



## United Nations Editorial Manual Online

### Spelling

The online Oxford Dictionary (<https://premium.oxforddictionaries.com/english>) (set to British English) is the current authority for spelling in the United Nations. If more than one spelling is given in the dictionary, use the form listed first unless otherwise indicated below. *The Concise Oxford English Dictionary*, twelfth edition, is an acceptable alternative.

The United Nations spelling list is designed to serve as a quick reference for common words and compounds for which there may be more than one possible spelling. Some words commonly used in United Nations documents that are not in the online Oxford Dictionary are included in the list for ease of reference. For further guidance, see also *Abbreviations and acronyms* and *Capitalization in English*.

Foreign words listed in the online Oxford Dictionary or included in the list below are not italicized in United Nations documents. Foreign words that are not listed in that edition or included in the list, however, are italicized.

Non-English names of organizations, firms, ministries and the like are not italicized.

Fractions expressed in words are not hyphenated (e.g. one third of the total) unless they are used as adjectives (e.g. one-third share).

The abbreviation “adj.” is used to indicate compound adjectives that are hyphenated when they precede a noun (e.g. She had a fixed-term contract). Otherwise they are normally not hyphenated (e.g. The contract was for a fixed term).

Compound adjectives in which the first word ends in –ly are not hyphenated (e.g. environmentally sustainable growth).

Notes:

\* Indicates a change from previous practice.

\*\* Indicates an exception to the online Oxford Dictionary.

\*\*\* Indicates both a change from previous practice and an exception to the online Oxford Dictionary.

## A

|                                                                 |                                                                        |
|-----------------------------------------------------------------|------------------------------------------------------------------------|
| above-mentioned                                                 | aircrew                                                                |
| abridgement                                                     | airdrop                                                                |
| acknowledgement                                                 | airfare                                                                |
| addenda                                                         | airfield                                                               |
| ad hoc                                                          | airfreight                                                             |
| ad infinitum                                                    | airlift                                                                |
| ad litem                                                        | air raid                                                               |
| adviser                                                         | airspace                                                               |
| aeroplane                                                       | air strike                                                             |
| aesthetic                                                       | air traffic control                                                    |
| aforementioned                                                  | AK-47                                                                  |
| Afrodescendant (noun) (preferred: person<br>of African descent) | allot, allotted, allotment                                             |
| Afrodescendent (adj.) (preferred: of African<br>descent)        | **Al-Qaida                                                             |
| after: compound forms are closed except:                        | Aluminium                                                              |
| after-effect                                                    | Amid (not “amidst”)                                                    |
| after-image                                                     | among (not “amongst”)                                                  |
| after-service                                                   | anaemia                                                                |
| age-appropriate (adj.)                                          | anaesthetic                                                            |
| ageing                                                          | analogue (but analog in computer<br>technology)                        |
| ageism                                                          | analyse                                                                |
| age-selective (adj.)                                            | antenatal                                                              |
| age-specific (adj.)                                             | antennae (insects)                                                     |
| agribusiness                                                    | antennas (aerials)                                                     |
| **agrifood                                                      | anti-abortion                                                          |
| agriscience                                                     | anti-aircraft                                                          |
| agritourism                                                     | antifertility                                                          |
| agroecological                                                  | anti-inflammatory                                                      |
| agroecosystem                                                   | antimalarial                                                           |
| agroforestry                                                    | antimicrobial                                                          |
| agro-industry                                                   | anti-money-laundering (adj.; not to be used<br>as a noun)              |
| agropastoral                                                    | anti-poverty                                                           |
| agroprocessing                                                  | **antisemitism                                                         |
| agroterrorism                                                   | apartheid                                                              |
| aides-memoires                                                  | a posteriori                                                           |
| AIDS (acquired immunodeficiency<br>syndrome)                    | appal, appalled, appalling                                             |
| airbag                                                          | appendices                                                             |
| air conditioner, air conditioning (noun)                        | a priori                                                               |
| air-conditioned, air-conditioning (adj.)                        | armoury                                                                |
| aircraft (singular and plural)                                  | artefact                                                               |
|                                                                 | Assistant Secretary-General (plural:<br>Assistant Secretaries-General) |
|                                                                 | ***asylum-seeker                                                       |
|                                                                 | asylum-seeking (adj.)                                                  |

attaché  
attorney general  
audiobook  
\*audiovisual  
auditor general  
avant-garde  
awareness-raising (noun and adj.)  
ayatollah

## B

\*Baath Party, Baathist  
baby boom (noun)  
\*\*baby-boom (adj.)  
back-calculation procedure  
backstop (verb and noun)  
back up (verb)  
backup (noun and adj.)  
backward (adj.)  
backwards (adv.)  
balance of payments (noun)  
balance-of-payments (adj.)  
balance sheet  
bandwidth  
baseline  
base-year (adj.)  
bednet  
Bedouin (singular and plural)  
beforehand  
behaviour  
behave  
benefited, benefiting  
benefit-sharing  
bi: compound forms are closed (see also  
“Ambiguous terms” under *Numbers, dates and time*):  
biannual (twice a year)  
biennial (every second year)  
\*\*bienniums  
bimonthly (every two months)  
biweekly (every two weeks)  
biased  
bio: compound forms are closed  
birth control

birth rate  
bis  
bitcoin  
BlackBerry  
blacklist (verb and noun)  
blockchain  
blood-borne  
blood-brain barrier  
bond market  
bookkeeping  
bottleneck  
brain drain  
break away (verb)  
breakaway (noun and adj.)  
break down (verb)  
breakdown (noun)  
breakthrough  
break up (verb)  
break-up (noun)  
breastfeed  
bride price  
bride wealth  
Brigadier General  
broad band, broad banding (verb and noun,  
in ICSC documents)  
broad-banded, broad-banding (adj., in ICSC  
documents)  
broadband (telecommunications)  
build up (verb)  
build-up (noun)  
bureaux  
burka  
burned (not “burnt”)  
\*\*businessperson  
buy-back (noun)  
buy-in (noun)  
by-catch  
by-law  
by-product  
bystander

