

## “Effect/Affect”

To affect something is to change or influence it.  
To effect something is a rather formal way  
of saying to make it happen.

## “Excellency”

not: then “President” or “Sir/Madam”

## “An Ceann Comhairle”

(pronounced “an keey-ee-lee”)

## “Guid Billie”

“Dear”

## “Garda Síochána”

Irish police force

## “Derry/Londonderry”

Northern Ireland’s second city

# Contents

Introduction



Style Guide



Protocol Guide



Co-operation Ireland Terminology



Government Departments and  
Political Parties Contact Details



3

4

25

33

34

## Co-operation Ireland Style Guide Introduction

The correct use of language is essential if we are to understand each other. This applies in all societies, and to ensure a consistent approach newspapers use style guides.

In divided societies, additional complications can arise and we can cause offence - deliberately, or inadvertently - by our use of certain words or phrases.

Co-operation Ireland, which works to promote respect and understanding, has produced this guide, which is adapted from the Guardian's style book. We encourage all those who wish to communicate clearly and constructively to use it.

**Tony Kennedy**

May 2008

## Style Guide

### A

#### **a or an?**

The form an for the indefinite article is used before a spoken vowel sound, regardless of how the written word is spelt, an hour, an heir. People say 'hotel' with a sounded 'h', and should write 'a hotel'.

'European' is said with an initial 'y' sound, which counts as a consonantal sound in English speech, it is said (and written) with 'a' not 'an'. An abbreviation such as M.P., which is pronounced em pea, begins with a spoken vowel, and so it is 'an M.P.'

#### **abbreviations and acronyms**

Do not use full points in abbreviations, or spaces between initials: US, mph, eg, 4am, PJ O'Rourke, WH Smith, etc.

Use all capitals if an abbreviation is pronounced as the individual letters: BBC, RTE, VAT etc; if it is an acronym (pronounced as a word) spell out with initial capital, eg Nasa, Nato, unless it can be considered to have entered the language as an everyday word, such as pin number and sim card.

#### **accents**

Use on French, German, Spanish and Irish Gaelic words (but not anglicised French words such as cafe, apart from exposé, résumé, roué); people's names, in whatever language, should also be given appropriate accents

#### **acting**

always lc: acting prime minister, acting committee chair, etc

#### **AD, BC**

AD goes before the date (AD64), BC goes after (300BC); both go after the century

#### **administration**

the Bush administration, etc

#### **adverbs**

Do not use hyphens after adverbs ending in -ly, eg, a constantly evolving story, genetically modified food, etc; but hyphens are needed with short and common adverbs, eg ill-prepared report, much-loved character

#### **affect/effect**

exhortations in the style guide had no effect (noun) on the number of mistakes; the level of mistakes was not affected (verb) by exhortations in the style guide; we hope to effect (verb) a change in this

#### **affinity**

with or between, not to or for

#### **aggravate**

to make worse, to annoy

#### **AGM**

Not A.G.M.

#### **alibi**

being somewhere else; not synonymous with excuse

#### **Allah**

Arabic for "the God". Both words refer to the same concept: there is no major difference between God in the Old Testament and Allah in Islam

#### **all right**

is right; "alright" is not all right

#### **alternative**

normally a choice between two courses of action, but maybe more than two

#### **ambassador**

lc, eg the British ambassador to Washington;

#### **American English**

In general, use British English spellings: secretary of defence, Labour Day, World Trade Centre, etc; exceptions are placenames such as Pearl Harbor

#### **Amhrán na bhFiann**

Irish national anthem

#### **among**

not amongst

#### **among or between?**

Contrary to popular myth, between is not limited to two parties. It is appropriate when the relationship is essentially reciprocal: fighting between the many peoples of Yugoslavia, treaties between European countries. Among belongs to distributive relationships: shared among, etc

#### **ampersand**

Use in company names when the company does: Marks & Spencer, P&O

#### **ancestors**

precede descendants

#### **annex**

verb

#### **annexe**

noun

#### **anticipate**

take action in expectation of; not synonymous with expect

#### **any more**

two words

**apostrophes**

Indicate a missing letter or letters (can't, we'd) or a possessive (David's book).

The possessive in words and names ending in S normally takes an apostrophe followed by a second S (Jones's, James's), but be guided by pronunciation and use the plural apostrophe where it helps: Waters', Hedges' rather than Waters's, Hedges's.

Plural nouns that do not end in S take an apostrophe and S in the possessive: children's games, old folk's home, etc.

Phrases such as collector's item, cow's milk, goat's cheese, writer's cramp etc are treated as singular. Use apostrophes in phrases such as two days' time, 12 years' imprisonment and six weeks' holiday, where the time period (two days) modifies a noun (time), but not in nine months pregnant or three weeks old, where the time period is adverbial (modifying an adjective such as pregnant or old) -if in doubt, test with a singular such as one day's time, one month pregnant.

**it's**

shortened form of it is or it has: it's a big dog; it's been ages since I saw her

**its**

possessive form of it: the dog is eating its bone

**appraise**

to estimate worth

**apprise**

to inform

**Arab**

Both a noun and an adjective, and the preferred adjective when referring to Arab things in general, eg Arab history, Arab traditions. Arabic usually refers to the language and literature: "the Arabic press" means newspapers written in Arabic; while "the Arab press" would include newspapers produced by Arabs in other languages.

Some guidelines (for use particularly where there is no established transliteration):

**Arabic names****al-**

Means "the". In names it is not capitalised, eg Ahmad al-Saqqaf, But some Arabs, including Syrians and Egyptians, prefer to use el- in place of al-. Exceptions: by convention, **Allah** (al-Lah, literally "the God") is written as one word and capitalised; and in Saudi royal names, **Al Saud** is correct (in this case, "al" is actually "aal" and does not mean "the")

**abdul, abu and bin**

These are not self-contained names, but are connected to the name that follows:

**abdul** means "slave of ..." and so cannot correctly be used on its own. There are standard combinations, "slave of the merciful one", "slave of the generous one", etc, which all indicate that the person is a servant of God. In transliteration, "abd" (slave) is lower case, eg Ahmad abd al-Rahman al-Saqqaf, except when used at the start of a name

**abu** (father of) and **bin** (son of) are similar. When they appear in the middle of a name they should be lower case and are used in combination with the following part of the name: Faisal abu Ahmad al-Saqqaf, Faisal bin Ahmad al-Saqqaf

