

infrastructure multisector transparency stakeholders forecast villages
 growth accountability future energy poverty housing capacity program
 floods project outputs health training information collaboration consultation impact macroeconomic procurement framework
 theme public project outputs health farm support trends communication integration investment nonsovereign
 resilience government equity grant integration investment nonsovereign
 strategy population emerging transport outcome grant equity nonsovereign
 land community trade development successful
 equitability socioeconomic schools region Pacific
 sovereign catalyst industry Asia mission connectivity knowledge guarantee skills partnership
 efficiency reform cofinancing water bank better mission connectivity knowledge guarantee skills partnership
 value budget rail water bank better mission connectivity knowledge guarantee skills partnership
 people bank stronger contribution potential potential oversight technology results governance change solar displacement roads rural port
 operations climate

HANDBOOK OF

STYLE and USAGE

2017 EDITION

employment job transformation
 microfinance government goals
 audit

economy livelihood convergence urban loan cooperation sustainability
 environment inclusiveness urban loan agriculture faster assistance

HANDBOOK OF
STYLE and
USAGE

2017 EDITION

*If language is not correct, then what is said is not what is meant;
if what is said is not what is meant, then what ought to be done remains undone...*

—Confucius

Contents

Sources of ADB Style	ix
Clear Writing	x
Abbreviations	1
When and How to Abbreviate	1
Abbreviations List	2
Abbreviations That Should Be Treated as Names of Organizations.....	2
Abbreviations That Should Not Be Spelled Out.....	3
ADB Abbreviations.....	4
ADB Member Names.....	4
Ampersands in Abbreviations	4
Articles and Abbreviations	5
Boxes	6
Capitalization	6
Education Degrees	7
Figures.....	7
Five-Year Plans.....	7
Footnotes.....	7
Governments	8
Headings and Titles	8
Non-English Terms.....	8
Plurals	9
Possessives.....	9
Punctuation.....	10
Quarters.....	10
Special Drawing Rights.....	11
Tables	11
Technical Assistance.....	12
Two-Letter Abbreviations	12
ADB Member Names	13
Abbreviations	13
Lists	13
Plural Names	14
Adjectives	14
Nouns Used as Adjectives	14
“Sector”	15
Appendixes	15
Abbreviations	15
Citing in Text	16
Headings.....	16

Page Numbering	16
Paragraph Numbering	17
Supplementary Material	17
Tables and Figures	17
Title	17
Articles	17
Boxes	18
Abbreviations	18
Format	18
Labeling	18
Length	19
Notes and Explanatory Material	19
Tables and Figures	19
Brand Names	19
Capitalization	20
ADB Organizational Terms	20
Common Terms Used in ADB	20
Constitutions	23
Education Degrees	23
Ethnic Groups	23
Geographic Names	24
Government	25
Meetings, Conferences, and Forums	25
Ministries, Departments, and Other Government Bodies	26
Missions	27
Organizations	27
Parts of a Document or Publication	28
Plans, Policies, Strategies, and Laws	28
Professional Titles	31
Projects, Programs, Components, and Outputs	32
Titles of Publications	32
Treasury	33
Company Names	33
Computer Terms	34
Copyright	35
Country Names	36
Cross-References	36
Currencies and Exchange Rates	38
Currency Symbols	39
Exchange Rates	39
Low-Value Currency Units	40
Singular or Plural?	40

Special Drawing Rights.....	41
United States Dollars.....	41
Dates.....	42
Days.....	42
Months.....	42
Quarters.....	42
Years.....	43
Decades.....	45
Centuries.....	45
Executive Summaries.....	45
Content.....	45
Format.....	46
Figures.....	46
Color.....	46
Format.....	46
Labeling.....	48
Notes and Explanatory Material.....	49
Rounding.....	50
Footnotes.....	51
Abbreviations.....	51
Cross-Referencing.....	51
Footnote Indicators in Text.....	51
Format.....	53
Summaries.....	53
Tables, Figures, and Boxes.....	54
Glossary.....	55
Headings.....	55
Abbreviations.....	55
Capitalization.....	55
Footnotes.....	56
Format.....	56
Health Terms.....	57
Lists.....	59
Countries, Provinces, Cities, and Organizations.....	60
Numbered Lists.....	60
Unnecessary Words.....	61
Vertical Lists.....	61
Nondiscriminatory Language.....	63
Non-English Terms.....	65
Abbreviations.....	66
Accents and Other Diacritical Marks.....	66
Latin Words and Phrases.....	67

Names of Administrative Units	68
Plurals of Words Derived from Other Languages	68
Numbers	69
Countable or Uncountable	69
Decimals	69
Fractions	70
Negative Numbers	70
Numbers Greater than 999	71
Numerals or Words?	71
Ordinals	72
Percentages.....	73
Rounding	73
Singular or Plural?	74
Organizations	74
Page Numbers	75
Format	75
Placement.....	75
Photo Captions and Credits	76
Project Names	76
Short Form.....	77
Subsequent Projects.....	78
Punctuation	79
Colon	79
Comma	79
Dashes.....	80
Hyphen	81
Parentheses.....	84
Quotation Marks	85
Slash	87
Spacing after Punctuation Marks	88
Quotations	88
Ranges	89
Punctuation and Words to Describe a Range.....	89
Year Ranges in Strategies and Plans	91
Rates and Ratios	91
Ratings and Classifications	92
ADB Ratings and Classifications	92
Credit Ratings	92

References	93
Presentation of Footnotes	94
ADB Projects	95
ADB Board Documents	96
Other ADB Documents	99
ADB Publications	101
Books	102
Government Publications	103
Periodicals	103
Others	104
Online and Electronic Sources	104
Presentation of Online References	105
Regions and Subregions	106
Euro Area	108
Geographic Areas within a Country	108
Reported Speech and Text	108
Scientific Terms	109
Spelling	109
Tables	110
Labeling	110
Title	111
Unit of Measurement	111
Column Heads	112
First Column	112
Body	112
Notes and Explanatory Material	113
Abbreviations in Tables	117
Ampersands	117
Large Tables	117
Rounding	117
Small Tables	118
Symbols	118
Text in Tables	118
Time of Day	120
Units of Measurement	120
Appendix 1: ADB Member Names and Currency Units	124
Appendix 2: Problem Pairs of Words	128
Appendix 3: Common Abbreviations	132

Sources of ADB Style

[Merriam-Webster Online](#) is the standard ADB dictionary and the authority for the spelling and definition of words. ADB has a corporate subscription to the online version of [Merriam-Webster Unabridged](#). For words with alternative spellings, ADB uses the spelling in the main entry, not the variant(s).

Generally, ADB follows *The Chicago Manual of Style* on matters of style, usage, and publishing practice. References to “Chicago” in this guide are to the 15th edition of *The Chicago Manual of Style*. ADB has a corporate subscription to [The Chicago Manual of Style Online](#).

Other guides consulted in the preparation of this handbook include *Garner’s Modern American Usage* (2nd edition), *The Elements of Style* (Strunk and White), and *The Oxford Guide to Style*.

ADB References

Guidance on preparing Board documents is available on the SEC website under [Board Documents: Templates and Guidelines](#).

Guidance on communication (e.g., e-mail, letters, and memos) is available in the *Handbook on Correspondence and Writing*.

For guidance on how to publish books, journals, reports, training materials, and working papers, refer to the [publishing page](#) of ADB’s Department of External Relations. The *Handbook of Style and Usage* uses the term “publications” to refer to books, journals, published reports, training materials, and working papers.

Updates

Always consult the online version of the [Handbook of Style and Usage](#), which is updated from time to time. This version was updated on 27 January 2020.

Clear Writing

- (i) Never use a metaphor, simile, or other figure of speech which you are used to seeing in print.
- (ii) Never use a long word where a short one will do.
- (iii) If it is possible to cut a word out, always cut it out.
- (iv) Never use the passive where you can use the active.
- (v) Never use a foreign phrase, a scientific word, or a jargon word if you can think of an everyday English equivalent.
- (vi) Break any of these rules sooner than say anything outright barbarous.

G. Orwell. 2002. Politics and the English Language. *The Selected Essays*. New York: Everyman's Library. p. 170.

Clear writing is evidence of clear thinking.

If you follow these guidelines, you will help ADB explain its mission and operations more clearly and persuasively.

Keep it Short

Almost every ADB document or publication can be shortened by at least 10% without any loss of meaning. Many can be cut by far more. Your editor will be able to do some pruning for you, but you as the author are in the best position to know the message you want to convey. Be ruthless; if you have already made the point, or if it is tangential to your main theme, leave it out.

Be Accurate

You have a responsibility to the country you are writing about and to ADB to strive for 100% accuracy. Your document will rapidly lose credibility if it contains a factual error, even a minor one. Always check the spelling of the names of people, places, and publications. Make sure that numbers in tables sum correctly and correspond to those in the text. Data and terminology must be consistent throughout a document.

Above all, set aside time to read your document one last time. ADB documents and publications go through many stages, providing ample opportunities for mistakes to slip in.

Do Not Use Clichés

Development writing is littered with hackneyed and inappropriate figures of speech. Far from enlivening your prose, overworked expressions will make it seem tired and bland.

Avoid	Prefer
The reforms are designed to ensure a level playing field for state-owned enterprises and private companies.	The reforms are designed to ensure equal treatment for state-owned enterprises and private companies.
The project will make an improvement on the ground in the countryside.	The project will make an improvement in the countryside.
The goal is to hit the ground running in July.	The goal is to start immediately in July.
The events at the agency showed you cannot judge a book by its cover.	The events at the agency showed you cannot rely on appearances.
There is no silver bullet for the financial crisis.	There is no single rapid solution to the financial crisis.
Going forward, ADB will ensure that it continues to be relevant.	ADB will ensure that it continues to be relevant.

Use the Active Voice

The active voice is clearer and more direct. It will engage the reader far more than the passive voice. As *Garner's Modern American Usage* (p. 592) points out: “in the passive form, it’s possible to omit the actor altogether—a prime source of unclarity.”

Avoid	Prefer
This offer should be taken advantage of by ADB.	ADB should take advantage of this offer.
Surveys were carried out in 2008.	The council carried out surveys in 2008.
The deadline was missed.	The consultant missed the deadline.

Get to the Point

Good writing employs only the words necessary to express an idea clearly.

Do not spell out something that is obvious.

The population increased ~~by more than 1 million~~, from 50.3 million to 51.6 million.

The disease mainly affects ~~young~~ adults 18–24 years old.

Some details can be assumed and do not have to be stated.

They will hold discussions with ~~relevant~~ government officials and stakeholders.

The funds will be used to purchase ~~appropriate~~ education materials.

Words such as “level,” “phase,” and “stage” are overused.

Avoid

The reforms will take place at the city level and at the village level.

Community leaders will be consulted during the implementation stage.

Prefer

The reforms will take place in cities and villages.

Community leaders will be consulted during implementation.

“Sector” and “subsector” tend to be overused (as nouns and adjectives). They are often redundant and can usually be omitted with no loss of meaning.

Avoid

Many workers in the transport sector are poor.

Private sector companies have led the economic revival.

Prefer

Many transport workers are poor.

Private companies have led the economic revival.

The following list includes other unnecessary words that often appear in ADB documents.

The data will be useful for ~~forward~~ planning purposes.

ADB ~~proactively~~ monitors and manages all its projects.

Delegates can make ~~advance~~ reservations at the travel desk.

The loan is small ~~in size~~.

ADB and WHO will blend ~~together~~ their assistance to maximize results.

ADB and the government will collaborate ~~together~~ on the proposal.

The timing of the funding is critically ~~important~~.

The consultants will carry out ~~critical~~ assessments.

The agreement of the ~~current~~ incumbent will be needed.

The study will be conducted during ~~the period~~ 2016–2018.

No other problems were identified during that ~~time~~ period.

This became clear during ~~the course of~~ the project, although it may not affect the ~~end~~ result.

The government is ~~in the process of~~ reforming the finance sector.

The country's ~~future~~ prospects are good.

Environmental sustainability is forecast to improve ~~over time~~.

It would have the ~~exact~~ same result.

Credit to small-scale industries has ~~actually~~ declined.

Participants agreed upon this ~~new~~ innovation in financing.

As ~~past~~ experience has shown, community support is essential.

There is a ~~real~~ danger that this will recur ~~again~~.

The Ministry of Health will revert ~~back~~ to ADB regarding any significant changes.

The flow of remittances at the end of the year will offer a ~~temporary~~ reprieve.

The project will build ~~a total of~~ 15 new schools.

~~All things being equal,~~ the reform program has a good chance of success.

~~Basically,~~†The problem cannot be solved by money alone.

The contractor will rehabilitate the ~~existing~~ roads.

The project will be implemented in three towns, ~~namely~~: Battambang, Kampot, and Kampong Cham.

Construction is not possible in ~~the months of~~ December and January.

The floods ~~completely~~ destroyed 20 villages.

The participants have not reached a consensus ~~of opinion~~ on the inflationary effects.

The consultants must be ~~knowledgeable~~ experts on environmental sustainability.

The treatment plant is in close ~~proximity~~ to several schools.

The report will be disclosed to the ~~general~~ public.

The problem dates ~~back~~ to the early 1990s.

Four components have been completed ~~to date~~.

Progress in achieving the targets slowed ~~down~~ during the regional financial crisis.

The mission visited seven ~~different~~ ministries in April.

Each ~~and every~~ complaint was investigated.

Rising ~~foreign~~ imports have reduced the country's gross international reserves.

The headquarters will be ~~located~~ in Colombo.

A survey was needed ~~in order~~ to determine the number of potential microfinance recipients.

The ~~main~~ focus of the study was the impact of rural finance on poverty reduction.

The ~~specific~~ details of each ~~individual~~ subproject have not been finalized.

Each assessment will determine whether ~~or not~~ outputs were satisfactorily delivered.

Instead of using the wordy expressions on the left, use the concise ones on the right.

Avoid	Prefer
a certain amount of	some
a large proportion of	many of, most of
a lot of	many
a number of	some
afford an opportunity	allow, let
an adequate number of	enough
as a means of	to
as to whether	if
at this particular point in time	now
attached herewith	here, attached
based on the recognition of	because of
by means of	by, with
despite the fact that	although
due to the fact that	because, since
during the time that	when, while
engaged in a study of	studied
few in number	few
for the purpose of	for, to
for the reason that	because
fully understand	understand
has the capability to	can
in about a month's time	in about a month
in accordance with	agreeing with, following
inasmuch as	because
in conjunction with	with, regarding
in order to	to
in reference to	concerning
in spite of the fact that	although, despite

Avoid	Prefer
in terms of supporting	to support
in the event that	if, in case of
in the field of	in
in the majority of instances	usually, most of the time
in view of the foregoing circumstances	therefore, consequently
on account of the fact that	because
provided that	if

Adapted from ADB. 2002. *Handbook on Correspondence and Writing*. Manila.

Sometimes whole paragraphs are redundant, especially when they repeat material covered in the table of contents. Paragraphs such as the following should be deleted.

This paper is organized as follows. Section II presents the background and ADB's existing policies. Section III reviews ADB's experience with the policy. Section IV compares ADB's policy and practice with those of other multilateral development banks. Section V presents key issues and proposals. Section VI proposes certain revisions to existing policies. Section VII contains conclusions.

Keep Paragraphs Short

Is there a more forbidding sight than a long, dense paragraph of development prose? By contrast, a page containing several shorter paragraphs is more visually appealing and easier to read.

Avoid Jargon

Use plain language wherever you can. ADB documents should be comprehensible to the well-informed general reader. Common English words are preferable to technical jargon, ADB slang, or non-English terms.

Avoid	Prefer
The loan will include a piggybacked TA project to build capacity in the ministry.	The loan will include an attached TA project to build capacity in the ministry.
ADB provided software support for training and hardware support for building schools.	ADB provided support for training and for building schools.
ADB will concentrate on its core deliverables: constructing the dam and the approach roads.	ADB will concentrate on constructing the dam and the approach roads.

Use Precise Words

Vague and overused words can deaden text and detract from your point.

Avoid Overusing	Alternatives
address (vb.)	adjust, amend, attune, correct, cure, meet the needs of, rectify, redress, reform, regulate, revise, set right, solve
enhance (vb.)	add to, augment, boost, complement, elevate, embellish, heighten, improve, increase, lift, magnify, make more appealing, raise, redouble
appropriate (adj.)	adequate, applicable, becoming, befitting, calculated, compatible, competent, conformable, congruous, consistent, consonant, corresponding, desirable, feasible, fit, geared, in harmony with, in keeping with, matched, meet, opportune, pertinent, practicable, proper, qualified, relevant, right, seemly, suitable, suited, tailor-made, timely, to the point
capacity development (adj. + n.)	training, improving management, strengthening systems

Avoid Overusing	Alternatives
develop (vb.)	<p>(<i>meaning “evolve”</i>)—advance, age, alter, change, evolve, flow, grow, mature, progress</p> <p>(<i>meaning “improve amenities, conditions”</i>)—better, cultivate, elevate, enlarge, exploit, polish, promote, refashion, refine, reform, regenerate, rehabilitate, reorganize, revamp, upgrade</p> <p>(<i>meaning “improve person, workforce, potentialities”</i>)—advance, cultivate, educate, enrich, finish, perfect, prepare, promote, refine, update, upgrade</p> <p>(<i>meaning “increase”</i>)—advance, amplify, augment, build up, enlarge, expand, extend, gain, increase, spread</p> <p>(<i>meaning “promote”</i>)—assist, back, build up, champion, encourage, foster, increase, intensify, nurture, strengthen, support</p> <p>(<i>meaning “expound thesis”</i>)—amplify, describe, detail, explain, enumerate, make known, narrate, recount, reveal, state</p> <p>(<i>meaning “work out an idea”</i>)—amplify, build on, draw up, elaborate, enlarge upon, evolve, expand, fill out, formulate, frame, go into detail, outline, sketch, work out</p>
facilitate (vb.)	assist; contribute to; create opportunities; ease, make, open, or pave the way for; help; make easier; simplify; streamline
identify (vb.)	analyze, categorize, cite, clarify, classify, decide upon, define, delineate, denote, describe, detail, determine, distinguish, label, note, particularize, point to, recognize, refer to, signify, single out, specify, state precisely
improved (adj.)	better, more efficient, stronger, quicker, cleaner, more sustainable, more effective, more successful

Adapted from ADB. 2002. *Handbook on Correspondence and Writing*. Manila.

Writing for Social Media

Although a more conversational tone is expected on social media, content should conform to the *Handbook of Style and Usage*. Abbreviations do not need to be spelled out on platforms where space is limited (such as Twitter). Guidelines on ADB member names and references to disputed territories should be followed.

When writing for social media at ADB

- (i) use short, informative, and nonbureaucratic language aimed at a general audience;
- (ii) behave respectfully, in a way that will not bring ADB or its staff into disrepute;
- (iii) do not discuss confidential information and/or internal communication;
- (iv) refrain from expressing political views about an ADB member; and
- (v) never engage “trolls” or obviously provocative posts.

Include a disclaimer to clarify whether you are participating in an official, professional, or personal capacity. Detailed guidance and examples of disclaimer wording are provided in [Guidelines on Social Media at ADB](#).

Adapted from ADB (Department of External Relations). 2015. [Guidelines on Social Media at ADB](#). 15 September (internal).

Writing for the Web

Most web users spend no more than a few minutes browsing through a website. They tend to scan web pages rather than read them.

When writing for the web

- (i) use half the number of words you would normally use;
- (ii) write meaningful headings and subheadings (not “clever” ones);
- (iii) use bulleted lists;
- (iv) limit a paragraph to one idea (users will skip over any additional ideas if they are not caught by the first few words); and
- (v) follow the “inverted pyramid” style, starting with the conclusion.

Abbreviations

See also: Boxes, Dates, Figures, Footnotes, Organizations, Tables, Units of Measurement, Appendix 1 (ADB Member Names and Currency Units), Appendix 3 (Common Abbreviations)

Principle. The excessive use of abbreviations makes text cumbersome to read.

Therefore, introduce an abbreviation only if

- (i) the term appears at least three times in each part of a work (e.g., in the main text or in each appendix of a Board document); and
- (ii) the term consists of at least three words.

Exception. If an abbreviation is better known than the spelled-out form, e.g., United Nations Children’s Fund (UNICEF), give the abbreviation even if the term is used only once.

When and How to Abbreviate

Give the spelled-out form first, then the abbreviation in parentheses. Thereafter, use only the abbreviation.

Avoid

The system has deteriorated because of poor O&M (operation and maintenance). Private sector participation in operation and maintenance activities will be explored.

Prefer

The system has deteriorated because of poor operation and maintenance (O&M). Private sector participation in O&M activities will be explored.

Because parts of a document may be extracted and used for other purposes, spell out each term to be abbreviated at its first appearance in the front matter (e.g., executive summary, basic data), the main text, each appendix, and each linked document.

In a book, spell out each term anew in each chapter if it will help the reader.

If an abbreviation has not appeared for more than 5 pages, consider spelling it out again to remind the reader.

Abbreviations List

Create a list of all the abbreviations used in a document or publication with their definitions under the heading “Abbreviations” in the front matter. The list should be arranged alphabetically by the abbreviation. Abbreviations that begin with a number or a special character should appear at the beginning of the list.

ADB	–	Asian Development Bank
ADF	–	Asian Development Fund
GDP	–	gross domestic product
OCR	–	ordinary capital resources
PRC	–	People’s Republic of China

If an abbreviation appears only in a box, figure, linked document, and/or table and is defined there, it is unnecessary to include it in the main abbreviations list.

Terms included in the list must be worded, spelled, and punctuated as they are in the text.

Give all abbreviations in the list in their singular form, even if they are used in the text initially, primarily, or solely in their plural or possessive form.

Exception. For a few abbreviations, only the plural form makes sense and therefore should be used in the abbreviations list. Common examples include “SMEs” (small and medium-sized enterprises) and “IRRs” (implementing rules and regulations).

Abbreviations That Should Be Treated as Names of Organizations

Some organizations are now known officially by their abbreviations. In such cases, the abbreviation does not need to be spelled out. Provide a brief description in parentheses or in a footnote if it will help the reader.

Avoid	Prefer
Danish International Development Agency	Danida
Hong Kong and Shanghai Banking Corporation	HSBC
Kreditanstalt für Wiederaufbau	KfW
World Wide Fund for Nature	WWF

See also: [Computer Terms](#)

Abbreviations That Should Not Be Spelled Out

The following abbreviations are better known than the words they stand for and do not have to be explained in the text or added to the abbreviations list. Note the punctuation. The definitions and explanations are in parentheses.

AIDS (acquired immunodeficiency syndrome)

ATM (automated teller machine—do not use “ATM machine”)

C (Celsius or centigrade)

CD-ROM (compact disc read-only memory)

DVD (digital versatile disc)

e.g., (exempli gratia—for example)

F (Fahrenheit)

fax (facsimile)

HIV (human immunodeficiency virus)

HTML (hypertext markup language)

i.e., (id est—that is)

no. (number)

p. (page)

para. (paragraph)

PIN (personal identification number—do not use “PIN number”)

PDF (portable document format—file type)

URL (uniform resource locator)

ADB Abbreviations

Shorten “Asian Development Bank” to “ADB” or “the bank” (not “the ADB” or “the Bank”).

Do not abbreviate the names of resident missions; give the full name at first appearance, then use “the resident mission.”

