

WMO STYLE GUIDE



World
Meteorological
Organization

Weather · Climate · Water

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PART III – DESKTOP PUBLISHING (IN PREPARATION)

INTRODUCTION

Our readers might wonder why we went to the trouble of putting together a style guide when so many reputable manuals for good writing in English have been published over the years.

While familiar with the content of those manuals – some of which are listed at the end of this guide under **Suggested reading** – we have sought to deal with the specific hurdles that writers, editors and translators working at and for WMO encounter daily in their work.

The needs of readers of WMO publications remain one of our main concerns: simplicity, clarity and consistency are essential for effective communication in a multilingual and multicultural environment.

Largely based on the *United Nations Editorial Manual Online*, which remains the primary authority on style and spelling in the United Nations system, this guide focuses on the specific terminology, spelling and style that best meet the needs of WMO staff and audience.

This guide does not claim to be exhaustive: it focuses on the most common problems encountered in our work and the frequent questions asked by colleagues outside the Language, Conference and Publishing Services Department.

We remain open to any suggestion that would help improve this guide for the benefit of our users and readers.

Editorial team
Language, Conference and Publishing Services Department

STRUCTURE OF THE GUIDE

For ease of reference, the guide is divided into three parts:

Part I

Essential elements of style for authors, editors and translators, as its title indicates, is intended for those working on WMO publications.

Part II

Preparation of abridged final reports of constituent body sessions, is intended for those drafting, editing and translating session reports, where the style differs from that of other WMO publications.

Part III

Desktop publishing (being drafted), is intended for staff in the text processing unit, graphic designers, editors and all those preparing the layout of WMO guides, manuals and other technical publications.

This guide is not designed for those preparing the layout of the Organization's brochures, who should refer to the *WMO Corporate Visual Identity Guidelines* (December 2012 edition), available only on the intranet.

Queries may be addressed to the in-house editors in the Language, Conference and Publishing Services Department.

PART I

ESSENTIAL ELEMENTS OF STYLE FOR AUTHORS, EDITORS AND TRANSLATORS



1. SPELLING

The general rule is to follow the [WMO spelling list](#). For words not included in this list, the [United Nations spelling list](#) and the latest edition of the *Concise Oxford English Dictionary* should be used. If more than one spelling is given in the dictionary, use the form listed first unless otherwise indicated in the WMO or United Nations list.

Words ending in -ize, -ise and -yse

Use “-ize” verb endings and related “-ization” noun endings:

organize, organization

realize, realization

nationalize, nationalization

utilize, utilization

emphasize, minimize, and so forth

Exceptions: analyse, catalyse and paralyse



2. ABBREVIATIONS AND ACRONYMS

Abbreviations and acronyms used in WMO documents can be found in [METEOTERM](#) and [Acronyms](#) on the Organization's website. For a list of abbreviations and acronyms used in United Nations documents, see the [United Nations Editorial Manual Online](#).

Please bear in mind that many acronyms and abbreviations that are used to simplify communication among experts in a specific field are puzzling to readers who are not specialized in the same area. Hence, abbreviations and acronyms should be used sparingly and avoided wherever possible.

When unavoidable, insert the abbreviation or acronym in parentheses after the first mention of the (full) term. They are not given in parentheses when they occur only once or twice in a text. However, when the entity referred to is better known by the abbreviation or acronym, it may be preferable to include it in parentheses after the full name, even if it occurs only once.

Note: Acronyms can be used when they relate to the main subject of the publication, for example, **GOS** in the *Manual on the Global Observing System*, and **GDPFS** in the *Manual on the Global Data-processing and Forecasting System*.

Abbreviations and acronyms should be spelled out in full in titles and headings and **should not** be followed by the abbreviation in parentheses.

A few abbreviations for technical terms – such as GDP, GPS, HIV, AIDS and DNA – and acronyms related to communication technology – such as CD, DVD, HTML, SMS, URL and XML – are now so widely used that spelling them out in full is unnecessary.

ABBREVIATIONS

Abbreviations may be used in tables or illustrations where space is limited, and a key should be provided.

Avoid the use of e.g., i.e. and etc. whenever possible. They can be replaced as follows:

e.g.: **for example, for instance, such as**

i.e.: **that is**

etc.: **and the like, and so forth**, except in lists. Where used, "etc." is preceded and followed by a comma when it is the final item of a series: **temperature, humidity, atmospheric pressure, etc., are important parameters.**

"Etc." should not be used with "for example" (incorrect: for example, w, x, y, etc.). Never use "and etc." Do not use a comma after e.g. and i.e.

Mr and Ms do not take a period/full stop.

Currency

The currency abbreviation or symbol precedes the amount of money. The currency name written in full follows the figure: **2 000 or 2 000 rupees; Rub 5 000 or 5 000 rubles.**

For a comprehensive list of currencies in use, see [UNTERM](#) under the relevant country name.

ACRONYMS

Like abbreviations, acronyms may be used in tables or illustrations where space is limited, and a key should be provided.

As a rule, avoid using acronyms at the beginning of a sentence.

Do not use periods or full stops with acronyms.

Do not use the article before an acronym: **“WMO is the ...” not “The WMO is the ...”**

Use of the possessive should be avoided: **“WMO Members are ...” not “WMO’s Members are ...”**

Always write United Nations in full, even if used as an adjective: **the United Nations Millennium Development Goals.**

A list of acronyms is no longer included in WMO publications. In technical publications, when acronyms are used, refer the reader to the online [METEOTERM](#) and [acronym list](#).



3. CAPITALIZATION

BASIC RULES

Use initial capitals sparingly. They should be used for:

- The first word of a sentence
- The first word (and words normally capitalized) in titles, headings and subheadings, tables and figures
- The first word of a subparagraph or item on a list
- Proper nouns and adjectives and recognized geographical names
- All words in the titles of books, periodicals and publications, except articles, conjunctions and prepositions: *Atlas of Mortality and Economic Losses from Weather, Climate and Water Extremes (1970–2012)*
- The first element of hyphenated words in titles:

Institutional Partnerships in Multi-hazard Early Warning Systems

Operational Procedures for Non-nuclear Emergency Response Activities

Capitalize the second element only if it is a proper noun or adjective, or a word normally capitalized:

Simultaneous interpretation will be provided for non-English speaking delegations.

Non-Member Meteorological Service Agreements

- The official titles of persons, councils, commissions, committees, Secretariat units, organizations, institutions, political parties and organized movements
- The titles of specific posts, WMO bodies, officials and their offices:

Assistant Secretary-General

Congress

Deputy Secretary-General

Executive Council

External Auditor

First, Second and Third Vice-Presidents of WMO

Permanent Representative of Belgium (for example) with WMO

President of WMO

Regional Association I (II, III, IV, V and VI) **but** regional associations (in general)

Secretariat

Secretary-General

WMO Bureau

WMO Region

- WMO regulations: When referring to the WMO General, Technical, Financial and Staff Regulations in general, use initial capitals but do not use italics.

Note: When referring to the publication, use the full title in italics followed by the publication number in parenthesis and the volume number: *Technical Regulations (WMO-No. 49), Volume I.*

- Chairperson (**not** Chair), but chairpersons (in general)
- Member, when referring to a country or territory Member of WMO
- State, when referring to a country or a specific state in a federation, such as the State of New York or the State of Uttar Pradesh, India
- Tropical storms, hurricanes, cyclones, typhoons and their names (italicized):

Hurricane Katrina

Typhoon Haiyan

Tropical Cyclone Evan

- Earth (planet) **but** earth (soil); Sun (star)
- The main component of an e-compound referring to an established electronic system or tool, such as e-Folder; otherwise, e-mail, e-commerce and so on, except at the beginning of a sentence

Do not use capital letters for the following:

- Continent: *the Antarctic continent*
- Hemisphere: *northern, southern, eastern and western hemisphere*
- Names of clouds: *cumulonimbus*
- Seasons (see **Usage**)
- The presidents and vice-presidents of regional associations and technical commissions
- WMO headquarters

Note: Least developed countries (LDC) and small island developing States (SIDS) are not capitalized when written in full, except when they are part of an official name:

WMO Office for the Least Developed Countries and Regional Coordination

Programme of Action for the Sustainable Development of Small Island Developing States

GEOGRAPHICAL DESIGNATIONS AND REGIONS

North, South, East and West are capitalized when they are used as proper nouns or when they are part of the name of an area, a political division or concept:

The North, the South, the East, the West, the Near East, the Middle East, the Far East;
South–South cooperation

North Africa (hence North African countries)

Central America (Central American countries)

South America (South American countries)

South-East Asia (**but** Association of Southeast Asian Nations)

West Africa (West African States)

the North Pole, the South Pole (**but** poles in general)

Adjectives and nouns derived from the cardinal points are not capitalized, unless they are part of a proper name:

northern Europe, a northerner **but** Northern Ireland

western France, a westerner **but** Western Australia

Do not capitalize a generic term such as city, county, state or province when it precedes the proper noun or stands alone, unless it is used in a corporate sense:

A severe snowstorm hit the city of Atlanta late in January causing major power outages and traffic jams.

In 2003, a powerful earthquake hit China's south-west province of Sichuan.

The death toll from flooding in June 2013 in the northern state of Uttarakhand had surpassed 100 and could rise substantially.

but

The report, commissioned by the City of London, sets out the issues that the local economy will face in meeting rising power demands.

The Ministry of the Environment of the Province of Ontario is responsible for protecting clean and safe air, land and water to ensure healthy communities, ecological protection and sustainable development for present and future generations of Ontarians.

Lawsuit filed against the State of New York over alleged inadequate funding of public schools

Do not capitalize a generic term unless it is part of a geographical name:

The Tigris and Euphrates rivers

but

River Plate

Lake Victoria

Gobi Desert

Rocky Mountains

Nile Valley

Please note the following variations based on context and usage:

Antarctica, the Antarctic Circle

The Arctic, the Arctic Circle, Arctic waters, a mass of Arctic air **but** arctic conditions (talking about very cold weather)

The Equator, the Equatorial Current **but** equatorial climate

The Tropic of Cancer **but** the tropics (in general), tropical

Capitalize "greater" when used with a name of a city to denote a whole metropolitan area: Greater Chicago, Greater London.

Directions

Do not use capital letters for points of the compass if they indicate direction:

a north wind, south-westerly winds

to fly south, eastward

to turn east, westward

in the south-west of France



4. COUNTRY NAMES

The short form is used in WMO publications (see [WMO Members](#) for an up-to-date list). For specific cases, see [Pitfalls](#) below. The formal name is generally used in legal texts. In historical texts, use the name of the country at the time, or use “the then (country name)”.

Pitfalls: Watch out for the following pitfalls:

- [Bolivarian Republic of Venezuela](#) (**not** Venezuela); in lists: [Venezuela \(Bolivarian Republic of\)](#)
- [Bosnia and Herzegovina](#) (**not** Bosnia-Herzegovina)
- [Brunei Darussalam](#) (**not** Brunei)
- [Cabo Verde](#) (**not** Cape Verde)
- [Côte d'Ivoire](#) (**not** Ivory Coast)
- [Curaçao and Sint Maarten](#) (**not** Netherlands Antilles and Aruba)
- [Democratic People's Republic of Korea](#) (**not** North Korea or DPRK)
- [Democratic Republic of the Congo](#) (**not** Congo or DRC)
- [Federated States of Micronesia](#) (**not** Micronesia); in lists: [Micronesia \(Federated States of\)](#)
- [Falkland Islands \(Malvinas\)](#) (**not just** Falkland Islands)
- [Hong Kong, China](#) (in references before 1 July 1997: [Hong Kong](#))
- [Islamic Republic of Iran](#) (**not** Iran); in lists: [Iran \(Islamic Republic of\)](#)
- [Lao People's Democratic Republic](#) (**not** Laos or Lao PDR)
- [Libya](#) (**not** Libyan Arab Jamahiriya)
- [Macao, China](#)
- [Myanmar](#) (**not** Burma)
- [Plurinational State of Bolivia](#) (**not** Bolivia); in lists: [Bolivia \(Plurinational State of\)](#)
- [Republic of Korea](#) (**not** South Korea or Korea)
- [Republic of Moldova](#) (**not** Moldova)
- [Russian Federation](#) (**not** Russia or USSR)
- [State of Palestine](#) (**not** Palestine)
- [Syrian Arab Republic](#) (**not** Syria)
- [Taiwan Province of China](#)

- The former Yugoslav Republic of Macedonia (**not** Macedonia)
- Timor-Leste (**not** East-Timor)
- United Kingdom of Great Britain and Northern Ireland (first mention; thereafter, **United Kingdom** or **UK** where space is limited)
- United Republic of Tanzania (**not** Tanzania)
- United States of America (first mention; thereafter, **United States** or **USA** where space is limited)
- Viet Nam (**not** Vietnam)

The country name is normally given after the name of a city, unless the city is the capital.

