This Style Guide will be continuously updated and supplemented. Suggestions for additions or improvements are welcome, and should be submitted to the English Translation section (e-mail: lisa.morris@cern.ch).
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The CERN DG-TMC group would like to express its appreciation to the English Translation Section of the ITU's Conferences and Publications Department for allowing us to base this Style Guide on the ITU's English Language Style Guide (July 2015 edition). The latter guide draws on a number of similar works produced by other organisations of the United Nations system, and in particular the United Nations Editorial Manual, the ILO House Style Manual, the IAEA Style Manual for Publications and Documents in English, and the WHO Editorial Style Manual.
FOREWORD

This document is primarily intended to provide members of the CERN Translation, Minutes and Council Support group’s English section (DG-TMC-ES) with a style guide for the purpose of drafting official texts in English (translations and minutes). It is also available to authors, administrative assistants, editors, proofreaders and anyone else called upon to draft or check official documents in English, with a view to ensuring consistent practice and the elimination of unnecessary corrections at successive stages of the drafting process.

It should be borne in mind that English is a constantly evolving language and that some practices may be a question of taste or preference. For example, those drafting outreach documents, e.g. press releases and other communications to the general public, may prefer a more informal style involving less frequent use of upper case or hyphenation. Therefore, the intention is not to put authors in a straitjacket but rather to illustrate TMC’s own house style in English. The most important point to bear in mind is that usage should be consistent throughout a single document or set of documents.

This guide is certainly not exhaustive. On the contrary, a deliberate effort has been made to keep it concise, simple, easy to refer to, and even readable. The points covered are those on which the English section frequently receives questions and queries or in respect of which it has noted persistent misuse.

N.B. This document is not intended to be a guide to the writing of good English; readers seeking such a guide are referred to the standard works listed in section 1 on written style. Typography, formatting and layout are not covered.

Moreover, we recognise that services such as the Education, Communications and Outreach group have specific outreach and other imperatives that may lead them to adopt different style practices. A “best practice” guide for writers and editors contributing content in English to CERN’s public websites can be found here.
1. WRITTEN STYLE

It is important that CERN publications, records and other documents be written in clear, simple language and without ambiguity, not least because they will be read by many people whose native language is not English.

It is assumed that the users of this Style Guide have a good knowledge of English style and usage. There are, however, numerous standard works on written style and English usage that may usefully be consulted, including:

H.W. Fowler: A dictionary of modern English usage
The Oxford Dictionary for Writers and Editors
The Economist Style Guide
The Oxford Guide to English Usage
The Oxford Plain English Guide
Sir Ernest Gowers: The Complete Plain Words
E. Partridge: Usage and abusage
2. SPELLING

a) Standard spelling
The spelling given on the Oxford Dictionaries (OED) website should generally be followed. Where alternative forms are given, the preferred spelling should be used. The preferred spelling is the one that is presented first (e.g. “judgement, judgment”: use judgement) or to which the reader is referred (e.g. "tire, US variant of "tyre": use tyre). A notable exception is our preference for the suffix -ise, rather than -ize, in words like organise and recognise (see section 2.c). For other exceptions, and words that often cause difficulty, see the word list in Annex 2.

As a general rule, preference is given to British rather than US spelling, in such instances as:
- centre (rather than center), unless we are referring to a facility or organisation using the US spelling (e.g. the World Trade Center, the Geneva Business Center);
- labour (rather than labor) and other words ending in -our, such as behaviour, honour, colour, valour, etc.;
- organisation (except in the European Organization for Nuclear Research, in line with the spelling used in the CERN Convention);
- practise (verb), practice (noun) – note that US English uses practice for both noun and verb.

b) Official name of the Organization
The official name of CERN is the European Organization for Nuclear Research (often abbreviated as “the Organization” or “the Laboratory”). The name CERN is derived from the acronym for the French Conseil Européen pour la Recherche Nucléaire, or European Council for Nuclear Research, a provisional body founded in 1952 with the mandate of establishing a world-class fundamental physics research organisation in Europe. European Laboratory for Particle Physics is sometimes used as an explanatory subheading, but it has no legal validity.

c) Words ending in -ize, -ise and -yse
As noted in section 2.a) above, where there is a choice between the suffix -ize or -ise (e.g. harmonise, liberalisation, organise, normalise, standardisation), -ise is preferred. However, note the official name of the Organization.

For some words, where -ise is not a suffix but part of the root of the word, there is no choice and -ise must be used (e.g. advertise, comprise, enterprise, franchise, improvise, surprise). Similarly, the suffix -yse must be used for certain words (e.g. analyse, dialyse and hydrolyse). Common words of this type are included in the word list in Annex 2.

d) Formation of past tenses
The past tense of several verbs, such as to dream, to learn or to spell, can be formed in two different ways, both of which are generally considered to be correct. For example, in the case of the verb “to dream”, there is essentially no difference between the versions “dreamed” and “dreamt”, although some dictionaries say that British English favours the “-t” variant and American English the “-ed” variant.
For the sake of consistency, we have decided to use the “-ed” option, i.e.:
- Burned, dreamed, kneeled, leaped, learned, spelled, spilled, spoiled (rather than burnt, dreamt, knelt, leapt, learnt, spelt, spoilt, spilt).

e) Homophones
Some words sound the same but are spelled differently according to their meaning. The following, in particular, tend to be a source of confusion:
- “work programme”, but “computer program”;
- “hard disk” but “compact disc”;
- “the car is stationary” but “office stationery”;
- “Legal Counsel” but “the CERN Council”.

f) Compounds
Unfortunately, there are no hard and fast rules governing the use of compounds (words formed from two or more other words), which may be written as a single word (e.g. keyboard), with a hyphen (e.g. end-user) or as two separate words (e.g. test bench). Language is always evolving, the general trend being towards consolidation in a single word as compounds become gradually more familiar (e.g. database used to be written as two words and worldwide used to be hyphenated, but they are now consolidated).

Some of the more common compounds are given in the word list in Annex 2.

N.B. Some compounds are written as two separate words when used as a noun but hyphenated when used adjectivally (e.g. “an investor in real estate” (noun), “real-estate investments” (adjective)). See section 3 on hyphens.

g) Formation of plurals
For foreign words that have been assimilated into English and that have alternative plural forms, the English form is to be preferred (e.g. forums, bienniums). Exceptions include the plural of “bureau”, which is bureaux (not bureaus), and of gateau (gateaux, not gateaus).

N.B. Collective nouns such as audience, committee and police can be construed as either singular or plural, according to whether the word is perceived as a unit or as individual items. In such cases, it may be legitimate to use a plural verb with a singular noun, as in the following examples:
- “The police is a fine institution” BUT “The police are currently working on this case”;
- “The team has been awarded a prize” BUT “The team have been working on this project” (has would also be acceptable in the latter case, depending on your point of view);
- “The committee gave its unanimous approval to the plans” BUT “The committee enjoyed biscuits with their tea”;

In some cases, the choice of plural is governed by the particular sense in which the word is used (e.g. antennae [of insects], antennas [of radios]; formulae [mathematical], formulas [general]; indices [in mathematics], indexes [in books]).

Commonly encountered plurals of this kind are given in the word list in Annex 2.
- “The family can trace its history back to the middle ages” BUT “Before the recession, my brother’s family were quite well off, but now they are hard up.”

Conversely, a state always takes a singular verb: e.g. “The United States has its own systems”; “The United Arab Emirates has decided to apply a country-wide lifting of customs duties on cement and steel.”

Some words, such as “equipment” and (usually) “infrastructure” have no plural form but tend to have a plural meaning, e.g. “all the equipment is now installed”, “the infrastructure is in need of renovation” (BUT “the telecommunications and HVAC infrastructures”, where it is clear that separate categories of infrastructure are being referred to).

In addition, in the following example where the subject consists of several different components that can be deemed to constitute a single item, the case can be made for using a singular verb:

“The rental, collection and transport of containers for all types of waste, including confidential documents, is charged to the requestor's budget” (however, a plural verb would also be acceptable).
3. HYPHENS

An entire section of this Style Guide is devoted to hyphens as they are often regarded as an unnecessary punctuation mark but actually play an important role in providing clarity and preventing ambiguity. The key is to use common sense, avoiding over-hyphenation and ensuring consistency.

For the hyphenation of commonly encountered words, see the word list in Annex 2.

a) General principles

Hyphens are used to connect words that are more closely linked to each other than to the surrounding syntax. They **must** be used where ambiguity needs to be avoided, as in some cases a hyphen can substantially change the meaning of an expression, e.g. compare "thirty-odd participants" and "thirty odd participants", or "the one-armed bandit" and "the one armed bandit").

The consequences of not using a hyphen can be readily appreciated in the following sentence: "Near the hotel is a large moor reserved for shooting-visitors" (Fowler).

b) Permanent hyphens

As indicated in section 2 on spelling, some compound words have permanent hyphens (e.g. Director-General, ex-partner, great-grandmother, set-up (noun), vice-chancellor).

A number of compound nouns in English deriving from phrasal verbs always take a hyphen to distinguish them from the verb form. For example:

<table>
<thead>
<tr>
<th>Verb form</th>
<th>Noun form</th>
</tr>
</thead>
<tbody>
<tr>
<td>To break in</td>
<td>a break-in</td>
</tr>
<tr>
<td>To build up</td>
<td>a build-up (of)</td>
</tr>
<tr>
<td>to call out</td>
<td>a call-out</td>
</tr>
<tr>
<td>to check up (on)</td>
<td>a check-up</td>
</tr>
<tr>
<td>to pile up</td>
<td>a pile-up</td>
</tr>
<tr>
<td>to set up</td>
<td>a set-up</td>
</tr>
</tbody>
</table>

In many cases, however, the noun is not hyphenated but written as a single word. For example:

<table>
<thead>
<tr>
<th>Verb form</th>
<th>Noun form</th>
</tr>
</thead>
<tbody>
<tr>
<td>to break down</td>
<td>a breakdown</td>
</tr>
<tr>
<td>to lay out</td>
<td>a layout</td>
</tr>
<tr>
<td>to feed back</td>
<td>feedback</td>
</tr>
</tbody>
</table>

There is an increasing trend towards eliding prefixes with the main word, removing the hyphen to create a single word (e.g. multipath, repatriate, extracurricular, interregional, semiconductor, tripartite, bilateral, microcomputer, preselection, antisocial, cybersecurity) but it is difficult to determine a hard and fast rule in this area. In certain instances, listed below, hyphens **should** be retained:

i) the prefixes non-, self-, quasi- or ex- (in the sense of "formerly"): e.g. non-existent, self-sufficient, quasi-neutrality, ex-boss;
ii) when the prefix or combining form ends with a vowel and the next word begins with the same vowel or a "y": e.g. pre-eminent, micro-organism, semi-intensive, multi-year, re-enact, re-emphasise;

iii) so as to avoid any other awkward or misleading juxtapositions of letters: e.g. co-worker, co-pilot, inter-agency;

iv) to distinguish between similarly spelled words with different meanings: e.g. re-sent (meaning "sent a second time", as opposed to resent meaning "feel indignation towards");

v) when the next word begins with a capital letter: e.g. sub-Saharan, inter-American, pan-African.

Note, however, that many words formed with a prefix in the above categories have become so common and familiar that they are now treated as a single unit and no longer follow the general pattern (e.g. cooperation, coordination, reunite, reinterpret).

The large and growing number of words beginning with the prefix "e-" (for "electronic") should always be hyphenated (e-mail, e-commerce, e-health, e-government, e-business, e-learning, etc.). Words beginning with the prefix "tele" are not hyphenated, unless the first letter of the root word is a vowel (telemedicine, telephony, telematics, BUT tele-education).

c) Temporary hyphens

In a compound adjectival expression used attributively, the temporary hyphen is used to join together two or more words that would normally be written separately, in order to avoid ambiguity and to facilitate comprehension:

16-metre-long tubes
better-trained staff
black-cab driver
cast-iron blocks
civil-engineering work
cost-benefit ratio
cost-variation index
ever-increasing number
first-class results
four one-year extensions
high-energy physics
high-precision geodetic metrology
high-voltage electrical boards
in-house transport services
labour-intensive industry

long-standing commitment
long-term plan
medium-term plan
much-needed resources
multi-technique assistance work
on-site hostels
part-time work
real-estate investments
seven-year-old girl
third-generation network
three must-know facts
time-limited project
up-to-date information
well-diversified programme
world-renowned physicist
Note that where a compound expression is not used adjectivally, no hyphen is required (e.g. “in the medium term”).

Moreover, compound expressions used adjectivally are hyphenated before but not after the noun (e.g. “better-trained staff” BUT “the staff are better trained,” see section 3.e) below).

Hyphens are particularly useful in helping the reader to understand complex expressions, such as:

- “radiation-resistant coil insulation”;
- “cast-resin dry-type power transformers”;
- “modular metal-enclosed 400/230 V switchboards”;
- “computer-aided engineering (CAE) software tools”.

Note, however, that it may be better to omit hyphens from lengthy adjectival expressions if there is no risk of ambiguity (“current 10 gigabits per second circuits”) and better still to avoid them by redrafting.

In expressions such as “high-energy physics”, “particle-physics community” and “civil-engineering work”, where there is no doubt as to meaning, there is a tendency to drop the hyphen. This is particularly true for names of facilities, e.g. the Low Energy Ion Ring (LEIR), the Extra Low ENergy Antiproton ring (ELENA).

d) Pendant hyphens

In series of two or more compound words, pendant hyphens are permissible (e.g. “two-, three- and four-year periods”; “cost- and staff-reduction programme”). It is usually preferable, however, to avoid them by redrafting (e.g. “periods of two, three and four years”) or simply repeating the common base (e.g. “cost-reduction and staff-reduction programme”).

e) Cases where no hyphen is used

No hyphen is used, unless omission would give rise to ambiguity or hesitation, when:

i) the first word of a compound adjectival expression is an adverb that ends in “-ly”:

<table>
<thead>
<tr>
<th>readily available data</th>
<th>partially implemented project</th>
</tr>
</thead>
<tbody>
<tr>
<td>highly contentious issue</td>
<td></td>
</tr>
</tbody>
</table>

(N.B. an exception generally applies when the phrase is longer than two words, e.g. poorly-thought-out strategy.)

ii) the expression is derived from a proper name:

- the New York cable infrastructure
- Latin American telecommunication operators

iii) the expression consists of a foreign-language expression that is not normally hyphenated:

| ad hoc group | per diem allowance | ex officio member |

(BUT: laissez-faire policy).
As noted in section 3.c), no hyphen is used in compound adjectival expressions used AFTER the noun, i.e.:

- better-prepared experts, but: these experts are better prepared
- up-to-date documents, but: bring the documents up to date
- part-time work, but: application to work part time
- real-estate investments, but: he has invested in real estate
- long-term plan, but: in the long term
- a cost-neutral solution, but: this programme is cost neutral
- Host-State contributions, but: the Host States' contributions
- an in-house engineer, but: this was designed in house
4. PUNCTUATION

Since the reader of this Style Guide is assumed to have a good knowledge of the English language, basic punctuation is not covered in detail.

