



W R I T E

E D I T

P U B L I S H

The EUAA Writing Guide

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Introduction

The *EUAA Writing Guide* is a quick-reference guide for EUAA drafters, proofreaders and editors, presenting the house style and practical tips on how to prepare a new document, use existing templates, follow EUAA and European Union (EU) standard writing styles and avoid common pitfalls.

The writing conventions presented in this guide are based on the *Interinstitutional Style Guide* (ISG) of the Publications Office of the European Union ⁽¹⁾ and the European Commission's *English Style Guide – A handbook for authors and translators in the European Commission* ⁽²⁾.

Information on templates and colour selections are based on the 'EUAA visual identity' ⁽³⁾ guidelines, along with common standards and practices in use across the agency. Styles are aligned to the extent possible with the Commission's accessibility guidelines to ensure that EUAA products are accessible to all.

Please note that this guide does not substitute more technical writing guides that are in place for specific EUAA activities and products.

⁽¹⁾ Publications Office, *Interinstitutional Style Guide*, (last updated July 2021).

⁽²⁾ European Commission, *English Style Guide – A handbook for authors and translators in the European Commission*, January 2016 (last updated January 2022).

⁽³⁾ EUAA, *Visual Identity Guidelines*, January 2022.





1. Resources for drafting

1.1. Before-you-start checklist

When drafting a new document, use the following checklist.

- Use the appropriate EUAA template for your document. (Section 1.2.)
- Request identifiers and add them to the verso of the title page and the back page if not publishing through the Publications Office. (Section 1.4.)
- Font size for body text: 11, left-aligned (12 for the *Professional Development Series for members of courts and tribunals*). (Section 2.1.)
- Font size for footnotes: 9, left-aligned. (Section 2.1.)
- Font style: Proxima Nova Regular. (Section 2.1.)
- Ensure heading sizes and formatting are in line with the chosen template. (Section 2.3.)
- Run the 'Check Accessibility' function in Word (found in the 'Review' tab). (Section 2.5.)
- Ensure the writing style and punctuation are in line with the conventions laid out in this writing guide. (Chapter 3., Chapter 4.)
- Configure the spelling to UK English. (Section 4.3.)
- Ensure all abbreviations are written out at first instance only and appear in the list of abbreviations. (Section 4.6.)
- Before submitting your draft for editing, run the 'Spelling & Grammar' check by pressing F7. (Section 4.3.)
- Include a bibliography. (Section 5.5.)












1.2. Templates

With the ultimate goal of achieving a Common European Asylum System, the EUAA develops common practical tools, guidance and reports to support the Member States throughout the asylum and reception process.

In order to harmonise the design style of different EUAA series, templates for different types of documents will be created. The templates follow a colour scheme based on the topic of the report. The templates will become available at the following [ERDMS link](#). For external writers, please contact the EUAA focal point for the relevant template for your publication.



Figure 1. Publications produced by the EUAA

 Theme	 Colour code	
Major Reports _____ (Asylum Report, Special Reports, etc.)		These publications will be designed and customised by CPRU.
Governance documents _____ (Single Programming Document, Annual Activity Reports, etc.)	 R2 G171 B189	C75 M7 Y26 K0
External relations and operations _____	 R219 G194 B206	C16 M27 Y12 K0
Training and professional development _____	 R142 G192 B68	C52 M0 Y88 K0
Country of origin information reports _____	 R231 G53 B44	C0 M89 Y84 K0
Country guidance _____	 R234 G81 B110	C0 M80 Y39 K0
Practical guides and tools _____	 R137 G31 B88	C40 M97 Y28 K24
Courts and tribunals _____	 R115 G203 B244	C55 M0 Y0 K0
Data and analytical reports _____	 R202 G201 B201	C24 M18 Y19 K1
Others _____	 R253 G197 B2	C0 M24 Y94 K0

1.3. Icons, illustrations, stock photos library

At the following links you will find libraries for icons, illustrations, stock photographs which can be included in your reports. For external writers, please contact the EUAA focal point.

[Icons.](#)

[Illustrations.](#)

[Stock photographs.](#)

1.4. Identifiers

International identifiers (ISBN, ISSN, DOI, catalogue number) are mandatory for all publications of the EU institutions that are destined for the general public ⁽⁴⁾. The identifiers are added to the verso of the title page and the back cover of the templates.

Documents for internal use only and/or considered as **sensitive do not need international identifiers.**

The identifiers must be requested prior to publication and the requests are handled centrally. Send a Word version of the document to the publications focal point in your centre and your request will be channelled to the Publications Office.

⁽⁴⁾ Publications Office, *Interinstitutional Style Guide*, op. cit., fn. 1, Section 4.4. 'Identifiers assigned by the Publications Office'.



Where to display the identifiers.

- **Printed publications.** On the verso of the title page (also called the copyright page) and the back cover. For products without copyright or back cover pages, such as leaflets or posters, wherever space allows.
- **Digital publications (PDF only).** On the verso of the title page – if present – or on the back cover.
- **HTML products.** Bottom part of the title screen.





2. Text formatting and visual elements

2.1. Font, format and line spacing

According to the 'EUAA visual identity' ⁽⁵⁾ guidelines, the following font sizes should be used.

- Font should be Proxima Nova, with the main text in 11 pt text. Font size 12 is used for the *Professional Development Series for members of courts and tribunals*.
- Footnote references should be in 9 pt text.
- Line spacing should be minimum 1 pt.
- Spacing before paragraphs should be 12 pt, while spacing after paragraphs should be 0 pt.