Note: Geneva and New York, although not the capitals of their respective countries, are not followed by the country name.

Up-to-date country and capital city names can be found in [UNTERM](#). For an up-to-date list of WMO Members, see [Composition of the WMO](#) (WMO-No. 5).

Note: Since Members of WMO include both countries and territories, avoid the expression “WMO Member States” as this would leave out the territories. Use instead **WMO Members**.

COUNTRY MAPS

All WMO maps must satisfy specific constraints linked to the Organization’s stature as a specialized agency of the United Nations. There are also other WMO-specific characteristics, such as the geographical limits of its regional associations, that maps issued by the Organization need to reflect. Therefore, the Secretary-General approved an official WMO basemap that must be used for the production of all maps for publication. The basemap is compatible with most standard Geographical Information System (GIS) tools such as Quantum GIS.

The WMO basemap contains geographic boundaries (borders) of WMO Member States and territories, and other data (on non-Member States of WMO) in electronic format. The basemap is, therefore, subject to change; the Cabinet and External Relations Department (CER) will retain responsibility for accuracy, updating and maintaining of the basemap. Staff will be notified when a new WMO basemap version is made available and will be required to update their maps in all non-static publications upon receipt of the notification. The basemap version used to generate a map should be mentioned in the filename of the map so that all can easily identify whether a map has been updated.

The basemap can be found at G:\shared\DEPT\CER\Public\FOR USERS\WMOBaseMap\.

If staff notice any inconsistencies in the official basemaps (the reference is [Composition of the WMO](#) (WMO-No. 5)), these should be immediately reported for correction to Sarah Natalie Burke of CER.



5. NUMBERS

CARDINAL NUMBERS

Cardinal numbers expressed in words

Numbers under 10 are generally expressed in words except in ranges:

six, not 6

but

a 2–3 day workshop

Numbers are always expressed in words:

- At the beginning of a sentence: **Twelve** tornados were sighted above Wichita Falls.
- In simple fractions: **Almost two thirds** of the population were evacuated at a cost of 500 million euros.

Note: Fractions expressed in words are not hyphenated (for example, **one third of the total**) unless they are used as adjectives (for example, **one-third share**).

All numbers may be expressed in words in isolated references to approximate measures and periods of time: **The weather station, about ten kilometres from the Equator, has grown significantly over the past fifty years.**

Cardinal numbers expressed in figures

Numbers between 10 and 999 000 are normally written in figures, except as noted above.

Whole numbers of more than three digits are split as follows: **2 632 597; 8 022.**

Decimals are punctuated as follows: **3.4, US\$ 50.25, € 146.80.**

The following are always expressed in figures:

- WMO resolutions and recommendations: **Resolution 12 (EC-LXIII), Recommendation 3 (CBS-15)**
- Percentages: **Annual sample requirements have a 93% confidence interval with less than a 9% margin of error.**
- Compound fractions: **Staff are entitled to 2½ days' annual leave per month.**
- Decimal numbers and fractions: **The hurricane hit land 6.5 km from the border.**

Note: Insert a zero before the decimal point in decimal fractions expressing a number less than one: **0.5 g**. All numbers in a table or series should be carried to the same decimal place.

Do not use decimal points with whole numbers or when figures are preceded by “around” or “approximately”.

- Ratios: **The success–failure ratio of e-government in developing countries was 1 to 6.**
- Map scales: **A new map on the scale 1:250 000 was published in 2010.**
- Weights and measures: **A GPS satellite weighing 2 300 kg was installed some 20 000 km from Earth above the Indian Ocean.**
- Ages: **Average life expectancy in sub-Saharan Africa is now 46 years. (Exception: under-five mortality)**
- Temperature: **15 °C, 92 °F**
- Sums of money: **US\$ 850 000, £ 456.50, € 850**
- Voting results: **The resolution was adopted by 33 votes to none, with 3 abstentions.**

Note: In votes, the word “none” is always used instead of the figure “0”. The majority vote is always given first.

ORDINAL NUMBERS

Ordinals expressed in words

Ordinal numbers from first to ninety-ninth are expressed in words for most ordinary purposes:

WMO celebrated its fiftieth anniversary in 1999.

The Executive Council held its sixty-fifth session at WMO headquarters from 15 to 23 May 2013.

For centuries, the word is written out: **twenty-first century** (**not** 21st century or XXI century).

Ordinals expressed in figures

Ordinal numbers are written in figures to indicate:

- Meeting numbers: **2nd and 3rd meetings**
- Floors: **4th floor, 38th floor**
- Session numbers higher than 99: **100th session**

MILLIONS, BILLIONS AND TRILLIONS

In running text, numbers in the millions, billions and trillions are written as follows:

1 million, 3.4 million, 6 billion, 7.8 trillion.

If there is more than one digit to the right of the decimal point, the number should normally be written out in full: **3 432 000** (**not** 3.432 million).

Note: The same rules apply to numbers in the billions and trillions.

The term “billion” (French: *milliard*; Spanish: *mil millón*) is used to mean a thousand million. The term “trillion” (French: *billion*; Spanish: *billón*) is used to mean a million million.

NUMBERS OCCURRING TOGETHER OR IN A SERIES

When two numbers occur together, they should be expressed in different styles, according to the nature of the elements and the context: **Twenty 100-mm plastic raingauges; 15 five-year-old weather satellites.**

When two or more numbers to which different rules apply occur in a series, the rule applying to the higher or highest number applies to all:

Representatives from 12 African, 8 Asian and 5 Latin American countries attended the meeting.

The Eastern North Pacific basin had above-average hurricane activity in 2013, with a total of 20 storms, 9 of which intensified to hurricane status and 1 of which became a major hurricane.

Note: This rule does not necessarily apply if the series includes disparate items: **A total of 23 people were injured in four separate incidents.**

RANGES OF NUMBERS

When two numbers are used to indicate a range, the two numbers should be homogeneous: **Between 3 430 500 and 4 000 000 housing units were built** (**not** between 3 430 500 and 4 million housing units).

To reduce the possibility of confusion, the numbers should be expressed in full, whether in words or figures: **Damages from the floods were estimated at between Can\$ 2 million and Can\$ 5 million** (**not** between Can\$ 2 and Can\$ 5 million).

When linking two numbers in a range, use the following forms:

- An en dash: **Production is expected to increase by an additional 2%–4%.**

Note: Do not use “from” with an en dash (**not** from 20%–30%).

- From ... to ...: **The Committee will meet from 12 to 23 April, and on 12 and 13 May 2015.**
- Between ... and ...: **Literacy rates rose for girls between 10 and 15 years of age.**

Note: Do not use “between” with “to” (**not** between 15 to 20 satellites).

If the unit of the range is represented by a symbol, the symbol is always repeated:

The temperature rose from 15 °C to 30 °C.

Prices averaged \$A 20–\$A 25 per pound.

If the unit is written out or abbreviated, it is given only once, after the second number:

The Intergovernmental Panel on Climate Change has warned that global sea levels could rise by between 26 and 82 centimetres by the end of the century if stronger efforts are not made to curb climate change.

A re-boost burn can increase the orbital height of an automated transfer vehicle by 30–50 km an hour.

ARABIC NUMERALS

Use Arabic numerals for:

- WMO constituent body sessions (after June 2012)
- Chapters
- Annexes (except in session reports)
- Appendices
- Attachments
- Resolutions and their annexes
- Figures, graphs and tables (see also [Numbering](#) in Part III)

ROMAN NUMERALS

Roman numerals are normally used to identify:

- Parts and volumes of a publication
- Annexes to session reports (see also [Numbering](#) in Part III)
- WMO constituent body sessions (up to June 2012)

TELEPHONE AND FAX NUMBERS

Telephone and fax numbers should be written without parentheses or hyphens: **Tel.: 940 592 58 00, ext.123; Fax: 212 555 77 77** (when abbreviated, telephone is written as “Tel.” and not “Tel”).

Where it is appropriate to include both a country and a city code, leave a space between the two codes and between the codes and the telephone or fax number. In the following example, the first block of numbers (41) is the country code for Switzerland and the second block (22) is the city code for Geneva: Tel.: +41 (0) 22 730 83 14.

Note: In some cases, as in the example above, the number encircled by parentheses is considered part of the phone number only when dialling within the country.

DATES

The day is followed by the month and year: **21 April 2014**. There is no comma between the month and the year: **October 2015**.

Months are normally written out in full but may be abbreviated (without punctuation) in tables if space is limited.

Dates are not to be written as 2/07/12, 2.07.12. Where space is limited, for example in tables, the **22.5.14** form can be used.

Note: Exceptionally, Roman numerals are used to indicate the month in session templates (top right-hand corner) in order to avoid confusion with the American date format.

Non-specific references to “this year”, “next year” or “last year” are to be avoided. Authors and editors should supply the specific year, thus:

In the course of 2014, the Committee will pursue work on the following themes ...

The timetable for the 2015 global climate change agreement ...

The membership of WMO was 191 Member States and Territories in 2013.

References to meetings should be written out as follows: **Informal Planning Meeting of the Voluntary Cooperation Programme, Seoul, 25–27 March 2014.**

COLLECTIVE YEARS

A single period covering two or more full years is written as follows:

1999–2008 (or from 1999 to 2008)

biennium 2009–2010

the 2001–2010 decade

A period of less than 24 months that overlaps two years is written as follows: **The 2011/2012 tropical cyclone season in the South-West Pacific was below average, with only three named tropical storms.**

Biannual, biennial and the like

Biannual means occurring twice a year.

Biennial means occurring every other year (every two years).

Bimonthly, biweekly and biyearly are ambiguous: they mean either occurring twice a month/week/year or occurring every other month/week/year.

It is best to avoid these words entirely, and write “twice a month/week/year” and “every other month/week/year” (or “every two months/weeks/years”) as appropriate.

Decades

Decades are always expressed as follows: **the 1990s (not the nineties, the 90s or the 1990’s).**

TIME OF DAY

The 12-hour system is used for most purposes. The time of day is expressed as follows: **9 a.m. (not 9:00 a.m.), noon, 1.30 p.m., 9.05 p.m. (not 9.5 p.m.), midnight.**

The 24-hour system is used primarily in military and production schedules. The time is expressed in four figures and is written without punctuation: **0900 hours, 2100 hours.**

Note: In meteorology, time is expressed according to a single standard, the Universal Coordinated Time (UTC), formerly known as Greenwich Mean Time (GMT). Meteorologists also use the twenty-four hour clock (where 0000 = midnight UTC): **Tuesday, 25 March 2014, at 1800 UTC.**

MATHEMATICAL EXPRESSIONS

Equations: Use Microsoft Math Editor for all equations. Equations should be numbered in parentheses at the right-hand margin, for example:

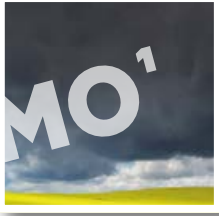
$$x^a + y^b = z^{a+b} \quad (4)$$

If the equation goes over one line, break the equation before operators (=), continuing operators (+, -, x, /) or signs.

UNITS OF MEASUREMENT

Units, quantities and symbols should be used in accordance with the *International System of Units* (SI), published by the Bureau International des Poids et Mesures (BIPM, 2006); *Quantities and Units*, Part 1: General, compiled by the International Organization for Standardization (ISO 80000-1:2009); and *Symbols, Units, Nomenclature and Fundamental Constants in Physics*, published by the International Union of Pure and Applied Physics (IUPAP, 1987). Variables not defined as international symbols by the above-mentioned publications but commonly used in meteorology should be used as stated in the *International Meteorological Tables*, published by the World Meteorological Organization (WMO-No. 188, TP. 94).

Note: The International Civil Aviation Organization (ICAO) uses some SI-derived units of measurement, which should not be changed.



6. FOOTNOTES AND ENDNOTES

Footnotes and endnotes are numbered consecutively, from the beginning of the publication to the end, including annexes and appendices. In voluminous publications, this can be applied to parts or chapters. For footnotes in figures, tables and boxes, see [Illustrations](#).

Footnotes are inserted in superscript, outside punctuation, within the body of a text and appear at the foot of a page, regardless of where the text ends on the page. Endnotes appear at the end of a chapter or section, or at the very end of a publication.

Footnotes contained within quotations are omitted unless the meaning or purpose of the quotation would be obscured without the footnote. If the footnote must be retained, keep the original footnote number and place the footnote directly below the quotation. The final quotation marks should follow the footnote.

For abbreviations used in footnotes and other references, see [Abbreviations](#).



7. PUNCTUATION



APOSTROPHE

Apostrophes are most commonly used to show possession.