## C

calibre

|                                                                        |                                            |
|------------------------------------------------------------------------|--------------------------------------------|
| cancelled, cancelling                                                  | check-up (noun)                            |
| canvas (cloth)                                                         | chef de cabinet (plural: chefs de cabinet) |
| canvass (to solicit)                                                   | cheque (bank)                              |
| capacity-building (noun and adj.)                                      | chequebook                                 |
| capacity development (noun)                                            | childbearing                               |
| capacity-development (adj.)                                            | childbirth                                 |
| capital (city, money)                                                  | childcare                                  |
| Capitol (building)                                                     | child-rearing                              |
| caregiver                                                              | child-sensitive                            |
| care provider                                                          | child spacing                              |
| caretaker                                                              | chlorofluorocarbons                        |
| CarLog                                                                 | citywide                                   |
| carry over (verb)                                                      | classroom                                  |
| carry-over (noun)                                                      | clearing house (n); clearing-house (adj.)  |
| carte blanche                                                          | closed-end (adj.)                          |
| carve out (verb)                                                       | co-chair                                   |
| carveout (noun)                                                        | coequal                                    |
| case-by-case (adj.)                                                    | coexist                                    |
| **case-fatality rate                                                   | cofactor                                   |
| case law                                                               | cogeneration                               |
| caseload                                                               | cohort-component projections               |
| case study                                                             | cold war                                   |
| cash flow (noun)                                                       | co-locate                                  |
| **cash-flow (adj.)                                                     | colloquiums                                |
| catalogue                                                              | colour                                     |
| catalyse                                                               | combatant                                  |
| cathode ray tube                                                       | combated, combating                        |
| CD-ROM                                                                 | **Commissioner-General                     |
| ceasefire (noun and adj.)                                              | common law (noun)                          |
| cellmate                                                               | common-law (adj.)                          |
| cell phone                                                             | communiqué                                 |
| cellular phone                                                         | comorbidity                                |
| centre, centred, centring                                              | compel, compelled                          |
| centrepiece                                                            | compendiums                                |
| chador                                                                 | confidence-building (noun and adj.)        |
| Chair-designate                                                        | connection                                 |
| changeover (noun)                                                      | consensus                                  |
| channelled, channelling                                                | consensus-building                         |
| chapeau                                                                | **consortiums                              |
| *chargeback                                                            | Constitution-making                        |
| chargé d'affaires (singular invariable;<br>plural: chargés d'affaires) | contingent-owned equipment                 |
| chat room                                                              | contraceptive-calendar method              |
| checklist                                                              | convener                                   |
| checkpoint                                                             | cookstove                                  |
|                                                                        | cooperate, cooperation                     |

coordinate, coordination  
 co-payment  
 copy-edit  
 copy editor  
 cornerstone  
 corrigenda  
 cost accounting  
 cost-effective  
 cost-efficient  
 cost-of-living index  
 cost recovery (noun)  
 cost-recovery (adj.)  
 cost-sharing  
 councillor  
 counsel (verb and noun, singular and plural)  
 counselling, counsellor  
 counteract  
 \*counterargument  
 counter-attack  
 counterbalance  
 countercharge  
 counterclaim  
 counterclockwise  
 counterculture  
 countercyclical  
 counterdemonstration  
 counter-espionage  
 counter-example  
 counter-guarantee  
 counter-insurgency  
 counter-intelligence  
 counter-intuitive  
 countermeasure  
 \*\*counter-narcotics  
 counteroffensive  
 counterpoint  
 counterproductive  
 counterproliferation  
 counterproposal  
 counter-revolution  
 counterspace  
 \*\*counter-terrorism  
 countertrade  
 counter-urbanization  
 countryside

countrywide  
 coup d'état (plural: coups d'état)  
 couple-years  
 co-worker  
 credentialled, credentialling  
 creditworthiness  
 cropland  
 cross-country  
 cross-cutting  
 cross-reference (verb)  
 cross reference (noun)  
 cross section  
 cross-sectoral  
 cross-tabulation  
 crowdsource, crowdsourced, crowdsourcing  
 crowdwork, crowdworker, crowdworking  
 crypto: compound forms are closed  
 curricula  
 curriculum vitae (plural: curricula vitae)  
 cut back (verb)  
 cutback (noun)  
 cut off (verb)  
 cut-off (noun and adj.)  
 cyber: compound forms are closed

## D

\*\*Da'esh  
 darknet  
 databank  
 database  
 data-collection (adj.)  
 data processing (noun)  
 data-processing (adj.)  
 data processor  
 data set  
 data-sharing  
 day care (noun)  
 day-care (adj.)  
 \*dead weight  
 \*\*deafblind  
 death rate  
 decies *or* deciens  
 decision maker

