



CIDA STYLE GUIDE

November 2009



CIDA

STYLE GUIDE

Communications Branch
Canadian International Development Agency
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INTRODUCTION

An institution's duty to inform the public includes the obligation to communicate effectively. Information about policies, programs, services and initiatives must be clear, relevant, objective, easy to understand and useful.

To ensure clarity and consistency of information, plain language and proper grammar must be used in all communication with the public. This principle also applies to internal communications, as well as to information prepared for Parliament or any other official body, whether delivered in writing or in speech.

Communications Policy of the Government of Canada, August 1, 2006

In accordance with this policy, Communications Branch of the Canadian International Development Agency (CIDA) has prepared this reference tool to help its employees who write English documents at the Agency.

The *CIDA Style Guide* does not intend to recapitulate the accepted rules of grammar, spelling, and punctuation, which are covered comprehensively in various dictionaries and style guides. Rather, it aims to cover the most common errors found in Agency documents, both internal and external, and to give the CIDA preference for items that can vary in the way they may be written.

The guide comprises several writing tools. First, it outlines the basic principles of clear and concise writing in **good writing practices**. Then the guide provides a quick reference to proper **punctuation**. This is followed by entries dealing with **other elements of style**, including the proper use of **italics**, **acronyms and initialisms**, and **capitalization**. The entry in this guide concerning basic **French-English considerations** is missing from most style manuals. The guide also provides a list of **online resources** and **references**. Finally, in the Appendix, **Words to watch** provides a handy reference to the CIDA preference for words and terms that are inconsistent in their usage as they may be written in more than one way.

By using this guide, CIDA staff should find they are more confident in their writing skills, and as a result, better able to meet the Agency's objectives for uniformity, clarity, and consistency in its written communications.

The Agency also offers the *Guide de rédaction de l'ACDI*, which contains useful tools for the preparation of French documents. Both guides can be downloaded from Entre Nous under Tools Unlimited.

GOOD WRITING PRACTICES

Here are some good writing practices that will enable you to communicate effectively with your target audience in clear and concise language.

1. Know your target audience.

A basic principle of writing, you should develop the content and format of your document with your target audience in mind. Consider the target audience's learning style, specific needs, level of education, and reading skills.

2. Focus on the reader's needs.

Your first priority should be to highlight what readers want to know, spending less time on what is secondary to them. The content of the text must answer the questions readers would ask themselves.

3. Develop a plan to organize your ideas and your text logically:

- Present information logically, from what is most important to what is least important.
- It is preferable to organize ideas in chronological order. Backtracking confuses readers.
- Express only one main idea in each paragraph.
- If necessary, you may add the following to help readers to form a general idea of the topic under discussion: a table of contents, a short introduction, a short user's guide, a summary at the beginning of the text, examples, and comparisons.

4. Make your writing clear, simple, logical, and to the point:

- Provide complete, accurate information; fact-checking is essential.
- Present information concisely; it is better to focus on quality and not quantity.
- Adapt the vocabulary you use to the level of literacy of the target audience. It is preferable to use simple, familiar words.
- If it is necessary to use specialized terminology, define each term used and provide an example if possible, even adding a glossary if needed.

- Avoid long, complex sentences and paragraphs longer than seven lines.
- Favour the active voice and the positive form.
- Use vertical lists and bullets where appropriate for greater readability.

5. Make a habit of using these writing tools:

- spell-check programs
- dictionaries
- style guides (particularly the *CIDA Style Guide* and *The Canadian Style*)
- the Initialisms and Acronyms database at CIDA
- Termium Plus

PUNCTUATION

PERIOD

Only one space follows a period.

COMMA

Insert a comma before, but not after, the abbreviations “e.g.” or “i.e.”

Insert a comma before the final “and” or “or” in a series of words.

Example:

The program focuses on human rights, good governance, and democracy.

SEMICOLON

Use the semicolon between independent clauses that are too closely related to be separated by a period.

Semicolons can be used to separate parallel elements in a series, when these elements are complex or contain internal punctuation such as a comma.

Example:

The project focuses on the environment; human rights, good governance, and democracy; and gender equality.

Avoid overusing a semicolon. Instead, consider using a dash, colon, or comma if possible.

COLON :

The colon is used primarily to introduce a list, quotation, or declaration.

Example:

Hollandaise requires three main ingredients: eggs, butter, and lemon juice.

A colon can also be used to join two independent clauses when the second part interprets or expands upon the first.

Example:

The message came through loud and clear: this activity would no longer be tolerated.

HYPHEN -

Do not hyphenate if the meaning is immediately clear from common usage.

Example:

private sector participation

Insert a hyphen in a written fraction only if it is used adjectivally.

Examples:

- Three quarters of the country is forest.
- He gave his partner a three-quarters share.

Do not insert a hyphen between an adverb ending in “-ly” and a participle.

Examples:

- fully employed contractor
- poorly done work
- heavily sedated patient

Do not hyphenate a compound containing an adverb plus past participle that follows a noun or pronoun.