An apostrophe ('s or s') is not used with an abbreviation/acronym or the name of an organization:

WMO Commission for Agricultural Meteorology

United Nations Headquarters

COLON

A colon introduces an element or a series of elements illustrating or amplifying what has preceded the colon: Land stations shall measure or calculate the following parameters: vapour pressure, relative humidity and dewpoint temperature.

A colon may be used instead of a period to introduce a series of related sentences: The hurricane made landfall in the middle of the night: Should we wake the children? Find shelter in the basement? Or should we stay put?

The first word following the colon is in lower case, unless it is a proper name, in the following cases:

- When a colon is used within a sentence: Weather ships have been superseded by a new generation of technological tools: satellites, weather buoys and long-range aircraft.
- When a colon is used in a heading or subheading: Model VAG: volcanic ash advisory information in graphical format.

Capitalize the first word after a colon in the following cases:

- To separate an independent clause from a quotation: When talking about justice, the President would often quote Martin Luther King: "Human progress is neither automatic nor inevitable ... Every step towards the goal of justice requires sacrifice, suffering and struggle; the tireless exertions and passionate concern of dedicated individuals."
- When a colon introduces two or more sentences: The meeting was adjourned for three reasons: First, the delegates had fallen asleep. Second, the microphones did not work. Third, the gavel was nowhere to be found.
- When the introductory phrase is very brief and the clause following the colon represents the gist of the message: Reminder: Mammatus clouds, dark clouds shaped like sagging pouches, often appear after a tornado.

A colon is generally used after expressions such as "as follows" and "the following".

In general, do not use a colon after “namely”, “for example” and similar expressions, or before a series introduced by a verb or preposition:

He stressed the positive effects of global warming, namely that overall productivity in Canada would rise.

Aid for science and technology supports enterprise-based innovation, for example, through international cooperation.

The manual deals with (a) the components of the Global Operating System, (b) ... (c) ...

A résumé should include educational background, work experience ...

COMMA

Do not use a serial comma to punctuate the last word of a series – there should be no final comma before “and” or “or”: **Structural measures to reduce exposure to flooding include the construction of levees, floodwalls and bypass channels.** However, in some texts, the final comma may sometimes have to be included for the sake of clarity, for example, in an enumeration containing lengthy or complex elements:

Ministries of Foreign Affairs, Defence, and Health and Social Affairs

... capacity-building programmes, education and literacy programmes, and health and social support programmes.

... including their chemical, biological and physical properties, and their interaction with the physical environment.

Do not use a comma after e.g. and i.e.

EN DASH

The en dash is used for the following purposes:

- To join coordinate or contrasting pairs:

height–depth ratio

coupled atmosphere–ocean patterns

climate–ocean–ecosystem interactions

- To connect numbers, where it means up to and including (or through):

See chapters 23–30, pages 140–250

You are invited to celebrate World Meteorological Day on Friday, 11.30 a.m.–3 p.m.

The WMO Strategic Plan 2012–2015

- As a minus sign instead of a hyphen: –23 °C

- To set off an amplifying or explanatory element in a similar manner to commas, parentheses or colons, insert a space before and after the en dash, as illustrated in the following examples:

The role of oceanic microbial processes in regulating the efficiency of the removal of carbon from the upper ocean and sequestering it on the ocean floor – thus regulating atmospheric carbon dioxide – will be explored.

Air pollution is a major concern as urban population is rising – from 50% of the world’s total population today, it is expected to reach 70% by 2050.

- To link a city name to the name of a university that has more than one campus:

the University of Wisconsin–Madison

the University of Wisconsin–Milwaukee

- In a list:

The variables listed below can be measured or derived from the basic measurements described in the previous sections:

- Wind speed and direction
- Constant pressure levels
- Maximum wind
- Wind shear
- Observation clouds (optional)

Note: In guides and manuals, lists should always be set off by en dashes, not bullets.

FORWARD SLASH

A forward slash is used for the following purposes:

- To indicate time periods that encompass parts of two consecutive calendar years:
Intersessional period 2014/2015
- To link two alternative words: and/or
- Between the names of two organizations in the titles of joint meetings, programmes and projects:

Joint WMO/IOC Technical Commission for Oceanography and Marine Meteorology

WWRP/THORPEX African Science Plan

HYPHEN

There are no strict rules for the use of hyphens.

Some compound words are hyphenated irrespective of their grammatical use:

Secretary-General

capacity-building

There are cases, however, where hyphenation is dictated by the grammatical function that some words have in a sentence:

in depth (adv.): We need to study this subject in depth.

in-depth (adj.): An in-depth study of this subject

land use (noun): A report on land use in Europe

land-use (adj.): A report on land-use policies in Europe

sea ice (noun): One way to assess the state of the Arctic sea ice is to estimate the age of the ice, given that first-year ice is the thinnest and most susceptible to melting.

sea-ice (adj.): The 2001–2010 decade has experienced accelerated melting of the sea-ice cover and mass loss of the Greenland ice sheet.

When two or more compound modifiers have a common base, this base is sometimes omitted in all except the last modifier, but the hyphens are retained: short-, medium- and long-range climate prediction.

Do not hyphenate:

- Compounds formed by an adverb ending in -ly and a participle: internationally agreed environmental goals
- Compounds including the word “very”: very high-frequency radar
- Latin words, even when used as adjectives:
 - in situ measurements (**not** in-situ measurements)
 - ad hoc working group (**not** ad-hoc working group)

Prefixes

A hyphen is normally used after a prefix to prevent a word being mistaken for another (re-treat/retreat, re-cover/recover); to avoid doubling a vowel or a consonant (re-elect, re-employ, part-time) or to link the prefix to a word beginning with a capital letter (pre-Columbian, post-World War II)

See also the [WMO spelling list](#).

PARENTHESES

Use parentheses sparingly; they are often unnecessary and tend to clutter up a text.

Never use a comma before parentheses:

As noted in the glossary (see Appendix 3), a user is ...
... the *Manual on Codes* (WMO-No. 306), Volume I.2

Capitalization

If the parenthetical expression occurs inside a sentence, use lowercase and no punctuation:
... research in various areas (see section 3.2).

If it occurs outside a sentence and is self-contained, use uppercase and full punctuation:
... (See Chapter 2, Figure 4, for further details.)

QUOTATION MARKS

When necessary, use double quotation marks around a direct quotation. Use smart (or “curly”) quotes. Do not use French-style quotation marks, << >>. For more detail, see [Quotations](#).

SEMICOLON

A semicolon is normally used at the end of a subparagraph, as follows:

The statistics include:

- (a) Mean annual, monthly or seasonal values;
- (b) Maxima, minima and selected percentiles;
- (c) Measures of variability, such as the standard deviation;
- (d) Continuous records in the form, for example, of a river-flow hydrograph.

Do not insert “and” or “or” after the semicolon of the penultimate entry.

As a rule, do not use a semicolon with en dashes (or bullets); the preferred style is no punctuation or a period.

There is, however, an exception to this rule: in guides and manuals, a semicolon is used in lists set off by en dashes.

SQUARE BRACKETS

Use square brackets when inserting a word that is not in the original quotation (see [Quotations](#)).

Square brackets are also used in reference lists to enclose English translations of non-English language references (see [Bibliography](#)).



8. FORMATTING

BOLD AND SEMIBOLD

If you must use bold for emphasis, confine it to single words or phrases, not whole paragraphs.

In manuals, guides and technical publications, bold is used for chapter headings, first- and second-level headings, and bold and italics for third-level headings, as shown under **Headings and subheadings**.

Semibold is used in WMO Technical Regulations and Manuals to highlight standard practices and procedures, which are distinguished by the use of the word “shall”.

ITALICS

Use italics for the following:

- Foreign words that do not appear in the latest edition of the *Concise Oxford English Dictionary*
- The titles of books, publications, databases, CD-ROMs, periodicals, newspapers, films, plays and radio and television programmes
- The names of aircraft, ships and spacecraft
- Names of tropical storms
- Latin names of animal and plant species
- Variables in mathematical expressions
- The titles of laws and decrees in a foreign language

In manuals, guides and technical publications, italics are used in third- and fifth-level headings as shown under **Headings and subheadings**.

Do not use italics for the following:

- Emphasis
- El Niño, La Niña
- Non-English names of organizations, institutions, corporations and programmes
- Titles of papers and articles

HEADINGS AND SUBHEADINGS

Headings and subheadings enhance clarity by indicating the hierarchy and structure of ideas in the text.

In manuals, guides and other technical publications, there are five heading levels. Numbering begins at 1 if the chapters are not numbered (see first example below); otherwise, numbering follows from the chapter number (see second example below). The same style should be used in publications in which headings are not numbered. For font types to be used, see Part III, [Headings and subheadings](#).

CHAPTER HEADING		12 PT BOLD CAPS (14 pt leading)
1.	FIRST-LEVEL HEADING	10 PT BOLD CAPS
1.1	Second-level heading	10 pt bold u/l
1.1.1	<i>Third-level heading</i>	10 pt bold italics u/l
1.1.1.1	Fourth-level heading	10 pt medium u/l
1.1.1.1.1	<i>Fifth-level heading</i>	<i>10 pt italics u/l</i>

OR

CHAPTER 1		12 PT BOLD CAPS (14 pt leading)
1.1	FIRST-LEVEL HEADING	10 PT BOLD CAPS
1.1.1	Second-level heading	10 pt bold u/l
1.1.1.1	<i>Third-level heading</i>	10 pt bold italics u/l
1.1.1.1.1	Fourth-level heading	10 pt medium u/l
1.1.1.1.1.1	<i>Fifth-level heading</i>	<i>10 pt italics u/l</i>

When publications are divided into parts, use 13 pt bold caps for the part heading (part number in Roman numerals).

For headings and subheadings in brochures, see the *WMO Corporate Visual Identity Guidelines* (December 2012 edition), available only on the intranet.

Paragraphs and subparagraphs

In guides, manuals and other technical publications, paragraphs and subparagraphs should be clearly identified by using numbers and letters as indicated below.

For paragraphs, use the following sequence:

- 1.
- 1.1
- 1.1.1
- 1.1.1.1
- 1.1.1.1.1

Try to avoid paragraph numbers longer than five figures.

Do not number paragraphs in brochures, foldouts and many non-technical publications.

If there is only one paragraph in a section, do not number that paragraph.

Subparagraphs should be identified as follows:

First degree: (a), (b), (c), etc.

Second degree: (i), (ii), (iii), etc.

Third degree: a., b., c., etc.

Fourth degree: i., ii., etc.

Example:

1. Quality control levels are outlined as follows:

(a) Basic quality control procedures to be carried out at a station:

(i) Automatic quality control of raw data:

a. Plausible value check: gross error check on measured values;

b. Check on a plausible rate of change: time consistency check;

(ii) Automatic quality control of processed data:

a. Plausible value check;

b. Time consistency check:

i. Check on a maximum allowed variability of an instantaneous value;

ii. Check on a minimum required variability of instantaneous values;

iii. Calculation of standard deviation;

c. Internal consistency check;

d. Technical monitoring of all crucial parts of a station;

(b) Basic quality control procedures to be carried out at a station:

SPACING

Insert one space (**not** two) after all punctuation marks, including at the end of a sentence.

In formulae, insert a space before and after operational symbols such as +, −, ±, ×, >, <, ≥, ≤, =, and ≈, except in sub(super)scripts or when they indicate sign or magnitude. For example: +0.47 °C above; ... estimated error is ±6; $x + y = z$; $x^a + y^b = z^{a+b}$.

Signs for binary operations and binary relations are preceded and followed by spaces: $x + y = z$, $(a \times b) \times c = a \times (b \times c)$.

Note: Signs for binary operations are not followed by a space when they are used to modify a symbol rather than combine two mathematical symbols or expressions: **-1**, **x5**.

Use a non-breaking space:

- To split whole numbers of more than three digits: **1 000**, **200 000**, **1 250 000**
- Between a unit of measurement and the preceding number: **3 kg**, **30 m**, **80 Hz**, **220 V**
- Between the currency abbreviation or symbol and the amount: **£ 50 000**, **€ 1 200 000**, **US\$ 40 000**
- In temperature measurements: **60 °C**, **212 °F**

Do not insert spaces:

- Between initials: **T.H. Miller**
- In geographical coordinates: **90°N**, **45°S**, **63°E**, **13°W**
- Before and after en dashes in date ranges: **3–7 July**, **3 June–13 July**, **2010–2015**



9. ILLUSTRATIONS

FIGURES, TABLES AND BOXES

Authors are responsible for providing editors with editable files of the illustrations used in their manuscript.

In all publications, with the exception of public information material, figures (including graphs), tables and boxes must be mentioned in the text before they appear, and should be placed as close as possible to where they are first mentioned. They must be numbered separately and consecutively. A period should be placed after the number when it precedes the title: Figure 1., Figure 2., Figure 3.; Table 1., Table 2., Table 3.; Box 1., Box 2., Box 3.