|                                                                                                                                           |                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| decision-making (noun and adj.)                                                                                                           | draft (text)                      |
| de-emphasize                                                                                                                              | draught (air and animal)          |
| de facto                                                                                                                                  | draw down (verb)                  |
| defence (but United States Department of<br>Defense, Israel Defense Forces)                                                               | drawdown (noun)                   |
| de jure                                                                                                                                   | drift net (noun)                  |
| delink                                                                                                                                    | drift-net (adj.)                  |
| *delist                                                                                                                                   | drinking water                    |
| demagogy                                                                                                                                  | drop out (verb)                   |
| démarche                                                                                                                                  | dropout (noun and adj.)           |
| demining                                                                                                                                  | drug dealer                       |
| demographic-economic model                                                                                                                | drug dealing                      |
| dependant (noun)                                                                                                                          | drug-taking                       |
| dependent (adj.)                                                                                                                          | drug trafficking                  |
| depository (person or entity with which a<br>treaty is deposited)                                                                         | drug user                         |
| depository (warehouse)                                                                                                                    | drug-using (adj.)                 |
| derestricted                                                                                                                              | dry land (land as opposed to sea) |
| de-risk                                                                                                                                   | dryland(s) (type of ecosystem)    |
| desiccate                                                                                                                                 | **dunum                           |
| desktop                                                                                                                                   | duty bearer                       |
| détente                                                                                                                                   | dwelling unit                     |
| diarrhoea                                                                                                                                 | dysfunctional                     |
| dieback (noun)                                                                                                                            |                                   |
| digitalize (adapt a system or process)                                                                                                    |                                   |
| digitize (convert material into a digital<br>format)                                                                                      |                                   |
| diktat                                                                                                                                    |                                   |
| *Director General (plural: Directors<br>General) (but Director-General of the<br>United Nations Offices at Geneva,<br>Vienna and Nairobi) |                                   |
| disc (but disk in computer technology)                                                                                                    |                                   |
| discreet (prudent)                                                                                                                        |                                   |
| discrete (separate)                                                                                                                       |                                   |
| dispatch                                                                                                                                  |                                   |
| donor dependence                                                                                                                          |                                   |
| donor-dependent (adj.)                                                                                                                    |                                   |
| donor-funded (adj.)                                                                                                                       |                                   |
| dot-com                                                                                                                                   |                                   |
| dot-org                                                                                                                                   |                                   |
| doubling time                                                                                                                             |                                   |
| down payment                                                                                                                              |                                   |
| downstream                                                                                                                                |                                   |
| downward (adj. and adv.)                                                                                                                  |                                   |

## E

e-: compound forms are hyphenated,  
except:  
\*email  
and where the second element begins with a  
capital letter:  
eDoc  
eLUNa  
eMeets  
ePAS  
eRef  
early-initiation (adj.)  
early warning system  
earmark  
east(ern) (a geographical direction or an  
area within a country)  
East(ern) (a major region, e.g. East Africa,  
Eastern Europe)  
east-north-east, east-south-east  
eastward  
eco-friendly  
eco-label, eco-labelling  
ecosystem  
ecotourism  
eco-warrior  
ecozone  
Eid al-Adha  
Eid al-Fitr  
eldercare  
\*email  
embargoes  
émigré  
emir  
encyclopedia  
endeavour  
endogenization  
end product  
end result  
\*end user (noun)  
end-user (adj.)  
energy-efficient  
enquire, enquiry (referring to a request for  
information) (cf. *inquire*)

enrol, enrolled, enrolling, enrolment  
en route  
enterprise resource planning (not  
hyphenated)  
equalled, equalling  
equipped, equipping  
euro, euros  
Eurobond  
\*eurozone  
ever-married (adj.)  
everyday (adj.)  
every day (adv.)  
exaggerate  
Excel  
ex gratia  
ex officio  
exorbitant  
expel, expelled, expelling  
export-processing zone  
exposé  
ex post facto  
extrabudgetary  
\*\*\*extracurricular  
extrajudicial  
extralegal  
extramarital  
extranet  
extraregional  
extraterritorial  
\*extrauterine  
eyewitness

## F

fact-finding  
fact sheet  
fait accompli  
fall-off (noun)  
fall out (verb)  
fallout (noun)  
family-life (adj.)  
family planning (noun and adj.)  
farmland  
far-reaching

favour  
 feedback  
 \*fetus, fetal  
 fibreglass  
 fibre-optic (adj.)  
 fibre optics (noun)  
 field trip  
 fieldwork, fieldworker  
 fine-tune  
 firearm  
 firebomb  
 fire-control (adj.)  
 fire engine  
 firefight  
 firefighter  
 firefighting  
 firehouse  
 first-hand (adj. and adv.)  
 fixed-period (adj.)  
 fixed-wing (adj.)  
 flak  
 flash flood  
 flavour  
 flexitime (generic)  
 Flexitime (attendance system)  
 flow chart  
 flowsheet  
 focused, focuses, focusing  
 follow through (verb)  
 follow-through (noun)  
 follow up (verb)  
 follow-up (noun and adj.)  
 foodgrain  
 food-insecure  
 foodstuff  
 footnote  
 force majeure  
 forcible  
 foregoing (preceding)  
 forest lands  
 forever  
 foreword (to a book)  
 forgo (go without)  
 formulas  
 forums

forward (verb, adj. and adv.)  
 freedom fighter  
 freelance, freelancer  
 free trade (noun and adj.)  
 \*fresh water (noun)  
 freshwater (adj.)  
 front line (noun)  
 front-line (adj.)  
 fuelled, fuelling  
 fuelwood  
 fulfil, fulfilled, fulfilling, fulfilment  
 full-time  
 fundraiser  
 \*fundraising

