></p> <p>the Republic of Guinea-Bissau of Guinea-Bissau Bissau</p>	<p><b>Guinée-Bissau</b> (la) (en) la République de Guinée-Bissau Bissau-Guinéen, Bissau-Guinéenne Bissau</p>
<p><b>Guyana</b></p> <p>the Republic of Guyana Guyanese Georgetown</p>	<p><b>Guyana</b> (le) (au) la République du Guyana Guyanien, Guyanienne Georgetown</p>
<p><b>Haiti</b></p> <p>the Republic of Haiti Haitian Port-au-Prince</p>	<p><b>Haïti</b> (sans art.) (masc.) (à/en) la République d'Haïti Haïtien, Haïtienne Port-au-Prince</p>

<p><b>Holy See</b> (the) of the Holy See Vatican ⇒ Official name of the <b>Vatican City State</b></p>	<p><b>Saint-Siège</b> (le) (au) du Saint-Siège Vatican ⇒ Nom officiel de l'<b>État de la Cité du Vatican</b></p>
<p><b>Honduras</b> the Republic of Honduras Honduran Tegucigalpa</p>	<p><b>Honduras</b> (le) (au) la République du Honduras Hondurien, Hondurienne Tegucigalpa</p>
<p><b>Hungary</b> the Republic of Hungary Hungarian Budapest</p>	<p><b>Hongrie</b> (la) (en) la République de Hongrie Hongrois, Hongroise Budapest</p>
<p><b>Iceland</b> the Republic of Iceland Icelander; Icelandic (adj.) Reykjavik</p>	<p><b>Islande</b> (l') (fém.) (en) la République d'Islande Islandais, Islandaise Reykjavik</p>
<p><b>India</b> the Republic of India Indian New Delhi</p>	<p><b>Inde</b> (l') (fém.) (en) la République de l'Inde Indien, Indienne New Delhi</p>
<p><b>Indonesia</b> the Republic of Indonesia Indonesian Jakarta</p>	<p><b>Indonésie</b> (l') (fém.) (en) la République d'Indonésie Indonésien, Indonésienne Jakarta</p>
<p><b>Iran</b> the Islamic Republic of Iran Iranian Tehran</p>	<p><b>Iran</b> (l') (masc.) (en) la République islamique d'Iran Iranien, Iranienne Téhéran</p>

<p><b>Iraq</b></p> <p>the Republic of Iraq Iraqi Baghdad</p>	<p><b>Iraq</b> (l') (masc.) (en) la République d'Iraq Iraquien, Iraquienne Bagdad</p>
<p><b>Ireland</b></p> <p>an Irishman/woman, plur.: the Irish; Irish (adj.) Dublin ⇒ The name Republic of Ireland is not official.</p>	<p><b>Irlande</b> (l') (fém.) (en) Irlandais, Irlandaise</p> <p>Dublin ⇒ La dénomination République d'Irlande n'est pas officielle.</p>
<p><b>Israel</b></p> <p>the State of Israel Israeli Tel Aviv</p>	<p><b>Israël</b> (sans art.) (masc.) (en) l'État d'Israël Israélien, Israélienne Tel-Aviv</p>
<p><b>Italy</b></p> <p>the Italian Republic Italian Rome</p>	<p><b>Italie</b> (l') (fém.) (en) la République italienne Italien, Italienne Rome</p>
<p><b>Ivory Coast</b> ⇒ Côte d'Ivoire</p>	<p><b>Côte d'Ivoire</b> (la) (en) ⇒ Côte d'Ivoire</p>
<p><b>Jamaica</b></p> <p>Jamaican Kingston</p>	<p><b>Jamaïque</b> (la) (à la) Jamaïquain, Jamaïquaine ou Jamaïcain, Jamaïcaine Kingston</p>
<p><b>Japan</b></p> <p>Japanese Tokyo</p>	<p><b>Japon</b> (le) (au) Japonais, Japonaise Tokyo</p>
<p><b>Jordan</b></p> <p>the Hashemite Kingdom of Jordan Jordanian Amman</p>	<p><b>Jordanie</b> (la) (en) le Royaume hachémite de Jordanie Jordanien, Jordanienne Amman</p>