As a general recommendation, body text and footnotes should be **aligned left** (not justified), in order to enhance the accessibility of EUAA materials.

2.2. Titles

A main title can be separated from a subtitle either through punctuation such as a colon or an en dash (–), by using a different font, or by placing them on different lines.

Main titles and subtitles follow different rules for capitalisation.

- ▶ **In the main title**, each word is written with a capital letter except articles, prepositions and conjunctions ⁽⁶⁾. However, if the main title is long (9–10 words or more), then it follows the rules for subtitles.
- ▶ **Subtitles** are not presented with capitals on all words, rather they have a capital only on the initial word, on any proper nouns and on any adjectives formed from proper nouns.

EUAA titles will now place the **topic as the main title**, while the type of publication will follow as the subtitle and will be placed on a **separate line**.

Examples for titles for EUAA publications

Qualification for International Protection: Practical guide

Qualification for International Protection – Practical guide

⁽⁵⁾ EUAA, *Visual Identity Guidelines*, January 2022.

⁽⁶⁾ Publications Office, *Interinstitutional Style Guide*, op. cit., fn. 1, Section 10.4.(h) 'Headings and subheadings'. See also Section 10.4. 'Upper and lower case'.





Tips for writing effective titles:

- Titles should be kept as short as possible.
- When publishing through the Publications Office, the official title of the document is taken from the title page and not the cover page. It is therefore possible to remove some text from the cover page but keep it on the title page.
- According to ISG conventions, these rules also apply to references. This means that when citing other documents you should adapt the title to fit these rules.
- Information about the edition number is not considered to be part of the title of a document, though it can appear as an element of a bibliographical reference.
- In references, if there is no punctuation separating the main title from the subtitle (e.g. where separation is denoted by displaying text over two separate lines), an en dash will be used as a separator by default.

2.3. Headings

Check that headings:

- are written in lower case, apart from the first letter of the heading, and the first letter of any proper nouns and of any adjectives formed from proper nouns ^(?);
- do not end in a full stop or colon;
- use minimal punctuation;
- use minimal abbreviations;
- are aligned left.

^(?) Publications Office, *Interinstitutional Style Guide*, op. cit., fn. 1, Section 10.4.(i) 'Headings and subheadings'.





How to format headings

Headings (apart from main headings, which start on a new page) should be preceded by two blank lines, made up of one hard return and formatting the heading with the 12 pt spacing above.

Headings must be differentiated according to the Word 'Styles' function: **Heading 1**, **Heading 2** and **Heading 3**, etc. Headings formatted according to this function will automatically appear in the table of contents created by the 'Table of Contents' function.

Open the heading ribbon and format headings as follows.

Heading 1 sample title (Proxima Nova bold, 22, EUAA Blue)

Heading 2 (Proxima Nova, 18, Regular, Blue)

Heading 3 (Proxima Nova bold, 14, Blue)

Heading 4 (Proxima Nova bold, underlined, 11, blue)

Avoid subheadings beyond four degrees of separation from the main heading. The colours of headings should follow the template for the specific product.

2.4. Graphs and maps

- The titles of graphs and maps should be numbered, e.g. 'Figure 2. Number of applications for international protection, 2020', and appear above the graph.
- Add the year of the data in the title of the graph or map.
- Add a source line under a graph or map with a hyperlink if taken from another publication.
- Figures should use Proxima Nova font.
- Present a clear legend, without abbreviations, so the figure can be referenced outside of the report and still give the full story.
- Notes should be placed under the figure in Proxima Nova font 10. The source line should be in should be in roman with 'Source:' in italics, e.g. 'Source: European Commission, DG Agriculture and Rural Development.'

A template for graphs has been developed for the *EUAA Asylum Report* which can be used for any graphs produced by the EUAA. The following colour palette has been defined.





Figure 2. EUAA colour palette for graphs






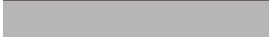























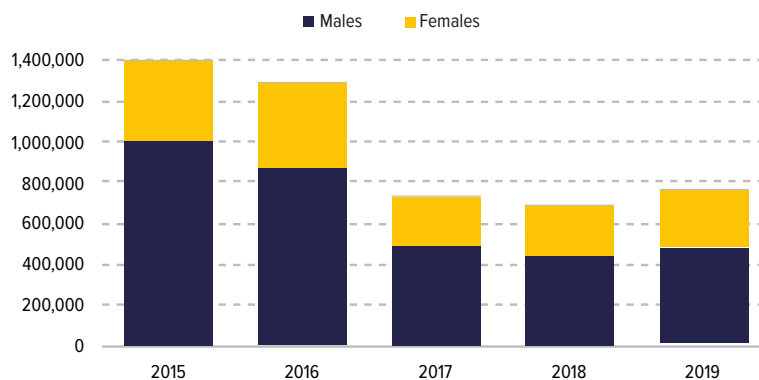
	Colours	RGB
Two colours		36, 35, 76
		252, 196, 2
Two colours + unknown category		36, 35, 76
		252, 196, 2
		102, 98, 98
		183, 182, 181
Three to five main colours (shades of main colour) + unknown category		201, 206, 239
		139, 151, 221
		77, 95, 203
		40, 53, 131
		36, 35, 76
		102, 98, 98
		203, 202, 201
Four or five main colours (shades of main colour) + possible combination for highlighting		201, 206, 239
		139, 151, 221
		77, 95, 203
		40, 53, 131
		36, 35, 76
		252, 196, 2
Categories/Gradient for changes		231, 53, 44
		102, 98, 98
		183, 182, 181
		0, 171, 190
Two main colours combined with categories for changes		36, 35, 76
		201, 206, 239
		231, 53, 44
		102, 98, 98
		183, 182, 181
		0, 171, 190



Figure 3. Example chart using two colours from the EUAA visual identity palette for graphs



2.5. Accessibility

Accessibility refers to removing barriers for all readers, and especially people with disabilities. When developing or designing products in print or online, the Commission’s accessibility principles and techniques should be used to guide the selection of text, images, forms and other content elements ⁽⁸⁾.