A good overview of the use of punctuation marks may be found in Appendix 11 of the Concise Oxford Dictionary (eleventh edition, 2006) or on the Oxford Dictionaries website under the punctuation heading of the grammar and usage section.

a) Use of inverted commas/quotation marks

Inverted commas are mainly used in the following cases:

i) to mark the beginning and end of direct speech (i.e. a speaker’s words written down exactly as they were spoken):
   - “That,” he said, “is nonsense.”
   - “What time will he arrive?”, she asked.
   - President Nixon declared “I’m not a crook” (N.B. In this case, no other punctuation, such as a colon or comma before the quotation, should be used);

ii) to mark off a word or phrase that’s being discussed, or that’s being directly quoted from somewhere else:
   - We need to determine whether the phrase “As a result of circumstances beyond our control” in the document is sufficiently explanatory.
   - The Prime Minister condemned what he called “simple-minded solutions”.

N.B. Capitalise the first word in quotations, provided that the quoted material is a complete sentence, e.g.:
   - R. W. Emerson said, “The only way to have a friend is to be one.”

Aside from their obvious use to indicate quotation from a document or a statement and when quoting the names of publications or literary works, inverted commas should be avoided since their use outside these contexts has a very specific ironic meaning, i.e. to imply that something is not what it claims to be. This roughly equates to the meaning of, and is sometimes used in conjunction with, “so-called”. This confusion arises because people mistakenly think that by using inverted commas they are underlining what an item or a body is actually called. However, such use can have an unintended effect.

For instance:
   - This "publication" is riddled with errors implies that the document does not deserve the distinction of being referred to as a publication;
   - The group has developed a "robot" to handle irradiated objects implies that the item is NOT a robot, whereas in fact it is;
   - This document has been referred to the "LHC Machine Committee" could imply that the writer does not accept the status of the body concerned;
- **CERN called upon its** "experts" **to tackle this problem** calls the expertise of the persons involved into question.

However, the following usage would be correct:

- The "evidence" for this state of matter turned out to be fundamentally flawed.
- The "young man" turned out to be as old as Methuselah!

The expression “known as” can sometimes be a useful way of introducing new concepts to the reader without the suggestion of irony that is associated with inverted commas. This may be illustrated by the following examples:

- Physicists use a theory known as quantum chromodynamics to describe the actions of quarks.
- Physicists use the so-called theory of quantum chromodynamics to describe the actions of quarks.
- Physicists use “quantum chromodynamics” to describe the actions of quarks.

Only the first of these three sentences tells the reader that a new concept is coming without implying that QCD is not a real theory at all.

**b) Use of commas**

The use of commas in English is prescribed in many style guides and strict rules apply.

As a general rule, subordinate clauses, i.e. those that are not essential to the meaning of the main sentence but provide additional information, require commas.

E.g. "The Higgs boson, which proved extremely elusive for decades, was finally discovered in 2012.”

See the "Which/That" section in Annex 1 for more examples.

**Use of commas should not be regarded as a matter of taste in English, since commas contribute materially to meaning.**

Thus, the Economist Style Guide gives the example of the difference between "Mozart's 40th symphony, in G minor, ..." (meaning that *this* symphony is written in G minor but the previous 39 may have been in a different key), and "Mozart's 40th symphony in G minor..." (implying that he wrote 39 other symphonies in the same key).

Here are a few examples from the CERN context where the presence or absence of a comma can fundamentally change the meaning.

Compare the following:

1. "Each Member State shall notify the Director-General in writing of the appointment of its representatives who are appointed by the Ministry"

with:
2. "Each Member State shall notify the Director-General in writing of the appointment of its representatives, who are appointed by the Ministry."

In 1, the Member States need notify the Director-General ONLY where their representatives are appointed by the Ministry.

In 2, the final clause is decoupled from the main clause and its meaning, and represents additional information. However, it renders a specific meaning, namely that ALL representatives are automatically appointed by the relevant Ministry.

Compare also:

1. “The Finance Committee decided to recommend that the Council should approve the document, on the understanding that its provisions would be implemented as soon as possible.”

with:

2. “The Finance Committee decided to recommend the Council to approve the document on the understanding that its provisions would be implemented as soon as possible.”

In the first case, the meaning is that the Finance Committee makes its recommendation assuming that the provisions will be implemented as soon as possible, i.e. it is the understanding of the Finance Committee and not of the Council.

In the second case, the Finance Committee is inviting the Council to take its decision on the assumption that the document’s provisions would be implemented as soon as possible, i.e. the Council must take its decision on this understanding.

c) Serial or Oxford comma

The serial comma (also known as an Oxford comma or Harvard comma) is sometimes used to separate the last two items in a list of at least three items, immediately before the word “and” or “or”. At CERN, we generally do not use it, except where it is needed to avoid ambiguity. Compare the following two sentences:

“I would like to thank my parents, Fabiola Gianotti and Peter Higgs.”

“I would like to thank my parents, Fabiola Gianotti, and Peter Higgs.”

In the second case, the serial comma clarifies that Fabiola Gianotti and Peter Higgs are not your parents.

A serial comma can be particularly useful in longer, more complex lists. For example:

“Three of the recommendations were of particular relevance to CERN, namely support for world-leading ISOL facilities, support for the full exploitation of existing and emerging facilities, and support for the heavy-ion programme at the LHC, in particular ALICE.”

The serial comma in this case comes after “emerging facilities”.
d) Use of italics

As in many areas of English grammar, there are no hard and fast rules governing the use of italics, and practice tends to vary from one organisation/publisher/newspaper/style guide to another.

- **Foreign words and expressions**

Foreign words and expressions are often italicised in CERN texts: e.g. *fait accompli*, *force majeure*, *inter alia*, *in situ*, *per se*, *a posteriori*, *a priori*, *raison d’être*. However, those that may be considered to have been adopted into the English language should be printed in Roman type (e.g. *ad hoc*, *coup d’état*, *cliché*, *communiqué*, *créche*, *curriculum vitae*, *debris*, *de facto*, *en masse*, *en route*, *et al.*, *ex officio*, *foyer*, *hors d’oeuvre*, *leitmotiv*, *matinée*, *per capita*, *pro rata*, *protégé*, *status quo*, *vice versa*).

The use of italics for foreign words can be particularly useful to make it clear what is being referred to when there is an English word spelled in the same way. E.g. the German *Land* of Baden-Württemberg.

Commonly encountered foreign words and expressions are included in the word list in Annex 2, showing whether they are italicised or printed in Roman type in CERN texts.

If in doubt, refer to the Oxford Dictionary for Writers and Editors.

- **Quotations**

Quotations may be written in italics to make it easier for the reader to distinguish them from the non-quoted part of the text, e.g.:

The general consensus of opinion was that “*the situation is improving and should be resolved by 2013*”. In italic passages or headings, all words or letters that would normally be in italics should be printed in Roman type. E.g. *The chapter dealing with* amour propre was rather long.

The following should generally be written in italics, without inverted commas:

- **Titles of publications**

Examples: She works for the *Daily Telegraph*

This is a quotation from *The Catcher in the Rye*

The article appeared in *Nature*

N.B. The prefix “the” is a potential source of confusion. If it is part of the title of a book, it should be in italics. In the case of periodicals, it is generally printed in lower case in Roman type, but notable exceptions include *The Times* and *The Economist* as this is the preference of these publications, as well as foreign newspapers such as *Le Monde* and *Die Zeit*.

The Bible and its books (Genesis, Exodus, etc.) should not be italicised or written in inverted commas.
Titles of chapters of books and articles in periodicals should not generally be italicised. E.g. the famous chapter of *The Natural History of Ireland* entitled “Concerning Snakes”, which reads: “There are no snakes to be found throughout the whole island”.

- **Titles of films, plays, operas, poems, works of art, etc.**

Examples: Have you seen the latest version of *Far From the Madding Crowd*?

The Geneva Opera staged a version of *Hamlet* last year

The *Mona Lisa* is displayed in the Louvre

- **Names of ships, aircraft, etc.**

Examples: *HMS Illustrious*

The *Challenger* space shuttle

Names of houses, pubs, restaurants, streets, etc. should be written in Roman print without quotation marks (e.g. the Firs, the Red Lion, the Fat Duck, the Strand), unless they are in a foreign language, in which case they should be italicised (e.g. the Auberge de Cessy, Route Fermi). N.B. Roads on the CERN site are known by their French names: *Route Abdus Salam* NOT Abdus Salam Road.

See also **section 6.c)**, which explains when to use italics for the names of organisations.

e) **Use of apostrophes**

Use of apostrophes is covered by all standard reference books on grammar.

The examples below illustrate possible sources of confusion:

1. **Incorrect: Other CERN’s installations**

   Correct: “Other CERN installations” or “CERN’s other installations” (both are correct, but with slightly different meanings)

2. **Incorrect: For the ECFA information**

   Correct: For ECFA’s information

3. **Incorrect: The ALICE goal is to study the first moments of the universe after the Big Bang**

   Correct: ALICE’s goal (or: the goal of ALICE) is to study …

   However, we can say *The ATLAS calorimeter, CERN engineers and Council delegates* – in these cases the proper noun (ATLAS, CERN, the Council) is used like an adjective to describe something or someone that is part of it.

   This usage changes the meaning slightly compared with use of the possessive apostrophe: *CERN’s engineers* may be interpreted to mean all engineers working at CERN, whereas *CERN engineers* suggests that we are referring to only some of them. For example, we would say: Several CERN physicists attended a conference on women in science, BUT CERN’s physicists [i.e. all of them] conduct cutting-edge research.
4. *Incorrect: User’s Office and Users’ Office*  
   *Correct: Users Office (the office is FOR users but does not belong to them)*

5. No apostrophe should be used for plurals of acronyms.  
   *Incorrect: MTP’s, ILO’s, VDU’s, DPO’s, MPA’s, MPE’s, etc.*  
   *Correct: MTPs, ILOs, VDUs, DPOs, MPAs and MPEs*  
   However, acronyms ending in “s”, such as GLIMOS, are invariable.

6. *Incorrect: In the 1970’s*  
   *Correct: In the 1970s*

7. *It’s is the possessive of it; it’s is the abbreviated form of it is.*
5. NUMBERS

a) General rule

Numbers from one to ten should be spelled out in full in the body of the text:

“The conference, attended by 155 delegates, adopted two resolutions, eight recommendations and ten reports.”

In CERN’s scientific context, % tends to be used in preference to per cent and units in general are expressed in their abbreviated form, e.g. GeV, TeV, fb$^{-1}$, MCHF, kCHF.

b) Spelling

A hyphen is used when a number above 20 is spelled out, and also between the numerator and denominator of spelled-out fractions (unless the denominator is already hyphenated):

\[
\begin{align*}
\text{twenty-three} & \quad \text{two hundred and sixty-eight} \\
\text{two-thirds} & \quad \text{two twenty-sixths}
\end{align*}
\]

Where numbers are used adjectivally, hyphens should be used throughout:

- Hundred-and-thirty-fifth Meeting
- Four-hundred-and-sixty-ninth Session


c) Exceptions and specific cases

Figures should always be used before million and billion, and for dates and times of day, percentages, ratios, units of currency or measurement, page references, serial numbers, etc.:

\[
\begin{align*}
3 \text{ million} & \quad 6 \text{ June 1984} & \quad 2 \text{ p.m.} \\
10 \text{ per cent/10\%} & \quad 400 \text{ CHF} & \quad 3 \text{ km} \\
7 \text{ MHz} & \quad 1 \text{ inverse femtobarn/1 fb}^{-1} \\
\text{page 5} & \quad \text{Chapter 4} \\
\text{Figure 2} & \quad \text{example 6}
\end{align*}
\]

Note the following exceptions:

- A number that forms the first word of a sentence should be spelled out regardless of the above rules (e.g. "Two hundred and eighty-five courses were given in 1998"). Ugly examples can usually be avoided by redrafting (e.g. "The year 1980 was one of solid achievement" NOT "Nineteen eighty was a year …").

---

1 This general rule applies to legal, formal, literary and narrative texts. In scientific, technical and statistical texts, figures are used almost exclusively.
• Numbers preceding units of currency or measurement that are obviously intended to be approximate or occur in non-technical contexts can be spelled out.

Numbers consisting of up to four figures do not take a comma or a space (e.g. 6590 kHz, 1500 assignments).

Values in excess of four figures do not usually need to be written out in full; use the following form in the case of round millions or billions or those with up to two decimal places: 27 million (not 27 000 000), 4.5 MCHF (not 4 500 000 CHF), 23.03 million lines (not 23 030 000 lines) 6.5 billion (not 6 500 000 000).

Otherwise, the figure should be written out in full with non-breaking spaces (not commas) between each three digits, e.g. 3 426 000, 2 203 750.

N.B. Commas are often seen in English as thousands separators in large numbers. However, spaces are preferred to avoid confusion with languages in which a decimal point is denoted by a comma and periods are used as thousands separators. Avoiding commas also facilitates copying, pasting and importing of electronic files containing tables.

The word billion is now accepted in both American and British usage as meaning 1000 million. The word trillion is best avoided as being unclear; use instead 1000 billion.

Dates follow the pattern Monday, 17 January 2011.

**Care must be taken when abbreviating dates, since expressions such as 02/10/94 can be ambiguous, meaning 2 October 1994 to a British reader and 10 February 1994 to a US reader.**

Spelling out centuries (e.g. the twentieth century; the mid-nineteenth century), but use the following forms when referring to decades, without an apostrophe in either case: in the early twenties, in the late 1980s.

In general, times of the day should be expressed using the 12-hour system as follows: 9.00 a.m., noon, 1.15 p.m., 3.00 p.m., 9.05 p.m. (not 9.5 p.m.), midnight.

Times of the day expressed in four figures, using the 24-hour system, should be written as follows: 21.00 (not 21:00 hours or 21h00 or 2100).

For periods or ranges, either a dash or "from … to …" may be used, but not a combination of the two:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>from 1914 to 1918</td>
<td>from 1994 to 1998</td>
<td>from 6 to 10 May 1996</td>
</tr>
</tbody>
</table>

but **NOT** from 6-10 May 1996.

d) **Decimals and fractions**

Decimal fractions below unity should be preceded by a zero, both in tables, figures, etc., and in the text, e.g. 0.5%.

Vulgar fractions below unity should be spelled out if figures are not required by the rules set out above and if the resulting text is not unduly cumbersome:

one-tenth, one twenty-fifth, one and a half, two-thirds
but

3½ inches, 19 17/52

It is often convenient to convert vulgar fractions into decimals:

0.1, 0.04, 1.5, 8.75

e) Ordinals

Ordinal numbers are spelled out up to and including tenth; figures are used from 11th onwards, except when reference is made to centuries:

Eighth Session, 14th Session, 171st Session

The ninth reason is that...

In the nineteenth century...