## G

gauge  
 gData  
 gDoc  
 gender-diverse  
 gender-neutral  
 gender-responsive  
 gender-specific  
 geo: compound forms are closed  
 girl child  
 globalization  
 globalize  
 gMeets  
 good-neighbourly (adj.)  
 goodwill  
 gonorrhoea  
 gram  
 grant-in-aid (plural: grants-in-aid)  
 grassland(s)  
 grass roots (noun)  
 grass-roots (adj.)  
 grey  
 grounds pass  
 groundwater  
 groundwork  
 gText  
 guerrilla  
 guidelines

gunfire  
gynaecology

## H

haemoglobin  
haemorrhage  
hajj (note: “hajj pilgrimage” is redundant)  
halfway  
hand grenade  
handheld  
Haram al-Sharif  
harbour  
hard-walled (adj.)  
hardwired  
hashtag  
hawala  
headwater  
\*healthcare (adj. and noun)  
help desk  
helpline  
heretofore  
herpesvirus  
high-mortality-risk (adj.)  
HIV (human immunodeficiency virus)  
HIV-positive  
\*\*Hizbullah  
home care (noun)  
home-care (adj.)  
home-made  
homeowner  
homeownership  
home page  
homeschool  
homogeneous  
honorariums  
honorary  
honour  
hostage-taking  
hot-desking  
hotelling  
hotspot  
human resources (not hyphenated)  
Humvee  
hydroelectric  
hydro-interaction  
hydropower

hydrosystem  
hygiene  
hyper: compound forms are closed

## I

Ibero-American  
ibid. (see also *Footnotes and other references*)  
ill: compound adjectives are hyphenated only when preceding a noun (e.g. an ill-designed project; the project is ill designed), except:  
ill-founded, ill-treated  
\*\*ill-treatment  
imperilled  
inasmuch as  
income generation (noun)  
income-generation (adj.)  
in-depth (adj.)  
indexes (lists in a book), indices (statistical)  
indispensable  
information and communications technology  
information-sharing  
infrared  
in-house  
initialled, initialling  
in-kind (adj.)  
in-migration  
inpatient  
inquire, inquiry (referring to a formal investigation) (cf. *enquire*)  
in-session (adj.)  
in situ  
insofar  
insourcing  
install, installation, instalment  
instil  
institution-building  
interactive  
inter-agency  
inter alia  
inter-American

inter-annual  
interbank  
inter-birth  
intercommunal  
intercountry  
intercultural  
interdenominational  
interdepartmental  
interdependence  
interdisciplinary  
interdivisional  
inter-ethnic  
interfaith  
interfamily  
intergenerational  
intergovernmental  
\*intergroup  
inter-industry  
inter-institutional  
interlink, interlinkage  
\*interministerial  
inter-mission (between missions)  
intermission (between acts)  
\*\*Internet  
inter-office  
inter-organizational  
interparliamentary  
interprovincial  
interracial  
interregional  
interrelate  
interreligious  
intersectoral  
intersession (noun), intersessional  
interspace  
inter-State (between countries)  
interstate (between states)  
inter-unit  
intifada  
in toto  
intra: compound forms are closed except:  
\*intra-African  
intra-agency  
intra-industry

|                                                          |                           |
|----------------------------------------------------------|---------------------------|
| intra-mission                                            | land-grabbing             |
| intra-State (within a country)                           | landholder                |
| intra-urban                                              | landline                  |
| in vitro                                                 | landlocked                |
| inward (adj.)                                            | landmine                  |
| inwards (adv.)                                           | landowner                 |
| ipso facto                                               | land use (noun)           |
| iSeek                                                    | land-use (adj.)           |
| IV drug user                                             | laserdisc                 |
| <b>J</b>                                                 | lawmaker                  |
| jail                                                     | *lawmaking                |
| jihad, jihadi                                            | lay off (verb)            |
| Judaize                                                  | layoff (noun)             |
| ***judgment (see also <i>Capitalization in English</i> ) | lead time                 |
| ***judgmental                                            | lead-up (noun)            |
| jump-start                                               | learned (not “learnt”)    |
| <b>K</b>                                                 | least developed countries |
| keffiyeh                                                 | **lèse-majesté            |
| kick-start                                               | letter of assist          |
| kilogram (kg)                                            | leukaemia                 |
| kilometre (km)                                           | levelled, levelling       |
| kilovolt-ampere (kVA)                                    | liaison                   |
| kilowatt (kW)                                            | liberalization            |
| kilowatt-hour (kWh)                                      | liberalize                |
| *kin group                                               | licence (noun)            |
| know-how                                                 | license (verb)            |
| knowledge-sharing                                        | Lieutenant General        |
| <b>L</b>                                                 | life cycle                |
| labelled, labelling                                      | lifelong                  |
| laborious                                                | life-saving               |
| labour                                                   | lifespan                  |
| labour-force (adj.)                                      | lifestyle                 |
| labour-market (adj.)                                     | life table (noun)         |
| laissez-faire                                            | life-table (adj.)         |
| laissez-passer (singular and plural)                     | lifetime                  |
|                                                          | litre                     |
|                                                          | liveable                  |
|                                                          | live birth                |
|                                                          | live-born                 |
|                                                          | living space              |
|                                                          | local area network        |
|                                                          | log in, log out (verb)    |
|                                                          | login, logout (noun)      |
|                                                          | log on, log off (verb)    |
|                                                          | logon, logoff (noun)      |

long-standing (adj.)  
long-term (adj.)  
loophole  
Lotus Notes  
\*\*lower-case (adj.)  
low-level (adj.)  
lump sum (noun)  
\*\*lump-sum (adj.)