Avoid	Prefer
The India Resident Mission (INRM) was fully involved in the consultations. Staff from the INRM attended the meetings and helped draft the reports.	The India Resident Mission was fully involved in the consultations. Staff from the resident mission attended the meetings and helped draft the reports.

Exception. The names of resident missions may be abbreviated in the list of contributors in the front matter of Board documents.

ADB Member Names

Appendix 1 lists the accepted forms of ADB member names. With the exception of the abbreviated forms for some member names given in Appendix 1, always spell out the names of ADB members. Do not identify an ADB member in text, tables, or figures by its member code, except as part of a loan or technical assistance number.

Ampersands in Abbreviations

Avoid using ampersands in text, except in certain abbreviations based on established usage.

monitoring and evaluation (M&E)	research and development (R&D)
operation and maintenance (O&M)	Standard & Poor’s (S&P)

Articles and Abbreviations

Generally, follow the rule in *Chicago* (15.9): “Acronyms are read as words and, except when used adjectivally, are rarely preceded by *a*, *an*, or *the* (‘member nations of NATO’). Initialisms are read as a series of letters and are often preceded by an article (‘member nations of the EU’).”

Initialisms	Acronyms
the ADF	APEC
the EBRD	ASEAN
the EU	JICA
the ILO	LIBOR
the IMF	NATO
the SDGs	OPEC
the OECD	Sida
the UN	UNICEF

Exception. Although the *Chicago* rule is a useful starting point, there are numerous exceptions, including “ADB” itself (an initialism that does not take an article). A number of other organizations have also chosen not to use an article with their abbreviated form.

Initialisms without Articles	
ADB	UNDP
IBRD	USAID
IFC	WHO

If the abbreviation following the indefinite article begins with a vowel sound, use “an” even if “a” would be used with the full form.

an FAO publication
a Food and Agriculture Organization publication

See: main entry on Boxes | **Boxes**

See also: main entry on Capitalization, Units of Measurement

Capitalization

Write all abbreviations, except units of measurement, in capital letters. However, in their spelled-out forms, only proper nouns should be capitalized.

Avoid	Prefer
DfID	DFID
MoF	MOF
SoE	SOE

Exceptions. Note the following exceptions to the rule.

- (i) If an organization traditionally uses lowercased letters in its abbreviated form, this should be followed.

AfDB	African Development Bank
Sida	Swedish International Development Cooperation Agency

- (ii) In some abbreviations, lowercased letters have become institutionalized through usage.

CoP	community of practice
DEfR	development effectiveness review
MfDR	managing for development results
VaR	value-at-risk

- (iii) The following abbreviations should be lowercased.

a.m.	p.
e.g.	p.m.
i.e.	para.

Education Degrees

When attached to a person's name, do not spell out degrees.

R. Xang, BS, MBA, PhD

When they are referred to in a general sense, apply the usual rules for abbreviations.

The university will offer courses leading to a doctor of philosophy (PhD) degree.

See: [main entry on Figures](#) |

Figures

Five-Year Plans

Do not abbreviate "Five-Year Plan." After the first appearance, use "plan." When referring to a 5-year plan in a generic sense, use "5-year plan."

The goal of the government's Eleventh Five-Year Plan, 2006–2010 is a harmonious and prosperous society. The plan was adopted in 2005.

Footnotes

If a term has already been abbreviated in the text, the abbreviation may be used in a subsequent footnote.

However, if a term that will be abbreviated appears for the first time in a footnote, spell it out and give the abbreviation in parentheses. Thereafter, the abbreviation may be used in subsequent footnotes. If the term is used later in the main text, spell it out again at first appearance and give the abbreviation in parentheses even though it has already been defined in a footnote.

Governments

Do not abbreviate the names of national governments. After the first appearance, use “the government.”

Avoid

ADB and the Government of Bangladesh (GOB) signed a memorandum of agreement in 2006. The signatory for GOB was the secretary of finance.

Prefer

ADB and the Government of Bangladesh signed a memorandum of agreement in 2006. The signatory for the government was the secretary of finance.

Subnational governments may be abbreviated, but consider whether a more general term (e.g., state government, provincial government) would be clearer to the reader.

Headings and Titles

Spell out abbreviations (i) in headings in the text (including run-in heads); and (ii) in titles of papers, boxes, figures, and tables, even if they have already been defined in the text. Do not add abbreviations in parentheses in headings and titles.

Exception. “ADB” does not need to be spelled out in headings and titles.

See also: main entry on
Non-English Terms

Non-English Terms

For abbreviated non-English terms in the text, spell out the English translation followed by the abbreviation (usually based on the original name) at its first appearance.

National Development Planning Agency (BAPPENAS)

In the list of abbreviations, give the non-English name first, followed by the English translation in parentheses.

BAPPENAS – Badan Perencanaan Pembangunan Nasional (National Development Planning Agency)

Plurals

Use a lowercased “s” to indicate a plural abbreviation.

developing member countries (DMCs)
reports and recommendations of the President (RRPs)

Never use an apostrophe when making an abbreviation plural.

Avoid

COBP's are updated on a
3-year rolling basis.

Prefer

COBPs are updated on a
3-year rolling basis.

Possessives

At first appearance, the possessive form of abbreviations looks ungainly and interrupts the reader. Possessive abbreviations can often be avoided by simple rewriting.

Avoid

The Asian Development
Bank's (ADB's) goal is to
reduce poverty.

Prefer

The goal of the Asian
Development Bank (ADB) is
to reduce poverty.

Punctuation

Do not use a period in abbreviations for education degrees, names of countries and other geographic locations, government ministries and agencies, institutions, or organizations.

Avoid	Prefer
D.O.E.	DOE
I.M.F.	IMF
Ph.D.	PhD
P.N.G.	PNG
U.S.	US
Washington, D.C.	Washington, DC

The following abbreviations require periods.

a.m.	p.
e.g.	p.m.
i.e.	para.

Quarters

The abbreviation for a quarter of a year is “Q” followed by the number.

After dropping in the first quarter (Q1) of 2016, sales rebounded in Q2 2016.

Special Drawing Rights

Do not spell out “SDR” on first appearance when used as a currency symbol, but define it in the list of abbreviations. When special drawing rights are referred to in the text, apply the usual rules for abbreviations.

The project includes a credit component totaling SDR2.15 million. The loan will be denominated in special drawing rights (SDRs). The use of SDRs was considered helpful to poor countries in financing development.

See also: main entry on Tables

Tables

List abbreviations in alphabetical order below the table with their definitions.

Table 1: Financing Plan

Source	Amount (\$ million)	Share (%)
ADB	90.0	60.0
JFPR	45.0	30.0
Government	15.0	10.0
Total	150.0	100.0

ADB = Asian Development Bank, JFPR = Japan Fund for Poverty Reduction.
Source: ADB estimates.

However, it may be more appropriate in some tables to use the spelled-out form at the term’s first appearance followed by the abbreviation in parentheses, then use the abbreviation throughout the rest of the table. In these cases, an abbreviations list below the table is not necessary.

Use the same system for abbreviations throughout a table, i.e., do not define some abbreviations in the table and others below the table.

Technical Assistance

Spell out “technical assistance” at its first appearance. Although the term consists of only two words, “TA” may be used as an abbreviation.

“TA,” like the spelled-out version “technical assistance,” is not countable. It is incorrect to refer to “a TA” or “five TAs” (just as it would not be correct to talk about “a technical assistance” or “five technical assistances”). Instead, use “the TA,” “a TA project,” or “five TA projects.”

Avoid	Prefer
ADB has approved four recent TAs.	ADB has approved four recent TA projects.

See also: Units of Measurement

Two-Letter Abbreviations

Avoid two-letter abbreviations. Spell out the term each time or use a shortened form in subsequent references.

Avoid	Prefer
ADB has 25 resident missions (RMs). Each RM carries out country programming and processing of loans and technical assistance.	ADB has 25 resident missions. Each resident mission carries out country programming and processing of loans and technical assistance.
According to the resettlement plan (RP), 343 affected people (AP) will be resettled. The government will inform AP of their rights under the RP.	According to the resettlement plan, 343 affected people will be resettled. The government will inform the people of their rights under the plan.

Exceptions. In addition to the many two-letter (and even one-letter) abbreviations for units of measurement, note some other exceptions to the rule.

European Union (EU)	United Kingdom (UK)
information technology (IT)	United Nations (UN)
technical assistance (TA)	United States (US)

ADB Member Names

See also: Abbreviations, Capitalization, Appendix 1 (ADB Member Names and Currency Units)

Appendix 1 provides the proper presentation of ADB member names.

Use “ADB members” when referring to the collective membership of ADB, not “ADB member countries.”

Use the term “ADB member” or “economy” rather than “country” or “nation” when referring to members that are not independent political entities, e.g., Hong Kong, China.

Abbreviations

Except for the abbreviated forms for some member names given in Appendix 1, always spell out the names of ADB members. Do not identify an ADB member in text, tables, or figures by its member code, except as part of a loan or technical assistance number.

Avoid

Collaboration with host governments in CAM, LAO, and VIE will be essential.

Prefer

Collaboration with host governments in Cambodia, the Lao People’s Democratic Republic, and Viet Nam will be essential.

Lists

When two or more members appear in a sequence in a sentence, table, or figure, list them alphabetically unless another reason that is understandable to the reader governs the order of the list.

Delegates from Cambodia, Japan, Malaysia, the People’s Republic of China, and the Republic of Korea attended the conference.

The mission visited Uzbekistan, Kazakhstan, and Armenia, in that order.

Exception. In tables and figures, these ADB members may be listed as follows:

China, People’s Republic of	(under “C”)
Korea, Republic of	(under “K”)
Micronesia, Federated States of	(under “M”)

Plural Names

Plural member names should be treated as singular entities and should take a singular verb form.

The Philippines is one of the original members of ASEAN.
The Netherlands is one of ADB's nonregional members.
The Cook Islands is vulnerable to extreme weather patterns.

Adjectives Nouns Used as Adjectives

See also: [Punctuation \(Hyphen\)](#) |

In general, make nouns singular when they are used adjectivally.

communicable disease control	natural resource issues
document distribution	safeguard framework
information and communication technology	stakeholder groups

Exception. Retain the “s” if a phrase sounds unnatural or misleading without it.

human resources budget	skills training
results framework	training needs assessment

Do not use adjectives incorrectly as nouns. For example, “corruption” is primarily used as a noun, but “anticorruption” is always an adjective.

Avoid

The project will focus on anticorruption.

Prefer

The project will focus on anticorruption initiatives.

“Sector”

Use “sector” and “multisector” as adjectives instead of “sectoral” or “multisectoral.” The same applies to “agriculture,” “education,” and other sectors.

Avoid

sectoral studies

multisectoral approach

agricultural sector

educational sector

financial sector

industrial sector

Prefer

sector studies

multisector approach

agriculture sector

education sector

finance sector

industry sector

Appendixes

See also: Abbreviations,
Figures, Headings,
Page Numbers, Tables

Principle. Appendixes may include explanations and elaborations that are not essential parts of the text but are helpful to a reader seeking further clarification (*Chicago*, 1.81). Avoid verbatim repetition between the main text of a document and the appendixes.

List all appendixes on the contents page, including supplementary appendixes.

Abbreviations

Appendixes are often read separately from the main text. Spell out every term, then give the abbreviation in parentheses at its first appearance in each appendix, even if the term has already been spelled out in the main text.

Citing in Text

Refer to all appendixes in the main text and number them in the order in which they are mentioned. If only one appendix is attached, use “Appendix” rather than “Appendix 1.”

Exception. The order of appendixes in some Board documents is fixed.

Capitalize “Appendix” when referring to a specific appendix.

Details are in the cost estimates and financing plan (Appendix 2).
The terms of reference are in Appendix 3.

Headings

Headings of appendixes in Board documents should follow the model under the main entry on Headings.

	Appendix 7	42
PROCUREMENT PLAN		
A.	Process Thresholds, Review, and 18-Month Procurement Plan	
1.	Project Procurement Thresholds	
1.	Except as the Asian Development Bank (ADB) may otherwise agree, the following process thresholds shall apply to the procurement of goods and works.	

Page Numbering

Appendixes in Board documents have running heads indicating the appendix and page numbers.

	Appendix 1	23
--	------------	----

24	Appendix 1	
----	------------	--

Paragraph Numbering

In a Board document appendix that is mainly text, number the paragraphs, starting with 1.

Supplementary Material

Do not include attachments or annexes to appendixes. Supplementary material may be (i) treated as supplementary appendixes (listed on the contents page, to be provided upon request); (ii) incorporated into an existing appendix; or (iii) provided in a separate appendix.

See also: main entry
on Tables, main entry
on Figures

Tables and Figures

Mention each appendix table or figure in the text of the appendix. Follow the same rules for mentioning tables or figures as in the main text.

Title

Appendix titles in Board documents should be in capital letters and centered on the page.

Articles

See also: Abbreviations (Articles
and Abbreviations)

Principle. Use the definite article “the” to restrict or particularize a noun and an indefinite article (“a” or “an”) when the identity of the noun is not specified or fixed.

A team leader will be selected before the inception mission. The team leader will consult with government officials on governance issues.

An amendment to the Companies Act, 1956 will be required. The amendment will detail the exemptions.

Use articles correctly in the titles of projects and documents. For example, if the project is designed to support something that does not yet exist, use the indefinite article.

Technical Assistance to the Republic of Kazakhstan for a Strategy for Rural Development

Boxes **Principle.** Text boxes may be used sparingly to elaborate on or illustrate a pertinent issue mentioned in the text. Refer to all boxes in the text.

Abbreviations

Treat abbreviations in boxes the same way as in the main text, i.e., give the spelled-out form at first appearance followed by the abbreviation in parentheses. Thereafter, use only the abbreviation.

If an abbreviated term that appeared first in a box is used later in the main text, spell it out again and give the abbreviation in parentheses, even though it has already been defined in a box.

Format

The font size in boxes should be 1 point smaller than in the main text, and the text should be justified.

Keep paragraphs short. Do not number or indent them. Insert a half-line space between paragraphs.

Labeling

Boxes should be labeled “Box 1,” “Box 2,” etc., followed by a colon and a short descriptive title. If there is only one box, it should not be numbered.

Use bold font and headline-style capitalization, and center the title in the box.

Box 3: Phnom Penh Water Supply and Drainage Project

In books, box labels usually include the chapter number (e.g., in Chapter 3, boxes would be numbered “Box 3.1,” “Box 3.2,” etc.).

Length

Text boxes should ideally occupy no more than 1 page. If a box extends onto a second page, ensure that the pages face each other. Boxes should never occupy more than 2 pages.

Notes and Explanatory Material

Boxes need to be self-contained (e.g., footnote numbering should be independent from that of the main text). Use superscript lowercased letters as footnote indicators to avoid confusion with footnotes in the main text. The footnotes themselves should be placed at the end of the box (not at the bottom of the page). The footnotes should precede the source of the box.

In 2007, ADB started a partnership with the PRC's Clean Development Mechanism Fund.^a This partnership will focus on transferring and deploying advanced technologies and using clean energy.

^a ADB. 2006. *Technical Assistance to the People's Republic of China for the Establishment of the Clean Development Mechanism Fund*. Manila. Source: Asian Development Bank.

Tables and Figures

Tables and figures in boxes should be avoided if possible. Do not number tables or figures in boxes (place them immediately below the reference in the text).

Brand Names

Trademark symbols should be omitted.

Avoid

Microsoft Excel®

Prefer

Microsoft Excel

Capitalization

See also: Abbreviations, Figures, Headings, Tables, Appendix 1 (ADB Member Names and Currency Units), Appendix 3 (Common Abbreviations)

Principle. Limit the use of capitalization.

ADB follows the principles of capitalization found in *Chicago* (8.2): “*Chicago* generally prefers a ‘down’ style—the parsimonious use of capitals.”

Use headline-style capitalization—the capitalization of the first letter of each major word—for headings and titles. Consult *Chicago* (8.167) for further guidance on headline-style capitalization.

Exception. Some ADB documents, such as legal or other official documents, have their own rules and precedents for capitalization, which may override those given here.

ADB Organizational Terms

Capitalize the ADB “Board of Governors,” “Board of Directors,” “Management,” and the names of ADB departments and offices.

Lowercase “headquarters” when referring to the ADB headquarters.

Capitalize the names of resident missions, but lowercase generic references.

The Bangladesh Resident Mission, established in July 1982, was ADB’s first resident mission.

Common Terms Used in ADB

A loan

Accountability Mechanism

Agreement Establishing the Asian Development Bank (the Charter)

annual meeting (capitalize only when referring to a specific ADB annual meeting, e.g., the Forty-Ninth Annual Meeting)

Asian financial crisis

Asian Development Fund

B loan

board of directors (capitalize only when referring to the ADB Board of Directors)

board of governors (capitalize only when referring to the ADB Board of Governors)

Board document

borrower

category A, category B, category C

Clean Development Mechanism

component 1, component 2, component 3

Countercyclical Support Facility

country operations business plan (capitalize only when part of the document title)

country partnership strategy (capitalize only when part of the document title)

executing agency

fact-finding mission

fund (capitalize full names of individual funds)

gender action plan

government (capitalize only in formal references, e.g., the Government of the Philippines)

group A, group B, group C

guarantor

headquarters, ADB headquarters

implementing agency

indigenous peoples

instrument of contribution

Kyoto Protocol

loan

loan agreement

management (capitalize only when referring to the ADB Management)

memorandum of agreement

memorandum of understanding

Midterm Review of Strategy 2020

Millennium Development Goals
mission
multitranche financing facility
operations department (capitalize full names of individual departments)
ordinary capital resources
output 1, output 2, output 3
president (capitalize only when referring to the ADB President or heads of state and government)
program (capitalize full names of individual programs)
project (capitalize full names of individual projects)
project agreement
project implementation unit
project management unit
regional department (capitalize full names of individual departments)
report and recommendation of the President
resident mission (capitalize full names of individual resident missions)
special drawing rights
Special Funds resources
Strategy 2020
subprogram 1, subprogram 2, subprogram 3
Sustainable Development Goals
technical assistance
Technical Assistance Special Fund
tier 1, tier 2
tranche 1, tranche 2, tranche 3
vice-president

Constitutions

Capitalize specific constitutions, but lowercase generic references.

Such a radical change would require an amendment to the Constitution of India.

Reforming a constitution is a laborious task.

Education Degrees

Lowercase the names of degrees and fellowships.

a master's degree

a doctorate

a fellowship in applied economics

a master of public health

Ethnic Groups

Capitalize the names of ethnic and national groups, but do not italicize them.

Life expectancy is 63 years for Brahmins but only 51 for Dalits.

Geographic Names

Principle. Capitalize the names of specific places and geographic features. Only capitalize generic terms (e.g., a river) when they form part of the name.

Altay Administrative District	Northern Samar
Bay of Bengal	Plain of Jars
Central Java Province	Peninsular Malaysia
Ho Chi Minh City	Route 217
Lake Baikal	Sichuan Province
Mekong River	Tonle Sap Basin
Mekong Delta	Tonle Sap River
National Highway 1	Tropic of Cancer
Ningxia Hui Autonomous Region	Yili Kazak Autonomous Prefecture

Lowercase generic terms when they are descriptive rather than part of the formal name.

central region of Viet Nam	the foothills of the Altai
the city of Phnom Penh	Indonesian archipelago
Dahu village	northeast India
the east coast of Kalimantan	the Yangtze valley

Lowercase generic terms when they refer to more than one distinct item.

the Cagayan and Pampanga rivers
the Central Asian republics

Government

Capitalize “government” when a government is formally referred to and its full name is given.

Lowercase “government” when it is not used in a formal context. Do not indicate in parentheses that “the government” is the short form.

Avoid

The Government of the Philippines (the Government) is implementing an electronic procurement system. This is consistent with the Government’s commitment to strengthen country procurement systems.

ADB and the Government must approve the environment, poverty, and social safeguard reports.

Representatives of the Governments of Kazakhstan, the Kyrgyz Republic, and Uzbekistan attended the meeting.

Prefer

The Government of the Philippines is implementing an electronic procurement system. This is consistent with the government’s commitment to strengthen country procurement systems.

ADB and the government must approve the environment, poverty, and social safeguard reports.

Representatives of the governments of Kazakhstan, the Kyrgyz Republic, and Uzbekistan attended the meeting.

Meetings, Conferences, and Forums

Capitalize the exact names of meetings, conferences, and forums, but lowercase generic references.

The High-Level Forum on Harmonization was held in Rome in February 2003.

The Chancellor of Germany attended the 49th Annual Meeting of the ADB Board of Governors.

This will be presented at the annual meeting of the working group.

Ministries, Departments, and Other Government Bodies

Capitalize the full names of national ministries and departments and other permanent bodies, but lowercase generic references. For a more comprehensive list of political entities, government agencies, and judicial bodies, consult *Chicago* (8.55, 8.66–8.70).

Representatives of the Ministry of Finance attended the meeting in Manila. The ministry sent a high-level delegation.

The Department of Health issued a travel advisory. The department does this regularly.

The Public Service Commission is an independent regulatory agency.

The National Executive Council approved the supplementary project financing.

The Embassy of the United States offered condolences to the families of the flood victims. The embassy also contributed to relief efforts.

The mission held discussions with officials of the ministries of agriculture and forestry, education, health, and foreign affairs.

He had a successful career in the civil service.

The resignations from the cabinet have affected the continuity of policies.

Capitalize “Congress,” “House of Representatives,” “Parliament,” and “Senate.”

The bill will be sent to Parliament in 2009.

Minority groups are represented in Congress.

The recommendations will be sent to the Senate.

The House of Representatives has 216 members.

Lowercase generic references to working groups, committees, units, and steering committees, but capitalize the names of permanent committees.

The department restructured the technical working groups.

ADB established a steering committee to implement the action plan.

The government approved the organizational structure of the State Customs Committee.

Missions

Lowercase the titles of missions.

The fact-finding mission was completed successfully.

Organizations

Capitalize the proper names of organizations.

Companies and institutions. *Chicago* (8.73) recommends the following: “The full names of institutions and companies and of their departments, and sometimes their short forms, are capitalized. A *the* preceding a name, even when part of the official title, is lowercased in running text.”

ADB will work closely with the Export-Import Bank of Korea.

The Accounting Department will be the executing agency, and the Department of Inspection will be the implementing agency.

Political parties, religions, and religious bodies. Capitalize the names of political parties, religious bodies, and their adherents.

the Communist Party	Communists
the Catholic Church	Catholics
Islam	Muslims

See also: Cross-References

Parts of a Document or Publication

Capitalize references to specific appendixes, boxes, chapters, figures, maps, and tables.

The data are summarized in Tables 2–4.

The design and monitoring framework has been revised (Appendix 1).

Gender concerns in Tajikistan are summarized in Chapter 6.

Energy consumption rose faster than GDP during 2001–2005 (Figure 2).

The proposed railway network connects two provinces (Map 4).

Lowercase references to paragraphs, sections, and footnotes.

This initiative builds on the activities conducted under the previous TA (paras. 15–17).

The provisions governing fiduciary duties are in sections 66–71.

The World Bank investigation reached the same conclusion (footnote 34).

Plans, Policies, Strategies, and Laws

ADB style is guided by the following rule in *Chicago* (8.86): “Formal or accepted titles of pacts, plans, policies, treaties, acts, programs, and similar documents or agreements are capitalized. Incomplete or generic forms are usually lowercased.”