Accessibility standards can also enhance indexation, making your product easier to find through search engine optimisation.

Tips for making your documents more accessible include the following:

- Do not use colour only to convey meaning. For example, patterns such as stripes or dots can be added to graphs to enhance readability.
- Ensure there is enough colour contrast for text to be easily read. In general, yellow for text or as a background colour should be avoided.
- Add alternative text describing graphics or tables in your document.
- Run the ‘Check Accessibility’ function in Word (found in the ‘Review’ tab).
- Left align the body text, headings and footnotes.
- Line spacing is minimum 1.1 pt.
- Use the ‘Headings’ style feature in Word. Headings should be concise and meaningful.
- Avoid italics where possible.
- Make sure to include wide margins around graphics.
- For electronic readers, repeat the header of a long table on each page.

For more information, please consult: <https://op.europa.eu/documents/6388565/7101341/Checklist+for+accessible+Word+files.pdf/>

⁽⁸⁾ Directive (EU) 2016/2102 of the European Parliament and of the Council of 26 October 2016 on the accessibility of the websites and mobile applications of public sector bodies (OJ L 327, 2.12.2016).



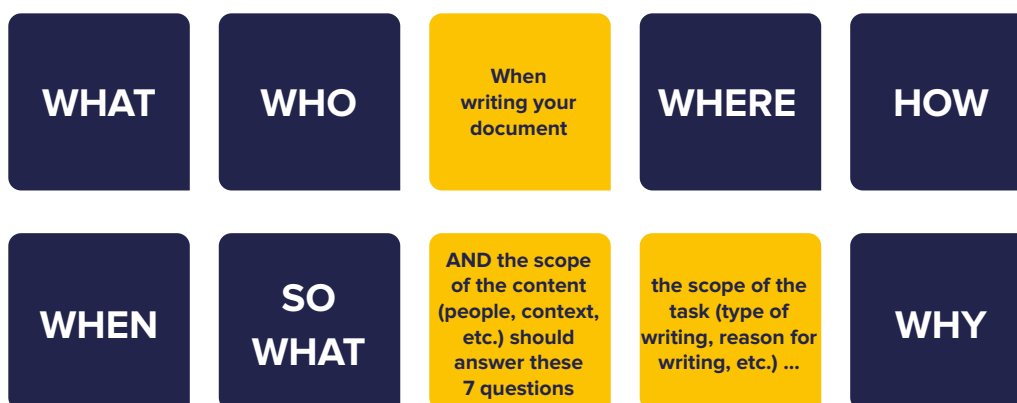
3. Writing tips

Clear writing. Language should be as simple, clear and concise as possible. Avoid complex language and convoluted sentence construction without compromising accuracy. Language must be culturally neutral, objective and factual.

Important information first. Start your paragraphs with a ‘topic sentence’ that introduces the topic of the paragraph, followed by supporting sentences that aim to explain, illustrate and/or develop. Remember to use positive words and use impersonal and gender-neutral pronouns.

Essential writing tips in numbers

- 1 idea per sentence.
- The first 7 words relay the most important information.
- 15–20 words per sentence.
- 1 topic per paragraph.
- 7–10 lines per paragraph.
- Use short words with a maximum of 3 syllables where possible.



Use language and a style that a layperson can understand. Readers may not be subject-matter or data experts.

Contextualise the information. What does it mean? Why is it important? Is there an improvement? Analyse information rather than describing it.

Use transition words to connect sentences/ideas and to show contrast, comparison or results: and, but, while, then, however, therefore, for example, finally, in addition, in contrast, thus, as a result, not only, together with, likewise, whereas, despite, given that.

Keep footnotes to a minimum and format them according to the template for the specific product.

Active form. Try to use active rather than passive verbs. The text is then clearer about who or what is doing the activity and the sentence structure is more straightforward.

Keep the writing style **consistent**.





What to avoid.

- **Long descriptions per country.** Simply point the reader to more detailed reference material, such as country of origin reports, the EUAA Case Law Database, etc.
- **Jargon.** Explain technical terms.
- **‘Elevator statistics’.** This went up, this went down, etc.
- **Do not describe the situation in every country.** Report on clusters. ‘In one third of countries, the number of applications for international protection steadily decreased.’

Keep the **title** of the report short, concise and catchy. More details can be included in a subtitle.





4. Language tips

4.1. Legal language

In English, there are specific ways of describing what a piece of legislation or an article is stipulating. The strict formulas for referring to legal provisions in English have been set out by the Commission ⁽⁹⁾. To find the appropriate term, you need to know what the provision does. Bear in mind that there is no single right way.

If the provision cited ...	Use
lays down a procedure or a requirement	in accordance with in compliance with in line with on the basis of under the terms of as required by under
lays down an objective	pursuant to
enables or empowers	by virtue of on the basis of
provides the grounds of an argument	on the grounds of
mentions a term, but does not define it	within the meaning of as referred to in as used in
defines a term	within the meaning of as defined in
does anything else	under

4.2. Inclusive language

Use gender-neutral language wherever possible, avoiding the use of the generic ‘he’ wherever possible despite its prevalence in EU legislation. It is now common to use the plural pronoun ‘they’ instead.