Despite the above, some people are actually known as "Abdul". This is more common among non-Arab Muslims. And some Arabs run "abd" or "abu" into the following word, eg the writer Abdelrahman Munif

**around**

about or approximately are better, eg "about £1m" or "approximately 2,000 people"

**around or round?**

We were driving around aimlessly all weekend; it nearly drove me round the bend

**athletics**

1500m but 5,000m (the former is the "fifteen hundred" not "one thousand five hundred" metres)

**awards, prizes, medals**

are generally lc, eg Nobel peace prize (exceptions: the Academy Awards, Victoria Cross); note that categories are lc, eg "he took the best actor Oscar at the awards"

**B****bank holiday**

bank holiday Monday, etc

**barbecue****barons, baronesses**

are lords and ladies, even at first mention: Lord Adonis, Lady Scotland, Lady Thatcher, etc; do not use first names with title - "Lady Sylvia Hermon" is incorrect

**BCE, CE**

abbreviation Before the Common Era and Common Era (indicating dates before the Christian era). They are used especially by non-Christians

**Belfast Agreement/Good Friday Agreement**

Signed on 10 April 1998 by most political parties in Northern Ireland. The Democratic Unionist Party was the only major party to oppose the Agreement

There was no agreement on what the agreement was called so to avoid unnecessary debate  
Co-operation Ireland refers to it as the Agreement

**between 15 and 20**

not "between 15 to 20" or "between 15-20"

**biannual**

twice a year; **biennial** every two years; biannual is almost always misused, so to avoid confusion stick with the alternative **twice-yearly**; an alternative to biennial is **two-yearly**

**bicentenary**

a 200th anniversary; **bicentennial** is its adjective

**bill**

lc, even when giving full name; cap up only if it becomes an act

**billion**

one thousand million; in copy use **bn** for sums of money, quantities or inanimate objects: £10bn, 1bn litres of water; otherwise **billion**: 6 billion people, etc

**bite-size**

not bite-sized; very few things are the same size as a bite

**blogging**

**blog** (noun) collection of articles, (verb) action of publishing an article to the blog: “I just blogged about that”

**post** (noun) single article on blog, (verb) action of publishing an article to the blog: “I was going to post later” (also: blogpost)

**blond**

adjective and male noun; **blonde** female noun: the woman is a blonde, because she has blond hair; the man has blond hair too and is, if you insist, a blond

**book titles**

are not italicised; lc for a, an, and, at, for, from, in, of, the, to (unless they are the first word of the title): A Tale of Two Cities, The Pride and the Passion, etc

**brackets**

If the sentence is logically and grammatically complete without the information contained within the parentheses (round brackets), the punctuation stays outside the brackets

(A complete sentence that stands alone in parentheses starts with a capital letter and ends with a stop.)

**bridges**

lc, eg O’Connell bridge, Queen’s bridge

**Britain, UK**

Britain is the official short form of United Kingdom of Great Britain and Northern Ireland. Used as adjectives, therefore, British and UK mean the same. Great Britain, however, refers only to England, Wales and Scotland

**bullet points**

should normally appear like this:

- Initial cap at start and full point after each one.
- And each one full out (no indent).

**byelection, bylaw, bypass, bystander**

no hyphen

**C**

**cabinet, shadow cabinet**

**caddie**

golf; **caddy** tea

**capitals**

Aim for coherence and consistency, but not at the expense of clarity. Here are the main principles:

**titles**

cap up titles, but not job description

eg the Archbishop of Canterbury, the Very Rev Rowan Williams, President George Bush, the Pope, the Queen

**British/Irish government**

initial caps

eg Northern Ireland Office, Department of Foreign Affairs, Northern Ireland Assembly

Other countries: lc, eg US state department, Russian foreign ministry

**government agencies, public bodies, quangos**

initial caps

Commission for Equality and Human Rights, Crown Prosecution Service, Heritage Lottery Fund, Revenue & Customs

**acts of parliament**

initial caps (but bills lc)

eg Official Secrets Act, Criminal Justice Act 1992

**artistic and cultural**

names of institutions, etc, get initial caps

eg Ulster Museum, the National Museum,

Books, films, music, works of art, etc have initial caps except a, an, and, at, for, from, in, of, the, to (except in initial positions or after a colon)

**churches, hospitals and schools**

cap up the proper or placename, lc the rest

eg St Patrick’s cathedral, Mater hospital, Methodist grammar school,

**universities and colleges of further and higher education**

caps for institution, lc for departments

eg Queen’s University Belfast department of politics, University of Ulster school of journalism, London School of Economics

**airports, bridges**

cap the name but lc the generic part (if necessary at all)

eg Heathrow, George Best Belfast City airport, Ha’penny bridge, etc.

**geographical features**

lc

eg river Liffey, Belfast lough, Sydney harbour, Bondi beach (but Mount Everest).

**words and phrases based on proper names**

that have lost connection with their origins (alsatian, cardigan, champagne, cheddar cheese, french windows, wellington boots, yorkshire pudding and numerous others) are usually lc; many are listed individually in this guide, as are exceptions (eg Parma ham, Worcestershire sauce)

**catholic**

adjective: 1 including a wide variety of things: catholic tastes. 2 (Catholic) Roman Catholic. 3 (Catholic) of or including all Christians.

Noun: (Catholic) a Roman Catholic.