Examples:

- The reasons for this decision are well known.
- The applicant is ill suited for the job.
- The company is well positioned to take on this task.

DASH 

The en dash (–) is used to join inclusive numbers and place names or modify open compounds. No spaces are used around an en dash in a sentence.

Examples:

- fiscal year 2000–2001
- pages 3–12
- Montréal–Toronto corridor
- post–Cold War diplomacy

Note: In MS Word, the en dash is obtained by typing simultaneously Ctrl + - (minus sign on the numerical keypad).

The em dash (—) indicates a more emphatic or abrupt break in a sentence or a less formal style. No spaces are used around an em dash.

Example:

The initiative will increase opportunities for all Canadians—individuals, businesses, and communities—to acquire skills and knowledge in this field.

Note: In MS Word, the em dash is obtained by typing simultaneously Ctrl + Alt + - (minus sign on the numerical keypad).

OBLIQUE /

No space is used with an oblique separating single words, letters, or symbols. Use one space before and after the oblique when it separates longer groups of words with spaces between them.

Examples:

- French/English
- Chief Information Office / Bureau principal de l'information

Do not use an oblique when indicating fiscal years, use an en dash instead.

AMPERSAND &

Do not use the ampersand as a substitute for the word “and.” It must be used, however, if the ampersand is part of a corporate name (e.g. AT&T). It can be used where space is very limited, such as in tables and figures. It is used for the abbreviated forms of “research and development” (R&D) and “science and technology” (S&T).

APOSTROPHE

Ensure the apostrophe is not backwards: this commonly occurs with word processing software. Ensure that the apostrophe (and quotation marks, as well) match the font being used. For example, in Times New Roman font, the apostrophe (') and quotation marks are “curly.” When information is copied from the Internet or other sources, these signs often become changed from the curly type to primes (i.e. ´ and “”).

QUOTATION MARKS

Quotation marks are used primarily to set off the exact words of a speaker or written source from the main body of a text.

Use double quotation marks for quotes and for non-italicized published works (such as the title of an article published in a magazine).

Use double quotation marks to highlight the first mention of a technical word used in non-technical writing, a word used ironically, or a made-up word not in the dictionary. Avoid overuse of quotation marks to highlight technical words.

Single quotation marks are used in headlines and within a quote that already has double quotation marks.

Periods and commas go inside quotation marks, but semicolons and colons go outside. The position of exclamation marks and question marks depend on the context (i.e. whether or not they are part of the original quotation).

Ensure that quotation marks match the font being used (as discussed under the entry on the apostrophe).

BULLETS IN VERTICAL LISTS

The punctuation (and capitalization) of items in a vertical list vary according to the structure of the list.

If each line set off by a bullet completes the annunciatory statement, then **do not** capitalize the first letter of the first word of each line in the list; however, if each line set off by a bullet forms a complete sentence, then **do** capitalize the first letter of each word of each line in the list, and put a period at the end of each line.

Examples:

Routine maintenance on your car includes checking the:

- oil in the engine and transmission
- air pressure in the tires
- windshield washer fluid in the reservoir

The instructions were clear:

- Go directly to jail.
- Do not pass Go.
- Do not collect \$200.

Semicolons can be placed at the ends of lines in a vertical list (except the last one, which takes a period), particularly when there is at least one line containing internal punctuation (such as commas). The word “and” or “or” should follow the semicolon of the penultimate bullet.

Examples:

Canada’s official development assistance will focus on:

- basic human needs;
- women in development;
- infrastructure services;
- human rights, democracy, good governance;
- private sector development; and
- the environment.

Canadians believe in:

- peace;
- order; and
- good government.

OTHER ELEMENTS OF STYLE

ITALICS

Use an **italic** font for the following items if they are published works:

- newspaper
- magazine
- report
- book
- pamphlet
- novel
- long poem
- film/video
- play
- opera
- symphony
- painting
- sculpture
- name of a ship, train, aircraft, or spacecraft
- scientific name of an organism
- act, statute, or court case
- word(s) to be emphasized in a text

Instead of italics, use a **roman** (regular) font enclosed by **quotation marks** for the titles of these items:

- article
- poem
- short story
- short musical composition, including a song
- television program
- radio program

Italicize foreign-language (including French) words unless they are deemed to be assimilated into English, such as *née*, *ad hoc*, *karaoke*. Most dictionaries indicate whether the word is considered to be foreign or has been anglicized, and thus, whether or not it should be italicized. Do not italicize foreign-language proper names, including the names of organizations.

Use italics (and title case) for the full names of statutes and court cases; do not italicize (or capitalize) these if they are incomplete names or proposed statutes (i.e. bills).

Italicize the scientific names of organisms, e.g. *Felis catus*.

HEADINGS

Ensure consistent and logical use of headings and subheadings in terms of the font, size, and attributes that distinguish between heading levels. It is best to avoid elaborate numbering of headings and subheadings (e.g. 1., 1.1, 1.2.1) in short and medium-length documents.