Where it is unavoidable, ‘he or she’ is to be used.

The person concerned is asked whether **they** understand the interpreter during the personal interview.

Gender stereotyping should be avoided. Use the gender-neutral version of official job titles and people.

chair(person), the applicant for international protection

⁽⁹⁾ European Commission, *English Style Guide*, op. cit., fn. 2, Section 12.1. ‘Legal language’, p. 59.



4.3. Spelling

Follow standard British spelling rules. Refer to the Commission's *English Style Guide* for guidance ⁽¹⁰⁾. Ensure the Word spellchecker is configured to English (UK).

For the spelling of country names and country codes, please consult: <http://publications.europa.eu/code/en/en-5000600.htm>

In case of doubt, follow the first entry in the *Concise Oxford Dictionary* or the Oxford English Dictionary's online database, Lexico: https://www.lexico.com/?search_filter=en_dictionary. One exception to this rule is for -is-/-iz- spellings, for which you should use the -is- spelling. Both spellings are correct, but this rule is to be followed for the sake of consistency in EU texts.



Exceptions to British spelling

Follow the Court of Justice of the European Union spelling of 'judgment' without an 'e' in the middle in legal contexts, but use the spelling 'judgement' in all other contexts.

Do not use (US) ...	Use ...
analyze	analyse
center	centre
defense	defence
dialog	dialogue
harmonize	harmonise
health care	healthcare
labor	labour
program (except in IT contexts)	programme
standardize	standardise

4.4. Misused language

Attention must be paid to 'EU English', where words have morphed beyond their meaning as understood by native speakers of English. The European Court of Auditors has produced a handy list of the most commonly misused terms in English in the EU context. Refer to this list for an explanation of the incorrect and correct usage, as well as possible synonyms ⁽¹¹⁾.

⁽¹⁰⁾ European Commission, *English Style Guide*, op. cit., fn. 2, Section 3. 'Spelling', pp. 18–24.

⁽¹¹⁾ Court of Auditors, 'Misused English words and expressions in EU publications', 2016.





Examples include the following.

Do not use ...	To mean ...
case (in case/in case of)	for, if, where, when, in the event that, in the case of
foresee	envisage, plan, lay down in, set out in, provide (for), contemplate, expect, predict
formulate	draw up / devise
shall	must, should, is/are, is to / are to, can, may, will, or simply the present tense of the main verb (as appropriate)
so as to	to (verb), because
so-called	known as, this is called (or omit altogether)
training (a) (*)	a course, presentation, talk, workshop

Countable / non-countable

(*) Training is not a countable noun. Training in English is a process (the process of being trained) and it should not be used as a synonym for a (training) course ⁽¹²⁾.

Nb. Fewer is used for countable and less is used for uncountable nouns.

4.5. Terminology

There are several tools at your disposal to decide which term to use. Consult the Interactive Terminology for Europe database (IATE) ⁽¹³⁾, particularly the [EUAA Asylum thematic collection](#), which includes terminology related to asylum processes, reception, Dublin, vulnerability, country of origin information, training, etc. IATE collections can be consulted in all EU languages and exported in editable format for further reuse.

Another useful resource is the European Migration Network Glossary on Asylum and Migration of DG Migration and Home Affairs ⁽¹⁴⁾ for an up-to-date and compact vocabulary list on migration and asylum terms. It is available online in almost all EU languages and as a mobile application.

⁽¹²⁾ Court of Auditors, 'Misused English words', op. cit., fn. 9, p. 55.

⁽¹³⁾ The [Interactive Terminology for Europe \(IATE\)](#) is the principal database used by linguists and translators in the EU institutions and agencies and encompasses millions of EU terms across many different domains.

⁽¹⁴⁾ European Migration Network, [Glossary on Asylum and Migration](#), version 7.0, 2020.





When drafting, adhere to the following dos and don'ts regarding terminology.

Do not use ...	Use instead ...
alien	non-EU national / foreign national / non-citizen / third-country national (*)
asylum applicant	applicant (for international protection)
asylum application	application (for international protection)
asylum interview	personal interview
care taker	care giver
case worker	case officer
Covid, Covid-19, coronavirus	COVID-19
deportation	removal / forced return / return of rejected applicant
EU+ States, in the EU+	EU+ countries
MS	Member State

(*) Third-country national is incorrect in standard English and its usage outside of legal texts should therefore be kept to a minimum.

4.6. Abbreviations

Abbreviations in the broad sense cover all shorthand forms of writing. They are useful for referring repeatedly throughout your work to a body, legal act, concept or title with a long name. Care should be taken, however, to avoid overloading the document with abbreviations, as this can hamper readability.

If a shorthand form occurs only once or twice it is best to use the full form. Only abbreviate if the term is used more than **three times** throughout the text. Bear in mind, however, that longer documents would need to reach a higher threshold to warrant the use of an abbreviation.

Spell out the term in full at first mention, add the abbreviation in parentheses and use the abbreviation thereafter.

Article 78 Treaty on the Functioning of the European Union (TFEU) states that the Union shall develop ... The TFEU states that ...

Include a **list of all abbreviations used in your document** and their full meanings at the beginning of the document. A list of common abbreviations in EUAA writing can be found in [Annex I](#).

Please note the following points.