**Catholic Church****Catholic/Protestant****cease-fire****Ceilidh****Celtic Football Club**

not Glasgow Celtic

**centre**

on or in; revolve around

**chair**

acceptable in place of chairman or chairwoman

**Chatham House rule**

often mistakenly called “rules”. There is just one, namely: “When a meeting, or part thereof, is held under the Chatham House rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed”

**chief constable**

a job, not a title – chief constable of the Police Service of Northern Ireland. Capitalise the title when used with the person’s name or as a direct address, the Chief Constable, Hugh Orde. The equivalent in the Republic of Ireland is the Garda Commissioner

**city**

in Britain a town that has been granted a charter by the crown; it usually has a cathedral

**collective nouns**

Nouns such as committee, family, government, jury and squad take a singular verb or pronoun when thought of as a single unit, but a plural verb or pronoun when thought of as a collection of individuals:

the committee gave its unanimous approval to the plans;

the committee enjoyed biscuits with their tea

the family can trace its history back to the middle ages;

the family were sitting down, scratching their heads

**comma**

a comma before the final “and” in lists: straightforward ones (he ate ham, eggs and chips) do not need one, but sometimes it can help the reader (he ate cereal, kippers, bacon, eggs, toast and marmalade, and tea), and sometimes it is essential: compare

I dedicate this book to my parents, Michael Longley, and Anne Enright  
with

I dedicate this book to my parents, Michael Longley and Anne Enright

**communism, communist**

lc, except in name of party: **Communist party**

**community sector****compare to/with**

The former means liken to, the latter means make a comparison

**comprise**

to consist of; “comprise of” is wrong

**consult**

not consult with

**continual**

refers to things that happen repeatedly but not constantly; **continuous** indicates an unbroken sequence

**cross-border****cross-community****currencies**

When the whole word is used it is lc: euro, sterling, pound, dollar, etc.

Abbreviate dollars like this: \$50 (US dollars); A\$50 (Australian dollars); HK\$50 (Hong Kong dollars)

**D****Dáil Éireann (or Dáil)**

lower house of parliament in the Irish Republic, normally just the Dáil. The upper house is known as the Seanad (Senate). The Members of the lower house are referred to as TDs or Deputies. Members of the upper house are referred to as Senators

**dates**

Our style is 21 July 2008 (no commas); In the 21st century but 21st-century boy; fourth century BC; AD2007, 2500BC; for decades use figures: the swinging 60s or 1960s. **BCE** - abbreviation before the Common Era (indicating dates before the Christian era, used especially by non-Christians).

**CE** – abbreviation of Common Era (also known as Christian Era or Current Era)

**decades**

1950s, etc; use figures if you abbreviate: swinging 60s, a woman in her 70s

**Derry/Londonderry**

Northern Ireland’s second city is generally referred to as Derry by nationalists while unionists call it Londonderry. When responding to a letter from a correspondent from the city or county, you should reply using the same nomenclature as the initial communication. Therefore, a letter addressed Derry will be replied to an address in Derry, while a letter addressed from Londonderry will be returned to an address in Londonderry. The BBC’s policy is to refer to it as Londonderry the first time it is mentioned and Derry the second. This is not an iron rule, since it is affected by the context. If they were interviewing, for example, a Catholic athlete or performer who hailed from the city, they might out of courtesy describe his home town as Derry, since that would be how he would know it

**different from**

or **to**, not different than

**disinterested**

means free from bias, objective, often used incorrectly instead of **uninterested**, not taking an interest

**donor**

gives money

**dos and don’ts****DVD**

stands for digital versatile disc

## E

**effect/affect**

To **affect** something is to change or influence it. To **effect** something is a rather formal way of saying 'to make it happen'.

*The stability of the wall was affected by passing vehicles.*

*The demolition of the wall was effected by the detonation of a charge of dynamite.*

**effectively**

not a synonym for in effect:

The word effectively is overused as well as misused, and can often be omitted

**Eire**

Avoid - use **Republic of Ireland**

**email****embassy**

lc, eg British embassy

**ensure**

make certain; **insure** against risk, **assure** life

**ethnic**

never say ethnic when you mean minority ethnic which leads to such nonsense as "the constituency has a small ethnic population"

**EU**

European Union (no need to spell out at first mention); formerly EC (European Community); before that EEC (European Economic Community)

**EU presidents**

There are three, so don't say "EU president" or "president of the union" without making clear which you mean: president of the European commission (currently José Manuel Barroso), president of the European parliament (currently Hans-Gert Pöttering), or holder of the rotating presidency (technically "president in office of the European Union"), which rotates among the member states every six months - currently Nicolas Sarkozy, the French president

**euro**

In most languages, the form "euro" and "cent" is officially required to be used in legislation in both the singular and in the plural

**euroland, eurozone**

Refers to the European Union member States that have adopted the euro currency union. Currently there are 15 member states with over 320 million people in the Eurozone: Austria, Belgium, Cyprus, Finland, France, Germany, Greece, Italy, Luxembourg, Malta, Netherlands, Portugal, Republic of Ireland, Slovenia, Spain

**every day**

noun and adverb: it happens every day

**everyday**

adjective: an everyday mistake

## F

**far, farther, farthest**

of distances; otherwise **further, furthest**

**fatwa**

an edict, not necessarily a death sentence

**female**

not "woman" or "women" in such phrases as female prime minister, female voters

**fewer/less**

fewer means smaller in number, eg fewer coins; less means smaller in quantity, eg less money

**figures**

spell out from one to nine; integers from 10 to 999,999; thereafter 1m, 3.2bn (except for people and animals, eg 2 million viewers, 8 billion cattle)

**first**

second, third spell out up to ninth, then 10th, 21st, millionth

**firstly****First Minister**

(Scottish parliament, Welsh assembly, Northern Ireland assembly)

**foreign words and phrases**

Italicise, with roman translation in brackets, Use accents on French, German, Spanish, and Irish Gaelic words

**fortuitous**

by chance, accidental; not by good fortune, lucky. A word that is almost always misused

**fractions**

two-thirds, three-quarters, etc but two and a half

## G

**GAA (Gaelic Athletic Association)**

uc, Governing Body for Gaelic games

**Garda Síochána**

Irish police force

**garda** (plural **gardaí**) Irish police officer

**gender issues**

Language should reflect changes in society. Phrases such as career woman are outdated and patronising businessmen, housewives, "male nurse", "woman pilot", "woman (lady!) doctor": do not use terms such as these, which reinforce outdated stereotypes. If you need to use an adjective, it is female and not "woman" in such phrases as **female** president, female MPs

Use **humankind** or **humanity** rather than mankind

Never use "his" to cover men and women: use his or her, or a different construction



**Good Friday Agreement/Belfast Agreement**

Signed on 10 April 1998 by most political parties in Northern Ireland. The Democratic Unionist Party was the only major party to oppose the Agreement.

There was no agreement on what the agreement was called so to avoid unnecessary debate Co-operation Ireland refers to it as the Agreement

**government**

lc in all contexts and all countries;

**grandad**

but **granddaughter**

**Great Britain**

England, Wales and Scotland.