Either title case or sentence case may be used for headings (see **Capitalization**). One style should be followed consistently throughout the document.

Examples:

- This Is an Example of Title Case
- This is an example of sentence case

FOOTNOTES AND ENDNOTES

Place the numeral (with no period) in superscript at the end of the item in question. This number should follow any punctuation—except a dash. Then, at the foot of the page (or end of the document for endnotes), the numeral should be in its regular form (i.e. not in superscript) and should be followed by a period.

If a document has only one note for the reader, use an asterisk instead of a number.

PHOTO CREDITS

For CIDA photos, the photo number and credit information (i.e. copyright and photographer's name) must be provided. This information can be obtained from the Photo Library.

The standard wording for a **CIDA** photo credit is as follows:

English: © CIDA/photographer's name (e.g. © **CIDA/Greg Kinch**)

Bilingual: © ACIDI-CIDA/photographer's name (e.g. © **ACDI-CIDA/Greg Kinch**)

For photos provided by an outside source, there are two recommended options (you can also take into consideration the source's preferences for photo crediting):

© Name of organization/photographer's name (e.g. © **IMPACS/John Smith**)

or

© Courtesy of photographer's name (e.g. © **Courtesy of John Smith**)

NUMBERS AND UNITS

Use commas to separate groups of three numerals.

Examples:

- \$3,900
- 75,500 km

Never separate numerals from their units (e.g. \$5 million, 25 km). To prevent these elements from being printed on two separate lines, use a non-breaking space. In MS Word, you can create a non-breaking space by typing simultaneously Ctrl + Shift + spacebar.

Use numerals for percentages—even those less than 10 (except when beginning a sentence).

Examples:

He negotiated a 1-percent salary increase.

but

One percent is a small margin.

The word “percent” (written as one word) is preferred over the symbol (%), unless space is at a premium, as in tables and figures. There should be no space between the numeral and the symbol (e.g. 95%).

The expressions G7, G8, G20 and L20 do not take a hyphen.

Convert imperial units to metric—except in quoted material. Several websites convert imperial to metric units, such as www.onlineconversion.com

Use the standard adopted by the Government of Canada’s Department of Finance and the International Monetary Fund when it is necessary to distinguish amounts in various currencies.

Examples:

- C\$5 million (for Canadian dollars)
- US\$5 million (for American dollars)
- €5 million (for euros)

It is good practice to indicate the approximate value of a foreign currency to make the information meaningful to readers. Refer to the Bank of Canada site to determine this: www.bank-banque-canada.ca/en/rates/converter.html

Telephone numbers for voice and data transmission are written with hyphens separating groups of numerals, including area codes.

Examples:

819-997-5006

1-800-230-6349

DATES AND TIMES

When writing inclusive years (including fiscal years), use all four numerals and separate them with an en dash without spaces on either side.

Example:

2000–2004

These are the most common ways of referring to inclusive periods:

- in 2000–2004
- from 2000 to 2004
- between 2000 and 2004

Insert a comma after the year when the month and date are given (e.g. the August 30, 2003, agreement with the World Trade Organization).

Note: Although ordinals (1st, 15th, 22nd, 33rd, etc.) are fine for numeric rankings, avoid them for dates. “December 25th” is unacceptable; however, “the baby was born on the 25th of December” is usable (but not as succinct as December 25).

When referring to a decade, add an “s” (e.g. the 1990s).

For an abbreviated date, use an apostrophe (e.g. the '90s).

Note: Ensure that the apostrophe is not backward. Some word-processing software will automatically type an open single quote instead of an apostrophe (e.g. **not** the '90s, **but** the '90s).

Insert actual dates for the sake of clarity.

Examples:

not The World Summit on the Information Society was held last month.

but The World Summit on the Information Society was held in December 2003.

The time of day may be written several ways. Exclude ciphers (zeros) for the top of the hour in the a.m.-p.m. system; on the other hand, four digits are always used in the 24-hour system.

Examples:

5:36 a.m. / 0536

12 a.m. / 2400

12:01 a.m. / 0001

ACRONYMS AND INITIALISMS

An **acronym** is pronounceable as if it is a word, and tends not to be preceded by the definite article, “the.” Examples are CIDA, NAFTA, and NATO.

An **initialism** is not pronounceable as if it were a word, but is by its individual letters, and is usually preceded by “the.” Examples are the UN, IMF, and NHL.

Never assume that all readers will be familiar with an acronym or an initialism. In the body of a text, write out the full name of an acronym/initialism at first mention, followed by the acronym/initialism enclosed within parentheses. Remember to omit the parentheses after the first usage. Establish an acronym/initialism only if it appears more than once in a text: if no further reference is made to a name, its acronym/initialism is unnecessary. However, in a long document, re-establish abbreviations in each chapter if they appear more than once. Do not use acronyms/initialisms in titles, headings, or subheadings.

Many abbreviations dealing with international development can be found in the Government of Canada’s online terminology tool, Termium Plus, and in the Acronyms and Initialisms database, managed by Communications Branch. Both tools can be found in Entre Nous in the Tools Unlimited section.

