

# IPC STYLE GUIDE



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The following is a guide to correct generic Paralympic terminology and language to be used for all documents, correspondence, publications, etc. It takes style and usage guides of various Paralympic Organizing Committees, the IOC, the Guardian, etc, into consideration.

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### 1. General

- Use British English (examples of dictionaries: Cornelsen's Oxford Dictionary or Collins Cobuild's Dictionary).
- Use TradeGothic LH Extended as font combined with font size 11 and justify text (alternatively use Arial 12)
- One space after full-stop (not two)

## 2. Correct Terminology

### Athlete and Sports Terminology and Preferred Language

- Use the terms:
  - ✓ The abbreviation IPC is always “IPC”, no matter which language
  - ✓ Athlete(s) with a disability (not athlete(s) with disabilities or disabled athlete(s))
  - ✓ Paralympic athlete (def. All athletes within the Paralympic Movement from grass roots to elite level)
  - ✓ Paralympian (def. An athlete that has taken part in Paralympic Games. NB. A Paralympian is never a former/ex-Paralympian, if you have taken part once, you are a Paralympian “for life”)
  - ✓ Person(s)/People with a disability
  - ✓ Athlete with a visual impairment/blindness and visually impaired/blind (not vision impairment)
  - ✓ Athlete with a physical disability (in the place of “locomotor”)
  - ✓ Able-bodied for a person without a disability
  - ✓ Paralympic Sport = general reference/any sport on the Paralympic Programme
  - ✓ IPC Sport = a sport governed by the IPC (including Wheelchair Dance Sport)
  - ✓ IF Sport = a sport governed by an International Federation (IF)
  - ✓ IOSD Sport = a sport governed by an IOSD
  - ✓ IPSFs (International Paralympic Sport Federations) = all bodies governing a sport on the Paralympic Programme (i.e., IFs, IOSDs, IPC)
  - ✓ Sport for persons with a disability = refers to all sports regardless of whether they feature on the Paralympic Programme or not
  - ✓ An exhibition event is an example of a promotional opportunity/an event opportunity,
  - ✓ Demonstration events are hosted at Paralympic competition with the purpose of becoming a sport on the Paralympic Programme, e.g., Sailing was a demonstration event at the Atlanta 1996 Paralympics

### Paralympic/IPC Terminology

- Paralympic Games (formal term)
- Paralympics (informal term)
- Paralympic anthem (not hymn)
- Paralympic athletes (athlete with a disability)
- Paralympic emblem and marks
- Paralympian(s) (athlete that has taken part in Paralympic Games)
- Paralympic Family (all the persons belonging to the IPC\*, cf Paralympic Movement)
- Paralympic flag
- Paralympic flame
- Paralympic Mission
- Paralympic motto
- Paralympic Movement (encompasses all athletes and officials belonging to the NPCs, the IOSDs, the International Federations)

(IFs), the Regional Organizations (ROs), the IPC Regional Committees, the IOSD Sports, the IPC Sports Committees, IPC Councils, IPC Standing Committees, other IPC bodies and any other persons or organizations who agree to be guided by the IPC Constitution and Bylaws. The criteria for belonging to the Paralympic Movement is formal membership or recognition by the IPC, cf Paralympic Family)

- Paralympic Programme
- Paralympic Spirit
- Paralympic sponsors
- Paralympic Sport
- Paralympic sports
- Paralympic Symbol
- Paralympic Torch
- Paralympic Torchbearer
- Paralympic venue
- Paralympic Village
- Paralympic Vision
- IPC Member
- IPC Headquarters
- ParalympicSport.TV
- paraEmotion (Magazine on ParalympicSport.TV)
- [www.ParalympicSport.TV](http://www.ParalympicSport.TV)

\*IPC: governing body incorporating all member organizations (NPCs, IOSDs, Regions, IFs, IOSD and IPC sports), committees, councils, Governing Board and Management Team.

### **Paralympic Games Usage**

When speaking about the Paralympic Games one can use various formal or informal terms depending on the inclusion of the city and/or year. The city names and years in the examples below can be exchanged for city names of previous or upcoming Games.