If you want to include Northern Ireland, use Britain or UK

**great-grandfather, great-great-grandmother****greenfield site**

one that has not been built on before; one that has been built on before is a brownfield site

**H****hajj**

pilgrimage to Mecca; a Muslim who has made such a pilgrimage is a **haji**

**half**

no hyphen when used adverbially: you look half dead; his trousers were at half mast; the scores were level at half time.

hyphen when used adjectivally: a half-eaten sandwich; half-time oranges.

The boy is six and a half; a six and a half-year-old boy

**handicapped**

Do not use to refer to people with disabilities or learning difficulties

**head teacher**

one word, not headmaster, headmistress

**high commissioner**

sent from one Commonwealth country to another (rather than an ambassador)

**hijab**

covering for the head and face worn by some Muslim women

**Hindi**

language; **Hindu** follower of Hinduism

**Hizbullah**

not Hezbollah; it means “party of God”

**HM**

or **Her Majesty** for the Queen

**hospitals**

cap Hospital - Royal Victoria Hospital, Beaumont Hospital

**hotel**

a hotel not “an”; do not cap up “hotel”: the Dorchester, the Ritz, the Europa, the Shelbourne, etc

**hyperthermia**

hot; **hypothermia** cold

**hyphens**

The hyphen should be used in the following:

To make clear unified compound expressions such as punch-drunk, weight-carrying

To make clear compound modifiers, a phrase of two or more words which modifies a following noun

as in cross-border exchange, cross-community festival, low-scoring match

To join a prefix to a proper name (eg anti-Darwinian)

To follow a prefix if the whole word would otherwise be hard to read ie pre-war

To clarify the use of a prefix ie, recover from an illness and re-covering a chair

To avoid misunderstanding by distinguishing phrases such as twenty-odd people and twenty odd people

When not using one would be ambiguous eg to distinguish ‘black-cab drivers’ and ‘black cab-drivers’

**I****ie**

no full points or commas, ie like this

**in or on?**

in **the team** not the US version “on the team”

in **Royal Avenue** etc not “on Royal Avenue”

**infer/imply**

to infer is to deduce something from evidence; to imply is to hint at something

**initials**

no spaces or points, whether businesses or individuals eg WH Smith

**into or in to?**

one word if you go into a room, but two words in such sentences as I called in to complain, I listened in to their conversation and I went in to see my friend; **on to** two words

**Irish Travellers**

capped, as they are recognised as a distinct ethnic group under race relations legislation

**-ise**

not -ize at end of word, eg maximise, synthesise (exception: capsise)

**issue**

not a synonym for problem

**it's**

shortened form of it is or it has: it's a big dog; it's been ages since I saw her

**its**

possessive form of it: the dog is eating its bone

**J****jihād**

used by Muslims to describe three different kinds of struggle: an individual's internal struggle to live out the Muslim faith as well as possible; the struggle to build a good Muslim society; and the struggle to defend Islam, with force if necessary (holy war)

**job titles**

Capitalise a person's title when used with the person's name or as a direct address. The title is not capitalised when used generally. Government officials' titles are capitalised when followed by a name or used in direct address, eg Prime Minister Brown  
Certain very high ranking government officials' titles are capitalised even when not followed by a name or used in a direct address when a specific individual is being referred to

**junior**

abbreviate to **Jr** not Jun or Jnr, eg Ian Paisley Jr

**K****Ka'bah**

cube-shaped shrine in the centre of the great mosque in Mecca towards which all Muslims face in prayer; the shrine is not worshipped but used as the focal point of the worship of God

**kilogram/s, kilojoule/s, kilometre/s, kilowatt/s**

abbreviate as **kg, kJ, km, kW**

**L****led**

past tense of the verb "lead"

**lent**

past tense of lend

**less/fewer**

less means smaller in quantity, eg **less money**  
fewer means smaller in number, eg **fewer coins**  
(if you can count it, it's fewer)

**like/such as**

like excludes; such as includes: "Cities like Galway are wonderful" suggests the writer has in mind, say, Cork or Dublin, the writer actually means "cities such as Galway"

**loch**

Scottish; **lough** Irish

**Londonderry/Derry**

see Derry/Londonderry (page 11)

**longtime**

adjective, as in longtime companion

**M****may or might?**

**may** implies that the possibility remains open; **might** suggests that the possibility remains open no longer: "they may have played tennis, or they may have gone boating" suggests I don't know what they did; "they might have played tennis if the weather had been dry" means they didn't, because it wasn't.

**militate/mitigate**

to militate against something is to influence it (his record militated against his early release); to mitigate means to lessen an offence (in mitigation, her counsel argued that she came from a broken home)

**minority ethnic**

rather than ethnic minority

**MLA**

member of the Northern Ireland Assembly (it stands for member of the legislative assembly)

**momentarily**

do not confuse with in the moment  
'momentarily', in British English, means 'for a short time'. In US English it has the sense of 'very soon', a meaning which looks likely to establish itself in the UK too.

**more than**

generally preferable to over: there were more than 20,000 people at the game, it will cost more than £100 to get it fixed; but she is over 18

**MPs****MSP**

member of the Scottish parliament

**myriad**

a large, unspecified number; use as an adjective (there are myriad people outside) or a noun (there is a myriad of people outside), but not "myriads of"

## N

**nation**

Do not use when you mean country or state: reserve nation to describe people united by language, culture and history so as to form a distinct group within a larger territory

**new year**

lc; but **New Year's Day**, **New Year's Eve**

**niqab**

veil that covers the face apart from the eyes

**Nobel prize**

Nobel peace prize, Nobel prize for literature, etc

**none**

it is believed that “none” has to take a singular verb, but plural is not only acceptable but often sounds more natural, eg “none of the current squad are good enough to play in the Premiership”, “none of the issues have been resolved”

**numbers**

spell out from one to nine; integers from 10 to 999,999; thereafter use m or bn for sums of money, quantities or inanimate objects eg £10m, 5bn tonnes of coal; but million or billion for people or animals, eg 1 million people, 3 billion rabbits, etc

## O

**one in six, one in 10 etc**

should be treated as plural.