Note: Be sure to use the correct spelling for the full name (i.e. as used by the organization or program), even if individual elements of the name differ from CIDA style. For example, OECD is written in full as Organisation for Economic Co-operation and Development, and UNDP is written as United Nations Development Programme.

For some organizations or programs, the acronym/initialism for its name has become more commonly used than the name itself (e.g. UN, RCMP, CBC, NATO, IBM). In cases such as these, use the short form, which may or may not be followed by the full name in parentheses at first mention, depending on the audience.

In a long document that may not be read from cover to cover, a short list of acronyms and other abbreviations can be placed at the beginning to be used as a quick reference.

Finally, although initialisms are usually preceded by the definite article, (“the”), there are exceptions to this rule.

Examples:

He worked at IBM for a decade.

She performed CPR on the child.

HONORIFICS

The last name of an individual should not stand alone: use the appropriate honorific. Use “Ms.” for the name of a woman, unless she has another preference. Use “Dr.” only for medical doctors, dentists, and veterinarians.

Examples:

Ms. Carmichael (or Mrs. or Miss, if she prefers) lives in California.

Mr. Milton has a PhD in English.

Dr. Downes is a veterinarian.

Abbreviations of military ranks in the Canadian Forces should follow the style used by the Department of National Defence.

Example:

The rank of former Air Force chief LGen David Kinsman is equivalent to that of VAdm Ron Buck, who was once the top sailor of the Canadian Forces.

The name of government ministers should be preceded by “The Honourable” on first mention and “Minister” thereafter.

Examples:

The Honourable Beverley J. Oda, Minister of International Cooperation
Minister Oda

CAPITALIZATION

In terms of capitalization, try to use lower case wherever possible.

Official names of programs, strategies, initiatives, and so on, may be capitalized, but the shortened versions of these names should be put in lower case.

Note: Be sure to distinguish between an official name and a generic description.

not The Translation Bureau is a Special Operating Agency of PWGSC.

but The Translation Bureau is a special operating agency of PWGSC.

Capitalize the word “program” only if it is part of the official name (e.g. Development Information Program).

For the use of title case in titles and headings, *The Canadian Style* recommends capitalizing all words, except articles, conjunctions, or prepositions of fewer than five letters.

Examples:

not Promoting Rural Development through Agriculture

but Promoting Rural Development Through Agriculture

GOVERNMENT OF CANADA NAMES

Many departments have both a long name and a short name. The long version is the approved name used as the formal “signature” of a department, institution, program, or activity, and should be used to identify it in all communications. To find the long name of a department, check Treasury Board of Canada Secretariat’s website under the Federal Identity Program: www.tbs-sct.gc.ca

Examples:

Citizenship and Immigration Canada (short form)

Department of Citizenship and Immigration (long form)

Department of Finance Canada (short form)

Department of Finance (long form)

For the full names of Canadian statutes, consult the Consolidated Statutes of Canada on the Department of Justice Canada website: www.canada.justice.gc.ca

ADDRESSES

Addresses in formal writing take the full name or traditional abbreviation of a province (e.g. Alberta or Alta.), *not* the two-letter Canada Post form (e.g. AB). Note that two spaces should be put between the name of the province and the postal code; all other items are separated by single spaces.

Examples:

Canadian International Development Agency
200 Promenade du Portage
Gatineau, Quebec K1A 0G4
Canada

Note: For French addresses appearing in English text, there is no comma between the street number and the street name.

GEOGRAPHIC NAMES

In Canada, certain geographic features and place names have well-known forms in both English and French. Those considered to have pan-Canadian significance (according to a list established by Treasury Board), have both an English and a French official form to be used in federal government publications. When referring to the province of Quebec, for example, the translated (English) name is the official form to be used. Therefore, in English text, Quebec the province does not take an accent, whereas Québec the city does. According to this list, Montréal and Trois-Rivières are the official names to be used when referring to those cities. For the correct spelling of Canadian place names and geographic features, see Natural Resources Canada's website: <http://geonames.nrcan.gc.ca>.

Many documents produced by CIDA contain the names of foreign countries. To check the spelling of country names, there are several reliable sources; however, they may be contradictory. To ensure consistency in its Web and print documents, CIDA has established a list of country names, which can be accessed in CIDA's Electronic Document and Records Management System (EDRMS), file #1146571.

In some cases, there may be several variations for the spelling of a place name. This may especially be the case for more obscure foreign place names, such as the name of a small African village. In cases such as these, do a quick Internet search, using a search engine such as Google, to survey the

possibilities. It may be necessary to type in a few variations of the word to see which one is most frequently used. The number of hits obtained for a particular spelling, as well as the reliability of the sites on which it was found, can be good gauges to determine the accuracy of the spelling.

A series or vertical list of country names should be put in alphabetical order, unless otherwise specified.

WEBSITE ADDRESSES

Render a website's address underlined and in **blue**. Do not put a period at the end of the address as this could be seen as being part of the site's address.