For simplicity, the ordinal suffix (i.e. st, nd, rd or th) is written in normal type on the line, and not as a superscript (overriding the autocorrect function of Microsoft Word).

f) Series of numbers to which different rules apply

When two or more numbers to which different rules apply occur in a series, referring to the same thing, the rule applying to the higher or highest number should apply to all (e.g. "14, previously 9" not "14, previously nine").

g) Two numbers occurring together

When two numbers occur together, they should be expressed in different styles, according to the nature of the elements and the context, in the interests of readability (e.g. “twenty 15-cent stamps”; “120 fifteen-cent stamps”; “five 15-year-old boys”; “20 three-year-old girls”; “12 ten-foot poles”).
6. PROPER NAMES

a) Names of countries and observers

For the purposes of documentation for the Council and its Committees, the following names of countries are used (as at September 2018 – see here for an up-to-date map):

Member States: Austria, Belgium, Bulgaria, the Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, Israel, Italy, the Netherlands, Norway, Poland, Portugal, the Slovak Republic, Romania, Spain, Sweden, Switzerland and the United Kingdom

Associate Members in the pre-stage to Membership: Cyprus, Serbia and Slovenia

Associate Members: India, Lithuania, Pakistan, Turkey and Ukraine

Observer States: Japan, Russia, the United States of America

Other Observers: the European Commission, JINR and UNESCO

In lists of countries in important documents with official status, the alphabetical order (long name) must be followed, which means that the order will be different in English and French.

For countries whose names are preceded by the definite article in running text (e.g. "the Netherlands" or "the United Kingdom"), the article should normally be omitted from tables, headings and lists (other than lists in running text).

As noted in section 2.f) on the formation of plurals, names of all countries are regarded as singular nouns of neuter gender (e.g. "the United States has (not have) its (not their) own systems").

b) Other geographical names

Geographical names should normally be spelled according to the official usage of the country concerned, where there exists an official local spelling in letters of the Roman alphabet (e.g. Basel, Beijing, Bern, Lyon, Marseille, Mumbai, Strasbourg).

However, where a well-established English conventional form exists that is different from the official usage of the country concerned, it should be used (e.g. Athens, Belgrade, Brussels, Copenhagen, Cracow, Florence, Geneva, Kiev, Lisbon, Milan, Moscow, Munich, Prague, Rome, The Hague, Tokyo, Turin, Venice, Vienna, Warsaw, Zurich).

c) Names of organisations

When an organisation or entity has English as one of its official or working languages, the English spelling and hyphenation that it uses for its own name and for the titles of its officials should be followed, even if it conflicts with standard CERN usage (e.g. Computer Research Center of Moscow State University).

Similarly, when citing the names of organisations, organs and institutions of an English-speaking country, the national usage should be followed, even if it conflicts with standard CERN usage (e.g. Berkeley Center for Theoretical
Physics). It should be followed also for the titles of officials and styles of address (e.g. Ministry of Defence (UK), Ministry of Defense (US)).

When citing such names in a foreign language, the name should appear in italics, e.g. *Istituto Nazionale di Fisica Nucleare*, *GSI Helmholtzzentrum für Schwerionenforschung*, *Commissariat à l'énergie atomique et aux énergies alternatives*, *Institut de Fisica d'Altes Energies*.

d) Names of CERN bodies and conferences

Note that we write:
- “the Council” and not simply “Council”;
- “the CERN Pension Fund” (BUT “Swiss pension funds”);
- “the Pension Fund Governing Board”, which may be abbreviated to “the PFGB”;
- “the Standing *Concertation* Committee” (“Concertation” is italicised because it is rarely used in English and has a slightly different meaning to the French term);
- “International Conference on High Energy Physics” (ICHEP) (i.e. all capitalised).

e) Names of CERN’s main legal instruments

The names of CERN’s main legal instruments should be written as follows:
- the CERN Convention;
- the Protocol on Privileges and Immunities;
- the Financial Rules and Implementing Regulations;
- the Staff Rules and Regulations;
- the Status Agreement (sometimes referred to as the “Headquarters Agreement”).

f) Forms of address and titles

In the formal context of minutes in particular, the British convention for academic titles, i.e. *Dr* and *Professor*, is used before surnames. *Professor* is not abbreviated. Specific national conventions, such as *Dr.-Ing.*, or *Lic.*, are not used.

Titles such as *H.E.* (for a minister/ambassador), *H.R.H.* (royalty), *Rev.* (clergy), *Lord* or *Sir* must be used.

In all other cases, names are prefaced by *Mr* or *Ms* (*Mrs* or *Miss* where the woman concerned specifically requests to be thus referred to, see section 9 on non-discriminatory language).

There is no full stop after *Dr*, *Mr*, *Mrs* and *Ms*.

Use of ministerial titles tends to differ according to context:

________________________________________________________________________

See Annex 3 for a list of CERN acronyms
- “H.E. Mr Smith” (minutes);
- “Mr Smith, Minister for Education and Science” (minutes and formal texts);
- “Minister for Education and Science, George Smith” (informal usage in journalistic articles).

See Annex 4 for specific rules applicable to CERN minutes.
7. CAPITALISATION

a) General rule
A variety of different practices can be found in the use of upper and lower case in English, ranging from systematic use of capitals, e.g. certain newspapers' headlines, to the current fashion to even drop them altogether. Hard and fast rules are therefore difficult to lay down, but this section contains some guidelines for use of upper and lower case in official CERN documents.

A simple guiding rule is to use:
- initial capitals for the specific;
- lower case for the generic;
- lower case wherever there is any doubt.

The sections below illustrate this rule (and exceptions to it) and give examples of CERN usage.

b) Official titles
Only in specific references, in the singular, should initial capital letters be used for the official titles of persons, councils, committees, secretariat units, organisations, institutions, political entities, working groups and the like, and for the official titles of treaties and international conventions.

Examples:

<table>
<thead>
<tr>
<th>General (lower case)</th>
<th>Specific (initial caps)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some conferences adopt more resolutions and recommendations than others.</td>
<td>Pursuant to the Council Resolution concerning the Admission of xxx as Associate Member State in the pre-stage to Membership at CERN…</td>
</tr>
<tr>
<td>World high-energy physics conferences consider input from study groups and working parties, on the basis of recommendations from previous workshops.</td>
<td>The Working Group on CERN Purchasing Rules and Procedures decided…</td>
</tr>
<tr>
<td>A drafting group and seven working groups were set up by the different committees.</td>
<td>As expected, the HR department's Team 7 completed its work on time, and the document was submitted to TREF via the Standing Concertation Committee.</td>
</tr>
<tr>
<td>Replies from administrations will be processed by a special task force. Five governments have responded to date.</td>
<td>The Administration of France wishes to participate, on behalf of the French Government, in the second meeting of the Task Force on Gender Issues.</td>
</tr>
<tr>
<td>Several ministers asked for the action plan and work programme by the Wednesday following the symposium, but the rapporteurs said that time was too short to compile data for a handbook.</td>
<td>The Minister of Foreign Affairs of xxx, referring to Article XVI of the CERN Convention, said that under the terms of the Convention and the annexed Financial Protocol, the instruments of</td>
</tr>
</tbody>
</table>
ratification must be deposited with the Director-General of the United Nations Educational, Scientific and Cultural Organization.

The chairs of committees can co-opt experts as rapporteurs of ad hoc groups.

The Chair of the Finance Committee invited the Chair of the Industrial Liaison Officers Forum to conduct a survey of procurement rules in the Member States (BUT the CERN Procurement Rules).

Upper case should be used for specific committees, working groups and other bodies and should be maintained in all instances throughout a text, even when the name is subsequently abbreviated. This is particularly important where a clear distinction needs to be made between a specific body and other bodies generically referred to in the same text (as in the second example below).

Examples:

- “The Working Group on Procurement Policy and Procedures met on six occasions during the year. At its February meeting, the Working Group agreed…”
- “The Scientific Policy Committee discussed whether to recommend the project to the Council for approval. With that aim in mind, the Committee called upon national working groups, scientific committees and other research-related bodies in the Member States to conduct surveys of user interest in the project.”

c) References to documents

Only in specific references, in the singular, should initial capital letters be used for references to documents, texts, publications and divisions and subdivisions thereof.

The words “paragraph” and “section” are not capitalised and can often be avoided by using the § sign – or §§ for plural – followed by a space, e.g. § 2.1, §§ 2.1-3.1.

Similarly, the word “page” is not capitalised. References to page numbers should be used with caution when dealing with texts printed in different language versions without parallel pagination.

Examples:

<table>
<thead>
<tr>
<th>General (lower case)</th>
<th>Specific (initial caps)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credentials are not required for conferences that do not produce final acts.</td>
<td>The Protocol on Privileges and Immunities was ratified by xxx on xxx.</td>
</tr>
<tr>
<td>The document on staff matters, comprising 24 parts, each with 15 sections, plus 12 annexes, was adopted.</td>
<td>The results of the survey are given in Annex B to document CERN/xxxx, specifically paragraph 35 of section 2 (page 6 of the English version).</td>
</tr>
</tbody>
</table>
Stores items are described in the tables and figures in the various catalogues attached.

For a list of current research projects, see Figure 1 in Chapter 3; for Project No. 5 approved by the Council in December, see Table 6 in Annex B to Chapter 9.

Vacancy notices are published electronically on the relevant job announcement websites.


Comprehensive reports are issued by the relevant working groups.

As stated in section II of the Third Report by the Working Group on the Geographical and Scientific Enlargement of CERN.

d) Capitalised titles

When a title (e.g. of a specific conference or entity) has to be capitalised under the above rules, all the words it comprises should have initial capitals, except for the definite and indefinite articles, conjunctions and prepositions.

e) Capitalisation of quotations

As noted in section 4.a) on punctuation, the first word in quotations should be capitalised, provided that the quoted material is a complete sentence, e.g.:

*R. W. Emerson said “The only way to have a friend is to be one”.*

f) Always capitalised

The following are always capitalised at CERN:

- the European Organization for Nuclear Research; the Organization;
- the Council and its Committees;
- the Closed Session of the SPC, the one-hundred-and-fourth Session of the Council;
- the CERN Convention and other key institutional documents, such as the Status Agreements with France and Switzerland;
- Member State (BUT non-Member State);
- Associate Member State;
- Host State(s);
- Observer State, the Observers;
- the Director-General, the Director for Accelerators and Technology, etc.;
- the CERN Management (BUT staff are answerable to their line management);
- the Pension Fund, the Pension Fund Governing Board, the Research Board;
- the Staff Rules and Regulations, the Financial Rules and Implementing Regulations, Administrative/Operational Circular No. 1 (BUT “these matters will be covered in an administrative or operational circular”);
the President of Council, the Vice-President of Council, the President's Group, the Council Secretariat;
the External Auditors, the Specialised Auditor, the Actuary;
the Financial Statements, the Accounts, the Budget of the Organization;
Point 1 of the LHC ring;
the Large Hadron Collider, the Low Energy Ion Ring (LEIR), the Compact Linear Collider (BUT linear collider technology), Tier-0 computing centre;
Building 501, the Main Building, the Main Auditorium, the Reception Building, Gate A, Restaurant No. 1, the CERN Control Centre (CCC), etc.

g) Not capitalised
General concepts and technologies do NOT require a capital letter, e.g. recruitment, safety, physics, high-energy physics, priorities, social protection, management, collimation, science, research, environmental protection, etc.

However, note that the CERN HSE unit capitalises the word “Safety” whenever it is used as a generic term covering health and safety and the protection of the environment.

The following should not be capitalised, except where grammar so requires:
- session (exception: "the June Session of the Council");
- delegate, delegation;
- a non-governmental organisation (NGO);
- information technology (IT), except for the name of the department;
- departmental secretariat(s), human resources advisers (i.e. when a term is common to several entities or persons, rather than being a single identifiable unit or function such as the Salaries Office or the Ombud);
- the management of a project, the CMS management (exception: the CERN Management, also referred to as “the Management”);
- members of the personnel, staff members, fellows, apprentices, visiting scientists, guest professors, project associates, students, users, etc. (as per the Staff Rules and Regulations);
- sector: the Accelerators and Technology sector, the Research and Computing sector, the Administration and General Infrastructure sector;
- department: the Physics department, the Human Resources department, etc.;
- group: the Accelerators and Beam Physics group, the Financial and Accounting Services group, the Radiation Protection group, etc.;
- section: the Logistics section, the Site Services section, etc.;
- service: the Internal Audit service, the Cards service, the Installation service, etc. (exception: the Legal Service).
N.B. The existence of an abbreviation coined for convenience does not imply that the full term needs to be capitalised. Thus, items such as *programmable logic controllers* (PLCs), *uninterruptible power supplies* (UPSs), *unidentified falling objects* (UFOs), *single event upsets* (SEUs), etc., do not require initial capitals.

Currencies should not be capitalised, e.g. *the Swiss franc*, *the pound sterling*, *the euro*, *the US dollar*, *the yen*, etc. (see also [section 8.g](#) on currency units).
8. ABBREVIATIONS

a) General principles

In a scientific research establishment such as CERN, the extensive use of abbreviations (acronyms\(^3\) and initialisms\(^4\)) for sometimes complex technical ideas, procedures, facilities, technologies or phenomena is to be expected and is desirable. For instance, CERN's facilities are invariably abbreviated, e.g. PS, SPS, LHC, Linac, AD, n_TOF, ISOLDE, HIE-ISOLDE, CNGS, ALARA, ELENA, etc. If they are likely to be unfamiliar or are long-term future projects, it may be helpful to the target reader to accompany the abbreviation with the full title, e.g. “SPL (Superconducting Proton Linac)”, “ILC (International Linear Collider)”, “HiLumi or HL-LHC (High-Luminosity LHC)”.

Abbreviations are used to save space and to avoid distracting the reader with the repeated spelling-out of long words and phrases. Anything that would be ambiguous or puzzling if abbreviated should, however, be spelled out.

Thus, two-letter abbreviations, which are often highly ambiguous, should generally be avoided (e.g. MS could mean mobile service, mobile station, maritime station, etc.), unless the target audience is familiar with them or it is otherwise clear from the context what they denote.

However, abbreviations are sometimes introduced purely for convenience in a given document without being generally recognised acronyms or initialisms. These should not appear in the title and must be identified on first appearance in the text (and separately in the abstract/cover page if used there). This is best done by giving the words in full, followed by the abbreviation in brackets.

With abbreviations of a more general nature, a decision has to be made – depending on the type of document and the intended readership – as to whether they fall into class a) or class b) below:

a) Abbreviations that the average reader of the text may not be expected to know. These should be treated as described above.

b) Abbreviations that the average reader of the text can reasonably be expected to know. These may be used without explanation.

As an example, the abbreviations “MTP” (Medium-Term Plan) and “CVI” (cost-variation index) would fall into category b) in a document intended for the Finance Committee, but would come under a) in a general article on CERN's financial procedures intended for the general reader.

Similarly, the abbreviations “SEU” (single-event upset) and “UFO” (unidentified falling object) would fall into category b) in a document intended for the CERN Research Board, but would come under a) in a document intended for the Finance Committee and the CERN Council.

\(^3\) An acronym is an abbreviation that can be pronounced as a word, e.g. CERN, ATLAS, ALICE, EIROForum, TREF

\(^4\) An initialism is an abbreviation that is pronounced one letter at a time, e.g. CVI, MTP, UFO.
Thus, while abbreviations for new or longer-term projects such as the HL-LHC are commonly used in scientific reports, this future upgrade of the LHC should be referred to in full (“High-Luminosity LHC”) in a text intended for a non-scientific audience, such as national funding agencies.

If a number of unfamiliar abbreviations are to be used extensively in a long document, it is a good idea to provide a separate list of abbreviations and/or glossary at the beginning or end of the text.