Keep titles/captions of figures, tables and boxes as short and clear as possible.

Abbreviations: Do not use abbreviations unless they are unavoidable; when necessary explain any that are used in a key.

Capitalization: Capitalize only the first word and proper nouns of information included in figures or tables.

Footnotes: Use a, b, c ... (**not** 1, 2, 3 or asterisks) and number footnotes separately in each figure or table, starting from a.

Punctuation: Only complete sentences should end with a period/full stop.

Spacing: Insert two lines between the text and the bottom or top of the figure or table; should be consistent throughout.

Note: Font types and sizes to be used in illustrations are detailed in Part III, [Illustrations](#).

Figures

Caption: Centre the caption below the figure. A full stop should be used only when the caption is a complete sentence.

Source: Place the source preferably below the caption in smaller font or at the end of the caption in parentheses. The word "Source" should be italicized. Align with the left margin.

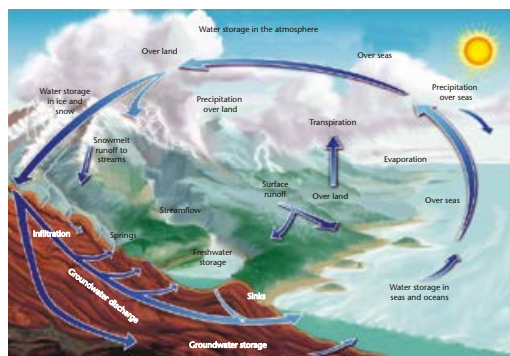


Figure 5. The water cycle

Source: United States Department of the Interior, United States Geological Survey

Graphs

All the points under **Figures** above also apply to graphs. In addition, ensure the following:

- Equator indicator should be consistent: 0 or EQ.
- Scales, horizontal and vertical axes should be consistent in all graphs, even if source differs.

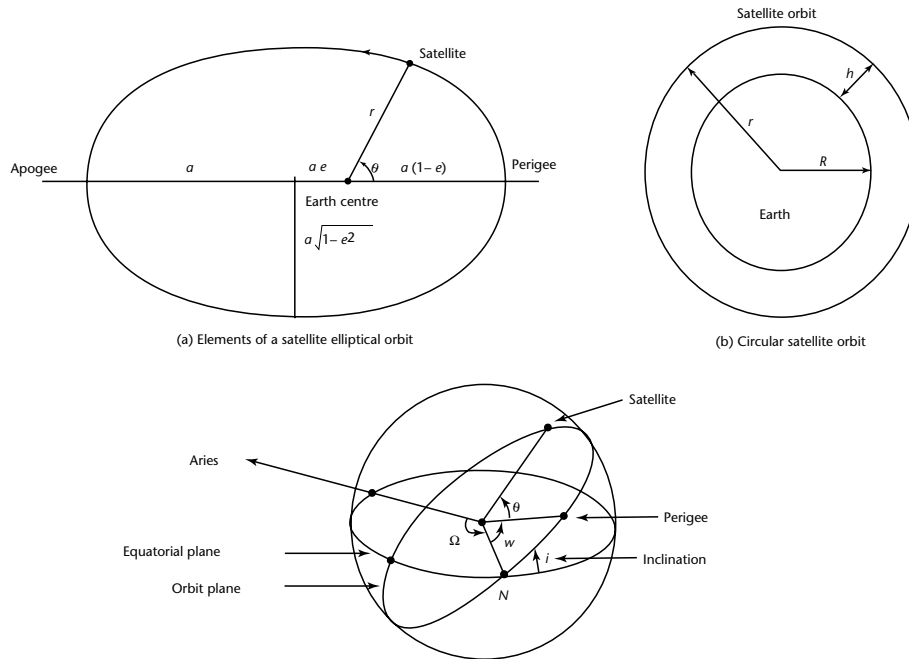


Figure 8. Geometry of satellite orbits

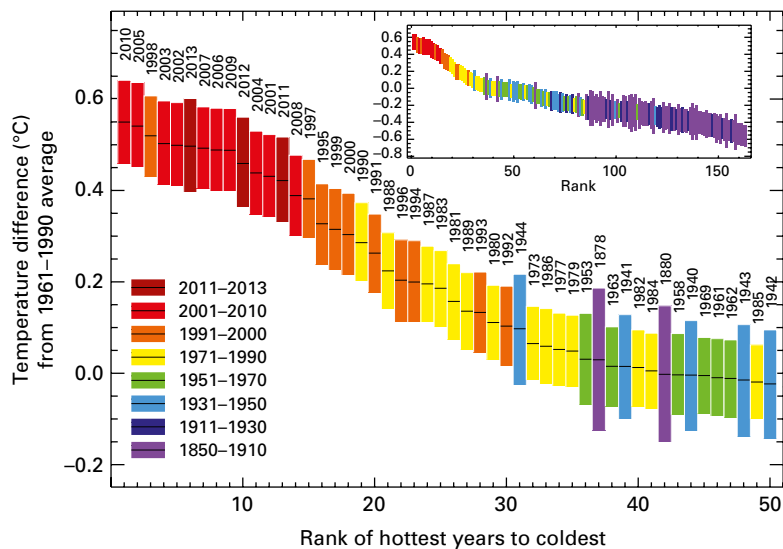


Figure 3. Global ranked land and ocean temperatures for the warmest 50 years

Source: Met Office Hadley Centre, United Kingdom, and Climatic Research Unit, University of East Anglia, United Kingdom

Tables

Title: Place the title at the centre above the table. A full stop should be used only when the title is a complete sentence.

Headings: Place the headings in italics at the centre of the columns.

Lines: Insert horizontal lines before and after headings; draw one line at the bottom of the table. Use other horizontal lines and vertical lines only if the figure is impossible to read without them.

Punctuation: Use open punctuation whenever possible, in particular for incomplete sentences. Complete sentences should end with a period/full stop.

Footnotes: Place footnotes below the table and before the source.

Source: Place the source below the table, after the footnotes. The word "Source" should be italicized.

Examples:

Table with horizontal lines:

Table 7. Characteristics of operational pyrradiometers

<i>Characteristic</i>	<i>High quality^a</i>	<i>Good quality^b</i>	<i>Moderate quality^c</i>
Resolution (W m ⁻²)	1	5	10
Stability (annual change; per cent of full scale)	2%	5%	10%
Cosine response error at 10° elevation	3%	7%	15%
Azimuth error at 10° elevation (additional to cosine error) (deviation from mean)	3%	5%	10%
Temperature dependence (–20 °C to 40 °C) (deviation from mean)	1%	2%	5%
Non-linearity (deviation from mean)	0.5%	2%	5%
Variation in spectral sensitivity integrated over 200 nm intervals from 300 to 75 000 nm	2%	5%	10%

Notes:

^a Near state of the art; maintainable only at stations with special facilities and specialist staff.

^b Acceptable for network operations.

^c Suitable for low-cost networks where moderate to low performance is acceptable.

Table with both horizontal and vertical lines:

Table 10.1. Instructions concerning the use of verbal forms in WMO provisions

<i>Type</i>	<i>Correct verbal form</i>	<i>Equivalent expression not to be used in the provisions</i>
Standard (requirement)	shall	must is to is required to is required that has to only ... is permitted it is necessary
	shall not	may not is not allowed/permitted/acceptable/permissible is required to be not is required that ... be not
Recommendation	should	is recommended that ought to
	should not	is not recommended that ought not to
Guidance (notes): permission	may	is possible is permitted is allowed is permissible
	need not	is impossible is not required that no ... is required
Guidance (notes): possibility and capability	can	be able to there is a possibility of is possible to
	cannot	be unable to there is a no possibility of is not possible to

Boxes

Boxes generally contain information that supports the main points tackled in the publication. They are inserted in the text like illustrations, hence treated in the same way. For general rules, see [Figures, tables and boxes](#) above.

The title, footnotes and source are placed inside the box as follows:

Title: Centred at the top

Footnotes: Below the text, before the source

Source: Below the footnotes. The word “Source” should be italicized.

Box 1: Some basic definitions, as used in this Implementation Plan
Climate data: Historical and real-time climate observations along with direct model outputs covering historical and future periods. Information about how these observations and model outputs were generated (“metadata”) should accompany all climate data.
Climate product: A derived synthesis of climate data. A product combines climate data with climate knowledge to add value.
Climate information: Climate data, climate products and/or climate knowledge.
Climate service: Providing climate information in a way that assists decision-making by individuals and organizations. A service requires appropriate engagement along with an effective access mechanism and must respond to user needs.
For additional definitions see the Glossary in the High-Level Taskforce Report.



10. REFERENCES

Authors are responsible for ensuring that all references and bibliographical items are accurate, complete and correctly presented. Editors shall ensure that references follow WMO style.

CITING DOCUMENTATION

The citation style used in WMO publications is based on the Harvard system. The authors' surname and the date of publication are enclosed by parentheses in the body of the text, as follows:

- One author: (Stefanski, 2010)
- One author, different years: (Tawfik, 2009, 2011)
- One author, same year: (Sivakumar, 2008a, 2008b)
- Two authors, different years: (Wong, 2010, 2012; Wilson, 2012, 2013)
- Two authors for the same work: (Karpov and Sarukhanian, 2011)
- Three or more authors for the same work: (Baddour et al., 2013)
- More than one author: (Chen, 2009; Environment Canada, 2010; IPCC, 2013; UNEP, 2014)

When author names are mentioned directly in the text, only the year is given in parentheses: A full description of the SPI computational procedure can be found in McKee et al. (1993, 1995) and Edwards and McKee (1997).

All sources cited in the text must be included in the reference list.

Citing WMO publications in running text

The citation of a specific part of a source (part, chapter, paragraph, page, etc.) is included in the text reference starting with the title of the publication, as follows:

... as stated in the *Manual on the Global Observing System* (WMO-No. 544), Volume I, Part III, 3.3.5 (**not:** ... as stated in 3.3.5, Part III, Volume I, of the *Manual on the Global Observing System* (WMO-No. 544))

Do not use the word "paragraph" or "section" unless the text is incomprehensible without it:

See the *Guide to the Global Observing System* (WMO-No. 488), Part I, 3.2.1 (**not:** See the *Guide to the Global Observing System* (WMO-No. 488), Part I, paragraph 3.2.1.)

When, for example, 4 is followed by 4.1 in paragraph numbering, use the word "section" to refer to the entirety of 4 and "paragraph" to refer to a specific paragraph therein, such as paragraph 4.3, or simply 4.3.

QUOTATIONS

The original quotation should never be changed, unless it contains obvious typos.

Use double quotation marks (" ") around a direct quotation.

Use single quotation marks (' ') for quotations within quotations:

The Secretary-General said, "I like to think of WMO strides in weather forecasting technology as 'one small step for man, one giant leap for mankind', with all due respect for both genders – and Neil Armstrong."

To omit material from a quotation, use ellipses (...), a series of three periods or full stops. Ellipses are preceded and followed by one space.

Quoted material running up to three lines in a text should be enclosed in quotation marks within the relevant paragraph. Quotations of more than three lines should be rendered as a block quotation, that is, set apart from the text, indented both right and left, set in font size two points smaller than the text, without quotation marks:

Upon accepting to serve for a second term as the Chairperson of UN-Water, the Secretary-General of WMO, Mr Jarraud, stated that:

Water, as highlighted in the outcome document of the Rio+20 Summit, 'is at the core of sustainable development as it is closely linked to a number of key global challenges'. The very cross-cutting nature of water calls for close cooperation and synergies between multiple stakeholders and across various sectors and administrative boundaries, at both national and international levels. UN-Water stands ready to facilitate the discussions on all issues related to water.

When omitting one or more entire paragraphs, indicate the omission by placing three points in square brackets ([...]) on a separate line.

Place all punctuation marks, including periods and commas, outside quotation marks, unless they are part of the original quotation:

The Chairperson exclaimed, "Balderdash!"

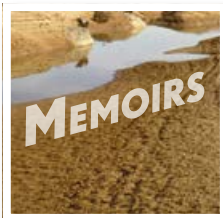
Through their outstanding efforts "to build up and disseminate greater knowledge about man-made climate change, and to lay the foundations for the measures that are needed to counteract such change", Al Gore and the Intergovernmental Panel for Climate Change won over the Nobel Prize jury.

Use square brackets ([]) to indicate that a word or part of a word (for example, a verb tense or a change from capital to lower case or vice versa) in a quotation has been changed or added, normally in order to incorporate a quotation into a sentence or to fit the non-quoted surrounding text:

Original quotation: "These observations are exchanged internationally between aeronautical meteorological stations. Other types of reports are intended only for aeronautical operations."