Example:

Visit the UNDP website for more information: www.undp.org

It is not necessary to put “http://” at the beginning of a website address if all addresses in a document begin with “www.” Otherwise, “http://” should be placed at the beginning of all website addresses in a document.

The English and the French CIDA websites have unilingual addresses.

Examples:

www.cida.gc.ca (English)

www.acdi.gc.ca (French)

SOME FRENCH-ENGLISH CONSIDERATIONS:

- When a text is written in French and translated into English, ensure that the target (translated) text matches the meaning of the source (original-language) text.
- The preferred term for supplemental material at the end of a document is appendix (not “annex”) in English texts. The confusion between these terms in English may have arisen because French texts use *annexe*.

- Ensure that there is no space before a colon or percentage sign in English-language texts; French-language texts *do* have a space in these cases.
- Although ordinal numbers are always superscripted in French, *The Canadian Style* does not recommend the use of superscripted ordinals. Note that some word-processing applications will automatically generate a superscript for ordinals, but this can be overridden by undoing this feature in the menu of font characteristics.

Examples:

20th century (English)

70^e anniversaire (French)

- Instead of using a period as a decimal marker, French text uses the comma. This distinction is acceptable in the SI (metric) system.
- Watch for spelling differences between words that are similar in French and English.

Examples:

English	French
correspondence	correspondance
pavilion	pavillon
connoisseur	connaissanceur
metropolitan	métropolitain
gas	gaz
address	adresse

- Certain words of French origin are pluralized by adding an s instead of an x.

Examples:

bureau → bureaux

plateau → plateaus

ONLINE RESOURCES

GENERAL TERMINOLOGY (ENGLISH-FRENCH-SPANISH)

- Termium Plus. The Government of Canada terminology database includes an online version of *The Canadian Style: A Guide to Writing and Editing*. (www.btb.termiumplus.gc.ca)

GENDER-NEUTRAL TERMINOLOGY

- Department of Justice guidelines (www.justice.gc.ca/eng/dept-min/pub/legis/n15.html)

ENGLISH-LANGUAGE REFERENCE TOOLS

- Dictionary (www.dictionary.com)
- Thesaurus (www.thesaurus.com)

GENERAL INFORMATION

- The World Factbook of the United States Central Intelligence Agency (www.cia.gov/library/publications/the-world-factbook/)

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The Elements of Style. Strunk, W., and E. B. White. Allyn and Bacon. Boston. 1979.

APPENDIX – WORDS TO WATCH

This appendix contains a list of CIDA Senior English Editors’ preferences for words that vary in the way they are written. Here are the sources on which these preferences are based:

- CIDA – Communications Branch of CIDA
- INAC – Communications Branch of Indian and Northern Affairs Canada
- CSTY – *The Canadian Style*
- GAGE – *Gage Canadian Dictionary*
- OXFD – *The Canadian Oxford Dictionary*
- TERM – Termium Plus

Word	Note	Source
3D		TERM
aboriginal	re worldwide groups	INAC
Aboriginal	re First Nations of Canada, Inuit, Métis	INAC
aboveboard		GAGE
abridgment	not <i>abridgement</i>	GAGE
acknowledgment	not <i>acknowledgement</i>	GAGE
advice	noun	GAGE
advise	verb	GAGE
adviser	not <i>advisor</i>	GAGE
aesthetic		GAGE
Afro-descendant		CIDA
Agency	capped re CIDA	CIDA
aging		OXFD
agribusiness		TERM
agri-food		OXFD
agroecology		TERM
agroforestry		OXFD
aide-de-camp		GAGE
air base		GAGE
air brake		GAGE
airbag		OXFD
airborne		GAGE
aircrew		GAGE
airdrop		GAGE

Word	Note	Source
airfield		GAGE
airmobile		GAGE
airstrike		GAGE
airstrip		GAGE
allocable	not <i>allocatable</i>	GAGE
all right		GAGE
allotment		GAGE
allotted		GAGE
analogue		GAGE
analyze	not <i>analyse</i>	OXFD
Anglophone		GAGE
anti-aircraft		GAGE
antiballistic		GAGE
anticommunist		GAGE
anticorruption		GAGE
antidiscrimination		TERM
antidumping		GAGE
anti-establishment		GAGE
antiglobalization		GAGE
antigravity		GAGE
antihero		GAGE
anti-inflammatory		GAGE
anti-inflation		GAGE
antiknock		GAGE
antimalarial		GAGE
antimissile		GAGE
antinuclear		GAGE
anti-oxidant		GAGE
antipersonnel		GAGE
antiretroviral		OXFD
anti-Semitic		GAGE
antisocial		GAGE
antistatic		GAGE
antitank		GAGE
antiterrorism		TERM
any more	re quantity	OXFD
anymore	similar to <i>any longer</i>	OXFD
appall		OXFD
appalling		GAGE