Where space is an important consideration, as in tables and figures, abbreviations should be used extensively, with explanations provided, if necessary, in a table footnote or at the end of a figure caption, e.g. "DDU price" (delivered duty unpaid) in award-of-contract proposal documents for the Finance Committee.

Commonly recognised abbreviations of organisations and institutions, such as CERN, INFN, ITER, CEA, DESY, RAL, etc., can be used in formal official texts such as resolutions, agreements, etc. However, the names should be written out in full at the beginning of the text and in the title. E.g. "Agreement between the European Organization for Nuclear Research (CERN) on the one hand, and the Joint Institute for Nuclear Research (JINR) on the other hand". Other abbreviations should generally be avoided in formal texts of this nature.

N.B. Some abbreviated concepts are now so familiar that they do not need spelling out in full, even in a formal context, e.g. BBC, DVD, FAQ, FBI, R&D, UN, VIP.

A list of abbreviations and acronyms commonly used at CERN is given in Annex 3.

b) Units of measurement

Abbreviations of units of measurement are commonly used in all scientific texts as well as in official documentation for the Council and its Committees, without the need for an explanation. Common examples:

27 km
55 mm
2.7 K
-271.3 °C
5 fb⁻¹
cm²
14 TeV
125 GeV
10^{35} cm⁻²s⁻¹
200 MCHF
100 kCHF
60 kg
Note that a space should be inserted before the degree symbol in temperatures, as for all units of measurement (5 m, 100 kg, etc.), but not for other uses of the degree symbol, such as 40° north or a 90° angle. As in the above list, temperatures in kelvin are written without a degree symbol.

c) Plurals
The plural of a fully capitalised abbreviation (where such usage cannot be avoided) is formed by adding a lower case "s" without an apostrophe, e.g. LEDs (not LED’s or LEDS), HRAs, ILOs. See also section 2.f).

d) Use of the definite article
The general policy followed at CERN is to omit the definite article before abbreviations identifying organisations, bodies or committees that can be pronounced as words, e.g. CERN (NOT the CERN), TREF, ECFA, ICFA, etc., but: the PFGB, the IC, the UN, the SCC, the SPC. Hence also “the Chair of TREF”, but “the Chair of the PFGB”.

Notable exceptions to this rule, based on common usage, include the CHIS, as well as collaborations, where we omit the definite article before CMS, LHCb and WLCG (this also ensures consistency with ATLAS, ALICE, ISOLDE, etc.).

e) Punctuation
A full stop is normally used at the end of an abbreviated word when the final letter of the abbreviation is not the same as the final letter of the complete word (e.g. Corp.). In most cases, there should be no full stop at the end of an abbreviation when the final letter of the abbreviation is the same as the final letter of the complete word (e.g. Ltd). Thus, there is no full stop after Mr, or after the plurals of the following:

Ref. [1] but Refs [1, 2]
Fig. 1 but Figs 3 and 4
Vol. 1 but Vols 7-9
Eq. (5) but Eqs (5, 6)

Note the following forms, however:

p. 1, pp. 1-9

f) Abbreviation of dates and times
The accepted abbreviation of the names of the months is the first three letters followed by a full stop, except for May, June and July, which should not generally be abbreviated.

The abbreviations for the days of the week are:


However, in a figure or table where all the days of the week appear in sequence, they may be written: M T W T F S S.
g) Currency units
Authors of official CERN documents are encouraged to adhere to ISO Standard 4217-1995, which takes the form of a separate three-letter code for each currency. However, this practice should be avoided in the specific case of Bulletin articles and press releases.

A list of the ISO codes can be found here. Some currencies frequently referred to in CERN texts are given below:

- CHF: Swiss franc(s)
- EUR: euro(s)
- GBP: United Kingdom pound(s) sterling
- JPY: Japanese yen
- USD: United States dollar(s)

ISO codes should be written after the amount, e.g. 500 CHF (not CHF 500). They can be combined with M or B to denote million/billion, e.g. 50 MJPY (50 million Japanese yen), 5 BEUR (5 billion euros).

N.B. See section 7 on capitalisation for how to write the names of currencies in full.

In less formal contexts, single-character currency symbols may be used before the number, e.g.:

€10  £62.90  ¥82 million

However, in cases where multiple currencies use the same symbol (e.g. $ could represent US/Canadian/Australian dollars), it is preferable to use the ISO code or write out the currency name in full.

h) CERN structure
The official abbreviations of the different structural units of CERN appear at the top of the CERN directory. Departments should normally be referred to in full in formal texts, e.g. "the Human Resources department", "the Physics department", etc., but for internal communication purposes, these can be abbreviated to "the HR department", "the PH department", etc. (N.B. always preceded by the definite article). In very informal communications such as memos between department heads, departments are sometimes referred to merely by their abbreviation (e.g. HR, PH).
9. NON-DISCRIMINATORY LANGUAGE

a) General guidelines

In the preamble to its Staff Rules and Regulations, CERN reaffirms equality of treatment as one of the basic principles of its personnel policy and commits to not discriminating between members of its personnel, in particular on account of nationality, gender, age, profession, beliefs, sexual orientation or disability. In this spirit of equality, authors drafting documents on behalf of CERN should take care to avoid any discriminatory language that could cause offence, exclude certain groups of people or serve to reinforce stereotypes. In particular, authors should adhere to the following guidelines for gender-neutral writing:

- Gender-neutral job titles such as “chair”, “spokesperson”, “firefighter”, etc. should always be used, irrespective of the gender of the person concerned, in preference to “chairman”, “spokesman”, “fireman”, etc. By the same token, the title of CERN’s mediator in personnel disputes is the “Ombud”. Naturally, the appropriate pronoun should still be used when referring to a specific person whose gender is known (e.g. “The Chair wished to convey her thanks to…”).

Most job titles using the feminine suffix “-ess” (e.g. “manageress”, “sculptress”, “mayoress”) are rarely seen or heard in English-speaking societies nowadays. Exceptions are “actress”, “waitress” and “hostess”, but the unmarked variants or gender-neutral alternatives (“actor”, “waiter”/“server” and “host”) are preferred. Similarly, female comedians no longer need to be identified as “comediennes”, and both “barmen” and “barmaids” can be referred to as “bar staff”. However, royal or noble titles bearing a gendered suffix, such as “princess”, “duchess” and “baroness”, are still used.

- Where alternatives exist, general terms containing the prefix or suffix “man” should be avoided. For example, “manpower” can often be replaced with “human resources”, “personnel” or “workforce”, and “mankind” can be replaced with “humanity” or “humankind”. Similarly, phrases such as “the man in the street” can easily be replaced with more inclusive phrases like “the average person” or “the general public”.

- Specify an individual’s gender only if it is relevant in the context. For example, it is not usually necessary to refer to a “lady doctor”, a “female scientist” or a “male secretary”; they are simply doctors, scientists or secretaries. In occasional cases, however, such as an outreach text about initiatives to promote women in science, it may be appropriate to draw attention to the gender of key individuals.

- Neutral terms such as "spouse" or “partner” rather than "wife" or "husband" should be used to avoid stereotypical assumptions about the respective roles of men and women. For example, by saying “Visiting research scientists often bring their partners and children with them”, we make no assumption about the gender (or sexual orientation) of the scientists.

- Just as “Mr” makes no reference to a man’s marital status, the neutral title “Ms” is to be used for women in preference to “Mrs” or “Miss”, unless the woman in question specifically requests otherwise. Of course, academic
titles such as “Dr” and “Professor” should be used for both genders where applicable (see section 6.f) on forms of address and titles”).

b) Gender bias and pronouns

Personal pronouns and possessive adjectives are the most frequently encountered problem when writing gender-neutral texts in English. It is no longer considered appropriate to use the masculine forms “he”, “his”, “him” and “himself” to refer to a person whose gender is not known; a more inclusive solution should be sought. Dual forms such as “he or she” can be used but are not very elegant and can usually be avoided by rephrasing in any one of a number of ways:

- **Use a plural form**
  
  **Example 1**
  
  AVOID “A member of the personnel shall conduct himself with due regard to the interests and proper functioning of the Organization.”
  
  USE “Members of the personnel shall conduct themselves with due regard to the interests and proper functioning of the Organization.”
  
  **Example 2**
  
  AVOID “A member of the personnel shall have access to his personal administrative file.”
  
  USE “Members of the personnel shall have access to their personal administrative files.”

- **Replace the personal pronoun or possessive adjective with an article**
  
  **Example 1**
  
  AVOID “The trainee is often the best judge of his training”
  
  USE “The trainee is often the best judge of the training.”
  
  **Example 2**
  
  AVOID “When the staff member creates a request, it is forwarded to his supervisor for approval.”
  
  USE “When the staff member creates a request, it is forwarded to the supervisor for approval.”

- **Omit the pronoun altogether**
  
  **Example 1**
  
  AVOID “The FGSO for an experiment is appointed by the head of the host department and he/she is accountable to the (LEX)GLIMOS.”
  
  USE “The FGSO for an experiment is appointed by the head of the host department and is accountable to the (LEX)GLIMOS.”
  
  **Example 2**
  
  AVOID “The person who has been granted access must bring ID and a printed copy of the e-mail confirming his/her access authorisation to the CERN site.”
USE “The person who has been granted access must bring ID and a printed copy of the e-mail **confirming access authorisation** to the CERN site.

**- Merge sentences to avoid the need to repeat the subject**

**Example 1**

**AVOID** “The Complex Manager is appointed by the Director-General. **He ensures** the safe operation of all of CERN's complexes.”

**USE** “The Complex Manager is appointed by the Director-General **and ensures** the safe operation of all of CERN's complexes.”

**Example 2**

**AVOID** “The role of a dispatcher is to process emergency calls. **He receives calls and initiates the appropriate rescue responses.**”

**USE** “The role of a dispatcher is to process emergency calls, **which entails** receiving calls and initiating the appropriate rescue responses.”

**- Rewrite in the passive form**

**Example 1**

**AVOID** “**He/she must complete** the form before the establishment of the contract.”

**USE** “The form **must be completed** before the establishment of the contract.”

**Example 2**

**AVOID** “**He must report** any malfunctions immediately.”

**USE** “Any malfunctions **must be reported** immediately.”

**- Rephrase to avoid the need for a pronoun**

**Example 1**

**AVOID** “The coordinator must **keep himself** informed on matters of safety.”

**USE** “The coordinator must **keep up to date** on matters of safety.”

**Example 2**

**AVOID** “If a visitor arrives after 6.00 p.m., **he or she** should report to the security guard.”

**USE** “**Visitors arriving** after 6.00 p.m. should report to the security guard.”

**- Repeat the noun or use an alternative noun**

**Example 1**

**AVOID** “A staff member wishing to take advantage of these measures must create an EDH training request, ticking the relevant box. The request is then sent to **his or her** supervisor and Human Resources Adviser for approval.

**USE** “A staff member wishing to take advantage of these measures must create an EDH training request, ticking the relevant box. The request is then sent to **the staff member’s** supervisor and Human Resources Adviser for approval.”
"The request is then sent to the individual's supervisor and Human Resources Adviser for approval."

**Example 2**

**AVOID** “A dispatcher processes requests for assistance and informs the entities concerned in compliance with the procedures in force. He or she must be proficient in the use of specialised IT tools.”

**USE** “A dispatcher processes requests for assistance and informs the entities concerned in compliance with the procedures in force. Dispatchers must be proficient in the use of specialised IT tools.”

**- Use the second person singular (“you”) or an imperative verb**

These options can be useful in texts that address the reader directly (for example, in training contexts, guidelines or vacancy notices).

**Example 1**

**AVOID** “A guide is responsible for the visitors in his group.”

**USE** “As a guide, you are responsible for the visitors in your group.”

**Example 2**

**AVOID** “The officer should inform his supervisor of any problems.”

**USE** “Inform your supervisor of any problems.”

**- Use “who”**

**Example 1**

**AVOID** “If an employee receives income from other sources, he must declare it.”

**USE** “An employee who receives income from other sources must declare it.”

**Example 2**

**AVOID** “If a delegate is unable to attend the meeting, he should inform the secretary in advance.”

**USE** “Delegates who are unable to attend the meeting should inform the secretary in advance.”

**Example 3**

**AVOID** “Once a staff member has successfully completed the probation period, he may apply for an indefinite contract.”

**USE** “A staff member who has successfully completed the probation period may apply for an indefinite contract.”

**- Use the plural pronoun “they”**

Finally, in informal contexts or reported speech, it is generally acceptable to use “they”, “them”, “their”, etc. as singular subject pronouns, especially with certain nouns such as “someone”, “anyone”, “nobody” or “everyone”, or in a “who” question.

**Example 1**

**AVOID** “Everyone will have the chance to test his skills.”
USE “Everyone will have the chance to test their skills.”

Example 2

AVOID “Who would like to give his opinion?” or “Would anyone like to give his opinion?”

USE “Who would like to give their opinion?” or “Would anyone like to give their opinion?”

However, while this usage is common in spoken English, it is usually best avoided in formal writing, particularly if it is likely to cause confusion. For example:

“The facility manager is the sole person responsible for the installations and for the safety of everyone working on them. The facility manager may delegate this role to external experts. They must…”

In this case, the reader might (wrongly, as it happens) assume that the list of responsibilities that follows refers to the external experts rather than to the facility manager.

Similarly, in the following paragraph:

“This interview, between the new staff member and their supervisor, shall take place as soon as possible and at the latest within six weeks of them taking up their duties…”

the plural pronoun in the second sentence suggests that the interview must take place within six weeks of the staff member AND the supervisor taking up their duties, which is not the intended meaning.

N.B. CERN’s writing conventions have changed over time and, consequently, many older official texts, including the Staff Rules and Regulations and several administrative and operational circulars, use “he” and its derivatives to refer to people of both genders, with a disclaimer at the beginning of the text explaining the usage.
10. CORRESPONDENCE

In English, certain specific forms of salutation (e.g. “Dear Sir”) call for corresponding specific closing formulas (e.g. “Yours faithfully”). The main combinations are set out in the table below:

<table>
<thead>
<tr>
<th>Salutation</th>
<th>Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dear Sir,</td>
<td>Yours faithfully,</td>
</tr>
<tr>
<td>Dear Madam,</td>
<td>Yours faithfully,</td>
</tr>
<tr>
<td>Dear Mr/Ms [NAME],</td>
<td>Yours sincerely,</td>
</tr>
<tr>
<td>Sir,</td>
<td>Accept, Sir, the assurances of my highest</td>
</tr>
<tr>
<td></td>
<td>consideration</td>
</tr>
<tr>
<td>Madam,</td>
<td>Accept, Madam, the assurances of my highest</td>
</tr>
<tr>
<td></td>
<td>consideration</td>
</tr>
</tbody>
</table>

Note that “Yours sincerely” and “Yours faithfully” can be made more formal by ending the letter with the words “I remain”.

Example: Looking forward to meeting you, I remain,

Yours faithfully,

[signature]

When the gender of the recipient is not known, or in circular or multi-address letters, the gender-neutral salutation “Dear Sir/Madam” is used.