- The abbreviated form of the word **number** is **No, plural Nos**, without a full stop (not No.).
- The abbreviation for 'for example' is e.g., which is to be written in lower case.
- Avoid using contractions where possible, e.g., can't, you're.
- Acronyms, which can be pronounced as a 'word', e.g., NASA, should not have 'the' before them. Initialisms, in which each letter is pronounced, e.g., the EUAA, the IOM, the ILO, should use 'the' before the initialism.





- Capital letters are used for acronyms with **five** letters or fewer and are written without full stops, e.g. NATO, NASA. Acronyms of six or more letters have a capital on the first letter and the rest in lower case, e.g. Benelux, Eisma, Europol. Exceptions are made for the names of organisations that refer to themselves in upper case, e.g. UNESCO, UNICEF.
- Initialisms of any length take a capital on every letter, e.g. EFSA, EMCDDA, EUIPO.

Please note that ‘**Mr**’ and ‘**Dr**’ are written without the full stop.



Exceptions

Avoid using certain abbreviations in running text. This includes the truncations of ‘Article’ to ‘Art.’, as well as ‘MS’ for Member States of the European Union. **These cases should only be used in footnotes or tables.**

4.7. Verbs

Collective nouns take the singular when the emphasis is on the whole entity.

The government is considering the matter.

The Commission was not informed.

Use the plural when the emphasis is on individual members.

The police have failed to trace the goods.

A majority of the committee were in favour.

Countries and organisations with a plural name take the singular ⁽¹⁵⁾.

The Netherlands is reconsidering its position.

The United Nations was unable to reach an agreement.

Minutes in English, unlike in some other languages, are written as reported speech following the sequence of tenses, with the past tense replacing the present and the other tenses shifting accordingly.

NCP from Belgium at the meeting: ‘We are concerned by the number of exceptions that have been included.’

In reported speech, this becomes: The Belgian delegation was concerned by the number of exceptions that had been included.

⁽¹⁵⁾ European Commission, *English Style Guide*, op. cit., fn. 2, Section 10.5. ‘Nouns: singular or plural’, p. 51.



4.8. Brackets

Round brackets, i.e. '()', also known as parentheses, are used much like commas except that the text they contain is less important than the rest of the sentence. They are often used to expand or explain the preceding item in the text.

A second set of round brackets (**not** square brackets) can be used to set off text that itself contains text in brackets.

However, to avoid confusion, it may be better to use en (short) dashes. Be careful not to confuse en dashes (–) with hyphens (-).



The conclusions of the analysis – in particular regarding fair trade, the environment and transport (including green cars) – highlighted the following:

The keyboard shortcut is CTRL + Num –, or ALT + 0150.

When using round brackets in citations, for example citing numbered paragraphs from legislation, use a pair of brackets closed up to the article number.

NB: Never put a comma before the opening bracket.

Use square brackets to make editorial insertions in quoted material.

They [the members of the committee] voted in favour of the proposal.

When translating, **use square brackets to insert translations or explanations** after names or titles left in the original language ⁽¹⁶⁾.

4.9. Capital letters

Capital letters are to be used sparingly.

Capitals	No capitals
Proper names, i.e. titles and names of persons, bodies, documents, etc. Examples: Court of Justice of the European Union, the Advocate General, the Member States, the United Nations.	A noun used as an ordinary noun in making a general reference. Examples: national courts and tribunals, governments, states.
When referring to an 'Article', with the word written in full each time e.g. Article 9 QD	A specific named body or legal act, even when followed by a reference number. Example: the qualification directive (Directive 2011/95/EU) A shortened reference to a specific named body or legal act which has already been referred to in full, including the reference number. Examples: the returns directive, the convention, the court, the contracting state, state parties, the government

⁽¹⁶⁾ European Commission, *English Style Guide*, op. cit., fn. 2, Section 2.20. 'Brackets', p. 13.



Capitals	No capitals
	A word such as 'state' used as an adjective or general noun e.g., state actor.
	Long names that read more like a description than a real title. Example: Committee for the adaptation of the directive on the introduction of health and safety measures
	A group of countries that is either defined or ill defined, e.g. Arab states, Gulf states, European states. An ad hoc group, e.g. the Belgian delegation.
	'Recital' or 'judgment' when located in the middle of a sentence.
	Seasons of the year (spring, summer, autumn, winter).

4.10. Dates and time

Dates should be written using the form '**day month year**', e.g. 6 August 2010 (not 6th August 2010, August 6, 2010, or any variation thereof).

Four digits should be used to write the year (2010 not '10). When referring to decades write 1990s (no apostrophe). The time of the day should be written using the 24-hour system and not a.m./p.m.

4.11. Full stops

Do not add another full stop where a sentence ends with a quotation ending in a full stop.

If a whole sentence is in brackets, the full stop must be placed before the closing bracket. Do not forget the full stop at the end of the preceding sentence as well.

All footnotes end in a full stop, except those consisting solely of an internet or email address, or those ending in a hyperlink.



4.12. Hyphens

Frequently used words that require hyphenation.