ADB. Capitalize the names of major ADB policies, strategies, and initiatives and their short forms. Lowercase country partnership strategies and country operations business plans.

The development mission of ADB is detailed in the Agreement Establishing the Asian Development Bank (the Charter).¹

The managing director general is responsible for the overall coordination and monitoring of the action plan for the Midterm Review of Strategy 2020.²

The country partnership strategy for Viet Nam, 2016–2020 marks a shift toward a thematic, pillar-based approach in providing ADB support.³

The Board of Directors discussed the Work Program and Budget Framework, 2016–2018.⁴

ADB’s Regional Cooperation and Integration Strategy has four pillars.⁵

The project is included in the country operations business plan for Timor-Leste, 2016–2018.⁶

The Innovation and Efficiency Initiative is designed to help ADB respond better and more quickly to its clients.⁷

¹ ADB. 1966. *Agreement Establishing the Asian Development Bank*. Manila.

² ADB. 2014. *Midterm Review of Strategy 2020: Action Plan*. Manila.

³ ADB. 2016. *Country Partnership Strategy: Viet Nam, 2016–2020—Fostering More Inclusive and Environmentally Sustainable Growth*. Manila.

⁴ ADB. 2015. *Work Program and Budget Framework, 2016–2018*. Manila.

⁵ ADB. 2006. *Regional Cooperation and Integration Strategy*. Manila.

⁶ ADB. 2016. *Country Operations Business Plan: Timor-Leste, 2016–2018*. Manila.

⁷ ADB. 2005. *Innovation and Efficiency Initiative: Pilot Financing Instruments and Modalities*. Manila.

National. Capitalize the titles of major national economic plans.

The goal of the government’s Eleventh Five-Year Plan, 2006–2010 is a harmonious and prosperous society.¹ The plan was finalized in early 2006.

India’s Twelfth Five Year Plan, 2012–2016 lays out the government’s strategy to achieve growth that is faster, more inclusive, and sustainable.² (Note there is no hyphen between “Five” and “Year” in the official title.)

Cambodia’s Rectangular Strategy, 2004–2008 is designed to increase economic growth, employment, equity, and social justice.³

The government adopted the National Agricultural Policy in 2007.⁴ The new policy has increased yields.

A poverty reduction strategy is needed to ensure that the poor are not left behind.

¹ Government of the People's Republic of China, National Development and Reform Commission. 2006. *The Outline of the Eleventh Five-Year Plan*. Beijing.

² Government of India, Planning Commission. 2012. *Twelfth Five Year Plan, 2012–2017*. Delhi.

³ Government of Cambodia. 2004. *The Rectangular Strategy for Growth, Employment, Equity and Efficiency in Cambodia*. Phnom Penh.

⁴ Government of Sri Lanka, Ministry of Agricultural Development and Agrarian Services. 2007. *National Agricultural Policy for Food and Export Agricultural Crops and Floriculture*. Colombo.

Capitalize the formal names of laws, policies, treaties, and programs, but lowercase their short forms. Pending legislation should also be lowercased.

Avoid

In 2002, Parliament passed the Immigration Act. The Act was designed to consolidate the existing legislation.

The proposed Renewable Energy Bill is expected to provide economic incentives to investors.

The fund was established in 1997 under Presidential decree 294.

Prefer

In 2002, Parliament passed the Immigration Act. The act was designed to consolidate the existing legislation.

The proposed renewable energy bill is expected to provide economic incentives to investors.

The fund was established in 1997 under Presidential Decree No. 294.

International. Capitalize the formal names of international treaties and agreements.

ADB and its members will track progress toward achieving the Sustainable Development Goals.

The Clean Development Mechanism was established under the Kyoto Protocol, which was an amendment to the United Nations Framework Convention on Climate Change.

Professional Titles

Capitalize professional titles when followed immediately by the individual's name.

Vice-President Moorthi
Finance Minister Barrett

Capitalize the titles of heads of state and government and the ADB President.

The President of ADB spoke at the press conference.
The Prime Minister of India signed the treaty.
The King of Thailand demonstrated strong dedication to his people.

Lowercase all other titles.

The ombudsperson is investigating the charges.
The director general of the Sustainable Development and Climate Change Department will attend.
The minister for trade said that links between the two countries had expanded significantly.

Avoid honorific titles.

Avoid	Prefer
Mr. D. Erdenebileg	D. Erdenebileg
Dr. G. Kalton	G. Kalton

Exceptions. Note the following exceptions to the rule.

- (i) Titles in the list of contributors in the front matter of Board documents and publications may be capitalized even if they are not followed immediately by a name.
- (ii) Certain formal contexts (such as the ADB annual meeting) have their own rules for capitalization and honorific titles, driven by protocol and established usage.

Projects, Programs, Components, and Outputs

Capitalize the complete names of projects and programs. Otherwise, lowercase “project” and “program.” Do not indicate in parentheses that “the project” or “the program” is the short form.

Avoid

ADB proposes a loan to India for the Madhya Pradesh State Roads Sector Project (the Project). The Project will help the government provide reliable road transport services to support economic development.

The conference paved the way for a new action plan for the Greater Mekong Subregion Program (the Program). The Program has raised the profile of the subregion.

Prefer

ADB proposes a loan to India for the Madhya Pradesh State Roads Sector Project. The project will help the government provide reliable road transport services to support economic development.

The conference paved the way for a new action plan for the Greater Mekong Subregion Program. The program has raised the profile of the subregion.

Lowercase subprojects, subprograms, components, outputs, and tranches, unless part of a formal title.

Work will begin on component 1 in 2015.

ADB provided \$187 million under tranche 2 of the multitranche financing facility.

Titles of Publications

Use headline-style capitalization and italics to set off titles of publications in text and in footnotes.

The loan proceeds will be disbursed in line with ADB’s *Loan Disbursement Handbook* (2017, as amended from time to time).

The *Asian Development Outlook* analyzes economic and development issues in Asia and the Pacific.

Treasury

Capitalize when referring to the government department and government securities.

The portfolio is most vulnerable to a large sell-off of US Treasuries.

The government held an auction of Treasury bills.

Lowercase general references.

Investors find treasury bills an attractive option when markets are turbulent.

ADB's credit portfolio is focused on emerging Asia, while its treasury portfolio is more focused on developed markets such as Japan and the United States.

Company Names

Provide the complete and accurate name of a company on its first appearance in a document. A short form of the name may be used in subsequent references.

ACLEDA Bank PLC obtained a commercial banking license in 2003. ACLEDA plans to extend its branch network.

Simpa Networks Inc. has sold 167 solar home systems in Karnataka. Simpa intends to enable access to electricity for 63,125 households in rural India.

Computer Terms

The following list, which is not comprehensive, includes the preferred spelling and capitalization for common computer and internet terms. Terms used in highly specialized areas have generally been omitted, as have terms found in *Merriam-Webster Online*. The capitalization of the following terms, based largely on current usage, sometimes departs from that used in *Merriam-Webster Online*. For those that should be spelled out at first appearance, the full version is given first followed by the abbreviation.

CD-ROM (compact disc read-only memory—no need to spell out)

computer (do not use “PC”)

computer-aided design (CAD)

DVD (digital versatile disc—no need to spell out)

e-mail (hyphenate all “e-” prefixes, e.g., e-banking, e-Board, e-learning, e-newsletter, e-procurement)

Excel spreadsheet

firewall

GIF (graphics interchange format—no need to spell out)

HTML (hypertext markup language—no need to spell out)

inbox

information and communication technology (ICT)

information technology (IT)

internet

internet service provider (ISP)

intranet

JPEG (Joint Photographic Experts Group—no need to spell out)

liquid crystal display (LCD)

local area network (LAN)

PDF (portable document format—no need to spell out)

PIN (personal identification number—no need to spell out; do not use “PIN number”)

PowerPoint presentation

RAM (random access memory—no need to spell out)

site map
 TIFF (tagged image file format—no need to spell out)
 URL (uniform resource locator—no need to spell out)
 USB (Universal Serial Bus—no need to spell out)
 voice over internet protocol (VOIP)
 web (do not use “World Wide Web”)
 web page
 website
 Word document
 wide area network (WAN)
 wireless application protocol (WAP)
 XML (extensible markup language—no need to spell out)

Copyright

See also: [Footnotes,](#)
[Quotations, References](#)

Principle. ADB documents and publications must never plagiarize material from another source. Only material that falls within the definition of fair use or for which permission to reproduce has been obtained may be reproduced from another printed or electronic source. All material from another source must be cited.

Chicago (4.75–4.84) provides useful general rules on fair use and quoting without permission. Generally, quoting, copying, or paraphrasing any published or unpublished material from any source in any ADB document (hard copy, electronic copy, or an ADB website) may be done only if

- (i) the item quoted, copied, or paraphrased is a short piece of text, a table, a figure, other similar graphic representation of data, or other information that does not constitute a substantial part of the other material; and
- (ii) the material is clearly and adequately cited.

A longer piece of text, a drawing, a photograph, or a graphic representation that constitutes a substantial part of the other material may be used only if the copyright owner has given specific permission to reproduce the work. Refer to [Open Access for ADB Publications](#) for guidance. If in doubt as to whether only a citation or written permission is required, contact the Department of External Relations.

Country Names

See also: ADB Member Names; Lists (Countries, Provinces, Cities, and Organizations); Appendix 1 (ADB Member Names and Currency Units)

Appendix 1 lists the accepted forms of ADB member names.

The following countries are not members of ADB, but they border ADB members.

Democratic People’s Republic of Korea
Russian Federation

The former Union of Soviet Socialist Republics should be referred to as “the former Soviet Union” when referring to the area after the breakup of the Soviet Union in December 1991 but not for actions or events that took place before.

In parts of the former Soviet Union, there are legal issues over whether local or central governments have the ownership rights to resources.

The collapse of the Soviet Union followed years of economic stagnation.

Cross-References

See also: Capitalization (Parts of a Document or Publication), Footnotes (Cross-Referencing)

Principle. Keep cross-references simple.

Do not use unnecessary words, such as “see,” “above,” and “below.” It is easier for readers to find text if cross-references are to paragraph numbers, rather than sections.

Avoid

The natural gas component will require additional consulting services (see Appendix 3).

The number of migrants has been steadily increasing (details can be found in Table 1).

The reasons for the delay are explained in section III below.

The arrangement referred to above will last until 2019.

Prefer

The natural gas component will require additional consulting services (Appendix 3).

The number of migrants has been steadily increasing (Table 1).

The reasons for the delay are explained in paras. 66–74.

The arrangement referred to in paras. 12–15 will last until 2019.

Cross-references may be written into the text or appear in parentheses as appropriate. Place them at the end of the sentence if possible.

When cross-referencing a particular item (such as a table) in another part of a document, identify the part of the document first, then the specific cross-reference.

Cost estimates take into account these resettlement costs (Appendix 1, Table A1.1).

The Ministry of Finance will be the executing agency (main text, paras. 13–17).

A cross-reference to a footnote may appear in parentheses in the text (place it at the end of the sentence if possible). A cross-reference containing additional information (e.g., a page number) should be placed in a new footnote.

The TA supported several initiatives to improve governance (footnote 3).

or

The TA supported several initiatives to improve governance.¹³

¹³ Footnote 3, pp. 9–15.

However, when cross-referencing a source that appeared in an earlier footnote containing multiple sources, create a new footnote to cite the source individually.

Currencies and Exchange Rates

See also: Numbers, Appendix 1
(ADB Member Names and
Currency Units)

Principle. If an exchange rate is provided at the start of a document (e.g., as is required in Board documents), do not provide a dollar equivalent in the text unless there is a strong reason for doing so.

Avoid	Prefer
Of the 2,339 households interviewed, 5% lived below the poverty line, earning less than SLRs420 (\$10) a month.	Of the 2,339 households interviewed, 5% lived below the poverty line, earning less than SLRs420 a month.

Currency symbols should precede the number, with no space or punctuation in between.

Tk100,000	K72,000
¥5 million	SDR36,000

Express a small monetary amount as a percentage of the main unit of currency (e.g., a dollar) rather than as a smaller unit (e.g., a cent).

Avoid	Prefer
Annual expenditure on health services is less than 40 cents per person.	Annual expenditure on health services is less than \$0.40 per person.

Lowercase the names of currencies. When the name of a currency is referred to in the text without an amount, do not use the currency symbol.

Avoid	Prefer
The devaluation of the Rp resulted in large savings.	The devaluation of the rupiah resulted in large savings.
The Taka has weakened during the implementation period.	The taka has weakened during the implementation period.
The loan is denominated in Special Drawing Rights.	The loan is denominated in special drawing rights.

As the definitions of “billion” and “trillion” vary in some countries, special care should be taken in the use of these terms. ADB defines “billion” as a thousand million (1,000,000,000 or 10^9) and “trillion” as a thousand billion (1,000,000,000,000 or 10^{12}). Do not abbreviate “billion” to “b” or “bn,” or “million” to “m” or “mn” in text.

Do not use lakh (₹100,000), *lac* (₹1,000,000), or crore (₹10,000,000) when discussing Indian financial data. ADB documents and publications must be easily comprehensible to readers without knowledge of particular national financial nomenclature.

Avoid	Prefer
5 lakhs of rupees	₹500,000
5 crores of rupees	₹50 million

Currency Symbols

ADB generally uses currency symbols. However, some documents dealing with international bond markets use the three-letter International Organization for Standardization (ISO) currency codes. Appendix 1 lists the currency symbols and ISO currency codes of ADB members.

Avoid	Prefer
Annual income is projected to be USD390 million.	Annual income is projected to be \$390 million.

Exchange Rates

When describing an exchange rate, use an en dash to separate currency names and an equal sign to signify the relationship between two currencies.

The dollar–won exchange rate has fluctuated significantly since 1997.

The euro broke through the €1.00 = \$1.50 mark in March 2008.

Historical exchange rates should be expressed in parentheses or in a footnote and should be for a specific point in time.

Tax revenue in the Philippines reached ₱698.3 billion in 1998 (\$12.7 billion at the end of 1998).

In completion and evaluation reports, the currency equivalents statement should include the rates used at the original appraisal and at the time the completion or evaluation report was prepared.

Historical exchange rate data may be obtained from the Treasury Services Division of the Treasury Department.

Low-Value Currency Units

Several ADB members have currencies whose individual units have very low values. This can cause difficulties when giving the dollar equivalent of these units, e.g., in the currency equivalents table at the beginning of Board documents. Generally, do not use more than two decimal places to the right of the last zero.

Avoid	Prefer
Currency Unit – dong (D)	Currency Unit – dong (D)
D1.00 = \$0.000062717	D1.00 = \$0.000063
\$1.00 = D15,944.50	\$1.00 = D15,944.50

Singular or Plural?

An amount of money expressed as a currency takes a singular verb.

Avoid	Prefer
The NRs10 million were used to build capacity.	The NRs10 million was used to build capacity.

Special Drawing Rights

Do not spell out “SDR” on first appearance when used as a currency symbol, but define it in the list of abbreviations. When “special drawing rights” are referred to in the text, apply the regular rules for abbreviations.

The International Monetary Fund created the special drawing right (SDR) in 1969. The value of the SDR is based on a basket of international currencies.

I recommend that the Board approve the loan in various currencies equivalent to SDR2,795,000 to the Republic of Tajikistan for the Emergency Restoration of Yavan Water Conveyance System Project.

United States Dollars

When indicated in a note at the front of a document or publication, “\$” may be used throughout to refer to United States dollars.

In this report, “\$” refers to United States dollars.

In a document or publication in which other currencies using the “\$” symbol appear (e.g., F\$, NZ\$, S\$), the note should reflect this.

In this report, “\$” refers to United States dollars, unless otherwise stated.

Dates

See also: Punctuation, Ranges |

Principle. Be accurate and consistent in indicating periods of time and specific points in time.

Days

Write dates in day-month-year order, without punctuation. Do not use a zero before single-digit dates. Use an en dash to indicate a range.

Avoid	Prefer
January 26, 2016 26th of January 2016	26 January 2016
05 July 2018	5 July 2018
12-28 February 2015 12 to 28 February 2015	12–28 February 2015
4 June-10 August 2017 4 June to 10 August 2017	4 June–10 August 2017

Months

Spell out the names of months. Where space is limited (as in tables or lists), abbreviate the month to three letters without a period. Do not include these in the list of abbreviations.

Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

Where space is even more constrained, other short forms are acceptable. Only use the short format “5-7-09” where space does not allow the clearer “5 Jul 2009” or “5 Jul 09.” In those cases, include a footnote explaining that the format is day-month-year to avoid confusion.

Quarters

If there are three or more references to quarters, use “Q” followed by the number.

After dropping in the first quarter (Q1) of 2016, sales rebounded in Q2 2016.

Avoid	Prefer
1 st Qtr 2018, 1Q 2018	Q1 2018

Years

Principle. Years should be expressed consistently throughout a document or publication.

Do not use imprecise or relative descriptions of time; always specify the date or time period.

Avoid	Prefer
The project ended last year.	The project ended in 2015.
Over the past 2 years, the economy has improved significantly.	Since 2014, the economy has improved significantly.
The project manager resigned 4 years ago.	The project manager resigned in 2013.

When discussing the beginning or end of a year or a quarter, do not use shorthand.

Avoid	Prefer
start 2014	the start of 2014
end 2014	the end of 2014

Fiscal years are usually defined by the year in which they end. In documents and publications containing references to fiscal years, include a note at the beginning to explain the period covered by the fiscal year. Do not insert a space between “FY” and the year.

The fiscal year (FY) of the Government of Palau ends on 30 September. “FY” before a calendar year denotes the year in which the fiscal year ends, e.g., FY2016 ends on 30 September 2016.

When including a note at the beginning of a document is not practical (such as in a linked document), define the fiscal year at first appearance.

Avoid	Prefer
Economic growth in fiscal year (FY) 2014 is estimated at 6.1%, slightly improved from 6.0% in FY2013.	Economic growth in fiscal year (FY) 2014 (ended June 2014) is estimated at 6.1%, slightly improved from 6.0% in FY2013.

Use the following table as a guide on the presentation of years, defining the meaning in a note or footnote as needed.

Example	Meaning
2015	From 1 January to 31 December 2015
2015/16 ^a	12 months that do not coincide with the calendar year
FY2016 ^b	12 months ending at some point in 2016 (for most countries)
SY2015/16 ^b	A school year that starts at some point in 2015 and ends at some point in 2016
2015–2016	Two full calendar years
2000–2009	A decade
2000–2010	11 years
1990s ^c	The decade 1990–1999

^a Use only if a clearer alternative cannot be found and define the beginning and end of the year in a note or footnote.

^b Define the beginning and end in a note, usually at the front of the document or publication.

^c Do not use the following: the nineties, '90s, or 1990's

Decades

Use numerals for decades, e.g., 1960s, 1980s. Note the absence of an apostrophe. However, for the first and second decades of a century, specify the year range instead (e.g., 2000–2009).

Avoid

Public debt reached unsustainable levels in the early 2000s.

Prefer

Public debt reached unsustainable levels during 2000–2004.

Centuries

Use ordinal numbers for centuries. Do not use superscript for the letters that accompany ordinal numbers.

Avoid

The global population increased by more than 4 billion people during the twentieth century.

Asia's urbanization will be a driving force of the global economy in the 21st century.

Prefer

The global population increased by more than 4 billion people during the 20th century.

Asia's urbanization will be a driving force of the global economy in the 21st century.

Executive Summaries

Principle. An effective executive summary succinctly highlights the most important points of a report to facilitate quick understanding by readers.

Content

Write the executive summary last—after the whole report has been completed and you have a clear understanding of the most important messages. Summarize the key points, findings, and/or recommendations presented in the main body of the report in original, concise language. Provide only the information the reader needs to (i) understand the essence of the document, and/or (ii) determine whether it is necessary to read the entire document.

Avoid the following in executive summaries:

- (i) providing excessive background or details;
- (ii) copying and pasting content from the main body of the report;
- (iii) using different terms from those in the report; and
- (iv) presenting inconsistent content (i.e., the data or findings in the executive summary must match what is in the report).

See also: [Page Numbers](#) | **Format**

In Board documents, paragraphs in executive summaries should not be numbered or indented; they should be separated by a single line space.

Use lowercased Roman numerals without parentheses for page numbers in executive summaries, but omit the page number on the first page of the summary.

Do not use footnotes in executive summaries.

Generally, do not include tables or figures in executive summaries.

For most Board documents, the optimum length for an executive summary is 1–2 pages. The executive summary should never exceed 10% of the main document’s length.

Figures **Principle.** Use a figure only when it amplifies and illustrates the information in the text. Refer to all figures in the text; place each figure as soon as possible after the end of the paragraph in which it is first mentioned.

Color

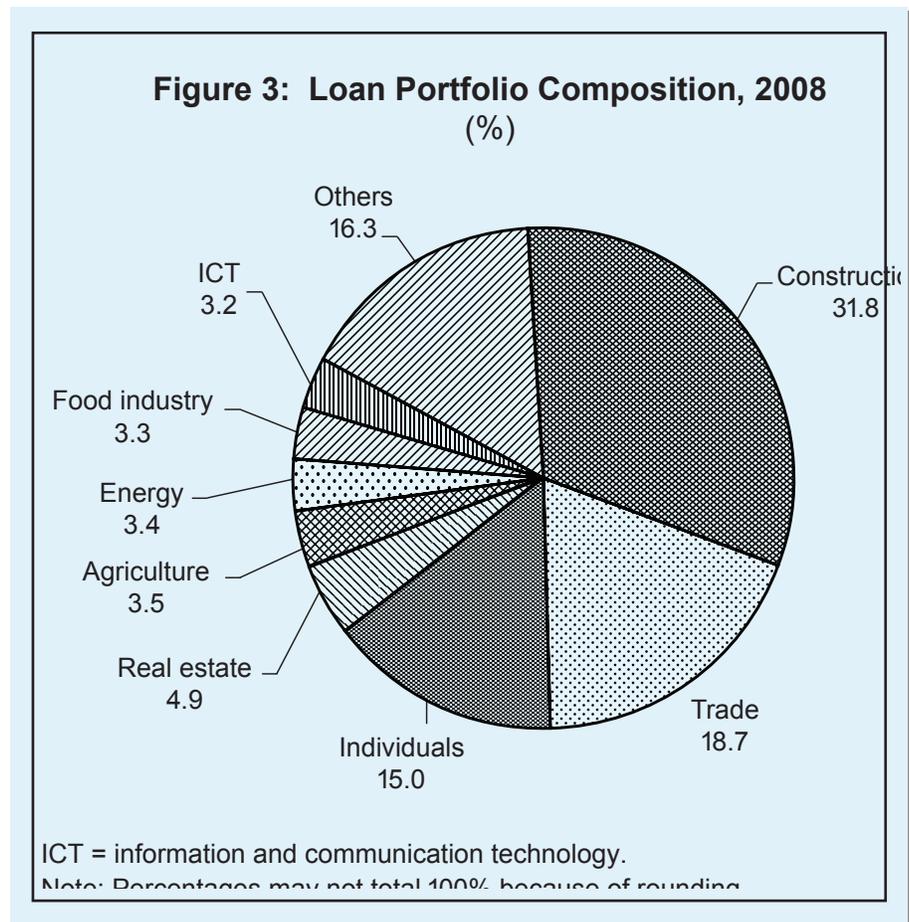
Although figures may be prepared in color, ensure they are understandable when reproduced in black and white.