The precise formulas to be used when drafting and typing official correspondence are set out in the table below.

a) Formulas for drafting and typing official correspondence

<p>| Type of letter | Address                      | Salutation       | Closing                                                        |
|----------------|------------------------------|-------------------|                                                               |
| Minister (formal) | His [Her] Excellency Mr [Ms] ………… Minister of ………… | Sir [Madam], | Accept, Sir [Madam], the assurances of my highest consideration, |
| Minister (informal) | His [Her] Excellency Mr [Ms] ………… Minister of ………… | Dear Minister, | I remain, dear Minister, Yours sincerely, or simply Yours sincerely, |
| Ambassador (formal) | His [Her] Excellency Mr [Ms] ………… | Sir [Madam], | Accept, Sir [Madam], the assurances of my highest consideration, |</p>
<table>
<thead>
<tr>
<th>Title</th>
<th>Greeting</th>
<th>Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ambassador (informal)</strong></td>
<td>Dear Mr [Ms] Ambassador, or Dear Ambassador, I remain, dear Mr [Ms] Ambassador, Yours sincerely, or simply Yours sincerely,</td>
<td></td>
</tr>
<tr>
<td><strong>Secretary-General of the United Nations</strong></td>
<td>Dear Mr Secretary-General, Yours faithfully,</td>
<td></td>
</tr>
<tr>
<td>Head of specialised agency (formal)</td>
<td>Dear Mr [Ms] Director-General [Secretary-General], or Dear Sir [Madam], Yours faithfully,</td>
<td></td>
</tr>
<tr>
<td>Head of specialised agency (informal)</td>
<td>Dear Mr [Ms], Yours sincerely,</td>
<td></td>
</tr>
<tr>
<td>Director-General of an administration</td>
<td>Dear Sir [Madam], Yours faithfully,</td>
<td></td>
</tr>
<tr>
<td>Others (formal)</td>
<td>Dear Sir [Madam], Yours faithfully,</td>
<td></td>
</tr>
<tr>
<td>Others (informal)</td>
<td>Dear Mr [Ms], Yours sincerely,</td>
<td></td>
</tr>
</tbody>
</table>
ANNEX 1: COMMON DIFFICULTIES AND INCORRECT USAGE

This annex contains a list of verbs, nouns and expressions that tend to create difficulties, even for native English speakers, and/or in respect of which the English translation section frequently encounters mistakes and misuse or is asked to provide guidance. The intention is to supplement it regularly, time permitting, as and when new issues are brought to the section’s attention.

a) Commonly encountered “Gallicisms”

The following French verbs, nouns and expressions tend to cause confusion owing to the existence of similar English words with different meanings. These “false friends” should generally be translated as follows:

- **ASSURER**
  “Ensure” (NOT “assure” or “insure”), conveying the meaning of “making it certain that something will happen”, as in “The main purpose of the supervisory board is to ensure compliance with the regulations”.

- **ATTESTATION**
  “Certificate” or “proof of…”, e.g. “insurance certificate” (“attestation d’assurance”) or “proof of employment” (“attestation d’emploi”).
  “Attestation” has a very specific formal and legalistic meaning in English (an attesting declaration; testimony; evidence) and should normally be avoided. However, it may be acceptable to use it in italics if referring to a specific document issued solely in French, where it could be confusing to refer to it otherwise (for example, the Swiss “Ci Permit” is referred to by the Swiss authorities as an “attestation”).

- **CONFÉRENCE**
  “Lecture”, denoting a single educational talk to an audience (NOT “conference”, which means a formal meeting of people with a shared interest, typically taking place over several days, for the purposes of consultation, exchange of information or discussion).

- **DEMANDE**
  “Application” or “claim” (NOT “request”), in such expressions as “an application for asylum” (“demande d’asile”) or “a reimbursement claim” (“demande de remboursement”).

- **DÉPENDRE**
  “Depend on” (NOT “of”).

- **(UNE) FORMATION**
  “Training course/session” (NOT “a training”, although “training” on its own can be used without an article, as in: “All personnel are required to follow safety training”).
- **INTERVENTION**

“Work/operation/activity” (NOT “intervention”, which has the following meanings only:

- the action or process of intervening, e.g. “a high degree of state intervention in the economy”;
- interference by a state in another's affairs, e.g. “the government was reported to be considering military intervention”;
- action taken to improve a medical disorder, e.g. “two patients were referred for surgical intervention”.

- **ISOLATION**

“Insulation” to convey a covering/protection to prevent electricity, sound, heat, etc. from penetrating/escaping the item being insulated (NOT “isolation”, which means the condition of being alone or separate from other people or places, e.g. “geographical isolation”).

- **MATÉRIEL/MATÉRIAUX/MATIÈRE**

These three words are often misused by writers in English, mainly due to interference from the French. Here are a few basic rules of thumb:

- *matériel* translates as “equipment” or “hardware” (NEVER “material”); most commonly found in “*matériel informatique*”, which translates as “computer equipment” or “computer hardware”;
- *matériau* (plural with *x*) translates as “material” (plural with *s*); most commonly found in building/construction contexts;
- *matière*, in the physics context, always translates as “matter”, but beware that “*matières premières*” translates as “raw materials”; and more metaphorically, “*matière à reflexion*” translates as “food for thought”.

- **OCCASION**

“Opportunity” (NOT “possibility” or “occasion”) to convey the meaning of a chance to do something or an occasion when it is easy for you to do something, as in “The new scheme provides staff members with the opportunity to save up leave until the end of their careers”.

However, the following are correct: “There is a possibility that the Council may wish to discuss this proposal” and “World Water Day is a good occasion to remember the still enormous problem of drinking water and sanitation worldwide”.

- **PARKING**

Car park (NOT “the parking”).

- **PARTICIPER**

Participate IN (NOT “to”).

- **PAYS ANGLO-SAXONS**

“English-speaking countries” (NOT “Anglo-Saxon”, as this term refers to the tribes – Angles, Saxons and Jutes – that settled in Britain from the fifth century AD).
- **PLANNING**

“Schedule” (NOT “planning”) for a list of planned activities or things to be done, showing the times or dates when they are intended to happen or be done. E.g. “An engineering schedule”, or “a production schedule”, “The LS1 schedule begins in January and lasts for two years”.

“Planning” is the process of making plans, not the plan itself, e.g. “Planning for LS2 has now begun”.

- **PRÉVOIR**

The French verb “prévoir” has several meanings. It should not be translated into English as “foresee”, unless the meaning is predicting that something is going to happen, as in the following examples:

- “Few analysts foresaw that inflation would rise so sharply”;
- “The Web took off in ways that could not have been foreseen”;
- “The fortune-teller foresaw a journey over water”;
- “We don’t foresee any difficulties with this project”.

The other meanings of “prévoir” may be rendered, depending on the context, by verbs such as “provide for”, “provide that”, “set out”, “lay down”, “intend”, “plan”, “schedule”, “include”, “expect”, etc.

Some examples:

- “CERN’s Staff Rules and Regulations provide for a social security system safeguarding the members of its personnel against the financial consequences of old age and disability”;
- “The experiment’s completion is scheduled for 15 February”;
- “Country X is expected to become an Associate Member State in 2017”.

- **QUALIFICATION**

“Rating” to convey how good someone’s performance is (NOT “qualification”, whose basic meanings are: an official record that someone has passed an examination or successfully completed a course, especially one conferring status as a recognised practitioner of a profession or activity, e.g. “a teaching qualification”; a skill, ability, characteristic, quality or experience that makes you suitable for a particular job or activity, e.g. “Some nursing experience is an essential qualification for this job”; something you add to a statement to limit its effect or meaning, e.g. “The Committee supported our plans but with certain qualifications”; reaching the necessary standard to enter a sports competition, e.g. “Country A needs to beat Country B to qualify for the semi-finals”).

- **RADIOPROTECTION**

“Radiation protection” (NOT “radioprotection”).

- **RESPONSABLE**

“The person responsible” or “the person in charge” (NOT “the responsible” as “responsible” is always an adjective in English and never a noun).
b) Verbs

This section contains a list of verbs that tend to create some confusion, even for native English speakers.

- **AFFECT, EFFECT**

In the context of an action that produces a change in someone or something, “affect” is the verb and “effect” the noun, e.g. “This issue affects (NOT “effects”) us all”, and “What effect do you think the election will have on the population?”

The verb form of “effect” is fairly formal and means to implement or make something happen, e.g. to effect changes or a plan of action.

- **ALLOW, ENABLE, PERMIT**

These verbs require an object and cannot be followed directly by an infinitive.

*Incorrect: “The work under way will allow to assess potential gains”*

*Correct: “The work under way will allow the management to assess the potential gains”*

*Incorrect: “This new equipment will allow to replace the obsolete milling machines”*

*Correct: “This new equipment will allow the department to replace its obsolete milling machines”*

*Incorrect: “This training course enabled to improve communication skills”*

*Correct: “This training course enabled us to improve our communication skills”*

*Incorrect: “The card permits to access the CERN site”*

*Correct: “The card permits personnel to access the CERN site” or simply “The card permits access to the CERN site”*

N.B. The only way to avoid using an object in cases like these is to use the expression “makes it possible to”, as in “The new tramline makes it possible to reach the CERN site directly from the centre of Geneva”.

- **ALLOW/ALLOW FOR**

The difference between “to allow” and “to allow for” tends to create some confusion.

The verb “allow” means simply to permit, enable, authorise (e.g. “Your generous gift allowed me to travel for a month”), while “to allow for” means to take something into account when you are planning something, i.e. to consider all the
possible facts, problems, costs, etc. involved in a plan or situation and make sure that you can deal with them successfully, as in the following examples:

“Allowing for inflation, the total cost of the project is 2 MCHF”;
“We allowed for living expenses of 20 euros per day”;
“You should allow for staff absences when you draw up the work schedule”;
“The survey did not allow for the fact that some of the students were attending only part time”.

The following is thus incorrect: “They agreed to a ceasefire to allow for talks with the government”. The correct formulation would be: “They agreed to a ceasefire to allow talks with the government”.

Similarly, “consolidation of the splices to allow for safe operation of the machine up to 7 TeV/beam” is also incorrect. The correct formulation would be “… to allow the safe operation of the machine…” or better: “… to allow the machine to operate safely up to …”.

- **CHECK/CONTROL**

The verb “to check” has two principal meanings: 1) to examine (something) in order to determine its accuracy, quality or condition, or to detect the presence of something; and 2) stop or slow the progress of (something, typically something undesirable).

The normal meaning of “control” is not to check or verify but to exercise influence over or to direct or drive something or someone.

Thus, “the XX Department controls Project Y”, does not mean that the Department audits the project or checks/verifies its progress, but that it runs or is responsible for the project.

The confusion partly arises from the fact that the noun “control(s)” often denotes systems that are in place to check that everything is as it should be and, if not, to take remedial action, such as the “CERN accelerator control system” or “passport controls”. Alternative terms are “safeguards” (e.g. “A number of safeguards are built into the system to ensure that…”) and “inspections” (generally more in-depth/thorough, careful and critical examinations than “checks”).

- **COMPARE TO/WITH**

The verb “compare” can be followed by either “to” or “with”, depending on the intended meaning.

To compare something to something else means to observe that the two things are similar. Examples:

“She compared my fruit cake to a paving slab”;
“The mass of a proton is comparable to that of a neutron”;
“His achievements don’t compare to mine”.

However, to compare something with something else means to consider the similarities and differences between them. Examples:

“If you compare that graph with this one, the difference is obvious”;
“The initiative was highly successful, compared with the previous attempt”;
“Your attitude compares favourably with hers”.

- HELP
Must always be followed by an object or pronoun, except where it is preceded by “it” and followed by an infinitive. See the examples below:

Incorrect: “This manual helps to understand how the equipment works”, “This manual helps understanding how the equipment works”.
Correct: “This manual helps users to understand how the equipment works”.
Correct: “It helps to have the right equipment” or “The style guide helps us to formulate our texts correctly.”

N.B. The verb “to help” may be used with or without “to” and with or without an object before the infinitive. Thus, the following are both correct:

Could you help (me) to look for my car keys? I can't find them anywhere.
Could you help (me) look for my car keys? I can't find them anywhere.

However, the second example is arguably less formal.

- LAY/LIE
The verbs “to lay” and “to lie” are often confused.
“Lay” is a transitive verb (i.e. it always takes a direct object) meaning “to put something or someone down”, whereas “lie” is an intransitive verb (i.e. it does not take a direct object) meaning “to be in or assume a horizontal position”:

“She is laying the baby on the sofa.”
“She is lying on the sofa.”

The source of the confusion is probably the past tense, in which “lie” becomes “lay” and “lay” becomes “laid”:

“She lay on the sofa yesterday.”
“She laid the baby on the sofa yesterday.”

- LEAD/LED
The past tense of the verb “to lead” (i.e. “to show the way” or “to be in charge of”) is “led”, not “lead” (a very common mistake, as “lead”, the metal Pb, is pronounced the same as “led”).

- MUST/SHALL
There are different schools of thought on the use of “shall” and “must” to convey the notion of a duty or obligation and there is no hard and fast rule. Some people argue that “shall” is overused and tends to be confusing as it can also convey the notion of “future” (“I shall go there next week” = “I will go there next week”). However, in common usage, “shall” is rarely used to indicate future time. Moreover, the verb “must” can also have different meanings, depending on the context.

For example, compare the following:
1. He must be at the cinema (conjecture)
2. She must do something about her problems (a preference or recommendation)
3. We must ensure that this never happens again (a pious wish).

None of these has anything to do with duty or obligation. It could even be said that these alternative meanings of “must” tend to dilute its legal impact when used in the sense of an alternative to “shall”.

The TMC group has traditionally used “shall…” to express obligation in the specific context of contracts/technical specifications. This seems to be an unambiguous way of stipulating what contractors commit themselves to doing, without running the risk of misinterpretation.

However, in general statements we tend to use “is/are required to” or “must”, e.g. “All contractors working on the CERN site are required to/must comply with the provisions of document xxx”.

We also use “must” when the subject of the requirement is not a person or body. E.g. “Equipment must be used and stored in accordance with the requirements laid down in document xxx”.

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**OFFER/INVITE**

The verb “to offer” implies that the recipient has the right to either accept or reject what is being presented to them, e.g. “I was offered the chance to speak at a conference”.

Unlike its French equivalent, it does not necessarily imply “free of charge” in English. Thus we would say, for example, “Lunch will be provided by the host” rather than “Lunch will be offered by the host” to indicate that no payment is required.

Similarly, “to invite” in English simply means to give someone the opportunity to come, not necessarily to pay for them, whereas “Je vous invite” in French means that the speaker will pay.

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**ORGANISE/HOLD**

“To organise” means “to plan” or “to make arrangements for”: it refers to the preparation of an event rather than to the event itself. It is therefore wrong to say, for example, “CERN is organising an open day on 5 June”, if the organisation is actually done before 5 June. When indicating the date or venue of an event, use an alternative such as “to hold” or “to take place”, e.g. “CERN will be holding an open day on 5 June” or “CERN is organising an open day, which is scheduled to take place on 5 June”.

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**PROVIDE (FOR, WITH, TO)**

This verb is normally used in the following ways:

To provide something for someone. E.g. “The hotel provides a laundry service for its guests”.

To provide someone with something. E.g. “The organisers provided us with all the information we needed”, “The Social Affairs service provides members of the personnel with advice”, “We were provided with a map of the area”.
Or simply “to provide”, without specifying who the receiver is. E.g. “I’ll provide the food if you bring the wine” or “Our office can provide information on the local area”.