## M

machine gun  
machine-readable  
macro: compound forms are closed except:  
    macro level (noun), macro-level (adj.)  
    (note: “macro” in this case is a stand-alone word, not a prefix)  
    macro-unit  
mainframe  
mainland  
Major General  
mandate holder  
man-hour (preferred: person-hour)  
man-made (preferred: human-caused, human-made)  
manoeuvre  
man-portable air defence system (not MANPADS) Māori  
Marketplace  
market town  
mark up (verb)  
markup (noun)  
marriage timing (noun)  
marriage-timing (adj.)  
marshal  
marshalled, marshalling  
master plan  
materiel  
matrices  
meagre  
meantime  
meanwhile  
medium-sized (adj.)

medium-variant (adj.)  
meeting place  
\*megacity  
megajoule (MJ)  
megavolt (MV)  
megavolt-ampere (MVA)  
member-days  
memorandums  
\*\*Mesoamerica  
\*\*Messrs. (in English)  
meter (instrument)  
metre (unit of length)  
micro: compound forms are closed except:  
    micro-business  
    micro-entrepreneur  
    micro-environment  
    micro-event  
    micro level (noun), micro-level (adj.)  
    (note: “micro” in this case is a stand-alone word, not a prefix)  
mid-1990s  
mid-air  
midday  
middleman (preferred: intermediary)  
midlife (noun and adj.)  
mid-ocean, mid-oceanic  
midpoint  
\*\*mid-range  
\*midseason  
\*midsize  
midsummer  
midterm  
midway  
midweek  
midwife  
midwinter  
\*\*midyear  
mileage  
milieux  
millenniums  
mindset  
mine clearance (noun)  
mine-clearance (adj.)  
minefield  
minimize

misspelled (not “misspelt”)  
 misstep  
 \*Mmes. (in English)  
 modelled, modelling  
 modus operandi  
 \*\*money-laundering (noun and adj.)  
 moneylender, moneylending  
 money market (noun and adj.)  
 moneys  
 moratoriums  
 mores  
 mould  
 movable  
 \*\*Mr.  
 \*\*Mrs.  
 \*\*Ms.  
 Muhammad (the Prophet)  
 mujahid (plural: \*\*\*mujahidin)  
 multi-access  
 multi-bilateral  
 multibillion  
 multi-cause  
 multicellular  
 \*\*multi-centred  
 multichannel  
 multi-client  
 multicoloured  
 multi-country  
 multicultural  
 multidimensional  
 multidisciplinary  
 \*\*multi-donor  
 multi-ethnic  
 \*\*multi-faith  
 multifocal  
 multifunctional  
 multigenerational  
 multigrade  
 multigrain  
 multigravida  
 multi-hazard  
 multi-jurisdictional  
 multilateral  
 multilayer  
 multilevel

multilingual  
 multimedia  
 multimillion  
 multinational  
 multipara  
 multipartite  
 multi-partner  
 multiparty  
 multiphase  
 multiplatform  
 multiple-choice (adj.)  
 multipolar  
 multiprocessor  
 \*multipurpose  
 multiracial  
 multisectoral  
 \*\*multi-skilled  
 multi-stakeholder  
 \*multistorey  
 multitalented  
 multitask, multitasker, multitasking  
 multitrack  
 multi-user  
 multi-utility  
 multivendor  
 multi-year  
 Muslim  
 mutatis mutandis

## N

nation State  
 nationwide  
 neighbour  
 neonatal  
 neuro: compound forms are closed  
 nevertheless  
 newborn  
 newsfeed  
 newsflash  
 newsgroup  
 news stand  
 newswire  
 newsworthy

niqab  
 no-fly zone  
 no-man's-land  
 non-: compound forms are hyphenated  
   except:  
     \*\*\*noncommunicable  
     nonconforming, nonconformist  
     nondescript  
     nonfeasance  
 nonetheless  
 non sequitur  
 no one  
 north(ern), north-east(ern), north-west(ern)  
   (a geographical direction or an area  
   within a country)  
 North(ern) (a continent or major region, e.g.  
   North America, North Africa, Northern  
   Europe)  
 northward  
 note verbale (plural: notes verbales)  
 novies *or* noviens  
 nursing home (noun)

## O

octies *or* octiens  
 odour  
 oedema  
 oesophagus  
 offence  
 offensive  
 off-gas  
 offhand  
 off-hours (noun)  
 office holder  
 off-label (adj.)  
 off-limits (adj.)  
 offline  
 offload  
 off-message (adj.)  
 off-peak  
 off-ramp (noun)  
 off-road  
 off season (noun)

off-season (adj. and adv.)  
 offset  
 offshore  
 off-site (adj.)  
 offspring (singular and plural)  
 oilfield  
 oil well  
 old age (noun)  
 old-age (adj.)  
 old-growth (adj.)  
 omega-3 fatty acid  
 on-board (adj.) (on a ship or aircraft)  
 onboarding (in human resources)  
 ongoing  
 online  
 on-message (adj.)  
 on-screen  
 onshore  
 on-site (adj.)  
 onward (adj. and adv.)  
 op-ed (noun and adj.)  
 ordinance (law)  
 ordnance (munitions)  
 organization  
 organization chart (not “organigram(me)”  
   or “organizational chart”)  
 organize  
 outmigration  
 out-of-court (adj.)  
 out-of-date (adj.)  
 outpatient  
 outsource  
 out-take (noun)  
 over: compound forms are closed except:  
   over-elaborate  
   over-exercise  
   over-optimistic  
   over-refine  
 \*overabundant  
 \*\*overrepresent

## P

paediatric

|                                           |                               |
|-------------------------------------------|-------------------------------|
| paedophile                                | *postnatal                    |
| panellist                                 | **post-neonatal               |
| paper-smart (adj.)                        | postnuptial                   |
| paralyse                                  | post-operative                |
| paramedical                               | post-partum                   |
| paramilitary                              | post-session                  |
| part-time                                 | post-war                      |
| passer-by (plural: passers-by)            | power plant                   |
| payback (noun)                            | power-sharing                 |
| payday                                    | practice (noun)               |
| payroll                                   | practise (verb)               |
| peacebuilder, peacebuilding               | pre-adolescent                |
| peacekeeper, peacekeeping                 | pre-book                      |
| peacekeeping-intelligence (noun and adj.) | **précis                      |
| peacemaker, peacemaking                   | précis-writer, précis-writing |
| peacetime                                 | preconceive                   |
| *penholder                                | precondition                  |
| per annum                                 | pre-construction              |
| per capita                                | *predate                      |
| per cent                                  | predawn                       |
| per diem                                  | predeployment                 |
| perinatal                                 | pre-eclampsia                 |
| peri-urban                                | pre-embryo                    |
| per se                                    | pre-eminent                   |
| person-day, person-hour                   | pre-empt                      |
| phyto-: combinations are closed           | pre-establish                 |
| place name                                | pre-exist                     |
| plebiscite                                | pre-ignition                  |
| plough                                    | pre-industrial                |
| **P.O. Box                                | pre-initiation countries      |
| policyholder                              | pre-inspection                |
| policymaker, policymaking                 | pre-investment                |
| policy-setting                            | premarital                    |
| polycrisis                                | *premodern                    |
| post-adolescent                           | prenatal                      |
| post-cold-war                             | pre-owned                     |
| postdoctoral                              | pre-package                   |
| post-feminist                             | pre-plan                      |
| postglacial                               | pre-position                  |
| postgraduate                              | pre-press                     |
| post-industrial                           | pre-production                |
| post-marital                              | pre-qualify                   |
| postmillennial                            | pre-record                    |
| postmodern                                | *preregister                  |
| post-mortem                               | pre-release                   |

preschool  
 \*prescreen  
 pre-sell  
 pre-session  
 President-elect  
 pretence  
 \*pretrial (but Pre-Trial Chamber of the  
     International Criminal Court)  
 pre-war  
 prima facie  
 principal (first in rank) (noun and adj.)  
 principle (fundamental truth) (noun)  
 printout  
 private sector (not hyphenated)  
 privatization  
 privatize  
 procès-verbal (plural: procès-verbaux)  
 pro-choice  
 procyclical  
 program (computing only) (noun and verb)  
 programme (noun and verb)  
 pronatalism, pronatalist  
 proofread, proofreader  
 pro rata  
 prorated  
 pro tempore  
 psycho: compound forms are closed  
 public sector (not hyphenated)

## Q

\*\*qadi  
 quater  
 quinquies *or* quinquiens  
 \*\*\*Qur'an  
 \*\*Qur'anic

## R

radioactive  
 radioisotope  
 rain-fed  
 rainforest  
 rainwater

raison d'être  
 range area  
 rangeland(s)  
 rapprochement  
 rateable  
 ratepayer  
 re-: combinations are closed except:  
     re-advertise  
     re-edit  
     re-educate  
     re-elect  
     re-emerge  
     re-emphasize  
     re-employ  
     re-enact  
     re-enforce  
     re-enfranchise  
     re-engage  
     re-engineer  
     re-enrol  
     re-enter  
     re-equip  
     re-erect  
     re-establish  
     re-evaluate  
     re-examine  
     re-export  
 read-only memory  
 \*\*readout (noun)  
 record-breaking (adj.)  
 referendums  
 reflection  
 refoulement  
 regime  
 region-wide  
 \*reroute  
 results-based (adj.)  
 results-oriented (adj.)  
 résumé  
 retro: combinations are closed  
 reversible  
 right to life (noun)  
 right-to-life (adj.)  
 rights holder (not hyphenated)  
 rigorous

rigour  
 risk reduction (noun and adj.)  
 riverbed  
 river water  
 roadbed  
 roadblock  
 road map  
 roadwork  
 rollback (noun and verb)  
 roll call (noun)  
 roll-call (adj.)  
 roll forward (noun and verb)  
 roll out (verb)  
 roll-out (noun)  
 roll over (verb)  
 rollover (noun)  
 round table (noun)  
 round-table (adj.)  
 routing  
 \*\*RU486  
 rule-making  
 rule of law (not hyphenated)  
 rumour  
 \*\*run-off (noun and adj.)  
 \*\*run-up (noun)  
 rural-urban (demographic movement)  
 rural/urban (comparison)

## S

safe-period method  
 salary earner  
 saleable  
 salt water (noun)  
 saltwater (adj.)  
 satphone  
 savings bank  
 sceptic, sceptical, scepticism  
 school-age (adj.)  
 schoolbook  
 schoolchild  
 \*school day  
 schooldays  
 schoolroom

schoolteacher  
 schoolwork  
 seabed  
 \*seafloor  
 sea level (not hyphenated)  
 seaport  
 seawater  
 \*\*Secretary-General (plural: Secretaries-General)  
 sectoral  
 security sector (not hyphenated)  
 self-: compound forms are hyphenated  
 sell off (verb)  
 sell-off (noun)  
 semi-annual (twice a year)  
 semi-automatic  
 semi-autonomous  
 semicircle  
 semicolon  
 semiconductor  
 semi-conscious  
 semi-cylinder  
 semi-darkness  
 semi-detached  
 semi-final  
 semi-finished  
 semi-independent  
 semi-invalid  
 semi-literate  
 semi-monthly (twice a month) (see also “Ambiguous terms” under *Numbers, dates and time*)  
 semi-official  
 semi-permanent  
 semi-precious  
 semi-professional  
 semi-retired  
 semi-rigid  
 semi-skilled  
 semi-solid  
 semi-trailer  
 semi-weekly (twice a week) (see also “Ambiguous terms” under *Numbers, dates and time*)  
 septicaemia

septies *or* septiens  
 seroprevalence  
 serostatus  
 set back (verb)  
 setback (noun)  
 set up (verb)  
 set-up (noun)  
 sewage (waste matter)  
 sewerage (system of drains)  
 sexes *or* sexiens  
 sex-selective (adj.)  
 shake up (verb)  
 shake-up (noun)  
 shanty town  
 sharia  
 sheikh  
 shellfire  
 Shia  
 Shiite  
 shopkeeper  
 shortcoming  
 shortfall  
 shortlist  
 short-lived  
 side effect  
 single window (noun)  
 single-window (adjective)  
 sine qua non  
 sizeable  
 size class  
 skilful  
 skill set  
 slow down (verb)  
 slowdown (noun)  
 \*slum dweller  
 small-satellite (adj.)  
 smartphone  
 socio: compound forms are closed  
 soft-walled (adj.)  
 solicitor general (plural: solicitors general)  
 sombre  
 south(ern), south-east(ern), south- west(ern)  
 (a geographical direction or an area  
 within a country)