Modified quotation: It is now generally accepted that "[t]hese observations are exchanged internationally between aeronautical meteorological stations[, while other types of reports are intended only for aeronautical operations".

Note: For more detail, see the [United Nations Editorial Manual Online](#).



11. BIBLIOGRAPHY

Authors must check references and bibliographical entries to ensure correctness. The bibliography is normally placed at the end of a publication, before the index (if any).

STYLE

Entries should be made in alphabetical order by author and should follow the following format: Surname and initials of author(s) or editor(s), year of publication: title of publication. Edition (only include if not the first edition). Place of publication, publisher (for books), journal title, volume and pages (for articles). Italicize the titles of books, journals and videos but not the titles of individual papers or articles. Omit the number of pages for books, but always include them for journal articles.

The names of all the authors of a publication should be given in the bibliography (in parenthetical citations in the text and footnotes or endnotes, use “et al.” for references to publications with more than two authors).

Internet references

Authors should verify the URL for each Internet source immediately before submitting their manuscripts for editing.

Editors should test the URL provided for a source to make sure that it is correct. If it is not, they should find the correct page and update the link (only for WMO sources). When the WMO material cannot be found, editors should ask the author or consulting official for a new URL.

URLs should appear in blue and should never be underscored.

EXAMPLES OF BIBLIOGRAPHICAL ENTRIES

Books (print and online)

Type	Example
No author (or editor) given	Sources with no author or editor are alphabetized by the first word in the title of the work, excluding articles: <i>Concise Oxford English Dictionary</i> . Twelfth edition, 2011. Oxford, Oxford University Press.
One author	<i>Stern, N., 2007: The Economics of Climate Change: The Stern Review</i> . Cambridge, Cambridge University Press. A single-author entry precedes a multi-author entry beginning with the same name: <i>Kogan, H., 1974: The First Century: The Chicago Bar Association, 1874–1974</i> . Chicago, Rand McNally. <i>Kogan, H. and L. Wendt, 1958: Chicago: A Pictorial History</i> . New York, Dutton.

Type	Example
Two or more authors	<p>Kaimal, J.C. and J.J. Finnigan, 1994: <i>Atmospheric Boundary Layer Flows – Their Structure and Measurement</i>. Oxford, Oxford University Press.</p> <p>Chemin, J.Y., B. Desjardins, I. Gallagher and E. Grenier, 2006: <i>Mathematical Geophysics – An Introduction to Rotating Fluids and the Navier-Stokes Equations</i>. Oxford, Oxford University Press.</p> <p>When two authors have the same family name, the name is repeated:</p> <p>Friedman, M. and R. Friedman, 1998: <i>Two Lucky People: Memoirs</i>. Chicago, The University of Chicago Press.</p>
Same author	<p>Entries by the same author (individual, corporate, institutional or anonymous) are listed in ascending chronological order. A 3-em dash (PC: type ctrl + alt + numeric pad – three times; Mac OS: type alt + shift + – three times) followed by a comma is used after the first entry in place of the author’s name:</p> <p>Fleming, J.R., 1990: <i>Meteorology in America, 1800–1870</i>. Baltimore, Johns Hopkins University Press.</p> <p>———, 1998: <i>Historical Perspectives on Climate Change</i>. New York, Oxford University Press.</p> <p>———, 2007: <i>The Callendar Effect: The Life and Work of Guy Stewart Callendar (1898–1964)</i>. Boston, American Meteorological Society.</p> <p>When an author has written more than one work in the same year, use <i>a</i>, <i>b</i>, <i>c</i> (italicized) and so forth to differentiate: <i>2005a</i>, <i>2005b</i>, <i>2005c</i>. Use the 3-em dash as shown in the previous example.</p>
Successive entries by two or more authors	<p>Successive entries by two or more authors in which the first author’s name is the same are alphabetized according to the co-authors’ last names:</p> <p>Brooks, D.R. and D.A. McLennan, 2002: <i>The Nature of Diversity. An Evolutionary Voyage of Discovery</i>. Chicago, The University of Chicago Press.</p> <p>Brooks, D.R. and E.O. Wiley, 1986: <i>Evolution as Entropy</i>. Second edition. Chicago, The University of Chicago Press.</p>
Corporate authors	<p>Economic Commission for Europe (UNECE), 2007: <i>Our Waters: Joining Hands Across Borders – First Assessment of Transboundary Rivers, Lakes and Groundwaters</i>. Geneva, United Nations.</p> <p>Food and Agriculture Organization of the United Nations (FAO), 2007: <i>The State of Food and Agriculture 2007 – Paying Farmers for Environmental Services</i>. Rome.</p> <p>United Nations Environment Programme (UNEP), 2003: <i>Evaluation of Environmental Impacts in Life Cycle Assessment</i>. Borghetto Lodigiano, La Fenice Grafica.</p>
Editions	<p>The edition (other than the first edition) is included after the main title:</p> <p>Mitsch, W.J. and J.G. Gosselink, 2000: <i>Wetlands</i>. Third edition. New York, Wiley.</p>

Type	Example
Edited books	<p>Brofenbrenner, U. (ed.), 2005: <i>Making Human Beings Human: Bioecological Perspectives on Human Development</i>. Thousand Oaks, California, Sage Publications.</p> <p>Intergovernmental Panel on Climate Change (IPCC), 2013: <i>Climate Change 2013: The Physical Science Basis. Working Group I Contribution to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change</i> (T.F. Stocker, D. Qin, G.-K. Plattner, M. Tignor, S.K. Allen, J. Boschung, A. Nauels, Y. Xia, V. Bex and P.M. Midgley, eds.). Cambridge and New York, Cambridge University Press.</p> <p>United Nations Statistics Division (comp.), 1995: <i>The World's Women 1995: Trends and Statistics</i>. New York, United Nations.</p>
Translated titles	<p>The translated title in roman is placed in square brackets after the original title:</p> <p>Ozawa, Y. and M. Yoshino, 1992: <i>Shôkikô Chôсахô</i> [Methods in Local Climatology]. Tokyo, Asahi (in Japanese).</p>
Book with one author, translated and/or edited by another	<p>Freud, S., 2008: <i>The Interpretation of Dreams</i>. Translated by J. Crick and edited by R. Robertson. Oxford, Oxford University Press.</p> <p>Menchú, R., 1999: <i>Crossing Borders</i>. Translated and edited by Ann Wright. New York, Verso.</p>
Chapters in edited books	<p>Brumbaugh, F., 2000: Hurricanes and typhoons. In: <i>Marine Weather Forecasting</i> (F. Brumbaugh and J.P. O'Connor, eds.). Rockledge, Florida, Bristol Fashion Publications.</p>
Conference papers and proceedings	<p>Sivakumar, M.V.K., U.S. De, K.C. Simharay and M. Rajeevan (eds.), 1998: <i>User Requirements for Agrometeorological Services</i>. Proceedings of an International Workshop held at Pune, India, 10–14 November 1997. Shivajinagar, India Meteorological Department.</p>
Online books	<p>Rao, J.N.K., 2005: <i>Small Area Estimation</i>. E-book. Wiley Series in Survey Methodology. New York, Wiley & Sons.</p>
Chapters in an online book	<p>International Commission for the Protection of the Danube River, 2012: The Danube River Basin climate adaptation strategy. In: World Meteorological Organization, <i>Climate Exchange</i>, Tudor Rose, http://library.wmo.int/pmb_ged/tudor-rose/.</p>
Thesis	<p>Salonen, K., 2008: Towards the use of radar winds in numerical weather prediction. PhD Thesis, <i>Finnish Meteorological Institute Contributions</i>, No. 76.</p>
Unpublished material	<p>Gibbs, W.: A Very Special Family: Memories of the Bureau of Meteorology 1946 to 1962. Unpublished.</p>

Journal and newspaper articles

Type	Example
Journal article, one author	<p>Warbs, R.A., 2006: Methods of developing naturalised monthly flow at gauged and ungauged sites. <i>Journal of Hydrologic Engineering</i>, 11:55–64.</p>
Journal article, two or more authors	<p>Ngan, K., P. Bartell and D.N. Straub, 2008: Dissipation of synoptic-scale flow by small-scale turbulence. <i>Journal of the Atmospheric Sciences</i>, 65(3):766–791.</p>

Type	Example
Newspaper article (print)	Simonian, H., 2007: Heavy snowfalls lift Alpine spirits. <i>Financial Times</i> , 23 November.
Newspaper article (print), no author	<i>New York Times</i> , 2008: Study says global warming not worsening hurricanes, 21 May.
Online journal article	Schmidt, D.A. and R. Bürgmann, 2003: Time-dependent land uplift and subsidence in the Santa Clara valley, California, from a large interferometric synthetic aperture radar data set. <i>Journal of Geophysical Research</i> , 108(B9), 2416, doi:10.1029/2002JB002267, and ftp://quake.geo.berkeley.edu/outgoing/burgmann/REPRINTS/Schmidt_JGR2003.pdf.
Online newspaper article	Vidal, J., 2014: World begins 2014 with unusual number of extreme weather events. <i>The Guardian</i> , 25 February, http://www.theguardian.com/environment/2014/feb/25/world-2014-extreme-weather-events .

WMO publications

Type	Example
Books	World Meteorological Organization, 2003: <i>Climate into the 21st Century</i> (W. Burroughs, ed.). Cambridge, Cambridge University Press.
Guides and manuals	World Meteorological Organization, 2010: <i>Manual on the Global Data-processing and Forecasting System</i> (WMO-No. 485), Volume I. Geneva. World Meteorological Organization, 2010: <i>Manual on the Global Observing System</i> (WMO-No. 544). Geneva.
Reports	World Meteorological Organization, 2007: <i>Abridged Final Report with Resolutions and Recommendations of the Extraordinary Session (2006) of the Commission for Basic Systems</i> (WMO-No.1017). Geneva. World Meteorological Organization, 2007: <i>Abridged Final Report with Resolutions of the Fourteenth Session of Regional Association V (South-West Pacific)</i> (WMO-No. 1005). Geneva.
Technical publications	World Meteorological Organization, 1989: <i>Compatibility of Radiosonde Geopotential Measurements</i> (M. Kitchen). Instruments and Observing Methods Report No. 37 (WMO/TD-No. 344). Geneva. World Meteorological Organization, 1996: <i>Agrometeorology of Grass and Grasslands for Middle Latitudes</i> (A.J. Brereton, S.A. Danielov and D. Scott). Technical Note No. 197 (WMO-No.839). Geneva. World Meteorological Organization, 2012: <i>Guidelines on Participation of National Meteorological and Hydrological Services in the WMO World Weather Information Service</i> . PWS-25 (WMO-No. 1096). Geneva.
Joint publications	WMO/UNESCO, 1997: <i>Water Resources Assessment – Handbook for Review of National Capabilities</i> . Geneva. WMO/UNESCO, 2010: <i>International Glossary of Hydrology</i> (WMO-No. 385), http://hydrologie.org/glu/aglo.htm .
CD-ROMs	World Meteorological Organization, 2000: <i>Publications of the Commission for Agricultural Meteorology 1954–1999</i> . CD-ROM. Volume 1, Technical Notes 1 to 190; Volume 2, Technical Notes 191 to 199; CAgM Reports 1 to 76; 3 brochures.

Standards

<i>Type</i>	<i>Example</i>
ISO Standards	<p>International Organization for Standardization, 2008: <i>Quality Management Systems – Requirements</i>, ISO 9001:2008. Geneva.</p> <p>International Organization for Standardization, 2009: <i>Quantities and Units – Part 1: General</i>, ISO 80000-1:2009. Geneva.</p>

Web material

<i>Type</i>	<i>Example</i>
Web document	<p>World Meteorological Organization, 2013: A summary of current climate change findings and figures, information sheet, November, http://www.wmo.int/pages/mediacentre/factsheet/documents/ClimateChangeInfoSheet2013-11rev5FINAL.pdf.</p>
Web document, no publication date	<p>World Meteorological Organization, Code of Ethics, http://www.wmo.int/pages/governance/ethics/Code of Ethics (E).pdf.</p>
Web sites	<p>ACTION COST-ES0601, 2014, http://www.homogenisation.org/v_02_15/. World Meteorological Organization, World Weather Records, http://www.wmo.int/pages/prog/wcp/wcdmp/GCDS_2.php.</p>
Interviews	<p>Jarraud, M., 2014: Is the weather getting more extreme? BBC Interview, 10 February, http://www.youtube.com/watch?v=IrHUC7XTYa0.</p>
Videos	<p>United Nations Environment Programme, 2013: The Arctic & the Ozone Layer: Stabilizing our environment and climate. Video, http://www.youtube.com/watch?v=4VI8AKGY-tY.</p>



12. COPYRIGHT INFORMATION AND DISCLAIMER



Page ii of the front matter of each publication should include the following information and disclaimers.