However, the use of “provide to” appears to be increasingly accepted nowadays. E.g. “We provide useful information to our clients”.

The verb “provide for” sometimes creates confusion. It has the following meanings:

1. To make sure that people have what they need to live. E.g. “I was afraid that, without a job, I would be unable to provide for my family”.

2. To make provisions/preparations in order to allow something to happen in the future or to be able to deal with a possible future event. E.g. “The budget provides for a salary increase after one year”.

3. If a law or agreement provides for something, it allows it to happen or to exist. E.g. “Current legislation provides for the detention of those suspected of terrorism”.

The verb “provide that” has a similar meaning to 3 above. E.g. “The ruling provided that the child should have no contact with its father”.

- RECOMMEND, SUGGEST

These verbs should not be followed directly by a verb in the infinitive.

*Incorrect*: The SPC recommended to approve the document”, “I recommend you to read this book”, “It is recommended to consult your supervisor”, “You are recommended to check”, “I suggest to remove this sentence”.

*Correct*:

- Followed by a noun: “The SPC recommended the approval of the document”, “The Committee recommended Ms X for the position of Chair”, “She recommended the book to me”, “He suggested another date for the meeting”.

- Followed by “that” (plus subjunctive or “should” + root): “The SPC recommended that the Council (should) approve the document”, “Doctors recommend that all children (should) be vaccinated against …”, “They suggested that we (should) include the clause in the contract”.

- Followed by a gerund: “The manufacturers recommend changing the oil after 20,000 km”, “He suggested removing the sentence from the document”.

N.B. The verb “advise” may sometimes provide a useful alternative, as illustrated by the following examples:

“It is advisable to check availability before planning your trip”; “You are advised not to leave your luggage unattended”; “The manufacturer advises caution in the use of this product”; “I advise you to visit the site to see for yourself”.

- REMIND

Must always be followed by an object or pronoun.

*Incorrect*: “She reminded of a decision made at the previous meeting.”
Correct: “I would like to remind you that we have a meeting tomorrow.”
Correct: “The Chair reminded the members to send him their feedback.”
Correct: “She reminded them of a decision made at the previous meeting.”

c) Miscellaneous

- AMONG/AMONGST
Both are correct and there is no difference in meaning, but prefer “among” unless in a direct quotation.

- AT HAND/IN HAND/ON HAND/TO HAND
“At hand” means physically near, readily accessible when needed or about to happen, e.g. “A breakthrough in the search for dark matter may be at hand” = “A breakthrough in the search for dark matter may be imminent”.
“To hand” can also mean close by or readily accessible, e.g. “I always keep a dictionary at/to hand” = “I always keep a dictionary nearby/available to me”.
“In hand” means receiving or requiring immediate attention, in progress, ready for use if required or under control, e.g. “The problem with excess spending is in hand” = “The problem with excess spending is under control”.
“On hand” means present, especially for a specific purpose, e.g. “The Fire and Rescue service is on hand in case of an emergency” = “The Fire and Rescue service is standing by in case of an emergency”.

- CASE/EVENT
The following are often confused:
- in the case of
- in the event of
- in case of

“In the case of” should be used to distinguish one category of something from another, e.g. “In the case of staff members, CERN pays a salary, whereas in the case of fellows, it pays a stipend”.

“In the event of” means “if and when something happens”, e.g. “In the event of a volcano erupting, planes will not be allowed to fly”.

“In case of” suggests preventive action, e.g. “I'll leave you my phone number in case of an emergency”.

The following examples underline the need for caution:

“The government intends to send provisions to that region in case of famine”
Strictly speaking, this means an action taken as a pre-emptive move, i.e. so as to be ready IF a famine breaks out.
It does NOT mean "in the event of famine", i.e. WHEN a famine breaks out.

“In case of fire, do not use this lift”
Strictly speaking, this means that you should not use the lift at all since there is a risk that it could catch fire!

Correct: "In the event of fire, do not use this lift" (in other words "do not use this lift if a fire breaks out").

Other examples of correct usage:
"Take an umbrella in case of rain" (this does NOT mean take an umbrella when it rains but take an umbrella so that you will stay dry if it rains). Alternatively: "Take an umbrella in case it rains".

"In the case of the LHC experiments, funding is controlled by the Resources Review Boards and not by the Finance Committee, whereas in the case of CERN, the latter body is responsible for the Budget."

"In the event of rain, the race will be cancelled."

- CASE LAW/JURISPRUDENCE

These terms are often confused.

Jurisprudence is the study and theory of law. The term should not be used to denote actual systems of law, or current views of law.

Case law is the law as established by the outcome of previous cases and precedents.

- COMPETENCE, COMPETENCY

Competence:
1. the ability to do something successfully or efficiently (no plural), as in:
"Courses to improve the competence of staff", “No one questioned his competence as a doctor”

2. a special area of knowledge (no plural), as in:
“It is not within my competence to rule on this matter”

3. a skill needed to do a particular job (pl. competences), as in:
“The knowledge of several languages is not the only competence required of a translator”.

Competency, pl. competencies:
A human resources management term for skills (synonymous with 3 above), as in “competency-based learning”, “CERN competency model”.

- CONDITION/CRITERION

The word “condition” denotes a situation that must exist before something else is possible or permitted, whereas “criterion” means a principle or standard by which something may be judged or decided. A “condition” is therefore an essential prerequisite but a “criterion” is a benchmark against which something is judged and is not necessarily essential.

- DATA

Data can be perceived as either singular or plural, depending on the context.
In computing and communications, data is thought of as uncountable: the digital 1s and 0s that are stored on a hard disk or sent down a phone line and mean nothing individually. Used in this context, “data” is a mass noun: it takes a singular verb and can be referred to as “it”.

However, many scientists still think of “data”, meaning experimental results, as a set of results whose individual members are identifiable and meaningful. This gives the word a plural character.

To avoid confusion and inconsistency, it is best to always use “data” with a singular verb. When “data” in the second sense is meant, there are two ways to deal with it:

1. Word the sentence in a way that makes it impossible to tell whether “data” is being treated as singular or plural.
2. Consider replacing the word “data” with a plural alternative, such as “readings”, “measurements”, “results”, “findings”, “data sets”, etc.

In direct quotes, using a plural verb is permissible if that is what the speaker or writer did, as long as it does not clash with a singular “data” nearby.

- DIFFERENT(LY) FROM/TO/THAN

“Different from” and “different to” are both acceptable, but “different than”, although acceptable in US English, should not be used. So:

“Apples are different from/to oranges.”

“Her eyes are a different colour from/to mine.”

“Bosons behave differently from/to fermions.”

But NOT

“The weather in Geneva is different than the weather in Florida.”

- EDITION

To be avoided when speaking of events as it refers to publications in principle, i.e. a particular form or version of a published text. Use the following instead: “the tenth annual Researchers’ Night” or “the 2017 CineGlobe film festival” (the year should come first, unless the official title of an event has it at the end, e.g. “Global Physics Photowalk 2015”).

- GUIDELINES/INSTRUCTIONS

These words should normally be used in the plural. A document containing several pieces of advice, principles or informal rules is a “set of guidelines/instructions”; “guideline/instruction” in the singular should be used only to refer to one specific point within the document. E.g. “CERN has issued guidelines/instructions for people working in radiation-controlled areas”, but “The employee followed the guideline/instruction stating that a dosimeter should be worn”.

- HAZARD/RISK

The words “risk” and “hazard” are often used interchangeably and can both be translated by “risque” in French, but the meanings in English are slightly different.
In the context of health and safety, a “hazard” is any **source of potential damage, harm or adverse health effects**. Examples of hazards are asbestos, since it has the potential to cause respiratory problems; a wet floor, since it has the potential to cause someone to slip; or working at a height, since it has the potential to lead to a fall.

“Risk”, on the other hand, refers to the probability or likelihood of someone suffering harm or adverse effects as a result of exposure to a hazard. It may be expressed either as a number or simply as “high” or “low”, for example. The level of risk depends on factors such as the number of people exposed to the hazard, the duration and frequency of exposure, and the nature and seriousness of the potential adverse effects.

**- INTO/IN TO**

“Into” is a preposition that can have various meanings including movement, action or change, and it is also part of some phrasal verbs (i.e. a verb whose meaning changes when followed by a particular preposition). E.g. “The discussion turned into an argument”, “An investigation into the feasibility of the project is under way”, “He walked into the meeting an hour late”.

“In to” is simply two separate words with different functions occurring together. “In” can act as a preposition, an adverb or an adjective, or can be part of a phrasal verb, while “to” can be a preposition, an adverb or part of the infinitive of a verb (i.e. the dictionary form, such as “to do” and “to be”).

E.g. “They gave in to her demands eventually” (“gave in” is a phrasal verb, “to” is a preposition).

“An expert was brought in to assess the situation” (“in” is an adverb, “to assess” is an infinitive).

**- IN VIEW OF/WITH A VIEW TO**

The expressions “in view of” and “with a view to” are often confused. Although they sound similar, they do not share the same meaning.

“In view of” means “taking into account” or “considering”. Examples:

“In view of the weather forecast, the football match has been cancelled.”

“In view of the number of participants, the lecture will now take place in the Main Auditorium.”

“With a view to” means “with the aim of”. Examples:

“With a view to decreasing pollution, the government has introduced a congestion charge.”

“I am reading the Style Guide with a view to improving my English.”

**- LESS/FEWER and AMOUNT/NUMBER**

“Fewer” is used to refer to objects or people in the plural, as in “Fewer students are studying foreign languages these days” and “The stationery cupboard contained fewer than ten pencils”.

“Less” is used to refer to something that cannot be counted or does not have a plural, such as money, water, time or music, as in “It’s a better job but they pay
you less money” and “He eats less food than he should”, BUT: “She consumes fewer calories (countable) than he does”.

“Less” is also used with expressions of measurement or time, as in “Their marriage lasted less than two years” and “CERN is less than five miles from Geneva city centre”.

N.B. “He paid less than ten Swiss francs for it”. You would not use “fewer than” with an amount of money unless you were talking about specific bills or coins, as in “I have fewer than twenty silver dollars in my collection”.

Similarly, “amount” is used to refer to something that is uncountable or does not have a plural, whereas “number” is used for plurals.

For example: “The accident rate is very low considering the number of people working on the site.” Or “A machine like the LHC consumes a huge amount of energy.”

- **LOOSE/LOSE**

Due to their similar spellings, the words “loose” and “lose” are often confused, despite having completely different meanings and different pronunciations (the former rhymes with “goose” and the latter with “whose”).

“Loose” is an adjective that means the opposite of “tight”.

“Lose” is a verb usually meaning to mislay, to fail to win or to be deprived of/cease to have.

- **ONLY**

The word “only” is often positioned incorrectly in a sentence, creating confusion. It should be placed directly before the word or phrase to which it applies.

Consider the sentence “She said she liked him”. Inserting the word “only” into the sentence in different places results in a different meaning each time:

“Only she said she liked him” = She was the only person who said she liked him

“She only said she liked him” = She did nothing other than say she liked him

“She said only she liked him” = She said she was the only person who liked him

“She said she only liked him” = She said she liked him, but she didn’t love him

“She said she liked only him” = She said she liked no one but him

- **OVERSIGHT**

Two seemingly contradictory meanings (but both perfectly acceptable):

1. An unintentional failure to notice or do something.
2. The action of overseeing, i.e. supervising, something.

- **PREVENTIVE/PREVENTATIVE**

Both forms are acceptable.

- **PRINCIPLE/PRINCIPAL**

“Principal” can be an adjective or a noun.
Example of adjectival use: “My principal (i.e. main, most important) complaint is that he never listens to me.”

Used as a noun, it can mean:
- the person in charge of a college or university;
- an amount of money that someone invests or lends in order to receive interest, as in “She lives off the interest and tries to keep the principal intact”;
- a person having a leading or starring role, as in “The two principals received glowing reviews”;
- a person who empowers another to act as his representative, as in “I will have to consult my principal before I can give you an answer on that”;
- the person commissioning the work in a construction contract.

“Principle”, only ever a noun, has the following meanings:
- a moral rule or set of ideas governing how you behave, as in “She resigned as a matter of principle”;
- the rule explaining how a process works, as in “The principle of the internal combustion engine is that combustion creates power that causes components within the engine to move with great speed and force”;
- an ideal, as in “He’s a man of principle”, meaning a man with strong ideas of what is morally right or wrong.

- RATIONAL/RATIONALE

“Rational” is an adjective meaning logical or sensible, e.g. “They made a very rational decision considering the circumstances”.

“Rationale” is the associated noun, referring to the justifications for taking a decision or holding a certain belief, e.g. “The Director-General explained the rationale behind the decision to increase staff numbers”.

- RELATING TO/RELATED TO

There is a distinct difference in meaning between these two expressions.

The difference is best expressed by examples:
- “No information relating to (= concerning) our latest invention should be released to the press before it is launched in September.”
- “This matter is related to (= has some connection with, is to some extent relevant for) our investigation but is not our main area of interest.”

Incorrect: “Bidders were requested to quote prices for each of the work packages related to the HVAC system”, where “relating to” is clearly the intended meaning.

- RESPECTIVELY, RESPECTIVE

“Respectively” is often used wrongly when “each” is meant.

Incorrect: “Funding of 20 MCHF was granted to ATLAS and CMS respectively.”

Correct: “ATLAS and CMS were each granted funding of 20 MCHF.”
“Respectively” means “separately and individually and in the order already mentioned”, e.g. “ATLAS and CMS were granted funding of 20 MCHF and 15 MCHF respectively”, or “Cherries and bananas are red and yellow respectively”. “Respective” means “belonging or relating separately to each of two or more people or things”.

Incorrect: “Any notice or other communication under this guarantee shall be made by registered letter to the respective addresses set out above.”

The addresses cannot be “respective” because they do not relate to anything else in the sentence.

Correct: “Any communication regarding vehicle hire or waste disposal shall be made by registered letter to the respective addresses set out above” – in this case there would be two addresses listed above, the first for a vehicle hire company and the second for a waste disposal company.

- SHOWSTOPPER

Two seemingly contradictory meanings (but both perfectly acceptable):

1. Something that is striking or has great popular appeal.
2. An obstacle to further progress.

- SINCE

“Since” is used as a preposition, conjunction or adverb to refer back to a previous point in time.

Examples:

“He has been a staff member since January 2002”;  
“In the 12 months since I last wrote, a lot has happened”;  
“They haven’t met since the wedding”;  
“Since he started the diet he’s lost quite a lot of weight”;  
“It’s been so long since I saw him”;  
“She’s been back to the office many times since she retired”;  
“Since moving to Geneva, I’ve made friends of many different nationalities”.

Common errors in the choice of tense with “since”

Incorrect: “He is/has been studying this phenomenon since three years.”

Correct: “He has been studying this phenomenon for (the last) three years.”

Incorrect: “Since several years, the department develops/has developed a consolidation plan.”

Correct: “The department has been developing a consolidation plan for/over several years.”