Words that require a hyphen	Words that do not require a hyphen
up-to-date (adjective) <i>The up-to-date document is on the desk.</i>	up to date (adverb phrase) <i>The file was up to date.</i>
above-mentioned	coordinate
child-specific	cooperate
case-by-case	decision maker
case-law	decision making (compound noun) <i>Decision making has become more difficult.</i>
decision-making (adjective) The decision-making process has become more difficult.	ill treatment
end-user	to follow up (verb)
face-to-face	login (noun) log in (verb)
face-to-face interview	policymaker
follow-up (noun + adjective)	policymaking
gender-specific	to set up (verb)
intra-EU	A word such as 'state' used as an adjective or general noun e.g., state actor.
large-scale arrivals	Long names that read more like a description than a real title. Example: Committee for the adaptation of the directive on the introduction of health and safety measures
long-term effects	A group of countries that is either defined or ill defined, e.g. Arab states, Gulf states, European states. An ad hoc group, e.g. the Belgian delegation.
pan-European	'Recital' or 'judgment' when located in the middle of a sentence.
re-examine	A shortened reference to a specific named body or legal act which has already been referred to in full, including the reference number. Examples: the returns directive, the convention, the court, the contracting state, state parties, the government
third-country national	A word such as 'state' used as an adjective or general noun e.g., state actor.
non-civilian	Long names that read more like a description than a real title. Example: Committee for the adaptation of the directive on the introduction of health and safety measures
non-state	A word such as 'state' used as an adjective or general noun e.g., state actor.
set-up (noun)	A word such as 'state' used as an adjective or general noun e.g., state actor.



4.13. Italics

Non-English words and phrases should be italicised (no inverted commas) and should have the appropriate accents.

sur place, non-refoulement, effet utile, acquis, préfecture

Exceptions are words and phrases now in common use and/or considered part of the English language.



Exceptions

ad hoc, inter alia, per se, de facto, caveat, bona fide, status quo

The names of legal cases cited in the body of the text should also be italicised, though when citing the full name of the case do not italicise the 'v'.

The CJEU ruled in *Elgafaji* that ..., in *TA v Ministry of Interior* ...

4.14. Lists

Short lists of individual items should initially be introduced by a full sentence and should include the following features:

- an introductory colon
- no initial capitals (please note obvious exceptions)
- no punctuation after each item
- a full stop at the end.

Where each item in the list completes the introductory sentence, you should:

- begin with an introductory colon;
- label each item with the appropriate bullet point, letter or number;
- start each item with a lowercase letter;
- end each item with a semicolon;
- put a full stop at the end.

See the ISG for more information on lists, including additional types of listed points ⁽¹⁷⁾.

⁽¹⁷⁾ Publications Office, *Interinstitutional Style Guide*, op. cit., fn. 1, Section 5.7. 'Listed points'.



4.15. Numbers

Situation using figures	Form
Age	It is 20 years old. A 20-year-old car.
Numbers 1–9 are spelled out	One, two, three, etc. Exception. When comparing the same items in a sentence/paragraph. For example, there were 289 applicants, 9 rejected applicants and 2 awaiting a decision.
Spell out all numbers for statistics	17 Member States have this system in place.
Use digits for figures 10 and over	10, 11, 12, etc.
Pagination	p. 4 pp. 4–8 pp. 13 and 65 Section 3.2. Figure 5 footnote 6
Percentage	25 % Percentages must have a hard space (CTRL + Shift + space, or ALT + 0160) between the number and the percentage sign. Exception. When writing in HTML format do not add the space to avoid any technical issues.
Thousands	5 000, 32 198 Use a hard space (CTRL + Shift + space, or ALT + 0160) as a thousand separator. Do not use a comma or a point as a thousand separator. Exception. When writing in HTML format do not add the space to avoid any technical issues.
Decimal numbers	3.5 The integral part of a number is separated from its fractional part by a full stop, not a comma.
Decades	1990s Do not use expressions such as ‘the nineties’.
Ranges denoted by a dash	20–30 million people
Quantities	7 metres/m; 11 kilometres/km
Votes	12 delegations were in favour, 7 against and 6 abstained
Time	6 seconds, 10 minutes, 4 hours, 3 days, 5 weeks, 7 months, 11 years Exception. Two decades, three centuries.



Helpful tips

Data can be simplified and made more comprehensible using rates/shares.

Round numbers when possible for easier reading and more impact (to remember the number), e.g. 24 % of the/all applicants or almost one quarter of applicants (rather than 23.7 % of the/all applicants). In 2019, EU+ countries received approximately 18 000 applications for international protection (not 'received some 17 865 applicants').

4.16. Quotations

Quoted text is indicated in two different ways in English: single quotation marks ‘..’ and double quotation marks “..” ⁽¹⁸⁾.



Double quotation marks are only used for quotations within a quotation; in all other cases, **curly, single quotation marks are to be used.**

Moreover, the following rules must be followed.

- **Short quotations of fewer than four lines** do not require any particular formatting. These short quotes simply run in the text, enclosed by **opening and closing single quotation marks only.**

Article 10(1)(d) QD (recast) states that the group ‘has a distinct identity in the relevant country, because it is perceived as being different by the surrounding society’.

- Quotations of four lines and longer are known as **extended or block quotations.** These quotations **do not require single quotation marks.** These should be block formatted with an indent on the left margin and separated from the text after using a paragraph space. Extended quotation marks should be written in italics ⁽¹⁹⁾.
- Quotation marks are placed inside the concluding punctuation when quoting a word or extract.

A local NGO described the situation as ‘stable’.

- The quotation mark is placed outside the full stop when quoting a complete sentence. This is also the case where the quotation itself contains a concluding mark and no further full stop is required.

Article 20(5) QD (recast) reiterates: ‘The best interests of the child shall be a primary consideration for Member States when implementing the provisions of the Chapter that involve minors.’

⁽¹⁸⁾ Publications Office, *Interinstitutional Style Guide*, op. cit., fn. 1, Section 10.1.9. ‘Quotation marks’.

⁽¹⁹⁾ Publications Office, *Interinstitutional Style Guide*, op. cit., fn. 1, Section 5.10. ‘Quotation’.