**It is preferred NOT to use roman numerals to specify the Games spoken of, as it is clearer to use the year.**

- Paralympic Summer Game usage: (City) (Year) Paralympic Games (summer)
  - ✓ Beijing 2008 Paralympic Games (preferred formal term)
  - ✓ Beijing 2008 Paralympics (preferred informal term)
  - ✓ Beijing Paralympic Games of 2008
  - ✓ Paralympic Games of 2008
  - ✓ 2008 Paralympic Games (formal term)
  - ✓ 2008 Paralympics (informal term)
  - ✓ Paralympic Games (formal term)
  - ✓ Paralympics (informal term)
- Paralympic Winter Game usage: (City) (Year) Paralympic Winter Games
  - ✓ Vancouver 2010 Paralympic Winter Games (preferred formal term)

- ✓ Vancouver 2010 Winter Paralympics (preferred informal term)
- ✓ Vancouver Paralympic Winter Games of 2010
- ✓ X Paralympic Winter Games
- ✓ Paralympic Winter Games of 2010
- ✓ Paralympic Winter Games (formal term)
- ✓ Winter Paralympics (informal term)
- Paralympic and Olympic Summer Games parallel usage:
  - ✓ Beijing 2008 Olympic Games and Paralympic Games (preferred formal term)
  - ✓ Beijing 2008 Olympics and Paralympics (informal term)
- Paralympic and Olympic Winter Games parallel usage:
  - ✓ Vancouver 2010 Olympic and Paralympic Winter Games (preferred formal term)
  - ✓ Vancouver 2010 Winter Games (preferred informal term)
  - ✓ 2010 Winter Games (informal term)

The bid phase/period includes the applicant and candidate phase/period. A city is first an Applicant City, until it has been chosen by the IOC as a Candidate City. One of the Candidate Cities then becomes the Host City.

### **World Championships**

- (Number) OR (Year) IPC (Sport) World Championships
  - ✓ 3<sup>rd</sup> IPC Athletics World Championships (in Lille, France)
  - ✓ 2002 IPC Cycling World Championships (in Altenstadt, Germany)
- City and country should be included somehow in the title (e.g., 2009 IPC Alpine Skiing World Cup in La Molina, Spain)

### **Regional Championships**

- Multi-Sport: (Year) (Region) Para Games
  - ✓ 2007 Asian Para Games
  - ✓ Rio 2007 Parapan American Games
- Single sport: (Year) IPC (Sport) (Region) Championships
  - ✓ 2003 IPC Table Tennis African Championships
- Open Championships: (Year) IPC (Sport) Open (Region) Championships
  - ✓ 2005 IPC Cycling Open European Championships

### **National Championships**

- Multi-Sport: (Year) (Nation) Para National Games
  - ✓ 2010 German Para Games
  - ✓ 2004 Canadian Paralympic Games (only to be used for a multi-sport, national competition organized by the NPC)
- Single Sport: (Year) IPC (Sport) (Nation) Championships
  - ✓ 2005 IPC Swimming Egyptian Championships

### **State/Local Championships**

- Multi-Sport: (Year) (State/Local) Para Games
  - ✓ 2008 Ontario Para Games
  - ✓ 2009 London Para Games
- Single Sport: (Year) IPC (Sport) (State/Local) Championships
  - ✓ 2004 IPC Alpine Skiing Colorado Championships

- ✓ 2005 IPC Archery Barcelona Championships

### **International Qualifying Events (all sports)**

Only when it is a specific event organized for the purpose of/selected to obtain MSQ, ranking points or slots to qualify for the Paralympic Games.

- (Year) (Sport) (Region) Championships “Paralympic Qualifier”  
OR (Year) (Sport) (Region) Paralympic Qualifier Tournament
- ✓ *IPC Sport*: 2006 IPC Equestrian European Championships “Paralympic Qualifier”
- ✓ *IPC Sport*: 2006 IPC Ice Sledge Hockey Americas Paralympic Qualifier Tournament
- ✓ *Non-IPC Sport*: 2007 Judo Asian Championships “Paralympic Qualifier”
- ✓ *Non-IPC Sport*: 2007 Wheelchair Rugby South Pacific Paralympic Qualifier Tournament

### **National Qualifying Events (all sports)**

Only when it is a specific event organized for the purpose of/selected to obtain MSQ, ranking points or slots to qualify for the Paralympic Games.

- (Year) (Sport) (Nation) Championships “Paralympic Qualifier”
- OR (Year) (Sport) (Nation) Paralympic Trials
  - ✓ *IPC Sport*: 2003 IPC Shooting Malaysian Championships “Paralympic Qualifier”
  - ✓ *IPC Sport*: 2003 IPC Powerlifting Jordanian Paralympic Trials
  - ✓ *Non-IPC Sport*: 2005 Football 7-a-Side Argentinean Championships “Paralympic Qualifier”
  - ✓ *Non-IPC Sport*: 2005 Wheelchair Tennis Australian Paralympic Trials

### **IPC Sport Technical Committees (the technical advisory and delivery body of an IPC sport)**

- *IPC* followed by sport, followed by *Sport Technical Committee*:
  - ✓ IPC Swimming Sport Technical Committee

### **IPC Organization**

- IPC Governing Board (GB) (replaced IPC Executive Committee)
- IPC Management Team (i.e., IPC Headquarters staff)
- IPC Anti-Doping Committee
- IPC Athletes with High Support Needs Committee
- IPC Audit and Finance Committee
- IPC Classification Committee
- IPC Development Committee
- IPC Education Committee
- IPC Legal and Ethics Committee
- IPC Paralympic Games Committee
- IPC Sports Science Committee
- IPC Therapeutic Use Exemption Committee
- IPC Women in Sport Committee
- IPC Athletes’ Council
- IPC Council of IOSDs (informal: IOSDs’ Council)
- IPC Council of Regions (informal: Regions’ Council)

- IPC Sports' Council (informal: SC)
- IPC Sports' Council Management Committee (informal: SCMC)

NB. Former GB members (not ex-GB members)

### **NPCs**

- The name of a NPC: *National Paralympic Committee* followed by *of*, followed by the country:
  - ✓ National Paralympic Committee of Rwanda (NPC Rwanda)
- The country followed by *Paralympic Committee*:
  - ✓ Malta Paralympic Committee

### **IPC General Assembly**

- IPC followed by the year, followed by the name:
  - ✓ IPC 2007 General Assembly (informal: GA)

### **Regions**

A **regional organization** is an independent regional organization recognized as the sole regional representative of the IPC members within a specific region as recognized by the IPC.

- African Sports Confederation of Disabled (ASCOD)
- Asian Paralympic Committee (APC)
- European Paralympic Committee (EPC)
- Oceania Paralympic Committee (OPC)

An **IPC Region** is a regional committee established by the IPC to act as the sole representative body in that region until such time as an independent regional organization is created.

- Americas Paralympic Committee (APC)

**NOTE:** When both Asian Paralympic Committee and Americas Paralympic Committee are mentioned in the same document/article, use the abbreviations Asian PC and Americas PC.

### **3. Names and Titles**

#### **Names of IPC Governing Board Members**

- IPC President
- IPC Vice President
- IPC Member at Large

#### **Names of IPC Sport Technical Committee (STC) Chairpersons**

- IPC STC Chairperson (not Chairman or Chairwoman) followed by sport:
  - ✓ IPC STC Chairperson Alpine Skiing
  - ✓ IPC STC Chairperson Athletics
  - ✓ IPC STC Chairperson Ice Sledge Hockey
  - ✓ IPC STC Chairperson Nordic Skiing
  - ✓ IPC STC Chairperson Powerlifting
  - ✓ IPC STC Chairperson Shooting
  - ✓ IPC STC Chairperson Swimming
  - ✓ IPC STC Chairperson Wheelchair Dance Sport

#### **Names of IPC Headquarter Staff Members**

- IPC Chief Executive Officer (CEO)
- IPC Chief Operating Officer (COO)
- IPC CEO Assistant
- IPC Governing Board Executive Assistant
- IPC Executive Office Senior Manager
- IPC Executive Director Sports and IF Relations
- IPC Sport(s) Manager
- IPC Sports Assistant
- IPC Athletics Co-ordinator
- IPC Swimming Co-ordinator
- IPC Paralympic Games Senior Manager
- IPC Medical & Scientific Director
- IPC Anti-Doping Administration Manager
- IPC Marketing & Broadcasting Senior Manager
- IPC Education & Client Services Manager
- IPC Broadcasting & New Media Co-ordinator
- IPC Media & Communications Senior Manager
- IPC Marketing & Communications Assistant
- IPC Editorial Services Co-ordinator
- IPC Information & Records Manager
- IPC Documentation Centre Assistant
- IPC Finance & Administration Manager
- IPC Bookkeeper
- IPC Events Manager
- IPC Administrative Assistant
- IPC Membership Relations Manager
- IPC Personal Assistant to the President
- IPC Head of Protocol & Hospitality
- IPC Head of Paralympic Games Strategic Projects



## Other Names and Titles

### People

- When writing a news story, use first name and surname/last name at first mention of the person. Thereafter the names of all living people should be preceded by Mr., Ms. (with full stop) or some other title.
- Doctors, knights, dames, lords, princes, kings, etc, should be given their title on first and subsequent mentions. Titles are not necessary in headings or captions.
- No title is necessary for an athlete, artist, author, journalist, criminal or musician. No titles for the dead, except those about whom you are writing because they have just died. On the obituary page, therefore, titles are required. Dr. Johnson and Mr. Gladstone are also permissible.
- Upon first reference, use complete title (e.g., Sir Philip Craven). With second reference shorten appropriately (e.g., Sir Philip, BUT Lady Craven)
- Sir and Dr. Guttman

### Organizing Committees

- Vancouver Organizing Committee of the 2010 Olympic and Paralympic Winter Games (long version)
- Vancouver 2010 Organizing Committee (short version)
- VANOC
- London Organizing Committee of the 2012 Olympic Games and Paralympic Games (long version)
- London 2012 Organizing Committee (long version)
- London 2012, LOCOG (short version)
- Sochi 2014 Organizing Committee of the Olympic and Paralympic Winter Games (long version)
- Sochi 2014 Organizing Committee (short version)

#### 4. Sports and Disciplines

##### Sports and Disciplines (always upper case)

Sports and Disciplines Governed by the IPC	
	Alpine Skiing
	Athletics
	Biathlon
	Cross-Country Skiing
	Ice Sledge Hockey
	Powerlifting
	Shooting
	Swimming
	Wheelchair Dance Sport

Sports and Disciplines Governed by IOSDs		
	Basketball ID	INAS-FID
	Boccia	CPISRA
	Football 5-a-Side	IBSA
	Football 7-a-Side	CPISRA
	Goalball	IBSA
	Judo	IBSA
	Wheelchair Fencing	IWAS
	Wheelchair Rugby	IWAS

Sports Governed by International Federations (IF)		
	Bowls	WBF
	Para-Archery	FITA
	Para-Cycling (Disciplines: Road and Track)	UCI
	Para-Equestrian (Disciplines: Dressage and Carriage Driving)	FEI
	Para-Table Tennis	ITTF
	Rowing	FISA
	Volleyball (Discipline: Sitting)	WOVD
	Wheelchair Basketball	IWBF
	Wheelchair Curling	WCF
	Wheelchair Tennis	ITF

- **Event names**
  - Sport, Gender, Event, Sport Class/Category  
e.g., Athletics Women's 100m T54

## 5. Language and Grammar

### Plural/Singular

- Championships: always in plural
- Paralympic Games: always in plural
- Headquarters: always in plural (HQ)
- The IPC: always in singular and with an article
- Opening Ceremony: always in singular
- Closing Ceremony: always in singular
- Use NPCs, IOSDs, etc, for plural thereof (not NPC's, IOSD's)

### Miscellaneous

- E.g., i.e.: full stops and followed by a comma
- Etc.: full stop
- IPC is used in combination with the direct article: the IPC
- centre (not center); programme (not program)
- Use “z” in place of “s” for words that allow this in British English. Organization (not Organisation); organize (not organise); realize (not realise); minimize (not minimise)
- Use male and female athlete (not man and woman athlete)
- Use men's and women's when mentioning a certain competition (not male and female), e.g., the winner of the women's 100m was XX
- Use class not classification (a record for her class, not for her classification)
- Headings: use capital letters but not words like “with”, “of” “on”, etc
- Bullet points: use a full stop only at the end of the last bullet point
- Country is the preferred term to nation, however use member nations when speaking of the NPCs
- Use developing countries (not Third World countries, etc)

### Commonly Used Acronyms

AmericasPC	Americas Paralympic Committee
AsianPC	Asian Paralympic Council
ASCOD	African Sports Confederation for Disabled
BAC	Board of Appeal of Classification
BOCOG	Beijing 2008 Organizing Committee
CAS	Court of Arbitration for Sport
CISS	International Committee of Sports for the Deaf
CPISRA	Cerebral Palsy International Sports and Recreation Association
EBU	European Broadcasting Union
EPC	European Paralympic Committee
FEI	International Equestrian Federation
FESPIC	Far East and South Pacific Games for the Disabled
FOP	Field of Play
GA	General Assembly
GAISF	General Association of International Sports Federations
HQ	Headquarters – Bonn, Germany
IBSA	International Blind Sports Federation
ICAS	International Council of Arbitration for Sport

ICSSPE	International Council of Sport Science and Physical Education
IF	International Federation
IFDS	International Association for Disabled Sailing
INAS-FID	International Sports Federation for Persons with an Intellectual Disability
IOC	International Olympic Committee
IOSDs	International Organization of Sport for the Disabled
IPC	International Paralympic Committee
IPD	International Paralympic Day
IPSF	International Paralympic Sport Federation
ISMWSF	International Stoke Mandeville Wheelchair Sports Federation
ISOD	International Sports Organization for the Disabled
ITF	International Tennis Federation
IWAS	International Wheelchair and Amputee Sports Federation
IWBF	International Wheelchair Basketball Federation
LOC	Local Organizing Committee
London 2012	London 2012 Organizing Committee
NOC	National Olympic Committee
NPC	National Paralympic Committee
OCOG	Organizing Committee for the Olympic Games
ODI	Organizational Development Initiative
OGKS	Olympic Games Knowledge Service
OPC	Oceania Paralympic Committee
PG	Paralympic Games
POC	Paralympic Organizing Committee
PRIS	Paralympic Results Information Systems
PSD	Paralympic School Day
PWG	Paralympic Winter Games
RC	Regional Championships
RO	Regional Organization
SF	Sports Forum
SAEC	Sports Assembly Executive Committee
SC	Sports Council
SCMC	Sports Council Management Committee
SOI	Special Olympics International
SSC	Sport Science Committee
TD	Technical Delegate
TO	Technical Official
TOK	Transfer of Knowledge
TOP	Olympic Partner Programme
UCI	International Cycling Union
VIK	Value in Kind
VANOC	Vancouver 2010 Organizing Committee
WADA	World Anti-Doping Agency
WADC	World Anti-Doping Code
WC	World Championships
WCF	World Curling Federation
WOVD	World Organization Volleyball for Disabled

## 6. Punctuation

### Hyphens

- Use one word wherever possible; to be used to form compound adjectives, e.g., two-tonne vessel, three-year deal; do use hyphens where not using one would be ambiguous
- co-operation, co-operate, co-ordination
- multi-disability
- grass-roots level
- non-rightsholding (but rights holder, rightsholding)
- e-mail (lower case)
- mono-ski
- so-called
- semi-final

### Apostrophes

- Use the normal possessive ending's after singular words or names that end in s: boss's, caucus's, Delors's, St James's. Use it after plurals that do not end in s: children's, Frenchmen's, media's.
- Use the ending s' on plurals that end in s - Danes', bosses', Joneses' - including plural names that take a singular verb, e.g., Reuters', Barclays', Stewarts & Lloyds', Salomon Brothers'.
- Although singular in other respects, the United States, the United Nations, the Philippines, etc, have a plural possessive apostrophe: e.g., Who will be the United States' next president?
- People's = of (the) people. Peoples'= of peoples.

### Quotation Marks

- Use double quotation marks for direct quotes and for titles of works (articles, books, etc)
- Use single quotation marks for a quote within a quote, to emphasise words or for general titles

### Colons

- The most frequent use of a colon is at the end of a sentence to introduce lists, texts, etc. Capitalize the first word after a colon ONLY if it is a proper noun or the start of a complete sentence (eg, He promised this: The athlete will win. BUT: There two considerations: time and feasibility.)

### Semi-colons

- Semi-colons should be used to mark a pause longer than a comma and shorter than a full stop. Don't overdo them. Don't capitalize the first word after a semi-colon.