- TRANSPORT/TRANSPORTATION

Although these two words are often used interchangeably, they have slightly different meanings. “Transportation” refers to the action of moving goods or
people, while “transport” as a noun generally denotes the system or means of moving them or the subject area in general. E.g.:
“The transportation of components requires careful planning.”
“Using local products reduces transportation costs.”
“The compact design with a handle ensures easy transportation.”
“People should be encouraged to use public transport.”
“CERN will arrange transport between the sites.”
“EU transport ministers came to a joint decision.”

- WEIGHT/WEIGHTING

“Weight” is the much more common term, denoting heaviness, relative mass or a heavy object, e.g. “The surface needs to be strong enough to take its weight” or “The bodybuilder lifts weights in the gym”. The associated verb is “to weigh”, e.g. “The detector weighs 6 kilotonnes”.

A “weighting” is an adjustment or allowance made in a calculation to compensate for a distorting factor or to give higher priority to more important factors. E.g. “Each score is then multiplied by the appropriate weighting”. The associated verb is “to weight”, which is most commonly used in its past participle form, as in “weighted average”, which is the average calculated when weightings are applied.

- WHICH/THAT

These pronouns both introduce a new clause but “that” defines the subject, while “which” gives extra, non-essential information. A “which” clause should usually be enclosed in commas, whereas a “that” clause should not. See the following examples:

1. “The car, which she drives to work, is red.” In this sentence, the woman has only one car and the colour of the car is the key information; the fact that she drives it to work is simply an additional fact. Note that removing the “which” clause would not change the basic meaning of the sentence (“The car is red”).

2. “The car that she drives to work is red.” In this sentence, it is likely that the woman has more than one car but the writer is referring only to the one that she drives to work. Removing the “that” clause would remove information essential for the reader to understand which car is being described. It is possible to omit the word “that” in such cases, e.g. “The car she drives to work is red”.

“Which” should be used if preceded by a preposition, e.g. “The office in which he is working is on the ground floor”.

N.B. When referring to a person, use “who/whom” (see below) instead of “that” or “which”.

- WHILE/WHILST

Both are correct and there is no difference in meaning, but prefer “while” unless in a direct quotation.
- **WHO/WHOM**

“Who” and “whom” are both used to link two clauses referring to a person rather than a place or a thing.

“Who” is used if the same person remains the subject of the second clause that it introduces, whereas “whom” is used if the person becomes the object of a verb or a preposition.

**Examples:**

“The physicist who made the discovery is world renowned.”

“The man with whom she is working is Spanish.”

“The Director-General, who is responsible for the day-to-day management of the Laboratory, is appointed by the Council.”

“Mr Smith, whom I met last week, will be at the meeting.”

*Incorrect: “The group wants to recruit someone whom has experience in financial management.”*

*Incorrect: “Who do you think we should call?”*

- **WITHIN (TEMPORAL USE OF)**

The following usage is **correct**: “The appeal must be lodged **within 60 days of** the decision”.

However, this construction is often misunderstood by non-native speakers and should thus preferably be avoided by using the following alternative: “The appeal must be lodged **within the 60 days following** the decision”.

ANNEX 2: WORD LIST

Abbreviations used in the word list
Adj. = adjective
Pl. = plural
Pred. = predicate

above-mentioned
addendum (pl. addenda)
ad hoc (no italics)
ad hoc group
ad interim
administration (but the French Administration)
administrative circular (but Administrative Circular No. 5)
advertise
advise, adviser, advisable (not advisor)
aesthetic
aforementioned
age (5 years of age, but a 5-year-old child)
aged (aged 5 years or more)
ageing; ageism
agenda (pl. agendas)
aide-mémoire (pl. aides-mémoire)
air conditioning (but air-conditioning system)
air-conditioned
allev, allotted, allotment
alumna (female)
alumnus (male)
alumni (plural)
alumnae (female plural)
amour propre
analogue (but analog in computing context)
analyse
antennae (of insects)
antennas (of radios)
a posteriori
a priori
associate (category of member of the personnel)
Associate Member State
audiovisual
avant-garde
awareness-raising (adj. and noun)
back-up (adj. and noun); back up (verb)
bail-out (noun); bail out (verb)
balance of payments (noun); balance-of-payments (adj.)
balance sheet (noun); balance-sheet (adj.)
bandwidth
baseline
beam line
beam pipe
BEH mechanism (Brout-Englert-Higgs mechanism)
behaviour
benchmark
biannual (twice a year)
biennial (every second year)
Big Bang
bilateral
bimonthly
bits per second; bit/s; kbit/s; Mbit/s; Gbit/s
black hole
bona fide (no italics)
book-keeping (adj. and noun)
boson (not capitalised; Higgs boson)
bottleneck
brand new
breakdown (noun); break down (verb)
brack-up (noun); break up (verb);
breakthrough (noun); break through (verb)
broadband
budget (but the CERN Budget)
budgeted
build-up (noun); build up (verb)
bureau (pl. bureaux)
bias (noun and verb)
by-product
cancel, cancelled, cancelling
capacity-building (adj. and noun)
car park (not carpark)
carry-over (noun); carry over (verb)
case-by-case (adj.)
case law
case study
catalogue
catalyse
centre, centred, centring
centre of excellence
chair (not chairman, chairwoman, chairperson)
channel, channelled, channelling
chargé d'affaires (pl. chargés d'affaires)
(no italics)
checklist
check-up (noun); check up (verb)
cheque (bank)
coefficient
cœxistence
colloquium (pl. colloquia)
colour
common law (noun); common-law (adj.)
communiqué (no italics)
compel, compelled, compelling
competence: see Annex 1
comprise
compromise
concertation
connection
consensus
consortium (pl. consortia)
converter
coopera, cooperation
coordinate, coordination
corrige, corrigend (pl. corrigenda)
cost accounting (noun); cost-accounting (adj.)
cost allocation (noun); cost-allocation (adj.)
cost-benefit (adj.)
cost centre
cost-effective (adj.); cost effective (pred.)
cost-effectiveness (noun)
cost-oriented (in preference to cost-orientated)
councillor (member of a council)
counselor, senior counselor (N.B. legal counsel)
countermeasure
counterproductive
criterion (pl. criteria)
cross-border (adj.)
cross-reference (noun and verb)
cross-section
curriculum (pl. curricula)
curriculum vitae (no italics)
cutback (noun); cut back (verb)
cut-off (adj. and noun); cut off (verb)
cybersecurity
cybercaf, cyberterrorism; cyberattack;
cyberthreat; etc. (no hyphens)
dark matter (not capitalised)
dark energy (not capitalised)
databank
data
databank
data centre (two words)
data processing (noun); data-processing (adj.)
deadline
deadline
debug, debugged, debugging
debut
de facto
decision-maker
decision-making (adj. and noun)
deep space (noun); deep-space (adj.)
de facto
defence (but Department of Defense (US))
de jure
debate
deg, delegate; not Delegation, Delegate
demise
Department Head (NOT Head of Department or Department Leader)
dependant (noun)
dependency allowance
dependent (adj.)
depository (of a text or instrument)
depository (warehouse)
Deputy Department Head
desktop
devic (noun: piece of equipment)
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<td></td>
<td>usability</td>
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<tr>
<td></td>
<td>usable</td>
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<tr>
<td></td>
<td>user-friendly (adj.); user-friendliness</td>
</tr>
<tr>
<td></td>
<td>wideband</td>
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<tr>
<td></td>
<td>Wi-Fi</td>
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<tr>
<td></td>
<td>wireless</td>
</tr>
<tr>
<td></td>
<td>UNESCO (no article)</td>
</tr>
<tr>
<td></td>
<td>world-processing (adj.); word processing (noun)</td>
</tr>
<tr>
<td></td>
<td>workload</td>
</tr>
<tr>
<td></td>
<td>work plan</td>
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<td></td>
<td>worksheet</td>
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<tr>
<td></td>
<td>-worksite</td>
</tr>
<tr>
<td></td>
<td>worldwide</td>
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<tr>
<td></td>
<td>worthwhile</td>
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<td></td>
<td>X-ray</td>
</tr>
<tr>
<td></td>
<td>yearbook</td>
</tr>
<tr>
<td></td>
<td>year-long (adj.); but all year long</td>
</tr>
<tr>
<td></td>
<td>Zeitgeist</td>
</tr>
</tbody>
</table>
### ANNEX 3: ABBREVIATIONS AND ACRONYMS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Abbreviation/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
<td>Audit Committee (replaced SACA in 2017)</td>
</tr>
<tr>
<td>ACCU</td>
<td>Advisory Committee of CERN Users</td>
</tr>
<tr>
<td>ACE</td>
<td>Antiproton Cell Experiment</td>
</tr>
<tr>
<td>AD</td>
<td>Antiproton Decelerator</td>
</tr>
<tr>
<td>AEGIS(^5)</td>
<td>Antihydrogen Experiment: Gravity, Interferometry, Spectroscopy</td>
</tr>
<tr>
<td>ALARA</td>
<td>As Low As Reasonably Achievable</td>
</tr>
<tr>
<td>ALICE</td>
<td>A Large Ion Collider Experiment</td>
</tr>
<tr>
<td>ALPHA-2</td>
<td>Antihydrogen Laser Physics Apparatus-2 (preceded by ALPHA)</td>
</tr>
<tr>
<td>AMS</td>
<td>Alpha Magnetic Spectrometer</td>
</tr>
<tr>
<td>ApPEC</td>
<td>Astroparticle Physics European Consortium (an interest grouping of national funding agencies)</td>
</tr>
<tr>
<td>APR</td>
<td>Annual Progress Report</td>
</tr>
<tr>
<td>ASACUSA</td>
<td>Atomic Spectroscopy And Collisions Using Slow Antiprotons</td>
</tr>
<tr>
<td>ASPERA</td>
<td>ASstroParticle ERaNet (network of government agencies responsible for coordinating and funding national research efforts in astroparticle physics)</td>
</tr>
<tr>
<td>ATC</td>
<td>Actuarial and Technical Committee (CERN Pension Fund)</td>
</tr>
<tr>
<td>ATLAS</td>
<td>A Toroidal LHC Apparatus</td>
</tr>
<tr>
<td>ATRAP</td>
<td>Antihydrogen TRAP Experiments</td>
</tr>
<tr>
<td>AWAKE</td>
<td>Advanced WAKefield Experiment</td>
</tr>
<tr>
<td>BASE</td>
<td>Baryon Antibaryon Symmetry Experiment</td>
</tr>
<tr>
<td>CAC</td>
<td>CERN Audit Committee (replaced by SACA)</td>
</tr>
<tr>
<td>CAS</td>
<td>CERN Accelerator School</td>
</tr>
<tr>
<td>CAST</td>
<td>CERN Axion Solar Telescope</td>
</tr>
<tr>
<td>CBD</td>
<td>Cumulative budget deficit</td>
</tr>
<tr>
<td>CCC</td>
<td>CERN Control Centre</td>
</tr>
<tr>
<td>CCP</td>
<td>Comité de Concertation Permanent (Standing Concertation Committee)</td>
</tr>
<tr>
<td>CDR</td>
<td>Conceptual design report</td>
</tr>
<tr>
<td>CDS</td>
<td>CERN Document Server</td>
</tr>
<tr>
<td>CEA</td>
<td>Commissariat à l’énergie atomique et aux énergies alternatives (French Alternative Energies and Atomic Energy Commission)</td>
</tr>
<tr>
<td>CET</td>
<td>CERN Expenditure Tracking application</td>
</tr>
<tr>
<td>CHF</td>
<td>Swiss francs</td>
</tr>
<tr>
<td>CHIS</td>
<td>CERN Health Insurance Scheme</td>
</tr>
<tr>
<td>CHISB</td>
<td>CERN Health Insurance Scheme Board</td>
</tr>
<tr>
<td>CIXP</td>
<td>CERN Internet Exchange Point</td>
</tr>
<tr>
<td>CLIC</td>
<td>Compact Linear Collider</td>
</tr>
<tr>
<td>CLICdp</td>
<td>CLIC Detector and Physics study</td>
</tr>
<tr>
<td>CLOUD</td>
<td>Cosmics Leaving OUtdoor Droplets (PS 215 experiment)</td>
</tr>
<tr>
<td>CMS</td>
<td>Compact Muon Solenoid</td>
</tr>
<tr>
<td>CNGS</td>
<td>CERN Neutrinos to Gran Sasso</td>
</tr>
<tr>
<td>CNRS</td>
<td>Conseil National de la Recherche Scientifique (France)</td>
</tr>
<tr>
<td>COMPASS</td>
<td>Common Muon and Proton Apparatus for Structure and Spectroscopy (NA58 experiment)</td>
</tr>
<tr>
<td>CP</td>
<td>Charge and parity (as in CP violation)</td>
</tr>
<tr>
<td>C-RBB</td>
<td>Computing Resources Review Board</td>
</tr>
<tr>
<td>C-RSG</td>
<td>Computing Resources Scrutiny Group</td>
</tr>
<tr>
<td>CtC</td>
<td>Cost-to-completion</td>
</tr>
<tr>
<td>CTF3</td>
<td>CLIC Test Facility</td>
</tr>
</tbody>
</table>

\(^5\) Note that the alternative spelling “AEgIS”, sometimes stylised with a bar over the g to indicate antimatter, is also used by the collaboration.
CVI  Cost-Variation Index

DAI  Demande d’Achat Interne (Internal Purchase Order)
DAO  Departmental Administrative Officer
DCal  Di-jet Calorimeter (ALICE)
DDU  Delivered Duty Unpaid
DESY  Deutsches Elektronen-Synchrotron (German electron synchrotron facility)
DIRAC  Dimension Relativistic Atom Complex (PS212)
DOE  Department of Energy (USA)
DPO  Departmental Planning Officer
DTO  Departmental Training Officer
DUSEL  Deep Underground Science and Engineering Laboratory

EA  East Area
EAR-2  Experimental ARea 2 of CERN’s neutron source facility, n_TOF
ECAL  Electromagnetic CALorimeter
ECFA  European Committee for Future Accelerators
EDH  Electronic Document Handling
EDMS  Electronic Document Management System
EEN  Enterprise Europe Network (European Commission)
EFDA  European Fusion Development Agreement
EGEE  Enabling Grids for E-sciencE
EIROforum  Forum for European Intergovernmental Research Organisations
                                      (Comprises: CERN, EUROfusion, EMBL, ESA, ESO, ESRF, European XFEL, ILL)
ELENA  Extra Low Energy Antiprotons (experiment at CERN’s AD facility)
EMBL  European Molecular Biology Laboratory
ENET  CERN’s external knowledge transfer network (replaced by KT Forum)
ENLIGHT  European Network for LIght ion Therapy
ENPPCN  European Particle Physics Communication Network
EPS  European Physical Society
ERC  European Research Council
ERL  Energy Recovery Linac
ESA  European Space Agency
ESFRI  European Strategy Forum on Research Infrastructures
ESO  European Southern Observatory
ESRF  European Synchrotron Radiation Facility
ESS  European Spallation Source
EuCARD  European Coordination for Accelerator Research & Development project

FAIR  Facility for Antiproton and Ion Research (GSI)
FALC  Funding Agencies for Large Colliders
fb  Femtobarn (fb⁻¹: inverse femtobarn)
FCC  Future Circular Collider (the FCC study)
FEL  Free-electron laser
FNAL  Fermilab National Accelerator Laboratory (US)
FP7  EU Seventh Framework Programme for Research
FTA  Active full-time equivalent
FTE  Full-time equivalent