**oxymoron**

an oxymoron is a figure of speech in which apparently contradictory terms are used in conjunction, such as bittersweet, “darkness visible” (Paradise Lost), “the living dead”

## P

**party**

lc in name of organisation, eg **Labour party**

**persons**

No! They are people

**political parties**

lc for word “party”, eg **Labour party**

**principal**

first in importance, or headmaster

**principle**

standard of conduct

**procrastinate**

to delay or defer

**protest**

against, over or about

**Protestant**

noun, a member or follower of any of the Western Christian Churches that are separate from the Roman Catholic Church in accordance with the principles of the Reformation

adjective, relating to or belonging to any of the Protestant Churches

**Protestant/Catholic****public sector**

## Q

**quango**

short for quasi-autonomous non-governmental organisation, but no need to spell out

**Queen's University Belfast****quotation marks**

Use double quotes at the start and end of a quoted section, with single quotes for quoted words within that section. Place full points and commas inside the quotes for a complete quoted sentence; otherwise the point comes outside:

“Anna said, ‘Your style guide needs updating,’ and I said, ‘I agree.’”

but: “Anna said updating the guide was ‘a difficult and time-consuming task.’”

**Qur'an**

holy book of Islam (not Koran); regarded as the word of God, having been dictated by the prophet Muhammad, so in the eyes of Muslims it is wrong to suggest the prophet “wrote” the Qur'an

## R

**Radio Telefís Éireann**

Irish public broadcasting corporation

**re or re-?**

Use re- (with hyphen) when followed by the vowels e or u (not pronounced as “yu”): eg re-entry, re-examine, re-urge

Use re (no hyphen) when followed by the vowels a, i, o or u (pronounced as “yu”), or any consonant: eg rearm, rearrange, reassemble, reiterate, reorder, reuse, rebuild, reconsider

Exceptions: re-read; or where confusion with another word would arise: re-cover/recover, re-form/reform, re-creation/recreation, re-sign/resign

**redbrick**

university; the original six were Birmingham, Bristol, Leeds, Liverpool, Manchester and Sheffield

**regard**

with regard to not with regards to (but of course you give your regards to Broadway)

**report**

the Lawrence report etc

use **report on** or **inquiry into** but not report into, ie not “a report into health problems” etc

**republicans**

lc (except for US political party)

**reticent**

unwilling to speak; do not confuse with reluctant

**rivers**

lc, eg river Liffey, river Lagan

**S****Saint**

in running text should be spelt in full: Saint John, Saint Paul. For names of towns, churches, etc, abbreviate St (no point) eg St Mirren, St Stephen’s church. In French placenames a hyphen is needed, eg St-Nazaire, Ste-Suzanne, Stes-Maries-de-la-Mer

**Scandinavia**

Denmark, Norway and Sweden; with the addition of Finland and Iceland, they constitute the **Nordic countries**

**schools**

St Patrick’s secondary school, Stranmillis primary school

**Scottish parliament**

members are **MSPs**

**Séamus, Seán**

note accents in Irish Gaelic; sean without a fada means old

**seas, oceans**

uc, eg Black Sea, Irish Sea, Pacific Ocean

**seasons**

spring, summer, autumn, winter all lc

**senior**

abbreviate to **Sr** not Sen or Snr, eg George Bush Sr

**Shia, Sunni**

two branches of Islam (note: not Shi’ite); plural **Shia Muslims and Sunni Muslims**

**span of years**

2007-10; but between 2007 and 2010, not “between 2007-10”

**staff**

are plural

**stalemate****stationary**

not moving

**stationery**

writing materials

**synopsis**

plural synopses

**T****T**

(not tee) as in it suited her to a T, he had it down to a T, T-shirt

**tactics**

singular and plural

**Taliban**

plural (it means “students”)

**talk to**

not talk with

**Tánaiste**

Deputy Prime Minister in Republic of Ireland. Always use the Irish title

**Taoiseach**

Prime Minister in Republic of Ireland. Always use the Irish title

**TD (Teachta Dála)**

A member of the Dáil

**terrace houses**

not terraced

**that or which?**

that defines, which informs:

this is the house that Jack built, but this house, which John built, is falling down;

the Guardian, which I read every day, is the paper that I admire above all others

note that in such examples the sentence remains grammatical without “that”, but not without “which”

**the**

Leaving “the” out often reads like jargon: say the conference agreed to do something, not “conference agreed”; the government has to do, not “government has to”; the Super League (rugby), not “Super League”

Where it is thought necessary to explain who someone is, write “Nigel Worthington, the Northern Ireland manager, said” or “the Northern Ireland manager, Nigel Worthington, said”. In such cases the commas around the name indicate there is only one person in the position, so write “the Fine Gael leader, Enda Kenny, said” (only one person in the job), but “the former Finanna Fáil Taoiseach Bertie Ahern said” (there have been many)

lc for newspapers (the Irish News), magazines (the New Statesman), pubs (the Coach and Horses), bands (the Beatles, the Black Eyed Peas, the The), nicknames (the Hulk) and sports grounds (the Oval); uc for books (The Lord of the Rings), films (The Matrix), poems (The Waste Land), television shows (The West Wing) and placenames (The Hague)

**then**

the then prime minister, etc (no hyphen)

**tricolour**

French and Irish

**Trinity College Dublin****trooper**

soldier in a cavalry regiment; **trouper** member of a troupe, or dependable worker

**Troubles, the**

(Northern Ireland)

**try to**

never “try and”: eg “I will try to do something about this misuse of language”

**21st century**

but hyphenate if adjectival: “newspapers of the 21st century”, “21st-century newspapers”

**U****UK or Great Britain**

in copy and headlines for the United Kingdom of Great Britain and Northern Ireland (but note Great Britain comprises just England, Scotland and Wales)

**UN**

no need to spell out United Nations, even at first mention

**uninterested**

means not taking an interest; not synonymous with disinterested, which means unbiased, objective

**union flag**

not union jack

**unionists**

(Northern Ireland) U except in the name of a party, eg Ulster Unionist party

**unique**

being the only one of its kind; unlike anything else so something cannot be very unique

**United Kingdom**

England, Wales, Scotland and Northern Ireland; no need to write in full

**universities**

cap up, eg, University of Ulster, University College Dublin

**until**

not “up until”

**US**

for United States, not USA: no need to spell out, even at first mention; America is also acceptable

**V****v**

(roman) for versus, not vs: Tyrone v Dublin, state v private, etc

**venal**

open to bribery; **venial** easily forgiven

**very**

usually very redundant

**vicar**

a cleric of the Anglican church (which also has rectors and curates, etc), not of any other denomination.