<p><b>Kazakhstan</b></p> <p>the Republic of Kazakhstan Kazakh Astana</p>	<p><b>Kazakhstan</b> (le) (au) la République du Kazakhstan Kazakh, Kazakhe Astana</p>
<p><b>Kenya</b></p> <p>the Republic of Kenya Kenyan Nairobi</p>	<p><b>Kenya</b> (le) (au) la République du Kenya Kenyan, Kenyane Nairobi</p>
<p><b>Kiribati</b></p> <p>Kiribatian Tarawa</p>	<p><b>Kiribati</b> (sans art.) (fém.) (à) Kiribatien, Kiribatienne Tarawa</p>
<p><b>Korea</b></p> <p>⇒ <b>North Korea</b> or ⇒ <b>South Korea</b></p>	<p><b>Corée</b></p> <p>⇒ <b>Corée du Nord</b> ou ⇒ <b>Corée du Sud</b></p>
<p><b>Kuwait</b></p> <p>the State of Kuwait Kuwaiti Kuwait City</p>	<p><b>Koweït</b> (le) (au) l'État du Koweït Koweïtien, Koweïtienne Koweït</p>
<p><b>Kyrgyzstan</b></p> <p>the Kyrgyz Republic Kyrgyz Bishkek</p>	<p><b>Kirghizistan</b> (le)(au) la République kirghize Kirghize Bichkek</p>
<p><b>Laos</b></p> <p>the Lao People's Democratic Republic Laotian Vientiane</p>	<p><b>Laos</b> (le) (au) la République démocratique populaire Lao Laotien, Laotienne Vientiane</p>
<p><b>Latvia</b></p> <p>the Republic of Latvia Latvian Riga</p>	<p><b>Lettonie</b> (la) (en) la République de Lettonie Letton, Lettone Riga</p>

<p><b>Lebanon</b></p> <p>the Lebanese Republic Lebanese Beirut</p>	<p><b>Liban</b> (le) (au) la République libanaise Libanais, Libanaise Beyrouth</p>
<p><b>Lesotho</b></p> <p>the Kingdom of Lesotho Lesothan Maseru</p>	<p><b>Lesotho</b> (le) (au) le Royaume du Lesotho Lesothan, Lesothane Maseru</p>
<p><b>Liberia</b></p> <p>the Republic of Liberia Liberian Monrovia</p>	<p><b>Libéria</b> (le) (au) la République du Libéria Libérien, Libérienne Monrovia</p>
<p><b>Libya</b></p> <p>the Socialist People's Libyan Arab Jamahiriya the Libyan Arab Jamahiriya (abbreviated) Libyan Tripoli</p>	<p><b>Libye</b> (la) (en) la Jamahiriya arabe libyenne populaire et socialiste la Jamahiriya arabe libyenne (en abrégé) Libyen, Libyenne Tripoli</p>
<p><b>Liechtenstein</b></p> <p>the Principality of Liechtenstein Liechtensteiner; of Liechtenstein (adj.) Vaduz</p>	<p><b>Liechtenstein</b> (le) (au) la Principauté de Liechtenstein Liechtensteinois, Liechtensteinoise Vaduz</p>
<p><b>Lithuania</b></p> <p>the Republic of Lithuania Lithuanian Vilnius</p>	<p><b>Lituanie</b> (la) (en) la République de Lituanie Lituanien, Lituanienne Vilnius</p>
<p><b>Luxembourg</b></p> <p>the Grand Duchy of Luxembourg Luxembourger; of Luxembourg (adj.) Luxembourg</p>	<p><b>Luxembourg</b> (le) (au) le Grand-Duché de Luxembourg Luxembourgeois, Luxembourgeoise Luxembourg</p>