Word	Note	Source
appendix	not <i>annex</i>	GAGE
appendixes	not <i>appendices</i>	GAGE
audiovisual		GAGE
axe	not <i>ax</i>	GAGE
bachelor's	degree	OXFD
backseat	adjective	TERM
back-stabbing		GAGE
band-aid		OXFD
bed net		CIDA
benefited		GAGE
benefiting		GAGE
biased		OXFD
binational		OXFD
biosecurity		TERM
bipartisan		GAGE
BlackBerrys		CIDA
bloodsucking		GAGE
blowsy		GAGE
bonuses		OXFD
break-up	noun	GAGE
breastfeeding		OXFD
Breathalyser	trade name	GAGE
brick maker		TERM
brick making		TERM
bureaus		GAGE
bused		GAGE
buses		GAGE
businessperson		GAGE
bylaw		OXFD
by-product		GAGE
c.v.		GAGE
cancelled		GAGE
caregiver		GAGE
carry-over	noun	GAGE
catalogue	not <i>catalog</i>	GAGE
catalyze	not <i>catalyse</i>	GAGE
catch-all		GAGE

Word	Note	Source
cease-fire	noun	GAGE
centre	not <i>center</i>	GAGE
centred	not <i>centered</i>	GAGE
channelled		GAGE
châteaux		GAGE
child care	noun	GAGE
childbearing		GAGE
child-care	adjective	GAGE
citywide		GAGE
clamour		GAGE
clean-up	noun	GAGE
co-author		GAGE
co-chair		GAGE
coloration		GAGE
colour		GAGE
colouring		GAGE
colourist		GAGE
colourize		OXFD
combatant		GAGE
combatting		GAGE
convenor		GAGE
co-op	abbr. for a <i>co-operative</i>	GAGE
cooperate		CIDA
cooperation		CIDA
coordinate		OXFD
cosy		GAGE
councillor	council member	GAGE
counsellor	adviser	GAGE
counter-insurgency		GAGE
counter-productive		GAGE
courseware		GAGE
court-martial		GAGE
cozy		OXFD
crisscross		GAGE
cross-border		OXFD
cross-check		GAGE
cross-cultural		GAGE
crosscurrent		GAGE

Word	Note	Source
crosscutting		GAGE
curriculum	not <i>curricula</i>	GAGE
cutback		GAGE
cyberculture		OXFD
cybersecurity		TERM
data bank	use <i>database</i>	GAGE
database		OXFD
day care	noun	GAGE
day-care	adjective	GAGE
defence	not <i>defense</i>	GAGE
demand-side	adjective	OXFD
demining		CIDA
desilting		TERM
dialling		GAGE
dialogue	not <i>dialog</i>	GAGE
dialyze	not <i>dialyse</i>	GAGE
diarrhea		GAGE
diaspora	a scattered people	GAGE
Diaspora	Jews living outside Israel	GAGE
diffuse		GAGE
disk	not <i>disc</i>	CIDA
distill		OXFD
distilled		GAGE
double cross	noun, treacherous act	GAGE
double talk		GAGE
double-check		GAGE
double-cross	verb	GAGE
downtime		OXFD
drier	chemical, cf. <i>dryer</i>	GAGE
drop-out	noun	GAGE
dry dock	noun	GAGE
dry-dock	verb	GAGE
dryer	appliance, cf. <i>drier</i>	GAGE
dry-farm	verb	GAGE
dryland	farming, training	OXFD
e.g.	abbr. of <i>for example</i>	GAGE
eco-friendly		OXFD

Word	Note	Source
ecosystem		GAGE
ecotourism		OXFD
elite		GAGE
email		OXFD
enrol		GAGE
enrolee		GAGE
enrolled		GAGE
enrolment		GAGE
equalled		GAGE
every day		GAGE
everyday	adjective	GAGE
extracurricular		GAGE
extrajudicial		GAGE
extra-legal		GAGE
extranet		TERM
extrasensory		GAGE
extra-territorial		GAGE
facelift		GAGE
face-off	noun	GAGE
fact sheet		OXFD
far-sighted		GAGE
farsightedness		GAGE
fast track		GAGE
fast-track	verb	GAGE
fervour		GAGE
fibre	not <i>fiber</i>	GAGE
field work	work in the field	GAGE
fieldwork	military fortification	GAGE
fieldworker	worker in the field	GAGE
filename		OXFD
filmmaker		GAGE
First Nation(s)	in Canada, does not apply to Inuit or Métis	INAC
first-hand		GAGE
flood plain		GAGE
flood water		OXFD
floodgate		GAGE
floodway		GAGE
flowchart		GAGE