South(ern), South-East(ern), South-  
 West(ern) (a continent or major region,  
 e.g. South America, Southern Africa,  
 Southern Europe, South-East Asia;  
 exception: Association of Southeast  
 Asian Nations)  
 South-South cooperation  
 southward  
 spatial-profile model  
 specialize  
 speed-dial (verb)  
 speed dial (noun)  
 spelled (not “spelt”)  
 spillover (noun and adj.)  
 stabilization  
 stabilize  
 staff-day, staff-hour  
 staff member  
 stakeholder  
 stalemate  
 standby (noun and adj.)  
 stand-alone (adj.)  
 stand in (verb)  
 stand-in (noun)  
 State-building  
 stationary (not moving)  
 stationery (paper)  
 status-conscious  
 status-of-forces agreement  
 status quo  
 steady-state (adj.)  
 step: compound forms are closed except:  
 step-parent  
 stillbirth  
 stillborn (adj.)  
 stockbreeder  
 stockbroker  
 stockholder  
 stock market  
 stockpile  
 stocktaking  
 storefront  
 storekeeper  
 storey (of a building)  
 straightforward

**\*\*strikebreaker**  
 strike-slip fault  
 strip-search  
 strived (not “strove” or “striven”)  
 \*sub: compound forms are closed except:  
     sub-account  
     sub-amendment  
     sub-aquatic  
     sub-area  
     sub-assembly  
     sub-block  
     sub-body  
     sub-bottom  
     sub-branch  
     sub-bureau  
     sub-centre  
     sub-clan  
     sub-discipline  
     sub-element  
     sub-goal  
     sub-issue  
     sub-item  
     sub-lessee  
     sub-lessor  
     **\*\*sub-let**  
     sub-office  
     sub-option  
     sub-prefect  
     sub-prefecture  
     sub-prime  
     sub-Saharan  
     sub-seafloor  
     sub-theme  
     sub-working group  
     sub-zero  
 subject matter (not hyphenated)  
 subprogram (computing only)  
 subprogramme  
 \*subunit  
 succour  
**\*\*sulfur** (and related words)  
 summarize  
 Sunna (traditional Muslim law)  
 Sunni (adj. and noun, singular and plural)  
 Sunnite

**\*\*super-Power**  
 supersede  
 superstructure  
 supervisor  
 surface water (noun)  
 surface-water (adj.)  
 suspense account  
 syllabuses  
 symposiums  
 system-wide

## T

takeover (noun)  
 takfirism, takfirist  
 Taliban  
 targeted, targeting  
 tariff  
 task force  
 taxpayer  
 tear gas (noun)  
**\*\*tear-gas** (adj.)  
 \*telehealth  
 telemedicine  
 ter  
 test-ban (adj.)  
**\*\*text-processing**  
 text processor  
 therefor (for that purpose)  
 therefore (consequently)  
 think tank  
 time-consuming  
 time deposit  
 time frame  
**\*\*time-horizon**  
 timekeeper  
 time lag  
 time limit  
 timeline  
 time period  
 time-release (adj.)  
 timescale  
 time series  
 time sheet

\*\*timespan  
 timetable  
 title page  
 ton (i.e. metric ton)  
 topsoil  
 totalled, totalling  
 towards  
 town hall meeting  
 toxaemia  
 tradable  
 trade-off (noun)  
 traffics, trafficked, trafficking  
 \*training ground  
 tranquillity  
 tranquillizer  
 transalpine  
 transatlantic  
 transboundary  
 transcontinental  
 \*\*trans-fat, trans-fatty acid  
 transferable, transference  
 transferred, transferring  
 transgender  
 transglobal  
 transmigrant  
 trans-Pacific  
 transracial  
 transsexual  
 trans-ship, trans-shipment  
 travelled, travelling  
 tripwire  
 troop contributor  
 troop-contributing  
 truth-seeker (noun and adj.)  
 T-shirt  
 tsunamis  
 tunnelled, tunnelling  
 turn around (verb)  
 turnaround (noun)  
 turning point  
 turnkey (adj.)  
 turn off (verb)  
 turn-off (noun)  
 turn out (verb)  
 turnout (noun)

turn over (verb)  
 turnover (noun)  
 two-faced  
 twofold  
 typeset, typesetting, typesetter  
 tyre

## U

\*\*ulama  
 ultra: compound forms are closed except:  
     ultra-high frequency (noun)  
     ultra-high-frequency (adj.)  
 \*\*under: compound forms are closed  
     except when modifying a hyphenated  
     compound  
 undersecretary  
 \*\*Under-Secretary-General (plural: Under-Secretaries-General)  
 under way  
 uni: compound forms are closed  
 unmistakable  
 update  
 upgrade  
 upper-case (adj.)  
 uproot  
 up-to-date (adj.)  
 upward (adj. and adv.)  
 \*urban dweller  
 urban-rural (demographic movement)  
 urban/rural (comparison)  
 usability  
 usable  
 use-by date  
 use-effectiveness  
 user-friendly  
 username  
 utilize  
 U-turn  
 Uzi