GAC  Groupement des Anciens du CERN (CERN Pensioners Association)
GBAR  Gravitational Behaviour of Antihydrogen at Rest (experiment at CERN’s AD facility)
GDB  Grid Deployment Board (for WLCG)
GDE  Global Design Effort (for the ILC)
GeV  Giga electronvolt (one thousand million electronvolts)
GIF++  Gamma Irradiation Facility
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLIMOS</td>
<td>Group Leader in Matters of Safety</td>
</tr>
<tr>
<td>GSI</td>
<td>GSI Helmholtz Centre for Heavy Ion Research (originally from the German Gesellschaft für Schwerionenforschung)</td>
</tr>
<tr>
<td>H2020</td>
<td>Horizon 2020 (EU research funding)</td>
</tr>
<tr>
<td>HE-LHC</td>
<td>Higher-Energy LHC</td>
</tr>
<tr>
<td>HEP</td>
<td>High-Energy Physics</td>
</tr>
<tr>
<td>HEPAP</td>
<td>High-Energy Physics Advisory Panel (in the US)</td>
</tr>
<tr>
<td>HEPTech</td>
<td>Technology transfer network of institutions active in particle, astroparticle and nuclear physics</td>
</tr>
<tr>
<td>HFM</td>
<td>High-field magnets</td>
</tr>
<tr>
<td>HIE-ISOLDE</td>
<td>High-Intensity and Energy ISOLDE</td>
</tr>
<tr>
<td>HiLumi</td>
<td>High-Luminosity LHC (also: HL-LHC)</td>
</tr>
<tr>
<td>HiRadMat</td>
<td>High-radiation materials test facility</td>
</tr>
<tr>
<td>HL-LHC</td>
<td>High-Luminosity LHC (also: HiLumi)</td>
</tr>
<tr>
<td>HMPID</td>
<td>High-Momentum Particle Identification Detector</td>
</tr>
<tr>
<td>HP-SPL</td>
<td>High-Power Superconducting Proton Linac</td>
</tr>
<tr>
<td>IBL</td>
<td>Insertable B-layer (ATLAS sub-detector upgrade)</td>
</tr>
<tr>
<td>IC</td>
<td>Investment Committee (CERN Pension Fund)</td>
</tr>
<tr>
<td>ICFA</td>
<td>International Committee for Future Accelerators</td>
</tr>
<tr>
<td>ICHEP</td>
<td>International Conference on High Energy Physics</td>
</tr>
<tr>
<td>ILC</td>
<td>International Linear Collider</td>
</tr>
<tr>
<td>ILD</td>
<td>International Large Detector (for the ILC)</td>
</tr>
<tr>
<td>ILL</td>
<td><em>Institut Laue-Langevin</em> (France)</td>
</tr>
<tr>
<td>ILO</td>
<td>Industrial Liaison Officer (also ILO Forum)</td>
</tr>
<tr>
<td>ILOAT</td>
<td>Administrative Tribunal of the International Labour Organization</td>
</tr>
<tr>
<td>INFN</td>
<td><em>Istituto Nazionale di Fisica Nucleare</em> (Italian Institute for Nuclear Physics)</td>
</tr>
<tr>
<td>INET</td>
<td>CERN’s internal knowledge transfer network</td>
</tr>
<tr>
<td>INSPIRE</td>
<td>High-energy physics information system</td>
</tr>
<tr>
<td>INTC</td>
<td>ISOLDE and Neutron Time-of-Flight Experiments Committee</td>
</tr>
<tr>
<td>IP</td>
<td>Intellectual Property</td>
</tr>
<tr>
<td>IPPOG</td>
<td>International Particle Physics Outreach Group</td>
</tr>
<tr>
<td>ISOLDE</td>
<td>Isotope Separator OnLine DEtector (also known as the Online Isotope Mass Separator)</td>
</tr>
<tr>
<td>ISR</td>
<td>Intersecting Storage Rings</td>
</tr>
<tr>
<td>ITS</td>
<td>Inner Tracking System (ALICE experiment)</td>
</tr>
<tr>
<td>JARDB</td>
<td>Joint Advisory Rehabilitation and Disability Board</td>
</tr>
<tr>
<td>JINR</td>
<td>Joint Institute for Nuclear Research, Dubna (Russia)</td>
</tr>
<tr>
<td>K</td>
<td>kelvin</td>
</tr>
<tr>
<td>KM3NeT</td>
<td>Cubic Kilometre Neutrino Telescope</td>
</tr>
<tr>
<td>KT Forum</td>
<td>CERN’s external knowledge transfer network (replaced ENET)</td>
</tr>
<tr>
<td>LAGUNA</td>
<td>Large Apparatus studying Grand Unification and Neutrino Astrophysics</td>
</tr>
<tr>
<td>LAr</td>
<td>Liquid Argon</td>
</tr>
<tr>
<td>LAr1-ND</td>
<td>Liquid Argon Near Detector (part of LBNF)</td>
</tr>
<tr>
<td>LBL</td>
<td>Long-Baseline (concerning neutrino experiments)</td>
</tr>
<tr>
<td>LBNF</td>
<td>Long-Baseline Neutrino Facility (in the US)</td>
</tr>
<tr>
<td>LBNL</td>
<td>Lawrence Berkeley National Laboratory, California (US)</td>
</tr>
<tr>
<td>LBNO</td>
<td>Long-Baseline Neutrino Oscillations (European collaboration)</td>
</tr>
<tr>
<td>LCB</td>
<td>Linear Collider Board</td>
</tr>
<tr>
<td>LCC</td>
<td>Linear Collider Collaboration</td>
</tr>
<tr>
<td>LEAR</td>
<td>Low-Energy Antiproton Ring</td>
</tr>
<tr>
<td>LEIR</td>
<td>Low-Energy Ion Ring</td>
</tr>
</tbody>
</table>
LENA  Low-Energy Neutrino Astronomy
LEP  Large Electron–Positron Collider
LEXGLIMOS  Large Experiment Group Leader in Matters of Safety
LHC  Large Hadron Collider
LHCb  Large Hadron Collider beauty experiment
LHCC  LHC Experiments Committee
LHCf  Large Hadron Collider forward experiment
LHeC  Large Hadron electron Collider
LINAC2,3,4  LiNear ACcelerator 2, 3, 4 (N.B. No space before the number)
LIU  LHC Injectors Upgrade project
LP–SPL  Low-Power Super Proton Linac
LS1,2,3  Long Shutdown 1, 2, 3
MAPS  Merit Advancement and Promotion Scheme (replaced by MARS)
MARS  Merit Appraisal and Recognition Scheme (replaced by MERIT)
MCHF  Million Swiss francs
MEDICIS  Medical isotopes collected from ISOLDE (medical applications facility at ISOLDE)
MERIT  Merit Evaluation and Recognition Integrated Toolkit
MeV  Megaelectronvolts (one million electronvolts)
MicroBooNE  Micro Booster Neutrino Experiment (preceded by MiniBooNE)
MiniBooNE  Mini Booster Neutrino Experiment
MOAS  Merit-Oriented Advancement Scheme (replaced by MAPS)
MoEDAL  Monopole and Exotics Detector At the LHC
MPA(c/x/t)  Associated member of the personnel (for the purpose of international collaboration/exchange of scientists/training)
MPE(Ts/Fb/Ap)  Employed member of the personnel (staff/fellow/apprentice)
MTP  Medium-Term Plan
Mu2e  Muon to electron conversion experiment (Fermilab)
NA58  North Area experiment 58 (COMPASS)
NA61  North Area experiment 61 (SHINE)
NA62  North Area experiment 62
Nikhef  Dutch National Institute for Subatomic Physics (only initial letter capitalised, originally from the Dutch *Natuurlijk Huis voor Kernfysica en Hoge-Energiefysica*)
NSF  National Science Foundation (US)
n_TOF  neutron Time-Of-Flight facility
NuPECC  Nuclear Physics European Collaboration Committee (an Expert Committee of the European Science Foundation)
NuSTORM  Neutrinos from STORed Muons (Fermilab project)
OSQAR  Optical Search for QED vacuum magnetic birefringence, Axions and photon Regeneration (experiment at CERN)
P5  Particle Physics Project Prioritization Panel (in the US)
pA collisions  Proton-nucleus collisions
PECFA  Plenary ECFA
PFGB  Pension Fund Governing Board
PHOS  PHOton Spectrometer (ALICE experiment)
Pic(-LHC)  Performance-improving consolidation of the LHC
pp  Proton-proton
PS Proton Synchrotron
PSB Proton Synchrotron Booster
PSI Paul Scherrer Institute (Switzerland)
QCD Quantum chromodynamics
QED Quantum electrodynamics
QGP Quark–gluon plasma
QPS Quench protection system
R2E Radiation to Electronics
R&D Research and development
RAL Rutherford Appleton Laboratory
RAMSES Radiation Monitoring System for the Environment and Safety
RB Research Board
RECFA Restricted ECFA
REX(-ISOLDE) Radiation Beam Experiment
RF Radiofrequency (not rf)
RHIC Relativistic Heavy Ion Collider (at Brookhaven)
RMS Root mean square (not r.m.s.)
RRB (LHC) Resources Review Board
RSSO Radiation Safety Support Officer (HSE unit)
RTG8 Document outlining the mandate, membership and working procedures of TREF
SACA Standing Advisory Committee on Audits (replaced CAC, replaced by AC)
SAPOCO Safety Policy Committee
SBL Short-baseline (concerning neutrino experiments)
SESAME Synchrotron-light for Experimental Science and Applications in the Middle East
SEU Single-Event Upset
SHINE SPS Heavy Ion and Neutrino Experiment (NA61)
SLAC Stanford Linear Accelerator Center, US (now named SLAC National Accelerator Laboratory)
SLIMOS Shift Leader in Matters of Safety
SLS Saved Leave Scheme
SPC Scientific Policy Committee
SPL Superconducting Proton Linac
SPS Super Proton Synchrotron
SPSC SPS and PS Experiments Committee
STLS Short-Term Saved Leave Scheme
SUSY Supersymmetry
STFC Science and Technology Facilities Council (UK)
T (unit of measurement) tesla
(t (unit of measurement) tonne
TDR Technical Design Report
TeV Teraelectronvolt (one million million electronvolts)
TEP High-luminosity e+e- collider
TOTEM TOTal cross section, Elastic scattering and diffraction dissociation Measurement at the LHC
TPC Time Projection Chamber
TREF Tripartite Employment Conditions Forum
TSR(ISOLDE) Test Storage Ring (at ISOLDE)
TSO Territorial Safety Officer
UFO Unidentified Falling Object
UNESCO United Nations Educational Scientific and Cultural Organization

VELO VERTex LOcator detector (part of the LHCb detector)

VHE-LHC Very-high-energy LHC

WLCG Worldwide LHC Computing Grid

XFEL European X-ray Free-Electron Laser
ANNEX 4: SPECIFIC RULES APPLICABLE TO THE DRAFTING OF OFFICIAL CERN MINUTES
(to be supplemented – work in progress)

a) Use of verbs

Speech verbs to be used in minutes:
associating him/herself with the comments of …
clarified something (but not “that”)
commented on (but not "that")
confirmed that
echoing the comments of …
emphasised that
explained that
expressed the hope that
expressing agreement/disagreement with, concern about, reservations
highlighted something (but not "that")
indicated that
noted that
observed that
pointed out that
reaffirmed that
recalled something (not “that”)
reiterated that
remarked that
reminded the committee that
replied that
reported that/on
responded to (but not "that")
said he agreed that
said he considered that
said he noted with interest that
said he shared the general view that
said he took the view that
said that
said that he wished to
said that he wished to draw attention to
said that he wished to thank/congratulate
stated that
stressed that
underlined something/that
voiced agreement/disagreement with, concern about, reservations
voiced the hope that

Also:
"presented" (extensive, generally when using slides)
"introduced" (brief, generally when not using slides)

b) Forms of address and titles
See the general rules in section 6.f.

c) Use of names
First names are generally not used for members or regular participants, except where a tribute is paid to them in the event of special distinctions (e.g. "the LHC Director, Dr Lyn Evans, had received a knighthood"), departure (e.g. "the Council wished to pay special tribute to the longstanding Council delegate for Belgium, Mr Paul Levaux, who was attending his last meeting...")), or death (e.g. "the SPC observed a minute's silence in memory of Professor Conrad Rybicki, who had passed away suddenly on...").

Members and regular participants⁶ are referred to as follows:

- at the Council, Finance Committee, TREF and working groups thereof: title plus surname
- at the SPC, PFGB, ECFA: surname only
- at the ED, IC, ATC, AC, ILO Forum, HEPTech: initial plus surname.

Guests at meetings are referred to, in the first instance, using the initial of their first name plus their surname (e.g. "The PRESIDENT welcomed Mr T. Smith, who had been invited to attend Item 4 of the agenda"), and thereafter, depending on the body in question, as indicated above.

d) Use of initials
Only one initial should be used, except in the case of hyphenated, double-barrelled first names: e.g. Jean-Pierre (J-P.) or Anne-Sylvie (A-S.).

Where two, unhyphenated first names are customarily used, e.g. Ole Petter, only the first initial applies (O.)

Abbreviations such as Ch. (for Christian), Ll. (for Lluís) or Th. (for Thierry) should not be used (use only “C.”, “L.” or “T.”).

⁶ The word “delegate” should only ever be used to describe the two delegates to the Council appointed by each Member State.
e) Elect/appoint/nominate

The difference between these verbs is that a body elects its own officials, but appoints the officials of other bodies, for example:

In three rounds of voting by secret ballot, the Council converged on Professor X as the single candidate and then formally elected Professor X Vice-President of the Council for a first period of one year with effect from 1 January 20XX by unanimous vote.

The Governing Board unanimously decided to appoint X and X as PFGB representatives on the ATC for second and final terms of office of three years, up to 14 March 20XX.

If a body is putting forward a candidate for approval by another body, the verb “nominate” should be used:

The SPC unanimously decided to nominate Professor X for appointment by the Council as Chair of the SPC for an initial period of one year with effect from 1 January 20XX.

f) Other general rules

“Slides”, not “transparencies”

g) Essential reference documents for anyone writing minutes or official CERN documents:

The CERN Convention: http://cds.cern.ch/record/32201/files/CM-P00074305-e.pdf


1996 Single-Stage Construction of the LHC with Different Funding Levels for CERN: https://cds.cern.ch/record/34300/files/CM-P00079968-e.pdf


Selection procedure for the Director-General: http://cds.cern.ch/record/2128967/files/c-f-2329REV4-DG-SELECT.pdf


The Rules and Regulations of the Pension Fund: http://pensionfund.cern.ch/wp-content/uploads/2016/10/pfcern_rules_regulations_fe.pdf (or search here if link is updated)

2010-2011 Council Resolution on the Pension Fund:

Revised Terms of Reference of the SPC (Rev.6 2008):


Staff Rules and Regulations:
https://cds.cern.ch/record/1993099/files/CERN_SRR_en_ed11%20.pdf (or search here if link is updated)

Administrative circulars: https://hr-dep.web.cern.ch/admin-circulars

Operational circulars: