



Interreg Europe style guide

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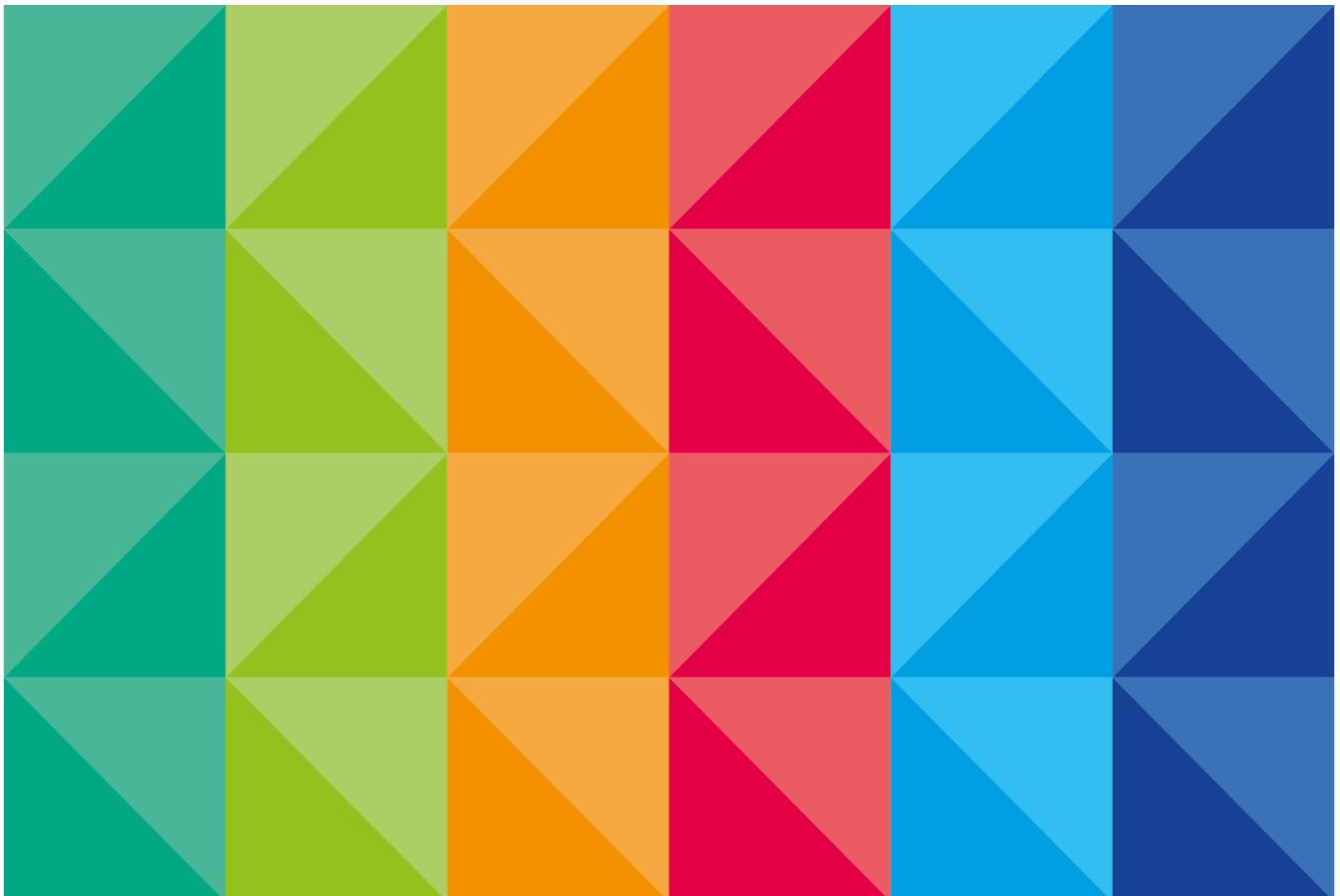


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About this document

The Interreg Europe style guide is designed to provide guidance on writing and formatting documents or text by Interreg Europe staff or on their behalf. It is part of the programme's branding, to ensure coherent and consistent presentation across all programme communication.

It is not intended for external use.