<p><b>Macedonia</b></p> <p>the former Yugoslav Republic of Macedonia Macedonian Skopje ⇒ Abbreviation: FYROM</p>	<p><b>Macédoine</b> (la) (en) l'ex-République yougoslave de Macédoine Macédonien, Macédonienne Skopje ⇒ Abréviation : ERYM</p>
<p><b>Madagascar</b></p> <p>the Republic of Madagascar Malagasy Antananarivo</p>	<p><b>Madagascar</b> (sans art.) (fém.) (à) la République de Madagascar Malgache Antananarivo</p>
<p><b>Malawi</b></p> <p>the Republic of Malawi Malawian Lilongwe</p>	<p><b>Malawi</b> (le) (au) la République du Malawi Malawite Lilongwe</p>
<p><b>Malaysia</b></p> <p>Malaysian Kuala Lumpur</p>	<p><b>Malaisie</b> (la) (en) Malaisien, Malaisienne Kuala Lumpur</p>
<p><b>Maldives</b></p> <p>the Republic of Maldives Maldivian Malé</p>	<p><b>Maldives</b> (les) (fém.) (aux) la République des Maldives Maldivien, Maldivienne Malé</p>
<p><b>Mali</b></p> <p>the Republic of Mali Malian Bamako</p>	<p><b>Mali</b> (le) (au) la République du Mali Malien, Malienne Bamako</p>
<p><b>Malta</b></p> <p>the Republic of Malta Maltese Valletta</p>	<p><b>Malte</b> (sans art.) (fém.) (à) la République de Malte Maltais, Maltaise La Valette</p>
<p><b>Marshall Islands</b> (the) the Republic of the Marshall Islands Marshallese Majuro</p>	<p><b>Îles Marshall</b> (les) (fém.) (aux) la République des Îles Marshall Marshallais, Marshallaise Majuro</p>

<p><b>Mauritania</b></p> <p>the Islamic Republic of Mauritania Mauritanian Nouakchott</p>	<p><b>Mauritanie</b> (la) (en) la République islamique de Mauritanie Mauritanien, Mauritanienne Nouakchott</p>
<p><b>Mauritius</b></p> <p>the Republic of Mauritius Mauritian Port Louis</p>	<p><b>Maurice</b> (sans art.) (fém.) (à) la République de Maurice Mauricien, Mauricienne Port-Louis</p>
<p><b>Mexico</b></p> <p>the United Mexican States Mexican Mexico City</p>	<p><b>Mexique</b> (le) (au) les États-Unis du Mexique Mexicain, Mexicaine Mexico</p>
<p><b>Micronesia</b></p> <p>the Federated States of Micronesia Micronesian Palikir</p>	<p><b>Micronésie</b> (la) (en) les États fédérés de Micronésie Micronésien, Micronésienne Palikir</p>
<p><b>Moldova</b></p> <p>the Republic of Moldova Moldovan Chisinau ⇒ New name of <b>Moldavia</b></p>	<p><b>Moldova</b> (la) (en) la République de Moldova Moldove Chisinau ⇒ Nouveau nom de la <b>Moldavie</b></p>
<p><b>Monaco</b></p> <p>the Principality of Monaco Monegasque Monaco</p>	<p><b>Monaco</b> (sans art.) (masc.) (à) la Principauté de Monaco Monégasque Monaco</p>
<p><b>Mongolia</b></p> <p>Mongolian Ulan Bator</p>	<p><b>Mongolie</b> (la) (en) Mongol, Mongole Oulan-Bator</p>



<p><b>Montenegro</b></p> <p>the Republic of Montenegro Montenegrin Podgorica ⇒ Formerly part of Serbia and Montenegro</p>	<p><b>Monténégro</b> (le) (au) la République de Monténégro Monténégrin, Monténégrine Podgorica ⇒ Anciennement Serbie-et-Monténégro</p>
<p><b>Morocco</b></p> <p>the Kingdom of Morocco Moroccan Rabat</p>	<p><b>Maroc</b> (le) (au) le Royaume du Maroc Marocain, Marocaine Rabat</p>
<p><b>Mozambique</b></p> <p>the Republic of Mozambique Mozambican Maputo</p>	<p><b>Mozambique</b> (le) (au) la République du Mozambique Mozambicain, Mozambicaine Maputo</p>
<p><b>Myanmar</b> ⇒ <b>Burma</b></p>	<p><b>Myanmar</b> ⇒ <b>Birmanie</b></p>
<p><b>Namibia</b></p> <p>the Republic of Namibia Namibian Windhoek</p>	<p><b>Namibie</b> (la) (en) la République de Namibie Namibien, Namibienne Windhoek</p>
<p><b>Nauru</b></p> <p>the Republic of Nauru Nauruan No official capital; Yaren is the seat of government</p>	<p><b>Nauru</b> (sans art.) (fém.) (à) la République de Nauru Nauruan, Nauruane Aucune capitale officielle; Yaren est le siège du gouvernement</p>
<p><b>Nepal</b></p> <p>the Kingdom of Nepal Nepalese Kathmandu</p>	<p><b>Népal</b> (le) (au) le Royaume du Népal Népalais, Népalaise Katmandou</p>

<p><b>Netherlands</b> (the) the Kingdom of the Netherlands Netherlander; Dutch or Netherlandish (adj.) Amsterdam (official) The Hague (seat of government)</p>	<p><b>Pays-Bas</b> (les) (masc.) (aux) le Royaume des Pays-Bas Néerlandais, Néerlandaise Amsterdam (officielle) La Haye (siège du gouvernement)</p>
<p><b>New Zealand</b> New Zealander; of New Zealand (adj.) Wellington</p>	<p><b>Nouvelle-Zélande</b> (la) (en) Néo-Zélandais, Néo-Zélandaise Wellington</p>
<p><b>Nicaragua</b> the Republic of Nicaragua Nicaraguan Managua</p>	<p><b>Nicaragua</b> (le) (au) la République du Nicaragua Nicaraguayen, Nicaraguayenne Managua</p>
<p><b>Niger</b> the Republic of Niger of the Niger Niamey</p>	<p><b>Niger</b> (le) (au) la République du Niger Nigérien, Nigérienne Niamey</p>
<p><b>Nigeria</b> the Federal Republic of Nigeria Nigerian Abuja</p>	<p><b>Nigéria</b> (le) (au) la République fédérale du Nigéria Nigérien, Nigérienne Abuja</p>
<p><b>North Korea</b> the Democratic People's Republic of Korea North Korean Pyongyang</p>	<p><b>Corée du Nord</b> (la) (en) la République populaire démocratique de Corée Nord-Coréen, Nord-Coréenne Pyongyang</p>
<p><b>Norway</b> the Kingdom of Norway Norwegian Oslo</p>	<p><b>Norvège</b> (la) (en) le Royaume de Norvège Norvégien, Norvégienne Oslo</p>

<p><b>Oman</b></p> <p>the Sultanate of Oman Omani Muscat</p>	<p><b>Oman</b> (sans art.) (masc.) (à) le Sultanat d'Oman Omanais, Omanaise Mascate</p>
<p><b>Pakistan</b></p> <p>the Islamic Republic of Pakistan Pakistani Islamabad</p>	<p><b>Pakistan</b> (le) (au) la République islamique du Pakistan Pakistanais, Pakistanaise Islamabad</p>
<p><b>Palau</b></p> <p>the Republic of Palau Palauan Melekeok</p>	<p><b>Palaos</b> (les) (masc.) (aux) la République des Palaos Palaosien, Palaosienne Melekeok</p>
<p><b>Panama</b></p> <p>the Republic of Panama Panamanian Panama City</p>	<p><b>Panama</b> (le) (au) la République du Panama Panaméen, Panaméenne Panama</p>
<p><b>Papua New Guinea</b></p> <p>Papua New Guinean; of Papua New Guinea (adj.) Port Moresby</p>	<p><b>Papouasie-Nouvelle-Guinée</b> (la) (en) Papouan(s)-Néo-Guinéen(s), Papouane(s)-Néo-Guinéenne(s) Port Moresby</p>
<p><b>Paraguay</b></p> <p>the Republic of Paraguay Paraguayan Asunción</p>	<p><b>Paraguay</b> (le) (au) la République du Paraguay Paraguayen, Paraguayenne Asunción</p>
<p><b>Peru</b></p> <p>the Republic of Peru Peruvian Lima</p>	<p><b>Pérou</b> (le) (au) la République du Pérou Péruvien, Péruvienne Lima</p>
<p><b>Philippines</b> (the) the Republic of the Philippines Filipino, Filipina; Philippine (adj.) Manila</p>	<p><b>Philippines</b> (les) (fém.) (aux) la République des Philippines Philippin, Philippine Manille</p>

<p><b>Poland</b></p> <p>the Republic of Poland Pole; Polish (adj.) Warsaw</p>	<p><b>Pologne</b> (la) (en) la République de Pologne Polonais, Polonaise Varsovie</p>
<p><b>Portugal</b></p> <p>the Portuguese Republic Portuguese Lisbon</p>	<p><b>Portugal</b> (le) (au) la République portugaise Portugais, Portugaise Lisbonne</p>
<p><b>Qatar</b></p> <p>the State of Qatar Qatari Doha</p>	<p><b>Qatar</b> (le) (au) l'État du Qatar Qatarien, Qatarienne Doha</p>
<p><b>Romania</b></p> <p>Romanian Bucharest</p>	<p><b>Roumanie</b> (la) (en) Roumain, Roumaine Bucarest</p>
<p><b>Russia</b></p> <p>the Russian Federation Russian Moscow</p>	<p><b>Russie</b> (la) (en) la Fédération de Russie Russe Moscou</p>
<p><b>Rwanda</b></p> <p>the Rwandese Republic Rwandan Kigali</p>	<p><b>Rwanda</b> (le) (au) la République rwandaise Rwandais, Rwandaise Kigali</p>
<p><b>Saint Kitts and Nevis</b></p> <p>the Federation of Saint Kitts and Nevis Kittitian Basseterre</p>	<p><b>Saint-Kitts-et-Nevis</b> (sans art.) (masc.) (à) la Fédération de Saint-Kitts-et-Nevis Kittitien-et-Névicien Kittitienne-et-Névicienne Basseterre</p>
<p><b>Saint Lucia</b></p> <p>Saint Lucian Castries</p>	<p><b>Sainte-Lucie</b> (sans art.) (fém.) (à) Saint-Lucien(s), Saint-Lucienne(s) Castries</p>

<p><b>Saint Vincent and the Grenadines</b></p> <p>Vincentian</p> <p>Kingstown</p>	<p><b>Saint-Vincent-et-les Grenadines</b> (sans art) (masc.) (à)</p> <p>Saint-Vincentais-et-Grenadin Saint-Vincentaise-et-Grenadine Kingstown</p> <p>⇒ Il n'y a pas de trait d'union entre <i>les</i> et <i>Grenadines</i>.</p>
<p><b>Samoa</b></p> <p>the Independent State of Samoa Samoan Apia</p>	<p><b>Samoa</b> (le) (au)</p> <p>l'État indépendant du Samoa Samoan, Samoane Apia</p>
<p><b>San Marino</b></p> <p>the Republic of San Marino San Marinense; of San Marino (adj.) San Marino</p>	<p><b>Saint-Marin</b> (sans art.) (masc.) (à)</p> <p>la République de Saint-Marin Saint-Marinais, Saint-Marinaise(s) Saint-Marin</p>
<p><b>Sao Tome and Principe</b></p> <p>the Democratic Republic of Sao Tome and Principe Sao Tomean Sao Tome</p>	<p><b>Sao Tomé-et-Principe</b> (sans art.) (fém.) (à)</p> <p>la République démocratique de Sao Tomé-et-Principe Santoméen, Santoméenne Sao Tomé</p> <p>⇒ Il n'y a pas de trait d'union entre <i>Sao</i> et <i>Tomé</i>.</p>
<p><b>Saudi Arabia</b></p> <p>the Kingdom of Saudi Arabia Saudi Arabian Riyadh</p>	<p><b>Arabie saoudite</b> (l') (fém.) (en)</p> <p>le Royaume d'Arabie saoudite Saoudien, Saoudienne Riyad</p>
<p><b>Senegal</b></p> <p>the Republic of Senegal Senegalese Dakar</p>	<p><b>Sénégal</b> (le) (au)</p> <p>la République du Sénégal Sénégalais, Sénégalaise Dakar</p>

<p><b>Serbia</b></p> <p>the Republic of Serbia  Serb; Serbian (adj.)  Belgrade  ⇒ Formerly part of <b>Serbia and Montenegro</b></p>	<p><b>Serbie</b>  (la) (en)  la République de Serbie  Serbe  Belgrade  ⇒ Anciennement <b>Serbie-et-Monténégro</b></p>
<p><b>Serbia and Montenegro</b>  ⇒ <b>Montenegro</b> or  ⇒ <b>Serbia</b></p>	<p><b>Serbie-et-Monténégro</b>  ⇒ <b>Monténégro</b> ou  ⇒ <b>Serbie</b></p>
<p><b>Seychelles</b></p> <p>the Republic of Seychelles  Seychellois  Victoria</p>	<p><b>Seychelles</b>  (les) (fém.) (aux)  la République des Seychelles  Seychellois, Seychelloise  Victoria</p>
<p><b>Sierra Leone</b></p> <p>the Republic of Sierra Leone  Sierra Leonean  Freetown</p>	<p><b>Sierra Leone</b>  (la) (en)  la République de Sierra Leone  Sierra-Léonien, Sierra-Léonienne  Freetown</p>
<p><b>Singapore</b></p> <p>the Republic of Singapore  Singaporean  Singapore</p>	<p><b>Singapour</b>  (sans art.) (fém.) (à)  la République de Singapour  Singapourien, Singapourienne  Singapour</p>
<p><b>Slovakia</b></p> <p>the Slovak Republic  Slovak  Bratislava</p>	<p><b>Slovaquie</b>  (la) (en)  la République slovaque  Slovaque  Bratislava</p>
<p><b>Slovenia</b></p> <p>the Republic of Slovenia  Slovene  Ljubljana</p>	<p><b>Slovénie</b>  (la) (en)  la République de Slovénie  Slovène  Ljubljana</p>
<p><b>Solomon Islands</b></p> <p>Solomon Islander; of Solomon Islands (adj.)  Honiara</p>	<p><b>Îles Salomon</b>  (les) (fém.) (aux)  Salomonien, Salomonienne  Honiara</p>

<p><b>Somalia</b></p> <p>the Somali Democratic Republic Somali Mogadishu</p>	<p><b>Somalie</b> (la) (en) la République démocratique somalienne Somalien, Somalienne Mogadiscio</p>
<p><b>South Africa</b></p> <p>the Republic of South Africa South African Pretoria (official) Cape Town (seat of legislature)</p>	<p><b>Afrique du Sud</b> (l') (fém.) (en) la République sud-africaine Sud-Africain, Sud-Africaine Pretoria (officielle) Le Cap (siège du Parlement)</p>
<p><b>South Korea</b></p> <p>the Republic of Korea South Korean Seoul</p>	<p><b>Corée du Sud</b> (la) (en) la République de Corée Sud-Coréen, Sud-Coréenne Séoul</p>
<p><b>Spain</b></p> <p>the Kingdom of Spain Spaniard; Spanish (adj.) Madrid</p>	<p><b>Espagne</b> (l') (fém.) (en) le Royaume d'Espagne Espagnol, Espagnole Madrid</p>
<p><b>Sri Lanka</b></p> <p>the Democratic Socialist Republic of Sri Lanka Sri Lankan Colombo</p>	<p><b>Sri Lanka</b> (le) (au) la République socialiste démocratique de Sri Lanka Sri-Lankais, Sri-Lankaise Colombo</p>
<p><b>Sudan</b></p> <p>the Republic of the Sudan Sudanese Khartoum</p>	<p><b>Soudan</b> (le) (au) la République du Soudan Soudanais, Soudanaise Khartoum</p>
<p><b>Suriname</b></p> <p>the Republic of Suriname Surinamese Paramaribo</p>	<p><b>Suriname</b> (le) (au) la République du Suriname Surinamais, Surinamaïse Paramaribo</p>