## 7. Figures

- Dates: 1 January 2002 (no commas); 21<sup>st</sup> century; for decades use figures: the swinging 60s or the 1960s
- 14-21 August (no space), but from 29 August to 3 September
- 2000-2002
- June/July (no space)
- Use figures for numerals from 11 upwards, and for all numerals that include a decimal point or a fraction (e.g., 4.25, 4¼). Use words for simple numerals from one to ten, except: in references to pages; in percentages (e.g., 4%) and in sets of numerals, some of which are higher than ten, e.g., Deaths from this cause in the past three years were 14, 9 and 6.
- Fractions should be hyphenated (one-half, three-quarters, etc) and, unless they are attached to whole numbers (8½, 29¾), spelled out in words, even when the figures are higher than ten: He gave a tenth of his salary to the church, a twentieth to his mistress and a thirtieth to his wife.
- Numbers with a comma: 4,000 (not 4000). Decimals with a full stop: 1,000kg and 25gr = 1,000.25
- Never start a sentence with a figure; write the number in words instead
- Use Part III (not Part 3)
- Use the sign % instead of per cent (5% - without a space). But write percentage, not %age
- For scores in sports use 4:3 (not 4-3)
- A billion is a thousand million, a trillion a thousand billion, a quadrillion a thousand trillion
- Use 24 hour system, e.g., 15:00 for 3pm
- Use hrs for hours, min for minutes and sec for seconds without a space between the numeral and abbreviation and without a full stop:  
✓ 3hrs, 10min, 24sec.
- When referring to a competition time, use hour followed by colon, minute followed by colon, second followed by full stop, followed by millisecond:  
✓ 4:36:12.06 (hrs:min:sec.milisee)
- Use lower case for: m (meters), kg (kilogram), km (kilometre), mph and other measures. When used with figures, these lower-case abbreviations should follow immediately, without a space (15kg, 100m, 23km).
- Always spell out page, pages, hectares and miles. But kilograms and kilometres can be shortened to kg (or kilos) and km. Kilometres per hour are kph and miles per hour are mph.
- If a number expressing an amount of money is spelled out so are the words of this currently (e.g., one million US dollars, BUT US\$ 1,000 or one million euro, BUT EUR 40)

## 8. Places

### Places

- United Kingdom: England, Wales, Scotland and Northern Ireland  
Great Britain: England, Wales and Scotland (if you want to include Northern Ireland, use Britain or United Kingdom).  
In sport the international decision is to use **Great Britain**. Athletes from Northern Ireland can choose if they want to compete for Ireland or Great Britain (within the IPC 90% have chosen Great Britain).
- Holland is strictly only two of the 11 provinces that make up the Netherlands. So use the Netherlands
- US/USA without full stops (US is an adjective and USA is a noun, e.g., a US citizen/the USA is a large country)
- Places and countries are separated by comma, e.g., the IPC Headquarters in Bonn, Germany
- Countries are 'surrounded' by commas, e.g., the competitions in Lille, France, were great.

### Address Format

Name of the Recipient (Mr., Ms. optional)  
Recipient's Position  
Name of Organization  
Department  
Address  
Address  
City  
Country

### Country Names and Codes (for NPCs)

- Use the already established IOC codes:

AFGHANISTAN	AFG	BULGARIA	BUL
ALBANIA	ALB	BURKINA FASO	BUR
ALGERIA	ALG	CENTRAL AFRICAN	
ANDORRA	AND	REPUBLIC	CAF
ANGOLA	ANG	CAMBODIA	CAM
ARGENTINA	ARG	CANADA	CAN
ARMENIA	ARM	CONGO	CGO
AUSTRALIA	AUS	CHILE	CHI
AUSTRIA	AUT	CHINA	CHN
AZERBAIJAN	AZE	COTE D'IVOIRE	CIV
BANGLADESH	BAN	CAMEROON	CMR
BARBADOS	BAR	COLOMBIA	COL
BURUNDI	BDI	CAPE VERDE	CPV
BELGIUM	BEL	COSTA RICA	CRC
BENIN	BEN	CUBA	CUB
BERMUDA	BER	CYPRUS	CYP
BOSNIA AND HERZEGOVINA	BIH	CZECH REPUBLIC	CZE
BELARUS	BLR	DENMARK	DEN
BOTSWANA	BOT	DOMINICAN REPUBLIC	DOM
BRAZIL	BRA	ECUADOR	ECU
BAHRAIN	BRN	EGYPT	EGY