**vice-chair, vice-chancellor, vice-president****vouuntary setor****W****waive, waiver**

the relinquishing of a claim or right; waver to hesitate

**“war on terror”**

always in quotes

**Welsh assembly**

official name is the National Assembly for Wales; members are AMs

**whereabouts**

singular or plural

**whisky**

plural **whiskies**; but Irish and US **whiskey**

**who or whom?**

If in doubt, ask yourself how the clause beginning who/whom would read in the form of a sentence giving he, him, she, her, they or them instead: if the who/whom person turns into he/she/they, then “who” is right; if it becomes him/her/them, then it should be “whom”.

**woman, women**

are nouns, not adjectives, so say female president, female MPs etc rather than “woman president”, “women MPs”

**working class**

noun

**working-class**

adjective

**worldwide**

often redundant, eg “it has automotive plants in 30 countries worldwide” (as opposed to galaxy-wide?)

## X

**xenophobe, xenophobia, xenophobic**

**Xmas**

avoid; use **Christmas** unless writing space is limited

**x-ray**

## Y

**y or ie?**

As a general rule: -y is an English suffix, whose function is to create an adjective (usually from a noun, eg creamy); -ie was originally a Scottish suffix, whose function is to add the meaning of “diminutive” (usually from a noun).

**year**

for a span of years use hyphen thus: 2007-08, not 2007/8

**yours**

no apostrophe

## Z

**ze**

endings: use se, eg emphasise, realise; but **capsize**

**zero**

plural zeros

**Zionist**

refers to someone who believes in the right for a Jewish national home to exist within historic Palestine

## Protocol Guide

**The President of Ireland and Her Majesty The Queen are joint patrons of Co-operation Ireland.**

Heads of State take precedence over all individuals, political, religious or otherwise within their own jurisdictions.

	Envelope/Opening Letter	Salutation	In Conversation
<b>Her Majesty The Queen</b>	Her Majesty The Queen	Your Majesty	“Your Majesty” first, then “Ma’am”
<b>The President of Ireland</b>	His/Her Excellency _____ President of Ireland	Excellency	“Excellency” first, then “President” or “Sir/Madam”
<b>The President of the United States</b>	His/Her Excellency the Honourable (full name) President of the United States	Dear Mr. President	“Mr. President” or “Excellency” first then “Sir”
<b>A King</b>	His Majesty _____ King of _____	Your Majesty/ Sire	“Your Majesty” first, then “Sire”
<b>A Queen</b>	Her Majesty Queen _____ Queen of _____	Your Majesty/ Madame	“Your Majesty” first, then “Ma’am”
<b>An Emperor</b>	His Imperial Majesty _____ Emperor of _____	Your dignified Majesty	“Your Majesty” first, then “Sire”

## Public Representatives – Republic of Ireland

	Envelope/Opening Letter	Salutation	In Conversation
<b>Taoiseach</b> (English translation – Prime Minister of Ireland) <sup>1</sup>	An Taoiseach, Mr/Ms _____ _____TD	Dear Taoiseach	Taoiseach (pronounced “tee-shuck”)
<b>Tánaiste</b> (English translation – Deputy Prime Minister of Ireland) <sup>1</sup>	An Tánaiste Mr/Ms _____TD	Dear Tánaiste	Tánaiste (pronounced taw-nish-ta)
<b>Ceann Comhairle</b> (English translation – Speaker of the Dáil) <sup>1</sup>	Mr/Ms _____TD An Ceann Comhairle Dáil Éireann	Dear Ceann Comhairle	An Ceann Comhairle (pronounced on keawn corla)
<b>Cathaoirleach</b> (English translation – Speaker of the Seanad) <sup>1</sup>	Senator _____ Cathaoirleach of the Seanad	Dear Cathaoirleach	Cathaoirleach (pronounced ka-here-luck)
<b>Minister</b>	Mr/Ms _____TD Minister for _____	Dear Minister	Minister
<b>Minister of State</b> (“Junior Minister”)	Mr/Ms _____TD Minister for State at the Department of _____	Dear Minister	Minister
<b>TD (Teachta Dála) or Deputy</b>	Mr/Ms _____TD	Dear Deputy	Deputy
<b>Senator</b>	Senator _____	Dear Senator	Senator

## Public Representatives – Northern Ireland

	Envelope/Opening Letter	Salutation	In Conversation
<b>First Minister</b>	First Minister Mr/Ms _____ MLA	Dear First Minister	Minister/First Minister
<b>deputy First Minister</b> (note the small d in deputy) <sup>2</sup>	deputy First Minister Mr/Ms _____ MLA	Dear deputy First Minister	Minister/deputy First Minister
<b>Speaker of the House</b>	Mr/Ms _____ MLA Speaker of the Northern Ireland Assembly	Dear Speaker	Speaker/Mr _____
<b>Junior Ministers</b>	Junior Minister _____ _____ MLA	Dear Junior Minister	Minister/Junior Minister
<b>MLA</b>	Mr/Ms _____ MLA	Dear Member/ Dear _____ MLA	Mr Bloggs
<b>Councillor</b>	Councillor (Cllr) _____	Dear Cllr _____	Councillor
<b>Chairman of Council</b>	Cllr _____ Chair of _____ Council	Dear Cllr _____	Councillor
<b>Lord Mayor<sup>3</sup></b> (male or female) On the island of Ireland, only three cities have a Lord Mayor, Belfast, Dublin and Cork	Lord Mayor of _____ Cllr _____	Dear Lord Mayor/ Cllr _____	Lord Mayor
<b>Mayor</b>	Mayor of _____ Cllr _____	Dear Mayor	Mr Mayor

## Public Representatives – Great Britain

	Envelope/Opening Letter	Salutation	In Conversation
Prime Minister <sup>4</sup>	The Rt Hon. _____ MP Prime Minister	Dear Prime Minister	Prime Minister
Secretary of State for Northern Ireland <sup>4</sup>	The Rt Hon _____ MP Secretary of State for Northern Ireland	Dear Mr/Ms _____ or Dear Secretary of State	Secretary of State
Lord <sup>4</sup>	The Rt Hon. The Lord _____	My Lord or Dear Lord _____	My Lord or Your Lordship or Lord _____
Baroness (in her own right) <sup>4</sup>	The Rt Hon. The Lady _____ or The Rt Hon. The Baroness _____	Madam or Dear Lady London or Dear Baroness _____	My Lady _____ or Your Ladyship or Lady _____ or Baroness _____
Baroness (in her husband's right) <sup>4</sup>	The Rt Hon. The Lady _____	Madam or Dear Lady _____	My Lady _____ or Your Ladyship or Lady _____
MP <sup>4</sup>	Mr/Ms _____ MP	Dear Mr/Ms _____	Mr/Ms _____