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WMO-No. ...

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Non-edited publications with a WMO number:

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Non-WMO translations:

This publication is a translation undertaken by [name of the entity] with permission from WMO, the publisher of the original text in [original language or languages]. WMO does not guarantee the accuracy of the translation for which [name of the entity] takes sole responsibility.



13. INCLUSIVE LANGUAGE

Use non-sexist or gender-neutral language, which treats women and men equally.

Beware of sexist assumptions and hidden stereotypes:

A climatologist provides invaluable services to his community.

If the name and/or sex of a correspondent is unknown, do not assume that the person is male. Include both sexes in the salutation, or use a gender-neutral term: **Dear Madam or Sir, Dear Director, Dear colleague.**

PERSONAL PRONOUNS

Masculine pronouns cannot be used to refer to both males and females. Use “he”, “his”, “him” or “himself” only when referring to a male person. Where “he” or “his” appears only once, “he or she” or “his or her” can be substituted: **Each author is responsible for checking his or her proofs.**

However, repeating “he or she” or “him or her” several times in a paragraph will make your text clumsy. In some cases the sentence may be recast in the plural or reworded to eliminate the pronoun altogether:

Authors are responsible for checking their proofs.

Proofs are to be checked by the authors.

NEUTRAL NOUNS

Ensure that words that are neutral in theory are actually used neutrally:

Our organization has revised its policy so that all new members of staff receive health insurance for their wives.

could become

Our organization has revised its policy so that all new members of staff receive health insurance for their spouses.

Specify sex only if necessary to the sense. A specific reference to sex can imply that women or men are oddities in certain situations or occupations: **woman director, woman engineer, male nurse, male cleaner.**

Avoid the unnecessary use of “man” and its compounds:

replace by

man	people, we, human beings, etc.
mankind	the human race, humankind
man-hours	work-hours, staff-hours
manpower	staff, workforce, human resources



14. USAGE

Chairperson: Use “Chairperson” to designate the head of a committee or person in charge of a meeting (**not** “Chair”, “Chairman” or “Chairwoman”).

Data: always takes a plural verb (data are).

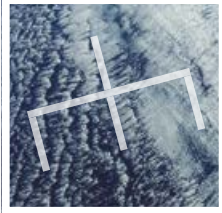
Names: Use “family name” or “surname”, not “last name” (in questionnaires or other forms, for example).

Percentages: Contrary to previous practice, the percentage symbol (%) is now preferred, except at the beginning of a sentence where both figure and percentage should be spelled out: **Fifty-one per cent or more of global greenhouse gas emissions are caused by animal agriculture, according to a report published by the Worldwatch Institute.**

Seasons: Designations of the seasons relate to different times of the year in the northern and southern hemispheres and should be used with care to avoid ambiguity. Seasons are **not** capitalized. If possible, use a precise date, month or quarter. Alternatively, use “austral” and “boreal” to describe the season in order to avoid confusion.

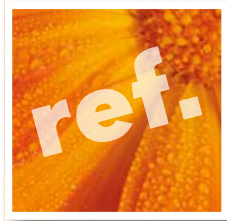
Sex: In questionnaires and other forms, do not use the word *gender*, but the word *sex*.

Titles: Do not use titles such as General, Professor (Prof.) or Doctor (Dr); always use Mr or Ms (**not** Mrs).



15. WMO STRUCTURE

The [WMO website](#) contains up-to-date information on the Organization's structure and programmes in particular. On the left sidebar of the home page, click on [Governance](#) and [Programmes](#). For the WMO Secretariat organization chart, see [organigram](#).



16. REFERENCES AND OTHER RELEVANT MATERIAL AND TOOLS



References

Concise Oxford English Dictionary. Twelfth edition, 2011. Oxford, Oxford University Press.

[International System of Units](#)

[United Nations Cartographic Section](#)

[United Nations Editorial Manual Online](#)

[United Nations Map Library](#)

[United Nations spelling list](#)

[UNTERM](#) (United Nations terminology database)

[WMO Acronyms](#)

[WMO Corporate Visual Identity Guidelines](#) (available only on the intranet)

[WMO Members](#)

[WMO METEOTERM](#)

[WMO organigram](#)

[WMO spelling list](#)

Other WMO documents

[Basic Documents](#) (WMO-No. 15), 2012 edition

[International Glossary of Hydrology](#) (WMO-No. 385)

[International Meteorological Vocabulary](#) (WMO-No. 182), 1992

Online dictionaries and thesauri

[Oxford Dictionaries](#)

[Merriam-Webster](#) for WMO users

[Roget's Thesaurus](#)

Online encyclopaedia

[Britannica](#) for WMO users

Terminology and documentary databases of other international organizations and governmental sources

[FAOTERM](#) (FAO)

[IAEA INIS/ETDE Thesaurus](#)

[IATE](#) (European Union)

[IPCC Glossary](#)

[ODS](#), United Nations Documentary database

[Termite 6L - Terminology of Telecommunications - V.7](#) (ITU)

[TERMIUM Plus](#) (Government of Canada)

[UNESCOTERM](#) (UNESCO)

[WTOTERM](#) (WTO)

Other online tools

[Periodic Table](#) (Royal Society of Chemistry)

Suggested reading

Burchfield, R.W. (ed.), 2004: *Fowler's Modern English Usage*. Third revised edition. New York, Oxford University Press.

Miller, C. and K. Swift, 2001: *The Handbook of Nonsexist Writing – For Writers, Editors and Speakers*. Second edition. Lincoln, NE, iUnivers.com, Inc.

Ritter, R.M., 2002: *The Oxford Guide to Style*. Oxford, Oxford University Press.

Strunk, W., Jr and E.B. White, 1999: *The Elements of Style*. Fourth edition. Longman (there is also an [online version](#) of this book, by William Strunk, Jr).

The Chicago Manual of Style: The Essential Guide for Writers, Editors and Publishers. Sixteenth edition, 2010. Chicago, The University of Chicago Press.

PART II

PREPARATION OF ABRIDGED FINAL REPORTS OF CONSTITUENT BODY SESSIONS



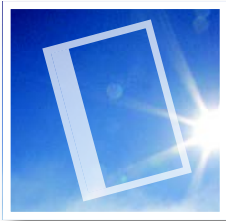
1. GENERAL

Constituent body session reports are available online and are printed only upon request by Members.

All session reports are issued in the six official WMO languages, with the exception of regional association (RA) reports, which are issued in English and the following languages:

RA I:	Arabic and French
RA II:	Arabic, Chinese and Russian
RA III:	Spanish
RA IV:	Spanish
RA V:	French
RA VI:	Arabic, French and Russian

Session reports are issued once every four years, with the exception of the Executive Council report, which is issued every year, and the report of the Commission for Basic Systems, which is issued every two years.



2. GUIDELINES FOR EDITORS

In a constituent body session report, only resolutions and recommendations are edited, **not** their annexes.

The final report (available as Part I online) is prepared from the approved session documentation, that is, the approved Docs. The final layout is done in Word, except for the cover, which is done in InDesign. A PDF file with bookmarks and links is the final product that is uploaded to the WMO website.

The progress/activity report (available as Part II online) is prepared by assembling appendices to approved Docs, information documents (INFs) and others containing information not to be included in the general summary. This part of the constituent body session report is compiled by the desktop publishing staff (DTP) and is not edited.

For guidance on style, editors should consult the most recent report issued and not a copy of the previous session report, as the style can change between sessions.

COMPILING THE REPORT

If available, a hard copy of the English manuscript (approved Docs) will be distributed containing handwritten corrections and/or track changes. Electronic files of the **approved** Docs can be found on the WMO website under [Meetings](#).

One Doc is issued for each agenda item, but in some cases there is more than one. A Doc comprises the text for inclusion in the general summary, resolutions (and any annexes thereto) and annexes to paragraphs. In addition, technical commission Docs comprise recommendations (and any annexes thereto).

The report should be compiled in the order mentioned below (see [Parts of the report](#)). Annexes to resolutions are placed immediately after the resolution to which they refer, while annexes to paragraphs appear in a separate section entitled Annexes.

Once the report is compiled, check the text against the original English manuscript, that is, the approved Docs, to ensure that no text has been omitted. The quickest way is to check the first and last word of each heading or paragraph. Ensure that all changes marked in the manuscript have been included in the report.

If more than one paragraph of new text has been added (for example, in the closure of the session), check to see whether the text has been translated. If not, send for translation through the Administrative/Publishing Assistant (APA) as soon as you receive the manuscript. Use your discretion, as some of the text is recurrent and can be inserted by the other language editors without going through translation.



EDITING THE REPORT

GENERAL

The following rules apply to the whole publication. Individual parts of the report are presented in the next section.

- Ensure that the file name of the report contains the WMO publication number followed by the abbreviation for the language version: **1118_en.docx**.
- All corrections should be inserted in Word using track changes. Once edited, a copy of the Word file should be put on the server for the other languages to follow.
- Check that the correct, short form of official country names (see *Composition of the WMO* (WMO-No. 5)) has been used throughout. Exception: Agenda item 1, where the formal name of the country may be used.
- Do not use acronyms and abbreviations in numbered headings, unless unavoidable.
- Footnotes must not appear in resolutions and recommendations. They should also be avoided in the general summary; if unavoidable, footnotes should be numbered consecutively, beginning from 1 in each new section (general summary, annexes to resolutions and recommendations, and annexes to the report).
- The page number does not appear on the title page, ISBN/disclaimer page or the first page of each section, which can begin on either a recto or verso page (except for the general summary, which must begin on a recto page).
- The inside front cover is always blank. A blank page must be inserted after the contents if it ends on a recto page.
- A copy of the final English report (PDF) should be sent for approval to the relevant department. Any outstanding queries should be marked on the PDF file or included in an email.
- Ensure that colleagues working in other languages receive any additional changes made after the Word copy with track changes has been given to them.
- Run a spell check before converting to a PDF file.
- Create a folder in the server under “Final English pubs”, using the WMO No. as the name of the folder. Place the Word file (or files) with track changes, the clean Word file (track changes accepted), the InDesign file of the cover and back cover, and the PDF file in this folder. Advise the other languages and the APA when the final report is ready. Only the PDF file is placed on the website; the Word file is placed on the LSP database.

PARTS OF THE REPORT

All session reports comprise the following:

- Cover
- Title page
- Copyright and disclaimer page
- Contents
- General summary
- Resolutions
- Recommendations (applicable only to technical commissions)
- Annexes to the report
- Appendix (list of participants)
- Back cover

Front cover

The following information should appear on the front cover:

- The name of the constituent body (in full)
- The session number
- The place and date of the meeting: indicate only the city, not the country, where the meeting took place
- The mention: “Abridged final report with resolutions”; for technical commission reports, the mention: “Abridged final report with resolutions and recommendations”

Ensure that the gold windrose is used in the WMO logo. The WMO publication number must always appear on the cover of the publication below the logo.

The inside front cover is blank.

Back cover

The following information should appear on the back cover:

- The address of the Communications and Public Affairs Office
- The job number (JN), which can be found in JobSys

Title page

This page should contain the same information as the front cover.

Copyright information, disclaimer and ISBN page

Use the **copyright information** and **standard disclaimer** as they appear in Part I of this guide. The WMO number is in JobSys. The ISBN can be obtained from the APA. The WMO number, copyright year, which is the year when the session was held, and ISBN are the only changes that need to be made on this page.

For session reports, the disclaimer should also contain (in the last paragraph) the following phrase: “This report contains the text as adopted by Plenary and has been issued without formal editing.”

A reference to METEOTERM and the WMO acronym list is added at the end of the disclaimer and should be phrased as follows:

Acronyms used in this report may be found in METEOTERM, the WMO terminology database, at http://www.wmo.int/pages/prog/lsp/meteoterm_wmo_en.html. Acronyms may also be found at http://www.wmo.int/pages/themes/acronyms/index_en.html.

Contents

Page numbering is in lower case Roman numerals; the first page is iii, although the number does not actually appear on the first page of the table of contents.

Do not use acronyms or abbreviations in any heading that appears in the contents, unless unavoidable. In exceptional cases, acronyms are acceptable, as spelling them out would make the heading cumbersome:

WMO and UNESCO/IOC Strategic Planning and the JCOMM Strategy; monitoring and evaluation of JCOMM activities

References to all documents related to each agenda item must be added after the heading (in parentheses, in Arial 9 pt). The reference must contain the document number as it appears in the top right-hand corner on the cover sheet of the approved Doc.

The lists of resolutions and recommendations contain both their session number and their final number. The final numbers are given when editing the report. They are based on the order in which the resolutions (and recommendations) are mentioned in the general summary, beginning with Arabic numeral 1 for both resolutions and recommendations.