Format

A figure should not extend beyond 1 page.

Enclose the figure in a frame, together with the title, abbreviations list, note(s), footnote(s), and source(s). However, organizational charts do not require a frame.

The size and detail of the figure (especially if reproduced from another source) must be appropriate to that of the document (i.e., font size may be as small as 9 points, but not larger than 11 points).



Avoid ampersands in figures.

Avoid	Prefer
Industry & trade	Industry and trade
Transport & communication	Transport and communication

To avoid visual distortion of the relative amounts or numbers presented, make charts two-dimensional.

Exception. Other forms of visual representation (e.g., three-dimensional charts and exploded sections) may be used in awareness-raising materials such as brochures, fact sheets, magazines, and newsletters.

See also: Headings
(Capitalization)

Labeling

If a document has only one figure, use only the title; if it has two or more figures, number them consecutively with Arabic numerals in the order in which they appear in the text.

The figure number should be followed by a colon and a short descriptive title.

Center the title above the figure and use headline-style capitalization. Use Arial 11 in bold for Board documents.

Spell out abbreviations in titles, even if they have already been defined in the text. Do not add abbreviations in parentheses in titles.

Exception. “ADB” does not need to be spelled out in titles.

Figure A6: Sequencing of ADB Support

The unit of measurement should be centered below the title. Use the same font size (but not in bold) and enclose in parentheses. The word “in” should not be used.

Avoid

**Figure A4.1: External Assistance
(\$ million)**

**Figure A4.1: External Assistance
(in \$ million)**

Prefer

**Figure A4.1: External Assistance
(\$ million)**

If an appendix comprises a single figure, use the title of the figure as the appendix title, i.e., using all capital letters.

FUNDS FLOW ARRANGEMENT

Use the following numbering conventions for figures in appendixes.

If a figure is found in	Label
the only appendix	Figure A.1, Figure A.2, etc.
the first appendix	Figure A1.1, Figure A1.2, etc.
the second appendix	Figure A2.1, Figure A2.2, etc.

If the only figure is found in	Label
the only appendix	Title only
the first appendix	Figure A1
the second appendix	Figure A2

When referring to a figure in an appendix, list the appendix first.

Avoid	Prefer
(Figure A3.2 in Appendix 3)	(Appendix 3, Figure A3.2)

Notes and Explanatory Material

Figures need to be self-contained (e.g., abbreviations need to be defined, even if they have already been defined in the text), because figures are often extracted from a document and used for other purposes.

Use superscript lowercased letters for footnote indicators.

Placement and order. Place all explanatory material immediately below the figure (inside the frame), not at the bottom of the page, vertically listed in this order: abbreviation(s), general explanatory note(s), footnote(s), and source(s). Font size should be 9 points.

List abbreviations in alphabetical order with their definitions.

A note applying to the figure as a whole is unnumbered and is introduced by “Note(s):” If a figure has a few such notes and they are short, run them on. Number the notes if there are several and/or they are long.

Notes: Each dot represents one country. Data for Nepal are for 2015.

Notes:

1. The total trade ratio is defined as the average percentage share of total exports and imports of the relevant subregion to world trade.
2. Data are based on the calendar year.
3. No 2015 data are available for Central Asia.

Sources. Provide a source for every figure. For figures with several sources, list them in alphabetical order by author.

Be as precise as possible when identifying sources for figures. Where possible give a documentary source, rather than an organization name.

Avoid

Source: International Monetary Fund.

Prefer

Source: International Monetary Fund (IMF). 2013. Republic of Fiji: Staff Report for the 2013 Article IV Consultation. *IMF Staff Country Report*. No. 13/370. Washington, DC.

Exceptions. Complete citations for sources are not required in the following cases:

- (i) For unpublished data provided to ADB by an organization, the organization’s name is sufficient.
- (ii) For estimates made by ADB, “Asian Development Bank estimates” or a department name is sufficient. Do not use “staff estimates.”

Source: Asian Development Bank (Controller’s Department and Office of Risk Management).

See: Numbers
(Rounding)

Rounding

Footnotes

See also: Abbreviations, Boxes,
Figures, References, Tables

Principle. Footnotes distract readers from the flow of text. Therefore, minimize the use of footnotes, keep them brief, and avoid footnote indicators in headings or subheadings.

Abbreviations

If a term has already been abbreviated in the text, the abbreviation may be used in a footnote.

However, if a term requiring an abbreviation appears for the first time in a footnote, spell it out and give the abbreviation in parentheses. If the term is used later in the main text, spell it out again and give the abbreviation.

See also: Cross-References

Cross-Referencing

Rather than repeat a footnote, cross-reference the earlier footnote by placing a cross-reference in parentheses at the end of the sentence.

The study shows that a 10% increase in food prices will raise the number of people living in absolute poverty by 7.05 million in Pakistan alone (footnote 8).

However, a cross-reference containing additional information (e.g., a page number) should be placed in a new footnote.

The study shows that a 10% increase in food prices will raise the number of people living in absolute poverty by 7.05 million in Pakistan alone.³³

³³ Footnote 8, pp. 19–25.

When cross-referencing a source that appeared in an earlier footnote containing multiple sources, create a new footnote to cite the source individually.

Footnote Indicators in Text

Use superscript Arabic numerals to indicate footnotes (not asterisks or other symbols). Do not use underlines or slashes around the numbers.

Number footnotes sequentially throughout the main text, but begin again with “1” in each appendix.

Footnote numbers in the middle of a sentence are distracting. Place superscript numbers at the end of the sentence if possible, after the punctuation mark.

Avoid	Prefer
Marginal landowners ²³ accounted for 78% of the population.	Marginal landowners accounted for 78% of the population. ²³
The Board of Directors approved the policy on 21 November 2016 ¹ .	The Board of Directors approved the policy on 21 November 2016. ¹
The report states that institutional development is “the single most important task relating to managing the transition.” ¹¹	The report states that institutional development is “the single most important task relating to managing the transition.” ¹¹

Exception. Place footnote numbers before a closing em dash in a parenthetical passage.

ADB will work closely with the World Bank—the lead agency in the sector, with a long record of support for microfinance⁵¹—to establish institutions offering loans, payment services, money transfers, and insurance.⁵²

Do not use double footnotes. Either combine the notes in one footnote, or place the footnote numbers in different parts of the text (notwithstanding the preference for footnote numbers at the end of a sentence).

Avoid

A major reason for the poor productivity of agriculture is inadequate rural infrastructure, particularly rural roads and irrigation.^{12,13}

¹² Agriculture grew 4.1% in 2015.

¹³ The percentage of the rural population with access to all-weather roads varies considerably.

Prefer

A major reason for the poor productivity of agriculture is inadequate rural infrastructure, particularly rural roads and irrigation.¹²

¹² Agriculture grew 4.1% in 2015. The percentage of the rural population with access to all-weather roads varies considerably.

or

A major reason for the poor productivity of agriculture¹² is inadequate rural infrastructure, particularly rural roads and irrigation.¹³

¹² Agriculture grew 4.1% in 2015.

¹³ The percentage of the rural population with access to all-weather roads varies considerably.

Exception. Double footnotes may be used in tables.

Format

In Board documents, use Arial 9 point font.

Summaries

Do not use footnotes in executive summaries.

See also: main entry on Tables,
main entry on Figures,
main entry on Boxes

Tables, Figures, and Boxes

Use superscript lowercased letters (not numbers, asterisks, or other symbols) and place the footnotes at the end of the table, figure, or box (not at the bottom of the page).

Footnote indicators should appear in the table or figure in alphabetical order when reading from left to right, top to bottom, as in text. They should be flush against the preceding number or word.

Table A2: Education for All—Goals and Performance Targets
(%)

Goals and Performance Targets	Benchmark 2001	Status 2005 ^a	Status 2006 ^b	Target 2009
1. Expanding ECD				
1.1 Gross enrollment ratio for ECD ^c	13.0	47.0	48.0	51.0
1.2 New entrants in grade 1 with ECD	8.0	...	18.3	60.0
2. Meeting the Learning Needs of All Children				
2.1 Repetition rate at grade 1	39.0	...	29.8	10.0
2.2 Repetition rate at grade 5	9.0	...	10.4	3.0
2.3 Survival rate to grade 5 ^d	66.0	79.1	80.3	86.0
3. Reducing Adult Illiteracy				
3.1 Literacy rate 15+	48.0	55.0	58.5	66.0
3.2 Literacy rate age group 15–24	70.0	...	79.4	82.0
3.3 Literacy rate 6+	54.0	76.0
3.4 Literacy gender parity index 15+	0.6	0.7	...	0.9

... = not available, ECD = early childhood development.

Note: The midterm review was conducted jointly with national stakeholders and development partners in May 2007.

^a Data are as of 30 September 2005.

^b Data are as of 30 September 2006.

^c Benchmark, status, and target are based on age group 3–5; when based on age group 3–4, the status as of 2006 is 41.4%.

^d Benchmark, status, and target are calculated using the proxy formula for survival rate. When the United Nations Educational, Scientific and Cultural Organization (UNESCO) reconstructed cohort model is used, the survival rate in 2006 equals 47.0%.

Sources: ADB. 2006. *Report and Recommendation of the President to the Board of Directors: Proposed Program Cluster of Loans and Asian Development Fund Grants to Nepal for the Education Sector Program I*. Manila; and Government of Nepal, Department of Education. 2006. *Annual Strategic Implementation Plan 2007–2008*. Kathmandu.

Glossary

See also: Footnotes,
Non-English Terms

Principle. Include a glossary if the document or publication contains three or more technical terms, a significant number of non-English terms, or words that are not included in *Merriam-Webster Online*.

GLOSSARY	
<i>aimag</i>	– province
<i>bagh</i>	– subdistrict
<i>ger</i>	– traditional tent
load shedding	– the deliberate shutdown of electric power in a part or parts of a power distribution system, generally to prevent the failure of the entire system when the demand strains the capacity of the system
offtake	– the purchase of bulk power by an electricity distributor or energy company from a particular generating project
<i>soum</i>	– district

However, if only one or two such terms are used, define them on first appearance either in the text (if the explanation is short) or in a footnote.

Use the terms defined in the glossary consistently throughout the text and in all appendixes.

Headings

Principle. A strict hierarchy of headings organizes complex text. Inconsistent headings simply confuse the reader.

Abbreviations

With the exception of “ADB,” avoid abbreviations in headings, even if they have previously been defined. Do not add abbreviations in parentheses in headings.

Capitalization

In Board documents and many publications, headline-style capitalization is used in most headings. Consult *Chicago* (8.167) for further guidance on headline-style capitalization.

When using headline-style capitalization for hyphenated words in a heading, follow the rules in *Chicago* (8.170). The rule is lengthy and there are exceptions, but in general, capitalize the first element of a hyphenated word and all subsequent elements unless they are articles, coordinating conjunctions, or prepositions.

Salary-Related Benefits

Over-the-Counter Transactions

Anti-Money-Laundering Activities

Footnotes

Avoid footnote indicators in headings and subheadings. If possible, find an appropriate place for them in the text.

Format

Board documents use the following model for spacing, capitalization, and labeling of headings. Publications may follow this format but are not required to do so.

Use a maximum of four levels of headings.

V. FINANCIAL AND ECONOMIC EVALUATION
(Level 1)

A. Economic Benefits
(Level 2)

1. Flood Control
(Level 3)

a. Flood Damage to Crops
(Level 4)

Do not use a single heading at any level.

Avoid		Prefer	
B.	Program Summary	B.	Program Summary
1.	Issues	1.	Issues
	a. Legal Impediments	2.	Opportunities
2.	Opportunities	a.	Investment Climate
	a. Investment Climate	b.	Private Sector Participation
	b. Private Sector Participation		

Run-in heads. If a fifth level of subheading is required (or if paragraphs at any level need to be set apart without the degree of emphasis implied by attaching a heading), a run-in head may be inserted at the beginning of the paragraph (as at the beginning of this paragraph).

Use sentence-style capitalization for run-in heads, i.e., capitalize only the first word and proper nouns (*Chicago*, 1.74). Run-in heads should be in bold, followed by a period. Limit run-in heads to a few words; they should not be complete sentences.

Health Terms

Lowercase the names of diseases unless they contain a proper noun. Avoid short forms, slang, and abbreviations of disease names. However, if a disease is better known by its abbreviation, give the name of the disease and its abbreviation, even if the abbreviation appears only once.

Avoid	Prefer
The outbreak of Severe Acute Respiratory Syndrome (SARS) in 2003 significantly affected Southeast Asia.	The outbreak of severe acute respiratory syndrome (SARS) in 2003 significantly affected Southeast Asia.
TB is widespread in prisons.	Tuberculosis is widespread in prisons.

Avoid	Prefer
CJD is a rare, degenerative, and invariably fatal brain disorder.	Creutzfeldt–Jakob disease is a rare, degenerative, and invariably fatal brain disorder.
The region has been on alert against bird flu since the first outbreak in 1997.	The region has been on alert against avian influenza since the first outbreak in 1997.

Exception. “HIV,” “AIDS,” and “HIV/AIDS” do not have to be spelled out or included in the abbreviations list.

The terminology guidelines of the Joint United Nations Programme on HIV/AIDS (UNAIDS) cover terminology related specifically to “HIV/AIDS.” In particular, the guidelines discourage the use of “HIV/AIDS” in cases where only “HIV” or “AIDS” is meant. Use the term that is most specific and appropriate in the context.

Avoid	Prefer
HIV/AIDS; HIV and AIDS	People living with HIV, HIV prevalence, HIV prevention, HIV response, HIV testing, HIV-related disease, AIDS diagnosis, children made vulnerable by AIDS, national AIDS programme, AIDS service organization. HIV epidemic and AIDS epidemic are acceptable, but HIV epidemic is a more inclusive term.

Source: Joint United Nations Programme on HIV/AIDS (UNAIDS). 2015. [UNAIDS Terminology Guidelines](#). p. 8.

Avoid	Prefer
The government is concerned about the increase in HIV/AIDS transmission.	The government is concerned about the increase in HIV transmission.
The number of deaths from causes related to HIV/AIDS has increased.	The number of deaths from causes related to AIDS has increased.

Further guidance on public health terminology can be found in the [World Health Organization Style Guide](#).

Lists **Principle.** The items in a list must use parallel wording and consistent grammatical structure.

Avoid

The government will provide counterpart funding to improve tax collection, for modernizing computer systems, and staff training.

Prefer

The government will provide counterpart funding to improve tax collection, modernize computer systems, and train staff.

Use a colon before a list if there is a natural break and the lead-in element could stand on its own as a complete sentence.

Construction of telecommunication towers consists of three main parts: civil works, tower infrastructure, and power solutions.

Do not use a colon if the lead-in element flows easily into the list and cannot stand on its own as a complete sentence.

The program will produce (i) more responsible aggregate fiscal balances, (ii) better resource allocation through enhanced funding of high-priority programs, and (iii) greater operational efficiencies.

Separate items in a list with commas, unless one or more of the items contains a comma within it. In that case, separate items with semicolons. After the penultimate item in a list, use “and” or “or.”

Engineers designed the tunnel to withstand falling rocks, subsidence, and flooding.

The TA will assist in redefining roles and functions; developing organizational configurations; and improving systems, procedures, rules, and formats.

Countries, Provinces, Cities, and Organizations

List countries, provinces, cities, and organizations alphabetically unless another reason that is understandable to the reader governs the order of the list.

Cambodia, Indonesia, and the Philippines are ASEAN members. Representatives of ADB, UNESCO, UNICEF, and the World Bank attended the meeting. The mission visited Uzbekistan, Kazakhstan, and Armenia, in that order.

Numbered Lists

Before inserting numbers into a list, consider whether they are needed. In a long and complicated list, numbers can help the reader identify the constituent parts, but numbers in a short list are merely distracting.

Avoid	Prefer
The mission visited (i) farms, (ii) government offices, and (iii) factories.	The mission visited farms, government offices, and factories.

When the items listed in the sentence are long or require emphasis, separate them with lowercased Roman numerals in parentheses.

The goals of the workshop include (i) introducing participants to a new method of budget management, (ii) training provincial officials to use computers, and (iii) demonstrating alternative methods of irrigation to participants during site visits.

Unnecessary Words

Avoid using “respectively” and “former ... latter” because they require the reader to reread the sentence and match up the different parts.

Avoid using “namely,” which is usually superfluous.

Avoid	Prefer
GDP grew 8%, 14%, 8%, and 7% in 2003, 2004, 2005, and 2006, respectively.	GDP grew 8% in 2003, 14% in 2004, 8% in 2005, and 7% in 2006.
Public and private investment has remained stagnant since the mid-1990s, with the former at 6%–7% of GDP and the latter at 15%–18%.	Since the mid-1990s, investment has remained stagnant, with public investment at 6%–7% of GDP and private investment at 15%–18%.
The Water Resources and Environment Administration has three departments, namely: (i) the Environment Department, (ii) the Department of Meteorology and Hydrology, and (iii) the Department of Water Resources.	The Water Resources and Environment Administration has three departments: (i) the Environment Department, (ii) the Department of Meteorology and Hydrology, and (iii) the Department of Water Resources.

Vertical Lists

When items are longer or require more emphasis, create a vertical list. Avoid using bullets for vertical lists in Board documents.

Complete sentences. If the items in a list are complete sentences (or when they contain more than one complete sentence), capitalize the first word and put a period at the end of each item. Do not use “and” or “or” after the penultimate item.

2. The project has had to overcome several unforeseen problems:
 - (i) The change in national government severely delayed implementation.
 - (ii) The recruitment of suitably qualified national consultants was more difficult than anticipated.
 - (iii) The project manager resigned at the end of 2015.

Fragments. If the items in a list are not complete sentences, treat a vertical list as a single long sentence. Lowercase the word that begins each item, and separate items by the appropriate punctuation (a comma or a semicolon). After the penultimate item in the list, use “and” or “or.” Place a period at the end of the last item.

17. The main benefits from the program cluster will be the following:
 - (i) higher investor confidence because of the implementation of the new enterprise law and the issuance of the negative list;
 - (ii) lower transaction costs for businesses because of streamlined start-up procedures, less bureaucracy, and reforms of the remaining nontariff barriers; and
 - (iii) support for the government’s efforts to reduce poverty by tapping the private sector as a major generator of new jobs.

List within a list. For a list within a list, use lowercased Roman numerals in parentheses for the first level and lowercased letters in parentheses for the next level.

5. The consultants will be responsible for the following:
 - (i) undertaking a literature review to identify data gaps;
 - (ii) identifying special health risks and problems faced by ethnic minorities; and
 - (iii) assessing the appropriateness and effectiveness of health sector policies and institutional arrangements, including
 - (a) financing arrangements, cost recovery, and tariffs;
 - (b) approaches to planning; and
 - (c) management of personnel.

Punctuation. Introduce a vertical list with either a colon or no punctuation at all, depending upon the structure of the lead-in element. Use a colon if the lead-in element could stand on its own as a complete sentence.

3. The consultants will carry out these tasks:
 - (i) conduct an economic analysis following ADB guidelines,
 - (ii) review data on traffic along the main corridor, and
 - (iii) assess the feasibility of diverting traffic to another mode of transportation.

Introduce a list with no punctuation at the end of the lead-in element when it is an incomplete construction that could not stand on its own as a complete sentence.

14. The consultants will
- (i) review climate change policies,
 - (ii) provide insights and recommendations for mitigation and adaptation, and
 - (iii) propose policy measures to mitigate the impact of climate change.

Run-in heads. If run-in heads are needed within a list, capitalize the first word, place a period at the end of the phrase, and make the run-in head bold. Run-in heads should be short; they should not be complete sentences.

50. Asia's economic development has come at a high environmental cost:
- (i) **Urbanization.** By 2020, more than half of Asia's population is likely to live in cities, placing an additional strain on already inadequate infrastructure for water supply, housing, and sanitation.
 - (ii) **Habitat erosion.** The region has lost up to 90% of its original wildlife habitat to agriculture, infrastructure, deforestation, and land degradation.
 - (iii) **Safe water.** One in three Asians lacks access to safe drinking water within 200 meters of home.
 - (iv) **Air pollution.** In several Asian cities, air pollution is a major cause of respiratory ailments and premature death.

Nondiscriminatory Language

Principle. ADB documents should not contain discriminatory language.

Use gender-neutral language.

Avoid	Prefer
businessman	businessperson, entrepreneur
chairman, chairperson, chairwoman	chair
fishermen	fishers
foreman	supervisor
lady doctor	doctor
male nurse	nurse

Avoid	Prefer
man, mankind	human beings, humanity, men and women, people, humankind
to man	to staff, to operate, to run, to manage
man-hour (-day, -month)	person-hour, staff-hour, consultant-hour (-day, -month)
man-made	artificial, synthetic, manufactured, handmade, technological
manpower	staffing, human resources, personnel, workforce
middleman	contact person, go-between, intermediary, broker, mediator
sister company	company, associated company, partner company
sister organization	organization, partner organization, peer organization
a three-man mission	a three-person mission, a three-member mission
workmanship	quality

Sometimes rewriting a sentence is the best way to ensure nondiscriminatory language. Make sure that such rewriting is appropriate to the context.

Avoid	Prefer
Every farmer must tend his own field.	All farmers must tend their own fields.
Everyone is responsible for his own health.	People are responsible for their own health.
The consultant must report to the project director and to his/her nominee.	The consultant must report to the project director and to his or her nominee.

Avoid using the terms “West” and “South” to imply a particular stage of development. Such terms should only be used in a geographical context.

Avoid

Carbon offsetting mechanisms allow countries in the West to offset their excess emissions by purchasing carbon credits from the Third World.

ADB will take a lead role in promoting South–South cooperation.

Prefer

Carbon offsetting mechanisms allow industrialized countries to offset their excess emissions by purchasing carbon credits from developing countries.

ADB will take a lead role in promoting cooperation among developing members.

Non-English Terms

See also: [Abbreviations, Glossary](#)

Principle. Whenever possible, refrain from using non-English terms.

If a term does not have a good English translation, give the term in italics on first appearance and provide its approximate English translation in parentheses (if the explanation is short) or in a footnote. The italics should be retained without the translation for all subsequent appearances of the term in that section.

Follow this procedure for each term in every section of the document or publication, e.g., preliminary pages, main text, and each appendix.

If three or more non-English terms are used in a document, include a glossary.

If a non-English term, or an abbreviation derived from a non-English term, is included in *Merriam-Webster Online*, do not use italics.

ad hoc, per capita, milieu, vice versa

e.g., i.e.

Do not italicize proper nouns, e.g., names of agencies, institutions, or organizations.

Agence Française de Développement

Abbreviations

At the first appearance of a non-English name or term in the text, give its English translation followed by its abbreviation (which will usually be based on its name in its original language).

If an official English translation is not available, the non-English name may be used.

Action Against Hunger (ACF)
Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)
Doctors Without Borders (MSF)
Netherlands Development Finance Company (FMO)

In an abbreviations list, write the non-English name first, followed by the English translation in parentheses (if an official English translation is available).