Additional elements and specifications that are not originally part of the quotation should be added in square brackets. Refer to the section ‘[Brackets](#)’ for more on this.

‘The convention [Refugee Convention] was adopted.’

Ellipses are used to indicate omissions of one or more words.

Omissions of an entire line or paragraph should be indicated by an ellipsis within square brackets and separated by a line.

‘The Convention

[...]

entered into force in 1953.’



Additional emphasis by the author should be indicated by stating ‘(emphasis added)’ either within the footnote where the source of the quotation is referred to or within the text itself, directly after the quotation. If emphasis is part of the original quotation, this should be indicated as ‘(original emphasis)’.

Any errors in the original text are to be marked with [*sic*].

Single quotation marks can also be used to identify words and phrases that are not themselves quotes but to which you wish to draw attention as lexical items.

Do not use quotation marks for titles of books or newspapers, or foreign expressions. These are displayed in italics.



5. Referencing

5.1. Article references

Please refer to the ISG for more information on article references ⁽²⁰⁾.

The various parts of a reference, if numbered, are cited in descending order. They are not separated by commas or spaces.

- Article 10(3)(a) APD (recast) ...
- Article 2 and Article 3(2) provide that ...
- Article 2(3) and Article 3 provide that ...

Where subdivisions of the same type are mentioned, the name is not repeated. Ensure that the reference type is in the plural.

- Chapters I and II
- Articles 1, 4 and 9
- the first and third indents

Where reference is made to subdivisions of the same type, of which one or more are accompanied by subdivisions of a lower level, the subdivision in question is mentioned each time:

- Article 2 and Article 3(1) of Regulation ...
(and not 'Articles 2 and 3(1) of Regulation ...')
- Article 2, Article 5(2) and (3) and Articles 6 to 9 of Regulation ...
(and not 'Articles 2, 5(2) and (3) and 6 to 9')
- ... and in particular points (1)(b) and (3)(c) of Article 1, ...

Referencing is necessary for any mention of an outside source of information. This ranges from that which you are directly quoting to any source that may have had an indirect influence on your work.

Where referencing sources that are time sensitive, it is good practice to add to the footnote 'accessed on' plus the date you referred to the source. It is not necessary to do this for all references as sources that will not change over time do not warrant this.

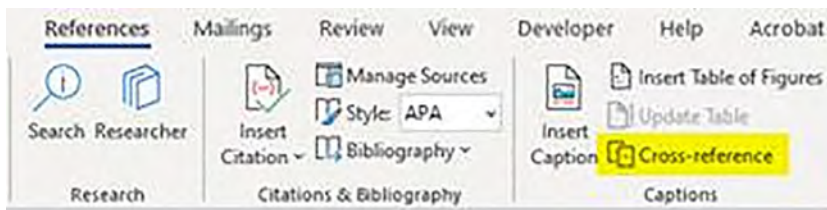
⁽²⁰⁾ Publications Office, *Interinstitutional Style Guide*, op. cit., fn. 1, Section 3.2.3. 'References to subdivisions of an act'.



5.2. Internal linking

Use Word's **cross reference feature** when inserting references to other parts of your document, including linking the 'op. cit.' references in the footnotes. Cross references are used instead of inserting internal hyperlinks. This will ensure that you can quickly and automatically update the references should the text change or sections be moved around.

1. Make sure each chapter or section starts with a numbered heading using the correct Word 'Heading' styles.
2. Click the cursor where you want the reference to appear. On the 'References' tab of the ribbon, in the 'Captions' group, click the 'Cross-reference' button.



3. In the 'Reference type' box, choose 'Heading', and in the 'Insert reference to' box, choose 'Heading number'. Choose the correct heading shown in the box at the bottom then click 'Insert'.
4. The same can be done for 'op. cit.' in a footnote by choosing 'Footnote' in the 'Reference type' box and 'Footnote number' in the 'Insert reference to' box.
5. Select all of the text (CTRL + A) to select all body text or all footnotes and press **F9** to automatically update the references.

5.3. Citing EUAA documents

References to EUAA documents in the body text should be written as in the example below. Full title, bibliographical reference and hyperlink to the name of the publication are to be provided in the footnote only.

For more information, refer to the EUAA booklet on age assessment ⁽¹⁾.

(1) EUAA, [All you need to know about age assessment](#), 2022.

Materials published under EASO have been automatically inherited by the EUAA and reference can be made to the EUAA as the author in the body text. However, the full bibliographical citation shall indicate the name of the agency and the title at the time of publication.

For more information refer to the Guidance on contingency planning ⁽¹⁾.

(1) EASO, [Guidance on contingency planning in the context of reception](#), March 2018.



5.4. Citing European case-law databases and the EUAA Case Law Database

For the EUAA Practical Guide Series, attach the link to the original database to the party names in the case law reference. Refer to the summary available in the EUAA Case Law Database afterwards.

ECtHR, judgment of 28 June 2011, *Sufi and Elmi v the United Kingdom*, Nos 8319/07 and 11449/07, ECLI:CE:ECHR:2011:0628JUD000831907, paras 283, 294, 295. Summary available in the [EUAA Case Law Database](#).

5.5. Bibliography

Include a bibliography of the sources used at the end of the document. The sources should appear in alphabetical order and by most recent year first. For multiple entries from the same organisation and for the same year, use letters: 2019a, 2019b, 2019c.