## Foreign Dignitaries

	Envelope/Opening Letter	Salutation	In Conversation
Ambassador	His/Her Excellency _____ The Ambassador of _____	Dear Ambassador Dear High Commissioner (representative of a Commonwealth country), or formally 'Your Excellency.'	Your Excellency

## (Footnotes)

- 1 In writing and speech, always use the Irish terminology
- 2 deputy First Minister  
Use a small 'd' for the deputy, except at the beginning of a sentence
- 3 The Lord Mayor of Belfast should be addressed Lord Mayor of Belfast, The Right Honourable Cllr \_\_\_\_\_

When writing to the Lord Mayor of Belfast and his wife, use the following:

The Right Honourable The Lord Mayor Cllr \_\_\_\_\_ and Lady Mayoress Mrs \_\_\_\_\_

- 4 British cabinet members are given the title Right Honourable (Rt Hon) when they are members of the Privy Council. MPs are not necessarily titled 'Right Honourable'.

## What does Right Honourable mean?

Right Honourable (Rt Hon) is the form of address used for people holding the following titles or offices: an earl or countess, a viscount, a baron, a Lord Mayor (the title given to the Mayor of large cities) and a Privy Councillor.

MLAs Peter Robinson, Jeffrey Donaldson and Dr IRK Paisley are all Right Honourable as they are members of the Privy Council.

When writing to the First Minister and his wife, use the following:

First Minister, The Right Honourable Peter Robinson MP, MLA and Mrs Iris Robinson MP, MLA



## Religious

### Roman Catholic

	Envelope/Opening Letter	Salutation	In Conversation
<b>Pope</b>	His Holiness Benedict XVI	Your Holiness	Your Holiness
<b>Cardinal</b>	His Eminence Cardinal _____ _____	Your Eminence or Dear Cardinal _____	Your Eminence
<b>Archbishop</b>	The Most Reverend _____ DD, Archbishop of _____	Dear Archbishop _____ or Your Grace	Your Grace
<b>Bishop</b>	The Most Reverend _____ DD, Bishop of _____	Dear Bishop _____ or Your Lord	My Lord or Bishop
<b>Priest</b>	The Reverend _____ _____ * Note: "Reverend" is an adjective which is never used without the full name.	Dear Father	Father

### Church of Ireland

	Envelope/Opening Letter	Salutation	In Conversation
<b>Archbishop</b>	The Most Revd and Right Honourable the Lord Archbishop of _____	Your Grace	Your Grace
<b>Bishop</b>	The Right Reverend The Bishop of _____	My Lord	Bishop
<b>Archdeacon</b>	The Venerable Archdeacon of _____	Mr/Ms Dean	Venerable Sir/Mr/ Ms Archdeacon
<b>Dean</b>	The Very Reverend The Dean of _____	Mr/Ms Dean	Dean
<b>Canon</b>	The Revd Canon _____ _____	Dear Canon	Canon

If a cleric's name or initials are unknown, he or she should be addressed as The Revd Smith or the Revd Mr/Mrs/Miss/Ms Smith. It is never correct to refer to a cleric as 'The Reverend Smith' or 'Revd Smith'

### Presbyterian

	Envelope/Opening Letter	Salutation	In Conversation
<b>Moderator of the General Assembly</b>	The Right Reverend Dr _____	Dear Moderator/Dr _____	Moderator/Dr _____
<b>Former Moderator of the General Assembly</b>	The Very Reverend Dr _____ _____	Dear Dr _____	Dr _____
<b>Minister</b>	The Reverend _____	Dear Mr/Ms _____	Mr/Ms _____

### Methodist

	Envelope/Opening Letter	Salutation	In Conversation
<b>President of the Methodist Church in Ireland</b>	The Reverend The President of the Methodist Church in Ireland	Dear Reverend	Reverend
<b>Minister</b>	The Reverend John Smith,	Dear Reverend	Reverend

### Other

	Envelope/Opening Letter	Salutation	In Conversation
<b>Islam Imam</b>	Sheikh _____ _____	Dear Sheikh	Imam
<b>Judaism Rabbi</b>	Rabbi _____ _____	Dear Rabbi _____ or Dear Dr _____	Rabbi
<b>Tibetan Monks Dalai Lama</b>	His Holiness The Dalai Lama	Your Holiness	Your Holiness

## Notes on use of Irish and Ulster Scots

As a general rule of thumb, if you receive a letter with an opening and closing in Irish or Ulster-Scots you should reply in kind.

### Irish

Letters from Irish government departments and prominent nationalist organisations (ie the GAA) will often open and close in Irish, although the body of the letter is normally in English

To open letters in Irish write ‘A chara’ (if writing to an individual) or ‘A chairde’ (if writing to a group of people or an organisation) in place of Dear \_\_\_\_\_.

To close in Irish write ‘Is mise le meas’ instead of ‘Yours sincerely’.

### Ulster-Scots

Letters from Ulster heritage/cultural and/or language organisations may open and close in Ulster Scots, with the body of the letter in English.

To open letters in Ulster Scots write ‘Guid frein’ or ‘(firstname), guid billie’ in place of Dear \_\_\_\_\_

## Co-operation Ireland Terminology

### Co-operation Ireland

(Note small o after the hyphen)

The word Co-operation should not be split over two lines

### Co-operation North

Co-operation Ireland’s original name. It was changed in 1998

### ArtsLink

Co-operation Ireland’s arts based education project.