ACF – Action Contre la Faim (Action Against Hunger)
FMO – Nederlandse Financierings-Maatschappij voor Ontwikkelingslanden NV (Netherlands Development Finance Company)
GIZ – Deutsche Gesellschaft für Internationale Zusammenarbeit
MSF – Médecins Sans Frontières (Doctors Without Borders)

Accents and Other Diacritical Marks

Eliminate accents and other diacritical marks from non-English terms that have become common in English usage, unless they are necessary for proper pronunciation or to avoid confusion with another term. For guidance on whether to use accents and other diacritical marks, consult *Merriam-Webster Online*.

Accents Omitted

facade
levee
niche

Accents Retained

aide-mémoire
El Niño
La Niña

Latin Words and Phrases

Avoid the use of Latin terms if a clear English translation is available.

Avoid	Prefer
ceteris paribus	other things being equal
de jure	by law, legal
de facto	in reality, actual
ex ante	in advance
ex post	after
inter alia	among other things
sine qua non	essential
sui generis	unique
vis-à-vis	in relation to, as compared with

Do not use “op cit” or “ibid” to cross-refer to a previously cited publication. Instead, cross-refer to the footnote number.

Avoid	Prefer
A major reason for poor productivity is inadequate rural infrastructure. ¹³	A major reason for poor productivity is inadequate rural infrastructure (footnote 12).
<hr/> ¹³ Ibid.	

Note that e.g. (exempli gratia) means “for example”; i.e. (id est) means “that is.” Do not confuse the two.

Avoid	Prefer
Climate change will have many consequences, i.e., droughts, floods, and rising sea levels.	Climate change will have many consequences, e.g., droughts, floods, and rising sea levels.
The project achieved its objective, e.g., the construction of the dam.	The project achieved its objective, i.e., the construction of the dam.

Names of Administrative Units

Use English translations such as “district” or “province” if these correspond to the original terms.

If an exact English equivalent does not exist, use the original term, italicize it, and explain it in a footnote or in a glossary at the start of the document.

Each component will cover one *aimag*.¹

¹ Provincial administrative unit in Mongolia.

Be consistent: if you use *aimag* instead of province, you should also use *soum* rather than district. Try to avoid mixing English and non-English terms.

Exception. Some countries use a mix of English and local terms. For example, the term *tehsil* is widely used in Pakistan, yet the units above and below *tehsils* in the administrative hierarchy are commonly referred to by their English names.

GLOSSARY

tehsil – The second-lowest tier of local government in Pakistan. Each *tehsil* is subdivided into a number of union councils and is part of a larger district.

Plurals of Words Derived from Other Languages

When *Merriam-Webster Online* allows more than one spelling for the plural form of a word, use the version given first.

Avoid	Prefer
formulae	formulas
fora	forums
symposiums	symposia
focuses	foci

Numbers

See also: Currencies and Exchange Rates, Dates, Ranges, Rates and Ratios, Tables

Principle. Be accurate and consistent when presenting numerical data.

Countable or Uncountable

Use “less than” with nouns that cannot be counted and “fewer than” with countable nouns. “Less” refers to “how much”; “fewer” refers to “how many.”

Fewer than 10 committee members were present.
The new treatment plant uses less water than other facilities.

Exception. Use “less than” when referring to time and money.

The power plant was built in less than 3 years.
In 2016, about 1.2 billion people in Asia and the Pacific were still living on less than \$3.10 per day.

Decimals

Write decimals with a period, not a comma.

Avoid	Prefer
9,31	9.31

It is usually not necessary to use more than two decimal places. When decimal numbers are being compared, they should have the same level of accuracy (i.e., use the same number of decimal places).

Avoid	Prefer
... 2.3, 3, and 5.21	... 2.3, 3.0, and 5.2

Precede decimals less than one with a zero.

Avoid	Prefer
.6	0.6

Fractions

Spell out and hyphenate simple fractions unless the individual parts are discussed.

The bill requires a two-thirds majority vote for it to become a law.

Three-quarters of the people in the district derive their livelihood from agriculture.

The provincial government divided the district into quarters; three quarters would be administered by the district government and one quarter by the provincial government.

Negative Numbers

In text, write out all negative numbers as numerals preceded by an en dash. When providing a plus-or-minus range, place “±” before the number without a space.

The agency’s score was –7.

Gross domestic product growth in the region was –6.9% in 2016.

In January, the project area recorded temperatures from –18°C to –8°C.

The portfolio duration should not deviate by ±15% from the benchmark duration.

In tables, place negative numbers in parentheses and define this below the table.

Maldives	(39.9)	(44.7)
Nepal	2.2	0.5
Sri Lanka	(5.3)	(4.2)

() = negative.

Exception. Some established ADB publications (e.g., *Asian Development Outlook* and *Key Indicators*) follow different rules on the presentation of negative numbers.

Numbers Greater than 999

Except in years, page numbers, and serial numbers, insert a comma every three digits.

Numerals or Words?

Spell out numbers from one to nine except with

- (i) currencies;
- (ii) percentages, decimals, and ratios;
- (iii) days, weeks, months, person-months, quarters, years, decades, and centuries;
- (iv) units of measurement;
- (v) earnings multiples;
- (vi) parts of a book (e.g., chapters, pages, and volumes);
- (vii) parts of a whole (e.g., components, outputs, and phases);
- (viii) a series of numbered items in which at least one of the items takes a numeral; and
- (ix) figures and tables.

Almost half the world's population lives on less than \$2 a day.

The agriculture sector has grown 5% a year since the 1990s.

The project required only 9 person-months of international consulting services in the first 2 years.

Pollution from the plant affected 2 hectares of the project area.

The company's stock traded at 8 times earnings.

The project developed wastewater and sanitation facilities in 27 villages, 11 towns, and 4 cities.

Use numerals for numbers 10 and above unless they appear at the start of a sentence, in which case spell them out. However, if possible recast the sentence.

Avoid

Twenty-seven villages were covered by the project.

Prefer

The project covered 27 villages.

Very large numbers may be expressed in numerals followed by “million,” “billion,” and so forth. As the definitions of “billion” and “trillion” vary in some countries, take special care when using these terms. ADB defines “billion” as a thousand million (1,000,000,000) and “trillion” as a thousand billion (1,000,000,000,000).

The transport corridors link markets serving 250 million people in the Greater Mekong Subregion.

Damage from the floods was estimated at Rp55.4 billion.

Ordinals

Spell out ordinal numbers from one to nine, even when referring to days, weeks, months, years, quarters, decades, or centuries. Use numerals for ordinal numbers 10 and above. Avoid using ordinals when writing dates.

Do not use superscript for ordinal numbers.

Avoid	Prefer
ADB will conduct a special evaluation study in the 3rd year of the project.	ADB will conduct a special evaluation study in the third year of the project.
The participants reached a consensus at the twelfth meeting of the working group.	The participants reached a consensus at the 12th meeting of the working group.
For the 10 th consecutive year, the maternal mortality ratio declined.	For the 10th consecutive year, the maternal mortality ratio declined.
1st January 2017	1 January 2017

Exception. Use the official spelling for major government plans and strategies.

Percentages

Use the “%” symbol in text and tables. If a percentage appears at the beginning of a sentence, recast the sentence.

Avoid

Ninety percent of survey respondents had a PMU, 5% had a similar office, and 5% had no office.

Prefer

Of the survey respondents, 90% had a PMU, 5% had a similar office, and 5% had no office.

When describing the differences between percentages, use percentage points or basis points to avoid ambiguity. A basis point is equal to one one-hundredth of a percentage point.

Avoid

The inflation rate dipped 1%—from 4.2% to 3.2%—allaying fears of an economic slowdown.

Banks announced plans to cut their prime lending rate by 0.5%, from 5.5% to 5.0%.

Prefer

The inflation rate dipped 1 percentage point—from 4.2% to 3.2%—allaying fears of an economic slowdown.

Banks announced plans to cut their prime lending rate by 50 basis points, from 5.5% to 5.0%.

A percentage takes a singular or a plural verb depending on whether the subject of the sentence is a singular or a plural noun.

More than 20% of the population lives in poverty.

More than 80% of the children in the village have access to education.

Rounding

When rounding, round up numbers 5 and above; round down numbers below 5.

2.55 becomes 2.6

2.54 becomes 2.5

2.45 becomes 2.5

Where appropriate, round numbers to one or, at most, two decimal places. Be consistent, especially in tables.

When numbers are rounded in a table, provide the appropriate note below the table.

Note: Numbers may not sum precisely because of rounding.

Note: Percentages may not total 100% because of rounding.

Singular or Plural?

“Number” as a collective noun takes a singular or plural verb depending on whether it is preceded by a definite article (“the”) or an indefinite article (“a” or “an”).

The number of loans approved this year has doubled.

A number of studies have shown that this approach is ineffective.

The only individual number that is treated as singular is exactly one, neither more nor less.

The consultant will be recruited for 1 person-month.

The consultant will be recruited for 0.7 person-months.

Organizations

See also: [Abbreviations](#),
[Non-English Terms](#)

Use the official spelling of the name and acronym of an organization. In particular, note that some organizations, including those in the United Nations system, follow British spelling in their names.

International Labour Organization

International Centre for Trade and Sustainable Development

Organisation for Economic Co-operation and Development

United Nations Development Programme

United Nations Environment Programme

In cases where the name of the agency or organization does not reflect the government to which it belongs, provide the name of the country at first appearance.

Australia's Department of Foreign Affairs and Trade
 German development cooperation through KfW
 Ministry of Foreign Affairs and Trade (New Zealand)
 Department for International Development (DFID) of the United Kingdom

Page Numbers **Format**

See also: [Appendixes](#) |

Use lowercased Roman numerals without parentheses for preliminary pages. Use Arabic numerals for all other pages.

Placement

For Board documents, place page numbers in the upper outside corner of the page.

2

Place the page number in the upper left corner of even-numbered pages.

3

Place the page number in the upper right corner of odd-numbered pages.

Omit the page number on the contents page, first page of the summary, and the first page of the main text, but retain the page number on the first page of each appendix.

Appendixes also include a running head.

24

Appendix 1

Appendix 1

25

Publications may follow this format but are not required to do so.

Photo Captions and Credits

Captions. Each photo should have a title that describes the photo. The title should be in bold, followed by a period. Include a sentence stating the photo’s relevance or significance to the topic.

Credits. If photos used in a publication are from the same photographer or source (and depending on the agreement with the photo source), a general credit note may be given in the preface, acknowledgments, or on the copyright page.

If photos come from different sources, photos must be credited individually. The credit line may appear in parentheses at the end of a caption.



Access to education. ADB is helping reduce rural poverty in Nepal’s remote mountain districts by increasing access to economic and social services, such as education (photo by Samir Jung Thapa).

Project Names

Principle. Keep the project name short and clear.

Avoid

Support for Improving Competitiveness in the Tourism Sector

Integrated Rapid Risk Mapping Using Mobile Phone Technology and Satellite Remote Sensing for Malaria and Dengue Response Planning in Selected GMS Countries

Prefer

Improving Competitiveness in Tourism

Malaria and Dengue Risk Mapping and Response Planning in the Greater Mekong Subregion

Short Form

Provide the complete and accurate name of a project or program on first appearance in a document. On subsequent references, use “the project” or “the program.” It is not necessary to indicate in parentheses that “the project” or “the program” is the short form.

Avoid

The Earthquake Emergency Assistance Project (the Project) is a response to the devastating impact of the earthquake. The Project will enable residents to resume their livelihoods and return to normal life.

Prefer

The Earthquake Emergency Assistance Project is a response to the devastating impact of the earthquake. The project will enable residents to resume their livelihoods and return to normal life.

Avoid creating an unwieldy abbreviation for a project name; instead, use a shortened form of the project name.

Avoid

ADB approved the Rajasthan Urban Infrastructure Development Project (RUIDP) and the Kolkata Environmental Improvement Project (KEIP). The RUIDP will improve the water supply for 7 million residents, while the KEIP will establish sewerage connections to 27,000 homes.

Prefer

ADB approved the Rajasthan Urban Infrastructure Development Project and the Kolkata Environmental Improvement Project. The Rajasthan project will improve the water supply for 7 million residents, while the Kolkata project will establish sewerage connections to 27,000 homes.

Subsequent Projects

In case of a follow-on project or program, “Second” before the name of the project is preferred to “2” or “II” after the name. However, do not add “First” to the original project title.

Avoid	Prefer
The Second Financial Sector Program will consolidate reforms initiated under the First Financial Sector Program.	The Second Financial Sector Program will consolidate reforms initiated under the first program.

Use Arabic numerals to number subprojects and project phases. Lowercase both unless they are part of a formal title.

Avoid	Prefer
A resettlement plan for the Pangot–Bagartalla road (subproject III) is attached.	A resettlement plan for the Pangot–Bagartalla road (subproject 3) is attached.
The technical assistance for the Asia Regional Integration Center (Phase II) was approved in 2008.	The technical assistance for the Asia Regional Integration Center (Phase 2) was approved in 2008.

If an alternative numbering system has been used for earlier versions of the project or program, it should be continued.

The National Highway Sector II Project was completed in 2008 and it will be followed by the National Highway Sector III Project in early 2009.

Punctuation Colon

See also: Dates, Headings, Lists, Numbers, Quotations, Ranges, Rates and Ratios, References

Use a colon before listed items in text if there is a natural break. If the sentence flows easily, no punctuation is needed before the list. A colon is used to introduce a vertical list if the lead-in element could stand on its own as a sentence.

The consultant brought three items to the meeting: a progress report, a road traffic study, and a computer.

The PMO was effective in (i) facilitating coordination between the funding bodies, (ii) liaising between the project and the beneficiaries, and (iii) obtaining background information from community groups.

The team will monitor the following indicators regularly:

- (i) payment of compensation to affected persons;
- (ii) public information dissemination and consultation procedures; and
- (iii) adherence to grievance procedures, issues requiring management's attention, and equality of access.

Comma

Use commas to separate items in a series. ADB uses the Oxford (or serial) comma, i.e., when a conjunction joins the last two elements in a series, a comma precedes the conjunction.

The consultants visited Cambodia, Myanmar, and Thailand.

If one of the items already contains a comma, use semicolons to separate the items.

The program will include the following: sector, thematic, and economic work; project identification; flagship knowledge and innovative solutions; and high-level technologies.

Do not insert a comma after titles or names that contain a comma unless this is required by the structure of the sentence.

The Companies Act, 1956 was amended in 2008.

The provisions can be found in the Companies Act, 1956, which was amended in 2008.

Use a comma to set off individual elements in addresses and place names.

The meeting was held in Penang, Malaysia, in March 2008.

See also: Ranges,
Rates and Ratios

Dashes

Em dash. Use an em dash (a long dash) to denote a sudden break in thought, or to emphasize or explain.

There is no space before or after an em dash.

This will enable banks to promote trade finance and other services—particularly to small and medium-sized enterprises (SMEs)—and to advise clients on trade transactions.

En dash. Use an en dash (a short dash that is longer than a hyphen) to connect an inclusive range of numbers: dates, time, money, distances, amounts, and reference numbers. In this usage, it signifies “up to and including” or “through.”

There is no space before or after an en dash.

12–14 April 2008	48–50 kilometers
\$150 million–\$175 million	paras. 3–7

Never use an en dash to replace “to” if the word “from” precedes the first element or to replace “and” if the word “between” precedes the first element.

Avoid

ADB will hold the conference from 17–18 October in Tokyo.

Implementation will require between 24–36 months.

Prefer

ADB will hold the conference from 17 to 18 October in Tokyo.

Implementation will require 24–36 months.

Use an en dash to indicate a relationship between two independent elements when one part of a compound does not modify the meaning of the other parts. In this usage, it is “the equivalent of *to*, *and*, or *versus* to indicate linkage or opposition” (*Merriam-Webster’s Collegiate Dictionary*. 11th ed. p. 1607).

ADB–OECD study	debt–equity ratio
Bangkok–Manila flight	demand–supply gap
Bose–Einstein statistics	Noi Bai–Lao Cai highway
cost–benefit analysis	public–private partnership

Add an en dash to a numeral to denote a negative number in text.

Annual average temperatures range from –4°C to 24°C.

See also: Adjectives,
Capitalization, Headings,
Ranges, Units of Measurement

Hyphen

Principle. ADB follows the principles of hyphenation in *Merriam-Webster Online*.

Closed compounds. The modern trend is to close many compounds.

crosscutting	pipeline
groundwater	shareholding
landlocked	stakeholder
moneylender	waterborne

Words formed with prefixes. *Merriam-Webster Online* closes most words formed with prefixes.

antimonopoly	online
cofinance	overpopulated
interagency	postwar
macroeconomic	prequalification
microfinance	reallocate
midterm	semiannual
multitranche	socioeconomic
nongovernment	subproject
offshore	underbudgeted

Exceptions. Note the following exceptions to the rule.

- (i) Some prefixes are always hyphenated (e.g., e-procurement, self-funded).
- (ii) Use a hyphen before a capitalized word or a numeral (e.g., non-European, sub-Saharan, pre-1950).
- (iii) Hyphenate words that may otherwise be misread (e.g., re-lent).
- (iv) Use a hyphen to separate combinations of letters or syllables that may otherwise be misread (e.g., multi-industry, non-oil, pro-poor, semi-independent).

Hyphenation of phrasal adjectives. Avoid long compound phrases serving as adjectives and phrasal adjectives that sound awkward or strange.

Avoid	Prefer
WHO works in many high-tuberculosis-prevalence countries.	WHO works in many countries that have a high prevalence of tuberculosis.
Female-headed households will increase by 2020.	Households headed by women will increase by 2020.

If they cannot be avoided, hyphenate such phrasal adjectives correctly.

Phrasal adjectives that take a hyphen. If there is a danger of ambiguity, hyphenate phrasal adjectives when they precede the noun they modify.

the 52-year-old man	income-generating activities
across-the-board increases	long-term strategy
anti-money-laundering legislation	mass-produced items
asset-backed securities	non-English-speaking applicants
community-based organization	second-largest city
	the well-known symptoms

When the second part of a hyphenated expression is omitted, retain the hyphen, followed by a space.

ADB- and DFID-financed projects	5- and 10-year plans
short- and medium-term projections	quality- and cost-based selection

Phrasal adjectives that do not take a hyphen. When ambiguity is unlikely, do not hyphenate phrasal adjectives.

capacity development plans	power generation capacity
clean energy project	power supply company
environmental protection measures	power transmission company
energy sector reforms	private sector financing
foreign exchange rate	private equity fund
	upper management decision

Generally, do not hyphenate phrasal adjectives when they come after the noun.

The outcome is well known.
The program is well designed.

Exception. Some phrasal adjectives are always hyphenated whether they occur before or after the noun. *Garner’s Modern American Usage* (p. 607) identifies the following examples.

cost-effective	short-lived
ill-advised	time-sensitive
risk-averse	

Do not hyphenate phrasal adjectives that begin with an adverb ending in “ly.”

environmentally sustainable project	newly built facility
highly leveraged firm	weakly performing countries

Parentheses

Try to avoid parentheses within parentheses, for example, by using commas or em dashes to separate parenthetical text. If double parentheses are unavoidable, use square brackets within the parentheses.

Avoid	Prefer
ADB works closely with local populations (often through nongovernment organizations [NGOs]) to ensure that their views are incorporated.	ADB works closely with local populations, often through nongovernment organizations (NGOs), to ensure that their views are incorporated.

See also: Quotations | **Quotation Marks**

Use quotation marks when directly quoting another source.

The report notes that Asia and the Pacific is a “global hot spot for water insecurity.”¹²

Use quotation marks when a word is not being used functionally but is being referred to as the word itself.

In this staff instruction, “loan” also refers to grants, guarantees, and equity investments from ADB’s ordinary capital resources, Special Funds resources, or ADB-administered cofinancing resources.

Use quotation marks to signal that a word or phrase is being used in an unusual sense. Add quotation marks only on first appearance and define the term either in parentheses within the text or in a footnote.

The fund will invest in “greenfield” (new) and “brownfield” (existing) projects.

or

The fund will invest in “greenfield” and “brownfield” projects.¹

¹ Greenfield investments entail higher risks and costs associated with building new structures, as opposed to brownfield investments, where leasing existing facilities and land results in relatively lower expenses. However, greenfield investments are not limited by constraints imposed by prior work, which could impede brownfield investments (e.g., potential presence of hazardous waste in used industrial land).

Punctuation before a quotation. Introduce quoted material with a comma, colon, or no punctuation at all. Use a comma if the text introducing the quotation is not a complete sentence or independent clause (i.e., it could not stand alone as a single idea). Use a colon when the text introducing the quotation is a complete sentence or independent clause. Do not use any punctuation when the quoted material flows directly from the introductory text, particularly when preceded by “that” or “which.”

The President said, “I want ADB to be stronger, better, and faster.”⁹

The Poverty Reduction Strategy begins with this statement: “Poverty is an unacceptable human condition. It is not immutable; public policy and action can, and must, eliminate poverty. This is what development is all about.”⁸

The study found that “local participation was a key to the success of the project.”¹⁴

Punctuation at the end of a quotation. Place a period or comma inside the closing quotation marks.

The ADB report argues against mandatory quotas in Asia, saying it “may produce little in terms of financial performance.”⁵

The report suggests the PRC “potentially loses economic value by the largest magnitude because of the lack of gender diversity,” although it did boast the region’s highest percentage of female CEOs, at 5.6%.¹²

Place question marks and exclamation marks inside the closing marks only if they are part of the quotation.

The chair asked the directors, “Does anyone else have views or comments on the proposed item?”

Will the new power plant end “load shedding”?

Always place colons, semicolons, parentheses, and em dashes outside the closing quotation marks unless they are included in the original text.

ADB’s approach to weakly performing countries “recognizes a spectrum of performance and fragility”; flexibility may be exercised in applying this approach.⁶

The government tried to upgrade cultivation through the “Green Revolution”—better irrigation and water control, a reformed credit system, and price incentives for production.

Punctuation for a quotation within a quotation. Use single quotation marks for a quotation within a quotation.

Strategy 2020 states, “Asia needs to pursue ‘open regionalism,’ keeping trade and investment links open to the rest of the world.”¹

See also: Rates and Ratios,
Dates (Years)

Slash

Slashes create ambiguity and should be avoided. Replace slashes with “and/or,” “and,” or “or” as appropriate.

Avoid

The environment specialist/
team leader will submit a
progress report.

The government will pay
landowners/tenants.

The government will ensure
the negative impact on land
acquisition is minimized/
nullified.

Prefer

The environment specialist
and team leader will submit a
progress report.

The government will pay
landowners and/or tenants.

The government will ensure
the negative impact on land
acquisition is minimized or
nullified.

Exceptions. Note the following exceptions to the rule.

- (i) A slash may be used to represent “per” when referring to a rate. However, if a slash is used in one case it should be used throughout; do not mix slashes and “per.”

km/h

- (ii) A slash is used for singular and plural forms of currencies as listed in the front matter of Board documents.

Pakistan rupee/s (PRe/PRs)
Nepalese rupee/s (NRe/NRs)

- (iii) A slash may be used for column heads in tables and frameworks for space reasons.

Description	Value of Contracts	Number of Contracts	Procurement/ Recruitment Method
-------------	--------------------	---------------------	---------------------------------

- (iv) A slash may be used to separate references to publishers in the citation of copublished books.

A. McIntosh. 2003. *Asian Water Supplies: Reaching the Urban Poor*. Manila: ADB / International Water Association.

- (v) A slash may be used with “and/or” and “HIV/AIDS.”