<p><b>Swaziland</b></p> <p>the Kingdom of Swaziland Swazi Mbabane</p>	<p><b>Swaziland</b> (le) (au) le Royaume du Swaziland Swazi, Swazie Mbabane</p>
<p><b>Sweden</b></p> <p>the Kingdom of Sweden Swede; Swedish (adj.) Stockholm</p>	<p><b>Suède</b> (la) (en) le Royaume de Suède Suédois, Suédoise Stockholm</p>
<p><b>Switzerland</b></p> <p>the Swiss Confederation Swiss Bern</p>	<p><b>Suisse</b> (la) (en) la Confédération suisse Suisse Berne</p>
<p><b>Syria</b></p> <p>the Syrian Arab Republic Syrian Damascus</p>	<p><b>Syrie</b> (la) (en) la République arabe syrienne Syrien, Syrienne Damas</p>
<p><b>Taiwan</b></p> <p>the Republic of China Taiwanese, plur.: the Taiwanese Taipei ☞ Canada does not recognize <b>Taiwan</b> as a country; however, <b>Taiwan</b> is commonly used to refer to the island, the economy, or the geographic entity. Called <b>Chinese Taipei</b> in most multilateral forums, except the WTO.</p>	<p><b>Taïwan</b> (sans art.) (fém.) (à) la République de Chine Taïwanais, Taïwanaise Taïpei ☞ Le Canada ne reconnaît pas le statut de pays à Taïwan. Cependant « Taïwan » est couramment utilisé en référence à l'île, à l'économie ou à la région géographique. On l'appelle <b>Taïpei chinois</b> dans les tribunes multilatérales, sauf à l'OMC.</p>
<p><b>Tajikistan</b></p> <p>the Republic of Tajikistan Tajik Dushanbe</p>	<p><b>Tadjikistan</b> (le) (au) la République du Tadjikistan Tadjik, Tadjike Douchanbe</p>



<p><b>Tanzania</b></p> <p>the United Republic of Tanzania Tanzanian Dodoma</p>	<p><b>Tanzanie</b> (la) (en) la République-Unie de Tanzanie Tanzanien, Tanzanienne Dodoma</p>
<p><b>Thailand</b></p> <p>the Kingdom of Thailand Thai Bangkok</p>	<p><b>Thaïlande</b> (la) (en) le Royaume de Thaïlande Thaïlandais, Thaïlandaise Bangkok</p>
<p><b>Timor-Leste</b></p> <p>the Democratic Republic of Timor-Leste* Timorese Dili ⇒ Sometimes called <b>East Timor</b> *The UN has not yet officially ruled on the official name.</p>	<p><b>Timor-Leste</b> (le) (au) la République démocratique du Timor Leste* Timorais, Timoraise Dili ⇒ Parfois appelé <b>Timor Oriental</b> *L'ONU n'a pas encore statué sur le nom officiel.</p>
<p><b>Togo</b></p> <p>the Togolese Republic Togolese Lomé</p>	<p><b>Togo</b> (le) (au) la République togolaise Togolais, Togolaise Lomé</p>
<p><b>Tonga</b></p> <p>the Kingdom of Tonga Tongan Nukualofa</p>	<p><b>Tonga</b> (les) (fém.) (aux) le Royaume des Tonga Tongan, Tongane Nukualofa</p>
<p><b>Trinidad and Tobago</b></p> <p>the Republic of Trinidad and Tobago Trinidadian Port of Spain</p>	<p><b>Trinité-et-Tobago</b> (sans art.) (fém.) (à) la République de Trinité-et-Tobago Trinidadien, Trinidadienne Port of Spain</p>
<p><b>Tunisia</b></p> <p>the Republic of Tunisia Tunisian Tunis</p>	<p><b>Tunisie</b> (la) (en) la République tunisienne Tunisien, Tunisienne Tunis</p>

