

dpa Style Guide: Contents

The pages of the dpa Style Guide are arranged in similar order to the earlier printed edition. This page is also a site map identifying all the elements that make up the online Style Guide, in the order followed by the "next" and "previous" buttons at the bottom of the page.

[Home Page](#)
[Contents](#)
[Introduction](#)
[Capitalization](#)
[Punctuation](#)
[Spelling](#)
[English Usage](#)
[Names of World Organizations](#)
[Countries and Rivers](#)
[Diplomatic and Military](#)
[Police Forces](#)
[Technology and Cyber Terms](#)
[Typography for the Wire](#)
[Slugs and Other Parts of the Header](#)
[Filing Procedure: Leads, Urgents, Adds](#)
[Filing Procedure: Corrections, Kills, Advisories](#)
[Business Writing](#)
[Sport 1: General Style](#)
[Sport 2: Football Results](#)
[Sport 3: The Football Clubs](#)
[Sport 4: Special Sport Slugs](#)
[Sport 5: Headers for Sport Results](#)
[Sport 6: Attention to Copy](#)
[Transcribing Russian Names](#)
[The CIS Republics and Capitals](#)
[Some Russian Personal Names](#)
[Eastern European Political Parties](#)
[Some Asian Names](#)
[Arabic, Hebrew and Persian Loanwords](#)
[Punctuating Arabic Names](#)
[Some Arabic Proper Names](#)
[Dictionary of Germanized Place Names](#)
[Encyclopaedias and Handbooks Online](#)
[Place Names, Measurements and Usage Online](#)
[Index to Key Words in the Style Guide](#)
[About the Style Guide Itself](#)



Print

Close

dpa Style Guide

Variable spellings and style	Names from non-English scripts	German to English problems	dpa filing procedures
<ul style="list-style-type: none"> • Introduction • Words: Spelling ... and Usage • Numbers: Currency and Time • Punctuation ... Capitals and Abbreviations • World Organizations with Links • Countries & Rivers • Diplomacy / Military / ... Police / ... Technical / Cyber Terms • World of Business • Sports Style ... Football Standings ... and Clubs 	<p>Rules on reproducing foreign names using just 26 letters</p> <ul style="list-style-type: none"> • Diacritic Marks in Roman Alphabets • Russian Persons ... and Places • Arabic Prefixes ... Common Terms ... and Proper Names • Asian Persons • Persian Terms • Hebrew Terms 	<p>Using German copy as a source can create traps for the unwary</p> <ul style="list-style-type: none"> • One-Letter Differences • European Place Names ... Other Places • Eastern Political Parties • Transcribing Via Russian • Not Making Sense • Finding Film, Book and Crime Names (Links 1) • Tools and Usage (Links 2) 	<ul style="list-style-type: none"> • Headers (Slugs, Headlines and Categories) • Leads and Roundups • Embargoes and Urgents • Adds: General ... and Sport • Corrections, Holds and Kills • Advisories • Sports Slugs • Sports Results • Wire Typography

There are five ways to navigate around the Style Guide

- (1) The dpa style rules are listed in the panels above divided according to the different editorial tasks.
 - (2) Click at the right on the top banner to see a table of contents arranged by subject. The contents page provides a complete site map.
 - (3) Specific words that often cause difficulty are listed in the Style Guide Index: click on the Key-Words banner (right).
 - (4) If all else fails, try typing one or more words into the site's own search engine above and click on "Search".
 - (5) To read the entire Style Guide from start to finish like a book, click the right-pointing arrow at the top of each page.
- (+) Cross references (hyperlinks) can be found on most pages of the Guide. Every page contains a button at the bottom to skip to the table of contents.
- (+) There is also a page with advice on how to print or [save a copy](#) of the Guide.

By subject:
[TABLE OF CONTENTS](#)

Go straight to
[KEY-WORDS INDEX](#)

Browse the Guide
[PAGE BY PAGE](#)



If you have any questions about this Style Guide, please phone or send a message to the English Service's desks in Hamburg, Bangkok or Washington (phone numbers daily in the News Schedules). Write us an e-mail at info@uen.dpa.de ([click here](#)) if the matter is not urgent or if you find a broken link. dpa's home page on the Web: <http://www.dpa.com>

[Style Guide Home](#) | [Index of Key Words](#) | [Sport Section](#)



dpa Style: Introduction

Writing

These guidelines lay out some clear and simple rules for the writing and presentation of stories. Try to follow them. It's irritating to see somebody's title, like a government minister's, in lower case one day and capitalized the next. There is a mass of seemingly small details like this which separately may not seem important. But pulling them together into order makes for a much more professional-looking product.

The reader is primarily interested in what you have to say. The way you say it may encourage him to read on. Simple English is best. dpa copy must be easily understood and easy to translate.

Reduce the lead paragraph to the minimum information needed for clarity. Do not clutter it with references that become clear only when explained lower in the story. If a newspaper is the source, it is sufficient simply to say "a news report said" in the first sentence and name the specific publication lower down in the text.

Try to avoid the passive voice. Use active verbs whenever possible.

Assume that readers are unfamiliar with a story. Include all essential background to satisfy the demands of a varied and international readership.

The verb "said" is usually the best, neutral choice for any attribution. Beware of "announced", as only competent authorities have the right to make announcements.

Stories should have a source unless the correspondent witnessed the event himself. The source is usually contained in the lead paragraph. Where several sources report on an event that obviously did take place, a reference in the lead to "news reports said" may be dispensed with. See also: [Business](#).

When giving a total, followed by a list - nations attending a conference, seats in a parliament - double check to make sure the list and total tally. Avoid saying, "The minister **will** visit Rome ...", because the minister could be run over by a bus before then: it is better to say he *was due/scheduled* or *planned* to visit.

dpa style is to use British English rather than American English for spelling: *theatre* not "theater", *defence* not "defense" (see also: [Capitalization](#)), *colour* not "color".

If there is any doubt about the spelling of a word, consult *The Concise Oxford Dictionary!*

This online edition is based on *The dpa Style Guide* by Michael Swanson, published 1998

[Style Guide Home](#) | [Index of Key Words](#)



Capitalization - Abbreviations

Capitalization

Capitalize present titles immediately before name ... *German Foreign Minister Joschka Fischer, U.S. Vice President Al Gore, PLO Chairman Yassir Arafat, United Nations Secretary General Kofi Annan*. This only applies to public offices (in governments, state administration, U.N. bodies, etc.), not those in corporate life or organizations (Ford, Amnesty International, etc.) Don't capitalize titles when used alone or set apart from the name by commas ... *Gerhard Schroeder, the German chancellor ... the late Indian prime minister, Rajiv Gandhi*. We don't capitalize past or future titles ... *former chancellor Helmut Schmidt, prime minister-designate Joe Bloggs*. Avoid putting too many titles before names, e.g. we did not write "Nigerian President General Sani Abacha", but would call him president on first reference and general later on.

Use caps for full names of [organizations](#), institutions and legislative or government bodies ... *the French Foreign Ministry, the U.S. Defence Department, the Bank of England, the South Korean National Assembly, the U.S. Congress, the U.N. General Assembly, the U.N. Security Council*. Government departments, cabinet posts, partial names of official bodies should be lower case when standing alone ... *the finance ministry, the economics minister, the commission*, etc. Note the following form in apposition: *the Knesset, the Israeli parliament*.

Capitalize geographical names ... *Khuzestan province, the Gulf* (not "Persian Gulf"). Capitalize North, South, East, West when they form proper names or refer to regions ... *the former East Germany, Northern Ireland, Southeast Asia, the Western World, the East Bloc*. See also [European Place Names](#) and [CIS Place Names](#).

Capitalize nationalities, races, religions, historical periods and holidays ... *Arabs, Jews, French, Islam, Protestant, Middle Ages, Reformation, New Year's Day*.

Capitalize all proper names: *the Social Democratic Party, the Christian Democrats*, but *the Social Democratic and Christian Democratic parties*. (See also the list of [European Parties](#)). Capitalize *Olympic Games, Winter Olympics, World Cup*.

Abbreviations

Capitalize abbreviations, e.g., *GMT* and *IBM*, including acronyms like *NATO, ASEAN, UNESCO, UNITA, OPEC, NASDAQ*, and *AIDS*, (all without periods). Exceptions: *dpa* (lower case) and *Itar-Tass*. Use periods in the two-letter abbreviations *U.S., U.N., E.U.*, except in [sluglines](#).

In general, spell out abbreviations on first reference, with the abbreviation following in parentheses. One abbreviation that never needs to be spelled out is [GMT](#). Where a body is best known by its abbreviation - NASA, NATO, OPEC, CNN, the CIA, BBC, IMF, U.S., E.U. and U.N. - it is permissible to use this abbreviation on the first reference, e.g. *the NATO alliance* or *the U.S. space agency NASA*, and spell out the full name later in the story. Selected [World Organizations](#) and their websites are listed separately in this Style Guide.

Do not abbreviate months or days of the week.



Close

Punctuation and Figures

Punctuation

Use quotation marks for the titles of

- films
- books
- songs
- television programmes

Do not use quotes for the names of

- newspapers
- magazines
- ships
- space shuttles
- airlines
- political parties

When using direct speech, place commas and full stops inside quotation marks for complete sentences. Place the comma or period outside the quotation mark if only a partial quote is being used, e.g.:

"The exhibition will open on Friday," the spokesman said.

The exhibition would "open on Friday", the spokesman said.

The latter quote is a fragment. It begins in mid-sentence. The comma therefore goes outside the speech marks.

Nest punctuation so as to help the reader. In the same way, when a question mark applies to a whole passage, not just to the quoted portion, the question mark comes outside the quotation marks, e.g.: *He told his supporters, "Why worry?" but Didn't he tell them, "Don't worry"?*

Use a comma to introduce a full quote of one sentence. Use a colon to introduce full quotations longer than one sentence.

Prefer double quotes (" ") to two apostrophes (' ') for speech marks (see [Typography.](#))

Omit any comma before the last item in a series ... *red, white and blue*. Omit second commas from dates and place descriptions, e.g.: ... *a ruling on July 17, 1994 against ...* (not "1994,") and ... *landed in Rennes, France using a ...* (not "France,"). When a phrase is in apposition, it does require two commas, e.g.: "Bill Clinton, who survived impeachment over his love affair with Monica Lewinsky left the White House ..." is wrong: a comma is required after Lewinsky.

Possessives of singular proper names ending in "s" take only an apostrophe, not an extra "s": ... *Marcos' wealth, Dickens' novels*.

Note the correct use of hyphens in *9-year-old girl* (not "9-year old" or "9 year-old"). *Up 6 per cent*, but *a 6-per-cent increase*. More rules concerning hyphens are on the [Spelling](#) page (use in the "co-" prefix and in company names), the [Capitalization](#) page (vice president and secretary general), the [Diplomatic](#) page (treaty names), the [Arabic Names](#) page (prefixes) and the [Cyber](#) page (e-mail etc.).

Foreshadowing the rules on the [Typography](#) page: write a dash as follows: single space, single hyphen, single space (-). Where there are gaps in quotes, use an ellipsis (...) composed of three dots with a letterspace before and after.

Numbers

Spell out numbers from one to nine in text. Use numerals for 10 onwards. *Two hostages, a four-point plan, 12 players*. Exceptions: use numerals for the following even when below 10:

- ages
- measurements
- percentages
- millions
- prices
- dates
- times
- military designations

E.g.: *5 degrees Celsius, 3 dollars, 4 per cent, January 7, 9 a.m., 6th Fleet*.

Do not begin a sentence with a numeral. Spell it out or recast the sentence.

In line with most English-speaking news media, dpa follows the Latin Rule definitions of billion and trillion:

- million = one thousand times a thousand = 10^6
- billion = one thousand times a million = 10^9
- trillion = one thousand times a billion = 10^{12}

Devised by French arithmeticians, this usage is standard in the [United States](#) and was formerly the convention in Italy and France. The competing system of large-number names, the N Rule, is used in Germany, has been legally mandated in France since 1961 and has historically been used in Britain. It defines a billion as a million to the second power and a trillion as a million to the third power.

Currency Conversions

Give dollar conversions for all currencies. For the dollar/euro conversion use the latest rate reported by dpa. When reporting business news, it is sufficient to convert the first figure and leave the remainder in the original currency. In items where figures to be converted are for previous years, it should be stated that conversion is based on current rates ... *Porsche reported profits of 66.4 million euros for fiscal 1999 (50.1 million dollars at current exchange rates)*. The former German currency was the deutschmark. D-mark, mark and German mark are also acceptable on first reference. The European currency is the euro, plural euros. Spell out \$ as dollar. (See section on [Business and Economics](#).)

Datelines Times

Add the name of the country to a dateline if the town is not well known: ... *Mannheim, Germany (dpa) - A train collided with ...* For stories from the United Nations use a New York dateline: e.g. *New York (dpa) - The United Nations Security Council went into emergency session Thursday ...*

Avoid double datelines. Exceptions are possible in wars or armed confrontations when extensive source material comes from different countries.

Do not use the word "here" in the text of a story to refer back to the name in the dateline. Specify the name of the place you are referring to if it is different from that in the dateline.

Use the day of the week instead of "today", "yesterday" or "tomorrow". Don't use "last night" or "this morning".

Use a.m. and p.m. for local times with a GMT conversion when available. An online converter is listed on the [Links](#) page. Use the 24-hour clock for GMT ... *In Bonn, it was 5 p.m. (1600 GMT)*. Don't say 5 p.m. "local time". For more time formats see [Sport](#). Dates are written month - day - comma - four-digit year.

In headings, capitalize **By**, e.g. *By Jeff Morgan, dpa*. At the end of a take (and this effectively only applies for [Sports Results](#)), write **More** capitalized if another take is to follow.



Print

Close

Spelling

Common names

Ceasefire, per cent (percentage), car bomb, Druze, southeast, ton (not "tonne"), northwest, guerrilla, nonaligned, peacekeeper, teenage, air force, round table, haj (not "hajj"). Right wing (noun), but a right-wing (adj.) politician.

Use prefixes without hyphens except as follows:

- Except for cooperate and coordinate, use hyphens if the prefix ends in a vowel and the word that follows begins with the same vowel, e.g. *re-establish*.
- Use a hyphen if the word that follows a prefix is capped, e.g. *trans-Atlantic*, *anti-Semitic*

Otherwise, follow first-listed spellings in *The Concise Oxford Dictionary*.

Proper names

Note the following: mujahedin (Moslem resistance fighters), Taliban (not "Taleban"), Hamas (not "Hammas") for the Palestinian extremist organization (see also [Arab Institutions](#)), CTK (not "Ceteka") for the Czech news agency, Renamo (not "ReNaMo") for the Mozambican party, Scud (not "SCUD") for the R-17 missile. Afghan (national) but afghani (currency).

Note also: Rolls-Royce, Coca-Cola, DaimlerChrysler, McDonald's. See the [Business](#) page for other corporate names.

In copy, this news agency is to be referred to as *Deutsche Presse-Agentur dpa*, (i.e. all initials capped except for dpa, with a hyphen between Presse and Agentur, *Presse* not "Press", no comma before the *dpa*). See the [Leads](#) page for an example of this.

Use the vernacular names for places in Poland: e.g., Torun (not "Thorn"), Gdansk (not "Danzig"), Poznan (not "Posen"), Wroclaw (not "Breslau"), Bydgoszcz (not "Bromberg"). See the full list of English forms of [Eastern European Place Names](#), guidance on [river names](#) and some links to online [databases of place names](#).

Names for Korea, Vietnam and Singapore are spelled without hyphens ... *President Kim Dae Jung*, *Ho Chi Minh*, *Lee Kuan Yew*. Some Indonesians have only one name: *former president Suharto*. See also the [List of Asian Name Forms](#).

For other names, consult *The Europa World Year Book* or *The Times Atlas of the World*.

Use "-ize", not "-ise"

Although our style is British English, American spellings of "z" or "-ize" are preferable to "s" or "-ise" in words such as organization, capitalize or realization, etc. *The Concise Oxford Dictionary* prefers the "z" spelling.

Remember, though, that some words must end in "-ise", whichever spelling convention is being followed. These include:

advertise	compromise	emprise	incise	surmise
advise	comprise	enfranchise	merchandise	surprise
apprise	demise	excise	premise	televise
arise	despise	exercise	prise	
chastise	devise	franchise	revise	
circumcise	disguise	improvise	supervise	

Other Alphabets

Note that words with the ending "-lyse", such as analyse and paralyse, should not be spelt "-lyze" in British English, even though they are commonly spelt thus in American English.

Foreign letters (with accents and other diacritical marks), including Turkish and Scandinavian ones, convert to a **single** standard English letter. Only the three German umlaut letters and es-zett convert to two: ae, oe, ue and ss. See the expanded note with examples in [Typography](#). When rendering Russian names into English from German sources, use the scheme set on the Style Guide's [Transcription](#) page or the examples collected on the [Russian surnames](#) page.

[Style Guide Home](#) | [Index of Key Words](#) | [More Hyphens](#)



© Copyright Deutsche Presse-Agentur GmbH

[Print](#)

[Close](#)



Usage



Usage

Do not split infinitives.

Like things are compared **to**, unlike things compared **with**. See also [Business](#).

Historic refers to a landmark contemporary event, historical refers to past history.

Due to / owing to: The collapse of the wall was **due to** poor workmanship. The wall collapsed **owing to** poor workmanship.

Use *more than* instead of "over" when dealing with figures, e.g. *More than 50 persons ...* Avoid overuse of "approximately", especially when dealing with people. Not "approximately 25 persons", but *about, an estimated or some*.

[Style Guide Home](#) | [Index of Key Words](#) | [Links](#)



World Organizations

G-7

The Group of Seven: its members are Britain, Canada, France, Germany, Italy, Japan and the United States. It has no organizational structure. Primarily a forum for discussing economic problems, its most frequent meetings are of finance ministers. When the G-7 holds formal summit meetings (heads of government), Russia is invited and these sessions are therefore known as G-8 summits and branch out into political issues as well.

NATO

North Atlantic Treaty Organisation

19 members:

Belgium	France*	Iceland	Netherlands
Spain	Britain	Canada	United States
Germany	Italy	Norway	Turkey
Denmark	Greece	Luxembourg	Portugal
Poland	Hungary	Czech Republic	

* France withdrew from the integrated military structure in 1966, but remains a member of the Atlantic Alliance.

Website: <http://www.nato.int/>

OPEC

Organization of Petroleum Exporting Countries

11 members:

Algeria	Iraq	Qatar	Iran
Indonesia	Kuwait	Saudi Arabia	Venezuela
Nigeria	Libya	United Arab Emirates	

Website: <http://www.opec.org/>

OSCE

Organization for Security and Cooperation in Europe (formerly Conference on Security and Cooperation in Europe). Membership of more than 50 countries from Europe, the former Soviet republics and North America.

Website: <http://www.osce.org/>

OIC

Organization of the Islamic Conference. Nearly all the world's Moslem countries are members (we do not call it the "Islamic Conference Organization").

WTO

World Trade Organization (successor to General Agreement on Tariffs and Trade). Most of the world's trading nations are members.

Website: <http://www.wto.org/>

War Crimes Tribunal

International Criminal Tribunal for the Former Yugoslavia

Set up by the U.N. Security Council in 1993 to prosecute and try war criminals in The Hague. So far we have avoided the abbreviation "ICTY". Not to be confused with the International Court of Justice, a separate institution.

Website: <http://www.un.org/icty/>

E.U.

European Union (with periods)

Website: <http://europa.eu.int/index-en.htm>

Not to be confused with the Council of Europe (<http://www.coe.fr>).

Note that Javier Solana's formal title is: high representative for common foreign and security policy.

Notes

Union of the Arab Maghreb

Members: Morocco, Algeria, Tunisia, Libya, Mauritania.

East African Cooperation Secretariat

We do not call it "Commission for East African Cooperation".

Some international organizations such as NATO and the ILO (International Labour Organisation) use "s" instead of "z" in their name.

See *The Europa World Year Book* for the correct spelling. If you do not have this, try an online finding aid such as [The CIA World Factbook](#) or the [The Political Reference Almanac](#)

[Style Guide Home](#) | [Index of Key Words](#) | [More Online Links](#)



© Copyright Deutsche Presse-Agentur GmbH

[Print](#)

[Close](#)

Countries and Rivers

Names of Countries

Myanmar (formerly Burma, capital is Yangon, formerly Rangoon)
 Czech Republic (not "Czechia")
 Republic of Srpska (in Bosnia-Herzegovina)
 Ivory Coast (not "Cote d'Ivoire")
 Democratic Republic of Congo (former Zaire)
 Republic of Congo (capital Brazzaville)
 Yugoslavia comprises Serbia and Montenegro
 We usually prefer *Britain* and *British* to "U.K."
 U.S. is preferred to "American".

One-letter Differences

Take care with place names when using German copy as a source:
 Tunisia (not "Tunesia")
 Mauritania (not "Mauretania")
 Luxembourg (not "Luxemburg")
 Hong Kong (not "Hongkong")
 Romania (not "Rumania")
 Colombia (not "Columbia")
 Basle (not "Basel")
 Berne (not "Bern")
 Tripoli (without "s" at end)
 Zaragoza (not "Saragossa")
 Genoa (Italy) (not "Genua")
 Addis Ababa (not "Addis Abeba")
 Pomerania (not "Pommerania")
 Spell out compound German place names: Frankfurt-an-der-Oder, not "Frankfurt/Oder".

Rivers

Name multinational rivers in Europe as follows:
 (1) by their English names (e.g. *Rhine*, *Danube*)
 (2) if there is no English name, by the French names (*Meuse* not "Maas", *Moselle* not "Mosel")
 (3) if they are far from France, by the names used where they reach the sea (*Elbe* not "Labe", *Douro* not "Duero")
 (4) if a river is a mere tributary, by the name used on its greatest length (*Tisza* not "Tisa" or "Theiß").

Many rivers are included in the Dictionary of [Germanized Place Names](#).

Note the names of the following border rivers: the *Oder River* not "Odra", the *Neman River* not "Nemunas". There are two Neisse rivers: call the one that marks part of the German border with Poland the Lusatian Neisse or simply the *Neisse River* and name the one that is entirely in Poland the *Nysa River* by preference, making clear in the story that it is in Silesia.



Print

Close

Diplomatic and Military Terms

Ambassadors

Ambassadors to the United Nations are formally called the *permanent representative* of their country. Ambassadors appointed between Commonwealth countries are formally called the *high commissioner* of their country.

Treaties

CTBT: Comprehensive Test Ban Treaty
NPT: nuclear Non-Proliferation Treaty (the "N" stands for non)

Treaties to which the United States, Russia, Belarus, Kazakhstan and Ukraine are now the parties:

- START-I
- START-II (1993): Strategic Arms Reduction Talks Treaty
- Annex to START-II: accord signed 26 September 1997 allowing Moscow an extra five years, up to the year 2007, to dismantle its nuclear missile systems.
- ABM (Anti-Ballistic-Missile) Treaty
- CBM: Confidence-Building Measures Agreement

Military

sarin, soman, tabun, VX: all organophosphate cholinesterase inhibitors used as nerve gas
bazooka (German: "Panzerfaust") is a weapon that fires an armour-piercing rocket or rocket-propelled grenade (RPG)

mortar (German: "Mörser") is a weapon that fires mortar shells ("Mörsergranaten")

Humvee - U.S. Army utility vehicle

[Style Guide Home](#) | [Index of Key Words](#)





Police



Bosnia

IPTF: International Police Task Force, run by United Nations

France

Police Nationale: subject to local prefect and Interior Ministry (include CRS riot police)
Gendarmerie: police in barracks, are Defence Ministry personnel (Algeria and Turkey also have gendarmerie forces)
Gardiens de la Paix: municipal and traffic police

Germany

Federal Crime Office

Ireland

Garda

Italy

Carabinieri, Corps of: military-like police housed in barracks
Guardia di Pubblica Sicurezza: military-like police in barracks
Guardia di Finanza: polices smuggling, illegal entry, tax fraud
Vigili Urbani: municipal police
translations: carabinieri, public security guards or plain *police*

Russia

Militia: uniformed local police
OMON: interior ministry forces, quasi military

Spain

Guardia Civil: police run on military lines
Policia Armada y de Trafico: urban police, also run on military lines

United States

U.S. federal police (policemen or *agents*):
Bureau of Alcohol, Tobacco and Firearms
Federal Bureau of Investigation



Close



Technology and Cyber Terms



Computers

When giving Internet addresses, dpa always prints the protocol "http://..." This is needed to distinguish from other protocols used on the Internet such as "https://" and "ftp://" and to enable customer editorial systems to recognize potential hyperlinks.

- e-mail, e-commerce (hyphenated, lower case)
- online (not hyphenated, lower case) but: upper case if part of a proper name (*America Online, T-Online*, etc.)
- website (one word, lower case), but the **Web** by itself capitalized (as in, *Company X has developed a powerful new program to search the Web.*) Other words that are sometimes compounded with web should stay separated and lower case, e.g. *web searcher*.
- Internet (capitalized)
- www: worldwide web
- home page (two words, not one): do not use this as a synonym for a website. It means the page to which a user of the web always returns, either because it is the entry point for a website or because it is set to load when a browser opens.
- http: hypertext transfer protocol
- multimedia (not hyphenated)
- program when describing computer software, but *programme* for a television programme and in all other senses.

Other Technical Terms

ISDN: integrated services digital network
GSM: Global System for Mobile (telephony)

CASTOR: Acronym of a "Cask for Storage and Transport of Nuclear Material" designed in Germany.

The correct name for "mad cow disease" is bovine spongiform encephalopathy.

[Style Guide Home](#) | [Index of Key Words](#) | [Business](#)



Typography

Wire Character Set

Please adopt the following typography when filing:

The @ sign may not transmit to some customers, so describe it as the "typographical at symbol" or in e-mail addresses as " at "

€ spell out as *euro* (see [Figures](#)).

\$: spell out as *dollar* (see [Figures](#)).

%: spell out as *per cent* (see [Spelling](#)).

German umlauts: ä becomes ae, ö becomes oe, ü becomes ue

All other accented letters: convert to nearest standard English letter: e.g. é becomes e. Accordingly, strip the diacritic marks off Turkish and Scandinavian letters: in this case ö becomes o. See also: [Spelling](#)

Quote marks: prefer double quotes (") to two apostrophes (' ')

Dash: single space + single hyphen + single space: (-)

Ellipsis: single space + three periods + single space (...)

Between sentences: a single letterspace only

Tables

All tabulated material - sports results, market prices, election results and so on - must be preceded and followed by the following three characters: <#>. **What they do:** The symbols are a command to dpa's ERNA computer to add format codes where appropriate for customers using ANPA 1312 systems so that the lines do not close up to the left and wrap. The symbols will not appear in the end-user's copy. An example:

The global index of 31 commodities represents three-quarters of all imports of raw materials by western industrialized countries.

<#>

	average		change with respect to	
	week	month	previous month	month of previous year
Global Index	109.5	108.3	5.2	59.6
Cereals	86.6	86.4	0.1	- 4.6
Oil seeds/oil	91.8	91.6	- 1.3	- 3.7

<#>

dpa ct

[Style Guide Home](#) | [Index of Key Words](#) | [Punctuation](#)



Slugs - Headlines - Categories

Headers

The standard header for a story consists of two lines: the slugline and headline. Extra lines may be added for bylines (the word **By** is capitalized) or editorial advisory lines (the word **Eds:** is capitalized and followed by a colon and a message starting with a capital letter). The final line of the header (whether it be the headline, byline or the Eds: line) must end with a letter space and an "equals" sign (=). This is necessary for customer computer systems to recognize where the editorial header ends and the text starts.

Slugs

The slugline must consist of no more than 22 characters including the slash (i.e. a maximum of 21 letters). It usually gives the country or region the story is centred on and the subject: e.g. *Germany-Government/*. If a Singapore newspaper were to pick up on U.S.-Chinese relations, the slug would be *US-China* with Singapore as the dateline.

These two words in the slug must be hyphenated and end with an oblique or stroke.

Countries that have two-word names should be abbreviated and closed up so there is no space in the slug:

S.Africa-Gold/ (not "South Africa-")

US-Clinton/ (not "U.S.-")

S.Korea-Defector/ (not "South Korea-")

Bosnia-Peace/ (not "Bosnia-Herzegovina-")

PNG-Island/ (not "Papua New Guinea-")

CongoBraz-Crisis/

N.Ireland-Conflict

NewZealand-Maori (not "New Zealand")

It is permissible to use the name of a major organization or event instead of the country in a slugline:

UN-Assembly/

OPEC-Conference/

Olympics-Medals/

A sport can also be the first part of a slug: Tennis-Germany/

Roundups that combine related slugs may be given a single-word slug, e.g. *Bosnia-Fighting/*, *Bosnia-US/* and *Bosnia-Reaction/* may be combined into a roundup that is simply slugged *Bosnia/*

Headlines

Unlike the slug, the headline should contain the name of the country in full, e.g. *Northern Ireland*, *New Zealand*, *South Korea*, *South Africa*. Abbreviations like UN, US or EU appear without periods in the slugline, but with periods (U.N., U.S. or E.U.) in the headline and text.

Cap up: FEATURE, NEWS FEATURE, ANALYSIS, BACKGROUND, PROFILE, INTERVIEW, RESULTS, HOLD, KILL, CORRECTION, 1ST LEAD, ROUNDUP, LEADALL, URGENT

Categories

There are five news categories and an advisory code for transmitting on the dpa wire:

i - politics

u - general interest (customers will see this as "X")

f - finance, business, economics

e - entertainment, culture, religion, science, technology

s - sports

v - editorial advisories

[Style Guide Home](#) | [Index of Key Words](#) | [Sports Slugs](#)



© Copyright Deutsche Presse-Agentur GmbH

[Print](#)

[Close](#)

Leads - Embargoes - Urgents - Adds

Leads

If we lead a story we should say directly below the headline in an "Eds:" line what is new in the story. The following examples show how headings should look:

Currency-Stocks/

Euro firmer against U.S. dollar =

Frankfurt (dpa) - The euro was priced at 1.0064 dollars at the start of trading Monday ...

Currency-Stocks/

1ST LEAD: Euro falls slightly against U.S. dollar

Eds: Adding quotes, later market rates =

Frankfurt (dpa) - After an early gain, the euro fell back and was priced Monday at ...

Mideast-Palestinians/

ROUNDUP: Palestinians demonstrate in Lebanon for peace =

Beirut (dpa) - More than 20,000 Palestinians demonstrated ...

Germany-Government/

2ND ROUNDUP: Parliament approves new German budget

Eds: Changing dateline from Hamburg to Berlin, adding quotes

By Jeff Morgan, dpa =

Berlin (dpa) - The German parliament Thursday approved ...

The desks sometimes combine complex subjects involving more than one roundup into a **leadall**. Leadalls carry no dateline. They are bylined: By Deutsche Presse-Agentur dpa.

Embargoes

Embargoes are noted in second line of the header:

Britain-Amnesty/

EMBARGOED for release at 2201 GMT

Amnesty International condemns human rights abuses =

London (dpa) - Amnesty International said Monday that human ...

Features

Apart from the timeless feature, dpa also runs byliners categorized as NEWS FEATURE (two words, not one), ANALYSIS, PROFILE, BACKGROUND, etc:

Kenya-Flamingoes/

FEATURE: Experts puzzled over vanishing Kenyan flamingo paradise

By Ben James, dpa =

Nairobi (dpa) - In the mud ...

Bosnia-Ceasefire/

BACKGROUND: Events leading up to latest ceasefire =

Sarajevo (dpa) - The ceasefire signed Tuesday. ...

Urgents

As a rule, urgent stories should be limited to one paragraph or two at the most. Additional information can be filed in a brief second take. A more detailed lead should follow as soon as possible.

Indonesia-Earthquake/

URGENT: Earthquake rocks northern Sumatra =

Jakarta (dpa) - People in the northern Sumatra town of ...

The urgent line contains five bells. In PEN software the bells can be written with AltGr + G

Adds

We no longer normally run adds to stories, but may do so if there is a minor addition to available information within 60 minutes of a story having been thoroughly rounded up, e.g.

Germany-Government/

2ND ROUNDUP 1ST ADD: Parliament approves ... =

Earlier in the day, lawmakers voted ...

[Sports results](#) routinely run as adds through the day.

Prompt Filing

Please remember to report on important developments as they happen! Don't wait until the end of the day to file your story!

An opening item on an important parliamentary debate followed by a lead or roundup is better than a single story late in the day. A brief item summing up the end of an important conference should be filed before getting down to writing a lengthy roundup. If a story needs to be updated with a lead it should always be wrapped up in a roundup.

[Style Guide Home](#) | [Index of Key Words](#) | [Corrections & Kills](#)



Corrections - Holds - Kills - Advisories

Corrected Versions

If a story contains a factual error, be sure to file a correction as soon as the mistake is noticed. For bureaus directly linked to the desks it is sufficient to refile the story, pointing out in the advisory line immediately below the headline what is being corrected:

Kenya-Lion/

CORRECTION: Tourist mauled to death by lion

Eds: Refiling to correct nationality, age of victim =

Nairobi (dpa) - A Frenchwoman taking photographs of a lion ...

If a story contains only a minor spelling error or garble, it is sufficient to refile, explaining why in an advisory line:

Kenya-Lion/

Tourist mauled to death by lion

Eds: Refiling to correct garbled word =

Nairobi (dpa) - A Frenchwoman taking ...

Holds and Kills

If a story that has been issued is subsequently suspected of being erroneous, a hold should be issued to stop clients using it while we are checking:

Australia-Queen/

HOLD HOLD HOLD =

Please hold item dpa 123 "Queen ends visit". There is some doubt whether the queen has actually left.

If a check confirms the original version was correct, an advisory should be sent, stating that the story can be used in its original form.

Otherwise refile as a corrected version.

Stories found to be so basically wrong that they cannot be put right by a correction should be killed and a substitute issued:

US-Space/

KILL KILL KILL =

Please kill item dpa 157 "U.S. launches Mars rocket". The launch was called off at the last moment because of bad weather. A substitute story will run immediately.

The hold/kill line contains five bells. In PEN software the bells can be written with AltGr + G

Advisories

Advisories are used to alert customers to an upcoming story or event, changes in skedded items, technical problems, etc. The slug consists of the country of origin and the word advisory. The second line should read simply Attention Editors.

UN-Advisory/
Attention Editors =

The full text of the speech by U.N. Secretary General Kofi Annan will be transmitted on this wire shortly.

[Style Guide Home](#) | [Index of Key Words](#) | [Leads & Urgents](#)



© Copyright Deutsche Presse-Agentur GmbH

Print

Close

Business Writing

Currencies

In business/trade/banking stories, convert first local currency figure into dollars (in parentheses) using the current rate. After that, all figures can remain in the local currency. An example:

Berlin (dpa) - Germany achieved a 3.1-billion-euro (1.5-billion-dollar) trade surplus in December, an improvement from a 2.7-billion-euro surplus in trade the month before, the Economics Ministry in Berlin said Thursday.

Spell out currencies and place **after** the figure:

101 million baht (not "baht 101 million"), *75 billion Canadian dollars* (not "Can dlns 75 billion"), etc. See further notes on currencies on the [Punctuation](#) page.

As a rule, currency names are lower case: euros, dollars, forints, yuan, rupees, etc. Note plurals of these obsolete currencies: lire, guilders, marks.

Exchange rates and other amounts that are less than a full currency unit should be presented in text in the appropriate cent units. If the European Central Bank (ECB) dollar reference rate for the euro is 0.8828, write that the ECB reference rate was *88.28 U.S. cents.*, not "0.8828 dollar/dollars/of a dollar". The same applies to amounts below one pound, e.g. *99.99 pence*, below one euro, e.g. *35.88 cents*, and other currencies. If the amount is just above one dollar, the style is 1.0007 dollars, i.e. use the plural.

Spread quotations should repeat the entire amount after the hyphen, e.g. *88.28-88.30 cents*, not "8828-30". This avoids possible misreadings which can arise from a hyphenated partial quotation.

krone, plural kroner: Danish and Norwegian currency

krona, plural kronor: Swedish currency

Daily dollar conversion rates for three dozen currencies are printed in *The Financial Times* Tuesday to Saturday. Even quicker is the online converter on [the Oanda website](#), which lists more than 164 currencies.

Units

A stock market index is a mere number (it does not count points or anything else) but is said to change **by** a certain number of **points**, e.g. *The Nikkei closed at 18,000, down 35 points*, not "closed at 18,000 points, down 35".

We give the gold price by the **fine ounce** (same as the "troy" ounce).

Good usage of the word "compared" is to say what the change was: **more, less, up, down**, e.g. *1.5200, lower compared to 1.5300* not just "1.5200 compared to 1.5300". See also the [Usage Page](#) on the grammar of *compared*.

If something changes from 40 to 44 per cent, it changes by 4 **percentage points**, but the actual increase is 10 **per cent**, e.g.: *Brewers increased their exports by 33 per cent to reach 8 per cent of total production*, means previous exports were just 6 per cent of output. Note also: per cent (two words separated), not percent or % (this rule is on the [Spelling Page](#) and [Typography](#) Page).

Corporate Names

Regardless of how a company likes to refer to itself in its corporate logo, abbreviate *Co.*, *Corp.*, *Inc.* and *Ltd.* (note the periods). Sweden's central bank is the Riksbank, not the "Reichsbank". Lloyd's of London (note the apostrophe) is an insurance market, not an insurance company. See [Spelling](#) for Rolls-Royce, Coca-Cola, McDonald's, etc.

Sourcing

As in any news story, business/economic stories require clear attribution (government, ministries, economic institutes, banks and corporations, etc.) Officials and business executives must be identified by their full names. Note that we do not capitalize the [titles](#) of businesspeople. It is usually acceptable to skip titles altogether and use a simple descriptive term such as "chief executive".

If a story cites a *source* or *sources*, then it must be briefly explained why these are not identified (a request for anonymity, etc.) If you are using a story based on a local news report, you should see how it is sourced and report it accordingly. If the report does not attribute where the information came from, then you should point this out as well so editors/readers know how to assess the story. See also the [Introduction Page](#) on sourcing.

Comparative figures must as a rule always be included in economic stories. Without knowing what the previous figure was (be it unemployment numbers and rates, stock prices, inflation rates, interest rates, trade surpluses/deficits, profits/losses, new orders growth/decline, etc.) for the period under comparison, today's figure has little meaning. If comparative figures are not available, this should be stated.

[Style Guide Home](#) | [Index of Key Words](#) | [Figures](#)



Sport 1: General Style

Plural

dpa describes this coverage as *sport*, not "sports", in its advisories and daily schedules, but the adjective is *sports*.

teams usually take a plural: e.g.

Liverpool have gone six games without a loss. ...

Germany were world champions in 1974 and 1990

Manchester United are no longer in the European Cup ...

However, it is best to use the singular when referring specifically to a *team, squad, side* etc.

e.g. *The Russian Olympic squad consists of 20 world champions*

Scores

Use a dash, not a colon in match reports, e.g. 2-0.

In tennis, the winner's score is always first: e.g. *Becker was beaten 6-3, 6-2, 4-6, 6-0 by McEnroe.*

The same should apply in text in all other sports: *Arsenal's 3-0 defeat at Liverpool was their first away loss of the season.*

Times

Write out times at first mention, abbreviate thereafter. e.g. *Baumann's time of 3 minutes 49.6 seconds was his fastest of the season. His previous best was 3:50.2.*

Use a colon to separate minutes and seconds. Use a point to separate seconds and decimal fractions.

Rounds

First round, second round, third round etc. quarter-finals, semi-finals, final. A team or player reaching the "Achtelfinale" is going *through to the last 16*. See also [Phrases To Avoid](#).

Metrics

In Athletics, or Track and Field, for times use decimal fractions and for distances use metric units.

[Style Guide Home](#) | [Index of Key Words](#) | [English Usage](#)



Sport 2: Football Results, Competitions

Results and Tables

Football tables and results should be transmitted together in a *separate* despatch from the match report. Like any other tabulated material, they must begin and end with the sign <#>

Results must read:

<#>

Arsenal 2

Aston Villa 1

Liverpool 4

Manchester United 2

<#>

No commas.

Tables must read:

<#>

	P	W	D	L	F	A	P
Borussia Dortmund	18	11	4	3	39	19	37
Bayern Munich	17	10	6	1	27	14	36

<#>

No hyphens. Align numbers right.

No ordinal numbers on the left.

No "goal difference" column (which is usual in German results).

The letters in the table stand for: *matches played, won, drawn, lost, goals for and against, points*. Those letters alone are acceptable, though a paragraph listing these words is helpful.

Some of our stringers are putting goalscorers' names in with the results which is helpful.

Whether the word "standings" or "table" is used in the headline and whether or not it is capped does not matter.

See separate pages for examples of [Football Slugs](#) and the complete [Results Headers](#). Note the <#> symbol before and after tabulated material: see [Typography](#).

Names of Football Competitions

The cross-border club competitions we are most concerned with are:

- The *European Champions Cup* (which starts with a league stage known as the Champions League)
- The *UEFA Cup* (from the French acronym for European Union of Football Associations - there is no need to spell it out). [Club names](#) are listed elsewhere in this Style Guide.

The main competitions between national teams are the *World Cup* and the *European Championships* (not the "Nations Cup")

In group qualification matches, refer to *Group 1*, *Group 2*, *Group 3* etc.

The Bundesliga is *the German first division* or it can be referred to as *the German football Bundesliga*.

For football played in the United States use the word "soccer" to distinguish from **American football**.

[Style Guide Home](#) | [Index of Key Words](#) | [The Club Names](#)



Sport 3: Names of Football Clubs

Germany

Borussia Dortmund
Arminia Bielefeld
Schalke
Cologne
Bayer Uerdingen
1860 Munich
Hansa Rostock
Bochum
Duisburg
Wolfsburg
Werder Bremen
Borussia Moenchengladbach
Hertha BSC
Bayern Munich
Kaiserslautern
Karlsruhe
Bayer Leverkusen
SV Hamburg
VfB Stuttgart

England and Scotland

Manchester United,
Manchester City (not just "Manchester")
Sheffield Wednesday (not just "Sheffield")
Nottingham Forest (not just "Nottingham")
Arsenal (not "FC Arsenal London")
Liverpool (not "FC Liverpool")
Everton (from Liverpool)
Tottenham Hotspur (not "Hotspurs")
Celtic (or Glasgow Celtic, but not "Celtic Glasgow")
Rangers (or Glasgow Rangers)
Heart of Midlothian (or Hearts, not "Hearts of Midlothian")

Italy

Inter Milan, AC Milan (not "Mailand" or "Milano")
Juventus (from Turin)
Torino (also from Turin)
Sampdoria (from Genoa)
Fiorentina (from Florence)
Napoli (from Naples)
Parma
Lazio (from Rome)
Roma (also Rome)

Spain

Barcelona
Real Madrid
Espanol
Atletico Madrid
Athletic Bilbao
Real Zaragoza
Seville
Real Betis (not "Betis Sevilla")

Netherlands

Ajax Amsterdam
Feyenoord (from Rotterdam)
PSV Eindhoven

[Style Guide Home](#) | [Index of Key Words](#) | [The Competition Names](#)



© Copyright Deutsche Presse-Agentur GmbH

[Print](#)

[Close](#)

Sport 4: Slugs

General Principles

We should try to keep to the same slugs for each sport. Different ones only confuse clients. Unlike with [other news items](#), the country does not come first in sports slugs: *Athletics-Germany*, *Basketball-Ukraine*, *Tennis-France*. For major championships or sporting events: *Athletics-Worldcup*, *Golf-Ryder*, *Tennis-Daviscup*, *Swim-Worlds*, etc.

Don't forget, the slugline should not be longer than 21 characters, plus the slash.

Below is a list of slugs we should use for the most important sports.

Football

For domestic league and cup games and friendly internationals use the word "Football" plus the country name (or that of host country for friendlies): *Football-Germany/*, *Football-Italy/*

- European cup games: *Football-UEFACup/* and *Football-Champions/*
- European championship and qualifiers: *Football-Euro/*
- World Cup games and qualifiers: *Football-WorldCup/*

Tennis

Tennis slugs should indicate whether the tournament is women's (WTA) or men's (ATP) tennis and the country where the tournament is being held: *Tennis-WTA-Germany/*, *Tennis-ATP-Austria/*

The four Grand Slams should carry the following sluglines: *Tennis-AustralOpen/*, *Tennis-FrenchOpen/*, *Tennis-Wimbledon/*, *Tennis-USOpen/*. For other events:

- Masters Cup: *Tennis-ATPMasters/*
- Davis Cup: *Tennis-DavisCup/*
- Fed Cup: *Tennis-FedCup/*
- Women Masters: *Tennis-WTAMasters/*

Boxing

Use "Box" plus the weight or name: *Box-Heavy/*, *Box-Tyson/*

Motor Racing

Use "MotorSport" plus the category or a name: *MotorSport-F1/*, *MotorSport-Williams/*

Skiing

For ski racing follow this model: *Ski-Women-Germany/*, *Ski-Men-France/*

For ski jumping and Nordic use slugs like this: *Skijump-Austria/*, *NordicSki-Finland/*

Swimming

Use the word "Swim" plus the country or athlete: *Swim-Britain/*, *Swim-Perkins/*



Print

Close



Sport 5: Sports Results



Results Series

Results should accompany stories whenever possible and should be clearly marked as such. Results are simply added and not re-led. There is no roundup for results, but they may be collated at the end of the day.

The first take should indicate event and day, in tennis the prize money of the tournament as well:

```
Tennis-ATP-Germany/  
RESULTS: German Open tennis =
```

```
    Hamburg (dpa) - Wednesday's results from the 2.2-million-dollar German  
Open:
```

```
Tennis-ATP-Germany/  
RESULTS 1ST ADD: German Open =
```

If further results are expected, there should be "More" in the line before the initials and "Ends results" after the final take.

[Style Guide Home](#) | [Index of Key Words](#) | [Leads and Adds](#)





Sport 6: Refinements



Football

When using German copy as a source, whether on the desks or in the field, care is needed to avoid certain words and phrases that do not entirely make sense in English. These include:

... a *yellow-red* card ... A yellow card is a *booking*, a red card a *sending off*. Try instead: *He was sent off after being booked for a second time*, or *was dismissed after receiving a second yellow card*.

... *minus* points (they don't exist in English).

... the *aluminium* - our equivalent is the *woodwork*, when a shot has hit the bar or post.

... extended time (unspecified). *Injury time* is the time the referee adds on at the end of the 90 minutes (usually only a few minutes). *Extra time* is the 30 minutes played when a cup match is still undecided at the end of the regular 90 minutes of play.

... watched by 30,000 *enthusiastic* fans (this may ring well in German, but sounds trite in English).

Club Names

Take care not to adopt German-style versions of the club names, in which the home city or "FC" is often added e.g. *Everton*, *Barcelona*, *Cologne* (not "FC Everton", etc.) and *Arsenal*, *Chelsea* (not "FC Arsenal London", "FC Chelsea London"). In England no football club has "London" in its name. See the [list](#) of leading clubs.

[Style Guide Home](#) | [Index of Key Words](#) | [One-Letter Differences](#)



Russian via German to English

Assuming Russian words have been correctly transliterated into German, the rules for the secondary transcription are basically as follows for each German letter in the left column. Some standard spellings deviate from them, e.g. *Tchaikovsky*.

German	English	Example
w	v	Woronesh/Voronezh
j	y	Jalta/Yalta
o (after sh, tsch, sch)	e	Chruschtschow/Khrushchev
z	ts	Donez/Donets
s (German "s" renders two Russian letters)	z	KaSan/KaZan
ss (between vowels)	s	NesawiSSimaja/NezaviSimaya
sh	zh	Shitomir/Zhitomir
ch	kh	Charkow/Kharkov
tsch	ch	Tschechow/Chekhov
sch	sh	Scholochow/Sholokhov

Note: the "dsch" in Aserbaidschan is transcribed to English as a "j"

Azerbaijan

[Style Guide Home](#) | [Index of Key Words](#) | [Russian Surnames List](#)





CIS Capitals and Regions



Russia, CIS republics	Republic	Capital
	Armenia	Yerevan
	Azerbaijan	Baku
	Belarus	Minsk
	Georgia	Tbilisi
	Kazakhstan	Astana
	Kyrgyzstan	Bishkek
	Moldova	Kishinev
	Tajikistan	Dushanbe
	Turkmenistan	Ashkhabat
	Russia	Moscow
	Ukraine	Kiev
	Uzbekistan	Tashkent
Republics within Russia	Adygeia	Maikop
	Bashkortostan	Ufa
	Buryatia	Ulan-Ude
	Chechnya	Grozny
	Chuvashia	Cheboksary
	Dagestan	Makhachkala
	Altai	Gorno-Altaiisk
	Kabardino-Balkaria	Nalchik
	Ingushetia	Nazran
	Kalmykia	Elista
	Karelia	Petrozavodsk
	Karachai-Cherkessia	Cherkessk
	Khakassia	Abakan
	Komi	Syktvykar
	Marii-El	Yoshkar-Ola
	Mordova	Saransk
	North Ossetia	Vladikavkaz

	Sakha (ex Yakutia)	Yakutsk
	Tatarstan	Kazan
	Tuva	Kyzyl
	Udmurtia	Izhevsk
Other regions	Crimea (Ukraine)	Simferopol
	Trans-Dniestr (Moldova)	Tiraspol
	South Ossetia (Georgia)	Tskhinvali
	Abkhazia (Georgia)	Sukhumi
	Adzharia (Georgia)	Batumi
	Nakhichevan (Azerbaijan)	
	Nagorny Karabakh	Stepanakert
Cities	St. Petersburg (formerly Leningrad, which is still the name of the military district)	
	Yekaterinburg (formerly Sverdlovsk)	
	Nizhny Novgorod (formerly Gorky)	
Russian intelligence agencies	Foreign Intelligence Service (Russian initials SVR)	
	Federal Agency for Government Communications and Information (Russian initials FAPSI)	
	Federal Security Service (Russian initials FSB)	
Other names	rouble: Russian currency (not "ruble")	
	OMON: the Russian Interior Ministry's "black beret" troops, acronym for Special Police Task Force	

[Style Guide Home](#) | [Index of Key Words](#) | [Russian Transcription](#)



Russian Personal Names

A-Z

The following list is primarily a guide to the correct transcription of Russian surnames and first names. The functions listed in the column at right may no longer be current. Check before use!

Patriarch	Alexy II	head of Russian Orthodox Church
Viktor	Anpilov	leader of far-left Working Russia party
Vitaly	Artyukhov	minister for natural resources
Ruslan	Aushev	president of republic of Ingushetia
Dmitry	Ayatskov	governor of Saratov region
Marat	Baglai	chairman of Constitutional Court
Shamil	Basayev	Chechen warlord
Boris	Berezovsky	billionaire tycoon in exile
Alexander	Blokhin	nationalities minister
Gennady	Bukayev	minister for taxation
Yury	Chaika	justice minister
Viktor	Cherkassov	presidential representative for North Russia
Viktor	Chernomyrdin	ex-premier, Russian ambassador to Ukraine
Anatoly	Chubais	head of electricity monopoly Unified Energy Systems, ex-first deputy premier and finance minister
Umar	Dzhabrailov	Chechen businessman, candidate in 2000 presidential elections
Leonid	Drachevsky	presidential representative for Siberia
Sergei	Dubinin	ex-head of Central Bank
Dzhokhar	Dudayev	late Chechen president
Tatyana	Dyachenko	Yeltsin's younger daughter, former aide
Alexander	Dzasokhov	president of North Ossetia
Sergei	Frank	transport minister
Yegor	Gaidar	ex-premier, Duma deputy
Farit	Gazizullin	state property minister
Viktor	Gerashchenko	former central Bank chairman

Mikhail Gorbachev	former Soviet leader
Aleksei Gordeyev	minister for food and agriculture
Gherman Gref	minister economics and trade
Boris Gromov	governor of Moscow region
Alexei Gromov	presidential spokesman
Boris Gryzlov	minister for the interior
Nikolai Gubenko	chairman of Duma culture committee
Alexander Gurov	chairman of Duma security committee
Vladimir Gusinsky	media tycoon in exile
Yevgeny Ignatenko	head of state-owned nuclear power conglomerate Rosenergoatom
Sergei Ignatyev	chairman of central bank
Igor Ivanov	foreign minister
Sergei Ivanov	defence minister
Akhmad Kadyrov	head of Chechen administration
Vladimir Kalamonov	Kremlin human rights envoy for Chechnya
Mikhail Kasyanov	prime minister
Viktor Kazantsev	general, presidential representative for southern Russia
Nadirshakh Khachilayev	head of Russia's Moslem Union
Khattab	assassinated Chechen rebel leader
Ilya Klebanov	minister for industry, science and technology
Viktor Khristenko	deputy prime minister
Sergei Kiriyyenko	ex-prime minister, co-leader of Union of Rightist Forces, presidential representative for Volga region
Yury Koptev	head of Russian Aerospace Agency
Alexander Korzhakov	State Duma deputy, ex-Yeltsin security chief
Alexander Kotenkov	presidential liaison with Duma
Alexei Kudrin	deputy prime minister, finance minister
Valentin Kuptsov	Duma deputy, first deputy chairman of Communist Party central committee
Anatoly Kvashnin	chief of Russia's General Staff
Mikhail Lapshin	co-leader of Agrarian party
Latyshev Pyotr	presidential representative for Urals region
Alexander Lebed	governor of Krasnoyarsk region, ex-Security Council secretary
Alexei Lebed	late general, ex-governor of republic
Sergei Lebedev	head of foreign intelligence service
Mikhail Lesin	minister for press, television and mass communication
Anatoly Lisitsyn	governor of Yaroslavl region

Alexander Livshits	minister without portfolio
Vladimir Lukin	deputy Duma speaker, co-founder of Yabloko party
Anatoly Lukyanov	chairman of Duma "state-building" committee
Yury Luzhkov	Moscow mayor, co-leader of Russia-All Fatherland alliance
Aslan Maskhadov	elected Chechen president, rebel leader
Valentina Matviyenko	deputy prime minister for social affairs
Nikita Mikhalkov	film director, head of the Russian Cinematographers Union
Oleg Mironov	Duma human rights commissioner
Boris Nemtsov	deputy Duma speaker, co-leader of Union of Rightist Forces, ex-deputy premier, ex-governor of Nizhny Novgorod region
Alexei Ogaryov	head of Rosvooruzhenye arms exporter
Nikolai Patrushev	head of federal security service
Alexander Pochinok	minister of labour
Alexei Podberyozkin	leader of Spiritual Heritage Party
Georgy Poltavchenko	presidential representative for Central Russian region
Yevgeny Primakov	ex-prime minister, Duma deputy, co-leader of Russia-All Fatherland alliance
Mikhail Prusak	governor of Novgorod region
Konstantin Pulikovskiy	presidential representative for Russian Far East
Vladimir Putin	Russian president, ex-head of the Federal Security Service
Salman Raduyev	imprisoned Chechen warlord
Tatyana Razbash	prime minister's spokeswoman
Leonid Reiman	minister for communications and information
Dmitry Rogozin	chairman of Duma committee for international affairs
Eduard Rossel	governor of Sverdlovsk region
Alexander Rumyantsev	nuclear energy minister
Vladimir Rushailo	state security council secretary
Mintimer Shaimiyev	president of republic of Tatarstan
Gennady Seleznyov	speaker of State Duma, lower house
Igor Sergeev	ex-defence minister, presidential adviser on defence affairs
Mikhail Seslavinsky	head of state radio and television
Igor Shchegolev	head of Kremlin's information department
Yury Shevchenko	health minister
Mikhail Shmakov	chairman of the Russian Federation of Independent Trade Unions
Sergei Shoigu	minister for emergency situations
Mikhail Shvydkoi	culture minister
Yury Skuratov	former prosecutor general

Lyubov Slizka	deputy Duma speaker
Alexander Solzhenitsyn	Nobel-Prize-winning writer
Sergei Stepashin	head of state auditing chamber, ex-premier, ex-interior minister
Yegor Stroyev	speaker of Federation Council, upper house of parliament
Konstantin Titov	governor of Samara region
Konstantin Totsky	head of Russian Border Guards
Aman Tuleyev	governor of Siberia's Kemerovo region, candidate in 2000 pres. Elections
Movladi Udugov	Chechen rebel propaganda chief
Alexander Veshnyakov	head of Central Election Commission
Alexei Volin	government spokesman
Alexander Voloshin	chief of presidential administration
Arkady Volsky	head of Association of Industrialists and Entrepreneurs
Alexander Yakovenko	foreign ministry spokesman
Vladimir Yakovlev	St. Petersburg governor
Sergei Yastrzhembsky	Kremlin spokesman for Chechen affairs
Grigory Yavlinsky	leader of liberal Yabloko party
Boris Yeltsin	ex-president
Valentin Yumashev	ex-Yeltsin chief of staff
Igor Yusufov	energy minister
Ilya Yuzhanov	anti-monopoly minister
Mikhail Zadornov	ex-finance minister
Vladimir Zhirinovskiy	ultranationalist leader of Liberal Democratic Party of Russia, deputy Duma speaker
Alexander Zhukov	chairman of Duma budget and tax committee
Gennady Zyuganov	leader of Russian Communist Party

This list was last revised by Nick Allen of dpa Moscow Bureau, June 2002.

[Style Guide Home](#) | [Index of Key Words](#) | [Russian Transcription](#)



Central and Eastern European Parties

Austria	Social Democratic Party of Austria (SPOe)	Sozialdemokratische Partei Österreichs
	Austrian People's Party (OeVP)	Österreichische Volkspartei
	Freedom Party	Freiheitliche Partei
	The Greens	die Grünen
	Liberal Forum	Liberale Forum
Bulgaria	United Democratic Forces	Vereinigte demokratische Kräfte
	Union of Democratic Forces (UDF)	Verband der demokratischen Kräfte
	Bulgarian Socialist Party (BSP)	Bulgarische Sozialistische Partei
	Movement for Rights and Freedoms (MRF)	Bewegung für Rechte und Freiheiten
	Bulgarian Business Bloc (BBB)	Partei der Geschäftsleute
	Euroleft	Eurolinke
	Popular Union	Volkunion
Czech Republic	Civic Democratic Party (ODS)	Demokratische Bürgerpartei
	Civic Democratic Alliance (ODA)	Demokratische Bürgerallianz
	Christian Democratic Union/Czech People's Party (KD- CSL)	Christdemokratische Volkspartei
	Czech Social Democratic Party (CSSD)	Tschechische Sozialdemokratische Partei
	Communist Party of Bohemia and Moravia (KSCM)	Kommunistische Partei Böhmens und Mährens
	Assembly for the Republic/Czechoslovak Republican Party (SPR-RSC)	Republikaner
Hungary	Hungarian Socialist Party (MSZP)	Ungarische Sozialistische Partei
	Alliance of Free Democrats (SZDSZ)	Bund Freier Demokraten
	Alliance of Young Democrats (FIDESZ)	Bund Junger Demokraten/Ungarische Bürgerliche Partei
	Independent Smallholders' Party (FKGP)	Unabhängige Kleinlandwirte-Partei
	Hungarian Democratic Forum (MDF)	Ungarisches Demokratisches Forum
	Christian-Democratic People's Party (KDNP)	Christlich Demokratische Volkspartei
	Hungarian Democratic People's Party (MDNP)	Ungarische Demokratische Volkspartei

Poland

Solidarity Electoral Action (AWS)
Democratic Left Alliance (SLD)
Freedom Union (UW)
Polish Peasants' Party (PSL)
Movement for the Reconstruction of Poland (ROP)

Romania

Democratic Convention (CDR)	Demokratische Konvention
National Christian Democrat Peasants' Party (PNTCD)	Nationale christliche-demokratische Bauernpartei
Democratic Party (PD)	Demokratische Partei
Hungarian Democratic Union of Romania (UDMR)	Demokratische Union der Ungarn in Rumänien
Party of Social Democracy (PDSR)	Partei der Sozialen Demokratie
Greater Romania Party (PRM)	Partei Groß-Rumänien
Romanian National Unity Party (PUNR)	Partei der Nationalen Einheit Rumäniens

Yugoslavia

Serbian Renewal Movement (SPO)	
Democratic Party (DS)	
Civic Alliance (GS)	Bürgerbund
Socialist Party of Serbia (SPS)	
Yugoslav Left (JUL)	
New Democracy (ND)	

[Style Guide Home](#) | [Index of Key Words](#) | [No Quote Marks](#)



Asian Names

China

Chinese names have the surname first. President and party leader Jiang Zemin, Foreign Minister Li Peng. Second reference Jiang, Li. We now write Mao Zedong, not Mao Tse-tung.

Taiwan

Preferred usage is Taiwan, not Taiwanese for the adjective, since the "-ese" adjective refers to the people who were on the island when the Kuomintang fled there in the late 1940s and their descendants. It is best to say Taiwan President Lee Teng-hui. Also note that referring to Taiwan as a country implies an independent Taiwan and acceptance of that view. The capital city is Taipei, not Taipeh. The body of water separating Taiwan and China is the Taiwan Strait (singular).

Korea

Along with most of the media, dpa uses the McCune-Reischauer system of romanization for Korean names minus the diacritics. It has not so far adopted the "official" National Academy for the Korean Language (NAKL 1999) system that is used in South Korean government publications.

The principal South Korean cities are as follows:

Changwon
 Cheju
 Chonju (NAKL: "Jeonju")
 Chongju
 Chunchon
 Inchon (NAKL: "Incheon")
 Kwangju (NAKL: "Gwangju")
 Pusan (NAKL: "Busan")
 Seoul
 Suwon
 Taejon (NAKL: "Daejon")
 Taegu (NAKL: "Daegu")
 Taejon
 Ulsan

dpa writes Korean personal names without any hyphen: e.g. President Kim Young Sam, second reference Kim. See also: [Spelling Page](#).

Southeast Asia

Surnames in Southeast Asia do not have the hallowed nature they hold elsewhere. In some countries, such as Burma and Cambodia, there are no surnames. In others, the given name is the one people go by and is used for second reference. Some examples:

Cambodia

Most Cambodians have no surnames but use two given names. Ousted Second Prime Minister Norodom Ranariddh, 2nd reference Ranariddh. Second reference should be both names when monosyllabic. First Prime Minister Hun Sen, 2nd reference, Hun Sen.

Indonesia

Many Indonesians have only one name. Former president Suharto, 2nd reference, Suharto. Suharto's second son, Bambang Trihatmodjo, 2nd reference Bambang.

Laos

President Nouhak Phoumsavanh, 2nd reference, Nouhak. The Lao people call themselves Lao, not Laotian. Stick to Lao for the people and as an adjective.

Malaysia

Prime Minister Mahathir Mohamad, 2nd reference, Mahathir.

Myanmar

Burmese have no surnames but use two given names. An exception is Aung San Suu Kyi, 2nd reference, Suu Kyi. First Secretary Khin Nyunt, 2nd reference, Khin Nyunt.

Singapore

Prime Minister Goh Chok Tong, 2nd reference, Goh, in keeping with Chinese practice.

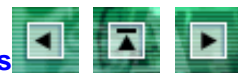
Thailand

Prime Minister Thaksin Shinawatra, 2nd reference, Thaksin.

Vietnam

Prime Minister Phan Van Khai, 2nd reference Khai

[Style Guide Home](#) | [Index of Key Words](#) | [Country Names](#)



Arabic, Hebrew and Persian Words

Arabic

Eid al-Fitr	feast marking end of Ramadan
Eid al-Adha	feast of sacrifice two months later: do not use the alternative name Bayram
mujahedin	warriors of God
jihad	a holy war
Koran	the holy book of Islam
Mohammed	the prophet. Also so spelled as a man's first name: see names list for exceptions
sheikh	title of honour
Ra'is	title of respect, used for Yassir Arafat
keffiyeh	Bedouin kerchief or headdress
jellabia	loose, hooded cloak for men (dishdasha in Gulf)
ghutra	flowing scarf secured by a cord, as worn by men in the Gulf
hijab	Islamic head-covering for women
niqab	face veil for the lower half of a woman's face (do not confuse with the chador : Iran's head-to-toe veiling for women)
triple talaq	divorce where husband says three times, "I divorce you."

Persian Languages

Nauroz	the spring festival celebrated throughout Central Asia, pronounced "now-ruz"). Use the spelling Nauroz for all countries, but note that some sensitivity exists in Turkey, where the official spelling is "Nevruz" and a perception exists that the anglicized form "Newroz" is associated with the Kurds. Do not use "naouroze".
siqeh	Shiite custom of temporary marriage
chador	Iran's head-to-toe veiling for women: see niqab above
burqa	Afghanistan's full-cover women's dress: even the eyes are covered by mesh

Israel

Sikarii

Right-wing Jewish radicals

yarmulke

Jewish skullcap, also known in Europe as *kippa*

Lake Galilee

Also known as Lake Tiberias, Lake Kinneret, Lake Gennesaret or the Sea of Galilee, but we call it Lake Galilee

- Jerusalem
- Tel Aviv
- Haifa
- Beersheeba
- Hadera
- Afula
- Netanya
- Herzlia
- Kfar Saba
- Ashdod
- Ashkelon
- Umm al-Fahm
- Bakka al-Garbia
- Bakka al-Sharkia

Main Jewish Settlements, West Bank

- Kiryat Arba
- Ma'ale Adumim
- Hamra
- Karnei Shomron

Main Jewish Settlements, Gaza Strip

- Netzarim
- Kfar Darom
- Netzer Hazani
- Neveh Dekalim
- Morag
- Gush Katif settlement block

Institutions and Media

- Knesset (Israeli parliament)
- Israel Defence Forces (IDF)
- Magen David Adom (Israeli "Red Cross")
- Israel Radio not "Israeli radio"
- Israel Army Radio not "Israeli army radio"
- Voice of Palestine Radio not "Palestinian radio"
- Israel Television, not "Israeli television"
- Israel Channel 2 News
- Israeli Ma'ariv daily
- Israeli Yediot Ahronot daily, not "Yedioth Ahronoth" with h
- Israeli Ha'aretz daily

[Style Guide Home](#) | [Index of Key Words](#) | [Arabic Prefixes](#)



Punctuation of Arabic Names

al-

Literal meaning: the

Style: lower case, with hyphen

German phonetic "El" makes an English "al-"

Variants: el- (Egyptian names), ul- (High Arabic), as-, az-, ach-, ad-, adh-, an-, at-, ar-

Examples: al-Mirghani (sted Al Mirghani) al-Ahram (sted Al Ahram), al-Maghrebi (sted Almaghrebi), Dar-es-Salaam (sted Dar Es Salaam)

Excepted: Assad (sted al-Assad), Sadat (sted al-Sadat)

Abdul-

Literal meaning of the underlying form
Abed: worshipper of ...

Style: capital A, with hyphen

Variants: Abdel-, Abdur-, Abdes-

Examples: Abdel-Halim (sted Abdelhalim), Abdul-Aziz (sted Abd al-Aziz)

Excepted: Malay names like Tunku Abdul Rahman

Abu-

Literal meaning: father of ...

Style: capital A, with hyphen

French phonetic "Abou" makes English "Abu-"

Variants: Abal-, Abuld

Examples: Abu-Musa (sted: Abou-Mousa), Abu-Jihad (sted Abu Jihad), Abu-Nidal (sted Abu Nidal), Abal-Kheil (sted Aba al-Kheil), Abul-Abbas (sted Abu-Abbas)

Excepted: Place name Abu Dhabi

bin

Literal meaning: son of ...

Style: lower case, followed by space

Variants: ben, ibn, ibni

Examples: Fahd bin Abdul-Aziz, Zayed bin Sultan al-Nahyan

Excepted: Capital B and hyphen in Tunisian President Ben-Ali

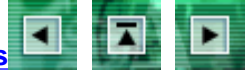
General

Alter any French transliterations of Arab names which crop up in items from Algeria, Tunisia and sometimes Morocco, Syria and Lebanon: i.e. change OU to u (Faruk not Farouk), ch to sh (*sheikh* not "cheik") and delete any silent e at the end (*Hussein* not "Hocine"). Also: *Anwar* not "Anouar". Exception: President *Zine al-Abidine Ben-Ali* of Tunisia.

Second Reference:

An Arab person's family name is the last name and this is the one to use on second reference. Royal family members should however be differentiated on second reference by using their first names, e.g. *Saudi Defence Minister Prince Sultan* or *Kuwaiti Prime Minister Sheikh Saad*.

[Style Guide Home](#) | [Index of Key Words](#) | [More Examples](#)



© Copyright Deutsche Presse-Agentur GmbH

Print

Close

Arabic Names

Arab League

Secretary General Amr Mussa

Egypt

President Hosny Mubarak (wife Susan)
Adviser Osama al-Baz
Prime Minister Kamal Ahmad al-Ganzuri
Newspapers: al-Ahram
al-Akhbar
al-Gomhuriya
al-Gamaa al-Islamiya: Islamic Group

Iraq

President Saddam Hussein (2nd ref: Saddam)

Jordan

King Abdullah

Lebanon

President Emile Lahoud
Prime Minister Selim Hoss
Hezbollah (party of God)
Islamic Jihad (holy war)
Druze - Progressive Socialist Party (PSP)
Falangist
South Lebanon Army (SLA), but place is southERN Lebanon
Ain el-Hilweh
Bekaa
Borj Brajneh
Chatila
Miyeh Miyeh
Rashidiyeh
an-Nahar
as-Safir
Walid Jumblatt
Sheikh Mohammed Hussein Fadlallah

Libya

President Moamer Gaddafi
convicted Lockerbie defendant Abdel-Basit al-Mikrahi (second reference al-Mikrahi)
acquitted Lockerbie defendant al-Amin Khalifa Fhimah (second reference Khalifa)

Palestinian Authority

Organizations and People

- Palestinian Authority (PA), not "Palestinian National Authority"
- Palestine Liberation Organization
- Palestinian Legislative Council, Palestinian parliament

- Yassir Arafat, Palestinian president not "Chairman or Leader"
- Mahmud Abbas, Abu-Mazen - deputy to Arafat
- Ahmed Qrei, Abu-Ala), speaker of the Palestinian Legislative Council
- Jibril Rajoub, West Bank Preventive Security head
- Mohammed Dahlan, Gaza Preventive Security head
- Saeb Erekat, chief Palestinian negotiators/minister for local government
- Sari Nusseibeh, ranking PLO official in Jerusalem
- Yassir Abed-Rabbo, Palestinian minister of information
- Tayeb Abdul-Rahim
- Ahmed Rahman
- Nabil Abu-Rudeineh
- Hanan Ashrawi

Groups

- Fatah
- Hamas
- Islamic Jihad
- Popular Front for the Liberation of Palestine
- al-Aqsa Martyrs Brigades

Media

- al-Quds
- al-Hayat al-Jadida (daily)

Places

- Ramallah
- Nablus
- Jenin
- Kalkilya
- Tulkarm
- Jericho
- Bethlehem
- Hebron
- Rafah
- Khan Younis
- al-Bureij
- Dir al-Balah
- Hebron
- Bethlehem
- Beit Jalla
- Beit Sahur
- Beit Hanoun
- Jabalya refugee camp

Saudi Arabia

King Fahd

Crown Prince and Deputy Prime Minister Prince Abdullah bin Abdul-Aziz (2nd ref: Abdullah)

Defence Minister Prince Sultan bin Abdul-Aziz

Foreign Minister Prince Saud al-Faisal (2nd ref: Saud)

Sudan

President Omar Beshir

Syria

President Hafez Assad
Vice-President Abdel-Halim Khaddam
Foreign Minister Faruk al-Sharaa

Tunisia

President Zine al-Abidine Ben-Ali (2nd ref: Ben-Ali)

United Arab Emirates

President Sheikh Zayed bin Sultan al-Nahyan

Western Sahara

"Sahrawi Arab Democratic Republic (SADR)": "President" Mohammed Abdul-Aziz

Yemen

President Ali Saleh

[Style Guide Home](#) | [Index of Key Words](#) | [Russian Names](#)



Place Names: German to English

Belgium	Brügge	Bruges
	Brüssel	Brussels
	Gent	Ghent
	Lüttich	Liege
Croatia	Esseg	Osijek
	Karlstadt	Karlovac
	Lissa	Vis Island
Czech Republic and Slovakia	Altsohl	Zvolen
	Asch	As
	Auschau	Ustek
	Aussig	Usti nad Labem
	Bilin	Bilina
	Böhmen	Bohemia
	Böhmisch-Kamnitz	Ceska Kamenice
	Böhmisch-Leipa	Ceska Lipa
	Böhmisch-Trübau	Ceska Trebova
	Böhmisch-Brod	Cesky Brod
	Brandeis	Brandys
	Brünn	Brno
	Budweis	Ceske Budejovice
	Chlumetz	Chlumec
	Eger	Cheb
	Falkenau	Sokolov
	Franzensbad	Frantiskovy Lazne
	Freiburg	Pribor
	Friedland	Frydlant
	Göding	Hodonin
	Gablonz	Jablonec
	Gitschin	Jicin
	Haid	Bor
	Hultschin	Hlucin
	Iglau	Jihlava
	Jauernig	Javornik
	Jungbunzlau	Mlada Boleslav
	Kaaden	Kadan
	Klösterle	Klasterec
	Klattau	Klatovy
	Komorn	Komarno
	Konopischt	Konopiste
Komotau	Chomutov	
Königshof	DvurKralove	

Graslitz	Kraslice
Kremnitz	Kremnica
Kremsier	Kromeriz
Krumau	Cesky Krumlov
Königswart	Kynzvalt
Leitmeritz	Litomerice
Lobositz	Lovosice
Lundenburg	Breclav
Königgrätz	Hradec Kralove
Mähren	Moravia
Mährisch-Weißkirchen	Hranice
March	the Morava River
Marienbad	Marianske Lazne
Mies	Stribro
Moldau	the Vltava River
Nixdorf	Mikulasovice
Nikolsburg	Mikulov
Neudeck	Nejdec
Neutra	Nitra
Neuhäusel	Nove Zamky
Neutitschein	Novy Jicin
Nimburg	Nymburk
Nürschan	Nyrany
Olmütz	Olomouc
Otrokowitz	Otrokowice
Pardubitz	Pardubice
Petschau	Becov
Pilgram	Pelhrimov
Pilsen	Plzen
Podersam	Podborany
Prag	Prague
Preßburg	Bratislava
Pürglitz	Krivoklat
Rakonitz	Rakovnik
Reichenberg	Liberec
Rosenau	Roznava
Rosenberg	Ruzomberok
Rumburg	Rumburk
Saaz	Zatec
St. Joachimsthal	Jachymov
Schlan	Slanv
Schluckenau	Sluknov
Schüttenhofen	Susice
Sillein	Zilina
Spindlermühle	Spindleruv Mlyn
Sternberg	Sternberk
Strakonitz	Strakonice
Tachau	Tachov
Taus	Domazlice
Teplitz(-Schönau)	Teplice(-Sanov)
Tetschen	Decin
Theresienstadt	Terezin
Tischowitz	Tisnov
Trebitsch	Trebic
Troppau	Opava
Ungarisch-Hradisch	Uherske Hradiste
Wegstädtl	Steti
Weipert	Vejperty

	Wildenschwerdt	Usti nad Orlici
	Winterberg	Vimperk
	Zipser Neudorf	Spisska Nova Ves
	Znaim	Znojmo
Estonia	Dagö	Hiiumaa Island
	Dorpat	Tartu
	Moon	Muhu Island
	Ösel	Saaremaa Island
France	Elsaß	Alsace
	Lothringen	Lorraine
	Mülhausen	Mulhouse
	Straßburg	Strasbourg
Germany	Bodensee	Lake Constance
	Braunschweig	Brunswick
	Düsseldorf	Dusseldorf
	Hannover	Hanover
	München	Munich
	Nürnberg	Nuremberg
Hungary	Erlau	Eger
	Fünfkirchen	Pecs
	Gran	Esztergom
	Güns	Koszeg
	Ödenburg	Sopron
	Plattensee	Lake Balaton
	Raab	Gvor
	Steinamanger	Szombathely
	Stuhlweißenburg	Szekesfehervar
	Theiß	the Tisza River
Italy	Auer	Ora
	Bozen	Bolzano
	Brixen	Bressanone
	Bruneck	Brunico
	Eppan	Appiano
	Kaltern	Caldaro
	Mailand	Milan
	Meran	Merano
	Schlanders	Silandro
	Spondinig	Spondigna
	Sterzing	Vipiteno
	St. Ulrich	Ortisei
	Sulden	Solda
	Toblach	Dobbiacco
	Venedig	Venice
	Wolkenstein	Selva
Kaliningrad	Angerapp	Ozersk
	Cranz	Zelenogradsk
	Fischhausen	Primorsk
	Friedland	Pravdinsk
	Gerdauen	Zheleznodorozhniy
	Gumbinnen	Gusev
	Heiligenbeil	Mamonovo
	Heinrichswalde	Slavsk
	Insterburg	Chernyakhovsk
	Königsberg	Kaliningrad
	Kurisches Haff	Courland Lagoon (Kurskiy Zaliv)
	Labiau	Polesk
	Memel	the Neman River
	Neukuhren	Pionerskiy

	Stallupönen	Nesterov
	Palmnicken	Yantarnyy
	Pillau	Baltiysk
	Pregel	the Pregolya River
	Preußisch Eylau	Bagrationovsk
	Ragnit	Neman
	Rauschen	Svetlogorsk
	Rossitten	Rybachiy
	Tapiau	Gvardeysk
	Tilsit	Sovetsk
	Wehlau	Znamensk
Latvia	Düna	the Daugava River (Russian: Dvina)
	Dünaburg	Daugavpils
	Dünamünde	Daugavgriva
	Libau	Liepaja
	Mitau	Jelgava
	Windau	Ventspils
Lithuania	Memel (Stadt)	Klaipeda
	Memel (Fluß)	the Neman River (Lithuanian: Nemunas)
Netherlands	Arnhem	Arnhem
	Nimwegen	Nijmegen
Poland	Allenstein	Olsztyn
	Angerburg	Wegorzewo
	Arnswalde	Choszczno
	Auschwitz	Oswiecim
	Bad Altheide	Polanica Zdroj
	Bad Flinsberg	Swieradow Zdroj
	Bad Kudowa	Kudowa Zdroj
	Bad Landeck	Ladek Zdroj
	Bad Reinerz	Duszniki Zdroj
	Bad Salzbrunn	Szczawno Zdroj
	Bad Warmbrunn	Cieplice Slaskie Zdroj
	Bartenstein	Bartoszyce
	Belgard	Bialogard
	Berent	Koscierzyna
	Beuthen	Bytom
	Bielitz	Bielsko-Biala
	Bischofsburg	Biskupiec
	Bober	the Bobr River
	Braunsberg	Braniewo
	Breslau	Wroclaw
	Brieg	Brzeg
	Bromberg	Bydgoszcz
	Bütow	Bytow
	Bunzlau	Boleslawiec
	Cammin	Kamien Pomorskie
	Cosel	Kozle
	Crossen	Krosno Odrzanskie
	Danzig	Gdansk
	Deutsch Eylau	Ilawa
	Deutsch Krone	Walcz
	Dirschau	Tczew
	Dramburg	Drawkso Pomorskie
	Elbing	Elblag
	Ermland	Warmia region
	Falkenberg	Niemodlin

Flatow	Zlotow
Frankfurt/Oder-Ost	Slubice
Frankenstein	Zabkowice Slaskie
Frauenburg	Frombork
Fraustadt	Wschowa
Friedeberg	Strzelce Krajeński
Frisches Haff	Vistula Lagoon
Gdingen	Gdynia
Glatz	Klodzko
Glatzer Neiße	the Nysa River (or Neisse, 1 of 2 so named)
Gleiwitz	Gliwice
Glogau	Glogow
Gnesen	Gniezno
Görlitz-Ost	Zgorzelec
Goldberg	Zlotoryja
Gollnow	Goleniow
Graudenz	Grudziadz
Greifenberg	Gryfice
Greifenhagen	Gryfino
Grünberg	Zielona Gora
Guben (Polish half)	Gubin
Grottkau	Grodkow
Guhrau	Gora
Habelschwerdt	Bystrzyca Klodzka
Heidebreck	Kedzierzyn
Heilsberg	Lidzbark Warminski
Hela	Hel
Hindenburg	Zabrze
Hirschberg	Jelenia Gora
Hohensalza	Inowroclaw
Hohenstein	Olsztynek
Jauer	Jawor
Johannisburg	Pisz
Kalisch	Kalisz
Karthaus	Kartuszy
Kattowitz	Katowice
Kolberg	Kolobrzeg
Königshütte	Chorzow
Köslin	Koszalin
Konitz	Chojnice
Krakau	Krakow
Krappitz	Krapkowice
Kreisau	Krzyzowa
Kreuzburg	Kluczbork
Krummhübel	Karpacz
Küstrin	Kostrzyn
Kulm	Chelmno
Labes	Lobez
Landeshut	Kamienna Gora
Landsberg	Gorzow Wielkopolski
Lauban	Luban
Lausitzer Neiße	the Neisse River (or Lusatian Neisse)
Leobschütz	Glubczyce
Liegnitz	Legnica
Lissa	Leszno
Lötzen	Gizycko
Löwenberg	Lwowek Slaski
Lüben	Lubin

Lyck	Elk
Marienburg	Malbork
Marienwerder	Kwidzyn
Masowien	Masowsze
Masuren	the Mazurian Lakes
Misdroy	Miedzzydroje
Mohrungen	Morag
Namslau	Namyslow
Naugard	Nowogard
Neidenburg	Nidzica
Neudamm	Debno
Neumarkt	Sroda Slaska
Neusalz	Nowa Sol
Neustadt	Prudnik
Neustettin	Szczecinek
Nikolaiken	Mikolajki
Oels	Olesnica
Ohlau	Olawa
Oppeln	Opole
Osterode	Ostroda
Pleß	Pszczyna
Posen	Poznan
Preußisch Holland	Paslek
Pyritz	Pyrzyce
Ratibor	Raciborz
Rastenburg	Ketrzyn
Reichenbach	Dzierzoniow
Riesengebirge	High Sudeten Mountains
Rosenberg	Olesno
Rudczanny	Ruciane-Nida
Rügenwalde	Darlowo
Rummelsburg	Miastko
Sagan	Zagan
Schivelbein	Swidwin
Schlawe	Slawno
Schlesien	Silesia
Schlochau	Czluchow
Schneidemühl	Pila
Schweidnitz	Swidnica
Schwiebus	Swiebodzin
Sensburg	Mragowo
Soldau	Dzialdowo
Soldin	Mysliborz
Sommerfeld	Lubsko
Sorau	Zary
Spiringsee	Lake Sniardwy
Sprottau	Szprotawa
Stargard	Stargard Szczecinski
Stettin	Szczecin
Stolp	Slupsk
Stolpmünde	Ustka
Strehlen	Strzelin
Swinemünde	Swinoujscie
Thorn	Torun
Trebnitz	Trzebnica
Treuburg	Olecko
Tschenstochau	Czestochowa
Tuchel	Tuchola

	Waldenburg Warschau Warthe Weichsel Wohlau Zielenzig Zoppot Zülichau	Walbrzych Warsaw the Warta River the Vistula River Wolow Sulecin Sopot Sulechow
Romania	Bistritz Herkulesbad Kronstadt Klausenburg Großwardein Neumarkt Hermannstadt Temesvar	Bistrita Baile Herculane Brasov Cluj Oradea Tirgu Mures Sibiu Timisoara
Russia	Moskau Pleskau	Moscow Pskov
Slovenia	Adelsberg Aßling Cilli Friedau Krainburg Laibach Luttenberg Marburg Pettau Unterdrauburg Veldes Windischgraz	Postojna Jesenice Celje Ormoz Kranj Ljubljana Ljutomer Maribor Ptuj Dravograd Bled Slovenj-Gradec
Sweden	Göteborg Malmö	Gothenburg Malmö
Switzerland	Basel Bern Freiburg Genf Graubünden Luzern Neuenburg Sankt Gallen Tessin Waadt Wallis	Basle Berne Fribourg Geneva Grisons Lucerne Neuchatel St. Gall Ticino Vaud Valais
Ukraine	Lemberg Czernovitz	Lvov Chernovtsy
Yugoslavia	Belgrad Neusatz Werschetz	Belgrade Novi Sad Vrsac



Encyclopaedias and Handbooks Online

Encyclopaedias

If you need a one-line definition of an unusual term in a story, it is best to check an authoritative encyclopaedia. Several are available online. Microsoft's [Encarta Encyclopedia](#) has compact articles available via the Internet, but some content is only available to paying subscribers, and this may turn out to be exactly the item of information you need at that moment. Another compact encyclopaedia that provides a wealth of online information is the [Information Please On-Line Dictionary, Internet Encyclopedia & Almanac Reference](#). Greater detail is available in the [Encyclopaedia Britannica](#) which has been reborn as an Internet portal. You may find however that download times for *Britannica* articles are too slow if you are in a hurry to file.

Handbooks

dpa generally adopts the titles of the public officials and the spellings of their names as printed in the latest edition of *The Europa World Yearbook* but this may not always be up to date. Many governments have their own websites, which can be consulted. Websites for a selection of [world organizations](#) are listed in this Style Guide. dpa's own archives - the "Dokumentation" in Hamburg provides a database (in German) of 1,500-plus people in the news, but this is only accessible to those registered to use the dpa intranet. Another useful online resource for titles and spellings is the *CIA World Factbook* which contains [cabinet lists](#) for every country in the world and is regularly updated. The same publication also contains [country factsheets](#) that are extremely useful if you are looking for English translations of the names of parties and institutions in foreign countries.

Crimes

Crime often makes news, and it can be difficult translating accurately the names of criminal offences in jurisdictions that do not use English-type legal systems. [The World Factbook of Criminal Justice Systems](#) was compiled some years ago with funding from the U.S. Justice Department and provides English names for criminal offences, courts and procedures in 42 countries. It is not particularly easy to use: each country is dealt with in one very long text file, but the translations by law professors can be relied on.

Books & Films

The English names of books and films should always be checked for accuracy. (See the [Punctuation](#) page for the rule on using quotation marks.) Books in print or recently in print are listed by the hundreds of thousand on the sites of Internet bookstores such as [Amazon.Com](#). Both the English and foreign names of major films can be checked on the [Internet Movie Database](#) which sometimes has typos in the names but is generally reliable.

[Style Guide Home](#) | [Index of Key Words](#) | [More Internet Links](#)



Places, Time, Other Usage Guides

Place Names

Transliterations of place names from non-Roman alphabets or romanizations from syllabic writing systems can often be tricky, especially when you have a breaking news story. For any place not listed in this Style Guide, dpa generally uses the name as indexed in *The Times Atlas of the World Comprehensive Edition*. The many forms of name that one place may have are exhaustively listed in the online [Getty Thesaurus of Geographic Names](#). To use it, you do need to have a fairly good idea in advance of how the name might be spelled. Another approach is to send a query using just a fragment of the name to an enormous U.S. database, the [World Geographic Names Server](#), which is maintained by the U.S. National Imagery and Mapping Agency. The normal search time is 40 seconds and requests often time out, so searches may prove frustrating.

Time & Measures

Times mentioned in stories should generally have the equivalent Universal Time (GMT) in parentheses after them. A useful online tool is the [Time Zone Converter](#) which allows you to write in any local time and see its GMT equivalent. Daylight saving is automatically taken into account. See this Style Guide's [Punctuation](#) page for rules on time notation. Often news copy assumes that the dates of public holidays are common knowledge: editors can clear up many puzzles by checking with the [Holiday & Festival](#) website, which lists the holidays celebrated in each nation. The only measurements used in the dpa cast are those adopted internationally. Advice on how to convert American and other non-standard measurements can be found on a [U.S. Standards Institute](#) site, but naturally you should take care to adopt British spelling: *litre* not "liter", *metre* not "meter" and so on. A handy conversion tool for U.S., imperial and all sorts of unusual measurements is provided by [the FLW Data Converter](#) which creates a temporary JavaScript calculator in your browser screen.

Usage

Apart from dpa's own Style Guide there are several news-copy style books accessible via the Internet. They have no authority with the dpa desks, but you may find them useful if you are trying to find cogent arguments when making a style choice on something that is not yet covered in this Style Guide. A traditional style guide, with the entries listed in alphabetical order, is available online from [The Guardian](#). The London-based news magazine [The Economist](#) has restored its style guide to the web after a period offline. Welcome back! A U.S. journalism-school handbook, [The News Watch Project Style Guide](#), lists expressions to avoid because they may be offensive to minority groups.

Both pages of links were compiled by [Jean-Baptiste Piggin](#). Further suggestions welcome.

[Style Guide Home](#) | [Index of Key Words](#) | [More Internet Links](#)