## V

vacuum aspiration method  
vacuum-pack (verb)  
vacuum-packed (adj.)  
value added (noun and adj.)  
value system  
vapour  
vari: compound forms are closed  
V-chip  
venepuncture  
versus  
vice (tool)  
\*\*Vice-Chair  
\*\*Vice-President  
Vice-President-elect  
vice versa  
video camera  
videoconference  
videodisc  
video game  
videographics  
videography  
video link  
video map  
video on demand  
videophone  
video pirate  
video recorder  
video recording  
viewfinder  
viewpoint  
vigorous  
vigour  
vis-à-vis  
vitamin A  
voicemail  
voice-over (noun and adj.)  
voiceprint

## W

wage earner  
wage-earning

wagon  
Wahhabi  
walkie-talkie  
walk in (verb)  
walk-in (adj.)  
walkout (noun)  
walk-through (noun)  
wallboard  
wallchart  
Walloon  
waqf  
war chest  
war crime  
war criminal  
war cry  
war game  
warhead  
warlike  
warlord  
warmonger  
warpath  
warplane  
warship  
wartime  
war-torn (adj.)  
washout (noun)  
washtub  
\*\*wastewater  
Washington, D.C.  
watch list (noun and adj.)  
watchtower  
waterbird  
water birth  
waterboard, waterboarding  
waterborne  
water cannon  
watercourse  
watercraft  
waterfowl  
waterfront  
waterhole  
water level  
waterline  
waterlogged  
water main

|                                                                                                                                  |                                                              |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| watermark                                                                                                                        | West(ern) (a major region, e.g. West Africa, Western Europe) |
| watermill                                                                                                                        |                                                              |
| water power                                                                                                                      | west-north-west, west-south-west                             |
| waterproof                                                                                                                       | westward                                                     |
| water-repellant (adj.)                                                                                                           | wetland(s)                                                   |
| water-resistant (adj.)                                                                                                           | wet lease                                                    |
| watershed                                                                                                                        | wheelchair                                                   |
| water supply                                                                                                                     | while (not “whilst”)                                         |
| water table                                                                                                                      | whistle-blower, whistle-blowing                              |
| watertight                                                                                                                       | whiteboard                                                   |
| water torture                                                                                                                    | white list (noun)                                            |
| water tower                                                                                                                      | *whitelist (verb)                                            |
| waterway                                                                                                                         | whitewash                                                    |
| waterworks                                                                                                                       | wholegrain                                                   |
| watt-hour                                                                                                                        | wholehearted                                                 |
| wattmeter                                                                                                                        | wholewheat                                                   |
| wavelength                                                                                                                       | wide area network                                            |
| weather-beaten                                                                                                                   | wideband                                                     |
| weatherproof                                                                                                                     | **widebody                                                   |
| webcam                                                                                                                           | Wi-Fi                                                        |
| webcast                                                                                                                          | wild card                                                    |
| web hosting                                                                                                                      | wildcat                                                      |
| webinar                                                                                                                          | wildfire                                                     |
| webisode                                                                                                                         | wildfowl                                                     |
| weblink                                                                                                                          | wilful                                                       |
| weblog                                                                                                                           | windblown                                                    |
| webmail                                                                                                                          | windborne                                                    |
| web map                                                                                                                          | windbreak                                                    |
| webmaster                                                                                                                        | windburn                                                     |
| web page                                                                                                                         | wind chill                                                   |
| web ring                                                                                                                         | windfall                                                     |
| website                                                                                                                          | windowpane                                                   |
| webspace                                                                                                                         | windowsill                                                   |
| weekday                                                                                                                          | windproof                                                    |
| weekend                                                                                                                          | windscreen                                                   |
| well: compound adjectives are hyphenated only when preceding a noun (e.g. a well-designed project; the project is well designed) | windshield                                                   |
| well-being                                                                                                                       | windstorm                                                    |
| well-to-do                                                                                                                       | windswept                                                    |
| well water (noun)                                                                                                                | winegrower                                                   |
| well-wisher                                                                                                                      | winemaker                                                    |
| west(ern) (a geographical direction or an area within a country)                                                                 | wingspan                                                     |
|                                                                                                                                  | wingspread                                                   |
|                                                                                                                                  | win-win (adj.)                                               |
|                                                                                                                                  | wiretap, wiretapping, wiretapper                             |
|                                                                                                                                  | witchcraft                                                   |

witch-hunt  
withhold  
woman-month, woman-year  
woodblock  
woodchip  
woodpile  
woodshed  
woodsmoke  
woodwork  
woodyard  
word-processing  
word processor  
work around (verb)  
workaround (noun)  
workday  
workflow  
workforce  
\*\*work-hour  
workload  
workload-sharing  
work out (verb)  
workout (noun)  
work permit  
workplace  
\*\*workplan  
workroom  
worksheet  
workshop  
worksite  
workspace  
workstation  
workstream  
workweek  
worldwide  
would-be (adj.)  
write down (verb)  
write-down (noun)  
write in (verb)  
write-in (noun)  
write off (verb)  
write-off (noun)  
write-protect, write-protected  
write up (verb)  
write-up (noun)  
wrongdoing

## X

X chromosome  
xeno: compound forms are closed  
X factor  
X-ray

## Y

yarmulke

Y chromosome

\*year-on-year

year-round (adj.)

YouTube

## Z

zero gravity

zeros

zero-sum (adj.)

\*\*zero-tolerance (adj.)

zigzag

zoogeography

zookeeper

zoonosis

zooplankton

Z particle