Spacing after Punctuation Marks

Use only one space after a period, question mark, comma, or colon.

Quotations

See also: Copyright, Footnotes, Punctuation (Quotation Marks), References

Principle. Attribute all source material correctly and completely.

Use double quotation marks, except for quotation marks within quotations.

Provide a source for quoted material in a footnote and include the page number.

Do not alter the spelling, capitalization, wording, or meaning of quoted material. If the quoted material contains errors of fact or spelling, “[sic]” may be inserted in the text to indicate that it is reproduced exactly from the source.

“Kazakstan [sic] is also a signatory to the agreement,” the report stated.

Provide a source for paraphrased material in a footnote. Do not enclose paraphrased material in quotation marks.

Left indent lengthy quotations. Do not italicize indented quotations or use quotation marks.

In his opening remarks at the ADF Replenishment Meeting, the President highlighted the importance of achieving the Sustainable Development Goals.

ADF has played a critical role in supporting low-income countries in the region. Our partnership still has a long way to go in fighting poverty and improving the quality of lives of people in our region. The countdown to deliver on the Sustainable Development Goals and the global climate deal has already begun. We cannot afford to fail on these shared goals.⁵

Ranges

See also: [Dates, Numbers, Punctuation](#)

Principle. Use an en dash to connect continuing or inclusive numbers for dates, times, page numbers, or reference numbers.

Repeat a symbol on both sides of an en dash if it is closed up to a number. Place abbreviations for units of measurement that are not closed up to a number only after the second number in the range.

Avoid	Prefer
12–14%	12%–14%
\$125,000–150,000	\$125,000–\$150,000
15 kWh–20 kWh	15–20 kWh

Punctuation and Words to Describe a Range

Note the punctuation and wording in the following examples.

Avoid	Prefer
from \$8 to \$9 million	from \$8 million to \$9 million
\$8–9 million	\$8 million–\$9 million
from 27–29 June	27–29 June from 27 to 29 June
from 1 August–4 September	1 August–4 September from 1 August to 4 September
20–30%	20%–30%
from 20%–30%	from 20% to 30%

Avoid “between ... and” where precision is required, since “between” often does not include the beginning and end points (e.g., the gap between building A and building B).

Avoid	Prefer
The economy strengthened between 2000 and 2016.	The economy strengthened from 2000 to 2016.
	The economy strengthened during 2000–2016.

Confine the use of the construction “from ... to” or “ranging from ... to” to situations where there is a continuum with definite starting and stopping points, such as geographic locations (from Mumbai to Kolkata) and prices (from ₱1,000 to ₱5,000). Do not use this construction when there is no continuum.

Avoid the construction “everything from ... to” except when discussing literally all items between two points.

Avoid	Prefer
Private sector development encompasses productive sectors ranging from agriculture to tourism.	Private sector development encompasses productive sectors as varied as agriculture and tourism.
The study reported a reduction in the incidence of many diseases, everything from diarrhea to AIDS, to tuberculosis.	The study reported a reduction in the incidence of many diseases, including AIDS, diarrhea, and tuberculosis.

Year Ranges in Strategies and Plans

In the following examples, note (i) the en dash between the years; (ii) the placement of the abbreviation; and (iii) the comma before the range of years, but not after (*Chicago*, 8.176). The range of years does not have to be included in subsequent references unless two or more of the same type of document covering different year ranges are being discussed.

The loan was included in the country partnership strategy (CPS) for Maldives, 2007–2011. The ADB Board of Directors endorsed the CPS in September 2007.

The country operations business plan (COBP), 2010–2012 is much more detailed than the COBP, 2009–2011.

Rates and Ratios

See also: Punctuation,
Units of Measurement

A slash may be used to represent “per” when referring to a rate.

The water treatment plant was upgraded from 5,000 m³/day to 12,500 m³/day.

Use a colon with no spaces on either side to express a ratio.

The debt–equity ratio of the company was 78:22.

Use an en dash when the elements of a ratio form an adjective and a relationship between the two elements is implied.

cost–benefit ratio

equity–loan ratio

debt–equity ratio

reserve–loan ratio

In public health terminology, express maternal mortality as a “ratio” and infant mortality as a “rate.”

In 2005, the maternal mortality ratio was 450 maternal deaths per 100,000 live births.

The immunization program is expected to lower the infant mortality rate from the current 45 per 1,000 live births.

Note that rates of economic growth and inflation rise and fall, but economic growth (an increase in the level of production of goods and services) and inflation (an increase in the prices of goods and services) are processes that accelerate and decelerate.

Avoid	Prefer
Economic growth rose to 7.8% in 2007.	Economic growth accelerated in 2007 to 7.8%. <i>or</i> The economic growth rate rose to 7.8% in 2007.
Inflation fell to 2.5% in September.	The inflation rate fell to 2.5% in September. <i>or</i> Inflation decelerated to 2.5% in September.

Ratings and Classifications

ADB Ratings and Classifications

When ratings or classifications appear in text, use italics to set them apart.

The project is categorized <i>effective gender mainstreaming</i> .
At least 75% of ongoing projects are rated <i>on track</i> under the project performance rating system.
ADB rated the program <i>less than successful</i> .

Credit Ratings

Ratings should follow the presentation used by rating agencies.

Avoid	Prefer
Standard & Poor's reaffirmed the bank's triple-A rating.	Standard & Poor's reaffirmed the bank's AAA rating.

Use the complete names of credit rating agencies at first appearance. A short form may be used subsequently.

Avoid

The borrower is rated BBB by Fitch and Baa1 by Moody's. The sponsor is rated A+ by Fitch and A1 by Moody's.

Prefer

The borrower is rated BBB by Fitch Ratings and Baa1 by Moody's Investors Service. The sponsor is rated A+ by Fitch and A1 by Moody's.

Sometimes a sentence should be recast when using a credit rating such as A+ or BBB– adjectivally to avoid ambiguity or an awkward construction.

Avoid

The BBB– rated bonds were priced at a spread of 175 basis points.

Prefer

The bonds, rated BBB–, were priced at a spread of 175 basis points.

References

See also: Capitalization, Copyright, Cross-References, Footnotes, Project Names, Quotations

Principle. Cite all quoted or referenced material correctly and completely in a footnote.

Bibliographies may be used in publications but not in Board documents. Publications may follow the rules in *Chicago*.

Exceptions. The following do not require footnote citations in Board documents:

- (i) The [Frequently Cited ADB Policies and Guidelines](#) on the SEC website provides the names of ADB policies and guidelines that often appear in Board documents as well as guidance on their presentation.

ADB's Anticorruption Policy (1998, as amended to date) was explained to and discussed with the government and the executing agency.

- (ii) National laws should be presented accurately and the year of enactment should be indicated.

The Bangladesh Water Act, 2013 governs the ownership, utilization, and financial management of water.

Presentation of Footnotes

ADB projects are often referred to in Board documents. Cite the project website using the following model. Note that URLs may be spelled out at the end of the footnote or hyperlinked to save space.

ADB. Country: Project Name. [URL for project website](#).

ADB. [Country: Project Name](#).

When referring to a specific project document and other ADB documents and publications, use the following model for format and punctuation (e.g., RRP or TA report). Additional information and page numbers are optional and should appear at the end of the footnote. For ranges of page numbers, use an en dash, e.g., pp. 11–35.

Asian Development Bank. Year. *Title in Italics*. Manila.

Asian Development Bank. Year. *Title in Italics*. Manila (additional information). page number.

For books, use the following model for format and punctuation.

Author. Year. *Title in Italics*. City: Publisher.

Author. Year. *Title in Italics*. City: Publisher. page number.

For periodicals, use the following model for format and punctuation.

Author. Year. Title of Article. *Journal or Newspaper Title in Italics*. Volume number (issue number).

Author. Year. Title of Article. *Journal or Newspaper Title in Italics*. Volume number (issue number). page number.

Abbreviate the name of an organization if the abbreviation has already been defined in the main text or in another footnote.

Use headline-style capitalization for titles. Maintain the original spelling for the titles of referenced documents.

When referring to the location of a publisher, provide the state or province (if applicable) and country if the city may be unknown to readers or may be confused with another city of the same name.

If a footnote cites more than one reference, separate the references with a semicolon.

ADB. Trade Facilitation: Improved Sanitary and Phytosanitary Handling in Greater Mekong Subregion Trade Project. <http://www.adb.org/projects/43120-013/main>; and ADB. Greater Mekong Subregion Tourism Infrastructure for Inclusive Growth. <http://www.adb.org/projects/46293-001/main>.

ADB. [Trade Facilitation: Improved Sanitary and Phytosanitary Handling in Greater Mekong Subregion Trade Project](http://www.adb.org/projects/43120-013/main); and ADB. [Greater Mekong Subregion Tourism Infrastructure for Inclusive Growth](http://www.adb.org/projects/46293-001/main).

ADB Projects

Cite a project by its complete title at first appearance in the text of a report and provide the complete reference to the ADB project website in a footnote. Specific project documents, such as the report and recommendation of the President, may also be referenced in a footnote, as appropriate. Do not cite projects by loan or technical assistance number in the text.

ADB. Lao People's Democratic Republic: Sustainable Natural Resource Management and Productivity Enhancement Project. <http://www.adb.org/projects/37579-032/main>.

ADB. [Lao People's Democratic Republic: Sustainable Natural Resource Management and Productivity Enhancement Project](http://www.adb.org/projects/37579-032/main).

Additional information such as loan or technical assistance numbers, amounts, approval dates, or cofinancing arrangements may be included in parentheses in the footnote. However, consistency is essential; if one reference contains the loan amount, all must do so.

ADB. Lao People's Democratic Republic: Sustainable Natural Resource Management and Productivity Enhancement Project. <http://www.adb.org/projects/37579-032/main> (\$20 million).

ADB. [Lao People's Democratic Republic: Sustainable Natural Resource Management and Productivity Enhancement Project](http://www.adb.org/projects/37579-032/main) (\$20 million).

Exception. Some Board documents include a comprehensive table listing projects cited in the text. In these documents, references to these projects do not have to be footnoted, but a general footnote at the beginning of the document should be provided.

³ In this report, ADB projects are not footnoted when they are referred to in the text. Projects are described in detail in Appendix 7.

ADB Board Documents

Completion report

ADB. 2016. *Completion Report: Public Financial Management Reform Program in Nauru*. Manila.

Country operations business plan

ADB. 2016. *Country Operations Business Plan: Timor-Leste, 2016–2018*. Manila.

Country partnership strategy

ADB. 2016. *Country Partnership Strategy: Viet Nam, 2016–2020—Fostering More Inclusive and Environmentally Sustainable Growth*. Manila.

Evaluation study

Independent Evaluation Department. 2014. *Country Assistance Program Evaluation: Tajikistan—Responding to the Changing Development Conditions*. Manila: ADB.

Independent Evaluation Department. 2013. *Impact Evaluation Study: Shallow Tubewell Irrigation in Nepal—Impacts of the Community Groundwater Irrigation Sector Project*. Manila: ADB.

Independent Evaluation Department. 2014. *Sector Assistance Program Evaluation: The Asian Development Bank's Support for the Transport Sector in Sri Lanka*. Manila: ADB.

Independent Evaluation Department. 2016. *Thematic Evaluation Study: Effectiveness of Asian Development Bank Partnerships*. Manila: ADB.

Extended annual review report

ADB. 2016. *Extended Annual Review Report: Loan for the Theppana Wind Power Project in Thailand*. Manila.

FAST report

ADB. 2015. *FAST Report: Senior Unsecured Loan to the Bai Tushum Bank for Broadening Access to Finance in the Kyrgyz Republic*. Manila.

Initial environmental examination

Government of Uzbekistan, Ministry of Agriculture and Water Resources. 2015. *Initial Environmental Examination: Amu Bukhara Irrigation System Rehabilitation Project in Uzbekistan* (prepared for ADB).

Linked document (referenced in main text)

Project Administration Manual (accessible from the list of linked documents in Appendix 2).

Linked document (referenced in another linked document in the same report)

Attached Technical Assistance (accessible from the list of linked documents in Appendix 2 of the report and recommendation of the President).

Linked document (referenced in another report)

ADB. 2017. *Report and Recommendation of the President to the Board of Directors: Proposed Loan to Georgia for the Secondary Road Improvement Project*. Resettlement Plan (accessible from the list of linked documents in Appendix 2). Manila.

Major change

ADB. 2016. *Major Change in Technical Assistance: Strengthening Project Preparation Capacity in Asia and the Pacific*. Manila.

Performance evaluation report

Independent Evaluation Department. 2016. *Performance Evaluation Report: Customs Modernization Project in Mongolia*. Manila: ADB.

Policy and strategy papers

ADB. 2012. *Accountability Mechanism Policy 2012*. Manila.

ADB. 2008. *Strategy 2020: The Long-Term Strategic Framework of the Asian Development Bank, 2008–2020*. Manila.

ADB. 2014. *Midterm Review of Strategy 2020: Meeting the Challenges of a Transforming Asia and Pacific*. Manila.

ADB. 2015. *Enhancing Operational Efficiency of the Asian Development Bank*. Manila.

Report and recommendation of the President (nonsovereign)

ADB. 2014. *Report and Recommendation of the President to the Board of Directors: Proposed Loan and Administration of Loan to Adjaristsqali Georgia LLC for the Adjaristsqali Hydropower Project in Georgia*. Manila.

Report and recommendation of the President (sovereign)

ADB. 2016. *Report and Recommendation of the President to the Board of Directors: Proposed Loan to the Republic of Indonesia for the Flood Management in Selected River Basins Sector Project*. Manila.

ADB. 2015. *Report and Recommendation of the President to the Board of Directors: Proposed Multitranches Financing Facility to the Islamic Republic of Pakistan for the Second Power Distribution Enhancement Investment Program*. Manila.

ADB. 2014. *Report and Recommendation of the President to the Board of Directors: Proposed Programmatic Approach and Policy-Based Loan for Subprogram 1 to the Republic of the Philippines for the Local Government Finance and Fiscal Decentralization Reform Program*. Manila.

Report and recommendation of the President (sovereign-guaranteed)

ADB. 2016. *Report and Recommendation of the President to the Board of Directors: Proposed Loan to Energy Efficiency Services Limited for the Demand-Side Energy Efficiency Sector Project (Guaranteed by India)*. Manila.

Technical assistance completion report

ADB. 2016. *Technical Assistance Completion Report: Connectivity for Future Growth in Mongolia*. Manila.

Technical assistance report

ADB. 2016. *Technical Assistance to the Lao People's Democratic Republic for Strengthening Capacity for Health Sector Governance Reforms*. Manila.

Technical assistance report (regional)

ADB. 2016. *Technical Assistance for Strengthening Gender-Inclusive Growth in Central and West Asia*. Manila.

Other ADB Documents

Action plan

ADB. 2014. *Midterm Review of Strategy 2020: Action Plan*. Manila.

ADB Charter

ADB. 1966. *Agreement Establishing the Asian Development Bank*. Manila.

Additional financing

ADB. 2014. *Additional Financing: Wastewater Treatment and Reuse Project in the People's Republic of China*. Manila.

Administrative order

ADB. 2016. Institutional Procurement and Contract Administration. *Administrative Orders*. AO 4.07. Manila.

Back-to-office report

ADB (South Asia Department). 2014. Consultation Mission to India: Vizag–Chennai Industrial Corridor. Back-to-office report. 7 October (internal).

Consultant's report

ADB. 2016. *Strengthening Capacity for Wetland Protection for Sanjiang Plain*. Consultant's report. Manila (TA 8541-PRC).

Grant assistance report

ADB. 2016. *Grant Assistance Report: Proposed Administration of Grant to the Republic of Indonesia for the Community-Focused Investments to Address Deforestation and Forest Degradation Project*. Manila.

Memorandum

ADB (Strategy and Policy Department). 2013. Actions to Improve the Quality of Report and Recommendation of the President. Memorandum. 14 October (internal).

ADB (Budget, Personnel, and Management Systems Department; and Strategy and Policy Department). 2013. Use of Bank Resources: Regional Technical Assistance and Technical Assistance vs. Internal Administrative Expenses Budget. Memorandum. 26 June (internal).

News release

ADB. 2016. ADB President Calls for Expanded CAREC Agenda to Meet New Challenges. News release. 26 October.

Operations Manual section

ADB. 2013. Classification and Graduation of Developing Member Countries. *Operations Manual*. OM A1/BP. Manila.

Project administration instruction

ADB. 2013. Administering Grant-Financed Technical Assistance Projects. *Project Administration Instructions*. PAI 5.09. Manila.

Staff instruction

ADB. 2019. *Staff Instruction on Business Processes for Knowledge and Support Technical Assistance*. Manila.

Validation report

Independent Evaluation Department. 2016. *Validation Report: Strengthening Public Resource Management Program in Tajikistan*. Manila: ADB.

ADB Publications

Flagship publications

ADB. 2016. *Annual Report 2015*. Manila.

ADB. 2016. *Asian Development Outlook 2016: Asia's Potential Growth*. Manila.

ADB. 2015. *Key Indicators for Asia and the Pacific 2015*. Manila.

Publication date different from adoption date

ADB. 2003. *Water for All: The Water Policy of the Asian Development Bank*. Manila (adopted in 2001).

Working paper series

J. Kang. 2016. International Trade and Exchange Rate. *ADB Economics Working Paper Series*. No. 498. Manila: Asian Development Bank.

Books

One author

S. Radelet. 2015. *The Great Surge: The Ascent of the Developing World*. New York: Simon & Schuster.

One author (including page numbers)

W. Easterly. 2015. *The Tyranny of Experts: Economists, Dictators, and the Forgotten Rights of the Poor*. New York: Basic Books. pp. 275–277.

Two or three authors

D. Burns and S. Worsley. 2015. *Navigating Complexity in International Development: Facilitating Sustainable Change at Scale*. Warwickshire, UK: Practical Action Publishing.

More than three authors

T. Weiss et al. 2016. *The United Nations and Changing World Politics*. 8th ed. Boulder, CO: Westview Press.

Part of a book

T. Gibson. 2015. Foreword to *Give a Man a Fish: Reflections on the New Politics of Distribution*, by J. Ferguson. Durham, NC: Duke University Press.

Edited volume

J. Odekon, ed. 2015. *The SAGE Encyclopedia of World Poverty*. 2nd ed. Thousand Oaks, CA: SAGE Publications, Inc.

Chapter in book

T. Eccles. 2016. Impact Bonds as a Route to Development Innovation. In B. Ramalingam and K. Bound, eds. *Innovation for International Development: Navigating the Paths and Pitfalls*. London: Nesta.

Book copublished by ADB

M. Noland and D. Park, eds. 2015. *From Stress to Growth: Strengthening Asia's Financial Systems in a Post-Crisis World*. Washington, DC: Asian Development Bank Institute / Peterson Institute for International Economics.

Forthcoming book

V. Luker, S. Dinnen, and A. Patience, eds. Forthcoming. *Law, Order and HIV/AIDS in PNG*. Canberra: Australian National University Press.

Government Publications

General

Government of India. 2002. *Census of India*. Series No. 1. Delhi.

Ministry, department, or agency

Government of India, Planning Commission. 2006. *Towards Faster and More Inclusive Growth: An Approach to the 11th Five Year Plan*. Delhi.

Periodicals

Journal

N. Turgo. 2016. The Kinship of Everyday Need: Relatedness and Survival in a Philippine Fishing Community. *South East Asia Research*. 24 (1). pp. 61–75.

Newspaper or magazine article with the author(s) cited

L. Barber and H. Foy. 2016. Kazakhstan's Central Bank Governor Makes Headway. *Financial Times* (international edition). 27 October.

Newspaper or magazine article without author cited

The Economist. 2016. If You Want it Done Right: How a Small Pakistani City Became a World-Class Manufacturing Hub. 29 October.

Others

Document prepared for a meeting

ADB. 2016. *Supporting Disaster Risk Reduction*. Paper prepared for the second ADF XII replenishment meeting. Nepal. 24–27 February.

M. Kawai. 2013. *Future of the World Trading System: Asian Perspectives*. Background paper for the 2013 Developing Asia Journalism Awards Forum. Tokyo. 21–22 November.

Citation from a second source

United Nations Office for Disaster Risk Reduction. 2015. *Sendai Framework for Disaster Risk Reduction, 2015–2030*. Geneva. Quoted in ADB. 2016. *Asian Water Development Outlook 2016*. Manila.

Multiple publications in a series

ADB. *Key Indicators for Asia and the Pacific*. Manila (7 years: 2009–2015).

Unpublished document

World Bank. Sri Lanka: Underpinning Growth with Equity. Unpublished.

Online and Electronic Sources

Principle. Many of the rules for citing printed material also apply to online and electronic sources. Providing only the URL is usually not sufficient.

Cite quoted or referenced material from an electronic source correctly and as completely as possible in a footnote.

Avoid

http://apps.who.int/iris/bitstream/10665/200018/1/9789241565158_eng.pdf?ua=1

Prefer

World Health Organization. 2015. *World Malaria Report 2015*. Geneva.

http://apps.who.int/iris/bitstream/10665/200018/1/9789241565158_eng.pdf?ua=1.

Footnote references that include a URL should be punctuated normally. Readers should assume that any punctuation following a URL belongs to the surrounding text. Hyperlinked URLs are encouraged for the convenience of online readers who may want to click on the link. Try to avoid breaking URLs.

D.H. Barmak et al. 2011. *Dengue Epidemics and Human Mobility*.
<http://arxiv.org/pdf/1102.3869.pdf>.

Links may also be embedded into document names or project titles. Use hyperlinks consistently throughout a document, i.e., if one hyperlink is embedded in a project title, then all should be.

D.H. Barmak et al. 2011. [*Dengue Epidemics and Human Mobility*](#).

Apply the same standards of authoritativeness and veracity to electronic sources as to printed ones. Wikipedia, for example, is not considered an appropriate reference for most ADB documents.

Check links to verify the accuracy of citations to electronic content as close to the publication date as possible. Access dates are not required in footnotes.

Exception. Provide access dates in parentheses after the URL for online databases.

World Bank. Worldwide Governance Indicators.
<http://info.worldbank.org/governance/wgi/index.aspx#home> (accessed 19 November 2014).

World Bank. [Worldwide Governance Indicators](#) (accessed 19 November 2014).

Presentation of Online References

Website (home page)

Green Climate Fund. <http://www.greenclimate.fund/>.

[Green Climate Fund](#).

Website (not home page)

Green Climate Fund. Resources Mobilized.
<http://www.greenclimate.fund/partners/contributors/resources-mobilized>.

Green Climate Fund. [Resources Mobilized](#).

Web document

United States Agency for International Development. 2015. *Vision for Ending Extreme Poverty*. https://www.usaid.gov/sites/default/files/documents/1870/Vision-XP_508c_1.21.16.pdf.

United States Agency for International Development. 2015. [Vision for Ending Extreme Poverty](#).

Article available only online

A. Whiting. 2016. Invest in Farmers to Curb Migration to Urban Slums, Cities Told. *Thomson Reuters Foundation*. 21 October. <http://news.trust.org/item/20161021181204-zkzff/>.

A. Whiting. 2016. [Invest in Farmers to Curb Migration to Urban Slums, Cities Told](#). *Thomson Reuters Foundation*. 21 October.

Database

International Labour Organization. ILOSTAT Database.
<http://www.ilo.org/ilostat> (accessed 31 October 2016).