Our style guide

If you have any questions about using this guide, or doubts about the terms employed, please contact:

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Abbreviations, acronyms, contractions

Abbreviations: As a general rule, do not abbreviate in official documents or external communication. Internally, Interreg Europe can be abbreviated to IR-E (not IE, IRE) but never in external communication.

Acronyms: Spell out an acronym the first time it is used with the short version in brackets e.g. massive open online course (MOOC).

If the abbreviation or acronym is universally well-known, there is no need to spell it out e.g. NATO, PDF

Contractions:

1. Ampersands (&)

Ampersands should only be used if they are part of official titles or names. Otherwise, spell out 'and'. E.g. Johnson & Johnson; Research and innovation; Environment and resource efficiency.

2. Measurements

When discussing large numbers in text, it is fine to use k/m/bn as shorter ways of spelling out 1,000/1,000,000/1,000,000,000 (or writing out 'one thousand'/'one million'/'one billion'), as long as you are consistent throughout the document. For multiple millions/billions you can use a mixture of words and numbers (e.g. 7 million, 8bn); again, ensure you are consistent throughout

Capitalisation

Capital letters are used in very specific cases, but there are always exceptions. Our tendency is to avoid using capital letters, remaining consistent but retaining clarity.

- Job titles get capital letters, but not jobs or job descriptions e.g. E. Siweris, Programme Director but E. Siweris, director of the programme; (see Names and titles for more)
- Names of programme bodies use lower case e.g. monitoring committee, certifying authority, managing authority, first level controller, project partner, joint secretariat, lead partner except for the following : Partner States, European Commission
- Programme documents are also lower case e.g. programme manual, subsidy contract, progress report, except for Regulation (EC), Directive (EC), European Commission Communication on.
- Document titles use sentence case (first word capitalised), not title case (each word in title capitalised)

Numbers

When writing numbers in sentences, 0-9 should be spelt out in words, figures are used from 10 onwards. E.g. the programme has two priorities; there are four topics; there are 450 good practices in the database.

This also applies to sequences, e.g. first, second, third, 63rd (not 1st, 2nd call etc.).

If a sentence includes a mixture of numbers above and below ten, use figures for easier comparison by the reader, e.g. Project A has 10 partners, while project B has 4.

Euros

EUR in front of the figure+ comma to indicate thousands and dots before cents:

E.g. EUR 925; EUR 1,000; EUR 1,000,000.50

NB: the sign € should be avoided because it can cause technical problems in some countries or when converting documents into PDF for example.

Dates

Always put the date before the month - XX Month XXXX. Never precede the date with 'the'.

E.g. The call closes on 15 January 2009 (note we do not use st/th/rd for dates – 15 not 15th)

Times

In principle we use the 24-hour clock, but 12-hour clock is also acceptable especially if addressing mainly UK. Make sure use is consistent throughout the text – do not use both together. The 12-hour clock has a full stop between hours and minutes, and uses am/pm to indicate morning or afternoon. The 24-hour clock uses a colon between hours and minutes, and omits am/pm.

E.g. the event starts at 10am and ends at 2.30pm

The event runs from 9:00 until 18:00.

Closing date for applications is noon on 14 April.

Punctuation

General approach

Try to use as little as possible, without losing clarity or meaning.

Apostrophe

's indicates possession – Erwin's photo; Nuala's computer; plural nouns that already end in s just take ' – the winners' circle; if the name already ends in s, consider rearranging if the pronunciation would be too difficult – Nicolas's book OR the book belonging to Nicolas.

There is no need to indicate possession of inanimate things – project's website should be project website.

It's is a contraction of 'it is'. No apostrophe is used in its when it means 'belonging to' – the project sent its progress report, and it's complete.

Bullet points

Interreg Europe style templates use round bullet points.

Don't add punctuation to lists of items.

Further reading:

- Programme manual
- Cooperation programme
- Style guide

If the bullet points form a complete sentence with the preceding text, add a full stop to the end of the last item You can find further information on project implementation in:

- the programme manual
- the cooperation programme
- the style guide.

If each point is a sentence in its own right, add a semicolon (;) at the end of each point, and a full stop after the last one.

The total budget for the programme is EUR 359 million:

- EUR 322.4 million is available to co-finance interregional cooperation projects implemented by EU partners. Partners from Norway and Switzerland will be co-financed by national funds from their respective countries;
- EUR 15.3 million is allocated to finance activities carried out by the policy learning platforms; and
- EUR 21.3 million for technical assistance.