The annexes to the report, which are numbered using Roman numerals, contain the paragraph number to which they refer in parenthesis.

Check the table of contents against the agenda and then check against the approved Docs. Use your judgement if there is a discrepancy. For agenda items referring to the WMO expected results, check these against the eight expected results in the *WMO Strategic Plan 2012–2015* (WMO-No. 1069).

General summary

The general summary is not edited, although editors should ensure that country names are correct and that acronyms and abbreviations are not used in numbered headings, as mentioned at the beginning of this section (see **General**). In addition to these general rules, please bear in mind the following:

- Page numbering is in Arabic numerals; the first page is 1, which does not actually appear on the first page of the general summary.
- Paragraph numbers:
 - Check and renumber, where necessary

- Delete paragraph numbers in sections with only one paragraph

In the example below, paragraph number 2.2.1 has been deleted as there is no paragraph 2.2.2:

2.2 Adoption of the agenda (agenda item 2.2)

The proposed annotated agenda for the session was unanimously adopted, as contained in RA II-15/Doc. 2.2(1).

2.3 Establishment of committees (agenda item 2.3)

- Ensure that in the general summary, under agenda item 1 or 2, reference is made to the list of participants given in the appendix.
- Under the agenda item related to the approval of the agenda, ensure that the agenda is referred to as the “proposed annotated agenda” and that the document number of the Doc containing the annotated agenda is included.
- There are three possible scenarios regarding the adoption of the agenda:

The proposed annotated agenda was adopted with no amendments:

The proposed annotated agenda for the session was unanimously adopted, as contained in RA II-15/Doc. 2.2(1).

The agenda was adopted with amendments:

The Commission adopted the proposed annotated agenda as contained in CAgM-16/Doc. 2.2(2) with amendments.

Changes were made after the agenda was adopted:

The proposed annotated agenda was adopted as contained in CCI-16/Doc. 2.2(2), on the understanding that additions or alterations could be made at any time during the session.

- Change the numbers of the resolutions and recommendations (from session number to final number, in chronological order), numbers of agenda items and paragraphs if these were changed, and any references to any of these elsewhere in the text.

Note: Every resolution and recommendation adopted by the session should be mentioned in the general summary; they should, therefore, be added if missing in the manuscript.

- Delete the word “draft” from the title of approved resolutions and recommendations.
- Highlight in blue all references to adopted resolutions, adopted recommendations, annexes to paragraphs and the appendix in order to insert and activate the hyperlinks. The URLs given in the report should also be highlighted in blue and hyperlinked.
- In session documents, annexes to paragraphs are identified by the number of the paragraph to which they refer. In the final report, these annexes are given Roman numerals (in chronological order). References to an annex to a paragraph should always be followed by “to the present report”:

change

“in the Annex to paragraph 1.1.1”

to

“in Annex I to the present report”

If there is only one annex, the word “annex” is in lower case:

change

“in the Annex to this paragraph”

to

“in the annex to the present report”

- Delete any references to other session documents, including INFs and progress/activity reports, which normally appear in square brackets. Sometimes these may be kept but the sentence should be rephrased by referring to the actual agenda item or paragraph number:

in “ ... to provide verification information and advice [*see RA II-XIV/Doc. 4.2*].”

delete

[*see RA II-XIV/Doc. 4.2*]

or change to

“ ... to provide verification information and advice (see agenda item 4.2).”

Resolutions

Resolutions are edited, while annexes to resolutions are not. Please bear in mind that resolutions are adopted at the session; subsequent editing should, therefore, be kept to a minimum. Do, however, ensure that:

- Resolutions are entered in ascending numerical order according to their final number.
- All references to previous resolutions, recommendations, meetings, dates, names of working groups and the like are correct.
- Acronyms and abbreviations are written out in full (followed by the acronym or abbreviation in parentheses) the first time they occur in the text of a resolution or recommendation (see WMO [METEOTERM](#) and [acronym list](#)) even if they were spelled out in a previous resolution or recommendation.
- References to a resolution or recommendation include the session after the number:

Resolution 6 (Cg-XV) – Tropical Cyclone Programme

not

Resolution 6 – Tropical Cyclone Programme

Note: For session numbers, Arabic numerals were adopted in June 2012: **EC-64**, **CHy-14**, **CAS-16**, **CBS-15** and so on.

Roman numerals used before June **2012** should be kept, not changed to Arabic numerals.

- The phrase “**the present resolution**”, not “this resolution”, is used when referring to the text of the same resolution in order to avoid any ambiguity. This also applies to annexes to resolutions.
- All preambulatory clauses in resolutions or recommendations are followed by a comma; the verb introducing those clauses (**Noting ...** , **Considering ...**) should be in bold:

Resolution 54 (Cg-XVI)

WMO GENDER MAINSTREAMING

THE CONGRESS,

Noting:

- (1) Resolution 34 (Cg-XV) – Gender mainstreaming,
- (2) *The Abridged Final Report with Resolutions of the Sixty-second Session of the Executive Council* (WMO-No. 1059),
- (3) That following the passing of recommendations and resolutions encouraging and supporting increased participation of women in the work of all WMO regional associations and technical commissions, some of the associations and the majority of the commissions had already appointed gender focal points,

Noting further:

- (1) United Nations Millennium Development Goal (MDG) 3, which is to “promote gender equality and empower women”,
- (2) The WMO Policy on Gender Mainstreaming,

[...]

- All operative clauses in resolutions and recommendations are followed by a semicolon; the verb introducing those clauses (**Decides ...** , **Recommends ...** , **Requests ...**) should be in bold:

Resolution 54 (Cg-XVI)

WMO GENDER MAINSTREAMING

THE CONGRESS,

[...]

Requests the presidents of regional associations and technical commissions:

- (1) To actively implement the WMO Policy on Gender Mainstreaming;
- (2) To compile appropriate statistics on the participation of men and women in the work of their regional associations and technical commissions;
- (3) To report annually to the Executive Council on those statistics and progress in the implementation of the WMO Policy on Gender Mainstreaming;

Requests the Executive Council to oversee and advise on implementation of the activities of WMO on gender mainstreaming at all levels;

Requests the Secretary-General:

- (1) To continue his/her efforts as regards this important issue and to report to the Executive Council on progress made on aspects of the implementation of this resolution during the sixteenth financial period;
- (2) To report on progress in the implementation of the WMO Policy on Gender Mainstreaming to Congress.

- When two paragraphs begin with the same preambular/operative verb, “further” is added in the second paragraph; the additional word should be in bold:

THE EXECUTIVE COUNCIL,

[...]

Noting Recommendation 9 (CBS-15) – Amendments to the *Manual on Codes* (WMO-No. 306) ...

Noting further that the president of the Commission for Basic Systems ...

- When three paragraphs begin with the same preambular/operative verb, “also” is added in the second paragraph and “further” in the third paragraph; the additional words should be in bold:

THE EXECUTIVE COUNCIL,

Noting Resolution 10 (EC-LVIII) – Terms of reference of the Audit Committee ...

Noting also Recommendations of the Audit Committee,

Noting further the Recommendations of the External Auditor,

However, when the paragraphs contain a form of request or appeal, “also” and “further” should be added only if the request or appeal is addressed to the same entity:

THE EXECUTIVE COUNCIL,

[...]

Requests the Secretary-General to continue his efforts ...

Further requests the Secretary-General to explore ways to ...

If the same entity is asked to carry out a certain number of actions, group these under the same operative verb as follows:

THE CONGRESS,

[...]

Requests the Secretary-General:

- (1) To take all necessary actions, including specific actions on sub-seasonal to seasonal forecasts and polar research, within available budgetary resources, for the implementation of the Programme;
- (2) To support the THORPEX International Programme Office, to assist WMO Members in the international coordination of THORPEX, and to assist Members from developing nations in their utilization of results of WWRP projects and THORPEX-related forecast products;
- (3) To assist Members participating in the Programme, particularly developing Member countries, by facilitating the training and exchange of scientists, and the provision of advice, guidance and services, as required, within available budgetary resources;
- (4) To take all necessary actions to develop and maintain the collaboration between WMO, through the WWRP, and other agencies, groups and institutions, which can contribute to the further development and implementation of WWRP projects, and to seek further support from such agencies and other national and international institutions and from Members.

- When the request or appeal is addressed to different entities, the verb is repeated:

Requests the regional associations to play a coordinating role in the implementation ...

Requests the Executive Council to monitor the progress made ...

Requests the Secretary-General to report to Seventeenth Congress on ...

not

Requests:

- (1) The regional associations to play a coordinating role in the implementation ...
- (2) The Executive Council to monitor the progress made ...
- (3) The Secretary-General to report to Seventeenth Congress on ...

- The numbering sequence is as follows: (1), (a), (i). When there is no second clause, delete number 1 in the first clause:

change

“Authorizes the president:

- (1) To take necessary decisions on behalf of the Association, after consultation with the Management Group, on important matters;”

to

“Authorizes the president to take necessary decisions on behalf of the Association, after consultation with the Management Group, on important matters;”

- Resolutions and recommendations adopted at the session and those mentioned in them are correctly referred to and include the number, session number and title for the first mention, and the number and session number only for subsequent mentions.

Note: It is the constituent body itself that adopts a resolution (or other) and not the session. Therefore, the following format, including month and year, should be used:

The Plan was adopted by the Executive Council at its sixty-fifth session in May 2013.

not

The plan was adopted by the sixty-fifth session of the Executive Council in May 2013.

- Reports are not spoken of as being submitted to a session of an organ but rather as being submitted to an organ at its session.

... requests the Executive Council Working Group on Capacity Development to report thereon to the Executive Council at its sixty-sixth session.

not

... to the sixty-sixth session of the Executive Council.

Please bear in mind that resolutions are stand-alone texts and can be quoted outside the report. Therefore, a reference in a resolution to the text of the report should be changed and the title of the report included as follows:

[...]

Decides to monitor and evaluate progress in such projects and activities in accordance with the guidance provided under agenda item 4.1 of its first session (*Abridged Final Report with Resolutions of the First Session of the Intergovernmental Board on Climate Services* (WMO-No. 1124), general summary, paragraphs 4.1.22–4.1.25);

not

[...]

Decides to monitor and evaluate progress in such projects and activities in accordance with the guidance provided under agenda item 4.1 (paragraphs 4.1.22–4.1.25 of the general summary);

Resolutions in regional association reports

- Following the heading of the resolution, insert the constituent body name in full (always in caps), followed by a comma:

change

“The Regional Association IV,”

to

“REGIONAL ASSOCIATION IV (NORTH AMERICA, CENTRAL AMERICA AND THE CARIBBEAN),”

- The lists of RBSN/RBCN stations are included in an annex to a resolution. The link to these lists should be provided in the Docs and is included in the report. Check with the Observing and Information Systems Department to ensure that you are using the correct list.
- The text of all resolutions to be kept in force is included in the annex to the resolution. The resolutions in force should be copied from the previous report of the regional association and should not be reformatted.

Annexes to resolutions

Annexes to resolutions are not edited. In the text of the resolution, they should be referred to as follows:

THE EXECUTIVE COUNCIL,

[...]

Adopts the scale of assessments of proportional contributions of Members for the years 2014 and 2015 as presented in the annex to the present resolution.

or

Adopts the scale of assessments of proportional contributions of Members for the years 2014 and 2015 as presented in Annex 1 to the present resolution (if there are two or more annexes).

Matter annexed to a resolution immediately follows the text of the resolution. It is headed by the word “Annex” and also has a title. If there are two or more annexes, they should be identified by Arabic numerals, so that the headings read “Annex 1 to Resolution xxx”, “Annex 2 to Resolution xxx” and so on.

Recommendations

The recommendations in all session reports are edited but their annexes are not.

See **Resolutions** and **Annexes to resolutions** above for additional guidance on how to proceed with the editing of recommendations.

Annexes to the report

Annexes are not edited. When referring to an annex in the general summary, the following phrasing should be used: "Annex I (II, III ...) to the present report". In the annexes, the phrasing should be as follows: "Annex I (II, III, ...) to paragraph 1.1.1 (2.1.1, 3.1.1 ...) of the general summary":

ANNEX II
Annex to paragraph 3.2.4 of the general summary

**THE ROLE AND OPERATION OF NATIONAL METEOROLOGICAL AND
HYDROLOGICAL SERVICES**

Appendix

The appendix contains the list of participants. This list is provided in English or English/French by the department responsible or by the LCP Conference Services Unit. It is reproduced as provided with no editing except for country names and participants' names, when there is an obvious mistake. The abbreviation "Ms" should appear in parentheses after female participants' names.

The list appears in English in all language editions except for French, when available.