International Labour Organization. [ILOSTAT Database](#) (accessed 31 October 2016).

Regions and Subregions

See also: [Capitalization \(Geographic names\)](#)

“Region” is often used loosely in ADB and can be applied to the whole geographic area of ADB’s operations (the Asia and Pacific region), the area covered by a regional department (e.g., the Southeast Asia region), a part of the area covered by a regional department (e.g., the Central Asia region), or a region within a country or stretching across several countries (e.g., the Himalaya region). This can cause confusion, especially when there are subsequent references to “the region.”

Euro Area

The currency union of states that have adopted the euro as their sole currency should be referred to as the “euro area.”

Geographic Areas within a Country

The formal names of some subnational geographic areas include the word “Region.”

Autonomous Region in Muslim Mindanao
Cordillera Administrative Region
Guangxi Zhuang Autonomous Region

Reported Speech and Text

Principle. Reported speech and text should be one tense back in time from the original.

Direct Speech

“I declare this meeting adjourned,” said the chair.

“I have found a consultant,” he reported.

“I will be visiting the project site on 2 May,” he said.

Reported Speech

The chair declared the meeting adjourned.

He reported that he had found a consultant.

He said that he would be visiting the project site on 2 May.

Original Text

World Bank report: “There is clear evidence of negligence on the part of the consulting firm.”

Government report: “By 2020, we will have constructed over 5,000 houses.”

Reported Text

The World Bank reported that there was clear evidence of negligence on the part of the consulting firm.

The government predicted that it would have constructed over 5,000 houses by 2020.

Auxiliary verbs should also be one tense back in time in reported speech and text.

Direct Speech and Original Text

will

can

may

must

shall

Reported Speech and Text

would

could

might

had to, would have to

should, would

Adapted from ADB. 2002. *Handbook on Correspondence and Writing*. Manila.

Scientific Terms

See also: Numbers |

Chicago (8.127–8.161) provides general guidance on scientific terminology.

For the correct spelling and capitalization of scientific and vernacular names of plants, consult the [International Code of Nomenclature for Algae, Fungi, and Plants](#).

For the correct spelling and capitalization of scientific and vernacular names of animals, consult the [International Code of Zoological Nomenclature](#).

For the correct spelling and capitalization of geological terms, consult *Chicago* (8.142–8.145).

For the correct spelling and capitalization of physical and chemical terms, consult the [American Institute of Physics Style Manual](#).

Spelling

See also: Organizations |

Principle. Use American spelling in ADB documents.

ADB's reference for spelling is [Merriam-Webster Online](#). All ADB staff members also have access to the online edition of [Merriam-Webster Unabridged](#).

When *Merriam-Webster Online* gives more than one acceptable spelling for a word, use the main entry, not the variant(s).

When quoting from or citing documents and publications, and when referring to established titles, use the spelling in the original.

Note that some organizations, including those in the United Nations system, follow British spelling in their names, e.g., the International Labour Organization.

Tables **Principle.** Use a table only when it amplifies and illustrates the information in the text. Refer to all tables in the text. Place each table as soon as possible after the end of the paragraph in which it is first mentioned, keeping in mind it is preferable not to split tables on separate pages.

The following table formats should be used for Board documents. Tables in publications may follow these formats, but they are not required to do so.

Labeling

If a document has only one table, use only the title; if it has two or more tables, number them with Arabic numerals in the order in which they appear.

If an appendix comprises only one table and no text, use the title of the table as the appendix title, i.e., using all capital letters, bold font.

COST ESTIMATES AND FINANCING PLAN
(\$'000)

Use the following numbering conventions for tables in appendixes.

If a table is found in	Label
the only appendix	Table A.1, Table A.2, etc.
the first appendix	Table A1.1, Table A1.2, etc.
the second appendix	Table A2.1, Table A2.2, etc.

If the only table is found in	Label
the only appendix	Title only
the first appendix	Table A1
the second appendix	Table A2

Title

Placement. Center the title above the table.

Format. Use headline-style capitalization (Arial font, size 11 points in bold). If the title includes hyphenated words, capitalize each major element. Spell out abbreviations (except “ADB”), even if they have already been defined in the text. Do not add abbreviations in parentheses.

Content. Use a short descriptive title. Titles should not repeat column heads. When years or other dates form part of the title, they should be placed at the end of the title, preceded by a comma. Use judgment in determining what to include in the title. For example, the country name is usually not needed in a document that focuses entirely on one country.

Unit of Measurement

The unit of measurement should be centered below the title. Use the same font size (but not in bold) and enclose in parentheses.

Table 7: Sovereign Operations, 2014–2015
(\$ million)

Lowercase the unit of measurement and use the singular form. The word “in” should not be used.

Avoid	Prefer
(in billions of dollars) (\$Bn)	(\$ billion)
(in \$ million) (\$ Million)	(\$ million)
(\$ thousand) (1,000s)	(\$'000)

Column Heads

Each column in a table must have a heading. Use “Item” if there is no obvious descriptor.

Format. Use headline-style capitalization.

Alignment. Bottom-align column heads if they occupy more than one line. Left-align the first column head and center the rest (p. 119, Table A13).

Exception. In some tables, it may be necessary to make some column heads left-aligned, e.g., if columns are very wide (p. 115, Table 2).

First Column

If the first column of the table is text, use sentence-style capitalization, i.e., capitalize only the first word and proper nouns. Headings within the first column should use headline-style capitalization. Consult *Chicago* (13.24) for further guidance.

Body

Alignment. If a table consists of items with the same unit of measurement, numbers should be decimal-aligned, then centered under the column heading. Use the same number of decimal places (p. 115, Table 1).

If a table contains items with different units of measurement, numbers should be right-aligned (p. 116, Table 3).

In a row, when entries in some columns occupy more than one line and entries in other columns occupy only one line, all entries should be top-aligned (pp. 115–116, Tables 2–3).

Format. If a table is mostly numbers, use only three horizontal lines (pp. 115–116). If it is mostly words, a single-line frame may be used, along with vertical lines between columns (p. 119). Use Arial font, minimum size 9 points, maximum size 11 points. Ensure a consistent format, including font size, for all tables throughout a document. The title, column heads, subheadings (if any), and subtotal and total rows (if any) should be in bold.

Notes and Explanatory Material

Tables need to be self-contained (e.g., abbreviations need to be defined, even if they have already been defined in the text) because they are often extracted from documents and used for other purposes.

Footnote indicators. Use superscript lowercased letters, not in bold. Footnote indicators should be flush against the preceding word or number. *Chicago* (13.47) states the following:

The sequence runs from left to right, top to bottom, as in text. Unlike note references in text, however, the same letter is used on two or more elements if the corresponding note applies to them. A footnote letter attached to a column head applies to the items in the column below it.

Placement and order. Place all explanatory material immediately below the table, not at the bottom of the page, in this order (listed vertically): abbreviation(s), general explanatory note(s), footnote(s), and source(s). Font size should be 9 points.

List abbreviations in alphabetical order with their definitions.

A note applying to the table as a whole is unnumbered and is introduced by “Note:” If there are several notes, use a numbered list.

ADB = Asian Development Bank, CO₂ = carbon dioxide, EBRD = European Bank for Reconstruction and Development, GWh = gigawatt-hour, IFC = International Finance Corporation, MW = megawatt.

Notes:

1. Numbers may not sum precisely because of rounding.
2. In mid-2014 prices.

^a Generated electricity is calculated as follows: plant load factor 27.8% x 185 MW x 365 days x 24 hours = 450 GWh.

^b Taking into account volatility in hydrology, reduction in CO₂ is estimated at 200,000 tons per year.

Source: Asian Development Bank.

Sources. Provide a source for every table. For tables with several sources, list them in alphabetical order by author.

Be as precise as possible when identifying sources for tables. Where possible, give a documentary source rather than an organization name.

Avoid

Source: International Monetary Fund.

Prefer

Source: International Monetary Fund (IMF). 2010. Malaysia: 2010 Article IV Consultation. *IMF Country Report*. No. 10/265. Washington, DC.

Exceptions. Complete citations for sources are not required in the following cases:

- (i) For unpublished data provided to ADB by an organization, the organization's name is sufficient.
- (ii) For estimates made by ADB, "Asian Development Bank estimates" or a department name is sufficient. Do not use "staff estimates."

Source: Asian Development Bank (Controller's Department and Office of Risk Management).

Table 1: Key Financial Ratios of the Housing Development Finance Corporation
(%)

Item	2006	2007
Combined Key Ratios		
Return on shareholders' equity	107.6	72.9
Operating expenses as a percentage of operating income	16.8	16.3
Profitability Ratios		
Net interest income as a percentage of interest-earning assets	5.0	7.0
Operating expenses as a percentage of income	14.4	14.0
Operating expense as a percentage of total assets	0.7	1.1
Profit after taxation as a percentage of total assets	4.4	6.5
Profit after taxation as a percentage of shareholder capital	107.6	72.9
Balance Sheet Ratios		
Total mobilization from fee-paying customers as a percentage of total assets	0.0	0.0
Total net loans to fee-paying customers as a percentage of total assets	95.5	97.0
Total equity as a percentage of total assets	5.9	11.8
Capital Adequacy Ratios		
Tier 1 capital to total assets	2.2 ^a	6.9
Total capital to total assets weighted for risk	4.3 ^a	13.7
Asset Quality Ratios		
NPLs as a percentage of total loans ^b	0.0	0.2
Provisions for loan losses as a percentage of NPLs	0.0	22.7

NPL = nonperforming loan.

^a The Housing Development Finance Corporation is 100% government-owned, and all its debt obligations are guaranteed by the government.

^b NPLs are stated as gross outstanding loans without deduction of the value of their collateral securities. All loans are backed by collateral security for more than 125% of the gross loan amount. In total, NPLs amount to about \$40,000 and are expected to be fully recovered by the value of their collateral.

Sources: Asian Development Bank estimates; and Housing Development Finance Corporation. 2008. *Annual Report for 2007*. Malé. p. 18.

Table 2: Proposed Urban Transport Subprojects

Subproject	Description	Municipality
Gorgasali road	Reconstruction of the main transit road artery to segregate transit traffic from local traffic, thereby relieving congestion, pollution, and noise	Tbilisi
City bypass	Redirecting intercity traffic outside the city center and modernization of traffic crossings, thereby reducing congestion and traffic accidents	Kutaisi

Source: Municipal Development Fund of Georgia.

Table 3: Affordability of Projected Tariffs, 2007–2013

Item	Actual		Projected				
	2007	2008	2009	2010	2011	2012	2013
Average monthly household income (CNY)	3,699	3,884	4,078	4,282	4,496	4,721	5,465
Average monthly poor household income (CNY)	628	659	692	727	763	802	928
Monthly household expenditure on solid waste (% of average household income)	0.03	0.03	0.03	0.03	0.04	0.04	0.04
Monthly expenditure on solid waste (% of poor household income)	0.18	0.18	0.19	0.20	0.21	0.22	0.25

Source: Asian Development Bank estimates.

COST ESTIMATES AND FINANCING PLAN (\$'000)

Item	Amount
A. Asian Development Bank^a	
1. Consultants	339.0
2. Equipment	2.0
3. Training, seminars, and conferences	14.0
4. Miscellaneous administration and support costs	25.0
5. Contingencies	20.0
Subtotal (A)	400.0
B. Multi-Donor Trust Fund^b under the Water Financing Partnership Facility	
1. Consultants	178.0
2. Training, seminars, and conferences	20.0
3. Miscellaneous administration and support costs	6.0
4. Contingencies	10.0
Subtotal (B)	214.0
Total	614.0

Note: The technical assistance (TA) is estimated to cost \$714,000, of which contributions from the Asian Development Bank (ADB) and the Multi-Donor Trust Fund under the Water Financing Partnership Facility are presented in the table. The government will provide counterpart support in the form of remuneration and per diem for counterpart staff, office accommodation and supplies, domestic transportation, and other in-kind contributions. The value of the government's contribution is estimated to account for 14% of the total TA cost.

^a Financed by ADB's Technical Assistance Special Fund (TASF-other sources).

^b Financing partners: the governments of Australia, Austria, Norway, Spain, and Switzerland. Administered by ADB. Source: Asian Development Bank estimates.

Abbreviations in Tables

Abbreviations may be used in a table, but define each one in an alphabetical list below the table.

However, it may be more appropriate in some tables to use the spelled-out form at the term's first appearance followed by the abbreviation in parentheses, then use the abbreviation throughout the rest of the table.

Use the same system for abbreviations throughout a table.

Ampersands

Avoid ampersands in tables.

Avoid	Prefer
Equipment & maintenance	Equipment and maintenance
Training & workshops	Training and workshops

Large Tables

Try to limit tables to 1 page. If a table is too large for 1 page, consider splitting it or reformatting it. Font size may be as small as 9 points to conserve space.

If a table must run over 2 pages, place it on facing pages in the final document. Repeat column heads on each page if a table exceeds 1 page.

See also: Currencies and Exchange Rates, Numbers

Rounding

Round numbers to one decimal place (two at most). Use the same number of decimal places for all data that are alike.

Align numbers on the decimal point. Round up numbers 5 and above; round down numbers below 5.

Provide the appropriate note below the table.

Note: Numbers may not sum precisely because of rounding.

Note: Percentages may not total 100% because of rounding.

Small Tables

In Board documents, do not wrap text around a small table. Center the table on the page and leave space to the left and right.

The result was also evident from the strong financial performance of Exim Bank in FY2002 (Table 3).

Table 3: Financial Performance, FY2002
(\$ million)

Item	Amount
Total income	15.60
Expenses	10.23
Depreciation	0.08
Profit after tax	2.82
Loan approvals	90.25
Disbursements	59.19
Total loans outstanding	131.60
Total assets	176.40
Equity capital	45.00

Source: Credit Analysis & Research.

See also: [Tables \(Notes and Explanatory Material\)](#)

Symbols

Define all symbols below the table along with abbreviations, if any.

Leave a cell blank if the column head does not apply.

Use an ellipsis (...) to indicate “data not available.”

Use “0” to indicate magnitude zero.

Enclose negative numbers in parentheses. Do not use a hyphen, en dash, or minus sign.

Other symbols may be used, as long as they are defined below the table.

Text in Tables

Use headline-style capitalization in column heads.

If there is a horizontal relationship between items in different columns, align the first lines of each item (p. 119, Table A13).

For tables with blocks of text, such as design and monitoring frameworks, use a period only at the end of a complete sentence. Do not use a period after a sentence fragment.

Use either complete sentences or sentence fragments consistently throughout a table. If that is not possible, try to be consistent within columns. In Table A13, for example, fragments are used in columns 1–3, and complete sentences are used in column 4.

Table A13: Compensation Matrix

Type of Loss	Application	Definition of Affected Persons	Compensation Entitlements
Permanent loss of agricultural land	Agricultural land regardless of impact severity	Owners with full registration Unregistered persons with ownership rights Informal settlers or unregistered persons with no valid documentation	Owners will be compensated at market rate plus 15% either in cash or through replacement plots acceptable to the affected persons. Affected persons will be legalized and provided the same compensation as registered owners. Affected persons will be given a one-time self-relocation allowance in cash equal to 1 year at minimum salary.
Nonagricultural land	Commercial or residential land	Owners with full registration Unregistered persons with ownership rights Leaseholders Informal settlers or unregistered persons with no valid documentation	Owners will be compensated at market rate plus 15% either in cash or through replacement plots acceptable to the affected persons. Affected persons will be legalized and provided the same compensation as registered owners. Leaseholders will be given rental allowances in cash for 3 months. Affected persons will be given a one-time self-relocation allowance in cash equal to 1 year at minimum salary.
Residential buildings		All affected persons irrespective of registration status	Affected persons will be compensated in cash plus 15% for loss of houses at full replacement cost free of depreciation and transaction costs. For partial impacts, and if so desired by the affected person, compensation may be provided only for repairs.
Nonresidential structures and/or assets		Affected persons with valid registration Unregistered persons with ownership rights; informal settlers	Affected persons will be compensated in cash plus 15% for loss of houses at full replacement cost free of depreciation and transaction costs. For partial impacts, and if so desired by the affected person, compensation may be provided only for repairs. Affected persons will be provided the same compensation as those with valid registration but only after the building is legalized and/or registered.
Loss of communal property	Communal assets	Community and local government	The affected structures will be reconstructed in consultation with the community.

Source: Asian Development Bank.

Time of Day

Use the 12-hour clock and the abbreviations “a.m.” (*ante meridiem*) and “p.m.” (*post meridiem*).

Noon and midnight are neither a.m. nor p.m. and should be referred to as “12 noon” and “12 midnight.”

Do not insert a “0” before the hours earlier than 10 a.m. or 10 p.m.

Avoid

The opening session will begin at 09:00 a.m. and finish at 12:00 p.m.

The reception will take place from 1830H to 2030H.

Prefer

The opening session will begin at 9 a.m. and finish at 12 noon.

The reception will take place from 6:30 p.m. to 8:30 p.m.

Units of Measurement

See also: Abbreviations (Abbreviations That Should Not Be Spelled Out, Two-Letter Abbreviations)

Principle. ADB generally uses the metric system.

Exceptions. Note the following exceptions.

- (i) In some industries, other systems of measurement are standard and may be used.

The project supplies 5,383 trillion British thermal units (Btu) of natural gas per year for power generation and industrial use.

- (ii) Chinese units of measurement may sometimes be used if converting them to metric units would make the sentence unnecessarily complicated. However, always give the metric equivalent, either in a footnote or in a glossary.

Avoid

Smallholdings larger than 1,333.32 m² are in a different tax bracket.

Prefer

Smallholdings larger than 2 *mu* are in a different tax bracket.¹

¹ A *mu* is a Chinese unit of measurement (1 *mu* = 666.67 m²).

As with all abbreviations, if a unit of measurement is used frequently in a document, spell it out at first appearance and give the abbreviation in parentheses. Thereafter, use only the abbreviated form.

The project will upgrade network capacity from 6 kilovolts (kV) to 11 kV. This will include reconstructing 15 kilometers (km) of high-voltage overhead bundle lines and 32 km of low-voltage overhead lines.

Use only the singular form when abbreviating a unit of measurement. Do not use a period with the abbreviated form and do not hyphenate an abbreviated unit of measurement acting as an adjective. However, the spelled out form may be hyphenated.

Avoid	Prefer
22 kgs	22 kg
5,960 ha.	5,960 ha
11-kV line	11 kV line
11 kilovolt line	11-kilovolt line
50-ha field	50 ha field
50 hectare field	50-hectare field

Exception. The plural form “bps” (basis points) is widely used in the finance industry. The singular form is “bp” (basis point).

The following units of measurement and their corresponding abbreviations are often encountered in ADB documents. For those not found on this list, the [Guide for the Use of the International System of Units](#) may be helpful. The International System of Units is an expanded version of the metric system.

Unit	Abbreviation
barrel	bbbl
British thermal unit	Btu
byte	B
calorie, large, or kilocalorie	kCal
calorie, small	cal
Celsius (centigrade)	C

Unit	Abbreviation
centimeter	cm
cubic centimeter	cm ³
cubic meter per day	m ³ /d or m ³ /day
cubic meter per second	m ³ /s or m ³ /sec
decibel	dB
degree	°
Fahrenheit	F
foot	ft
gallon	gal
gigabyte	GB
gigawatt-hour	GWh
gram	g
hectare	ha
horsepower	hp
hour	h
inch	in
kilo-ampere	kA
kilobyte	KB
kilogram	kg
kilogram of oil equivalent	kgoe
kilometer	km
kilovolt	kV
kilovolt-ampere	kVA
kilowatt	kW
kilowatt-hour	kWh
liter	L
megabyte	MB
megavolt-ampere	MVA
megawatt	MW
megawatt-hour	MWh
meter	m
milligram	mg

Unit	Abbreviation
millimeter	mm
ounce	oz
parts per million	ppm
pound	lb
revolutions per minute	rpm or r/min
second	s or sec
square foot	ft ²
square kilometer	km ²
square meter	m ²
terawatt-hour	TWh
metric ton	t
ton of coal equivalent	tce
ton of oil equivalent	toe
twenty-foot equivalent unit	TEU or teu
volt	V
volt-ampere	VA
watt	W

Define all units of measurement at the front of documents and publications under the heading “Weights and Measures.” If three or fewer units are to be defined, do not create a special “Weights and Measures” section; instead, include them in the abbreviations list.