Word	Note	Source
flyer	pilot, pamphlet	GAGE
focused		OXFD
focuses	noun, verb	OXFD
focusing		OXFD
foldaway		GAGE
follow up	verb	GAGE
follow-up	noun, adjective	GAGE
food-borne	adjective	GAGE
forego	precede, cf. <i>forgo</i>	GAGE
forestall		GAGE
forestalment		OXFD
forgo	relinquish, cf. <i>forego</i>	GAGE
formulas	not <i>formulae</i>	GAGE
forums	not <i>fora</i>	CIDA
Francophone		GAGE
free market	noun	GAGE
fresh water	noun	GAGE
freshwater	adjective	GAGE
front line		GAGE
fuelled		GAGE
fuelwood		OXFD
fulfil		GAGE
fulfilled		GAGE
fulfilment		GAGE
fundraising		GAGE
furor	not <i>furore</i>	GAGE
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G7 / G8 / G20		TERM
gases	plural noun	GAGE
gasses	verb	GAGE
GC	Government of Canada	TERM
grass roots	noun	GAGE
grass-roots	adjective	GAGE
grey		GAGE
ground swell		GAGE
groundbreaking		OXFD
groundspeed		GAGE
groundwater		OXFD

Word	Note	Source
groundwork		GAGE
handmade		GAGE
handout		GAGE
head-on		GAGE
heads-up		GAGE
health care		TERM
HIV-positive		TERM
homemade		GAGE
honorary		GAGE
honourable		GAGE
hydroelectric		TERM
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i.e.	abbr. of <i>namely</i>	GAGE
imperil		GAGE
imperilled		GAGE
in-depth		GAGE
indexes	in publications	GAGE
Indian	avoid re First Nations	INAC
indices	in technical use	OXFD
indigenous	re non-Canadians	INAC
Indigenous	re Canadians	INAC
infill		OXFD
in-house		GAGE
inquire	not <i>enquire</i>	GAGE
inquiry	not <i>enquiry</i>	GAGE
install		GAGE
installation		GAGE
instalment		GAGE
instil		GAGE
instilled		GAGE
instilment		GAGE
interagency		CIDA
interbranch		TERM
intergenerational		GAGE
intergovernmental		GAGE
interministerial		CIDA
Internet		GAGE
interregional		GAGE
intersectoral		TERM

Word	Note	Source
intranet		TERM
Inuit		INAC
Inuk	singular of <i>Inuit</i>	INAC
jerrycan		TERM
jewellery	not <i>jewelry</i>	GAGE
judgment	not <i>judgement</i>	GAGE
jump-start	noun, verb	GAGE
keyword		GAGE
kickoff		GAGE
kick-start	noun, verb	OXFD
kilometre	as in <i>ten kilometres</i>	GAGE
km	as in <i>10 km</i>	GAGE
know-how		GAGE
L20	Leaders forum based on G20	CIDA
La Francophonie		TERM
labelled		GAGE
landlocked		GAGE
landmine		CIDA
levelled		GAGE
libellous		GAGE
licence	noun	GAGE
license	verb	GAGE
life cycle		GAGE
lifespan		OXFD
lifelong		GAGE
lifesaving		GAGE
lifestyle		GAGE
life skills		OXFD
likable		GAGE
livable		GAGE
log in	verb	GAGE
log-in	noun, adjective	OXFD
long-standing	adjective	GAGE
long-time	adjective	OXFD
macroeconomic		OXFD
makeup	noun	OXFD

Word	Note	Source
man-made	adjective	GAGE
manoeuvre		GAGE
marshalled		GAGE
marvellous	not <i>marvelous</i>	GAGE
Mass	re Christian liturgy	GAGE
master's	degree	OXFD
meagre		GAGE
Métis		INAC
microbusiness		CIDA
microcredit		CSTY
microeconomics		OXFD
microenterprise		CSTY
microentrepreneur		CSTY
microfinance		CSTY
microloan		CSTY
midair		GAGE
mid-Atlantic		GAGE
midcontinent		GAGE
midcourse		GAGE
midday		GAGE
midfield		GAGE
midlife		GAGE
mid-size		OXFD
midstream		GAGE
midsummer		GAGE
midterm		GAGE
midwinter		GAGE
midyear		GAGE
mind reader		GAGE
moneys		GAGE
mould		GAGE
moustache		OXFD
movable		GAGE
mucous	adjective	GAGE
mucus	noun	GAGE
multibillion		CIDA
multichannel		CIDA
multi-country		TERM
multicultural		GAGE

Word	Note	Source
multidimensional		CIDA
multidisciplinary		OXFD
multidonor		CIDA
multidrug-resistant		CIDA
multiethnic		GAGE
multifaceted		CIDA
multilateral		GAGE
multilingual		GAGE
multimedia		OXFD
multimillion		CIDA
multinational		GAGE
multiparty		CIDA
multiracial		GAGE
multisectoral		CIDA
multistakeholder		TERM
multiyear		CIDA
nationwide		GAGE
Native	avoid re First Nations	INAC
nevirapine		CIDA
non-governmental		CIDA
North	the industrialized nations	OXFD
Northern	adjective of <i>North</i>	OXFD
odour		GAGE
oenology		GAGE
offence		GAGE
offline		TERM
ongoing		GAGE
online		GAGE
on-site		GAGE
order-in-council		GAGE
ordinance	regulation	GAGE
ordnance	weaponry	GAGE
overexploited		TERM
overprogramming		TERM
pan-African		OXFD
pan-American		OXFD