Note there is no space between Arts and Link. Note capital L

### Civic-Link

Co-operation Ireland’s citizenship project  
There is a hyphen between Civic and Link

### CORE

Community Outreach Reconciliation and Engagement

Developed by Co-operation Ireland, it links communities in Belfast East and Finglas South, Co. Dublin

### Exchanges

Co-operation Ireland’s core programme – deals primarily in youth and community exchanges

### Beyond Borders

Beyond Borders is a pilot project run by the Exchanges programme

### Pride of Place

This is an all-island competition run by Co-operation Ireland’s Local Authorities Programme

### EU Peace and Reconciliation Programme

Special European Union Funds for Northern Ireland and the Six Border Counties. Introduced in 1996 after the first cease-fires

Co-operation Ireland administered cross-border elements of the European Union Special Programme for Peace and Reconciliation (Peace I), the EU Programme for Peace and Reconciliation (Peace II) and the Peace II Extension

### INTERREG

European Union Funds to promote cohesion across adjacent EU member states’ borders. Co-operation Ireland administers elements of the INTERREG IIIA Programme

### Anne Maguire Student Journalism Conference

Part of Co-operation Ireland’s Media Programme is an annual conference for final year journalism students.

### BorderTrek/ Maracycle

Previous Co-operation Ireland cross-border cycling challenges. In 2008 replaced by the Co-operation Ireland Cross-Border Bike Ride

## Government Departments and Political Parties

### NORTHERN IRELAND ASSEMBLY – DEPARTMENTS

#### Office of the First Minister and Deputy First Minister

Stormont Castle  
Stormont Estate  
Belfast  
BT4 3TT

#### Department of Agriculture and Rural Development

Dundonald House  
Stormont  
BELFAST  
BT4 3SB

#### Department of Culture, Arts and Leisure

Interpoint Centre  
3<sup>rd</sup> Floor  
20-24 York Street  
BELFAST  
BT15 1AQ

#### Department of Education

Rathgael House  
Balloo Road  
BANGOR  
BT19 7PR

#### Department for Employment and Learning

Adelaide House  
39-49 Adelaide Street  
BELFAST  
BT2 8FD

#### Department of Enterprise, Trade and Investment

Netherleigh House  
Massey Avenue  
BELFAST  
BT4 2JP

#### Department of the Environment

Clarence Court  
10-18 Adelaide Street  
BELFAST  
BT2 8GB

#### Department of Finance and Personnel

Rathgael House  
Balloo Road  
BANGOR  
BT19 7NA

#### Department of Health, Social Services and Public Safety

Castle Buildings  
Stormont Estate  
BELFAST  
BT4 3SG

#### Department for Regional Development

Clarence Court  
10-18 Adelaide Street  
BELFAST  
BT2 8GB

#### Department for Social Development

Lighthouse Building  
1 Cromac Place  
Gasworks Business Park  
Ormeau Road  
Belfast  
BT7 2JB

### REPUBLIC OF IRELAND – GOVERNMENT DEPARTMENTS

#### Department of Agriculture Fisheries and Food

Agriculture House  
Kildare Street  
Dublin 2

#### Department of Arts, Sport and Tourism

23 Kildare Street  
Dublin 2

#### Department of Communications, Energy and Natural Resources

29-31 Adelaide Road  
Dublin 2

#### Department of Community, Rural and Gaeltacht Affairs

Dún Aímhírgin  
43-49 Mespil Road  
Dublin 4

#### Department of Defence

Parkgate  
Infirmary Road  
Dublin 7

#### Department of Education and Science

Marlborough Street  
Dublin 1

#### Department of Enterprise, Trade and Employment

23 Kildare Street  
Dublin 2

#### Department of Environment, Heritage and Local Government

Custom House  
Dublin 1

#### Department of Finance

Government Buildings  
Upper Merrion Street  
Dublin 2

#### Department of Foreign Affairs

80 St Stephen's Green  
Dublin 2

#### Department of Health and Children

Hawkins House  
Hawkins Street  
Dublin 2

#### Department of Justice, Equality and Law Reform

94 St Stephen's Green  
Dublin 2

#### Department of Social and Family Affairs

Áras Mhic Dhiarmada  
Store Street  
Dublin 1

#### Department of the Taoiseach

Government Buildings,  
Upper Merrion Street  
Dublin 2

#### Department of Transport

Transport House,  
44 Kildare Street  
Dublin 2

### NORTHERN IRELAND OFFICE

Block B  
Castle Buildings  
Stormont Estate  
Belfast  
Northern Ireland  
BT4 3SG

### Northern Ireland Main Political Parties – Head Offices

#### Democratic Unionist Party (DUP)

91 Dundela Avenue  
Belfast, BT4 3BU  
Northern Ireland

#### Sinn Féin (SF)

53 Falls Road  
Belfast, Northern Ireland  
BT12 4PD

#### Ulster Unionist Party (UUP)

429 Holywood Road  
Belfast, BT4 2LN

#### Social Democratic and Labour Party (SDLP)

121 Ormeau Road  
Belfast, BT7 1SH

#### Alliance Party of Northern Ireland

88 University Street  
Belfast, BT7 1HE

#### Progressive Unionist Party (PUP)

299 Newtownards Road  
Belfast  
BT4 1AG

## **REPUBLIC OF IRELAND** **MAIN POLITICAL PARTIES – HEAD OFFICES**

### **Fianna Fáil**

65-66 Lower Mount Street  
Dublin 2

### **Fine Gael**

51 Upper Mount Street,  
Dublin 2

### **Labour Party**

17 Ely Place,  
Dublin 2

### **Green Party**

16-17 Suffolk Street,  
Dublin 2

### **Sinn Féin**

44 Parnell Square  
Dublin 1

### **Progressive Democrats**

25 South Frederick Street,  
Dublin 2

## Co-operation Ireland Contact Details

Co-operation Ireland  
20 Herbert Place  
Dublin 2  
Republic of Ireland

Tel: +353 (0) 1 661 0588  
Fax: +353 (0) 1 661 8456  
Email: [info@cooperationireland.org](mailto:info@cooperationireland.org)

Co-operation Ireland  
5 Weavers Court Business Park  
Linfield Road  
Belfast  
BT12 5GH

Tel: +44 (0) 28 9032 1462  
Fax: +44 (0) 28 9089 1000  
Email: [events@cooperationireland.org](mailto:events@cooperationireland.org)

Co-operation Ireland (GB)  
Windyridge  
Courtlands Hill  
Reading  
England  
RG8 7BE

Tel: +44 (0) 1189 767790  
Fax: +44 (0) 1189 767790  
Email: [mike@xifos.co.uk](mailto:mike@xifos.co.uk)

Web: [www.cooperationireland.org](http://www.cooperationireland.org)