Comma

There is no comma required before the second-last item in a list, unless required to prevent confusion.

E.g. Pilot actions need to demonstrate their relevance, interregionality and additionality.

E.g. Interreg Europe supports projects in the themes of research and innovation, SME competitiveness, environment and resource efficiency, and low-carbon economy.

Use of protected space

Use “protected space” [SHIFT + CTRL + SPACE] whenever it is relevant so that dates or numbers (for example) are not cut between two lines, when you arrive at the end of a line,

E.g.

- between the currency and the amount: EUR°14.
- the day and the month in the date: 15°January°2009

This way, even if something is added in the line, the date or number will not be cut and it will automatically go to the following line.

Names and titles

In correspondence, use the first name of the recipient: “Dear John”, unless for a particular reason, you feel the need to address the person more formally with his/ her last name (Dear Mr Smith). In that case, “ Ms” should be used for women (rather than Miss or Mrs) if you do not know whether Miss or Mrs has to be used.

References

To refer to an article of a European Regulation, Directive, of the subsidy contract, etc., use the following format: “As stated in Article 3(2)(a) of Regulation (EC) No 1083/2006,…”

If you want to refer to the programme manual, the following format has to be used: section 1.2 of the programme manual.

Highlighting / emphasising text

Bold

Use bold sparingly in a text to make part of your text stand out. Punctuation that follows the bold text should not be in bold

Underline

Underline should be avoided to emphasise text as this suggests hyperlinks.

Word use and spelling

In general, the programme follows EC style guidelines, and Inter-institutional style guide for country codes and abbreviations: <http://publications.europa.eu/code/en/en-000300.htm>.

The European Court of Auditors publication on Misused English words and expressions in EU publications is also very useful reference:

https://www.eca.europa.eu/Other%20publications/EN_TERMINOLOGY_PUBLICATION/EN_TERMINOLOGY_PUBLICATION.pdf.

To be complemented by Guardian and Observer style guide: <https://www.theguardian.com/guardian-observerstyle-guide-a>.

Glossary

A

Among or between: between is not only limited to two parties; it is used when there is a reciprocal relationship e.g. treaties between European countries; among is used for undifferentiated items e.g. it was difficult to choose among all the applications.

Annex is a verb; **annexe** is a noun – I will annex the document and its annexe to this email.

B

C

Check: means to verify, examine, inspect, with the aim of making sure the information is correct.

Check out: means to have a look at.

Compare with/to: if you are making a comparison, use 'with' e.g. compared with previous calls; compare to means liken to and should be used specifically if likening someone or something to someone or something else, e.g. he compared the speaker to Michelle Obama; the XX project doesn't add anything compared to the YY project.

D

Decision-making

Decision-maker

E

F

Feedback: not feed-back.

Foresee: prediction or suggested future; it is not a synonym of 'planned'; generally could be replaced with 'forecast/forecasted' e.g. The lower spending rate could not be forecasted because....

G

Get: use with caution!

H

Helpdesk: (aka Policy Help Desk)

I

Important: means has higher priority; not a synonym for 'big' e.g. The spending gap is still significant. NOT *The spending gap is still important.*

In case: not to be used in place of 'if' e.g. If you have any questions NOT *In case of questions.* **Interest:** is not plural when referring to money earned on deposited funds e.g. Interest accrued on national co-financing.

Interreg: spelt as a word with initial letter capitalised, not in full caps. Interreg Europe spelt as two words, first letter caps. If necessary, *and only internally*, can be abbreviated to IR-E (see 'Abbreviation').

Intervention: should be applied to 'intervention logic' and 'categories of intervention' but that's it; Projects and the Policy Learning Platform are not 'types of intervention' as applied in INTERREG IVC.

-ise: suffix –ise should always be used instead of –ize (capitalise, organise).

J

K

L

M

Matchmaking

N

O

Online: not on-line.

P

Policy helpdesk

Policy Learning Platform: capitalise the full name or use the shorten version – the Platform.

Policy-making: not policymaking.

Policymaker: not policy-maker or policy maker

Q

R

Responsible – should not be used in front of 'person' e.g. the responsible person for financial questions. It is the person responsible for financial questions, or the person in charge of financial questions.

S

T

U

V

W

X

Y

Z

