

The ITC Style Guide

NINTH EDITION



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The International Trade Centre (ITC) is the joint agency of the World Trade Organization and the United Nations.

Street address: ITC
54-56, rue de Montbrillant
1202 Geneva, Switzerland

Postal address: ITC
Palais des Nations
1211 Geneva 10, Switzerland

Telephone: +41 22 730 0111

E-mail: itcreg@intracen.org

Internet: www.intracen.org/publications

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NINTH EDITION

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We also thank ITC staff for using this guide. Please continue sharing your valuable feedback with us.

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Using the ITC Style Guide

What is the ITC Style Guide?

This guide helps you to be consistent in the presentation, spelling, punctuation, and terminology of ITC writing. It also advises you on ITC editorial style as part of our brand positioning. This is the ninth edition and it reflects evolving staff needs and recommendations.



Why should I consult it?

This guide helps you understand the principles behind ITC style. It serves as a reference tool in your daily writing from letters and e-mails to donor reports, announcements, articles, flyers, web texts, publications, and more.

ITC style is an essential element of ITC's corporate branding. Our credibility suffers when text is inconsistent, wordy or poorly spelled.

Most ITC writers are not native English speakers. Many are subject specialists first, and writers second. Some are new to ITC, including external writers, interns who research and write, and new ITC staff.



How do I use it?

Each part of the guide is independent. See tips and checklists for writing and translation.

Use the A to Z glossary for ITC preferred spelling, style and terminology, and guidance on commonly misspelled words.

You can find reference lists for country names, ITC programmes and regional groupings.

Can I get training on using the Style Guide and how to write effectively?

Yes. See the L&D Hub for dates on training: Overview of publishing practices, Basics of ITC style (Level 1), Writing for clarity (Level 2), and Writing for impact (Level 3).

<p>About ITC</p> <p>ITC areas of work: Management Organization chart < NEW!</p> <ul style="list-style-type: none"> • Division of Market Development (DMD) • Division of Programme Support (DPS) • Division of Country Programmes (DCP) • Division of Enterprises and Institutions (DEI) <p>Project management guidelines Project portal (old Project portal) Open Data website < NEW! Innovation Lab Strategic Plan Annual Report SMC minutes Gender Equality, Diversity and Inclusion at ITC Good Governance UN and ITC regulations/rules UN Board of Auditors Report</p>	<p>Admin and e-facilities</p> <p>DPS Service Centre < NEW! Book a meeting room < NEW! Security and Safety (Covid-19) Legal Instruments Tool Document management Visual Directory - Office Training and workshops calendar Travel services Telephone billing e-Pay < NEW! Software Requests DSA Exchange rates</p>	<p>Human resources</p> <p>Who is who Departing staff New comers ITC Online courses (video-tutorials) < NEW! L&D HUB Work-Life Balance e-System Contract Management Form Leave calendar Hiring of consultants Internship recruitment tool Vacancies Joint Advisory Committee (JAC) Staff Council Missions Leadership Dialogue Carte de Législation</p>	<p>Communication</p> <p>Services CE new ticket ITC brand Templates Tutorials, guidelines and checklists Printing requests Media library ITC Style Guide Publishing guidelines Publication database ITC e-library</p> <ul style="list-style-type: none"> • Online database <p>ITC events CRM system New ITC website < NEW!</p>
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Where can I get my own copy?

Print copies are available for all ITC staff. The guide is available for all external writers at <https://www.intracen.org/itc/publications/the-itc-style-guide/>

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As an organization with a multicultural audience, most contributors and readers are not native English speakers. ITC works with authors, contributors, peer reviewers, editors, translators and printers around the globe. These online tools help ensure ITC style and branding.

The A-Z guide online

Welcome to the 'living' ITC Style Guide - a site that addresses your most pressing writing and editing needs.

Oxford Concise Dictionary

ITC uses the first reference in the Oxford Dictionary as its standard English reference. Go to: <https://en.oxforddictionaries.com/>

Translations

Basic [guidelines](#), [tips](#), and [references](#) to guide translators in French and Spanish.

UN regional and country maps

Use the official site of the United Nations to find country and regional maps, in English and French. See guidance for maps [here](#).

Country names

As part of the United Nations family, correct use of country names is an essential requirement for all ITC writing. Go to: <http://unterm.un.org/UNTERM/portal/welcome>

Guidelines for authors

Are you working on a publication for ITC? Find [here](#) a brief outline of the ITC publications programme, audience, writing style, process, submission requirements and editing references.

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