<p><b>Turkey</b></p> <p>the Republic of Turkey Turk; Turkish (adj.) Ankara</p>	<p><b>Turquie</b> (la) (en) la République turque Turc, Turquie Ankara</p>
<p><b>Turkmenistan</b></p> <p>Turkmen Ashgabat</p>	<p><b>Turkménistan</b> (le) (au) Turkmène Achgabat</p>
<p><b>Tuvalu</b></p> <p>Tuvaluan Funafuti</p>	<p><b>Tuvalu</b> (sans art.) (masc.) (à) Tuvaluan, Tuvaluane Funafuti</p>
<p><b>Uganda</b></p> <p>the Republic of Uganda Ugandan Kampala</p>	<p><b>Ouganda</b> (l') (masc.) (en) la République de l'Ouganda Ougandais, Ougandaise Kampala</p>
<p><b>Ukraine</b></p> <p>Ukrainian Kyiv</p>	<p><b>Ukraine</b> (l') (fém.) (en) Ukrainien, Ukrainienne Kiev</p>
<p><b>United Arab Emirates</b> (the) of the United Arab Emirates Abu Dhabi</p>	<p><b>Émirats arabes unis</b> (les) (masc.) (aux) Émirien, Émirienne Abou Dhabi</p>
<p><b>United Kingdom</b> (the) the United Kingdom of Great Britain and Northern Ireland Briton, plur.: the British; British (adj.) London</p>	<p><b>Royaume-Uni</b> (le) (au) le Royaume-Uni de Grande-Bretagne et d'Irlande du Nord Britannique Londres</p>
<p><b>United States of America</b> (the) American Washington, D.C.</p>	<p><b>États-Unis d'Amérique</b> (les) (masc.) (aux) Américain, Américaine Washington, D.C.</p>

<p><b>Uruguay</b></p> <p>the Eastern Republic of Uruguay Uruguayan Montevideo</p>	<p><b>Uruguay</b> (l') (masc.) (en) la République orientale de l'Uruguay Uruguayen, Uruguayenne Montevideo</p>
<p><b>Uzbekistan</b></p> <p>the Republic of Uzbekistan Uzbek Tashkent</p>	<p><b>Ouzbékistan</b> (l') (masc.) (en) la République d'Ouzbékistan Ouzbek, Ouzbèke Tachkent</p>
<p><b>Vanuatu</b></p> <p>the Republic of Vanuatu Vanuatuan Port Vila</p>	<p><b>Vanuatu</b> (sans art.) (masc.) (à) la République de Vanuatu Vanuatuan, Vanuatuane Port-Vila</p>
<p><b>Vatican</b> ☞ Holy See</p>	<p><b>Vatican</b> ☞ Saint-Siège</p>
<p><b>Venezuela</b></p> <p>the Bolivarian Republic of Venezuela Venezuelan Caracas</p>	<p><b>Venezuela</b> (le) (au) la République bolivarienne du Venezuela Vénézuélien, Vénézuélienne Caracas</p>
<p><b>Vietnam</b></p> <p>the Socialist Republic of Vietnam Vietnamese Hanoi</p>	<p><b>Vietnam</b> (le) (au) la République socialiste du Vietnam Vietnamien, Vietnamienne Hanoï</p>
<p><b>Yemen</b></p> <p>the Republic of Yemen Yemeni Sanaa</p>	<p><b>Yémen</b> (le) (au) la République du Yémen Yéménite Sanaa</p>
<p><b>Zaire</b> ☞ Democratic Republic of the Congo</p>	<p><b>Zaire</b> ☞ République démocratique du Congo</p>

<p><b>Zambia</b></p> <p>the Republic of Zambia Zambian Lusaka</p>	<p><b>Zambie</b> (la) (en) la République de Zambie Zambien, Zambienne Lusaka</p>
<p><b>Zimbabwe</b></p> <p>the Republic of Zimbabwe Zimbabwean Harare</p>	<p><b>Zimbabwe</b> (le) (au) la République du Zimbabwe Zimbabweéen, Zimbabweéenne Harare</p>

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