Annex I. Abbreviations and acronyms

Go back to [‘Abbreviations’](#)

Shorthand	Long name
APD	asylum procedures directive – Council Directive 2005/85/EC of 1 December 2005 on minimum standards on procedures for granting and withdrawing refugee status
APD (recast)	asylum procedures directive (recast) – Directive 2013/32/EU of the European Parliament and of the Council of 26 June 2013 on common procedures for granting and withdrawing international protection (recast)
CAT	Committee against Torture
CEAS	Common European Asylum System
CEPOL	European Union Agency for Law Enforcement Training
CJEU	Court of Justice of the European Union
CNDA	Cour Nationale du Droit d’Asile
CoE	Council of Europe
Convention against Torture	Convention against Torture and Other Cruel, Inhuman or Degrading Treatment of Punishment (1984)
Coreper	Committee of Permanent Representatives
DG	Directorate-General
Dublin Convention	Convention Determining the State Responsible for Examining Applications for Asylum Lodged in One of the Member States of the European Communities (1990)
Dublin II regulation	Council Regulation (EC) No 343/2003 of 18 February 2003 establishing the criteria and mechanisms for determining the Member State responsible for examining an asylum application lodged in one of the Member States by a third-country national
Dublin III regulation	Regulation (EU) No 604/2013 of the European Parliament and of the Council of 26 June 2013 establishing the criteria and mechanisms for determining the Member State responsible for examining an application for international protection lodged in one of the Member States by a third-country national or a stateless person (recast)
EUAA	European Union Agency for Asylum, previously European Asylum Support Office
ECHR	European Convention for the Protection of Human Rights and Fundamental Freedoms
ECtHR	European Court of Human Rights
EP	European Parliament
EU	European Union
EU Charter	Charter of Fundamental Rights of the European Union (2000)
Eurodac regulation	Council Regulation (EC) No 2725/2000 of 11 December 2000 concerning the establishment of ‘Eurodac’ for the comparison of fingerprints for the effective application of the Dublin Convention
Eurodac regulation (recast)	Regulation (EU) No 603/2013 of the European Parliament and of the Council of 26 June 2013 on the establishment of ‘Eurodac’ for the comparison of fingerprints ... (recast)
Europol	European Union Agency for Law Enforcement Cooperation
Eurostat	the EU’s statistical office
FAC	Federal Administrative Court (Germany)
FGM	female genital mutilation
FGM/C	female genital mutilation/cutting
FRA	European Union Agency for Fundamental Rights
FRD	family reunification directive – Council Directive 2003/86/EC of 22 September 2003 on the right to family reunification
Frontex	European Border and Coast Guard Agency
HRC	Human Rights Committee



Shorthand	Long name
IARMJ	International Association of Refugee and Migration Law Judges (formerly IARLJ – International Association of Refugee Law Judges)
ICCPR	International Covenant on Civil and Political Rights
ICESCR	International Covenant on Economic, Social and Cultural Rights
ICRC	International Committee of the Red Cross
ICTY	International Criminal Tribunal for the former Yugoslavia
IHL	international humanitarian law
LGBTI	lesbian, gay, bisexual, transgender and intersex
LTRD	long-term residents directive – Council Directive 2003/109/EC of 25 November 2003 concerning the status of third-country nationals who are long-term residents
MPSG	membership of a particular social group
OJ	<i>Official Journal of the European Union</i> (short form: Official Journal)
OP	Publications Office of the European Union
QD	qualification directive – Council Directive 2004/83/EC of 29 April 2004 on minimum standards for the qualification and status of third country nationals or stateless persons as refugees or as persons who otherwise need international protection and the content of the protection granted
QD (recast)	qualification directive (recast) – Directive 2011/95/EU of the European Parliament and of the Council of 13 December 2011 on standards for the qualification of third-country nationals or stateless persons as beneficiaries of international protection, for a uniform status for refugees or for persons eligible for subsidiary protection, and for the content of the protection granted (recast)
RCD	reception conditions directive – Council Directive 2003/9/EC of 27 January 2003 laying down minimum standards for the reception of asylum seekers
RCD (recast)	reception conditions directive (recast) – Directive 2013/33/EU of the European Parliament and of the Council of 26 June 2013 laying down standards for the reception of applicants for international protection (recast)
RD	return directive – Directive 2008/115/EC of the European Parliament and of the Council of 16 December 2008 on common standards and procedures in Member States for returning illegally staying third-country nationals
Refugee Convention	Convention Relating to the Status of Refugees (1951), as amended by its Protocol (1967)
TEC	Treaty Establishing the European Community
TEU	Treaty on European Union
TFEU	Treaty on the Functioning of the European Union
TPD	temporary protection directive – Directive 2001/55/CE of 20 July 2001 on minimum standards for giving temporary protection in the event of a mass influx of displaced persons and on measures promoting a balance of efforts between Member States in receiving such persons and bearing the consequences thereof
UK	United Kingdom
UKAIT	United Kingdom Asylum and Immigration Tribunal
UKUT	United Kingdom Upper Tribunal
UNHCR	United Nations High Commissioner for Refugees
VCLT	Vienna Convention on the Law of Treaties (1969)





Resources

European Commission, [English Style Guide – A handbook for authors and translators in the European Commission](#), January 2016 (last updated January 2022).

European Court of Auditors, [‘Misused English words and expressions in EU publications’](#), 2016.

European Migration Network, [Glossary on Asylum and Migration](#), version 7.0, July 2020.

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Translation Centre for the Bodies of the European Union, [Interactive Terminology for Europe](#), 2018.

UN Economic Commission for Europe, [Making Data Meaningful – Part 1 – A guide to writing stories about numbers](#), 2009.

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Publications Office
of the European Union