Word	Note	Source
panellist		GAGE
paragovernmental		TERM
paralleled		OXFD
paralyze	not <i>paralyse</i>	OXFD
parastatal		TERM
Parliament		GAGE
parliamentarian		GAGE
partygoer		OXFD
party-liner		GAGE
pastime		GAGE
peacebuilding		TERM
peacekeeper		GAGE
peacekeeping		GAGE
peacemaking		GAGE
peacetime		GAGE
pedalled		GAGE
percent	not <i>per cent</i>	GAGE
periurban		TERM
person-day		TERM
phytosanitary		TERM
plow		OXFD
policyholder		GAGE
post-doctoral		OXFD
postgraduate		GAGE
post-mortem		GAGE
postnatal		GAGE
post-operative		GAGE
post-secondary		GAGE
practice	noun	GAGE
practise	verb	GAGE
predate		GAGE
predetermined		GAGE
pre-empt		GAGE
preschool		GAGE
preset		GAGE
pretence		GAGE
prewar		GAGE
program		GAGE
prophecy	noun	GAGE

Word	Note	Source
prophecy	verb	GAGE
psychosocial		OXFD
public service		CIDA
pushover		OXFD
push-start	noun	OXFD
put-down		GAGE
put-on		GAGE
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Quebecker		CSTY
R&D		GAGE
rancorous		GAGE
rancour		GAGE
realign		OXFD
re-establish		GAGE
referendums		GAGE
reignite		OXFD
reintegrate		GAGE
reprofile		TERM
resupply		OXFD
revegetation		
rigor mortis		GAGE
rigour		GAGE
rollout		OXFD
round table		GAGE
runoff		OXFD
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saleable		GAGE
salt water	noun	GAGE
saltwater	adjective	GAGE
sceptre		GAGE
schoolbook		GAGE
schoolboy		GAGE
schoolchildren		GAGE
schoolgirl		GAGE
seawater		GAGE
second-hand	adjective	GAGE
semi-annual		GAGE
semimonthly		GAGE
semiofficial		GAGE

Word	Note	Source
semiskilled		GAGE
semi-yearly		GAGE
set-up	noun	GAGE
signalling		GAGE
sizable		GAGE
skeptic	not <i>sceptic</i>	OXFD
skilful		GAGE
skilfully		GAGE
small holding	farm	OXFD
smallholder	farmer	OXFD
smoulder		GAGE
socio-cultural		OXFD
socio-economic		GAGE
socio-political		OXFD
sombre		GAGE
South	the developing countries	TERM
Southern	adjective of <i>South</i>	TERM
spinoff		GAGE
splendour		GAGE
stakeholder		GAGE
start-up	noun	GAGE
stopgap		GAGE
subactivity		TERM
sub-basin		CIDA
sub-branch		GAGE
subclass		GAGE
subcommittee		GAGE
submitted		GAGE
subnational		TERM
subproject		TERM
subregion		TERM
sub-Saharan		TERM
substation		GAGE
subtotal		GAGE
sulphur		GAGE
supply-side	adjective	OXFD
tableaux		GAGE
takeoff	noun	GAGE

Word	Note	Source
targeted		OXFD
task force		GAGE
tear gas	noun	GAGE
tearaway	noun	OXFD
teardown	noun	GAGE
tear-gas	verb	GAGE
telemedicine		OXFD
think-tank	noun	GAGE
time frame		GAGE
time line		GAGE
toolkit		TERM
totalling		GAGE
toward	not <i>towards</i>	GAGE
trade-off	noun	GAGE
tranquilize		OXFD
transatlantic		GAGE
transborder		OXFD
transboundary		OXFD
transpacific		GAGE
traveller		GAGE
travelling		GAGE
tug-of-war		GAGE
tumorous		GAGE
tumour		GAGE
turnout	noun	GAGE
underappreciated		OXFD
underpopulated		OXFD
underrated		GAGE
underreport		GAGE
underway		OXFD
username		OXFD
valorous		GAGE
valour		GAGE
vaporize		GAGE
vapour		GAGE
vice-president		GAGE
vigorous		GAGE
vigour		GAGE

Word	Note	Source
voluntarism	not <i>volunteerism</i>	GAGE
vs.	abbr. for <i>versus</i>	GAGE
war-affected	adjective	GAGE
wartorn	adjective	OXFD
waste water		OXFD
water-borne		GAGE
Web	the Internet	CIDA
web browser		OXFD
web page		OXFD
webcam		OXFD
webcast		OXFD
weblog		OXFD
webmaster		OXFD
website		CIDA
well-being		GAGE
whole-of-government	when attributive	CIDA
wiki		TERM
wilfulness		GAGE
willful		GAGE
willfully		GAGE
woollen		GAGE
work station		GAGE
workforce		OXFD
workplace		GAGE
worktable		GAGE
worldwide		GAGE
worshipper		GAGE
X-ray	noun, verb	OXFD
yearlong		GAGE