EL SALVADOR	ESA	MALI	MLI
SPAIN	ESP	MALTA	MLT
ESTONIA	EST	MONTENEGRO	MNE
ETHIOPIA	ETH	MOZAMBIQUE	MOZ
FIJI	FIJ	MAURITANIA	MTN
FINLAND	FIN	MAURITIUS	MRI
FRANCE	FRA	MYANMAR	MYA
FAROE ISLANDS	FRO	NAMIBIA	NAM
GABON	GAB	NICARAGUA	NCA
GAMBIA	GAM	NETHERLANDS	NED
GREAT BRITAIN	GBR	NEPAL	NEP
GUINEA-BISSAU	GBS	NIGERIA	NGR
GEORGIA	GEO	NIGER	NIG
GERMANY	GER	NORWAY	NOR
GHANA	GHA	NEW ZEALAND	NZL
GREECE	GRE	OMAN	OMA
GUATEMALA	GUA	PAKISTAN	PAK
GUINEA	GUI	PANAMA	PAN
HAITI	HAI	PERU	PER
HONG KONG, CHINA	HKG	PHILIPPINES	PHI
HONDURAS	HON	PALESTINE	PLE
HUNGARY	HUN	PAPUA NEW GUINEA	PNG
INDONESIA	INA	POLAND	POL
INDIA	IND	PORTUGAL	POR
IRAN	IRI	PUERTO RICO	PUR
IRELAND	IRL	QATAR	QAT
IRAQ	IRQ	ROMANIA	ROU
ICELAND	ISL	SOUTH AFRICA	RSA
ISRAEL	ISR	RUSSIA	RUS
ITALY	ITA	RWANDA	RWA
JAMAICA	JAM	SAMOA	SAM
JORDAN	JOR	SERBIA	SRB
JAPAN	JPN	SENEGAL	SEN
KAZAKHSTAN	KAZ	SINGAPORE	SIN
KENYA	KEN	SIERRA LEONE	SLE
KYRGYZSTAN	KGZ	SLOVENIA	SLO
KOREA	KOR	SRI LANKA	SRI
SAUDI ARABIA	KSA	SUDAN	SUD
KUWAIT	KUW	SWITZERLAND	SUI
LAO	LAO	SURINAME	SUR
LATVIA	LAT	SLOVAKIA	SVK
LIBYAN ARAB JAMAHIRIYA	LBA	SWEDEN	SWE
LIBERIA	LBR	SYRIA	SYR
LESOTHO	LES	TANZANIA	TAN
LEBANON	LIB	TONGA	TGA
LIECHTENSTEIN	LIE	THAILAND	THA
LITHUANIA	LTU	TAJIKISTAN	TJK
LUXEMBOURG	LUX	TURKMENISTAN	TKM
MACAU, CHINA	MAC	TIMOR-LESTE	TLS
MADAGASCAR	MAD	TOGO	TOG
MOROCCO	MAR	CHINESE TAIPEI	TPE
MALAYSIA	MAS	TUNISIA	TUN
MOLDOVA	MDA	TURKEY	TUR
MEXICO	MEX	UNITED ARAB EMIRATES	UAE
MONGOLIA	MGL	UGANDA	UGA
MACEDONIA	MKD	UKRAINE	UKR



URUGUAY  
UNITED STATES OF  
AMERICA  
UZBEKISTAN  
VANUATU

URU  
USA  
UZB  
VAN

VENEZUELA  
VIETNAM  
ZAMBIA  
ZIMBABWE

VEN  
VIE  
ZAM  
ZIM

## **9. Upper and Lower Case**

### **Upper Case**

- World/Regional Championships
- Spirit in Motion (upper case and without commas) is the Paralympic motto
- Subcommittee (one word), Organizing Committee, e.g., Vancouver 2010 Organizing Committee
- Sport Forum
- Opening Ceremony/Closing Ceremony (sing.)
- Victory Ceremony
- Web
- Internet
- Strategic Review

### **Lower Case**

- summer sport, winter sport
- gold, silver and bronze medal
- world champion
- world record (but Paralympic record)
- website
- Use lower case following semi-colon

## 10. Useful websites

### **Style Guides online:**

The Economist Style Guide

<http://www.economist.com/research/StyleGuide/>

The Guardian Style Guide

<http://www.guardian.co.uk/styleguide/>

### **Guide to assist you when writing about persons with a disability:**

International Paralympic Committee

[www.paralympic.org](http://www.paralympic.org) -> Media -> Info Sheets: 'Guidelines - Reporting on Persons with a Disability'

National Centre on Disability & Journalism:

[www.ncdj.org](http://www.ncdj.org).

### **Dictionaries and other useful sites:**

<http://dict.leo.org>

<http://www.freedict.com/>

[http://www.rawlinson.co.uk/CARpark\\_UK/tools.html](http://www.rawlinson.co.uk/CARpark_UK/tools.html)

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