WEIGHTS AND MEASURES		
GWh	–	gigawatt-hour
kV	–	kilovolt
kW	–	kilowatt
kWh	–	kilowatt-hour
MVA	–	megavolt-ampere
MW	–	megawatt
MWh	–	megawatt-hour
V	–	volt
W	–	watt

Appendix 1: ADB Member Names and Currency Units

Short Name	Long Name ^a	Code
Afghanistan	(the) Islamic Republic of Afghanistan	AFG
Armenia	Armenia	ARM
Australia		AUS
Austria		AUT
Azerbaijan	(the) Republic of Azerbaijan	AZE
Bangladesh	(the) People's Republic of Bangladesh	BAN
Belgium		BEL
Bhutan	(the) Kingdom of Bhutan	BHU
Brunei Darussalam	Brunei Darussalam	BRU
Cambodia	(the) Kingdom of Cambodia	CAM
Canada		CAN
(the) Cook Islands	(the) Cook Islands	COO
Denmark		DEN
(the) Federated States of Micronesia, (the) FSM	(the) Federated States of Micronesia	FSM
Fiji	(the) Republic of Fiji	FIJ
Finland		FIN
France		FRA
Georgia	Georgia	GEO
Germany		GER
Hong Kong, China	Hong Kong, China	HKG
India	India	IND
Indonesia	(the) Republic of Indonesia	INO
Ireland		IRE
Italy		ITA
Japan		JPN
Kazakhstan	(the) Republic of Kazakhstan	KAZ
Kiribati	(the) Republic of Kiribati	KIR
(the) Kyrgyz Republic	(the) Kyrgyz Republic	KGZ
(the) Lao People's Democratic Republic, (the) Lao PDR	(the) Lao People's Democratic Republic	LAO
Luxembourg		LUX
Malaysia	Malaysia	MAL
Maldives	(the) Republic of Maldives	MLD
(the) Marshall Islands, (the) RMI	(the) Republic of the Marshall Islands	RMI
Mongolia	Mongolia	MON

Appendix 1: ADB Member Names and Currency Units

Government Name	Currency Unit			
	Singular	Plural	Symbol	ISO ^b
Government of Afghanistan	afghani	afghanis	AF	AFN
Government of Armenia	dram	dram	AMD	AMD
Government of Australia	Australian dollar	Australian dollars	A\$	AUD
Government of Austria	euro	euros	€	EUR
Government of Azerbaijan	Azerbaijan manat	Azerbaijan manats	AZN	AZN
Government of Bangladesh	taka	taka	Tk	BDT
Government of Belgium	euro	euros	€	EUR
Government of Bhutan	ngultrum	ngultrum	Nu	BTN
Government of Brunei Darussalam	Brunei dollar	Brunei dollars	B\$	BND
Government of Cambodia	riel	riels	KR	KHR
Government of Canada	Canadian dollar	Canadian dollars	Can\$	CAD
Government of the Cook Islands	New Zealand dollar	New Zealand dollars	NZ\$	NZD
Government of Denmark	Danish krone	Danish kroner	DKr	DKK
Government of the Federated States of Micronesia	United States dollar	United States dollars	\$	USD
Government of Fiji	Fiji dollar	Fiji dollars	F\$	FJD
Government of Finland	euro	euros	€	EUR
Government of France	euro	euros	€	EUR
Government of Georgia	lari	lari	GEL	GEL
Government of Germany	euro	euros	€	EUR
Government of the Hong Kong Special Administrative Region of the People's Republic of China	Hong Kong dollar	Hong Kong dollars	HK\$	HKD
Government of India	Indian rupee	Indian rupees	₹	INR
Government of Indonesia	rupiah	rupiah	Rp	IDR
Government of Ireland	euro	euros	€	EUR
Government of Italy	euro	euros	€	EUR
Government of Japan	yen	yen	¥	JPY
Government of Kazakhstan	tenge	tenge	T	KZT
Government of Kiribati	Australian dollar	Australian dollars	A\$	AUD
Government of the Kyrgyz Republic	som	som	Som	KGS
Government of the Lao People's Democratic Republic	kip	kip	KN	LAK
Government of Luxembourg	euro	euros	€	EUR
Government of Malaysia	ringgit	ringgit	RM	MYR
Government of Maldives	rufiyaa	rufiyaa	Rf	MVR
Government of the Marshall Islands	United States dollar	United States dollars	\$	USD
Government of Mongolia	togrog	togrog	MNT	MNT

Appendix 1: ADB Member Names and Currency Units

Short Name	Long Name ^a	Code
Myanmar	(the) Republic of the Union of Myanmar	MYA
Nauru	Nauru	NAU
Nepal	Nepal	NEP
(the) Netherlands		NET
New Zealand		NZL
Niue	Niue	NIU
Norway		NOR
Pakistan	(the) Islamic Republic of Pakistan	PAK
Palau	(the) Republic of Palau	PAL
Papua New Guinea, PNG	Papua New Guinea	PNG
(the) People's Republic of China, (the) PRC	(the) People's Republic of China	PRC
(the) Philippines	(the) Republic of the Philippines	PHI
Portugal		POR
(the) Republic of Korea, (the) ROK	(the) Republic of Korea	KOR
Samoa	(the) Independent State of Samoa	SAM
Singapore	(the) Republic of Singapore	SIN
Solomon Islands	Solomon Islands	SOL
Spain		SPA
Sri Lanka	(the) Democratic Socialist Republic of Sri Lanka	SRI
Sweden		SWE
Switzerland		SWI
Taipei, China	Taipei, China	TAP
Tajikistan	(the) Republic of Tajikistan	TAJ
Thailand	(the) Kingdom of Thailand	THA
Timor-Leste	(the) Democratic Republic of Timor-Leste	TIM
Tonga	(the) Kingdom of Tonga	TON
Turkey		TUR
Turkmenistan	Turkmenistan	TKM
Tuvalu	Tuvalu	TUV
(the) United Kingdom, (the) UK		UKG
(the) United States, (the) US		USA
Uzbekistan	(the) Republic of Uzbekistan	UZB
Vanuatu	(the) Republic of Vanuatu	VAN
Viet Nam	(the) Socialist Republic of Viet Nam	VIE

^a Long names are provided for members that are eligible for ADB assistance. Use short names in ADB documents unless the long name is explicitly called for (e.g., template instructions).

^b ISO = International Organization for Standardization. Source: [ISO](#).

^c The currency is the renminbi, while the currency unit is the yuan.

Appendix 1: ADB Member Names and Currency Units

Government Name	Currency Unit			
	Singular	Plural	Symbol	ISO ^b
Government of Myanmar	kyat	kyats	MK	MMK
Government of Nauru	Australian dollar	Australian dollars	A\$	AUD
Government of Nepal	Nepalese rupee	Nepalese rupees	NRe/NRs	NPR
Government of the Netherlands	euro	euros	€	EUR
Government of New Zealand	New Zealand dollar	New Zealand dollars	NZ\$	NZD
Government of Niue	New Zealand dollar	New Zealand dollars	NZ\$	NZD
Government of Norway	Norwegian krone	Norwegian kroner	NKr	NOK
Government of Pakistan	Pakistan rupee	Pakistan rupees	PRe/PRs	PKR
Government of Palau	United States dollar	United States dollars	\$	USD
Government of Papua New Guinea	kina	kina	K	PGK
Government of the People's Republic of China	yuan ^c	yuan ^c	CNY	CNY
Government of the Philippines	peso	pesos	₱	PHP
Government of Portugal	euro	euros	€	EUR
Government of the Republic of Korea	won	won	₩	KRW
Government of Samoa	tala	tala	ST	WST
Government of Singapore	Singapore dollar	Singapore dollars	S\$	SGD
Government of Solomon Islands	Solomon Islands dollar	Solomon Islands dollars	SI\$	SBD
Government of Spain	euro	euros	€	EUR
Government of Sri Lanka	Sri Lanka rupee	Sri Lanka rupees	SLRe/SLRs	LKR
Government of Sweden	Swedish krona	Swedish kronor	SKr	SEK
Government of Switzerland	Swiss franc	Swiss francs	SwF	CHF
Government of Taipei, China	NT dollar	NT dollars	NT\$	TWD
Government of Tajikistan	somoni	somoni	TJS	TJS
Government of Thailand	baht	baht	฿	THB
Government of Timor-Leste	United States dollar	United States dollars	\$	USD
Government of Tonga	pa'anga	pa'anga	T\$	TOP
Government of Turkey	Turkish lira	Turkish lira	TL	TRY
Government of Turkmenistan	Turkmen manat	Turkmen manats	TMT	TMT
Government of Tuvalu	Australian dollar	Australian dollars	A\$	AUD
Government of the United Kingdom	pound sterling	pounds sterling	£	GBP
Government of the United States	United States dollar	United States dollars	\$	USD
Government of Uzbekistan	sum	sum	SUM	UZS
Government of Vanuatu	vatu	vatu	Vt	VUV
Government of Viet Nam	dong	dong	Đ	VND

Note: ADB member names and currencies were confirmed by a survey of member representatives conducted by the Office of the Secretary. Some member information has been subsequently updated based on official communication between the member government and ADB. Because member names and currencies change from time to time, consult the online version of the *Handbook of Style and Usage* for the most up-to-date information.

Appendix 2: Problem Pairs of Words

The explanations and definitions given here are not comprehensive and are provided only for the purpose of distinguishing pairs of words. For full definitions, consult [Merriam-Webster Online](#).

Term	Explanation	Example
acceptable (adj.)	capable or worthy of being accepted	Those terms would be acceptable.
agreeable (adj.)	ready or willing to agree or consent	The government would be agreeable to those terms.
adverse (adj.)	acting against or in a contrary direction	Adverse trading conditions affected profits.
averse (adj.)	having an active feeling of repugnance or distaste	The government was averse to taking the measures that were needed.
advice (n.)	recommendation regarding a decision or course of conduct	The main output of the technical assistance will be policy advice.
advise (vb.)	to give advice to	The consultant will advise the Ministry of Public Enterprises.
affect (vb.)	to produce an effect upon	The project will not affect the national park.
effect (vb.)	to put into operation	The new government hopes to effect an improvement in the economy.
among (prep.)	in the number or class of	The government is popular among the middle class.
between (prep.)	jointly engaging, by the common action of	Trade between the two countries has increased since 2007. Economic cooperation between Cambodia, the Lao PDR, and Viet Nam has increased.
<p>Note: When referring to two entities, use “between.” When referring to more than two entities or when the number of entities is unspecified, the word choice depends on the intended meaning. “Among” is appropriate where the emphasis is on inclusion in a group or distribution rather than individual relationships. “Between” is more appropriate to denote a one-to-one relationship, regardless of the number of items.</p>		
any one (n.)	one of several	Any one of the candidates would have been suitable.
anyone (n.)	any person at all	The job could have been done by anyone.
appraise (vb.)	to estimate the amount of or to value	The government recruited consultants to appraise the damage caused by the earthquake.
apprise (vb.)	to give notice to	Resettled persons will be apprised of their rights.
assure (vb.)	implies the removal of doubt and suspense from a person’s mind	The company assured ADB that the road will be constructed on schedule.
ensure (vb.)	may imply a virtual guarantee	The government will ensure the safety of the refugees.
insure (vb.)	usually has financial implications and sometimes stresses the taking of necessary measures beforehand	The company will insure homeowners against losses caused by floods.

Note: “Assure,” “ensure,” and “insure” are interchangeable in many contexts, but there are nuances of meaning.

Term	Explanation	Example
born (adj.)	brought forth by or as if by birth	These expressions were born during the 1960s.
borne (vb.)	to support the weight of	The consequences of this failed policy will be borne by the poor.
can (vb.)	to know how to	ADB can manage complex financial projects.
may (vb.)	be free to	The consultant may proceed once these conditions are met.
canvas (n.)	a firm closely woven cloth	The boat has a canvas sail.
canvass (vb.)	to solicit orders or political support or to determine opinions or sentiments	The local government will canvass opinions on the best site for the project.
compare to (vb. + prep.)	to represent as similar	Shall I compare thee to a summer's day?
compare with (vb. + prep.)	to contrast	Agricultural productivity in Tajikistan is low compared with other countries in the region.
complement (vb.)	to be complementary to	The ADB project complements the World Bank's technical assistance.
compliment (vb.)	to pay a compliment to	Delegates complimented the organizers on the arrangements.
compose (vb.)	to form by putting together	The committee was composed of three representatives.
comprise (vb.)	to be made up of	It was a complex project, comprising 12 subprojects.
consist (vb.)	to be composed or made up of	Project outputs will consist of the policy document and four seminars.
continual (adj.)	a close prolonged succession or recurrence	The project suffered continual delays because of poor weather.
continuous (adj.)	marked by uninterrupted extension in space, time, or sequence	ADB has been a continuous presence in Asia and the Pacific since it was formed in 1966.
councilor (n.)	a member of a council	The meeting was attended by the mayor and six councilors.
counselor (n.)	person who gives advice	Counselors were on hand to help the earthquake victims.
discreet (adj.)	having or showing good judgment in conduct, unobtrusive	A facilitator has to be discreet to earn trust.
discrete (adj.)	individually distinct	The project will have three discrete components.
disinterested (adj.)	free from selfish motive or interest	The dispute will need to be resolved by a disinterested party.
uninterested (adj.)	not interested	Motivating uninterested students is difficult.
e.g. (abbr.)	for example	"FY" before a calendar year denotes the year in which the fiscal year ends, e.g., FY2017 ends on 30 September 2017.
i.e. (abbr.)	that is	The President met the most senior member of the delegation, i.e., the minister of finance.

Appendix 2: Problem Pairs of Words

Term	Explanation	Example
elicit (vb.)	to draw forth or bring out	The newspaper story elicited an immediate response from the minister.
illicit (adj.)	not permitted	The government launched a campaign against tobacco smuggling, drug dealing, and other illicit activities.
endogenous (adj.)	caused by factors inside a system	Endogenous fluctuations arise from savings behavior and interest rate movements.
indigenous (adj.)	living or occurring naturally in a particular region or environment	ADB will ensure that the rights of indigenous peoples are respected.
especially (adv.)	for a particular purpose	The road was built especially for the project.
specially (adv.)	distinguished by some unusual quality	The houses were specially designed to withstand heavy rain.
everyday (adj.)	encountered routinely	The local staff will deal with everyday matters.
every day (adj. + n.)	each day	He visited the site every day.
fewer (adj.)	comparative of few, meaning a smaller number of persons or things (i.e., modifying countable objects)	Fewer people came to this week's meeting.
less (adj.)	constituting a smaller amount (i.e., modifying uncountable objects)	The project used less of the budget than anticipated.
foreword (n.)	prefatory comments in a book	The book has a foreword by the Prime Minister.
forward (adj.)	preparing for the future	The Prime Minister praised the move as a step forward.
imply (vb.)	to express indirectly	The minister implied that the project might be delayed.
infer (vb.)	to derive as a conclusion from facts or premises	From the demonstrations, we can infer that opposition is growing.
interpreter (n.)	a person who translates orally, for example at a meeting	Chinese and French interpreters will be needed at the meeting.
translator (n.)	a person who translates written works into another language	ADB employs freelance translators to ensure that key documents are accessible to people who do not read English.
later (adv.)	at some subsequent time	The second tranche will be approved later.
latter (adj.)	the second of two things	Of the two, she preferred the latter option.
loose (adj.)	not rigid	MDB programs are often loosely connected to those of NGOs.
lose (vb.)	to cause the loss of	The government expects to lose support if it continues with the policy.
many (adj.)	a large but indefinite number	The ministry has many offices.
much (adj.)	great in quantity, amount, extent, or degree	These procurement practices involve too much risk.

Term	Explanation	Example
ordinance (n.)	a law passed by a governmental authority	Rights-of-way are governed by a local ordinance.
ordnance (n.)	military supplies, including ammunition	Unexploded ordnance is a major problem in rural and border areas.
practicable (adj.)	feasible, capable of being implemented	There is no point in making proposals that are not practicable.
practical (adj.)	as opposed to theoretical, efficient, workable	The workshop produced many practical recommendations.
prescribe (vb.)	to lay down a rule	The guidelines prescribe that bids should be opened promptly after the submission deadline.
proscribe (vb.)	to condemn or forbid as harmful or unlawful	The government has proscribed pamphlets containing threats of violence.
principal (adj.)	most important	The principal reason for their success was good planning.
principal (n.)	the amount lent at the start of a loan	Farmers will have to repay both the principal and the interest.
	a person with controlling authority	The principal will oversee the renovation of six classrooms.
principle (n.)	a comprehensive and fundamental law, doctrine, or assumption	The principle underlying the strategy is that loans must benefit the poor.
relend (vb.)	when a government lends the proceeds of an ADB loan to an intermediary	The government will relend most of the loan to the National Development Corporation.
onlend (vb.)	when the intermediary lends these funds to the ultimate beneficiary	The National Development Corporation will be responsible for onlending to small businesses.
<p>Note: This distinction is peculiar to ADB and is designed to distinguish between loans from the government to an intermediate development finance institution and loans from the institution to the ultimate beneficiary. ADB. 2008. Foreign Exchange Risk. <i>Operations Manual</i>. OM H7/BP. Manila.</p>		
sewage (n.)	refuse liquid or waste matter	The rapidly growing population led to a significant increase in sewage.
sewerage (n.)	the removal of sewage and surface water by sewers	The government plans to rehabilitate the sewerage system.
stationary (adj.)	not changing or moving	The legislative program is stationary because of the government's slim majority.
stationery (n.)	office supplies	The municipal government will supply offices, computers, and stationery.
that (pron.)	the kind or thing specified as follows	The problems that were raised at the meeting have been addressed.
which (pron.)	used as a function word to introduce a relative clause	The problems, which were raised at the meeting, have been addressed.
<p>Note: The first example is a restrictive clause (sometimes called a defining clause). In other words, the sentence is restricted to the problems raised at the meeting—there may well have been other problems not raised at the meeting. The second example is a relative clause and implies that all the problems were raised at the meeting. This is a brief description of a complicated area of English grammar. Authorities such as <i>Garner's Modern American Usage</i> should be consulted for more detailed explanations.</p>		

Appendix 3: Common Abbreviations

This list contains some abbreviations that are frequently found in documents and publications published by the Asian Development Bank and their correct spelled-out form. For the rules governing the use of abbreviations, consult pp. 1–12.

Abbreviation	Name
ADB	Asian Development Bank
ADF	Asian Development Fund
ADO	<i>Asian Development Outlook</i>
AFD	Agence Française de Développement
AfDB	African Development Bank
AFTA	ASEAN Free Trade Area
AiIB	Asian Infrastructure Investment Bank
AML/CFT	anti-money laundering/combating the financing of terrorism
AO	administrative order
APEC	Asia-Pacific Economic Cooperation
ASEAN	Association of Southeast Asian Nations
ASEAN+3	ASEAN, Japan, the People's Republic of China, and the Republic of Korea
BCRC	Board Compliance Review Committee
BIMP-EAGA	Brunei Darussalam–Indonesia–Malaysia–Philippines East ASEAN Growth Area
BIS	Bank for International Settlements
BRC	Budget Review Committee
BTOR	back-to-office report
CAREC	Central Asia Regional Economic Cooperation
CFC	chlorofluorocarbon
CO ₂	carbon dioxide
COBP	country operations business plan
COL	concessional OCR lending
CPI	consumer price index
CPS	country partnership strategy
CSF	Countercyclical Support Facility
DEC	Development Effectiveness Committee
DFID	Department for International Development of the United Kingdom
DLI	disbursement-linked indicator
DLP	discretionary liquidity portfolio
DMC	developing member country
EBRD	European Bank for Reconstruction and Development
EIA	environmental impact assessment
EIB	European Investment Bank
EIRR	economic internal rate of return
ESCAP	Economic and Social Commission for Asia and the Pacific
EU	European Union
EXIM	Export-Import Bank of the United States
FAO	Food and Agriculture Organization of the United Nations
FAST	Faster Approach to Small Nonsovereign Transactions
FATF	Financial Action Task Force
FCAS	fragile and conflict-affected situations
FDI	foreign direct investment
FFA	framework financing agreement
FIRR	financial internal rate of return
FMO	Nederlandse Financierings-Maatschappij voor Ontwikkelingslanden NV (Netherlands Development Finance Company)

Abbreviation	Name
FTA	free trade agreement
FY	fiscal year
GAAP	Generally Accepted Accounting Principles
GATT	General Agreement on Tariffs and Trade
GCF	Green Climate Fund
GCI	general capital increase
GDP	gross domestic product
GEF	Global Environment Facility
GHG	greenhouse gas
GIR	gross international reserves
GIS	geographic information system
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
GMS	Greater Mekong Subregion
GNI	gross national income
GNP	gross national product
HDI	Human Development Index
HIPC	heavily indebted poor country
HRC	Human Resources Committee
IAEA	International Atomic Energy Agency
IBRD	International Bank for Reconstruction and Development
ICB	international competitive bidding
ICP	International Comparison Program
ICT	information and communication technology
IDA	International Development Association
IDB (or IADB)	Inter-American Development Bank
IDB (or IsDB)	Islamic Development Bank
IDC	interest during construction
IEA	International Energy Agency
IEC	information, education, and communication
IEE	initial environmental examination
IFAD	International Fund for Agricultural Development
IFC	International Finance Corporation
IFRS	International Financial Reporting Standards
ILO	International Labour Organization
IMF	International Monetary Fund
IMT-GT	Indonesia–Malaysia–Thailand Growth Triangle
IPO	initial public offering
IPP	independent power producer
IRR	internal rate of return
IRRI	International Rice Research Institute
ISO	International Organization for Standardization
ISP	internet service provider
IT	information technology
ITU	International Telecommunication Union
IUCN	International Union for Conservation of Nature
JBIC	Japan Bank for International Cooperation
JFPR	Japan Fund for Poverty Reduction
JICA	Japan International Cooperation Agency
JSP	Japan Scholarship Program

Appendix 3: Common Abbreviations

Abbreviation	Name
KEXIM	Export-Import Bank of Korea
LCB	local competitive bidding
LIBOR	London interbank offered rate
LLR	loan loss reserve
M&A	merger and acquisition
M&E	monitoring and evaluation
MDB	multilateral development bank
MDG	Millennium Development Goal
MFF	multitranche financing facility
MFI	microfinance institution
MIC	middle-income country
MIGA	Multilateral Investment Guarantee Agency
MIS	management information system
MOA	memorandum of agreement
MOU	memorandum of understanding
MRC	Mekong River Commission
MSMEs	micro, small, and medium-sized enterprises
NAFTA	North American Free Trade Agreement
NBFI	nonbank financial institution
NDB	New Development Bank
NGO	nongovernment organization
Norad	Norwegian Agency for Development Cooperation
NPA	nonperforming asset
NPL	nonperforming loan
NPV	net present value
NRW	nonrevenue water
NSO	nonsovereign operations
O&M	operation and maintenance
OCP	operational cash portfolio
OCR	ordinary capital resources
ODA	official development assistance
OECD	Organisation for Economic Co-operation and Development
OECD-DAC	OECD Development Assistance Committee
OFID	OPEC Fund for International Development
OIC	officer-in-charge
OM	operations manual
OPEC	Organization of the Petroleum Exporting Countries
PAI	project administration instruction
PAM	project administration manual
PBL	policy-based loan < or > policy-based lending
PCR	project completion report < or > program completion report
PDA	project design advance
PFR	periodic financing request
PIU	project implementation unit
PMU	project management unit
PPP	public-private partnership < or > purchasing power parity
PSCL	pool-based single currency loan
Q	quarter
R&D	research and development
RBL	results-based loan < or > results-based lending

Abbreviation	Name
RCOBP	regional cooperation operations business plan
RCS	regional cooperation strategy
RDA	recommended dietary allowance
ROA	return on assets
ROE	return on equity
ROI	return on investment
RPI	retail price index
RRP	report and recommendation of the President
S&P	Standard & Poor's
SAARC	South Asian Association for Regional Cooperation
SASEC	South Asia Subregional Economic Cooperation
SDG	Sustainable Development Goal
SDR	special drawing right
Sida	Swedish International Development Cooperation Agency
SMEs	small and medium-sized enterprises
SMS	short messaging service
SOE	state-owned enterprise < or > statement of expenditure
STI	sexually transmitted infection
SWOT	strengths, weaknesses, opportunities, and threats
TA	technical assistance
TASF	Technical Assistance Special Fund
TCR	technical assistance completion report
TOR	terms of reference
TVET	technical and vocational education and training
UMIC	upper middle-income country
UN	United Nations
UNAIDS	Joint United Nations Programme on HIV/AIDS
UNCTAD	United Nations Conference on Trade and Development
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFCCC	United Nations Framework Convention on Climate Change
UNFPA	United Nations Population Fund
UNHCR	United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
UNIDO	United Nations Industrial Development Organization
UNODC	United Nations Office on Drugs and Crime
UNWTO	United Nations World Tourism Organization
USAID	United States Agency for International Development
VaR	value-at-risk
VAT	value-added tax
VOC	vehicle operating cost
WFP	World Food Programme
WHO	World Health Organization
WPI	wholesale price index
WTO	World Trade Organization
XARR	extended annual review report

Handbook of Style and Usage

Accurate, concise, and readable communication is essential to the work of the Asian Development Bank (ADB). If ADB's language is unclear, verbose, or inconsistent, its message will be obscured and its operations undermined.

The ADB *Handbook of Style and Usage* will make the preparation of written material simpler for ADB staff members and consultants, and will significantly improve the quality and consistency of ADB documents and publications. It addresses a wide range of style and language issues, including abbreviations, capitalization, referencing, and the proper presentation of ADB member names. The most up-to-date version of the handbook, incorporating any revisions since this printing, can be found on adb.org.

The *Handbook of Style and Usage* is approved by Management.

About the Asian Development Bank

ADB's vision is an Asia and Pacific region free of poverty. Its mission is to help its developing member countries reduce poverty and improve the quality of life of their people. Despite the region's many successes, it remains home to a large share of the world's poor. ADB is committed to reducing poverty through inclusive economic growth, environmentally sustainable growth, and regional integration.

Based in Manila, ADB is owned by 67 members, including 48 from the region. Its main instruments for helping its developing member countries are policy dialogue, loans, equity investments, guarantees, grants, and technical assistance.



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