FORMATTING AND LAYOUT

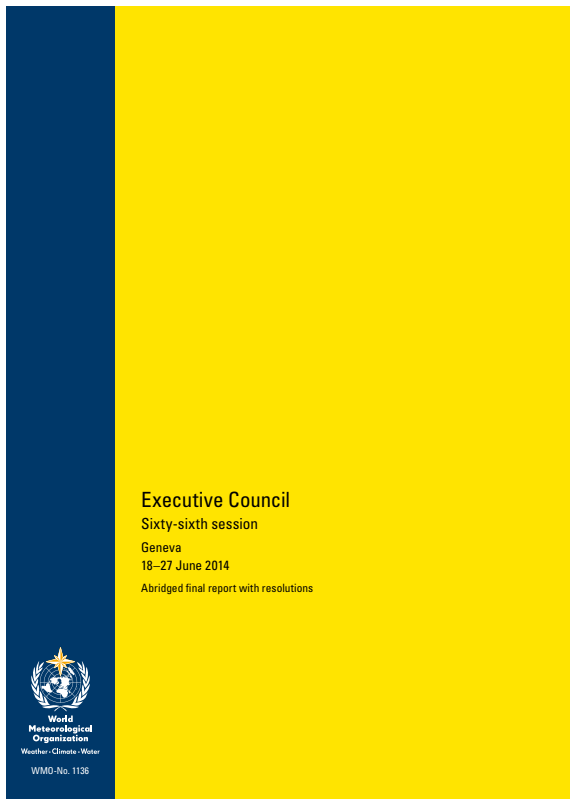
FRONT AND BACK COVERS

The covers should be prepared in InDesign using the following Pantones:

- Congress, Executive Council Yellow (Pantone 108)
- Regional associations Pink (Pantone 196)
- Technical commissions Bright green (Pantone 368)

They should be laid out as follows:

Front cover



Back cover



MARGINS

Margins, except for the title page, should be set as follows:

- Top, left and right margins: 0.79" / 2 cm / 20 mm / 56.7 pts / 4.73 pi
- Bottom margin: 0.5" / 1.27 cm / 12.7 mm / 36 pt / 3 pi

FONT TYPE AND SIZE

All text is in Arial 11 pt, except:

- Section headings: 14 pt
- Tables and figures: from 10 pt to 8 pt, as appropriate
- Footnotes: 9 pt
- Document numbers in the table of contents: 9 pt

SPACING

Use only one space after punctuation marks throughout. Do a global search; replace double (or more) spaces with one space.

Use single-line spacing throughout the report. Two lines of space are used between agenda items (not sub-items). Exceptions are tables and lists, where spacing can be less than one line.

Insert a single solid line between resolutions and their annexes, and a double solid line between two resolutions.

HEADINGS AND SUBHEADINGS

Headings and subheadings are formatted as follows:

<i>Level</i>	<i>Font</i>	<i>Example</i>
Section headings	14 pt caps bold centred	RESOLUTIONS ADOPTED BY THE SESSION
1.	11 pt caps bold	2. ORGANIZATION OF THE SESSION (agenda item 2)
1.1	11 pt u/l bold (check initial caps)	2.1 Approval of the agenda (agenda item 2.1) 11.3 The WMO Space Programme (agenda item 11.3)
1.1.1 (or unnumbered)	11 pt bold u/l roman	Instrument standards and best practices
All others	11 pt bold u/l italic	<i>Instrument intercomparisons</i>

Check all headings up to level two (1.1), that is, those that appear in the table of contents. Leave other headings in the general summary as they appear in the approved Docs.

PDF FILE

MAC users should **save** the Word file to PDF, while PC users should **print** the Word file to PDF, in order to keep the file size small, which is important when downloading from the Internet.

When preparing the PDF file, please use the following settings:

In Acrobat, under "File" click on "Properties" > "Initial View"

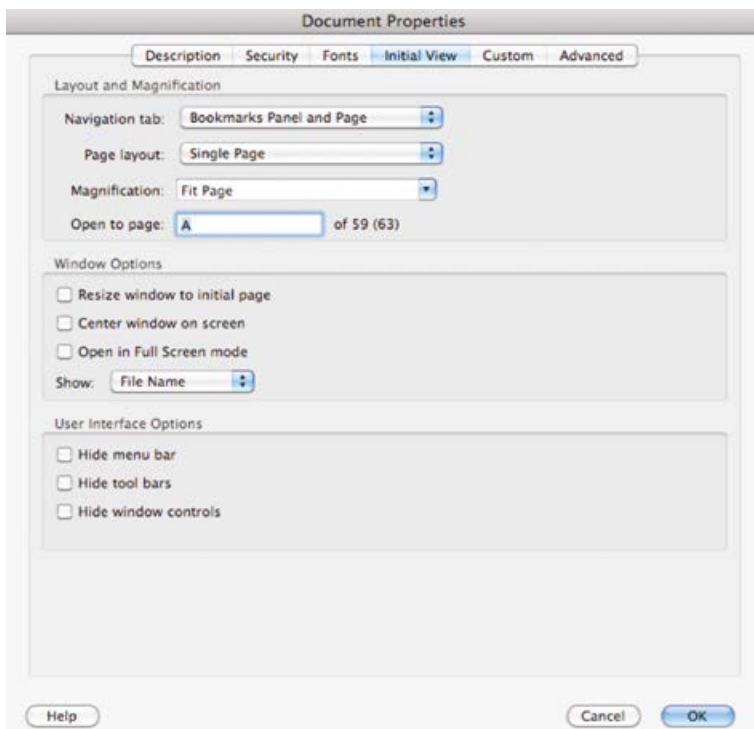
Under "Navigation", select "Bookmarks panel and page"

Under "Page layout", select "Single page"

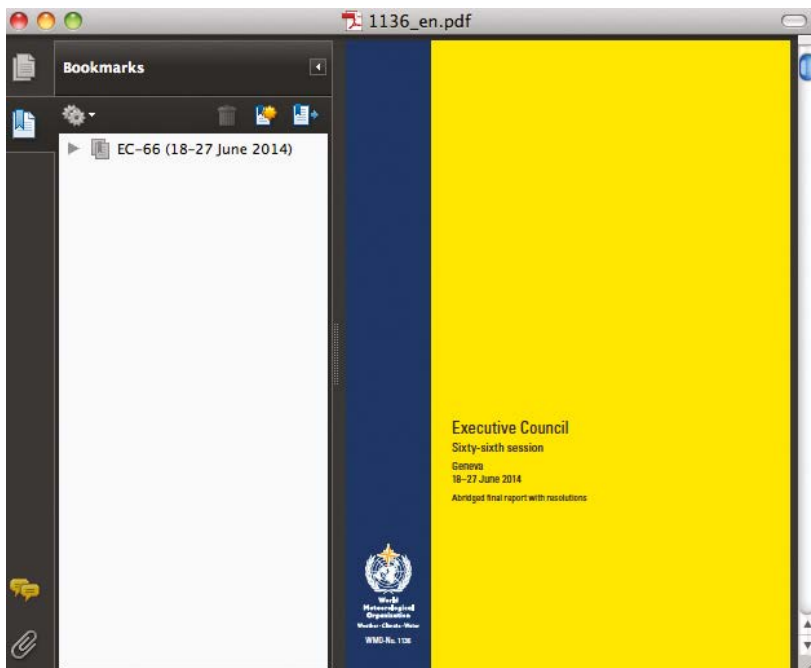
Under "Magnification", select "Fit page"

Under "Open to page", select "A" (cover). See screenshot below.

The file name should consist of the publication number and language version: 1135_en.



The PDF file should be set so that it opens on the cover page with only the first bookmark showing.



See the most recent report for an example.

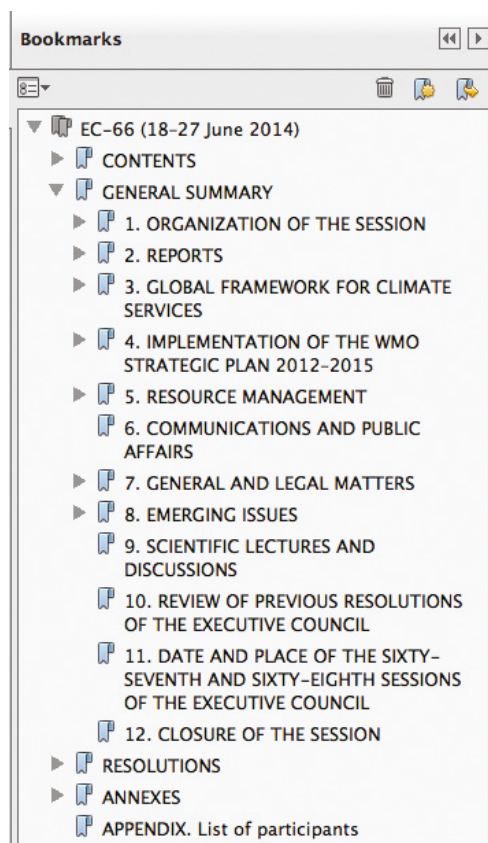
BOOKMARKS

All bookmarks should be linked to the respective pages. The bookmarks bar should contain the following:

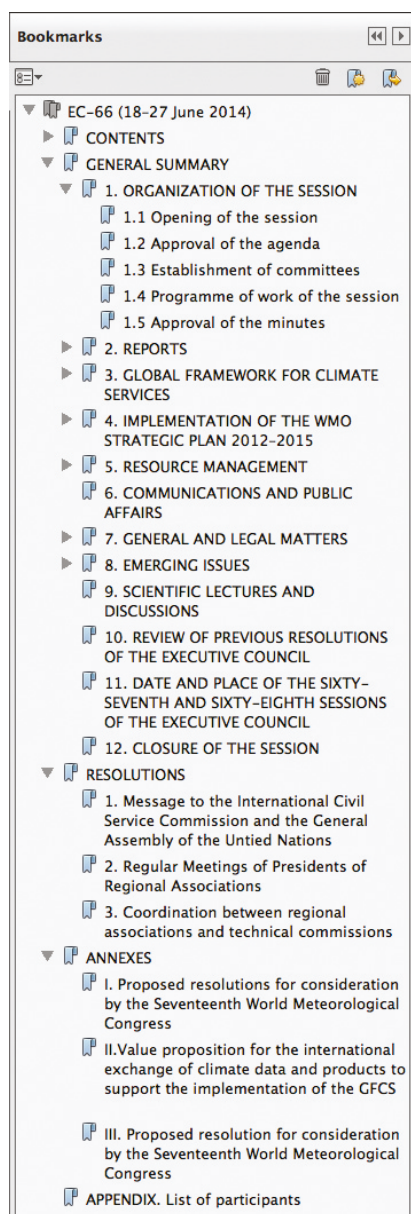
- First bookmark: abbreviation of the constituent body and session number, followed by the date of the meeting in parentheses: **EC-66 (18–27 June 2014)**.
- Contents: each page of the contents should have a separate bookmark (Contents, iv, v, vi, ...)
- General summary: only three levels are listed:
 - First level: 1, 2, 3, ...
 - Second level: 1.1, 1.2, ...
 - Third level: 1.1.1, 1.2.1, ...
- Resolutions
- Recommendations (if applicable)
- Annexes (if applicable)
- Appendix

Examples:

Principal bookmarks



Principal bookmarks, including some secondary bookmarks:



PAGINATION

Page numbers at the top of a PDF file should correspond to the page numbers in the report itself, as this makes it easier to print the correct page. Pagination should be as follows:

- | | |
|------------------------------|--|
| - Front cover | A |
| - Inside front cover (blank) | B |
| - Title page | i |
| - Copyright page | ii |
| - Contents | iii (iv, v, vi, ... as needed, plus blank if table of contents ends on a recto page) |
| - Report | 1 to xxx |
| - Back cover | C |

HYPERLINKS

In resolutions and recommendations there should be no URLs, but they can appear in the annexes to resolutions and recommendations.

When adding internal links, ensure that the page view on each linked page is set to “fit page”, otherwise the page size will differ when clicking on the links.

When references to resolutions and recommendations of other sessions are hyperlinked, as may be the case in some resolutions, do not remove the link, but do not add new ones either.

Text that should be linked should be highlighted in blue in the Word file. The following links should be activated in the PDF file:

- In the general summary, references to:
 - resolutions and recommendations adopted during the session
 - annexes to those resolutions and recommendations (if mentioned)
 - annexes to the report
 - the appendix

should be linked to the first page on which each appears.

When the general summary refers to a table or other material that constitutes the main element of an annex, the reference should be linked directly to that table or material.

- Annexes: There is a link from an annex back to the paragraph in the general summary to which it refers.
- URLs: There should be a hyperlink to web pages from all URLs.

For more detailed information, see Part III [Desktop publishing](#).

For more information, please contact:

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